

Due to the COVID-19 pandemic emergency, the January 23, 2021 Public Hearing Meeting of the Alexandria City Council is being held electronically pursuant to Virginia Code Section 2.2-3708(A)(3), the Continuity of Government ordinance adopted by the City Council on June 20, 2020 and Section 4.0-00(g) in HB29 and HB30 to undertake essential business. All members of the City Council and staff are participating from remote locations through a video conference call on Zoom. The meeting can be accessed by the public through the live broadcast on the government channel 70, streaming on the City's website, and can be accessed via Zoom by the following link:

URL: <https://zoom.us/webinar/register/WN\_SN-RVTIsQdSeF7Y05erFJQ> Dial in: 301-715-8592 Webinar ID: 993 4403 9768 Password: 664124

If you use the Zoom Webinar application, please be sure you have updated the application to the latest version for best results. If you are unable to access Zoom, please use the Dial-In number to access the meeting.

### \*\*\*PLEASE LOG-IN EARLY IF POSSIBLE\*\*\*

Links:

Meeting Agenda and Live Webcast

The meeting will be webcast live and video and audio recordings will be available a few days after the meeting.

### Zoom Registration Form

If you wish to use Zoom to watch this meeting or to address Council, you must register first. Those wishing to address Council should also submit a Speaker's Form using the link below.

### Speaker's Form

https://survey.alexandriava.gov/s3/2020-VIRTUAL-City-Council-Speakers-For m

Those wishing to address Council should submit a Speaker's Form. Submission of written statements is encouraged. Please sign up after the docket is created and you are able to verify the meeting date on the City's website. If the docket is not posted, you will have to return at a later date to complete the speaker's form in order to speak at a Council meeting. \*\*\*\*\*

Public Comment will be received at this meeting.

All persons wishing to speak before City Council must complete a Speaker's Form (see link above). If you have a prepared statement or written comments for the record, you may email it to the City Clerk at gloria.sitton@alexandriava.gov. Speakers are encouraged to submit their written comments to the City Clerk.

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When your name is called to speak, the Zoom host will prompt you to unmute your microphone. If you are participating via smartphone, press \*6 to mute/unmute your microphone. You will be called on by your name or the last 4 digits of your phone number when it is your turn to speak. When you are finished speaking or at 3 minutes (whichever comes first), you will be muted again.

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### OPENING

- 1. Calling the Roll.
- 2. Public Discussion Period

[This period is a public comment period. The first 15 speakers will be heard under item #2 at the beginning of the meeting. Any remaining speakers will be heard at the conclusion of the docketed items.]

### **REPORTS OF BOARDS, COMMISSIONS AND COMMITTEES**

### ACTION CONSENT CALENDAR

### Planning Commission

3.	<u>21-0615</u>	Special Use Permit #2020-00086
		222 East Monroe Avenue
		Public Hearing and consideration of a request for a Special Use Permit with lot
		modifications for the construction of a single-family dwelling on a developed
		substandard lot; zoned: R-2-5/Single and Two Family.
		Applicant: Metro Fine Properties LLC.
		Planning Commission Action: Recommended Approval 7-0
4.	<u>21-0617</u>	Development Special Use Permit #2019-00026
		1200 North Quaker Lane and 4200 West Braddock Road - Episcopal High
		School Dorms and Wellness Center
		Public Hearing and consideration of a request for a Development Special Use
		Permit and site plan to permit the expansion of a private school for the construction
		of two dormitories, a health center and an internal roadway connection with surface
		parking (amending DSUP #2018-00019); zoned: R-20/Single-Family.
		Applicant: The Protestant Episcopal High School in Virginia (EHS), represented by
		Duncan W. Blair, attorney
		Planning Commission Action: Recommended Approval 7-0

# END OF ACTION CONSENT CALENDAR

*City Council approved the items on the consent calendar separately. The approval was as follows:* 

3. City Council approved the Planning Commission recommendation. (separate motion)

4. City Council approved the Planning Commission recommendation. (separate motion)

# **REPORTS AND RECOMMENDATIONS OF THE CITY MANAGER**

5.21-0666Public Hearing and Consideration of Adoption of "All Alexandria: Committing to<br/>Race and Social Equity" Resolution. [ROLL-CALL VOTE]

*City Council closed the public hearing and adopted the revised resolution "All Alexandria Committing to Race and Social Equity." The amended resolution is as* 

follows:

RESOLUTION NO. 2974

All Alexandria: Committing to Race and Social Equity

WHEREAS, Alexandria's history mirrors our country's past and is built upon a foundation of interpersonal and systemic racism; and

WHEREAS, Alexandria acknowledges that the shoreline of the Potomac River where Alexandria is located today has been a lush and resourceful home for centuries to Indigenous Peoples of the Conoy paramount chiefdom and the nearby Powhatan paramount chiefdom, long before the modern community was founded; and

WHEREAS, Indigenous Peoples are the original victims of physical violence and oppression through forced removal and illegal confiscation of their native lands for the purposes of settlement and colonization by European settlers, which laid the foundation for the dehumanization and systemic discrimination of other human beings of color; and

WHEREAS, Alexandria acknowledges its part in the domestic slave trade, and as a place of refuge for thousands escaping the bondage of forced enslavement during the Civil War, and as a home of Jim Crow, where two known lynchings of African American teenagers Joseph McCoy and Benjamin Thomas in 1897 and 1899 respectively occurred, and a City that resisted peaceful efforts by African Americans to open public facilities to ALL Alexandrians; and

WHEREAS, Alexandria has continued to evolve into a diverse community of over 145 nationalities and ethnic backgrounds, this legacy of racial oppression and white supremacy resulted in unequitable practices and policies and created systemic marginalization, particularly of People of Color, that still impacts our community. Alexandria's Indigenous, Black, Latino, Asian, multi-racial, multi-ethnic and immigrant communities continue to experience disparate outcomes across all measures of wellbeing; and

WHEREAS, systemic and institutional racism are the conduit by which other forms of oppression, ableism, ageism, sexism, homophobia, transphobia, xenophobia take root; and

WHEREAS, people who live, work and visit in Alexandria today continue to experience bias, discrimination, and unequal outcomes and/or treatment in every field and sector including but not limited to government, housing, employment, environment, wealth, healthcare, education, transportation, the legal system; and

WHEREAS, today Alexandria recognizes, acknowledges and is atoning for its past actions and policies that excluded, targeted, or oppressed people due to their color, race, national origin, ancestry, gender, gender identity, age, ethnicity, religion, ability, culture, sexual orientation, ethnicity, language; and

WHEREAS, every Alexandrian must reckon with the City's historical past as well as our explicit and implicit involvement and contributions to the institution of American slavery and the subsequent and deeply rooted racial inequities of today; and WHEREAS, Alexandria must act deliberately, thoughtfully and thoroughly to end racial injustices and structural inequities by frank examination and fair and just inclusion for ALL Alexandrians; and

WHEREAS, Alexandria recognizes that meaningful community involvement, input and investment is both desired and necessary to identify, explore, develop and implement policies, measures, and accountability in the pursuit of fair and equitable outcomes for ALL Alexandria; and

WHEREAS, Alexandria recognizes a shared community with the Alexandria City Public Schools and the urgent need to align our movements around race and social equity; and

WHEREAS, community-centered, community-driven strategies and solutions can provide valuable and innovative partnerships and create lasting change; and

WHEREAS, through engaging in holistic restorative justice work, ALL Alexandria can begin healing from generations of racial trauma; and

WHEREAS, we seek and embrace a multi-racial, anti-racist, intersectional, intergenerational, community where ALL Alexandrians truly thrive; and

WHEREAS, the emerging diversity of our community is our strength and is to be uplifted, while our inclusivity must be genuine and codified for the betterment of ALL Alexandrians.

WHEREAS, we recognize ourselves as one interconnected, interdependent human family that celebrates and honors the diversity of ALL Alexandrians; and

WHEREAS, we invite our entire community to work in collaboration with the City to achieve this vision for ALL Alexandria.

*NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALEXANDRIA, VIRGINIA THAT:* 

1) Ensure that race and social equity is incorporated and centered in all planning, including:

a. Center race and equity throughout the forthcoming FY 2022-FY 2027 Strategic Plan and departmental strategic planning processes;

*b.* Establish specific, measurable, attainable, relevant time-based (SMART) goals race and social equity action plans for City departments;

*c. Incorporate race and social equity into all staff and leadership talent management programs;* 

d. Establish, strengthen and maintain key partnerships with the Alexandria City Public Schools, other public entities serving our community, community-based, non-profit,

and faith-based organizations, and businesses in Alexandria to advance racial equity; 2) Implement and sustain structures and systems to advance race and social equity, including:

a. Adopt and promote practices and policies centered on creating and ensuring racial and social equity through the use of a racial equity tool;

*b.* Conduct race and social equity trainings for City Council, City staff and City boards and commissions;

c. Create authentic community engagement best practices for use in evaluating City actions from creation to implementation;

d. Maintain membership and active participation in the Government Alliance on Race and Equity (GARE) and Metropolitan Washington Council of Governments (MWCOG) Racial Equity Work Group and newly established Chief Equity Officers Committee;
3) Align and implement policy efforts designed to advance race and social equity goals, including:

a. Incorporate greatly expanded language access into more City of Alexandria communications and platforms;

*b.* Reduce and eliminate racial and social inequities in the allocation of City resources through the use of a budget equity tool which may entail the adjustment of budgets and funding reallocation;

c. Present City Council with a Racial and Social Equity Action Plan, consisting of specific policy initiatives to advance the City's racial equity goals, informed by additional community engagement;

4) Ensure accountability mechanisms related to the progression and transparency of work to advance race and social equity, including:

a. Develop equity data mechanisms, including equity indicators, equity mapping, and dashboards to transparently monitor, share, view and inform policy decisions that purposefully work toward reducing and eliminating disparities;

b. Develop quarterly listen and learn sessions, under the direction of the Race and Social Equity Officer, to establish ongoing conversation with the community to understand their most pressing issues and to normalize the key concepts of race, social equity and government through collective learning opportunities. (RES. NO. 2974)

### **REPORTS OF BOARDS, COMMISSIONS AND COMMITTEES (continued)**

#### Planning Commission (continued)

#### **6**. <u>21-0620</u>

Zoning Text Amendment #2020-00007

Accessory Dwelling Units

(A) Initiation of a Text Amendment; and (B) Public Hearing and consideration of a Text Amendment to the Zoning Ordinance to amend Article II to define accessory dwellings and to establish floor area exclusions for accessory dwellings; amend Article VII to permit accessory dwellings and to establish use limitations, bulk, height, setback, compatibility and parking requirements for accessory dwellings and amend Article XI to establish a special exception process for accessory dwellings. Staff: City of Alexandria, Department of Planning & Zoning and Office of Housing Planning Commission Action: Recommended Approval 7-0

*City Council approved the Planning Commission recommendation with the following amendments: (2) approve with a prohibition against exclusive short-term rental; (2) owner occupancy is required at the time of construction of the accessory dwelling unit; (3) add a permit for between \$75-\$100 with notification to the neighbors (ordinance update to include permit fees and notification); (4) include setback language as follows: (a) portions of an accessory building taller than 13.5 feet but less than 16 feet shall provide a setback of at least 2.5 feet and portions of accessory building taller than 16 feet in height shall provide a setback of at least 5 feet; and (5) review of the policy in 18 months before Council with updates and recommendations.* 

7.	<u>21-0630</u>	Zoning Text Amendment #2020-00010
		RT Zone Setbacks
		(A) Initiation of a Text Amendment; and (B) Public Hearing and consideration of a
		Text Amendment to the Zoning Ordinance to amend section 3-1306 to change the
		rear yard and side yard setback requirement in the RT zone.
		Staff: City of Alexandria, Department of Planning & Zoning
		Planning Commission Action: Recommended Approval 6-0
		City Council approved the Planning Commission recommendation.
8.	<u>21-0631</u>	Street Name Case #2020-00005
		Change of Street Name - Swamp Fox Road
		Public Hearing and consideration of a request for a Street Name Change, from
		Swamp Fox Road to Hoffman Street; zoned: CDD #2/Coordinated Development District #2.
		Applicant: Hoffman Company, represented by Kenneth W. Wire, attorney
		Planning Commission Action: Recommended Approval 6-0
		City Council approved the Planning Commission recommendation.
9.	<u>21-0632</u>	Vacation #2020-00005
		2412, 2514, and 2610 Richmond Highway, 2500 Oakville Street, 400 Fannon
		Street, 400 Calvert Avenue, 300, 403, 405, and 420 Swann Avenue - Oakville
		Triangle Infrastructure Plan
		Public Hearing and consideration of a request for (A) a Vacation of a portion of
		Public Right of Way on Oakville Street; zoned: CDD #24/Coordinated
		Development District #24.
		Applicant: Stonebridge Associates Inc., represented by Duncan W. Blair, attorney
		Planning Commission Action: Recommended Approval 5-0 (VAC2020-00005)
		City Council approved the Planning Commission recommendation. Mayor Wilson appointed the following individuals as viewers for the vacation: Jennifer Atkins, Michael Porterfield, and Matthew Stensrud.
10.	<u>21-0633</u>	Development Special Use Permit #2020-10031
		Transportation Management Plan Special Use Permit #2020-00079
		Encroachment #2020-00006
		2412 and 2514 Richmond Highway and 2500 Oakville Street - Oakville Triangle
		A2 (Inova Healthplex)
		Public Hearing and consideration requests for (A) a Development Special Use
		Permit with site plan for the construction of a medical care facility (Healthplex) with
		accessory valet parking, including Special Use Permits for a parking reduction and

11.

an illuminated sign higher than 35 feet above grade per Section 9-104(B)(10) and modifications to tree canopy coverage requirement and to the height-to-setback ratio requirement of Section 6-403(A); (B) a Special Use Permit for a Tier 1 Transportation Management Plan; and (C) an Encroachment into the public rights of way for building canopies; zoned: CDD #24/Coordinated Development District #24. Applicant: Inova Health Care Services, represented by M. Catharine Puskar, attorney Planning Commission Action: Recommended Approval 5-0 City Council approved the Planning Commission recommendation. 21-0634 Development Special Use Permit #2020-10028 (Block A1) Development Special Use Permit #2020-10030 (Block B) Encroachment #2020-00007 (Block B) Encroachment #2020-00008 (Block A1) Transportation Management Plan Special Use Permit #2020-00089 (Block A1) Transportation Management Plan Special Use Permit #2020-00090 (Block B) 2500 Oakville Street, 2412, 2514, 2610 Richmond Highway, and 420 Swann Avenue Public Hearing and consideration of requests for (A) a Development Special Use Permit with site plan for the construction of a mixed-use multifamily residential building with ground floor retail and above grade parking, including modifications to tree canopy coverage requirement to the landscape guidelines and to the to the height-to-setback ratio requirement of Section 6-403(A) (Block A1); (B) a Development Special Use Permit with site plan for the construction of a mixed-use multifamily residential building with ground floor retail and above grade parking, including modifications to the vision clearance requirement and to the to the height-to-setback ratio requirement of Section 6-403(A) (Block B); (C) an Encroachment into the public right of way for building canopies (Block B); (D) an Encroachment into the public right of way for building canopies (Block A1); (E) a Special Use Permit for a Tier 2 Transportation Management Plan (Block A1); and (F) a Special Use Permit for a Tier 2 Transportation Management Plan (Block B); zoned: CDD #24/Coordinated Development District #24. Applicant: Stonebridge Associates Inc., represented by Duncan W. Blair, attorney Planning Commission Action: Recommended Approval 5-0 City Council approved the Planning Commission recommendation.

21-0635Development Special Use Permit #2020-10019

12.

		Coordinated Sign Program Special Use Permit #2020-00051
		Transportation Management Plan Special Use Permit #2020-00052
		1511 North Quaker Lane, 1707 Osage Street, and 1525 Kenwood Avenue -
		Lindsay Company Campus
		Public Hearing and consideration of requests for (A) a Development Special Use
		Permit and site plan for a Volvo automobile sales/service facility building, a Lexus
		sales facility building, a Lexus service facility, including a Special Use Permit for a
		loading space reduction and modification of the 25' setback at the line of zone
		change per Section 7-902 and modifications to the Landscape Guidelines; (B) a
		Special Use Permit for a Coordinated Sign Plan; and (C) a Special Use Permit for a
		Transportation Management Plan; zoned: CG/Commercial General and
		CSL/Commercial Service Low.
		Applicant: Lindsay Motor Car Company, represented by M. Catharine Puskar,
		attorney
		Planning Commission Action: Recommended Approval 7-0
		City Council approved the Planning Commission recommendation.
13.	<u>21-0649</u>	Master Plan Amendment #2020-00008
		Rezoning #2020-00004
		Development Special Use Permit #2020-10027
		Transportation Management Plan Special Use Permit #2020-00076
		Vacation #2020-00004
		1352, 1356, 1360, and 1362 Madison Street; 711, 715, 719, and 727 North
		West Street; 1319, 1321, 1323, 1325, 1327, and 1329 Wythe Street - Braddock
		West
		Public Hearing and consideration of a request for: (A) Amendments to the
		Braddock Road Metro Station Small Area Plan Chapter of the Master Plan through
		updates to the Development Site Map, Development and Land Use tables in the
		Braddock Metro Neighborhood Plan Overlay, and the Development Framework
		Map and Land Use and Development tables in the Braddock East Master Plan
		Overlay; (B) amendment to the official zoning map to change the zone for the site
		from RB to OCH; (C) a Development Special Use Permit and site plan with
		modifications to construct a 180-unit multifamily building with ground-floor
		commercial uses, including special use permits to increase the floor area ratio to 3.0
		in the OCH zone, the utilization of Section 7-700 for bonus density and height for
		the provision of affordable housing, for a parking reduction for residential and
		commercial uses, to allow a restaurant, retail shopping or personal service
		establishments on a lot which does not include office buildings, provided such use

supports and serves office uses in the immediate zoned area, and a fraternal or private club; (D) a Special Use Permit for a Transportation Management Plan (tier two); and (E) the Vacation of two public alleys serving the site; zoned RB/Townhouse.

Applicant: West Street Acquisitions, LLC, represented by Jonathan P. Rak, attorney; City of Alexandria (portions of the Master Plan Amendment only) Planning Commission Action: Recommended Approval 6-1

City Council deferred this item until February at the request of the applicant.

### **ORDINANCES AND RESOLUTIONS**

#### **14**. <u>21-0646</u>

Public Hearing, Second Reading and Final Passage of an Ordinance to Amend and Reordain Section 10-1-15.1 (Truck traffic; prohibited on certain streets; penalty) of Chapter 1 (General Provisions) of Title 10 (Motor Vehicles and Traffic), of The Code of the City of Alexandria, Virginia, 1981, as amended.[ROLL-CALL VOTE]

City Council adopted the ordinance to amend and reordain Section 10-1-15.1 (TRUCK TRAFFIC; PROHIBITED ON CERTAIN STREETS; PENALTY) of Chapter 1 (GENERAL PROVISIONS) of Title 10 (MOTOR VEHICLES AND TRAFFIC) of the Code of the City of Alexandria, Virginia, 1981, as amended. (ORD. NO. 5320)

#### **15**. <u>21-0548</u>

Public Hearing, Second Reading and Final Passage of an Ordinance to amend and reordain Section 3-1409 (USE LIMITATIONS) of Article No. III (RESIDENTIAL ZONE REGULATIONS); Sections 4-107 (USE LIMITATIONS), 4-207 (USE LIMITATIONS), 4-307 (USE LIMITATIONS), 4-407 (USE LIMITATIONS), 4-507 (USE LIMITATIONS), 4-607 (USE LIMITATIONS), 4-707 (USE LIMITATIONS), 4-807 (USE LIMITATIONS), 4-906 (USE LIMITATIONS), 4-1006 (USE LIMITATIONS), 4-1106 (USE LIMITATIONS), 4-1206 (USE LIMITATIONS), and 4-1413 (USE LIMITATIONS), all of Article No. IV (COMMERCIAL, OFFICE AND INDUSTRIAL ZONES); Sections 5-110 (USE LIMITATIONS), 5-210 (USE LIMITATIONS), 5-310 (USE LIMITATIONS), 5-410 (USE LIMITATIONS), 5-511 (USE LIMITATIONS), and 5-602 (COORDINATED DEVELOPMENT DISTRICTS CREATED, CONSISTENCY WITH MASTER PLAN, REQUIRED APPROVALS) all of Article No. V (MIXED USE ZONES); and Section 6-707 (USE LIMITATIONS) of Article No. VI (SPECIAL AND OVERLAY ZONES) of the City of Alexandria Zoning Ordinance, in accordance with the text amendment heretofore approved by city council as Text Amendment No. 2020-00009 (Implementation Ordinance for Text Amendment No. 2020-00009 associated with Pick-up and Drop-off Requirements for Day Care Establishments approved by City Council on December 12, 2020). [ROLL-CALL VOTE]

City Council adopted an ordinance to amend and reordain Section 3-1409 (USE LIMITATIONS) of Article No. III (RESIDENTIAL ZONE REGULATIONS); Sections 4-107 (USE LIMITATIONS), 4-207 (USE LIMITATIONS), 4-307 (USE LIMITATIONS), 4-407 (USE LIMITATIONS), 4-507 (USE LIMITATIONS), 4-607 (USE LIMITATIONS), 4-707 (USE LIMITATIONS), 4-807 (USE LIMITATIONS), 4-906 (USE LIMITATIONS), 4-1006 (USE LIMITATIONS), 4-1106 (USE LIMITATIONS), 4-1206 (USE LIMITATIONS), and 4-1413 (USE LIMITATIONS), all of Article No. IV (COMMERCIAL, OFFICE AND INDUSTRIAL ZONES); Sections 5-110 (USE LIMITATIONS), 5-210 (USE LIMITATIONS), 5-310 (USE LIMITATIONS), 5-410 (USE LIMITATIONS), 5-511 (USE LIMITATIONS), and 5-602 (COORDINATED DEVELOPMENT DISTRICTS CREATED, CONSISTENCY WITH MASTER PLAN, REQUIRED APPROVALS) all of Article No. V (MIXED USE ZONES); and Section 6-707 (USE LIMITATIONS) of Article No. VI (SPECIAL AND OVERLAY ZONES) of the City of Alexandria Zoning Ordinance, in accordance with the text amendment heretofore approved by city council as Text Amendment No. 2020-00009. (ORD. NO. 5321)

#### **16.** <u>21-0550</u>

Public Hearing, Second Reading and Final Passage of an Ordinance to amend and reordain the Master Plan of the City of Alexandria, Virginia, by adopting and incorporating therein the amendment heretofore approved by city council to the Potomac West Small Area Plan chapter of such master plan through the Oakville Triangle & Route 1 West Corridor and Vision Plan Overlay as Master Plan Amendment No. 2020-00003 and no other amendments, and to repeal all provisions of the said master plan as may be inconsistent with such amendment (Implementation Ordinance for Master Plan Amendment No. 2020-00003 associated with Oakville Triangle approved by City Council on December 12, 2020). [ROLL-CALL VOTE]

City Council adopted an ordinance to amend and reordain the Master Plan of the City of Alexandria, Virginia, by adopting and incorporating therein the amendment heretofore approved by city council to the Potomac West Small Area Plan chapter of such master plan through the Oakville Triangle & Route 1 West Corridor and Vision Plan Overlay as Master Plan Amendment No. 2020-00003 and no other amendments, and to repeal all provisions of the said master plan as may be inconsistent with such amendment. (ORD. NO. 5322)

#### **17.** <u>21-0552</u>

Public Hearing, Second Reading and Final Passage of an Ordinance to amend and reordain Section 5-602 (COORDINATED DEVELOPMENT DISTRICTS CREATED, CONSISTENCY WITH MASTER PLAN, REQUIRED APPROVALS) of Article V (MIXED USE ZONES) of the City of Alexandria Zoning Ordinance, in accordance with the text amendment heretofore approved by city council as Text Amendment No. 2020-00006 (Implementation Ordinance for Text Amendment No. 2020-00006 associated with Oakville Triangle approved by City Council on December 12, 2020). [ROLL-CALL VOTE]

*City Council adopted an ordinance to amend and reordain Section 5-602* (COORDINATED DEVELOPMENT DISTRICTS CREATED, CONSISTENCY WITH MASTER PLAN, REQUIRED APPROVALS) of Article V (MIXED USE ZONES) of the City of Alexandria Zoning Ordinance, in accordance with the text amendment heretofore approved by city council as Text Amendment No. 2020-00006. (ORD. NO. 5323)

# **REPORTS OF BOARDS, COMMISSIONS AND COMMITTEES (continued)**

## DEFERRAL/WITHDRAWAL CONSENT CALENDAR

Planning Commission (continued)

None.

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The meeting was adjourned at 3:17 p.m.

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NOTE: The action docket is a summary of the Council's meeting deliberation prepared largely for staff follow-up. Formal minutes of the meeting, when approved by Council, become the official record of the meeting of Council decisions made at the meeting.