

**MINUTES OF THE PLAN COMMISSION MEETING HELD AT THE
GREENFIELD CITY HALL ON TUESDAY, OCTOBER 13, 2015**

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

2. Motion by Ms. Hallen, seconded by Ald. Kastner to approve the September 8, 2015 minutes. Motion 6-0-1 with Ms. Hallen abstaining.

3. Discussion regarding the Common Council meeting held on September 15th, a Special Common Council meeting held on September 28th, and a Common Council meeting held on October 6th. At the September 15th meeting, the Special Use for Healthy Paws (4805 S. 74th Street) was approved as presented, along with the Tuckaway Heights apartment garages (31st & Grange) and the Sudz Wash & Lube (10685 W. Layton). There was the reversal on the recommendation for the orange paint color for Roberto's Muffler, 4671 S. 27th Street, with it now being approved in a shade of coral and to be repainted by Spring, 2016. At a Special Common Council meeting on September 23th, actions occurred dealing with General Obligation Bonds issued to Cobalt for the development at the Chapman site. At the October 6th meeting the changes to seven Permitted Uses that now become Special Uses of the Zoning Code in regards to NAICS designations, were approved as presented.

Mayor Neitzke then spoke on how the development of the Chapman site is progressing quickly and on the positive impact it will have. He also thanked Steve Anderson with Anderson Commercial, who worked with the developer to acquire the properties, on his professionalism in treating the property owners fairly and being open and honest throughout the process.

4. Discussion and decision regarding vacation of public Right-Of-Way related to the proposed Cobalt-Chapman area between Layton Ave. on the south, S. 84th Street on the east, I-894 on the north, and S. 92nd Street on the west – follow-up to a favorable recommendation from the Bd. of Public Works; Tax Key #'s range: 606-0034, 606-0048-001 to 606-0053-001; 606-0059, 606-0066 to 606-0084-001, 606-9980-002 , and 606-9981.

1. Background: As a result of the proposed Cobalt development in the approx. +40 acre area between Layton Ave./84th Street/I-894/92nd Street, the City will need to vacate existing City right-of-way (ROW) in order to clear the way for future private land divisions and the dedication of new public ROW as part of a future subdivision platting process.

To ensure that public access and utility rights are maintained, the City will need to coordinate the timing of the ROW vacation process with the proposed development phasing and construction plans. At this time, the City has not been provided with a 'final' site layout or phasing plan for the development. The information provided is the most current information we have to date and is subject to change.

The ROW to be vacated includes W. Chapman Ave., S. 85th St., S. 89th St. and S. 90th St. as shown on attached Exhibit A. The City does not anticipate that the areas being vacated will change. As part of the proposed ROW vacation, the City will maintain a 'Municipal Purpose Easement' for these areas in the event that a short term easement is needed to gap the period between ROW vacation and the new ROW being dedicated and utilities being constructed.

The Board of Public Works reviewed this matter at its Sept. 22nd meeting and has forwarded a favorable recommendation to the PC – see attached minutes excerpt.

Recommendation: Concur with the favorable recommendation from the Board of Public Works to approve the proposed ROW vacation subject to Plan Commission and staff comments and forward this matter to the Common Council. This recommendation also includes:

- Retain a municipal purpose easement for these same ROW areas in the event that a short term easement is needed to gap the period between ROW vacation and the new ROW being dedicated for the proposed new site layout and utilities being constructed.
- ROW vacation shall be coordinated by City staff to accommodate the necessary development phasing, while properly maintaining sufficient rights for public access and utility rights.
- Authorize the City Clerk's Office and City Attorney to proceed with the required Notice of Pendency to Vacate filing and introduction of appropriate resolution for vacation of public Right-Of-Way.
- Authorize the public hearing process to proceed after this resolution is introduced at a future Common Council meeting.

Motion by Mr. Weis, seconded by Mr. Hess to approve and concur with the favorable recommendation from the Board of Public Works to vacate the public Right-Of-Way related to the proposed Cobalt-Chapman area between Layton Avenue on the south, S. 84th Street on the east, I-894 on the north, and S. 92nd Street on the west, subject to Plan Commission and staff, and authorize this item to be expedited to the October 20th Common Council meeting.

Tax Key #'s range: 606-0034, 606-0048-001 to 606-0053-001, 606-0059, 606-0066 to 606-0084-001, 606-9980-002, and 606-9981. Motion carried unanimously.

5. **Jeff Binkert, One Headlight Paversports, LLC, 6221 W. Layton Avenue, Greenfield, WI 53220 requests a Special Use Review as the new property owner/business operator of the House of Harley at this same location; Tax Key #618-9996-006 and 618-9995-001.**

1. Background: Mr. Binkert is the new property owner/business operator of the House of Harley, so the purpose of this PC application is to formally transfer the existing Special Use from 'DJ's Land Company' to Mr. Binkert's LLC. That SU from 2003 was done in a manner to also incorporate the construction/renovation which occurred on the then new building and parking lot area.

As a separate but related matter, at a later date Mr. Binkert will be submitting a certified survey map to combine these two parcels.

Recommendation: Approve subject to Plan Commission and staff comments, and authorize this item to be expedited to the October 20th Common Council meeting.

Jeff Binkert was present to answer questions. Mr. Erickson noted that Mr. Binkert is working on a certified survey map to combine the two parcels, one contains the building and the other the parking lot.

Motion by Mr. Weis, seconded by Ms. Collins, to recommend approval of a Special Use Review for Jeff Binkert as the new property owner/business operator of the House of Harley, 6221 W. Layton Avenue, subject to Plan Commission and staff comments, and authorize this item to be expedited to the October 20th Common Council meeting. Tax Key #618-9996-006 and 618-9995-001. Motion carried unanimously.

6. Moe Gabriel Melendez, 3016 Cane View Lane, Waukesha, WI 53188 requests a Special Use Review and a Site/Building/Landscaping Review as the new property owner/business operator of Habanero's Mexican Kitchen & Margarita House in the former Dr. Dawg restaurant site at 7700 W. Layton Avenue; Tax Key #605-9944-006.

1. Background: Mr. Melendez is proposing to open Habanero's Mexican Kitchen & Margarita House in the former Dr. Dawg (DD) location which closed a few months ago. See attached PC application and plans (i.e. menus will be provided at the meeting).

One of the aspects of this submittal from Mr. Melendez is for them to put in an outdoor patio on the south side of the building. Doing the patio is fine because that was something which DD had approval for but never got around to doing it. Per the floor plan, an access door is provided from inside the building, and a required emergency exit gate is shown as well.

2. Architectural Review/Exterior Materials: Attached are the proposed exterior changes:
 - Architectural changes for roof-line modifications should be fine.
 - Proposed use of multiple brighter/vibrant exterior colors is not fine – conflicts with ZC and Site Development Standards where 'earth tones' is the desired palate-choice. The architect has been advised of this problem.
 - Inside floor plan shows a layout to accommodate upto approx. 150 customers; the DD capacity is listed at 125. Further refinement of that number will need to be worked-out with the Bldg. Insp. as part of the permit process.
 - The outside patio as proposed is approx. 13' x 60' = 780 s.f. The proposed patio seating is for 82 customers which extraordinary 'tight'; as a comparison the DD plan had a patio layout for 36 persons. Further refinement of this layout is also needed. It's understood that this patio is a seasonal use type of thing, however, at the same time it is directly in the 'sight-line' for vehicles exiting from the west drive-way in trying to view west-bound traffic. Its design needs to factor those elements in.
3. Parking/Traffic Flow/Access/Curbed Parking Lot: Staff is certainly aware that the site layout/building size "...is what it is..." given the longevity of that type of use at that location. However, the ZC parking reg. for 'General Restaurant w/o a drive-thru' is 20 stalls per 1,000 s.f. of building area: 80' wide X 60' deep = 4,800 s.f. $\div$ 1,000 = 4.8 X 20 = 96 stalls; presently on-site is approx. 65 stalls. If for sake of comparison the patio area is added in to the calculation that determination then is: $4,800 + 780 = 5,580$ s.f. $\div$ 1,000 = 5.58 X 20 = 111 stalls.

The reason for reviewing this element in this detail is due to the existing site parking limitations when compared with the desired usage plan that has been submitted on Mr. Melendez's behalf. Parking on Layton Ave. or 76th Street is not an option. Unless some cross-access/shared parking agreements can be entered into with adjacent property owner(s), staff believes that the 'intensity' of the proposed use – or potential customer count – will need to be reduced.

4. Signage: An example of possible wall signage is shown on the preliminary exterior elevation sheet. Habanero's needs to submit its intention for what type of free-standing sign that is being considered. The reason being is that previously with DD, the PC spent an extended amount of time considering various design options – due largely to that sign placement and its potential blockage or screening of the 'sight-line' for vehicles exiting from the west drive-way trying to see west-bound traffic.

5. Fencing: The preliminary exterior elevation sheet shows the intention of what the patio enclosure could look like, but per the architect, is not what is intended. That plan still needs to be submitted.
6. Landscaping/Buffer Yard: The installation of the patio is going to likely remove all the landscaping in front of the building. Per the site plan, from the patio fence to the sidewalk is about five feet wide. A plan showing new landscaping for this remaining frontage should still be done and provided. No landscaping-related materials were in the submittal.
7. Landscaping Cash Deposit/Letter of Credit: 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: Mon. – Thur.: 10 a.m. – 10 p.m.; and Fri. – Sun.: 10 a.m. – 11 p.m.

Recommendation: Staff has split this request as follows:

- Approve Special Use Review subject to Plan Commission and staff comments, and forward that recommendation to the Oct. 20th Common Council meeting.
- Hold over any further action on the Site/Building/Landscaping Review to the next Plan Commission meeting in order that additional submittals as noted above, are provided.

Mr. Erickson reviewed the proposed floor plan and noted areas which now are to be for customer seating, which had not been so designated with the prior user. The staff concern is the combination of proposed increased seating inside and outside (patio), ends up creating an even greater disparity between required on-site/off-street parking and what is actually able to be provided given the lot size. Coming forward with evidence in the future of a shared parking/cross-access agreement with neighboring businesses is a viable method to address site/building capacity issues as it relates to adequate parking.

Ed Bushmann with Victor Construction was present on behalf of the owner to answer questions.

Discussion occurred on the proposed patio design showing seating for up to 82 patrons.

Mr. Bushmann stated that the patio plan presented tonight was a little over optimistic, and they would like to get between 60-64 seats on the patio, and also include some planters. It was mentioned that the space not only needs to accommodate the tables and seating but would need room for wait staff also, to which Mr. Bushmann replied that there would be about eleven employees at peak times. Mr. Bushmann stated the proposed paint colors shown were more toned down than those used at El Beso, with the possibility that they may eliminate one of the colors shown. There would be wrought-iron look fencing, which is 42 inches high and a powder-coated aluminum, that would go around the outdoor patio. It was requested that a building rendition showing the items discussed be available at the October 20th Common Council meeting.

Motion by Ms. Hallen, seconded by Mr. Weis to recommend approval of a Special Use Review for Moe Gabriel Melendez as the new property owner/business operator of Habanero's Mexican Kitchen & Margarita House in the former Dr. Dawg restaurant site at 7700 W. Layton Avenue, subject to Plan Commission and staff comments, and authorize this item to be expedited to the October 20th Common Council meeting. While some elements of the site/building review need to return to the Plan Commission, it may be possible that some building exterior modifications may be presented for consideration at this meeting, due to weather/timing issues. Tax Key #605-9944-006. Motion carried unanimously.

7. **Layton Avenue Baptist Church, 9000 W. Layton Avenue, Greenfield, WI 53228 represented by Clyde Hamer, requests a rezoning (from R-2 Single-Family to I-Institutional) for a proposed 22,000 s.f. new church building at 9600 W. Layton Avenue. This same general area had been previously rezoned in 2011 for a proposed church which ultimately went to a different location in Greenfield. A follow-up application will pertain to a detailed Site/Building/Landscaping Review. Tax Key #607-9970-002, 607-9907-003 and 607-9968.**

1. Background: Layton Avenue Baptist Church (LAB) at 9000 W. Layton Ave., is part of the Cobalt/Chapman project. LAB has had some preliminary site planning and architectural work done as it relates to them basically 'moving down the block' a 4.9 acre area that was part of a rezoning in 2011 for the then proposed Ridge Community Church location. Another rezoning is still needed because after the Ridge withdrew their request, those parcels were 're-rezoned' back to R-2 Single Family.
2. Architectural Review/Exterior Materials: The preliminary building design of the church – as presented via a picture of an existing facility that LAB favors -- is composed of a large gable roof with exterior materials consisting of what appears to be stone, brick, and EIFS on the façade. Large peaks are utilized at the front entrance and contain windows to enhance the architectural quality of the design. Windows wrap around the building, including four dormer windows that offer enhanced sunlight and visibility.
3. Parking/Traffic Flow/Access/Curbed Parking Lot: The ZC reg. in calculating parking for a church is based upon one of the following factors (see attached excerpt):
 - 0.33 space per seat if seats are fixed; or
 - 0.25 space per 20 lineal inches of seating; or
 - One space for every 30 sq. ft. of floor area or portion thereof used for seating in the main sanctuary, whichever is greater.

In this instance and using the proposed floor plan, the main worship area is approx. $4,100 \text{ s.f.} \div 30 = 137$ stalls minimum. The preliminary site plan shows 146 stalls. Parking lot will need to be curbed to both protect landscape areas and control/direct storm water run-off.

As noted on the site plan, there is a shared-driveway feature going across the front of the adjacent parcel to the east (9530 Layton), for the purpose of aligning with the existing median cut for west-bound traffic. The other traffic flow aspect that is created is that when a vehicle exits going westerly, who actually wants to go east, they will then to a U-turn at the median cut in front of 9700 Layton.

When Milwaukee County Transportation/Public Works Division does it review of this layout, staff believes that a more viable long-term layout might be this combination: 1) close both medians @ 9530 and 9700; and establish a new median cut with appropriate turning 'stacking' lanes that would align directly with the proposed main LAB entrance in order to ensure more efficient movement of automobile traffic.

4. Storm Drainage/Grading (lot & building): Site plan identifies two storm basins – bigger area to the north and smaller area to the south. Part of a subsequent submittal will require a Stormwater Management Plan and a grading plan.
5. Lighting (building & site): A lighting plan with photometrics is required to gather further information on parking lot and building visibility.
6. Utilities: Water and sanitary mains favor the north side of Layton Ave. (i.e. under the sidewalk and curb area) so that should minimize the need for long road-cuts, but because this is a concrete street 'full-section' repair will be needed. There is a storm lateral already extended into the parcel.

7. HVAC/Utility Box Screening: The proposed building shows a roof-top HVAC that faces towards Layton Ave. – if there is any roof-top units, they should be on the north side of the roofing. If there is ground-mounted, then that needs to be screened as well, or can be on the north side of the building.

In addition, there are concerns that the kitchen will be used commercially to support large gatherings. Depending upon the extent of what the kitchen will be used for, may initiate the need to be upgraded in order to ensure that it satisfies FOG (Fats, Oils, and Grease) prevention and regulation requirements, and potentially a ‘Hood & Duct’ ventilation system.

8. Dumpster/Screening/Gated (materials used): Near the northeast corner of the site; will need enclosure plans, concrete apron, and ‘maze’ wall alignment or service door access.
9. Fencing: It may be early yet, but the appropriate buffering of the adjacent residential uses (9640 – west and 9530 - east) which may involve both fencing and landscaping.
10. Landscaping/Buffer Yard: In the I-Institutional zone, the desired minimum landscape ratio is 25%. Per the site plan meeting this ratio will be easily done because most of the heavily wooded areas at the northwest/west side of the parcels remain as is, and the area to the north is the large retention basin.

A landscaping plan is still needed of course with a particular emphasis on the ‘street-side’ areas for screening of the parking lot and buffering for the immediate residential neighbors.

11. Landscaping Cash Deposit/Letter of Credit: NAY – but when 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.
12. Street Trees: To be determined by the City Forester, but if any existing street tree(s) are lost due to the project, LAB will need to replace in-kind.
13. City Forester Site Inspection: Past tree survey information when the Ridge Church should be provided for site review purposes to help determine how much ‘specimen tree’ lost there may be that would need to be recovered via the proposed landscaping plan.
14. Hours of Operation: The floor plan identifies providing for a range of youth activities. It would probably be helpful at a neighborhood info. mtg. to provide an idea of when things are happening at the site during the course of an average week or day – likely just mimicking what occurs already at 9000 Layton.
15. Sidewalks: The proposed site plan accommodates pedestrian access. A sidewalk will connect Layton Ave to the main entrance of the church. The sidewalk will wrap around the east side of the building and run along the entirety of the south elevation. A patio will encourage community interaction at the southeast corner of the building.
16. Fire Department: The building will need to be sprinklered system and adheres to fire code/life safety regulations which may include, but not be limited to: have a ‘Storz’ building connection for fire pumper purposes and have a ‘Knox-Box’ key holder near the main entrance.
17. Outside Agencies:
 - Milwaukee County Transportation/Public Works Division: traffic impact to/from Layton Ave. and proposed access layout
 - Wisconsin DOT: largest storm pond draining (point-discharge) onto State Highway ROW, although it ‘sheet-drains’ now.
 - Milwaukee Water Utility: should be notified in regards to the building placement and any requirements for a meter pit because of the long lateral situation (i.e. +200 ft. from main)
18. Miscellaneous:
 - Official Map changes will be needed (i.e. vacate ROW per CSM #2918) and de-map potential future ROW (i.e. ‘Chapman Ave.’)

- Wetland inventory mapping will be required before construction commences.
- LAB has already requested and been given the 400' radius mailing list (i.e. about 40 tax key #'s) for hosting a neighborhood info. mtg. at some point. [[FYI – this list is skewed higher because it includes the condos at 99th & Layton; plus several of the non-condo parcels have a single owner.]]
- Attached for quick reference only are the past proposed site plans from the Ridge Church (phase 1 & 2) and the hearing notice used to for the rezoning back to R-2 Residential after the Ridge withdrew from the site.

Recommendation:

Approve subject to Plan Commission and staff comments the rezoning (from R-2 Single-Family to I-Institutional) as proposed. No change is needed for the Comprehensive Land Use Plan because this area is designated as 'Planned Mixed Use' which does allow Community Facilities such as a church.

Shelby Alcott with the church was present to answer questions. The closing on the church is scheduled to occur October 15th, and a neighborhood information meeting will be held that evening as well.

Motion by Mr. Hess, seconded by Mr. Sponholz to recommend approval of a rezoning (from R-2 Single-Family to I-Institutional) for a proposed 22,000 s.f. new church building at 9600 W. Layton Avenue, and authorize the public hearing process to begin. Tax Key #607-9970-002, 607-9907-003 and 607-9968.

8. **Shorewest Realtors, 17450 W. North Avenue, Brookfield, WI 53045, represented by William Conine, Perspective Design, Inc., 11525 W. North Avenue, Wauwatosa, WI 53226 requests an initial Site/Building Review for a proposed single-story, 7,800 s.f. office building for Shorewest at 6725 W. Layton Avenue, which is the former Tam's Restaurant location; further review to occur at the November Plan Commission. Tax Key #618-9984.**

1. Background: Shorewest Realtors (SR) will be closing on this 2.5 acre property in a few weeks. Through their architect, they have asked for the PC to consider a preliminary site plan review/approval as it pertains to the SR desire to construct a 7,800 s.f. single-story office for their use on the west side of the parcel. If approved, then after the closing SR can initiate an appropriate footing and foundation permit submittal to enable that specific work to occur yet this construction season. Furthermore, staff is bringing this forward with the understanding that while a preliminary site plan and building rendition has been submitted (see attached), significant additional follow-up will be required for the November PC.

Given the size of the site and its capability to handle/include an additional building – as a result of the area that SR is using – a basic element that staff would ask of prospective owners and/or their reps. is basically to provide a layout that could be a preliminary 'place- holder' to address the question of "...What else could occur here?..". That information is provided which indicates that the balance of the site could accommodate upto another 6,500 s.f. commercial building (i.e. this rendition shows a use as 'multi-tenant' as an example), along with a set-aside of land for the obligatory storm retention basin that would be designed and sized for the overall amount of new hard-surface (roof-tops/parking) added to the site (i.e. after factoring in some of the existing hard-surface that the former Tam's use occupied).

It's anticipated that at some point SR may choose to split this parcel via a CSM. Since the parcel is a total of 2.5 acres, there easily is enough space to create two lots that meet the C-2 minimums of 30,000 s.f. with 150' lot width.

2. Architectural Review/Exterior Materials: Attached is a preliminary building rendition and associated material details. Further review would occur for the next PC.

The site plan identifies the respective C-2 building setbacks (i.e. front/rear/side) for a corner lot. As noted on the plan, the west building foot-print encroaches approx. 3 – 5’ on that ‘corner front yard setback’ and a portion of the roofing element/design feature at the northwest corner of the building encroaches approx. 14’ into the same setback area. The ZC enables the PC to consider these types of site layout modifications within the context of ZC Table 21.04.0302(C)(c).

3. Parking/Traffic Flow/Access/Curbed Parking Lot: Sufficient on-site parking is shown for the office use (3.3 stalls/1,000 s.f.) and the multi-tenant use (5 stalls/1,000 s.f.).

A note on the plan identifies that further review with Milw. County will be needed because it is proposed that along the north side of the parcel, an existing approach to/from Layton Ave. would be closed and that a new approach is shown further to the east that aligns with the existing median cut.

Similarly along the west side of the parcel, an existing approach would be closed and a new one install further to the south.

4. Storm Drainage/Grading (lot & building): Storm drainage would be designed to handle the entire site per the proposed 9,800 s.f. storm basin on the east side of the parcel.

Recommendation: Approve the general overall site plan as proposed (i.e. two buildings with shared access and parking), but more specifically the site plan layout for Shorewest Realty with the understanding that a more complete Site/Building/Landscaping Review submittal will occur for the November Plan Commission review/consideration, and authorize only the Shorewest site plan component to be expedited to the October 20th Common Council meeting.

Bill Conine was present to answer questions and gave some information on the proposed site as a whole.

Mayor Neitzke questioned if the building to east that is shown is a placeholder or is it what they could do, to which Mr. Conine replied it’s what they could do. Ms. Hallen questioned if the potentially two buildings would be for Shorewest employees or would they be leased out, to which Mr. Conine replied the first building would be for Shorewest and the second building would be leased out.

Motion by Mayor Neitzke, seconded by Ald. Kastner to recommend approval of a general Site/Building Review for a proposed single-story, 7,800 s.f. office building for Shorewest Realty on the westerly portion of the former Tam’s Restaurant parcel at 6725 W. Layton Avenue, subject to Plan Commission and staff comments, and authorize this item to be expedited to the October 20th Common Council meeting, and with further review to occur at the November Plan Commission. Tax Key #618-9984. Motion carried unanimously.

9. Community Development Manager Report:

- Follow-up on prior action to initiate the Special Use revocation process for 4691 S. 27th Street (i.e. Supreme Gas & Food); Tax Key #599-8888.

Mr. Erickson reported that Mr. Singh told him via a recently received email that he was in the process of entering into a contract to re-brand his station to a Citgo; but his email had very limited detail as to what this would entail, and was seen as yet another delay on committing to improving his station. The Common Council has authorized that a revocation of the Special Use public hearing be brought forth at a future Council meeting, so that is where the issue currently stands.

- Mayor Neitzke reported that the City has been approached about a medical office building at 40th & Layton, the same site which was recently before the Plan Commission for an extended stay hotel. No site plan has been submitted as of yet, but the developer's goal is to have it constructed by October, 2016. That project will need to come before the Plan Commission to start the rezoning.

10. Motion by Mr. Weis, seconded by Ald. Kastner to adjourn the meeting at 7:45 p.m. Motion carried unanimously.

Respectfully submitted,

Alison J. Meyer
Administrative Assistant

Distributed October 15, 2015