

**F I N A L**

**SPRINGETTSBURY TOWNSHIP  
PLANNING COMMISSION  
APRIL 21, 2022**

**MEMBERS IN**

**ATTENDANCE:** Mark Robertson, Vice Chairman  
Charles Stuhre  
James Tanzola

**NOT PRESENT:** Tim Staub, Chairman  
Paula Musselman

**ALSO IN**

**ATTENDANCE:** Randall Heilman, Director of Community Development  
John Luciani, First Capital Engineering, Deputy Zoning Officer  
Shane Rohrbaugh, Solicitor  
Abby Gibb  
Sue Sipe, Stenographer

**1. CALL TO ORDER:**

**A. Pledge of Allegiance**

Vice Chairman Robertson called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

**2. ACTION ON THE MINUTES**

**A. MARCH 17, 2022**

**MR. TANZOLA MOVED FOR APPROVAL OF THE MEETING MINUTES OF MARCH 17, 2022 AS PRESENTED. MR. STUHRE SECONDED. MOTION UNANIMOUSLY CARRIED.**

**3. BRIEFING ITEMS**

**A. AMND-0002 - Springettsbury Township Zoning Ordinance Text Changes**

Mr. Heilman stated this text amendment was prepared by Solicitor Rausch at the request of the Board of Supervisors to address poultry due to several cases requesting variances to allow chickens as pets in the Township at the Zoning Hearing Board meetings. The text change is to specify that chickens are not pets but considered poultry/farm animals. The ordinance is amended under a new section §325-4A., "Uses Not Provided For;" (2) Amend the definition of "Pet" to exclude poultry; (3) amend Section 325-125 (A), "Livestock, poultry and animals;"

Mr. Heilman also referred to a zoning ordinance change in regards to activities in the Township relating to hook-ah lounges and the use of nightclubs. (4) amend Section 325-42 (C)(4), "Uses by

special exception and conditional uses" to add nightclubs; (5) amend Section 325-163(A) to add nightclubs. Mr. Heilman indicated a letter was received from the York County Planning Commission recommending the adoption of the ordinance changes.

**MR. TANZOLA MOVED TO RECOMMEND TO THE BOARD OF SUPERVISORS ADOPTION OF THE ZONING ORDINANCE TEXT CHANGES AS WRITTEN BY THE SOLICITOR. MR. STUHRE SECONDED. MOTION UNANIMOUSLY CARRIED.**

**B. AMND-0001 - Density Factor Increase from 30-40 – Pleasant Valley Road, LLC**

Attorney Reilly Noetzel, Barley, Snyder Associates

Att. Noetzel stated the petition was presented previously to the Planning Commission. He noted the formal application was submitted. They discussed what the appropriate density would be and per the comments received, they arrived at a density factor of 40 in keeping with the Comprehensive Plan and the County Comprehensive Plan promoting infill development. This relates to property in the N-C district. The site is 8.046 acres which is part of a condominium at Wyndham Point for multi-family type use.

Att. Noetzel clarified the York County Planning Commission issued comments, but did not recognize the definition of density in the same manner as the Springettsbury ordinance. He noted the YCPC identifies it as a straight unit per acre measurement, whereas Springettsbury uses density factor which is different. Consequently, the YCPC recommended this not be approved, since they were looking at it as 40 units per acre. They referenced what York City has which is 20 units per acre. He noted this scenario is different since with a density factor it is measuring off bedrooms.

Solicitor Rohrbaugh indicated he discussed this with Solicitor Rausch and their consensus was the Planning Commission for the County did not understand Springettsbury's density factor situation. He noted they were interpreting it as 40 dwelling units per acre.

Mr. Heilman stated in conversation with Mike Shaffer, the representative from the York County Planning Commission, he explained the definition of the density factor. Mr. Shaffer acknowledged he misunderstood and that is how it was presented to the York County Planning Commission because they did not interpret it correctly.

Vice Chairman Robertson asked if there was anyone in attendance who wished to comment on the text amendment.

**MR. TANZOLA MADE A MOTION TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF THE TEXT AMENDMENT TO CHANGE THE DENSITY FACTOR FROM 30 PER ACRE TO 40 PER ACRE IN THE NEIGHBORHOOD-COMMERCIAL ZONING DISTRICT. SECONDED BY MR. STUHRE. MOTION UNANIMOUSLY PASSED.**

**C. CU-2022-0002 - Panda Express Chinese Kitchen**

Michael Twitchel  
Vu Le

Mr. Heilman stated this is the conditional use application presented at the March meeting. The applicant submitted additional information addressing concerns expressed at the last meeting including the review letter sent out by First Capital Engineering. He noted the applicant is proposing development of the former Fat Daddy's site. He noted this will go before the Board of Supervisors as a conditional use application with a public hearing scheduled.

Mr. Le stated the Panda Express application was reviewed at the last meeting and the case was continued due to the Planning Commission requesting to see additional information on connectivity for pedestrians and users of the restaurant and also for the second future building. He reviewed the site plan pointing out the added pedestrian connectivity from Market Street to the proposed Panda Express which will connect to the patio area at the front of the restaurant and then the path will flow to the back to connect to a future medical building.

Mr. Le reviewed the drive through exit in proximity to Market Street, noting the building has been moved back to allow a better turn out of the drive through.

Mr. Luciani asked Mr. Le after the vehicle pulls out from the drive through and approaches the exit to get back on Market Street, how much room do you have from the stop bar and how many cars can stack there to get in and out of that entrance.

Mr. Le at the intersection there would be 24 ft. to Market Street from where the drive through exit is located. The drive through can accommodate 5 cars stacking up.

Mr. Le indicated at the proximity of the restaurant at the front door towards the sidewalk the existing width the width of the sidewalk is 5 ft. Mr. Le indicated they are not proposing improvements to the sidewalks but are proposing new landscape that would buffer the sidewalk as outlined on the landscape plan.

Mr. Luciani asked about pedestrian lighting along the sidewalk and parking area. He also referred to the proposed pedestrian scale lighting along the sidewalk, noting as part of the Town Center Overlay requirement along the street frontage pedestrian scale lighting is required to illuminate the sidewalks and street. Mr. Le indicated that will be added during the land development phase.

Mr. Robertson asked about the elevation change on the site in order to accommodate handicap movement.

Mr. Luciani indicated a retaining wall is shown on the northeast corner of the site wrapped around the corner indicating topography. He noted the applicant is showing a pedestrian connection from the sidewalk to the restaurant.

Mr. Lee confirmed their intent is for an ADA access path connecting Market Street to the Panda Express entrance. He noted they are aware of the grade change throughout the site from south to north. They propose to lower it with the retaining wall along the southeast corner.

Mr. Robertson referred to the renderings provided which show the design of the building. Mr. Lee affirmed that is the prototype being rolled out.

Mr. Luciani commented Panda Express did not request a waiver for any of the street light details. Mr. Le indicated they will comply with Township requirements.

Mr. Luciani referred to a previous discussion regarding the opacity in which there are sufficient windows. Mr. Twitchell indicated they are asking for a waiver but only for one side of the building to the east next to the hotel. He noted that is the cook line in the building design and it is almost impossible to get any glazing to that side of the wall. Also, due to the current conditions of the site there are two large trees along with the neighbor's signage which blocks that side of the building almost to the point where the building can not be seen. Any traffic along west bound Market Street would not see the building until they reached the front, therefore they are asking for a waiver for glazing on the east side of the building.

Other requested waivers:

Setbacks from Eastern Blvd. – Mr. Twitchell indicated the setbacks on Eastern Blvd. are within that narrow strip of the back alley and it would not be feasible to put any type of building or structure there, therefore they are requesting a waiver to place the building as currently proposed further back into the site as shown on the site plan.

Exterior landscaping buffer – Mr. Twitchell noted also in the alleyway towards the back there is only 30 ft. so to allow the 24 ft. for the two way traffic and the 5 ft. minimum sidewalk there is no room for anything else.

Mr. Heilman noted the additional waiver to allow the drive through for the conditional use.

Solicitor Rohrbaugh stated he had no objection to the conditional use, noting the applicant has provided the additional adjustments to the plan from the comments of the Planning Commission. He remarked the applicant has stated they will comply with the requirements during the land development phase.

Vice Chairman Robertson asked if there were any other comments from the audience or via Zoom. Hearing none, he called for a motion.

**MR. TANZOLA MOVED TO RECOMMEND APPROVAL TO THE BOARD OF SUPERVISORS FOR CU-2022-0002 PANDA EXPRESS CHINESE KITCHEN WITH THE FOLLOWING WAIVERS AS PER PLANS, DRAWINGS AND RENDERINGS SUBMITTED:**

- §325-200G.(3) - REQUIRED GLAZING ON THE EAST SIDE
- §325-199 E - MAIN BUILDING SETBACK ALONG EASTERN BLVD.
- §325-206A.(1)(A-C) - LANDSCAPING ALONG THE DRIVEWAY CONNECTION TO EASTERN BLVD.
- §325-200.E(3) - DRIVE THROUGH WINDOW

**SECONDED BY MR. STUHRE. MOTION UNANIMOUSLY PASSED.**

**D. CU-2022-0003 - Five Guys Enterprises, LLC**

William Latta, GPD

Mr. Latta stated the application is to allow a restaurant use in the Town Center Overlay for the redevelopment of an existing Five Guys on Haines Road. The project proposes to remove the existing building and build a new Five Guys restaurant in accordance with current building codes and brand standards. The surrounding site will be improved but will remain in the same general

configuration as the existing site. Due to the redevelopment nature of the project and the site remaining the same as the existing, they are requesting several waivers. Upon reviewing Staff comments, Mr. Latta referred to the site plan noting the comment regarding the two parking spaces which are adjacent to the entrance are considered to be in front of the building. It was recommended to adjust the parking so no spaces are in the front yard of the building. He noted the applicant is in agreement with that and they may reconfigure the parking area to perpendicular to fit the spaces and to accommodate better driver comfort. He noted they may have to eliminate one space to comply with the ordinance. He noted the site currently does not meet the parking ordinance for the size of the building. He did not believe that would be an issue since although the proposed new building will be slightly larger, since they will be reducing the number of seats inside the restaurant.

It was noted there is no drive through window for the restaurant.

Mr. Latta referred to the traffic evaluation study and the comment to identify PennDOT HOP permits. He noted they intend to keep the existing driveways and right of way. They are trying to not make any further impact on the traffic patterns and therefore do not think they will need a traffic evaluation study since it is the same existing use and they do not anticipate any changes to the number of trips or traffic patterns.

Mr. Robertson noted the significant number of changes to the traffic and flow in that area since the PennDOT road improvements were made. Mr. Luciani noted PennDOT has done all the improvements in that area with new sidewalks with ADA access.

Mr. Latta showed a survey of the existing site with the two driveways and existing parking. There is a drive aisle around the back of the building going out the opposite side. He pointed out there are relatively few changes.

Mr. Luciani in referring to trip generation there would be no additional traffic and there are no warranted traffic improvements based on the right-in – right-out of the site.

The following waivers were identified:

- §289-10: Preliminary Plans - A waiver has been requested to not require the submission of a preliminary plan. The submission should not be required due to the proposed project is keeping the same general configuration as the existing site. Additionally, the Conditional Use process will provide the opportunity for preliminary review and comment. A waiver has been requested to allow the proposed future second building inside the 50' maximum front yard setback because the flag shape of the lot.
- §289-11: Preliminary Plan; Specifications - A waiver has been requested to not require the submission of a preliminary plan.
- §289-12A(2)(f): Final Plans; Procedures – Traffic Impact Study. A waiver has been requested to not require a traffic impact study because the proposed project is keeping the same use and general site configuration as existing use. The proposed project will not change the existing traffic patterns.
- §289-12A(5): Final Plans; Specifications – Provide plans to PennDOT, YCCD, and all affected utilities.

- §289-13B: Miscellaneous Engineering Specifications - A waiver has been requested to not require the specifications listed in Section 289.13B as the proposed project does not significantly modify the existing improvements within the public right of way.
- §289-15: Environmental Impact Studies - A waiver has been requested to not require environmental impact studies since the property is being utilized in the same manner that is presently existing.
- Article 25 §325-114 - Waiver for Parking Requirements
- §325-207.C1L - Town Center Overlay Traffic Evaluation Study

Vice Chairman Robertson asked if there were any other comments from the audience or via Zoom. Hearing none, he called for a motion.

**MR. TANZOLA MOVED TO RECOMMEND APPROVAL TO THE BOARD OF SUPERVISORS FOR CU-2022-0003 FIVE GUYS ENTERPRISES WITH THE FOLLOWING WAIVERS:**

- **§289-10: PRELIMINARY PLANS**
- **§289-11: PRELIMINARY PLAN; SPECIFICATIONS -**
- **§289-12A(2)(F): FINAL PLANS; PROCEDURES – TRAFFIC IMPACT STUDY**
- **§289-12A(5): FINAL PLANS; SPECIFICATIONS**
- **§289-13B: MISCELLANEOUS ENGINEERING SPECIFICATIONS**
- **§289-15: ENVIRONMENTAL IMPACT STUDIES**
- **ARTICLE 25 §325-114: WAIVER FOR PARKING REQUIREMENTS**
- **§325-207.C1L - TOWN CENTER OVERLAY TRAFFIC EVALUATION STUDY**

**SECONDED BY MR. STUHRE. MOTION UNANIMOUSLY PASSED.**

**E. LD-2022-0005 & SD-2020-0002 - PF Land Development Plan – 4100 Lincoln Highway East**

Neal Metzger, Site Design Concepts

Mr. Heilman stated this plan is a subdivision/land development plan in two municipalities – Springettsbury Township and Hellam Township. The initial presentation was submitted in 2020.

Mr. Metzger stated the plan was presented as a briefing item in November 2020. He noted the project was put on hold twice due to financial reviews to determine the viability of the project. They are subsequently moving forward and they are attempting to secure all necessary approvals so when an interested party wants to purchase or lease one of the buildings, construction can move forward. Mr. Metzger indicated there are two plans associated with the project. One is a preliminary/final subdivision plan which is taking a 10-acre site split between Hellam and Springettsbury and subdividing it into two proposed lots. One lot is in the flexible development district which is in Springettsbury Township and the other is in the Commercial-Industrial District in Hellam.

Mr. Metzger indicated for the subdivision plan they are requesting four waivers since they are not proposing any improvements. They are asking that sidewalks be deferred at such time as each lot would be developed.

Waiver Requests:

- §289-10.: Preliminary Plan

Waiver has been requested to defer the submittal of a preliminary plan. The justification by the applicant is the submittal is a subdivision in nature, two (2) parcels will be created and there are no improvements for the plan. The waiver is noted on sheet the preliminary/final subdivision plan C-1 (Plan Sheet).

- §289-11.: Preliminary Plan; Specifications

Waiver has been requested to defer all specifications needed for the submittal of a preliminary plan. The justification by the applicant is the submittal is a subdivision in nature, two (2) parcels will be created and there are no improvements for the plan. The waiver is noted on sheet the preliminary/final subdivision plan C-1 (Plan Sheet).

- §289-13.A: Final Plan Scale and Size

Waiver has been requested to use 30 by 42” plan sheets, with a scale enlarged 1 inch = 40 feet to provide better clarity on the plan set.

- §289-25 through 289-39: Improvement Specifications for - 26-Monuments, 27-Streets and Aprons, 28-Sewage Disposal, 29-Water Supply, 30-Storm Drainage, 31-Curbs and Gutter, 32-Sidewalks, 33-Street Name & Street Sign, 34-Fire Hydrants, 35-Landscaping and Buffer Yards, 36-Streetlights, 37-Changes, 38- Performance Requirements, 39-Utilities. Waiver has been requested to defer this requirement to the Land Development Plan review and not the preliminary/final subdivision plan review. The justification by the applicant is the land development plan was submitted for proposed lot 1 and is being reviewed concurrently with this subdivision plan. The waiver is noted on the preliminary/final subdivision plan C-1 (Plan Sheet).

Mr. Metzger stated there have been three reviews by the township engineer, as well as three reviews by PennDOT associated with the land development plan. They have a conditional plan approval with both subdivision and the Lot 2 land development plan by Hellam Township which occurred in December 2021.

Vice Chairman Robertson called for a motion.

**MR. TANZOLA MOVED TO RECOMMEND APPROVAL TO THE BOARD OF SUPERVISORS FOR SD-2020-0002 4100 LINCOLN HIGHWAY EAST WITH THE FOLLOWING WAIVERS:**

- §289-10 – PRELIMINARY PLAN
- §289-11 – PRELIMINARY PLAN; SPECIFICATIONS
- §289-13.A – FINAL PLAN SCALE
- §289-25 THROUGH §289-39 – IMPROVEMENT SPECIFICATIONS

**MR. STUHRE SECONDED. MOTION UNANIMOUSLY PASSED.**

**LD-2020-0005**

Mr. Metzger stated the land development plan is proposed for Lot #1 which is primarily located in Springettsbury Township. Currently the plan proposes the use for a warehouse, although there is no specific user at this time. Mr. Metzger indicated if the use is different, it would be evaluated by Mr. Heilman to assure compliance with the zoning ordinance. Following reviews by the township engineer and PennDOT they are close to securing PennDOT approval. He noted he is working with Mr. Luciani regarding obtaining a stormwater management consistency letter.

Mr. Metzger indicated that Hellam Township is requiring the installation of curb and sidewalks along the entire site frontage on Lincoln Highway. The original plan presented in November 2021 showed it only in Springettsbury Township to the municipal boundary line. The curb and sidewalk will now extend to the adjoining property to the east, consequently this requires storm sewers. Mr. Metzger confirmed they have received their stormwater discharge permit approval from the York County Conservation District.

In regards to sewage planning, Mr. Metzger indicated he recently received the signed exemption request forms from both Springettsbury Township and Hellam Township and they were submitted to DEP. Mr. Metzger stated he reviewed comments from the township engineer and will work with him to address them to his satisfaction.

Waiver Requests:

- §289-10. - Preliminary Plan
  
- §289-13.A - Final Plan Scale and Size
  
- §289-26 – All property corner monumentation be concrete. They are requesting if an existing steel rebar pin is on the corner, they would not replace it. Any missing property corner evidence will be placed with the concrete monument.
  
- §289-27.C – Streets and Aprons – Requesting waiver of placing concrete for a short section in the right of way between the curb line of Lincoln Highway to the end of the right of way and using bituminous concrete driveway apron.

Mr. Luciani indicated because the ordinance requires two ways of access to the site, a condition would be placed for the applicant to provide full access to Market Street and Campbell Road in Hellam Township.

Mr. Metzger stated the plan shows the access drive and states if Lot #2 is developed prior to Lot #1 the access drive through the other lot would need to be installed. Under either development independently would have access to two separate public streets.

Mr. Luciani referred to the stormwater consistency noting the applicant is connecting directly to the storm sewer system which will be in Hellam Township and there is no connection of stormwater to the PennDOT system on the Springettsbury side of the line. Mr. Metzger confirmed it is 100% in Hellam Township.

It was noted an easement agreement will need to be recorded with the Township as the access drive continues onto Lot #2 in Hellam Township. Mr. Metzger stated this would be accomplished with his client.

Vice Chairman Robertson asked if there were any other comments from the audience or via Zoom. Hearing none, he called for a motion.

**MR. TANZOLA MOVED TO RECOMMEND APPROVAL TO THE BOARD OF SUPERVISORS FOR LD-2020-0005 4100 LINCOLN HIGHWAY EAST WITH THE FOLLOWING WAIVERS WITH THE CONDITION ON AN ACCESS DRIVE AGREEMENT BETWEEN THE PARTIES:**

- §289-10 – PRELIMINARY PLAN



- §289-13.A – FINAL PLAN SCALE
- §289-26 – MONUMENTS – THE USE OF STEEL PINS IN PLACE OF MISSING MONUMENTS
- §289-27.C – STREETS AND APRONS

**MR. STUHRE SECONDED. MOTION UNANIMOUSLY PASSED.**

**F. SD-2021-0001 - Christopher A. & Angela M. Ferro SDP – 709-711 Witmer Road**

Lee Faircloth, Gordon Brown & Associates

Mr. Heilman stated there has been discussion to coordinate with Township Staff in regard to a public sewer easement which was addressed several years ago and is now memorialized within the context of this plan. The revised plan was received today. The project consists of subdividing 8.97 acres into three separate lots. There are two homes on the property, one is connected to public sewer and the other is on an on-lot system. The two homes are currently served by well water.

Mr. Luciani stated the township manager and the public works director are satisfied with the plan. He noted the ability to connect to public sewer is available to the applicant.

Mr. Faircloth presented current plans noting there are no improvements proposed, only connecting the land between the lots. He pointed out the line between Lot #1 and Lot #2 which separates the two properties currently which will be removed and Lot #2 will be joined to Lot #1 which is the location of Mr. Farro’s house. Lot #3 will be reduced to the configuration shown. Mr. Faircloth pointed out the sewer easement on the plan which starts at the north end of Lot #1 and services Mr. Farro’s house. The house on Lot #3 is currently served by sand mound and by well water. He noted there will be an agreement that will allow the continuation and maintenance of the sand mound for Lot #3.

It was noted a waiver was requested for §289-14 – Minor Subdivision to advance the plan to a final subdivision plan due to there being no development proposed.

**MR. TANZOLA MOVED TO RECOMMEND SD-2021-0014 BE MOVED TO AN ACTION ITEM. SECONDED BY MR. STUHRE. MOTION UNANIMOUSLY PASSED.**

**MR. TANZOLA MOVED TO RECOMMEND APPROVAL TO THE BOARD OF SUPERVISORS FOR SD-2021-0014 CHRISTOPHER A. & ANGELA M. FERRO WITH WAIVER §289-14 MINOR SUBDIVISION PLAN. SECONDED BY MR. STUHRE. MOTION UNANIMOUSLY PASSED.**

**G. LD-2022-0001 - R3C Holdings, LLC – 20 Innovation Drive**

Adam Anderson, Site Design Concepts

Mr. Anderson stated he is representing the final land development plan for JLS Automation, which is a new building expansion, Phase 2. He noted Phase 1 which is 50,625 sq. ft. was presented and subsequently approved last year and is currently under construction.

Mr. Anderson presented the plan for Phase 2, noting this is 100,000 sq. ft. The site is 17 acres,

zoned General-Industrial. The current use is office manufacturing assembly of electronic equipment. With the expansion the use will stay the same. The site currently contains 206 parking spaces. The expansion will add 46 spaces for 250 spaces in total.

Mr. Anderson indicated in front of Phase 2 there is an above-ground stormwater management basin which will be filled in and subsurface stone beds will be installed to account for the volume lost with the stormwater management, and also to account for the additional impervious area. Mr. Anderson pointed out on the plan infiltration tests, which are additional stormwater pits they are installing for the parking to be added on the north side.

Mr. Anderson stated the Phase 2 expansion is some manufacturing, mostly office space with some warehousing added. He noted they are getting ready for the building but it will not be delivered until September.

Mr. Anderson indicated they received the draft review letter from the township engineer and will continue discussions with Staff.

**Waiver Requests:**

- §289-10: Preliminary Plan Waiver - Request to submit a combined preliminary/final land development plan. The applicant cites that due to the simplicity of the project and the lack of public improvements, the submission of separate preliminary and final plans is not warranted.
- §289-21: Submission a Traffic Impact Study Waiver - Request for exemption of a traffic impact study. The applicant cites that in lieu of a traffic impact study, an abbreviated traffic assessment letter which was completed for the Phase 1 building expansion outlining the proposed traffic for Phase 1. The scope of Phase 2 is 50% of Phase 1, and the applicant anticipates this land development plan will be less than Phase 1.
- §289-41J(5) Curbing of Existing Parking and Access Roads – Mr. Anderson indicated most of the parking is curbed which is to direct water drainage. But there are areas that do not have curbing and would like to maintain the stormwater flow off the pavement through vegetated area to the stormwater management facilities.

Mr. Luciani asked if they will amend their erosion control plan. Mr. Anderson confirmed they will, noting they do have the NPDES permit. Mr. Anderson stated this would be a major amendment which is currently in the process.

Mr. Luciani referred to the sewer line noting that is a collection line coming from Market Street. He noted the sewer line was replaced with Phase 1 but they will need to find a path that maintains the slope and avoids going through the stormwater basin.

Mr. Heilman stated there will detailed discussion with Staff prior to submission for potential action in early May.

**3. ACTION ITEMS - None**

**4. WAIVER RECOMMENDATIONS - None**

**5. OLD BUSINESS**

Mr. Heilman indicated he emailed a list of the plan status from 2020 to present which includes conditional use applications as well as subdivision plans.

Mr. Heilman indicated they are moving forward with the Comprehensive Plan and at the Board of Supervisors meeting on April 28 Marion Hull will be speaking to the planning process of how to proceed and the timeline.

**6. NEW BUSINESS - None**

**7. ADJOURNMENT**

**VICE CHAIRMAN ROBERTSON ADJOURNED THE MEETING AT 8:20 P.M.**

Respectfully submitted,

Secretary

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