



**City of Florence  
Planning Commission  
Regular Session**

Florence City Hall  
Video Conference  
250 Highway 101  
Florence, OR 97439  
541-997-8237

[www.ci.florence.or.us](http://www.ci.florence.or.us)

Meeting materials are available at the City of Florence website calendar page at

<https://www.ci.florence.or.us/calendar>

To be notified of Planning Commission meetings via email, please visit the City's website at

<http://www.ci.florence.or.us/newsletter/subscriptions>.

**February 23, 2021**

**AGENDA**

**5:30 p.m.**

Commissioners: John Murphey, Chairperson – Phil Tarvin, Vice-Chairperson  
Eric Hauptman, Commissioner – Brian Jagoe, Commissioner  
Andrew Miller, Commissioner – Ron Miller, Commissioner – Sandra Young, Commissioner

**COVID-19 UPDATE**

Due to federal and state restrictions on public gatherings, the Florence Planning Commission meetings shall be held via videoconference. The public can listen and view the meeting through the 'GoToWebinar' platform at the following link:

<https://attendee.gotowebinar.com/register/6955152529623644432>. Meetings are also shown live on Cable Channel 191 and online at <https://www.ci.florence.or.us/citymanager/public-meetings-live>, and will be available after the meeting on the City's [Vimeo Site](#).

With 48-hour prior notice, an interpreter and/or TDY: 541-997-3437, can be provided for the hearing impaired.

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

**1. APPROVAL OF THE AGENDA**

**2. APPROVAL OF MINUTES**

- December 22, 2020

**3. PUBLIC COMMENTS – Items not on the Agenda**

This is an opportunity for members of the audience to bring to the Commission's attention any item not otherwise listed on the Agenda. *Please see page two of the agenda for methods to provide comments on items not on the Planning Commission agenda.*

**4. RESOLUTION PC 20 32 ANN 02 & PC 20 33 ZC 03 – 4627 Sebastian Annexation and Zone Change:** A public hearing on a request from Diana Lee Heacock to annex approximately .19 acres of property and apply a City of Florence zoning designation to annexed lands. The proposal consists of annexing property described as Assessors Map No. 18-12-04-44, Tax Lot 2200, located in Block 1, Lot 1 of the East Heceta Beach subdivision at the northwest corner of the intersection of Deer Crossing Way and Sebastian Street, west of Rhododendron Drive. The property is proposed to be zoned Medium Density Residential (MDR).

Senior Planner  
Roxanne  
Johnston

**5. Fairway Estates Phase II Vegetation Clearing Violations:** Planning Commission will decide on penalties for not following Resolution AR 20 04 VEG 02 conditions of approval and clearing without a permit in accordance with [Title 4 Chapter 6 Vegetation Preservation Section 6: Penalties](#).

Planning Dir.  
Wendy  
FarleyCampbell

**6. Shore Pines Parking Demand Analysis Scoping Letter:** Planning Commission will review and provide comment on the methodology for assessing parking demand for a proposed apartment complex in accordance with [Title 10 Chapter 3 Section 3-C](#).

Planning Dir.  
Wendy  
FarleyCampbell

**7. Nomination and Appointment of Chairperson & Vice Chairperson:** Election of a Chairperson and Vice-Chairperson for the Planning Commission

**8. REPORT & DISCUSSION ITEMS**

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

Planning Dir.  
Wendy  
FarleyCampbell

**9. PLANNING COMMISSION CALENDAR**

Date	Time	Description
March 9, 2021	5:30 PM	
March 23, 2021	5:30 PM	Tentative Regular Session

**ADJOURN**

## UPDATED PUBLIC MEETINGS PROCEDURES – COVID-19

Given executive orders from Governor Brown concerning COVID-19 and social distancing requirements, the City of Florence has established temporary procedures for public meetings in order to protect our volunteers, public and staff.

### **In person attendance is not allowed at Planning Commission meetings.**

**Expressing Views to the Planning Commission:** Citizens wishing to express their views to the Planning Commission may do so in both written and verbal formats.

#### **1. Written Testimony:**

- a. Submit written comments via email to the Community Development Department at [planningdepartment@ci.florence.or.us](mailto:planningdepartment@ci.florence.or.us).
- b. Mail written comments to Florence City Hall  
Attn: Planning Commission, 250 Hwy 101, Florence, OR 97439
- c. Drop off written comments to the City of Florence drop box located at Florence City Hall (250 Hwy 101) to the right of the main entrance.

**\*\* Note:** Written comments must be received at least 2 hours prior to the meeting (February 23, 2021 at 3:30 p.m.) to be distributed to the Planning Commission, posted to the City of Florence website, and made part of the record.

**2. Verbal Testimony:** Citizens wishing to express their views to Planning Commission may participate in the meeting via GotoWebinar platform at the following link: <https://attendee.gotowebinar.com/register/6955152529623644432> To do so, please complete a speaker's card online at <https://www.ci.florence.or.us/bc-pc/request-address-planning-commission-speakers-card> at least 1 hour prior to the meeting (February 23, 2021). City staff will then contact the speaker to let them know the process to participate in the meeting. Call the Community Development Department at 541-997-8237 at least 24 hours prior to the hearing if you would prefer to arrange participation over the phone.

- a. Public Comments on items not on the agenda: General public comments (on items not on the Planning Commission agenda) will be allowed at each Planning Commission meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five individuals will be allowed to comment verbally. There is no limit on written public comments.
- b. Public Hearing Testimony: Testimony on public hearing items will be allowed when a public hearing is held. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Commission questions.
- c. Public Comments on Action Items: Public Comments will be allowed on each action item on the Planning Commission agenda. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial Commission questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

**For more information on the City of Florence's Temporary Public Meeting Policies, visit the City of Florence website at <https://www.ci.florence.or.us/em/public-meeting-during-covid-19>.**

### **PUBLIC HEARING PROCEDURE**

The Planning Commission must make its decision based on facts. Prior to the hearing, staff will identify the applicable substantive criteria which have also been listed in the staff report. These are the criteria

the Planning Commission must use in making its decision. All testimony and evidence must be directed toward these criteria or other criteria in the Plan or Land Use Regulations which you believe applies to the decision per ORS 197.763 (5). Failure to raise an issue accompanied by statements or evidence sufficient to afford the Planning Commission and parties involved an opportunity to respond to the issue may preclude an appeal based on that issue. Prior to the conclusion of the initial evidentiary hearing, any participant may request more time to present additional evidence, arguments or testimony regarding the application.

- A. Open Hearing
  - *Planning Commissioners declare any conflicts of interest, bias, ex-parte contacts and site visits.*
  - *Public may challenge a Commissioner's impartiality in making the decision.*
- B. Staff Report
- C. Applicant's Testimony
- D. Testimony

*The Planning Commission will hear testimony from those in favor of the proposal, those against the proposal, and those that are neutral but have a comment. Copies of written testimony submitted for the hearing have been distributed to the Planning Commission. When testifying, if someone has made statements with which you agree, just state that you agree with those comments. You do not need to restate the previous comments.*

  - Proponents
  - Opponents
  - Neutral – Interested Persons
  - Rebuttal from Applicant
- D. Staff Response and Recommendation
- E. Close of Hearing
- F. Commission Deliberation - Direction to Staff or Decision
- G. 1<sup>st</sup> and 2<sup>nd</sup> on Motion
- H. Applicant's Opportunity to Respond to any New Conditions of Approval
- I. Discuss and Vote on Motion