



City of Florence

250 Hwy 101, Florence, OR 97439

www.ci.florence.or.us

October 21, 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 38 DR 12, a request for a design review of the early learning facility 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 exceptions to the code requested for decreased separation from Buildings A and C from Building B, 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.

- FCC 10-3: Off-Street Parking and Loading
 - FCC 10-3-3-D: Electric Vehicle parking
 - For new commercial developments a minimum 20% of the parking stalls are required to have conduit installed to support installation of a level II EV charging station.
 - The ELF requires 11 parking stall and 11 parking stalls are provided. This requires 2 stalls to include electrical conduit for level II EV charging stations. Currently only 1 is proposed and it is the ADA parking stall.
 - Please submit revised plans that indicate 1 additional stall that will have electrical conduit for a level II EV charging station.
 - FCC 10-3-9: Parking Line striping shall be double line striping 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
 - 1 ADA parking stalls are required and 1 is provided.
 - 1 ADA stall is required to have a minimum 96-inch-wide access aisle, please revise the site plan to include the access aisle dimension.
 - FCC 10-3-8-L Parking lot plan requirements
 - Provide examples of all proposed parking lot signage
 - This should include, but not be limited to ADA parking signage, bike parking, and

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



informational or directional signage.

- Location of the signs are included on the site plans (Sheet A001), but not specific examples of signage
 - Revise site plan to include dimensions of parallel parking on the street. It appears to meet minimum dimensions, but please indicate this on the plans.
 - Curb height or wheel stops are required to be a minimum 6 inches in height. Please provide details of the wheel stop dimensions.
 - Access aisle width for parking lots is 23 ft. minimum. The two parking spaces backing into the drive aisle do not appear to have sufficient maneuvering area.
- FCC 10-6: Design Review. Due to the building being part of a PUD, 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 apply 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 a minimum of 2 feet running a minimum of 4 feet horizontally.
 - FCC 10-25-5-A requires wall offsets including projections, recesses, and changes in floor level to 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.
 - 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 review
 - Width of door and window trim
 - Dimensions of the solid wood columns listed under Key Notes as “06 1000-K SOLID WOOD COLUMN” on sheets A201 on the south and west elevations.
 - FCC 10-6-6-5-D requires windows to be square or vertical rectangular. Please revise plan to include either configurations of square windows or vertical rectangular windows.
- FCC 10-25: Professional Office Residential Mixed-Use.
 - FCC 10-25-4-D-1 Minimum Front and street side yards is a minimum 20 feet.
 - 10-foot setbacks are proposed on east and south, street facing lot lines. (PUD applied for)
- 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 200 indicates a plan to use both infiltration and filtration rain

gardens and an infiltration soakage trench for managing post development runoff. The Stormwater Management Report indicates a plan to use a presumptive approach with infiltration rain gardens, lined soakage trench, and stormwater planter. The inconsistencies between the two need to be corrected to resolve conflicting information.

- Maximum side slope for rain gardens and swales is 3:1, where 4:1 is proposed.
- Rain gardens and planters are both approved facilities for the presumptive approach on private property.
- Three Soakage Trenches are proposed (SE site corner, playground, and parking lot).
 - Table 5.1 of the Stormwater Design Manual does not include soakage trenches as an available system for the presumptive approach.
 - Soakage trenches require 10 feet between the bottom of the system and ground water level. The geo tech report found the groundwater level between 7 and 8 feet below the surface. While 3 feet of fill is proposed over much of the site this does not seem adequate separation to utilize the soakage trench system.
 - Soakage trenches are injection wells and the surface drainage for the PUD requires pre-treatment. The parking lot planter is not illustrated to be a treatment system.
 - 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.
- Sheet C 200 has stormwater from the building collecting in the filtration and infiltration rain gardens south of the ELF then discharging to the infiltration soakage trench north of the building then into a future stormwater main located within the alley north of the ELF. The Stormwater Management report narrative and sheet A3 are inconsistent with the narrative calling out overflows to the parking lot rain garden with the plans A3 and C200 bypassing the garden. Please correct the inconsistencies.
- Additional grading and drainage information is required for the parking spaces, drop off lane and alley to determine where post development run off will be collected and treated.
 - The stormwater management plan narrative states in the site description that the parking spaces will drain directly to the infiltration planter, whereas the analysis section states they will be routed to rain gardens for quality treatment. Sheet A3 of the plan states the parking lot planter is not a treatment system but rather just an infiltration system. The planter is the proposed pass-through location for the ELF storm system prior to overflowing into the alley stormwater pipe system connecting to Greenwood. Is the planter a treatment system? And if so, can the planter treat the required storm event for the area it serves prior to receiving overflows from the other storm systems to the south?
 - No drainage or stormwater management plan is indicated for the one-way drop off lane or the 2 parking stalls located east of the one-way lane. Please provide stormwater management details and plans for these areas.
- FCC 10-37: Lighting
 - Maximum lighting pole height in residential areas and uses is 20 feet. The Luminaire Schedule provided on sheet E101 state 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 overall height above the maximum allowed.

- Provide 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 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
 - Figure-3 and Figure-5 of the wetland delineation report indicates a riverine wetland area R4SBC on the south western portion of the property. This wetland area is not identified in the introduction section of the wetland delineation.
 - Provide additional information regarding the presence or absence of this riverine wetland area. If present, include additional details for staff to review required setbacks and mitigation as required by FCC 10-7-4.
 - Figure-9 of the wetland delineation report indicates sample points and photo locations in the northwest property corner only. No testing of the possible riverine wetland area is indicated on this figure.
- 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 or (541) 997-8237.

Best Regards,



Wendy Farley Campbell
Community Development Director

Cc: Land Use File AR 24 04 DR 03