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

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

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

Commissioners Present: In Person: Chair Sandra Young, Commissioner Debbie Ubnoske, Commissioner Laurie Green, Commissioner Eric Hauptman, Commissioner Wendy Krause,

Excused absence: VC Kevin Harris, Commissioner Renee LoPilato

Staff Present: Community Development Director Wendy FarleyCampbell, Assistant Planner Clare Kurth, Planning Technician Sharon Barker (virtually), Contract Planner Roxanne Johnston

At 5:34 PM, Chair Young opened the meeting, Assistant Planner Clare Kurth gave the roll call. Commissioner Green led the flag salute.

There were technical difficulties, and had to reconvene at 5:39

1. **APPROVAL OF THE AGENDA**

Start Time: 5:39 PM

Action: Approved

Motion: Comm. Hauptman

Second: Comm. Green

Vote: 5-0

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

2. **APPROVAL OF THE MINUTES:** no minutes to approve

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

No public comment for items not on the agenda.

Chair Sandra 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

Comm. Green declared that she added a couple of responses to a next-door social media thread regarding information about the agenda for tonight's meeting and quoted some city code on business licensing. Comm. Ubnoske declared that she did the same thing.

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 **Resolution PC 23 08 DR 02**

RESOLUTION PC 23 08 DR 02: Hwy 101 Dollar General Design Review

The Design Review application was submitted by Kirk Farrelly, PE, of Capital Growth Buchalter as represented by Charlie Severs, PE, JSA Civil, LLC, to request a Design Review for a +/- 10,640 sq. ft. Dollar General retail store on an undeveloped parcel located between Chen's Restaurant and Burger King on Hwy 101 and 35th St. The proposal includes considerations of the store's exterior architectural features, color palette, parking, lighting, landscaping, pedestrian walkways, access, utilities and more. The property is zoned Highway District, regulated by Florence City Code Title 10, Chapter 16.

Meeting Opened at 5:46

See attached presentation slides

The staff report was presented by Contract Planner Roxanne Johnston. Johnston explained the location of the proposed Dollar General to be north of the intersection of 35th St. and Hwy 101. She explained that the access to the project is tied into the Burger King location by a feature termed a "pork chop". Building elevations were explained and that there are canopies surrounding the building and they are 3' deep, and approx 10' tall and meet the height requirement and are part of the features that were chosen to decorate the front with. The colors, materials, and spandrel glass were explained. It was explained that trees are required to be planted in each parking island and will need to be shown in a landscape plan. The existing 6' fence will need some repairs and Johnston would like to see a condition that the applicant maintains the fence. Additionally, she said that the applicant needs to resubmit their stormwater plan or revise it, because they need to show that they are going to be using the best management practices from the stormwater manual for the rain gardens. A vision clearance area has been conditioned. A pedestrian walkway to safely connect to Burger King is on the plans and bicycle parking is in front of the store. The applicants provided a TIA in October 2023 with current and planned seasonal adjustments geared towards Florence. ODOT provided testimony that the applicant met the Oregon Highway Plan threshold for having both of them. Civil West Engineering (city's contract firm) said that the intersections and queues operate with acceptable standards, and that Condition 8.1 is to supply ODOT access approval which is a form that was given to staff to complete after the Planning Commission has made their decisions. The stormwater conveyance system was explained showing the direction the water would be flowing. The applicant has been conditioned to supply a revised plan so they meet the Florence Stormwater manual. Exhibit F and G regarding the soils on site was explained and that a Geotech report was performed. The need for a minimum of a 10' separation between the electric, stormwater, and sewer lines was explained and a revised lighting plan will be required. The applicant will be supplying the building department the plans for signage. There will need to be a barrier put up to protect the bicycle parking from vehicles.

Johnston said that staff would like to strike Conditions 4.5 5 that proposes the parking plan to include a 9'

wide ADA parking. The national code requires 8' wide ADA parking and because the applicant is proposing a van accessible area as well, they don't need the 9'. Staff would also like to have bicycle parking be marked.

Condition 5.2 staff proposed an amendment to that condition also.

Design review will expire November 14th of 2024 if no substantial work has been completed.

Condition 7.2 has to do with lawn and grass and can be amended to add more stormwater plantings. Condition 7.4 is being stricken because the applicant does not need to submit an irrigation plan, because applicant is not going to irrigate according to the landscape plan, but that staff will make sure that the plantings are being taken care of the way they are supposed to be. There will need to be a tree in each parking lot island.

There will need to be crossover easements that make sure that all legal documents between Burger King and Dollar General are in writing and recorded. The best place for a fire lane was discussed.

Condition 9.1 Public Works wants to provide specific water system fittings and will need to have a Public Works approved water and wastewater plan. The applicant is going to need a permit from DEQ because the property is almost an acre, which will need to be provided to the City.

There needs to be a revised photometric plan to comply with maximum lumens and show height of wall pack mounts, also the lighting will need to include signage lighting.

Storm water plan and best management practices. The applicant already provided staff with a stormwater operations and management agreement, but they will be filling it out and staff need to make sure that is all done at the very end.

Alternatives were listed, with staff asking for Alternative 2 – review and recommend changes to the proposed design review finding and approved as amended and continue the public hearing to a date certain if more information is required, because they wanted to take a little bit of time and do some amended proposed design review changes to some of the resolution.

Comm. Green asked about the lighting plan and if it take into account the effect of the lights at Burger King. Johnston said that Burger King is non-compliant at this time, but that staff can just give the applicant information for them to consider. Comm. Green said she thought that was important.

Comm. Krause asked about the lighting on that east side that is facing the residential area and the height of the lights. Staff replied that the lights for residential areas is 20' and the wall packs are a little over 10' high and are shielded downward and shouldn't cause any problem.

Comm. Ubnoske wanted to know the purpose of the 4' block wall. Staff said they weren't sure but that if the Commission wanted to add a condition for the applicant to maintain the 6' fence then their screening is meeting code. FarleyCampbell said that the block wall separates the stormwater retention system from the buffering so that the plants don't slough off into the stormwater system. Comm. Green asked who the fence belonged to.

Johnston cited FCC 6-6-3 Articulation and Detailing into the record, and explained that each floor has to contain at least three design elements. It was pointed out to staff that the applicants recessed their front door. There is a sliding door in front of the bicycles containing a 2' recess. There was discussion by the

Commission that if the applicant is going to recess, it should have been 4', but the other thing that they could choose from would be a 2' outward entryway for articulation and that the applicants must choose at least two things from that section of code. But they do need to provide an articulation.

Comm. Ubnoske asked if there is a loading dock. Staff answered that they are not required to have one because the building is less than 20,000 sq. ft. Exhibit E shows the turning radius for the trucks. Comm. Ubnoske asked if the mechanical equipment needed to be screened. Staff said that it did not need to be screened.

Comm. Green asked if the Commission could make a recommendation to the applicant to see if they could schedule deliveries with Burger King. Johnston said she would add that to the informational.

Comm. Green wanted to know if there will be any mature trees that are going to be removed and that she would like a record of the trees before removal so that the Commission knows what trees are being removed. Johnston stated that the existing trees are shown in Exhibit C. She also stated this could be conditioned.

Applicants Kirk Farrelly and Charlie Sievers attended virtually and gave their name and address for the record. 6:34 pm

The applicants explained their credentials and their project to the Commission.

Farrelly said that the adding of the trees to the landscape islands shouldn't be a problem, and the spacing out of the plants at the rear in the rain garden, they will work with staff to make sure that condition is met. He explained what the rock wall is for and that it provides additional volume in the rain garden. They will work on the lighting and that the wall packs are 12' in height, they will try and model what they have to in order to comply with Burger Kings lighting plan. They will try and reconstruct the part of the fence that is falling down and don't have a problem with the maintenance of the fence. They will try and coordinate their deliveries with Burger King. They will comply with the condition regarding the irrigation system. They will work with their architect regarding the 4' recession. The trim and the downspout colors in the detailed building plans, they will match whatever color palette selections that City staff feels appropriate.

Chair Young asked if there were any questions.

Comm. Hauptman asked the applicants if they are engineers and not the actual representative from the company. Farrelly explained his role with the company. Comm. Hauptman asked applicants if they are going to be able to find the work force to man the store. Farrelly said that the corporation takes all of that into consideration when searching for a site to locate a store.

Comm. Ubnoske asked about fence separating the residential use abutting commercial having a block wall, she wanted to know if the applicant would be open to having a block wall. There are also concerns about the elevation color and the need for more information on the color of the trim and the downspout and concerns about the awnings being metal in our climate. The Spandrel glass is a concern as well. The applicant was asked if they were open to suggestions from the Commission in terms of design. The applicant said that they are open to suggestions like for the trim color and things of that nature.

Comm. Green said the color signage is a corporate branding decision.

Comm. Krause said that she does not have an issue with the white and dark contrast and that she likes contrast in design.

The color palette and the building's false front was discussed.

Comm. Green wanted to know if there was pole lighting on the property. Johnston showed a slide and used the pointer to indicate that there is one pole and that it is about halfway on the landscaped area in the front parking lot adjacent to the Hwy 101.

Chair Young asked if the lights go off an hour after the store closes, and that should probably show on the revised lighting plan.

The applicant was asked if they have read the staff report, and they said that they had.

The only public testimony received was from Ivy Meadows and wasn't code related, mailing address was not supplied and the project was basically opposed in general.

Johnston and FarleyCampbell listed and explained the proposed amendments to Conditions. For the record condition 4.5 it says the ADA needs to measure 9'. After discussing the need for only an 8' wide ADA stall aisle, it was proposed to strike Condition 4.5. Condition 5.2 was to be amended, and is to read the trim, door and downspout color shall be provided with the building permit application and shall meet FCC 10-6-6-3-A. Comm. Ubnoske wanted to know how they would know what color they are approving. Comm. Green they will use the color palette. Johnston said it will be muted.

Colors were discussed.

The size of the store was discussed. Applicant said that the store will be 10,640 and the larger stores they have are 12,480

Condition 4.6, is proposed to read, "The bicycle parking area shall be clearly marked and reserved for bicycle parking only in accordance with FCC 10-3 and 10-G and barriers shall be erected to prevent vehicles from encroaching within the bicycle parking area."

Condition 5.2 the trim, common door and downspout colors shall be provided with the building permit application and shall meet FCC 10-6-3-A.

Condition 5.4 in conjunction with building permit application, the building entrance articulation shall be increased to 4ft in depth. The front articulation was discussed.

Comm. Ubnoske would like to see real glass in the building and has a concern with metal awnings rusting in Florence's climate. Johnston said they will ask the applicant just as an informational if there is another coating they can use on the metal. The applicant said they will find a coating that works with the climate.

Comm. Ubnoske asked about the spandrel glass and the applicant explained why they use that type of glass.

Johnston continued with the proposed changes to the conditions and said Condition 7.2 is going to read, "Prior to the issuance of building permits, the landscape plan shall remove landscape specification, or modify these to change in stormwater plantings." Johnston So per FCC 10-34-3-2-D if any existing trees are to be preserved, these shall be delineated on a recent aerial photo or site plan drawn to scale.

Condition 7.3 was proposed by Johnston to be removed.

About Condition 7.4, Johnston said “The applicant shall provide a final irrigation system plan, obtain an irrigation permit, and shall install a backflow prevention device for FCC 9-2-3-5 in coordination with Florence Public Works.

Related to Condition 7.1 Comm. Green wanted to know if the mature trees that are being removed be on the scaled plan. Johnston said there are 3 trees. Comm. Green said that she would like those documented.

Johnston continued reading the change for Condition 7.4. “The applicant shall provide a final irrigation system plan.” We strike the rest.

Comm. Hauptman said that he would like to see the meeting be continued.

A two-minute break was announced, Comm. Hauptman left the meeting.

Meeting reconvened at 7:17 and that for the record Commissioner Hauptman had to leave for personal reasons.

Comm. Ubnoske said that she would like to continue the because she would like to see a redesign on the front of the building. She would like to see greater articulation and a muted color palette, would like to see real glass in lieu of the spandrel glass.

Comm. Krause said she didn’t have any comments.

The applicant was asked by Chair Young if he is ok with the meeting being continued to the 12th of December, after much discussion it was decided that the 12th is ok with the applicant.

The applicant was asked if they would provide a 120-day waiver, and they said that they would sign a 120-day waiver.

Comm. Green asked if the Commission would be asking for all new elevations and graphics to show the four-foot recession.

Kirk Farrelly asked if he could have the Commission’s assurance that the application would not go the full 120 days.

Chair Young, “If the materials you submit are complete and we’re able to make a decision on the 12th and it’s not appealed, then the application is complete.”

Farrelly asked about the real glass and that the only problem is on the front of the store you have a service closet, restrooms, water, phones, an office and the breakroom. These are all adjacent to the front wall and that is why they use spandrel glass.

Chair Young: “So we're at the point now where we decide whether to close a public hearing and do our deliberation. The Planning Commission may elect to close the public hearing this evening. If the Planning Commission has additional questions it wishes to hear additional evidence on, the Commission may elect to either continue the hearing to a future meeting or may close the hearing if we keep the record open for a set period of time within which the public may submit written evidence and argument.”

The closing of the hearing and the need for more information and the setting of a date certain was discussed.

Comm. Green moved to continue the hearing on resolution PC 23, 08 DR 02 Highway 101 Dollar General Design Review to December 12, 2023

Seconded by: Comm. Ubnoske

Comm. Ubnoske: yes

Comm. Krause: yes

Comm. Green: yes

Chair Young: yes

Motion Carried: 4-0

Open: 5:46

Closed: 7:48

RESOLUTION PC 23 19 CUP 02– Laurel & 7th Residential Use - Castleman

Marion Castleman, property owner, submitted an application to request a Conditional Use Permit (CUP) to develop a Mainstreet Area B lot with a single-unit dwelling and a temporary CUP for the use of an RV on the construction site. A variance has also been requested for a decreased front and rear yard setback of 5 feet. This project is to be located on two tax lots on the corner of 7th Street and Laurel Street as seen on Assessor’s Map 18-12-27-44, Tax Lots 05602 and 5601, regulated by Florence City Code Title 10, Chapter 27.

Open the Public Hearing at: 7:33 P.M.

See attached presentation slides

Assistant Planner Clare Kurth gave the staff report explaining that the application before the Planning Commission tonight is a request to construct a detached single unit dwelling in Main Street Area B, which is a conditional use in that district. All the review criteria were listed on the screen. The additional conditions that are needed to help this lot be compliant or be compatible with the adjacent uses were discussed. Are there addition development standards that are required? There are no pictures of the proposed unit in the packet because design review is not required for single unit dwellings.

Slides were shown and the conditions were explained. This isn’t a design review, but just to make sure that we have kind of comprehensive coverage of some of these items and additional considerations. There isn’t a time requirement for construction, but that was something that maybe I thought the planning commission would want to consider. That is something that's allowed to be required in code for a conditional use permit. If you want to see a specific timeline, whether it's six months, conditional use permit is only good for a year. It would have to be within a year. But if we wanted to see construction happen a little bit quicker, building permits be pulled in 90 days instead of a year. It's a consideration time requirement for construction to be completed. Moving on to the temporary construction site dwelling. One of the ways that that can be used is as an RV, which is what is being proposed. So, the question is, does the temporary conditional use permit for the construction site dwelling meet code criteria of FCC 10- 4-12-E–3. And then the timeline is on the next slide, and some of the questions that might come up are, is this appropriate? Is this an appropriate timeline? Is there something more specific that needs to be specified. RVs are allowed to be stored on private property. There isn't a condition to remove the RV, just that there's an informational that it would have to be stored within normal city guidelines, but dwelling in the RV wouldn't be allowed afterwards. The property owner is proposing to dwell in this while the home is constructed. One dwelling is proposed.

Condition 6.4 requests that that RV be removed prior to putting in the carport.

The variance criteria were explained that in order to meet really specific criteria and to be eligible for variance and these criteria include that strict or literal interpretation would result in an unnecessary hardship, that this doesn't provide special privileges, it's not a detriment to public health, safety or welfare and that the variance is the minimal necessary to address problems or physical hardship. The proposal includes two requests. One is to decrease the front yard from 10ft to 5ft to allow for a covered front porch. The other one is to decrease the rear yard setback from 10ft to 5ft to allow for the carport or garage.

Comm. Ubnoske wanted to know if the applicant is installing a manufactured home or building a stick-built home. Kurth explained that the applicant is proposing a manufactured home. Comm. Ubnoske requested that the Commission ask the applicant for a timeline on when they anticipate getting the manufactured home on the site and then they can go from there in terms of setting a timeline for getting it on and getting the temporary RV off the other lot.

Comm. Green asked if construction had started and can a person have a temporary construction site RV on site before construction has started. Kurth explained that a temporary construction site has not been approved because that requires a Type III quasi-judicial approval through the Planning Commission and that hasn't been approved yet and that as part of the request for approval, and as the alternatives mentioned, the entire application certainly doesn't have to be approved, or it can be approved, that is your option.

Comm. Green asked if we approve the construction site RV to be temporarily there, can they limit its occupation of the site from the beginning of construction to the end of construction. Kurth, said the way the code is written is it would have to be removed prior to a Certificate of Occupancy being issued or within 3 days of the final approved inspection of the unit.

Comm. Green asked if the permits have been pulled. FarleyCampbell, said no but not for lack of trying by the applicant.

Comm. Ubnoske: asked for clarification on the Certificate of Occupancy. Kurth said that one can be issued within 3 days of the final approved inspection. Comm. Ubnoske said that she is leaning towards the #2 alternative because he can get an approval and not pull the Certificate of Occupancy for another year. Kurth said that staff can remove the Certificate of Occupancy from the condition and have it 3 days from the final approved if the Commission would like.

Comm. Green: the time has to align timewise. Then with the RV being removed before the construction of the carport, and does that play into the timeline of final approval. Kurth said a carport is an accessory structure, it's an accessory use to the primary use, which would be a dwelling. The City will not issue a permit for a carport prior to the residence.

Chair Young said that somewhere in the materials there was talk about removing the building materials and stuff that is on the site. That is not in our purview, and that is something for the code enforcement department to do.

Applicant Testimony:

Marion "Bud" Castleman spoke regarding his plans for the lot and that at present he is staying in his travel trailer on the lot and that he has paid all his fees for hookups and is just waiting for the outcome of this hearing. The manufactured home will be 15' wide by 50' long and is all new construction. There will be a slight deck and steps into it, he has it set up for a little carport. The carport and the driveway will be behind

the manufactured home. There will be a space between an existing property there that has wood fence all the through. The alley will be the access to the carport and driveway.

Comm. Green asked how wide the proposed porch will be. Castleman thought it will be 6'wide, but is still working on the dimensions.

Chair Young asked about the building materials that are on the site and if they are going to be removed. Castleman said that some of the materials will be used on site, and that he has blocks which will be the skirting around the manufactured home, and there is some stone there. He will be getting rid of the railroad ties in the next couple months.

Comm. Ubnoske said that she is still not clear when will Castleman be moving the manufactured home on the site, will it be two months or four months, or how long

Castleman anticipated having the home there hopefully by the end of April 2024, 5 months at the most.

Comm. Green asked Planner Kurth that if the porch is 6' wide and then you add stairs will that fit on the site after getting new sidewalks. Kurth said there will be room, and all the plans are reviewed by the building department.

Public testimony:

Pat Oliver: submitted written testimony, including pictures, and a speaker's card. The pictures were from the Laurel St. address and the applicant's other property on Hemlock St. in the City. The concerns are the RV that is on the site, the length of time that it has been on the site, and the proposed porch and how many feet it is away from the sidewalk.

Sarah Long would like to know how long temporary is, and that the RV has been on the lot for the last year or longer. Also does not like that the alley is busy and that there are building materials and other items stored on the lot, and that she feels the zoning people are not doing anything about their complaints.

Chair Young asked Ms. Long if she was opposed to the manufactured home being put on the lot, and she was not except that the size might not be right, she thinks that it is too much for a property that size. And is not happy with the alley access.

David Lapore: Is not against the manufactured home, but doesn't like how the lot looks and the number of visitors that come to lot. Also wanted a solid wooden fence between his house and the applicant's.

Dina Lapore: Doesn't like the condition of the lots and the items stored there. Wanted a definition of temporary, and that she did not get a Notice of Hearing.

Kevin Sparham: Wanted to know how long temporary is and that the applicant has been living in the RV and that he has built a privy on the lot. He opposes the temporary RV because he feels that the temporary status has been used up. He also does not like the condition of the lot. He is not against the building of the home; he just wants the lots cleaned up.

Pat Oliver: Concerned about parking off of the alley, and perhaps if applicant built a smaller home there were be more room for parking.

Planner Kurth explained the dimensions of the driveway is 20' long, and this lot is 42' deep, and the standard parking space in the city is 19 ft. If there is a 19-foot carport, and you have a 20-foot driveway that is 39', and then the minimum ten-foot setback for a parking from a rear property line. Now you're at 49' and you're encroaching in your neighbor's property. The lot doesn't have the dimensions to access off of 7th Street.

FarleyCampbell a quick comment about the depth of the lot and explained that the lot is 66' wide curb to curb, and about the face of the curb to the property line.

Laurie Matson, she understands why the building materials are on the lot and that the items are orderly and there is no garbage, and she is not opposed to him building a home on the lot.

Castleman rebutted by saying he is hoping to build a nice-looking house and that it takes awhile to get all the permits in order.

Chair Young asked the staff if they had anything to add.

FarleyCampbell said that most of the stuff brought up has to do with the nuisance code and the City doesn't regulate storage on properties that have a house on them. Privies are not allowed on properties and that staff will perform a site visit the next day.

Comm. Green asked if you needed a permit to build a shed. Kurth answered that shed 200 ft or smaller do not need a permit.

Public hearing was closed at 9:06

Comm. Ubnoske commented that there are a couple of issues that are going on, one being the code enforcement issue and that code enforcement needs to take a more active role and get rid of all the material on site. There is also a concern about the RV not being hooked up to sewer and water. She said that there needs to be a timeline for the placement of the manufactured home and the applicant thinks that he can get one placed by April 2024. There should also be a Condition on that parking will not encroach into the alleyway.

Comm. Green asked about the storage of materials on the lot, she doesn't think the Planning Commission has much to say on this issue.

FarleyCampbell, said the Commission could require a fence on the center property line between the two lots but that parcel one is not subject to the review at this time.

Comm. Green thinks that the RV is not currently in compliance and that there have been repeated delays in getting construction started and wanted to know if the Commission could require that the RV be removed until construction begins.

FarleyCampbell, said that the applicant will need a building permit, and once he does that he is in compliance.

Comm. Green asked that if the Commission approved the variances and the conditional use permits and the applicant pulls the permits, would he then be in compliance with the RV.

FarleyCampbell said that if he has some sort of construction permit, the RV would be in compliance. Code enforcement will investigate the complaints about the condition of the lots.

Comm. Krause asked if the commission could ask that a fence be built on parcel 1.

FarleyCampbell said that this is a jurisdiction issue and that before the Commission today is construction on parcel 2 and that a fence is a permanent thing.

The height of the fence for the lot was discussed.

Chair Young said that she did not think that there were a lot of questions about the manufactured home and the variances, it is mostly about the items on the lot.

Comm. Green said that she has reservations about the 6' porch and if it is too wide for the lot, but will let the building department review the plans and decide on that issue.

Chair Young, thinks that the Commission is kind of in agreement on what the Commission is in favor of. And that they can either approve the Conditional use for the temporary RV or not, and that they can suggest that the whole thing be cleaned up by the time he has the C of O for the manufactured home.

There was more discussion as to where the applicant currently lives.

Comm. Ubnoske said that she is inclined to have the RV stay and approve it as part of what the Commission is approving tonight, but to condition it to get all the necessary permits to make it habitable.

Chair Young explained the process of getting water and sewer permits and the time it takes.

Comm. Green wanted to know what kind of timeline was the Commission looking at and can the applicant apply for them directly.

There was discussion on when the permits could be issued and about the permit for the construction site dwelling. Once the permits are issued Public Works will make the connections immediately.

The Commission discussed the timeline for placing the manufactured home and came up with 180 days after the appeal period ends. Comm. Green said they should also say something about removing the RV within 3 days of final inspection, and that by a certain date all the remaining materials on parcel one would be gone.

Chair Young: I would move approval of Resolution PC 23 19 CUP 02 Laurel and 7th Residential use Castleman as follows: approve the conditional use permit on parcel two together with the variances to the front and rear yard lines to 5ft. Complete the mobile home to be placed on the site within 180 days of the end of the appeal period of this action to approve the conditional use permit for the temporary RV to be located on parcel one, the RV to be removed within three days of the final inspection on the manufactured home. And that the temporary RV comply with all City Codes during the period that it is on the lot and the excess materials after the construction of the mobile home that are on the lot be removed by that same date.

Motion by: Chair Young

Seconded by: Commission Green

Comm. Ubnoske: yes

Comm. Krause: yes
Comm. Green: yes
VC Young: yes
Motion Passes: 4-0

Open Public Hearing: 7:33
Close Public Hearing: 9:06

Reports and Discussion Items:

The Planning Commission did not have a report or any discussion items

Directors Report: Planning Director Wendy FarleyCampbell

The TSP went into effect and today is the 30th day. She will be putting together the work plan for the City Council's agenda for the next 6 months. If the Commission has any priorities on the work plan that you would like staff to start bringing to you, let us know. Considering tonight's extensive discussion on RV use on private property, and for those that listened to or had participated in the HIP meeting last week, our proposed code to allow RVs on private lots, we just got a taste of what that could look like. With that in mind, just be thinking about that as you are then going into your work session on the Fourth with the Council on Considerations.

Calendar:

The next meeting is the 28th of November and there are two items scheduled, actually we are down to one, which is the Central Lincoln PUD's barbed wire fence is the application that will be considered. The Siuslaw School District is changing their plans, but once they are done the Commission will be hearing that application staff will send out revised noticing when we get the new plans. The barbed wire fence hearing may not take to long, if the Commission would like to present anything else just let staff know.

Comm. Ubnoske: I'd like to get the short-term rental on there. We've had difficulty getting together, but we'll try and get together one more time. And if we can't, maybe I'll just email Wendy and Kevin and try and consolidate some recommendations that we can at least initially present to the commission. You guys can work through it, bring initial ideas or decision points and work through those items. And then your next meeting after that.

Next meeting is the 28th and we continue Dollar General, and they are supposed to bring a request to extend 120 days of approval.

Joint City Council and Planning Commission work session on December 4th, regarding the housing code. The Commission will be initiating this on December 12th.

Comm. Green asked if this would include transitional housing. FarleyCampbell said that it will be transitional housing and does not include camping because camping is not proposed to be a land use item. Camping is proposed to be in Title 1.

Pine Crossing subdivision is complete and is a Type 2.

The continuation of Dollar General on the 12th and they should submit the materials that staff asked for.

Kurth: A couple meetings ago, Commissioner Ubnoske had mentioned wanting to see Type 2 applications to decide if they should be called up to a Type III, we will make sure we send out an email, so that you are aware of Pine Crossing status.

The meeting adjourned at 9:49 PM.

ATTEST:

Sharon Barker, Planning Technician

Sandra Young

Chair

36th & Hwy 101 Dollar General Design Review

PC 23 08 DR 02



Introduction

- Kirk Farrelly applied for DR of Dollar General
 - On behalf of Ohran Properties Oregon 101, LLC
- Proposal:
 - building
 - parking areas
 - landscaping
 - stormwater management facilities, and
 - other site improvements.

Introduction

- Site undeveloped & zoned Highway District
 - Regulated by FCC Title 10 Chapter 16.
- June 13: Application submitted
- Oct. 3: Deemed complete
- Oct. 23: TIA submitted as requested
- Oct. 25: NOH mailed & property posted
- Nov. 10: Media notice in SNEWS

Criteria

Criteria applying to this matter include:

Florence City Code:

Title 10 Chapters:

- 1: Zoning Administration, Sections 1-4, 1-5, 1-6-3, & 1-7
- 3: Off-Street Parking & Loading, Sections 2 to 5 & 8 to 10
- 6: Design Review, Sections 4, 5, 6-3, 6-4-G, 7, 8, 9, and 11
- 7: Special Dev. Standards, Sections 7-6-3-H & 7-6-A
- 16: Highway District, Sections 1, 2, 4, 5, & 7
- 34: Landscaping, Sections 3, 4, & 5

Criteria

- 35: Access and Circulation: Sections 2, 3, & 4
- 36: Public Facilities, Sections 2-5, 2-16, 2-17, 2-18, & 3 thru 8
- 37: Lighting, Sections 2 thru 6

Florence City Code:

Title 9 Chapters:

- 5: Stormwater Management, Sections 3, 4, & 7

Florence Realization 2020 Comprehensive Plan:

- Chapter 2: Land Use, Commercial Policy 9
- Chapter 12: Transportation Policies 13 & 29





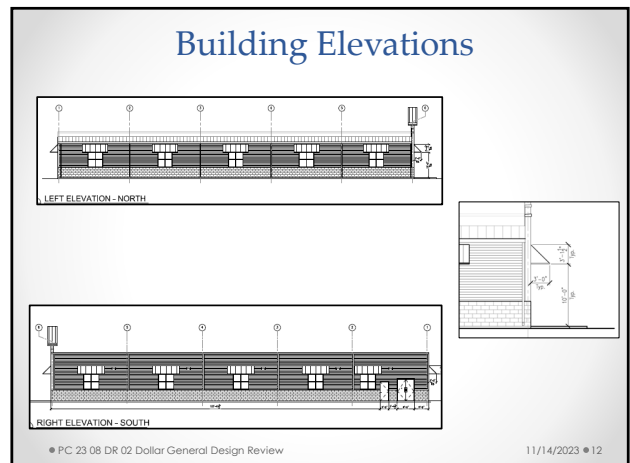
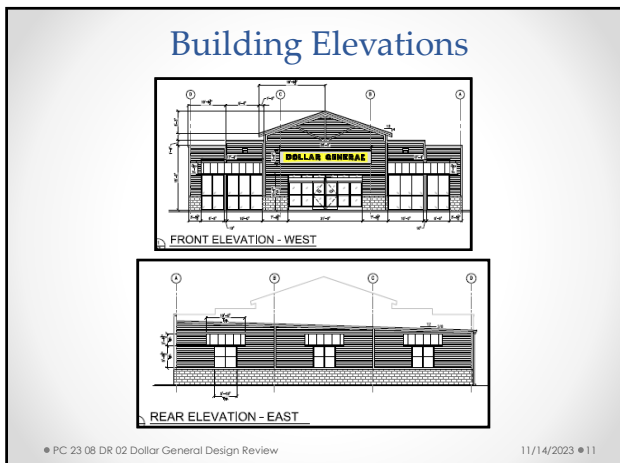
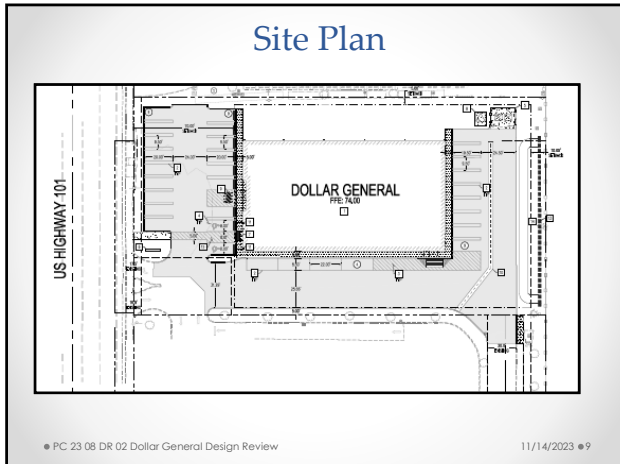
Zoning

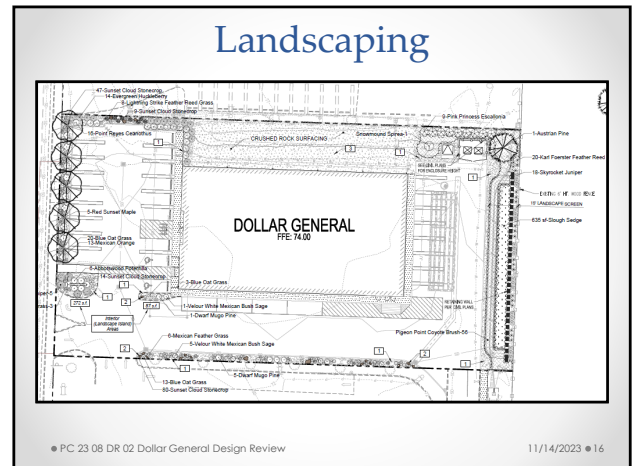
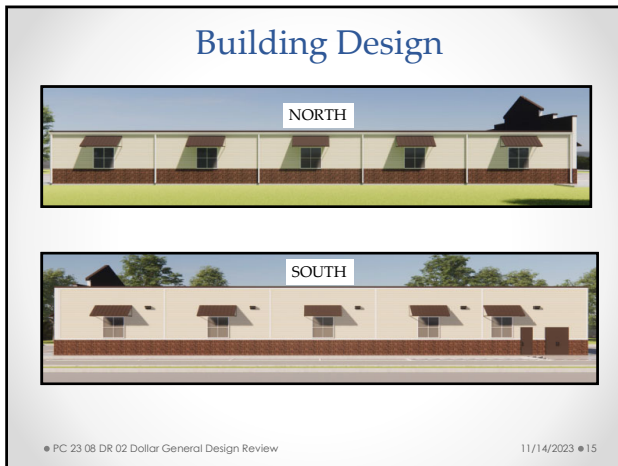
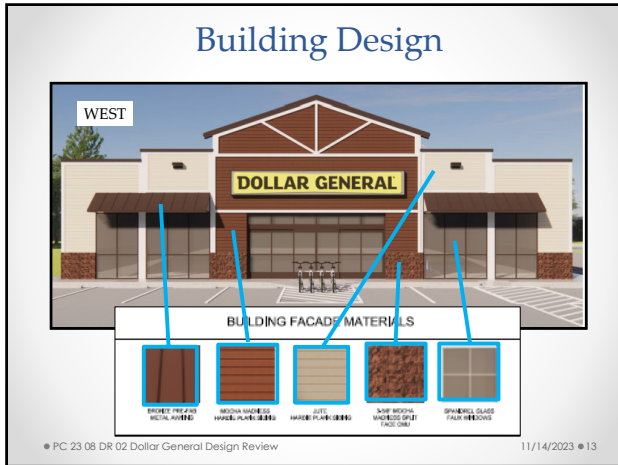
- Highway District
- Highway Comp. Plan designation

Surrounding Uses

- E: Residences
- S: Burger King
- W: Vacant
- N: Chens Family Dish Restaurant

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Transportation Impact Analysis

- ① **37th St.**
 - Stop sign to Hwy.
- ② **Hwy 101 driveway**
 - Controlled access,
 - Right in, right out only.
- ③ **Hwy 101 & 35th St.**
 - 4-way signalized.
- ④ **Redwood St.**
 - Stop sign at 35,
 - Secondary driveway access.

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Transportation Impact Analysis

FCC 10-1-1-4-E-c and FCC 10:

Table 3. Project Trip Generation

Time Period	Size (1,000 sf)	Total Trips	Pass-By Trips*	New-to-Network Trips		
				Enter	Exit	Total
AM Peak Hour	10.640	32	0	18	45	32
PM Peak Hour	10.640	71	25	24	23	47
Daily	10.640	677	230	224	223	447

*Pass by trips were assigned evenly to US Highway 101

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Referral Comments

ODOT (Exhibit K): Minor traffic modeling issues (no impact on conclusions), TIA proposal "appears reasonable for this proposed development."

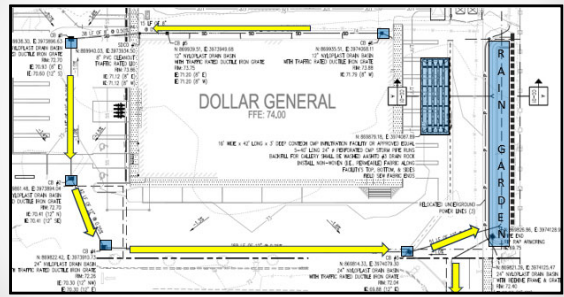
Civil West (Exhibit L): Intersections and queues operate within acceptable standards.

Staff Response: Condition 8-1 supply ODOT access approval

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Stormwater Management



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Referral Comments

Civil West Engineering – Peer Review of Stormwater Plan (Exhibit L):

- Stormwater plans to be compliant with City stormwater design manuals and s/w plans
- Include COF standard detail drawings.
- Relocate existing 8" water main away from store and ensure min. 10' separation between electric, stormwater & sewer lines.

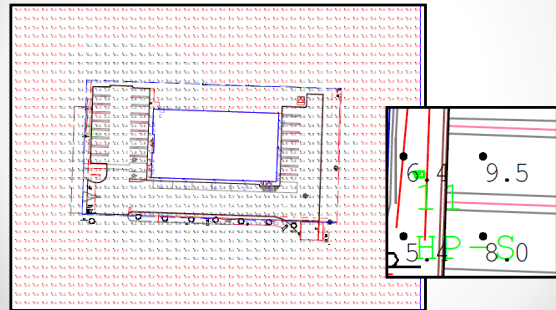
Staff response: Conditions added to address issues

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Lighting Plan

FCC 10-34-7 B: max foot candles 5 over walkways & parking areas
 • exception is 7 by Design Rev. Board (PC).



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Conditions of Approval

- 4-1. Parking space maintenance
- 4-2. Parking space grading
- 4-3. Fence and hedge maintenance
- 4-4. Requires a signage plan and sign permits
- 4-5. Parking Plan to include 9'-wide ADA parking

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Conditions of Approval

- 4-6. Bicycle parking to be marked
- 4-7 Double line parking spaces 2' wide on center
- 5-1. Design Review conditions met prior to final inspection
- 5-2. Supply trim, downspout materials & colors – south side door colors

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Conditions of Approval

- 5-3.** Design Review expires 11/14/24
- 6-1.** Sign plan submittal prior to final bldg. inspection
- 7-1.** Show preserved trees on scaled plan or aerial
- 7-2.** Remove Notes 11, 12, & 14 - Landscape Plan
- 7-3.** Add more ground cover to specific areas
- 7-4.** Submit irrigation plan and install backflow

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Conditions of Approval

- 7-5.** Provide at least 1 tree in each parking islands
- 7-6.** Landscaping not to interfere ped. & bike access
- 8-1.** Provide ODOT access permit
- 8-2.** Crossover easements provisions and filing
- 8-3.** Ped. connection to Hwy 101 approved by PW

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Conditions of Approval

- 8-4.** Submit plan showing fire lane markings
- 8-5.** Landscape maintenance near vision clearance areas
- 9-1.** Provide PW with Blue bolt for water system fittings in standard details plans
- 9-2.** Water & wastewater plan approval by PW.

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Conditions of Approval

- 9-4.** Obtain NPEDS permit
- 10-1.** Revise photometric to comply with max lumens and show height of wall pack mounts
- 10-2.** Revise lighting plan to include sign lighting
- 11-1.** Revise stormwater plan – Include BMPs

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Conditions of Approval

- 11.2.** Stormwater O&M Agreement
- 11.3.** Stormwater typical drawings and growing/filtering media for rainwater facility
- 11.4.** No impermeable materials for stormwater garden and underground drain facilities

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Alternatives

1. Approve Design Review with conditions of approval;
2. Review and recommend changes to the proposed Design Review findings and approve as amended;
3. Continue the Public Hearing to a date certain if more information is required; or
4. Do not approve the Design review by revising the findings and resolution stating how the application does not meet the criteria.

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Staff Recommendation

Alternative 1: Approve the Design Review with conditions of approval

Questions?

