
**City of Florence
Planning Commission Meeting Minutes
250 Hwy 101, Florence, OR 97439
June 28, 2022**

Commissioners Present: Chairperson Phil Tarvin, Commissioner Eric Hauptman, Commissioner Andrew Miller, Commissioner Ron Miller, Commissioner John Murphey, and Commissioner Clare Kurth *(via videoconference)*.

Commissioners Absent: Vice-Chairperson Sandi Young.

Staff Present: Planning Director Wendy FarleyCampbell, Management Analyst Peighton Allen, and Planning Technician Sharon Barker.

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

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

1. APPROVAL OF THE AGENDA

Start Time: 5:31 p.m.
Action: Approve agenda as presented.
Motion: Commissioner Murphey
Second: Commissioner Hauptman
Vote: Unanimous 6-0

2. APPROVAL OF MINUTES

- March 8, 2022

Start Time: 5:31 p.m.
Action: Approve minutes as presented.
Motion: Commissioner Hauptman
Second: Commissioner Ron Miller
Vote: Unanimous 6-0

3. PUBLIC COMMENTS -Items Not on the Agenda

Start Time: 5:33 p.m.
Commenter 1: Ms. Ivy Medow – Florence, OR
Handout: Speaker's Card and Written Comments
Discussion: Ms. Medow discussed...

- Recommending Planning Commission listen to Oregon Grapevine podcast on housing.
- Planning ahead before development to keep existing vegetation.

4. Work Plan Item: Title 4 Chapter 6 Vegetation Preservation

- Staff introduces topic
- Sub-committee Update and Planning Commission Input
- Public Input Session
- Closing Remarks

Start Time: 5:35 p.m.
Handout: Staff Presentation
Discussion: PD FarleyCampbell presented the topic recap.

Start Time: 5:37 p.m.
Handout: Staff Presentation
Discussion: Chairperson Tarvin presented the topic recap and presented the procedures for discussion and questions for the presentation.

Start Time: 5:39 p.m.
Discussion: Chairperson Tarvin presented the Staff Presentation and discussed...

- Florence City Code 4-6 modifications.
- Updating 4-6-2 Definitions.
 - Defining Native Vegetation, Occupied Parcel, and Pruning, Remove, Removal, Removed.
 - Vegetation Clearing Permit required when removing vegetation from any parcel for which a valid building permit **specifically authorizing vegetation removal** has not been issued.
 - Defining Exemptions of item number 4 **clearing or felling of native vegetation on an Occupied Parcel as defined within Section 4-6-2, except in locations specified in Section 4-6-3-A (1).**
 - Defining topping of a tree.
- First draft procedure for Obtaining a Vegetation Clearing Permit.

- Minimum information requirement of plot plan with addition of **each tree and each** native vegetation specimen to be removed; reason for clearing or felling; **areas where no removal shall occur**; location of proposed structures and other improvements.
- Difficulties of Staff for managing inventories.
- The Planning Department shall process a **stand alone** Vegetation Removal Permit application through the Administrative Review Procedures in FCC Title 10 Chapter 1 within **forty-five (45)** days of filing a complete application.
- Adding the Building Official is hereby authorized and directed to enforce all the provisions of this code **FCC 4-6: Vegetation Preservation**.
- Understanding Violations and Penalties. Generally, the property owner is the responsible party.
- Recognizing the need to strike \$1,000 daily penalty from the Violations and Penalties FCC 4-6-6.
- Adding Notice to Proceed before permit is valid.

Discussion:

The Planning Commission discussed...

- Defining a hazard tree.
- Requiring an arborist to submit inventory of a property.
- Understanding requirement of requiring an inventory of native plants before building.
- Defining vegetation to be looked at (saved).
- Property owners using drones to view property.
- Purpose of survey is to allow staff to see what is there.
- Difficulties of obtaining a plant inventory on a vacant lot due to plant density.
- Relying on Staff's knowledge.
- Utilizing a subcontractor to the City to survey properties that apply for a vegetation clearing permit.
- Addressing cleared parcels where financing fell through or development fell through.
- Requiring bond in case development falls through to provide for replanting.
- Requiring a bond as a compromise to requiring an inventory of plants.
- Interpreting and defining the word "offense."

Comments: All Commissioners present.

Discussion:

Staff discussed...

- Requiring an arborist opinion on a hazard tree.
- Supporting concept if lot is of a certain size with future plans for partitioning/subdividing, process is already in place within Title 11 Chapter 10 for requiring an inventory.
- Adding a section under FCC 4-6-3 for places that are not eligible for a Vegetation Clearing Permit. One example is Shoreland Management Units.
- Educating public on vegetation preservation opportunity for not removing vegetation that is not bothering anything, and just keeping it.
- Reviewing preservation chapter.
- Understanding applications that are received such as punitive or clearing due to homeless or saying that they cannot see what is there unless property is cleared.
- Reasoning behind code was to restrict amount of clearing that was happening.
- Reasons for wanting to clear a lot were to see what's there; no reason to clear with the availability of topo maps.
- Requiring buffers between residential and commercial.
- Goal of Preservation chapter, written twenty years ago, was to maintain current look, keeping vegetation, liking the way it looks in Florence, and keeping Scotch Broom at bay. Recent application from Econo Lodge was to do additional clearing without a plan. It was denied.
- Current process when applying for a Vegetation Clearing Permit: applicant is allowed to clear, then a condition is applied that if they do not obtain a building permit within one year, they will be required to replant.
- Previously Multifamily required a Design Review and then was presented to Planning Commission. Current State law requires Staff Review only. There is an open space requirement for multifamily and a tree could be kept within that space.
- Adding requirement of providing Sand Management Plan. Correcting code in regards to Storm Water Management Plan.
- Defining Building Official's duties and who he reports to.
- Requesting additional verbiage to Violations and Penalties as to who is assessed the penalty: property owner, tenant, or whoever caused the damage/removal of vegetation.

- Understanding the process and recommendation of changes to City Council.

Comments: PD FarleyCampbell and PT Barker

Start Time: 7:16 p.m.

Commenter 1: Michael Allen – Florence, OR

Discussion: Mr. Allen discussed...

- Understanding the roles of trees and mitigating greenhouse gases.
- Encouraging Planning Commission to work with EMAC to form a Climate Action Plan.

Start Time: 7:24 p.m.

Commenter 2: Ivy Medow – Florence, OR

Discussion: Ms. Medow discussed...

- A retired arborist lives in Florence.
- Hazard trees.
- Offering to assist with writing of code.
- Importance of tree survey if violations occur.

5. REPORT & DISCUSSION ITEMS

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

Start Time: 7:29 p.m.

Discussion: Planning Commission discussed...

- No discussion.

Start Time: 7:29 p.m.

Discussion: PD FarleyCampbell discussed...

- Notice to Proceed from ODOT for Transportation Growth Management Grant to fund TSP update.
- Housing Implementation Stakeholders Advisory Team (HIP SAT) met on June 15, 2022 and received information on the short-term rentals white paper and on the issues with the current code on housing. Will be setting up a kick-off meeting for the Short-Term Rental Subcommittee to understand the process and expectations.

Comments: All Commissioners Present

6. PLANNING COMMISSION CALENDAR

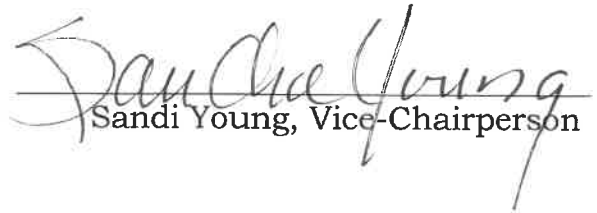
Start Time: 7:31 p.m.

Discussion: The Planning Commission discussed...

- Upcoming Planning Commission meetings and agenda items and correction to calendar.
- Comments: All Commissioners present.

Meeting adjourned at 7:37 PM.

ATTEST:


Sandi Young, Vice-Chairperson


Sharon Barker, Planning Technician