FORT MYERS BEACH TOWN COUNCIL AND LOCAL PLANNING AGENCY AND TIMES SQUARE ADVISORY BOARD JOINT MEETING
SEPTEMBER 10, 2002
Town Hall - Council Chambers
2523 Estero Boulevard
FORT MYERS BEACH, FLORIDA

I. CALL TO ORDER

The Joint Meeting of September 10, 2002 was opened by Mayor Daniel Hughes on Tuesday, September 10, 2002, at 6:00 p.m..

Council members present at the meeting: Mayor Daniel Hughes, Vice Mayor Terry Cain, Howard Rynearson - Council member, Bill Van Duzer - Council member, Bill Thomas - Council member

LPA Members Present at meeting: Roxie Smith, Betty Simpson, Anita Cereceda, Harold Huber, Nancy Mulholland, Jane Plummer, Jessica Titus and Hank Zuba.

Absent (LPA) - Jodi Hester

Times Square Advisory: Deborah Lallo, Brian Anderson, Bill Buston, Bill Freeman, Evelyn May, John Richard and Joerg Wiebe.

Absent (TSAC) - Bill Whitaker and Marty York

Staff present at meeting: Town Manager Marsha Segal-George, Deputy Town Manager John Gucciardo, Damon Grant, Dan Folke and Bill Spikowski.

II. PLEDGE OF ALLEGIANCE AND INVOCATION

All assembled and recited the Pledge of Allegiance. No Invocation.

III. PUBLIC COMMENT ON WORKSHOP ITEMS

None.

IV. SUMMARY OF OLD SAN CARLOS/CRESCENT STREET MASTER PLAN (FEBRUARY 1999)

Bill Spikowski came forward and expressed that an interesting presentation has been planned. Feedback is needed from the Town Council, LPA and Times Square Advisory Board with regard to several important issues affecting the downtown core. Victor Dover is present. He and his firm were the designers and principal consultants on the Old San Carlos and Crescent Street Master Plan for 1999, and also worked with the Comprehensive Plan. Victor will summarize the Master Plan as it was completed in 1999. Everyone will be brought up to date on the plan. A slide show tour will be shown to explain what has happened since 1999.

Victor Dover came forward and expressed he is glad to come back to provide a refresher on the plan. Every community finds the vision making stage easier than the physical real world stage. He indicated that the presentation began with looking at the existing conditions and established several goals. The core area was successful in one part in Times Square, but not successful in the old original Main Street. Long term considerations needed to be reviewed for parking. When Old San Carlos turns the bend and becomes Crescent Street the future of both streets need to be considered. Also, for considerations are how to implement changes over the next three years that will cause people to reach into their wallets to invest and improve the vision. The plan was created by working hands on with citizen participants and community leaders. The consultants were present to facilitate and answer questions. This process was very thrilling. The synthesis plan was created, which looked at both the existing conditions, near term, long term and longer term. Visualizations were created to suggest what it might be like in the final result. The architectural idea was to have a mix of styles, but the architecture should be consistent with the best materials for the Old Florida Style with materials that would stand up to the harsh beach environment. An imaginary view from the bridge was created to show the public space to be created. A lot of time was spent discussing the merits of big vs. small in this public space.

Victor went on to discuss that the longer term was considered. A time would come when it would be critical for the creation of parking garages. The plan specified where these locations would be most efficient. The most important detail is that each building added relates to the shape of the public space. It

was determined that one story buildings were not tall enough to create the public room with the shape it would need to feel comfortable, and fulfill the vision in the other renderings. When parking structures or other large footprint buildings become necessary it would be critical to avoid the blank wall syndrome or the sterile presentation parking garages toward the street space. The plan describes in detail the liner building detail. The plan acknowledges agony and complaints with regard to parking on the beach. Parking can be managed. The planner introduced the idea of a "park once district." This would allow you to park once and do many things. Critical changes needed to take place in 1999 to make "park once" a reality. In order to achieve "park once" and "shared parking" the implementation of the parking vision described in the plan consists of four key items. Street parking should be normal, over time larger parking lots that are shared should be created behind the buildings, liner buildings should wrap parking garages if and when they are built and last would be management. Time has shown that Fort Myers Beach can stand a smaller parking supply. It cannot sustain any decline in its sense of place.

Victor discussed that the plan addressed the critical pedestrian crossing issues, especially at Estero Blvd. in the spot as indicated in the photograph. The plan had a very specific recommendation to create a median with pedestrian refuges to decrease the amount of exposure while crossing.

Victor urged that the new land development code should recognize and specify rules to build the specific building types that relate to the streets, provide for the pedestrians and match up with the Streetscape improvements, which are in the planning stage to be built. Everyone should think of the street as one big public room. He commented that this information was documented in a booklet and was widely distributed on Fort Myers Beach. He felt it was gratifying to come across the bridge and see all the things which have been completed to date.

V. REVIEW OF PRIVATE REDEVELOPMENT ACTIVITIES SINCE 1999:

A. Mango Bay reconstruction
B. Rusty's CPD
C. Dockside CPD
D. Redevelopment of Snug Harbor
E. Lighthouse Resort reconstruction
F. Development agreement for Seafarer's/Helmerich

Bill Spikowski indicated that the activities of the private land owners and the activities of the public on the street are interrelated. This is missing from so much of the modern planning. This began with Lee County's construction of the Times Square improvements turning one of the most blighted parts of Fort Myers Beach into one of the most popular parts of the beach practically overnight. He commented that right about the time the plan was being completed the first new building was put in Mango Bay, and was put in under the pre-existing regulations of the core area overlay district. This allowed, but did not require buildings to come up right to the street. The building has not lived up to its potential due to faults of the street. The building is right where is needs to be and when the new sidewalk goes in it will be exactly in the correct place.

Rusty's includes the old Rusty's motel, store front next door and the property across the street. The KFC is considered the biggest blight in the entire area. This is the plan that has been approved by the Town through the rezoning process to replace all of the buildings on both of these properties up to but not including the SOB property, which is owned separately. Buildings would mirror the concepts in this plan. The building on the KFC side would be two stories tall.

In the Master Plan going down Old San Carlos a Victorian Inn was drawn. He expressed that this has been approved through a rezoning and there are no imminent construction plans at this time. This shows how on a fairly small lot, but in a key location, how a signature building could be good for business and good for the Town at the same time. The Dockside restaurant was shown where the Victorian Inn would be placed. The top part is part of the parking lot for the Snug Harbor restaurant. From the ground the Snug Harbor parking lot has looked the same. He expressed that this is an incredible waterfront site, which has not been used to its advantage. The green area is owned by the Town, the area right under the bridge is state property, which they are willing to lease to local government for parking. The center parcel is not an option for the Town to acquire. The plan is to create two smaller urban plazas on each side and the owner has proceeded with his plans to rebuild the Snug Harbor restaurant on the center piece. This area will be developed to create one's eye to draw to this area while visiting the Times Square area. He explained that this is presently under construction and is going up according to the plan. The intent is for this to be complete by the tourist season. A pedestrian walkway is also part of the plan. Currently a dock exists and

a perpetual agreement has been received to allow for pedestrian access, which will connect the public plaza to the Sky Bridge.

In the year 2000, the first building is rebuilt of the Lighthouse Plaza. The Lighthouse Plaza CPD planned development rezoning called for rebuilding the existing units at the Lighthouse Resort, and a number of new buildings. He commented on the sidewalk and expressed that this is the first leg that will run all the way down to the intersection of the Sky Bridge. This is partly on public and private property.

Bill Spikowski continued on to discuss the Seafarer's Plaza, which was a big focus of discussion when the plan was first started. The Seafarer's property has been undergoing redevelopment over the past three to four years. It has gone from a retail complex to more of an entertainment type building. The larger problem existed with the Helmerich portion. A rezoning of this entire property has taken place into a single unified mini phased redevelopment project that will leave the existing Seafarer's Plaza the same, but more expanded with the removal of the remainder of buildings on site. The Crescent Street side has a poorly maintained sidewalk and a drive thru lane for McDonald's. He showed the building to replace the existing single story building that will be built out to the sidewalk, and properly portioned and detailed.

VI. REVIEW OF PUBLIC REDEVELOPMENT ACTIVITIES SINCE 1999:

A. Old San Carlos Streetscape improvements

B. Commercial design standards

Bill Spikowski moved on to discuss the Old San Carlos Improvements, which have begun. These plans are starting to take shape. The existing car-dominated street will be replaced. The sidewalks are wide. The coconut theme will be continued for Estero Blvd. and Times Square. The pavers are natural brick pavers. The benches and light poles are extremely attractive. The parallel parking lane is inset. This will keep people from using the area as a four-lane road later in the evening. He pointed out the small urban plaza and expressed that the fountain is in operation and the gazebo is under construction. People are already crossing the yellow tape and sitting on the benches. It is already a great place.

The ongoing plans are to improve the sidewalk on First Street in coordination with getting the improvements of Snug Harbor complete. A speed table is under design for the intersection of Fifth and Old San Carlos, which will be a major crosswalk. One little block of Fifth Street is a priority between the foot of the Sky Bridge and the speed table. Second and Third Streets need improvements when they can be afforded. Crescent Street has right of way problems. These are all items ahead of them.

Bill commented on the other public effort completed and adopted, which are the commercial design standards. The commercial design standards also include a number of standards on signs. Normally, these would be handled separately. When you are building main street type buildings near the street, the standard signs just do not work. He showed some of the types of signs which are and are not allowed. The sign section needs additional work and the same standards will be used for other areas on the island where buildings are up near the right of way. The design standards as adopted today only apply in the old core area overlay district.

VII. CURRENT ISSUES

A. Proposed "Downtown" zoning district

B. Estero Blvd. Streetscape Improvements (from Sky Bridge to Crescent Street)

C. Outdoor dining and outdoor display of merchandise

Bill Spikowski explained the new downtown zoning district. This is a new zoning district that will cover the same area as the core area overlay district. The district will be mandatory and will apply to everyone in these districts, except properties who are zoned planned development. If a person wishes to propose something different from what the regulations allow they have the right to do so. There are drafts of this new zoning district which have been circulated, are on the Town's website and also on his website. These plans are complex because they give a detailed vision. The regulations have specific height limits. A maximum bulk ratio does also apply. He considers these regulations to be refined and indicated these have been to the Local Planning Agency twice with two sets of revisions complete. At another workshop next month everyone will be provided a very detailed complete text for review before it goes to public hearing.

Council member Van Duzer commented on the downtown district being developed. He asked while going down Estero Blvd. if the sidewalks will be completed? Bill Spikowski replied that back in 1995/1996 the plan was to put in the sidewalks on both sides of Estero Blvd. all the way down to the Lani Kai. There was not enough money in the project and the sidewalk on the bayside was dropped from the

plans. From Crescent down there are no immediate plans and will be part of the big Streetscape question.

Bill Spikowski discussed while working on the Old San Carlos Plan in 1999 the idea was that a lot of the problem was caused by the pedestrian signal. It does not work as well as it should. Multiple ideas have come forward. One idea is to have a pedestrian overpass. The right of way is only 50 feet. The plan proposed in 1999 was to place a median in strategic points to provide a place for pedestrians to go across one lane of traffic and wait safety for a break in traffic. Some big questions exist with how to make this plan work, but more flexibility now exists than before. The median for Fort Myers Beach needs to be more urban than suburban. The Fire Chief had some concerns with the median. The Fire Chief felt with only one lane going off the island people will tend to panic when lights and sirens have sounded and may not move out of the way. An alternative would be to allow the median to be mountable by emergency vehicles. Bill Spikowski indicated he is uncomfortable with this because pedestrians will be told it is safe to go in this area. This project needs to get started and move forward. He explained that there is no commitment to build the medians at this time, but there is a commitment to build the sidewalks on Estero Blvd. for exchange of the sidewalk easements. He advised the Town to do the medians and sidewalks at the same time as a single project. The engineering must begin right away to meet the 18-month time frame. He is looking for general comments on the raised median concepts and how this would make this critical block of Fort Myers Beach function.

Mayor Hughes commented that the Town does not own Estero Blvd. and the County would have to be brought into this matter. Bill Spikowski replied that the County would have to give their permission to have this median in the right of way. The state has jurisdiction of the Sky Bridge and it is possible they to may have 10 to 50 feet of this area. If so, their approval must also be obtained.

Jane Plummer from the LPA asked where the first left turn would be located? Bill Spikowski replied that the first left turn would be at Crescent Street. There would be no left turn into Seafarer's.

Jane commented that she would hate to see this project start in the middle of season. Bill Spikowski replied that the intent would be to have this project done during the off season.

Bill Spikowski added that he does have some slides of an overpass in construction in Daytona Beach. These slides may be helpful. Daytona does share some similar issues as Fort Myers Beach.

Chris Swenson with CRSPE explained that he was in Daytona Beach a few weeks ago looking at their beach tram system. A pedestrian overpass is being put in that will take the place of the beach tram. It is a different situation than what is being planned for Fort Myers Beach. This particular overpass will cost 2.3 million dollars.

Brian Anderson owns West Coast Surf Shop and has concerns with the median. The light funnels pedestrians into one way across. People coming off of the bridge do not pay attention. He has concerns for the pedestrians with regard to safety.

John Richard agrees with the sidewalks. He feels the medians are a positive and they should move forward. He has reservations about the overpass.

Council member Howard Rynearson has spoken with Chief Markus who would be satisfied with flex stakes in that area.

Joerg Wiebe is a fan of roundabouts. He commented that the North Americans are not familiar with them. The roundabout would have a lot of merit, if built correctly. This would need to contain two lanes. Council member Thomas replied that the roundabouts he has seen do not work in the United States. He has seen these in Europe and they seem to work correctly. The latest roundabout in Florida is located in Clearwater. He has a newspaper article which shows the problems presently being experienced.

Mayor Hughes agreed and discussed a roundabout in Illinois that was in the heart of the Town for 50 years. This works beautifully and is located next to the commuter railroad station.

Council member Van Duzer questioned if the median is put in would the traffic light be removed? Bill Spikowski replied that the most conservative approach would be to design the median with the traffic light included. The traffic light would show just flashing yellow. The light would be there in case it is needed in the future. He would like to see pedestrian walkovers to allow people to get across the street and not restrict traffic.

Vice Mayor Cain attempted to vision this new area. She asked how many pedestrian crossing would be in the median from the pole to Crescent Street? Bill Spikowski replied that there would be two signals in the median. The number of crossings would be dependant on the number of openings.

Vice Mayor Cain questioned the cost of removal of the existing light poles and putting up the new light system? Bill Spikowski replied that a preliminary cost estimate of the project has been complete. The cost would be approximately $400,000.00 to build the sidewalk and median with the traffic signal in the

middle. This figure does include eliminating the four existing poles.

Hank Zuba commented that he could not tell from the design how many refuges were being created? Bill Spikowski replied that there will not be as many as most people think. It is a complicated matter with the curve.

Jessica Titus asked if discussions in the past dealt with making Crescent street one way off the island and one way coming on off of the bridge? Town Manager Segal-George replied that this has not been discussed by the Town. Lee County discussed this matter in the past.

Betty Simpson asked if the motorists must stop for the people standing the refuge area? Chris Swenson replied that you must yield to pedestrians. There are ways to notify motorists that this will be a high pedestrian area. Since people are presently using the whole street, he would rather see a design to make it safer for the pedestrian. As a traffic engineer he likes hearing tonight's discussion.

Roxie Smith questioned if the left turn lane would be eliminated? Bill Spikowski replied that this median could allow the left turn or eliminate it. The median itself would not close the left turn. The decision on this matter would come from the Council. Roxie Smith asked the Town Council to speak with the people at the north end before a decision is made.

Council member Van Duzer would like to give the direction to move forward and put in the median to include the sidewalk at Seafarer's.

Nancy Mulholland added that if this does not work it will still look better and the traffic light will still be there. She asked if the overpass could be considered if the median does not work? Bill Spikowski replied that the overpass could be completed in the future. Nancy feels they should move forward.

Council member Thomas feels they should proceed. Council member Rynearson also agrees. Vice Mayor Cain commented that the median should coincide with the sidewalk.

Evelyn May asked if coordination with the light at the beginning of Estero and the double light on the other side of the bridge has been considered? Chris Swenson replied that coordination of lights is a wonderful idea. He does not see that the coordination of these lights would be possible. Additional traffic operations will be looked into.

Mayor Hughes announced that there is a very clear consensus the people seem to favor this concept.

Council member Rynearson had a meeting with some members of the Sheriff's department. The Sheriff's department felt removing the light would not make a bit of difference. They felt the refuge area would work well.

Bill Spikowski indicated that he has the direction necessary to move forward. He will get with the Town Manager to discuss the details.

Bill Spikowski began the discussion on outdoor display of merchandise and dining. He indicated that the businesses are more concerned about this issue than the residents. There has been great success with outdoor dining in the Times Square area.

Victor Dover asked the group to "think big." Outdoor display of merchandise and outdoor dining are really consistent with the pedestrian oriented vision of the Old San Carlos/Crescent Master Plan from 1999.

Bill Spikowski showed a slide presentation. The direction he has received with regard to outdoor dining is that it is a good thing as long as it is controlled. When the discussion turns to outdoor merchandise, it becomes more negative. The slide show gave various examples showing outdoor merchandise sales. This subject was brought to the Times Square Advisory Committee where it was debated at some length with mixed opinions. The major fear is that it will make the area look "junky."

Jane Plummer loves the outdoor dining and white lights in the Times Square area. Tastefully done the selling of outdoor merchandise could be successful. Her concern lies with the enforcement.

Roxie Smith commented on a recent visit to Ann Arbor, Michigan. Their entire downtown is block after block of outdoor dining, outdoor merchandise and people milling around. This becomes a social meeting place. It is a real neat experience that makes you want to go back. She never felt the area looked "junky," but some stores did only have a rack of clothes out front.

John Richard agrees with the outdoor dining. He expressed there are two issues with the outdoor display of merchandise. The two issues are public and private. He feels it should be banned on public property. Private property could be taken on a case by case basis.

Debbie Lallo agrees with John Richard. She is not against private property. She does have concerns on the public property and mentioned that it is very scary to a property/business owner.

Town Manager Segal-George commented on the unofficial rule in the Square, which states if you wish to have merchandise outdoors you must stay in line with the merchandise indoors. She would like to

see this become an official rule in the future. She has not been challenged on this matter and it has worked very well.

Brian Anderson is for outdoor merchandise. He has been to places where it has worked very well. He has also been to places where it has not worked. With proper regulation by the Town it could be made into something very nice. He feels there is an argument of public vs. private. He would like to see regulations for private property as well.

Evelyn May does not feel it is fair to tell her she cannot bring merchandise out on her long deck, if she so desires.

Joerg Wiebe feels everything must be as open as possible, but it must be regulated. He does not feel they as merchants should limit themselves. This can be done with taste and dignity.

Council member Van Duzer feels a compromise could take place. If you have sidewalks that are 10 foot wide, you can obstruct a portion of the sidewalk without hindering the flow of pedestrians. Shelters will be built over public property and he feels the owner should be able to use some of this property. He offered the following suggestion. If you have property on Old San Carlos with a 10-foot sidewalk, you could use 30% of the width of the sidewalk for display of merchandise as long as it is the same as what is sold indoors. If you have tables you could use up to 50% of the sidewalk.

Bill Spikowski is in agreement of the percentage idea. He commented that the percentages would need to be adjusted if you have a sidewalk less than 10 feet.

Anita Cereceda feels everyone is afraid of the “flea market” atmosphere. She is hearing that this situation will resolve itself. Victor Dover replied that most of these issues will resolve themselves. He commented on the area of Michigan reported by Roxie Smith. The cheaper merchandise tends to be displayed with the more upscale merchandise. He does not feel that these issues should be resolved through land development regulation. This should be resolved through promotion, coaching, good manners and good taste. Several items are needed such as the downtown zoning regulation, which will establish the rules. The Town is the landlord and can set the rules. He does not feel they should look to the regulations to solve every imaginable problem.

Council member Thomas agrees with John Richard. It may be more difficult to get businesses to invest and improve their properties when lower priced items are outside for display. Each store would likely put out the least expensive items to attract people. He believes outdoor seating is very tasteful. He is in agreement with the display of merchandise on private property. His comments relate to public property.

Joerg Wiebe commented that Fort Myers Beach is in the process of changing from a “cheap T-shirt Town” to something else. He feels the less expensive merchandise will disappear by itself. Some good and tasteful merchandise will replace the existing displays.

Mayor Hughes reviewed that there is little to no opposition to outdoor dining. There is a question if this should be on private property only or public and will need to be addressed. The main concerns seem to relate to the outdoor display of merchandise. Three positions exist to include prohibition, permitting of the outdoor merchandise on private property only or pubic property.

Bill Spikowski has found this discussion this evening helpful. He is in a better position to draft a couple alternatives.

Council member Thomas questioned if the display of merchandise was allowed on public property would a fee be involved to the Town? Bill Spikowski replied that there should be. A fee should cover enforcement and any maintenance.

VIII. OTHER CURRENT DESIGN ISSUES

A. Proposed residential design standards

Bill Spikowski reviewed the very limited design standards that are in the current draft for residential. He showed pictures of various alternatives of home designs. The current draft of the code has a series of cartoon like drawings. He explained each of these drawings. The regulations as drafted are simple and modest. The garage door is at least 10 feet back from the front of the house and double doors are made single doors. He has shown this to the LPA without much of a reaction. It is a long way from adoption, but he felt this would be a good time for input.

Mayor Hughes questioned if the review process would be part of the issuing of a building code or would a separate architectural review board be necessary to review the designs? Bill Spikowski replied that his proposal is strictly an administrative review. These standards are easily interpreted and are made to be an administrative decision.

Jane Plummer commented that all cases with the LPA are very different. Asking people to put

garages on the back of the house, which may be waterfront, may not be a desirable option. This is not a gated community with a board to approve homes. She does not want every home to look the same. A time will come when all homes will be reviewed. She does not see the residential design standards working on the island.

Mayor Hughes asked if Bonita has design standards? Town Manager Segal-George replied "no." Bill Spikowski added that Bonita is struggling and is way behind the Town of Fort Myers Beach.

Council member Van Duzer feels the intent is to govern and regulate good taste. He feels that they are way out of line. The island is almost built out. All types of construction and design are present on the island. He is opposed to taking away from people's property.

Vice Mayor Cain does not like the look of a garage door at the front of a home. These regulations would not apply to existing, but apply to a total rebuild back situation. This would be the first step to try and prevent what is happening in other areas.

Anita Cereceda will always argue for "paint the picture and paint it as explicitly as you can." The decisions made today will affect the future of Fort Myers Beach.

Bill Spikowski mentioned that this item will be coming along. He wanted the public to hear about it. Please keep thinking about it and send thoughts along. This will be seen next month in a full draft.

IX. COUNCIL AND COMMITTEE MEMBER ITEMS

Joerg Wiebe - Likes the workshop and feels it should be held twice a year. The next workshop should include a discussion with regard to the vision of the Town as a whole including the people of the Town. There are five CPD's being approved in Times Square and he would like to have all CPD's on one plan number. It should not be complicated to get a virtual walk-thru completed on a computer to see how this will look. The remainder can be built around what is missing. This will get him 17 years ahead of time.

Bill Freeman - Council approved to have Second and Third Street changed to two-ways. The improvements on Old San Carlos have shown on Old San Carlos and Second Street that a garbage truck or fire truck will be unable to make this turn. Possibly, it may have to be returned to one lane. Town Manager Segal-George replied that she and Damon Grant are working on this issue.

Bill Freeman commented that roundabouts in Hilton Head work great.

Vice Mayor Cain - Thanked everyone for being present this evening. She felt it was a great workshop.

X. PUBLIC COMMENT

Stacy came forward who owns the Sandollar. She commented on the idea of signage or merchandise out on public property in front of their location or any location in Times Square. There does not seem to be a problem with people walking by the merchandise placed outside. She and her husband placed a bench outside of their store to try and make it as home like as possible. The displays have encouraged visitors to come into their location, and she would like to endorse this. She also questioned the median and asked how a baby carriage will cross this area? Bill Spikowski replied that the handicapped requirements will allow for a lower area for wheelchairs and carriages. She is unsure if the private property should be regulated.

Bob Simon came forward to address the residential design standards. He recently sent a letter to Council about the McMansions on Hickory Blvd.. Unless Council or the governing bodies place restrictions on the size of the homes to be built it will not be long before these homes will be built on Fort Myers Beach. Mayor Hughes replied that there are some regulations in place with regard to density/intensity of the lots. This issue is presently being considered.

Tim Anglin came forward and commented that you cannot regulate taste. He is frightened about putting merchandise in the public right of way.

XI. ADJOURNMENT

The meeting was adjourned. No time was given.

If a person decides to appeal a decision made by the Council in any matter considered at this meeting/hearing, such people may need to ensure that verbatim record of the proceeding is made,

to include the testimony and evidence upon which any such appeal is to be based.

Respectfully Submitted,

Shannon Miller
Transcribing Secretary