

CITY OF DARIEN

PLANNING AND ZONING COMMISSION

Wednesday, March 7, 2018

7:00 PM

City Hall Council Chambers

1702 Plainfield Road

AGENDA

1. Call to Order

2. Roll Call

3. Regular Meeting:

A. Public Hearing (continued from February 21, 2018)

Case: PZC 2018-02 2000 Manning Road (Ide School – driveway variation)

School District 66 seeks approval of a zoning variation for a new driveway at Fairview Avenue as part of their program to expand building, parking, bus lane, walkways, athletic field, and landscaping.

4. Correspondence

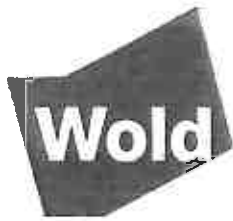
5. Old Business

6. New Business

7. Approval of Minutes: February 21, 2018

8. Next Meeting: March 21, 2018

9. Adjournment



**RUCK
PATE**

MEMORANDUM

To: Steve Manning
From: Jessalyn Kelly | JK
Date: January 29, 2018
Comm. No: 173020

Subject: Elizabeth Ide Elementary School – Site Review Responses
(Comments from Steve Manning and Dan Gombac)

Comment:

You have an opportunity to remove buses from the south parking lot by adding an inbound lane from Manning Road in the west driveway for buses only

Response: The existing west driveway design can't accommodate the school bus turning paths for inbound and outbound movements without widening the drive to the east and which impacts existing trees and drainage. Since there will be less activity in the south parking lot with only staff parking and parent traffic relocated to the north lot, bus traffic will not create any problems. Bus travel patterns will remain as they are today. School buses arrive from the east and will turn right in to the east drive and then exit left out of the west drive.

Comment:

You have an opportunity to reduce exit delays by adding a left turn lane to your driveway at Fairview Avenue.

Response: The single lane exit will work well with minimal delays (Level of Service B (10.2 to 11.2 second of delay) due to the low volumes at the school and on Fairview. The majority of the traffic does turn left as parents head back to Plainfield Road. The school attendance area is primarily is to the south and west (a map is located in the traffic study Appendix). The exiting traffic volumes range from 33 to 63 vehicles per hour which are well under the need for a second outbound lane.

Comment:

It would help to separate pedestrians from vehicles using the driveway on the north side of the school building.

Response: The driveway on the North side of the existing building would be for emergency/scheduled access only with no intent of using the driveway as a pedestrian thoroughfare to the paved play area. Separation of pedestrian and vehicle access should not be needed due to limited use of that drive.

Wold | Ruck Pate
110 North Brockway Street, Suite 220
Palatine, IL 60067
woldae.com | 847 241 6100

**PLANNERS
ARCHITECTS
ENGINEERS**



Comment:

Can you estimate whether the 94 parking spaces will be sufficient to alleviate the need for on-street parking?

Response: The Darien Zoning Ordinance requires elementary schools to provide one parking space for each employee. Currently the school has 52 staff members (52 spaces required) and their numbers are not expected to change. A total of 94 spaces are provided which exceed the minimum requirements. Four accessible spaces are included in order to meet the accessibility code requirements.

National parking data is available from the Institute of Transportation Engineers (ITE) in their publication Parking Generation, 4th Edition for elementary schools (Land Use Code 520). The peak demand in the ITE data was 0.17 spaces per student (340 students) or 58 spaces, well under the 94 spaces provided.

Normally overflow parking for special events at the school is accommodated by a combination of the off-street parking at the school and on-street parking by the school. Limited on-street parking is available near the site. The excess parking provided on-site (approximately 42 spaces over the day to day needs) will minimize the amount of parking on-street during school events. The District has noted less than 100 cars on average for these events and this design more than doubles the current capacity.

cc: Kirsta Ehmke, Wold RP
Kevin Camino, EEA
Tim Arnold, CCSD 66

Steven Manning

From: Steven Manning
Sent: Wednesday, February 14, 2018 12:54 PM
To: Steven Manning
Subject: Review of Ide Elementary School Expansion Traffic and Parking Study, Erikson Engineering 1.15.18

From: Michael Werthmann
Sent: Wednesday, February 14, 2018 11:46 AM
To: Daniel Lynch <dlynch@cbbel.com>
Subject: Darien Comments

- As part of the approval process or the final engineering plans, the applicant should confirm that the location and design of the access drive meets the minimum sight distance requirements along Fairview Avenue.
- The traffic study does not address the proximity of the access drive to Judd Street (approximately 160 feet). The applicant should evaluate the proximity of the access drive to Judd Street.
- Consideration should be given to providing a high visibility, ladder style crosswalk along the access drive.

Michael A. Werthmann, PE, PTOE
Principal

Kenig, Lindgren, O'Hara, Aboona, Inc.
9575 West Higgins Road, Suite 400
Rosemont, IL. 60018
(847) 518-9990 office (847) 769-4370 cell
www.kloainc.com mwerthmann@kloainc.com



MEMORANDUM TO: Daniel L. Lynch, PE, CFM
Christopher B. Burke Engineering, Ltd.

FROM: Michael A. Werthmann, PE, PTOE
Principal

DATE: February 16, 2018

SUBJECT: Review of Traffic and Park Study
Ide Elementary School Expansion
Darien, Illinois

On behalf of the City of Darien, Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) has reviewed the traffic and parking analysis for the proposed Ide Elementary School Expansion. As part of this evaluation, KLOA, Inc. reviewed the following documents:

- The Traffic and Parking Study dated January 15, 2018, prepared by Erikson Engineering Associates, Ltd.
- The proposed site plan dated January 15, 2018, prepared by Erikson Engineering Associates, Ltd.

Overall the proposed expansion and associated access, circulation, and parking improvements will greatly enhance the transportation and parking conditions and school operations as follows:

- The improvements will better segregate the various traffic activities occurring on the school site.
- The improvements will reduce the pedestrian and vehicle interaction/conflicts within the school site.
- The improvements will better distribute the traffic along the access system, through the school site, and along the external roadway system.
- The improvements will increase the internal stacking for both buses and parent drop-off/pick-up activity.
- The improvements will increase the number of off-street parking spaces.

Given that the student enrollment is not anticipated to increase, the proposed internal circulation and parking enhancements will only have a positive impact on the existing traffic and parking conditions within the school site and along the area roads. However, we offer the following comments regarding the traffic study and the proposed site plan.

Proposed Fairview Avenue Access Drive

- As part of the approval process or the final engineering plans, the applicant should confirm that the location and design of the proposed access drive meets the minimum sight distance requirements along Fairview Avenue.
- The traffic study does not address the proximity of the access drive to Judd Street (approximately 160 feet). The applicant should evaluate the proximity of the access drive to Judd Street.
- Consideration should be given to providing a high visibility, ladder style crosswalk along the access drive.

Student Drop-Off/Pick-Up Operations

While the proposed modifications will increase the amount of student drop-off/pick-up stacking, the traffic study does not address whether the additional stacking will be sufficient to meet the school's peak demand, particularly during the afternoon pick-up period when parents arrive early and wait for their children. The applicant should evaluate the drop-off/pick-up operations to determine if the proposed stacking is sufficient to meet the peak demand, and, if not, the impact on the internal circulation and external roadways.

Bus Traffic and Circulation

We have the following questions regarding the bus operations and the function of the bus lane:

- How many buses are used to serve the school?
- How many buses can be accommodated along the bus loading lane and is it sufficient to meet the peak demand? The applicant should provide an exhibit showing the number of buses that the loading lane can accommodate.
- Are the radii through the school site and at the access drives sufficient to accommodate the bus traffic, particularly considering the bus stacking that will be occurring along the bus loading lane? The applicant should include an exhibit showing the bus maneuvers entering from Manning Road, traversing the school site, and exiting to Manning Road.

Parking

Regarding school special events, the traffic study indicates that the parking demand is “accommodated by a combination of the off-street parking at the school and on-street parking by the school.” However, the study also indicates “that there are limited off-street parking spaces”. The applicant should address if the on-street and off-street parking is sufficient to meet the parking demands during special events and, if not, how the additional parking will be accommodated. How does the school currently accommodate parking for special events?

Pedestrian Access

- It does not appear a dedicated sidewalk is provided along either side of the Manning Road western access drive. How are pedestrians walking to and from the west along Manning Road supposed to access the school?
- Consideration should be given to providing high-visibility ladder style crosswalks along the two Manning Road access drives.
- With the new access drive proposed on Fairview Road and the relocation of the entrance to the north side of the school, consideration should be given to establishing a School Zone along Fairview Road with a 20 mph school speed limit.



MEMORANDUM

TO: Ms. Jessalyn Kelly
Wold | Ruck Pate

FROM: Stephen B. Corcoran, P.E., PTOE
Director of Traffic Engineering

DATE: February 21, 2018

RE: Ide Elementary School
Response to Comments
Darien, Illinois

Eriksson Engineering Associated, Inc. (EEA) conducted a traffic and parking study for the proposed expansion of Elizabeth Ide Elementary School in Darien, Illinois. This memo provides responses to the review memo by KLOA, Inc. dated February 16, 2018.

Proposed Fairview Avenue Access Drive

- As part of the approval process or the final engineering plans, the applicant should confirm that the location and design of the proposed access drive meets the minimum sight distance requirements along Fairview Avenue. **Response: Will provide documentation with final engineering. The Intersection Sight Distance is 335 feet looking to the north and 290 feet to the south for a 25 mph road (design speed of 30 mph). Field observations indicate these distances are exceeded. The Manning Road intersection 500 plus feet to the south can be seen from the proposed driveway location. Sight distance to the north also exceeds 500 plus feet.**
- The traffic study does not address the proximity of the access drive to Judd Street (approximately 160 feet). The applicant should evaluate the proximity of the access drive to Judd Street. **Response: Judd Street is a local residential street that serves 45 single-family homes and is 160 feet north of the proposed drive. As noted in the traffic study, the majority of the school's students are located south and southwest of the school and would not drive by this location. School traffic coming to and from the north is mostly school staff. As a result, the impact on southbound Fairview Avenue traffic is nominal with a 95% confidence level queue of one vehicle turning into the school. There would not be backups on Fairview Avenue that would interfere with traffic exiting Judd Street. Conversely, while traffic counts were not completed, field observations did not see high volumes of traffic entering Judd Street from the south or corresponding back-ups that would impact the school drive.**
- Consideration should be given to providing a high visibility, ladder style crosswalk along the access drive. **Response: The site plan calls for the concrete sidewalk to be extended across the new driveway which will contrast with the asphalt driveway surface. It is not industry practice to use high visibility, ladder style crosswalk under these conditions.**

Student Drop-Off/Pick-Up Operations

While the proposed modifications will increase the amount of student drop-off/pick-up stacking, the traffic study does not address whether the additional stacking will be sufficient to meet the school's peak demand, particularly during the afternoon pick-up period when parents arrive early and wait for their children. The applicant should evaluate the drop-off/pick-up operations to determine if the proposed stacking is sufficient to meet the peak demand, and, if not, the impact on the internal circulation and external roadways. **Response: The attached exhibit shows the queuing along the student loading zone with room for 17 vehicles to be loaded simultaneously during afternoon dismissal. There is room for 8 or 9 additional vehicles to queue without spilling back onto Fairview Avenue while waiting to get to the curb. During the existing afternoon dismissal, there were 15 vehicles in the lot at peak times.**

Bus Traffic and Circulation

We have the following questions regarding the bus operations and the function of the bus lane:

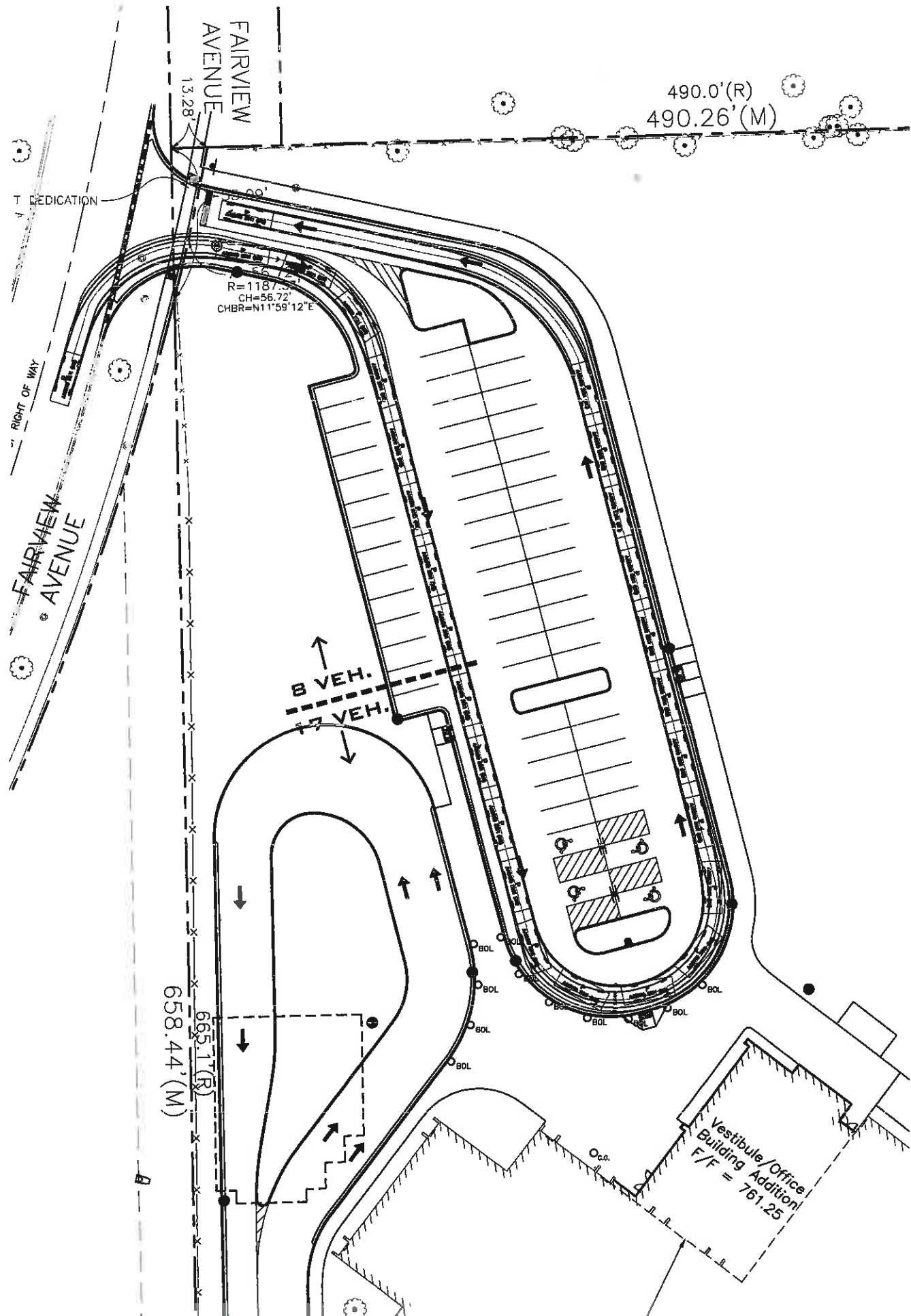
- How many buses are used to serve the school? **Response: Ten school buses.**
- How many buses can be accommodated along the bus loading lane and is it sufficient to meet the peak demand? The applicant should provide an exhibit showing the number of buses that the loading lane can accommodate. **Response: Ten school buses. Please note that in the afternoon only four buses will load at a time while the other buses are queued off-street in the south parking lot. See attached Exhibit.**
- Are the radii through the school site and at the access drives sufficient to accommodate the bus traffic, particularly considering the bus stacking that will be occurring along the bus loading lane? The applicant should include an exhibit showing the bus maneuvers entering from Manning Road, traversing the school site, and exiting to Manning Road. **Response: See attached Exhibit.**

Parking

Regarding school special events, the traffic study indicates that the parking demand is "accommodated by a combination of the off-street parking at the school and on-street parking by the school." However, the study also indicates "that there are limited off-street parking spaces". The applicant should address if the on-street and off-street parking is sufficient to meet the parking demands during special events and, if not, how the additional parking will be accommodated. How does the school currently accommodate parking for special events? **Response: With the limited on-site parking, cars have been parking along Manning Road and Fairview Avenue in the bike lanes for most events. With the proposed parking plan, there are 42 additional parking spaces beyond what is needed for staff, assuming all staff drive and are present in the building. This should cover most if not all events through out the year at the school.**

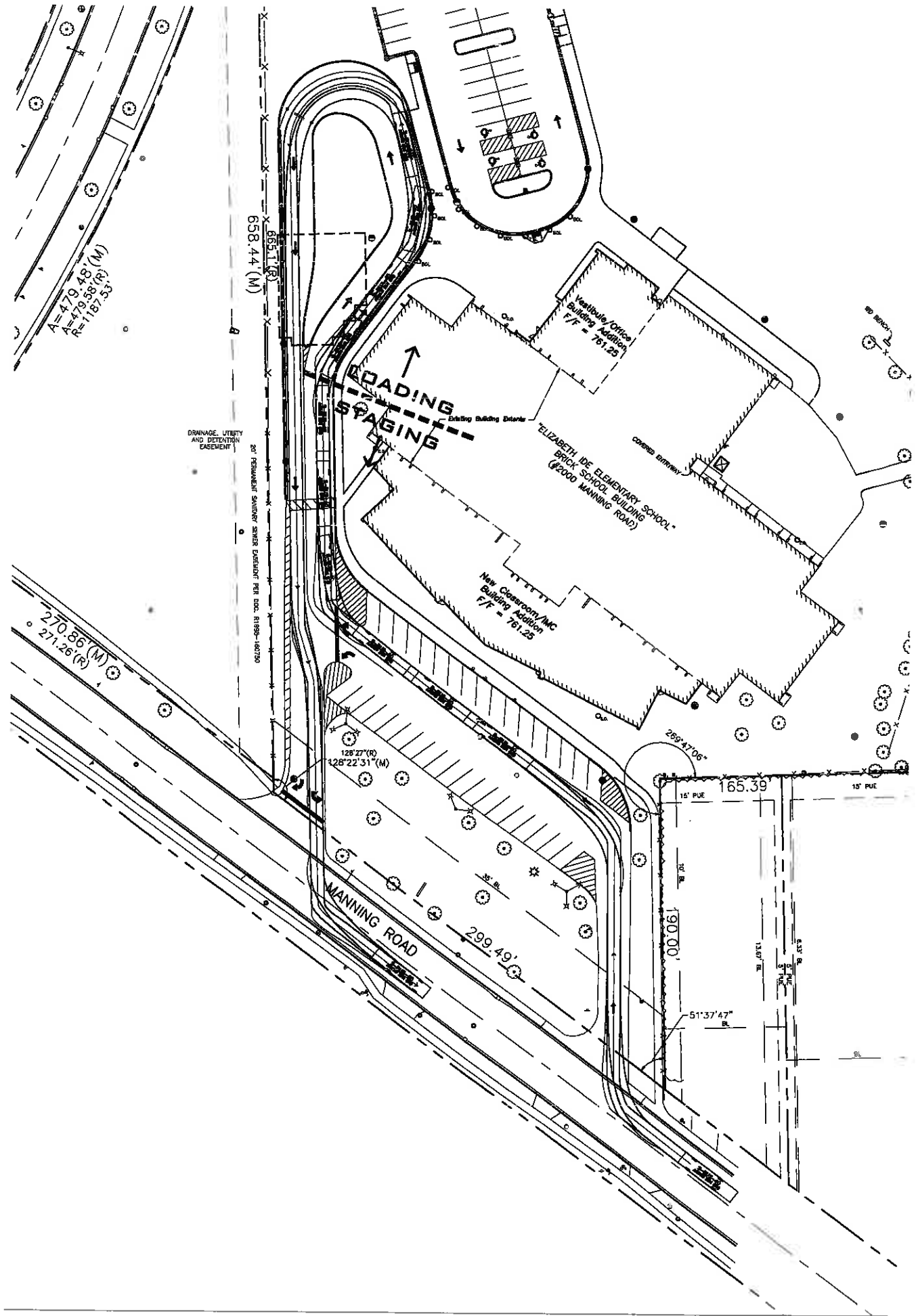
Pedestrian Access

- It does not appear a dedicated sidewalk is provided along either side of the Manning Road western access drive. How are pedestrians walking to and from the west along Manning Road supposed to access the school? **Response: As noted in the study, no students were observed walking to school due to their young age (Kindergarten, 1st and 2nd Grade) along with the fact that majority of the students are bussed to the school. With the school entrance relocated to the north side of the building, students should use the sidewalk along Fairview Avenue and then use the sidewalk into the site.**
- Consideration should be given to providing high-visibility ladder style crosswalks along the two Manning Road access drives. **Response: Will be added during final engineering.**
- With the new access drive proposed on Fairview Road and the relocation of the entrance to the north side of the school, consideration should be given to establishing a School Zone along Fairview Road with a 20 mph school speed limit. **Response: With municipal concurrence, these signs can be added during final engineering.**



PARENT DROP-OFF STACKING EXHIBIT

SCALE: 1" = 30'



SCHOOL BUS STACKING EXHIBIT

SCALE: 1" = 50'

Steven Manning

From: Sylvia McIvor <smcivor@energysystemsgroup.com>
Sent: Wednesday, February 21, 2018 2:06 PM
To: Bryon Vana; Dan Gombac; Steven Manning; Kathy Weaver; Joe Marchese
Subject: Fwd: IDE school entrance on Fairview

Please see a concern, voiced by a resident near the proposed entrance.

Sylvia McIvor - Energy Systems Group (ESG)
Cell: 312-961-9230
smcivor@energysystemsgroup.com

Begin forwarded message:

From: Katie Hodak <kmcdonaldpt@yahoo.com>
Date: February 21, 2018 at 1:28:38 PM CST
To: smcivor@darienil.gov, smcivor@energysystemsgroup.com
Subject: IDE school entrance on Fairview

Hello... Hope you're well. I'm not sure I will be able to make it to the meeting tonight, and wanted to make sure that the proposed Fairview entrances closely looked into. The exit of Judd onto Fairview is already difficult with the blind turn. I know there have been a few in our neighborhood who have been involved in an accident at that intersection. I am concerned that another heavily used onto Fairview could propose difficulties for our subdivision safe and Tree on the Fairview.

Apologies this is voice to text, it's been a crazy day, and trying to do this quickly between patients Feel free, if you do have the opportunity to call before the meeting, I could elaborate. Or at least make more sense.

Please do not read this note verbatim, I know the grammar is terrible. Thank you

DISCLAIMER:

This email and any attached files are intended solely for the use of the individual or entity to whom they are addressed, and may contain confidential information. If you have received this email in error, please notify the sender immediately by responding to this email. If you are not the intended addressee please do not forward, or otherwise distribute or copy but delete this e-mail.

Agency #	16-22421	Crash Date	04/11/16	Crash Time	7:03 AM	MOY	4	HOD	7	Shift	1	DOW	Monday	Address	Number	Primary Street	Intersecting Street	Injury Codes	Damaged Property	Damage Indicator	Offense Codes	Hit & Run	Private Property	Primary Cause	Secondary Cause
																FAIRVIEW AVE.	JUDD RD.	NO INDICATION OF INJURY	None	OVER \$1,500	None	No	No	Falling to Yield Right-of-Way	Vision Obscured (sign, tree limbs, buildings, etc.)

MEMORANDUM TO: Daniel Gombac
City of Darien

FROM: Michael A. Werthmann, PE, PTOE
Principal

DATE: March 2, 2018

SUBJECT: Review of Additional Information and Evaluation
Ide Elementary School Expansion
Darien, Illinois

Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) has reviewed the responses prepared by Erikson Engineering Associates, Ltd (dated February 21, 2018) addressing the review comments summarized in the KLOA, Inc. memorandum dated February 16, 2018. In addition, a field meeting was held on Monday, February 26, 2018 to discuss the various issues and was attended by Dan Gombac and Steve Manning from the City of Darien, Tim Arnold from Center Cass School District #66, and Michael Werthmann from KLOA, Inc. Further, KLOA, Inc. reviewed the accident data at the intersection of Fairview Avenue with Judd Street as provided by the Village, which shows that only one accident has occurred at the intersection in the past five years.

Based on the aforementioned and discussions with City staff, all of the KLOA, Inc. review comments have been addressed by the School District and their consultant except the following two comments regarding the school bus circulation:

- Based on the bus maneuvering exhibit included in the Erickson Engineering memorandum, it appears that a bus will not be able to by-pass a bus that is waiting along the north portion of the loading zone. The School District should clarify if the bus loading zone was designed with a by-pass lane.
- The bus maneuvering exhibit included in the Erickson Engineering memorandum did not show how a bus will complete a right-turn movement from the school onto Manning Road. It appears that the bus will either have to encroach on the left-turn lane along the access drive and/or the eastbound lane of Manning Road to complete the right-turn movement. The School District should clarify how buses will complete the right-turn movement.

Further, field observations show that sufficient sight distance is provided along Fairview Avenue for the traffic entering and exiting Judd Street. Given the location of the Fairview Avenue sidewalk, the sight distance is obstructed when the motorist is stopped at the stop sign on Judd Street. However, if the motorist pulls up past the sidewalk, which is typical for many intersections, sufficient sight distance is available along Fairview Avenue. This is evident in the fact that only one accident has occurred at the intersection of Fairview Avenue with Judd Street over the past five years.

**MINUTES
CITY OF DARIEN
PLANNING & ZONING COMMISSION MEETING
February 21, 2018**

PRESENT: Chairperson Lou Mallers, Robert Cortez, Michael Desmond, Bryan Gay, Robert Erickson, Mary Sullivan, Steven Manning - City Planner

ABSENT: Brian Liedtke, John Laratta

Chairperson Mallers called the meeting to order at 7:00 p.m. at the City of Darien Police Station, Darien, Illinois and declared a quorum present. He swore in the audience members wishing to present public testimony.

Chairperson Mallers welcomed new Commissioner Michael Desmond.

- A. Public Hearing Case: PZC 2018-02 2000 Manning Road (Ide School-driveway variation) School District 66 seeks approval of a zoning variation for a new driveway at Fairview Avenue as part of their program to expand building, parking, bus lane, walkways, athletic field, and landscaping.**

Mr. Steve Manning, City Planner reported that this is a variation for a new driveway onto Fairview Avenue where the school parcel has 56 feet of frontage and City Code otherwise requires a minimum of 100 feet of frontage. There are presently two driveways on Manning Road that would remain as is. Mr. Manning reported that the purpose of this hearing is to review traffic safety and the variation request. The site plan review of the building, engineering, and landscaping will be done by the Municipal Services Committee. He further reported that if the variance is approved it will then be forwarded to the Municipal Services Committee. Mr. Manning stated that proper notice of this hearing has been published, posted, and mailed.

Petitioner and Superintendent District 66 Tim Arnold introduced the plan. He reported that School District 66 is planning to construct an addition to Elizabeth Ide Elementary School including classroom and office space along with additional parking, bus lanes, athletic field, utilities, and landscaping. Mr. Arnold stated that they did a study which concluded that there will probably be no increase in student population or staff in the near future. He stated the plan includes a new parking lot with access from Fairview Avenue for visitors and parents with a student drop-off lane to serve the new main entrance at the northwest corner of the school building and a separate bus lane west of the school building with access to Manning Road. He said there are times during the school day when buses and parent vehicles are waiting to turn into the school and are stacked on Manning Road. He also said that special events at the school have caused the parking lot to fill up and overflow parking on Manning and Fairview and other side streets. The most vehicles he has counted at special events has been 94. He stated the main objectives of the plan are increasing the number of parking spaces and separating teacher, parent, and bus traffic resulting in less congestion and increased safety.

Mr. Dan Kritta, Architect, Wold Ruck Pate reported stated that this plan is a safer environment for the children.

Mr. Steven Corcoran, Director of Traffic Engineering, Eriksson Engineering Associates stated that he prepared the traffic study. He explained the traffic study process noting that cars were counted and traffic patterns analyzed. Mr. Corcoran reported on the current parking issues and

that the students are walking through the buses and cars in order to get to the school. He explained that the present parking situation involves a lot of adult supervision.

Mr. Corcoran stated that they received comments from the City's Traffic Consultant and agree that there should be a school speed zone sign. He further stated that the comments also suggest a crosswalk across the driveway but that they would be constructing a concrete sidewalk. Mr. Corcoran stated that he was communicating with the consultant regarding additional information requested.

Mr. Corcoran reported on the parking spaces and stated that there will be enough parking for staff and visitors totaling 94 spaces. He stated that they anticipated a count for after school events and at times there may be a few overflow on the street.

Commissioner Mallers asked about the timing of the project.

Mr. Arnold stated that if approved, they are looking to begin the project for the 2019-20 school year completing the parking in April and the main building before school starts in the fall.

Mr. Corcoran reported that there was correspondence from a resident concerned with the site restrictions. He stated that there will be no trees in the parkway.

Mr. Manning said he had received an email from Katie Hodak saying the exit of Judd onto Fairview is already difficult with the blind turn – there have been a few in our neighborhood who have been involved in an accident at that intersection – that she was concerned that another heavily used driveway onto Fairview could propose difficulties for safety. Mr. Manning also shared a report from the Darien Police Department that said one accident at this intersection was due to 'vision obscured' and 'failure to yield right-of-way'.

Mr. Corcoran said he obtained a crash report from the Department of Transportation. He reported that the data showed that there were only two crashes since 2006 in that area. Mr. Corcoran did explain that only accidents over \$1,500 are reported.

Commissioner Cortez asked if there was thought about putting in a right-in and right-out for the new driveway on Fairview.

Mr. Corcoran stated that they did not see a need for that since there were no issues. He stated that the current configuration is only traffic and the buses coming out on Manning.

Commissioner Erickson questioned the delivery schedule.

Mr. Corcoran reported that the deliveries do not pose a problem since they deliver while school is in session.

Chairperson Mallers opened the meeting to anyone wishing to present public comment.

Mr. Gary Holmes, 2001 Judd Street stated that he was concerned about the safety on Fairview from all the truck traffic going to and from the school and the absence of a street light where the new driveway would be located. He stated that he was also concerned about the headlights from vehicles exiting onto Fairview from the new driveway shining into his house. Mr. Holmes also questioned what signs would be added.

Mr. Corcoran stated that it was recommended by the City to add a school speed zone sign on Fairview and a stop sign exiting to Fairview. He stated that the current posted speed limit on Fairview is 25 MPH and there is already the school zone speed on Manning which is 20 MPH.

Mr. Manning reported that the City has to request a school zone speed limit and meet state standards. He stated that it is something that the City has to initiate but that the PZC could make a recommendation to the City Council. Mr. Manning stated that he thought a school zone speed limit was a good idea.

Mr. Manning questioned if Mr. Holmes observes speeding cars on Fairview. Mr. Holmes stated yes.

Mr. Ed Gergits, 7635 Wilton Court stated that there is no dividing line painted in the center of Fairview Avenue and he has observed cars veering into on-coming traffic. He also said that the curve and slope of Fairview and the on-street parking for school events and the backup of vehicles turning into the new driveway would be a safety problem for drivers and bike riders and kids crossing the street.

Mr. Corcoran responded that it his observation that there sufficiently safe sighting distance for all traffic on Fairview Avenue.

Mr. Arnold said all students are bused.

Several commissioners asked if there had been consideration of routing cars to and from the parking lot north of the school via Manning thus not needing a new driveway on Fairview. They also asked if there was any way to provide for all ingress for cars, trucks, and buses from Manning and all to exit on Fairview.

Mr. Corcoran stated that neither would be practical and would negate benefits of separating teacher vehicles, parent vehicles and buses for safety. He stated that they need to document the sight distance.

There was no one else in the audience wishing to present public comment.

Mr. Manning advised that the PZC could take a conditional vote to recommend approval listing safety concerns to be resolved for MSC consideration or this hearing could be continued to give a chance for Eriksson to complete their analysis and for KLOA to review.

Mr. Arnold stated that a continuation of this hearing for a vote on March 7 would not delay their project.

Commissioner Mallers made a motion and it was seconded by Commissioner Sullivan to continue Public Hearing Case: PZC 2018-02 2000 Manning Road (Ide School-driveway variation) to March 7, 2017.

Upon roll call vote, THE MOTION CARRIED UNANIMOUSLY 6-0.

CORRESPONDENCE

None.

OLD BUSINESS

None.

NEW BUSINESS

None.

APPROVAL OF MINUTES

Commissioner Erickson made a motion and it was seconded by Commissioner Cortez to approve the January 17, 2018 Regular Meeting Minutes.

Upon roll call vote, THE MOTION CARRIED UNANIMOUSLY 6-0.

NEXT MEETING

Mr. Manning announced that the next meeting is scheduled for Wednesday, March 7, 2018 at 7:00 p.m.

ADJOURNMENT

With no further business before the Commission, Commissioner Erickson made a motion and it was seconded by Commissioner Gay. Upon voice vote, THE MOTION CARRIED unanimously and the meeting adjourned at 8:30 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

Elizabeth Lahey
Secretary

Lou Mallers
Chairman