

REGULAR BOARD OF COMMISSIONERS MEETING

TOWN OF WAKE FOREST, NORTH CAROLINA

October 21, 2008

Mayor Jones called to order a regular meeting of the Board of Commissioners at 7:00 p.m. Present were Commissioners Frank Drake, Anne Hines, Chris Kaeberlein, Margaret Stinnett and Pete Thibodeau as were Town Manager Williams, Town Clerk Wilson, Deputy Town Manager O'Donnell, Planning Director Russell, Assistant Planning Director Sary, Planner Yokley, Planner Summers, Planner Wanman, and Town Attorney Vernon.

Mayor Jones led everyone in the Pledge of Allegiance.

1. Approval of agenda.

Mayor Jones spoke saying that Case SU-07-07: A request filed by Thomas Ryan Preddy and Russell Scott Riggs for a special use permit for a car wash in the Neighborhood Business District for property located at Forestville Road and Rogers Road will be placed under Planning Items 7.H.

ACTION: Commissioner Thibodeau made a motion to approve the agenda as amended. Commissioner Hines seconded the motion, which carried unanimously (5-0).

2. Approval of minutes.

A. Meetings held September 2, 2008 (Work Session and Joint Public Hearings), and September 16, 2009 and September 22, 2008 (Regular Board of Commissioners Meeting).

ACTION: Commissioner Hines made a motion to approve the minutes of meetings held September 2, 2008 (Work Session and Joint Public Hearings), and September 16, 2009 and September 22, 2008 (Regular Board of Commissioners Meeting). Commissioner Kaeberlein seconded the motion, which carried unanimously (5-0).

3. Presentations.

A. Presentation by Wake County Commissioner Lindy Brown on the issues of affordable housing (copy of power point presentation on following page).

Mayor Jones recognized Commissioner Brown, who spoke concerning Workforce Housing. She stated that she was not at the Board of Commissioners meeting to tell anyone what to do. Instead, she said, she was just a tool for educating the county's citizens about affordable housing. Wake Forest does an excellent job in dispersing

affordable housing throughout the town. Commissioner Brown said there is a great and continuing need for affordable housing – what she termed workforce housing. Anyone who earns less than \$17 an hour needs affordable, decent housing and the people include social service workers, secretaries, construction workers, medical assistants, retail workers, entry-level teachers and correctional officers. These are your family members, your church members and your friends. The Wake County Planning Department also says at least 147 new units of affordable housing are needed each year for elderly residents and at least 113 new units are needed each year for disabled people. In addition, the county has as many as 3,300 homeless people each year. It is really frightening that two hundred to three hundred are children. If we continue to out price housing for our service workers, many of them will have to locate outside our towns, outside our county. Commissioner Brown stated that we want to accommodate them as much as possible, and the goal is reasonably-priced homes. Commissioner Kaerberlein asked Commissioner Brown if she has any recommendations to address the problem that work and how do we get there? Commissioner Peter Thibodeau also asked how when most of the developments that are proposed have housing priced substantially above what many people can afford. Ms. Amy Cole with Wake County's Housing and Community Revitalization office stated that developers have to be encouraged to include affordable housing in all their developments. Make it a part of every community. If you have 10 to 15 affordable units in every 100-unit development, that reduces any possible stigma and enables the owners or renters to be a part of the community.

Ms. Cole said Chapel Hill strongly urges developers to include affordable housing, and Davidson and Manteo require it. It has worked more in Manteo and Davidson because it is mandatory. Wake Forest does have 573 affordable, non-subsidized, housing units, both rental and owned, which makes it second in percentage of affordable housing in the county behind Raleigh. However, that 573 number is only 6 percent of the total housing stock.

Meanwhile the average price of homes in the county has consistently risen, and in 2007 (the last year statistics are available) the average price was \$257,558. Almost half the households in the county are classified as low income. Housing options are limited. The households where incomes are less than \$22,000 a year can afford a \$44,000 mortgage; their options are a Section 8 voucher for a private rental, public housing, some of the limited subsidized rental housing or a Habitat for Humanity home. Even households where the income reaches near \$60,000 are classified as low income. They can afford a mortgage of up to \$120,000, they can afford market-rate rental housing and some market-rate home ownership.

Commissioner Brown and Ms. Cole noted that the county expects to grow to 3 million people within 20 years, growth that exacerbate the current problems if a solution or solutions are not found.

Commissioner Brown recommended many people from Wake Forest try to sign up for www.realitycheck2009.org, a planning exercise for the region to be held in February.

Mayor Jones suggested that would be a good thing for the members of Leadership Wake Forest, who attended the board meeting, to consider.

Commissioner Margaret Stinnett said she had already applied.

4. Public hearings / Public Comment.

A. Public hearing and approval of an ordinance designating the home of Speed and Barbara Massenburg - Oakforest - as a local historic designation.

At 7:25 p.m., Mayor Jones opened the public hearing for approval of an ordinance designating the home of Speed and Barbara Massenburg - Oakforest - as a local historic designation.

Planner Wanman gave a brief update on Oakforest saying that Speed Massenburg is the 7th generation to live in the house. The Historic Preservation Commission held its public hearing on the proposed designation of Oakforest, including the home, outbuildings, and home lot, as a local historic landmark. This structure is significant as one of the oldest in the Wake Forest area. It was originally an example of a Federal style hall and parlor home. Additions in the nineteenth century converted the house to Greek Revival, the front changed from the south side to the west, and a portico and columns were added. The remarkable original architectural details still in existence are worthy of preservation.

At 7:27 p.m., there being no one else to speak to this item, Mayor Jones closed the public hearing.

ACTION: Commissioner Kaeberlein made a motion to approve the ordinance designating the home of Speed and Barbara Massenburg - Oakforest - as a local historic designation. Commissioner Drake seconded the motion, which carried unanimously (5-0) resulting in the following ordinance:

ORDINANCE 2008-38

**ORDINANCE DESIGNATING PROPERTY KNOWN AS
OAKFOREST AS A LOCAL HISTORIC LANDMARK
FOR PROPERTY AT 9958 SEAWELL DRIVE,
WAKE FOREST, NORTH CAROLINA
(Tax PIN 1749-18-0197)**

B. Public hearing and approval of ordinance for contiguous annexation submitted by ECI Custom Homes, LLC for property located at 5600 Copper Beech Lane comprising 34.283 acres.

At 7:28 p.m., Mayor Jones opened the public hearing on the contiguous annexation submitted by ECI Custom Homes, LLC for property located at 5600 Copper Beech Lane comprising 34.283 acres.

Mr. Dean Parsons - 6737 Old Murray Road - spoke about annexing the 34 acres for ECI Custom Home's Kings Glen Subdivision just south of the project. Mr. Parsons stated that he does not oppose the development. His only concern is how the Board of Commissioners are going to deal with the traffic problems that are going to be coming out of that intersection. All of the traffic from The Reserve (34 homes), Kings Glen (93 homes) and Bishop's Grant (220 homes) on the north side of N.C. 98 (Wait Avenue) and traffic from Bowling Green subdivision (377 homes) on the south side of NC-98 will use a single intersection.

Mr. Jeff Crisp, an engineer with Crowley, Crisp & Associates who designed Kings Glen, said they have completed a traffic study. When there is full build-out, we will judge whether a traffic signal is warranted. He also said Copper Beech Lane will be paved as a secondary access.

At 7:30 p.m., there being no one else to speak to this item, Mayor Jones closed the public hearing.

ACTION: Commissioner Stinnett made a motion to approve the contiguous annexation of ECI Homes for property located at 5600 Copper Beech Lane comprising 34.283 acres. Commissioner Drake seconded the motion, which carried unanimously (5-0) resulting in the following ordinance:

ORDINANCE 2008-39

ORDINANCE TO EXTEND THE CORPORATE LIMITS
OF THE TOWN OF WAKE FOREST, NORTH CAROLINA

(Body of ordinance contained in Ordinance Book 22)

C. Public hearing and approval of ordinance for contiguous annexation submitted by Wake Forest Retail Investors, LLC for property located at the intersection of Jones Dairy Road and the NC-98 By-pass comprising 13.268 acres.

At 7:31 p.m., Mayor Jones opened the public hearing for the contiguous annexation submitted by Wake Forest Retail Investors, LLC for property located at the intersection of Jones Dairy Road and the NC-98 By-pass comprising 13.268 acres.

At 7:32 p.m., there being no one to speak to this item, Mayor Jones closed the public hearing.

ACTION: Commissioner Kaeberlein made a motion to approve the contiguous annexation Wake Forest Retail Investors, LLC for property located at the intersection of Jones Dairy Road and the NC-98 By-pass comprising 13.268 acres. Commissioner Hines seconded the motion, which carried unanimously (5-0) resulting in the following ordinance:

ORDINANCE 2008-40

ORDINANCE TO EXTEND THE CORPORATE LIMITS
OF THE TOWN OF WAKE FOREST, NORTH CAROLINA
(Body of ordinance contained in Ordinance Book 22)

5. Consent Agenda.

ACTION: Commissioner Drake made a motion to approve the Consent Agenda Items as submitted. Commissioner Kaeberlein seconded the motion, which carried unanimously (5-0).

A. Approval of tax releases (copy on file in Town Clerk's Office).

B. Approval of petition requesting contiguous annexation submitted by Crenshaw Hall Properties LLC for property located on Durham Road comprising 5.0 acres resulting in the following resolutions:

RESOLUTION 2008-43

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-58.1
(Body of resolution contained in Resolution Book 25)

RESOLUTION 2008-44

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION
OF ANNEXATION PURSUANT TO G.S. 160A-31, AS AMENDED
(Body of resolution contained in Resolution Book 25)

C. Approval of a petition requesting contiguous annexation submitted by Siena Crossing, LLC for property located on the NC98 Bypass comprising 7.96 acres resulting in the following resolutions:

RESOLUTION 2008-45

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-58.1
(Body of resolution contained in Resolution Book 25)

RESOLUTION 2008-46

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION
OF ANNEXATION PURSUANT TO G.S. 160A-31, AS AMENDED
(Body of resolution contained in Resolution Book 25)

6. Legislative Items.

- A. Consideration of approval of amendment to Chapter 22 Parks and Recreation Article III. Senior Center Advisory Board Section 22-72 Membership, Terms of Office, Ex-Officio Members, Compensation of the Code of Ordinances.**

ACTION: Commissioner Stinnett made a motion to amend Chapter 22 Parks and Recreation Article III. Senior Center Advisory Board Section 22-72 Membership, Terms of Office, Ex-Officio Members, Compensation of the Code of Ordinances. Commissioner Hines seconded the motion, which carried unanimously (5-0) resulting in the following ordinance:

ORDINANCE 2008-41

ORDINANCE AMENDING CHAPTER 22 PARKS AND RECREATION
ARTICLE III. SENIOR CENTER ADVISORY BOARD SECTION 22-72
MEMBERSHIP, TERMS OF OFFICE, EX-OFFICIO MEMBERS,
COMPENSATION OF THE CODE OF ORDINANCES OF THE
TOWN OF WAKE FOREST, NORTH CAROLINA
(Body of ordinance contained in Ordinance Book 22)

Delete: In addition, six of the members shall be seniors (age 50 or above) and the remaining three members shall be non-seniors.

Add: In addition, a maximum of three members or a minimum of one member shall be non-seniors (below age 50).

7. Planning Items.

Commissioner Thibodeau spoke saying that he was not present at the public hearings but that he had reviewed the tape for the Case SU-08-07 and RZ-08-06.

- A. Consideration of approval of Case SU-08-07: A request filed by Nelson Leonard for a special use permit for a private club in the RA-UC, Renaissance Area-Urban Center District for property located at 403 South Brooks Street, being Tax PIN 1840-59-3856.**

ACTION: Commissioner Stinnett made a motion to approve Case SU-08-07: A request filed by Nelson Leonard for a special use permit for a private club in the RA-UC, Renaissance Area-Urban Center District for property located at 403 South Brooks Street based on the findings of fact and condition. Commissioner Kaeberlein seconded the motion and the vote was as follows:

Aye

Nay

Commissioner Drake
Commissioner Kaeberlein
Commissioner Stinnett
Commissioner Thibodeau

Commissioner Hines

- B. Consideration of approval of Case RZ-08-06: A request filed by ECI Development to rezone 34.283 acres from R-30 (Wake County) to C.U. R-80W, Residential-8 District for the property located at 5600 Copper Beech Lane, being Tax PIN 1851-60-5526.**

ACTION: Commissioner Thibodeau made a motion to approve Case RZ-08-06: A request filed by ECI Development to rezone 34.283 acres from R-30 (Wake County) to C.U. R-80W, Residential-8 District for the property located at 5600 Copper Beech Lane. Commissioner Stinnett seconded the motion, which carried unanimously (5-0) in the following ordinance:

ORDINANCE 2008-42

ORDINANCE AMENDING THE OFFICIAL ZONING MAP
OF THE TOWN OF WAKE FOREST, NORTH CAROLINA
(Body of ordinance contained in Ordinance Book 22)

- C. Consideration of approval of Crossroads Nissan Subdivision Site Plan.**

ACTION: Commissioner Hines made a motion to approve Crossroads Nissan Subdivision Site Plan. Commissioner Stinnett seconded the motion, which carried unanimously (5-0).

D. Consideration of Quail Crossing Shopping Center - Variance Request from the Flood Damage Prevention Ordinance.

ACTION: Commissioner Drake made a motion to approve the Quail Crossing Shopping Center - Variance Request from the Flood Damage Prevention Ordinance. Commissioner Stinnett seconded the motion and the vote was follows:

<u>Aye</u>	<u>Nay</u>
Commissioner Drake	Commissioner Thibodeau
Commissioner Stinnett	Commissioner Kaerberlein
Commissioner Hines	

E. Consideration of approval of Resolution declaring the intent of the Board of Commissioners to consider closing a portion of West Pine Avenue, being approximately 344 liner feet, located on the campus of Wake Forest-Rolesville High School.

ACTION: Commissioner Kaerberlein made a motion to approve a Resolution declaring the intent of the Board of Commissioners to consider closing a portion of West Pine Avenue, being approximately 344 liner feet, located on the campus of Wake Forest-Rolesville High School. Commissioner Drake seconded the motion, which carried unanimously (5-0) resulting in the following resolution:

RESOLUTION 2008-47

RESOLUTION DECLARING THE INTENT OF THE
BOARD OF COMMISSIONERS OF THE TOWN OF
WAKE FOREST, NORTH CAROLINA TO CONSIDER
CLOSING A PORTION OF WEST PINE AVENUE
APPROXIMATELY 344 LINEAR FEET LOCATED
ON THE CAMPUS OF WAKE FOREST-ROLESVILLE HIGH SCHOOL

(Body of resolution contained in Resolution Book 25)

F. Consideration of approval of resolution recommending the appointment of Town Staff (Planner Bill Summers and Planner Charlie Yokley) to serve as Review Officer(s) for the Town of Wake Forest, North Carolina.

ACTION: Commissioner Hines made a motion to approve a resolution recommending the appointment of Town Staff (Planner Bill Summers and Planner Charlie Yokley) to serve as Review Officer(s) for the Town of Wake Forest. Commissioner Kaerberlein seconded the motion, which carried unanimously (5-0) resulting in the following resolution:

RESOLUTION 2008-48

RESOLUTION RECOMMENDING THE
APPOINTMENT OF TOWN STAFF TO
SERVE AS REVIEW OFFICER(S) FOR THE
TOWN OF WAKE FOREST, NORTH CAROLINA
(Body of resolution contained in Resolution Book 25)

- G. Consideration of approval of waiving the development review fees for the new fire station on Forestville Road, which consists of waiving the erosion and sedimentation control review fee, the construction plan review fee, the fire plan review fee, and building review and permit fees.**

ACTION: Commissioner Drake made a motion to waive the development review fees for the new fire station on Forestville Road, which consists of the construction plan review fee, the fire plan review fee, and building review and permit fees for a total of \$19,813.85. Commissioner Thibodeau seconded the motion, which carried unanimously (5-0).

- H. Consideration of approval of Case SU-07-07: A request filed by Thomas Ryan Preddy and Russell Scott Riggs for a special use permit for a car wash in the Neighborhood Business District for property located at Forestville Road and Rogers Road (copy of settlement agreement on file in Town Clerk's Office).**

ACTION: Commissioner Kaerberlein made a motion to approve Case SU-07-07: A request filed by Thomas Ryan Preddy and Russell Scott Riggs for a special use permit for a car wash in the Neighborhood Business District for property located at Forestville Road and Rogers Road subject to the conditions as described below. Commissioner Stinnett seconded the motion, which carried unanimously (5-0).

- Conditions:
1. The car wash will be open only during the following hours: 6 a.m. to 11 p.m.
 2. The car wash will completely shut down if the reclaimed water systems fails.

3. No fresh water faucets/spigots shall be installed, other than the spigots connected to the reclaimed water system.
4. The car wash will be operated such that no more than 16.2 gallons of fresh water are used per car.
5. When constructed, the car wash shall have a rain collection system in which rain water falling on the roof of the building shall be collected and used as part of the facility.

8. Administration and Financial Items.

A. Consideration of approval of Security of Sensitive and Confidential Information and Breach Plan (Identify Theft Plan) (copy on file in Town Clerk's Office).

ACTION: Commissioner Drake made a motion to approve the Security of Sensitive and Confidential Information and Breach (Identify Theft Plan). Commissioner Thibodeau seconded the motion, which carried unanimously (5-0).

B. Consideration of approval of Internal Control Policy (copy on file in Town Clerk's Office).

ACTION: Commissioner Hines made a motion to approve an Internal Control Policy. Commissioner Kaerberlein seconded the motion, which carried unanimously (5-0).

C. Consideration of approval of amendments to Fee Schedule: Parking Fees and Area Lights).

ACTION: Commissioner Stinnett made a motion to approve amendments to Fee Schedule: Parking Fees and Area Lights. Commissioner Kaerberlein seconded the motion, which carried unanimously (5-0) resulting in the following ordinance:

ORDINANCE 2008-43

ORDINANCE AMENDING THE FEE SCHEDULE OF THE
TOWN OF WAKE FOREST, NORTH CAROLINA
(Body of ordinance contained in Ordinance Book 22)

Current Parking Fees: \$15.00

Proposed Fee: \$25.00

Fixture Type	Fixture Source	Wattage	Monthly Charge (Wood Pole 1)*	Monthly Charge (Round Pole 2)*	Monthly Charge (Square Pole 3)*	Additional Fixture on Pole (ea.)**
Cut-off Cobra Head	HPS	100	\$ 17.18	\$ 21.03		\$ 14.37
		250	\$ 20.55	\$ 24.41		\$ 17.75
		400	\$ 27.78	\$ 31.64		\$ 24.98
Cut-off Shoebox	MH	250			\$ 42.66	\$ 28.38
		400			\$ 49.27	\$ 34.99
		1000			\$ 71.62	\$ 57.34
	HPS	100			\$ 32.10	\$ 17.82
		150			\$ 34.01	\$ 19.73
		250			\$ 40.82	\$ 26.54
Open Air Security	HPS	100	\$ 15.15			\$ 12.35
		250	\$ 16.64			\$ 13.84
Post Top Style T (Decorative)	HPS	100		\$ 23.71		
Post Top Type A (special order)*** (Decorative)	HPS	100		\$ 23.71		
Sign/Entrance	HPS	70				\$ 8.76
Concrete base charge			\$ 850.00			

HPS = High Pressure Sodium

MH = Metal Halide

* For underground service, the monthly bill will be increased by \$3.62 per pole or, in lieu thereof, a one-time contribution of \$181.00 per pole. The monthly pole charge, if selected, may be terminated at any time upon payment by Customer of the one-time contribution.

** Rate for additional fixture on pole, installation on an existing pole or for ground mounted light.

*** Customer option to choose upgraded fixture and pole at the cost difference between Town cost of standard pole and fixture and their choice, with the understanding that customer will be responsible for replacement costs in the future, if needed, for their choice in fixture and pole.

1 Standard wood pole 2 Steel, fiberglass or aluminum pole3 Steel pole

9. Public Services Items.

- A. Consideration of approval of request received for a 3-way stop at the junction of Chilmark/Middlestone and 3-way stop at the junction of Chilmark/Tenbridge (copy on file in Town Clerk's Office).**

ACTION: Commissioner Drake made a motion to approve a 3-way stop at the junction of Chilmark/Middlestone and 3-way stop at the junction of Chilmark/Tenbridge. Commissioner Kaeberlein seconded the motion and the vote was follows:

<u>Aye</u>	<u>Nay</u>
Commissioner Drake	Commissioner Thibodeau
Commissioner Hines	
Commissioner Kaeberlein	
Commissioner Stinnett	

ORDINANCE 2008-44

ORDINANCE AMENDING CHAPTER 30 TRAFFIC AND VEHICLES
SECTION 30-256 SCHEDULE X STOP INTERSECTIONS
OF THE CODE OF ORDINANCES OF THE
TOWN OF WAKE FOREST, NORTH CAROLINA
(Body of ordinance contained in Ordinance Book 22)

- B. Consideration of approval of request received for a 3-way stop at the junction of Song Sparrow Drive and northern entrance to Lindenburg Square (copy on file in Town Clerk's Office).**

ACTION: Commissioner Kaeberlein made a motion to approve a 3-way stop at the junction of Song Sparrow Drive and northern entrance to Lindenburg Square. Commissioner Thibodeau seconded the motion, which carried unanimously (5-0) resulting in the following ordinance:

ORDINANCE 2008-45

ORDINANCE AMENDING CHAPTER 30 TRAFFIC AND VEHICLES
SECTION 30-256 SCHEDULE X STOP INTERSECTIONS
OF THE CODE OF ORDINANCES OF THE
TOWN OF WAKE FOREST, NORTH CAROLINA
(Body of ordinance contained in Ordinance Book 22)

C. Consideration of approval of resolution regarding the acquisition of easements along South Main Street (US-1A).

ACTION: Commissioner Thibodeau made a motion to approve a resolution regarding the acquisition of easements along South Main Street (US-1A). Commissioner Kaeberlein seconded the motion, which carried unanimously (5-0) resulting in the following resolution:

RESOLUTION 2008-48

RESOLUTION OF THE BOARD OF COMMISSIONERS
REGARDING ACQUISITION OF EASEMENTS
ALONG SOUTH MAIN STREETS (US-1A)
(Body of resolution contained Resolution Book 25)

1521 South Main Street (Parcel No. 4) Richert
1379 South Main Street (Parcel No. 17) Sun Tree Homes, Inc.
1411 South Main Street (Parcel No. 11) Brewer
1397 South Main Street (Parcel No. 13) Harding, Harding & Kearney
1371 South Main Street (Parcel No. 18) Lewis

D. Consideration of approval of a contract between Kimley Horn and the Town of Wake Forest for the provision of Construction Observation Services for the South White Street Hardscape Improvement Project (copy on file in Town Clerk's Office).

ACTION: Commissioner Thibodeau made a motion to approve a contract between Kimley Horn and the Town of Wake Forest for the provision of Construction Observation Services for the South White Street Hardscape Improvement Project. Commissioner Kaeberlein seconded the motion, which carried unanimously (5-0).

- E. Consideration of approval of award of a contract to Backwater Environmental for the rehabilitation of portions of Richland Creek from Stadium Drive northward to the Franklin County Line (copy on file in Town Clerk's Office).**

ACTION: Commissioner Thibodeau made a motion to award the contract to Backwater Environmental for the rehabilitation of portions of Richland Creek from Stadium Drive northward to the Franklin County Line in the amount not to exceed \$228,444. Commissioner Drake seconded the motion, which carried unanimously (5-0).

10. Parks and Recreation Items.

- A. Consideration of approval of bids received for Taylor Street Park renovations (copy on file in Town Clerk's Office).**

ACTION: Commissioner Drake made a motion to award the bid received to McQueen Construction in an amount not to exceed \$96,625 and award the bid for landscape work to Environmental Landkeepers not to exceed \$42,700. Commissioner Thibodeau seconded the motion, which carried unanimously (5-0).

- B. Consideration of approval of request received from the Wake Forest Garden Club.**

ACTION: Commissioner Kaeberlein made a motion to deny the request received from the Wake Forest Garden Club to use the Community House at no charge for the Garden Tour Reception. Commissioner Drake seconded the motion, which carried unanimously (5-0).

11. Public Safety Items.

- A. Consideration of approval of request received from the Downtown Revitalization Corporation (DRC) to close East Holding Avenue, Wait Avenue, East Owen Avenue, East Jones Avenue, Elm Avenue and South Brooks Street from 10:00 a.m. to 3:00 p.m. on Saturday, December 13, 2008 for the annual Christmas Parade.**

ACTION: Commissioner Thibodeau made a motion to approve a request received from the Downtown Revitalization Corporation (DRC) to close East Holding Avenue, Wait Avenue, East Owen Avenue, East Jones Avenue, Elm Avenue and South Brooks Street from 10:00 a.m. to 3:00 p.m. on Saturday, December 13, 2008 for the annual Christmas Parade. Commissioner Stinnett seconded the motion, which carried unanimously (5-0).

Note: Commissioner Kaerberlein asked to be excused at 9:10 p.m.

12. Adjournment.

At 9:50 p.m., Commissioner Drake made a motion to adjourn the meeting. Commissioner Thibodeau seconded the motion, which carried unanimously (4-0).