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

**BRENTWOOD, TENNESSEE**

The regular meeting of the Brentwood Planning Commission met on Monday, June 1, 2020 at 7:00 p.m. at Brentwood City Hall.

Electronically 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 electronically were Jeff Dobson, Kirk Bednar, Jay Evans, Kristen Corn, Holly Earls, Mike Harris, Darek Baskin, Lori Lange, Todd Petrowski, and Allison Henry.

In the interest of the health, safety, and welfare of the public, this meeting was held electronically pursuant to Governor Lee’s Executive Order No. 16. Physical presence of the public was limited, but the meeting was able to be viewed online at [www.brentwoodtn.gov/livestream](http://www.brentwoodtn.gov/livestream).

Mr. Pippin moved for approval of the minutes from the May 4, 2020 meeting as written; seconded by Commissioner Travis. Motion was approved unanimously.

**Public Hearing**

**Proposed Revisions to the Brentwood Subdivision Regulations**

A comprehensive review and update of the City’s Subdivision Regulations was included as part of the non-routine work plan for Fiscal Year 2020 for both the Planning and Codes and Engineering Departments.

The effort constituted the first comprehensive review and re-write of the document since late 2009.

The proposed final document was better organized, and easier to read and understand.  Additionally, its design better followed our established development process.

The significant proposed revisions to the Subdivision Regulations included:

1. Correction of grammatical, punctuation and syntax errors throughout the document.
2. Rearranged and revised existing language to better reflect the development process flow and staff actions.
3. Updated requirements for submittal of electronic drawings.
4. Included appropriate language that references the State Vesting requirements, in several sections as included in the zoning ordinance (Zoning Ordinance Section 78-43); also added the plat vesting note as in the zoning ordinance to the Subdivision Regulations;
5. Added Section 5.6 which deals with subdivision amenities and entrance features.
6. Added Section 6.7 which modifies sidewalk requirements.
7. Revised Section 6.13 regarding Historic Rural Development standards to require a project area of 25 acres instead of 50 acres (note that the only project that currently employs this standard is Liberty Farm Subdivision, which includes an area of 32 acres).
8. Added Section 6.14(4), dealing with substantial rebuild lots, which are lots where an existing structure is demolished and a new structure is constructed or an existing structure is expanded or partially rebuilt having an area of > 800 sf including residential, commercial, pools or remodels will require a grading permit designed by a TN licensed engineer or landscape architect.
9. Added Section 6.14(5) details the permitting requirements for substantial rebuild lots.
10. A definition of “Substantial Rebuild Lots” was also added in Appendix One.
11. Added Section 6.15 defining requirements for Flag Lots.
12. Added Section 7.4 regarding specifications for vertical and pre-split rock walls.
13. Completely re-wrote the performance agreement for subdivision improvements and added a new performance agreement for amenity improvements -- Appendices Five and Six.
14. Added a new Appendix Seven that codifies street addressing requirements.
15. The definitions in Appendix One have been reviewed to ensure that they are used in the text. Definitions that were not used were deleted. Several new ones were added.

State law provided for the approval of subdivision regulations by the Planning Commission.

If approved on June 1st, the effective date of the regulations would be July 1, 2020.

No one spoke for or against the proposed revisions to the Brentwood subdivision regulations; therefore, the public hearing was closed.

Mr. Pippin moved for approval of the proposed amendments to the Brentwood Subdivision Regulations with an effective date of July 1, 2020. Commissioner Travis seconded; motion was approved unanimously.

**CONSENT AGENDA**

Item 1: **BPC2004-006 Minor Revisions to previously Approved Site Plan – Brentwood Doctor’s Office, 343 Franklin Road, Zoning C-2**

Batson & Associates requested approval to add 11 parking spaces to the project. The new parking spaces will be installed along the north side of the project, using pervious pavers.

Staff recommended approval of the proposed minor revisions to the previously approved site plan subject to the following conditions:

1. An as-built certification signed by a licensed engineer will be required. The certification shall verify the infiltration rate of the pavers including recommendations to the property owner for future maintenance.
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 June 1, 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. 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.
5. 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.
6. 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.
7. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
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 June 1, 2020. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 2: BPC2005-001 Revised Final Plat – 412 Wilson Pike, Zoning R-2

H & H Land Surveying, Inc., requested approval of a revised final plat that established setbacks, easements and dedicates 0.06 acres of right-of-way. Only one lot is proposed.

The proposed final plat approved by the Planning Commission on October 2, 2017 was never recorded. With the approval of this plat, the previous approval will be void.

The property included the historic Mayfield Cemetery, which will be restored and preserved as part of the property. Upon completion of construction permanent fencing will be installed around the cemetery.

The rock wall has already been moved outside of the right-of-way, except for a small portion south of the driveway.

Staff recommended approval of the proposed final plat subject to the following conditions:

1. All work within the Wilson Pike right-of-way for service line bores or modifications of the driveway or its location will require a TDOT permit.
2. The existing cemetery shall remain undisturbed per Plat Note 19. Any disturbance of the driveway near the cemetery would require an update to the archaeological study.
3. Approval of a final plat by the Planning Commission shall become effective upon the date of the last signature required on the plat for recording. The initial vesting period shall be for five years after approval.
4. Add the following note to all pages of the final plat:

This final plat is subject to a vesting period, during which the development standards in effect on the date of approval will remain the standards applicable to this plan.  Upon expiration of the vesting period, development of the property shown on this plat may be subject to standards other than those that were applicable during the vesting period.  The vesting period for this plat expires on \_\_\_\_\_\_\_\_\_\_\_\_\_, unless extended by the City of Brentwood.  Persons relying on this plat after said date should contact the City of Brentwood to determine if development may continue as depicted on the plan.

(Planning and Codes Department staff will insert the expiration year for the plat at the time the plat is ready for recording and may also make changes to the wording of the above note as necessary to carry out the intent of Standard Requirements 1, 2 and 3 below.)

1. Provide the Planning staff with a digital copy of the proposed subdivision. This request is consistent with Article 2.3 of the Brentwood Subdivision Regulations. The file should be in AutoCAD .DWG or .DXF compatible format and CD-ROM. The file shall use the Tennessee State Plane coordinate system, FIPS Zone 4100, NAD 83 datum. The digital copies must be received before the plat may be recorded.
2. 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.
3. 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.
4. Any changes to plans approved by the Planning Commission will require staff review and re-approval by the Planning Commission.
5. Development of this project shall comply with all applicable codes and ordinances of the City of Brentwood.
6. Approval of the proposed plan shall be limited to the illustrations and plans presented to the Planning Commission for review and approval on June 1, 2020. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

Item 3: BPC2005-002 Hillside Protection Overlay Site Plan Review - Stonehendge Subdivision, Section Three, Lot 84, 5120 Dogwood Point, Zoning OSRD

Smoky Mountain Builders requested approval of a Hillside Protection Overlay Site plan that added an addition having an area of 336 square feet onto the back of the home. The proposed addition will be painted a color to match the existing home.

Staff recommended approval of the proposed revised hillside protection overlay site plan subject to the following conditions:

1. A Hillside Protection site plan shall be vested for a period of three years from the date of the original approval.
2. Add the following note to the Hillside Protection Overlay site plan;

This hillside protection overlay 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 June 1, 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.
5. 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.
6. 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.
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 June 1, 2020. Any changes to Planning Commission approved plans and specifications will require staff review and re-approval by the Planning Commission.

The Consent Agenda was approved unanimously.

# REGULAR AGENDA

**Item 1:** **ORDINANCE 2020-01 - AN ORDINANCE REZONING PROPERTY LOCATED AT 9520 SPLIT LOG ROAD FROM R-2 (SUBURBAN RESIDENTIAL) TO OSRD (OPEN SPACE RESIDENTIAL DEVELOPMENT**

Ordinance 2020-01 requested the rezoning of approximately 28 acres of land located on the north side of Split Log Road, 0.35 miles west of its intersection with Ragsdale Road. Specifically, the property is located at 9520 Split Log Road.

The requested change is from R-2 to OSRD.

The subject property presently included rolling pastureland used for raising cattle. Tree cover is minimal. There was a 180-foot-wide Columbia Gulf Gas Transmission Line easement that encumbered the northwestern corner of the property.

The proposed subdivision design included the existing Allen residence, which will remain and be incorporated into the project. The house will sit on a 6.23-acre tract (Lot 18).  The Allen's will continue to live on and own the property. According to the Williamson County Property Assessor, the house was built in 1991 and included an area of approximately 3,428 square feet. There are also several accessory structures on the tract.

The proposed rezoning plan was originally scheduled for first reading on February 10, 2020 but was deferred from consideration by the applicant to the March 9th meeting. The reason for the deferral primarily related to the size of the large lot and its potential to be further subdivided in the future once OSRD zoning was in place.  Since the deferral, the developers' attorney has prepared restrictive covenants that would apply to the large lot.

On March 17, 2020 the developer was notified that staff recommended that the required community meeting be postponed due to the COVID-19 pandemic, which was originally scheduled for April 2nd. Postponement of the community meeting temporarily delayed the rezoning process.

The Allen's have agreed to sell their entire 28 +/- acre property to Turnberry Homes LLC.  If the proposed Development Plan is approved, and at the time the final plat for the property is recorded, Turnberry will convey the 6.23-acre property, back to the Allen's, including the existing residential structure in the anticipated shape and configuration shown on the proposed plan. The proposed subdivision restrictive covenants will require that the lot on which the Allen residence is located shall not be further subdivided but shall remain as currently configured. The restrictive covenants will be recorded at the Williamson County Register of Deeds Office along with the final plat and will run with the land.  The restriction would also be added as a note to the final plat.

Adjacent to the property to the north and west is the Glen Abbey subdivision, also zoned OSRD.  To the east are two larger single-family tracts having approximate areas of nine to 11 acres, zoned R-2.  Across Split Log Road to the south lies the Taramore and Morgan Farms subdivisions, which are almost completely developed and also zoned OSRD.

The developer provided an R-2 concept plan that envisioned how the property might be developed in accordance with the underlying zoning district.  The plan estimated that a total of 20 lots could be obtained if a divided Lot 18 were used as part of the subdivision design, even though it is shown as one lot on the proposed development plan.

Access to the development is provided by a single street from Split Log Road that winds through the subdivision and connects to the north to Glenfiddich Trace in Section Two of Glen Abbey. A stub was provided to the property line in anticipation of this future connection. At the intersection with Split Log Road, the plan proposed a divided street with a median section separating the flow of traffic that aligned with Ivy Crest Drive in the Taramore Subdivision.

The plan also shown the proposed location of the Cluster Box Units (CBUs), required for mail delivery by the USPS in an area east of Borrow Lane and south of proposed Lot 17.

The specifics of the proposed development plan are shown in the following tables:

|  |  |  |
| --- | --- | --- |
| **FEATURE** | **AREA (SF)** | **AREA (AC)** |
| Average Lot Area  | 22,014 | 0.51 |
| Smallest Lot area  | 17,600 | 0.40 |
| Largest Lot area  | 271,276\* | 6.23 |
| Open Space Required  | 138,573 | 3.18 |
| Open Space Provided | 495,137 | 8.19 |

\*The calculation of the average lot size does not include the area of Lot 18 (6.23 acres) because the average areas of the smaller lots would be skewed showing larger areas.

|  |
| --- |
| **ALLEN PROPERTY REZONING** |
| **OPEN SPACE CALCULATIONS  2-26-2020** |
| Total Site Area (AC) | **27.99** |
| Less R.O.W. dedication -- Internal streets | 1.80 |
|  |  |
| TOTAL | 26.19 |
|  |  |
| Less Areas in 25% Slopes | 0.15 |
| Plus 25% of slopes over 25% | 0.04 |
| Less Area in Electrical & Gas Easements | 3.51 |
| Plus 25% of Area in Electrical & Gas Line Easements | 0.88 |
|  |  |
| Total Usable Land Area (AC) | 23.45 |
| Less area in lots >1 acre | 5.23 |
|  |  |
| TOTAL LAND AREA AVAILABLE | **18.22** |
|  |  |
| Total Land Area Required @ 1 DUPA (AC) | **18** |
| Land Area in Lots | 14.82 |
|  |  |
| Open Space Required | 3.18 |
| Open Space Provided  | 11.37 |
| Excess Open Space | **8.19** |

The plan provided the required arterial road buffer (150’ wide). The buffer extended to the east across Lot 18. Plantings, within the buffer will consistent with those existing in the Glen Abbey, buffer.  If the plan is approved, and upon submittal of the preliminary plan for Planning Commission review, the developer will request that 70 trees be permitted to relocated from the buffer to a planting strip between the sidewalk and the back of the curb to serve as street trees. The reason for this request is related to the encumbrance of a jurisdictional wetland area and overhead utility lines along Split Log Road. This request is consistent with Section 78-512(b)5c of the Municipal Code.

Finally, the plan showed a perpetual scenic easement, as permitted by Section 78-186(c)2 of the Municipal Code, around a jurisdictional wetland and a stream at the front of the subdivision. The perpetual scenic easement will be left undisturbed and in its natural state. The City becomes a party to the easement once it is recorded.

**WATER AND SEWER**

The proposed project lies within the Owl Creek Drainage Basin.  However, because all lots will be required to provide grinder pump sewer, the effluent will be pumped over to a gravity line in Glen Abbey and through Northumberland, which is in the Little Harpeth River Drainage Basin. The subject property was originally included in the Little Harpeth River drainage basin for modeling and master planning purposes.  The existing house will be required to tie to sewer via grinder pump.  All lots will be required to participate in the City's Grinder Pump Maintenance Program and will be properly labeled as grinder pump lots. If the rezoning proposal is approved and before a final plat for the property can be recorded the developer will be required to pay a grinder pump installation fee of $1,900.00 per lot ($34,200).

**SCHOOLS**

Williamson County Schools (WCS) provided an assessment of the impact of the proposed development on the schools in the area.

Jordan Elementary -- 7 students – (890 capacity/494 Students projected)
Sunset Middle -- 2 students -- (869 capacity/578 students projected)
Ravenwood High -- 2 students -- (1,649 capacity/1,635 students projected).

Capacity and enrollment numbers are for the 2019/2020 school year, as of April 2019.

The projected figures are for the first month of the 2019/2020 school year before the outbreak of the COVID-19 pandemic.

The community meeting was conducted on May 28th at the Library. A total of 12 citizens attended the meeting. Concerns expressed included:

* Drainage from Glen Abbey and the new development onto the neighboring properties – 9510 & 9528 Split Log Road;
* The existing temporary dead end of Barrow in Glen Abbey – residents not aware that the road would be extended;
* The new entrance aligning with Ivy Crest Drive in Taramore;
* Additional traffic on Split Log Road;
* Future subdivision of the 6.23 acre tract;
* The elevation of the stub road in Glen Abbey – road cut through the hill and grading;
* Removal of the perimeter fence – it will remain.
* Maintenance of the gas line easement – which is open space and will be maintained by the future HOA

The public hearing before the Board of Commissioners is scheduled for June 8, 2020.  Second and final reading is scheduled for June 22, 2020.

Citizen Comment

Larry Tomczak, 1761 Macallan Drive

Mr. Pippin moved to forward a recommendation of approval of Ordinance 2020-01 to the Board of Commissioners. Commissioner Travis seconded; motion was approved unanimously.

**Item 2:** **BPC2005-003 Revised Preliminary Plan/Site Plan -- Brentwood Country Club, 5123 Country Club Drive, Zoning OSRD**

Ingram Civil Engineering requested approval of a revised preliminary / site plan for the amenity area at the Brentwood Country Club. The proposed changes included:

1. Construction of a small splash pad located northeasterly of the existing kiddie pool, and
2. Replacement of approximately 400 feet of the existing chain link fence along the rear project boundary to the rear of the existing maintenance area with an eight foot tall wooden privacy fence

Because the proposal involved changes to the improvements within the permanent open space, the corresponding changes to the OSRD Development Plan must be approved by the Board of Commissioners.

Mr. Pippin moved for approval of the proposed revisions to the preliminary plan and to forward a recommendation of approval of the corresponding revisions of the OSRD Development Plan to the Board of Commissioners subject to the following conditions being met to the satisfaction of staff:

1. Since this is an improvement within the open space, the proposal will also require City Commission review and approval.

1. A preliminary site plan shall be vested for a period of three years from the date of the original approval.
2. Approval of the preliminary plan shall be contingent upon the approval of the corresponding modifications to the OSRD Development Plan by the Board of Commissioners.
3. Permits cannot be issued for the improvements until the Board of Commissioners approves the revised OSRD Development Plan.
4. 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 December 2, 2022, 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 June 1, 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 was approved unanimously.

# OTHER BUSINESS

**Monthly Security Report**

Mr. Pippin 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 7:56 pm.

APPROVED: JULY 6, 2020 Holly Earls \_ Holly Earls, City Recorder