

**PLANNING, TRANSPORTATION AND ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE**

Held electronically via Microsoft Teams
Thursday January 13, 2022, from 5:30 pm – 7:30 pm

Due to COVID-19 safety measures, this meeting will be held virtually. To listen to this meeting by telephone, please call: 1-833-214-3122, access code: 201 252 723#

Please be advised that MS Teams callers are identified by their phone number, which will be viewed on screen by all attendees of the meeting, and is not retained.

***** Territorial Acknowledgement & Inclusivity Statement *****

1. **ADOPTION OF MINUTES** (attachment)
 - November 23, 2021
2. **CHAIR'S COMMENTS / WELCOME AND INTRODUCTIONS**
3. **2022 MEETING DATES / TERMS OF REFERENCE** (attachments)
 - For information
4. **DRAFT CADBORO BAY PLAN** (attachment)
 - Cameron Scott, Manager of Community Planning
5. **URBAN DEVELOPMENT INSTITUTE REQUEST** (attachment)

* Adjournment *

Next Meeting: February 10, 2022 at 5:30 pm

In order to ensure a quorum, please contact Austin Winters at 250-475-5494 ext. 3508 or Austin.winters@saanich.ca if you are unable to attend.

MINUTES
PLANNING, TRANSPORTATION AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
Held at Saanich Municipal Hall, Council Chambers
November 23, 2021 at 5:30 pm

Present: Councillor Zac de Vries (Chair), Taylor Alexander, Ericka Amador, Sophia Baker-French, Sonja Cunningham, Lisa Gunderson, Brittany Higginson, Richard Michaels, Doug Pascoe, Peter Rantucci, Shawn Steele

Staff: Troy McKay, Senior Manager, Transportation and Development Services; Cameron Scott, Manager of Community Planning; Megan MacDonald, Senior Committee Clerk

MINUTES

MOVED by S. Cunningham and Seconded by S. Rantucci: “That the minutes of the Planning, Transportation and Economic Development Advisory Committee meeting held September 9, 2021 and October 14, 2021, be adopted as circulated.”

CARRIED

CHAIR’S REMARKS

The following was noted:

- The Chair of the Planning, Development and Economic Development Committee will be Councillor Susan Brice as of December 1, 2021.
- Members were thanked for their participation and contributions to the committee.

NEIGHBOURHOOD CHARACTER

The Chair gave a brief overview of neighbourhood character. The following was noted:

- Saanich is predominantly a single family home community. There is a limit on diversity of housing stock as a result of historical context.
- Given the current housing affordability issues and climate implications, the rigid definition of neighbourhood character and context will need to evolve and respond to changing social and economic conditions that the community is facing.
- We need to change our perception of community for the purpose of climate action.

The following was noted during discussion with committee members:

- There can be varying levels of density based on the context of the neighbourhood.
- Neighbourhood character could be looked at during Local Area Plan (LAP) updates.
- Often discussion about neighbourhood character emerges at the time of rezoning a property. The architecture of modern builds can vary from surrounding homes without consideration by Council, if they are within existing zoning.
- The LAP updates provide an opportunity to review character with input from the community associations. Planning or policies that promote a natural character benefit all. Landscaping and mature trees contribute to the character of the community.
- Some areas (such as Broadmead) have covenants that have preserved the character of large lots and enhance the natural environment. While these covenants

- have defined the character of the neighbourhood, they can be exclusionary.
- Diversity, Equity and Inclusion (DEI) needs to be considered in all aspects of planning, exclusionary zoning is at odds with an inclusive community.
 - Meeting housing needs within a finite land base is difficult with the current zoning.
 - Combining commercial spaces with residential properties can provide benefits. Flexible zoning opportunities help to reduce climate impacts and infrastructure needs.
 - The character of a community relates to the look and feel of the community, as well as the makeup of zoning and types of housing. There are different dimensions, approaches and policies to address both definitions of character.
 - Council could explore an approach to neighborhood character and context that would ensure that it is able to evolve and respond to changing social and economic conditions faced by residents.
 - There is a need to change to address climate action and affordability issues, while ensuring that neighbourhood character is addressed comprehensively in a way that enables inclusive communities.

MOVED by S. Cunningham and Seconded by S. Baker-French: “That the Planning, Transportation and Economic Development Advisory Committee recommend that Council consider how neighbourhood character factors into strategies and goals.”

CARRIED

ENGAGEMENT PRINCIPALS

The Chair provided a brief introduction to engagement principals. The following was noted:

- High level principles to consider with regards to engagement include being multi-generational, multi-sector, multi-community and to build equity into the process to ensure underrepresented voices are heard.
- We need to look to draw connections between local and district wide goals and initiatives.
- The Official Community Plan (OCP) is an ideal template for identifying community values and in doing so it allows for all involved to be on the same page.
- It is important to reach out to people where they are located rather than expecting people to reach out to a committee or working group to provide input.
- Particularly, it is important to engage with children, youth and young adults to ensure their perspectives are heard as they have typically been under represented and difficult to engage with.
- Current engagement processes may favor those with more disposable time as processes can be long and/or drawn out which makes it difficult for individuals with busy schedules to engage.
- A greater effort should be made to make the engagement processes more transparent, accessible and fun.

The following was noted during discussion with committee members:

- There is a growing need to actively facilitate and engage with the public.
- Staff and elected officials are typically good at inviting collaboration to highlight that planning projects and initiatives are by, for and done with the community in mind.
- It is important to establish more active engagement with the youth and young adults throughout the year and throughout any given planning process.
- While some work has been done creatively to facilitate youth engagement at UVic for

example, more work needs to be done.

- Going to where people frequent is a good means to engage with the public. For instance engaging seniors at recreation centres about healthy active living initiatives.

MOVED by R. Michaels and Seconded by S. Baker-French: “That the Planning, Transportation and Economic Development Advisory Committee recommend that Council review the minutes from the November 23, 2021 meeting and reflect on principles of engagement that exist while also taking into consideration the comments made by the Committee to explore options and opportunities to improve engagement in Saanich.”

CARRIED

PRINCIPALS FOR GOOD PLANS

The Chair provided a brief overview of principals for good planning moving forward. The following was noted:

- It is important to prioritize planning within time frames and also for outcomes.
- If agreed upon outcomes are not considered or established then there is no means to measure the success or failure of a project.
- Great ideas in plans should be highlighted and brought to the forefront.
- Flexibility and clarity should be considered, as some pre-established guidelines may be at odds with the outcome objectives.
- Plans must be financially feasible to ensure they are viable for proponents and partners while also delivering on the plan objectives.

The following was noted during discussion with committee members:

- There are a lot of well-resourced and thought out plans, while others need improvement.
- The value of discussing overarching planning principles was questioned and instead an acknowledgement of good practices for planning was argued to hold a greater priority.
- Housing projects are an example where timeframes can be over emphasized in contrast to the outcomes of the projects.
- The Active Transportation Plan’s goal is mode shift yet emphasizing connectivity would have been beneficial to the outcome.

COMMUNITY PLANNING FRAMEWORK

The Chair provided a high level summary on current community planning frameworks. The following was noted:

- The OCP should be used as the guiding document for the community planning process which it has to varying extents.
- While there is value in the older LAPs they can be in conflict with the OCP, which has been noted by KPMG in their review of Saanich’s planning department.
- The existing LAPs should be seen as subordinate to the OCP while also being taken into consideration as they contain valuable information.
- Council will be discussing priorities for the next set of district wide plans.
- Council will be discussing a significant OCP update that would be integrating items such as the Climate Plan and the Housing Strategy.
- Once a project has been completed it should be removed or moved down within

the OCP to acknowledge that the project has been acted upon.

The following was noted during discussion with committee members:

- The OCP process brought forward by the Chair was seen as more of a cycle rather than a top-down hierarchy.
- The OCP would be the starting point, district wide policies would then be applied, followed by the implementation of the policies which then circle back to the OCP and any changes that may need to come with it.
- Evaluation was brought up as an important step that should be included in the community planning process.
- The potential conflict points between the LAPs and the OCP was questioned and further clarification was requested.

TRAFFIC CALMING

The Senior Manager, Transportation and Development Services delivered a presentation on current traffic calming policies and how to go about traffic calming in Saanich. The following was noted:

- Data collected by the Transportation and Development Services Division shows traffic volumes are generally stable and some streets have seen a decline in total vehicle usage. This could be a result of the increase in people taking other modes of transportation.
- Public transit usage was increasing prior to COVID but will take time to recover to previous levels.
- There is an increased demand for delivered services to resident's homes such as SkipTheDishes, Amazon, etc.
- Flexible work schedules are more common, thus leading to a larger spread of peak travel times.
- There is demand for electric vehicles, but the supply has been an issue.
- Police enforcement for issues such as speeding has shown to produce short to long term success.
- Traffic calming includes speed bumps, narrow roads, road closures, signs, and yield points.
- Traffic calming is a process which takes time and community buy in to get it right. For example some individuals may request traffic calming measures but are upset when a speed hump is installed on the road in front of their property. There are pros and cons of implementing the various options.
- Currently, there is no Saanich traffic calming policy. The Canadian Guide to Traffic Calming is used as reference for traffic calming in Saanich.
- The purpose of traffic calming is to restore streets to their intended function. This function is to provide both mobility and accessibility in different combinations depending on the different specification and classification of the street.
- The current approach taken in Saanich with regards to traffic calming is that traffic calming projects are done in concert with new capital projects.
- Currently, there is no specific direction within the Active Transportation Plan to actively install traffic calming as a standalone item.
- The costs associated with traffic calming devices range from \$7,000 to \$50,000.
- Some neighbouring municipalities do have traffic calming information or an existing guiding policy on their websites, whereas Saanich does not.
- Policy options could include:
 - The first option is keeping the current practice of installing traffic calming measures in concert with capital projects.

- The second and recommended option is to include a specific traffic calming policy in the Active Transportation Plan.
- The third option is to create a standalone traffic calming policy.

The following was noted during discussion with committee members:

- Traffic calming is recognized as being important for the safety of the community as a whole while also promoting the Active Transportation goals of Saanich.
- Traffic calming measures are funded through the Transportation Capital Budget. Some traffic calming measures are also partially funded (10% to 25%) by the ICBC if there is the potential to improve road safety.
- There is some consistency with the Active Transportation Plan for which traffic calming policy supports specific goals of the Plan.
- Since traffic calming measures are not built independently, these measures are instead built into capital projects on an inconsistent basis.
- The value of creating an independent traffic calming policy in the long and short term was recognized as potentially establishing a consistent approach and the basis for its own funding.
- The staffing and resource implications of creating a standalone traffic calming policy was questioned.
- While the creation of a standalone traffic calming policy could promote implementing calming measures independently, planning synergies may be more effective if the policy is done in concert with the Active Transportation Plan.
- The public have varying ideas on how to bring traffic calming to Saanich but currently most ideas come from the District as to where traffic calming measures will fit in conjunction with other works project. A standalone traffic calming policy creates a greater opportunity for residents and community associations to make suggestions.

MOVED by S. Steele and Seconded by S. Baker-French “That the Planning, Transportation and Economic Development Advisory Committee recommends that Council direct staff to include the development of a traffic calming policy in the update of the Active Transportation Plan and consider dedicated resources for traffic calming.”

CARRIED

DOUGHNUT ECONOMICS

The Chair provided a high level background on the framework of doughnut economics. The following was noted:

- The idea of doughnut economics is defining a safe and just space for all humanity and it can be used as a guiding tool or principle.
- In Saanich there is the OCP that is rooted in the three pillars of community, economics, and environmental sustainability. This Plan has been largely successful to varying extents.
- This framework brings attention to the idea of a social foundation and an environmental ceiling that forms a doughnut shape from which the framework gets its name.
- The framework is attached to the work done by the Stockholm Resilience Center and they put forward the concept of planetary boundaries when it comes to the environment.
- Cities have begun to look at these planetary boundaries and contextualize them at the local level which is used as a lens to view the work they are undertaking and the outcomes they are achieving.

- One Planet Saanich has presented on this framework as it aligns closely to their model and vision.
- Doughnut economics can be used as a model to reflect on the OCP's success as well as a framework to guide Council going forward.
- Nanaimo and Amsterdam are examples of communities that have used the framework as a guiding lens for the renewal of their Official Community Plans.
- Potentially have Nanaimo or One Planet present to PTED on how best to implement this framework.

MOVED by R. Michaels and Seconded by S. Steele “That the Planning, Transportation and Economic Development Advisory Committee request that One Planet Saanich and Nanaimo present more information on the concept of doughnut economics to the Committee in 2022.”

CARRIED

ROUNDTABLE

Nil

ADJOURNMENT

The meeting adjourned at 8:59 p.m.

NEXT MEETING

Next meeting is Thursday, January 13, 2022

Councillor de Vries, Chair

I hereby certify these minutes are accurate.

Committee Secretary

Memo

To: Planning, Transportation and Economic Development Advisory Committee
From: Austin Winters, Committee Clerk
Date: December 14, 2021
Subject: 2022 Meeting Dates for Planning, Transportation and Economic Development Advisory Committee

As per Section 85(a) of Council Procedure Bylaw 2015, No. 9321, each committee shall establish a regular schedule of meetings including the date, time and place of the committee meetings.

Advisory Committee meetings are scheduled to be two hours in duration. There are no meetings in July, August or December, unless a special meeting is called for urgent business.

Council Chambers has been booked for the second Thursday of the month from 5:30 – 7:30pm for the year, excluding July, August and December.

Dates for your calendars are as follows:

| 2022 Meeting Date |
|-------------------|
| January 13 |
| February 10 |
| March 10 |
| April 14 |
| May 12 |
| June 9 |
| September 8 |
| October 13 |
| November 10 |

No formal motion is required to approve the meeting schedule.



Austin Winters
Clerk - Planning, Transportation and Economic Development Advisory Committee

Planning, Transportation and Economic Development Advisory Committee Terms of Reference

Purpose

The purpose of the Planning, Transportation and Economic Development Advisory Committee is to advise Council and recommend policies that integrate land use, transportation, and economic development, balance social, environmental, and business elements, and promote sustainability, and smart growth.

Mandate

The Planning, Transportation and Economic Development Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide advice to Council on projects, policies or bylaws under consideration by staff or Council, and on additional topics of interest to committee members that fall within the subject area of the committee.
- Review and provide feedback on the Strategic Plan.
- Provide a community perspective on promoting development policies linking land use, transportation, and economic development while encouraging an aesthetic and safe urban landscape.
- Foster public awareness, recognition and support for optimizing the use of the urban land base according to sustainability principles while recognizing the urban containment boundary role in preserving Saanich's rural character.
- Review and comment to Municipal staff on local and regional land use and economic development plans, initiatives, and studies, major bylaw reviews, development permit guidelines, engineering road standards, long-range road system and traffic planning, area wide traffic calming projects, and parks master planning.

Any initiatives proposed by the committee that has resource implications, including staff time, would have to be approved by Council.

Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

To the extent possible, Advisory Committees will have a diverse membership with respect to gender, age and cultural-ethnic background.

The Committee will consist of eleven (11) members qualified in a discipline relevant to the committee mandate or with a perspective necessary for fulsome consideration of the associated topic, including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Ten (10) community representatives appointed by the Council, of which one may be a non-resident land and/or business owner and including one youth voting member described as 16-24 years of age.

Planning, Transportation and Economic Development Advisory Committee Terms of Reference

Members may serve a maximum of seven years on an Advisory Committee, consisting of a one-year term followed by a potential for three, two-year terms. Members who wish to be re-appointed after the completion of a term must re-apply and provide the application and their resume for Council's consideration.

Staff Support

The Planning Department will be the primary contact and together with the Parks Division will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

Review of Terms of Reference

These Terms of Reference will be reviewed during the committee's first meeting each term.



Cadboro Bay

LOCAL AREA PLAN

**Planning Transportation and Economic Development Advisory
Committee**

January 13, 2022



Purpose

To receive input from PTED on the Proposed Cadboro Bay Local Area Plan



Context



Cadboro Bay LAP

Incorporates latest municipal direction, including:

- Housing policy
- Climate Change
- Active Transportation

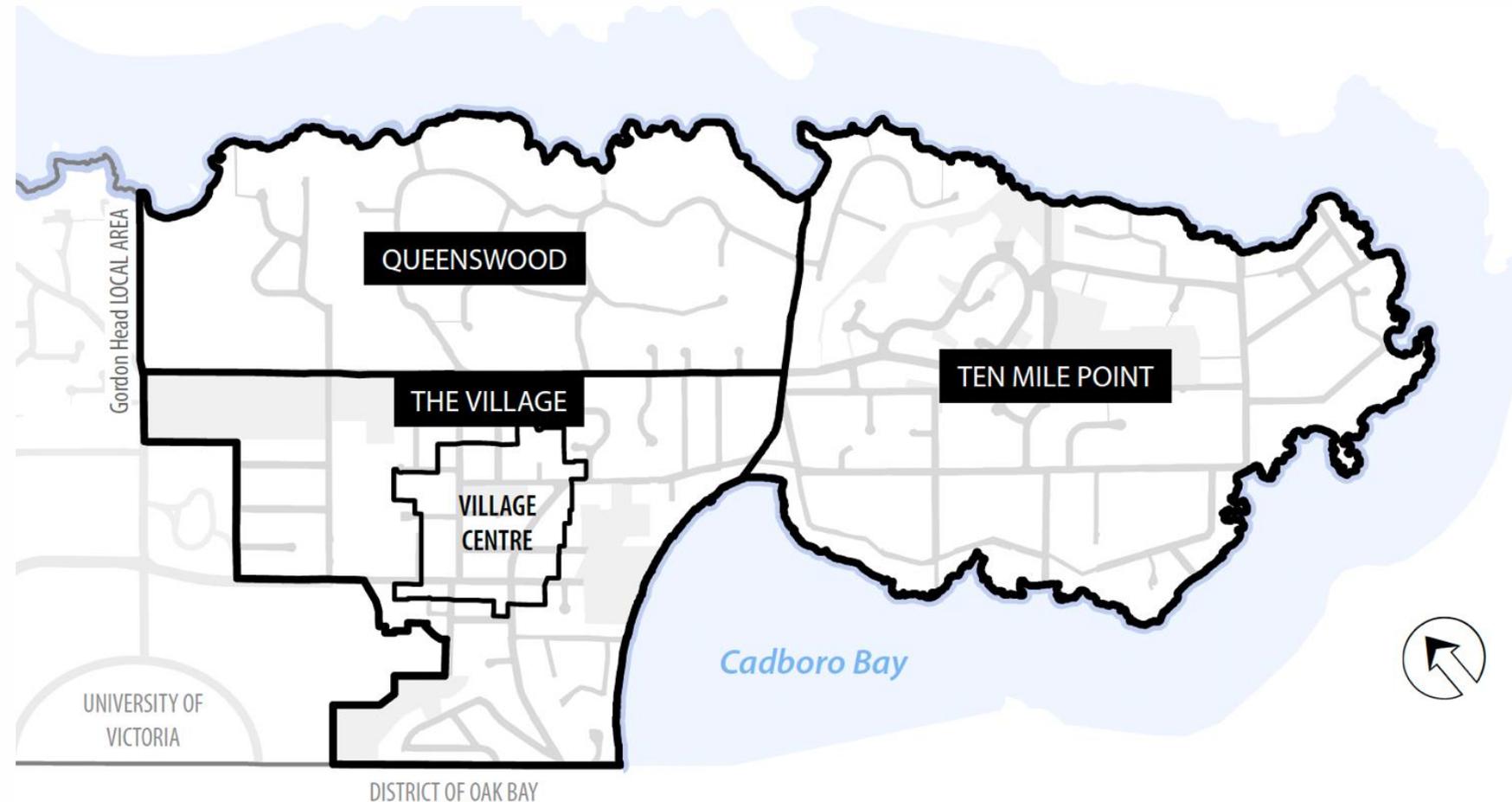
Community Input



- Issues, priorities, and visioning
 - Village and Housing/Land Use design charrettes
 - Transportation and Environment workshops
 - Advisory Committee Input (ongoing)
-
- Four Open Houses and Virtual Open House
 - Survey feedback on Draft Plan (underway)
 - Stakeholder meetings

Cadboro Bay Local Area

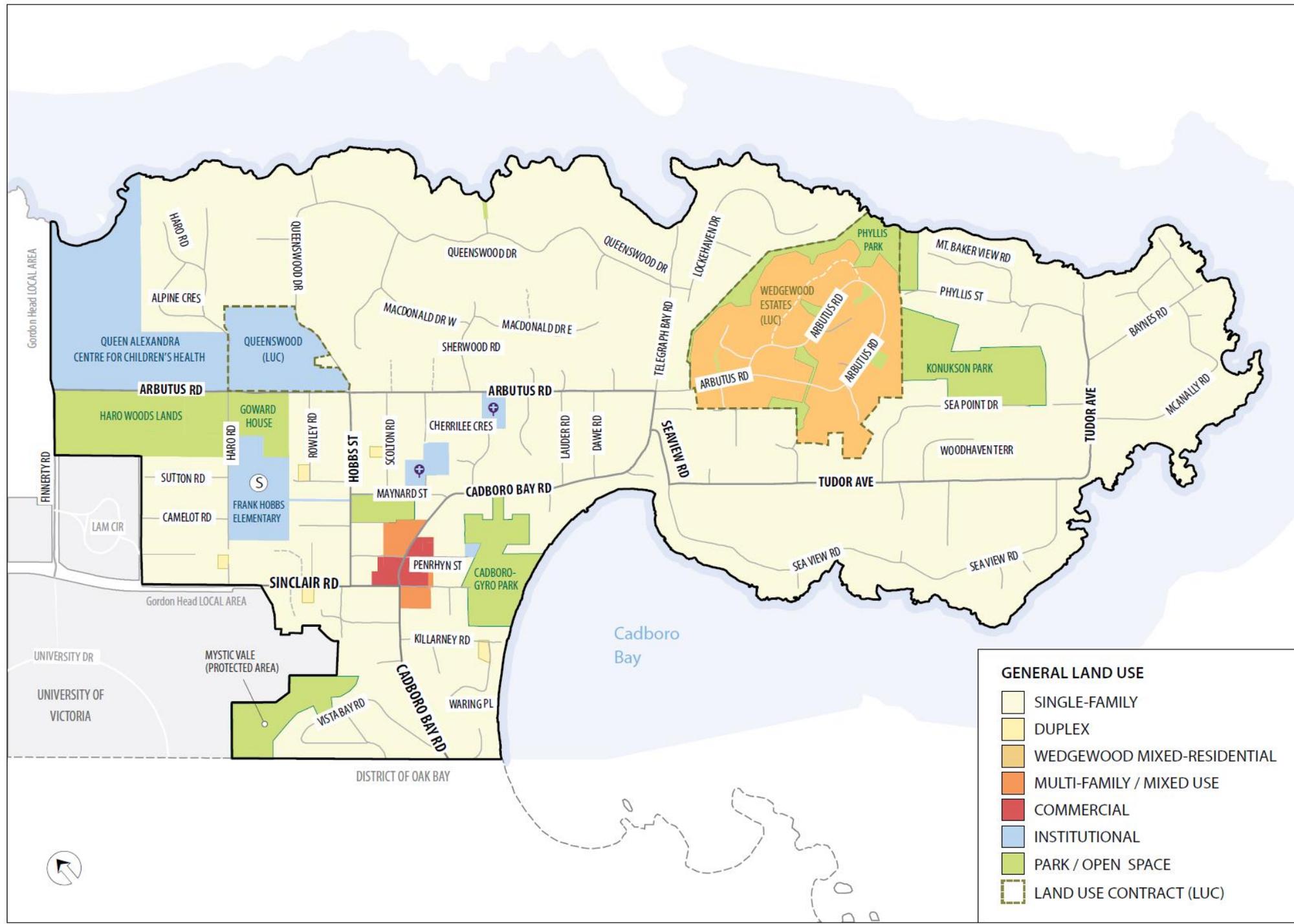
- The Village Neighbourhood (includes Village Centre)
- Queenswood Neighbourhood
- Ten Mile Point Neighbourhood



Local Area Context

- Established Village connected with Gyro Park
- Semi-rural character in Queenswood and Ten Mile Point
- Majority of area is single detached dwellings
- Contains many large institutional properties and borders UVIC
- One of the areas of Saanich most impacted by potential sea level rise
- Significant environmental and recreational assets

Current Land Use



Draft Plan Overview



Key Plan Directions

1

Retain and enhance the unique character of the Village core as the heart of the community.



2

Diversify transportation links and be more welcoming to pedestrians and cyclists.



3

Plan for sea level rise and climate change impacts.



4

Provide more housing forms in the village neighbourhood suitable for all ages and stages of life.



5

Enhance Gyro Park as an integral part of the community heart and place of natural beauty.



Key Plan Directions

6

Recognize local First Nations culture and history.



7

Green the village and surrounding streets.



8

Ensure new buildings and public spaces are in harmony with the Village scale and character.



9

Enhance Sinclair Road as a safe and enjoyable walking and cycling route.

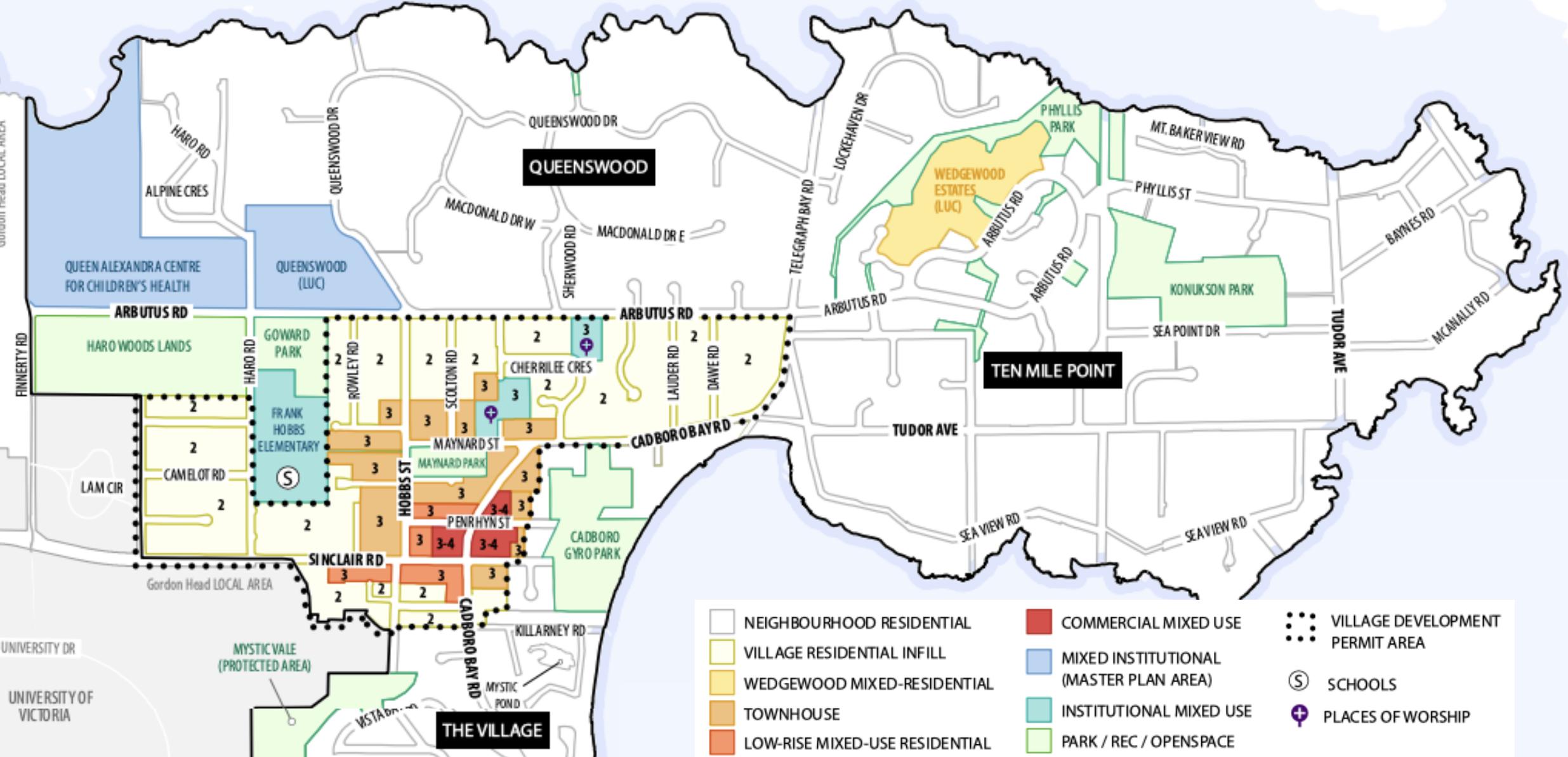


Land Use Objectives

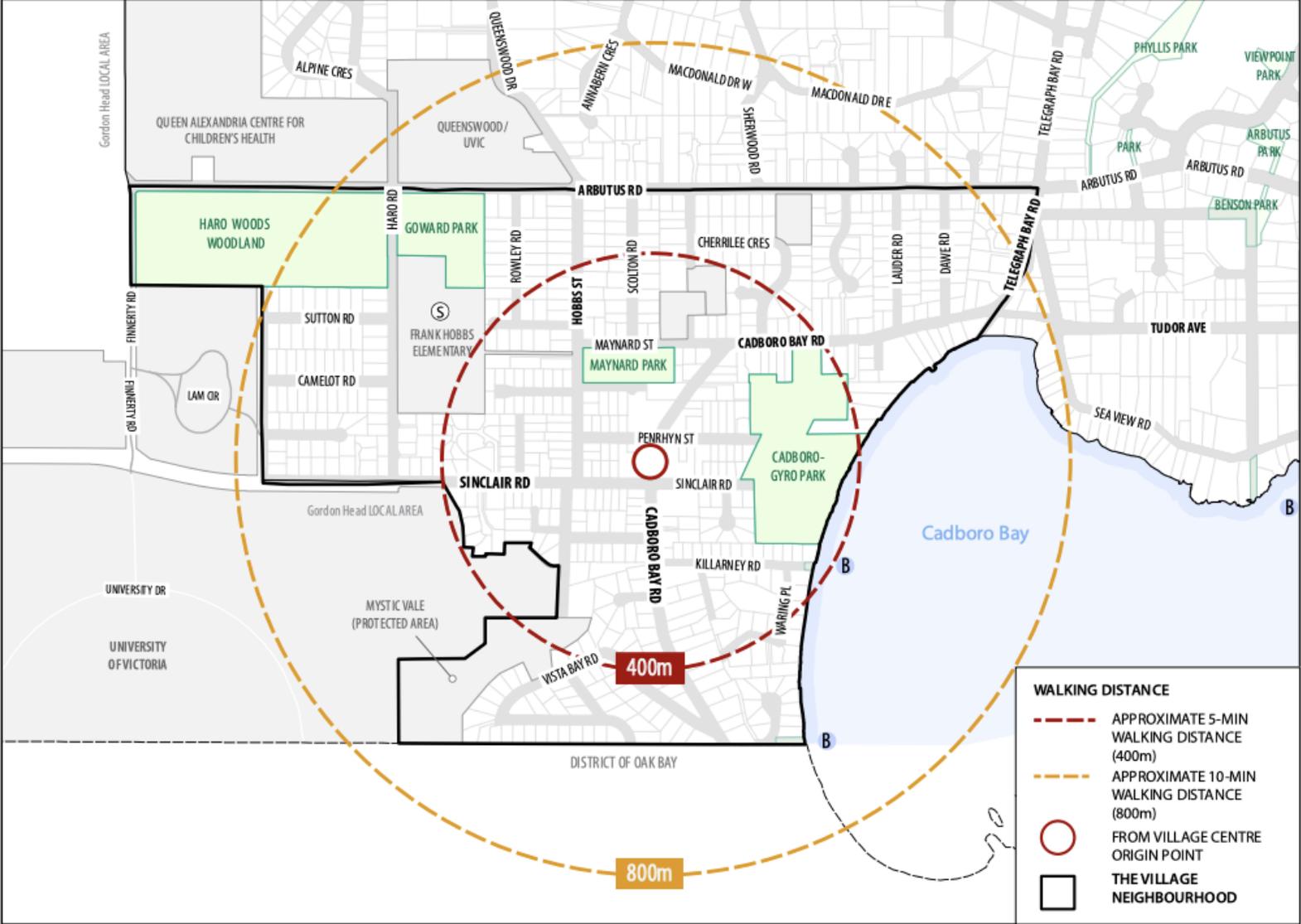
- Focus redevelopment that includes apartment, commercial and mixed uses in the Village Centre
- Support ground-oriented housing in Village Neighbourhood
- Support added height on Institutional Mixed-Use sites for affordable housing
- Consider integration of housing at Queen Alexandra and Uvic-Queenswood sites



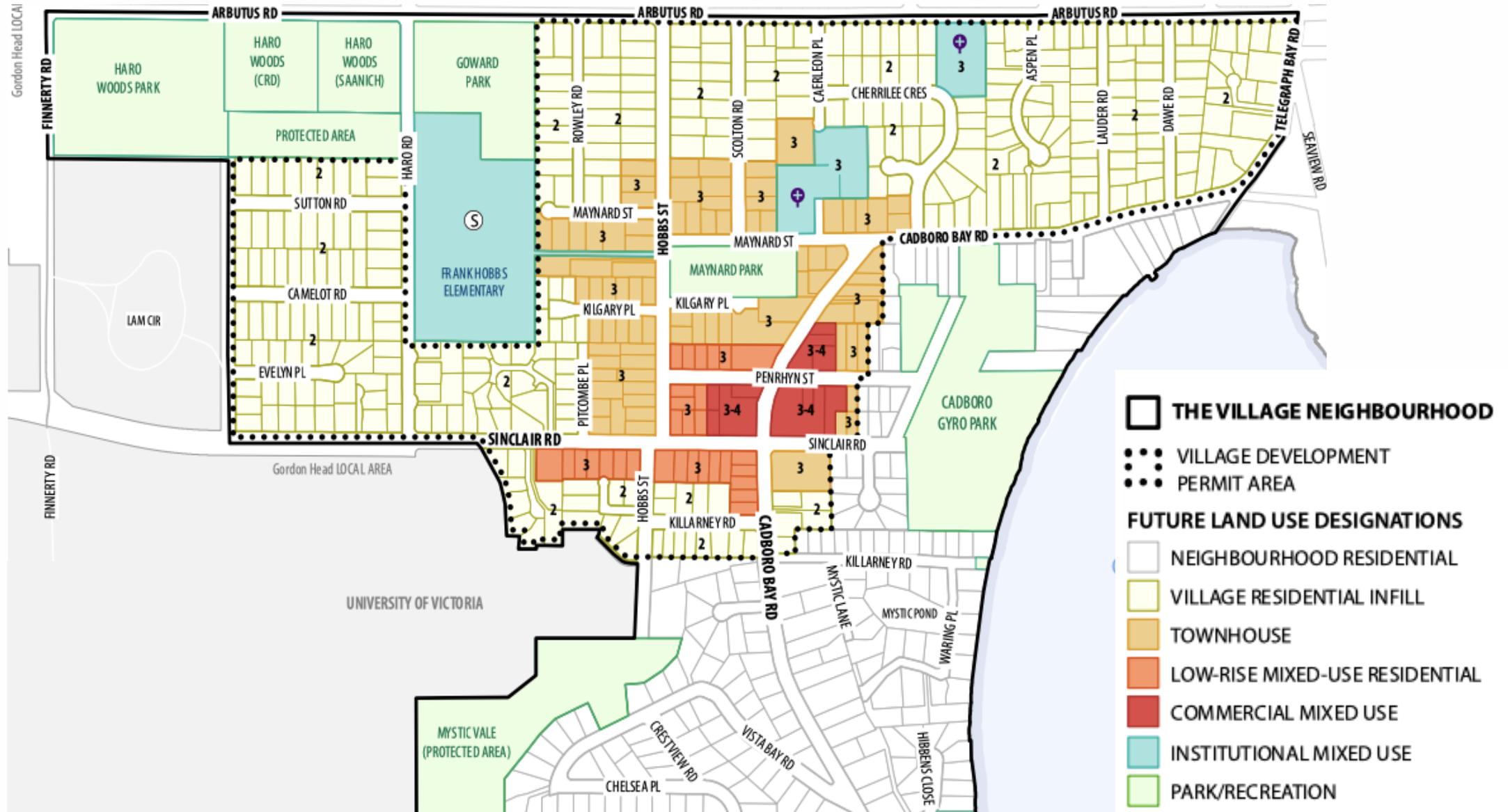
Future Land Use Designations



Village Neighbourhood Walking Distances



Future Land Use - Village Neighbourhood



Future Land Use - Village Neighbourhood

| | Land Use Designation | Building Type and Use | Building Height | Floor Space Ratio (FSR) |
|--|--------------------------------|--|-----------------|-------------------------|
| | Neighbourhood Residential | Single detached residential, secondary suites, garden suites | Up to 2 storeys | Per zoning |
| | Village Residential Infill | Low-density, infill housing that includes duplex, triplex, fourplex, courtyard and other innovative ground-oriented housing formats including secondary suites and garden suites | Up to 2 storeys | 0.45 – 0.65 |
| | Townhouse | Ground-oriented attached residential units, | Up to 3 storeys | 0.6 – 1.0 |
| | Low-Rise Mixed-Use Residential | Low-rise residential apartment, commercial, townhouse | 3 storeys | 1.2 |
| | Commercial Mixed-Use | Retail commercial, office and residential uses | Up to 4 storeys | 1.0 – 1.6 |
| | Institutional Mixed | Institutional, community and residential uses | Site specific | Site specific |
| | Park/Recreation/ Open Space | Park, playground recreation, natural areas | n/a | n/a |

Building Height in Village

- 4-storeys limited to sites within Village Centre
- Design guidelines are key tool to shape development
- Policies Step back upper storeys and focus on public realm
- 3-storeys townhouses / neighbourhood residential infill limited to 2-storeys



Sea Level Rise and Land Use

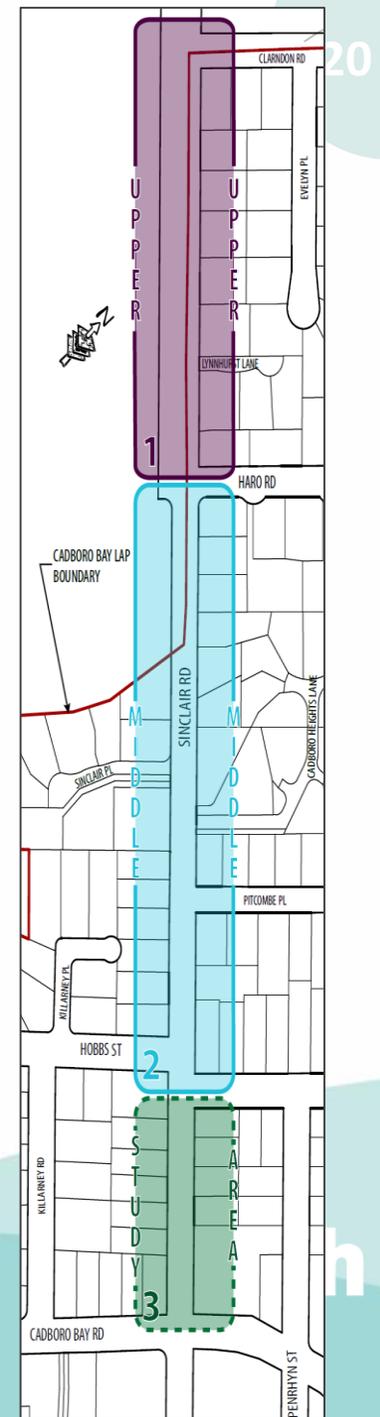
- Incorporates most recent CRD Sea Level Rise mapping
- Adjusted land use designations based on mapping
- Geotechnical studies required as part of approvals
- Will potentially impact developments (i.e. underground parking, level of habitable areas)
- Groundwater levels may also impact development

Integrate Transportation and Land Use

- Improve connectivity of the street and trail network for pedestrians and cyclists accessing the Village, the beach and area destinations
- Prioritize improvements on Sinclair Road and Cadboro Bay Road, with a focus on enhancing active transportation facilities
- Support and enhance the Village Centre as a pedestrian priority place
- Work with BC Transit to increase levels of service and accessibility
- Maintain the green character of streets, including maintaining the semi-rural quality of streets in Queenswood and Ten Mile Point.

Sinclair Road

- Key focus of LAP process, with clear policy direction for improvements in Draft Plan
- A design concept is being developed for Sinclair Road in alignment with Draft LAP objectives
- Recognize and enhance the role of Sinclair Rd as a community gateway with it's connection to the water
- Will include improvements to Cadboro Bay Rd / Sinclair Rd intersection
- Further consultation on detailed design in early 2022
- Construction late 2022



Economic Development

- Consider the addition of more commercial frontages along Sinclair Road and Penryhn Road, while maintaining the compact village commercial core.
- Support and work with the Cadboro Bay Village Business Improvement Association (BIA) to sustain village vibrancy and a healthy economic climate.
- Support the growth and development of local institutions as major employers and innovation centers that benefit the Capital Region.
- Support local business uses by improving access, parking, wayfinding, and visibility.

Draft Design Guidelines

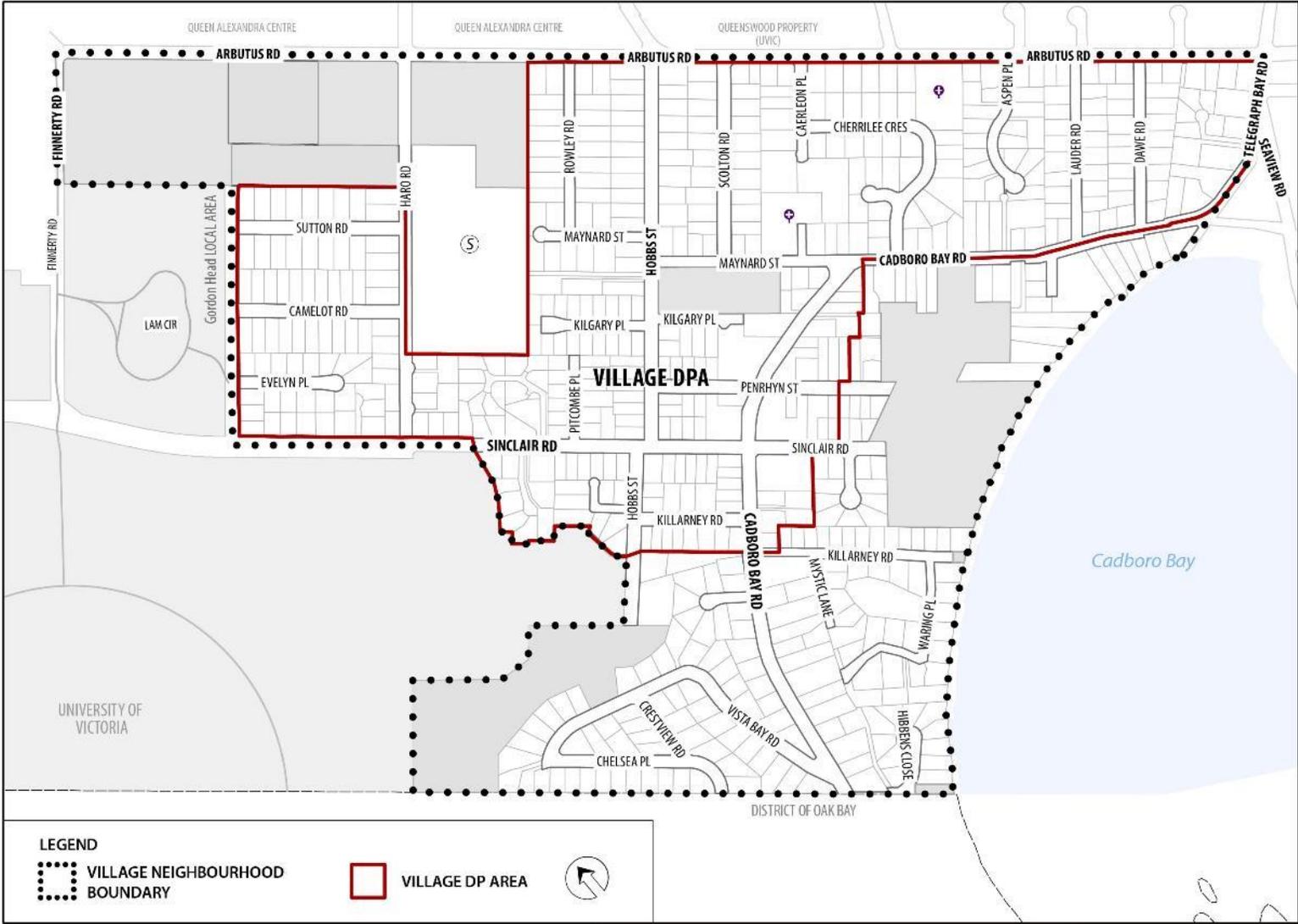


Draft Village Design Guidelines

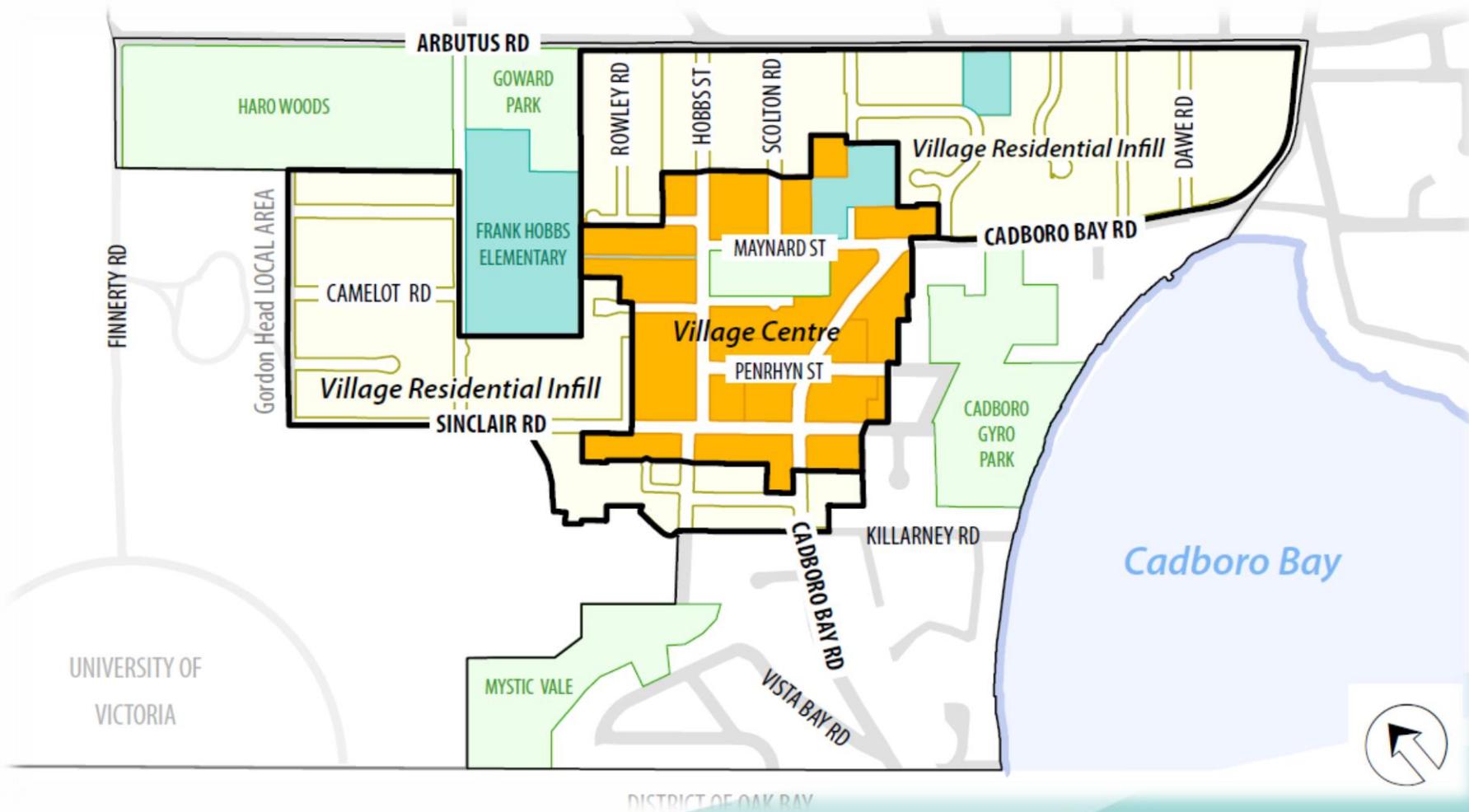
- Provide direction for building and site design in the Cadboro Bay Village and its surrounding area
- Guide the form and character of development in the planning area
- Apply to multi-unit residential, commercial or mixed-use development in the Village area
- Provide a framework for evaluating aesthetic and qualitative aspects of development proposals



Draft Village Design Guidelines



Draft Village Design Guidelines



Draft Village Design Guidelines

Section 1 - Introduction / Planning Context

- Development Permit Area
- Design Principles / How to use the Guidelines

Section 2 - Village Centre

- Form and Character, Access
- Streetscape and Public Realm Enhancements
- Public views, transition, scale
- Landscaping, signage, lighting
- Green development, impact on neighbours

Section 3 - Village Neighbourhood Infill Housing

- General guidelines, design variations,
- Form and compatibility, roofs, windows etc.
- Building material, colour, heritage
- Access, landscaping, screening, transitions
- Public views, lighting, signage

Next Steps



Next Steps

- Community and Stakeholder Consultation (to Feb 2022)
- Changes based on feedback and survey (Feb-March 2022)
- Council consideration and adoption (April/May 2022)

Committee Feedback

1. Opportunity to provide input to inform change to the Draft Plan
2. Option to make a motion in support or not in support



January 11, 2022

Mayor and Council
District of Saanich
770 Vernon Street
Victoria BC, V8X 2W7

Re: Development Industry – Opt into Committee of the Whole Process

Dear Mayor and Council –

The Urban Development Institute (UDI) – Capital Region is writing to respectfully express our desire to have changes made to Council’s procedure bylaw to allow Developers the option to present their applications to the Committee of the Whole, at the discretion of the Developer. This request has come to the UDI from several local Developers working in Saanich who wish to have an opportunity to present their applications and receive feedback on them outside of the high stakes “all or nothing” Public Hearing process. Providing this opportunity will alleviate risk and allow the Developer to hear directly from Council about any possible concerns with their applications.

This is especially critical as Developers continue to face an inflationary environment, where costs have been rising year over year for many years (i.e., land values have gone up 23% in the last year alone), but the policy environment has remained stagnant, creating a disconnect between land use policy and what forms of development are viable.

This disconnect between what is economically viable and what land use policy prescribes creates risk for developers in the rezoning process. UDI members are seeking an opportunity to better understand Council priorities outside of a Public Hearing, where the stakes are high, and defeat of a project can be time consuming and costly. Under the current process, Developers are afforded only 3 minutes to speak to their projects at 1st Reading, while Community Associations are granted double that amount of time. This does not give the applicant time to fully explain the details of their applications, which in some cases they have spent years working on, waiting for a chance to present to Council. Under the current process the Developer is also not able to respond to any questions Council may have at 1st Reading.

Bringing an application to Committee of the Whole when the Developer feels there is a need would create an opportunity for dialogue and hopefully allow the applicant to make any adjustments necessary to ensure the project is successful when it gets to Public Hearing.

UDI is hopeful that updates to the OCP and Local Area Plans can help to re-align policy with our current reality, which will help to create more certainty and clarity. Until such time as that work is completed, providing an opportunity for Developers to address Council outside of the public hearing process can help to ensure the District is able to deliver the housing it needs.

UDI looks forward to our continued, collaborative working relationship with Saanich staff and council.

Kind Regards,

A handwritten signature in black ink, appearing to read "Kathy", followed by a long horizontal flourish.

Kathy Whitcher (Executive Director)