

**MINUTES OF THE PLANNING COMMISSION MEETING HELD AT THE
GREENFIELD CITY HALL ON TUESDAY, MARCH 11, 2014**

1. The meeting was called to order at 6:30 p.m. by Mayor Neitzke

ROLL CALL:	Mayor Michael Neitzke	Present
	Ald. Karl Kastner	Present
	Mr. Brian Weis	Present
	Ms. Denise Collins	Present
	Mr. Frederick Hess	Present
	Ms. Christine Hallen	Present
	Mr. Bradley Sponholz	Present
	Mr. Steve Rogers (alt.)	Present
	Mr. Don Carlson (alt.)	Present

ALSO PRESENT: Charles Erickson – Community Development Manager
Ald. Pam Akers

2. Motion by Mr. Hess, seconded by Mr. Sponholz, to approve the February 11, 2014 minutes. Motion carried 5-0-2 with Ms. Collins and Ms. Hallen abstaining.

3. Discussion regarding the Common Council meeting held on February 19th & March 4th.

There were no Plan Commission items at the February 19th meeting. At the March 4th meeting the public hearing on the Allerton Avenue (31st Street to 28th Street) vacation/demapping was held and the item was approved as recommended. This item had been before the August 13, 2013 Plan Commission.

4. Deborah Duskey, St. Vincent de Paul Society of Milwaukee, 9601 W. Silver Spring Drive, Milwaukee, WI 53225-3301 requests a Site/Building/Landscaping Review and a Special Use in order to open a retail thrift store for clothing and household goods in approx. 35,000 s.f. area on the north end of the building owned/occupied by The Ridge Community Church at 4500 S. 108th Street (former Walmart building). The need for a Special Use is that this proposed use is considered a ‘Used Merchandise Store’. Tax Key #608-9995-009. [[Follow-up from the February PC meeting]].

1. Background: *[[The following narrative is identical to what was distributed for the 2/11/14 PC meeting. Any new or updated information is referenced with ITALICS. This item ‘held over’ from the February PC mtg. for a number of reasons, one of which was the proposed exterior building treatment]].*

St. Vincent de Paul Society (SVDP) is interested in the northern-most 35K s.f. area of the approx. 50K s.f. vacant portion of The Ridge Church (old Walmart), and have proposed to open a retail thrift store – see attached narrative providing a description of the proposed operation. This type of use is considered a ‘Used Merchandise Store’ that is a Special Use in all GF non-residential zoning categories per the Zoning Code use of the NAICS (North American industrial Classification System) for categorizing types of uses – see attached.

2. Architectural Review/Exterior Materials: SVDP’s architect has prepared the following elements: 1) new entry-way façade treatment using 2’ x 10’ accent ‘blue’ and ‘gray’ EFIS panels with corrugated ‘silver’ metal panels surrounding the glass entrance; 2) pictures of a type of overhead canopy addition for drop-offs north of the building that would be desired; and 3) a floor plan. The width of the SVDP space (north to south) is approx. 120’, and the proposed entry-way features would be about 62’ wide and 25’ high (i.e. building is about 22’ high).

Staff has a real concern that this proposal seems to make no effort to utilize even some of the basic design elements that The Ridge has in place along the west side of the building – see attached color rendition for comparison. Some re-working of this exterior façade treatment should be done to provide some consistency/correlation/compatibility with The Ridge façade work and return with that revision to the PC for further review while the public hearing scheduling process is underway.

Attached are revised color building elevation sheets that identify the materials, provides a comparison/contrast with The Ridge design, and a rendition which blends in the landscaping (i.e. perspective is intended to provide a ‘future’ look assuming greater maturity on the plantings.) The design elements comparison from the first rendition include:

- *The sign area has been accented with what appears to be a type of ‘bump-out’, the use of ‘blue’ EIFS remains for the background material, the word ‘Thrift’ has been removed, and the SVDP symbol has been included.*
 - *The use of silver corrugated metal panels remains as proposed earlier.*
 - *The ‘side’ elements still extend above the roof-line, but are now proposed to be a ‘white’ ‘nichiha cement board panel’ instead of a ‘gray’ EIFS accent panel.*
 - *The design for the north side drop-off canopy is included.*
3. Parking/Traffic Flow/Access/Curbed Parking Lot: See attached description of operation as it relates to the traffic pattern and use of the north side of the building as it relates to adding more parking, and how the drop-off/loading elements are utilized.
 4. Signage: Proposed signage is the main wall sign over the entry-way, a small monument sign directing donors to the north side of the building, and some signage on the drop-off canopy.
 5. Dumpster/Screening/Gated (materials used): They would continue to use the existing fenced enclosure at the NE corner of the site.
 6. Landscaping/Buffer Yard: Some effort is needed to provide some landscaping near the building, particularly on the north side which was formerly used as the outside garden shop area, that has been completely removed. This element should return to the PC while the public hearing scheduling process is underway.

Attached is a color rendition for a proposed landscaping at the site. It includes 4’ square freestanding pre-cast concrete planters for perennials near the entrance, and a detailed plant schedule for the north side of the building and around the proposed drive-up canopy. It involves saw-cutting/removing existing concrete to create a planting area which per the Plant Schedule will include a combination of six ornamental trees, 720 s.f. deciduous shrubs, 300 s.f. evergreen shrubs, and 180 s.f. of perennials and grasses.

7. Landscaping Cash Deposit/Letter of Credit: If this proposal is approved and when a landscaping plan is submitted, the following are pertinent financial security requirements: 125% of the landscaping costs with 30% retained for two years after initial planting. Furthermore, an on-going condition of approval will be that the landscaping will be subject to annual review by the City to make sure all landscaping features are still being maintained, and that any dead/dying landscaping be replaced as necessary.
8. Hours of Operation: 8 a.m. – 6 p.m., Monday – Saturday; closed on Sunday.
9. PUD Requirements: Since this parcel is has a PUD zoning, a Developer’s/Special Use Agreement will be needed with SVDP, if this proposal is approved. The initial drafting is done by the City.

10. Miscellaneous:

- USA Family Thrift, as a similar use immediately to the north at 4470 S. 108th Street, received its Special Use approval in 2003 – see attached CC minutes excerpt.
- SVDP has been informed about the formal public hearing process involving a Special Use request in that these are held at a Common Council (CC) meeting typically 4 – 6 weeks after the PC has made a recommendation to the CC. Part of the process involves mailing the hearing notice to all property owners within 400' of the parcel boundaries about 2 weeks in advance of the mtg., along with a single notice in the GF NOW weekly newspaper. Furthermore, as a practical matter, staff also suggests that when applicants who have a project that requires a formal public hearing at a future CC meeting, that it can be important to make an effort to 'reach-out' to the now affected neighboring property owners in advance of the formal public hearing so that the impacted property owners are better informed about what is actually being proposed earlier than later. This is done by staff providing electronically the exact same property owner mailing list based upon the same 400' radius line. An applicant can host a neighborhood information meeting in this tenant space or at a separate location or here at the City Hall or go door-to-door, or do a mailing, etc. The list hasn't been prepared yet but when The Ridge did their rezoning in 2012, there were approx. 15 tax keys when the radius line was drawn around the edge of this 10 acre parcel.
- It is suggested that at the Common Council meeting when the public hearing for this request is being considered, that SVDP and The Ridge provide the Mayor and Alderpersons with some general information about the nature of the lease or purchase arrangement between these entities as it relates to The Ridge's commitment when their rezoning public hearing was held 7/17/12. *As indicated at the last PC meeting, SVDP said they would be prepared to enter into a PILOT (Payment In Lieu Of Taxes) agreement with the City.*
- *The public hearing on this matter is scheduled for the April 2nd CC meeting.*
- *As a follow-up to the discussion at the last meeting about 'Walmart covenants', Pastor Weigt of The Ridge was contacted regarding these conditions/restrictions that pertain when prospective tenants are being considered, plus there is the reality that The Ridge has their 'litmus test' as well. Attached is the 'Special Warranty Deed' that was included as an exhibit in The Ridge Developer's Agreement which provides further details on this topic. [[It's noted that is not dated or signed. However, in a follow-up email from Pastor Weigt and phone call from Mr. Anderson (Anderson Commercial), they confirmed that the reason it's not dated/signed was simply that their contract essentially has a 'master signature/date page' at the end which incorporates all applicable documents.]]*

Recommendation: Authorize the public hearing process to proceed subject to PC and staff comments, with the understanding that exterior building elements and a landscaping plan are still 'open' elements which still need to be addressed by SVDP.

Furthermore, in this instance, the Plan Staff members that participated in this review were actually split (3 – 3) on their respective opinion on the 'special use' aspect of this proposal. See below:

- 'Yes': The former Walmart building became vacant in 2011 prior to The Ridge purchasing it a year later. One of the factors affecting the filling of the currently vacant portion of the building more so than a typical commercial location is that both The Ridge and Walmart's scrutiny simply makes it harder with potential user options. A similar broad question had been raised two years ago about '...Is it ok to have a church on one of the City's main business areas?...', as opposed to having a 110K s.f. building remain vacant? That question has been successfully answered given the enhancements that The Ridge has done. Besides, the SVDP proposal to use 35K s.f. is a major retailer, not some small 'mom & pop' store.

- ‘No’: There is some concern about conflicts given the immediate neighboring thrift store. Some uses work well when they are adjacent to one another such as offices or restaurants, and in some cases, certain types of retail businesses as well. However, having two ‘used merchandise’ places next to one another is not a good combination, particularly when the proposal is in one of the City’s prime business corridors. And given the potential conflict with the adjacent thrift store, it may leave one building underutilized, detracting from the overall commercial corridor

Based upon the revisions that have been submitted and the discussion at the last PC, staff (Erickson) has the following comments:

- *Park Trail: The question of “...Who is going to do the trail connection to Kulwicki Park from the north side of this parcel?...” remains unanswered. This is brought up because it goes back to when The Ridge got its approvals two years ago.*
- *Façade: When multi-tenant buildings come before the PC/CC, there typically is some type of ‘..design continuity..’ from one unit to the next unit. From the street/parking lot, this will still be viewed as one big building, regardless of the SVDP ‘condo’ ownership aspect. The SVDP design still seems almost intentionally to be contrasting instead of compatible, which is counter to our basic design criteria.*
- *Special Use: I remain unconvinced that two ‘used merchandise stores’ immediately adjacent to one another is a good long-term land use (i.e. ‘..more is better..’ in so many words), and furthermore, was probably never anticipated as a possible type of use when the review/consideration/approval of The Ridge occurred – regardless of the limitations of the ‘Special Warranty Deed’ referenced above. The mission or work of SVDP is not being questioned here. Rather, the basic element remains, is this a good compatible land use at this location?*

The following were present on behalf of the project:

Debbie Duskey, Executive Director – St. Vincent de Paul

Michael Petersen – St. Vincent de Paul

Jim Purcel – The Ridge Community Church

Steve Anderson – Anderson Commercial

Marty Van Hoof – Zimmerman Design

John Sabinash – Zimmerman Design

Tom Cecchini – Rossi Construction

Mr. Erickson gave stated that there was information left for the commissioner’s from a Jim Judzewicz and also from an organization known as Dry Hootch, who has an affiliation with USA Family Thrift. Mr. Erickson then gave a brief update on tonight’s item

Mike Peterson spoke on the importance of their relationship with the City and thus their decision to participate in the PILOT program. They’ve included a trail to Kulwicki Park in their drawings and want to show they’ve listened to the input at last month’s meeting and tried to incorporate the City’s wishes into their design.

John Sabinash with Zimmerman Design spoke on the design commonalties shown in tonight’s plan. He noted the color scheme and the masonry, of which the integrity is maintained while being complementary to the Ridge, yet also distinctive to set off their entrance.

The columnar elements or pylons at the Ridge have been “knitted” together with SVDP’s design using texture and also producing a similar “window design”. He then described how the approach in the design is similar rather than divergent, contrasting the church aspect of the Ridge with the retail aspect of

SVDP. He then spoke on the logo and the color scheme, which is now shown as a lighter blue tone, matching the nationwide branding of SVDP. Overall the design is abstract in that the columnar elements provide the offset of the two establishments, keeping SVDP represented as a retail operation, not a religious provider.

Ald. Kastner questioned why no shielding of the rooftop mechanicals is shown on the drawings to which Mr. Sabinish replied that they considered that a pre-existing condition but would be willing to provide drawings showing that.

Ald. Kastner questioned the bike trail shown in the plans, which ideally is to be secured by the landscaping security (cash deposit or a Letter of Credit). He asked how could this layout be approved based on the way it is shown only as a couple of lines on a page – there isn't any actual plan yet? Mayor Neitzke said he had a meeting with the Milwaukee County Parks Director and it was discussed how Greenfield wants to take over Kulwicks Park as most of the positive aspects of the Park are the Greenfield Lions Club and the Greenfield Little League. As for the trail itself, there is a WE Energies easement there, which the County won't enter into an agreement with WE Energies to indemnify anyone, which Greenfield is also reluctant to do until there is a contractual lease agreement for the Park in effect with the County. It was discussed how in a prior meeting with County Park officials that the path likely wouldn't be perpendicular but rather parallel to the north property line because of the grade difference and would meet in between the two ball fields. Ald. Kastner asked if we can get all this in writing along with a timetable. Mayor Neitzke said unfortunately things may be such that we may never get the path in as quickly as desired but his meeting with the County Parks Director was very positive. The various issues that will hold this up are the ownership issue, the WE Energies easement, and the County being given permission to indemnify. Overall the City doesn't own this land or have control over it.

Mr. Weis questioned of SVDP if they are willing to agree to this issue and work with City staff to accomplish this, to which Mr. Petersen replied yes. Ald. Kastner said he is concerned that with all these issues the path will never get done. Mr. Rogers asked if SVDP could just start it on their property, to which it was replied no, that wouldn't be a viable option in part because of the easement width. Mr. Petersen said he doesn't know how they would hold funds in escrow or via a Letter of Credit for this project if it is such that there isn't a clear plan to do this yet.

Mayor Neitzke said that, according to Parks staff, it would not have to be ADA compliant as there is already ADA parking on the north end of the park so it is not required. He said the City has an agreement in principal with the Ridge Church on the trail, but then the Greenfield Little League contacted the Ridge about the Little League putting the path in. The Ridge responded they would need an indemnification agreement, so the Little League said then they would not be pursuing installing a path. Ald. Kastner said he would like to see it constructed sooner rather than later.

Jim Purcel with the Ridge said that he feels the City wants to hold them accountable for why the trail is not there and that holding this project hostage isn't going to get the trail done any quicker. He said they will uphold the stipulations in the developer's agreement. He said one of the things that could be done is to put the trail inclusion as part of the landscaping requirement.

Ald. Kastner asked why not go to the County with an actual designed plan? We should be able to find the right people to design this; after all we could design and build a Farmer's Market so why not a path? Mayor Neitzke replied that we could do that but a thing to remember is that this is not City property, but he said he will make contact with the County about the City working toward proceeding with this. Ald. Kastner said if it doesn't get addressed now he feels it will never happen.

As for the design aspects presented tonight, Ald. Kastner said he doesn't feel they have addressed our design standards at all and the overall design is lacking. It is the "Walmart" blue but in a smaller proportion, with no architectural elements. It was reiterated that the mechanicals need to be concealed from the street view. Mr. Weis questioned if they could provide something architecturally to fill in the

“gap” (the 66 feet) between The Ridge and SVDP? Mr. Hess suggested perhaps arborvitaes, to which Mr. Anderson replied that they could do something like planters but it needs to be kept in mind that whatever may be there can’t be permanent as this is still a space to lease.

Mayor Neitzke said that upon approval he would like to see the voluntary PILOT program in place. As an example only, for every \$1,000,000 of value attributable to this potential PILOT, is a little over \$8,000 payable to the City; \$2,000,000 would be over \$16,000, and so on. [[2013 City tax rate = \$8.13/\$1,000 of value. $1,000,000 \div 1,000 = \$1,000$. $\$8.13 \times \$1,000 = \$8,130$]]. Ald. Kastner said that how the ordinance is written the School District looses on this deal.

Also, Ald. Kastner indicated that in the parking lot island there are either missing or dead ash trees which will need to be replaced with a different species. He questioned of SVDP what the “heart” symbol on the sign is made of, to which it was replied it is metal. Mayor Neitzke spoke on how there is not the desired architectural signage element shown that we were hoping for as compared to The Ridge. The letters on the sign were questioned, and it was replied by Mr. Petersen that the letters on the sign will be a metallic material with backlighting. “Giving Heart” is their symbol and this portion will include a cut out heart that is backlit. Mayor Neitzke said the plans provided tonight don’t show signage detail, which is needed before going to the Public Hearing.

Mayor Neitzke said some items that need to be addressed before the public hearing are a plan for screening the roof mechanicals, the dumpster enclosure needs to be cleaned out of the items left since Walmart vacated, there needs to be an architectural break-up of the “inside space” on the exterior, lights are needed under the canopy, and the lot stripping needs improvement to direct traffic properly onto Hwy. 100. Also, drafting of a Developers Agreement should occur, a preliminary path layout construction plan should be done, and a more detailed signage package is needed.

Mr. Rogers requested a more specific color palette be provided at the Public Hearing to show the actual color shades instead of the electronic color version. Ms. Hallen suggested that as they prepare for the public hearing, it would be beneficial to emphasize their mission.

Mayor Neitzke noted that Jim Judziewicz, a Milwaukee resident, supplied some information to the Plan Commissioners on SVDP that Mr. Judziewicz felt pertinent, but he wanted the minutes to reflect that the information had been distributed. This information will also be distributed to the Common Council members. Mayor Neitzke also noted information was received from an organization known as “Dry Hootch” which helps Veterans. Apparently, a portion of the proceeds of USA Family Thrift, the adjacent second-hand store, goes to Dry Hootch. Again, he wanted the minutes to reflect that the information had been distributed and will also be distributed to the Common Council members.

Motion by Ms. Collins, seconded by Mr. Weis, to recommend approval of the Site/Building/Landscaping Review and a Special Use as a “Used Merchandise Store” in order to open a retail thrift store for clothing and household goods in approx. 35,000 s.f. area on the north end of the building owned/occupied by The Ridge Community Church at 4500 S. 108th Street (former Walmart building), subject to Plan Commission and staff comments, and authorize this item to proceed to the April 2nd Common Council meeting. Tax Key #608-9995-009. On a roll call vote motion carried 7-0.

5. **Paul Sidhu, Paul’s Wine & Liquor, LLC (dba: Kaliente Restaurant) requests a Special Use in order to open a restaurant and serve alcohol products in a business at 7640 W. Forest Home. In 2012 Mr. Sidhu had received a Special Use approval to open an Italian-theme restaurant/bar at this same location but that ultimately did not open, and as a result that prior Special Use expired. Tax Key #605-9976.**

1. Background: The Special Use that Mr. Sidhu had obtained two years ago for the former Balkans Restaurant site (i.e. he had proposed a pizzeria/Italian combo at that time), expired early last year because he never actually used it as a result of actually opening that type of restaurant. He now has partnered with Mr. Juan Sanchez and they are interested in doing a Mexican-themed food business called 'Kaliente Restaurant'. Mr. Sidhu also actually had obtained a Liquor License for this parcel and paid for it, but it could not be issued because he didn't have a legitimate location 'ready' to use it either.

Essentially what is occurring now is that Mr. Sidhu and Mr. Sanchez are starting over with the same process that had been done and approved in 2012. One of the conditions of that earlier Special Use was Mr. Sidhu agreeing to limit his night-time hours so that the business would close at 11:00 p.m. (i.e. Class 'B' license allows being open until 2 a.m.). Mr. Sidhu & Mr. Sanchez will be keeping this same 11 p.m. closing time. Attached are the minute excerpts of the 2/22/12 CC meeting and the 1/10/12 PC meeting.

2. Fencing: An additional condition previously agreed to was erecting a fence and painting the garage as suggested by a neighbor; this still needs to be done when weather permits.
3. Hours of Operation: 11 a.m. – 11 p.m. daily.
4. Miscellaneous: Separately Mr. Sidhu and Mr. Sanchez will be working with the Clerk's Office regarding the timing for the CC consideration of the Class 'B' license.

Recommendation: Approve subject to Plan Commission and staff comments, and consider this a minor change not needing a public hearing. Although the prior Special Use expired a year ago, this application is to still have a restaurant and with the same 11 a.m. - 11 p.m. hours, but the only difference is simply featuring a different theme (Mexican instead of Italian).

However, instead of expediting this to next week's Common Council meeting, staff would recommend forwarding it to the April 2nd Common Council meeting instead. This would allow three weeks for Mr. Sidhu and Mr. Sanchez to do some 'outreach' to their immediate neighbors as a means of an update/FYI – type of step without the need for a formal public hearing process, and then the results of that effort can be shared with the Common Council prior to taking action on the Special Use. [[Staff can assist with property owner names/addresses if needed.]]

Mr. Sidhu and Mr. Sanchez were present to answer questions.

Motion by Ald. Kastner, seconded by Ms. Hallen to recommend approval of a Special Use in order to open a restaurant and serve alcohol products in a business at 7640 W. Forest Home, subject to Plan Commission and staff comments, with this to be considered a minor change, and forward this item to the April 2nd Common Council meeting. Tax Key #605-9976. Motion carried unanimously.

6. **Review/discuss staff recommendation regarding the vacation of a 20' wide remnant alley between S. Tuckaway Drive, S. 27th Street, and Abbott Avenue as platted in 1928 as part of 'Tuckaway Manor' subdivision. Tax Key #645-0001-001, 645-0005, 645-0007, and 645-0008.**

1. Background: There is a 20' wide remnant alley between S. Tuckaway Drive, S. 27th Street, and Abbott Ave. Recently there was some hazard-type tree removal done by the DPW in this area, which has raised the question of "...Why does the City need this alley R-O-W anymore?...". In short, we don't because there aren't any underground utilities and the City will not be putting an alley in at this location, and so the staff perspective is to start this vacation process. The end result is split 20' area in half, and return 10' to each adjacent property owner.

There is an overhead electric line, but there isn't any water, sanitary, or storm utility easements within this 'alley'. If vacation proceeds, City can contact WE Energies to advise them to get an electric easement. This area is part of 'Tuckaway Manor' subdivision as platted in 1928.

2. Parking/Traffic Flow/Access/Curbed Parking Lot: One of the adjacent lots – 5175 S. 27th Street – has an approx. 12' wide asphalt driveway in this alley R-O-W. A review of any Key File or Address File data did not identify any timeframe from which any 'City paving permission' per se occurred, but a site plan from 1996 shows this paved driveway in place to at least back then. Part of the reason for making a reference to it now is that since there is 20' of alley R-O-W to potentially vacate, that typically means its split 10' to each adjacent owner. This paved area encroaches +/-5' (depending upon where measuring) into the western 10' that would eventually be vacated back to the adjacent parcel (Key #645-0007). Ultimately this is likely a moot issue since the owner of 645-0007 and 645-0008 are the same person.
3. Utilities: No utilities exist in the in alley except overhead electric lines.
4. Miscellaneous: A copy of this agenda and PC Notes were sent to the immediately adjacent property owners of Tax Key #'s 645-0001-001, 645-0005, 645-007, and 645-0008.

Recommendation: Approve subject to Plan Commission and staff comments, forward to the Board of Public Works for their review/recommendation to the Common Council, and authorize the public hearing process to get started after the Board of Public Works makes its recommendation. It's anticipated the formal public hearing before the Common Council would be approx. 6 – 8 months from now.

Ronald and Athleen Pokrzywinski – 5150 S. Tuckaway were present. They questioned if they would have an increased property tax bill due to this to which Mr. Erickson replied yes, there would be additional land value added based on square footage involved per adjacent parcel. They mentioned that several trees were tagged by DPW in this area, and also they were told there were hazard trees on their land that would need to come down as well. The Pokrzywinskis stated they didn't want to deal with the trees or the cleanup required of this proposed vacated area if it still included the designated hazard trees.

It was decided to hold this item over to the April Plan Commission meeting for further staff review.

7. Community Development Manager Report.

Mayor Neitzke said there was a meeting of the Milwaukee County Board committee that oversees the Transit System, which discussed ways to help alleviate the problem of no buses being allowed on the Southridge property. Part of that action included the recommendation for Route 55 to be expanded to go to the Hales Corners Park & Ride, thus creating east and west bus traffic from Cudahy to Hwy. 100 on Layton Avenue.

Kmart on 27th Street is still scheduled to close by the end of the month; and it is hoped something positive will develop at the site. The Greenfield School District has entered into a contract for the sale of the Chapman property. One of the biggest contingencies is the acquisition of adjacent residential properties. There has been interest expressed by retailers in the event they would be able to acquire these properties. There also has been some interest in the vacant Pick N Save building at the Spring Mall site.

8. Motion by Ald. Kastner, seconded by Mr. Weis to adjourn the meeting at 7:55 p.m. Motion carried unanimously.

Respectfully submitted,

Alison J. Meyer
Administrative Assistant

Distributed March 20, 2014

