

DRAFT MINUTES
LEWIS COUNTY PLANNING BOARD
May 18, 2023

- (1) **Call to Order:** Chairman Petersen called the regular meeting of the Lewis County Planning Board to order at 2:30 PM in the conference room on the 2nd floor at the Lewis County Court House, Lowville, New York. Roll call was requested by Mr. Petersen.
- (2) **Roll Call:** Board Members Present: Tim Petersen, Don Cook, John Lehman and Sarah Metott. Staff Present: Casandra Buell, Director of Planning & Community Development as well as Megan Krokowski, Community Development Specialist.
- (3) **Reading and Approval of Minutes:** The draft April 20, 2023 meeting minutes were received and reviewed prior to the meeting. Mr. Cook motioned to approve the minutes; Mr. Lehman seconded the motion, which carried unanimously.
- (4) **Correspondence and Communication:**
 - **APA Project No. 2023-0080: Application Received**
Kathy & James Dick, Proposed construction of single-family dwelling – Moose River Road, Town of Lyonsdale.
- (5) **Report of Officers:** None
- (6) **Report of Special Committees:**

239-M Review

Ms. Krokowski read the following review:

TOWN OF WEST TURIN TOWN BOARD

Proposed local law amendment to remove inconsistent language regarding campgrounds from the Town of West Turin's Zoning Law.

Town of West Turin – Applicant

The General Municipal Referral Form was submitted by Beth Schindler, Town Clerk, on behalf of Town Supervisor, Edward J. Hayes. Included was the proposed local law, and a Short Environmental Assessment Form (SEAF). Being that the proposed action is listed as a Type 1 action in SEQR §617.4, a Full Environmental Assessment Form (FEAF) was requested and received on 5/9/2023.

In summary, the purpose of the proposed law is to remove Section 410: Campgrounds in its entirety and to clarify the 'health standards' as referenced in Section 330: Recreation Camping Vehicles of their Zoning Law.

The following sections shall be updated to the Local Law:

Section 330. Recreational Camping Vehicles

Recreational Camping Vehicles shall not be occupied on an overnight basis except on private land with the consent of the owner for a period not to exceed seven consecutive days provided that all health standards imposed by the New York State Department of Health are met. Section 330 shall not be interpreted to prevent parking a recreational camping vehicle on an owner's lot unoccupied for storage purposes only.

Section 410. Campgrounds is DELETED IN ITS ENTIRETY

In the previous version of the law, Section 410 detailed the license and permitting process for campgrounds. The Town of West Turin should confirm that there are no permitted campgrounds that would be affected by the deletion of this section. The Town should consider how they will handle previously permitted non-conforming campgrounds, if any, moving forward.

The Town should consider if Section 330 Recreation Camping Vehicles includes all areas of concern when it comes to regulating and enforcing Recreational Camping Vehicles. Consider adding language to Section 330 to require camping vehicles to be licensed and/or registered and further clarification for 'owner consent' to park recreational camping vehicle(s) on private land should be made to help the enforceability of this Section. For example, the Town could have a standard Owner Consent Form for the property owner to sign that provides the dates for their permissions to be on the property. This consent could be displayed in a designated area of the recreational camping vehicle or filed in the Town offices so that there is a clear demonstration of compliance.

The Town should also consider if they would like to prevent Recreational Camping Vehicles from being converted into more permanent structures/accessory dwelling units, as this law does not prevent freestanding or fixed additions to recreation camping vehicles. Many municipalities are struggling with this issue and Section 350 of the Town of West Turin Zoning Law indicates that *"there shall be no more than one dwelling on a single lot except for the placement of a temporary residence complying with the provisions of Section 715 of this law, or upon special use approval."* Section 715 is no longer in the Town of West Turin Zoning Law; therefore, a revision should be made to correct the reference to the proper section. By adding language into the Recreation Camping Vehicle section, the Town of West Turin could be proactive in potential disputes.

The Town of West Turin should consider if Recreational Camping Vehicles should have set back requirements. For example, adding a requirement to Section 330 that *"all Recreational Camping Vehicles must comply with the setback requirements for the district in which they are located in"* would prevent safety concerns with line of sight, encroachment on public rights-of-way, and potential neighbor conflicts.

The definition of Campground would remain in the Town of West Turin Zoning Law; however, it is defined as “*Campground: Land on which are located, or held open to the public for, two or more cabins, Recreational Camping Vehicles, tents, shelters, or other accommodation suitable for seasonal or temporary living purposes, excluding mobile homes.*” The Town should consider clarifying the existing campground definition. As the law reads, currently, Campgrounds are not allowed in any zone; however, the definition could be interpreted in that land ‘open to the public’ with two or more Recreational Camping Vehicles could be considered a Campground. According to the update of Section 330: Recreation Camping Vehicles, Recreational Camping Vehicles can only be occupied on an overnight basis on private property in the Town of West Turin which contradicts the campground definition.

In review of the documents provided, it appears that the proposed zoning text amendments for the Town of West Turin Zoning Law could effectively remove the erroneous campground language that contradicted the chart on page 10, Section 230. The clarification of ‘all health standards’ to specify all health standards imposed by the New York State Department of Health; regarding Recreational Camping Vehicles, is also a beneficial zoning text amendment.

Recommendation: Approve with the following conditions

1. In the previous version of the law, Section 410 detailed the license and permitting process for campgrounds. The Town of West Turin should confirm that there are no permitted campgrounds that would be affected by the deletion of this section. The Town should define how they will handle previously permitted non-conforming campgrounds, if any, moving forward.
2. The Town of West Turin should consider adding language to Section 330 to require camping vehicles to be licensed and/or registered and further clarification for ‘owner consent’ to park Recreational Camping Vehicle(s) on private land should be made to help the enforceability of this Section. For example, the Town could have a standard Owner Consent Form for the property owner to sign, that provides the dates for their permissions to be on the property. This consent could be displayed in a designated area of the Recreational Camping Vehicle or filed in the Town offices so that there is a clear demonstration of compliance.
3. The Town should consider if they would like to prevent Recreational Camping Vehicles from being converted into more permanent structures/ accessory dwelling units as this law does not prevent freestanding or fixed additions to recreation camping vehicles.
4. Section 350 of the Town of West Turin Zoning Law indicates that “*there shall be no more than one dwelling on a single lot except for the placement of a temporary residence complying with the provisions of Section 715 of this law, or upon special use approval.*” Section 715 is no longer in the Town of West Turin Zoning Law; therefore, a revision should be made to correct the reference to the proper section. By adding language into the Recreational Camping Vehicle section, the Town of West Turin could be proactive in potential disputes.

5. The Town of West Turin should consider if Recreational Camping Vehicles should have set back requirements. For example, adding a requirement to Section 330 that *“all Recreational Camping Vehicles must comply with the setback requirements for the district in which they are located in”* would prevent safety concerns with line of sight, encroachment on public rights-of-way, and potential neighbor conflicts.
6. The Town should consider clarifying the existing campground definition. As the law reads, currently, Campgrounds are not allowed in any zone; however, the definition could be interpreted in that land **‘open to the public’** with two or more Recreational Camping Vehicles could be considered a Campground. According to the update of Section 330: Recreational Camping Vehicles, Recreational Camping Vehicles can only be occupied on an overnight basis on **private property** in the Town of West Turin which contradicts the campground definition.

NOTE:

A full review of your Zoning Law was not performed, just the sections that pertained to the proposed amendment.

With no further comments or questions, Mr. Petersen made a motion to approve with the above conditions; Mr. Cook seconded the motion, which carried unanimously.

Ms. Krokowski read the next review:

VILLAGE OF LOWVILLE BOARD OF TRUSTEES

Proposed zoning map amendment to allow for a non-conforming use of existing drive lane at KeyBank.

Village of Lowville – Applicant

The proposed amendment, General Municipal Referral Form, map and signed SEAF were submitted by Village Clerk Danielle St. Louis on behalf of Mayor Joseph Beagle.

Village of Lowville Zoning Map Amendment

In summary, the purpose of the proposed zoning map amendment is to change parcel #212.11-01-04.000 from Neighborhood Commercial 1 (NC-1) zone to Village Center (VC) zone.

As stated above, the property in question is located within the NC-1 zone; however, the property borders the VC zone. Currently, the property could be considered a non-conforming use, as the site is home to KeyBank of NY which currently contains an existing drive-in use. According to Article II § 201-230, drive-in uses are defined as *“A use which provides physical facilities which permit the service of customers while remaining in their motor vehicle.”* Furthermore, Article V § 201-550 notes that drive-in uses shall be allowed only in Village Center (VC) and Auto Commercial (AC) zones upon the approval of a special use permit. It should be noted that while drive-in uses are included with Article II § 201-230, the use is not included in Article IV § 201-420, Schedule A, Permitted

Uses. Being that drive-in uses are only allowed in Village Center (VC) and Auto Commercial (AC) zones upon the approval of a special use permit, the use should be added to Schedule A.

The Village should consider if this zone change should extend to a physical boundary, such as Parkway Drive, or if adding the one parcel is the most appropriate action. This consideration could help reduce the appearance of spot zoning that may be implied by changing the zone for this solitary parcel. In fact, the adjoining parcel, #212.11-01-03.000; appears to also have a functioning nonconforming drive-in use. The drive-in allows Post Office users to discard mail into a secure holding box from their vehicle. To avoid duplicative efforts, processes, and spot zoning, the Village should consider making the proposed zone change effective for both #212.11-01-03.000 and #212.11-01-04.000 due to the presence of drive-ins on both parcels of land. While there is another adjoining parcel that does not currently have a drive-in use, it would make sense to also include #212.11-01-03.000 in the zoning map amendment as well.

Should the Village of Lowville proceed with this zoning map amendment, a special use permit is required for KeyBank for the current drive-in use and planned updates according to Article V § 201-550 and all other applicable regulations. According to Article XI Special Use Permits (SUP), SUP shall be submitted and reviewed following the procedures for site plan reviews provided in Article IX.

Recommendation: Approve with conditions

1. Should the Village of Lowville proceed with this zoning map amendment, a special use permit is required for the impacted parcel for the current drive-in use and planned updates according to Article V § 201-550 and all other applicable regulations. According to Article XI Special Use Permits (SUP), SUP shall be submitted and reviewed following the procedures for site plan reviews provided in Article IX.
2. While drive-in uses are included with Article II § 201-230, the use is not included in Article IV § 201-420, Schedule A, Permitted Uses. Being that drive-in uses are only allowed in Village Center (VC) and Auto Commercial (AC) zones upon the approval of a special use permit, the use should be added to Schedule A.
3. The Village should consider extending the zoning map amendment to Parkway Drive, a physical boundary, for both #212.11-01-03.000 (KeyBank) and #212.11-01-04.000 (USPS) due to the presence of drive-ins on both parcels of land. While there is another adjoining parcel that does not currently have a drive-in use, it would make sense to also include parcel #212.11-01-03.000 in the zoning map amendment so that the VC district is extended to a physical boundary with the adjacent properties.

With no further comments or questions, Mr. Lehman made a motion to approve with the above conditions. Mr. Cook seconded the motion, which carried unanimously.

Ms. Krokowski proceeded to read the final review:

TOWN OF LEYDEN PLANNING BOARD

Site Plan Review for the construction of a 12,633 sq ft Dollar General retail store to be located on NYS Route 12 in the Town of Leyden.

Tax Map Parcel #353.00-02-42.100

Seville Development, LLC – Applicant

The applicant provided the following Project Documentation: 1) SEAF; 2) General Municipal Referral Form with Agricultural Statement; 3) Site Plans and Survey Maps; 4) Project Narrative; 5) Town of Leyden Land Use Application; and 6) Town of Leyden Site Plan Review Application.

▪ *Compatibility with Adjacent Uses:*

According to Article 1 Section 150, the Town of Leyden is comprised of a single unnamed zone. As required by Article 2 Section 230, site plan review is required prior to the issuance of a zoning permit. The following are the dimensional requirements, per Article 3. General Regulations, have been met:

	Agricultural (A)	
	Required	Proposed
Min. Lot Size	1 acre	1.97 acres
Min. Lot Frontage	175'	312'
Min. Front YD Setback (NYS)	60'	104'
Min. Side YD Setback	10'	48'
Min. Rear YD Setback	10'	82'
Min Well Setback	10'	213'

The proposed parcel is not within Ag District No. 6 and, according to the submitted Agricultural Data Statement, there are no potential farming operations identified within 250 feet of the proposed project that will be consulted. The property is currently owned and operated by the same owner of the proposed site and the neighboring parcel. Being that the property is currently wooded and was not crop-able, there is no concern over loss of viable cropland acreage.

Exterior façade plans were not submitted with the original or revised application. Being that this facility does not fit with the current community character, prior to taking action, the Town of Leyden Planning Board should require the submission of a façade design that reflects the appropriate appeal. See attached visual reference provided entitled “Dollar General Façade Options.” The County Planning Board recommends façade option 2 or 3 be requested by the Town of Leyden Planning Board and that retail products are prohibited outside of the building.

▪ *Traffic Generation and Effect:*

The roadway is identified as State Route 12. According to the NYS Traffic Data Viewer, this corridor can experience annual average daily traffic volumes of approximately 5,086 vehicles per day. Per the submitted SEAF, the applicant has determined that the proposed action will not result in a substantial increase

in traffic above present levels. It should be noted the proposed building construction could generate temporary traffic disturbances and influxes.

According to the submitted site plan, the proposed project will create a 30' egress/ingress driveway on NYS Route 12 and a NYSDOT driveway permit will be required. The Planning Board should ensure that the provided site plans satisfy all conditions listed in Section 515, but most notably 515.6 which states "*Driveway grade and width shall be such that adequate and safe access is provided for emergency and service vehicles during all seasons.*"

The following permits were listed on the updated SEAF: NYSDOT PERM33-COM, Building Permit, and SPDES GP-0-20-001. Construction shall not begin until all required permits are approved, filed, and provided to the Town of Leyden accordingly. If site plans change due to requirements of said permits, the Town of Leyden should be consulted to determine if a new site plan review is needed.

▪ *Protection of Community Character:*

As noted in the provided SEAF, the applicant has identified that the proposed action is not located in, nor does it adjoin a state listed Critical Environmental Area. Even though critical habitat is not identified, the IPAC Report identified the Monarch Butterfly and the Northern Long Eared Bat as endangered species native to the area. Consider if question 15 on the SEAF needs updating as it indicates that there are no species listed by State or Federal governments as protected. Ensure conscious efforts are made and documented to minimize the impact of the protected species if the proposed action will occur in spring/summer months as the butterflies and bats use grasses/shrubs/trees as their summer habitat. Lewis County currently contains no identified National Natural Landmark designations, no coastal boundaries or coastal management areas.

According to the submitted SEAF, the applicant indicated that the project is in a designated sensitive area according to NY State Historic Preservation Office (SHPO) archaeological site inventory. Prior to issuing site plan approval, the applicant should consult with SHPO to ensure that there are no concerns with the proposed action.

▪ *Signage:*

A lighted pylon sign is proposed; however, the setback location is not detailed. The proposed location does not appear to cause a line-of-sight concern; however, without height specifications, this determination cannot be guaranteed. To ensure compliance with Section 535 Signs, the applicant should provide a detailed sign design, complete with the specific location, standing height, sign dimensions, lighting details, and illumination hours, to the Town of Leyden Planning Board prior to any application decision.

▪ *Drainage:*

According to FEMA Floodplain map 360369 B, the site is in Zone C, which is outside the 500-year flood, but portions of the property may be in Zone A 100-year floodplain. The provided Project Narrative notes that "... the area of the

proposed commercial building is currently an undeveloped wooded area with rear portions of the existing lot located within the 100-year floodplain. Proposed development will not infringe onto any portions of the existing floodplain.”

The ERM did not highlight any area of concerns in the proposed project area, but some wetlands are shown at the rear of the parcel. Before taking action, the Planning Board shall ensure Section 540 Drainage and Section 545 Erosion Control of the Town of Leyden Zoning Law are met to the extent practicable as determined by the Board.

The SEAF noted there will be 1.97 acres of ground disturbance. Being that any land disturbance over 1 acre in size requires compliance with NYS DEC regulations and permitting, the applicant has noted a SPEDES permit No. GP-0-20-001. Fortunately, the applicant did note that they were aware of this requirement and will apply for said SPEDES permit.

According to Page 2 of the SEAF, stormwater retention may be utilized to mitigate an increase in surface runoff; however, the details are lacking. Finalized stormwater designs that address impoundment size, type, purpose, management plan, ability to filter automobile and other contaminants (should they be planned to return to a natural waterbody), and drainage for the driveway and areas around the proposed pavement should be submitted to the Town of Leyden and shall be approved before construction commences.

▪ *Parking:*

The proposed action includes forty (40) parking spaces, two (2) of which are identified for their accessibility. According to the submitted site plan, this configuration for accessibility meets Table 208.2 of the ADA standards for accessible design in that one (1) accessibility space per 25 total parking spaces is required. It appears the local requirements identified in Section 520, parking requirements, are being met by the applicant.

It appears that there will not be pavement surrounding the building, which might pose a congestion problem when delivery trucks and customers are on site simultaneously. A proposed parking plan, with emphasis on delivery vehicle needs, should be submitted and reviewed by the Town of Leyden Planning Board further to ensure the provisions set in Section 520. The Town of Leyden Planning Board should not act until a satisfactory parking and on-site vehicular movement plan has been agreed upon and full compliance with Section 520 is verified.

▪ *Community Facilities:*

According to the submitted SEAF, the proposed project will not connect to public water supply or sewer services as they are not available at this location. As noted in Section 510, sewer, water, and other utilities shall be provided in accordance with the requirements of Chapter 1, Part 7, NYS Sanitary Code, and subject to any other town requirements. The applicant should use a NYS DEC Certified Well Contractor to prevent contamination and depletion of the groundwater resources.

▪ *Lighting:*

According to the submitted site map, the proposed action includes four (4) new light pole fixtures. The Town of Leyden Planning Board should review the proposed lighting plan to ensure it keeps in character of the neighborhood and is not invasive to the drivers but is still adequate for the safety of the customers in the parking lot and surrounding areas of the development and is consistent with Section 530.

▪ *Landscaping and Screening:*

The submitted site plan does include a proposed concrete delivery pad with an enclosed dumpster area; however, it does not detail landscaping or facility screening. To comply with Section 525, the Town of Leyden Planning Board shall require the applicant to retain or add a 20 feet wide buffer strip of native evergreen planting along the two residential property borders. Additionally, there shall be a 20 feet wide buffer of landscaping provided along the road frontage; to buffer the visual impact of the facility; however, it should be planned properly as to avoid line of sight issues.

Once landscaping is established, bimonthly landscaping maintenance shall be required for the lifetime of the commercial operation on this site for aesthetic integrity.

▪ *Harmony with the Comprehensive Plan*

According to Section 410.2, *"The Planning Board shall require that the site is designed so as to be in harmony with the comprehensive plan for the community."* Upon review, the following excerpts from the Town of Leyden Comprehensive Plan could be relative to the current site plan review:

Page 21 – *"Policies:*

1. *Limit development taking place along streams, in floodplain areas, wetlands, and wellhead protection areas to those uses that will not adversely affect water quality.*
2. *Properly separate sewage disposal systems from drinking water sources.*
3. *Require lots to be large enough to ensure that sewage which is disposed of on-site can safely percolate, and that wells will not overdraw groundwater supplies.*
4. *Require uses and structures to be properly set back from streams, lakes, ponds, and wetlands.*
5. *Require land disturbing activities to be conducted in accordance with proper erosion control measures."*

Another policy stated in the Town of Leyden's Comprehensive Plan on page 23, suggests the goal of *"concentrating future commercial and residential development around Port Leyden, Talcottville which identified adding a special use permit process to the Zoning Law to help with the implementation and enforcement of this policy."*

The Town Planning Board should ensure that the proposed action is found to be in harmony with the Comprehensive Plan for the community.

Recommendation: Approve with the following conditions

1. According to the submitted site plan, the proposed project will create a 30' egress/ingress driveway on NYS Route 12 and a NYSDOT driveway permit will be required. The Planning Board should ensure that the provided site plans satisfy all conditions listed in Section 515, but most notably 515.6 which states *"Driveway grade and width shall be such that adequate and safe access is provided for emergency and service vehicles during all seasons."*
2. The IPAC Report identified the Monarch Butterfly and the Northern Long Eared Bat as endangered species native to the area. Consider if question 15 on the SEAF needs updating as it indicates that there are no species listed by State or Federal governments as protected. Ensure conscious efforts are made and documented to minimize the impact of the protected species if the proposed action will occur in spring/summer months as the butterflies and bats use grasses/shrubs/trees as their summer habitat.
3. The following permits were listed on the updated SEAF: NYSDOT PERM33-COM, Building Permit, and SPDES GP-0-20-001. Construction shall not begin until all required permits are approved, filed, and provided to the Town of Leyden accordingly. If site plans change due to requirements of said permits, the Town of Leyden should be consulted to determine if a new site plan review is needed.
4. According to the submitted SEAF, the applicant indicated that the project is in a designated sensitive area according to NY State Historic Preservation Office (SHPO) archaeological site inventory. Prior to issuing site plan approval, the applicant should consult with SHPO to ensure that there are no concerns with the proposed action.
5. To ensure compliance with Section 535 Signs, the applicant should provide a detailed sign design, complete with the specific location, standing height, sign dimensions, lighting details, and illumination hours, to the Town of Leyden Planning Board prior to any application decision.
6. According to FEMA Floodplain map 360369 B, the site is in Zone C, which is outside the 500-year flood, but portions of the property may be in Zone A 100-year floodplain. The provided Project Narrative notes that *"... the area of the proposed commercial building is currently an undeveloped wooded area with rear portions of the existing lot located within the 100-year floodplain. Proposed development will not infringe onto any portions of the existing floodplain."*
7. The ERM did not highlight any area of concerns in the proposed project area, but some wetlands are shown at the rear of the parcel. Before taking action, the Planning Board shall ensure Section 540 Drainage and Section 545 Erosion Control of the Town of Leyden Zoning Law are met to the extent practicable as determined by the Board.
8. Finalized stormwater designs that address impoundment size, type, purpose, a management plan, ability to filter automobile and other contaminants (should they be planned to return to a natural waterbody), and drainage for the driveway and areas around the proposed pavement should be submitted to the Town of Leyden and shall be approved before construction commences.
9. A proposed parking plan, with emphasis on delivery vehicle needs, should be submitted and reviewed by the Town of Leyden Planning Board further to ensure the provisions set in Section 520. The Town of Leyden Planning Board

- should not act until a satisfactory parking and on-site vehicular movement plan has been agreed upon and full compliance with Section 520 is verified.
10. As noted in Section 510, sewer, water, and other utilities shall be provided in accordance with the requirements of Chapter 1, Part 7, NYS Sanitary Code, and subject to any other town requirements. The applicant should use a NYS DEC Certified Well Contractor to prevent contamination and depletion of the groundwater resources.
 11. The Town of Leyden Planning Board should review the proposed lighting plan to ensure it keeps in character of the neighborhood and is not invasive to the drivers but is still adequate for the safety of the customers in the parking lot and surrounding areas of the development and is consistent with Section 530.
 12. Exterior façade plans were not submitted with the application. Being that this facility does not fit with the current community character, prior to taking action, the Town of Leyden Planning Board should require the submission of a façade design that reflects the appropriate appeal. See attached visual reference provided entitled “Dollar General Façade Options.” The County Planning Board recommends façade option 2 or 3 be requested by the Town of Leyden Planning Board and that retail products are prohibited outside of the building.
 13. To comply with Section 525, the Town of Leyden Planning Board shall require the applicant to retain or add a 20 feet wide buffer strip of native evergreen planting along the two residential property borders. Additionally, there shall be a 20 feet wide buffer of landscaping provided along the road frontage; to buffer the visual impact of the facility; however, it should be planned properly as to avoid line of sight issues. Once landscaping is established, bimonthly landscaping maintenance shall be required for the lifetime of the commercial operation on this site for aesthetic integrity.
 14. The Town Planning Board should ensure that the proposed action is found to be in harmony with the Comprehensive Plan for the community. Specifically, the policies noted on pages 21 and 23 of the Town of Leyden Comprehensive Plan.
 15. Compliance with all Local, State and Federal regulatory requirements for this type of facility.

There were brief discussions about recommendation 9, regarding tractor trailer turnarounds, and recommendation 13, regarding the road frontage landscape buffer requirement but consequently the Board did not feel changes were necessary. Mr. Lehman made a motion to approve with the above conditions. Mr. Cook seconded the motion, which carried unanimously.

(7) Report of County Planner:

- Responses from municipalities regarding previously submitted/reviewed projects:

Project Description	Final Action	Project Description	Final Action
T/Martinsburg-Dollar General (Colwell Prop.)	Approved w/Conditions	T/Martinsburg-Fouse Farm Stand	Approved w/Conditions

(8) Unfinished Business: None

(9) **New Business:** None.

(10) **Adjournment:** There being no other business, a motion to adjourn the meeting was made by Mr. Lehman seconded by Ms. Metott and carried unanimously. Mr. Petersen adjourned the meeting at 3:10 PM.

Respectfully submitted,

Megan Krokowski
Community Development Specialist

DRAFT