

**ON TUESDAY, FEBRUARY 13, 2018 THE TECHNICAL REVIEW COMMITTEE HELD THEIR MEETING AT 10:00 A.M. IN THE 2<sup>ND</sup> FLOOR COURTROOM OF THE WOODFORD COUNTY COURTHOUSE.**

**MEMBERS PRESENT:** Griff Reed, Tom Walker, Buan Smith, Chris Cobler, Mitzi Delius, Pattie Wilson, J. Smith, Jeri Hartley, David Sutherland, Paul Simmons

**MINUTES:** The January 16, 2018 minutes stood approved as submitted.

Major Plat In-Family Conveyance – Lynn and Lola Cash to Kolin & Christian Cash – Lot 2 – 1798 Woodlake Rd; Landi Cash – Lot 3 – 1806 Woodlake Rd; Garris Spaccamonti – Lot 4 – 1790 Woodlake Rd - A-1 District – Wayne Carroll, P.L.S.

Wayne Carroll was present for discussion. Mr. Carroll noted that the Cash family had bought a 30 acre tract off of Woodlake Road and have built two residences on part of the property and now they want to convey three tracts to their children. They have bought an additional acre from an adjoining property to give them enough acreage to build three more homes.

TRC deficiencies were listed as follows:

1. Title Block – Add “Consolidation Plat and” to beginning of Title of Plat.
2. Title Block – Add address(es) of Property
3. Title Block – Add relationship of family member after each name in parentheses.
4. Site Statistics need to include:
  - a. Original Farm (Tract D)11/11/2013=30.002 acres
  - b. Tract D – Lot 1 – 8/21/15 = 5.000 acres
  - c. Remaining Tract D = 25.002 acres
  - d. Parcel 1 (Kelsey) = 1.000 acres
  - e. New Tract D (Parcel 2) = 26.002 acres
  - f. New Lots 2,3,&4 = 9.876 acres
  - g. Remaining farm = 16.126 acres
  - h. Zone = A-1
5. “Purpose of Plat” note needs to clarify that this gets original farm up to 31 acres making it eligible for a maximum of 4 in-family conveyances.
6. Need Owner’s signature. (after all revisions are made)
7. Need Land Surveyor’s signature and seal. (after all revisions are made)
8. Need Board of Health Signature. (after all revisions are made)
9. Update Flood Insurance Rate Map (F.I.R.M.) number and date. (new maps effective December 21, 2017)
10. Need to add note that there are no more In-Family Conveyance transfer available for this farm after this approval.
11. There can only be one single family residence on each of the proposed divisions, Lot 2, 3, & 4.
12. There can be no additional single family residences on the remaining farm, Tract D – Parcel 3, other than the two existing already thereon.
13. Submit Utility Easement approval sign-offs from each utility company, if different from easements shown thereon.
14. Submit address approval sign-offs from E-911 Coordinator.

15. Submit an 8 ½" x 11" reduced copy of the Plat **plus mylar** and one copy with **ALL** certification signed except for Commission's Certification.
16. Submit a digital copy i.e. Auto cad file (.dwg/.dxf) in a State plane north NAD83 projection and .pdf file of the Plan referencing Application No. 2018-010 to [kjohns@woodfordcountyky.org](mailto:kjohns@woodfordcountyky.org); [pwilson@woodfordcountyky.org](mailto:pwilson@woodfordcountyky.org); [koreel@woodfordcountyky.org](mailto:koreel@woodfordcountyky.org)
17. Add a blank space (2" x 2") shall be left for the recording stamp of the Woodford County Clerk's office in the lower right hand corner of the plat.
18. All lot corners must be pinned.

Comment: Due to the number of divisions, this is a Major Plat and must go to the full Commission.

**A motion was made by Mr. Walker, as seconded by Mrs. Delius, to forward the Major Plat In-Family Conveyance – Lynn and Lola Cash to Kolin & Christian Cash – Lot 2 – 1798 Woodlake Rd; Landi Cash – Lot 3 – 1806 Woodlake Rd; Garris Spaccamonti – Lot 4 – 1790 Woodlake Rd - A-1 District onto the Planning Commission with the deficiencies being corrected, as noted. The motion carried with ten (10) aye votes.**

Minor Plat In-Family Conveyance – Larry Donnell (husband) to Deborah Faye Donnell (wife) – 311 Carpenter Pk – A-1 District – Tim Thompson. P.E., L.S.

Tim Thompson was present for discussion.

TRC deficiencies were listed as follows:

1. Title Block – Add address(es) of property. 311 Carpenter Pike
2. Show address number on each lot, approved by E-911 Coordinator. #311
3. Need Owner's signature.
4. Need Land Surveyor's signature and seal.
5. Need Board of Health Signature.
6. Submit Utility Easement approval sign-offs from each utility company, if different from easements shown thereon.
7. Submit an 8 ½" x 11" reduced copy of the Plat plus mylar and one copy with **ALL** certification signed except for Commission's Certification.
8. Submit a digital copy i.e. Auto cad file (.dwg/.dxf) in a State plane north NAD83 projection and .pdf file of the Plan referencing Application No. 2018-011 to [kjohns@woodfordcountyky.org](mailto:kjohns@woodfordcountyky.org); [pwilson@woodfordcountyky.org](mailto:pwilson@woodfordcountyky.org); [koreel@woodfordcountyky.org](mailto:koreel@woodfordcountyky.org)
9. All lot corners must be pinned.

Comment: This is a Minor Plat that can be forwarded to the Chairman.

**A motion was made by Mrs. Delius, as seconded by Mr. Cobler, to forward the Minor Plat In-Family Conveyance – Larry Donnell (husband) to Deborah Faye Donnell (wife) – 311 Carpenter Pk – A-1 District onto the Chairman with the deficiencies being corrected. The motion carried with ten (10) aye votes.**

1<sup>ST</sup> Amended Minor Plat In-Family Conveyance – Walter E. Schott, III to Margaret H. Schott (mother) – Tract 1, 3517 Troy Pike and Elaine S. Schott (wife) – Tract 2, 3495 Troy Pike – A-1 District - Tim Thompson. P.E., L.S.

Tim Thompson was present for discussion. Mr. Thompson noted that a couple of months ago he did an in-family conveyance to Mr. Schott's mother and wife and those were based on a preliminary road alignment that was going to a rural residential subdivision at the back of the farm. Mr. Schott has now moved the road alignment and it now goes through the present two conveyed lots. This Plat is a revision to reconfigure the lots.

TRC deficiencies were listed as follows:

1. Title Block – Revise type of plat; “1<sup>st</sup> Amended Minor Plat of In-Family Conveyance”.
2. Revise Purpose of Plat note. 1<sup>st</sup> Minor Amended and at end change areas to acreages.
3. Need Owner's signature.
4. Need Land Surveyor's signature and seal.
5. Need Board of Health Signature.
6. Show 10 year Flood Plain (if any) and note the Flood Insurance Rate Map (F.I.R.M.) number. Revise FIRM and date.
7. Submit copies of approved entrance permits from State for new entrance (if different).
8. Submit Utility Easement approval sign-offs from each utility company, if different from easements shown thereon.
9. Submit an 8 ½" x 11" reduced copy of the Plat plus mylar and one copy with **ALL** certification signed except for Commission's Certification.
10. Submit a digital copy i.e. Auto cad file (.dwg/.dxf) in a State plane north NAD83 projection and .pdf file of the Plan referencing Application No. 2018-013 to [kjohns@woodfordcountyky.org](mailto:kjohns@woodfordcountyky.org); [pwilson@woodfordcountyky.org](mailto:pwilson@woodfordcountyky.org); [koreel@woodfordcountyky.org](mailto:koreel@woodfordcountyky.org)
11. All lot corners must be pinned.
12. Need 30' Utility Easement on north side of property per Windstream and Kentucky Utilities.

**A motion was made by Mr. Walker, as seconded by Mr. Reed, to forward the 1<sup>ST</sup> Amended Minor Plat In-Family Conveyance – Walter E. Schott, III to Margaret H. Schott (mother) – Tract 1, 3517 Troy Pike and Elaine S. Schott (wife) – Tract 2, 3495 Troy Pike – A-1 District onto the Chairman with deficiencies being corrected, as noted. The motion carried with ten (10) aye votes.**

Construction Plans – Palm Dev. Partners – Fast Pace Urgent Care – 120 A.P. Indy Lane – B-4/B-1 Districts – KWM Engineering and Land Surveying

Joyce Followell with KWM Engineering and Land Surveying was present for discussion. Ms. Followell noted that they modified the detention basin. Ms. Followell noted that the project was on hold.

TRC deficiencies were listed as follows:

1. Construction Plans differ from approved F.D.P. with regard to storm drainage.
2. Need approved encroachment permits prior to issuing Grading Permit.
3. Question detail CU/C1.02 – extruded curb on asphalt. Will not work well here with snow/snow removal and freeze/thaw. Could be a maintenance issue.
4. Sheet L1.0 – Not most current version. Use one dated 1-22-2018 (from Mark Newsome).
5. Need a two-way clean out on the sanitary sewer lateral at the property line.
6. Coordinate water and sewer connections with City Public Works; need to make sure the water meter is accessible.
7. City Public Works needs to inspect tie-ins to the sewer and water, prior to covering them up.
8. Need to add standard curb detail on street.
9. Need detail on re-working bricks on the entrance.
10. County Engineer and City Public Works (Paul Simmons) need to view all hydrographs.
11. County Engineer reserves the right to comment.
12. Paul Simmons needs numbers of runoff calculations to pond.
13. County Engineer questioned the change of type of pipe close to the street.

Comment: Approval letters from City Public Works and County Engineer are needed to issue Grading Permit.

**A motion was made by Mrs. Delius, as seconded by Mr. Walker, to forward the Construction Plans – Palm Dev. Partners – Fast Pace Urgent Care – 120 A.P. Indy Lane – B-4/B-1 onto the Planning Director for issuance of grading permit upon receipt of approval letters from County Engineer and City Public works and with deficiencies being corrected, as noted. The motion carried with ten (10) aye votes.**

Final Record Plat – Cedar Ridge Subdivision – Unit 4 – 25 Lots – R-1B District – Vision Engineering

Rich Newton with Vision Engineering was present for discussion.

TRC deficiencies were listed as follows:

1. Title Block – Correct Property owner’s name, mailing address, email address & phone #. Change to: G&K Motorsports
2. Title Block – Correct Subdivider’s name, mailing address, email address & phone #. Change to: G&K Motorsports
3. Title Block – Add date plat submitted.
4. Vicinity Map - Remove personal business names and make street names/map more legible.
5. Show Names of adjacent owners behind Lots 87-89.
6. Show Zoning classification of adjoining property behind Lots 87-89.
7. Revise area of each lot to the nearest square foot or it can be placed in a table, if preferred.
8. Site Statistics – Add Density - Lots per gross acre.
9. Site Statistics – Add Density - Lots per net acre.
10. Show all existing and proposed utility easements with dimensions.
11. Show a “Purpose of Plat” note.
12. Revise Certifications and obtain signatures.

13. Need Owner's Certification and signature(s).
14. Need Land Surveyor's Certification and signature & seal.
15. Show detention maintenance note: "The detention lot and drainage easement shall be maintained by the Cedar Ridge Homeowner's Association (the "Association"). The detention and drainage easement shall be maintained by the Association in such a fashion as to insure that the vegetative growth will not exceed five inches in height. All foreign objects, debris and silt will be removed from the detention site. No potential or actual health or safety hazard will be created. The Association shall perform periodic maintenance on all areas, other than storm drainage pipes and head walls, to insure the hydraulic function of the project. Structural and landscaping intrusions onto the detention area shall not be allowed without written approval of the City Public Works. The Association shall permit necessary access to the City Public Works for periodic inspection. Failure to comply with the above requirements shall allow the City Public Works to take the necessary action to correct the non-compliance and the cost thereof shall be borne by the Association. The City of Versailles shall have the right to assert a lien on the property to assure payment.
16. Question: Since drainage from Parkway has been redirected contact KYTC to get 50' permanent drainage easement relocated.
17. Add 15' Landscape Buffer Area (L.B.A.) to lots 66 & 89 along Parkway and say (see note #12). This note needs to specify plants and spacing and installed prior to occupancy.
18. Submit Utility Easement approval sign-offs from each utility company, if different from easements shown thereon.
19. Submit street name and address approval sign-offs from E-911 Coordinator.
20. Submit a mylar, plus one 11" x 17" reduced copy of plat, with **ALL** certifications signed *except* for Commission's Certification.
21. Submit a digital copy i.e./Auto Cad file (.dwg/.dxf) in a State plane north NAD83 projection **and** .pdf file of plat, referencing Application #2018-014 to [kjohns@woodfordcountyky.org](mailto:kjohns@woodfordcountyky.org); [pwilson@woodfordcountyky.org](mailto:pwilson@woodfordcountyky.org); [koreel@woodfordcountyky.org](mailto:koreel@woodfordcountyky.org).
22. Add Recorder's Certification Space – A blank space (2" x 2") shall be left for the recording stamp of the Woodford County Clerk's office in the lower right hand corner of the plat.
23. Submit As-Built construction plans (one to P&Z, one to City Public Works & one to County Engineer), consisting of, one full size set, one 11"x 17" reduced set, and a pdf @ 1"=100'.
24. Submit itemized bond estimate for final surface course, sidewalks, detention maintenance and clean up only, plus 15%.
25. Request in writing an on-site inspections by City Public Works and County Engineer.
26. Submit a Certificate of Deposit per Sub Regs once amount is approved after on-site inspection.
27. All lot corners must be pinned.
28. Show and label bench mark.
29. Show cross sections of all streets within and adjoining properties shown on the plat.
  - a. X add pavement specification.
30. Revise City Public Works/County Engineer's Certification and obtain signatures.
31. Submit copies of Deed Restrictions.
32. Submit documentation for compliance with Sub Reg, Article III, Section 350, H & I & J. (see attached)
33. Planning Director reserves the right to review and comment once As-Built are submitted.
34. Redo Owner's Certification:

**OWNER'S CERTIFICATION:**

"I (we) do hereby certify that I am (we are) the owner(s) of record of the property platted heron, said property being recorded in Deed Book (or Plat Cabinet) \_\_\_\_\_, Page (or Slide) \_\_\_\_\_, in the Woodford County Clerk's Office; do hereby adopt this as my (our) record plat for this property; do hereby dedicate the streets, sanitary, storm sewers, and any other spaces so indicated to public use; and do establish that the easements shown hereon are reserved for the use so indicated."

\_\_\_\_\_  
Owner(s) signature, address and date

\_\_\_\_\_  
Witness signature, address and date

35. Redo Commission's Certification:

**COMMISSION'S CERTIFICATION:**

"I do hereby certify that this record plat has met the requirements of the Versailles-Midway-Woodford County Planning Commission, and is now eligible for recording in the Woodford County Clerk's Office."

\_\_\_\_\_  
Commission Chairman or Planning Director signature and date

36. Revise Title: **CITY PUBLIC WORKS AND COUNTY ENGINEER'S CERTIFICATION**

"I do hereby certify that all public improvements required have been inspected and found to be installed, and "as-built" construction drawings received, and all are in conformance with the requirements of the Planning Commission and its Subdivision Regulations. I further certify that a Certificate of Deposit will be required for the final course of blacktop, site cleanup, detention basin maintenance and contingencies."

\_\_\_\_\_  
City Public Works and date

\_\_\_\_\_  
County Engineer signature and date

37. City Public Works and County Engineer and Paul Simmons reserve the right for comment when As-Builts are submitted.

38. Label storm easements as "storm sewer easements".

39. Since detention basin was changed, need to have it re-topo'd to make sure it was constructed with proper volume that was analyzed.

40. Detention Basin needs its own lot number – Lot 90.

41. Add curve table on lots or add a note.

42. Add 10' U.E. between lots 65/66, 67/68, 82/83, 89, 87/46. Add standard note.
43. Add general notes to plat as attached in "sample".

Comment: Must return Final Record Plat to T.R.C. once deficiencies are addressed.

**A motion was made by Mrs. Delius, as seconded by Mrs. Hartley, to return to TRC the Final Record Plat – Cedar Ridge Subdivision – Unit 4 – 25 Lots – R-1B District with deficiencies being corrected, as noted. The motion carried with ten (10) aye votes.**

Final Record Plat – Wooldridge Gardens Phase II – Tract 3A – Apartment Development – R-4/PUD District – Vision Engineering

Rich Newton with Vision Engineering was present for discussion.

TRC deficiencies were listed as follows:

1. Title Block – Add address of Property: 224 Cheney Road.
2. Title Block – Correct Property Owner's Name: Anderson Wooldridge 2 LLC.
3. Correct adjacent info on Lot 80; should be 220 Cheney Road (not 219).
4. Correct Zoning classification of adjoining properties. Lots 53, 62, 71, and 80 are zoned R-4(PUD) and all other R-1C zones are also R-1C(PUD).
5. Add Site Statistics. Need to add all of the following:
  - a. Total Gross Area.
  - b. Total Net Area.
  - c. Area in Right of Way.
  - d. Area in Lots.
  - e. Number of Lots.
  - f. Number of units.
  - g. Density - Lots per gross acre.
  - h. Density - Lots per net acre.
  - i. Existing Zone R-4(PUD)
6. Show address number on the lot, approved by E-911 Coordinator.
7. Show all existing and proposed utility easements with dimensions.
8. Show a "Purpose of Plat" note.
9. Need Owner's signature. Check wording on certificates.
10. Need Land Surveyor's signature and seal. Check wording.
11. Show drainage easements that link storm sewer easements to their destinations/property lines.
12. Add note about detention easement is off-site and note plat it's recorded on (Cab & Slide) and maintenance note for it.
13. Submit Utility Easement approval sign-offs from each utility company, if different from easements shown thereon.
14. Submit street name and address approval sign-offs from E-911 Coordinator.
15. Submit an 8 ½" x 11" reduced copy of the Plat plus mylar and one copy with **ALL** certification signed except for Commission's Certification.

16. Submit a digital copy i.e. Auto cad file (.dwg/.dxf) in a State plane north NAD83 projection and .pdf file of the Plan referencing Application No. 2018-015 to [kjohns@woodfordcountky.org](mailto:kjohns@woodfordcountky.org); [pwilson@woodfordcountky.org](mailto:pwilson@woodfordcountky.org); [koreel@woodfordcountky.org](mailto:koreel@woodfordcountky.org)
17. Add Recorder's Certification Space – A blank space (2" x 2") shall be left for the recording stamp of the Woodford County Clerk's office in the lower right hand corner of the plat.
18. Submit As-Built construction plans (one to P&Z, one to City Public Works & one to County Engineer), consisting of, one full size set, one 11"x 17" reduced set, and a pdf @ 1"=60'.
19. Submit itemized bond estimate for final surface course, sidewalks, detention maintenance and clean up only, plus 15%.
20. Request in writing on-site inspections by City Public Works and County Engineer.
21. Submit a Certificate of Deposit per Sub Regs once amount is approved after on-site inspection.
22. All lot corners must be pinned.
23. Show note: There shall be no intrusion within the right-of-way without an encroachment permit. Example: Driveway (add this to note).
24. Show City Public Works/County Engineer's Certification (if public improvements were installed) and signature.
25. Utility contacts are not required on F.R.P.
26. Revise Certification Titles and wording as attached hereto.
27. If possible move "Commission's Certification" over where other Certifications are.
28. Revise Title: CITY PUBLIC WORKS AND COUNTY ENGINEER'S CERTIFICATION

"I do hereby certify that all public improvements required have been inspected and found to be installed, and "as-built" construction drawings received, and all are in conformance with the requirements of the Planning Commission and its Subdivision Regulations. I further certify that a Certificate of Deposit will be required for the final course of blacktop, site cleanup, detention basin maintenance and contingencies."

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City Public Works and date

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County Engineer signature and date

29. City Public Works and Paul Simmons reserves the right for comment when As-Builts are submitted.
30. Need all permits (ex. Division of Water) before Public Works will sign Plat.
31. Need to label storm sewer easements.
32. Need open space utility easement note.
33. Need 10' UE on north side and south side of property. It was noted that this will cause garages/carports to encroach.
34. Need to check with Chris Cobler, Kentucky Utilities on overhead line.
35. Add appropriate notes from "sample" as attached hereto. (Not all may be necessary).

Comment: Must return Final Record Plat to T.R.C. once deficiencies are addressed.



**A motion was made by Mr. Cobler, as seconded by Mrs. Delius, to return the Final Record Plat – Wooldridge Gardens Phase II – Tract 3A – Apartment Development – R-4/PUD District to TRC with deficiencies being corrected, as noted. The motion carried with ten (10) aye votes.**

Minor Amended Subdivision Plat – Rose Ridge Unit 4, Lot 29 – 6022 Harkness Lane - R-1B District – EA Partners

Rick Nunnery with EA Partners was present for discussion.

TRC deficiencies were listed as follows:

1. Title Block – Revise to: 1<sup>st</sup> Amended Major Subdivision Plat
2. Add address(es) of Property – 6022 Harkness Lane
3. Need Owner’s signature.
4. Need Land Surveyor’s signature and seal.
5. Show 100 year Flood Plain (if any) and note the Flood Insurance Rate Map (F.I.R.M.) number; use December 21, 2017.
6. Correct Minimum Flood Protection Note: should be 921.50 (not 912.50).
7. Submit an 8 ½” x 11” reduced copy of the Plat plus mylar and one copy **with ALL** certifications signed except for Commission’s Certification.
8. Submit a digital copy i.e. Auto cad file (.dwg/.dxf) in a State plane north NAD83 projection and .pdf file of the Plan referencing Application No. 2018-016 to [kjohns@woodfordcountky.org](mailto:kjohns@woodfordcountky.org); [pwilson@woodfordcountky.org](mailto:pwilson@woodfordcountky.org); [koreel@woodfordcountky.org](mailto:koreel@woodfordcountky.org)

Comment: The determined Water Surface Elevation of the adjacent Special Flood Hazard Area is 923.0. Until CLOMR is submitted and approved by FEMA, it may not be appropriate to take action to this amendment.

Must be forwarded to the Planning Commission.

**A motion was made by Mrs. Delius, as seconded by Mr. Simmons, to forward the Minor Amended Subdivision Plat – Rose Ridge Unit 4, Lot 29 – 6022 Harkness Lane - R-1B District onto the Planning Commission with deficiencies being corrected, as noted. The motion carried with ten (10) aye votes.**

Construction Plans – SWAM, LLC – 150 A.P. Indy Lane – B-1 District – Midwest Engineering

Chad Voelkert was present for discussion.

TRC deficiencies were listed as follows:

1. Add the approved Final Development Plan to the set of Construction Plans.
2. Sheet SD-3 – Layout –
  - a. Need to show dimensions to tie buildings and parking to site and offsite parking.
  - b. Remove Certifications.

- c. Remove proposed Landscape Legend and Statistics.
  - d. Add building dimensions, etc.
  - e. Label curbs, type, etc.
  - f. Remove site grading from this sheet.
3. Sheet SD-4 – Show proposed Grading for entire site. If not the plans will have to be resubmitted to TRC again in the future. Need more spot elevations added.
  4. Sheet SD-7
    - a. Use at least two different kinds of trees (all Red Maples being shown)
    - b. No shrubs shown around perimeter (front) parking lot but are listed in Legend.
    - c. Need to add “compacta” to shrub. (Compact Burning Bush)
    - d. Do not need any interior VUA or interior trees since parking lot is less than 6000 sqft.
    - e. Do **NEED** perimeter landscaping between R-3 and B-1 area. 15’ adjacent to common boundaries. 1 tree/40 feet plus 6’ tall fence OR a double row of 6’ high hedge (per Article XI, Section 1105.2). This screening may be waived with written concurrence of the adjoining property owner.
    - f. Add fence specification and detail.
  5. Need perk test on Detention Basin.
  6. Change slope to 3:1.
  7. Show all existing and proposed water and sewer lines.
  8. Show water meters (do not put in landscaping, must be accessible).
  9. Need two-way sewer clean out to each building.
  10. City to inspect sewer and water tie-in prior to covering up.
  11. Sheet SD-2 under “as-built prints” 1.b. Remove “or nearest valve”.
  12. Show grading for second building, how water is going to get around it.
  13. 100 year 24 hour storm check should be 6.7” per hour.
  14. County Engineer needs hydrographs in drainage study.
  15. County Engineer reserves the right to comment.
  16. Sheet SD-2 – remove City of Nicholasville.
  17. Add KY811 logo.

Comment: Need letters of approval from City Public Works and County Engineer before issuing Grading Permit.

**A motion was made by Mrs. Delius, as seconded by Mr. Walker, to forward the Construction Plans – SWAM, LLC – 150 A.P. Indy Lane – B-1 District onto the Planning Director for issuance of grading permit upon receipt of approval letters from County Engineer and City Public Works, with deficiencies being corrected, as noted. The motion carried with ten (10) aye votes.**

**Mrs. Wilson moved to adjourn meeting at 11:19 a.m. The motion carried with ten (10) aye votes.**

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Patricia B. Wilson, Chair  
PW:ko