

CITY OF FLORENCE PLANNING COMMISSION
April 10, 2018 ** MEETING MINUTES **

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

Chairperson John Murphey called the meeting to order at 5:30 p.m. Roll call: Chairperson John Murphey, Commissioner Michael Titmus, Commissioner Phil Tarvin, Vice Chairperson Sandi Young, Commissioner Ron Miller, and Commissioner Eric Hauptman were present. Commissioner Brian Jagoe was absent and excused. Also present: Planning Director Wendy FarleyCampbell, Associate Planner Glen Southerland, and Planning Technician Dylan Huber-Heidorn.

APPROVAL OF AGENDA

Commissioner Tarvin motioned to approve the agenda. VC Young seconded. By voice, all ayes. The motion passed.

APPROVAL OF MINUTES

VC Young motioned to approve the minutes of March 27, 2018. Commissioner Miller seconded. By voice, all ayes. The motion passed.

PUBLIC COMMENTS

There were no public comments.

Accessory Dwelling Unit Code Changes: A work session to discuss details of draft revisions of City of Florence City Code sections to address the requirements of Oregon SB 1051, which requires Florence and other jurisdictions to allow construction of accessory/secondary housing in all residential districts and take other steps for housing development

AP Southerland presented his most recent work writing new sections of code for consideration by the Planning Commission. Most of these changes would affect Title 10: Zoning Regulations. Regarding the requirements of S.B. 1051, the Community Development department will use an accelerated timeline of 100 days for processing applications for affordable housing development. The bill also calls for the city to permit places of worship to construct certain types of affordable housing. AP Southerland also explained new and updated term definitions that are proposed for city code, including “cottage,” “cluster,” “density,” and “secondary dwelling.”

Commissioner Miller asked about progress in redefining lot frontages and related lot orientation issues. AP Southerland and PD FarleyCampbell discussed potential solutions for defining front lot lines on existing lots and structures as the street frontage on which the lot is addressed. The commission found this agreeable, and staff left the idea open to later refinement.

Commissioner Hauptman expressed concern that new policies for ADUs would not achieve their intended goal of increasing the stock of affordable housing if people instead chose to build large secondary units and rent them at high rates. He mentioned organizations which help people to find affordable housing. Their vetted lists of potential tenants could be used as the basis for efforts or programs to encourage landlords to offer affordable units.

PD FarleyCampbell pointed out that reducing Systems Development Charges (SDCs) could be a viable strategy for reducing overall development costs for ADUs, but setting SDCs is not the purview of the Planning department or the Planning Commission. The Public Works department is looking at various methodologies, including SDC reductions based on square footage, water supply fixture size, or other factors.

Chairperson Murphy stated that reducing SDCs would have to be a carefully considered step. Disrupting the funding stream that supports infrastructure development would mean significant changes to city service provision.

Commissioner Hauptman suggested the Commission and Planning department could work harder to advance the issue of SDCs. AP Southerland replied that the issue was recognized as an important factor and was being actively discussed. PD FarleyCampbell elaborated that she would pass suggestions for SDC changes to the Public Works director, the Finance director, and others who are advancing the issue toward consideration by the Florence City Council.

AP Southerland discussed a requirement of S.B. 1051 for the city to report on housing applications to the state.

AP Southerland’s presentation moved on to cover major code sections to implement ADUs. Staff would like to see ADU applications classed as Type 1 applications, which would allow for very quick turnaround times while providing for basic

assessment of safety and other issues. Construction criteria, including allowable floor areas for ADUs, size relationships between primary dwellings and associated ADUs, utility metering, and chassis-built tiny homes.

The next portion of draft code pertained to siting and design criteria, including provision of separate access to separate dwellings and parking space requirements.

Chairperson Murphy pointed out possible inconsistencies in the code related to allowable materials for designated ADU parking spaces and existing requirements for driveway paving and hard surfaces. Even if code allows for alternative materials, it would be good to allow for other parking surface options — such as paved wheel strips rather than continuous paving — in order to lower costs. AP Southerland stated he did not believe current code prohibited such alternatives. Commissioners Tarvin and Titmus were in agreement that a hard-surfacing requirement for ADU parking may be redundant in code. The group discussed structural changes to the code section. The parking discussion continued with the topic of using street width to determine the acceptability of street parking to meet the ADU parking requirement. Commissioner Tarvin framed the possibility of allowing available street parking in front of a given parcel to reduce the ADU parking requirement regardless of whether or not the space is reliably available. AP Southerland explained that on-street parking is already calculated this way.

The new codes could also call for a minimum amount of open space to be dedicated to each accessory dwelling unit. A standard of 100 square feet, which is currently applied to multifamily development, was proposed.

AP Southerland stressed the importance of maintaining limits on impermeable surface coverage. The proposed code would separate lot coverage limits for parcels with and without ADUs. Only one ADU would be allowed on most properties, as supported by the Commission as well as City Council, but an additional ADU would be permissible on parcels in high density zones. VC Young suggested there might be sense in using a ratio or other method to allow additional ADUs based on the number of primary dwelling units. PD FarleyCampbell suggested few multi-family developments in the city would be able to add ADU units due to other concerns, and new multi-family developments would be unlikely to have motivation to use ADU designations. AP Southerland suggested ADUs on lots with more than one primary dwelling should be processed as Type 2 land use applications to allow for additional scrutiny.

The proposed code changes included a statement to disallow short-term rentals in ADUs. AP Southerland stated that short-term rentals are a needed use, but they often present a nuisance. He suggested code changes outside the scope of the ADU code being discussed could present a solution. Chairperson Murphy suggested that short-term rental owners should be required to have a business license. AP Southerland pointed out that current code calls for that process, but enforcement is an issue.

AP Southerland asked for input on code requirements for front yard ADUs to meet or exceed the architectural quality of the primary dwelling. PD FarleyCampbell pointed out that some jurisdictions have limited ADUs in front yards to attached units, which would simply look like a bump-out on the primary dwelling. It would be difficult or impossible to build an ADU on some lots without allowances for the front yard. AP Southerland stated architectural quality and style would be difficult to quantify. VC Young supported the idea that ADUs in the front yard should resemble the primary dwelling. AP Southerland requested feedback on strategies to ensure building quality without restricting desirable solutions.

PLANNING DIRECTOR'S REPORT/CALENDAR

AP Southerland discussed steps to move forward, including future Commission meetings.

PD FarleyCampbell presented the final summary of the Contractor's Huddle from February, 2018. Feedback collected from contractors will be used to craft new code to facilitate development, potentially including changes to minimum lot sizes, project phasing, systems development charges, and open space requirements.

Chairperson Murphey adjourned the meeting at 6:50 p.m.

John Murphy, Chairperson
Florence Planning Commission

Date

Florence Planning Commission ADU (SB 1051) Work Session



SB 1051 Proposed Changes



Planning Timeline

120 Days —————> 100 Days

Procedural

120-Day Rule is in code as FCC 10-1-1-5-A

Add item **10-1-1-5-A-1**.

Handout – FCC Title 10, Chapter 1

• Planning Commission SB 1051 Work Session

4/10/18 • 3

Clear and Objective Standards

Procedural – No changes proposed.

• Planning Commission SB 1051 Work Session

4/10/18 • 4

Density and Height – Affordable Housing

Procedural – No changes proposed.

• Planning Commission SB 1051 Work Session

4/10/18 • 5

Affordable Housing at Places of Worship

Add definition for "Place of Worship."

Expand FCC 10-4-12-A to include regulations regarding housing at nonresidential places of worship.

Handout – FCC Title 10, Chapters 2 & 4

• Planning Commission SB 1051 Work Session

4/10/18 • 6

Reporting of Needed Housing Applications

Procedural – No changes proposed.

• Planning Commission SB 1051 Work Session

4/10/18 • 7

Accessory Dwelling Units (ADUs)

Handout (Updated from Packet) –
FCC Title 10, Chapter 10

• Planning Commission SB 1051 Work Session

4/10/18 • 8

Accessory Dwelling Units (ADUs), cont.

Permitted Districts:

- All Residential Districts
- All parcels with **previously-existing** primary SFRs
- New primary SFRs – possible ADU

Floor area:

- Not to exceed **1,000 square feet/75% of primary unit**
- No limit on minimum **→ 201 square foot minimum**
- **<500 square foot primary dwelling → ADU up to 100% of primary unit**

• Planning Commission SB 1051 Work Session

4/10/18 • 9

Accessory Dwelling Units (ADUs), cont.

Construction:

- Interior, attached, or detached
- **Permanent structures built on a foundation or**
- **Dwellings built on permanently axled frames**
 - With removal of axle
 - Skirting
 - Blocking
 - Permanent connection to services

Access:

- **Separate** access through hard-surface walkway
(Interior split = separate exterior entry)

• Planning Commission SB 1051 Work Session

4/10/18 • 10

Accessory Dwelling Units (ADUs), cont.

Parking:

- Per FCC 10-3-4 (quantity) & 10-3-8 (standards)
 - **10-3-4:**
 - **One** parking space
 - **10-3-8:**
 - Covered or uncovered
 - Hard-surfaced
 - On-street okay, if possible

• Planning Commission SB 1051 Work Session

4/10/18 • 11

Accessory Dwelling Units (ADUs), cont.

Open Space:

- 100 square feet
- At least 10'x10'
- Level
- Cleared
- Not for parking

Density:

- ADUs do not apply to (future) density standards.

• Planning Commission SB 1051 Work Session

4/10/18 • 12

Accessory Dwelling Units (ADUs), cont.

Approval:

- All ADUs shall meet standards of Fire and Building Codes.
- All inspected by Building Official prior to occupancy.
- Approved through a Type I ('over-the-counter') permit process, unless proposed on a site with more than one primary dwelling (duplex or triplex – Type II).

• Planning Commission SB 1051 Work Session

4/10/18 • 13

Accessory Dwelling Units (ADUs), cont.

Short Term Rentals (STRs):

- **Not permitted**

Multiple ADUs:

- Multi-Family Residential District – may have both detached ADU and attached/interior ADU per primary dwelling.
- **Only 1 ADU per lot within other districts.**

Architectural Stds.:

- Must meet architectural standards of zoning district (Old Town/Mainstreet).
- Doesn't need to match primary dwelling, **unless in front of primary dwelling.**

• Planning Commission SB 1051 Work Session

4/10/18 • 14

Next Steps:

- DLCD Notice (*35 Days) - **Completed**
- Planning Commission
 - **April 10, 2018** – Work Session – **Completed**
 - April 24, 2018 – Work Session (if needed)
 - **May 8, 2018** – First Evidentiary Hearing

• Planning Commission SB 1051 Work Session

4/10/18 • 15

Questions?

• Planning Commission SB 1051 Work Session

4/10/18 • 16