TULSA METROPOLITAN AREA PLANNING COMMISSION Minutes of Meeting No. 2435

Wednesday, January 25, 2006, 1:30 p.m.

Francis Campbell City Council Room

Plaza Level. Tulsa Civic Center

Members Present	Members Absent	Staff Present	Others Present
Ard	Bayles	Alberty	Boulden, Legal
Cantees	Bernard	Huntsinger	
Carnes	Collins	Matthews	
Harmon	Hill		
Horner			
Jackson			
Midget			

The notice and agenda of said meeting were posted in the Reception Area of the INCOG offices on Thursday, January 19, 2006 at 3:20 p.m., posted in the Office of the City Clerk, as well as in the Office of the County Clerk.

After declaring a quorum present, 1st Vic Chairman Ard called the meeting to order at 1:30 p.m.

Minutes:

Approval of the minutes of December 7, 2005, Meeting No. 2431

On **MOTION** of **CARNES** the TMAPC voted 7-0-0 (Ard, Cantees, Carnes, Harmon, Horner, Jackson, Midget "aye"; no "nays"; none "abstaining"; Bayles, Bernard, Collins, Hill "absent") to **APPROVE** the minutes of the meeting of December 7, 2006, Meeting No. 2431.

* * * * * * * * * * *

REPORTS:

Director's Report:

Mr. Alberty reported on the City Council agenda for last week and the upcoming meeting on Thursday, January 26, 2006.

* * * * * * * * * * *

01:25:06:2435(1)

Mr. Ard stated that he would like to move the Comprehensive Plan item to the end of this agenda in order to get the zoning issues out of the way.

Mr. Ard read the opening statement.

CONTINUED ZONING PUBLIC HEARING:

PUD-388-C - Tanner Consulting, LLC

(PD-18) (CD-2)

Northwest corner East 71st Street South and South Trenton Avenue (1545 East 71st Street South) (Major Amendment to propose an addition to the existing 4,500 SF Braum's Restaurant of 1,400 SF.)

STAFF RECOMMENDATION:

Z-6389/PUD-388-B February 1993: A major amendment was filed to PUD-388-A to permit a mini-storage facility within Development Areas C and D. Approval was granted for the major amendment as well as the rezoning of the southern portion of the development area from OM to CS in order to increase the permitted floor area.

<u>PUD-388-A May 1991:</u> All concurred in approval of a major amendment to the PUD to allow for restaurant use within the southern end of the PUD, with retail and commercial development standards remaining on the northern half.

BOA-15690 April 1991: The Board of Adjustment approved a request of a variance of the minimum lot frontage in a CS zoned district, from 150' to 130' and from 150' to 133.6' to permit a lot split creating the subject parcel.

<u>PUD-545 May 1998:</u> All concurred in approval for the abandonment of PUD-545 located southwest of the subject property and south and east of the southeast corner of Riverside Drive and 71st Street South.

<u>PUD-261-D October 1997:</u> Approval was granted for a major amendment to allow a church and church uses on property located north and east of the northeast corner of East 71st Street and South Riverside Drive.

<u>PUD-357-A December 1984:</u> All concurred in approval for a major amendment to PUD-357 to increase commercial density located southwest of the subject property and located east of the southeast corner of 71st and Quincy.

<u>PUD-261-A December 1983:</u> All concurred in approval for the development of 18 acres located west of the subject tract and on the northeast corner of East 71st Street and South Riverside drive for office and a retail Wal-Mart store.

<u>PUD-304 January 1983:</u> All concurred in approval for the development of 5.1 acres located south of the subject property on the south side of East 71st Street for light commercial and office development.

AREA DESCRIPTION:

SITE ANALYSIS: The subject property is approximately 108.7' x 271.58' in size; the property is flat, non-wooded; contains a restaurant and is zoned CS/PUD-388-A.

STREETS:

Exist. Access	MSHP Design	MSHP R/W	Exist. # Lanes
East 71 st Street South	Primary arterial	120'	6 lanes
South Trenton Avenue	Collector	60'	2 lanes

UTILITIES: The subject tract has municipal water and sewer.

SURROUNDING AREA: The subject tract is abutted on the north by a ministorage facility, zoned CS/OM/PUD-388-B; to the east by apartments, zoned RM-1/PUD-127; to the west by a restaurant and convenience store, zoned CS and CS/PUD-261-D and across East 71st Street South to the south are apartments, zoned RM-1/PUD-128.

RELATIONSHIP TO THE COMPREHENSIVE PLAN:

The District 18 Plan, a part of the adopted Comprehensive Plan for the Tulsa Metropolitan Area, designates this area as a Medium Intensity Linear Development Area.

STAFF RECOMMENDATION:

The applicant proposes an addition to the existing 4,500 SF Braum's Restaurant of 1,400 SF for a total of 5,900 SF, a 31.1 percent increase in total permitted floor area for Development Area B.

As originally approved on March 26, 1985, PUD 388 comprised 7.0237 acres zoned PUD, OL, OM and CS. Floor area was allocated as follows:

Office:

8,000 SF

Commercial Shopping

52,000 SF

Underlying CS zoning allowed 53,983.9 SF of commercial uses.

On May 7, 1991, the City Commission approved PUD-388-A which created four development areas and allocated floor area as follows:

Development Area A:

3,000 SF Commercial 4,500 SF Commercial

Development Area B: Development Area C:

34,500 SF Commercial/ Office

8.000 SF Office

Development Area D:

10,000 SF Commercial/ Office

Total Floor Area Permitted:

52,000 SF Commercial/ Office

8,000 SF Office

The City Commission approved PUD 388-B on February 4, 1993 and CS zoning through Z-6389 for the purpose of allocating an additional 33,754.5 SF of commercial floor area to Development Areas C and D for a mini-storage use.

Total commercial floor area permitted per current underlying CS zoning and as allocated through PUD 388-A and PUD 388-B is as follows:

Total Combined Commercial Floor Area Permitted by Underlying CS Zoning for PUD-388-A & PUD-388-B: 87,738.4 SF

Development Area A:

3.000 SF Commercial

Development Area B:

4,500 SF Commercial

Development Areas C & D:

71,900 SF Mini-Storage (as only

permitted commercial use)

Total Allocated Commercial Floor Area:

79,400 SF

Unallocated Commercial Floor Area

Per Underlying CS Zoning:

8.338.4 SF

If not included within a PUD, underlying CS zoning for the subject property, (Lot 2, Block 1, "71 Trenton", Development Area B), would permit 20,807 S.F. of floor area.

The proposed 1,400 S.F. expansion does not affect existing open space and the site will maintain the minimum 10% required. In addition, sufficient parking will remain to meet parking requirement per the Tulsa Zoning Code and the proposed addition will not exceed the maximum one-story height permitted.

Staff finds the uses and intensities of development proposed to be in harmony with the spirit and intent of the Code and in conformance with the policies of the Medium Intensity Linear Development Area as included in the District 18 Plan. Based on the following conditions, staff finds PUD 388-C to be: (1) consistent with the Comprehensive Plan; (2) in harmony with the existing and expected development of surrounding areas; (3) a unified treatment of the development possibilities of the site; and (4) consistent with the stated purposes and standards of the PUD Chapter of the Zoning Code.

Therefore, staff recommends **APPROVAL** of PUD-388-C subject to the following conditions:

- That all future development within PUD-388-C (All of Lot Two, Block One, "71 Trenton") conforms to the development standards for Development Area B as provided in PUD 388-A, with exception to floor as herein modified.
- 2. Maximum Permitted Building Floor Area:

5.900 SF

3. Subject to conditions recommended by the Technical Advisory Committee during the subdivision platting process which are approved by TMAPC.

TAC Comments from January 5, 2006:

General - No comments.

Water - No comments.

Fire - No comments

Stormwater – No comments.

Wastewater - No Comments.

<u>Transportation</u> – Recommend a sidewalk be constructed on S. Trenton to connect with the sidewalk on 71st.

<u>Traffic</u> – No objection.

GIS – No comments.

County Engineer – No comments.

The applicant indicated his agreement with staff's recommendation.

There were no interested parties wishing to speak.

TMAPC Action; 7 members present:

On **MOTION** of **CARNES**, TMAPC voted **7-0-0** (Ard, Cantees, Carnes, Harmon, Horner, Jackson, Midget "aye"; no "nays"; none "abstaining"; Bayles, Bernard, Collins, Hill "absent") to recommend **APPROVAL** of the major amendment for PUD-388-C per staff recommendation.

Legal Description for PUD-388-C:

All of Lot 2, Block 1, 71 Trenton Addition, an addition to the City of Tulsa, Tulsa County, State of Oklahoma, according to the recorded plat thereof (plat number 4837), and located on the northwest corner of East 71st Street South and South Trenton Avenue, Tulsa, Oklahoma, FROM: CS/PUD (Commercial Shopping Center District/Planned Unit Development [PUD-388-A]) TO: CS/PUD (Commercial Shopping Center District/Planned Unit Development [PUD-388-C]).

* * * * * * * * * * * *

PUD-713-3 - Sack & Associates

(PD-26) (CD-8)

11616 South Kingston Avenue (Minor Amendment to reduce the building setback along East 117th Street South from 30' to 15'.)

STAFF RECOMMENDATION:

The applicant requests a minor amendment to reduce the building setback along East 117th Street South from thirty feet to fifteen feet. The proposed residence faces South Hudson Avenue with the south side of the house facing East 117th Street South. The applicant wishes to consider this yard a sideyard, as would be permitted by underlying zoning per Section 403.5 of the Tulsa Zoning Code.

The Estates of River Oaks was approved in August, 2005, as a larger lot single-family subdivision, zoned RS-1, with a series of small cul-de-sacs and private streets. East 117th Street South extends for the length of one lot with cul-de-sacs on each end. If the residence were built on Lot 4, Block 1 as proposed, it would greatly impact the visibility and view from Lot 5, Block 1. Staff finds the proposed encroachment to be inappropriate and that approval would set a precedent and create a similar problem for other double frontage lots within the subdivision.

Therefore, staff finds the proposed amendment to be inconsistent with the intent and purposes of PUD-713 and recommends **DENIAL** of PUD-713-3.

TMAPC COMMENTS:

Mr. Harmon asked staff if the sole reason for denial is the comment about obstructing the view of another lot. In response, Ms. Matthews stated that the sole reason for denial is that the house has not been built and it could be designed any way that the architect and person developing the lot saw fit. Obstructing the view is yet another reason for denial. Ms. Matthews reminded the Planning Commission that this is in a PUD.

Mr. Harmon stated that he doesn't see how the view would be significant in this case. In response, Ms. Matthews stated that the proposal would totally block the

view and it affects how the other houses are going to be arranged in the subdivision.

Mr. Jackson asked staff if they were concerned about the 30-foot building line encroachment. In response, Ms. Matthews answered affirmatively.

Mr. Jackson stated that sometimes developers will go to the BOA and request a reduction of the sideyard setback as long as the frontyard setback has room for two stacking vehicles.

Mr. Alberty stated that the issue is that this is a brand new PUD that was recently approved. It was recently considered for all of the situations that were just discussed. Staff has the attitude that in the past a number of wholesale minor amendments were granted. The attitude now is to consider, especially on a brand-new PUD when these facts could have been considered, and especially in this case where the structure could be designed to fit the lot, that all of these things should have been considered and it is creating an administrative headache and tremendous amount of file-keeping. The Planning Commission needs to take an attitude that unless it is something of extreme importance and something that really is significant to the development, the conditions should stand as they were established.

Mr. Jackson stated that the only problem with this attitude is that most of the time, the developers aren't the builders and they do not see the problems that the builders have during the process. These corner lots tend to create a particularly adverse condition in the field because there is a double building line setback.

Mr. Alberty stated that this is the reason why designers should be cognizant of the end product and the end product user. They should consult builders rather than designing something and then bringing it in when the first builder comes along and states that he needs relief.

Mr. Jackson asked staff what are some of the things the BOA uses to determine if the sideyard setback can be reduced.

Ms. Matthews stated that they would like to see if there has been other sideyards reduced within the area and to make sure that there is enough utility easement for the utilities to be laid and serviced once they are in place.

Mr. Jackson stated that the house doesn't encroach into the utility easement and there are no other lots to compare this to in the immediate vicinity. He further stated that he doesn't see how this encroachment would destroy the other lots view.

Ms. Matthews stated that this is the first lot to be developed and it will set a precedent for all of the rest of the lots. If the Planning Commission approves this, there is a good chance that other lots will be coming in for similar relief.

Ms. Matthews stated that the applicant is present and perhaps he can address the encroachment.

Mr. Ard stated that there are many subdivisions similar to this along 116th Street moving south. Mr. Ard asked if this situation unusual where it would stick out due to design. In response, Ms. Matthews stated that she hasn't done a comprehensive study on it, but within the last three years there have been a number of these that have requested relief because the design of the house doesn't fit the lot.

Applicant's Comments:

Ted Sack, Sack & Associates, 111 South Elgin Avenue, Tulsa, Oklahoma 74120, representing Sam Hollinger, stated that this is a PUD, and as part of the PUD, there is an architectural review committee. The architectural review committee has gone through the review of this particular lot and the owner of Lot 5 has no objections to this minor amendment that he is requesting.

Mr. Sack explained that during the review the committee reviewed the residential zoning chapter that allows a corner lot to choose the frontyard and then the other sideyard lot line could be a 15-foot building line. The house was designed under that premise that they could choose the front and the other would be a 15-foot building line. All of the homes in this subdivision will be custom homes and it was determined to allow the builder and lot owner determine the yards for the corner lots and then come in with a minor amendment. He believes that the minor amendment is for adjusting per a particular plan. He indicated that the lots behind the subject lot are offset and the view will not be diminished. The subject lot is not on a cul-de-sac, but rather it bumps out and then continues on. The proposed home will be a single-story and will not hinder Lot 5's view.

TMAPC COMMENTS:

Mr. Midget asked if Lot 5 is built on at this time. In response, Mr. Sack stated that it is not built, but he did superimpose a footprint of the proposal to demonstrate that the proposal doesn't obstruct this view corridor.

Mr. Horner stated that a view is very nebulous.

INTERESTED PARTIES:

Greg Jennings, 2260 South Troost, Tulsa, Oklahoma 74114, stated that this is a much bigger problem than just this particular PUD and this particular area. This is pervasive in his neighborhood where a house is torn down and a new and larger house is built. They have a blank slate, but they do not want to live up to any of the rules that they have. This is a PUD and it was designed this way. The

architect knows what the limits are and the builder should know what the limits are. The architect should inform the builder what the limits are and there should not be blank checks written in order to place the biggest house possible on the lot. The PUD was filed and they should live under the requirements of it. There are no mitigating circumstances in this instance to prevent them from building a house that fits the lot. What is the point of doing a PUD if the applicant is not held to the conditions?

Sam Hollinger, 15080 South Columbia, Bixby, Oklahoma 74008, stated that he has been a builder in the City of Tulsa for over 40 years. River Oaks will be a premiere subdivision for South Tulsa.

Mr. Hollinger stated that the PUD does allow for the frontyard selection and he chose to create this 30' on the corner lots and bring it to the Board of Adjustment for an as-needed basis to vary from 30' to 15'. These are large homes and he is not asking for a blanket amendment to this, but on as a need basis.

TMAPC COMMENTS:

Mr. Midget asked Mr. Hollinger if he foresees the need to come back for more relief in this subject development. This is one of the concerns that staff had when they stated it would set a precedent and brings home the point Mr. Jennings made about it happening so often. The TMAPC has been criticized for allowing these kinds of minor amendments from folks in neighborhoods and around the subject neighborhood because it dilutes the whole purpose of the PUD process. He understands this concern and it is these kinds of issues that the Planning Commission has to consider.

Mr. Hollinger stated that he does have one doctor who has purchased three lots and he plans to build a major structure that he believes that he will be back to request some consideration as they architecturally design his project, thinking that this is why there is a BOA to help assist on an as-needed basis. This is not a blanket consideration and he doesn't know of any specific needs that are going to come forward now.

Mr. Ard asked Mr. Hollinger if he is the developer of the subdivision or the subject house. Mr. Hollinger indicated that he is the developer of the subdivision.

Mr. Ard asked Mr. Hollinger if he believes that minor amendments will, at some point; affect the values or the pricing on the lots that are adjacent where the PUD requirements were not conformed to as written. In response, Mr. Hollinger stated that he doesn't believe that will happen because this only applies to corner lots and corner lots are a small percentage in the PUD. Mr. Hollinger commented that he looked at the option of filing the PUD with a 30' setback and 15' setback, but he didn't want to set that precedent. Mr. Hollinger stated that it will only be for an as-needed basis and not for every corner lot.

Mr. Hollinger stated that he believes that staff did not make an onsite visual inspection of this application or they would have probably had a different perspective. Looking at a piece of paper doesn't give the true picture of how open the "eyebrow" is.

Ms. Matthews stated that for a point of clarification there are eight corner lots in this subdivision.

Mr. Horner stated that it is the view that is in question and with what he has heard, he moves that the application be approved as presented and deny the staff's recommendation.

Mr. Harmon seconded the motion with the comment that he appreciates the staff's concern of not setting a precedent. However, there should be some flexibility as these things come up.

TMAPC Action; 7 members present:

On **MOTION** of **HORNER**, TMAPC voted 7-0-0 (Ard, Cantees, Carnes, Harmon, Horner, Jackson, Midget "aye"; no "nays"; none "abstaining"; Bayles, Bernard, Collins, Hill "absent") to **APPROVE** the minor amendment for PUD-713-3 as presented by the applicant.

PUD-411-11 - R.L. Reynolds

(PD-26) (CD-8)

9809 South Memorial Drive (Minor Amendment to combine building floor areas to expand existing new car sales and service building at the Jim Norton Center.)

STAFF RECOMMENDATION:

The applicant is requesting minor amendment approval to combine the 26,035 square feet of building floor area permitted to be constructed within JIM NORTON CENTER and the 50,044 square feet of building floor area permitted to be constructed within JIM NORTON CENTER II so that the existing new car sales and service building located on JIM NORTON CENTER may be expanded to 64,953 square feet from 29,296 square feet.

Jim Norton Center II

Revised Tract I/Revised Tract II

Part of PUD-411; Development Area 2 And PUD-411-C; Development Area 1-A PermittedConstructionProposed50.044 SF9.924 SF0 SF

 Jim Norton Center
 26,035 SF
 29,296 SF
 35,657 SF

 PUD-411; Development Area 2

76,079 SF 39,220 SF 35,657 SF

Total Floor Area Permitted by Combining Both Plats: 76,079 SF

Total Floor Area Proposed and Constructed on Combined Plats: 74,877 SF

A site plan showing the location of the buildings on such properties is shown on Exhibit "A-1".

To accommodate the proposed expansion, the applicant also proposes to vacate the 30-foot overland drainage and utility easement shown on the plat of Jim Norton Center and dedicate a new overland drainage easement and utility easement along the south side of the expanded new car sales and service building. Additionally, in order to create a consistency between the text of the Deed of Dedication for Jim Norton Center and Jim Norton Center II, the applicant proposes that the landscaped areas for both such subdivisions be amended to require a minimum of ten percent (10%) of the **gross** lot area to be landscaped open space, which shall include a landscaped area of not less than ten feet (10') in width extending along the public street frontages of the property. (Jim Norton Center currently requires minimum landscaped open space of 15% of net land area; Jim Norton II requires a minimum landscaped open space of 10% of net land area.)

The request results in no change to the total floor area permitted. In addition, no modification of permitted uses or development standards within the affected development areas, except for the proportional floor area allocations and adjustment to minimum landscaped open space requirements, is proposed. Staff finds the proposal to maintain the character and intent of the original or amended approvals of PUD-411 and PUD-411-C.

Therefore, staff recommends **APPROVAL** of PUD-411-11 and PUD-411-C-8 subject to the following:

- 1. Minimum of ten percent (10%) of the gross lot area to be landscaped open space within both JIM NORTON CENTER and JIM NORTON CENTER II.
- 2. Changes to utility easements and overland drainage easements are filed prior to detail site plan approval.
- 3. Development Standards for PUD-411 and PUD-411-C, with exception to modifications herein, remain in effect.

Note: Minor Amendment approval does not constitute Detail Site or Landscape Plan approval.

The applicant indicated his agreement with staff's recommendation.

There were no interested parties wishing to speak.

TMAPC Action; 7 members present:

On **MOTION** of **HORNER**, TMAPC voted 7-0-0 (Ard, Cantees, Carnes, Harmon, Horner, Jackson, Midget "aye"; no "nays"; none "abstaining"; Bayles, Bernard, Collins, Hill "absent") to **APPROVE** minor amendment for PUD-411-11 per staff recommendation.

COMPREHENSIVE PLAN:

Review of additional projects for the proposed Third Penny Sales Tax list for conformance with the Comprehensive Plan for the Tulsa Metropolitan Area. (These projects are not currently on the City's Capital Improvements Program.)

STAFF RECOMMENDATION (From a memo to Finance Department Staff):

Staff has reviewed the new capital improvement projects that are proposed to be included within the upcoming Third Penny Sales Tax election. Staff has reviewed these projects as submitted and as described and has the following comments.

None of the seven projects were found to be not in conformance with the Comprehensive Plan. Some were too specific to be addressed in the Comprehensive Plan. These included the telecommunications requests (2); and a replacement HVAC system, carpeting/flooring upgrade and technology upgrade for the PAC (3); and citywide railroad crossing improvements. These are outside of the scope of the Plan and generally do not affect the Plan in any way.

The other proposed CIPs included development of an OSU-Tulsa Crime Research and Development Lab, East Bank Improvement in the River Parks, TDA Downtown Property Acquisition, engineering and design for Mingo Road improvements from 71st to 81st Streets South, Lower Mingo Creek vegetative and siltation efforts, and an update of the Comprehensive Plan for the City of Tulsa.

1. OSU-Tulsa Crime Research and Development Lab – planned to be located adjacent to the OSU-Tulsa Medical Facility. This should be a compatible use here, which is currently a mixed use (residential/office/commercial/institutional) area. The District 9 Plan designates the area as Low Intensity-No Specific Land Use/Public.

The proposed use may need Board of Adjustment approval as a Special Exception. The use is in accord with the Plan and its effect on the Plan should be minimal or none.

- 2. River Parks East Bank Improvements These proposed improvements are all recommended in the Arkansas River Corridor Plan, and their development would implement that plan.
- 3. TDA Property Acquisition in the Brady Village Area of the CBD This project would acquire a vacant warehouse in the downtown area for reuse in arts-related activities. Potential benefits of this project include rehabilitation of an existing property within the Arts and Entertainment District, as described in the District One Plan, provision of venues for members of the arts communities to pursue their careers and possibly live within the area, and creation of an additional destination within downtown. The Community Cultural Plan, an adopted part of the Comprehensive Plan for the Tulsa Metropolitan Area, recommended such a project. It is therefore in accord with the Comprehensive Plan and would serve to further implement it.
- 4. Engineering and Design for Mingo Road, 71st to 81st Streets South This would be further implementation of the Major Street and Highway Plan, an adopted part of the Comprehensive Plan for the Tulsa Metropolitan Area.
- 5. Update of the Comprehensive Plan and Development Guidelines for the City of Tulsa This request was submitted by INCOG last fiscal year but was dropped from the previous CIP list. It will be a multi-year effort and will have direct bearing as an update of the existing 30-year old document.
- 6. Mingo Creek Siltation/Vegetation Projects The Comprehensive Plan generally endorses efforts to mitigate flooding, and the Citywide Master Drainage Plan is an adopted part of the Comprehensive Plan for the Tulsa Metropolitan Area.
- 7. Economic Development Fabric Bay Hangars (TIA) Construct two (2) fabric bay hangars at Tulsa International Airport for economic development purposes.
- 8. Vensel Creek Phase 1 (vicinity of 88th St. S. to 84th St. S.) Erosion control and bank stabilization.

Staff finds the projects in accord with the Plan, and any potential effects on the Plan are as noted individually. The TMAPC's role is to review and determine the

projects' accordance/non-accordance with the Plan. Staff recommends TMAPC find them in accord.

There were no interested parties wishing to speak.

TMAPC Action; 7 members present:

On **MOTION** of **CARNES**, TMAPC voted 7-0-0 (Ard, Cantees, Carnes, Harmon, Horner, Jackson, Midget "aye"; no "nays"; none "abstaining"; Bayles, Bernard, Collins, Hill "absent") to **APPROVE** that the additional projects for the proposed Third Penny Sales Tax list are in accord with the Comprehensive Plan for the Tulsa Metropolitan Area per staff recommendation.

OTHER BUSINESS:

Commissioners' Comments:

Mr. Midget stated that he hopes that the Comprehensive Plan work is seen as urgency to move this up in the funding cycle in order to get started on it immediately. This should be a priority project.

Ms. Matthews stated that staff believes it is a priority project as well.

There being no further business, the Chair declared the meeting adjourned at 2:07 p.m.

Date Approved:

Chairman

ATTEST:

Secretary