

**CHESTNUT MANAGEMENT, LLC  
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January 8, 2025

*Via Email [planningdepartment@ci.florence.or.us](mailto:planningdepartment@ci.florence.or.us)*

Florence Planning Commission  
250 Highway 101  
Florence, Oregon 97439

Re: Resolution PC 24 38 DR 12 Elm Park Early Learning Facility

Dear Chair Harris, Vice-Chair Ubnoske, and Commissioners:

We write to address comments made by Commissioners at the December 17, 2024, hearing, given the continuation of the hearing on this item to January 28, 2025.

Our responses to each comment follow:

1. A full-time receptionist is cost prohibitive. Entrance doors will be controlled by a video phone so patrons can contact practitioners, who can then open doors as necessary. At drop-off and pick-up times, the main entrance door will be staffed for the check-in and check-out operation in the entry area. Head Start of Lane County prefers no designated reception area.
2. The restrooms are all-gender restrooms. Practitioners must be present when children are in the restroom, and they cannot leave children in classrooms unattended. Restrooms have been modified to remove pass-through ability, which aligns more with DELC's preference.
3. We remain convinced that the drop-off lane is the safest approach to dropping off and picking up children, as children need not cross traffic. Many children will reside in Elm Park Apartments and will not arrive by car. However, for parents who wish to park and enter the facility, there will be: (a) the eight parallel spaces adjoining the ELF, (b) additional parallel spaces on the south side of 10<sup>th</sup> Street, (c) any unoccupied apartment parking north of the ELF, and (d) public parking spaces at the Justice Center directly across the street to the east which usually has many empty spaces. HSOLC and our likely care provider for the community classrooms have agreed on this approach.
4. A mop sink has been added to the janitor's closet/storage room.

5. The playground surface will be either wood chips or poured-in-place rubber, which are permeable and safe for kids. Softened fall zones will surround playground equipment.
6. The fence surrounding the playground will be 6' tall, with two egress gates. The remaining fences on the east and south property lines will be 4' tall.
7. A crosswalk has been added across the one-way lane between the sidewalks on the east boundary of Lot 2 and the ELF.

The above items are reflected in the revised ELF Architectural Site Plan, attached as **Exhibit A**.

Thank you for your comments and suggestions.

Sincerely,

CHESTNUT MANAGEMENT, LLC

By   
K. Layne Morrill, Manager