

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD DECEMBER 13, 2018

Agenda

PUBLIC HEARING: SPECIAL EXCEPTION USE
CONSIDERATION OF AN APPLICATION FROM METRO LEASING, LLC FOR A SPECIAL EXCEPTION USE TO DEVELOP A NEW/USED CAR SALES LOT AT 5924 STADIUM DRIVE IN THE C: LOCAL BUSINESS DISTRICT, PURSUANT TO SECTION 30.409 OF THE TOWNSHIP ZONING ORDINANCE. PARCEL NO. 3905-25-305-031.

PUBLIC HEARING: ZONING ORDINANCE RE-CODIFICATION
COMPLETE RE-CODIFICATION OF THE TOWNSHIP'S ZONING ORDINANCE, TO INCLUDE THE FOLLOWING AMENDMENTS:

- a. Amendment of Article 5, Section 5.40, Subsection A to delete "motorized vehicle roadways" in the special exception uses allowed in the Rural Residential District.
 - b. Amendment of Article 20, Section 20.20, Subsections D and F of the BRP Business and Research Park District, to delete the references to "drive-through service" in Subsection D and "drive through windows" in Subsection F as special uses permitted elsewhere.
 - c. Amendment of Article 20, Section 20.40 of the BRP Business and Research Park District, by the addition of Subsection G to add "drive through service and/or windows" as a special use.
 - d. Amendment of Article 27, Section 27.20, Subsection H of the I-1 Industrial District, Manufacturing /Serving to delete the reference to "sale of new material" under wholesale or retail lumber yards.
 - e. Amendment of Article 49, Section 49.70, under Requirements for Special Uses, to delete the reference to "motorized vehicular roadways."
 - f. Amendment of Article 65, Sections 65.20 Applicability and 65.30 Review Criteria of special uses to add language outlining the standards and requirements to apply for all special uses and the review criteria therefor.
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A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, December 13, 2018, commencing at approximately 6:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Cheri Bell, Chairperson
 Fred Antosz
 Ollie Chambers
 Dusty Farmer, Secretary
 Micki Maxwell
 Mary Smith
 Bruce VanderWeele, Vice Chairperson

MEMBERS ABSENT: None

Also present were Julie Johnston, Planning Director, James Porter, Township Attorney, Martha Coash, Meeting Transcriptionist, and 12 interested persons.

Call to Order and Pledge of Allegiance

Chairperson Bell called the meeting to order at approximately 6:00 p.m. and invited those present to join in reciting the “Pledge of Allegiance.”

Agenda

Chairperson Bell indicated she would like to amend the agenda by adding “announcements” as the first item after “approval of the minutes” and moving “approval of the 2019 meeting dates” to follow “announcements. Hearing no further changes, she asked for a motion.

Mr. VanderWeele made a motion to accept the agenda with the changes proposed by the Chair. Mr. Chambers supported the motion. The motion was approved unanimously.

Public Comment on Non-Agenda Items

The Chair determined no one in the audience cared to comment regarding non-agenda items and moved to the next agenda item.

APPROVAL OF THE MINUTES OF NOVEMBER 8, 2018

The Chair asked if there were any additions, deletions or corrections to the Minutes of November 8, 2018. Hearing none, she asked for a motion.

Mr. VanderWeele made a motion to approve the minutes of the Minutes of November 8, 2018 as presented. Ms. Maxwell supported the motion. The motion was approved unanimously.

Chairperson Bell moved to the next agenda item.

ANNOUNCEMENTS

Chairperson Bell noted the passing of Mr. David Bushouse, honoring him as an important public servant for Oshtemo Township and asked those present to observe a moment of silence in his memory. She thanked the Bushouse family for the many years they shared him to with the Township. She worked with him on the Zoning Board of Appeals and found him fair and sensible with a history of the Township like no one else she has ever met and said he would be missed.

The Chair also acknowledged this would be Mr. Fred Antosz' last meeting on the Planning Commission, saying it has been her extreme pleasure to serve with him. She

said he was far and above the most thoughtful, well-prepared person she has ever served with at the Township and that he is owed a debt of gratitude. She presented him with a certificate of appreciation on behalf of the Board and community.

2019 MEETING DATES

Chairperson Bell moved to the next item on the agenda.

Ms. Johnston explained the proposed schedule was developed as normal, meeting the 2nd and 4th Thursday of the month. It reflects the Commission’s direction to change the 7:00 p.m. meeting start time to 6:00 p.m.

**Second and Fourth Thursday of the month
6:00 PM**

| Month | 1st meeting | 2nd meeting |
|--------------|--------------------|--------------------|
| January | 10 | 24 |
| February | 14 | 28 |
| March | 14 | 28 |
| April | 11 | 25 |
| May | 09 | 23 |
| June | 13 | 27 |
| July | 11 | 25 |
| August | 08 | 22 |
| September | 12 | 26 |
| October | 10 | 24 |
| November | 14 | * |
| December | 12 | * |

JOINT MEETING DATES

Tuesday at 6:00 pm

April 16th

October 15th

Chairperson Bell asked for a motion.

Ms. Farmer made a motion to approve the Meeting Schedule for 2019 as presented. Mr. VanderWeele supported the motion. The motion was approved unanimously.

**PUBLIC HEARING: SPECIAL EXCEPTION USE
CONSIDERATION OF AN APPLICATION FROM METRO LEASING, LLC FOR A
SPECIAL EXCEPTION USE TO DEVELOP A NEW/USED CAR SALES LOT AT 5924
STADIUM DRIVE IN THE C: LOCAL BUSINESS DISTRICT, PURSUANT TO
SECTION 30.409 OF THE TOWNSHIP ZONING ORDINANCE. PARCEL NO. 3905-25-
305-031.**

Chairperson Bell moved to the next agenda item and asked Ms. Johnston to review the application.

Ms. Johnston said Metro Leasing, LLC, located at 5850 Stadium Drive, is interested in purchasing the Rykse's restaurant property to expand their automotive sales lot. The subject property is located to the west of the existing automotive sales business, across Quail Run Drive, at 5924 Stadium Drive. Car sales lots are a special exception use under Section 30.409 of the C: Local Business District ordinance, which requires Planning Commission approval.

She explained the Zoning Board Authority granted variances to the following two requirements of Section 30.409:

- a. *No such outdoor sales or activities in connection therewith shall be conducted upon premises which do not contain a sales office in a building.*
- d. *All operations and business activities, including the parking or display of sales items and equipment and outdoor sales and display area enclosures, shall comply with the setback requirements for buildings and structures contained in the Ordinance.*

The Zoning Board of Appeals approved the following:

To allow the sales office at 5850 Stadium Drive to function as the sales office for 5924 Stadium Drive and to allow the following outdoor sales display setbacks with the required landscaping outlined in Section 75.130 of the Landscape Ordinance (alternate approach):

- 20-foot setback from the right-of-way line of Stadium Drive
- 20-foot setback from the right-of-way of Quail Run Drive
- 35-foot setback from the rear (north) property line
- 10-foot setback from the side (west) property line

She said at this time, the applicant is not requesting site plan approval, but Staff wanted to inform the Planning Commission of the variances granted. If the use is approved by the Planning Commission, a site plan, to be reviewed by this body, will be required that complies with all of the regulations of the Zoning Ordinance.

Ms. Johnston reviewed additional review criteria from Section 60.100 of the Zoning Ordinance for consideration when reviewing a special exception use request:

A. Is the proposed use compatible with the other uses expressly permitted within the C: Local Business District?

The C: Local Business District is the most use permissive in the Zoning Ordinance. It allows office, retail, hospitality, and commercial uses from small retail stores, to large big-box/multi-tenant structures, to 24-hour convenience uses. A new/used car sales lot is a special exception use included with other outdoor sales activities like recreational vehicle, boat, equipment, and mobile home sales lots. The conditions attached to the special exception use approval are designed to help with compatibility of neighboring uses and other uses permitted within the district.

B. Will the proposed use be detrimental or injurious to the use or development of adjacent properties or to the general public?

As this is a request to increase an existing condition on Stadium Drive, the change from restaurant to new/used car sales lot should have minimal impact on properties fronting the road right-of-way. The C: Local Business District is located on properties fronting the north side of Stadium Drive from 11th Street west to the Oshtemo Village (east of 9th Steet). The uses along this side of the right-of-way are a mix of office, convenience uses, restaurants, and the large car dealerships – DeNooyer Chevrolet, Metro Toyota, DeNooyer Jaguar, and Metro Used.

The south side of Stadium Drive is a mix of R-3 and R-4: Residence District zoning, which includes office and multi-family developments. Chestnut Hills Apartments, Borgess Ambulatory Care center, and Oshtemo Family Dentistry are south of the subject site, across the Stadium Drive right-of-way. Within Chestnut Hills, the closest apartment building is approximately 160 feet south of the Stadium Drive right-of-way. Attractive mature landscaping helps with screening. Extension of the outdoor sales lot should have minimal impact on these uses.

The neighboring condominium complex to the north of the subject parcel, Quail Run Condominiums, is likely to be the most affected by the change in use. The farthest south condominium building is located approximately 25 feet north of the subject property. At the Zoning Board of Appeals meeting, the applicant requested a reduction in the rear yard setback to allow the use of the existing parking lot for the outdoor sales. This would have placed the display of cars

within approximately 9 feet of northern property line, which is currently legal nonconforming to the Landscape Ordinance.

The Zoning Board of Appeals did not approve this request, but did grant a variance that would allow cars to be parked within 35 feet of the property line, which is the required landscape setback between a residential and commercial use. In addition, they conditioned the variance that the landscape materials required in Section 75.130 be met. Based on the length of the shared property line, this would require 11 canopy trees, 6 understory trees, 50 shrubs, and 16 evergreen trees to be planted on the subject property. The ZBA felt the landscape setback with required materials offers more utility on the lot for the applicants intended use while still protecting residential neighbors to the north.

In addition, the Zoning Ordinance provides other regulatory restrictions that will assist with compatibility. For example, the lighting ordinance will require the site to meet the 0.1 footcandles at the north property boundary. This restriction combined with the landscaping materials requirement will assist with light intensity to the neighboring residential use.

C. Will the proposed use promote the public health, safety, and welfare of the community?

Outside of good planning for traffic and access, Staff has no other concerns related to public health, safety and welfare. Any other issues associated with general public safety will be examined through site plan review.

D. Will the proposed use encourage the use of the land in accordance with its character and adaptability?

The proposed use will be compatible with the character of uses along Stadium Drive, particularly the existing car dealerships in the area. The C: Local Business District is intended to provide locations within the Township where more intense commercial uses can be appropriately located. The outdoor nature of the use is what requires the special review by the Planning Commission.

Ms. Johnston said the proposed use is consistent with the uses found along Stadium Drive and effectively meets the review criteria for a special exception use. Strict compliance with ordinance regulations that will assist with compatibility between the proposed use and the residential property to the north will need to be carefully considered during site plan review. She recommended the Planning Commission approve the special exception use, as follows:

“Approval of the special exception use request for a new/used car sales lot at 5924 Stadium Drive, conditioned on Planning Commission approval of a site plan that meets the requirements of the Section 30.409 and all other Zoning Ordinance regulations.”

Chairperson Bell thanked Ms. Johnston for her review and asked whether Commissioners had questions for her.

In response to a question from Ms. Farmer, Ms. Johnston said the variances granted by the Zoning Board of Appeals will come into play when a proposed site plan is considered. The variances cannot be changed by the Planning Commission. She noted that without the setbacks granted, the usable land available to the dealership would only be about 1/3 of the lot size. That is why the variances were considered first. 35 feet was established at the north boundary in order to provide screening to the neighbors.

Chairperson Bell wondered if the two properties could have been merged.

Ms. Johnston said that was considered but Quail Run is a dedicated road, the properties do not abut and the 66-foot right of way eliminates the possibility of combining the two properties. That made the variance process necessary for this application.

In answer to a question from the Chair, Ms. Johnston indicated if the parcel were sold in the future to another dealership, the two properties will still have to use the existing sales office. If a different type of business wanted to purchase the property, they would need to build a sales office.

Hearing no further questions from Commissioners, Chairperson Bell asked if the applicant wished to speak.

Mr. Matt VanDyke, Miller Johnson Law Firm, 100 W. Michigan Ave., indicated Mr. Jeff DeNooyer, owner of Metro Toyota and Mr. Mark Rykse, owner of the property being considered, were in attendance to answer any questions.

Chairperson Bell asked what the vision is for expansion.

Mr. Jeff DeNooyer, 1426 Edgemoor, said future growth is in used cars and associated service; the goal is to expand the used car display area to accommodate at least 100 additional used cars. He said he is excited about the opportunity and plans to maintain the property well.

There was some discussion regarding hours of operation and evening and overnight lighting/dimming possibilities.

Ms. Johnston said those issues would be addressed if the use is approved and a site plan is considered.

The Chair moved asked if audience members wished to speak.

Mr. Paul MacIntire, 4102 Quail Run Drive, said he felt positive overall about the project but was concerned about how lighting at night would affect his property, noting current lighting on the east side is bright all night long. He wondered what the buffer would entail and was also concerned about access to Stadium Drive, particularly where there is no traffic light. Increased pedestrian traffic will likely affect public safety and cause extra congestion that would increase the time to access Stadium Drive.

With no further public comment, Chairperson Bell moved to Board Deliberation.

Ms. Farmer said since the Planning Commission's only concern at this meeting was to decide if the proposed use is appropriate, she would vote yes, reserving further consideration until a site plan is brought before the Commission. She wondered if removal of a curb cut might be considered at that point.

Ms. Johnston said traffic and access will be looked at during site review to be sure it will be managed appropriately by the dealership. She said the Commission could consider removal of a curb cut at that time.

Ms. Smith confirmed there is a light at Venture Park and Stadium.

Ms. Maxwell noted there is already restaurant traffic at the site.

Chairperson Bell said the car business may see a similar amount of daily traffic to the restaurant but it may be spread out instead of at peak breakfast and lunch times.

Ms. Farmer pointed out there is no cross-access between the properties for pedestrians or vehicles.

Ms. Johnston agreed the drives between the lots do not line up and that the Commission may want to address that later.

Hearing no further comments, Chairperson Bell asked for a motion.

Ms. Smith made a motion to approve the special exception use request for a new/used car sales lot at 5924 Stadium Drive, conditioned on Planning Commission approval of a site plan that meets the requirements of the Section 30.409 and all other Zoning Ordinance regulations. Mr. VanderWeele supported the motion. The motion was approved unanimously.

**PUBLIC HEARING: ZONING ORDINANCE RE-CODIFICATION
COMPLETE RE-CODIFICATION OF THE TOWNSHIP'S ZONING ORDINANCE, TO
INCLUDE THE FOLLOWING AMENDMENTS:**

- a. **Amendment of Article 5, Section 5.40, Subsection A to delete "motorized vehicle roadways" in the special exception uses allowed in the Rural Residential District.**

- b. **Amendment of Article 20, Section 20.20, Subsections D and F of the BRP Business and Research Park District, to delete the references to “drive-through service” in Subsection D and “drive through windows” in Subsection F as special uses permitted elsewhere.**
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- e. **Amendment of Article 49, Section 49.70, under Requirements for Special Uses, to delete the reference to “motorized vehicular roadways.”**
- f. **Amendment of Article 65, Sections 65.20 Applicability and 65.30 Review Criteria of special uses to add language outlining the standards and requirements to apply for all special uses and the review criteria therefor.**

Ms. Johnston said in an effort to modernize and make the Township’s Zoning Ordinance more user-friendly, a comprehensive re-organization of the code was completed by Wade Trim, consulting planners, and Township staff. This re-organization was reviewed and updated by the Planning Commission over the last 6-month period. To re-codify the Zoning Ordinance under this new format, the Planning Commission must hold a public hearing and make a recommendation to the Township Board. Changes/edits from the document previously reviewed by the Board are minor.

She noted it was the intent of this re-organization to assist the public, developers and other stakeholders to better understand Township zoning ordinance regulations, while assisting staff to more effectively administer the code. The Township will continue to use EnCode Plus as the web-based provider for the new Zoning Ordinance. The web-based ordinance will allow the Township to utilize techniques such as hyperlinks, linked table of contents, links to the zoning map, etc. to promote ease of use.

Ms. Johnston then went through the actual changes to the Ordinance text that will be included as part of the re-codification, which were:

- Section 5.40.A – page 19
- Section 20.20.D and F – page 37
- Section 20.40.G – page 38
- Section 27.20.H – page 48
- Section 49.70 – page 201
- Section 65.20 – page 319
- Section 65.30 – page 319 and 320

Ms. Johnston advocated the Planning Commission forward a recommendation of approval to the Township Board.

Attorney Porter said he appreciated the time and work Ms. Johnston put in to re-

codify this document. So many changes over the years were not incorporated in an organized fashion; this re-codification is much more readable and usable.

Chairperson Bell asked what next steps would be to move forward.

Ms. Johnston said the Township Board would need to consider the re-codification at two hearings before adopting it. The process could likely be completed in February. Paper copies and a pdf on the web page would then be made available to the public, until the web-based document is ready, which would hopefully be by early spring.

Hearing no further comments, Chairperson Bell asked for a motion.

Ms. Smith made a motion to recommend the re-codification of the Township's Zoning Ordinance as presented to the Township Board for approval. Mr. VanderWeele supported the motion. The motion was approved unanimously.

Draft Agribusiness/Agritourism Ordinance Public Comment

Chairperson Bell explained the draft of the Agribusiness/Agritourism Ordinance was on the agenda to receive feedback and public comment about the contents.

Ms. Johnston provided a review of the process to date for this piece of the Rural Character Preservation Strategy. The goal is to amend the Zoning Ordinance to provide opportunities for economic development for property owners while retaining rural character in the western two-thirds of the Township. It would promote agribusiness and agritourism while also protecting neighboring properties.

She walked through the proposed document sections and explained that as long as existing businesses meet the current Township requirements, the proposed Ordinance changes would not affect them. The new Ordinance would come into play if new development occurs.

Ms. Johnston indicated that the draft document was provided by email to the interested stakeholders from the Rural Character Preservation Strategy master plan workshops, as well as the current agribusinesses within the Township. In addition, a link was provided on the Townships website, Facebook page, and Next-Door social network page.

Ms. Johnston reported there have been nine meetings to review/edit the draft.

Chairperson Bell asked if members of the public wished to comment.

Mr. Paul Graham, 7105 Oak Highlands Drive, observed the document includes a lot of specific percentages and square footage notations. He wondered what rationale was used to determine them. He also wondered how infractions would be enforced. He said he appreciated the Planning Commission taking this kind of approach.

Ms. Kim Bourner, 2090 N. 6th Street, was glad to see noise and activity levels addressed and hoped they would be addressed throughout for neighbors.

Mr. Chris Gallup, 2401 N. 6th Street felt there needed to be definition of parking spots to avoid confusion.

Ms. Dori Beltz, 2582 S. 6th Street, said she hopes her “Camp Whimsy” will be an advocate for category three. To have the Ordinance in place will allow her to do what she does without having to go through hoops. She thanked the Commission for their time and effort on behalf of promoting rural character.

Mr. Chad Hughson, 18 and 100 N. Van Kal, had questions regarding differences between categories one and two, felt he was covered by the Michigan Right to Farm Act and that as long as he followed those regulations, the Ordinance would not have oversight. He also wondered if a category one operation had a Boy Scout group or garden club visit for a tour or presentation whether category two regulations would apply. He also questioned the “not to exceed” square footage for buildings.

Attorney Porter indicated if his business did not change he would be grandfathered in his current operation. Envisioned was small commercial operations rather than farming. Small commercial operations would not be covered by the Right to Farm Act; he thought language might need to be added to be sure the difference between farm operations and agribusinesses would be clear.

Ms. Kim Bourner asked whether operating an agritourism or agribusiness would increase or decrease property taxes.

Attorney Porter said it would cause no change in property taxes.

Mr. Chris Gallup was concerned about building sizes addressed in the document and wondered who will dictate whether an operation is defined as a business or a farm.

Ms. Johnston said it sounded like clearer language on building size requirements might be needed.

Attorney Porter explained the intent of the Ordinance is to expand not contract opportunities for business.

Chairperson Bell said they do not want to muddy the issue for new operations.

Ms. Johnston said the intent regarding building square footage is to address the retail part of agribusiness and tourism to limit the size. Preservation of the rural character is needed for neighbors. The intent is not to stop an active farm from putting up more buildings.

There were no further comments from the public.

Ms. Johnston reported she received two emails on this subject:

Mr. Greg Pendowski, owner of Blue Butterfly wedding venue, said he did not want to be limited to 10 events annually without a special exception. He would prefer to be allowed to hold four events per month without special exception.

Mr. Jeff Phillip asked if there were state laws related to liability and insurance for these types of uses. Mr. Porter indicated there were not and that each business would have to obtain their own insurance.

Chairperson Bell moved to Board Deliberations.

The Board went through the comments and tried to address concerns.

Ms. Johnston indicated the Ordinance and regulations were developed using a model provided by the Michigan Agricultural Tourism Advisory Commission as well as language from communities in Michigan that have regulations in effect already. All had differences in sales to promote agricultural development happening on properties.

She then answered the question related to percentages of sales, indicating that category one allows only agricultural products grown on site with a small portion grown off-site. Category two allows for some non-agricultural products to be sold, allowing more flexibility. The intent is to focus sales on products grown on the individual property, but that enforcement of the percentages would only be reviewed if a complaint was made or staff saw a concern.

Chairperson Bell noted the Township does not have the capacity to go looking for infractions. There is already a noise ordinance regarding noise and activity in place Township wide, so it is not necessary to spell it out in this Ordinance.

Ms. Johnston then answered the question related to parking space size. She explained the 200 square feet per parking spot is required and generally equates to a 10' x 20' spot. The number of required spaces for Agritourism category one is not defined, a place to park is needed but number/size are not delineated. Category two needs a more defined parking lot.

The Chairperson noted legal non-conforming properties can stay as they are unless improvements are made.

Mr. VanderWeele said safety is the main concern; as long as parking is safe no one will complain.

Attorney Porter said the focus of the Township is always to work with the

property owner to bring them into compliance; they do not use a heavy hand.

Chairperson Bell said the comments regarding educational opportunities not being included in category one was valid. They had been thinking more in terms of a camp. That will be something to address.

Ms. Farmer said in discussion they were considering, for example, a Boy Scout troop attending a one day opportunity in Category one. A day event including a tour and education is different from planning out five days in a row.

Chairperson Bell agreed, saying education is a very broad term and worth looking at as it applies to category one.

Ms. Johnston said maybe a definition is needed for education in all categories, and what will cause it to rise to a special event. Also, clear definitions need to be provided to differentiate agritourism, agribusiness and agriculture. Small educational opportunities should be encouraged.

Chairperson Bell said also needing definition in building size for farm operations vs. commercial operations.

Ms. Smith noted if a farm offers some bales of hay for sale but the primary business is selling the bales elsewhere, it would not fall under this Ordinance. That needs to be clarified.

The Chair said when the definition of special events is looked at the frequency should also be re-visited.

Ms. Smith suggested adding "to assist" in agricultural production under agribusiness.

Ms. Johnston said based on the comments received it is clear the Ordinance needs more work.

Chairperson Bell asked if there were any further audience comments following the Board's discussion.

Mr. Chris Gallup suggested special events might be differentiated based on whether they are profit-based.

Mr. Glen Hughson commented that under Agritourism category one, number one, the size might be changed to 200 sq. feet or less as standard canopies are 10' x 20' ft.

Chairperson Bell thanked everyone in the audience for their time and useful and appreciated feedback. An updated version of the proposed Ordinance will be prepared after the first of the year.

OLD BUSINESS

There was no old business to consider.

ANY OTHER BUSINESS

There was no other business to consider.

PLANNING COMMISSIONER COMMENTS

Ms. Farmer told Commissioners the funeral for Mr. David Bushouse would be held the next day at 11:00 a.m. By statute his position needs to be filled within 45 days. Letters of interest and resumes are being accepted. Interviews will take place on January 8, 2019; the position will be filled by January 22.

Mr. Antosz said it had been a pleasure and an honor to serve on the Planning Commission for the last six years. He learned a lot during the process and always tried to do his best for the Township as a whole. He said it had always been helpful to him to come to meetings prepared and to consult Ordinance ahead of time. He felt serving had been a good opportunity and experience for him.

Chairperson Bell thanked Commissioners for their work during 2018, a big year with a big agenda and much accomplished. She looks forward to another busy year.

ADJOURNMENT

Hearing no further comments, Chairperson Bell asked for a motion to adjourn the meeting.

Mr. Antosz made a motion to adjourn the meeting. Ms. Maxwell supported the motion. The motion was approved unanimously.

The meeting was adjourned at approximately 8:23 p.m.

Minutes prepared:
December 15, 2018

Minutes approved:
January 10, 2019