



PLANNING COMMISSION MINUTES

Meeting of August 27, 2020

Logan City Council Chambers (290 N 100 W Logan, UT 84321) www.loganutah.org

Minutes of the meeting for the Logan City Planning Commission convened in regular session on Thursday, August 27, 2020. Chairman Nielson called the meeting to order at 5:30 p.m.

Commissioners Present: Roylan Croshaw, Jessica Lucero, Dave Newman, Tony Nielson, Eduardo Ortiz

Commissioners Absent: Regina Dickinson, Sandi Goodlander

Staff Present: Russ Holley, Tanya Rice, Debbie Zilles, Kymber Housley, Bill Young, Craig Humphreys, Jeannie Simmonds (City Council)

Commissioner Newman moved to approve the minutes from the August 13, 2020 meeting as submitted. Motion seconded by Commissioner Ortiz. The motion was approved unanimously.

PUBLIC HEARING

PC 20-040 A-OK RV Park – continued from August 13, 2020 [Zone Change & Design Review & Conditional Use Permit] Danny MacFarlane/Stans Properties LLC, authorized agent/owner, request an RV park with 86 sites, 10 cabins and a 3,500 SF office/administrative building, and to rezone the 7.87-acre property located at 800 West 2000 South from Commercial (COM) to Recreation (REC); TIN 03-006-0006.

STAFF: Mr. Holley reviewed the request to rezone 7.87 acres at approximately 2000 South 800 West. The flat property is vacant but contains a miniature golf course and dirt bike track associated with the former amusement park located directly north of the project site. Most recently, the property to the north is being used for ATV sales and service. The surrounding area is at the urban/rural interface with newer developments replacing agricultural fields and farmlands. To the northwest, Hwy 89/91 handles high volumes of traffic at high speeds. The new traffic signal at the intersection of Hwy 89/91 and 1000 West is located 1,100 feet away from the proposed RV Park.

The property and surrounding areas to the north are zoned Commercial (COM). The surrounding areas to the south of the project site are zoned Mixed Residential Medium (MR-20). The applicant is requesting a rezone to Recreation (REC). The REC zone conditionally permits RV Parks short term occupancy (less than 30 days). The Land Development Code (LDC) defines RV Parks as a property established for the occupancy of recreational vehicles for temporary living quarters for recreation or vacation purposes. The REC zone is intended for publicly and privately-owned parks and recreation facilities such as golf courses and RV parks.

The Future Land Use Plan (FLUP) designates the area as COM. The General Plan describes the FLUP designation of COM as intended for retail, service and hospitality businesses that serve citywide and regional populations.

The REC zone regulates site layout and design to ensure aesthetics meet high standards and creates a character associated with recreational open spaces and facilities. The zone requires larger setbacks around the perimeter to ensure a lower density/intensity recreation look and feel. Maximum building heights are capped at 35' to allow for better views of surrounding areas.

Building design standards follow commercial design standards. The proposal includes a 3,500 SF office and 12 cabin sites. The remaining areas are intended for mobile RV vehicles coming and going. The office location is proposed back from the road behind a 9-stall parking lot and dumpster pad. A pavilion is proposed adjacent to the parking lot near the park entrance. Parking lots in the REC zone are required to be placed to the side and rear of the primary structure. Buildings in the REC zone, as per commercial standards, are required 30% transparency on the front elevation and minimum wall-breaks/architectural features every forty feet. As conditioned with the parking lot location moved to the side or rear of the building and the addition of 30% transparency on the front facade, the project meets the requirements of the LDC.

The rezone request is the core of the issue. An RV Park (short-term) has similarities to commercial hospitalities uses (motel, hotel, bed and breakfast) and is beneficial to the local economy and tourism. With popular State and National Parks located in the region, Logan often becomes a stopping point for travelers. The appropriate location for an RV Park in Logan City is also a topic of debate. The LDC allows RV Parks in the REC, IP and CS zoning districts, suggesting that these uses should be placed in areas that are not considered prime commercial locations. The difficulty with these locations and the proposed uses are compatibility based. Unlike industrial areas, RV Parks are most appealing in natural settings with attractive green spaces for travelers and vacationers. A question a decision-maker should always ask when considering a rezone is, does this request preclude better and more appropriate zone/uses for this area?

One issue with RV Parks is the tendency to house long-term residents. This type of use aligns more with MR zoning more than COM zoning and does not benefit the economy or tourism industries. Long-term is not permitted in the REC zone, but the duration of time associated with these land uses is difficult to enforce. Staff would not consider this an ideal location for an RV Park because of the surrounding buildings and lack of natural setting. RV Parks tend to be in attractive naturalist areas such as near rivers, canyons and lakes. This site is big enough to create a natural buffer around the perimeter so that users inside the park feel like they are isolated from the surrounding areas. This will require considerable space and plant material. Staff recommends approval of the rezone on the condition that it remains short-term benefiting tourism and economy.

PROPONENT: McKay Winkel, representing the applicant, said an RV park would be a great use of this location and the taxes will benefit the City. The use is seasonal; there is a section in the Code, which defines long-term use. They would like to look at having off-season business (possibly longer-term use). Commissioner Lucero asked about compatibility in relation to the surrounding zones. Mr. Winkel said this provides easy access from Hwy 89, is close to the golf course, has a beautiful view of the mountains and seems to fit with the area. He is unsure why the Rec zone was chosen; he will have to talk to the applicant.

PUBLIC: None

COMMISSION: Mr. Holley confirmed for Commissioner Croshaw that the Rec zone has a maximum lot coverage (rural in nature); only half of the acreage can be used for pad sites and there is a minimum gross tree shrub requirement of 20 trees and 50 shrubs per acre.

Commissioner Newman questioned the proposal for Rec zone versus a Commercial Services (CS) zone. The CS allows everything the Rec zone does and more. This proposal would be permitted in the CS zone. The cabins and office would not be allowed in the Rec zone. Mr. Holley said this is what the applicant has requested. Mr. Housley, the City Attorney, said the office (check-in building) would be allowed as an ancillary use to the primary use of an RV Park.

Commissioner Ortiz questioned other uses allowed in the Rec zone and how likely it would be that those other uses could be used. Mr. Holley said Rec zone uses are quite narrow, a future change of use would be more limited than in a CS zone.

Commissioner Lucero said when considering a zone change, the Commission looks at contiguous zones and what fits in the area. Zoning this small section to Rec does not seem sensible with the adjacent zones and the Future Land Use Plan.

Commissioner Croshaw suggested continuing the project so the applicant can consider other zones that might be more compatible. Commissioner Newman agreed, the CS zone would be more compatible with the surrounding area and in line with the Future Land Use Plan (FLUP).

Francis Winkel said “snowbirds” have a difficult time finding RV locations for the entire summer (more than 30 days). In the RV industry the definition of an RV is a “movable home for seasonal use”. He noted that students generally stay for a “season” (2 semesters). He would like to see more opportunity in Logan for seasonal (longer) stays.

Commissioner Newman would like to review the Code regarding long-term use. Mr. Holley said an updated Code will be printed for the Commission; the current Code is online.

Chairman Nielson noted that a 3,500 SF office (as proposed) seems large for an ancillary use and he is unsure about the proposed cabin sites. Enforcing the time will be difficult, if not impossible. Giving up prime commercial space for a seasonal use is also a concern.

MOTION: Commissioner Newman moved to **continue** PC 20-040 to the September 10, 2020 meeting. Commissioner Croshaw seconded the motion.

Moved: D. Newman **Seconded:** R. Croshaw **Approved:** 5-0
Yea: Croshaw, Lucero, Newman, Nielson, Ortiz **Nay:** **Abstain:**

PC 20-041 Children’s Justice Center [Conditional Use Permit] James Swink, authorized agent/owner, requests a permit for a community center in the Neighborhood Residential (NR-6) zone and to relocate the CJC to 339 East 800 North in the Neighborhood Residential (NR-6) zone; TIN 05-018-0010.

STAFF: Ms. Rice reviewed the request for a Conditional Use Permit (CUP) for relocating the current services from 1362 North 400 West to 339 East 800 North. The 1.03-acre property contains a 3 story 3,900 SF home, fenced and manicured yard and long circular driveway off 800 North. While interior modifications will be made to the home to accommodate CJC services, the exterior and landscaping will remain largely the same. The home will contain private meeting spaces and separate waiting rooms for medical and forensic interviews.

PROPONENT: James Swink, Cache County Attorney, said the Children’s Justice Center (CJC) is a critical tool in child abuse investigations. The current facility (located in the Bridger area) is under 1,300 SF and does not have a back yard. Safety services is a permitted use in the NR-6 zone as a conditional use. CJC is used by all the police agencies in Cache Valley. Many of Utah’s CJs are in residential homes (examples of other locations were presented). There will be a small sign on the door, but it will not draw attention to the home. CJC provides a safe environment for victims. The home and grounds will be maintained and compatible with the neighborhood. The Center will be used during the day (8:00 a.m. to 5:00 p.m.). There have been no negative feedback from neighbors at the current location.

Terryl Warner, CJC Director, explained that this will be a public safety facility, doors are locked, and it is not open for the public. CJC is a child-friendly facility where victims of child abuse are interviewed and medically assessed by professionals trained in the forensic investigation of abuse. If medical exams are needed, they are done in a private room with a nurse. The maximum interview takes 2 hours and medical exams are allotted for 3 hours. This year they have done 184 interviews and 96 medical exams for an average of 800 hours of facility use. In 2019 there were 86 days with no one at the facility. CJC creates a safe environment for a child to share his/her story one time in a warm setting and is critical for reducing the victim's trauma. It is a vital tool for law enforcement and has vastly changed the way investigations are conducted. Many neighbors of the current facility (which they have been in for two decades) did not know CJC was located there.

Commissioner Newman asked about the choice for this home and location. Ms. Warner said this home can be ADA-approved and has enough room for separate interview and medical areas. It has a back entrance and adequate parking and privacy.

PUBLIC: Several emails and a signed petition expressing opposition to the proposal were received and distributed to the Commission prior to the meeting and are included in the project file.

Karina Brown, President of the Friends of the Cache County Children's Justice Center Board, a non-profit volunteer organization, said prior to the CJC model the prosecution rate was 5-6%, it is currently 22-25%. She is impressed with the location, size, and yard.

Stacie Mecham is a Pediatric Nurse Practitioner at Primary Children's Hospital and works for CJC. Most CJC facilities are in residential areas. Children are less frightened in a home environment than a medical facility. Unfortunately, abuse is increasing, and this provides more space in a central location.

Earl Morris, USU Police Chief, has been in law enforcement for 40 years and has spent a lot of time dealing with children; CJC is a great improvement in providing children with a comfortable and safe environment. He is supportive of this location.

Andrea Sinfield has lived in this neighborhood for eight years and has three children (5, 3 and 9 months). She is a stay-home mother and is concerned with traffic because this neighborhood has many children who play and walk in the area. She would like to see more families move to the area and this home is now being taken off the market.

Kandace McCreary works with Cache County Victim Services and has worked with CJC since 2002. Many of the neighbors around the current location were not aware that CJC was there. Investigation vehicles are generally unmarked. The objective is to provide a comfortable, safe place without the stigma of a hospital or busy police station. CJC is a good neighbor.

Duane Black submitted an email with questions, including why relocation, what will happen to the back yard and will it become a parking lot, will there be overnight stays, will the yard be maintained, and because this impacts the Adams Park area, why not everyone was notified (not just within 300' of the site). Chairman Nielson answered that the law requires notification of residents within 300'. Mr. Black said the Commission has been diligent in trying to keep the Adams neighborhood single-family, he questioned why this is changing. The notice indicated "community center" and asked whether this is approval of that or the CJC. He does not understand that if there are only 2-3 interviews per day why such a large home is needed. He does not think this provides a "home setting" but a "scary place". He is against the proposal because it will hurt the neighborhood drastically and the neighbors would prefer to see families move in. The yard is not completely fenced and asked if a variance for a taller fence could be allowed.

Steven Phillips is representing his mother who has lived in her home since 1946. He was born and raised in this neighborhood. The area has struggled through the years with rentals increasing because of the proximity to USU. He thinks this will affect property values, this is a single-family neighborhood and he would like to see it remain that way.

Bryce Mumford, Chief Deputy County Executive, appreciates all the comments. He encouraged anyone with concerns to reach out to the County. He assured residents that the property will be well taken care of. Having a facility in a residential neighborhood has increased the number of cases that have been prosecuted. Taking one home off the market to help protect children is worth it. CJC will be a good neighbor.

Wendy Hull lives in the Adams neighborhood and is a Register Nurse working with CJC. The Center will be a good neighbor. She has 4 children and has lived in the area for 13 years. She sees nothing negative by using this home; the yard will be maintained and there will be limited traffic. The current location is too small.

Gary Jensen, Logan City Police Chief, said this is a good neighborhood and this will be a good use of the building. The yard will be maintained, and it will be quiet. This is an important need to keep all services together without having to take victims to several different locations. It is a great benefit for the community.

Jeng Kim lives along the east fence line. He said no one is questioning the morality of CJC, it is a great need, however, he is concerned with all the subjective terms being used such as "quiet" and "good neighbor". He would like more data on why they are outgrowing the current location, yet claiming there will not be much traffic, especially with so many different law enforcement agencies that use the facility. With abuse rates increasing are numbers being "loosely thrown around" and if the rate is increasing, this will likely bring in more traffic. No one is questioning the need for the service, but whether this is the right location. He is against this proposal.

Nathan Argyle has used CJC as an investigator at many locations. Most are converted homes in residential areas. He would welcome them as a neighbor, they are well-kept and will have less traffic than a family with multiple drivers.

Eric Jensen lives two homes away; there is no debate about the objective of CJC and no one opposes the need for one, the question is the location. This is a quiet street. He questioned why such a large home is necessary. This will change the feel of the neighborhood by changing a single-family home into a commercial use. According to the numbers presented and the potential of increase this will have more use than a home occupation. In the General Plan, owner-occupied homes in the Adams neighborhood are encouraged to prevent continued deterioration of the area. This proposal is a step in the wrong direction. The current facility has a 4'x4' sign, which is also a concern. The hopes of the neighborhood are that this would remain single-family, owner-occupied.

Mike Hoth grew up in the house to the west and knew the former owner of this home. His concern, having been in real estate and construction, is property values being affected. His mom has lived there for over 50 years. There are many elderly neighbors who are nervous about this situation. It is a beautiful single-family neighborhood and they do not want to see this changed to a commercial use. No one who lives in the neighborhood is in favor of this request.

Esterlee Molyneux has been a neighbor of the current facility for 16 years. CJC is very quiet, children and parents walk by the center daily, and there is not much traffic. Many neighbors did not even know they are there. She would like to see this draw the community together. CJC is an exceptional program and a very respectable neighbor and she supports this proposal.

Camille Sterling has a home that borders the property line. The description of low impact traffic sounds appealing; however, she is concerned that once they have a foot in the door, it may become something more and will become busier as things change. She would like an assurance that they will conform with what they have presented.

Taysha Cronquist is a full-time case coordinator/victim advocate and will be the one at the facility each day. Vehicles are not constantly coming and going, it is a very quiet use with only one or two vehicles at a time. The current facility is too small for the needs, this location will allow for better confidentiality. There are not multiple interviews at a time, there are some infrequent overlaps. Providing a comfortable environment is important.

Bonnie Hoth said there seems to be conflict of information, whether interviews are overlapping or if there are only 2-3 appointments per day. "If kids are having a good experience and are reluctant to leave, what are we really saying; is this the cure all for those who have been abused or is it simply getting the facts". From the statistics that have been provided, the current facility is adequate. Given the fact that there will likely be an increase in abuse she can understand where a larger facility might be needed, but not based on the criteria that has been stated. There is an absolute need for the CJC, but the discussion should be about this location. She urged the Commission to deny this request. If the funding is there to meet the asking price, she suggested creating a facility that can meet the needs rather than using a family home in a neighborhood.

April Peery, board member of Friends of the Cache County Children's Justice Center, said another reason for the need for a larger facility is occasionally more space is needed if a perpetrator comes to the facility. The Board raises funds and have discussed creating a healing garden, which could be done at this property. Other properties were considered, however, this one will work the best.

Linda Jensen is concerned with the mention that a perpetrator might come to the facility. Her mother lives two houses down and she is concerned with any potential incidents or altercations that might occur. Her daughter walks the neighborhood and she wants to ensure it is a safe environment. She does not want to have any neighbors scared of being in the area.

Tim Ramirez, an Investigative Sergeant with the Sheriff's Office, said this is a perfect, centralized location.

Lynda Atkinson lives across the street and said there are many elderly residents that live nearby, and she is concerned about protection. Property values will not increase. She asked the Commission to consider the residents as well as the children. Would Commission members want this in their neighborhoods near their mothers and grandmothers.

COMMISSION: Chairman Nielson asked about potential altercations. Chief Jensen, Logan City Police Chief, said he is not aware of any confrontations or incidents at the current location.

Mr. Housley pointed out that the applicant has chosen the location, the role of the Planning Commission is to evaluate whether it meets the Code and if there are any conditions that need to be placed on the project to mitigate negative impacts. Denying a Conditional Use Permit requires a very high standard, it cannot be based on disliking a project. The Commission would have to prove that there are no conditions that could mitigate a negative impact. He is not aware of any case in the State that has met that level.

Commissioner Ortiz asked if there is a difference between a community center and a safety services facility. Mr. Housley said when they initially applied, not knowing the full range of services, both categories were considered, however, this is limited to a safety service facility.

Commissioner Lucero appreciates the interest and the concern, as well as the support for CJC. CJC meets the definition of public safety services, however, there is some concern about signage and how that might meet neighborhood compatibility. She would prefer to see any signage on the door or porch and not out in the yard.

Commissioner Croshaw appreciates all the comments, this is an emotional case for many. Although some people question that this might be too big of a house, there should not be a limit put on the amount of room to help a victim. He recommended that the yard be entirely fenced.

Commissioner Ortiz has listened carefully to all the comments. It is important for the community to look for solutions. The Code must be followed. Some of the concerns have been addressed through the discussion.

Commissioner Newman said, in reference to the loss of the house and the overall inventory of single-family, owner-occupied homes, it is not just an Adams neighborhood issue, but a citywide concern. Many homes are being turned into rentals. CJC may not be as bad of a neighbor as a rental property might be, nothing is perfect. He encouraged residents to contact the locally elected officials with concerns about housing. There is not much the Planning Commission can do about that issue. Single-family homes are the heart of Logan. This proposal can provide a place that can do good for people in need.

Chairman Nielson has served on the Commission for five years and this is one of the most difficult decisions. He feels for the neighbor's concerns, especially the elderly. These are important considerations. He believes the property will be well-maintained, he trusts that CJC has done due diligence in regard to the home and the location.

Mr. Housley noted that any noise concerns would be regulated by the noise ordinance.

Commissioner Lucero would like to add a condition that signage be discreet, no larger than 2'x2' and attached to the building, porch or door, and no freestanding signage in the front yard of the property be permitted. The chained link fencing on the north property line must be replaced with a 6' solid surface fence material. (Added as Condition 8 and 9).

MOTION: Commissioner Lucero moved to **conditionally approve** a Conditional Use Permit as outlined in PC 20-041 with the conditions for approval as listed below. Commissioner Ortiz seconded the motion.

CONDITIONS OF APPROVAL

1. All standard conditions of approval are recorded and available in the Community Development Department.
2. No outside activities permitted earlier than 8:00 am or after 5:00 pm.
3. Twelve (12) dedicated off-street parking stalls within the driveway and garage shall be provided during business hours for employee and client parking.
4. Any new exterior lighting shall be reviewed and approved by staff prior to installation.
5. Future changes to the site, or any additions to the building, will require City review and approval, and may require additional permitting.
6. The proponent shall comply with all State and local regulations and licenses.
7. Prior to issuance of Business License, the Director of Community Development shall receive a written memorandum from each of the following departments or agencies indicating that their requirements have been satisfied:
 - a. **Water/Cross Connection**
 - i. The building's water main needs to have a DC (ASSE 1015) installed and tested on the water main as it enters the building before any branch offs or connections. This is for

containment protection only (City's protection only). Points of use protection will also be needed (occupant protection). Installation criteria of B/F assemblies must be as per 2018 IPC and Utah amendments.

- ii. All landscape irrigation systems fed from Logan City water must have a high-hazard backflow assembly installed and tested. Logan City has no record of any backflow protection here. If the property has a non-compliant system, it will need to be updated to meet current code. All backflow assemblies must be tested within 10 days of turning on the water to them and annually thereafter.
 - iii. Fire suppression systems connected to Logan City water (with no added chemicals) must have a minimum DC (ASSE1015) installed and tested. Fire risers and B/F assemblies must be installed as per Logan City standards. For the safety of the children and occupants of this home and the City of Logan's water, a hazard assessment of the points of use of water (in house and any landscape irrigation) needs to be done.
8. Signage for the Center be discreet, no larger than 2'x2' and attached to the building, porch or door. No freestanding signage in the front yard of the property is permitted.
 9. Chained link perimeter fencing on the north property line must be replaced with a 6' solid surface fence material to promote privacy for adjoining properties.

FINDINGS FOR APPROVAL

1. This project is compatible with surrounding land uses and zoning designations and, as conditioned, will not interfere with the use and enjoyment of adjoining properties.
2. As proposed, the streets providing access to the subject property have adequate capacity for the proposed use and parking/drop-off/pick-up management will be provided and regulated.
3. Other infrastructure to the subject property has adequate capacity, or suitable levels of service, for the proposed use.
4. The project conforms to the requirements of Logan Municipal Code Title 17 as an identified conditional use.
5. The project was noticed as required by State and City regulations and proper procedure was followed in processing the request.

Moved: J. Lucero **Seconded:** E. Ortiz **Approved:** 5-0

Yea: Croshaw, Lucero, Newman, Nielson, Ortiz **Nay:** **Abstain:**

PC 20-043 Larson Childcare [Conditional Use Permit] Myrla Brower, authorized agent/owner, requests a permit to increase the number of children for an in-home daycare from 8 to 16 children located at 1361 Davis Avenue in the Neighborhood Residential (NR-6) zone; TIN 07-004-0019.

STAFF: Ms. Rice reviewed the request for a Conditional Use Permit for a daycare with a maximum of 16 children. The Land Development Code (LDC) allows daycare with a maximum of 16 clients in the Neighborhood Residential (NR-6) zoning district as a Conditional Use. Danet Larson currently operates a daycare with up to 8 children at the location, a permitted use in the zone. The daycare operates from 7:00 am to 6:00 pm with limited weekend use. As a daycare with 1-8 children is a permitted use, the Planning Commission is specifically reviewing the impact of a daycare use in a residence with up to 8 additional children. The concerns with daycare use in a residence are typically parking, access, noise, and safety.

PROPONENT: Danet Larson said she never has more than two people coming or going at one time. This will allow for some overlap with part-time children. There will not be 16 children at the home all day.

PUBLIC: Jeannie Simmonds asked about employee parking for when there are more than eight children. Ms. Larson said her husband and daughter will be helping so there is no need for additional parking. In the rare event that there is, they can park in the driveway.

COMMISSION: Commissioner Ortiz asked if there were guidelines in place during COVID-19. Ms. Larson said she is following the State requirements.

MOTION: Commissioner Ortiz moved to **conditionally approve** a Conditional Use Permit as outlined in PC 20-043 with the conditions for approval as listed below. Commissioner Newman seconded the motion.

CONDITIONS OF APPROVAL

1. All standard conditions of approval are recorded and available in the Community Development Department.
2. No outside activities permitted earlier than 7:00 am.
3. One dedicated off-street parking stall within the driveway shall be provided during business hours for employee parking.
4. Drop-off and pick-up times shall be scheduled and staggered so that no more than three (3) client vehicles are at the home at any one time.
5. The proponent shall limit scheduled drop-off and pick-up to no more than three (3) client vehicles at time and ensure that sidewalks, corners, and driveways shall not be blocked.
6. The proponent shall comply with all State and local regulations and licenses regarding in-home daycare facilities for up to 16 clients.
7. Prior to issuance of business license, the Director of Community Development shall receive a written memorandum from each of the following departments or agencies indicating that their requirements have been satisfied:
 - a. **Water/Cross Connection**
 - i. For the safety of the children and occupants of this home and the City of Logan's water, a hazard assessment of the points of use of water (in house and any landscape irrigation) needs to be done.

FINDINGS FOR APPROVAL

1. The daycare is compatible with surrounding land uses and zoning designations and, as conditioned, will not interfere with the use and enjoyment of adjoining properties.
2. As proposed, the streets providing access to the subject property has adequate capacity for the proposed use and parking/drop-off/pick-up management will be provided and regulated.
3. Other infrastructure to the subject property has adequate capacity, or suitable levels of service, for the proposed use.
4. The permit conforms to the requirements of Logan Municipal Code Title 17 as an identified conditional use.
5. The project was noticed as required by State and City regulations and proper procedure was followed in processing this request.

Moved: E. Ortiz **Seconded:** D. Newman **Approved:** 5-0
Yea: Croshaw, Lucero, Newman, Nielson, Ortiz **Nay:** **Abstain:**

WORKSHOP ITEMS for September 10, 2020:

- ✓ PC 20-044 Center Ave Subdivision
- ✓ PC 20-045 East Center Building (Design Review Permit)
- ✓ PC 20-046 3rd Gen Machine (Design Review Permit)

Meeting adjourned 8:40 p.m.