

City of Bandon

CITY COUNCIL AGENDA DOCUMENTATION	DATE: October 5, 2020
SUBJECT: Planning Commission Meeting Minutes	ITEM NO: 6.2.2

BACKGROUND:

Meeting Minutes of the Planning Commission as submitted by Richard Taylor, Minutes Clerk.

- August 27, 2020 – Work Session and Regular Meeting

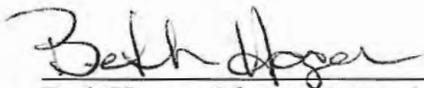
FISCAL IMPACT:

None

RECOMMENDATION:

For information only.

SUBMITTED BY:



Beth Hager, *Administrative Assistant*

**Regular Meeting and Work Session of the Planning Commission
via Zoom and Facebook live streaming
City of Bandon
August 27, 2020**

COMMISSION:

- Paul Fisher, Commissioner
- Sally Jurkowski, Commissioner
- Gordon Norman, Commissioner
- Patrick Salandro, Commissioner
- Gerald Slothower, Commissioner
- Donald Starbuck Commissioner
- Blythe Tiffany, Commissioner

STAFF:

- Dana Nichols, Planning Manager
- Megan Lawrence, City Planner

REGULAR MEETING

1.0 CALL TO ORDER

1.1 Initiation of New Planning Commissioners: Gordon Norman and Patriek Salandro

Lawrence began the meeting at 6:00 p.m., and time was spent establishing each Commissioner's connection. Fisher and Starbuck joined the meeting with audio only, using their mobile phones, and Jurkowski, Norman, and Salandro had video connections using their computers.

Nichols called the meeting to order at 6:02 and welcomed the two new Commissioners. Lawrence told them that Staff was preparing thick binders of training materials for them and that they were invited to visit the Planning Staff if they had any questions or concerns. She added that the Planning Department had helpful resources for new and continuing Commissioners.

1.2 Election of Chair and Vice Chair

Starbuck offered a motion to nominate Tiffany for Commission Chair. Fisher seconded the motion. Tiffany was elected Chair by unanimous voice vote, 5:0:2 (Slothower and Tiffany were not present).

Jurkowski nominated Fisher for Vice Chair and Norman seconded the motion. The vote for Fisher was unanimous, 5:0:2 (Slothower and Tiffany were not present).

1.4 Roll Call

Roll Call was taken by Lawrence as indicated above.

1.3 Designation of Hearings Officer

Nichols explained that there had been a continuation of the City's emergency declaration on August 10, 2020, so the Planning Department was still using an outside Hearings Officer for all land use applications. She said the Commission could establish a Hearings Officer as directed by the Bandon Municipal Code (BMC), requiring a Commissioner to take the position, or continue to assign that role to an outside person.

Fisher stated that the City had a Hearings Officer, but it chose to bypass her, leading to her resignation. He wondered why the City “farmed it out.”

Lawrence responded that the former Hearings Officer was consulted several times to find out if she would be comfortable holding public Plan Reviews during the COVID-19 closure. Lawrence observed that the State’s COVID-19 mandates had changed regularly over the previous six months or so. She added that with the City’s inability to facilitate meetings and host people at City Hall, it had been difficult for Staff to conduct the statutorily required legal noticing for Plan Reviews, being unable to know three or four weeks in advance what the hearing procedure would look like and who would be performing the hearing. In order to keep planning actions being processed under the emergency declaration, the City Manager and City Council felt it was best to utilize a third party Hearings Officer.

Fisher asked for the definition of a Hearings Officer. Nichols described the Hearings Officer as the City’s reviewing body in lieu of the Planning Commission. She said more detailed requirements could be found in the BMC. Fisher requested that the information in the Code be emailed to all Commissioners, so they could prepare to discuss the Hearings Officer question at their next meeting.

Nichols agreed to prepare a memo covering the role of the Hearings Officer and telling how the Officer had assisted Staff throughout the COVID-19 emergency, when in had been difficult to continue dealing with land use issues and process applications.

Norman wondered if there was a requirement that the hearings be conducted in person, and if that was part of the problem.

Nichols responded, “Not necessarily.” She noted that the Hearings Officer had traditionally been used for Plan Reviews and limited land use decisions that did not require a public hearing. Staff would send out a notice of the decision after the Officer’s hearing.

Norman inquired if the same person from Eugene had served as Hearings Officer during the emergency. Nichols replied that the City had a contract with an off-site Hearings Officer, and that Lawrence had held a public hearing with that Officer, by means of a Zoom meeting.

Nichols turned the meeting over to Fisher, the new Vice Chair, to lead the remainder of the meeting in the place of the new Chair, Tiffany.

2.0 CONSENT AGENDA

2.1 Minutes: Planning Commission Work Session—June 16, 2020 Planning Commission Regular Meeting—June 16, 2020

Fisher expressed concern that the Minutes showed the Commission’s intent to discuss the proposed Planning Department fee schedule at a Work Session before bringing it before a Public Hearing along with the proposed Hazards Overlay Zone Ordinance. He pointed out that no hearing had been held, but the City Council had already approved the fee increases and approved the minutes of the June 16 Commission meeting.

Lawrence believed the Council reviewed the Commission’s minutes, possibly as part of its Consent Agenda, and she said the Councilors prefer to receive the Minutes monthly to have a written transcript of the activities of the various advisory boards. Lawrence told Fisher that Staff would double-check to make sure the Commissioners would be provided with a copy of their Minutes for review in the future.

Fisher remarked that normal procedures had been ignored.

Starbuck moved to approve the Consent Agenda for the June 16, 2020 Regular Planning Commission Meeting and Work Session. The motion was seconded by Jurkowski and the Minutes were approved with no corrections or additions. The voice vote was 3:2:2 (as new members, Norman and Salandro abstained; Slothower and Tiffany were absent).

3.0 PUBLIC COMMENTS—Opportunity for Citizens to speak on issues not on the Agenda

There were no public comments. Fisher observed that the City’s website stated the meeting time was 7:00, but the meeting actually began at 6:00, making it unlikely anyone from the public would have joined the meeting yet. (At that time, it was 6:18.)

Nichols clarified that the Meeting Agenda, which appeared on the City website, did have the correct meeting time.

Norman emphasized that the Commissioners would all welcome public involvement.

Fisher told the new Commissioners that in the packet they receive as new members, the introduction to the Planning Commission said that Oregon believes in an informed citizenry. He added that the second chapter stated that planning values included recognizing the right of citizens to participate, and in chapter three, educating the public and providing a forum were among the roles and responsibilities of the Commission.

Salandro interrupted to inform the Commissioners that he had just checked the City’s website, and on the front page it said that the Planning Commission meeting time was 6:00 p.m.

Fisher countered that the correct time was posted the previous afternoon and it should have been posted seven to ten days in advance. He maintained that the rules dictated the proper time for posting meetings, and he said he had been watching the website and had to ask to find out the correct time.

4.0 DISCUSSION/OTHER

4.1 Rocky Habitats Strategy Brief

In the meeting packet given to the Commissioners, there was a letter from Bill Stenberg, vice president of Shoreline Education for Awareness (SEA), who joined the Zoom meeting along with his wife, Susan Ryan, to talk about an update to the Territorial Sea Plan.

Stenberg read the following statement from his letter to the Commissioners to provide a formal introduction to the Rocky Habitat Management Initiative:

Rocky habitats represent 41 percent of Oregon’s 362-mile coastline. Rocky shores are defined in the Ocean Resources Management Plan as the cliffs, rocky intertidal areas, offshore rocks and islands, and submerged reefs within the Territorial Sea. Biologically rich and ecologically important for many species of seaweeds, marine invertebrates, fish, mammals and birds, these shores are often next to areas of high human use and are therefore especially vulnerable to impacts from human activities or disturbances that can degrade or destroy essential biological and ecological values. These regions remain vulnerable to direct impacts from activities such as fishing, shoreline armoring, and industrial activities such as energy development.

Oregon’s beaches and rocky shores are open to public access. The coast’s rocky habitats are managed by a patchwork collection of state and federal agencies. The Oregon Department of State Lands is the trustee for the state on behalf of the people, up to mean high tide. The Department shares this management responsibility with the Oregon Parks and Recreation Department for the part of the shore, whether rocky or sandy, covered and uncovered by the tide down to extreme low water. Most marine life is under the jurisdiction of the Oregon Department of Fish and Wildlife (ODFW). The Oregon State Police are charged with enforcing ODFW

regulations. Some rocky shore areas front the ocean at Oregon State Parks while others front federal lands and still others border private lands where uses are regulated by cities or counties. Rocky shores and other ocean areas are covered by Statewide Planning Goal 19, Ocean Resources, which requires the state “to conserve marine resources and ecological functions for the purpose of providing long-term ecological, economic, and social value and benefits to future generations.”

Several federal agencies are also involved in the management of Oregon’s rocky shores or biological resources that rely on rocky shore habitats. The U.S. Fish and Wildlife Service (USFWS) has jurisdiction over all of the offshore rocks and islands along the coast, which comprise the Oregon Islands National Wildlife Refuge. The U.S. Bureau of Land Management (BLM) manages access to intertidal areas and seabird nesting sites at Yaquina Head Outstanding Natural Area as well as providing visitor interpretive and educational opportunities about these rocky shore resources. The U.S. Forest Service (USFS), whose principal mission is focused on federal forest lands in the Coast Range and Cascade mountains, manages access to intertidal areas and provides visitor interpretive programs about rocky shores at Cape Perpetua. Even cities such as Cannon Beach are involved in providing access to (and law enforcement in) rocky intertidal areas.

The Rocky Shores Strategy is part of the original Oregon Territorial Sea Plan adopted in 1994. It includes policies, management prescriptions, and site-specific recommendations to guide management by local, state and federal agencies at nearly 90 sites on the Oregon coast. The strategy relies on authorities and programs of state and federal agencies to carry out activities in the field; the Ocean Policy Advisory Council (OPAC) will not implement the strategy.

OPAC focused much of its early attention on rocky shores and in 1994 approved the initial Oregon Territorial Sea Plan including Part Three, the Rocky Shores Strategy, detailing policies, management prescriptions, and site-specific recommendations to guide management by local, state and federal agencies at nearly 90 sites on the Oregon coast.

In October 2015, 22 years after adoption of the strategy, OPAC, at the urging of several groups and members of the public, created the Rocky Shores Workgroup to update the Rocky Shores strategy. Now called the Rocky Habitats Management Strategy to incorporate offshore rocks and reefs, new scientific information about Oregon’s rocky nearshore ecosystems will be incorporated in revised recommendations to improve the overall strategy and to support site-specific planning and management. Some key rocky shore sites now lie within the boundaries of, or are immediately adjacent to, recently designated Marine Reserves (e.g. Otter Rock, Rocky Point, Strawberry Hill) and that the oncoming effects of climate change, including ocean acidification and sea level rise, make this an opportune time to assess the ecological condition of our rocky shores, related management issues, and provides conservation opportunities.

The text of this statement also appeared on SEA’s website (<https://sea-edu.org/rocky-habitats-strategy/>).

Stenberg explained that he was addressing the Commission because the State had chosen not to make a top-down decision about which rocky habitats on the coast needed protection, instead opting to take recommendations from the coastal communities themselves. Organizations such as SEA were involved with the State and the Rocky Habitat Strategy Committee and other non-profits to reach out to local communities. He described SEA as an intermediary in this process.

SEA, Stenberg said, provided on-site wildlife interpreters throughout the summer bird-nesting season in Bandon and at Simpson Reef for the pinnipeds (seals). SEA was extremely interested in the safety and care of the area around Coquille Point that allow close contact from the public, from the tide pools on the north end of Elephant Rock over to the rocks, nesting areas, and tide pools at the north end of Face Rock. SEA would like that area to be designated as a “marine education reserve,” which would allow some “period-specific restrictions” to be enforced by volunteers who would educate the public.

Stenberg quoted a saying that the State’s rocky habitat areas were being “loved to death.” He remarked that thousands of visitors who come to Bandon each year are thrilled by the seals and their pups, the tide pools, and the birds, but they are not aware of the damage they are doing. On a recent

low tide, a SEA volunteer witnessed an incident in which a dog whose owners thought was under control grabbed a seal pup by the neck, shook it, and ended up killing it. On another occasion, one of the SEA board members was looking through binoculars from the Coquille Point parking lot and saw a young man climbing on the north side of Elephant Rock to an area where Black Oystercatchers nest. It was a nest that already had failed because it was so close to public access at low tide. Stenberg also mentioned drones as a problem for the rocky habitat, because they could create havoc with the nesting birds.

Stenberg told the Commissioners that he had come before them on the recommendation of other City leaders, as a starting point for getting some direction as to the feasibility of SEA's proposal and to determine whether it would receive their support. SEA also hoped for assistance in recruiting volunteers. There were only eight SEA volunteers at the time of the meeting, and Stenberg noted there were many more low tides than those eight could handle.

Stenberg recalled that Coquille Point was one of eight or ten locations that had been considered for a Marine Reserve designation through the Oregon Territorial Sea Plan in 1994. Nothing happened at that time, so the issue was being revisited. That was why SEA approached the Planning Commission to ask for ideas for community involvement.

Norman asked how many levels of designation there were under the Oregon Territorial Sea Plan.

Stenberg thought there were five designations, but he had only been focused on the Marine Garden designation because it would be less restrictive than the other designations and most appropriate for the area around the Bandon sea stacks, which is used regularly by the local public.

Norman inferred that the potential designations would range in their impact from making an area totally off-limits to everybody to allowing unlimited access, and Stenberg affirmed that. He also verified for Norman that SEA was looking for the community's opinion about which designation should be given to the Coquille Point area as well as the level of participation to which the community was willing to commit.

Stenberg noted that Kate Iaquinto, Refuge Manager of the Bandon Marsh National Wildlife Refuge (BMNWR), had joined the meeting using Zoom. Normally, interns from BMNWR join SEA volunteers on the beach, but that participation was hampered in 2020 due to COVID-19 restrictions. Even with that additional help, Stenberg underscored the need for more volunteers.

At Cannon Beach, farther north on the Oregon Coast, Stenberg said the city was fully involved with the preservation of Haystack Rock, to the point of providing police enforcement. The rock itself was roped off during low tide periods to prevent people from going too close to where the puffins nest. Stenberg contended SEA was not necessarily promoting similar restrictions at Bandon but was trying to find out what level of restriction the citizens and leaders in Bandon were willing to accept. He had observed while on "seal patrols" during seal pupping season that most people were happy to adhere to smart use of the intertidal areas and the tide pools, once they had been educated. Stenberg's approach was to ask people who were walking on tide pools or rocks at extreme low tides if they knew they were destroying hundreds of life forms by stepping on them. Those were life forms SEA would like to keep viable.

Starbuck pointed out that the beach south of China Creek was closed during breeding season and wondered if anything like that was planned at Coquille Point. Stenberg replied that it was a separate area, where the Snowy Plovers were protected by a Federal or State agency. He said although SEA

was focused on Coquille Point due to its popularity, it could become involved with other rocky habitats in the region.

Norman asked if SEA were to propose some limitation on public use in designated areas, some of the problems might be resolved by education. He wondered if there might be a need for a police function and he thought the public's access to those areas could be compared to their willingness to wear face masks.

Stenberg stressed that SEA was not trying to make unreasonable demands or requests. He said OPAC (Ocean Policy Advisory Council) and DLCD (Department of Land Conservation and Development) would like a plan submitted by the end of the year, based on community input and mapped out on a SeaSketch map. Stenberg asserted there were a lot of people in the community who would like SEA to have a greater presence in the fragile rocky habitat areas, and SEA was trying to establish ways to partner with a greater number of people in and around Bandon.

Jurkowski inquired how SEA would train volunteers during the time of COVID-19. Stenberg answered that videos and Zoom would probably be used, but he observed that many of the birds were gone for the season and birthing of seal pups was finished, so he was more concerned with gearing up for the coming March, when seal pupping begins and the birds return. Among them would be the Black Oystercatchers, which choose to make their nests close to where they can be accessed by the public.

Jurkowski commented that she would be interested in more education for everyone about what to do and what not to do when visiting the area's rocky habitats.

Fisher asked Stenberg if he was recommending closing off the area around the rocks at Coquille Point to the public when seal pupping happens and the birds have returned, or if the main idea was to educate people. He said he was familiar with the SEA volunteers and the signs posted warn to people not to disturb the seal pups.

Stenberg told him there had been discussions about restricting access, but it wasn't thought to be a reasonable option for such a popular area. He believed the use of better signage and continuing to put out flags would be preferable to roping off the more fragile areas, which were really only vulnerable at low tides.

Fisher wondered about the impact of the large number of participants in Circles in the Sand events near Face Rock at low tide. Stenberg pointed out that the Circles in the Sand labyrinths were drawn well above the mean low tide. Acknowledging that Circles in the Sand drew crowds to the seashore, Stenberg suggested it might be worthwhile for SEA to work with Denny Dyke, creator of Circles in the Sand, to have him help educate the people who go through his labyrinths, so they would understand how to behave around the rocks and tide pools.

Fisher stated that he liked to go to Coquille Point during extreme low tides, and he thought to deny that access would be "rather grave." Stenberg agreed.

Starbuck advocated posting more information at the top of the stairs that go down to Coquille Point.

Stenberg observed that U.S. Fish and Wildlife had been doing that and doing it better than in past years, with signs at intervals down the stairs. Yet, he said, people do miss or ignore the signs, or they take a different path to the beach.

Kate Iaquinto, who oversaw the South Coast Refuges for the Oregon Coast National Wildlife Complex, interjected that the issue was not so much about disturbance related to public use, as it was

about gaining additional protections and a formal designation for the Coquille Point site. She termed it “a way of wrapping up the conservation at the site into one package that the State recognizes and taking the sea of jurisdiction that we have and bringing it under one umbrella of protection.” She believed a clear designation would allow the area to be better known to people outside of Bandon for purposes of education and conservation.

Stenberg stated that having the designation would add to the credibility of what SEA was advising the public. He repeated that because the State wanted to be sure the designation was supported by the majority of the local community, SEA had reached out to the Commission and would be consulting with business owners, fishermen, and eventually the City Council. Stenberg hoped for a declaration by the Mayor and City Council about the value and the fragility of the intertidal area.

Norman wondered if the City’s role was to simply say “yes” to having a specific designation applied to a certain geographic area. Stenberg stressed that an official statement from the Mayor and Council would be helpful, because that would be presented to OPAC commissioners who would be reviewing a number of proposals from up and down the coast and saying “yay” or “nay” to them.

Starbuck requested Staff to work with Stenberg to produce a proposed statement of support that the Commission could review and pass along to the City Council. Nichols thought that a letter of support could be drawn up, and she offered to speak to the City Manager about putting it on the Council agenda.

Fisher asked if fishing around the Coquille Point rocks would be affected by any proposal from SEA. Stenberg assured him only the rocky intertidal areas would be involved, and there would be no effect on fishing.

Stenberg emphasized SEA’s interest in finding avenues in partnership with the Commission and City Council for gathering more volunteers to help with the labor-intensive effort of educating the public during the five busiest months of the year.

Jurkowski suggested SEA could produce an educational video that could be viewed on the City’s Facebook page.

Nichols said she could talk to the City Manager about either live-streaming such a video as part of a Commission meeting or posting it on the City’s Facebook page.

Jurkowski felt Facebook would provide the means of reaching a lot of people with SEA’s educational message. Stenberg liked the idea and was eager to have the video produced and posted on SEA’s Facebook page as well.

Stenberg indicated that the SEA staff would be canvassing the community with questionnaires, because the OPAC commissioners would want that kind of thing in SEA’s proposal package. He hoped the Planning Commission could advise SEA on key individuals to approach for their input.

Stenberg expressed concern over the introduction of drones around the intertidal area. He recalled that everyone he asked to stop flying their drones over the beaches during birding season was cooperative. He said they did not realize what disturbances they were causing.

Fisher remarked that there were signs on Coquille Point that said, “no drones.”

Stenberg replied that there were people who did not see those signs.

Jurkowski asked if the laws regarding drones were the same for the bluff area as on the beach.

Iaquinto responded that enforcement against drones was related to the drone operator's location. She explained that operating drones was not allowed on Federal property at Coquille Point, and there was a no-drones policy at upland sites on State Parks properties around Face Rock at Bullard's Beach, but the beach below Coquille Point was managed separately, with no policy regarding operation of drones there. Iaquinto added that someone would be in violation if their drone was disturbing wildlife, but the regulations were generally unclear. She said she was receiving reports of drones on the beach several times a week during the summer, which had been a problem for authorities to address because the beach rangers had been diverted back to the campgrounds due to budget shortfalls.

Jurkowski favored helping SEA, especially because more education would be beneficial.

Norman thanked Stenberg for his presentation and told him he would back a letter of support.

5.0 COMMISSIONERS' COMMENTS

Fisher commented that he and Jurkowski had expected issues that were brought before the Commission in a Work Session to be presented at a Public Hearing before moving on to the City Council. He cited language in the packet given to Commissioners that stated the public should be informed, yet there was no Public Hearing about the revised Planning Fee Schedule, which went to the Council for approval even though then-Chair Kimes had tabled it to the following Commission meeting. Fisher asked how the rest of the Commission felt about having an informed public.

Norman expressed his opinion that public involvement was very important and he echoed Fisher's concerns about the Fee Schedule.

Jurkowski voiced a general need for clarification on planning procedures, such as the granting of Conditional Use Permits (CUPs). In particular, she was puzzled about the modification of a CUP involving a marijuana facility, presided over by an outside Hearings Officer. She wanted to know why her understanding of the process differed so much from what ended up happening.

Nichols invited Jurkowski to come to the Planning Department or call or Zoom the Staff to discuss how the Department's processes work.

Jurkowski did not think she was the only one confused by the situation she mentioned.

Nichols said Staff had talked with DLCD about holding a Work Session to go over planning processes and the Oregon land use system, especially because there were two new Commissioners. She encouraged Commissioners to see her with immediate questions and to expect training at a future Work Session.

Jurkowski felt training would be valuable for everyone. She thought the confusion about the Fee Schedule update stemmed from an expectation at the June Planning Commission meeting that the Commission would be providing input before the issue was sent to the Council.

Fisher remarked that the Commission's Work Session "turned into an opinion poll" and no Public Hearing was conducted by the Commission or the City Council. He agreed that the planning fees needed to increase, but he felt the rates went up dramatically, saying, "They wonder why we won't give them access to raise rates for water and sewer, which also needed to be raised. They illegally voted on that, cost us a lawsuit, tied up the County [in refunds]...because there was no public input." Fisher added, "If that's the way they operate, then they wonder why you have to vote on it. I think it's really sad that they took that route and used COVID as a disguise to not keep an informed public."

Jurkowski said those were some of the concerns she had.

6.0 ADJOURN THE REGULAR MEETING

Fisher adjourned the Regular Meeting at 7:05 p.m.

WORK SESSION

1.0 ROLL CALL

Roll Call was the same as indicated for the Regular Meeting.

2.0 PROPOSED HAZARDS OVERLAY ZONE ORDINANCE

Fisher thought the revised copy of the ordinance was excellent and would recommend it.

Salandro had read the Minutes of the previous meeting as well as the updated ordinance. He said it looked great and the Commission should move forward.

Norman had also read over the material and concurred with Fisher and Salandro.

Jurkowski and Starbuck voiced their agreement.

Fisher asked Staff if the Commission should vote to move the ordinance forward.

Lawrence explained that when the Commission works on policy changes such as the Hazards Overlay Zone proposal, Staff brings projects to the Commission and they work closely together to produce a recommendation and a draft ordinance that goes before the City Council. Ultimately, it is the Council that makes the decision on what to adopt, and Councilors may have strong opinions that cause changes to be made to the draft.

Lawrence stated Staff's administrative role was to ensure compliance with State statutory requirements, to make sure notices that are sent out contain the correct legal language, and to make sure everyone in a noticing zone receives a copy of the notice—all with the purpose of meeting the number one statewide planning goal of citizen involvement.

Because of the impact the Hazards Overlay Zone would have on properties, Lawrence said it would require a Measure 56 notice that included big, intimidating red letters that said something to the effect of "This could affect your property value." She noted that the City would not be able to tell landowners definitively that the proposal would or would not affect their property. She added that the intent behind Measure 56 was for people to read the notice and decide how they would participate in the Public Hearing, and to encourage more participation in the land use planning process. A 45-day advance notice was required from the first evidentiary hearing, which in this case would be the Commission's Public Hearing on this matter.

Lawrence referred to the Hazards Overlay proposal as a legislative issue, meaning it would eventually go before the City Council. At the Commission's hearing, there would be an opportunity for public comments. After the close of the hearing, the Commissioners would deliberate and produce a formal opinion and offer their recommendation to the City Council. The Council, in turn, would hold another Public Hearing, allowing another level of public comments and public involvement before a decision was made.

Given the Commissioners' positive response to the Second Draft Hazards Overlay Zone Ordinance, Lawrence said Staff would move forward with scheduling the Commission's Public Hearing, probably at its regular late October meeting, or possibly at a Special Meeting, and Staff would inform the Commissioners by email when the date was chosen. She mentioned that the project had come to fruition from a grant the City received, and she believed the grant had been fulfilled, as the Draft Ordinance had been prepared by the technical end date of the grant, September 30.

Jurkowski asked if the Commission's regular meeting time had been changed. Lawrence clarified that the start time had not permanently been changed, but the July meeting had been scheduled to begin at 5:00 p.m. in an effort to be more conservative with Staff time. She shared that as an hourly employee her time at meetings caused the City to pay an overtime rate. Meetings that began later also had an adverse effect on Staff's workload, since there were only two people in the Planning Department. The August meeting was scheduled an hour earlier than normal because a Work Session had been added to the Regular Meeting. Lawrence promised future meetings would start at 7:00, as long as that was the Commissioners' preference.

Salandro told her he would rather have a 6:00 meeting time because he had young children, and a meeting that goes beyond an hour and half would interfere with their bedtimes, especially after school starts.

Norman also preferred 6:00, but he wondered what would be ideal for public involvement.

Jurkowski was concerned that a meeting time that was too early would eliminate the potential for some working people to participate.

Starbuck favored 7:00 because it was more conducive to public comment.

Nichols wondered if the Commissioners would prefer scheduling Work Sessions before or after their Regular Meetings. Starbuck liked the idea of holding Work Sessions at 6:00. Jurkowski, Salandro, and Norman all voiced agreement, and Fisher said it sounded good.

Fisher praised Staff for "doing a fabulous job," but he reiterated that meetings were supposed to be posted on the City's website at least seven days in advance.

3.0 ADJOURN THE WORK SESSION

Fisher adjourned the Work Session at 7:16 p.m.

Planning Commission Regular Meeting and Work Session Minutes
Submitted by Richard Taylor, Minutes Clerk