

City of Florence
Planning Commission Meeting
Minutes 250 Hwy 101, Florence, OR 97439
October 22, 2024

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:32 PM.

Commissioners Present: Chair Kevin Harris, Vice Chair Debbie Ubnoske,
Comm. Renee LoPilato, Comm. Sandra Young,
Comm. Eric Hauptman, Comm. Laurie Green
Commissioners Absent: Comm. Wendy Krause (excused)

Staff Present: Planning Director Wendy FarleyCampbell, Planning Manager Jacob Foutz, Planning Technician Sharon Barker, Management Analyst Peighton Allen

At 5:32 PM, Chair Harris opened the meeting, Peighton Allen took the roll call. Commissioner Young led the flag salute.

1. APPROVAL OF THE AGENDA

Action: Approve Agenda as presented.
Motion: Comm. Hauptman
Second: VC Ubnoske
Vote: Unanimous

2. APPROVAL OF MINUTES OF – September 24, 2024

Action: Approve Minutes as presented.
Motion: Comm. Young
Second: Comm. Green
Vote: Unanimous

3. PUBLIC COMMENTS – *none*

FarleyCampbell announced that Planning Technician Sharon Barker is resigning, and will be greatly missed.

Chair Harris relayed basic instructions regarding the proceedings and asked if any member wished to disclose a conflict of interest, ex-parte contact, or biases and the right of the public to challenge any commissioner’s ability to hear this matter.

No Commissioner made a declaration.

Chair Harris read the information regarding tonight’s hearing into the record.

4. PC 24 33 ANN 05 & PC 24 34 ZC 05 – 88366 4th Ave. Annexation and Zoning Assignment

The hearing for Resolutions PC 24 33 ANN 05 & PC 24 34 ZC 05 was opened by Chairperson Kevin Harris at 5:43 PM. Planning Manager Jacob Foutz presented the staff report, which detailed the annexation criteria, zone change criteria, and staff's recommendation to approve both the annexation and zone change request. The commission discussed the zoning designation, with Commissioner Green clarifying that the correct designation was medium-density residential, not low-density as initially stated. The applicant, Roger Center, confirmed he may keep the property as a rental. The commission then closed the public hearing and moved to deliberate and vote on the resolutions.

Opened hearing: 5:44 PM
Close Hearing: 6:58 PM
Discussion: As follows

Staff Report Summary:

- Application received on August 21, 2024, and deemed complete the same day
- Property located at 88366 4th Avenue, north of the intersection of Heceta Beach Road and Rhododendron Drive (which becomes 4th Avenue)
- Annexation criteria and zone change criteria reviewed by staff
- Comprehensive Plan designates the property as medium density residential, not low density as initially stated on the agenda
- Lane County Transportation and Western Lane Fire EMS submitted comments with no concerns about the annexation and zone change
- Staff recommendation: Approve the annexation (PC 24 33 ANN 05) and zone change request (PC 24 34 ZC 05) to medium density residential

Motion and Vote:

- Vice Chairperson Ubnoske made a motion to recommend approval of the resolutions (PC 24 33 ANN 05 & PC 24 34 ZC 05) to the City Council.
- The motion was seconded by Commissioner Eric Hauptman.
- The motion passed unanimously, with all commissioners voting in favor.

5. GENERAL REPORTS

Vice Chairperson Ubnoske brought up the hearing sign still up for the US Market, and Wendy Farley-Campbell explained the sign was not removed due to staffing issues, but new signs are being ordered.

Commissioner Green inquired about the potential impact of Douglas County turning over road maintenance to the state, and Wendy Farley-Campbell humorously predicted Douglas County would go from "worst to worst" if they followed suit.

Wendy Farley-Campbell provided updates on various department activities:

- Business license renewals will be going out soon
- The Rhododendron Drive project is nearing completion, with a reopening event planned for November 1st
- The city is exploring new software for planning workflows and potentially using AI for meeting minutes
- The commission was advised to ensure they are close to the microphone for better audio pickup during remote meetings

6. PLANNING COMMISSION CALENDAR

The short-term rental special meeting that was previously planned for October 24th has been postponed due to current staffing levels. Wendy Farley-Campbell will let the commission know when it is rescheduled.

The November 26th meeting has been proposed for cancellation, as there is a complicated application that the staff does not believe will be ready in time for that date, given the current staffing situation.

The December 10th meeting is confirmed, as the Butter Clan application has been extended and is now scheduled to be heard at that meeting.

The December 26th meeting has been canceled, as it falls during the holiday week.

Wendy Farley-Campbell mentioned that the commission will likely see some changes to the meeting minutes, as the city is exploring the use of AI to generate the minutes, which will require the commissioners to ensure they are speaking clearly and close to the microphone during the meetings.

The meeting adjourned at 6:07 PM.

ATTEST:

Kevin Harris,

Chair