



# City of Florence

250 Hwy 101, Florence, OR 97439  
www.ci.florence.or.us

October 18, 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 AR 24 04 DR 03, a request for a design review of the Elm Park Apartments; a 32-unit apartment complex and associated development on the property as part of the Elm Park PUD. 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:

Due to the code exceptions requested for decreased separation between Building B and Buildings A and C, reduced front and side yard setbacks, and parking demand analysis requested, the multi-unit dwelling will require a Type III design review or for this application to be run concurrently with the PUD application. If the project is to run concurrently with the PUD application, then provide the information not already provided in response to the NOIC for the PUD. Annotate in your NOIC for this application response when that is the case.

- FCC 10-3: Off-Street Parking and Loading
  - FCC 10-3-3-D: Electric Vehicle parking
    - A minimum of 6 parking stalls are required to be installed with conduit capable of supporting a level II EV charging station. This was not included with the residential unit design review application.
    - This information was included on sheet C200: Storm and Utility Plan as part of the NOIC response for the PUD. This information will be required on revised plans for the EPA unless these applications are run concurrently.
  - FCC 10-3-9: Parking Line stripping shall be double line stripping 2 feet on center with a minimum 4 inch striping. Please include these details on revised plans.
  - FCC 10-3-5: Provide the width of the required access aisles for the ADA parking.
    - 2 ADA parking stalls are required and 2 are provided.
    - 1 ADA stall is required to have a minimum 96 inch wide access aisle.
    - 1 ADA stall is required to have a minimum 60 inch wide access aisle.
  - FCC 10-3-8-L Parking lot plan requirements
    - Provide examples of all proposed parking lot signage.

**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



- This should include, but not be limited to ADA parking signage, bike parking, and informational or directional signage.
    - Curb height or wheel stops are required to be a minimum 6 inches in height. Please provide details of the wheel stop dimensions for staff review.
- FCC 10-6: Design Review. Design review criteria of FCC 10-6-6 apply to this project. Additional details of building dimensions will be required to ensure articulation requirements are met in accordance with FCC 10-6-6-3 (building facades) and additional finish material details will be required to review criteria of FCC 10-6-6-4 (Permitted visible building materials) and FCC 10-6-6-5 (material applications and configuration). FCC 10-25-5 Design Criteria also applies to this project.
  - Articulations are required every 30 to 40 feet using either a recess with a minimum 4 feet on depth or an extension minimum of 2 feet running a minimum of 4 feet horizontally.
  - FCC 10-6-6-5-B-7 requires roof eaves to extend a minimum 12'' and be visibly supported.
    - Provide additional details of the eave overhang dimensions.
    - Provide additional details of components used to provide visible eave support.
  - Elevations that may need additional articulations
    - Building A: north, south, and west elevation
    - Building B: east, west, and north elevation
    - Building C: south, north, and east elevation
    - Building D: north and south elevation
      - The west elevation may require additional articulation per floor.
    - Building E: south and north elevation
      - The east elevation may require additional articulation per floor
  - FCC 10-25-5-A requires wall offsets including projections, recesses, and changes in floor level and shall be used to add architectural interest and variety to massing of a building.
    - Wall offsets through projects and recesses are used.
    - Consider architectural details at changes in floor levels to meet this criterion as well as the criteria from FCC 10-6-6-3.
  - FCC 10-25-5-B states buildings on corner lots shall be considered especially significant structures and shall be built with additional architectural details and embellishment. As this relates to Elm Park Apartments all buildings with the exception of Building A are essentially corner buildings.

- Additional architectural detailing is required. The example below shows a variety of siding and a belly band that may be solutions to meet this Code criteria.



**Garden View Apartments**

- FCC 10-25-5-C requires Buildings facing internal open space or in public view shall be architecturally emphasized through window treatment, entrance treatment, and details.
  - Provide additional detailing and emphasis around windows and entrances on internal facing elevations.
- Provide additional details of exterior building materials for staff review
  - Width of door and window trim
    - Dimensions of patio/balcony posts (min. dimensions 5 ½” cross section)
- FCC 10-10-9: Multi-Unit Dwellings
  - Minimum 30 feet of separation for buildings that are not situated end to end. Building A and C are proposed to be 18’ 7” from Building B. These buildings are situated face (A and C) to end (B). This is not outright approved, but can be requested as a modification through the PUD review process
  - Fencing materials not submitted. Proposed materials should be submitted for review and approval.
  - Mechanical equipment? Please provide the location of any and all mechanical equipment and proposed screening materials.
  - Parking reduction. This can not be approved through a Type II Design review. Approval will be required through a Type III Quasi-Judicial review process.

The Planning Commission is to review “new construction” through a “Type III process consistent with FCC 10-1-1-6-3 before issuing a building permit” unless “otherwise directed by the underlying zoning district or subsection B below.” FCC 10-6-3-A. The Planning Director or designee shall review applications for “multi-unit housing in any zone” through a “Type II process consistent with FCC 10-1-1-6-2 before issuance of a building permit.” FCC 10-6-3-B-a-ii. So, the design review of the EPA should be through a Type II process by the Planning Director.

- FCC 10-25: Professional Office Residential Mixed-Use.
  - FCC 10-25-4-D-1 Minimum front and street side yards are a minimum 20 feet.

- 10 foot setbacks are proposed on west, north, and south, street facing lot lines. This is not outright approved, but can be requested as a modification through the PUD review process
    - Setback from Buildings E and D on the south property line is not included on the plans, but appears to exceed the minimum 20 feet. Please include this dimension on the site plan.
  - Maximum Residential building height is 35 feet in residential districts, 40 feet in High Density Residential (HDR).
    - 2 of the 5 apartment buildings are proposed at 30' 1 ½'' which meets maximum 35' height limit
    - 3 of apartment buildings are proposed at 39' 1 ½'' which exceed the maximum 35 foot height limit. This is not outright approved, but can be requested as a modification through the PUD review process.
    - Accessory structures are limited to a maximum 20 feet in height.
      - Please provide the total height for the community building and the green house building
      - No exterior elevations were submitted for the greenhouse. Please provide this for City review.
- FCC 9-5: Stormwater Management Utility. Stormwater Management Report: The statement in the stormwater report seems to be conflicting with the Civil Plans.
  - Stormwater and Utility Plan Sheet C 2.09 indicates a plan to use infiltration rain gardens and infiltration soakage trenches for managing post development runoff. The Stormwater Management Report indicates a plan to use a presumptive approach with infiltration rain gardens and stormwater planters.
    - This will need to be corrected to resolve conflicting information.
    - Rain gardens and planters are both approved facilities for the presumptive approach on private property.
    - The soakage trench indicated on the Stormwater and Utility Plan is not an approved presumptive approach facility.
      - Soakage trenches not used exclusively for residential roof area run off require a permit from DEQ. Please provide evidence that DEQ will not require permitting for a multi-unit residential structure such as the one being proposed.
      - The landscaping plan submitted with the NOIC response includes a planting list for these facilities. However, a soakage trench is “a shallow trench in permeable soil that is backfilled with sand and coarse stone and lined with filter fabric. The trench surface may be covered with grating, stone, sand, or a grassed cover with a surface inlet.” The landscaping plan or this facility type should be revised.
  - The Civil plans C 2.0 appear to have stormwater collecting in an infiltration rain garden then being discharged into a future stormwater main. The Stormwater Management report does not indicate this.
  - Additional grading and drainage information is required for the parking lot and alley to determine where post development run off will be collected and treated.

The site will rely on a piped system to collect runoff from the building downspouts and site features. The site runoff will be piped to both infiltration rain gardens and stormwater planters. The parking lot runoff will be routed via curb cuts to the stormwater planters located in the parking lot.

- FCC 10-37: Lighting
  - Maximum lighting pole height in residential areas and uses is 20 feet. The Luminaire Schedule provided on sheet E101 states the proposed pole height is 20 feet. Please ensure this is the finished height of the fixture and that it will not be installed on a base that will increase the height above the maximum allowed.
  - Details and specifications for wall pack fixtures including mounting heights.
  - Also see FCC 10-25-5-E that states buildings shall be lit from the exterior and lights shall be concealed through shielding, or recessed behind architectural features.
    - Submit exterior wall lighting to meet this Code requirement.
- Wetland Delineation from Branch indicates wetlands in the NW corner of the property which are regulated 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 10-7-2-D and 4. This reach is indicated in the Wetlands and Riparian Plan, 2013 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.
- A TIS was submitted for the ELM Park PUD. If this application runs concurrent with the PUD application, then nothing further is needed. If they are to run separate then please submit the TIS for this application.

**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.**

- Width and locations of all sidewalks and pedestrian walkways on the infrastructure and site plans.

Please feel free to contact staff at [planningdepartment@ci.florence.or.us](mailto:planningdepartment@ci.florence.or.us) or (541) 997-8237.

Best Regards,



Clare Kurth, Associate Planner

Cc: Land Use File      AR 24 04 DR 03