

**Spartanburg City Planning Commission Meeting Minutes
Thursday, January 17, 2013**

*City Hall Council Chambers
Spartanburg, South Carolina*

The City Planning Commission met in City Hall Council Chambers on Thursday, January 17, 2013, at 5:30 P.M. The following City Planning Commissioners attended this meeting: Cullen Pitts, Mike Nation, Nancy Hogan, Wendell Cantrell, and Richard Letchworth. Mr. Jenkins was absent. Representing the Planning Department were Joshua Henderson and Julie Roland. Assistant City Manager Chris Story also attended the meeting.

[Editor's Note: A Pre-Agenda meeting was held at 5:00 P.M. in the City Manger's Conference Room, where they were briefed on two rezoning requests.]

Roll Call

Mr. Pitts, the Chair, stated that notice of this meeting was posted and provided to the media 24 hours in advance as required by the Freedom of Information Act.

Mr. Pitts noted that four Planning Commissioners were currently present, constituting a quorum. Mr. Pitts went over the rules and procedures for conducting a public hearing.

Mr. Pitts expressed his and the other Planning Commissioners heart-felt sadness at the passing of Planning Commissioner Dr. B. J. Staggs the previous week. He said she was a very dedicated and important member of their team, and would be very much missed.

Mr. Pitts moved approval of the Agenda for the January 17, 2013 meeting, with second by Mr. Nation. The motion was unanimously approved by a vote of 4 to 0.

Disposition of the Minutes from the October 25, 2012 Special Call meeting of the Spartanburg City Planning Commission

Mr. Cantrell moved approval of the October 25, 2012 Special Call meeting minutes as submitted, with second by Ms. Hogan. The motion was unanimously approved by a vote of 4 to 0.

[Editor's Note: Board Member Richard Letchworth arrived to the meeting at 5:36 P.M.]

Recommendation of Officers from the Nominating Committee

Ms. Hogan, the Nominating Committee Chair, said the Nominating Committee moved for Mr. Pitts to continue to serve as Chair, and Mr. Nation to continue to serve as Vice-Chair. There were no other nominations.

Discussion of Motion:

Mr. Pitts noted for the record from previous conversations before Dr. Staggs had passed away, she had expressed interest regarding Vice-Chair position, and would have been nominated as such.

The motion for Mr. Pitts to continue as Chair, and Mr. Nation as Vice-Chair was approved by acclamation.

Old Business

There was no old business for discussion.

New Business

REZONING REQUEST – TMS#7-16-06, 104.00. Located at 710 South Church Street. Zone R-6, General Residential District to Zone B-1, Neighborhood Shopping District, in order for the Owner to lease the property for use as a beauty salon or other business. Charles E. Atchison, Sr., Owner.

Mr. Joshua Henderson, Planning Coordinator came forward and was sworn, and submitted the information the Planning Commissioners had previously received via email in their meeting packets, as well as the slides and presentation into evidence as Exhibit A. He said this was for property located at 710 South Church Street, which was currently zoned R-6, and the requested zone was B-1, in order to be able to lease the property at the present time as a beauty salon, or possibly some other business at some time in the future.

Mr. Charles E. Atchison, Sr. of 100 Solano Ct., Moore, S.C. came forward and was sworn, and he wished to rezone his property to B-1. He said he was somewhat confused at having to rezone the property, because it had been a business in the past for approximately 10 years; and then he was informed it was switched back to R-6.

Board Questions:

- Mr. Cantrell asked Mr. Atchison if the house was a residence. Mr. Atchison said no, it had been a business for 10 years.
- Mr. Pitts asked what type of business. Mr. Atchison said it had been an office use.

Mr. Henderson came forward again and said the property was located at the corner of South Church Street and Edwards Avenue, and was approximately 0.24 acres, and the structure was approximately 1994 square feet. According to the City of Spartanburg Building Department, this property had not received a Certificate of Occupancy since 2007, when one was issued for a community healthcare facility. Also, according to the City Business License Department, the property had not had an active business license since approximately June, 2007. The last several certificate of occupancy's that had been issued were for commercial/medical use. Mr. Henderson explained to the Planning Commissioners since the property was zoned residential and had sat vacant for more than 120 days, it was required to revert back to its original use as single family, which would not allow for a beauty salon, except through a Home Occupation Agreement. He further explained when it was being used as commercial; it was considered a non-conforming use. Since the property had sat vacant for more than 120 days, it lost its non-conformity and reverted back to its R-6 Single Family status. He said a feasibility inspection was conducted on Wednesday, December 12, 2012 to highlight what renovations needed to be done in order to meet building and planning requirements (which was included in the meeting packets the Planning Commissioners had previously received via email). There was a previous request to rezone the property to B-1 in August, 1984; which was carried over to the September 1984 meeting, and was later withdrawn by the applicant, before the meeting was held. Mr. Henderson explained S. Church St. was one of the major arteries into the City Limits and ultimately into the downtown area; and according to SCDOT the most current traffic count taken in 2011, at the intersection of S. Church St. and Henry St. was 17,000 trips per day. The majority of the parcels that front S. Church St. were currently zoned commercial or office use; and there were just a few that were still zoned residential. He explained Edwards Avenue was formerly named Bryant Street, and that circled back around to S. Church St. to the south of the subject property; and since this was not a state road, there were no current traffic counts available. He further explained all properties fronting Edwards Avenue were either R-6 or R-8, General Residential District. Slides were shown of the proposed property and surrounding area in order to better illustrate the request. He concluded by saying the Planning Commissioners had received the Staff Report.

[Editor's Note: the report included the following list of criteria for the Commission to consider when reviewing a rezoning request and Staff's analysis of those criteria:

1. *Consistency (or lack thereof) with the Comprehensive Plan* – The purpose of the B-1/Neighborhood Shopping District, as described in the City of Spartanburg Zoning Ordinance, is to primarily serve the needs of the surrounding residential neighborhood, providing goods and services that are day-to-day needs, generally classed by merchants as “convenience good and services.” The use of this property as a beauty salon is consistent with the proposed zone of B-1.

The 2004 Comprehensive Plan has specified General Activity Center for the properties that front S. Church St. General Activity Center is intended to be a general commercial area, serving a neighborhood or regional market; to contain a wide variety of commercial, repair, service, and office uses. Public, civic, and recreational uses are compatible with a General Activity Center. The B-1 zone that is proposed does fit within the future use as described in the Comprehensive Plan.

2. *Compatibility with the present zoning and conforming uses of nearby property and with the character of the neighborhood* – The property is surrounded by a mix of commercial and some residential uses with the commercial area to the north and east and residential to the west and south. The proposed B-1 zone will allow for a wide range of uses, although the size of the property and accessibility will be limiting factors. As you can see on the zoning map, the property to the north is zoned B-1 and is also abutting a residential property to the rear which is the same scenario as being

proposed. The majority of the properties along S. Church St. are zoned something other than residential currently. The new use of a beauty salon will have to comply with all bufferyard requirements abutting the single family residential structures.

3. *Suitability of the property affected by the amendment for uses permitted by the district that would be made applicable by the proposed amendment* – Though the parcel is suitable for the proposed use, it might not support other uses permitted under the zoning classification of B-1. This is due to the amount of available space for parking and the size of the existing structure.
4. *Marketability of the property affected by the amendment for uses permitted by the district applicable to the property at the time of the proposed amendment* – The marketability of the property would most likely increase with the zoning change. The zoning change will allow for a wider range of more intense land uses for the property, although the size of the property will limit the types of uses that will fit on the property.
5. *Availability of sewer, water and storm water facilities generally suitable and adequate for the proposed use* – Both water and sanitary sewer services are available to this site.]

STAFF RECOMMENDATION

The proposed zoning map amendment is consistent with other properties along S. Church St. and with the Comprehensive Plan. Staff is of the opinion that, while the proposed rezoning to B-1 is in keeping with the Comprehensive Plan, a new zoning of LC/Limited Commercial is a better fit with regards to the surrounding residential properties. Limited Commercial will allow for the proposed beauty salon and some other commercial uses, however, the allowed commercial uses are less intrusive to the residential properties. The zoning classification will also allow the use of the property as a residential structure (either single family or two family dwelling) if that is to be pursued at a later time. The zoning of LC is compatible with the Comprehensive Plan and the land use of a General Activity Center. Therefore, Staff recommends approval to rezone the property from R-6 to LC instead of the proposed B-1 zoning.

Planning Commission Questions and Comments:

- Mr. Pitts asked about the bufferyard requirements. Mr. Henderson explained the bufferyard was not determined by zoning classification, but by the actual use; and he further explained a beauty salon/or barber shop would fall into the medium intensity category, and a fence would also be required.
- Mr. Nation asked about the fence. Mr. Henderson referenced a slide, and said there would be a fence across the back of the property, and it would need to be extended down the side to the front corner of the structure, in order to keep that open yard access from one property to the next.
- Mr. Pitts wanted to clarify that the bufferyard would be required regardless. Mr. Henderson said that was correct, because the proposed use was abutting a single family property. He said if it was rezoned for a beauty salon, and if at some time in the future the property became vacant again and a different type of use wanted to come in, at that time they would look at the bufferyard again.
- Mr. Nation said distance wise on the side yard; he did not think there was enough distance. Mr. Henderson explained the lowest width for a Bufferyard 4 abutting a single family was a 20' wide area and required a masonry wall structure, instead of the fence he had mistakenly mentioned earlier.
- Mr. Nation asked if the masonry wall was required. Mr. Henderson said a masonry wall was required, according to the Zoning Ordinance.
- Mr. Nation asked if a masonry wall would be required for LC zoning. Mr. Henderson said it would be the same.
- Mr. Pitts said he did not know if they should determine a design requirement regarding the fence vs. a masonry wall; and he explained he did not have a problem with a wooden fence.
- Ms. Hogan asked about the Board of Zoning Appeals regarding code requirements. Mr. Henderson explained the Board of Zoning Appeals was for the Zoning Ordinance; and that any appeals for Building Code Department were handled by what he thought was a State Board.

Mr. Pitts opened the public hearing and asked anyone who wished to speak in favor of the request, or who had any questions to come forward.

- Doris Landrum came forward on behalf of her mother who lived at the back of the proposed property in the first house on Edwards Avenue at #264 (on the other side of the alley), and asked would her mother have any responsibility of putting up the fence; and other than that her mother had no problems with the request. Mr. Henderson said it would be the responsibility of the petitioner to have the fence or wall installed.

Mr. Pitts asked Ms. Landrum if they used the alleyway. She explained occasionally they used it when they had large family gatherings for parking.

Mr. Henderson explained the only time the alley would change would be if a quit-claim deed was filed by the owner.

Mr. Pitts asked anyone else wished to speak in favor, or to ask questions to come forward. No one else came forward. Mr. Pitts asked anyone who wished to speak against the request to come forward. No one came forward. Mr. Pitts closed the public hearing.

Planning Commission Questions and/or Comments:

- Mr. Cantrell felt there was no reason not to approve the request.
- Mr. Pitts said the applicant was requesting a B-1 zone, and he explained Staff recommended zone LC, which was more restrictive, but would still allow a beauty salon.
- Mr. Pitts asked Mr. Atchison if he would be against having the property rezoned to LC, Limited Commercial as opposed to B-1; Neighborhood Shopping Center. Mr. Atchison said yes.
- Mr. Pitts explained to Mr. Atchison a few years ago, the Planning Commission had recommended a similar request be approved to B-1; and said it was turned down by City Council; and felt he would have a much better chance rezoning to LC.
- Mr. Cantrell asked Mr. Atchison if he changed the request to LC, which would accommodate a beauty salon, would that accomplish his needs. Mr. Atchison said he thought it would.

Mr. Cantrell moved to approve the request as Staff recommended to Zone LC, Limited Commercial instead of the B-1 zoning; and he was seconded by Ms. Hogan.

Discussion of Motion:

Mr. Nation asked Mr. Henderson if any type of paperwork need to be filled out in order to approve the request because of the change in zone. Mr. Henderson said it could be approved as they stated, and it would be recommended to City Council for approval as zone LC. The motion was unanimously approved by a vote of 5 to 0.

Mr. Pitts said this request was now recommended to City Council as LC, Limited Commercial District for another public hearing and first reading on February 11, 2013.

Mr. Pitts asked Mr. Henderson to let the Planning Commissioners know regarding what they talked about regarding buffers for this property; and said he did not think a masonry wall would be appropriate for that property.

REZONING REQUEST – TMS#6-21-13-001.01. Located at 235 East Blackstock Road. Zone GID, General Institutional District to Zone B-1, Neighborhood Shopping District, in order to allow the owner to lease office space and chapel which is located in the older church also on the property, to a funeral home for office space for arranging funeral and chapel services. Robert Scott, Agent on behalf of Breakthrough Outreach Center, Owner.

Mr. Joshua Henderson, Planning Coordinator came forward and was sworn, and submitted the information the Planning Commissioners had previously received via email in their meeting packets, as well as the feasibility report presented at tonight's meeting as Exhibit A. He informed the Planning Commissioners the Agent, Robert Scott was requesting the property be rezoned from GID, General Institutional District to B-1, Neighborhood Shopping District on behalf of the Owner, Breakthrough

Outreach Center, Owner, in order to lease office space from the church for the purpose of arranging funeral services. No embalming would be performed in or on the property.

Mr. Robert Scott of 103 Conamara Lane, Woodruff, SC came forward and was sworn. He explained to the Planning Commissioners he wished to lease office space inside the older church located on the property, which was the building located in front of the newer sanctuary at 235 E. Blackstock Road. His purpose was to have an address and office space where funeral arrangements could be made, and very occasionally hold a funeral service in the chapel when requested. Mr. Scott explained there would not be any embalming done within or on the property. He explained the church would keep their tax exempt status, and he would be responsible for paying taxes on the proposed leased office space and on the chapel if a service was requested. They have a proposed agreement with the church that they would not use the building on Sunday's or Wednesday afternoons when the church would be in session; and said if and when they ever needed to hold a funeral service, that parking attendants would be used.

Board Questions:

- Mr. Nation asked Mr. Scott if the church would still use the older building. Mr. Scott explained the Church still used the older building for youth; and the church had occasional meals in the older building.
- Mr. Pitts asked about the name of his Mr. Scott's business located in Woodruff, S.C. Mr. Scott said the name of the business was Legacy Life. Mr. Scott explained he had already been approved by the State Funeral Board in Columbia, S.C. for operation in the proposed leased church office space, before they informed him the property was not zoned for the use.

Mr. Henderson came forward again and said the proposed parcel contained 2.69 acres, and he explained the building in question was approximately 5,873 square feet in size. He further explained the church had owned the property since 2003 and constructed the newer sanctuary sometime in 2006; and he said to Staff's knowledge until just mentioned at tonight's meeting, he was under the impression the older building was not being used at all; and stated that change needed to be reflected in the feasibility report presented at tonight's meeting. Slides were shown of the property and entire surrounding area, in order to better illustrate the request. Mr. Henderson said even though East Blackstock Road was not a major artery into the City or the downtown; it was however, a semi-high traffic area between W. O. Ezell Boulevard and John B. White Sr. Boulevard, and beyond the two intersections. According to SCDOT, the most current traffic count taken in 2011 for that stretch of E. Blackstock Road, between the two aforementioned areas was 6,400 vehicles per day. The parcels that front that stretch of E. Blackstock Rd. had a wide array of zoning classifications. He concluded his presentation by saying the Planning Commissioners had received the Staff Report.

[Editor's Note: the report included the following list of criteria for the Commission to consider when reviewing a rezoning request and Staff's analysis of those criteria:

1. *Consistency (or lack thereof) with the Comprehensive Plan* – The purpose of the B-1/Neighborhood Shopping District, as described in the City of Spartanburg Zoning Ordinance, is to primarily serve the needs of the surrounding residential neighborhood, providing goods and services that are day-to-day needs, generally classed by merchants as “convenience good and services. The use of this property as a currently existing church and a proposed funeral home is consistent with the proposed zone of B-1. The 2004 Comprehensive Plan has specified Limited Activity Center for the property in question, and neighboring properties to the north and south fronting E. Blackstock Road. Limited Activity Center is intended for professional offices and small scale retail businesses serving a neighborhood area. Activities within a Limited Activity Center should be fully enclosed, should generate little traffic, noise, light or evening activity, and should be compatible with adjacent residential areas. Public, civic, and recreational uses are compatible with a Limited Activity Center. Also, the recommended zoning classifications for this land use category are LOD and LC. The B-1 zoning classification does not fit within the future use as described in the Comprehensive Plan.
2. *Compatibility with the present zoning and conforming uses of nearby property and with the character of the neighborhood* – The property is surrounded by a mix of commercial, office, and residential uses with the commercial area to the west, office area to the north and south, and residential to the east. The

proposed B-1 zone will allow for a wide range of uses, although the size of the property and accessibility will be limiting factors depending on the future proposed use. The property currently consists of a rear and side bufferyard abutting the single family residential properties with some vegetation and existing privacy fence. Any future use will be subject to adhering to any more intensive bufferyard requirements at that time.

3. *Suitability of the property affected by the amendment for uses permitted by the district that would be made applicable by the proposed amendment* – Though the parcel is suitable for the proposed use, it might not support other uses permitted under the zoning classification of B-1. At any point that a future use is pursued, all site development requirements will be reviewed to make sure that the use is compatible with the City of Spartanburg Zoning Ordinance, as well as, all neighboring properties.
4. *Marketability of the property affected by the amendment for uses permitted by the district applicable to the property at the time of the proposed amendment* – The marketability of the property would most likely increase with the zoning change. The zoning change will allow for a wider range of more intense land uses for the property.
5. *Availability of sewer, water and stormwater facilities generally suitable and adequate for the proposed use* – Both water and sanitary sewer services are available to this site. At this point, since no new development is being proposed, there are no additional stormwater requirements.

STAFF RECOMMENDATION

The proposed zoning map amendment is not consistent with neighboring properties along E. Blackstock Rd. or with the Comprehensive Plan. Staff is of the opinion that the proposed zone change will cause an adverse impact on surrounding properties with regards to possible uses allowed under the B-1 zoning classification. Therefore based on the information provided, Staff does not recommend approval of the proposed zoning map amendment as presented.

Board Questions:

- Mr. Pitts asked when the newer church was built, and about the parking count. Mr. Henderson referenced a slide of the site plan, which he explained had been approved in 2006 by a previous staff member, and the new sanctuary had been constructed in 2006. He further explained for a church the occupancy load was one space per eight seats, and for an occupancy load of 800, they were seven spaces short. Staff was also unaware of any cross-parking agreement. One of the neighbors had informed him on some Sundays there was some spill-over parking.
- Mr. Pitts asked about the square footage of the newer sanctuary. Mr. Henderson explained the square footage of the new sanctuary was all they were taking into account previously mentioned above, and since the proposed use would not occur during church times, there would be no parking conflict. He went over the requirements for a funeral home, and said in this proposed case, all Staff would require was one reserved parking space for any EMS emergency vehicle.

Mr. Pitts opened the public hearing and asked anyone who wished to speak in favor of the request, or anyone who had any questions to come forward.

- Mr. Jack Burnett of 271 Lake Forest Drive came forward and expressed his concerns as follows:
 - 1) He informed the Planning Commissioners he was the owner of two of the units to the north of the proposed property, and if the B-1 zoning was allowed and the church ever decided to move off the property at some time in the future, could the property then be turned into another type of use, such as a tattoo parlor, or something similar. Mr. Nation said a tattoo parlor wouldn't be permitted, but any permitted B-1 uses would then be allowed.
 - 2) Mr. Burnett's second concern was would any of the adjacent properties be encompassed into the B-1 zoning, if approved. Mr. Henderson said not unless any of the property owners submitted a rezoning request for their specific properties.

Mr. Burnett said he was not against the proposed use, but he was against anything that might be put in place on the property, if the church ever moved.

Mr. Pitts asked anyone else who had questions, or who wanted to speak against the request to come forward.

- Mr. Danny Crout of 110 W. Killarney Lake Dr., Moore, S.C. came forward and referenced a slide of the parking lot and one of the properties to the north; and said he owned the property at 233 E. Blackstock Rd.; and said they did have an informal agreement with the church and church goers were welcome to park there if needed. His concern was not the proposed office, but rather what could happen in the future if the church ever decided to sell the property, and how the surrounding property owners could be affected. Mr. Crout asked why they couldn't go with a LOD zone. Mr. Henderson said if the applicant wanted it to be just an office use, Staff could request LOD; but that Church's are not allowed in LOD, and offices are not allowed in GID.
- Mr. Nation asked Mr. Henderson why churches were not allowed in LOD; he said they appeared to be allowed everywhere else. Mr. Henderson said he did not have an answer for that.
- Mr. Nation said maybe they needed to request a text amendment to include churches in LOD. Mr. Henderson said that was something he could check in to.
- Mr. Nation mentioned all the other zones churches were permitted according to the Zoning Ordinance, and asked could it be a typographical error. Assistant City Manager Chris Story said he had never seen it any other way; but it might be an option going forward to look at in the future, but hoped there was another solution for the present time.
- Mr. Nation asked if the older church was still being used by the church, would it really be changing the use.
- Assistant City Manager Story said a text amendment might be an option going forward to look at; but he was hoping there was another solution at the present time.

Mr. Pitts asked if anyone else wished to come forward.

- Mr. Crout who spoke earlier, came forward again and said theoretically speaking, could Mr. Scott rent one of his empty spaces at 233 E. Blackstock Rd. as an office use, and then if they ever needed to hold a funeral service in the chapel, would that change the current use?

Mr. Pitts asked if anyone else wished to come forward. No one else came forward. Mr. Pitts closed the public hearing.

Planning Comments and Deliberation:

- Ms. Hogan wondered since there was no separation of bodies and since there would not be any embalming done on the property, how different would the proposed use be from what was done in a church anyway? Mr. Scott said the State Funeral Board in Columbia, S.C. had informed him the property was not zoned for his proposed use, when he first told them of the address.
- Mr. Pitts said in his opinion, since the property was located on a corner lot and encroached well into the surrounding neighborhood; he had a problem zoning the property to B-1, and did not feel B-1 was appropriate. He felt they all would like to come up with a solution that worked for everyone; and was not even sure if they needed to rezone the property period to accomplish what he wanted to do.
- Ms. Hogan agreed with Mr. Pitts.
- Mr. Scott said he would be satisfied with zone LC, Limited Commercial District or whatever the Planning Commission would recommend that would allow them to do what they wished to do.
- Mr. Letchworth asked Mr. Scott if the Board in Columbia suggested he could not meet with people unless the property was rezoned. Mr. Scott said when he had gone to the State Board for approval; they had informed him the property was not zoned for his proposed use.
- Mr. Letchworth felt what he really needed was a place to meet with people, not necessarily to rezone the property to B-1.
- Mr. Nation said it was still a church and was being utilized by the church.
- Mr. Scott said he needed an address for his proposed use.

- Ms. Hogan felt if they were going to have any services there, it would increase the use of the request; and she asked if they had any services, would it only be in the smaller chapel. Mr. Scott said they would only hold services in the bigger chapel if the person belonged to that church, and the family requested it. He explained that eight out of ten times, services would not be held at the proposed church.
- Assistant City Manager Story asked Mr. Scott what would be involved in him getting an answer from the State Board, if the Planning Department was to devise a letter which stated he could operate his proposed use at the proposed location. Mr. Scott explained.

Mr. Letchworth made a motion to table the request to the next meeting in order to give Mr. Scott time to get an answer from the State Board regarding how he was to proceed regarding a revised request regarding LC, Limited Commercial District, as opposed to B-1 zoning, and whether or not there was another name to call the proposed service instead of a funeral home. Mr. Nation seconded the motion; and the motion was unanimously approved by a vote of 5 to 0.

Approval of Proposed 2013 Planning Commission Meeting Schedule

The proposed 2013 Planning Commission Meeting Schedule was approved by acclamation.

Site and Landscape Plans Approved

- Fraternity Village @ Wofford College.

City Council Updates

- Mr. Henderson went over the updates from City Council that pertained to the Planning Commission since the October 25, 2012 Special Call Meeting of the Planning Commission.
- He also said City Council would hold another public hearing and first reading regarding tonight's rezoning case regarding 710 S. Church Street that was recommended for LC, Limited Commercial, as opposed to the requested B-1, Neighborhood Shopping District at their February 11, 2013 City Council Meeting.

The Citizens Agenda

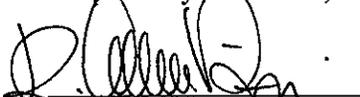
Mr. Pitts asked Mr. Henderson about the Design Review Awards. Mr. Henderson apologized, and said he was still working on them; and Staff has decided to combine the last two years since we were already in January, 2013, and get them to the Planning Commission as soon as possible.

Staff Announcements

- Mrs. Roland updated the Planning Commissioners regarding the upcoming 2013 Continued Education training schedule; and she also informed them Mr. Letchworth would finish his last session of Required New Board Member training later this month.
- Mrs. Roland also informed the Planning Commissioners the City Clerk had informed her today that Council had declared a immediate Board Member vacancy for the Planning Commission at their January 14, 2013 Council Meeting, due to the recent passing of Dr. Betty Staggs; and if anyone knew of someone who would like to be considered by Council to serve on the Planning Commission, to please let her, other staff, or the City Clerk be notified. Mrs. Roland further informed the Commissioners there was one request for consideration, and she was waiting for a response from the City Clerk through the City Attorney.
- Mrs. Roland again expressed Staff's, as well as City Administration, and all the other Board Members' sadness at the recent passing of Dr. Staggs on the Planning Commission, as well as the recent passing of Cullen and Tip Pitts mother.

The meeting adjourned at 6:45 P.M.

Respectfully Submitted,



Cullen Pitts, Chair

Minutes by Julie Roland, Administrative Assistant