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**City of Florence
Planning Commission Meeting Minutes 250
Hwy 101, Florence, OR 97439
September 24, 2024**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:32 PM.

Commissioners Present in house:	Acting Chair Comm. Laurie Green, Comm. Renee LoPilato,
Commissioners Virtual:	Comm. Wendy Krause, Comm. Sandra Young
Commissioners Absent:	Chair Kevin Harris, Vice Chair Debbie Ubnoske; Comm. Hauptman

Staff Present: Planning Director Wendy FarleyCampbell, Planning Manager Jacob Foutz, Associate Planner Clare Kurth, Planning Technician Sharon Barker

At 5:32 PM, Acting Chair Laurie Green opened the meeting, Sharon Barker gave the roll call.

1. APPROVAL OF THE AGENDA

Start Time:	5: 32 PM
Action:	Approve agenda as presented.
Motion:	Comm. LoPilato
Second:	Comm. Krause
Vote:	Unanimous

2. APPROVAL OF MINUTES OF – September 17, 2024

Action:	Approve agenda as presented.
Motion:	Comm. Krause to approve with corrections
Second:	Comm. LoPilato
Vote:	approved with corrections

3. PUBLIC COMMENTS – TWO

#1 Laura Smith said that the reason that she came to the meeting tonight is because she has a question about the website statement of a certain code FCC Title 4 Chapter 6, Vegetation Preservation, Section 3 A2 and A3 Vegetation Clearing Permits. She had a question about the section where it says that you can clear or fell native vegetation on a residential lot within a PUD and she would like to know if this is true. Is the website correct?

FarleyCampbell explained how vegetation removal is handled in a PUD and how staff follows the code and that the Vegetation Preservation code is on the Commission’s work plan to complete the updates.

Laura Smith said that her PUD is under 30 homes and that it is very difficult for them to do any enforcement and they appreciate the city taking the lead on the vegetation code so they can keep their neighborhood up to the same level that it was 30 years ago, when it was built.

#2 Denny Elmer and that the Commission had be going to review the application for the expansion at Hecata and that he wanted to come before the commission to let them know that he appreciates them putting the time into the application. The reason he postponed is that he needs to analyze the Conditions of approval.

Comm. Green asked Elmer if he is clear with City staff what the conditions mean and what they mean to his project.

- Elmer said that he is pretty clear with things.

4. **AGENDA ITEM 4 - Acting Chair Comm. Laurie Green, informed the Commission that Agenda Item #4 Resolution PC 24 35 DR 11 Heceta Village Mobile Home Park Expansion postponed their hearing request in writing and in person at the hearing.**

5th Item on the agenda:

5. PLANNING COMMISSION REPORTS & DISCUSSION ITEMS DIRECTOR'S REPORT & DISCUSSION ITEMS

Planning Commission Report and Discussion Items: To Review the Departmental elements of the 2021-2023 City of Florence Work Plan, discuss which projects to complete by July 2025, and which plans to recommend to Council to be carried over to the next biennial work plan.

Director FarleyCampbell explained what was expected of the meeting tonight is to get the Commission thinking about what work plan items does the Commission think they can get done by the end of the fiscal year, June 30th 2025 and that staff will be giving an update to the City Council on the status of items on the work plan. Director FarleyCampbell told the Commission to either look at the items being shown or they could add new items and pick 4 that they think could be done by June 30th.

Slide #1 had to do with housing efforts and is specific to items being regulated and what items would be done by planning staff. The list included: Update Code in support of HEOP (phase2) Chapter 7 and 19. Short Term Rentals, Transitional Housing, emergency housing, special needs, manufactured home parks, RV Park code updates, affordable housing. Housing effort is the big one and that the updates are almost complete except for Chapters 7 and 19 and it could possibly be finished by April 2025.

- Vegetation Preservation chapter just needs to have the attorney's concerns addressed, and the clear and objective criteria needs to be addressed as well.
- Short-term rentals have had a lot of work done on them and Planner Kurth has been taking the implementation part through the City Council process and has had two work sessions with the public input process being scheduled for October 24, 2024 at the Florence Even Center at 5:30pm.
- Transitional housing is complete and was adopted in February 2024.
- Emergency housing program in relation to the permitting of RVs to be parked in businesses and residential properties has been adopted.

Comm. Green asked if emergency housing was referring to things like group homes.

- FarleyCampbell said that is possible and staff and the Commission will need to look at it because it is an opportunity to work on it.

- The legislative part of manufactured home parks is done but code needs to be updated because legislature has said that we can't treat them differently than single-family dwellings.
- RV parks will need to set up because at present we do not have code for RV parks.

Slide #2 addressed the lighting code and that it needs to be updated, and this would be the opportunity to see what kinds of code are available to regulate temperature of lights, also the community education portion of the topic regarding the amortization period that expires January 2025.

Comm. Green asked if there is a problem with evaluating the brightness of certain types of signs.

FarleyCampbell said that she had mentioned that and that parking code will also need to be updated. Would like to update the code to support pollinators in Title 10 Chapter 34.

- Vegetation preservation is about 50% complete.
- The land use process needs to be updated and the land use housekeeping amendments.
- Also to update the architectural design options for Commercial Industrial.
- The Transportation Committee looked at the recommendations for compact standards and have decided that they did not want to make additional allowance for compact standards.
- The ADA standards should be changed to federal standards so that it is clearer in the code.

Slide #3 The changes on this slide are in regards HB 3109-day care and child care facilities and that Planner Kurth has gone through and has gone through and has identified what code amendments are needed.

- Staff thinks that they could probably run that item and lighting and ADA amendments altogether under housekeeping item updates and thinks that this could be done by June 30, 2025. think that it probably can get done by June 30th.

Slide #4 The bottom item on the slide has been completed with the TSP updates that were completed last November 2023 and are regarding where the electrical service capacity for EV spaces is added with the code.

- We will know in November if our population has hit 10,000 and once, we hit 10,000 what additional types of code becomes applicable to us

Slide #5 Bicycle parking has been completed. That was making sure that that bicycle parking applies to an increase in intensity, not just new construction.

Would like clarification on the difference between office and clinics.

The establishment of time place manner for the clinics and adult entertainment.

Slide #6 Regarded having an educational element to try and give developers, and potential developers, and applicants better tools and better education so they can submit better applications. Then there's a handful of things here.

- The first item is an educational element, and it's to try and give our developers, potential developers, applicants, better tools and better education so that they can submit better applications and know what they're getting into before they get into it, as you've seen from several of our more recent applicants who have chosen to either withdraw or postpone or continue repeatedly.
- Design and implement applicant education, staff operation and communication standards, and application submittal and tracking system for the life cycle of the development process.
- Update the comprehensive Plan and supporting plans and code as required with the population increase.

- The Estuary Management Plan is about coming up with identifying risks and then coming up with methods to abate those risks, this is about 70% complete. When the state has completed their study, the City will be doing community outreach. What the state is looking for here is to get feedback on the identified risks and then some methods to consider to abate those risks.
- The lighting code amortization as discussed on a previous slide regarding education.

FarleyCampbell asked for the Commission's thoughts on what they would like to get done in the next six or seven months, with the recommendation to the Council coming back to the Commission at a later meeting is a formal recommendation.

- Comm. Green asked for a copy of the slide deck.
- FarleyCampbell talked about forming preliminary subcommittees.
- Comm. LoPilato would like to set aside a portion of the next couple meetings to specifically address these items.
- Comm. Green feels that to her short-term rentals are at the top of her list, also manufactured home parks and rv parks.
- Comm. LoPilato said that she is very interested in the vegetation preservation codes.
- Comm. Green said that EMAC did a lot of work on the code.
- FarleyCampbell said that maybe the new members of EMAC would be interested in working on this code.
- Comm. LoPilato told Director FarleyCampbell that all of the items are important and for her community outreach and information sharing and getting the dialog going is very important.
- Comm. Green talked about why density within a city is important and prevents urban sprawl.
- Comm. LoPilato spoke about everybody talks about affordable workforce housing.
- Comm. Krause she thinks that when we have conversations with people that we let them know that I know that some of that is coming down from the state. When we do have those community conversations, maybe we can explain to them what is upcoming regulation from the state level.
- Comm. Green asked what incentives have been implemented and if they have worked.
- FarleyCampbell says that they have the number and will put them together by next meeting.
- Comm. Green says that they know that in talking to developers that the system development charges keep coming up.
- Comm. Green is wondering if the support of pollinators can be discussed.
- FarleyCampbell explained that the pollinator support is part of code.
- Comm. Green asked if beehives are allowed in the city.
- FarleyCampbell said that it used to be included in the animal nuisance code and that she would revisit and that the language to support beehives could be completed by June 30th.
- Comm. Green thinks a quick win would be the architectural designs for commercial buildings
- Comm. Krause thinks there could be a few easy additions to add to the list for commercial building designs.
- Comm. LoPilato is wondering if in regards to the area of definitions of medical offices that has no code written is it possibly to rough something out by looking at how other cities has handled this.
- FarleyCampbell provided background on this issue, and spoke about adult entertainment and where the Commission may or may not want them.
- Comm. Green said that her and Comm. Young has done some research on this
- Planner Foutz said that adult entertainment can be regulated by zone, but cannot be banned out right.
- Comm. Green asked if there was anything they can do to enforce derelict buildings.
- Comm. Green asked if the City Council has anything that they would like to see as a priority.

- Comm. Green would like to finish up Chapter 7 & 19 and community education systems creation for our department and to address lighting
- Comm. Kause asked if there is a date set to go over these items again.
- FarleyCampbell said that there is only one item on the October 8th meeting so maybe that can be put on the agenda and there is only one hearing on the October 22nd meeting also or they can have a meeting on an off Tuesday.

Comm. Green asked for the information on the vegetation preservation and the metal buildings.

FarleyCampbell said that staff will send the information to the Commission.

Comm. LoPilato asked if the staff had a top four.

Planner Foutz's opinion is, the standard operating procedures for the planning department, information out to community be things of that nature.

Director's Report:

Director FarleyCampbell explained that the HR Director Alex Ferguson has procured the planning training Planning 101 and Planning in Oregon and is trying to figure out how to get them available so the commission can view them because they are quite long.

FarleyCampbell also reminded the Commission that staff would like input on items that they would like the city attorney to specifically address to further the commissions understanding of their role and latitudes they have with developers and applications.

The city council will be proclaiming October as Community Planning Month and the Commission will be receiving their proclamation at the October 7th, City Council meeting.

FarleyCampbell gave a recap on the Black and white event that was hosted by the City on September 21st the event had 50 people participate and just under \$950 worth of material received. There were 22 freon-based appliances received and lots of propane tanks and tires. The hazardous waste roundup will be held on October 4th and 5th, and there is a need for volunteers to help with the event.

Comm. Green said that wanted to know who to contact to volunteer for the event.

FarleyCampbell is the contact and the event is Friday, October 4th noon to 4:00 and Saturday, October 5th 8:00am to 2:00pm

Community Planning month was announced as October 2024 and that Planner Kurth has done a lot of research and has come up with some topics that will be included on a web page based on Oregon Land Use goals.

Planner Kurth announced that October is being celebrated as Walktober with Lane Council of Governments and that there is a calendar page with walking events. Chantelle Meyer in Economic Development will be hosting the Art Exposed Walk again on Thursday, October 17th, one at 10:00 to noon, and then another one from 4:00 to 6:00.

- Comm. Green asked if there are new Art Exposed Maps, and if there are they would like some at the visitor center.

Planning Commission Calendar:

Planner Foutz informed the Commission that at the October 8, 2024 hearing will be a Design Review for US Markets which is an application for a gas station, Starbucks, and a convenience store, between Chen's Family Dish and Burger King.

- On October 22nd there is going to be an annexation request on 4th Avenue. There is already a house under construction there that has building permits through the County but will be looking to connect to City sewer.
- Butter Clam/Siuslaw Bay View will be coming before the Commission on November 12th in order to meet all appeal periods. It sounds like most likely we'll have the Butter Clam application going on November 12th.
- Comm. Green asked about where staff stood on the 120 rules.
- Foutz explained that the applicant has submitted a 45-day extension, which is why the application has to be heard on November 12th in order to meet the appeal periods.

FarleyCampbell asked the Commission if they were going to be available the week of Thanksgiving.


- Comm. Green, Comm. Young, Comm. Krause, Comm. LoPilato said they don't have plans to be gone that week.

The meeting adjourned at 6:46 PM.

ATTEST:



Kevin Harris, Chair



Sharon Barker, Planning Technician