

ST. JOHN'S

Built Experts Heritage Panel Agenda

October 16, 2019

12:00 p.m.

Conference Room A, 4th Floor City Hall

Pages

1. CALL TO ORDER

2. PRESENTATIONS/DELEGATIONS

2.1 Decision Note dated October 8, 2019 re: 41 Bannerman Street - Development of a Single-Detached Dwelling- DEV1900113 1

2.2 Decision Note dated October 8, 2019 re: 93-95 Merrymeeting Road - Subdivision of site for three townhouses - SUB1900017 9

3. APPROVAL OF THE AGENDA

3.1 Adoption of Agenda - October 16, 2019

4. ADOPTION OF THE MINUTES

4.1 Adoption of Minutes - September 17, 2019 17

5. BUSINESS ARISING FROM THE MINUTES

5.1 Downtown Decorative Lighting Working Group - Verbal Update

5.2 Decision Note re: Doors and Garage Doors (Tentative Agenda Item)

6. NEW BUSINESS

7. ADJOURNMENT

DECISION/DIRECTION NOTE

Title: 41 Bannerman Street
Development of a Single-Detached Dwelling
DEV1900113

Date Prepared: October 8, 2019

Report To: Chair and Members, Built Heritage Experts Panel

Councillor & Role: Councillor Maggie Burton, Planning and Development Lead

Ward: 2

Decision/Direction Required: To seek approval for the design of a single-detached dwelling at 41 Bannerman Street.

Discussion – Background and Current Status:

The City has received an application to build a single-detached dwelling at 41 Bannerman Street. The subject property is currently a vacant lot located in Heritage Area 3, the Residential Downtown District of the St. John's Municipal Plan and is zoned Residential Downtown (RD).

The proposed dwelling meets the standards set out in Section 5.9.4 of the St. John's Development Regulations with respect to the proposed cladding, window style and trims, roofline, decorative brackets and garage door style. This application is brought to the Built Heritage Experts Panel (BHEP) for a recommendation respecting the garage doors on the front façade. The applicant proposes that the main entrance be located at the side of the dwelling, with two garage doors located at the front façade.

Recently, the topic of garages in Heritage Areas has been raised by the BHEP and Council. In past applications, garages have been permitted in the development of new infill housing in Heritage Areas, however a recent application on Patrick Street required the addition of a main entrance on the front façade alongside the garages. The BHEP recommended that the front façade of a dwelling should not be solely garage doors but should also include a main entrance doorway on the front façade if a garage is to be included.

When reviewing the proposed garages, there are aspects about this portion of Bannerman Street to note. There are nearby houses where the front door is set back from the front façade (see photos below). The properties adjacent to the subject property are set back from the street to allow driveways at the front of the dwellings, which is unique for this area of downtown. Usually, dwellings are built to the property line and abut the street and sidewalk.

While there are instances of a front door not being aligned with the front façade, the main entrance faces the street. As well, while there are driveways along the adjacent properties, the façades of the dwellings are not solely garages. From general urban design principles, buildings should be sited to locate the main entrances on the street. If this is not possible then

ST. JOHN'S

they should be directly visible and as close to the street as possible. Having a main entrance on the front façade of a building enhances the public realm. Therefore, it is recommended to uphold the BHEP's previous recommendation regarding the inclusion of a door (main entrance) on the front façade of new dwellings in the Heritage Area.

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders:
Property owner and neighbours.
3. Alignment with Strategic Directions/Adopted Plans:
A Sustainable City - Plan for land use and preserve and enhance the natural and built environment where we live.
4. Legal or Policy Implications: Not applicable.
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

Recommendation:

It is recommended to approve the design of a single-detached dwelling at 41 Bannerman Street with the following condition:

- Add a door to the front façade facing the street. A double garage may be permitted if there is room.

Prepared by/Signature:

Ann-Marie Cashin, MCIP – Planner III, Urban Design and Heritage

Signature: _____

Approved by/Date/Signature:

Ken O'Brien, MCIP – Chief Municipal Planner

Signature: _____

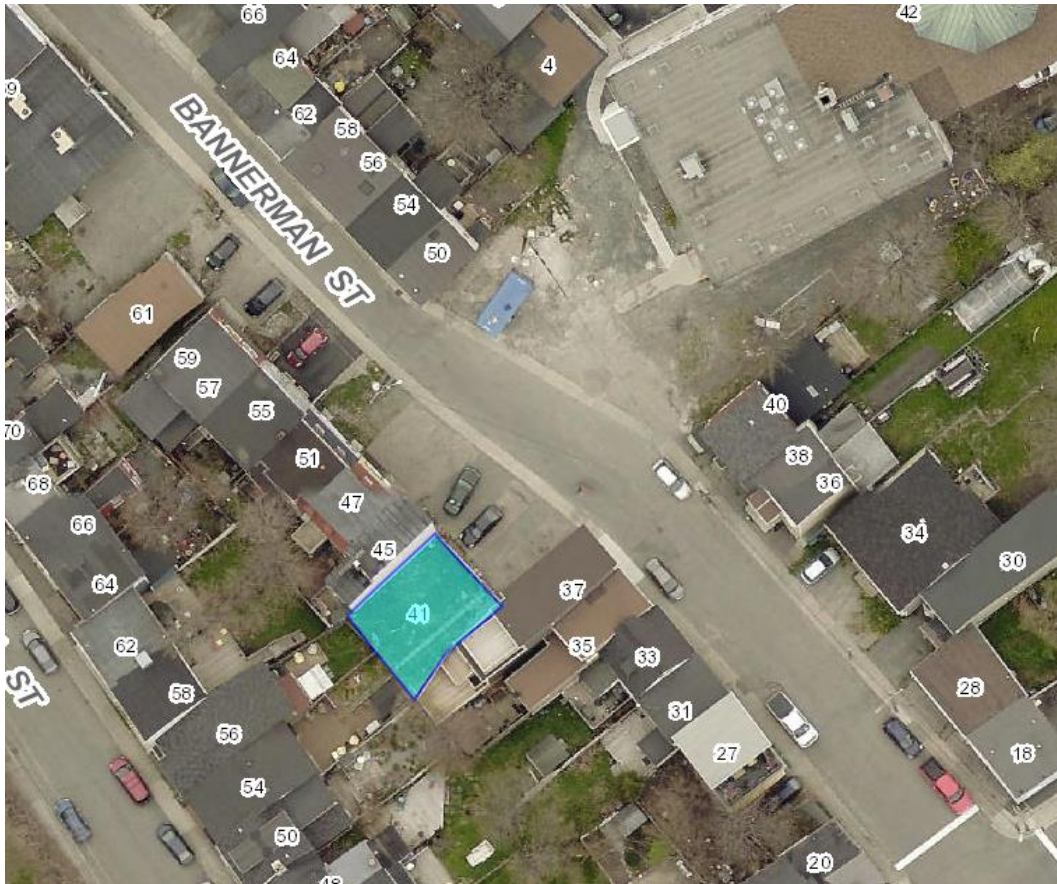
AMC/dlm

Attachments:

Location of Subject Property
Photos of Adjacent Buildings
Applicant's Submission

G:\Planning and Development\Planning\2019\BHEP\BHEP - 41 Bannerman Street October 8, 2019.docx

Location of Subject Property
41 Bannerman Street



Photos of Adjacent Buildings

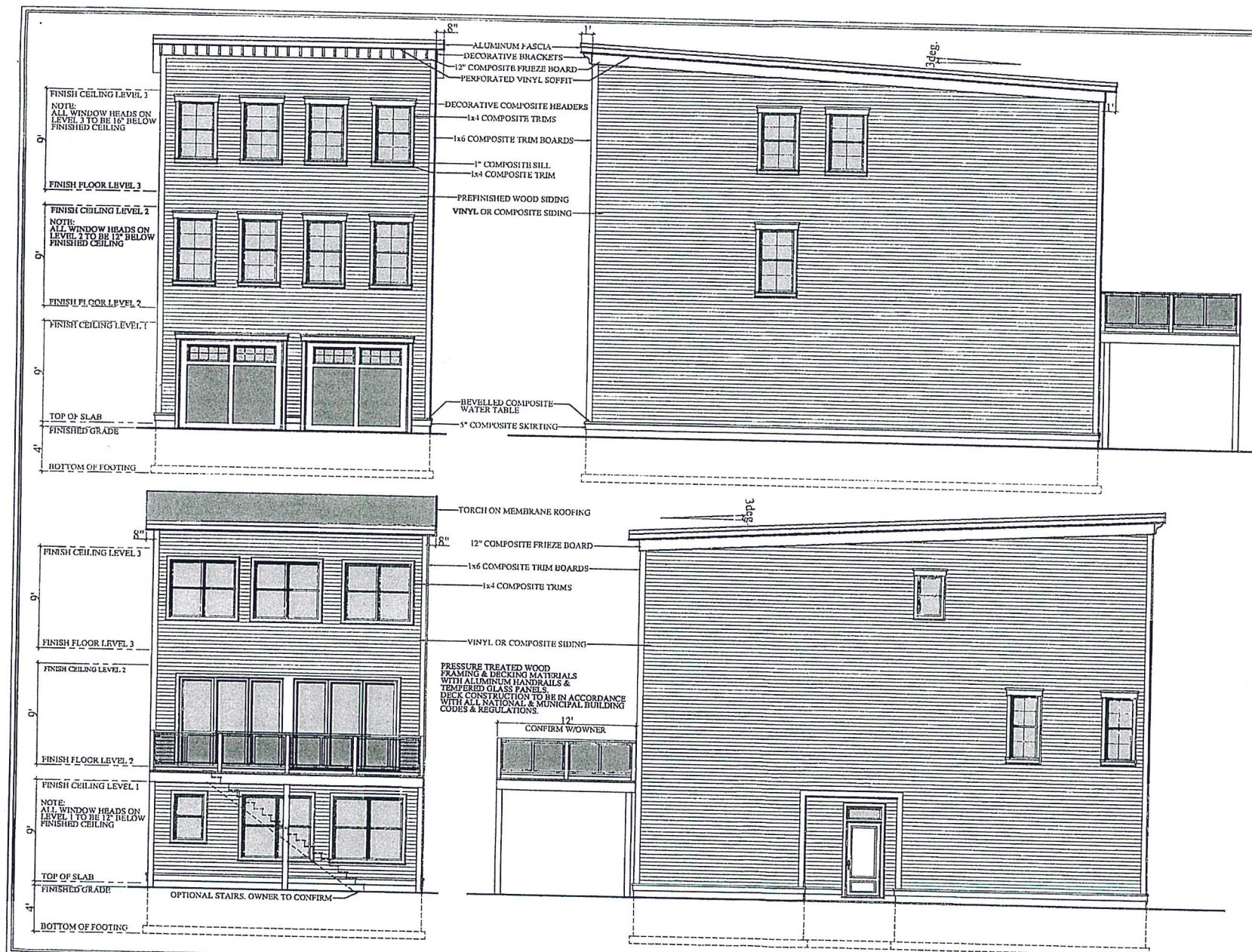
Examples of dwellings with the main entrance set back from the front façade.



Adjacent properties with driveways at the front of the lot.







PROJECT:

41 Bannerman St.
St. John's NL

Notes

- DO NOT SCALE FROM THESE DRAWINGS.
- ALL ANGLES ARE 45deg. UNLESS NOTED.
- DIMENSIONS ARE TO FACE OF FRAMING, CONCRETE &/OR FACE OF ICF FORM.
- GRADES SHOWN ON ELEVATIONS ARE FOR ILLUSTRATIVE PURPOSES ONLY. ADJUST ON SITE AS REQUIRED.
- CONCRETE FOOTINGS MUST BE PLACED ON UNDISTURBED EARTH OR COMPACTED FILL AT AN ELEVATION BELOW THE FROST LINE.
- BACKFILL SHALL NOT BE PLACED AGAINST THE FOUNDATION WALLS UNTIL STRUCTURAL FLOOR FRAMING INCLUDING PLYWOOD SUBFLOOR IS COMPLETE & FULLY NAILED & ANCHORED.
- ALL WOOD IN CONTACT WITH CONCRETE SHALL BE PRESSURE TREATED.
- TRUSS MANUFACTURER TO PROVIDE CERTIFICATES FOR ALL ROOF TRUSSES.
- FLOOR SYSTEM & LVL DESIGN & SPECIFICATION.
- ALL INTERIOR FINISHES TO BE SELECTED & SPECIFIED BY OWNER.
- ALL EXTERIOR FINISHES TO BE SELECTED & SPECIFIED BY OWNER.
- KITCHEN CABINETS, BATHROOM VANITIES, PLUMBING & LIGHT FIXTURES TO BE SELECTED BY OWNER.
- LOCATIONS OF LIGHT FIXTURES, SWITCHES & ELECTRICAL RECEPTACLES TO BE DETERMINED ON SITE IN CONSULTATION WITH OWNER.
- HEATING & AIR EXCHANGE SYSTEMS TO BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS & NATIONAL BUILDING CODE REQUIREMENTS.
- SMOKE DETECTORS TO BE INSTALLED IN ACCORDANCE WITH LOCAL REGULATIONS & NATIONAL BUILDING CODE REQUIREMENTS.
- ELECTRICAL INSTALLATION TO COMPLY WITH THE CURRENT EDITION OF THE NATIONAL BUILDING CODE.
- ALL HEADERS & TRIMMERS TO COMPLY WITH THE NATIONAL BUILDING CODE LATEST EDITION.
- MATERIALS FOR DECK CONSTRUCTION TO BE DETERMINED BY OWNER & INSTALLED BY BUILDER.

DRAWING:

As Indicated

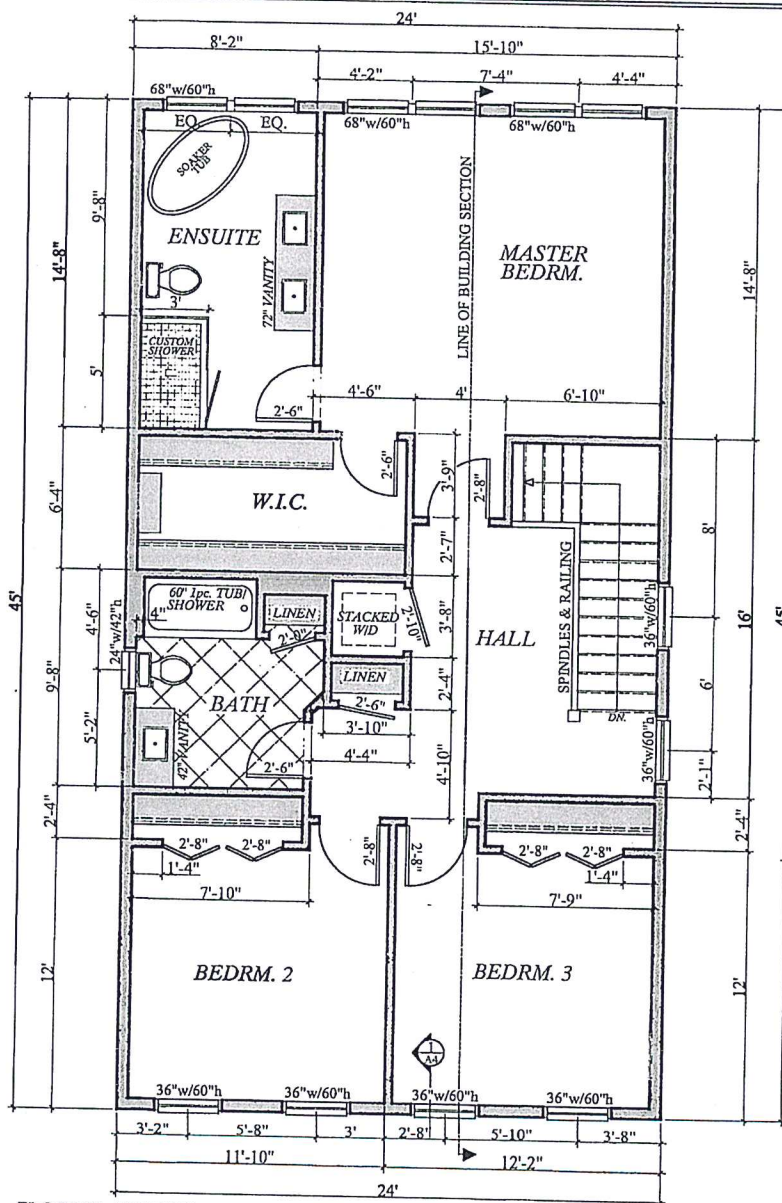
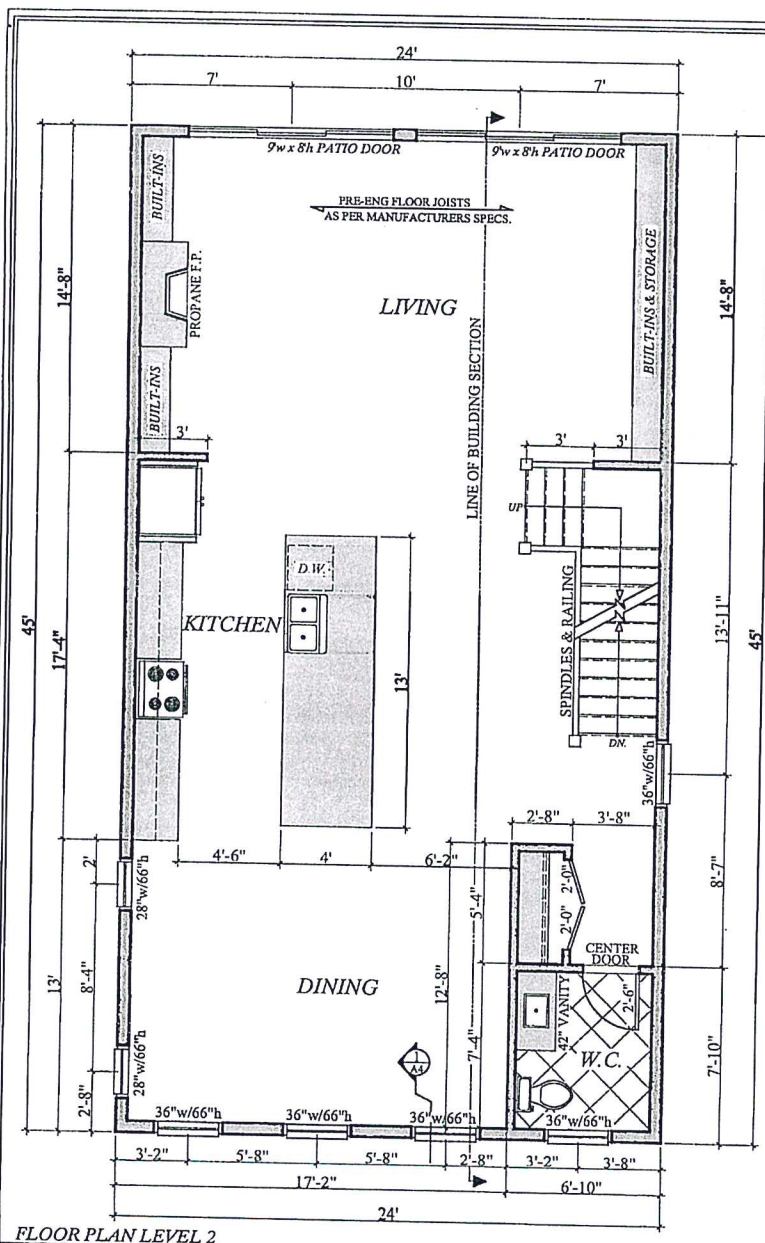
Revisions:

Sheet:

A1

FILE: 41Bannerman_A1	DRAWING NO.: A1
DATE: JULY 2019	DESIGN: D.B. DOBBIN
SCALE: 1/8"=1'-0"	DRAWN: D.B. DOBBIN

david b. dobbin
home design
daviddobbins@gmail.com 709.728.8308



PROJECT:

41 Bannerman St.
St. John's N.

Notes

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12. LOCATIONS OF LIGHT FIXTURES, SWITCHES & ELECTRICAL RECEPTACLES TO BE DETERMINED BY OWNER AFTER CONSULTATION WITH OWNER.
13. HEATING & AIR CONDITIONING SYSTEMS TO BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS & NATIONAL BUILDING CODE REQUIREMENTS.
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15. ELECTRICAL INSTALLATIONS TO COMPLY WITH THE CURRENT EDITION OF THE NATIONAL BUILDING CODE.
16. ALL HEADERS & TRIMMERS TO COMPLY WITH THE NATIONAL BUILDING CODE LATEST EDITION.
17. MATERIALS FOR DECK CONSTRUCTION TO BE DETERMINED BY OWNER & INSTALLED BY BUILDER.

DRAWING:

DRAWING:
As Indicated

Revisions:

Sheet:

A3

FILE: 41Bannerman_A3	DRAWING NO.: A3
DATE: JULY 2019	DESIGN: D.B. DOBBIN
SCALE: 3/16"=1'-0"	DRAWN: D.B. DOBBIN

David B. Dobbin
home design
davidbdobbin@gmail.com 709.728.8308

DECISION/DIRECTION NOTE

Title: 93-95 Merrymeeting Road
Subdivision of site for three townhouses
SUB1900017

Date Prepared: October 8, 2019

Report To: Chair and Members, Built Heritage Experts Panel

Councillor & Role: Councillor Maggie Burton, Planning and Development Lead

Ward: 2

Decision/Direction Required: To seek approval for the design of proposed townhouses located at 93-95 Merrymeeting Road.

Discussion – Background and Current Status:

The City has received an application for the development of three (3) townhouses at 93-95 Merrymeeting Road. The site currently houses a former convenience store which will be demolished should the development proceed. This application has been previously presented to Council as a text amendment to the St. John's Development Regulations in order to consider the development. The amendment allowed staff to consider a reduced sight line at intersections. As part of its decision, at the September 3, 2019 Council meeting, Council referred the proposed design to the Built Heritage Experts Panel (BHEP) for review.

The subject property is within Heritage Area 3, the Residential Medium Density District of the St. John's Municipal Plan and is zoned Residential High Density (R3). The building is not designated by Council as a Heritage Building. Townhousing is a permitted use within the R3 Zone.

While the civic address is currently Merrymeeting Road, the townhouses are proposed to face Mayor Avenue, similar to the dwelling on the opposite side of Mayor Avenue. The proposed design features a flat roof, four-inch straight clapboard cladding, a combination of double and single single-hung windows with trim and a traditional style door. All aspects are in keeping with Regulation 5.9.4 Heritage Area Standards (Table) of the St. John's Development Regulations. The design also proposes exterior porch roofs, which is common in this area. Therefore, it is recommended to approve the design as proposed.

Please note, as this application was referred to the BHEP by Council prior to development approval, development review of the application may alter the shape of the dwellings and the proposed setbacks. Should the City require that the footprint be altered, it is the applicant's intention is to maintain the general look of the proposed design. If the proposed dwelling changes substantially, the application will be brought back to the BHEP for further review.

ST. JOHN'S

Key Considerations/Implications:

1. Budget/Financial Implications: Not applicable.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans:
A Sustainable City – Plan for land use and preserve and enhance the natural and built environment where we live.
4. Legal or Policy Implications: Not applicable.
5. Engagement and Communications Considerations: Not applicable.
6. Human Resource Implications: Not applicable.
7. Procurement Implications: Not applicable.
8. Information Technology Implications: Not applicable.
9. Other Implications: Not applicable.

Recommendation:

It is recommended to approve the design of the three (3) townhouses located at 93-95 Merrymeeting Road, as proposed.

Prepared by/Signature:

Ann-Marie Cashin, MCIP – Planner III, Urban Design and Heritage

Signature: _____

Approved by/Date/Signature:

Ken O'Brien, MCIP – Chief Municipal Planner

Signature: _____

AMC/dlm

Attachments:

Location of Subject Property
Applicant's Submission



A-1.1

DRAWING TITLE

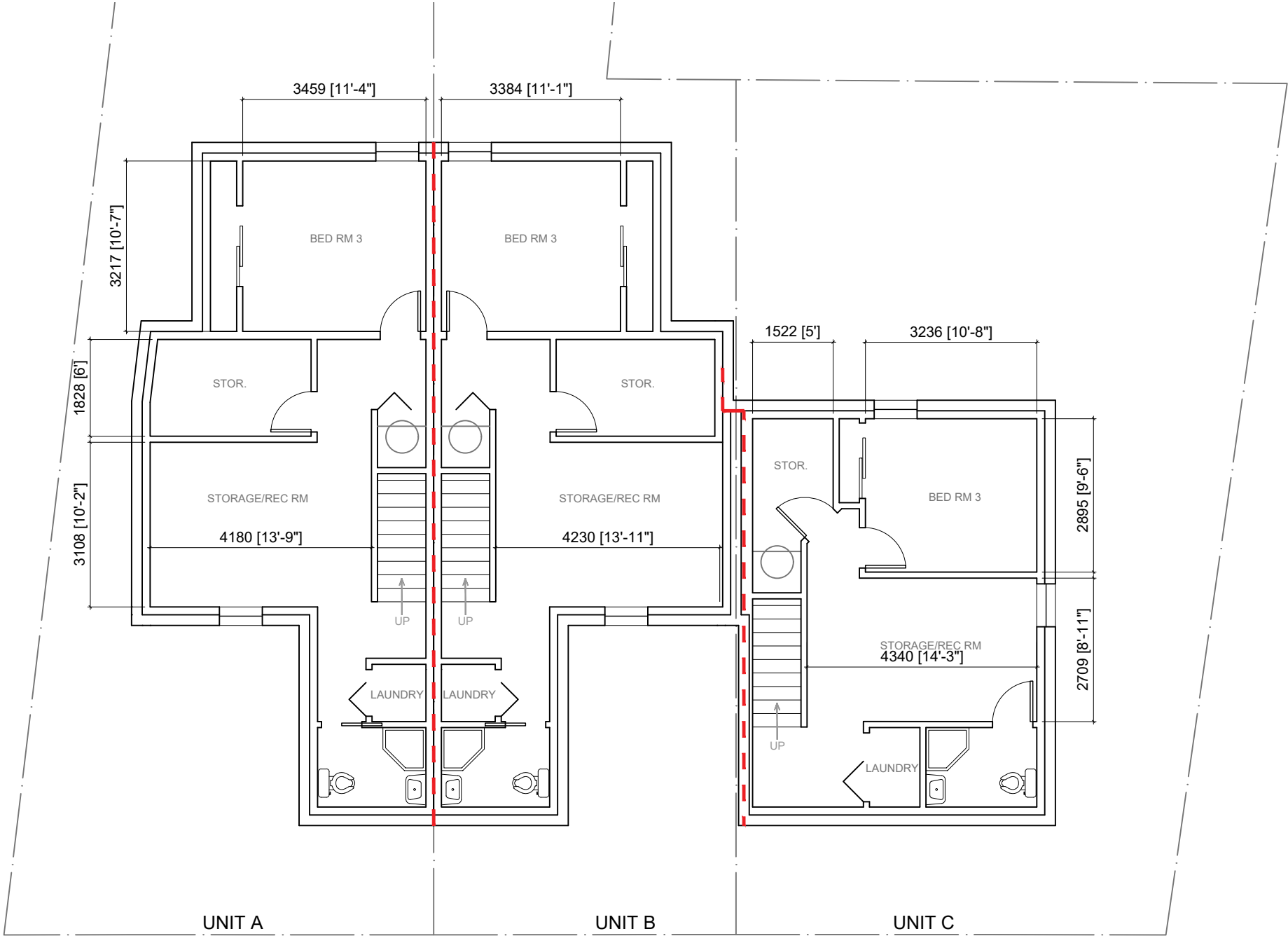
SITE PLAN

FIRE SEPARATION LEGEND

--- SMOKE/FIRE SEPARATION
AS PER PART 9 2015 NBCC.

NOTES:

- STAIR RISE: 200mm ; STAIR RUN 255mm (2800mm FLOOR TO FLOOR).
- PRE-ENGINEERED ROOF STRUCTURE THROUGHOUT.
- PRE-ENGINEERED FLOOR FRAMING STRUCTURE THROUGHOUT.
- LINTELS AND FRAMING TO BE CONSTRUCTED AS PER PART 9 2015 NBCC.
- EXTERIOR LANDINGS, PATIOS AND DECKS INCLUDING GUARDS, STAIRS AND STAIR RAILINGS TO BE CONSTRUCTED AS PER PART 9 2015 NBCC.



PROPOSED PLANS – LEVEL 0 (BASEMENT)

SCALE : 1:50 (1:100 when printed 11X17)

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2.0

REVISIONS

NO.	YY/MM/DD	DESCRIPTION
0	19/10/07	ISSUED FOR PERMIT

PROJECT #: XXXX-01

1. DO NOT SCALE FROM THIS DRAWING.
2. UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE IN MILLIMETRES.
3. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS ON SITE PRIOR TO PROCEEDING WITH ANY PORTION OF THIS WORK.
4. CONTRACTOR SHALL DO ALL WORK IN ACCORDANCE WITH THE APPLICABLE STANDARDS AND CODES INCLUDING, BUT NOT LIMITED TO, THE NATIONAL BUILDING CODE OF CANADA.
5. DIMENSIONS ARE SHOWN TO FACE / CORNERS AND CENTRE OF PARTITIONS.

PROJECT TITLE

NEW TOWNHOUSES

33, 35, 37 MAYOR AVE.
ST. JOHN'S, NL

DRAWING TITLE

PROPOSED PLANS

DRAWING NUMBER

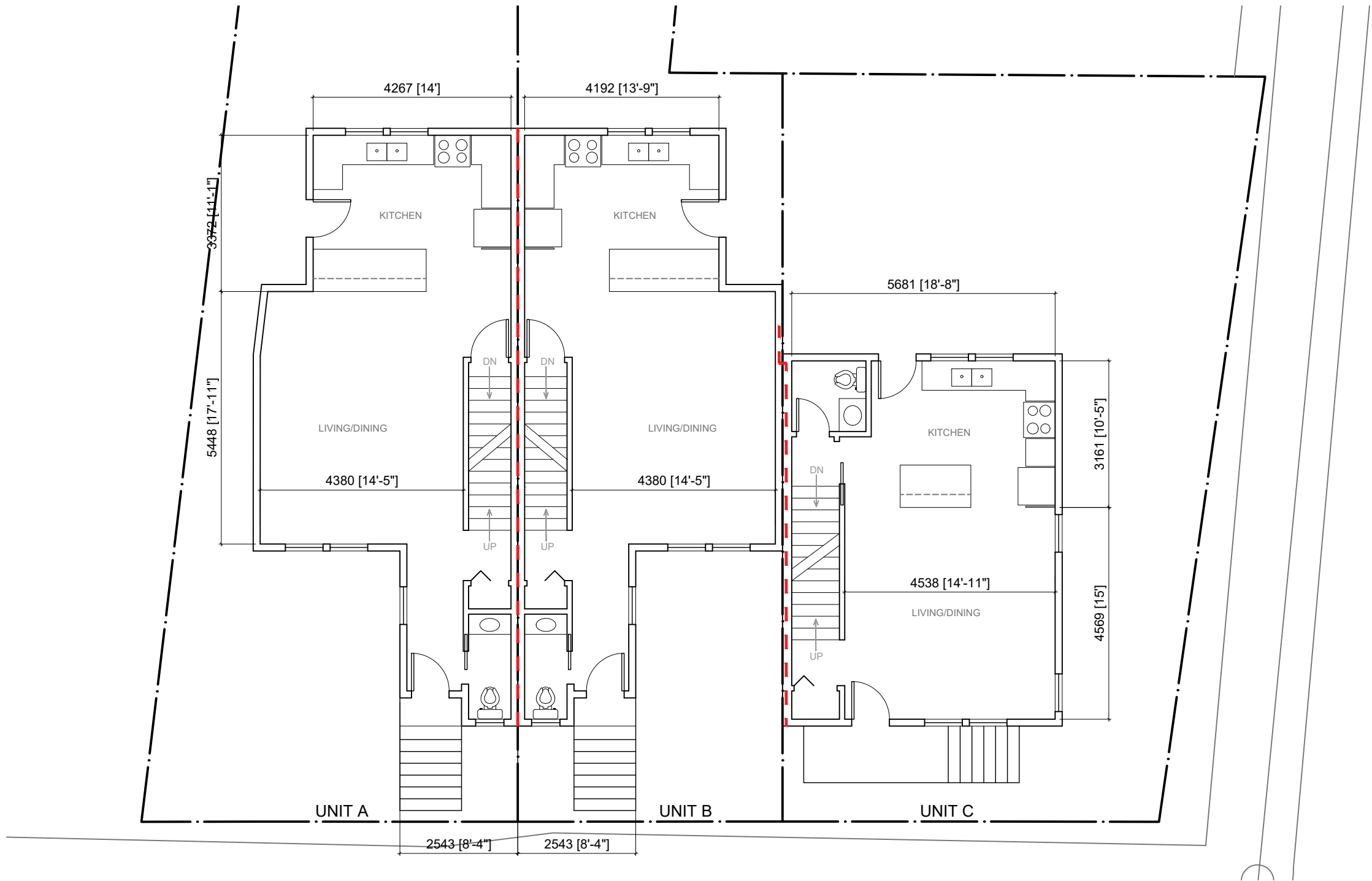
A-2.0

FIRE SEPARATION LEGEND

--- SMOKE/FIRE SEPARATION
AS PER PART 9 2015 NBCC.

NOTES:

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PROPOSED PLANS – LEVEL 1 (GROUND)
SCALE : 1:50 (1:100 when printed 11X17)

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2.1

REVISIONS		
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PROJECT TITLE
NEW TOWNHOUSES

33, 35, 37 MAYOR AVE.
ST. JOHN'S, NL

DRAWING TITLE
PROPOSED PLANS

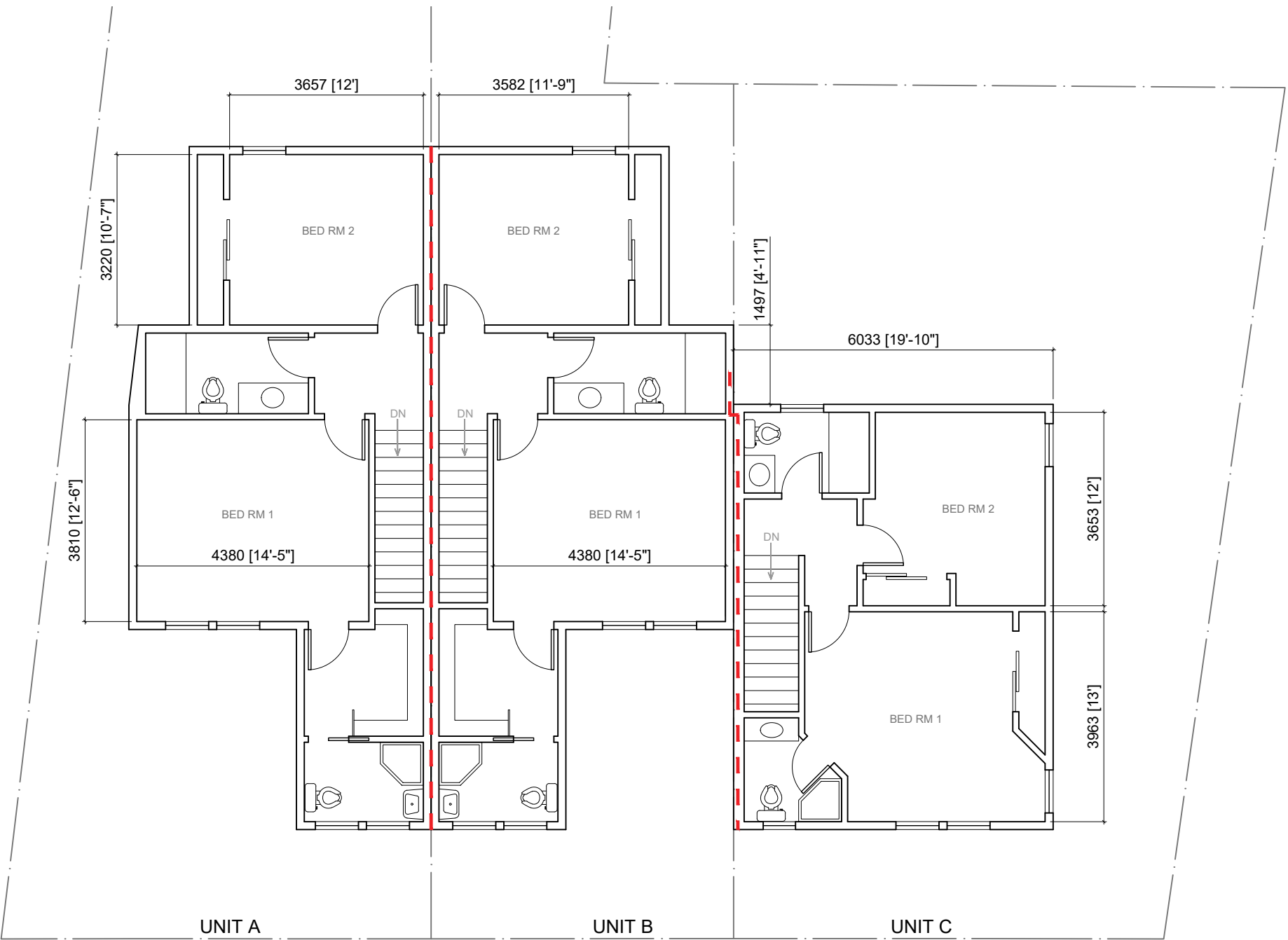
DRAWING NUMBER
A-2.1

FIRE SEPARATION LEGEND

--- SMOKE/FIRE SEPARATION
AS PER PART 9 2015 NBCC.

NOTES:

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PROPOSED PLANS – LEVEL 2

SCALE : 1:50 (1:100 when printed 11X17)

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2.2

REVISIONS

NO.	YY/MM/DD	DESCRIPTION
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PROJECT # XXXX-01

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PROJECT TITLE
NEW TOWNHOUSES

33, 35, 37 MAYOR AVE.
ST. JOHN'S, NL

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PROPOSED PLANS

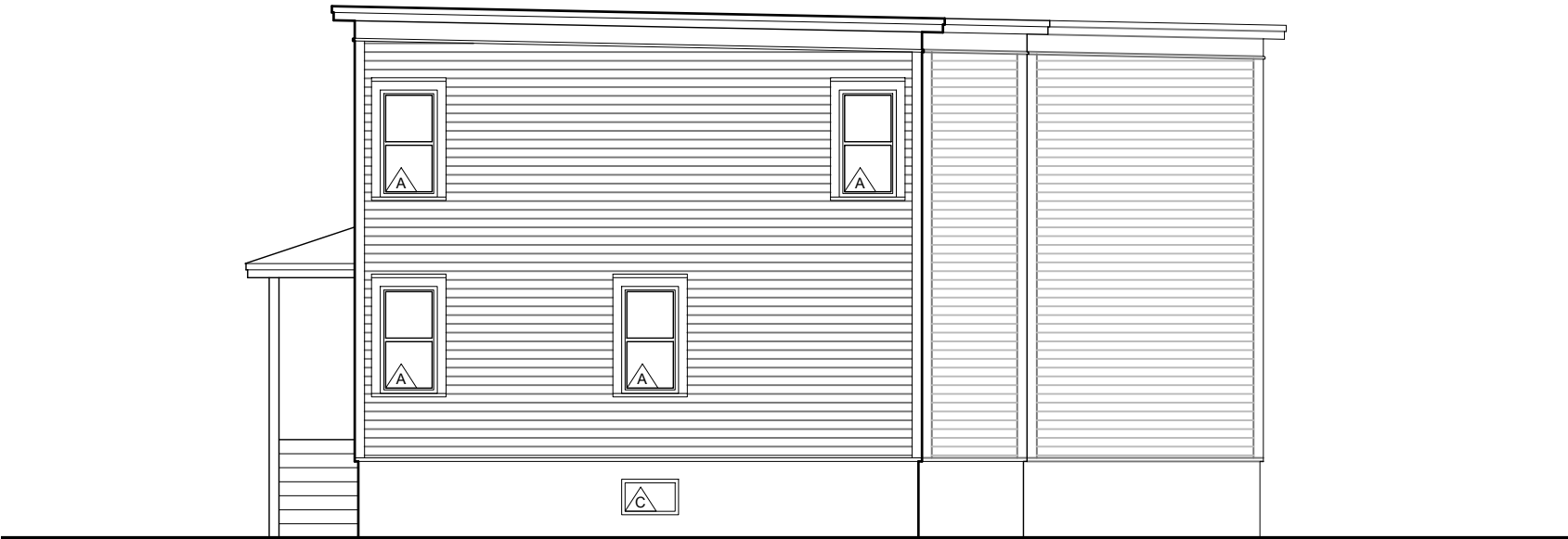
DRAWING NUMBER

A-2.2

- NOTES:
- BEDROOM WINDOWS TO BE OPERABLE AND MEET EGRESS REQUIREMENTS AS PER 2015 NBCC.
 - SIDING TO BE CLAPBOARD PROFILE WITH 4" EXPOSURE. (WOOD, VINYL OR METAL).
 - TRIMS TO BE 4.5", 5.5" WIDE.
 - HANDRAILS AND GUARDS (NOT SHOWN) ARE TO MEET HANDRAIL AND GUARD REQUIREMENTS AS PER 2015 NBCC AND TO BE OF PAINTED WOOD.

WINDOW SCHEDULE:

A : 32"x60"
B : 24"x52"
C : 32"x16"



VIEW FROM MERRYMEETING RD.



VIEW FROM MAYOR AVE.

PROPOSED ELEVATIONS

SCALE : 1:50 (1:100 when printed 11X17)

REVISIONS		
NO.	YY/MM/DD	DESCRIPTION
0	19/10/07	ISSUED FOR PERMIT

PROJECT # : XXXX-01

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PROJECT TITLE
NEW TOWNHOUSES

33, 35, 37 MAYOR AVE.
ST. JOHN'S, NL

DRAWING TITLE
PROPOSED ELEVATIONS

DRAWING NUMBER

A-4.1

ST. JOHN'S

Minutes of Built Heritage Experts Panel

September 17, 2019

12:00 p.m.

Conference Room A, 4th Floor City Hall

Present: Glenn Barnes, Chairperson
Bruce Blackwood, Contractor
Garnet Kindervater, Contractor
Rachel Fitkowski, Landscape Architect
Mark Whalen, Architecture
Ken O'Brien, Chief Municipal Planner
Ann Marie Cashin, Heritage and Urban Planner
Rob Schamper, Technical Advisor

Regrets: Dawn Boutilier, Planner

Staff: Maureen Harvey, Legislative Assistant

1. CALL TO ORDER

The meeting was called to order by the Chair at 12 noon.

2. PRESENTATIONS/DELEGATIONS

2.1 22 St. Joseph's Lane - Exterior Renovations

Delegation - Mr. Wayne Purchase - Martek, Morgan, Finch

While there has not been a formal application submitted for the exterior renovations to 22 St. Joseph's Lane, the Panel welcomed Mr. Wayne Purchase to discuss the technical aspects of the proposed work. Mr. Purchase informed the group that the building is the subject of multiple water filtration issues of caused mainly through leaking windows resulting in the inability to rent the space.

Discussion took place with the Panel expressing appreciation for the pro action of the developer in reaching out to the Panel before costly decisions are made.

Mr. Churchill thanked the panel for the suggestion of low profile Nichiha siding which has been favorable on a number of buildings. He retired from the meeting at 12:30 pm.

2.2 Information Note dated September 11, 2019 re: 68 Queen's Road (Cathedral Parish Hall), Designated Heritage Building Rezoning Application for a 40-unit Residential Development - MPA1900002-Land Use Assessment Report

The Panel reviewed the Information note which provided the background and current status of the application to develop 40 residential units in two buildings at 68 Queen's Road. A Land Use Assessment Report was a requirement prior to consideration of a rezoning to the Commercial Central Mixed Use (CCM) Zone.

Ms. Cashin informed the panel that this application has already been considered twice by the Panel - once before design and again following adjustments based on those discussions. She noted that staff is currently reviewing the LUAR and initial comments have been provided to the applicant. Once staff is satisfied with the comments the matter will be presented at a Public Meeting.

The Panel was informed there are two issues for consideration:

- a. whether it recommends amending the designation to allow the development to proceed
- b. whether the Panel is in agreement with the proposed design i.e. to demolition of the mid-section of the building retaining the house and the archway. It was noted the applicant is seeking approval for partial demolition

The Panel welcomed Philip Pratt and Paul Chafe (at 12:50 pm) who were in attendance to respond to any questions the Panel may have with respect to the proposed development.

Mr. Pratt stated that the proposal put forward is well within what the CCM Zone permits.

Discussion took place on the plan to demolish the mid-section of the building with the Panel expressing concern that there may be no

safeguards to protect the remainder of the structure. It was also noted that any new structure should echo the look of previous structure. Mr. Pratt indicated the developer's intent to protect the adjoining structures using measures such as hand demolition and underpinning. He stated all materials will be stacked, placed on pallets and sealed to protect the integrity of material for future use in the building. He also stated they will be seeking expertise in this area.

While the Panel was receptive in the effort to preserve the structure, it cautioned the delegation that about the potential for preservation to fail and the City losing a significant piece of heritage.

Discussion continued with the main emphasis on the proposed demolition and the impact this will have if not done successfully. It was noted that demolition will only be considered once approval of the project is given. The application for a demolition permit will be carefully scrutinized with specific requirements set out by staff of the PERS Department.

The delegation retired from the meeting at which time discussion concluded with agreement of the following:

- a. the proposal as presented shows too much massing and curtain wall
- b. protection of heritage must be the first priority
- c. more detail is required in the LUAR on deconstruction and reconstruction
- d. the developer should consider the feasibility of undertaking the Queen's Road portion of the project last. The developer should look at alternative ways to access the site.
- e. the application should come back to the Panel for further consideration once at the development stage if the amendment is approved.

2.3 Information Note dated September 11, 2019 re: 1 Clift's-Baird's Cove - Proposed Hotel Above Atlantic Place Parking Garage - Land Use Assessment Report

Ken O'Brien retired from the meeting at 1:30 pm.

The City has received a Land Use Assessment Report (LUAR) from John Hearn Architect Inc. and PARTISANS, on behalf of Sonco Group Inc. for the development of a 4-storey hotel above the Atlantic Place Parking Garage. The proposed development will also include a small retail area at the ground floor and renovations to the parking garage. The LUAR was a

requirement of Council prior to consideration of a text amendment to the A. P. Parking Garage Zone to increase the maximum height from 11-storeys to 12-storeys.

The subject property is located in the A.P. Parking Garage District and Zone. The property is not located within the Heritage Area, however given its proximity to Heritage Area 1 and a number of designated Heritage Buildings, Council has referred the application to the Built Heritage Experts Panel (BHEP) to evaluate the design. Where the property is not in a Heritage Area, *Regulation 5.9.4 Heritage Area Standards (Table)* of the St. John's Development Regulations does not apply.

The existing parking garage is 8-storeys. The applicants are proposing to add an additional 4-storey hotel above the parking garage for a total of 12-storeys. Under the current zoning, the maximum height is 11-storeys, and a hotel located on the 9th and/or higher storeys is a discretionary use. A Municipal Plan and Development Regulations amendment is required to consider a 12-storey development.

The applicants have proposed a design to make the hotel portion distinguishable from the parking garage. In the LUAR, it is described as a composition of volumes, where the parking garage, hotel rooms, lobby and sauna area each are contained in distinguishable volume. The renovation will include wrapping that existing garage with a perforated, powder-coated white metal screen. Along the Harbour Drive side of the parking garage, the LUAR states that the applicants are proposing to include a silhouette graphic of a supply vessel as a way to connect the Parkhotel to the harbor, but this may change in further revisions. The hotel portion is proposed to be powder-coated metal panels in various colours, with black spandrel (opaque) glass for the hotel rooms.

At this stage, staff are reviewing the LUAR and have provided initial comments to the applicants. Once staff are satisfied with the LUAR, the application will be referred to a Public Meeting chaired by an independent facilitator. Any recommendations from the Panel will be forwarded to the applicants with the staff comments and will be included in the information

forwarded to Council following the public meeting. As the LUAR is currently in draft form, it will be sent to the Panel under a separate cover

The Panel welcomed John Hearn to the meeting and entertained the display of the proposed design.

Mr. Hearn informed the Panel that the structure is being designed as an international destination hotel, not with typical downtown style. He compared it to the look of the Fogo Island Inn. He stated the intent was to pick up on St. John's colors and break the proposal down into smaller components.

Discussion took place with the following comments noteworthy:

- Consideration ought to be given to engaging the arts community for an appropriate and appeal mural to be installed on the south side of the building.
- The color scheme chosen was intentionally bold to draw attention to the building
- The proposed retail section of the building (at the southern side, ground floor) will be a valued asset that will enhance the downtown.
- Mr. Hearn stated this is an iconic design that will enhance other buildings in the downtown.

Mr. Hearn retired from the meeting at 2:07 pm.

Discussion concluded noting that while the site of the proposed development is outside a heritage area, the surrounding area of this proposed development is prime heritage area. The Panel agreed that the design does exactly what the developer intended i.e. to make the building stand out. It was suggested that the use of yellow should be muted in order to not detract from the heritage buildings on Water Street. It was also agreed that any mural/sculpture design on the south side should be meaningful and not appear as a billboard for advertisements etc. and should not include illumination. Any proposed art installation should be determined prior to development approval as the applicant suggested that it could influence the use of colour in the final design. It was noted that the restriction on height of the structure will be favorable in retaining the view of the harbour from other buildings in the downtown. The Panel is appreciative of the pedestrian improvements on the ground level.

The Panel was informed that its comments will be included in the information brought forward to a public meeting which will be scheduled once Council considers the application.

4. ADOPTION OF THE MINUTES

4.1 Adoption of Minutes - August 14, 2019

Recommendation

Moved By Bruce Blackwood

Seconded By Rachel Fitkowski

That the minutes of the meeting held on August 14, 2019 be accepted with the following amendment.

Item 5.1 Page 2 - 2nd bullet from the bottom - It was noted that stock doors can be purchased and modified.

CARRIED UNANIMOUSLY

5. BUSINESS ARISING FROM THE MINUTES

6. NEW BUSINESS

6.1 193 Water Street - Designated Heritage Building Exterior

For discussion only.

The Panel was shown a picture of the building at 193 Water Street where a modern tile was used to modify the front facade. It was noted this work was completed without a permit. In the interest of time, Ms. Cashin informed the Panel it may be forwarded a request for consideration by and e-vote.

7. ADJOURNMENT

There being no further business, the meeting adjourned at 2:25 pm

GLENN BARNES, CHAIR