

**Marshall Township  
Planning Commission**

**525 Pleasant Hill Road  
Wexford, PA 15090**

**March 3, 2015 - 7:00 PM**

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**Present:** Ron Baling, Todd Shaffer, Kim Herbert, Bob Edwards  
Larry Payne, Elaine Hatfield

**Absent:** Jeff Davison

**Planning Director/  
Zoning Officer:** Nicole Zimsky

**Engineer:** Art Gazdik

**Secretary:** Marianne Salzman

**Solicitor:** Blaine Lucas (not present)

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Mr. (Man) called the meeting to order at 7:09 p.m.

**MINUTES**

- ❖ Approval of the January 19, 2015 Meeting Minutes
- ❖ Approval of the February 17, 2015 Meeting Minutes

**PLAN(S)**

- ❖ Guardian Storage; CU15-01; 922 Brush Creek Road; plans dated 2/09/2015; **deadline: 4/13/2015**
- ❖ Guardian Storage; SP(LD)15-03; 922 Brush Creek Road; plans dated 2/09/2015; **deadline: 6/01/2015**
- ❖ Lewis E. Etter Trust Subdivision; SUB-FIN 15-05; Perry Hwy, Warrendale Bayne Road and Harmony Road; plans dated 2/05/2015; **deadline: 6/01/2015**
- ❖ Pinewood Corporate Park; SP(LD)15-02; Perry Hwy, Warrendale Bayne Road and Harmony Road; plans dated 02/10/2015; **deadline: 3/31/2015**
- ❖ Ordinance Amending Chapter 208 establishing certain general and specific standards relating to the location, placement, construction and maintenance of tower-based and non-tower based wireless communications facilities; providing for the regulation of such facilities in public rights-of-way; and providing for enforcement of regulations.

Call March 3, 2015 to order. First item, approval of January 19 minutes. Ms. Herbert Correction- page 3, adjourned by Mr. Shaffer, not Ms. Shaffer.

***Motion to approve, seconded, all in favor, Mr. (Man) abstains.***

Next approval of Feb 17, 2015 minutes. Ms.(Woman) has two comments. Page 9, last sentence, Ms. Herbert moved to table the ordinance not to take the ordinance. Page 8, at bottom the comment letters by staff dated 21/12/15 should be 2/12/15.

***With corrections noted, motion to approve, seconded, all in favor, Ms.(Woman) abstains.***

Hammel Properties tabled. Guardian Storage to present. Ms. Zimsky remarked that the land development is conditional use; two applications can be discussed at one time. Two separate motions will be needed.

Mr. Steven Cohen, President of Guardian Storage, presented the plan. Doug Tate of Tate Engineering was also in attendance. Mr.(Man) asked if the proposed building will look the same as the existing structures. Mr. Cohen answered yes, that it will be comprised of the same materials with the addition of glass and storage doors to the front of the building on the third floor in order to break up the long facade. First floor will be accessed from the east side along the entire building as drive up storage units. Three access points for the interior of the first floor. The second and third floors will be accessed by an elevator. Mr. Cohen raised a question regarding sign ordinances. Ms. Zimsky said that she felt that additional signage would not be approved. Visibility of the proposed building was discussed. Mr.(Man 14:38) questioned if zoning issues have arisen at this site. Ms. Zimsky stated no.

**CU # 15-01: Guardian Storage Conditional Use Application – Personal Storage Facility.**

The Applicant is seeking conditional use approval to construct a fourth storage building at Guardian Storage located on Brush Creek Road in the Planned Industrial Park (PIP) Zoning District. The proposed building is three stories and 33,000 SF in size. Access will be from the first floor with elevator and stair access to the second and third floors. Personal Storage facilities are a conditional use in the PIP District and the applicant has submitted a conditional Use Application.

The Applicant has submitted the required standards for review. Please see attached.

**I. SP(LD)15-03: Guardian Storage Solutions – Land Development Application:**

The Applicant is proposing to construct a fourth storage building at Guardian Storage located on Brush Creek Road in the Planned Industrial Park (PIP) Zoning District. The proposed building is three stories and 33,000 SF in size. Access will be from the first floor with elevator and stair access to the second and third floors. Personal Storage facilities are a conditional use in the PIP District and the applicant has submitted a conditional Use Application.

**II. Land Development Review Comments:**

**Section 174-205.B.8.** A site location map, which shall be taken from the Zoning Map, drawn at a scale of one (1) inch equals twelve hundred (1,200) feet, to include the location of the proposed land development in relation to Township boundaries, public Streets, adjacent zoning districts and all properties adjoining the property being developed.

**COMMENT:** Please add the zoning map as the location map. The Zoning map is available on the Township website for your use.

1. **Section 174-205.B.(r).** Identification of soil series as shown in the Soil of the County, with the soil limit lines plotted in the base map.

**COMMENT:** Please add this information to the plans.

2. **Section 174-205.B.9.(s).** Location, width, bearings and purpose of existing and proposed easements and utility rights-of-way.

**COMMENT:** Please provide this information.

3. **Section 174-205.B.10.** A list of relevant permits, approvals or certificates required by Federal, State, County, or local governmental authorities.

**COMMENT:** Please add this information to the plans.

4. **Section 174-205.B.13.** Floor plans, elevation drawings of all facades on all structures, exterior building materials and colors.

**COMMENT:** Please add this information to the plans.

6. **Section 174-503.I.1.(c).** Sidewalks shall be provided in all non-residential land developments.

**COMMENT:** Sidewalks need to be provided along the Brush Creek Road frontage.

**III. Additional Comments**

1. Plans have been sent to Bob Goetz with Trans Associated to determine the Impact Fee.
2. Will the new building have any bathroom facilities? Running water.  
I don't see any garbage facilities on the site. How is garbage dealt with?

**General**

1. The Developer shall address all outstanding comments contained in the Planning Directors review letter(s).

2. Final locations of required fire lanes and fire hydrants must be approved by the Township Fire Marshall, 174-503.H.

### **Grading (88)**

3. There are proposed slopes of 2:1 (H:V) and the rear wall of the proposed building will act as a retaining structures. Where cut or fill slopes exceed 3:1 (H:V), a written statement and a slope stability report from a registered professional engineer (Engineer) experienced in geotechnical engineering is required. The statement and report shall indicate the proposed grading has been reviewed, inspected and evaluated by the Engineer and that the slopes and retaining structures specified on the plans shall not result in increased risk or injury to persons or damage to adjacent property or receiving streams from erosion and sedimentation, or landslides, as per 88-13 and 88-14.
4. A Grading Permit and Grading Permit Agreement, is required prior to proceeding with work, as per 88-17.
5. Provide grading specification and details that conform to those contained in the Geotechnical Engineers Report to be included in plan set, 88-16.

### **Subdivision and Land Development (174)**

6. It is understood that no facilities that are proposed to be dedicated to the Township.
7. Are any additional bathroom facilities proposed? If so an approved sewage facilities planning module may be required, 174-207.B.9.b.
8. Provide Datum and benchmark locations on the plans, 174-205.B.h.
9. Show the existing perimeter monuments on the plan(s), 174-207.B.1., and 174-508.

### **Stormwater Management (165)**

10. The SWM Plan may not use the existing conditions as the basis for the SW basin design revision. The preparer may either obtain and reference the previous SWM plans allowable discharge as a baseline and then review the impact of the additional cover, or as an option an analysis of the site using the Re-Development Standards in 165-106.2.E. could be used. The infiltration and water quality calculations provided are acceptable.
11. The pond shall be fenced unless the design requirements noted in 106.D.(15) are addressed.
12. The proposed surface detention facilities will be privately owned and will require a Stormwater Management Agreement, as per 165-107.4.

***Mr. (Man) moved to recommend approval of the conditional use application, conditioned upon the comment letters by Staff. Ms. (Woman) seconded the motion. Vote in favor was unanimous. [6-0].***

***Ms. (Woman 22:30) moved to recommend approval of the land development application, conditioned upon the comment letters by Staff. Mr. (Man) seconded the motion. Vote in favor was unanimous. [6-0].***

Mr. Jim Venture of PVE Sheffler presented an application for a subdivision of the Lewis E. Etter Trust parcel. There are seven or six distinct parcels, a right of way and three existing structures that comprise the site. The plan addresses the consolidation of the plan into three distinct parcels for the purpose of transactions between the Etters and future developers. Mr. Venture details the property. There is discussion regarding dedicated the dedicated right of way.

Ms. (Woman 31:09) asked for clarification of the access to the two existing homes. Mr. Venture stated that there is a proposed access easement along the northern portion of Lot 2 for the purpose of ingress and egress to Lot 3. In addition, a gravel driveway would be constructed to access both homes. Ms. (Woman 34:56) questioned the side yard footage. The side lot line will be moved to 25 ft.

I. **Sub-Fin 15-05 - The Lewis E. Etter Trust Subdivision Plan :**

The proposed plan is a consolidation of eight parcels and resubdivision into three parcels of several properties belonging to the Lewis E. Etter Trust. The properties are located between Warrendale Bayne Road and Harmony Drive in the Township's Route 19 Boulevard (RB) zoning district.

II. **Subdivision Review Comments**

1. **Section 174-206.B.9.** Locations and sizes of all existing land uses within the tract and on the immediate adjoining properties to the extent practicable ...

**COMMENT:** The existing office building and Pine Wood Lane need to be shown on the plans.

2. **Section 174-206.B.12.** All existing streets on or adjoining the tract, including streets of record, with names rights-of-way and paved cartways.

**COMMENT:** Please show paved cartway for Harmony Road. A private road, Pine Wood Lane runs through the subdivision and needs to be shown, right-of-way and cartway, on the plans. If this private Road is proposed to be eliminated it needs to be shown as being vacated. Air photos indicate that the existing single family dwellings, on proposed Lots 2 and 3, are accessed via Pinewood Lane, will other access be provided?

3. **Section 174-207.B.20.** Building lines as specified by front yard setback requirement of the zoning ordinance.

**COMMENT:** As proposed lot one is a corner lot it will have two front yards and all other yards will be considered side yards. Where proposed lot one abuts lots 2 and 3 a sideyard setback of 25' will be required at Lots 2 and 3 are residential lots. Please correct the plans.

4. **Section 174-206.B.23.** Location, width, bearings and purpose of existing and proposed easements and utility rights-of-way.

**COMMENT:** Please provide bearings and distances for the 150' Penn Power Easement. Are there no utility easements along Warrendale Bayne Road? Water, sewer, utility?

5. **Section 174-207.B.14.** Subdivisions which require access to a street under the jurisdiction of the County and/or PENNDOT shall require a note on the plans indicating that a highway occupancy permit is required.

**COMMENT:** Please add a note to the plans.

6. **Section 174-207.B.17.** Boundaries of any overlay districts described in the zoning ordinance.

**COMMENT:** The entire subdivision is located within the Corridor Enhancement Overlay District and part of the subdivision is located within the floodplain District. Please indicate this on the plans. Please use the Floodplain mapping that became effective September 26, 2014.

### General

13. The Developer shall address all outstanding comments contained in the Planning Directors review letter(s).

### Subdivision and Land Development (174)

1. It is understood that the only facilities to be dedicated to the Township will be the reconstructed section of Harmony Road.
2. How will access to the existing homes that are remaining be provided?
3. The 20' width easement for the existing MTMSA sanitary sewer should be shown on the plans, 174-207.10.
4. An approved sewage facilities planning module shall is required, 174-207.B.9.b.
5. Show existing and proposed perimeter monuments on the plan(s), 174-207.B.1., and 174-508.

### Stormwater Management (165)

6. Provide the Stream Buffer easement, as per 165-106.5. Note that the stream buffer is to be 50 feet in width from the top of bank. Also, note that if Stream Buffer Averaging, as per section 165-106.5.E, is used, that appropriate calculations must be provided.

***Mr. (Man 41:45) moved to recommend approval of the land development of the Lewis E. Etter Trust Subdivision, conditioned upon the comment letters by Staff. Ms. (Woman) seconded the motion. Vote in favor was unanimous. [6-0].***

Mr. Jim Venture of PVE Sheffler presented a land development application for the purpose of an office park known as Pinewood Corporate Park. Guy Dorenzo of Michael Joseph Development was also in attendance as the applicant. Lot 1 of the Lewis E. Etter Trust subdivision is the lot being proposed for development. The proposal includes the development of two office buildings with frontage along Warrendale Bayne Road and realignment of Harmony Rd. A variance is requested to exclude sidewalks on the easterly and westerly sides of the site. Another variance is requested to allow parking between Harmony Road and the primary building. Lastly, a variance is requested for plantings underneath the existing power right of way and landscaping a buffer yard and internal parking lot landscaping. Mr. (Man 56:41) asked for an indication of the type and number of office tenants and quantity of parking spaces proposed. Mr. Venture replied that the tenants will be professional office users and will result in approximately 200-250 employees. Upwards of 240 parking spaces will be included. Ms. (Woman 58:12) asked if the building materials would be green and/or would LEED certification be sought after. Mr. Venture answered no as to the LEED certification and explained that materials would be meet code regulations. There was lengthy discussion regarding a traffic light at Warrendale Bayne and Northgate and congestion in the general area. Ms. (Woman 1:04) questioned the sidewalk variance request and indicated that future Northgate corridor development would be negatively impacted by a sidewalk exclusion at this site. Mr. Venture suggested the possibility of a pedestrian easement for connectivity with adjoining referred to as a pedestrian circulation plan. Ms. Zimsky asked about a walking loop incorporation into the plan. Ms. (Woman 1:13) asked if development will comply with the tree study and remarked on the stark nature of the site in regards to trees. Mr. Venture remarked that tree replacement will take place.

I. **SP(LD) 15-02: Pinewood Corporate Park – Land Development Plan:**

This plan proposes two 30,000 SF, 3-story office buildings to be constructed on property that fronts on Warrendale Bayne Road and Harmony Road. The proposed development is located in the Route 19 Boulevard (RB) zoning district.

II. **Subdivision Review Comments**

1. **Section 174-205.B.8.** A site location map which shall be taken from the Zoning Map, drawn at a scale of one (1) inch equals twelve hundred (1,200) feet, to include the location of the proposed land development in relation to Township boundaries, public streets, adjacent zoning districts and all properties adjoining the property being developed.

**COMMENT:** Please add the zoning map as the location map.

2. **Section 174-205.B.9.(a).** Property lines with bearings and distances shown for the site and adjacent properties.

**COMMENT:** Please add this information to the site plan.

3. **Section 174-205.B.9.(j).** Water Service.

**COMMENT:** Please provide a letter from West View Water Authority stating that they have capacity to service the project.

4. **Section 174-205.B.9.(k).** Sanitary Sewage Facilities.

**COMMENT:** A full Planning Module application needs to be completed.

5. **Section 174-205.B.9.(o).** The boundaries of any overlay zoning districts described in the Zoning ordinance.

**COMMENT:** The property is located in the Corridor Enhancement Overlay District and the Flood Plain District. Please note this on the plans.

6. **Section 174-205.B.9.(p).** A table with computations estimating the impervious surface.

**COMMENT:** You provide a number, but please provide information on how you determined the number.

7. **Section 174-205.B.9.(q).** Delineation of steep slope areas with categories of slope oriented as follows: (1) 15-25%; (2) over 25%. All steep slope areas shall be accurately depicted and noted on the site plan. .

**COMMENT:** Please show this information on the plans.

8. **Section 174-205.B.9.(s).** Location, width, bearings and purpose of existing and proposed easements and utility rights-of-way.

**COMMENT:** Please provide this information to the plans.

9. **Section 174-205.B.10.** A list of relevant permits, approvals or certificates required by Federal, State, County, or local governmental authorities.

**COMMENT:** Please add the list of relevant permits to the plans.

10. **Section 174-205.B.11.** Land developments which require access to a highway under the jurisdiction of the County and/or PENNDOT shall contain a note on the plan that a highway occupancy permit is required before street or driveway access to a highway is permitted.

**COMMENT:** Please add a note to the plans.

11. **Section 174-205.B.16.** Proof of compliance with performance standards as contained in Article 2300 of the zoning ordinance by submission of a certificate of a registered architect or engineer.

**COMMENT:** Please submit proof of compliance with the performance standards.

III. **Zoning Ordinance Comments:**

1. **Section 208-1002.B.6.** Corridor Enhancements Overlay District §208-1506. Tree Protection.

**COMMENT:** Tree protection standards apply to this development. Please add the required information to the plans.

2. **Section 208-1005.A.1.(c).** Not more than twenty (20) percent of the total area of all steep slopes 25% or greater shall be disturbed.

**COMMENT:** please show any areas of slopes 25% and greater on the plans and determine the percent, if any, that is proposed to be disturbed.

3. **Section 208-1005.A.1.(d).** Not more than sixty (60) percent of the total area of all steep slopes 15% to 25% or greater shall be disturbed.

**COMMENT:** please show any areas of slopes 15% to 25% on the plans and determine the percent, if any, which are proposed to be disturbed.

4. **Section 208-1005.C.1.** Off-street parking areas shall not be permitted to be located between the public street and any principal building.

**COMMENT:** There is parking proposed between one of the buildings and Harmony Road. Please move the parking or you will need to seek a variance from the Zoning Hearing Board.

5. **Section 208-1005.E.1.(a).** ... Sidewalks shall measure a minimum of five (5) feet in width and connect to the lot line of the adjacent parcel.

**COMMENT:** The sidewalk along Warrendale Bayne Road stops before it reaches the property line; the sidewalk needs to be extended to the property line. Also, sidewalks are required along Harmony Road; please show the sidewalks on the plan. A deviation from this requirement will require you to seek a variance from the Zoning Hearing Board.

6. **Section 208-2202.B.** Bufferyards

**COMMENT:** Bufferyard C is required on the eastern side of the development where it abuts the TC Zoning District.

IV. **Additional Comments**

1. Trans Associates is reviewing the traffic study.

2. Plans indicate that you are constructing parking spaces at 9.5'x 18'. The Ordinance required parking space is 9'x18'. If you reduced the parking space to the ordinance requirement you may be able to get a few additional parking spaces on the plan.
3. Please provide a light standard for the parking lot lighting.
4. Please show where the driveway for the two adjacent single family homes enters the plan.
5. What will Penn Power allow as far as vegetation under the power lines? Where what Penn Power will allow differs from what our ordinance requires for Bufferyard C and parking lot landscaping will require a variance from the Zoning Hearing Board.

### **General**

14. The Developer shall address all outstanding comments contained in the Planning Directors review letter(s).
15. Final locations of required fire lanes and fire hydrants must be approved by the Township Fire Marshall, 174-503.H.
16. The Developer shall address all comments and recommendations contained in the Trans Associates review letter(s).

### **Grading (88)**

17. There are proposed slopes of 2:1 (H:V). Where cut or fill slopes exceed 3:1 (H:V), a written statement and a slope stability report from a registered professional engineer (Engineer) experienced in geotechnical engineering is required. The statement and report shall indicate the proposed grading has been reviewed, inspected and evaluated by the Engineer and that the slopes and retaining structures specified on the plans shall not result in increased risk or injury to persons or damage to adjacent property or receiving streams from erosion and sedimentation, or landslides, as per 88-13 and 88-14.
18. A Grading Permit and Grading Permit Agreement, is required prior to proceeding with work, as per 88-17.
19. An NPDES construction discharge permit for the site will be required prior to permit issuance , as per 88-15.
20. Provide grading specification and details conform to those contained in the Geotechnical Engineers Report, as per 88-16. The Geotechnical Engineers details should be included in the plan set.

### **Subdivision and Land Development (174)**

7. It is understood that the only facilities to be dedicated to the Township will be the reconstructed section of Harmony Road.
8. How will access to the existing homes that are remaining be provided?

9. The 20' width easement for the existing MTMSA sanitary sewer should be shown on the plans, 174-207.10.
10. The Developer is to request all Modifications in writing. The request for Modifications shall fully state the reasons and grounds for why the provision is unreasonable or a hardship imposed, and discuss the minimum modification necessary, 174-201.D.
11. Provide PennDOT HOP Permits for the modifications of the intersection of Harmony Road at SR 19 and for entrance off of Warrendale Bayne Road, 174-205.B.10.
12. Provide a PennDOT HOP Permit for the connection to the 18" RCP storm sewer that crosses beneath Warrendale Bayne Road, 174-205.B.10.
13. Guide Rail should be shown on the plan where roads or parking areas abut steep slopes, 174-503.G.
14. An approved sewage facilities planning module shall is required, 174-207.B.9.b.
15. Provide Datum and benchmark locations on the plans, 174-205.B.h.
16. Show existing and proposed perimeter monuments on the plan(s), 174-207.B.1., and 174-508.
17. Sidewalks are required along all of the roadway frontages, 174-503.I.2(b).
18. ADA access ramps should be shown on the plans, 174-503.I.2(b). Also, ADA ramp details should be added to the plans.

#### **Stormwater Management (165)**

19. The pond shall be fenced unless the design the requirements noted in 106.D.(15) are addressed.
20. Provide the Stream Buffer easement, as per 165-106.5. Note that the stream buffer is to be 50 feet in width from the top of bank. Also, note that if Stream Buffer Averaging, as per section 165-106.5.E, is used, that appropriate calculations must be provided.
21. The infiltration basins need to be evaluated as per the requirements contained in 165-106.3.B.(2) & (3). Infiltration testing and ground water table information will be required.
22. Revise the SWM Plan and the Operation and Maintenance Plan to indicate that all SWM facilities are to be privately owned, 165-107.
23. Provide emergency spillways as per, 165-106.3.E.7.
24. Provide a geotechnical report for the proposed SWM Pond embankments, as per 165-106.E.7.

25. Provide a "Sealed No-Rise Certification" from the Professional Engineer that prepared the original HEC-RAS evaluation for the project. This HEC-RAS equalization shall be specifically referenced in the No-Rise Certification provided. The FEMA No-Rise Certification requirement is outlined below.

Any project in a floodway must be reviewed to determine if the project will increase flood heights. An engineering analysis must be conducted before a permit can be issued. The community's permit file must have a record of the results of this analysis, which can be in the form of a No-rise Certification. This No-Rise Certification must be supported by technical data and signed by a registered professional engineer. The supporting technical data should be based on the standard step-backwater computer model used to develop the 100-year floodway shown on the Flood Insurance Rate Map (FIRM) or Flood Boundary and Floodway Map (FBFM).

26. The proposed surface detention facilities will be privately owned and will require a Stormwater Management Agreement, as per 165-107.4.

Discussion of fencing around the site took place with Ms. Zimsky suggesting that an aesthetically pleasing solution would be ideal. Ms. (Woman 1:40) wanted to confirm that the main building entrances are off of the lane that comes in off of Warrendale Bayne Road. This was confirmed. Ms.(Woman 1:41) inquired as to the location of dumpsters. They were confirmed to be hidden from street view. Tenant usage will facilitate additional access points to the building. Description of the exterior building amenities ensued.

Ms. (Woman 1:45) asked Ms. Zimsky if she would recommend tabling the application or moving forward. Ms. Zimsky asked a question in turn; with the exception of pending information from the power authority, the necessity of a pedestrian access plan and some resulting tidying of the plan itself, were there any objections? Mr. Venture requested to move on with variances without an approval presently in order to expedite earth moving. Ms. Zimsky detailed the submission and approval process/timeline. Mr. Venture commented that the subdivision will still take place on April 6, 2015 at the Board of Supervisors meeting. Ms. Zimsky stated that she can foresee coming back to the planning commission with the revised proposal on April 7, 2015. Further, she stated that the developer could then attend the Zoning Hearing Board on April 21, 2015. Mr. (Man 1:54) asked how to resolve the traffic issue as a Township. Ms. Zimsky replied that she will make contact with Bob Goetz to get clarity on this issue by the next meeting. She recommended tabling until the April meeting.

***Ms. (Woman 1:55) made a motion to table the plan, Mr. (Man) seconded the motion. Vote in favor was unanimous [6-0].***

A short recess took place.

The ordinance Amending Chapter 208 establishing certain general and specific standards relating to the location, placement, construction and maintenance of tower-based and non-tower based wireless communications facilities; providing for the regulation of such facilities in public rights-of-way; and providing for enforcement of regulations was discussed.

Ms. Zimsky introduced a Power Point presentation titled "Attack of the Mini Cell Tower", prepared for the North Hills Cog by the writers of the ordinance, the Cohen Law Group. It discussed new wireless infrastructure installation, the impact of this on municipalities and our rights under federal and state law. Ms. Zimsky then goes on to explain the ordinance in detail clarifying many points. Lengthy discussion ensued. Ms. Zimsky committed to cleaning up the language of the ordinance.

***Ms. (Woman 3:17) made a motion to recommend approval to the Board of Supervisors subject to Ms. Zimsky's acquisition of feedback from Cohen Law Group and tidying of ordinance language. Mr.(Man) seconded. Vote in favor was unanimous [6-0].***

**ADJOURN**

***Since there was no further business to come before the Commission at 10:31p.m., Ms.(Woman 3:22) moved to adjourn the meeting. Ms. (Woman) seconded the motion. Vote in favor of the motion was unanimous. [6-0].***

Respectfully submitted,

Sandy Bauer  
Receptionist

DRAFT