

CITY OF DACULA

442 Harbins Rd
P. O. Box 400
Dacula, GA, 30019

COUNCIL MEETING

MINUTES

May 4, 2023

I. CALL TO ORDER AND ROLL CALL OF MEMBERS:

Mayor Trey King called the May 4, 2023 Council Meeting to order at 7:00 p.m. and a roll call of the members was taken. A quorum was present. He welcomed everyone to the meeting.

Council Members Present:

Trey King, Mayor
Sean Williams, Council
Daniel Spain, Council
Ann Mitchell, Council
Denis W. Haynes, Jr., Council

City Staff Present:

Brittini Nix, City Administrator
Jack Wilson, City Attorney
Courtney Mahady, Administrative Clerk
Dana Stump, Administrative Assistant for Planning & Zoning
Amy Morris, Accounts Payable
Renee Cooke, Front Desk Clerk
Alethia Hyman, City Tax Clerk
Amy White, City Marshal

II. INVOCATION:

Pastor Mark Chandler gave invocation.

III. PLEDGE OF ALLEGIANCE:

Mayor King led the Pledge of Allegiance.

IV. CONSENT AGENDA:

1. Approval of the Minutes from the Regular Meeting on April 6, 2023
2. Bid results for Dacula Crossing subdivision improvements
3. Change order for Brookton Station improvement project
4. Refund authorization request

Councilman Williams motioned to approve the consent agenda. Councilman Spain seconded. Motion passed unanimously.

V. OLD BUSINESS:

5. Adopt Travel & Expense Policy

Councilman Haynes, Jr. motioned to adopt the Travel & Expense policy. Councilman Spain seconded. Motion passed unanimously.

VI. NEW BUSINESS:

6. Resolution to appoint 2023 Elections Superintendent & Absentee Ballot Clerk and one assistant

Councilman Haynes, Jr. motioned to approve the resolution to appoint Courtney Mahady as Elections Superintendent & Absentee Ballot Clerk with Renee Cooke as an Assistant Elections Superintendent and Assistant Absentee Ballot Clerk Councilwoman Mitchell seconded. Motion passed unanimously.

City Attorney, Jack Wilson, then administered the oaths to Ms. Mahady and Ms. Cooke.

7. PUBLIC HEARING: 2023-CD-COC-01, Applicant: EVAA, LLC, Owner: EVAA, LLC requests changes to 2021-CD-RZ-01 and 2021-CD-VAR-01 condition(s). The property is located in Land Lot 303 of the 5th District and contains 1.84 acres more or less.

Councilman Spain motioned to open the public hearing. Councilwoman Mitchell seconded. Motion passed unanimously.

Brittini Nix, City Administrator, presented the staff case report for the change of conditions application. The applicant has requested a change of conditions to eliminate and replace the 20-foot rear undisturbed buffer with a 20-foot rear landscape strip. Ms. Nix stated staff recommended approval with conditions.

Questions/comments

Councilmember Haynes, Jr. inquired about who is responsible for maintaining the landscape strip.

Ms. Nix stated that the property owner is responsible.

Applicant representative, Dr. Kallu, 1030 Duluth Hwy, Lawrenceville, Georgia 30043, stated that behind the retaining wall is some unsightly vegetation in the buffer area they would like to make more presentable to the patients as well as the surrounding homeowners.

Councilman Williams motioned to close the public hearing. Councilman Haynes, Jr. Motion passed unanimously.

8. Change of Conditions Application: 2023-CD-COC-01, Applicant: EVAA, LLC, Owner: EVAA, LLC requests changes to 2021-CD-RZ-01 and 2021-CD-VAR-01 condition(s). The property is located in Land Lot 303 of the 5th District and contains 1.84 acres more or less.

Councilman Spain motioned to approve with staff recommended conditions [listed below]. Councilwoman Mitchell seconded. Motion passed unanimously.

1. The property shall be developed in accordance with the site plan prepared by Foresite Group dated May 23, 2022. Any substantial deviation from the approved plan and/or remaining conditions of zoning shall be resubmitted to the City Council for consideration. The City Administrator shall determine what constitutes substantial deviation.
2. All building exteriors shall be constructed of brick, stone, glass or stucco. All buildings shall have flat roofs with architectural treatments to include canopies and parapets. Mechanical, HVAC and like systems shall be screened from street level on all sides by an opaque wall of brick, stucco, or split faced block. Architectural design shall lend the appearance of multi-tenant occupancy; facades of multi-tenant buildings shall be varied in depth and parapet height. Final architectural plans and color palate shall be submitted to the City for approval.
3. No outdoor storage shall be permitted.
4. A 10-foot wide landscape strip shall be provided along the commercial tract frontage of Dacula Road. The landscape strip shall be planted so as to not impede site distance along Dacula Road. A landscape plan shall be submitted to the City for approval prior to the issuance of a development permit.
5. The required 50-foot undisturbed buffer on the side property lines shall be eliminated and replaced with a 15-foot wide landscape strip. Landscape strips shall be planted with a single row of Leyland Cypress trees, planted 30-foot on center.
6. The required 50-foot undisturbed buffer on the rear property line shall be eliminated and replaced with a 25-foot landscape strip with a minimum planting of Leyland Cypress trees, planted 20-foot on center, and understory plantings. Encroachment for one (1) perpendicular sewer line shall be permitted subject to review and approval.
7. Opaque fencing along the rear of the property shall be required. The fence shall be a 6-foot high black chain link fence with opaque green, brown, or black slats or a 6-foot high green, brown, or black vinyl fence. Fencing shall be located behind the tree line with location subject to review and approval by the Department of Planning and Development.
8. A parking lot landscape plan shall be submitted to the City for approval. At a minimum, the landscape plan shall include monument sign location and should insure that each parking island/strip will have a minimum of two (2) ornamental shade trees. All parking area trees shall be a minimum of 2-inch dbh caliper.
9. One ground sign shall be permitted. The ground sign shall be monument type only with indirect lighting. Ground sign shall be limited to a single monument-type sign with a brick or stacked stone base of at least 2 feet in height. Neon or self-illuminating ground signs shall be prohibited.
10. Parking lot and security lighting shall be directed in towards the property so as to minimize the adverse impact on neighboring properties.
11. All trash dumpsters shall be screened by an enclosure using the same exterior building material as the adjacent occupied buildings. Pickup shall be limited to the hours of 7:00 a.m. to 9:00 p.m. Monday through Saturday. Dumpster enclosures shall remain closed, locked, and in good repair at all times.
12. A 5-foot wide sidewalk shall be constructed/replaced on the property frontage of Dacula Road.
13. A standard deceleration lane with 50-foot taper and 40-foot right-of-way from the centerline shall be

required, reviewed, and approved by Gwinnett County Department of Transportation prior to the issuance of a development permit. The developer shall be limited to one curb cut. Prior to the issuance of a development permit, a sight distance certification shall be provided. Minimum separation from a driveway, public road, or side street shall be provided as specified in the Gwinnett County Unified Development Ordinance.

14. The developer shall be responsible for the relocation of public or private utilities and stormwater infrastructure.
15. No tents, canopies, temporary banners, streamers or roping decorated with flags, tinsel, or other similar material shall be displayed, hung, or strung on the site without appropriate permit(s). No decorative balloons or hot-air balloons shall be displayed on the site.
16. Human sign spinners and/or twirlers shall be prohibited.

9. PUBLIC HEARING: 2023-CD-SUP-02, Applicant: WREG Harbins Land, LLC, Owner: WREG Harbins Land, LLC requests special use permit for a self-storage facility. The property is located in Land Lot 300 of the 5th District and contains 6.37 acres more or less.

Councilman Haynes, Jr. motioned to open the public hearing. Councilman Spain seconded. Motion passed unanimously.

Brittini Nix, City Administrator, presented the staff case report for the special use permit application. The applicant has requested a special use permit to allow an interior access 4-story self-storage facility with watchman's quarters. Ms. Nix stated staff recommended approval with conditions, revising existing condition #1 and condition #24 and adding a 4th set of zoning conditions to address the special use.

Applicant representative, Robbie Swan, 2206 Drew Valley Rd NE, Atlanta, Georgia 30319, stated that proposed area is not as visible from Harbins Rd. and as they were planning the use for the space, they concluded that there is not much demand for office space. Mr. Swan stated that a self-storage facility would be a great convenient amenity for future renters of the apartments and senior living area.

Councilman Haynes, Jr. motioned to close the public hearing. Councilman Williams seconded. Motion passed unanimously.

10. Special Use Permit Application: 2023-CD-SUP-02, Applicant: WREG Harbins Land, LLC, Owner: WREG Harbins Land, LLC requests special use permit for a self-storage facility. The property is located in Land Lot 300 of the 5th District and contains 6.37 acres more or less.

Question

Councilwoman Mitchell inquired if you would see the full elevation of the 4 stories or would a portion of the elevation be under ground.

Mr. Swan stated that the full elevation would be above ground level.

Councilwoman Mitchell motioned to approve with staff recommended conditions [see attachment]. Councilman Haynes, Jr. seconded. Vote was 3-0; Councilman Williams abstained from voting.

11. PUBLIC HEARING: 2023-CD-VAR-01; Applicant CHA - Matt Meo, Owner: QuikTrip Corporation - Michael Burk requests variance to reduce the front yard setback and allow encroachment within the landscape strip. The property is located in Land Lot 242/271 of the 5th District and contains 8.06 acres more or less.

Councilwoman Mitchell motioned to open the public hearing. Councilman Haynes, Jr. seconded. Motion passed unanimously.

Brittini Nix, City Administrator, presented the staff case report for the variance application. The applicant requests a variance to reduce the front yard setback and allow encroachment within the landscape strip. Ms. Nix stated staff recommended approval with conditions.

Question

Councilmember Haynes, Jr. inquired if the vacant structure would be demolished.

Applicant representative, Matt Meo, 4272 Gold View Trace, Suwanee, Georgia 30024, stated that the requested variances are to accommodate the right-of-way acquisitions by GDOT and the relocation of Fence Road. Mr. Meo stated that are anticipating relocating the current QuikTrip along Winder Hwy with the new access points off Winder Hwy and Fence Road. The access point off Winder Hwy would be restricted so that vehicles could not make a left turn out, which will help with some of the current traffic issues. Mr. Meo included that the vacant Waffle House would be demolished to accommodate the new QuikTrip location.

Councilman Spain motioned to close the public hearing. Councilman Williams seconded. Motion passed unanimously.

12. Variance Application: 2023-CD-VAR-01, Applicant CHA - Matt Meo, Owner: QuikTrip Corporation - Michael Burk requests variance to reduce the front yard setback and allow encroachment within the landscape strip. The property is located in Land Lot 242/271 of the 5th District and contains 8.06 acres more or less.

Councilman Williams motioned to approve with staff recommended conditions [listed below]. Councilman Spain seconded. Motion passed unanimously.

1. Transportation/Infrastructure

1.A. Provide interparcel vehicle access points between all contiguous commercial, office, industrial or attached residential tracts. This requirement may be waived by the City only if it is demonstrated that an interparcel connection is not feasible due to traffic safety or topographic concerns.

1.B. All new utility lines shall be located underground.

1.C. Sidewalks shall be required adjacent to all public rights-of-way. The location of sidewalks shall be reviewed and approved by the City of Dacula, Gwinnett County D.O.T or Georgia Department of Transportation depending on who owns the subject right-of-way. It is required

that a minimum five-foot wide sidewalk connection be provided from public rights-of-way to the entrance(s) of buildings.

- 1.D. Sidewalks shall be constructed with an additional 2-foot by 8-foot pad approximately every 300 linear feet to accommodate future pedestrian amenities such as benches, planters, and trash containers. All such required amenities shall be decorative, commercial-quality fixtures. Sidewalk design and placement of any of these amenities shall be reviewed and approved by the City of Dacula, Gwinnett County D.O.T or Georgia Department of Transportation depending on who owns the subject right-of-way.
- 1.E. Provide streetlights along all public rights-of-way utilizing decorative light poles/fixtures. Light source shall be high-pressure sodium. Streets lights shall be staggered, 150 feet on-center, along both sides of the roadway. All street lighting shall be subject to review and approval of the City of Dacula, Gwinnett County D.O.T or Georgia Department of Transportation depending on who owns the subject right-of-way. Where applicable, streetlights shall be placed adjacent to required pedestrian amenity sidewalk pads. Light Fixtures which are utilized shall be as follows:
 - Fixture Head Pole Type (Streetlight)
 - Max. Pole Height = Cobra Head Fluted (Black) 40 ft. or Cobra Head Smooth (Black) 40 ft.
- 1.F. Provide lighting throughout all parking areas utilizing decorative light poles/fixtures. Light source shall be metal halide, not exceeding an average of 4.5 foot-candles of light output throughout the parking area. Other than pedestrian light fixtures which will be less than 14 feet tall, light fixtures shall be hooded. All lighting will be metal halide. Lighting shall be directed to avoid intrusion on adjacent properties and away from adjacent thoroughfares.

2. Landscaping Requirements

- 2.A. Provide, at a minimum, 20 Tree Density Units per acre for all non-residential development. Type and size of plantings shall be in compliance with the Dacula Buffer Landscape and Tree Ordinance. At least 50% of plantings shall consist of trees 3-inches in caliper (dbh) or greater.
- 2.B. Provide landscaped islands throughout all surface parking areas as required by the Dacula Buffer, Landscape and Tree Ordinance.
- 2.C. Provide a minimum ten-foot wide landscaped strip between all road rights-of-way and the back-of-curb of abutting off-street paved parking lots. Landscaped strips between road rights-of-way and the edge of abutting off-street grassed parking areas shall be five-feet in width. At a minimum, landscaped strips shall be planted in accordance with the Dacula Buffer, Landscape and Tree Ordinance.
- 2.D. Provide at minimum two (2) non-ornamental shade trees and two (2) shrubs spaced 50-feet on-center or grouped at 120-feet on-center along the right of way Highway 29. All street trees shall be a minimum 4-inch caliper (dbh) at the time of planting. Street trees shall be planted with a minimum of a 25 square foot planting area and set back from the back-of-curb subject

to review and approval of the City of Dacula, Georgia, or Gwinnett Department of Transportation.

Street trees shall be of one or a combination of the following species:

1. Willow Oak
2. Overcup Oak
3. Nuttall Oak
4. Pin Oak
5. Shumard Oak
6. Lacebark Elm
7. Japanese Zelkova

2.E. Dumpsters which may be seen from adjacent properties or public parking lots shall be screened from view on all four sides. Screening shall consist of three solid walls of brick, stucco or split-face block construction, at least six feet in height, with 100 percent solid metal or wooden gates. Dumpsters shall be placed in the rear yard and may be located 0-feet from the property line if the adjoining property is zoned non-residential and 0-feet from all applicable buffers if the adjoining property is zoned residential.

2.F. Natural vegetation shall remain on the property until issuance of a development permit.

3. Parking/Yard, Height & Setback

3.A. For retail developments exceeding 125,000 square feet of gross floor area, at least 10% of all required parking spaces shall be provided in parking areas of porous paving or grass paving systems, such as "Grasscrete" or "Grasspave," not to exceed 1,000 parking spaces or as approved by the City of Dacula.

3.B. Up to 25% of the required parking spaces for any development may be reduced in total area, width or depth for designated small vehicle parking. Each small vehicle parking space shall not be less than eight feet in width and 17 feet in depth.

3.C. Freestanding buildings or shopping center developments containing 7,500 gross square feet of space or less shall provide no more than 20% of parking areas in the front of building(s) and be limited to no more than one double row of parking. No more than 20% of off-street parking areas may be located to the sides of building(s), with the balance of parking located to the rear the building(s).

3.D. For developments exceeding 7,500 square feet, building placement is encouraged to be close to, and oriented toward, the public right-of-way with the majority of parking to the sides and rear where possible.

3.E. Decorative, commercial-quality, bicycle racks, benches and trash receptacles shall be required for all retail and office developments.

4. Signage; Temporary Uses; Peddling

- 4.A. Except as contained herein, sizes and amount of signage shall not exceed the requirements of the Sign Ordinance.
- 4.B. Oversized Signs or Billboards shall not be permitted.
- 4.C. Ground signs shall be limited to monument-type signs. Base and sign structure shall be constructed of materials such as brick, stone, stucco, wood or metal consistent with the architecture and exterior treatment of the building.
- 4.D. Canopy and awning sign(s) shall be limited to 15 square feet per road frontage. If lighted, lettering shall be individually formed and lighted. No spreader bar signage shall be allowed except as required by the State Fire Marshall.
- 4.E. Blinking, exposed neon, portable, inflatable and temporary signage shall be prohibited.
- 4.F. Peddlers shall be prohibited.
- 4.G. Live human advertisement shall be prohibited within the subject area. To include but not necessarily be limited to sign spinners, twirlers, dancers, clowns, and/or other similar temporary advertising methods commonly provided by costumed or animated humans.

5. Architectural Design

- 5.A. Architectural design of all non-residential buildings should comply with the following performance guidelines:
 - (1) Building facades shall be of architectural treatments of glass and/or brick, stone or stucco. Tilt-up or pre-cast concrete or alternate material may be used for industrial, multistory office (3-stories or greater) or hotel development subject to review and approval of the City of Dacula.
 - (2) Contrasting accent colors of any wall, awning or other feature (other than dark green or brick red) shall be limited to no more than 15% of the total area for any single facade.
 - (3) Metal sided or portable buildings shall be prohibited.
 - (4) Buildings shall incorporate live plant material growing immediately in front of or on the building.
 - (5) Buildings of less than 5,000 square feet of gross floor area shall be designed with pitched roofs, minimum pitch of 4 in 12.
 - (6) Roofing materials for pitched or mansard roofs shall be limited to the following:
 - * Metal standing seam of red, green or silver in color.
 - * Tile, slate or stone.

- * Wood shake.
- * Shingles with a slate, tile or metal appearance.

(7) All mechanical, HVAC and like systems shall be screened from street level view (within 300 feet) on all sides by an opaque wall or fence of brick, stucco, split-faced block or wood.

(8) Any accessories provided such as railings, benches, trash receptacles and/or bicycle racks shall complement the building design and style.

5.B. Architectural design of all commercial/retail buildings should comply with the following additional performance guidelines:

(1) To lend the appearance of multi-tenant occupancy, facades of multi-tenant buildings shall be varied in depth or parapet height.

(2) Within planned shopping centers, distinct architectural entry identity for individual tenants' entrances shall be provided for suites exceeding 10,000 square feet of leasable area.

(3) Walls visible from roadways or parking areas shall incorporate changes in building material/color or varying edifice detail such as trellises, false windows or recessed panels reminiscent of window, door or colonnade openings, landscaping or storefront every 150 linear feet.

(4) Roof parapets shall be articulated to provide visual diversity. Parapets shall include articulations or architectural features at least every 100 linear feet. The minimum height of articulations or features shall be one foot, and may be provided in height offset or facade projections such as porticoes or towers.

(5) Building design shall include minimum one foot deep cornices, extending along the entire front of buildings and the sides of buildings at least ten feet.

(6) Building design shall include a minimum one foot high contrasting base, extending along the entire front of buildings and the sides of buildings at least ten feet.

5.C. The City Administrator or his or her designee shall have the authority to grant variances for properties contained within the subject area. For clarification purposes, all variance requests within the subject area are considered administrative in nature and shall not require Mayor and City Council Approval. All appeals to requests of variances shall revert to the pre-existing variance process as outlined in the City of Dacula Zoning Resolution.

5.D. The property located at 2145 Winder Highway (Parcel Number 5274-047) shall be rezoned to M-1 (Light Manufacturing District) in the City.

6. Variance

- 6.A. The property shall be developed in accordance with the concept site plan entitled QuikTrip No. 0766. prepared by CHA dated November 1, 2021. Any substantial deviation from the concept plan and / or conditions of zoning shall be resubmitted to the City Council for consideration. The City Administrator shall determine what constitutes substantial deviation.
- 6.B. The minimum front yard setback shall be reduced to 12-feet from the right-of-way along Winder Highway.
- 6.C. The Winder Highway landscape strip may be encroached up to 5-feet as shown on the concept site plan entitled QuikTrip No. 0766. prepared by CHA dated November 1, 2021.
- 6.D. The façade of the primary structure facing Winder Highway shall have the appearance of a front building elevation. Architectural design is subject to review and approval of the City of Dacula.

13. PUBLIC HEARING: 2023-CD-VAR-02; Applicant: Integrity Engineering & Development Services, Inc., Owner: WREG Harbins Retail, LLC requests variance to reduce the minimum required parking spaces. The property is located in Land Lot 299/300 of the 5th District and contains 1.14 acres more or less.

Councilwoman Mitchell motioned to open the public hearing. Councilman Haynes, Jr. seconded. Motion passed unanimously.

Brittini Nix, City Administrator, presented the staff case report for the variance application. The applicant has requested a variance to reduce the number of parking spaces by 25% and proposes 48 parking spaces on-site. Ms. Nix stated staff recommend approval with conditions.

Applicant representative, Waylon Hodges, 3615 Braselton Hwy, Dacula, Georgia 30019, stated that the business model for McDonald's has changed over the recent years to be predominately drive-thru with a lot less customers dining in. Mr. Hodges presented a few McDonald's locations in the surrounding area that have two drive-through lanes but with less parking spaces than the City of Dacula requires.

Comment in favor

Robbie Swan, 2206 Drew Valley Rd NE, Atlanta, Georgia 30319, stated as one of the property owner representatives, that the operations department for Publix (adjacent user) is comfortable with the amount of spaces that the applicant is requesting.

Councilman Williams motioned to close the public hearing. Councilman Spain seconded. Motion passed unanimously.

14. Variance Application: 2023-CD-VAR-02; Applicant: Integrity Engineering & Development Services, Inc., Owner: WREG Harbins Retail, LLC requests variance to reduce the minimum required parking spaces. The property is located in Land Lot 299/300 of the 5th District and contains 1.14 acres more or less.

Councilwoman Mitchell motioned to approve with staff recommended conditions [listed below]. Councilman Haynes, Jr. seconded. Motion passed unanimously.

1. The property shall be developed in accordance with the development site plan prepared by Integrity Engineering & Development Services, Inc. entitled McDonald's USA, LLC dated December 16, 2022. Any substantial deviation from the development plan and / or remaining conditions of zoning shall be resubmitted to the City Council for consideration. The City Administrator shall determine what constitutes substantial deviation.
2. The minimum number of parking spaces required shall be reduced to 48 spaces for a 4,558 sf restaurant with two-lane drive through.
3. Adherence to all 2020-CD-RZ-03 Zoning Conditions for the planned mixed-use development is required.

VII. STAFF COMMENTS:

None

VIII. MAYOR AND COUNCIL COMMENT(S):

Councilman Williams thanked the city staff for their continued hard work while currently being short staffed.

Councilwoman Mitchell stated for Georgia Cities Week, some the Dacula Elementary students colored the pictures that hang on the Council bench. Councilwoman Mitchell and City Administrator, Ms. Nix, had the opportunity to speak to the third and fourth graders at Dacula Elementary School about local government and the students were very engaged.

IX. PUBLIC COMMENTS:

Gary Fox, 2643 Auburn Avenue, Dacula, Georgia 30019, expressed his concern for vehicles speeding and excessive traffic along Auburn Avenue.

Waylon Hodges, 3615 Braselton Hwy, Dacula, Georgia 30019, thanked Brittini Nix for her hard work.

X. EXECUTIVE SESSION: Personnel matters

Councilman Spain motioned to exit regular session and enter into executive session. Councilman Haynes, Jr. seconded. Motion passed unanimously. Regular session adjourned and executive session began for the purposes of personnel matters at 7:56 p.m.

Councilman Spain motioned to exit executive session and reconvene regular session. Councilman Haynes, Jr. seconded. Motion passed unanimously. Regular session reconvened at 8:19 p.m.

City Attorney, Jack Wilson, reported there were no votes taken in executive session. The Council met to discuss personnel matters as allowed by the Open Meetings Act.

Mayor King then called for a motion to amend the agenda to add Hiring New Employees.

Councilman Spain motioned to amend the agenda to add hiring new employees. Councilman Haynes, Jr. seconded. Motion passed unanimously.

XI. APPROVAL TO HIRE NEW EMPLOYEES

Mayor King called for motion to hire the following individuals:

- Amy Morris, as Director of Human Resources and Business Services at an annual salary of \$75,000 with benefits effective immediately, subject to terms of a written agreement.
- Stephen Mayer, as Director of Finance at an annual salary of \$82,000 with benefits. Mr. Mayer’s anticipated start date is May 22, 2023.
- Harrison Taylor, as City Planner at \$24.04/hour with benefits. Mr. Taylor’s anticipated start date is July 3, 2023.

Councilman Haynes, Jr. motioned to approve hiring the listed individuals. Councilman Williams seconded. Motion passed unanimously.

XII. ADJOURNMENT:

Councilwoman Mitchell motioned to adjourn. Councilman Williams seconded. Motion passed unanimously. Meeting adjourned at 8:21 p.m.

Minutes approved

Date

Signature