

**City of Cottage Grove  
Planning Commission  
March 24, 2003**

Pursuant to due call and notice thereof, a regular meeting of the Planning Commission was duly held at City Hall, 7516 – 80th Street South, Cottage Grove, Minnesota on the 24th day of March, 2003, in the Council Chambers.

**Call to Order**

Chairperson Bailey called the meeting to order at 7:00 p.m.

**Roll Call**

Members Present: Myron Bailey, Tim Booth, Ken Brittain, Rod Hale, Robert Hudnut,  
David Lassen, Chris Reese, Bob Severson

Members Absent: Chris Willhite (unexcused)

Staff Present: Kim Lindquist, Community Development Director  
John McCool, Senior Planner

Others Present: Councilmember Pat Rice

**Approval of Agenda**

*Severson made a motion to approve the agenda. Hudnut seconded. Motion carried unanimously.*

**Open Forum**

Chairperson Bailey asked if anyone wished to address the Planning Commission on any non-agenda item. No one spoke.

**Chair's Explanation of the Public Hearing Process**

Chairperson Bailey explained the purpose of the Planning Commission, which serves in an advisory capacity to the City Council, and the City Council makes all final decisions. In addition, he explained the process of conducting a public hearing and requested that any person wishing to speak should come to the microphone and state their full name and address for the public record.

**Public Hearings**

## 6.1 Case SP03-014

**Distyle Design has applied for site plan review of a Kath Fuel Oil Service gas station and convenience store to be located at Almar Village on the corner of 70th Street and Keats Avenue South.**

Lindquist summarized the staff report, and asked for feedback from the Commission on how consistent the architecture for the gas station should be to the shopping center. She recommended approval of the site plan subject to the conditions stipulated in the staff report, noting that many of the conditions were taken from the original approval for the conditional use permit.

Hudnut stated that because this is the city's first neighborhood commercial development, he agrees that consistency of design between the buildings is appropriate.

Hale asked if the roof height was raised, that the entrance canopy also be raised. Lindquist explained that the current proposal is for an open entrance canopy with brick pillars but no sides and would look more modern than the shopping center. Hale asked if condition #3 needs to be more specific regarding staff's concerns on the entrance canopy. Lindquist responded that condition #3 is in regard to the roof height and the rock face knee wall, but the entrance is not addressed. Hale stated that he would be willing to add condition regarding the entrance canopy, written in the same manner as condition #3.

Hale then stated that he did not see anything in the conditions addressing the fire marshal's recommendation of requiring another fire hydrant. Lindquist stated that would be added as a condition of approval. Hale then asked if conditional use permits regulate outdoor sales. Lindquist responded that the city has been prohibiting outdoor sales as part of the conditional use permit. Bailey asked if a condition regarding this issue should be added. Lindquist responded that it is part of the previously approved conditional use permit.

Bailey asked Hale if he would like to add any conditions of approval after the public hearing. Hale answered that he would suggest a more general statement giving staff the ability to negotiate changes to the canopy rather than requiring specific details.

Hudnut asked if there was any concern in the immediate neighborhood regarding the hours of operation. Lindquist responded that staff has not received any additional comments since the previous review. She explained that the hours of operation were part of the PUD.

Booth stated that he agreed with Hale regarding adding a condition regarding the front entry.

Bailey asked if the sign would be a monument sign or a pylon sign. Lindquist responded that the PUD allows one monument sign to be shared by all businesses, which would be located at the front corner of the property. Bailey then asked if staff was still working with the applicant on the aesthetics for the canopy, and he recommended that the pillars of the canopy be bricked all the way to the top.

Michael Knisely, Distyle Design, architect for Kath Oil, stated that they have spoken with staff about modifications to the roofline of the building, and displayed a drawing showing some modifications. He explained that the owner decided to eliminate the roof top units, which would allow for a pitched roof, and instead locate the air conditioning units pad outside behind screened berms and landscaping and mount the furnace in the ceiling area. He stated that they are willing to put a rock face block veneer on the lower portion of the building so it ties in aesthetically with the shopping center. Knisely then explained that the amount of glass in the front was done partially for visibility and partially in response to marketing studies on convenience stores. He stated that these studies have shown that convenience stores that look dark and closed are not conducive to encouraging customers to patronize the facilities. Bailey asked to have the proposed elevations displayed.

Hale asked about the height increase. Knisely stated that the roof as shown on the elevation is using the same 6:12 pitch, but instead of flattening out, it increases to 26 feet high, which is the highest point of the roof. He also pointed out that they have added the concrete block veneer. He then stated that the piers would look better as concrete masonry units rather than brick units. Knisely stated that they would also discuss with staff the relative height of the entrance area compared to the rest of the building; they are considering stepping it down slightly, but he thinks that the pitch would be no greater than the 6:12 pitch.

Hale then asked if buildings in Almar Village can be designed independently as long as they meet the PUD requirements or do the designs need approval from the developer of the center. Knisely stated that he does not know what the agreement is between Kath Oil and Tollefson Development, but his charge was to comply with the PUD.

Hudnut asked who was going to run the station. Knisely responded that they are not sure how it is going to be branded yet, but it may be Conoco or Holiday. He stated that the developer is familiar with what is being proposed.

Brittain asked where the air conditioning units would be located. Knisely responded that they would be located alongside the car wash, behind the bermed area and partially hidden by the sign itself, next to the electrical transformer.

Hudnut asked for a description of the landscape plan. Knisely stated that the landscape plan is very similar to what was originally proposed in the PUD, but they increased the amount of landscaping around the building by adding more low plantings. He then stated that they made adjustments to the circulation to enhance access into the car wash. They have also added a bituminous path to tie in with the trail. Hudnut asked how high the plantings around the base of the building would be. Knisely responded that they would be no higher than three feet.

***Bailey opened the public hearing.***

Mary Marty, 9905 Military Road, stated that she believes that the gas station hours of 5:00 a.m. to 11:00 p.m. are too long for a residential area due to increased noise and light, and suggested 7:00 a.m. to 9:00 p.m. She asked what else would be sold in the gas station.

Bailey stated that the city's ordinance restricts the amount of lighting allowed, and there are specific guidelines for the canopy. Marty then asked about the traffic flow and where vehicles would access the gas station.

Lindquist responded that the gas station was part of the initial proposal and would utilize the same accesses as the shopping center. She explained that the gas station does not have its own separate access points from 70th Street or Keats Avenue, there are cross access and cross parking between the various shops and gas station within the Almar Village project. Marty reiterated that she would like to see the hours of operation reduced.

Knisely stated that the convenience store would be selling convenience food items for commuters, including sandwiches, bakery goods, and coffee, and there are no plans for food preparation at the store. He explained that he can't respond to the request to reduce the hours; the business owners would need to do that. He then stated that they have worked with the developer on traffic flow, particularly for a portion of the site that needs to be re-worked to allow the trucks to go through more easily.

***No one else spoke. Bailey closed the public hearing.***

***Hale made a motion to approve the site plan review application. Brittain seconded.***

Hale stated that he would like to add a condition requiring an additional fire hydrant, add language to allow staff flexibility to negotiate the details on the entrance canopy, and change condition #13 to increase the brick on the canopy. Bailey asked if Brittain was okay with those changes. Brittain responded that he was.

Hudnut stated that he would like to discuss the hours of operation. He stated that because this is a neighborhood business district, he believes that 7:00 a.m. to 9:00 p.m. would be a good balance between the residential and commercial aspects, rather than 5:00 a.m. to 11:00 p.m. Lindquist responded that the site plan review does not address the hours of operation; those are addressed in the conditional use permit and PUD. She explained that site plan review does not relate to operation and use, but to site-related issues such as location, setback, and architecture. Hudnut asked what would be the best way to address that. Lindquist replied that because it was approved through the PUD, there is really no way to modify that, unless the property owner to agrees to the modification.

Doc Bohlman, Tollefson Development, stated that they no longer own that property; Kath Fuel Oil Service Company is now the fee owner. He stated that he cannot discuss modifying the hours of operation for the gas station without the owner's consent, but he could answer any questions regarding physical design issues, lighting, and landscaping.

Marty asked if Bohlman could coordinate a meeting with Kath Oil to discuss the issue with the residents in the area. Bohlman stated that he would raise the issue with them and have someone get back to her. He then stated that the lighting is well within the current ordinance standards.

Marty asked when the tankers would be coming to fill the pumps. Bohlman stated that could be discussed at the same time as the hours.

Booth the hours of operation were established based on the needs of the neighborhood, such as shift workers and the proximity to the industrial park, and these discussions were held during the hearings for the PUD. He explained that the hours for the car wash (6:00 a.m. to 10:00 p.m.) were specifically set due to possible noise and other issues for the residential neighborhood. Marty reiterated her concern over the hours and again asked that they be changed to 7:00 a.m. to 9:00 p.m., especially on the weekends.

Hale commented that even though the conditional use permit limits the hours, those may not be the hours. The property owner may change the hours, within the confines of the limits, based on traffic and the amount of business. Bailey stated that the hours in the conditional use permit are the maximum allowed. Booth agreed with Hale that the business could open later or close earlier if business dictated.

Lassen asked that the Planning Commission be allowed to review the proposed sign. He stated that he is comfortable with staff administratively reviewing the sign, but he would like to see it. He also stated that he agrees with having the roof pitch match the shopping center. He stated that he there has been a lot of effort put into making the area as aesthetically pleasing as possible and it makes sense to duplicate as much as practical. Bailey agreed with Lassen's comments.

***Motion to approve the site plan review passed unanimously.***

## **6.2 CASE TA02-065 (continued from 11/25/02 meeting)**

**The City of Cottage Grove has applied for a zoning text amendment to add a neighborhood business district to the zoning ordinance.**

McCool summarized the staff report and recommended approval.

***Bailey opened the public hearing.***

Amy Kaiser, 9880 Military Road, stated that she is concerned about the distance between commercial centers, particularly at two that are shown in the comp plan at the intersection of County Road 19 and 70th Street. Bailey asked Lindquist if the city may relocate the commercial district on that corner. Lindquist responded that would be looked at as part of the East Ravine study, which should be completed in about a year and a half. She recommended that the location for the neighborhood commercial should be changed in the comp plan rather than putting language regarding separation between commercial areas into the zoning ordinance. Kaiser stated that she would prefer it being the zoning ordinance, which does not change as much as the comp plan.

Mary Marty, 9905 Military Road, stated that she agreed with Kaiser. She stated that this issue was discussed last fall and that location for the proposed commercial area was changed

then. Bailey stated that there was discussion on that topic but that nothing would be decided until the study was completed. Marty asked why a liquor store was changed to a permitted use in the proposed ordinance. Lindquist responded that the Commission decided to restrict liquor stores to 3,000 square feet, which would have been the only condition for a conditional use permit. She explained that if a proposal meets the conditions of a conditional use permit, it has to be approved, so it made sense that if a liquor store is under the 3,000 square foot maximum, it should be a permitted use. Marty then asked how many liquor stores the City of Cottage Grove needs. Lindquist responded that it is a market related issue, not a zoning issue. Marty stated that she believes that liquor stores should not be allowed in a residential area and noted that they would not be allowed in the development approved at 70th Street and Hinton Avenue. Bailey stated that a liquor store is a permitted use in the commercial area at 70th and Hinton, but Mr. Rygh, the property owner, may have agreed to not allow a liquor store in his development. Marty inquired when the East Ravine Task Force was going to be selected. Lindquist stated that she is waiting for a schedule from them. Marty asked if she was part of the Task Force. Lindquist stated that the City Council will make the appointments to the Task Force. Bailey recommended that Marty contact one of the Councilmembers to express her interest in serving on the Task Force.

Marty asked about the hours of operation for the shopping center at Almar Village. Lindquist responded that there are no restrictions on hours in the original approval for the PUD other than the gas station. Marty stated that restrictions need to be set and asked if another public hearing could be held on this topic. She also stated that residents need to know what businesses are locating there and what their hours would be. Bailey stated that the Commission would take what she said under advisement, but because they are holding a public hearing on another topic they cannot comment on those issues. He stated that the Commission has done an extensive amount of planning for this neighborhood commercial area to make sure it is viable commercially as well as blend in with the neighborhood. He stated that the Commission reviewed numerous ordinances from other cities throughout the Twin Cities area, and the only businesses with restricted hours were gas stations and convenience stores. He stated that the Commission did extensive research on this ordinance and decided to reduce the size of liquor stores in these districts to ensure that they are viable but also would not impact the neighborhood. Marty stated that people in her area are concerned about having a liquor store down the block and that there should be more control over businesses locating in a residential area by the residents who live there. Bailey stated that the ordinance is the control. He explained that while she may not like everything the city does, the Commission and Council has to look at what is best for the entire city. He reiterated that the Commission worked very hard on this ordinance.

Marty requested that hours of operation be restricted in neighborhood commercial areas, particularly Almar Village. Lindquist stated that the proposed ordinance will not affect the Almar Village project at all, only new neighborhood commercial. She explained that Almar Village and the Mike Rygh project are both regulated under the PUD ordinances that were approved with their respective projects. Marty asked who needs to be contacted regarding restricting hours of operation. Lindquist responded that this ordinance cannot impact a pre-existing project. Marty stated that she would talk with Mayor Shiely about that issue. Lindquist reiterated that the ordinance is for new neighborhood commercial districts, and the

pre-existing projects were approved under a whole set of criteria, which is what they have to operate under. Marty stated that because the businesses are not yet open, restrictions and regulations can be set up now. Lindquist responded that the area is already zoned appropriately for the uses and the PUD ordinance has numerous regulations that address that development. Marty reiterated that she wants to find out how the hours of operation can be restricted for Almar Village and other neighborhood commercial developments.

Deb Nelson, 9890 Heath Avenue South, stated she does not agree with allowing any more liquor stores in Cottage Grove. She stated that the city should concentrate on developing a downtown Cottage Grove, and that there are plenty of vacancies in the other malls in the city. She then stated her concern about maintenance of neighborhood commercial areas if they fail because businesses won't locate there. Lindquist responded that the property owners of the various malls are responsible for leasing their properties; the city is not responsible for that. Nelson asked if the ordinances regulating these older properties are no longer in effect and what happens to the newer commercial areas in the future. Lindquist stated that there is a zoning category for those areas. She explained that the neighborhood commercial ordinance has higher standards for initial construction and landscaping, and also allows fewer uses in neighborhood commercial areas, but it does not address long-term maintenance. Nelson asked why the city is so concerned about the aesthetics of the new shopping mall. Lindquist responded that buildings with brick and rock face block have a much greater chance of maintaining the integrity of the building because the materials are higher quality. She explained that city is hoping for redevelopment of some of the existing mall areas or that the property is upgraded such as what is happening at Grove Plaza with the addition of Home Depot and plans to redo the section between Home Depot and Rainbow Foods. Nelson asked how the city holds property owners accountable for maintenance and upkeep of their properties. Lindquist responded that the city cannot guarantee that the buildings will be maintained. Nelson wants to see that maintenance of buildings in neighborhood commercial areas be required. Bailey stated that the Planning Commission will forward Nelson's comments to the City Council. He then stated that the gas station representative commented that they have learned that if they don't keep their building and site looking decent, they lose business. He also stated that Planning Commission wants to make sure that these neighborhood commercial districts look nice, and that it is in the property owner's best interest to maintain their property so they can attract and keep tenants and customers.

***Bailey asked if anyone else wanted to speak. No one else spoke. Bailey closed the public hearing.***

***Hudnut made a motion to approve the ordinance. Booth seconded. Motion passed unanimously.***

Nelson asked for clarification on the proposed location of the neighborhood commercial district in her neighborhood. Lindquist stated that it would be located in the southeast quadrant of 100th Street and Hadley Avenue. She explained that the area is not currently within the MUSA boundary and there are no plans for anything yet. Nelson stated that the current streets could not support the traffic that would be generated by a commercial area and asked who would pay for the cost of the street improvements. Lindquist responded that it is in-

tended that the southern portion of the city would be the last area to be developed and there would be road upgrades over the course of time.

### **6.3 CASE TA03-008 (continued from 2/24/03 meeting)**

#### **The City of Cottage Grove has applied for a zoning text amendment to amend Title 11-5, Adult Uses, of the city's zoning ordinance.**

Lindquist summarized the staff report and recommended approval.

Hudnut asked about item #4 in the attorney's memo that an adult establishment is a permitted use within the B-3, General Business zoning district. He stated that it is not currently a permitted use in the B-3 district. Lindquist stated that one of the changes to the ordinance is that there is clarification about separation between adult uses and residential, schools, day care centers, libraries, parks, and playgrounds. She explained that the B-3 district has more acreage available than what is allowed for the adult use, and when those areas that were within 500 feet of residential buildings, schools, day care centers, libraries, parks, and playgrounds, there are only about 35 acres of land in the city where adult uses could locate. Hudnut asked if there is a way to legally keep this use out of the city. Lindquist responded that the city has to allow for a reasonable amount of land to be available for this use. Hudnut asked if every single city in the country is open to this kind of adult use. Lindquist responded that every city in Minnesota is. She explained that the proposed ordinance would replace the current ordinance and would tighten up the regulations. McCool stated that adult uses are not listed as permitted or conditional uses within the city code for the B-3 zoning district, but the ordinance requires B-3 zoning for adult uses. Hudnut asked if under the current ordinance these uses could go into any zoning district. McCool responded only the B-3.

Booth stated that legally the city cannot keep these establishments out, but this ordinance sets up certain criteria to allow the city better control over this type of use. Hudnut suggested tightening it up by increasing the required buffer from 500 feet to 1,000 feet. Lindquist stated that the concern is that there has to be a certain amount of acreage available and right now the city only has 35 acres of land available (.16 percent of the total land area in the city), and the ordinance may not meet the intent of if the number of available acres is too low. She stated that staff would compare the number of acres where this type of use is allowed based on the 500-foot buffer and a 1,000-foot buffer. Hudnut asked if the ordinance would allow 10 businesses on three acres of land each. Lindquist responded no and the sites they would be allowed in under the proposed ordinance include the parking lot of Menards, the MGM liquor shopping center, Payless Shoes, Taco Bell, and a piece of vacant land, which are the only sites zoned B-3 that are outside of those separation areas. Hudnut asked if anyone has ever made application for one of these stores. Lindquist responded none that she is aware of.

Councilmember Pat Rice, Council Liaison to the Planning Commission, suggested restricting the distance of these uses from hotels. He also suggested ensuring that these areas are maintained to keep lease rates up, which may discourage these types of businesses from locating in the city.

***Bailey opened the public hearing.***

Deb Nelson, 9890 Heath Avenue South, asked where the B-3 zoning districts are located. McCool responded by Erickson Marine in the southeast part of the community, by the Super 8 Motel, by Hanson's Auto Center, and by the Mobil Station. Nelson agreed with Rice's suggestion on keeping lease rates up.

***Nobody else spoke. Bailey closed the public hearing.***

Bailey stated that if the Commission decides to vote on the proposed ordinance, they could request that staff investigate if it is viable to increase the distances between adult uses and residential buildings, schools, day care centers, libraries, parks, playgrounds, and hotels before the ordinance goes to the City Council.

***Severson made a motion to approve the ordinance. Booth seconded.***

Hale asked if the proposed ordinance is being driven because our current ordinance is too arbitrary. He stated that it seems that the city is opening the door by zoning areas where this is a permitted use, whereas it is not currently allowed. Lindquist clarified that the city does allow this use within the adult use section of the ordinance. Hale stated the other party should have to prove that the city is discriminating against them as opposed to advertising that the use is now permitted in the B-3 zone. Lindquist stated that whether it is written or not in the existing ordinance, it is a permitted use in the B-3 zoning district contingent on compliance with the licensing standards. Hale suggested that the separation be extended to 1,000 feet and that anybody proposing this type of use prove that our ordinance is unconstitutional. Lindquist responded that the attorneys who wrote the ordinance say that the city has to have some land available, because it is unconstitutional not to. She explained that if the ordinance is found to be unconstitutional, the whole ordinance is thrown out and then there are no regulations. Bailey stated that that the city has to have some language that would allow this use but should be very strict.

Severson suggested that the Commission approve this ordinance, but before it goes to the Council, staff would show what a 1,000 foot buffer, particularly for schools and churches, would do to the 35 acres where an adult use business could locate, and the Council would decide on the ordinance based on that criteria. Hudnut stated that he would like that data to come back to the Planning Commission before it goes to Council. Severson stated that he is not sure what good it does to bring back the data to the Commission, because the decision belongs to the City Council. Hale concurred with Severson's comments and asked if we can add to the motion that the increasing the distance between adult uses and other areas be researched. Severson and Booth both agreed with Hale's recommendation.

***Motion passed unanimously.***

## **Applications and Requests**

Lindquist explained that the city has a moratorium on the height of signs on properties within 500 feet of Highway 61, and that an ordinance modification on this issue should be fairly simple because the city should require the same signs for that area as are allowed in every other commercial district. She asked if the Planning Commission also would like to address design issues, such as monument signs. She also asked which ordinance the Commission wanted to address first, the sign ordinance or the tree preservation ordinance, or if they wanted to work on both at the same time. It was the consensus of the Commission to work on both ordinances at the same time and that the Commissioners also wanted to address design issues in the sign ordinance. Lindquist stated that these two items would be on the next agenda as workshops.

## **Approval of Planning Commission Minutes of December 23, 2002**

*Hudnut made a motion to approve the minutes of the Planning Commission meeting on February 24, 2003. Brittain seconded. Motion passed unanimously.*

## **Reports**

### **9.1 Recap of March City Council Meetings**

Lindquist reported that at the March 5, 2003, meeting, the City Council approved the revised plat for Gateway North, the final plat for Homestead at Highland Hills, and the Mississippi Dunes Estates project. She explained that the developer made some changes to the town-home portion by increasing the number of patio homes to 20 and adding more one-story twin homes, so there are now a total of 32 "empty nester" units, and that they also replaced a couple of the six-unit buildings in the central portion with four-unit buildings. She stated that the Council added a condition that would allow the developers to change the plat without going back for Council approval if they add more one-level townhomes.

Lindquist reported that at the March 19, 2003, meeting, the Council approved the Subway project, the mining permit for Aggregate Industries, and the interim conditional use permit for the Cub greenhouse. The Council also approved authorization for transfer of title for the land within Oakwood Park that will be redeveloped into commercial development, of which a portion would be transferred to Burnet Realty. She then reported that grading and construction for Hardwood Avenue and Hardwood Court would commence this summer but East Point Douglas Road and 80th Street would be kept intact until next spring. Bailey asked when Kohl's will be breaking ground. Lindquist responded that the schedule at this time is that they want to do the footings in July and start construction next year. Severson stated that that addresses his concern about the completion of the roads in the area.

### **9.2 Committee Reports**

None.

### 9.3 Planning Commission Requests

Booth asked for an update on the mining at Highway 61 and East Point Douglas Road and expressed concern about the slopes. McCool responded that they are only allowed to grade the eastern half of the parcel, and that they are limited to obtaining material they need on a construction basis. He stated that the site is currently outside the MUSA boundary, and until the sanitary sewer is available to the site, development would not be allowed. Hale asked if they have to meet the mining ordinance requirement for slope grades. McCool responded that the city would look at the slope issues.

Hale asked for further information on the East Ravine study. Lindquist responded that staff has met with the consultants once. She explained that the project was slightly delayed because the contract with the Met Council was not approved until February, which included their funding for the project. Hale asked if the funding was in jeopardy. Lindquist answered no. She stated that staff distributed all the background information to the consultant and after looking through it, they would then propose a schedule. Hale asked if the city has received any interest yet in development on the west side. Lindquist responded that the Watershed District is purchasing a lot of land in that area, and she has talked to some of the property owners in the area, including Mr. Wozniak, who have received numerous offers. Marty asked what types of offers have been received for the Wozniak property. Lindquist responded that Wozniak did not give her many details except that he has received several offers, but currently the Wozniak property is designated for medium density residential.

Bailey noted that staff had included a memo on the administrative site plan review of Schmid Packaging, which is locating in the industrial park.

Marty asked for an update on the express bus service to Minneapolis. Lindquist responded that she has no new information, but the city is supporting continuation of service. Marty then asked if the Red Cross was going to set up in Cottage Grove in support of the war. Bailey and Lindquist both responded that they had not heard anything regarding this issue.

### 9.4 Response to Planning Commission Inquiries

McCool stated in response to a request at last month's open forum, he investigated the lighting concerns at Office Max. He reported that that are non-compliant with the ordinance requirement of .5 foot-candle for lighting in the parking lot. He stated that he met with the interim manager at Office Max and they discussed possible solutions, including eliminating some of the lights on the light standards, adding deflectors, or shutting off the two lights closest to the townhouses because there is no parking there anyway.

### 9.5 Annual Organizational Meeting and Election of Officers

***Hudnut made a motion to nominate Bailey as Chair. Booth seconded.*** Bailey asked if there were other nominations. There were none. ***Motion passed unanimously.***

**Severson nominated Booth as Vice Chair. Hudnut seconded.** Bailey asked if there were any other nominations. There were none. **Motion passed unanimously.**

**Severson nominated Lassen as Secretary. Hale seconded.** Bailey asked if there were any other nominations. There were none. **Motion passed unanimously.**

Bailey stated that the Planning Commission needs to appoint a member to serve as the liaison to the Advisory Committee of Historic Preservation. Lindquist stated that the ACHP meets four to six times a year and she described the work of the Committee. Hudnut suggested Hale serve as the liaison. Hale accepted.

Bailey stated that the Commission needs to approve the 2003 Planning Commission Rules. He explained that the Council has approve the changes regarding absences as suggested by Booth at the last meeting.

**Severson made a motion to approve the 2003 Planning Commission Rules. Hudnut seconded. Motion passed unanimously.**

## **Adjournment**

**Hale made a motion to adjourn the meeting. Lassen seconded. Motion passed unanimously and meeting adjourned at 9:04 p.m.**