



City of Florence

250 Hwy 101, Florence, OR 97439

www.ci.florence.or.us

September 13, 2024

Our Coastal Village, Inc and Chestnut Management LLC
Attn: Layne Morrill
P.O. Box 108
Yachats, OR 974989

Dear Layne Morrill,

Thank you for submitting Land Use application PC 24 27 PUD 01, a request for a planned unit development for a 32-unit apartment complex, early learning facility, and associated development on the property. PC 24 28 SUB 01 an application for a subdivision replat is understood to have been withdrawn. The project property is located on Lane County Assessor's Map Ref 18-12-27-31, Tax Lots 01100 and 01200. After reviewing the application materials, the application was deemed "**incomplete**" and needs the following information:

- If applying for design review concurrent with the PUD, utility plans are required for all interior onsite utility locations and off-site improvements proposed.
 - Public Works requests utilities be taken from the perimeter street ROWs and not be located in the alley.
 - Street light specifications are in Resolution 16, Series 1999.
- FCC 10-1-1-4-C-3 requires the identification of natural features such as grade changes, wetlands and streams within 300 feet of the project site that is one acre or larger.
- Wetland Delineation from Branch indicates wetlands in the NW corner of the property which are regulated in the Yaquina and Wet Area references of FCC 10-7. The drainage plan for this area may be required with this application in accordance with 10-7-3-H
- Alta Survey from KPFF illustrates a top of bank (TOB). The TOB is part of Significant Riparian Reach, RAIR-B, a Goal 5 resource regulated by FCC 10-7-4. This reach is indicated in the Wetlands and Riparian Plan to have a 65 ft. wide buffer measured from the TOB, which extends onto the subject property.
 - Review the 10-7-4 code section and determine what application materials require revision to illustrate the TOB and the required minimum setback of 65 feet. The city needs to successfully acquire a land use permit as required under FCC 10-2-12-E-4 for the street and utility infrastructure on the north and west sides of the project area in order to not impact the structures and improvements proposed for in the buffer area. And depending on the location of the infrastructure improvements the project site may still be impacted by the riparian reach buffer.
- Width and location of any and all public utility easements.
 - If no easements are proposed, please include a statement that no public utility easements will be included with this PUD.



Public Works
2675 Kingwood St.
(541) 997-4106

City Manager /
City Recorder
250 Highway 101
(541) 997-3437

Community Development:
Planning & Building
250 Highway 101
(541) 997-8237

Finance /
Utility Billing
250 Highway 101
(541) 997-3436

Justice Center
900 Greenwood St.
(541) 997-3515

Florence Events Center
715 Quince St.
(541) 997-1994



- All public improvements proposed to be made or installed and time for which the improvements are anticipated to be completed.
 - Exhibit D includes the proposed infrastructure project in the area. If no other public improvements are proposed to be made, please include a statement.
 - The application materials reference local streets that are yet to be developed. Please include a statement regarding the proposed timeline for this improvement compared with the site development. This information will be important to demonstrate the completion of the buildings will be aligned with completion of the streets and adequate services to the site.
- A Traffic Impact Study (TIS) scoping letter was received on August 15, 2024
 - This project is anticipated to generate 317 average daily trips according to the ITE. Any project that includes 25 dwelling units or an increased daily trip count of 250 or more requires a TIS.
 - Additional information and expanded scope of work for the TIS is required as per email sent to Chris Clemow on August 29, 2024.
 - Please provide the width of Greenwood St ROW and update plans to include width.
 - The table under Section 4. Existing Conditions (pg. 3 of 36) indicates sidewalks are present on Greenwood. Sidewalks are only present along the Justice Center street frontage.
 - The TIA scope response included analyses of the median on Greenwood St.
- If applying for design review concurrent with the PUD a stormwater management and drainage plan are required to be submitted for all residential development over 10,000 sq ft and commercial developments over 500 sq ft in compliance with FCC 9-5 and the City's [Stormwater Design Manual](#).
 - A separate stormwater management plan may be required for each of the two properties if the uses do not share stormwater system facilities to include associated grading plans.
 - The landscaping plan submitted on August 9, 2024 includes a list of the number of trees and native plants proposed in each swale facility. This information is not sufficient for staff review.
 - Please provide the type of stormwater facility proposed, the species of each plant proposed, and the proposed size at time of planting.
 - The approved planting species and sizes can be found in [Stormwater Design Manual](#) (SWDM) in Appendix G starting on pg. 98 of 186. The facility typicals can be found in Appendix I, starting on pg. 137 of 186.
- This project is over 1 acre and therefore will require a DEQ National Pollution Discharge Elimination System Permit prior to site disturbing work.
 - Please submit a [DEQ LUCS](#) for the City to review as part of this process. This can be found at: <https://www.oregon.gov/deq/FilterDocs/lucs.pdf>
- A landscaping plan was submitted for City review on August 9, 2024. The plans were missing the following required information. A full list on minimum landscaping plan requirements can be found at [FCC 10-34-3-2](#).
 - Species of all proposed plantings. This should include trees, shrubs, groundcover, and stormwater plantings.
 - Soil specifications for the time of plantings to ensure survival of plants. Swales have specific soil requirements, shown in Appendix B of the SWDM.

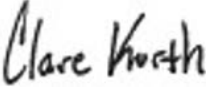
- No ground cover plants are proposed. In accordance with FCC 10-34-3-4-A-1 regarding ground cover requirements; “plants from 4-inch pots shall be spaced a maximum of 18 inches measured on center, and 1-2 gallon size plants shall be spaced a maximum of 3 feet measured on center.”
- Please provide information for non-plant ground cover materials.
- With the withdrawal of the replat application how do you propose to address the fence criteria with regard to the designation of lots lines?
- Additional information is required to determine if parking lot standards have been met.
 - Providing the plant species as previously requested will allow staff to determine if screening and buffering requirements of FCC 10-34-3-7 are met.
 - Per FCC 10-34-3-6-C; each parking lot island is required to be a minimum of 5 feet in width and be a min. of 30 sq. ft. Please provide parking lot island dimensions.
 - Per FCC 10-34-3-6-B; each parking lot island is required to have a minimum of one tree. Please include the minimum trees in each parking lot island.
- Open Space information
 - A fee-in-lieu is proposed for undeveloped Elm Park located within ¼ mile of this project, on the south side of Fir St. Please provide the distance from the project to the park as per FCC 10-23.
 - The fee is a combination of the assessor land value of the open space being provided by “fee-in-lieu” and “an additional fee for improvements planned for the underdeveloped parkland as identified in the Florence Parks and Recreation Master Plan or in a City Council approved community park plan for that park.” Elm Park is classified as a Neighborhood Park and is discussed in the [Park Master Plan](#) as consisting of 3.55 acres and needing a development plan.
 - Your statement about the passive recreation amenities proposed both on site and within Elm Park are desired passive amenities. Those mentioned for the park since are ideal since it has large areas of wetlands and steep slopes. You are encouraged to solicit the residents of your current development to ask what active recreation amenities they would like to inform the Elm St. project and park development. The park plan research includes recommendations for amenities but is more than 15 years old. Presently there are newer trends in recreation. Some ideas are linear pump trails, which encourage multi-modes of transportation; adult playgrounds with fitness apparatus which support aging in place and reduce loneliness; and disc golf which is inexpensive to participate in, can be played by many age groups, and is preferred within natural resource areas by those that play.
- Please revise the application attachments to remove exhibits specific to a replat and revise findings narrative to reflect the singular PUD application, namely the last two pages.

Items that are not included with the preliminary PUD application, but are required to be submitted with the Design Review applications or Final PUD plan whichever occurs first.

- A minimum 50% of parking stalls to include electrical conduit adjacent to the spaces that will allow for installation of at least a Level 3 electric vehicle charger for multi-unit dwellings. (TSP and FCC 10-3)
- A lighting plan including fixtures, mounting heights, pole heights measured from grade, and photometrics.
- Width and locations of all sidewalks and pedestrian walkways on the infrastructure and site plans.

Please feel free to contact me at planningdepartment@ci.florence.or.us or (541) 997-8237.

Best Regards,

A handwritten signature in black ink that reads "Clare Kurth". The signature is written in a cursive, slightly slanted style.

Clare Kurth, Associate Planner

Cc: Land Use File PC 24 27 PUD 01