**MINUTES OF MEETING OF THE BRENTWOOD PLANNING COMMISSION**

**BRENTWOOD, TENNESSEE**

The regular meeting of the Brentwood Planning Commission met on Monday, March 3, 2020 at 7:00 p.m. at Brentwood City Hall.

Present at roll call were Chairman Janet Donahue, Commissioner Ken Travis, Preston Bain, Chris Clark, Carol Crigger, Michael Kaplan, John Magyar, Brandon Oliver, Stevan Pippin and Sonna Robinson. Staff present were Jeff Dobson, Kirk Bednar, Jay Evans, Kristen Corn, Mike Harris, Darek Baskin, Lori Lange, Todd Petrowski and Allison Henry.

Commissioner Travis moved for approval of the minutes from the February 3, 2020 meeting as written; seconded by Mr. Kaplan. Motion passed unanimously.

**CONSENT AGENDA**

Item 1: **BPC2002-002 Building Elevations – Scissors & Scotch, Hill Center Brentwood, 205 Franklin Road, Building D-1, Suite 120, Zoning C-2**

Slaggie Architects, Inc. requested approval of revised building elevations for Scissors & Scotch to be located in Suite 120, Building D-1 in Hill Center Brentwood. The proposed elevations included: Black porcelain tiles, black aluminum wall panel system, and a black aluminum storefront system. Wall signage and a blade sign are also being proposed.

Staff recommended approval of the proposed revised building elevations subject to the following conditions:

1. Additional Public Works Project Fees may be required.
2. A site plan shall be vested for a period of three years from the date of the original approval.
3. Add the following note to the site plan;

This site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on March 2, 2023, unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.

1. When the construction authorized pursuant to a site plan is not completed within three years from the date of initial approval, but the applicant desires to complete the project proposed for the site, the plan as initially approved for the project or as amended shall be considered a preliminary site plan. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final site plan within the three-year vesting period following approval of the preliminary site plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
4. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
5. Deviations from the approved plan in the development of a project or the failure to satisfy any standard requirements or special conditions of approval imposed by the planning commission will be considered a violation of the provisions of the Zoning Ordinance, which shall be subject to punishment as provided in Section 1-9 of the Brentwood Municipal Code. The City may also require the applicant to appear before the Planning Commission to address any deficiencies or unapproved modifications. The project may also be subject to delays in issuance of permits, certificates of occupancy, recordation of plats or other project approvals.
6. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
7. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
8. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on March 2, 2020 . Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 2: BPC2002-003 Hillside Overlay Review - Morgan Farms Subdivision, Section Six, Lot 204, 1876 Barnstaple Lane, Zoning OSRD

Drees Premier Homes requested approval of a Hillside Protection Overlay site plan for Lot 204 located at 1876 Barnstaple Lane. The builder will be required to install a residential sprinkler system in accordance with the technical requirements of the HP Overlay.

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| **1876 BARNSTAPLE LANE – MORGAN FARMS** | |
| Lot Area (sf) | 27,802 sf |
| Total Area of Home (sf) | 6,168 sf |
| Heated Area (sf) | 4,901 sf |
| Impervious Area (sf) | 7,127 sf |
| Green Space Provided (%) | 74.9% |
| Green Space Required (%) | 40% |

The plans included brick in a “sandrock” color and gray stone as well as grey and white hardi-plank accents.

Staff recommended approval of the proposed Hillside Protection Overlay Site Plan for Lot 204 of the Morgan Farms Subdivision, to include the required residential sprinkler system, subject to the following conditions:

1. The property owner or fire sprinkler contractor shall field verify pressure and flows before design/construction of sprinkler system.
2. A geotechnical study is required for HP designated lots.
3. Add the driveway color note to all appropriate sheets of the plan.
4. A Hillside Protection Overlay site plan shall be vested for a period of three years from the date of the original approval.
5. Add the following note to the Hillside Protection Overlay site plan;

This site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on March 2, 2023, unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.

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2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
4. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees.
5. Complete plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
6. Deviations from the approved plan/plat in the development of a project or the failure to satisfy any standard requirements or special conditions of approval imposed by the planning commission will be considered a violation of the provisions of the Zoning Ordinance, which shall be subject to punishment as provided in Section 1-9 of the Brentwood Municipal Code. The City may also require the applicant to appear before the Planning Commission to address any deficiencies or unapproved modifications. The project may also be subject to delays in issuance of permits, certificates of occupancy, recordation of plats or other project approvals.
7. Complete plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
8. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
9. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on March 2, 2020. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 3: BPC2002-004 Hillside Overlay Review – Morgan Farms Subdivision, Section Six, Lot 205, 1878 Barnstaple Lane, Zoning OSRD

Drees Premier Homes requested approval of a Hillside Protection Overlay site plan for Lot 205 located at 1878 Barnstaple Lane. The builder of the home will be required to install a residential sprinkler system in accordance with the technical requirements of the HP Overlay.

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| **1878 BARNSTAPLE LANE – MORGAN FARMS** | |
| Lot Area (sf) | 28,648 sf |
| Total Area of Home (sf) | 7,265 sf |
| Heated Area (sf) | 5,318 sf |
| Impervious Area (sf) | 6,872 sf |
| Green Space Provided (%) | 77.1% |
| Green Space Required (%) | 40% |

The plans included shadow gray brick and taupe stucco as well as espresso and white trim.

Staff recommended approval of the proposed Hillside Protection Overlay Site Plan for Lot 205 of the Morgan Farms Subdivision, to include the required residential sprinkler system, subject to the following conditions:

1. The height of the proposed house cannot exceed 52 feet or 3 stories as defined in Section 78-184(15) of the Municipal Code.
2. The property owner or fire sprinkler contractor shall field verify pressure and flows before design/construction of sprinkler system.
3. Show the basement and add basement coverage to the appropriate tables on all sheets.
4. Add a swale to each side of driveway (back of curb and top of wall) along with a 2-foot shoulder at the back of curb.
5. A geotechnical study is required for all HP designated lots.
6. Provide a retaining wall design for staff review.
7. Add driveway color note to all appropriate sheets of the plan.
8. A Hillside Protection Overlay site plan shall be vested for a period of three years from the date of the original approval.
9. Add the following note to the Hillside Protection Overlay site plan:

This site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on March 2, 2023, unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.

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6. Deviations from the approved plan/plat in the development of a project or the failure to satisfy any standard requirements or special conditions of approval imposed by the planning commission will be considered a violation of the provisions of the Zoning Ordinance, which shall be subject to punishment as provided in Section 1-9 of the Brentwood Municipal Code. The City may also require the applicant to appear before the Planning Commission to address any deficiencies or unapproved modifications. The project may also be subject to delays in issuance of permits, certificates of occupancy, recordation of plats or other project approvals.
7. Complete plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
8. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
9. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on March 2, 2020. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Mr. Oliver moved for approval of the items on the Consent Agenda. Seconded by Ms. Crigger; motion was approved unanimously.

# REGULAR AGENDA

**Item 1:** **PLANNING COMMISSION REVIEW AND RECOMMENDATION OF ORDINANCE 2020-02 - AN ORDINANCE TO AUTHORIZE THE ACQUISITION OF 52 (+/-) ACRES LOCATED ON OLD SMYRNA ROAD THROUGH APPROVAL OF A CONTRACT FOR SALE OF REAL ESTATE AMONG SENSING ENTERPRISES (“SELLER”), THE CONSERVATION FUND (“PURCHASER”), AND THE CITY, AND BY ACCEPTANCE OF ASSIGNMENT OF THE CONSERVATION FUND’S OBLIGATIONS AS PURCHASER UNDER SAID AGREEMENT**

Ordinance 2020-02 authorized the purchase of 52 (+/-) acres of land, which is a portion of the Windy Hill Farm, located south of Old Smyrna Road at its intersection with Jones Parkway.

Passive public park uses are proposed, to would include bike and pedestrian trails, a playground, and open natural areas and associated uses such as bathroom facilities. Development of athletic fields for organized sports activities would be prohibited by the agreement and lighting would be limited to parking areas and consistent with dark sky requirements.

The ordinance will authorize the City to enter into a “Contract for Sale” with Sensing Enterprises and The Conservation Fund (TCF). It will also authorize the City's acceptance of the assignment of TCF obligations as Purchaser pursuant to the Contract.

The property is currently used for agricultural purposes and includes the Windy Hill home which was built in ca 1825 and is listed on the national historic register.

The Sensing family is planning to place the remaining 38 acres +/- not under consideration for purchase by the City in a conservation easement and market that property to a third party for continued use as a residential home and associated farming activities. Staff and the family have been working with representatives of TCF, a national nonprofit organization committed to land preservation and facilitating acceptable agreements between interested parties.

Staff believed that a fair and acceptable agreement for all parties is in place to allow this land purchase to move forward. The proposed land acquisition is in keeping with the policy goals in the Brentwood 2030 Plan for development of a park in this currently underserved area of the City and, if approved, would increase the amount of City owned park land from 966 acres to 1,018 acres (1.6 square miles). The park would be directly accessible to over 1,900 homes in the area.

The purchase will allow the City to undertake this important project with no property tax increase while maintaining a strong financial position for the General Fund.

If the purchase is approved, the City will assume some initial costs associated with basic property upkeep estimated at $15,000 annually, plus some one-time costs in FY 2021 for fencing and boundary landscaping. It is expected that full development of the property as a park will not occur for several years given other capital improvement priorities over the next few years.

TCA 13-4-104 required the Planning Commission to formally review and approve the park location. However, the law provided that the Board of Commissioners may overrule the Planning Commission’s decision to disapprove the proposed park. The formal rezoning of the property will occur at some point in the future.

The Ordinance was approved on first reading on February 24th, the proposed plan will be presented to the Park Board and Planning Commission at their March 2nd meetings for formal review and recommendations to the City Commission. Second and final reading is scheduled for March 9, 2020. Closing on the land is scheduled to occur on or before June 24, 2020.

Citizen Comments:

Brent Jacobs, 505 Stella Vista Court

Mr. Pippin moved to forward a recommendation of approval of Ordinance 2020-02 to the Board of Commissioners. Mr. Magyar seconded; motion was approved unanimously.

**Item 2:** **BPC2002-001 Limited Duration Event – Nashville Golf Open, Nashville Golf and Athletic Club, 1703 Crockett Springs Trail, Zoning OSRD/R-1**

NGO Snedeker Foundation, LLC requested approval of the fifth in a series of the Nashville Golf Open to be played at the Nashville Golf and Athletic Club (NGAC). This event is scheduled from April 27th through May 3, 2020. Tour Vision Promotions previously negotiated a five-year agreement with the Club, running through 2020.

The event operates under a 501c3 non-profit organization, with the Snedeker Foundation acting as the title sponsor for the event.

Net proceeds from the tournament will benefit The First Tee of Middle Tennessee, a regional youth life skills program operated by the Tennessee Golf Foundation, a charitable organization. It will also benefit the Snedeker Foundation.

A professional practice day is scheduled on April 27th and the Pro-Am on April 30th. The tournament begins on April 30th and continues through May 3rd. Transportation to the events from the off-site parking lots begins at around 6:00 a.m.

Off-site parking will be provided through the week at Holy Family Catholic Church. On the weekend (May 2nd & 3rd) off-site parking will be available at Ravenwood H.S., (1,251 spaces available). Brentwood Police will assist with ingress/egress at Ravenwood. Finally, Off-site parking will be provided for the Pro-Am on April 29 at Journey Church.

Each resident living on Andrew Crockett Court will receive a packet offering a schedule of activities and times, passes to the event, and a car lanyard for their vehicles to make sure they are afforded quick and easy access to their homes.

Several temporary structures including tents, equipment and vender trucks, will be set up around the course to support the event. Most of the temporary structures will be in the area around the existing clubhouse.

Mr. Kaplan moved for approval of the proposed limited duration event to be conducted from April 27th through May 3rd subject to the following conditions being met to the satisfaction of staff:

1. Appropriate off-site directional signage, on behalf of the City, per Sec. 78-419(e), to be funded by the tournament, may be permitted to assist spectators in locating the off-site parking lots. The wording used on the signs shall be approved in advance by City staff.
2. A representative from the event shall coordinate with the residents who live within the subdivision.
3. Beer permits must be approved by the City Commission. Application must be received on or before April 1st, for review by the City commissions on April 22nd.
4. The applicant shall submit plans for the event to staff from review and approval by the Planning Commission annually.
5. The event organizers shall coordinate the event with Planning and Codes, Police and Fire Department personnel.
6. Provide a schedule of the setup of the temporary structures. Planning and Codes Department staff must inspect all temporary structures, especially those that will be provided electricity before the event begins. Staff shall also be provided access to the site before and during the event.
7. All ingress and egress points must remain clear and accessible for emergency services at all times during the event.
8. Generators and lights shall be placed so as to lessen their impact on adjacent neighbors.
9. Provide specifications for the generators that are to be used. Include operating noise levels. Indicate if they are gas or diesel fueled. Also include the noise levels for the refrigeration units that may be mounted on vender trailers.
10. Crockett Springs Trail and Andrew Crockett Court are publicly maintained streets. There shall be no temporary improvements located with the right-of-way of these streets.
11. If access/use of Rue de Grande, a private street is proposed, permission must be granted in advance by the Crockett Springs, Phase I Homeowners Association.
12. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees.
13. Complete plans shall be submitted to the Planning and Codes Department for review, approval and issuance of the required permits before any work is begun. Additionally, all required electrical permits, issued by the State of Tennessee must be received before any work is begun.
14. Deviations from the approved plan/plat in the development of a project or the failure to satisfy any standard requirements or special conditions of approval imposed by the planning commission will be considered a violation of the provisions of the Zoning Ordinance, which shall be subject to punishment as provided in Section 1-9 of the Brentwood Municipal Code. The City may also require the applicant to appear before the Planning Commission to address any deficiencies or unapproved modifications. The project may also be subject to delays in issuance of permits, certificates of occupancy, recordation of plats or other project approvals.
15. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
16. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on March 2, 2020. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Mr. Oliver seconded; motion was approved unanimously.

**Item 3:** **BPC2002-005 Revised Preliminary Plan – Bella Collina Subdivision, FKA – Morgan Property, 9634 Concord Road, Zoning R-2**

Ragan Smith Associates requested approval of a revised preliminary plan for The Bella Collina Subdivision. The proposed plan showed eight lots on approximately 17.71 acres. The plan proposed the following changes:

1. Identification of the existing historic Primm-Padgett Cemetery on Lot Eight, with a label that references its relocation;
2. The cemetery will be relocated to the front of proposed Lot Three near Concord Road;
3. Addition of subdivision entrance gates, restricting access to the driveway easement for lots one thru seven. Lot Eight will be served by its own driveway to Concord Road;
4. Adjustments in the areas of a few of the lots;
5. Application of a waterway natural area along the eastern boundary of the project;
6. The area of the open space as shown on the previously approved plan was 1.32 acres;
7. The area of the open space on the proposed plan is 2.02 acres, which can be attributed to the addition of the waterway natural area on the eastern side of the project, and
8. A location for the Cluster Box Units as required by the USPS for mail delivery.

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| Lot | ACRES | ACRES |
| 10/1/2018 | 2/3/2020 |
| 1 | 2.01 | 2.02 |
| 2 | 2.00 | 2.00 |
| 3 | 2.01 | 2.00 |
| 4 | 2.02 | 2.02 |
| 5 | 2.01 | 2.01 |
| 6 | 2.02 | 2.00 |
| 7 | 2.04 | 1.63 |
| 8 | 2.28 | 2.01 |
| OPEN SPACE | 1.32 | 2.02 |
| TOTAL PROJECT AREA | 17.71 | 17.71 |

Article 6.9(5) of the Brentwood Subdivision Regulations required that subdivision entry gates be fitted with a standard system acceptable to the City for operation in emergency situations. The preferred method of entry is access provided using mobile radios. A manual method for access shall also be provided.

Lots four thru eight were labeled to require a residential sprinkler system, due to their distance from a public street

The plan that was originally approved on October 1, 2018 did not show the location of the Primm/Padgett Cemetery located within the building envelope on Lot Eight. At least 15 graves and two depressions have been identified within the cemetery. The developer proposed to relocate the cemetery to the front of Lot Three.

Article 3.5(6) of the Subdivision Regulations required the developer to identify the location on the proposed preliminary plan of “all significant historic and archeological features and structures located on the affected property or within 500 feet of the boundary of the affected property.”

State law allowed for the relocation of grave sites, per TCA 46-4-101et seq. The City had no oversight in this process.

Petitions to relocate remains from a cemetery must be provided to the Tennessee Historical Commission regarding the proposed relocation for publish on their web site.

Citizen Comments:

Kathie Greaves, 9525 O’Hara Drive

Mr. Oliver moved for approval of the proposed revised preliminary plan subject to the following conditions being met to the satisfaction of staff:

1. No grading or site work shall be commenced on the project until the relocation of the Primm-Padgett cemetery has been approved through the Chancery Court.
2. Per Section 78-165 of the Municipal Code, no accessory buildings will be allowed for lots that are less than two acres in size. Add this note to the plan.
3. Correct the front M.B.S.L. for Lot 7 on sheet L1.0.
4. Remove the revision notes from the plan.
5. The proposed gate shall be equipped with the “Click 2” entry system installed for emergency access. Consult with the Fire Marshal for details.
6. Approval from TDOT is required for driveway access.
7. A preliminary plan shall be vested for a period of three years from the date of the original approval.
8. Add the following note to the preliminary plan;

This site plan is subject to a three-year vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  If construction is not completed during the first three years, the original site plan is considered a preliminary site plan and the applicant must obtain approval of a final site plan. Development of the property shown on this plan may be subject to standards other than those that were applicable during the vesting period.  The Initial vesting period for this plan expires on October 1, 2021, unless extended by the City of Brentwood.  Persons relying on this plan after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.

1. When the construction authorized pursuant to a site plan is not completed within three years from the date of initial approval, but the applicant desires to complete the project proposed for the site, the plan as initially approved for the project or as amended shall be considered a preliminary site plan. If the applicant secures all necessary permits, commences site preparation and obtains approval of a final site plan within the three-year vesting period following approval of the preliminary site plan, then the vesting period shall be extended an additional two years beyond the expiration of the initial three-year vesting period. During the two-year extension, the applicant must commence construction and maintain any necessary permits to remain vested.
2. If necessary permits are maintained and construction, as defined by Section 78-43, has commenced by the end of the two-year extension, then the vesting period shall remain in effect until the Planning and Codes Department has certified final completion of the project, provided the total vesting period shall not exceed ten years from the date of approval of the preliminary site plan.
3. If the construction authorized pursuant to a site plan is completed within three years from the date of approval, the site plan shall then be considered the final site plan for the project.
4. The property owner is responsible for all development fees including water and sewer service and tap fees, building permit fees and Public Works Project Fees. The required fees shall be used for future infrastructure related improvements required by the proposed development.
5. Add the following Grinder Pump note to the plat:

The developer/owner shall furnish the City, for all designated lots with pressurized grinder pump sewer the cash equivalent of $1,900 per pump for each lot subject to the determination of the Water Services Director. The cash equivalent is required to minimize the replacement expenses in the future (7-10 years). Payment for replacement of the grinder pumps must be made at the time of the signing of the final mylar. This requirement is consistent with Section 70-132 of the Municipal Code.

1. Applicable security is necessary for all required improvements in accordance with the requirements of Article Eight of the Brentwood Subdivision Regulations. The security shall be provided before the final plat may be recorded.
2. Deviations from the approved plan in the development of a project or the failure to satisfy any standard requirements or special conditions of approval imposed by the planning commission will be considered a violation of the provisions of the Zoning Ordinance, which shall be subject to punishment as provided in Section 1-9 of the Brentwood Municipal Code. The City may also require the applicant to appear before the Planning Commission to address any deficiencies or unapproved modifications. The project may also be subject to delays in issuance of permits, certificates of occupancy, recordation of plats or other project approvals.
3. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
4. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
5. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on March 2, 2020. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Commissioner Travis seconded. Motion passed unanimously.

# OTHER BUSINESS

**Monthly Security Report**

Mr. Clark moved for approval of the monthly security report; seconded by Commissioner Travis. Approval was unanimous.

# ADMINISTRATIVE INFORMATION

The Planning and Codes monthly report was presented to the Commissioners.

Being no further business, the meeting adjourned at 8:15 pm.

APPROVED: April 7, 2020 Holly Earls \_ Holly Earls, City Recorder