

FLORENCE PLANNING COMMISSION ITEM UPDATE/SUMMARY

MEMO DATE: June 11, 2018

MEETING DATE: June 12, 2018

STAFF: Glen Southerland, Associate Planner

SUBJECT: Florence SDA Modular Building

SUMMARY:

This memo serves as supplementary background for the Planning Commission Agenda Item for Resolution PC 18 11 CUP 02 – Florence SDA Modular Building.

- May 12, 2018 – Planning Commission held a public hearing regarding the proposed SDA modular building. During the course of the hearing, several items of note were brought up for which no information had been provided. More information was determined to be needed in order for the Planning Commission to come to a final decision on the application.
- May 18, 2018 – the Planning Department received referral comments from ODOT, **Exhibit F**. Development Review Coordinator Doug Baumgartner stated that there were two unrestricted Reservations of Access, 35 feet in width, in place on the property, but no new access permits would be needed if no work was performed in the right-of-way, no changes were made to the accesses, and no connections were made to the highway drainage facilities.
- May 24, 2018 – The applicant submitted **Exhibit E**, answering several questions from the Staff regarding issues brought up at the May 12th Planning Commission meeting.
- May 29, 2018 – The Planning Department met with the applicant and several other members of the Seventh Day Adventist Church, including the pastor, to discuss the application. At this meeting, the use of the building was clarified as Day Care/Day Nursery, as originally applied for, at this time.
- May 31, 2018 – the applicant submitted a revised site plan showing the building placed on existing pavement towards the center of the property. This site plan is attached as **Exhibit C1**.

In response to this new information, Staff would proposed the following:

- **Condition 5.4:** This use is not part of the church use. Remove condition.
- **Condition 9.1:** Staff would recommend keeping the condition, but with the following language prior to the first sentence: “If the applicant intends to use the shared driveway [...]”
- **Condition 9.4:** The applicant is building on existing pavement, therefore there is no need to construct a curb. The applicant, however, should add wheel stops and striping in order to delineate where pedestrians and vehicles are to be separated – Consider changing condition to “The applicant shall install wheel stops and paint parking stall strips in order to delineate the pedestrian walkway from the parking space.”

Attached to this document are the relevant additional Exhibits.

Please feel free to contact me if you have any questions.

ATTACHMENTS:

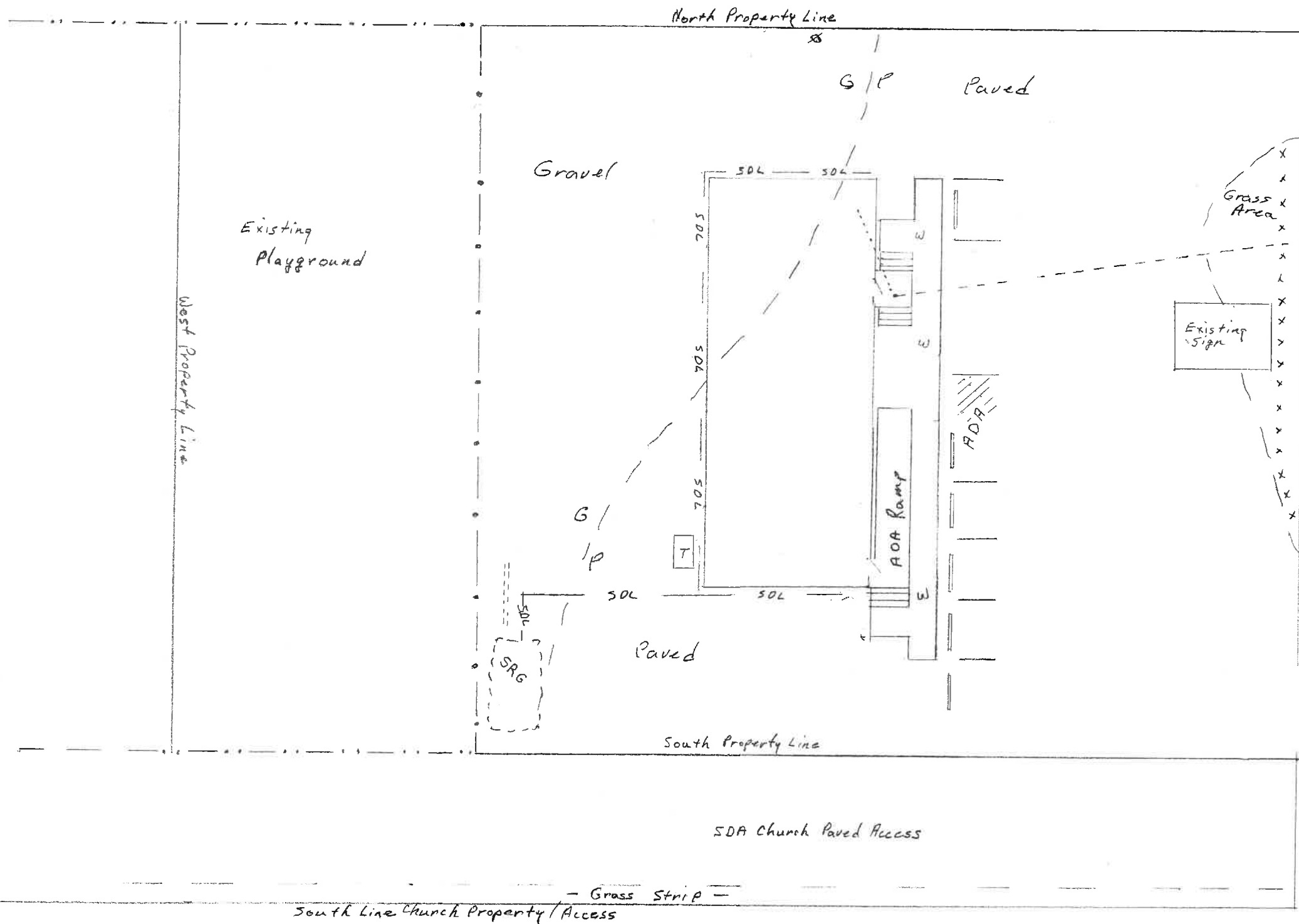
Attachments to Findings of Fact:

Exhibit C1 – Revised Site Plan

Exhibit E – Use Clarification Email

Exhibit F – ODOT Comments

SITE PLAN 4465 HIGHWAY 101



LEGEND

- Chain link fence
- Chain link fence + Property line
- |—|— Parking balland + spacing
- ⊙ PUD utility pole
- - - - Existing water + sewer lines
- Proposed water + sewer lines
- SOL - Stormwater drain lines - 160'
- SRG Stormwater rain garden
- ==== stormwater overflow (infiltrator)
- - - - Feature deliniation
- P Paved surface
- G Gravel surface
- W Walk way
- Doorway landing + steps
- x x x x Visual Barrier

Scale 1" = 20'
5/31/2013

RECEIVED
City of Florence
MAY 31 2018
By: VMM

From: Don&Debbie Large
To: [Vevie McPherren](#)
Subject: Re: Resolution PC 18 11 CUP 02 - Florence SDA Modular Building - Clarification of Proposed Use
Date: Friday, May 25, 2018 8:40:07 AM
Attachments: [2018-5-24 To the City Planning Department.docx](#)

Sorry, grabbed the wrong file...

On Fri, May 25, 2018 at 8:32 AM, Vevie McPherren <vevie.mcpherren@ci.florence.or.us> wrote:

Good morning Don,

The attachment I received did not include a response rather, a photograph.

Please resend at your earliest opportunity.

Thank you kindly,

Vevie “Viva”

LiveHappy!

Vevie M. McPherren

Planning Administrative Assistant

vevie.mcpherren@ci.florence.or.us

541-997-8237

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From: Don&Debbie Large <dlarge73@gmail.com>
Sent: Friday, May 25, 2018 8:25 AM
To: Vevie McPherren <vevie.mcpherren@ci.florence.or.us>
Subject: Re: Resolution PC 18 11 CUP 02 - Florence SDA Modular Building - Clarification of Proposed Use

Attached is our response to the questions above. We are sorry about the obvious confusion but it was always our intent to simply replace the existing building which is in poor condition. Our hope is to meet with a planning staff representative Tuesday May 29 at 4:00 P.M. to discuss further. Please let me know if this meeting date and time are confirmed.

On Thu, May 24, 2018 at 12:12 PM, Vevie McPherren <vevie.mcpherren@ci.florence.or.us> wrote:

Good afternoon Don,

Per our phone conversation:

Re: Resolution PC 18 11 CUP 02 - Florence SDA Modular Building - Clarification of Proposed Use

Requested Clarification:

- The exact use of the building
- The exact ages of those attending

Will it be a day care or school?

- Office space use
 - Will it be affiliated with the Church?
 - Will it be included as part of the Church campus?

Please respond to this email with your answers at your earliest opportunity.

Staff will be able to review and prepare to offer available options and recommendations during your meeting that has been rescheduled for Tuesday, May 29, 2018 @ 4:00 PM.

Thank you kindly,

Veve "Viva"

LiveHappy!

Veve M. McPherran

Planning Administrative Assistant

veve.mcpherran@ci.florence.or.us

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To the City of Florence Planning Department

Regarding Resolution PC 18 11 CUP 02 Florence SDA Modular Building -- Clarification of Proposed Use

Below are our responses to the questions posed in an email from Vevie McPherron on 5-26-18

Exact use of building:

This will be a commercial building for rent. It is a replacement for the existing commercial building, which is in poor condition.

Exact ages of those attending:

Unknown. Depends on tenant use.

Will it be a day care or school?

Its use is to be determined by future tenant(s). It may be used as a preschool, kindergarten and/or daycare by prospective tenant(s). We do not intend for it to be used as a school for first grade and up.

Office space use:

Depends on the tenant.

Will it be affiliated with the church?

No.

Will it be included as part of the church campus?

While it is under church ownership, it is intended to be a commercial use building. At this time we have no intention of applying for tax exempt status.



Oregon

Kate Brown, Governor

Department of Transportation

Region 2 Headquarters
455 Airport Road SE, Bldg. B
Salem, Oregon 97301
(503) 986.2600
FAX (503) 986.2630

May 18, 2018

ODOT #8372

ODOT Response

Project Name: Modular Office Building	Applicant: Donald Large
Jurisdiction: City of Florence	Jurisdiction Case #: PC 18 11 CUP 02
Site Address: 4465 Hwy 101, Florence, OR 97439	Legal Description: 18S 12W 1432 Tax Lot(s): 03200
State Highway: US 101	Mileposts: 188.08

The site of this proposed land use action is adjacent to US101, Oregon Coast Highway. ODOT has permitting authority for this facility and an interest in ensuring that this proposed land use is compatible with its safe and efficient operation. **Please direct the applicant to the District Contact indicated below to determine permit requirements and obtain application information.**

COMMENTS/FINDINGS

Tax lot 3200 is currently served by a two accesses to US101. The applicant is advised that the subject property's highway frontage is access controlled as ODOT has acquired and owns access rights to the subject property. The subject property was granted two unrestricted Reservations of Access that are each 35 feet in width as recorded in the property deed. Based on the reviewed land use notice material, the proposed development will not trigger the need for a new ODOT access permit if the existing accesses to US101 are to be used solely without any reconstruction. An ODOT Miscellaneous Permit must be obtained for any work that is to be performed in the highway right of way and for connection to state highway drainage facilities.

Please send a copy of the Notice of Decision including conditions of approval to:

ODOT Region 2 Planning
Development Review
455 Airport Road SE, Bldg. B
Salem, Oregon 97301

ODOTR2PLANMGR@odot.state.or.us

Development Review Coordinator: Douglas Baumgartner, P.E., P.E.	Douglas.G.Baumgartner@odot.state.or.us
District 5 Contact: April Jones	541-726-2577