

CLEARFIELD PLANNING COMMISSION MEETING

January 8, 2014

7:00 P.M. - Regular Session

PRESIDING: Nike Peterson Chair

PRESENT: Norah Baron Commissioner
 Becky Brooks Commissioner
 Randy Butcher Commissioner
 Joel Gaerte Commissioner
 Ron Jones Commissioner

ABSENT: Timothy Roper Alternate Commissioner
 Michael LeBaron Council Liaison

STAFF PRESENT: Brian Brower City Attorney
 Scott Hess Development Services Manager
 Christine Horrocks Building Permits Specialist

VISITORS: Anthony Vasquez, Koral Vasquez, Dale Kimsey, Kathryn Murray, Lori Laws, Jim Rae, Brian Allred, Keri Benson, Lisa Bitton

Pledge of Allegiance was led by Chair Peterson.

APPROVAL OF MINUTES FROM DECEMBER 4, 2013 PLANNING COMMISSION MEETING

Chair Peterson requested that on page two in the fourth paragraph to add “account” so the sentence would read, “Chair Peterson asked Mr. Baird if the intent for the additional landscaping was to establish an escrow *account* and have the work done in the spring.” **Commissioner Gaerte moved to approve the minutes of the December 4, 2013 Planning Commission meeting with the noted correction. Seconded by Commissioner Brooks. The motion carried on the following vote: Voting AYE: Commissioners Baron, Brooks, Butcher, Gaerte, and Jones. Voting NO: None.**

APPROVAL OF AGENDA

Commissioner Jones moved to approve the agenda as written. Seconded by Commissioner Baron. The motion carried on the following vote: Voting AYE: Commissioners Baron, Brooks, Butcher, Gaerte, and Jones. Voting NO: None.

ELECTIONS FOR CHAIR AND VICE CHAIR FOR 2014

Scott Hess asked for nominations. Commissioner Jones nominated Commissioner Peterson for Chair and Commissioner Butcher for Vice Chair. Seconded by Commissioner Baron. Commissioner Butcher declined the nomination for Vice-Chair. Commissioner Butcher nominated Commissioner Jones for Vice Chair. Seconded by Commissioner Gaerte. There were

no further nominations. Commissioner Gaerte moved to close the nominations. Seconded by Commissioner Baron.

Commissioner Peterson was elected Chair upon the following vote: Voting AYE for Commissioner Peterson: Commissioners Butcher, Jones, Gaerte, Brooks, Baron and Peterson. Voting NO: None.

Commissioner Jones was elected Vice Chair upon the following vote: Voting AYE for Commissioner Jones: Commissioners Butcher, Jones, Gaerte, Brooks, Baron and Peterson. Voting NO: None.

APPROVAL OF 2014 MEETING SCHEDULE

Scott Hess told the commissioners all Planning Commission meetings would be held at the regularly scheduled time on the first Wednesday of each month except for this meeting. **Commissioner Butcher moved to accept the Planning Commission meeting schedule for 2014. Seconded by Commissioner Jones. The motion carried on the following vote: Voting AYE: Commissioners Baron, Brooks, Butcher, Gaerte, and Jones. Voting NO: None.**

PUBLIC HEARING FOR CUP 1312-0001 A REQUEST FOR A CONDITIONAL USE PERMIT FOR A HOME DAYCARE SERVICE, LOCATED AT 1080 SOUTH 1500 EAST APARTMENT 13

Scott Hess reviewed the location of the home daycare and stated there had been other home occupation businesses in the apartment complex including another home daycare. He said the application was for up to eight children, four at a time. He said the property was accessed by private roads at 1500 East with an internal access road that surrounded the building. Mr. Hess stated the outdoor play area was not fenced, but posed limited risk as traffic typically moved slowly in apartment complexes. He requested a change to condition 1a) the applicant would submit a drop off and pick up schedule, subject to City approval with staggered times proposed in order to mitigate traffic flow problems. It was determined that the provided schedule would be subject to approval from the City Zoning Administrator.

Chair Peterson declared the public hearing open at 7:18 p.m.

PUBLIC COMMENT:

None

Commissioner Jones moved to close the public hearing at 7:19 p.m. Seconded by Commissioner Gaerte. The motion carried on the following vote: Voting AYE: Commissioners Baron, Brooks, Butcher, Gaerte, and Jones. Voting NO: None.

Lisa Bitton, applicant, said the children were dropped off at different times. She said the playground was at the southern end of the property and a stroller would be used to transport the smaller children to the playground.

APPROVAL OF CUP 1312-0001 A CONDITIONAL USE PERMIT FOR A HOME DAYCARE SERVICE, LOCATED AT 1080 SOUTH 1500 EAST APARTMENT 13

Commissioner Butcher moved to approve as conditioned, CUP 1312-0001, a Conditional Use Permit for Lisa’s Daycare, a home occupation daycare facility in the R-3 zoning district located at 1080 South 1500 East Apartment 13 based on the findings and discussion in the Staff Report with the following conditions: 1) This conditional use permit is for a daycare center located at 1080 South 1500 East Apt. 13. 1a) The applicant will submit a drop off and pick up schedule subject to approval by the City Zoning Administrator with staggered times proposed in order to mitigate traffic flow problems. 2) The applicant shall provide proof of having obtained and of having maintained, as may be periodically requested by the City, all applicable local, state, and federal permits. Seconded by Commissioner Jones. The motion carried on the following vote: Voting AYE: Commissioners Baron, Brooks, Butcher, Gaerte, and Jones. Voting NO: None.

PUBLIC HEARING FOR CUP 1312-0002, A REQUEST FOR A CONDITIONAL USE PERMIT FOR A PET GROOMING SERVICE, LOCATED AT 513 NORTH 1000 WEST

Scott Hess said veterinarian services were a conditional use in the buffer zone and the definition of veterinarian services included grooming of animals. He said the building was formerly used as a barber shop and a daycare. Mr. Hess said the landscaping met the required ten percent and parking exceeded the required two parking spaces. He said the prior use as a daycare was a more intense use. Mr. Hess said staff’s concern with pet grooming was with noise mitigation and animal keeping. He reviewed the conditions of approval and suggested a few minor changes: 1) this conditional use permit was for a pet grooming facility *only* located at 513 N. 1000 W. The sentence added “only” because the application was for a pet grooming facility not for veterinary services. He asked for an addition to 1b) to state “potty/exercise breaks.” Mr. Hess recommended adding condition 1d) which would state, “No overnight animal stays or kenneling allowed on the site.” Commissioner Gaerte suggested with condition 1b) to remove “potty/exercise breaks” and have the condition state, “Any animals let outside must be done so one at a time or in a manner that would limit obnoxious noise or barking.”

Chair Peterson declared the public hearing open at 7:29 p.m.

PUBLIC COMMENT:

None

Commissioner Gaerte moved to close the public hearing at 7:30 p.m. Seconded by Commissioner Baron. The motion carried on the following vote: Voting AYE: Commissioners Baron, Brooks, Butcher, Gaerte, and Jones. Voting NO: None.

Lori Laws, applicant, said the dogs were not out any more than needed. She stated her business hours were 8 a.m. to 5 p.m. Ms. Laws said occasionally emergency dog grooming was needed later than 5 p.m., but the customer waited while the animal was groomed. Commissioner Butcher

asked if she offered to give the animals shots along with the grooming. Ms. Laws said she did not administer any shots for her customers and there would not be overnight stays.

APPROVAL OF CUP 1312-0002, A CONDITIONAL USE PERMIT FOR A PET GROOMING SERVICE, LOCATED AT 513 NORTH 1000 WEST

Commissioner Jones moved to approve as conditioned, CUP 1312-0002, a conditional use permit for Riverside Grooming and Pet Spa, a commercial facility in the B-1 zoning district located at 513 North 1000 West, based on the findings and discussion in the staff report with the following conditions of approval: 1) This conditional use permit is for a pet grooming facility only located at 513 North 1000 West. 1a) The applicant will be required to perform all grooming services within the structure. 1b) Any animals let outside must be done so one at a time or in a manner that will limit obnoxious noise and or barking. 1c) Fencing on the south and west side of the property must be in good repair in order to limit the ability for any animals to escape the enclosed fenced area. 1d) No overnight animal stays or kenneling. Seconded by Commissioner Gaerte. The motion carried on the following vote: Voting AYE: Commissioners Baron, Brooks, Butcher, Gaerte, and Jones. Voting NO: None.

CONTINUATION OF PUBLIC HEARING FOR CUP 1304-0011 A CONDITIONAL USE PERMIT FOR AN AUTOMOTIVE REPAIR USE AND POSSIBLE OUTDOOR STORAGE, JIM'S TIRES LOCATED AT 1181 SOUTH STATE STREET

Scott Hess said the applicant had worked with Dale Kimsey, legal counsel for Scott Hart, to present the site plan information and a parking plan. He said one issue with site was there were automobiles waiting for repairs to be sold and there were automobiles waiting for repairs for customers. Mr. Hess asked to place a 48 hour time limit for any inoperable vehicles for repair. He said if the vehicles were kept on site longer than 48 hours, they would be required to meet the conditions of outdoor storage which are: parked on an impermeable surface and screened from view. Mr. Hess said this could be accomplished by pulling the vehicle into a service bay at night or having additional parking spaces behind screened fencing which would require further site plan approval. He said there were approximately 2,500 square feet of combined vehicle and tire storage in rear of building. He said staff suggested the applicant be given six months to come into compliance and meet the minimums of the City code which would be having an impermeable surface and storage behind screened fencing. Mr. Hess said recommendation from staff would be for a fence with slats or other screened fencing. Mr. Hess said the number of parking spaces was discussed and a minimum of twelve stalls were recommended to be used for parking by employees, customers and not for use by the cars on the lot for sale or awaiting repair. Mr. Hess said for clarification on the site, all parking spaces should be striped. He said landscaping needed to be brought to a maintained status. Mr. Hess said condition number 12 should be revised to state: "This CUP shall be reviewed by City Staff for compliance six months from the date of initial approval and then again at one year from the date of approval. Findings shall be reported to the Planning Commission." Chair Peterson recommended condition of approval number 12 be stricken because the action was administrative.

Chair Peterson asked Brian Brower, City Attorney, to clarify what the Planning Commission was

approving. Mr. Brower said the site plan from 2009 with conditions was provided as background and prior compliance issues would be handled by code enforcement. He said the Planning Commission should focus on the conditional use permit (CUP) application for the automotive repair business and outdoor storage.

PUBLIC COMMENT:

None

Commissioner Jones moved to close the public hearing at 7:47 p.m. Seconded by Commissioner Baron. The motion carried on the following vote: Voting AYE: Commissioners Baron, Brooks, Butcher, Gaerte, and Jones. Voting NO: None.

Chair Peterson reviewed the items the Commission needed to discuss:

- 1) Determination as to outdoor storage and if the Commission agreed with the information brought forth that the storage was an ancillary use based on the square footage of the proposed outdoor storage.
- 2) The type of surface on the outdoor storage area whether it was impermeable or with compacted road base.
- 3) Determination on the type of fencing.
- 4) Striping and vehicle circulation on the site.
- 5) Vehicle staging and timeframe of potential storage and any outdoor storage areas.

Mr. Dale Kimsey, representing Scott Hart, said the staff report call out of a 48 hour limit for parking was acceptable. He said there were multiple businesses on the site and when the parking lot was striped all businesses would benefit and there would be more space available. Scott Hess said an inventory of vehicles would be taken by staff shortly after the Planning Commission action and in July 2014 compliance for outdoor storage and fencing would be monitored. There was discussion on the number of parking stalls required for the entire site and individual businesses. El Chamo was required with the CUP to have two parking stalls. The entire site would require 12 parking spaces for customers and employees.

Chair Peterson said the Planning Commission needed to determine if the storage of the tires was an ancillary use. Scott Hess said the tire storage was ancillary by use but not necessarily by size. Brian Brower said the CUP was for this applicant; however, the conditions could be crafted to mitigate detrimental effects on the entire site. Scott Hess said the outdoor storage was for Jim's tires. The staff report condition of approval number three stated there were 2500 square feet of storage, but after some discussion it was determined the storage area for the tires was approximately 1500 square feet and would be considered an ancillary use. Chair Peterson said the applicant had requested that surface improvement for the tire storage not be required. However, City Code § 11-13-12 states the storage surface shall be impermeable. The Commission agreed that the storage surface needed an impermeable surface. Mr. Brower suggested for clarification to add "concrete or asphalt paving" in parentheses after impermeable.

Chair Peterson asked about the fencing material. The decision was made to include with

condition of approval numbers three and four that fencing shall consist of slatted chain link, permanent screening or other solid fencing materials compliant with City Code § 11-13-12-b. Mr. Brower recommended wording on condition of approval number six: “Vehicles awaiting repairs *and/or any inoperable vehicles on site* may not be located on site for longer than 48 hours...kept on an impermeable (*concrete/asphalt paving*) surface...”

Commissioner Gaerte suggested on condition of approval number five to change “the outdoor storage area” to “parking stalls”. Chair Peterson also recommended a change to state the paved surface along the *north* edge of the property. Chair Peterson was concerned about the outdoor storage meeting the approval of the Fire District. After some discussion it was determined that condition of approval number three satisfactorily addressed that concern.

Chair Peterson said the purpose of the conditional use permit was to mitigate potential detrimental effects to the City, properties or businesses operating in the area. She said each of the conditions of approval were based on City ordinances and had a specific negative impact. Chair Peterson reviewed the revised conditions of approval and stated the reason/justification for each of the conditions:

- 1) This Conditional Use Permit is granted to the applicant for an automobile repair use and limited ancillary outdoor storage only (condition imposed pursuant to the City’s land use ordinance).
- 2) Absolutely no automotive repair services shall be conducted outside of the building’s service bays (condition imposed to facilitate traffic circulation on and around the site and allow all businesses to operate unencumbered).
- 3) The outdoor storage area for tires shall not exceed 1,500 square feet (approximately 30 percent of the square footage of the principal building). No visibility or stacking of materials that exceed six feet in height (or the height of the lowest portion of the fence less than six feet in height) shall be permitted. At all times this storage must remain in compliance with the International Fire Code and other environmental regulations (County, State, or Federal). The fencing material shall consist of slatted chain link or other solid, permanent fencing materials. The storage surface shall be impermeable (concrete or asphalt paving) in accordance with City Code § 11-13-12. Applicant has until July 1, 2014 to comply (condition imposed because outdoor storage is not otherwise permitted under the City code, but an ancillary use, with certain restrictions, was permissible; the screening is to mitigate the visibility of said storage along major commercial corridors and adjacent residential properties and as required by City code).
- 4) Screening for fencing shall be kept in good repair. This shall include providing slats in the chain link or other permanent fencing materials compliant with City Code § 11-13-12 to facilitate a more permanent screening option than is currently being utilized by the applicant. Applicant has until July 1, 2014 to comply. Fencing must be opaque to comply with City Code § 11-13-12 (condition imposed pursuant to City code requirements).
- 5) The parking stalls for vehicles awaiting repair shall not exceed 800 square feet and shall be located on a paved surface (striped) along the north edge of the property (condition imposed to help the traffic circulation on and around the site by keeping staged vehicles

on the north and less heavily used portion of the property and prevent interference with customer parking for applicant's and other businesses on site).

- 6) Vehicles awaiting repairs and any inoperable vehicles on site may not remain on the site for longer than 48 hours. If vehicles cannot be repaired within 48 hours and must remain on site for a longer period, such vehicles shall be kept on an impermeable (concrete or asphalt paving) surface and must be located and screened as required by City Code § 11-13-12, including obtaining further site plan approval (condition imposed to keep any compliant outdoor storage away from the front of the property and compliant with City code as well as to prevent any vehicle salvage use on the site which is not permissible in the C-2 zone).
- 7) Exclusive of spaces used to display vehicles for sale and for vehicles awaiting repair, a minimum of twelve (12) parking spaces (for employees and customers) shall be provided and maintained at all times. Parking stalls shall meet the minimum dimensions of City Code. The stalls shall be paved, striped and signed, as appropriate. The parking lot shall be striped in a manner consistent with the site plan approval of May 2009, and the Clearfield City Code, and shall clearly identify customer parking for all businesses on site, as well as ADA parking. At least one stall shall be ADA compliant. Striping shall also be made/designated for car sales, and to delineate adequate ingress/egress from both drive access points (travel lanes marked at ingress/egress points with directional arrows). The striping plan shall provide for reasonable vehicular circulation through the site and is subject to approval by the City's Zoning Administrator. Applicant has until July 1, 2014 to comply (condition imposed to ensure proper traffic circulation, improve the safety on the site and achieve compliance with City code).
- 8) The site shall be maintained in a neat and orderly manner and have no abandoned or leaking automotive parts except in a closed container for disposal (condition imposed to maintain health and safety and ensure that all hazardous chemicals were being properly disposed of).
- 9) The oil separator shall be cleaned and proper working order verified by the Public Works Department. It may be necessary to install a cap on top of the sewer line (condition imposed to maintain health and safety and ensure that all hazardous chemicals were being properly disposed of).
- 10) The applicant shall provide proof of having obtained and of having maintained, as may be periodically requested by the City, all applicable local, state, and federal permits (condition imposed so that the City can verify as necessary that all businesses were in possession of all applicable permits).
- 11) There shall be no overflow parking offsite—not on the lots to the south or east, the street, or otherwise (condition imposed to prevent encroachment on the property rights of adjacent properties, to reduce traffic impediments, as well as to improve visibility and safety along State Street).
- ~~12) This CUP shall be reviewed by the Planning Commission for compliance six months from the date of initial approval, and then again at one year from date of approval. At that time the Planning Commission will determine if annual reviews will still be required.~~

- 13) In order for this Conditional Use Permit to be in full force and effect, these Conditions of Approval shall be acknowledged and accepted in writing by both the tenant/business owner and the property owner, as joint applicants (condition imposed to allow for better means of enforcement of these conditions and the City code).

APPROVAL OF CUP 1304-0011 A CONDITIONAL USE PERMIT FOR AN AUTOMOTIVE REPAIR USE AND POSSIBLE OUTDOOR STORAGE, JIM'S TIRES LOCATED AT 1181 SOUTH STATE STREET

Commissioner Gaerte moved to approve as conditioned based upon the Chair's review with the body, CUP 1304-0011, a conditional use permit for an automotive repair use and possible outdoor storage, Jim's Tires, located at 1181 South State Street (TIN: 12-067-0081) which property lies in the C-2 (Commercial) zoning district, and based upon the findings by the body and discussion in the staff report:

- 1) **This Conditional Use Permit is granted to the applicant for an automobile repair use and limited ancillary outdoor storage only (condition imposed pursuant to the City's land use ordinance).**
- 2) **Absolutely no automotive repair services shall be conducted outside of the building's service bays (condition imposed to facilitate traffic circulation on and around the site and allow all businesses to operate unencumbered).**
- 3) **The outdoor storage area for tires shall not exceed 1,500 square feet (approximately 30 percent of the square footage of the principal building). No visibility or stacking of materials that exceed six feet in height (or the height of the lowest portion of the fence less than six feet in height) shall be permitted. At all times this storage must remain in compliance with the International Fire Code and other environmental regulations (County, State, or Federal). The fencing material shall consist of slatted chain link or other solid, permanent fencing materials. The storage surface shall be impermeable (concrete or asphalt paving) in accordance with City Code § 11-13-12. Applicant has until July 1, 2014 to comply (condition imposed because outdoor storage is not otherwise permitted under the City code, but an ancillary use, with certain restrictions, was permissible; the screening is to mitigate the visibility of said storage along major commercial corridors and adjacent residential properties and as required by City code).**
- 4) **Screening for fencing shall be kept in good repair. This shall include providing slats in the chain link or other permanent fencing materials compliant with City Code § 11-13-12 to facilitate a more permanent screening option than is currently being utilized by the applicant. Applicant has until July 1, 2014 to comply. Fencing must be opaque to comply with City Code § 11-13-12 (condition imposed pursuant to City code requirements).**
- 5) **The parking stalls for vehicles awaiting repair shall not exceed 800 square feet and shall be located on a paved surface (striped) along the north edge of the property (condition imposed to help the traffic circulation on and around the site by keeping staged vehicles on the north and less heavily used portion of the property and prevent interference with customer parking for applicant's and other businesses on site).**

- 6) **Vehicles awaiting repairs and any inoperable vehicles on site may not remain on the site for longer than 48 hours. If vehicles cannot be repaired within 48 hours and must remain on site for a longer period, such vehicles shall be kept on an impermeable (concrete or asphalt paving) surface and must be located and screened as required by City Code § 11-13-12, including obtaining further site plan approval (condition imposed to keep any compliant outdoor storage away from the front of the property and compliant with City code as well as to prevent any vehicle salvage use on the site which is not permissible in the C-2 zone).**
- 7) **Exclusive of spaces used to display vehicles for sale and for vehicles awaiting repair, a minimum of twelve (12) parking spaces (for employees and customers) shall be provided and maintained at all times. Parking stalls shall meet the minimum dimensions of City Code. The stalls shall be paved, striped and signed, as appropriate. The parking lot shall be striped in a manner consistent with the site plan approval of May 2009, and the Clearfield City Code, and shall clearly identify customer parking for all businesses on site, as well as ADA parking. At least one stall shall be ADA compliant. Striping shall also be made/designated for car sales, and to delineate adequate ingress/egress from both drive access points (travel lanes marked at ingress/egress points with directional arrows). The striping plan shall provide for reasonable vehicular circulation through the site and is subject to approval by the City's Zoning Administrator. Applicant has until July 1, 2014 to comply (condition imposed to ensure proper traffic circulation, improve the safety on the site and achieve compliance with City code).**
- 8) **The site shall be maintained in a neat and orderly manner and have no abandoned or leaking automotive parts except in a closed container for disposal (condition imposed to maintain health and safety and ensure that all hazardous chemicals were being properly disposed of).**
- 9) **The oil separator shall be cleaned and proper working order verified by the Public Works Department. It may be necessary to install a cap on top of the sewer line (condition imposed to maintain health and safety and ensure that all hazardous chemicals were being properly disposed of).**
- 10) **The applicant shall provide proof of having obtained and of having maintained, as may be periodically requested by the City, all applicable local, state, and federal permits (condition imposed so that the City can verify as necessary that all businesses were in possession of all applicable permits).**
- 11) **There shall be no overflow parking offsite—not on the lots to the south or east, the street, or otherwise (condition imposed to prevent encroachment on the property rights of adjacent properties, to reduce traffic impediments, as well as to improve visibility and safety along State Street).**
- 12) **In order for this Conditional Use Permit to be in full force and effect, these Conditions of Approval shall be acknowledged and accepted in writing by both the tenant/business owner and the property owner, as joint applicants (condition imposed to allow for better means of enforcement of these conditions and the City code).**

Seconded by Commissioner Jones. The motion carried on the following vote: Voting AYE: Commissioners Baron, Brooks, Butcher, Gaerte, and Jones. Voting NO: None.

2013 YEAR END REVIEW AND PLANNING COMMISSION GOAL SETTING FOR 2014

Scott Hess reviewed the planning and zoning portion of the 2013 Clearfield City annual report information.

Mr. Hess stated a few goals for 2014.

- General plan update last major update was 2006
- Have the General Plan reflect Vision 2020 and the goals of the Beautification Committee
- Comprehensive trails update
- Transportation update
- Corridor designations
- Planning for “centers”
- Complete streets ordinance/resolution
- Administrative site plan reviews

Mr. Hess asked for input from the commissioners. Commissioner Brooks liked all the goals. Chair Peterson requested adding minor site plan review and administrative approval for the Conditional Use Permit (CUP) for home daycares. She also wanted discussion on non-depository institutions and e-cigarettes/smoke shops. Mr. Hess said he had calls about urban beekeeping and fire arm sales from the home. Commissioner Jones said he would like to find a way to spark the interest of the community to be involved.

DISCUSSION ON STANDARDS REGULATING ALL NON-DEPOSITORY INSTITUTIONS

Scott Hess said in January 2012, Clearfield City adopted 11-13-29 regulating Payday Lending Establishments. Payday Lending Establishments were specifically defined by the State of Utah and Clearfield Code identified only Utah Code Annotated title 7, chapter 23 in its regulations. He said the term non-depository institution was used to define lending agencies whose primary service was providing financial products and not operating as a federally insured deposit institution. Chair Peterson said there would be more discussion on non-depository institutions at the next meeting and asked the commissioners to read the articles provided by next meeting.

PLANNING COMMISSIONERS’ MINUTE

Commissioner Butcher – Appreciated the commissioners’ confidence in him as Vice-chair.

Commissioner Jones – Nothing

Commissioner Gaerte – Said he would be relocating within six months due to his job. He stated he would serve on the Planning Commission until he moved.

Commissioner Brooks – Thanked Scott for his hard work.

Commissioner Baron – Asked to be excused from the February meeting.

Commissioner Peterson – Thanks to Commissioner Butcher for his service as the Vice-Chair the past year. She also thanked Keri Benson for her service.

Brian Brower – Said in the future there would be more extensive training on the open and public meetings act. He said staff could communicate electronically but if the commissioners engaged in electronic communication it might be a violation of the open and public meetings act. He said staff could send emails to all the commissioners but if a commissioner responded to the quorum addressing an item of business, it would meet the definition of a meeting under the open and public meetings act. Mr. Brower said the best way to handle communication and discussion would be 1) respond on an individual basis to the chair, 2) email a member of City staff, or 3) talk to other commissioners on individual basis. Commissioner Brooks asked how to request a discussion item added to the agenda. Mr. Brower said the commissioners could send recommendations to the Chair or City staff.

There being no further business to come before the Planning Commission, **Commissioner Brooks moved to adjourn at 9:30 P.M. Seconded by Commissioner Baron.**