



**City of Florence  
Planning Commission  
Regular Session**  
Florence City Hall  
250 Hwy101  
Florence, OR 97439  
541-997-8237  
[www.ci.florence.or.us](http://www.ci.florence.or.us)

Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting and can be found at the City of Florence website at <https://www.ci.florence.or.us/calendar>

To be notified of Planning Commission meetings via email, please visit the City’s website at <http://www.ci.florence.or.us/newsletter/subscriptions>

**September 17, 2024**

**AGENDA**

**5:30 p.m.**

Commissioners: Kevin Harris, Chairperson – Debbie Ubnoske, Vice Chairperson  
Laurie Green, Commissioner – Eric Hauptman, Commissioner – Wendy Krause, Commissioner  
Renee LoPilato, Commissioner – Sandra Young, Commissioner

In addition to attending in person, members of the public can listen and view the meeting through the ‘GoToWebinar’ platform at the following link: <https://attendee.gotowebinar.com/register/1602308841297361495>. Meetings are also shown live on Cable Channel 191 and online at <https://www.ci.florence.or.us/citymanager/public-meetings-live>. With 48-hour prior notice, an interpreter and/or TTY can be provided for the hearing impaired. These services may not be available during meetings but may occur as a follow-up service. To arrange for these services, contact the Community Development Department at 541-997-8237. The meeting is wheelchair accessible.

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

**1. APPROVAL OF THE AGENDA**

**2. APPROVAL OF THE MINUTES**

- August 27, 2024

**3. PUBLIC COMMENTS – *Items not on the Agenda.***

This is an opportunity for members of the audience to bring to the Commission’s attention any item not otherwise listed on the Agenda. *Please see page two of the agenda for methods to provide comments on items not on the Planning Commission agenda.*

**PUBLIC HEARINGS:**

**4. RESOLUTION PC 24 02 CUP 02 – 1567 1<sup>st</sup> Street-Conditional Use Permit with Design Review to Convert a 5 Unit Residential Dwelling into a Hotel: *Per applicant’s written request, application has been withdrawn.***

An application submitted by Alex Caisse requesting approval for a change of use of a multi-unit dwelling (5 units) into a hotel use as defined by Florence City Code (FCC), Title 10, Chapter 2. Hotel use is conditionally permitted in Old Town Area B where this property is located, as regulated by FCC 10-17B. This property is located at 1567 1<sup>st</sup> St, as seen on Lane County Assessor’s Map 18-12-34-11, Tax Lot 06100 located approx. 97’ west of the Oak and 1<sup>st</sup> Street intersection

*Associate  
Planner  
Clare Kurth*

**5. RESOLUTION PC 24 30 DR 08– 5321 HWY 101- Design Review for Storage Rental Warehouse:**

An application submitted by David Twombly requesting approval for a five-phase rental warehouse facility as allowed by Florence City Code (FCC), Title 10, Chapter 31, regulated by FCC 10-31-2. This proposed project will be located west of Hwy 101, east of Central Coast Disposal, and 350 feet north of the intersection of 53rd St. and Hwy 101, Assessor’s Map 18-12-11-33, Tax Lot 01600 and 02000.

*Planning  
Manager  
Jacob Foutz*

**6. REPORT & DISCUSSION ITEMS**

- Planning Commission’s Report & Discussion Items
  - Subcommittee Workplan Updates
- Director’s Report & Discussion Items
  - Celebration Discussion of [National Community Planning Month](#)

*Community  
Development  
Wendy  
FarleyCampbell*

**7. PLANNING COMMISSION CALENDAR**

Date	Time	Description
September 24, 2024	5:30 PM	Regular Session
October 8, 2024	5:30 PM	Regular Session
October 22, 2024	5:30 PM	Regular Session
November 12, 2024	5:30 PM	Regular Session
<b>8. ADJOURN</b>		

**Citizens wishing to view the meeting may do so through the following options:**

1. Attend in person at Florence City Hall – 250 Hwy 101, Florence, OR 97439.
2. Watch live on GoToWebinar here: <https://attendee.gotowebinar.com/register/1602308841297361495>
3. Watch on replay at the City’s [Vimeo Site](#).
4. Watch live and replay on Charter Cable Channel 191.
5. Watch live and replay online via Campbell Productions at <http://video.ibm.com/channel/Hjzx9zagZc>

**Citizens wishing to express their views and provide testimony for the record must do so in one of the following ways:**

**Written Testimony:** (1) Submit written comments via email to the Community Development Department at [planningdepartment@ci.florence.or.us](mailto:planningdepartment@ci.florence.or.us). (2) Mail written comments to Florence City Hall, Attn: Planning Commission, 250 Hwy 101, Florence, OR 97439. (3) Drop off written comments to the City of Florence drop box located at Florence City Hall (250 Hwy 101) to the right of the main entrance. (4) Provide verbal testimony at the hearing. (5) Provide written testimony submitted in-person at the hearing. **\*\* Note:** Written testimony not submitted at the hearing must be received at least 2 hours prior to the meeting (September 17, 2024 at 3:30 p.m.) in order to be distributed to the Planning Commission, posted to the City of Florence website, and made part of the record.

**Verbal Testimony:** Citizens wishing to express their view verbally may participate in the meeting at Florence City Hall or via GoToWebinar: <https://attendee.gotowebinar.com/register/1602308841297361495>. To do so, please complete a speaker’s card request in person or online at <https://www.ci.florence.or.us/bc-pc/request-address-planning-commission-speakers-card> at least 1 hour prior to the meeting (September 17, 2024). If participating via GoToWebinar staff will contact the speaker to let them know the process to participate in the meeting. Call the Community Development Department at 541-997-8237 at least 24 hours prior to the hearing if you would prefer to arrange participation over the phone.

**Testimony time limits:**

1. **Public Comments on items not on the agenda:** General public comments (on items not on the Planning Commission agenda) will be allowed at each Planning Commission meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.
2. **Public Hearing Testimony:** Testimony on public hearing items will be allowed when a public hearing is held. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Commission questions. Written testimony will not be read into the record by staff.
3. **Public Comments on Action Items:** Public Comments will be allowed on each action item on the Planning Commission agenda, except for land use decisions for which the public hearing is closed. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial Commission questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

## PUBLIC HEARING PROCEDURE

The Planning Commission must make its decision based on facts. Prior to the hearing, staff will identify the applicable substantive criteria which have also been listed in the staff report. These are the criteria the Planning Commission must use in making its decision. All testimony and evidence must be directed toward these criteria or other criteria in the Plan or Land Use Regulations which you believe applies to the decision per ORS 197.763 (5). Failure to raise an issue accompanied by statements or evidence sufficient to afford the Planning Commission and parties involved an opportunity to respond to the issue may preclude an appeal based on that issue. Prior to the conclusion of the initial evidentiary hearing, any participant may request more time to present additional evidence, arguments or testimony regarding the application.

- A. Open Hearing
  - *Planning Commissioners declare any conflicts of interest, bias, ex-parte contacts and site visits.*
  - *Public may challenge a commissioner's impartiality in making the decision.*
- B. Staff Report
- C. Applicant's Testimony
- D. Testimony

*The Planning Commission will hear testimony from those in favor of the proposal, those against the proposal, and those that are neutral but have a comment. Copies of written testimony submitted for the hearing have been distributed to the Planning Commission. When testifying, if someone has made statements with which you agree, just state that you agree with those comments. You do not need to restate the previous comments.*

  - Proponents
  - Opponents
  - Neutral – Interested Persons
  - Rebuttal from Applicant
- D. Staff Response and Recommendation
- E. Applicant Accept or Waive Final Written Argument
- F. Close Hearing
- G. Commission Deliberation - Direction to Staff or Decision
- H. 1<sup>st</sup> and 2<sup>nd</sup> on Motion
- I. Applicant's Opportunity to Respond to any New Conditions of Approval
- J. Discuss and Vote on Motion