

# Planning & Land Use Commission Meeting

Thursday, April 6, 2017— 6:00 pm  
City Council Chambers, City Hall  
405 N. Paseo de Oñate, Española, NM

## I. Call to Order:

Chairman Vigil called the meeting to order at 6:00 pm with the following in attendance:

**Commissioners:** Amrit Khalsa; Audrey Garduno; Clyde Vigil, Chairman; Erle Wright, Parliamentarian; John Ricci and JR Trujillo

**Commissioners**

**Absent:** Anissa Martinez

**Staff:** Patrick Nicholson, Planning Director; Elias Isaacson, Senior Planner and Desirae Medina, GIS Specialist

## II. Pledge of Allegiance:

**Commissioner Trujillo led the Pledge of Allegiance.**

## III. Approval of Agenda :

Agenda as amended:

---begin---

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Public Concerns
- V. Items for Consideration:

1. **Informational Presentation, McCurdy Ministries Campus Masterplan.** Sanjay Engineer of FBT Architects to present draft Campus Masterplan for McCurdy Ministries, 362 S. McCurdy Road, Española, NM.
2. **Informational Presentation, Española Public Schools.** Sanjay Engineer of FBT Architects to present plans for their new Central Administrations Building, located at 405 Hunter Street.
3. **Variance Request Case #2017-02.** Jorge Ortega, applicant, is requesting review of his application for a variance from the front and rear setback requirements for placement of a manufactured home on his property at 1000 Zuni Lane. The required front and rear setbacks for properties located within R-6, Urban Residential District, are 25'. The proposed manufactured home would encroach 10' into both setbacks, resulting in a front and rear setback of 15'.

VI. Approval of Minutes, **April 6, 2017**

- VII. Matters from the Planning Staff
1. Presentation of revised StreetSide Vendor Ordinance, Draft
  2. Review of Telecommunication Facilities Ordinance, Final Draft
  3. Director's Report

VIII. Matters from the Planning Commission

IX. Adjournment

--- end ---

Director Nicholson informed that there is an informational presentation by the Española Municipal School District about their plans for the new Central Administrative Building off Hunter Street. They were added after publication; therefore, he suggested that every effort be made to include the presentation as Item V2., Items for Consideration. Chairman Vigil acknowledged the request.

*Commissioner Khalsa made a motion to approve the agenda as amended; Commissioner Trujillo seconded. Motion carried 6-0 vote.*

**IV. Public Concerns:**

*None were presented.*

**V. Items for Consideration:**

1. **Informational Presentation, McCurdy Ministries Campus Masterplan.** *Sanjay Engineer of FBT Architects to present draft Campus Masterplan for McCurdy Ministries, 362 S. McCurdy Road, Española, NM.*

Sanjay Engineer, FBT Architects, introduced himself, his colleague Jeremy Trumble and the McCurdy Ministries Board: Diane Loomis, Development Director; Patricia Alvarado, Executive Director and Marilyn Peabody. Ms. Loomis provided a brief history of McCurdy Ministries. She shared that they opened 100 years ago; they were the first to start a medical clinic, collegiate nursing program, community recreation, hospital, fire department and GED program. She explained that they worked with the Public Education Department (PED) to open McCurdy Charter School when families could no longer afford private school. They helped the Charter School finance the new school project and sold them the west side of the property. She outlined the proposal for the existing buildings and community facilities. McCracken Gymnasium would house the east YMCA, whereas Bachman Hall would be a retreat center with dining room and industrial kitchen; a new kitchen would mean summer food programs that would be coordinated with other food programs and help combat hunger in the community. She shared a variety of proposed programs such as after school and Camp STARS.

Mr. Engineer expressed that for 100 years McCurdy Ministries has been a major participant in the community and education programs. They are moving forward with hope to do the same for the next 100 years. He referenced a vicinity map to illustrate the property transferred to McCurdy Charter; the remaining +/- 33 acres would be the rebirth of McCurdy Ministries' campus plan. He informed that the Master Plan is a living document. It is a snapshot of where the future of the campus is going to be and prioritizes the goals for capital campaign. The Master Plan is a starting point that will evolve as projects become funded. **He shared images of the proposed plan.** There are buildings that have further life in them and a historical presence; they will have architectural improvements, but there are those that have fulfilled their life. The goal was to enhance the gateway, between McCracken and Bachman, to the campus and limit asphalt to what is already there. The access point will continue and the parking, behind the campus buildings, to the west will be of planting material. The front will remain the same with enhanced landscaping and meditative space. He informed that it will also have some sustainable features with gardening and solar array to support the idea of sustainability. He shared images of elements that will be incorporated into the project, such as portals, water and wood. He also informed that the landscaping will support the climate and growth that occurs within this area and that will already be implemented within McCurdy Charter School campus. **Elevations were shown to illustrate the character of the buildings.** He stated that each building would be a project as funding becomes available.

Mr. Engineer introduced Robert Sanchez, R&M Construction, and informed that they will be assisting their team with the cost estimations to implement the designs.

Marilyn Peabody thanked the Commission for allowing their presentation of their Master Plan in progress. She explained that she wanted the City to be informed of what was being planned for their campus and the future.

Commissioner Khalsa asked if they were connected to city utilities. Mr. Engineer responded that they are connected to a private well, but the goal is for each building to be connected to city utilities as it is improved. He informed that they and staff have engaged in discussion and will continue to keep Public Works informed as each project becomes a reality. Commissioner Khalsa asked if the solar array was a future plan or something that would happen soon. Ms. Loomis stated that they are executing a feasible study and looking for a full time Grant Writer for solar programs. This will support the Capital Funds Campaign, but it all depends on funding.

Director Nicholson noted that this is only a presentation of a conceptual Master Plan. Since it is within city limits, it will come back for formal adoption.

Chairman Vigil acknowledged that since it is a living document, there is not a limit as to when the campus will be completed. Mr. Engineer stated that McCurdy Ministries does have a target; there is a schedule and some small improvements will begin in August as the buildings empty. Some office functions will move into other spaces that are already conducive for that function. He concluded that the timeline is for the next three (3) years to see some significant improvements. Ms. Loomis added that it is purely motivated by how funds are secured. There are programs that can happen within the buildings that exist and others that will have to wait for improvements.

Commissioner Trujillo stated that he is excited to see this type of opportunity. He complimented the presentation of information and expressed that he hopes that in the near future, some sort of resolution can be passed that shows support from the City and its Planning and Land Use to assist in expediting their requests, permits and reviews. He stated that action cannot be taken tonight; however, he would like something like that to come before the Commission. Chairman Vigil reiterated the sentiment and added that the project complements the Comprehensive Plan.

Commissioner Wright asked for the oldest building on campus, alluding to whether any of the buildings were on the National Historical Registry. Ms. Loomis informed that McCracken Gymnasium was built in the 1930s, but the chapel was built in 1925 at the latest and is on the historical registry. It is where Santa Cruz Methodist Church began. The chapel will not have a lot of improvements, but will be used to teach weaving, pottery, woodworking and other traditional northern New Mexico crafts. Commissioner Wright appreciated their respect towards its historical relevance and ability to have the vision to execute a Master Plan.

Ms. Loomis shared that they and Mr. Engineer have formed a relationship and he has done this work pro-bono for this community. Ms. Alvarado stated that Española gets a bum-rap with so many people, but there are a lot of people working hard in this community. There are a lot of conversations happening between non-profits, community and government agencies; everyone is excited. Commissioner Wright applauded the Board for their vision. He asked if a demolition permit was needed; Director Nicholson confirmed. Commissioner Ricci also applauded their effort and shared his personal experience with McCurdy Ministries through his son and sister. Ms. Loomis expressed appreciation for the city's support.

***2. Informational Presentation, Española Public Schools. Sanjay Engineer of FBT Architects to present plans for their new Central Administrations Building, located at 405 Hunter Street.***

Adan Cordova, Facility Coordinator for Española Public Schools, informed that he is present with Sanjay Engineer, FBT Architects and Robert Sanchez, R&M Construction. He stated that within their packets are illustrations of what will be happening on Hunter Street. He explained that the site was last used as Cariños Charter School, but the State of New Mexico intervened and had the building demolished. As a result, the Charter School was transferred to the old Administrative Building, which left the administration without a location. It was at that point that the Board and Superintendent started the

project and contacted FBT Architects and R&M Construction to put a plan in place with a small budget. He explained that there was some miscommunication about the placement of a transportation and warehouse. The warehouse will only store supplies for the schools, such as mops and tissue. The transportation will house the transportation employees and will consist of a single bay; the bay will not include mechanical and will only be for bus inspections.

Sanjay Engineer referenced the project's site plan. He explained that the property extends to the north and east of Santa Clara Pueblo land and is ideally suited for a Central Administration Building, which was previously located on Calle Don Diego. The building is less than 10,000 square feet and will consolidate all functions which have been scattered. He highlighted that the goal is to keep some of the same architecture styles as the Rio Arriba County and LANL Foundation buildings. He expressed that they are very sensitive to the look and character of the area.

Commissioner Trujillo asked if the building would be a single story; Mr. Engineer confirmed. Commissioner Trujillo questioned the height of the transportation bay. Mr. Engineer stated that it will start at 12' and extend to 18-20' at the center. It is not a large facility; small in character. Mr. Engineer expressed that they created economic geometry for a tight budget and will start as a shell space. Mr. Cordova added that the project may build up. Chairman Vigil asked for a timeline on construction. Mr. Sanchez informed that they are pouring the stem and foundation; they anticipate framing with wood studs in 3-4 weeks. They are working on a tight schedule hoping for August, but may be looking at September.

Director Nicholson thanked Mr. Cordova for his accommodation on the presentation. He expressed how important collaboration is between the City and schools to work together and be mutually supportive. Commissioner Khalsa questioned if metal studs are required for all commercial construction. Mr. Engineer stated that the building is small enough as to where wood studs are allowed. There is a good exit system and no opportunity for any situation to occur.

Commissioner Wright noted that the patio on the north side will sheet snow and be inaccessible during the winter time. Mr. Engineer assured that the downspout is directed away from that area and expressed the District's desire to make that area more appealing as funding becomes available.

Commissioner Garduno questioned how many employees would be working at the location. Mr. Cordova stated 27-32. Administrative staff is currently scattered throughout school facilities. She asked how long they have been scattered. Mr. Cordova stated that it has been over a year and is the reason for expediting the project.

**3. Variance Request Case #2017-02.** *Jorge Ortega, applicant, is requesting review of his application for a variance from the front and rear setback requirements for placement of a manufactured home on his property at 1000 Zuni Lane. The required front and rear setback setbacks for properties located within R-6, Urban Residential District, are 25'. The proposed manufactured home would encroach 10' into both setbacks, resulting in a front and rear setback of 15'.*

Jorge Ortega, applicant, stated that he is applying for a variance for his property at 1000 Zuni Lane to place a 16' X 76 mobile home. He explained that he tried to place it on the other side; however, the neighbor is too close. He expressed that he doesn't have too many options, so that is why he is asking for a variance.

Mr. Isaacson highlighted the applicant's request and noted that 25' is required for front and rear setbacks. The applicant is requesting that he be allowed to place his manufactured home in a North-South

orientation, resulting in 15' front and rear setback. The resulting side setbacks would both exceed 30'. The 8,800 sf lot is approximately 87' wide in the east-west direction, and 107' deep north to south. The 1,200 sf manufactured home would cover roughly 13% of the site. He informed that upon review of subject property and its surrounding context, staff has determined that the requested 15' front and rear setbacks are in-line with the setbacks common to the neighborhood. The majority of homes located on Zuni Lane and Paseo Melendez maintain front and rear setbacks of less than 25'. He concluded that staff feels granting of the variance sought will not be contrary to the purpose or intent of the setback requirements, or injurious to neighboring properties within 100 feet of the subject property, or the general welfare of the community. Therefore, staff recommends approval with the following conditions:

1. The manufactured home is placed so that front and rear setbacks of 15' are maintained, per the Applicant's request.
2. The manufactured home is placed so that 10' side setbacks are maintained, per requirements of the R-6 Urban Residential District.
3. The manufactured home is placed so that it is no closer than 20' to any other manufactured home.
4. Manufactured home foundation and skirting shall comply with the Standards for Manufactured Homes adopted by the New Mexico Manufactured Housing Division.

Commissioner Wright asked if the property previously had a trailer. Mr. Ortega confirmed; he added that the last one was a 14X76 and the last owner did not tell him that he couldn't place anything bigger, and he never asked for the rules.

Commissioner Trujillo asked if the applicant has been made aware of the conditions. He questioned if staff was certain that Condition #3 could be met, or if it was a guess. Mr. Isaacson stated that he was not 100%, but based on the visual, it seems possible. Commissioner Trujillo suggested keeping Conditions 1-2 & 4, but eliminating #3; Mr. Isaacson supported the suggestion.

***Without comment, public hearing opened and closed at 7:37 pm.***

***Commissioner Khalsa made a motion to approve Variance Request Case #2017-02, Jorge Ortega, for the placement of a manufactured home, with the following conditions: (1) front and rear setbacks of 15' must be maintained; (2) 10' side setbacks must be maintained and (3) the placement, foundation and skirting must adhere to the standards set forth by Manufacturing Housing Division. Commissioner Garduno seconded. Motion carried 6-0 vote.***

**VI. Approval of Minutes, April 6, 2017:**

***Commissioner Trujillo made a motion to approve the minutes as presented. Commissioner Khalsa seconded. Motion carried 6-0 vote.***

**VII. Matters from the Planning Staff:**

1. ***Presentation of revised StreetSide Vendor Ordinance, DRAFT***

Director Nicholson informed of the intent to produce an ordinance to address street side vending; door-to-door sales; food trucks and outdoor flea markets. This ordinance will create a streamlined

review process. He asked Commissioners to consider forming a sub-committee to create a draft that appropriately reflects the Commission and community. The objective is to accomplish a simple and rational plan. He suggested that agricultural vendor permits be offered monthly, instead of daily. He expressed that their help to expedite the process would be appreciated. Commissioner Vigil asked if there was a model. Director Nicholson explained that there are a lot of them out there that can be referenced, or one can be crafted with legal counsel. He informed that there was some confusion with the outdoor flea market on the Plaza, so he would like to provide predictability to the business community so that everyone knows what the rules of the game are and can factor them into their business decisions.

Commissioner Ricci questioned a projected timeline and how frequent the sub-committee would meet. Director Nicholson responded that it would realistically be within six (6) months, but would like it sooner. He explained that it would have to go to some committees before full council; therefore, he would like to see a draft within the next 60-90 days.

Mr. Isaacson asked that the enforcement aspect be considered during the process. He stated that some ordinances have good ideas, but are impractical to enforce, such as the temporary banners within the Sign Code. He shared that Vendor Permit enforcement takes a large portion of time, and finding a solution to reduce the time it takes to check them, would be ideal. He also suggested that the fees be structured so that a 2-day permit is not practical to the person selling during the holidays; this would eliminate the "Blackout" dates. Commissioner Khalsa questioned "Blackout" dates. Mr. Isaacson explained that all street side vending is prohibited during certain holidays. This was in support of the local brick and mortar businesses that are affected during holidays like Valentine's Day.

Commissioner Trujillo noted some concern with street vendors. He questioned what affects this is having on the Gross-Receipt Tax (GRT). He expressed that the weekend aesthetics are undesirable and creating a process to regulate and enforce this would be of interest. Mr. Isaacson stated that the Code Enforcement Officer works Monday - Friday, and people are aware of that. Director Nicholson informed that he often has the Code Enforcement Officer work a random weekend, 1-2 weekends a month.

Commissioner Trujillo volunteered to Chair the sub-committee and suggested it be addressed sooner than later. Commissioner Ricci also volunteered to participate, as did Chairman Vigil on a limited basis. Director Nicholson thanked the Commissioners for their participation and deferred the meeting dates to them.

## ***2. Review of Telecommunication Facilities Ordinance, FINAL DRAFT***

Mr. Isaacson stated that this ordinance has been worked on for an estimated six (6) months. The Commission reviewed an intermediate draft in February, at which time feedback was received. That feedback was folded into the base ordinance, along with the inclusion of Administrative Approval. Staff has collaborated with the Clerk's Office to format the version of the ordinance that is now provided to the Commission. He informed that it is ready to forward to the Finance Committee for review of fees and then to legal. Once reviewed by both parties, it can proceed to City Council for adoption. He explained that it is a two (2) meeting process; the first is for discussion and the second is adoption. The changes to the draft are "tracked", so that they can be easily identified.

Commissioner Trujillo expressed that this is their opportunity to utilize an existing ordinance. It has been successful in Rio Rancho; they have yet to see anything that they would change. This ordinance provides an overall structure to follow; enact a fee structure; identify acceptable locations and will provide professional opinion, at cost to the applicant. This ordinance will give a formal process to follow in the future. He explained that the red- lines are where edits have been made, with the addition of administrative process. He asked staff that they be allowed to present the ordinance to City Council and explain why it was selected and help them understand. Mr. Isaacson agreed and welcomed continued participation. He noted that this request was not placed as an action item; therefore, he was unsure of how to proceed to the Finance Committee. Director Nicholson recommended that a vote of approval be passed for the likelihood of its success. Commissioner Khalsa questioned if it needed posting before a vote could be taken. Director Nicholson stated that there will be hearings at the council level, with more stringent rules; any “due process” will be handled at the council, but he would defer to the Parliamentarian. Parliamentarian Wright stated that it is procedurally at the Commission’s will. He recommended that as a matter of protocol, that a public hearing be held. It is not required “due process”, but the more opportunities that are available for “due process” is better. Commissioner Khalsa recommended that it move forward to Finance Committee.

Commissioner Ricci noted that it still needs to go through committee and council, so if there is any objection, it needs to be made. He questioned procedure and the need for a motion. Commissioner Wright emphasized that action cannot be taken, because it is not an action item. Commissioner Trujillo stated that they are not approving; they are only making recommendation to the next level. Commissioner Khalsa reiterated his recommendation to move forward.

Commissioner Wright voiced concerns about the public notice requirements and the language in regards to the balloon test being at the discretion of the city. He noted that although Certified Mail was used in the previous case heard before the Commission, many of the property owners in the vicinity did not receive the message until the day of the meeting. He expressed that the language is too vague to recommend approval. He shared that issues arose with a previous case because of the ambiguous text “posting visible from the road nearest the proposed site”, which resulted in a case never being heard. He questioned why the sign would be posted 14 days after the conclusion of the balloon test. Mr. Isaacson clarified that in reference to “at the city’s discretion”, it is in regards to whether a balloon test or story pole will be used. He stated that having a balloon flying would address the people not checking their mailboxes; it would be a visual signal that something is occurring before this Body. Commissioner Trujillo noted that the applicant has an option of a story pole or balloon test, and the notification radius extends to 500’. He stressed that the notification process is adequate; this ordinance covers the issues well.

Commissioner Ricci asked if the public was going to be notified that a balloon test would be conducted. Mr. Isaacson referred to Section 1509 (D), which specifies that public notification of a balloon test would be posted with a sign, not by mail, 14 days prior to the test. Commissioner Ricci stressed that the neighborhoods should be given as much time as possible to be notified of the test date; this will ensure that all basis are covered so that there is no objection. Mr. Isaacson stated that the only potential issue would be inclement weather conditions; however, flexibility was built in to address that possibility by noting additional test dates.

Commissioner Wright reiterated his concern with vague text with the location of sign posting and some conflicting language. He noted that that only some section paragraphs specify exclusion of right-of-way. He suggested that legal look at such issues. Chairman Vigil agreed that the ordinance should be examined extensively.

Commissioner Trujillo stated that a red-line draft was provided. He suggested that a time be set to acquire more feedback and corrections so that it can move forward to the next level. Commissioner Khalsa asked if it should go to Finance Committee and legal first. Mr. Isaacson expressed that he did not want to lose momentum; therefore, he suggested that it move to Finance Committee and legal. Hopefully it can be returned by both parties, with any suggestions, and available for action during the Commission's May meeting. Chairman Vigil added that during this time, Commissioners should also review it and forward recommendations to Commissioner Trujillo.

Director Nicholson acknowledged that it can be placed on the May agenda and taken to any additional bodies in the interim. Commissioner Khalsa questioned if there would be adequate time for such review. Mr. Isaacson informed that it is tentatively scheduled for the Finance Committee's April 20th meeting, but cannot anticipate a timeline from legal. Director Nicholson assured that it will not go to City Council until it is reviewed by legal. Commissioner Khalsa and Chairman Vigil stressed Commission review after legal input.

Commissioner Trujillo assured that not much was changed from the version Rio Rancho is using and already enforcing. Mr. Isaacson added that only the Administrative Approval was added, but it was co-opted from a model telecommunication ordinance that is made available to municipalities for this very purpose. Commissioner Wright noted that the balloon test language was not a part of Rio Rancho's ordinance.

Commissioner Wright questioned the process for ordinance adoption. He stated that sub-committee reviews move to City Council, not Commission. Director Nicholson explained that there isn't a standard sequence of events. This Body makes a recommendation to other committees or City Council. He acknowledged the Commission's desire to list the request as an action item on May's agenda to move forward. Commissioner Wright reiterated concern that it has yet to go through legal review. Mr. Isaacson stated that legal will tidy up the verbiage and make it enforceable to this jurisdiction, but the spirit of the ordinance and key issues won't change. ***The Commission discussed procedure for action and requests for additional review.*** Director Nicholson concluded that it should be an action item and a vote should be taken for recommendation to forward to council. ***The item was tentatively scheduled as an action item for the May 11<sup>th</sup> meeting.*** Mr. Isaacson asked that any comments from the Commission be provided to staff no later than April 21<sup>st</sup>.

### **3. Director's Report**

Director Nicholson announced an Open House scheduled for April 19<sup>th</sup> for a project the Department is spearheading. It would turn the El Llano landfill into something viable that the community can share. This project is in collaboration with the UNM students of Landscape Architecture to design trails for BMX and other recreational uses. Commissioner Khalsa expressed that there were no regulations when the landfill was in use. He asked if a toxicity study had been executed. Director Nicholson informed that there have been active monitoring wells for water, air and gas for 6' from surface to substance.

Director Nicholson shared that a draft for the Comprehensive Plan is anticipated. He added that an outcome from the Impact Fees discussion is still waiting. The Mayor has been out of town, but with her blessing, there may be a compromise to reach her goals and others made by the Commission and Council. At the Mayor's discretion, there may be an Impact Fees Ordinance for review. He thanked the Commission for their participation.

Director Nicholson informed that City Manager Trujillo has requested that the Planning Department consider writing an anti-plastic bag ordinance. Mr. Isaacson stated that he has been tasked with the effort and welcomed participation from the Commission. He expressed that this effort is dear to City Manager Trujillo and suggested that data be collected so he can be presented with any potential issues; this will allow him to decide if it is worth pursuing. He stated that neighboring communities have good examples, lessons learned and pitfalls. There are also newspapers and journals that have documented the experiences of other communities looking to enact similar regulations. Commissioner Trujillo volunteered to assist in the effort. Mr. Isaacson shared concerns for the environment and aesthetics of the city, but noted that there are also financial costs to the businesses. He stressed that the pros and cons need to be weighed.

Director Nicholson concluded that Wal-Mart will have their ribbon cutting, tomorrow at 9 am - 2 pm. There will be food, local press and distribution of checks to organizations.

**VIII. Matters from the Planning Commission:**

Commissioner Khalsa questioned the recent burned buildings. Director Nicholson noted that they are working with the family to fulfill their civic duty. He acknowledged that they are an eye-sore and safety hazard that affects economic development. He shared that during the fiscal process, he will be asking for a dedicated revolving fund to assist in the demolition and condemnation of such buildings.

Director Nicholson informed that during the Comprehensive Plan effort, Vincent Baldonado and Mr. Isaacson assessed properties; with City Manager Trujillo's approval, letters will be sent to residents to address blight. These letters will be followed up with a Neighborhood Spring Clean-Up, in association with North Central Solid Waste Authority (NCSWA), which will provide a means for dumping at no cost.

Commissioner Wright congratulated Vice Chairman Ricci on his appointment.

Chairman Vigil asked if panhandlers were being addressed. Director Nicholson informed that City Manager Trujillo has made that issue a high priority and has devoted the resources. He stated that he has also spoke with Walgreens to address the panhandlers there. He explained that the situation has to be handled carefully as to not violate their civil rights, but they should not be on the medians.

Chairman Vigil asked about Mobile Home Park regulations. Director Nicholson stated that they will be addressed within the new Land Use Ordinance.

**IX. Adjournment:**

***Commissioner Khalsa made a motion to adjourn; seconded by Commissioner Wright. Motion carried 6-0 vote. Meeting adjourned at 8:48 pm.***

\_\_\_\_\_  
Chairman Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Transcriber Signature

\_\_\_\_\_  
Date

DRAFT