

**CALL TO ORDER AND ROLL CALL**

Chair Hasko called the Planning Commission special teleconference meeting to order at 7:00 p.m. Planning & Building Director Russell called the roll.

Present: Planning Commissioners: Goulden, Kopf-Sill, and Targ (arrived at 7:10); Vice Chair Taylor; Chair Hasko  
Absent: None.  
Town Staff: Laura Russell, Planning & Building Director; Jeremy Dennis, Town Manager

**ORAL COMMUNICATIONS**

Rita Comes. Ms. Comes said she sent a message to Town Manager Dennis about the tone of the public comment policy that is used prior to Town Council meetings. She said it was kind of like telling the people in the front row of a theater production not to spit at the actors – a negative statement telling people not to say negative things and not do this or that. She said this may dissuade a quiet person from participating in a discussion. She asked that the Commission consider referencing the public comment policy in the notes upon signing onto the Zoom link, but not to reprimand participants prior to the meeting. Chair Hasko asked Ms. Comes to hold further discussion on this agenda item until after oral communications has concluded for items not on the agenda.

Betsy Morgenthaler. Ms. Morgenthaler said that yesterday she learned there was an active traffic study going on, which she assumed was with regard to MROSD parking, but it was actually a Neely traffic study. She asked if the Commission knew this was ongoing. She pointed out that Planning & Building Director Russell, in response to Commissioner Taylor's question regarding the noise study, acknowledged that generally CEQA will analyze a worst-case scenario. Ms. Morgenthaler said this is relevant in light of learning there is a traffic study being conducted during this pandemic when normal traffic patterns have been greatly reduced. She said she would be interested in the Commission's comments regarding this issue. Chair Hasko said they are unable to comment tonight, but can take that comment back to direct Planning & Building Director Russell and Town Manager Dennis to take that into consideration for the relevant purpose of that study. She agreed that right now there were not normal traffic patterns. Planning & Building Director Russell said she will provide an update to Ms. Morgenthaler offline. She said the current non-normal situation is being taken into consideration in all of the work the Town is doing. Commissioner Goulden noted this issue would be discussed again, and the Commission would receive further public input when the report is presented.

**NEW BUSINESS**

**(1) Public Comment Policy**

Town Manager Dennis presented the proposed Public Comment Policy based on the policy previously adopted by the Town Council. The Town Council asked that the staff share the adopted policy with the Planning Commission and the ASCC for their consideration. He explained the background and discussion regarding the proposal, as detailed in the staff report. Staff recommended adoption of the Public Comment Policy by the Planning Commission.

Town Manager Dennis shared emails received today.

From Jon Silver. Dear Commissioners, Thank you for doing the public's business when, by all rights, you should be watching, I think, an important debate or perhaps a baseball game. I wish to apologize as I have not had the time to thoroughly review your packet for tonight's meeting. I may have this wrong, but I heard second- or third-hand that the Planning Commission may be considering a new policy regarding time limits on public speakers at future meetings. I've not read the proposal, if indeed there is one, but I wish to urge that any time limits be left to the discretion of the Chair of the Planning Commission after reviewing the agenda, the number of potential speakers, and after conferring with the other Commissioners. Back in my day, there were no routine time limits, but speakers were simply encouraged to be concise, non-repetitious, and to keep their comments relevant to the matter on the agenda. Perhaps we cannot continue to be so "small town" in the way we conduct our meetings, but please let's be as open and welcoming to public input as possible. Thank you.

From Kristi Corley and Rita Comes Whitney. Thank for all your hard work and volunteerism for the Town of Portola Valley. We do appreciate it. The following items are requests for the resolutions being presented tonight, 10/7/20 Planning Commission meeting. Zoom – can the Chairperson say how many people are in attendance at the beginning of a Zoom meeting? Write into resolutions for all three Town Council, Planning Commission, and ASCC. #1: Call to order, roll call. The official beginning of a meeting and the determination of the body's attendance. Can you add, "Let the attendees residents know how many in their community are attending the Zoom and show our faces/names to each other on Zoom. Add this to the resolutions for all three bodies. We are a community, otherwise it feels authoritarian to only see five Commissioners, Councilmembers on Zoom. Let us know who is in the room or meeting? Zoom Schoolhouse Meetings: Can you add the attendee list from the community staff into the minutes? I'd rather not send an email requesting this to share after each meeting. It's just part of the communication for all Portola Valley Zoom Schoolhouse meetings. (Town Manager Dennis noted this is now being done at the Town Council level.) Zoom – Is the Zoom a temporary "policy?" Do we know if Zoom meetings for Town Council, Planning Commission, and ASCC will be temporary? Some really like to attend meetings from their home. This could be a permanent way to conduct Portola Valley Town Meetings. #9: "... read exactly by staff ..." Can you add the word "exactly" to Item #9? My previous question was summarized, and I would rather it be read exactly if it goes into the public record. #4: Change Council to Commission on #4. Residents are requesting to be heard five minutes rather than three minutes. Residents are requesting a total of 45 minutes rather than 30 minutes for group presentations. Zoom and Schoolhouse Policies #13: "Shorten speaking time to two minutes. Limit yourself to new information please." In my opinion and others, everyone deserves to speak for three to five minutes if that's our time limit. People are individuals, and they deserve the right to be heard as it shows respect. Residents deserve the opportunity to listen to others who might agree with them. I find it interesting if 5 or 10 people agree with me versus hearing one person. How would the Commissioners know if it's a hot issue without repeating comments. You've already eliminated our time to speak in public comment. We would like to be heard. The residents would appreciate a "welcome" to the public who are attending the meeting rather than starting with rules and regulations of the meeting. How to write this into the resolutions for Town Council, Planning Commission, and ASCC. Please consider Zoom format for all meetings, Town Council, Planning Commission, ASCC in the future so that everyone can attend from home.

From Danna Breen. I have full confidence and always had full confidence that the Chair of our esteemed Planning Commission should run the meetings the way they feel it is best to run the meeting. They are residents with full understanding of the issues, and they should have full discretion to run the meeting as they see fit, including timelines for residents to speak their minds. (Try holding Jon Silver to two minutes, as we all know. But we know who he is and know what to expect, and if you hold him to two minutes, he will speak five times!) Trust our wonderful residents and their passions about the town. You guys can do this. I'm sorry to see this on the agenda. We have bigger fish to fry.

From Jerry **Kohs**. I just finished the public comment policy document, which is on the agenda for tonight's meeting via Zoom. If you don't have any time to give me any feedback during the meeting, I can completely understand, but here's some of my initial reactions. There is now some clarification on time allotted to applicants and public speakers. Yes, applicants now have a 20 plus or minus time limit. Yes, public speakers can aggregate their individual time. Yes, that aggregated time can include media presentations. But there is still no limitation on the time allotted for each governing board member's "questions for staff" and "questions for applicant." This wouldn't be an issue normally, but if all board members came to the meeting fully prepared, especially by reading all documents or minimally research relevant information in advance of the meeting, but this just isn't always the case. I wouldn't care about this problem if it weren't for the fact that it's only after all this time is spent in, to some degree, unprepared questioning by board members that the public speakers get their rigidly timed opportunity to speak very late in the whole process also. The policy statement under review should include time limits on each board member's questioning of staff and applicant. Finally, there are significant copying/editing problems, the most glaring of which is the back-and-forth use of third person and second person usage.

Chair Hasko said there are nine attendees and eight panelists consisting of Commission and staff members. She thanked everyone for joining. She invited questions from the Commission.

Commissioner Goulden asked if the Town Council was suggesting that all meetings have the same procedures instead of having different procedures for different bodies. Town Manager Dennis said the Council primarily wanted the Planning Commission to review the policy the Council had adopted and consider whether or not they wanted to adopt something similar.

Commissioner Kopf-Sill asked if minutes should be included under the components of a public meeting agenda section. Town Manager Dennis agreed.

Commissioner Kopf-Sill, in reference to Item #11, said there have been situations where she wished she could ask a clarifying question of a speaker. She understood not allowing debates and discussions but asked if clarifying questions would be allowed. Town Manager Dennis clarified that this rule is intended for the oral communications section only.

Commissioner Kopf-Sill asked if only groups can use presentation materials or if individuals also can use them. Town Manager Dennis said individuals can also use presentation materials. He said the intent here is whether or not the body should be able to limit that in some fashion to avoid meetings becoming unmanageable.

Commissioner Kopf-Sill asked if every speaker is required to provide their name and address. Town Manager Dennis said providing the address has been practiced by all municipalities, but it is no longer a legal requirement to do so. Town Manager Dennis said #4 under General Rules to Public Comment will be corrected because name disclosure is not a requirement.

Chair Hasko confirmed with staff that the decorum policy is already applicable and is not what the Commission is being asked to weigh in on. She confirmed that the Planning Commission is being asked to consider whether or not they want to adopt a policy and, if so, decide on the substance. In response to Chair Hasko's question, staff advised that this item has not yet been presented to the ASCC.

Chair Hasko invited public comment and questions.

Betsy Morgenthaler. Ms. Morgenthaler noticed that most of the Town committees are using the regular Zoom call format, which is more relaxed than this format, with staff and Commissioners being visible,

but not the attendees. She said she has discussed with Town Manager Dennis how to replicate the sense of being together such as occurred in the Town Schoolhouse meetings. She suggested posting participant names, but it seemed to be too cumbersome for the Webinar format, but is very possible for Zoom calls. She suggested switching to a Zoom call instead of the webinar format. She said she spent a couple of hours researching and sent instructions to Town Manager Dennis on how to check a box to post the participant list at each meeting. She said she was disappointed to see the participant list was not present at tonight's meeting. Ms. Morgenthaler said that on April 8 and April 15, the Town considered and adopted the new Public Comment Policy. She said she wished she had not been distracted by new circumstances and had noticed that because she would have commented then. She said that since that format is being considered here, she was reminded of Benjamin Franklin's quote, "If I had more time, I'd write a shorter letter." She said the policy is wordy, and the tone could be improved. She said it comes across as highly prescriptive. She suggested a more relaxed rural communication. Ms. Morgenthaler said she looked at two other town's policies and said there should be more compare and contrast before settling on something. She said, although this applies more to Town Council meetings, reading the decorum policy before each meeting sets a parochial school tone. She said strong beginnings are worth a lot.

Rita Comes. Ms. Comes referred to the comments she made during Oral Communications regarding how the Public Meeting Decorum policy is presented at the Town Council meeting. She said it makes her feel reprimanded and may stifle a quieter voice who may disagree. She submitted to Town Manager Dennis examples of policies used in other towns. She suggested that if something like this is adopted, that the meetings not begin with a reprimand, but with a welcome to participants. She suggested the public decorum policy be available for review on the website, or right before the printed agenda, but they don't need to hear it before the meeting, as they've been waiting seven months now for this meeting, to then be confronted with "watch what you say."

Rusty Day. Mr. Day thanked the Commission for the work they do. He agreed with Ms. Morgenthaler's point about attempting to recreate some semblance of a public meeting, including the opportunity to at least know who is at the meeting if not actually able to see the participants. He said this is a very important aspect of holding a public meeting, establishing a sense of community and legitimacy. He agreed with Jon Silver's point about placing limits on presentations or citizen engagement with the Commission. He said these meetings are often scheduled with very little notice, and people are required to absorb a lot of information, but the notice of this meeting, for example, came out three days ago – not three weeks, two weeks, or one week ago. He said preparation is key to brevity and conciseness. He would suggest 5-minute limits on individual contributions and 45-minute limits on presentations.

Mary Hufty. Ms. Hufty asked about the agenda. She said quite a bit of energy was generated while waiting six months for the Planning Commission to meet. She said people in town are very worried about planning, with lots of land management issues, fire issues, and other great concerns. She was struck that this agenda consisted only of a public comment policy and the cannabis land use ordinance. She asked who chose this agenda and why.

Chair Hasko noted that the Commission is just getting up to speed with the Zoom meetings. She said the intent tonight was to address some items that would be somewhat limited and avoid issues that may overwhelm the system while they are learning the format. Town Manager Dennis said Planning Commission meetings are only scheduled when there are items to hear, and it has been commonplace for many years that Planning Commission meetings, as well as ASCC meetings, are often cancelled because there are no items ready to be heard. Town Manager Dennis said when the Town closed in March, many of the items that needed to be deferred at that time were not yet ready for the Planning Commission, but were ready to cycle through the ASCC. Town Manager Dennis said if there was

something more substantial ready for the Planning Commission tonight, it would have been on the agenda.

Planning & Building Director Russell said there is only one item – an undergrounding utility application - waiting to be heard by the Planning Commission, but the applicants were not available for tonight's meeting. She said they saw value in having the Planning Commission meet around items where there were not applicants, plans, and materials to review, to provide the Commissioners with some experience in the Zoom format.

Chair Hasko said she understands the concern that the first thing on tonight's agenda is the public comment policy; however, she noted that Council has directed the Commission to discuss it. Town Manager Dennis said he was sorry to hear that there has been some misinterpretation of the concepts behind the public comment policy. He said it is not intended to limit anyone, but is to provide clarity and quality for everyone. He said for this body in particular, there may be a different approach. He said the Council discussed that it is not fair for a resident to wait four hours to speak to an item on an agenda at 11:30 p.m. He said there is value to a meeting being run efficiently that doesn't take away from speakers.

Kristi Corley. Ms. Corley suggested it would be interesting to see what the Planning Commission has been working on. She suggested the Commission provide information about what projects they're working on, including addresses. She said in Truckee, for example, she can go to town and see all the projects their Planning Commission is working on, and it is interesting to see what everyone is doing in town. She asked if the Planning Commission could provide perhaps an Excel spreadsheet of what they're working on. Chair Hasko said that is beyond tonight's agenda topic. She said Planning has a rolling set of pending issues in various stages of analysis. Chair Hasko said given this unusual year, they are doing as much as they can. She said the Planning Commission has not been meeting in private, and there have been no meetings or Planning Commission activity since February. Planning & Building Director Russell said staff was initially working only on COVID response, and then gradually started processing more Planning and Building applications as their capacity to do that increased and the emergency activities decreased. She said they have gradually been getting projects ready for ASCC and Planning Commission and are now starting to bring them forward. She said Planning staff has been active, but the Planning Commission has not.

With no additional public comment, Chair Hasko brought the issue back to the Commission for discussion. She asked the Commission to consider whether this public comment policy is needed for this body and, if so, to provide specific comments.

Vice-Chair Taylor said this policy feels like it will dampen public comment and is not something the Planning Commission needs very often. He said if there are some general guidelines to refer to in the event of a contentious meeting with a lot of attendees, the Chair can decide if putting them into practice is necessary, rather than having a strict policy applying to all meetings. He said it seems too heavy-handed. He said he is supportive of running efficient meetings and said the Chair should have latitude to set time limits when necessary. Vice-Chair Taylor also finds the notion of reading the decorum policy prior to a meeting is abhorrent in the goal of welcoming public comment.

Commissioner Goulden said he has seen the need for some kind of policy for quite a while. He said he was quite surprised at how the meetings are becoming more contentious with people speaking out of turn and refusing to abide by the rules. He said there is nothing new about these policies with the meetings being operating on the 3-minute rule for speakers and 20- to 25-minute rule for applicants. He said informing people ahead of time of the general rules makes sense, especially for those who are unaware. He agreed there are exceptions, and it should all be at the discretion of the Chair. He said

there should be the same generalized rules for all of the bodies, and they should be communicated, with the discretion to modify for any particular meeting as needed.

Commissioner Targ said he would avoid hard and fast stated rules that intend to separate members of the community from the Commission. He said the Town has been going with the same culture and approach for 56 years, and he would be loathe to change it without an actual and pressing need. He said a culture-based process is many times more important than a rules-based process, allowing for flexibility and a more dynamic process. He said that kind of culture should be instilled. He said it would make sense to have a Chair's handbook to remind us of the general guideposts and protocol. He wants to avoid creating divisiveness through the imposition of a rule.

Commissioner Kopf-Sill was supportive of the idea of a policy. She said it is good to let speakers know that three minutes is the expected timeframe for comments. She said it is very frustrating to be in the audience when speakers take a very long time to make their point. She said at some of the meetings this year, after accepting so many lengthy comments, the discussion portion did not even start until 10:30 p.m., which is a disservice to the public, many of whom cannot stay so late and may miss the decision-making and discussion part of the issue.

Chair Hasko said the role of the Planning Commission is different than the Town Council. She said they are supposed to be listening and understanding. She said eventually some of their decisions go on to the Town Council, with a full record for the Council to engage and discuss. She acknowledged the difficult year for Planning and said it has been a challenge to navigate some of these issues. She said the Town is fortunate that people come out and express themselves and their strong feelings. She said she doesn't want to overreact to the unusual circumstance of two consecutive years of particularly tough issues. She agreed with Commissioner Kopf-Sill's point about being respectful of people's time and agreed it is not fair to attend a meeting and be unable to speak until 11:00 p.m., although those are rare occasions. She said this body has existed and worked well without strict rules for a long time. She said setting rules can feel much different than taking a case-by-case approach to meetings. She said that reading a decorum policy at the beginning of a meeting is not appropriate. She said the Commission's role is to hear people – good, bad, or indifferent – but not disrespectfully. She said the decorum document is already in effect and can be cited if necessary. She said if the Commission chooses to adopt a policy, it should be more flexible. She said a three-minute limit is difficult. She agreed that expecting people to coordinate their comments when an agenda comes out only three days in advance is asking a lot. She would prefer to err on the side of allowing more opportunity to communicate than less.

Vice-Chair Taylor, Commissioner Goulden, Commissioner Targ was supportive of a guideline rather than a strict policy. Commissioner Kopf-Sill was supportive of either a guideline or policy. Chair Hasko was supportive of guidelines.

Chair Hasko clarified that guidelines refers to general guideposts set by the Chair that are general operating principles that would be aspiration for the meetings, but would not dictate specific times necessarily, being more of a friendly discussion principles document.

Planning & Building Director Russell proposed staff work with Chair Hasko to develop a draft that would explain how Planning Commission meetings work, welcoming people who have not previously participated in the process, helping them to understand what to expect, the order of the meetings, target times for their comments, and also a section to address meetings that have a large number of attendees where the Chair could invoke some rules, perhaps with examples.

Vice-Chair Taylor also suggested encouraging people to submit written comments noting that he reads every letter, which may be an option for someone who does not have time to say in three minutes what they may include in a long letter.

Town Manager Dennis said they did consider including something about written comments in the policy, but did not because this policy refers to public comments made during meetings. He agreed that it can be included in guidelines.

The Planning Commission agreed not to move forward with a policy, but instead put together suggested guidelines for meetings.

## **(2) Annual Report on Cannabis Land Use Ordinance**

Planning & Building Director Russell presented the Cannabis Land Use Ordinance Annual Report. She described the background, the annual review requirement, and discussion items, as detailed in the staff report. Staff recommended that the Planning Commission receive this second annual report on the Cannabis Land Use Ordinance and provide any feedback to the Town Council on the status of the ordinance.

Planning & Building Director Russell said there has been no activity in Town, they have received zero applications, zero permits, and very few, if any, inquiries. There has been one recent code enforcement complaint regarding a small cannabis business that may be running without a proper permit or approval, which is being investigated.

Chair Hasko invited questions from the Commissioners.

Vice-Chair Taylor asked if the Planning Commission would be advised of the results of the code enforcement issue. Planning & Building Director Russell said they can report back to the Commission once the investigation is concluded.

With no further questions from the Commission, Chair Hasko invited public comment.

Town Manager Dennis read a comment from Danna Breen: "In addition, for what it is worth, I grow cannabis because it is such fun, and I have a whole garden club trying to grow one of the black varieties in our gardens. I am not aware of any applications to have a grow facility in town, even though I thought the Sequoias should have one."

Hearing no additional public comments, Chair Hasko brought the item back to the Commission for discussion.

Vice-Chair Taylor said there is not a lot of new data since last year. He said the towns that are ahead of Portola Valley have not wildly exploded. He was supportive of continuing to wait and watch. He said Mr. Zussman's comments regarding microbusiness and vertical integration will be an interesting topic, but did not think this is the year for it.

Commissioner Goulden agreed and did not feel the need to propose any modifications. He said even if the microbusiness idea was allowed in the cannabis policy, it would likely be blocked for not meeting the general business requirements of having most of its business from town residents.

Commissioner Targ and Commissioner Kopf-Sill agreed that no modification of the ordinance was necessary.

## **COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

### **(3) Commission Reports**

Commissioner Kopf-Sill attended an ASCC meeting where they heard the preliminary review of a residence on Goya.

### **(4) Staff Reports**

Planning & Building Director Russell updated the Commission regarding the activities of the Planning Department. She said that prior to the pandemic, all business was conducted in person and on paper with no other means to review materials electronically or to process projects virtually. She said they have recreated and reinvented all of their Planning and Building procedures since March 17. She said before the pandemic, the goal was to go completely electronic and virtual in three years. She said most of this was completed in the first three months. She said they gradually started adding back services, beginning with emergency building permits, then larger permits, solar, generators, additions, and new houses. She said they had to basically shut off the fire hose for a while and were initially not accepting new planning applications. There is now an entirely new electronic ticket system to sign up for virtual meetings with staff over Zoom for what used to be done at the counter. She said since July, they have been providing approximately 95 percent of all of their services in this new format. She said adding the Planning Commission meeting tonight brings it up to 100 percent.

Planning & Building Director Russell expressed appreciation for the support, patience, and grace received from the residents, Commissions, and the Council. She said new planning applications are now being accepted in a measured way, approximately one or two per week, most of which will go through the ASCC and some up to the Planning Commission. She said they are resuming work on some of the policy issues that had been set aside, which will be coming back to the Planning Commission. She said there has been another State law change for ADUs, and there are new Council priorities regarding fire safety and design guidelines. She said the reality is that things are not moving as quickly through the Planning and Building Department as they did pre-pandemic. She said the pace at which they're working is different. She said the entire staff very much misses the personal interaction with residents, something they all greatly enjoy.

Planning & Building Director Russell said, on a personal note, that it has been very difficult for her to be out on a medical leave in the middle of a pandemic, being unable to support her staff or hold a Planning Commission meeting. She said she is, however, very grateful that her health is as good as it is today and appreciates everyone's positive energy and grace and understanding as they moved through it. She said big projects will be coming up in the coming months as well as some great policy work.

Chair Hasko recognized the extraordinary pressures of these extraordinary times and also recognized the grace and poise with which the staff has tried to recreate their day-to-day operations. She thanked Town Manager Dennis, Planning & Building Director Russell, and the entire staff for their efforts.

Town Manager Dennis said he filled in to some extent and as best he could for Planning & Building Director Russell during her medical leave. He said experiencing 2020 as a government employee is a remarkable time, and he is also thankful that the citizens have been so understanding. He said everyone wants to have some control over this situation, and the lack of control is frustrating across the board. He said it has been amazing to see Planning & Building Director Russell and her team – people who have been with the Town their entire professional careers – having to learn how to do their jobs entirely differently within a matter of weeks. He said it has been very gratifying to work with the professional team at the Planning and Building Department and seeing them take on these challenges.



He said not only are so many things going on, there are lots of things going on at once. He said it is not typical to have so many potential CUPs coming up at once.

In response to Commissioner Goulden's question, Planning & Building Director Russell said Commissioner Goulden was appointed to a full term, Vice-Chair Taylor and Commissioner Kopf-Sill were appointed to fill open seats where a Planning Commissioner had resigned before they had finished their term. There are technically three open seats, and existing Planning Commissioners can submit their letters and will receive instructions on how to reapply. She said other members of the public can also apply. The emails will be sent out soon, and they will be due back November 2.

Rita Comes. Ms. Comes said she's been in her house six years, and it took a while with lots of steps. She said it sounds good that everything is being redone and perhaps, more streamlined. She said she spoke with Planning & Building Director Russell about adding a portal on the website showing the progress of different projects happening in town. She said there is one for the Stanford project, but not other projects.

### **APPROVAL OF MINUTES: February 5, 2020.**

#### **(5) Planning Commission Meeting of February 5, 2020**

Commissioner Goulden moved to approve the minutes of the February 5, 2020, meeting, as amended. Seconded by Commissioner Kopf-Sill, the motion carried 5-0.

Betsy Morgenthaler. Ms. Morgenthaler said she has encountered in the Town Council quite a few of these transcription errors and has called some out where they are meaningful. She noticed the area between page one and two that did not make any sense and also thinks there was an omission. She offered to volunteer, as she one time tediously did at the Town Council, to listen to the recording and sweep back through the minutes because a proper record supports everyone. She said Town Clerk Hanlon has sent her the recordings before, and she asked the Commission to share the recording so she can sweep through it and submit any corrections she finds. She suggested postponing approving the minutes because they are evidently in error.

Chair Hasko asked regarding the proper protocol for correcting the minutes. Planning & Building Director Russell said staff has previously gone back and relistened to audio to clarify certain things at the request of the Commission to be sure something was captured correctly, which has worked satisfactorily to date. Town Manager Dennis said a resident has never been officially sanctioned to listen to the minutes and provide an official action. He said if the Planning Commission wants the transcription service to relisten through it again and make amendments as appropriate, that would be the right course of action. Planning & Building Director Russell said the audio is available to any member of the public who requests it.

Commissioner Goulden suggested staff verify the transcript through their normal process. He would not be supportive of regularly having multiple people involved with reviewing and interpreting the minutes. He supported approving the minutes as amended by staff.

Vice-Chair Taylor would support the approval of the minutes as amended. He asked Planning & Building Director Russell to provide a redline to review at the next meeting so they can see what changes were made.

Planning & Building Director Russell suggested that staff listen to the recording of the meeting, revise the section of the minutes in question, and review them with Chari Hasko, since she is both the Chair and the person who made the comments.

Commissioner Kopf-Sill and Commissioner Targ were supportive of approving the minutes as amended by staff and reviewed by Chair Hasko. Chair Hasko agreed.

**ADJOURNMENT** [8:57 *p.m.*]