

**CITY OF FLORENCE
PLANNING COMMISSION**

RESOLUTION PC 22 11 CUP 03

A TEMPORARY CONDITIONAL USE PERMIT TO PLACE THREE RV / TRAILERS AT THE FLORENCE CHRISTIAN CHURCH FOR USE AS TEMPORARY HOUSING FOR PEOPLE AND/OR FAMILIES THROUGH THE FIRST STEP PROGRAM

WHEREAS, application was made by Paul Pearson on behalf of Florence Christian Church located at property shown on Assessor's Map #18-12-27-43, Tax Lot 10900, for a Conditional Use Permit as required by FCC 10-1-1-, 10-1-1-6-3 and FCC 10-4-12-A; and

WHEREAS, the Planning Commission met in a duly-advertised public hearing on September 27, 2022 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 of the City of Florence, per FCC 10-4-10, finds, based on the Findings of Fact, application, staff recommendation, evidence and testimony presented to them, that the application meets the applicable criteria through compliance with certain Conditions of Approval.

NOW THEREFORE BE IT RESOLVED that the Planning Commission 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 to place three RV / Trailers at the Florence Christian Church for use as temporary housing and services in the Medium Density District 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
Attachment 1 –Applicant's Submittal

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. Upon encountering any cultural or historic resources during construction, the applicant shall immediately contact the State Historic Preservation Office and the Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians. Construction shall cease immediately and shall not continue until permitted by either a SHPO or CTCLUSI representative.

4. Conditional Use

4.1 Prior to the expiration of this temporary conditional use permit on September 27, 2024 a two-year extension shall be applied for and granted. Otherwise, the RV / trailers and associated facilities shall be removed from the property by September 27, 2024.

4.2 The RV/trailers sited shall be dimensions that fit in the proposed area and meet all required setbacks for the underlying zone as proposed by the applicant and approved by Planning Commission/Design Review Board.

5. Open Space

5.1 The applicant will provide a minimum of 100 sq feet of open space per dwelling unit or a combined area of 300 square feet to be shared by tenants of all proposed RV/trailers.

6. Lighting

6.1 Proposed new lighting shall meet the code within nine months of the date of approval of a conditional use permit for this application, existing exterior on-site lighting shall conform to the requirements of FCC 10-37.

7. Landscaping

7.1 Screening and buffering through landscaping or a fence in height of up to 6 feet in height will be allowed in the front setback area adjacent to the RVs during the duration of this temporary CUP. Any landscaping or fencing placed in the front setback area is to be located on-site and not negatively affect traffic circulation or visibility of the vision clearance area.

8. Access and Circulation

8.1 The northern most driveway / curb-cut will be blocked to vehicle access for the duration the temporary housing is present on this site as proposed by the applicant and approved by the Planning Commission/Design Review Board. It is encouraged that the blocking includes or incorporate screening elements to minimize increased noise, dust and vibrations form and for the temporary tenants.

ADOPTED BY THE FLORENCE PLANNING COMMISSION the 27th day of September, 2022.

Sandra Young, Vice Chairperson
Florence Planning Commission

Date

FINDINGS OF FACT FLORENCE PLANNING COMMISSION Exhibit "A"

Public Hearing Date: September 27, 2022 **Planner:** Clare Kurth
Application: PC 22 11 CUP 03

I. PROPOSAL DESCRIPTION

Proposal: A temporary conditional use permit to place three recreational vehicles on the existing parking lot of Florence Christian Church, to serve as temporary housing for families in need.

Applicant: Paul Pearson for Florence Christian Church and First Step Florence

Property Owners: Florence Christian Church

Location: 990 W. Second Street, Florence, OR
Site: Map #18-12-27-43, Tax Lot 10900

Comprehensive Plan Map Designation: Medium Density Residential (MDR)

Zone Map Classification: Medium Density Residential (MDR)

Surrounding Land Use / Zoning:

Site: Parking lot for Florence Christian Church (MDR)
North: Residential, Single Family Detached Dwellings (MDR)
South: Gravel parking lot and Church/Worship facility (MDR and LDR)
East: Residential, Single Family Detached Dwellings (MDR)
West: Residential, Single Family Detached Dwellings (MDR)

Streets / Classification:

West – Hemlock / Local; South – None; East – Ivy St. / Local; North – Rhododendron Dr. / Arterial

II. NARRATIVE:

Florence Christian Church, in cooperation with First Step Florence, desires to serve a few of the unhoused families living in the Florence community. They are proposing three (3) temporary housing RVs or trailers on the northern end of the existing church parking lot, west of Ivy Street. This proposal will continue and expand the First Step program serving “people and families without a secure and safe place to live take their first step toward a more stable living situation. The program has helped to establish individual goals, instilled self-responsibility and discipline, and graduated families to more permanent housing.” Families are vetted by First Step when admitted to the program and have included in the application packet policies

for drug and alcohol use, child education requirements, visitor policies, and lease agreements. Families are supported and monitored throughout their tenancy and are required to follow rules provided in **Exhibit E**.

This application and request are consistent with FCC for a conditional use permit to allow a place of worship to apply for up to three (3) RVs or park model homes to be used as temporary housing with a limit of two (2) years and allowing one (1) extension for an additional two (2) years under Title 10, Chapter 4. This 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. A similar Type III temporary conditional use permit in partnership with First Step Florence was granted in 2019 at the Presbyterian Church at 3996 Hwy 101, Resolution PC 19 12 CUP 05, Provided in **Exhibit F**.

III. NOTICES & REFERRALS:

Notice: On September 6, 2022 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 21, 2022.

At the time of this report, the City has received written comments (Exhibit G) on the application from the following:

Graham Ross, Sept 12, 2022 - Supports this application. States the need for helping our unhoused population and that the First Step Program has been beneficial to families and the community.

Janet and Paul Hirsch, Sept 14, 2022 – Supports this application and believes it is an opportunity to offer families “necessary support during their time of need.” Served on the First Step Board for five years and reports knowing the program is effective through it rules and guidance with unique goals set for individuals and families.

Valarie J. Niver, September 15, 2022 – Supports this application. States being a member of Florence Christian Church and an Administrative Assistant at Presbyterian Church and believes “that partnership between the Christian Church and First Step will have a positive impact on homeless families in Florence.”

Doug Kopcha, September 15, 2022 - Supports this application. Believes “that partnership between the Christian Church and First Step will have a positive impact on homeless families in Florence.”

Kristina K. Rowel, September 15, 2022 – Supports the Florence Christian Church expansion of the First Step Housing Program.

Rev Greg Woods, September 15, 2022 – Supports this application. Wrote on behalf of the Presbyterian Church of the Siuslaw. Rev. Woods is the Pastor at the Presbyterian Church and has been involved in the current First Step Program at that location. States the congregation is enthusiastic about the First Step Program and success in seeing families come and then move on to stable housing and work. The church has benefited from the program as well from tenants helping discourage car campers on the property. “Overall, the congregation feels that the program has made a positive impact on the community without causing problems to our church or neighborhood.”

Larry Newman, September 15, 2022 – Supports this application. Is a Property Elder for the Presbyterian Church of the Siuslaw and states no issues with the similar First Step Program at that location. The tenants keep an eye on the property during the week and there have been no conflicts with the neighbors. States the need for this type of additional housing and that the support of First Step is a plus.

John and Joan Skarda (email), September 15, 2022 – Supports this application. “We believe that a partnership between the Florence Christian Church and First Step, will have a very positive impact on the homeless families in Florence. There already is a great impact with the partnership with the Presbyterian Church and First Step.”

Diane Burns, September 16, 2022 - Supports this application. “We believe that a partnership between the Florence Christian Church and First Step, will have a very positive impact on the homeless families in Florence.”

Patricia Burke, September 16, 2022 – Supports this application. Stated that with the partnership of First Step’s Program families will have the opportunity to participate fully in our community.

Norma Wood, September 19, 2022 – Supports this application. States that a partnership between Florence Christian Church and First Step will have a positive impact on some of Florence’s currently unhoused families.

Joan M. Taber, September 20, 2022 - Supports this application. Believes “that partnership between the Christian Church and First Step will have a positive impact on homeless families in Florence.”

John and Joan Skarda (mail), September 20, 2022 - Supports this application. Believes “that partnership between the Christian Church and First Step will have a positive impact on homeless families in Florence.”

Response:

- This application has the ability to be in compliance with all criteria in FCC 10-4-12-A for a temporary conditional use permit allowing up to three RVs on site as temporary housing.

- The RV/trailers occupants will be part of a self-sufficiency program as required by FCC 10-4-12-A-4-E.
- Chapter 10, Policy 6 of the Comprehensive plan encourages working with local non-profit organizations to address issues of homelessness. This application meets this policy objective.

Referrals: On September 6, 2022 referrals were sent to the Florence Police Department, Florence Public Works, Siuslaw Valley Fire and Rescue, and Central Lincoln PUD.

At the time of this report, the City had received referral comments from: **None**

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 10: Residential Districts, Sections 1-A, 1-B, and 2
 Chapter 34: Landscaping, Section 5
 Chapter 35: Access and Circulation, Section 2-12-A and 2-12-B
 Chapter 37: Lighting, Sections 2, 3 and 4

V. PROPOSED FINDINGS

FLORENCE CITY CODE

TITLE 10: CHAPTER 1: ZONING ADMINISTRATION

10-1-1-6-3: TYPE III REVIEWS – QUASI-JUDICIAL LAND USE HEARINGS:

A. Hearings are required for Type III (quasi-judicial) land use matters requiring Planning Commission review. Type III applications include, but are not limited to:

4. An increase in residential density by more than 10 percent, or where the resulting density exceeds that allowed by the land use district.
7. Conditional Use Permit.

A Type III Review is required for the Florence Christian Church application for temporary housing. Temporary dwellings/RVs are allowed in MDR zones through a Type III conditional use permit according to 10-10-2, Table 10-10-2-A with Conditional Use criteria described in 10-4-12-A.

B. Notification of Hearing:

1. **At least twenty (20) days prior to a Type III (quasi-judicial) hearing, notice of hearing shall be posted on the subject property and shall be provided to the applicant and to all owners of record of property within 100 feet of the subject property, except in the case of hearings for Conditional Use Permits, Variance, Planned Unit Development and Zone Change, which notice shall be sent to all owners of record of property within 300 feet of the subject property.**
 - a. **Notice shall also be provided to the airport as required by ORS 227.175 and FCC 10-21-2-4 and any governmental agency that is entitled to notice under an intergovernmental agreement with the City or that is potentially affected by the proposal. For proposals located adjacent to a state roadway or where proposals are expected to have an impact on a state transportation facility, notice of the hearing shall be sent to the Oregon Department of Transportation.**
 - b. **For a zone change application with two or more evidentiary hearings, notice of hearing shall be mailed no less than ten (10) days prior to the date of the Planning Commission hearing and no less than ten (10) days prior to the date of the City Council hearing.**
 - c. **For an ordinance that proposes to rezone property, a notice shall be prepared in conformance with ORS 227.186 and ORS 227.175(8).**
 - d. **Notice shall be mailed to any person who submits a written request to receive notice.**
 - e. **For appeals, the appellant and all persons who provided testimony in the original decision.**
2. **Prior to a Type III (quasi-judicial) hearing, notice shall be published one (1) time in a newspaper of general circulation. The newspaper's affidavit of publication of the notice shall be made part of the administrative record.**

Notice of the public hearing was posted on the subject property and mailed to all property owners within 300 feet of the property on September 06, 2022. Notice was published in the Siuslaw News on September 21, 2022. These criteria are met.

C. Notice Mailed to Surrounding Property Owners - Information provided:

1. **The notice shall:**
 - a. **Explain the nature of the application and the proposed use or uses which could be authorized;**
 - b. **List the applicable criteria from the ordinance and the plan that apply to the application at issue;**
 - c. **Set forth the street address or other easily understood geographical reference to the subject property;**

- d. **State the date, time and location of the hearing;**
- e. **State that failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes further appeal based on that issue;**
- f. **State that application and applicable criteria are available for inspection at no cost and will be provided at reasonable cost;**
- g. **State that a copy of the staff report will be available for inspection at no cost at least 7 days prior to the hearing and will be provided at reasonable cost;**
- h. **Include a general explanation of the requirements for submission of testimony and the procedure for conduct of hearings.**
- i. **Include the name of a local government representative to contact and the telephone number where additional information may be obtained.**

D. Hearing Procedure: All Type III hearings shall conform to the procedures of Florence City Code Title 2, Chapters 3 and 10.

On September 06, 2022, notice was mailed to surrounding property owners within 300 feet of the property, and signage posted on the property. The public notices contained the information in the above code. The public hearing notice was published in the September 21, 2022 edition of the Siuslaw News. The notification procedures meet the requirements of City Code.

E. Action by the Planning Commission:

- 1. **At the public hearing, the Planning Commission shall receive all evidence deemed relevant to the issue. It shall then set forth in the record what it found to be the facts supported by reliable, probative and substantive evidence.**
- 2. **Conclusions drawn from the facts shall state whether the ordinance requirements were met, whether the Comprehensive Plan was complied with and whether the requirements of the State law were met.**
- 3. **In the case of a rezoning request, it shall additionally be shown that a public need exists; and that the need will be best served by changing the zoning of the parcel of land in question.**
- 4. **There is no duty upon the Planning Commission to elicit or require evidence. The burden to provide evidence to support the application is upon the applicant. If the Planning Commission determines there is not sufficient evidence supporting the major requirements, then the burden has not been met and approval shall be denied.**

The Planning Commission held a public hearing on September 27, 2022 and solicited testimony and evidence. The Planning Commission received all materials provided by the applicant. The findings state whether the application criteria were met.

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.**

Florence Christian church has provided images and site plans of their existing parking lot for the primary use of this site, the church and ancillary buildings. The church is not proposing any changes or improvements to the parking lot with the exception of the placement of the temporary RV/trailers and their associated facilities such as tenant parking, tenant storage, and trash and recycling containers. No temporary or permanent RV pads have been proposed. This placement is temporary. Minimum parking requirements are detailed later in this report; even with approximately 11 existing parking spaces temporarily being used for the proposed RV/trailers, Florence Christian Church will still be able to meet minimum required off-street parking according to FCC Table 10-3-1-B

The driveway and parking area are currently pre-existing non-conforming gravel surfacing and will continue to be acceptable since the use is temporary. There is no enlargement of an existing structure nor construction of new uses or expansion of an existing use. If asphalt or cement is installed in the future a stormwater plan meeting City Code and

Stormwater Design Guidelines will be required to be submitted for review by the City prior to installation of paving. **(Informational 1)**

Currently the entire lot is graveled and the applicant states the “lot will remain graveled for the foreseeable future.” According to the applicant the gravel is firm and compacted from years of use and asphalt or cement are not needed or anticipated. The proposed RV sites are at the northern portion of the main parking lot at Florence Christian Church. They have three parking spaces associated with the three RVs. The parking spaces are oriented north and south and are situated adjacent (to the west of each RV). The spaces when utilized will not endanger or impede the flow of traffic on the remainder of the church parking lot. The parking spaces and maneuver area do not encroach onto other parking spaces and there is adequate access aisle width for safe and functioning maneuvering within the lot and into the parking spaces

10-3-4: MINIMUM REQUIRED PARKING BY USE: During the largest shift at peak season, fractional space requirements shall be counted as the next lower whole space (rounded down). Square footages will be taken from the gross floor area (measurements taken from exterior of building). Applicants may ask the Planning Commission for a reduction for parking spaces as part of their land use application. The applicant will have to provide the burden of evidence to justify the reduction proposed. The Planning Commission and/or staff may require the information be prepared by a registered traffic engineer. Table 10-3-1 lists the minimum parking spaces required by use, with a minimum no less than two (2) spaces for non-residential uses, plus additional space(s) as needed to meet the minimum accessible parking requirement.

B. Institutions and Public Assembly Types:

Elementary, middle school and other children's day schools Daycare, adult or child day care (does not include Family Daycare (12 or fewer children under ORS 657A.250))	1 space per classroom, or as determined by the Planning Commission 1 space per 500 sq. ft. of floor area
High schools Colleges and universities	7 per classroom, or as determined by the Planning Commission
Educational Services, not a school (e.g., tutoring or similar services)	1 space per 500 sq. ft. floor area
Libraries, reading rooms, museums, art galleries and Community Service Facilities	1 space per 200 sq. ft. of floor area
Churches and other places of worship	1 space per 50 sq. ft. of main assembly area; or as determined by the Planning Commission, as applicable
Stadiums, grandstands, coliseums, auditoriums	1 space for each 4 persons of seating capacity, except that on-street parking in non- residential and theaters areas, within 1,000 feet of the main assembly area may be used toward fulfilling this requirement.



According to Table 10-3-1-B Minimum Required Parking for church uses is 1 space per 50 square feet of assembly space. With the addition of the three proposed RV spaces the church will retain an estimated 83 parking places. The proposed application will temporarily reduce parking by approximately 11 off street parking places; from an estimated 94 to 83 spaces. Based on the square footage of the main assembly area provided by the applicant, 74 off-street parking spaces are required. The applicant states that on most Sundays, this lot is not completely full, so there is little impact anticipated to the usual parking needs of regular church services. There is an option for on street parking on the adjacent residential streets if an increased need arises.

Main Assembly Area: 65 x 45 = 2925 sq ft
 Balcony Seating: 37 x 20 = 740 sq ft
 Total Assembly: 2925 + 740 = 3665 sq ft
 Parking Required: 3665 / 50 = 73.3

Rounding the required parking spaces to the nearest whole number, 74 spaces are required. Florence Christian Church is expected to exceed required off street parking requirement by 9 spaces after RVs are sited.

The site plan illustrates each RV unit will have one assigned off-street parking south and east of that unit; see **Exhibit D**. On street parking is not anticipated to be needed for the tenants of the proposed RV/trailers.

10-3-5: VEHICLE PARKING - MINIMUM ACCESSIBLE PARKING:

Table 10-3-2 - Minimum Number of Accessible Parking Spaces Source: ADA Standards for Accessible Design 4.1.2(5)			
Total Number of Parking Spaces Provided (per lot)	Total Minimum Number of Accessible Parking Spaces (with 60" access aisle, or 96" aisle for vans*)	Van Accessible Parking Spaces with min. 96" wide access aisle	Accessible Parking Spaces with min. 60" wide access aisle
	<i>Column A</i>		
1 to 25	1	1	0
26 to 50	2	1	1
51 to 75	3	1	2
76 to 100	4	1	3
101 to 150	5	1	4
151 to 200	6	1	5

ADA laws are not exempted by virtue of a use being temporary. Accommodations are required in accordance with law. Under the current parking code, the church is required to provide 3 ADA designated parking spaces. There are currently 6 ADA spaces, exceeding minimum requirements. While the majority of the parking lot is gravel, the ADA designated

spaces as well as 8 additional spaces nearest the church entrance are paved and striped according to current FCC 10-3-9. Criteria are met.

10-3-10: BYCYCLE PARKING REQUIREMENTS: All new development that is subject to Site Design Review, shall provide bicycle parking, in conformance with the standards and subsections A-H, below.

There are currently no parking spaces designated for bicycle parking. There is no new development proposed so this property is not subject to this requirement. This criterion is not applicable.

TITLE 10: CHAPTER 4: CONDITIONAL USES

10-4-3: USE PERMIT PREREQUISITE TO CONSTRUCTION: When a conditional use permit is required by the terms of this Title, no building permit shall be issued until the conditional use permit has been granted by the Planning Commission, and then only in accordance with the terms and conditions of the conditional use permit. Conditional use permits may be temporary or permanent.

10-4-5: PUBLIC HEARING AND NOTICE: The Planning Commission shall hold at least one public hearing on each conditional use permit application.

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.

The proposed development shall be approved through September 27, 2024. The applicant may request one 2-year extension in writing prior to the expiration of this conditional use permit (**Condition 4.1**). 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.

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.

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. 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, or campgrounds. This criterion is met.

B. Compliance with special conditions established by the Planning Commission to carry out the purpose of this Chapter.

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.

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.

Land Availability: The latest research on Florence' land availability was conducted in 2017 and adopted in 2018. The analysis concluded that both Lane County and Florence have had measurable increases in population and an anticipated increase of 2,068 permanent residents over the next 20 years. Section IV.F of the Housing Needs Assessment (HNA) recommended the City "adopt a policy target of accommodating an additional 20-30 year-round beds and 10-20 seasonal beds for special needs population over the next 20 years." The church site is developed with church facilities and the proposed of temporary RV/trailers will assist in accommodating this anticipated need. "Housing options for special needs, including homeless individuals, families and youth experiencing homelessness can be provided by nonprofit agencies, government entities, and faith-based organizations."

The proposed site is currently being used as parking for the Church. The applicant's proposed use for siting temporary RVs/trailers to temporarily house people experiencing homelessness will assist in providing needed housing, according to the 2018 HNA, rather than being used as excess parking above and beyond minimum requirements.

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.

Conditional Uses: The land is zoned Medium Density Residential and the proposed temporary housing is directly associated with the church, a conditional use in the zone. The applicant proposes a project for temporary housing through the use of RV/trailers. As temporary structures, the buildings are not subject to Design Review. The site layout is being reviewed against applicable Code. The applicant does not yet have the proposed RV/trailers for this site. The RV/trailers sited shall be dimensions that fit in the proposed area and meet all required setbacks for the underlying zone as proposed by the applicant and approved by Planning Commission/Design Review Board (**Condition 4.2**). This criterion is met or conditioned to be met.

E. Adequacy of public facilities, public services and utilities to service the proposed development.

Public Facilities, Services, and Utilities: Sewer, Water and Electricity proposed to be accessed from Ivy St, with utility lines running through the recessed setback on the northern edge of the site and indicated on the provided and included site plan from the applicant (**Informational 1**). Stormwater is discussed and conditioned under parking. Trash and recycling will be contained at each RV site with locations indicated on site plan provided by the applicant and included. Public Services: The application proposal states tenants will be supported throughout their tenancy by First Step Florence. Policing, Fire and Ambulance facilities and services are available and will be provided in response to calls for service. There is a fire hydrant located at the corner of Ivy and Second St that is approximately 200 feet from the furthest proposed RV site and 170 feet from the proposed RV site nearest to Ivy St. Siuslaw Valley Fire and Rescue's Chief Schick states via email received September 21, 2022 that "according to OFC Appendix C Fire Hydrant Locations and Distribution the maximum distance from any point on street or road frontage to a hydrant is 250 feet when the required water flow is less than 1,750 gpm which it would be for these structures. . . . Consequently, the number of hydrants and their locations with respect to the proposed location of the three RVs is adequate. This criterion is met or conditioned to be met.

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).

Access: Pedestrian-The church site is situated in the southern portion of the city west of Highway 101. The nearest sidewalk terminates 180 feet to the north at the corner of Rhododendron Dr and Ivy St. There is pedestrian access on the church site serving the church's main entrances. Separate pedestrian access to serve the temporary RV/trailer sites is not proposed. The driveway widths are adequate to provide both vehicular and pedestrian traffic for three temporary RVs. Vehicular-The site is accessible from the east off Ivy St. or from 2nd St to the south 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.

The proposed temporary RV/trailer(s) either meet or is conditioned to meet all of the above criteria of FCC 10-4-10 which apply.

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; and. 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 placement and associated sites are proposed to be used for a period of two (2) years, per the allowed time under FCC 10-4-12-A

A. The proposed site plan and use meets or exceeds setback requirements for the underlying MDR zoning; **Exhibit D.**

B. A fence is currently present on the northern property line, screening the adjacent property and SFR from noise and creating a physical and visual barrier.

C. Florence Christian Church has current curb cutouts for driveway access and no changes to the current parking lot are being proposed by the applicant. The north most curb cut, closest to the proposed RV sites shall be blocked to vehicular traffic to promote improved tenant safety and create a separation from parking uses for the Church and residential uses by the RV tenants. It is anticipated that this curb cutout can be blocked without significant affects to parking lot circulation. **(Condition 8.1)**

D and G. The First Step program will be monitoring and supervising tenants in this temporary housing program, in combination with the existing fence and 20-foot proposed setbacks at all property lines to minimize noise, vibration, odors, and sightliness. Submitted First Step Policy and rules state that alcohol and illegal substances are not permitted on the premises. Policies and rules restrict visitors and hours visitors are allowed on the premise. There are slight inconsistencies observed by staff in the policies and rules, but the overall intent provided by the applicant is to “ensure a safe, healthy, and cooperative environment.” Drugs, alcohol, criminal behavior, violent or intimidating behavior is not tolerated in the First Step program; **Exhibit E.**

E. There are no proposed parking lot improvements at this time. The applicant states the plan is for the existing parking lot to remain gravel for the foreseeable future. This criterion is not applicable.

F. No rehabilitation plans are proposed, this is not applicable

J. There are no proposed changes or affects to existing vegetation with the exception of removing grass to place utility facility and the applicant states the plan is to repair the grass to its previous condition following utility placement. No riparian area, wetlands, streams, excessive slopes, or other fragile lands are present on this proposed lot.

K. This is proposed as a temporary placement for RV/trailers. This is not proposed as a permanent placement of the RV/trailers or development of the property. This proposed use is in line with Chapter 10, Policy 6 of the Comprehensive Plan.

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:

A. Places of Worship:

- 1. Any building used for worship purposes in a residential district, except freestanding parsonages, shall provide and maintain a minimum setback of twenty feet (20') from any property line which is under a different ownership and is zoned for residential use.**
- 2. Places of Worship may provide housing or space for housing in a building that is detached from the place of worship, provided:**
 - a. At least 50 percent of the residential units provided are affordable to households with incomes equal to or less than 60 percent of the median family income for Lane County.**
 - b. The housing or space for housing complies with applicable land use regulations and meets the standards and criteria for residential development for the underlying zone.**
- 3. Housing and space for housing provided under ORS 227.500 and FCC 10-4-12-A-2 must be subject to a covenant appurtenant that restricts the owner and each successive owner of the building or any residential unit**

contained in the building from selling or renting any residential unit designated as affordable housing as housing that is not affordable to households with incomes equal to or less than 60 percent of the median family income for Lane County for a period of 60 years from the date of the certificate of occupancy.

4. Places of worship may apply for up to three (3) Recreational Vehicles (RVs) or park models for sleeping or living purposes, provided the following requirements are met:
- a. The property owner submit a complete application for the conditional use permit together with a basic site plan (scale drawing not necessary) and allow access by city officials to the project site and the location of the recreational vehicles or park models for the purposes of inspection and enforcement of the terms and conditions of the permit, including towing the recreational vehicles or park models and removal of temporary sewer and water service connections, whether or not the permit has expired.
 - b. The conditional use permit must be issued before the RVs or park models are used for sleeping or living purposes.
 - c. Before an RV or park model is used for sleeping or living purposes, the owner and/or occupant of the recreational vehicle or park model must sign a release allowing access to and towing of the recreational vehicle or park model for purposes of inspection and enforcement of the terms and conditions of the permit.
 - d. The property owner shall make available connections to an on-site municipal water line and sanitary sewer line in accordance with all applicable state codes and city regulations.
 - e. The property owner shall make available electrical connections in accordance with all applicable state codes and city regulations.
 1. Electrical connections may be extension cords from an outlet or permitting and installing a pedestal for plug-in per FCC 4-1.
 2. No hard connections or use of generators shall be permitted. FLORENCE CITY CODE TITLE 10 5 CONDITIONAL USES 10-4
 - f. The property owner shall subscribe to and pay for solid waste collection service.
 - g. The RV or park model occupants are associated with a self sufficiency service or program.
 - h. Areas occupied by RVs or park models maintain a minimum fifteen-foot (15') buffer from adjacent single-family residential uses.
 - i. The conditional use is limited to two years and one two (2) year extension.

Per FCC 10-4-12-A-4-h the required setbacks for temporary RVs/trailers at a place of worship is 15 feet from residential uses and the current site plan indicates 20 feet on the

west and north property lines, and 10 feet on the east property line. Both the west and the north property lines abut residential properties occupied by single family dwellings. The east property line is adjacent to Ivy Street. To the south the proposed site is adjacent to portions of the existing graveled parking lot owned by Florence Christian Church and Florence Christian Church itself. While the 10-foot setback required under MDR is marked and met on the site plan, the scaled drawing indicates the RV site nearest Ivy St will meet a 15' setback if required according to FCC 10-4-12-A. The proposed location of utility placement is marked at the north end of the property line between the proposed RV sites and the existing fence. The residents/tenants of the proposed temporary housing will be part of a self-sufficiency program meeting criteria with supporting forms, rental applications, rules, policy and procedures provided; please see **Exhibit E**.

In addition to the RV/trailers and parking, the applicant is proposing wooden stairs for improved safety exiting and entering the units and a shed for personal storage. The stairs will be required to meet permitting requirements if applicable (**Informational 1**). The small storage sheds are proposed to be placed to the north and west of each unit to provide tenant space to store personal items and promote keeping the site clean and tidy. The proposed temporary mobile building space used for residential use requires consideration by the Planning Commission. Criteria are met.

TITLE 10: CHAPTER 10: RESIDENTIAL DISTRICT


10-10-1: RESIDENTIAL ZONES AND PURPOSES

A. Low Density Residential (LDR): The Low Density Residential District is intended to provide a quality environment for low density, urban residential uses and other Planned Unit Development as determined to be necessary and/or desirable.

B. Medium Density Residential (MDR): The Medium Density Residential District is intended to provide a quality environment for medium density, urban residential uses and other compatible land uses determined to be necessary and/or desirable.

10-10-2: RESIDENTIAL USES:

A. Table 10-10-2-A. The following table indicates which uses are permitted in each residential zone.



Uses	LDR	MDR	RMH	HDR
Single-family detached dwelling	P	P	P	C
Accessory structure	P	P	P	P
Accessory dwelling unit	P	P	P	P
Single-family attached dwelling	N	SR	SR	P
Duplex/duet	N	P	P	P
Tri-plex	N	C	C	P
Quad-plex	N	C	C	P
Multi-family (5+ units)	N	N	N	SR
Cluster housing	N	C	C	P
Temporary dwelling/RV – Medical hardship	C	C	C	C
Manufactured home	P	P	P	C
Manufactured home park/subdivision	N	C	SR	SR
Mobile home park	N	N	SR	SR
Residential Care Facility/Nursing Home	SR	SR	SR	SR
Boarding house/dormitory	N	C	C	SR
Transitional housing	N	N	N	N
Religious institution housing or parsonage	C	C	C	C
Planned Unit Development	D	D	D	D

P=Permitted with Type I review, SR=Type II site review required, C=Type III conditional use review required and N=Not permitted, D=Type III Planning Commission Review

Temporary housing is allowed through a Type III, Conditional Use Review by the Planning Commission in the underlying MRD zone for this proposed site and LDR which is the underlying zone for primary use of this lot. The proposed setbacks exceed setback requirements outlined in Table 10-10-4-D. The proposed use will not reach or exceed the 50% maximum building coverage or the 75% maximum coverage by all impervious surfaces. Site development provisions under 10-10-5 do not apply as this is a temporary use.

There is no section in Title 10, Chapter 10 specifically regulating open spaces relating to temporary housing in RV/trailers. However open space is required for accessory dwelling units, triplexes, quadplexes, cluster housing, and multi-family dwellings. These RVs will not be considered any of the above-mentioned housing types, but the applicant will meet minimum open space requirements using **10-10-6-2** and/or **10-10-8-4** as a guideline and provide open space for tenants at a minimum 100 square feet per RV/trailer, taking into consideration:

- c. One hundred square feet (100 sq. ft.) of open space, denoted on a site plan, shall be provided for the use of occupants of the ADU meeting the following criteria:
 - i. Not less than ten feet (10') in width or depth at any point.
 - ii. Located on land with less than a five percent (5%) slope.
 - iii. Cleared sufficiently of trees, brush and obstructions so that intended recreational use proposed is possible.
 - iv. Not used for temporary or regular parking of automobiles or other vehicles.

Open space will be provided as either 100 square feet per unit or a combined area of 300 square feet to be shared by tenants of all proposed RV/trailers (**Condition 5.1**). Criteria met or is conditioned to be met

TITLE 10: CHAPTER 34: LANDSCAPING

10-34-5: FENCES AND WALLS: Construction of fences and walls shall conform to all of the following requirements:

- A. General Requirements.** All fences and walls shall comply with the height limitations of the respective zoning district and the standards of this Section. The City may require installation of walls and/or fences as a condition of development approval, in accordance with land division approval, approval of a conditional use permit, or design review approval. When required through one of these types of approvals, no further land use review is required. (See also, Section 10-34-3-6 for landscape buffering and screening requirements.)

No landscaping changes have been proposed on the subject lot or changes to or addition of fences and walls. There is one existing fence on the northern property line and a vegetation buffer on the east property line that will act as a buffer and screen between the RV/trailer sites and the adjacent residential property. The majority residential properties in the nearby neighborhood do not have significant landscaping in the front yards or setbacks. The proposed RV/trailers will be consistent with other residential uses in the vicinity and it is not anticipated landscaping will be required to screen of buffer from adjacent residential uses as the majority of residential properties are screened and buffered similar to the proposed RV/trailer site; fences and vegetation present at rear and side property lines, but not present in the front yard/setback. This is an application for a temporary conditional use. As this is a temporary use landscaping requirements for new and permanent development do not apply. If the applicant determines that additional screening or buffering is required during the duration of this temporary CUP, the applicant shall be allowed to place a fence up to 6 feet in height in the front setback area as proposed by the applicant and approved by the Community Development Director or Planning Commission/Design Review Board (**Condition 7.1**). Any addition of screening or buffering proposed by the applicant shall not interfere with vehicular visibility or circulation in the vision clearance area. Criteria not applicable.

TITLE 10: CHAPTER 35: ACCESS AND CIRCULATION

10-35-2-12: Driveway Design: All openings onto a public right-of-way and driveways shall conform to the following:

- A. Driveway Approaches.** Driveway approaches, including private alleys, shall be approved by the Public Work Director and designed and located with preference given to the lowest functional classification street. Consideration shall also be given to the characteristics of the property, including location, size and orientation of structures on site, number of driveways needed to accommodate anticipated traffic, location and spacing of adjacent or opposite

driveways. FLORENCE CITY CODE TITLE 10 5 ACCESS AND CIRCULATION 10-35

- B. Driveways. Driveways shall meet the following standards, subject to review and approval by the Public Works Director:**
- 1. Driveways for single family residences shall have a width of not less than ten (10) feet and not more than twenty-four (24) feet. Driveways leading to covered parking should be not less than 20 feet in depth from the property line to the structure.**
 - 2. Driveways shall have a minimum width of ten (10) feet, except where a driveway serves as a fire apparatus lane, in which case city-approved driveway surface of 12 feet minimum width shall be provided within an unrestricted, twenty (20) foot aisle, or as approved by the Fire Code Official.**
 - 3. Where a driveway is to provide two-way traffic, the minimum width shall be 18 feet.**
 - 4. One-way driveways shall have appropriate signage designating the driveway as a one-way connection. Fire apparatus lanes shall be so marked (parking prohibited).**
 - 5. The maximum allowable driveway grade is fifteen (15) percent, except that driveway grades exceeding fifteen (15) percent may be allowed, subject to review and approval by the Public Works Director and Fire Code Official, provided that the applicant has provided an engineered plan for the driveway. The plan shall be stamped by a registered geotechnical engineer or civil engineer, and approved by the Public Works Director.**

The proposed RV sites can be accessed by three curb cutout / driveway access points for ingress and egress. The lot adjacent to the Florence Christian Church, tax lot 2000 has adequate access via a vacated portion of a road for emergency vehicle ingress and egress to address fire and life safety concerns of the tenants and congregation members as needed. The lot between 2000 and 10900 is a parking lot for the church and provides adequate space for an emergency vehicle to maneuver. A provided site plan indicates the driveway access to the temporary RV sites are 12 feet, 15 feet, and 24 feet in width, listed from north to south. The 12-foot-wide driveway access at the north end of the parking lot, nearest where the RV/trailers are proposed to be sites will be blocked to vehicular traffic for the duration of this conditional use permit and the duration the RV/trailers are sited in this location (**Condition 8.1**). The other two remaining driveway curb cutouts and portion on the vacated street are anticipated to provide adequate access to both the proposed RV sites and for parking needs for the church. Current drive way access widths exceed design criteria under 10-35-2-12-B. Criteria met.

TITLE 10: CHAPTER 37: LIGHTING

10-37-2: APPLICABILITY: Section 10-37 applies to installation of all lighting fixtures as of the effective date of this Ordinance, except as exempted by provision of this

Ordinance. Devices include but are not limited to, lights for: buildings and structures, recreational areas, parking lot and maneuvering areas, landscape areas, streets and street signs, product display areas, building overhangs and open canopies, holiday celebrations, and construction lights.

- A. Resumption of Use - If a property with non-conforming lighting is abandoned for a period of one year or more, then all exterior lighting shall be brought into compliance with this Ordinance before any further use of the property occurs.**
- B. Major Additions or Alterations - If a major addition occurs on a property, lighting for the entire property shall comply with the requirements of this Code. For purposes of this section, the following are considered to be major additions:**
 - 1. Additions of 26 percent or more in terms of additional dwelling units, gross floor area, seating capacity, or parking spaces, either with a single addition or with cumulative additions after the effective date of this Ordinance.**
 - 2. Single or cumulative additions, modification or replacement of 25 percent or more of installed exterior lighting luminaires existing as of the effective date of this Ordinance.**
 - 3. Existing lighting on sites requiring a conditional use permit or variance after the effective date of this ordinance.**

FCC 10-37-2-B applies to the Florence Christian Church application for temporary RV dwelling units as a Major Addition or Alterations. 3. This proposed use requires a conditional use permit after the effective date of this ordinance triggering a requirement to bring existing lighting up to current FCC. Under FCC 10-37-5 EXEMPTIONS it appears possible exceptions include Q and R, please see below for details.

A lighting plan was provided by the applicant that indicated two (2) high pressure sodium single bulb lights on wood poles on the east property line and one (1) high pressure sodium single bulb light on a wood pole near the entrance of the Church on W 2nd St that are maintained by Central Lincoln PUD. There is a full cut off LED light at the gable apex of the main Church building and there is one shielded, three blub LED flood light on the western wall of the main FCC building.

The applicant has not yet purchased or had the proposed RV/trailers donated so the exterior light is yet to be determined.

This is a temporary conditional use permit application and requires a lighting plan and product sheets to be submitted to the City for review to bring lighting up to current FCC. The City has received a lighting plan for existing lighting. Based on the photometric sheet provided by the application, lighting that exists on the property appears to be below illumination standards required by this code, please reference **Exhibit D**. Existing exterior lighting on-site shall conform to the requirements of FCC 10-37. **(Condition 6.1)** Applicant is able to meet this criterion with conditions, please see below for details.

10-37-4: LIGHTING STANDARDS:

- A. All exterior lighting fixtures subject to this code section must be designed as a full cut-off fixture or have a shielding method to direct light emissions downward below the horizontal plane onto the site and does not shine illumination or glare skyward or onto adjacent or nearby property.**
- B. Parking areas shall have lighting to provide at least two (2) foot-candles of illumination at any point in the entire lot with a maximum of five (5) foot-candles over parking spaces and walkways. The Design Review Board may decrease the minimum if the applicant can provide documentation that the overall parking lot has adequate lighting. The Design Review Board may increase the maximum on a case-by-case basis, with no greater than 7 foot-candles measured directly under the light fixture.**

10-37-5: EXEMPTIONS:

- A. Exterior light fixtures, except Mercury Vapor lights, lawfully installed prior to and operable on the effective date of the requirements codified in this Ordinance except as follows:
 - 1. All replacement of outdoor lighting fixtures, as of the date of adoption, shall be subject to the provision of this ordinance.**
 - 2. Until a date ten years after the date of the adoption of this ordinance.****
- B. Lighting within public right-of-way or easement for the purpose of illuminating streets or roads. No exemption shall apply to any lighting within the public right of way or easement when the purpose of the luminaire is to illuminate areas outside the public right of way or easement.**
- C. Fossil Fuel Light. All outdoor light fixtures producing light directly by the combustion of natural gas or other fossil fuels.**
- D. Carnivals, fairs and temporary events that require the use of exterior lighting require a special events license. Permanent installations at dedicated sites must conform to the requirements of this Ordinance.**
- E. Seasonal Holiday Lighting - Lights used for decorating during holidays or festivals as defined in this code section and may be blinking or flashing.**
- F. Lighting for a properly displayed U.S. flag is exempt.**
- G. Construction lighting necessary for a roadway, building, or utility construction site except that permanent installations at dedicated sites must conform to the requirements of this Ordinance.**
- H. Up-lighting intended to highlight part of a building or landscaping provided that the light distribution from the fixture is effectively contained by an overhanging architectural element or landscaping element and does not shine beyond the intended target including into the night sky. Such containment elements may include but are not limited to awnings, dense shrubs or year round dense evergreen tree canopies which will contain illumination of the sky.**
- I. Commercial and industrial low wattage lighting used to highlight driveways and landscaping, or applied to a building providing they are properly aimed**

and shielded down to not shine glare, emit direct illumination, or cast a shadow into the public right of way or onto abutting or nearby properties.

- J. Lighting for public monuments, murals, and statuary providing lighting is properly aimed and shielded to contain light to the art feature and not shine glare into the public right of way or onto abutting or nearby properties.
- K. Airport operations lighting and aircraft navigational beacons as established by the Federal Aviation Administration. All other airport outdoor lighting must conform to this ordinance.
- L. Underwater lighting in swimming pools and other water features.
- M. Temporary lighting for theatrical, television, and performance areas.
- N. Athletic field lighting; steps should be taken to minimize glare and light trespass, and utilize sensible FLORENCE CITY CODE TITLE 10 4 LIGHTING 10-37 curfews. Light directed upward is prohibited.
- O. Correctional Facilities
- P. Ornamental and architectural lighting of bridges.
- Q. Temporary exemptions as granted by the City of Florence.
- R. In addition to exceptions mentioned above the below apply to residential uses.
 - 1. One partly shielded or unshielded luminaire at the main entry, not exceeding 630 lumens.
 - 2. Any other partly shielded or unshielded luminaires not exceeding 315 lumens.
 - 3. Low voltage landscape lighting aimed so that glare is not visible from adjacent properties and not exceeding 525 lumens per fixture.
 - 4. Shielded directional flood lighting aimed so that direct glare is not visible from adjacent properties and not exceeding 1,260 lumens.
 - 5. Lighting installed with a vacancy sensor, where the sensor extinguishes the lights no more than 10 minutes after the area is vacated.
 - 6. Decorative low wattage lights

The two exceptions that apply to this application are Exception Q; "Temporary exemptions as granted by the City of Florence" and R that applies to residential uses. As the RV/trailers are proposed to be used for temporary to the applicant will meet current code compliance according to FCC 10-37 within an appropriate time frame and that exterior lighting on the RV/trailers be in compliance with 10-37-5-R-1 (**Condition 6.1**). It is encouraged that exterior lighting on the RV/trailers be motion activated to minimize light visible from adjacent properties. There is currently a fence on the north property line and a vegetation buffer on the east property line that will screen light from spilling to adjacent properties.

There is no landscaping or fencing on the east property line and the applicant should ensure light is shielded from the east to minimize effects on traffic on Ivy Street and residential properties to the east along Ivy St. The site plan indicates the entrances into the


proposed by the applicant and approved by the Community Development Director or Planning Commission/Design Review Board. Any addition of screening or buffering proposed by the applicant shall not interfere with visibility or traffic circulation on this lot or adjacent lots. Applicant is able to meet this criterion with conditions.

VI. CONCLUSION

The proposed temporary conditional use permit application meets the requirements of City Code with conditions Subject to conditions outlined in Resolution PC 22 11 CUP 03.

VII. EXHIBITS

"A" Findings of Fact
"B" Land Use Application
"C" Applicant Narrative
"D" Site Plans
"E" Policies, Rules, and Tenant Agreements
"F" Signed Resolution PC 19 12 CUP 05
"G" Public Testimony

 <div style="float: right; text-align: right;"> <p><i>City of Florence</i> Community Development Department 250 Highway 101 Florence, OR 97439 Phone: (541) 997-8237 Fax: (541) 997-4109 www.ci.florence.or.us</p> </div>		
Type of Request		
THIS SECTION FOR OFFICE USE ONLY		
<input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Type III <input type="checkbox"/> Type IV Proposal: _____		
Applicant Information		
Name: <u>Paul Pearson</u> Phone: <u>[REDACTED]</u> E-mail Address: <u>[REDACTED]</u> Phone 2: _____ Address: <u>[REDACTED]</u> Signature: <u>Paul Pearson</u> Date: <u>6-22-22</u> Applicant's Representative (if any): _____		
Property Owner Information		
Name: <u>Florence Christian Church</u> Phone: <u>[REDACTED]</u> E-mail Address: <u>[REDACTED]</u> Phone 2: _____ Address: <u>900 2nd Street, Florence, Or. 97439</u> Signature: _____ Date: _____ Applicant's Representative (if any): _____		
<p><small>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.</small></p>		
For Office Use Only:		
Received RECEIVED City of Florence JUN 23 2022	Approved	Exhibit

Property Description	
Site Address: <u>900 2nd St., Florence Or.</u>	
General Description: <u>A temporary conditional use permit is proposed for three RV sites to serve as temporary housing for families in need.</u>	
Assessor's Map No.: <u>18 12 27</u> Tax lot(s): <u>10900</u>	
Zoning District: <u>medium density residential</u>	
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 10-1-1-4-8-3): _____ _____ _____ _____	
Project Description	
Square feet of new: <u>n/a</u> Square feet of existing: _____	
Hours of operation: _____ Existing parking spaces: _____	
Is any project phasing anticipated? (Check One): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Timetable of proposed improvements: <u>6 months</u>	
Will there be impacts such as noise, dust, or outdoor storage? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
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) _____ _____ _____ _____ _____ _____	
Please refer to the attachments _____ _____ _____ _____ _____ _____	
For Office Use Only:	
Date Submitted: _____ Fee: _____ Received by: _____	Paid

EXHIBIT C

RECEIVED
City of Florence

JUN 23 2022

By: _____

Florence Christian Church/ First Step Florence Application

Date: May 18, 2022

Proposal: A temporary conditional use permit to place three recreational vehicles on the existing parking lot of Florence Christian Church, to serve as [REDACTED] housing for families in need.

Applicant: Paul Pearson for Florence Christian Church and First Step Florence

Property Owners: Florence Christian Church

Location: 990 W. Second Street, Florence

Site: Map# 18-12-27-43, tax lot 10900

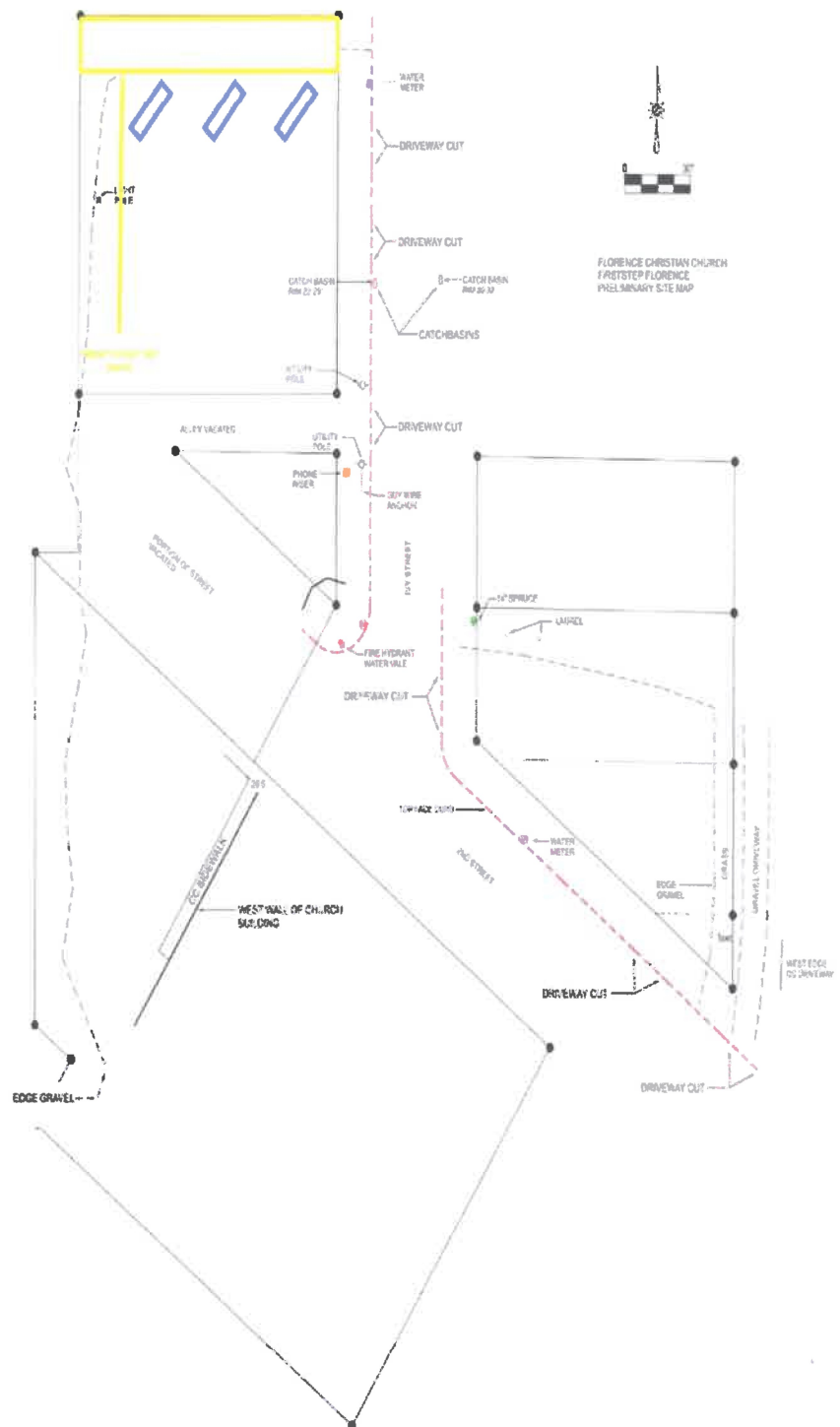
Zone Map classification: medium density residential

Narrative introduction: Florence Christian Church, in cooperation with First Step Florence, desires to serve a few of the many unhoused families living in our community. Three [REDACTED] RVs or trailers are proposed on the northern end of the existing church parking lot, west of Ivy Street. This proposal will continue and expand the First Step program.

First Step Florence has a proven, successful track record, recently assisting twenty families with temporary housing. The First Step Florence program focuses on helping families without a secure and safe place to live take their first step toward a more stable living situation. The program has helped to establish individual goals, instilled self responsibility and discipline, and graduated families to more permanent housing. It is a program for families with children. The children are required to attend school. Families in need of housing are vetted when admitted to the program. They are supported and monitored throughout their tenancy and are required to follow basic rules.

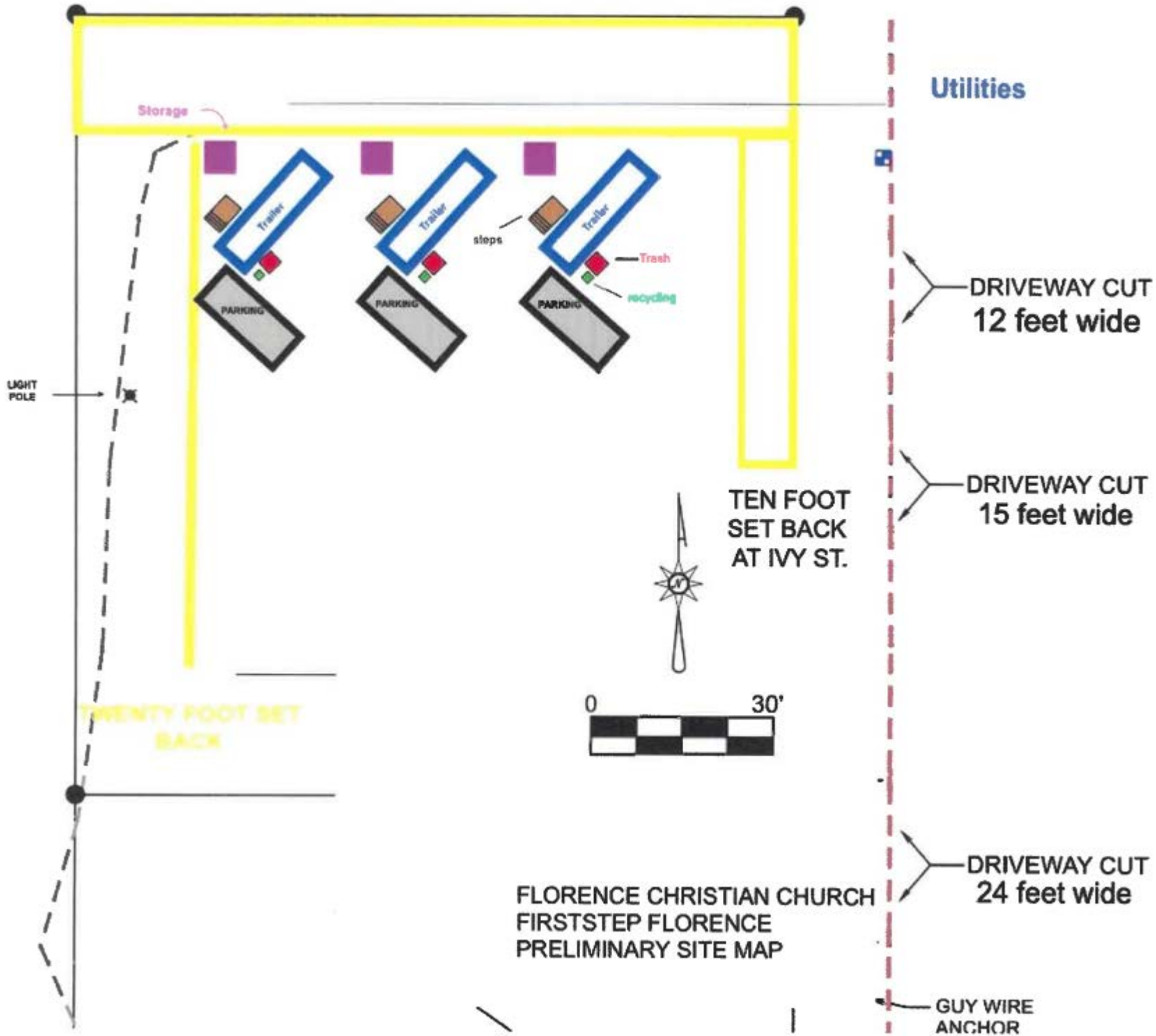
<https://firststepflorence.org/>







Plot map of the subject property.



Measured Lumen output

Yellow = 10 lumens

Lime = 5 lumens

Green = 2 lumens

Blue = 1 lumen

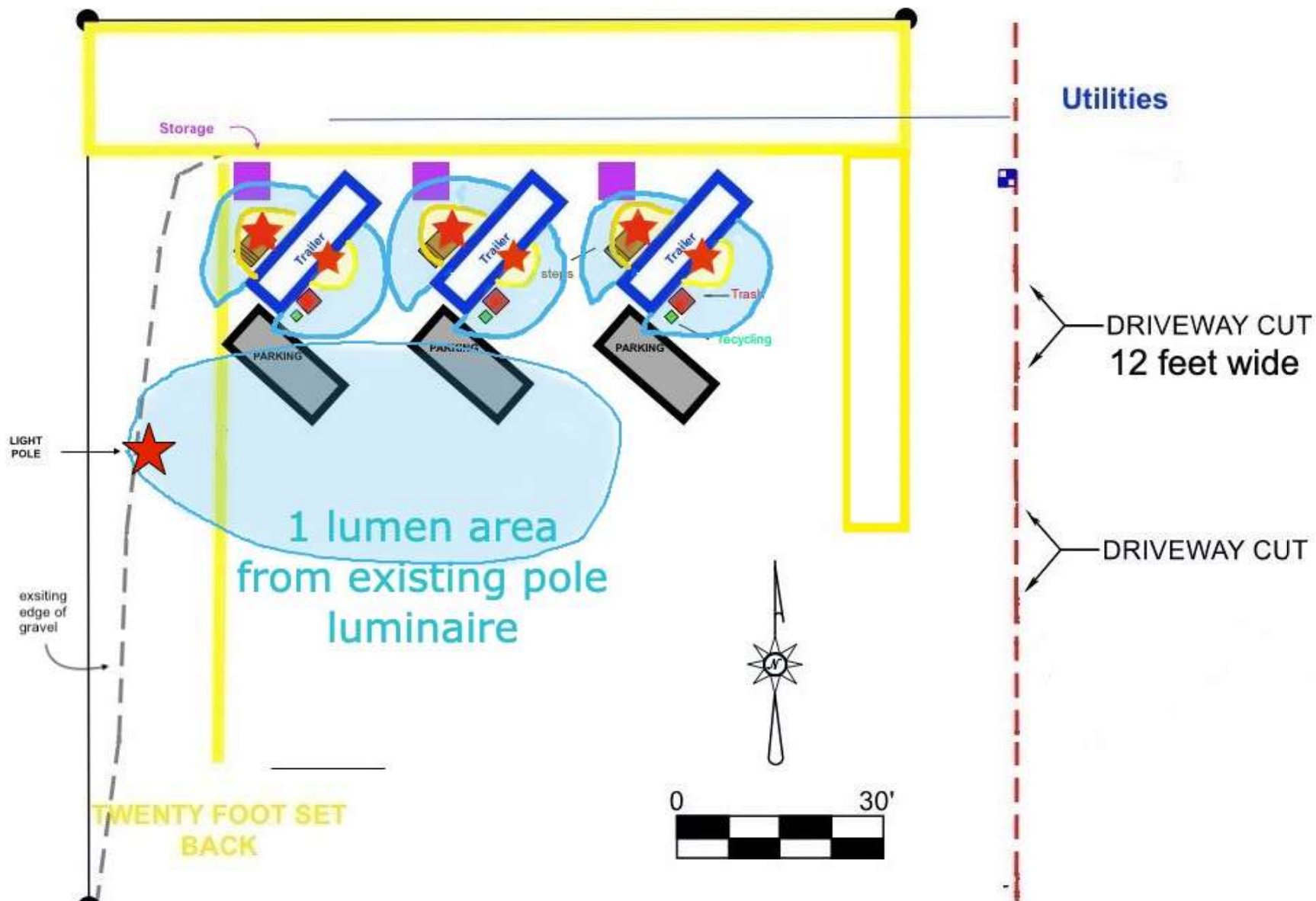
All other areas measure zero lumens



Florence Christian Church Photometric map

Existing lights displayed by red stars

1. High pressure sodium single bulb on wood pole, maintained by CLPUD
2. High pressure sodium single bulb on wood pole, maintained by CLPUD
3. High pressure sodium single bulb on wood pole, maintained by CLPUD
4. Full cutoff street, single bulb LED at gable apex, main FCC building
5. Shielded LED flood, three bulb, on western wall of main FCC building



Florence Christian Church, Photometric site plan.
 Proposed trailers with porch luminaires, type to be determined.
 Porch luminaire depicted by red stars, surrounding yellow areas
 should be 5-10 lumens, blue areas proposed to be 1 lumen.

FIRST STEP – FLORENCE SOLUTIONS TO HOUSING SECURITY

PO Box 1331
Florence, OR 97439
541-991-8208

LEASE AGREEMENT

The parties who have signed below have agreed that the landlord will supply a decent, safe and sanitary dwelling with 1 bedroom(s) to: _____
Dwelling is located at 3996 Highway 101, Florence, OR 97439 # ____.

1. **TERM OF AGREEMENT.** The term of the lease agreement shall begin on _____ and continue until _____, at which time the agreement shall terminate automatically.
2. **RENT.** Rent is DUE and PAYABLE in advance on the first day of the month. If this lease is executed on a day other than the first day of the month, the tenant shall pay the amount of their prorated portion to the end of the month, and thereafter shall pay the full month's rent as provided.

Rent shall be \$00.00/month or 30% of monthly income which ever is higher.

Rent will be considered late after 5:00pm on the 7th day of the month. If payment is not received by then, a 72-hour notice to pay rent or vacate will be issued.
3. **SECURITY/CLEANING DEPOSIT.** The landlord acknowledges receipt of \$100.00 as a security/cleaning deposit. Any funds not applied to cleaning, damages or unpaid rent at the time tenant vacates will be returned within 30 days, unless deposit has been paid by Oregon Department of Human Services or Lane County School District, in which case the deposit shall be applied to the subsequent contract. If the deposit is not sufficient to cover amounts the tenant owes under the lease agreement, the landlord may collect the balance from the tenant.
4. **UTILITIES, APPLIANCES, AND FURNISHINGS.** The landlord shall provide the following utilities for the dwelling without additional charge to the tenant: water, sewer, electric, garbage service. The landlord shall provide appliances (range/oven, microwave, and refrigerator) and basic furniture and household items. Tenants shall not remove or exchange such provided furnishings without the written consent of the landlord.
5. **MAINTENANCE AND SERVICES.** The landlord shall maintain the dwelling unit, equipment and appliances, common areas and facilities, to provide decent, safe and sanitary housing. The tenant shall promptly report to the landlord any repairs needed to

the dwelling unit and/or appliances, and shall not perform any such maintenance or repairs without written consent of the landlord. The tenant agrees to pay reasonable charges for repair of damages to the dwelling or to the furnishings and fixtures owned or supplied by the landlord, when such damage was a result of willful or negligent acts of the tenant, his/her family or guests.

6. ALTERATIONS AND IMPROVEMENTS. The tenant shall make no alterations, changes or remodeling of the premises, appliances or furnishings without the prior written consent of the landlord. Any items hung from the walls of the premises shall be applied by means that do not cause damage to the walls (e.g. use of existing nails or hooks, use of removable hooks or poster adhesive.)
7. LANDLORD DUTIES. The landlord will provide: 1) effective water and weather protection; 2) plumbing which conforms to applicable code and is maintained in good working condition; 3) hot and cold running water furnished to appropriate fixtures; 4) a connection to an approved sewer disposal system; 5) adequate heating facilities; 6) an electrical system which conforms to applicable codes and is maintained in good working order; 7) working locks on all outside doors, and shall provide tenant with keys for the same.

The landlord shall provide unit with a working smoke detector, including working batteries, at the time tenancy commences and shall test any detector so provided at least once every three (3) months, replacing batteries as needed. The tenant shall notify the landlord in writing of any operating deficiencies, and shall not remove or tamper with any detector provided or remove working batteries from the same.

The landlord shall respond in a reasonable time to calls by the tenant for services consistent with obligations stated in this lease agreement.

The landlord, after 24 hours written notice specifying the causes, may immediately terminate this agreement and take possession in the manner provided in ORS 105.105 to 105.168, if (a) tenant, someone in tenant's control or tenant's pet seriously threatens immediately to inflict personal injury, or inflicts any substantial personal injury, upon landlord or other tenants; (b) tenant, someone in tenant's control or tenant's pet inflicts substantial personal injury on a neighbor living in the immediate vicinity of the premises or upon a person other than tenant on the premises with permission of landlord or another tenant; (c) tenant, someone in tenant's control intentionally inflicts any substantial damage to the premises; (d) tenant has vacated the premises, the person in possession is holding contrary to a written lease agreement that prohibits subleasing the premises or allowing another person to occupy the premises without the written permission of the landlord, and landlord has not knowingly accepted rent from the person in possession; or (e) tenant or someone in tenant's control commits any act which is outrageous in the extreme.

8. TENANT DUTIES. The tenant shall not assign this lease, nor sublet or transfer

possession of the premises, nor give accommodation to boarders or lodgers. The tenant shall not use nor permit the use of the dwelling for any other purpose than as a private dwelling unit, solely for the Tenant and those members of his/her household as listed above. The tenant may have guests, but no guests may stay more than THREE (3) days in any six (6) month period without consent of the landlord. All non-overnight guests must leave property by 10pm. Guests on property must register with the Resident Services Advocate; there shall be no guests of a tenant on property unless that tenant is present as well.

The tenant shall maintain the premises in a clean and sanitary condition at all times, and upon termination of the tenancy shall surrender same to landlord in as good condition as when received, ordinary wear and tear and damage by the elements excepted.

The tenant shall not violate any city or county ordinance or state or federal law in or about the premises.

The tenant agrees that neither his/her conduct, his/her family's conduct, nor his/her guests' conduct shall disturb the neighbors.

The tenant agrees to permit the landlord at any and all reasonable times to enter and go upon the premises for the purpose of examining their condition, or to make such repairs and alterations as the landlord shall deem necessary.

9. PETS. Pets are not allowed. Tenants shall keep no domestic or other animals on or about the premises. 10. OTHER TERMS. The tenant agrees to comply with First Step program requirements, policies and rules as attached.

11. TERMINATION OF TENANCY. At the expiration of the lease agreement term or upon one week's notice to landlord of intent to vacate, tenant shall quit and surrender the premises as stated in this lease agreement.

If any default is made in the payment of rent, or any part thereof, at the times specified in this lease agreement, or if any default is made in the performance of or compliance with any other term or condition hereof, the lease agreement shall, at the option of the landlord, shall terminate and be forfeited. The landlord shall give written notice of the proposed termination of the lease agreement of: a. 72 hours in the case of failure to pay rent

b. a reasonable time, but not to exceed 30 days, in any other cause.

Termination and forfeiture of the lease agreement shall not result if the tenant has corrected the default within the time period specified in the written notice.

12. ABANDONED PROPERTY. Upon termination of this agreement or the surrender or abandonment of the premises, and is reasonably appearing to the landlord that tenant has left property upon the premises with no intention of asserting further claim to such property or the premises, or if the tenant has been continually absent for 7 days after termination of the tenancy, the landlord may dispose of the property after fifteen (15) days' notice to the tenant as provided by law.

THIS AGREEMENT HAS BEEN SIGNED BY THE PARTIES AND INCLUDES THE ATTACHED ADDEMDUMS. THIS AGREEMENT SHALL BECOME EFFECTIVE ON THE FIRST DAY OF THE TERM AS WRITTEN ABOVE.

Authorized representative of the landlord: Date

Greg Wood, Board President

Tenant Date

Tenant Date

FIRST STEP RULES

To ensure a safe, healthy, and cooperative environment in this facility, participants are expected to abide by the following shelter rules.

1. FIRST STEP IS A DRUG AND ALCOHOL-FREE PROGRAM.

Possession, use, sale, purchase or distribution of illegal drugs, paraphernalia, or alcohol/ alcohol containers are NOT allowed on the premises. Participants are subject to random room searches and UAs (Urine Analysis test). If you are selected to give a UA, you must, within 30 minutes, report to the Peace Health Lab for the test with the paper work given to you by the Program Director.

2. Firearms or dangerous weapons of any kind are not allowed anywhere on property, including in your vehicle.

3. Criminal behavior is not permitted on premise. Any criminal behavior will be reported immediately to the appropriate law enforcement agency.

4. Physical violence, threats of violence, verbal or physical abuse, or intimidating behavior will not be tolerated under any circumstance.

- 5. The shelter is a smoke free environment. Smokers **MUST** use the designated area outside the shelter, and **MUST** use and clean the proper receptacles for cigarette butts. There will be absolutely **NO** smoking outside the designated area while on property. Smoking in units will result in an immediate eviction from the program.**
- 6. ALL residents are **expected** to follow ALL safety rules within the program at all times.**
 - a. Building fire codes and evacuation procedures will be followed. Please familiarize yourself with the evacuation plan and meeting place. **NO** burning of any flammable materials is allowed on premises. This includes candles or incense. Absolutely no wax odor device can be used.**
 - b. Do not leave any windows or doors unlocked for any reason. This is a safety issue. Casement windows are to remain closed at all times except as needed for an emergency situation.**
- 7. Residents may not invite visitors or other guests into their living quarters. If you need to get a ride from someone, please arrange to meet them in the parking lot. If your guests leave their vehicle that must sign in. Staff will not disclose your whereabouts with anyone if you want someone to know where you live that is up to you to tell them. The only exception to this rule is if Community Partners previously identified to First Step staff need to contact you or to do unannounced visits in your unit.**

- 8. Children under age 15 must be directly supervised at all times.**
- 9. Residents are not allowed to have any pets on premises.**
- 10. Residents are not allowed to store personal furniture on premises without prior authorization from the Program Manager. There are no exceptions.**
- 11. Respectful use of all First Step property is EXPECTED from all residents at all times. Residents may not borrow items from First Step without permission from staff.**
- 12. Residents are expected to keep their units clean at all times and must pass weekly room inspection. Residents will be given a chore as well by the site manager. You will be responsible for signing off on your weekly chore and sign in every evening before 10. Please note the checklist given to you today. These areas will be inspected randomly.**
- 13. Quiet hours are from 9:00 PM until 7:00 AM. PLEASE BE RESPECTFUL OF YOUR NEIGHBORS!**
- 14. ALL residents are expected to maintain appropriate personal hygiene for themselves and their children. Proper disposal of all personal waste items, (diapers, razors, Q-tips, feminine products) is expected. DO NOT FLUSH ANY ITEM other than toilet paper down the toilet.**
- 15. Attendance at case management meetings is MANDATORY for all family members. Any absence must be approved by the case manager. Forgetting to be present or being tardy will not be tolerated, and can result in termination of services.**

- 16. Residents are expected to spend their time actively engaged in activities related to their planned goals and objectives. This includes job search, housing search, transportation, daycare Etc. Failure to show consistent progress in these areas will result in termination of services.**
- 17. Residents are expected to communicate appropriately with each other and staff.**
- 18. Residents are expected to be respectful of neighbors and staff.**
- 19. ANY communicable diseases / infestations such as head lice, fleas, MRSA, bed bugs, Etc. MUST BE REPORTED TO STAFF AND TREATED IMMEDIATELY!**
- 20. First Step reserves the right for staff to enter ANY unit at ANY time if deemed necessary. While we respect the privacy of our residents, we may need access for emergency purposes, safety concerns, maintenance issues, or for room searches. Staff will announce themselves before entering any unit.**
- 21. TEMPORARY lodging for residence is contingent upon program participation and following program guidelines. Any exception to these aforementioned rules MUST be agreed upon by First Step staff.**
- 22. Violation of any First Step Rules can result in termination from the program.**

GROUNDS FOR IMMEDIATE EVICTION FROM FIRST STEP

- 1. Non-compliance with our drug and alcohol policy.**
- 2. Use or threats of violence, intimidating behavior directed at staff or other guests, or threatening language.**
- 3. Engaging in ANY criminal behaviors on the premises.**
- 4. Engaging in ANY inappropriate sexual activities.**
- 5. SMOKING inside First Step facility.**

I/ We the undersigned have read these rules, have discussed them with staff, and agree to abide by them as a resident at First Step Shelter Program.

Resident signature_____ Date

Resident signature_____ Date

Case Manager/Program Director_____ Date

CLEANING/ DAMAGE DEPOSIT

First Step Residents are required to make a deposit of \$100.00 towards any cleaning or repairs that are necessary after they exit their shelter unit. Staff will inspect the unit and arrange for any cleaning or maintenance to be completed. Any remaining amount will be refunded within 30 days after exiting the shelter.

If any resident cannot pay, it will be taken out of savings payment. There will be another \$100.00 deposit from the resident before they go into the transitional housing stage of the program. The deposit also requires residents to return their apartment and garbage keys to staff.

My signature below indicates that I have discussed and understand this requirement with staff upon entering First Step.

Resident Signature _____ Date _____

Resident Signature _____ Date _____

Case Manager/Program Director _____ Date _____

First Step Lockout Policy & Procedure

While living at First Step, all units will be locked when the resident is not in the unit. This is to ensure the safety and security of the residents, and the units. This includes when smoking, and signing in. This is one of your responsibilities while living at First Step.

- If a resident locks themselves out please contact your Resident Services Advocate to gain entry into the unit.
- If the Resident Services Advocate is not available, the resident will need to contact a locksmith.
- **Breaking into your unit is not an option.** That includes going through windows, or using any device to unlock your door.
- **Anyone caught breaking into their unit, or having anyone other than a licensed locksmith open your unit, may be exited from the program.**
- **Once you have called the locksmith they will come and let you in your unit. You must have identification on you, or accessible in your unit once it's opened, to show to the locksmith. That includes a driver's license, State I.D., or mail with your name and this address on it. This is for the safety and security of First Step.**
- There is a charge for their service.

Resident _____ Date _____

Resident _____ Date _____

Case Manager/Program Director _____ Date _____

Budget Policy

First Step Transitional Housing Program exists to assist homeless families in obtaining the services and skills that will enable them to find and maintain consistent housing. This budget policy will provide you the opportunity to understand and develop a budget that will put you in control of your finances.

30 Days	Emergency Shelter	Save all receipts	Create a household budget with the case manager & stick to it.	
3 Months	Transitional Shelter	Save all receipts	60% of income to savings	Attend Dollars & Sense (or other approved) money management class
6 Months	Transitional Housing	Save all receipts	5% of income to savings	Pay Rent 30%

I/ we agree to save all receipts, disclose income and spending, create and follow a budget, and make required payments of savings/rent to First Step. ANY changes must be approved by the case manager.

Resident Signature _____ Date _____

Resident Signature _____ Date _____

Case Manager/Program Director _____ Date _____

Child Correction Policy

First Step is a program for families, and as such, we offer, a safe place for children. You are the primary supervisor of your child, and the program holds you accountable to this. As a resident of this shelter, you must consider that the way you discipline your children can be disturbing, alarming, and confusing to other families in First Step. Please understand that First Step staff are mandatory reporters of child abuse.

There will be no physical discipline practices on First Step property. This includes: hitting, striking, spanking, pushing, grabbing or pulling hair or other body parts, pinching or poking or shaking a child. These practices will not be tolerated by First Step. If you have any questions regarding our child correction policy, First Step staff will be available to provide information and assistance to parents.

It is important that you understand that **NO** physical discipline practices are allowed at First Step. Should you feel that this policy is too restrictive, you need to reconsider your entrance into this program. ALWAYS remember that the burden of proof is upon the parent regarding child abuse. Suspicion is all that is necessary to justify program staff or other residents to contact the proper authorities. Many children enter this program with behavioral issues. If these issues cannot be addressed within the framework of this correction policy, this program is not suitable for your family.

I, the undersigned, understand the policies on child correction while I live at First Step. I accept the conditions which the program requires.

Resident Signature _____ Date

Resident Signature _____ Date

Case Manager/Program Director _____ Date

UNAUTHORIZED ABSENCE POLICY

Shelter services are made available to you because it is believed that these services will be supportive of families. The expectation is that you will be using your apartment at the shelter and participating in program activities.

Should you be missing from the shelter without prior authorization from the Case Manager or Program Director, it will be assumed that the program is not useful to you, and as such is no longer appropriate for you. The resident and family will at this time be asked to leave the shelter in order to make room for another family.

Should the family fail to return in seven days from the first night of absence, their belongings will be boxed and stored for up to an additional 15 days.

Resident Signature _____ Date

Resident Signature _____ Date

Case Manager/Program Director _____ Date

UNSCHEDULED EXIT POLICY

This policy is used when First Step staff decides that the program can no longer support the resident family. This will occur when First Step rules are broken. This can include: illicit substance or possession or use; violence of any kind; or other rule violations which put First Step staff or residents at risk. It can occur if a guest is too difficult to work with. Examples may include: a negative attitude, non-compliance with First Step Rules, or being at odds with other residents. This policy will be used with the suspicion of any unwanted behaviors, such as, but not limited to, drug or alcohol use, domestic violence, or child abuse. It is the resident's responsibility to ensure compliance and not give staff a reason for suspicion. The process is as follows:

1. Staff will contact you with a notice of eviction. You will have 30 minutes to get an overnight bag together for yourself and family members.
2. Authorities may be involved where deemed necessary. These may include: DHS, police, County Sheriff, or other group.
3. You and your family must exit the shelter within the 30 min time frame.
4. You must contact First Step to schedule a time to pack up and remove your belongings. In some cases, this may happen on the same day as eviction. If this type of eviction occurs, it is up to the resident to make sure that all belongings get removed from the unit at the agreed upon time. Anything left will be removed by staff and discarded.
5. Anything in your savings account will be returned at an agreed upon time, not on the same day as eviction. This ensures accountability for any damages caused by you. Once this policy is used, the resident being evicted may not enter the shelter again. It is very important that you understand this process, as there will be no exceptions. Your signature below signifies that you understand and accept this agreement.

Resident Signature _____ Date _____

Resident Signature _____ Date

Case Manager/Program Director _____ Date

RESIDENT GRIEVANCE POLICY

First Step residents have the right to file a grievance if they feel that shelter rules, policy, or expectations have been unfairly applied to them.

Grievances **MUST** be filed in writing and will specify the incident, action, rule, policy etc. which forms the basis for the complaint. The written document must be presented to the Board President within 7 days of the incident. At this time, the Board President will have 7 additional days to interview parties and make a determination of resolution.

If the resident is not satisfied with the determination, the grievance will be forwarded to the Executive Committee of the Board of Directors for discussion at the next regularly scheduled meeting. The resident will have the opportunity to present their case to the Committee in person if they choose. The Committee may also hear from any staff in person, make a final determination of resolution and all parties will be informed of the decision within 5 business days of the meeting.

By signing this document, you understand the grievance policy and procedure.

Resident signature _____

Date _____

Resident signature _____

Date _____

Case Manager/Program Director _____ Date

PROGRESSIVE DISCIPLINE POLICY

Being a resident of First Step is a privilege and as such the responsibility to follow rules and policy lies within the resident. Our main goal for residents is that you will follow ALL policies and rules on a daily basis. We encourage and expect consistent behaviors and follow through from our residents. If a resident has questions regarding any part of our program, the time to ask is before an action is taken, not after.

Write ups for infractions is our way of letting residents know that they are not following policy rules. With this in mind, it is the responsibility of our residents to manage their actions in a manner consistent with policies and rules. If the staff is notified of inconsistent behaviors or lack of follow through with the resident, we can issue a probationary letter, outlining the infractions and the necessary changes that the resident must make to avoid an early exit from our program.

While the staff here at First Step is encouraging to all residents and do understand different situations and circumstances, ignoring policy rules may lead to an early exit from the program.

I/We, the undersigned, have spoken with the staff and agree to follow this policy while staying as a guest at First Step.

Resident signature _____

Date _____

Resident signature _____

Date _____

Case Manager/Program Director _____ Date

CHILD EDUCATION POLICY

It is the expectation that ALL children of school age attend Siuslaw Public School, Mapleton Public Schools, or a private school in Florence on a regular basis. The staff at First Step understands that illness does happen. The parents will meet all medical needs for their children. First

Trash/Recycling Policy

**DUMPSTER: ONLY DIAPERS AND WET FOOD, ALONG WITH
SMALL INCREMENTAL ITEMS GO IN THE DUMPSTER!**

RECYCLING

Nothing goes in the dumpster if it can be recycled. All cardboard boxes need to be broken down and put in the green recycle bin(s). Tin cans and plastic milk jugs need to be washed out before placing in the recycle bin. Stock paper, newspaper, old letters, milk jugs should be recycled.

Household items, clothing, and toys that are still usable should be donated to one of the area thrift stores.

SAVE MONEY

Use your garbage bags which you bring from the store instead of buying bags from the store. If you have plastic or glass drink bottles or aluminum cans, you may wish to recycle and get money back on those items. Bottles and cans should be rinsed out before storing and must be stored inside your unit. Please remember to take care so that nothing is left in your apartment to draw in insects.

Resident signature _____

Date _____

Resident signature _____

Date _____

Case Manager/Program Director _____ Date

FIRST STEP APPLICATION

For Office Use Only

Date Received _____

Name (print legibly): _____

Nickname: _____ Phone: _____

Email: _____ SS# _____

Best way to contact you: _____

Date of Birth _____ Mailing Address: _____

Referred by: _____

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

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 ☐ Driver License (State) _____ Number: _____
☐ State ID (State) _____ ☐ Food Handler Card ☐ Vehicle Insurance

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:

12/2019

**CITY OF FLORENCE
PLANNING COMMISSION**

EXHIBIT F

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.
7. All conditions, except sewer connection and project expiration, from PC 18 23 CUP 04, continue to apply to this proposal until expiration of approval. Sewer service shall be provided if the use becomes permanent.

8. Emergency ingress and egress shall be graveled and widened to meet the Siuslaw Valley Fire and Rescue driveway standards of 16' 6" of which 12' 6" shall be graveled and a height clearance of 13'6" provided.

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

9-25-19
DATE

Clare Kurth

From: Diane Burns [REDACTED]
Sent: Thursday, September 15, 2022 8:17 PM
To: Planning Department
Subject: First Step and Florence Christian Church

September 15, 2022

Florence Planning Commission

250 Highway 101

Florence, OR 97439

Christian Church Application for Conditional Use Permit: Resolution PC 22 11 CUP 03

I am writing to support the Conditional Use Permit for the Florence Christian Church.

I believe that partnership between the Christian Church and First Step will have a positive impact on homeless families in Florence.

I encourage the Florence Planning Commission to approve the Conditional Use Application submitted by The Florence Christian Church. We have a significant need in our community to support our homeless families and find creative ways to provide affordable housing. This is another good step forward.

Sincerely,

Diane Mouchett Burns

[REDACTED]

[REDACTED]

Clare Kurth

From: Graham Ross [REDACTED]
Sent: Monday, September 12, 2022 7:00 AM
To: Planning Department
Subject: FirstStep Florence

To the Planning Department at the City of Florence,

I support the Florence Christian Church expansion of the First Step Housing Program. As you are fully aware, there is a great need for help with our local unhoused population and the Florence Christian Church wants to help address this critical need.

The FirstStep program benefits our community's families and children as well as having a beneficial impact on our city.

Sincerely,

Graham Ross

September 14, 2022

Planning Department
City of Florence
250 Highway 101
Florence, Oregon
97439-7623

To the members of the Planning Committee in the City of Florence,

We are in support of a temporary conditional use permit to place three recreational vehicles on the existing parking lot of Florence Christian Church to serve as temporary housing.

Paul and I are former teachers and knew families who were struggling to provide a safe, stable and healthy place for them to live. We believe that this is an opportunity to offer similar families with necessary support during their time of need.

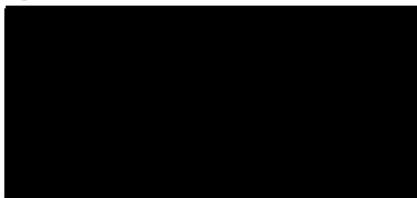
Having served for five years on the First Step Board and as secretary, I know the program is effective. There are rules and guidance for participants in the First Step Program. Applicants are vetted and all school age children must be enrolled in Siuslaw Schools. All families are required to have a savings account and budgeting counseling is offered. The program focuses on ways to provide a pathway to more permanent housing. Each family is unique and goals are set accordingly.

This is a win win for Florence and any community. Who would deny a program that provides dignity and a step forward to becoming a contributor to the community?

Sincerely,

Janet Hirsch
Paul M. Hirsch

Janet and Paul Hirsch



Clare Kurth

From: JJ Skarda home [REDACTED]
Sent: Thursday, September 15, 2022 2:03 PM
To: Planning Department
Subject: Approve Conditional Use Permit.

September 15, 2022

Dear Florence Planning Commission,

Regarding the Florence Christian Church application for a Conditional Use Permit: Resolution PC 22 11 CUP 03.

We are writing to ask you to support the Conditional Use Permit for The Florence Christian Church 990 2nd Street.

We believe that a partnership between the Florence Christian Church and First Step, will have a very positive impact on the homeless families in Florence. There already is a great impact with the partnership with the Presbyterian Church and First Step.

We strongly recommend that the Florence Planning Commission approve the Conditional Use Application submitted by The Florence Christian Church.

Sincerely,

John and Joan Skarda
[REDACTED]

Clare Kurth

From: Kristina Rowell [REDACTED]
Sent: Thursday, September 15, 2022 11:23 AM
To: Planning Department
Cc: rowell Kristina
Subject: Planning Department at the City of Florence

I support the Florence Christian Church expansion of the First Step Housing Program. There is a great need for help with our local unhoused population. This program benefits families, children, and our city.

Sincerely,

KRISTINA K. ROWELL

Kris Rowell
[REDACTED]

September 18, 2022

Florence Planning Commission
250 Highway 101
Florence, OR 97439

RE: Florence Christian Church Application for Conditional Use Permit
Resolution PC 22 11 CUP 03

Dear Planning Commissioners:

I am writing in support of the Conditional Use Permit for the Florence Christian Church so they may work together with First Step Transitional Housing Program.

A partnership between Florence Christian Church and First Step will have a positive impact on families currently living in Florence who are unhoused. There is much research that demonstrates housing as the first key needed to assist a person (in this case a family) to better their circumstances – improving mental health, physical health, employment opportunities, community involvement, and overall well-being of individuals and communities.

I wholeheartedly encourage the Florence Planning Commission to approve the Conditional Use Application submitted by the Florence Christian Church.

Sincerely,

A handwritten signature in black ink, appearing to read 'Norma Wood', with a stylized, flowing script.

Norma Wood, LCSW



September 15, 2022

City of Florence Planning Commission
250 Highway 101
Florence, OR 97439

Re: Conditional Use Permit, Resolution PC 22 11 CUP 03, Florence Christian Church

Dear Commissioners:

Please add my support to the Florence Christian Church's application for a Conditional Use Permit to allow the placement of trailers on the Church property in furtherance of alleviating family homelessness in Florence.

The underpinning of First Step's partnership, with their supportive programs, gives entire families opportunities to participate fully in our community. I would hope that the next church who applies will be greeted favorably, too.

Please grant this application and accept this opportunity to address the significant plight of unsheltered families with children.

Thank you, sincerely.

Patricia (Pat) Burke



September 15, 2022

Florence Planning Commission



Christian Church Application for Conditional Use Permit: Resolution PC 22 11
CUP 03

I am writing to support the Conditional Use Permit for the Florence Christian Church.

As a member of the Florence Christian Church and as Administrative Assistant at the Presbyterian Church I believe that partnership between the Christian Church and First Step will have a positive impact on homeless families in Florence.

I encourage the Florence Planning Commission to approve the Conditional Use Application submitted by The Florence Christian Church.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vallari J. Niver', with a long horizontal flourish extending to the right.

Vallari J. Niver



September 15, 2022

Florence Planning Commission
250 Highway 101
Florence, OR 97439

Christian Church Application for Conditional Use
Permit: Resolution PC 22 11 CUP 03

I am writing on behalf of the Presbyterian Church of the Siuslaw. As the pastor of the church and in my role with First Step, I have been very involved in the design of the First Step program and in negotiating the use of the Presbyterian Church and Florence Christian Church properties.

The Presbyterian Church congregation continues to be enthusiastic about the First Step Program having seen a number of families come and then move on to stable work and housing from the site on our church property.

We continue to be in conversation with our neighbors, we find that the complaints we get from them have nothing to do with the First Step housing program. Car campers continue to be a problem, but we are taking steps to discourage their use of the church property. First Step residents have helped us do this.

Overall, the congregation feels that the program has made a positive impact on the community without causing problems to our church or neighborhood.

We encourage the Florence Planning Commission to approve the Conditional Use Application submitted by The Florence Christian Church.

Sincerely,

Rev. Greg Wood
Pastor, Presbyterian Church of the Siuslaw



September 15, 2022

Florence Planning Commission
250 Highway 101
Florence, OR 97439

Christian Church Application for Conditional Use Permit: Resolution PC 22 11
CUP 03

I am writing to support the Conditional Use Permit for the Florence Christian Church.

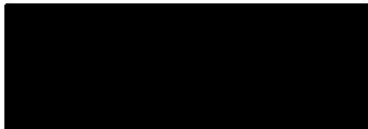
I believe that partnership between the Christian Church and First Step will have a positive impact on homeless families in Florence.

I encourage the Florence Planning Commission to approve the Conditional Use Application submitted by The Florence Christian Church.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Kopcha", followed by a horizontal line.

Doug Kopcha



Clare Kurth

From: Dede Amescua [REDACTED]
Sent: Wednesday, September 21, 2022 3:19 PM
To: Planning Department
Subject: Proposed placement of Rvs at Florence Christian church

To : City of Florence Planning
From : Dorothy Amescua-Wheat
Regarding: Conditional use permit for recreational Vehicles

September 21, 2023

To whom it may concern,

I am writing for further clarity regarding the proposed three recreational vehicles in the parking lot of the Florence Christian Church. Thank you for answering my questions if it is possible. The questions are as follows;

Will the Rvs be used to house parishioners who need housing in the area?

Will they be long term tenants or will they be revolving tenants?

Is this a temporary need or will it be extended indefinitely?

My other question and a concern I have involves the aesthetics of the neighborhood. As a resident, I enjoy walking in the neighborhood as do many others. It is such a pleasure to see all the beautiful bushes, trees, flowers, etc that fill people's yards. Will there be a landscaping requirement so the Rv's become an esthetic contribution to the neighborhood? It is my hope that as the church community moves forward in meeting their needs, they will also value the needs of the people who live here, which is to have a nice neighborhood. Thank you for your attention to my letter and I look forward to any reply.

Sincerely,

Dorothy Amescua-Wheat
[REDACTED]

To the Planning Department at the City of Florence

We support the Florence Christian Church's expansion of the First Step Housing Program. This program has been going on for a while at the Presbyterian Church of the Siuslaw, with great success.

Families with young children have been taken out of the cold and put in more comfortable, warm, safer surroundings. Our community needs this program.

Sincerely,

Jack and Jan Woodford

The block contains two handwritten signatures in blue ink. The first signature, "Jack Woodford", is written in a cursive style with a long, sweeping horizontal line extending to the right. The second signature, "Jan Woodford", is written below the first in a similar cursive style.

Clare Kurth

From: [REDACTED]
Sent: Wednesday, September 14, 2022 12:55 PM
To: Planning Department
Subject: Florence Christian Church First Step Temp Housing Program

To the Planning Department at the City of Florence,

As both a resident of the City of Florence and a small business owner in which I have a lot of contact with residents of all ages, I support the Florence Christian Church expansion of the First Step Housing Program. There is a great need for help with our local unhoused population. This program benefits families, children, and our city. We need this program to keep young families and citizens in our community in order to grow a stronger City.

Thank you

Corey Burgess, [REDACTED]
[REDACTED]

Clare Kurth

From: [REDACTED]
Sent: Thursday, September 22, 2022 3:52 PM
To: Planning Department
Subject: PUBLIC HEARING FLORENCE CHRISTIAN CHURCH

September 22, 2022

Florence Planning Commission
Public comment on:

RESOLUTION PC 22 11 CUP 03
FLORENCE CHRISTIAN CHURCH
FIRST STEP TEMPORARY HOUSING PROGRAM

We would like to start by stating that we are very sympathetic to the great need for affordable housing and support for people that are homeless in Florence.

We own an adjoining property to the proposed location for 3 RVs or trailers for temporary housing at the Christian Church.

We have read the application, policies, tenant lease agreement etc. and have gone to the First Step Website to learn more about the program.

Our comments:

We would be much more comfortable if the program was designed to have more on site supervision, especially at night.

- * A closer eye could be kept on potential noise, clients in crisis etc.
- * As a neighbor, we would feel that adequate oversight would take care of any disturbances quickly.

We have concerns about the density proposed in the Application.
First Step advertises their program as Transitional Housing.

- * As is posted on the website, the City of Florence Code #10-10-2 Residential Uses shows that Transitional Housing is not permitted in Medium Density Residential Zoning.
- * This proposed site is located in an MDR zoned area.

While we recognize the need for this type of housing program; we feel that this proposal as presently structured is not good fit for this location.

Thank you for your consideration.
Mark and Cynthia Chandler

[REDACTED]

Clare Kurth

From: James Pittenger [REDACTED]
Sent: Saturday, September 10, 2022 5:16 PM
To: Planning Department
Cc: Paul Pearson
Subject: Florence First Step Temporary Housing Project

To the Planning Department at the City of Florence,

I support the Florence Christian Church expansion of the First Step Housing Program. There is a great need for help with our local unhoused population. This program does much more than providing housing as it offers guidance and mentorship as well as other opportunities that benefit the families and their children. This program addresses one of the major problems of our community, that of homelessness. At the same time, First Step offers a process to help lift individuals and families from poverty to prospering and thereby making a contribution to our community. I anticipate that climate change will result in increased migration to our area. In light of that likelihood, it behooves us to develop proactive means to incorporate these individuals in the best ways possible for them as well as for our community at large. This expansion is a win-win for everyone, the sponsors, the participants and our community. Please approve Resolution PC 22 11 CUP 01-990 W. Second Street-Florence Christian Church First Step Temporary Housing Program. Thank you.

Sincerely,

Jim and Jane Pittenger
[REDACTED]