



MINUTES
TWIN FALLS CITY PLANNING & ZONING COMMISSION
December 9, 2014, 6:00PM
City Council Chambers
305 3rd Avenue East Twin Falls, ID 83301

PLANNING & ZONING COMMISSION MEMBERS

CITY LIMITS:

Nikki Boyd Jason Derricott Tom Frank Kevin Grey Gerardo "Tato" Munoz Christopher Reid Jolinda Tatum
Chairman Vice-Chairman

AREA OF IMPACT:

Ryan Higley Steve Woods
Vice-Chairman

CITY COUNCIL LIAISON

Rebecca Mills Sojka

ATTENDANCE

CITY LIMIT MEMBERS

Present

Boyd
Frank
Grey
Munoz
Reid
Tatum

Absent

Derricott

AREA OF IMPACT MEMBERS

Present

Woods

Absent

Higley

CITY COUNCIL LIAISON(S):

CITY STAFF: Carraway-Johnson, Nope, Spendlove, Strickland, Vitek, Wonderlich

I. CALL MEETING TO ORDER:

Chairman Frank called the meeting to order at 6:00 P.M. He then reviewed the public meeting procedures with the audience, confirmed there was a quorum present and introduced City Staff.

II. CONSENT CALENDAR:

1. Approval of Minutes from the following public meeting(s): **12-09-14 PH**
2. Approval of Findings of Fact and Conclusions of Law:
 - Westmark Credit Unit (SUP 11-25-14)

Motion:

Commissioner Munoz made a motion to approve the consent calendar, as presented. Commissioner Woods seconded the motion.

UNANIMOUSLY APPROVED

III. GENERAL PUBLIC INPUT: NONE

IV. ITEMS OF CONSIDERATION: NONE

V. PUBLIC HEARINGS:

1. Requests a **Special Use Permit** for an indoor recreation facility, operating as a nightclub with extended hours of operation, for property located at 119 2nd Avenue West c/o Derek Chesley (app. 2691)

Applicant Presentation:

Derek Chesley, the applicant, stated he and his business partner Matt Woody are looking at opening a night club at 119 2nd Ave West. They have wanted to open a business in Twin Falls for quite some time and finally decided a safe night/dance club is what is needed in this area. The name of the club

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will be Thriller, they would like for this place to be safe and women friendly it will be a location where you can dance and attend special events. The hours of operation will be Wednesday 7:00pm to 2:00am with approximately 15 employees and will offer beer and wine products. Parking has been a discussion throughout this process and they have talked to several business owners in the area and have gotten permission from the Canal Building Owner, the Furniture Store Manager, and the Brewery to use their parking areas. These agreements will allow for at least 12 spaces at the Canal Company Building, 12 at the Brewery and 24 spaces at the Furniture Store. They have also agreed to update security cameras at the Furniture Store to be able to use these spaces. They would also like to provide some signs to assist people in locating parking. There are 9 street spaces on 2nd Avenue next to the building; there is a public parking lot on the corner that has 22 parking spaces paved and 34 gravel spaces. To the northeast of the building there is also public parking available but would have to cross the street to get to the business. They would like to discourage having people park across the street for safety reasons. They plan to invest the proper amount of money into the project to make things safe for the patrons. They will have cameras inside and outside the club with monitors. The cameras will have night vision up to 10 meters, built in microphone, speakers and can be accessed via tablet or smart phone at any time. The equipment can store up to 3 months of footage and will have a USB port to download footage. They plan to have actual security guards 3 on busy night as well as he and the other owner. They will be monitoring for crime, impaired drivers and trash with security wands at the entrance to make sure weapons are not brought into the building. Noise and glare may be a concern but sound should not be an issue for surrounding properties because they are closed during the club hours of operation. They will have spot lights and lasers will be used in the club and they will do what is necessary to prevent the lights from disturbing passing traffic. They are going to training for how to identify underage drinking and to determine when a patron needs to be cutoff for the evening. They plan to terminate immediately anyone that allows for under age patrons to enter the bar. They are going to be as secure as they can and they can't promise that there is not going to be any issues but they are going to use all the tools they can to prevent issues.

Staff Analysis:

Planner I Spendlove stated the property has been zoned CB since the City adopted an ordinance in 1981 and comprehensively changed a lot of zones throughout the city. There is no other zoning history on the property. Building records indicate that throughout the years, the building has been used for multiple businesses, some of those include: Antoine's Restaurant, Golden Palace Restaurant, Pomerelle Portraits, Black Pine Cabinets and Masters Touch Framing. He summarized why this request is being brought forward to the Planning & Zoning Commission.

Per City Code 10-4: Central Business District: Retail operations outside the hours of 7 AM – 10PM, and Indoor Recreation Facilities both require a Special Use Permit prior to being legally established.

Possible Impacts: *The impacts most common with this type of business revolve around Security, safety, trash, lights, and noise. Some of these items can be addressed through conditions, others will be addressed at the time of building permit submittal, and others have been addressed by the applicant.*

Safety and Security: *The applicant has had numerous discussions with staff members, including the police department. For safety reasons we have not included the security plan in this report. However, it has been reviewed by members of the police department and the applicant has addressed their concerns in regards to camera placement, camera equipment, security staff numbers, and other items pertinent to safety of*

patrons. These items will not preclude a situation occurring that will require the assistance from the Police Department. However, these items will help during investigations and information retrieval if needed.

Trash: *Clubs such as this have a history of accumulating trash on the perimeter and on adjoining properties. The reasons for this are not to be debated here, the results have been noted by staff in the past. This impact is not dealing with the location, number or type of dumpsters, it is simply noting a possible impact patrons have on surrounding areas. It would be beneficial to place a condition requiring the applicants to draft a trash cleanup plan, approved by staff, prior to establishing the business.*

Lights and Noise: *The applicant has noted that lights and noise may be an impact on the area due to the music and LED lights and lasers associated with the dance floor area within the club. Any business would need to abide by the light restrictions found within the code. These restrictions require outdoor lighting to be downward facing and to not intrude on neighboring properties. Staff does not anticipate the lighting from the dance floor to violate any codes at this time.*

Historically, similar uses have been required to keep the noise level under 78 decibels measured at 10 feet from any doorway or exterior wall. It would be beneficial to place a condition on this permit that requires the same criteria to be met.

Per City Code 10-10: Off Street Parking: This property is located within the P-1 Parking Overlay. This overlay eliminates the off-street parking requirement. However, by applying for a special use permit, the parking requirement can and should be evaluated due to possible impacts the business could have on the area.

Possible Impacts: *{need for additional parking on the same side of 2nd Ave for safety reasons, and for the amount of people attending the club.} Despite being located within the P-1 Overlay, it is incumbent on Staff to outline the possible impacts and to address them due to the Special Use status.*

The number of patrons anticipated will have an impact on parking in the area. There are multiple public parking lots on the North side of 2nd Ave. These lots are largely used by daytime patrons and workers of downtown businesses. Thus they are mostly vacant during the later hours. However, utilizing these lots would force patrons of the club to cross 2nd Ave and that could create frequent Car vs Pedestrian conflicts.

Staff feels it is essential to offer parking on the south side of 2nd Ave for patrons to safely arrive and depart from the business. The applicant has proposed leasing some parking areas from the Furniture Store and other businesses. These parking spaces would typically be unused after these businesses close for the night. This solution could satisfy the concern for safe arrival and departure from the club.

Per City Code 10-11-1 thru 8: Required Improvements: All applicable codes and requirements will be assessed at the time of building permit submittal. Since this is an existing building, some improvements are not required; most notably storm water, landscaping, and parking areas.

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Planner I Spendlove stated upon conclusion should the Commission grant this request as presented; staff recommends approval be subject to the following conditions:

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to the hours of operation being extended no later than 2 AM.
3. Subject to full cooperation with the City Staff regarding events, security, and safety plans.
4. Subject to a trash cleanup plan being approved by staff prior to establishing the business.
5. Subject to noise levels measuring no greater than **78 decibels, measured 10 feet** from any doorway or exterior wall.

PZ Questions/Comments:

- Commissioner Woods asked about city code requirements for lighting parking lots at night, landscaping and if gravel parking spaces can be used.
- Planner I Spendlove explained for new buildings there is a city code requirement for lighting parking lots at night but not for existing buildings. He also explained that because there is no requirement for parking landscaping is not required. The lot the applicant referred to in his presentation is owned by the Urban Renewal Agency, it is gravel because it is not developed and it is not tied to any building. The property has never come through any kind of public process to make it a parking lot; however people do use the area for parking.
- Commissioner Woods asked the applicant about his feelings regarding his patrons security when walking out to their cars in the dark.
- Mr. Chesley stated he does have concerns and that is why they plan on having 3 security guards on staff. They will have someone outside as often as possible and he is willing to look closer at the lighting.
- Commissioner Frank asked about the number of people anticipated to visit their business.
- Planner I Spendlove explained building plans have not been submitted so maximum occupancy has not been determined.
- Mr. Chesley explained they have been working with the Engineers but they are thinking roughly 180-200 at any time.
- Planner I Spendlove showed on the overhead the location of a street light located near the parking area Commissioner Woods referred to earlier.
- Commissioner Grey asked about where the trash receptacle is located for this building currently.
- Planner I Spendlove stated the receptacle is located in the alley.
- Commissioner Munoz asked about the laser lighting and spot lights extending past the windows and if there is a way to address this concern in the conditions.
- Planner I Spendlove explained that staff while reviewing this request felt that if there was any kind of danger impacting traffic it would be addressed through different channels like public safety.
- Commissioner Munoz asked about the size of the storage for the footage on the cameras.
- Mr. Chesley explained he has someone working on this plan and it was explained to him that they would store approximately 3 months of video.
- Commissioner Grey asked what type of trash collection plan staff would be looking for from the applicant.
- Planner I Spendlove explained in the past staff has asked that the business go out the next morning and pick up any trash that may be in the area; essentially a plan that can be enforced.

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Public Hearing: Opened

- Chris Wills, representing Wills Toyota, stated their property is adjacent to this property and his concern is the proximity of the nightclub to their business and inventory. With the lack of available parking in this area he foresees overflow parking onto their property, increasing the chances for damage to their inventory. When the Brewery was open for business and events that drew people to this area along with it came trash, vomit and vandalism. It is not pleasant to go to work in that type of environment. Within a few months the building at 236 Shoshone Street which is across the alley and within 150' of this proposed businesses front door will torn down and will become a lot full of inventory for Wills Toyota. Without some kind of strategy or barrier in this location to keep people from passing through this area is a concern. At the end of the day when you have vandalism, trash and stuff like that to address with the business owners it is difficult. The enthusiasm that existed in the beginning goes away when it comes time to clean up or to pay for damages.
- Brad Wills, 222 Shoshone Street West, asked where the location of the entrance to the building. He is not against the business coming to the downtown area. It will change the flavor of this area and he will probably have to end up fencing and lighting his property. He is just curious as to where 75-300 people are going to park.

Public Hearing: Closed

Closing Statement:

Mr. Chesley stated their goal is to keep people on the north side of the property and he has no problem meeting with the adjacent property owners to work through some of these concerns. He is willing to install more security cameras and the numbers 75-300 is throughout the evening not all at one time.

Deliberations Followed:

- Commissioner Munoz stated his biggest concerns are parking, trash and people crossing the street. He has never seen applicants present as much information and a plan like this in the past. The adjacent property owners as well as anyone else that has concerns can always request that the Special Use Permit be considered for revocation.
- Commissioner Woods explained that he doesn't think all of the issues have been worked out with patron safety and protection of adjacent properties. He stated it would be nice if the applicant would work with the adjacent properties and come back with some of these issues resolved.
- Commissioner Grey stated he thinks the applicant has addressed the concerns the best way possible. Not everyone that attends the club is going to get drunk and the added security and door man will help with this situation. This will also bring life to the downtown area which may cause other businesses to stay open later and generate more customers.
- Commissioner Munoz stated he feels that this should be encouraged and if things aren't working a request for revocation can be made.
- Commissioner Frank stated his concern is that the presentation was good however there was not any discussion with one of the largest neighbors in the area prior to this meeting.
- Commissioner Woods asked if the worst fears come true and people vandalize vehicles on the car lot, what the recourse is for that type of situation.
- Commissioner Grey feels like there is a burden of proof before anything can be done.
- Commissioner Munoz stated with the large investment that this applicant is making to the business it will be to their benefit that this be successful. Meeting the conditions listed on the

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permit is going to be important. Communication with adjacent property owners needs to happen and the communication needs to continue happening.

- Commissioner Woods confirmed that if the conditions are not met the applicant could lose their Special Use Permit.
- Planner I Spendlove explained the Special Use Permit is for the activity of the dance club and the hours.
- Zoning & Development Manager Carraway-Johnson explained that we have over 2000 special use permits approved within the community. We have an active Code Enforcement Department that responds quickly to complaints. If we received complaints about this business for trash or disturbance to the adjacent properties the first step would be to have the Code Enforcement Department contact the business and try to rectify the situation. Revocation would be a last resort. Our Code Enforcement Department is very pro-active and this particular applicant has been very thorough with his presentation he has covered a lot of facts and concerns. It is not uncommon to have a Special Use Permit attached to a particular applicant because he is showing good faith but perhaps another individual may not, so the Commission can make a condition that assigns the Special Use Permit to the applicant.
- Commissioner Munoz explained that he thinks the Special Use Permit should be issued to the applicant as a condition.

Motion:

Commissioner Tatum made a motion to approve the request as presented with staff recommendations. Commissioner Reid seconded the motion.

Motion to Amend:

Commissioner Munoz made a motion to amend the motion to add that the Special Use Permit be issued to the applicant only. Commissioners Frank, Woods, Boyd, Grey, Munoz and Reid voted in favor of the amendment to the motion. Commissioner Tatum voted against the amendment to the motion.

Amendment Approved

Amended Motion Vote:

Commissioner Woods, Boyd, Grey, Tatum, Munoz and Reid voted in favor of the motion. Commission Frank voted against the motion. Amended Motion Passed.

Approved, As Amended, With the Following Conditions

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
 2. Subject to the hours of operation being extended no later than 2 AM.
 3. Subject to full cooperation with the City Staff regarding events, security, and safety plans.
 4. Subject to a trash cleanup plan being approved by staff prior to establishing the business.
 5. Subject to noise levels measuring no greater than **78 decibels, measured 10 feet** from any doorway or exterior wall.
 6. Subject to the Special Use Permit being issued to the applicant only.
2. Requests a **Special Use Permit** to expand an existing religious facility over 25% for property located at 455 Addison Avenue c/o Imad Eujayl on behalf of The Islamic Center of Twin Falls (app. 2692)

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Applicant:

Imad Eujayl, representing the Twin Falls Islamic Center, stated they would like to construct a new building at their current location 455 Addison Avenue which they have owned since 2009. The existing building is too small and too old. The proposed building is going to be a Mosque with a Minaret which resembles a church steeple. The building will be approximately 2900 sq. ft. and will add beauty to the neighborhood. The Islamic Community started coming to the Twin Falls Community in 1990 and would like to have a new place to worship. There are more than 1000 Muslims in the community that have had good experiences in this community. They are investing into the community and they plan to continue to be good citizens.

Staff Analysis:

Planner I Spendlove state this property has been zoned R-4 PRO since 1981 when the zoning districts we use today were established. Over the years, multiple SUP Applications were filed and some granted for Professional Offices. In 2009, a Special Use Permit was granted to establish a religious facility. There were conditions placed on that permit (see attachment #7). In 2010, a Non-Conforming Building Expansion Permit was applied for, and granted, in order to construct a porch onto the north side of the building (see attachment #8). To the best of our knowledge, the religious facility has been operating in compliance since that time.

Analysis:

The applicant will be constructing an entirely new building. The new building will exceeding the existing building by more than 25% therefore a new special use permit is required. The applicant has supplied a narrative outlining the operation of the facility, including number of employees, hours of operation and how the assembly facility will affect neighboring property owners.

The weekly congregation meets from 12:00pm-3:00pm on Fridays. A limited number of individuals may also participate in prayers, or other meetings during different times of the day. Traffic anticipated will be the same as has been taking place the past 6 years, 15-20 cars on Fridays and less on Sundays. The anticipated number of people expected to attend the Friday meetings is between 40 -75. The anticipated number of people for the Sunday meetings and other occasional meetings are between 5 -10. There will be minimal to no noise during the congregation. No other effects on adjoining properties are anticipated by the applicant.

Per City Code 10-4-5.2(B)-6b: religious facilities need a special use permit in order to be established in the Residential Multi-Household zoning district. The R-4 zone is designated as an area intended to promote and preserve residential development and to provide a high density residential environment free from encroachment by major commercial and industrial activities with a proportional increase in amenities as density rises.

The religious facility is classified as a public assembly and as such would offer a location for people to assemble for various activities and meetings.

Per City Code 10-10 addresses parking requirements for land uses. Religious facilities are currently assessed one (1) parking space per three (3) (fixed) seats. The submitted site plan appears to comply with

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current standards and requirements. The parking will be officially reviewed for compliance with current city code at the time of building permit application.

Per City Code 10-11-1 thru 8: The required improvements, i.e. landscaping, screening, parking area (including surface condition and material), and sanitation facilities, will be reviewed for compliance with current city code at the time of building permit application.

Possible Impacts: *This religious facility has been operating for the past 6 years. Staff has no knowledge of any complaints, or any outstanding non-compliance issues at this time. Typically, religious facilities tend to be good neighbors due to their limited use and hours, their investment in the community, and general upkeep of their buildings. Staff does not foresee any unreasonable negative impacts to neighboring properties associated with this Special Use Permit application.*

Planner I Spendlove stated upon conclusion should the Commission grant this request as presented; staff recommends approval be subject to the following conditions:

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to the alley being paved for the portion used to access the property, including parking spaces.

PZ Questions/Comments:

- Commissioner Boyd asked for clarification as to where the new building will be constructed on the property.
- Planner I Spendlove showed on the overhead that the building will be constructed along the northwest corner of the property.
- Commissioner Woods asked about recourse for the neighbors if there is noise and parking issues. He asked the applicant if there are any plans for a sound system to call for prayer.
- Mr. Eujal stated they have no intent to call for prayer with a sound system.
- Commissioner Boyd asked for some clarification on the look of the building.
- Mr. Eujal explained there will not be a vestibule facing the neighbors however there will be one that faces Addison Avenue and one that will face Van Buren Street. There will be windows along the sides of the building except on the north side. It will be constructed of concrete block and plaster approximately 22 ft. tall with a 25 ft. minaret.

Public Hearing: Open

Lee DeBueke, 178 Van Buren Street, stated his neighbors' have concerns and asked him to come and speak for them. They have concerns about noise and parking, they would like to know what the plan is when the parking lot is not big enough to accommodate everyone. The neighbors have complained about people parking along the street making it impossible for them to park in front of their own homes on the street. They don't want to have any additional noise. He is not against this request, in his experience these are very beautiful buildings. He is only here tonight to voice some concerns of the neighbors.

Public Hearing: Closed

Closing Statement:

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Mr. Eujal explained that the congregation meets once a week mainly on Fridays between 12:00pm and 3:00pm. The services are held inside so there should not be any concerns for noise. They use the parking lot for parking and there are approximately 2 days a year that there may be an overflow of cars, when that occurs the patrons will park on the public street. They will be towed if they block driveways, they have been good neighbors and they have not had any complaints from the any of the neighbors.

Deliberations Followed:

- Commissioner Woods explained that he has no issues with this request; it will be a wonderful addition to the community.
- Commissioner Munoz explained that when the bells at St. Edwards broke it was surprising how many of the neighbors wanted to know what happened to them. He also encouraged the neighbors to talk to the applicant if there are issues.
- Commissioner Frank explained there have not been any complaints made to the City about the existing facility and its use, so he has no concerns.

Motion:

Commissioner Woods made a motion to approve the request, as presented, with staff recommendations. Commissioner Grey seconded the motion. All members present voted in favor of the motion.

Approved, As Amended, With the Following Conditions

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to the alley being paved for the portion used to access the property, including parking spaces.

Chairman Frank –Break for 5 Minutes

3. Requests the Commission's recommendation on a **Zoning Title Amendment** to amend Title 10-Chapter 4-Section 8.2 (B) 3; by adding (c) outside storage yard as an accessory use for a government facility by Special Use Permit and by adding a definition of Open and Outside Storage Yard to Title 10; Chapter 2. c/o Kent Taylor on behalf of Twin Falls BLM, LLC (app 2693)

Applicant:

Kent Taylor, representing the Twin Falls BLM, LLC, stated this is an Idaho LLC that was awarded a project that is in progress on Addison Avenue. Once they began the project it was brought to their attention that the code does not allow for any outside storage, client is proposing a code amendment that would allow for outside storage, so they could comply with the requirements of their proposal. Staff wanted to develop some consistencies throughout the code and he agrees with the verbiage proposed by staff in their report.

Staff Analysis:

Planner I Spendlove stated the proposed amendment modifies two sectors. The first would add a definition of "Open and Outside Storage and Wareyards" in **City Code 10-2-1: Definitions**. The Second would add a new "Use" in **City Code 10-4-8: C-1, Commercial Highway District: Use Regulations: Special Uses**: "Open and Outside Storage and Wareyards which are owned or leased by a governmental entity."

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Possible Impacts: *The amendment would allow for “storage yards” owned and operated by a Governmental Agency to apply for a Special Use Permit to operate in the C-1 Zone. This would allow for local governmental oversight and public input to the design and operation of storage yards in those areas Zoned C-1.*

Currently, the “Open Storage Yard” use is Permitted in the M-2 Zoning district, and requires an SUP in the M-1 Zoning District. However, this use is also limited to City, County and Highway District owned and operated facilities.

If the commission is so moved to recommend approval of this amendment, staff recommends some modifications be made to the amendment in order to maintain consistency within the City Code. The staff recommended changes are shown in attachment #3. These changes will maintain consistency throughout the code, and also shows a progression of Permitted and Special Uses from M-2 to M-1 to C-1.

Planner I Spendlove stated upon conclusion the Commission may recommend to the City Council that the amendment be granted as requested, or it may recommend a modification of the amendment requested (will require another public hearing before the Commission), or it may recommend that the amendment be denied.

PZ Questions/Comments:

- Commissioner Woods asked why a governmental agency should receive special privileges that are available to the public and if this would be along arterials.
- Planner I Spendlove explained that the government agencies already have a special consideration because they are operating differently from a private sector. There are probably business that could be considered an open storage yard but are considered a commercial business. It not much different than allowing for water tanks in certain areas to provide public service.
- Commissioner Frank asked if there are any guidelines to an open storage yard.
- Planner I Spendlove explained it would be in conjunction with an office as an accessory to the use which is why it is being listed as a special use permit.
- City Attorney Wonderlich explained that you have to look at specifics for this use when the item comes through for a Special Use Permit request.
- Commissioner Munoz asked about the definition and by allowing it to be an open storage yard and would it contradict the open yard definition if fencing is required.
- Planner I Spendlove explained specific requirements are not listed in the definition and that is why it has been listed as a Special Use Permit conditions for fencing, location and different things directed toward development can be defined by the Commission. Open implies the storage is not inside a building.

Public Hearing: Opened & Closed

Deliberations Followed:

Commissioner Munoz stated he doesn't want to contradict the verbiage that is used. He has no concerns with this being a special use permit item.

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Motion:

Commissioner Boyd made a motion to recommend approval to the City Council, as presented. Commissioner Tatum seconded the motion. All members present voted in favor of the motion.

Recommended For Approval To The City Council, As Presented
City Council Public Hearing Scheduled January 5, 2015

VI. ITEMS FROM THE ZONING DEVELOPMENT MANAGER AND/OR THE PLANNING & ZONING COMMISSION:

- Zoning & Development Manager Carraway stated a draft Calendar of the 2015 Planning & Zoning Commission meeting schedule will be emailed to the Commission if they have any questions or concerns please let staff know.
- Chairman Frank asked that an updated public hearing procedure sheet be emailed to him with any new titles.

VII. UPCOMING PUBLIC MEETINGS: (held at the City Council Chamber unless otherwise posted)

1. Work Session- **January 7, 2015**
2. Public Hearing- **January 13, 2015 & January 27, 2015**

VIII. ADJOURN MEETING:

Chairman Frank adjourned the meeting at 7:42 PM

Lisa A Strickland
Administrative Assistant
Planning & Zoning Department