

---

**City of Florence**  
**Planning Commission Meeting Minutes**  
**250 Hwy 101, Florence, OR 97439**  
**March 14, 2023**

---

**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

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

Commissioners Present:           IN HOUSE: Chair Sandra Young, Vice-Chair Andrew Miller Commissioner Eric Hauptman, Commissioner Laurie Green, Commissioner Kevin Harris

Staff Present: Planning Director Wendy FarleyCampbell, Assistant Planner Clare Kurth, Planning Tech Sharon Barker, Management Analyst Peighton Allen

At 5:30 PM, Chair Young opened the meeting, Sharon Barker gave the Roll call. Commissioner Harris led the flag salute.

Chair Young made the announcement that Commissioners Phil Tarvin and John Raleigh has tendered their resignation from the Planning Commission. She wished them well and thanked them for their service to the City.

**1. APPROVAL OF THE AGENDA**

Start Time: 5:31PM

Action: Approved

Motion: Comm. Hauptman

Second: VC Miller

Vote: 5-0

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

**2. APPROVAL OF THE MINUTES: 2/28/2023**

Start Time: 5:32

Action: Approved

Motion: Comm. Harris

Second: Comm. Hauptman

Vote: 5-0

There was no discussion on the minutes and they were approved unanimously

**3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA:**

No public Comments:

---

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 and the right of the public to challenge any commissioner's ability to hear this matter.

Chair Young asked the Commissioners if they would like to declare a conflict of interest, ex parte contacts/communications, or bias. 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.

Chair Young: 4th Item on the Agenda tonight is a Public Hearing for **PC 21 39 SUB 03 and PC 21 40 PUD 02**

**RESOLUTIONS PC 21 39 SUB 03 AND PC 21 40 PUD 02 –Preliminary Planned Unit Development (Pud) and Tentative Subdivision and AR 21 21 Sir 14 (Site Investigation Report).** Continued from November 22, 2022, January 10, 2023, February 14, 2023, February 28, 2023. Application from Joseph M. Pearson on behalf of Pacific Golf Communities, LLC, seeking approvals for a preliminary PUD, tentative subdivision, and associated SIR for Fairway Estates Phases 2-3-4 to develop the approx. 10.36 ac. as shown on Assessor's Map 18-12-15-00 Tax Lot 01500, located @ 740 ft. north of Tournament Dr. and east of Mariners Village zoned Medium Density Residential (MDR).

Hearing 5:40 pm reopened

Chair Young asked staff if they have received a request from the applicant for a continuance.

FarleyCampbell answered yes, they had and the applicant requested a date certain of April 25, 2023 and that there is no new evidence into the record from the applicant but there are several items that staff is working through with them.

Staff met with the applicant and his team since the last meeting and they have in addition to the items that PC already knows about, the applicant asked for the portionality calculations for the multi-use path Phase I, this was put in the Final Plat it is analyzed in the Final Plat review, but the applicant would like it at this time. Public Works has asked for these numbers from the engineer, the way the engineering designs were for Rhododendron Arbor's multi-use path, it includes 35<sup>th</sup> Street, the intersection change, he wants to break that part out, the engineer has to do this for him. Staff is also working through the "fee in lieu" the applicant was not happy with the calculations that came back, the City's formula was explained and applicant has submitted a different formula. Staff has commented on their formula. Applicant was asked to select a date far enough in the future so that all the figures can be worked through. The previous extensions were explained, a new extension will be received in writing via email from the applicant before the end of this week. The maximum extensions were explained. The Planning Commission would need to be finished with this application by July 2023.

Chair Young asked if there were any questions of staff.

Comm. Green asked what happens if this applicant is not completed by September, does it just die?

FarleyCampbell explained that the maximum number of extensions is 245 days, if that is not met than the application just dies, but the applicant can choose to come back, or do something else.

Comm. Green made a motion to continue Resolution PC 21 39 SUB 03 and PC 21 40 PUD 02 Preliminary Planned Unit Development and Tentative Subdivision and AR 21 21 SIR 14 Site Investigation Report to April 25, 2023.

Second: Comm. Harris

Roll Call:

Chair Young: yes

Vice Chair Miller: yes

Comm Harris: yes

Comm Green: yes

Comm Hauptman: yes

Motion carried: 5-0

Hearing was continued at 5:46pm

---

Chair Young: 5th Item on the Agenda tonight is a Public Hearing for **PC 23 01 DR 01**

**Resolution PC 23 01 DR 01 – LCC Site Lighting Exception:** Continued from February 14, 2023. An application submitted by Willis DeWitt, representing Lane Community College, requesting approval of an exception to site illumination levels. They propose levels ranging from 1.2 to 8.2 footcandles both under and over the minimum and maximum levels of 2 and 7 footcandles. The property is shown on the Lane County Assessor's Map # 18-12-22-14, TL 00200; and located at 3149 Oak Street, in the High-Density Residential District regulated by Florence City Code Title 10, Chapter 10.

Hearing continued: 5:48

Planning Director Wendy FarleyCampbell presented staff report, the background of this application was explained that the first public hearing was on February 14, 2023 and that the Planning Commission continued the hearing until 3/14 so that staff could go out and test actual light readings on site. City Staff FarleyCampbell, Clare Kurth and Dan Frazier met with the project developer and the applicant's lighting engineer on site on March 8, 2023.

March 13, 2023 a revised photometric plan was received from the applicant this information has been provided to the Commission on the dais. Code review was explained **FCC 10-37-4** Lighting Standards that the 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 Planning commission may decrease the minimum if the applicant can provide documentation that the overall parking lot has adequate lighting. The PC may increase the maximum on a case-by-case basis, with no greater than 7 foot-candles measured directly under the light fixture.

FarleyCampbell explained the original photometric plan the applicant provided had readings over 5 foot-candles and over 7 underneath the light fixture, and foot candles under 2 throughout the lighting plan. Which is why the applicant has applied for an exception. The parking lot areas were shown and explained. The parking lot modeling's were shown with the above in the green and the below in the blue.

The new modeled photometric plans that were received 3/14/2023 were shown and explained. The poles heights were 22', so the applicant redid the pole heights in this new calculation. There is a list of light readings test sites that correspond with the numbers on the photometric plan. There were 23 test points. Currently it is very bright in those parking lots. The foot-candles of less than 2 also requires the PC review. It was explained that staff rewrote the Findings and the bottom section of the Resolution, the back page is where most of the edits were done. While the modeling shows there is one over 5 foot-candles, it doesn't exist on site. The bollards that are located at the front of the campus were discussed, on the plan they are 14.5 and 12.0 foot-candles, they are modeling at 5.2 and 6.1, it is not very bright in that area. The bollards lighting will need to be reduced if it is

above 5 foot-candles. Parking lot lighting needs to comply. There is a condition that says no brighter than 5-Foot Candles on site with particular attention to bollard area that was pointed out.

Comm. Green asked if applicant confirmed that the lights are adjustable. FarleyCampbell said that the lights are adjustable, they can also be adjusted remotely. Staff said they were one site to take the reading and then readjust, if necessary, it was not necessary to readjust because they were reading low. The Conditions say that nothing over five, but they are granted to be less than two, the staff said that it is bright enough on the site. The lighting engineer explained that human eyes cannot really tell the differences between foot-candles. Staff's recommendation is that 2-foot candles is alright but if the Commission would like to make it brighter and to get the other lighting levels up then it is their prerogative. The alternatives were read and explained with staff's recommendation being Alternative #1 approve the application with conditions.

### **Questions:**

Comm. Harris asked if, as far as the bollards go, is the idea to decrease the lighting levels to a point that they fall under 5 in the parking lot or is it to go lower. FarleyCampbell answered that, that is correct, her recommendation is to go under 5. Comm. Harris wanted to know where testing point 6 was located on the photometric plan. The lower numbered test sites start in the East parking lot with the higher numbers being in the North parking lot, there may have been obstructions causing a lower light reading.

### **Applicant Testimony:**

Miles Woofter started with giving his name and address for the record. He feels that he is meeting the City standard. He believes that City staff is recommending an approval for the photometric plan that they have submitted. He hopes that it will be approved without Conditions.

Chair Young explained that the Conditions that staff has recommended is no greater than 5 foot-candles. Chair Young asked if the applicant has read the staff report and the Findings of Facts and does he know what they say, because she thought he just said 7 foot-candles and that she believes that staff is recommending no greater than 5.

Woofter said that he has read the Findings, he thinks the Code allows them to go from 1 to 7-foot candles, but that if there are Conditions and we cannot go above 7 then they can tweak the light, they have full controllability of adjusting the lighting. He would like to move forward, if he needs to change things he will. Woofter asked for verification for staff on what the Code said. FarleyCampbell explained that the Code says 2-5 but that if you wanted to go less than 2 or greater than 5 then you would need Planning Commission approval. The highest reading was 4.4 in the northern parking lot, all the lights are already in compliance.

There were no questions of the applicants.

Staff recommends that the application meets the criteria as presented, the less than 2 foot-candles is acceptable and recommends approval based on the site visit and the Resolution that has been presented before the Commission.

Hearing closed 6:16 pm

The Commission discussed whether or not they wanted to allow the less than 2 foot-candles.

Motion by: Comm. Harris to approve Resolution PC 23 01 DR 01 – LCC Site Lighting Exception

Second: Comm. Hauptman

Comm. Laurie Green: yes  
Comm. Hauptman: yes  
Comm. Harris: yes  
Vice Chair A. Miller: yes  
Chair Young: yes  
Motion Carried: 5-0  
Hearing Opened: 5:48  
Hearing Ended: 6:16

---

**Reports and Discussion Items:** there were none.

**Directors Report and Discussion Items:**

- The two vacancies on the Commission were announced. John Raleigh's position was set to expire in June 2023 and Phil Tarvin's position was not set to expire until 2026, the City Council is going to advertise for both positions, they will fill Phil's position, and John's position, they will fill it, but that position will not start until July 1, 2023.
- The Transportation Systems Plan update is coming up this coming Fall and there is also some work related to beaches and dunes. The chapters on these have to do with our wetlands, not goal 5 wetlands, but coastal wetlands. The Planning Commission work plan was discussed and also some of the work plan items that are coming up.
- The other boards and committee recruitments will also be happening, the City is looking for new members on EMAC, Transportation Committee, Public Art, not sure if CEDC will be coming back yet.
- There are no upcoming meetings on the grant work, since the last Planning Commission meeting, we had the last Stakeholder Advisory team meeting for the housing group, this was supposed to be the last one but the transitional housing has not been resolved. The last SAPP meeting will be after that meeting. Code updates were mentioned. The Council is considering an initiation of the HIPP plan approval at their April 3, 2023 meeting, it is the document that has the priorities, of policies and programs relates to increasing housing. Once Council gives the thumbs up than the PC will expect to see it on their agenda June 2023. The 35-day notice will need to be filed with DLCD and then it will be coming in front of the Planning Commission for consideration. Zoning code updates will not be far behind.
- The first yard debris disposal will be coming up this Saturday for those of you that participate in that.
- Myer Annexation for Foul Weather St. and the right of way will be on March 20, 2023 in front of the City Council.
- The next Transportation open house and SAPP meeting is scheduled for April 20, 2023

**Calendar:**

Fred Meyer fuel station and Butter Clam will be asking for extensions. The problems with the Butter Clam project were explained with the power lines being on their property and the significant challenges with the putting in of the street.

There are no completed applications to bring before the Planning Commission at this time, so we will proceed with the work plan items to get things done before the end of the year. The upcoming LOC training was discussed. The first week will be in the Council Chambers the following week the meeting will possibly be held at Public Works, but if not, we may have them via zoom. The DLCD will be the second training. Comm.

Hauptman asked about the Vegetation Preservation permit update. Staff said that it will be on the agenda for the March 28, 2023 meeting. Comm. Hauptman asked if the draft code will be posted on line for them to review. Comm. Hauptman asked what is going on with Cannery Station. FarleyCampbell explained that Cannery Station has 3 applications that the dates have expired, one of them had an extension, the PUD and the Subdivision had an extension and it expired in August 2022, the one piece of this puzzle is that the Council did grant an extension, and staff will need to look into when this went in to affect. The assisted living has expired, but they have their foundation in, once their foundation is in their Design Review is good to go for ever, the cottages that go with the assisted living, those are expired because they have not pulled building permits for them, or poured their foundation. A Design Review is good for a year, the Planning Commission has the opportunity to extend it for a year assuming no Code has changed that would impact the project. Unless they have pulled a building permit, and have their foundation in, and have had it inspected. The PUD and the Subdivision has expired, and also the cottages. It is possible that if their dates are before the date that the Council approved than they are still ok. Comm. Green asked that if Cannery sold their property would the new owner have to start from scratch or what would happen. FarleyCampbell explained if their land use has expired what I would recommend that they do is to re-apply for the same things that they have already received approvals for, it should be easier because all of the reviews have already been done. ODOT has given them the approval to put in the right of way for 47<sup>th</sup> Street. Cannery is an 8 or 10 phase project.

The meeting adjourned at 6:44 PM.

**ATTEST:**

Sandra Young

Chair

Sharon Barker, Planning Technician