



MEMORANDUM

TO: Michael G. Herring, City Administrator

FROM: Mike Geisel, Director of Planning & Public Works

SUBJECT: Planning & Public Works Committee Meeting Summary
October 23, 2008

A meeting of the Planning and Public Works Committee of the Chesterfield City Council was held on Thursday, October 23, 2008 in Conference Room 101.

In attendance were: **Chair Dan Hurt** (Ward III); **Councilmember Gene Schenberg** (Ward I); **Councilmember Bruce Geiger** (Ward II); and **Councilmember Bob Nation** (Ward IV).

Also in attendance were: Councilmember Mike Casey (Ward III); Planning Commissioner David Banks; Mayor John Nations; Michael Herring, City Administrator; Mike Geisel, Director of Planning & Public Works; Brian McGownd, Public Works Director/City Engineer; Rob Heggie, City Attorney; Susan Mueller, Principal Engineer; Annissa McCaskill-Clay, Lead Senior Planner; Mara Perry, Senior Planner; Shawn Seymour, Project Planner and Kristine Kelley, Administrative Assistant.

The meeting was called to order at 5:30 p.m.

It was agreed by the Committee to change the agenda order.

I. APPROVAL OF MEETING SUMMARY

A. Approval of the September 18, 2008 Committee Meeting Summary.

Councilmember Nation made a motion to approve the Meeting Summary of September 18, 2008. The motion was seconded by Councilmember Geiger and passed by a voice vote of 4 to 0.

II. OLD BUSINESS - None

III. NEW BUSINESS

A. MSD response to flooding. - Councilmember Casey

Councilmember Casey began by thanking the Committee for placing this issue on the agenda. He explained that due to the recent flooding that occurred back on September 14, 2008, residents in both Ward II and Ward III have suffered substantial economic damage as a result of water flowing back through the sanitary laterals into their homes and MSD's insurance provider has denied their claims.

DISCUSSION

Mr. Eric Steiner, 14910 Country Ridge Drive, explained the flooding situation that occurred after Hurricane Ike and the extensive damage that was caused due to water and raw sewage backing up into the homeowners' basement.

Insurance

The insurance company representing MSD conducted an investigation and concluded that the problem was due to "Overland" flooding.

The Committee was in agreement that MSD needs to take immediate action to help alleviate the financial burden and address any safety and health concerns from the residents.

STAFF REPORT

Brian McGownd, Public Works Director/City Engineer, explained the differences between "Overcharge" and "Overland" flooding. It was clarified that sanitary and storm sewers are not connected. He also contacted MSD with a request to locate the problem areas within the City of Chesterfield and to discuss their long-term plan to remedy the situation. In conclusion, any appeals pertaining to this issue should be done on an individual basis by the homeowners.

Councilmember Nation made a motion to direct Staff to communicate with MSD regarding the flooding event that took place on September 14, 2008, asking them to advise the City as to their rationale as to why they considered this event to be "overland flooding". The motion was seconded by Chair Hurt and **passed** by a voice vote of 4 to 0.

- B. City of Chesterfield Nuisance Ordinance:** An ordinance repealing City of Chesterfield Ordinances 192, 385, and 578 to codify the requirements related to public nuisances and to establish control criteria for native plants, noxious weeds, and invasive plants.

STAFF REPORT

Ms. Susan Mueller, Principal Engineer, stated that Staff has drafted Nuisance Ordinance revisions as directed by this Committee, in response to Darcy Capstick and the Citizens Committee for the Environment, to accommodate

native plantings. These revisions have also been reviewed by the Beautification Committee. Upon further review, Staff concluded that Ordinances 192, 385 and 578 should be repealed and consolidated with the suggested revisions to ensure clarity and uniformity.

DISCUSSION

Tall Grass Clarification

Public Nuisance Declaration; Section 3, Item 3G of the Amended Ordinance states that grass is only a nuisance when it exceeds twelve inches. The only changes occur with native plants.

The revisions presented this evening will combine and replace the City's existing Ordinances 192, 385 and 578.

City Attorney Heggie explained the legal language pertaining to the proposed changes.

Chair of the Beautification Committee, Kay Folsom explained that Principal Engineer Susan Mueller approached the Beautification Committee back in January and requested that they review the current language and make any necessary changes to the current ordinance.

Code Enforcement

City Attorney Heggie recommended that the Committee appoint an Abatement Hearing Officer.

Motion #1

Councilmember Schenberg made a motion that the City Administrator or an individual appointed by the City Administrator shall be the Abatement Hearing Officer. The motion was seconded by **Councilmember Geiger** and passed by a voice vote of 4 to 0.

Motion #2

Councilmember Schenberg made a motion to approve **City of Chesterfield Nuisance Ordinance** as amended and to forward to City Council with a recommendation to approve. The motion was seconded by **Councilmember Geiger** and passed by a voice vote of 4 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the November 3, 2008 City Council Meeting.
See Bill #**

[Please see the attached report prepared by Mike Geisel, Director of Planning & Public Works, for additional information on City of Chesterfield Nuisance Ordinance].

**C. Recommendation for contract extension with Allied Waste –
City Administrator Michael Herring.**

DISCUSSION

City Administrator Herring strongly endorses the contract extension with Allied Waste which includes several significant enhancements. The current contract is set to expire July 31, 2009.

Rate Cap

Staff has negotiated a multi-year contract, at an annual cost increase of just 3% per year. The contract discussed this evening is for the “basic service” of one-time/week collection of garbage and recycling to approximately 13,000 customers. Yard waste and twice-a-week collection are optional services.

Allied Waste is requesting that yard waste collections be consolidated, citywide, on Wednesdays. In exchange, Allied Waste will FREEZE existing rates for yard waste service, until 7/31/2011, at the current levels. Following that date, those rates will increase by no more than 3% per year.

Recycling

Allied Waste is also offering, at no cost, 65-gallon mobile containers for recycling. This service was requested by the Citizens Committee for the Environment, but residents will be notified prior to delivery of these containers.

Senior Citizen Discount

A 10% senior citizen discount will now be offered to all residents ages 65 and older.

Private Subdivisions

It was confirmed that private subdivisions or gated communities are exempt from exclusive contracts.

Chair Hurt expressed concerns with exclusive contracts and extensions beyond three years. He stated he will be voting against this proposal.

City Administrator Herring noted that, for the past 15 years, the City has awarded EXCLUSIVE CONTRACTS for solid waste collection. This was done intentionally to reduce truck traffic, consolidate dates of collection and to secure the lowest cost possible. Additionally, if endorsed by this Committee and approved by City Council, this will be the THIRD 5-year contract approved by the City.

Councilmember Geiger made a motion to forward the contract extension with Allied Waste to City Council with a recommendation to approve. The motion was seconded by Councilmember Schenberg and passed by a voice vote of 3 to 1 with Chair Hurt voting No.

[Please see the attached report prepared by Brian McGownd, Public Works Director/City Engineer, for additional information on Recommendation for contract extension with Allied Waste].

- D. **"Chesterfield Valley Athletic Complex (CVAC) Change Order proposal"** A recommended change order proposal with the contractor currently constructing the Parks Maintenance Facility, authorizing work associated with the phase two park improvements. The Change order will facilitate construction of east parking lot as well as the east and west roadways.

STAFF REPORT

Mike Geisel, Director of Planning & Public Works, presented a recommendation for a change order to the City's existing contract with Frederich Construction, to initiate selected portions of the proposed phase two of the CVAC improvements. A change order in an amount not to exceed \$1,701,231 is recommended.

Multiple Bid Alternates

When City Council approved the contract with Frederich Construction in November 2007 for \$3.7 million for the construction of the new Parks Facility, there were multiple bid alternates that were not accepted because they were not included in the Proposition H Bond financing.

In response to Council's direction to proceed with Phase Two improvements as expeditiously as possible, Staff contacted the contractor to determine whether they would be willing to honor the original bid alternates #2, #3, #4, #5, #6, #7, #8 and #17 which relate to the parking lot. These parking lots will serve the new "F" Fields.

City Administrator Herring, fully endorses this proposal and commends Staff's efforts to complete the new Parks Maintenance Facility.

Funding

Mr. Geisel explained the funding process which could be administered three ways:

- Transferring money from the General Fund.
- Transferring money from the Parks and Recreation Fund.
- Proposition H Bond Issue Funds, which would be replaced with Phase Two funding as soon as that issue was completed.

Mr. Geisel also advised that Staff is pursuing additional change orders with Frederich Construction to facilitate related improvements, in the hopes that they may be able to complete things such as irrigation and underground lighting equipment for the parking lot and the "F" athletic fields.

Water Quality

If plans were required to be re-submitted today to the Metropolitan Sewer District (MSD), the City would be required to follow the new water quality standards and structural improvements would have to be made.

Councilmember Schenberg made a motion for an immediate change order with Frederich Construction in an amount not to exceed \$1,701,231 with the project being fully funded by Proposition "P" proceeds and to be forwarded to City Council with a recommendation to approve. The motion was seconded by Councilmember Geiger and passed by a voice vote of 4 to 0.

[Please see the attached report prepared by Mike Geisel, Director of Planning & Public Works, for additional information on "Chesterfield Valley Athletic Complex (CVAC) Change Order proposal"].

- E. T.S.P. 05-2008 Cricket Communications (Baxter Gardens): A request to obtain approval for a Telecommunication Facility Siting Permit on a "R1" Residence District-zoned 2.01 acre tract of land located at 17259 Wild Horse Creek Road, east of the intersection of Wild Horse Creek Road and Long Road (18U420104).**

STAFF REPORT

Ms. Annissa McCaskill-Clay, Lead Senior Planner, A request was submitted for additional antennas at Baxter Gardens, which is located on Wild Horse Creek Road. Ms. McCaskill-Clay directed the Committee to the Power Point Presentation locating the proposed site. Cricket Communications is proposing to add additional antennas to the existing pole and utilize a lease area within the existing equipment yard.

Height

The height of the existing tower is 90 feet and the proposed antennas would be located at approximately 60 feet within the tower. Additional information was provided on coverage with/without the antennas.

Councilmember Schenberg made a motion to forward T.S.P. 05-2008 Cricket Communications (Baxter Gardens) to City Council with a recommendation to approve. The motion was seconded by Chair Hurt and passed by a voice vote of 4 to 0.

Note: This is a Telecommunications Siting Permit which requires approval by City Council. A voice vote will be needed at the November 3, 2008 City Council Meeting.

[Please see the attached report prepared by Mike Geisel, Director of Planning & Public Works, for additional information on T.S.P. 05-2008 Cricket Communications (Baxter Gardens)].

- F. **Valley Gates Subdivision lot 2 (Value Place Hotel):**
Architectural Elevations for 3.06 acre tract of land located in a "PC" Planned Commercial District north of US Highway 40 and east of Boones Crossing.

STAFF REPORT

Mr. Shawn Seymour, Project Planner, explained that the Site Development Section Plan was approved on August 25, 2008 at the Planning Commission Meeting. In that approval, the architectural elevations were held so that the Commission could further review the Architectural Review Board's recommendations. On September 22, 2008 the Planning Commission failed to approve a motion to approve the architectural elevations.

Since that time, the City Council exercised the Power of Review on October 6, 2008 and delegated a review by this Committee. On October 13, 2008 the Planning Commission approved a motion to reconsider the architectural elevations. Staff has made a recommendation to this Committee that they postpone their review of the elevations until the Planning Commission has had a chance to reconsider.

Councilmember Nation made a motion to postpone the Committee's review until the Planning Commission has an opportunity to reconsider the architectural elevations of Value Place Hotel. The motion was seconded by **Councilmember Geiger** and **passed by a voice vote of 4 to 0.**

Chair Hurt excused himself from the meeting and asked **Vice-Chair Geiger** to continue.

- G. **St. Luke's Hospital Parcel A (West Parking Lot Addition) Site Development Section Plan:** A Site Development Section Plan and Tree Stand Delineation Plan, Preservation Plan and Landscape Plan for a section of a 55 acre lot of land zoned "MU" Medical Use District located at the southeast corner of Highway 141 (Woods Mill) at the intersection with St. Luke's Drive.

STAFF REPORT

Mrs. Mara Perry, Senior Planner, discussed that the Site Development Section Plan is before the Committee due to Automatic Power of Review in the current ordinance. The proposal went before the Planning Commission on October 13, 2008 and was approved by a vote of 8 – 0.

Parking Spaces

The Section Plan is for 17 parking spaces.

At this point, Mrs. Perry directed the Committee to the Power Point Presentation with location of the site. The parking spaces are to the west of an existing parking garage. Also included, is a Tree Stand Delineation Plan, Preservation Plan and Landscape Plan.

PLANNING COMMISSION REPORT

Planning Commissioner Banks stated there were no issues raised at the Planning Commission meeting.

Councilmember Schenberg made a motion to forward St. Luke's Hospital Parcel A (West Parking Lot Addition) Site Development Section Plan to City Council with a recommendation to approve. The motion was seconded by Councilmember Nation and passed by a voice vote of 3 to 0.

Note: This is a Site Development Section Plan which requires approval by City Council. A voice vote will be needed at the November 3, 2008 City Council Meeting.

[Please see the attached report prepared by Mike Geisel, Director of Planning & Public Works, for additional information on St. Luke's Hospital Parcel A (West Parking Lot Addition) Site Development Section Plan:]

- H. **P.Z. 22-2008 St. Luke's Hospital, Parcel D:** A request for an amendment to City of Chesterfield Ordinance 2372 to amend the parking requirements and parking setbacks for a 14.0 acre tract of land zoned "MU" Medical Use District located to the northwest of the intersection of Conway Road and Woods Mill Road.

STAFF REPORT

Mrs. Mara Perry, Senior Planner, stated the Ordinance before the Committee is amending Ordinance 2372 which was approved a few years back. The Petitioner is requesting an amendment related to Parcel D, which includes four pieces of land. Just to the South of Parcel D is Parcel B, which is the existing Outpatient Services Building. There are currently two separate Ordinances governing these pieces of land.

Property Line

Currently the ordinance governing Parcel D does not allow St. Luke's Hospital to build any parking or any parking structures within 25 feet of the north side of the property line between Parcel D and Parcel B. The ordinance was also written to include that they could not have any surface parking although the preliminary plan showed proposed surface parking. The description was amended at Planning Commission regarding what would happen and when the property line setback would be eliminated per the review of the City Attorney.

Chair Hurt returned to the meeting at this point.

Councilmember Geiger made a motion to forward **P.Z. 22-2008 St. Luke's Hospital, Parcel D** to City Council with a recommendation to approve.

The motion was seconded by **Councilmember Schenberg** and **passed** by a **voice vote of 4 to 0**.

Note: One bill, as recommended by the Planning Commission, will be needed for the November 3, 2008 City Council Meeting. See Bill #

[Please see the attached report prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 22-2008 St. Luke's Hospital, Parcel D].

- I. **P.Z. 02-2008 Stallone Pointe (Conway Pointe LLC)**: A request for a change of zoning from an "R3" Residential District (10,000 sq. ft.) and an existing "PC" Planned Commercial District to a new "PC" Planned Commercial District for a .68 acre tract of land located west of Conway Rd. and Chesterfield Parkway intersection (18S220050 and 18S310085).

STAFF REPORT

Mr. Shawn Seymour, Project Planner, stated the Petitioner is requesting a change in zoning from an "R3" Residential District and an existing "PC" Planned Commercial District to a new "PC" Planned Commercial District. The tract of land is located on the south side of Conway Road, west of Chesterfield Parkway. A public hearing was held on March 10, 2008 and on October 13, 2008 the Planning Commission recommenced approval of the change of zoning by a vote of 8 – 1.

There were three variance requests made with regards to this development.

- Variance to the Development Standards of retail uses in Planned Commercial Districts. A 35 foot setback is required when a retail use abuts a residential property. A two-thirds vote is required by the Planning Commission for approval. A ten foot setback was approved by a vote of 8 – 0.
- Two additional variance requests were made to the Tree Manual; Staff has the authority to grant approval. Both variances were to reduce the width of required buffers.
 - A 30 foot buffer is required whenever a development abuts an arterial route, which in this case is US Highway 40. Staff has approved a 20 foot buffer to the east nearest the proposed

structure and a 13 foot buffer on the west nearest the proposed parking lot.

- A 30 foot buffer is required where a Commercial Zoning District abuts a residential property. Due to the Comprehensive Plan Designation of “Urban Core” for both the subject property and the residentially zoned property to the east, a reduced buffer of 10 feet was approved.

There was additional discussion regarding location of the residential property as shown on the Power Point Presentation. There is currently one access point.

Councilmember Geiger made a motion to forward P.Z. 02-2008 Stallone Pointe (Conway Pointe LLC) to City Council with a recommendation to approve. The motion was seconded by Chair Hurt.

PLANNING COMMISSION REPORT

Planning Commissioner Banks stated there were no issues raised at the second reading at the Planning Commission Meeting.

The motion then **passed** by a voice vote of 4 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the November 3, 2008 City Council Meeting.
See Bill #**

[Please see the attached report prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 02-2008 Stallone Pointe (Conway Pointe LLC)].

- J. P.Z. 28-2007 THF Chesterfield Seven Development (THF Chesterfield Seven Development LLC):** A request for a change of zoning from “NU” Non-Urban District to “PC” Planned Commercial District for a 6.7 acre tract of land located on the north side of Chesterfield Airport Road, one half mile west of the corner of Chesterfield Airport Road and Boone’s Crossing. (17U510028)

STAFF REPORT

Mrs. Mara Perry, Senior Planner, presenting for Charlie Campo, stated the proposal presented this evening is a request by THF Chesterfield Seven for a change of zoning from an “NU” Non-Urban District to “PC” Planned Commercial District for a 6.7 acre tract of land on the north side of Chesterfield Airport Road. She directed the Committee to the Power Point Presentation with the location of the site.

A public hearing was held on April 28, 2008 and on October 13, 2008 it went before the Planning Commission where it was approved 7 – 1. The Planning Commission also voted on three issues which required separate votes. They are as follows:

1. The Petitioner requested a minimum open space percentage of 30% in lieu of the required 40%, which was approved by a vote of 6 – 2.
2. The Petitioner requested a building setback of 15 feet from the western boundary of the site in lieu of the required 35 foot setback, which was approved by a vote of 8 – 0.
3. The Petitioner requested an increase in the maximum building height allowed from two stories to three stories of 45 feet, which was approved by a vote of 6 – 2.

Height Requirements

Staff clarified the height requirements for the surrounding developments.

Access Points

It was confirmed that there are no access points from Chesterfield Airport Road.

Councilmember Schenberg made a motion to forward P.Z. 28-2007 THF Chesterfield Seven Development (THF Chesterfield Seven Development LLC) to City Council with a recommendation to approve. The motion was seconded by Councilmember Geiger and passed by a voice vote of 4 to 0.

**Note: One bill, as recommended by the Planning Commission, will be needed for the November 3, 2008 City Council Meeting.
See Bill #**

[Please see the attached report prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 28-2007 THF Chesterfield Seven Development (THF Chesterfield Seven Development LLC)].

- K. P.Z. 08-2008 Tpheris Israel Chevra Kadish Congregation:** A request for a change of zoning from “NU” Non-Urban to “R2” Residence District for a 4.94 acre tract of land located at 14550 Ladue Road, west of the intersection of Ladue Road and Green Trails. (17R220443)

STAFF REPORT

Ms. Annissa McCaskill-Clay, Lead Senior Planner, stated the Petitioner is requesting a change of zoning from a “NU” Non-Urban to “R2” Residence District for a 4.94 acre tract of land. The location of the site is 14550 Ladue Road, west

of the intersection of Ladue Road and Green Trails, between Brayhill Subdivision and Green Trail Subdivision.

Ms. McCaskill-Clay directed the Committee to the Power Point Presentation showing the existing site. Basically, the current proposal is based upon a future expansion plan to include a building addition and additional parking spaces.

DISCUSSION

Staff confirmed that the congregation has complete ownership of the property, and an additional lot that is in the Brayhill Subdivision. There is currently no vehicular access to the site from Brayhill and none being proposed, but there is a walk way to allow members to walk on Sabbath to the congregation.

Setbacks

Setbacks which would be required for parking would require the congregation to push the parking closer to the properties in Brayhill.

During the Public Hearing held on September 8, 2008 at Planning Commission Meeting, residents of the Brayhill Subdivision had concerns regarding use of the cul-de-sac as a pass through and the congregation selling off this part of its land for other uses. A Deed Restriction has been provided by the Petitioner to protect against this happening.

Landscaping

Discussion was made regarding adding either bollards or berms to the back edge of the property line to prevent vehicular traffic.

Councilmember Schenberg made a motion to forward P.Z. 08-2008 Tpheris Israel Chevra Kadish Congregation to City Council with a recommendation to approve. The motion was seconded by Councilmember Geiger and **passed by a voice vote of 4 to 0.**

Note: One bill, as recommended by the Planning Commission, will be needed for the November 3, 2008 City Council Meeting.
See Bill #

[Please see the attached report prepared by Mike Geisel, Director of Planning & Public Works, for additional information on P.Z. 08-2008 Tpheris Israel Chevra Kadish Congregation].

- L. P.Z. 18-2008 City of Chesterfield (Architectural Review Board):**
An ordinance repealing section 1003.177 of the City of Chesterfield Zoning Ordinance and creating a new section to address the Architectural Review Board Policies, Procedures and Architectural Standards.

STAFF REPORT

Mrs. Mara Perry, Senior Planner, stated that the document presented this evening is an ordinance amendment repealing section 1003.177 of the City of Chesterfield Zoning Ordinance and creating a new section to address the Architectural Review Board Policies, Procedures and Architectural Standards. A public hearing was held before the Planning Commission on August 11, 2008. On September 22, 2008, a recommendation to approve passed by a vote of 7 – 1.

Additional documentation presented to the Committee was Staff's Report, a letter from City Attorney Heggie, and an email from Mr. Bud Gruchalla, Chairman of the Architectural Review Board (ARB).

DISCUSSION

Chair Hurt began by praising Staff's work drafting the amended document presented this evening. He stated that the Architectural Review Board has reviewed the document and has recommended the following changes (**changes shown in bold**):

*"To make recommendations to the Planning Commission concerning **proposed projects in regard to their massing, proportion, rhythm, scale and building elevations to insure that they are compatible and complimentary with surrounding properties to enhance the streetscape, and also to address the architectural elevations,** amendments to and other architectural matters for projects that are forwarded or assigned to be reviewed by the Architectural Review Board."*

Chair Hurt indicated his support of the changes proposed by ARB.

City Attorney Heggie explained the legal issues regarding the entire ordinance amendment. For many years the City has relied on a "market driven" approach for architectural review issues. Currently there are no policies in place to guarantee that developers are in compliance and meet certain criteria within the City of Chesterfield. There is no language in the Attachment A to hold them to any standards or ARB recommendations.

Mr. Geisel endorses the ordinance amendment as ARB procedures, guidelines or by-laws, but noted that it doesn't create the enabling legislation within the City Code that would allow the City to reject development based on an architectural feature.

It was agreed that every development is different and certain parameters need to be applied, but artistic abilities need to be taken into consideration. Basically, the ARB needs direction from the Committee of their responsibilities, power, and duties.

City Attorney Heggie recommends making the ordinance into three documents.

1. An ordinance that defines the responsibilities and duties of the ARB;
2. By-laws that will cover ARB's internal operating procedures and
3. An ordinance defining the design standards for the City.

Considerable discussion then took place on ARB's proposed amendment and the City Attorney's recommendation that an ordinance be drafted to define design standards to give "teeth" to any ARB recommendations.

Motion #1

Councilmember Schenberg made a motion to endorse the document with the following amendment, and to suggest to the ARB and the Planning Commission that this document should be employed as the By-laws of ARB:

"To make recommendations to the Planning Commission concerning proposed projects in regard to their massing, proportion, rhythm, scale and building elevations to insure that they are compatible and complimentary with surrounding properties to enhance the City streetscape, and also to address amendments to and other architectural matters for projects that are forwarded or assigned to be reviewed by the Architectural Review Board."

The motion was seconded by Chair Hurt and **passed** by a voice vote of 4 to 0.

Motion #2

Councilmember Schenberg made a motion directing Staff to review the proposed document in greater detail and to create legislation which would enable the City to consider architectural impacts and the review of same in the rezoning and development approval process. The motion was seconded by Councilmember Geiger and passed by a voice vote of 4 to 0.

[Please see the attached report prepared by Mike Geisel, Director of Planning & Public Works, for additional information on [P.Z. 18-2008 City of Chesterfield \(Architectural Review Board\)](#)].

IV. ADJOURNMENT

The meeting adjourned at 8:02 p.m.