

**PLANNING COMMISSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey Planning Commission conducted a regular meeting on Thursday, September 5, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Gary Levine  
  Commissioner Randy Bauer  
  Commissioner Ralph Brauer  
  Commissioner Joseph Field  
  Commissioner Matthew Maul  
  Commissioner Cindy Nosan  
  Commissioner Gary VanScoy

Members Absent:                   None

Also Present:                       Development Services Manager Timothy Gladhill  
  Associate Planner/Environmental Coordinator Chris Anderson

**1.     CALL TO ORDER**

Chairperson Levine called the regular meeting to order at 7:00 p.m.

**2.     CITIZEN INPUT**

Mary Weinhold, 5600 164<sup>th</sup> Lane NW, stated she had comments for Item 5.01 on the agenda.

Chairperson Levine recommended she hold her comments until the Commission reaches that item on the agenda.

**3.     APPROVAL OF AGENDA**

Motion by Commissioner Field, seconded by Commissioner VanScoy, to approve the agenda as presented.

Motion Carried.   Voting Yes:   Chairperson Levine, Commissioners Field, VanScoy, Bauer, Brauer, Maul, and Nosan.   Voting No:   None.   Absent:   None.

**4.     APPROVE PLANNING COMMISSION MINUTES**

**4.01:   Approve the Following Planning Commission Minutes:**

#### **4.01.1: Planning Commission Meeting Minutes Dated August 1, 2013**

Motion by Commissioner Bauer, seconded by Commissioner Nosan, to approve the following minutes as presented: Planning Commission Meeting Minutes dated April 4, 2013.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Nosan, Brauer, Field, Maul, and VanScoy. Voting No: None. Absent: None.

#### **5. PUBLIC HEARINGS/COMMISSION BUSINESS**

##### **5.01: Public Hearing: Consider Request for a Home Occupation Permit for Matt's Plumbing Solutions Located at 5565 164<sup>th</sup> Avenue NW; Case of Matt Ariola**

###### **Public Hearing**

Chairperson Levine called the public hearing to order at 7:02 p.m.

###### **Presentation**

Associate Planner/Environmental Coordinator Anderson presented the staff report noting the City learned of a home occupation based business being operated on the property located at 5565 164<sup>th</sup> Avenue NW by Matt Ariola through the code enforcement program. He noted the applicant owns and operates Matt's Plumbing Solutions out of a 1,596 square foot detached accessory building on the subject property and has three (3) non-resident employees. City Code stated that on properties less than three acres, there shall be no more than one (1) non-resident employee that works on the subject property. The applicant has one employee that works onsite and two plumbers that do not work on the subject property, but visit the site several times each week.

Associate Planner/Environmental Coordinator Anderson explained a site visit of this property was completed in August and there were 14 items stored outside. This number far exceeds the amount allowed within City Code. In addition, a class five driveway was installed without the issuance of a permit. It was noted there was a Quonset style detached accessory building on the property that also required a building permit and there is no evidence of a permit for this structure.

Associate Planner/Environmental Coordinator Anderson stated the concerns identified for this property could be easily corrected by the applicant in order to bring the property into compliance with the overall allowed number of outside items, being eight. He explained business owners are allowed to bring home their commercial work vehicles so long as they are parked in the side or rear yard on an improved surface, and need to be screened to a degree of 50% from adjacent properties. He indicated the property was heavily wooded to the west and north.

Associate Planner/Environmental Coordinator Anderson commented that noise concerns have been brought to the City regarding this property. It was his understanding that no pipe was being

cut onsite, unless it was of a flexible nature. It was staff's opinion that the concerns on the site would be resolved in a timely manner and for that reason, staff recommended approval of the home occupation permit.

### **Citizen Input**

Mary Weinhold, 5600 164<sup>th</sup> Lane NW, read a letter to the Commission stating she moved to Ramsey 35 years ago to be in a peaceful neighborhood. She requested her neighboring property remain compatible with her residential property. She wanted to be assured her property value would be maintained and recommended the outdoor storage issues at her neighbors property be addressed. She suggested that her neighbor not be allowed to cut pipe onsite unless indoors.

Barry Deline, 16326 Germanium Street NW, expressed frustration that he has not heard from his neighbor about the activity that has been taking place on his property.

Mike Jensen, 5610 164<sup>th</sup> Lane, did not feel an industrial business was appropriate in his residential neighborhood. He indicated Mr. Ariola put in a Class 5 driveway without City approval and stores a great deal of material outdoors, which devalues all adjacent property. He commented there was over 20 commercial/industrial properties available in Ramsey for Mr. Ariola to relocate his business. He expressed concern with the grinding and cutting noises that come from the neighboring property. He recommended the Commission not allow this business to continue.

Sandy Jensen, 5610 164<sup>th</sup> Lane, stated she just retired in April and has become frustrated with the noise generated from her neighbors' property on a daily basis.

Michelle Ariola, 5565 164<sup>th</sup> Avenue NW, commented she moved to this property several years ago and has two children that play outside daily. She explained that some of the noise the neighbors have complained about was from her pressure washing her driveway and retaining walls. She noted that she drives a diesel vehicle and this was unrelated to the work vehicles on their property. She stated that pipe cutting does not take place onsite. She reported the beeping on her husband's vehicles has been turned off.

Matt Ariola, 5565 164<sup>th</sup> Avenue NW, indicated no plumbing work takes place onsite, except for the cutting of plastic pipes. He stated that all work was completed off the property. He commented that he does use a chainsaw on occasion to cut wood, which his family burns in their home.

Ms. Ariola discussed the concerns with the storage items. She indicated the fish house, four wheelers and snowmobiles would now be stored at that location. She reported they were planning to build a fence from the front of the garage to the property line to assist with screening the property. Ms. Ariola explained she and her husband planned on pulling building permits as was necessary and apologized for the driveway.

Ms. Ariola indicated there was a great deal of noise in the neighborhood that was not generated from their property. She explained she has been trying to appease the neighbors by not burning wood and turning off lights, but issues continue to arise.

Commissioner Bauer recommended the reverse alarm be reengaged for safety reasons.

Mr. Ariola stated it was his understanding it was not illegal to disengage the backup alarm. He explained one of his large box trucks came without an alarm and he had no problem keeping it off for the benefit of his neighbors.

Commissioner VanScoy asked what kind of plumbing material was stored onsite.

Mr. Ariola stated PVC piping was stored in the Quonset, along with overflow items from time to time. He indicated all appliances were purchased when needed and were not stored onsite. He noted old water heaters were stored onsite occasionally.

Commissioner VanScoy inquired if the vehicle parking area was Class 5.

Mr. Ariola stated this was the case.

Commissioner Field questioned how long Mr. Ariola had been in the plumbing business.

Mr. Ariola reported he had been in this business for the last 4 ½ years and moved to the City of Ramsey 2 ½ years ago.

Commissioner Field discussed the noise concerns from the Ariola property. He reviewed the Zoning Code regarding home occupations and noted the language does state the peace, quiet and domestic tranquility was to be protected. He asked how the applicant could address the noise concerns.

Mr. Ariola commented he would investigate the backup alarm situation to assure he was in compliance. He reported that no pipe cutting was taking place onsite. He stated he ran a leaf blower and mower in the evening hours several times a week. He expressed frustration that all of the noise generated from his property was being lumped into business noise, when the majority of the traffic and noise was personal activities.

Associate Planner/Environmental Coordinator Anderson stated he has heard noise complaints from neighbors and has heard the explanation from the Ariolas. He suggested a condition be written into the home occupation permit that would address the acceptable noise levels in a residential property, along with the off-street parking language.

Commissioner Nosan inquired how many company vehicles Mr. Ariola had.

Mr. Ariola explained for business purposes he had an E-350 cube van, an F-450 diesel truck, and an S-10 truck. He reported he personally owned a 2500 Chevy pickup.

Commissioner Nosan commented she lived in that neighborhood for 12 years and expressed concern that a business was operating out of this neighborhood. She recommended Mr. Ariola more closely abide by the home occupation rules set forth by the City.

Ms. Jensen understood the noise generated by leaf blowers and mowers. However, the sound coming from her neighbors was something else.

Ms. Weinhold expressed concern with the bobcat and skid steer that were parked near the shop on her neighbors property. She explained she could see this equipment from her dining room window. She thanked Mr. Ariola for moving the equipment stating the visual sight lines on the property was greatly improved.

Mr. Ariola indicated it was his intention to keep the bobcat and skid steer inside the shop unless they were in use or being cleaned.

Commissioner Bauer stated the recommended home occupation permit notes the business hours would be Monday through Friday from 8:00 a.m. to 4:00 p.m. He asked if Mr. Ariola could be compliant with these hours.

Mr. Ariola stated he would be able to make adjustments to operate his business within these hours Monday through Friday.

Commissioner Brauer asked how many vehicles were onsite during the site visit in August.

Associate Planner/Environmental Coordinator Anderson explained there were six vehicles onsite along with other personal and business equipment. He discussed the other items found onsite noting many were personal items that would be removed and stored offsite. He commented the applicant would have to remove a number of items from the property in order to remain in compliance with the off street parking regulations.

Commissioner Brauer inquired how the City would enforce the home occupation permit, if it were approved this evening.

Associate Planner/Environmental Coordinator Anderson indicated the last condition in the home occupation permit was to allow for annual compliance checks. This could be done on a quarterly basis if there was a concern. He then discussed the revocation process.

Commissioner Field reviewed the nuisance prevention language within the home occupation permit. He requested further information from staff on this matter.

Associate Planner/Environmental Coordinator Anderson stated the Commission could draft reasonable conditions to address any potential nuisance concerns for the home occupation.

Commissioner VanScoy was pleased that the applicant was already addressing the concerns of the neighbors. He asked if Mr. Ariola had any other concerns with the conditions written into the home occupation permit.

Mr. Ariola explained at times he used the business equipment for personal use, such as pushing snow out of his driveway or leveling his property with the bobcat. He questioned if this would be allowed, if not done during business hours. He stated he was having difficulty understanding how to separate the use of his business equipment on his personal property.

Associate Planner/Environmental Coordinator Anderson indicated Code does not prohibit the use of private property for home improvement projects. He suggested the applicant make the City aware of potential future projects.

Development Services Manager Gladhill recommended the public hearing be closed at this time.

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, VanScoy, Brauer, Field, Maul, and Nosan. Voting No: None. Absent: None.

Chairperson Levine closed the public hearing closed at 8:06 p.m.

### **Commission Business**

Development Services Manager Gladhill summarized the findings and concerns expressed by the adjacent property owners during the public hearing in detail with the Commission. These findings will be included in the findings of fact forwarded to the City Council. Some of these findings are already included. In these instances, the findings will be combined. In cases where conflicts occur, the following findings entered into record shall replace the current draft.

Development Services Manager Gladhill indicated the City must react to evidence available at this time, and rely on our code enforcement procedures if violations are confirmed in the future. There are clearly some corrections to the existing business operation that must be completed before final approval by the City Council.

Development Services Manager Gladhill noted adjacent property owners have expressed noise concerns. He reported the City will monitor to ensure compliance with City Code Section 30-3 and will act upon evidence provided if violations are confirmed.

Development Services Manager Gladhill reported adjacent property owners have expressed concern with safety device for rear movements on commercial vehicles. He indicated the City cannot require the disconnection for certain vehicles and the applicant shall provide evidence of compliance with State of Minnesota vehicle regulations.

Development Services Manager Gladhill stated adjacent property owners have expressed concern with pipe cutting. The City finds that this activity is a nuisance to adjoining property owners and shall not occur.

Development Services Manager Gladhill noted adjacent property owners have expressed concern with reasonable hours of operation. He referred the Commission to Draft Permit Item #3.

Development Services Manager Gladhill indicated adjacent property owners have expressed concern with the accessory structure. He reported the applicant must prove compliance with City Code regulations prior to City Council approval.

Development Services Manager Gladhill commented adjacent property owners have expressed concern with monitoring compliance. He stated annual inspections would be completed or upon complaint.

Development Services Manager Gladhill reported adjacent property owners have expressed concern with skid rollers and backhoes on streets. He indicated the applicant must be in compliance with City Code for both off-street and on-street parking and traffic regulations.

Development Services Manager Gladhill stated adjacent property owners have expressed concern with this being an industrial business. This is actually commercial. He explained City Code does provide for approval of home based businesses in residential neighborhoods known as home occupations per City Code Section 117-351. Industrial businesses are defined by Section 117-1. This use does not fit that definition.

Development Services Manager Gladhill noted adjacent property owners have expressed concern with property values. He explained the City does not have sufficient evidence at this point to indicate a reduction in property values.

Development Services Manager Gladhill indicated adjacent property owners have expressed concern with permits not previously granted. He commented the City must act on the information provided to us and rely on code enforcement procedures and the applicant shall secure proper permits for all existing and future structure as required.

Development Services Manager Gladhill reported the applicant has stated that water heaters are brought to the Subject Property. The Applicant had indicated that some water heaters would be stored indoors and the City does not support this activity.

Development Services Manager Gladhill stated adjacent property owners have expressed concern with commercial equipment west of the accessory structure. He explained this equipment shall be screened in accordance with City Code Section 117-355 or be stored indoors. This standard shall be added to the permit requirements as well.

Development Services Manager Gladhill noted adjacent property owners have expressed concern with smoke encroaching to adjoining properties. This issue was not related to the home occupation, however shall be in accordance with fire code standards.

Development Services Manager Gladhill explained adjacent property owners have expressed concern with the number of items on the Subject Property. It was noted the applicant must remain in compliance with City Code Section 117-355 related to number of items. He reported the City can attach reasonable conditions to mitigate concerns with compatibility. In addition, the City can attach additional reasonable conditions per City Code Section 117-351 Subd. 4 provided that there is a reasonable nexus between the standard and the activity.

Development Services Manager Gladhill reported the Applicant has stated that some of the equipment is used for activities accessory to normal residential settings. This use must be in compliance with Section 117-111(R-1 Residential [MUSA] District).

Commissioner Brauer commented in 15 years, he had never seen an applicant come before the Commission with such a high number of violations. He questioned how this item could proceed as the occupation and residential uses were tangled together.

Development Services Manager Gladhill recommended the Commission be very specific on the conditions within the permit. In addition, staff would be inspecting the site prior to City Council approval to assure that the site was in compliance. This would assure the proper level of use was being met by the applicant. If there was evidence that the standards were not being met, a revocation process would begin.

Commissioner Bauer encouraged the Commission to be very clear on the issues at hand as some of the findings discussed this evening had nothing to do with the home occupation.

Associate Planner/Environmental Coordinator Anderson stated storage was taking place within the Quonset and this issue would have to be addressed.

Commissioner Bauer explained the Quonset building was on the property prior to the Ariola family moving to the site.

Associate Planner/Environmental Coordinator Anderson stated this was the case. He reported the City had no record of a permit for the Quonset structure or for the modifications made by the Ariola family.

Commissioner Brauer reiterated that the property had seven violations at this time.

Development Services Manager Gladhill commented the applicant should be allowed to correct these violations and this situation would be monitored by the City.

Commissioner VanScoy questioned why the smoke issue needed to be addressed this evening, since the Ariola family ceased outdoor burning after a request was made by their neighbor. He stated this was a normal neighborhood activity.

Development Services Manager Gladhill commented he did not have concerns with the outdoor fires. He explained the Commission simply had to note the comment expressed by the neighbors.

Commissioner Field agreed with Commissioner VanScoy that the fire burning was a residential issue and not a home occupation issue. He stated he was impressed by the applicant's willingness to address his neighbors concerns. He encouraged Mr. Ariola to reach out to his neighbors in the future to discuss the plans he has for his property, as this would eliminate some of the animosity. He recommended the fencing be pursued by the applicant.

Development Services Manager Gladhill stated an alternative that could be considered this evening would be to direct staff to redraft clear findings.

Commissioner Bauer recommended the item proceed and that the permit be granted only after the property was brought into compliance with City Code and the staff recommended conditions.

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #13-09-148 adopting the Findings of Fact #0917 as amended by Senior Gladhill's summarized comments relating to the applicant's request for a home occupation permit as outlined by Staff.

### **Further discussion**

Commissioner Brauer was in favor of delaying action on this item until the findings could be redrafted.

Commissioner VanScoy asked for clarification on the storage of water heaters on the property.

Associate Planner/Environmental Coordinator Anderson indicated that based on the discussion this evening with the applicant, up to four water heaters have been stored on the site just outside the accessory structure.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, VanScoy, Brauer, Field, Maul, and Nosan. Voting No: None. Absent: None.

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #13-09-149 approving a home occupation permit to operate a plumbing business on the property located at 5565 164<sup>th</sup> Avenue NW based on the amended Findings of Fact #0917 contingent upon compliance with the Staff Report dated August 29, 2013 and only after Conditions 1, 2 and 3 were met by the applicant.

### **Further discussion**

Commissioner Brauer offered a friendly amendment requiring the applicant to screen the business materials instead of requiring fencing.

Commissioners Bauer and VanScoy accepted the friendly amendment to Condition 3 requiring the applicant screen the business materials.

Commissioner Brauer recommended the home occupation permit requirements only apply to business related vehicles and equipment.

Commissioners Bauer and VanScoy accepted this friendly amendment to Condition 3 noting that the home occupation permit will apply only to business related vehicles and equipment.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, VanScoy, Brauer, Field, Maul, and Nosan. Voting No: None. Absent: None.

**5.02: Public Hearing: Consideration Resolution #13-09-150 Granting Amendment to Planned Unit Development Approval of Town Center Gardens Third Addition**

**Public Hearing**

Chairperson Levine called the public hearing to order at 8:40 p.m.

**Presentation**

Development Services Manager Gladhill presented the staff report noting on April 12, 2005 the Council granted preliminary plat approval to Town Center Gardens Third Addition. The Final Plat was approved on August 9, 2005. The plat was approved as a Planned Unit Development (PUD). He explained the City has received a building permit application for a single-family dwelling that deviates from the original site plan approval. While staff does not object to approving the model, it does not appear that the PUD approval gave sufficient administrative capacity to approve this split entry model without an amendment to the PUD. Staff recommends approval of the amendment, consistent with the proposed findings.

**Citizen Input**

Motion by Commissioner Bauer, seconded by Commissioner Field, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Field, Brauer, Maul, Nosan, and VanScoy. Voting No: None. Absent: None.

Chairperson Levine closed the public hearing closed at 8:44 p.m.

**Commission Business**

Commissioner VanScoy asked how many homes would be affected by the new home style. He questioned why the applicant was making a change at this time.

Development Services Manager Gladhill explained there were eight remaining lots that would be affected. He noted the housing market has changed, along with the builder.

Commissioner VanScoy expressed frustration that the developer was requesting to vary the home style at this time because this would change the nature of the neighborhood.

Development Services Manager Gladhill stated he was trying to work with the property owner on this issue to resolve the requirements within the PUD. He explained that all future PUD's would have more clearly defined design frameworks.

Commissioner VanScoy did not understand how the single-family home models within the neighborhood should be allowed to be changed.

Development Services Manager Gladhill stated this could only be done through the PUD amendment process. He then reviewed the location of the eight lots within Town Center Gardens Third Addition. It was noted the lots were interspersed within the development.

Chairperson Levine stated the adjustment was necessary in order to get the final lots developed.

Commissioner VanScoy asked if any architectural standards should be attached to the PUD amendment.

Chairperson Levine did not see the need for this as the original PUD did not include architectural standards.

Commissioner VanScoy stated he would not be able to support the PUD Amendment request.

Commissioner Field indicated there were no homeowners present this evening objecting to the modified home-style amendment to the PUD. For this reason, he recommended the amendment proceed.

Commissioner Brauer agreed.

Motion by Commissioner Bauer, seconded by Commissioner Nosan, to recommend that City Council adopt Resolution #13-09-150 granting Planned Unit Development Amendment for Town Center Gardens Third Addition.

### **Further discussion**

Commissioner VanScoy explained the original intent and character of the neighborhood was to have front porches on each home. He did not want to see the new homes deviate from the original plans.

Commissioner Brauer asked if the new builder had to be held to the original standards.

Development Services Manager Gladhill commented the legal documents do not require front porches or full two-story homes. All that was in the file was three approved home models.

Motion by Commissioner Field, seconded by Commissioner Bauer, to Call the Question.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Field, Bauer, Brauer, Maul, Nosan and VanScoy. Voting No: None. Absent: None.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Nosan, Brauer, Field, and Maul. Voting No: VanScoy. Absent: None.

### **5.03: For Discussion Only: Review Concept Plan for Rum River Hills Housing Development**

#### **Presentation**

Development Services Manager Gladhill presented the staff report stating the City received a request from Rum River Hills Golf Course to review a concept plan to introduce housing units on the golf course property. Based on the current concept plan, there would be approximately 72 housing units created. Two golf course holes would be impacted, but the overall primary use as a golf course would remain. Staff requested the Commission discuss this item be further and provide staff with feedback on the concept plan.

#### **Commission Business**

Tom Anderson, 16831 Helium Street, discussed the concept plan proposed by the Rum River Hills Golf Course in further detail with the Commission. He indicated the motivation behind this project was to make the golf course financially viable while also reviving the commercial node in the area.

Chairperson Levine questioned how many units the golf course was proposing.

Mr. Anderson stated originally he was proposing unattached townhomes, which would create 71 units. However, with the water tower property and an adjacent 25 acres, additional units would be combined into this project. He anticipated as many as 200 to 225 units could be completed.

Chairperson Levine stated this number of new residential units would positively impact the commercial node.

Development Services Manager Gladhill explained the proposed number of units within the Concept Plan for the Rum River Hills Housing Development would require public involvement.

Chairperson Levine questioned what action the Commission needed to take this evening.

Development Services Manager Gladhill commented staff was looking for feedback on the concept of residential homes in this area.

Commissioner Maul supported additional residential units in this area.

Commissioner Bauer agreed stating the new residential units would assist with invigorating the adjacent commercial properties.

Chairperson Levine also supported the concept. Further discussion ensued regarding the style and type of units proposed for the area.

Dick Tollette, 16903 Iodine Street NW commented the best market at this time was those in their late forties or early fifties. The townhome units would pull residents to Ramsey while not requiring the aging population to move out of the community.

Commissioner Field asked how the golf course property would be developed.

Mr. Anderson stated he would be working in conjunction with the developer to assure the units were high quality.

Commissioner Nosan appreciated the vision of the golf course stating it would allow residents in Ramsey to age within the community while developing further property in the City.

Commissioner Field questioned how the area would be serviced.

Development Services Manager Gladhill indicated the concept plan did show sanitary sewer and water. He stated trunk water lines were in place adjacent to Quicksilver Street NW. He noted sanitary sewer would be a different situation as the closest lines were at Alpine Drive.

Chairperson Levine summarized that the Commission fully supported the proposed concept plan and looked forward to hearing more on the proposed development.

#### **5.04: Review Calendar Upcoming Public Process Related to Land Use Review**

##### **Presentation**

Development Services Manager Gladhill presented the staff report stating the Minnesota Department of Transportation (Mn/DOT) is preparing an Access Planning Study for the Highway 10 Corridor in the cities of Ramsey and Anoka. He commented the first meeting would be held on Thursday, September 12, 2013 at 6:00 p.m. at the Alexander Ramsey Room.

Development Services Manager Gladhill indicated another meeting regarding the Mississippi River Corridor Critical Area (MRCCA/Critical Area) Pre-Process Public Collaborative Process

was scheduled by staff with the DNR and would be held on Monday, September 16, 2013 at 6:00 p.m. at the Alexander Ramsey Room.

Development Services Manager Gladhill explained a public collaborative process would begin regarding the 167<sup>th</sup> Avenue Node Future Land Use. The first meeting would be held on Thursday, September 26, 2013 at 6:00 p.m. in the Alexander Ramsey Room. Invites would be sent out later this week.

**5.05: Staff Update**

Development Services Manager Gladhill provided the Commission with a Staff Update.

**5.06: Zoning Bulletins**

Zoning Bulletins were noted.

**6. COMMISSION / STAFF INPUT**

None.

**7. ADJOURNMENT**

Motion by Commissioner Nosan, seconded by Commissioner Maul, to adjourn the meeting.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Nosan, Maul, Bauer, Brauer, Field, and VanScoy. Voting No: None. Absent: None.

The regular meeting of the Planning Commission adjourned at 9:55 p.m.

Respectfully submitted,

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Tim Gladhill  
Development Services Manager

ATTEST:

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JoAnn Shaw  
Planning Division Secretary

Drafted by Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*