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**City of Florence
Planning Commission Meeting
715 Quince Street, Florence, OR 97439
February 5, 2019**

Commissioners Present: Chairperson John Murphey, Vice Chairperson Sandi Young, Commissioner Eric Hauptmann, Commissioner Andrew Miller, Commissioner Phil Tarvin, and Commissioner Brian Jagoe.

Commissioners Absent: Commissioner Ron Miller.

Staff Present: Planning Director Wendy FarleyCampbell, Associate Planner Glen Southerland, and Administrative Assistant Vevie McPherrren.

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

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

1. APPROVAL OF THE AGENDA

Start Time: 5:31 p.m.
Action: Approve agenda as presented.
Motion: Vice-Chair Sandi Young
Second: Commissioner Andrew Miller
Vote: Unanimous 6-0

PUBLIC HEARINGS

2. ACKNOWLEDGMENT OF DEPARTING COMMISSIONER

Start Time: 5:32 p.m.

- Chairperson Murphey and PD FarleyCampbell acknowledged the departure of Commissioner Michael Titmus from the Planning Commission.

3. CHAIR NOMINATIONS AND VOTE

Start Time: 5:34 p.m.
Action: Nomination of John Murphey for Chairperson.
Motion: Commissioner Hauptman
Second: Vice-Chair Young
Vote: Unanimous 6-0

Start Time: 5:35 p.m.
Action: Nomination of Sandi Young for Vice-Chairperson.
Motion: Commissioner Hauptman
Second: Commissioner *inaudible*
Vote: Unanimous 6-0

4. APPROVAL OF THE MINUTES

- August 28, 2018; September 11, 2018; October 9, 2018; and October 23, 2018.

Start Time: 5:35 p.m.
Discussion: Approve minutes as presented.
Motion: Vice-Chair Young
Second: Commissioner Hauptmann
Vote: Unanimous 6-0

5. PUBLIC COMMENTS

Start Time: 5:35 p.m.
Discussion: No speaker's cards or written comments were received.

6. PUBLIC HEARINGS

RESOLUTION PC 18 47 CUP 10 – Mustard Seed Community Center:
Application from Kurt and Deborah Vander Bogart for approval to change the previously approved use from community theatre to community art center, which is a conditional use in the Single-Family Residential District. The applicant has proposed to retain the church use established at the property. Property is located at 509 Kingwood Street, Map No. 18-12-27-43. TL 06000 & 06100, in the Single-Family Residential District regulated by FCC Title 10 Chapter 11.

Start Time: 5:36 p.m.
Process Reading: Chairperson Murphey read the Public Hearing Script and officiated the procedures.
Handouts: Public Hearing Script

Public Challenges: No public challenges were received.

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

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

Start Time: 5:38 p.m.
Handout: Staff Presentation
Discussion: PD FarleyCampbell presented the staff presentation. She presented the staff recommendation that the proposed application meets the requirements of Florence City Code with conditions.

The Planning Commission discussed...

- Monitoring church use and parking requirements.
Comments: All Commissioners present.

Staff discussed...

- Adding to Condition 3: evidence of church use shall be filed by June 30th and December 31st of each year.

Public Hearing: Closed at 6:03 p.m.

Action: Approval of the resolution with modifications to Conditions 12 and 3.

Motion: Commissioner Jagoe
Second: Commissioner Hauptman
Vote: Unanimous (6-0)

Chairperson Murphey introduced Commissioner Andrew Miller to the Planning Commission.

Planning Commission took a break from 6:11 p.m. to 6:18 p.m.

RESOLUTION PC 18 48 DR 10 – Driftwood Shores Maintenance Building:

Application from Martin Alletson, General Manager, on behalf of Associated Owners Driftwood Shores Surfside Inn, for approval of a Design Review Permit to construct a 40'x80' metal maintenance building to replace two metal storage containers and an office trailer that were approved for temporary use at the property. The site is located on the lot east of the Driftwood Shores at 88427 1st Avenue, Map No. 18-12-04-13, TL 07000, in the Commercial District regulated by FCC Title 10, Chapter 15.

Start Time: 6:18 p.m.
Process Reading: Chairperson Murphey read the Public Hearing Script and officiated the procedures.
Handouts: Public Hearing Script

Public Hearing: Opened at 6:20 p.m.

Start Time: 6:20 p.m.
Handout: Staff Presentation
Discussion: AP Southerland presented the staff presentation. He presented the staff recommendation that the proposed application meets the requirements of Florence City Code with conditions. AP Southerland outlined the approval conditions as follows...

1. Providing at least three parking spaces, but no greater than five.
2. Providing a curb not less than six inches in height along the driveway leading to 1st Avenue and other areas highlighted.
3. Relocating the bicycle rack nearer the entrance to the building and 1st Avenue right-of-way.
4. Providing recent survey or having a survey performed.
5. Supplying elevations with building permit applications which demonstrate an appearance matching the swimming pool building.
6. Design Review approval shall expire on February 5, 2020, unless substantial construction has not taken place.
7. Providing a trash enclosure that will obscure view of trash containers.
8. Providing an additional five trees within 20 feet of a right-of-way.
9. Providing evergreen shrubs to serve as screening landscape plants for the length of the parking lot adjacent to Falcon Street.
10. Providing a sidewalk connection directly from the building walkway to 1st Avenue.
11. Submit and record a document documenting a deed restriction covenant filed with Lane County Deeds and Records that the maintenance building lot and the larger Driftwood Shores Resort property have been merged and must be sold together.

The Planning Commission discussed...

- Retaining wall requirement to maintain sand on eastern side of property.
- Location of fire hydrant.
- Understanding sidewalk requirements.

Comments: All Commissioners present.

Staff discussed...

- Applicant is willing to comply with all requirements.

The applicant discussed...

- Use of building is for storage only.

Action: Continue hearing to March 5, 2019 Planning Commission meeting to receive and review additional materials.

Motion: Vice-Chair Young

Second: Commissioner Andrew Miller
Vote: Unanimous 6-0

RESOLUTION PC 18 46 CUP 09 - Sand Master Park Relocation: Application from Lon Beale for approval to move an existing 20'x24' modular store/shop currently located at 5351 Highway 101 to the property located at 5351 Highway 101 to the property located at 4981 Highway 101. The applicant also proposes to expand the area of buildings on-site by constructing a freestanding cover. The buildings are proposed to be used for the applicant's recreation business, a conditional use within the North Commercial District. The site is located at Map No. 18-12-14-20, TL 01303, in the North Commercial District regulated by FCC Title 10 Chapter 30.

Start Time: 7:12 p.m.
Process Reading: Chairperson Murphey read the Public Hearing Script and officiated the procedures.
Handouts: Public Hearing Script

Public Hearing: Opened at 7:13 p.m.

Start Time: 7:13 p.m.
Handout: Staff Presentation
Discussion: AP Southerland presented the staff presentation. She presented the staff recommendation that the proposed application meets the requirements of Florence City Code with conditions. AP Southerland outlined the approval conditions as follows...

1. Cordoning off gravel parking and using as "Overflow Parking Only.
2. Installing curb, no less than six inches in height between parking areas, required sidewalks, and driveway edges.
3. Submitting revised parking plan.
4. Approval of a conditional use permit shall be void one year from the date of approval.
5. Replacing two removed trees.
6. Providing matching or coordinated appearance for all structures on site.
7. Design Review approval is valid for one year.
8. Providing landscaping plan.
9. Providing a trash enclosure to obscure view of trash containers.
10. Providing additional trees and shrubs as required.
11. Installing five foot raised walkway with raised curb and wheel stops and conforming to ADA requirements.

The Planning Commission discussed...

- Understanding not requiring gravel parking area to be paved.

Comments: All Commissioners present.

The applicant discussed...

- Clarifying removed trees were blown down by the wind.
- Future plans to pave gravel parking lot when Munsel Lake Road is brought across Highway 101.

Staff recommended approval with Conditions of Approval as stated earlier with addition of Condition 4.8 requiring applicant to pave, and/or repave as needed, areas designated for employee or customer overflow or expansion parking.

Public Hearing: Closed at 7:36 p.m.

Action: Approval of the resolution with conditions as proposed.
Motion: Vice-Chair Young
Second: Commissioner Jagoe
Vote: Unanimous 6-0

7. PLANNING COMMISSION DISCUSSION ITEMS

Start Time: 7:38 p.m.
Discussion: The Planning Commission discussed...

- No discussion.

8. PLANNING COMMISSION CALENDAR

Start Time: 7:38 p.m.
Discussion: The Planning Commission discussed...

- Upcoming Planning Commission meetings and agenda items.

Comments: All Commissioners present.

Meeting adjourned at 7:42 p.m.

ATTEST:

John Murphey, Chairperson

Wendy FarleyCampbell, Planning Director