

**CITY OF FLORENCE  
Planning Commission**

**Recommendation to the City Council to Approve the  
2021-2020 (Year One) Planning Commission Work Plan**

1. The Florence City Council adopted the City of Florence Committee & Commission Policy Manual (Manual) on November 5, 2018 via Resolution No. 21, Series 2018.
2. Chapter 7 of the Manual sets the Commissions' role in goal setting and work plan creation, including requirements that all permanent standing commissions and committees, except for the Budget Committee, are charged with developing:
  - a. An annual work plan for their committee for the upcoming year
3. In addition, Chapter 7 of the Manual indicates the following:
  - a. Committee / Commission work plans must be consistent, relevant, and supportive to the Council's goals.
  - b. Committee / Commission work plans shall be presented to the City Manager and City Council for approval at a Council meeting in the Spring of each year. This action will generally occur on a Council meeting consent agenda.
4. On April 19, 2021, the Florence City Council adopted Resolution No. 14, Series 2021, a resolution reaffirming the City of Florence's Council Goals and adopting the July 1, 2021 – June 30, 2023 City of Florence work plan.
5. The Planning Commission has reviewed the adopted City Council goals and work plan and have prepared an annual work plan, which it believes is consistent, relevant and supportive of the Council's adopted goals / work plan.

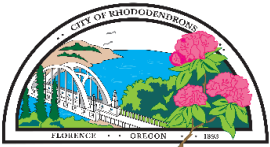
**THE PLANNING COMMISSION RECOMMENDS THE CITY COUNCIL APPROVE THE FOLLOWING:**

1. The 2021-2022 Planning Commission Work Plan, Exhibit A.

**COMMITTEE APPROVAL:**

This Recommendation is passed by Planning Commission vote on the 13<sup>th</sup> day of July, 2021

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Phil Tarvin, Chairperson  
Florence Planning Commission



*City of Florence*  
**A City in Motion**

**City of Florence**  
**Planning Commission Work Plan, Year-1**  
**July 2021 – June 2022**

**Planning Commission (PC) Overview:**

The City of Florence Planning Commission serves as a comprehensive planning body with the authority to propose policy and legislation to the Council, conduct hearings, and take such actions concerning specific land development proposals as required by the Florence City Codes.

The committee’s duties as established by Florence City Code Title 2 Chapter 3 include:

- Conduct hearings, prepare findings of fact, and take such actions as are necessary or warranted concerning specific land development proposals.
- Review, recommend amendments, and implement the Florence Comprehensive Plan and its associated plans.
- Study and propose such measures regarding land development as may be advisable for promotion of the public interest, health, safety, comfort, convenience and welfare.
- Authorized to serve as the City of Florence’s Citizen Involvement Advisory Committee per ORS 197.160
- At the request of the City Council perform other duties relating to some aspect of community planning and development.

<b>Planning Commission Members</b>			
Phil Tarvin, Chairperson		Sandi Young, Vice-Chairperson	
Eric Hauptman		Andrew Miller	
Ron Miller		John Murphey	
<b>City Staff and Ex-Officio Members:</b>			
Wendy FarleyCampbell, AICP, Planning Director; Ex Officio Member- City Staff		Roxanne Johnston, CFM, Senior Planner; City Support Staff- City Staff	
Dylan Huber-Heidorn, AICP, Assistant Planner; City Support Staff		Sharon Barker, Planning Technician; City Support Staff	

In accordance with the [City of Florence Committee & Commission Policy Manual](#) (Manual) the Florence PC has researched and discussed their priorities for Year-1 of the [2021-2023 City of Florence Work Plan](#). Below are the six items they identified as most important and propose to begin in July 2021 and conclude June of 2022.

**Top-Six Commission Priorities:**

**1. Housing Efforts & Initiatives (pp. 11-12 of Workplan):**

The Planning Commission is committed to implementing the City Council’s goals by working with City staff to continue the last biennial work plan accomplishments of increasing housing development opportunities. Phase 2 of this effort includes identifying housing development policies and initiatives such as tax exemptions, transfer of development rights, density bonuses, parking reductions and other incentives. Additionally, this phase includes researching opportunities for code

updates related to mobile home and RV parks, transitional housing, short term rentals, special needs and emergency housing. Operationally there are tasks related to informing the process and educating the public and the builders and developers on housing development topics. And finally, with the recent legislative session there are a number of new statutes and subsequent rules related to housing and the unhoused that will require review and implementation.

The steps regarding housing ...

- Perform analysis on last legislative session actions and identify needed actions *(July--August 2021)*
- Identify and apply for funding or assistance to increase capacity to complete this workplan item. *(August 2021)*
- Hold housing development forum and release a survey to capture concerns and questions. *(Fall 2021)*
- Create a housing development sub-committee with members from PC and CEDC who will prioritize tasks, develop a work plan and create tiger teams as appropriate to tackle specific elements. *(September 2021)*  
*--below timing and specificity dependent on technical assistance awardee or not and subcommittee workplan--*
- Hold work session(s) with the City Council regarding policies and housing code updates.
- Take public feedback and implement suggestions where appropriate.
- Begin the adoption process and hold public hearings on the proposed updates.
- Work with City Staff to assist with the implementation process as needed.
- Communicate and promote housing code changes to the community.

*Subcommittee Members: TBD*

*Timeline for Project Completion: Ongoing with conclusion late Fall 2022*

## **2. Land Use Housekeeping Amendments—Commercial & Industrial (pp. 8 of Workplan):**

The Planning Commission for the Year 1 of this task would like to address code inconsistencies and needed updates for the North Commercial and Service Industrial, Mainstreet and Commercial Districts. These items were identified through processing of land use applications and consultation with legal counsel. They include but are not limited to permitted use lists, building height, architectural standards for metal buildings, screening, and comp plan language implementation. Additionally, this task will include Title 10 Chapter 1 annexation land use procedures updates to codify exclusively with Oregon Revised Statutes and the City Charter.

Next steps regarding land use housekeeping amendments...

- Create a housekeeping sub-committee with members from PC who will prioritize tasks, develop a work plan and identify and draft needed updates.
- Receive feedback from the public about code updates at a PC forum and on-line survey and implement suggestions where appropriate.
- Hold work session(s) with the PC and City Council regarding code updates.
- Begin the adoption process and hold public hearings on the proposed updates.
- Work with City Staff to assist with the implementation process as needed.
- Communicate and promote commercial and industrial code changes to the community.

*Subcommittee Members: TBD*

*Timeline for Project Completion: Winter 2022*

## **3. City Committees & Commission Coordination (p 9 of Workplan):**

Add Planning Commission members as ex-officio on other committees and include on land use related sub-committees and ad-hoc committees.

Next steps regarding the committee coordination...

- Research state statutes and city code on Planning Commission participation on committees/subcommittees.

*Subcommittee Members:*

*Timeline for Project Completion:* Fall 2021 (In time for committee recruitments)

#### **4. Lighting Code Updates (pp. 12 & 15 of Workplan)**

The Planning Commission and staff occasionally come across lighting code inquiries from local residents and developers of larger communities who have concerns for the City's standards. The Planning Commission seeks to research these concerns and revise the city's lighting code as necessary to ensure safety and improve quality of life.

Next steps regarding Lighting Code Updates:

- Create a lighting sub-committee with members from PC and EMAC who will identify and draft needed updates.
- Receive feedback from the public about code updates at a forum and on-line survey and implement suggestions where appropriate.
- Hold work session(s) with the PC and City Council regarding code updates.
- Begin the adoption process and hold public hearings on the proposed updates.
- Work with City Staff to assist with the implementation process as needed.
- Communicate and promote lighting code changes to the community.

*Subcommittee Members:* TBD

*Timeline for Project Completion:* Spring 2022

#### **5. Land Use Housekeeping Amendments—Stormwater (pp. 8 of Workplan):**

The Planning Commission for the Year 1 would like to update the stormwater design manual to implement changes related to planting density and design standards that Portland adopted after the City's manual received Council approval in 2011. The City's manual uses Portland's as its basis with some local flavor related to addressing area soil types (sandy) and known native plant species success.

Next steps regarding land use housekeeping amendments related to stormwater...

- Create a housekeeping sub-committee with members from PC who will identify and draft needed updates.
- Receive feedback from the public about code updates at a PC forum and on-line survey and implement suggestions where appropriate.
- Hold work session(s) with the PC and City Council regarding code updates.
- Begin the adoption process and hold public hearings on the proposed updates.
- Work with City Staff to assist with the implementation process as needed.
- Communicate and promote stormwater manual changes to the community.

*Subcommittee Members:* TBD

*Timeline for Project Completion:* Spring 2022

#### **6. Land Use Housekeeping Amendments—Vegetation Preservation (pp. 8 of Workplan):**

Vegetation preservation concerns related to development proposals and code infractions are on the rise. The Planning Commission for Year 1 would like to update the city code to implement the related Comp Plan policy, remove ambiguous language and modernize code language to reflect current values and incorporate new practices and industry standards.

Next steps regarding land use housekeeping amendments related to vegetation...

- Create a housekeeping sub-committee with members from PC and EMAC who will identify and draft needed updates.
- Receive feedback from the public about code updates at a forum and on-line survey and implement suggestions where appropriate.
- Hold work session(s) with the PC and City Council regarding code updates.
- Begin the adoption process and hold public hearings on the proposed updates.
- Work with City Staff to assist with the implementation process as needed.
- Communicate and promote vegetation code changes to the community.

*Subcommittee Members: TBD*

*Timeline for Project Completion: Early Summer 2022*

DRAFT

#2

General Housekeeping --(PT) 2

General Housekeeping --Architectural in Mainstreet (EH)

General Code Updates--Mainstreet Commercial Code--(SY)

General Code Updates--North corridor (SY)

#1

Revisit Phase 1 and perform Phase 2 Housing--(PT) 1

Housing development policies (AM) (Those that are presently listed as other's lead)

Housing Code Updates--(AM)

Residential Code Updates, Phase 2--(EH) 1

#3

Add PC Commissions as Ex-Officio--(PT) 4 (EMAC, TC)

#4

LED Lights (CLPUD), Lighting Code Updates--(RM)

#5

Stormwater Design Manual--(PT) 3

#6

Vegetation Preservation opportunities (in north corridor)--(SY)