

---

**City of Florence  
Planning Commission Work Session Minutes  
250 Hwy 101, Florence, OR 97439  
March 28, 2023**

---

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

Chair Sandra Young called the meeting to order at 5:30 PM.

Commissioners Present:      IN HOUSE: Chair Sandra Young, Vice-Chair Andrew Miller, Commissioner Eric Hauptman, Commissioner Kevin Harris, Commissioner Laurie Green

Staff Present: Planning Director Wendy FarleyCampbell, Assistant Planner Clare Kurth, Planning Technician Sharon Barker, Management Analyst Peighton Allen

At 5:30 PM, Chair Young opened the meeting, Sharon Barker gave the Roll call. Vice-Chair Miller led the flag salute.

**1. APPROVAL OF THE AGENDA**

Start Time: 5:30PM

Action: Approved

Motion: Comm. Green

Second: Comm. Harris

Vote: 5-0

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

---

**First item on the agenda is Short Term Rentals Review:**

Assistant Planner Clare Kurth gave staff report, including an introduction and an overview of the Housing Implementation Plan (HIP)(SAT) project. The members of the Short-Term Rental sub-committee are Colin Morgan – Florence Food Share, Andrew Miller – Vice Chair Planning Commission, Ron Moore – Housing Provider/Hotelier, Bob Teter – Siuslaw Outreach Services, and Janelle Morgan – Habitat for Humanity. It was explained about when they first met and how the subcommittee was formed and meetings that were held.

The housing needs analysis of 2017 was explained. In 2017 it was estimated that there were 62 short term rentals in Florence. An overview of housing that the City would need was explained and the estimated number of Short-Term Rentals that Florence can support is 263. STR regulations from other coastal communities were displayed. The white paper prepared by MIG and APG was included in the meeting packet.

The Sub-Committee determined that there is not enough data available to limit short term rentals at this time, the recommendation from HIP SAT is to first determine the number of short-term rentals in Florence and then recalculate pent up housing demand, the Sub-Committee still needs more information in order to make a more specific recommendation on STR's.

The Committee discussed Good Neighbor Guidelines for STR's. The survey results reflecting the need for operational standards were explained. It was explained that some cities require safety inspections. Two major concerns are the limited availability of housing and increasing housing costs, and home value, these results were reflected were on the survey. The additional comments from the survey were listed and included the following: a temporary moratorium on STR's, that STR's are beneficial to traveling nurses and new residents/worker, they need to be consistent with state/federal rules around STR's, they are essential to tourism, they cause excessive noise and other nuisances, a more in-depth study of STR's in Florence is needed, and the increase in housing costs.

Vice Chair Miller hopes the PC concentrates on the recommendation that the sub-committee made and not the ones on the White Paper, because it is based on assumptions and may or may not be accurate. He also said that when the committee interviewed the Police Chief, he did not find any increase in crime, but that the tourists are actually being targeted. Kurth explained that the entire recommendation letter that the Committee submitted is in tonight's meeting packet.

The Planning Commission was asked how they would like to proceed, would they like more work sessions, individual Commissioner work, have a PC Sub-Committee, or a combination of all of these things. Comm. Hauptman asked if the City is currently using a room tax in Florence to identify short term rentals. Kurth explained about the transient lodging tax (TLT) and that the City collects 4% and the County collects a tax, which works out to about 14% tax is collected. Comm. Hauptman asked how short-term rentals are located. Short-term rentals were discussed and the Commission is wondering if it is a problem now, or will it be in the future. Kurth mentioned that the sub-committee has not found answers to the tax collection for STR's but hopes to find the answer in the future.

Vice Chair Miller said that the next step is to find out how many STRs are in the City and that it would be nice that at some point there is a list. The Commission and staff discussed how they could possibly get a list of rentals. VC Miller suggested that an application form be prepared and it should be the first step in trying to regulate short term rentals. Options for moving forward were displayed. Chair Young asked if the Commission would like to form a sub-committee, it was agreed that they would like to. FarleyCampbell listed the work items that need to be researched and proposed, a business license application process and form, applicable city code amendments, and a STR inspection checklist. Vice Chair Miller said that he will work on the sub-committee and Comm. Harris. Kurth said that maybe the Commission would like to tackle the Good Neighbor Guidelines. Staff is available for help. Comm. Green asked if the City should require liability insurance for short-term rentals. VC Miller said that he did not think they need to do that. Staff said that there may be a necessity to have some type of insurance in the future. The Commission moved to next item on the agenda. The list of architectural items that were meant to be implemented were explained and discussed.

### **Second item on the agenda 2021 Planning Commission Work Plan – Phase II:**

Director FarleyCampbell gave the work plan overview and said that on February 27, 2023 the City Council adopted the new 2023-2025 work plan, starting July 1, 2023, they Commission is still working under the current work plan at this time. The Chair and the VC met with City Council in November 2022 and then reviewed again in February 2023. Staff explained that they will be looking for the Commission's priorities at this meeting. A recap of the 2021/2023 was given.

The commission was to come up with some additional architectural guidelines for Commercial and Industrial zones, compact car and ADA dimensions, which the Transportation Committee may work with, additions to the mobile home and rv park code, lighting code updates, which may involve LED color signatures and reduced foot candles. Legislative code updates listed are state driven and Chair Person Young did go through all the state updates and made a recommendation as what needs to be done. One of the changes is a time line change. Another is providing more areas for child care facilities. House bills SB 458 and HB 2180 were explained. Bicycle Code updates are something that the staff has identified that will need to be updated.

Staff would like clarity of office vs health/medical clinic and need to establish time, place manner criteria for methadone, ketamine, and psilocybin clinics and adult entertainment. The Commission was asked if they have any ideas on design and implemental of community education and outreach programs on planning related topics, staff operation and communication standards, updating the Comprehensive Plan, Siuslaw Estuary Management Plan Update, estuarine resilience action plan, community education lighting code amortization.

Staff is looking for new software to start managing land use review process. This will help staff be more organized, communicate with the applicants, and to help manage work flow.

The Comp plan does need to be updated to the state level and are getting pretty close to having our population reach 9,500 but it is not thought that we will reach 10,000 in the next two years. We have to also educate the public on the lighting amortization.

The Commission will also need to work on code for food truck pods.

It was explained to the Commission that they also do long range planning. We like to have code and plan updates in queue for when we don't have any applications to hear, we would take that meeting and turn it into a work plan item to discuss the needed updates.

The advertisement for the new planner recruitment was discussed, and that the position was going to be advertised the next day.

The housing code update was discussed and the roles that both the Planning Commission and staff will play in the updates.

Vice Chair Miller said that he thinks that a couple of the code updates that are not governed by the State are really important especially the defining of the clinics and where things can be or not be located, he also thinks the manufactured home code is important also.

### **Third item on the agenda Florence City code Title 10 Chapter 6 Design Review, Color Palette:**

FarleyCampbell staff brought this up because this comes up a lot and that Planning Tech Barker processes most of these requests for color changes. Code has a statement requires interpretation and so we are asking the Commission's input on this. The code restrictions on colors were explained such as day glow, sparkly, luminescent, and reflective. Staff needs direction on an interpretation of muted Coastal Pacific Northwest palette. Primary colors were pointed out and explained and the need for better language for the allowed colors. The end goal is to have a brochure or flyer that would be available to the public that shows the public what the City interprets as muted Coastal Pacific Northwest palette. Staff needs to have code be clear and objective in order to process changes over the counter as a Type I process.

Comm. Green asked if there is a conflict with the corporate color scheme. Staff says yes sometimes it does.

Comm. Hauptman ask if the Pacific Northwest palette is for the whole state. No, it is a city standard.

Palettes for each color was shown and discussed. Anything that goes through design review is subject to this color scheme. Comm. Green asked if these colors count for trim too. It was explained that they can be used for trim. There was discussion about secondary colors like trim being regulated in the Pacific View Business Park.

The issue and the reason this was on the agenda is because staff needs to be able to tell the public what colors are acceptable and are not acceptable, we need to be clear and objective. The idea was not to solve anything today, but what staff would prepare some options and then have Planning Commission review and approve them in the manner like the native plant list. The PC was asked if they Comm. Green asked about what happens when an owner of an older building that is currently painted in an out of compliance color wants to repaint the building in the same out of compliance color. Staff said a repaint would require the color be brought up to code. Staff asked if the Commission is suggesting that the staff come back with a proposal to a future meeting. Staff said they will come up with a palette and the Commission can review and make a decision. Chair Young said that adopting a color palette by Resolution is the best thing to do so it is clear and objective.

#### **Reports and Discussion Items:**

The PC did not have any other items that they would like to discuss.

#### **Directors Report and Discussion Items:**

The City is recruiting for two Planning Commissioners and the applications are due by April 3, 2023 and the interviews will be held on April 6<sup>th</sup>, 2023. There were a couple public comments that came in but since we do not have public comments on a work session agenda, we will include them in the packet for the next meeting on April 11, 2023.

Clare is off to the APA conference in Philadelphia.

The next TSP stakeholder meeting and open house is on April 20<sup>th</sup> at 3:00 and at 5:30. There will be promotional materials in both English and Spanish going out in the utility bills. Staff is trying to coordinate a special open house for our Spanish speaking population that would prefer the opportunity to attend. This will be the final open house.

Staff did meet with the transitional housing subcommittee. The HIP is going to the Council on Monday for final adoption and the code items are being codified with the rest of the Code by staff, they will be coming to the Commission for initiation and then following up with public hearing.

Staff explained legislative amendment code adoption is a three-step process. The first is initiation, where the resulting work product is submitted for a 35-day notice to DLCD. Second Planning Commission makes their recommendation in a hearing after which it goes to City Council for final hearing.

HIP/SAT has made their final recommendation and will be having one more meeting. HIP was unable to come to a conclusion about the transitional housing and staff is working with a subcommittee to figure out what is acceptable. Once the subcommittee and HIP have a recommendation it will be brought to the Planning Commission; to kick off the process for code updates.

Kurth explained that the Florence Area Community Coalition is having their annual volunteer recognition luncheon on Wednesday, April 19, 2023.

FarleyCampbell said that the Vegetation Preservation chapter updates are with the Attorney and that he has reviewed it and has given staff some comments, and that some of them are significant so, it is not ready to bring back in front of the Commission. One of his biggest comments is that we bring it out of Chapter 4 and put it into Chapter 10 Land Use, and that he has concerns that it is too regulatory.

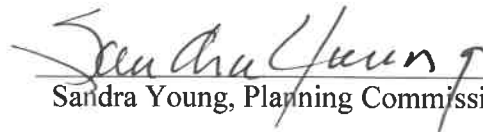
**Calendar:**

There will be two extensions on the calendar, one for Butter Clam subdivision and another for Fred Meyers design review for their fuel station canopy. Fairway Estates is continued until April 25, 2023. May 9, 2023 there is nothing presently scheduled but there are applications that staff is working on.

The meeting adjourned at 7:25 PM.

**ATTEST:**

  
\_\_\_\_\_  
Sharon Barker, Planning Technician

  
\_\_\_\_\_  
Sandra Young, Planning Commission Chair