

**CITY OF FLORENCE
PLANNING COMMISSION**

RESOLUTION PC 19 12 CUP 05

A REQUEST FOR A TEMPORARY CONDITIONAL USE PERMIT TO PLACE THREE CAMP TRAILERS ON THE PRESBYTERIAN CHURCH PROPERTY SOUTH OF THE SANCTUARY FOR THE PURPOSE OF TRANSITIONAL HOUSING IN THE HIGHWAY DISTRICT

WHEREAS, application was made by Kathryn Lenox on behalf of First Step, for a Temporary Conditional Use Permit as required by FCC 10-1-1-4, and FCC 10-1-1-6-3 and FCC 10-4-4; and

WHEREAS, the Planning Commission/Design Review Board met in a public hearing on September 24, 2019 as outlined in Florence City Code 10-1-1-6-3, to consider the application, evidence in the record, and testimony received, and

WHEREAS, the Planning Commission/Design Review Board determined per FCC 10-4-6, after review of the application, testimony and evidence in the record, that the application meets the criteria through compliance with certain Conditions of Approval; and

WHEREAS, the Planning Commission/Design Review Board of the City of Florence finds, based on the Findings of Fact, staff recommendation and evidence and testimony presented to them, that the application meets the applicable criteria.

NOW THEREFORE BE IT RESOLVED that the Planning Commission/Design Review Board of the City of Florence finds, based on the Findings of Fact and the evidence in record that:

The request for a temporary Conditional Use Permit to place three camp trailers on the Presbyterian Church property south of the sanctuary for the purpose of transitional housing meets the applicable criteria in Florence City Code and the Florence Realization 2020 Comprehensive Plan with the conditions of approval as listed below.

Conditions of Approval:

The application, as presented, meets or can meet applicable City codes and requirements, provided that the following conditions of approval are met.

1. Approval for shall be shown on:

"A" Findings of Fact
"B" Site Plan
"C" Land Use Application & Conditions Statement
"D" Brochure
"E" Holding Tank Info

"F" Resident Contract
"G" Resident Policies

Findings of Fact attached as Exhibit "A" are incorporated by reference and adopted in support of this decision. Any modifications to the approved plans or changes of use, except those changes relating to Building Codes, will require approval by the Community Development Director or Planning Commission/Design Review Board.

2. Regardless of the content of material presented for this Planning Commission, including application text and exhibits, staff reports, testimony and/or discussions, the applicant agrees to comply with all regulations and requirements of the Florence City Code which are current on this date, EXCEPT where variance or deviation from such regulations and requirements has been specifically approved by formal Planning Commission action as documented by the records of this decision and/or the associated Conditions of Approval. The applicant shall submit to the Community Development Department a signed "Agreement of Acceptance" of all conditions of approval prior to issuance of a building permit.
3. If asphalt or cement are proposed for driveway, RV pad, or parking areas a stormwater plan meeting city code and the Stormwater Design Guidelines will be required to be submitted for city review and approval prior to installation of paving
4. The proposed development shall be approved through September 24, 2021. The applicant may request a 1-year extension in writing prior to the expiration of this conditional use permit. Any extension of this approved period will be subject to the above criteria as part of FCC 10-4-8. The Planning Commission may approve or deny the request based on the situation and information available at the time. The removal of the temporary building pads shall constitute a discontinuance of the conditional use per FCC 10-4-8-B.
5. Once the conditional use expires the applicant shall have 3 months to restore the area with native plantings in approximation to what was removed, unless subsequent land use application is made and approved to make the improvements permanent.
6. All exterior lighting must meet or be brought up to standards found in FCC 10-37. If lighting on site does not meet the criteria of FCC 10-37 the applicant shall provide the required lighting plans for review and approval and install the required lighting prior to the expiration of the conditional use permit.

Informational

1. Hwy 101 access rights need to be modified for the proposal to include the southern 75 feet of property but that the proposal will not trigger any improvements. Reconstruction of the access will require permitting.

ADOPTED BY THE FLORENCE PLANNING COMMISSION/DESIGN REVIEW BOARD
the 24th day of September, 2019.

JOHN MURPHEY, Chairperson
Florence Planning Commission

DATE

STAFF REPORT & FINDINGS
FLORENCE COMMUNITY DEVELOPMENT DEPARTMENT
Planning Commission
Exhibit "A"

Public Hearing Date: September 24, 2019 **Planner:** Wendy FarleyCampbell
Date of Report: September 17, 2019
Application: PC 18 23 CUP 04

I. PROPOSAL DESCRIPTION

Proposal: An application for a 2-year temporary conditional use permit to place three recreational vehicles/trailers at Presbyterian Church to serve as transitional housing for families in need.

Applicant: Kathryn Lenox for First Step

Property Owners: Presbyterian Church of the Siuslaw

Location: 3996 Highway 101

Site: Map #18-12-04-13, Tax Lot 07000

Comprehensive Plan Map Designation: Highway (H)

Zone Map Classification: Highway (H)

Surrounding Land Use / Zoning:

Site: Church uses: sanctuary, offices, classrooms, meeting space / H
North: RV Storage & Park / H.
South: Vacant / H
East: Single Family Residences / Restricted Residential
West: Hotel & Vacant / H

Streets / Classification:

West – Highway 101 / Major Arterial; South – None; East – 40th & Spruce Sts. / Local & Collector; North – None

II. NARRATIVE:

First Step, a local non-profit, proposes to continue to provide transitional housing for “people and families without a secure and safe place to live”. They have applied to continue their pilot program approved one year ago that placed three RV pads 50 x 40 feet in size on the Presbyterian Church property. The original proposal included sewer and water hook-ups for each pad and parking along the west side of each pad. They propose to revise their original sewer hook-up plan to holding tanks. The application for this land use permit includes the program application, agreement, and policies related to drug and alcohol use, pets, and waste. The application is being processed as a temporary conditional use permit application using criterion for

temporary mobile building structures under the basis of church use and more specifically of needed housing as an ancillary church use. Both sets of criteria are in the conditional use chapter, Title 10 Chapter 4. The findings of fact and review do not assume applicability of the State of Oregon Revised Statutes relating to RV Parks, campsites, or RVs outside of parks connected to city utility services.

III. NOTICES & REFERRALS:

Notice: On September 4, 2019 notice was mailed to surrounding property owners within 300 feet of the property and a sign was posted on the property. Notice was published in the Siuslaw News on September 18, 2018.

At the time of this report, the City had received written comments on the application from the following:

Skarda John, Sept. 9, 2019—supports project stating important and needed in Florence.

Eller, Patti, Sept. 9, 2019—opposes, stating excessive noise had been reported by Pacific Pines to be coming from the direction of EPO Storage. Ms. Eller states the noise may be coming from the transitional housing site since no one lives on the EPO site. She also reports there had been theft from the RVs stored on the EPO site now that the church RVs are present.

Jones Coleman, Sept. 10, 2019—volunteers for the program stating community members to serve on the board and work on preparing the site and making financial contributions. He states there are 5 adults, two toddlers and one highschool student living in the units impacting their lives.

Smith, Dick, Sept. 10, 2019—endorses, states program took 10 months to prepare the site, and select the first families, thankful to the PC.

Stevens-Brody, Susie, Sept. 11, 2019—supports saying there is tremendous need in the community, residents seem helped and motivated. She is a volunteer for the program and is impressed by the care and thoughtfulness that went into the program's planning and execution.

Crenshaw, Joe, Sept. 12, 2019—volunteers on the program and got to know the families in the program, says program is much needed and plans to continue to help with the program.

Doud, Margaret, Sept. 12, 2019—supports project saying current project is well planned and participants seem motivated and appreciative.

Maciolek, Penny, Sept. 11, 2019—supports and states program empowers families and couples, applauds the caring element First Step has brought to Florence.

McDermott, Kathleen, Sept. 12, 2019—supports, says program is viable and she is encouraged to see current families sheltered and being helped with planning their course to permanent housing.

Stone, Helen, Sept. 12, 2019—supports program saying assistance for affordable housing is not available locally and that the program requires an application and rules agreement and is the site is monitored by a camera.

Bagon, Maggie, Sept. 16, 2019—Supports the project as housing is not affordable in Florence with two working parents.

Candela, Donna, September 16, 2019—Supports the program, is a donor, says project was delayed necessitating the new application. Says children are thriving in the presence of the church fellowship.

Hirsch, Jane and Paul, September 16, 2019—Supports program. States safeguards and transformative objectives such as vetting, oversight by a social worker, on-site manager, and rules agreement. States a saving account is required and a percentage of earnings deposited.

Lenox, Kathy, September 16, 2019—Supports program. States volunteer and Board created and driven.

Niver, Vallari (illegible), September 16, 2019—Supports program. Volunteers on First Step projects. Witness to the motivation of the families.

Nichols, Gail, representing Presbyterian Church, September 16, 2019—States church congregation approved unanimously on August 11th to continue the lease for the First Step program, with 85 people present. States First Step residents watch for after-hours “visitors”.

Shafer, Catherine, September 16, 2019—Supports the program, she is a volunteer, and states residents have mentors assigned to them assisting with permanent housing achievement. States First Step has addressed the issues in the original approval.

Vander Bogart, Deb, Sept. 16, 2019—Supports the program. States supported by volunteers and families are motivated to improve.

Wood, Greg, Pastor, Sept. 16, 2019—Supports program. Volunteers assisted with setting site up and providing household goods for families, and providing food for workers. Attached a July 24, 2019 SNEWS article on their ribbon cutting in which 50 people attended.

Faria, Karen, Sept. 16, 2019—Supports program. States supported by volunteers and families are motivated to improve.

Skarda, Joan, Sept. 16, 2019—Supports program. States program is much needed and operates under strict rules and regulations and helps alleviate housing crisis.

Additional written testimony received on Sept. 17th after the deadline to be addressed in the staff report was received from:

Avery, Steven(illegible); Robison, Merus & Michael; Vacura, Hazel; Wobbe Cindy: All in support of the program.

Referrals: On September 6, 2019 referrals were sent to the Florence Police Department, Florence Public Works, ODOT, and Siuslaw Valley Fire and Rescue.

At the time of this report, the City had received referral comments from:

Baumgartner, Doug, ODOT, Sept. 12, 2019, states that Tax Lot 400 has a 35 ft. wide indenture of vehicular access. He states that since the indenture of access was created the southern lot line was moved south 75 feet making the southern 75 feet of the tax lot not legally served by the existing church access point but rather legal access to the southern 75' would be from the property to the south if access existed. The southern lot is undeveloped but was previously owned by the church. Doug states the access rights need to be modified for the proposal but that the proposal will not trigger any improvements. Reconstruction of the access will require permitting. (Informational 1)

IV. APPLICABLE REVIEW CRITERIA

Florence City Code, Title 10:

Chapter 1: Zoning Administration, Section 1-6-3
Chapter 3: Off-Street Parking and Loading, Sections 3 through 5
Chapter 4: Conditional Uses, Sections 3 through 11 and 12-A
Chapter 16: Highway District, Sections 3 through 5 and 7
Chapter 34: Landscaping, Section 5
Chapter 37: Lighting, Sections 3 and 4

V. PROPOSED FINDINGS

FLORENCE CITY CODE

TITLE 10: CHAPTER 3: OFF-STREET PARKING AND LOADING

10-3-2: GENERAL PROVISIONS:

- A. The provision for and maintenance of off-street parking and loading spaces are continuing obligations of the property owners. No building or other permit shall be issued until plans are presented that show property that is and will remain available for exclusive use as off-street parking and loading space.**
- B. At the time of new construction or enlargement or change in use of an existing structure within any district in the City, off-street parking spaces shall be**

provided as outlined in this Chapter, unless requirements are otherwise established by special review or City Council action. Additional parking spaces shall meet current code.

- C. If parking space has been provided in connection with an existing use or is added to an existing use, the parking space shall not be eliminated if elimination would result in less space than is required by this Chapter.
- D. Required parking spaces shall be available for the parking of passenger automobiles of residents, customers, patrons and employees, and shall not be used for storage of materials of any type.
- E. Ingress and egress for parking and loading shall not endanger or impede the flow of traffic.
- F. The required off-street parking for nonresidential uses shall not be used for loading and unloading operations during regular business hours.
- I. The provisions of this Chapter shall be in addition to the provisions for parking design and construction in FCC Title 9 Chapter 5 and, where there are conflicts, Title 9 Chapter 5 shall prevail.

The site plan illustrates the RV pads and related occupant parking to be located south of the western church parking lot. The driveway for the housing site is located west of the southern row of parking west of the church. Ingress and egress is available from the same driveway but an emergency exit is available east of the drive to form a circle drive for the site. The areas for access aisle, loading, and traffic flow are 20 feet wide and adequate for the number of RV pads and emergency access. In accordance with FCC 10-35 a minimum of 18' driveway aisle width is required for emergency ingress and egress. This criterion is met. Parking is provided sized roughly the length and width of the RV pad along each's western side. The driveway and parking surface material are gravel and is acceptable since the use is temporary and the drive is greater than 50' from the street. If asphalt or cement are to be installed in the future a stormwater plan meeting city code and the Stormwater Design Guidelines will be required to be submitted for city review and approval prior to installation of paving. **(Condition 3)**

TITLE 10: CHAPTER 4: CONDITIONAL USES

10-4-6: ACTION: The Planning Commission shall make specific findings for granting or denying a conditional use permit in accordance with the general criteria and/or conditions of Section 10-4-9 of this Title.

10-4-8: EXPIRATION OF CONDITIONAL USE PERMIT:

- A. Authorization of a conditional use permit shall be void one (1) year after the date of approval of a conditional use application, unless a building permit has been issued and substantial construction pursuant thereto has taken place.

Substantial construction shall be considered to be completion of a building foundation.

The applicant may apply to the Planning Commission for a one-time extension of one (1) year maximum duration based on compliance with the following criteria:

- 1. The request for an extension is made in writing prior to expiration of the original approval.**
- 2. There are special or unusual circumstances that exist which warrant an extension.**
- 3. No material changes of surrounding land uses or zoning has occurred.**

The Planning Commission may deny the request for an extension of a conditional use if new land use regulations have been adopted that affect the applicant's proposal. (Ord. 26, 2008)

- B. The discontinuance of a conditional use for twelve (12) consecutive months shall constitute expiration of that conditional use. The use occupying the premises thereafter shall conform to the regulations of the zoning district in which it is located.**

Last year's project got started 10 months after approval when they placed 3 families in 3 trailers in accordance with the site plan, sans the sewer line. The applicant requests to continue the existing program for two years via a new application in order to assess the success of the program. Using the extension process would grant them one additional year to the 2 months the program has been in effect. An approved new application could grant them a total of 3 years to operate the program.

The proposed development shall be approved through September 24, 2021. The applicant may request a 1-year extension in writing prior to the expiration of this conditional use permit. Any extension of this approved period will be subject to the above criteria as part of FCC 10-4-8. The Planning Commission may approve or deny the request based on the situation and information available at the time. The removal of the temporary building pads shall constitute a discontinuance of the conditional use per FCC 10-4-8-B. **(Condition 4)**

10-4-10: GENERAL CRITERIA: A conditional use permit may be granted only if the proposal conforms to all the following general criteria: (Ord. 669, 5-17-82)

- A. Conformity with the Florence Comprehensive Plan.**
- B. Compliance with special conditions established by the Planning Commission to carry out the purpose of this Chapter.**
- C. Findings that adequate land is available for uses which are permitted outright in the district where the conditional use is proposed. Available land can be either vacant land or land which could be converted from another use within**

the applicable zoning district. Land needs for permitted uses may be determined through projections contained in the Florence Comprehensive Plan or other special studies.

- D. Conditional uses are subject to design review under the provisions of Chapter 6 of this Title, except single family and duplex residential use. (Ord. 625, 6-30-80) See Code Section 10-6-3 for Design Review requirements.**
- E. Adequacy of public facilities, public services and utilities to service the proposed development.**
- F. Adequacy of vehicle and pedestrian access to the site, including access by fire, police and other vehicles necessary to protect public health and safety. (Ord. 669, 5-17-82).**

The proposed temporary trailer and containers either meet or is conditioned to meet all of the criteria of FCC 10-4-10 which apply.

Chapter 10 of the Comprehensive Plan includes in Policy 6, "Work with local non-profit organizations, other jurisdictions and health and social service organizations to develop a coordinated, regional approach to homelessness." The city is working on updating its implementing policies to address the housing needs across various demographics. To begin that work Policy 6 was adopted in July 2018. First Step is an organization with a board and volunteers and they are working on their non-profit status. First Step's proposal includes the involvement of social service organizations to move program participants towards self-sufficiency. The city's consideration of the application within the code criteria available is illustrative of creating a path to support this policy until a permanent code solution is available. The project will assist the city in identifying policies and zoning appropriate to the use. There are no other applicable comprehensive plan policies related to churches, RVs, homeless, transitional housing, or campgrounds. This criterion is met.

Special Conditions Compliance: The applicant will be required to carry out any conditions of approval or the use will be subject to revocation. Additional conditions are discussed under FCC 10-4-11 & 12.

Land Availability: The latest research on Florence' land availability was conducted in 2017 and adopted in 2018. The analysis concluded that there are approximately 380 acres of employment zoned land available for commercial and industrial type uses. The church site is developed with church facilities. The church property was not included in lands identified as redevelopable and was listed as semi-public land and therefore not included in the available land analysis. There are findings of sufficient adequate land for uses permitted outright in the Highway District where this conditional use is proposed.

Conditional Uses: The land is zoned Highway and the proposed transitional housing is directly associated with the church, a conditional use in the zone. The applicant proposes a project for transitional housing through the use of RVs. As temporary structures, the buildings are not subject to Design Review. The site layout is being reviewed against applicable design review code. This criterion is met.

Public Facilities, Services, and Utilities: Sewer-The site plan illustrates each unit to be hooked up to a 350 gallon above ground tank. The application includes a schematic of the proposed tank. Water and electricity hook-ups are provided east of each RV pad. Each water connection has frost protection, to avoid frozen pipes and lines, implementing a recommendation from the last approval. Stormwater is discussed and conditioned under parking. Trash and recycling services are provided on-site and picked-up on Wednesday. The container has been bear-proofed with a bar across the container, implementing a recommendation from the last approval. Public Services: The application proposal states they will be using referrals from DHS and Siuslaw Outreach Services. Policing, Fire and Ambulance facilities and services are available and will be provided in response to calls for service. This criterion is met or conditioned to.

Access: Pedestrian-The church site is situated in the northern half of the city along Highway 101. The nearest sidewalk terminates 615 feet to the south, just south of the B&E driveway. There is pedestrian access on the church site serving the church's main entrances. Separate pedestrian access to serve the temporary RV pads is not proposed. The driveway width is 20' wide which is adequate to provide both vehicular and pedestrian traffic for three temporary RVs. Vehicular-The site is accessible from the west off Highway 101 and the east via 40th St. for public use and fire, police, and ambulance services necessary to protect public health and safety. Public pedestrian and vehicular traffic to the site can be accommodated within the existing facilities. ODOT has requested the applicant work towards revising the indenture of access to include the southern 75 feet of the church property. (Informational 1) Permanent pedestrian access to the site would be reviewed and required in conjunction with design review for any permanent approved use at the site. This criterion is met or is conditioned to.

10-4-11: GENERAL CONDITIONS: The Planning Commission may require any of the following conditions it deems necessary to secure the purpose of this Chapter. Where a proposed conditional use is permitted in another district, the Planning Commission may apply the relevant development standards from the other district. In addition, conditions may be required by the Design Review Board. Such conditions may include: (Ord 625, 6-30-80; amd. Ord 669, 5-17-82)

- A. Regulation of uses, special yard setbacks, coverage and height.
- B. Requiring fences, walls, screens and landscaping plus their maintenance.
- C. Regulation and control of points of vehicular ingress and egress.
- D. Regulation of noise, vibration, odors, and sightliness.
- E. Requiring surfacing of parking areas.
- F. Requiring rehabilitation plans.
- G. Regulation of hours of operation and duration of use or operation.
- H. Requiring a time period within which the proposed use shall be developed.
- I. Requiring bonds to insure performance of special conditions.
- J. Regulation of tree and vegetation removal to maintain soil stability, preserve natural habitat, protect riparian vegetation, buffer conflicting uses, and maintain scenic qualities.
- K. Such other conditions as will make possible the development of the City in an orderly and efficient manner and in conformity with the intent and purpose of the Florence Comprehensive Plan.

The temporary RV pad sites are proposed to be used temporary for two years. C. & E. Parking and vehicular access are present and discussed earlier in the report. B. & D. Fencing is present north of the trash receptacles along the near entire length of the southern part of the circular drive. The most eastern RV site is proposed to be situated approximately 285 feet from the eastern residences. The required 30' vegetated buffer between a commercial and residential use is met. J. Vegetation clearing was accomplished with the development on the last approval. The cleared areas were covered with bark or gravel to prevent soil water and wind erosion and run-off. E. Once the conditional use expires the applicant shall have 3 months to restore the area with native plantings in approximation to what was removed, unless subsequent land use application is made and approved to make the improvements permanent. **(Condition 5)** K. The temporary trailers shall received permits necessary for plumbing and electrical. D. & G. The proposal includes a "Community Agreement" that provides for a number of requirements to address noise, odors and other potential nuisances. The agreement states quiet hours are between 10pm - 7am during which no guests are permitted. It also limits outdoor storage to the individual RV pad sites and requires pet waste pick-up and leashing. There is a process for dispute resolution and general requirements for respecting others. Alcohol, non-prescription marijuana and illegal drug use are prohibited.

Pursuant to Condition of Approval 5, the applicant shall be granted a conditional use permit for the temporary use through the end of September 24, 2021. The applicant may request an extension of this approval in writing good for one year.

10-4-12: ADDITIONAL CONDITIONS: Some land uses by the nature of the activity associated with them require separate and intense consideration by the Planning Commission prior to their establishment. Such uses and additional conditions are as follows:

E. Temporary Mobile Building Space:

- 1. A conditional use permit may be issued to provide adequate temporary building space for the following uses:**
 - b. Temporary building space for education, nonprofit and government agencies.**

First Step has applied for temporary residential building space units on the Presbyterian Church property. First Step is applying for its non-profit status and the Church is a non-profit. FCC 10-4-12-A permits church properties to either provide needed housing or space for needed housing for households with incomes equal to or less than 60 percent of the median family income for Lane County. The permanent residential use is permitted within a building. The applicant is proposing a project for housing in temporary building space in the form of RVs to be used for homeless populations. This code has been interpreted for 10 years or so to include cargo containers and manufactured homes. Long ago churches used it for visiting pastor RV space. The proposed temporary building space used for residential use requires consideration by the Planning Commission.

TITLE 10: CHAPTER 16: HIGHWAY DISTRICT

10-16-2: PERMITTED BUILDINGS AND USES: The following uses shall be permitted only upon affirmative findings by the Planned Commission that the proposed use meets the general criteria in Section 10-16-4 herein.

10-15-3: BUILDINGS AND USES PERMITTED CONDITIONALLY: The Planning Commission, subject to the procedures and conditions set forth in Chapters 1 and 4 of this Title, may grant a conditional use permit for the following:

The proposed transitional housing falls under “Churches, excluding rescue missions or temporary revivals”. The state of Oregon in July 2018 included needed housing as an ancillary church activity to be included with already listed items like weddings, childcare, community meeting space etc. The applicant has applied for a conditional use. Of note 10-16-3 lists RV parks as conditionally permitted uses. While the applicant has not proposed an RV park the use of RVs as short term and long term housing (where utility connections are available) is permitted in this zone.

10-16-5: DEVELOPMENT STANDARDS:

A. Setbacks, yards, height, density and similar design features.

B. The installation and maintenance of fences, walls, hedges, screens and landscaping according to standards set forth in FCC 10-34 Landscaping, except as modified by specific standards of this zoning district.

C. The location and design of access points for vehicles and pedestrians according to standards set forth in FCC 10-35 Access and Circulation, except as modified by specific standards of this zoning district.

D. Noise, vibration, smoke, dust, odor, lighting and electrical interference.

E. Parking areas and on site traffic circulation according to standards set forth in FCC 10-3 On-site Parking and Loading.

F. Signs shall be in accordance with Title 4 Chapter 7 of this Code. (Ord. 4, 2011)

G. Architectural quality and aesthetic appearance.

H. Public health and safety.

I. Security.

J. Lot area, dimensions and percent of coverage.

K. Provision of public facilities and infrastructure according to standards set forth in FCC 10-36 Public Facilities.

The site and temporary RVs meet through the physical placement or through preventative programmatic application and agreement paperwork or are conditioned to meet all criteria presented and applicable in FCC 10-16-5. The RVs will not exceed 28 feet in height. The applicant has not proposed signage and access for occupants is adequate for this temporary use.

10-16-7: DESIGN SPECIFICATIONS:

A. Highway Setback (Minimum Allowed Without a Variance; Measured From the Center Line of the Highway Right of Way):

- 1. Commercial: Seventy feet (70'), but one hundred foot (100') setback is recommended.**

B. Setback from Side Streets and Abutting Property: Minimum of five feet (5') unless otherwise determined by the City with consideration given to the existing and proposed uses on the abutting properties.

C. Visual Barrier: A fence, wall, hedge, natural vegetation or landscape planting may be required by the City. Such a barrier must include a vision clearance area for driveways to promote vehicle safety. Guidelines (not intended to limit optional solutions) for such a visual barrier are listed below:

- 1. Commercial: At least thirty inches (30") high along entire highway frontage except at points of ingress and egress.**

D. Highway Access: For reasons of safety and to reduce congestion, vehicle access to and from the highway shall be limited to street intersections only. Curb cuts shall be authorized on side streets only, unless:

- 1. The property does not abut a side street or the property has at least two hundred feet (200') of highway frontage; or**
- 2. The City specifically authorizes the highway curb cuts.**

E. Parking: Shall be in accordance with Chapter 3 of this Title.

F. Signs: Shall be in accordance with Title 4 Chapter 7 of this Code.

G. Appeal: Shall be in accordance with Section 10-1-1-7 of this Title.

H. General Provisions:

- 1. Yards and open areas shall not be used for the storage, display or sale of used building materials, scrap or salvage.**
- 3. Any use allowed must not cause unreasonable odor, dust, smoke, noise, vibration or appearance.**

I. Minimum Lot Dimensions: The minimum lot width shall be fifty feet (50').

J. Minimum Lot Area: The minimum lot area shall be six thousand (6,000) square feet.

K. Height Limitations: The maximum building or structural height shall be twenty eight feet (28').

L. Vision Clearance: Refer to Section 10-2-13 and 10-35-2-14 of this Title for definitions, and requirements. (Ord. 26, 2008)

M. Maximum lot coverage shall be 85%, unless a preservation credit is achieved in accordance with FCC 10-34-2-4.

O. Lighting: Refer to Section 10-37 of this Title for requirements.

The proposal meets all setbacks, visual barriers, highway access, parking, general provisions, lot specifications, vision clearance and height. Because the proposal is a conditional use permit it is subject to the requirements of FCC 10-37 Lighting. All exterior lighting must meet or be brought up to standards found in FCC 10-37. If lighting on site does not meet the criteria of FCC 10-37 the applicant shall provide the required lighting plans for review and approval and install the required lighting prior to the expiration of the conditional use permit. **(Condition 6)** The site may not be used for storage of building materials or scrap or manufacturing.

VI. ALTERNATIVES

- 1. Approve the application based on the findings of compliance with City regulations.**
- 2. Modify the findings, reasons or conditions, and approve the request as modified.**
- 3. Deny the application based on the Commission's findings.**
- 4. Continue the Public Hearing to a date certain if more information is needed.**

VII. CONCLUSIONS AND RECOMMENDATIONS

Staff finds that the proposed application meets the requirements of City Code with conditions, and recommends approval of the conditional use permit subject to the following conditions.

VIII. CONDITIONS OF APPROVAL

The application, as presented, meets or can meet applicable City codes and requirements, provided that the following conditions of approval are met.

1. Approval for shall be shown on:

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2. Regardless of the content of material presented for this Planning Commission, including application text and exhibits, staff reports, testimony and/or discussions, the applicant agrees to comply with all regulations and requirements of the Florence City Code which are current on this date, EXCEPT where variance or deviation from such regulations and requirements has been specifically approved by formal Planning Commission action as documented by the records of this decision and/or the associated Conditions of Approval. The applicant shall submit to the Community Development Department a signed "Agreement of Acceptance" of all conditions of approval prior to issuance of a building permit.
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5. Once the conditional use expires the applicant shall have 3 months to restore the area with native plantings in approximation to what was removed, unless subsequent land use application is made and approved to make the improvements permanent.

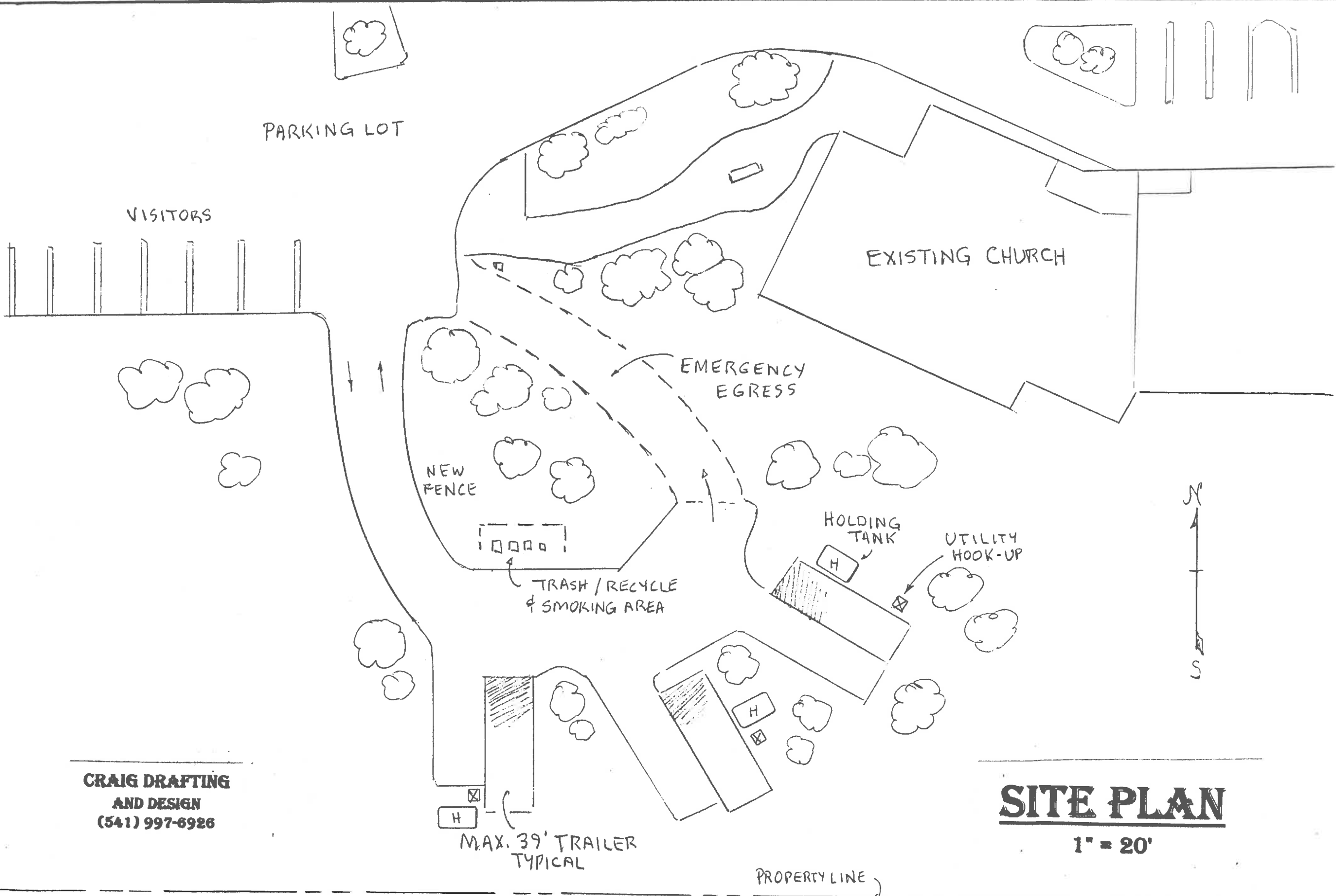
6. All exterior lighting must meet or be brought up to standards found in FCC 10-37. If lighting on site does not meet the criteria of FCC 10-37 the applicant shall provide the required lighting plans for review and approval and install the required lighting prior to the expiration of the conditional use permit.

Informational

1. Hwy 101 access rights need to be modified for the proposal to include the southern 75 feet of property but that the proposal will not trigger any improvements. Reconstruction of the access will require permitting.

IX. EXHIBITS

"A" Findings of Fact
"B" Site Plan
"C" Land Use Application & Conditions Statement
"D" Brochure
"E" Holding Tank Info
"F" Resident Contract
"G" Resident Policies
"H" Vicinity Aerial
"I" Public Testimony
"J" Referral Comments



CRAIG DRAFTING
AND DESIGN
(541) 997-6926

SITE PLAN

1" = 20'

REV. 8-1-19

PRESBYTERIAN CHURCH OF THE SIUSLAW
3996 HWY. 101 N., FLORENCE, OR

Date 7-11-19

Scale SHOWN

Drawn CRAIG

Job WOOD

Sheet

1

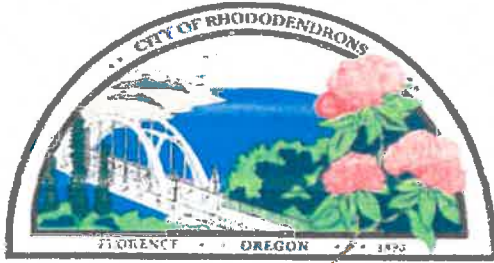
Of 1 Sheets

RECEIVED
City of Florence

AUG 12 2019

By: DHH

Exhibit B



City of Florence
Community Development Department
250 Highway 101
Florence, OR 97439
Phone: (541) 997-8237
Fax: (541) 997-4109
www.ci.florence.or.us

Type of Request

THIS SECTION FOR OFFICE USE ONLY

☐ Type I ☐ Type II ☒ Type III ☐ Type IV

Proposal: PC 19 12 CUP 05 - First Step Second CUP

Applicant Information

Name: First Step

Phone 1:

E-mail Address:

Phone 2:

Address: 3996 Highway 101, Florence

Signature:

Date: 7-30-19

Applicant's Representative (if any): Kathryn Lenox

Property Owner Information

Name: Presbyterian Church of the Siuslaw

Phone 1:

E-mail Address:

Phone 2:

Address: 3996 Highway 101, Florence

Signature:

Date: 8/12/19

Applicant's Representative (if any): Gail M. Nichols, Clerk of Session

NOTE: If applicant and property owner are not the same individual, a signed letter of authorization from the property owner which allows the applicant to act as the agent for the property owner must be submitted to the City along with this application. The property owner agrees to allow the Planning Staff and the Planning Commission onto the property. Please inform Planning Staff if prior notification or special arrangements are necessary.

For Office Use Only:



Exhibit C

Property Description

Site Address: 3996 Highway 101, Florence

General Description: Land of south side of existing church building providing for three trailer sites.

Assessor's Map No.: 18-12-14 - 33 Tax lot(s): 00400

Zoning District: Highway

Conditions & land uses within 300 feet of the proposed site that is one-acre or larger and within 100 feet of the site that is less than an acre OR add this information to the off-site conditions map

(FCC 10-1-1-4-B-3): Pacific Pines RV Storage to the North, B & E Wayside RV Park South, Spruce Street East, Highway 101 West.

Project Description

Square feet of new: 2400 Square feet of existing: 8000

Hours of operation: 7 am to 9 pm Existing parking spaces: Yes

Is any project phasing anticipated? (Check One): Yes ☐ No ☒

Timetable of proposed improvements: September 12, 2019

Will there be impacts such as noise, dust, or outdoor storage? Yes ☐ No ☒

If yes, please describe: _____

Proposal: (Describe the project in detail, what is being proposed, size, objectives, and what is desired by the project. Attach additional sheets as necessary)

First Step will provide transitional housing on a portion of the Presbyterian Church of the Siuslaw property. Located on

the south side of the church will be three trailers. Hookup to water, sanitary sewer containment and electricity will be provided. First Step's goal is to help families who need transitional housing. The program is a two year pilot, with scheduled quarterly reviews during this period.

For Office Use Only:

Date Submitted: 8/12/2019 Fee: \$426.47

Received by: DHH

8/12/2019

September 9, 2019



City of Florence Planning Dept.
250 Highway 101
Florence, OR 97439

Attention: Wendy Farley Campbell

Re: Land Use Files PC 18 23 CUP 04/PC 19 12 CUP 05

Dear Ms. Campbell:

Below are First Step's response to last year's Conditional Use Permit. This information should be included in our new request for a two year conditional use permit at the property located at 3996 Highway 101, Florence.

- As noted on our new site plan, there is an 20 foot driveway aisle for emergency ingress and egress.
- Driveways and areas surrounding the three trailers have been graveled and/or bark mulched.
- Sewer lines would have required an expense exceeding \$25,000. First Step's solution is individual holding tanks that contain 350 gallons of black and gray water. These tanks are serviced regularly by Royal Flush Sanitation. This eliminates the need for hoses becoming a tripping hazard.
- Water and electricity have been provided to each unit.
- Vegetation has been cleared to provide accessibility to each unit; gravel and bark mulch surrounds each trailer.
- Necessary permits for electrical and plumbing work were applied for and all inspections were approved.
- Each trailer has outdoor lighting and the Presbyterian Church parking areas are efficient.
- There is an area adjacent to the trash area designated for smoking. Smoking is not permitted in each unit.
- Each client is required to sign a tenant agreement which is

included in our application.

- Our Site Plan shows ingress and egress for EMS services.
 - Each unit is plumbed with a frost protection hydrant.
 - The trash container is bear-proof with a metal bar attached.
- This area is surrounded by a fence for privacy.

The First Step Community Application includes rules and regulations for our clients. Also included is a Pet Policy and trash policy, with smoking areas defined. Each trailer is equipped with two smoke detectors and co2 detectors properly installed.

First Step is a drug free program and our clients sign an agreement which details their responsibilities to achieve drug and alcohol free living as well as their tenancy.

First Step has three families living on site, all moving forward to improve their lives.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kathryn Lenox', written in a cursive style.

Kathryn Lenox
First Step

transitional: (adjective) marked by transition: involving, providing, or consisting of a passage, movement, or change from one state, condition, subject, place, etc., to another.



Florence Solutions to Housing Security

Contact Us

3996 Highway 101 | Florence, OR 97439

Greg Wood
First Step Board President
541-991-8208

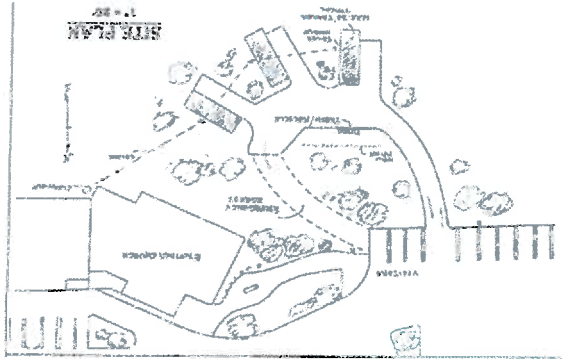
Kathy Lenox
541-997-0375

Transitional Housing Program

Florence Solutions
to Housing Security



Exhibit D



- **First Step** is a transitional program for families providing a secure and safe place to live
- This is a pilot program located on the property of the Presbyterian Church of the Siuslaw
- There are designated and enforced quiet times
- Families are referred by DHS, Siuslaw Outreach Services and other local agencies



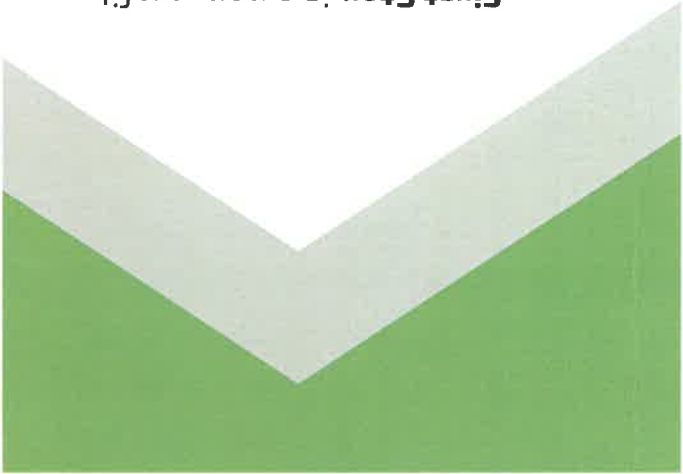
FIRST STEP

Helping families set and achieve goals specifically designed for them...
one step at a time

CORE VALUES

- We respect self, others, and their property
- We live in a clean, sober, and disruption free community
- We participate in the care and safety of the community
- We are learning and moving towards healthy independent living

- **First Step** is a non-profit, charitable organization in the process of obtaining tax-exempt status
- Families sign an agreement to maintain a safe, respectful living environment
- Background checks will be completed on all applicants
- Existing local resources and programs for financial management, parenting, and job readiness will be used



[Plastic Tanks For Sale](#) [Septic Tanks](#) [Above Ground Septic Tanks For Sale](#)

350 Gallon Above Ground Job Shack Holding Tank

\$593.99

Qty: [Add To Cart](#)



Part Number:	1661
Capacity:	350 Gallons
Dimensions:	88"L x 44"W x 25" High
Weight:	140 lbs.
Ships From:	OR
Shipping:	Call 800-826-5727 for Shipping or Email
PDF Drawing:	1661 Tank Drawing Brochure On Linking Multiple Tanks
Manufacturer:	Quadel
Material:	Polyethylene
Warranty:	1 Year

Quadel 350 Gallon Job Shack Holding Tank (Above Ground)

350 Gallon Quadel Job Shack Holding Tank Includes:

- 8" Inspection Port
- (7) 3" Female Threaded Fittings With Plugs

Ship Class: 250 - (140 lbs. includes the pallet, actual item weight is 95 lbs.)

Exhibit E

RECEIVED
City of Florence

AUG 12 2019

By: DHH

**First Step – Florence Solutions to Housing Security,
Transitional Housing Program Contract and Housing Rules**

RECEIVED
City of Florence

AUG 12 2019

By: DHH

The purpose of First Step ("First Step") is to provide transitional housing for families in Florence Oregon and Western Lane County and to help families develop the independent life skills necessary to sustain a safe, secure permanent housing placement.

_____ (referred to as "Participant") agrees to the following terms and conditions as consideration for being accepted into the First Step Transitional Housing Program. For purposes of this agreement, the term "Participant" shall also include any family member, invitee, guest, employee, or agent of Participant. Therefore, Participant agrees to the following terms and conditions as consideration for acceptance in the Program:

Satisfactory Participation: Participant agrees that the privilege of being part of the Program is contingent on Participant's satisfactory participation as determined solely by First Step. Participant shall vacate the Transitional Housing unit (see "premises" below) should First Step in its sole discretion, determine that Participant, or any family member, invitee, guest, employee, or agent has violated any of the rules governing the Program or this agreement.

Case Management: Participant agrees to:

- 1) Develop and follow a plan leading to economic stability, self-sufficiency and permanent housing;
- 2) Meet twice a month with case manager or as deemed appropriate to accomplish the participant's goals and objectives.
- 3) Actively take part in twice monthly First Step program meetings.
- 4) Use community resources (i.e. career counseling, job training, housing programs, etc.) to help bring about vocational, financial, housing and family stability.

Financial: Program Participant agrees to:

- 1) For the first 30 days of residency in the program, participant agrees to abide by all program rules and guidelines. There is no cost to the participant.
- 2) For the second, third, and fourth months of residency, the participant agrees to remit to the program director 60% (sixty percent) of all household income to be placed in a savings account for the participant's future needs. Efforts will be made to enroll participant in a housing savings plan with other Florence nonprofit groups.
- 3) After 90 days, participants will remit 30% (thirty percent) of their income or \$600, whichever is lower, to First Step on the first of the month to cover program costs, utilities, and other expenses of First Step. A month-to-month or longer term lease will be negotiated with participants, allowing First Step to serve as a housing reference for the benefit of the participant.

Transitional Housing: Participant agrees to:

- Maintain the housing unit (trailer, manufactured home, and common areas etc.) and any real or personal property associated with the housing unit (collectively the "premises") in accordance with all rules and regulations established by any governmental agency, First Step and its successors and or assigns.
- Keep the housing unit (and premises where applicable) neat and clean;
- Store all personal items in their premises or designated area;
- Allow First Step representatives to inspect the housing unit at least monthly or as often as deemed necessary;

**First Step – Florence Solutions to Housing Security,
Transitional Housing Program Contract and Housing Rules**

- Provide 20 days written notice to First Step, prior to the end of the month if the Participant wishes to vacate the premises or decides to leave the Program;
- Abide by the rule of no illegal drug use and/or alcohol use and/or non-medical marijuana use;
- Smoke only in designated areas;
- Possession of/and Abuse of drugs, alcohol, or marijuana is grounds for removal from the premises and the Program;
- First Step reserves the right to conduct searches of the Participant's person, his property and/or his unit if there is reason to believe that there are unauthorized visitors, alcohol, drugs and/or weapons on premises or any other illegal activity. Random urinalysis ("UA") drug tests can be required by First Step at any time.
- Abide by the policy of no firearms or dangerous weapons on premises;
- Abide by the rule of not sharing the premises with any unauthorized family member, invitee, guest, employee, or agent. No one may be allowed to move into the premises without permission from the site manager, or executive director.
- The site manager must be notified and approve of any family member, invitee, guest, employee, or agent; who will be on site more than 2 hours in any 24 hour period.
- Make no alterations, maintenance, repairs, etc. of any kind performed to the premises except as authorized by First Step;
- Participate in all required twice monthly community meetings and programming sessions of the transitional program;
- Perform job tasks/site duties as assigned;
- Respect self, others, individual confidentiality, and our neighbors. Keep all noise to an acceptable level that will not disturb others. Quiet hours are 9:00pm to 7:00am.
- Not use First Step for unlawful purposes; or engage in criminal activity while enrolled in the Program;
- Entertain guests for more than 2 hours per day without prior approval of program managers

Violation of Program Rules: Participant agrees that First Step may terminate this agreement and expel Participant from the Program and the premises if First Step, in its sole discretion, determines that Participant, or the Participant's family member, invitee, guest, employee, or agent has violated any term of this agreement. Participant agrees to return all keys for the premises to First Step or its agent on leaving the premises. Once Participant has been terminated from the program, Participant understands that First Step will not consider readmission of Participant to the program in less than 60 days from the date of termination.

Termination of Program: First Step at its sole option, may terminate the Program. If it does, First Step shall have no responsibility or liability of any sort to Participant as set forth below.

Release of Liability: Participant agrees to release from liability and hold harmless First Step, its directors, agents, representatives, employees, officers and directors and none shall be liable or responsible for any loss, damage, injury or death to any person or for any loss, damage or injury to property of Participant or its agents, representatives, employees, guests or invitees or assigns arising out of, occasioned or caused by, or resulting directly or indirectly from the use of the premises and / or Program involvement, regardless of whether such loss, damage, injury or death is as a result of the negligence of First Step, or its or their agents, representatives, employees, officers or directors. Participant fully and finally releases, discharges, indemnifies and agrees to hold First Step and its agents, representatives, employees, officers and directors harmless from

**First Step – Florence Solutions to Housing Security,
Transitional Housing Program Contract and Housing Rules**

and against any and all claims, demands, causes of action, suits, liability, costs, damages, expense (including attorney fees) arising out of, caused by, or resulting from the use of the premises and / or Program involvement, directly or indirectly, by Participant regardless of whether such loss, damage, injury or death is the result of Participant's negligence. This release of liability and hold harmless shall apply as to all terms of this agreement and shall include as well recovery of moving costs either into or out of the premises. Participant understands that First Step have no duty to Participant other than being fair and reasonable in its dealing with Participant.

Attorney's Fees and Costs: If any dispute should arise regarding the terms and conditions of this agreement or the interpretation or enforcement of them, the prevailing party shall recover reasonable attorney's fees and costs, including those for appeals.

Severability: If any provisions of this agreement are unenforceable as a matter of law or public policy under any circumstances, the remaining portions of this agreement shall remain fully effective for all other circumstances.

This Agreement represents the entire agreement between the Parties and may only be modified in a writing signed by the Parties.

Program Participant:

(Signature) _____ Date: _____

(Printed Name)

First Step – Florence Solutions to Housing Security,

(Signature) _____ Date: _____

(Printed Name)

(Title/Position)

**First Step – Florence Solutions to Housing Security,
Transitional Housing Program Contract and Housing Rules**

Addendum or Special Accommodations/Agreements

Program Participant:

(Signature) Date: _____

First Step – Florence Solutions to Housing Security.

(Signature) Date: _____



Florence Solutions to Housing Insecurity

RECEIVED
City of Florence

AUG 12 2019

By: DHH

For Office Use Only

Date Received _____

APPLICATION

Name (print legibly): _____

Nickname: _____ Phone: _____

Email: _____

Best way to contact you: _____

Date of Birth _____ Age Range: (Circle One) 18-24 25-54 55-64 65 and above

Referred by: _____

Please provide your Social Service Providers: (Caseworkers, housing advocate, peer support, health counselor)

Social Service Provider	Contact	Phone

Are you on housing waitlists? ☐ Yes ☐ No

If yes, with what agencies? _____

BACKGROUND INFORMATION

Are you a Veteran? _____ Dates of Service _____ to _____ Branch _____ Have DD-214? _____

Is this your first experience with homelessness? ☐ Yes ☐ No

How long have you been homeless? Years _____ Months _____

How did you become homeless? _____

Where have you been staying most recently? _____

How long have you lived in Lane County? Years _____ Months _____ Previous City/Town _____

Where did you live prior to moving to Florence? _____ ☐ N/A

Do you have family or friends in the area? ☐ Yes ☐ No If yes, relationship _____

Who Will Live With You In The First Step Program:

_____ age: _____ Are you custodial parent: _____

_____ age: _____ Are you custodial parent: _____

_____ age: _____ Are you custodial parent: _____

_____ age: _____ Are you custodial parent: _____

Anyone 18 or older must submit a separate application

Do you have any of the following (check box if 'yes')? (You do not need these to qualify for First Step)

☐ Health Insurance ☐ Vehicle ☐ Vehicle Insurance ☐ Driver License (State) _____

☐ State ID (State) _____ ☐ Food Handler Card

Do you have any animals? ☐ Yes ☐ No If yes, how many and what kind? _____

Is this a Service Animal? ☐ Yes ☐ No What is your Service Animal trained to do? _____

Do you have a medically diagnosed disability? ☐ Yes ☐ No If yes, please describe: _____

Do you have any physical limitations? ☐ Yes ☐ No If yes, please describe: _____

Do you take any pharmaceutical medications? ☐ Yes ☐ No If yes, what are the medications prescribed for? _____

Other Information you want First Step to know: _____

Do you have a criminal record? ☐ Yes ☐ No If yes, list violations on criminal record and conviction date: (A criminal record will not prohibit you from First Step, a Criminal Background Check will be run on all applicants.)

Have you used alcohol, marijuana, or any illicit drugs in the last 30 days? ☐ Yes ☐ No The use of alcohol, marijuana and illicit drugs is not allowed while in the First Step program. All First Step applicants will undergo drug testing before acceptance into the program.

Have you ever been evicted from housing? ☐ Yes ☐ No If yes, when? _____

Reason for eviction? _____

INCOME INFORMATION

Do you currently receive Food Stamps? ☐ Yes ☐ No If yes, \$ _____/mo.

Do you currently receive any employment income? ☐ Yes ☐ No If yes, \$ _____/mo..

Do you currently receive any other income? ☐ Yes ☐ No If yes, \$ _____/mo.

If yes, what is the source of other income? _____

(Disability, Social Security, worker's comp, TANF, child support, retirement, etc.)

RELEASE OF INFORMATION AUTHORIZATION

I hereby authorize First Step - Florence Solutions to Housing Security to disclose information on this application to other agencies to assist in determining eligibility for acceptance in the First Step program and for ongoing success if accepted into the program.

Signature _____

Printed Name _____ Date _____

This ROI expires 90 days after date stated above

By signing below, you are stating that the information you have provided is factual and complete to the best of your knowledge.

Signature _____ Date _____

Return to: First Step, 3996 Highway 101, Florence, OR 97439

revised: 6/2019

FIRST STEP POLICY ON DRUG AND ALCOHOL USAGE

First Step desires to offer emergency and transitional shelter program for families in a safe, healthy and cooperative environment. Therefore, we have adopted the following policy toward drug/alcohol possession and/or usage for our residents.

As stated in the shelter rules, First Step is a drug and alcohol-free facility. Residents must abstain from possessing and/or using alcohol or illegal drugs for the duration of their stay with First Step. All resident families will be subject to random urine analysis (UA) and to random room searches. If selected for a drug test, you must arrive at the lab within thirty (30) minutes of the staff request to comply with a drug test.

The use, possession, sale or purchase of alcohol, illegal drugs or paraphernalia, or the inappropriate use of prescription drugs by First Step residents will not be tolerated. Upon evidence or disclosure of any of the above, participating in an addiction treatment program and abstaining from further substance use will be required as a condition for remaining at First Step.

Non-compliance with this policy carries the consequence of eviction from the shelter. This policy is binding upon all shelter residents.

I, the undersigned, understand and agree to the terms of this policy.

Resident Signature _____ Date _____

Resident Signature _____ Date _____

Exhibit G

RECEIVED City of Florence AUG 12 2019 By: <u>DHH</u>

PET POLICY

Permission to keep a house pet in the First Step Community must be obtained from First Step. A house pet is a pet that spends its primary existence within the Housing Unit. First Step reserves the right to deny a Participant a pet if a proposed pet would pose a threat to the health and safety of other Participants. No more than one (1) dog or cat is permitted per Housing Unit.

1. After moving into the Community, a pet may not be acquired without written permission from First Step. Approval of all pets must be made before application to rent is accepted.
2. Non-house pets (including farm animals) are prohibited under any circumstances. Strange and exotic pets are not permitted.
3. If a pet is lost or dies, written permission to acquire a new pet must be obtained.
4. If any of the pet rules are violated, and such violation is noted by First Step or a "Valid Complaint" is made by another Participant, the Participant owner of the pet will receive an official notice in writing stating that the right to keep a pet within the Community is terminated.
5. Owners of the Housing Unit may place additional restrictions upon what type of pets are permitted their Housing Unit.

The following rules must be strictly followed by all pet owners:

1. Pet owners are responsible at all times for their pets, including injury, destruction, and annoyances to other Participants, the church, property neighbors. First Step, its board, or the property owners shall not be liable for any loss, damage or injury of any kind whatsoever caused by Participant's pet.
2. Each pet must be licensed and inoculated in accordance with the State of Oregon, Lane County, and the City of Florence. Evidence of licensing and inoculation shall be submitted to First Step before the pet is allowed into the Community.
3. Local Law requires pets to be on a short leash (6 feet or less) at all times.
4. Pets will not be allowed to cause any disturbance which might annoy neighbors, including, but not limited to, barking, growling, biting or any other unusual noises or damage. Under no condition is a pet to invade the privacy of anyone's homesite, flower beds, shrubs, etc.
5. No exterior pet housing is permitted.
6. Guests are not permitted to bring any pet into the Community.
7. Feeding of stray cats and other animals is prohibited.
8. The tying up of pets outside the Housing Unit and leaving them unattended is prohibited.
9. It is required that an owner will immediately pick up after their pet. All excrement must be picked up, wrapped in paper/plastic and placed in the trash immediately.
10. First Step requires pets to be spayed or neutered.



Adopted 6-5-2018

TRASH POLICY

Trash and recycling pickup is on Wednesday mornings. All trash must be in sealed trash bags and placed in the “trash bins” provided. Paper and clean metal containers can be recycled and must be placed in the “recycling bin”.

If the bin is full, the trash bag can be left on the trash bin on Wednesday morning before the pickup.

No trash is to be left outside overnight.

Residents are responsible for keeping their sites clean. Cigarette butts and other trash must be placed in appropriate containers.



Adopted 6-5-2018



Exhibit H

Testimony

Exhibit I

Exhibit I

From: [JJ Skarda home](#)
To: [planningdepartment](#)
Subject: First Step Pilot Program
Date: Monday, September 9, 2019 11:57:50 AM

Dear Florence Planning Department,

I believe that the First Step transitional housing program is very important and needed in Florence and should be allowed to continue in it's present location. Please allow the property to be used to place the three recreational vehicles and the three families to temporarily stay there.

Thank you,
John Skarda
88452 Collard Lake Road
Florence OR 97439

From: [Patti Eller](#)
To: [planningdepartment](#); [Wendy Farley-Campbell](#); [dolphinproperty@hotmail.com](#)
Subject: Notice Of Public Hearing Presbyterian Church Public Hearing 9/24/2019
Date: Monday, September 9, 2019 12:26:46 PM

Hello,

To: City Of Florence Community Development Department

Re: Public Hearing 9/24/2019 at 5:30 p.m.-Resolution PC 19 12 CUP
05-Variance to operate recreational Vehicle-Transitional Housing,
at Presbyterian Church located at 3996 Hwy 101, Florence, Oregon .

We own the property located at 4060 Hwy 101 Florence, Oregon. We operate
the Exterior & Interior Storage facility, operated
as EPO RV & Boat Storage.

This email shall serve as our formal opposition to Resolution PC 19 12
CuP 05-First Step Pilot Program, from Kathryn Lenox, on
behalf of first Step/Presbyterian Church.

Our property is located adjacent to the Presbyterian Church to the
North. Recently, last week, week of 9/2/2019, we were contacted
by a neighboring property owner, Amy, representing Pacific Pines RV Park
& Storage, informing us that excessive noise after Midnight is coming
from the direction of our storage facility. We have no persons living
in our storage facility. Therefore, it is very possible that this noise
is being
generated from recreational vehicles, serving as transitional housing,
on the church property.

In the operation of EPO RV & Boat Storage, the last approximate 12 years
we have had no problem with theft. Recently, 2 propane tanks
were stolen from customer R.V. Rigs. This is very odd and a unique
theft. Certainly could be consequential , however, something to consider
that recreational vehicles are set up on adjacent Presbyterian Church,
and now we have this recent theft.

We can appreciate the need for transitional housing. However, do not
feel a church parking lot is a appropriate location.
Thus, oppose this matter.

Very Truly yours,

Patti Eller Robb,
Senior Vice President

EPO RV & Boat Storage, Inc
%Walt Eller Company, Etal
3912 Portola Dr., Ste. 4
Santa Cruz, CA 95062

831 475-0460 Ext #100
831 475-0189 Fax

September 10, 2019

To: Florence Planning Commission

C/O Wendy Farly Campbell

250 Hwy. 101

Florence, Or. 97439

Rer: First Step Pilot Program Application for Conditional Use Permit

I have been actively involved with the creation and development of the First Step program on the Presbyterian Church of the Siuslaw property. A large number of community volunteers have come together to serve on the First Step Board, work on the physical layout, construction, and improvement of the sight, and have made generous financial donations.

Three families consisting of five adults and three children are now housed in the three park model trailers. Two of the children are toddlers, and one is a high school student. The Pilot Program is a temporary and transitional program that has had a major impact on the lives of these families.

I am strongly in favor of the Planning Commission granting a Conditional Use Permit to First Step.

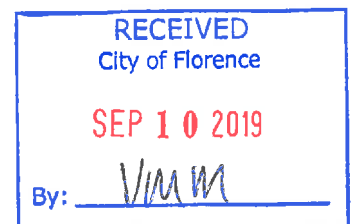
Sincerely,



Coleman Jones

304 Manzanita Dr.

Florence, Or.



Dylan Huber-Heidorn

From: Richard Smith <rks23@icloud.com>
Sent: Tuesday, September 10, 2019 10:57 AM
To: planningdepartment
Subject: Resolution PC 19 12 Cup 05 - First Step Pilot Program

This letter endorses the request of First Step to renew the conditional use permit for the above project.

It took almost ten months to prepare the site, and select the first and screen the first families selected. The prime goals to the project have been met and the first occupants are in place as are other aspects of the project. We are excited to see the program in operation. Our thanks to the Planning Committee for seeing the possibilities in this program.

Richard K. (Dick) Smith

Dylan Huber-Heidorn

From: susie ps <susieps2@yahoo.com>
Sent: Wednesday, September 11, 2019 7:23 PM
To: planningdepartment
Subject: Input for First Step Conditional Use Permit Application

Dear Planning Commission,

I'm writing to you in support of the First Step program here in Florence. There is a tremendous need in our community for this positive program and the residents seem to be really helped and motivated by this. I have volunteered on site and was impressed with the care and thoughtfulness that have gone into the planning and execution of this important idea.

I strongly support your approval of this Permit.

Sincerely,

Susie Stevens-Briody
1060 Bay St. #2
Florence, OR 97439

To: Florence Planning Commission
C/O Wendy Farely-Campbell
250 Hwy. 101
Florence, OR 97439

RE: First Step Pilot Program Application for Temporary Conditional Use Permit

I have volunteered on several projects on the trailers at the First step pilot program at the Presbyterian Church property. In that process I have come to know the three families that are now in residence. This village for formerly homeless families and the support systems provided for their transition to permanent housing is a much needed and wonderful program. It truly is the first step to bring children out of homelessness.

I will continue to help with this program in the future and recommend that the Florence Planning Commission grant a conditional use permit to the First Step Program.

Thank you,



Joe Crenshaw

23 Shoreline Drive
Florence, Oregon 97439



To: Florence Planning Commission
C/O Wendy FarlyCampbell
250 Hwy. 101
Florence, OR 97439

RE: First Step Pilot Program Application for Temporary Conditional Use Permit

I have watched the development of the First Step program and village. Care and thought have gone into the planning and development of the program. There have been a remarkable number of community volunteers working with First Step, both on the board and in doing the physical work.

The three tenant families seem to be motivated to improve their lives, and are very appreciative of the opportunities offered through this program.

I am strongly in favor of the City Planning Commission granting a Conditional Use Permit to First Step.

Sincerely,

Margaret Bond, Florence, OR,
818 651-3785



RECEIVED
City of Florence

SEP 12 2019

By: DHM

9-11-19

Dear Planning Commission
members,

I am writing in support
of First Step, now located
in Florence. Truly, the program
does launch families (and
couples) onto their own
ownership of a home and gives
empowerment in their future
lives. I applaud the foresight,
energy, and commitment the
First Step team has made
(and is making) in
bringing a valuable
element of caring support
in our town.
Sincerely, Penny Maciolek

September 9, 2019

To: Florence Planning Department

From: Kathleen McDermott
87611 Rhodowood Drive
Florence, OR 97439

I am writing to express my ongoing support of First Step and ask that the Planning Department grant a two-year permit allowing this viable program to continue growing.

It's encouraging to see three families already sheltered in their temporary homes, each being helped with planning their next step to permanent housing.

Thank you for your consideration.



September 10, 2019

Florence Planning Department

250 Highway 101

Florence, Or 97439

To Whom It May Concern:

I am writing to support the Resolution PC 19 12CUP 05 – First Step Pilot Program. Many people just need a helping hand to hold while they attempt to plan for a future themselves and for their family. I believe this is a very worthwhile project to lend that helping hand.

Florence is a small community and even though there are resources for food (Florence Food Share), there are no resources for affordable housing. The First Step program is small (only 3 recreation vehicles/families), but a giant in its idea to assist with affordable housing. The families who have been accepted to live in these recreational vehicles have completed an application and signed an agreement to abide by a certain set of rules (essentially be responsible citizens). The area is safe and monitored via camera. I have confidence that there are no contraindications for this pilot program.

Sincerely,

Helen Stone
Helen Stone

1600 Rhododendron, Spc 259

Florence, OR 97439

541-999-5030

helenstone259@yahoo.com



Dylan Huber-Heidorn

From: Maggie Bagon <maggiebagon@gmail.com>
Sent: Monday, September 16, 2019 8:22 AM
To: planningdepartment
Subject: Sept 24 on "first step"

Categories: Storage

I have been aware of this program and its development for the past 2 years.

I believe that this is a valuable resource to the city and a way for people with children to provide safe housing to their families while getting back on their feet. As everyone knows housing prices for rentals has skyrocketed and even a family with both parents working can barely afford rentals here. First step is a program that helps with budgeting and saving up for permanent housing. I encourage Planning to approve the plan.

Maggie Bagon
238 Oak Street
Florence, OR 97439
541-991-6832

Dylan Huber-Heidorn

From: dona candela <candeladh@live.com>
Sent: Monday, September 16, 2019 12:21 PM
To: planningdepartment
Subject: First Step Pilot Program Application for Temporary Conditional Use Permit

Florence Planning Commission
C/O Wendy FarleyCampbell

As a member of the Presbyterian Church of the Siuslaw, I have voted with the Congregation to support First Step in their effort to help families transition into more permanent housing.

I have contributed, through donations, to this worthwhile endeavor since the beginning. There many delays and demands that made it difficult to open the mobile homes to occupancy. The families just moved into the site last month. Hence, the need for a new application for a Temporary Conditional Use Permit.

The young families have been welcomed to our church services and to join into events in our Fellowship Hall. It is a source of joy to watch the young children thrive amongst all the attention from the church "grandmas and grandpas".

I am strongly in favor of the City Planning Commission granting the permit to First Step, so that this positive growth can continue.

Yours,
Dona Candela
4 Waterford Downs
Florence, OR

Janet and Paul Hirsch
5429 Huckleberry Lane
Florence, Oregon 97439

September 14, 2019

Planning Commission
City of Florence
250 Hwy. 101
Florence, Oregon 97439

To the members of the Florence Planning Commission,

We write in favor of a conditional use permit for two more years for the First Step Pilot Program. We are supportive of this program for many reasons.

The program has many transformative objectives and safeguards which include:

1. Vetting potential participants
2. Goal setting and oversight by a social worker
3. On site manager
4. Agreed upon Rules

Participants must establish a savings account and thus save a percentage of their earnings. This will be returned to them once they leave the First Step Program, which will be less than two years.

Three families are now settled in the trailers on the grounds of the Presbyterian Church. They are in the process of becoming more independent while setting goals for themselves with the support of the First Step Program.

Sincerely,

Janet and Paul Hirsch

Janet Hirsch
Paul M. Hirsch





Jack H. Lenox
P.O. Box 1606
Florence, OR 97439

Florence Planning Commission
C/O Wendy Farley Campbell
250 Hwy 101
Florence, OR 97439

RE: First Step Pilot Program Application for Temporary Conditional Use Permit

I am in **favor** the City Planning Commission granting a Conditional Use Permit to First Step.

The First Step Program is something that is long overdue. I fully support the initiative that First Step has put in place through the many volunteers and progressive Board. First Step is helping homeless families to get into a home as well as encouraging and helping them to improve their lives toward self sufficiency.

Sincerely,

Jack H. Lenox
1539 2nd St.
Florence, Oregon 97439



To: Florence Planning Commission
C/O Wendy FarlyCampbell
250 Hwy. 101
Florence, OR 97439

RE: First Step Pilot Program Application for Temporary Conditional Use Permit

I have watched, with interest, the development of the First Step program and village. Care and thought have gone into the planning and development of the program. There have been a remarkable number of community volunteers working with First Step, both on the board and in doing the physical work. I have volunteered on several projects for First Step.

The three tenant families seem to be motivated to improve their lives, and are very appreciative of the opportunities offered through this program.

I am strongly in favor of the City Planning Commission granting a Conditional Use Permit to First Step.

Sincerely,

A handwritten signature in blue ink, appearing to read "Vallari River".



September 13, 2019

Florence Planning Commission
c/o Wendy Farley Campbell
250 Highway 101
Florence OR 97439

RE: First Step Pilot Program Application for Temporary Conditional Use Permit

Dear Ms. Farley Campbell:

At our recent congregational meeting on August 11, 2019, the Presbyterian Church of the Siuslaw voted unanimously to approve an extension of the lease with First Step. There were more than 85 people present in worship that day, and although not all congregants stayed for the special congregational business meeting, the church members and regular visitors overwhelmingly support First Step and their mission to help families in transition.

Over the past year First Step Board members and volunteers have worked with the Church's Property Team to improve the church property. The First Step Village residents keep an eye out for after-hours "visitors" to the Church campus.

The Church encourages the Planning Commission to approve the Conditional Use Permit.

Sincerely yours,

A handwritten signature in black ink that reads "Gail M. Nichols". The signature is written in a cursive style.

Gail M. Nichols
Clerk of Session



Dylan Huber-Heidorn

From: 1brookie.bs@gmail.com
Sent: Monday, September 16, 2019 9:51 AM
To: planningdepartment
Subject: First Step Application for Conditional Use Permit

Dear Wendy FarleyCampbell,

I have been a volunteer working with First Step since its inception. I have helped build the village and have seen the good work that is being done there. Three families have been able to move into trailers there and they are doing well and have mentors assisting them in creating more permanent housing for the future. This project is doing so much to assist our city in developing affordable and new housing solutions for the families who wish to live and work here. First Step has addressed the issues that the the city requested be implemented.

I am strongly in favor of the Florence City Planning Commission granting a Conditional Use Permit to First Step.

Sincerely,
Catherine Shafer
1600 Rhododendron Dr. Space 254
Florence, OR 97439

Sent from my iPad

To: Florence Planning Commission
C/O Wendy FarlyCampbell
250 Hwy. 101
Florence, OR 97439

RE: First Step Pilot Program Application for Temporary Conditional Use Permit

I have watched, with interest, the development of the First Step program and village. Care and thought have gone into the planning and development of the program. There have been a remarkable number of community volunteers working with First Step, both on the board and in doing the physical work.

The three tenant families seem to be motivated to improve their lives, and are very appreciative of the opportunities offered through this program.

I am strongly in favor of the City Planning Commission granting a Conditional Use Permit to First Step.

Sincerely,



DEB VANDER BOGART



September 15, 2019

To: Florence Planning Commission
C/O Wendy Farley-Campbell
250 Hwy. 101
Florence, OR 97439

RE: First Step Application for Temporary Conditional Use Permit

Planning Commission:

It has been an interesting year trying to get contractors, service providers, volunteers, and others to get the First Step site ready for residents. We have had an amazing number of volunteers help with moving mulch, raking gravel, baking cookies, donating household goods, and helping the families.

When we held our "open house and ribbon cutting" we expected a handful of guests and instead welcomed over 50 people. At that event Victoria Sanchez from the Siuslaw News interviewed several of our guests and one of the families living in the First Step Village. I have attached the article to this letter since it tells the story of what we are trying to do. A few of the facts got garbled in the writing, Kathy Lenox not "Lenux" is the Vice-President of First Step, and Vadyn was born into the predecessor of the First Step program. Overall, it gives the flavor of what we are doing.

The three tenant families are motivated to improve their lives, and are very appreciative of the opportunities offered through this program. I anticipate that one or more of the families will move into permanent housing in the next 6 months, and unfortunately we already have families on our waiting list.

I am strongly in favor of the City Planning Commission granting a Conditional Use Permit to First Step.

Sincerely,



Greg Wood, Pastor, Presbyterian Church of the Siuslaw
Board President, First Step—Florence Solutions to Housing Security
3996 Highway 101
Florence, OR 97439
541-991-8208





LIBRARY TIDINGS — INSIDE A5



NEW YORK
CAT
FILM FESTIVAL

SPECIAL SCREENINGS

Wednesday July 24th at 6pm and
Saturday July 27th at 11am.

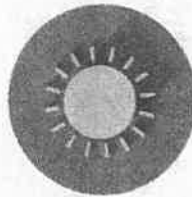
CITY LIGHTS CINEMA

10% of ticket sales
will be donated to the

Oregon Coast Humane Society

VOL. 129, NO. 59
NEWS &
VIEWS THAT
DEFINE OUR
COMMUNITY
FLORENCE, OREGON

WEATHER



Sunny today with a
high of 72 and a low
tonight of 53.

Full forecast on A3

COMMUNITY



Aiding in the first steps towards housing

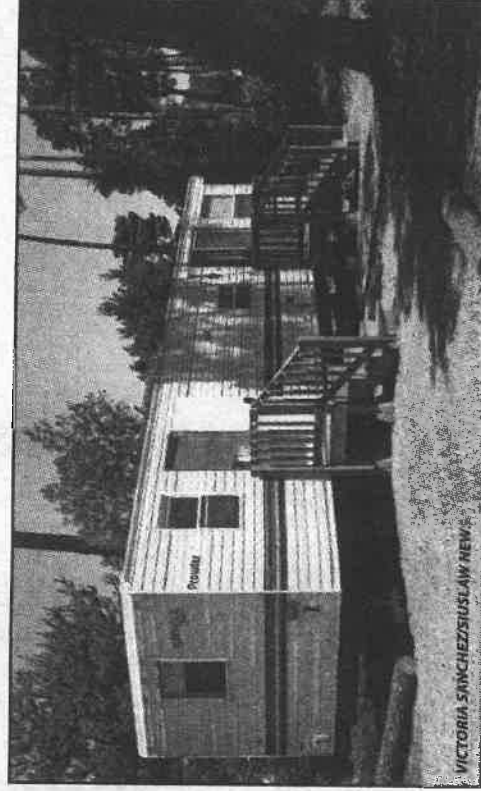
*First Step unveils pilot
program to transition
families experiencing
homelessness into
permanent housing*

BY VICTORIA SANCHEZ
SIUSTAW NEWS INTERN

Behind the Presbyterian Church of the Siustaw, William swings his daughter Vadya up and onto his shoulders, where she sits tall, grinning from ear to ear. She's almost two years old.

Vadya's mom Nena sits watching them. "Vadya was born into the program. It's a blessing here," she said.

Because of First Step, Vadya has



VICTORIA SANCHEZ/SIUSTAW NEWS

never been homeless like her parents have, and hopefully she never will be.

The family stands near two large, white trailers with brand new decks and gravel driveways under a canopy of trees behind the church, where

William, Nena and Vadya soon will move in.

On July 21, Pastor Greg Wood and Kathy Lenux, along with about 30 attendees, unveiled the homes that First Step has been working on since its pilot program was ap-

First Step has two transitional housing units at its site behind the Presbyterian Church of the Siustaw, with a third in process. Families are preparing to move in.

proved in September 2018.

"We're in a bit of a housing crisis in our community, needless to say, and we were two years ago as well," Lenux said. "So, a group of us met and were trying to figure out what to do."

First Step is a response to the housing crisis that continues to impact families in Florence.

Lenux said the group was contacted by Siustaw Outreach Services (SOS), which asked what First Step

See HOUSING page 8A

HOUSING from page 1A

could do to help children who were attending school, but whose families were living in their car.

"That's what we decided our focus was going to be — to help families and help them transition into something a little bit better," Lenux said.

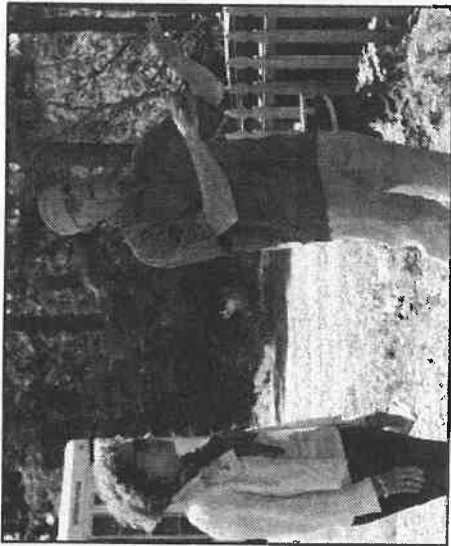
Wood and Lenux are the president and vice president of First Step. There are seven members in total on the board of directors and about 30 volunteers helped put together the community First Step unveiled on Sunday.

"It's a huge blessing. We've worked really hard to get this where it is and I'm pretty excited about it. I'm very encouraged by everybody that's come together to make this work," Lenux said.

First Step is a nonprofit, 501(c)(3) cooperation that was approved by the Florence Planning Commission for a one-year conditional use permit.

Wood said the program will "prove the concept that if a family has sustained housing where they are warm, dry and safe but not too comfortable that they think it's permanent, then they can successfully turn their lives around."

Currently, First Step's community has two homes behind the Presbyterian Church and a



On July 21, Florence First Step President Greg Wood, pastor of the Presbyterian Church of the Siuslaw, and Vice President Kathy Lenux host a ribbon cutting for the transitional housing nonprofit's first units.

third off-site. All are drug- and alcohol-free with designated quiet times. The program is open to families experiencing homelessness in Florence who are looking to turn their lives around and get help leaving the cycle of homelessness.

A family is defined by First Step as two individuals, or a single parent with one or more children. Families fill out an application to be a part of First Step, and if the family is approved, they sign a lease of sorts that says they are allowed to stay for up to two years, they will remain drug- and alcohol-free and adhere to the designated quiet hours.

The lease also states that part of the family's working wages, disability or whatever income

they receive, will be donated monthly to a savings account that First Step sets aside for each family.

"When they are ready to leave, they will have some money set aside with their name on it that they can take with them and use that for a down payment for a rental or whatever they need," Lenux said. "We want them to succeed."

First Step works with two social workers who help families connect with the Department of Human Services, SOS classes such as money management, the Department of Motor Vehicles and other tools that will help progress the family's lives.

"First Step is a program that will help families transition into a safe, self-sufficient environment," Lenux said.

"We were trying to do something that will improve the quality of a person's life," Lenux said. "There's a lot of models out there, but we figured if we get them into something as

close to a home as possible, it gives people the opportunity to get out of their cars, or get out of their tents, and focus on things other than just surviving."

At the ribbon cutting ceremony on Sunday, Wood and Lenux thanked the individuals who donated trailers to the program, Viking Plumbing for installing the water line free of charge, Dan Lofy for his help with construction and the community support and volunteer work.

They also thanked the Oregon Community Foundation for its grant of \$200,000 that helped First Step purchase a piece of property across from Sand Master Park, where the group plans to either expand

or completely move First Step after its one-year permit with the Florence Planning Commission expires.

Lenux says once they prove that First Step works, they can continue to work with SOS to help house more families in Florence and either extend or renew their permit with the Planning Commission.

"There is a need in Florence to get families off the street," Wood said.

He anticipates a waiting list for the three units they have so far.

William, Nena and Vady will be one of the first families moving into First Step. Already, they have purchased a vehicle and insurance and obtained driver's licenses, and William said his job at McDonald's is the longest he's sustained a job in a long time.

"This program is the only reason we are okay," he said.

The family went through SOS to find First Step and Nena says they plan to finally have a home of their own soon.

"The homeless shelters are good for whatever you need in the moment, but in the long run they can't help," Nena said. "It's truly a blessing here with First Step. We're learning how to take care of ourselves."

For more information about First Step, visit firststepcommunity.com.

PAC from page 1A

the past several weeks and months, the discussions and heated exchanges and that sort of thing.

the way. What happens in the future is yet to be seen. But I am hopeful, I am a visionary.

cussion touched on some of the problems that PAC had in sharing the process used

our idea of what 'the WOW factor' is. They seem to feel that we are coming across as

nities have murals that are based from a specific time, citing Coquille's large histor-

To: Florence Planning Commission
C/O Wendy FarlyCampbell
250 Hwy. 101
Florence, OR 97439



RE: First Step Pilot Program Application for Temporary Conditional Use Permit

I have watched, with interest, the development of the First Step program and village. Care and thought have gone into the planning and development of the program. There have been a remarkable number of community volunteers working with First Step, both on the board and in doing the physical work. I have volunteered on several projects for First Step.

The three tenant families seem to be motivated to improve their lives, and are very appreciative of the opportunities offered through this program.

I am strongly in favor of the City Planning Commission granting a Conditional Use Permit to First Step.

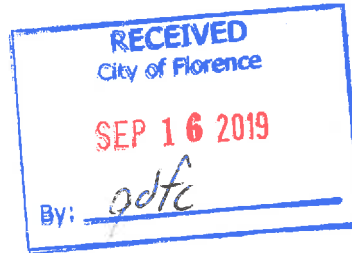
Sincerely,

I feel very strongly that as the
Chairman of St Andrews Outreach,
Hot Lunch Program: That this will
help our needy Patrons of a place
to get on their feet.

Sincerely
Karen Farly
2425 18th St
Florence OR 97439

Joan Taber Skarda
88452 Collard Lake Rd.
Florence, OR 97439

Wendy Farley Campbell
Florence Planning Dept.
250 Hwy 101
Florence, OR 97439
September 10, 2019



Dear Ms. Farley-Campbell and members of the planning department:

I would like to express my support of the one year pilot program proposed by First Step on the Presbyterian Church of the Siuslaw property. This is a much needed program to help provide temporary housing to families who are trying to become productive members of society. It is well organized program with strict rules and regulations for them to follow. I believe that this is going to help those families get back on their feet. This program helps to alleviate the housing crisis in this community and in a positive and helpful way.

Thank you for making it possible for displaced families to get a new start on their life.

Sincerely, 
Joan Taber Skarda

To: Florence Planning Commission
C/o Wendy Farly Campbell
250 Hwy 101
Florence, OR 97439

Dear Wendy,

9/15/19

I've been made aware of the First Step program and have made a donation to it. I think it's a worthy effort to help alleviate our community's housing problem for low-income residents.

I've also been made aware of the First Step program's application for a Conditional Use Permit and wish to endorse it without condition.

As a resident since 2001, I've come to respect such efforts as First Step and know many who are involved with it as personal friends, and neighbors.

My signature below indicates my belief that First Step is the right thing to do, and a Conditional Use Permit is one more Step.

Very truly yours,

Stu W. Cwery
Deacon, ret.
P.O. Box 2617



Dylan Huber-Heidorn

From: Meris Robison <mmrobison@icloud.com>
Sent: Tuesday, September 17, 2019 11:11 AM
To: planningdepartment; Wendy Farley-Campbell
Subject: First Step Extension

September 17, 2019

To: Florence Planning Commission
C/O Wendy FarleyCampbell
250 Hwy. 101
Florence, OR 97439

RE: First Step Pilot Program Application for Extension of Conditional Use Permit

I have watched, with interest, the development of the First Step program and village. Care and thought have gone into the planning and development of the program. There have been a remarkable number of community volunteers working with First Step, both on the board and in doing the physical work. I have volunteered for some of the First Step projects, myself.

The three tenant families seem to be motivated to improve their lives, and are very appreciative of the opportunities offered through this program.

I am strongly in favor of the City Planning Commission granting an Extension Conditional Use Permit to First Step.

Sincerely,

Michael Robison
116 Shoreline Drive
Florence, OR 97439

Dylan Huber-Heidorn

From: Meris Robison <mmrobison@icloud.com>
Sent: Tuesday, September 17, 2019 11:32 AM
To: planningdepartment; Wendy Farley-Campbell
Subject: First Step Extension Permit

September 17, 2019

To: Florence Planning Commission
C/O Wendy FarlyCampbell
250 Hwy. 101
Florence, OR 97439

RE: First Step Pilot Program Application for Extension of Conditional Use Permit

I have been involved with the First Step Program for the past three years and watched and participated in the thoughtful care and planning of this program. Detailed acceptance and living requirements were developed to deliver safety to the neighborhood and our First Step residents.

The ability to attend training and counseling programs for parents and school attendance for children has been made possible with a safe place to live. This is indeed a first step toward housing independence.

I am strongly in favor of the City Planning Commission granting an Extension Conditional Use Permit to First Step.

Sincerely,

MerisRobison
116 Shoreline Drive
Florence, OR 97439

To Florence Planning Commission

C/O Wendy FarlyCampbell

250 Hwy. 101

Florence, OR 97439

RE: First Step Pilot Program Application for Temporary Conditional Use Permit

I would like to add my voice as being strongly in favor of the City Planning Commission granting a Conditional Use Permit to First Step.

Many people have given much care and thought and energy into developing the First Step Program. It is set up to be a safe and clean place for people to have the stability to be able to move on to more permanent housing and work environments.

I believe it is a very positive way to address some of the problems of homelessness in our Community.

Sincerely,

Hazel Vacura

Hazel Vacura

PO Box 1395

Florence OR 97439



Cindy Wobbe

P.O. Box 1136
Florence OR 97439
541.999.0126

September 10, 2019

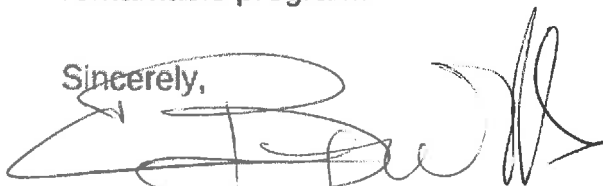
Florence Planning Commission
c/o Ms. Wendy Farley-Campbell
250 Hwy. 101
Florence OR 97439

Re: First Step Pilot Program
Application for Temporary Conditional Use Permit

It has been my pleasure and privilege to support the careful planning and development of First Step as it works diligently to assist families who would otherwise be homeless. This is a grass-roots, volunteer driven initiative that is well supported by an extended group of concerned citizens and business owners like myself to create a much needed solution to a crisis situation in our community. Far from a hand-out, First Step provides hands-on help, mentorship, life management skills, and clearly articulated standards and expectations for accountability within the population they serve.

The board and volunteers of First Step have become a community catalyst that provides a well-paved path between homelessness and self-sustainability. The three tenant families in the project are motivated to better their lives and are grateful for the opportunities that they have been provided. I respectfully ask that the Florence Planning Commission vote favorably to grant a Conditional Use Permit to First Step and insure the continued stability of this remarkable program.

Sincerely,



Cindy Brent Wobbe





Oregon

Kate Brown, Governor

Department of Transportation

Region 2 Headquarters
455 Airport Road SE, Bldg. B
Salem, Oregon 97301
(503) 986.2600
FAX (503) 986.2630

September 12, 2018

ODOT #8568

ODOT Response

Project Name: Transitional Housing Project	Applicant: Kathryn Lenox
Jurisdiction: City of Florence	Jurisdiction Case #: PC 18 23 CUP 03
Site Address: 3996 Hwy 101, Florence, OR 97439	Legal Description: 18S 12W 1433 Tax Lot(s): 00400
State Highway: US 101	Mileposts: 188.37

The site of this proposed land use action is adjacent to US101, Oregon Coast Highway. ODOT has permitting authority for this facility and an interest in ensuring that this proposed land use is compatible with its safe and efficient operation. **Please direct the applicant to the District Contact indicated below to determine permit requirements and obtain application information.**

COMMENTS/FINDINGS

Tax lot 400 is currently served by a single access to US101 at mile point 188.37 and has an access permit from ODOT for a 26 foot wide approach. The applicant is advised that the subject property's highway frontage is access controlled as ODOT has acquired and owns access rights to the subject property. Property lines for this tax lot have been adjusted since ODOT purchased right of way and established access control along this stretch of US101 in the 1980s. The current approach is located on an unrestricted reservation of access that is 35 feet in width as recorded in the property deed but excludes what now is the southern 75 feet of tax lot 400. This southern 75 feet of tax lot 400 has the right to use a reservation of access that is located approximately 170 feet to the south on tax lot 600. In order for the area of tax lot 400 which will house the RV pads to have a legal right to use the existing approach that the existing church uses the applicant must apply for an Indenture of Access so that the access rights for the whole of tax lot 400 can be transferred and consolidated at the existing reservation. Aside from the need to modify the access rights for tax lot 400, the proposed development will not trigger the need for a new ODOT access permit if the existing access to US101 is to be used solely without any reconstruction. An ODOT Miscellaneous Permit must be obtained for any work that is to be performed in the highway right of way and for connection to state highway drainage facilities.

Please send a copy of the Notice of Decision including conditions of approval to:

ODOT Region 2 Planning
Development Review
455 Airport Road SE, Bldg. B
Salem, Oregon 97301

ODOTR2PLANMGR@odot.state.or.us

Development Review Coordinator: Douglas Baumgartner, P.E., P.E., P.E.	Douglas.G.Baumgartner@odot.state.or.us
District 5 Contact: April Jones	541-726-2577

Exhibit J