

**CITY OF GLOVERSVILLE PLANNING BOARD  
APRIL 5, 2016  
7:00 P.M.  
CITY HALL**

**MEETING NOTES**

**PRESENT:**

**JAMES ANDERSON, CHAIRMAN  
GEOFFREY PECK, VICE CHAIRMAN  
BRENDA LEITT  
JONATHAN KLUSKA  
PETER SEMIONE, ALTERNATE**

**CINDY OSTRANDER, SECRETARY  
BRANDON MYERS, CODE ENFORCEMENT OFFICER  
TOM GROFF, FIRE CHIEF  
SEAN GERAGHTY, SENIOR PLANNER**

**I. CALL MEETING TO ORDER:**

The meeting was called to order at 7:00 p.m.

**II. APPROVE MINUTES OF LAST REGULAR MEETING:**

MOTION : To approve the minutes to the February 2, 2016 meeting.  
MADE BY : Jonathan Kluska  
SECONDED : Peter Semione  
VOTE : 5 in favor, 0 opposed

**III. PUBLIC COMMENT PERIOD:**

A. Purpose:

The City of Gloversville Planning Board offers a public comment period at the beginning of each of its meetings in an effort to allow the community an opportunity to comment or provide insight on a particular land use planning and/or zoning issue in the City. This comment period is not a public hearing and the Planning Board asks that you save comments regarding a particular project that is before the Board until the actual public hearing on the specific application itself. The Planning Board also asks that you not use the public comment period as a question and

answer session since Board members will not enter into a dialogue regarding any particular issue.

City Councilman Steve Smith, P.E., representing the 4<sup>th</sup> Ward, talked about the numerous submissions he's made to the Planning Board over the years. He pointed out that the Planning Board typically takes a great deal of time and effort to review drawings and stipulate the conditions for approval of applications. He indicated that he felt many of the projects approved by the Planning Board over the years have never been fully completed by the applicants. He indicated that he felt the enforcement of the Planning Board's conditional approvals has been lacking. He stated that this has always been disconcerting to him that his clients did not complete projects as designed. He indicated that it is now even more disconcerting to him as a City Councilman.

Mr. Smith pointed out that the City is very concerned with blight and is making a concerted effort to address this issue. He asked the Board to think about how the plans they approve and the conditions they impose are seen through to completion. He pointed out that the City's Zoning Regulations allows the Planning Board to require an applicant to post a Performance Guarantee so that improvements are assured to be made. There was several minutes of discussion between Board members and Mr. Smith concerning the necessity of requiring a Performance Guarantee and the need for the Board to not act arbitrarily when reviewing applications.

Mr. Smith indicated that the second thing he wanted to talk to the Planning Board about involves the preparation of new Zoning Regulations for the City. He indicated that the draft regulations will include an overlay district that will offer the Planning Board a great deal of subjectivity in its review of projects. He stressed the need for the Planning Board to be very conversant in the new regulations.

Planning Board Alternate Pete Semione asked why the City Code Enforcement Office can't simply refuse to issue Certificates of Occupancy for projects that have not complied with the Planning Board's conditions to approval?

City Building Inspector Brandon Myers explained that this is a far reaching problem. He indicated that he has inherited many projects that were approved prior to his taking over as City Building Inspector and is trying to get those applicants to comply with the Planning Board's Site Plan approvals.

Mr. Smith suggested that the Planning Board may want to consider issuing some type of documentation to future applicants explaining that they simply can't ignore the conditions to approval that are imposed by the Planning Board during a Site Plan Review process.

Mr. Peck talked about the concept of requiring a remediation bond from applicants so that the City is assured that these projects are built as approved. He pointed out that the Planning Board would need to be consistent in requiring the Performance Guarantees from applicant to applicant.

**IV. BETSY FIGUEROA – SITE PLAN FOR RESTAURANT AT 122 EAST FULTON STREET:**

A. Background:

Betsy Figueroa would like to open a new restaurant (Fig’s Fish Fry) at 122 East Fulton Street (Tax Map Parcel No. 149.7-12-2). According to her Site Plan application, Fig’s Fish Fry will have both eat in and takeout service and will be open 10 a.m. to 8:00 p.m. Thursdays through Sundays. The Site Plan application shows 20 off-street parking spaces, a delivery offload area and an outdoor seating area.

(Planning Board Member Jonathan Kluska abstained from participating in the review of this application as the owner of the building at 122 East Fulton Street.)

B. Planning Department Review:

The Fulton County Planning Department has reviewed the application in accordance with the City’s Site Plan Regulations and would like to offer the following comments:

1. A title should be included on the Site Plan drawing along with a location map.

DISCUSSION: County Senior Planner Sean Geraghty explained that the drawing should identify a title for the project and should include a location map even though the Planning Board is familiar with the project’s location.

2. The boundaries of the property should be clearly shown on the Site Plan drawing along with the current zoning classification of the property.
3. According to Section 300-31 of the City of Gloversville Zoning Ordinance, all off-street parking spaces must be at least 170 sq. ft. in size with a minimum width of 8’. None of the off-street parking spaces shown by the applicant on the Site Plan drawing meet this requirement.

DISCUSSION: Mr. Geraghty pointed out that City Building Inspector Brandon Myers has determined, based on the parking schedule found in the City’s Zoning Regulations, that her proposed restaurant will require 27 off-street parking spaces.

Mr. Myers added that he would prefer to see scaled drawings provided as part of the Site Plan application. He noted that it appears that the applicant only has 15' of rear maneuvering area in the rear parking lot. He pointed out that the City Code requires 25' of rear maneuvering space. He also pointed out that a handicap accessible space and an unloading space must also be part of the off-street parking layout.

Mr. Geraghty explained that it does not appear as though any additional off-street parking spaces can be provided so the applicant will need to seek a waiver of the off-street parking requirements from the City Department of Public Works.

Mr. Geraghty noted that the parking lot across the street on East Fulton Street was owned by the former property owners and was used for the additional parking space that was required for the restaurant. Mr. Geraghty asked Mr. Kluska if he owned the lot across the street?

Mr. Kluska indicated that he did not purchase the lot across the street.

4. Additional construction details for the outdoor seating area must be provided on the Site Plan drawings.

DISCUSSION: Mr. Geraghty asked Ms. Figueroa to explain to Planning Board members what type of outdoor seating area she would like to have for the restaurant?

Ms. Figueroa indicated that she would simply like to place some picnic tables in the space shown on the Site Plan drawing so that, during nicer weather, her customers can eat outside.

There was then a lengthy discussion concerning the safety of patrons eating outside at picnic tables. The Planning Board pointed out that the location is right at the intersection of Market Street and East Fulton Street and could pose some safety risks. The Planning Board suggested that the area be delineated somehow with a barrier.

Planning Board Member Jonathan Kluska asked if he could add a piece of information to the discussion?

The Planning Board was comfortable with Mr. Kluska offering some additional information.

Mr. Kluska pointed out that there is an area behind the building where a small deck could be constructed for an outdoor eating area.

Ms. Figueroa indicated that this would allow her to free up the space in the parking area and perhaps provide three (3) additional off-street parking spaces.

5. The location of any outdoor storage area must be identified.

DISCUSSION: Ms. Figueroa indicated that she would identify a location for a dumpster on the property.

Mr. Geraghty pointed out that if the dumpster needs to be screened from adjacent properties, the type of screening to be provided must be shown on the revised drawing.

6. The location and design of any outdoor lighting must be shown on the Site Plan drawing.

DISCUSSION: Ms. Figueroa explained that there are two (2) existing spotlights on the side of the building overlooking the parking lot, as well as streetlights in the immediate vicinity of the property. She indicated that she didn't believe any additional outdoor lighting would be provided.

7. Mr. Myers asked if the sign being proposed by the applicant would be hung perpendicular to the street?

Ms. Figueroa indicated that she would hang the sign perpendicular to the street so that customers could view the sign from both directions.

Mr. Myers pointed out that the City's Zoning Regulations allow her building to have 129 sq. ft. of signage, so if she wanted to have additional signage on the property, she could place a second sign on the Market Street side of the building. He asked if the sign would be illuminated?

Ms. Figueroa indicated that she did not believe any illumination would be required given the lighting from the adjacent streetlights.

Mr. Myers talked about the need to replace the sidewalk in front of the building and adjacent to the rear parking area since it has been paved over and the curb has been eliminated.

Planning Board Member Geoff Peck indicated that he didn't think it was fair to pass this financial burden along to the applicant. He pointed out that this is a public sidewalk and the City was responsible for paving over the sidewalk and not properly maintaining it in the first place.

Mr. Myers asked if other exterior improvements would be made to the building to make it more visually appealing?

Ms. Figueroa indicated that she would be painting the exterior of the building and would like to get some decorations that will define the motif of the restaurant. She indicated that something like a ship wheel may be placed on the exterior of the building.

Mr. Myers asked for a schedule of when the improvements will be made and the restaurant would open?

Ms. Figueroa indicated that she has already begun cleaning the interior of the building and could likely have the business renovations completed and the restaurant open in approximately one (1) month. She indicated that she would like to have the restaurant operating by the end of May which would allow her to get the business up and running during the peak season.

Planning Board Chairman James Anderson asked that a Knox Box also be provided on the exterior of the building in case the Fire Department ever needed emergency access to the building.

C. State Environmental Quality Review:

In accordance with Section 617.5 of 6 NYCRR, the Planning Board felt that the applicant's proposal to reopen a restaurant at 122 East Fulton Street simply represented the rehabilitation of an existing structure for a similar purpose and should be classified as a Type II Action under SEQR.

D. Planning Board Action:

In accordance with Section 300-79 of the City of Gloversville Zoning Ordinance, the Planning Board must fix a time within forty-five (45) days from the day the Planning Board determines an Application for Site Plan Review to be complete for a public hearing on the Application for Site Plan approval. Consequently, does the Planning Board feel that a public hearing should be scheduled on Betsy Figueroa's Site Plan for Fig's Fish Fry at this time?

MOTION: To schedule a public hearing on Betsy Figueroa's site Plan application for a new restaurant at 122 East Fulton Street for 7:00 p.m., Tuesday, May 3, 2016.

MADE BY: Geoff Peck  
SECONDED: Peter Semione  
VOTE: 5 in favor, 0 opposed

**V. FULTON COUNTY DEVELOPMENT STRATEGY:**

A. Background:

Fulton County currently has a multitude of economic development initiatives underway. At the same time, many local communities have recently developed or updated Comprehensive Plans for their communities. In an effort to tie together all of the local economic development initiatives

that are being pursued by the County and various economic development groups and to incorporate local plans and concepts into a coordinated cohesive document, Fulton County has decided to prepare a Development Strategy for the entire community. (See attached summary of Fulton County economic development initiatives.)

DISCUSSION: Mr. Geraghty suggested that Planning Board members read through the list of economic development initiatives that have recently occurred or are ongoing in the County. He indicated that there is a great deal of information on the attached summary of economic development initiatives that will give Planning Board members an idea of why the County feels that an overall County Development Strategy outlining one (1) cohesive vision for the entire community needs to be pursued.

**B. Fulton County Development Strategy Scope of Work:**

**A. Background:**

- Fulton County has hired River Street Planning & Development of Troy, NY to prepare a Fulton County Development Strategy.
- River Street will be working with Elan Planning & Design of Saratoga Springs as well as Room One Planning & Design of Saratoga Springs on this effort.
- The Strategy will:
  - Identify a vision for where Fulton County wants to be in 10 years.
  - Identify a series of projects, initiatives, ideas, goals and recommendations to achieve that vision.

**B. Summary of Work:**

1. Prepare a Fulton County Profile:
  - A. Prepare Fulton County Profile to utilize in promotional/marketing materials.
  - B. The color Profile will provide a “snapshot” of information about the County and will include graphs, tables, charts, maps, photos and images.
2. Prepare Two (2) Marketing Videos:
  - A. The first video shall be an overall County video that will be placed on the County’s website. This video shall highlight the positive aspects of living and doing business in Fulton County.
  - B. The second video shall be of the Tryon Technology Park that will be placed on the Tryon website.
3. Prepare Marketing Brochure for Two (2) Development Areas:
  - A. Hales Mills Road Extension and Vails Mills Development Areas:
    1. Attend meetings of Town Planning Boards to:
      - a. Assist the Towns in developing a vision and plan for the Development Area.
      - b. Assess the potential for retail, commercial and housing developments in the Development Areas:
        - Conduct a Retail Trade Area analysis and market research to document the potential for retail development.
        - Assess the potential for developing the type of housing identified in the Housing Study.
        - Assess the potential for commercial development.

2. Prepare color maps of the Development Areas that show the Town's vision/plan for the area. This map should identify:
    - Potential retail sites.
    - Potential housing sites.
    - Potential commercial sites.
    - Open space.
    - Other spaces.
  3. Prepare graphic illustration of one (1) retail and one (1) housing development.
  4. Prepare a Marketing Brochure to provide developers, contractors and investors who may be interested in pursuing a retail, commercial or residential project along these Development Areas. At a minimum, the Brochure shall include:
    - Color map of the Development Area showing potential retail, commercial, residential and other uses.
    - Color graphic illustrations of one (1) retail and one (1) housing sites. Illustrations shall include lot size, setbacks, maximum lot development ratio and other site information.
    - Excerpts from Housing Strategy documenting need for the type of housing shown on map.
    - Retail Trade Area analysis and market research to document that site(s) can support retail development.
    - Other data and technical analyses to support potential for retail, commercial and housing development in this Area.
4. Prepare a Fulton County Housing Strategy:
- A. Inventory the existing housing stock in Fulton County:
    - # of housing units by type: single-family, apartment, townhouse, condo, etc.)
    - # of housing units by units in structure
    - # of housing units by occupancy status and tenure
    - # of housing units by year structure built
    - # of housing units by ownership
    - Home values
    - Rents paid
    - Other
  - B. Identify current and projected housing demand/needs:
    - Identify and quantify existing and potential future market demand/need for different housing types.
    - Identify and quantify special housing needs (i.e.; intergenerational/life cycle housing, senior housing).
    - Contact Gloversville Housing Authority, Fulton County Community Heritage Corporation, Fulton County realtors and others involved with housing to identify and quantify unmet housing needs and housing demand.
  - C. Meet with at least three (3) housing developers to discuss:
    - Fulton County's existing housing stock.
    - Their assessment of the housing market in Fulton County.
    - What impediments exist to investing in housing in Fulton County.
    - What incentives are needed to encourage investment into housing in Fulton County.
  - D. Identify other potential impediments of housing development in Fulton County (i.e.; State codes, local regulations, etc.).

- E. Identify all programs and incentives available to encourage investment into housing:
    - Recommend ideas and local incentives to attract private investment into new housing in the County.
    - Recommend financing and marketing initiatives to encourage private investment into new housing in the County.
  
  - F. Meet with the Cities of Gloversville and Johnstown to:
    - Identify and map existing buildings having potential to be repurposed into housing.
    - Identify and map existing buildings to demolish to make room for new housing.
    - Identify and map existing vacant sites for new housing.
    - Identify and map targeted residential neighborhoods that the Cities desire to redevelop.
    - Identify the types of municipal assistance (infrastructure development, streetscape improvements, tax breaks, marketing) that would encourage housing development in targeted neighborhoods.
  
  - G. Based on the County’s “SMART Waters” initiative, identify and map sites outside the two (2) Cities where larger-scale residential developments could be pursued:
    - Prepare illustrations of three (3) sites for new housing developments.
  
  - H. Prepare Fulton County Housing Strategy Report.
5. Prepare Retail Strategies for Retail Trade Areas:
- A. Identify Retail Trade Areas:
    1. Define Retail Trade Area for the following four (4) Areas:
      - Hales Mills Road Extension
      - Vails Mills
      - Downtown Gloversville
      - Downtown Johnstown
  
    2. Within each Retail Trade Area collect and analyze, at a minimum, the following data:
      - Population Detail
        - Age
        - Households
        - Educational Attainment
        - Occupied Dwellings
        - Other
      - Per Capita and median family income
      - Traffic Counts
      - Other
  
    3. Prepare Profiles for each Retail Trade Area.
  
    4. Within each Retail Trade Area:
      - Identify and map existing retail types.
      - Perform Retail Gap Analysis to estimate the spending potential.
      - Identify and map potential retail sites.

- B. Prepare Retail Strategy for each Retail Trade Area that, at a minimum, includes:
1. All data collected and analyzed.
  2. Identify what retail opportunities exist in each Retail Trade Area.
  3. Recommend strategies to attract Retail to each Retail Trade Area.

6. Downtown Redevelopment:

- A. Conduct two (2) meetings with officials in each City to obtain their input on:
- 1) Defining the boundaries of each “Downtown.”
  - 2) Their vision for their Downtown.
  - 3) Their ideas, projects and initiatives to achieve that vision.
  - 4) Their top three (3) projects/initiatives each City desires to implement to promote downtown redevelopment.

7. Economic Summit:

- A. Schedule and conduct an Economic Summit meeting at which time the Consultant shall present a Status Report to County officials, local officials, businesses, and the public on the Fulton County Development Strategy.

8. Prepare Fulton County Development Strategy:

- A. The Development Strategy shall, at a minimum, including:
- Fulton County Profile
  - SWOT Analysis
  - 10-year Vision
  - Projects and initiatives to achieve 10-year vision
  - At a minimum, the Strategy shall include the following components:
    - 1) **Tryon Technology Park**
    - 2) **Two (2) Development Areas**
    - 3) **Retail Strategy**
    - 4) **Housing Strategy**
    - 5) **Downtown Redevelopment**
    - 6) **Regional Business Park**
    - 7) **Municipal Comprehensive Plans**

DISCUSSION: Mr. Geraghty reviewed the scope of work that River Street Planning & Development is responsible for completing as part of the preparation of a County Development Strategy. He explained that there are two (2) components in this scope of work that will provide the type of analysis that is greatly needed in the County and has never been looked at before. Mr. Geraghty explained that River Street Planning & Development will be putting together Retail Strategies for both the City of Groversville and the City of Johnstown Central Business Districts, the Hales Mills Road Development Area in the Town of Johnstown and the Vails Mills Development Area in the Town of Mayfield. Mr. Geraghty indicated that this detailed Retail Strategy will include a “Gap Analysis” which will identify the retail sectors that are missing from the local economy and could conceivably thrive in the County and specifically in one of the targeted areas. Mr. Geraghty pointed out that

the Gap Analysis is not intended to simply identify the types of retail businesses that are missing from the local economy. It is also intended to identify which of those missing retail sectors can survive in the local economy based on a variety of demographics.

Mr. Geraghty explained that the second analysis that River Street will be required to complete is a Housing Strategy for the entire County. Mr. Geraghty indicated that River Street has access to several sources of demographic information, statistics and analysis outside of the standard Census data. He indicated that the Housing Strategy will identify the types of housing that is lacking in the County and the types of projects that need to be developed to address those shortages. Mr. Geraghty indicated that in one of his conversations with the consultants, he was told that the County's Housing Strategy will likely point to a need for moderate-income senior housing. He indicated that this is something that is occurring across the entire Country and is likely to be one of the shortcomings identified in the local housing market.

C. What will be Requested from the City of Gloversville:

1. Downtown Action Plan:

- a. River Street Planning & Development will meet with Gloversville officials and key stakeholders to discuss Downtown redevelopment strategies. As part of this effort, River Street will be asking the City to:
  - 1) Identify the boundaries of its Downtown.
  - 2) Identify the City's vision for its Downtown.
  - 3) Identify ideas, projects and initiatives to achieve that vision.
  - 4) Identify three (3) projects for Downtown.
- b. Based on the input it receives from the City, River Street will develop a draft Action Plan for the City to review and comment on. The Action Plan will offer goals, strategies and detailed implementation tasks and offer a strategy to advance future projects or program specific investment in Downtown. The information and level of detail will be suitable to assist the City with development of grant applications under the annual CFA funding round and advocate for the Mohawk Valley Regional Economic Development Council (MVREDC) for priority project status. The Action Plan will include an implementation matrix that identifies the projects the City supports at a high level of detail including project description, ballpark cost estimate, priority timeframe, partners, phasing, next steps, funding schedule, funding sources and other information as appropriate.
- c. Summary slip sheets will be prepared for inclusion in the County's overall marketing brochure.

DISCUSSION: Mr. Geraghty indicated that, for next month's meeting, he would provide some mapping of the Downtown area so that Board members can talk about the geographic boundaries of the Central Business District. Mr. Geraghty indicated that the Business Improvement District has defined its own geographic boundaries for the Downtown area, but he believed there are some other representations out there.

Mr. Peck concurred that the Downtown BID does have its own boundaries defined but noted that the Promote Gloversville Development Corporation also has its own boundary that differs slightly from the BID's. He indicated that the City's Historic District boundaries also closely follows the geographic boundaries of the Downtown area.

Mr. Geraghty stated that the consultants will be looking for the Planning Board and other City officials to define a vision for how they would like to see the City's Downtown develop over the course of the next ten (10) years. Mr. Geraghty cautioned that the vision has to be realistic. He indicated that individual projects for the Downtown area should be considered and offered for discussion. He indicated, in the end, River Street Planning & Development will identify a specific development project for the City of Gloversville Central Business District and outline an action plan for pursuing that project.

## 2. Housing Strategy:

a. In terms of the Housing Strategy, the City will be asked to:

- 1) Identify and map existing buildings having potential to be repurposed into housing.
- 2) Identify and map existing buildings to demolish to make room for new housing.
- 3) Identify and map existing vacant sites for new housing.
- 4) Identify and map targeted residential neighborhoods that the City desires to redevelop.
- 5) Identify the types of municipal assistance (infrastructure development, streetscape improvements, tax breaks, marketing) that would encourage housing development in targeted neighborhoods.
- 6) Develop brief site profiles.

DISCUSSION: Mr. Geraghty explained that the Housing Strategy will likely involve an examination of how the Downtown area could support additional residential development. Mr. Geraghty talked briefly about the need to bring more residences into the Downtown area and balance the amenities that those residents will want to have. Mr. Geraghty stated that the Planning Board will be asked to consider where large-

scale residential developments could take place in the community and specifically in the Central Business District. He indicated that the Board should consider not only individual properties, but entire neighborhoods that should be targeted for redevelopment.

### 3. Retail Strategy:

a. In terms of the Retail Strategy, the City will be asked to:

- 1) Provide input on defining Retail Trade Area for Downtown.
- 2) Identify types of retail desired in Downtown.
- 3) Identify potential retail sites.

DISCUSSION: Mr. Geraghty explained that every community in Fulton County will be asked to identify “wish list” projects that could have both local and regional implications. Mr. Geraghty indicated that the County would like to have all of these projects referenced in its Development Strategy so that communities can point to the Plan and use it as a reference for future CFA Applications to the State.

Mr. Geraghty explained that River Street Planning & Development is responsible for providing marketing materials for specific projects and opportunities in the community. He indicated that these marketing materials will then be used to encourage developers throughout the Capital Region to consider investing in Fulton County. Mr. Geraghty noted that there are currently no Capital Region developers that have consistently put together projects in the community. He indicated that the marketing materials will hopefully show developers that the background analysis has been completed and there are legitimate projects that can and should be pursued in Fulton County.

Mr. Peck asked Mr. Geraghty to talk about the Lead Generation effort that is being pursued at the Tryon Technology Park.

Mr. Geraghty explained that the Targeted Marketing Analysis for the Tryon Technology Park has been completed and Applied Marketing from Evans, Indiana has been hired to put together a Lead Generation effort for the Park. He indicated that Applied Marketing will look at the seven (7) Industry Sectors that were identified in the Targeted Marketing Analysis for the Park and reach out to companies that have shown some signs of growth and possible expansion projects. He explained that Applied Marketing is responsible for providing the County with 8-10 leads as part of its contract. Mr. Geraghty indicated that companies who expressed an interest in Fulton County and are willing to speak with local economic development officials are considered a lead. Mr. Geraghty indicated that if this effort proves beneficial, he expects the County to continue marketing the Park in this fashion.

**VI. OTHER BUSINESS:**

A. Code Enforcement Update:

Mr. Myers explained that the Library Project is currently on hold. He indicated that the bids on the project came in significantly higher than the original cost estimates. He indicated that the Library has reached out to him to offer any opinions on how the project costs can be reduced.

Mr. Peck pointed out that he believed the project was significantly larger than it needed to be. He indicated that he felt the Library was upgrading the facility with components and space that was not needed.

Mr. Myers indicated that there are a few residential dwelling conversion projects that will probably come to the Board in the near future. He indicated that a few of these projects have already been developed without permits.

Mr. Myers spent several minutes discussing some of the enforcement problems he has been dealing with in the community. He indicated that there have been several instances where local contractors have been told to stop work on a project until proper permits are issued and they simply proceed with their work. He indicated that he has cited individuals but does not feel he has gotten much support from the City Court System. There was then a brief discussion between Mr. Myers and Planning Board members concerning a few projects that were previously approved by the Board but the conditions of approval have not been met.

**VII. CLOSE OF THE MEETING;**

MOTION: To close the meeting at 8:25 p.m.

MADE BY: Geoffrey Peck

SECONDED: Jonathan Kluska

VOTE: 5 in favor, 0 opposed