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**City of Florence  
Planning Commission Meeting  
250 Hwy 101, Florence, OR 97439  
April 27, 2021**

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

Chairperson Phil Tarvin called the meeting to order at 5:30 PM.

Commissioners Present:(via videoconference) Chairperson Phil Tarvin, Commissioner John Murphey, Commissioner Eric Hauptman, Commissioner Andrew Miller, Commissioner Brian Jagoe.

Staff Present: (via videoconference) Planning Director Wendy Farley-Campbell, Public Works Director Mike Miller, Senior Planner Roxanne Johnston, Assistant Planner Dylan Huber-Heidorn AICP and Planning Technician Sharon Barker.

At 5:30 PM, Chair Tarvin opened the meeting at 5:30 PM. Members present were Chairperson Phillip Tarvin and Commissioners John Murphey, Andrew Miller, Eric Hauptman, and Brian Jagoe. **Commissioners not present with approved absences were Commissioners Sandra Young and Ron Miller.** Comm. Jagoe led the salute to the Flag.

Chairperson Tarvin addressed the Commission expressing his condolences for the passing of Michael Titmus, former Planning Commission member. Titmus served the Commission from 2016 through 2018 and continued serving our community as a member of the Environmental Management Advisory Committee and was the most recent Chair for that group. During his time with EMAC, he spearheaded the effort that resulted in the City of Florence being designated a Tree City by the Arbor Day Foundation for the very first time in the City's history. The Planning Commission then paused for a moment of silence.

Planning Director Wendy FarleyCampbell introduced new staff member and Planning Technician, Sharon Barker.

**1. APPROVAL OF THE AGENDA**

Start Time: 5:30 PM

Action: Approved

Motion: Commissioner John Murphey

Second: Commissioner Brian Jagoe

Vote: 5-0

There was no discussion on the agenda and it was approved unanimously.

**2. APPROVAL OF THE MINUTES OF April 13, 2021**

Start Time: 5:33

Action: Approved, with no changes proposed

Motion: Comm. Jagoe

Second: Comm. Andrew Miller

Vote: 5-0

There was no discussion on the minutes and they were approved unanimously

### 3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

No Speaker's cards were received nor public comments made.

Chairperson Tarvin relayed basic instructions regarding the proceedings and that the meeting is being recorded and asked if any member wished to disclose a conflict of interest. Regarding conflict of interest, other ex-parte' contacts and biases.

Comm. Murphey declared a perceived conflict of interest as his business conducts business with the Mr. Wright's business, but as he does not personally do business directly with Stonefield Investments, LLC, he stated he would be able to make an impartial decision.

### 4. Resolutions PC 21 03 ANN 01 & PC 21 04 ZC 01 – Stonefield Investments, LLC Annexation and Zone Change: Petition from Robbie Wright for Stonefield Investments, LLC, to annex approx. 4.53 acres and to apply the City of Florence zoning designation to the annexed lands. Assessor 18-12-04-44 tax lot 03800.

Chair Tarvin opened the hearing and called upon Senior Planner Johnston to deliver the staff report for this agenda item.

Johnston presented the Staff report (see attached)

Chair Tarvin asked if there were any questions by the Commissioners.

Comm. Jagoe asked Johnston what the footage on the lot frontage on Rhododendron was. Johnston stated she believed that it is 50'. Applicant Robbie Wright concurred. Comm. Jagoe asked if it was wide enough to put a road in for multiple houses. Johnston said it was and that typically 60' width is the standard and stated that Rhododendron Dr. is 60' as a minor arterial, so a local street could be less. She stated that FCC Title 11, Chapter 7 would offer a solution for the width modification moving forward.

No more questions were asked of staff.

Chair Tarvin asked applicant Wright if he had a presentation. Mr. Wright did not. Chair Tarvin then asked if Commissioners had questions of the applicant: there were none.

Chair Tarvin asked the applicant if he had read the staff report, finding of facts and if he understood the conditions of approval as they were proposed. The applicant affirmed that he had.

Chair Tarvin asked for the staff recommendation to which Johnston relied that staff recommended annexation and zoning assignment to City Council, as presented.

Motion to close the hearing: Commissioner Jagoe

Motion seconded: Commissioner Murphey

Murphy – close

Miller – Close

Jagoë - close  
Hauptman - close  
Chair – Tarvin – close

Meeting Closed at 6:03

Chair Tarvin: “Now is the opportunity for the Planning Commission to discuss or hand deliberate. Would any commissioner like to deliberate? Hearing none, I would need to hear a motion and a second please, we have a motion and a second and we have no new conditions arising, staff will you please poll the commission?”

Dylan Hyber-Heidorn polled the Commissioners.

Commissioner -Andrew Miller-yes  
Commissioner Hauptman – yes  
Commissioner Murphey – yes  
Commissioner Jagoë- yes  
Chairman Tarvin - yes

Start Time: 5:42 PM

End time: 6:03 PM

Action: To recommend annexation to City Council as presented, not recommending any modifications.

Motion: Commissioner Jagoë

Second: Murphey

Vote: 5-0

Motion carries

**5. Resolutions PC 21 07 ANN 02 & PC 21 08 ZC 02 – Hale Annexation and Zone Change: Petition from Claudia Hale to annex approx. 7.82 acres of property and apply a City of Florence Service Industrial zoning designation to the annexed lands. The applicant’s proposal is to apply annexed lands is described as assessor’s map #18-12-11-33 tax lots 01900 and 01800.**

Chair Tarvin opened the hearing 6:06 PM. and called upon Wendy Farley Campbell to deliver the staff report for this agenda item.

FarleyCampbell presented the Staff report (see attached)

Farley-Campbell: “Does anybody have any questions?”

Commissioner Hauptman: “Do we have any idea as to what this property is going to be used for in service industrial zoning?”

FarleyCampbell: “We do not have any applications for this property, we cannot receive any applications until it is annexed.”

Chair Tarvin: “Are there any other questions from the Commissioners? None, so we will move on, to the applicant’s testimony and presentation. The applicant Claudia Hale Imhall is attending this meeting via a conference call.’

FarleyCampbell: "I am sorry Chairman Tarvin but I wanted to point out that representing Claudia Hale tonight, actually representing herself is the property owner, rather future property owner Donna English. She is under contract and she is representing the property tonight, rather than Claudia Hale."

Chair Tarvin: "Ok, will she have any testimony here tonight?"

Donna English: "I am just on in case you have any questions for me."

Chair Tarvin: "Ok, then we will go onto Commissioner's questions. Are there any questions from the Commissioners?"

Commissioner Hauptman: "I do, again, the intended use of the property under the service industrial zoning?"

Donna English: "Wendy can I refer this question to you, can you try to answer that? I don't know at this point what I should say."

Wendy Farley-Campbell: "It is entirely up to you; you are not required to say anything."

Donna English: "I don't want to step on my foot here, so, I currently own the property at 1675 32<sup>nd</sup> Street, which is where Knife River Concrete Company is operating, I would like to help the concrete company move to a new location hoping that this would better serve the City, removing it from the center of town and putting it North of town."

Commission Hauptman: "Thank you."

Chair Tarvin: "Any other questions, Commissioners? Seeing none, I will ask the applicant have you read the staff report and the finding of facts and do you understand the conditions of approval as proposed currently?"

Donna English: "Yes."

Chair Tarvin: "We will now move on to public testimony. Do we have any speaker's cards for this item?"

Dylan Huber-Heidorn: "The only speaker's cards that we have are from the applicant and a representative from Knife River."

Chair Tarvin asked Mr. Flanders if he would like to make a statement.

Mr. Flanders said that this is a great location for a ready-mix operation, "As you guys know we have residential on three sides of us where we are currently at and this gets us away for it, and it's more inline with the other uses in that area."

No Commissioner's had questions of Mr Flanders.

Chair Tarvin asked for staff's final responses and another reading of the recommendation.

FarleyCampbell stated that the staff recommendation is to recommend approval to advance to City Council both the Annexation and the zone change.

Chair Tarvin: “Now is the opportunity to discuss the closing the public hearing and the written record if the Planning commission may choose to close the planning commission hearing this evening, if the Planning Commission has any additional questions, or if they wish to hear additional evidence the commission may elect to continue to a future meeting, or close the meeting and keep the record open for a set period of time within which the public may submit written evidence in argument. Does the Planning Commission or Staff see any reason to continue the public hearing or hold the record open to allow for additional testimony?”

Commissioner Murphey: recommend to close

Commissioner Andrew Miller: Close

Commissioner Hauptman: close

Commissioner Jagoe: close

Chair Tarvin: close

Chair Tarvin: “Wendy do you as staff comment on that issue?”

FarleyCampbell recommended the hearing be closed.

Chair Tarvin closed the hearing at 6:27 and asked if any commissioner would like to discuss this item. No discussion was provided.

Commissioner Murphey motioned to recommend forwarding the item to the City Council.

Commissioner Jagoe seconded the motion and Chair Tarvin asked for a poll.

Commissioner Murphey – yes

Commissioner Andrew Miller – yes

Commissioner Jagoe - yes

Commissioner Hauptman - yes

Chair – Tarvin – yes

Vote 5-0 motion carries

Start Time: 6:06 PM

End time: 6:27 PM

Action: To recommend annexation to City Council as presented, not recommending any modifications.

Motion: Commissioner Murphey

Second: Commissioner Jagoe

Vote: 5-0 motion carries

## **6. Fairway Estates Phase II Vegetation Clearing Violations:**

Chair Tarvin: “We will move on to our next item which is a continuation of our April 13<sup>th</sup>, 2021 meeting, Fairway Estates Phase II Vegetation Clearing violations, Planning Commission will review and approve Planning Commissions final decision made at the April 13<sup>th</sup> 2021 meeting. I assume that Commissioners Jagoe and Murphey are standing down from this hearing?”

Commissioner Jagoe: “Yes.”

Commissioner Murphey: "That's correct"

Chair Tarvin: "We have failed to have a quorum for this issue tonight, when is the next meeting where we can reschedule for this action item?"

FarleyCampbell: "You tentatively have a work session plan for May 11<sup>th</sup>, then you have your next actual meeting on May 25<sup>th</sup>, so I would recommend the 25<sup>th</sup>, because the 11<sup>th</sup> would just be a work session."

Chair Tarvin: "Then we will go ahead and continue this item to our next scheduled meeting on May 25<sup>th</sup>, 2021."

**7. Report and Discussion Items.**

No Commissioners had a report item. FarleyCampbell provided her Director's Report and discussed the budget season. Due to the workload, she asked if the Commission would be fine with taking a meeting break on May 11 and resuming on the 25<sup>th</sup>. The Commission approved.


**8. Planning Commission Calendar:**

Comm. Murphey asked if the Work Plan would include code that needed work on so that the Commission could start planning for those work sessions. FarleyCampbell affirmed that they did and that she would present those in a later agenda item. Chair Tarvin asked if they could have a little preview on the 25<sup>th</sup> and in June we work on the work plan.

Chair Tarvin closed the meeting at 6:34 pm.

The meeting adjourned at 6:34 PM.

**ATTEST:**

  
Sharon Barker Planning Technician

  
Phil Tarvin, Chairperson