Town of Arlington
Design Review Committee Meeting

June 14, 2016
6:30 P.M.
AGENDA
Design Review Committee
Tuesday, June 14, 2016
6:30 p.m.

I. Call to Order & Establishment of a Quorum

II. Approval of the May 10, 2016 Meeting Minutes

III. Old Business

A. Other as Properly Presented

IV. New Business

A. Arlington Animal Clinic – Southeast corner of Airline Road and Village Center Street – Site Plan

B. Other as Properly Presented

V. Adjourn
Design Review Committee Meeting for June 14, 2016

I. Call to Order and Roll:
   __ Brian Thompson, Chairman
   __ Phillip Fung, Secretary
   __ Ron Colin
   __ Daniel Davidson
   __ Josh Holtgrewe
   __ Susan Payne
   __ Jennifer Walls

II. Approval of Minutes from the May 10, 2016, Meeting:

   **Main Motion:** 1st ____________ – I move to approve the minutes from the May 10, 2016, DRC meeting as presented (or with corrections).

   2nd ____________
   (I second motion)

   Chair states results of vote:
   Carried: _____ Failed: _____

   Approve with the following corrections: ____________________________________________
Town of Arlington
P.O. Box 507 • 5854 Airline Road • Arlington, TN 38002

Design Review Committee
May 10, 2016
6:30 P.M.
Meeting Minutes

I. Call to Order and Roll:

Chairman Brian Thompson called the meeting to order and advised that a quorum was established. He also welcomed new member, Ms. Jennifer Walls, to the committee.

Present
Brian Thompson, Chairman
Phillip Fung, Secretary
Jeff McKee, Alderman
Ron Colin
Josh Holgrew
Jennifer Walls

Others Present
Angela Reeder, Town Planner
Hannah Taylor, Planning Clerk
See list

Absent
Daniel Davidson – excused

II. Approval of Minutes from March 8, 2016 Meeting:

Motion: Phillip Fung made a motion to approve the minutes of the March 8, 2016 meeting. Jeff McKee seconded the motion.

Vote on Motion: The motion carried unanimously.

III. Old Business:

A. Other as Properly Presented

There was no old business to come before the Committee.

IV. New Business:

A. Seasons Square PD (formerly known as High Pointe PD), Phase 1 – North side of Memphis-Arlington Road, West side of Airline Road – Site Plan

Chairman Thompson recognized Angela Reeder, Town Planner, who provided an analysis (on file) and explained that this was a request for site plan approval for Phase 1 of the Seasons Square PD, formerly known as the High Pointe PD. The 1.26-acre phase includes a 6,913 square foot multi-tenant building with a convenience store, gas pumps and canopy, and associated parking. The design elevations include a mixture of Forrest Glen brick, gray rocked masonry units, various metal canopies, and bronze framed windows. The site requires a minimum of 25 tree density units to be planted on site, and the applicant has proposed 40 tree density units, which include Crepe Myrtles, Cypress trees, Magnolias, Dogwoods, and October Glory Maples. The sidewalk around the building is proposed with several colored, stamped pattern inlays, as well as two (2) four (4') foot diameter planters to add seasonal color. Post top or acorn fixtures are proposed on the sidewalk around the building, and similar decorative posts will be found throughout the parking lot. Staff recommended approval of the site plan, subject to staff conditions and any additional conditions recommended by the DRC. The applicant, Mr. A.I. Guron, and his engineer, Mr. Kevin Ledford, were both in attendance to answer any questions.
Main Motion: Jeff McKee made a motion to approve the site plan for Seasons Square, Phase 1, subject to Staff conditions and possible added DRC conditions. Phillip Fung seconded the motion.

Ron Colin asked the applicant what material the canopy over the gas pumps would be; Mr. Ledford stated that it would likely be EIFS or stucco. Jeff McKee was afraid that the canopy posts were too skinny and would look too weak to hold the structure. Mr. Ledford explained that the canopy would be held up by a 2’6” base with 1’x2’ block, and should be more than sufficient to hold the canopy. Mr. McKee was also concerned about the canopy being white; he felt it should be darker mainly because of the possibility of staining. Mr. Colin disagreed, and Mr. Gurun clarified that it would most likely be constructed of a masonry product.

Ms. Reeder informed the committee that she had talked with committee member, Daniel Davidson, about the landscaping before the meeting, and he did not have any comments regarding any changes. Josh Holtgrewe liked both the decorative and parking lot lighting fixtures, but clarified that the lenses on the parking lot lights were flat instead of curved.

Chairman Thompson called for further discussion, and, hearing none, he called for a vote on the main motion.

Vote on Main Motion: The motion passed unanimously.

Conditions of Approval:
1. It is found that the application and plans dated May 4, 2016, along with the conditions of approval, meets the provisions of the Town of Arlington Zoning Ordinance and the Design Guidelines Manual. The project shall be constructed in accordance with all provisions of the Zoning Ordinance and Design Guidelines Manual.
2. Any approval shall be contingent upon the applicant satisfying all requirements/conditions of Site Plan approval levied by the Planning Commission.
3. All plans submitted to Shelby County for the issuance of a building permit shall be consistent with the plans approved by the Planning Commission and Design Review Committee. Any changes to the plan require prior approval by the Town of Arlington staff and/or appropriate Commission or Committee.
4. The site shall be maintained in accordance with the approved plans for the life of the project. Any revisions to the site or building require prior approval from the appropriate Board/Commission.
5. No application for signage has been presented. A separate application shall be presented to staff for consideration. All references on the plans to signage shall be disregarded. It is noted that signage shall conform to the requirements of the Arlington Zoning Ordinance.
6. Prior to the issuance of a building permit, the applicant shall address the following conditions and make any necessary amendments to the plans. The amended plans are to be submitted to Staff for consideration and approval.
   a. Irrigation for designated landscape areas is required. An irrigation plan shall be submitted to Staff for review and approval prior to issuance of a building permit.
   b. Revise the metal doors on the trash enclosure to a bronze or brown finish, instead of the proposed black, to coordinate with other metal accents on the building.

B. Advanced Dermatology and Skin Care Center – Northwest corner of Milton Wilson Boulevard and Airline Road – Site Plan

Chairman Thompson recognized Angela Reeder, Town Planner, who provided an analysis (on file) and explained that this was a request for site plan approval for the Advanced Dermatology Clinic. The single-story, 14,144 square foot medical office building will be situated along the Airline Road street frontage with access along both Airline Road and Milton Wilson Boulevard. The building will be predominately brick of both medium gray and light buff colors with a champagne rocked masonry unit around the entire building and a cornice at the roofline. The walls are broken up with evenly spaced windows with silver aluminum framing to blend with the light colors of the building. A large covered patio is proposed at the primary entrance on the west elevation, and a smaller, 8-foot wide eyebrow canopy is proposed on the east elevation facing Airline Road. The landscape plan shows a heavily landscaped site with a mixture of evergreen and deciduous materials throughout. Streetscape plantings along Airline Road include alternating Crepe Myrtles and Pin Oaks as required by the Design Guidelines. The lighting plan shows four (4) LED parking lot poles fixtures and approximately 30 decorative wall-mount light fixtures. All
rooftop units will be screened by a parapet, and any ground mount equipment and meters will be screened with landscaping.

Ms. Reeder was concerned that the lighter building materials are so similar that they would be muted and not provide the interest the Town desires. She also pointed out that, although the building was placed along the street at the front setback, the building façade visible from Airline Road should be finished in a manner consistent with the front façade. She also felt that additional revisions to the elevations may be required. Staff recommended that any approval be subject to staff conditions and any additional conditions recommended by the DRC.

Main Motion: Ron Colin made a motion to approve the site plan for the Advanced Dermatology and Skin Care Center, subject to Staff conditions and possible added DRC conditions. Jeff McKee seconded the motion.

Mr. Colin mentioned that the 3D renderings and the 2D elevations were different and was curious of which one was being reviewed at the meeting. Ultimately, Mr. Colin was fonder of the 2D because there was more space between the windows and the cornice, which kept the windows from appearing smashed in, but he felt that the cornice should be thicker in the middle section than on the wings. The committee agreed with Mr. Colin, and they added a condition to provide a revised elevation with a cornice over the center section of the building that is thicker than the cornice on the side wings of the building.

Mr. McKee restated Ms. Reeder’s point about the building façade facing Airline Road needing to be finished in a manner consistent with the front façade. He felt both the door and the awning were puny in comparison to the main entrance; Mr. Colin agreed. The committee agreed that a condition should be added to revise the east façade along Airline Road to mimic the west entrance and give it a more pedestrian scale, to include a wider canopy, shorter pilasters on either side of the canopy, and only five (5) windows on the second floor.

Jennifer Walls was curious if there were only two (2) doors on the over 14,000 square foot building. Mr. Ledford stated that there was a door on the north and south end of the building, but, unfortunately, they were not shown on either rendering of the building. The committee asked Mr. Ledford to revise the north and south elevations to show doors with glass and framing to match the rest of the building.

Ms. Reeder informed the committee that she had talked with committee member, Daniel Davidson, about the landscaping before the meeting, and he did not have any comments regarding any changes. Mr. McKee pointed out that the landscaping either side of the east entrance was not symmetrical, and asked the applicant to work revise the landscape plan to resolve this issue.

Chairman Thompson called for further discussion, and, hearing none, he called for a vote on the main motion with the added conditions.

Vote on Main Motion: The motion passed unanimously.

Conditions of Approval:

1. It is found that the application and plans dated May 4, 2016, along with the conditions of approval, meets the provisions of the Town of Arlington Zoning Ordinance and the Design Guidelines Manual. The project shall be constructed in accordance with all provisions of the Zoning Ordinance and Design Guidelines Manual.

2. Any approval shall be contingent upon the applicant satisfying all requirements/conditions of Site Plan approval levied by the Planning Commission.

3. All plans submitted to Shelby County for the issuance of a building permit shall be consistent with the plans approved by the Planning Commission and Design Review Committee. Any changes to the plan require prior approval by the Town of Arlington staff and/or appropriate Commission or Committee.

4. The site shall be maintained in accordance with the approved plans for the life of the project. Any revisions to the site or building require prior approval from the appropriate Board/Commission.

5. No application for signage has been presented. A separate application shall be presented to staff for consideration. All references on the plans to signage shall be disregarded. It is noted that signage shall conform to the requirements of the Arlington Zoning Ordinance.

6. Prior to the issuance of a building permit, the applicant shall address the following conditions and make any necessary amendments to the plans. The amended plans are to be submitted to Staff for consideration and approval.

   a. Irrigation for designated landscape areas is required. An irrigation plan shall be submitted to Staff for review and approval prior to issuance of a building permit.
b. Appropriate shielding shall be provided on the parking lot fixtures to ensure that no light trespass onto adjacent properties or Airline Road will occur.

c. Provide a detail of the proposed trash enclosure for review and approval by Staff. The enclosure shall be constructed of brick to match the building with solid gates on metal supports.

d. Revise the east façade along Airline Road to mimic the west entrance and give it a more pedestrian scale, to include a wider canopy, shorter pilasters on either side of the canopy, and only five (5) windows on the second floor.

e. Provide a revised elevation with a cornice over the center section of the building that is thicker than the cornice on the side wings of the building.

f. Revise the north and south elevations to show doors on either end of the building with glass and framing to match the rest of the building.

g. Revise the landscape plan to match the amount of landscaping on either side of the east-facing door.

C. Other as Properly Presented

There was no new business to come before the Committee.

V. Adjournment:

Chairman Thompson called for a motion to adjourn.

Motion: Josh Holtgrewe made a motion to adjourn. Phillip Fung seconded the motion.

The meeting adjourned at approximately 7:42 pm.

______________________________   _______________________________
Brian Thompson, Chairman         Date

______________________________   _______________________________
Phillip Fung, Secretary           Date

Submitted By: Hannah Taylor, Planning Clerk
III. Old Business (Chairman introduces item)
   A. Other as Properly Presented
      Chair recognizes staff for presentation: (if any)
      Chair restates item (motion needed)

Main Motion: 1st __________________ I move to approve (always in the affirmative) __________________________
             __________________________
             2nd __________________________
             (I second motion)

Discussion:
   Vote on Main Motion -

Carried: _____ Failed: _____ Roll Call: __________________________
         __________________________
         (Chairman states result of vote)

Yes | No
----|----
Colin
Davidson
Fung
Holtgrewe
Payne
Walls
Thompson

(If an amendment is necessary, it is done prior to the vote on the main motion)

Primary Amendment: Shall we amend by __________________________
                    __________________________
                    1st __________________________
                    2nd __________________________
                    (Chairman poses the question)

All in favor of this amendment:

Carried: _____ Failed: _____ Roll Call:
         __________________________
         (Chairman states result of vote) Yes | No
         __________________________
         __________________________ Colin
         __________________________ Davidson
         __________________________ Fung
         __________________________ Holtgrewe
         __________________________ Payne
         __________________________ Walls
         __________________________ Thompson

(If secondary amendment is necessary, it is done prior to the vote on the main motion)

Secondary Amendment: It is moved and seconded to amend the amendment by __________________________
                     __________________________
                     1st __________________________
                     2nd __________________________
                     __________________________
                     (Chairman states result of vote)

Yes | No
----|----
Colin
Davidson
Fung
Holtgrewe
Payne
Walls
Thompson

Note: Vote on Secondary Amendment first, then Primary Amendment and last the Main Motion
IV. New Business (Chairman introduces item)
   A. Arlington Animal Clinic – Southeast corner of Airline Road and Village Center Street – Site Plan
   Chair recognizes staff for presentation: (if any)
   Chair restates item (motion needed)

Main Motion: 1st __________________ I move to approve (always in the affirmative) _______________________

                                                   2nd (1 second motion)

Discussion:
    Vote on Main Motion -

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(If an amendment is necessary, it is done prior to the vote on the main motion)

Primary Amendment: Shall we amend by ______________________ (Chairman poses the question)

1st __________________ 2nd __________________

All in favor of this amendment:

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(If secondary amendment is necessary, it is done prior to the vote on the main motion)

Secondary Amendment: It is moved and seconded to amend the amendment by ______________________

1st __________________ 2nd __________________

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Note: Vote on Secondary Amendment first, then Primary Amendment and last the Main Motion
Arlington Animal Clinic
Site Plan Review

DATE:       June 14, 2016
STAFF:      Angela Reeder, AICP, Town Planner
SUBJECT:    Site Plan Review
APPLICANT:  Monica Schoknect, DVM
DESIGN PROF./CONSULTANT:  Ledford Engineering & Planning; Representative: Kevin Ledford
SITE LOCATION: Southeast corner of Airline Road and Village Center Drive
SITE ACREAGE:  1.01 Acres
ZONING:  SC: Shopping Center District

PROPOSAL: Mr. Kevin Ledford of Ledford Engineering, representing Dr. Monica Schoknect, is requesting Design Review Commission approval of a site plan for a new veterinarian clinic.

The applicant proposes to construct a single-story, 7,200 square foot animal clinic on the undeveloped one acre lot at the corner of Village Center and Airline. This is the first building proposed in the large area between the ATC Fitness Center and Raleigh Tire, which is all zoned Shopping Center. The building will front Airline Road at the 25 foot front setback, with parking located behind the building and access to the site from a driveway on Village Center Drive.

The Planning Commission approved the site plan for the project on May 16, 2016.

Building Elevations: The primary building entrance is on the east side fronting the site parking lot; however, a second covered porch and entrance faces Airline Road. As such, the east and west elevations are very similar, keeping with Design Guideline requirements for buildings along main roadways.

The proposed elevations consist primarily of lap siding and stone, with a residential-style character. Colors will be neutral, utilizing brown and beige tones. A 36-inch high, stone knee wall will wrap the entire building, with stone accent walls at both the east and west entrances. Shutters and other decorative window elements are used around the building, with white window and door framing to match the building trim. The roof will be shingled, with a cedar-textured shake shingle detail in
eyebrow dormers over the entrances. A covered porch with wood columns will be used on the both the east and west elevations.

A brick trash enclosure with wooden gates on metal supports is planned on the north side of the site. The brick is intended to match the stone on the building.

Color and material samples will be available at the meeting.

**Landscaping, Irrigation and Tree Ordinance:** The proposed landscape plan shows the site improved with a mixture of evergreen and deciduous materials that exceed the minimum 20 tree density units required by providing 32 density units. An irrigation plan will be required to be submitted to staff prior to the issuance of a building permit and a condition of approval notes that.

Streetscape plantings along Airline Road and Village Center Drive include alternating Crepe Myrtles and Pin Oaks, per Town Design Guidelines. Tulip Poplars and maples are proposed around the parking lot. A variety of understory and foundation plantings are provided, including holly, Boxwood, Rosy Glow Barberry shrubs, Gold False Cypress, and Dwarf Maiden Grass. Lastly, Emerald Green hedges are proposed as screening at the trash enclosure.

Staff recommends a crepe myrtle be added south of the sidewalk along Airline Road to continue the streetscape and added a condition of approval. Even though there is an access easement over this portion of the site, there are no current plans to add a driveway in that location nor guarantee there will be one there in the future.

Landscape plans also include a fence along Airline Road and the northeast corner of the property. The proposed fence is decorative wrought iron with capped, brick columns spaced approximately 30 ft on center. The brick color will match the stone on the building and trash enclosure. Fence details indicate a 5 foot tall fence, which exceeds the allowable fence height in a front yard. As such, a condition of approval is added stating the fence height cannot exceed 48 inches, not including the columns.

**Exterior Lighting and Photometric Plan:** The lighting plan shows six (6) parking lot fixtures with 12-foot poles and decorative, ‘harborside’ downlight fixtures. In addition, decorative lantern fixtures are proposed on the porch columns on both sides of the building, and 30 recessed fixtures are proposed under the roof eave around the building. All of the lights and posts are proposed in a green, textured finish.

The proposed light fixtures are quality, decorative lights. Given the location of the lanterns along Airline Road, staff recommends lights with nightsky optics be provided to reduce glare in that area. Staff is not clear whether the harborside parking lot lights meet Town shielding requirements, but recommends the applicant demonstrate the lights are full cutoff or provide a different fixture to meet Town lighting guidelines to reduce glare.

**Mechanical Units and Meters, Transformers, Rooftop Units:** Notes on the plans state all ground-mounted equipment and meters will be screened with landscaping. In addition, any vent pipes on the roof will be painted to match the roof tile, reducing visibility.
Signage: No application for signage has been presented. A separate application shall be presented to staff for consideration at a later date and a condition of approval has been added to note this.

Next Steps: If approved, the applicant will next be required to have a Pre-Construction meeting with staff prior to beginning work.

RECOMMENDATION:
Staff recommends approval of the proposed Arlington Animal Clinic Site Plan, subject to the following conditions and any additional conditions recommended by the Design Review Committee.

CONDITIONS OF APPROVAL:
1. It is found that the application and DRC plans dated May 27, 2016, along with the conditions of approval, meets the provisions of the Town of Arlington Zoning Ordinance and the Design Guidelines Manual. The project shall be constructed in accordance with all provisions of the Zoning Ordinance and Design Guidelines Manual.

2. Any approval shall be contingent upon the applicant satisfying all requirements/conditions of Site Plan approval levied by the Planning Commission.

3. All plans submitted to Shelby County for the issuance of a building permit shall be consistent with the plans approved by the Planning Commission and Design Review Committee. Any changes to the plan require prior approval by the Town of Arlington staff and/or appropriate Commission or Committee.

4. The site shall be maintained in accordance with the approved plans for the life of the project. Any revisions to the site or building require prior approval from the appropriate Board/Commission.

5. No application for signage has been presented. A separate application conforming to the requirements of the Arlington Zoning Ordinance shall be presented to staff for consideration.

6. The applicant shall address the following conditions and make any necessary amendments to the plans. Amended plans are to be submitted to staff for consideration and approval prior to the issuance of a building permit.
   a. Irrigation for designated landscape areas is required. An irrigation plan shall be submitted to Staff for review and approval prior to issuance of a building permit.
   b. Provide a sample of the brick proposed on the trash enclosure and fence columns for review and approval by staff.
   c. Add a crepe myrtle at the southeast corner of the site along Airline Road to continue the streetscape.
   d. Revise the fence detail to show the wrought iron fence will not exceed the maximum height of 48 inches, not including intermittent details such as the columns.
   e. Utilize nightsky optics in the lantern light fixtures to reduce glare along Airline Road and provide additional information to staff to demonstrate the harborside parking lot lights are full cutoff to reduce glare or propose a different fixture to meet Town requirements.
**Town of Arlington**

**Design Review Committee**

**Site Plan Application**

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**Refer to Meeting and Submittal Dates Calendar for Application Deadlines**

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<tr>
<th>Project Name:</th>
<th>ARLINGTON ANIMAL CLINIC</th>
<th>Zoned: S-C</th>
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<tr>
<td>Project Address:</td>
<td>AERLINE ROAD</td>
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<tr>
<td>Developer Contact:</td>
<td>MONICA SCHOKNECHT, DVM</td>
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<td>Company Name (if applicable):</td>
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<tr>
<td>Company Address:</td>
<td>11831 HIGHWAY 70, STE A, ARLINGTON, TN 38202</td>
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<tr>
<td>Daytime Phone:</td>
<td>901-867-8717</td>
<td>Fax Number: 901-867-2042</td>
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<tr>
<td>E-mail Address:</td>
<td><a href="mailto:CATDOCTOR@AOL.COM">CATDOCTOR@AOL.COM</a></td>
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| Architect Contact: | STEPHANIE WILLIAMS, AIA |
| Company Name: | LEDFORD ENGINEERING AND PLANNING, LLC |
| Mailing Address: | 5507 COMMANDER DRIVE, SUITE 105, ARLINGTON, TN 38002 |
| Daytime Phone: | 901-867-5220 | Fax Number: 901-867-5331 |
| E-mail Address: | STEVIE@LEDFORD.COM |

| Engineer Contact: | KEVIN LEDFORD, P.E. |
| Company Name: | LEDFORD ENGINEERING AND PLANNING, LLC |
| Mailing Address: | 5507 COMMANDER DRIVE, SUITE 105, ARLINGTON, TN 38002 |
| Daytime Phone: | 901-867-5220 | Fax Number: 901-867-5331 |
| E-mail Address: | KLEDFORD@LEDFORD.COM |

| Name of Property Owner: | MONICA SCHOKNECHT, DVM |
| Mailing Address: | 11831 HIGHWAY 70, STE. A, ARLINGTON, TN 38002 |
| Daytime Phone: | 901-867-8717 | Fax Number: 901-867-2042 |
| E-mail Address: | CATDOCTOR@AOL.COM |

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**Instructions for Submitting an Application:**

- Fee Schedule: $400.00
  
  *Make checks payable to the Town of Arlington*

- Attached is a Site Plan Checklist of required items. **All items must be addressed or the application may be deemed incomplete and returned to the applicant.**

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**Office Use Only**

Date Received: 
Amount: 
Fee Receipt #: 

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5854 Airline Road ● P.O. Box 507 ● Arlington, TN 38002-0507
Telephone (901) 867-3449 ● Fax (901) 867-2638
IV. New Business (Chairman introduces item)

B. Other as Properly Presented
Chair recognizes staff for presentation: (if any)
Chair restates item (motion needed)

Main Motion: 1st ____________ I move to approve (always in the affirmative) ________________

2nd ____________________________________________

(i second motion)

Discussion:
Vote on Main Motion -

Carried: ______ Failed: ______
(Chairman states result of vote)

Roll Call:

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(If an amendment is necessary, it is done prior to the vote on the main motion)

Primary Amendment: Shall we amend by ________________ (Chairman poses the question)

1st __________________ 2nd __________________

All in favor of this amendment:

Carried: ______ Failed: ______
(Chairman states result of vote)

Roll Call:

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(If secondary amendment is necessary, it is done prior to the vote on the main motion)

Secondary Amendment: It is moved and seconded to amend the amendment by

1st ________________ 2nd __________________

Carried: ______ Failed: ______
(Chairman states result of vote)

Roll Call:

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Note: Vote on Secondary Amendment first, then Primary Amendment and last the Main Motion
V. Adjourn

Chair calls for motion.

**Main Motion:** I move to adjourn.

1<sup>st</sup> _______ 2<sup>nd</sup> _______

Carried: _____ Passed: _____
(Chairman states results.)

Meeting adjourned.