

THE CITY OF CHESTERFIELD
ARCHITECTURAL REVIEW BOARD

MAY 12, 2016
Room 101

ATTENDANCE:

Mr. Matt Adams
Ms. Mary Brown
Mr. Rick Clawson
Mr. Doug DeLong
Mr. Bud Gruchalla
Mr. Mick Weber

ABSENT:

ALSO IN ATTENDANCE:

Mayor, Bob Nation
Council Member, Dan Hurt
Planning Commission Chair, Stanley Proctor
Planning Commission Liaison, Wendy Geckeler
Planning Commissioner, Merrell Hansen
Mr. Jonathan Raiche, Senior Planner, Staff Liaison
Mr. Justin Wyse, Senior Planner
Ms. Jessica Henry, Project Planner
Mr. Aaron Hrenak, Project Planner
Ms. Kim Streicher, Senior Civil Engineer
Ms. Kristine Kelley, Recording Secretary

I. CALL TO ORDER

Chair Gruchalla called the meeting to order at 6:00 p.m.

II. APPROVAL OF MEETING SUMMARY

A. April 14, 2016

Board Member Clawson made a motion to approve the meeting summary as written. Board Member Brown seconded the motion. The motion passed by a voice vote of 6 - 0.

III. PROJECT PRESENTATION

- A. Chesterfield Village Mall (Watermark at Chesterfield Village) SDP: A Site Development Plan, Landscape Plan, Lighting Plan, Architectural Elevations and Architect's Statement of Design for a 12.96 acre tract of land zoned "R-8" Residence District with a Planned Environment Unit (PEU) procedure located southeast of the intersection of Chesterfield Parkway West and Lydia Hill Road.**

Chair Gruchalla explained that due to a conflict of interest, Board Member Doug DeLong, Landscape Architect recused himself from participation.

PROJECT PRESENTATION

Mr. Justin Wyse, Senior Planner provided an aerial and photos of the site and the surrounding area. He explained that the subject site is situated with frontage on Chesterfield Parkway and Lydia Hill Rd. The property is adjacent to a mix of uses with residential to the west (Monarch Trace) and south (Oak & Justus Pointe), retail to the east (Chesterfield Mall and outlots), office to the north, and Central Park northwest of the site.

Site Relationship

- Connections are provided from buildings on the site to the sidewalks along the perimeter of the site, including the Pathway on the Parkway. Additionally, the proposal includes relocating the existing trail on the site to the western side of the site and provides a connection from the proposed development to the riparian trail system.
- Two trailhead locations are shown on the plans which are areas where the applicant intends to install improvements to incorporate art features into the development and to emphasize the trail connection between Central Park and the riparian trail.
- Staff is working with the applicant to incorporate public art along the riparian trail.

Proposed Site Plan

- The applicant is proposing three buildings, parking along the perimeter of the site along with a parking lot on the southwest portion of the site away from the public right of way.
- Additional parking will be located under Buildings 1 and 3.
- Building 2 is a four-story structure, which includes the common amenities for the site; the office area, common area and exercise room, and residential units.
- Buildings 1 and 3 are residential units with the common swimming pool area situated between buildings 2 and 3.

Topography

- The northeast portion of the site is the high point on the site. Grades decrease as you move south / southwest across the site. The proposal seeks to take advantage of this grade change by including structured parking under two of the buildings (i.e. cutting the parking into the slope).
- The included elevations, section profiles, and renderings illustrate how this structured parking is proposed to incorporate the parking under Buildings 1 and 3 while minimizing the visual impact from Chesterfield Parkway and Lydia Hill Rd. The site includes 49.4% openspace.

Retaining Walls

- The predominant area of the tree preservation is located on the southern end of the site along the existing lake. Staff is working with the applicant to maintain the natural look of the area.
- A retaining wall system is proposed along the perimeter of the development. These walls have been situated to preserve as much tree canopy as possible while providing functional areas for the development of the site. Additionally, a retaining wall section is proposed on the western side of the site along the relocated trail section. This wall is necessary under the proposed design to allow for grading of an accessible trail section through this portion of the site.

Scale, Design, Materials and Color

- The multi-family developments should utilize material, color, and plane changes to express individual living units within the structures and that monotonous designs should

be avoided. The proposal incorporates Hardie board Hardie panel, and brick to provide this variation in materials.

Architectural Elevations

Mr. Wyse then provided color renderings of the Architectural Elevations for Buildings 1, 2, and 3 detailing the proposed architectural elements.

Landscape Design, Screening and Fencing

- A combination of deciduous, coniferous and shrubs/bushes have been utilized throughout the site. Tree protection is focused on the southern end of the site. This will minimize the visual impact of the development from the riparian trail and assist in maintaining this trail as a natural area within the Chesterfield Village area. Additional landscaping is proposed along these areas to supplement and enhance the existing vegetation in providing this theme along the trail.
- Required 30 foot landscape buffers along Chesterfield Parkway and Lydia Hill Rd., as well as a 20 foot buffer along the western edge of the site between the residential developments.

Mitigation Plan

Mr. Wyse explained the history of the subject site and noted that the proposal includes conceptual mitigation plantings as the site has “Special Conditions” as defined by the Unified Development Code. Several buffers are required on the site and the proposed landscaping in these locations meets and generally exceeds this requirement.

Lighting

- The site lighting consists of utilitarian lighting in compliance with the City of Chesterfield’s lighting requirements.
- The parking lot lighting will consist of standard LED light fixtures and street light fixtures will match the fixtures along Lydia Hill Drive adjacent to Monarch Trace development.

Architectural Renderings

Mr. Wyse provided color renderings depicting the development as identified below:

- North of the subject site – visibility of the lake from the existing Oak Subdivision.
- East of the subject site – retaining wall and parking entrances located on the interior entrances of the site.
- South of the subject site – proposed relocation of the Riparian Trail along the connection to the Pathway on the Parkway.
- The applicant is also proposing an eight foot path along Lydia Hill and Monarch Trace which completes the connection to the Riparian Trail.

Material samples were provided and the applicant was available to explain the design, color palette, and materials.

DISCUSSION

Mechanical Equipment

Board Member Clawson asked for clarification as to where the proposed mechanical units will be located. He added that the proposed development is a well done, a well-designed project and fits well within the surrounding areas.

In respect to the canopy entrances to Buildings 1 and 3, he felt that they were “down played”. Mr. Wyse noted that the rooftop mechanical equipment will be shielded by the parapet wall and not be visible to public view.

Southern property line

In response to Board Member Weber’s question for identification of the property line, Mr. Wyse explained that the property line runs just north of the Riparian Trail. He added that the City owns the property between the trail and the lake. Mr. Wyse added that Staff has not received any negative comments from the residents regarding the proposed development.

Chair Gruchalla asked for clarification of the proposed use. Mr. Wyse explained that the proposed development will consist of multi-family residential use. It was noted that the City only regulates the form/design of the structure not the ownership.

Board Member Brown asked whether access to the Riparian Trail will be available during the construction phase. Mr. Wyse replied that Staff will work with the applicant to provide adequate signage of the pending closure.

Trash Enclosure

A CMU trash enclosure/compactor will be available at the southern end of the site.

Fence Material

Board Member Clawson recommended that Staff work with the applicant to verify the ornamental fence material and color based upon the selection and variety that was provided prior to review by the Planning Commission.

Landscape Buffer

The applicant is proposing 30 foot minimum landscape buffers along Chesterfield Parkway and Lydia Hill and a 20 foot buffer along the western property line adjacent to Monarch Trace. The proposal includes preservation of landscaping along the southern end of the site and will remain intact and in its natural state.

Circulation and Access

In response to Board Member Weber’s question concerning access, Mr. Wyse identified that the primary access to the site will be from Lydia Hill Road. Additionally, a right-in, right-out only access point is proposed on Chesterfield Parkway.

Board Member Clawson made a motion to forward the Site Development Plan, Landscape Plan, Lighting Plan, Architectural Elevations, and Architect's Statement of Design for Chesterfield Village Mall (Watermark at Chesterfield Village) to the Planning Commission ***with a recommendation for approval as presented by Staff.*** Board Member Brown seconded the motion. **The motion passed by a voice vote of 5 - 0.** As previously stated, Board Member DeLong recused himself from this item.

- B. [The Wedge, McGrath Plaza \(Energy Express\) SDP:](#) A Site Development Plan, Landscape Plan, Lighting Plan, Architectural Elevations and Architect's Statement of Design for a 5.26 acre tract of land zoned “PC” Planned Commercial District located on the south side of Chesterfield Airport Road west of its intersection with Wings of Hope Boulevard.

PROJECT PRESENTATION

Ms. Jessica Henry, Project Planner explained that the subject site is located on the south side of Chesterfield Airport Road west of its intersection with Wings of Hope Boulevard. The site currently houses an existing gas station that has been on the site for several years.

The applicant is proposing to redevelop the site for an approximate convenience store with fast food restaurant with drive-thru, two fuel pump islands, drive-thru car wash, and an approximate 10,000 square foot retail building located within The Wedge development. Ms. Henry then provided color photos of the site and the surrounding area.

Site Plan

- The proposed convenience store and fast food restaurant is 7,240 square feet in size.
- A proposed car wash will be located at the rear of the property.
- The fast-food restaurant will also contain a drive-thru component.
- There is one large pump island canopy for gas pumps and a smaller island that will service over-sized vehicles.
- An ATM is also proposed, but the internal circulation patterns remain under review by Staff.

Circulation System and Access

- Two access points are provided along Chesterfield Airport Road and two along Old Olive Street Road. However, the type and design of these accesses remains under review by Staff.
- In addition to the sidewalk along Chesterfield Airport Road and Olive Street Road, internal crosswalks provide pedestrian circulation to the buildings within the development. The accessible spaces are located adjacent to the building entries.
- The applicant owns the portion of Outlot A that contains the BMP and is considering pursuing vacation of the right-of-way adjacent to Outlot A.

Front/Rear Architectural Elevations

- ***The convenience store and carwash buildings*** will be primarily comprised of brick and stone, EIFS, glass and aluminum storefronts, and black metal awnings and roof elements. The retail store also utilizes these materials with the exception of the stone and metal roof components. The three buildings feature a cohesive design, utilizing the same light fixtures, neutral brick and EIFs colors, black metal awning elements, and window tints. Stone detailing around the entry elements is utilized on each of the buildings to provide architectural detailing and clean transitions between materials. However, the primary difference in design is that the convenience store and car wash utilize a significant amount of adhered stone which is lacking from the retail building.
- ***The retail building*** has a split-faced CMU block base in lieu of the stacked adhered stone base of the other buildings. Carrying the stone over would provide a greater degree of design continuity and integration to the proposed development.
- ***The car wash canopy*** features a metal batten seam roof that corresponds to the central roof element on the convenience store. Stone pedestals are proposed in order to match the car wash and convenience store.
- ***The proposed gas pump island canopies*** are typical commercial metal structures in the corporate color of the gasoline brand that will be sold on the site. The larger eight pump island is designated for use by standard vehicles, and the smaller three pump island will be for over-sized vehicles.

- **The Dumpster enclosures** are proposed to be constructed of the same brick utilized throughout the site.

Landscape Design and Screening

- Trees will be planted throughout the parking area in addition to the provision of street trees along all three site frontages. A 30 foot landscape buffer will be added along relocated Olive Street Road and Chesterfield Airport Road. Smaller landscape beds containing shrubs and perennials are located throughout the site.
- Electrical units on the rear of the buildings will be screened by the adjacent landscape buffer along Old Olive Street Road. However, in order to ensure that this screening is adequate, taller and denser plantings will be required by Staff.

Lighting

- The lighting plan proposes the typical fully shielded, full cut-off pole mounted parking lot light fixtures and building entry wall mounted light fixtures. Additionally, typical canopy light fixtures are proposed on each of the pump island canopies. The lighting plan is still under review by Staff.

Architectural Renderings

- Vacuum stations are proposed. However, due to the visibility from Chesterfield Airport Road, Staff will continue to review to ensure adequate landscaping screening is provided.
- The renderings identify the proposed car wash canopy and the retail building. Not shown on the renderings is the proposed ATM located in the landscape island. Due to screening concerns, this will remain under review by Staff.

DISCUSSION

Board Member Clawson had concerns over the omission of color to the roof of the proposed ATM. Aesthetically the vacuum islands as positioned near Chesterfield Airport Road is unappealing. He had safety concerns regarding the pedestrian access drive aisle along Olive Street Road. Based upon the site circulation, he questioned whether an additional landscape island near the canopy car wash pay area could be incorporated. Overall he felt that the site orientation, design, and materials fit well within the context of the Valley.

Electrical Units

In response to a question by Chair Gruchalla, Ms. Henry explained that there is a small electrical unit located on the rear elevation of the car wash and a larger unit on the rear elevation of the retail building. As previously stated, the landscape buffer located along the dead end portion of old Olive Street Road remains under review to ensure that the plantings are an adequate height to ensure screening of these units.

Vacuum Stations

Board Member Weber noted his concerns of the predominant “yellow” color of the proposed vacuum stations.

Mechanical Equipment

The roof-mounted mechanical units will be screened with panels painted to match the exterior building colors.

Ms. Henry provided further identification of the material samples design, and color palette that were provided.

Board Member Weber felt that the overall composition of the building and materials is complementary to the surrounding area. In response to his question whether gas pump canopy material samples were available, Ms. Henry explained that a material sample was unavailable. According to the project architect, the canopy is the same prefinished metal being used at the proposed Monarch Center at the corner of Long Road and Edison Avenue. The proposed canopy lighting is still under review by Staff. There was additional discussion associated with color and visibility of the proposed ATM by-pass.

Applicant Comment

Mr. Steve Madras, developer for Energy Marketing explained the basis for the proposed two vacuum stations; 1) car wash use, and 2) self-service vacuum purposes only. Ms. Henry added that the vacuum areas are still under review by Staff to ensure that the site meets the necessary parking requirements.

Board member DeLong commented that the overall landscape plan is very appealing. However, he suggested that additional shrubbery/perennials be incorporated at the two entrances along Chesterfield Airport Road.

Chair Gruchalla then summarized the points raised:

- Consideration should be given to moving/screening the vacuums along Chesterfield Airport Road to make these features less visible.
- More detail should be provided for the appearance of the ATM area and consideration be made to integrate its design with the proposed architecture of the buildings and/or use landscaping to screen.
- Consider adding more shrubs near the two entrances on Chesterfield Airport Road.
- Consideration should be given to using landscape islands or other similar features to provide a safer pedestrian path west of the gas station building and north of the large vehicle gas canopy.

Board Member Weber made a motion to forward the Site Development Plan, Landscape Plan, Lighting Plan, Architectural Elevations and Architect's Statement of Design for The Wedge, McGrath Plaza (Energy Express) to the Planning Commission **with a recommendation for approval with the conditions listed above.** Board Member Brown seconded the motion. **The motion passed by a voice vote of 6 - 0.**

- C. River Crossings, Lot 4 (Holiday Inn Express) SDSP: A Site Development Section Plan, Landscape Plan, Lighting Plan, Architectural Elevations and Architect's Statement of Design for a 3.17 acre tract of land zoned "PC" Planned Commercial District located east of Arnage Rd., north of Chesterfield Airport Road.

Chair Gruchalla explained that due to a conflict of interest, Board Member Doug DeLong, Landscape Architect recused himself from participation.

Board Member Clawson asked whether material samples were available as he pointed out the difference in elevation and renderings that were included as part of the presentation. Material samples were provided to the board in response to this request.

PROJECT PRESENTATION

Ms. Jessica Henry, Project Planner explained that the request was presented for review by the ARB at the February 11, 2016 and April 14, 2016 meetings. Following these meetings, Staff

prepared a letter detailing their concerns. As the applicant/project representative was not present at the April 14, 2016 ARB meeting, the applicant subsequently met with Staff and made revisions.

Ms. Henry explained that the project is within the River Crossings development. The applicant is proposing a four-story hotel and 52,278 square feet in size. She then provided color photos of the site and the surrounding area. The color site plan layout has not changed except to reflect the pilaster elements that are being provided. For comparison purposes, Ms. Henry further identified the front Architectural Elevations that were provided at the February 11, and April 14 meeting vs. what is currently proposed.

Below is a brief summary of the largest concerns raised and primary changes proposed:

1. ***A more neutral tone should be considered for the EIFs elements and the joints shown.*** The EIFs color has been revised to a neutral beige color and the joints are now shown.
2. ***While the integration of additional brick patterns for variation should be considered, the vertical stripes of red brick on the façade detract from the simplistic form of the building.*** Brick soldier courses have been added above the windows of all four elevations and the red brick stripes have been removed from the façade.

Ms. Henry explained that during the last ARB meeting questions were raised concerning the sight-line study and minor material samples. The applicant has provided a full sampling of the materials and is available to answer any questions.

DISCUSSION

In response to Board Member Clawson's questions concerning window color and materials, Mr. Michael Sapp, Architect on the project provided further identification to those items – accent banding has been added around the building with the addition of vertical elements.

Mechanical Equipment

The rooftop units were shown as screened but there is still a question as to whether all of it is adequately screened and height of the equipment between the elevations. Mr. Raiche replied that Staff has revised the sight line study that the study provided adequately indicates that the equipment will be screened as required. Chair Gruchalla felt that although screening is provided, the units will still be visible to public view. Mr. Raiche explained that the applicant has provided viewpoints from multiple points in the development and that they indicate the equipment will be screened. Mr. Raiche also explained that the code requirements for screening does not guarantee that the equipment would be screened from long-range, off-site viewpoints that may be at a higher elevation than the subject site.

Ms. Henry stated that the site-specific ordinance requires screening of rooftop equipment from "normal mid-range view lines" and that the sight line study submitted by the applicant meets this criteria.

Board Member Clawson agreed with Chair Gruchalla that the changes made have been an improvement, but strongly felt that for a third time the project does not measure up to the quality and level of design to the existing buildings within the Valley. Mr. Raiche asked for clarification by the Board of pending concerns/suggestions to address prior to Planning Commission review.

Board Member Weber responded that for a highly visible site such as this graphic detail is crucial to the overall review, which has consistently lacked throughout the review process. After further discussion, the inconsistencies between the material and color samples that were provided and the color renderings in the presentation were noted. Ms. Henry pointed out that construction is based upon approved architectural elevations not the renderings which are merely provided for artistic depiction. Mr. Raiche explained that Staff will conduct regular site inspections during construction and that the provided plan documents are adequate for inspection purposes.

Board Member Brown made a motion to forward the Site Development Section Plan, Landscape Plan, Lighting Plan, Architectural Elevations and Architect's Statement of Design for River Crossings, Lot 4 (Holiday Inn Express) to the Planning Commission **to approve as presented by Staff**. Board Member Adams seconded the motion. **The motion passed by a voice vote of 4 – 1 with Board Member Clawson voting NO**. As previously stated, Board Member DeLong recused himself from this item.

Planning Chair Proctor noted the continued concerns by the ARB and will present those findings to the Planning Commission.

- D. **Chesterfield Commons West, Outlot 4 (Raising Cane's) SDSP**: A Site Development Section Plan, Landscape Plan, Lighting Plan, Architectural Elevations and Architect's Statement of Design for a 2.08 acre tract of land zoned "PC" Planned Commercial District located west of RHL Drive, south of its intersection with Chesterfield Airport Road.

PROJECT PRESENTATION

Mr. Aaron Hrenak, Project Planner explained the request for a 3,618 foot fast food restaurant building located on the current vacant site of Emperor's Palace. Mr. Hrenak provided an aerial and photos of the site and the surrounding businesses.

Circulation System and Access

- The proposal includes one access point off of THF Boulevard, a private drive accessed from RHL Drive or Chesterfield Commons West Drive. Similar to other lots in this development, this lot will not have direct access to Chesterfield Airport Road.
- There is a shared access between Lots 4 and 5 that provides access to THF Boulevard.
- This proposal provides internal pedestrian connectivity to the sidewalk along the north of the site, and to the parking area to the west. The drive thru queuing line provides access for 9 vehicles prior to conflicting with the pedestrian cross walk to the west of the site.
- The building frontage faces Chesterfield Airport Road which is consistent with the design of the existing structures on the outlets within the development.

Dumpster Enclosure

The dumpster enclosure is proposed on the site and will be fully screened by landscaping.

Materials and Color

- The proposed color palette for the building is a mixture of earth tones contrasted with dark metallic grey accents.
- The building will complement the quality of development in the Chesterfield Valley through the use of brick, stucco, aluminum, and steel. The proposed material colors include light and medium earth tones with darker accent colors, ranging from tan to a dark brown, and aluminum.

- The entry doors and windows will be an aluminum-framed glass system which will complement the chosen color palette for the building.

Mechanical Equipment

The roof-top equipment will be fully screened by the parapets on the building.

Landscape Design and Screening

- This section requires a 30' landscape buffer along all collector or arterial roadways. The applicant has submitted a request for modification to this requirement relative to the limited planting area along Chesterfield Airport Road, and that request is currently under review by Staff.
- The dumpster enclosure on the site will consist of 8 foot tall brick screen walls to match the building. The proposed enclosure doors will be metal or vinyl painted gloss black. This enclosure will be further screened by evergreens on the north, east, and south sides. The roof-top equipment will be screened by parapets on the building.
- The addition of landscaping to the west of the site provides adequate screening between Outlots 3 and 4.
- There are bio-retention areas along the eastern property line and to the northwest of the site. These areas will be planted and designed to MSD standards and will help capture storm water runoff from the site.

Lighting

- The plan proposes several utilitarian and architectural accent lighting fixtures. The building will include 3 gooseneck fixtures on the front elevation to accent the brick work on this portion of the structure.
- Various architectural lights are integrated into the building design and proposed near the entrances and drive-thru windows. The vertical illumination produced by the sconces will terminate below the building roof line.
- More utilitarian lighting is located above the building entries on the southern elevation. The utilitarian wall packs and fixtures proposed on the southern elevation are not full cut off nor flat lens and do not adhere to the City of Chesterfield Lighting Standards. The applicant is aware of the issue, and is working to find fixtures that meet the standards. The parking area fixtures are proposed to be mounted at 20 feet and are fully shielded, full cut off LED fixtures.
- White neon accent lighting is proposed at the roofline where the stucco and kynar finished galvanized steel materials meet. Neon architectural accent lighting requires Planning Commission approval; however, Staff requests comment on this element at this time. Mr. Hrenak then provided a color image identifying the lighting that accentuates the architecture of the adjacent structure across RHL Drive.

Color renderings, and material samples were provided and the applicant was available to answer and questions.

DISCUSSION

Buffer requirements

In response to Board Member Brown's question regarding the 30 foot buffer, Mr. Hrenak explained that when the building was originally constructed, the City Code did not require a 30 foot landscape buffer.

Board Member Doug DeLong commented on the following;

- Overall he felt that the proposed landscape plan has a nice selections of plantings.

- He questioned the selection of the “Zone 7” shrubbery specifically; “Carissa Holly”, the “Blue Yucca”, and the “Clara Hawthorn” as to whether this selection of landscaping can survive strong winds and cold temperatures.
- He mentioned the “Cardinal” flower in the perennial beds have a short survival rating.

Board Member Clawson felt that the architecture fits well with the materials and articulation of the surrounding developments. During a recent site visit, he noted the similarity of architecture and the nice selection of landscaping to the existing Raising Cane’s Restaurant located in Cottleville, Missouri.

Neon Accent Lighting

Board Member Clawson commented that as compared to the photos showing the bright light levels of the adjacent Steak n’ Shake Restaurant, he felt that the soft glow of the proposed neon accent banding was an attribute to the building. He suggested that Staff do site visits and provide images of the light levels at the other similar Raising Cane’s locations and determine whether it will mimic the proposed structure prior to review by the Planning Commission. Mr. Raiche pointed out that Staff is unaware of any negative lighting comments associated with the surrounding developments.

Applicant Comment

Mr. Yanez Moree, Architectural Project Manager with CSRS, Inc. explained that there are transformers at the corners of the building that will control the light levels and the glow will not extend above the roofline. He noted the existing restaurants located in Des Peres, and Ellisville have the exact LED neon accent lighting, but that the City of Kirkwood did not allow this feature.

In response to Council Member Hurt’s comment regarding neon signage, Mr. Raiche pointed out that when neon lighting is used as an **architectural accent** it is allowed but separate approval is required by the Planning Commission. Commissioner Hansen asked that Staff include image samples with the Planning Commission packets.

Board Member Clawson made a motion to forward the Site Development Section Plan, Landscape Plan, Lighting Plan, Architectural Elevations and Architect’s Statement of Design for Chesterfield Commons West, Outlot 4 (Raising Cane’s) to the Planning Commission **with a recommendation for approval as presented by Staff**. Board Member Weber seconded the motion. **The motion passed by a voice vote of 6 - 0.**

Note: Staff to verify the subtlety of the proposed architectural accent lighting as shown and provide those images to the Planning Commission.

IV. **OLD BUSINESS** - None

V. **NEW BUSINESS** - None

VI: **ADJOURNMENT** – The meeting adjourned at 7:31 PM