



**Thursday, July 28, 2022
7:00 P.M.**

Chairperson Thompson called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Bancroft, Grossmeyer, Thompson, Steffey, Campbell, Siwik, Csapo,
Rossmassler, Yeotis
Absent: No one
Others Present: Jason Payne, Building/Zoning Administrator, Justin Sprague, CIB
Planning & Consulting

MINUTES

Commissioner Rossmassler asked the minutes be amended to include his name in the voting roll on each of the items from the last meeting.

Motion by Yeotis, supported by Rossmassler, to approve the minutes as amended from the June 30, 2022. Motion passed.

PUBLIC HEARINGS/BUSINESS

- A. PUBLIC HEARING – To allow public comment on a special land use for a new car wash, to be located at 3900 Owen Road, zoned GBD, General Business District, where car washes are permitted by Special Use.**

Chairperson Thompson opened the public hearing at 7:03 pm. There were no speakers and the hearing was closed.

- B. PSLU22-0004 – Special Land Use request for Greenway Auto Wash, to be located at 3900 Owen Road. Request is to construct a 4,120 square foot car wash on a 1.51 acre empty lot.**

Justin Sprague, CIB Consultant, gave the following review:

We have reviewed the above special land use request to construct a new 4,120 square foot car wash on the existing undeveloped site at 3900 Owen Road, the last remaining out lot parcel with three (3) stacking lanes, a cashier booth, 20 vacuum stations, three (3) employee parking spaces and a dumpster enclosure. The property is zoned GBD, General Business District, where automatic car washed are special land uses in that District.

The opinions in this report are based on a review of the site plan submitted by the applicant and conformance to City plans and ordinance standards. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application. In reaching a decision on the application, the Planning Commission should consider our comments along with those from other staff and consultants, additional information provided by the applicant, input provided during the public hearing, and your own findings based on ordinance standards as part of your deliberation.

GENERAL SPECIAL LAND USE STANDARDS

According to *ARTICLE 14*, any special land use must adhere to all of the following general standards listed in the Zoning Ordinance:

1. Be compatible and in accordance with the goals, objectives, and policies of the City of Fenton Master Plan and promote the intent of the zoning district in which the use is proposed.

Finding - In compliance: The subject site is located in an area designated commercial and one of the Master Plan goals is to “eliminate or minimize impacts of existing land use conflicts and prevent new conflicts from occurring through sound planning and zoning.” The surrounding uses are primarily retail commercial in nature and the residential neighborhood to the east is buffered by an existing wooded area along with a berm and screen wall. The intent of the current designation GBD district is to “accommodate commercial establishments that serve communitywide shopping and service needs, including motorists using US-23. This district is intended to create cohesive commercial areas that take advantage of access provided by the city’s roadway system but also provide convenient vehicular access between businesses in attractive settings, thereby ensuring the safety and discouraging undesirable commercial development.” This site meets the above intent of the GBD District with convenient interior road access from the Wal Mart parking lot, which leads to a single entrance on Owen Road. The proposed use therefore meets the objectives of the Master Plan as well as the intent of the zoning district, conditioned upon site plan approval.

2. Be constructed, operated, and maintained so as to be compatible with the existing or intended character of the general vicinity and so as not to change the essential character of the area in which it is proposed.

Finding - In compliance: The proposed car wash is similar to other uses in the area.

3. Be served adequately by public facilities and services, such as highways, streets, police and fire protection, drainage structures, water and sewage facilities, and primary and secondary schools.

Finding - In compliance: The subject site will be adequately served by existing facilities and roads.

4. *Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to the natural environment, public health, safety, or welfare by reason of excessive production of traffic, noise, smoke, odors, or other such nuisance.*

Finding - In compliance: The special use should not have a negative impact on the above items through the excessive production of noise, traffic, etc. This is conditioned upon the vacuums only operating when the car wash facility is open.

SPECIFIC SPECIAL LAND USE STANDARDS

The special land use application has been reviewed utilizing the following specific standards outlined in *Section 36-14.08, Special land use specific requirements*, of the Fenton Zoning Ordinance.

e. Automobile washes, automatic or self-service.

1. *Only one ingress/egress driveway shall be permitted on any single street.*

Finding - In compliance: The site is accessed via an internal access drive which most directly feeds the main entrance on Owen Road.

2. *Where adjoining residentially zoned or used property a decorative masonry wall six feet in height shall be erected along any common lot line. Such wall shall be continuously maintained in good condition. The planning commission may approve a fence, landscaped berm, or landscaping as an alternative.*

Finding – In compliance: The closest residence is approximately 175 feet from the car wash building and is separated by an existing undisturbed, wooded buffer and a berm with a brick wall on top.

3. *All washing facilities shall be within a completely enclosed building. Self-service facilities may be within a partially enclosed building.*

Finding – In compliance: The car wash is in a fully enclosed building.

4. *Vacuuming and drying may be located outside the building but shall not be in the required front yard and shall be set back at least 50 feet from any residential district. Such areas shall be screened with obscuring landscaping as determined by the planning commission.*

Finding - In compliance: The vacuums are located behind the front yard setback and as mentioned above, adequate screening and obscuring landscaping is already in existence.

5. *Adequate stacking space shall be provided in accordance with the requirements of Article XIX, Off- Street Parking and Loading Standards. Stacking spaces shall not be permitted in the public right-of-way.*

Finding - In compliance: Adequate stacking spaces are provided.

RECOMMENDATION

Based upon the above analysis, **we recommend approval of the special land use for the Greenway Auto Wash**, conditioned upon the following:

1. Site plan approval;
2. The vacuums only operating during normal business hours when the car wash is open; and
3. Review and approval from all applicable consultants, departments and agencies.

The applicant, Mr. Jeff Wigginton, 649 Edgemere Ct, Bloomfield Hills, added we provide not only the best wash for your vehicle, but also the best wash for the environment. From utilizing our water reclamation system to harvesting storm water for site irrigation, being environmental stewards is at the forefront of everything we do. We are able to reuse 95% of the used water collected in our Bio Complete System, allowing us to use 80% less fresh water than typical car washes built in the area. In addition to this, we use soaps and waxes that are noncorrosive, nontoxic, and biodegradable. The architectural design of the building is also unique. Mr. Wigginton further addressed the items in the special land use *and* site plan letters from the CIB Planning: the lot coverage will not exceed maximum allowable per the zoning ordinance; the split-faced CMU on the building & dumpster enclosure will be color-integrated, decorative split-faced CMU; based on current GreenWay business operations, 2-3 employees maximum will be on shift at any time; a sidewalk connection will be provided from the building to the Owen Road walkway; the tree at the southeast corner of the site will be removed and replaced with a deciduous tree; the planting height of the evergreen trees on the west side of the site be eight (8) feet instead of the proposed six (6) feet; and the car wash vacuums only operate during regular business hours for the car wash.

After some discussion, the following motion was made;

MOTION by GROSSMEYER, SUPPORTED by CAMPBELL, to approve the special land use for the Greenway Auto Wash, located at 3900 Owen Road.

MOTION PASSED (9-0) Siwik – yes, Grossmeyer – yes, Csapo – yes, Steffey – yes, Bancroft – yes, Campbell – yes, Thompson – yes, Yeotis, Rossmaessler – yes

C. PSPR22-0012 – Site Plan review for Greenway Auto Wash, located at 3900 Owen Road, zoned GBD, General Business District. Applicant is requesting to build a 4,120 square foot car wash on an empty lot just in front of the Walmart Grocery Store.

The following report was given by Justin Sprague, CIB Planning;

At your request, we have completed our review of the above site plan to construct a new 4,120 square foot car wash on the existing undeveloped site at 3900 Owen Road, the last remaining out lot parcel with three (3) stacking lanes, a cashier booth, 20 vacuum stations, three (3) employee parking spaces and a dumpster enclosure. The property is zoned GBD, General Business District, where automatic car washed are special land uses in that District and a separate review letter has been prepared.

The opinions in this report are based on a review of the proposed site plan and conformance to City ordinance standards. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application. Key review item points in this letter are underlined for the benefit of the applicant. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application.

REVIEW COMMENTS

This application has been reviewed utilizing the standards in *Article 19, Site Plan Review Standards*. Based on our review of the revised building elevations, a site visit, and discussions with Mr. Jason Payne, Building and Zoning Administrator, we offer the following comments for your consideration:

1. Area and Bulk. The proposed site was reviewed in accordance with *Article 15* as described in and was in compliance.

2. Building Design. The building has a flat roof, one-story design with a combination of architectural metal panels and concrete masonry units. *Section 36-2.20, Non-residential design requirements*, of the ordinance states that “The predominant building materials should be quality materials that are characteristic of Michigan such as earth-toned brick, decorative tilt-up panels, wood, native stone, and tinted/textured concrete masonry units and/or glass products” and “Other materials such as smooth-faced concrete block, undecorated tilt-up concrete dryvit panels, or pre-fabricated steel panels should only be used as accents and not dominate the building exterior of the structure.” The metal architectural panels and accent burnished block are acceptable and meet the above standard but the split faced CMU does not. We recommend that the split faced CMU be replaced with either brick or color-integrated, decorative split faced block (per Planning Commission direction).

3. Signs. In addition to the main identification sign along Owen Road, building-mounted signs are also shown on the architectural elevations/renderings. These signs are shown for informational purposes only and separate sign applications must be submitted for administrative review and approval. A series of interior directional signs, like “cashier,” “credit

card” and “club member” are for internal directional purposes and we do not consider these to be identification signage.

4. Parking Lot Requirements were found to be in compliance.

5. Sidewalk Connection. Although this is an auto-oriented use, a sidewalk connection should be made from the building to the Owen Road walkway.

6. Landscaping. A landscape plan has been included in the site plan submission. We note that the existing tree at the southeast corner of the site is proposed to be saved but is in very poor condition. It is our recommendation that this tree be removed and replaced with a deciduous tree. We also recommend that the planting height of the evergreen trees on the west side of the site be eight (8) feet instead of the proposed six (6) feet.

7. Lighting Plan. The photometric grid meets ordinance requirements, the light fixtures are directed downward and not adjustable, and pole heights are to be 20’ high; thereby meeting ordinance requirements.

8. Dumpster Enclosure. The dumpster enclosure is proposed to be constructed of concrete masonry units to match the building. We recommend that the dumpster enclosure be constructed of either brick or color-integrated, decorative split faced block matching the building instead of the proposed concrete masonry units.

9. Car Vacuums. The car vacuums can be noisy and we recommend that they only operate during regular business hours for the car wash.

10. Other Reviews. This review is also conditioned upon review and approval from all applicable consultants, departments and agencies.

RECOMMENDATION

Based upon the above comments, **we recommend that the site plan for Greenway Auto Wash at 3900 Owen Road be approved, conditioned upon the following items:**

1. Planning Commission approval of the special land use request;
2. Information being provided indicating that lot coverage requirements have been met;
3. That the split faced CMU on the building and dumpster enclosure be replaced with either brick or color-integrated, decorative split faced block;
4. Information be provided regarding employment levels so parking requirements can be properly calculated;

5. A sidewalk connection be provided from the building to the Owen Road walkway;
6. That the tree at the southeast corner of the site be removed and replaced with a deciduous tree;
7. The planting height of the evergreen trees on the west side of the site be eight (8) feet instead

of the proposed six (6) feet;

5. The car vacuums only operate during regular business hours for the car wash; and

6. Review and approval from all applicable consultants, departments and agencies.

MOTION by GROSSMEYER, SUPPORTED by STEFFEY, to approve the site plan for Greenway Auto Wash, located at 3900 Owen Road, conditioned upon the items listed in the CIB letter dated 7/13/22.

MOTION PASSED (9-0) Siwik – yes, Grossmeyer – yes, Csapo – yes, Steffey – yes, Bancroft – yes, Campbell – yes, Thompson – yes, Yeotis, Rossmassler – yes

D. PSPR22-0010 – Site Plan review for Beauchamp Water Services, located at 19005 Silver Parkway, zone GBD, General Business District/PUD, Planned Unit Development. Applicant is requesting to renovate and convert the 6,203 square foot building into office spaces.

Mr. Sprague gave the following report:

At your request, we have completed our review of the above *revised* site plan to convert the 6,203 square foot former Ruby Tuesday building into offices for Beauchamp Water and two (2) tenant lease spaces. Proposed is the renovation of the exterior of the building, utilizing cultured stone, Nichina wall panels, and metal canopies over entrances. Also proposed is the installation of two (2) glass overhead doors on the south elevation and LED rope lighting around the entire building. No site improvements are shown on the submitted plan. The property is located in the Silver Lake Village Planned Unit Development (PUD) and is zoned GBD, General Business District/PUD, Planned Unit Development, where offices are permitted uses in that District.

The opinions in this report are based on a review of the proposed site plan and conformance to City ordinance standards. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application. Key review item points in this letter are underlined for the benefit of the applicant. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application.

REVIEW COMMENTS

Section 36-13.08, Final PUD Site Plan Submittal Requirements, of the ordinance, requires the submission of a Final PUD Site Plan meeting the requirements of *Section 36-16.05* of the City of Fenton Zoning Ordinance. Based on our review of the proposal, discussions with Mr. Jason

Payne, Building Official/Zoning Administrator, and a visit to the site, we offer the following comments for your consideration:

1. Area and Bulk. Since the site is existing and no changes are proposed to the building footprint or site, the area and bulk requirements are met.

2. Building Exterior. *Section 36-2.20, Non-residential design requirements*, of the ordinance states that “The predominant building materials should be quality materials that are characteristic of Michigan such as earth-toned brick, decorative tilt-up panels, wood, native stone, and tinted/textured concrete masonry units and/or glass products” and “Other materials such as smooth-faced concrete block, undecorated tilt-up concrete dryvit panels, or pre-fabricated steel panels should only be used as accents and not dominate the building exterior of the structure.” The proposed improvements to the exterior facades will enhance the appearance of the building and meet the Silver Lake Village PUD Design Guidelines. Material samples must be submitted for Planning Commission review, including the proposed “Nichina Wall Panels.”

3. North Elevation Building Access and Barrier-Free Parking for Unit C. Unit C will not have barrier free access, as shown on the site plan, and some parking spaces in front of the door may have to be removed. A barrier-free parking space will also need to be provided, in close proximity to the Unit C entrance.

4. Parking Lot Improvements. The existing property has been vacant for several years and the parking lot is in a state of disrepair. The entire parking lot must be re-paved/repaved and striped, taking into consideration the need for the relocation of barrier-free parking spaces. In addition, the unauthorized speed bumps in the drive behind the building should be removed and replaced with a single speed hump. A note must be added to the site plan indicating these items will be complied with.

5. Building-Mounted LED Lighting. The application also indicates the use of LED rope lighting around the building. Per the Silver Lake Village PUD Design Guidelines, prior Planning Commission approval is required. We question the need to place LED rope lighting around the building and believe that up lighting would provide adequate building illumination.

6. Landscaping. A landscape plan has been provided, showing proposed improvements to the site. We recommend that shrubs be planted next to the parking spaces along Silver Parkway and the entry drive into the center to provide additional screening of vehicle headlights.

7. Lighting Plan. An acceptable lighting plan has been submitted, including a photometric grid overlaid on the site plan. Although shown on the plan, manufacturer’s detail sheets must be submitted for all light fixtures. Also, any damaged or deteriorated existing light poles/fixtures must be repaired or replaced, as needed.

8. Dumpster Enclosure Gates. The dumpster enclosure gates are proposed to be replaced with wood gates.

9. Other Reviews. This review is also conditioned upon review and approval from all applicable consultants, departments and agencies.

RECOMMENDATION

Based upon the above comments **we recommend approval of the revised site plan for Beauchamp’s Water, conditioned upon the following:**

1. The submission of material samples for Planning Commission review, including the proposed “Nichina Wall Panels”;
2. Barrier-free access and parking being provided for Unit C;
3. The entire parking lot being re-paved/repared and striped, taking into consideration the need for the relocation of barrier-free parking spaces;
4. The unauthorized speed bumps in the drive behind the building being removed and replaced with a single speed hump;
5. Removal of the LED rope lighting around the building;
6. That shrubs be planted next to the parking spaces along Silver Parkway and the entry drive into the center to provide additional screening of vehicle headlights;
7. Any damaged or deteriorated existing light poles/fixtures be repaired or replaced, as needed;
8. Review and approval from all applicable consultants, departments and agencies.

The applicant, Jerrad Beauchamp, along with the architect, Karl Vollmar, passed the materials for the building around for the Commission to review. Mr. Beauchamp added the concept of all the materials picked out was for a long life of integrity so the building does not deteriorate. After commission member comments made about the lighting and speed bump, Mr. Beauchamp said he would *not do* the LED rope lighting and would remove the speed bumps in the parking lot. As for the other concerns in the CIB letter, he does not have a problem with following through with any of the requests. He would suggest that a stop sign be placed where his property is adjacent to the bank’s property so it causes people to stop instead of the speed bump. He was also concerned about the shrubs planted next to the parking spaces along Silver Parkway. When plowing the parking lot in the winter, he is afraid they would get pushed over with the piles of snow and ultimately die. His front parking lot for his unit will be used minimal other than auxiliary parking.

Commissioner Rossmassler asked if the entire building was going to be the same blue and stone work even though there will be two other businesses in the other suites? Mr. Beauchamp stated yes. Rossmassler added that he wasn’t a fan of the blue on the building.

The following motion was made;

MOTION by CSAPO, SUPPORTED by BANCROFT, to approve the site plan for Beauchamp Water, located at 19005 Silver Parkway, conditioned upon the items listed in the CIB letter dated 7/21/22, with condition #4, revised to remove the speed and add a stop sign.

MOTION PASSED (9-0) Siwik – yes, Grossmeyer – yes, Csapo – yes, Steffey – yes, Bancroft – yes, Campbell – yes, Thompson – yes, Yeotis, Rossmassler – yes

E. PS22-0011 – Site Plan review for Diamond Optical, located at 1331 N. Leroy, zoned GBD, General Business District. Applicant is requesting to construct a new 4,925 sq. ft. optical care center.

Mr. Sprague gave the following review for Diamond Optical:

At your request, we have completed our review of the above site plan to construct a new 4,925 square foot optical care center. In addition to the new building, there will be a new parking lot with 17 spaces, new landscaping along N. LeRoy Street and Fenton Commons Lane, and the plan currently does not show a proposed dumpster on site. The project will also require a variance for the parking setback requirement along the south property line. The property is zoned GBD, General Business District, where this is a permitted use.

The opinions in this report are based on a review of the proposed site plan and conformance to City ordinance standards. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application. Key review item points in this letter are underlined for the benefit of the applicant. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application.

REVIEW COMMENTS

This application has been reviewed utilizing the standards in *Article 19, Site Plan Review Standards*. Based on our review of the revised building elevations, a site visit, and discussions with Mr. Jason Payne, Building and Zoning Administrator, we offer the following comments for your consideration:

1. Area and Bulk. The proposed site was reviewed in accordance with *Article 15. The applicant will need a variance for the side yard setback (north)*.

2. Building Design. The building has a flat roof, one-story design with a combination of architectural metal panels and concrete masonry units. *Section 36-2.20, Non-residential design requirements*, of the ordinance states that “The predominant building materials should be quality materials that are characteristic of Michigan such as earth-toned brick, decorative tilt-up panels, wood, native stone, and tinted/textured concrete masonry units and/or glass products” and “Other materials such as smooth-faced concrete block, undecorated tilt-up concrete dryvit panels, or pre-fabricated steel panels should only be used as accents and not dominate the building exterior of the structure.” The predominant building materials appear to be a wood-look siding and decorative stone elements, according to the submitted façade elevations. The building also incorporates a number of peaks at the primary entryway with large wood beams incorporated into the architectural character. The design and materials appear to be consistent with the design standards but materials will need to be submitted for Planning Commission review.

3. Signs. One sign is being proposed on the sight at the N. LeRoy entryway. A separate sign application, review, and a permit is required for all proposed signs.

4. Parking Lot Requirements is mostly in compliance. Given the nature of the proposed use a loading zone is not needed, with PC approval.

5. Sidewalk Connection. The sidewalk will connect from the building to the walk along N. LeRoy.

6. Landscaping. A landscape plan has been included in the site plan submission. The applicant is requesting a variance or flexibility with the western property buffer as there is an existing wood privacy fence and pine trees on neighboring property shielding the site as well as the location of the on-site detention basin in the western property line.

7. Lighting Plan. The photometric grid meets ordinance requirements, the light fixtures are directed downward and not adjustable, and pole heights are to be 18' high; thereby meeting ordinance requirements.

8. Dumpster Enclosure. The plan does not indicate an on-site dumpster. If one is proposed, it should be shown on the plan as well as the proposed enclosure design and materials which should be reflective of the building architecture.

9. Other Reviews. This review is also conditioned upon review and approval from all applicable consultants, departments and agencies.

RECOMMENDATION

Based upon the above comments, **we recommend that the site plan for Diamond Optical at 1331 N. LeRoy be approved, conditioned upon the following items:**

1. ZBA approval of required setback variance;
2. Verification of building materials for conformance with the design standards;
3. Planning Commission determination of west property buffer is sufficient as is, or if a variance is required;
4. That a separate sign application and review is required for proposed signage;
5. Verification whether there will or will not be a dumpster on site; and
6. Review and approval from all applicable consultants, departments and agencies.

The applicant's site engineer, Lisa Easterwood, of Fleis & Vandenbrink, 9475 Holly Road, addressed the issues in the CIB letter adding that they did not have the demand for a dumpster; they do not generate that much trash so they will be using curbside pickup or the owner would remove it on a regular basis. They will also be submitting a sign application for approval. As far as the variance request, they have submitted the application to the ZBA for the August meeting. Regarding the building materials, they have not been confirmed but the architectural plans convey they are looking at wood siding with a cultured stone veneer combination. They are asking that the buffer that is there now be sufficient.

Mr. Sprague added that he has confirmed through GIS that the buffer in question is not going to be an issue and can be removed from the approval conditions. And regarding the building

materials, their biggest concern is whether it was a wood siding or vinyl or a hardy board type siding. Ms. Easterwood stated that it would be a hardy board or a wood look, depending on what the doctor's maintenance level is.

The following motion was then made;

MOTION by SIWIK, SUPPORTED by YEOTIS, to approve the site plan for Diamond Optical, located at 1331 N. Leroy, conditioned upon the items in the CIB letter dated 7/17/22, with condition #3 being removed.

MOTION PASSED (9-0) Siwik – yes, Grossmeyer – yes, Csapo – yes, Steffey – yes, Bancroft – yes, Campbell – yes, Thompson – yes, Yeotis, Rossmassler – yes

CALL TO THE AUDIENCE

Amy Hughes, 4017 Pebble Ridge, Fenton, stated she was not present for the public hearing for the carwash and she was concerned about the added traffic and noise.

ADMINISTRATIVE ITEMS

Payne talked about the upcoming appointments, along with re-appointments. Lap tops will be delivered and up and running for the next meeting. He also informed the Commission about Picasso filing a lawsuit against the city regarding his site plan. Payne also added that there will be two items on next month's agenda; 15th Street Tavern and American Recreation.

CIB ITEMS

Sprague talked about the 1111 Poplar Street Pod Development. The Commission gave a conditional approval of the site plan with some changes; one was the 26 foot drive width, so the applicant worked with the city's traffic engineer and came up with the new design which essentially pushed the back western pods which eliminated where they were going to put the retention pond and it also eliminated two pods but allowed them to get the 26 foot driveway. It is being brought tonight because given the conditional approval, they wanted everyone know they have reviewed it and believe this is still keeping the intent with the condition of the approval the Commission gave. If everyone is happy, they will continue with the Administrative approval. The Planning Commission thought the new plan is fine and to move forward with the approval.

COMMISSION MEMBER ITEMS

Commissioner Grossmeyer would like the fence behind the Diamond Optical property to be repaired by the Condo Association since it is their fence. He would like a “main door” to be required on any future dumpster enclosures or when doing repair work to dumpsters. We also need to be careful about approving businesses without a loading zone. He would like to see a condition for future businesses, if there is a change in ownership to review if a loading zone is needed.

There was also some discussion regarding the food trucks and special land uses.

ADJOURNMENT

The meeting was adjourned at 8:35 pm.

Respectfully submitted by,

Linda Davis

Recording Secretary