

APPROVED MINUTES

**VILLAGE OF DOWNERS GROVE
PLAN COMMISSION MEETING**

MINUTES FOR MARCH 5, 2018

Chairman Rickard called the March 5, 2018 meeting of the Plan Commission to order at 7:01 p.m. and led in reciting the Pledge of Allegiance.

ROLL CALL:

PRESENT: Ch. Rickard, Mr. Boyle, Ms. Gassen, Ms. Johnson, Mr. Kulovany, Ms. Majauskas, Ms. Rollins

ABSENT: Mr. Maurer, Mr. Quirk, Ex. Officio members Miller, Livorsi & Menninga

STAFF: Planning Manager Rebecca Leitschuh, Senior Planner Scott Williams, Planner Flora Ramirez, Community Development Director Stan Popovich

Ch. Rickard reminded everyone present to silence any electronic devices during the meeting, and noted that copies of the Agenda are available on the shelves at either side of the Chamber.

VISITORS: Jim Sideris, Interstate Construction, 477 E. Butterfield, Lombard, IL
Tim Benson, 2411 Ogden Avenue, Unit 10
Mark Gagliano, 5901 Woodward Avenue, Downers Grove
Kevin Shields, 3601 N. Runge, Franklin Park, IL
Jason Day, 100 Camelot Drive, Fond du Lac, WI

APPROVAL OF MINUTES: February 5, 2018 meeting

Mr. Kulovany moved, seconded by Ms. Gassen to approve the minutes for the February 5, 2018 meeting.

Ms. Rollins said that the comment attributed to Ms. Gassen on page 5 regarding Condition 9 was made by Ms. Rollins.

The Motion to approve the minutes as corrected passed, with Ms. Johnson and Ms. Majauskas abstaining.

Ch. Rickard reviewed the procedures to be followed for the meeting, explaining that the Plan Commission is a recommending body for the petitions on the Agenda. Staff will make its presentation, followed by the Petitioner. The Commission will raise questions on comment on the petition, and then the public will be given an opportunity to comment. Once the Public Hearing portion of the meeting is closed, the Plan Commission members will deliberate to recommend approval, recommend approval with conditions, or recommend denial of the individual petition. That recommendation

APPROVED MINUTES

will be forwarded to the Village Council with the minutes, exhibits and all documentation from the public hearing on the specific petition. The Village Council will make final decisions at a future date. He reviewed the subject matter of the three petitions on the Agenda, and then asked all individuals intending to speak during any of the public hearings to rise and be sworn in.

17-PLC-0014 (Continued from February 5, 2018): A petition seeking approval of a Planned Unit Development, Special Use for a fueling station and drive-through for a restaurant, and an alley vacation. The property is zoned B-3, General Services and Highway Business. The property is located at the southeast corner of the intersection of Ogden Avenue and Belmont Road, commonly known as 2125 Ogden Avenue, Downers Grove, IL (PIN 08-01-405-042). C.M. Lavoie & Associates, Petitioner, and Powermart Real Estate Downers Grove #3, LLC, Owner.

Rebecca Leitschuh, Planning Manager for the Village, introduced Ms. Majauskas as the newest member of the Plan Commission and thanked her for volunteering her service to the Village. Ms. Majauskas responded that she has served on the Zoning Board of Appeals for about twelve years, and is pleased to be serving on the Plan Commission.

Ms. Leitschuh then introduced Flora Ramirez, newest Staff member in the Community Development Department.

Ms. Leitschuh explained that the petition before the Commission relates to property located at 2125 Ogden Avenue seeking approval for a Planned Unit Development, two Special Uses for a drive-through facility for a restaurant and for a filling station, and the vacation of a 20-foot-wide unimproved alley at the south side of the property. The property consists of five lots, which will be consolidated at the time the building permit. Surrounding zoning is M-1 to the north, R-6 to the south, and B-3 to the east and west. Ms. Leitschuh noted that the property is a former gas station with a one-story vacant (around 8 years) commercial building, a vacant car wash facility and a surface parking lot. There are four curb cuts, two on Ogden Avenue and two on Belmont Road, with an unimproved alley that runs along the south side of the property. They are requesting vacation of the unimproved alley to allow for greater flexibility of site design, and adding depth to accommodate setbacks. Ms. Leitschuh noted that a similar petition came before the Commission in November of 2017 and was unanimously recommended for approval to the Village Council; however, after discussions with Council and Plan Commission, the petitioner decided to return to the Plan Commission to revisit a few items. The present petition is predominately the same as was previously submitted with changes to the architectural façade and the entitlements sought. After discussion before Village Council, it was determined that the request should be for a Planned Unit Development resulting in one lot for a comprehensive development, rather than two lots through a subdivision with variations. The special uses sought for a drive-through and fueling station, as well as the alley vacation remain the same. As stated in Staff's recommendation, a condition of approval will require that both buildings be developed concurrently, and that a certificate of occupancy could only be obtained for both buildings at the same time. A similar condition was sanctioned for Walgreens.

APPROVED MINUTES

Ms. Leitschuh described the materials that will be used in construction including a composite panel system with a fiber cement board exterior finish imitating brick and natural stone. She explained the two-story convenience store building will now be a one-story building, with a slightly smaller footprint. The restaurant will have a slightly larger footprint, enclosing what was previously an outdoor patio. The petitioner is proposing 23 parking spaces including two handicapped spaces, which surpasses the required minimum of 20 total spaces. Both buildings will share the parking spaces, and stacking for the drive-through and gas pumps is provided as required by the Zoning Ordinance. She displayed slides of the proposed site design, which is close to what was submitted in November. As for access, the petitioner is proposing one full access from Ogden Avenue, and the removal of one curb cut on Belmont Road while maintaining the second as a right-in/right-out turn. Pedestrian connection is provided across the entire site, from Belmont to Ogden. She reviewed site circulation as it meets the requirement of Fire Department and other emergency apparatus and fuel loading apparatus. Garbage pickup and fuel delivery will be restricted to off-hours as described in narrative by petitioner and supplemental letters from contractors. A fully screened trash enclosure will be placed at the southeast corner of the property as required by the Zoning Ordinance.

The petitioner proposes 22 percent open space including the alley, above the 10 percent minimum requirement, and the street yard open space also surpasses minimum requirement, furthering the Comprehensive Plan goals along Ogden Avenue. Staff recommended a condition to provide three shade trees in parking lot islands to conform to Village requirements. Ms. Leitschuh noted that the proposal meets the photometric requirements, and that a six-foot privacy fence is proposed to provide screening for the residential properties. She noted that signage is not part of this petition but will comply with the Village's Sign Code. She showed additional elevation drawings depicting the façade from various viewpoints and the fuel canopy. The restaurant is an L-shaped design, with the north façade facing Ogden Avenue, and explained a more standard building is proposed versus the previous shipping container proposal. She identified an outdoor cooler area to be constructed using the same primary building materials. The drive-through window is located at the east façade of the restaurant. Outdoor seating is under consideration although it requires additional review identical to all outdoor cafes. A second kitchen is proposed to serve as a preparatory kitchen and for larger catering events.

The Comprehensive Plan identifies the site as part of a catalyst site "D5" in the Ogden Avenue Key Focus Areas and recommends aesthetic and functionality improvements. She said that the intention is to serve both neighborhood and regional services. The Comprehensive Plan notes that the area should be redeveloped with attention to pedestrian circulation, reduced number of curb cuts, increase cross access between lots, and enhancement of the overall appearance of the building and through landscaping at what is considered to be an important intersection along the Ogden Avenue Corridor.

With regard to Zoning Ordinance compliance, Ms. Leitschuh referenced the table shown on pages 4-5 of Staff's report dated March 5, 2018, and noted that the proposed development complies with the majority of bulk regulations in the B-3 zoning district,

APPROVED MINUTES

although the drive-through setbacks are reduced along the south and east property lines. Staff finds the setback reductions to be a reasonable accommodation because the location is preferable behind the building, enhancing the site's appearance and limits drive-through traffic points of conflict.

Regarding approval criteria, Ms. Leitschuh said that Staff finds that the proposal meets the standards for a PUD, Special Use and Alley Vacation as outlined in its report of March 5, 2018, pages 6-9. The Village policy regarding alley vacation is to secure written consent for at least two property owners who abut the alley. This criterion has not been met, however, State law allows for the Village Council to determine the efficacy of the requested vacation. She noted that the petitioner provided an appraisal report for the alleyway prepared by Argianas & Associates, Inc., in August of 2017 stating the value of the alley as \$5,000. The petitioner is offering an amount higher than the appraised value at a final value of \$10,000. If the vacation is approved, there will be an easement placed upon that portion of the alleyway stating that no structure can be placed upon it.

Ms. Leitschuh said that Staff recommends approval of the requested PUD, Special Uses, and Alley Vacation, subject to 8 conditions listed on page 10 of Staff's report dated March 5, 2018.

Ms. Gassen understands it is not necessary to secure abutting property owners consent per state code, but asked what was the impression or understanding of the abutting property owners, and whether they understand that their consent is not required. Ms. Gassen questioned whether these property owners think their consent is required for the vacation to be approved, and if so perhaps that is why we are not seeing them at the meeting. She was curious what the notification process is and do the neighboring properties know we don't need their consent for Council to approve the vacation request. Ms. Leitschuh said she has not independently reached out to the property owners that this has the ability to be vacated without their consent. She said staff sent out mailers for the public hearing and received no inquiries, having received two inquiries for the previous petition. At the end of the day she does not know what decision Council will make regarding the policy.

Mr. Boyle raised a question regarding one of the site plans showing new sidewalk where the old curb cuts currently are, and whether the existing sidewalk wrapping around the corner of Ogden and Belmont will remain, and whether it will still open onto Ogden and Belmont for pedestrian access across the streets. Ms. Leitschuh said any current sidewalk connection for someone to cross the street will have to be replaced or remain if in acceptable condition. Mr. Boyle reiterated he wants people to continue to have the opportunity to cross Belmont and Ogden since the one site plan neglected to show the street cut for the sidewalk.

Ch. Rickard said he understands that the alley vacation meets the state ordinance and that the Village Council will make the final decision regarding the vacation policy, however, he clarified that the southern property owner was notified about the meeting with a description of what was under consideration and was invited to attend. That owner was given all proper notices, but that Staff did not specifically have a

APPROVED MINUTES

conversation with them that it could be vacated without his approval. Ms. Leitschuh said that was correct, and elaborated on the public notification process: highly visible public hearing signs were placed on the subject property, each individual surrounding property owner within 250' of the subject property received a direct mailing talking about the agenda item, a location map, and description of proposal in more layman's terms. She referred follow-up to the petitioner, but said the petitioner sent site plans to some of the properties in attempt to make contact. Staff keeps track of any mailers that did not make it to the taxable billing address, so if someone says they were not noticed, we can follow up. Mr. Kulovany asked if the neighbors were notified of the meeting last year, and were notified again about this meeting. Ms. Leitschuh responded yes. Ms. Gassen said she understood the notice process, but that she is concerned the abutting property owners do not understand their consent is not required. Mr. Kulovany further asked for clarification that the vacation process is a policy, not an ordinance. Ms. Leitschuh responded yes.

There being no further comments at this time, Ch. Rickard called upon the petitioner to make its presentation.

Mr. William McLaughlin, Chief Operating Officer for Powermart at 572 W. Lake Street, Elmhurst, stated he represented the Petitioner, and had no formal presentation as Staff covered most of the items. He did have clarification regarding neighbors' consent, stating that they received consent from the neighbor to the east, as well as a signature from one of the Board members of Creekside Condo Association. Chris Lavoie has had numerous conversations with the neighbor to the south, and the site plan and drawings were given to that neighbor. He was unaware whether the neighbor was informed that his consent was necessary for the vacation, but have had numerous conversations.

Ch. Rickard clarified with Mr. McLaughlin that they have consent from one property owner to the east, and one Board member from the condominium association but that does not qualify per the vacation policy. Ms. Leitschuh verified that the property to the east does not abut the alley so it does not qualify, and the consent from the Board member does not serve as the second homeowner's approval. Mr. McLaughlin added that the condo building has only 5 condo owners with 2-3 board members. Ch. Rickard added that he wanted to identify the consent provided did not qualify under the alley vacation policy.

Mr. Kulovany asked whether northbound traffic on Belmont would have to take a 175-degree turn to get into the drive-through. Will there be a traffic arrow indicating the turn? Mr. McLaughlin said that is correct. Mr. Kulovany asked if the turn was a concern. Mr. McLaughlin said they reviewed this with their Civil Engineer and there are no concerns. Mr. Kulovany said he trusts they will provide the pavement markings.

Mr. Boyle asked what caused the change in the materials being used, and Mr. McLaughlin said part of that decision was cost. He noted that the general contractor was present to address that question.

Jim Sideris of Interstate Construction in Lombard said the original intent for this project was to build it out of shipping containers, with issues of longevity, the environment and Plan Commission Meeting March 5, 2018

APPROVED MINUTES

climate for the area. They chose to go with a design that was a more traditional product. He passed out material samples while describing the materials of choice as a more advanced technology with metal studs, preinsulated with a rating of R-31, receiving an energy star qualification. The material is made in Kenosha, WI and shipped to Chicago, and is commonly used around the country in structures up to 6 stories, mixed use housing, and currently a hotel by Midway Airport is using same pre-fabricated system, assembled by carpenters. The exterior is a Nichiha fiber cement board system that appears to be real stone and brick, however it will appear the same in fifteen years from now. He provided further details about its durability and long-term wear. Ch. Rickard clarified that the exterior of the building is not masonry, but appears as such, using different textures and patterns but 100 percent fiber cement board.

Mr. Boyle asked about the change of entitlement process to PUD. Ms. Leitschuh responded that it was previously a subdivision request for two lots instead of one with variations because of the site configuration. Mr. Boyle said as a PUD the two separate businesses will run as one development, and the certificates of occupancy and construction will run in conjunction with each other, also helping to alleviate previous concerns including a shared dumpster issue previously identified.

There being no further comments, Ch. Rickard called upon the public for any comments or questions. There were no comments.

Mr. McLaughlin said they are looking forward to developing this property and bringing some beauty to that corner, and thanked the board for their consideration.

Ch. Rickard closed the opportunity for further public comment.

Ms. Majauskas commented that whether the neighbors were or were not in favor, they had the ability to attend the meeting and they did not. Whether they personally were involved in asking questions or not, everybody had the notice to come here and nobody is here.

Ms. Rollins said she was not at the meeting in November but she read the minutes and she thinks this is an improvement and appreciates the thought about the building from the first time around.

Ms. Gassen said her concern is that the owners might believe their consent is required in order for the alley to be vacated. She supports the proposal, but she hopes Village Council will take the neighbors into consideration because it sounds like the Village has never done this before without neighbor consent, to which Ms. Leitschuh stated it had happened. Ms. Gassen said she is happy with the improvements made, and from her recollection of the last proposal, many challenges resulted from the two lots, and that it makes a lot more sense as a PUD and one lot.

Mr. Kulovany said he supports the petition and it meets the requirements of the PUD, Special Use and Zoning Map Amendment regulations. He likes that it is being improved after so many years, using better looking buildings and is pleased that they are using a more durable material, improving the appearance of that corner. He said it currently is

APPROVED MINUTES

an eyesore, and is a tough site, narrow, and the drive-through is what it is because of the limited space, and he wants to see the business succeed.

Ms. Gassen moved with respect to Petition 17-PLC-0014 that the Plan Commission recommend that the Village Council approve the request for a Planned Unit Development, Special Use for a fueling station and a drive-through for a restaurant, and an alley vacation subject to the conditions listed on Page 10 of Staff's report dated March 5, 2018. Mr. Kulovany seconded the Motion.

**AYES: Ms. Gassen, Mr. Kulovany, Mr. Boyle, Ms. Johnson,
Ms. Majauskas, Ms. Rollins, Ch. Rickard**

NAYS: None

Motion carried unanimously.



18-PLC-0002: A petition seeking approval of an Annexation and Zoning Map Amendment to R-3, Residential Detached House 3, for a vacant parcel. The property is in unincorporated Downers Grove, and would be automatically rezoned R-1, Residential Detached House 1 upon annexation. The property is located at the southwest intersection of Boundary Court, Boundary Road, and Lee Avenue, unincorporated Downers Grove, IL (PINs 09-18-305-018 & -019). Mark and Sheri Gagliano, Petitioner and Owner.

Ms. Rebecca Leitschuh, Planning Manager for the Village, stated that the petitioner is requesting a Zoning Ordinance Map Amendment to rezone the subject property from R-1 Residential Detached House 1 to R-3, Residential Detached House 3, upon annexation, under VODG Section 28.12.030. She displayed the Plat of Survey for the subject site that consists of two vacant parcels that will be consolidated for single-family construction. Because the petitioner is requesting rezoning differently than the default zoning upon annexation, this is being brought before the Plan Commission, otherwise it would only go before Village Council. Surrounding annexed properties are R-1 or R-3, both of which are single-family zoning classifications. R-1 is the default zoning assigned to a property upon annexation. The unincorporated areas are zoned R-4, similar to the Village R-3 zoning designation.

The petitioner in this case is requesting that the property come into the Village as R-3, rather than the default zoning. R-3 zoning would bring the property into the same zoning classification as neighboring properties to the east, which is more compatible with the subject property dimensions. Staff described the surrounding uses, bulk trends, and district standards. Staff agrees that R-3 zoning is the appropriate classification for the property.

Ms. Leitschuh stated that based on the findings in Staff's report dated March 5, 2018, Staff recommends that a positive recommendation be made to the Village Council by the Plan Commission, with conditions 1-5 as stated on page 5 of Staff's March 5, report.

Mr. Kulovany said Staff's report talks about the improvements including extending Boundary Road up to twenty feet southwest of the end of the proposed driveway,
Plan Commission Meeting March 5, 2018

APPROVED MINUTES

matching the width of existing pavements at no cost to the Village, approximately 75 feet in total per the petitioner’s letter. He asked if the Village has any minimum requirements for how long a road has to be extended in front of a property. Ms. Leitschuh replied that Public Works Staff has met with the petitioner to make them aware of the expectations, so the homeowners would know what financial costs would be associated with building a home on the property. She explained it was to provide extra room for a turnaround and for a snow plow, relocating the guardrail so as to not block their driveway or anyone else’s.

Ms. Gassen said the extension of the road appears to be parallel and very close to the walking path, and she asked if the walking path would remain saying that was her preference. Ms. Leitschuh replied that she was unsure but she assumed it would remain because the removal of the sidewalk was not discussed during the review process.

Ch. Rickard called upon the petitioner to make its presentation.

Mr. Mark Gagliano of 5901 Woodward Avenue said he was the petitioner for this property. He said they have no intention to have the sidewalk removed, and it is not on their property. He thanked the Plan Commission for considering their request.

There were no questions or comments from the Plan Commission to the petitioner.

Ch. Rickard called upon input from the public on this petition. There being none, he closed the public hearing.

Ms. Gassen asked if they are recommending only the rezoning, or the annexation as well. Ms. Leitschuh replied they are making the recommendation on the Zoning Map amendment.

Ms. Gassen moved in case 18-PLC-0002 that the Plan Commission forward a positive recommendation to the Village Council for the Zoning Map Amendment subject to the conditions listed on Page 5 of Staff’s Report dated March 5, 2018. Mr. Boyle seconded the Motion.

AYES: Ms. Gassen, Mr. Boyle, Ms. Johnson, Mr. Kulovany, Ms. Majauskas, Ms. Rollins, Ch. Rickard

NAYS: None

Motion passed unanimously.



18-PLC-0003: A petition seeking approval of a Zoning Map Amendment to rezone a portion of the property from M-1, Light Manufacturing to O-R-M, Office-Research-Manufacturing and a Final Plat of Subdivision. The property is zoned O-R-M, Office-Research-Manufacturing and M-1, Light Manufacturing. The property is located at the northwest corner of Warrenville Road and Finley Road, commonly known as 2200 Warrenville Road, Downers Grove, IL (PINs 08-01-400-004, 08-01-400-006 and 08-01-201-006). Green Bay Packaging, Petitioner and Arbor Vista, LLC, Owner.

APPROVED MINUTES

Mr. Scott Williams, Senior Planner for the Village, said the subject property is located at the northwest corner of Finley Road and Warrenville Road, which are both County roads. He said the property is vacant and prior to August of 2016 was zoned M-1 Light Manufacturing. It is presently zoned O-R-M, Office-Research-Manufacturing. The petition is proposing the construction of an approximately 166,319 square-foot warehouse and distribution facility for Green Bay Packaging. He showed a slide of the subject property, and proposed layout. The office area will be located in the northwest corner of the building so passenger vehicle parking will be located on the western side of the building, with truck parking on the east side. He noted that there were two types of paving material for the property for parking and pedestrian walkways.

Mr. Williams displayed the landscaping plan, which shows landscaping on all four sides of the site, with a total of 170 trees that meet or exceed the landscaping and screening requirements. The applicant has also submitted a Fire Department truck and semi-trailer turning radius to show that both types of vehicles can navigate the site. The petition has been granted preliminary approval from the DuPage County Department of Transportation.

The Village's Comprehensive Plan states that negative impacts on residential areas should be mitigated; however, there are no nearby residential uses. The north side of Warrenville Road has similar combinations of office and light industrial uses and large scale uses should be located in the tollway corridor. The proposed use and the proposed plan is consistent with the Comprehensive Plan.

Mr. Williams stated that Staff recommends a positive recommendation to the Village Council subject to the four conditions on page 5 of Staff's report dated March 5, 2018.

Ch. Rickard asked for clarification that the only things being recommended are the zoning reclassification and the lot consolidation. Mr. Williams said that was correct.

Mr. Kulovany asked if Staff knew what the congestion rating was for that intersection and Ogden Avenue, and Mr. Williams said he did not have information as to the level of service for that intersection.

Mr. Boyle said it appears to be a similar use to what was previously on that site.

Ch. Rickard called upon the petition to make its presentation.

Kevin Shields of 3601 N. Runge, Franklin Park, IL made a brief presentation about Green Bay Packaging. They are family-owned third generation and began their company in 1926. They are a fully integrated company and are one of the largest timberland owners in the country. He resides in Downers Grove and is happy that they have such a good location in the Village. Their total sales are \$1.7 billion with 3500 employees. There will be 32 employees at the Downers Grove location. Mr. Shields said they are primarily a Midwest company. They hope to make the Downers Grove location their showroom location, and have their graphics staff present at that location. This location in Downers Grove provides great exposure along the highways as well. They

APPROVED MINUTES

have been looking for a new location for a few years, and Downers Grove suits their needs.

Ms. Johnson said their report said they expect about a total of 35 employees and asked about future growth opportunities. Mr. Shields said they intend to expand the number of employees a little bit by including their graphics and design staff here as well. Mr. Kulovany asked about shift hours. Mr. Shields said their shift hours are usually 5 AM to 5 or 6 PM.

Ms. Rollins inquired into the difference between the anticipated number of employees and the required number of parking spaces. As for the parking, they have more than is necessary for the 32 employees. Mr. Williams clarified that the amount of parking is required based upon the square footage of the building. Ms. Rollins expressed concern with the stormwater implications. Mr. Williams stated the passenger vehicle parking will be paved with permeable material. Ms. Leitschuh clarified that it allows for accommodating a long-term future user.

Mr. Kulovany asked if they are installing permeable pavers or permeable concrete.

Mr. Jason Day of Excel Engineering, Jason Day, 100 Camelot Drive, Fond du Lac, Wisconsin, said they are still working with the contractor to make the final decision as to the pavement. The sidewalks would be pavers. He thinks they are leaning toward permeable concrete with required sub-base drain tiles for the employee parking.

Ms. Leitschuh said that their Civil Engineer would be working with the Village's Public Works Staff to make sure that they provide the best surface for the site.

Ch. Rickard pointed out that the recommendation from the Plan Commission is for zoning reclassification and lot consolidation.

Mr. Boyle asked if the Nicor parcel is also part of the acquisition. He was told that it is. Ch. Rickard called upon the public for any comments or questions regarding this petition. There were none. The petitioner had no additional statements.

Ch. Rickard closed the public portion of the hearing.

Ms. Johnson said she saw no problem with the rezoning or resubdivision. This petition should not have a significant impact on traffic based on the use and the turning restriction emplaced by the county. She expressed support for the petition.

There being no further comments from the Commission, Ch. Rickard called for a Motion.

Mr. Kulovany moved with respect to 18-PLC-0003 that the Plan Commission forward a positive recommendation to the Village Council for approval of the Zoning Map Amendment from M-1 Light Manufacturing to O-R-M Office-Research-Manufacturing, and resubdivision from three lots into one lot. Ms. Johnson seconded the Motion.

APPROVED MINUTES

AYES: Mr. Kulovany, Ms. Johnson, Mr. Boyle, Ms. Gassen,
Ms. Majauskas, Ms. Rollins, Ch. Rickard

NAYS: None

Motion carried unanimously.

.....

There being no further business, Ch. Rickard called for a Motion to Adjourn.

**Ms. Gassen moved to adjourn the meeting, seconded by Ms. Majauskas.
The Motion carried unanimously by voice vote.**

Ch. Rickard adjourned the meeting at 8:30 PM.

Respectfully submitted,

Tonie Harrington,
Recording Secretary
(transcribed from mp3 recording)