Chairman Clifton called the regular meeting of the North Little Rock Planning Commission to order at 4:00 PM in the Council Chambers, City Hall.

**Members Present:**

Banks  
Chambers  
Foster  
Phillips  
Wallace  
Clifton, Chairman  

**Members Absent:**

Dietz  
White  
Belasco  

**Staff Present:**

Shawn Spencer, Director  
Timothy Reavis, Assistant Director  
Mike Mosley, Deputy City Attorney  
Alyson Jones, Secretary  

**Approval of Minutes:**

Motion was made and seconded to approve the February meeting minutes as submitted. The minutes were approved with (6) affirmative votes.  

**Administrative:**

Motion was made to excuse members Deitz, White, and Belasco. Chairman Clifton introduced Alyson Jones as new planning commission secretary.
Subdivision Administrative:

SD2018-71 Country Club of Arkansas, Phase XXV-A, Lots 1-79 (Preliminary Plat of a single family residential subdivision)

1. Preliminary Plat to be final platted in 2 phases.
   a. Phase 1 final plat to include Kim Drive connection to White Oak Crossing.
   b. Phase 1 final plat to show a maximum of 30 lots.
   c. Phase 2 final plat can be recorded once a second entrance has been provided and written approval from Fire Marshal, City Engineer and Planning has been obtained.

2. Engineering requirements before the plat will be signed:
   a. Option to pay the drainage in-lieu fee of $500/acre for residential development instead of providing on-site detention OR provide clear calculations showing that detention volume shown on the preliminary plat is sufficient by providing detention calculations showing pre and post site runoff comparisons.
   b. Provide the current Flood Map information and Flood Zone.
   c. Correct General Notes #6. As the property is not in a floodplain and therefore there is no minimum flood elevation.
   d. Note: approval of final plat shall not be deemed as acceptance of any street or other dedications shown on the plat for long-term maintenance by the city. Owner shall submit for dedication approval to city council at the end of construction. A 2 year maintenance bond, valued at 50% of the improvements, is required.
   e. Acquire waiver from City Council for Kim Dr. ROW and cross section including street curbs, gutters, sidewalks, and street trees.
   f. City Engineer inspection and approval letter confirming that all required improvements at Country Club of Arkansas Phase 23 including walking trails have been completed in compliance with approved plans.

3. Planning requirements before the plat will be signed:
   a. Dedication of 60’ ROW (Kim Dr.) to White Oak Crossing required. East border of ROW shall be the same as the west property line of the abutting property.
   b. Provide 50’ ROW dedication for Lori Kaye Dr., Brandi Dr., and White Dr. as shown.
   c. No vehicular access from lot 41, lot 42 and lot 73 to Kim Dr.
   d. Provide a performance bond for 1 tree per residential lot to allow trees to be planted at the time of a building permit. Final inspection will not be approved until tree has been planted.
   e. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
   f. Pay for street signs.
   g. Street names to be approved by Planning Staff.
   h. All non-residential use lots (detention areas, common areas, islands in the street, land owned by POA) are to have tract #s.

4. Permit requirements/approvals submitted before a building permit will be issued:
   a. Prior to construction, Owner’s Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to City Engineer.
   b. Pre-Construction meeting must be scheduled with the City Engineer for any projects that require work within street ROW.
c. Owner’s Engineer shall submit stormwater design report for review and approval by the City Engineer. Stormwater plans and detention calculations are to be approved by City Engineer and a written approval provided to Planning Department.

d. Provide CNLR Stormwater Permit to City Engineer with stormwater plans showing silt fence, storm inlet protection, and drainage details.

e. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.

f. Provide CNLR Grading Permit application to City Engineer with grading plans.

g. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department if an extension of a main is required.

h. Owner’s Architect/Engineer shall submit digital maps for all stormwater drainage features in an ArcGIS or AutoCAD file to the City Engineer. The digital maps shall be natively in State Plane coordinate system, Arkansas North Zone, North American Datum 1983, units as feet; or the map must have sufficient points for georeferencing. The associated attribute data table from the submitted file shall match the fields contained within the “SW Attribute Data Entry Template.xlsx” as provided by City Engineering Department. All Control, Linear, and Junction map features will be annotated by a unique identifier that will correspond to the same unique identifier in the “SW Attribute Data Entry Template.xlsx” or GIS attribute table. Data for each attribute column in the “SW Attributed Data Entry Template.xlsx” file shall be chosen from the drop-down options of each cell, or chosen as “Other” (if not listed) and described in the comments field. At the completion of the project, As-Builts of these shapefiles in ArcGIS or AutoCAD format, along with associated attribute data table, shall be submitted to the City Engineer.

5. Meet the requirements of the City Engineer, including:
   a. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.
   b. Cross drains in the ROW shall be labeled and shall be RCP with flared end sections unless otherwise approved by Engineering.
   c. At the end of construction, Owner/Developer shall have a Professional Engineer, licensed in the State of Arkansas, certify that all street and stormwater improvements in conjunction with this subdivision and/or the proposed development have been inspected and constructed in accordance with the approved plans and meet all City of North Little Rocks Standard Specifications.

6. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. No additional lots of this subdivision (other than Lots currently being reviewed) shall be reviewed until a complete preliminary plat for the entire subdivision has been reviewed and approved by Planning Commission. At that time the developer can ask for phasing.

7. Meet the requirements of the Master Street Plan, including:
   a. Provide 5’ sidewalks and ramps with a minimum of 5’ green space between sidewalk and curb to ADA standards and City standards.
   b. Provide full street improvements.
   c. Provide ROW dedication.

8. Meet the requirements of the Screening and Landscaping ordinance, including:
   a. All disturbed areas are to be sodded or seeded, fertilized, watered and mulched.
   b. Provide 1 street tree per lot.
9. **Meet the following requirements concerning signage:**
   a. All signs require a permit and separate review.
   b. No pole sign permitted.
   c. No electronic changeable copy sign permitted.

10. **Meet the requirements of the Fire Marshal, including:**
    a. A maximum of 30 dwelling units in are allowed in phase 1 with only one entrance. A second vehicular access is required for any additional lots.
    b. Provide an approved fire protection plan.
    c. Hydrant placement should be per the 2012 Arkansas Fire Code – Table C105.1 –
       (average spacing between hydrants 500 ft. – Max distance from any point on street or road frontage to a hydrant – no less than 250 feet)

11. **Meet the requirements of CAW, including:**
    a. All CAW requirements in effect at the time of request for water service must be met.
    b. A water main extension will be needed to provide water service to this property.

12. **Meet the requirements of NLR Wastewater, including:**
    a. White Oak connection fee is required.
    b. Sanitary sewer main extension is required to serve property.
    c. Please make a formal submittal to NLRW for review and approval.

Mr. Chambers stated the applicant met with the Development Review Committee and wanted to amend item 2.e. to have applicant acquire waiver from City Council for Kim Dr. ROW and cross section including street curbs, gutters, sidewalks, and street trees. There were no additional comments from Commissioners or the audience. The motion to approve passed with (6) affirmative votes.

**SD2019-8 Chiquito Addition, Lot A (SPR of a metal building located at 1803 Hwy 161)**

1. **Engineering requirements on detention:**
   a. Storm water detention plan not required as there is no increase of or a reduction of impervious surface.

2. **Permit requirements/approvals submitted before a building permit will be issued:**
   a. A signed and recorded plat must be on file with the Planning Department.
   b. Building must be 10 ft. from existing structure.
   c. Building must meet all commercial building, plumbing, mechanical, electrical, and ADA codes.

3. **Meet the requirements of Community Planning, including:**
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. No fence is to be within a front building line.
   c. All exterior lighting shall be shielded and not encroach onto neighboring properties.

4. **Meet the requirements of the Screening and Landscaping ordinance, including:**
   a. All disturbed areas are to be sodded or seeded, fertilized, watered and mulched.
   b. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

5. **Meet the following requirements concerning signage:**
   a. All signs require a permit and separate review.
b. No pole sign permitted.

6. **Meet the requirements of the Fire Marshal, including:**
   a. Provide an approved fire protection plan.
   b. Meet Fire Marshal’s requirements on fire hydrant location.
   c. Fire hydrants to be within 400 feet of all areas of building.

Mr. Chambers stated the applicant met with the Development Review Committee. Chairman Clifton stated that the applicant submitted proof that the building was located 10 feet from all existing structures. There were no additional comments from Commissioners or the audience. The motion to approve passed with (6) affirmative votes.

SD2019-9 Gardens of Lakewood, Lot 1 (Preliminary Plat & SPR of townhouses located at NE corner of McCain & Randolph)

1. **Before the plat will be signed, provide City Council Ordinance abandoning easement.**
2. **Before the plat will be signed, provide a letter from City Engineer stating this is not a hillside cut.**
3. **Engineering requirements before the final plat/replat will be signed:**
   a. Provide on-site storm water detention as well as clear calculations showing that detention volume is sufficient, or demonstrate to City Engineer that on-site detention is not required (based on proposed development) by providing detention calculations showing pre and post site runoff comparisons.
   b. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk, cross walks) along Lancing Road or a performance bond. Street improvements must be approved by City Engineer and accepted by City Council.
   c. Provide documentation to the City Engineer for review and approval that meets all requirements of Article 14 Hillside Regulations as portions of the development area contain slopes that are steeper than a vertical rise of 1 foot for each 4 feet of horizontal distance prior to alteration.
   d. The drives connecting to Randolph and McCain must have minimum 25’ turning radii and be labeled.
   e. Engineering has concerns with the proposed access to McCain Blvd for Emergency Access Only. Need more information concerning the need for this Emergency Access from the Fire Department and the Applicant. Need information detailing how this access can be guaranteed not to be used for anything other than emergency access in the future.
   f. Note: approval of final plat shall not be deemed as acceptance of any street or other dedications shown on the plat for long-term maintenance by the city. Owner shall submit for dedication approval to city council at the end of construction. A 2 year maintenance bond, valued at 50% of the improvements, is required.
4. **Planning requirements before the plat will be signed:**
   a. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
   b. Pay for street trees or provide a bond.
c. Pay for street lights or provide a bond.
d. Provide 10’ & 15’ utility easements around property perimeter as shown on drawing.
e. Provide City Council Ordinance abandoning easement.
f. Provide letter from City Engineer stating this is not a hillside cut.

5. **Permit requirements/approvals submitted before a building permit will be issued:**
   a. A signed and recorded plat must be on file with the Planning Department.
b. Provide more details of the retaining wall along McCain Blvd in order to determine any impacts to the ROW.
c. A Pre-Construction meeting must be scheduled with the City Engineer for any projects that require work within street ROW.
d. Provide CNLR Grading Permit application to City Engineer with grading plans.
e. Provide CNLR Stormwater Permit application to City Engineer with 11” X 17” erosion control plan showing silt fence, storm inlet protection, and drainage details.
f. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
g. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department.
h. Provide structural engineering drawings and certification for the 54” retaining wall.
i. Prior to construction, Owner’s Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to NLR Planning Department.
j. Prior to construction, Owner’s Architect/Engineer shall submit digital maps for all stormwater drainage features in an ArcGIS or AutoCAD file to the City Engineer. The digital maps shall be natively in State Plane coordinate system, Arkansas North Zone, North American Datum 1983, units as feet; or the map must have sufficient points for georeferencing. The associated attribute data table from the submitted file shall match the fields contained within the “SW Attribute Data Entry Template.xlsx” as provided by City Engineering Department. All Control, Linear, and Junction map features will be annotated by a unique identifier that will correspond to the same unique identifier in the “SW Attribute Data Entry Template.xlsx” or GIS attribute table. Data for each attribute column in the “SW Attributed Data Entry Template.xlsx” file shall be chosen from the drop-down options of each cell, or chosen as “Other” (if not listed) and described in the comments field. At the completion of the project, As-Builts of these shapefiles in ArcGIS or AutoCAD format, along with associated attribute data table, shall be submitted to the City Engineer.

6. **Meet the requirements of the City Engineer, including:**
   a. Prior to any excavation/street cuts within street ROW, provide CNLR Excavation Permit to City Engineer and Barricade Plan Permit to NLR Traffic Services.
b. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.
c. At the end of construction, Owner/Developer shall have a Professional Engineer, licensed in the State of Arkansas, certify that all street and stormwater improvements in conjunction with this subdivision and/or the proposed development have been inspected and constructed in accordance with the approved plans and meet all City of North Little Rocks Standard Specifications.
7. **Meet the requirements of Community Planning, including:**
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. No dumpster is planned for this development. If a dumpster is added later, masonry screen is required.
   c. No fence is to be within a front building line.
   d. All exterior lighting shall be shielded and not encroach onto neighboring properties.
   e. Label gate as emergency exit.

8. **Meet the requirements of the Master Street Plan, including:**
   a. Provide 5’ sidewalks and ramps with a minimum of 5’ green space between sidewalk and curb to ADA standards and City standards.

9. **Meet the requirements of the Screening and Landscaping ordinance, including:**
   a. All disturbed areas are to be sodded or seeded, fertilized, watered and mulched.
   b. Provide automated underground irrigation to all required trees and shrubs.
   c. Provide 10 street trees along Randolph as shown on drawing.
   d. Provide 5 street trees along on McCain as shown on drawing.
   e. Provide 8 street trees along Lancing as shown on drawing.
   f. Provide 6 parking lot shade trees as shown on drawing.
   g. Parking lot shade trees must be located within the parking lot or a maximum distance of 10’ from the edge of the parking lot.
   h. Provide 6 foot front yard landscape strip between property line and paving.
   i. Provide 4 foot side yard landscape strip between property line and paving.
   j. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

10. **Meet the following requirements concerning signage:**
    a. All signs require a permit and separate review.
    b. No pole sign permitted.
    c. No electronic changeable copy sign permitted.

11. **Meet the requirements of the Fire Marshal, including:**
    a. Provide an approved fire protection plan.
    b. Homes at the north end should have access for a firefighter to stretch a 150 ft line to the back side to cover all areas.
    c. Meet Fire Marshal’s requirements on fire hydrant location.
    d. Fire hydrants to be within 400 feet of all areas of building.

12. **Meet the requirements of CAW.**

13. **Meet the requirements of NLR Wastewater.**

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (6) affirmative votes.

**SD2019-11  PBGH (prothro) Addition, Lot 1 (prelim plat & SPR of family dollar at 2330 Hwy 161)**

1. Engineering requirements before the plat will be signed:
a. Option to pay the drainage in-lieu fee of $5000/acre for commercial development instead of providing onsite detention.

b. Note: approval of final plat shall not be deemed as acceptance of any street or other dedications shown on the plat for long-term maintenance by the city. Owner shall submit for dedication approval to city council at the end of construction. A 2 year maintenance bond, valued at 50% of the improvements, is required.

2. **Planning requirements before the plat will be signed:**
   a. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
   b. Pay for street trees or provide a bond.
   c. Pay for street lights or provide a bond.
   d. Provide ROW dedication along Hwy 161 as shown.
   e. Provide 10’ utility easements around property perimeter.

3. **Permit requirements/approvals submitted before a building permit will be issued:**
   a. A signed and recorded plat must be on file with the Planning Department with the required ROW dedication of 40’ from centerline of Hwy 161.
   b. Provide CNLR Floodplain Development Permit application to City Engineer.
   c. Provide CNLR Grading Permit application to City Engineer with grading plans.
   d. Provide CNLR Stormwater Permit application to City Engineer with 11” X 17” erosion control plan showing silt fence, storm inlet protection, and drainage details.
   e. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
   f. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department.
   g. Prior to construction, Owner’s Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to NLR Planning Department.
   h. Prior to construction, Owner’s Architect/Engineer shall submit digital maps for all stormwater drainage features in an ArcGIS or AutoCAD file to the City Engineer. The digital maps shall be natively in State Plane coordinate system, Arkansas North Zone, North American Datum 1983, units as feet; or the map must have sufficient points for georeferencing. The associated attribute data table from the submitted file shall match the fields contained within the “SW Attribute Data Entry Template.xlsx” as provided by City Engineering Department. All Control, Linear, and Junction map features will be annotated by a unique identifier that will correspond to the same unique identifier in the “SW Attribute Data Entry Template.xlsx” or GIS attribute table. Data for each attribute column in the “SW Attributed Data Entry Template.xlsx” file shall be chosen from the drop-down options of each cell, or chosen as “Other” (if not listed) and described in the comments field. At the completion of the project, As-Builts of these shapefiles in ArcGIS or AutoCAD format, along with associated attribute data table, shall be submitted to the City Engineer.

4. **Meet the requirements of the City Engineer, including:**
   a. Prior to any excavation/street cuts within street ROW, provide CNLR Excavation Permit to City Engineer and Barricade Plan Permit to NLR Traffic Services.
b. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.

c. At the end of construction, Owner/Developer shall have a Professional Engineer, licensed in the State of Arkansas, certify that all street and stormwater improvements in conjunction with this subdivision and/or the proposed development have been inspected and constructed in accordance with the approved plans and meet all City of North Little Rocks Standard Specifications.

5. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. Provide dumpster location.
   c. Dumpster to have masonry screening.
   d. No fence is to be within a front building line.
   e. All exterior lighting shall be shielded and not encroach onto neighboring properties.

6. Meet the requirements of the Master Street Plan, including:
   a. Provide 5’ sidewalks and ramps with a minimum of 5’ green space between sidewalk and curb to ADA standards and City standards.
   b. Provide ROW dedication as shown.

7. Meet the requirements of the Screening and Landscaping ordinance, including:
   a. All disturbed areas are to be sodded or seeded, fertilized, watered and mulched.
   b. Provide automated underground irrigation to all required trees and shrubs.
   c. Provide 10 street trees as shown on drawing.
   d. Provide 5 parking lot shade trees as shown on drawing.
   e. Parking lot shade trees must be located within the parking lot or a maximum distance of 10’ from the edge of the parking lot.
   f. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
   g. Provide 6 foot front yard landscape strip between property line and paving.
   h. Provide 4 foot side yard landscape strip between property line and paving.
   i. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

8. Meet the following requirements concerning signage:
   a. All signs require a permit and separate review.
   b. Provide sign location on site plan.
   c. No pole sign permitted.
   d. No electronic changeable copy sign permitted.

9. Meet the requirements of the Fire Marshal, including:
   a. Provide an approved fire protection plan.
   b. Meet Fire Marshal’s requirements on fire hydrant location.
   c. A fire hydrant is located within the required distance.

10. Meet the requirements of CAW

11. Meet the requirements of NLR Wastewater, including:
   a. Please make formal submittal to NLRW for plan review and approval.
   b. No public sanitary sewer available to property. Proposed main extension required to serve parcel.

12. Meet the requirements of Rock Region Metro (CATA), including:
a. We have a stop near this property. We recommend a sidewalk connecting the business to the street. Without this, there will be no way for pedestrians to access the business except by walking in vehicular traffic.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (5) affirmative votes. Chairman Clifton didn’t not vote.

Public Hearings:

1. Conditional Use #2019-6
   To allow a daycare in a C-4 zone

The applicant, Kimberly Brasfield was present, and agreed to the conditions.

Chairman Clifton made sure the applicant was aware of the conditions. Ms. Brasfield assured that she abide by the conditions.

Conditions:
   1. Hours of operation: 24 hours a day – 7 days a week.
   2. Playground to be directly accessed from the building. Playground to have emergency exit away from the building.
   3. Allow existing chain link fence with slats to serve as playground fence.
   4. Vehicle access to drive through on west side of southeastern building to be restricted for children crossing over to playground.
   5. Applicant must meet all applicable Federal, State, County, and City requirements,
   6. Business license to be issued after Planning Staff confirmation of requirements,
   7. Playground to meet DHS and City of NLR requirements for playground surface and equipment,
   8. All daycare centers / home daycares shall perform a sex offender residence check through the NLR Police Department according to their rules and procedures, to determine if a level 3 or level 4 registered sex offender resides within 2000 feet of the proposed site for the daycare center / home daycare facility.
   9. Applicant/owner understands that failure to comply with these conditions may result in loss of the Conditional Use and/or loss of Business License and/or removal of Electric Power Meter.

Chairman Clifton asked for a roll call vote on the application.
Conditional Use #2019-6 was approved with (5) affirmative votes.

2. **Rezoning #2019-4**
   To rezone from the R-2 zoning classification to the proposed I-2 classification.

   The applicant, Jason with Halff+Marlar, was present. The applicant explained that they would have a 100 foot buffer from the lake.

   Chairman Clifton asked staff if they were aware of the amendment before the meeting.

   Mr. Spencer stated that it was mentioned right before the meeting. He also stated that speculative rezoning property for the purposes of increased profit for the owner hasn’t been done by the City. He asked the applicant what exactly was the buffer protecting.

   Mr. Foster asked where it would be located.

   Jason with Halff+Marlar stated it would be located on the North side of the property.

   Foster asked staff if they had been presented a development plan.

   Mr. Spencer there was no development plan at this time. Also, he states that usually there is something upfront to make them comfortable about rezoning the property.

   Mr. Foster asked if it was a requirement to have a development review before the rezoning process.

   Jason with Halff+Marlar stated that they haven’t decided the development plan due to wanting to keep options open for potential buyers.

   Mr. Foster asked why they do not wait for the plan to be complete than resubmit.

   Jason with Halff+Marlar said they were trying to get things done in a timely manner. So when they have a potential buyer, they will not have to wait on this process to be completed.

   Mr. Foster suggested postponing or withdrawing the case and resubmitting after the plan is completed.

   Chairman Clifton asked if it was voted on today could it be amended later.

   Mr. Spencer stated that his concern with that is that members could change.
Rex Robertson, owner of the property, stated he owns the business park that is currently next to the property. He worries that if it is not rezoned now the buyer might back out. He also wants to make this a part of his business park.

Chairman Clifton commented that the park was both commercial and industrial.

Mr. Robertson stated if he needed to resubmit it was no big deal. He just wants to know if it is guaranteed to be approved if the buyer decides that is what they want.

Mr. Spencer stated that there is no guarantee that it will be approved.

Mr. Foster asked how long the rezoning process was.

Mr. Spencer stated that the process takes approximately a month and a half.

Mr. Chambers asked if they withdrew do they have to wait a year to resubmit.

Mr. Spencer stated that they could resubmit next month.

Mr. Robertson stated that he was withdrawing his case until he gets a completed plan.

There were no further comments.

**Public Comments/Adjournment:**

The meeting was adjourned at 4:19 PM.

Respectfully Submitted:

________________________
Alyson Jones, Secretary

________________________
Tim Reavis, Planning