

City of Concord Planning Board
September 20, 2017
Minutes

The regular monthly meeting of the City Planning Board was held on September 20, 2017, in City Council Chambers, in the Municipal Complex, at 37 Green Street, at 7:00 p.m.

1. Call to Order

Chairman Woodfin called the meeting to order at 7:00 pm. Planning Staff present included Heather Shank (City Planner), Beth Fenstermacher (Assistant City Planner), John Stoll (Senior Planner), and Lisa Fellows-Weaver (Administrative Specialist). Engineering Staff present included Bryant Anderson (Associate Engineer).

2. Roll Call

Present: 8 – Chairman Richard Woodfin, Vice-Chair Carol Foss, Teresa Rosenberger (Ex-Officio for City Manager), Mayor Jim Bouley, Susanne Smith-Meyer, Ian West, Matthew Hicks, and John Regan.

Absent: 3 – Councilor Byron Champlin, David Fox, Alternate Chiara Dolcino and Alternate Frank Kenison.

3. Approval of August 16, 2017 Planning Board Meeting Minutes

On a motion made by Ms. Rosenberger, and seconded by Mr. West, the Board voted unanimously to accept the minutes of August 16, 2017, as written.

4. Planning Board Chair Overview

Chairman Woodfin announced that Item 8C., the City Council referral pertaining to a request from Tre.Torre, LLC, on behalf of the Capital Regional Development Council, to modify the terms of a Covenant to allow vehicular oriented uses at 51 Anterim Road in the Industrial (IN) and Aquifer Protection (AP) Districts. *MBL: (111/G1/63)* has been withdrawn by the petitioner.

Item 8D, the City Council referral pertaining to a request from Interchange Development LLC, and on behalf of Susan Whitney, to modify the conditions of a Covenant, and rezone property off Whitney Road from the Urban Commercial (CU) and Industrial (IN) Districts to the Highway Commercial (CH) District has been postponed to the October 18, 2017 Planning Board meeting.

And, at the requests of the petitioners, Item 8E, the City Council referral regarding a request from Concord Orthopaedic to rezone portions of the Medium Density Residential (RM) District along Pleasant Street to the Institutional (IS) District has also been postponed to the October 18, 2017 meeting.

Consent Agenda Items

5. Determination of Completeness by Consent

5A. The Caleb Development Group, on behalf of the City of Concord, requesting Major Site Plan approval for construction of (2) three story multi-family buildings totaling 54 units and a Conditional Use Permit (CUP) to construct fewer parking spaces than are required at 11-35 Canal Street, Penacook in the Opportunity Corridor Performance (OCP) and Central Business Performance (CBP) Districts. *MBL 543/P 18 (2017-33)*

On a motion made by Ms. Foss, and seconded by Ms. Smith-Meyer, the Board voted unanimously to determine the application complete and set the public hearing for October 18, 2017.

In addition, Ms. Shank explained the criteria for determining that a development is of regional impact in accordance with RSA 36:54, and asked the Board to make a determination for project

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2017-33. On a motion made by Mr. Reagan, and seconded by Mr. West, the Board voted unanimously to determine that this application does meet the criteria for a development of regional impact.

6. Design Review Applications by Consent

If an applicant, Planning Board member, or audience member wishes to remove an item from the Consent Agenda for discussion, it will be pulled for consideration during the public hearing segment of the agenda. Otherwise, consent items are approved subject to the recommendations of the Design Review Committee.

6A. Paul Humphreys of Noodles and Pearls, LLC, on behalf of 26 Pleasant Street LLC, requesting ADR approval to install a new internally illuminated projecting sign on existing brackets at 26 Pleasant Street in the Central Business Performance (CBP) District. MBL: 35/5/10

Mr. Humphreys was present and clarified that the property was sold since the filing of the application, and that State Pleasant Street, LLC is the new owner.

On a motion made by Ms. Rosenberger, and seconded by Ms. Foss, the Board voted unanimously to approve the application as submitted by consent.

6B. Mike Todd of Excel Construction Management, LLC, on behalf of Joseph Concord NH Trust 09, requesting ADR approval to modify an existing building façade to install two new window bays to match existing windows at 75-77 Fort Eddy Road in the Gateway Performance (GWP) District. MBL: 641/Z/45

On a motion made by Ms. Rosenberger, and seconded by Ms. Foss, the Board voted unanimously to approve the application as submitted by consent.

Public Hearings

7. Site Plan & Subdivision Applications

7A. Scott Frankiewicz of Brown Engineering, on behalf of Eugene & Darlene Robinson, requesting Minor Subdivision approval for a 2-lot subdivision at 93 Hot Hole Pond Road in the Residential Open Space (RO) District. MBL: 120/2/2 (2017-29)

On a motion made by Mr. West, and seconded by Mr. Regan, the Board voted unanimously to determine the application complete and open the public hearing.

Scott Frankiewicz was present along with the applicants, Mr. and Mrs. Robinson. Mr. Frankiewicz provided an overview of the proposal explaining that the project is a two lot subdivision of 5.06 acres. He stated that lot one is proposed to be 1.6 acres with 0.14 acres of land located within the Town of Loudon. Lot two will consist of 3.06 acres and all of that lot is located in Concord. The existing driveway will be used for Lot One. He noted that the existing house will be removed, which is in Loudon, and a portion of the garage, as well, which resides in both towns. Mr. Frankiewicz explained to the Board that this minor subdivision application would be reviewed by the Town of Loudon Planning Board at their September 21, 2017 meeting.

There being no further comments from members of the public, the Chair closed the public hearing.

On a motion made by Mr. West, seconded by Ms. Foss, the Board voted unanimously to **Grant Minor Subdivision approval** for the Minor Subdivision application for Eugene & Darlene

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Robinson at 93 Hot Hole Pond Road, subject to the following precedent conditions to be fulfilled within one year and prior to endorsement of the final plan by the Planning Board Chairman and Clerk, unless otherwise specified:

- (1) Address Engineering Review Comments dated September 11, 2017 to the satisfaction of the Engineering Division.
- (2) Address Technical Review Comments, noted in Section 2 above, to the satisfaction of the Planning Division.
- (3) Address driveway site distance concerns to the satisfaction of the Engineering Division.
- (4) Provide easement documents for the proposed driveway for review by City Staff.
- (5) Prior to the final plat being signed by the Planning Board Chair and Clerk, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
- (6) The Licensed Land Surveyor shall sign and seal final plans and mylars.
- (7) The Applicant shall submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
- (8) The Applicant shall deliver to Planning, one (1) plan sets and one (1) mylar(s) for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.

7B. Hillside Design Group, LLC, on behalf of Dundee Investments, LLC, requesting Major Site Plan approval for construction of two retail buildings and a restaurant, and Conditional Use Permits for disturbance of wetland buffers and for the proposed dumpster location, at 285-287 Loudon Road in the in the Gateway Performance (GWP) District. MBL: 111E/1/2; 111E/1/3; 111E/1/8-11 (2017-31)

Ms. Fenstermacher stated that the applicant recently submitted revised drawings and they are withdrawing the waiver request for Section 24.04 Design Standards, Service Connections, to not construct the service connection drop in a 4' manhole. Based on a preliminary review, she stated that most of the other comments have been addressed.

Michael D'Amante, and Rick D'Amante were present along with Matt Peterson of Hillside Design Group, and Jeff Merritt of Keach-Nordstrom.

Mr. Peterson provided an overview of the proposal which is to construct two retail buildings totaling 25,304 sf, and one 4,365 sf restaurant, along with related site improvements, on Loudon Road and Old Loudon Road. The project will be constructed in three phases. He referenced a prior proposal which was presented two years ago; however, the tenant changed and the application was withdrawn. This proposal is very similar with only minor changes addressing requirements for the new anchor tenant. This is a proposal for an Aldi's grocery store as the main anchor, with a fast food chain restaurant and drive-thru, unknown at this time, to be constructed as phase 2. Phase 3 will include a third building for retail. The site is currently 6 lots, which will be merged to total 4.6 acres.

Mr. Peterson described the site layout plan, mentioning the pedestrian access and shopping cart storage area for the grocery store, as well as the proposed trucking routes. In addition, the

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grading plan was reviewed. Additional discussion was held regarding the landscaping. Ms. Smith-Meyer suggested that species of shade trees be used instead of crab-apple trees in the parking lot. Planning staff had commented about the trees to be removed along the adjacent Siena Development Drive, Mr. Merritt confirmed that trees will be replaced and will not impact the landscaping requirements for the previous development.

Mr. Peterson noted the discussions held with the Architectural Design Review Committee. He stated that the Committee recommended that the cedar siding composite board be replaced with aluminum composite material consistent with the material around the Aldi sign.

The waivers were discussed as follows:

Section 21.02 Sidewalks Required, to not construct a sidewalk along both frontages, and instead provide a sidewalk along Loudon Road only. This waiver was previously granted for other commercial developments located east and west of the proposed development. There are no existing or proposed sidewalks in the vicinity for which a future connection may be made along either Old Loudon Road or Portsmouth Street southerly of I-393.

Section 22.07 Storm Water Design Standards, to provide 3' separation between the bottom of the infiltration system and groundwater where 4' is required, and to not meet the off-site flow requirements allowing a small increase to the City drainage system that is unavoidable due to the nature of tying into the existing street. The NH Department of Environmental Services has revised their regulations to allow for 3' separation since the City adopted this standard.

Mr. Peterson addressed the Conditional Use Permit requested for Section 28-7-14(b) of the Zoning Ordinance (ZO) for the Location of Off-Street Loading Area for Refuse Containers. Per the ZO, refuse containers shall be located to the side and rear of the building they are intended to serve. He explained that the site has two frontages and no rear, and are unable to locate the dumpster at the rear. However based on the configuration of the parcel, the proposed location for the dumpster is the "rear" of the building, and meets the intent of the ordinance. The refuse containers are screened, the nearest residence is ±125 ft. from the proposed loading area. He stated that there were several options explored for alternate locations for the dumpsters; however, there is no other feasible location elsewhere on the site. He added that there will be adequate fencing and a vegetative buffer and the location of the residence will minimize impact from noise and odor. Additional discussion was held regarding the City's noise ordinance relative to trash pick-up. Mr. Peterson stated that the trash pick-up will not occur until after 7 a.m.

Mr. Peterson stated that the met with the Conservation Commission on August 9, 2017 and noted that a site walk was held with the Commissions for the original proposal for this site back in 2015. He noted that the Commission recommended approval of the CUP. Ms. Foss asked for clarification on the temporary impacts to the wetland buffers. Mr. Peterson replied that the impacts are considered permanent because of the re-grading, but the area will be restored with wetland buffer species, so it will seem more like a temporary impact as there are no structures proposed in the buffer, and will return to natural conditions.

Chairman Woodfin opened the public hearing.

Carl Sergeant, 306 Portsmouth Street, Abutter, expressed concern with the dumpster location and noise related to the dumpster being emptied. He also mentioned concerns about the time when trucks are entering the parking area and if they will be running at early hours of the morning, similar to what occurred at the adjacent Dick's Sporting Goods store. In addition, he

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asked about the lighting and expressed concern with light trespass. He stated that he is pleased to see that a fence is being added along Old Loudon Road. He referred to the existing driveway of the neighboring development and expressed frustration as the residents were not aware of an access being added onto Old Loudon Rd.

Mr. Peterson offered to add a note to the plan that there will be no trash pick-up before 7 a.m. and no deliveries before 7 a.m. Mr. Merritt described the lighting fixtures being cut-off fixtures meaning that the LED does not spill light onto a horizontal plane. He added that there will be no significant light trespass and it will be obscured with mature vegetation growth. Ms. Smith-Meyer suggested that deliveries be set to specific hours.

There being no further comments from members of the public, the Chair closed the public hearing.

On a motion, made by Ms. Foss, and seconded by Ms. Smith-Meyer, the Board voted unanimously to **grant Architectural Design Review (ADR) approval** for the proposed commercial development layout, including the proposed grocery store building, and related site improvements, subject to the condition that the proposed EIFS material or composite board is replaced with aluminum composite material consistent with the material around the Aldi sign.

On a motion, made by Ms. Foss, and seconded by Mr. West, the Board voted unanimously to **grant the following waivers** to the Site Plan Regulations (SPR):

Section 21.02 Sidewalks Required, to not construct a sidewalk along both frontages, and instead provide a sidewalk along Loudon Road only.

Section 22.07 Storm Water Design Standards, to provide 3' separation between the bottom of the infiltration system and groundwater where 4' is required, and to not meet the off-site flow requirements allowing a small increase to the City drainage system.

The waiver request to **Section 24.04, Design Standards, Service Connections**, was withdrawn by the Applicant at the hearing.

On a motion, made by Mr. West, and seconded by Ms. Foss, the Board voted unanimously to **grant the following Conditional Use Permits**:

Article 28-7-14(b) (ZO) to allow for the Location of Off-Street Loading Area for Refuse Containers at the rear of the building.

Article 28-4-3 (ZO) to allow disturbance of 6,787 sf of wetland buffer for site grading and stormwater improvements.

On a motion, made by Mr. Hicks, and seconded by Mr. Regan, the Board voted unanimously to **grant Conditional Major Site Plan approval** for the proposed commercial development, subject to the following precedent and subsequent conditions noted below:

- (a) Precedent Conditions – to be fulfilled within one (1) year and prior to issuance of any building permits, or the commencement of site construction, unless otherwise specified:
- (1) Voluntary lot merger shall be completed and recorded.
 - (2) Address Technical Review Comments to the satisfaction of the Planning Division.
 - (3) Address review comments from Engineering Services to the satisfaction of the Engineering Division.

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- (4) Any waiver(s) granted are to be noted and fully described on the plan including date granted and applicable Section number(s) of the Site Plan Regulations. Should the Board vote to deny the waiver request(s), applicant shall comply with said submission requirement(s).
 - (5) Submit two (2) copies of fully revised plans for sign off by the Clerk and Chair of the Planning Board.
- (b) Subsequent Conditions – to be fulfilled as specified:
- (1) Prior to commencement of construction activity, wetland buffers and clearing limits within the buffers shall be marked for inspection by Planning Staff.
 - (2) Prior to commencement of construction activity, payment of inspection fees in an amount approved by the City Engineer shall be made.
 - (3) A pre-construction meeting shall be required prior to the start of any construction activities onsite. The applicant shall pick up one (1) set of signed plans at the Planning Office to make copies for the pre-construction meeting. A total of five (5) copies of the signed plan set shall be provided by the applicant at the pre-construction meeting.
 - (4) Prior to a Certificate of Occupancy or final construction sign-off, as-built drawings shall be provided to the City Engineer in accordance with Section 12.09 of the Site Plan Regulations. The as-built drawings shall be surveyed on NH State Plane coordinates and NAVD 88 Datum.
 - (5) Prior to the issuance of a Certificate of Occupancy or final construction sign-off, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.08 of the Site Plan Review Regulations and all information shall be converted to a vertical datum of NAVD 88.

- 7C. Hillside Design Group, LLC, on behalf of Dundee Investments, LLC, requesting Minor Subdivision approval to create three (3) condominium land units, at 285-287 Loudon Road, 30, 34, 36 & 42 Old Loudon in the Gateway Performance (GWP) District. MBL: 111E/1/2; 111E/1/3; 111E/1/8-11 (2017-37)

On a motion made by Ms. Foss, and seconded by Mr. Regan, the Board voted unanimously to determine the application complete.

Michael D'Amante, and Rick D'Amante were present along with Matt Peterson of Hillside Design Group, and Jeff Merritt of Keach-Nordstrom.

Mr. Peterson provided an overview of the project. He stated that the proposal is seeking an approval to create three condominium land units associated with a proposed commercial development, after the six lots are merged.

Chairman Woodfin opened the public hearing. There being no further comments from members of the public, the Chair closed the public hearing.

On a motion, made by Mr. West, and seconded by Ms. Foss, the Board voted unanimously to **grant conditional Minor Subdivision approval** to create three condominium land units, subject to the following conditions to be fulfilled within one year and prior to endorsement of the final plan by the Planning Board Chairman and Clerk, unless otherwise specified:

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- (1) Applicant shall provide digital copies of the condominium documents, including declaration of condominium and by-laws, to be reviewed and approved by the City Solicitor and Clerk of the Board.
- (2) The voluntary lot merger for the six existing lots shall be recorded at the Merrimack County Registry of Deeds.
- (3) Address Engineering Review Comments to the satisfaction of the Engineering Division.
- (4) Address Technical Review Comments to the satisfaction of the Planning Division.
- (5) Digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
- (6) The Licensed Land Surveyor shall sign and seal final plans and mylars.
- (7) The Applicant shall submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
- (8) The Applicant shall deliver to Planning, three plan sets and one (1) mylar(s) for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.

8. Amendments & Other Items

- 8A. Proposed Zoning Ordinance Amendment to Section 28-9-4(d), Decisions by the Planning Board, Site Plan Review, exempting from site plan review conversions to a multifamily use with three or more units in the Central Business Performance (CBP) District.

Ms. Shank provided an overview of the current ordinance and the proposed amendment. She stated that there are a growing number of developers seeking redevelopment within the CBP District and the current thresholds for major and minor site plan reviews trigger review for conversions to residential structures of three or more units, even when no site work is needed. Since the CBP District has no parking requirements, residential conversions often require no site work. Staff felt that it did not make sense to require applicants to provide site plans or go through the Planning Board process in these instances. This amendment will exempt conversion of an existing structure to accommodate three or more dwelling or rooming units in the CBP District from site plan review, unless other requirements for site plan review are triggered.

Ms. Shank stated that this ordinance has been noticed for a public hearing tonight and has been scheduled to be reviewed at Council's October 9, 2017 meeting should the Board recommend it to move forward.

Chairman Woodfin opened the public hearing. There being no further comments from members of the public, the Chair closed the public hearing.

On a motion, made by Ms. Foss, and seconded by Mr. Hicks, the Board voted unanimously to **recommend approval to City Council** of the proposed Zoning Ordinance Amendment to Section 28-9-4(d), Decisions by the Planning Board, Site Plan Review, exempting from site plan review conversions to a multifamily use with three or more units in the Central Business Performance (CBP) District.

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- 8B. Dol-Soul, LLC, on behalf of the City of Concord, requesting to rezone the entire block bounded by South Main and South State Streets, between Fayette and Thompson Streets, from Urban Commercial (CU) to Central Business Performance (CBP).

Matthew Walsh, Director of Redevelopment, Downtown Services and Special projects, met with the Board to explain the proposal from Dolben Properties to enter into a purchase and sales agreement with the City to acquire 0.74 acres property at South Main and South State Streets, the former NH Employment Security property. The request is to rezone the entire block from Urban Commercial (CU) to Central Business Performance (CBP) and develop a new 120,000 sf mixed use building with market rate apartments and commercial spaces. Mr. Walsh stated that based on the preliminary development program, City Administration anticipates the assessed value for this project could be approximately \$12.49 million. When this project is completed, this will be one of the single, largest, most valuable buildings in the City.

Ms. Smith-Meyer asked about compatibility of the rezoning with adjacent properties and those across South State Street. Ms. Shank stated that the surrounding properties are already zoned CBP, and that development across South State Street is similar since the buildings are multi-story structures located on the street with a mix of uses.

On a motion, made by Ms. Smith-Meyer, and seconded by Mr. West, the Board voted unanimously to **recommend approval of the rezoning request to City Council.**

- 8C. City Council referral pertaining to a request from Tre.Torre, LLC, on behalf of the Capital Regional Development Council, to modify the terms of a Covenant to allow vehicular oriented uses at 51 Anterim Road in the Industrial (IN) and Aquifer Protection (AP) Districts. MBL: (111/G1/63)

Ms. Shank stated that this request has been withdrawn.

- 8D. City Council referral pertaining to a request from Interchange Development LLC, and on behalf of Susan Whitney, to modify the conditions of a Covenant, and rezone property off Whitney Road from the Urban Commercial (CU) and Industrial (IN) Districts to the Highway Commercial (CH) District. **Postponed – October 18, 2017.**

Ms. Shank stated that the Town of Boscawen submitted comments relative to this request, recommending that the Board deem this proposal a development of regional impact project. Ms. Shank noted that the request is for a rezoning and not an actual project, though it still makes sense to acknowledge that the action would have regional significance.

Mayor Bouley asked about the outcome of the modification should the covenant be lifted and the effects to the size of structures allowed and the affects to the tax base. Ms. Shank explained that the covenant went into effect in 2011 and limit the size of structures permitted to prevent development that may negatively impact development in Penacook.

Further discussion ensued. It was requested that Staff review any prior discussions on this area and the possible impacts. Ms. Shank stated that the petitioners will be providing additional information at next month's meeting.

On a motion made by Ms. Smith-Meyer, and seconded by Ms. Foss, the Board voted unanimously to determine that this request will have regional impact.

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- 8E. City Council referral regarding a request from Concord Orthopaedic to rezone portions of the Medium Density Residential (RM) District along Pleasant Street to the Institutional (IS) District. *Postponed – October 18, 2017.*

Other Business

9. Impact Fee Ordinance Amendments

9A. Waiver of Transportation Impact Fee for Nonresidential Uses

Carlos Baia, Deputy City Manager, met with the Board to provide background relative to the adoption of the Public Capital Facilities Impact Fees Ordinance in 2001. He explained that in 2001 the economy was much stronger and at that time the community chose to seek financial concessions from developments to offset impacts to roads, bridges, parks, schools, etc. Impacts fees were charges for residential and non-residential developments. In 2013 some adjustments were made and the fees for home renovations and improvements were eliminated. A waiver mechanism was also instituted for transportation and school impact fees for projects in the CBP District. The economy now is still not as strong as it was in 2001 and discussions have been held regarding the current impact fees within the City. Mr. Baia stated that there has been a focus to determine the City's competitiveness with other communities such as Portsmouth, Nashua, Salem, Dover, and Manchester. The Fiscal Policy Advisory Committee reviewed this information and determined that the City of Concord current impact fee structure was placing the City at a competitive disadvantage; more long-term gain could be achieved through tax base incentives. They recommended waiving the assessment of impact fees on non-residential development.

Members questioned the overall impact of losing funds from impact fees. Mr. Baia replied that it is anticipated that tax base growth from incentivizing development will outpace the loss in fees over the next 10 years. Member Rosenberger asked why we should exempt non-profit organizations that already don't pay taxes. Mr. Baia explained that the legal team found that there was no way to differentiate between for-profit and non-profit organizations, and that trying to do so would not be in the best interest of the City.

Mayor Bouley questioned whether the Board would also be in support of eliminating impact fees for residential development. Board members had no strong objection to the concept. Ms. Shank noted that residential projects most affected are the multifamily developments, which the City should be incentivizing since Concord is in need of more housing and different housing types. Mr. Baia noted that residential development tends to have greater cost to the City in terms of services provided yet less return, which is why non-residential development was primarily considered.

On a motion, made by Mr. West, and seconded by Ms. Foss, the Board voted unanimously to **recommend approval to City Council** of the amendment to waive transportation impact fees for nonresidential uses.

9B. Elimination of School Impact Fees

Mr. Baia explained that school impact fees are collected by the City for residential building permits. The fees are tied to the repayment of specific bonded projects pertaining to the Concord High School expansion from the 1990's. Since the final payment for the bond was made in 2017, the fees no longer need to be collected. The amendment proposes to zero out the Concord School Impact Fee.

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On a motion, made by Mr. West, and seconded by Ms. Foss, the Board voted unanimously to **recommend approval to City Council** of the elimination of school impact fees.

9C. City Priority Redevelopment Projects

See discussion in Item 8B.

On a motion, made by Mr. West, and seconded by Ms. Foss, the Board voted unanimously to **recommend approval** of the proposed Dol-Soul development as a City Priority Redevelopment Projects to City Council.

10. Design Guidelines Update

Ms. Shank stated that she and Mr. Stoll are still working with the ADRC and will provide the Board with an update next month.

Adjournment

At the request of Chair Woodfin, Ms. Smith-Meyer made a motion to adjourn at 8:45 p.m., seconded by Ms. Foss. Motion carried unanimously.

A TRUE RECORD ATTEST:

Lisa Fellows-Weaver
Administrative Specialist