

PLANNING, ZONING & BUILDING COMMISSION

CITY HALL

August 14

17

The City of Cortland Planning, Zoning & Building Commission met on Monday, August 14, 2017 at 6:50 P. M. at the City Administration Building, 400 N. High Street, Cortland, Ohio. In attendance were the following board members: Chairman Curt Moll, Vice Chairman Sally Lane, Don Bell, Donald Fatobene and Jim Bradley. Also present were Mayor Jim Woofter, Service Director Don Wittman, Law Director Patrick Wilson and the following individuals:

<b>Cathy Hughes</b>	<b>145 N Mecca St.</b>	<b>Cortland</b>
<b>Dave Hughes</b>	<b>145 N Mecca St</b>	<b>Cortland</b>
<b>Keith Chandler</b>	<b>227 S High St.</b>	<b>Cortland</b>
<b>Todd Haines</b>	<b>135 N Mecca St</b>	<b>Cortland</b>
<b>Traci Haines</b>	<b>135 N Mecca St</b>	<b>Cortland</b>
<b>Brian Hall</b>	<b>312 S Mecca St</b>	<b>Cortland</b>
<b>Candice Girt-Stojkov</b>	<b>4389 SR 305</b>	<b>Cortland</b>
<b>James Stojkov</b>	<b>4389 SR 305</b>	<b>Cortland</b>
<b>Kathy Schultz</b>	<b>4128 Ridge</b>	<b>Cortland</b>

**Curt Moll:** Good evening. It is 6:45 p.m., Monday, August 14, 2017. I'd like to call to order the Cortland Planning, Zoning & Building Commission for Public Hearing 22-17 – 127 N Mecca St. The purpose of the public hearing is to consider a Use Permitted Upon Review within an Industrial District to use the property for Building Contractor and Related Activities. Who do we have to speak for this, this evening? Could you come up to the podium please and explain what you are doing and why you want to do it?

**Keith Chandler:** My name is Keith and I am the sole owner of Storm Service Solutions, a general contracting service. We started out in Kinsman and then moved over here to a leased property and have quickly outgrown that property. One of the things we kind of put our name on - we don't subcontract everything – the workers that actually work there work for me, they are hourly employees with worker's comp - insurance and things like that. We specialize in insurance claims, storm damage, things like that – water mitigation. We outgrew that property there – we acquired the property over next to NAPA, the 127 which I believe is a couple of parcels all put into one. We have already closed on that property. What we are doing now is – our plan is to put a 24 foot x 36 foot job trailer up front which is a temporary office for us so that we can get out of our current location at 227 S High in the plaza across from Circle K. So that we can have all of our office personnel, all of our tools in one location so that is why we are moving over there. The building is going to be temporary until we can get plans to Trumbull County Building Department, Engineering and actually get a permanent structure out there. Right now there is currently a 1200 sq. ft. block building on the property now that we are using for storage. It is not sufficient to have office space in and that is the reason we plan on bringing the job trailer in – until we can erect a permanent structure on the backside – which could be next year or after that – whenever we appropriate the funds.

**Curt Moll:** Is there anyone here to speak in favor of this project? Maybe I could ask Don to explain why we are having a public hearing.

**Don Wittman:** For the record, this parcel is zoned Industrial so any uses within an Industrial District are subject to this public hearing. So it is Permitted Uses Upon Review and we have highlighted that it would be a permissible use upon review of Building Contractor and Related Activities and a temporary building which is incidental to construction of buildings permitted within the district which shall be removed when work is completed.

**Curt Moll:** Is there any deadline on that?

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**Don Wittman**: No, it comes down to the definition between temporary and permanent is one day. It all depends on plans moving forward with that. As such, it is not going to be – do you have plans for that?

**Keith Chandler**: I have the plans for the building.

**Don Wittman**: Okay, as well as anything as far as the layout?

**Keith Chandler**: Correct. I have a site layout as far as where things are relative to the NAPA building, the sidewalk and I also have the blueprint for the actual building we are bringing there.

**Curt Moll**: So your plan is to go ahead with this as soon as possible.

**Keith Chandler**: Yes sir.

**Mayor Woofter**: Could I see that please?

**Curt Moll**: We didn't get copies of that, right? We aren't really considering that now. At this point you can take a seat.

**Patrick Wilson**: When you filled out the application, when you listed property owner is that who you bought the property off of?

**Keith Chandler**: Correct.

**Patrick Wilson**: But you have since closed on the purchase.

**Keith Chandler**: Yes.

**Curt Moll**: Is there anyone here to speak against the action?

**Kathy Hughes**: I was just curious what is going to go on back there. Because my house sits way back in the back. My address is 145. Our house sits way back and it is more like out of the city and I can just see your whole property there and I just wanted to know if there will be piles of construction stuff. Do you know what I am saying? Is it going to be filled up back there?

**Keith Chandler**: No, we have our own dumpsters. We were waiting for this meeting before we brought in a Sunburst dumpster. The only thing that will be there will be a concrete pad with pallets of material like shingles that are usually stacked like 4 feet high. Everything else will be stored inside the building.

**Curt Moll**: Once we get going – I think your property is zoned residential, I think Todd's is zoned Service so there are different buffer requirements, but there are buffer requirements between an industrial and residential property.

**Kathy Hughes**: Because it is real quiet back there like we are in the country – there are all kinds of woods back there.

**Mayor Woofter**: Your house faces W. Main St.? Oh, N Mecca St.

**Curt Moll**: Their driveway goes back alongside Todd's house.

**Mayor Woofter**: Oh you sit back in behind their house. Okay.

(Multiple conversations)

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**Curt Moll**: Does anyone else have any questions for the board or does the board have any questions?

**Traci Haines**: I do have a question, where did you say the trailer was going to reside?

**Keith Chandler**: The trailer is going to be up front towards where the NAPA building is. It is all going to be up front pretty much as close as I can have it legally – that is less expense I am incurring tapping in – electrical and stuff like that. The only thing that is going to be on the back is storage and my vehicles that come in and out which is usually twice a day – in the morning and in the evening.

**Jim Bradley**: So you will have power running to the office trailer? Not like generators or anything like that?

**Keith Chandler**: No, we already had Ohio Edison out there to look at our site plan. We can't tap, can't do any of that until we come here. We have electrical mask which is actually on the building. They are going to drop a line across the street, next to Sunburst there is a transformer – they are going to drop right across to us.

**Curt Moll**: Could you state your name and address?

**Traci Haines**: Traci Haines, 135 N Mecca St. What are you considering up front? Towards Mecca St. or NAPA side?

**Keith Chandler**: Towards Mecca. Where that drive is that is going to be our drive to our building in the back and where office staff will park.

**Jessica Palguta**: Jessica Palguta, the office manager. The trailer itself is completely new – it looks like an office.

**Don Wittman**: I guess this is like the first step in the process. There are new building plans for a permanent structure that we will have to go through the review process again. In which case if there are any issues with the neighbors, we can request such things as buffers – planting of pine trees, fencing so that not visible, make sure the lighting on the parking lot is shining away from the residences. Basically you operate from 8 to 5?

**Keith Chandler**: Correct – or 7 to 6.

**Curt Moll**: Thank you. Can I have a motion to close the public hearing?

**Don Bell** made a motion to close the public hearing, seconded by **Donald Fatobene**.

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The City of Cortland Planning, Zoning & Building Commission met on Monday, August 14, 2017 at 7:00 P. M. at the City Administration Building, 400 N. High Street, Cortland, Ohio. In attendance were the following board members: Chairman Curt Moll, Vice Chairman Sally Lane, Don Bell, Donald Fatobene and Jim Bradley. Also present were Mayor Jim Woofter, Service Director Don Wittman, Law Director Patrick Wilson and the following individuals:

Cathy Hughes	145 N Mecca St.	Cortland
Dave Hughes	145 N Mecca St	Cortland
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Todd Haines	135 N Mecca St	Cortland
Traci Haines	135 N Mecca St	Cortland
Brian Hall	312 S Mecca St	Cortland
Candice Girt-Stojkov	4389 SR 305	Cortland
James Stojkov	4389 SR 305	Cortland
Kathy Schultz	4128 Ridge	Cortland

**Curt Moll:** Good evening. It is 7:00 p.m., Monday, August 14, 2017. I'd like to call to order the regular meeting of the City of Cortland Planning, Zoning & Building Commission. Can we have roll call please?

**Roll Call:** Jim Bradley, here; Sally Lane, here; Curt Moll, here; Don Bell, here; Donald Fatobene, here.

**Curt Moll:** First item of business is the approval of commission minutes dated July 10, 2017 regular meeting. Members present were Curt Moll, Sally Lane, Don Bell and Donald Fatobene. Can I have a motion for that please?

**Don Bell made a motion to approve July 10, 2017 meeting minutes, seconded by Sally Lane.**

**Curt Moll:** Any discussion or corrections to the minutes? Can we have a roll call please?

**Roll Call:** Donald Fatobene, yes; Sally Lane, yes; Jim Bradley, abstain; Curt Moll, yes; Don Bell, yes. **MOTION APPROVED.**

**Curt Moll:** Seeing no old business, we will proceed right to new business. Item 23-17 – Use Permitted Upon Review – 127 N Mecca St – The request is to consider a Use Permitted Upon Review within an Industrial District to use the property for Building Contractor and Related Activities. I need a motion.

**Sally Lane made a motion to approve 23-17, seconded by Don Bell.**

**Curt Moll:** Who do we have to speak for that? Do you want to come up and tell us what you are doing again?

**Keith Chandler:** We acquired the property last month. This is going to be where our office space is and also our storage space for our business, general contracting service. We are going to have a temporary structure there, a job trailer, until we get plans approved by Trumbull County Building Department and the City of Cortland.

**Curt Moll:** Thank you. Any questions from the board at this point?

**Don Wittman:** Just one comment. One of the issues that I circulated out to the Commission - the building layout – the temporary building will need to be 40 feet from the sidewalk setback from the roadway. Adjacent to the NAPA side property line will be 25 ft.

**Curt Moll:** That is Industrial to Industrial?

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**Don Wittman**: Correct. Side setback will need to be 25 feet from the southern property line. I think that is pretty much right on the border with their building.

**Keith Chandler**: I have a question as far it being zoned Industrial right now – when we go to put a permanent structure, if we were to have it rezoned – because industrial we don't make anything. If it is rezoned as a commercial property are there any parameter changes as far as between sidewalk and building or are they pretty much the same?

**Don Wittman**: They are pretty much the same.

**Curt Moll**: You can explore that when you start to work on the details.

**Jim Wooffter**: Why would you want to even bother to do that because you would have to come back and go through this whole process again and change zoning?

**Don Wittman**: The front setback is 40 for both Service District as well as Industrial District.

**Keith Chandler**: I wouldn't want to do that. I have no problem with how it is zoned. I just didn't know once it becomes a permanent structure if that's anything to do with Trumbull County Building Department that mattered whether it was Industrial or Commercial.

**Curt Moll**: Not to my knowledge. It is really our determination of the zoning so they are not involved in that. As long as we say it is okay to put that kind of business there then they will go along with that. The zoning regulations are Cortland regulations, not County. I guess for the record, we did have a Public Hearing. People did attend it – we had some residents attend, there were really no comments against the building, there were questions about what they were going to do but nothing specific in objection.

**Curt Moll**: Can we have a roll call please?

**Roll Call: Sally Lane, yes; Jim Bradley, yes; Donald Fatobene, yes; Curt Moll, yes; Don Bell, yes. MOTION PASSED.**

**Curt Moll**: Next item on the agenda is **24-17 New Business – 127 N. Mecca St.** – Storm Service Solutions.

**Don Bell** made a motion for approval of 24-17, seconded by **Sally Lane**.

**Curt Moll**: I am not sure what you can add to what you have already given us. Do we need further explanation?

**Patrick Wilson**: Just for the minutes so he identifies himself as the applicant.

**Keith Chandler**: Keith Chandler. I am the sole owner of Storm Service Solutions.

**Don Wittman**: Initially, it was the use that we reviewed – use permitted upon review. Now this is the actual business – so hours of business are 8 to 5 p.m. They will come back with a sign permit at a later date. 15 employees, roofing construction. Mr. Chandler is under a deadline getting out from a lease and getting to this property so we've had some discussion as far as the parking lot – initially it is just going to be gravel and mainly will just be employees. There is not a lot of day to day business or customers going in there so there is not going to be a lot of dust. The city does have a dustless surface requirement for businesses for parking lots so keep that in mind when moving forward with your more permanent plans to come up with a dustless surface which is anything but gravel essentially. It would have to be paved or concrete. I guess in the meantime this is going to be a site under development. Initially you didn't have the

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property because it was tied up with probate and everything. Did you close on it land contract at this point?

**Keith Chandler**: Correct.

**Don Wittman**: So it is land contract so you don't have 100% ownership at this point. That is another reason for not moving immediately forward with improvements.

**Curt Moll**: I understand. Any other questions about the business itself? Can we have a vote on 24-17?

**Roll Call**: **Curt Moll, yes; Don Bell, yes; Sally Lane, yes; Donald Fatobene, yes; Jim Bradley, yes. MOTION PASSED.**

**Curt Moll**: Next, item of business is **25-17 Wall Sign** – 312 S Mecca St. – Centerra Country Store – 24 sq. ft. – External lighting. Can I have a motion?

**Don Bell** made a motion for approval of **25-17**, seconded by **Donald Fatobene.**

**Curt Moll**: Who do we have to speak for the sign?

**Brian Hall**: Brian Hall, General Manager for Centerra Co-op Country Store. 312 S Mecca St.

**Curt Moll**: Why don't you tell us about your sign?

**Brian Hall**: It is just a replacement of the current sign. You have before you a picture of the new sign as well as a picture of the old sign in the bottom left-hand corner. It is externally lighted, it is going to be the same size – it is not changing other than replacing a face.

**Curt Moll**: Any questions from the board? It is pretty self-explanatory.

**Don Wittman**: Yes, with wall signs we don't usually have too many issues. We will discuss the pole mounted sign in the next agenda item.

**Curt Moll**: With that, can we have a vote on 25-17?

**Roll Call**: **Curt Moll, yes; Donald Fatobene, yes; Sally Lane, yes; Don Bell, yes; Jim Bradley, yes. MOTION PASSED.**

**Curt Moll**: Next, we have **26-17 Set Public Hearing**. The purpose of the hearing is to consider a variance request for 312 S Mecca St. to allow a sign area of 40 sq. ft. which exceeds the 32 sq. ft. maximum and a height of 19' which exceeds the 12' maximum. Public Hearing to be set for September 11, 2017 at 6:50 p.m. Can I have a motion?

**Don Bell** made a motion for approval of **26-17**, seconded by **Donald Fatobene.**

**Curt Moll**: Any questions?

**Don Wittman**: Just some background on that. This is the existing sign post and frame. With the topography of the area, we had some discussions regarding lowering it and going to a ground mounted sign. But people coming from the north are not going to see it. Even from the south you are not going to see it. So if you are looking at the variance going from 32 to 40 sq. ft. to match the existing area. As far as the information in the packet, it shows an LED display - that is not part of this application process as those are not permitted within the city.

**Mayor Woofter**: Is the existing sign that is there now 40 sq. ft?

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**Don Wittman**: Yes. This would just be replacing the facing. Anytime we go into a name change of a business, I have treated that as an alteration requiring compliance with our zoning regulations. Absent that, it needs to come before this board for a variance. So that's what we will hear at the next meeting.

**Curt Moll**: Very good. With that, can we have a vote on 26-17?

**Roll Call**: **Jim Bradley, yes; Sally Lane, yes; Don Bell, yes; Donald Fatobene, yes; Curt Moll, yes. MOTION PASSED.**

**Curt Moll**: The next item of business is **27-17 New Business – 197 S High St. - Girt's Cortland Music 101**. I need a motion for that.

**Don Bell** made a motion for approval of 27-17, seconded by **Sally Lane**.

**Curt Moll**: Who is here to speak about the business?

**Candice Girt-Stojkov**: Candice Girt-Stojkov, 4389 State Route 305.

**James Stojkov**: Same Address.

**Curt Moll**: Tell us what you are going to do.

**Candice Girt-Stojkov**: Well my father was your founding band director for Lakeview High School and he passed away in February. I own a music store in Cortland but it is outside the city limits – it is over by Fowler Center. We want to open an annex in my father's memory and better serve Lakeview schools. We have about 700 sq. ft. on the 1<sup>st</sup> floor that we want to use for retail space and offices on the 2<sup>nd</sup> floor where we might have some teachers teaching classes. We would like to be able to do that if we can.

**Curt Moll**: So it will primarily be used as a retail store and doing some private lessons.

**Candice Girt-Stojkov**: Yes.

**Curt Moll**: No big classes?

**Candice Girt-Stojkov**: Mainly one on one instruction.

**Curt Moll**: Are we okay on the parking requirements, Don?

**Don Wittman**: I don't think I received a parking plan.

**Candice Girt-Stojkov**: You should have one.

**Don Wittman**: Oh yeah.

**Candice Girt-Stojkov**: We had someone put in more green space or barrier on the back part. We put up mounded green area I guess you would call it. It has pine trees and some plants came out about 30 and rounded at the corner so it would look pretty.

**Mayor Woofter**: Can you come up and show me on this drawing where you are talking about?

**Candice Girt-Stojkov**: Here is the existing lot and back here is the additional. This whole area is planted.

**Mayor Woofter**: Thank you.

**Curt Moll**: Are you going to use the front entrance?

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**Candice Girt-Stojkov**: Yes. We are modifying – it was a residence not a business. We ripped off the front deck and put on brand new deck which is really sturdy and it has a ramp for the front entrance.

**Don Wittman**: And then as far as the surfacing for the parking lot? What are the plans for that?

**Candice Girt-Stojkov**: We used asphalt grindings. He came in and dug it out but we kept it so the crown is the same so that water going to same places. We put in drains. We have been talking with owner of antique store and Sparkle Market and we are going to make back lots into one for the convenience of customers so there won't be traffic issues. We will have one ingress. Don, ODOT says I need to talk to you about an egress if we want separate egress.

**Don Wittman**: As far as the driveway, it is an existing driveway so you are able to utilize that.

**Curt Moll**: Will there be an exit in the back?

**Candice Girt-Stojkov**: There is. With the permission of Mr. Klingemeier, he actually proposed this – that we use him as the ingress along the antique store and come out the egress. We will find out the least confusing way and use that parking lot as one.

**Don Wittman**: Are there plans to do the dustless surface down the road?

**Candice Girt-Stojkov**: Yes. He said we need to let it settle for awhile. After it settles then add next surface and seal.

**Don Wittman**: And your estimated time frame of having that completed?

**Candice Girt-Stojkov**: That is a good question. What is our requirement?

**Don Wittman**: It is more we need a request for - I am not going to say it is 3 months or 6 months but not one or two years. When do you hope to have asphalt down?

**Candice Girt-Stojkov**: I am going to assume it is going to settle this season.

**Mayor Woofter**: So I think what Don is after you think it is going to be early 2018 and you are going to pave it.

**Candice Girt-Stojkov**: Yes.

**Curt Moll**: Okay I think we can have a roll call.

**Roll Call**: **Jim Bradley, yes; Sally Lane, yes; Curt Moll, yes; Don Bell, yes; Donald Fatobene, yes. MOTION PASSED.**

**Curt Moll**: Moving right along to the sign, we have **28-17 Ground Mounted Sign – 197 S High St – Girt's Cortland Music 101 – 15 sq. ft. – No lighting.** Can I have a motion?

**Don Bell** made a motion for approval of **28-17, seconded by Sally Lane.**

**Curt Moll**: Tell us about your sign.

**Candice Girt-Stojkov**: It is a solid surface – pillar sign, the dimensions are there. Water Drop Media is doing the graphics and the install.

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**Curt Moll**: Those are wooden posts or metal posts?

**Candice Girt-Stojkov**: Wooden.

**Don Wittman**: So with Water Drop, is it going to be – what type of material is going to be between the posts? Is it going to be that plastic cardboard they have or is it going to be something more sturdy?

**Candice Girt-Stojkov**: It is going to be fiber board.

**Don Wittman**: Oh, it is going to be fiber board?

**Candice Girt-Stojkov**: Yes. It should last for 20 years probably.

**Don Wittman**: One of the things that does help people finding a location is if the address is on the sign so if you could somehow put it either on the post or get it on the sign that would definitely help out.

**Curt Moll**: Anything else? Can we have a vote on 28-17?

**Roll Call**: **Donald Fatobene, yes; Sally Lane, yes; Jim Bradley, yes; Curt Moll, yes; Don Bell, yes. MOTION PASSED.**

**Curt Moll**: Next, we have **29-17 Wall Mounted Sign** – same address, same business – 9.5 sq. ft. – No lighting. Can I have a motion?

**Donald Fatobene** made a motion for approval of 29-17, seconded by **Don Bell**.

**Candice Girt-Stojkov**: It is a banner. We may not even have to hang it, but if we do it will be between the front windows.

**Curt Moll**: I see the picture, it looks like more than 9.5 sq. ft.

**Mayor Woofter**: It says 6 foot by 19 inches.

**Curt Moll**: Okay. I was wrong.

**Don Wittman**: That's what we were thinking it was 19 feet by 6 foot high which would be taller than the windows and take up the whole front. It is going to be 6 feet wide by 19 inches high – not to scale – and probably will not span window to window.

**Curt Moll**: That was my concern. It looked like more than that in the picture. Any questions? Can we have a vote on 29-17?

**Roll Call**: **Sally Lane, yes; Jim Bradley, yes; Donald Fatobene, yes; Curt Moll, yes; Don Bell, yes. MOTION PASSED.**

**Mayor Woofter**: Don, I have a question. This property is zoned currently what?

**Don Wittman**: Service District.

**Mayor Woofter**: You made a comment that it was a residence, but it is not zoned residential. I just wanted to make sure you understood that.

**Curt Moll**: It is zoned for the type of business you are talking about. Actually, it couldn't go back to being residential in that district.

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**Curt Moll:** Next, we have **30-17 New Business – 252 W Main St** – Elite K9 Training and Doggy Day Care. Can I have a motion?

**Donald Fatobene** made a motion for approval of **30-17**, seconded by **Don Bell**.

**Curt Moll:** Who do we have to speak for that?

**Kathleen Schultz:** It is basically in an existing commercial building. There are not going to be a whole lot of changes as far as the layout. It is 7-5 business, Monday through Friday. There will be dog obedience classes conducted in the evenings and on Saturdays. Also there is a rescue called Shelter Puppies which will have an office or desk there for their records and what not.

**Curt Moll:** There won't be any overnight animals there?

**Kathleen Schultz:** No.

**Mayor Woofter:** You don't plan down the road to do any boarding?

**Kathleen Schultz:** No, not initially. Down the road we are hoping to add dog products as far as dog food, collars, whatnot like that but no plans for boarding. If we wanted to do something like that, would we be required to come back?

**Curt Moll:** I am not sure that would be permitted in that downtown district.

**Don Wittman:** A kennel is not permitted within the central business district. But then again it is not going to be something where you have exterior dog runs things like that. There is not an identified use for doggy day care.

**Curt Moll:** I am not talking about that. I am talking about down the road if they wanted to have a kennel down there you really would have a noise problem.

**Kathleen Schultz:** Yes. And I wouldn't want dogs there overnight and not have someone be with them.

**Jim Bradley:** I am familiar with your business. Is this a second location or are you moving?

**Kathleen Schultz:** Moving. Do you know where the other location is?

**Jim Bradley:** I do.

**Kathleen Schultz:** Then you know why we are moving.

**Jim Bradley:** Correct.

**Mayor Woofter:** Kathy, are you sole owner of this? Wasn't there another lady?

**Kathleen Schultz:** Karen is basically the one who runs it. She has been in Cortland before. She will be conducting the classes.

**Curt Moll:** With that, can we have a vote on 30-17?

**Roll Call:** **Curt Moll, yes; Don Bell, yes; Sally Lane, yes; Donald Fatobene, yes; Jim Bradley, yes. MOTION PASSED.**

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**Curt Moll**: Okay. Any other business to come before the board? I need a motion to adjourn.

**Don Bell** made a motion to adjourn the meeting, seconded by **Sally Lane**.

**Roll Call**: Curt Moll, yes; Donald Fatobene, yes; Sally Lane, yes; Don Bell, yes; Jim Bradley, yes. **MOTION APPROVED.**

**Meeting Adjourned: 7:26 pm.**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary