

**City of Sherwood**  
**PLANNING COMMISSION MEETING**  
855 N. Sherwood Blvd  
**Tuesday, November 5, 1996**  
**7:00 PM**

**A G E N D A**

1. **Call to Order/Roll Call**
2. **Approval of Minutes of October 15, 1996**
3. **Community Comments:** *Community comments are limited to items NOT on the printed agenda.*
4. **Consent Agenda**
  - A. **SUB 96-4 Woodhaven Phase 5 Final Plat:** a request by Genstar for final plat approval of a 36-lot subdivision in Woodhaven PUD.
  - B. **PUD 94-1 Oregon Trail Phase 2 Final Plat:** a request by Westlake Consultants, Inc. for final plat approval of a 61-lot subdivision in Oregon Trail PUD.
  - C. **SUB 96-1 Cedar Creek Estates #2 Final Plat:** for an 11-lot single-family subdivision on SW Nels Drive near Edy Road, adjoining Oregon Trail PUD.
5. **Public Hearings:** (Hearing Disclosure Statement. Also, declare conflict of interest, ex-parte contact, or personal bias)
  - A. **SP 96-13 Sherwood Mini-Storage Site Plan:** a request by NSP Development for site plan approval for construction of a 660 unit mini-storage complex as Phase IV of the Sherwood Village PUD, located off of Tualatin-Sherwood Road, Tax Lots 900-901, Map 2S 1 29B.
  - B. **SP 96-14 Owen Racing Shells Site Plan:** a request by Erik Jonsson for site plan approval for construction of an 8,960 sf manufacturing warehouse for assembly of fiberglass racing shells located on Galbreath Drive, Lot 9, in the Industrial Park of Sherwood, Tax Lot 100, Map 2S 1 28BD.
6. **Other Business**
7. **Adjourn**

ITEMS NOT COMPLETED BY 11:00 PM WILL BE CONTINUED  
TO THE NEXT REGULARLY SCHEDULED MEETING

# **APPROVED MINUTES**

City of Sherwood, Oregon  
**Planning Commission Minutes**  
**November 5, 1996**

**1. Call to Order/Roll Call**

Chairman Bill Whiteman called the meeting to order at 7:05 PM.

Commission Members present:

Allen Baker  
George Bechtold  
Susan Claus  
Chris Corrado  
Rick Hohnbaum  
Angela Weeks  
Bill Whiteman

Staff:

Sue Engels, Development Director  
Jason Tuck, Assistant Planner  
Jan Youngquist, Planning Intern  
Roxanne Gibbons, Recording Secretary

**2. Minutes of October 15, 1996 Commission Meeting**

Chairman Whiteman asked if there were any corrections, additions or deletions to the minutes of October 15, 1996. There were no comments.

**Rick Hohnbaum moved the Planning Commission accept the October 15, 1996 minutes as presented. Seconded by Chris Corrado**

**Vote for Passage of Motion: 7-Yes, 0-No, 0-Abstain**

**3. Community Comments**

Chairman Whiteman called for comments from the audience regarding any items not on the printed agenda. There were no community comments.

**4. Consent Agenda**

Chairman Whiteman asked that Agenda Item 4A SUB 96-4 Woodhaven Phase 5 Final Plat be removed from the Consent Agenda. There were no other requests.

**Rick Hohnbaum moved the Planning Commission approve the amended Consent Agenda, Items 4B and 4C, PUD 94-1 Oregon Trail Phase 2 Final Plat and SUB 96-1 Cedar Creek Estates #2 Final Plat, with the conditions as presented in the respective Staff Reports dated October 29, 1996. Seconded by George Bechtold.**

**Vote for Passage of Motion: 7-Yes, 0-No, 0-Abstain**

**SUB 96-4 Woodhaven Phase 5 Final Plat**

Chairman Whiteman reported that at the last Planning Commission meeting he advised the Commission it was his intent to make a motion to table this application until the Commission received a written response from ODOT as to the status of the signalization at Sunset Boulevard and Highway 99W. Since that meeting, he has had several discussions with City Staff and the applicant. He asked Sue Engels, City Staff, and Phil Nachbar, Genstar (applicant), to advise the Commission of the status of the signalization. He noted that a representative from ODOT was also invited to attend tonight, but was not present.

Sue Engels reported that since the Commission meeting of October 15, 1996, City Staff, ODOT regional office representatives and Genstar met on October 25, 1996. The issue with ODOT was sight distance. In addition, it seemed that the application was held up at some point. After the October 25 meeting, the

signalization issue was back on track. A subsequent meeting has been scheduled for Friday, November 8, 1996. Genstar and ODOT will meet prior to November 8<sup>th</sup> to work on the sight distance issues. The City does not yet have written approval from ODOT regarding the signalization.

Chairman Whiteman introduced Phil Nachbar, Genstar Land Company Northwest. Mr. Nachbar has been with Genstar for about one month. Chairman Whiteman stated Mr. Nachbar understood he intended to make a motion and that the intent of the motion was not anything to be used against Genstar.

Phil Nachbar, Genstar Land Company Northwest and Mike Monical, consulting engineer, OTAK, Inc., presented information on the status of the signalization in question. Mr. Nachbar noted:

- Since he has been employed by Genstar he had received several letters from concerned citizens regarding the signalization and safety issues.
- Genstar is trying to find out what they can do to resolve the issue and what ODOT is specifically requesting of Genstar before they will make a decision.
- He has reviewed the chain of events. The initial warrant process indicated that the light would be needed at the end of 1996 or early 1997. If Genstar is able to start construction of the light by January 1, 1997, they would not be that far from what the original warrant indicated.
- Genstar submitted plans for ODOT's review in May 1996 and have essentially received no real response from them on the civil engineering portion.
- There have been changes in personnel at ODOT and Genstar.
- In August 1996, Dennis Mitchell, ODOT, indicated in a memo he recommended approval of the signal pending sight distance problems being resolved.
- On October 25, 1996 a meeting was held with ODOT to address the sight distance problems. Last week Mike Monical worked with Kittelson & Associates, traffic engineers, to identify specific sight distances, including what would be required to cut back the right-of-way vertically when coming out of Sunset to 99W and maximize the view of a vehicle turning right, looking south. The engineers reviewed the specific requests and have provided this information to ODOT.
- They will meet with ODOT on Friday, November 8, 1996 and would hope for a response that yes they can or cannot proceed with the signalization and whether the permit will be issued.
- Genstar has done everything they can to get the information to ODOT to make a decision. Both Genstar and the City would like to see signalization at this intersection.

Mike Monical, OTAK, Inc., showed several sight distance diagrams to the Commission. The technical issue is the sight distance for cars turning right on red cannot see a car coming at 55 MPH over the crest of the hill on 99W. The plans showed the maximum amount that can be cut back without taking off the top of the crest which would be a major structural change to 99W.

Mr. Nachbar stated that once the sight distance required by ODOT is identified, then Genstar will find out who owns the affected property and how much property would have to be purchased for the right-of-way or to obtain an easement. Mr. Monical said one option would be to put up a retaining wall against the right-of-way. Another option would be to not allow a right turn on red. ODOT wants to maintain the 55 MPH speed limit on 99W. The sight distance diagrams and supporting information have been presented to ODOT.

The Commission discussed the sight distance issue at length. In response to Susan Claus's questions, Mr. Nachbar reviewed the permit process and length of time it would take before the signal would be operational. This process would include execution of the appropriate agreements between the agencies. The construction period would be approximately 105 days. It should also be taken into consideration that Washington County has a backlog for plat reviews. Genstar would like to get the plat recorded prior to the end of 1996. Mr. Hohnbaum asked how many residences were currently occupied in Woodhaven.

Mr. Nachbar said he did not have the specific figures, but it is a percentage of the 163 lots in phases which are already constructed or in construction.

Chairman Whiteman said within the last two weeks the Commission has a chronological chain of events which they did not have previously and that the parties are communicating. The City Council has requested from the Oregon Speed Board, which determines what speeds will be on state highways, that the speed limit be brought to 40 MPH in Sherwood City limits of 99W. The City Manager was concerned that the motion would present the impression that Genstar was being hit over the head for something that only ODOT could respond. Chairman Whiteman said the Mayor has been advised of his intent to make the motion. The Sherwood Police Department has also put together an accident report for the last 6 months on both Sunset Boulevard and Meinecke Road. This information was made available to ODOT. There would be an additional expenditure on Genstar's part for the intersection of approximately \$180,000.

Mr. Nachbar said whether the Commission voted for or against the motion, Genstar would continue to move ahead to complete the signalization. He invited the Commission members to call him directly if they had further questions or concerns. There being no further discussion,

**Chairman Whiteman moved to table SUB 96-4 Woodhaven Phase 5 Final Plat until the Commission receives written reply from ODOT as to the status of signalization of Sunset and Highway 99W. Seconded by Rick Hohnbaum.**

Susan Claus explained why she did not support the motion. All the Commission members are very concerned about the problem. However, for this 36-lot final plat, they are already looking at a similar timeframe just to get it recorded, with maybe 10 homes on line during this same time period. It is important to make a statement, but she believed they have already made a very big statement to ODOT. Now it appears that things are moving very quickly. She did not know how productive it would be to hold up this final plat when they are already talking about a minimum of 45 days with the County for final recording.

Rick Hohnbaum explained his reasons for supporting the motion. There is a fear factor of the potential death count at this intersection. There are too many unknowns, some being bureaucratic unknowns. The fact the ODOT representative was not in attendance raised concern. There is also the question of who owns the property involved in the right-of-way and whether or not the property acquisition could be met. There are easement questions and the speed limit issue, in addition to the permit. All three organizations involved in the process, City, applicant and ODOT, have had staff changes within the last few months. There are too many unknowns relative to getting the job done.

Allen Baker said when he began serving on the Commission, about 6 months ago, it seemed like this issue fell through the cracks a long time ago. If people had been that motivated it would have been taken care of a long time ago. He supported tabling the application until some answers are received.

Chris Corrado stated he supported the motion. The engineer has stated that even under the best scenario, and the most aggressive clearing and grading, the intersection will still not meet the required sight distance. If the sight distance is not met, then it becomes an issue of slowing traffic or grading the highway. Both of these options do not seem feasible.

There being no further discussion, a vote of the motion was taken:

**Vote for Passage of Motion: 5-Yes, 1-No (Claus), 1-Abstain (Bechtold)**

Chairman Whiteman advised that if the appropriate response from ODOT is received at the November 8 meeting, the Commission would meet to take action on the Woodhaven Phase 5 Final Plat. It would be his intent, based on the record of the November 8th meeting, to call a special meeting of Commission to deal with this application. This meeting would be held on Monday, November 11, 1996 or if allowed by state statute, via a telephone poll of the Commission members.

Chairman Whiteman thanked Mr. Nachbar and stated that the Commission understands that Genstar has gone the extra mile to get this signalization.

Commissioner Hohnbaum left the meeting at approximately 8:00 PM.

## **5. Public Hearings**

**Chairman Whiteman read the hearings disclosure statement and requested that Commission members reveal any conflict of interest, ex-parte contact or bias regarding any issues on the agenda.**

There were no Commissioner disclosures.

### **5A. SP 96-13 Sherwood Mini-Storage Site Plan**

Chairman Whiteman called for the Staff Report. Jason Tuck referred the Commission to the Staff Report dated October 29, 1996, a complete copy of which is contained in the Planning Commission's minutes book. The applicant is requesting site plan approval for a 70,850 sq ft mini storage facility with 656 storage units. Mr. Tuck presented slides of the site and specifically noted:

- The site is zoned General Commercial (GC) and consists of 5.13 acres. The proposal was planned as part of the larger Sherwood Village PUD. The proposed use is permitted outright under the current zoning.
- The applicant is also proposing a lot line adjustment between the two lots. This will be handled administratively.
- The site is relatively flat and vacant of structures. There are Christmas trees planted on the site. Commercially used trees are exempt from the tree mitigation policy.
- A landscaping plan was submitted which meets code requirements.
- The eight proposed parking stalls meet code requirements. Wheel stops will be required.
- There is one 26-foot access proposed for the site.
- The lighting shall be designed not shine into adjacent residential areas.
- The sewer line exists on the south side of Tualatin-Sherwood Road. The applicant proposes to bore under Tualatin-Sherwood road for the sanitary sewer connection. The applicant will be required to extend the line to the east and west boundary of the site. This should be a condition of approval.
- The applicant is proposing to bore under Tualatin-Sherwood road for the water connection. The City recommends the water hook-up be extended to the site from the west boundary and then to the east boundary. This should be a condition of approval.

In conclusion, Staff recommends approval of SP 96-13 Sherwood Mini-Storage with the conditions as amended. Condition 1G is proposed to read, "Extend the water line to the east property line of Tax Lot 900 from the existing service north of Tualatin-Sherwood Road at the west property line of Tax Lot 901." Staff recommends deleting Condition 1H.

**Chairman Whiteman opened the public hearing on SP 96-13 Sherwood Mini-Storage and asked if the applicant wished to provide testimony.**



Fred Hulz, Westlake Consultants, 15115 SW Sequoia Parkway, Suite 150, Tigard, Oregon 97224, representing the applicant, addressed the Commission. Mr. Hulz noted:

- Regarding the extension of water to the site, the City master plan for water mandates a 10-inch water service line be along the north side of Tualatin-Sherwood Road. Bill Carley, City Staff, was not certain what size the water stub is at the intersection of Langer Drive and Tualatin-Sherwood Road, 8-inches or 10-inches. The City master plan matches very closely where the applicant is proposing the water line connection.
- The remaining tax lot to the west of the flag portion of the mini-storage will be required to extend the main along that north side of Tualatin-Sherwood Road.
- The applicant proposes boring under Tualatin-Sherwood Road directly in front of the flag portion of their lot over to the existing 10-inch water line main on the south side of Tualatin-Sherwood Road. This would be accomplished with a jack and bore procedure and is easily maintained. They would like to append section 6.500 Water in the Staff Report that the bore will be qualified to service the site.
- The extension to the west would be significantly more expensive than the jack and bore under Tualatin-Sherwood Road. The applicant does not have a problem extending the 10-inch water line to the east and west portion of the flag parcel.
- The “sensitive area” addressed by USA is actually outside the property line. There is a small ditch off of the property which this may be referencing. The applicant will hire an environmental consultant to look at the area at which time it will be addressed if it is, in fact, a sensitive area.

Sue Engels recommended rewording Condition 1G which would allow the City Engineering Department to address the water line issue.

Alan Kravitz, NSP Development, 4380 SW Macadam Avenue, Suite 370, Portland, Oregon 97201, addressed the Commission. Mr. Kravitz noted:

- Adams Avenue has a right-of-way with a certain width. PGE owns a triangular piece of land next to it which limits the applicant in the alignment of the proposed driveway with Adams Avenue as recommended by Washington County; centerline to centerline. The applicant will stay within the conditions of the PUD.
- They are currently placing a water line and sewer line in Adams Avenue.
- The parking shown on the northeast corner will be gravel and has been approved by the BPA. The runoff will go to the water quality facility for treatment prior to discharge to the public sewer which goes to Rock Creek. This will meet USA standards.
- They do not plan to have any U-haul rental type of business from this site. It will be a self-storage business which would provide boxes and moving supplies for tenants. Some of the units will be heated.
- The industry grew from being referred to as a “mini-storage” to a “self-storage” operation.
- The project will be done in two phases. They expect a high absorption rate within one year with the first phase. The first phase will be about 400 units.
- RV storage will be outside near the BPA line. The bulk of this storage is set substantially back from Tualatin-Sherwood Road and is not easily visible from Tualatin-Sherwood Road.
- The site will have an office only and no on-site residence.
- The retention pond will be private and maintained by the owner to USA standards.

George Bechtold asked if the City has a monitoring process for retention ponds or water quality facilities to USA standards. Ms. Engels said she would look into this issue.

Chairman Whiteman asked if there was anyone else who wished to speak in favor of the application. There was no further proponent testimony. Chairman Whiteman asked if there was anyone who wished to speak in opposition to the application. There was no opponent testimony and therefore the rebuttal portion of the hearing was dispensed with. Chairman Whiteman closed the public hearing on SP 96-13 Sherwood Mini-Storage Site Plan for discussion by the Commission.

Sue Engels read the recommended wording for Condition 1G and suggested that Condition 1K word "able" be changed to "available". In addition, Condition 1H should be deleted.

**Chris Corrado moved the Planning Commission approve SP 96-13 Sherwood Mini-Storage Site Plan based on staff recommendations, findings of fact, agency comments, public testimony and conditions as revised. Seconded by Allen Baker.**

**Vote for Passage of Motion: 5-Yes, 1-No (Claus) , 0-Abstain**

SP 96-13 Sherwood Mini-Storage Site Plan was approved subject to the following conditions:

1. Provide engineered construction plans to the City and all applicable agencies for public and private improvements including costs, maintenance and bonding provisions in compliance with City, USA, WCDLUT and TVFRD standards. The plans shall include provisions for streets, street trees, on-site sidewalks, sanitary sewer, water, fire protection, storm water runoff, erosion control, grading, site lighting, landscaping and signage.

In particular:

- A. Site may contain a "Sensitive Area" at the northwest corner. If so, developer must preserve a 25-foot corridor as described in Resolution and Order 96-44 separating the sensitive area from the impact of development.
- B. Developer must provide a water quality facility to treat runoff from the new impervious surface being constructed as part of this development.
- C. Each lot within the development shall be provided with access to public storm sewer including the property south of the buildings. Verify that public storm sewer is available to up-hill adjacent properties, or extend storm service as required by R&O 96-44. Analyze downstream storm conveyance to verify adequacy.
- D. A joint 1200-C erosion control permit is required.
- E. Plans shall show more detail on the size of the service line to the office and landscape areas.
- F. If the 8 inch water line is private for the fire hydrants, there needs to be a backflow device.
- G. Extend water to the site from either the 10-inch water line south of Tualatin-Sherwood Road or from the stub-out on the west entrance of Tax Lot 901, depending on which use meets the City of Sherwood's plan for extension of water service for the north side of Tualatin-Sherwood Road. This determination will be made by the City Engineering Staff. In either case, the water line will extend from the west edge to the east edge of Tax Lot 900.



- H. Show all valve locations on water line.
  - I. Sewer line going to Tualatin-Sherwood Road should be an 8 inch line.
  - J. Sanitary sewer needs to be available to adjacent parcels to the east and west.
  - K. Approval shall be obtained from Bonneville Power Administration for all proposed improvements in the easement.
2. Mark driveways and circulation lanes for directional flow with painted arrows on the pavement, and signage if necessary.
  3. Provide wheel stops in parking stalls so the vehicles do not project into the landscaped areas.
  4. Provide a final landscape plan for City approval prior to building permit issuance, which includes the visual corridor plan 15 feet along Tualatin-Sherwood Road.
  5. Obtain an administrative sign permit from the City of Sherwood prior to any sign installation, if applicable.
  6. Provide lighting along the private pedestrian path and in the parking area. This lighting shall be reviewed and approved by the City.
  7. The applicant will have to coordinate with Pride Disposal to ensure that the proposed facility for waste collection is adequate. The waste disposal area shall be screened by a 6 foot sight obscuring fence or evergreen shrubs.
  8. Comply with Washington County Department of Land Use and Transportation required conditions of approval, refer to correspondence dated October 28, 1996.

This approval is valid for one (1) year.

**5B. SP 96-14 Owen Racing Shells, Inc. Site Plan**

Chairman Whiteman called for the Staff Report. Jason Tuck referred the Commission to the Staff Report dated October 29, 1996, a complete copy of which is contained in the Planning Commission's minutes book. The applicant is requesting site plan approval for construction of an 8,960 sq ft facility for the manufacture of racing shells. Mr. Tuck presented slides of the site and specifically noted:

- The site is zoned General Industrial (GI) and the proposed use is permitted outright within the current zoning standards. The site is located on Galbreath Drive in the Industrial Park of Sherwood.
- The site consists of 2.44 acres and the applicant is proposing to develop 0.76 acres at this time.
- There are no significant trees, vegetation, or structures on the site.
- The proposed facility meets all setbacks, minimum lot dimensions and height requirements of the zone.
- The landscaping plan meets code requirements and illustrates a variety of trees and ground cover.
- Seven parking stalls are proposed. There will be three employees at the facility. Parking standards have been met. Wheel stops will be required.
- There is one 26 foot access proposed for the site.

In conclusion, Staff recommends approval of SP 96-14 Owen Racing Shells Site Plan with the conditions contained in the Staff Report.

**Chairman Whiteman opened the public hearing on SP 96-14 Owen Racing Shells Site Plan and asked if the applicant wished to provide testimony.**

Erik Jonsson, 4001 Melissa Place, Lake Oswego, Oregon 97034, the applicant, and Larry Lewis, Kampe Associates, Inc, 16154 SW Upper Boones Ferry Road, Portland, Oregon 97224, representing the applicant, addressed the Commission. Mr. Jonsson said he had no problems with the conditions contained in the Staff Report. The building placement on the site will accommodate future development and expansion. The business will be relocating from Reedsport. Because the site is at the end of a cul-de-sac, Mr. Jonsson asked if the entire sidewalk could be put in as the site is developed. He explained the business and process for making racing shells. The shell material is a carbon fiber which is very light-weight. Right now they make about 80 boats per year. They are one of about ten worldwide manufacturers of racing shells. The applicant's said they would be happy to answer any questions from the Commission.

**Chairman Whiteman asked if there was anyone else who wished to speak in favor of the application. There was no further proponent testimony. Chairman Whiteman asked if there was anyone who wished to speak in opposition to the application. There was no opponent testimony and therefore the rebuttal portion of the hearing was dispensed with. Chairman Whiteman closed the public hearing on SP 96-14 Owen Racing Shells Site Plan for discussion by the Commission.**

There was no further Commission discussion. The Commission acknowledged the request of the applicant regarding the sidewalk, and it was noted for the record that Staff would work with the applicant regarding being flexible with the sidewalk construction.

**Susan Claus moved the Planning Commission approve SP 96-14 Owen Racing Shells Site Plan based on staff recommendations, findings of fact, agency comments, public testimony and conditions contained in the Staff Report. Seconded by Chris Corrado.**

**Vote for Passage of Motion: 6-Yes, 0-No, 0-Abstain**

SP 96-14 Owen Racing Shells Site Plan was approved subject to the following conditions:

1. Provide engineered construction plans to the City and all applicable agencies for public and private improvements including costs, maintenance and bonding provisions in compliance with City, USA, WCDLUT and TVFRD standards. The plans shall include provisions for streets, street trees, on-site sidewalks, sanitary sewer, water, fire protection, storm water runoff, erosion control, grading, site lighting, landscaping and signage.

In particular:

- A. Indicate on the plans where the backflow preventer device is going to be placed.
- B. If this portion of Lot 9 is to be separated from the remainder of the parcel, both parcels should be connected to sewer and water on their own frontage.
2. Mark driveways and circulation lanes for directional flow with painted arrows on the pavement, and signage if necessary.
3. Provide wheel stops in parking stalls so the vehicles do not project into the landscaped areas.
4. Provide a final landscape plan for City approval prior to building permit issuance.

5. Obtain an administrative sign permit from the City of Sherwood prior to any sign installation, if applicable.
6. Provide lighting along the private pedestrian path and within the parking areas. The lighting plan shall be reviewed and approved by the City.
7. Construct turnaround for waste disposal area prior to occupancy.
8. Comply with Washington County Department of Land Use and Transportation required conditions of approval, refer to letter dated October 18, 1996.  
This approval is valid for one (1) year.

The Commission welcomed Mr. Jonsson to Sherwood.

## **6. Other Business**

Sue Engels advised the Commission that Woodhaven representatives will be presenting an overview of the project, including outlining the changes, and proposed changes, at the November 19, 1996 Commission meeting. The presentation will be a workshop format and not a public hearing. This will be an opportunity to bring the Commission up-to-date on the project.

Susan Claus advised the Commission that the only reason she voted no on the Sherwood Mini-Storage was because she felt storage units should be in industrial zones, not General Commercial (GC) zones. There is a limited amount of general commercial land left in the Sherwood area. She recognized that the code allows storage units in the GC zone. Chairman Whiteman said maybe the Commission should review the whole allowable use issue. Ms. Engels said the City will be doing some work on the Code in the near future.

George Bechtold asked if Staff could obtain information on USA's policies regarding stormwater retention ponds and their maintenance, in particular how USA monitors these facilities. Mr. Bechtold said the Sherwood School District is developing a science program which would include monitoring water quality. The District also has "sustainability" and "livability" community programs. The Commission agreed that a presentation from a District representative on this program may be appropriate.

Sue Engels reported that Greg Turner, City Planner, will be at the November 19, 1996 Commission meeting.

Chairman Whiteman stated for the record that he has worked with a lot of people in City halls, and he wanted to thank Roxanne Gibbons for her assistance and efficiency.

There being no further business to discuss, the meeting was adjourned at 9:15 PM.

Respectfully submitted,

Planning Department