# **RESOLUTION NO. PC 14-07**

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH APPROVING A USE PERMIT AMENDMENT, VARIANCE FOR BUILDING HEIGHT AND SIGN EXCEPTION AMENDMENT AND DENYING A LANDSCAPING VARIANCE TO CONSTRUCT AN ADDITION TO AN EXISTING SINGLE-STORY COMMERCIAL BUILDING AND OTHER SITE IMPROVEMENTS, LOCATED AT 1500 NORTH SEPULVEDA BOULEVARD (Manhattan Beach Toyota/Scion)

# THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH DOES HEREBY RESOLVE AS FOLLOWS:

 $\underline{\text{SECTION 1.}}$  The Planning Commission of the City of Manhattan Beach hereby makes the following findings:

- A. Pursuant to applicable law, the Planning Commission of the City of Manhattan Beach conducted duly noticed public hearings on April 9, 2014 and May 14, 2014 received testimony, and considered an application for a Use Permit Amendment, Variances (building height and landscaping), and Sign Exception Amendment to allow a two-story addition to an existing single-story commercial building located on the properties legally described as Lots 1 through 8 in Block 6 of Tract No. 7514 located at 1500 North Sepulveda Boulevard in the City of Manhattan Beach.
- B. As shown on the plans dated May 5, 2014 and presented to the Planning Commission on May 14, 2014, the proposed two-story building addition will be closer in grade elevation and distance to the existing sidewalk adjacent to Sepulveda Boulevard. The applicant is proposing to lower the existing grade of the front of the building, adjacent to Sepulveda Boulevard. Redesign of the dealership is consistent with Toyota Corporation's Image II nationwide design guidelines which require that the dealership be updated this calendar year. The proposed first floor area closest to the street will function as a Toyota/Scion showroom, while the remainder at the rear will accommodate the parts area, customer lounge and other sales and operations-related offices. The second floor offices will only be accessible through the interior of the proposed structure, and will contain the remainder of the businesses offices.
- C. A Use Permit Amendment, Variance to exceed maximum 22-foot allowable height and a Sign Exception Amendment, including a new Sign Program, are required. The Variance for landscaping was denied and the project will be revised to meet code requirements.
- D. The Sign Exception request includes the entry portal (sign) that exceeds the 22-foot maximum building height by 10 feet 10 inches. The Height Variance request is for the building to exceed the 22-foot maximum by 5 feet 7 inches at the parapet for the majority of the building, and portions of the parapet behind the entry portal towards the front of the building exceed the height limit by up to 9 feet 4 inches.
- E. The applicant for the subject project is Darrel Sperber, Dealer Principal of Manhattan Beach Toyota.
- F. Pursuant to Manhattan Beach Municipal Code (MBMC) Section 10.16.030(B), a Use Permit is required for projects with a proposed building area exceeding 5,000 square feet or lot area exceeding 10,000 square feet.
- G. Pursuant to Manhattan Beach Municipal Code (MBMC) Section 10.16.030(F), a Variance is required for projects exceeding the maximum building height of 22 feet above the average of the four property corner elevations.
- H. Pursuant to Manhattan Beach Municipal Code (MBMC) Section 10.72.050, a Sign Exception Amendment is required to modify signs exceeding two square feet per one lineal foot of property frontage.

- The project is Categorically Exempt (Section 15332) from the requirements of the California Environmental Quality Act (CEQA).
- J. The project will not individually nor cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.
- K. The General Plan designation for the property is General Commercial. The General Plan encourages commercial uses such as vehicle sales and services that serve City residents and visitors.
- L. The zoning designation for the property is CG (General Commercial).
- M. The zoning districts surrounding the property are CG (General Commercial) to the north, south and west and RS (Residential Single Family) to the east. The existing land use for the property is commercial.
- N. Pursuant to Section 10.84.060(B) of the Manhattan Beach Municipal Code the following findings for the Variance are made:
  - Because of special circumstances or conditions applicable to the subject property—including narrowness and hollowness or shape, exceptional topography, or the extraordinary or exceptional situations or conditions—strict application of the requirements of this title would result in peculiar and exceptional difficulties to, or exceptional and/or undue hardships upon, the owner of the property;

Special circumstances applicable to the subject property include exceptional topography and large lot size. There is a significant elevation change with an almost 22 foot elevation change between the southwest and southeast property corners. The lot size is 237,000 square feet in an area district with a minimum required lot size of 5,000 square feet.

The existing non-conforming building would not create new circumstances or impacts to neighbors' privacy, light, ventilation, or aesthetics. Application of building height requirements for the existing building, which currently exceeds the 22-foot maximum height limit by 3 feet 2 inches, would result in exceptional difficulties and/or undue hardships upon the owner of the property, since substantial changes would be needed to portions of the building that currently do not conform and where no changes are proposed. The building addition would exceed the 22-foot maximum by 5 feet 7 inches at the parapet for the majority of the building, and portions of the parapet exceed the height limit by up to 9 feet 4 inches which is located behind the taller entry portal for the sign, and is located towards the front of the building. Bringing the non-conformities up to current standards would also preclude the applicant from complying with the Toyota Corporation's Image II nationwide design guidelines.

The relief may be granted without substantial detriment to the public good; without substantial impairment of affected natural resources; and not be detrimental or injurious to property or improvements in the vicinity of the development site, or to the public health, safety or general welfare; and

Relief may be granted without detriment to the public good, impairment of natural resources, or to the detriment or injury of properties or improvements in the vicinity, or to the public health, safety or general welfare. While the proposed addition will exceed the maximum allowable height, the existing maximum building height of the parts storage area, which is not changing, is 2.5' above the maximum height. Furthermore, all other code requirements will be met. The proposed building size will result in the property having a total square footage that is 19% of the maximum allowed floor area factor (1.5 FAF allowed by Code). The structure will be kept near the front of the lot, and will not be expanding towards the residential district at the rear of the property which minimizes negative impacts to neighbors since it allows for greater light, air, and privacy with a large parking lot and service bay buildings between the proposed structure and the rear property line.

11

13 14

15 16

17 18

19 20

21 22

23

24 25

26

27 28

29

30 31

32

3. Granting the application is consistent with the purposes of this title and will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zoning district and area district.

Granting the application is consistent with the purposes of this title and will not constitute granting of a special privilege inconsistent with limitations on other properties in the vicinity and in the same zoning district and area district because the height of the building would not be inconsistent with surrounding properties along Sepulveda Boulevard. The height being proposed would otherwise be allowed by code if it were relocated to the southwest property line, the lowest portion of the lot, and reduced in height by approximately two feet. The non-conforming height is pre-existing, compatible with surrounding buildings, and does not affect the adjoining properties.

- O. Pursuant to Section 10.84.060 of the Manhattan Beach Municipal Code the following findings for the Use Permit are made:
  - 1. The proposed location of the use is in accord with the objectives of this title and the purposes of the district in which the site is located.

The proposed building is located within the General Commercial district. The proposed uses are consistent with MBMC Section 10.16.010 which states that the district is intended to provide opportunities for the full range of retail and service businesses deemed suitable for location in Manhattan Beach, including businesses not permitted in other commercial districts because they attract heavy vehicular traffic or have certain adverse impacts; and to provide opportunities for offices and certain limited industrial uses that have impacts comparable to those of permitted retail and service uses to occupy space not in demand for retailing or services.

2. The proposed location of the use and the proposed conditions under which it would be operated or maintained will be consistent with the General Plan; will not be detrimental to the public health, safety or welfare of persons residing or working on the proposed project site or in or adjacent to the neighborhood of such use; and will not be detrimental to properties or improvements in the vicinity or to the general welfare of the city.

The proposed uses pose no detrimental effects to the public health, safety, or welfare of persons working on the proposed project site or on the adjacent properties. The General Plan of the City of Manhattan Beach poses certain goals and policies which reflect the expectations and wishes of the City with respect to land uses. The subject property is located within the General Commercial land use category. The General Commercial category provides opportunities for a broad range of retail and service commercial and professional office uses intended to meet the needs of local residents and businesses and to provide goods and services for the regional market. The General Commercial category accommodates uses that typically generate heavy traffic. Therefore, this designation applies primarily along Sepulveda Boulevard which is where the proposed project is located. The maximum floor area factor for the General Commercial Category is 1.5:1. Sepulveda Boulevard is the major commercial corridor in the City, with primarily regional-serving and large-scale businesses, such as Manhattan Beach Toyota, the project applicant. Ensuring quality design is especially important along this corridor to avoid monotonous and overbearing buildings, which the proposed design is consistent with. The project is also consistent with the following Goals and Policies of the General Plan:

Policy LU-3.2: Pr

Promote the use of adopted design guidelines for new construction in Downtown, along Sepulveda Boulevard, and other areas to which guidelines apply.

Policy LU-3.5:

Ensure that the sign ordinance provides for commercial signage that is attractive, non-intrusive, safe, and consistent with overall City aesthetic goals.

Goal I U-6 Policy LU-6.2: Maintain the viability of the commercial areas of Manhattan Beach.

Encourage a diverse mix of businesses that support the local tax base, are beneficial to residents, and support the economic needs of the

community.

Policy LU-6.3:

Recognize the need for a variety of commercial development types and

designate areas appropriate for each. Encourage development

proposals that meet the intent of these designations.

Goal LU-8:

Maintain Sepulveda Boulevard, Rosecrans Avenue, and the

commercial areas of Manhattan Village as regional-serving commercial

Policy LU-8.2:

Support the remodeling and upgrading needs of businesses as

appropriate within these regional serving commercial districts.

3. The proposed use will comply with the provisions of this title, including any specific condition required for the proposed use in the district in which it would be located:

The proposed retail and office uses on the site will be in compliance with applicable provisions of the (CG) General Commercial zone and the required notice, hearing, and findings for the Use Permit, Sign Exception and Variances. The purpose of the CG zone is to provide opportunities for a wide range of regional serving retail and service businesses deemed suitable for location in Manhattan Beach. This includes businesses not permitted in other commercial districts because they attract heavy vehicular traffic or have certain

4. The proposed use will not adversely impact nor be adversely impacted by nearby properties. Potential impacts are related but not necessarily limited to: traffic, parking, noise, vibration, odors, resident security and personal safety, and aesthetics, or create demands exceeding the capacity of public services and facilities which cannot be mitigated.

The proposed project will not adversely impact nearby residents or commercial properties as they are related to traffic, parking, noise, vibration, odors, personal safety, or aesthetics, or create demands exceeding the capacity of public services and facilities. The proposed uses will provide the required off-street parking and will not create an additional demand for public services and facilities which cannot be mitigated. The use is the continuation and upgrade of an existing automobile sales and service use. Conditions of Approval and standard Manhattan Beach Municipal Code requirements will limit any potential adverse impacts.

- P. Pursuant to Section 10.72.080 of the Manhattan Beach Municipal Code, the following findings are made regarding the Sign Exception application.
  - 1. The proposed sign exception would not be detrimental to, nor adversely impact, the neighborhood or district in which the property is located. Potential impacts may include, but are not limited to, design;
  - a. The site is surrounded directly by commercial uses on the north, south and west and by residential uses to the east. Most adjacent residential and commercial uses are separated from the subject site by distance, parking lots, topography, landscaping and/or physical development and would not be impacted by the proposed sign exception, as conditioned. The proposed sign exception would be consistent with the General Commercial zoning district, since it will provide uniform site signage that is attractive and outdated signage will be removed. Clear consistent signage will direct visitors to the site which is clearly visible from the surrounding public rights-of-way, but not visible from surrounding commercial or residential properties.
  - b. The scale, size, and function of the proposed construction at this site is such that the 2004 Master Sign Program needs to be updated to install new signage consistent with Toyota's nationwide design guidelines on the proposed building and obtain approval for temporary

banner signs for planned sales events throughout the year without negatively impacting the experiences of pedestrians, drivers and passengers, or residential land uses.

- c. Tenants benefit from signage that attracts visitors but doesn't detract from well-designed exterior building facades. The proposed signage will be consistent with the updated building wall materials and colors, without creating aesthetic or light/glare impacts.
- d. The proposed signs will enhance the auto dealership by providing a consistent visual identity with Toyota's nationwide design guidelines, and will appear more visually attractive than the existing signs.
- e. The rolling topography of Sepulveda Boulevard alleviates adverse impacts generally seen with increased signage, as visibility is limited.
- The proposed sign exception is necessary in order that the applicant may not be deprived unreasonably in the use or enjoyment of their property;
- a. A comprehensive Master Sign Program for the Toyota site will allow the applicant to install signage compatible with the proposed architecture and site design.
- b. The enhanced signage increases the potential for visitors to readily identify the location on a state highway with high speeds and traffic volumes.
- c. The sign exceptions will promote and advertise certain sales events without impacting the experiences of pedestrians, drivers and passengers, or adjacent residential land uses.
- d. The Project will be enhanced by one Master Sign Program with consistent signage. Furthermore, the sign exception will not result in an increase in the number or density of signs across the entire site since the proposed 996 square-feet of signage is less than the 1,232 square feet allowed under the existing sign exception and is less than the existing amount of sign square footage on the site.
- e. The exception is warranted since the auto dealership is one of the largest retail properties of its kind in the City, and fronts a state highway which provides adequate access. The signs are necessary to attract and guide visitors from Sepulveda Boulevard.
- 3. The proposed sign exception is consistent with the legislative intent of this title;
- a. The exceptions, as conditioned, will promote preserving the character and quality of the area consistent with the character of Area District II.
- b. The signage will use high quality and attractive materials, blending with the architectural theme of the dealership expansion, while enhancing and supporting the retail commercial environment of Sepulveda Boulevard.
- c. The proposed sign program is consistent with the Sepulveda Development Guide.
- Q. The proposed project is consistent with the Sepulveda Boulevard Development Guidelines. This project is consistent with the said guidelines as follows:

The Sepulveda Boulevard Development Guidelines encourage thoughtful development while considering vehicular and pedestrian traffic and circulation, safety, aesthetics, and other development related impacts. Reciprocal Access is generally encouraged between neighboring sites within the same block to improve safety and circulation. However, due to the topography and width of this and neighboring properties, it is not an appropriate design requirement for the subject project. Similarly, Right-turn pockets and Driveway Throats can also improve safety and circulation. However, due to the relatively lower traffic volume to and from this site, and the proposed driveway expansion, they will not be required or recommended by the City Traffic Engineer for this project. Additionally, all Caltrans requirements will be met by the project. The proposed building will be more visually desirable than the existing dealership due to its closer

29 30 orientation to Sepulveda Boulevard, more attractive building design, and improved signage, and will not create any residential nuisances as no improvements are proposed near the residential district adjacent to the rear of the property. Pedestrian access to the property will be improved from a new accessible path from the existing sidewalk to the proposed building.

R. This Resolution, upon its effectiveness, constitutes the Use Permit, Variance (building height), and Sign Exception for the subject property and supersedes all previous resolutions pertaining to the subject use, including Resolution Nos. PC 345, CC 4398, CC 4848, PC 04-20.

<u>SECTION 2.</u> The Planning Commission of the City of Manhattan Beach hereby **APPROVES** the subject Use Permit and building height Variance, and Sign Exception, and denies a landscaping variance, subject to the following conditions:

# Site Preparation / Construction

- 1. The project shall be in substantial compliance with the submitted plans and project description as approved by the Planning Commission on May 14, 2014. Any substantial deviation from the approved project description must be reviewed and approved by the Planning Commission. If an elevator is not required as determined by the Building Official, the plans shall be designed to accommodate a future elevator and submitted to the Community Development Director for review and approval prior to the issuance of building permits.
- The project shall comply with MBMC Section 9.36.050 which requires that a LEED checklist and supporting documentation be submitted indicating points meeting a minimum LEED 'Silver' level incorporated into documentation for a building permit.
- 3. All electrical, telephone, cable television system, and similar service wires and cables shall be installed underground to the appropriate utility connections in compliance with all applicable Building and Electrical Codes, safety regulations, and orders, rules of the Public Utilities Commission, the serving utility company, and specifications of the Public Works Department.
- 4. All defective or damaged curb, gutter, street paving, and sidewalk improvements on Sepulveda Boulevard shall be removed and replaced with improvements as required by and subject to the approval of the Public Works Department and Caltrans. Approval of an Encroachment Permit final by the State Department of Transportation (Cal Trans) shall be submitted prior to Building Department Final Inspection. Right-of-way trees shall be replaced if required by Caltrans.
- Security lighting for the site shall be provided in conformance with Municipal Code requirements and shall include glare prevention design; lighting shall be properly shielded to avoid shining onto any residential properties.
- 6. A Traffic and Parking Management and Construction Plan shall be submitted in conjunction with any construction and other building plans for review by the Community Development, Police and Public Works Departments prior to the issuance of building permits. The plan shall provide for the management of all construction related traffic during all phases of construction, including but not limited to delivery of materials and parking of construction related vehicles. Staging of construction material and equipment on the site shall also be provided on the plans, and shall be located to minimize impacts to the residential neighborhood to the east and located toward the front adjacent to Sepulveda Boulevard.

# **Public Works**

- 7. All easements for sewer lines, sewer manholes and water mains shall be maintained, subject to the approval of the Public Works Department. The business and/or property owner shall provide easement agreements to all City water mains on site where now there are none existing, subject to the provisions above and/or the approval of the Director of Public Works. All new structures shall maintain a minimum clearance from any sewer main, sewer main hole and any water main subject to the Director of Public Works approval.
- 8. A covered trash enclosure, with adequate capacity for refuse and recycling, shall be provided on the site subject to the specifications and approval of the Public Works Department, Community Development Department, and City's waste contractor. A trash and recycling plan shall be provided as required by the Public Works Department.

# Commercial Operational Restrictions 9. The subject site may include up to 6

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

- 9. The subject site may include up to 68,266 square feet of Vehicle/Equipment Sales and Services.
- 10. The Fire Department Connection (FDC), fire suppression valve, and related equipment shall be incorporated into the design of the project and screened from off-site views to the extent reasonably possible.
- 11. Test driving of vehicles shall be limited to commercial streets such as Sepulveda Boulevard, Manhattan Beach Boulevard, Artesia Boulevard, Aviation Boulevard, Highland Avenue, Rosecrans Avenue, Marine Avenue, and Valley/Ardmore. No vehicle testing shall be permitted on residential streets.
- 12. All vehicle painting will be conducted within the confines of an enclosed building as prescribed by local ordinances. The filters on the paint spray booth must be changed and maintained as prescribed by the manufacturer and a record of the filter changes shall be maintained and submitted at the time of review.

#### Noise

- 13. The public address system shall not operate prior to 7:00 a.m. nor after 6:00 p.m., 5 days a week, Monday - Friday. All existing speakers in the service bay area shall not operate on weekends and holidays.
- 14. Car sales and associated work shall be permitted only between the hours of 9:00 a.m. to 9:00 p.m., daily.
- 15. The Service Department and associated work shall be permitted only between the hours of 7:00 a.m. to 8:00 p.m., Monday through Friday and between the hours of 7:00 a.m. to 6:00 p.m. on Saturdays. The use of pneumatic and other similar tools shall be permitted only between the hours of 7:00 a.m. to 8:00 p.m., Monday through Friday and between the hours of 7:00 a.m. to 6:00 p.m. on Saturdays.
- 16. No Auto body/fender repair or associated work shall be permitted on the site.
- 17. There will be no new opening on the east side of any service building with the exception of air intake and pedestrian doors with automatic closers.
- 18. The roof-mounted Air Conditioning Units on the main sales building shall be permitted to operate between the hours of 9:00 a.m. to 8:00 p.m. daily.
- 19. The owner/management of the automobile dealership shall provide appropriate supervision to reduce/eliminate activities that generate excessive noise disturbances to the abutting residential properties. Activities that generate excessive noise, not necessary to the normal operation of the business, shall not be permitted in the rear parking area.

### Sign Exception

- 20. A master sign program shall be submitted to the Community Development Department and approved prior to any new signs being installed or existing signs altered or replaced on the property. The program shall provide location, size, height, illumination characteristics, color, and design of all signs, new or existing. Total primary site sign area shall not exceed 996 square feet, including pole sign area being counted twice as specified by the sign code.
- 21. Prohibited signs or devices shall be consistent with those provided in subsection E of MBMC Section 10.72.070, including but not limited to signs placed on public property and large inflatable tethered objects.

22 23

24

26

25

27

28 29

30

31 32

# Landscaping

- 22. A detailed site landscaping plan (consistent with the approved Use Permit plan) utilizing Medium, Low, and Very Low water use plants per Water Use Classification of Landscape Species (WUCOLS) plants shall be submitted for review and approval concurrent with the Building Permit application. The landscaping plan shall indicate the maintenance (and subsequent replacement if necessary) of the ten (10) existing trees and twenty-one (21), 24-inch box size trees at locations distributed throughout the parking lot area. All existing landscape areas shall be properly planted and continuously maintained.
- 23. A minimum 8-foot high block wall shall be maintained along the full length of the rear (east) property line.
- 24. A low pressure or drip irrigation system shall be installed in the landscaped areas, which shall not cause any surface run-off. Details of the irrigation system shall be noted on the landscaping plans. The type and design shall be subject to the approval of the Public Works and Community Development Departments.

#### **Procedural**

- 25. This Use Permit, Variance, and Sign Exception shall lapse two years after its date of approval, unless implemented or extended pursuant to 10.84.090 of the Municipal Code.
- 26. Pursuant to Public Resources Code section 21089(b) and Fish and Game Code section 711.4(c), the project is not operative, vested or final until the required filing fees are paid.
- 27. Applicant shall defend, indemnify, and hold the City, its elected officials, officers, employees, volunteers, agents, and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees") free and harmless from and against any and all claims (including, without limitation, claims for bodily injury, death, or damage to property), demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs, and expenses (including, without limitation, attorneys' fees, consequential damages, disbursements, and court costs) of every kind and nature whatsoever (individually, a "Claim," collectively, "Claims"), in any manner arising out of or incident to: (i) this approval and related entitlements, (ii) the City's environmental review of this project, (iii) any construction related to this approval, or (iv) the use of the property that is the subject of this approval. Applicant shall pay and satisfy any judgment, award or decree that may be rendered against City or the other Indemnitees in any such suit, action, or other legal proceeding arising out of or incident to this approval, any construction related to this approval, or the use of the property that is the subject of this approval. The City shall have the right to select counsel of its choice. Applicant shall reimburse the City, and the other Indemnitees, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Applicant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Applicant or Indemnitees. This indemnity shall apply to all Claims and liability regardless of whether any insurance policies are applicable. Nothing in this Section shall be construed to require Applicant to indemnify Indemnitees for any Claim arising from the sole negligence or willful misconduct of the Indemnitees. In the event such a legal action is filed challenging the City's determinations herein or the issuance of the use permit, the City shall estimate its expenses for the litigation. Applicant shall deposit said amount with the City or enter into an agreement with the City to pay such expenses as they become due.
- 28. This permit and rights conferred in this approval shall not be effective until the property owner signs and returns an affidavit accepting the conditions of approval. The property owner shall file this affidavit with the Community Development Department within 30 days of this approval and prior to issuance of any development or building permits pursuant to this approval.

SECTION 3. Pursuant to Government Code Section 65009 and Code of Civil Procedure Section 1094.6, any action or proceeding to attack, review, set aside, void or annul this decision, or concerning any of the proceedings, acts, or determinations taken, done or made prior to such decision or to determine the reasonableness, legality or validity of any condition attached to this decision shall not be maintained by any person unless the action or proceeding is commenced within 90 days of the date of this resolution and the City Council is served within 120 days of the date of this resolution. The City Clerk shall send a certified copy of this resolution to the applicant, and if any, the appellant at the address of said person set forth in the record of the proceedings and such mailing shall constitute the notice required by Code of Civil Procedure Section 1094.6.

> I hereby certify that the foregoing is a full, true, and correct copy of the Resolution as adopted by the Planning Commission at its regular meeting of May 14, 2014 and that said Resolution was adopted by the following vote:

AYES:

Chairperson Gross, Commissioners

Andreani, Conaway, Ortmann

NOES:

None

ABSTAIN: Paralusz

ABSENT: None

RICHARD THOMPSON

Secretary to the Planning Commission

Rosemary Lackow
Recording Secretary
Resemble
Recording Secretary