

PLANNING COMMISSION
September 28, 2021
8:00 AM

Chairman Jim Masek opened the meeting at 8:00 a.m. in the meeting room of the City Office Building, 557 4th Street, David City, Nebraska, and notified the public of the "Open Meetings Act" posted on the east wall of the meeting room.

Present: Planning Commission members Keith Marvin, Jim Masek, Pam Kabourek, and Jim Vandenberg. Planning Commission member Nicole Gasper was absent. Also present were City Administrator Clayton Keller, City Clerk Tami Comte, Deputy City Clerk Lori Matchett, Building Inspector Gary Meister, Laura Kobza of Kobza Ag and Home, and Ashley Witmer of Callaway Rolloffs.

Planning Commission member Jim Vandenberg made a motion to approve the minutes of the September 7, 2021 meeting as presented. Pam Kabourek seconded the motion. The motion carried. Nicole Gasper: Absent, Pam Kabourek: Yea, Keith Marvin: Yea, Jim Masek: Yea, Jim Vandenberg: Yea. Yea: 4, Nay: 0, Absent: 1.

Chairman Jim Masek made a motion to open the public hearing at 8:02 a.m. to consider amending the Zoning Ordinance No. 1060 Article 4.14 Accessory Buildings and Uses. Keith Marvin seconded the motion. The motion carried. Nicole Gasper: Absent, Pam Kabourek: Yea, Keith Marvin: Yea, Jim Masek: Yea, Jim Vandenberg: Yea. Yea: 4, Nay: 0, Absent: 1.

Planning Commission member Keith Marvin presented an update to the Zoning Ordinance 1060 to include definitions for Pole Building/Barn and Quonset, along with updates to Section 4.14 Accessory Buildings and Uses.

City Administrator Clayton Keller said, "The question you've got to ask yourself is, can it be misinterpreted?"

Planning Commission member Jim Vandenberg said, "Yes, because they are putting pole barns up where they have cement in the ground and then they fasten the post on top of them."

Building Inspector Gary Meister asked, "Is that considered a pole barn?"

Planning Commission member Keith Marvin answered, "By this definition, no, because that would have a footing."

Building Inspector Gary Meister said, "No, there is no footing. All there is, is a precast post with a holder on the top for the wood to sit in. No footing. They do throw a concrete cookie in the bottom in the post hole, four inches thick and round, drop that in, and set the precast on top of it."

City Clerk Tami Comte said, "But with our definition and Section 4.14 it says that it shall have footings."

Planning Commission member Jim Vandenberg said, "yes, it says continuous footings on number eight of Section 4.14."

Building Inspector Gary Meister said, "Continuous is probably important because I've seen them dig the post holes and fill them with concrete, all the way up and put a piece of rebar or u shape bracket and set the pole on that. But that is not continuous."

City Clerk Tami Comte said, "The reason that Keith put that in there is that (non-continuous footings) is not allowed."

Building Inspector Gary Meister asked, "So, it has to be a continuous footing?"

Planning Commission member Keith Marvin responded, "Yes."

City Clerk Tami Comte asked, "Keith, the section 4.14, that will make all the ones we have now legal if it were to pass?"

Planning Commission member Keith Marvin responded, "It's going to be close. I hadn't gone out and measured like Lavicky's or anybody else's like that. On 4.14 A number 8, the only change that I made is I removed the 3 feet 6 inches, I thought it sounded better with 42 inches, it is the same thing."

Chairman Jim Masek asked for any additional comments or questions regarding the recommended changes that they would like to make to the Zoning Ordinance No. 1060 Article 4.14.

Chairman Jim Masek made a motion to close the public hearing at 8:08 a.m. to consider amending the Zoning Ordinance No. 1060 Article 4.14 Accessory Buildings and Uses. Keith Marvin seconded the motion. The motion carried. Nicole Gasper: Absent, Pam Kabourek: Yea, Keith Marvin: Yea, Jim Masek: Yea, Jim Vandenberg: Yea. Yea: 4, Nay: 0, Absent: 1

Planning Commission member Keith Marvin made a motion to amend the Zoning Ordinance No. 1060 Article 4.14 Accessory Buildings and Uses. Jim Vandenberg seconded the motion. The motion carried. Nicole Gasper: Absent, Pam Kabourek: Yea, Keith Marvin: Yea, Jim Masek: Yea, Jim Vandenberg: Yea. Yea: 4, Nay: 0, Absent: 1

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PET SHOP shall mean a retail establishment primarily involved in the sale of domestic animals, such as dogs, cats, fish, birds, and reptiles, excluding exotic animals and farm animals such as horses, cattle, goats, sheep and poultry.

PHARMACY shall mean a place where drugs and medicines are prepared and dispensed. (See Drugstore)

PLANNED UNIT DEVELOPMENT shall mean a development designed to provide for an unusual or different arrangement of residential, business, or industrial uses in accordance with an approved development plan.

PLANNING COMMISSION shall mean the Planning Commission of David City, Nebraska.

PLANT MATERIALS shall mean trees, shrubs, vines, ground covers, grass, perennials, annuals, and bulbs.

PLAT shall mean a map showing the location, boundaries, and legal description of individual properties.

POLE BUILDING/BARN shall mean a nonresidential structure where wooden post and beam act as the main structural support for the roof and walls. No concrete/masonry support under posts; walls and roof covered with metal skin.

POLICY shall mean a statement or document of the City, such as the comprehensive plan, that forms the basis for enacting legislation or making decisions.

POULTRY, COMMERCIAL FEEDING shall mean a poultry commercial feed lot, whether the confined feeding operations are enclosed or outdoors.

PREMISES shall mean a tract of land, consisting of one lot or irregular tract, or more than one lot or irregular tract, provided such lots or tracts are under common ownership, contiguous, and used as a single tract. A building or land within a prescribed area.

PRESCHOOL shall mean an early childhood program which provides primarily educational services, where children do not nap and where children are not served a meal.

PRIVATE WELL shall mean a well that provides water supply to less than 15 service connections and regularly serves less than 25 individuals.

PRINCIPAL BUILDING shall mean a building in which the principal use of the lot is situated.

PRIVATE STREET shall mean an approved, privately owned, open, unoccupied space other than a street or alley reserved as the principal means of access to abutting property.

PROHIBITED USE shall mean any use of land, other than nonconforming, which is not listed as a permitted use or conditional use within a zoning district.

PROMOTIONAL DEVICE shall mean any sign intended to be displayed either with or without a frame, with or without characters, letters, illustrations, or other material, on a fabric of any kind. National flags, flags of political subdivisions, or symbolic flags of any institutions or business shall be considered a promotional device for the purpose of this definition. Banners, pennants, inflatable characters, streamers, or fringe-type ribbons or piping shall be considered as a promotional device.

PROPORTION shall mean a balanced relationship of parts of a building, landscape, structures, or buildings to each other and to the whole.

PROTECTED ZONE shall mean all lands that fall outside the buildable areas of a parcel, all areas of a parcel required to remain in open space, and/or all areas required as landscaping strips according to the provisions of the Zoning Regulation.

PUBLIC FACILITY shall mean any building, location, or structure, owned by a public entity such as a library, fire station, school, park, and other similar facilities and uses.

PUBLIC USE shall mean a specified activity or area that either through actual public ownership or through dedication of easements allows the general public access and use.

PUBLIC UTILITY shall mean any business which furnishes the general public telephone service, telegraph service, electricity, natural gas, water and sewer, or any other business so affecting the public interest as to be subject to the supervision or regulation by an agency of the state or federal government.

PUBLIC WATER SUPPLY shall mean a water supply system designed to provide public piped water fit for human consumption, if such system has at least 15 service connections or regularly serves at least 25 individuals. This definition shall include: (1) Any collection, treatment, storage, or distribution facilities under the control of the operator of such system and used primarily in connection with such system; and (2) Any collection or pretreatment storage facilities not under such control which are used primarily in the connection with such system.

QUONSET shall mean a metal building typically hoop shaped with no or limited side walls.

RAILROAD shall mean the land use including the right-of-way (R. O. W.) abutting railroad properties occupied by uses pertinent to the railroad operation and maintenance, but not including properties owned by the railroad and leased for use by others.

RECREATIONAL ESTABLISHMENT (see Recreational Facility)

RECREATIONAL FACILITY shall mean public or private facilities for the use of passive and active recreation including tennis, handball, racquetball, basketball, track and field, jogging, baseball, soccer, skating, swimming, or golf. This shall include country clubs and athletic clubs, but not facilities accessory to a private residence used only by the owner and guests, nor arenas or stadiums used primarily for spectators to watch athletic events. In addition, recreational facilities shall mean museums, amphitheaters, race tracks (including all motor powered vehicles) and wildlife conservation areas (used for public viewing), and theme parks.

RECREATIONAL VEHICLE (RV) shall mean a vehicular unit less than 40 feet in overall length, eight feet in width, or 12 feet in overall height, primarily designed as a temporary living quarters for recreational camping or travel use having either its own power or designed to be mounted on or drawn by a motor vehicle. Recreational vehicle includes motor home, truck camper, travel trailer, camping trailer, and fifth wheel.

RECREATIONAL VEHICLE (RV) PARK shall mean a tract of land upon which two or more recreational vehicle sites are located, established, or maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreation or vacation purposes by campers, vacationers, or travelers.

REINSPECTION FEE shall mean any fee charged for an inspection other than the initial inspection when required work has not or was not completed and results in additional trips to the site by the inspector or agent of the City.

RESIDENCE shall mean a building used, designed, or intended to be used as a home or dwelling place for one or more families.

RESTAURANT shall mean a public eating establishment at which the primary function is the preparation and serving of food primarily to persons seated within the building.

of any side yard or 15 feet of any rear yard lot line. Any such deck or porch when located on a lot at the intersection of two streets or a street and an alley, shall comply with the provisions designed to ensure proper sight distances as set forth in this ordinance for fences and hedges. Any side yard on a corner lot may be considered as a front yard for purposes of determining permitted encroachments as provided herein.

Section 4.14 Accessory Buildings And Uses

*Accessory buildings located within the corporate limits of the City of David City, and are located within the RA, R-1, R-2, R-3 or RM Districts, that are not attached to a primary structure must comply with the following regulations:

- A) The design and construction of an accessory building shall be consistent with that customarily used in residential construction, similar in color and style to the primary structure on the same lot.
 - i. Exception: Accessory buildings 120 square feet or less shall be exempt from the design standards above, however, they must be anchored to meeting the wind ratings.
 - 1) It shall be constructed of new, grade stamped materials, unless approved in advance by the Building Inspector.
 - 2) Accessory structures with open sides must be professionally rated or engineered to resist a 110 MPH wind and shall have footings designed in accordance with the assigned weight and wind loading.
 - 3) The sidewalls of the building shall not exceed 17 feet from the lower of the exterior grade or the interior floor and the overall height shall not exceed 25 feet.
 - 4) It shall have a maximum width of 40 feet on its widest side.
 - 5) It shall not occupy more than 40% of the remaining, buildable area on the lot.
 - 6) It must be separated from other flammable structures by at least ten feet.
 - 7) It shall be set back a minimum of 20 feet from any street side property line or flush with the primary structure.
 - 8) If the square footage is greater than 500 square feet; 42 inch deep continuous footings are required.
 - 9) If the square footage is between 400 and 500 square feet, a monolithic slab footing may be used.
 - 10) Accessory buildings less than 400 square feet may be anchored to a slab of poured concrete no less than 4 inches in thickness.
 - 11) Detached accessory buildings or structures shall be located no closer to any other accessory or principal building than ten feet.
- B) No accessory building shall be constructed prior to construction of the principal building.
- C) No accessory building shall be constructed on a separate lot from the principal structure.
- D) No accessory building shall be constructed or placed on an easement.
- E) Standard wood building material shall maintain at least 6 inches of clearance to the exterior grade. Wood which contacts the concrete or masonry directly shall be Pressure Treated.
- F) Rear and side yard setbacks shall be 6 feet from property lines.
- G) The rear setback shall increase to 10 feet if a garage door is placed on the rear alley side.
- H) Storage of any boat, camper, trailer or other vehicle shall not be permitted in any required yard; except that a boat, boat trailer, or camp trailer may be placed in a rear or side yard on an approved rock or concrete driveway.
- I) If a primary structure is removed or demolished from a parcel, the detached accessory building must be removed or demolished within six months of such removal or demolition; unless new construction is begun on a new primary structure within the immediately following six-month period.
- J) Carports
 - 1. All carports shall be constructed of materials similar to those in the primary structure.

2. All carports shall be anchored to a permanent footing, as discussed previously in this section.
3. All carports shall meet all required wind loading standards set forth herein.
4. Carports shall be anchored to the primary structure on one end.
5. Maximum square footage shall be 400 sq. ft.
6. No metal roofs shall be allowed.

K) Metal Accessory Buildings

1. All metal accessory buildings shall be finished similarly to the principal structure.
2. All metal accessory buildings be attached to a 42-inch-deep continuous footing. No metal accessory building shall be constructed as a pole building/barn or Quonset building.
3. All metal accessory buildings shall meet the minimum snow and wind loading as mentioned above.
4. Metal siding and roofs shall be a non-reflective color and shall blend into the surrounding area.
5. All metal accessory buildings shall meet all requirements found in Section 4.14 A through I above.

Section 4.15 Permitted Modifications of Height Regulations.

4.15.01 The height limitations of this ordinance shall not apply to the following, provided that the appropriate yard setbacks are increased by one foot for every two feet in excess of the maximum height requirement for the given zoning district:

Belfries	Public Monuments
Chimneys	Ornamental Towers and Spires
Church Spires	Radio/Television Towers less than 125 feet tall
Conveyors	Commercial Elevator Penthouses
Cooling Towers	Silos
Elevator Bulkheads	Smoke Stacks
Fire Towers	Stage Towers or Scenery Lots
Water Towers and Standpipes	Tanks
Flag Poles	Air-Pollution Prevention Devices

4.15.02 When permitted in a district, public or semi-public service buildings, hospitals, institutions, or schools may be erected to a height not exceeding 75 feet when each required yard line is increased by at least one foot for each one foot of additional building height above the height regulations for the district in which the building is located.

Section 4.16 Occupancy of Basements and Cellars. No basement or cellar shall be occupied for residential purposes until the remainder of the building has been substantially completed, and any required emergency egress provisions as required per State and life-safety codes.

Section 4.17 Non-Conforming, General Intent. It is the intent of this ordinance to permit lawful non-conformities to continue until they are removed, but not encourage their survival. Such uses are declared by this ordinance to be incompatible with permitted uses in the districts involved. It is further the intent of this ordinance that non-conformities shall not be enlarged upon, expanded or extended nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district except as may be authorized in this these regulations.

Section 4.18 Nonconforming Lots of Record. In any district, notwithstanding limitations imposed by other provision of this ordinance, a primary structure and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of this ordinance. This provision shall apply even though such lot fails to meet the requirements for area or width, or both that are generally applicable in the district provided that the yard dimensions and other requirements not involving area or width, or both, of the lot shall conform to the regulations for the district in which such lot is located; that such lot has been owned separately and individually from adjoining tracts of land at a time when the creation of a lot of such size and width at such location would have been

Planning Commission members then discussed accessory dwelling units.

Planning Commission member Keith Marvin said, "This was brought to Clayton and my attention. We have somebody who wants to build an accessory building that would be basically what you refer to as a "Mother-in-law's" cottage, in their backyard. As I started thinking about this, we already have two of these in town technically. You've one where Montag's used to own (Sarah & Andrew Holloway currently own), there is an actual apartment on that site with that primary structure. And then Mike McCracken over by the hospital, over his garage that Hilger did for his son. His son lives there. So that would be the same thing. What this does is if we want to put this in here, then we look at some guidelines to pull this together. I have already looked at Lincoln. Lincoln has it pretty well under control and they allow it even in their historic districts. My initial thought is this would be as a conditional use permit. It doesn't have to be a relative, it could be a rental property like Montag's (Holloway's) is."

Planning Commission member Jim Vandenberg asked, "In an accessory building?"

Planning Commission member Keith Marvin said, "Basically, yes."

Planning Commission member Pam Kabourek asked, "You said there was someone that wants to build something like that?"

Planning Commission member Keith Marvin answered, "There's somebody that is looking at the idea of doing it, yes."

Building Inspector Gary Meister asked, "So, what is the downside in doing it?"

Planning Commission member Keith Marvin answered, "I don't know if there is a downside to doing it. It adds rental property to the community that we need desperately."

Building Inspector Gary Meister asked, "How does it work with the mail? Would it be another mailbox?"

Chairman Jim Masek answered, "You could add another mailbox."

Laura Kobza representing Kobza Ag & Home asked, "My question is, so fifteen years down the road or thirty years down the road, they want to split that property. Are all their setbacks...."

Planning Commission member Keith Marvin answered, "You can't split it. It has to stay together."

Laura Kobza added, "There have been properties split and setbacks don't meet and they still split them."

Planning Commission member Keith Marvin said, "Well the stuff that I have looked at with the City of Lincoln, they require the two buildings to stay together on one transaction."

Ashley Witmer representing Callaway Rolloffs and Kobza Ag & Home said, "Sarah and Andrew Holloway own the Montag property. Their apartment building is a separate parcel."

Planning Commission member Jim Vandenberg said, "It's not really considered an accessory building. It is more of an apartment building."

Ashley Witmer said, "We considered it a duplex when it sold."

Laura Kobza added, "We have seen the properties sell. The last one that sold was not an agent from David City. None of the setbacks were right, nothing was right. Nobody did anything. It sold. It closed. I don't know what they did to fix it, but it was not right."

Ashley Witmer added, "That was a split property."

Discussion continued.

Chairman Jim Masek made the recommendation to have Keith Marvin work on regulations and guidelines for conditional use on Accessory Dwelling Units. Keith Marvin will bring the regulations and guidelines to the Planning Commission for the November 13, 2021 meeting.

Planning Commission members then discussed changing the Zoning Ordinance No. 1060 Section 8.15 Temporary Storage Containers.

City Administrator Clayton Keller said, "Quick recap, we realized probably three or four weeks ago that we are supposed to be permitting temporary storage containers and dumpsters, rolloff dumpsters, that are within city limits and our extraterritorial jurisdiction (ETJ). We haven't been doing that. We contacted Callaway Rolloffs to let them know that we want to start doing that. They had some concerns that they wanted to voice."

Ashley Witmer said, "On the temporary storage containers, I think that it's a good idea so you know if anything is going to be on the street. In Columbus and most of the other surrounding cities, you need a permit filed with the city. They approve it. Unless it's approved you can't put it on the street. For most other purposes there's a time limit but not a permit system. For dumpsters, we do not have any other town, village, city that requires us to have any kind of permit to have a dumpster. Most of them have a prescriptive time limit that they don't want it sitting there for six months. I think most of them are actually three months. But there is not an actual permit filed with any city that I know of."

Planning Commission member Jim Vandenberg said, "I guess my thoughts are, is we want them to get dumpsters, we don't want to make it difficult for them to get a dumpster. I am sure that the fees are set up that they are not going to leave them there forever."

Ashley Witmer added, "Right, our limits are actually seven to ten days."

Planning Commission member Jim Vandenberg said, "Especially if they are not going to place it on the street, the dumpsters. Dumpsters are good because they are going to get stuff out of town."

Ashley Witmer said, "Exactly, that was our conversation. If you start causing people to have to many steps too get a permit they just won't and then we will have more of an issue. I would recommend a street permit if anybody needs something on the street, maybe in exchange for that. We do get requests if we don't have a driveway, or they don't want to break new concrete, or whatever the case is. And Gary might be able to attest to that."

Building Inspector Gary Meister added, "Well typically, what happens, with my brother and I as an example, we are tearing a driveway out, for instance, I'll call you guys (Callaway Rolloffs) and say 'hey be there at one p.m. and pick it up at three p.m.' It's there two hours, load the old driveway into it and they take it off and dispose of it, then it's gone. A lot of the time we set it right there in front of the driveway on the street. As I said, I called and tell them we need a dumpster at one o'clock tomorrow, just plan on picking it up two hours later. It's in and out."

Ashley Witmer said, "We have very short notice for some of them. So, the fact that they would have to come to the city on top of that and get a permit for anything...."

Building Inspector Gary Meister, "I think it would hurt your business because they will think that they can just pull a dump truck in."

Planning Commission member Jim Vandenberg asked, "I guess, setting it on the street if you had some kind of a marking thing."

Ashley Witmer said, "We have reflective tape on all the corners. And we put cones out if it has to be on the street. Like on Eighth Street, right now there is a dumpster on the street with cones and reflective tape. I have driven by it at night and myself I think it is adequately marked. We don't like to have them on the street unless it is necessary. And then in their instance, they have a storage container, their basement flooded, that takes up most of their driveway, so they can't fit the dumpster on the driveway as well."

Laura Kobza added, "And that is the other issue. When that happens, if that happens on a Friday night and they need a permit. They will be sitting until Monday. They are calling for one now."

Ashley Witmer asked, "Are we supposed to still take them a dumpster or not?"

Building Inspector Gary Meister said, "I would say that if you are not leaving it overnight, for instance, it's coming in at one and it's leaving three, would be different than someone that sets the dumpster on the street and leaves it."

Ashley Witmer said, "A lot of those restoration companies don't give us much notice because they don't get much notice. If it floods today, by noon today they want something there. Well, if that's a Saturday or a Sunday, and if there's a fire, we usually have a dumpster there within hours of the fire or storage container."

City Administrator Clayton Keller asked, "For how long can they rent the dumpsters?"

Ashley Witmer answered, "Seven to ten days. They can extend that for an extra fee, but typically we don't let them have it for more than three weeks. If it is a construction build site, that's different than if it is used for clean up."

Planning Commission member Pam Kabourek said, "When they were building the new bank over on 5th and D Street, the company that had the rolloff, that rolloff stuck out into the street. It was angled, parked into there, but it was into the street."

Ashley Witmer added, "They didn't have any tape on it or cones. They typically do not."

Planning Commission member Pam Kabourek said, "It was dangerous."

City Administrator Clayton Keller asked, "If that is our concern, how do we keep that from happening? Is there some way we could change the code to require that all dumpsters have reflective tape on the corners?"

Ashley Witmer added, "That's where I think the street use permit might be the most applicable. If you have a street permit that has set requirements."

City Clerk Tami Comte said, "We have a street use permit now. If you want to use the street you are supposed to get one of those. So, maybe we should just add that into the section."

City Administrator Clayton Keller said, "Yeah, pull the dumpsters out of the permit. If they want to use the street, they just get a street use permit."

Ashley Witmer said, "In Columbus, I typically call or email and within the day have that permit. If we know that it has to be on the street, my customers just know that they just need an extra day. There is no fee for Columbus' permit as far as I have been told."

City Clerk Tami Comte added, "Our street use permit is ten dollars."

Ashley Witmer said, "That's fine. If it needs to be done, most people will be fine with the ten dollars. I typically file those permits for the homeowners in Columbus so that the city is aware of where it is actually going, how it is getting placed, that we have reflective tape and cones. Typically, like in Columbus, if there is a violation, we get a call pretty quickly. Shelby has a permit. Bellwood, you have to call and notify the city, I don't think they have a permit. Schuyler, there is a permit."

Building Inspector Gary Meister asked, "How long does their permit run?"

Ashley Witmer answered, "Typically a week is all they will give us."

City Administrator Clayton Keller said, "I don't know if we have a time limit on our street use permit."

City Clerk Tami Comte said, "No, we don't. Typically, it's for an event, like a parade, or like the Villa has Grandparent's Day and they want to close the street to hold a dinner. Stuff like that."

City Administrator Clayton Keller said, "So, do we want to put a time limit on our street use permits for dumpsters?"

Planning Commission member Jim Vandenberg asked, "I don't know, has it been a problem?"

City Clerk Tami Comte answered, "Well it hasn't been a problem up to now, but I mean if we are talking getting ones for dumpsters, maybe you allow them for a week but company XYZ may not have that."

Ashley Witmer said, "Yeah, U & I and Waste Connections, they don't have the same kind of limits on their dumpsters that we do. So, I think you are probably correct in thinking that."

City Clerk Tami Comte said, "So, I don't think it would hurt to have some kind of limit."

City Administrator Clayton Keller said, "So if we said a ten-day limit, what's your thoughts on that?"

Ashley Witmer said, "Honestly, if you said a week, especially on the street, especially in residential areas where you don't really have wide streets, that limits you to one-directional traffic around it then. I think a week should probably be it. And if customers would need it extended, we just have them reapply if that's what needs to be done."

Discussion continued.

Chairman Jim Masek asked, "Any other questions or comments regarding the Temporary Storage Units and permits?"

There being no further business to come before the Planning Commission, Chairman Jim Masek made a motion to adjourn and declared the meeting adjourned at 8:43 a.m.

Minutes by Lori Matchett, Deputy City Clerk