

**City of Florence
Planning Commission Meeting Minutes
250 Hwy 101, Florence, OR 97439
August 27, 2024**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 PM.

Commissioners Present: Chair Kevin Harris, Vice Chair Debbie Ubnoske, Commissioner Sandra Young, Commissioner Hauptman
Commissioners Absent: Commissioner Renee LoPilato, Commissioner Wendy Kraus, Commissioner Laurie Green

Staff Present: Planning Director Wendy Farley Campbell, Planning Manager Jacob Foutz, Associate Planner Clare Kurth

At 5:30 PM, Chair Harris opened the meeting, Clare Kurth gave the Roll call. Commissioner Hauptman led the flag salute.

1. APPROVAL OF THE AGENDA

Start Time: 5: 31 PM
Action: Approve agenda as presented.
Motion: Comm. Young
Second: Comm. Hauptman
Vote: Unanimous

2. APPROVAL OF MINUTES OF – April 23rd 2024, July 9, 2024 and August 13, 2024 – All approved.

Start Time: 5: 32 PM
Action: Motion to approve 4/23/24, 7/9/24 and 8/13/24
Motion: Comm. Hauptman
Second: Comm. Young
Vote: Unanimous

3. PUBLIC COMMENT – none

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.

There were no disclosures

Chair Harris asked the Commissioners if they would like to declare a conflict of interest, ex-parte contacts/communications, or bias. There were no declarations of conflicts of interest.

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

Agenda Item #4 – Resolution PC 24 21 DR 06 a Desig

4. RESOLUTION PC 24 21 DR 06 – 97 J SSD – Softball Stand at the Siuslaw High School

An application from Andy Grzeskowiak, Siuslaw School District Superintendent, for a Design Review for a 1750 square foot softball support facility, providing concession and a practice area for the existing softball fields, on the Siuslaw High School property located at 2975 Oak Street, Tax Map 18-12-22-00 Tax Lot 00300 within the High-Density Residential District.

Opened hearing: 5:37 PM

Planning Manager Foutz presented the staff report explaining the purpose of the softball support facility, the criteria were explained. There was not public testimony received regarding this application. The criteria for the hearing are located in the Findings of Fact and were shown on the screen.

- Referral was received from Public Works stating that this is a private expansion of existing services, and that they need a verified connection pourings and that some SDCs will be applied for the connection to the City's water and wastewater facilities.
- There were no issues or decision points for the Commission.
- The applicant gave themselves the option of either a building with tan wall and a brown roof or a building with gray walls and a blue roof, both of which are on the existing property already, and match the existing high school facilities. The concession stand will be used for games.
- The concession It will be used for games, and then also the bathroom facility here.
- The elevations were shown.
- The building details were shown and explained.
- First point: Requires eight ADA parking spaces, there are currently six existing on site, which means that the subject property deficient in ADA parking.
- The second point: bike parking would be required to increase from the 8 that are existing to a total of 34.
- The condition regarding landscaping will need to be revised to say all new landscaping must have irrigation.
- Staff cannot go back and require irrigation to all the applicants landscaping but can required irrigation of the new landscaping.
- The rain garden will be where the new landscaping will be added and the Condition will read permanent underground irrigation shall be installed in all new landscaping.
- Staff's recommendation would be to approve with the conditions of approval and Findings of fact as written.

Comm. Hauptman asked if they were increasing the parking are or just designating the ADA.

- Staff said not increasing the area.

Comm. Ubnoske said that she noticed the discussion about there not being any increase in noise and is wondering if this is because the batting is in the enclosed building, and if that is how staff determined that there will be no impact with noise.

- Foutz said that this was not looked at in code criteria but that staff's opinion is that it is already an existing softball facility but that the enclosure would definitely help to mute the noise.

Comm. Ubnoske asked if the building was going to have any signage.

- Foutz said that he would imagine that restrooms have to have signs as a building code requirement, but there is no proposal of a concessions sign.

Comm. Ubnoske asked about the existing trees, and if staff knows how many trees are going to be removed.

- Staff said they did not have the exact number, but said that there has been some vegetation clearing already, but the applicant may have more information on that.

The applicant, Andrew Grzeskowiak, came to the mic with Kyle and Sarah Morris from A&O Engineering attending virtually. Mr. G said that he was there is no formal presentation he is available to answer questions.

Comm. Ubnoske asked if the facility is going to be open to the public or is it just for students.

Mr. G said that it is primarily for use with our youth softball programs, but would be open through facility reservations for summer programs. Many of those are youth development teams, and some adult teams will come and play on site. They would have access to bathrooms and concessions at that time.

- Okay. My question more related to a concern maybe with parking, but it sounds like that would happen in the off-season when school's out, so the parking-Correct. Sounds like there'd be plenty of parking. Yes. Okay, thank you.

Chair Harris asked if there were any other questions Commissioners.

Mr. G addressed the issue about the tree clearing explaining that about 3 years ago the school district received a grant from the state fire marshal's office to create barriers between buildings and the clearings were done in 2 phases through the city and that as soon as the new facility is built the area has been targeted for a vegetation production and that part of it will be replanted to make sure that there is a break between the two storage facilities.

Comm. Ubnoske asked if the trees that are coming out will be replanted.

Mr. G said that the trees have already come out and that the trees will be going back in.

Comm. Harris asked if the Commission had any questions of the engineers that are on GotoWebinar, and asked the applicant if they had read the Findings of Fact and the Resolution and if he understands them.

Mr. G said that he has read them and does understand them and he wanted to let the Commission know that the color scheme will be gray and blue.

Hearing Closed 5:57

Comm. Young motioned to approve with the change to Condition 8 that adds the word “new” and otherwise as stated.

Comm. Hauptman: second

A motion by Commissioner Young and a second by Commissioner Hauptman

Vote: Commissioner Hauptman: yes
Commissioner Young: yes
VC Ubnoske: yes
Chair Harris: yes
Motion carried 4-0

5. PLANNING COMMISSION REPORTS & DISCUSSION ITEMS DIRECTOR'S REPORT & DISCUSSION ITEMS

Comm Ubnoske said that the scale of the exhibits in the packet are too small and asked if there was a way to get a larger scale for their packets.

Staff said that the plans that they get are 11 x 17 but that they are emailed to the Commission so that they can be zoomed in on so that you can see the details, but for the larger projects staff could have the rolled plans available on the bull pen so that the Commission can come study them.

Directors Report:

Director FarleyCampbell reported that the seconded item on tonight's agenda Item #5 PC 24 01 CUP 01 attached single unit dwelling in the Commercial Zoning District has been postponed at the request of the applicant. Staff will be re-noticing, it will most likely be that day but for now the meeting is postponed.

Director FarleyCampbell said that the City is have a giveaway of the extra furniture and other items over at the old public works building on Spruce Street, Thursday 8/29 from 10-noon.

- The Community Attitude survey that POLCO did back in May through July is now available, and you can see the results of that survey. Both the survey itself and the PowerPoint are available on the website. They mailed out 3,500 surveys, and they received 473 back. City Hall will be closed on Labor Day. Back to School BBQ will be held 9/4 at Miller Park, and it will be from 3:00 to 7:00.
- Staff are working on an application to apply for the STIF discretionary funding for a transit mobility hub planning project. This will be actually LTD applying, and the city will be a co-applicant on it and would be managing the grant if successful.
- Staff are working on getting ready for the next work plan season, and that will be this next spring. What they do in preparation for that is see where we're at with what has been done thus far and what's still important and relevant that didn't get done or is in process and what's not relevant anymore. What that means for us is that we'll be looking to have a work session or a non-action item meeting with the Planning Commission staff in the Planning Commission in October or November. We'll go over the work plan from two years ago and see what we want to try and get to the finish line before the next work plan would be adopted and also just get you thinking about what do you want for the next work plan. We'll be looking at some dates and trying to figure out where our gaps are in our hearing schedule so that we can get that in when we do not have hearings.
- Then Chair Harris and vice chair, you would be attending a meeting yet to be scheduled in January with the City Council to present the Planning Commission's work plan items, your update and suggestions for new items.

6. PLANNING COMMISSION CALENDAR

Director FarleyCampbell that there are a number of items that staff is currently doing a completeness review on, and that some are due in the next couple weeks.

- On September 17th the 1567 1st Hotel will be one of the hearings.
- Manager Foutz said that also on that evening the Commission will be hearing the application for Mr. Twombly's warehouses and the conversion of five AirBNB rentals into a hotel.
- Planner Kurth explained that the hearing will be for 5 apartments that will be converted to short-term rentals, and that Code defines this as a hotel. Five apartments into short-term rentals, which the code Defines as hotel.
- FarleyCampbell said that staff will also be noticing next week for other applications to be heard on September 24th. The City Council we be holding a work session on September 12th regarding short-term rentals and that Clare will be discussing licensing and registration. The Council will also be considering changes to EMAC and the Transportation Committee.

Comm. Ubnoske asked if the Council is going to be adopting short-term rentals.

FarleyCampbell said that they will be adopting eventually and on September 12th they will be having their second session on that item.

Comm. Ubnoske asked if the application the Commission will be hearing on September 17th will not have to be in compliance with Council's decision.

- FarleyCampbell said no because you will be looking at five apartments that are presently long-term apartments that the applicant is proposing to convert to airbnbs. City Code defines 5 short-term rentals as a hotel.

Comm. Hauptman spoke about REIT buying up single family homes in Florence and nationally.

Comm. Young asked if staff expects to have a quorum on 9/17, because she will be out of town but could attend virtually, if need be.

FarleyCampbell said that she believes that only Comm. Young and Chair Harris will not be available on9/17.

Planning Manager Foutz told the Commission that the City Council will hear the Prater annexation on September 16th.

Planner Kurth there will be a bike mechanic at he back to school barbeque.

The meeting adjourned at 6:14 PM.

Kevin Harris, Chair

Sharon Barker, Planning Technician