

Corporation of the Municipality of South Huron Agenda - Public Meeting

> Monday, June 18, 2018, 6:00 p.m. Council Chambers - Olde Town Hall

- 1. Call to Order
- 2. Disclosure of Pecuniary Interest
- 3. Purpose of Public Meeting

Pursuant to the Planning Act, 1990, Section 34

- 4. Application for Rezoning D14-Z13-2018 Brinke
 - 4.1 Application
 4.2 S. Smith, Huron County Planner Report D14-Z13-2018 Brinke
 Recommendation: That South Huron Council receives the report from S. Smith, Huron County Planner re: D14-Z13-2018 Brinke.
 4.3 Written Comments Received
 - 4.4 Comments-Council; Public in Attendance
- 5. Close Public Meeting

Recommendation:

That South Huron Council now closes this Public Meeting at _____ p.m. and reconvenes the Regular Council meeting.

File # SHU C Submitted May For office use only Date Application considered complete May 22, 20

MUNICIPALITY OF South Hyron - Usborne

Application for Official Plan and/or Zoning By-law Amendment

THE AMENDMENT

1.

TY	PE OF AMENDMENT?
	Official Plan [] Zoning By-law No. $13 \cdot 1964$ [X] Both []
a)	Name of Official Plan to be amended:
b)	Name of Zoning By-law to be amended: <u>Ushorne</u>
WI	HAT IS THE PURPOSE OF AND REASONS FOR THE PROPOSED AMENDMENT(S)?
<u></u>	To rezone house AG. 4 And the farmland to AG
	special provisions to restrict a house.
GE	NERAL INFORMATION
	PLICANT INFORMATION
a)	Registered Owner's Name(s): Ben and Annemie he Brinke
	Address:
	Phone: Home Fax (Fax (
	Email: Cell
b)	Applicant (Agent) Name(s):
	Address:
	Phone: Home (Work (Fax (
c)	Address:

4.	WHAT AREA DOES THE AMENDMENT COVER?
	a) $[\times]$ the "entire" property or
	b) [] just a "portion" of the property
5.	PROVIDE A DESCRIPTION OF THE ENTIRE PROPERTY:
	Municipal Ward: Usbarne
	Municipal Ward: <u>Usbarne</u> 911 Address and Road Name: <u>69285</u> Road 164
	Roll Number (if available): 010019064000000
	Concession: South East boundary PartLot: 20 Registered Plan No.:
	Concession: South East bounderg MitLot: 20 Registered Plan No.: Area: 38 hectares Depth: 800 metres Frontage (Width): 500 metres
	non <u> </u>
6.	IS ANY OF THE LAND IN WELLHEAD PROTECTION AREA C? Yes 🗌 No 🗹 Unknown 🗌
	If Yes , please obtain a Restricted Land Use Permit from the Risk Management Official.
	If Unknown, please consult with your Municipal Planner and obtain a Restricted Land Use Permit if necessary.
7.	PROVIDE A DESCRIPTION OF THE AREA TO BE AMENDED IF ONLY A 'PORTION' OF THE PROPERTY:
K/A	Area: hectares Depth: metres Frontage (Width): metres
8.	WHAT IS THE CURRENT PLANNING STATUS?
	Official Plan Designation: <u>Agricuitant</u>
	Zoning: \underline{AGI}
	Zonnig/ O/.
9.	LIST LAND USES THAT ARE PERMITTED BY CURRENT OFFICIAL PLAN DESIGNATION:
	Agricy Horal
	- ngeneg (norm
C.	EXISTING AND PROPOSED LAND USES AND BUILDINGS
10.	WHAT IS THE "EXISTING" USE OF THE LAND?
	Agricultural
	How long have the existing uses continued on the subject land:
11.	WHAT IS THE "PROPOSED' USE OF THE LAND?
	Agricultural and severed lat with house.

PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS: (Use a separate page if necessary)

Are any buildings proposed to be built on the subject land:

Yes [] No [×]

		Exis	ting		Proposed	
a)	Type of Building(s)	House + st	hed		N/A	
b)	Main Building Height			<u>(m)</u>		<u>(m</u>)
c)	% Lot Coverage				-	
d)	# of Parking Spaces	() <u></u>				
e)	# of Loading Spaces	. <u></u>			- -	
f)	Number of Floors					
g)	Total Floor Area			<u>(sq. m)</u>	3	<u>sq. m</u>)
h)	Ground Floor Area (exclude basement)				· · · · · · · · · · · · · · · · · · ·	
i)	Building Dimensions				2 	
j)	Date of Construction					
k)	Setback from Buildings	Rear of L	ot Line	70 m. 79 m. 27 m		
EX	ISTING AND PRO	POSED SERVI	CES			
INJ	DICATE THE APPLIC	ABLE WATER SU	JPPLY AND S	EWAGE DISPO	SAL:	
	Municipal <u>Water</u>	Communal Water	Private Well	Municipal <u>Sewers</u>	Communal <u>Sewers</u>	Private <u>Septic</u>
a)	Existing []	[]	[×]	[]	[]	[🔀]
b)	Proposed []	[]	[]	[]	[]	[]

c) If the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the applicant must submit:

NIA

] ______ a servicing options report; and

1

a hydrogeological report.

 13. Will storm drainage be provided by:
 Sewers
 []

 Ditches
 []

	1 J	
Swales	[×]	
Other	[] Specify	

Is storm drainage present or will it be constructed

D.

12.

N/A

TYPE OF ACCESS (CHECK APPROPRIATE SPACE) 14.

$-\mathbf{X}$	provincial highway
. <u></u>	county roads
×	municipal roads, maintained all year
	municipal road, seasonally maintained
	right of way
	water access

OFFICIAL PLAN AMENDMENT E.

(Proceed to Section F) if an Official Plan Amendment is not proposed).

15. DOES THE PROPOSED OFFICIAL PLAN AMENDMENT DO THE FOLLOWING?

Add a Land Use designation in the Official Plan	Yes []	No []	Unknown []
Change a Land Use designation in the Official Plan	Yes []	No []	Unknown []
Change a policy in the Official Plan	Yes []	No []	Unknown []
Replace a policy in the Official Plan	Yes []	No []	Unknown []
Delete a policy in the Official Plan	Yes []	No []	Unknown []
Add a policy in the Official Plan	Yes []	No []	Unknown [1

16. IF APPLICABLE AND KNOWN AT TIME OF APPLICATION, PROVIDE THE FOLLOWING:

a)	Section Number(s) of Policy to be Changed
b)	Text of the proposed new policy attached on a separate page? Yes [] No []
C))	New designation name:
d)	Map of proposed new Schedule attached on a separate page? Yes [] No []
		T PURPOSE OF AMENDMENT AND LAND USES THAT WOULD BE PERMITTED BY THE PROPOSED IENDMENT:
		bes the requested amendment alter all or any part of the boundary of an area of settlement in a municipality or establish a w area of settlement in a municipality?
		Yes [] No []
		If yes: Attach the current official plan policies, if any, dealing with the alteration or establishm of an area of settlement.
J	Do	es the requested amendment remove the subject land from any area of employment?
		Yes [] No []
		If yes: Attach the current official plan policies, if any, dealing with the removal of land from an area of employment.
Is	th	e requested amendment consistent with the Provincial Policy Statement issued under Section 3 (1) of the Planning Act.

- 1) of the Planning Act. with the Pr inclai Policy Statement issued under Section 3 (Yes []
 - No[] Unknown []

F. ZONING BY-LAW AMENDMENT

(Proceed to Question 29 (Drawing) if a Zoning By-law Amendment is not proposed).

21. DOES THE PROPOSED ZONING BY-LAW AMENDMENT DO THE FOLLOWING?

Add or change zoning designation in the Zoning By-law	Yes [🔀]	No []	Unknown []
Change a zoning provision in the Zoning By-law	Yes []	No [🔀]	Unknown []
Replace a zoning provision in the Zoning By-law	Yes []	No [🗙]	Unknown []
Delete a zoning provision in the Zoning By-law	Yes []	No [🔀]	Unknown []
Add a zoning provision in the Zoning By-law	Yes []	No [🔀]	Unknown []

22. IF APPLICABLE AND KNOWN AT TIME OF ZONING APPLICATION, PROVIDE THE FOLLOWING:

a) Section Number(s) of provisions to be changed

b)	Text of the propose	d new provision att	ached on a separate page?	Yes []	No [🗙]	
c)	New zone name:	AG. 4	AG. 1 Spec.	al prov	sions	

d) Map of proposed new Key Map attached on a separate page? Yes [No []

23. LIST LAND USES PROPOSED BY ZONING AMENDMENT.

Residential + FArmland

- date the current owner acquired the subject land 20/6 - 20/7

24. HAS THERE BEEN A PREVIOUS APPLICATION FOR REZONING UNDER SECTION 34 OF THE PLANNING ACT AFFECTING THE SUBJECT PROPERTY:

Yes [] No [>>]

25. Is the intent of this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?

Yes [] No [×]

If yes: Attach details of the official plan or official plan amendment that deals with the matter.

26. Is the intent of this application to remove land from an area of employment?

Yes [] No [×]

If yes: Attach details of the official plan or official plan amendment that deals with the matter.

27. Is the application for an amendment to the zoning by-law consistent with provincial policy statement issued under Section 3 (1) of the Planning Act.

Yes [>] No [] Unknown []

G. SKETCH CHECKLIST

28. ACCURATE, TO SCALE, DRAWING OR PROPOSAL: (In the space below or on a separate page(s), please provide drawing of the proposal, preferably prepared by a qualified professional. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal).

The application shall be accompanied by a clean, legible sketch sharing the following information. Failure to supply this information will result in a delay in processing the application.

A sketch showing in metric units:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - i) are located on the subject land and on land that is adjacent to it, and
 - ii) in the applicant's opinion may affect the application;
- d) the current uses of land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
- f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- g) the location and nature of any easement affecting the subject land

The drawing(s) should show (please use a survey if available):

- Property boundaries and dimensions

- Dimensions of area of amendment
- Distance from structures to lot lines
- Easements or restrictive covenants
- Building dimensions & location
- Neighbouring adjacent land uses
- Parking and loading areas
- Use of Neighbouring properties
- Public roads, allowances, rights of way
- Municipal Drains/Award Drains
- Wetlands, floodplain, wet areas
- Woodlots, forested areas, ANSI's, ESA's
- Driveways and lanes
- Other features (bridges, wells, railways, septic systems, springs, slopes, gravel pits)
- Natural watercourses
- North arrow

H. OTHER RELATED PLANNING APPLICATIONS

29. HAS THE APPLICANT OR OWNER MADE APPLICATION FOR ANY OF THE FOLLOWING, EITHER ON OR WITHIN 120 METRES OF THE SUBJECT LAND?

Official Plan Amendment	Yes []	No [🗡]
Zoning By-law Amendment	Yes []	No [×]
Minor Variance	Yes []	No 🔀]
Plan of Subdivision	Yes []	No [🔀]
Consent (Severance)	Yes 🔀	No [🗡]
Site Plan Control	Yes []	No [🗡]

30. IF THE ANSWER TO QUESTION 29 (above) IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

File No. of Application: 304-18
Approval Authority: Huron County
Lands Subject to Application: Rand 164
Purpose of Application: Severe duelling
Status of Application:
Effect on the Current Application for Amendment: Required condition.

I. OTHER SUPPORTING INFORMATION

32. PLEASE LIST THE TITLES OF ANY SUPPORTING OR ATTACHED DOCUMENTS:

(e.g. Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report etc. It is recognized that the applicant meet with planning staff to attempt to determine the supporting documents that will be required).

chete

J. PRE-SUBMISSION CONSULTATION

33. Applicants are strongly encouraged to contact the County and speak/meet with the Planner to the Municipality before submitting an application for information.

Date of Applicant's consultation meeting with County Planner: M_{Ay} 15 2018

Has the Planner advised the Applicant that this application needs to be reviewed by the Huron County Stewardship Coordinator for comments on Natural Heritage matters.

No 🖾

Yes \Box (submit a fee of \$200.00 made payable to the County of Huron)

K. PUBLIC CONSULTATION STRATEGY

34. PLEASE OUTLINE YOUR PROPOSED STRATEGY FOR CONSULTING WITH THE PUBLIC WITH RESPECT TO THIS AMENDMENT REQUEST:

(e.g. individual contact, hold a neighbourhood meeting, telephone conversation, letter explaining proposal & inviting questions/comments, website/internet, etc.).

Sign

L. AU	THORIZATI affidavit (K) is signe	ON FOR AGEN and by an Agent/Solicitor	[/SOLICITO] on Owner's behalf,	<mark>R TO ACT I</mark> the Owner's writ	FOR OWNER; ten authorization below <u>must</u> be completed).
I (we)		of the		of	County/Region
of		_do hereby authorize		to act as m	y agent in the application.
Signature	e of Owner(s)			Ī	Date
<u>M. AP</u> (Thi	PLICANT'S E	DECLARATION ed by the <u>Person Filin</u>	ng the Application	for the propo	sed development site.)
I,	Ben Br (Name of	inke Applicant)	of the	fown (Name o	of st. Marys f Town, Township, etc.)
applicatio	n and supporting c	locumentation are true	e and complete, ar	id I make this s	eclare that all of the statements contained in this solemn declaration conscientiously believing it to be by virtue of the "Canada Evidence Act."
for in this responsibi included in All studies application County/M In the even	application and sul lity of the owner/ap n the application ar required to support n. Where the Coun unicipality will be nt of third-party ap	bsequently found to be oplicant. The County/N re not the responsibility rt this application shall nty/Municipality incurs reimbursed such costs b	necessary (which i Municipality will av of the County/Mu be at the expense costs for the peer by the applicant. pproved by the Co	nay require and ldress only the nicipality. of the applicant review of any co unty/Municipal	he owner/applicant. Anything not requested or applied other application(s) and fee(s)) are the sole application as applied for, and any items that are not and included at the time of submission as a complete onsultants' reports or fees for legal opinions, the ity, the applicant may be responsible for some or all of County/Municipality.
DECLAR Region/C	ED before me at: ounty/District	Huron			
In the Mu	nicipality of	South 4	hiron.		Dai-b
This /	5 day of	(Month)	_, <u>2018</u> (Year)		n v
Commissi	Ulllon oner of Oaths	SWORN BEFORE ME South Huron, In the Co Province of Ontarlo, thisde: of Rebekah Msuya-Collis Municipality of South H A Commissioner etc.	May , 20_	of Please Print : he 18	<u>Brinke</u> name of Applicant

L. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER; (If affidavit (K) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below <u>must</u> be completed).

I (we) Annemielie Bristie of the four	of <u>54 Marys</u> (CountyRegion
of <u>Perth</u> do hereby authorize <u>Ben Bernh</u>	
(AB Juliu Signature of Owner(s)	Date
M. APPLICANT'S DECLARATION (This must be completed by the <u>Person Filing the Application</u>	for the proposed development site.)
r of the	
I, of the	(Name of Town, Township, etc.)
Prese be advised the responsionly for hing in complete optication and subsequently found to be necessary (which is responsibility of the owner/applicant. The County/Municipality will a included in the application are not the responsibility of the County/Municipality and the expense application. Where the County/Municipality incurs costs for the peer County/Municipality will be reimbursed such costs by the applicant. In the event of third-party appeals to applications approved by the County/Municipality, at the of the legal and other costs incurred by the County/Municipality, at the of DECLARED before me at: Region/County/District	ddress only the application as applied for, and any items that are not unicipality. of the applicant and included at the time of submission as a complete review of any consultants' reports or fees for legal opinions, the nunty/Municipality, the applicant may be responsible for some or all o discretion of the County/Municipality.
In the Municipality of	;
This day of,, ,,	Signature
	Please Print name of Applicant
Commissioner of Oaths	

X

N. OWNER/APPLICANT'S CONSENT DECLARATION

In accordance with the provisions of the <u>Planning Act</u>, it is the policy of the County Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I <u>Ben Brinke</u> the owner/the authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the County of Huron staff, Municipal staff and council members of the decision making authority to access to the subject site for purposes of evaluation of the subject application.

Signatur

17Ay 15 2018

APPLICATION AND FEE OF \$

RECEIVED BY THE MUNICIPALITY

If comment fees are required for the $\overline{Huron Stewardship Coordinator}$ to review this application, (see Section J:Pre-Submission Consultation). please collect a fee of \$200.00 made payable to the County of Huron.

Signature of Commissioner

Date

COMPLETE THIS FORM TO DETERMINE IF HEALTH UNIT COMMENTS ARE REQUIRED ON YOUR PLANNING APPLICATION

For certain planning applications, comments are required from the Huron County Health Unit to assist the municipality in its decision on you application. This sheet will determine if comments are required from the Health Unit, and if some, the appropriate fee* must be submitted with you application and paid to the municipality (*based on the Health Unit's User Fee Schedule).

Name	of Applicant:			
Name	of Owner (if different from the applicant):			
Locat	ion of Property (Lot, Concession or Registered Plan, and Municipality):			
Туре	of Planning Application(s) submitted with this form:	+ 1		
	Consent (severance)			
	Zoning By-Law Amendment D Plan of Subdivision/Condominium			
	Official Plan Amendment			
the su	e answer <u>Section A</u> OR <u>Section B</u> , depending on the type of servicing available. In the following bject property or, in the case of a severance, each of the resulting lots. <u>On A</u> - Where SANATARY SEWERS are available.	gquestion, '	'property"	means
Is th	e property within 183 metres (600 feet) of an abattoir (slaughter house)?	□ Yes	🗆 No	
Secti	on B - Where SEPTIC SYSTEMS are required.			l
The than	application is for the creation of a new lot for which the primary use will be a new dwelling (other a new dwelling on a farm).	□ Yes	🗆 No	
Is the	e property less than .4 hectares (1 acre) in area?	□ Yes	🗆 No	
Does See d	the property have less than .2 hectares (1/2 acre) of "useable land" for a septic tank and tile bed? definition of "useable land" below.	□ Yes	🗆 No	
I am	uncertain of the location of the existing septic tank and tile bed on the property.	□ Yes	🗆 No	
Ther	e will be more than one dwelling unit on each lot.	□ Yes	🗆 No	
An industrial or commercial use is proposed which will require a septic system.		□ Yes	🗆 No	
Is the property with 183 metres (600 feet) of an abattoir (slaughter house)?		□ Yes	🗆 No	
The application is for a new Plan of Subdivision/Condominium		□ Yes	🗆 No	
Proc	eed to Section C.			

"Useable Land" means an area of land with suitable original soil for the installation of a Class 4 subsurface sewage disposal system, free of any buildings, structures swimming pools, etc. and such land is or will be used solely for a septic tank and tie bed and any future replacement of the tile bed, and which area is at least 3 metres (10 feet from any property line, at least 15 metres (15 feet) from a topof-bank of a watercourse or lake, not located in a flood plain, not located in an environmentally sensitive area, and does not contain field tile or other artificial drainage. (other restrictions may apply according to legislation.)

Section C - HEALTH UNIT FEES

If the answer to any question in Section A or B is "Yes", then Health Unit comments will be required and the appropriate fee must be submitted with your application, as follows:

Type of Application	Health Unit Fee (To be added to the application fee)	Any required Health Unit fee should be added to the application fee and submitted in one payment to the municipality. Where two applications are being processed together (such as a severance and a rezoning) only one fee will apply, being the higher of the two fees.
Official Plan Amendment	\$181.00	
Rezoning	\$127.00	
Minor Variance	\$127.00	
Severance resulting in 2 lots or fewer	\$268.00	
Severance resulting in 3 lots or more	\$509.00	
Plan of Subdivision/Condominium	\$1,058.00	

Note: Regardless of the results from Section A or B, some applications may require comments from the Health Unit as identified through the planning process. In these cases, the relevant fee shall apply.

Name of Owner or Designated Agent

Signature and Date

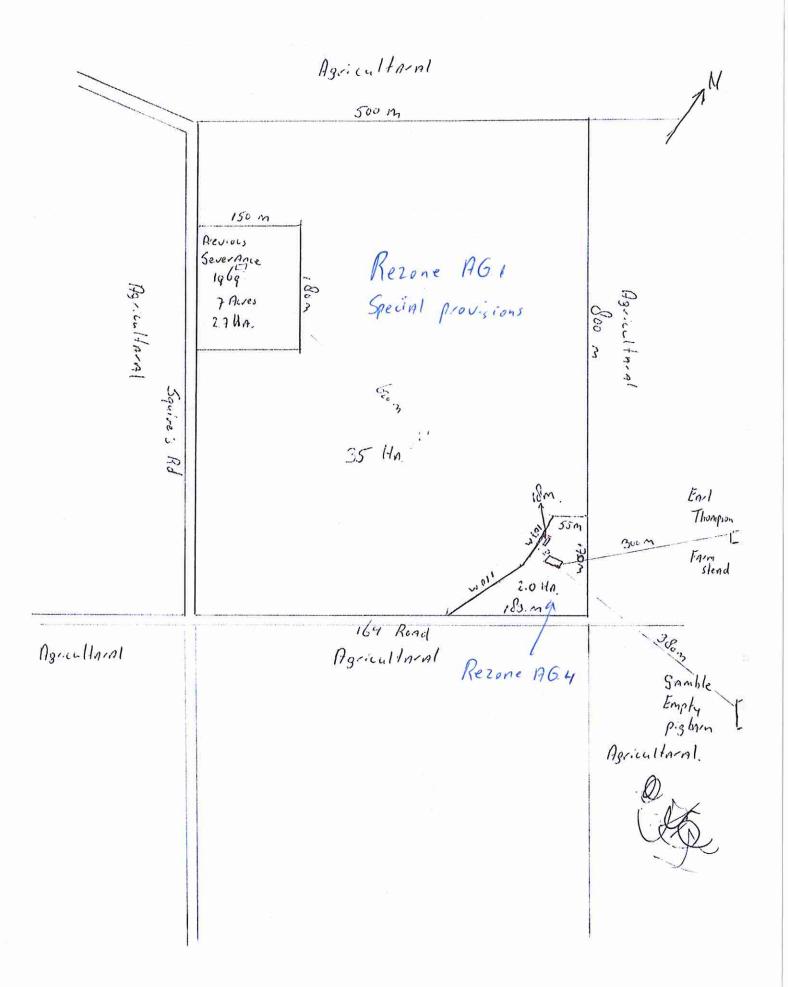
Amount:

To be completed by Municipal Clerk: Has the Health Unit Fee been collected from the applicant?

□ Yes

🛛 No

Name of Clerk-Treasurer





PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677 Toll Free: 1.888.524.8394 Ext. 3 www.huroncounty.ca

Zoning By-law Amendment Report to Municipality of South Huron Council

Re: Zoning By-law Amendment Application (#SHu D14-Z13/18) Zoning By-law Amendment from General Agriculture (AG1) to General Agriculture Special Provisions (AG1-29) and Agricultural Small Holding (AG4).

Location: Part Lot 20, South East Boundary, Usborne Ward (69285 Road 164) Applicant: Ben Brinke Owner: Ben and Annemieke Brinke

This report is submitted to South Huron Council for the Public Meeting on June 18, 2018.

RECOMMENDATION

This rezoning application (#SHu D14-Z13/18) is a condition of consent file #B04/18 which was granted approval with conditions by Huron County. This rezoning application will satisfy a condition of consent. It is recommended that this application for rezoning **be approved**.

PURPOSE AND EFFECT

This By-law affects the property known municipally at 69285 Road 164, and legally as Conc Southeast BDY PT Lot 20, Usborne Ward. Huron County approved an application to sever a surplus dwelling on this property (B04-2018); the severed and retained lots must be rezoned as a condition of this approval.

The area proposed to be severed is approximately 5 acres (2.02 ha) and contains a house and accessory structure. This By-law changes the zoning on the severed parcel from General Agriculture (AG1) to Agriculture Small Holding (AG4) to recognize a residential use in the agricultural area.

The retained lands require a rezoning from General Agriculture (AG1) to General Agriculture Special Provisions (AG1-29) in order to prohibit construction of a new residence as required by the Provincial Policy Statement and the South Huron Official Plan. The retained lands will continue to be used for agricultural purposes.

This By-law amends Zoning By-law #13-1984 of the former Township of Usborne.

Figures 1 and 2: Aerial of Subject Property. Retained Parcel identified in Yellow. Severed Parcel identified in Red.



Figure 3. Street view of subject parcel dwelling proposed to be severed.



COMMENTS

The portions of the subject lands impacted by the proposed rezoning are designated Agriculture and Natural Environment in the Municipality of South Huron Official Plan. The County of Huron has given conditional approval for the severance of a dwelling made surplus through farm consolidation. The proposed rezoning is a condition of consent application #B04/18. The application for rezoning conforms to the policies of the South Huron Official Plan and the Provincial Policy Statement.

It is recommended that that the retained lands be rezoned to the appropriate zone (AG1-29) to prohibit a new residence. It is recommended that the lands to be severed be rezoned

to Agricultural Small Holding zone (AG4), allowing for an Agricultural Small holding use with a limited number of Nutrient Units permitted on the site. Due to the size of the proposed severed parcel based on the submitted plans (2.0 ha) the severed parcel will be limited to 4 (four) Nutrient Units.

This report has been prepared in advance of the public meeting. At the time of preparation no comments were received from the public or agencies. Further comments may arise at the public meeting.

SUMMARY

This zoning by-law amendment is a condition of consent #B04/18. If approved, this zoning By-law amendment will satisfy a condition of consent #B04/18.

I will be in attendance at the public meeting to answer questions from Council and the public on this zoning by-law amendment.

Sincerely,

"original signed by"

Sarah Smith, BES Planner