



HIGHLAND CITY

HIGHLAND PLANNING COMMISSION MINUTES

Tuesday, July 22, 2025

Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah 84003

Approved September 23, 2025

7:00 PM REGULAR SESSION

Call to Order: Chair Christopher Howden

Invocation: Commissioner Trent Thayn

Pledge of Allegiance: Debra Maughan

The meeting was called to order by Chair Chris Howden as a regular session at 7:00 pm. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting. The prayer was offered by Commissioner Trent Thayn and those in attendance were led in the Pledge of Allegiance by Commissioner Debra Maughan.

PRESIDING: Chair Christopher Howden

COMMISSIONERS

PRESENT: Jerry Abbott, Tracy Hill, Sherry Kramer, Debra Maughan, Trent Thayn, Wesley Warren

CITY STAFF PRESENT: City Attorney/Planning & Zoning Administrator Rob Patterson, City Recorder Stephannie Cottle

OTHERS PRESENT: Jon Hart, Ron Campbell, Daniel Harris, Liz Rice, Brad Walton, Linda Walton, Logan Johnson, David Barnes, Kristin Richey, Melanie Westcott

1. UNSCHEDULED PUBLIC APPEARANCES

Please limit comments to three minutes per person. Please state your name.

Resident Ron Campbell said he was here tonight as a resident, not representing the council. He asked the commissioners to consider moving the meeting time to 6 PM like the council meetings. He acknowledged that a new time might conflict with schedules but thought an earlier time might get more resident participation. He mentioned a recent council meeting that lasted until midnight, even with starting earlier, and said that residents needed to be awake and watching if they were interested in agenda items.

Resident Liz Rice mentioned that the state legislature made it unconstitutional with the state's initiative

law. She wanted Highland to be aware and said the legislature needed to work as one with the people and this law did not do that. She said she would love the city attorney to give more education about this. Ms. Rice thought this law applied to referendums as well and said it would make it easier for citizens to do initiatives. She was thrilled with the ruling. She encouraged the commissioners to read through it.

2. ACTION ITEMS

a. **PUBLIC HEARING/ORDINANCE: PO Zone Daycare Development Agreement Land Use (Legislative)**

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commission will hold a public hearing to consider approving a legislative development agreement for a property in the Professional Office zone.

Mr. Patterson presented the details of the proposed development agreement. He explained that the current master plan allowed two buildings, but the new agreement proposed just one 10,000 square foot single-story building with 40 parking spaces, landscaping on the southern median, and sidewalks along the frontages. He said staff thought it aligned with the intent of the PO Zone. It also addressed some residents' concerns. Mr. Patterson mentioned that the city engineer supported access to the north and the four-way intersection.

Commissioner Abbott wondered if parking regulations for daycares were the same as businesses. He also wondered about traffic flow and right turn only as was discussed in a previous meeting. Mr. Patterson mentioned that parking regulations were the same for businesses. He said the city engineer wanted to keep the four-way movement out of the daycare. He had not yet seen a traffic engineering plan and invited the applicant to address the question. Logan Johnson with Wright Development said they thought traffic would be addressed during the site plan approval process.

Commissioner Kramer voiced concern with trucks and the playground in the front. She pointed out that the site plan mentioned vinyl fencing rather than heavy duty fencing. Mr. Johnson explained that the "bollard protection" noted on the site plan was designed to take significant traffic impact. He said the tenant would rather have bollards which typically were steel and concrete posts, four-six inches in diameter, three and a half feet high, and reached four feet deep. He said they were specifically designed for vehicle protection and would be hidden by landscaping. Commissioner Kramer mentioned that she preferred neutral colored fencing. She wondered if the roof line could have a variation in elevation, possibly with shaker shingles, where it was peaked in order to match the houses across the street.

Commissioner Thayne was concerned about traffic flow. Mr. Johnson explained that peak traffic was spread over one or two hours. He said they would be happy to review a traffic report with the city engineer to see if other mitigation was needed.

Commissioner Abbott asked about finishing the medians in the area. Mr. Patterson said that a certificate of occupancy would be issued after the median was finished. He said Building C and this building were bundled with the landscaping and completion of the medians.

Commissioner Howden opened the public hearing at 7:24 PM and asked for public comment.

Resident David Barnes thought the 21-foot building height was a win/win for them and hoped that building height was measured from street level.

Commissioner Howden asked for additional comment. Hearing none, he closed the public hearing at 7:25 PM and asked for additional discussion. The commissioners discussed regulations regarding building heights and how it was currently measured as per city code.

Commissioner Debra Maughan MOVED that the Planning Commission recommend approval of the proposed development agreement with WDG Highland, LLC. with the inclusion of shake shingles in the gables, the fencing in a neutral color, and a traffic flow study.

Commissioner Sherry Kramer SECONDED the motion.

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Tracy Hill</i>	<i>Yes</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Claude Jones</i>	<i>Absent</i>
<i>Commissioner Debra Maughan</i>	<i>Yes</i>
<i>Commissioner Audry Moore</i>	<i>Absent</i>
<i>Commissioner Trent Thayn</i>	<i>Yes</i>
<i>Alternate Commissioner Sherry Kramer</i>	<i>Yes</i>
<i>Alternate Commissioner Wesley Warren</i>	<i>Yes</i>

The motion carried 7:0

Mr. Johnson asked if the intent was to show the council the traffic management plan or have it at site plan approval. The commissioners agreed that it should be available for the council to review now.

b. PUBLIC HEARING/ORDINANCE: PO Zone Amendments Development Code Update (Legislative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commission will hold a public hearing to consider comprehensive amendments to the Professional Office (PO) zone regulations.

Mr. Patterson gave background for the proposed amendment and reviewed suggested new standards. He reviewed three different options for measuring building height. Commissioner Abbott wondered if the city could stipulate in code that no flat roofs were permitted. He talked about LRVs (light reflective value) and wondered if it could be restricted to 70% or below. He was concerned with someone constructing a shiny white building. The commissioners discussed options for measuring building height. Most commissioners agreed that Option 2 was an easy fixed point. They talked more about flat roofs and agreed that a certain percentage of each roof line could be flat but thought roof lines needed variation. Commissioner Kramer liked the suggested changes to the proposed amendment. However, after hearing from residents in the area, she preferred that Building 3 be more traditional as it was originally agreed upon. She pointed out that Buildings 1 and 2 were more traditional and thought Building 3 should match.

Commissioner Howden opened the public hearing at 7:56 PM and asked for public comment.

Resident Brad Walton mentioned that he currently served as the chairman of the board of trustees for the Bull River community. He pointed out that the landscaping requirement was specifically looking for

xeriscaping. The two buildings to the south had grass with big trees and bushes. He suggested that the xeriscape landscaping requirement consider integration with the traditional watered lawn that would be next to it. He hoped that landscaping in the medians would match or relate to what was done on both sides of the street.

Resident Melanie Westcott liked the idea of keeping traditional construction for the buildings and finishing the landscaping in medians. She talked about the building that was recently constructed and was frustrated by how industrial it looked. She voiced concern that the builder would do the bare minimum and not follow the original design. She was afraid that it would end up looking industrial regardless of the specifications.

Resident Liz Rice wondered if the code could stipulate that loading/unloading be finished by 10 PM. She did not like flat roofs because they were ugly, eventually leaked, and were expensive to repair. She asked that whatever was decided with the percentage of flat roof, that it blended with how the residents wanted it.

Commissioner Howden asked for additional comments. Hearing none, he closed the public hearing at 8:02 PM and asked for additional discussion.

Mr. Patterson mentioned that there was a provision in the code about integrating landscaping between sites by using similar or identical vegetation.

Commissioner Warren thought it was important to keep design options open. He said he liked requiring the traditional design on the east side. He thought “modern” design could also be very traditional and mentioned that some people thought the flat-roofed look was a very classic American design. Commissioner Maughan added that “traditional” didn’t necessarily mean rock and stucco.

Commissioner Jerry Abbott MOVED that the Planning Commission recommend adoption of the proposed amendments to the PO zone, with the following clarifications:

- 1. Building height shall be measured using Option 2 - measuring from top back of curb.*
- 2. Light Reflectance Value (LRV) for colors on exterior of buildings to be limited to no more than 70%.*
- 3. Flat roofs can be no more than 50% of the structure.*
- 4. Buildings on the east side of Highland Blvd must follow the traditional style.*
- 5. Strike the provision for parking space requirements for storage units.*

Commissioner Wesley Warren SECONDED the motion.

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Tracy Hill</i>	<i>Yes</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Claude Jones</i>	<i>Absent</i>
<i>Commissioner Debra Maughan</i>	<i>Yes</i>
<i>Commissioner Audry Moore</i>	<i>Absent</i>
<i>Commissioner Trent Thayn</i>	<i>Yes</i>
<i>Alternate Commissioner Sherry Kramer</i>	<i>Yes</i>
<i>Alternate Commissioner Wes Warren</i>	<i>Yes</i>

The motion carried 7:0

c. ACTION: Vet Clinic Site Plan and Architecture Review Land Use (Administrative)

Rob Patterson, City Attorney/Planning & Zoning Administrator

The Planning Commission will review and make a recommendation regarding a proposed site plan and building architecture for a vet clinic building located in the Wild Rose PD zone.

Mr. Patterson reviewed the proposed site plan. He mentioned that the PD Zone required a 5-foot setback, but the council approved a 10-foot setback. He talked about the trash enclosure and said it was set at 6 feet. It was unclear whether setback regulations applied to the enclosure. Because the enclosure was screened, and if they moved it up it would eliminate two parking spaces, staff thought it was beneficial to keep the enclosure at 6 feet. There was a stipulation to remove the trail connection. This was done because staff did not want a private trail on city property and because of the potential utility issue.

Commissioner Howden wondered what UDOT (Utah Department of Transportation) thought about the egress. Mr. Patterson said that since UDOT was resurfacing North County Boulevard the developer was told they needed to install utilities by May 15 or they would not be able to do it for several years. Because of this, Highland allowed them to install utilities already. The city required a written letter from UDOT giving approval of the utilities. Mr. Patterson reviewed the building design.

Dan Harris with Eight14 Development explained that they had a conditional access approval permit from UDOT. He mentioned that some of the elevation labels needed to be fixed on the pictures – north and south labels should be switch as well as the east and west labels.

Commissioner Trent Thayn MOVED that the Planning Commission recommend approval of the County Road Veterinary Clinic site plan and building architecture subject to the one (1) following stipulation recommended by city staff:

- 1. The corrections and comments provided in the staff review comment sheet, dated July 15, 2025, be addressed and corrected to the city engineer's approval prior to construction.*

Commissioner Jerry Abbott SECONDED the motion.

<i>Commissioner Jerry Abbott</i>	<i>Yes</i>
<i>Commissioner Tracy Hill</i>	<i>Yes</i>
<i>Commissioner Christopher Howden</i>	<i>Yes</i>
<i>Commissioner Claude Jones</i>	<i>Absent</i>
<i>Commissioner Debra Maughan</i>	<i>Yes</i>
<i>Commissioner Audry Moore</i>	<i>Absent</i>
<i>Commissioner Trent Thayn</i>	<i>Yes</i>
<i>Alternate Commissioner Sherry Kramer</i>	<i>Yes</i>
<i>Alternate Commissioner Wesley Warren</i>	<i>Yes</i>

The motion carried 7:0

3. COMMUNICATION ITEMS

Communication items are informational only. No final action will be taken.

Mr. Patterson mentioned that August 12 was the primary election. The council and planning commission combined meeting would be held on August 13.

Commissioner Abbott mentioned that it was previously decided to continue to hold commission meetings at 7 PM in order to get more participation from those who worked in Salt Lake City. The commissioners briefly discussed and concluded that they would still like to start planning commission meetings at 7 PM.

ADJOURNMENT

Commissioner Tracy Hill MOVED to adjourn the regular meeting and Commissioner Debra Maughan SECONDED the motion. All voted in favor and the motion passed unanimously.

The meeting adjourned at 8:28 PM.

I, Stephannie Cottle, City Recorder of Highland City, hereby certify that the foregoing minutes represent a true, accurate and complete record of the meeting held on July 22, 2025. This document constitutes the official minutes for the Highland City Planning Commission meeting.

Stephannie Cottle,
CMC, UCC City
Recorder

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Development Agreement - General

- Legislative development agreement - approved the same way as rezone
- Planning Commission and Council have broad discretion to approve, impose conditions, or deny
- Overrides/supplements base PO zone to the extent of conflict between DA and PO zone

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Current Master Plan

- Current: Two buildings within site
 - Each building can be 2 stories with a basement
 - Each building can have 3400 SF main, plus 3000 SF second story and 3000 SF basement (3400 SF footprint, 9400 SF massing)
 - Total currently planned building size is 6800 SF footprint and 18,800 SF massing

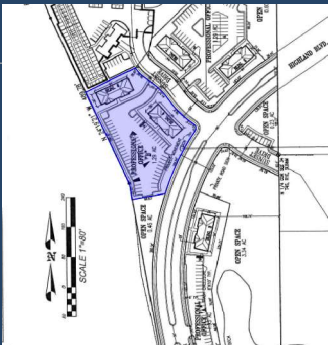
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Development Agreement - Terms

- Requires development in conformance with approved concept plans (overrides PO master plan)
 - One 10,000 SF single-story building
 - Building design to conform to approved concept elevations
 - Site/landscaping to conform to approved concept plans
 - 40 parking spaces with access on north end of Sunset Dr
- Landscape southern median
- Provide sidewalk along frontages
- Daycare is permitted, not conditional, use (no CUP)
- Still require typical site plan/arch review/building permit approval per city zoning standards

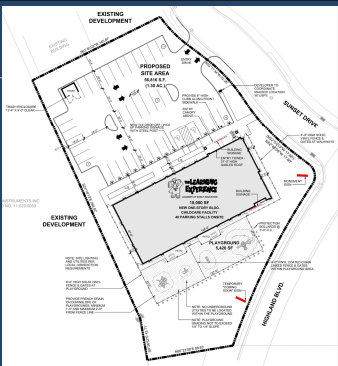
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Master Plan



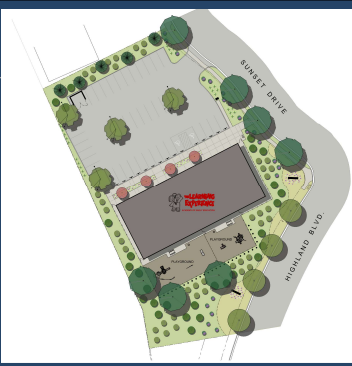
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Site Plan



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Landscape Plan



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Current Plan/Zone- Building 4



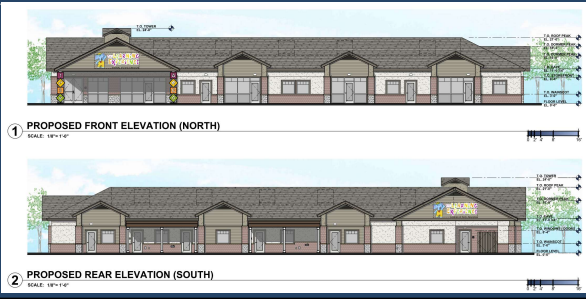
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Current Plan/Zone- Building 6



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Building Elevations



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Building Elevations



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Staff Review and Recommendation

- Staff believes that the proposed development aligns with the intent of the PO zone and addresses many concerns raised by adjacent residents
 - Ensures only one building is built on site
 - Limits height of building (21' to roof peak, instead of 35')
 - Keeps similar total mass of one planned building, but spreads it as a single-story rather than over three stories
 - Proposed use is daycare, which is already authorized conditional use in zone, so no new/unauthorized uses
 - Building has traditional residential design and materials

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Staff Review and Recommendation

- City engineer supported moving the access further north to allow more vehicle queuing on Sunset Dr and did not want to restrict intersection movement
- Parking meets minimum city requirements for use
- Staff supports proposed development agreement
- Notice published June 12, 2025 – no comments
- Staff recommends the Commission hold a public hearing, give direction on any additional desired conditions, and recommend approval to Council

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Proposed Motion

- I move that the Planning Commission recommend APPROVAL of the proposed development agreement with WDG Highland, LLC
- [Commission may specify and recommend changes or additions to the proposed development agreement]

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PO ZONE AMENDMENTS

Development Code Amendment (Legislative)

Item 2b. – Public Hearing/Action Item

Presented by – Rob Patterson

City Attorney, Planning & Zoning Administrator

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Background

- After developer-proposed PO amendment was rejected in March, Council and Planning Commission directed staff to prepare amendments to PO zone
 - Decouple original master plan (site, landscaping, building) from zoning ordinance
 - Update code to make it generally applicable

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Background

- Amendments have been drafted by staff
 - Presented to Planning Commission June 24, 2025
 - Proposed amendments posted on City website since June 25, 2025 (or since June 19 from prior meeting)
 - Notice of hearing and amendments published and mailed to all owners of property within PO zone and to adjacent residents on June 26, 2025
 - Asked for comments by July 14
 - One resident written comment received on July 14

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Overview of Approach

- Removed all exhibits entirely – no more master plan
 - Removes site plan (number and configuration of buildings)
 - Removes landscaping plan
 - Removes building design requirements (elevations, specific materials, building size)
- One story (+basement) limitation directly in code for sites on east side of Highland Boulevard
- Removed all references to specific site plan area and zoned area
- Added or updated code to provide development standards

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New Standards

- Clarified site design, layout, and sizing requirements
 - No minimum/maximum site size, but coverage, setback, and parking requirements must be met
 - When necessary, requires subdivision or subdivision amendment to ensure site encompasses property
- Established property/water dedication requirements
- New prohibited uses (focused on excluding retail)
 - No gas stations, retail, C stores, motor vehicle/RV/boat/OHV sale, rental, or leasing, restaurants, animal processing, SOBs

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New Standards

- Added parking space requirements
 - 4 per 1,000 SF building for professional office uses
 - 3 per 1,000 SF building for storage unit offices
 - 1 per 15 storage units, as part of driveways – putting a number of spaces per units may not be necessary, so could remove
- New commercial vehicle parking and loading standards
 - No loading/unloading in driveways or ROW (other than storage unit area), only in designated loading areas between 7 am – 10 pm
 - If site does not have loading areas, no use requiring loading/unloading is permitted without site plan redevelopment
 - One commercial vehicle per unit may be visibly parked (added due to existing parking lots that are all visible from public ROW)

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Updated Standards

- Parking landscaping requirements have been updated and clarified to require landscaping, parking islands, breaking up of parking areas
- Parking requirements may be adjusted if engineered traffic circulation plan shows better arrangement for parking, access, loading

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Updated Standards

- Building heights - 35' (as currently allowed) with 3 measurement options
 - Option 1 – standard city building height (measure from highest point of finished grade at foundation)
 - Option 2 – highest point of top back of curb
 - Option 3: Lower of
 - Foundation at lowest finished grade OR
 - Top back of curb
- In all cases, not lower than 15 feet above highest finished grade (at least one story above grade)

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Updated Standards

- Setbacks
 - 25' to public ROW, unless parking in rear, then 20'
 - 8' setback of building to private ROW/driveway, but not to on-site parking lot or pedestrian access
 - 10' side setback, unless near residential areas, then 30'
 - 20' rear setback, unless near residential areas, then 30'
 - Side/rear setbacks for storage areas near city boundaries may be 5'
 - Side/rear setbacks not adjacent to residences can be reduced to 5' if reduction allows more efficient use of property, better response to PO zone goals, and building/fire codes are met

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Updated Standards

- Landscaping includes xeriscape, gives preference for xeriscape and natural open space
- Fencing standards revised to align with fence code and allow only where needed for privacy/screening and if compatible with adjacent fencing/screening
- Retaining walls not allowed unless necessary, and sensitive lands ordinance specifically referenced (restricts cuts/fills and imposes restrictions on development on or near steep slopes)
- Sign section references general city sign ordinance

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Updated Standards

- Updated all building design standards
 - All building sides required to be architecturally treated
 - Facade, entrance, and ornamentation standards
 - Fenestration – limits on large, storefront-like windows
 - Roof design (pitched roofs not required)
 - Building massing variation between 1/2-story elements
 - 65% of building can be 2 story, at least 35% one-story element
 - Allows flexibility in massing requirements if

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Staff Review and Recommendation

- One resident comment expressed some concerns. Many are resolved by proposed amendments or daycare DA
 - Original design requirements for east side of Highland Blvd are not kept except for one-story limit
 - Residential nature of development is kept per new design requirements, but there is no strict building design
 - No public hearing/notice for site/architecture review, but there is public hearing/notice requirements for CUPs
- Staff recommends the Commission hold a public hearing, give direction on building height and any additional desired amendments, and recommend approval to Council

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Proposed Motion

- I move that the Planning Commission recommend ADOPTION of the proposed amendments to the PO zone with building height option [1, 2, or 3]
 - Option 1 – default (highest finished grade at foundation)
 - Option 2 – top back of curb
 - Option 3 – lower of lowest finished grade or top back of curb
- [Commission may specify and recommend other changes or additions to the proposed amendments]

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COUNTY ROAD VETERINARY CLINIC
SITE PLAN & ARCHITECTURE REVIEW
Land Use (Administrative)

Item 2c. – Action Item
Presented by – Rob Patterson
City Attorney, Planning & Zoning Administrator

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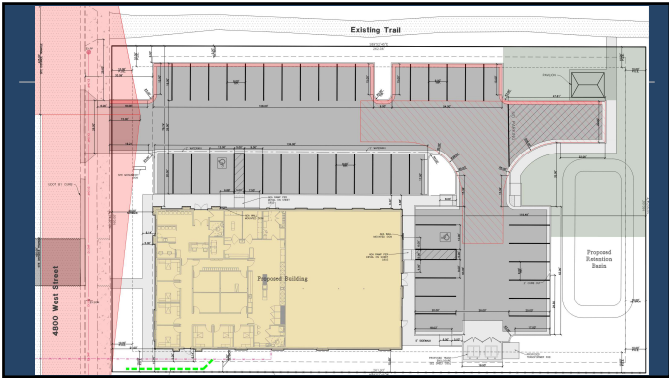


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Background

- Fairfield Cove Planned Development was amended in May 2020 to allow for reconfigured development
 - Increased size of commercial lot and removed most open space requirements and provided fee in lieu
 - Renamed PD to Wild Rose Planned Development
- Medical uses permitted in Wild Rose PD
- Applicant is seeking two separate approvals for commercial development for vet clinic:
 - Site plan approval
 - Building architecture approval

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Site Plan Requirements

- Building setbacks: front 20', side 10', rear 10'
 - Proposed building meets setbacks
 - Unclear whether apply to other structures (refuse collection)
 - If applied to refuse collection, then likely lose two parking spaces
 - Wild Rose PD only specifies that utility/equipment be outside of front setbacks, outside of public ROWs, and undergrounded or screened – refuse collection is screened per C-1 standards
- Fencing
 - Wild Rose PD requires fencing between commercial and residential districts (east side) – staff stipulation to ensure current fencing remains or, if removed, new fence installed
 - Fence code requires fencing on south property line as adjacent property is residential – site plan includes this fence

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Site Plan Requirements

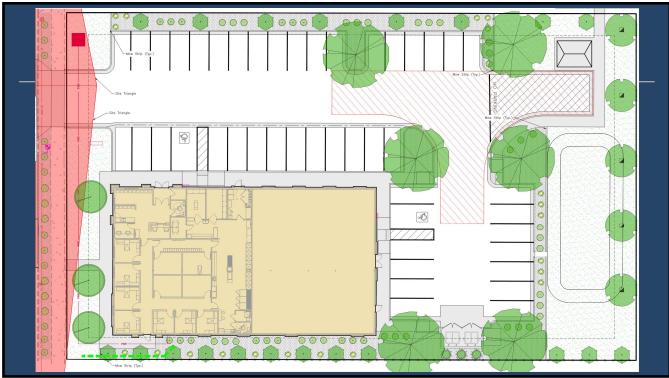
- On-site parking per C-1 standard
 - 4 spaces per 1,000 SF office (applied to portion for clinic)
 - 5 spaces per 1,000 SF retail (applied to remaining portion)
 - ADA spaces required (2% or min 1)
 - 44 spaces provided (18 for vet clinic, 20 for remaining portion) with 2 ADA accessible spaces
- Fire access and safety
 - Building will be sprinkled, dedicated fire riser installed
 - Staff stipulation to provide permanent hydrant with fire line
 - Fire turnaround provided on-site
- No separate loading area required, per Wild Rose PD

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Site Plan Requirements

- Landscaping to incorporate xeriscape, highlight entrances, use trees along parking lot, limit turf to areas where people may congregate
 - Wild Rose PD requires trees in UDOT ROW park strip, but staff has concerns with visibility
 - Proposal is for trees outside of driveway sight triangle
 - Xeriscape in park strip and near parking area
 - Turf provided on near building on west side (near 4800 W) and east side within recreation area/detention basin

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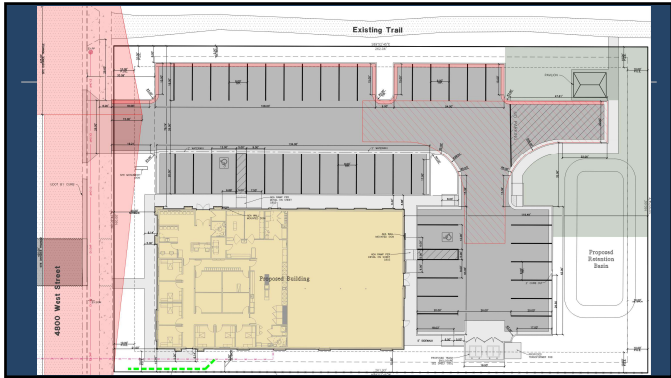


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Site Plan Requirements

- Recreation area with minimum 4,181 square feet, including covered seating areas
 - Providing covered pavilion with picnic table
 - Recreation area includes portion of detention basin
 - Given small size of lot, staff does not have concerns with overlap of recreation area and detention basin
 - Entire area will be landscaped and improved and useable by most common visitors, e.g., pet owners
 - Staff stipulation to remove trail connection – do not want private trail on city property and there is potential utility issue

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Architecture and Design Requirements

- 30' max building height - 23' 7.5" proposed
- Design to meet C-1 standards and be in harmony with example developments in Wild Rose PD
 - No prohibited roof or exterior materials and designs
 - Avoid excessive variety and monotonous repetition. Design to be simple, limited variety of exterior materials with 3 materials total, plus trim
 - Colors limited to soft shades and earth tones – no bright/neon colors
 - All building elevations architecturally treated
 - Screen equipment from view

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Architecture and Design Requirements

- Example commercial design from Wild Rose PD



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Staff Review and Recommendation

- No public hearing/notice required
- Staff believes site plan and building design generally conform to City code and Wild Rose PD and recommends approval with one stipulation to correct few remaining issues detailed in review comment sheet dated July 15, 2025
 - Provide UDOT approval of access/utilities/ROW design
 - Install gate valve on fire line so hydrant always remain operable
 - Provide/retain fence on east side
 - Remove private trail connection
 - Correct cover for sewer lateral and meet TSSD requirements
 - Provide sump so detention pond functions as per corrected storm drain report, recommended to provide headwall and spillway

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Proposed Motion

- I move that the Planning Commission recommend APPROVAL of the County Road Veterinary Clinic site plan and building architecture subject to the one (1) stipulation recommended by city staff
 - The corrections and comments provided in the staff review comment sheet, dated July 15, 2025, be addressed and corrected to the city engineer's approval prior to construction
- [Commission may specify and recommend other conditions on approval based on city code and Wild Rose PD]

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PLANNING COMMISSION AND STAFF COMMUNICATION ITEMS

a. General Plan Update

- **Wednesday August 13**, Final general plan elements discussion
- September 23, First presentation/discussion of draft plan

b. Future Meetings and Events

- July 31-Aug 2, Highland Fling
- Aug 5, City Council, 6:00 PM, City Hall
- Aug 12, Municipal Primary Election (7 candidates for city council)
- **Aug 13**, Council/Commission General Plan Meeting, 6:00 PM, City Hall
- Aug 19, City Council, 6:00 PM, City Hall
- Aug 26, Planning Commission, 7:00 PM, City Hall