



City of Florence
A City in Motion

City of Florence Council Regular Session

Florence City Hall
250 Hwy 101
Florence, OR 97439
541-997-3437
www.ci.florence.or.us

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found of the City of Florence website at www.ci.florence.or.us/council.
- Items distributed during the meeting, meeting minutes, and a link to the meeting video are posted to the City's website at www.ci.florence.or.us/council as soon as practicable after the meeting.
- To be notified of City Council meetings via email, please contact City Recorder Kelli Weese at kelli.weese@ci.florence.or.us.

March 6, 2017

AGENDA

4:00 p.m.

Councilors:

Joe Henry, Mayor

Joshua Greene, Council President
Susy Lacer, Councilor

Ron Preisler, Council Vice-President
George Lyddon, Councilor

With 48 hour prior notice, an interpreter and/or TDY: 541-997-3437, can be provided for the hearing impaired.
Meeting is wheelchair accessible.

4:00 p.m.

Executive Session per ORS 192.660(2)(d), (2)(h) and (2)(f)

Consult with City's Labor Negotiator
Review of a potential land purchase
Review Confidential Attorney Memorandum

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

5:30 p.m.

ANNOUNCEMENTS

- Ken Larson – School Resource Officer
- Sean Selig – Utility Worker II / Engineering Technician

PRESENTATION

- Chamber of Commerce Marketing Committee

1. APPROVAL OF AGENDA

Joe Henry
Mayor

2. PUBLIC COMMENTS

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

Joe Henry
Mayor

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the Council regular meeting minutes of January 23, 2017 and February 6, 2017.

Kelli Weese
City Recorder

4. LIQUOR LICENSE FOR LITTLE BROWN HEN CAFE

Consider ratification of Staff's decision to approve the change of ownership liquor license for Little Brown Hen Café located at 435 Hwy 101.

Kelli Weese
City Recorder

5. LIQUOR LICENSE FOR THE WATERFRONT WINE STORE

Consider approval of the new outlet liquor license for The Waterfront Wine Store located at 1300 Bay Street #2.

Kelli Weese
City Recorder

REPORT ITEMS

- 6. **AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2015/16**
Consider accepting the audited financial statements for the fiscal year ending June 30, 2016. Andy Parks
Int. Finance Dir.

 - 7. **HOUSING & ECONOMIC OPPORTUNITIES**
Review status of the buildable lands inventory, housing needs analysis and economic opportunities analysis. Wendy Farley
Campbell
Planning Dir.

 - 8. **CITY MANAGER REPORT**
 - ReVision Florence project status, timeline & budgetErin Reynolds
City Manager

 - 9. **CITY COUNCIL REPORTS** Joe Henry
Mayor
-

COUNCIL CALENDAR

All meetings are held at City Hall (250 Hwy 101, Florence Oregon) unless otherwise indicated

Date	Time	Description
March 8, 2017	9:30 a.m.	City Council Work Session At Florence Events Center
March 20, 2017	5:30 p.m.	City Council Meeting
March 22, 2017	10:00 a.m.	City Council Work Session
April 3, 2017	5:30 p.m.	City Council Meeting
April 5, 2017	---	City Council Work Session Canceled
April 17, 2017	5:30 p.m.	City Council Meeting
April 19, 2017	10:00 a.m.	City Council Work Session

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1
Meeting Date: March 6, 2017
Department: Mayor & Council

ITEM TITLE: APPROVAL OF AGENDA

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2

Meeting Date: March 6, 2017

Department: Mayor & Council

ITEM TITLE: PUBLIC COMMENTS

DISCUSSION/ISSUE:

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AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3
Meeting Date: March 6, 2017
Department: City Recorder

ITEM TITLE: Approval of Minutes

DISCUSSION/ISSUE:

Consider approval of the Council regular session meeting minutes of January 23, 2017 and February 7, 2017.

Materials distributed during City Council meetings can be found on the City of Florence's website at www.ci.florence.or.us under the calendar date for each particular meeting. In addition, all items pertaining to the meeting including the meeting agenda, materials and items distributed, as well as electronic audio/video recordings of the meeting, are referenced at the top of each set of approved minutes, and can be referenced either on the City's website or upon request of the City Recorder.

FISCAL IMPACT:

Minutes incur staff time for compilation / retention and have no other fiscal impacts.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services.

ALTERNATIVES:

1. Approve the minutes as presented
2. Review and approve the minutes with modifications

RECOMMENDATION:

Approve the minutes as presented

AIS PREPARED BY: Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
Comments: *ERReynolds*

ITEM'S ATTACHED:

- Draft January 23, 2017 Council Meeting Minutes
- Draft February 6, 2017 Council Meeting Minutes

This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.

**City of Florence
City Council Meeting
250 Hwy 101, Florence, Oregon
Final Action Minutes
January 23, 2017**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 6:00 p.m.

Councilors Present: Mayor Joe Henry, Councilors Joshua Greene, Ron Preisler, George Lyddon and Susy Lacer.

Councilors Absent: None

Staff Present: City Manager Erin Reynolds, Chief of Police Tom Turner, Planning Director Wendy FarleyCampbell, City Recorder / Economic Development Coordinator Kelli Weese, Project Manager Megan Messmer and Florence Events Center Director Kevin Rhodes.

PRESENTATION

- Department Website Presentations

Start Time: 6:00 p.m.

Action: The City Council heard about updates to the City's website.

ANNOUNCEMENT

- Mayor Henry will announce the appointments to the Boards and Committees for 2017

Start Time: 6:28 p.m.

Action: Mayor Henry announced the appointments to the Boards and Committees.

1. **APPROVAL OF AGENDA**

Start Time: 6:30 p.m.
Action: Approve agenda as shown.
Vote: Unanimous

2. **PUBLIC COMMENTS**

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

Start Time: 6:31 p.m.

Comments: None

CONSENT AGENDA

3. **APPROVAL OF MINUTES**

Consider approval of the Council regular meeting minutes of January 9, 2017.

Start Time: 6:31 p.m.

Action: Approve consent agenda items as shown in the meeting materials

Motion: Councilor Lacer

Second: Councilor Greene

Vote: Unanimous

ACTION ITEMS

The Mayor will provide opportunity for the public to offer comments on action items after staff has given their report and if there is an applicant, after they have had an opportunity to speak.

4. **CITY HALL ARCHITECTURE AGREEMENT**

Consider approving the agreement with HGE, Inc. for the architectural services to complete the Florence City Hall remodel.

Start Time: 6:31 p.m.

Discussion: The City Council discussed...

- Overall cost of the Justice Center round room completion
- Soft costs for the construction
- Needs for moving the administration staff to the round room

- Option for moving the administration staff to the Spruce Street facility
- Ensuring that the Justice Center finishing and the City Hall remodel remain separate projects
- Furnishing for the justice center

Comments: Councilors Lyddon, Preisler, Greene and Mayor Henry

Action: Accept the proposed scope of services and fee for City Hall remodel from HE, Inc. Architects, Engineers and Planners in the amount of \$167,500 and authorize the City Manager to enter into a contract.

Motion: Councilor Lyddon

Second: Councilor Greene

Vote: Unanimous

Action: Authorize the City Manager to request bids from qualified commercial contractors for a design build of the round room, including the water heater and thermostat maintenance items.

Motion: Councilor Preisler

Second: Councilor Lyddon

Vote: Unanimous

REPORT ITEMS

5. WELL REHABILITATION PROGRAM

Report on the preliminary well rehab results

Start Time: 7:19 p.m.

Discussion: The City Council discussed...

- Differences in well capacity for various wells
- Disposal of iron extracted

Comments: Councilor Lacer and Preisler

6. BIENNIAL BUDGETING OPTIONS

Report on the requirements to move to biennial budgeting.

Start Time: 7:40 p.m.

Discussion: The City Council discussed...

- Examples of other cities using biennial budgeting
- Potential timing for change
- Benefits of the system

Action: The City Council provided direction by consensus to proceed with biennial budgeting.

7. BOARD AND COMMITTEES REPORT

Report on the workings of the City's boards and committees for the month of December 2016.

Start Time: 7:54 p.m.

Discussion: The City Council discussed...

- Reserve Police Officers

8. CITY MANAGER REPORT

- Homeland Security Grant

Start Time: 7:55 p.m.

Discussion: The City Council discussed...

- Newsletter
- Homeland security grant
- State of the City
- Change in City Council meeting time
- Upcoming City Council meetings

9. CITY COUNCIL REPORTS

- LCOG Restoring Recreational Immunity

Start Time: 6:41 p.m.

Discussion: The City Council discussed...

- Council activities in the community and community announcements
- LCOG restoring recreational immunity
- Potential airplane park display adjacent to the military museum
- Coast Guard City potential approval

Action: The City Council provided direction by consensus to approve LCOG's letter concerning recreational immunity.

Commenter 1: Nancy Rickard

- Water pipe concern for homeowners

Response: PWD Miller

Meeting adjourned at 8:18 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

DRAFT

This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.

**City of Florence
City Council Meeting
250 Hwy 101, Florence, Oregon
Final Action Minutes
February 6, 2017**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 p.m.

Councilors Present: Mayor Joe Henry, Councilors Joshua Greene, George Lyddon and Susy Lacer. Councilor Ron Preisler arrived at 5:37 p.m.

Councilors Absent: None

Staff Present: City Manager Erin Reynolds, Public Works Director Mike Miller, Chief of Police Tom Turner, Planning Director Wendy FarleyCampbell, City Recorder / Economic Development Coordinator Kelli Weese, Project Manager Megan Messmer and Florence Events Center Director Kevin Rhodes.

INTRODUCTION / ANNOUNCEMENTS

- Tyler Krueger – Wastewater Treatment Plant Operator 1
- August Murphy – Water / Wastewater Treatment Plant Superintendent
- Glen Southerland – Assistant Planner

Start Time: 5:30 p.m.

Action: Mr. Krueger, Murphy and Southerland were introduced to the City Council.

1. APPROVAL OF AGENDA

Start Time: 5:33 p.m.

Action: Approve agenda as shown.

Vote: Unanimous

2. PUBLIC COMMENTS

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Start Time: 5:34 p.m.

Commenter 1: Robert Quandt

- Marijuana cultivation facility on Kingwood Street

CONSENT AGENDA

3. PUBLIC WORKS DEPARTMENT VEHICLE PURCHASE

Consider approval of the purchase of a 2014 Ford Explorer in the amount of \$31,000 for the City Public Works Department.

Start Time: 5:40 p.m.

Action: Approve consent agenda items as shown in the meeting materials

Motion: Councilor Lacer

Second: Councilor Preisler

Vote: Unanimous

PUBLIC HEARING & ACTION ITEMS

4. NORTH HWY 126 ANNEXATION AND ZONE ASSIGNMENT

A. PUBLIC HEARING ON ANNEXATION & ZONE ASSIGNMENT

Hear and consider written and oral testimony regarding the annexation and zone assignment of various properties and right-of-way as listed in the ordinance materials as applied for by Mr. and Mrs. Loftin, Carey, Benedict, deRyk, and Mr. Bacon and Gillette.

Start Time: 5:41 p.m.

Hearing Reading: CR Weese read the Land Use Hearing Script and officiated the public hearing procedures.

Declarations: The City Council did not make any declarations

Public hearing: Opened at 5:43 p.m.

Discussion: The City Council discussed...

- Clarification on purpose of verbal inquiries
- Stormwater facilities within the annexed area
- Current city maintained streets in the area

Comments: Councilor Lyddon, Greene, Preisler

Applicant: John DeRyk

- Appreciation for opportunity to annex into the City

Commenter 1: Maggie Doud

- Clarification on purpose of annexation
- Inquiry into increase in police service

Applicant: No additional response

Public hearing: Closed at 6:05 p.m.

B. APPROVAL OF ANNEXATION REQUEST

Consider approval of **Ordinance No. 1, Series 2017**, an Ordinance approving annexation of 4636 Heceta Beach Road and abutting Heceta Beach Road.

Start Time: 6:06 p.m.

Action: First Reading of Ordinance No. 1, Series 2017
Vote: Unanimous

Action: Second Reading of Ordinance No. 1, Series 2017
Motion: Councilor Greene
Second: Councilor Lyddon
Roll Call Vote: Councilor Lyddon – Aye
Councilor Preisler – Aye
Councilor Greene - Aye
Councilor Lacer – Aye
Mayor Henry – Aye
Ordinance passes 5-0

C. APPROVAL OF ANNEXATION REQUEST

Consider approval of **Ordinance No. 2, Series 2017**, an Ordinance approving annexation of 4513 and 4523 Lookout Street and all of Lookout Street west of 1st Street.

Start Time: 6:07 p.m.

Action: First Reading of Ordinance No. 2, Series 2017
Vote: Unanimous

Action: Second Reading of Ordinance No. 2, Series 2017
Motion: Councilor Lacer
Second: Councilor Preisler
Roll Call Vote: Councilor Lyddon – Aye
Councilor Preisler – Aye
Councilor Greene - Aye
Councilor Lacer – Aye
Mayor Henry – Aye
Ordinance passes 5-0

D. APPROVAL OF ANNEXATION REQUEST

Consider approval of **Ordinance No. 3, Series 2017**, an Ordinance approving annexation of 04636 South Harbor Vista Drive and all of Treewood Court west of Rhododendron Drive and south of Harbor Vista Drive from the west edge of annexing property to the west side of Rhododendron Drive.

Start Time: 6:09 p.m.

Action: First Reading of Ordinance No. 3, Series 2017
Vote: Unanimous

Action: Second Reading of Ordinance No. 3, Series 2017
Motion: Councilor Preisler
Second: Councilor Greene
Roll Call Vote: Councilor Lyddon – Aye
Councilor Preisler – Aye
Councilor Greene - Aye
Councilor Lacer – Aye
Mayor Henry – Aye
Ordinance passes 5-0

E. APPROVAL OF ZONING ASSIGNMENT

Consider approval of **Ordinance No. 4, Series 2017**, an ordinance establishing neighborhood commercial district, Single Family Residential and Residential Development Shoreland Management Unit Overlay to the annexed properties as listed in the Ordinance.

Start Time: 6:12 p.m.

Action: First Reading of Ordinance No. 4, Series 2017

Vote: Unanimous

Discussion: The City Council discussed...

- Type of zoning for the RV park

Comments: Councilor Greene

Action: Second Reading of Ordinance No. 4, Series 2017

Motion: Mayor Henry

Second: Councilor Preisler

Roll Call Vote: Councilor Lyddon – Aye

Councilor Preisler – Aye

Councilor Greene - Aye

Councilor Lacer – Aye

Mayor Henry – Aye

Ordinance passes 5-0

ACTION ITEMS

The Mayor will provide opportunity for the public to offer comments on action items after staff has given their report and if there is an applicant, after they have had an opportunity to speak.

5. CITY WORK PLAN ADOPTION

Consider approval of **Resolution No. 2, Series 2017**, a resolution approving the 2017 City of Florence work plan.

Start Time: 6:15 p.m.

Discussion: The City Council discussed...

- Potential amendment to allow for work plan to cover two calendar years, 2017-2018
- Concern that many items were unfunded and philosophy for including those items

Comments: All Councilors present

Action: Approve Resolution No. 2, Series 2017 as amended to allow for two year time frame for work plan

Motion: Councilor Greene

Second: Councilor Preisler

Vote: Unanimous

6. STORMWATER MASTER PLAN UPDATE

Consider accepting the fee proposal from Civil West Engineering in the amount of \$71,760 to complete engineering services to update the Stormwater Master Plan.

Start Time: 6:28 p.m.

Discussion:

The City Council discussed...

- Identifying problem areas from the last rain events
- Current stormwater fund balance
- Purpose for mater plan and potential for fee increases
- How projects could be funded
- Estimated revenues from stormwater fee
- How to minimize filtration to the river
- City’s stormwater impact on the Siuslaw
- How to manage the stormwater throughout the system

Comments: Councilors Greene and Mayor Henry

Action:

Accept the engineering services proposal from Civil West Engineering Services, Inc. to update the Stormwater Master Plan and authorize the City Manager to proceed with a professional services contract.

Motion:

Councilor Greene

Second:

Councilor Lyddon

Vote:

Unanimous

7. STORMWATER IMPROVEMENTS ENGINEERING DESIGN

Consider accepting the fee proposal from Civil West Engineering in the amount of \$135,510 to complete engineering design services for two separate stormwater projects: 6th and Hemlock and 2nd and Ivy.

Start Time: 7:14 p.m.

Discussion:

None

Action:

Accept the engineering services proposal from Civil West Engineering Services, Inc. and authorize the City Manager to proceed with two professional services contracts.

Motion:

Councilor Preisler

Second:

Councilor Lacer

Vote:

Unanimous

REPORT ITEMS

8. FLORENCE EVENTS CENTER EVENTS MANAGEMENT

Report on the events management processes for the Florence Events Center.

Start Time: 7:15 p.m.

Discussion: The City Council discussed...

- Improvements in technology at the Florence Events Center

9. CITY MANAGER REPORT

- Upcoming Budget Adoption Process and Budget Meeting Calendar
- Florence Urban Renewal Agency Annual Report

Start Time: 7:26 p.m.

Discussion: The City Council discussed...

- Upcoming Budget Calendar
- Florence Urban Renewal Agency annual report
- Annexation changes in culture

9. CITY COUNCIL REPORTS

Start Time: 7:34 p.m.

Discussion: The City Council discussed...

- Council activities in the community and community announcements

Meeting adjourned at 7:43 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: March 6, 2017
Department: Administration

ITEM TITLE: Little Brown Hen Cafe Liquor License

DISCUSSION/ISSUE:

This is a request for a recommendation of a change of ownership liquor license approval to the Oregon Liquor Control Commission (OLCC) for Little Brown Hen Cafe. OLCC allows the City Council the opportunity to review the liquor license before making a recommendation of approval.

The owners/management of the business have been checked and approved by the Florence Police Department for noise and/or altercations. The Planning Department has checked the place of business for zoning or code violations. Both departments have signed recommending approval.

Staff is requesting the City Council ratify the decision to approve the liquor license, which was completed on February 7, 2017. The application was received on February 1, 2017 and allowing for one week for the Planning & Police Department to review the application did not allow for the application to be reviewed by the City Council during the February 6, 2017 City Council meeting. In order to allow the business to proceed with planned events, Staff determined it was necessary to expedite the approval process.

FISCAL IMPACT:

The fee for a change of ownership liquor license is \$75. This fee includes the cost of staff time to review the application and place a recommendation before the City Council.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services.

ALTERNATIVES:

1. Recommend ratification for the liquor license approval
 2. Recommend denial to OLCC for the liquor license
 3. Request staff research further and bring back additional information to a future Council meeting
-

RECOMMENDATION:

Recommend ratification for the liquor license approval

AIS PREPARED BY: Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
Comments: *ER Reynolds*

ITEM'S ATTACHED: Attachment – Liquor License Application



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: _____

Date: _____

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Stacey Ann Brown ③ _____

② _____ ④ _____

2. Trade Name (dba): Little Brown Hen Cafe

3. Business Location: 435 Hwy 101 Florence Ore OR 97439
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 2888 Lake St Florence, OR 97439
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 341-902-2449
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? O Yes No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? Yes No Name: Elise Hrenson
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? _____
(name of city or county)

11. Contact person for this application: Stacey A Brown 341-902-2449
(name) (phone number(s))
2888 Lake St LBHC 435 @hotmail.com
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Stacey A Brown Date 2/1/17 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

DBA Little Brown Hen Cafe

1. Trade Name New Blue Hen Inc 2. City Florence

3. Name Brown Stacey Ann
(Last) (First) (Middle)

4. Other names used (maiden, other) _____

5. *SSN _____ Place of Birth _____ DOB _____ (Sex M F
(State or Country) (mm) (dd) (yyyy)

***SOCIAL SECURITY NUMBER DISCLOSURE:** As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here:

Applicant Signature: Stacey A Brown

9. Driver License or State ID # _____ 10. State _____

11. Residence Address _____
(number and street) (city) (state) (zip code)

12. Mailing Address (if different) _____
(number and street) (city) (state) (zip code)

13. Contact Phone _____ 14. E-Mail address (optional) _____

15. Do you have a spouse or domestic partner? Yes No
If yes, list his/her full name: Michael J. Wilson

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No

17. List all states, other than Oregon, where you have lived during the past ten years:

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure
If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name _____ 21. City _____

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

Little Brown Hen cafe, Florence, OR Had license from 1998-2000

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____

Stacy A Brown

Date: _____

2/1/2017



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: New Blue Hen IRL Phone: 541-902-2447
Trade Name (dba): Little Brown Aen Cafe
Business Location Address: 435 Hwy 101
City: Florence 1 ZIP Code: 97439

DAYS AND HOURS OF OPERATION

Business Hours: Sunday 7 to 2, Monday 7 to 2, Tuesday 7 to 2, Wednesday 7 to 2, Thursday 7 to 2, Friday 7 to 2, Saturday 7 to 2
Outdoor Area Hours: Sunday 7 to 2, Monday 7 to 2, Tuesday 7 to 2, Wednesday 7 to 2, Thursday 7 to 2, Friday 7 to 2, Saturday 7 to 2
The outdoor area is used for: [X] Food service Hours: 7 to 2, [X] Alcohol service Hours: 7 to 2, [] Enclosed, how
The exterior area is adequately viewed and/or supervised by Service Permittees. (Investigator's Initials)

Seasonal Variations: [X] Yes [] No If yes, explain: outside sidewalk table are not in use during fall & winter months

ENTERTAINMENT

Check all that apply:

- [] Live Music, [] Recorded Music, [] DJ Music, [] Dancing, [] Nude Entertainers, [] Karaoke, [] Coin-operated Games, [] Video Lottery Machines, [] Social Gaming, [] Pool Tables, [] Other:

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday to, Monday to, Tuesday to, Wednesday to, Thursday to, Friday to, Saturday to

SEATING COUNT

Restaurant: 65 Outdoor: 8 during summer only
Lounge: 65 Other (explain):
Banquet: Total Seating: 73

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date:

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Stacy A Brown Date: 2/1/2017



STATEMENT OF FUNDING SOURCES

Please Print or Type

Each person who invests money in this licensed business must complete this form which will become a part of the permanent file. The information must be printed legibly in ink or typed.

New outlet, change of ownership, change of location

Not including amounts you will owe on contract, what is the approximate total amount you will put into this business to buy or start it up? (For example: advance rent payment, down payments on contracts, buying inventory, remodeling, city and licensing fees, purchasing stock in a corporation or membership interest in an LLC.)

Total \$

OR

Change to existing license (greater privilege, additional privilege, change in legal entity, extension of premises, remodel)

What is the approximate total amount you will put into making the change you are requesting? (For example: buying inventory, remodeling, city and licensing fees, purchasing stock in a corporation or membership interest in an LLC.)

Total \$

Identify where you got your investment money. List the full name of the bank, lender, or person who loaned or gave you money. The total in this section should be equal to, or more than, the total amount listed above.

<u>Banner Bank</u>	\$	<u>360,000.00</u>
<u>STBA</u>	\$	<u>110,000.00</u>
_____	\$	_____
_____	\$	_____

Sworn Statement: I swear the above information is true, accurate and complete. I understand that the OLCC may require me to give proof of the above information and that if the information is not true, accurate or complete the OLCC may prosecute me criminally for False Swearing under ORS 162.075. The OLCC may also refuse to grant my license application or if the license is granted may act to revoke my license based on a false sworn statement.

Trade Name (d.b.a.) Little Brown Hen Cafe City Florence

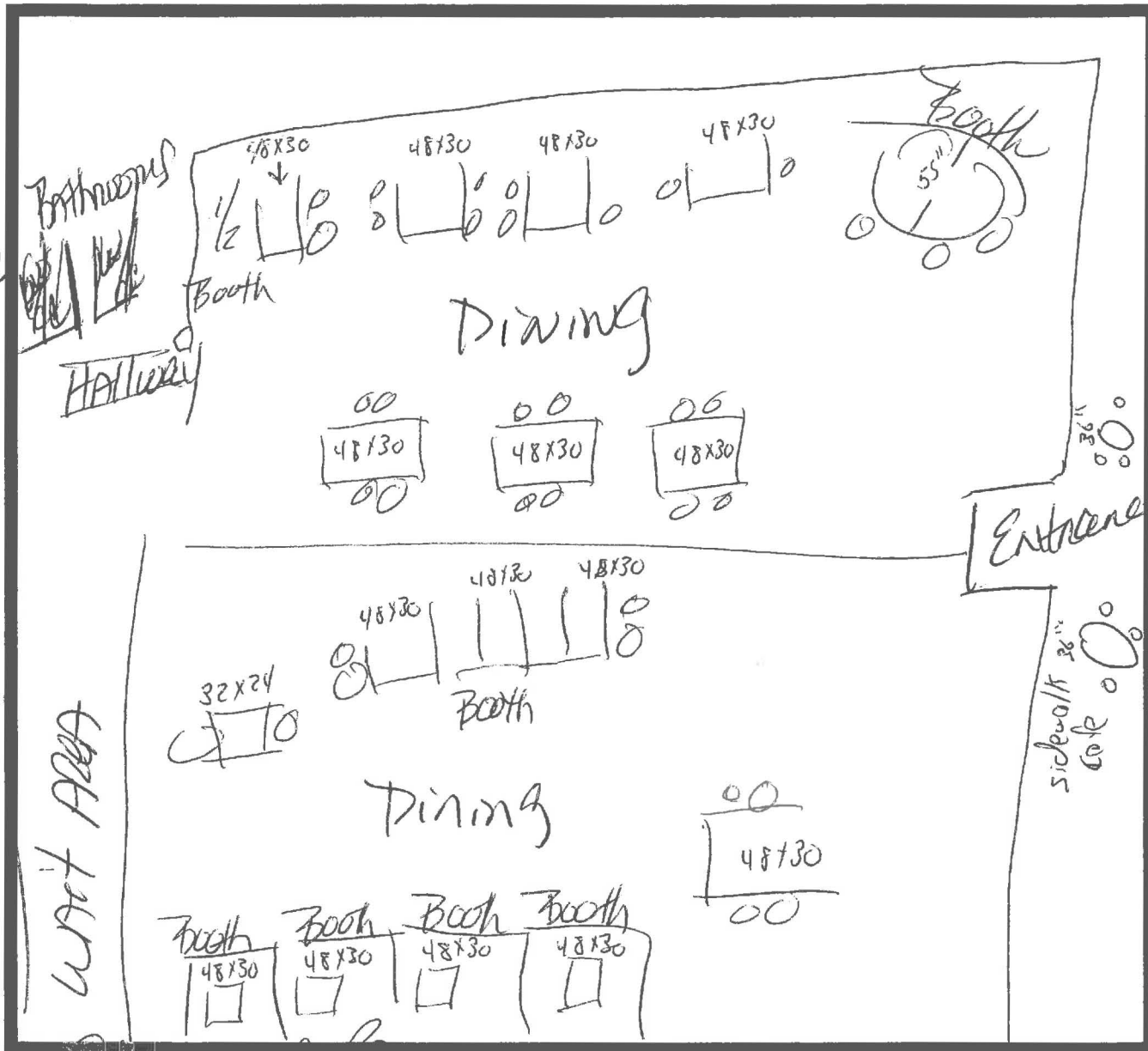
Printed Name Stacey A Brown

Signature Stacey A Brown Date 2/1/2017



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



Applicant Name: Stacey A. Brown
 Trade Name (dba): Little Market Cafe
 City and ZIP Code: Florence OR 97037

.....OLCC USE ONLY.....
 MINOR POSTING ASSIGNMENT(S)
 Date: _____ Initials: _____

1-800-452-OLCC (6522)
www.oregon.gov/olcc



**OREGON LIQUOR CONTROL COMMISSION
WRITTEN PROPOSAL FOR A FULL ON-PREMISES SALES
LICENSE COMMERCIAL ESTABLISHMENT**

Please Print or Type

Trade Name (dba): Little Brown Hen Cafe
City: Florence, OR

I will offer at least five different meals during my regular meal period. My regular meal period must last at least 3 hours if my business is open past 5 PM, and must last at least 2 hours if my business is not open after 5 PM.

My regular meal period will be from 7 AM to 2 PM.
(start time) (end time)

My menu for this regular meal period is attached

At all other times I will make at least five different substantial food items available in all areas where alcohol service is available. Substantial food items are food items that are typically served as a main course or entrée. Some examples include but are not limited to fish, steak, chicken, pasta, pizza, sandwiches, dinner salads, hot dogs, soup and sausages.

My menu of substantial food items is attached; or

My entire menu is available during all hours that alcohol service is available.

During my required meal period, I will have at least 50 (number) indoor dining seats at tables or food counters. This seating will be in areas of the licensed premises regularly open to the general public. (Note: Seats at counters in entertainment areas, seats at bars, and seats in outdoor areas do not qualify as dining seating.)

I have attached a floor plan showing the seats at tables, counters and bars in indoor and outdoor areas where alcoholic beverages will be sold, served, or consumed at my business. I understand that I must make food available to patrons in all areas where alcohol service is available.

I understand that discouraging food service is a violation of OAR 845-006-0466. Examples of discouraging food service include not taking, preparing, or delivering a food order in a timely manner; over-pricing food for the clientele of my business; offering or serving unpalatable food; failing to provide required food service; and failing to provide a food service menu in a timely manner when requested by the patron.

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: Stacy A Brown Date: 2/1/2017

Breakfast

You may substitute two regular pancakes for hash browns and toast. Toast options are: (white, whole wheat, rye or sourdough) Substitute a homemade buttermilk biscuit .75, raisin bread or English muffin for .50 Hash browns for fruit salad for 1.95
Breakfast served until 2 p.m. with the exception of pancakes and French toast served until 11:30 a.m. Extra plate charge of 1.00 will be administered

Omelets

Served with hash browns & toast. All omelets are made with three cheeses: mozzarella, cheddar & cream cheese. Egg Beaters 1.00 extra per omelet. We ONLY SPLIT the omelets. An omelet split is where you each get your own hash browns and toast. Only the omelet is cut in half 4.95

Cock-A-Doodle-Do Ham, bacon, mushrooms, tomato, peppers & onions 11.50

Crab Omelet Crab, avocado, tomato & scallions 12.95

Meat Lover All 3 meats! 11.95

Chili Chili and cheeses (sautéed onions upon request) 9.95

Denver Diced ham, sautéed peppers, & onion, cheeses 10.95

Ham, Bacon or Sausage 10.95

Veggie and Mushroom Sautéed mushrooms, onions, spinach, peppers, tomatoes & cheeses 10.95

Cheese Omelet 8.95

Taco Omelet Chili, avocado, onion, tomato & peppers 10.95

Spinach Omelet Spinach & cheeses 9.25

Avocado Omelet Filled with avocados & cheeses 9.50

Greek Omelet Feta, spinach, tomato & kalamata olives, goat cheese & green onions 11.50

#1 Two Eggs Cooked Your Way With hash browns & your choice of toast 8.95

#2 Two Eggs with Bacon, Ham, Sausage Patty or Sausage Links Served with hash browns & choice of toast 10.50

#3 Half Biscuit and Gravy With 2 eggs and choice of 2 links or 2 bacon No substitutions. 10.50

#4 Contractor's Stacker Special Toast topped with hash browns, bacon, sausage, 2 eggs chili with cheddar cheese & onions 12.95

#5 Country Fried Steak and Two Eggs Our hand breaded cube steak served with eggs, hash browns & toast 12.95

#6 Top Sirloin Steak and Two Eggs Served with hash browns & toast 10.95
Add grilled onions & mushrooms 1.50

The Brown Hen Scramble

Mushrooms, ham, bacon, tomato & onion with cheddar, Swiss and cream cheese. Served with hash browns and choice of toast 11.75

The Original Rooster Scramble

Diced ham, cream cheese & green onions. Served with hash browns and choice of toast 9.95

Egg Henedict

Poached eggs on an English muffin with hollandaise sauce. Served with hash browns.

Ham 9.95 Spinach 8.95 Ham & Spinach 10.95 Crab 11.95

Egg Cheap Cheep

One scrambled egg with either thin-sliced ham or one piece of bacon served with cheese on an English muffin or big biscuit 6.25

Sandwiches

Sandwiches include your choice of chirps, soup or salad. Substitute Onion Rings for 1.50 or chowder for 1.00 extra Any sandwich can become a salad at no extra cost to you! Simply ask & the bread will no longer exist! Tomatoes served on request

Traditional Club

*With turkey, cheddar cheese, ham, bacon, lettuce, tomato and mayo 10.95
Add avocado for extra 1.95*

Turkey or Ham Sandwich

On wheat bread with lettuce, mayonnaise, avocado and red onion 8.95

Crispy Chicken Sandwich

Breaded breast on a toasted bun with lettuce, pickle & mayo 8.95

Buffalo Chicken Sandwich

Breaded breast drenched in our buffalo sauce with lettuce & ranch 9.95

Bacon, Lettuce & Tomato

*On wheat toast, unless you say otherwise 8.75
Add avocado for extra 1.95*

Veggie Burger

*Lettuce, pickle, onions and our special sauce 9.50
Cheese or sautéed mushrooms add additional .75 each*

Grilled Cheese

*Cheddar & Swiss grilled on your choice of bread 7.95
Add ham to your grilled cheese for an extra 2.00
Or bacon for an extra 2.95*

Hen Dip

Thinly shaved beef roasted to perfection. Smothered with Swiss cheese on a roll. Served with au jus 9.95

El Pollo

Tender grilled boneless, skinless breast of chicken with avocado, crispy bacon, Swiss & American cheese. Sour cream & salsa on the side 9.95

Philly Steak

Thinly shaved beef, onions and peppers with melted Swiss on a roll 10.95

Beverages

Coffee 1.95
(Our Freshly Ground Brown Hen Blend)

Tazo Hot Tea 1.95

Milk or Buttermilk 1.50 2.25

Chocolate Milk 1.75 2.50

Specialty Drinks 2.95

Latte, Cappuccino, Mocha, Espresso,
French Vanilla Cappuccino

Hot Chocolate 2.95

Orange Juice 2.25 3.25

Grapefruit Juice 2.25 3.25

Juices 1.95 2.95

Tomato, Apple Juice, Cranberry

Sodas (with one refill) 2.25

Coke, Diet Coke, Mr. Pibb, Barq's Root Beer
Lemonade, Sprite

Country-Fried Chicken

Cut, marinated & breaded in our kitchen & cooked in canola oil. We cook our chicken to order, which takes 15 minutes longer. *All chicken lunches include chirps. Add your choice of soup, salad or biscuit for \$1 Request a chicken breast for an additional \$1*

The One-A-Cluck (One Piece) 7.95
Request breast add 1.00

The Two-A-Cluck (Two Piece) 8.95
Request breast add 1.00 per breast

The Three-Cluck (Three Pieces) 9.95
Includes one breast

Chicken Strips 7.95
3 Delicious chicken strips with chirps

Gourmet Hamburgers

Our ground chuck patties are 1/2lb! Our burgers are cooked to medium unless otherwise specified. Burgers will be stacked with pickles, lettuce and sauce on the bun. Tomatoes & onions served on request. Includes Chirps Substitute soup or salad for \$1 Substitute Onion Rings for \$1.50

Ham 'N' Hen House Ham, bacon, cheddar and Swiss cheese & lots of sautéed mushrooms 11.95

The Eggstra, Eggstra Fried egg, ham, bacon, cheddar cheese & avocado, there's a lot of burger here! 11.95

BBQ Burger Onion ring, BBQ sauce and pepper-jack cheese 10.95

Bacon Avocado Burger Avocado, bacon, American & Swiss cheese 11.95

The Mushroom Swiss Sautéed mushrooms & Swiss cheese 10.95

Bacon Cheese Burger Cheddar cheese & bacon 11.50

Cheese Burger With cheddar cheese 10.25

The Burger Burger Served with lettuce, tomato, pickle & sauce 9.50

The Patty Melt Our great beef patty on grilled rye with grilled onion & Swiss cheese with sauce on the side 10.25

Danish Bleu Cheese Bacon Burger Our great beef patty with Danish bleu cheese & bacon 11.95

Chili Burger Smothered with our home-made chili with cheese & onions 10.95

Biscuits & Then Some

With our home-baked biscuits and our homemade sausage gravy made with sausage, milk, butter and cream

Full Order Biscuits & Gravy
Two big biscuits 11.95

1/2 Biscuits & Gravy
One biscuit 7.95

1/2 Biscuit Order with Hash browns & Gravy 11.95

Hash Browns & Gravy 7.95

Griddle Fare

PANCAKES & FRENCH TOAST SERVED UNTIL 11:30 A.M.

French Toast

Made with Homemade Stollen Bread (Stollen Bread made with currants, golden raisins, candied orange and lemon peel and sliced almonds)

One Slice (2 wedges) 3.25

Two Slices (4 wedges) 5.95

Crunch French Toast (4 wedges) 6.95
Rolled in corn flakes on thick French Bread

Nutty French Toast (4 wedges) 7.25
Coated in nuts with homemade caramel sauce on thick French Bread

All of our pancakes are made from scratch. Served with butter & hot maple syrup

Add \$1.00 per cake for Blueberry or Chocolate Chip

One Pancake 3.95

Two Pancakes 5.95

Three Pancakes (It's a lot!) 6.95

Thin Pancakes – Our Specialty!

Two Pancakes 5.95

Three Pancakes 6.95

Belgian Waffle

Malted Belgian waffle served with whipped butter and hot maple syrup 4.50

Chicken & Waffle

Malted Belgian waffle, our house breaded, boneless chicken, bacon pieces & hot maple syrup drizzled all over 10.50 Add peanut butter for another 1.50

Hen's Egg Sandwich *Fried egg, sausage & cheese on a bun 7.95 (sandwich only) Or served with hash browns 9.95*

The Aric Sandwich *Chicken fried steak on a bun with one egg topped with cheese & gravy 9.95 With hash browns 10.95*

Stuffed Hash browns *Cheddar & mozzarella cheese 7.95 With All Meats and Cheese 11.95 With all veggies & cheese 10.95 With all veggies, meats & cheese 12.95*

Shrimp & Grits *Jumbo shrimp & grits served with 2 eggs cooked your way 13.95*

Old-Fashioned Brown Rice Pudding

Brown rice, eggs, milk, spices, brown sugar & golden raisins. Served with milk or half-&-half & a dollop of whipped cream if you like.

6.25

The Hen's Porridge

Rolled oats & toasted sunflower seeds, served with walnuts, golden raisins, brown sugar & milk or cream on the side

6.25

Eggseteras

Toast (2 pieces) 2.95
Big Biscuit 3.95

Bacon, Sausage Patty,
Links, Ham or Beef Patty
4.95

Hash browns 3.95
Cup of Gravy 3.95
One Egg 2.50

Two Eggs 3.50
Fresh Fruit 3.50
Avocado 2.25

Lunch

SERVED FROM 11:30 AM TO 2 PM.

Salads And Soups

Add a slice of garlic toast for 1.25

Rooster's Clam Chowder - *Our famous chowder. Made fresh from scratch.*

Cup 3.95

Bowl 5.95

Add a green salad for 3.00

Fresh Homemade Soup of the Day

Cup 3.75

Bowl 4.75

Add a green salad for 3.00

The Hen's Fresh-made Chili

Cup 4.50

Bowl 5.50

Add a green salad for 3.00

With your choice of dressings: ranch, 1000 Island, French, Blue Cheese, Honey Mustard or Homemade Italian

Chef's Salad

Turkey, ham, cheese, egg, tomato & mushrooms on a large tossed salad 9.95

Greek Salad

With Kalamata olives, red onions, tomato & feta cheese 8.95

Cobb Salad

Chicken breast, tomato, bacon, chopped egg, bleu cheese & avocado 9.95

Fish & Chirps

Two pieces of cod battered & deep fried. Served with chirps
10.95

Shrimp & Chirps

(6) large shrimp, house breaded & served with chirps
11.95

Oysters & Chirps

6 of our house breaded oysters served with chirps
10.95

Beverages

Coffee 1.95
(Our Freshly Ground Brown Hen Blend)

Tazo Hot Tea 1.95

Milk or Buttermilk 1.50 2.25

Chocolate Milk 1.75 2.50

Specialty Drinks 2.95

Latte, Cappuccino, Mocha, Espresso,
French Vanilla Cappuccino

Hot Chocolate 2.95

Orange Juice 2.25 3.25

Grapefruit Juice 2.25 3.25

Juices 1.95 2.95

Tomato, Apple Juice, Cranberry

Sodas (with one refill) 2.25

Coke, Diet Coke, Mr. Pibb, Barq's Root Beer
Lemonade, Sprite

No separate checks on parties of 6 or more.

No credit or debit cards for under 10.00

To-Go Orders Add 0.75

Due to rising fees, we charge .50 on all debit/credit cards. Local checks gladly accepted

Country-Fried Chicken

*The chicken lunches include chirps. Add your choice of soup, salad or biscuit for 1.00
Substitute soup or salad for 1.00 Substitute Onion Rings for 1.50*

The Three-Cluck (Three Pieces) 10.95
Includes one breast, one leg & one thigh

Chicken Strips 8.95
3 Delicious chicken strips with chirps

Gourmet Hamburgers

*Our ground chuck patties are 1/2lb! Our burgers are cooked to medium unless otherwise specified. Burgers will be stacked with pickles, lettuce and sauce on the bun. Tomatoes & onions served on request. Includes Chirps. Substitute soup or salad for \$1
Substitute Onion Rings for \$1.50*

Substitute an elk patty for 2.00

Ham 'N' Hen House Ham, bacon, cheddar and Swiss cheese & lots of sautéed mushrooms 11.95

The Eggstra, Eggstra Fried egg, ham, bacon, cheddar cheese & avocado, there's a lot of burger here! 11.95

BBQ Burger Onion ring, BBQ sauce and pepper-jack cheese 10.95

Bacon Avocado Burger Avocado, bacon, American & Swiss cheese 11.95

The Mushroom Swiss Sautéed mushrooms & Swiss cheese 10.95

The Denver Burger Sautéed onions, peppers & ham, cheese and an egg 11.95

Bacon Cheese Burger Cheddar cheese & bacon 11.50

Cheese Burger With cheddar cheese 10.25

The Burger Burger Served with lettuce, tomato, pickle & sauce 9.50

The Patty Melt Our great beef patty on grilled rye with grilled onion & Swiss cheese with sauce on the side 10.50

Danish Bleu Cheese Bacon Burger Our great beef patty with Danish bleu cheese & bacon 11.95

Chili Burger Smothered with our home-made chili with cheese & onions 11.95

Biscuit & Gravy Burger One of our homemade biscuits as a bun, smothered in our own country gravy & topped with a fried egg 11.95



LIQUOR LICENSE APPLICATION

FORM INSTRUCTIONS

License Types

- Check the box for the license or licenses for which you are applying.
- If your license type is not listed check the "other" box and write in the name of your license.

License Actions

- Change Ownership: means you are applying for a liquor license at a business that has the same type of liquor license for which you are applying and the liquor license is current (not expired).
- New Outlet: means you are applying for a liquor license at a location that currently doesn't have a liquor license.
- Greater Privilege: means you already have a Limited On-Premises Sales liquor license at a business and you want to give up that liquor license and get a Full On-Premises Sales liquor license.
- Additional Privilege: means you already have a liquor license at a business and want to add another liquor license at that business.
- Other. The most common actions are:
 - Addition of Partner: means you are adding a person or legal entity as a license applicant
 - Change of Location: means you are moving your existing business and the same liquor license to a different location
 - Second or Third Location: a Brewery-Public House licensee is allowed to apply for a second location; a Winery licensee and Grower Sales Privilege licensee may apply for a third location

Entity or Individuals applying for the license

- Any person or legal entity (like a corporation or limited liability company) that will own or control the business must be listed as an applicant. This includes a person or legal entity that will:
 - Receive profits from the business
 - Occupy the real property (either as an owner or tenant)
 - Have control over the personal property
 - Provide food service
 - Manage or operate any part of the licensed premises other than as an employee
- If you are applying as a legal entity the name of the legal entity will be the applicant.
- If you are not applying as a legal entity then your name should be listed as the applicant.

Trade Name

- This is the name you will call the business (the name customers will see).

Business Location

- This is the street address of the location that will have the liquor license.

Business Mailing Address

- If you don't want the OLCC to send you mail to your business location address, this is where the OLCC will send your mail.

Business Numbers

- If you have phone and/or fax number for the business list it here; or
- If you don't have a phone and/or fax number for the business leave this section blank.

Is the business at this location currently licensed by the OLCC

- If you are taking over a business where alcohol is made, sold, or served the current owner should be able to tell you the type of liquor license at that location.

Will you have a manager?

- A manager is a person who is not an applicant or licensee; however this is a person who has decision-making authority and whose primary duties include controlling the operation of the licensed premises and its agents regarding the sale and service of alcohol. [This definition may apply to more than one person.]
- If you will have a manager as described above, you must include a completed OLCC Individual History form for this person with your application.

What is the local governing body where your business is located?

- The local government is the local city if your business address is within the city's limits; or
- The local government is the local county if your business address is outside the city's limits.

Contact person for this application

- This is the person the OLCC can contact.

Applicant Signature(s)

- Each individual person listed in the "Entity or Individuals applying for the license" section must sign the application.
- If an applicant in the "Entity or Individuals applying for the license" section is a legal entity only one person who is authorized to sign for the legal entity need sign the application.
- A person with the authority to sign on behalf of the applicant (such as an attorney or a person with power of attorney) may sign the application. Note that the OLCC will likely require proof of such authority.

845-006-0459 - Definitions

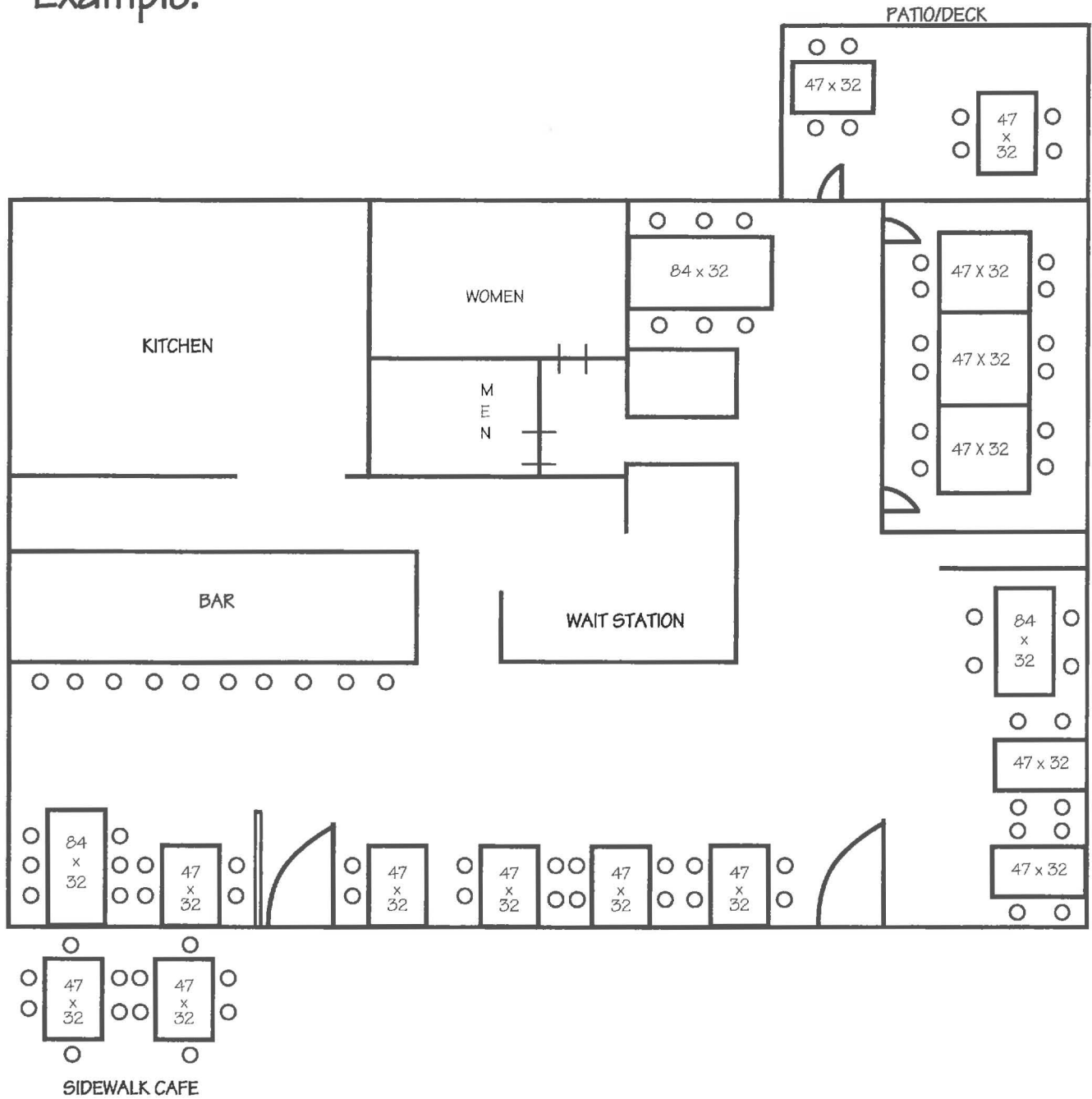
As used in OAR 845-006-0459 through 845-006-0469:

- (1) "Substantial food items" means food items prepared or cooked on the licensed premises and that are typically served as a main course or entrée. Some examples could include but are not limited to items such as fish, steak, chicken, pasta, pizza, sandwiches, dinner salads, hot dogs, soup and sausages. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.
- (2) "Meal" means a substantial food item offered together with at least one side dish or a substantial food item with two or more side dishes available to order separately. Side dishes include but are not limited to vegetables, fruit, salad, rice, french fries and bread.
- (3) "Different" means substantial food items that the Commission determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, a pepperoni pizza differs from a cheese pizza, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different under this rule. For example, a large cheese pizza is not different from a small cheese pizza and a large hot dog is not different from a small hot dog.
- (4) "Dining seats" means seating at indoor tables or food counters as defined in OAR 845-006-0340(2)(j) located in areas of the licensed premises regularly open to the public where the Commission determines that each table top or seating area provides a minimum space that will accommodate a place setting consisting of a plate or dish, glassware, napkin and utensils for each seat.

845-006-0460 - Food Service at Commercial Establishment with Full On-Premises Sales License

- (1) Purpose: The Oregon Liquor Control Act allows licensed commercial establishments with food service to sell distilled spirits by the drink. ORS 471.001(2) defines a commercial establishment as a place of business open to the general public, or else a private golf club or athletic club, where food is cooked and served, which has adequate kitchen facilities for the preparation and serving of meals and which has for that purpose proper dining space. This rule sets the food service requirements for commercial establishments with a Full On-Premises Sales license. The applicant has the burden of proving it meets the standards and qualifications of this rule and OAR 845-006-0466.
- (2) Food Service at Required Meal Periods.
 - (a) A business open after 5:00 pm must make available to its patrons in all areas where alcohol service is available an offering of at least five different meals during a regular meal period which must last at least three hours. At least three out of the five different meals used to meet the minimum meal requirement must include a main course or entrée (substantial food item) which has been prepared or cooked on the premises in some manner beyond the simple re-heating of a pre-cooked frozen food or carry-out item obtained from a business other than the licensed premises. A business may have fewer than five different meals in the premises or in an area if the Commission determines that the clearly dominant emphasis in the premises or in the area is food service after 5:00 pm.
 - (b) A business not open after 5:00 pm must make available to its patrons in all areas where alcohol service is available an offering of at least five different meals during a required meal period which must last at least two hours. At least three out of the five different meals used to meet the minimum meal requirement must include a main course or entrée (substantial food item) which has been prepared or cooked on the premises in some manner beyond the simple re-heating of a pre-cooked frozen food or carry-out item obtained from a business other than the licensed premises. A business may have fewer than five different meals in the premises or in an area if the Commission determines that the clearly dominate emphasis in the premises or in the area is food service before 5:00 pm.
 - (c) One method for showing that the clearly dominant emphasis in the premises or in the area is food service is for the Commission to determine that the gross receipts from the sale of meals and substantial food items to patrons for consumption in the premises or in the area exceed or are reasonably expected to exceed the gross receipts from alcohol sales when alcohol service is available.
- (3) Minimum Food Requirement at Times other than Required Meal Periods. At all times other than required meal periods and in all areas where alcohol service is available, businesses must make available to their patrons an offering of at least five different substantial food items.
- (4) Dining Seats during Required Meal Periods: The licensed premises must have at least 30 dining seats during required meal periods. Seats at counters in entertainment areas and at bars as defined in OAR 845-006-0340(2)(i) do not qualify as dining seating. A premises may have less than 30 dining seats if the Commission determines that the clearly dominant emphasis of the premises is food service as described in section (2)(c) of this rule at all times and in all areas where alcohol service is available when open to the public.
- (5) Violation of any section of this rule is a Category III violation.

Example:



Note: Applicants for Full On-Premises Sales licenses are required to:

- Put the dimensions on every table (ie. 2' x 4' or 31" x 38"), or list table sizes outside of diagram
- Indicate where seats are located



INDIVIDUAL HISTORY

WHO MUST COMPLETE THIS FORM?

You must complete this form if on the **LIQUOR LICENSE APPLICATION**:

- Your name is listed as an applicant in the “Entity or Individuals applying for the license” section
- A corporation is listed as an applicant in the “Entity or Individuals applying for the license” section and you are:
 - President; a Vice President with responsibility over the operation of the business; Secretary; or Treasurer
 - A Director who owns or controls 3% or more of the voting stock
 - A person holding or controlling 10% or more of any issued stock
- A limited liability company (LLC) is listed as an applicant in the “Entity or Individuals applying for the license” section and you are:
 - A Managing Member of the LLC (this is a person designated to manage the LLC; it may or may not be the same person designated to manage the business)
 - A Member who owns or controls 10% or more of the membership

IN ADDITION, THE OLCC MAY REQUIRE THE FOLLOWING PEOPLE TO COMPLETE THIS FORM:

- A person who is a manager. This is a person who has decision-making authority for the business and whose primary duties include controlling the operation of the licensed premises and its employees regarding the sale/service of alcoholic beverages.
- Other persons when there is reason to believe it may help the OLCC in its investigation.

DIRECTIONS FOR COMPLETING FORM

1. Please print or type in ink. The OLCC must be able to read your form.
2. If the question doesn't apply, write N/A in the space.
3. Attach additional sheets when necessary.

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: March 6, 2017
Department: Administration

ITEM TITLE: The Waterfront Wine Store Liquor License

DISCUSSION/ISSUE:

This is a request for a recommendation of a new outlet liquor license approval to the Oregon Liquor Control Commission (OLCC) for The Waterfront Wine Store. OLCC allows the City Council the opportunity to review the liquor license before making a recommendation of approval.

The owners/management of the business have been checked and approved by the Florence Police Department for noise and/or altercations. The Planning Department has checked the place of business for zoning or code violations. Both departments have signed recommending approval.

FISCAL IMPACT:

The fee for a new outlet liquor license is \$100. This fee includes the cost of staff time to review the application and place a recommendation before the City Council.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services.

- ALTERNATIVES:**
1. Recommend ratification for the liquor license approval
 2. Recommend denial to OLCC for the liquor license
 3. Request staff research further and bring back additional information to a future Council meeting
-

RECOMMENDATION:

Recommend ratification for the liquor license approval

AIS PREPARED BY: Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
Comments: *ER Reynolds*

ITEM'S ATTACHED: Attachment – Liquor License Application



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: J. Mother

Date: 2/24/17

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Brisbane Enterprises Inc. ③ _____
MARIANNE BRISBANE ④ _____

2. Trade Name (dba): THE WATERFRONT WINE STORE

3. Business Location: 1300 Bay Street # 2 FLORENCE OR 97439
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: P.O. BOX 433 FLORENCE OR 97439
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-997-1508 N/A
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: N/A Type of License: N/A

8. Former Business Name: N/A

9. Will you have a manager? Yes No Name: N/A
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? THE CITY OF FLORENCE
(name of city or county)

11. Contact person for this application: MARIANNE BRISBANE 541-361-0232 (cell)
(name) (phone number(s))
P.O. BOX 433 FLORENCE OR 97439 mariannebrisbane@gmail.com
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Marianne Brisbane Date 2/13/17 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____



**OREGON LIQUOR CONTROL COMMISSION
CORPORATION QUESTIONNAIRE**

Please Print or Type

Corporation Name: BRISBANE ENTERPRISES, INC. Year Incorporated: 2008

Trade Name (dba): THE WATERFRONT WINE STORE

Business Location Address: 1300 BAY STREET # 2,

City: FLORENCE OR. 97439 ZIP Code: 97439

List Corporate Officers:

MARIANNE BRISBANE
(name)

PRESIDENT / SECRETARY.
(title) ✓ APB

List Board of Directors:

MARIANNE BRISBANE ✓ APB
(name)

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

Stockholders:	Number of Shares Held:	Number of Stock Shares:
<u>MARIANNE BRISBANE</u>	<u>100%</u> <u>(100)</u> ✓ <u>APB</u>	Issued: <u>100</u> Unissued: <u>0</u> Total Shares Authorized to Issue: <u>100</u>

Server Education Designee: MARIANNE BRISBANE DOB: 02-09-44
(See Liquor License Application Guide for more information) SVED: 2/4/13 ✓ APB

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Officer's Signature: Marianne Brisbane (name) PRESIDENT - SECRETARY (title) Date: 02/13/17



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

1. Trade Name THE WATERFRONT WINE STORE 2. City FLORENCE

3. Name BRISBANE MARIANNE NONE
 (Last) (First) (Middle)

4. Other names used (maiden, other) VARDANIAN (maiden), SPICKNELL (PREVIOUS MARRIAGE)

5. *SSN _____ 6. Place of Birth _____ 7. DOB _____ 8. Sex M F
 (State or Country) (mm) (dd) (yyyy)

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here:

Applicant Signature: Marianne Brisbane

9. Driver License or State ID # _____ 10. State _____

11. Residence Address _____
 (number and street) (city) (state) (zip code)

12. Mailing Address (if different) _____
 (number and street) (city) (state) (zip code)

13. Contact Phone _____ 14. E-Mail address (optional) _____

15. Do you have a spouse or domestic partner? Yes No
 If yes, list his/her full name: _____

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No N/A

17. List all states, other than Oregon, where you have lived during the past ten years:
N/A

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name THE WATERFRONT WINE STORE 21. City FLORENCE OR OR

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

See attached

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Manuella Probane

Date: 02/13/17

2004 - present - The Waterfront Depot, Florence OR (prem # 38034)
8/2005 - 11/2005 - Lovejoy's Tearoom, Florence OR (prem # 39600)
5/2008 - 2/2014 - 1285 Restobar, Florence OR (prem # 28719)
2/2010 - 12/2010 & 3/2012 - 11/2015 - Spice, Florence OR (prem # 36266/36267)
5/2014 - present - Le Bouchon Provisions, Florence OR (prem # 55712/55713)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Brisbane Enterprises, Inc.

Applicant Name: MARIANNE BRISBANE

Phone: 541-997-1508 - Bus.
541-361-0232 cell

Trade Name (dba): THE WATERFRONT WINE STORE

Business Location Address: 1300 BAY ST. # 2,

City: FLORENCE OR.

ZIP Code: 97439.

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>10A</u> to <u>5P</u>
Monday	<u>10A</u> to <u>5P</u>
Tuesday	<u>10A</u> to <u>5P</u>
Wednesday	<u>10A</u> to <u>5P</u>
Thursday	<u>10A</u> to <u>5P</u>
Friday	<u>10A</u> to <u>5P</u>
Saturday	<u>10A</u> to <u>5P</u>

Outdoor Area Hours:

Sunday	<u>N/A</u> to _____
Monday	<u>N/A</u> to _____
Tuesday	_____ to _____
Wednesday	_____ to _____
Thursday	_____ to _____
Friday	_____ to _____
Saturday	_____ to _____

The outdoor area is used for: N/A

- Food service Hours: _____ to _____
- Alcohol service Hours: _____ to _____
- Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke <u>N/A</u> |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

N/A

Sunday	_____ to _____
Monday	_____ to _____
Tuesday	_____ to _____
Wednesday	_____ to _____
Thursday	_____ to _____
Friday	_____ to _____
Saturday	_____ to _____

SEATING COUNT

Restaurant: 15 Outdoor: NONE

Lounge: _____ Other (explain): _____

Banquet: _____ Total Seating: 15

OLCC USE ONLY

Investigator Verified Seating: (Y) (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Marianne Brisbane

Date: 02/13/17.

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

February 27, 2017

Re: The Waterfront Wine Store

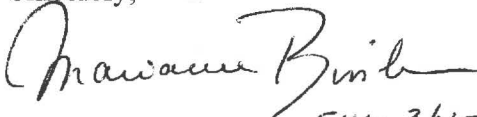
To whom it may concern:

The Waterfront Wine Store is located on 1300 Bay Street #1, the current location of the Vardanian Gallery {which is my gallery and retail space}.

The Waterfront Wine Store will be offering Local and Imported wines and Provisions for retail sales. Customers will be able to participate in wine tastings as part of their decision to purchase, which also allows them to consume a glass of wine on the premises. Small food items will be available as per OLCC requirements.

The store will be an integration of WINE & ART & PROVISIONS, which I am sure will add to the charm and diversity of Bay Street.

Sincerely,



Marianne Brisbane

541-361-0232

P.S. I have removed the retail wines and provisions from Le Bouchon and moved them to the Waterfront Wine Store, so I can have more space and promote the Wine Bar on premise sales and Craft beer consumption and small plate food items at Le Bouchon, located on 1277 Bay Street., Florence Old Town.

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: March 6, 2017
Department: Finance

ITEM TITLE: Fiscal Year 2015-16 Audited Financial Statements

DISCUSSION/ISSUE:

The City has received a clean opinion from its independent auditors for the financial report for the fiscal year ended June 30, 2016. The report was delayed a few months as finance staff was short-handed with human resource manager vacancy, as well as illness issues on both the auditor team and finance team in January. The auditor reviewed his team's findings with the City's audit committee in late December, noting the reduction in general fund fund balance. This was a planned reduction and is less than was anticipated. Going forward, the desired amount of fund balance in the general fund and all other funds is guided by the City's fiscal policies, which were approved last year.

FISCAL IMPACT:

None

RELEVANCE TO ADOPTED CITY WORK PLAN:

Communicates full fiscal year financial results of operations and June 30, 2016 assets and liabilities, with amounts independently audited.

AIS PREPARED BY: Andy Parks, Finance Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ER Reynolds

ITEM'S ATTACHED: Audited Financial Statement can be found online at <http://www.ci.florence.or.us/finance/audited-annual-financial-statements>

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7

Meeting Date: March 6, 2017

Department: Planning

ITEM TITLE: Status Report--Buildable Lands Inventory, Housing Needs Analysis & Economic Opportunities Analysis

DISCUSSION/ISSUE:

Introduction:

The City of Florence is located approximately 62 miles west of Eugene, Oregon. Our community has 8,620 residents, and since 2000 Florence's population has grown 18%. Including areas outside the city limits but within the urban growth boundary, the Florence area population is just over 10,400 and serves an urban service area of over 18,000. Florence is a vibrant coastal community that combines small-town charm with the amenities of a regional hub. From our historic Old Town to our rich cultural scene and dramatic landscape, Florence offers unparalleled opportunities to work, live, and play. In 2015, Florence was recognized as Oregon's Most Livable Coastal Town, has been ranked "Best Place to Retire" and recently featured in *Cessna Flyer* magazine.

The City is seeking proposals from interested firms to prepare a :

- Goal 9 Economic Opportunities Analysis and employment lands inventory,
- Goal 10 Housing Needs Analysis and residential buildable lands inventory,

The goal is to assess the City's current buildable lands availability for all commercial, industrial and residential plan designated categories. The process will update and develop long-range policies in a manner that preserves the City's "small coastal town" character and values of a high quality of life. The economic analysis will assess the local economic opportunities to help focus the City in its efforts to redevelop and revitalize its economic base and create a plan which will assist the City in attracting new business and enhance the current economic base within the City. The analyses will assist in future decision making regarding the City's growth and provide direction for the public, staff and the City Council regarding requests for zone changes, increasing density, or expanding to ensure such is taken in a manner that is orderly, efficient, and economically sound. The analyses will also assist in efforts to change zoning code and development code; specifically updates to 1980's residential code and assessing economic impacts of recently implemented commercial development code standards.

Schedule:

On January 6, 2017 the City of Florence published a Request for Proposal for the Goal 9 and Goal 10 Review: Economic Opportunities and Housing Needs Analyses. The closing date was February 13, 2017.

The following is the updated schedule for selecting a consultant(s) to perform the work:

Interviews: March 2nd & 3rd
Team Announced: March 6th
Negotiations: 6th – 10th
Council Meeting: March 20th

Product:

The Housing Needs Analysis will include: formation of a public Involvement plan/strategy, create and refine the vision and goals in Chapter 10 of the Florence Comprehensive Plan, perform a residential lands inventory/study, identify the existing housing conditions and needed mixes, identification of needed policy updates and a final report of their findings. The Housing Needs Analysis will replace the [2004 residential lands inventory](#) and [2008 housing analysis](#) and [policies adopted in 2004](#). This work would include a post acknowledgement plan amendment in accordance with Goal 10 of the Oregon State Land Use Goals.

The Economic Opportunities Analysis (EOA) will include: formation of a public involvement plan/strategy, create and refine vision and goals of Chapter 9 of the Florence Comprehensive Plan, perform both demand and supply analysis of lands for both short and long term needs; determine the amount of land needed; identification of needed policy updates and development of an action plan. The EOA will replace the [Commercial and Industrial Lands analysis and inventory prepared in 1997](#) (and partially [updated in 2001](#)) and the [policies adopted in 2002](#). This work would include a post acknowledgement plan amendment in accordance with Goal 9 of the Oregon State Land Use Goals.

NEXT STEPS:

The public involvement plan included in both of the products will necessitate one or more Citizens Advisory Committees. This can be accomplished in several ways. Since the Economic Development Committee is already made up of stakeholders, some or all could serve on or as a CAC for the Goal 9-Economic work. For the Goal 10-Housing work a stakeholder group could be formed from community representatives from the realtor, banking, school, and development etc... industries, Urban Renewal, Planning Commission and Council. Alternatively, a single CAC could be made up with representatives for each Goal. **Staff seeks Council's input into their preferred CAC methodology.**

FISCAL IMPACT:

This project is funded in the current 2016-1017 budget.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1. City Service Delivery: Community Development, Objective 3: Complete Buildable Land Inventory and Housing and Employment Studies

AIS PREPARED BY: Wendy FarleyCampbell, Planning Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: *ERReynolds*

ITEM'S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: March 6, 2017
Department: City Manager

ITEM TITLE: CITY MANAGER REPORT

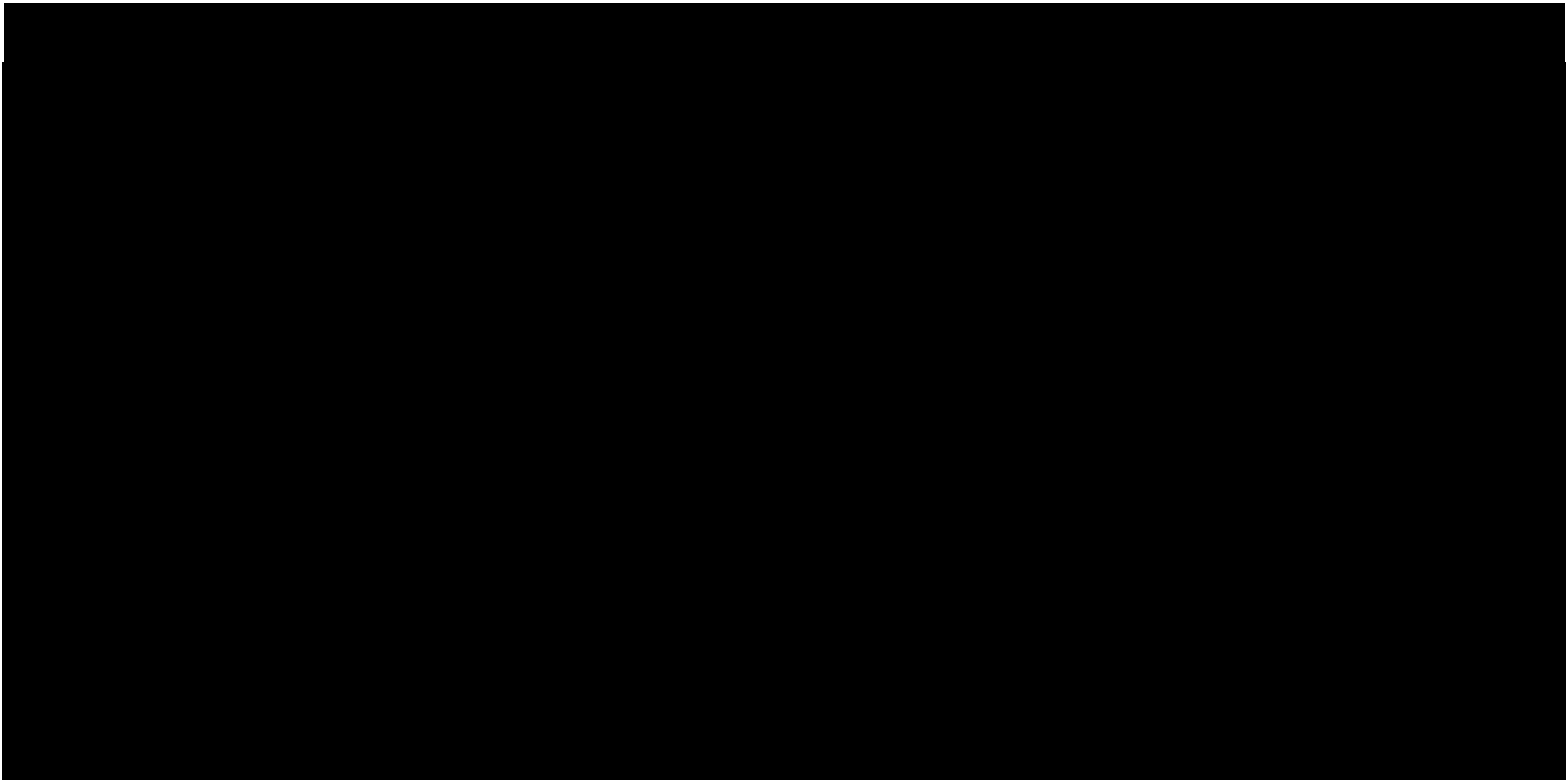
- ReVision Florence project status, timeline & budget

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9
Meeting Date: March 6, 2017
Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS

Florence City Council Calendar - 2017



March

M	Tu	W	Th	F	Sa/Su
		1	2	3	4 & 5
6	7	8	9	10	11 & 12
Council Meeting		Council Work Session			
13	14	15	16	17	18 & 19
20	21	22	23	24	25 & 26
Council Meeting		Council Work Session - Tentative			
27	28	29	30	31	

April

M	Tu	W	Th	F	Sa/Su
					1 & 2
3	4	5	6	7	8 & 9
Council Meeting		Council Work Session - Canceled			
10	11	12	13	14	15 & 16
	Northwest Regional Manager's Conference				
17	18	19	20	21	22 & 23
Council Meeting		Council Work Session - Tentative			
24	25	26	27	28	29 & 30

Florence City Council Calendar - 2017

May

M	Tu	W	Th	F	Sa/Su
1 Council Meeting	2	3 Council Work Session - Tentative	4	5	6 & 7
8	9	10	11	12	13 & 14
15 Council Meeting	16	17 Council Work Session - Tentative	18	19	20 & 21
22	23	24	25	26	27 & 28
29 Memorial Day Holiday	30	31			

June

M	Tu	W	Th	F	Sa/Su
			1	2	3 & 4
5 Council Meeting - Rescheduled	6	7 Council Work Session - Canceled	8	9	10 & 11
12 Council Meeting	13	14	15	16	17 & 18
19 Council Meeting - Canceled	20	21 Council Work Session - Canceled	22	23	24 & 25
26	27	28	29	30	1 & 2

July

M	Tu	W	Th	F	Sa/Su
3 Council Meeting Rescheduled	4 Independence Day Holiday	5 Council Work Session Rescheduled	6	7	8 & 9
10 Council Meeting	Oregon City Manager's Association Conference			14	15 & 16
17 Council Meeting - Rescheduled	18	19 Council Work Session - Canceled	20	21	22 & 23
24 Council Meeting	25	26 Council Work Session - Tentative	OR Mayor's Conference		
31					

August

M	Tu	W	Th	F	Sa/Su
	1	2	3	4	5 & 6
7 Council Meeting	8	9 Council Work Session - Tentative	10	11	12 & 13
14	15	16	17	18	19 & 20
21 Council Meeting	22	23 Council Work Session - Tentative	24	25	26 & 27
28	29	30	31		