
**City of Florence
Planning Commission Meeting Minutes
715 Quince Street, Florence, OR 97439
July 11, 2023**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Planning Commission Chair Sandra Young called the meeting to order at 8:16 p.m.

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

Staff Present: Planning Director Wendy FarleyCampbell, Associate Planner Clare Kurth, and Planning Technician Sharon Barker.

1. APPROVAL OF THE AGENDA

Start Time: 8:16 p.m.

Action: Approve agenda as presented

Motion: Vice Chair Harris

Second: Comm. Hauptman

Vote: Unanimous

2. APPROVAL OF THE MINUTES

None

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

ACTION ITEM:

4. RESOLUTION PC 23 11 TA 05 – 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.

Start Time: 8:17 p.m.

Director FarleyCampbell presented the staff presentation, detailing summary of changes from the June 27, 2023 Planning Commission meeting.

Discussion: The Planning Commission discussed...

- When referencing affordable housing and using the HUD standard, specifying that

we are using the Lane County number.

- Locating census median income numbers for Florence, it's not the number we should be using to be consistent with other government agencies
- Using the Homes for Good housing definition.
- Adding anything in code about carpooling or vanpooling?
- Adding the use of alleyways? Preferring to see building facades and landscaping instead of seas of parking.
- Understanding definition of mobile home park and subdivision acreage.

Comments: All Commissioners present

Discussion: Staff discussed...

- The methodology for calculating median income by using the census data in arriving at the HUD number.
- Is Lane County using the HUD data? Yes, I think they are.
- Affordable housing definition is currently written is that it is dwellings available with no purchase with or without government assistance by households who meet applicable maximum income limits, not to exceed 80% of the Lane County median income adjusted for family size as determined based on data from HUD or its successor agency.
- Alleyways and carpooling could be done with transportation changes.

Comments: Director FarleyCampbell

Staff recommendation is to approve Resolution PC 23 11 TA 02 as revised.

Action: Approve Resolution PC 23 11 TA 02 as revised.

Motion: Comm. Green

Second: Comm. Ubnoske

Roll Call Vote: Comm. Ubnoske: yes
Comm. Krause: yes
Comm. Hauptman: yes
Comm. Green: yes
Vice Chair Harris: yes
Chair Young: yes
Motion Carried: 6-0

5. REPORT AND DISCUSSION ITEMS

- Planning Commission's Report & Discussion Items

Start Time: 8:40 p.m.

The Planning Commission discussed...

- No discussion.

- Directors Report & Discussion Items

Start Time: 8:41 p.m.

Director FarleyCampbell discussed...

- Upcoming Community Block Party.
- Finalizing items from the Work Plan between now and end of the year such as short-term rental and a business license code update,

Comments: Director FarleyCampbell

6. **PLANNING COMMISSION CALENDAR**

Upcoming agenda items....

- Extension for Cannery Station and a tentative subdivision
- Looking at the interpretation of attached housing design for Three Mile Prairie.

The meeting adjourned at 8:45 p.m.

ATTEST:

Kevin Harris

Chair

**City of Florence
Planning Commission Work Shop
250 Hwy 101, Florence, OR 97439
February 13, 2024**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5: 37 PM.

Commissioners Present: Chair Sandra Young, Vice Chair Kevin Harris, Commissioner Laurie Green, Commissioner Debbie Ubnoske, Commissioner Renee LoPilato
Commissioner Eric Hauptman, Commissioner Wendy Krause

Staff Present: Planning Director Wendy FarleyCampbell, Associate Planner Clare Kurth,
Planning Technician Sharon Barker

Vice Chair Harris led the Pledge of Allegiance

APPROVAL OF THE AGENDA

Start Time:	5: 37 PM
Action:	Approve agenda as presented.
Motion:	Comm. Ubnoske
Second:	Comm. Green
Vote:	Unanimous

Work Shop meeting with no public comments on the agenda.

Chair Sandra Young and Commission set a time period for the amount of time that would be spent on each of the work shop items on the agenda.

Work Session - no decisions were made this day.

Chair Young congratulated Associate Planner Kurth on her promotion.

1. Land Use Application Checklist

Code directs completeness reviews against lists in code and to the land use application form. Staff will work with PC on the content of the application submittal checklist. The objective is to facilitate staff efficiency in evaluating and application's completeness and benefit applicants with having a clear list of submittal requirements.

Start Time: 5:40 p.m.

Associate Planner Kurth presented staff report explaining what the goals are regarding updating the existing application form and to streamline the documents that are given to the applicants to make sure that the Planning Commission is getting a complete product in front of them for the hearings with focus for this meeting on Type III Conditional Use Permit and Design Review applications. Kurth provided the Commission with required criteria for applications.

The Planning Commission discussed...

- Providing criteria on the application when a Traffic Impact Analysis is needed.
 - Reviewing the City of Medford list, where each of their checkboxes are with a summary page citing where they would locate the details of the code.
 - Suggesting putting in a consequence of some kind when an application is submitted that is not complete.
 - Not being unreasonable to ask them to pay an additional fee to recover staff time required for multiple reviews.
 - We cannot deny it because that's not how the Oregon system is system up; however, we can charge them more.
 - Hoping some of the process can be streamlined so there will be less need for consequences
 - Accustomed to a process where an application is deemed complete simply because a site plan and a landscape plan is filed. It's deemed complete if the site plan has all the information that the code requires on it. If the landscape plan has all the information that the code requires, If any of those plans is missing information, it goes back. It's deemed incomplete, saving staff time reviewing a terribly incomplete application. It's frustrating for the Planning Commission when we get these applications and they do not have enough information to make a decision.
- Comments: All Commissioners present.

Director FarleyCampbell provided an example of an incomplete landscape plan from Dollar General. They provided a landscape plan including plant species and planting sizes. It was dimensioned but it was missing some. The landscape islands didn't have trees. That's not necessarily a completeness item. They submitted a landscape plan. It's required to have sizes of plants. Ideally, you want them to then have all of the items that are required by the code. I guess it gets into an interpretation situation. Am I going to deem something incomplete because they're missing a tree in a landscape island? I can do that if that's what the body wants to go. But I can tell you City Council will have a fit. That we're holding up developers, holding up because of that. I was just saying that there's two sides to it.

Planning Commission discussed...

- Applicants have a responsibility to meet code. If there is anything we can do with a checklist that would help them, I'm all for that. Listing out everything that is required on a landscaping plan would be helpful.
- That was actually a pretty good landscape plan. 100% complete? No. But it was a well-conceived, detailed plan. This last one that we got that was saying everything? That's a do-over. I think we're looking at a difference between this is pretty good, pretty close. We need to just add something or correct something. But the complete do-overs, I think those are what we need to focus on.
- Providing more education as a group to applicants to what is expected.
- Understanding the feasibility of pre-development and pre-application meetings.

Comments: All Commissioners present.

Associate Planner Kurth discussed the scheduling of pre-application meetings to answer all applicant questions and is a benefit to the Planning Department.

Director FarleyCampbell discussed the Planning Department being understaffed and Planning Commission is seeing many more conditions than historically have seen in the past. Applications have to be deemed complete or incomplete within thirty days. Staff is frequently to the wire if application is complete and things get missed.

Planning Commission discussed...

- I think it's very difficult, at least for me as a commissioner, to see these projects come forward with so many things being conditioned because that's taking away from our job. We're supposed to be reviewing what they submit, and instead, staff is conditioning them to provide it at a later point. We don't get to see it, whether it's the color of the building or the type of tree. It's just a condition, and then it goes away from us. I would rather have more input on the plans and see less things. Rather than staff conditioning, I'd rather have staff in the report say, this was not submitted, and don't condition it, because that's giving them a get-out-of-jail free card. I mean, they should be submitting these things, and if they don't, then it gets continued.

Comments: Commissioner Ubnoske

Director FarleyCampbell explained the Land Use process and the timelines allowed by State law.

Planning Commission discussed...

- Understanding differences in large developers and small local developers and their understanding of the application process and required documents.
- Wanting to see all details on development when presented to Planning Commission.
- Community feedback and perception of Planning Commission role.
- Planning Commission should be encouraging affordable and work-force housing.

Comments: All Commissioners present.

Planning Commission took a break from 6:37 p.m. to 6:51 p.m.

2. Commercial/Industrial Building Architecture Alternatives

Staff will present research to date related to architectural design standards for industrial buildings in the City's industrial zoning districts. This is a continued discussion from a March 8, 2022 Work Session item.

Start Time: 6:51 p.m.

Associate Planner Kurth presented the staff report and explained that this about industrial buildings in industrial zones. It was a subcommittee item from 2022 and it was on the 2021-2023 Work Plan as a policy with the goal being to pick up and complete this item. The staff report showed examples of metal building facades from other jurisdictions.

Director FarleyCampbell provided some background on the creation of this code in 2015 and knowing it wasn't all-inclusive.

Planning Commission discussed...

- Allowing metal buildings in industrial zone.
- Metal buildings durability to the rain.
- Enhancing the parts of the building that might be office street views or views to the public.
- Concerns about the service industrial, which is north of town as people are coming into Florence. Proposing making the buildings look really nice or screening them.

Comments: All Commissioners present.

Director FarleyCampbell provided background as why this is being brought up. Driftwood Shores bought a kit building, Bob Hanson bought a kit building and the museum in Pacific View bought a kit building, Commissioner Tarvin brought up you can meet the code with a metal building by engaging with the manufacturer early in the process.

Planning Commission discussed...

- Having input from community members and the companies manufacturing the buildings.
- How does a requirement for esthetics affect the functioning of the building?
- Upside and downside to screening buildings with landscaping.
- Buildings having long stretches of wall with no break-up, meaning extending the stone along the side.
- Meeting code with a 30% use of windows as architectural features.
- Contacting the metal building manufacturers for models showing the types of adjustments. Having examples available to show the types of buildings with adjustments to applicants.

3. **Florence City Code Title 10 Chapter 6 Design Review, Section 6-4-G**

Architectural color palette code interpretation and policy communication methods, such as a demonstration brochure. This is a continued discussion from a March 28,2023 Work Session item.

Start Time: 7:27 p.m.

Associate Planner Kurth presented the staff report seeking guidance on approved palette for consistency.

Planning Commission discussed...

- Interpretation of muted colors.
- Goal is to come up with a brochure to provide to applicants.
- Understanding the use of the word “muted” in the code.
- Taking out the word “muted.”
- Understanding that a Type II can be brought to Planning Commission for approval.
- Differentiating colors for the body of the building and colors for the trim.

Comments: All Commissioners present.

REPORTS & DISCUSSION

Start Time: 8:11 p.m.

Chair Young congratulated Director FarleyCampbell on her promotion from Planning Director to Community Development Director. Community Development Director manages Building, Code Enforcement, Planning, and several committees.

Director FarleyCampbell discussed...

- Upcoming State of the City and City Services Expo on Monday February 26th.
- Received a letter of intent to appeal staff decision on Pine Crossing. Planning Commission is the appeal body, so this is your notice. Pine Crossing is a proposed subdivision on Spruce Street, north of Munsel Lake Road, north of Spruce Village Phase I. Siuslaw Rod and Gun Club is the appellant.
- Upcoming agenda item is the Estuary Trail and discussion on recreational immunity on trails.
- Dollar General withdrawing their application.
- Rhody Express extending bus service an additional two hours for the State of the City event.

Meeting adjourned at 8:34 PM.

ATTEST:

Kevin Harris,

Chair

**City of Florence
Planning Commission Work Shop
250 Hwy 101, Florence, OR 97439
April 9, 2024**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:31 p.m.

Commissioners Present: Chair Sandra Young, Vice Chair Kevin Harris, Commissioner Laurie Green, Commissioner Debbie Ubnoske, Commissioner Renee LoPilato
Commissioner Eric Hauptman, and Commissioner Wendy Krause

Staff Present: Planning Director Wendy FarleyCampbell, Associate Planner Clare Kurth,
and Planning Technician Sharon Barker

Vice Chair Harris led the Pledge of Allegiance

1. APPROVAL OF THE MINUTES

- June 14, 2022
- June 28, 2022
- December 27, 2022

Start Time: 5:33 p.m.

Action: Approve minutes as presented.
Motion: Comm. LoPilato
Second: Comm. Hauptman
Vote: Unanimous

2. PUBLIC COMMENTS ON ACTION ITEM – None

WORK SHOP ITEMS:

3. LAND USE APPLICATION CHECKLIST

Staff has prepared a draft land use application and completeness checklist based on the February 13th workshop discussion. The objective is to facilitate staff efficiency in evaluating an application's completeness and benefit applicants with a clear list of submittal requirements. This is a continued discussion from the February 13, 2024 work shop.

Start Time: 5:36 p.m.

Associate Planner Kurth presented the staff report focusing on Type III Conditional Use Permits (CUP) and Design review application checklists.

Planning Commission discussed...

- Adding a cover sheet and/or legend on page 1.
- Adding contractor information to application.
- Adding a question on the checklist if a vegetation permit is required.
- Adding concurrent permits required.
- Defining what projects require a pre-application.
- Adding exterior building materials and colors.
- Using pre-application meeting as a screening device.
- Understanding the landscaping section on application and adding pertaining code section.
- Outreach to neighbors prior to public hearing similar to Eugene requirement.

Comments: All Commissioners present.

Director FarleyCampbell discussed that some developers have offered community outreach prior to public hearing. One example is Cannery meeting with residents of Florentine Estates.

Planning Commission held a discussion about tree counting, who is planting trees, and the number of trees being removed.

Planning Commission took a break from 6:55 p.m. to 7:10 p.m.

- 3. FLORENCE CITY CODE TITLE 10 CHAPTER 6 DESIGN REVIEW, SECTION 6-4-G**
Architectural color palette code interpretation and policy communication methods. Staff has prepared a draft handout based on the February 13th workshop with a goal to inform permitted and prohibited colors on non-residential buildings. This is a continued discussion from a March 28, 2023 and February 13, 2024 work session item.

Start Time: 7:10 p.m.

Associate Planner Kurth presented the staff report on preparing a handout for communicating consistency on color application.

Planning Commission held a discussion about the word “muted” and using alternate words describing the proposed color palette. Planning Commission made some recommendations for the proposed handout.

REPORTS & DISCUSSION

Start Time: 7:36 p.m.

Planning Commission discussed...

- Thanking Director FarleyCampbell and staff for speaking to residents at Florentine Estates.
- Estuary clean-up at Duncan Island this Saturday April 20th.

- Providing information to the public on on-going City projects and projected completion dates.

Comments: All Commissioners present.

Director FarleyCampbell discussed...

- New Land Use signs have QR codes directing to the pending development part of the website.
- EMAC hosting a pollinator garden planting at Miller Park on April 20th.
- EMAC also hosting an Arbor Day event at the Senior Center on April 27th with speakers talking about maintaining trees and plants.
- LCOG Safety Coalition with the Transportation Committee support is hosting an Oregon friendly driver's course on May 15th at the Siuslaw Public Library,
- Upcoming City volunteer luncheon at the Florence Events Center on Wednesday April 17th.
- Upcoming City announcement for committee recruitments with openings on EMAC and Transportation Committee.
- Upcoming meetings on temporary sheltering with a Special Meeting at the Florence Events Center on April 29th.
- Upcoming Planning Commission meetings and agenda items.
- Recruiting for Senior Planner and Planning Manager.

Meeting adjourned at 8:16 p.m.

ATTEST:

Kevin Harris,

Chair

City of Florence
Planning Commission Meeting Minutes
250 Hwy 101, Florence, OR 97439
May 14, 2024

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Planning Commission Chair Sandra Young called the meeting to order at 5:31 p.m.

Commissioners Present: In Person: Chair Sandra Young, Vice Chair Kevin Harris, Commissioner Debbie Ubnoske, Commissioner Laurie Green, Commission Renee LoPilato, and Commissioner Wendy Krause (via videoconference).
Excused absence: Comm. Hauptman.

Staff Present: Planning Director Wendy FarleyCampbell, Associate Planner Clare Kurth, Planning Technician Sharon Barker, and Planner Roxanne Johnston (via videoconference).

Vice Chair Harris led the Pledge of Allegiance.

1. APPROVAL OF THE AGENDA

Start Time: 5:33 p.m.

Action: Approve agenda as presented

Motion: Comm. Green

Second: Comm. LoPilato

Vote: Unanimous

2. APPROVAL OF THE MINUTES

- January 9, 2024

No minutes were available.

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

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 stated that she is on the board for the Boys and Girls Club and will be recusing herself for that portion of the hearing.

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 30 DR 06**

4. RESOLUTION PC 23 30 DR 06 – Twombly Hwy 101 Warehouses – Application Withdrawn Continued from January 23, 2024...Property owner applied for design review of contractors' warehouse complex with a caretaker's unit. This project is to be located west of Hwy 101 east of Central Coast Disposal, and 577 feet north of the intersection of 53rd St. and Hwy 101, Assessor's Map 18-12-11-33, Tax Lot 01600, in the Service Industrial District.

Start Time: 5:37 p.m.

Chair Young explained that on January 23, 2024 the hearing was opened and a motion was entered to continue the hearing to a date certain of May 14, 2024 motion carried with a vote of 5-0. *Planning Commission has been notified that the applicant has requested to remove Resolution 23 30 DR 06 from consideration at tonight's meeting. The Commission will not move forward with the public hearing*

Hearing Re-Opened: 5:38 p.m.

Hearing Closed: 5:38 p.m.

Chair Young: 5th Item on the Agenda tonight is a Public Hearing for **Resolution PC 24 08 DR 04**

5. RESOLUTION PC 24 08 DR 04 – 1501 Airport Rd - Boys & Girls Club Covered Play Structure— *Request for continuation to a date certain: June 11, 2024*

An application submitted for a Design Review of a covered structure over an existing basketball court located on the Boys & Girls Club of Western Lane County. This project is to be located at 1501 Airport Rd. The property is located at Assessor's Map 18-12-27-10, Tax Lot 00300, situated in the High Density Residential District regulated by Florence City Code Title 10, Chapter 10.

Start Time: 5:38 p.m.

Chair Young the Commission received a request from the applicant to continue this hearing to a date certain on June 11, 2024.

Hearing Opened: 5:39 p.m.

Action: Continue hearing until June 11, 2024

Motion: Comm. Harris

Second: Comm. LoPilato

Roll Call Vote: Comm. Kraus: yes
Comm. Green: yes
Comm. Ubnoske: yes
Comm. LoPilato: yes
Vice Chair Harris: yes
Chair Young: yes
Motion Carried: 6-0

Hearing Closed: 5:40 p.m.

Chair Young: 6th Item on the Agenda tonight is a Public Hearing for **Resolution PC 24 06 ANN 01 and PC 24 07 ZC 01**

6. RESOLUTION PC 24 06 ANN 01 & PC 24 07 ZC 01 –Lane County Heceta Beach – Rebecca Shepard: the Planning Commission will deliberate a petition from Rebecca Shepard, on behalf of Lane County, to annex approximately 2.936 acres of Park Way right-of-way and apply the Open Space zoning designation. The property is described as Heceta Beach County Park property located approximately 1,389 feet north of the intersection of 1st Avenue and Heceta Beach Road/Kiwanda Street. **The Planning Commission decision will be a recommendation to City Council for consideration at a hearing on a date to be determined.**

Start Time: 5:41 p.m.

Hearing Opened: 5:41 p.m.

Associate Planner Kurth presented the staff presentation, which detailed the annexation criteria, zone change criteria, and staff's recommendation to approve both the annexation and zone change request. Associate Planner noted that Arch Street is not included in the annexation.

Discussion: Planning Commission discussed...

- Rebecca Shepherd's relationship with Lane County.
- Clarification on number of acres in annexation.
- Understanding Open-Space verbiage versus Future Development verbiage in proposal.
- Clarification on who is responsible for street maintenance.
- Being confused at how the county can have maintenance responsibilities for property that's within city limits. Is there any sort of Memorandum of Understanding or some formal agreement?
- Understanding Exhibit showing Tax Lots.
- With current police staffing, and now taking on additional properties, is there a process that we look at and determine that we don't have sufficient police to annex property.
- Confirming that this 2.96 acres of open space will be added into our open space inventory, which is a good thing.

Comments: Comm. LoPilato, Comm. Green, and Comm. Ubnoske.

Discussion: Staff discussed...

- Rebecca Sheppard is the Parks Planner and Designer for Lane County Parks.
- The original proposal did not include that portion of Beach Drive and it didn't include the portion of vacated 3rd Avenue. It seemed better to include it all in the annexation.
- Lane County revised their legal description to reflect the coordination they had with the City. The Land Use application wasn't revised.
- The only permitted development would be those that are allowed either outright or conditionally in the open space. Talking about development in this case is going to be park-related facilities. It's not when we're talking about development of a commercial business or an apartment complex. Development in this case would be

new restroom facilities like a picnic shelter, improving parking lots, increasing parking. It would be more developments related to the park use.

- Lane County will be continuing the street maintenance.
 - Our understanding is that there is not any maintenance transferring to the City under this annexation.
 - The situation with county rights of way is that the Board of Commissioners has to authorize the release of maintenance of certain classifications of streets and that is not being proposed. The facilities, however, that are truly park facilities, their parking lot, the street, the driveway to access the parking lot, it is the City's understanding those are park amenities, even though they're in a right away. My understanding is that those facilities would remain the maintenance responsibility of the county. If we find out differently, then yes, the solution then would be to have an MOU, a Memorandum of Understanding on the maintenance responsibilities.
 - Rhododendron Drive was, even though it's been annexed into the City for quite a while, it wasn't until a couple of years ago when it transferred to city maintenance. It's very common unless you go through the process with the County, for them to transfer that maintenance. That's really not an issue. There was a concern that I heard that the area could be zoned later on for residential. I mean, that's what I heard. If our Comp Plan shows that it is Park Land, then that would have to be redone as well. That's quite a process, and that's definitely something that would come to you all first anyway. So, I just wanted to throw that in there to maybe answer a couple questions there. As far as those crazy red lines, we have to do those by hand, and it's really hard. But there will be a step where we get formal metes and bounds and then those are recorded by the State. So, these are approximate, but they're fairly close.
 - Tax Lots shown on map are all houses
 - Talking with the Police Chief about any concerns with the annexation of Beach Drive it indicated that he didn't have a concern with the staffing of the park land from a policing perspective.
 - Lane County Sheriff's Department does police their Lane County Park facilities.
- Comments: Associate Planner Kurth, Planner Johnston, and Director FarleyCampbell.

Discussion: Applicant discussed...

- Looking to replace vault toilet with flush toilets for park users.
- Lane County will continue to maintain the park.
- Looking to complete project by year-end.
- Looking to place restroom in the same area.

Comments: Parks Planner and Designer for Lane County Parks Rebecca Sheppard

Public Testimony

Speaker 1: Mr. Harlen Springer, Florence, OR
Mr. Springer discussed...

- Overall concept of replacing the toilets at that park is a wonderful thing. It's good for the City that the County will continue to maintain it.
- Asking for people who own houses on First Avenue. Where you have to go through the park to get to First Avenue, being reassured that nothing will change about their right of way to get to their homes when it becomes City property.
- Clarification on Open Space designation permanently remains open space.

Discussion: Staff discussed...

- All rights of way in the City are zoned.

- The City has several parks that are in rights of way: Veteran's Park is at the end of Kingwood and 18th Street Pocket Park.
- Clarification on two things. The conditional use, this park is conditionally permitted in open space designation. City Code, Title 10, Chapter 4, Section 2, General Applicability states "remodels and expansions of up to 25% of the floor area are allowed without a new conditional use permit as long as the remodel or expansion is consistent with the original approval." An entirely new restroom would be new development. It would come back for a new conditional use permit to Planning Commission. That is the way that code is written. Then the purpose of a statement in Title 10, Chapter 22. It goes on. It's a whole paragraph. I'm not going to read the whole paragraph. I'm just trying to find the one sentence. It says where the last sentence in Section 10-22-1 states "where the open space district is consistent with the Plan's land use designation, it is intended that this District would preserve such land permanently in open space use.' The purpose is that it would be preserved for open space. The development that is being talked about, again, it's development for park facilities. It's not condos or houses or the next Dollar General.
Comments: Director FarleyCampbell and Associate Planner Kurth.

Staff recommendation: Recommend approval with the modification to Exhibit A for both Resolution PC 24 06 ANN 01 and Resolution PC 24 07 ZC 01 to remove Arch Street from the proposed annexation.

Hearing Closed: 6:45 p.m.

Action: Approve Resolution PC 24 06 ANN 01 and PC 24 07 ZC 01 with the modification
Motion: Comm. Green
Second: Comm. Ubnoske

Roll Call Vote: Comm. LoPilato: yes
Comm. Ubnoske: yes
Comm. Krause: yes
Comm. Green: yes
Vice Chair Harris: yes
Chair Young: yes
Motion Carried: 6-0

7. **REPORT AND DISCUSSION ITEMS**

- Planning Commission's Report & Discussion Items
 - Subcommittee Updates

Start Time: 6:46 p.m.

The Planning Commission discussed...

- Clearing scotch broom with the Save Our Dunes Coalition last week-end. At the third Saturday in June, we going to be at Three Mile Prairie Park clearing scotch broom.

Comments: All Commissioners present.

- Directors Report

Start Time: 6:48 p.m.

Director FarleyCampbell discussed...

- Thanking Associate Planner Kurth for staffing the office while Director FarleyCampbell and Planning Technician Barker were both out of the office.
- Planning Technician Barker attended the Flood Management Training in Newport.
- Director FarleyCampbell attended the online version of the National Planning Conference while out of the office.
- Code Enforcement and the Building Permit Technician attended training the week prior to that and attended their respective certification trainings. Both of them are seeking their certifications and trying to get the required training,
- At the next City Council meeting, the City is considering increasing the fees across the City by the Consumer Price Index, which is 3.1%, and that included land use fees and establishing a few new fees related to some State legislation for land use.
- City is supporting and promoting No Mow May to encourage pollinators to go out and pollinate and eat, have food for them so they flourish. City Council at their last meeting said that Code Enforcement would not be enforcing the weed ordinance for the month of May.
- Commission and Committee recruitment has concluded. City Council performed their interviews of the Urban Renewal District applicants and the Planning Commission applicants and will formalize their appointments at their meeting on the 20th including Vice Chair Harris and Commissioner Green. EMAC and Transportation Committee did not receive either any or sufficient applicants. Council will be reopening recruitment.
- State has announced the opening of the Transportation Growth Management Grant Application. This was the funding source that the City used to update its Transportation System Plan in the last couple of years.
- Upcoming Oregon Friendly Driver course at the Siuslaw Library tomorrow night from 6:00 p.m. to 7:30 p.m. It's a free course funded by ODOT.

Comments: Director FarleyCampbell and Associate Planner Kurth.

8. **PLANNING COMMISSION CALENDAR**

Upcoming agenda items....

- Extension on May 28th for the Conditional Use Permit on 7th and Laurel Street.
- Two applications for the caretaker's unit on 17th and Laurel Way in the Limited Industrial District.
- On June 11th, the Boys and Girls Club request.
- June 10th, the annexation is going in front of the City Council.
- Conditional Use Permit application for a single unit dwelling in the Main Street Area A, not Main Street Area B.
- Short-Term rentals.
- Election of Planning Commission officers on the 11th for the Chair and Vice Chair.

The meeting adjourned at 7:02 p.m.

ATTEST:

Sandra Young

Chair

**City of Florence
Planning Commission Meeting Minutes
250 Hwy 101, Florence, OR 97439
May 28, 2024**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Planning Commission Chair Sandra Young called the meeting to order at 5:33 p.m.

Commissioners Present: Chair Sandra Young, Commissioner Debbie Ubnoske, Commissioner Laurie Green, Commission Renee LoPilato, and Commissioner Eric Hauptman.
Excused absence: Vice Chair Kevin Harris and Commissioner Wendy Krause.

Staff Present: Planning Director Wendy FarleyCampbell, Associate Planner Clare Kurth, Planning Technician Sharon Barker, and Planner Roxanne Johnston (via videoconference).

Chair Young led the Pledge of Allegiance.

1. APPROVAL OF THE AGENDA

Start Time: 5:35 p.m.

Action: Approve agenda as presented

Motion: Comm. Green

Second: Comm. LoPilato

Vote: Unanimous

2. APPROVAL OF THE MINUTES

- January 9, 2024

Start Time: 5:35 p.m.

Action: Approve January 9, 2024 minutes as presented

Motion: Comm. LoPilato

Second: Comm. Ubnoske

Vote: Unanimous

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

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.

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 24 16 EAP 01**

4. RESOLUTION PC 24 16 EAP 01 – Request for Extension of Residential Use at Laurel Street & 7th Street- Castleman

The applicant, Mr. Castleman, requests an extension of a Conditional Use Permit (CUP) to develop a lot zoned Mainstreet Area B with a single unit residential dwelling, an extension of the temporary CUP for a construction site dwelling, and an extension of the variance for a decrease in the front and rear yard setback. These three items were approved by the Florence Planning Commission on November 14, 2023 through Resolution PC 23 19 CUP 032, This project is to be located on two tax lots on the corner of 7th Streett and Laurel Street, at Assessor's Map 18-12-27-44, Tax Lot 05602 (Conditional Use Permit and Variance for a residential unit) and Tax Lot 05601 (temporary construction site dwelling).

Start Time: 5:37 p.m.

Hearing Opened: 5:41 p.m.

Associate Planner Kurth presented the staff presentation, which detailed the request for extension and the variance. AP Kurth noted the Conditions of Approval shall remain in effect for Resolution PC 23 19 CUP 02, one time extension of approval for the CUP approving the SUD in MSB shall expire May 25, 2025, and one time extension of approval for the variance for the decreased front and rear setback shall expire November 14, 2024.

Discussion: The Planning Commission discussed...

- Understanding why the extension date is not the same for the CUP and the variance.
- Requesting applicant take immediate action to improve the looks of the site.
- Are there code violations at the site? Complaints may not be violations.

Comments: Comm. Ubnoske, Comm. LoPilato, and Comm. Green

Discussion: Staff discussed...

- The process for revoking a CUP by Planning Commission.
- Difference in inspections for a manufactured home and a stick-built home pertaining to foundations.

Comments: Director FarleyCampbell

Discussion: The applicant discussed...

- The project being ready to proceed and the manufactured home is ready to be built.
- The foundation is ready to be poured within two weeks.
- Manufacturer will provide a firm timeline shortly including all in-house changes.

Comments: Mr. Castleman and Mr. Ott

Discussion: Staff discussed...

- Required permits for a manufactured home are a manufactured home permit and a plumbing permit. The foundation inspection is wrapped in the manufactured home permit. There isn't a standalone foundation permit. For this project and other manufactured homes being installed in Florence, construction will not be started until the building permits have been approved and issued.
- The permits are in review, and it takes about two weeks for review.

Comments: Associate Planner Kurth

Discussion: Planning Commission discussed...

- Based on Mr. Castleman's testimony and Staff saying in terms of approval of the building permits, six months seems enough time to get the foundation poured and building permits approved.

Comments: Comm. Ubnoske

Public Testimony

Speaker 1: Ms. Pat Oliver, Florence, OR

Ms. Oliver discussed...

- Understanding six-month extension.
- If this is going to be delayed, requesting for the temporary fifth wheel trailer be removed.

Discussion: Applicant discussed...

- This home will have a foundation. A concrete foundation will be poured on its entire perimeter well before the house is delivered and we to have it poured within the next couple of weeks.
- Plumbing is in and has been tied into the city system.
- Water and electric are twenty feet away.
- Foundation will be subject to an inspection before it is poured. It will be full rebar and in place and it doesn't happen without a permit.

Comments: Mr. Ott

Staff recommendation: Recommend approving the extension as requested.

Hearing Closed: 7:02 p.m.

Action: Approve Resolution PC 24 16 EAP 01 with amendment to deletion of Condition 5 and modification of Condition 4 that this is a one time extension of approval for the CUP and Variance approving the SUD use in the MSB, shall expire January 1, 2025 and shall be contingent on the manufactured home placement permit, in effect at that same date,

Motion: Comm. Green

Second: Comm. Ubnoske

Roll Call Vote: Comm. Ubnoske: yes
Comm. Hauptman: yes
Comm. Green: yes
Comm. LoPilato: yes
Chair Young: yes
Motion Carried: 5-0

Planning Commission took a break from 7:10p.m. to 7:23 p.m.

Chair Young: 5th Item on the Agenda tonight is a Public Hearing for **Resolution PC 24 13 CUP 09**

5. RESOLUTION PC 24 13 CUP 09 – 1732 Laurel Way Suite A Caretaker Unit

A Conditional Use Permit (CUP) application submitted to construct a caretaker unit in an existing building located at 1732 Laurel Way. This also consolidates a Change of Use (COU) request from office and storage to a caretaker unit. The property is located at Assessor's Map 18-12-27-10, Tax Lot 00140, situated in the Limited Industrial District regulated by Florence City Code Title 10, Chapter 20.

Start Time: 7:23 p.m.

Hearing Opened: 7:24 p.m.

Senior Planner Johnston presented the staff presentation, which detailed the request for the CUP.

Discussion: The Planning Commission discussed...

- Understanding what is being approved is the CUP for the caretaker's unit, however, there are site conditions about screening the trash receptables and landscaping and driveway. We are adding conditions that seem to be site-wide conditions.
- Not seeing definition for caretaker unit in the code.
- Will someone be living in the unit 24/7?

Comments: Comm. Ubnoske, Comm. Hauptman, and Comm. LoPilato

Discussion: Staff discussed...

- Original proposal was a Change of Use from the existing second story office to caretaker. The upper story office never received Land Use approval. So, there is nothing to change in our land uses eyes; they don't exist. So that part was removed.
- Definition for caretaker unit is not in code. I looked as well in the Comprehensive Plan.
- Chapter 20 says by reason they are permitted, which then state by definition defines what a caretaker is for (clarified correct chapter is Chapter 4)
- The idea is 24-hour security.

Comments: Director FarleyCampbell and Senior Planner Johnston.

Discussion: The applicant discussed...

- Being a tenant of the building since September 2016 and purchased the building in September 2019 now referred to as the Laurel Trade Complex.
- Over the years, the building has housed a number of businesses including but not limited to a church, a brewery, electrician's office, a cabinet shop[, a hot tub business, landscape company classic car storage, a sunroom retail and fabrication company, an art studio, and many other businesses over the year.
- Currently all businesses operating at Laurel Trade Complex are licensed by the City which includes Sean Fleming Construction Incorporated, Rekindled Restorations, Siuslaw Strength and Conditioning, and Viking Plumbing, The fifth unit is leased for private storage.
- Experiencing attempted break-ins and other suspicious activity in the evening hours.

- Removed shrubbery for safety reasons. Existing landscaping caused puddling and water intrusion into the building and damaged the siding.
- Planning to develop a new landscape plan with a dry creek rock look with low lying shrubs and blooming cherry trees that will match two other buildings on Laurel Way and complement one another.
- Issues with on street campers plugging into water spigots and tapping into electrical.
- Willing to work with Staff to address lighting issues.

Comments: Ms. Connor and Mr. Fleming

Staff recommendation: Recommend approval of PC 24 13 CUP 09 with the conditions of approval outlined in the findings.

Hearing Closed: 8:18 p.m.

Action: Approve Resolution PC 24 13 CUP 09 subject to attached conditions of approval outlined in the resolution

Motion: Comm. Ubnoske

Second: Comm. Green

Roll Call Vote: Comm. Green: yes
Comm. Hauptman: yes
Comm. LoPilato: yes
Comm. Ubnoske: yes
Chair Young: yes
Motion Carried: 5-0

6. REPORT AND DISCUSSION ITEMS

- Planning Commission's Report & Discussion Items
 - Subcommittee Updates

Start Time: 8:20 p.m.

The Planning Commission discussed...

- No discussion.

- Directors Report & Discussion Items

Start Time: 8:20 p.m.

Director FarleyCampbell discussed...

- Upcoming City Council second Special Session on June 3rd on the temporary sheltering code for the format of accepting public input at the Florence Events Center.
- Land Use fees were increased by Council and will increase by 3.1% effective July 1st.
- Upcoming Hazardous Waste Collection event will be June 6th and 7th.
- Transportation Committee and EMAC are still recruiting for vacancies and will close on June 17th.
- Direction set by Council for Code Enforcement, it is complaint driven unless a threat to life or property. The process Code Enforcement uses is to educate to compliance.
- An offer to a planner has been accepted and is in background check.
- Providing information on excused/unexcused absences and number allowed for Committee members and Commissioners.

Comments: Director FarleyCampbell

7. PLANNING COMMISSION CALENDAR

Upcoming agenda items....

- Nominating and voting on next Chair and Vice Chair.
- Boys and Girls Club request continued from the last meeting.
- Build new pickleball courts application request at Rolling Dunes Park.
- Single unit dwelling application for Main Street Area A.
- Upcoming City Council Work Session on June 13th for short term rentals.
- Upcoming June 25th meeting including an annexation and lighting exception for Oak Manor.

The meeting adjourned at 8:37 p.m.

ATTEST:

Kevin Harris

Chair

City of Florence
Planning Commission Meeting Minutes
250 Hwy 101, Florence, OR 97439
June 11, 2024

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Planning Commission Chair Sandra Young called the meeting to order at 5:33 p.m.

Commissioners Present: Chair Sandra Young, Commissioner Eric Hauptman, Commissioner Laurie Green, Commissioner Wendy Krause, Commissioner Debbie Ubnoske, and Commissioner Renee LoPilato.

Commissioners Absent: Vice Chair Kevin Harris.

Staff Present: Planning Director Wendy FarleyCampbell, Associate Planner Clare Kurth, Planning Technician Sharon Barker, and Planner Roxanne Johnston (*via videoconference*).

Commissioner Krause led the Pledge of Allegiance.

1. APPROVAL OF THE AGENDA

Start Time: 5:35 p.m.
Action: Approve agenda as presented
Motion: Comm. Green
Second: Comm. LoPilato
Vote: Unanimous

2. APPROVAL OF THE MINUTES

- January 23, 2024

Start Time: 5:35 p.m.
Action: Approve January 23, 2024 minutes as presented
Motion: Comm. LoPilato
Second: Comm. Hauptman
Vote: Unanimous

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Start Time: 5:34 p.m.
Commenter 1: Ms. Ivy Medow – Florence, OR
Handout: Speaker's Card and Written Comments
Discussion: Ms. Medow discussed...

- The importances of trees in Florence.
- The impact of development on trees.

ACTION ITEMS:

4. **Nomination and Appointment of Chairperson and Vice Chairperson**
Election of a Chairperson and Vice Chairperson for the Planning Commission

Start Time: 5:34 p.m.

Postponed until a full body of the Commission is present.

PUBLIC HEARINGS

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.

Comm. Green stated that she is on the board for the Boys and Girls Club and will be recusing herself for that portion of the hearing.

There were no ex-parte contacts declared.

There were no bias declared.

No citizen present wished to challenge any Commissioner.

Chair Young: 5th Item on the Agenda tonight is a Public Hearing for **Resolution PC 24 08 DR 04**

5. **RESOLUTION PC 24 08 DR 04 – Airport Rd – Boys & Girls Club Covered Play Structure -**
continued from May 14, 2024

Design Review request to place a covered structure over an existing basketball court at the Boys & Girls Club of Wesytern Lane County, 1501 Airport Rd., zoned High Density Residential District regulated by Florence City Code Title 10, Chapter 10.

Start Time: 5:46 p.m.

Hearing Re-Opened: 5:46 p.m.

Planner Johnston presented the staff presentation, detailed the request and history for Design Review, and outlined Conditions of Approval.

Discussion: The Planning Commission discussed...

- No discussion.

Discussion: The applicant discussed...

- Landscaping has changed since the photo shown was taken.

Comments: Mr. Stecher Buss

Discussion: Planning Commission discussed...

- Adding additional landscaping that would grow faster to provide screening to the residential area to the west.

Comments: Comm. Ubnoske

Discussion: The applicant discussed...

- Repairing fence where children removed boards.

Comments: Mr. Stecher Buss

Public Testimony: None.

Staff recommendation: Approve the Design Review with the Conditions of Approval.

Hearing Closed: 6:17 p.m.

Action: Approve Resolution PC 24 08 DR 04 subject to attached Conditions of Approval.
Motion: Comm. Ubnoske
Second: Comm. Hauptman

Roll Call Vote: Comm. Ubnoske: yes
Comm. Krause: yes
Comm. Hauptman: yes
Comm. LoPilato: yes
Chair Young: yes
Motion Carried: 5-0

Chair Young: 6th Item on the Agenda tonight is a Public Hearing for **Resolution PC 24 20 CUP 11**

6. RESOLUTION PC 24 20 CUP 11 – 6th & Maple St. Residential Use - Smith
Conditional Use (CUP) request to construct a detached single unit dwelling and associated development at Assessor's Map 18-12-27-44, Tax Lot 07600 zoned Mainstreet Area A regulated by Florence City Code Title 10, Chapter 27.

Start Time: 6:20 p.m.

Hearing Opened: 6:20 p.m.

Associate Planner Kurth presented the staff presentation, detailing the request for the CUP, and outlined the Conditions of Approval.

Discussion: The Planning Commission discussed...

- Who pays for paving the alley?
- Does the property owner or the City hire the paving contractor?
- Applicant states in application future intents to allow a shop and garage with an apartment above. Will that be subject to coming back to Planning Commission for review?
- Understanding how the façade affects Design Review
- Not wanting to see a building where it is obvious there is a separate component

sitting in front just to meet a code requirement because it is a manufactured home.
Comments: Comm. Green and Comm. Ubnoske.

Discussion: Staff discussed...

- Alley would be paved from 6th Street to access of applicant's property.
- They would obtain a public right-of-way permit and Public Works staff would review what is proposed.
- If someone takes an existing building and converts it to another use, it requires a Change of Use process. This particular site does not have room for additional parking. The façade is a freestanding façade similar to a freestanding deck. It would require engineering. It would require construction similar to a wall.
- It would look like it is part of the building.

Comments: Associate Planner Kurth and Director FarleyCampbell.

Discussion: The applicant discussed...

- Looking for a lot for a residence.
- There are companies that manufacture walls, looking at possibility of a company to build a wall.
- By removing the closet from a bedroom, it is considered a "den." Looking at the possibility of using that as an office or showroom.

Comments: Ms. Marcelle Smith (*via videoconference*).

Discussion: The Planning Commission discussed...

- Understanding how the doors in the façade work in conjunction with the door in the manufactured home.
- Intending to use this building as a commercial operation as well as a residence?
- Suggesting replacing arborvitae with something else as they tend to be very flammable.
- Important to clarify that Planning Commission is only approving residential use and not commercial use.
- Has the applicant met with the building official to provide valuable input?

Comments: Chair Young, Comm. Hauptman, and Comm. Green.

Discussion: The applicant discussed...

- Not quite sure how the doors will work together
- Intending to use as a residence with the possibility of running a business from my home. Main object is to retain the value of the property, having the option of commercial and/or residential makes it more valuable. That is why I incorporated it into my plan.
- The only tree that was on the list that was tall and narrow was the arborvitae. Appreciate knowing about the flammability.
- Have had email communication with the building official.

Comments: Ms. Marcelle Smith (*via videoconference*).

Discussion: Staff discussed...

- Director FarleyCampbell recommends adding a condition that states "in accordance with FCC 10-27-5-A, the dwelling and façade shall present the appearance of a singular construction of the exterior of the building. Ms. Smith is correct that the other plants proposed in the front yard fall under the shrub category. There is still

the requirement for a tree in the front yard.

- There was a pre-application meeting with the building official and the building permit technician in April and they will continue to work with Ms. Smith on the permitting and application so that it meets code.

Comments: Associate Planner Kurth.

Public Testimony

Speaker 1: Mr. Rob Shepherd, Florence, OR

Mr. Shepherd discussed...

- Being in favor of this project.
- Being an owner of a property around the corner at 553 Laurel for twenty-five years.
- When field is mowed, lot is used as an area for dogs' bathroom.

Speaker 2: Ms. Lillian Petersen, Florence, OR

Ms. Petersen discussed...

- Owning two lots on one side of the alley and three lots on the other side of the alley.
- At one time there was a dental lab building. My husband owned Berry Construction and they paved the alley to stop dust from being around because of making porcelain crowns.
- Currently, no one maintains the alley so they keep adding gravel to it. The water now is running onto my cement pad that goes into my five-stall garage.
- Gravel needs to be removed and the level lowered to prevent the water running into my garage.

Speaker 3: Ms. Elaine Beers, Swisshome, OR

Ms. Beers discussed...

- Being Ms. Petersen's daughter and bringing up a few more points.
- Admiring the ingenuity of the façade; however, even with the façade, it is still a mobile home. Being surprised that the zoning in the area would allow it.
- Façade seems like a vertical billboard. And seeing a potential problem with the winds we have in this area.
- Addressing the mostly gravel alley that is not maintained by the City. Because of the gravel and large potholes, there is an enormous amount of water in the alley. There is no drainage in the alley.
- Concerns about the one lane, gravel alley currently serving seven domiciles and adding another domicile.

Discussion: Staff discussed...

- House Bill 4064 was adopted in 2022. What it says and requires that a manufactured dwelling cannot be regulated in a way different than a site-built home. There probably aren't any other homes in the area that are manufactured homes because the rule is rather new.

Comments: Associate Planner Kurth.

Discussion: The Planning Commission discussed...

- Who is bringing in the gravel?

Comments: Comm. Hauptman.

Discussion: Ms. Beers discussed...

- Originally, my stepfather brought in the gravel and Berry Construction maintained the alley.
- Believing that the people who purchased on the Rhododendron side brought in the gravel. The gravel is from Rhododendron to their driveway,

Discussion: Staff discussed...

- When the improvements to the alley go in as conditioned and the work in the right of way will be approved by Public Works and that includes storm drainage.
- This particular development is not responsible for addressing other alley problems that are not adjacent to her property. She shouldn't be contributing any additional drainage. That way it will be drained towards 6th St.

Comments: Associate Planner Kurth and Director FarleyCampbell.

Staff recommendation: Recommend approval of PC 24 20 CUP 11 with conditions, the use of the single, detached, single unit dwelling in Main Street Area A, with conditions of approval, with the addition of a new condition that was stated earlier "in accordance with FCC 10-27-5-A, the dwelling shall present the appearance of a singular construction of the exterior of the building." So, we will add that condition to ensure that the construction is all uniform.

Hearing Closed: 7:31 p.m.

Discussion: Comm. Ubnoske discussed...

- Recognizing the need for housing and being in support of this plan.
- Having real concerns about the façade and setting a precedent with the lot next door and possibly other lots in Main Street A.
- Struggling because not feeling comfortable with what I have seen so far.
- Feeling comfortable with staff's language. Wishing to know how that translates in terms of structurality.
- Going on record saying I'm concerned about the SUD and how it's going to look based on what I've seen.

Discussion: Comm. Green...

- Needing to trust our building permit route as far as reviewing the structural stability.

Discussion: Comm. Ubnoske discussed...

- Not being concerned about the structural stability.
- Being more concerned about the esthetics of this home, because it is going to set a precedent for other manufactured homes that are going to come in and want to do a similar type of treatment. Where we haven't seen this before, when it's not part of the actual manufactured home, it something separate.
- Not being able to visualize what it will look like.

Action: Approve Resolution PC 24 20 CUP 11 with stated conditions with the additional conditions as stated by Associate Planner Kurth.

Motion: Comm. Green

Second: Comm. Hauptman

Roll Call Vote: Comm. Krause: yes
 Comm. Green: yes
 Comm. Hauptman: yes
 Comm. LoPilato: yes
 Comm. Ubnoske: no
 Chair Young: yes
 Motion Carried: 5-1

Planning Commission took a break from 7:36 p.m. to 7:48 p.m.,

Chair Young: 7th Item on the Agenda tonight is a Public Hearing for **Resolution PC 24 15 CUP 10**

7. RESOLUTION PC 24 15 CUP 10 – 35th Street Rolling Dunes City Park

Conditional Use with Design Review request to construct pickleball courts and replace the restroom and picnic structure at the NE corner of the intersection of 35th St. and Siano Loop, Assessor's Map 18-12-22-12, Tax Lot 00300 zones Open Space District.

Start Time: 7:48 p.m.

Hearing Opened: 7:48 p.m.

Associate Planner Kurth presented the staff presentation, which detailed the request for the CUP.

Staff recommendation: Recommend approval of PC 24 15 CUP 10 and design review for the Rolling Dunes Park project with conditions.

Discussion: The Planning Commission discussed...

- Understanding the impact on the community garden.
- Needing to remove trees to install new pickleball courts, and if so, how many trees? Will those trees be replaced?
- Are there any improvements other than the proposed picnic shelter?
- There are existing tennis courts on site, but not being shown on the exhibits. Are the tennis courts being reconfigured for pickleball or being redesigned?

Comments: Comm. Green and Comm. Ubnoske.

Discussion: Staff discussed...

- The community gardens have only been there since 2019. They are located west of the tennis courts in the grassy area between Siano Loop and the tennis courts, north of the parking lot.
- The restrooms are in the southeast corner of the property.
- The tennis courts are proposed to stay.
- Not being able to track down a landscaping plan that indicates they were part of an approved landscaping plan. So, unless they were required to be replaced because of their proximity to wetlands and riparian area, there's nothing in the code that would require them to be replaced.
- Letting applicant answer the question about amenities under the shelter.

Comments: Associate Planner Kurth.

Discussion: The Planning Commission discussed...

- Having had lots of discussion about losing trees and losing landscaping in the City. Whether or not they were part of an original approval, if we're losing trees here to put in pickleball courts, I would hope we could find a place on site to replace trees. That would be my hope. The other thing I forgot to mention was that the sign out there is very old, and I'm wondering if that is part of the proposal, too, to update the sign, put new signage in there. I think that would be nice if we could get that.
- Adding up the number of courts and the number of players and comparing that to the number of parking spaces. Even with six on street spaces on Siano Loop, if we are hosting tournaments, there's no street parking on 35th Street. Is that correct?
- Even though it's meeting the technical limits, given square footage, I think we may run into parking issues. And I'd be interested in hearing testimony from people who are using it now, if they're running into parking issues currently and what that might look like if we add two more courts. You could be looking at four people per court and not everyone is going to carpool.
- Being little concerned, if this sport remains as popular as it seems to be, and it increases in popularity, this is not going to be our usual neighborhood park, because this is a unique offering in the city that is going to attract people from much farther away than half a mile.
- Are these the only pickleball courts in the City? Just for the record.
- There are some indoor courts that are private.
- Recognizing that this number of parking spaces meets our code as it stands.

Comments: Comm. Ubnoske, Comm. Green, and Comm. LoPilato

Discussion: Staff discussed...

- Correct, parking not allowed on 35th Street.
- Not speaking to people's driving habits, this is considered a neighborhood park. Everyone in the community may use it. Everyone that is not in the community that's visiting may use it; but as a neighborhood park, the intended service is one half mile.
- There is walking and biking option with the bike rack.
- Looking at the way Miller Park is used and when they have a tournament, they do not have enough room for all their parking. Parking is designed for the typical number.

Comments: Associate Planner Kurth.

Discussion: The applicant discussed...

- This park has the only public tennis courts in Florence.
- About twelve to fourteen years ago, the City resurfaced the tennis courts. When resurfacing and restriping, we including striping for pickleball on the existing tennis courts.
- Florence parks and parks system have a special tax base. Parks are operated out of the general fund in direct competition with police and other general fund departments and activities.
- Community gardens were relocated from the Dev Northwest property which provided affordable housing on that site.
- The aerial photos are deceiving as to the number of trees. There's only three or four trees being removed in this project and being replaced probably on the north side of the existing courts.
- Obtaining grants for fence, sidewalk, ADA access improvements, and restroom

facilities replacement.

- Additions and improvements to the landscaping.
- Preserving the masks on the existing picnic shelter and restrooms.
- Understanding the grant funding and excess funds becoming available for ADA improvements.

Comments: Mr. Mike Miller, City of Florence Public Works Director

Discussion: The Planning Commission discussed...

- Starting the resurfacing project and availability of the courts.
- Addressing the rust on the existing fence on the horizontal bars.
- Having the roofs be consistent with the same material.
- Addressing sidewalks on Siano Loop.
- Having great public, private partnerships with the various parks, particularly Miller Park. In the dog park as well, once people got together and were motivated, good things happened.
- Are you removing the tennis courts and reconfiguring everything to pickleball or will there still be tennis courts?
- Feasibility of adding ADA buttons to push to open restrooms doors similar to the hospital.
- Agreeing with Commissioner Krause and Commissioner Green to get the word out now in advance, we're running out of money to the public. This is a city that comes together and this is a wonderful project and maybe we could get some funds for a nice sign or some additional benches or amenities on site,
- Wanting people to be aware a lot of the improvements that are getting done are funded by grants. Mr. Miller is probably the grant writer for the City as far as obtaining funds so that we have a city that is very nice to live in. He should get some kudos.

Comments: All Commissioners present.

Discussion: The applicant discussed...

- There will be limited availability during construction. There will be opportunities to play a portion of the courts.
- Siano Loop sidewalks will be addressed within five years.
- This is the only public tennis court in the entire community. There's nothing at the High School. There are some private courts, but no public courts. There will always be tennis. The active tennis players of the 31 that actively utilize the court would like to have a dedicated tennis court with no pickleball lines. That's very achievable. We are definitely putting in two brand new pickleball courts. Maybe preserve one tennis court and then everything else is still pickleball. It comes down to having discussion with our tennis professional to look at the optimized facilities. We are pretty limited to site. Adding additional parking is not in the question.
- There are rumors out there that the community gardens are going away and that is not the case. We are not changing community gardening to parking. There have been comments made to move the gardens to the north side. They have ADA accessibility requirements just like everything else. So how do we balance?
- Addressing ADA buttons on doors, it is not a requirement. Actuators are expensive. I am doing a project at Public Works to put in actuators on the doors and it's fifteen to twenty thousand dollars.

Public Testimony

- Speaker 1: Mr. Anthony Minutoli, Florence, OR
Mr. Minutoli discussed...
- Placing pickleball court in the horseshoe zone in front of the restrooms.
 - By doing that, we have our tennis courts back that they are originally designed for as tennis courts.
 - Put the pickleballers somewhere they can have pickleball and all their stuff. They don't have to put the nets up and they don't have to take them down.
- Speaker 2: Mr. Fred Young, Florence, OR (for the record, not related to Chair Young)
Mr. Young passed – chose not to comment.
- Speaker 3: Mr. Joe Sloan, Florence, OR
Mr. Sloan passed – questions were answered.
- Speaker 4: Mr. Robert Shupe, Florence, OR
Mr. Shupe passed – questions were answered.
- Speaker 5: Mr. Paul Driver, Florence, OR
Mr. Driver - not present.
- Speaker 6: Mr. Chad Olson, Mapleton, OR
Mr. Olson discussed...
- Florence Oregon Pickleball Club currently has 64 active members and at least 60 more people interested in joining.
 - Once there are permanent courts, you are going to see people playing all the time.
 - Suggestion to move community gardens to south side of the parking lot where the horseshoe pits are, then using the community garden space for pull in parking.
 - Pickleball is growing at an extraordinary rate and needing to plan for the future.
- Speaker 7: Ms. Christine Cole, Florence, OR
Ms. Cole discussed...
- Addressing parking in other cities.
 - When playing in other cities, parking is not provided and needing to park throughout the neighborhoods.
- Discussion: The Planning Commission discussed...
- Location of the horseshoe pits.
- Comments: Comm. Green
- Discussion: The applicant discussed...
- The horseshoe pits are to the immediate east, east of the restrooms.
 - Adding a parking lot is approximately \$100,000-150,000. We don't have the money available. Money for parks comes out of the General Fund.
 - City does have some properties that could be developed into a future park.
 - We will take a look at the fencing issue. Fencing material is expensive. We have harsh coastal conditions that are taking a toll on the metal.
- Comments: Mr. Mike Miller, City of Florence Public Works Director,

Hearing Closed: 9:31 p.m.

Action: Approve Resolution PC 24 15 CUP 10 subject to conditions as stated by staff and leaving the two tennis courts balancing the needs of the tennis players and the pickleball players

Motion: Comm. Ubnoske

Second: Comm. Hauptman

Roll Call Vote: Comm. LoPilato: yes
Comm. Ubnoske: yes
Comm. Krause: yes
Comm. Hauptman: yes
Comm. Green: yes
Chair Young: yes
Motion Carried: 6-0

8. REPORT AND DISCUSSION ITEMS

- Planning Commission's Report & Discussion Items
 - Subcommittee Updates
- Director's Report & Discussion Items

Start Time: 9:34 p.m.

- Planning Commission's Report & Discussion Items

The Planning Commission discussed...

- No discussion.

Start Time: 9:34 p.m.

- Directors Report & Discussion Items

Director FarleyCampbell discussed...

- Community survey has launched and is available to July 1st. You can find the link on the City's main webpage. 3000 mailers were mailed out with a response rate of 400.
- Recruitments for EMAC and Transportation Committee are occurring and closing on the 17th.
- Upcoming Art Exposed Revision tour is happening on the 15th,
- City Council had their Special Meeting to receive input on the proposed sheltering code.
- City Council did approve Planning Commission recommendation to annex the County's Park north of Driftwood Shores.
- Recruitment to add to Planning staff has concluded. Thanking Chair Young for serving on the interview panel. The selected candidate has accepted the City's offer and has passed background check, Proud to announce the hiring of Jacob Foutz currently employed with the City of Umatilla as Senior Planner and joining our team as Planning Manager.

Comments: Director FarleyCampbell

9. PLANNING COMMISSION CALENDAR

Upcoming agenda items....

- Upcoming hearings for the June 25th meeting.

- New Land Use signs are blue.
- Upcoming open house for Oak Manor apartments.
- Official launch of new Rhody Express bus next Monday with buses running every thirty minutes.
- July 23rd Planning Commission is cancelled
- Upcoming City Council Work Session on the short-term rental recommendations.

The meeting adjourned at 9:51 p.m.

ATTEST:

Kevin Harris

Chair
