

**BOONE COUNTY PLANNING COMMISSION  
BOONE COUNTY ADMINISTRATION BUILDING  
BOONE COUNTY FISCAL COURTROOM  
PUBLIC HEARINGS  
December 7, 2016  
7:30 P.M.**

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**COMMISSION MEMBERS PRESENT:**

Mr. Matt Apke  
Mr. Greg Breetz  
Mr. Kim Bunger, Secretary/Treasurer  
Mrs. Lori Heilman  
Mr. Mark Hicks  
Mrs. Janet Kegley  
Mr. Don McMillian  
Mr. Kim Patton  
Ms. Lisa Reeves  
Mr. Charlie Reynolds  
Mr. Charlie Rolfsen, Chairman  
Mr. Bob Schwenke  
Mr. Steve Turner, Temporary Presiding Officer

**COMMISSION MEMBERS NOT PRESENT:**

Mr. Randy Bessler  
Mr. Mike Ford, Vice Chairman

**LEGAL COUNSEL PRESENT:**

Mr. Dale T. Wilson

**STAFF MEMBERS PRESENT:**

Mr. Kevin P. Costello, AICP, Executive Director  
Mr. Kevin T. Wall, AICP, Director, Zoning Services  
Mr. Mitchell A. Light, Asst. Zoning Administrator

Chairman Rolfsen called the Public Hearing to order at 7:33 P.M. and introduced the first item on the Agenda:

**ZONING MAP AMENDMENT AND CONCEPT DEVELOPMENT PLAN - Kim Bunger, Chairman,  
Kevin Wall, Staff**

1. Request of **Clover Communities Florence, LLC (applicant)** for **Flomed LLC (owner)** for a Zoning Map Amendment from Commercial Two (C-2) to Commercial Two/Planned Development (C-2/PD) for an approximate 8.18 acre tract located south of the property at 7800-7932 Connector Drive, north of the terminus of Rosetta Drive, and east of the properties at 40, 42, 44, 48, and 50 Achates Avenue, Boone County, Kentucky (Annexation into the City of Florence pending); and the request of **Anne F. McBride, FAICP (applicant)** for **Paddock Club 2 LLC (owner)** for a Concept Development Plan in a Commercial Services/Planned Development/Mall Road Overlay (C-3/PD/MR) zone for an approximate 2.9 acre area located along the west side of Preakness Drive, south of the property at 7800-7932 Connector Drive, and north of the property at 8000 Preakness Drive, Florence, Kentucky. The requests are for a zone change and a Concept Development Plan to allow a multi-family senior housing development on an approximate 11.08 total acre site.

Staff Member, Kevin Wall, presented the Staff Report, which included a PowerPoint presentation (see Staff Report). It is two requests for one project. The first request involves a Zone Change from C-2 to C-2/PD for a tract of just over 8 acres. The second request is a Concept Development Plan approval for a 2.9 acre tract in the C-3/PD/MR zoning district. The whole site is on the west side of Preakness Drive and just north of the Paddock Club Apartments. The Future Land Use Map of the Comprehensive Plan recommends Rural Density Residential (RD) and Urban Density Residential (UD). The site is currently undeveloped and is mostly wooded. The smaller 2.9 acre site is located in the Mall Road Overlay Zone Area. The other tract is not.

The proposed project is a 3 story apartment building for seniors. The building footprint is approximately 47,000 square feet. The total square footage of the building is 141,000 square feet plus 5 garage structures. With the garages, the total square footage is 151,500 square feet. Access to the site is off Preakness Drive. The site does adjoin Rosetta Drive (formerly Utterback Creek Road). No access to Rosetta Drive is proposed. Three storm water basins are proposed around the site. Existing vegetation will be kept in the 4 different areas - northwest corner, south side and 2 areas on the eastern side. The applicant did submit a Concept Development Plan and a Photometric Plan. Building elevations were included with the application. It is a 3 story building with a hip roof. It is largely a hardiplank building with some cultured stone. The applicant is asking for several exceptions through the Planned Development (PD) process. The first exception involves parking. The applicant is asking for 140 parking spaces. Normally, 236 parking spaces are required based upon 119 units. The rationale for this exception is that the market is for senior living. The second exception involves an encroachment in the building setback. One garage is encroaching about 8.5 feet into a 50 feet setback requirement on the west side of the site. The proposed setback is 41.5 feet. The third exception involves smaller planting material on the north side of the site under the utility easement. The final exception involves a garage that encroaches into the front yard building setback.

Mr. Wall showed photographs of the site and adjoining properties. The Staff Report provides information related to the Comprehensive Plan, the Mall Road District Study for the smaller tract only, and the Boone County Transportation Plan.

Mr. Wall also stated that the Staff Report provides an analysis of applying the PD criteria to the proposed project. In terms of mix-use development and pedestrian orientation, the Mall Road District Study recommends multi-use buildings with interconnections in a grid pattern. Area #6 anticipates substantial redevelopment of the retail strip center. Over time, it could be replaced with something denser and more intensive. Compatibility of uses is another criteria in terms of size, height and bulk of the proposed building. It is one big building versus multiple buildings. With regard to landscaping, the applicant is shy of a buffer yard near the proposed driveway. It could be modified. The foot candle measurements from the lighting plan appear to be unrealistically low. The model should be checked. About 70% of the site is shown as open space. The applicant should address whether any of the open space is usable or not (e.g. trail in the woods.) Another criteria is a multi-modal transportation system. The Mall Road District Study has some specific pedestrian connection recommendations. One recommendation is a possible pedestrian sidewalk connection to the Achatas Avenue area. There is a multi-use path along Preakness Drive and the TANK Park & Ride lot is within walking distance off Heights Boulevard. Another criteria is the preservation of existing site features. The existing creek on the site will remain untouched along with some of the existing vegetation. It will serve as a buffer with some of the areas outside the Mall Road District Study area. Architecture is another criteria as it relates to building materials and design. It is a lengthy building with a repetitive design to the facade. A ground sign of 170 square feet, 20 feet high, is being proposed. It seems excessive to be located on a local street - two lanes and 20 miles per hour. It is a residential area. By comparison, Paddock Club has low masonry monument signs. It is recommended to look at the outlot sign requirements - 8 feet high and 60 square feet. In regard to transportation connections, Mr. Wall noted that the Mall Road District Study recommended an emergency access to Rosetta Drive. The Rosetta Drive connection could affect the existing buffer area. Comments about the project from the Florence Fire and EMS Department are included in the Staff Report. Mr. Wall concluded that the Board must evaluate the request based upon the 3 criteria outlined in Article 3 and Article 15 of the Boone County Zoning Regulations, the Boone County Comprehensive Plan and the Mall Road District Study. If approved, the Future Land Use Map would need to be amended to reflect the Urban Density Residential (UD) designation on the larger tract.

At this time, Chairman Rolfsen asked if the applicant was present and wanted to proceed with its presentation?

Ms. Anne McBride, FAICP, McBride Dale Clarion, stated that she was representing Clover Communities Florence, LLC (owner of the subject property). Clover is based in New York. They build senior market rate housing - 55 years old and up. It is an age restricted community. Clover builds and maintains their developments. They currently have projects underway in Fairfield, Hamilton, Union Township, Miamisburg and Beavercreek. Florence is the first project in Northern Kentucky. Ms. McBride reminded the Board that part of the property is currently zoned Commercial Two (C-2). It is zoned for commercial use by right. It would allow fast food restaurants with a drive-through, a big box retail store or a fuel center. The C-2 zoning would not be a good transition from the existing single family residential subdivision to the Paddock Club residential development and the shopping center. The proposed use is a good transitional use.

In regard to the western property line, the primary building sits back about 106 feet from the property line. There is a proposed garage about 41 feet from the property line. Both buildings are

set back and there is a grade change at the northern portion of the western property line. The Clover site is 15 feet lower on the northern part for the residences located along Achates Avenue. On the south side, the adjacent residential are lower and the main lot to the south is actually owned by the City of Florence. About 79% of the buffer yard on the western side meets all of the requirements. About 155 feet does not meet the requirements due to the overhead utility line easement. Tall trees are prohibited in this area. Ms. McBride stated that the owner will work with the utility company to install large trees away from the sagging power lines. The request for smaller trees would also apply to any commercial or office use for the property. There is a blue line stream located on the southern side and wraps around the eastern portion. It won't be touched. The request for a parking reduction is due to it being an age restricted facility. Very few residents rent units and have 2 cars. Usually it is a single car and sometimes no cars. Ms. McBride provided parking data from other Clover developments as well as the parking standards from the American Planning Association for elderly housing. The average is one parking space per residential unit. They feel comfortable with 140 parking spaces (100 on a paved surface and 40 in garages). The proposed building has a pitched asphalt shingle roof and not a dimensional shingle roof. Ms. McBride stated that they met with Florence officials and they are in favor of the project. Florence had first reading of an Ordinance to annex the property. Florence thought they annexed the property a while ago but it was never recorded.

At this time Chairman Rolfsen asked if there was anyone in the audience who wanted to speak in favor or against the request?

Mr. Steve Woolworth, 48 Achates Avenue, explained that in the last week he had 3 Kroger carts in his yard and had to return them to the Burlington store parking lot. He said he was very aware of the restrictions on what you can and cannot do under the power lines. He has lived in the area 23 years. He asked what would be done to prevent people from crossing properties? Can a fence be installed? Can it be installed under the power line to secure the area near him? Will there be sidewalk access to Achates Avenue? Across the city-owned property?

Mr. Randy Wilbaur, representing Brixmoor Property Group, stated that he is the property manager for Florence Plaza. He expressed a concern for more traffic and congestion. It is crazy at the intersection of Cayton Road and Connector Road. He also noted that his company has a storm sewer easement for a pipe that goes to the creek from their retention pond. Will they build over it?

At this time, Chairman Rolfsen asked if any Board Members had any comments or questions?

Mr. Reynolds stated he had a question about the parking. From his experience, he has 4 cars and his friends have a minimum of 3-4 cars. He questioned the applicant's statement that seniors only have one car. Ms. McBride responded that she meant to say Clover residents usually have only 1 car. The statement was not intended to mean all seniors. The applicant submitted documentation from actual facilities and standards from the American Planning Association (APA). The APA standard is just less than 1 vehicle per resident.

Mr. Costello inquired whether the parking standard was because it was a rental community, which usually has less space versus a single-family home? Also, what is the breakdown of units? Ms.

McBride replied there are 4 one bedroom units and 115 two bedroom units. The type of unit serves as a transition from living in a house to living in an assisted living unit. The second bedroom is usually a computer room or craft room. Mr. Wall expressed a concern about the changing nature of elderly housing and if the development no longer serves the elderly market. If this happens, there might be a parking shortage. The owner could even open it to young couples to fill units. Mr. Wall responded that the historic parking data provided by Clover is reasonable for senior housing.

Mr. Reynolds asked what is the typical senior renter at a Clover facility? Ms. McBride replied that the average Clover resident is 72 years old. Clover draws from a 5 plus mile radius. A typical resident may have a condominium in Florida and spend time there in the winter but they have children in the area. They are widowed or don't want the upkeep of a single-family home. They are very much able body individuals. The average occupancy is 1.1 persons per unit. The units are designed for seniors - pull cords in the bathroom, emergency buttons, a secured entrance and communal rooms on each floor. This is not the type of development where a 26 year old or millennial would live. It has complete kitchens, a game room and a library.

Mr. Reynolds questioned whether any of the Clover properties in the area are completed? Ms. McBride responded no. There is one open in the Cleveland area in the last six months - Willoughby, Ohio.

Mr. Bunger asked if there would be other employees at the proposed location? Ms. McBride replied there would be an administrative person from 9:00 a.m. - 6:00 p.m. or 8:30 a.m. - 5:30 p.m.. There would also be a van to take residents to different activities. This person would handle leasing and would be in addition to the utility/maintenance employee. They don't live there.

Mrs. Heilman questioned the parking figures. She noted that if residents who live there are coming from a 5 mile radius, then friends and other family members would normally visit especially during the holidays or special events. More parking may be needed. Ms. McBride explained that is the reason why she supplied the information from Clover. It is the same type of project or development at another location. Clover doesn't want to short park their development.

Mr. Schwenke suggested that the applicant speak to the Florence Fire Chief and not just the Fire Marshall. The Fire Marshall only referenced fire hydrants and amount of water. Since the building is a wood frame, 3 story building, access would involve a ladder truck. If there were 2 ladder trucks from Florence and Union, it seems that there is not a lot of room to maneuver around the building and function.

Mr. Patton suggested moving the entrance in order to get a better buffer near the street as recommended by Staff. He also recommended making room for additional parking and not necessarily paving it but having it available should it be needed in the future.

Chairman Rolfsen inquired on whether Clover could have restrictions on the number of vehicles in their leases? Ms. McBride replied they don't since it has never been an issue.

Ms. McBride stated that a 6 foot high solid privacy fence is proposed on the western property line. She wasn't sure if the fence would be allowed under the utility easement. If it is permitted, it would

be extended. If not, they can plant dense plantings. Since Clover owns the property, it will be well maintained since it is a residential property versus a commercial property. Chairman Rolfsen advised the applicant to investigate the power line issue prior to the Committee Meeting. Ms. McBride stated that it wasn't their intent to add a sidewalk to residential area. She didn't know if the residents want it and she wasn't sure of the topography. The northwest corner of the site is 15 feet lower than the adjacent residential area. The site is 5 feet above the residential area on the south side. The smaller plantings and the 6 foot fence would block a lot more at the north end. Ms. McBride offered to bring in an exhibit or drawing showing their grade difference at the Zone Change Committee Meeting. Ms. McBride stated that a senior residential community generates much less traffic. She is aware of the storm sewer easement.

Mr. Reynolds asked Ms. McBride if she had any other Clover projects in which the lighting was uncharacteristically low? Ms. McBride responded it is a residential community with coach-like fixtures similar to what is found in single family residential subdivisions. Clover feels very comfortable with the light levels in the parking lot. They will take another look to see if it is a problem.

Mr. McMillian inquired about having only one way in and out of the proposed facility. Is there room for another driveway or entrance? Ms. McBride replied that originally they only had an access easement but they bought more land for a right-of-way.

Chairman Rolfsen asked whether the developer had plans to do anything with the green space, perhaps install a trail? Ms. McBride responded that they will leave it like it is since there is a sidewalk that goes around the building. Each unit has a patio or a deck. That is the resident's private space. The open space will be left as natural. Chairman Rolfsen asked what was the monthly rent? Ms. McBride replied it is \$950 - \$1,150 per month (utilities, phone and cable included).

Mr. Costello asked if the applicant would consider a connector to the Florence Plaza Center as another way out for emergency access and possibly to accommodate overflow parking? There is a lot of extra pavement in the rear of the shopping center. There is always the potential to redevelop the center at a future point in time. There may be an opportunity to tie both developments together.

Chairman Rolfsen asked the applicant what was the oldest senior living facility? Mr. Mark Branaman replied that the company has been around for about 30 years. They have 16 operating projects mainly in the western New York and in the Pittsburgh, Wilkes-Barre and Scranton areas. The oldest property is about 20 years old and they have never sold a property.

**Seeing no further questions or comments, Chairman Rolfsen announced that the Committee Meeting for this item will be on December 21, 2016 at 5:00 P.M. in this room or the Fiscal Courtroom. This item will be on the Agenda for the Business Meeting on January 4, 2017 at 7:00 P.M. Chairman Rolfsen closed the Public Hearing at 8:25 P.M.**

**APPROVED:**

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**Charlie Rolfsen**  
**Chairman**

**Attest:**

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**Kevin P. Costello, AICP**  
**Executive Director**

**COMMISSION MEMBERS PRESENT:**

Mr. Matt Apke  
Mr. Greg Breetz  
Mr. Kim Bungler, Secretary/Treasurer  
Mrs. Lori Heilman  
Mr. Mark Hicks  
Mrs. Janet Kegley  
Mr. Don McMillian  
Mr. Kim Patton  
Ms. Lisa Reeves  
Mr. Charlie Reynolds  
Mr. Charlie Rolfsen, Chairman  
Mr. Bob Schwenke  
Mr. Steve Turner, Temporary Presiding Officer

**COMMISSION MEMBERS NOT PRESENT:**

Mr. Randy Bessler  
Mr. Mike Ford, Vice Chairman

**LEGAL COUNSEL PRESENT:**

Mr. Dale T. Wilson

**STAFF MEMBERS PRESENT:**

Mr. Kevin P. Costello, AICP, Executive Director  
Mr. Kevin T. Wall, AICP, Director, Zoning Services  
Mr. Mitchell A. Light, Asst. Zoning Administrator

Chairman Rolfsen called the Public Hearing to order at 8:28 P.M. and introduced the second item on the Agenda:

**ZONING MAP AMENDMENT FOR SPECIAL SIGN DISTRICT - Greg Breetz, Chairman, Mitch Light, Staff**

2. Request of **John Diersing, Quality Signs (applicant)** for **Roger J. Foys, Bishop of Covington (owner)** for a Zoning Map Amendment for a Special Sign District for a 15.68 acre tract located at 1150 Donaldson Highway, Boone County, Kentucky (Mary Queen of Heaven Parish and School). The request is for a Special Sign District in a Public Facilities/Planned Development/Houston-Donaldson Study Corridor Overlay (PF/PD/HDO) zone to allow a monument sign with an electronic message center.

Staff Member, Mitch Light, presented the Staff Report, which included a PowerPoint presentation (see Staff Report). The applicant is requesting a Zoning Map Amendment for a Special Sign District to replace their existing free standing sign with manually changeable copy with a new monument style sign with an electronic message center. The existing free standing sign is 50 square feet and approximately 11 feet high. An 8' 5" high and 55.6 square foot monument sign with a brick base is proposed with an electronic message center. The applicant is requesting that the electronic message center have the ability to display full color. Mr. Light mentioned that the Boone County Board of Adjustment approved a sign variance from 32 square feet to 50 square feet for the applicant's existing free standing sign in 1993. He identified the adjacent land uses and zoning. The Future Land Use Map recommends Public/Institutional Use for the site. He showed photographs of the site. The proposed sign will be moved closer to the second entrance on Donaldson Road. A drawing of the existing sign was shown. It is 5' x 10' in size with six foot legs with manual changeable copy. It will be 8 feet 5 inches high. The electronic message center measures 35.1 square feet of the overall 55.6 square feet. In regard to applicable regulations, Section 3430 of the Boone County Zoning Regulations lists electronic message boards and electronic display screens as a Conditional Use in C-1, C-2, C-3, C-4, PF and R zoning districts. The site is in PF but it is located in the Houston Donaldson Study area.

Mr. Light explained that electronic message boards and electronic display screens as conditional uses shall conform, at minimum, to the following requirements:

- a. Such message boards and screens will be considered a part of a permitted free-standing or building mounted sign; up to fifty percent (50)% of the permitted sign area can be used as an electronic message board or electronic display screen. The proposed sign is about 63%.
- b. All such message boards and screens shall meet the minimum standards of the Kentucky Transportation Cabinet and any other controlling local, state, or federal agency.
- c. Electronic message boards and electronic display screens shall not be permitted at intervals of less than six-hundred sixty (660) feet, measured along the centerline of each interstate or thoroughfare from which the sign will be visible, between lines through the center of the signs and perpendicular or radial to said centerline.

- d. Apparent motion of the visual message, caused by, but not limited to, the illusion of moving objects, moving patterns or boards of light, expanding contracting, or rotating shapes or other similar animation effects, shall be prohibited. Such restriction applies to "scrolling" or "running" messages.
- e. The message displayed on the board or screen must be displayed for a minimum of five (5) second intervals. In no instance can a message, or part thereof, flash on the message board.
- f. Such message boards and screens shall have a photocell or dimmer and the displayed messages shall dim as the sky gets darker or brighten as the sky gets brighter.
- g. Full color and monochrome message boards shall meet the follow(ing) pixel pitch requirements: a 19 mm pixel pitch or better resolution shall be required when the top of the message board is located 30 feet or less above grade.

Note: The pixel pitch requirements shall not apply to price boards (gas prices, hotel room rates, and other similar fixed price displays).

Section 3440 of the Boone County Zoning Regulations allows for the creation of special sign districts with the appropriate legislative body's approval. The effect of a special sign district shall be to modify requirements, regulations, and procedures for signs included as part of the district.

This site is located within Subarea Seven of the Houston-Donaldson Study. The Houston-Donaldson Study Special Sign Regulations state:

"The purpose of the Special Sign Regulations is to allow the Study Area to have sufficient signage for business purposes, while avoiding clutter and maintaining the character of the Houston Road and Donaldson Highway corridors. These regulations are also referenced in Article 34 of the Boone County Zoning Regulations. Proposals that meet the Special Sign Regulations can proceed directly to the Sign Permit review process with Boone County Planning Commission Staff (see Section 3405 of the Boone County Zoning Regulations). Proposals that do not meet the Special Sign Regulations shall be reviewed through either the Design Review, Concept Development Plan, Variance, or Special Sign District application processes.

Further, the Land Use Element of the 2010 Comprehensive Plan makes no specific reference to the site in question. The Land Use Element does refer to signage by stating, "Developments in Boone County should give consideration to the overall design of the area. Site, landscape, and building design should be a primary concern at the early stages of the development, with an emphasis on the aesthetic impact of the proposed use. The minimal use of signs is encouraged; signage should be adequate to identify a specific development, but should not be used as a means to compete for motorist attention. The objective is to avoid the confusion and/or distraction of

motorists, and to avoid the potential negative impacts of signs on the visual appearance of a development or corridor.”

The Public Services and Facilities Element states that Mary Queen Of Heaven is one of seven private or parochial schools in Boone County. The school includes grades PS-8 and has an enrollment of 260 students.

In terms of Staff Comments, the proposed sign is shown with a brick base that matches the color of the buildings on the site. Staff recommends that the brick monument base be at least as wide as the sign. The Boone County Planning Commission and Fiscal Court should analyze the following passages from the Boone County Zoning Regulations and Boone County Comprehensive plan before acting on the request: Section 3440 of the Zoning Regulations states that the purpose of a Special Sign District shall be to respond to the special circumstances of development, renewal, redevelopment, or rehabilitation of areas of the County and to better achieve county-wide policies for growth and development and the overall design of the area as stated previously.

In conclusion, the request needs to be evaluated by the Boone County Planning Commission and the Boone County Fiscal Court in terms of the three criteria necessary for approving a Zoning Map Amendment and Sections 3440 (Special Sign Districts) of the zoning regulations. The Future Land Use Map will not need to be amended if the request is approved. Mr. Light mentioned that a letter has been received from the Kentucky Transportation Cabinet. The Transportation Cabinet prefers that the proposed sign not be located in the state right-of-way. Mr. Light showed photographs of the school campus.

Chairman Rolfsen asked if the applicant was present and if they wanted to make a presentation?

Deacon Larry Kleisinger, Mary Queen of Heaven Parish, stated the purpose of the sign is to help revitalize the school. Enrollment has dropped from 260 to 198 students. The Parish actually lost their pre-school. They are K-8 now but would like to obtain a new pre-school class. People are overlooking the school because of the outdated sign. It is a burden especially in bad weather to manually change the copy on the sign. A lot of times there is no advertising on the sign. It will look nicer and the school can show something is always going on. The purpose is to attract parents who want to send their kids to a Catholic school.

Mr. John Diersing, Quality Signs (applicant), stated that they will meet with the Kentucky Transportation Cabinet to determine the exact location of the right-of-way. They will stay behind the right-of-way. It usually follows the electric lines.

At this time, Chairman Rolfsen asked if any Board members had any questions? Mr. Bunger inquired about colors used on the message center? Mr. Diersing replied that the proposed sign is full color. It is capable of many colors but typically two colors are used at the same time.

Chairman Rolfsen asked how long is the message shown on the message center? Mr. Light responded that the applicant is proposing to follow the current regulations of 5 seconds minimum for each message.

Mrs. Heilman stated that in order to be consistent with similar type signs approved previously, it is recommended that the applicant look at or beware of previous conditions and restrictions imposed by the Planning Commission that would mitigate the visual impact of the message center. Mr. Light replied that he would provide this information at the Committee Meeting.

Mr. Diersing responded that his company installed the electronic message center sign at St. Paul's School. The traffic pattern was different at St. Paul's. The proposed site is more open and has a wider setback. The distances are greater and the readability is much larger.

Mr. Hicks also suggested researching the restrictions and conditions from the Crossroads Special Sign District application. Mr. Costello replied that Staff will provide that information to the Zone Change Committee.

Chairman Rolfsen asked if there was anyone in the audience who wanted to speak in favor or against the request?

**Seeing no further questions or comments, Chairman Rolfsen announced that the Committee Meeting for this item will be on December 21, 2016 at 5:00 P.M. in this room or the Fiscal Courtroom. This item will be on the Agenda for the Business Meeting on January 4, 2017 at 7:00 P.M. Chairman Rolfsen closed the Public Hearing at 8:46 P.M.**

**APPROVED:**

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**Charlie Rolfsen**  
**Chairman**

**Attest:**

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**Kevin P. Costello, AICP**  
**Executive Director**

