

## City of San Antonio



### Minutes Board of Adjustment Development and Business Services Center 1901 S. Alamo

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**Monday, October 23, 2023**

**1:00 PM**

**1901 S. Alamo**

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**1:00 PM – Call to Order**

**Spanish Interpreter presented.**

**Roll Call – Present:** Brereton, Kaplan, Dean, Cruz, Zuniga, Manna, Benavides, Bragman, Ozuna, Bonillas, Oroian

**Absent:** None

Mirko Maravi, Principal Planner, stated Item #4 BOA-23-10300164, located at 115 Milton Street and Item #5 BOA-23-10300260, located at 315 Henry Street have been postponed. Also, applicants for the following cases have requested a continuance, Item #1 BOA-23-10300263, located at 620 South Presa Street and Item #8 BOA-23-10300273 located at 1039 West Hilderbrand Avenue. Due to 3:00 pm time certain, Item #8 will be considered for continuance at 3:00 pm.

Chair Oroian stated Item #1 BOA-23-10300263, located at 620 South Presa Street will be continued until November 6, 2023.

Commissioner Bragman made a motion to continue BOA-23-10300263 until November 6, 2023. The motion was seconded by Commissioner Ozuna.

A verbal vote was taken, and all voted in favor.

**MOTION PASSES**

**Item #2**

**BOA-23-10300268:** A request by Marvin Edmond for a Special Exception to allow one (1) additional Type 2 Short Term Rental permit on the block face, per UDC Section 35-374.01(c), located at 550 Canton Street. Staff recommends denial. (Juan Alvarez, Planner, (210) 207-7232, Juan.Alvarez2@sanantonio.gov).

Staff stated 38 notices were mailed to property owners, 0 returned in favor, 2 returned in opposition, and no response from Jefferson Heights Neighborhood Association.

Marvin Edmond, applicant, stated his primary purposes for this special exception request is to continue to support military families of those basic trainees that graduate weekly, accommodation traveling medical professionals and lastly contributing to the Jefferson Heights Neighborhood Revitalization.

**Public Comment****Voicemail**

Gabriel Esparza, spoke in opposition.

**Motion**

A motion was made by Commissioner Manna. Regarding Case No. **BOA-23-10300268**, I move that the Board of Adjustment grant a special exception to allow for (1) Type 2 short term rental unit, situated at 550 Canton Street, applicant being Marvin Edmond, because the testimony presented to us, and the facts that we have determined, show that the physical character of this property is such that a literal enforcement of the provisions of the Unified Development Code, as amended, would result in an unnecessary hardship.

Specifically, we find that:

A. *The special exception will not materially endanger the public health or safety.*

**The Board finds that the request to operate an additional short-term rental is unlikely to materially endanger the public health, safety, or welfare. There is nothing obvious that would distinguish a short-term rental versus a long-term rental at this facility.**

B. *The special exception does not create a public nuisance.*

**There does not appear to be a reason to believe a public nuisance would be created if an additional short term rental permit was approved.**

C. *The neighboring property will not be substantially injured by such proposed use.*

**The neighboring properties consist of single-family structures. This scenario does not cause reason to believe it will substantially injure neighboring property as a Type 2 Short Term Rental.**

- D. *Adequate utilities, access roads, storm drainage, recreation, open space, and other necessary faculties have been or are being provided.*

**The subject property provides off-street parking and appears to have adequate utilities, access, and open space.**

- E. *The applicant or owner for the special exception does not have any previously revoked short term rental licenses, confirmed citations, or adjudicated offenses convictions for violations of Chapter 16, Article XXII of the City Code within one year prior to the date of the application.*

**The applicant does not have any history of revocation, citations, or convictions for violations of Chapter 16.**

- F. *The special exception will not alter the essential character of the district and location in which the property for which the special exception is sought.*

**The subject property is located in close proximity to other residential. With the property owner providing off-street parking and maintaining it from the neighboring property, the special exception does not appear to alter the essential character of the district and location in which the property is seeking the special exception.**

The motion was seconded by Commissioner Kaplan.

**Favor:** Dean, Zuniga, Ozuna

**Opposed:** Manna, Kaplan, Brereton, Cruz, Benavides, Bragman, Bonillas, Oroian

## **MOTION FAILS**

### **Item #3**

**BOA-23-10300269:** A request by Paul Cummings for an appeal of the Administrator's decision to revoke a short-term rental permit, located at 8011 Winterfell. Staff recommends denial. (Nicholas Cousineau, Senior Planner, (210) 207-0315, [nicholas.cousineau@sanantonio.gov](mailto:nicholas.cousineau@sanantonio.gov)).

Staff stated 50 notices were mailed to property owners, 0 returned in favor, 3 returned in opposition, and no response from Woller Creek Homeowners Association.

Paul Cummings, applicant, stated this is their second home. When out of town they rent it out as another form of supplemental income. Unfortunately, due to lack of knowledge on the STR and tax process, he was under the impression that AirBnB was paying the taxes, which was not the case. When notified by city officials, he contacted staff to address the arrears. He was directed to submit payment online however due to the new HOT tax vendor; it was not confirmed on the amount that need to be paid.

### **Public Comment**

#### **Voicemail**

Rea Fernandez, spoke in opposition.

**Motion**

A motion was made by Commissioner Kaplan. Regarding Case No. **BOA-23-10300269**, I move that the Board of Adjustment grant the appeal for the property, situated at 8011 Winterfell, applicant being Paul Cummings, because the information provided by the applicant shows that City staff made an error in revoking the Short-Term Rental permit.

The motion was seconded by Commissioner Manna.

**Favor:** Kaplan, Manna, Brereton, Bragman, Ozuna, Benavides, Zuniga, Oroian

**Opposed:** Dean, Cruz, Bonillas

**MOTION FAILS****Item #6**

**BOA-23-10300264:** A request by Junior Duran for 1) a 3' variance from the minimum 5' side setback to allow a carport with a 2' side setback, and 2) a 6'-8" variance from the minimum 10' front setback to allow a carport with a 3'-4" front setback, located at 3610 Twining Drive. Staff recommends denial. (Council District 4) (Richard Bautista-Vazquez, Planner (210)-207-0215, richard.bautista-vazquez@sanantonio.gov, Development Services Department).

Staff stated 42 notices were mailed to property owners, 7 returned in favor, 0 returned in opposition, and no registered neighborhood association within 200' radius of subject property.

Junior Cuevas, applicant, stated he is a first-time homeowner and was not aware that a permit was needed. The purpose of this carport was to protect his vehicles from weather damages.

**No Public Comment****Motion**

A motion was made by Commissioner Bragman. Regarding Case No. **BOA-23-10300264**, I move that the Board of Adjustment grant a request for 1) a 3' variance from the minimum 5' side setback to allow a carport with a 2' side setback, and 2) a 6'-8" variance from the minimum 10' front setback to allow a carport with a 3'-4" front setback., situated at 3610 Twining Drive, applicant being Junior Cuevas Duran, because the testimony presented to us, and the facts that we have determined, show that the physical character of this property is such that a literal enforcement of the provisions of the Unified Development Code, as amended, would result in an unnecessary hardship.

Specifically, we find that:

1. *The variance is not contrary to the public interest.*

**In this case, the public interest represented by setback requirements to prevent water runoff and adequate spacing between properties. The carport in its current location is not contrary, as the mitigation of storm water runoff will have enough space to not cause any adverse effects to the surrounding properties.**

2. *Due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship.*

**Staff does find special conditions on the subject property. The front property line is 10' inwards from the curb. Due to the size of the property, there is inadequate space to meet the setback minimums.**

3. *By granting the variance, the spirit of the ordinance will be observed, and substantial justice will be done.*

**The spirit of the ordinance is defined as the intent of the code, rather than the exact letter of the law. The granting of the front and side setback variances may observe the spirit of the ordinance, as there are carports located in the surrounding area.**

4. *The variance will not authorize the operation of a use other than those uses specifically authorized in the zoning district in which the variance is located.*

**No uses other than those allowed within the district will be allowed with this variance.**

5. *Such variance will not substantially injure the appropriate use of adjacent conforming property or alter the essential character of the district in which the property is located.*

**If granted, the carport will be 2' from the side property line and 3'-4" from the front property line. There are other similar carports in the area. The subject properties carport will not change the essential characteristics of the district.**

6. *The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial and are not due to or the result of general conditions in the district in which the property is located.*

**Staff finds the plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, such as limited spacing on the property. Upon staff site visit it was observed that there was insufficient space to meet the minimum front and side setback minimums.**

The motion was seconded by Commissioner Ozuna.

**Favor:** Bragman, Ozuna, Brereton, Kaplan, Dean, Cruz, Zuniga, Manna, Benavides, Bonillas, Oroian

**Opposed:** None

## **MOTION PASSES**

### **Item #7**

**BOA-23-10300267:** A request by Edgar Montano for a variance from the Jefferson Neighborhood Conservation District Design Guidelines to allow a roof addition that does not match the pitch, configuration, and style of the existing structure, to allow a flat roof on a structure that has a gable roof, located at 2419 West Mistletoe Avenue. Staff recommends denial. (Council District 7) (Joseph Leos, Planner (210) 207-3074, Joseph.Leos@sanantonio.gov, Development Services Department).

Staff stated 30 notices were mailed to property owners, 0 returned in favor, 0 returned in opposition, and Jefferson and Woodlawn Lake Community Neighborhood Associations are in opposition.

Marcus Osterhaut, applicant, stated June 2021 as is with the intent of improving and selling the home. He stated this would be renovating to stay within the character of the neighborhood as this would add value to the community. They acknowledge and are in full support of historical development patterns, architectural integrity and preservation of the neighborhoods. Unfortunately, they were unaware of any issues with regards to the NCD – 7 when they purchased the home. In understanding the standards and correcting the issue they find that this would be in a serious financial hardship. He does not feel this would negatively hinder the community as no neighbors have disputed this structure as some surrounding neighbors have similar back buildings with the similar flat roof pitch.

Amy Wanka, applicant, stated when purchase the property the roof was existing they just proceed to finished the enclosure.

### No Public Comment

### Motion

A motion was made by Commissioner Ozuna. Regarding Case No. **BOA-23-10300267**, I move that the Board of Adjustment grant a request for a variance from the Jefferson Neighborhood Conservation District Design Guidelines to allow a roof addition that does not match the pitch, configuration, and style of the existing structure, to allow a flat roof on a structure that has a gable roof, situated at 2419 West Mistletoe Avenue, applicant being Edgar Montano, because the testimony presented to us, and the facts that we have determined, show that the physical character of this property is such that a literal enforcement of the provisions of the Unified Development Code, as amended, would result in an unnecessary hardship.

Specifically, we find that:

1. *The variance is not contrary to the public interest.*

**In this case, the public interest is represented by design standards to promote the architectural integrity of an already established neighborhood. The current roof pitch does not deviate from this requirement, which is not contrary to the public interest.**

2. *Due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship.*

**The special condition found on the subject property is the roof addition is located within the rear yard, away from the public right of way. A literal enforcement of the ordinance would result in an unnecessary hardship, as the applicant would need to alter the structure to abide by the NCD regulation.**

3. *By granting the variance, the spirit of the ordinance will be observed, and substantial justice will be done.*

**In this case, the aim of the code is for the enforcement of the Jefferson Neighborhood Conservation District design guidelines, which provide consistent development patterns, architectural integrity, and preservation of neighborhoods. The requested variance appears to adhere to the spirit of the ordinance as the current roof pitch still maintains the architectural character of the home.**

4. *The variance will not authorize the operation of a use other than those uses specifically authorized in the zoning district in which the variance is located.*

**No uses other than those allowed within the district will be allowed with this variance.**

5. *Such variance will not substantially injure the appropriate use of adjacent conforming property or alter the essential character of the district in which the property is located.*

**If granted, the roof pitch will stay in its current deviated configuration. The Jefferson Neighborhood Conservation District enforces building materials to be consistent with the principal structure. The current flat roof does not take away from the original character of the home and does not directly affect any immediate neighbors.**

6. *The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial and are not due to or the result of general conditions in the district in which the property is located.*

**Staff finds the plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, such as the roof pitch addition being in the rear yard and the applicant purchasing the home with it already intact.**

The motion was seconded by Commissioner Bragman.

**Favor:** Ozuna, Bragman, Brereton, Cruz, Zuniga, Benavides, Bonillas, Oroian

**Opposed:** Kaplan, Dean, Manna

## **MOTION FAILS**

### **Item #14**

Approval of the minutes from the minutes from the October 9, 2023, meeting.

A motion was made by Commissioner Kaplan and seconded Commissioner Cruz for approval of the October 9, 2023, minutes as presented.

A verbal was vote was taken and all voted in affirmative.

## **MOTION PASSES**

**Item #12**

Consideration of rescheduling Board of Adjustment meeting from November 20, 2023, to November 13, 2023.

A motion was made by Commissioner Dean and seconded Commissioner Cruz to keep the regularly scheduled November 20, 2023, Board of Adjustment meeting.

A verbal was vote was taken and all voted in affirmative.

**MOTION PASSES**

**Item #13**

Approval of the 2024 Board of Adjustment Meeting Calendar.

A motion was made by Commissioner Kaplan and seconded by Commissioner Cruz for approval of 2024 Board of Adjustment Meeting Calendar as presented.

A verbal was vote was taken and all voted in affirmative.

**MOTION PASSES**

**Commission went into recess at 2:42 pm and reconvened at 3:00 pm.**

Commissioner Benavides exited at 3:00 pm for recusal purposes.

Mirko Maravi, Principal Planner, stated applicant requested a continuance for Item #8, BOA-23-10300273, located at 1039 West Hilderbrand Avenue until November 6, 2023.

A motion was made by Commissioner Kaplan to continue BOA-23-10300273 until November 6, 2023, and seconded by Commissioner Manna.

A verbal was vote was taken and all voted in affirmative.

**MOTION PASSES**

Commissioner Benavides returned at 3:01 pm.

**Item #9**

**BOA-23-10300271**: A request by Linda Espino for 1) a 16' variance from the minimum 25' corner clear vision requirement to allow a fence to have a 9' clear vision, and 2) a 6' variance from the minimum 15' driveway clear vision requirement to allow a fence to have a 9' clear vision, located at 437 East Mulberry Avenue. Staff recommends approval. **This item (No.9) will be heard no earlier than 3:00pm.** (Council District 1) (Joseph Leos, Planner (210) 207-3074, Joseph.Leos@sanantonio.gov, Development Services Department).



Staff stated 25 notices were mailed to property owners, 1 returned in favor, 0 returned in opposition, and Monte Vista Historical Neighborhood Association is in favor.

Linda Espino, applicant, stated she has lived there since 1955. In 1973 it was designated a Historical district. She stated the existed Bamboo that has been there for 60 year and served as a privacy fence is decorating. She would like to replace it with a fence. She stated no neighboring properties would be affected as she is a corner lot.

### No Public Comment

### Motion

A motion was made by Commissioner Bragman. Regarding Case No. **BOA-23-10300271**, I move that the Board of Adjustment grant a request for 1) a 16' variance from the minimum 25' corner clear vision requirement to allow a fence to have a 9' clear vision, and 2) a 6' variance from the minimum 15' driveway clear vision requirement to allow a fence to have a 9' clear vision, situated at 437 East Mulberry Avenue, applicant being Linda Espino, because the testimony presented to us, and the facts that we have determined, show that the physical character of this property is such that a literal enforcement of the provisions of the Unified Development Code, as amended, would result in an unnecessary hardship.

Specifically, we find that:

1. *The variance is not contrary to the public interest.*

**To observe the safety of vehicular traffic for those traveling along East Mulberry Avenue Kings Court, the variance to the Clear Vision Standards appears to not be contrary to the public interest.**

2. *Due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship.*

**The special condition found on the subject property is the shape of the lot and the location of the property within the overall block face. Abiding by the minimum distances of 25' and 15' would result in an unnecessary hardship, as the size of the front yard would be dramatically reduced.**

3. *By granting the variance, the spirit of the ordinance will be observed, and substantial justice will be done.*

**The spirit of the ordinance will be observed, as 9' from the corner curb and driveway approach provides suitable distances.**

4. *The variance will not authorize the operation of a use other than those uses specifically authorized in the zoning district in which the variance is located.*

**No uses other than those allowed within the district will be allowed with this variance.**

5. *Such variance will not substantially injure the appropriate use of adjacent conforming property or alter the essential character of the district in which the property is located.*

**If granted, the variance request will not injure the appropriate use of adjacent conforming properties. Upon site visits, staff observed other fences within the clear vision fields.**

6. *The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial and are not due to or the result of general conditions in the district in which the property is located.*

**Staff finds the plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, such as the irregular shape of the property. The circumstances do not appear to be merely financial.**

The motion was seconded by Commissioner Kaplan.

**Favor:** Bragman, Kaplan, Brereton, Dean, Cruz, Zuniga, Manna, Benavides, Ozuna, Bonillas, Oroian

**Opposed:** None

## **MOTION PASSES**

### **Item #10**

**BOA-23-10300272:** A request by Homevana LLC for a 10' variance from the minimum 20' rear setback to allow a 10' rear setback, located at 108 Dowdy Street. Staff recommends approval. **This item (No.10) will be heard no earlier than 3:00pm.** (Council District 5) (Vincent Trevino, Senior Planner (210) 207-5501, Vincent.Trevino@sanantonio.gov, Development Services Department).

Staff stated 28 notices were mailed to property owners, 0 returned in favor, 0 returned in opposition, and no response from Lone Star Neighborhood Association.

Applicant no present.

Chair Oroian stated this item will be tabled until the end of the agenda.

### **Item #11**

**BOA-23-10300274:** A request by Killen, Griffin and Farrimond for 1) a 5' variance from the minimum 15' buffer to allow a 10' buffer, and 2) a 20' variance from the maximum 25' height limitation to allow a 45' structure, located at 5422 IH-10 West. Staff recommends approval. **This item (No.11) will be heard no earlier than 3:00pm.** (Council District 1) (Vincent Trevino, Senior Planner (210) 207-5501, Vincent.Trevino@sanantonio.gov, Development Services Department).

Staff stated 20 notices were mailed to property owners, 0 returned in favor, 0 returned in opposition, and no response from Los Angeles Heights Neighborhood Association.

Rob Killen, representative, stated the purpose of this request to reauthorize an existing variance. He stated they are proposing to build a two-story building for a law office on the subject property. They have visited the surrounding neighbors who have all expressed their support.

Mark Nevill, architect, stated parking would be a 1 to 300 parking ratio.

### Public Comment

#### Voicemail

Moses Rodriguez, spoke in favor.

Mary Rodriguez, spoke in favor.

Nick Rodriguez, spoke in favor.

Victoria Casarez, spoke in favor.

### Motion

A motion was made by Commissioner Ozuna. Regarding Case No. **BOA-23-10300274**, I move that the Board of Adjustment grant a request for 1) a 5' variance from the minimum 15' landscape buffer to allow a 10' landscape buffer, and 2) a 20' variance from the maximum 25' height limitation to allow a 45' structure limited to two-story as per submittal of the site plans reviewed by commission, situated 5422 IH 10 West, applicant being Killen, Griffin and Farrimond, because the testimony presented to us, and the facts that we have determined, show that the physical character of this property is such that a literal enforcement of the provisions of the Unified Development Code, as amended, would result in an unnecessary hardship.

Specifically, we find that:

1. *The variance is not contrary to the public interest.*

**The reduced buffer will be located along the western property line and will leave enough room between properties to reduce noise and therefore is not contrary to the public interest. Additionally, the maximum height allowance variance is not contrary to the public interest as it is located at the end of the street and abuts an interstate on 2 sides.**

2. *Due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship.*

**The full landscape buffer and the reduced building height would reduce the amount of space the applicant can build on the property.**

3. *By granting the variance, the spirit of the ordinance will be observed, and substantial justice will be done.*

**The reduced landscape buffer will observe the spirit of the ordinance as there will still be a landscape buffer located along the western property line. The maximum building height limitation will observe the spirit of the ordinance as this will allow for the development of the lot.**

4. *The variance will not authorize the operation of a use other than those uses specifically authorized in the zoning district in which the variance is located.*

**No uses other than those allowed within the district will be allowed with this variance.**

5. *Such variance will not substantially injure the appropriate use of adjacent conforming property or alter the essential character of the district in which the property is located.*

**The reduced landscape buffer and additional building height will not substantially injure the appropriate use of adjacent properties.**

6. *The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial and are not due to or the result of general conditions in the district in which the property is located.*

**Staff finds the plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property. The circumstances do not appear to be merely financial.**

The motion was seconded by Commissioner Bragman.

**Favor:** Ozuna, Bragman, Brereton, Kaplan, Dean, Cruz, Zuniga, Manna, Benavides, Bonillas, Oroian

**Opposed:** None

## **MOTION PASSES**

### **Item #10**

**BOA-23-10300272:** A request by Homevana LLC for a 10' variance from the minimum 20' rear setback to allow a 10' rear setback, located at 108 Dowdy Street. Staff recommends approval. **This item (No.10) will be heard no earlier than 3:00pm.** (Council District 5) (Vincent Trevino, Senior Planner (210) 207-5501, Vincent.Trevino@sanantonio.gov, Development Services Department).

Staff stated 28 notices were mailed to property owners, 0 returned in favor, 0 returned in opposition, and no response from Lone Star Neighborhood Association.

Dan Sitterle, applicant, stated they initially were just going to remodel however in doing so, structure was severely damaged by termites and structurally was not sound which was confirmed by an engineer. They proceed to demolish the structure with the intent of rebuilding a home. They are asking to all for a 10' rear setback rather than the 20' as per code to accommodate the design.

**No Public Comment**

**Motion**

A motion was made by Commissioner Kaplan. Regarding Case No. **BOA-23-10300272**, I move that the Board of Adjustment grant a request for a 10' variance from the minimum 20' rear setback to allow a 10' rear setback, situated at 108 Dowdy Street, applicant being Homevana LLC, because the testimony presented to us, and the facts that we have determined, show that the physical character of this property is such that a literal enforcement of the provisions of the Unified Development Code, as amended, would result in an unnecessary hardship.

Specifically, we find that:

1. *The variance is not contrary to the public interest.*  
**The variance request does not appear to be contrary to the public interest, as granting the variance would allow the development of a single-family residence.**
2. *Due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship.*  
**A literal enforcement of the ordinance would result in the inability to construct a single-family residence on the lot. Due to the size of the lot and square footage of the proposed residence, the structure is unable to meet the rear setback requirement.**
3. *By granting the variance, the spirit of the ordinance will be observed, and substantial justice will be done.*  
**The variance will permit a single-family dwelling near surrounded by lots with reduced setbacks. The request appears to observe the spirit of the ordinance.**
4. *The variance will not authorize the operation of a use other than those uses specifically authorized in the zoning district in which the variance is located.*  
**No uses other than those allowed within the district will be allowed with this variance.**
5. *Such variance will not substantially injure the appropriate use of adjacent conforming property or alter the essential character of the district in which the property is located.*  
**The property was granted a nonconforming lot of record to build a single-family dwelling on a substandard lot which limits the buildable area. The reduced setback will not alter the essential character of the district as other lots have reduced setbacks.**
6. *The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial and are not due to or the result of general conditions in the district in which the property is located.*  
**Staff finds the plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property. A setback reduction to the rear would help accommodate a reasonable rear setback on the lot. The request does not appear merely financial.**

The motion was seconded by Commissioner Bragman.

**Favor:** Kaplan, Bragman, Brereton, Dean, Cruz, Zuniga, Manna, Benavides, Ozuna, Bonillas, Oroian

**Opposed:** None

**MOTION PASSES**

**Director's Report** – nothing to report.

**Adjournment**

There being no further business, the meeting was adjourned at 3:48 PM.

APPROVED BY: \_\_\_\_\_ or \_\_\_\_\_  
Chairman Vice-Chair

DATE: \_\_\_\_\_

ATTESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Executive Secretary