Certification of Publication: Zoning Board of Appeals Administrator certifies publication of this agenda in the Daily Record, the official newspaper of the City of Omaha on Monday, October 29, 2012 and Thursday, November 1, 2012.

MEMBERS PRESENT: Bert Hancock, Chair  
Brian Mahlendorf, Vice Chair  
Sebastian Anzaldo  
Jacque Donovan  
Teri Teutsch, Alternate

MEMBERS NOT PRESENT: Jonathan Nash, Jr.  
Sean Kelley, Alternate

STAFF PRESENT: Dave Fanslau, Current Planning Manager  
Mike Carter, Zoning Board of Appeals Administrator  
Rosemarie Lee, City Law  
Clinette Warren, Recording Secretary

Mr. Hancock called the meeting to order at 1:00 p.m., introduced the board members, as well as the staff, and explained the procedures for hearing the cases.
LAYOVERS

1. Case No. 12-079
   (over from 8/9/12)

   WITHDRAWN
   Kum & Go
   6400 Westown Parkway
   West Des Moines, IA 50266

   REQUEST: Waiver of Section 55-740(f), 55-716, 55-406
   – Variance to the perimeter parking lot landscaping from 10’ to 7.56’ & 3.06’ and to
   the required buffer yard between GC and R7 from 30’ to 13’ and between GC & R4(35)
   from 30’ to 24.42’ and to the front yard setback of 50’ from center line to 40’ from
   center line to allow for the construction of a convenience store

   LOCATION: 4103 Leavenworth Street
   ZONE: GC

This request was withdrawn at the request of the applicant.
2. Case No. 12-080 (over from 9/13/12)
   Suzanne Claussen
   IRET Properties
   11422 Miracle Hills #510
   Omaha, NE 68154

   REQUEST: Waiver of Section 55-833 – Variance to the maximum height from 20’ to 36’ for 2 existing and 8 additional wall signs
   LOCATION: 12002 Pacific Street
   ZONE: LO

   RECOMMENDATION: Approval, in accordance with the plans submitted.

   At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Suzanne Claussen and Gaby Ryan with Signworks, appeared before the Board.

   Mike Carter, Zoning Board Administrator, stated that the applicant was requesting a waiver for existing signs on the property. He explained that the Planning Department feels there is a hardship because the site is located adjacent to an arterial street. He added that there are unique characteristics that typically are not found in a Limited Office District; therefore, the Planning Department recommended approval in accordance with the plans submitted.

   Ms. Donovan moved to APPROVE. Mr. Hancock seconded the motion.

   AYES: Anzaldo, Donovan, Mahlendorf, Teutsch, Hancock

   MOTION CARRIED: 5-0
3. Case No. 12-102  
(over from 10/11/12)  
Leroy K. Henderson  
3428 North 207th Street  
Omaha, NE 68022  

REQUEST: Waiver of Section 55-206 – Variance to the street side yard setback from 15’ to 6’ and to the rear yard setback from 25’ to 10’ for a garage addition.  

LOCATION: 3428 North 207th Street  
ZONE: R5  

RECOMMENDATION: Denial

At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Leroy K. Henderson appeared before the Board.

Mike Carter, Zoning Board Administrator, stated that the applicant was proposing to construct an addition that would encroach into the required street side yard and rear yard setback. He noted that the applicant had provided copies of letters from his neighbors in support of the request. The Planning Department recommended denial since there is no hardship or practical difficulty.

Mr. Hancock noted that this case had been laid over to give the applicant the opportunity to have his case heard before a full board.

Ms. Donovan moved to APPROVE. Ms. Teutsch seconded the motion.

AYES: Anzaldo, Donovan, Mahlendorf, Teutsch, Hancock

MOTION CARRIED: 5-0
4. Case No. 12-103
(over from 10/11/12)
Brenda Dooley
First National Bank
1620 Dodge Street
Omaha, NE 68197

REQUEST: Waiver of Section 55-740(f) – Variance to the perimeter parking lot landscaping from 5’ to 0’ to construct a parking lot.

LOCATION: 614 North 15th Street & 615 North 16th Street

ZONE: DS-ACI-1(PL)

RECOMMENDATION: Approval, in accordance with the plans submitted.

At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Larry Jobeun, 11440 West Center Road, Brenda Dooley with First National Bank, and Mary McCawley with HDR, Inc., appeared before the Board.

Mr. Jobeun stated that the request was laid over to allow the applicant the opportunity to explore 45 degree parking stalls as an alternative to the 90 degree design. He explained that the circulation pattern did not work as well. Also, approximately 34 parking stalls were lost. He concluded that the 45 degree parking option provided a more efficient use of the space.

Mr. Anzaldo moved to APPROVE in accordance with the plans originally submitted. Ms. Donovan seconded the motion.

AYES: Anzaldo, Donovan, Mahlendorf, Teutsch, Hancock

MOTION CARRIED: 5-0
5.  Case No. 12-108
    (over from 10/11/12)
    WITHDRAWN
    Richard and Carol Wake
    671 North 58th Street
    Omaha, NE 68132
    LOCATION: 671 North 58th Street
    ZONE: R3

    REQUEST: Waiver of Section 55-166 – Variance to the rear yard setback from 25’ to 20’6” and to the side yard setback from 7’ to 5’ for a screen patio and pergola addition.

This request was withdrawn at the request of the applicant.
At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, John Amend, University of Nebraska at Omaha (UNO), appeared before the Board.

Mike Carter, Zoning Board of Appeals Administrator, stated that the University of Nebraska at Omaha is attempting to retrofit an existing L-shaped monument signs that sits along Dodge Street. He explained that each leg of the sign is considered a separate sign, for a total of four signs. He added that the Planning Department feels there is a hardship since the Code restricts signage in a residential district, which is where the college is located. He also stated that the large size of the university; the nature of the campus; and the need to identify the various buildings justifies the need for the waivers. However, Mr. Carter stated that any type of electronic messaging should be restricted with regards to video, pictures, and flashing or scrolling text. The Planning Department recommended approval in accordance with the plans submitted.

In response to Ms. Teutsch, Mr. Amend stated that the college would not be opposed to limiting the hours that the sign would be in use, if it was one of the conditions of approval. He added that the signs are red, monochromatic, LED sign boards that would not include color or animation of any kind. In response to Mr. Anzaldo, Mr. Amend stated that the college would like to have the boards operating from 6 a.m. until 11:00 p.m. Mr. Anzaldo advised that most approvals for signs of this type have been limited to operating from 6 a.m. until 10:00 p.m.

Mr. Hancock stated his opposition to electronic signage in residential areas.

Ms. Donovan moved to APPROVE subject to the electronic messaging sign being on no earlier than 6 a.m. and no later than 10 p.m.; also, no video, pictures, flashing or scrolling text is allowed. Mr. Anzaldo seconded the motion.

Mr. Mahlendorf noted that the Board has allowed electronic messaging on the high school level, and stated his support for this type of messaging for UNO.

AYES: Donovan, Mahlendorf, Teutsch, Anzaldo

NAYES: Hancock

MOTION CARRIED: 4-1
REQUEST: Waiver of Section 55-186, 55-735(b), & 55-715 – Variance to the maximum impervious coverage from 50% to 77.2%; to the minimum street yard landscaping from 60% to 28.8%; and to allow off-street parking for nonresidential use within the required front/street side yard setback in a residential zoning district.

LOCATION: 4814 Oaks Lane
ZONE: R4

RECOMMENDATION: Approval, in accordance with the plans submitted.

At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Dean Jaeger with Thompson-Dreessen-Dorner, appeared before the Board.

Mr. Jaeger stated that the waiver was being requested so that on-site parking could be increased; thereby, lessening the impact of parking in the surrounding neighborhood.

Mike Carter, Zoning Board of Appeals Administrator, stated that the Planning Department generally supports these types of waivers since the property is in a residential district. He added that the Planning Board approved a Conditional Use Permit for this property, with one of the conditions being approval of the necessary waivers. He stated that the Planning Department recommended approval in accordance with the plans submitted.

Mr. Mahlendorf moved to APPROVE in accordance with the plans submitted. Ms. Donovan seconded the motion.

AYES: Mahlendorf, Teutsch, Anzaldo, Donovan, Hancock

MOTION CARRIED: 5-0
8. Case No. 12-112
   Don and Sally Hammond
   15225 Vane Street
   Bennington, NE 68007
   REQUEST: Waiver of Section 55-206 – Variance to the rear yard setback from 25’ to 21’ for a closet addition.
   LOCATION: 15225 Vane Street
   ZONE: R5

RECOMMENDATION: Denial.

At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Don Hammond, appeared before the Board.

Mr. Hammond stated that the waiver was being requested so that the closet in the master bedroom could be expanded. In response to Mr. Anzaldo, Mr. Hammond stated that his neighbors had no objections to the expansion. He added that the addition would be on the side of his neighbor’s garage and that it would be 4’ from the setback.

Mr. Mahlendorf stated that the supported the waiver because of the irregular size of the lot and because the addition would square of the house.

Mr. Anzaldo moved to APPROVE. Ms. Teutsch seconded the motion.

AYES: Teutsch, Anzaldo, Donovan, Mahlendorf, Hancock

MOTION CARRIED: 5-0
9. Case No. 12-114
Caleb Hollander
10611 North 47th Avenue
Omaha, NE 68152

REQUEST: Waiver of Section 55-740(e) – Variance to the hard surfacing requirement for an existing gravel driveway to allow for a garage and home addition.

LOCATION: 10611 North 47th Avenue
ZONE: DR-ED

RECOMMENDATION: Approval, subject to the property owner agreeing to pave the drive approach plus the first 50' of the driveway when 47th Avenue is improved.

At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Caleb Hollander, appeared before the Board.

Mr. Hollander stated that he planned to build an addition and garage onto his existing home. The construction of the garage addition would require that the gravel driveway be paved. Mr. Hollander explained that the existing driveway is approximately 300’ long and that it enters onto 47th Avenue which is also a gravel street.

In response to Mr. Hancock, Mr. Hollander stated that he did agree with the Planning Department’s recommendation that he pave the drive approach plus the first 50’ of the driveway when 47th Avenue is improved.

Ms. Donovan moved to APPROVE subject to the property owner agreeing to pave the drive approach plus the first 50’ of the driveway when 47th Avenue is improved. Ms. Teutsch seconded the motion.

AYES: Anzaldo, Donovan, Mahlendorf, Teutsch, Hancock

MOTION CARRIED: 5-0
10. Case No. 12-115  
Value Investment, LLC  
Nash Qureishi  
2607 North 157th Street  
Omaha, NE 68116  

REQUEST: Waiver of Section 55-187(e) – Variance to the front yard setback from 35’ to 16’9” to allow existing covered front deck and stairs to remain.  

LOCATION: 3720 U Street  
ZONE: R4(35)  

RECOMMENDATION: Approval, in accordance with the plans submitted.  

At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, no one appeared before the Board.  

Mr. Anzaldo moved to LAYOVER until the December 13, 2012 meeting. Mr. Hancock seconded the motion.  

AYES: Donovan, Mahlendorf, Teutsch, Anzaldo, Hancock
11. Case No. 12-116
   2013 U.S. Senior Open
   Danny Rodgers
   6900 Country Club Road
   Omaha, NE 68152

   REQUEST: Waiver of Section 55-740(e) – Variance to the hard surfacing requirement for a temporary parking area.
   LOCATION: 6900 Country Club Road
   ZONE: DR & CC

   RECOMMENDATION: Approval, in accordance with the plans submitted, subject to: 1) the property being restored to its original condition no later than August 15, 2013; 2) a water truck located on site for potential grass fires; 3) Public Works Department approval of the final traffic plan; and 4) promptly cleaning up any gravel or mud tracked out onto the public street and repairing any damage to the street.

   At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Steve Bruckner with Fraser Stryker Law, Patrick Duffy – Chairperson for the U.S. Senior Open, Liz Leckemby – Championship Director for the Bruno Event Team, and Danny Rodgers with the Bruno Event Team, appeared before the Board.

   Mr. Bruckner stated that he had submitted letters in support of the proposed plan from Councilman Pete Festersen and Janet Redick, the president of the Country Club Hills Neighborhood Association. Mr. Bruckner noted that the 2013 U.S. Senior Open will take place from July 8 – 14, 2013 at the Omaha Country Club. The Bruno Event Team will be managing the event. Referring to the Traffic and Parking Operation Plan submitted with the application, Mr. Bruckner mentioned that there will be free, off-site parking for the event, with shuttle bus service being provided from the parking locations.

   Mr. Hancock mentioned the five conditions recommended by the Planning Department, which are the terms for approval. In response, Mr. Bruckner requested additional time to restore the Country Club property. He also requested that Public Works approval of the traffic plan be removed as a condition of approval. He explained that there will be a number of other agencies that will need to be contacted and that Public Works approval could delay preparations for the event. He did, however, assure the Board that information would continue to be shared with any state and local agencies that request it.

   In response to Ms. Teutsch, Danny Rodgers explained some details of the Traffic and Parking Operational Plan. He also stated that there are approximately 7,000 – 8,000 parking spaces reserved for the event. Mr. Bruckner added that he and the Bruno Event Team would make every effort to keep property owners aware of the details of the proposed plan.

   In response to Mr. Mahlendorf, Mr. Bruckner stated that the Traffic and Parking Operational Plan had been submitted to Public Works over a year ago. He added that this plan will be refined as more information is received from Public Works and the Omaha Police Department.

   Mike Carter, Zoning Board of Appeals Administrator, stated that Murthy Koti, Public Works Traffic Engineer, is in agreement with the traffic plan. He also stated that Mr. Koti agreed that one of the conditions for approval of the request would be Public Works approval of the final traffic plan. Mr. Bruckner responded that any plan would be submitted to Public Works, the Omaha Police Department, or any other relevant agency that requests the information.

   In response to Mr. Hancock, Mr. Bruckner stated that the request for additional time to restore the property to its original condition would apply to the 6900 Country Club Road location only. Mr. Hancock stated that the Board was hesitant to remove the condition that Public Works approve the final traffic plan, since the Zoning Board of Appeals has no jurisdiction over that department and because of the affect that it could have on public safety. In response, Mr. Rodgers noted that the permit is for parking at a temporary parking area. He added that they would continue to work with Public Works, the Planning Department, and the Omaha Police Department until the conclusion of the event. Mr. Bruckner suggested that as a condition of approval, the Board could stipulate that the applicant will follow the direction of any city or state agency involved with the planning of the event.
Mr. Bruckner explained that most of the traffic will be controlled during the event through the use of shuttle buses and other vehicles associated with the event. He also mentioned the experience the Omaha Police Department has acquired in handling traffic for these types of events.

Mr. Hancock stated that he would not be opposed to removing the condition that Public Works approve the final traffic plan since the applicant had begun preparing for this even at least a year in advance; has a professional team working on the event; has already submitted a traffic plan; and has stated that they will continue to communicate with all agencies involved in the planning of the event.

Mr. Mahlendorf moved to APPROVE in accordance with the plans submitted, subject to: 1) the property being restored to its original condition no later than September 30, 2013; 2) a water truck located on site for potential grass fires; 3) future coordination and cooperation with Public Works, Omaha Police Department, and any other agencies involved; and 4) promptly cleaning up any gravel or mud tracked out onto the public street and repairing any damage to the street. Ms. Donovan seconded the motion.

AYES: Mahlendorf, Teutsch, Anzaldo, Donovan, Hancock

MOTION CARRIED: 5-0
12. Case No. 12-117
2013 U.S. Senior Open
Danny Rodgers
6900 Country Club Road
Omaha, NE 68152

REQUEST: Waiver of Section 55-740 (e) – Variance to
the hard surfacing requirement for a
temporary parking area.

LOCATION: 12005 North 72nd Street
ZONE: AV-ED & DR-ED

RECOMMENDATION: Approval, in accordance with the plans submitted, subject to: 1) submitting a
revised site plan omitting the parking area not on the airport property; 2) that the property be restored to
its original condition no later than August 15, 2013; 3) Public Works Department approval of the final
traffic plan; and 4) promptly cleaning up any gravel or mud tracked out onto the public street and
repairing any damage to the street.

At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Steve Bruckner with
Fraser Stryker Law, Patrick Duffy – Chairperson for the U.S. Senior Open, Liz Leckemby – Championship
Director for the Bruno Event Team, and Danny Rodgers with the Bruno Event Team appeared before the
Board.

The applicant agreed with the Planning Department’s recommendation for this case.

Mr. Mahlendorf moved to APPROVE in accordance with the plans submitted, subject to: 1) submitting a
revised site plan omitting the parking area not on airport property; 2) the property be restored to its
original condition no later than August 15, 2013; 3) future coordination and cooperation with Public
Works, Omaha Police Department, and any other agencies involved; and 4) promptly cleaning up any
gravel or mud tracked out onto the public street and repairing any damage to the street. Ms. Teutsch
seconded the motion.

AYES: Teutsch, Anzaldo, Donovan, Mahlendorf, Hancock

MOTION CARRIED: 5-0
13. Case No. 12-118
Rambo Associates, Inc./FCMG
Merle W. Rambo
406 South 12th Street
Suite 300
Omaha, NE 68102

REQUEST: Waiver of Section 55-786(f) – Variance to the fence regulations to allow an 8’ tall, wrought iron style fence.

LOCATION: 13923 Gold Circle

ZONE: GO

RECOMMENDATION: Denial.

At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Merle Rambo and Jeanette Schlichtemeier with Gold Circle Professional Center appeared before the Board.

Mr. Rambo explained that a branch within Justice Department of the federal government is currently a tenant in the building located at 13923 Gold Circle. He explained that this branch is under very strict federal control in regards to security and has a significant investment in the infrastructure of the building. He added that in order to remain at the current site, an 8’ fence must be installed for security purposes. Mr. Rambo stated that in 1999 an easement was secured with the Patel’s who own the adjacent property to the west. One of the conditions of the easement was that there would be temporary or emergency access provided and that the easement would not be considered a full traffic easement. However, he did acknowledge that some traffic flow has occurred over the years. Mr. Rambo stated that the proposed fence would be installed with audio and visual equipment for additional security.

Mike Carter, Zoning Board of Appeals Administrator, stated that the Planning Department does not feel that there is a hardship or practical difficulty and recommended denial. He suggested that if the waiver was granted, it should be with the condition that the fence be removed if the tenant were to vacate the premises. Mr. Rambo stated that his client would be agreeable to having the fence remain in place for the term of the lease, which is 10 years, or until such time as the client vacated the building, whichever occurred first.

Mr. Rambo stated that the topography of the site causes a hardship since a single vehicle would be able block the flow of traffic in an emergency situation at any other location on the site.

Ms. Donovan moved to APPROVE the waiver for the 10 year term of the lease or until the tenant vacated the premises, whichever occurred first. Mr. Anzaldo seconded the motion.

Arvind Patel and Madhukanta Patel, owners of the adjacent hotel, appeared in opposition to the request. Mr. Patel stated that he was concerned about what would happen in case of an emergency, especially since his business is open 24 hours a day. In response, Mr. Rambo stated that the Fire Department has the ability to automatically activate electronic gates and signals. He added that the Reciprocal Easement Agreement states that “access over such easements shall be limited to such temporary access as is necessary...for purposes of maintenance and repair of such improvements, and for access by emergency vehicles and personnel in the event of fire or other casualty.” He explained that the agreement is not for open traffic access. Mr. Patel responded that during business hours he has noticed that the applicant has used his driveway for access to the property.

In response to Mr. Hancock, Mr. Rambo stated that the General Services Administration (GSA) has required that a secondary exit be installed for cases of emergency only. He added that employees would primarily use the front gate, unless the entrance is blocked for some reason. Mr. Rambo stated that the applicant would be acceptable to the stipulation that the exit be designated as a secondary exit, only to be used if the primary entrance is blocked.

The motion was AMENDED by Ms. Donovan to include that the secondary exit gate would be used for emergency vehicles only. Mr. Anzaldo seconded the amended motion. The entire motion reads as follows:
Approved for a period of 10 years; however, if the tenant vacates the building earlier than 10 years the fence must be removed. Also, the secondary exit gate must be used for emergency vehicles only.

Mr. Patel stated that he felt he needed additional time to consult with his attorney about the situation.

AYES: Anzaldo, Donovan, Mahlendorf, Teutsch, Hancock

MOTION CARRIED: 5-0
14. Case No. 12-121
Peter and Christina Piperis
1310 North 136th Avenue
Omaha, NE 68154

REQUEST: Waiver of Section 55-786 – Variance to the residential fence regulations to allow a 6’ tall, wrought iron style fence with stone columns in the front yard setback.

LOCATION: 1310 North 136th Avenue
ZONE: R1

RECOMMENDATION: Denial.

At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Christina Piperis appeared before the Board.

Mike Carter, Zoning Board of Appeals Administrator, stated that applicant was proposing to install a 6’ tall, wrought iron style fence with stone columns in the front yard of the property. He added that the Planning Department finds that there is no hardship or practical difficulty since the fence can be developed in compliance with the ordinance. However, if the waiver were approved, he suggested that it be stipulated that the gates must open inward toward the property, not outward towards the street. The Planning Department recommended denial.

Ms. Piperis assured the Board that the proposed gate would be built according to the Planning Department’s recommendation, even though the plans that were submitted showed the gate opening outwards towards the street.

Mr. Mahlendorf moved to APPROVE subject to the gate swinging inward toward the applicant’s property, not toward the street. Ms. Teutsch seconded the motion.

Mr. Hancock noted that this neighborhood has consistently received waivers of these types.

AYES: Donovan, Mahlendorf, Teutsch, Anzaldo, Hancock

MOTION CARRIED: 5-0
15. Case No. 12-122
Interiors by Design
Ladonna Eriksen
15017 Pepperwood Drive
Omaha, NE 68154

REQUEST: Waiver of Section 55-108 – Variance to the interior side yard setback from 25’ to 19’ to allow a garage addition.

LOCATION: 18118 Sunset Lane

ZONE: DR

RECOMMENDATION: Approval, in accordance with the plans submitted.

At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Fred Piccolo, Homeowner, and Steve Nabity with Interiors by Design, appeared before the Board.

Mike Carter, Zoning Board of Appeals Administrator, stated that the applicant was proposing to construct a garage addition to the rear of the existing home, matching the sidewall of the existing garage which is at a 19’ setback. He added that a waiver of the side yard setback was granted when the existing home was built; therefore, the Planning Department recommended approval in accordance with the plans submitted.

Mr. Mahlendorf moved to APPROVE. Ms. Donovan seconded the motion.

AYES: Mahlendorf, Teutsch, Anzaldo, Donovan, Hancock

MOTION CARRIED: 5-0
Case No. 12-123
David F. Lanoha
3615 South 180th Street
Omaha, NE 68130

REQUEST: Waiver of Section 55-087 – Variance to the maximum impervious coverage from 10% to 50% and to the maximum building coverage from 5% to 20%.

LOCATION: 3031 South 192nd Street
ZONE: AG

RECOMMENDATION: Approval.

At the Zoning Board of Appeals meeting held on Thursday, November 8, 2012, Jason Lanoha, appeared before the Board.

Mike Carter, Zoning Board of Appeals Administrator, stated that the applicant is proposing to construct a building on the south side of the nursery facility. He explained that the waiver would cover the building and impervious coverage. Also, an additional buffer would be built in to the request that would allow for future construction. He stated that the Planning Department recommends approval since the existing facility is in an agricultural district.

Mr. Mahlendorf moved to APPROVE. Ms. Teutsch seconded the motion.

AYES: Teutsch, Anzaldo, Donovan, Mahlendorf, Hancock

MOTION CARRIED: 5-0
APPROVAL OF MINUTES

Ms. Donovan moved to APPROVE the October 11, 2012 meeting minutes. Mr. Anzaldo seconded the motion.

AYES: Anzaldo, Donovan, Hancock

ABSTAIN: Mahlendorf, Teutsch

MOTION CARRIED: 3-0-2

ADJOURNMENT

It was the consensus of the Board to ADJOURN the meeting at 2:21 p.m.

____________________________________________
Approved (date)

____________________________________________
Bert Hancock, Chair

____________________________________________
Clinette Warren, Secretary