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**City of Florence  
Planning Commission Meeting Minutes  
250 Hwy 101, Florence, OR 97439  
January 23, 2024**

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

PC Chair Sandra Young called the meeting to order at 5:35PM.

Commissioners Present: Chair Sandra Young, Commissioner Debbie Ubnoske, Commissioner Laurie Green, Commissioner Wendy Krause, Commission Renee LoPilato  
Excused absence: VC Harris and Commissioner Hauptman

Staff Present: Planning Director Wendy FarleyCampbell, Associate Planner Clare Kurth

At 5:35 PM, Chair Young opened the meeting, Associate Planner Clare Kurth conducted the roll call. Chair Person Young led the flag salute.

**1. APPROVAL OF THE AGENDA**

Start Time: 5:35 PM

Action: Approved

Motion: Comm. Green

Second: Comm. LoPilato

Vote: 5-0

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

**2. APPROVAL OF THE MINUTES: December 12, 2023**

Action: Approved

Motion: Comm. Ubnoske

Second: Comm. LoPilato

Vote: 5-0

There was discussion on the minute with a vote tally change on page 13 to be made.

**3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA:**

Michael Allen, Founder, of the Florence Emergency Campaign, attended to give the Commission their annual report and to give them the petition with the all the signatures that have been received up to the end of 2023.

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Chair Young, due to the continuation of the quasi-judicial hearing that is listed on the agenda did not ask the Commissioners if they would like to declare a conflict of interest, ex-parte contacts/communications, or bias.

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Chair Young: 4th Item on the Agenda tonight is a Public Hearing for **Resolution PC 23 30 DR 06**

**RESOLUTION PC 23 30 DR 06– Twombly Hwy 101 - Warehouses**

Property owner applied for design review of contractors' warehouse complex with a caretaker's unit. This project is to be located west of Hwy 101 east of Central Coast Disposal, and 577 feet north of the intersection of 53<sup>rd</sup> St. and Hwy 101, Assessor's Map 18-12-11-33, Tax Lot 01600, in the Service Industrial District.

Hearing Opened at 5:43

Chair Young announced that the applicant David Twombly has requested a continuation to a date certain of May 14, 2024. Chair asked for a motion.

Motion to approve was made by Commissioner LoPilato  
Second was made by Commissioner Ubnoske

Roll Call Vote:

Comm. Ubnoske: yes  
Comm. Krause: yes  
Comm. Green: yes  
Comm. LoPilato: yes  
Chair Young: yes  
Motion Carried 5-0  
Hearing Opened 5:43  
Closed 5:44

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Chair Young: 5th Item on the Agenda tonight is a legislative Hearing for housing code updates.

**RESOLUTION PC 23 32 TA 06 – HIP Phase 2 Housing Code Update #2 – First Evidentiary Hearing:**

Adoption process, first evidentiary hearing for legislative amendments to the Florence City Code Title 10 related to permit emergency, missions, shelters, transitional housing and single unit detached dwellings in the Medium Density District.

The Planning Commission will make a recommendation to the City Council based on the complete record, including the testimony received at tonight's public hearing. The City Council will then have the option of making a final decision on the ordinance based upon the recommendation of the Planning Commission, the complete record, and the testimony received at tonight's public hearing.

Open the Hearing: 5:45pm

Director FarleyCampbell presented the staff report explaining the exhibits that were included the meeting packet. Planner Kurth distributed testimony that was received right before the hearing and Exhibits B and C.

Explained that the first round of code updates was held in 2019, and transition housing was not covered at that time, and since then the State has adopted new Senate and House bills that needed to be codified into city code.

FarleyCampbell explained that the City's consultant worked with staff to get through those bills along with some short-term rental work and some transitional housing and emergency shelter code work. It was supposed to be done in July 2023 but due to some issues was not, but is now in front of the Planning Commission.

- The first evidentiary hearing is tonight January 23, 2024. Legislative code updates require two public hearings, one before the Planning Commission, one before the City Council with an initiation by either body.
- The City Council meeting has been noticed for February 5, 2024, but can be postponed to a date certain if the Planning Commission needs more time.
- The State noticing process was explained.
- The criteria were read into the record.
- The first exhibit is a completely new chapter, that used to be known as restricted residential, the low density when we consolidated all our housing into Chapter 10, this will be the new Chapter 10, and it includes the criteria for permitting missions, emergency shelters, and transitional housing, all three different and separate uses.
- The proposed definition for an emergency shelter was explained.
- The proposed definitions are proposed to be regulated under Title 10, Chapter 11.
- In transitional housing it is proposed definition is to be revised to state residential shelter provided for an extended but definite period that is integrated with other social services and counseling programs to assist in the transition to self-sufficiency through the acquisition of a stable income and permanent housing.
- There was a discussion about not limiting it to faith based.

Comm. Green thought that maybe they could tweak the wording where it crossing out faith based and using the word facility instead, in order to be inclusive and expansive.

FarleyCampbell continued onto Exhibit B, Title 10, Chapter 11, explaining that where the sections are broken down into bullets. The first is to set the scope of this chapter and ensure that people understood that it was not intended to circumvent the state's allowance for emergency shelter under the super siting project.

- That was the purpose of the scope. And then the purpose is to ensure that people understood that these uses, while they're occupancy related, are intended for homeless people.
- Siting standards explained that the process by which they can locate, is a conditional use permit.
- The types of structures were explained to be largely very open to just whatever the facility pretty much wants to offer but there are five different categories of options with those for emergency shelters and transitional housing.
- Missions are very specific that the structure does need to comply with Oregon building code.
- The converted hotel and motel structures is one of the items that's listed and take care of one of those statutes that has been adopted.
- Lot and yard dimensions need to be the same as the district wherever locating the facility, and setbacks that are consistent with the setbacks for the zone.
- The site development standards establish height dimensions which are consistent again with what's already happening throughout the rest of the city the same not more restrictive.
- The buffers are established for these uses from other types of areas or uses, and they include 300ft from the old town district, 300ft from elementary schools, 300ft from daycare facilities, and are measured from property line to property line.

- The emergency shelters are proposed to have 500 lot area for each bed, transitional housing, 1000 lot area for each housing unit.
- Separation of the structures are to be 5'
- Missions are only required to provide toileting and hand washing facilities.
- Emergency shelters are to provide those and also trash and recycling.
- Transitional housing is to provide all of those to include showering facilities.
- Kitchen facilities are required
- Permanent utilities are required to be stubbed to the property and then taken into the property and is required to be connected to water and sewer.
- Utilities need to be installed underground.
- We do have a section here that says cargo containers are not permitted except as granted under the temporary building section, for temporary use until maybe they get their funding and until they could build something for people to store their possessions.
- Parking has been established as a per bed count for the missions and shelters and for the transitional housing, which is a ratio per office space and that's also for the missions and emergency shelters, but by the unit space instead of bed space.
- Pet relief areas are required if pets are allowed on site.
- Smoking areas are required. If they're provided, must be located within setback, outside of setback areas.
- Lighting access, public facilities, landscaping, and fences need to meet those code sections in the chapters that are in Title 10.
- There is a requirement for some screening that is separate and different than the screening that's outlined in the landscape Chapter 10-34.
- Operations and management include notification process notifying the neighborhood, notifying the public within 500ft of the site anytime that there's a change in possession or control of the property.
- For transitional housing, they will all need an operations, security, and management plan.
- Transitional housing needs a case management plan.
- The code is proposing that periodic review is conducted one year from the time of occupancy, and it sets the time for that, for it to be performed by staff.
- There is recommended proposal to have a preference for who would stay at one of these facilities. The recommendation is that preference should be given for those originally from Florence who have been living with Siuslaw School District for the past year.
- The City will be looking for the operator to come up with a code of conduct and then share it with the tenants.

Comm. LoPilato asked about eligibility preference and how would people prove where they had been living, and about the yearly review. And is it only the report that is reviewed and not necessarily the facility that is reviewed.

FarleyCampbell said that the various social service providers usually know the people that are seeking shelter and where they are currently living. There is an annual report currently proposed but that there is discussion out changing it to annual the first time and then requiring it less often later on. The managing agency shall file an annual report of operations the City. The report will be reviewed unless a complaint is filed that justifies a site review.

FarleyCampbell: Exhibit C was explained as including the definitions and the amended table from 10-10-2A and also includes the updated processes for transitional housing.

Page 2 was explained as the proposal that previously had been there is that they weren't not permitted. It used to say N and now it says N and E. An addition E and it means it's a type three conditional use review on publicly owned properties and religious institution use properties only. What is intended to be communicated there, is to say that transitional housing is not permitted except for through a conditional use process for publicly owned properties and religious institution properties, only, in the residential districts for which this is listed.

The exception to that is that the high-density chapter, that very last column, or high-density zones. the fourth column of the use types, and it just has an E. And that means that it's permitted through a conditional use process on any property not limited to public or religious institution.

Comm. Green asked if that was consistent with the wording underneath? Review E equals Type III Conditional Use review on publicly owned properties and religious institution use properties only, and if it was limited to just the three property types.

FarleyCampbell: the table in Exhibit C says that transitional housing is not permitted in low density, medium density, or manufactured home residential except for public and religious institution properties, and then high density is any property. Instead of E it should be C under High Density.

everything that follows after that table is again trying to establish where these three uses, missions, emergency shelters and transitional housing, where then they are permitted.

- Chapter 14,15, 16, 27, and 30, these are better known as Commercial Districts in the City. They are implemented in the comp plan as under the Commercial designation, and are designated within the zoning map in the legend as Commercial all of these uses are permitted conditionally within these districts.
- Chapters 20,28, and 31, are industrial districts implemented by the industrial designation and the comp plan and then designated in the zoning legend as industrial. And missions and emergency shelters are permitted conditionally in those zones.
- Limited Industrial is in the airport area, the 17th Place area.
- Pacific View is from Limited Industrial north all the way to Kingwood.
- Service Industrial is along the highway north of Fred Meyer, a little even more north than that. Professional Office Institutional is a mixed-use zone and it is in the area of the hospital, transitional housing is permitted conditionally in that zone.
- Main street, commercial, highway, and north commercial extend from the bridge all the way up to and past Fred Meyer.
- Neighborhood Commercial is to property up at the Heceta Beach junction area.
- A request that has been made by a developer to consider reducing the minimum lot size and minimum lot width for single family detached dwellings in the medium density district. Currently it's 5000sqft. Request has been made to reduce that down to 4000sqft. Lot width would change from 50ft to 35ft. And these would apply only to newly platted lots of subdivisions of five or greater.

Comm Green: asked if this would apply to someone that had an 8000 sqft lot and wanted to subdivide.

FarleyCampbell; said that it would not apply but there are other options for them.

Comm. Ubnoske I have a question about reducing the lot width and size. Is there language in the code that talks about it solely being for new development.

FarleyCampbell: said yes and if you look at the very last page of your packet proposed exhibit, it says, and the below rows to the tables will be added to the tables at the bottom of the page and there are two proposals for 10-10 4 A. The first being minimum lot dimension by development is adding a new line that says single

unit detached dwelling, new subdivision, plats of five or more units, width and depth, 35 x 80. And then for section B of that same section for single unit detached dwelling, new subdivision, plats of five or more units, 4000, it'll have its own new line.

## **Public Testimony**

FarleyCampbell, you did receive public testimony from Brenda Gilmer and that was received today. And there's two sections of testimony received one was emailed to the Commission the other was provided to the Commission on the dais. Ms. Gilmer's concerns are:

- Concerns with the code enforcement process, specifically that its complaint based rather than just enforcing code equally.
- Concerns about understanding that what was proposed tonight limits the opportunity to sleep in public places.
- Concerns about the camping code, which is not being considered tonight, and is a separate process where there will be more public engagement. I don't think that that second one has bearing on what's proposed tonight.
- Concerns that there's a lack of input from those affected.
- Concern that the definition for emergency shelter is limited to disasters.
- Concerns about the definition for emergency shelters.
- Concerned that the capital expenditures made by the City are benefiting just the wealthy, and then the limitation of the citizen input on the topic.

FarleyCampbell explained the written testimony that was received by Ms. Gilmer at approx. 2:30 pm on 1/23/24. Staff does have a recommendation for you and was included in your packet as the resolution PC 23 32 TA 06, recommending approval of the proposal as included in the packet.

- Staff will need to make an amendment to the definition of mission and any additional amendments the Commission suggests.
- The Alternatives were listed and the Commission was told they could approve as present or they could recommend to the Council as revised.
- They could close the hearing and keep the written record open.
- Or continue the hearing.

Comm. LoPilato asked that if the Commission approves Exhibit B from here would it go to the Council in February if we approve tonight in this form, in this manner, or as we amend it.

Chair Young said as the Commission amends it, and send that recommendation forward to the Council.

Comm. Green asked when the City Council will be taking up the camping.

FarleyCampbell said that the Council has been having work sessions and they can be viewed on the calendar page. They will also have a public process as well.

Public Testimony:

Brenda Gilmer spoke regarding her concerns.

- About the interests of the homeless not being met

- She hopes that the Commission reads the document that she provided.
- The state Emergency Siting act.
- Asked the Commission to adopt the principles for emergency housing.
- Wants to know why simple public health and safety standards are not adopted that effect in Lane County?
- The standards are slowing down the ability of anyone to get these people into safe, healthy housing and protection from the cold.
- Doesn't think any emergency or transitional housing is required to provide permanent sewer and water connections when it's a temporary situation and you want it to be a temporary situation.
- Can we put them to a transitional use to build something that would be of value later to the city, then that might make sense.
- When the emergency ends and we should have permanent housing for the homeless.
- Doesn't think building transitional emergency housing that will actually do anything towards solving the problem.
- Happy that the Commission already recognized that mission does not need to be limited to religious organizations.
- Hasn't seen any good faith coming from the city that way in terms of actually committing, seeing that there is a situation, that these are human beings and there is a needed need to solve the problem.
- Would like the Commission to adopt emergency siting regulations until some goal of reducing the problem is reached. I'll repeat, maybe making sure that 50% of the now number of homeless students no longer remain homeless.

Comm. Green said that emergency shelter can meet the following requirements. Includes sleeping and restroom facilities, complies with the applicable building codes.

Chair Young She's talking about the emergency, not the. Siting, not the applicable codes.

Comm. Green So our applicable building codes require certain things, and one of those things within the city is not to use septic, but to be connected to city wastewater.

Kate McClellan spoke and referred to Ms. Gilmer's comments, and that the current super siting law is HB 3395 because they modified it. It's not significantly different than the original, but the original had expired and this is the most recent update, which I believe expires in June of 2025. It's pretty much the same. It can be one of the reasons for the urban growth boundary, that it has to be within the city limits or the urban growth boundary. One of the reasons for that is to make sure that it's within reasonable distance of services so that it's not out in the hinterland. I think that's one of the reasons for the requirement. I did want to just say one of the concerns I have. There's a lot of work has gone into this, and I think we're really moving in the right direction. Some of the problems are with terminology, and so in the definitions, I would suggest that we be careful not to use the word housing because it could be construed to be more comprehensive than it is. I would use shelter just to be clearer that it's not a dwelling. It doesn't meet the requirements of a dwelling.

Comm. Kraus asked if it should be transitional shelters.

McClellan said not necessarily that, transitional housing, because that's emergency shelter. Mission and transitional housing are pretty standard terms. But for instance, under emergency shelter, if we said providing temporary shelter. And also. Under mission, because I just have a concern that people will. I tend to be into language. So that was just a suggestion. And Also Ms. Gilmer's comments about some of

the requirements for the amount of space that would be required to be available for. So that's Exhibit C. And in Exhibit B, I think Ms. Gilmer was referring to some of the amount of land that might be required. And so, and so I would echo, I mean, I would agree with her on that point that there might be, I mean, it's pretty late in the process, but there might be some modifications to make it so that not as much of land is required in order to do an emergency shelter.

Chair Young asked speaker if they had a suggestion?

McClellan said that she does have a couple of suggestions. Um, in the, for instance, in 10-11-6 D. For instance, wouldn't have 5ft. I would have 3ft, which is the ADA, 36 inches. The separation between the units. I'm basing this a little bit on what we've already done. So, I wouldn't put five, I would put 3 between those two units. And I would make it clear that above that in Exhibit C, emergency shelters have at least 500sqft of lot area. And that makes sure that that includes the parking so that you know that it's not just where the shelters are.

Chair recognized Comm. LoPilato

Comm. LoPilato said that she has a comment on Section C, that When you said about the 500 sqft for transitional housing, it says 1000sqft of lot area, did you have a comment or suggestion on that figure?

McClellan I'm less familiar with what the requirements are, so I actually didn't have a comment.

**Comm. Green** wanted to know where the City's 500 sqft came from and if it is an accepted standard, best practices, or is it from the state?

McClellan said that she thinks it's from when we had our transitional subcommittee meetings. It was stated that there's a number of other cities that have recently done this kind of work, such as McMinnville and Newport. And it was just based on what they had. And I'm only basing it on what we're trying to do now.

Chair Young as if we know what the Conestoga wagon people do in Eugene?

McClellan answered that there are quite a few different emergency shelter operations in Eugene. There's Everyone Village.

Chair Young they have been doing it for quite a while and they have probably learned, because they're small units, they have probably learned what distance works. And I don't know, I haven't looked at their sighting.

McClellan said that she thinks it's always nice to have more distance because it gives you more privacy. But I guess the point I'm trying to address is just. When you have. A minimum, you're limiting what people can offer.

Chair Young asked staff if they had anything else to add.

FarleyCampbell said that she has listened to some of the testimony and have been going through the written testimony received from Ms. Gilmer and has some initial comments and suggestions.

The first thing I'll preface my comments with saying is that as we approach, any code updates you kind of have to be more conservative, is because you can't take it away.



- Ms. Gilmer mentioned within Exhibit C. She's concerned about the use of the word temporary as it relates to housing and specifically the definition for emergency shelter includes and the Exhibit B the uses the term temporary.
- I'm not opposed to removing the word temporary because we are not regulating.
- Transitional housing is to assist in the transition to self-sufficiency through the acquisition of stable income and permanent housing, how does that apply to the disabled and the elderly who may not have the opportunity for any income.
- Comm. Green asked if transitional is to move from non-shelter to permanent shelter.

Chair Young said that stable income can be removed because you can't have permanent shelter if you don't have some kind of income, if we take the income requirement out and leave the permanent housing part in income is in their de facto, somebody has to pay the rent.

FarleyCampbell agreed. Ms. Gilmer has concerns about the use of extended but definite period in transitional housing. Staff landed on that because HUD has a definition of how long they can stay and we are not trying to do anything outside of what HUD already regulates. Ms. Gilmer also has concerns about that manufactured and prefab conditional use requirements and low density were inconsistent with stick built. The requirements are not inconsistent, stick built is also a conditional use, so it's the same.

- There's no concern there for the table in Exhibit C.
- Ms. Gilmer dislikes the conditional use process because it makes it too hard for entities to qualify.
- The question about switching the emergency shelter, what's been proposed to just going with the super siting standards.
- As I stated in the beginning of my comments, this is not intended to do anything different for super siting. Any supersite that's established within the current timeline allowed by the state, doesn't have to go away. Once it's established it's there, it will be a preexisting, non-conforming use.
- Ms. Gilmer other comments have to do with the Findings of Fact and some concerns with having met the criteria within the findings related to citizen input and concern about the HIP subcommittees not being published, and information not being available to them.
- HIP is a working body. The subcommittee, transitional housing subcommittee, actually in some cases was published, the Findings will be amended clarifying the HIP roll in the process.
- Ms. Gilmer had a concern that in the findings the planning docs and data were not included. She is correct, they were included in your initiation packet, and will go forward to Council. The documents are the analysis was done by MiG on transitional housing. It did comparisons of various cities and basically what the best practices are for transitional housing.

Chair Young asked Ms. McClellan suggested that we exchange the word housing for shelter so it seems to make sense that we do that.

Comm. Green that is unless it conflicts with a HUD type definition.

Chair Young But in places where we could, a shelter is used.

Comm. Green but I certainly concede the point that it leads to a misapprehension that we're building a house rather than sheltering a person.

Chair Young I went through in a couple of places and looked to see where that was, but I didn't do a thorough job. Are there other comments or questions to staff?

Comm. Green said she thinks the five-foot spacing needs to be preserved, because we've got so many new types of housing or shelters being proposed, it would be very difficult to say. This one is 3ft, that one is 5ft. What if you've got this one next to that one? I think for simplicity in the code and for keeping these things safe and from a privacy standpoint with a single five-foot spacing requirement, makes sense.

FarleyCampbell said that because it is something I keep reading over and over again in Ms. Gilmer's comments, is that the term homeless is used in Ms. Gilmer's comments. It's rephrased to say those experiencing homeless, I would recommend removing the label and changes that to specialized populations of those experiencing homelessness.

The Commission agreed that worked.

Chair Young asked staff to decide whether to close the hearing or continue the hearing, or to close it and leave the written record open.

**Break 7:24pm**

**Reconvene: 7:36 pm**

**FarleyCampbell** read into the record a comprehensive list of what has been talked about and the proposed edits at this meeting. those proposed edits, either that you've mentioned or that I'm going to propose. Within all of the documents, regardless of what they are, replace the term homeless with those experiencing homelessness.

1. Remove the term faith based from the definition of mission.
2. Remove stable income from the definition of transitional housing.
3. Remove the word temporary from all of the sources that use it, other than like if we're talking about specific building types in that one section, but just general terms, most notably in the definition of emergency shelter, transitional housing density,
4. I'm recommending we reduce it to 800, from 1000.
5. With regard to the Findings of Fact, staff is recommending that we add materials that have been previously presented to you that constitute the data and the research, which would be the transitional housing survey questions from the HIP study and then the MiG memos that relate to transitional housing. One of them specifically is dated 7/13/2022.
6. There's another one for which I wasn't able to get a date in time for, but getting those into the record and then also updating the citizen involvement section policies of the findings to address Ms. Gilmer's concerns, to just provide more documentation in there about what the meetings were, when they were, she suggested adding some dates. She also points out that no one who was experiencing homelessness was actually on any of the committees. One of the policies does specifically say that they'll do that, not that particular body or that particular type of person. It just says that they'll be appointed to committees, a diverse population group. That will now be reflected that in the findings.
7. We got from testimony using shelter instead of housing.
8. under the definition of mission, striking the words faith based and just putting in the word facility. I just want to make sure that gets included in.

Ms. Gilmer came back to the microphone and explained what the Elks memo was and why she included it in her testimony.

Chair Young asked the Commission if they would like to close the hearing, to continue the hearing, to keep the written record close the hearing, keep the written record open?

Comm. Green said that she has enough information and is satisfied.

Comm. Ubnoske said that she is torn because on the one hand, and that they got a lot of information tonight, and a lot of comments and hasn't had time to digest it, but that the process has been ongoing for a long time and the final hearing is at the Council level and there will be another opportunity for the public to speak, for staff to take a more detailed look at the comments that were submitted, and possibly information will be available at the council. It would have to come from the public. I'm Struggling a little bit.

Chair Young asked if the Commission was satisfied.

Comm. Green said that she thinks the changes we've made and director FarleyCampbell has made satisfied everything I had and that she is always incredibly pleased with our staff response on these number of items it's going to the City Council, and there will be people who appear there, and she will certainly do her part to encourage people to go to that meeting.

Comm. LoPilato said that she is wondering about is the actual number of those who are experiencing homelessness and that she has attended the meetings when the City Council was debating or deliberating whether to accept the \$700,000 Lane County Grant. And the number of those experiencing homelessness that was submitted by the City Manager at that time, was 290. Ms. McClellan is saying between five and 600. She wanted to know if the Commission could send this file to the Council with a question that maybe that number be nailed down a little bit more specifically and the source of that information be nailed down? I just think it would be a great thing for the community to understand how many folks are we dealing with here.

Chair Young asked Ms. McClellan if she had anything else to add.

Ms. Kate McClellan said that there is a pit count that requires the Point in Time Count tomorrow and that the County keeps records of the number of people experiencing homelessness and that Rick Chilton and SOS has provided a lot of data they are the main sources of information, and the estimates that are 200 to 250 people experiencing homelessness in the Florence area.

Comm. Green asked about the Point in Time Count and if it includes the area outside the city limits.

Ms. McClellan said that it is county wide and would include all the people south of the bridge.

Chair Young closed the hearing at 7:57

Comm. Green motioned that the Commission vote to accept Resolution PC 23 32 TA 06, Phase 2, housing code, update to first evidentiary hearing including revisions made during the discussion that are being codified by Director Farley Campbell.

Second by Commissioner LoPilato to approve the Resolution as presented with the additions of the edits presented by Director FarleyCampbell.

Roll Call vote

Commission Krause: yes

Commission Green: yes

Commissioner LoPilato: yes

Commissioner Ubnoske: yes

Chair Person Young: yes

Motion carried 5-0

Open: 5:45

Closed: 7:57

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**Reports and Discussion Items:**

Comm. Ubnoske said that she is very happy that the public hearing item was continued tonight because she has a question about the process at the City, because the application had many things missing items and she does not know why it was deemed complete. She would like to see that we get to a point where we have staff deeming applications complete.

FarleyCampbell said that staff strives to have complete packets and have made lists on what a complete application contains. FarleyCampbell explained how staff got the application to where it is, there were pre-apps and that it wasn't like he just dropped off his application and that he submitted all that the staff needed to have, but was trying to avoid the engineering that come with it because it's very expensive.

Comm. Ubnoske asked if the City requires the site plan be prepared by licensed planners and the elevations by licensed architects.

Farley Campbell said that the only place in code that, that is referred to is in Title 11 and that surveys need to be prepared by a surveyor or an engineer, and that the PUD chapter requires that you employ a team that includes landscape designer, a surveyor, an engineer, and a planner.

Comm. Ubnoske asked if this is something that could be changed, or can it be looked into being changed.

FarleyCampbell said that there may be a place for that for certain types of applications, but that it could be cost prohibitive for smaller projects.

Comm. Ubnoske said that she is concerned with this applications site plan and other items that were submitted.

Comm. Ubnoske asked if staff has heard anything about the financing for Cannery Station.

Comm. Krause said that there is quite a bit of discussion on social media regarding the graying down of Florence and the color codes.

FarleyCampbell said that staff would like to have a work session on February 13<sup>th</sup> to discuss the color palette.

Comm. LoPilato said that she would love to have a work session so that they could dive into the subject of the color palette and the windows that are needed on commercial buildings.

**Directors Report:**

FarleyCampbell reminded that staff will be taking photos of the Commission for the website. Commission Green was appointed to the leadership body of the Siuslaw Watershed Council. There will be a native plant giveaway on February 2<sup>nd</sup>.

Associate Planner Kurth said that she does not know about the funding for Cannery Station but that they did submit building permit applications for the assisted living facility and that for the State of the City the Transportation Committee has 24 hours of community service hours. Kathleen Flynn from LTD said that Rhody Express has there second bus and that it is going through checks in Eugene and should be ready soon.

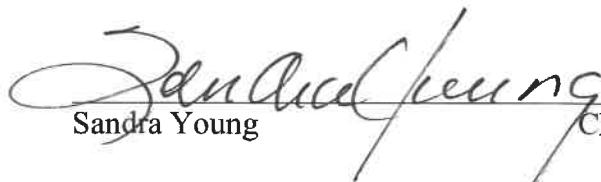
**Calendar:**

There are a lot of pre apps that the Planning Department are working on.

The meeting adjourned at 8:36 PM.

**ATTEST:**

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

  
Sandra Young Chair