

**STAFF REPORT & FINDINGS OF FACT
FLORENCE COMMUNITY DEVELOPMENT DEPARTMENT
Planning Commission
Exhibit "A"**

Public Hearing Date: January 10, 2017 **Planner:** Wendy FarleyCampbell
Date of Report: January 3, 2017
Application: PC 16 25 CUP 07

I. PROPOSAL DESCRIPTION

Proposal: A request for a conditional use permit and design review to relocate a manufactured commercial building to the property, construct a carport and install new light poles, stormwater facilities, landscaping and pave a driveway and parking spaces.

Applicant: Chuck Trent, Executive Director, Boys and Girls Club of Western Lane County

Property Owners: Boys and Girls Club of Western Lane County

Location: 1501 Airport Road

Site: Map # 18-12-27-10 Taxlots 00235 & 00300

Comprehensive Plan Map Designation: High Density

Zone Map Classification: Multi-Family Residential District (RM)

Surrounding Land Use / Zoning:

Site: Teen Center / RM
North: Miller Park / Open Space
South: Single Family Residences / RM
East: Park Storage Building / Commercial
West: Single Family Residences/ Mobile Home / Manufactured Home District

Streets / Classification:

West – None; North – None; East – None; South – Airport Rd. / Collector

II. NARRATIVE

The Boys and Girls Club proposes to move the manufactured structure previously used for Quality Child Care Florence (daycare/nursery) at the Middle School to the existing teen center site to be used for office and high school teen space. They are also proposing to construct a parking structure west of the moved facility for their bus and a connecting hall on the east side of the moved facility to the current Teen Center.

The applicant applied for a conditional use and design review permit for the project on September 27, 2016. The application was deemed complete on November 18, 2016 after receipt of missing application items.

III. NOTICES & REFERRALS

Notice: On December 20, 2016 notice was mailed to surrounding property owners within 300 feet of the property. The property was posted on December 20, 2016. Notice was published in the Siuslaw News on January 4, 2017.

At the time of this report, the City had received no written public comments on the proposal.

Referrals: On December 20, 2016 referrals were sent to the Florence Building Department, Florence Police Department, Florence Public Works, the Building Department LLC, Western Lane Ambulance District, Siuslaw School District, and Siuslaw Valley Fire and Rescue.

At the time of this report, the City had received the following responses:

Mike Miller of Public Works provided a verbal statement suggesting the applicant fence the eastern property line to prevent encroachment from foot traffic cutting through their site.

Chief Tom Turner of Florence Police had no concerns and was pleased to see cameras on the application plans.

IV. APPLICABLE REVIEW CRITERIA

Florence City Code, Title 10:

- Chapter 1: Zoning Administration, Section 1-5
- Chapter 3: Off-Street Parking and Loading, Sections 2 through 5 & 8 through 10
- Chapter 4: Conditional Uses, Sections 3 through 11
- Chapter 6: Design Review, Sections 5, 6, 9 & 10
- Chapter 13: Multi-Family Residential District, Sections 3 through 5
- Chapter 34: Landscaping, Sections 3 through 5
- Chapter 35: Access and Circulation, Sections 2-6, 2-9, 2-12 through 2-14 & 3
- Chapter 36: Public Facilities, Section 3
- Chapter 37: Lighting, Sections 2, 3 & 4

V. PROPOSED FINDINGS

Code criteria are listed in **bold**, with staff response beneath. Only applicable criteria have been listed.

TITLE 10: CHAPTER 1: ZONING ADMINISTRATION

10-1-1-5: LAND USE HEARINGS:

- A. Hearings are required for quasi-judicial land use matters requiring Planning Commission review.**
- B. Notification of Hearing:**
 - 1. At least twenty (20) days prior to a quasi-judicial hearing, notice of hearing shall be posted on the subject property and shall be provided to the applicant and to all owners of record of property within 100 feet of the subject property, except in the case of hearings for Conditional Use Permits, Variance, Planned Unit Development and Zone Change, which notice shall be sent to all owners of record of property within 300 feet of the subject property.**
 - 2. Prior to a quasi-judicial hearing, notice shall be published one (1) time in a newspaper of general circulation.**

Notification of the quasi-judicial land use hearing for this application was mailed on December 20, 2016, 20 days prior to the hearing, to all property owners within 300 feet of the subject property. A notice was also published in the Siuslaw News one time on January 4, 2017. The notification procedures meet the requirements of FCC 10-1-1-5.

C. Notice Mailed to Surrounding Property Owners – Information provided:

- 1. The notice shall:**
 - a. Explain the nature of the application and the proposed use or uses which could be authorized;**
 - b. List the applicable criteria from the ordinance and the plan that apply to the application at issue;**
 - c. Set forth the street address or other easily understood geographical reference to the subject property;**
 - d. State the date, time and location of the hearing;**
 - e. State that failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to**

respond to the issue precludes further appeal based on that issue;

- f. State that application and applicable criteria are available for inspection at no cost and will be provided at reasonable cost;**
- g. State that a copy of the staff report will be available for inspection at no cost at least 7 days prior to the hearing and will be provided at reasonable cost;**
- h. Include a general explanation of the requirements for submission of testimony and the procedure for conduct of hearings.**
- i. Include the name of a local government representative to contact and the telephone number where additional information may be obtained.**

The notice mailed to surrounding property owners as described above contained information regarding the nature of the application and uses proposed; applicable criteria applying to the issue; the street address of the property; the date, time and location of the meeting; the need to “raise it or waive it” appeal rights; stated that the application and criteria were available for inspection at no cost and would be provided at reasonable cost; stated that a copy of the staff report would be available no less than seven days prior to the hearing regarding the item; included a statement of the requirements for submission of testimony; and included the name of the staff person to contact, telephone number for the Planning Department and an email address where questions or testimony could be sent. The application was properly noticed and these criteria are met.

D. Hearing Procedure: All quasi-judicial hearings shall conform to the procedures of Florence City Code Title 2 Chapter 10.

The Planning Commission met and decided upon the application in accordance with FCC 2-10.

E. Action by the Planning Commission:

- 1. At the public hearing, the Planning Commission shall receive all evidence deemed relevant to the issue. It shall then set forth in the record what it found to be the facts supported by reliable, probative and substantive evidence.**
- 2. Conclusions drawn from the facts shall state whether the ordinance requirements were met, whether the Comprehensive Plan was complied with and whether the requirements of the State law were met.**

4. **There is no duty upon the Planning Commission to elicit or require evidence. The burden to provide evidence to support the application is upon the applicant. If the Planning Commission determines there is not sufficient evidence supporting the major requirements, then the burden has not been met and approval shall be denied.**

The Planning Commission received all evidence deemed relevant at the public hearing. The Planning Commission may deny approval should they determine that insufficient evidence has been provided to support the application meeting the code requirements. The burden to supply such evidence is upon the applicant.

- F. **Notice of Decision by the Planning Commission: A notice of the action or decision of the Planning Commission, and right of appeal shall be given in writing to the applicant. Any party who testified either in writing or verbally at the hearing must provide a mailing address in order to be noticed. The notice may be served personally, or sent by mail. The notice shall be deemed served at the time it is deposited in the United States mail.**

Notice of Decision shall be mailed to the applicant and all parties providing testimony either in writing or verbally at the hearing who provided a mailing address.

- H. **Consolidated Procedures: Whenever possible an application for development such as a Conditional Use, Variance, or other action requiring Planning Commission, or Design Review Board approvals be consolidated to provide faster service to the applicant. (ORS 227.175(2)), (Amd. by Ord. No. 4, Series 2011)**

The applicant has requested a Conditional Use Permit with Design Review. Staff has consolidated required approvals in order to provide faster service to the applicant. The criteria in this staff report address both Design Review and Conditional Use Permit.

TITLE 10: CHAPTER 3: OFF-STREET PARKING AND LOADING

10-3-2: GENERAL PROVISIONS:

- A. **The provision for and maintenance of off-street parking and loading spaces are continuing obligations of the property owners. No building or other permit shall be issued until plans are presented that show property that is and will remain available for exclusive use as off-street parking and loading space.**
- B. **At the time of new construction or enlargement or change in use of an existing structure within any district in the City, off-street parking spaces shall be provided as outlined in this Chapter, unless**

requirements are otherwise established by special review or City Council action. Additional parking spaces shall meet current code.

- C. If parking space has been provided in connection with an existing use or is added to an existing use, the parking space shall not be eliminated if elimination would result in less space than is required by this Chapter.
- D. Required parking spaces shall be available for the parking of passenger automobiles of residents, customers, patrons and employees, and shall not be used for storage of materials of any type.
- E. Ingress and egress for parking and loading shall not endanger or impede the flow of traffic.
- F. The required off-street parking for nonresidential uses shall not be used for loading and unloading operations during regular business hours.

The site presently provides an unmarked gravel parking area west of the existing Teen Center. The applicant proposes to improve the parking area by paving, striping and providing a stormwater treatment facility.

10-3-3: MINIMUM STANDARDS BY USE: The number of required off-street vehicle parking spaces shall be determined in accordance with the standards in Table 10-3-1. Where a use is not specifically listed in this table, parking requirements are determined by finding that a use is similar to one of those listed in terms of parking needs, or by estimating parking needs individually using the demand analysis option described below:

- A. Parking that counts toward the minimum requirement is parking in garages, carports, parking lots, bays along driveways, and shared parking. Parking in driveways does not count toward required minimum parking.

The applicant has proposed parking within a parking lot. This criterion is met.

10-3-4: MINIMUM REQUIRED PARKING BY USE: During the largest shift at peak season, fractional space requirements shall be counted as the next lower whole space (rounded down). Square footages will be taken from the gross floor area (measurements taken from exterior of building). Applicants may ask the Design Review Board a reduction for parking spaces as part of their land use application. The applicant will have to provide the burden of evidence to justify the reduction proposed. The Design Review Board and/or staff may require the information be prepared by a registered traffic engineer. Table 10-3-1 lists the minimum parking spaces required by use, with a minimum no less than two (2) spaces, plus additional spaces(s) as needed to meet the minimum accessible parking requirement.

Table 10-3-1, Minimum Required Parking By Use:

C. Commercial and Retail Trade Types:

Daycare, adult or child day care	1 space per 500 sq. ft. of floor area
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The existing building is 3024 sq. ft. and the modular is 2688 sq. ft. Also, an attached 200 sq. ft. storage shed and approximately 300 sq. ft. connecting hall are proposed. The total sq. ft. of all structures (excluding the proposed covered parking area) is 6232 sq. ft. The applicant has proposed 14 hard surfaced parking spaces including the covered parking bay for the bus and two ADA accessible parking spaces.

The applicant is required to provide, per the parking requirement listed above, 12 parking spaces ($6232 \text{ ft}^2 / 500 \text{ ft}^2 = 12.4 \approx 12$). This criterion is met.

10-3-5: VEHICLE PARKING – MINIMUM ACCESSIBLE PARKING:

- A. Accessible parking shall be provided for all uses in accordance the standards in Table 10-3-2; parking spaces used to meet the standards in Table 10-3-2 shall be counted toward meeting offstreet parking requirements in Table 10-3-1;**
- B. Such parking shall be located in close proximity to building entrances and shall be designed to permit occupants of vehicles to reach the entrance on an unobstructed path or walkway;**
- E. Required accessible parking spaces shall be identified with signs and pavement markings identifying them as reserved for persons with disabilities; signs shall be posted directly in front of the parking space at a height of no less than 42 inches and no more than 72 inches above pavement level. Van spaces shall be specifically identified as such.**

Table 10-3-2 – Minimum Number of Accessible Parking Spaces			
Source: ADA Standards for Accessible Design 4.1.2(5)			
Total Number of Parking Spaces Provided (per lot)	Total Minimum Number of Accessible Parking Spaces (with 60” access aisle, or 96” aisle for vans*)	Van Accessible Parking Spaces with min. 96” wide access aisle	Accessible Parking Spaces with min. 60” wide access aisle
1 to 25	1	1	0
26 to 50	2	1	1

The applicant, with a total of 14 parking spaces, will be required to provide one ADA Accessible space. The applicant has proposed the provision of two ADA accessible parking spaces (one Van and one regular with a shared lading area) in the two most

northern spaces adjacent to the administrative office. An unobstructed walkway via sidewalk and ramp is provided to the building from the spaces. The site plan illustrates the demarcation for the spaces on their surface and also via signage in front of the spaces. These criteria are met.

10-3-8: PARKING AREA IMPROVEMENT STANDARDS: All public or private parking areas, loading areas and outdoor vehicle sales areas shall be improved according to the following: All required parking areas shall have a durable, dust free surfacing of asphaltic concrete, cement concrete , porous concrete, porous asphalt, permeable pavers such as turf, concrete, brick pavers or other materials approved by the City. Driveways aprons shall be paved for the first fifty feet (50') from the street.

B. All parking areas except those required in conjunction with a single-family or duplex dwelling shall be graded so as not to drain storm water over public sidewalks. All drainage systems shall be connected to storm sewers where available. Parking lot surfacing shall not encroach upon a public right of way except where it abuts a concrete public sidewalk, or has been otherwise approved by the City.

The applicant has proposed a private parking area with paved driveway within the first 50 feet of its entrance from a public right-of-way. The parking lot is proposed to grade west and not drain storm water over public sidewalks. The drainage system will be connected to a bio-swale to infiltrate the storm water rather than directing it to a storm sewer system to be conveyed off-site.

C. Parking spaces shall be located or screened so that headlights do not shine onto adjacent residential uses.

Thirteen of the parking spaces are located west of the existing structure and face to the east. The bus parking space is proposed to be located in the northwest corner of the property. Its headlights would either face Miller Park if head in or Nopal St. intersection if backed in. No residential uses are impacted by headlights.

E. No parking area shall extend into the public way except by agreement with the City.

No parking area exists or has been proposed which extends into the public right-of-way. This criterion is met.

G. Lighting: Refer to Section 10-37 of this Title for requirements.

The applicant has proposed lighting as part of their application and these criteria will be addressed below as part of FCC 10-37.

I. Unless otherwise provided, required parking and loading spaces shall not be located in a required front or side yard.

Proposed parking is not located in a required front or side yard. The proposal meets this criterion.

J. Building permits are required for all parking lot construction or resurfacing.

The parking lot will be constructed in conjunction with the building, which will have building permits.

K. A plan, drawn to a suitable scale, indicating how the off- street parking and loading requirements are to be met shall accompany an application for a building permit. The plan shall indicate in detail all of the following:

- 1. Individual parking and loading spaces.**
- 2. Circulation area.**
- 3. Access to streets and property to be served.**
- 4. Curb cut dimensions.**
- 5. Dimensions, continuity and substance of screening, if any.**
- 6. Grading, drainage, surfacing and subgrading details.**
- 7. Obstacles, if any, to parking and traffic circulation in finished parking areas.**
- 8. Specifications for signs, bumper guards and curbs.**
- 9. Landscaping and lighting.**

The applicant has provided a parking plan showing the proposed parking area, including all of the required details.

10-3-9: PARKING STALL DESIGN AND MINIMUM DIMENSIONS: All off-street parking spaces (except those provided for single-family and duplex homes) shall be improved to conform to City standards for surfacing, stormwater management, and striping and where provisions conflict, the provisions of FCC Title 9 Chapter 5 shall prevail. Standard parking spaces shall conform to minimum dimensions specified in the following standards and Figures 10-3(1) and Table 10-3-3:

- A. Motor vehicle parking spaces shall measure nine (9) feet and six (6) inches wide by nineteen (19) feet long.**
- B. Each space shall have double line striping with two feet (2') wide on center.**

- C. The width of any striping line used in an approved parking area shall be a minimum of 4" wide.
- D. All parallel motor vehicle parking spaces shall measure eight (8) feet six (6) inches by twenty-two (22) feet;
- E. Parking area layout shall conform to the dimensions in Figure 10-3(1), and Table 10-3-3, below;
- F. Parking areas shall conform to Americans With Disabilities Act (ADA) standards for parking spaces (dimensions, van accessible parking spaces, etc.). Parking structure vertical clearance, van accessible parking spaces, should refer to Federal ADA guidelines.

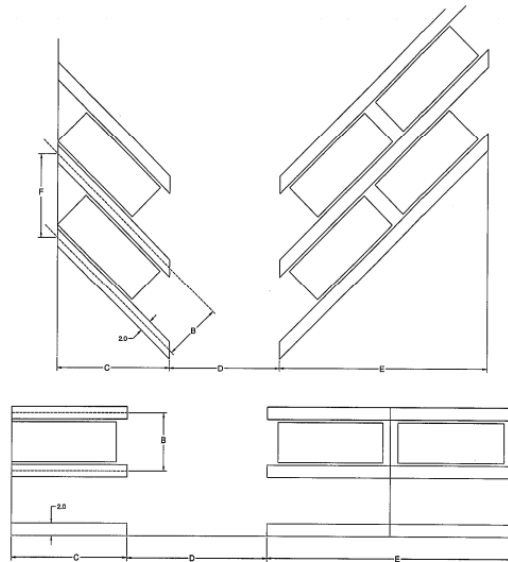


FIGURE 10-3 (1)

Table 10-3-3 – Parking Area Layout							
Space Dimensions in feet	Parking Angle ^α	Stall Depth		Aisle Width		Stall width (B)	Curb Length (F)
		Single (C)	Double (E)	One Way (D)	Two Way (D)		
	30°	15.6	26.7	12	18	9.5	19.0
	45°	18.4	33.4	13	18	9.5	13.4
	60°	20	38.8	17	18	9.5	11.0
	70°	20.3	40.6	18	19	9.5	10.1
	80°	20	41.2	22	22	9.5	9.6
	90°	19	40.5	23	23	9.5	9.5

The applicant has submitted a parking plan with the details required. 90 degree parking is proposed whereby the parking spaces measure 9'6" in width by 19' 6" or 19' in length and are accessed via a 23' wide access aisle. The site plan illustrated single line striping. A revised site plan shall be submitted with the building permit demonstrating that each parking space will have double-line striping two feet on-center with striping at least 4" in width. **(Condition 3.1)**

10-3-10: BICYCLE PARKING REQUIREMENTS: All new development that is subject to Site Design Review, shall provide bicycle parking, in conformance with the standards and subsections A-H, below.

- A. Minimum Size Space:** Bicycle parking shall be on a two (2) feet by six (6) feet minimum.
- B. Minimum Required Bicycle Parking Spaces.** Short term bicycle parking spaces shall be provided for all non-residential uses at a ratio of one bicycle space for every ten vehicle parking spaces. In calculating the number of required spaces, fractions shall be rounded up to the nearest whole number, with a minimum of two spaces.
- D. Location and Design.** Bicycle parking should be no farther from the main building entrance than the distance to the closest vehicle space other than handicap parking, or fifty (50) feet, whichever is less and shall be easily accessible to bicyclists entering the property from the public street or multi-use path.
- E. Visibility and Security.** Bicycle parking for customers and visitors of a use shall be visible from street sidewalks or building entrances, so that it provides sufficient security from theft and damage;
- F. Lighting.** For security, bicycle parking shall be at least as well lit as vehicle parking. Refer to Section 10-37 of this Title for requirements.
- G. Reserved Areas.** Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.
- H. Hazards.** Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards. If bicycle parking cannot be provided safely, the Design Review Board or Community Development Director may waive or modify the bicycle parking requirements.

Dimensions are not provided for the proposed bicycle parking area. Scaling off the site plan their appear to 10 spaces located within an area 32 ft. by 5 ft. at the northern administration public entrance. The spaces are located closer than 50' from the main building entrance and are no further than the closest parking spaces and are easily accessible, located near an entrance located off of a public street. The bicycle parking spaces appear to be located off of a pedestrian walkway and do not appear to impede or create a hazard within that walkway.

The applicant shall provide bicycle parking spaces with dimensions of at least two feet by six feet. **(Condition 3.2)**

TITLE 10: CHAPTER 4: CONDITIONAL USES

10-4-3: USE PERMIT PREREQUISITE TO CONSTRUCTION: When a conditional use permit is required by the terms of this Title, no building permit shall be issued until the conditional use permit has been granted by the Planning Commission, and then only in accordance with the terms and conditions of the conditional use permit. Conditional use permits may be temporary or permanent.

10-4-4: APPLICATIONS: The application for a conditional use permit shall be made in writing to the Planning Commission by the owner of the land in consideration or his agent, duly authorized in writing. The application shall include the following information:

- A. Site and building plans and elevations.
- B. Existing conditions on the site and within three hundred feet (300') of a site that is one (1) acre or larger and within one hundred feet (100') from a site that is less than one (1) acres in size.
- C. Existing and proposed utility lines and easements.
- D. Operational data explaining how the buildings and uses will function.
- E. Any other pertinent information requested by the Planning Commission such as architectural renderings of the buildings and structures involved in the proposed development.

10-4-5: PUBLIC HEARING AND NOTICE: The Planning Commission shall hold at least one public hearing on each conditional use permit application.

10-4-6: ACTION: The Planning Commission shall make specific findings for granting or denying a conditional use permit in accordance with the general criteria and/or conditions of Section 10-4-9 of this Title.

10-4-7: EFFECTIVE DATE: A conditional use permit shall become effective at the close of the appeal period.

The Planning Commission held a hearing January 10, 2017 regarding the proposed Public Works Facility. The Planning Commission shall make specific findings regarding the application for a conditional use permit according to the criteria as presented in these findings. Should the request for a conditional use permit be approved, it shall become effective at the close of the appeal period.

10-4-8: EXPIRATION OF CONDITIONAL USE PERMIT:

- A. Authorization of a conditional use permit shall be void one (1) year after the date of approval of a conditional use application, unless a building

permit has been issued and substantial construction pursuant thereto has taken place. Substantial construction shall be considered to be completion of a building foundation. The applicant may apply to the Planning Commission for a one-time extension of one (1) year maximum duration based on compliance with the following criteria:

1. The request for an extension is made in writing prior to expiration of the original approval.
2. There are special or unusual circumstances that exist which warrant an extension.
3. No material changes of surrounding land uses or zoning has occurred. The Planning Commission may deny the request for an extension of a conditional use if new land use regulations have been adopted that affect the applicant's proposal. (Ord. 26, 2008)

Authorization of a conditional use permit shall be void one (1) year after the date of approval, January 10, 2017, unless the use commences by this date or substantial construction has taken place. (Condition 4.1)

10-4-10: GENERAL CRITERIA: A conditional use permit may be granted only if the proposal conforms to all the following general criteria: (Ord. 669, 5-17-82)

A. Conformity with the Florence Comprehensive Plan.

The proposed administration building and associated improvements for the Boys and Girls Club facility is in keeping with the adopted Florence Realization 2020 Comprehensive Plan.

B. Compliance with special conditions established by the Planning Commission to carry out the purpose of this Chapter.

Special conditions of approval shall be established by the Planning Commission to carry out the purpose of this Chapter as well as the Florence Realization 2020 Comprehensive Plan. Review of the conditional use permit criteria are reviewed later in this report. Conditions as necessary are included.

C. Findings that adequate land is available for uses which are permitted outright in the district where the conditional use is proposed. Available land can be either vacant land or land which could be converted from another use within the applicable zoning district. Land needs for permitted uses may be determined through projections contained in the Florence Comprehensive Plan or other special studies.

The proposed project is an expansion of an existing use on an existing site. The applicant has been efficient with placement of the manufactured building and carport reducing impacts to the eastern undeveloped portions of the site. This criterion is met.

- D. Conditional uses are subject to design review under the provisions of Chapter 6 of this Title, except single family and duplex residential use. (Ord. 625, 6-30-80) See Code Section 10-6-3 for Design Review requirements.**

Design Review of the site will be addressed later in these findings.

- E. Adequacy of public facilities, public services and utilities to service the proposed development.**

The public facilities, services, or utilities necessary to service the proposed structure exist within the surrounding right-of-ways and serve the current structure. The public services available are adequate to service the proposed Public Works facility.

- F. Adequacy of vehicle and pedestrian access to the site, including access by fire, police and other vehicles necessary to protect public health and safety. (Ord. 669, 5-17-82).**

The site is accessible to both private and emergency vehicles. Pedestrian access will be provided along and from Airport Rd. thru the site serving both the existing building and the new building and the parking facility.

10-4-11: GENERAL CONDITIONS: The Planning Commission may require any of the following conditions it deems necessary to secure the purpose of this Chapter. Where a proposed conditional use is permitted in another district, the Planning Commission may apply the relevant development standards from the other district. In addition, conditions may be required by the Design Review Board. Such conditions may include: (Ord 625, 6-30-80; amd. Ord 669, 5-17-82)

- A. Regulation of uses, special yard setbacks, coverage and height.**

No special yard setbacks, coverage, or height will be required. Uses, yard setbacks, coverage, and height are addressed as part of review of FCC 10-28.

- B. Requiring fences, walls, screens and landscaping plus their maintenance.**

Landscaping and other screening will be addressed below under section FCC 10-34.

- C. Regulation and control of points of vehicular ingress and egress.**

Vehicles will access the facility through the existing driveway. The curbcut will be replaced and paved at 24' wide during installation of the parking improvements. Access is further reviewed as part of staff review of FCC 10-35.

- D. Regulation of noise, vibration, odors, and sightliness.**

The site is the location of a Teen Center for middle school and high school aged children. The expansion is to accommodate an administration building and additional high school teen activities. There will be noise, odors and vibration associated with the construction. The noise from the present children's community center is not presumed to increase from the addition of the administration building.

G. Regulation of hours of operation and duration of use or operation.

The applicant has proposed hours of operation of 9 a.m. to 5:30 p.m. Monday through Friday, but other hours are possible during summer or special events.

H. Requiring a time period within which the proposed use shall be developed.

As stated above and as part of Condition 4.1, this conditional use permit will be valid until one year from the date of approval unless a building permit has been issued or significant construction has taken place.

Unless otherwise specified, Conditions of Approval shall be completed prior to six months from the issuance of the Certificate of Occupancy. **(Condition 4.2)**

I. Requiring bonds to insure performance of special conditions.

No bonds will be required to insure performance of special conditions.

J. Regulation of tree and vegetation removal to maintain soil stability, preserve natural habitat, protect riparian vegetation, buffer conflicting uses, and maintain scenic qualities.

The applicant does not propose removal of vegetation for the placement of the new structures.

K. Such other conditions as will make possible the development of the City in an orderly and efficient manner and in conformity with the intent and purpose of the Florence Comprehensive Plan.

The proposed use is not inconsistent with the Florence Comprehensive Plan and will not prevent the orderly and efficient development of the City.

TITLE 10: CHAPTER 6: DESIGN REVIEW

10-6-5: GENERAL CRITERIA: The Planning Commission or Design Review Board may require any of the following conditions it deems necessary to secure the purpose and intent of this Chapter. The Board shall, consider the effect of its action on the availability and cost of needed housing. The Board shall not use the requirements of this Section to exclude needed housing types. However, consideration of these factors shall not prevent the Board from imposing conditions of approval if the costs of such conditions shall not

unduly increase the cost of housing. The Board shall have no authority to affect dwelling unit densities. The Board shall consider the following criteria reviewing applications and may set conditions or standards which regulate and limit the following: (Ord. 680, 1-11-83)

- A. Setbacks, yards, height, density and similar design features according to the underlying zoning district.**
- B. Lot area, dimensions and percentage of coverage according to the underlying zoning district.**

Further review of the setbacks, yards, height, density, lot area, dimensions and percentage of coverage will be reviewed as part of FCC 10-13 later in this report, however, the existing setbacks, yards, and height are appropriate for the underlying zoning district. This criterion is met.

- C. Installation and maintenance of fences, walls, hedges, screens and landscaping according to standards set forth in FCC 10-34 Landscaping, and any requirements of the underlying zoning district.**

Screening and landscaping will be addressed as part of review of Chapter 34: Landscaping later in this report.

- D. The location and design of access and egress points for vehicles and pedestrians, including access points along State highways according to standards set forth in FCC 10-35 Access and Circulation, and any requirements of the underlying zoning district.**

The proposed location and design of access and egress points for vehicles and pedestrians will be reviewed as part of review of FCC 10-35.

- E. Noise, vibration, smoke, dust, odor, light intensity and electrical interferences.**

This criterion was discussed previously in the report and is met.

- F. Parking and outside display areas, dimensions, surfacing and on-site traffic circulation according to standards set forth in FCC 10-3 Parking and Loading.**

The criteria of FCC 10-3: Off-Street Parking and Loading were reviewed earlier within this report.

- G. Architectural quality and aesthetic appearance, including compatibility with adjacent buildings.**

The manufactured building has been previously reviewed for architectural quality and aesthetic appearance in its current location 10 blocks north. No changes are proposed to the building's materials. The proposed colors will be changed to light

blue for the walls and dark blue for the trim. The carport is proposed to be constructed of metal and the connecting hallway and shed will be either hardi-plank or a wood product. The site plan would indicate that the covered porch is not proposed to be moved with the building. The main entry door of the manufactured structure shall have some sort of covering such as a porch, awning, or similar to demarcate the primary entrance to the building and provide additional visual interest to the street facing façade. **(Condition 5)** The buildings new location is similar absent the large school buildings. The proposed building is smaller than the existing building and comparable in size and design with a very large home.

I. Exterior lighting and security.

Lighting will be addressed in and regulated by FCC 10-37.

J. Public health, safety and general welfare.

The applicant is proposing cameras mounted on top of the proposed light poles. Police is in favor of that addition. Public Works recommends that a fence or other physical barrier be installed along the eastern property line to deter pedestrian traffic from cutting through this site and provide additional physical security for the site.

K. Provision of public facilities and infrastructure according to standards set forth in FCC 10-36 Public Facilities.

Review of this public facility according to the standards of FCC 10-36 will take place later within these Findings.

L. Requiring a time period within which the proposed use or portions thereof shall be developed.

There will be no time period within which the proposed use or portions thereof shall be developed.

M. Requiring bonds to insure performance of special conditions. (Ord. 625, 6-30-80)

No bonds will be required to insure performance of special conditions.

N. Such other conditions as are necessary to implement policies contained in the Florence Comprehensive Plan. (Ord. 680, 1- 11-83)

Other conditions needed in order to implement policies contained within the Florence Comprehensive Plan will be addressed as part of that section of this report.

10-6-9: LAPSE OF DESIGN REVIEW APPROVAL: Authorization of a design review permit shall be void one (1) year after the date of approval of a design review application, unless a building permit has been issued and substantial construction pursuant thereto has taken place. Substantial construction shall be considered to be completion of a building foundation. The applicant may

apply to the Planning Commission for a one-time extension of one (1) year maximum duration based on compliance with the following criteria:

- A. The request for an extension is made in writing prior to expiration of the original approval.
- B. There are special or unusual circumstances that exist which warrant an extension.
- C. No material changes of surrounding land uses or zoning has occurred.

The Planning Commission may deny the request for an extension of a design review permit if new land use regulations have been adopted that affect the applicant's proposal. (Ord 26, 2008)

The approval for Design Review of the proposed facility shall expire on January 10, 2017. (Condition 4.3)

TITLE 10: CHAPTER 13: MULTI-FAMILY RESIDENTIAL DISTRICT

10-13-3: BUILDINGS AND USES PERMITTED CONDITIONALLY:

The Planning Commission, subject to the procedures and conditions set forth in Chapters 1 and 4 of this Title, may grant a conditional use permit for the following:

Public and private parks, playgrounds, community centers and recreational facilities. (Ord. 8, Series 1985, 5-28-85)

The proposed use is a non-profit youth community center and a conditional use in the Multi-Family Residential District. The applicant has submitted a request for a conditional use permit per FCC 10-4-4.

10-13-4: LOT AND YARD PROVISIONS:

- A. **Minimum Lot Dimensions:** To be designated a building site, an existing lot must be at least fifty feet wide and at least eighty feet in depth (50' x 80'). For new subdivisions and newly platted lots, the minimum width shall be sixty five feet and the depth shall be eighty feet (65' x 80')..
- B. **Minimum Lot Area:** To be designated a building site, an existing lot must be comprised of at least six thousand (6,000) square feet. For new subdivisions and newly platted lots, the minimum square feet shall be six thousand five hundred (6,500).

The front lot line is 242.49 feet along Airport Road and the side lot lines are 280.78 and 159.53 feet. The lot area is 46,248 sq. ft. These criteria are met.

These criteria are met.

C. Lot Coverage:

2. For multiple-family dwellings and other uses, the maximum coverage by all enclosed buildings shall not exceed fifty percent (50%) of the lot area. The maximum coverage by all storage structures, driveways, parking spaces and surfaced area shall not exceed seventy five percent (75%) of the lot area.

The coverage of the existing enclosed building is 3024 sq. ft. or 6.5%. 3141 sq. ft. of new enclosed structures are proposed bringing the total proposed enclosed building coverage to 6165 sq. ft. or 13.3%. The applicant also proposes new impervious coverage from patios, parking, carport, and sidewalks totaling 11726 sq. ft. There is an existing covered patio 453 sq. ft. There is no additional existing impervious coverage. With the new impervious surfaces and total enclosed building coverage the total coverage will be 39.6% less than 85% of the property. This criterion is met.

D. Yard Regulations:

2. For multiple-family dwellings and other uses, the front, side and rear setback shall be five feet (5'). When a multiple use adjoins a single-family use, the multiple use shall be set back from all lot lines one additional foot for each foot of height over twenty eight feet (28'), except that the required setback shall not exceed twenty feet (20') from any lot line.

3. The required front and side yards shall not be used for clotheslines, incinerators, storage of trailers, boats and recreational vehicles or of any materials, nor shall said yards be used for the regular or constant parking of automobiles or other vehicles.

The applicant proposes a 15' western side yard (carport) and a 10' rear yard (carport and building). The applicant has met with the Building Official who has stated the buildings need 20' separation from each another. Therefore a 5' rear yard is likely to be needed whereby the stairs for the exterior doors will encroach into the 5' setback. Title 10 Chapter 2 limits the types of structures permitted within front and side yards but is silent on rear yards. Therefore the project as proposed and likely as revised for the 20' separation meet the criteria. There are no impacts to the front yard.

10-13-5: SITE AND DEVELOPMENT PROVISIONS;

A. Building and Structural Height Limitations:

2. Accessory Buildings: The maximum building or structural height shall be fifteen feet (15').

3. Nonresidential Buildings: The maximum building or structural height shall not exceed twenty eight feet (28').

The applicant proposes an attached carport but did not include dimensioned elevations. The height is less than the modular building which is less than the 28' height. As proposed the attached carport meets the 28' height limit.

C. Fences: See Chapter 10-34-5 of this Title.

No fences appear to be proposed for this project.

D. Vision Clearance: Refer to Section 10-2-13 and 10-35-2-14 of this Title for definition, and requirements.

No obstructions are proposed within the vision clearance area.

E. Off-Street Parking: Refer to Chapter 3 of this Title (Off- Street Parking and Loading).

These criteria were reviewed previously.

F. Access and Circulation: Refer to Section 10-35 of this Title for requirements.

The proposed accesses and circulation of the site will be reviewed later within this report.

G. Public Facilities: Refer to Section 10-36 of this Title for requirements. The developer of a multiple family dwelling shall have full financial responsibility for the utilities needed on the building site. The developer shall also have partial or full financial responsibility, as determined by the City, for extra capacity utilities required to serve the building site.

The proposed public facilities will be reviewed later within this report.

H. Signs: Signs shall be in accordance with Title 4 Chapter 7 of this Code. (Ord. 4, 2011)

No new signage is proposed.

J. Landscaping: Except for single-family and duplex dwellings, refer to Section 10-34 of this Title for requirements.

Landscaping will be reviewed later in this report under FCC 10-34.

K. Lighting: Refer to Section 10-37 of this Title for Requirements.

Lighting will be reviewed later within this report as part of staff review of FCC 10-37.

TITLE 10: CHAPTER 34: LANDSCAPING

10-34-3: LANDSCAPING

10-34-3-1: Applicability. Except for single-family and duplex dwelling uses, this Section shall apply to all new development as well as changes of use and expansions as described below, and shall apply in all districts except where superseded by specific zoning district requirements. These provisions shall be in addition to the provisions of FCC Title 9 Chapter 5 and where there are conflicts, the provisions of Title 9 Chapter 5 shall prevail.

- A. For new developments, all landscaping shall meet current code requirements. (Ord. 4, 2011)

10-34-3-2: Landscaping Plan Required. A landscape plan is required. All landscape plans shall include the following information:

- A. The location and height of existing and proposed fences and walls, buffering or screening materials.
- B. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas.
- C. The location, size, and species of the new proposed plant materials (at time of planting).
- D. The location(s) of areas where existing vegetation will be cleared and the location(s) of areas where existing vegetation will be preserved, delineated on a recent aerial photo or site plan drawn to scale.
- E. Existing and proposed building and pavement outlines.
- F. Specifications for soil at time of planting, irrigation and anticipated planting schedule.
- G. Other information as deemed appropriate by the City Planning Official.

The applicant has provided a landscaping plan with the location, size, and species of existing plant materials as well as their planting and irrigation specifications for the landscaped bio-swale. The applicant chose most of these plantings from the Tree and Plant List for the City of Florence. The remainder of the proposed plantings bear great similarities to trees and plants on the Tree and Plant List for the City of Florence.

10-34-3-3: Landscape Area and Planting Standards. The minimum landscaping area is 15% of the lot area, unless specified otherwise in the applicable zoning district for the proposed use. This required minimum landscaping area may be reduced if preservation credits are earned as specified in Section 10-34-2-4.

The site plan has approximately 11,000 sq. ft. of matures trees and shrubbery and landscape beds with around 2300 sq. ft. of new bio-swale totaling 23% of land area that could be considered landscape area. There is approximately another 10% of the lot in unmaintained lawn area. This criteria is met.

A. Landscaping shall include planting and maintenance of the following:

- 1. One tree per 30 lineal feet as measured along all lot lines that are adjacent to a street.**
- 2. Six shrubs per 30 lineal feet as measured along all lot lines that are adjacent to a street.**
- 3. Living plant materials shall cover a minimum of 70 percent of the required landscape area within 5 years of planting.**
- 4. Except for preservation of existing significant vegetation, the required plant materials on-site shall be located in areas within the first 20 feet of any lot line that abuts a street. Exceptions may be granted where impracticable to meet this requirement or the intent is better served. Required trees may be located within the right-of-way and must comply with Section 10-34-4. Plant materials may be installed in any arrangement and do not need to be equally spaced nor linear in design. Plantings and maintenance shall comply with the vision clearance standards of FCC 10-35-2-13.**
- 5. Pocket-planting with a soil-compost blend around plants and trees shall be used to ensure healthy growth.**

The site has 242 lineal feet of street frontage.

The site if undeveloped would be required to provide 8 trees ($242 \text{ l.f.} / 30 \text{ l.f.} = 8.06 \approx 8$ trees). The applicant proposes a 24.6% expansion in impervious coverage. Therefore 2 trees would be required if the 8 trees are not presently provided within 20' of Airport Road. The landscape plan provided and a site visit confirms there are over 12 trees within 20' of Airport Road meeting the tree criteria. Additional new trees are proposed within the swale area.

Again if undeveloped, 49 shrubs would be required ($242 \text{ l.f.} / 30 \text{ l.f.} * 6 = 48.4 \approx 49$ shrubs). The landscape plan provided and a site visit confirms there are approximately 10 existing shrubs within 20' of Airport Road meeting the shrub criteria. 58 shrubs are proposed within the bio-swale area. Of those 58, thirty appear to be within 20' of Airport Road. The landscape plans illustrate 40 shrubs existing and proposed within 20' of Airport Road, leaving a deficit of 9 shrubs. The applicant shall revise the landscape plan to add an additional 9 shrubs or illustrate how the existing plan meets the criteria. **(Condition 6.1)**

Plants and trees are proposed to be planted in a soil compost blend to a depth of 24" with drip irrigation. Living plant materials shall cover a minimum of 70 percent of the required landscape area within 5 years of planting. **(Condition 6.2)**

B. Noxious Weeds shall be removed during site development and the planting of invasive or noxious weeds is prohibited.

The site does not appear to contain any invasive or noxious weeds other than maybe dandelions.

10-34-3-4: Landscape Materials. Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, existing native vegetation, outdoor hardscape features and storm water features, as described below.

A. Plant Selection. A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used, consistent with the purpose of this Chapter. A suggested Tree and Plant List for the City of Florence and the Sunset Western Garden Book are available at City Hall. The selection of plant and tree species shall be based upon site conditions such as wind and sun exposure, space limitations, water availability, and drainage conditions. The use of indigenous plants is encouraged, and may be required where exposure, slope or soil conditions warrant.

- 1. Ground Cover. Ground cover may consist of separate plants or mowed grass turf. Ground cover plant species shall meet the following minimum standards: plants from 4-inch pots shall be spaced a maximum of 18 inches measured on center, and 1-2 gallon size plants shall be spaced a maximum of 3 feet measured on center.**
- 2. Shrubs. Shrub plant species shall be planted from 3 gallon containers unless otherwise specified in the Tree and Plant List for the City of Florence.**
- 3. Trees. Evergreen and deciduous tree species shall meet the following minimum standards: deciduous trees shall be a minimum of 1 ¾ inch caliper (diameter) measured 6 inches above grade, and evergreen trees shall be a minimum of 5 feet tall (Nursery Grade 5/6).**
- 4. Non-plant Ground Covers. Bark dust, chips, aggregate, or other non-plant ground covers may be used. Non-plant ground cover located adjacent to pedestrian ways shall be confined to the material within the planting bed to avoid safety hazards by edging 4 inches above-grade or recessing from grade. Non-plant ground covers cannot be a substitute for ground cover plants.**

The applicant has selected plants from the Tree and Plant List for the City of Florence or other plants which are well suited to the Florence climate. While most plantings meet the minimum required size for the trees and shrubs there are several species where 1 gallon are proposed and minimum of 2-5 gallon are recommended on the plant list. The applicant shall ensure the species planted meet either the minimum code requirements or suggested planting size on the Tree and Plant List for the City of Florence. **(Condition 6.3)**

D. Storm Water Facilities. Storm water facilities, such as detention/retention ponds and swales shall be landscaped. Landscaped bio-swales are encouraged and shall count toward meeting the landscaping requirement of this section if they are designed and constructed in accordance with the standards specified in Title 9 Chapter 5, and approved by the Public Works Department. Storm water facilities shall be landscaped with water-tolerant, native plants.

The applicant proposes one vegetated storm water facility west of the driveway. The plantings selected for the stormwater facilities are all approved plantings or have qualities which would allow them to withstand the very damp conditions present in a rain garden.

10-34-3-5: Irrigation. Permanent, underground irrigation is required for all landscaping, except existing native vegetation that is preserved in accordance with the specifications of Section 10-34-2-2 and new drought tolerant plants which must have temporary irrigation for plant establishment. All irrigation systems require an irrigation permit and shall be installed with a backflow prevention device per FCC 9-2-3-5.

The applicant has proposed that permanent underground irrigation will be installed prior to completion of landscape planting. The proposed landscaping irrigation system shall have a backflow prevention device. **(Condition 6.4)** This criterion is met.

10-34-3-7: Buffering and Screening. Buffering and screening are required under the conditions listed below. Walls, fences, and hedges shall comply with the vision clearance requirements and provide for pedestrian circulation, in accordance with FCC 10-35-2-13. (See Section 10-34-5 for standards specific to fences and walls.)

C. Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas, and Other Screening When Required. All mechanical equipment, outdoor storage and manufacturing, and service and delivery areas shall be screened from view from all public streets and adjacent Residential districts. When these or other areas are required to be screened, such screening shall be provided by:

- 1. a decorative wall (i.e., masonry or similar quality material),**

2. evergreen hedge,
3. opaque or sight-obscuring fence complying with Section 10-34-5, or
4. a similar feature providing an adequate screen.

If the trash and recycling receptacles are stored outside they shall be screened by in a manner which effectively obscures the view from all public streets and adjacent residential districts. **(Condition 7)**

D. Abutting Land Use Buffers. When a commercial, industrial, or other non-residential use abuts a residential district or residential land use, a visual and noise buffer shall be established and maintained immediately adjacent to the residential property line, consistent with the standards listed in the table below. In no case shall the buffer strip be less than 15 feet in width unless reduced by the Planning Commission where a lesser distance will provide adequate buffering. The buffer strip may include existing vegetation, landscape plantings, evergreen hedge, berm, fence, and/or wall components. Fence and wall structures shall be not less than 6 feet and no more than 8 feet in height (see also Section 10-34-5). The landscaped buffer shall effectively screen at least 70 percent of the view between districts within five (5) years. Significant vegetation in these buffer strips may be preserved in accordance with Section 10-34-2, and replanting of local native vegetation is encouraged.

The properties to the west are residential. The site is pre-existing and includes a fence along this western buffer. The area impacted with new development is adjacent to the carport. The site plan includes a 15' setback from the western property line. The applicant shall provide vegetative screening within the 15' buffer that screens 70% of the view within 5 years. **(Condition 7.2).**

10-34-3-8: Maintenance. If the plantings fail to survive, the property owner shall replace them with an equivalent specimen (i.e., native Rhododendron replaces native Rhododendron, evergreen shrub replaces evergreen shrub, deciduous tree replaces deciduous tree, etc.) within six (6) months of their dying or removal, whichever comes first. All man-made features required by this Code shall be maintained in good condition, or otherwise replaced by the owner within six (6) months of any such feature being removed or irreversibly damaged (whichever comes first).

The applicant shall maintain their landscaping and replace any failed plantings with an equivalent specimen within six months of their dying or removal. **(Condition 6.5)**

10-34-5: FENCES AND WALLS: Construction of fences and walls shall conform to all of the following requirements: A. General Requirements. All fences and walls shall comply with the height limitations of the respective zoning district and the standards of this Section. The City may require installation of walls and/or fences as a condition of development approval, in accordance with land

division approval, approval of a conditional use permit, or design review approval. When required through one of these types of approvals, no further land use review is required. (See also, Section 10-34-3-6 for landscape buffering and screening requirements.)

B. Dimensions.

2. **Commercial and Industrial Zones:** Except as provided below, the height of fences and walls in any required front yard shall not exceed three (3) feet as measured from the grade and no greater than eight (8) feet elsewhere on site.

D. Specific Requirements

2. **Fences and walls shall comply with the vision clearance standards of FCC 10-35- 2-13.**

F. Materials.

1. **Permitted materials: wood; chain-link steel, iron, bricks, stone; stucco, or similar masonry, and non-prohibited evergreen plants.**

No fences or walls are proposed at this time.

TITLE 10: CHAPTER 35: ACCESS AND CIRCULATION

10-35-2-7: Intersection Separation; Backing onto Public Streets: New and modified accesses shall conform to the following standards:

- C. Access to and from off-street parking areas shall be designed to prevent backing onto a public street, except that single-family and duplex dwellings are exempt.**

The proposed parking area does not require any backing onto a public street. This criterion is met.

10-35-2-8: Access Standards: New development shall gain access primarily from local streets. Access onto arterials and collectors shall be evaluated based on access options, street classifications and the effects of new access on the function, operation and safety of surrounding streets and intersections and possible lower level street alternatives. Where such access to higher level street classification is necessary, shared driveways may be required in conformance with FCC 10-35. If vehicle access off a lower-level street is possible, then the City may prohibit access to the higher-level street.

Airport Road is a collector and the access is pre-existing. No other public right-of-way option exists for access. This criterion is met.

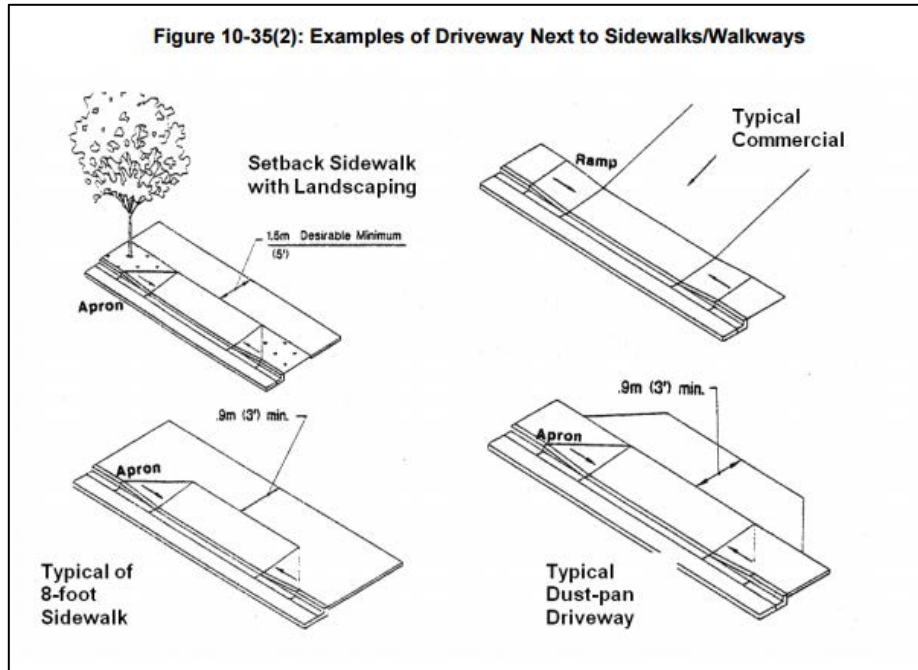
10-35-2-9: Site Circulation: New developments shall be required to provide a circulation system that accommodates expected traffic on the site. Pedestrian and bicycle connections on the site, including connections through large sites, and connections between sites (as applicable) and adjacent sidewalks, trails or paths, must conform to the provisions in Section 10-35-3.

The site plan includes an access aisle 23' in width and its 20' + entry into the carport serves as sufficient backing radius for the most northern ADA parking space. The applicant proposes new 5' wide pedestrian walkways adjacent to the parking lot and throughout the yard area between the buildings. These connect to a proposed sidewalk within Airport Rd. This criterion is met.

10-35-2-12: Driveway Design: All openings onto a public right-of-way and driveways shall conform to the following:

- A. **Driveway Approaches.** Driveway approaches, including private alleys, shall be approved by the Public Work Director and designed and located with preference given to the lowest functional classification street. Consideration shall also be given to the characteristics of the property, including location, size and orientation of structures on site, number of driveways needed to accommodate anticipated traffic, location and spacing of adjacent or opposite driveways.
- B. **Driveways.** Driveways shall meet the following standards, subject to review and approval by the Public Works Director:
 - 2. Driveways shall have a minimum width of ten (10) feet, except where a driveway serves as a fire apparatus lane, in which case city-approved driveway surface of 12 feet minimum width shall be provided within an unrestricted, twenty (20) foot aisle, or as approved by the Fire Code Official.
 - 4. One-way driveways shall have appropriate signage designating the driveway as a oneway connection. Fire apparatus lanes shall be so marked (parking prohibited).
 - 5. The maximum allowable driveway grade is fifteen (15) percent, except that driveway grades exceeding fifteen (15) percent may be allowed, subject to review and approval by the Public Works Director and Fire Code Official, provided that the applicant has provided an engineered plan for the driveway. The plan shall be stamped by a registered geotechnical engineer or civil engineer, and approved by the Public Works Director.

The existing curbcut appears relatively new. The site plan illustrates a cut of 24' wide that supports two-way traffic. The grade is relatively flat. These criteria are met.



- C. Driveway Apron Construction.** Driveway aprons (when required) shall be constructed of concrete and shall be installed between the street right-of-way and the private drive, as shown in Figure 10-35(2) (pictured on next page). Driveway aprons shall conform to ADA requirements for sidewalks and walkways, which generally require a continuous unobstructed route of travel that is not less than three (3) feet in width, with a cross slope not exceeding two (2) percent, and providing for landing areas and ramps at intersections. Driveways are subject to review by the Public Works Director.

Any changes to the driveway shall meet the criteria of FCC 10-35-2-12-C. (Condition 8)

10-35-2-13: Vertical Clearances: Driveways, private streets, aisles, turn-around areas and ramps shall have a minimum vertical clearance of 13' 6" for their entire length and width.

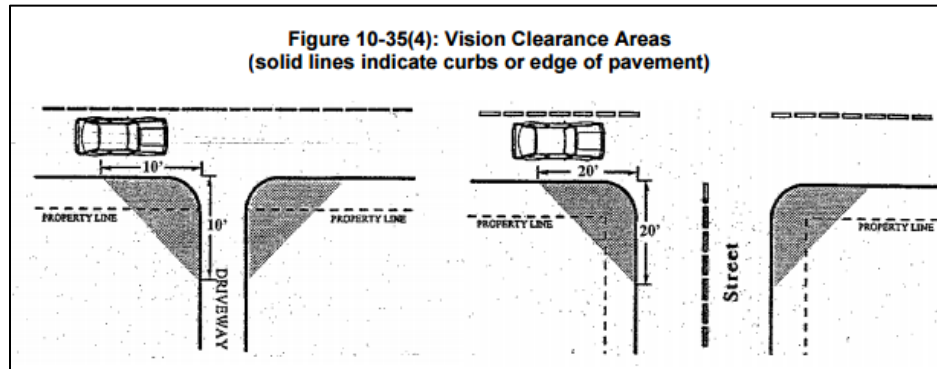
The applicant has not proposed any structures that would have less than the minimum vertical clearance within the driveway area.

10-35-2-14: Vision Clearance: No visual obstruction (e.g., sign, structure, solid fence, or shrub vegetation) shall block the area between two and one-half feet (2 ½') and eight (8) feet in height in "vision clearance areas" on streets, driveways, alleys, mid-block lanes, or multi-use paths where no traffic control stop sign or signal is provided, as shown in Figure 10-35(4). The following requirements shall apply in all zoning districts:

- B. At the intersection of an alley or driveway and a street, the minimum vision clearance shall be ten feet (10').**

The sides of the minimum vision clearance triangle are the curb line or, where no curb exists, the edge of pavement. Vision clearance requirements may be modified by the Public Works Director upon finding that more or less sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.). This standard does not apply to light standards, utility poles, trees trunks and similar objects. Refer to Section 10-1-4 of this Title for definition.

No plantings or structures are proposed that would affect the vision clearance area.



10-35-3: PEDESTRIAN ACCESS AND CIRCULATION: All new development shall be required to install sidewalks along the street frontage, unless the City has a planned street improvement, which would require a non-remonstrance agreement.

10-35-3-1: Sidewalk Requirements:

- A. Requirements: Sidewalks shall be newly constructed or brought up to current standards concurrently with development under any of the following conditions:
 - 1. Upon any new development of property.
- B. Exceptions: The Public Works Director may issue a permit and certificate allowing noncompliance with the provisions of subsection (A) of this section and obtain instead a nonremonstrance agreement for future improvements when, in the Public Works Director's determination, the construction of a sidewalk is impractical for one or more of the following reasons:
 - 1. Sidewalk grades have not and cannot be established for the property in question within a reasonable period of time.
 - 2. Future installation of public utilities or street paving would, of necessity, cause severe damage to existing sidewalks.

3. **Topography or contours make the construction of a sidewalk impractical.**
 4. **Physical improvements are present along the existing street that prevents a reasonable installation within the right-of-way or adjacent property.**
 5. **If the proposed development is in a residential zoning district and there are no sidewalks within 400 linear feet.**
- C. Appeals: If the owner, builder or contractor considers any of the requirements impractical for any reason, s/he may appeal the decision to the Planning Commission.**
- D. Timing: Sidewalks shall be constructed and approved by the Public Works Department prior to final inspection for the associated building permit. No certificate of occupancy may be issued until the required sidewalks are constructed or financially secured.**

The applicant proposes to construct sidewalks along Airport Road concurrent with the development of the site. These criteria are met.

10-35-3-2: Site Layout and Design: To ensure safe, direct, and convenient pedestrian circulation, all developments shall provide a continuous pedestrian system. The pedestrian system shall be based on the standards in subsections A - C, below:

- A. Continuous Walkway System. The pedestrian walkway system shall extend throughout the development site and connect to all future phases of development, and to existing or planned offsite adjacent trails, public parks, and open space areas to the greatest extent practicable. The developer may also be required to connect or stub walkway(s) to adjacent streets and to private property with a previously reserved public access easement for this purpose in accordance with the provisions of Section 10-35-2, Vehicular Access and Circulation, and Section 10-36-2 Street Standards.**
- B. Safe, Direct, and Convenient. Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent streets, based on the following criteria:**
1. **Reasonably direct. A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.**
 2. **Safe and convenient. Routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.**

3. **"Primary entrance" for commercial, industrial, mixed use, public, and institutional buildings is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.**

Walkways within the site extend to the entrances of both buildings and the proposed areas of parking. The applicant has also proposed a walkway leading to the primary entrance from the parking lot and from the adjacent right-of-ways. The pathways are straight and reasonably direct, safe, and convenient. The proposed walkways meet the requirements.

10-35-3-3: Walkway and Multi-Use Path Design and Construction: Walkways and multi-use paths shall conform to all applicable standards in subsections A - D, as generally illustrated in Figure 10-35(6):

- A. **Vehicle/Walkway Separation. Except for pedestrian crossings (subsection B), where a walkway abuts a driveway or street it shall be raised six (6) inches and curbed along the edge of the driveway/street. Alternatively, the decision body may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is protected from all vehicle maneuvering areas. An example of such protection is a row of decorative metal or concrete bollards designed to withstand a vehicle's impact, with adequate minimum spacing between them to protect pedestrians.**
- B. **Pedestrian Crossing. Where a walkway crosses a parking area, or driveway, it shall be clearly marked with contrasting paving materials (e.g., light-color concrete inlay between asphalt), which may be part of a raised/hump crossing area. Painted or thermo-plastic striping and similar types of non-permanent applications may be approved for crossings of not more than twenty-four (24) feet in length.**
- C. **Width and Surface. Walkway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the Public Works Director, at least five (5) feet wide, without curb. Multi-use paths (i.e., for bicycles and pedestrians) shall be concrete or asphalt, at least ten (10) feet wide. (See also, Section 10- 36-2)**
- D. **Accessible routes. Walkways and multiuse paths shall conform to applicable Americans with Disabilities Act (ADA) requirements. The ends of all raised walkways, where the walkway intersects a driveway or street shall provide ramps that are ADA accessible, and walkways shall provide direct routes to primary building entrances.**

The proposed internal sidewalks meet the listed requirements. The applicant has proposed that sidewalks on the interior of the site will be separated by a raised curb. The sidewalks will be five feet in width, constructed of concrete. All walkways are proposed to conform to ADA requirements. These criteria are met.

TITLE 10: CHAPTER 36: PUBLIC FACILITIES

10-36-2-5: Rights-of-Way and Street Sections: Street rights-of-way and improvements shall be consistent with the Transportation System Plan and standards specified in Title 8 Chapter 2.

- A. Street right-of-way and pavement widths shall be based on the following cross section standards. See individual zoning chapters for additional requirements regarding sidewalk width (for sidewalks wider than the standard 5 feet).**

Airport Road is a designated collector. There are four different profile plans for collectors. All include a minimum sidewalk width of 5'. Six foot sidewalks are required on streets with no on-street parking with high traffic volumes. Parking is permitted along Airport Rd. The applicant proposes a 5' wide sidewalk meeting the minimum criterion.

10-36-2-16: Sidewalks, Planter Strips, Bicycle Lanes: Sidewalks, planter strips, and bicycle lanes shall be installed in conformance with applicable provisions of the Florence Transportation System Plan, Comprehensive Plan, adopted street plans, City of Florence Standards and Specifications and the following standards:

- A. Sidewalks may be placed adjacent to the street or at the property line with planter strips where practicable, or as otherwise directed by the Public Works Director.**
- D. Sidewalks shall be provided on both sides of the street for all arterial and collector streets. Sidewalks shall be provided on at least one side of the street for local streets. Exceptions may be granted if the City determines that hillsides, drainage facilities, ditches, waters of the state, or natural landscapes are to be preserved, then sidewalks on one side or a multi-use path may be approved. Sidewalks are not required on T-courts (hammer-head).**
- E. Where practical, sidewalks shall be allowed to meander around existing trees if in conformance with the requirements of the Americans with Disabilities Act.**
- F. Maintenance of sidewalks and planter strips in the right-of-way is the continuing obligation of the adjacent property owner.**

The proposed sidewalks meet these requirements. No planter strips or bicycle lanes are proposed or warranted.

10-36-2-18: Curbs, Curb Cuts, Ramps, and Driveway Approaches: Concrete curbs, curb cuts, curb ramps, bicycle ramps and driveway approaches shall be

constructed in accordance with Chapter 35, Access and Circulation, City of Florence Standards and Specifications and the following standards:

- A. Curb exposure shall be per City Standards and Specifications.

These criteria have been evaluated above as part of staff review of FCC 10-35.

TITLE 10: CHAPTER 37: LIGHTING

10-37-3: LIGHTING PLANS REQUIRED: All applications for building permits and land use planning review which include installation of exterior lighting fixtures, not exempted, shall include the number of luminaires, the number of lamps in each luminaire, a photometric report for each type of luminaire and a site plan with the photometric plan of the lumen output.

The City shall have the authority to request additional information in order to achieve the purposes of this Ordinance.

The site plan illustrates the location of three proposed parking lot lamp posts. No schematics were provided. The applicant shall submit additional lighting information with building permit submittal to be evaluated by the Planning Department prior to issuance of Certificate of Occupancy. **(Condition 9.1)**

10-37-4: LIGHTING STANDARDS:

- A. All exterior lighting fixtures subject to this code section must be designed as a full cut-off fixture or have a shielding method to direct light emissions downward below the horizontal plane onto the site and does not shine illumination or glare skyward or onto adjacent or nearby property.

The applicant has not proposed lighting other than parking lot lighting. All proposed and existing lighting shall be full cut-off fixtures that will not direct light emissions upward beyond the horizontal plane. The fixtures shall not shine illumination skyward. The applicant shall submit additional lighting information with building permit submittal to be evaluated by the Planning Department prior to issuance of Certificate of Occupancy.

- B. Parking areas shall have lighting to provide at least two (2) foot-candles of illumination at any point in the entire lot with a maximum of five (5) footcandles over parking spaces and walkways. The Design Review Board may decrease the minimum if the applicant can provide documentation that the overall parking lot has adequate lighting. The Design Review Board may increase the maximum on a case-by-case basis, with no greater than 7 foot-candles measured directly under the light fixture.

Three lamp posts are proposed. The applicant shall submit additional lighting information with building permit submittal to be evaluated by the Planning Department prior to issuance of Certificate of Occupancy.

The applicant shall add lighting fixtures or reposition proposed fixtures to provide at least two foot-candles of illumination for those parking spaces as needed. **(Condition 9.2)**

- D. Main exterior lights for commercial, institutional, and industrial buildings, landscaping and parking lots shall be extinguished at end of business hours with a minimum lighting remaining for personal and building security and safety after hours.**
- E. A thirty-day review period beginning with the first day in business using the new lighting system shall be required to evaluate and adjust illumination levels of lighting. The City may ask for lighting to be adjusted in this time period based on public comments or staff inspections.**

The applicant has not stated whether or not the lights will be extinguished at the end of business hours. A minimum amount of lighting may remain on for safety and security.

Lighting will be reviewed during a 30-day review period following the issuance of a Certificate of Occupancy. Should the proposed lighting not meet the requirements of FCC 10-37, staff may require the lighting to be adjusted.

VI. ALTERNATIVES

- 1. Approve the application based on the findings of compliance with City regulations.**
- 2. Modify the findings, reasons or conditions, and approve the request as modified.**
- 3. Deny the application based on the Commission's findings.**
- 4. Continue the Public Hearing to a date certain if more information is needed.**

VI. CONCLUSIONS AND RECOMMENDATIONS

Staff finds that the proposed application meets the requirements of City Code with conditions, and recommends approval of the conditional use permit subject to the following conditions.

VII. CONDITIONS OF APPROVAL

The application, as presented, meets or can meet applicable City codes and requirements, provided that the following conditions of approval are met.

1. Approval for shall be shown on:

"A" *Findings of Fact*

"B" Site Plan

"C1" Elevations QCEF Building

"C2" Elevations Carport and Connecting Hall

"D1" Landscape Swale

"D2A" Landscaping Plan

"D2B" Landscaping Plan Photos

"E" Colors & Materials

"F" Land Use Application

Findings of Fact attached as Exhibit "A" are incorporated by reference and adopted in support of this decision. Any modifications to the approved plans or changes of use, except those changes relating to Building Codes, will require approval by the Community Development Director or Planning Commission/Design Review Board.

2. Regardless of the content of material presented for this Planning Commission, including application text and exhibits, staff reports, testimony and/or discussions, the applicant agrees to comply with all regulations and requirements of the Florence City Code which are current on this date, EXCEPT where variance or deviation from such regulations and requirements has been specifically approved by formal Planning Commission action as documented by the records of this decision and/or the associated Conditions of Approval. The applicant shall submit to the Community Development Department a signed "Agreement of Acceptance" of all conditions of approval prior to issuance of a building permit.

3. **Parking**

- 3.1. A revised site plan shall be submitted with the building permit demonstrating that each parking space will have double-line striping two feet on-center with striping at least 4" in width.
- 3.2. The applicant shall provide bicycle parking spaces with dimensions of at least two feet by six feet.

4. **Conditional Use Permit/Design Review Timelines**

- 4.1. Authorization of a conditional use permit shall be void one (1) year after the date of approval, January 10, 2017, unless the use commences by this date or substantial construction has taken place.

- 4.2. Unless otherwise specified, Conditions of Approval shall be completed prior to six months from the issuance of the Certificate of Occupancy.
- 4.3. The approval for Design Review of the proposed facility shall expire on January 10, 2017.
5. The main entry door of the manufactured structure shall have some sort of covering such as a porch, awning, or similar to demarcate the primary entrance to the building and provide additional visual interest to the street facing façade.
6. **Landscaping**
 - 6.1. The applicant shall revise the landscape plan to add an additional 9 shrubs or illustrate how the existing plan meets the criteria.
 - 6.2. Living plant materials shall cover a minimum of 70 percent of the required landscape area within 5 years of planting.
 - 6.3. The applicant shall ensure the species planted meet either the minimum code requirements or suggested planting size on the Tree and Plant List for the City of Florence.
 - 6.4. The proposed landscaping irrigation system shall have a backflow prevention device.
 - 6.5. The applicant shall maintain their landscaping and replace any failed plantings with an equivalent specimen within six months of their dying or removal.

Screening

- 7.1. Trash and recycling receptacles stored outside shall be screened by in a manner (fence or wall) which effectively obscures the view from all public streets and adjacent residential districts.
- 7.2. The applicant shall provide vegetative screening within the 15' buffer adjacent to the carport that screens 70% of the view within 5 years.
8. Any changes to the driveway shall meet the criteria of FCC 10-35-2-12-C

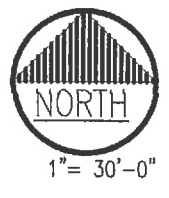
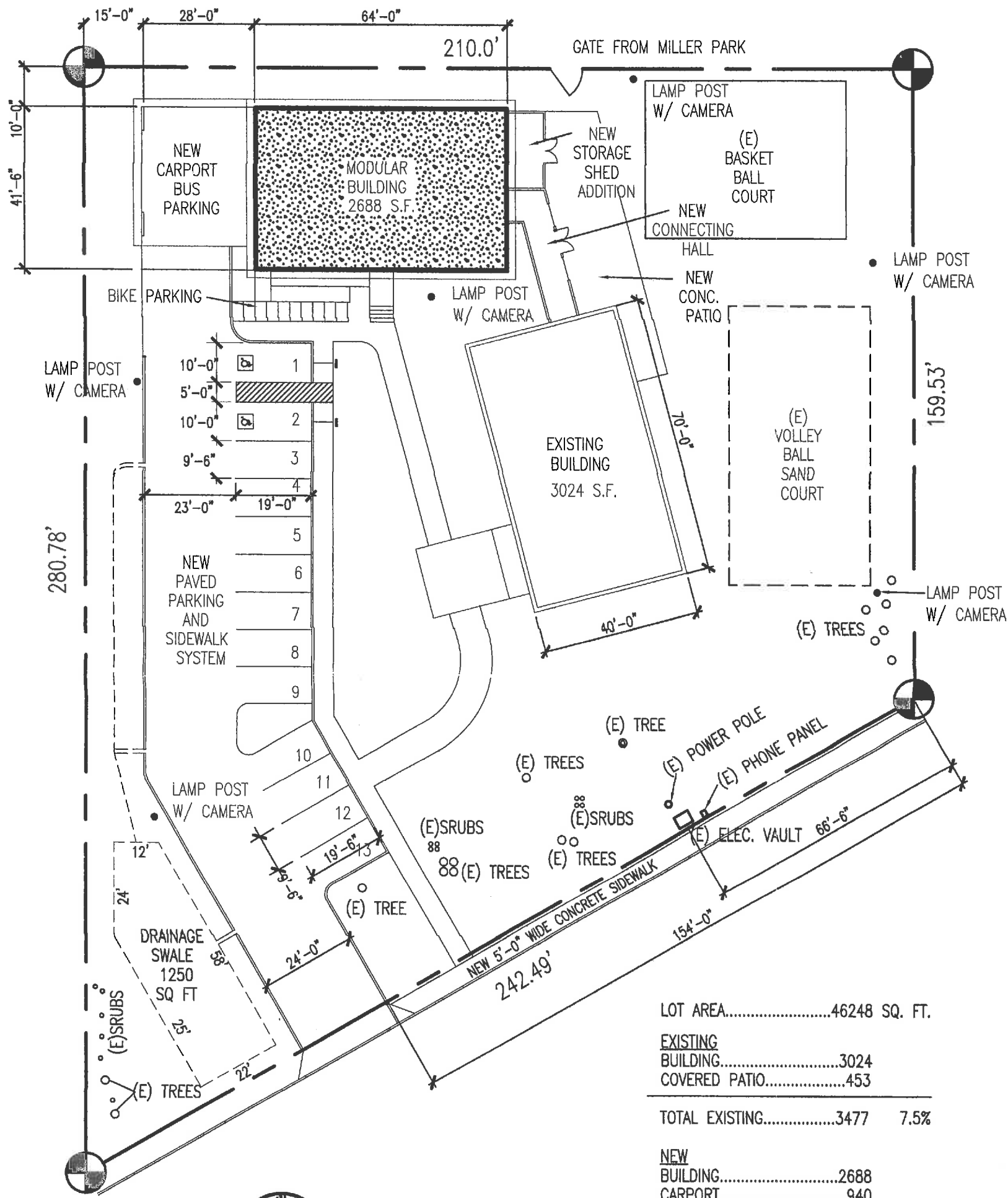
9. Lighting

- 9.1. All proposed and existing lighting shall be full cut-off fixtures that will not direct light emissions upward beyond the horizontal plane. The fixtures shall not shine illumination skyward. The applicant shall submit additional lighting information with building permit submittal to be evaluated by the Planning Department prior to issuance of Certificate of Occupancy.

- 9.2. The applicant shall add lighting fixtures or reposition proposed fixtures to provide at least two foot-candles of illumination for those parking spaces as needed

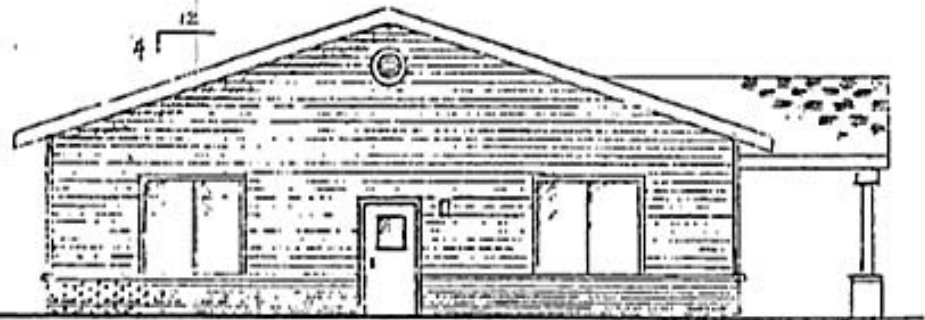
VIII. EXHIBITS

"A" Findings of Fact
"B" Site Plan
"C1" Elevations QCEF Building
"C2" Elevations Carport and Connecting Hall
"D1" Landscape Swale
"D2A" Landscaping Plan
"D2B" Landscaping Plan Photos

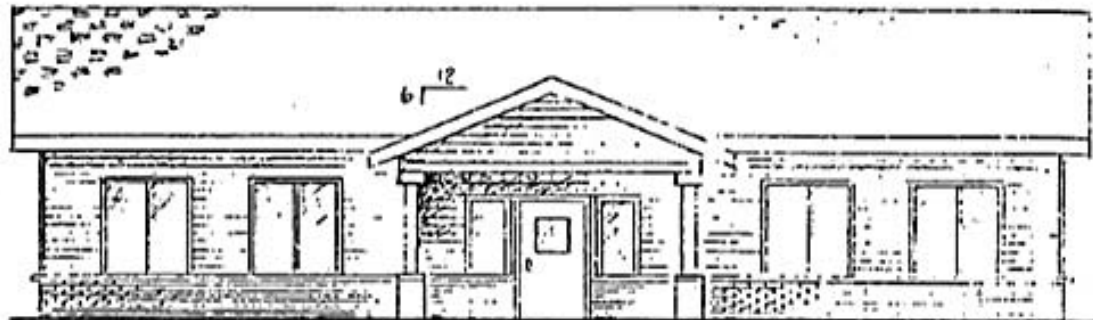


BOYS & GIRLS CLUB
1501 AIRPORT RD.
FLORENCE, OREGON 97439

LOT AREA.....	46248 SQ. FT.	
EXISTING		
BUILDING.....	3024	
COVERED PATIO.....	453	
TOTAL EXISTING.....	3477	7.5%
NEW		
BUILDING.....	2688	
CARPORT.....	940	
SIDEWALKS.....	2275	
SHED & CONNECTOR HALL.....	453	
PATIO.....	1016	
TOTAL NEW.....	7372	15.9%
PARKING LOT.....	7495	16.2%
TOTAL BUILDING & IMPERVIOUS AREA.....	18,344	39.6%



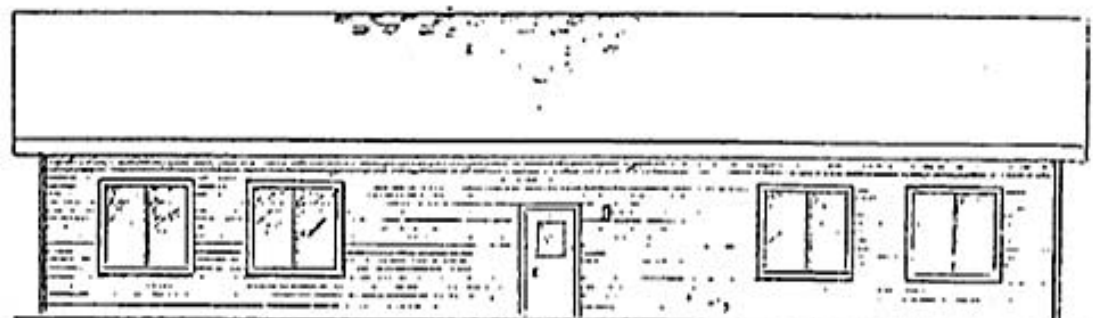
SOUTH ELEVATION



EAST ELEVATION

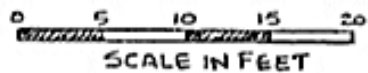


NORTH ELEVATION

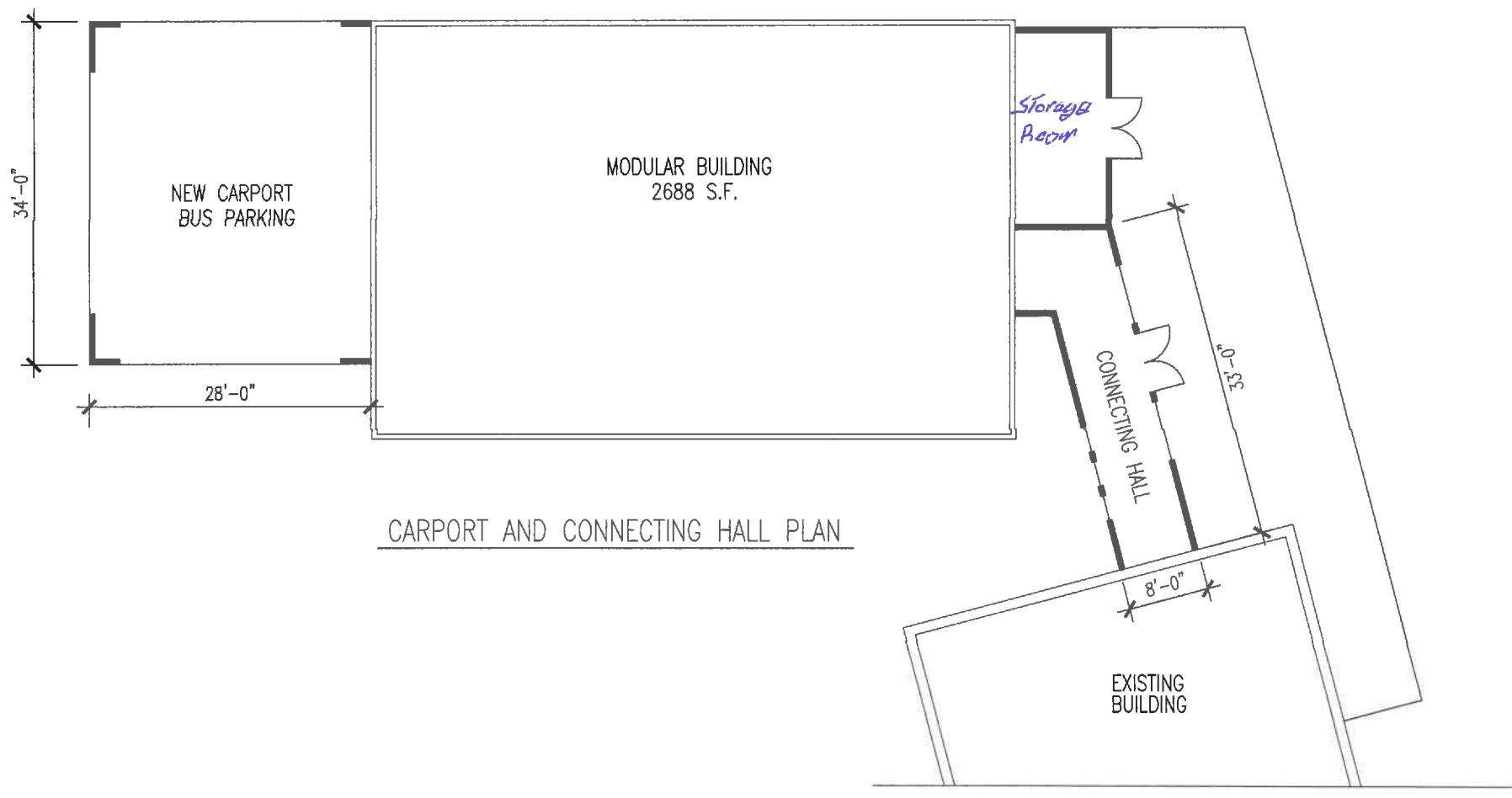


WEST ELEVATION

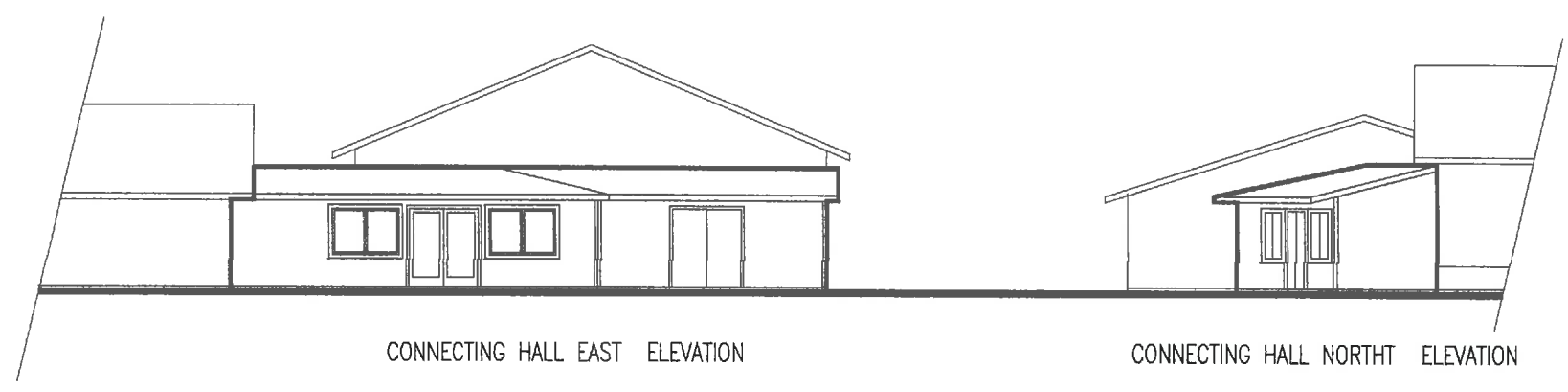
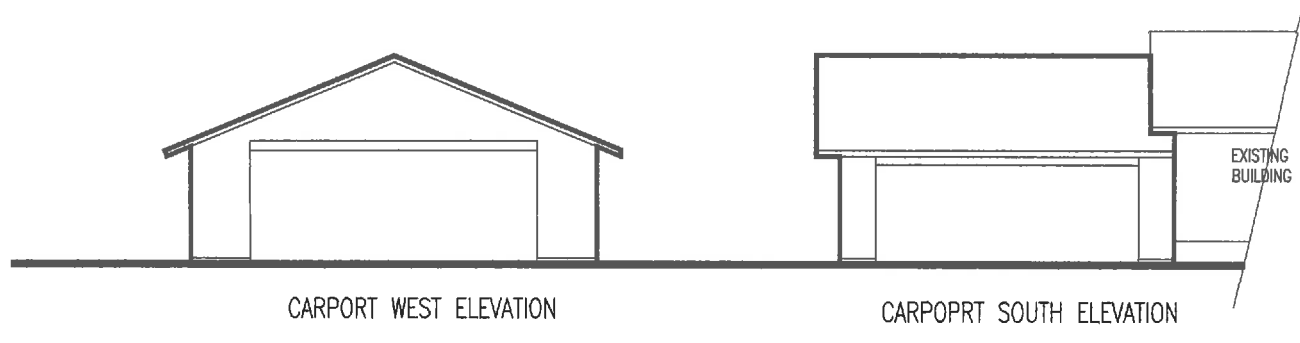
QUALITY CHILD CARE
OF FLORENCE



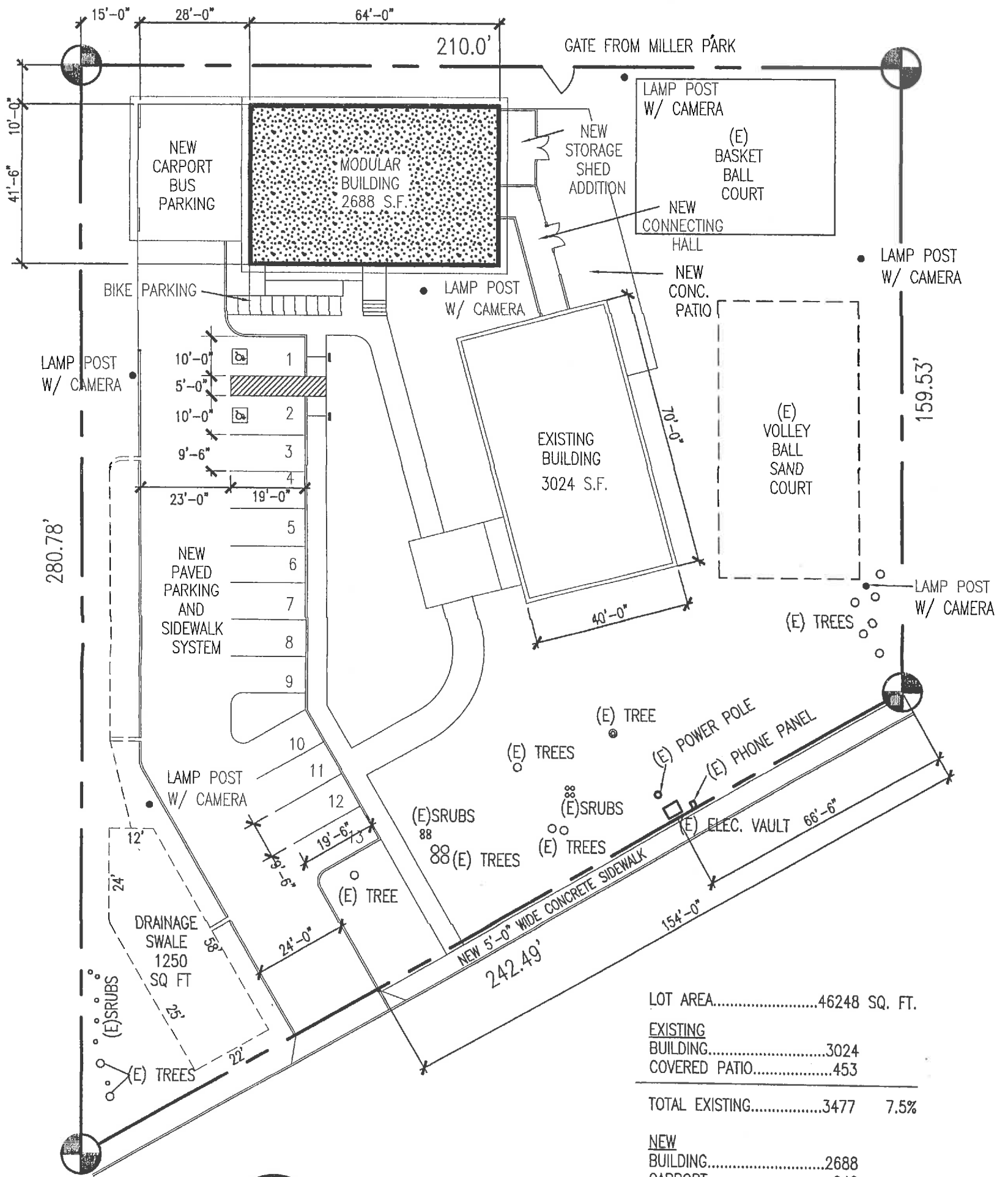
A.M.



CARPORT AND CONNECTING HALL PLAN



CARPORT AND CONNECTING HALL PLAN



BOYS & GIRLS CLUB
1501 AIRPORT RD.
FLORENCE, OREGON 97439

LOT AREA.....	46248 SQ. FT.	
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TOTAL BUILDING & IMPERVIOUS AREA.....	18,344	39.6%

LANDSCAPE DESIGN

BIOSWALE DETAIL

BOYS & GIRLS CLUB
1501 AIRPORT WAY

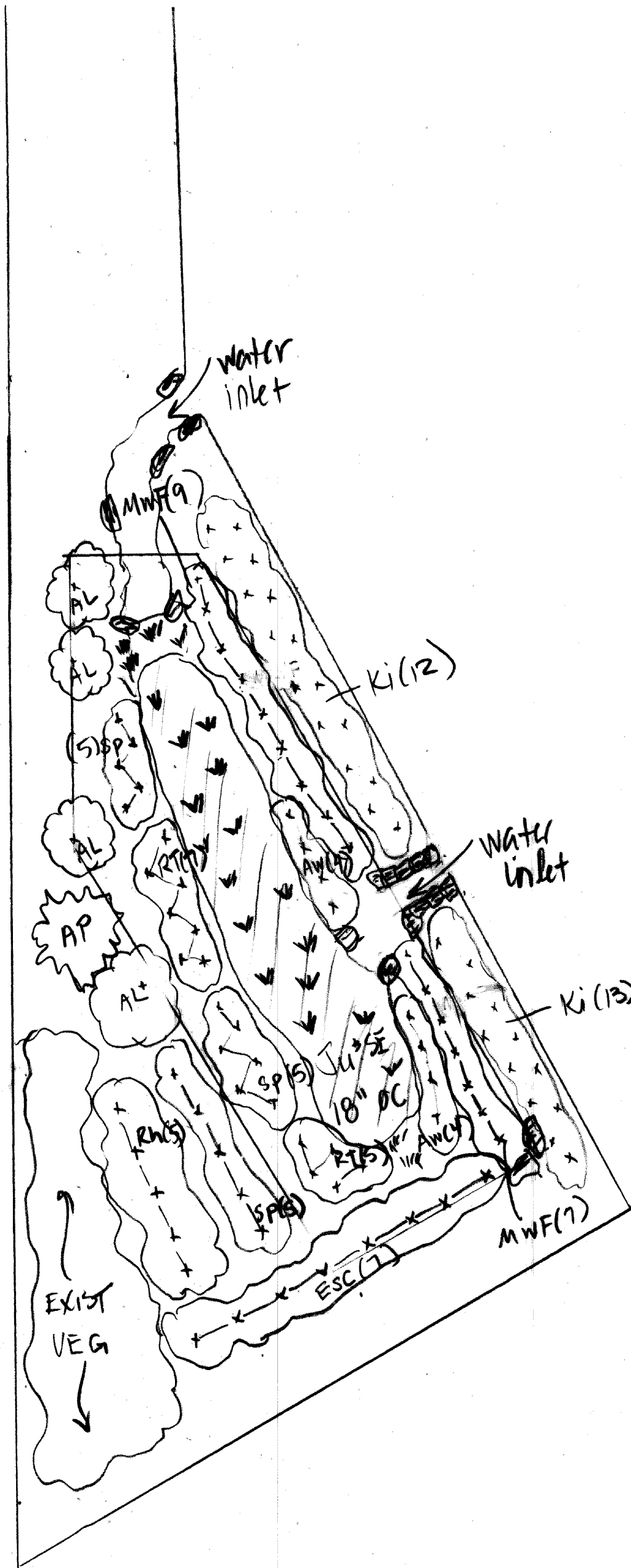
DESIGN BY LEA WALTER SEDLACEK
LAUREL BAY GARDENS

LEB #6718

12/6/2016



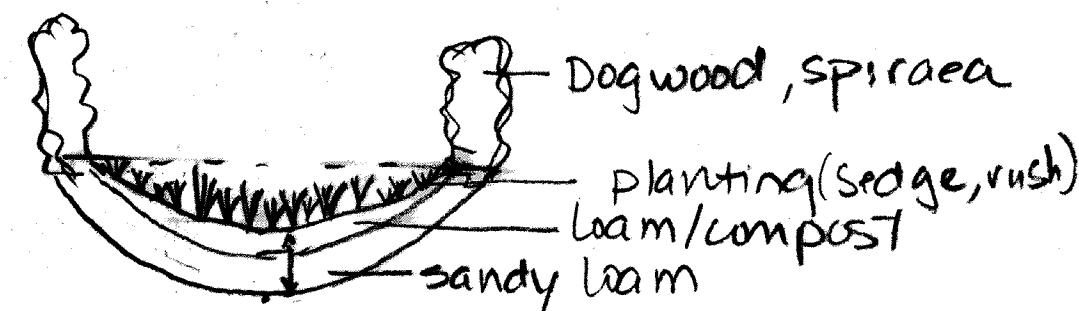
scale 1" = 10'



PLANT LIST

AL	4	10G	RED ALDER
AP	1	56'	AUSTRIAN PINE
RH	5	24"	RHODODENDRON
SP	10	1G	DOUGLAS SPIRAEA
RT	12	1G	RED TWIG DOGWOOD
AW	8	1G	ARTIC WILLOW DWARF
MWF	16	1G	MIDWINTER FIRE DOGWOOD
ESC	7	3G	ESCALLONIA PINK PRINCESS
KI	25	4"	KINNIKINNICK 'VANCOUVER JADE'
SE	90	LINER	CAREX OBNUPTA
JU	80	LINER	JUNCUS EFFUSUS
18	YDS		ROYAL SOIL/COMPOST BLEND

Stormwater cross section



1" = 10'

NOTE:

- SOIL COMPOST BLEND INCORPORATED INTO EXISTING SAND TO DEPTH OF 24", FINISH BOTTOM GRADE OF BIOSWALE APPROX 30-36" BELOW GRADE
- TEMPORARY DRIP IRRIGATION INSTALLED TO ALL PLANTINGS

1



2



3



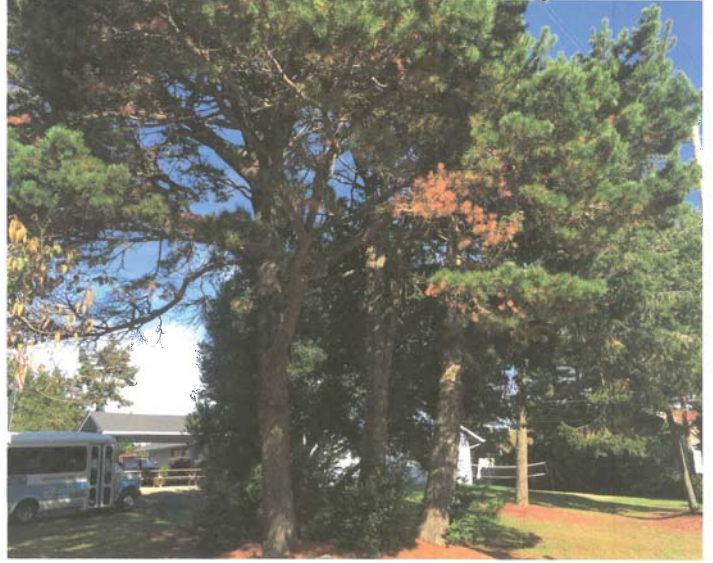
Picture # 4



#5



#6



#8



9



10



11



12



#13



#14

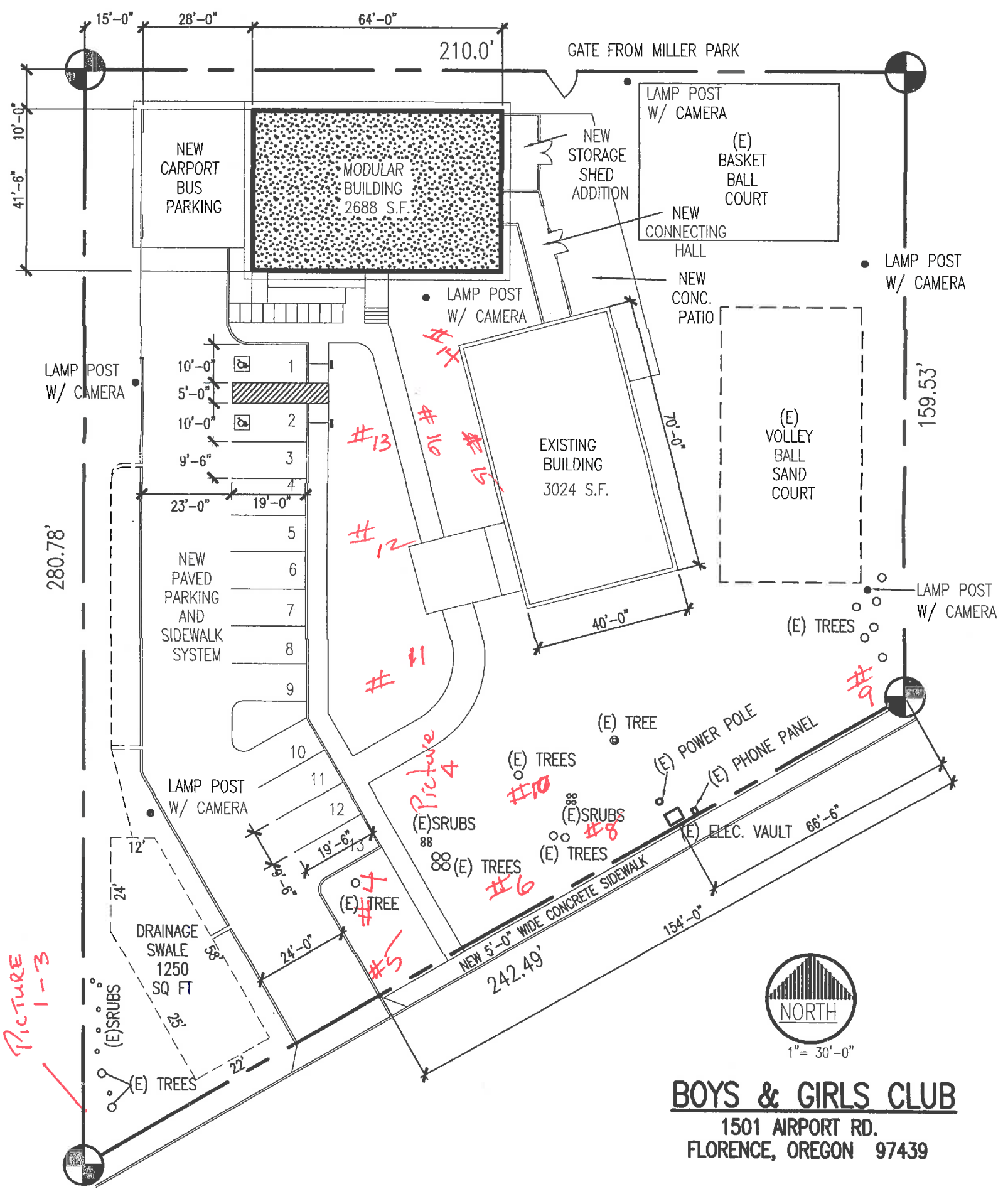


#15



#16





Picture 1-3

#13

#14

#15

#12

#11

Picture 4

#10

#8

#6

#5

#9

BOYS & GIRLS CLUB
 1501 AIRPORT RD.
 FLORENCE, OREGON 97439

LANDSCAPE

Glen Southerland

From: Michael Pearson <jmichael313@gmail.com>
Sent: Wednesday, November 16, 2016 10:41 AM
To: Glen Southerland
Cc: Chuck Trent; John Murphey; Ed Deitz; Lisa at Work
Subject: Re: Boys and Girls Club

Glen, Sorry to miss your call. I am having Ed Deitz drop off to you a newly revised site plan and drawing for the carport and, storage shed and connecting hallway that includes all the dimensions. Are the kind of materials we will use necessary for this application process? We haven't spoken to any contractors yet to discuss the building materials. I know the carport will be metal construction and the shed and hallway will be some kind of wood product or hardy board.

The color of the buildings, carport, shed and hallway will be consistent with our current colors of light blue and dark blue for the trim.

I will also forward the catch basin details to Lisa Sidlasik who is completing our landscape plan for the water retention Swail basin.

Thanks for all your efforts on this project!

Michael

On Wed, Nov 16, 2016 at 10:22 AM, Glen Southerland <glen.southerland@ci.florence.or.us> wrote:

Hello Michael and Chuck,

I have attached a couple of examples of recent catch basins. You would need a Lynch-type catch basin for the parking lot. I have attached several examples. The typicals are Drawing CB-3 in "C-Drainage Plan" and Drawing 15 on page 7 of "Civil and Outside Lighting Sheets."

In addition, the carport and connecting hall elevations are very much useful. Please provide the exterior materials and colors and I think we will be set for those needed materials.

I hope this is helpful. Let me know if you have any questions.

Best Regards,

Glen Southerland

Assistant Planner

City of Florence Planning Department

ci.florence.or.us

250 Highway 101

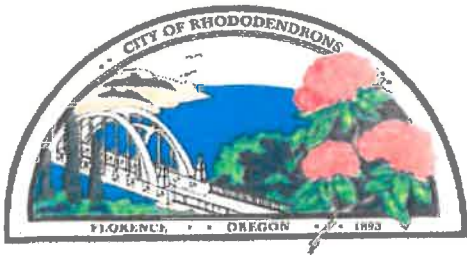
Florence, OR 97439

Phone: [\(541\) 997-8237](tel:(541)997-8237)

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City of Florence
Community Development Department
250 Highway 101
Florence, OR 97439
Phone: (541) 997 - 8237
Fax: (541) 997 - 4109
www.ci.florence.or.us

Type of Request

Design Review (DR) (See FCC 10-6) Conditional Use Permit (CUP) (See FCC 10-4)

Applicant Information

Name: CHUCK TRENT, EXECUTIVE DIRECTOR
BOYS + GIRLS CLUB OF WESTERN LANE CO. Phone 1:
E-mail Address: Phone 2:
Address:
Signature: Date: _____
Applicant's Representative (if any): _____

Property Owner Information

Name: BOYS + GIRLS CLUB OF WESTERN LANE CO. Phone 1:
E-mail Address: Phone 2:
Address: 1501 AIRPORT ROAD
Signature: Date: 9/15/2016
Applicant's Representative (if any): _____

NOTE: If applicant and property owner are not the same individual, a signed letter of authorization from the property owner which allows the applicant to act as the agent for the property owner must be submitted to the City along with this application. The property owner agrees to allow the Planning Staff and the Planning Commission onto the property. Please Inform Planning Staff if prior notification or special arrangements are necessary.

For Office Use Only:



Approved

Exhibit

Exhibit F

Property Description

Site Address: 1501 AIRPORT ROAD, FLORENCE, OR 97439

General Description: YOUTH DEVELOPMENT ORGANIZATION

Assessor's Map No.: 18 - 12 - 27 - 10 00300 Tax lot(s): 235, 300

Zoning District: _____

Conditions & land uses within 300 feet of the proposed site that is one-acre or larger and within 100 feet of the site that is less than an acre OR add this information to the off-site conditions map (FCC 10-1-1-4-B-3): _____

Project Description

Square feet of new: 2,688

Square feet of existing: 3024

Hours of operation: 0900 - 1730 M-F

Existing parking spaces: _____

Is any project phasing anticipated? (Check One): Yes No

Timetable of proposed improvements: NOVEMBER 1, 2016

Will there be impacts such as noise, dust, or outdoor storage? Yes No

If yes, please describe: NOISE

Proposal: (Describe the project in detail, what is being proposed, size, objectives, and what is desired by the project. Attach additional sheets as necessary)

MOVE Quality Childcare of Florence Modular Building to existing Boys + Girls Club property at 1501 Airport Road. QCCF Building is currently located at 2355 Oak Street, Florence - Install new light poles + security cameras at 1501 Airport Road. Install electric stove and new sinks at existing facility.

For Office Use Only:

Date Submitted: Sept. 27 2016 Fee: \$ 1500.00

Received by: gdfc

Paid

Other Information Required

Below is a check list of the required information to determine if an application is complete. The Florence City Code is available at City Hall or online at www.ci.florence.or.us (click on "City Code" which is located on the main menu). You will also find the *Florence Transportation Plan*, *Downtown Architectural Guidelines*, *Highway 101 Access Management Plans*, *Stormwater Design Manual*, and *Stormwater Management Plan* available on the City's website or at the City Hall for review or purchase.

Site Plan existing and proposed drawn to scale, showing the following:

- Existing and proposed site boundaries and proposed lot boundaries
- Existing and proposed structures
- Existing and proposed roads, streets, rights-of-way, pedestrian walks (widths and types), names, grades, radii
- Existing and proposed utility services – location of water and sewer lines, drainage routes and facilities, manholes, meters, fire hydrants, etc...
- Areas of scenic value, wildlife habitat, potential hazard areas (floodplains, geologic instability), wetlands, or other areas of special significance

Note: Please submit an electronic copy of any plans submitted larger than 11" x 17"

A title report from a title company showing:

- Existing liens
- Access and/or utility easements
- Legal description

Utility Plan:

List all utilities currently available to the site AND add this information to a utility plan map (See FCC 10-1-1-4-B-2).

Note: For help identifying the location of utilities, please call Dig Safely Oregon at 1-800-332-2344 or dial 811. Call Public Works (541-997-4106) to determine the size of utility lines. Call the Fire Marshal (541-997-3212) to determine fire flows.

Water Supply: _____ - inch line available from _____ (Street)

Sanitary Sewer: _____ - inch line available from _____ (Street)

Storm Sewer: _____ - inch line available from _____ (Street)

Check if available: Telephone Cable TV Electrical Other (Such as fiber optics)

Please provide a plan drawn to common scale showing the location of existing and proposed buildings, existing and proposed utility services, location and size of water and sewer lines, drainage routes, manholes, meters, fire hydrants, fire flows, and 2' contours.

Lighting Plan:

Show location of each light fixture, diagram illustrating foot-candle distribution, and elevation drawing of each light fixture in conformance to FCC 10-3-8-G.

Access Permits:

For properties along State or County roads (see FCC 10-35-2-4), a state or county access permit or application is required. For properties on Highway 101 located between Highway 126 and the Siuslaw River Bridge, please also refer to the *Highway 101 Access Management Plan*.

Proposed:

Are new streets planned or needed? (Please refer to the Transportation System Plan)

Yes No If yes, please describe: _____

Are utility upgrades or extensions planned or needed?

Yes No If yes, please describe: Electric + Water Extension

If you answered yes to either question above, how will these improvements be funded?

PRIVATE DONATIONS

Stormwater Plan:

Per FCC 9-5-2-4, a drainage plan is required for projects which add **500 SQUARE FEET OR GREATER** of impervious surface area or clearing vegetation from **10,000 SQUARE FEET OR GREATER** (single family homes are excluded). Please refer to FCC 9-5 and the Florence Stormwater Design Manual for requirements.

Traffic Impact Study:

Per FCC 10-1-1-4-D, larger projects may require a Traffic Impact Study. Please attach a TIA if needed.

Design & Architectural Drawings:

Per FCC 10-6-6-C, if applying for a design review, please attach or describe colors and materials being used as well as elevations of the proposed building.

Landscaping Plan:

Per FCC 10-34-3-2, the location, size and species of newly proposed plant materials, location(s) of area where existing vegetation will be cleared and/or preserved, irrigation and anticipated planting schedule, and location of existing and proposed fences and walls including buffering and screening materials.

Erosion Control:

Projects of over 1 acre of land disturbance over a period of time (please see FCC 10-36-4) are required to obtain a National Pollution Discharge Elimination System permit from the Department of Environmental Quality prior to the issuance of a development permit or land use permit based on appropriate criteria.

Site Investigation Report:

Refer to FCC 10-7-3 for the list of hazard areas within the City Limits which will require a SIR.

Old Town District:

Survey: Properties within the Old Town District require a recent survey per FCC 10-17 for all new development, redevelopment, and additions which show property lines, easements, 2' contours, existing structures, floodplain, and highest observed tide.

Visual Aids: New construction or story additions require visual aids. Please refer to FCC 10-17.