

*This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.*

---

**City of Florence  
City Council Regular Session  
Florence City Hall  
250 Hwy 101, Florence, Oregon  
Final Action Minutes  
December 12, 2022**

---

Councilors Present: Mayor Joe Henry, Councilors Woody Woodbury, Sally Wantz, Bill Meyer, and Rob Ward.

Councilors Absent: None.

Staff Present:  
*(In person)* City Manager Erin Reynolds, City Recorder Lindsey White, Administrative Services Director Anne Baker, Assistant City Manager Megan Messmer, Public Works Director Mike Miller, Police Chief John Pitcher, Planning Director Wendy FarleyCampbell, and Management Analyst Peighton Allen.

Guests Present:  
*(In Person)* None.

Handout: 12.12.22 City Council Meeting Base Presentation

**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

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

**PRESENTATIONS & ANNOUNCEMENTS**

- 2022 Planning Commission Appointments  
Mayor Henry appointed...
  - John Raleigh
  - Laurie Green
  
- Transportation System Plan (TSP) Update Project (STAC) Committee Appointments  
Mayor Henry appointed...
  - Active transportation advocate
    - Bicycle Representative – Bon and Sam Akins
    - Pedestrian Representative – Susy Lacer

- ODOT Transit – Jennifer Boardman

Start Time: 5:30 p.m.

**1. PUBLIC COMMENTS**

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda.

Start Time: 5:33 p.m.

Commenter 1: Mr. Michael Allen – Florence, OR

Handout: Speaker's Card and Written Comments

Discussion: Mr. Allen discussed...

- Climate petition update and need for Climate Resilience Planning.

**PUBLIC HEARING**

**2. SMOKE ANNEXATION AND ZONE Assignment - Postponed**

**A. PUBLIC HEARING**

Hear and consider written and oral testimony regarding the annexation and zone assignment for approximately 2.6 acres of property located at 88265 Rhododendron Drive.

**B. SMOKE ANNEXATION REQUEST**

Consider approval Ordinance No. 10, Series 2022, an Ordinance establishing a medium density residential district to 2.6 acres, Assessor's map reference 18-12-04-44, Tax Lot 04101, 88265 Rhododendron Drive, as part of a proposed annexation of same.

**C. SMOKE ZONE ASSIGNMENT REQUEST**

Consider approval Ordinance No. 11, Series 2022, an Ordinance establishing a service industrial zoning district to 3.5 acres, Assessor's map reference 18-12-11-33, Tax Lot 00800, 87675 Highway 101, as part of a proposed annexation of same.

**ACTION ITEMS**

**3. CONFIRMED CODES CHANGES TO FCC TITLE 10 CHAPTER 2 DEFINITIONS**

Consider approval of Ordinance No. 12, Series 2022, an Ordinance confirming City Council adopted code changes made in ordinance No. 12, Series 2015 regarding definitions related to Marijuana Business Use Types in Title 10 Chapter 2 of the Florence City Code.

Start Time: 5:35 p.m.

Discussion: Planning Director Wendy FarleyCampbell presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- What is involved in naming convention?

Comments: Councilor Meyer.

Discussion: Staff discussed...

- This is defining certain words, terms and phrases within the Marijuana code.
- Definition section inadvertently removed from FCC; this is re-inserting definition section to Table of Contents.

Comments: PD FarleyCampbell and CM Reynolds.

Action: First Reading of Ordinance No. 12, Series 2022

Vote: Unanimous

Action: Second reading of Ordinance No. 12, Series 2022

Motion: Mayor Henry

Second: Councilor Woodbury

Roll Call Vote: Councilor Ward, 'Aye'

Councilor Wantz, 'Aye'

Councilor Meyer, 'Aye'

Councilor Woodbury, 'Aye'

Mayor Henry, 'Aye'

Motion passes Unanimously

#### 4. **FLORENCE CITY CODE TITLE 4 CHAPTER 1 BUILDING CODE UPDATES**

Consider approval of **Ordinance No. 13, Series 2022**, an ordinance amending Title 4 Chapter 1 of the Florence City Code regarding Building Codes, Implementing SB 866 and Oregon Building Codes Division Rule Changes.

Start Time: 5:49 p.m.

Discussion: Planning Director Wendy FarleyCampbell presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Administering civil penalty currently in code?

Comments: Mayor Henry.

Discussion: Staff discussed...

- This is adding a tiered approach to imposing civil penalty.

- Penalty amount is addressed in the fees section.
- Comments: PD FarleyCampbell and CM Reynolds.
- Action: First Reading of Ordinance No. 13, Series 2022
- Motion: Councilor Ward
- Second: Councilor Wantz
- Roll Call Vote: Councilor Meyer, 'Aye'
- Councilor Ward, 'Aye'
- Councilor Woodbury, 'Aye'
- Councilor Wantz, 'Aye'
- Mayor Henry, 'Aye'
- Motion passes Unanimously
- 
- Action: Move second reading of Ordinance No. 13, Series 2022 to January 3, 2023 meeting.
- Motion: Councilor Wantz
- Second: Councilor Meyer
- Roll Call Vote: Councilor Ward, 'Aye'
- Councilor Wantz, 'Aye'
- Councilor Meyer, 'Aye'
- Councilor Woodbury, 'Aye'
- Mayor Henry, 'Aye'
- Motion passes Unanimously

## 5. **BUILDING FEES SCHEDULE**

Consider approving **Resolution No. 36, Series 2022**, a resolution revising building permit fees and establishment of new fees, rescinding Resolution No. 6, Series 2007.

Start Time: 6:11 p.m.

Discussion: Planning Director Wendy FarleyCampbell presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Anticipating additional fees for renewable energy such as solar, etc.
- Fee increase based on 2007 rates?
- How has department remained above water if no fee increases since 2005 and has department been running at a deficit?
- If passed, is there anything in conflict with Housing Implementation Plan?

Comments: Councilors Ward and Wantz, and Mayor Henry.

Discussion: Staff discussed...

- Fee increase is 20% based on 2005 fees.
- Building Division has been supplemented by general fund.
- Policy decisions not to change building department fees have been made to encourage building.
- More focus on System Development Charges than building permit fees.

Comments: PD Farley Campbell and CM Reynolds

Action: Approve **Resolution No. 36, Series 2022** as presented.  
Motion: Councilor Meyer  
Second: Councilor Ward  
Roll Call Vote: Councilor Meyer, 'Aye'  
Councilor Woodbury, 'Aye'  
Councilor Ward, 'Aye'  
Councilor Wantz, 'Aye'  
Mayor Henry, 'Nay'  
Motion passes 4-1

**6. GENERAL OBLIGATION BOND TAX TRANSFER CLOSE OUT**

Consider approving **Resolution No. 37, Series 2022**, a resolution transferring excess general obligation bond taxes to close out and make appropriations.

Start Time: 6:38 p.m.

Discussion: Administrative Services Director Anne Baker presented the staff presentation.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...

- No discussion.

Action: Approve **Resolution No. 37, Series 2022** as presented.  
Motion: Councilor Meyer  
Second: Councilor Woodbury  
Roll Call Vote: Councilor Ward, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Woodbury, 'Aye'  
Councilor Meyer, 'Aye'  
Mayor Henry, 'Aye'  
Motion passes Unanimously

**7. CITY MANAGER EVALUATION**

Consider approval of the annual evaluation for City Manager Erin Reynolds and consider salary adjustments beginning January 1, 2023.

Start Time: 6:43 p.m.

Discussion: City Recorder Lindsey White presented the staff presentation.

Handout: Staff Presentation

Discussion: The City Council discussed...

- Overview of the process for the evaluation and the results.
- Appreciation for the work, leadership, and length of service of CM Reynolds.
- Annual salary review and analysis.

Comments: All Councilors present

Action: Approve the 2022 City Manager Evaluation, including the City Manager Amendments

Motion: Councilor Meyer

Second: Councilor Ward

Roll Call Vote: Councilor Ward, 'Aye'

Councilor Wantz, 'Aye'

Councilor Woodbury, 'Aye'

Councilor Meyer, 'Aye'

Mayor Henry, 'Aye'

Motion passes unanimously

**8. LANE COUNTY PUBLIC HEALTH GRANT ACCEPTANCE FOR MILLER PARK**

**A.** Consider approval of **Resolution No. 38, Series 2022**, a resolution accepting the Lane County Public Health grant for Miller Park in the amount of \$80,000.00

Start Time: 6:49 p.m.

Discussion: Public Works Director Mike Miller presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Imposing fine for not following policy.
- Policy required to obtain grant funds.
- Supportive of both resolutions.

Comments: Councilors Ward, Wantz, and Mayor Henry.

Discussion: Staff discussed...

- Not imposing fee at this time.
- Resources such as staff for enforcing policy not available.
- Looking to use signage to educate.
- Peer pressure can be used to enforce policy.

Comments: PWD Miller

Action: Approve **Resolution No. 38, Series 2022** as presented.

Motion: Councilor Woodbury

Second: Councilor Meyer

Roll Call Vote: Councilor Meyer, 'Aye'

Councilor Woodbury, 'Aye'

Councilor Wantz, 'Aye'

Councilor Ward, 'Aye'

Mayor Henry, 'Aye'

Motion passes Unanimously

**B.** Consider approval of **Resolution No. 39, Series 2022**, a resolution establishing a smoke and tobacco free policy for Miller Park, Munsel Road Park, Pepperoaks Park, Singing Pines Park, and 18<sup>th</sup> Street Pocket Park.

Start Time: 7:05 p.m.

Discussion: The City Council discussed...

- No discussion.

Action: Approve **Resolution No. 39, Series 2022** as presented.

Motion: Councilor Meyer

Second: Councilor Ward

Roll Call Vote: Councilor Ward, 'Aye'

Councilor Wantz, 'Aye'

Councilor Woodbury, 'Aye'

Councilor Meyer, 'Aye'

Mayor Henry, 'Aye'

Motion passes Unanimously

## **CONSENT AGENDA**

### **9. CERTIFICATION OF ELECTION**

Consider approval of **Resolution No. 40, Series 2022**, a resolution certifying the results of the 2022 General Election.

### **10. GASTRO POD LIQUOR LICENSE**

Consider recommendation of approval to the Oregon Liquor Control Commission (OLCC) for a liquor license for Gastro Pod located at 2686 Oregon Coast Highway.

Start Time: 7:06 p.m.

Discussion: The City Council discussed...

- No discussion.

Action: Approve the consent agenda as presented.

Motion: Councilor Meyer

Second: Councilor Wantz

Roll Call Vote: Councilor Meyer, 'Aye'  
Councilor Woodbury, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Ward, 'Aye'  
Mayor Henry, 'Aye'  
Motion unanimously

## **REPORT & DISCUSSION ITEMS**

### **11. GENERAL REPORTS**

- November Committee, Commission and Volunteer Reports.

Start Time: 7:09 p.m.

### **12. DEPARTMENT DIRECTOR UPDATES**

Start Time: 7:09 p.m.

Discussion: The Department Directors discussed...

- Three Rivers Casino and Greentrees community are participating in Toy Drive program.
- New Aquatech combination sewer cleaner has arrived and has been placed in service.
- New 2022 Ford hybrid Police Interceptor has been delivered. Currently being 'upfitted' with police equipment in Salem.
- Delivery dates for two new Ford Maverick hybrid trucks estimated to be end of December or first of January 2023.
- Recently hired GIS Analyst started with the City Monday of Thanksgiving week.
- Public Works staff outdid themselves this year with the installation of holiday lights.
- Upcoming events at the Florence Events Center.
- Upcoming vaccine clinic.
- New Year's Eve party at the Florence Events Center.



Comments: Police Chief John Pitcher, PW Director Mike Miller, and ACM Megan Messmer.

**13. CITY MANAGER REPORT & DISCUSSION ITEMS**

Start Time: 7:21 p.m.

Discussion: The City Council discussed...

- Upcoming City Meetings and Events.
- Sale of Spruce Street property.
- City offices will be closed on December 26<sup>th</sup> and January 2<sup>nd</sup> for observation of holidays.
- Gratitude to Mayor Henry and Councilor Woodbury.
- Has been an honor working with the City Council.

**14. CITY COUNCIL REPORT & DISCUSSION ITEMS**

Start Time: 7:28 p.m.

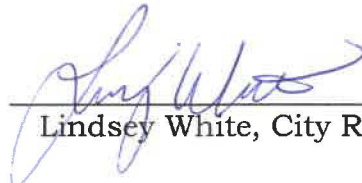
Discussion: The City Council discussed...


- Pleasure working with Council members.
- Attending 'Ladies of Oregon' conference in Coos Bay.
- EMAC meeting with Planning Commission on sanitation code updates.
- Attending last court session and PACT meeting as Councilor.
- Gratitude to Public Works staff for installation of holidays. It always looks great.
- Team effort between Port of Siuslaw, Florence Police Department, Oregon Department of Fish and Wildlife, and STEP group to cleanup island on the Siuslaw River.
- Enjoyment of Christmas Tree lighting.
- Mayor's Letters of Support on Public Transit.

Comments: All Councilors present

Meeting adjourned at 7:35 p.m.

**ATTEST:**

  
Lindsey White, City Recorder

  
Joe Henry, Mayor