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**City of Florence**  
**Planning Commission Meeting Minutes**  
**250 Hwy 101, Florence, OR 97439**  
**June 27, 2023**

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

PC Chair Sandra Young called the meeting to order at 5:33 PM.

Commissioners Present: Chair Sandra Young, VC Kevin Harris, Commissioner Debbie Ubnoske, Commissioner Laurie Green, Commissioner Eric Hauptman, Comm. Wendy Krause

Staff Present: Community Development Director Wendy FarleyCampbell, Assistant Planner Clare Kurth, Planning Technician Sharon Barker

At 5:37 PM, Chair Young opened the meeting, Assistant Planner Clare Kurth gave the roll call. Chair Young led the flag salute.

**1. APPROVAL OF THE AGENDA**

Start Time: 5:40 PM

Action: Approved

Motion: Comm. Ubnoske

Second: Comm. Hauptman

Vote: 6-0

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

**2. APPROVAL OF THE MINUTES: there were no minutes available**

**3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA: (2)**

Nicole Harklerode in support of new residential home construction but sees the need for more playing fields and hopes the Planning Commission is keeping in mind the lack of green space in Florence and that Miller Park is becoming too small for soccer, baseball, Lacross, softball, etc.

Gerald King is concerned about Marijuana dispensaries, suggesting that marijuana is harmful to our youth. He wasn't recommending that the City close the ones we have but to not allow any more.

FarleyCampbell explained that all the exhibits for meetings can be found on the calendar page and that maybe Chair Young would like to have a work session to make sure that the Commission is getting the information that is needed and how can staff be better at getting it to them. Staff doesn't know if the City can do a moratorium on marijuana dispensaries but if the Commission would like staff to look into it, they would. The park master plan has the need for more playing fields and that Miller Park is tapped on the 2023/2025 work plan. But that bigger parks are budgeted but that it hasn't been figured out to where they are going to go yet. The Commenter was advised to possibly apply for the Citizen Advisory Committee when it is formed. There are links to the Master Plan on the website. Staff said that they sent an email reply to the Commenter, but if the Commission had any direction to give staff, or any comments to add, and that the Commenter was very appreciated. In the past the County was encouraged to move the county yards somewhere else but that so far, they have not had an interest in moving.

Comm Hauptman and Comm. Ubnoske asked if there was anything that the Commission could do to help. Comm. Ubnoske, brought up the various types of approval level one, level two, level three and asked if the Commission could take on more, and that she would be happy to make an amendment to the levels of approval.

FarleyCampbell: explained the different types of applications that are received by staff and how they are handled and that some are handled by staff and the ones brought to the Planning Commission require Findings and minutes. But if there is another way to make this be easier than it could be discussed later.

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Chair Young announced the next Item on the agenda.

**ACTION ITEMS:**

Chair Young: 4th Item on the Agenda tonight is an Action Item for **Resolution PC 23 11 TA 02**

**RESOLUTION PC 23 11 TA 02 – HIP Phase 2 Housing Code Update:**

A city-initiated amendment to Florence City Code Titles 10 and 11 to incorporate state legislation related to residential development, implement City of Florence work plan items, and perform general housekeeping items.

Chair Young explained that the Planning Commission would make a recommendation to City Council and that the City Council would have the option of making a final decision on the ordinance based upon the recommendation of the Planning Commission’s complete record.

Chair Young explained the proceedings basic instructions and that the hearing would be held in accordance with the land use procedures required by the City and the Stat of Oregon and this is an additional State Land use item involving proposed changes to the City’s zoning regulations under Title 10 of the Florence City Codem staff will identify the applicable substantive criteria from the City’s zoning regulations. The applicable criteria will be explained in the staff report.

Chair Young 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 bias or conflict of interest declared.

No citizen present wished to challenge any Commissioner.

The public hearing for Resolution PC 23 11 TA 02 was opened at 5:50 PM.

Director FarleyCampbell presented the staff report. FarleyCampbell explained that this meeting item is the culmination of a year’s worth of work that was accomplished with the help of a technical grant awarded to the City by the DLCDC. The formation of the Stakeholder Advisory Team (SAT) was explained to have been formed by the City Council and to be comprised of social service agencies, social service agencies, non-profits and staff from the City and other special districts and that Chairperson Young and Vice Chair Miller were both on the committee. The SAT team met four times since April of 2022 and that they reviewed all the materials that were at the meeting tonight. There were two open houses held in September and November 2022 with lots of opportunity for community involvement on the project. The

recommendations from the Housing Implementation Plan and the exhibits were explained and that the packet also contained other items there were not exhibits but are evidence to the approval. Exhibit D is included in the packet. The memo that includes all of the proposed changes, the House bills and Senate bills that they support, and the justification for those changes. Exhibit E was crafted before Exhibit D, and is an audit memo prepared by the consultant when they went through the city code and compared it with the Senate bill and House bills. Exhibit F, a memo drafted by Planner Kurth that includes the recommendation from the transportation committee related to bicycle parking. The legislative hearing process was explained regarding the difference between a legislative process and a quasi-judicial process. The 3-step process was explained and that step one was completed on May 23, 2023 with the initiation of the amendments. Tonight's public hearing is step 2. Step 3 will be that once the Commission has made their recommendation, the plan will go to the City Council for a final hearing. July 11th will be when you will make your recommendation because of noticing requirements. The State noticing requirements were explained and how they were met. References in Exhibit D talked about some things that were not talked about at this meeting. Not talked about in the meeting were short term rentals, transitional housing, and emergency housing. Changing Chapter 7 or 19 will be covered in Phase 3. The focus for this hearing is Phase 2 and largely deals with definitions related to family and other items from the last HIP, the work plan item related to bicycles and items brought forward from passed house bills that have been adopted. The noticing associated with this legislative proposal was explained. The 4 slides related to criteria were shown and explained. In addition, proposed ORS's were explained and that they are bill form still because they won't be adopted until July 1<sup>st</sup>. The House and Senate bills were explained and explained that they are not codified yet. Staff reiterated that they did not want to rush the Commission and that if they had any questions, to please ask.

Changes to be made were explained.

Exhibit B, Title 10 Chapters 1-16 and Chapter 17-35. Chapter 1 is the City's administration chapter. It tells us how to do our work. The items included in here include changing the term family to unit. This is because the state says you cannot define families anymore. The main change is family to unit.

Chapter 2 because it takes up a slide in and of itself.

Chapter 3. The other items within chapter three are removing the accessory, dwelling, unit parking requirements, and that it is a State Law and the City can't regulate parking for ADUs. A definition for congregate care was added, boarding house was changed from an occupancy to bedroom count, assigning parking based on the number of bedrooms rather than the number of occupants, since the number of occupants varies.

The requirement for bicycle parking was added where at the time of a change in use the use is intensified. Then with Chapter 6 Design Review family was changed to unit. Chapter 2 is the General Zoning Provisions, and the City's definitions. They include the definition of affordable to change those numbers that are included there to meet the census definition for affordable. Then the other change is removing the occupant count from boarding houses. Family throughout this chapter is changed to either unit, if we're referring to a building, or if family changes to household, if we're referring to an entity and boarding houses. Density included private utilities in that density includes private utilities, not just public utilities. Dwelling definitions changed, namely to replace the titles, their family with household, and then their titles being changed from family to unit. This means if we have dwelling, single-unit detached is a dwelling for a household, so that's instead of a family. Family changed twice in there, once in the title, once in the actual definition. In definition of dwelling, it was made clear that recreational uses were not dwellings. This item did change since your initiation, also removed was the term short-term, if they are taken out of the definition of dwelling, then what are they, how would we regulate them, now they are being regulated as a business that's a dwelling. The other item, that didn't change is we added the dwelling has occupancy for eight or fewer bedrooms. A household is an entity, it's not a building and doesn't have anything to do with bedrooms.

A building is a physical thing and it has bedrooms. Where this bedroom maximum comes from is building code. If something is nine or more bedrooms, then it's a commercial type of use like a hostel, it turns into commercial use. The definition of dwelling, we also added prefab, prefab housing, and added congregate housing where you have nine or more bedrooms. Those would be your dorms or frat houses.

The definition of BCD was explained as Building Codes division. Because of the density change about the facilities and utilities, we added definition for private and public facilities that include roads, but it also includes utilities. Removed the term public facilities and services. By removing public facilities and services and replacing it with public facilities is that a public facility is defined as purely public, a government entity. Whereas public facilities and services is something where the city of Florence determines it to be necessary for the public health, safety, and welfare. It could be a nonprofit providing it. It could be some other entity providing it if the City of Florence determines that it's necessary for the public health, safety, and welfare. This translates to transitional housing. Emergency housing. By removing this, any references whereby public facilities are allowed now means only public facilities are allowed, not those services provided by a nonprofit. The Commission could decide to delay this change if you wanted to until later.

Chapter 10, Residential. There were multiple changes of family to unit. Also added are prefabricated dwellings to the list of allowed uses. Duet was removed, but doesn't mean they are not allowed. They're still allowed they were changed to single-family attached. The first item is an entire section that's been added on to the end of Chapter 10 for definitions to mobile home, manufactured home, parks, they were left out of the last Code update. There may be amendments that come back to that section when we come back for the next round because I did not codify it with our current definitions. Superscripts were added to the language at the bottom of the tables so that it is very clear.

Lot sizes for our manufactured homes were added and prefabs and duet were removed. Duplexes under the uses were added to low density, that will be required once we hit our population hits 10,000. The consultants just recommending were going to go ahead and make that change now. If the Commission doesn't like how, it was proposed just strike where it says, "where there is a conflict between these standards and standards elsewhere in code, the attached housing standards shall apply". Staff proposes striking it, maybe only be added to the open space section.

The manufactured home section that are outside of parks, the state now says that you cannot require manufactured homes to be any more complicated to build than or to provide than the single-family stick build. The multi-sectional statement was removed, also removed was the statement for greater than 1,000 square feet. The statement regarding building materials needing to look like the rest of the neighborhood was also removed because it is not clear and objective. In the historic landmark reference, the roof pitch was kept. Also kept was that the foundation needs to be backfilled and skirted.

Comm. Krause asked if it is a state mandate suggest that we can no longer preserve a neighborhood of a historic landmark.

FarleyCampbell: The way this could be resolved is that the only historic landmarks that we have in town are in Old Town, and we have architectural review standards that apply to homes in that district. You're not going to be able to put a manufactured home in the Old Town district.

Comm. Hauptman asked what the difference is between a manufacture and a prefab home.

FarleyCampbell explained that both are made in a factory. The difference is the standards. manufactured home is built to HUD standards to be more affordable and are built to State Building Code. The second

difference is that prefab may or may not be disassembled and then taken to the site and reassembled. Manufactured homes are never that way. Manufactured homes are trucked in. Prefabs are modular. They make the walls in the facility, and then they ship everything and stand it up.

Chapters 15 and 16, Commercial and Highway, had two changes. 1. Dwelling height was established for residential dwellings. 2. The addition for non-residential development the requirement for trash screening and for them to go to the chapter for design review.

Old Town District, had three changes from family to unit. Added Tri-Plex and Quad-Plexes. As explained at the initiation that whenever we were doing the housing code updates in 2019, we changed, we had single-family dwellings, and we had duplex dwellings, and we had multiple-family dwellings. We had three different things. Single is single, duplex is two on one lot, multi was at that time, three or more on one lot. We had three definitions. Then we changed that, and now we have single-family attached, which is actually referenced in Old Town as townhomes. But we didn't even have that design in code defined. Then multi-family went from three or more units to five or more units. Whenever that happened, we did not get into Old Town. We were staying far, far away from it because people were worried, we were going to get into the height discussion in there. We stayed far away from even touching 10-17 in 2019. Well, there's some things we need to clean up in there because we have developments that are doing this. It was certainly the intent for them to be able to build a three-plex if they wanted to because multifamily is an allowed to use in Old Town. But we got rid of... When we changed the definition, we excluded triplexes and quads, which were previously allowed. It's getting them back in there. I'm replacing the term townhome with single-family attached. Then the last thing is clarifying. Whenever we have now had a definition for single-family attached that applies to this chapter. In that chapter and in another one too, it says that single-family dwellings have pre-existing nonconforming standing, it didn't say detached, so I added the word detached to be clear that the detached have standing, that the attached do not

Comm. Ubnoske asked Director Campbell, about pre-existing nonconforming uses, and if somebody makes a change to the nonconforming use does the code require that it come up to current code?

FarleyCampbell: It's about the use and not a setback or the height or something like that. If they stop operating for a period of one year. The code requires that whatever the use, it has to comply.

FarleyCampbell: If it wasn't pre-existent and nonconforming. They will remain grandfathered, that was the term that I meant to use for the single-family detached dwellings. I also suggest a correction. On page one of 10-17 the word detached was missed. That's Area A, Area B, it was included it in Area C.

Chapter 23, just a handful changes. Family to unit. Another item that changed in that chapter was there's a reference to restricted residential district and that district doesn't exist anymore. It's known as the Low-Density district. Just codifying that 2019 change. Chapter 27, Main Street district, somewhat similar to the Old Town district. It covers this area along the highway from the bridge up to 10th Street along either side of the highway for about, it depends on where you're at, but a couple of blocks. Where it previously said single-family residential uses shall meet the standards of it was changed to single-unit, detached, residential shall meet the standards of the medium-density district. Clarifying the word detached in there. That's because single-family attached and triplex and quads are not permitted in that district, because high density was never permitted in that district. We've not gone through a process to consider whether triplexes or quads are appropriate for that district. North Commercial, changes family to unit. Residential development must meet the provisions listed in 10-10-9. That's only multifamily. If doing a PUD, you could do single-family attached, or triplexes and quads or cluster housing. In Chapter 10-30. If it's mixed-use, they can propose whatever, but they need to meet the code that applies to that dwelling type it expanded that to go to 10-10, not be just specific to that one section. Changes to 10-34 and 10-35 where explained. In 10-35,

Access and Circulation is a codified a comp plan policy. The codified Comp Plan policy is that when we've reviewed conditional use permits for houses. Comp Plan policies were explained.

Comm. Krause asked for clarification Main Street Chapter 27, triplex, quads, attached did you say you hadn't decided if that was going to be

FarleyCampbell: Explained that through the housing code update process, Main Street District did not get reviewed adding uses to that district. It's not something that was part of that process. A recommendation to add a change was not made. Multifamily had been listed as an allowed use in this district. Old Town where triplexes and quads were added. But multifamily is not listed as an allowed. Commercial, if it's a mixed-use, but is not allowed under the current code? Triplexes and quads could be added as an intended use unless the Commission wants to propose adding it to this they can. Title 10, Chapter 2, one of the proposed use changes in there included transitional housing is currently listed as not approved in any residential district. There's no code for transitional housing yet. The recommendation is to just keep it as it is with not being permitted, and then we will change it in accordance with whatever the public process is after 10-38. The recommendation that came from the HIPSAT, they hadn't made a decision on transitional yet.

Title 11 is Attachment 2 was explained to have chapters from Title 11, and that they all have clear and objective code changes. Tentative Plan Procedure. Says adequate public facilities are available or can be provided to serve the proposed parcels and directs the person to stormwater, Master Plan and to the documents. Title 11, Chapter 4, removes the word sufficient. Title 11, Chapter 5, removed the word orderly. The final item within that chapter, Title 11, Chapter 5 brings specificity for water hazards and coastal areas and directing the builder to the housing types rather than single-family detached within the design standards. Another standard that says that lot lines need to be as perpendicular to the road as possible which helps us with our lot line adjustment reviews when we do those. It just gives staff clear direction.

Comm. Ubnoske: asked about the right angles and that this might constrain development possibly on properties that have some topographic constraints and is wondering if the Commission would want to be so limiting with the right-angle lot lines or could some language be added like, "unless topographic constraints mandate otherwise". Can some flexibility be added so that the developer might be able to do something different.

FarleyCampbell: If the commission is interested, it would read something like, to adjust for encroachments, topographic constraints, or those that border existing non-right angle lot lines on curved streets.

Commission Agreed that it made sense to write it that way.

Comm. Hauptman: Asked about Title 10, Chapter 2, definitions and the statement there that says not to exceed 80 % of the Lane County median income adjusted, as determined based on data from the United States Department of Housing and Urban Development and that he was unable to find the median income for Lane County or Florence from Housing and Urban Development

The Commission discussed at length and staff recommended that the verbiage get nailed down before the July 11<sup>th</sup> vote.

FarleyCampbell: Recommended this get nailed down before July 11<sup>th</sup> vote.

FarleyCampbell: asked if there were any questions about the summary of changes.

Comm. Ubnoske: asked about traffic studies where it says 25 units as a cutoff for a traffic study and that the Commission has not been using the cutoff and wants to know that if the Commission is going to use 25 units or can there be some flexibility in terms of the language.

FarleyCampbell: Explained that what Commissioner Ubnoske is mentioning comes from Title 10, Chapter 1- Section 1, 4, B-C, and is regarding the additional of 25 or more single-family dwellings, or an intensification or change in land use that is estimated to increase traffic volume to 250 average daily trips or more per the ITE trip generation manual and is wondering if the Commission would want something different?

Chair Young: Explained about the ITE using a lesser generation number for single-family is the highest. Single-family is the highest. I think it's 10 trips.

FarleyCampbell: staff's interpretation is that it equals the 25 units. But it was to be inclusive and needs to address those commercial uses or other kinds of uses, maybe a multifamily that then would trigger it. Maybe it can be worded it a different way. It could say the addition of 25 or more single-family dwellings, period. And any intensification of land use that's 25, that would be probably the easiest way to do it.

The Commission agreed that this was the best way to word this.

Comm. Green: Asked if it count the type of street that people are entering? For example, Oak Street is really busy right now and it's going to get busier if it's extended through to Three Mile Prairie.

Chair Young: Explained how the TIA determines whether there is going to be an impact or not.

FarleyCampbell: The code was created back in 2012, and so it predates duets or single-family attached. This statement where it says, 25 or more single-family dwellings, it means detached because attached didn't exist in 2012. This is the opportunity to correct that language there, single-family.

Chair Young: A single-family detached is 10. The trip generation for single-family is 10. Single-family detached.

FarleyCampbell: said she will confirm with Mike Miller

Comm. Harris: Asked if the benchmark supposed to be the 250 trips?

FarleyCampbell: Confirmed

FarleyCampbell: a number of things have been proposed. Number one, we'll review it between now and July 11th and come up. It can be annotated here that we think or were in agreement that we want some clarity on this particular criterion. The second item is that we do have the transportation, the TSP STAC coming in, and they are presently writing and rewriting code related to the TSP update. There may be additional changes that happen, regarding 250 trips

Comm. Green: asked if the nature of the street that the trips are accessing make any difference between, what is it, local collector and arterial. Should that be considered as well?

FarleyCampbell: I'll ask them.

Comm. Green: If it requires a TIA, but if you stay below the 250, then the TIA is not required.

Chair Young: That's right.

Comm. Green: But 250 vehicles entering an arterial street or a collector, which I assume the street is going to be.

Farley Campbell, I mean, you could say if you think about it, an arterial is designed to accept more traffic. And so, there's less of a concern with the development and emptying onto an arterial or collector, then there is the same development emptying onto a local street. That's why the fire chief has got... That's why we've got code that says you need to have secondary access and they've got to be so far apart and all that.

Comm. Green: Would like to see what they have potentially already proposed.

Chair Young: See if the numbers are different. Or if they are not, maybe ask them to look at it since we have consultants doing it anyway. They've got all the data.

Comm Green: There's a lot of things coming to play. How close is that street to an existing and a stop sign or stop light. For example, Oak at 35th is so close to that stoplight at one-to-one. Even though it's a busy intersection, you can't add a second light.

Comm. Ubnoske: They have to look at stacking distance.

Comm Ubnoske: Asked about. Section 10-2-1-6-1, it talks about Type 1 reviews. And A-6, says that a modification to an approval or conditions of approval is a Type 1 review. And wanted to know if that mean that mean that an applicant could submit a request to change a Planning Commission condition of approval? Because A6 now reads, modifications to an approval or conditions of approval being a type one review.

Comm. Ubnoske is concerned with developers wanting to change conditions of approval.

FarleyCampbell: that would be a modification and staff does not change a condition that the Planning Commission makes but if there's some specificity that could be improved that, then I recommend it.

Comm. Ubnoske: It should say, modifications to an approval or conditions of approval that do not significantly change the original approval through or by the planning commission.

Chair Young: That's not clear and objective. Significantly is a bad word.

FarleyCampbell: In code there is a section that says "If there's a problem with the condition or the findings after publication" the applicant has 12th days after the approval, then staff is permitted to make that change.

Comm. Ubnoske: asked they could strike A-6 from the code,

FarleyCampbell: said she can come up with some language to provide some clarity with that modification.

Comm Ubnoske: asked about ADU design standards.

Staff explained the ADU Design standards and that they can be found in 10-10-6.



Comm Ubnoske: asked about the language about the building inspector inspecting every mobile manufactured park yearly.

Comm. Ubnoske: The questions were from the one about the building inspector is section 10-10-11-6-H and the other is 10-10-11-7.

FarleyCampbell: That this does not presently occur.

Comm. Ubnoske: asked if it should be left out.

FarleyCampbell said she will check with the building official

Comm. Ubnoske: wanted to know if there is a record book of current owners for every manufactured, mobile park.

Chair Young: That's the owners of. The park.

Comm. Green: asked about reducing the maximum size of an ADU.

FarleyCampbell: said this maybe something that you would like to consider or HIP Phase 3.

The Commission decided to put it on the list for the Phase 3 discussions.

FarleyCampbell: Director Miller got back to staff on the TIA trip count and said that he thinks that the trip count without. You don't even need to double-check it, but it's 9.62 trips per single-family detached.

The Commission discussed the possible need for a TIA.

Chair Young: asked if the plan is to find the additional information and do our deliberations and our Resolution on the 11th?

FarleyCampbell: said yes that the hearing won't close, unless the Commission wants to.

Chair Young: Let's not close it because we might have some public that wants to testify but wanted to know what the Commission thinks.

Comm. Hauptman: made a motion to leave the written record open.

Chair Young: asked if he wanted to leave just the written record open.

Comm. Harris: Closing the hearing and keeping the written record open?

Comm. Hauptman: didn't want to close the hearing and asked how the Commission could do that, because the Commission wants to have additional input on the 11<sup>th</sup>.

Chair Young If it's going to be new information, we need to keep the public hearing open.

FarleyCampbell: Since the TIA is still in flux, I mean, you've given staff pretty clear instructions on the affordable housing, but since everything else is pretty clear, you would want to leave it open so that people can testify if they have a concern about what you pick.

Chair Young: So, do we need a motion to keep it open?

Hauptman: motioned to keep the meeting open until July 11, 2023.

Young: Second. Commissioner Green?

The vote was to continue the Commissions discussion on this resolution on July 11<sup>th</sup> 2023

Comm. Ubnoske: yes

Comm. Green: yes

Comm. Hauptman: yes

Comm. Krause: yes

Vice Chair Harris: yes

Chair Person Young: yes

Motion Carried: 6-0

Time: 7:47

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#### **Item # 5 on the Agenda Action Item: 2023-2025 Workplan Subcommittee Selections**

Meeting Opened: 7:48

FarleyCampbell explained what Work Plan Subcommittee is and that the Commission may want to defer this until your new person is here and gets appointed. There are 4 agenda items on this topic, see Power Point attached. The subcommittee that was working on that was Commissioner Harris and Commissioner Miller working with Planner Kurth now that Commissioner Miller retired that just leaves. Commissioner Harris remaining. It was an opportunity to get some help. It won't be the next phase of the housing code updates, but we do want to get at least a program started, like the registration of them at a minimum.

Comm. Ubnoske and Comm. Kraus said they would be interested in working on this sub-committee.

Young: Okay, so, Commissioner Kraus, Commissioner Ubnoske, and Vice Chair Harris.

Chair Young: Asked about the transitional housing.

FarleyCampbell: Explained that transitional housing is not a work plan item but that she is working with the transitional housing subcommittee on it.

Planner Kurth: The subcommittee did a recap and that is broken on HIP was March 25th. I'll send a link out for review for Commissioners.

Slide #2: Time Place Manner: See attached power point

FarleyCampbell: Asked if any of the Commissioners wanted to work on this work plan item.

Comm. Hauptman: asked for an explanation on what Time, Place, Manner is.

FarleyCampbell explained that it is: Where, Where, When.

The Commission and staff discussed the topic.

Chair Young and Comm. Green said that they would like to be on this sub-committee.

**Slide #3: Dark Skies Amortization:**

Chair Young: asked when the Dark Skies amortization period begins

Farley Campbell: Said that the period ends January 1, 2025. But the Commission can look into educating people so that they are not surprised and what I see this looking like is just somebody coming up with some language to that can be put into a newsletter, that can be added to the website, coming up with maybe a website design or something, a brochure, like what lighting is allowed, things like that.

Ubnoske asked if this is going to potentially change our code requirements in terms of what we allow in terms of lighting now?

FarleyCampbell: That's what this entails, is just doing the research to figure out what kinds of things are out there and what can code change. It can be saved for another time as well as the other Amortization I just wasn't sure what people would be interested in, so I put several items down there.

Comm. Green: asked if Public Works already done any research on this topic.

FarleyCampbell said she will check with Public Works.

Asst. Planner Kurth asked if this included residential lighting.

FarleyCampbell: said that it does.

FarleyCampbell said she will check with EMAC to see if they might help on this topic.

FarleyCampbell: The new person may be interested in something as well. The new Commissioner interviews are being done on July 6<sup>th</sup> and the Appointment will be made on July 17<sup>th</sup> 2023.

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

**Directors Report:**

FarleyCampbell:

This Thursday, TSP the last meeting of the STAC Stakeholder Transportation Advisory Committee. It's our last meeting. TSP draft is on the website. Then you will be having your work plan on that same topic. July 11th here with Planning at the FEC. With the City Council.

Then after Joint meeting, we will be continuing the housing discussion at that meeting. The Planners met on Monday and many of our applications are missing either payment or a crucial piece to actually deem them accepted. We're proceeding with what we have.

Chair Young asked if any of the Commissioners were going on vacation during July and August.

None were, but that she would be gone in September.

The City Block Party will be July 14<sup>th</sup>.

EMAC Black and White event will be in August it's a recycling event.

National Night out is August 1st in Miller Park.

**Calendar:**

July 25<sup>th</sup> is the next regular meeting and we have scheduled for that meeting is a Cannery Station extension for their subdivision. This is the last one. The Extension will be for one year, if the Commission approves it. The other item is a design review for attached units, which I've already discussed with you previously. That's what's on the agenda for that night. Lindsey needs to do her training of the Commission which will probably do in August.

That's all right, because a new person will be here by then.

The meeting adjourned at 8:17 PM.

**ATTEST:**

Sandra Young


Chair

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Sharon Barker, Planning Technician

## HIP Phase 2 Code Update

Resolution PC 23 11 TA 02  
Ordinance No. 6, Series 2023

6/27/23



## Introduction & Timeline

**HIP Phase 1: Residential Code Update--2019**  
**HIP Phase 2: C&O, needed housing, family**

- **March-September** – Work sessions by CEDC, Housing Sub-Committee, PC & CC
- **May 23<sup>rd</sup>** – PC Initiated
- **June 27<sup>th</sup>** – PC evidentiary hearing
- **July 11<sup>th</sup>** – PC Recommendation (tentative)
- **July 17<sup>th</sup>** – CC Final Public Hearing (tentative)

**HIP Phase 3:** transitional & emergency housing standards, Clear & Objective-hazards and coastal goals

## Noticing

May 23, 2023 — DLCD PAPA Notice, On-line  
June 21, 2023 — Register Guard publication  
June 30, 2023 — Siuslaw News publication (Council)  
Property owner notice – Not required

## Applicable Criteria

**Florence City Code, Title 10:**

- Chapter 1: Zoning Administration, Section 10-1-3 Amendments and Changes, Section C Legislative Changes
- Chapter 1: Zoning Administration, Section 10-1-1-6-4 Type IV Procedure (Legislative)

## Applicable Criteria

**Florence Realization 2020 Comprehensive Plan**

- Plan Adoption, Amendments, Review and Implementation
- Chapter 1 Citizen Involvement, Policies 2-6
- Chapter 2 Land Use, Policies 3 & 7 and Residential Section 7-9, Commercial Section 3 & 10
- Chapter 10 Housing Opportunities, Policies 7, 10 & 13
- Chapter 12 Transportation, Policies 8, 9, 26, & 27
- Chapter 13 Energy Facilities and Conservation, Policy 3

## Applicable Criteria

**Oregon Land Use Planning Goals**

- Goal 10 Housing Chapter 1 Citizen Involvement

**Oregon Revised Statutes (ORS)**

- ORS 197.303
- ORS 197.307
- ORS 197.480
- ORS 197.485(1)
- ORS 197.610(1) – (6)

## Applicable Criteria

### **Oregon Administrative Rules (OAR)**

- OAR 660-008-0015
- OAR 660-012-0060
- OAR 660-018-0020
- OAR 660-015-000

### **State legislation adopted:**

- House Bills: 2001 (2019), 2585 (2021) 2008 (2021) 4064(2022)
- Senate Bill: 8 (2021)

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## Summary of Changes

### **Exhibit B: Title 10, Chapters:**

- 1: **Administration**--Family to Unit, Type 1- remove access duplication, Change of Use greater than 5 spaces move from type 3 to 2
- 3: **Parking**--Remove ADU parking requirement, Add congregate care, Change boarding house from occupancy to bedroom, add bicycle parking at increase in use.
- 6: **Design Review**—Family to Unit, provision for private utilities and facilities

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## Summary of Changes

### **Exhibit B: Title 10, Chapters:**

- 2: **Definitions**: -- Affordable to match Census, Boarding occupants removed, density to include private utilities, family to household 8 or fewer bedrooms, family to household or unit, duet removed, dwelling-clarification on non-rec, add pre-fab, 8 or fewer bedrooms, meet BCD construction, add congregate, prefab, private and public facilities, remove public facilities and services.

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## Summary of Changes

### **Exhibit B: Title 10, Chapters:**

- 10: **Residential**—Add mobile home/manufactured definitions, family to unit, add prefab, add duplex to Low Density, lot size for manuf. & pre-fab, manufactured homes outside a park—no standards not imposed on single unit detached dwellings, transitional—not permitted to conditional—change perform later.
- 15 & 16: **Commercial & Highway**—establish height for residential, non residential add trash screening and design review
- 17: **Old Town**—family to unit, add triplexes & quads, replace townhome w/SFA, clarify SFD nonconforming.

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## Summary of Changes

### **Exhibit B: Title 10, Chapters:**

- 23: **Planned Unit Development**—family to unit
- 25: **Professional Office**—Change to clear and objective residential standards
- 27: **Mainstreet**—family to unit, clarify single family detached.
- 30: **North Commercial**—family to unit, clear & objective, design review criteria, clean-up zoning district language.
- 34 & 35: **Landscaping and Access**—family to unit & backing out onto a local not collector or arterial.

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## Summary of Changes

### **Exhibit C: Title 11, Chapters:**

- 3: **Tentative Plan**--Clear & Objective to include utilities design source references & criteria.
- 4: **Final Plat**--Clear & Objective—establish height for residential, non residential add trash screening and design review
- 5: **Platting Standards**--Clear & Objective and lot line placement

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## Testimony

### Public Testimony

- None

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## Staff Recommendation to PC

Approve Resolution PC 23 11 TA 02 – a Resolution recommending approval of proposed code changes with amendments to the Florence City Council.

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## PC Alternatives

1. Recommend to approve as presented;
2. Recommend to approve as revised;
3. Recommend to deny the proposal;
4. Modify the findings or code and recommend approval, or
5. Close the hearing and/or keep the written record open and reconvene on a date certain if more information is needed.

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## Planning Commission Recommendation to City Council

- PC finds that the proposal meets the criteria, and **recommends approval** of PC 23 11 TA 02 recommending approval to Florence City Council

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## Questions?

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# PLANNING COMMISSION



## *2023-2025 WORK PLAN: SUB COMMITTEE*



# PLANNING COMMISSION



## *SHORT-TERM RENTAL: REGISTRATION PROGRAM & CODE UPDATE*





## PLANNING COMMISSION



*LAND USE PROCESS EDUCATION:  
DEVELOPERS, PROPERTY OWNERS, &  
BOSSINESS*



## PLANNING COMMISSION



*TIME PLACE & MANNER:  
METHADONE, KETAMINE, PSILOCYBIN,  
ADULT ENTERTAINMENT*



# PLANNING COMMISSION



## *DARK SKY CODE: AMORTIZATION EDUCATION*



# PLANNING COMMISSION



- REPORT & DISCUSSION ITEMS*
- PLANNING COMMISSION REPORT & DISCUSSION ITEMS*
  - DIRECTOR'S REPORT & DISCUSSION ITEMS*



# PLANNING COMMISSION



## PLANNING COMMISSION CALENDAR

<b>Date</b>	<b>Time</b>	<b>Description</b>
July 11, 2023	5:30 PM	Joint Work Session with City Council at FEC
July 11, 2023	7:30 PM	Regular Session at FEC
July 25, 2023	5:30 PM	Regular Session
August 8, 2023	5:30 PM	Regular Session
8. ADJORN		