

Plain City Planning
Minutes of Meeting
February 8, 2018

Minutes of the Plain City Planning Commission Meeting held on February 8, 2018 at 7:00 p.m. in the Council Chambers of Plain City Hall – 4160 W 2200 N, Plain City, Utah 84404.

Present: Chairman Blake Neil *Excused*
Vice Chair John Leonardi
Commissioner Jarod Maw
Commissioner Cheri Sparks
Commissioner Kris Carrigan
Staff: Mike Kerswell, Derek Moss, Bren Edwards, Shane McFarland

ATTENDEES: Alex Papageorge, Karen Stevens, Jeff Stevens, Jeff Hales

WELCOME: Vice Chairman Leonardi

PLEDGE OF ALLEGIANCE: Mike Kerswell

MOMENT OF SILENCE/INVOCATION: Commissioner Maw

1.ROLL CALL Vice Chairman Leonardi conducted roll call and indicated Commissioners Sparks, Maw, Leonardi and Carrigan were present. Chairman Neil was excused.

2. OPENING MEETING STATEMENT

The opening statement was read by Vice Chairman Leonardi.

3. EX PARTE COMMUNICATION OR CONFLICTS OF INTEREST TO DISCLOSE

Vice Chairman Leonardi asked if any members needed to declare a conflict of interest or disclose any ex parte communication in which they had engaged. None was presented.

4. Public Comments for items not on the Agenda

None imparted.

5. Approval of Minutes for January 25, 2018

Commissioner Maw specified, the motion for final approval of Pappies Place Subdivision was “tabled” not “denied”, as stated in the minutes.

Motion: Commissioner Carrigan made a motion to approve the Minutes of Jan. 25 2018 with said change. Commissioner Sparks seconded the motion. Vote: Commissioners Sparks, Maw, Carrigan, and Vice Chairman Leonardi voted aye. Motion carried.

6. Technical Review Report

Public Works Director, Bren Edwards reported on three proposed projects that were assessed at a Technical Review, February 6th, 2018. S-Curve Commercial, Lot 1 was discussed and all was in order. Bren Edwards noted, Bona Vista is anticipating the

installation of a larger supply line to accommodate future fire and safety handlings. He confirmed utility services are presently available. He commented on observations of a proposed annexation (approximately 30 acres) sought by Derek Kennedy and explained the purpose behind a requested lot line adjustment for Todd Cottle.

7. Legislative Items:

a. Public Hearing: Bulk Propane Sales and Distribution

Motion: Commissioner Maw motioned to open a Public Hearing for Bulk Propane Sales and Distribution. Commissioner Carrigan seconded the motion. Vote: Commissioners Sparks, Maw, Carrigan, and Vice Chairman Leonardi voted aye. Motion carried.

Public comments and questions were requested - none were extended.

Motion: Commissioner Carrigan motioned to close the Public Hearing for Bulk Propane Sales and Distribution. Commissioner Maw seconded the motion. Vote: Commissioners Sparks, Maw, Carrigan, and Vice Chairman Leonardi voted aye. Motion carried.

b. Discussion / Motion: Bulk Propane Sales and Distribution

City Planner, Derek Moss indicated, the drafted ordinance lacks particulars on minimum distances to residential property lines and edifices. He listed parameters that will affect the set-back requirements. Commissioner Sparks asked if a site has been selected for the proposed propane facility. Derek Moss answered in the negative. He asserted, the ordinance will be written to cover all speculated locations. Bren Edwards spoke about Fire Code and other directive guidelines that will enhance safety and ensure compliance with state regulations. Commissioner Maw commented on NFPA standards.

Motion: Commissioner Maw motioned to recommend finalization of an ordinance for Bulk Propane Sales and Distribution, comprising details as discussed. Commissioner Carrigan seconded the motion. Vote: Commissioners Sparks, Maw, Carrigan, and Vice Chairman Leonardi voted aye. Motion carried.

c. Discussion: City Parking Ordinance

Commissioner Maw reported on City Council discussions about parking requirements, amendments to current restrictions, and the coordination of posted signs with written laws and zoning ordinances. He recounted questions of whether associated signs should be changed to meet contemporary ordinance language or if the Parking Ordinance should be revised to match posted regulations. The City Council agreed, adjustments to the written Parking Ordinance shall be made. They appealed to the Planning commission for an updated Parking Ordinance, coinciding with an update to the Plain City General Plan. Bren Edwards explained the discrepancy found with posted parking signs. He spoke about alteration of restrictions made for safe and efficient snow removal. He promoted simplification of winter parking restrictions. Commissioner Sparks commented on street parking, making a request for additional community/public parking areas.

Vice Chairman Leonardi encouraged flexibility and common sense in parking restriction enforcement when seasonal conditions are atypical. Bren Edwards indicated, enforcement officers usually consider current road conditions before issuing parking tickets. Derek Moss committed to relay the requests of commissioners to the General Plan Advisory Committee.

8. Administrative Items:

a. Discussion Motion / Final Pappies Place Subdivision

Commissioner Sparks reviewed the concerns that caused tabling of this matter at the previous Planning Commission Meeting. She commented on the variety of names this development has been known by and the confusion caused because an unrelated, recently proposed project is similarly named (Pappies Place and Pappys Homeplace). City Engineer, Shane McFarland noted, the spelling of the label has been a disputed subject with the drafters of the plat. Commissioner Sparks remarked decisively, obliging the developer to identify the speculated “Pappys Homeplace” community with a more distinguishable name. Shane McFarland agreed to submit the order to the developer. Vice Chairman Leonardi outlined subdivision application process. He remarked on a will-serve letter confirming payment for required inclusion into the Weber-Box Elder Conservation District and scheduling of a review meeting. He evoked previous projects that have been approved with contingencies. He recommended the approval of the final Pappies Place Subdivision under the condition, all Weber-Box Elder Conservation District requirements for inclusion be met.

Motion: Commissioner Maw motioned to approve Final Pappies Place Subdivision contingent on Weber-Box Elder Conservation District inclusion. Commissioner Carrigan seconded the motion. Vote: Commissioners Sparks, Maw, Carrigan, and Vice Chairman Leonardi voted aye. Motion carried.

b. Discussion / Motion: Preliminary S-Curve Commercial Subdivision Lot 1

Jeff Hales introduced himself and petitioned the Commission for preliminary and final approval of S-Curve Commercial Subdivision (Lot 1). Vice Chairman Leonardi asked if a Minor Subdivision Application has been submitted and fee paid. Jeff Hales answered in the affirmative. Vice Chairman Leonardi reviewed printed information, previously distributed to the commissioners and staff. He acknowledged, all was in order.

Motion: Commissioner Carriagn motioned to approve Preliminary S-Curve Commercial Subdivision. Commissioner Sparks seconded the motion. Vote: Commissioners Sparks, Maw, Carrigan, and Vice Chairman Leonardi voted aye. Motion carried.

c. Discussion / Motion: Final S-Curve Commercial Subdivision Lot 1

Motion: Commissioner Maw motioned to approve Final S-Curve Commercial Subdivision. Commissioner Carrigan seconded the motion. Vote: Commissioners Sparks, Maw, Carrigan, and Vice Chairman Leonardi voted aye. Motion carried.

d. Discussion / Motion: Parks and Trails Advisory Committee

Vice Chairman Leonardi gave time to Commissioner Maw for presentation of the City Council's request for organizing assistance and Commission representation in a Parks and Trails Advisory Committee. Commissioner Maw reported on the City Council Meeting discussion on the formation of an advisory committee to help plan future parks, trails, and other recreation areas. Bren Edwards commented on provisions for parks and trails in the updated General Plan. He explained the role of the proposed committee. Vice Chairman Leonardi echoed the request for Planning Commission representation. Commissioner Sparks asked if grant money is funding a Parks and Trails Master Plan. Bren Edwards answered in the negative, indicating, the committee will be made up of volunteers. Commissioner Maw mentioned previously donated work (research, etc.) by students and faculty of Weber State University. Bren Edwards noted, scheduling for parks and trails planning has not been developed. Discussion over a Planning Commission representative ensued.

Motion: Commissioner Maw motioned to approve Commissioner Sparks as Commission Agent to the Parks and Trails Advisory Committee with the support of Commissioner Carrigan as Alternate Representative. Vice Chairman Leonardi seconded the motion. Vote: Commissioners Sparks, Maw, Carrigan, and Vice Chairman Leonardi voted aye. Motion carried.

9. Report from the City Council.

Commissioner Maw reported a request by a citizen of the Mayor to allow parking on the street along LDS church property, on Sundays (currently a no parking zone). He reviewed public comment on the matter. He indicated, study of existing parking conditions revealed the need to revise city ordinance. He revisited the invitation to participate in a Parks and Trails Master Plan Advisory Committee. He reported, letters of interest and applications have been received for open seats on both City Council and Planning Commission. He provided an update on Founders Day celebration preparations. He reported a notice that this will be the final City Council Meeting for Councilmember Ferrin. He announced a planned addition to the Mosquito Abatement Building. School crossing conditions were discussed.

10. Commission Comments:

Commissioner Sparks expressed concern over sporadic and delayed distribution of Planning Commission Meeting information to commissioners, prior to scheduled meetings. She reviewed procedural policy on the matter. She sought more stringent adherence to ordinances directing timeline and documentation for items slated for Commission consideration. She requested notification of (occasionally scheduled) Work Sessions be more noticeable on printed agendas. Commissioner Maw announced, he will be meeting with the Urban Planning Committee. He asked Derek Moss for a written

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summary of General Plan discussions and progress that he can present. Commissioner Carrigan notified, he has not received emailed reminders of meetings, scheduled and occasional. Shane McFarland explained the process of programming agenda items. He spoke to evolving communication improvements. He commented on past complaints about drawn-out and excessively complicated processes. He recommended observance of statutes requiring comments from the City Engineer on projects, prior to placing them on the Planning Commission Meeting agenda. Vice Chairman Leonardi reviewed the written ordinance requiring comments from the City Engineer on items, prior to setting them on the agenda. He read aloud, written instructions for the Minor Subdivision Packet, indicating all required information be submitted with the application at least thirty days prior to the Planning Commission Meeting at which it is to be presented. Derek Moss suggested better enforcement of timeline regulations with focus on the correct order of the application processes. Vice Chairman Leonardi stressed the importance of completed application checklists for items intended for the Planning Commission Meeting agenda. He reviewed rules for applicant submittal of additional documents and changes. He urged the Planning Commission to uphold ratified policies. Christensen Property annexation application requirements were discussed. Difficulty with process order was addressed by Derek Moss. Bren Edwards spoke to efforts by staff to comply with policies and facilitate development processes. Derek Moss reported on the General Plan update. He announced a planned workshop for stakeholders and the public, tentatively scheduled for the first part of March. It was suggested, the meeting be scheduled for the 13th so it can be advertised in the Plain City Newsletter. Commissioner Sparks asked if reimbursement of Commissioners has been decreased. Bren Edwards recommended that she contact City Recorder, Diane Hirschi for details.

11. Adjournment

Motion: Commissioner Maw made motion to adjourn at 7:56 p.m.

Commissioner Carrigan seconded the motion. Vote: Commissioners Sparks, Carrigan, Maw and Vice Chairman Leonardi voted aye. Motion Carried.

<u>2018</u>					
<u>Neil</u>	<u>Carrigan</u>	<u>Faulkner</u>	<u>Maw</u>	<u>Sparks</u>	<u>Leonardi</u>
	Jan 4	Jan 18	Feb 1	Feb 15	Mar 1
Mar 15	Apr 5	Apr 19	May 3	May 17	Jun 7
June 21	July 5	July 19	Aug 2	Aug 16	Sept 6
Sept 20	Oct 4	Oct 18	Nov 1	Nov 15	Dec 6
Dec 20					

Planning Commission Chair

Planning Commission Secretary

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February 22, 2018

Minutes of the Plain City Planning Commission Meeting held on February 22, 2018 at 7:00 p.m. in the Council Chambers of Plain City Hall – 4160 W 2200 N, Plain City, Utah 84404.

Present: Chairman Blake Neil
 Vice Chair John Leonardi
 Commissioner Jarod Maw
 Commissioner Cheri Sparks *-Excused*
 Commissioner Kris Carrigan
 Commissioner Shawna Faulkner
Staff: Mike Kerswell, Derek Moss

ATTENDEES: None

WELCOME: Chairman Neil

PLEDGE OF ALLEGIANCE: Commissioner Carrigan

MOMENT OF SILENCE/INVOCATION: Chairman Neil

1.ROLL CALL: Chairman Neil conducted roll call and indicated Commissioners Maw, Leonardi, Carrigan, and Faulkner were present. Commissioner Sparks was excused.

2. OPENING MEETING STATEMENT

The opening statement was read by Chairman Neil.

3. EX PARTE COMMUNICATION OR CONFLICTS OF INTEREST TO DISCLOSE

Chairman Neil reported a conversation with Jeff Johansen about the bulk propane ordinance. He also spoke with Steve Diamond about the upcoming meeting agenda and attendance/participation alternatives.

4. Public Comments for items not on the Agenda

None imparted.

5. Approval of Minutes for February 8, 2018

Motion: Commissioner Leonardi made a motion to approve the Work Meeting Minutes of Feb. 8, 2018. Commissioner Carrigan seconded the motion. Vote: Commissioners Maw, Carrigan, Leonardi, Faulkner, and Chairman Neil voted aye. Motion carried.

Commissioner Carrigan noted a syntactic error in the Regular Meeting Minutes. He suggested a correction.

Motion: Commissioner Maw made a motion to approve the Regular Meeting Minutes of Feb. 8, 2018 with suggested correction. Commissioner Leonardi seconded the motion. Vote: Commissioners Maw, Carrigan, Leonardi, Faulkner,

and Chairman Neil voted aye. Motion carried.

6. Technical Review Report

Chairman Neil reported on the review of Nilson Homes / Papageorge property development on 2200 N Street (Approx. 3400 W). He indicated, the land is not zoned PRUD. He stated, alterations are needed to the size of the proposed cul-de-sac and reported ongoing concerns about sewer connections. He indicated, Nilson Homes will be applying for a zoning amendment.

7. Legislative Items:

a. Discussion / Motion: Bulk Propane Sales and Distribution

City Planner, Derek Moss verified the authorizing of Propane Sales and Distribution as conditional use on C-2 zoned property and permitted use in C-3 zoned areas. He announced the inclusion of maximum volume limits in the previously drafted ordinance. Commissioner Leonardi asked if concrete perimeter barriers will be required. Derek Moss answered in the affirmative, referring to NFPA Title 58 standards. He specified a ten-foot setback constraint and indicated, licensed contractors that install propane storage and distribution equipment must follow national, state and local fire safety directives.

Motion: Commissioner Leonardi motioned to accept the Bulk Propane Sales and Distribution Ordinance and recommend it to City Council for approval. Commissioner Carrigan seconded the motion. Vote: Commissioners Maw, Carrigan, Faulkner, Leonardi, and Chairman Neil voted aye. Motion carried.

b. Discussion / Motion: Diamond Zoning Amendment – Set Public Hearing

Chairman Neil recounted a discussion he had with Steve Diamond regarding Technical Review. Mr. Diamond has stated, he will not apply for a Technical Review until the matter of a Zoning Amendment is settled. Commissioner Maw asked if the required documents and application have been submitted for the Zoning Amendment. Chairman Neil answered in the positive. Commissioner Maw clarified, the area in question is currently zoned RE-20. Chairman Neil commented on “spot zoning” concerns and potential analysis by City Attorney, Brandon Richards. Derek Moss acknowledged, consistency with zoning parameters of adjoining lots is scrutinized. Commissioner Faulkner expounded, lots surrounding the proposed development are zoned RE-20. Commissioner Leonardi asserted, to meet zoning consistency guidelines, the proposed development will need to be zoned RE-20. Chairman Neil acknowledged, the adjoining lots are zoned RE-20 in the current General Plan, but inferred, those areas might be changed in the General Plan Update. Derek Moss indicated, the lots in question are presently designated for single family construction with a half-acre lot or larger. Chairman Neil commented on an agreement by Steve Diamond, to continue curb, gutter, and sidewalk in the areas he wants to re-zone. Derek Moss addressed concessions by developers to offset bids for increased

density. Commissioner Leonardi sought clarification on the placement of a retention pond. Derek Moss indicated, if engineers of the drainage system deem it adequate, an existing retention basin, touching the north-east corner of the property will be used.

Motion: Commissioner Leonardi motioned to set a Public Hearing on the Diamond Zoning Amendment for March 22, 2018. Commissioner Faulkner seconded the motion. Vote: Commissioners Maw, Carrigan, Leonardi, Faulkner and Chairman Neil voted aye. Motion carried.

c. Discussion: Subdivision Regulations

Chairman Neil introduced the topic and reported a meeting with Mayor Beesley at which, PRUD details were evaluated. The Mayor asked him to impart recommendations to the General Plan Advisory Committee. Outlining the comments he presented at the Advisory Committee Meeting, he proposed an increased area regulation (11-6-3), from 10 acres to 50 acres. He included minimum 50-acre incremental additions. Derek Moss explained the advantages of requiring larger areas for PRUD dedications. He expressed accord with Chairman Neil's recommendation. Commissioner Faulkner asked if larger areas for PRUD invites projects of higher density. Derek Moss indicated, larger PRUD projects can include a greater variety of housing forms, including Affordable Housing, and other amenities that are beneficial to the City. Commissioner Faulkner asked why the existing PRUD area regulation is 10 acres. Chairman Neil explained, the ordinance was adopted in 2008. The reasoning behind the stipulation is not known. Derek Moss speculated, the 10-acre PRUD may have been desirable to land owners that were interested in subdividing and selling lots without consideration of future development. Commissioner Faulkner sought clarification on approvals of PRUD applications. Commissioner Maw provided specifics. Chairman Neil proposed an increase in open space requirements. He suggested stipulating 30 percent instead of 20 percent. Commissioner Maw surmised pushback from developers on the increase. Commissioner Leonardi commented on land under powerlines that may be considered open space and included as part of the required percentage. Chairman Neil addressed the concern, indicating a maximum 25 percent of such area shall be included in open space requirements. He opened discussion on density regulation. Derek Moss stated, with proposed PRUD density rules, maximum density will be decreased from that specified in RE-15 zoning statutes. Chairman Neil introduced criteria that may be met to negotiate higher density within a PRUD. Consensus was reached on requiring a minimum of three conditions from the list of nine acceptable criteria. Commissioner Leonardi appraised the elimination of a two-car garage from the list of negotiable criteria. Removing the two-car garage option from the exchange list was agreed upon with the inclusion of a two-car garage requirement for ALL multi-family and single-family dwellings. Chairman Neil reviewed yard and height regulations. He proposed a greater rear setback from adjacent properties stipulation. He asked if the frontage requirement needs to be addressed. Derek Moss thought it reasonable to set a

percentage of underlying zoning parameters for side-yard and front setbacks as well as frontage requirements. Calculations will need to be made before percentages are set, to ensure allowed density remains achievable within allotted buildable areas. Commissioner Leonardi reviewed corner lot setback principles. All agreed with the rules as written. Chairman Neil suggested, regulations for signs in PRUD be in accord with the City sign ordinance. Commissioner Leonardi listed recommendations for the *purpose and intent* portion of Section 11-6 in the PRUD ordinance. He suggested, 25 percent of a PRUD be dedicated to Affordable/medium income housing. He gave details on housing types, proposed income restrictions, and duration of adherence. Commissioner Carrigan voiced concern about discrimination. Chairman Neil cautioned, Fair Housing law must be observed. Commissioner Leonardi referred to Weber Housing Authority benchmarks and suggested Plain City be proactive in planning for future directives regarding Affordable/Medium Income Housing provisions. Derek Moss evoked, low and moderate housing provisions will be included in the General Plan update. He contrasted imposing Affordable Housing obligations on developers and negotiating a mutually beneficial agreement for the provision. Chairman Neil stated, Rob Scott is a good resource for instruction regarding low and moderate housing incorporation. Commissioner Faulkner sought particulars on height restrictions. She asked if a two-story maximum should be specified. Commissioner Leonardi indicated, City ordinance includes a maximum of two stories restriction. The subject of height restrictions/maximum allowed stories was discussed at large. Commissioner Carrigan commented on common area regulations in Section 11-6. He advised language directing, costs incurred by the City for repairs and/or cleanup of areas that are not appropriately maintained by ownership in the PRUD will be recoupable; paid by the HOA.

8. Administrative Items:

a. Discussion: Prospective Agenda Items

Chairman Neil commenced the Administrative segment of the meeting, reporting deliberation with Derek Moss concerning agenda items for the coming year. Derek Moss reviewed a list of topics that was compiled at the meeting, including lot size and setback requirements for animals kept on property, introducing an RE-30 zoning designation, continued PRUD refinement, discussions on existing secondary water requirements, involving providers, and referencing standards in City ordinance.

b. Discussion / Motion: Nomination of Planning Commission Chair

Chairman Neil recognized Shawna Faulkner (Alternate Planning Commissioner) and welcomed her to the Commission. He opened Discussion / Motion for Nomination of Planning Commission Chair. Commissioner Leonardi asked Chairman Neil if he would be willing to remain as Chairman. Chairman Neil answered in the affirmative. Commissioner Maw voiced his support for the continued chairmanship of Chairman

Neil.

Motion: Commissioner Leonardi motioned to appoint Blake Neil, Planning Commission Chairman. Commissioner Carrigan seconded the motion. Vote: Commissioners Maw, Carrigan, Leonardi, and Faulkner voted aye. Motion carried.

c. Discussion / Motion: Nomination of Planning Commission Vice Chair

Motion: Commissioner Maw motioned to appoint John Leonardi, Planning Commission Vice Chair. Commissioner Carrigan seconded the motion. Vote: Commissioners Maw, Carrigan, Faulkner, and Chairman Neil voted aye. Motion carried.

9. Report from the City Council.

Commissioner Leonardi reported: The Mayor read a letter of resignation from Fire Chief, Jeremy Crowton. One qualified candidate (Todd Davis) for the empty council seat was interviewed and nominated, uncontested. Shawna Faulkner was appointed to the Planning Commission as Alternate Commissioner – Kris Carrigan was appointed Permanent Planning Commissioner. He reported on discussion of a storm drain project that is being partially funded by the City because of requested upgrades. He reported on an interlocal agreement with Weber County for the 3600 West and proposed scheduling of the work. He indicated, job descriptions have been adjusted for the heads of the Public Works and Parks and Recreation departments. He reported discussion of City Council Meeting broadcast via Facebook LIVE and the need for legal review of the proposal. He told of suggested individualized response by Councilmembers to public questions. He reported, this will be the last City Council Meeting with Brett Ferrin acting as Councilmember.

10. Commission Comments:

Commissioner Maw reported meeting with Urban Planning Committee. He shared details about the Plain City General Plan Public Workshop with them. They expressed interest in participating. The Committee has requested photographs of intercity, existing and historic structures. Mike Kerswell volunteered to help with the project. Commissioner Leonardi spoke about winter parking ordinances. He announced a recommendation by the Sheriff that we follow Washington Terrace's regulations. Derek Moss described the simplified Washington Terrace model for winter parking directives. Commissioner Carrigan had no further comment. Commissioner Faulkner thanked the Commission for a friendly welcome. Derek Moss recounted scheduling details for the upcoming General Plan Public Workshop. Chairman Neil remarked on an email he had received from the Mayor in search of volunteers to attend the Ogden-Layton Area Technical Advisory Committee for Transportation. He imparted schedule data. Derek Moss implied, he will be attending and related experiences form similar seminars. Commissioner Carrigan

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volunteered to attend. Chairman Neil reviewed the minutes from the previous work meeting. He relayed a message from the Mayor; Don't discriminate. He commented on legal problems if discriminatory practices are tolerated. He anticipated setting Public Hearing for the General Plan Update at the Planning Commission Meeting on March 22nd to be scheduled for April 12, 2018. He noted, there will be an open house prior to the Public Hearing meeting. On the 26th of April, a finalized update will be approved for recommendation to the City Council. The Council will vote on it, May 3rd. Derek Moss explained, as sections are drafted, review by the Council will be sought, to ensure an effective path to final approval. Chairman Neil commented on pending ordinances that may be seen as incorporated law. John Leonardi suggested, printed materials that are given to the public, such as applications, etc. need to be reviewed and updated. Pending ordinances should be eliminated.

11. Adjournment

Motion: Commissioner Maw made motion to adjourn at 9:05 p.m.

Commissioner Leonardi seconded the motion. Vote: Commissioners Faulkner, Carrigan, Maw, Leonardi and Chairman Neil voted aye. Motion Carried.

<u>2018</u>					
<u>Neil</u>	<u>Carrigan</u>	<u>Faulkner</u>	<u>Maw</u>	<u>Sparks</u>	<u>Leonardi</u>
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Planning Commission Chair

Planning Commission Secretary