

City of Florence
Planning Commission Meeting
Minutes 250 Hwy 101, Florence, OR 97439
August 22, 2023

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 PM.

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

Commissioners Absent: None

Staff Present: Planning Director Wendy FarleyCampbell, Planner Clare Kurth, City Recorder Lindsey White

At 5:32 PM, Chair Young opened the meeting, Clare Kurth took the roll call. Commissioner LoPilato led the flag salute.

1. APPROVAL OF THE AGENDA

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

2. APPROVAL OF MINUTES OF – *None*

Action:
Motion:
Second:
Vote:

3. PUBLIC COMMENTS – *Public comment from Heather Fisher thanking the Planning Commission for addressing concerns regarding the cannery station.*

City Recorder Lindsey White begins ethics training covering public meetings law, Oregon ethics law, and fraud policy. The ethics training portion covered the following key points:

1. Public Meetings Law:

- Explanation of quorum requirements and what constitutes a "meeting" under the law. - Requirements for public notice and agenda posting. - Guidance on avoiding serial discussions and replying-all emails. - Overview of public records requirements.

2. Oregon Government Ethics Law:

- Definition of "public official" and prohibited uses of office. - Rules around gifts and conflicts of interest. - Explanation of actual vs. potential conflicts of interest. - Procedures for declaring conflicts and recusing from discussions/votes. - Sanctions for ethics law violations.

3. City's Fraud Policy:

- Requirement to report suspected fraud, waste, abuse or ethical misconduct. - Procedures for investigating and resolving reported violations.

4. Non-Discrimination, Non-Harassment and Code of Conduct:

- City's commitment to providing a discrimination and harassment-free environment. - Examples of prohibited behaviors like bullying and microaggressions. - Code of conduct rules for use of city facilities and consequences for violations.

The training emphasized the importance of understanding and adhering to these laws and policies as members of the Planning Commission.

Chair Young 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 23 09 DR 03- a design review application submitted by Kyle Honeycutt for a single family attached dwelling in the Three Mile Prairie development.

The hearing for Resolutions PC 23 09 DR 03 was opened by Chairperson Sandra Young at 6:29 PM. The key details about the hearing:

- The hearing was a continuation from a previous meeting on July 25, 2023.
- At the July 25 meeting, the staff report was presented and testimony was taken, but no deliberations were held.
- The hearing was continued to August 22, 2023 to allow the applicant to provide additional information.
- However, at the August 22 meeting, the applicant submitted a formal request to withdraw the application entirely.
- As a result, the Chairperson closed the public hearing since the application had been withdrawn.

Opened hearing: 6:29 PM

Close Hearing: 6:31 PM

Discussion: Planner Clare Kurth announces the applicant's formal request to withdraw the application. Motion to close the public hearing is made and approved, as the application is withdrawn.

5. GENERAL REPORTS

Community Development Director Wendy Farley-Campbell's report:

1. - The Planning Commission's next meeting is scheduled for September 12th. - At that meeting, the Commission will hold a public hearing on the Transportation Systems Plan (TSP) update, related code changes, and Comprehensive Plan amendments. - The Commission will also hear an extension request for the Microtel project. - An annexation application is scheduled for September 26th.
2. New Development Applications:
 - The city has received applications for the next phase of the Myrtle Glen townhome development. - An application has been submitted for the Pine Crossing project on city-owned property. - An annexation application has been filed for a property at the southwest corner of Mirrors and 1st Street. - Applications are also pending for a Dollar General store and a Starbucks location.
3. Affordable Housing Efforts:
 - The Transitional Housing Subcommittee will be meeting on September 7th to discuss proposed code updates related to transitional and emergency housing. - Director Farley-Campbell offered to provide more information on the city's efforts to encourage and incentivize affordable housing development. Overall, the report focused on upcoming meetings, new development applications, and the city's ongoing work related to affordable housing initiatives.

The meeting adjourned at 7:28 PM.

ATTEST:

Debbie Ubnoske, Vice-Chair