



City of Santa Barbara

PLANNING COMMISSION

MINUTES

JULY 14, 2022

1:00 P.M.
City Hall, Council Chambers
735 Anacapa Street; and
1026 Via Los Padres
Santa Barbara 93111

COMMISSION MEMBERS:

Gabriel Escobedo, Chair
Roxana Bonderson, Vice Chair
John M. Baucke
Jay D. Higgins
Sheila Lodge
Devon Wardlow
Lesley Wiscomb

STAFF:

Tava Ostrenger, Assistant City Attorney
Renee Brooke, City Planner
Gillian Fennessy, Commission Secretary

CALL TO ORDER

Chair Escobedo called the meeting to order at 1:01 p.m.

I. ROLL CALL

Chair Gabriel Escobedo, Vice Chair Roxana Bonderson, Commissioners John M. Baucke, Jay D. Higgins, Sheila Lodge, Devon Wardlow, and Lesley Wiscomb

STAFF PRESENT

Tava Ostrenger, Assistant City Attorney
Renee Brooke, City Planner
Daniel Gullett, Principal Planner
Rosie Dyste, Project Planner
Kelly Brodison, Associate Planner
Janet Ahern, City TV Production Specialist
Gillian Fennessy, Commission Secretary

II. PRELIMINARY MATTERS

A. Requests for continuances, withdrawals, postponements, or addition of ex-agenda items:

No requests.

B. Announcements and appeals:

No announcements.

C. Review, consideration, and action on the following draft Planning Commission minutes and resolutions:

1. June 2, 2022 Planning Commission Minutes

MOTION: Wiscomb / Bonderson

Approve the minutes as presented.

The motion carried by the following vote:

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

D. Comments from members of the public pertaining to items not on this agenda:

Public comment opened at 1:05 p.m., and as no one wished to speak, it closed.

The following individuals spoke:

1. Richard Lloyd

Public comment closed at 1:08 p.m.

Written correspondence from Elizabeth Riley Olson and Barry Cappello was acknowledged.

III. CONSENT ITEM

ACTUAL TIME: 1:03 P.M.

3239 CLIFF DRIVE

Assessor’s Parcel Number: 047-083-022 & 023

Zoning Designation: A-1/S-D-3 (One-Family Residence/Coastal Overlay)

Application Number: PLN2020-00252 **Filing Date:** February 23, 2021

Applicant / Owner: Steve Fort, SEPPS / Downton Shabby, LLC

On May 19, 2022, the Planning Commission approved a request for a Coastal Development Permit to construct a two-story, 3,620-square-foot residence and 484-square-foot detached two-car garage on a 60,751-net-square-foot project site located in the Hillside Design District and the Appealable Jurisdiction of the Coastal Zone with a Coastal Land Use Plan designation of Low Density Residential.

The applicant has requested to amend the conditions of approval (Attachment 1) in order to include language addressing Coastal Land Use Plan Policies 5.1-32 (Development Standards for Potential Shoreline Hazards Screening Area 3 (Coastal Bluff Faces)), 5.1-33 (Development Standards for Potential Shoreline Hazards Screening Area 3 (Coastal Bluff-Tops)) and 5.1-42 (Conditions for Development in Shoreline Hazards Screening Areas).

When the City updated the Coastal Land Use Plan these policies were added and were inadvertently left out of the recommended conditions of approval. The omission was noted by California Coastal Commission staff, hence the request by the applicant to amend the conditions. The proposed additional conditions are restrictive in nature, and do not grant any additional

benefits to the property, but, rather, document applicable restrictions/ acknowledgements. Please see the draft revised Planning Commission Resolution No. 005-22 (Attachment 3), specifically revised condition B.7 and new conditions B.12 and B.13, for exact language.

MOTION: Wiscomb / Lodge

Waive the Staff Report and approve the amended conditions of approval to include language addressing the Coastal Land Use Plan Policies 5.1-32 (Development Standards for Potential Shoreline Hazards Screening Area 3 (Coastal Bluff Faces)), 5.1-33 (Development Standards for Potential Shoreline Hazards Screening Area 3 (Coastal Bluff-Tops)) and 5.1-42 (Conditions for Development in Shoreline Hazards Screening Areas).

The motion carried by the following vote:

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

IV. DISCUSSION ITEM

ACTUAL TIME: 1:09 P.M.

DRAFT 2023 HOUSING ELEMENT

The Planning Commission will receive a presentation and public comment on the Public Review Draft 2023 Housing Element, hold a discussion, and provide feedback to staff.

Rosie Dyste, Project Planner, gave the Staff presentation. Daniel Gullett, Principal Planner and Renee Brooke, City Planner, were available to answer questions.

Public comment opened at 1:43 p.m., and the following individuals spoke:

1. Chelsea Steel
2. Frank Rodriguez
3. Nadia Abushanab
4. Stanley Tzankov
5. Robin Elander
6. Linda Honikman
7. Lisa Carlos
8. Sharon Byrne
9. Rob Fredericks

Public comment closed at 2:10 p.m.

Written correspondence from Steven Johnson, Dennis Doordan, Allied Neighborhoods Association, Scott Wenz, Cars are Basic; Stanley Tzankov, Richard Flacks, Santa Barbara County Action Network (SBCAN); Patricia Saley, Vicki Allen, League of Women Voters of Santa Barbara; Lisa Burns, Maria Cincotta, Lisa Carlos, Ames Balliet, Steve Fort, Gavin Spencer, John E. Douglas, and Daisy Beamon was acknowledged.

*** THE COMMISSION RECESSED FROM 3:03 TO 3:16 P.M. ***

Commissioner comments:

Commissioner Baucke:

- Surprised by how poorly the City has done in generating affordable housing units.
- Agrees that based on the chart brought before City Council and the Planning Commission at the joint council meeting the City should receive an “F” or “D” grading.
- We have not been meeting the community needs.
- There is a consensus politically and among citizens that we are not meeting the affordable housing goals.
- Agrees with the public comment received from the Allied Neighborhoods Association, League of Women Voters of Santa Barbara, SBCAN, Patricia Saley, Lisa Burns, and Lisa Carlos.
- Goals 1, 2, and 8 are on the top of his priority list.
- We need to produce more affordable housing that is deed restricted.
- Believes that the difference between market rate and an affordable rental rate will continue to get worse overtime because of the nature of this community and its demand on an international scale.
- We need to address housing for people who serve the community, because we need them to be here.
- In 1990, when creating the General Plan and discussing the job-housing balance, the job part got controlled, but the housing balance part of it never happened and we are now living with the consequences of years of not addressing the situation.
- Understands Staff’s quantifiable objectives, but thinks we need to take a look at how we can get from our quantified objectives to actually meeting our RHNA numbers.
- The low and very low income housing is something public entities have to do, the private sector will never make that work. The moderate-income, depends on jurisdiction or the scale of project, but the City is not doing well with the moderate. The City seems to be doing well in the upper tier. We need to refocus on all of the lower tiers.
- Public entities have to share most the burden on the low, very low, and the moderate.
- Funding could include vacancy tax, TOT, and an enhanced infrastructure finance district for the core area that used to be the redevelopment agency area.
- The City needs a financing mechanism in not just the core area with the proposed Affordable Housing Overlay, but other areas as well because new projects will result in a jump in tax increment value unless they are public projects.
- Creating a financing mechanism and funding streams to implement Goal 8 is very important.
- Would prioritize housing in the low and very low-income categories.
- The City’s in-lieu percentage is significantly lower than other cities. A norm for other cities is 15%, other cities are at 20% and going higher in areas that have high real-estate values.
- We might want to look into other cities in-lieu percentages, like City of Palo Alto.
- Additionally, the City of Palo Alto requires inclusionary units for projects that are less than 10 units and below that. Understands the economic effects to landowners on that, but landowners are part of the Community and need to contribute.
- Surprised that market rate rental projects are considered a community benefit. Understands that it increases supply and helps in the long term, but doesn’t address problem.
- Would like to explore the examples mentioned for funding mechanisms.

- This community has a lot of 2nd homes and we need to understand the effects of that on housing and whether we need a tax on those types of units.

Commissioner Lodge:

- The City of Santa Barbara is not the only city that is not meeting RHNA numbers.
- Reviewed Ventura and six other cities nearby and found that five of the cities have exceeded their above market moderate income allocation, all but two of the cities have failed to meet their very low, low, and/or moderate income allocation.
- In 2018 Ventura adopted inclusionary ordinance which requires rental housing to provide a total of 15% inclusionary housing divided by between 1/3 very low, 1/3 low, and 1/3 moderate income levels for projects of 60 units or more and for smaller projects the percentage is lower.
- There is a significant amount of substantial development with inclusionary units being constructed.
- The City of Santa Monica has the highest percent of inclusionary requirement of 30% and also has rent control.
- It appears that the only way to get units affordable to lower income levels in projects built by for-profit developers is through inclusionary requirements.
- The City of Santa Barbara should raise the percentage required to at least 15% and include very low and low income units into that percentage along with providing substantial assistance to nonprofit housing providers.
- The City needs to correct the mistake made in creating the AUD priority housing overlay when increased density was not tied to increased affordability.
- If the City doesn't make changes to the priority housing overlay, it will continue to get 90% above market rate units and continue to not make RHNA requirements.
- While the AUD Pilot Program has generated a lot of market rate rental units, it has not provided the housing the City needs and it is time to end it.
- The City needs to demand more from its developers.
- Proposes that the AUD priority housing overlay be replaced by the proposed Affordable Housing Overlay while maintaining the present allowable densities, but tying them to affordability.
- Inclusionary requirements will still be needed outside of the overlay.
- Goal 2 is a top priority.
 - Amending the AUD Ordinance by replacing the priority housing overlay with the affordable housing overlay.
 - Use the HE-8 Program inclusionary housing evaluation to raise the percentage of inclusionary units.
- Goal 8 is the 2nd priority
 - Program HE-25
- Goal 5 is the 3rd priority
 - Preserving housing is the least expensive housing and keeping it as housing is very important
- Goal 4 is the 4th priority
 - Implement tenant protection measures
 - Program HE 15 with emphasis on the short term rental business
 - Possibly zoning vacation rentals and establishing a permit program

Commissioner Wiscomb:

- Her priorities are not in any particular order, but Policy 8.1 and Program HE 25 for Affordable Housing Funding are her top priorities.
- Policy 1.3 and Program HE-1
 - There are so many buildings downtown that are suitable for housing adaptive reuse, but they are constrained by regulations and believes that there might be an opportunity for the City to ease constraints where feasible.
 - In addition to the typical incentives of parking, open space, and etc. wonders if the City would explore adaptive reuse housing projects incentives such as monetary relief on permitting fees.
- Program HE-2 the La Cumbre Plaza Specific Plan
 - Excited to hear about the potential grant funding for the project.
 - Hopes the City can take a lead on that project.
- Program HE-4
 - ADUs are a way to help the City get more housing and some affordable units, but also help to maintain unique character of the City.
 - Some of the large projects are contentious while some of the ADUs are not.
 - Streamline design review and permitting
 - Lisa Carlos letter speaks to ADUs in detail.
- Policy 2.1 Program HE-11
 - There should be mandatory tracking of ADU use at the time of the building permit phase and then at regular intervals thereafter to better understand the use intent, rent, and category where each ADU belongs.
 - Believes we can do mandatory tracking.
 - Mandatory tracking doesn't take away the property owner's right to use the ADU in a manner they see fit, rather it allows the City to understand and properly place ADUs in the categories where they belong.
 - Subsidy incentive program for deed restricted ADUs should be explored.
- Program HE- 12 & HE-19, Policy 3.3 & 5.1
 - The Affordable Housing Trust Fund is a way to put all the money in one place minus CBDG and HOME funds.
 - The trust fund is funded by in-lieu fees, donations, grants, and matching funds for production, acquisition, maintenance, and rehabilitation for affordable housing.
 - It is important that the trust fund is one pot of money because our priorities might change overtime.
 - The cities of Goleta, Carlsbad, and Long Beach are examples where they have established affordable housing trust funds, their funding is different but it is something to look into.
 - Further to support the Affordable Housing Trust Fund, Program HE-25 and Policy 8.1 this fund should include a pass through account to the City's Housing Authority for a portion of TOT revenue, whether existing or increased TOT.
 - The Housing Authority has great ability to leverage the funds they receive for affordable housing projects.
 - The Affordable Housing Trust Fund, particularly the aspect of it being a pass through to the City's Housing Authority is her top priority.
 - There were other things discussed, like vacancy tax that could be used to fund the trust fund if Council chooses to.
- Program HE-8 Inclusionary Housing Ordinance Evaluation
 - Several cities that have 15% inclusionary

- Goleta has sliding scale for inclusionary and an Affordable Housing Overlay District that raises inclusionary to 20%
- Ventura has a different inclusionary ordinance that is based on the number of units produced.
- Coupled with TOT revenue source and going directly through the Housing Authority our inclusionary housing requirement should be studied with aims to get higher percentages, particularly in the moderate income category.
- Program HE-15 Short Term Vacation Rental Ordinance
 - Understands that this is a work in progress.
 - Continue to explore it in light of recent uptick of Pacaso Properties that have multiple ownerships.
- Thanks Staff for their work. Thanks public commenters.

Commissioner Higgins:

- The City's problem with housing can be identified by Table 7, where 93% of our housing units were built last century and 20% of them were built almost over a hundred years ago.
- The City has not kept up with demand.
- The City kind of kept up with demand when the AUD program was announced and there were some new units built.
- In 2010-2013, housing advocates talked about how the AUD Program would deliver some units in relative income categories. In 2013 if those units were built, they would have been priced appropriately because at this point rents and housing prices have nearly tripled due to the national or global level issues that have caused real-estate prices to soar.
- Reacting to what is happening globally by not building any more housing is not what a Planning Commission should do.
- Believes that focusing on affordable housing policy and not regular housing policy will result in being in the same position we are here now in the next eight years.
- Doesn't see how both Goals 1 and 2 can be done at the same time. Would like to focus on either Goal 1 or Goal 2.
- Alternatively, consider using an 80-20% principle in which we focus 80% effort on Goal 1 and Goal 2 should receive 20% of our focus.
- Goal 2 states prioritize housing that is affordable to the workforce and vulnerable communities over all other types of development. In a community where it is difficult to get any building permit done, doesn't understand the City can prioritize one issue if you don't deprioritize the other.
- Believes that if you prioritize Goal 2 and address only affordable housing projects, the other kinds of projects are going to be deprioritized, which they already are due to how long it takes to get through the program.
- Recalls comments made by Mickey Flacks during a housing conference, which was that the only kind of housing production that should be allowed is public or publicly financed.
- By prioritizing affordable, subsidized, and inclusionary housing we take eyes off the ball which has been the deliverer of all of the units that we are living in now over the last hundreds of years.
- Would like to revisit the 30% rate because it would be very helpful to the private sector in terms of counting what they could contribute.
- Understands that Staff is given direction from Council and in turn the document is very aspirational, but he feels that it lacks the predictability for the outcomes we want.

- The City had a program that started to get picked apart and the predictability was eventually stripped away from the process for customers.
- In the Regulatory Constraints section, would like Staff to more accurately describe storm water, design review, inclusionary requirements as impediments.
- Agrees with public comment from Patricia Saley about wanting this document to say “shall study” instead of “will study”.
- Measure B kept height limits at 60 feet and the conversation of what constitutes a community benefit keeps lowering the height limit.
- The more requirements to qualify for a community benefit, the less projects will exercise what used to be development right downtown which was up to 60 feet.
- Would like to see more input from the Chamber of Commerce, Coastal Housing Coalition, and Habitat for Humanity.
- We cannot keep differentiating rental from for ownership units in the City’s AUD program because there is a very high percentage of renters in the community and would like to bring more homeownership at all income levels.
- Old housing product needs to be revitalized where possible and density can be increased.
- Prioritize Goals 1 and 8.
- Could do without Goal 2.
- The rest of the Policies and Programs in there are mandatory window dressing, with exception to Program HE-25 and HE-15.

Commissioner Wardlow:

- Agrees with Commissioner Baucke’s comments.
- Commends Commissioner Lodge for all of the work she did in understanding how other cities are addressing this.
- Agrees with Commissioner Lodge and Wiscomb that the City and developers can do better.
- Believes that the Planning Commission and City Council should push the envelope to ensure that we are getting affordable housing in this community, even if that means changes to policies and increasing inclusionary.
- Prioritize Program HE-1.
 - Agrees with Commissioner Wiscomb that this is something that we should be doing.
- Prioritize Program HE-3.
 - The City has Community Benefit exceptions for the intent of actually having community benefit.
 - Unfortunately now we view just building any housing as a benefit.
 - Believes we are approving projects that the majority of the Commission and Council do not support, but they’re willing to approve it because at least it is something.
 - We need to look at our ordinance development and how we are working with developers to ensure that we are not doing the bare minimum of granting community benefits to projects that are not benefits to the community.
- Prioritize the Affordable Housing Trust Fund
 - Believes that this is a great idea.
 - Has concerns of how we get to a place where it is functional and creating a benefit.
 - Likes the idea of focusing the fund and having a goal.
 - Would like to see a pathway for people who are looking to buy a home in the community.

- Prioritize a dedicated funding stream for the Housing Authority
 - Would like to develop policies to address this.
 - Specifically interested in vacancy tax and would like Staff to look into it.
- Thanks community, staff, and fellow commissioners

Commissioner Bonderson:

- Incredibly important to require affordability that reflects the local incomes and cost of living.
- The 50% cost burden statistic is unacceptable which makes it an absolute priority.
- If we need to, would like to find out the legal way of putting a cap or a ceiling on what we allow owners to rent their spaces for.
- Advocates for adaptive reuse and to find ways to ease constraints where feasible. Adaptive reuse is a wonderful way to convert non-habitable space we already have to habitable space. One of the best ways to increase housing is to use structures that are already built.
- Prioritize tenant protection
 - We need to provide resources as outlined in the document.
 - Help renters understand their rights and take away the fear of losing that rental.
 - Would like some form of mandatory and regular checking on rentals to identify and keep a record of the rent of each unit. Additionally, to understand if the structure is up to code, and whether any illegal uses are taking place, and if any health and safety issues exist.
 - It is important that those type of violations are documented and immediately enforced so that the City's housing stock is up to an acceptable standard of living.
 - In terms of a rent registry, both the type of occupancy and rent price be regulated regularly and meets the expectations.
- Supports the Affordable Housing Trust Fund.
- The ADU permitting pathway is a straight forward path to create new housing in the community and yet they are not using it. Instead they are using the ADU pathway to get other types of habitable spaces on their property.
- If we can't alter the ADU pathway then why not make it easier and less restrictive for an owner to get other accessory uses so that it is very clear what kind of uses are being developed on the property.
- Mandatory ADU tracking during permitting phase should be implemented.
- Suggests to require owners that are renting rooms/units/ADUs to identify how much each of those units are being rented out for. Additionally, for anything not being used as an ADU, the use needs to be disclosed with a lack of fear so people are open to disclosing in order to better understand what we have in our housing stock.
- Prioritize addressing short term vacation rentals.
 - The City has a lot of housing that is not being used regularly.
 - Agrees with imposing a tax, like a vacancy tax, for any space that is not occupied for at least half of a year or more than that.
 - A house sitting empty for half of a year could be housing people who are in need of housing.
 - Funnel funds from these taxes.
 - Would like to increase that tax flow and where those taxes are coming from.
- Agrees with cutting back on some hotel zoning, especially where it overlaps with the largest potential for higher density housing, so that we have more developers discouraged from building hotels.

- Hotels can adapt to be smaller unit housing.
- Clear measurements of outcomes is important.
- The timeline of implementation and action with measuring tools to recognize how close we have reached our goals is important.
- It is important to have solutions when missing a goal because there has to be encouragement for Staff.
- Important to give Staff the tools so that they are able to see where they are as they are going through the process.
- Believes that the first priority can't be done until some of the other priorities are completed.
- Staff has to figure out how we can implement some of these priorities together so that they lead into each other and support the success of the priorities discussed today.
- Thanks Staff and public commenters.

Chair Escobedo:

- Commends Staff for their work.
- Current housing costs and the distribution of where the affordable housing is, predominantly and disproportionately effects people of color, women, people with disabilities, and those living in economic precarity.
- Many of the policies decisions made that created those conditions, many of them were not made by people in this room or people watching the meeting.
- Much of this is not city policy, it is instead economic policy, economic opportunity policy, discriminatory policy, and last century but the effects still live on today.
- Agrees with a lot of Commissioner Baucke's comments.
- Believes that we can hold two thoughts at once, as a city we have failed a large portion of our community on housing, but this is a city that has great potential to do really good in this Housing Element cycle.
- Believes that there is a lot of good substance in this Housing Element for the City to do a lot of good things and set the foundation for us to continue to work towards some of our goals.
- Understands the skepticism from the public of the City changing its path on housing policy and not just falling back on minimum requirements.
- There are times where he feels dissuaded from optimism in the City leadership's ability or willingness to accomplish goals.
- Then at other times he is persuaded toward optimism because of what is currently in the Housing Element and the well-intentioned, talented, and good people we have working on Long Range Planning, in the Planning Department, in the City, and in our community.
- Believes that this Housing Element offers the best opportunity to shift from where and who we have been to who we want to be that provides opportunity for those that work, live, and are rooted in this community.
- Hopes that for years to come people are talking about the decisions that the Commission made in this Housing Element as well as the implementation.
- To accomplish goals it is going to demand dedication from City leadership
- The City leadership, Staff, and community will need to press for accountability.
- We need to be truly supporting affordable housing.
- Subsidized housing does not get built without subsidies.
- The City has not yet been able to replace funding lost from the former redevelopment agency.

- Changing development process and policies creates uncertainty and makes it hard to understand, but would say that this is the biggest driver.
- When the City lost funding it made it difficult to develop affordable housing.
- Merely supporting State legislation for affordable housing funding isn't enough.
- It's time to start advocating and pressuring state representatives to open up funding streams.
- Necessary to go to the voters with the slate of affordable housing ballot initiatives.
- Those funds are going to take years to recoup any sort of funding from.
- It is the responsibility of city leadership to dedicate funding that bridge us from now to when we are able to open up funding streams.
- Encourages city leadership to evaluate TOT funds or other creative financing with the Housing Authority.
- The donation of land is one of the biggest subsidies you can give.
- Supports naming the existing Police Station site as one of the sites that we will look at in the city land registry for reuse as affordable housing.
- Believes that the Affordable Housing Trust Fund needs to be set up as soon as possible so that it is ready when funding streams are identified.
- There are current Federal and State funds available right now if the City had an Affordable Housing Trust Fund.
- An Affordable Housing Overlay is a priority. It would trade incentives for affordability, not just giving incentives and driving up land prices. There should be an exchange of public benefits for incentives.
- The problem is too acute to rely on market rate housing to meet the City's needs, instead we really need to lean into affordability.
- Would like to see a tiered Affordable Housing Overlay program, where the base tier is 20% affordability requirement from the state for suitable sites that were not redeveloped into housing and then tiers moving up from that base.
- Instead of a rent survey, would like to have a rent registry to get an accurate picture of what is going on the market so we are making informed policy decisions.
- Supportive of placing renter protections on the priority list.
 - Requiring landlords to provide information with leases on tenant's rights and supportive information with resources like legal aid foundation and rental housing mediation.
 - Supports first right of refusal purchase program.
- Acknowledges the frustration about condensed timeline, but believes that we are trying to make best with what can work with.
- Believes Staff is going to continue to engage with the community.
- In sum his priorities include:
 - Affordable Housing funding
 - Affordable Housing Trust Fund
 - Affordable Housing Overlay
 - Renter Protections
 - Rights information
 - First right refusal purchase program
 - Short Term Vacation Rental Ordinance
 - La Cumbre Plaza Specific Plan
- Changes he would like to see
 - Adding language about the Police Station in Program HE-9
 - Add a Rent Registry Program as a program

- Look into incentives for deed restricted ADUs as part of ADU Program
- Thanks Staff for hard work.
- Thanks public commenters.

Straw poll: How many Commissioners can support a potential program or implementation measure that would require new ADUs and new AUD projects to report rents and type of use for ADUs annually?

Ayes: 6 Noes: 1 (Higgins)

Straw poll: How many Commissioners can support the Affordable Housing Trust Fund with the main purpose for the income categories we are lacking as a pass through to the City Housing Authority and other non-profits?

Ayes: 7 Noes: 0

V. ADMINISTRATIVE AGENDA

ACTUAL TIME: 5:29 P.M.

A. Committee and Liaison Reports:

1. Staff Hearing Officer Liaison Report

Commissioner Higgins reported on the Staff Hearing Officer meetings of June 29, through July 13, 2022.

2. Other Committee and Liaison Reports

No reports.

VI. ADJOURNMENT

Chair Escobedo adjourned the meeting at 5:31 p.m.

Submitted by,



Gillian Fennessy, Commission Secretary