CITY OF DOVER PLANNING COMMISSION
July 15, 2013

The Regular Meeting of the City of Dover Planning Commission was held on Monday, July 15, 2013 at 7:00 PM with Chairman Colonel Welsh presiding. Members present were Mr. Holden, Mr. Tolbert, Mr. Holt, Mr. Baldwin, Dr. Jones, Ms. Still, Mr. Ambruso, Colonel Welsh and newly appointed member Mr. Cregar (observing in the audience).

Staff members present were Mrs. Townshend, Mrs. Melson-Williams, Ms. Cornwell, Mrs. Harvey, Ms. Duca and Mrs. Mullaney. Also present were Mr. Joseph Petrosky, Mr. Garth Jones and Mr. Thomas Kramedas. Also speaking from the public were Mr. Ryan Weber and Mrs. Diana Welch.

APPROVAL OF AGENDA

Colonel Welsh stated that in making a motion to approve the agenda, Commission members should acknowledge that application S-13-16 Mitten Industrial Park at Lafferty Lane: Master Plan will be removed from tonight's agenda and will be heard at a future meeting. Also, application SB-13-04 Lands of John & Dorothea Link and Bradley Holden at 186-188 Pennsylvania Avenue: Minor Subdivision Plan will be removed from tonight's agenda due to inadequate public notice and will be scheduled for the August meeting.

Dr. Jones moved to approve the revised agenda as submitted, seconded by Mr. Holt and the motion was unanimously carried 8-0.

APPROVAL OF THE PLANNING COMMISSION MEETING MINUTES OF JUNE 17, 2013

Ms. Still moved to approve the Planning Commission minutes of June 17, 2013, seconded by Mr. Holt and the motion was unanimously carried 8-0.

COMMUNICATIONS & REPORTS

Mrs. Townshend stated that the next Planning Commission meeting will be held on Monday, August 19, 2013 at 7:00PM in the City Hall Council Chambers.

Mrs. Townshend provided an update on the regular City Council and Utility Committee meetings held on June 24, 2013 and July 8, 2013.

Mrs. Townshend stated that City Council approved appointments to the Planning Commission. Ms. Kathy Still and Mr. John Baldwin were re-appointed and Mr. Edgar Cregar, Jr was appointed.

Mrs. Townshend welcomed Mr. Cregar to the Commission.

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

Mrs. Townshend presented the audience information on policies and procedures for the meeting.

OLD BUSINESS

1) Requests for Extensions of Planning Commission Approval: None

2) Re-evaluation of Conditional Use:
   a) C-12-5 Transitional Housing for Dover Interfaith Mission for housing, Inc at 319 West Water Street – Re-evaluation of a Conditional Use Plan approved by Planning Commission on July 16, 2012 to allow for the establishment of a philanthropic use consisting of transitional housing in an existing single family residence. The parcel is zoned C-1A (Limited Commercial Zone) and is subject to SWPOZ (Source Water Protection Zone) Tier 3 – Excellent Recharge Area. The property is exempt from the requirements of the SWPOZ Tier 3 as the site is located within the Downtown Redevelopment Target Area. The property is located on the north side of West Water Street in the block between South Queen Street and South New Street. The owner of the property is Mockfaul, LLC and the lessee is Dover Interfaith Mission for Housing, Inc. Address: 319 West Water Street. Tax Parcel: ED05-077.09-03-05.00-000. Council District 2. *Re-evaluation of this Application will be postponed until August 19, 2013 meeting of the Commission to allow for completion of the property inspection and report of findings.*

Mrs. Townshend stated that when the Conditional Use was approved on July 16, 2012, the motion of the Commission was to review the application in one year. At this point, staff has not completed the housing inspection. Staff feels that it would be beneficial to review the application in August once the inspection results are available.

NEW BUSINESS

1) Resolution honoring Ronald Shomo for his service on the Planning Commission

Resolution

Council Resolution No. 2013-20

Whereas, Ronald Shomo *was appointed to the City of Dover Planning Commission on June 14, 2010 and has served with diligence and distinction in this capacity as an advocate for sound land use planning in the public interest, ensuring fundamental fairness and careful forethought in the planning and development of the Capital City; and,*

Whereas, Ronald Shomo *has influenced the pattern and appearance of development in Dover through his contributions as a Planning Commissioner to the implementation of the 2008 Comprehensive Plan and his participation in the development of numerous amendments to the City of Dover Zoning Ordinance including the AEOZ and ROS zones, and amendments to the environmental provisions, the application procedures, and other site development improvements; and,*

Whereas, Ronald Shomo *completed his service on the City of Dover Planning Commission on June 17, 2013.*

Now Therefore Be It Resolved *that the Mayor, Council and Planning Commission do hereby express their sincere appreciation to* ***Ronald Shomo*** *for his faithful and exemplary service to the Citizens of the City of Dover as an active member of the City of Dover Planning Commission.*

Be It Further Resolved *that the Mayor, Council and Planning Commission wish* ***Ronald Shomo*** *success in all future endeavors and direct the City Clerk to make this resolution a part of the permanent records of the City of Dover as a lasting symbol of appreciation and gratitude to* ***Ronald***

Shomo.

Adopted: July 22, 2013

Carleton E. Carey, Sr., Mayor
David Bonar, Council President
Col. Robert D. Welsh, Planning Commission Chairman

Mr. Holt moved to approve the Resolution, seconded by Mr. Tolbert and the motion was unanimously carried 8-0. (Mr. Shomo was in attendance at the meeting and noted that Dover is a wonderful place to live noting his work at Dover High School and with the Dover Symphony. He also noted how impressed he was with the members and actions of the Planning Commission over the years.)

2) Nomination and Election of Officers (Chairman and Vice-Chairman)

3) Appointment of the Architectural Review Oversight Subcommittee of Planning Commission (in accordance with *Zoning Ordinance*, Article 10 §2.28)

Mr. Holt moved to postpone the Nomination and Election of Officers and the Appointment of the Architectural Review Oversight Subcommittee of Planning Commission until the end of the meeting, seconded by Dr. Jones and the motion was unanimously carried 8-0.

NEW DEVELOPMENT APPLICATION

1) C-13-04 Lands of G & J Holdings, LLC at 1-3 and 9 West Loockerman Street – Public Hearing and Review of a Conditional Use to establish an office use on the first floor within the existing building. The property is zoned C-2 (Central Commercial Zone) and is subject to the H (Historic District Zone). The property is located at the northwest corner of West Loockerman Street and South State Street. The owner of record is G & J Holdings, LLC. Address: 1-3 West Loockerman Street and 9 West Loockerman Street. Tax Parcel: ED-05-077.09-02-59.00-000. Council District 2.

Representatives: Mr. Joseph Petrosky, member of G & J Holdings, LLC

Mrs. Townshend stated that when Staff reviewed the public notice for this application, they determined that one of the notices was mailed to the incorrect address. Staff did contact the property owner who was supposed to have received that public notice and have received something in writing from him stating that there was no concern with proceeding with the review of the application.

Mrs. Harvey stated that the Conditional Use Plan is to permit an office on the first floor of the existing building located at 1-3 West Loockerman Street and 9 West Loockerman Street. The property is zoned C-2 (Central Commercial Zone) and is subject to the H (Historic District Zone). The property is located on the north side of West Loockerman Street and west of South State Street. The Historic District previously reviewed this site and granted approval in August 2003 for the Architectural Review Certificate for the renovation of the first floor elevations on West Loockerman Street and South State Street. Facade improvements were completed in 2006 with the replacement of windows, doors and new canopies. The corner space at 1-3 West Loockerman

Street was most recently a restaurant and the tenant space at 9 West Loockerman Street most recently served as a retail establishment.

Mr. Petrosky questioned if he had made the mailing mistake on the public notice? Responding to Mr. Petrosky, Ms. Cornwell stated that the mailing address was written wrong on the letter.

Mr. Petrosky agreed with the DAC Comments and stated that he has had some opportunities and some interest in bringing employees Downtown who are looking at his building for office use. He was not aware that he needed to get a Conditional Use until one was granted across the street and brought it to his attention. There were some discussions about it. He was told that it would be beneficial to get this Conditional Use to allow him the opportunity to rent the ground floor for an office tenant who could potentially bring eighty to one-hundred (80-100) employees Downtown if it were to work out.

Colonel Welsh opened a public hearing.

Mr. Ryan Weber – 6 Chatham Cove Dover DE 19901

Mr. Weber stated that he owns the properties located at 25 West Loockerman Street and 132 West Loockerman Street. He does have some concerns with having office space on West Loockerman Street. West Loockerman Street itself, being Downtown, he would think retail feeds retail. Having office space does not seem to advance the needs that they would like on West Loockerman Street. Office space is great two blocks away, being roughly Downtown but on West Loockerman Street itself, he would like to see it stick to retail. Some kind of service style business whether it be a restaurant, or clothing, or hair, it does not matter. But the customers come Downtown for other customers and feed other businesses. An office that closes down at 5:00pm does not bring what he would like to see Downtown and what he would like to see as the future of West Loockerman Street move towards. He has spent the last couple of years now trying to build this up. This will be his third family business created on West Loockerman Street and they have put in a lot of time to bring retail and commercial down. Unfortunately, he does not want to see the progress go a step back and transform some of it back into office space.

Mrs. Diana Welch – 132 W Loockerman Street Dover DE 19904

Mrs. Welch stated that she and Mr. Weber own the same businesses. They have spent seven or eight years promoting businesses and renting businesses and getting retail because retail feeds retail. She has actually recruited several businesses to Downtown and there is office space right around the corner on Water Street, not rented. There is office space above Bel Boutique, not rented. She just does not want another empty office space in the Downtown area. Occupancy at all costs is not necessarily what they are looking for. She was hoping to create a shopping district and have spent close to $1 million trying to get that done.

Colonel Welsh closed the public hearing.

Mr. Ambruso questioned if Mr. Petrosky already had people interested in leasing the space? Responding to Mr. Ambruso, Mr. Petrosky stated that he is speaking with some people but he does not have a signed deal. He has also spent a lot of money investing in Downtown Dover. Not to debate the facts, but people working and living in an area attract retail businesses. The more people

that are living and working in a certain area, retail will come. You cannot build retail first; you need people in an area in order to attract businesses. He does not have a deal in place; he is hopeful.

Colonel Welsh questioned how many years have these spaces been vacant? Responding to Colonel Welsh, Mr. Petrosky stated that he purchased the building about fifteen (15) years ago and it had been vacant for over ten (10) years for retail prior to that. He would rent it to retail; he is not saying that he would not rent it to retail. He does not have that opportunity. He wants the option to be able to rent it for an office tenant. It had been vacant for over ten (10) years the first time. There was a tenant for a few years and it's been vacant almost two (2) years since then.

Colonel Welsh further questioned that if the Commission was to approve a Conditional Use for an office occupation and Mr. Petrosky found a retail tenant, could it be occupied as retail? Responding to Colonel Welsh, Mrs. Townshend stated that it would not preclude it.

Mr. Tolbert questioned if Mr. Petrosky had a preference for the kind of business he would rent to? Responding to Mr. Tolbert, Mr. Petrosky stated he would rent to a good, viable business. He has no preferences; whatever is permitted by Code and would add to Downtown.

Mr. Tolbert stated that he asked that question because part of the comments that were received tonight were regarding the need for retail. You can have offices in the area that attract a lot of business. Depending on what kind of businesses they are operating, they can be businesses that may benefit the existing businesses.

Mr. Holden stated that he was curious over the lifespan that Mr. Petrosky has owned the building about the change of business climate. He questioned the number of retail or restaurant inquires that Mr. Petrosky has received relative to office space inquires? Responding to Mr. Holden, Mr. Petrosky stated that he has had many more inquires for restaurant or bar businesses. He has received a few inquiries in the past for office uses.

Mr. Holden further questioned if over the last two (2) years he had received restaurant/retail inquiries or has it been focused on office space? Responding to Mr. Holden, Mr. Petrosky stated that he has never been focused on office space, the opportunity arose.

Colonel Welsh questioned if Mr. Petrosky was looking for the option to be able to use the space as office space? Responding to Colonel Welsh, Mr. Petrosky stated yes. He was not even aware that it was required. He did not know that it required a Conditional Use under the zoning. It is not a rezoning; it is a Conditional Use to permit office use on the ground floor. Quite frankly, he finds it unusual that there is a requirement to permit an office at that location. There is an attorney's office across the street, a bank on the other side, as well as offices to the right of this location. There is an office that just got permitted for EZ-Pass right across the street. So West Loockerman Street is not all retail, the evidence shows as you ride down the street.

Colonel Welsh stated that he is inclined to agree with Mr. Tolbert. Occupied office space will feed the restaurants and vice versa. He sees this contributing to the growth of the Downtown area.

Mr. Ambruso moved to approve C-13-04 Lands of G & J Holding, LLC at 1-3 and 9 West Loockerman Street Conditional Use as office use on the first floor of the building, seconded by Mr. Tolbert and the motion was unanimously carried 8-0.

2) SB-13-03 Lands of KW Lands at 1570 North DuPont Highway: Minor Subdivision Plan – Public Hearing and Review of a Minor Subdivision to create three (3) parcels of land and right-of-way from the existing 11.258 acre ± parcel. The parcel will be subdivided into a 2.195 acre ±, a 2.018 acre ± and a 6.002 acre ± parcel. The plan also proposes the designation of a 60 ft. right-of-way along KW Boulevard for public use (1.043 acre ± area). The property is zoned RC (Recreational and Commercial Zone), C-4 (Highway Commercial Zone) and a portion is subject to the SWPOZ (Source Water Protection Overlay Zone) Tier 3 – Excellent Recharge Area. The property is located on the west side of North DuPont Highway and east of Crawford Carroll Avenue and north of but not adjacent to Rustic Lane. The owner of record is KW Lands. Address: 1570 North DuPont Highway. Tax Parcel: ED-05-057.00-01-05.00-000. Council District 4. *Note: An amended D.A.C. Report has been issued for SB-13-03.*

Representatives: Mr. Thomas Kramedas, KW Lands; Mr. Garth Jones, Becker Morgan Group

Mr. Holden recused himself from this application. His employer was the engineer of record on this project.

Dr. Jones recused herself from the application. Her employer was Delaware State University.

Mrs. Townshend stated that the application that is before the Commission this evening is regarding a Minor Subdivision; it is striking lot lines. This application is not about the perspective use that may have been read in the newspaper. That is something that will come before the Commission in the form of a Rezoning. So for the purposes of this application, the Commission is essentially looking at striking lot lines on an existing parcel.

Mrs. Melson-Williams stated that application SB-13-03 is a Minor Subdivision Plan. It involves a tract of land located on the west side of North DuPont Highway in the vicinity of what is known as KW Boulevard and Crawford Carroll Avenue. The site area is 11.258 acres and the proposal is to divide the tract of land into three (3) lots. The first lot, creating Lot 1 in the area of the Hampton Inn building, Lot 2 the balance of the parking lot area and stormwater management for the site with the residual being the area where the Sheraton Hotel building is located. Also as part of this, what is currently an easement for KW Boulevard is put forth as a right-of-way to be designated as part of this Minor Subdivision Plan.

Mrs. Melson-Williams stated that the current zoning of the property is RC (Recreational and Commercial Zone) for the part closest to North DuPont Highway and then to the west, the area where the Hampton Inn building and stormwater management pond is zoned C-4 (Highway Commercial Zone). There is also a portion of subject site that falls under the SWPOZ (Source Water Protection Overlay Zone). As mentioned, this is a proposal to divide the property into three (3) parcels of land. It is noted that there are existing facilities on the property. As such, they have to look at ensuring that the subdivision by striking the lot lines does not cause any problems related to the bulk standards. Those are related to things such as lot size, setbacks, floor area ratio, etc. So

Staff has to look carefully based on the current zonings of RC (Recreational and Commercial Zone) and C-4 (Highway Commercial Zone) in that regard.

Mrs. Melson-Williams stated that the property as mentioned was originally subdivided from a much larger tract of land in this area in the early 1990's. The Sheraton Hotel has been at this location since the 1970's and underwent a major addition in the early 1990's. The Hampton Inn was a mid-1990's development project that the Planning Commission actually reviewed. Tonight this is a Subdivision Plan that would create those three (3) tracts of land and then the 60ft right-of-way segment for KW Boulevard. With the project in the report, Staff offered the information regarding the RC (Recreational and Commercial Zone) and C-4 (Highway Commercial Zone) and as noted, Lots 1 and 2 have to meet the C-4 (Highway Commercial Zone) bulk standards and the residual lands would have to meet the RC (Recreational and Commercial Zone) qualifications. In looking at a Subdivision Plan, Staff also has to look at the other sections of the *Zoning Ordinance* that may come into play with this project. Our discussions note information about access and about parking.

Mrs. Melson-Williams stated that there are a series of three waivers related to site improvement elements that the applicant is seeking. The first waiver request is the reduction of the bicycle parking requirements for this site. Based on the estimated regular car parking spaces, a total of twenty six (26) bicycle parking spaces would be required for this project. The applicant is seeking relief from that to reduce the number of bicycle parking spaces down to ten (10) spaces with the intent to install a five space bicycle rack at each of the existing buildings on the property. The second waiver is the partial elimination of sidewalks. Specifically, the applicant has sought a waiver from installing sidewalks along the North DuPont Highway frontage of the site. There are some existing sidewalks in the vicinity of the Crawford Carroll Avenue and a portion of KW Boulevard. But tonight, the Commission is only dealing with the waiver request for the sidewalk along North DuPont Highway frontage. The third waiver request is related to the North DuPont Highway as well. That is an arterial street hence there is an arterial street buffer of thirty (30) feet that impacts the frontage of the property. The applicant has submitted a waiver request noting that the existing conditions do not provide that thirty (30) feet of landscaped green space along that frontage.

Mrs. Melson-Williams stated that Planning Staff did review the application and have provided some comments. A couple of things to note, Crawford Carroll Avenue's true ownership and designation of what is now constructed as a street segment is in the process of being clarified for purposes of this Subdivision Plan. It was treated as street frontage. Likewise, KW Boulevard, with this proposal is to move from what is an existing easement over a private entrance drive to become a public right-of-way. They would have to actually move through some review and potential improvements before the City would take dedication of KW Boulevard. The Public Works Office has provided comments in that regard and that would be something that Staff would continue to work with the applicant on. Also in the DAC Report, Planning Staff has made recommendations in regards to the three waiver requests. In regards to the reduction of bicycle parking, Staff is recommending a denial of that reduction noting that while the applicant is suggesting that they will install ten (10) spaces that anticipated future use may relate to more needs for bicycle parking. The second waiver request for the partial elimination of sidewalks specifically along the North DuPont Highway frontage, Staff is recommending the denial of that request. It appears that there is right-of-way where a street sidewalk could be constructed in this area and this is actually one of the key sidewalk segments that's missing along that corridor. The third waiver request, Staff is

recommending the approval of the elimination of arterial street buffer noting the conditions and implementation of such a buffer would result in a significant loss of parking spaces in that area of the property. In Staff comments, they note specifically that they have looked at this as its current use as a Hotel and Hotel Conference Center use and if there are any future changes or new uses on the property, they may be subject to additional review responsibilities associated with *Zoning Ordinance* compliance. The DAC Report continues with comments from the City's Electric and Public Works Departments. Also from DelDOT related to ensuring that there is appropriate right-of-way along North DuPont Highway. The Kent Conservation District, who has no objection to the subdivision itself but notes that the stormwater management pond appears to be shared by what will be all three (3) parcels of land so an appropriate maintenance agreement must be established. The Dover Kent County MPO also provided some commentary in regards to sidewalks and transit facilities in the area.

Ms. Duca stated that for the 60 ft. right-of-way, that may not be determined adequate once a survey is performed. In order for the City to properly takeover the street, the curbs need to be included. So in order to give more specific requirements, the City will need to wait for the next phase in the process to actually determine what will be needed for this road to get set for dedication.

Colonel Welsh questioned if that was something that could be worked out in the future? Responding to Colonel Welsh, Ms. Duca stated yes, she just wanted it to be clear that some of this is not ready as is.

Mr. Jones stated that they agree with the Staff DAC comments. They understand that Staff is recommending denial of the elimination of the sidewalk and of the bicycle parking. They would request that if denial of the sidewalk waiver is approved, that consideration of a stipulation be added that provided there is enough room in that right-of-way to actually install that sidewalk. Meaning DelDOT actually allows the applicant to install the sidewalk in the right-of-way. The second consideration would be that as long as the hotel operates as a hotel as it has in the past forty (40) years that the applicant not be required to install the sidewalk.

Mrs. Townshend stated that the second point was essentially tying the sidewalk to a change of use. She thinks that it would be acceptable to Staff. Their concern was that if the waiver is granted now, there may not be an opportunity to come back before the Planning Commission because any future application other than the rezoning would likely be administrative review in which case Staff would not be in a position to require the sidewalk. Because this is a critical link in the sidewalk system, Staff did not want it waived in perpetuity. Essentially, if the Planning Commission denies the sidewalk waiver but ties the frontage sidewalk to Certificate of Occupancy associated with any future change of use, then any future change of use expected to come in would be connected to that sidewalk.

Colonel Welsh questioned if Mrs. Townshend was saying that Planning Commission would approve the waiver for the sidewalk now? Responding to Colonel Welsh, Mrs. Townshend stated no, the Commission would deny the waiver but state that the applicant has until there is a Certificate of Occupancy granted for a change of use. The Commission might grant a waiver based on the timing.

Colonel Welsh stated that he understands. The Commission does not approve the waiver but also does not require immediate construction of the sidewalk.

Mr. Baldwin questioned his understanding that there are no survey results showing if the applicant meets the setback requirements at this time? Responding to Mr. Baldwin, Mrs. Townshend stated that they do have the survey results to determine if the applicant meets the setback; they need more precise survey results to determine that the 60 ft. right-of-way is sufficient and that they do not require more.

Colonel Welsh opened a public hearing and after seeing no one wishing to speak, closed the public hearing.

Mr. Ambruso asked for clarification on the sidewalks in conjunction with the elimination of the arterial street buffer. Responding to Mr. Ambruso, Mrs. Townshend stated that with the arterial street buffer, Staff recommended in favor of that waiver because there is simply not the land to put that buffer on. With the sidewalks, Staff has recommended denial of the sidewalk waiver; however, based on what Mr. Jones has suggested the timing could be tied to any future change of use rather than immediate.

Mr. Ambruso further questioned what great impact would it have to move on to the next phase and then find out that they are denied? Responding to Mr. Ambruso, Colonel Welsh stated that this would be a cleaner way of doing it. By saying the Commission denies the waiver but will defer the requirement until the use is changed and when requirement exists.

Mrs. Townshend stated that if the action that the Commission takes is to deny the waiver but defer the construction of the sidewalk until there is a change of use, then Staff would make sure that before a Certificate of Occupancy is granted for any change of use the sidewalk is in place.

Mr. Ambruso stated that the Commission would be deferring the waiver instead of denying the waiver. Responding to Mr. Ambruso, Mrs. Townshend stated no, the Commission is denying the waiver request but deferring the construction.

Mr. Tolbert moved to approve SB-13-03 Lands of KW Lands at 1570 North DuPont Highway: Minor Subdivision Plan, along with a denial of the waiver request for a reduction in bicycle parking spaces, a denial of the waiver request for the elimination of sidewalk but to defer construction of the sidewalk until such time that there is a change of use and approve the waiver of elimination of the arterial street buffer, seconded by Mr. Holt and the motion was unanimously carried 6-0. Mr. Holden and Dr. Jones were recused.

2) Nomination and Election of Officers (Chairman and Vice-Chairman)

Nominations for Chairman were opened to the floor.

Mr. Tolbert nominated Colonel Welsh to continue as the Chairman, seconded by Dr. Jones.

Dr. Jones moved that the nomination for Chairman be closed on the said name, seconded by Mr. Holden and the motion was unanimously carried 8-0. Colonel Welsh will serve as Chairman.

Nominations for Vice-Chairman were opened to the floor.

Mr. Ambruso nominated Mr. Tolbert to continue as the Vice-Chairman, seconded by Colonel Welsh.

Dr. Jones moved that the nomination for Vice-Chairman be closed on the said name, seconded by Mr. Baldwin and the motion was unanimously carried 8-0. Mr. Tolbert will serve as Vice-Chairman

3) Appointment of Architectural Review Oversight Subcommittee of Planning Commission (in accordance with *Zoning Ordinance,* Article 10§ 2.28)

Mrs. Townshend stated that they need two (2) members from the Planning Commission and currently the two (2) people are Ms. Kathleen Still and Mr. Dean Holden. Next they need two (2) members of the professional community as well as two (2) alternates. One of the alternates passed away about 1.5 year ago and was never replaced. Staff would actually recommend that the two (2) members from Planning Commission, Ms. Still and Mr. Holden meet and discuss whether or not other names need to be added to the mix and defer this item until next month.

Colonel Welsh questioned "other names" in terms of representatives from the Planning Commission or people from outside of the Commission? Responding to Colonel Welsh, Mrs. Townshend stated either.

Colonel Welsh further questioned whose responsibility it is to recruit representatives from outside the Commission? Responding to Colonel Welsh, Mrs. Townshend stated that in the past, Staff has recruited members but they would actually like the input from the members of the Committee who would be serving from the Planning Commission. Staff has not approached anyone to see if they were interested in continuing to serve. This group may not meet or they might. They have met twice since the Committee has been started.

Colonel Welsh questioned if it would be wise to appoint the Planning Commission members tonight and then worry about the auxiliary members at a later date? Responding to Colonel Welsh, Mrs. Townshend stated that she thinks that would work.

Colonel Welsh moved to approve that Ms. Still and Mr. Holden continue on the Committee for the next year and they can work with Planning Staff to come up with the members outside of the Planning Commission who will serve as part of that Committee, seconded by Dr. Jones and the motion was unanimously carried 8-0.

Meeting adjourned at 7:53 PM

Sincerely,

Kristen Mullaney
Secretary