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**City of Florence  
Planning Commission Meeting Minutes  
250 Hwy 101, Florence, OR 97439  
February 27, 2024**

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**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

Meeting called to order at 5:33 PM.

Commissioners Present: Chair Sandra Young, Vice Chair Kevin Harris, Commission Eric Hauptman, Commissioner Debbie Ubnoske, Commissioner Renee LoPilato, Commissioner Laurie Green (virtual)

Commissioners Excused Absence: Commissioner Wendy Krause

Staff Present: Planning Director Wendy FarleyCampbell, Associate Planner Clare Kurth

At 5:33 PM, Chair Young opened the meeting, Clare Kurth gave the Roll call. Commissioner Hauptman led the flag salute.

**1. APPROVAL OF THE AGENDA**

Start Time: 5: 34 PM  
Action: Approve agenda as presented.  
Motion: Comm. Hauptman  
Second: Comm. LoPilato  
Vote: Unanimous

**2. APPROVAL OF MINUTES OF February 5, 2019 and February 11, 2020**

Start Time: 5:35  
Action: Approve minutes as presented.  
Motion: Comm. Vice Chair Harris  
Second: Comm. Ubnoske  
Vote: Unanimous

**3. PUBLIC COMMENT**

This is an opportunity for members of the audience to bring to the Commission'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: 5:36 PM  
Commenter: Mike Allen. President Elders Climate Action, Oregon Chapter

Mr. Allen’s Public Comment tonight was regarding a milestone move towards climate resilience, and that he wanted to answer Gary Trevison’s (Transportation Committee) question about whether or not the City of Florence and Lane County are working together to apply for climate resilience grants. He is happy to report that they are working together and that at the City Council meeting on 2/5/2024, Mayor Rob Ward and 4 Council members voted unanimously to approve participation in Lane County’s application to the EPA’s Community Change Grant Program.

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Chair Sandra Young relayed basic instructions regarding the proceedings and asked if any member wished to disclose a conflict of interest, ex-parte contact, or biases and the right of the public to challenge any commissioner’s ability to hear this matter.

Chair Young asked the Commissioners if they would like to declare a conflict of interest, ex-parte contacts/communications, or bias. There were no declarations of conflicts of interest.

Commissioners Ubnoske, said that she visited the site.

There were no bias declared.

No citizen present wished to challenge any Commissioner.

Chair Young read the information regarding tonight’s hearing into the record. Item #4 on the Agenda is a public hearing Resolution PC 24 03 CUP 03 – Estuary Trail with Parking at Hwy 126 & Spruce Street.

**4. RESOLUTION PC 24 03 CUP 03– Estuary Trail with Parking at Hwy 126 & Spruce Street:**

A Conditional Use Permit application submitted by Public Works Director Mike Miller on behalf of the City of Florence to develop an estuary trail constructed of compressed gravel with associated parking area and trail head located at the southwest corner of the Spruce St. and Hwy 126 intersection and with an access point on Quince Street. Proposed trail amenities to include benches and interpretative signs. This project is located on Lane County Assessor’s Map and Tax Lots 18-12-26-33-00904 and 18-12-26-32-08000 and 07800. The Estuary trail will be located in Mainstreet Area A as regulated by Florence City Code (FCC) 10-27 and Old Town District C as regulated by FCC 10-17 and located within the Natural Estuary Management Unit and Natural Resource Conservation Management Unit as regulated by FCC 10-19.

Opened hearing: 5:45 PM  
Continued to Date Certain of 3/12/24: 8:01 PM  
Discussion: As follows

The Findings was divided into 2 parts with Director FarleyCampbell presenting the section regarding the Estuary Trail and Associate Planner Kurth presenting the section regarding the parking lot. Director

FarleyCampbell began the powerpoint presentation of the Findings of Facts by first presenting the timeline describing receipt of the application and required public notices.

- Timeline slide was shown and the required public noticing was explained.
- The application for this project was fast tracked, and explained that it was received by the Planning Department in January 2024 and will be heard by the City Council mid April 2024
- The project includes a estuary trail, specifically a multi-use trail, a public parking lot, a sidewalk, and some associated amenities for the both the parking lot and the multi-use trail.
- The multiple segments were explained and that the one being heard tonight is segment 4 and which originates at Highway 126 and continues south to a point at Quince Street.
- The review criteria were read into the record.
- Zoning and Comp plan maps were explained and that is project is in two different Zoning Districts. It is in Old Town, Area C and Main Street Area A.
- The project is in the overlay zones, Natural Resource Conservation overlay and the Shorelands Overlay.
- Project is in the flood zone and the mean high tideline is about 50' eastward.
- The Comp plan designation for this entire project is Downtown and the Marine part is the waterways to the east.
- Chapter 7 Special Development Standards were discussed and explained as various special development standards for several typically hazardous scenarios within the City or areas that need specific risk prevention or resource consideration.
- Project is within the Waldport Fine Sand 12-30% slope area and is also adjacent to Brallier Variant Muck and will require a Site Investigation Report, unless there are standards within the City Code or the Building Code that avert the risk.
- Project is in the tsunami zone and there is a Condition requiring signage to help people know how to get out of the area to safety should a tsunami happen.
- Comprehensive Plan Policies Chapter 2, Chapter 5, Chapter 8, Chapter 12, Chapter 16, Chapter 17 and the most recently adopted Transportation Systems Plan and the Parks and Rec Master Plan from 2011 were explained.
- Property has been identified as having cultural resources within the area, and the tribe has reached out with a comment that they will need more time to look over the material.
- The trail is proposed to utilize the Hwy 126 sidewalk, go down to Redwood St. where new sidewalk would be put in to the trailhead where the trail then traverses along the base of the hill and then outfalls south at Quince Street.
- The trees to be removed have been identified and of the 60 or so trees along the project approximately 10 are proposed to be removed and the trees that are proposed to be removed are mostly smaller trees.
- The trail is slated to be an 8' wide path with 1' shoulders on each side for a total width of 10' and is proposed to be compacted gravel.

Associate Planner Clare Kurth began the second part of the report about the parking lot and amenities.

- Kurth in looking at the site plan, pointed out where the trail head began and where the pet waste stations are located, interpretive signage and the possible location for a bench or benches.

- The interpretive signs are proposed and anticipated to be in coordination with CTCLUSI tribe for some of the content as a site has some potential for being historically sensitive.
- The trailhead signage will be at the Redwood St. right of way.
- A bike rack is proposed to be in the parking lot in the top northwest corner.
- Condition 4 is a 4' wide landscape area provided in the parking lot street ROW.
- Condition 5 is all parking lot striping shall meet FCC 10-3-b, which is double line striping.
- There is also a Condition to relocate the bike rack outside of the landscape areas. There could be more discussion on this as long as the landscaping requirements are met.
- Proposed bicycle parking signage was not in the application packet and will be required to be submitted for review.
- There is a Condition to require project signage to include the tsunami evacuation information to help users get to safety, in the event of a tsunami.
- Condition 9 is that you can only clear the area for which the project is proposed, the trails aren't cleared on either side of the trail except as needed for the cuts and fills, and any vegetation that is removed will need to be replaced.
- All structures must match in color, hue and texture of the natural landscape in the surrounding area.
- The Mean High Tide was discussed but was not illustrated on the plan, but there will be survey work done to establish where the MHT is located.
- All sidewalks will be 8' wide.
- Parking lot lights will be around 16' 10" in height.
- Landscape plans for the parking area will be required, and there is a Condition where the landscape plan will come back to the Planning Commission for review.
- There is a requirement for screening of headlights, which can be either a fence or evergreen hedge.
- Condition 15 the parking lot driveway is required to be a minimum of 50' from Hwy 126. There is a requirement to have "No Parking" signage required along the undeveloped portion of the Redwood Street ROW.
- The full development of Redwood Street is not warranted at this time, the project does not have frontage along Redwood St. at this time.
- Condition 17 Street lighting for pedestrians shall be required at trail access and must meet minimum and maximum foot candles required by Title 10, Chapter 37 that regulates lighting and then again that'll come back to Planning Commission for review to ensure Planning Commission is comfortable with what's being approved.
- Condition 19, as written requires a pet waste stations at the trail head on Quince St. The narrative project proposal includes the pet waste stations at the trail heads. It is recommended Condition 19 be revised to require sheet C10 (Exhibit E) be resubmitted with pet waste station included at both trail heads in consistency with the project proposal (Exhibit B)
- Area of disturbance and trail areas shall be replanted with species native to the estuary resource.
- Application file number PC 24 03 CUP 03 is the identifying application that we use for Condition Use Permits, however, it was determined that the estuary trail is, as public open space, is a permitted use in the Old Town District C and the Natural Resource Conservation Shoreline Management Unit, because it is an observation and education facility.
- Staff is recommending that the Planning Commission approve a change in file number to reflect the trail and parking as a Design Review vs a Conditional Use Permit.

- Referral notices were sent to CTCLUSI on February 21 and some of their staff felt that they needed time to review the packet further and they would like more time to review, therefore, City staff is recommending continuing the public hearing or at least keeping the written record open for additional comments.

Alternatives were read with staff recommending Alternative 3 to continue the public hearing to a date certain to allow CTCLUSI additional time to provide comments.

FarleyCampbell addressed the Commission to let them know that before them on the dais, the Commission would find Exhibit K and Exhibit L, public testimony from Terry Duman (Ex. K) and Jim Hoberg (Ex. L) with their concerns about this proposed project which are Redwood St. non-vehicular use and the conflict with emergency services being able to use it. They also have concerns about residential screening to the West not being provided, a comment about the 50' buffer, a parking lot encroaching in that and concerns about recreational immunity for the pathway. Mr. Duman is also concerned about putting a trailhead in a dedicated right away and the diminished value of their property with the installation of sidewalks along the frontage and the placement of a dog waste station adjacent to his property. Mr. Hoberg is concerned about the prevalence of those experiencing homelessness in the area and the abuse they have rendered him and his property. Mr. Hoberg provided photographs and has stated that he is currently involved in trial proceedings related to current situations that have happened on his property. He provided evidence of theft of service in his record.

Chair Young asked the Commissioners if they had questions for staff:

Comm. LoPilato asked why there are only two lights in the parking lot, she understands that this is for a day use trail only, but would like to know why isn't there more lighting there. Comm. LoPilato also has a concern about who will be maintaining the trail after it is completed, and who is the community group that was mentioned, and would like more information on how the trail is going to be maintained. Also, thinks the landscaping and the vegetation should be increased everywhere on this site and that the less walls the better. There is also a concern for safety of the trail for the people that are using it, and who takes responsibility for that.

Vice Chair Harris is curious about trail maintenance and who is going to be responsible for the trail and how vigilant are they going to be. Also concerned with the safety with the introduction of bicycles and pedestrians to the trail. Would like to know if there will be directional signage. Wanted to know where the bike racks are going to be located. Asked if the bike rack is intended to eliminate one of the parking spaces so that it gets dropped down to 20 spaces and utilizing the bike rack in one of those areas to reduce the need for three spots to two.

FarleyCampbell said that the Findings noted that there was a conflict that the proposed bicycle rack is in an area that says that it's landscaping, and it is fine if they want to put the bike rack there, but then they still need to meet the 5' buffer area, landscape buffer area and also provide the 3' high landscape buffer. There is a 10' setback and the applicant could put the rack within the setback and not in the landscape island and turn the landscape island into a bicycle parking area.

Comm. Green (virtual) due to technical difficulties was unable to ask questions, she was able to hear the proceedings but was unable to answer.

Comm. Ubnoske said that she wanted to note that she had a resident reach out to her and that it was confirmed today, that the resident emailed a comment to Director FarleyCampbell and that Comm. Ubnoske does not see it on the dais, and she would like to get that on the record.

FarleyCampbell said that she will look for it, and that the NOH is pretty specific that comments or testimony for the Planning Commission needs to be sent to the Planning Department email, not to the Director's email address.

Comm. Ubnoske had a question about the length of the trail and has concerns about the ADA access to the trail. Also wanted to know if staff looked at providing restroom facilities anywhere along the trail. It seems like the trail is a fairly good distance and her biggest concern is the ADA accessibility.

Comm. Hauptman said that he is surprised at the community's reaction about the homeless issue in this area and wanted to know if the trail is going to have lighting.

Planner Kurth explained that there is no lighting proposed for the trail itself but that she would like Director Miller speak to that, and that the trail is a day use only trail.

Comm. Hauptman said that he understands but that because of the folks concerns for homeless encampments perhaps lighting would be the answer for that area, and that he is adamant about there being lighting on the trail. He also agrees with what Comm. LoPilato and VC Harris asked.

Chair Young asked the Commission if they were ok with the changing of the file number from PC 24 03 CUP 03 to PC 24 03 DR 01 to a Design Review.

The Commission agreed that this would be ok.

Public Works Director Mike Miller, applicant, began his presentation (attached) explaining that the portion of the project being heard tonight is the Estuary Trail Phase 1 project.

- The project has been in the works for about 30 years and that it was first brought up to revitalize Florence's Old Town.
- This was a collaborative effort between many different agencies and the community.
- The trail is designed as an estuary trail to draw cyclists, runners, pedestrians away from those busy intersection to a safer crossing, which is why we put in the pedestrian activated crossing at Redwood.
- In addition to meeting ADA requirements, we are committed to universal design features.
- We are being socially, environmentally aware of where this trail is located. Because it is within a sensitive area. We do not want to have a bunch of disruption, bring in heavy equipment, do a lot of paving in this very sensitive area and will be bringing in gravel and compacting it in place and have compacted gravel as the surface material works very well for this area.
- We plan on building the trailhead kiosk with interpretive signs.
- We will be installing signs at many locations on the trail.
- We hope that the estuary trail will allow for more use for people to safely explore the estuaries, spruce forest, the wetlands, and the wildlife.

- The multi-use path will be 10' wide, which includes the two 1' shoulders. They will be using 1 ½ minor crushed rock as the base with quarter inch minus on top. This is more environmentally sensitive than bringing in hot mix asphalt in the type of equipment that we' have to bring in to do the work.
- The parking lot entrance will be a full 50' from Highway 126.
- They are proposing stormwater treatment. There are plenty of landscaped areas.
- Planning Staff will make sure we provide bicycle parking, and will not take up any parking spaces.
- We will be working with the Confederated Tribes to provide interpretive signage.
- There will be two benches on the trail.
- There will be parking lot lights, a trash receptacle and the dog waste stations.
- The bike rack will be the waved style like we use in our other parks.
- We have not prepared a photometric design on the lighting, the lights that we have been using have been LED, very robust lighting but we also want to be sensitive to the amount of light that we're actually putting out.
- The next steps and timeline...Currently we are going through the land use, we will take the information from you, we will revise our plans. We are planning going out to bid in March and looking to have a construction contract awarded in April of this year, with construction slated for May through September with a ribbon cutting schedule at the end of the project in either October or November.

Comm. Hauptman asked the total cost of the project including the bridge.

Director Miller said that the entire project including the bridge is pushing 1.8 million dollars.

Comm. Hauptman asked what the funding source is and would it be grants, or donations.

Director Miller said that the project is currently grant funded through the Recreational Trail Program Grant thru FURA and the City of Florence.

Comm Hauptman hopes that the bridge is funded by a grant. Comm. Hauptman also asked about lighting the trail and if this is being planned to be done.

Director Miller said that there are no plans to light the trail, because trail lighting can be very expensive with the poles being about \$10,000 each. This is a natural area and is environmentally sensitive area.

Comm. Ubnoske thanked Director Miller for taking into account the ADA accessibility, and asked about maybe reducing the cost of the benches by asking for donations. Comm. Ubnoske asked if there is a way to incorporate recyclables separated from food waste.

Director Miller said that they do accept donations and that he will look into providing recycling opportunity.

VC Harris thanked Director Miller for his presentation.

Comm. LoPilato asked Director Miller if there were an assault or a robbery on the trail in the evening would the City be liable.

Director Miller stated that, as far as who is liable, generally speaking, it would not be the City per se, but that he would have to do more research on that matter.

Comm. Green sent a message that it was pretty much impossible to hear.

Break

Reconvene: 7:28

There were two speaker's cards submitted: Jim Hoberg and Terry Duman

Jim Hoberg an adjacent business owner of the project and that his letter to the City was to give a snapshot of what it is like to have a business in this location. He did provide pictures of the area and that he walked down Gallagher Park and took pictures of the trash that is located there.

Comm. Hauptman asked what Mr. Hoberg's objection was to the trail, does he think that the trail will encourage more homelessness, will the homeless flock to the trail?

Mr. Hoberg said that is why he walked Gallagher Park, because it is City maintained and that it is wide but it doesn't keep people from using it and abusing it. He thinks that he is going to have more traffic and more people walking into his office to accost his staff, and that his staff is afraid to work at the office when it gets dark.

Comm. LoPilato asked if it's a possibility that putting in the trail and having substantial number of citizens during the day use that trail, will decrease homelessness in that area.

Mr. Hoberg said that he doesn't know, but that he wanted to show the Commission the photos of Gallagher Park.

Comm. Green said that she sympathizes with Mr. Hoberg because she is unwilling to walk through Gallagher Park by herself.

Mr. Hoberg said that he had 3 questions, first about the crosswalk at Redwood St. will there be 2 crosswalks there, one on the west and one on the east side of Redwood Loop because it mentions on both page 11 and 12. He also asked about the transportation overlay. He also had a question about the ADA traffic. On page 16 there is a photo of the parking lot, and from everything that I can look at it is well with the 50' setback of Munsel Creek. I cannot find where it says that it's not in the 50' setback. He said that it would be nice to know how putting a parking lot at the edge of a cut bank on Munsel Creek, well with the 50' setback from Munsel Creek.

FarleyCampbell said that first we would hear the testimony and then Director Miller will come back up to the mic to answer all the questions at one time.



Chair Young asked Mr. Duman to come up to the mic.

Mr. Duman requested more than 3 minutes to present his testimony

Chair Young said that it would be ok.

Mr. Duman explained that he owns the piece of property that is directly affected by this project, tax lot 7800 and that there are sidewalks be proposed pretty much all along his property.

- He also said that there are a lot of inaccuracies in the staff report but that he cannot point them out to you in the 5 of 10 minutes that he has been allotted.
- The parking lot is stated to not be used to load or unload in but the Resolution states Redwood Street is not the vehicular access point to this project. It says that Siuslaw Valley Fire and Rescue is if they need to unload quads, atv's, or whatever they will have to use Redwood Street.
- He also has concerns about the width of the sidewalks, the compacted gravel being ADA acceptable. Duman mentioned that there is a wetlands riparian are of 50' to each side of the mean high watermark of Munsel Creek and that Munsel Creek is a fish bearing stream. The riparian area means not construction and nothing should be able to be allowed there.
- Even if there is a future bridge, which they keep saying there is not bridge going to be put in, then why is it on the plan. Why is that being considered, when you approve this is the Commission going to exclude the bridge.
- He thinks that before the project is approved that the property needs to be staked, and that a survey needs to be performed to the mean high-water mark.
- He mentions that the property is owned by FURA, an agency separate from the City and are they going to maintain the trail.
- Parking Spaces, locator screen do they shine onto residential property.
- States that he has a future potential residential sue, which you've done a great in shielding the north side, the highway, but you have done noting to address Mr. Hoberg's property or my property from future light shining on our property.
- The footbridge, if it is constructed is going to be a minimum of 120' considering the riparian areas, the width of the stream which allows you about 10' on my side of construct your abutments and your trailhead to work off of 10' of width.
- The attempts to isolate his property with sidewalks will diminish the value and the use of his property.
- Not happy with where the dog waste stations are going to be located.
- Feels that his property will be come a homeless encampment.
- He is afraid that the half steps that are being taken to improve the trail will hamper the development of his property.

Chair Young asked Mr. Duman where is property was located on the map. Young asked Mr. Miller if he had any rebuttal to offer.

Director Miller came back to the mic and stated that Mr. Hoberg is correct as far as the 8<sup>th</sup> St. in the TSP, we do call for 8<sup>th</sup> St. to be extended to Spruce and that they are starting the process of engaging with design engineers to build a traffic bridge over that area that would connect to Spruce, and that they do not know until they have a design of how the road will need to curve towards the south a little, but they will be working on that. The TSP calls for improvements at Spruce and Hwy 126 and that will be

the gateway entrance into Old Town, and there will be some sort of traffic control device at Spruce and 126. Regarding the unhoused camps along the Munsel Creek bike path, Gallagher Park, Miller has reached out to his park staff. He will speak to Mr. Hoberg himself to find out where these camps are located. Regarding Mr. Duman's comments about survey work, we have done survey work, the site has been surveyed. The maintenance has been delegated to the City for the maintenance responsibilities because FURA is an agency and does not have staff. Public works is not proposing to anything on Hwy 126.

Chair Young thought there was a question about two signal lighted crossings.

Miller said that he believes that is in reference to a having light at the trailhead, whether there is enough existing street light at the trailhead at Redwood and then at Quince.

Chair Young, asked if there is a plan for two crossing.

Miller said no, that they have existing crossing at Redwood and 126, and that is all that there can be at that location.

Comm. Ubnoske asked that as you were developing, the estuary plan, the location of the north trailhead. Were there alternatives where the trailhead could have been located, maybe to the east, closer to the parking lot, so that it would be away from the two properties, Mr. Hoberg's and Mr. Duman's.

Miller yeah, the plan currently shows a footbridge, to get across Munsel Creek in a future project on City or FURA property that would be the preferred alternative, but this would require a crossing of Munsel Creek with a footbridge.

Chair Young asked for the staff's response and recommendation.

FarleyCampbell noted that staff did receive testimony via email from Cindy Keeley of 469 Sherwood Loop that came in on February 27, 2024, and her concern was providing the opportunity for wheelchair accessibility of the facilities. On February 26, 2024 Jason Nelson submitted more questions than testimony, he wondered if there was a traffic impact study being proposed for this project. He also had the same question or concern that Mr. Hoberg did about the location of a Redwood St. crossing. Both of the verbal testimonies provided this evening laid out what in their written testimony. Both of tonight's testifiers mentioned the 50' setback area on Munsel Creek for the parking lot the setback in this plan is a Goal 17 setback and not a Goal 5 setback. Munsel Creek in not a cut bank area, the only cutbanks are on the Siuslaw River. The 50' setback only applies to buildings not to parking lots. Residential screen is for currently existing residential and not for future residential, screening is not required for vacant lots. There is going to be no parking on Redwood because the intent is to not create a bottle neck of vehicles that are then just stacked up there on Redwood because they didn't want to park in the parking lot or the lot is full.

Chair Young asked staff if their recommendation was to continue the hearing.

FarleyCampbell, the recommendation is to continue the public hearing, and keeping the written record open, given that the Findings were presented so late, keeping record open is more appropriate.

Chair Young wanted to know what day in March.

March 12th

Comm. Hauptman made a motion to continue the hearing Resolution PC 24 03 DR 01 to a date certain of March 12, 2024

Vice Chair Harris seconded the motion.

Comm. Hauptman Motioned to Continue

Second: VC Harris

Vote:                      Comm. LoPilato – yes  
                                 Comm. Green – yes (via hand signal)  
                                 Comm. Ubnoske – yes  
                                 Comm. Hauptman - yes  
                                 VC Harris - yes  
                                 Chair Young – yes  
                                 Motion Carried 6-0

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## **5. PLANNING COMMISSION REPORTS & DISCUSSION ITEMS DIRECTOR'S REPORT & DISCUSSION ITEMS**

Comm. LoPilato said that she heard from a number of people locally that they would like access to know what projects have been approved and where they are going to be and access to know what projects have been approved and where they're going to be so they can maybe see. Maybe we could put something in the newspaper to kind of lay out. This is going to be a development. This is a development. This is what's going in here. I think it would really help.

Director FarleyCampbell: thanked the people that attended the State of the City last night. The Housing Transitional Housing Project is going for its final continuance hearing. It will be next Monday. Just so that you're aware of that. So those items will be published later this week. The Council had continued that hearing on February 5, and so they continued it. Well, they didn't continue it. They kept the written record open for. Until the 15th, I believe, and then they will do their deliberations at the meeting next Monday. I think that's it for report items, unless you have questions about anything. And if not, then we can talk about the calendar.

Associate Planner Kurth: I put the postcards on the dais for everyone, but Public Works is having an open house next Wednesday, March 6, at 05:00 p.m. For information, questions, and whatnot on the Rhody Drive realignment project. So if you're able to attend that or you know, people that are interested in knowing more about that project, that's why they're there. And then there should be some in the agenda folder as well, or the agenda box in the hallway.

**6. PLANNING COMMISSION CALENDAR**

On Thursday, the City Council is having a work session on the Title 10, Chapter 8 and Chapter 19 reading the clear and objective code updates. This is a work session and is an informational meeting, it is not a work session per se, it's the Council's work session. The session is around 45 minutes long and the Commission is welcome to attend.

Comm. LoPilato asked if it will live stream on tv.

FarleyCampbell said that it will be on gotowebinar. Staff will need to know if you are going to be attending so that if there is a quorum we'll need to notice it. Whether you're attending as an actual participant. Then I'll need to know if you're just listening in and not participating. Depends on how you plan to register. Our next meeting is scheduled for the March 12th and you'll be hearing this item, the continuation from tonight. We may want to do another item, but work session etype to either continue a discussion that you had at your last work session to further that objective of one of those items. Maybe short-term rentals, but I think I'll wait for a different meeting for that because I'd like to get the Admin Services Supervisor or the Financial Manager to give you a presentation on the software for the business license registration so that you can kind of see how it'll work and if you have any questions or concerns about its capabilities for what the objectives are for that particular code item.

There may be a couple of items that are coming before the Commission on March 26<sup>th</sup>. Possibly that will be what we like to call Butter Clam, and it's a Conditional Use Permit.

Meeting adjourned at 8:24 PM.

**ATTEST :**

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Sandra Young, Chair

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Sharon Barker, Planning Technician