

**MINUTES SEASIDE PLANNING COMMISSION**  
**April 17, 2018**

**CALL TO ORDER:** Chair Chris Hoth called the regular meeting of the Seaside Planning Commission to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ATTENDANCE:** Commissioners present:, Chair Chris Hoth, Vice Chair David Posalski, Bill Carpenter, Teri Carpenter, Ray Romine, and Dick Ridout, Staff Present: Debbie Kenyon, Administrative Assistant, Kevin Cupples, Planning Director, Absent: Lou Neubecker

**OPENING REMARKS & CONFLICT OF INTEREST/EX PARTE CONTACT:** Chair Hoth stated that this is a continuance and all of prior public hearing statements apply. He asked if any of the commissioners wished to declare a conflict of interest or ex parte contact. Commissioner Bill Carpenter stated that he regularly attends City Council and is a member of the Transportation Advisory Committee and the Improvement Commission.

**APPROVAL OF MINUTES:** April 3, 2018 – Approved with no corrections.

**AGENDA:**

**PUBLIC HEARING:**

**A. Continuation of the April 3, 2018 meeting:**

**18-020CU:** A conditional use request by **Seaside School District #10** for a new consolidated school campus at 2000 Spruce Drive (T6-R10-S22-TL900 & TL2102 and S22CA-TL108). The District has completed a comprehensive Institutional Master Plan and Institutional Development Plan for the new school campus in accordance with the provisions in the Institutional Campus (I-C) zone, Section 3.210 of the Seaside Zoning Ordinance. Although portions of the District's property is zone A-3 & F-80, no development is proposed within these zones.

Mr. Cupples stated that the record was left open from the last meeting on April 3<sup>rd</sup> and staff has prepared a draft staff report. The applicant has submitted a number of supplemental items and those are both recognized in the staff report as follow up information. Mr. Cupples prepared a draft list of conditions and one thing that is not in the report is generally when the Planning Commission makes a decision, especially with a project of this magnitude, you would allow for some modifications without having to bring everything back before you. There may be code issues that they will have to address once they submit for formal plan review. He's not sure if or how the Commission would like to address that. In the past, the Commission has said that minor modifications can be made in order to address code items with anything major he can bring back before the Planning Commission. Mr. Cupples stated that Mr. Winterowd mentioned that there are two places that the pump stations can go and that may change. He has also had discussions with the school regarding modifying the access so that they could have bus traffic travel between the two schools instead of going to the ball fields on Wahanna Road to turn around. If that were to change, that would be a significant change in the way that their access is designed and if that is something that the Commission would like to recognize, you can do that or whoever the Commission wants to address the changes.

Chair Hoth stated that we have taken lots of testimony and the public hearing is still open and if there is anyone here now that would like to add any new information, please take this opportunity to do so. Kelly Hossaini with Miller Nash, 111 SW 5<sup>th</sup> Ave # 3400, Portland. Their hope is to wrap this up tonight and get a decision.

Shiela Roley, 1801 S Franklin, Seaside. Just to touch briefly on the comments that Mr. Cupples stated. She had a look at the first draft of switching the driveway so that it is a straight shot from the Elementary School to the High School / Middle School campus in a typical scenario might be that they will drop off the big kids first and that bus is going to go around and pick up the fourth graders to go to OMZI and they don't want to loop around. A lot of this process is, and will continue to be, refined as we go through the process. This is a large project and having never been through a major construction project, she now understands that they will be having evaluations and changes probably until the day the doors open.

Chair Hoth asked if there was anyone else who would like to offer testimony in favor of this request. There was no response.

Chair Hoth asked if there was anyone who would like to offer testimony in opposition. There was no response.

Chair Hoth indicated the issue was opened for Commission discussion. Commissioner Teri Carpenter stated that she had a concern regarding the upper parking area, when the parents drop off the kids or a big truck comes up there, the only way out is to zig zag through parking lot. A lot of people are not going to do that. They are going to go up, pull in and then back out onto the road. Is it possible to put in a roundabout to make it easier for people to turn around?

Mark Wharry, civil engineer with KPFF in Portland. The reason the access corridor is the way it is, is because of the grade of the property. They have looked at the possibility of putting a turnaround at the top of the road and it will take some grading changes but they have to stay within the property and they are really close to the edge of a retaining wall and don't want to jeopardize that. It is possible for cars and small trucks but for larger vehicles it may not work.

Sheila Roley stated that the school has say when the trucks and busses arrive. They also have a crossing guard on staff when dropping off students.

Commissioner Bill Carpenter stated that there was a report by KPFF and another Geotech and it talked about the storm drainage ditch up there that he is really concerned about. The Geotech stated that the length should not exceed 75 feet. He measured it and it is 150 feet, 20 feet deep and 4 foot wide. Mark Wharry stated they have the trench configured now and the goal is to provide drainage along the top of the site. The dimension across the top is what it is and is several hundred feet. It spans from the north side of the property to the south side of the property. In some areas it will be deeper than 20 feet. They have provided access into that at regular intervals to keep an eye on the drainage

Vice Chair Posalski stated that he remembers seeing that and the report said that all the excess water would be directed to the local waterways. Is it going to go into the cities storm drain system or the local streams? Mr. Wharry stated that it is directed to the current drainages both to the north and south of the property which is essentially where the water is going now. It will not be going into the cities storm system. Commissioner Bill Carpenter stated those are fish bearing streams and with all the construction that will be going on, will there still be enough flow for that to remain a fish bearing stream. Mark Wharry stated that they have done an analysis to figure out the areas that will drain to the north and south and keep the drainage going the same way, both of those drainage systems are provided with storm water treatment and retention systems so the water will be treated before it is discharged to those creeks.

Vice Chair Posalski stated that on the list of conditions he has a question regarding #7. Kelly Housani stated that they will go through the list but would like to skip item #4 at this time and come back to it. Number 1, they are fine with.

Number 2, the traffic engineer must evaluate lengthening the south bound turn pocket and the school district must arrange for any potential restriping of the turn lane with in the current right of way. She would add Wahanna road.

Number 3, provide east and west bound flashing speed signs on Spruce, she would add, in accordance with the manual on uniform traffic control devices.

Number 4, skip for now.

Number 5, they are fine with.

Number 6 they are fine with, but would like to specify an acreage range of approximately 2 to 5 acres or whatever might be necessary.

Number 7, the district will work with the city to provide safe routes to schools.

Number 8, is fine.

Number 9 is fine.

Number 10, they are fine with that and there is a pedestrian walk way now along the internal access road. Mr. Cupples stated that on the outside of the building there is no way to get from the bottom floor to the top floor. Mark Wharry stated that there is not a sidewalk shown from the first driveway entrance below the school to the upper side of the school on the outside of the building. The intent is to put one

in. They have started that design on the north side of the school. They didn't extend it along the road because they are getting into a retaining wall situation and tight on space.

Number 11, the emergency vehicle access that leads up to the top of the site must be surfaced, Kelly suggested add internal. Commissioner Ridout asked if he meant the Necanicum main line or the spur road. Mr. Cupples stated that basically to where the tank would be.

Number 12, bike racks they are ok with that, but asked exactly what is Mr. Cupples looking for. Mr. Cupples stated it can be a covered bike rack. Commissioner Romine asked what does he mean by covered? Three sided? Two sided? Or just a top. Mr. Cupples stated that the ordinance says covered so just a top meets the ordinance requirement. Sheila Roley stated that based on the slope of the site she doesn't think there will be much need for bicycle racks.

Kelly Hossaini stated going back to Number 4, the school must provide the pump station necessary to provide the fire flow for the school. This is an issue that hasn't been discussed with the city yet. Mark Wharry stated that there is some uncertainty on his part officially on what the final decision is for fire flow demand. Mr. Cupples stated that it is 3500 gallons per minute. Mark Wharry stated that is a lot of fire flow and the initial discussion when this project was first discussed, over a year ago, was that the city had a master plan to provide a reservoir at the top and this project may be the trigger to initiate that project. This discovery that the required fire flow from the city of 3500 gallons per minute is quite recent and they don't have a concept in place at this time for how they would do that. Does this mean that the cities master plan becomes necessary now or is the city not prepared to move forward with that? Commissioner Romine stated that at some point the building becomes complete and to occupy the building it would need to have the correct fire flow and this is a key component to complete the project. One thing is that there will either be a pump put in to provide the necessary fire flows and what he understands is that currently there is not sufficient infrastructure to support that regardless of the size of the pump. So therefore the pump would be required and it would fill the tank to provide the fire flow. Mark Wharry stated that KPFF in conjunction with Interface Engineers has done an analysis on what they believe the fire flow requirement is for both buildings and they believe that number is 1500 gallons per minute. What they are being told is that the fire department can require more and they may see this at a higher risk. He will tell you that in all the schools that he has dealt with the fire flow has been 1500 gallons per minute. This is a little bit unusual for them. The dilemma is that if the fire flow is agreed to at 1500 the cities system can provide that. Then there would be a booster pump of 1500 or 1600ish on the Seaside Heights side that would be configured to pump, in the future, up to the reservoir but in the meantime until the reservoir is complete it would provide the necessary potable water and fire flow for the new building. That is the concept that has been discussed. So this kind of puts a monkey wrench in those discussions. Chair Hoth stated that if we go ahead with this project regardless of what the Planning Commission says about this issue, if you build a building in order to get occupancy, you would have to meet some requirement for the fire flow, whatever it may be. So that issue is going to be dealt with one way or another. You will not be able to open the building without building code approval. Commissioner Romine stated that it is a fire life and safety issue and will be dealt with and it's something that the Planning Commission doesn't deal with. Chair Hoth stated that with the complexity of this project, it is very difficult to cross every T and dot every I and be certain that we cover everything. He stated there are some issues that we are just not aware of at this time and it will be done right at some point. Kelly Hossaini stated that they would like to see something in the condition that says "proportionate share". Some solution will happen and it may be a big solution and they want to make sure that they are responsible for their proportionate share. Commissioner Bill Carpenter stated that if we word it as, this is an issue that will be negotiated between the district and the city to resolve. Commissioner Romine stated to simplify it, it should say "the school must provide fire flows as required by fire life and safety". Whatever the code is that is what it is going to be. Mr. Cupples stated that maybe we should take out that particular condition. The reason he put in that condition was that he was under the impression that when it was first drafted, they might have to put in the pump station and that would satisfy their fire flow requirements and there was no need for the tank and that doesn't sound like that is the correct assumption and that is why the additional text was added to it just saying that the school is depending on a tank that right now they don't have funding for. If that is the case, then how do we get to funding the tank between now and then? That is a gray area for him. Everyone is aware of it but he doesn't know what the end game is. Kelly Hossaini stated that she doesn't see any harm in having a general condition that addresses water.

Commissioner Bill Carpenter stated that he would like to thank the School District and their consultants for the timely release of the answers to our question of the March 20<sup>th</sup> meeting. He was disappointed that there was no response to his questions about construction traffic on Spruce Drive. He would like to ask for a commitment from the School District for a voluntary agreement between the School District,

Hoffman Construction, the subcontractor selected to deliver the aggregate, and the City, that will deliver the estimated 10,000 truckloads of aggregate, the 800 truckloads of cement, and the unknown number of truckloads of asphalt through the east entrance of the new school site rather than using Spruce Drive at the west entrance of the new school. Spruce Drive is nearing the end of its useful life. The construction traffic needed for the new school site will most certainly reduce the road's usefulness. The damage caused by the heavy truck traffic for the construction of the new school site will at least require the replacement of Spruce Drive's surface, and it is possible that the utilities beneath the surface may also need replacement. The 11,000+ heavy trucks, if each is loaded at the 80,000 pounds GVW, will represent the damage done by the equivalent of nearly 75 million passenger car trips during the 14 month period of heavy construction. This equates to an average of 180 loaded heavy trucks per week traveling on Spruce Drive into the new campus site: or about 70 heavy truck trips per work day. Depending upon the site work, more trips may be needed per day; other days may require fewer trips. If the subcontractor selects the eastern entrance it would add less than two miles to the trip from the south (less than a gallon of fuel per trip); and if from the north, the trip could add 15 minutes to the transit time. But the added cost for delivering the aggregate and the cement to the school site is on the order of tens of thousands of dollars far less than the hundreds of thousands of dollars that would be the cost to rebuild Spruce Drive, especially if the underground utilities have to be replaced. Consideration should also be given to the impact that the construction truck traffic would have upon Seaside's economy. There is a viable alternative route using the Main Line logging road as a construction access, which is noted under subjects; (4) Project Description, (C) construction Methods, in your permit application to the US Army Corps of Engineers.

If there is a consensus of the Planning Commission, the following request to the School District are not Planning Commission Conditions of Approval but represent the results of the discussions concerning the School Districts request for approval of the Institutional Master Plan (IMP) and the Institutional Development Plan (IDP).

1. The School District should locate a "Your Speed Is" radar sign at the entrance to the new campus site where Spruce Drive becomes Spruce Loop. The sign could be similar to the existing sign located on Pacific Way near the Gearhart Elementary School.
2. The School District should consider the economic impact that the construction of the new campus will have on the City of Seaside, especially during the tourist season. Traffic through Seaside is normally difficult along US-101 and Wahanna during the tourist months. It will even be more challenging during 2019 with the ODOT work on US-101 from Seaside to the Junction of Highway 26; and as the campus site is being finished in 2020 there will be construction along US-101 in Seaside from Avenue C to the "Y" with Holladay Drive, as a center turn lane is being added by ODOT.
3. The School District should develop and install an Alarm System to notify the School Administration if there is an unusual buildup of water in the Drainage Cutoff Trench which could have been caused by a blockage in the 12" drain pipe.
4. The School District should add a future "Pedestrian Access Route from the parking lot of Providence Hospital to the west side of the Elementary School" to the LO.02 Potential Future Development Plan Drawing.
  - This future pathway would be shown on drawing LO.02 from the southwest side of the Seaside Heights Elementary School across the north edge of the existing soccer field and across the China Creek via a pedestrian bridge to the southeast corner of the Providence Hospital parking lot.
  - This pathway would not intersect with the numerous trails east of the Hospital and Elementary School.
  - This future route could be used to evacuate students and staff via foot in an emergency.
  - This route could also be used by Providence as an alternate route to evacuate patients and personnel in the event of a Tsunami.
  - It is Possible that this future project could be funded by Providence, the School District, and /or the City.

As a member of the Improvement Commission, the current priorities for the Improvement Commission include rebuilding Avenue S from US-101 to Wahanna Road when sufficient funds are available from the Urban Renewal Agency. After reviewing the IMP and IDP, he would recommend to the Improvement Commission that Spruce Drive be added as the next Road improvement project.

Recommendations to the Seaside Transportation Advisory Commission;

The following recommendations will be made to the Seaside transportation Advisory Commission, and then with their approval, to the Seaside City Council for action. These recommendations are not Planning Commissions Conditions of Approval for the IMP and IDP, but represent the results of out discussions concerning the School Districts request for approval

1. After the last classes are held at the existing schools, and before the start of school at the new campus, create a School Crossing zone on Wahanna Road from south of Cooper Street to north of the Softball Field entrance road. The speed zone shall be reduced to 20mph during heavy traffic times [typically at the start of the school day and the end of the school day]. Add striping and signage needed for the School Crossing. Add flashing yellow lights to warn motorist that they are entering a School Crossing Zone. The funding for these improvements will be negotiated between the School District and the City Staff.
2. Reduce the speed limit on Spruce Drive to 20 mph at all times and in both directions.
3. During the current update of the TSP, the classification of Spruce Drive should be reevaluated and downgraded from a Major Collector to a Minor Collector until Spruce Drive can be improved to meet the specifications of a Major Collector. Currently Spruce Drive does not meet those specifications as defined in the TSP.
  - *A Major Collector is required to have 6' sidewalks on both sides of the street. Because Spruce Drive only has a sidewalk on one side of the street, considerations should be given to even reducing it to a Residential Street.*
  - *A Minor Collector is defined with on-street parking and access to adjacent properties is prevalent, which better defines Spruce Drive as a Minor Collector than a Major Collector.*
  - *As defined in the "Street System Plan":*
    - *Major Collector:* Primary function is to provide connections between neighborhoods and major activity centers and the arterial street system." {Currently, the Elementary School is not a major activity center.}
    - *Minor Collector:* Primary function is to connect residential neighborhoods with major collectors, major arterials, or minor arterials. {This classification is more suited to Spruce Drive.}
    - *Local Street:* Primary function is to provide direct access to adjacent land uses and higher order streets.

Conditions of Approval: If there is a consensus of the Planning Commission on each line item, the following Conditions of Approval should be added to the Planning Commission's approval of the Institutional Master Plan (IMP) and the Institutional Development Plan (IDP).

1. A binding commitment from the School District to the City of Seaside that within seven years of the opening of the new campus, the School District will be responsible for a second permanent access road to the school campus. We are not limiting the School District to only providing a route through the existing softball field; instead, the School District should evaluate all possible routes to the new campus site, and then select a route which best meets the needs of a second permanent access route to the new campus.
2. Until the second permanent access road is open, the School District must insure that the Emergency Access to the east is always passable by emergency first responders and for emergency evacuation of the campus. The School District must enter into a binding agreement with the landowners to ensure that the forest service roads are passable at all times.
3. Redesign the intersection where Spruce Loop [*SHES – Seaside Heights Elementary School public entrance*] meets the entry drive to the High School to allow full sized school busses to have a direct route from the Elementary School pick-up/drop-off point to the High School pick-up/drop-off point and from the High School pick-up/drop-off point to the Elementary School pick-up/drop-off point. This would prevent the school busses from going to the Softball Practice Fields on Wahanna Road in order to make a U-Turn. There will be times when students from the Elementary School will need to be transported to the High School for special events [such as band performances, rallies, and special events at the High School or the Track and Athletic Practice Field].
4. Install pull-outs to accommodate two full sized busses at the entrance to the Athletic Practice Field. The pull-outs will allow the pick-up/drop-off at the Practice Field. This will prevent blocking traffic along the entry drive to the High School while busses are stopped to drop-off or pick-up passengers. This will be needed if Seaside hosts Track-and-Field events, Band Competitions, or similar types of events.

If the School District would like to provide a rebuttal, they should be given the opportunity before the Planning Commission votes upon these Conditions of Approval. If the School District would like to ask for a continuance to prepare for a rebuttal, we should offer that opportunity.

Kelly Hossaini asked for a brief recess to speak with her client. There was a 10 minute recess granted.

Kelly Hossaini stated that they would like to have the Planning Commission make a decision tonight. Regarding #4 in the conditions of approval, they would like it to say: The district must provide its "proportionate share" for the pump station necessary to provide the required fire flow for the facilities proposed in this application. Mr. Cupples added; please note any proportionate cost for water system upgrades would be a matter determined in an MOU between the city and the district. Kelly Hossaini stated sure. Chair Hoth stated that Kelly Hossaini stated that on number 6 it should say approximately 2 to 5 acres. Kelly Hossaini stated that it is going to take what it is going to take but it would be nice to have some parameters. Then with the updated language on the fire flow she thinks they are good. Kelly Hossaini stated that she didn't think (Commissioner Bill Carpenter's) number 4 would work. Mark Wharry stated that with a 10% grade and he will let you know that with that grade it is less than ideal. If that becomes a need and school buses need to stop there, there is sufficient width for buses to drop off kids. Commissioner Bill Carpenter stated that he is not talking about football or soccer, he's talking about track and field. Shiela Roley stated that they are not talking about the same amount of people that attend those events like they do with football or soccer. There is enough width in that road for parking and fire trucks can get by that. With track and field they usually have smaller buses and not the big buses. Mr. Cupples stated that because there is that option for parking on the south side of the roadway in the future you could park a bus and unload on the steep slope and then go up to the upper parking lot.

Commissioner Bill Carpenter stated that we could make number 3 and number 4 go away. Kelly Hossaini stated on number 2 regarding the truck traffic on Spruce. We are here to discuss the use of the property and not constructing the use. She will say that they are committed to work with staff and pull their weight with what is necessary on Spruce. She would like to recommend to the district that a Geotech company go out and do an existing conditions report on what Spruce is like now and then at the end of construction and they work out with the city to see what the district will need to do. She knows that in the Urban Renewal Plan Spruce Drive is called out specifically that it will get Urban Renewal money and its getting money knowing that Spruce Drive will need some tender loving care because the schools are being relocated. The district is not planning on walking away from that. The district and staff will work something out. Commissioner Romine stated that as a contractor he would want to protect himself and take some elevation shots of before and after. Kelly Hossaini stated that this application is for the use and not for the construction of the use. Commissioner Bill Carpenter stated that is why he was very disappointed that he didn't receive any type of feedback regarding this. That road is very worn out right now. Commissioner Romine stated that is outside the realm of the Planning Commission's decision. Mr. Cupples stated the district has had discussions with the Public Works Director, the City Manager and the School Districts team. Kelly Hossaini stated that number 1, that is very problematic. Remember early on when they did the UGB Amendment application that also included the Comp Plan Amendment application that they looked at a second permanent access. Commissioner Bill Carpenter stated that they only looked at the second access through the soft ball field and during the meeting with the Transportation Advisory Commission they would not consider anything outside of that narrow strip through the swamp and there are other routes that could be considered. Kelly Hossaini stated that the District would commit to continuing to work with the City and surrounding land owners as to what might work as a second access. The District only has control as to what can happen on their property. We can't control other accesses that are off of their property. Now it seems that in the future the city is looking at expanding its UGB to the East and there will very likely be new opportunities and new possibilities when that happens to get additional emergency access or other types of access. That is something that they don't know now or can commit to that right now. The District is not opposed to a future secondary access if it works, but the district is willing to work with the city and work for future opportunities. Chair Hoth stated this is the sort of thing where a general condition is kind of thing that the commission is working toward instead of a binding commitment just some kind of language that says they will continue to work with the City. Vice Chair Posalski stated that he would say a possibility of a future easement to allow a second access to the property. Sheila Roley stated that they have on going conversations with the City Manager with Mr. Cupples and with Dale, the Public Works Director and none of these things are being overlooked. A condition like this would be economically crippling for the district to make this type of commitment and it would jeopardize the budget. She stated that she is stunned that Commissioner Bill Carpenter would ask for this because it is so far outside their preview to make this kind of commitment, they are not following the directive of 67% of the voters to build new

schools if they have to redirect these kinds of resources from the schools to something that is out of their control. She hopes that the District has demonstrated enough that they are working in good faith and that they can put it down. They are always moving forward and this will be something that they can work with the City on but it should not be a condition of approval. They need the schools to be built and within the scope of that and they can move forward. The commissioners agreed to remove item number 1. Commissioner Romine stated let's move on to number 2. Kelly Hossaini stated that they have easement with the landowners to keep that road open and they will maintain the internal road and the landowners will keep the road maintained externally. Commissioner Romine stated minor modifications will be allowed without additional review, major changes identified by staff and or the district will be reviewed on an as need basis. Mr. Cupples stated minor modifications to the applicants plan can be approved subject to Planning Director approval, any major changes or conflicts between what is or isn't a major change would go before the Planning Commission for review and authorization. Chair Hoth asked if the commission felt that the language was clear enough now or do they want to have the conditions written up and brought back before them. Commissioner Romine stated that he feels that we need to move forward. Kelly Hossaini stated that the tape is going and the changes were fairly minor.

At the end of the Commissioners discussion, Chair Hoth closed the public hearing and Vice Chair Posalski made a motion to approve the conditional use with the modifications that have been discussed this evening and for the Planning Commission get a final copy of those modifications. Commissioner Bill Carpenter seconded and the motion was carried unanimously.

**ORDINANCE ADMINISTRATION:** Mr. Cupples stated that on the last day of this month, April 30<sup>th</sup>, there will be a joint work session with the City Council to discuss Accessory Dwelling Units (ADU's). Hopefully by then you will have something in draft form that will cover amendments to the off street parking requirements and the ADU's all in one shot. We will see what the Council wants to do. He thinks the biggest push back will be from people who have enjoyed the fact that you couldn't put two dwellings on a piece of property and now you can in areas where they thought that would never happen. There isn't a way you could say no. If a single family dwelling is an outright permitted use in a zone and an ADU will also be an outright permitted use subject to whatever sideboards you put on them. The only control that individual property owners have over that is if they have existing CC&R's saying that is not allowed. Vice Chair Posalski asked if they should be looking at the same restrictions that we have for VRD's. Mr. Cupples stated he didn't think that we would be able to go that far and get it past the state. We have a lot coverage provision in the zone. We have talked about the parking provision and you may be able to say that we don't want parking to dominate a front yard area. We can try that. Commissioner Bill Carpenter stated that we have discussed that we do not want the ADU's to be used as vacation rentals and he wants to make sure that is in there. Mr. Cupples thinks that is well warranted but the question is if you put in an ADU can you or should you be able to keep your vacation rental. Commissioner Bill Carpenter asked what time? Mr. Cupples stated that it will be at 6pm at City Hall.

**COMMENTS FROM THE PUBLIC:** None

**COMMENTS FROM COMMISSION/STAFF:** Chair Hoth stated that for the minutes he would like to change how they are approved. For the minutes you don't have to have a motion or a second to approve them you only have to ask if there are additions or deletions. If there are none, then the minutes will be approved. If there are changes then you need a motion and a second. The Commission seemed fine with that.

**ADJOURNMENT:** Adjourned at 8:55 pm.

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Chris Hoth, Chairperson

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Debbie Kenyon, Admin. Assistant