
**City of Florence
Planning Commission Meeting
250 Hwy 101, Florence, OR 97439
June 23, 2020**

Commissioners Present: *(via teleconference)* Chairperson John Murphey, Vice Chairperson Phil Tarvin, Commissioner Eric Hauptmann, Commissioner Brian Jagoe, Commissioner Andrew Miller, Commissioner Ron Miller, and Commissioner Sandra Young.

Commissioners Absent: None.

Staff Present: *(in person and via teleconference)* Planning Director Wendy FarleyCampbell, Senior Planner Roxanne Johnston, and Assistant Planner Dylan Huber-Heidorn.

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 p.m.

1. APPROVAL OF THE AGENDA

Start Time: 5:32 p.m.
Action: Approve agenda as presented.
Motion: Commissioner Eric Hauptmann
Second: Commissioner Ron Miller
Vote: Unanimous 7-0

PUBLIC HEARINGS

2. RESOLUTION PC 20 06 CUP 02 – Lane County Transfer Site

- An application from Lane County to request a Conditional Use Permit with Design Review to expand and revise the layout of the Florence Transfer Site to include the addition of buildings and stormwater facilities located at 2820 N. Rhododendron Drive, east of Rhododendron Drive, south of 35th Street, and north of Wildwinds Street at Tax Map 18-22-22-00, Tax Lot 00702 in the Marine District regulated by Florence City Code Title 10, Chapter 18.

Start Time: 5:34 p.m.
Process Reading: Chairperson Murphey read the Public Hearing Script and officiated the procedures.
Handouts: Public Hearing Script

No Commissioner declared a conflict of interest, ex-parte contact, or bias.

Public Challenges: No public challenges were received.

Public Hearing: Opened at 5:37 p.m.

Start Time: 5:37 p.m.
Handout: Staff Presentation
Discussion: AP Dylan Huber-Heidorn presented the staff presentation. He presented the staff recommendation that the proposed application meets the requirements of Florence City Code with conditions. AP Huber-Heidorn outlined the approval conditions as follows...

1. Required parking spaces shall be maintained and shall not be eliminated, used for storage of materials of any type, or used for loading or unloading during business hours (Condition 4.1).
2. Prior to obtaining building permits for the fee booth, the applicant shall submit a revised site plan showing all parking and circulation areas (Condition 4.2).
3. The revised parking plan shall include one or more van-accessible parking spaces designed to the specifications of this code and the American with Disabilities Act. The ADA access aisle shall meet dimension standards and ADA signage shall be provided (Condition 4.3)
4. All parking and loading areas shall be improved with a durable, dust-free surfacing of asphaltic concrete, cement concrete, porous concrete, porous asphalt, permeable pavers such as turf, concrete, brick pavers or other materials approved by the City (Condition 4.4).
5. A parking plan illustrating the details outlined in FCC 10-3-8-L shall accompany applications for building permits for site construction related to this land use approval (Condition 4.5)
6. Parking spaces existing and added to the revised parking plan shall meet the requirements of FCC Figure 10-3 (1) and Table 10-3-3 for width, striping, depth (based on angle), and aisle dimensions (Condition 4.6).
7. The revised parking plan shall include two bicycle parking spaces. Bicycle parking shall be no further from the main building entrance than the nearest non-ADA accessible parking space, shall be visible from the entrance, shall be easily accessible from the highway, shall be clearly marked and reserved, shall be at least as well-lit as automobile parking, and shall not conflict with pedestrian pathways or vision clearances (Condition 4.7).

8. The authorization for a conditional use permit for the transfer station use shall expire three years after approval – on June 23, 2023 – if a building permit has not been issued and substantial construction has not taken place (Condition 5.1).
 - The fee collection booth.
 - The recycling collection area.
 - The stormwater treatment rain garden, BioPod, infiltration trenches, and associated improvements.
 - The lighting improvements.
 - Parking and circulation areas.
 - The hazardous waste management and crew quarters buildings, which shall be no more than 3,000 square feet of covered building space.
9. All necessary State and County permits shall be obtained to ensure the environmental health and safety of the public (Condition 5.2).
10. The proposed and existing structures shall be considered “temporary” until such time that DMDP Site No. 12 is removed from the active sites included within the Lane County Dredged Materials Disposal Plan, (Condition 5.3)
11. The exterior of the fee booth shall be finished with muted earth tones (Condition 6.1).
12. Prior to obtaining building permits for the fee booth, the applicant shall revise plans for the structure to include a covered front entrance no less than six feet in depth (Condition 6.2).
13. The request for Design Review approval shall expire on June 23, 2021, unless substantial construction has taken place (Condition 6.3).
14. Plant materials shall cover a minimum of 70 per cent of the required landscaping areas within five years of planting (Condition 7.1).
15. Plant materials shall be planted utilizing a pocket-planting method with a soil-compost, except where different planting medium is required to achieve stormwater management objectives (Condition 7.2).
16. Prior to December 23, 2020, the applicant shall submit revised lighting plans indicating that all exterior lighting complies with FCC 10-37 (Condition 9.1).
17. Lighting shall not shine illumination or glare onto adjacent or nearby property (Condition 9.2).
18. Prior to December 23, 2020, the applicant shall submit revised lighting plans for review for review and approval by the Community Development Department (Condition 9.3).
19. Main exterior lights for landscaping; parking lots; and commercial, institutional, and industrial buildings shall be extinguished at end of business hours with minimal lighting remaining for personal and building security and safety after-hours (Condition 9.4).
20. Adding a sentence “Stormwater features shall be installed to the specifications used for analysis in the Stormwater Report” (Condition 10.1).

21. Edited to add: Prior to obtaining building permits for the fee collection booth, the applicant shall provide a completed Operations and Maintenance Plan "Agreement" for on-site stormwater management facilities (Condition 10.3). Original Condition 10.3 was written as Operations and Maintenance "Plan."
22. Prior to obtaining building permits for the fee booth, the applicant shall submit a copy of the Lane County Geotechnical Report as referenced in Appendix C of the Stormwater Report (Condition 10.4).

Commissioner Brian Jagoe discussed...

- Regarding approval condition 7.1, possibility of plant material coverage to will cover the recycling bins from the river view.

AP Huber-Heidorn discussed...

- That would be better accomplished with a different condition of approval. If the intent is to provide screening for the recycling bin area from the river, it would be best with a new condition of approval.
- From a code point of view, if changes in the site resulted in that area being exposed to a public way, there might be grounds for that requirement.

Applicant Rick Satre of The Satre Group discussed...

- Gratitude to Dylan and Florence staff for his assistance.
- New informational item number 5 about DEQ registration is already underway.
- Submitting a revised parking plan and revised lighting plan.
- Executing and submitting a new Operations and Maintenance Agreement.
- Clarifying stormwater plan.
- Adding an awning to new fee building.
- If recycling facility is visible from the road or the river, the applicant is willing to plant additional native trees.
- Understanding and accepting approval as proposed.

Public Testimony: None

AP Huber-Heidorn discussed...

- Staff recommends that application meets requirements of Florence City Code with conditions of approval as presented in the staff report and amended conditions in tonight's meeting. Staff recommends approval of the application.

Public Hearing: Closed at 6:38 p.m.

The Planning Commission discussed...

- No discussion.

Action: Approve Resolution PC 20 06 CUP 02 – Lane County Transfer Site as updated and corrected by staff presented tonight with the addition that the applicant agrees should the recycling area require additional vegetation to cover from the river or South Jetty Road public view, they will so comply.

Motion: Commissioner Jagoe
Second: Commissioner Ron Miller
Vote: Unanimous (7-0)

ACTION ITEMS

3. SIGN CODE UPDATE

- A City initiated amendment to Florence City Code (FCC) Title 4 Chapter 7 Sign Regulations, in accordance with FCC 4-7-36.

Start Time: 6:41 p.m.
Handout: Staff Presentation
Discussion: PD Wendy FarleyCampbell presented the staff presentation. Staff recommended that Planning Commission approve the proposed map update and make recommendation to City Council to approve as presented.

The Planning Commission discussed...

- No discussion.

Action: Recommend the amendment change to Florence City Code Title 4, Chapter 7 to the City Council for adoption.
Motion: Chairperson Murphey
Second: Commissioner Jagoe
Vote: Unanimous (7-0)

REPORT ITEMS

4. REPORT & DISCUSSION ITEMS

- Planning Commission's Report and Discussion Items
- Director's Report and Discussion Items

Start Time: 6:53 p.m.
Discussion: The Planning Commission discussed...
• No discussion.

Start Time: 6:53 p.m.
Discussion: PD Farley Campbell discussed...
• Gratitude to SP Johnston for learning and manning the administrative side of Planning Commission meetings.

- Staff report on the Lane County Transfer Site was a monster of a report to put together. AP Huber-Heidorn did a fabulous job of crafting the findings while being in his second year of employment. Thanking AP Huber-Heidorn publicly for going over and above.
- Hoping to have better software for future meetings using video conference.

5. PLANNING COMMISSION CALENDAR

Start Time: 6:57 p.m.

Discussion: The Planning Commission discussed...

- Upcoming Planning Commission meetings and agenda items.

Comments: All Commissioners present.

Meeting adjourned at 6:59 p.m.

ATTEST:

John Murphey, Chairperson

Wendy Farley Campbell, Planning Director