
AGENDA ITEM SUMMARY / STAFF REPORT**ITEM NO: 6****FLORENCE PLANNING COMMISSION**Meeting Date: June 10th, 2025

ITEM TITLE: Resolution PC 25 02 CUP 01 & PC 25 01 DR 01 – 1536 12th St. SOS

OVERVIEW:

Application: A request was received for approval of a Conditional Use Permit (CUP) and Design Review to allow for the Professional Offices use in an existing building situated in the High Density Residential District regulated by Florence City Code Title 10, Chapter 10. The project site is located at 1536 12th Street and previously housed a church. The applicant, Siuslaw Outreach Services, is requesting to use the site as a Professional Offices use, which is conditionally permitted in the High Density Residential District.

Request for Continuance: On June 2, 2025, the applicant submitted a written request to continue the public hearing to July 8, 2025. This request was made to allow additional time to revise materials, particularly related to the lighting and irrigation plans, following receipt of a photometric report that indicated the initial lighting proposal was inadequate. The applicant wishes to refine these submittals to ensure full code compliance and reduce the need for conditions or further clarifications during the public hearing.

RECOMMENDATION: Open the hearing and continue to a time and date certain of July 8, 2025 at 5:30pm in the Council Chambers of the City of Florence.

AIS PREPARED BY: Jacob Foutz, Planning Manager

ITEMS ATTACHED:

- Exhibit A – June 2, 2025 Email from the Applicant Bob Teter
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From: Bob Teter <exec@florencesos.org>

Sent: Monday, June 2, 2025 3:45 PM

To: Hanna Hutcheson <hanna.hutcheson@ci.florence.or.us>

Subject: RE: May 13 response

Thank you Hanna. I understood following the May 13th meeting you want all the responses sent in one email to avoid confusion. We are requesting a 30 day extension in order to revise our current plan due to the photometric report received.

Bob Teter

Executive Director

Siuslaw Outreach Services

1576 West 12th Street

P.O.Box 19000

Florence, OR 97439

Main Line: 541-997-2816

Direct Line: 541-205-9011

EXHIBIT

A

From: Hanna Hutcheson <hanna.hutcheson@ci.florence.or.us>

Sent: Monday, June 02, 2025 3:13 PM

To: Bob Teter <exec@florencesos.org>; Jacob Foutz <jacob.foutz@ci.florence.or.us>; Eric <rinesconsulting@gmail.com>; Montee Kennedy <Montee.Kennedy@florencesos.org>; Stephanie Restrepo <Stephanie.Restrepo@florencesos.org>

Subject: Re: May 13 response

Hi Bob,

Thanks so much for letting us know! Under Oregon Law ([ORS 227.178](#)), in order to extend the 120-day timeline of the application, we need a written request with a certain date. Currently, the absolute last date your application needs to be resolved by, including the resolution of all potential appeals, is August 16th, 2025. I would recommend requesting to extend that date by a round number, such as 30 or 60 days; the extension from the June 10th meeting to the July 8th meeting is 29 days, so I would just keep that in mind during your request.

Additionally, feel free to submit your updated materials whenever you'd like and I will start to work on that review and on updating my report to the Planning Commission. Best of luck finishing up those last few outstanding items!

If you have any questions about the 120-day deadline feel free to reach out.

Thanks so much,

Hanna Hutcheson (She/Her)

Associate Planner

hanna.hutcheson@ci.florence.or.us

Community Development– (541) 997-8237

<Stephanie.Restrepo@florencesos.org>

Subject: RE: May 13 response

Hanna and Jacob,

Although I think I could have everything by the end of the day, I think the wisest course of action would be to wait until July 8th for review. That way can make sure we have everything answered. It puts a very tight timeline for things on my end if we have any further delays before needing to move in and open to the public. However, I want to put our best foot forward and not put further stress on your end.

Bob Teter

Executive Director

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