

**City of Florence
Planning Commission Meeting Minutes
250 Hwy 101, Florence, OR 97439
September 23, 2025**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 PM.

Commissioners Present: Chair Debbie Ubnoske, Vice Chair Laurie Green,
Comm. Marilyn Datzman, Comm. Sandra Young (5 min late)
Comm. Lucas McQuillan
Comm. Renee LoPilato,

Commissioners Absent: Comm. Phil Tarvin

Presenter City Mayor Rob Ward: Present

Presenter City Attorney Ross Williamson: Present

Staff Present: Planning Director Wendy Farley-Campbell, Planning Manager Jacob Foutz, Associate Planner Hanna Hutcheson, Admin Assistant Nancy Ervin

At 5:30 PM, Chair Ubnoske opened the meeting, staff took the roll call. Vice Chair Green led the flag salute.

1. APPROVAL OF THE AGENDA

Action: Approve Agenda as presented.
Motion : Vice Chair Green
Second : Comm. Lopilato
Vote: Unanimous

2. APPROVAL OF August 26, 2025 MINUTES

Action: Approve Minutes as presented.
Motion : Comm. McQuillan
Second : Comm. Lopilato
Vote: Unanimous

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA— none

4. COUNCIL NORMS PRESENTATION: Mayor Rob Ward

Mayor Ward discussed the council's norms, emphasizing respect and collaboration.

5. PUBLIC HEARING:

RESOLUTION PC 25 16 CUP 04 & PC 25 07 DR 05 - 1150 Bay St has been postponed due to a lack of a complete application.

6. CITY OF FLORENCE ETHICS & ROLE TRAINING: City Attorney Ross Williamson

The commission reviewed the quasi-judicial process, focusing on due process, bias, ex parte contacts, and conflicts of interest. Ross Williamson, the city attorney, provided training on ethical decision-making, emphasizing the importance of maintaining a comprehensive record, establishing clear criteria, and adhering to non-discretionary conditions of approval. The training also addressed the challenges of subjective criteria, such as appearance, and the need for fair and consistent application of standards. The meeting discussed the importance of avoiding ex parte contact, which includes any information outside the official record, such as social media comments or personal conversations. Vice Chair Green emphasized the need for commissioners to document any such contacts and disclose them during hearings. The conversation also addressed conflicts of interest, stressing that commissioners must disclose any potential or actual conflicts involving themselves, their relatives, or their businesses.

SUBCOMMITTEE REPORTS:

Commissioner Sandra Young reported that the child care zoning code update will be ready soon.

Vice Chair Laurie Green reported that the vegetation preservation code update is getting off to a slow start, but is still moving forward.

7. DIRECTOR'S REPORT:

The Director's Report included Upcoming events: a household hazardous waste event on October 3-4 and a no net loss short-term rental open house on October 13.

8. UPCOMING AGENDA ITEMS:

Planning Manager Jacob Foutz announced the next Planning Commission meeting is scheduled for October 14th. Other dates are to be determined around upcoming holidays.

8. ADJOURN

The meeting adjourned at 6:20 PM.

ATTEST:

Debbie Ubnoske, Chair Date