Chairman Clifton called the regular meeting of the North Little Rock Planning Commission to order at 4:00 PM in the Council Chambers, City Hall.

Members Present:

Belasco
Chambers
Dietz
Foster
Phillips
Wallace
White
Clifton, Chairman

Members Absent:

Banks

Staff Present:

Shawn Spencer, Director
Timothy Reavis, Assistant Director
Mike Mosley, Deputy City Attorney
Alyson Jones, Secretary

Approval of Minutes:

Motion was made and seconded to approve the March meeting minutes as submitted. The minutes were approved with (8) affirmative votes.

Administrative:

Motion was made and seconded to excuse member Banks.

Chairman Clifton stated that the public hearing case number 2 was withdrawn.

Mr. Spencer confirmed that the applicant did withdraw, due to finding another location already zoned for a car lot and pawn shop.

Subdivision Administrative:

SD2018-36  Lasker’s Addition, Lot A, Block 23 (SPR of a new building for St. Mary’s Catholic School located at 1518 Parker St.)
1. The Design Review Committee was not able originally review this request due to set back issues. This issue has been resolved with a PUD.

2. Permit requirements/approvals submitted before a building permit will be issued:
   a. A signed and recorded plat must be on file with the Planning Department.
   b. Pay the drainage in-lieu fee of $5000/acre for the increase of impervious surfaces. (roof tops/parking)
   c. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
   d. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department if an extension of a main is required.
   e. Prior to construction, Owner’s Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to NLR Planning Department.

3. Meet the requirements of Community Planning, including:
   a. Building must meet all established setbacks.
   b. Provide the standard requirements of Zoning and Development Regulations.
   c. All exterior lighting shall be shielded and not encroach onto neighboring properties.

4. Meet the requirements of the Master Street Plan, including:
   a. Repair or replace all sidewalks and ramps to ADA standards and City standards.
   b. Repair or replace all curbs to City standards.

5. Meet the requirements of the Screening and Landscaping ordinance, including:
   a. All disturbed areas are to be sodded, fertilized, watered and mulched.
   b. Provide automated underground irrigation to all required trees and shrubs.
   c. Provide street trees 40’ on center along Moss and West 16th.

6. Meet the following requirements concerning signage:
   a. All signs require a permit and separate review.
   b. No pole sign permitted.
   c. No electronic changeable copy sign permitted.

7. Meet the requirements of the Fire Marshal, including:
   a. Provide an approved fire protection plan.
   b. Meet Fire Marshal’s requirements on fire hydrant location.
   c. Building construction should meet the requirements of the 2012 Arkansas Building Code.

8. Meet the requirements of CAW, including:
   a. All CAW requirements in effect at the time of request for water service must be met.
   b. If there are facilities that need to be adjusted and/or relocated, contact CAW. That work will be done at the expense of the developer.
   c. Meet CAW requirements for RPZ, private facilities, fire sprinkler systems, meter size, and meter location.
   d. Approval of plans by AR Dept of Health Engineering Division is required.
   e. Proposed water facilities will be sized to provide adequate pressure and fire protection.

9. Meet the requirements of NLR Wastewater, including:
   a. Label manhole rim and invert elevations.
   b. Sanitary sewer main in 6” rather than 8”.
   c. A complete set of drawings for development must be submitted to NLR Wastewater.
   d. Approval of plans by AR Dept of Health Engineering Division is required.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (8) affirmative votes.
1. Before plat is signed, the demolition of the existing office building must be complete. Planning cannot sign a plat where an existing building is divided by a newly created lot split.

2. Before plat is signed, provide City Council Ordinance abandoning existing access easement & utility easement.

3. Engineering requirements before the plat will be signed:
   a. Pay the drainage in-lieu fee of $5000/acre for commercial development instead of providing onsite detention.
   b. Entrance / exit to E. McCain Blvd to meet City Engineer’s requirements.
   c. Provide 50’ ROW dedication from center line of McCain Blvd. to property line, and provide 30’ pavement from center line of McCain Blvd. to property.
   d. Provide 35’ ROW dedication from center line of Smokey Lane to property line, and provide 20’ pavement from center line of Smokey Lane to property.
   e. Street improvements must be approved by City Engineer and accepted by City Council.
   f. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk) or a performance bond.
   g. Provide 25’ property line corner radius.
   h. Show a minimum 25’ radii for the driveways on the site plan.
   i. Note: approval of final plat shall not be deemed as acceptance of any street or other dedications shown on the plat for long-term maintenance by the city. Owner shall submit for dedication approval to city council at the end of construction. A 2 year maintenance bond, valued at 50% of the improvements, is required.

4. Planning requirements before the plat will be signed:
   a. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
   b. Pay for street trees or provide a bond.
   c. Provide 50 ft ROW dedication along McCain Blvd as shown.
   d. Provide half of 70 ft ROW dedication for Smokey Ln. Show centerline on Smokey Ln.
   e. Provide 25’ access easement on plat with lots 1 & 2 as shown.
   f. Provide 10’ utility easements around property perimeter.

5. Permit requirements/approvals submitted before a building permit will be issued:
   a. A signed and recorded plat must be on file with the Planning Department.
   b. A Pre-Construction meeting must be scheduled with the City Engineer for any projects that require work within street ROW.
   c. Provide CNLR Grading Permit application to City Engineer with grading plans.
   d. Provide CNLR Stormwater Permit application to City Engineer with 11" X 17” erosion control plan showing silt fence, storm inlet protection, and drainage details.
   e. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
   f. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department.
   g. Prior to construction, Owner’s Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to NLR Planning Department.
   h. Prior to construction, Owner’s Architect/Engineer shall submit digital maps for all stormwater drainage features in an ArcGIS or AutoCAD file to the City Engineer. The digital maps shall be natively in State Plane coordinate system, Arkansas North Zone, North American Datum 1983, units as feet; or the map must have sufficient points for georeferencing. The associated attribute data table from the submitted file shall match the fields contained within the “SW Attribute Data Entry Template.xlsx” as provided by City Engineering Department. All Control, Linear, and Junction map features will be annotated by a unique identifier that will correspond to the same unique identifier in
the “SW Attribute Data Entry Template.xlsx” or GIS attribute table. Data for each attribute column in the “SW Attributed Data Entry Template.xlsx” file shall be chosen from the drop-down options of each cell, or chosen as “Other” (if not listed) and described in the comments field. At the completion of the project, As-Builts of these shapefiles in ArcGIS or AutoCAD format, along with associated attribute data table, shall be submitted to the City Engineer.

6. Meet the requirements of the City Engineer, including:
   a. Prior to any excavation/street cuts within street ROW, provide CNLR Excavation Permit to City Engineer and Barricade Plan Permit to NLR Traffic Services.
   b. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.
   c. At the end of construction, Owner/Developer shall have a Professional Engineer, licensed in the State of Arkansas, certify that all street and stormwater improvements in conjunction with this subdivision and/or the proposed development have been inspected and constructed in accordance with the approved plans and meet all City of North Little Rocks Standard Specifications.

7. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. Provide dumpster location.
   c. Label dumpster as having masonry screening.
   d. Provide landscaping on west side of dumpster.
   e. No fence is to be within a front building line.
   f. All exterior lighting shall be shielded and not encroach onto neighboring properties.

8. Meet the requirements of the Master Street Plan, including:
   a. Provide 5' sidewalks and ramps with a minimum of 5' green space between sidewalk and curb to ADA standards and City standards.
   b. Provide ½ street improvements.
   c. Provide ½ of 40 paving on Smokey Ln.
   d. Provide ½ of 70 ft ROW dedication for Smokey Ln. Show on Plat.

9. Meet the requirements of the Screening and Landscaping ordinance, including:
   a. All disturbed areas are to be sodded, fertilized, watered and mulched.
   b. Provide automated underground irrigation to all required trees and shrubs.
   c. Provide 4 street trees along McCain Blvd.
   d. Provide 9 street trees along Smokey LN
   e. Provide 7 parking lot shade trees.
   f. Parking lot shade trees must be located within the parking lot or a maximum distance of 10’ from the edge of the parking lot.
   g. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
   h. Provide 6 foot front yard landscape strip between property line and paving.
   i. Provide 4 foot side yard landscape strip between property line and paving.
   j. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

10. Meet the following requirements concerning signage:
    a. All signs require a permit and separate review.
    b. Provide sign location on site plan.
    c. No pole sign permitted.
    d. Label sign as a monument sign.
    e. No electronic changeable copy sign permitted due to distance to stop light.

11. Meet the requirements of the Fire Marshal, including:
    a. Provide an approved fire protection plan.
    b. Meet Fire Marshal’s requirements on fire hydrant location.
    c. Current hydrant is sufficient.
    d. If occupant load exceeds 100, a sprinkler system will be required.
    e. Plans will need to be submitted along with fee to verify exhaust hood suppression system.
f. Fire hydrants to be within 400 feet of all areas of building.

12. Meet the requirements of CAW

13. Meet the requirements of NLR Wastewater, including:
   a. Please add 15’ sanitary sewer easement with the sewer main centered in the easement. See attached map for approximate location of the sewer main.
   b. Service line material shall be SDR 26 PVC installed in 6” envelope of ¾” washed rock. Please label service line size and material on the plans.
   c. A concrete sampling manhole is required on the effluent side of the grease interceptor. Please add to the plans.
   d. Please remove dumpster enclosure drain or meet all of the following requirements.
      i. Area must be covered by a roof.
      ii. Minimum 4” berm around the drain
      iii. Positive drainage away from berm
   e. Please make submittal to NLRW for review and approval.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (8) affirmative votes.

SD2019-14  Northshore Business Park, Block 9, Lot 21RR (SPR of a building addition at 5440 Northshore Dr.)

1. Permit requirements/approvals submitted before a building permit will be issued:
   a. A signed and recorded plat must be on file with the Planning Department.
   b. Stormwater detention plan or in-lieu fee not required as there is no increase in impervious surface area.
   c. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
   d. Prior to construction, Owner’s Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.

2. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. No fence is to be within a front building line.
   c. All exterior lighting shall be shielded and not encroach onto neighboring properties.

3. Meet the requirements of the Master Street Plan, including:
   a. Sidewalks not required due to location in industrial subdivision.

4. Meet the requirements of the Screening and Landscaping ordinance, including:
   a. All disturbed areas are to be sodded, fertilized, watered and mulched.
   b. Provide automated underground irrigation to all required trees and shrubs.
   c. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

5. Meet the following requirements concerning signage:
   a. All signs require a permit and separate review.
   b. No pole sign permitted.
   c. No electronic changeable copy sign permitted.

6. Meet the requirements of the Fire Marshal, including:
   a. Provide an approved fire protection plan.
   b. Meet Fire Marshal’s requirements on fire hydrant location.
c. Fire hydrants to be within 400 feet of all areas of building.
d. Provide all weather access to three sides of the building.
e. All exterior portions of a building must be within 150’ of a FD access road.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (8) affirmative votes.

SD2019-15 Park Hill Addition, Block 200, Lots 68AR & 68BR (Replat of residential lots)

1. Engineering requirements before the plat will be signed:
   a. Provide dedicated ROW of 25’ from centerline of Hickory Ave

2. Planning requirements before the plat will be signed:
   a. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
   b. Label ROW for Hickory and McCain.
   c. Provide 20 ft. cross access easement on plat with abutting property as shown.
   d. For lot 68AR, add 20 ft setback on north side and 8 ft building setback on east side.
   e. For lot 68 BR, show 25 ft front, 25 ft. rear, and 8 ft side yard setbacks.
   f. Provide 5 ft utility easement on east property line as shown.

3. Permit requirements/approvals submitted before a building permit will be issued:
   a. A signed and recorded plat must be on file with the Planning Department.

4. Meet the requirements of the City Engineer, including:
   a. Prior to any excavation/street cuts within street ROW, provide CNLR Excavation Permit to City Engineer and Barricade Plan Permit to NLR Traffic Services.
   b. At the end of construction, Owner/Developer shall have a Professional Engineer, licensed in the State of Arkansas, certify that all street and stormwater improvements in conjunction with this subdivision and/or the proposed development have been inspected and constructed in accordance with the approved plans and meet all City of North Little Rocks Standard Specifications.

5. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.

6. Meet the requirements of the Master Street Plan, including:
   a. Provide 5’ sidewalks and ramps with a minimum of 5’ green space between sidewalk and curb to ADA standards and City standards or provide a signed waiver.

7. Meet the requirements of the Fire Marshal, including:
   a. Provide an approved fire protection plan.

8. Meet the requirements of NLR Wastewater, including:
   a. Sanitary sewer easement encompassing the sanitary sewer main required as shown on drawing.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (8) affirmative votes.
SD2019-16  The Meadows at Ashley Downs, Lot 1 (Preliminary Plat of a residential lot near the corner of Colonel Maynard Rd. & Upper Steele Bend Rd.)

1. Engineering requirements before the plat will be signed:
   a. Provide ½ street improvements for Colonel Maynard. The Master Street Plan Pavement Width requirement is 38’ and the existing pavement width is 24’. Therefore, provide 19’ pavement width from centerline of Colonel Maynard along the 200.08 linear feet portion of Colonel Maynard fronting the newly platted lot.

2. Planning requirements before the plat will be signed:
   a. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
   b. Provide 10’ utility easements around property perimeter as shown.

3. Permit requirements/approvals submitted before a building permit will be issued:
   a. A signed and recorded plat must be on file with the Planning Department.

4. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.

5. Meet the requirements of the Master Street Plan, including:
   a. Provide 5’ sidewalks and ramps with a minimum of 5’ green space between sidewalk and curb to ADA standards and City standards.
   b. Provide ½ street improvements.
   c. Provide half of 38 ft paving.

6. Meet the requirements of the Screening and Landscaping ordinance, including:
   a. All disturbed areas are to be sodded, fertilized, watered and mulched.
   b. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

7. Meet the requirements of the Fire Marshal, including:
   a. Provide an approved fire protection plan.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (8) affirmative votes.

Public Hearings:

1. Conditional Use #2019-8
   To allow tire shop and an auto detail business in a C-4 zone located at 923 E. Broadway St.

   Chairman Clifton asked if the applicant was present.

   Larry Carpenter approached the stand and stated his name. He stated that he was a Little Rock resident and NLR business owner at 121 S Buckeye St. He stated that he has decided that he wants to buy property on Broadway to help bring additional value to the area.

   Chairman Clifton stated that the applicant met with the Design Review Committee. He asked Mr. Carpenter if he agreed to all conditions of development stated in the meeting.

   Mr. Carpenter was in agreement with the terms of development.
Mr. Chambers that in addition to the conditions noted in the agenda, the Design Review Committee added two conditions, which the applicant agreed to. The first condition added is beginning at 60 feet along the Northwest property line and continuing for 60 feet, the owner will install an arrow green hedge or opaic fence to screen the shipping containers that are proposed for storage behind the primary building. The second condition that was added is that the applicant will make the East side of the East shipping container conform to the primary building by using metal, hardy board, effis, or other material so it looks a lot less like a storage container.

Chairman Clifton stated that he thought that they did not restrict the exterior to just the East side. He thought it was agreed for the whole shipping container.

Mr. Chambers stated that you cannot see it once it is screened from the West and that is why is was only pertaining to the East side of the container.

Mr. Carpenter brought forth a drawing to clarify.

Chairman Clifton asked for the other Design Review Committee members’ interpretation of the covering of the storage container.

Mr. Foster stated that both ways were discussed but he agrees with Mr. Chambers.

Mr. Dietz also agreed with Mr. Chambers.

Chairman Clifton apologized for the confusion. He asked for any additional comments for the audience or commissioners.

Mr. White stated that the request hours of operation was until midnight. He asked if it was normal for a tire shop to be open until midnight.

Mr. Carpenter stated that he does not necessarily think that he will be open until midnight, but wanted to leave the option open to be open late hours, since Taco Bell is next door and has late hours of operation.

Mr. Chambers stated that they mitigated the shipping containers to set a president in case someone in the future wants to apply for a similar use, so the shipping containers won’t be as obvious on the property.

Chairman Clifton asked for a roll call to vote.

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Conditional Use #2019-8 was approved with (8) affirmative votes.

2. Special Use #2019-5
   To allow a storage building sales business in a C-4 zone located at 1815 E. Broadway St.

Chairman Clifton stated that the applicant was present.
Steve Forester approached the stand. He stated the he is representing Burnett’s Affordable Buildings. We would like to put a lot in North Little Rock. The biggest concern is how close can get to the sidewalk.

Chairman Clifton stated that the Subdivision Committee met and have recommended a 20 foot setback for these buildings from the existing fence. He stated that the applicant is proposing to do six feet from the existing fence to where he places the building. He asked Mr. Forester to explain why he needs 6ft setback versus the 20 foot setback.

Mr. Forester stated that he doesn’t necessarily need the six foot, except the gates are three feet which leaves three feet for anyone coming by the shop looking also. He wants it close to the fence for display. Also, there is a gate on each side 20 feet and the trucks are 40 to 50 feet, most are 40 feet. By putting the building closer to the fence. He believes that it will give the drivers more room to turn around and also enter and exit the site. Also, it would help protect the buildings and other drivers around the property. He states that six feet is not necessary. He said he can go back 10 feet and still be able to allow room for truckers to turn around. He states that his biggest concern is that if he splits the difference he would not have enough room for the drivers.

Chairman Clifton stated that the building setback on East Broadway is 40 foot. The board believes the fence is setting on the building line now. He states if he is required a 40 foot setback from the fence, then the applicant would definitely have a hardship. The Design Review Committee agreed that a 20 foot setback would allow him sufficient room to safely get the trucks in and out of the property and still look better than the building right on the building line.

Mr. Chambers asked if the committee would vote on the setback separately. So that it will not be pass or fail on the entire issue.

Chairman Clifton stated that they would need to vote on the application with the exclusion of condition one.

Mr. Spencer states that you want to have approval of the use before you approve the distance.

Chairman Clifton said to accomplish what Mr. Chambers wants to do, the 20 foot setback could be put into condition one and voted on. But if you want to vote for the applicant than you would turn that down. He stated that the committee would need to vote on the application without a distance in number one and put the figure in number one after the vote.

Mr. Mosley stated that it would work but if the committee entered a 20 foot setback, would the applicant still interested.

Chairman Clifton asked the applicant if he would be okay with 20 foot. If not, you could take it to City Council and that committee could override the recommendation of the Planning Commission to get the six foot setback.

Mr. Burnett stated that if he moved the building back 20 feet, then the gate on the Plum St. side would not be useful for a safe entrance and exit.

Chairman Clifton questioned that if the applicant removes the building in the corner of the lot, would the applicant have enough room?
Mr. Burnett stated that he is concerned if he moves his buildings back 20 feet that will only leave the drivers on 40 foot to make the turn. Also, if he sets the buildings back will his sales people be able to see people out in front of those buildings.

Mr. Mosley stated that the setback requirement is to protect human welfare. He believes that the committee has already given a 20 foot setback instead of 40 foot. He questions the applicant if he would really accept the 20 foot setback offer.

Mr. Burnett stated that the 6 foot setback was not mandatory for him to accept the conditions.

Mr. Chambers stated that this is a recommending body and it is not the end of the line. He states that no matter the outcome of the vote, the applicant will still have to go to City Council for final approval.

Ms. Belasco asked if it needs to be clarified if the applicant is wanting 20 foot off Broadway of 20 foot off the back of the property.

Chairman Clifton affirmed that it is 20 foot off of Broadway from front fence.

Mr. Elswick came to the podium and stated that he is the owner of the property. He stated that if Mr. Burnett is given the six foot setback, he would still be further from Broadway than the neighboring properties.

Chairman Clifton stated that the existing building is no further than 10 foot off of Broadway after Broadway was widened. He questioned if any committee member would be willing to amend the application to a 10 or 15 foot setback instead of the 20 foot setback.

Mr. Foster stated that the committee is only adding 14 feet to the requested six foot setback.

Chairman Clifton stated that they would input 20 feet into condition one. He asked if there are any questions or concerns from the audience of committee.

Mr. White questioned who is going to regulate the setback. He questioned if someone was going to measure the setback. He states that it is a code issue but code will not do that. He states that his main concern is the safety of his drivers. He stated that he would be okay with a 15 foot setback if it is going to make it easier and safer for the drivers.

Mr. Foster asked Mr. Phillips if he thinks should be the appropriate setback.

Mr. Phillips stated that he believes the 15 foot setback would be safer than the 20 foot setback.

Chairman Clifton asks for the committee to make a motion.

A motion was moved and seconded to word the condition as 15 foot setback from a 20 foot setback.

Chairman Clifton asked for a roll call.

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The recommendation was approved with (8) affirmative votes.

Mr. Foster stated that the conditions go with the applicant, not the land.

Chairman Clifton asked for a roll call vote on the amended application.

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Special Use #2019-05 was approved with (8) affirmative votes.

**Public Comments/Adjournment:**

Chairman asked if there are any other comments.

Mr. White expressed his concern about the North Hills apartments with erosion and wetlands.

Mr. Spencer stated that they have gotten permission for everything they are doing now. Engineering may have been presenting with something but Planning was not. He stated that he believes they are planning to expand on the North side of the property.

Mr. White stated that the side of the freeway is eroding now. He is worried if they fill in the surrounding wetlands due to causing potential flooding.

Chairman stated there is a Redwood tunnel under the freeway to help with drainage.

Mr. Spencer stated that he would get the answer from the City Engineer what his involvement with this project.

Mr. Chambers stated that if the tunnel was cleaned out it would not be able to handle the water drainage.

Mr. White stated that it was fixed the first time it eroded but now it keeps eroding.

The committee elaborated on the situation.

The meeting was adjourned at 4:37 PM.