

**TOWN OF SOUTH PRAIRIE  
REGULAR COUNCIL MEETING  
TUESDAY, SEPTEMBER 4, 7:00 PM  
South Prairie Town Hall  
121 NW Washington Street**

*The following is a condensation of the proceedings and is not a verbatim transcript.*

**CALL TO ORDER:**

**Mayor Peggy Levesque** called to order and presided over the Regular Council Meeting of September 4, 2012, at 7:00 PM.

**ROLL CALL:**

**Council Members:** Tony Caldwell, James Frank, Laura Heideman, Phillip Marshall and Stu Terry were present.

**Also in attendance:** Mart Kask, Town Planner; Mike Horton, Town Engineer; Jim Morgan, Town Engineer; Ron Miller, Exterior Metals; Jan Van Halder, All Continental, Inc.; Chris Holden, Black Jack's Metal Detectors; Joanne Horton, citizen; Dianne Murphy, Human Resources Consultant; Larry Harter, Utility Operator; and Marla Nevill, Clerk/Treasurer.

**FLAG SALUTE:**

**Mayor Peggy Levesque** requested everyone stand for the "Pledge of Allegiance."

**REVIEW AND APPROVAL OF AGENDA FOR SEPTEMBER 4, 2012:**

❖ **Councilor Laura Heideman** moved to approve the Agenda for September 4, 2012. **Councilor Phillip Marshall** seconded the motion. **Motion carried unanimously.**

**ENGINEERING REPORT:**

**Water Tank Replacement Project:**

**Mike Horton** stated the Water Tank Replacement Project went out to bid on August 15, 2012; and we had two companies attend the pre-bid mandatory site visit on August 24, 2012. He said two bids were hand-delivered to the Bid Opening on August 29, 2012. He stated Aquastore N.W., Inc. submitted a bid in the amount of \$393,403.40 (three hundred ninety-three thousand four hundred three dollars and forty cents); and Shearer & Associates, Inc. submitted a bid in the amount of \$373,167.83 (three hundred seventy-three thousand one hundred sixty-seven dollars and eighty-three cents). He said Shearer & Associates, Inc. is the apparent low-bidder. He said all of the paperwork was in order. He asked if the Town of South Prairie wanted to move forward. **Mayor Peggy Levesque** said we have already spent approximately \$60,000 on this project. She said we might be able to pull more money from the Capital Improvement Fund; and the other option would be to borrow money from the Sewer Fund. She said payments would probably not be required until January 2013. She said this would be one way to make it work. **Councilor Laura Heideman** asked if we were committed to moving forward with the Water Tank Replacement project. **Mayor Peggy Levesque** said we could borrow money from the bank; but she said it would be better to borrow the money from ourselves. Discussion ensued regarding the possibility of going back out to bid. **Mike Horton** suggested not going back out to bid unless we change something in the Bid Document. He said both bids were within approximately \$20,000 of each other. He said with gas prices going up he was concerned about going back out to bid. **Councilor Stu Terry** asked about the reasoning for not going with a concrete tank. **Mayor Peggy Levesque** said the Council did not want to go with a concrete tank, because of the maintenance costs. **Councilor James Frank** said he had an issue with the bids being at least \$40,000 above the engineer's estimate. **Councilor Phillip Marshall** stated

concerns about increased costs if we were to reject these bids and go out to bid again. **Ron Miller**, Exterior Metals, said the price of steel is already going up. Discussion followed.

#### **NEW BUSINESS:**

**5) Possibility of Borrowing Money from the Sewer Fund to help pay for Water Tank Replacement (Water Tank Project Funding):**

Council discussed funding options for the Water Tank Replacement Project and the Council consensus was to utilize the funds as stated in the attached spreadsheet (Exhibit "A"). The funds would be pulled from the following funds: **1)** \$220,000 from the Water Fund, **2)** \$87,000 from the Capital Improvement Fund, **3)** \$133,000 from the General Fund, and **4)** borrow \$20,000 from the Sewer Fund as a last resort.

**6) Award Bid for Water Tank Replacement:**

- ❖ **Councilor Laura Heideman** moved to award the bid for the Water Tank Replacement Project to Shearer and Associates in the amount of \$373,167.83 (three hundred seventy-three thousand one hundred sixty-seven dollars and eighty-three cents). **Councilor Phillip Marshall** seconded the motion. **Motion carried unanimously.**

#### **ENGINEERING REPORT CONTINUED:**

**General Facilities Charge (GFC) Study:**

**Jim Morgan** said the General Facilities Charge (GFC) Study and a draft ordinance was prepared and forwarded to the Town to forward to the Town attorney. (See Exhibit "B" attached). Discussion followed.

**Water Tank Project:**

**Jim Morgan** stated there was a pre-bid mandatory walk thru on August 24, 2012; and there were two bidders present. He said he would provide technical support during construction of the new water tank. (See Exhibit "B" attached). Discussion followed.

**TIB Application and STIP:**

**Jim Morgan** stated the TIB application was submitted on August 24, 2012 via the US postal service and electronically. He said the 6-Year State Transportation Improvement Plan (STIP) has been completed to include the following projects: **1)** Chip seal program – TIB; **2)** South Prairie Carbon River Road – Sidewalk; and **3)** South Prairie Carbon River Road – Extension. He said this is completed on the Washington State Department of Transportation (WSDOT) web site and is in their files for future use and update. (See Exhibit "B" and Exhibit "C" attached). Discussion followed. **Jim Morgan** said TIB funding would not be awarded before Thanksgiving. **Mayor Peggy Levesque** said she met with Dr. Chin, Tacoma-Pierce County Health Department, and he recommended that we push for more non-motorized transportation. **Jim Morgan** said it would be helpful to have a "Letter of Recommendation" from the Department of Health to submit to the Transportation Improvement Board (TIB) with the application.

#### **NEW BUSINESS CONTINUED:**

**Mart Kask** said he received an application from Jan Van Halder, property owner of 106 Emery Street, South Prairie, Washington. He gave his presentation and stated his Findings, Conclusions and Recommendations per the attached memo. (See Exhibits "D" and "E" attached). Discussion followed.

**1) Van Halder LLC and Exterior Metals – Site Plan Review, Parking and Signage (106 Emery Ave. South):**

- ❖ **Councilor Tony Caldwell** moved to approve the Site Plan and Signage Application as follows: **1)** Waive the paving requirement for the parking lot located on Parcel #0619182039; **2)** Landscaping would only be required in front of the parking spaces in

front of the building and parallel to Highway 162, Parcel # 0619182021; and 3) Metal fence would have a cap installed on the top. **Councilor Laura Heideman** seconded the motion. **Ron Miller** requested clarification on the barrels used for landscaping. **Mart Kask** said they must be low-profile, 24-30 inch in diameter and 1-2 foot in height. Discussion followed. **Ron Miller** requested only three planters be required instead of four, due to possible site hazard. **Councilor Tony Caldwell** moved to amend his motion to approve as stated above but modify the number of planters to three instead of four planters. **Councilor Laura Heideman** seconded the amended motion. **Motion carried unanimously.**

- ❖ **Councilor Laura Heideman** moved to approve the amended modified Site Plan and require applicant to pay appropriate Town Planner fees for Site Plan preparation and review of the application. **Councilor Tony Caldwell** seconded the motion. **Motion carried unanimously.**

#### UNFINISHED BUSINESS:

##### 1) **Mart Kask – Code Enforcement Issues:**

**Mart Kask** said there was one outstanding issue on a property located on SW First Street that had a basketball hoop in the Town right-of-way, which created a hazard. They have made significant progress. He said he inspected today; and they have removed the basketball hoop. They have removed the paint cans but are accumulating more stuff in the side and back yard. **Councilor Tony Caldwell** said the resident had stated they felt we were leaning on them pretty hard. They complained that there were other properties that were in violation. **Councilor Phillip Marshall** stated he feels we should stop pursuing this matter since they have complied with what was requested. He said we should give it a rest. **Mart Kask** said we respond to written complaints, not verbal. If people are not complaining, we do not initiate action without a written complaint. Discussion followed.

- ❖ **Councilor Phillip Marshall** moved that this Code Enforcement issue has been resolved. **Councilor Tony Caldwell** seconded the motion. **Motion carried unanimously.**

#### NEW BUSINESS CONTINUED:

##### 7) **Shoreline Master Program – Final Draft – Schedule Public Hearing for October 2, 2012.**

- ❖ **Councilor Laura Heideman** moved to schedule the public hearing for October 2, 2012, 7:00 PM for the Shoreline Master Program Final Draft. **Councilor Tony Caldwell** seconded the motion. **Motion carried unanimously.** **Mart Kask** said he would work on compiling the items on Sarah Lukas' list for submittal. Discussion followed.

##### 2) **Notable Web, Inc. – Contract for Services (Website Maintenance and Website Programming):**

**Marla Nevill** said she checked on several webmasters and Notable Web would update the website we have. She said the other webmasters she spoke with wanted us to create a whole new website. She said Notable Web is the webmaster for the City of Bonney Lake. Discussion followed.

- ❖ **Councilor James Frank** moved to approve the agreement with Notable Web and authorized the Mayor to execute the agreement. **Councilor Laura Heideman** seconded the motion. Discussion followed. **Motion carried unanimously.**

##### 3) **Chris Holden – Black Jack's Metal Detectors – Would like to rent the Community Center or Park to hold a Treasurer Hunt:**

**Chris Holden** said he works for Renton Coin Shop and he handles promotions. He said we train people on the use of metal detectors and how to do things the right way. He said we do a pirate treasure map. We find sponsors and then have a treasure hunt. He said he has a small tool to

bury the treasure into the ground. He said he then gives the participants an education on how to dig and respect the land. He would like to see this become an annual event. He said their first Halloween event they had twenty-five participants and thirty-five participants the second year. He said they have tattoos and all kinds of prizes for the kids. Discussion followed. It was the consensus that a motion was not required, since he would be renting the community center or the park for the event. **Chris Holden** said he was planning on holding the event on September 30, 20012. Discussion followed.

**4) City of Buckley, Jail Services – Notice of Termination of Contract:**

**Mayor Peggy Levesque** said the City of Buckley is terminating our contract for Jail Services. She said we would have to look into an alternative for jail services. She said we would have to research this issue further. Discussion followed.

**APPROVAL OF REGULAR COUNCIL MEETING MINUTES OF AUGUST 7, 2012:**

❖ **Councilor Laura Heideman** moved to approve the Regular Council Meeting Minutes of August 7, 2012. **Councilor Stu Terry** seconded the motion. **Motion carried unanimously.**

**APPROVAL OF BILLS FOR AUGUST 2012, IN THE AMOUNT OF \$39,421.36:**

❖ **Councilor Tony Caldwell** moved to approve the bills for August 2012, in the amount of \$39,421.36 (thirty-nine thousand four hundred twenty-one dollars and thirty-six cents). **Councilor Laura Heideman** seconded the motion. Several inquiries were made and answered regarding the bills. **Motion carried unanimously.**

**Councilor Phillip Marshall** asked what that thing was by the State Highway Bridge. He was told that it was the monitor for the US Geological Survey that monitored stream flows and temperatures. Discussion followed.

**CITIZENS' COMMENTS:**

None

**MAYOR'S REPORT:**

**Mayor Peggy Levesque** said Dianne Murphy is on board. **Dianne Murphy** said she had job-shadowed Judy and Larry and would shadow Marla. She said she had identified possible websites for recruitment. She said she is not as far along as she thought due to vacations. Discussion followed.

**PUBLIC WORKS' REPORT:**

**Larry Harter** said he had a flat tire on the truck. They told him he needed new tires. He said he went to the place where we have an established account. **Councilor Tony Caldwell** said we usually get more than one quote. Discussion followed. **Councilor Tony Caldwell** said for curiosity sake, he would like to have Larry get another quote for tires.

**Larry Harter** said Dianne has been hanging out with me. Discussion followed.

**CLERK'S REPORT:**

None

**Mayor Peggy Levesque** said we are still working on updating the Hazard Mitigation Plan. Discussion followed.

**COUNCIL MEMBERS REPORT:**

**Councilor Tony Caldwell** said several issues at the Third Street Park have been reported to him. He said he needs to post a sign that "Park is closed at Dusk." He said the police cannot do anything if they are in the park. **Councilor Laura Heideman** said there is a lot of activity late at night. She said she has seen the police setting at the park. Discussion followed.

**Councilor Tony Caldwell** said a lot of the residences are looking very shabby. **Councilor James Frank** said we need to receive a written complaint. Discussion followed. **Councilor James Frank** said there are at least nine places in town that have compliance issues. **Councilor Phillip Marshall** said we need to canvas the entire town. Discussion followed. **Mayor Peggy Levesque** said there is an issue that should be turned over to the Health Department. She said we should review Ordinance No. 262 at the next Council Meeting. Discussion followed.

**Councilor Laura Heideman** said they would like to have the Howard Cooper brought out for the South Prairie Salmon Run. Discussion followed.

**ADJOURNMENT:**

- ❖ At 9:17 PM, **Councilor Laura Heideman** moved to adjourn the Regular Council Meeting of September 4, 2012. **Councilor Stu Terry** seconded the motion. **Motion carried unanimously.**

**Date Approved:            October 2, 2012**

# WATER TANK PROJECT

460,000.00

water fund	220,000.00
capital improvement	87,000.00
general fund	133,000.00
sewer fund (loan)	20,000.00

## EXHIBIT "A"

This is the order that money will be pulled from to pay for the Water Tank Project. If General Fund, Capital Improvement Fund and Water Fund have more or less ending fund balance than expected, funding will defer to that.

\$113,000.00 from general fund and  
\$ 87,000.00 from capital improvement have already been  
transferred into water fund.



## **Project Status Report**

Date: September 4, 2012

To: Town of South Prairie  
P.O. Box 870  
South Prairie, Washington 98385

### **General Facilities Charge (GFC) Study – SPR1203**

A DRAFT Ordinance for the connection charges was prepared and sent to the Town to forward to the Town attorney.

### **Water Tank Project – SPR1205**

There was a pre-bid mandatory walk thru on August 24. There were two bidders present.

During construction, technical support will be provided as needed for the piping at the site. In addition, a review of the tank configuration will be conducted prior to submittal to DOH for approval.

### **TIB Application and STIP – SPR1207**

The TIB Application was submitted on August 24 via the US postal service and an electronic copy was submitted as well.

The 6-Year State Transportation Improvement Plan (STIP) has been completed to include the following projects:

1. Chip seal program – TIB
2. South Prairie Carbon River Road – Sidewalk
3. South Prairie Carbon River Road – Extension

This is completed on the WSDOT web site and is in their files for future use and update.

# Six Year Transportation Improvement Program From 2013 to 2018

Agency: South Prairie  
County: Pierce  
MPO/RTPO: PSRC

Y Inside N Outside

Functional Class	09	Priority Number	1	A. PIN/Project No. B. STIP ID C. Project Title D. Road Name or Number E. Begin & End Terminals F. Project Description G. Structure ID WA-04768				Hearing	Adopted	Amendment	Resolution No.	Improvement Type	05	Utility Codes	C P S T W	Total Length	1,000 CE	Environmental Type	No	RW Required	No
				Street Preservation Townwide to Overlay and/or Chip Seal with selective patching as required to maintain road surface integrity.																	

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code		Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
			Discretionary	Discretionary					
P	PE	2013	Discretionary	Discretionary	0	TIB	5	0	5
P	CN	2013	Discretionary	Discretionary	0	TIB	75	0	75
			Totals		0	0	80	0	80

Expenditure Schedule Phase	1st		2nd		3rd		4th		5th & 6th	
	5	75	0	0	0	0	0	0	0	0
PE	5	75	0	0	0	0	0	0	0	0
CN	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0

# Six Year Transportation Improvement Program From 2013 to 2018

Agency: South Prairie  
County: Pierce  
MPO/ITPO: PSRC

Y Inside N Outside

Functional Class	06	B. STIP ID		Amendment		Resolution No.		Improvement Type	01	Utility Codes	C.P.S.T.W	Total Length	0.040	EA	Environmental Type		RW Required	Yes
Priority Number	3	G. Structure ID	WA-04770	Hearing		Adopted												
A. PIN/Project No.		South Prairie Carbon River Road Extension																
C. Project Title		South Prairie Carbon River Road																
D. Road Name or Number		1st Street to SR 162																
E. Begin & End Termini		Extend South Prairie Carbon River Road to SR 162 permitting County residents																
F. Project Description		quicker access to State Highway and reduce vehicle pedestrian interaction.																

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code		State Fund Code	State Funds		Local Funds		Total Funds
			2015	2016		TIB	TIB	TIB	TIB	
P	PE	2015	0	0	TIB	31	0	0	31	
P	RW	2015	0	0	TIB	55	0	0	55	
P	CN	2016	0	0	TIB	141	0	0	141	
Totals			0	0		227	0	0	227	

Expenditure Schedule Phase	1st		2nd		3rd		4th		5th & 6th	
	0	0	0	0	31	0	0	0	0	0
PE	0	0	0	0	31	0	0	0	0	0
RW	0	0	0	0	55	0	0	0	0	0
CN	0	0	0	0	0	0	141	0	0	0
Totals	0	0	0	0	86	0	141	0	0	0

Agency: South Prairie  
County: Pierce  
MPO/RTPO: PSRC

Y Inside N Outside

Functional Class	00	B. STIP ID		Hearing		Adopted		Amendment		Resolution No.		Improvement Type	28	Utility Codes	C P S T W	Total Length	0.080	Environmental Type	CE	RW Required	No
Priority Number	3	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	G. Structure ID WA-04769	South Prairie Carbon River Road Sidewalk Extension South Prairie Carbon River Road 1st Street to 3rd Street Extend the existing sidewalk on 3rd Street to the Foothills Trail adjacent to SR 162.																	

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code		Federal Funds	State Fund Code		State Funds	Local Funds	Total Funds
			2014	2015		TIB	TIB			
P	PE				0			6	0	6
P	CN				0			32	0	32
			Totals		0			38	0	38

Expenditure Schedule Phase	1st		2nd		3rd		4th		5th & 6th	
	PE	0	0	0	0	0	0	0	0	0
CN	0	0	0	0	32	0	0	0	0	0
Totals	0	0	0	0	32	0	0	0	0	0

Grand Totals for South Prairie			Federal Funds	State Funds	Local Funds	Total Funds
			0	345	0	345

## **Memorandum**

**To:** Mayor Peggy Levesque and the South Prairie Town Council  
Town of South Prairie

**From:** Mart Kask, Town Planner  
Town of South Prairie

**Subject:** Site Plan Review  
Off-street parking, Exterior Metals, 106 E. Emery Street, South  
Prairie, Washington

**Date:** 4 September 2012

### **At Issue**

On Wednesday, 22 August 2012, at 1:00 P.M., Councilman Tony Caldwell, Assistant Town Clerk-Treasurer Judy Tremblay and Town Planner Mart Kask met in a Pre-Application Conference (Section 15.08.040 UDO) with Ronald Miller, President of Exterior Metals, Inc., the lease of the industrial building at 106 E. Emery Street, owned by Jan van Holder. The purpose of the meeting was to review with Ronald Miller the site application requirements, as they exist, in the Unified Development Ordinance (Section 17.09.010 UDO). Site plan application forms (Attachment A) were mailed to Ronald Miller on 22 August 2012. The site plan application form states that the application must be accompanied by a scaled drawing, showing what is proposed to be constructed on the site. This point was emphasized in the Pre-Application meeting. The Town Planner offered to sit down with Ronald Miller and help him prepare the application, including the scaled drawing. This material had to be in the hands of the Town Clerk-Treasurer by Friday, 31 August 2012.

On Wednesday, 28 August 2012, Ronald Miller, presented to the Town Clerk-Treasurer the Site Plan Application (Attachment B), which was forwarded to the Town Planner on Thursday, 30 August 2012 for processing to be presented to the Town Council action at their 4 September 2012 meeting. The application is incomplete (Section 15.08.070 UDO). The site plan drawing is not drawn to scale.

The Town Planner has an option to return the application to the applicant as being incomplete and ask the applicant to provide the required information (Section 15.08.070 UDO) or prepare a drawing that shows, drawn to scale, the work that the applicant proposes to carry out at the site, in accordance with provision contained in the Unified Development Ordinance (Attachment C and D). If the applicant chooses to use the Town Planner prepared scaled site plan maps, then the applicant is obligated to pay the Town for the Town Planner's time in preparing the scaled site plans (Attachment C and D).

Further, the property owner, Jan van Holder, prepared a quit claim deed, deeding the vacant lot south of the property at 106 E. Emery Street, tax lot number 0619182039 to the owners of the 106 E. Emery Street, tax lot number 069182021 (Attachment E). The above information was forwarded to the Town Attorney for her approval as called for in the Unified Development Ordinance (Section 17.05.030 UDO). The Town Attorney, upon her review of the documents, stated that the applicant has met the requirements of Section 17.05.030 UDO (Attachment F).

## Findings

The following findings are based on the Town Planner's review of the application (Attachments B, C, D, E and F).

1. Site plan requirement. Section 17.09.010, use of vacant land requires the filing of a site plan application and its approval by the Town Council.
2. Authority. Section 17.09.010, the Town Council approves the site plan, after review and recommendation by the Town Planner.
3. Zoning. The proposed industrial use of land and buildings at 106 E. Emery Street was approved by the Town Council at their meeting on 7 August 2012.
4. Conformance with Comprehensive Plan. The site plan is in conformance with the Town of South Prairie Comprehensive Plan.
5. Location of off-street parking. Section 17.05.040.C, meets the requirement, after approval by the Town Attorney.
6. Location of handicapped parking. Meets the 2010 ADA Standards for Accessible Design, Titles II and III. The site plan meets the design and placement requirements.
7. Parking standards for specific activity. Section 17.05.040.C.1, requires six employee off-street parking places. The site plan meets the requirement.
8. Size and design of parking. Section 17.05.070, the site plan meets the size and design requirements.
9. Landscaping. Section 17.05.090, the site plan meets the landscaping and wheel stop requirements.
10. Paving. Section 17.05.090, the parking and alley-way area must be paved with asphalt or equivalent material. The application meets the paving requirement.
11. Off-street parking plan. Section 17.05.100, the site plan meets the requirement for an off-street parking plan.

12. Landscape plan approval. Section 17.07.020, the site plan meets the landscape plan requirement.
13. Outside storage area landscaping. Section 17.07.040, providing a six foot high metal fence, meets the fencing requirement.
14. Trash containers landscaping. Section 17.07.040.M, the site plan meets the trash container landscaping requirement.
15. Types of landscaping. Section 17.07.050.C, meets the type of landscaping requirement for off-street parking.
16. Industrial building landscaping. Section 17.07.060.C, requires that front yard contain ten (10) foot landscaping. Due to shortage of space, four planter boxes are adequate as a compromise.

## **Conclusions**

1. The site plans, Attachments C and D, meet the requirements of the provisions of the Unified Development Ordinance.
2. The site plans, Attachments C and D, meet the requirements of the Comprehensive Plan.
3. The site plans, Attachments C and D are not detrimental to the health, safety and welfare of the Town of South Prairie.

## **Recommendations**

1. That the Town Council approves site plans, Attachments C and D as presented.
2. Condition the approval of site plans C and D on the applicant paying the Town the cost incurred by the Town Planner in preparing site plans C and D. This charge is in addition to other charges incurred by the Town Planner in processing this application.

## **Attachments**

- A - Site plan application forms
- B - Site plan application from Jan van Holder
- C - Site plan for employee parking and storage yard
- D - Site plan for handicapped parking

- E - Quit claim deed
- F - Town Attorney's statement

## **Memorandum**

**To:** Mayor Peggy Levesque and the South Prairie Town Council  
Town of South Prairie

**From:** Mart Kask, Town Planner  
Town of South Prairie

**Subject:** Sign Application, Ronald Miller, Applicant  
Industrial Building at 106 E. Emery Street, South Prairie  
Washington

**Date:** 4 September 2012

### **At Issue**

On 29 August 2012, the Town received and application to erect a 126 by 36 inch signs on the industrial building at 106 E. Emery Street, South Prairie, Washington.

### **Findings**

1. The attached application meets the requirement of South Prairie Sign Ordinance 519, adopted by the Town Council on 4 May 2010.
2. The erection of the proposed sign is in conformance with the Town of South Prairie Comprehensive Plan.
3. The erection of the proposed sign is not detrimental to the health, safety and general wellbeing of the Town of South Prairie.

### **Recommendation**

That the Town Council of South Prairie approves the sign application as attached to this memo.

### **Attachments**

Sign Application, dated 29 August 2012  
Sign Plan