



**Planning and Development
Committee**

**Minutes – October 27, 2022
In Person and Via Zoom**

Call to Order: The meeting of Rock County Planning & Development Committee was called to order at 8:02 am on Thursday, October 27, 2022. Chair Sweeney presided and requested a roll call. Supervisors present in person: Sweeney, Podzilni, Winter, and Sutterlin. Supervisor present via Zoom: Stevens. QORUM present.

Rock County Staff Present: James Otterstein (Economic Development Manager), Christine Munz-Pritchard (Senior Planner), Michelle Schultz (Real Property Lister), Rick Wietersen (Environmental Protection Director), Joshua Smith (County Administrator), and Andrew Baker (Director). Staff present via Zoom: Steve Godding (Planner III) and Brad Heuer (County Surveyor).

Others Present: Ryan Combs (Combs & Associates, Inc). Present on Zoom: Tim Kienbaum (Town of Beloit), David Earl and Kristin Belongia (RH Batterman)

Adopt Agenda: Agenda moved by Supervisor Podzilni, Seconded by Supervisor Winter. ADOPTED

Approval of Minutes:

Meeting held October 13th, 2022: Moved by Supervisor Winter, Seconded by Supervisor Podzilni. ADOPTED

Citizen Participation, Communications and Announcements: Supervisor Winter expressed a heartfelt "Thank you!" to Director Andrew Baker, who acknowledged Senior Planner Chris Munz-Pritchard as to receive the credit, for the non-conforming use/structure language that was sent to the Towns and the Committee. Andrew and Chris noted that state law has change recently in this regard and it is important that Town's know there are ordinance amendments that should be made.

Code Enforcement:

Review and possible action regarding LD 2022 052 (Beloit Township) – Next Generation Holdings, LLC Zach Knutson ("Riverstone Subdivision" – 107 Lots)

Recommendations made by Christine Munz-Pritchard. Supervisor Sweeney questioned why there could possibly not be services available to the area considering the noted recommendations. Tim Kienbaum (Town of Beloit) noted that the landowners are working with the city to ensure all

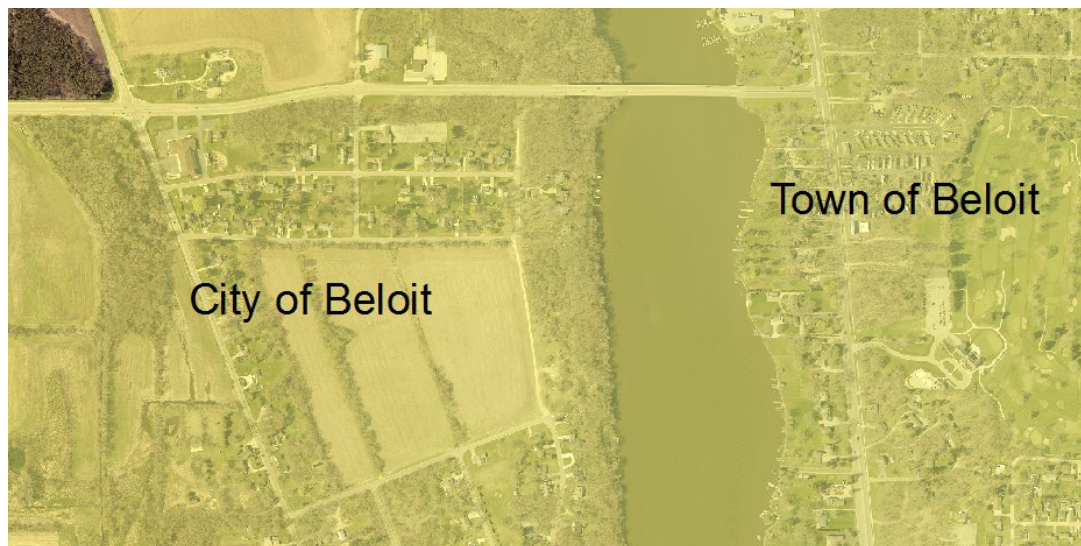
services are functioning. Town of Beloit and City of Beloit agree that the sewer shall be municipal and owned by the Town.

Director Andrew Baker asked about the plan for excess material on the river side of the subdivision that is left over from the sewer installation in the past. Tim Kienbaum was uncertain if the excess material could be used as road base and that the usage to fill in the old quarry was not an option until a detailed plan is approved. He felt that there may need to be a better plan designated for the extra material left over.

Map portion that was colored in Green was requested to be changed to R3 (multi family that has not yet approved) and area colored in Blue to be changed to R2 (two-family that has been approved). Supervisor Winter expressed a concern with the intersection from the multi-family area.

Moved for approval by Supervisor Winter, Seconded by Supervisor Sutterlin as recommended (below) with note that not all zoning has been approved as requested. Passed unanimously.

1. This area is in the City of Beloit Water Quality 208. There are sanitary manholes shown on the plans in the roadway. However, after reviewing the POWTS on GIS, it doesn't look like there are lines that are close. The agreement to service this area should be included with the PLAT.



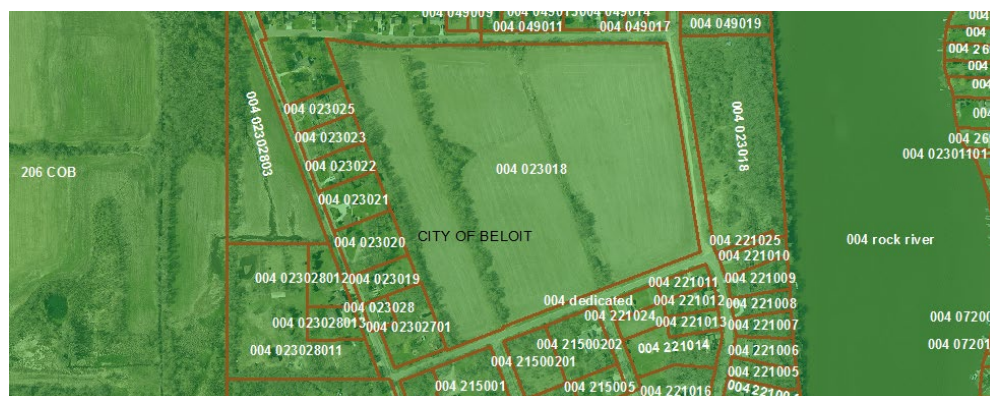
2. Each lot needs to meet the minimum requirements of the zoning district. At this time it is zoned R1: Single Family Residential zoning district (zoning attached to this report). The area zoning list Single-Family Dwellings and Single-Family Condominium Dwellings as a permitted use in this district. Per the proposed plat, duplex's (two family) and multi-family is proposed in this subdivision on the west area of the lot. It is unclear if the duplex and multi-family fits into the single-family condominium. In the event it does not, the duplex and multi-family lots will need to be rezoned.

The lots with double frontage have even further limitations in terms of buildable area. These lots should be verified setbacks can be meet and is buildable.

3. Show the buildable area on the lots 1 through 10 located in the shoreland overlay district area. This district has FEMA, Hydric Soils and Steep Slopes which should be shown on the PLAT as not buildable.

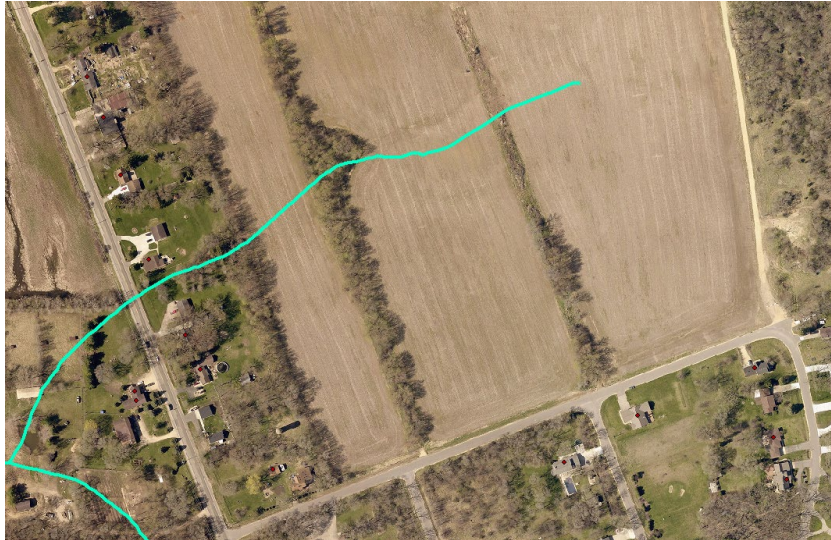


4. Utility easements to be located on lots as requested by utility companies.
 - a. Per 4.116 (4)(a) An easement, entailing a minimum of eight (8) feet on each side of all rear lot lines or side lot lines, running across lots or along front lot lines where necessary, shall be required for the installation of utility facilities. If required, such easements shall be noted as "Utility Easement" on the CSM or Subdivision Plat.
5. Utilities shall be installed prior to the final approval of the subdivision plat. And exception to this requirement may be approved if evidence is provided that the utility installation has been paid or in full and there is an agreement as to which contractor is responsible for site restoration and stabilization.
6. This does fall into the Extra Territorial Jurisdiction (ETJ) Area boundary for the City of Beloit.



7. Construction Site Erosion Control Permit shall be obtained from the Rock County Land Conservation Department prior to the start of any clearing and grubbing activity.

8. A Storm Water Management Permit shall be obtained prior to the start of construction. Preliminary easements shown on the preliminary plat may be revised based on the approval Storm Water Management Plan. It should be noted there is a drainage line running though the property and should be taken into consideration when developing the stormwater management plan.



9. A Homeowners Association shall be responsible for maintenance of the storm water management facilities if the Developer does not retain responsibility for long term maintenance. Evidence of the documentation to establish the Homeowners Association shall be provided prior to final plat approval. In the event that homeowners association is not recorded the Town reserves the right to maintain and special assess to the property owners. Per code: Outlots - Any parcel not designated as a lot, public street, or public dedication, must be designated as an outlot. This includes private roads, right-of-way islands, areas for future development, and all other non-buildable parcels retained by the developer or lot owners. **In this case the outlot is being used for stormwater and should be deeded to all the lots in the subdivision.**

In the event of an issue the Town reserves the right to maintain and special assess to the property owner's maintenance of the storm water management.

The management and restrictions association with the storm water facilities, including all drainage easements, shall be specified in the Association Documentation or other similar recorded maintenance document and noted on the final plat on each applicable lot. Final approval of the management and restrictions shall come as part of the Storm Water Management Permit process.

10. A note shall be included on the final plat which states "No filling or grading may occur nor any structure built within any drainage easement delineated on this Plat. Refer to recorded storm water management agreement for required facility maintenance."
11. The Storm Water Management Plan shall include a driveway culvert size for each lot.

12. The developer shall be responsible for all costs to the Town of Beloit (or other entity working as the Town's agent) associated with the review of road construction plans and on-site inspections during construction.
13. Road construction plans shall be submitted to and approved by the Town of Beloit or another entity working as the Town's agent. The design shall incorporate the most recent standard road cross-section. The road construction plans shall include a proposed schedule for asphalt pavement and gravel shoulder installation as it relates to the development of lots. The developer shall be responsible for all costs associated with road construction improvements.
14. Site improvements may be necessary at the intersections to improve safety. This may include both improvements to the road and/or maintenance of vegetation to improve site distance. Consideration of any necessary improvements should be made during the road construction plan review process. This may include a traffic study to review traffic control at intersections, the proposed width of roadway and sidewalks.
15. The developer shall reimburse the Town of Beloit for the installation of the necessary road signs as included and approved in the road construction plans.
16. A performance bond or similar financial instrument shall be provided to the Town of Beloit to provide assurance for the road construction work (e.g. final lifts of asphalt, gravel shoulders, etc) that is scheduled to be completed after the final approval of the subdivision plat. The amount and duration shall be approved by the Town of Beloit and be released only after final acceptance of the roads by the Town of Beloit.
17. Developer shall provide the Town of Beloit as-built plans documenting the construction of the public roads. The level of detail required shall be decided as part of the plan review and approval process.
18. There are currently some odd property lines on record with real property. These need to be removed.



3. If land disturbance associated with the construction of a driveway exceeds 100 feet then a Rock County Construction Site Erosion Control Permit is required. Please contact Rock County Land Conservation Department.
4. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
5. Per code: Outlots - Any parcel not designated as a lot, public street, or public dedication, must be designated as an outlot. This includes private roads, right-of-way islands, areas for future development, and all other non-buildable parcels retained by the developer or lot owners.

In this case the outlot is becoming an “outlot” because it is not buildable. A No build on the outlot should be included on the CSM.

6. Greater than 20% slope. The Town of Porter and Rock County have a number of ordinances, plans, and policies that restrict or prohibit development in areas of steep slopes or other environmental considerations (above is a slope map). This site is not a shovel ready site. It also has to meet all minimum requirements of the steep slope ordinance. I have referenced a few of the ordinances below.

Rock County: 4.109 Suitability (3) Environmentally Sensitive Areas. The Committee shall encourage land division or other development activity, including any activity stipulated in a MOA, to occur in a manner which the Committee deems will not significantly degrade or deplete, or compromise the function or integrity, of any Environmentally Sensitive Areas (“ESA”). The location of ESA shall reflect the most current and best data and information available to the Agency at the time of administration and enforcement of this Ordinance. ESA shall include all of the following:

(h) Steep slopes – Lands identified with slopes sixteen percent (16%) and greater, as delineated by the Agency;

7. Note on Final CSM:
 - a. “The Lot contains existing buildings which utilize an existing private sewage system at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing systems.” Proposed lot lines must include the system area with the building which utilizes the system.

- b. “No buildings which produce wastewater are allowed on Lot until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
8. Conditions set by the Town of Porter.
9. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
10. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

The CSM needs to meet the minimum requirements of 4.112 of the County ordinance.

Review and possible action regarding LD 2022 063 (Newark Township) – Pate (3 Lot CSM)

All conditions accepted. Moved for approval by Supervisor Winter, Seconded by Supervisor Sutterlin. Passed unanimously.

Land Division #LD 2022 063

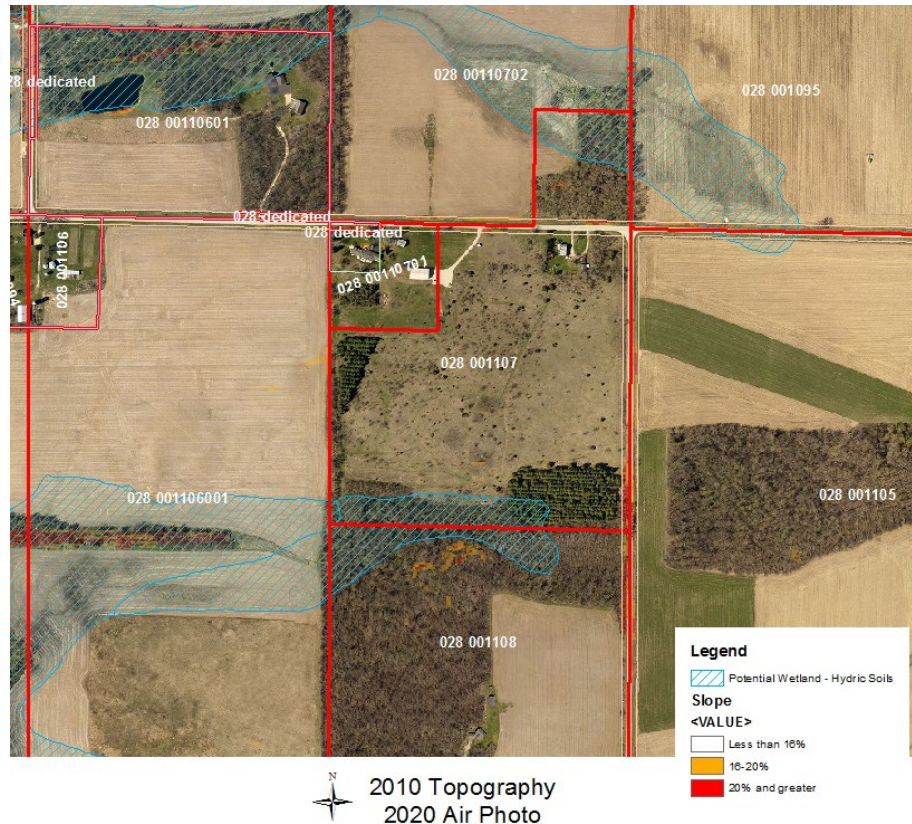
Parcel Number: 6-14-64, Tax ID: 028 001107

Parcel Number: 6-14-64.1, Tax ID: 028 00110701

Town of Newark

1. Note on Final CSM
 - a. “No buildings which produce wastewater are allowed on Lot until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
 - b. “Lots contains existing buildings which utilize an existing private sewage system at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing systems.” Proposed lot lines must include the system area with the building which utilizes the system.

My understanding is the Town of Newark requires soil testing for approval of CSMs. If this is correct, the soil testing may be placed on the CSM in lieu of the above notes.
2. Zoning should be verified by the Town of Newark.
3. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
4. If land disturbance associated with the construction of a driveway exceeds 100 feet then a Rock County Construction Site Erosion Control Permit is require. Please contact Rock County Land Conservation Department.
5. Potential Hydric Soils should be noted on the CSM.



6. Dedicate a thirty-three foot half road right-of-way along the Road at the discretion of the Town.
7. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
8. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.
9. The CSM needs to meet the minimum requirements of 4.112 of the County ordinance.
 - POWTS, Wells, Soil testing, driveway and ESA need to be shown on the CSM.
 - Zoning should be verified by the Town.

Review and possible action regarding LD 2022 065 (Beloit Township) – Graf (2 Lot CSM)

All conditions accepted. Moved for approval by Supervisor Winter, Seconded by Supervisor Podzilni. Passed unanimously.

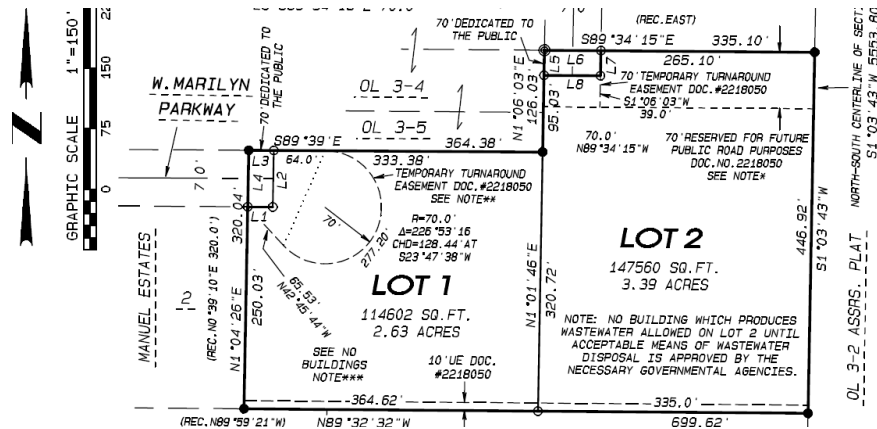
Land Division #LD 2022 065

Parcel Number: 6-2-27.3B, Tax ID: 004 0030080102

Town of Beloit

1. Frontage – The length of the front lot line of a lot abutting a street. Lot frontage on a public street shall be at least one hundred (100) feet for all lots without access to a connection to a public

sanitary sewer system and at least fifty (50) feet for all lots with access to a connection to said system or fronting a cul-de-sac.



The “Turnaround” and “Future Public Road” areas this should be where the setback are place from and not the property line (setback should start at cul-de-sac, not property line). R-R RURAL RESIDENTIAL DISTRICT Minimum Front Yard setback is 30 feet.

10.06 1 h. Minimum Yard Setbacks.

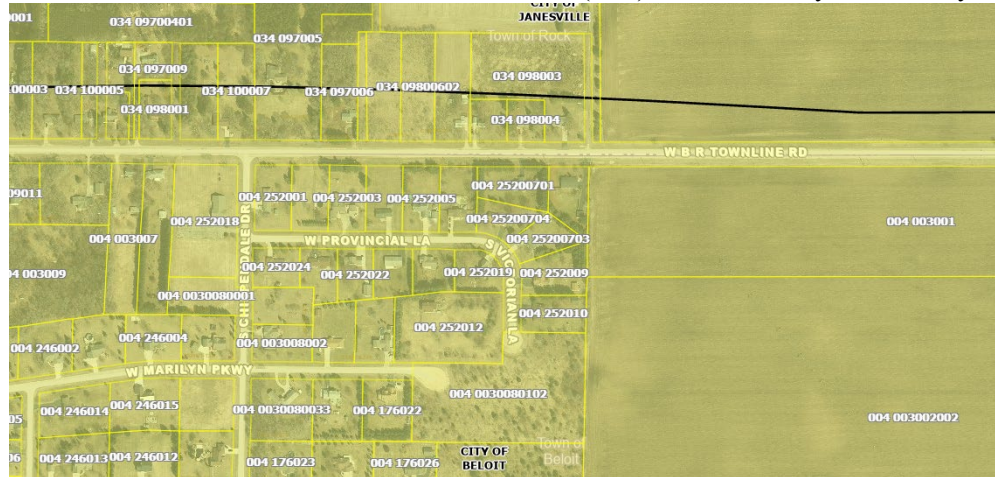
- i. Front Yard: 30 feet
- ii. Side Yard: 10 feet
- iii. Rear Yard: 30 feet (Detached Garage 20 feet)

A note should be added that to the CSM that reads something to the effect of: *All setbacks to established the building envelope should be measured from future road right of way and temporary turnaround easement.*

2. Utility easements to be located on lots as requested by utility companies.
 - Per 4.116 (4)(a) An easement, entailing a minimum of eight (8) feet on each side of all rear lot lines or side lot lines, running across lots or along front lot lines where necessary, shall be required for the installation of utility facilities. If required, such easements shall be noted as "Utility Easement" on the CSM or Subdivision Plat.
 - Utilities shall be installed prior to the final approval. And exception to this requirement may be approved if evidence is provided that the utility installation has been paid or in full and there is an agreement as to which contractor is responsible for site restoration and stabilization.
3. This is property falls into the Town of Beloit Sewer Service Area. However, if a POWTS is needed a note on Final CSM “No buildings which produce wastewater are allowed on Lots 1 or 2 until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.



4. This does fall into the extra Territorial Jurisdiction (ETJ) Area boundary for the City of Beloit.



5. Needs to meet the minimum requirements of the Rock County Code of Ordinances – Chapter 4 – Part 3 – Airport & Airport Overlay Zoning District – 4.327(3)[A][E].
- E. Zone D – Three (3)-Mile Jurisdictional Boundary. Zone D encompasses the horizontal (innermost area) and conical Surface (outermost area) of the FAR Part 77 Surfaces, all of which represent the three (3)-mile jurisdictional boundary, as provided for within Wisconsin Statutes (Table 3 and Figure 4). Zone D is calculated by intersecting a series of three (3)-mile arcs drawn from the outermost property boundaries of the Airport.



6. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.

7. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.
8. The CSM needs to meet the minimum requirements of 4.112 of the County ordinance.
 - This is missing utility easements.
 - There is a “hydro line” that runs through this lot.

Review and possible action regarding LD 2022 067 (Newark Town) – Nieman (1 Lot CSM)

All conditions accepted. Moved for approval by Supervisor Podzilni, Seconded by Supervisor Sutterlin. Passed unanimously.

Land Division #LD 2022 067

Parcel Number: 6-14-121, Tax ID: 028 001199

Town of Newark

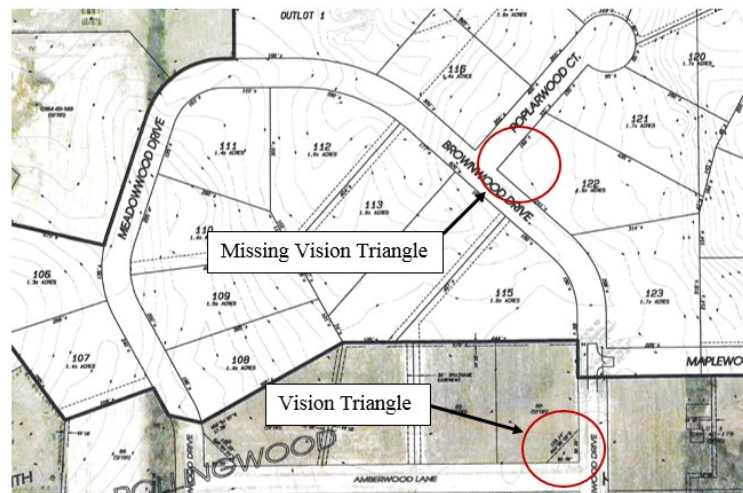
1. Note on Final CSM
 - c. “No buildings which produce wastewater are allowed on Lot until acceptable means of wastewater disposal is approved by the necessary governmental agencies”.
2. Zoning should be verified by the Town of Newark.
3. If the parent lot is larger than thirty five (35) acres it is not require to be part of the CSM or Plat.
4. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
5. If land disturbance associated with the construction of a driveway exceeds 100 feet then a Rock County Construction Site Erosion Control Permit is require. Please contact Rock County Land Conservation Department.
6. Dedicate a thirty-three foot half road right-of-way along the Road at the discretion of the Town. Historically, Newark has required ROW.
7. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.
8. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.
9. The CSM needs to meet the minimum requirements of 4.112 of the County ordinance.

Review and possible action regarding LD 2022 071 (Janesville Township) – Rollingwood Development Inc (“Rollingwood 11th Addition” – 31 Lots 2 Outlots)

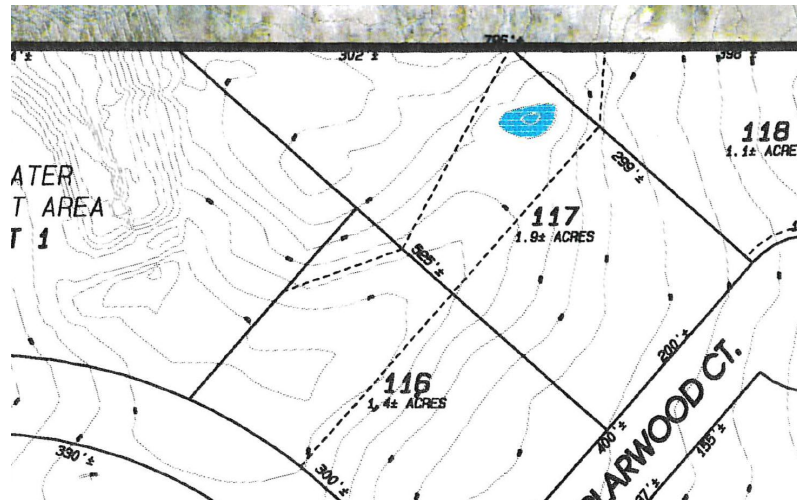
Recommendation of going back to original plan to have no lot access onto County was discussed. Ryan Combs (Combs & Associates, Inc) referred to one driveway being shared by the 2 lots, by being moved over from another parcel to the east This is more and issue for DPW by ensuring that there are access points allowing joint access to both lots.

2. Each lot needs to meet the minimum requirements of the zoning district. The Town zoning is Single Family Rural Residential District (SF-RR). An example is lot 120 only has 60 feet of frontage.
3. Rural residential lots shall have a minimum lot size 40,000 square feet for single family structures, and 55,000 square feet for two (2) family structures.
 - a. This minimum requirement is established for POWTS. Some of these lots have Drainage Easement (DE) and Conservation Easements (CE) and could make placement of the building with a POWTS on the property difficult. Building site area with POWTS area should be provided and meet the minimum requirements Per 4.116 –each lot shall meet the following:
 - Each residential building shall utilize a POWTS and water well, and the lot shall contain an adequate POWTS area, to include a primary area and replacement area.

- Each lot shall contain a building envelope of two thousand (2,000) square feet excluding front, rear, and side yards in accordance with applicable building setback lines, ESA, and cultural resources, with said building envelope not to be located closer than ten (10) feet from any part of the POWTS area.
 - Each lot shall also contain useable open space of not less than seventy percent (70%) of the gross area of the lot, entailing the gross square footage of the lot, less three thousand (3,000) square feet for potential building, driveway, or parking use, less fifty percent (50%) of the POWTS area.
- b. The lots with double frontage have even further limitations in terms of buildable area. These lots should be verified setbacks can be meet and is buildable (example Lot 116 with easement and double frontage).
4. Utility easements to be located on lots as requested by utility companies.
- a. Per 4.116 (4)(a) An easement, entailing a minimum of eight (8) feet on each side of all rear lot lines or side lot lines, running across lots or along front lot lines where necessary, shall be required for the installation of utility facilities. If required, such easements shall be noted as "Utility Easement" on the CSM or Subdivision Plat.
- b. A vision triangle should be placed around intersections. These were included on Rollingwood Tenth Addition and should be included in this as well.



- c. Some of the areas have what look like easements but they are not labeled. An example below, this area looks like it's a drainage easement but it has not been labeled.



5. A Homeowners Association shall be responsible for maintenance of the storm water management facilities if the Developer does not retain responsibility for long term maintenance, unless other arrangements are agreed to by the Town. Evidence of the documentation to establish the Homeowners Association shall be provided prior to final plat approval. In the event that homeowners' association is not recorded the Town reserves the right to maintain and special assess to the property owners. Per code: Outlots - Any parcel not designated as a lot, public street, or public dedication, must be designated as an outlot. This includes private roads, right-of-way islands, areas for future development, and all other non-buildable parcels retained by the developer or lot owners. In this case the outlot is being used for stormwater and should be deeded to all the lots in the subdivision.

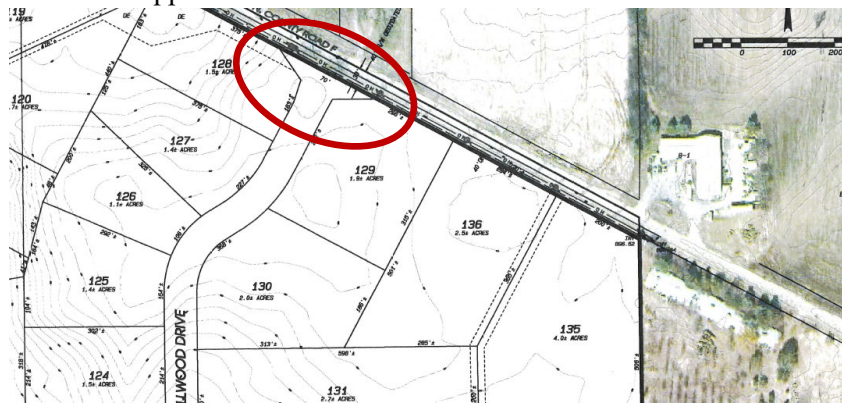
In the event of an issue the Town reserves the right to maintain and special assess to the property owner's maintenance of the storm water management.

The management and restrictions association with the storm water facilities, including all drainage easements, shall be specified in the Association Documentation or other similar recorded maintenance document and noted **on the final plat on each applicable lot.** Final approval of the management and restrictions shall come as part of the Storm Water Management Permit process.

6. A note shall be included on the final plat which states "No filling or grading may occur nor any structure built within any drainage easement delineated on this Plat. Refer to recorded storm water management agreement for required facility maintenance."
7. Note on Final Plat: "No buildings which produce wastewater are allowed on Lots until acceptable means of wastewater disposal is approved by the necessary governmental agencies."
8. Construction Site Erosion Control Permit shall be obtained from the Rock County Land Conservation Department prior to the start of any clearing and grubbing activity.
9. A Storm Water Management Permit shall be obtained from the Rock County Land Conservation Department prior to the start of construction. This Phase of the subdivision does not include storm water storage. A larger facility is located in a future phase. The approval of a Storm

Water Permit may dictate that temporary facilities be constructed as part of this addition or that the area planned in a future addition be constructed at this time.

10. A note shall be included on the final plat which states “Refer to recorded storm water management agreement for required facility maintenance.”
11. The Storm Water Management Plan shall include a driveway culvert size for each lot.
12. The developer shall be responsible for all costs to the Town of Janesville (or other entity working as the Town’s agent) associated with the review of road construction plans and on-site inspections during construction.
13. Road construction plans shall be submitted to and approved by the Town of Janesville or another entity working as the Town’s agent. The design shall incorporate the most recent standard road cross-section. The road construction plans shall include a proposed schedule for asphalt pavement and gravel shoulder installation as it relates to the development of lots. The developer shall be responsible for all costs associated with road construction improvements.
14. Site improvements may be necessary at the intersection of Knollwood Drive and County Road F to improve safety. This may include both improvements to the road and/or maintenance of vegetation to improve site distance. Consideration of any necessary improvements should be made during the road construction plan review process. Rock County Department of Public work will need to review and approve the intersection.



This intersection will most likely need to be a Type B2 intersection as the traffic volume on CTH F is 1,300 and it could potential be over 100 ADT on Knollwood Drive.

Lots 135 & 136 is a joint use access and shall be placed on the Plat. The access point is being removed from the lot to the east and re-located for the use of these two lots.

15. Berming or other landscaping should be included on any of the lots that are along County Road F. This will discourage any additional driveways in this area.
16. The developer shall reimburse the Town of Janesville for the installation of the necessary road signs as included and approved in the road construction plans.

17. A performance bond or similar financial instrument shall be provided to the Town of Janesville to provide assurance for the road construction work (e.g. final lifts of asphalt, gravel shoulders, etc) that is scheduled to be completed after the final approval of the subdivision plat. The amount and duration shall be approved by the Town of Janesville and be released only after final acceptance of the roads by the Town of Janesville.
18. Developer shall provide the Town of Janesville as-built plans documenting the construction of the public roads. The level of detail required shall be decided as part of the plan review and approval process.
19. Final subdivision plat to be submitted and approved by the Planning and Development Agency within thirty-six (36) months of the date of Preliminary approval by the Planning and Development Committee.

Review and possible action regarding LD 2022 072 (Porter Township) – Neuenschwander (1 Lot CSM)

Recommendation and changes have been agreed upon by the family that the lots be restructured to avoid the farmland. Thus, creating a farmstead residence.

Moved for approval by Supervisor Podzilni, Seconded by Supervisor Sweeney. Passed unanimously.

Land Division #LD 2022 072

Parcel Number: 6-16-245, Tax ID: 032 030006

Town of Porter

1. The lot is zoned Agriculture-Community and Enterprise (A-CE): Overlay Agricultural - Exclusive (A-E). The requirements for this district have been included below.
2. Existing easements shall be shown and proposed utility easement(s) shall be placed on lots as requested by utility companies (where applicable).
3. Note on Final CSM:
 - a. “Lot 1 contains existing buildings which utilize an existing private sewage system at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing systems.” Proposed lot lines must include the system area with the building which utilizes the system.
4. If land disturbance associated with the construction of a driveway that exceeds 100 feet then a Rock County Construction Site Erosion Control Permit is require. Please contact Rock County Land Conservation Department.
5. Dedicate a 33 foot half road right-of-way along the road way at the discretion of the town. Historically, Porter has not dedicated ROW.
6. Final CSM shall be submitted to and approved by the Agency within one year after preliminary approval.

7. Final CSM shall be recorded with the Rock Co. Register of Deeds within 6 months of final approval.

Community Development: Andrew stated that the Home Program (Housing Authority) is investing into the City of Edgerton. \$350,000.00 is going toward senior apartments and \$300,000.00 is being placed toward ECO (apartments and a community space). The HOME program currently has a balance over \$1,000,000.00, taking into consideration funds that were allocated since 2017 and program income (loan repayments).

Economic Development: Mr. Otterstein reviewed the Q3 2022 Rock Ready Index, a quarterly dashboard report that is compiled and distributed by the Agency. Various statistical references, trends and observations were woven into his remarks. There was discussion. Since it was an information item, there was no Committee action.

Corporate Planning: Resolution Amending the Rock County Land Information Plan. Michelle Schultz (Real Property Lister) and Rick Wietersen (Environmental Protection Director) discussed modernizing the system set in place for POWTS to be more accessible online. Recommendation of a program that would additionally improve compliance for POWTS. Cost of the software was quoted at \$14,000.00 with a yearly fee of \$3,750.00. The migration cost of the current system to the new one would be \$18,600.00. Storing the data could be done on the County's servers or on the company providing the software for a fee of \$8,000.00 per year.

Moved for approval by Supervisor Winter, Seconded by Supervisor Sutterlin. Passed unanimously.

Finance:

A review of the 2023 Recommended Budget was presented to the Committee by Joshua Smith (County Administrator). This was an informational item, there was no Committee action.

Directors Report: None

Committee Reports: None

Adjournment: Adjournment at 9:57

Moved by Supervisor Sweeney, Seconded by Supervisor Winter. APPROVED

Respectfully Submitted,

Ilana Eisenberg, Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.