The Topeka Board of Zoning Appeals holds a public hearing on the second Monday of each month to consider certain appeals, variances, and exceptions as may be granted by the Comprehensive Zoning Regulations of the City of Topeka, Kansas.

- The following agenda identifies and describes each proposal to be considered by the Board.

- Each item to be considered by the Board will be introduced by the Planning Department Staff. The Board will then hear and consider arguments both for and against each proposal.

- Individuals wishing to address the Board are requested to state their name and address for the official hearing record.

- Motions on all matters, which require a decision by the Board, are made in the affirmative. On a roll call vote, Board members then vote yes, no, or abstain based on the affirmative motion.

- Any person, official or government agency dissatisfied with any order or determination of the Board may bring an action in the district court of the county to determine the reasonableness of any such order or determination. Such appeal shall be filed within 30 days of the final decision of the Board.
A. Call to Order
B. Approval of Minutes from September 9, 2019
C. Declaration of Ex Parte Communications
D. Public Hearings
   1. **BZA20A/03 by Don Phillippi and Candi Bryant**, appealing, pursuant to Topeka Municipal Code (TMC) Section 2.45.070, a decision by the Planning & Development Director that the use of the property at 229 SW Edgewood Avenue for the short term rental of guestrooms is a “bed and breakfast inn” as defined by the Topeka Municipal Code 18.55.020 and, as a bed and breakfast inn, a conditional use permit is required per TMC 18.60.010.
E. Election of Officers
F. Review of By-Laws
G. Adjournment

ADA Notice: For special accommodations for this event, please contact the Planning Department at 785-368-3728 at least three working days in advance.
Call to Order

The meeting was called to order by Walter Schoemaker, Chair. Roll was taken with 6 members present for a quorum.

Approval of Minutes from May 13, 2019

Motion by Ms. Jordan to approve, second by Ms. Beck. APPROVAL 6-0-0

Declaration of Ex Parte Communications

Mr. Schoemaker called for declarations of ex parte communications.

Mr. Thomas – none
Ms. Crow – None
Ms. Jordan – None
Ms. Boudreaux – none
Ms. Beck – none
Mr. Schoemaker – none

Mr. Schoemaker called the case, BZA19V/04 by Brad and Sharon Avery requesting a variance to the minimum building setbacks required by section 18.60.020 of the Topeka zoning regulations for the construction of a detached carport at the rear of an existing residence at 1254 SW Randolph Avenue. The requested variance applies to the required 10’ minimum building setback from the rear property line and alley right-of-way.

Mike Hall, Staff Planner, presented the Variance Evaluation (staff report) and findings, then stood for questions from board members.

Mr. Schoemaker asked if the alley is used by traffic and for garbage collection. Mr. Hall confirmed that it is, as did the applicant (Mr. Avery). Mr. Schoemaker asked for and received confirmation that the requested carport would not impede traffic or garbage collection.
The applicants were given an opportunity to speak. They explained that when they purchased the house, there was an existing garage that encroached on the set-back. The structure became unsafe and they were forced to tear it down. They began building a new garage in somewhat the same footprint but were asked by the City to remove it. They had not gotten a permit for the new construction and the new garage did not meet setback requirements. Ms. Crow later asked and Mr. Hall verified that someone brought it to the attention to the City Permit Division that a structure was being built without a permit.

Ms. Boudreaux asked if there are other carports in the neighborhood and Mr. Avery stated that there’s one next door to their property.

Ms. Jordan noted that she appreciates the efforts to make good use of the limited space available.

Mrs. Avery explained further that when they purchased their house in 1989, there was a small garage that was right on the alley. It was this structure that they had to have torn down in July of this year because it had become structurally unsound. She said that since they’re unable to build another garage, their best option is a carport. The other properties on the block have garages or carports. They would like to have shelter for their vehicle(s), and they are concerned that not having a either a garage or carport would harm the value of their own property and, by extension, the property values of their neighbors. Ms. Avery noted the small lot their home is built on and she and Mr. Avery further explained that they intend to build the carport in such a style that it will fit in well with their house and neighborhood. They plan to mimic the roofline and materials used on the roof of their home. Mrs. Avery also spoke to the fact that parking on the street is not a good option for them or for the traffic on the street.

Ms. Beck stated she had driven by and noted the compactness of the Avery lot. She appreciates the fact that they are attempting to build a structure that will fit in well with the neighborhood. Mr. Schoemaker agreed, as did other board members. Ms. Boudreaux stated she appreciates them being pro-active about removing the old garage rather than allowing it to stand as a dangerous structure. Mr. Thomas stated he appreciates the thoughtfulness of design and understands their desire to protect their vehicles.

Mr. Schoemaker asked if the concrete slab is up to code and Mr. Avery stated that part of it will likely have to be re-done.

No neighbors were present to speak in support of or opposition to the request. Mr. Hall passed around a letter of support from Amy Hayse of 1260 SW Randolph, which is next door to the applicants.

Mr. Schoemaker noted that state law and city ordinance require the board to make findings that each of the 5 conditions be met in order to allow and grant the variance; Ms. Feighny confirmed this.

Motion by Ms. Jordan to APPROVE a variance to the required 10’ setback from the east property line at the alley right-of-way, allowing for a setback of 3 feet, approval subject to conditions listed on page 6 of the Variance Evaluation, namely:

1. Maintain a setback of 3 feet from the rear property line at the alley right-of-way. The setback shall be determined by locating the outside of the supports (posts) for the carport no closer to the edge of the slab than 4’ 6”. Alternatively, the owner may engage a professional surveyor to identify the location of the rear property line and place the building a minimum of 3 feet from the property line as determined by the surveyor.

2. The eave of the carport roof may encroach no more than 30 inches into the required setbacks.
Second by Ms. Beck. APPROVAL (6-0-0)

Mr. Schoemaker welcomed Travis Thomas to the Topeka Board of Zoning Appeals.

The meeting adjourned at 6:03PM
# APPEAL OF ADMINISTRATIVE DECISION TO THE BOARD OF ZONING APPEALS

**CITY OF TOPEKA PLANNING DIVISION**

620 SE MADISON, 3RD FLOOR (UNIT #11) | TOPEKA, KS 66607-1118
PHONE 785.368.3728 | EMAIL: PLANNING@TOPEKA.ORG

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### Applicant Information

**Name:** Don Phillipi and Candi Bryant  
**Address:** 1915 Bluestem Terrace, Manhattan Kansas 66502  
**Phone:** 909-262-4839  
**Email:** dphillip@ksu.edu

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### Property Information

**Location of property:** 229 SW Edgewood Avenue, Topeka Kansas 66606  
**Legal description of property:** (attach if necessary)  
**Current Use of property:** Single Family Dwelling in an R-2 zone  
**Proposed Use of property:** Single Family Dwelling in an R-2 zone

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### Case Information

**Case #:** BZA 20A163  
**Hearing Date:** 2/10/20 3:00PM  
**Legal Ad Date:** 2/12/20

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### Explanation of Administrative Error:

Use is actually a Single Family Dwelling as defined by Topeka Municipal Code.  
See attached.

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**Applicant's Signature:** [Signature]  
**Date:** December 16, 2019
Application for Appeal of Defined Use

Background Information, Definition of a “Bed and breakfast home”:

“Bed and breakfast home”: means a private, owner-occupied single-family dwelling where no more than four guestrooms are provided for overnight paying guests for not more than seven consecutive nights. The dwelling shall be the primary residence of the owner with no employees permitted, other than permanent residents of the dwelling. Food service may be provided for guests.

According to the Kansas Department of Agriculture, a “Bed and breakfast home” means a boarding house that is a private residence where the owner or manager resides and provides lodging and meals for guests. Any licensee operating a bed and breakfast home may serve food only to the licensee’s overnight guests, unless the licensee obtains a food service license.

City of Topeka Planning Division’s Position for 229 SW Edgewood Avenue:

Definition: “Bed and breakfast inn” means a single-family structure or portion thereof that provides not more than 10 guestrooms for overnight paying guests. Food service may be provided for guests and sometimes in conjunction with social events.

Commentary:

We do not reside at (nor does a manager reside at) 229 SW Edgewood Avenue and we do not provide meals, so therefore we do not have a “Bed and breakfast home”.

Since 229 SW Edgewood Avenue does not meet the definition of “Bed and breakfast home” (we do not have an owner or manager reside there), the City of Topeka Planning Division has sought to define the use as a “Bed and breakfast inn”, which ignores the fact that we do not provide meals.

Note that a higher number of “guestrooms” are permitted with an “Inn” versus a “home” (ten versus four) and yet according to the City of Topeka Planning Division, this would be done without an on-site manager. Clearly, an “Inn” refers to an establishment that has individual guestrooms where any one of them may be rented separately and because renters come and go, an on-site manager is needed. We do not rent individual guestrooms, only the entire house.

Our Position for Edgewood (the definitions that fit our use):

“Dwelling, single-family detached” means a dwelling which is designed for and occupied by not more than one family and surrounded by open space or yards and which is not attached to any other dwelling by any means. “Residence” means a home, dwelling or place where an individual is actually living at a specific point in time.

Commentary:

“Dwelling, single-family detached” fits our occasional use of the residence, and also fits short or long term tenants. Note that the length of time for a soft or long term rental is not currently defined by the City of Topeka.
RE: Business in Residential

Dear Property Owner,

We have received a concern about the use of a property that is owned by you. Please refer to the municipal code below:

Please contact this office prior to the next scheduled inspection for details and to apply for the permit.

Your property is zoned “R-2”. It is being used as a Bed and Breakfast. Because you do not occupy the home, this use would not be permitted without a conditional use permit.

Please contact me if you have any questions or if we may further assist you in any way prior to my re-inspection, on or around 12/2/2019, to be in compliance.

Sincerely,

Becky Esopi
Zoning Inspector III
City of Topeka
(785) 368-3012
Airbnb.com Viewed on Feb 26, 2020 for availability May 10-12, 2020

Topeka Charm! 3 bedroom in quiet Auburndale!
Entire house

6 guests · 3 bedrooms · 4 beds · 1 bath
Wifi · Kitchen · Free parking · Heating

$99.00 / night
$300.00 total (2)

Sites in Auburndale and Adjacent Neighborhoods
Central Topeka 2
ZONING MAP BZA20A_03
APPEAL EVALUATION
CITY OF TOPEKA PLANNING DEPARTMENT

Case No. BZA20A/03

Date of Hearing: March 9, 2020
Applicant Name: Don Phillippi and Candi Bryant
Address: 1915 Bluestem Terrace, Manhattan, KS 66502

Property Data:
Address of Subject Property: 229 SW Edgewood Avenue (located in the Auburndale Neighborhood)
Zone for Property: "R-2" Single-Family Dwelling District
Property Size: .11 acre (4,792 square feet)

Decision Being Appealed
The decision by the Planning & Development Director that the use of the property at 229 SW Edgewood Avenue for the short term rental of guestrooms is a “bed and breakfast inn” as defined by the Topeka Municipal Code (TMC) 18.55.020 and, as a bed and breakfast inn, a conditional use permit is required pursuant to TMC 18.60.010.

Authority of Board of Zoning Appeals
Pursuant to TMC 2.45.050, the Board of Zoning Appeals (BZA) exercises the “power to determine appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of the zoning regulations.”

Notice of Hearing
Notice of the public hearing was published in the Topeka Metro News on February 17, 2020 in compliance with TMC 18.45.090.

Notice of the public hearing was mailed to adjoining and adjacent property owners on February 18, 2020 in compliance with TMC 18.45.090.
Actions Leading to the Appeal Application

In November 2019 the Planning and Development Department received complaints from neighboring property owners about the use of the property as an overnight rental for guests. The owner (Mr. Phillippi) had been listing the property on Airbnb.com. The Airbnb.com listing confirms the claims of neighbors. The property is currently listed on Airbnb.com along with several other properties in Auburndale and other neighborhoods in Central Topeka.

The City of Topeka Zoning Inspector sent a letter notifying the owner of the zoning violation on November 18, 2019. (Letter attached) Mr. Phillippi contacted the Planning Division to determine how to gain compliance and spoke with the Current Planning Manager, who told the owner that Topeka’s zoning regulations (TMC18.60.010) require a conditional use permit. Mr. Phillippi and his property manager (Rental Management Solutions) met with the Current Planning Manager and Zoning Inspector on December 6, 2019 to discuss the conditional use permit application process. Mr. Phillippi was reluctant to apply for a conditional use permit, so staff advised him of his right to apply for appeal of the decision. Mr. Phillippi submitted the application for appeal on December 18, 2019.

Pertinent Zoning Regulations, Topeka Municipal Code

18.55 Definitions

18.55.020 “B” definitions.

“Bed and breakfast home” means a private, owner-occupied single-family dwelling where no more than four guestrooms are provided for overnight paying guests for not more than seven consecutive nights. The dwelling shall be the primary residence of the owner with no employees permitted, other than permanent residents of the dwelling. Food service may be provided for guests.

“Bed and breakfast inn” means a single-family structure or portion thereof that provides not more than 10 guestrooms for overnight paying guests. Food service may be provided for guests and sometimes in conjunction with social events.

18.55.040 “D” definitions.

“Dwelling, single-family detached” means a dwelling which is designed for and occupied by not more than one family and surrounded by open space or yards and which is not attached to any other dwelling by any means.

“Dwelling unit” consists of one or more rooms, including a bathroom and complete kitchen facilities, which are arranged, designed or used as living quarters for one family or household.

18.55.060 “F” definitions.

“Family” means an individual or two or more persons related by blood, marriage, or legal adoption, or a group of not more than five persons (excluding servants) not related by blood or marriage, living together as a single housekeeping unit with common kitchen facilities in a dwelling unit.
18.55.080 “H” definitions.

“Hotel” means a building or group of buildings offering transient lodging accommodations normally on a daily rate to the general public, where access to the rooms is made through a lobby, and with or without accessory uses, such as restaurants, meeting rooms, or recreational facilities.

18.55.130 “M” definitions.

“Motel” means a building or group of buildings offering transient lodging accommodations normally on a daily rate to the general public, where access to each room is provided directly by an exterior door, and with or without accessory uses, such as restaurants, meeting rooms, or recreational facilities.

18.60.010 Use Tables

<table>
<thead>
<tr>
<th>Use</th>
<th>Description</th>
<th>Allowed / Conditional / Prohibited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed &amp; Breakfast Home</td>
<td>Owner-occupied home with up to 4 guest rooms</td>
<td>Conditional use permit required in R-1, R-2, R-3, M-1, M-1a, MS-1, X-2, D-3, and RR-1 districts; allowed subject to specific use standards in residential districts M-2 and M-3 districts; allowed in X-1, X-3, D-1, and D-2 districts.</td>
</tr>
<tr>
<td>Bed &amp; Breakfast Inn</td>
<td>Single family dwelling for up to 10 guests</td>
<td>Conditional use permit required in R-1, R-2, R-3, , M-1, M-1a, MS-1, O&amp;I-1, O&amp;I-2, O&amp;I-3, X-2, D-3, and RR-1 districts; allowed subject to specific use standards in residential districts M-2 and M-3 districts; allowed in all “C”, “I”, X-1, X-3, D-1, and D-2 districts.</td>
</tr>
</tbody>
</table>

18.70 R-2 Single-Family Dwelling District

18.75.010 Purpose – Intent

This district is established to provide for the use of detached single-family dwellings together with specified accessory uses and other uses as may be approved. It is intended that the character and use of this district be for housing and living purposes free from the encroachment of incompatible uses.

18.240.030 Required number of off-street parking spaces.

One (1) off-street parking space is required per sleeping room.

Analysis and Findings:

The BZA is advised to consider whether the Planning and Development staff erred in its interpretation and decision that the use of 229 SW Edgewood as overnight rental for guests is a bed and breakfast inn as defined by TMC 18.55.020. The BZA is not being asked to determine if the use is appropriate at this location. As a bed and breakfast inn the owner will be required to apply for a conditional use permit. A conditional use permit requires a public hearing and recommendation by the Topeka Planning Commission and a decision by the Governing Body.
As the basis for the appeal the applicant asserts:

- The “use is actually a single family dwelling as defined by Topeka Municipal Code.”

- The Planning & Development Department’s interpretation and decision ignores the fact that the owner does not provide meals to guests.

- “An ‘inn’ refers to an establishment that has individual guestrooms where any one of them may be rented separately and because renters come and go, an on-site manager is needed. [They] do not rent individual guestrooms, only the entire house.”

- “Dwelling, single-family detached” fits the owner’s occasional use of the residence and applies to short and long-term tenants. The length of time is not currently defined by the City of Topeka.

Staff encourages the BZA to read the applicant’s entire explanation in the attached application.

Staff provides the following to support the interpretation and decision being appealed:

- The zoning regulations include “bed and breakfast home” and “bed and breakfast inn” in the land use matrix (TMC 18.60.010) and definitions (TMC 18.55.020) for the purpose of regulating the use of single-family structures as guestrooms for overnight paying guests, distinct from the use of single family dwellings for residence by a family, as family is defined by the code.

- The definition of bed and breakfast inn includes the statement “food service may be provided for guests” but does not state that “food service” is a necessary element of a bed and breakfast inn.

- Single family dwellings listed on Airbnb.com and similar sites are clearly targeted at people looking for short term lodging as an alternative to lodging in a hotel or motel. The common feature of bed and breakfast homes, bed and breakfast inns, hotels, and motels is that all four use categories provide transient lodging accommodations typically on a daily rate. All four use categories are commercial in nature and not residential.

- The appellant seems to claim that a bed and breakfast inn needs to have an on-site manager. The definition of bed and breakfast inn does not include any mention of an on-site manager and, therefore, an on-site manager is not an essential element of the use.

- The appellant claims that he and his co-owner (Candi Bryant) occasionally use the dwelling at 229 SW Edgewood. The Topeka zoning regulations do not define, in terms of length of stay, what constitutes a residence as distinct from overnight lodging. Occasional use by the owner is not sufficient to constitute a single-family residential use. The property is used substantially for overnight lodging of guests. The primary use of 229 SW Edgewood is a bed and breakfast inn and not a single family dwelling.

Although the intent of the bed and breakfast regulations is clear, the zoning regulations might be improved by better defining what constitutes guestrooms for overnight paying guests distinct from a single family dwelling used as a residence.
Staff Recommendation

Based on the above analysis and findings, staff concludes that the use of property is a bed and breakfast inn and, as a bed and breakfast inn on the property classified R-2 Single Family Dwelling District, requires a conditional use permit. Staff recommends that the Board of Zoning Appeals affirm the decision of the Planning & Development Director by concurring with the findings as set forth herein.

Exhibits

1. Application and Statement of Grounds for Appeal
2. Letter from Zoning Inspector Becky Esopi dated November 18, 2019
3. Airbnb.com Listing and Other Properties Listed in Auburndale and Adjacent Neighborhoods
4. Aerial Map
5. Zoning Map

Staff: Michael Hall, AICP
Current Planning Manager and Acting Secretary of Board of Zoning Appeals
TOPEKA BOARD OF ZONING APPEALS BYLAWS

ARTICLE I

Section 1. **Name.** The name of this organization shall be the Topeka Board of Zoning Appeals. The term “Board” in the following sections of these bylaws shall mean the Topeka Board of Zoning Appeals.

Section 2. **Membership.** Membership of the Board shall be as established in the Comprehensive Zoning Regulations of the City of Topeka which specifies the number, method of appointment, and term of office.

ARTICLE II

**Purpose**

Section 1. **Bylaws.** The purpose of these bylaws is to establish rules for the internal organization of the Board and for procedures of operation.

Section 2. **Board of Zoning Appeals.** The function, powers, actions, and duties of the Board are quasi-judicial, and carry the power of law as provided for by the Comprehensive Zoning Regulations. The Board, however, adopts its own set of rules and policies for procedure, consistent with its powers.

ARTICLE III

**Organization**

Section 1. **Officers.** The officers of the Board shall be a chairperson, a vice-chairperson. The chairperson and vice-chairperson shall be elected by the Board at its regular meeting in January of each year. Their terms in office shall be one (1) year. No person may serve more than two (2) consecutive terms. The Director of Planning, or his/her representative, shall serve as secretary to the Board.

Section 2. **Chairperson.** The chairperson shall preside over all Board meetings, unless the chairperson designates someone to preside in his/her stead. The chairperson shall have the authority to appoint all committees and be an ex-officio member of all committees. The chairperson shall perform all the duties assigned to his/her office by the city and county governing bodies.

Section 3. **Vice-Chairperson.** The vice-chairperson shall act as chairperson in the absence of the chairperson. In the event the office of chairperson becomes vacant, the vice-chairperson shall succeed to that office for the unexpired term, and the Board shall select a new vice-chairperson for the unexpired term at the next regular meeting.

Section 4. **Secretary.** The Director of Planning, or his/her representative, shall serve as secretary to the Board. The Secretary shall prepare the agenda and the order of business for each regular meeting in consultation with the chairperson. The secretary shall keep the Board informed on all communications. The secretary
shall record the minutes of all meetings and shall provide copies to all members of the Board. The Secretary shall:

a. Accept and prepare all routine communications on Board matters;
b. Give or serve all notices required by law, these bylaws, or adopted procedures, and
c. File all variances granted by the Board with the Shawnee County Register of Deeds.

Section 5. **Attendance.** Any member who is absent from three consecutive meetings without demonstration of extenuating circumstances shall have such absence reported by the chairperson to the appointing authority for possible replacement. Members who accrue absences beyond a total of four in any calendar year will be requested to relinquish their appointments.

Section 6. **Planning Office/Staff Support.** The Planning Department shall provide professional and technical assistance to the Board. Staff planners shall present recommendations to the Board, as well as all meeting agendas, Findings of Fact, and other documentation as may be required by the Board.

**ARTICLE IV**

**Meetings**

Section 1. **Regular Meetings.** The Board shall meet the second Monday of each month. All Board meetings shall be open to the public.

Section 2. **Special Meetings.** Special meetings of the Board may be called by the chairperson or by a majority of the members appointed. Notice of special meetings shall be given by the Planning Director not less than three (3) business days prior to the meetings. The notice shall state the purpose and time and place of the meeting. Notice may be by telephone or mail.

Section 3. **Agenda.** Agendas for all regular meetings shall be available at the Planning Department at least one week prior to each meeting. Between meetings of the Board, the planning department staff will be available to provide information on matters which come before the Board.

Section 4. **Quorum Requirements.** A quorum of the Board shall consist of four (4) members. No official business shall be conducted by the Board in the absence of a quorum. In the absence of a quorum at any meeting, the presiding officer, after consultation with those members present may adjourn the meeting to a specified date, time, and place. A quorum is not lost when a member or members abstain from voting.

**ARTICLE V**

**Conduct of Meetings**

Section 1. **Parliamentary Authority.** In all applicable cases, all meetings shall be conducted according to Robert’s Rules of Order, provided said rules are not inconsistent with these bylaws, and the Comprehensive Zoning Regulations.
Section 2. **Staff Reports.** Staff reports on all agenda items shall be prepared and transmitted to the Board members a minimum of seven (7) days prior to the time of the meeting.

Section 3. **Appearance Before the Board.** Petitioners or their representatives, members of the community at large or individuals or their representatives who feel that they will be affected by any action taken by the Board may appear before the Board to present views and statements either for or against agenda items. After an initial staff presentation of each case before the Board, the public may address their comments or concerns to the Board either in person or in writing. The Chairperson may limit the length of presentation or discussion to ensure the orderly conduct of Board business.

Section 4. **Board Action.** The Board shall function as authorized by Article 34 of the Comprehensive Zoning Regulations of the City of Topeka and shall include, but not be limited to, the following functions:

a. **Motions.** Motions before the Board on all public hearing items shall be restated by the Chairperson prior to vote on that item.

b. **Voting.** Voting may be by collective voice vote or by individual voice vote on all items at the discretion of the Chairperson. A majority of those voting in the affirmative shall be considered approval of a motion. A tie vote shall not be considered in the affirmative to approve a motion. Records of all votes shall be tallied by the secretary.

c. **Conflict of Interest.** It is the duty of each member to vote on each issue. No member of the Board, however, shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A. 75-4301 et seq. Should any member have such a substantial interest on a matter coming before the Board, the Chairperson shall declare the abstention for each affected Board member for that item on the agenda.

d. **Record of Proceedings.** The secretary shall keep a record of the proceedings of each meeting as a matter of public record and shall present such minutes to the Board for approval.

**ARTICLE VI**

Amendments

Section 1. These bylaws may be amended by a majority of the Board at any regular meeting, provided the members have been notified one (1) month in advance and the proposed amendment has been placed on the meeting agenda.

___Timothy Carkhuff___    7/10/06___    ___ Dean Diediker_____    7/10/06___
Chairman                Date                  Secretary                Date