



COMPREHENSIVE PLAN STEERING COMMITTEE

Village Green Municipal Building

47 Hall Street

Tuesday, July 28, 2015

6:30 P.M.

Present:

Steering Group:

Wayne Jenkins, Jane Van Fossen, Shoreh Elhami, Richard Cline, Richard Fusch, Stacy Borowicz, Jeff Kirby, Carol Stillman, Jaymie Kottenstette, Regan Koivisto, Donald Emerick, Bill Little

Staff:

Steve Lutz, Dave Betz, Rocky Kambo, Chris Huber, Evan Mulcahy

Consultants:

Trans Associates – Doyle Clear

MKSK – Justin Goodwin

Regionomics – Bill Lafayette

CALL TO ORDER

- Meeting started on time, 6:30PM

APPROVAL OF MINUTES (May 26, 2015)

- Approved as written.

1ST DRAFT COMPREHENSIVE PLAN – Justin Goodwin

- Want to get comments from Steering Committee to see if draft is completely off base or in-line with where Plan should be
- Consultants will take comments back and re-work draft
- There is a long version and a shortened version of the Plan
- The shortened version pulls out the main policy recommendations
- Hopes everyone reads the long version over the next month
- The Plan is broken into 5 main sections:
 1. Introduction – background information
 2. Land Use Plan
 3. Transportation Plan – which includes the Thoroughfare Plan
 4. Fiscal Analysis
 5. Implementation Section – summarizes all of the main policy recommendations

Introduction section:

- The draft starts with an Executive Summary, which is the overall summary of the main points of the Plan, a lot will be added to the Executive Summary in the final version
- The Vision Statement was reviewed with the community at public workshops
- The Introduction section provides background on what a Comprehensive Plan is - why the City of Powell under took this Plan update - some discussions of various other relevant past planning efforts including 1995 Comprehensive Plan - the downtown revitalization plan and surrounding Township plans
- There are graphics showing history of development and growth of Powell
- Discussion of transportation system as it exists today and major improvements already planned
- Discussion on population and housing - demographic and housing characteristics of the community
- Discussion of the economy and employment environment within Powell, with fiscal considerations
- An overview of community facilities such as schools and park/open space systems

- Discussion of regional trends relevant to the major planning issues Powell is facing – dealt with in great detail at earlier Steering Committee meeting and at the 1st public workshop – talking about major trends affecting housing and demographics - changing demands for different types of housing - how it will impact planning and development regionally
- One main take away is regionally Powell has an aging population and a growing amount of single person households - a declining number of families with children which impacts the size and type of housing provided within communities – a changing situation which is important to understand when it comes to housing recommendations
- An overview of community outreach - public engagement process including mind mixer activity, the online engagement, a summary of main themes - the bulk of the appendix is a full documentation of every comment and interaction received online
- Discussion of stakeholder interviews held in early part of planning process
- Overview of 3 public workshops, including the Young Residents workshop

Land Use Plan:

- Overview of purpose of the land use plan, specifically the future land use map – the core element of the land use plan - provides a guide for future land use decisions
- Assessment of existing land use patterns
- Brief overview of development scenarios – key element of 2nd public workshop - thinking very conceptually about different ways Powell might emphasize growth and development – the first focuses on infill - second is a strategic annexation approach - third is a northward focus growth option
- Description of feedback received from Steering Committee and public workshop where participants were asked to rank relative prioritization – found a large mix of interest in different options which led to a composite land use plan
- Discussion of what the land use plan is and how it is intended to be used – intent is not to specify with exact certainty a very precise land use for an individual piece of property – it’s a guide to provide an overall land use pattern with an element of flexibility that needs to be included in land use plan and decision making processes for zoning and development
- There are a series of descriptions of various land use types previously reviewed – feedback was obtained at the last public workshop
- Mixed Use Village Center – intent plan of downtown village center – warrants additional emphasis in the Plan because it has received a lot of attention in public discussions, seen online and at public meetings – particularly with regard to what the appropriate scale type mix of uses is in downtown Powell – deals with the potential type of residential development which may occur in downtown
- Page 29, the additional handout page, not in original version of Plan - discussion of village residential and appropriate housing in downtown Powell – addresses pros and cons of different types of housing - acknowledges the benefits of varied housing types in a mixed use district to support the vibrancy of downtown Powell - also acknowledges the charter amendment dealing with the issue of housing in downtown Powell which needs to be addressed and acknowledged by the Plan - explains how the charter amendment limits housing to single family detached types of units - acknowledges the charter is being challenged in the court system, creating uncertainty of what the future holds and the situations could change - the community will need to take a closer look at appropriate recommendations for downtown housing if the charter changes
- The Plan recommends a smaller lot that would scale houses oriented towards the public street, front doors connecting to the sidewalk, sidewalks, tree lined streets, front porches as appropriate various types of single family detached housing
- Mixed use activity centers – any mixed use area aside from downtown Powell - needs to be treated separately - other types of residential could happen in these areas, more of a flat style, multi-story residential building, with emphasis on mixed use development, with supportive infrastructure of open spaces, walkable streets, a more compact development pattern, primarily located along various areas of Sawmill Parkway

- Employment centers – mixture of traditional office buildings or technology flex oriented clean manufacturing, light industrial types of buildings, along portions of Sawmill Parkway, the Wolfe Commerce Center, along Liberty Road corridor to north if there is growth and along railroad line
- Mixed residential – outside of mixed use areas – supportive types of residential development compatible with mixed use, walkable, more compact element types to increase housing diversity in community to respond to changing trends and demands for different types of housing – outside of downtown – could be attached townhomes or detached, small lot neighborhoods so there is some overlap with downtown
- Conservation development – as an alternative to the traditional suburban, low density, single family subdivision – primarily residential – could include a mixture of housing types with an emphasis on single family, in more of a cluster development pattern which preserves very large amount of open space – a great strategy to balance development pressure to north of community while preserving rural character
- Traditional single family development pattern – reflects existing condition today – most likely development pattern to continue
- Civic and institutional Uses – public facilities – places of worship, schools – most schools are outside of Powell which could be annexed in the future – map isn't suggesting these are the only places where civic facilities could go – designed to be compatible with surrounding area and can happen within any other land use types
- Parks and recreation – in addition to the open spaces which would be added with the conservation development pattern – looking at both the existing open space system, whether public or private, looking ahead to strategies which connect all open spaces together into more of comprehensive greenway system – heard a lot of feedback from community about this topic – can be as simple as connecting trails along roadways and also finding corridors or other natural areas to connect together so people can move around within a larger open space system

Policy Recommendations:

- A series of policy recommendations
- Using the future land use map as a guide in making development decisions – create a process to consult the future land use map as part of planning and development process of Planning & Zoning Commission staff and City Council
- Doing a comprehensive update review and ultimately update of the City's zoning and development requirements to make sure they are in conformance with the plan and furthering the vision and goals of the plan
- Balancing land use community character infrastructure, transportation and fiscal goals – main theme of plan is achieving balance and finding a sustainable path for the future
- Coordinating with surrounding communities and jurisdictions when considering the potential for Powell to grow in the future, through annexation
- Encouraging mixed use development in appropriate locations in ways that are compatible with the surrounding community - being sensitive to existing development patterns
- Promoting sensitive infill development and redevelopment – using existing infrastructure efficiently
- Creating interconnected open space system
- Downtown Powell revitalization plan is now over 10 years old – recommendations given in this plan and changes that have happened in downtown Powell, it is appropriate to take a deeper look and update the downtown plan
- Ensure any new development meets Powell's expectation for quality – especially new types of development the community is not used to – high quality architectural standards and site design standards are very important in making sure new development fits within Powell and is appropriate for the community
- Explore options for creation of a community recreation center – Plan doesn't cover in detail but there was specific feedback regarding this online and in public meetings – residents of

- community are interested in pursuing – warrants further study
- Plan recommends establishing a continuing relationship with Liberty Township and establish a shared vision so ultimately the future land use plan is a preferred land use pattern regardless of jurisdiction
- Undertake more detailed plans and studies for specific focus areas and development corridors – related to recommendation for reviewing downtown Powell revitalization plan – may be appropriate to go into more detail, thinking through design and more specific mix of land uses for specific corridors and focus areas – might be a conservation development area or a mixed use center to the north
- Developing an annexation strategy – needs to meet Powell’s land use goals, transportation goals and preserve the fiscal health of the community

Transportation Plan:

- Has a Thoroughfare Plan which is the primary policy instrument
- Looked at background information on existing context of regional roadway system and how it affects Powell
- Discussion of functional classification systems of roadways and how it affects mobility and access - explanatory graphic needs to be added to help illustrate
- A great amount of detail was put into traffic volume projections and the modeling Trans Associates has done – with addition of MORPC’s final report
- Discussion of access management issues – will become very relevant in regards to recommendations for downtown Powell
- Overview of what the Thoroughfare Plan itself is and how it has resulted from the analysis undertaken during planning process
- Series of maps which includes future lane needs
- The functional classification for roadways is identifying where the major arterials and the various levels of collectors have an impact on decisions for access management throughout the community
- The Thoroughfare Plan is a map and a table
- There is a deep review of downtown Powell which has received a lot of attention during the planning process – particularly how to deal with traffic congestion and what should happen at the 4 corners intersection
- Trans Associates provides an analysis specifically for downtown Powell with projected intersection volumes related to left-turn movements, whether left-turns are maintained or restricted in the future
- Background on how decisions should be made based on the capacity of the downtown intersection
- All plans for downtown need to work together – just adding turn lanes without having more consolidated locations for the turns to happen and a network of streets beyond Olentangy Street and Liberty Road will only help a little

Lane Needs – Doyle Clear

- This area has been modeled 4 times
- One model shows the validation of the system as it is today
- Second model runs show everything proceeding status quo, as it is today, with current zoning, current land use plans, everything MORPC knew might happen in the area, without changing any land use data within the traffic analysis zones
- Third model shows future land use, there are 3 pictures of lane needs, the functional classifications and the recommendation for number of lanes, based upon the last model run
- The final model run, which was just received, is based on the land use information provided in this plan – this last model run needs to be reviewed again, it isn’t final – there may not be a lot of changes but since changes were made to the future land use plan, based on feedback from the Steering Committee and workshops, there needs to be another review
- Graphics will be changed – they are a little confusing now
- Table is trying to identify which jurisdiction a roadway is under, the length of road itself, it’s

current condition in terms of right of way and the number of lanes, what is being suggested as the future number of lanes, also suggesting a future right of way, in most cases plan is following what the County has as their desired right of ways for roadways that are outside of Powell but under the County's jurisdiction – the plan makes recommendations for additional lanes or for different amenities such as a bike lane, a multi-use path, extra sidewalks, extra street trees

- Trans Associates will be working with Staff to go through each section of road, piece by piece
- They will take the MORPC modeling, refine it, work with Staff so every item is taken care of, as well as access control they want for each length of roadway
- This Plan is not recommending any roadway improvements or widening beyond what the County was already envisioning – except for Sawmill Parkway where a wider road is being recommended – the County has looked at a wider Sawmill Parkway but they currently don't plan on widening
- A determination was made on what roads are unlikely to be widened based upon constraints like State Route 315
- There are demands on Olentangy Street, going through Powell, that suggest the road should be widened – the plan recommends Liberty Road and Olentangy Road be improved to only add turn lanes but not be widened to add capacity – if roads are widened, it is believed there would be induced traffic, everyone would come to widened roads and conditions would not be improved – a couple different suggestions are offered on how to accomplish this in downtown Powell by adding the lanes – further discussions will be held with City Council as to how improvements might be made to the traffic conditions on Olentangy Street and on Liberty Road – for the good of the downtown, recommendations lean towards staying with the 2 lanes but add turn lanes and an additional access and circulation system to other sections of Olentangy and Liberty so people can maneuver around and get to the downtown businesses – recommends roads, streets or alleys be added to provide connection
- Jane Van Fossen pointed out people who haven't attended meetings will think adding turn lanes on Olentangy and Liberty means adding turn lanes to the 4 corners
- The text of the Plan goes into much more detail but the recommendations do not include adding turn lanes to the 4 corners area – the final version of the Plan will be made more clear – turn lanes are being recommended elsewhere, at streets and driveways up and down the roadways, but not at the 4 corners – labeling of graphics can be improved to clarify

Policy Recommendations:

- The Thoroughfare Plan should be used as a decision making guide for capital improvement decisions made by City and for development proposals, making sure development proposals are setting aside the right amount of right of way space, making the necessary contributions to roadway improvements and to address transportation impacts
- Balancing traffic capacity needs with community character impacts – remembering roadways are more than just designed to move cars – should be designed to move multiple modes of transportation; pedestrians and cyclists
- Roadway improvements and maintenance must be coordinated with surrounding communities, primarily Liberty Township, especially given Powell's current, irregular boundaries so tax dollars are being used efficiently
- Implementing access management programs to reduce congestion and improve safety – must be dealt with in a particular way for downtown – take a closer look at other roadway corridors for sensitive access management solutions
- Maximizing roadway connectivity – noted in beginning of planning process, an original recommendation from the 1995 Plan wasn't implemented to its most effective means – need to make sure new development includes well thought connections to future development areas – not establishing regular urban grid of streets but making sure there are connections to provide alternative routes throughout the community which will help to disperse traffic, will help pedestrian and bicycle movement – also acknowledge it should be done in a way to not create congested traffic conditions for residential neighborhoods
- Create a holistic design plan for the 4 corners intersection and roadways improvements for

downtown – the Plan includes a conceptual design option for what could happen at the 4 corners – whether there is a median put in, a taper in the roadway from a 3 lane section to a 2 lane section, how it would impact traffic movement, on-street parking, planting zones, sidewalk widths, etc. – a deeper look needs to be taken to make sure all are balanced

Fiscal Analysis: Bill LaFayette

- There is background information on Powell's revenue system, fiscal conditions as they are today
- Discussion on Powell's fiscal sustainability – chart shows Powell currently has an emerging structural imbalance – revenues are growing but at a slower rate than expenses are growing – gap widens over time – even when times are good – creates a problem that needs to be thought about carefully
- Looks at the impact on the City's general fund of each development recommendations
- 2nd scenario is broken into 2 pieces – one looking at the more commercially oriented annexations and the second looking at the bulk annexations of residential developments – the finding was, commercial developments generate more revenues than they consume in services – residential is the exact opposite – commercial pays its freight – residential development considered by itself (in isolation), doesn't – found a very large negative impact in regards to annexation of existing residential areas
- Commercial development is considered retail, office and industrial – employment centers
- A recent change to scenario 3 is the discovery we cannot develop the area north of Home Road as much as was in the original Plan due to sewer plant and sewer capacity issues – this will probably not be addressed any time soon – original presentation of scenario 3 showed an impact of approximately \$1 million – the restriction brings the impact down to \$867,000 – less than the 30% reduction the development is required to have – less density should make what development there is more palatable to the market and potential buyers – if there are 30% fewer houses the aggregate value of the houses should fall by less than 30% - the Plan says 15% - there is a large positive net impact north of Home Road
- Wanted to test 3 possibilities within conservation housing – have vacant land and what should happen to this vacant land – there are 3 options
- One, land can be owned by the City. Two, land can be owned by a home owners association and exist for the exclusive benefit of the people living in the development and their guests. Three, land could be privately owned and farmed which promotes the rural character of the area.
- Ran fiscal numbers based on each of these possibilities - if publicly owned, land generates no property taxes - if privately owned by home owners association, land generates property taxes and it also increases value of housing and value of income of people living in the houses - income of a home owner is a fraction of the value of their house - more income and property taxes are generated, but not much - when property is valued, it is valued on the basis of its highest and best use - this Plan assumes land owned by home owners associations would be valued around \$16,000 per year for tax purposes - when land is farmed, land is valued at a much lower rate than what it would be typically valued at – called Current Agricultural Use Value – values land on basis of the crops that can be grown on the land based on soil type and not on the highest and best use - this Plan shows land valued as farm land, its value is \$1,250 an acre for tax purposes - the property tax impact is \$750 per year.
- Overall, if annexing existing residential developments is set aside, the net impact is close to \$1.6 million positive – from scenarios 1, 2A and 3 – very close to closing gap – capital improvement expenditures aren't included

Recommendations:

- To address the fiscal gap, this Plan recommends not doing something now but to watch – this analysis is very conservative – assumed there would be stagnation going out 8 years in wages – there are indications wages may start increasing – if wages improve, the gap reduces significantly
- There is the possibility, as Powell's population continues to grow, of economies of scale –

administrative expenses probably won't increase proportionately to the increase in population, they will increase less than proportionally – revenues may have been underestimated and expenses over-estimated – very strong likelihood there will be a recession between now and 2020 – can't possibly guess what impact recession would have on Delaware County and Powell – every recession is different and affects the economy different

- The Plan assumes previous pattern of capital improvements expenditures, which is not adequate – to the extent that capital expenditures need to be increased - creates a greater need to think long and hard about how to address structural imbalance
- The second recommendation is the most important put forth in fiscal analysis and probably the most important recommendation in the entire Plan – it is to not proceed with this Plan without completing a very careful market analysis – the Plan is not designed to assess the market's demand for commercial development – a study must be done before this Plan is implemented
- Third, drawing from the idea commercial development pays its freight and residential property does not, prioritize the annexation of commercial development over residential development – conservation developments, even if land is publicly owned, generate a very small positive net impact – probably a function of tight development and relatively high incomes of people living in those developments
- Fourth, need to consider impact of development holistically – need to look at what impact commercial development has on residential development – an example is senior housing – senior housing by itself is very expensive but it creates the demand for very high paying medical professional jobs close by – need to evaluate both residential and commercial development together – market study should look into this
- Evaluate status of conservation issues strategically – have the luxury of not having to worry about impact on fiscal position – there are advantages to having land held publicly – you open land to all Powell residents and it becomes an amenity for the community but it does create potential liability problems – privately owned land generates property taxes but becomes the exclusive province of home owners or farmer
- Need to back up and recognize the fact that if this Plan is successfully implemented, Powell's general fund budget will increase by approximately 40% - making for a very different City and a very different City government - both fiscally and operationally – the impact of how the City would be run needs to be looked at
- A question was asked regarding monitoring trends of revenue and expenditures, specifically the capital improvement project of a community center, a very expensive capital project – is it fair to say, under existing situation and not the future, this plan should have the funding come from a new income tax increase, a property tax to pay for the project or some other funding mechanism in place before the City should consider this capital improvement – Mr. LaFayette said this is exactly correct – if a levee is placed on the ballot to build a community center, if it passes, it's what the community wants; if it fails, the community might want but not enough to pay for it
- Jane Van Fossen expressed concern with the statement in the policy recommendations in fiscal analysis, talking about the anticipated capital needs - "if these are significantly greater than implied by the incremental growth assumed in the assessment, the need for action increases" - she said it's not "if", we know and have known for years there are millions of dollars in capital needs for basic infrastructure improvements which aren't being met because the City doesn't have the money to complete. Ms. Van Fossen thinks this point should be strengthened in the Plan. Mr. LaFayette said he will strengthen the statement.

Implementation – Justin Goodwin

- A toolbox summarizing all policy recommendations in each section of the Plan – laid out in a matrix format – the main policies lead to a series of recommended actions – the lead agency or responsible party is shown – timing prioritization is shown – may want to rethink time horizons since the short-term area is so extensive – the timeframe needs to be monitored and updated on a regular basis – ideally looking at the timeframe every 5 years – the Plan needs to be a flexible document and respond to changes – it cannot be a static document

- A question was asked regarding re-districting, schools and rail transportation – Mr. Goodwin said the Plan does not address re-districting but he can talk with Staff and if there are some policy recommendations that need to be addressed they can be added. In regards to locations of schools, the plan discusses in a general way but they can take a closer look at refining the civic and institutional land use category. The Plan can identify where those are today. Unless it is known where additional schools are planned, it should be recognized schools could be planned in a lot of different places, ideally schools should be planned in locations that best serve the community and targeted demographics and worked into a development pattern that mitigates transportation impacts. This Plan does touch upon rail transportation but this can be looked at closer in terms of long term potential development of passenger rail. Decisions shouldn't be made which preclude rail transportation in the future. Mr. Betz said schools were involved in the planning process. A decrease in elementary schools is seen and there is no need for additional schools. The current schools are going to be used more efficiently rather than add more schools.

Comments/Questions:

- A question was asked regarding the Plan being created in the absence of a Charter Amendment, which is law. Mr. Goodwin said the Plan acknowledges the recent history and the uncertainties. The Plan does not recommend housing land uses or housing types in downtown Powell that would be contrary to the limitations of the Charter Amendment.
- The colors of any housing was questioned. Mr. Goodwin said there is repetition of color in the Plan and a different color needs to be used. The intent and how the text describes village residential is a separate, special land use type for downtown Powell. Mr. Goodwin said the graphics will be refined. Mr. Betz said the Plan says once court decisions are made, the issues may need to be re-addressed. An update to the downtown revitalization plan would be an opportunity to address these types of changes.
- A point was made that this new Plan contains some of the same points made in the old Comprehensive Plan. It was pointed out the original Plan wasn't followed. Mr. Betz said Grace Drive was extended and the opportunities mentioned in the original Plan still exist. They have been waiting for the development to happen before some of the original Plan ideas are carried out and comments have been received pertaining to safety which warrant listening to. Road development has not been done because the City doesn't have the revenue to drive the road development. Road development is driven by the development of the land. Mr. Kambo said interests have changed. People want to build downtown. With the interest to build downtown, you can ask for roads to be developed. In previous years the demand may have been in suburban areas.

Mr. Kambo said overall the City of Powell's Comprehensive Plan focuses on transportation, annexation and fiscal impact. The Plan has numerous sections; a land use plan, a transportation section and a municipal planning section. All sections must blend and work together in unison to become a reality and to help the City. Has this Plan succeeded in providing an idea or a method of achieving a goal or vision of a community we want? This Plan doesn't deviate too far from the existing Comprehensive Plan. When some Cities think about the next 20 years, they radically re-thinking their community. We like the City we have. We are trying to retain and protect what we have. If we do grow our boundaries, we want to retain what we have as a community. Does the Plan convey what the residents want, what the Steering Committee as resident representatives wants?

Comments:

- The Plan includes a large amount of data by all consultants - information is very detailed – had the ability to see the Plan refined over time – first meeting laid out all of the characteristics of the first Comprehensive Plan compared to this new one – we knew the Plan would be tweaked as it moved along – all areas identified as needing improvements such as transportation, fiscal concerns and redevelopment and annexation issues – all of these areas

have been included

- We have validated the first Comprehensive Plan was well thought out and effective - we aren't suggesting something radically different - it would be troubling if every 5 years a Comprehensive Plan was drastically changed
- Very pleased with the direct connections of what the goals were at the very beginning of the planning phases and what is included in the final product – the emphasis on the holistic view is very powerful – no one section should be looked at in isolation – each component has merit and is important – this Plan will help City Council and Planning & Zoning to make informed decisions which are vision and goal driven rather than emotion driven
- This Plan is much more holistic and covers all aspects
- In reality, we need to improve our resident's awareness of what is going on around the City – need to make sure the City of Powell is sustainable – need to remain competitive – now is the time
- The Plan is a policy guide and as such it should be updated frequently – the Plan should be revisited often – the Plan should provide a basis for bigger decisions – we did a good job getting residents involved and seeking input

Timeline for Adoption: Rocky Kambo

- Spoke prematurely when saying this would be the last meeting of the Steering Committee
- It would be worth it for the Committee to continue to meet monthly until the Plan is adopted
- The Steering Committee was chosen as representatives of the community and should be the body taking the Plan forward
- It is suggested the tentative August 11th meeting be cancelled – no August 11 meeting
- On August 18th Staff is going to broadly introduce the Comprehensive Plan to City Council – give the Executive Summary
- On August 19th the final draft of the Comprehensive Plan will be completed
- The final draft of the Plan will be placed online for Steering Committee and Planning & Zoning Commission
- The next Steering Committee meeting will be August 25th
- On August 26th Planning & Zoning will see the Comprehensive Plan for the first time – it will be the only agenda item
- On September 9th Planning & Zoning will see the Plan for the second time – potentially the last time
- City Council will see the Plan for the first time on September 15th – each member of the Steering Committee should attend the September 15th City Council meeting at 7:30 p.m.
- The final Plan will also be presented at the October 6th and October 20th City Council meetings – want to give residents a lot of opportunities to hear about the Plan
- A contingent City Council meeting date of November 4th will be used if the Plan is not adopted at the October 20th meeting
- Plan roll out will begin by introducing the Plan to City staff – this could happen in November, December or January
- A Facebook question and answer page will be used, coffee talks around town, Staff will go to HOA meetings, a section on the City's website will be dedicated to the Plan and a video will be used to introduce the Plan to the community

NEXT STEPS

- Consultants would like all final comments within next week – send to Rocky Kambo
- Read the full, final Comprehensive Plan and prepare Resolution in the August 25th meeting
- August 25, September 22 and October 27 are the next Steering Committee meeting dates

OTHER BUSINESS

No further business.

ADJOURNMENT