

**PLANNING COMMISSION MEETING
MUNICIPAL CENTER COUNCIL CHAMBERS
Tuesday, September 9, 2014**

The regular meeting of the Planning Commission was scheduled and held in the Council Chambers of the Municipal Center on September 9, 2014. Chairman Klevan welcomed everyone and asked the Commission members as well as the audience to please speak into the microphone so they could be heard. Chairman Klevan then called the meeting to order at 6:05 p.m. asking the secretary for the roll. Ms. Rush called the roll of the Board to establish a quorum: A quorum for tonight's Planning Commission meeting was established.

Commissioners Present: Susan Burrow, David Klevan, Hale Barclay, George Hernandez, Steve Wilensky, Alderman Forrest Owens, and Mike Harless

Commissioners Absent: Dike Bacon

Staff Present: David Harris, Wade Morgan, Tim Gwaltney, Cameron Ross, and Pam Rush

1. Approval of Minutes for August 5, 2014

Chairman Klevan stated for those people who just arrived, tonight's agenda is on the front table. The first order of business is the approval of the minutes for August 5, 2014. If there were no additions, corrections or deletions to the minutes of the August 5, 2014, meeting of the Planning Commission, he would entertain a motion for approval.

Ms. Burrow moved to approve the Planning Commission minutes of August 5, 2014, as submitted, seconded by Mr. Harless.

Chairman Klevan asked for a roll call.

Roll Call: Barclay – yes; Burrow –yes; Hernandez –yes; Wilensky – abstain; Bacon – absent; Harless –yes; Owens -yes; Klevan –yes. **The motion was passed**

2. Consent Agenda: Item 2. (a) was approved.

2. (a) Amendment to the City of Germantown's Zoning Code: Add the category of "Funeral Chapel" to the Definitions Section and add "Funeral Chapel" to the list of Permitted Uses.

INTRODUCTION: ECD staff proposes that the definition of "Funeral Chapel" be added to the Zoning Code, as it is not currently an allowed use. There is interest in this use in commercial areas to serve the Germantown market locally rather than in other municipalities. The proposed definition changes to the City of Germantown's Zoning Code, Section 23-2 "Definitions" will affect uses in the following zoning districts: C-2 "General Commercial District"

EXISTING DEFINITION:

There is no current definition.

PROPOSED DEFINITION:

Section 23-2: Funeral Chapel: A building used primarily for human funeral services, provided that such building shall not contain facilities for (a) embalming; (b) performance of autopsies or other similar surgical procedures; (c) cremation; or (d) storage of funeral caskets and funeral urns, except those on display on the premises; and (e) that funeral vehicles shall not be stored on the premises except in a garage or other accessory building with no direct public street frontage; and (f) that the garage or other accessory building shall not be used for other purposes.

ZONING SUBCOMMITTEE: (SUSAN BURROW, CHAIRMAN) – The subcommittee met on August 20, 2014 and withheld a recommendation.

PROPOSED MOTION: To recommend approval of the amendment to add the category of “Funeral Chapel” to the Definitions Section and add “Funeral Chapel” to the list of Permitted Uses.

Ms. Burrow moved to recommend approval of the amendment to add the category of “Funeral Chapel” to the Definitions Section and add “Funeral Chapel” to the list of Permitted Uses, subject to the comments listed in the staff report, seconded by Mr. Harless.

Chairman Klevan asked for a roll call.

Roll Call: Barclay – yes; Burrow –yes; Hernandez – yes; Wilensky – yes; Bacon – absent; Harless – yes; Owens -yes; Klevan –yes. **The motion was passed**

3. Amendments to the Planning Commission Bylaws

INTRODUCTION: The Planning Commission bylaws establish the practices and procedures of the Planning Commission meeting, subcommittees and the handling of development plans. They can be amended by a two-thirds majority vote of the entire membership of the Planning Commission at any time by placing on the agenda of any regular meeting an item for their amendment.

STAFF RECOMMENDATION: Approval of the attached amendments. Additions are indicated by red, underlined text and deletions are ~~struck through~~.

**Germantown Planning Commission (PC)
By-Laws of the Planning Commission**

**Article I
Authority**

These By-Laws are adopted under the authority of the Ordinances of the City of Germantown and the Tennessee Code Annotated and Amendments thereto as set forth in TCA 13-4-101 et seq. Each municipal Planning Commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record.

Objectives

The objectives and purposes of the Germantown Planning Commission shall be as set forth in TCA Sections 13-4-101 et seq. of the Tennessee Code Annotated and Amendments and Supplements thereto, and those powers and duties delegated to the Planning Commission by the chief legislative body in accordance with the above mentioned enabling law.

Article II
Officers and their Duties

- Sec. 1 The officers of the Planning Commission shall consist of a Chairman, Vice-Chairman and Secretary.
- Sec. 2 The Chairman shall preside at all meetings and hearings of the Planning Commission and have the duties normally conferred by Parliamentary usage on such officers.
- Sec. 3 The Chairman shall be one of the appointive members of the Planning Commission. He shall have the privilege of discussing all matters before the Planning Commission to vote thereon.
- Sec. 4 The Vice-Chairman shall be one of the appointive members of the Planning Commission and shall act for the Chairman in his absence.
- Sec. 5 The Secretary shall be responsible for the minutes and records of the Planning Commission and such other duties as are normally carried out by a Secretary.

Article III
Election of Officer

- Sec. 1 Nomination of officers shall be made from the floor and officers shall be elected at the annual organization meeting which shall be held the first meeting in each year, at which time the Mayor or his/her designee shall act as Chairman *pro tem*.
- Sec. 2 The nominee for each office receiving a majority vote of the entire membership of the Planning Commission shall be declared elected.
- Sec. 3 The term of office of each officer of the Commission shall be one (1) year, or until the election and qualification of his/her successor.
- Sec. 4 Vacancies in offices shall be filled immediately for the unexpired term by regular election procedure.

Article IV
Meetings

- Sec. 1 All meetings of the City of Germantown Planning Commission shall be held on the first Tuesday of each month at 6:00 p.m., at the Germantown Municipal Center or such other place and time as designated in advance by the Chairman. In the event of any vacancy on the Commission, a majority of the members still acting shall constitute a quorum.
- Sec. 2 A majority of the entire membership of the Planning Commission shall constitute a quorum. A quorum shall be present before any business is transacted.
- Sec. 3. In regards to rezoning applications, a notice of the time, place and subject matter of each hearing shall be mailed or hand delivered to the owners of the property within five hundred (500) feet of the subject property. In regards to all other applications, a notice of time, place and subject matter of each hearing shall be mailed or hand delivered to the owners of property within three hundred (300) feet of the subject property. Such notices shall be issued at least seven (7) working days prior to the meeting at which the case is to be considered.
- Sec. 4 All plans, reports and recommendations of the Planning Commission must be approved by a majority of all members present.

- Sec. 5 A record of the vote of each member on each major question shall be kept as a part of the minutes.
- Sec. 6 Special meetings of the Planning Commission may be called upon written notice by (1) the Chairman, (2) the Vice-Chairman, if the Chairman be not acting, or (3) by any five (5) members of the Commission by giving at least five (5) days notice thereof.
- Sec. 7 Except as set forth herein, Robert's Rules of Order shall prevail as to any matters of procedure.
- Sec. 8 All meetings at which official action is taken shall be open to the general public.
- Sec. 9 An affirmative vote of the majority of the members attending the meeting will be necessary for approval of any proposed subdivision or zoning matter and in the event that a majority of those present at the meeting shall not vote affirmatively on a matter, the matter shall be recommended as not approved.
- Sec.10 Proxies may be given for the purposes of a quorum, but proxies may not be used for an affirmative vote to approve any matter.

Article V

Order of Business

The order of business at regular meetings shall be:

1. Roll call (either visual or verbal)
2. Action on request for additions to agenda
3. Approval of minutes of previous meeting
4. Hearing of persons having business with the Commission
5. Reports of officers and committees
6. Old business
7. Other new business not considered in (4) above.
8. Adjournment

Article VI

Procedure

- Sec. 1 All matters to be presented by the public to the Commission shall be filed in **substantially** final form not later than seventeen (17) working days prior to the **regular** meeting at which an action is sought. **Plan revisions, in response to staff or Commission comments, shall be filed not later than six (6) working days prior to the meeting at which action is sought.**
- Sec. 2 An agenda of matters to be presented at the meeting shall be prepared not later than one (1) week prior to the General Meeting of the Commission and no additions to the agenda shall be allowed except by unanimous consent of the entire membership of the Commission. The agenda may be amended or added to only by the unanimous consent of the members present at the meeting and only upon motion presented at the meeting to add a matter to the agenda.
- Sec. 3 The proponents of any matter to be presented to the Commission shall be granted not more than fifteen (15) minutes to present any matter to the Commission upon the first presentation and the opposition of same shall be allowed not in excess of fifteen (15) minutes to explain all opposition to the proposal.
- Sec. 4 All matters presented to this Commission may be taken under advisement for one month for consideration by the members and shall appear on the agenda for the following month in the order in which action was taken on the matter for the previous month, and an additional ten (10)

minutes shall be allowed to present any additional matters to the members. The times set forth herein may be divided between various proponents and opponents, but in no case to exceed the total time specified herein unless additional time be granted by a vote of a majority of members present.

- Sec. 5 All plans, reports and recommendations of the Planning Commission must have approval of a majority of all the members present.
- Sec. 6 A record of the vote of each member on each question shall be kept as a part of the minutes.
- Sec. 7 Except as set forth herein, Robert's Rules of Order shall prevail as to matters of procedure.
- Sec. 8 The minutes of the meeting shall be the official acts of the Commission and any change there from in any correspondence shall not be valid.
- Sec. 9 The Secretary shall be the person responsible for the correctness of all minutes, although the actual taking of the minutes may be delegated to other persons.
- Sec.10 A Consent Agenda may be approved by the Commission, which items meet with subcommittee approval, applicant concurrence, no opposition, and favorable staff recommendation. The Consent Agenda will follow the following procedure:
- A. The Chairman of the Planning Commission or his designee/appointee will prepare and approve the consent portion of the agenda. The Consent Agenda will be prepared after all subcommittees have met and made their recommendations on items they have reviewed.
 - B. Consent Agenda items will consist of routine items for the Planning Commission to approve - requiring limited discussion.
 - C. During the Executive Session preceding the Planning Commission meeting, staff will review the entire agenda before the Commission, including those items listed under Consent.
 - D. Individual Commission members will have the ability, during the Executive Session and the Commission meeting, to request that a particular item listed under Consent be pulled for further discussion.
 - E. Similarly, individual citizens present at the Planning Commission meeting may request that certain items be pulled from the Consent Agenda for further discussion.
 - F. The Planning Commission will have the authority to approve with one motion all items listed and remaining under the Consent Agenda.
 - G. On all matters on the Consent Agenda, the vote of each member shall also constitute an acknowledgment that the member has read the application or proposal, the staff reports and the Planning Commission Subcommittee report.

**Article VII
Filing**

- Sec. 1 All matters to be presented to the Commission shall be filed with the ~~City Administrator~~ **Germantown Dept. of Economic and Community Development** with the number of copies **and supporting documents as** directed by said ~~City Administrator~~ **Dept. of Economic and Community Development** and shall be deemed filed only after payment of all fees.
- Sec. 2 All matters are to be submitted to the ~~City Engineer~~ **Director of the Dept. of Economic and Community Development** for his comment and the ~~City Engineer~~ **Director** may request such comments from other offices of the City of Germantown as he may deem necessary.
- Sec. 3 No matter shall be considered by the Commission until certified by the ~~City Engineer~~ **Director of the Department of Economic and Community Development** as meeting the terms of the Ordinance upon which relief is sought.
- Sec. 4 All matters shall be submitted to the ~~special planning assistance~~ staff as required.

Sec. 5 In situations where the approval of a variance or use on appeal by the Board of Zoning Appeals (BZA) is a necessary component of a site plan, the BZA shall act on the application prior to its consideration by the PC.

**Article VIII
Reporting To Mayor and Board**

- Sec. 1 After the Commission shall have acted upon any matter, the action of the Commission shall be reported to certified by the City Administrator **and if necessary** delivered for action by the Board of Mayor and Aldermen as provided by the Ordinances of the City of Germantown.
- Sec. 2 The Chairman of the Planning Commission shall present to the Board of Mayor and Aldermen the reasons for the action by the Planning Commission, either personally or by designated person in his/her stead.

**Article IX
Committees**

- Sec. 1 The Chairman shall have the right to appoint such members to special committees, as he/she may deem proper.
- Sec. 2 The Chairman shall be *ex officio* member of any committee and shall have the right to cast a vote as a member of such committee.
- Sec. 3 There shall be a Subdivision Committee assisted by the staff Planner who shall receive a copy of each proposed subdivision at least ten (10)-days prior to any final filing of the proposed subdivision or any amendment thereto, and such committee shall make a recommendation to the Commission.
- Sec. 4 There shall be an Executive Committee composed of the Chairman, Vice-Chairman and Secretary whose duty shall be to perform any act necessary to be performed between regular meetings of the Commission and which do not require the calling of a special meeting.

Sec. 5 Other Committees may be created by the Chairman as necessary.

Sec. 6 Prior to consideration by the Planning Commission, the appropriate committee may discuss all matters that have been submitted for the approval of the Planning Commission.

**Article X
Employees**

Sec. 1 ~~The Planning Commission, in consultation with the City Administrator, may appoint designate such employees and staff as it may deem necessary for its work and may contract with City Planners and other consultants for such services as it may require.~~

**Article XI
Hearings**

Sec. 1 In addition to those required by law, the Commission may at its discretion hold public hearings when it decides that such hearings will be in the public interest.

Sec. 2 Notice of such hearings shall be published in a newspaper of general circulation within the planning area at least ten (10) days prior to the date of such public hearing.

Sec. 3 The case before the ~~Board~~ **Commission** shall be presented in summary by the ~~Secretary or a designated member of the Commission~~ **staff of the Department of Economic and Community Development** and parties in interest shall have the privilege of the floor. No statement shall be recorded or sworn to as evidence of any court of law without notice to the parties.

Sec. 4 A record shall be kept of those speaking before the Commission.

**Article XII
Provisions for Amendment**

Sec. 1 These Rules may be amended by a two-thirds majority vote of the entire membership of the Planning Commission at any time by placing on the Agenda of any regular meeting an item for their amendment or by a special meeting called for that purpose as set forth herein.

ZONING SUBCOMMITTEE: (SUSAN BURROW, CHAIRMAN) – The subcommittee met on August 20, 2014 and withheld a recommendation.

PROPOSED MOTION: To approve the revisions to the Planning Commission bylaws.

Ms. Burrow moved to approve the revisions to the Planning Commission bylaws, subject to the comments listed in the staff report, seconded by Mr. Barclay.

Chairman Klevan asked for a roll call.

Roll Call: Barclay – yes; Burrow –yes; Hernandez – yes; Wilensky – yes; Bacon – absent; Harless – yes; Owens –yes; Klevan –yes. **The motion was passed**

4. Campbell Clinic, 1400 S. Germantown Rd.: Request Outline Plan Approval

INTRODUCTION:

Applicant Name: Harvey Marcom, w/The Reaves Firm – Representative

Location: 1400 S. Germantown Rd.

Current Zoning District: “ O-51” Office District

BACKGROUND: The Planning Commission approved the Final Site Plan for the Campbell Clinic development on September 2, 1992. The BMA approved Development Contract No. 948 for the

Campbell Clinic on September 8, 1992. The Planning Commission approved the request for Preliminary and Final Site Plan approval of the Campbell Ambulatory Surgery Center (ASC) Addition on September 7, 2004. The Board of Mayor and Aldermen approved Project Development Contract No. 1111 for the Campbell ASC Addition on October 25, 2004. The PC recommended approval of the rezoning from O to O-51 Office district on April 6, 2013.

DISCUSSION: Campbell Clinic proposes a new 120,000 sq. ft. medical office building fronting on Wolf River Blvd. The outline plan will approve

- 1) the general location of the building;
- 2) an exception to allow a 62 foot tall, 4-story building where the O-51 District permits a maximum height of 51 ft. and 3 stories;
- 3) an exception to allow 861 parking spaces where the standard requirement is 893 spaces;
- 4) an exception to allow 23% permeable surface where the standard policy is 35%;
- 5) to allow the lake within Neshoba Park to serve as the storm-water detention area.

A letter from The Reaves Firm explaining the exceptions is attached. Approval of the outline plan will approve the exceptions from the standard development requirements of the O-51 District, as listed above. The outline plan must also be approved by the Board of Mayor and Aldermen. In addition, Dr. Martin Lipinski has prepared a traffic impact study, which is being reviewed by the City's traffic engineering consultant.

Plan Revisions: *ECD staff met with the design consultants on 9/4/14 to discuss the revisions to the plan. The consultants have provided updates to address the comments made by the Technical Advisory Committee and the PC subcommittee. 1) Pervious parking area and a "bio-swale" area have been provided on the Wolf River Blvd. frontage to increase the pervious area from 23.1% to 24%. 2) Drainage information has been provided to the Engineering Dept. to describe how storm-water run-off can be accommodated. Details will be provided as part of the final site plan approval. 3) the site plan has been modified to satisfy the fire code requirements for access points to the proposed building. 4) The consultants researched the parking demands of similar medical buildings in other areas of the country in order to address the reduction in parking spaces. They concluded that the proposed ratio is consistent with other medical facilities. In addition, Campbell Clinic has a reciprocal parking agreement with the adjacent Homewood Suites Hotel that allows clinic patients and employees to use the hotel parking area. 5) An area-wide plan of driveways and streets has been provided to assist in the review of the traffic impact study.*

STAFF COMMENTS:

1. The outline plan will be forwarded to the Board of Mayor and Aldermen for approval.

STAFF RECOMMENDATION: Approval, subject to the comment listed above.

Harvey Marcom with The Reaves Firm at 6800 Poplar Avenue, Suite 101, Memphis, Germantown, TN 38138, stated that the items that were address at the Planning Commission subcommittee, such as parking, green space, and height of the building have been revised. I would like to introduce Mike Davis and he will address these items.

Mike Davis with The Reaves Firm at 6800 Poplar Avenue, Suite 101, Memphis, Germantown, TN 38138, made a presentation of the changes listed below.

- Overall site green space has been increased from 23% to 24% through the addition of a pervious paving system in an area of parking near Wolf River Boulevard. Keep in mind a majority of the surrounding properties were developed using 20% green space ratio.

- A bioswale system has been incorporated adjacent to Wolf River Parkway to help cleanse surface storm water runoff beyond what is typically required and to emulate the naturalistic planting patterns that occur further east along Wolf River Parkway.
- A storm water detention study has been performed by our firm that compares the preconstruction runoff to the post-construction runoff and makes recommendations relative to on-site detention. Campbell Clinic has agreed to provide on-site detention as recommended by the study.
- A fire lane has been added along the east side of the proposed four-story building to satisfy the International Building Code requirement that three sides of the building be accessible to a fire truck without overhead obstructions. (The drive along the west side of the proposed four-story building is considered obstructed because of the proposed pedestrian connector bridge leading to the existing facility).
- The traffic study has been amended to address concerns from the City's traffic consultant.

Scott Hadley with the Crump Firm at 81 Monroe Street, Memphis, TN 38103, made a presentation on the parking. We have 861 parking spaces, while the Germantown ordinance requires 893 parking spaces. The way we arrived at that count is we have 293 parking spaces that were dedicated to the existing facility. In addition, we are looking at reuse of the existing surgery center, with 1 to 200 square counts, which would require another 60 parking spaces. We are also looking on the ground floor of the new building, which is a total of 120,000 square feet. We will have 60 employees. We also have an agreement with Homewood Suites for additional parking.

Mr. Harless asked about the findings from the traffic light study?

Mr. Gwaltney stated the proposed signal for the Campbell Clinic development was discussed. The proposed location is the eastern entrance that closely lines up with the existing Wolf River Retail driveway on the north side of Wolf River Blvd. The indication from the Traffic Impact Study (TIS) is that a signal will be warranted at this site. There are still some questions/issues to be addressed prior to Engineering's full endorsement of the TIS. In addition, the question of alignment and future development of the parcel east of the new Baptist Rehab facility was discussed. Mr. Gwaltney stated that the driveway location is somewhat offset, but that the offset can be addressed during the planning/design phase. Mr. Gwaltney also stated that conversations with developers/representatives of the vacant parcel have taken place about a connection across this parcel to the driveway location. Mr. Harless asked if an agreement had been reached for a future connection. Mr. Gwaltney said that no agreement has been made, only discussions.

Cindy Armistead, Administrator of Campbell Clinic Surgery Centers at 1410 Brierbrook Road stated we have been a leading figure in orthopedic care for over 100 years. Dr. Campbell, who was a pioneer, established it in 1909; we had our main office downtown in Memphis at 899 Madison Avenue. In 1980, they decided to move the main office to 1400 South Germantown Road in Germantown. We have well over 100,000 patient visits a year. The surgery center last year did 7,237 cases and we are on track to do 8,146 this year. We were granted the CON from Nashville to expand the surgery center. When we moved to this location, we had 34 physicians and we now have 44 practicing physicians and plans to add 6 over the next 5 years. We have outgrown our office and surgery center buildings; they are not what we need to go forward for the next 100 years. We have 5 acres that are adjacent to the surgery center, right on the backside of the current office building, which is empty right now, so it is a perfect place for us to be. In October 2009, we were very happy to celebrate our 100 anniversary, which was held at the Germantown location. We will have a new spine center opening on January 2015 at the Koger Center at Walnut Grove Road and Germantown Road.

Chairman Klevan stated these are the four variances listed below:

1) an exception to allow a 62 foot tall, 4-story building where the O-51 District permits a maximum height of 51 ft. and 3 stories;

- 2) an exception to allow 861 parking spaces where the standard requirement is 893 spaces;
- 3) an exception to allow 23% permeable surface where the standard policy is 35%;
- 4) to allow the lake within Neshoba Park to serve as the storm-water detention area.

Alderman Owens stated I would like to see less parking spaces and more green spaces.

Mr. Ross stated as an outline plan, I do not believe you are locking in the site plan. There are minor amendments that can be made such as materials, or added more of the GEOBlock porous pavement system to the side of the entrance, that could be addition to be made in site plan review.

Mr. Harless asked if the four variances before us would be voted on singly or totally?

Chairman Klevan answered I think we can do it all at one time and asked the legal counsel.

Mr. Harris noted you could, if the motion is made to include them all, it can be voted on that way. If someone objects to that, they can speak up.

Chairman Klevan stated he would present this as a single motion, unless someone comes forward with a request to break that.

Mr. Harless stated he would like to make a motion to break up the four variances into individual votes.

Chairman Klevan asked if there was a second motion? Hearing none the motion fails.

Chairman Klevan stated he applauds you for being great corporate citizens, and for being in business for years in Germantown. I think we have too much concrete and need more green space. I encourage you when it comes to the site plan development to try to utilize more green space. The water will go to an underground natural holding detention and then it will be released in Neshoba Park. The height requirement, where I look at that from a density standpoint, is the fact that this is a new structure; it is in a unique spot on the development, which gives the perception of the same as O-51. Therefore, if someone lives across at the apartment buildings, you are not looking down.

SUBDIVISION AND SITE PLAN SUBCOMMITTEE: (MIKE HARLESS, CHAIRMAN) – The subcommittee met on August 20, 2014 and withheld a recommendation.

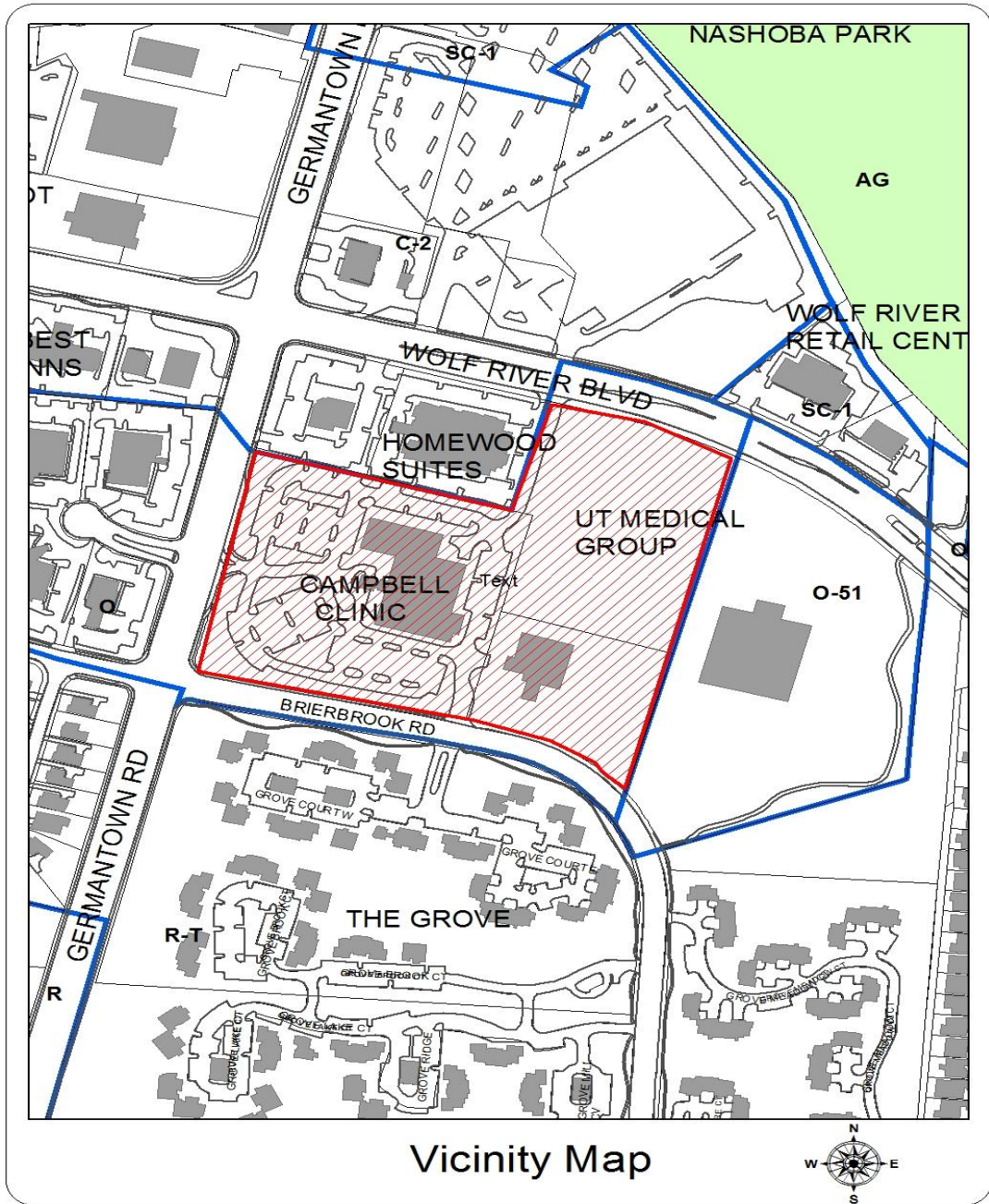
PROPOSED MOTION: To approve the outline plan for the expansion of the Campbell Clinic at 1400 S. Germantown Road.

Chairman Klevan moved to approve the outline plan for the expansion of the Campbell Clinic at 1400 S. Germantown Road, subject to the comments listed in the staff report, seconded by Mr. Harless.

Mr. Harless stated I have an issue over the O-51. I believe we need to go up and I have no problem with that. My problem is that on the books right now O-51 is as high as we can go. If we are going to start, modify that, I am going to ask staff to consider proposing an increase to the O-51 requirement. I am excited that Campbell Clinic is growing in Germantown.

Chairman Klevan asked for a roll call.

Roll Call: Barclay – yes; Burrow –yes; Hernandez – recused; Wilensky – recused; Bacon – absent; Harless –yes; Owens –yes; Klevan –yes. **The motion was passed**



5. Chairman Klevan asked if there was any old business to come before the Commission. There was none.
6. Chairman Klevan asked if there was any new business to come before the Commission. Alderman Owens noted it was a very successful Germantown Festival with the great weather. In addition, this weekend the annual Small Fry Triathlon will be at the Farmington Park at 10:00 a.m., and Pops in the Park Concert at Municipal Park on Saturday, September 13, 2014.

Ms. Burrow stated the Economic Development Commission met this past week and we were told that there is over \$200 million in the pipeline for commercial and residential development.

7. Chairman Klevan asked if there were any liaison reports. There was none.
8. **ADJOURNMENT:** The meeting adjourned at 7:00 p.m.