

City of Sherwood, Oregon
Planning Commission Meeting

June 20, 1995

1. Call to Order/Roll Call

Chairman Birchill called the meeting to order at 7:00 PM. Commission members present: Chairman Gene Birchill, Vice-Chairman Chris Corrado, Susan Claus, Rick Hohnbaum and Marge Stewart. Commissioners George Bechtold and Kenneth Shannon were absent and excused. Planning Director Carole Connell, Assistant Planner Lisa Nell, City Manager Pro-Tem Larry Cole, and Secretary Roxanne Gibbons were also present.

2. Minutes of June 6, 1995 Meeting

Chairman Birchill asked if there were any corrections or additions to the minutes of June 6, 1995. There being none, Chairman Birchill accepted the minutes as presented.

3. Community Comments

Chairman Birchill called for comments from the audience regarding any items not on the printed agenda. There being none, Chairman Birchill moved to the next Agenda item.

4. SUB 94-4 Sherwood Village Phase 3 Final Plat

Chairman Birchill called for the Staff report. Lisa Nell reported this is a request for Final Plat approval Sherwood Village Phase 3, a 69-lot single-family subdivision south of Century Drive and west of Adams Avenue. Ms. Nell referred the Commission to the Staff Report dated June 13, 1995, a complete copy of which is contained in the Commission's minutes book.

Ms. Nell reviewed the main elements of the Staff report. This is the final phase of Sherwood Village. All lots comply with the dimensional standards of the HDR zone. Zone setback and height limitations will be applied to each building permit. The applicant will need to comply with the Code provisions that require each plot plan submitted for a building permit indicate trees and woodlands for preservation purposes. A park and landscape buffer maintenance agreement between the homeowner's association and the City has been provided and approved. In a June 6, 1995 letter, TVFRD stated preference that the fire hydrant location between Lots 158 and 159 be relocated to the intersection of Thrasher Way and Grainery Place. The applicant will need to revise the Phase 3 Final Plat illustrating this change. A landscape corridor plan for Adams Avenue and Century Drive frontages need to be submitted by the applicant to the City. The storm water detention and treatment facility is in an enclosed system to the wetland and has been approved by the City. Because the City owns the storm water easement, it cannot be held harmless from liability. However, if the Commission wants to require fencing for safety purposes, it may do so. Staff recommends

fencing as a condition of approval.

In conclusion, Ms. Nell stated that based on the findings of fact, Staff recommended approval of subdivision 94-4 Sherwood Village Phase 3 Final Plat subject to the conditions of approval.

Chairman Birchill asked if the applicant wished to make any comments.

Len Schelsky, Westlake Consultants, 7340 SW Hunziker Road, Suite 204, Tigard, Oregon 97223, addressed the Commission. Mr. Schelsky stated the applicant had reviewed the stated conditions of approval and had no objections. They are willing to build the retaining fence around the water quality facility. Mr. Schelsky said he would be happy to answer any questions.

In response to Susan Claus' question, Mr. Dwain Quandt, Modern Homes Development, said there are 22 lots left in Phase 2 and the applicant would like to start building in October-November 1995. In response to Rick Hohnbaum's questions, Ms. Connell stated the street width is 50 feet with a 36 foot right-of-way and parking on both sides.

Chairman Birchill suggested a revision of the verbiage in Condition #1 referencing hydrant location. Mr. Hohnbaum asked for clarification on the stormwater pond fence requirement. Ms. Connell said the condition states the City would be held harmless and Staff felt there was no legal authority on their part to hold the City harmless if the City is responsible for maintenance. As a compromise Staff is suggesting that a fence be installed around the stormwater pond to alleviate any potential problems. The pond is off-site. Mr. Hohnbaum recommended additional wording to clarify the relevant condition. Chairman Birchill stated if the Commission was going to require fencing, and since this is not stated in the rules for everyone, it is incumbent on the Commission to have a specific reason for requiring the fence. Mr. Schelsky said the pond is 4-5 feet deep with gradual slopes. Discussion followed regarding the pond dimensions and fence requirements.

Mr. Hohnbaum said the Commission should review fence requirements for detention ponds as a question of policy. The Commission concurred that this issue should be addressed as a separate agenda item at a future date.

Rick Hohnbaum moved based on findings of fact outlined in the Staff Report dated June 13, 1995, recommendations as noted and changes identified, that SUB 94-4 Sherwood Village Phase 3 Final Plat, 69-lot single-family subdivision south of Century Drive and east of Adams Avenue be approved subject to the following conditions:

Prior to final plat recording:

1. Revise the location of the fire hydrant that is illustrated on the construction plans between Lots 158 and 159 to the intersection of Thrasher Way and Grainery Place.
2. Prior to completion of the subdivision, on the south property line, construct a fence extending from the Phase 2 fence east to the east boundary of Phase 3.
3. Submit a landscape corridor plan for the Adams Avenue frontage to the City for approval.
4. Submit a landscape corridor plan for the Century Drive frontage that is consistent with the landscape plans for Phases 1 and 2 to the City for approval.
5. Each lot shall be provided with 2, (3 for corner lots) uniformly planted street trees in the front yard or in a planter strip in accordance with City specifications of two inches (2") Diameter Breast Height (DBH) and at least six feet (6') in height. Tree types to be in accordance with City approved street trees. Street trees shall be planted prior to occupancy unless otherwise approved by the City.
6. Note on each builder's plot plan which trees are to be preserved.
7. Construct a six foot (6') high, chain link fence around the storm water quality dry detention and treatment pond, unless alternative measure is found appropriate or unless the fence is found to be unnecessary, as determined by Staff.

This approval is valid for one (1) year.

The motion was seconded by Marge Stewart and carried unanimously.

Introduction of City Manager Pro-Tem

Carole Connell introduced Larry Cole, City Manager Pro-Tem, to the Commission. Mr. Cole began employment on June 19, 1995 and will continue through the process of hiring a permanent City Manager.

5. SUB 94-6 Charles Burck Heights (Burck Estates) Final Plat

Chairman Birchill called for the Staff report. Lisa Nell reported this is a request for Final Plat approval Charles Burck Heights (previously Burck Estates), a 17-lot single family subdivision on Sunset Boulevard. Ms. Nell referred the Commission to the Staff Report dated June 13, 1995, a complete copy of which is contained in the Commission's minutes book.

Ms. Nell highlighted the conditions of approval. All lots comply with the dimensional standards of the LDR zone. Zone setbacks and height limitations will be applied to each building permit. The applicant will need to provide bonding for 100% of the approved

construction costs. The applicant needs to submit a landscape corridor plan for the Sunset Boulevard frontage. Washington County no longer requires one foot non-access reserve strips. "No Parking" signs will be installed on the east side of Brooke Court and the south side of Stonehaven Street. CC&R's have been provided to the City and a copy was distributed to the Commission.

In conclusion, Ms. Nell stated that based on the findings of fact and agency comments, Staff recommended approval of SUB 94-6 Charles Burck Heights Final Plat subject to the conditions of approval.

Chairman Birchill asked if the applicant wished to make any comments.

Tony Weller, CES, 15256 NW Greenbriar Parkway, Beaverton, Oregon 97006, addressed the Commission, representing the applicant. Mr. Weller stated the applicant concurred with the Staff findings and conditions and he would be glad to answer any questions from the Commission.

Rick Hohnbaum asked for clarification regarding approval from Washington County on the engineered construction drawings. Mr. Weller responded the Washington County approval relates county roadways. Sunset Boulevard is the only county roadway adjacent to the project. The required half-street improvements will be bonded for and will allow the City to use those funds when the Sunset Boulevard realignment is done. Ms. Connell said the file contains approval from Washington County for the preliminary plat. The construction plan approval will include Washington County approval.

In response to Marge Stewart's question, Ms. Connell said the "Buck" street name will not be used. The street currently known as "Buck Street" will be named "Stonehaven Street". In response to Susan Claus' question, Scott Houck, one of the applicants, said they have purchased property for Phase 2. Chris Corrado asked when Sunset realignment was scheduled and how it related to this project. Ms. Connell responded when the alignment occurs, typically the affected land would have to be vacated.

Susan Claus moved based on findings of fact outlined in the Staff Report dated June 13, 1995, recommendations as noted and changes identified, that SUB 94-6 Charles Burck Heights (previously Burck Estates), a 17-lot single family subdivision on Sunset Boulevard be approved subject to the following conditions:

Prior to final plat recording:

1. Engineered construction drawings shall be approved in compliance with the City, USA, TVFRD and Washington County standards for sanitary sewer, storm water runoff, erosion control and grading, water service and fire protection,

streets, street lighting, and landscaping and pathways. Provide the City with bonding for 100% of the approved construction costs.

2. Submit a landscape plan for the Sunset Boulevard frontage.
3. Note on each builder's plot plan which trees are to be preserved.
4. Install "No Parking" signs on the east side of Brooke Court and on the south side of Stonehaven Street.
5. Each lot shall be provided with 2, (3 for corner lots) uniformly planted street trees in the front yard or in a planter strip in accordance with City specifications of two inches (2") Diameter Breast Height (DBH) and at least six feet (6') in height. Tree types to be in accordance with City approved street trees. Street trees shall be planted prior to occupancy unless otherwise approved by the City.
6. Denote landscape maintenance responsibilities in the CC&R's for the Sunset Boulevard landscape corridor (Lots 14 through 17).

The motion was seconded by Marge Stewart and carried unanimously.

6. SUB 93-8 Highpointe Phase 2 Final Plat

Chairman Birchill called for the Staff report. Carole Connell reported this is a request for Final Plat approval for Highpointe Phase 2, a 41-lot single family subdivision on Sunset Boulevard. Ms. Connell referred the Commission to the Staff Report dated June 13, 1995, a complete copy of which is contained in the Commission's minutes book.

Ms. Connell stated the Phase 2 lots are on top of the hill and do not border Sunset Boulevard. This is the portion that connects Crestwood Heights and Foothills Estates. Ms. Connell summarized the conditions which need to be addressed. The number and location of lots is the same as in the preliminary plat, except that the line between Lots 69 and 70 was modified to be east and west rather than north and south. This does not change the number of lots, but does slightly change the lot configuration. The applicant and adjoining property owner to the south have agreed upon a landscape buffer on the southern property line of Lots 71 through 81. This was not a requirement, but the parties agreed to it trying to avoid having a solid fence along the entry road south of the subdivision. The easement agreement will be between the applicant and property owners. Utilities are being extended to the west in Highpointe Drive and have already been installed east in Foothills Estates. With regard to street names, two are already named, Highpointe Drive and Coyote Court. Two additional names are needed for the two cul-de-sacs in Phase 2. The applicant has requested either Dewberry, Foxtail, Snowberry or

Warbler. Both shall end in "Place". All streets shall be 32 feet wide and "No Parking" signs should be installed on the north side of Highpointe Drive and on either side of the two cul-de-sacs. Tract A illustrates two storm water easements whereby the tract will function as a water quality facility for the site. The tract must be dedicated to the City.

Ms. Connell continued that one of the more significant changes between the preliminary and final plat is the width of the public access adjoining Lot 81 from 25 feet to 20 feet. On November 13, 1993, the Commission approved, as part of the conditions, that the applicant would provide a stubbed street for public access 25 feet wide to the south in a location to be accepted by the Commission.

The applicant has requested this be reduced to 20 feet and used as a pedestrian pathway. The 25 foot wide access would result in the loss of one lot, whereas 20 feet does not. The applicant's application and plat illustrate 10 feet, but they have subsequently enlarged it to 20 feet. The applicant's letter dated May 5, 1995 states that there is a legal question over extending services (including streets) outside the UGB. Further, part of the reason for the requirement was to provide access to the adjoining property owners, who have agreed since the preliminary plat approval that a pedestrian pathway is acceptable and actually preferable. The originally required 25 feet is not adequate for a City street, but would provide adequate emergency vehicle access.

Staff has done a field inspection of the site and agrees with the applicant that a pedestrian pathway would be an amenity for adjoining property owners providing direct access into Sherwood. The easement is also wide enough for emergency vehicles. Staff recommends that the easement be widened to 20 feet, that the applicant construct an 8 foot wide concrete path and that the 20 foot tract be dedicated to the City.

Ms. Connell stated the applicant questioned any access to the UGB.

Now that the 2040 Plan is becoming finalized, it does not appear the UGB will expand in this area. Initially this was not a 50 foot street. Ms. Connell said the tract is in Lot 81 and referred the Commission to the map. It was Staff's opinion that this change from 25 feet to 20 feet would not warrant another public hearing. Vehicle access is provided in three directions. Pedestrian access is provided to the south, outside the UGB.

In conclusion, Ms. Connell said that based on the findings of fact, Staff recommended approval of SUB 93-8 Highpointe Phase 2 Final Plat subject to the conditions of approval.

Chairman Birchill asked if the applicant wished to make any comments.

Randy Clarno, Benchmark Land Company, 16325 SW Boones Ferry Road, Lake Oswego, Oregon 97035, addressed the Commission. Mr. Clarno said the applicant has no objections to the recommendations for approval of the final plat. The property owners, Kurt Krueger and Mark Norby, have an agreement with the applicant which references

landscaping easement and buffer. Mr. Clarno said he would be happy to answer any questions from the Commission.

Ms. Connell clarified that the 20 foot wide pedestrian way on the east side of Lot 81 would be identified as Tract B.

Rick Hohnbaum said he did not notice any parking restrictions in the CC&R's. He recommended this be added to the CC&R's and as well as a condition of approval. Mr. Hohnbaum said he felt it was important future homeowners are apprised of any parking restrictions. Mr. Clarno said parking restrictions would be added to the CC&R's.

Discussion followed regarding the 25 foot street width and access outside the Urban Growth Boundary (UGB). Marge Stewart said she was concerned about the length of the long strip with no access to the property behind. Ms. Stewart said the Commission should be considering possible future development and the UGB in their decision process. In response to Mr. Hohnbaum's question, Ms. Connell said the issue was not reviewed by Municipal Attorney Dittman. Ms. Connell said she recognized the Commission's concern, but that unfortunately local and state rules do not include plans for any city facilities outside the UGB. Chairman Birchill said the Commission was not asking for a street stub. The Commission was suggesting providing the land so that in the future a street stub could be constructed and the possibility of condemning houses would not occur. The Commission discussed the 25 foot street width and asked to see the appropriate Planning Commission minutes where this discussion took place.

Randy Clarno stated the area south of the project is in Clackamas County. This area has a very distinct drainage basin which drains to the south. It was his understanding that the City has adopted transportation facility plans and the plans do not call for any facilities contemplated in this area. Mr. Clarno said the access question is important, but there is clearly a very serious question whether urban facilities should be extended to this line. Mr. Clarno asked if it was appropriate to extend those facilities to the south. He stated that any requirement to reserve or encumber land for that access is outside the scope of the City's transportation plan and thereby would potentially constitute a "taking" in which the City would have to purchase the land.

Marge Stewart stated she would not want to see all the traffic siphon down to Ladd Hill Road if the property is fully developed. She continued that the City's transportation plan is for the present and the Commission should also look toward the future.

Ms. Connell clarified that the Commission addressed this issue in their review of Phase 1. The applicant indicated the stub would be in Phase 2. At that time it was not determined where the 25 foot street stub should be placed.

Chris Corrado stated he agreed with the Commissioners that this

issue should be addressed and has particular applications for certain locations. However, he was not sure this was one of them and he tended to agree with the applicant.

Rick Hohnbaum moved based upon findings of facts outlined in the Staff Report dated June 13, 1995, recommendations as noted and changes identified, that SUB 93-8 Highpointe Phase 2 Final Plat, a 40-lot single family subdivision on Sunset Boulevard be approved subject to the conditions as stated and Condition #4 reading, "Dedicate Tract A to the City. Dedicate the fifty (50) foot wide Tract B pedestrian way on the east side of Lot 81 to the City and construct an eight (8) foot wide pathway to City specs. The motion was seconded by Marge Stewart.

Ms. Connell stated if the Commission was going to change a condition, consideration should be given to continuing the approval pending a review of the 25 foot width and/or if another public hearing would be necessary. Mr. Clarno said the applicant would lose a lot if the 50 foot width was approved. He said the applicant would like to file the plat prior to July 1, 1995. The applicant has agreed to provide the 25 foot width which would provide pedestrian access.

Chairman Birchill recessed the meeting at 8:41 PM and reconvened at 8:55 PM.

The Commission reviewed the Planning Commission minutes of November 13, 1993 referencing the 25 foot width condition. The motion in these minutes stated the Commission approved a 25 foot wide stub street for public access to the south in a location to be accepted by the Planning Commission prior to final plat review.

The Commission continued the discussion regarding the usability of the 25 foot width. Ms. Connell recommended approving a 25 foot street width.

Chris Corrado moved to amend the original motion that the fifty (50) foot width be changed to twenty-five (25) feet in width. The amendment was seconded by Gene Birchill and carried with Rick Hohnbaum voting against.

The question was called for the amended motion.

The amended motion was voted on and carried unanimously, subject to the following conditions:

Prior to plat recording:

1. Provide 100% bonding guaranteeing compliance with the approved construction plans.
2. Provide street names for the two cul-de-sacs ending in

"Place" and in compliance with City street naming standards.

3. Install "No Parking" signs on the north side of Highpoint Drive and on one (either) side of the two cul-de-sacs, and so note those restrictions in the CC&R's.
4. Dedicate Tract A to the City. Dedicate as Tract B the twenty-five foot (25') wide pedestrian way on the east side of Lot 81 to the City and construct an eight foot (8') wide pathway to City specifications.
5. Each lot shall be provided with 2, (3 for corner lots) uniformly planted street trees in the front yard or in a planter strip in accordance with City specifications of two inches (2") Diameter Breast Height (DBH) and at least six feet (6') in height. Tree types to be in accordance with City approved street trees. Street trees shall be planted prior to occupancy unless otherwise approved by the City.
6. Note on each builders plot plan which trees are to be preserved.

This approval is valid for one (1) year.

Susan Claus requested that the Commission spend some time reviewing some of the current items which they have been questioning. Ms. Claus was concerned that the Commission was not able to do a thorough review on some of issues (2040 Plan, UGB, SDC's). She asked if more information could be received regarding adjoining property with the applications. Ms. Connell said this information is provided with the preliminary plats. Larry Cole suggested Staff provide an issue package to discuss access to potentially future urbanizable areas outside the UGB. The Commissioners agreed.

7. Public Hearing

Chairman Birchill 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 being none, Chairman Birchill moved to the next agenda item.

7.A. PA 95-2 Transportation Planning Rule Plan and Code

Keith Liden, McKeever/Morris, Inc., provided an update on the revised version of the preferred alternative the Commission reviewed in May 1995. The preferred alternative is based on a transportation system concept which is intended to improve the transportation linkages throughout the City. In addition to these conceptual elements, amendments to the City's Comprehensive Plan and Community Development Code are included.

The Transportation System Concept includes 1) Multi-Modal Transportation Corridors - Highway 99W, North Sherwood Boulevard, Oregon Street and Old Town, Tualatin-Sherwood Road and Future Employment and Residential Concentrations; 2) Enhanced Pedestrian

Corridors; 3) Bicycle Routes; and 4) Pedestrian and Bicycle Pathways. Mr. Liden referred the Commission to the Concepts Map which showed future employment and residential concentrations, downtown core, multi-modal transportation corridor, bicycle lanes, enhanced pedestrian routes, pedestrian/bicycle pathway and pedestrian/bicycle crossing. The Commission added Langer Drive to the map. Ms. Connell suggested that the Meinecke Road connection be projected to the north.

Mr. Liden reviewed the recommended policy and code amendments. The Transportation Planning Rule (TPR) requirements have been categorized into six areas - Road Systems, Pedestrian and Bicycle Access, Transit Facilities, Transit Supportive Land Use, Transit Supportive Redevelopment and Parking.

Mr. Liden discussed the recommended amendments to the Transportation Plan. A conceptual idea for cross sections of Highway 99W are to make the crossings more pleasant by having a buffer area along the edges of the street and provide some type of pedestrian refuge or area in the center median. Work with ODOT to provide safe and convenient crossing along 99W for pedestrians and bicyclists. Work with Tri-Met in developing improved transit facilities and service for the City. Recommended Code amendments for the street systems include cul-de-sacs shall only be permitted when one or more of the circumstances listed in this subsection exist. When cul-de-sacs are justified, pedestrian walkways shall be provided to connect with another street, greenway, school or similar destination unless one or more of the circumstances listed exists. Cul-de-sacs shall be no more than 600 feet. Private streets shall only be permitted to serve a maximum of 3 separate parcels.

Mr. Liden reviewed pedestrian/bike access. The City shall establish "Enhanced Pedestrian Routes" which will be designed to encourage walking by providing a system of routes that connect major destinations in the City. Also, where possible, allow parallel parking and use trade-offs where appropriate. A new City policy would be "the City shall consider alternative modes of transportation to the automobile to be of equal importance when transportation facilities are funded, constructed, improved or maintained."

Mr. Liden recommended revisions to the Transportation Plan Update. Two major items are the introduction of corridors for on-site bicycle and pedestrian circulation, and pedestrian and bicycle ways. The objective of this standard is to achieve the equivalent of a system of routes using a 1/4 mile grid. Mr. Liden said this 1/4 mile grid may be too ambitious. The current City Transportation Plan does not identify all arterial and collector streets for bicycle links. Two preferred links would be shoulder bikeway and shared roadway.

Mr. Liden discussed Transit Facilities. Recommended code amendments would include "during review of development

applications within the transit and pedestrian district overlay zone, the City shall solicit comments from Tri-Met regarding transit issues."

Mr. Liden said the proposal is written in the form of a standard and the Commission may wish to only use the information as guidelines.

Mr. Liden next reviewed Transit Supportive Land Use. Recommended policy amendments to the Transportation Plan include "the City shall establish a "multi-modal transportation corridor" overlay zone which provides for certain standards within 200 feet of the streets within the corridor." The scope of land use decisions would be narrower in the corridors. The design concepts were also reviewed.

In response to Ms. Claus' question, Mr. Liden said the minimum density standard of 80% was a number selected because it should not be a difficult standard to meet. Mr. Liden said the issue of density standards to which the City should be sensitive are if there are areas which include multiple uses such as single family and apartments. The TPR does not require minimum density. Mr. Liden said the TPR sets the minimums, but how they are accomplished is up to the City.

Mr. Liden discussed the Multi-Modal Transportation Corridor (MTC) Overlay Zone. This section included provisions for the MTC overlay zone referencing multi-family housing, minimum residential density, reduction of parking requirements (may be reduced up to 10% when the property is within 200 feet of a transit stop), ground floor windows, pedestrian and bicycle circulation and application review by Tri-Met. Chairman Birchill said he was a little concerned about reducing parking and the possible effect this could have on businesses.

Mr. Liden reviewed the special requirements for 99W which included building setbacks, building orientation and location, and pedestrian plazas. Development in commercial zones shall have a maximum setback of 100 feet from the street frontage on 99W. This requirement does not apply to cross streets. In response to Ms. Connell's question, Mr. Liden said the 100 feet was an arbitrary number. With reference to building orientation and location, Ms. Connell said the Commission needed to decide if the entrance requirements should be auto or people oriented.

Mr. Liden said the project schedule requires McKeever/Morris to submit a product for the State (ODOT) to review by June 30, 1995. There may or may not be a recommendation from the Planning Commission and City Council at that time. The City Council will have a public hearing on the TPR at their June 27, 1995 meeting. Ms. Connell said the Council probably would not take any action at this meeting and the presentation would be more of a review.

Due to the large amount of information to review and make

recommendations on, the Commission agreed to continue this public hearing to Wednesday, July 5, 1995, 7:00 PM, to review the TPR more thoroughly. Commissioners George Bechtold and Ken Shannon will be notified.

Mr. Liden said the State is aware that the document they receive may be modified and will not have the recommendation of the Commission or Council at that time it is submitted. Mr. Liden agreed to attend the July 5, 1995 meeting.

8. Planning Director's Report

Carole Connell announced the Washington County Public Officials Caucus is scheduled for Thursday, July 13, 1995, 7 to 9 PM in Hillsboro. Ms. Connell distributed a copy of the DEQ Management Plan to the Commission for their comments. Ms. Connell said the Sherwood Village residents have asked if the entry into the apartments that are under construction could be gated. The Commission recommended that speed bumps be installed outside the driveway instead.

Marge Stewart announced the 66-lot subdivision on Parrett Mountain that was approved by the County and subsequently appealed, was overturned. On appeal, the County's approval was denied.

Rick Hohnbaum said as more of Sherwood Village develops the question of school parking may come back to the Commission.

Chairman Birchill reminded the Commissioners to keep the TPR Planning packet items for the July 5, 1995 meeting.

There being no further business to discuss, the meeting was adjourned at 10:47 PM.

Respectfully submitted,

Roxanne Gibbons
Planning Commission Secretary