
City of Florence
Planning Commission Meeting Minutes
250 Hwy 101, Florence, OR 97439
July 12, 2022

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Vice Chair Young called the meeting to order at 5:30 PM.

Commissioners Present: (VideoConference) Vice Chair Sandra Young, Commissioner Eric Hauptman, Commissioner Andrew Miller, Commissioner Ron Miller, Commissioner John Murphey, and Commissioner Clare Kurth
Excused Absence: Chair Phil Tarvin

Staff Present: (In House) Planning Director Wendy FarleyCampbell, Analyst Peighton Allen, Planning Technician Sharon Barker, and Shirley Gray, Management Analyst

Other: Contract Planner Roxanne Johnston, on behalf of the City of Florence

At 5:31 PM, Vice Chair Young opened the meeting, Barker gave the Roll call. All members present except for Chair Tarvin (excused absence). Comm. Murphey led the flag salute.

1. APPROVAL OF THE AGENDA

Start Time: 5:32PM

Action: Approved

Motion: Comm. Murphey

Second: Comm. R. Miller

Vote: 6-0

There was no discussion on the agenda and it was approved unanimously.

- 2. APPROVAL OF THE MINUTES: 4/26/2022 minutes** – motion Comm. R. Miller, Second- Comm A. Miller. Vice Chair Young abstained from voting due to excused absence during the 4/26/2022meeting. Motion carried 5-0

5/10/2022 minutes –

Motion- Comm. J. Murphey, Second – R. Miller

Motion carried 6-0

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA:

One (1) Speaker's card was received from Ivy Medow – she wanted the Commission to know that the frogs have gone away and that they could no longer be heard at the location of the vegetation clearing on 35th Street and E. Myrtle Loop.

Vice Chair Young relayed basic instructions regarding the proceedings and asked if any member wished to disclose a conflict of interest, ex-parte contact, or biases.

Vice Chair Young asked the Commissioners if they would like to declare a conflict of interest.

There were no declarations of conflicts of interest.

There were no ex-parte contacts declared:

There were no bias declared. No citizen present wished to challenge any Commissioner.

Vice Chair Young: 4th Item on the Agenda

4. RESOLUTION PC 22 08 ANN 01 and PC 22 09 ZC 01 – 87675 Hwy 101 - Elmer

The petitioners request annexation of 3.5 acres of property described at Assessor's Map 18-12-11-33 Tax Lot 00800, and addressed as 87675 Hwy 101, Florence. The property is located approximately 319 feet SE of the intersection at Highway 101 and Heceta Beach Road. The property is proposed to receive an assignment of the Service Industrial zoning district. The applicant is requesting annexation into the City of Florence to connect to city sewer services. Properties south of this property have been annexed into the City. Sewer services were extended along Highway 101 to provide services to these properties as they annexed.

Hearing opened 5:41 pm

Johnston presented Staff Report as authored by Contract Planner Melissa Anderson for the City of Florence. Johnston discussed the Introduction Slide explaining that the hearing was with regards to an Annexation and Zone assignment request to Service Industrial for the Hwy 101 area. The property was also known as the Heceta Village RV Park. The dates of interest were read with the next evidentiary hearing before City Council to be held at some future date. Johnston read the Annexation Criteria and then the Zone Assignment Criteria. Johnston explained that there were several recent annexations in the area requesting Service Industrial zoning, such as the Lofy property to the south. The site has residents living there and once annexed, it will be considered a legally non-conforming use for that zoning district and its use able to be continued because it was in place prior to the annexation and zone change.

There were no public/referral comments.

Utilities and Access slide was presented and discussed. The site will continue to be served by Heceta Water and will be allowed to connect to the City sewer system. Past annexations in the area were supported by the capacity of the City's sewer system, which could also handle this request. Johnston explained that property owners will be paying the SDC's and connection fees. Access is from Highway 101. Other service providers were discussed: City police would begin serving the area once annexed, and SVFRD and Western Lane Ambulance would continue their services. Johnston said that the double majority method was met because the property contains voting residents who signed the Petition to Annex along with the owner. Alternatives for the Planning Commission to base their decision upon were displayed and explained.

Staff recommended to provide a recommendation supporting the annexation and zone assignment of Service Industrial to City Council as presented or with modifications if needed.

There were no questions from the Commissioners at this point.

Dennis Elmer, applicant, attended meeting virtually, he said that he is requesting annexation and connection to the City sewer.

Comm. Hauptman asked applicant what he planned to do with the property once it is annexed and if Elmer planned to change the use.

Elmer said that he planned to keep its present use. After purchasing the property, he became aware that there were some failed septic systems on the property, which prompted him to seek annexation since it would be much better to be hooked up to the City sewer. He does not plan on changing the use of the property and although there will be some improvements, the use will be the same. RV's, mobiles, and some duplexes.

Vice Chair Young asked applicant if he had read the Resolution and the Findings of Fact and if he understood them as proposed. Applicant said that he had and that he understood them.

There was no public testimony.

Vice Chair Young: asked for Staff's recommendation.

Johnston responded that staff's recommendation is Recommendation Number 1, to support the annexation and zone assignment and recommend approval to City Council as presented or with modifications.

Commission did not see any reason to leave the record open.

Hearing closed 5:57 pm

Deliberation commenced.

Comm Murphey made a motion to approve Resolution PC 22 08 ANN 01 and PC 22 09 ZC 01 05, Elmer Annexation and Zone Change at 87675 Hwy 101 with Alternative Number 1 as staff recommended.

Second: Comm. R. Miller

Roll Call vote:

Comm Kurth: yes

Comm Murphey: yes

Comm A. Miller: yes

Comm R. Miller: yes

Comm Hauptman: yes

Vice Chair Young: yes

Chair Tarvin: excused absence

Motion carried: 6-0

Hearing Opened: 5:39

Hearing Closed: 5:57

FarleyCampbell added that the application would now advance to the City Council hearing on August 1, 2022.

Vice Chair Young introduced the next item on the Agenda.

5. RESOLUTION PC 22 10 CUP 02– 2975 Oak Street - Siuslaw School District Modular Building

An application from Marlene Gillis, of Soderstrom Architects, for a Conditional Use Permit without Design Review for temporary placement of three (3) modular classroom buildings at the Siuslaw High School, 2975 Oak Street, Assessor's Map 18-12-22-00, Tax Lot 00300 within High Density Residential District, regulated by Florence City Code Title 10, Chapter 10.

Hearing opened 6:01 pm

FarleyCampbell presented Staff Reprot and began with the Introduction slide. She explained the applicant is Marlene Gillis of Soderstrom Architects on behalf of the Siuslaw 97J School District. The applicant applied for a Type 1 but the project did not meet submittal requirements. Project did not need a design review.

Application was on a fast track to get approved so that buildings could be used during the beginning of this upcoming school year. The opportunity to do temporary modular buildings like what have been done in the past for the churches and hospitals is a stop-gap until they can decide if they want to keep these modulares on

the campus permanently. Processed under Title 10 Chapter 4 Conditional Use permits, temporary building structures are permitted for non-profits and educational service and for office space use. They can be made permanent if the applicant wants to do so, if they meet all the code. The Criteria slide was shown and explained for the record.

The site aerial slide was shown and explained. Site Plan-Proposed Impact Areas slide was explained. The Site Plan with an Island and Pedestrian area proposed for renovation was shown and explained. Site Plan for the modulars, the office modular and the two classroom modulars, shows the concrete work that is proposed. The classrooms will be accessible from the office building to form an entry point into the school. The applicants are also proposing a wrought iron gate that meets code. The Resolution gives applicant the right to exceed the height limits within the code because of security. A detailed groundwork site plan was shown and explained. Two trees would be removed and there is a condition related to those. Elevations of the modulars slide was shown and explained. Including in the findings is that these would not meet the architectural requirements in the code, but they could by adding some fascia treatment, an awning, a porch and other additions such as that which would break up the visual line, getting closer to meeting our architectural requirements.

FarleyCampbell stated that staff's recommendation is that the proposed application can meet the requirements of City Code with conditions of approval. The staff's recommendation is not as stated in the AIS. The AIS states that staff recommends Alternative #1 but staff is recommending Alternative #2, because the Reslution was corrected.

FarleyCampbell read the general Conditions of Approval and began by stating that Conditions 4.1 and 4.2 are parking related. Conditions 5.1, 5.2, 5.3, 5.4, 5.5 are design related; 6.1, 6.2,6.3 6.4 lighting related. 2 parking spaces must be converted to ADA spaces and FarleyCampbell discussed that the best placement for these is the Southwestern or Northern parking lot.

FarleyCampbell further explained the rational for the conditions. Condition: 4.2. Bicycle parking would need to be added for the expansion. This includes 3 new bicycle spaces; with one which could be added for the office. She further explained that the trigger for additional parking spaces is not necessary for the office. If the applicant wanted to keep the building permanently, they would have to provide for more bicycle parking if not changed tonight. FarleyCampbell explained that it was necessary to delete 4.3 as it was a carryover from a previous resolution.

Conditions: 5.1 Fences greater than 4' is permitted for safety and security. 5.2 talks about the two trees that are being removed; they have not been asked to replace at this time. Whenever the modulars are taken off, then the applicant would have to replace the trees there or on the East side of the building because of the requirement for the tree calculations. Condition 5.3 is to improve the driveway that was placed there earlier as it will require pavement. Condition 5.4 is to insure there is a sand management procedure. The Modulars are to be removed 7/12/2026 to allow for this upcoming class proceed through the four years of school.

FarleyCampbell continued discussing more conditions such as Conditions: 6.1 by stating that proposed new lighting shall meet the code. The Applicant did provide a lighting plan. Conditional Uses are required to come up to code. The modulars should meet the lighting code. All lighting on campus will need to come into compliance, even the parking lot lighting.

FarleyCampbell pointed out that for Condition: 6.2, the applicant will need to submit a lighting plan which they have already done.

Also, Condition 6.3. The applicant shall ensure that lighting fixtures do not project light skyward or onto adjacent property. Condition 6.4 Main lights shall be extinguished at the end of work hours. A minimum amount of lighting may remain on if needed for security reasons. Motion sensors are recommended.

Farley Campbell noted that there were two informational items in the Resolution related to if the applicant decides to make the modulars permanent, the applicant will have to submit a new application for review, whether it be for an extension or for permanent placement. If the applicant doesn't do it, then the CU permit will expire after 4 years. Informational item Number 2 is that the applicant must apply for building permits for placement of modulars.

Standard alternatives were listed and explained by Farley Campbell. Staff made a recommendation for Alternative #2 after making the two edits to the Resolution as presented to the Commission. She recommended striking Condition 4.3 and modifying the date listed on slide.

Comm. Murphey asked that if a new high school is not built, can applicant apply for an extension on 7/12/2026? Farley Campbell answered in the affirmative.

Applicants Marlene Gillis of Soderstrom Architects and Andy Grzeskowiak, Siuslaw SD Superintendent, gave applicant presentations.

Gillis explained they would like to do this project because of safety and security. Classes are being added for capacity because of the large class of freshman that will be starting in September 2022. The goal for the administration modular is to mitigate the circumstances of anybody being able to walk into the school. They are taking the internal office space and putting it into the modular making a point of entry. The fencing is being added for security also. As soon as first bell in the morning rings, all the gates are shut and any visitors or late students are forced to go thru the administrative modular. The modulars meet all the fire, life, safety requirements.

Grzeskowiak, explained the need for the added modulars and the current entry locations of the students.

Comm. Hauptman asked if they have seen an increase in enrollment.

Grzeskowiak explained that it has been known that the number of students this year would be coming and that the plans for expansion have not been completed.

Comm. Kurth asked about the bicycle parking, if it is being moved from the present location near the modular buildings or will the students still be able to park their bicycles there?

Grzeskowiak explained that there is bicycle parking on the North side of the building. We will have to move the parking because the students are going to only have access the bike parking that used to be right by the library, because we will have the main entry gate between the office and the modular buildings. We will have to move and consolidate bike parking. We will put them all on the South side together.

Comm. Ron Miller asked if the North entrance will be used when the students come to school, or will they have to enter through the modular building.

Grzeskowiak said that the North entrance will be open in the morning, staff-monitored and when classes start, the automatic door bolts.

Vice Chair Young asked about the fence height and if they will be using slats

Grzeskowiak explained that they plan on having 6' height, with 4' set to open with a 2' see through panel as a wind break and they will be using slats.

Vice Chair Young asked applicant if they had read the Resolution and the Findings of Fact and if they understood them as proposed. Applicants affirmed that they had.

FarleyCampbell provided the staff recommendation: Staff recommends Alternative No. 2: “Staff finds that the proposed application can meet the requirements of City Code with conditions of approval. Staff notes that application does meet the Conditions of approval and the criteria with the amendments to the Resolution as previously stated.”

Hearing closed 6:33 pm

Vice Chair Young asked if there was any discussion and if not, would somebody make a motion.

Comm A. Miller: made a motion that the Commission pass PC 22 10 CUP 02 at 2975 Oak Street Siuslaw School Modulares with Conditions of Approval as modified by staff.

Second: Comm. E. Hauptman

Roll Call vote:

Comm Kurth: yes

Comm Murphey: yes

Comm A. Miller: yes

Comm R. Miller: yes

Comm Hauptman: yes

Vice Chair Young: yes

Chair Tarvin: absent

Motion carried: 6-0

Hearing Opened: 6:01

Hearing Closed: 6:33

6. RESOLUTION PC 22 11 COU 01 – 1856 37th Street – Wilcox Delicatessen

An application from Daniel Lofy, of Lofy Construction, related to the interior remodel and change of use of one half of an existing building from a print shop to a delicatessen at 1856 37th Street, Assessor’s Map 18-12-23-22 Tax Lot 01800 regulated by Florence City code Title 10 Chapter 16, Highway District (HD).

Hearing opened 6:35 pm

Johnston presented the Staff Report: Introduction slide was shown, aerial photo was shown depicting the location of the proposed project. Criteria slide was shown and read for the record. The area conditions were explained to show how the project could affect the neighboring properties. The slide of the original parking plan given to staff by Lofy was shown on slide. Johnston explained that parking is the reason that this application came before the Planning Commission. The original use of a print shop only needed 4 parking spaces. The proposed deli requires 12. We needed a parking plan that has been conditioned. The slide with the newest parking plan was shown on the screen. The new plan added 5 additional spaces with 3 being on street parking which is allowed in this district. The dimensions are shown as 12’ deep and 10’ wide with double striping, with 20’ wide for the backing out into the aisle. Background of the application was explained, total spaces required are 23 or 24 depending on thrift store use. Johnston also explained that depending on the use there might be an adjustment on the number of spaces needed. The City needs a dimensioned parking plan for the record. Street access is from Hwy 101 and 37th St. ADA Van Accessible is a requirement and 2 bicycle parking spaces and the vision triangle maintenance is a requirement, as well as a dimensioned parking plan & existing and new and existing outdoor lighting is to be code compliant and shielded for Dark Skies.

Conditions of Approval slide was shown and explained mostly in general terms. The applicant shall provide an undated parking plan indicating one of the following 24 parking spaces provided; or provide a thrift store floor plan illustrating half the floor area is bulk retail sales and an updated parking plan indicating 23 parking spaces. The approved plan shall be implemented prior to issuance of final inspection. The parking spaces cannot be used for storage or unloading operations during business hours. Spaces shall be striped to meet the standards in FCC10-3-9. Bicycle spaces are required. All trash receptacles shall be located inside the deli or in a trash enclosure that is fully screened by a solid fence or wall not less than 5' in height. Trash receptacle area shall be kept clean so as not to attract rodents and vision clearance shall be provided by applicant at both entrances. Lighting standards shall be met. Before installation the Planning Department shall evaluate the lighting plan prior to issuance of Certificate of Occupancy or final building permit. Within one year of approval July 12, 2023 shall come into compliance with FCC 10-37. Lights shall be extinguished at the end of work hours. A minimum amount of lighting may remain on if needed due to security concerns. Alternative slide was shown. Staff recommendation was Alternative No. 1, the application meets the requirements of City Code and recommends approval of the Change of Use, subject to conditions.

No questions from the Commission

Daniel Lofy representing Linda Wilcox from Linda's Deli explained there are lights on the building, canned lights every 4' under the covered walkway, Commission was given the revised parking plan.

Vice Chair Young asked if he had read the staff report, the Resolution and the Findings of Fact. Because there are conditions regarding the lighting, so it is important that you have read them and that you understand what they say.

Applicant said he had read them and that understands them. There are canned lights underneath the covered walkway so they are not going to be shining upwards.

FarleyCampbell said that canned lights are an approved use, but for any new lights that are going to be used for the remodel, applicant is to make sure that he is buying the right type of lights that are down lighted and full cutoff, so you can't see the bulb when you are looking at it. You can modify any existing lights so they conform.

Staff reiterated the Staff recommendation of Alternative #1.

Closing of the public hearing was discussed.

Hearing closed 6:58pm

Comm. Kurth mentioned that there might need to be more than 2 bike spaces because the business is close to Hwy 101. She did not think it should be conditioned but it might be nice to have some extra bike parking.

Comm. R. Miller; motioned that we approve PC 22 11 COU 01 – 1856 37th Street Wilcox Delicatessen an application from Dan Lofy related to the interior remodel and Change of Use for one half of the existing structure from a print shop to a delicatessen at 1856 37th Street, 18-12-23-22-tax lot 01800 regulated by Florence City Code Title 10 Chapter 16 Highway District with conditions as discussed.

Comm. Hauptman: Second

Roll Call vote:

Comm Kurth: yes

Comm Murphey: yes
Comm A. Miller: yes
Comm R. Miller: yes
Comm Hauptman: yes
Vice Chair Young: yes
Chair Tarvin: absent
Motion carried: 6-0
Hearing Opened: 6:35
Hearing Closed: 6:58

Comm. Murphey wanted to go on the record that he is disappointed with the City for not being able to provide Code Enforcement personnel to help follow up on approved Planning applications to make sure that all the Planning Commission approvals are done correctly by the applicant.

FarleyCampbell introduced new City employee Shirley Gray as management analyst.

There were no Commissioner reports or further discussion items.

FarleyCampbell reported that the TSP notice to proceed has been received and related to the TGM grant we received to update our Transportation System Plan. Kick off meeting is 7/13/2022. If you have questions about the grants. Shirley will be in charge of TGM grant, Peighton will be in charge of HIPPP program.

FarleyCampbell asked the Planning Commission about Shore Pines request to remove trees that were proposed to be preserved. The Code says that as a Type I a tree for tree replacement, this is done by Staff Review. A Type II anything that is not a Type I is a Type II. Is the removing of a preserved tree and replacing it with another considered a tree for tree replacement justifiable as a Type I or would you interrupt that to be differentiation of the intent and character of the project, and they would need a Type II, the difference is that they would be public noticing.

Comm. Murphey, said that the Presbyterian Church will need to get a vegetation removal permit, Shore Pines cannot request one for them.

Vice Chair Young asked about the buffer between the house to the South.

FarleyCampbell asked if the Commission would consider that a tree that was supposed to be saved, with replacing it by what ever is required by code Type I, tree for tree, or do you see that as being a Type II?

Comm. R. Miller: said that trees aren't going to stand in a winter storm.

Comm. Murphey said that if they remove a mature tree than applicant needs to replace with mature tree.

Vice Chair Young said that the Planning Commission is saying that this tree removal process will be a Type II.

FarleyCampbell will process as a Type II unless the Planning Commission calls it up to be a Type III.

FarleyCampbell gave an update on the Calendar: July 26th - Fred Meyer Fuel Station Kiosk and Canopy – Henry Hearley from LCOG prepared the Findings. August 9th – Cancelled because Staff has to get Benedick's remand back to Council. August 23 – Quince Street Microtel – Henry Hearley and Roxanne Johnston are working of the Findings. There may be one more item for that hearing. July 28th Housing Committee meeting. Open House for HIPPP September 13th tentative 5:30 to 7:30. That is the day of your PC

meeting so the expectation is that you will not have a Planning Commission meeting you will just go to the meeting at the FEC.

The meeting adjourned at 7:21 PM.

ATTEST:

Sandra Young Vice Chair

Sharon Barker, Planning Technician