



**PLEASANT GROVE CITY
PLANNING COMMISSION MEETING MINUTES
OCTOBER 24, 2024**

PRESENT: Chair Pro Tempore Alicia Redding, Commissioners Dustin Phillips, Jeffrey Butler, Jim Martineau, Wendy Shirley, Denise Trickler

STAFF: Daniel Cardenas, Community Development Director; Jacob Hawkins, City Planner; Aaron Wilson, City Engineer; Christina Gregory, Planning & Zoning Assistant; Magali Acevedo, Administrative Assistant

EXCUSED: Chair Karla Patten, Commissioners Todd Fugal and Kenna Nelson

In the absence of Chair Karla Patten, Chair Pro Tempore Alicia Redding called the meeting to order at 7:00 p.m.

REGULAR SESSION

Commission Business:

1. Pledge of Allegiance and Opening Remarks: Commissioner Denise Trickler led the Pledge of Allegiance. Commissioner Jeffrey Butler offered the opening remarks.

2. Agenda Approval.

- MOTION:** Commissioner Jim Martineau moved to APPROVE the agenda with the continuation of Item 3 being moved to the next Planning Commission meeting on November 7, 2024. Commissioner Butler seconded the motion. The Commissioners unanimously voted "Yes". The motion carried.

3. Staff Reports:

- MOTION:** Commissioner Dustin Phillips moved to APPROVE the Staff Reports. Commissioner Trickler seconded the motion. The Commissioners unanimously voted "Yes". The motion carried.

4. Declaration of Conflicts and Abstentions from Commission Members.

There were no declarations or abstentions.

ITEM 1 - Public Hearing: Code Text Amendment–Section 10-9B-11: Lot Coverage (City Wide)

Public Hearing to consider the request of Scott Dent to amend City Code Section 10-9B-11: Lot Coverage requirements in Single-Family (R-1) Zones to increase the permitted lot coverage from 30% to 40%. (Legislative Item)

City Planner, Jacob Hawkins, presented the Staff Report and stated that for the past few months, a number of new R-1 Zone applications for single-family houses have lot coverage percentages that exceed the percentage limit allowed in the zone. The area of the R-1 Zone was identified on a Pleasant Grove zoning map. Lot coverage is defined as any building or occupied structure extending above ground level (including any covered automobile parking spaces). Patios, walkways, and recreation areas that are covered are excluded unless those areas are more than 50% enclosed. Currently, the maximum percentage of lot coverage allowed in the R-1 zone is 30%. The applicant seeks to expand the allowed lot coverage in R-1 Zones from 30% to 40%.

Lot coverage limitations are important for the following reasons:

- They protect the esthetics and overall feel of the neighborhood;
- They limit the amount of impervious surface as such interferes with stormwater runoff; and
- They affect home affordability.

Specifically, Pleasant Grove has three different lot coverage requirements. In addition to the R-1 Zone requirement, the Rural Residential (R-R) Zone's lot coverage requirement is 40%, which was increased from 30% in 2020. The Downtown Village Transitional Zone has a maximum lot coverage of 60% because of the higher density, which is typical.

With regard to stormwater runoff and impervious surfaces, usually having a yard area takes care of stormwater runoff in residential zones. Stormwater entering the right-of-way is addressed by the City and to address maintenance costs, the City requires a low impact development fee that is calculated at the time of development. That fee may need to be adjusted if the percentage of coverage area is increased.

Planner Hawkins explained that if setback requirements are met and the increase in stormwater runoff is accounted for, increasing the percentage of lot coverage could allow the homeowner to do more with the property. It, however, has the potential to impact residential development affordability. He noted that there is greater demand for larger homes, particularly for families, but the size increase comes with a higher cost, making the home less affordable.

After reviewing the requirements of surrounding cities regarding lot coverage, it was determined that several cities allow a greater percentage of coverage. For example, American Fork has a 42% to 100% coverage allowance depending on the type of lot and its use. Lindon, Provo, and Saratoga Springs allow lot coverages in their R-1 Zones of 40% to 50%. Other cities, such as Lehi, Orem, and Highland do not have specific limitations for single-family homes. Staff recommended approval of the proposed increase in lot coverage from 30% to 40%.

1 Commissioner Phillips asked if cities without lot coverage just rely on setback requirements.
2 Planner Hawkins confirmed in the affirmative. Commissioner Wendy Shirley asked Planner
3 Hawkins to provide a schematic showing the difference in coverage between 30% and 40%. Due
4 to technical issues, Planner Hawkins did not have a drawing to display. Commissioner Trickler
5 asked if staff's recommendation was a 35% increase, as reflected in the model motions of the Staff
6 Report, but Planner Hawkins clarified that was the original recommendation but after further
7 review he changed staff's recommendation to support a 40% increase. He also clarified that the
8 lot coverage maximum is for permanent structures.

9
10 The applicant, Scott Dent, identified himself as the owner of RC Dent Construction which has
11 been in business for 50 years. He has lived in Pleasant Grove for the past 15 years and hopes to
12 remain here. He thanked Planner Hawkins for his presentation and stated that setbacks are required
13 for every piece of property. With regard to affordability, he noted that because of the increasing
14 costs of land and housing prices, people are being faced with building on smaller lots, which ends
15 up requiring greater lot coverage to get a house large enough for a family.

16
17 Chair Pro Tempore Redding opened the public hearing.

18
19 *Boe Jasper* from Jasper Plumbing reported that he grew up in Pleasant Grove and, though he
20 currently lives in Lindon, he bought a lot in Pleasant Grove from Symphony Homes on which to
21 build his final home. After referencing the required setbacks, he designed the home to include his
22 need for a five-car garage to do work on his own vehicles and to serve as a place to gather with
23 friends. His architectural plans were finalized. When the application for a building permit was
24 submitted, he learned that his lot coverage was at 33%, which exceeded the lot coverage maximum
25 by approximately 400 feet. He tried to reduce his plan to fit the requirements. He has looked at
26 what other cities require and sees more latitude elsewhere. He has spoken to contractors in the
27 area about the need for greater coverage and noted that it is not a problem in other cities. Mr.
28 Jasper added that because the lot sizes are getting smaller due to the increasing cost of land, it
29 would be beneficial to increase the percentage of coverage.

30
31 *Russ Wilson* from Symphony Homes expressed support for the application. He reported that they
32 recently developed the Blossom Hill Subdivision at 200 South and 1050 East and they sold one of
33 the lots to Boe Jasper who informed them of his plans exceeding the lot coverage requirement.
34 Although they were not previously aware of the situation, they started looking into it. A couple
35 weeks after the issue was raised, a lot of buyers that had come into their design center to explore
36 lot fits for their homes, they were also exceeding the lot coverage maximum. It appears that the
37 current lot coverage restriction limits what people can do with these lots. The percentage that is
38 currently in place is too limiting and arbitrary given current land costs.

39
40 *Brinton Neff* indicated that he has worked for the applicant with RC Dent Construction for seven
41 years. He and his family live in Eagle Mountain because of affordability and he sees a lot of young
42 families there. His home has 45% lot coverage because he has a smaller lot and that was what was
43 affordable for him and his family. He noted that the demographics are changing due to changes
44 in the economy. Younger families are not able to move to Pleasant Grove because of difficulty
45 finding affordable homes. The ability to have larger homes on smaller lots would provide a greater
46 opportunity for young families to move here.

1
2 There were no further public comments. The public hearing was closed. The Chair invited the
3 Commissioners to continue the discussion or bring a motion if no further discussion was necessary.
4

5 Community Development Director, Daniel Cardenas, presented a drawing of a randomly selected
6 lot and showed the differences between 30% and 40% lot coverages for comparison purposes. He
7 added that buildings less than 200 square feet, without utilities, are excluded. He also clarified that
8 lot coverage applies only to the footprint of the home (including any accessory structures) and not
9 the total square footage.
10

11 **MOTION:** Commissioner Jeffrey Butler moved that the Planning Commission forward a
12 recommendation of APPROVAL to the City Council for the proposed amendments to City Code
13 Section 10-9B-11: Lot Coverage in R-1 Zones, by increasing the 30% threshold for maximum total
14 lot coverage by buildings, accessory buildings and/or structures of each lot or parcel of land to
15 40% total lot coverage, and adopting the exhibits, conditions, and findings of the Staff Report.
16 Commissioner Jim Martineau seconded the motion. The Commissioners unanimously voted
17 "Yes". The motion carried.
18

19 **ITEM 2 - Public Hearing: Code Text Amendment–Section 10-11A-2-C: Permitted Uses City**
20 **Wide)**

21 Public Hearing to consider the request of Mike Carter to amend City Code Section 10-11A-2-C:
22 Permitted Principal Uses in the Neighborhood Commercial (C-N) Zone, to permit uses 5162
23 (Electrical appliances, television, and radio sets, etc.), 5695 (Other retail trade – apparel, sports
24 apparel, etc.), and 2742 (Commercial printing, lithographic). (Legislative Item)
25

26 Planner Hawkins presented the Staff Report and identified the location of Tabitha's Way at 675
27 West Garden Drive in the Neighborhood Commercial (C-N) Zone, which is the only area of the
28 city that is zoned that way. The newly constructed building is close to the corner of Pleasant Grove
29 Boulevard and State Street. The property abuts several other commercial zones including the
30 General Commercial (C-G) Zone, Commercial Sales 2 (CS-2) Zone, Downtown Village (D-V)
31 Zone, and a residential area designated as the R1-8 (Single Family Residential) Zone to the north
32 of the property all with varying uses and intensities. The Subdivision Plat and Site Plan were
33 approved by the Planning Commission on June 22, 2023, the plat was recorded, and construction
34 followed. The building was designed to accommodate Tabitha's Way and to provide five
35 commercial units to be leased to other tenants. The applicant is proposing a Code Text
36 Amendment to add three additional permitted uses to the Neighborhood Commercial (C-N) Zone,
37 including (1) Use 5162 (retail of electrical appliances, televisions, radio sets, etc.); (2) Use 5695
38 (other retail trade including retail of apparel and sports apparel); and (3) Use 2742 (commercial
39 printing, including medium and large-scale printing services in a manufacturing setting).
40

41 The Neighborhood Commercial (C-N) Zone is intended to include and promote retail commercial
42 businesses that neighborhood residents will likely use such as grocery stores and restaurants within
43 walking distance, thereby meeting community needs. The intent is to have a harmonious grouping
44 of stores and shops that are architecturally designed to function as an integrated community.
45 Clean, well-lit, and maintained parking lots and attractive, well-maintained shops and landscaping

1 will be characteristic of the zone. Street and business lighting will be at low levels and shielded
2 to protect the surrounding neighborhood.

3
4 Planner Hawkins addressed each of the specific uses as follows:

- 5
6 • Use 5162 permits the retail sale of appliances, such as refrigerators, ovens, dishwashers,
7 televisions, radios, etc. As the use is retail only, it would be similar to other permitted uses
8 currently in the zone, and no outdoor storage or displays would be permitted. This use
9 would be compatible with the surrounding commercial and residential areas, as there would
10 be little impact on traffic, parking, or noise. The parking ratio for this use is one space for
11 every 200 square feet of gross floor area.
- 12 • Use 5695 permits retail of all kinds of apparel, such as shirts, jackets, hats, shoes, sports
13 apparel, and so on. This tenant, in particular, intends to sell custom tee-shirts made on-
14 site, by both their retail storefront and delivery sales. A similar use already permitted in
15 the zone is Use 6250, which is apparel repair, alterations, cleaning, pick-up services, and
16 shoe services. As this use is also retail, its' parking requirements are the same as Use 5162.
- 17 • Use 2742 permits commercial printing and lithographic. Director Cardenas, by way of
18 background information, explained that when an applicant comes in about building
19 occupancy, the first item that is considered is the list of permitted uses in the zone. For
20 this applicant, they have a newly constructed building with 5 leasable spaces that can be
21 combined to accommodate anywhere from one to five tenants. They currently have three
22 tenants interested in leasing space yet none of the uses suggested were permitted in the
23 zone. The first two were retail uses (appliances and apparel), but the third use was
24 commercial printing, which is permitted in manufacturing zones and other commercial
25 areas due to the large equipment and intensity of the use. In the Downtown Village (D-V)
26 Zone, commercial printing is not permitted. CopyTec, even though located in the
27 Downtown Village (D-V) Zone, survives only because it was grandfathered in as a legal
28 non-conforming use. Staff had a concern about the building's proximity to the adjacent
29 residential zone with approval of this use. He commented that outside storage would not
30 be allowed, and that noise could be an issue if it had not been fully addressed by the noise
31 restrictions that are already in place. Staff also considered that this type of use would
32 diminish the opportunity to obtain sales tax revenue for the City since sales tax is only
33 incurred on products and not services. Additionally, if the commercial printing business
34 were successful in the future, they could expand into adjacent spaces further decreasing the
35 opportunity to generate sales tax revenue. Staff appreciates all retail uses and
36 acknowledged that the City is shrinking down on the type of uses that produce sales tax
37 revenue for the City. Staff believes there are very few zones that exist to generate sales tax
38 revenue and there are already enough zones within the City where this use is already listed
39 as a permitted use.

40
41 Commissioner Phillips asked Director Cardenas to clarify if there is any concern with noise, hours
42 of operation, or traffic for this specific business or if the main concern is 100% diminishing the
43 opportunity to generate sales tax. Director Cardenas said that sales tax is one of the main concerns
44 and that the concern raised about noise is tricky since the City does not permit noise and, even in
45 the manufacturing zones, there are limits on it. Manufacturing uses are more prone to generate
46 noise. Commissioner Phillips asked about the proximity of Granny B's to surrounding residential.

1 Director Cardenas said that he has been on the top of Granny B's roof to inspect every single air
2 vent after receiving complaints from the neighbors about a whistling noise coming from the
3 building. He never knew an air vent could whistle so loud until this issue was raised. When that
4 use was approved, Staff thought it would be innocuous but later learned that any use that is in line
5 with manufacturing tend to produce bigger problems especially when they are next to residential.

6
7 Staff recommended approval of the two retail uses but further work on the use for printing.

8
9 Commissioner Phillips further inquired if commercial printing generated sales tax revenue for
10 boxes of pamphlets or other printed materials. Director Cardenas admitted that he did not know
11 the specifics. He thinks if they sell paper and products then yes and reiterated that sales tax is only
12 generated by the sale of a product and not a service. Staff does not consider a commercial printer
13 a retail business. The intention behind the creation of this zone does not align with this use.

14
15 Commissioner Shirley asked for clarification if approval of this use could open the door for future
16 tenants to come in and cause issues. Director Cardenas stated that this application is not for a
17 rezone but is only requesting approval of the three use codes identified above.

18
19 Director Cardenas added that the bay doors are on the backside of the building so they do front the
20 residential that is behind the building.

21
22 The applicant, Mike Carter, shared that his family grew up in the printing business and he has
23 strong family ties in that regard. The printing equipment to be used by his proposed tenant includes
24 large copy machines that do stapling, binding, and folding as an all-in-one machine. The noise
25 level is no louder than a typical copy machine. They do not use large printing presses that use
26 large rolls of paper. They call these machines digital presses but they are essentially large copy
27 machines with 19" x 13" paper to allow for cutting. He does not consider printing to be a
28 manufacturing use since there is no building of a product. The work they do includes wedding
29 invitations, which are taxable. They do not have machines for the public to come in and make
30 copies. They do binding and make a lot of books, mostly for genealogy but also memory books
31 for drill teams, dance, and other high school groups. They also make journals and planners. The
32 bookwork typically runs in the 25 to 200 book range per order, with the capability to go up to
33 5,000, and includes packing and shipping.

34
35 Commissioner Butler asked if their products generate sales tax revenue. Mr. Carter was not certain
36 if all of their products create sales tax revenue but he believes the wedding, genealogy, and memory
37 books products are taxable. In his experience, with his family owning a couple commercial printing
38 business, all the products generated sales tax but he is not familiar enough with the tax code.

39
40 Commissioner Butler further inquired about the footprint of the proposed business. With regard
41 to space, the tenant is asking for two bays. Since they are a newer business, in operation for about
42 15 years as a broker who was subcontracting out the work, it is unknown whether they intend to
43 expand. Mr. Carter explained that the building was developed to address the expansion needs of
44 Tabitha's Way for the next 70 years. He commented that when they built in the Neighborhood
45 Commercial (C-N) Zone, they did not understand the limitation on permitted uses under the zone
46 and the list of approximately 30 permitted uses will cause him to come back for additional tenants.

1
2 Commissioner Martineau asked if they would be expanding their printing operations to include
3 banners or other items of a commercial nature. Mr. Carter stated they did not intend to print
4 banners but they do print things door hangers and similar items.

5
6 Commissioner Trickler asked if there would be a retail storefront for customers to come into the
7 business. Mr. Carter claimed a retail counter for designing wedding invitations and booklets was
8 planned.

9
10 Commissioner Phillips asked if there was a way to create a new definition that is more restrictive
11 to include just printing and binding as opposed to manufacturing. Director Cardenas commented
12 that the City does not have a specific permitted use that narrowly addresses the business uses
13 described by the applicant. Use 2742 is the closest. If the use is approved, whatever is described
14 in the permitted use can be legally used. Staff could fashion a narrower use but doing so would
15 require more time. If the Commission wanted that done, they could approve the first two uses and
16 ask for a new definition for the third use.

17
18 The applicant's real estate broker, Jason Dodge with Colliers International, has been working with
19 Tabitha's Way since they started it. It was his opinion that the zone itself is the main issue. When
20 the zone was created, there was discussion about the Water Garden residential and senior housing
21 components that will never be built, as they do not work here. When there is a zone that has never
22 been developed, other than a movie theater, the list of potential users is small because the permitted
23 uses are so limited. There is interest by about a dozen potential tenants, but they cannot fit into
24 the zone. Mr. Dodge noted that with the St. John's development, they applied for a list of 15 to
25 30 permitted uses to add to their zone, which was smarter as they considered the different types of
26 tenants that would fit in the zone. He was unsure about the results of St. John's approach. What
27 they are asking for is not a manufacturing use but a copy service. He would like to see this
28 application move forward so they can talk to City Council. He noted that they cannot wait for a
29 new defined use as the potential tenant will move on to another property.

30
31 Chair Pro Tempore Redding asked the applicant if they were aware of the permitted uses allowed
32 in the zone before they built the building. Mr. Dodge confessed that they did not look very closely
33 at the list of permitted uses, they knew it was a limited use as far as what the zone would allow,
34 but, at that time, the bigger push was to get Tabitha's Way into the new building. He explained
35 that there are five units of retail space and then some office space on the 2nd floor of Tabitha's
36 Way's space available to be leased. The lease income is to help fund Tabitha's Way.

37
38 Chair Pro Tempore Redding opened the public hearing. There were no public comments. The
39 public hearing was closed. The Chair invited the Commissioners to either continue the discussion
40 regarding the item or bring a motion if no further discussion was necessary.

41
42 Commissioner Phillips noted that if the Planning Commission recommends the two permitted uses
43 and rejects the third, the City Council could still approve all three uses. Commissioner Martineau
44 stated that, though he appreciates the additional information about the printing tenant's plans, if
45 the third use is approved, it would not be limited to the narrow use described for future tenants in
46 the zone. Commissioner Shirley was in favor of the third use in that the business would likely

1 generate sales tax revenue although the concern about the noise and traffic remains with the
2 proximity to residential. She commented that as Tabitha's Way continues to expand into their
3 building all sales tax generating uses will eventually be eliminated. Commissioner Phillips agreed
4 with her assessment of the sales tax, but the concern is not about the use they are describing but a
5 more intense use that falls under Use 2742. Additionally, he felt that the bay doors facing to the
6 north and the residential could cause some issues. Chair Pro Tempore Redding mentioned that
7 there are several areas in the City that allow Use 2742. Commissioner Butler recalled the statement
8 made by Mr. Dodge, that this zone was intended to create something that hasn't work. Though it
9 would be great to have businesses all complimentary to Tabitha's Way, but the Planning
10 Commission cannot regulate behavior. Commissioner Shirley added that the market will dictate
11 what will be successful for this project. Chair Pro Tempore Redding commented that the newly
12 remodeled movie theater is also going to generate more traffic there. It is her thought that a lot of
13 these uses will be successful. Commissioner Shirley believes that the decision to put Tabitha's
14 Way into this building was a precursor to allow for these types of uses. She is okay with all 3 uses.

15
16 Commissioner Trickler asked about the impact of the City's plans to change the intersection at
17 North 600 West and West Center Street on this project. Director Cardenas said it will affect
18 Tabitha's Way, but hopefully for the better. This work will take place in the future, it has been
19 under discussion at City Council but there is not an approved plan or budget.

20
21 Commissioner Trickler further inquired if a manufacturing use is approved, do they have to address
22 issues with larger trucks coming in the back, idling right by the neighborhood. Director Cardenas
23 reminded the Commission that the issue pertains to permitted uses and not rezoning. However, in
24 Staff's experience, what is shared about the proposed business does not always align with what
25 happens after the applicant receives their approval. The opinion of Staff is that the use fits better
26 in a different zone.

27
28 Commissioner Butler wanted to entertain the idea of approving two uses and denying the third to
29 provide Staff with more time to create a narrower definition for the third use that could then be
30 recommended and presented to City Council. Director Cardenas explained that he can only take
31 what is being recommended by the Planning Commission and he cannot modify the
32 recommendation without bringing it back to the Planning Commission for approval. It is the
33 applicant's preference is for a recommendation of approval or denial of the uses and not a
34 continuation. Use 2742 is the one that most closely defines the proposed use of the future tenant.

35
36 Director Cardenas, wanting to provide additional background information on the creation of the
37 zone, explained that the Neighborhood Commercial (C-N) Zone does not allow for senior housing
38 but a Senior Housing Overlay (SHO) Zone was created to allow for it within the zone. The entire
39 Neighborhood Commercial (C-N) Zone was once owned by the commercial branch of Ivory
40 Homes called ICO. All the pads within the zone were intended to be retail/commercial uses. The
41 City approved the senior housing, but required a certain percentage to be retail; this was the genesis
42 of how the City approached development in The Grove Zoning District. ICO sold a portion of the
43 land to Tabitha's Way and, when Director Cardenas last reached out to his contact at ICO, the
44 person who used to be in charge of the development doesn't work there anymore. ICO still owns
45 several parcels within the zone. The residential zone was given to ICO in a development
46 agreement to provide the commercial. When Director Cardenas evaluated the use of Tabitha's

Way, he visited their previous location, and he found that they operate very similar to a grocery store and that is why their use was permitted in this zone. The idea was to create an environment similar to Pleasant Grove Town Center for a continuation of retail across State Street, but the City has had challenges since there is not direct access from State Street but through a frontage road. This request is not for a rezone but more simple since it is just for a few permitted uses.

MOTION: Commissioner Dustin Phillips moved that the Planning Commission forward a recommendation of APPROVAL for the request of Mike Carter to the City Council for the proposed amendments to City Code Section 10-11A-2-C: Permitted Principal Uses in the Neighborhood Commercial Zone, by adding the following uses: Use 5162 (appliance retail), Use 5695 (apparel retail), and Use 2742 (commercial printing); and adopting the exhibits, conditions, and findings of the staff report, and as modified by the conditions below:

1. All Final Planning, Engineering, and Fire Department requirements are met.

Commissioner Jim Martineau seconded the motion. Vote on motion: Commissioner Shirley-Yes, Commissioner Phillips-Yes, Commissioner Martineau-Yes, Chair Pro Tempore Redding-No, Commissioner Trickler-No, Commissioner Butler-Yes. The motion passed 4-to-2.

ITEM 3 - Public Hearing: Code Text Amendment–Section 10-18: Off-Street Parking Standards
(City Wide)

Public Hearing to consider the request of Pleasant Grove City to amend City Code Section 10-18: Off Street Parking Standards for a code text amendment to revise the requirement for driveways leading to a garage/carport entrance for townhomes and rowhomes. (Legislative Item)

The above item was continued from October 10th and further continued to November 7, 2024.

ADDITIONAL MOTION: Commissioner Martineau moved that the November Planning Commission meetings be held on November 7, 2024, and November 21, 2024, to coincide with the holidays and City Council meetings. Commissioner Butler seconded the motion. The Commissioners unanimously voted “Yes”. The motion carried.

ITEM 4 – Review and Approve the Minutes from the October 10, 2024, Meeting.

MOTION: Commissioner Trickler moved to APPROVE the minutes of October 10, 2024. Commissioner Martineau seconded the motion. The Commissioners all voted “Yes” with the exception of Commissioner Phillips who abstained. The motion carried.

1 **MOTION:** Commissioner Martineau moved to ADJOURN. The Commissioners unanimously
2 voted "Yes". The motion carried.

3
4 The Planning Commission Meeting adjourned at approximately 8:22 p.m.

5
6
7 
8 _____
9 Planning Commission Chair

10
11 
12 _____
13 Christina Gregory, Planning & Zoning Assistant

14 11-7-2024
15 _____
Date Approved