

**STAFFORD COUNTY ARCHITECTURAL REVIEW BOARD MINUTES**  
**February 3, 2020**

The meeting of the Stafford County Architectural Review Board of Monday, February 3, 2020, was called to order at 6:00 pm by Eva Campbell, in the ABC Conference Room of the George L. Gordon, Jr., Government Center.

MEMBERS PRESENT: Doris McAdams, Mark Osborn, Albert Bain, Kim Taylor-Wilson

MEMBERS ABSENT: Corey Miles

STAFF PRESENT: Lindsey Marr, Eva Campbell

GUESTS PRESENT:

CALL TO ORDER

Ms. Campbell called the meeting to order and asked Ms. Marr to call roll.

ROLL CALL OF MEMBERS

Ms. Marr called roll.

INTRODUCTION OF NEW MEMBER

- Kim Taylor-Wilson

Ms. Campbell: First we're gonna introduce Ms. Kim Taylor-Wilson, so welcome.

Ms. Kim Taylor-Wilson: Thank you.

Ms. Campbell: Thanks for being here. And then we can move right in to the election of officers.

ORGANIZE ARB

- Election of Officers
  - Election of Chairperson

Ms. Campbell: So we're gonna open up first the nominations for Chairperson.

Mr. Osborn: I'd like to nominate Doris for Chairperson.

Ms. Campbell: Okay, do you accept? Okay. Are there any other nominations for Chair.

Mr. Bain: Can I proceed to a question?

Ms. Campbell: Yeah.

*Architectural Review Board Minutes  
February 3, 2020*

Mr. Bain: As the Planning Commission rep, do I have a vote or do I just sit here and keep quiet or how...

Ms. Campbell: No you have a vote.

Mr. Bain: Okay, I wasn't sure. I wasn't sure. No I didn't know if I, if it was appropriate for me to do that. Okay.

Ms. Baker: And just to, I guess, before we get into that, just a little bit of an overview, is that because the ordinance for the historical, the ARB is position specific, there's a representative of the Historic District, there's a representative for the Planning Commission, there's an architect/architectural historian, there's two at-large, and I'm forgetting something, but so you're filling that direct...

Mr. Bain: Okay, alright, thank you.

Ms. Baker: ...chair for that representative. Most of our other commissions and committees are district specific but this is more position specific to get the members with a variety of knowledge, so...

Mr. Bain: Great. Sorry to interrupt.

Ms. Campbell: No, not at all. So, there are no more nominations for Chairperson. Okay. All in favor? All opposed?

The nomination passed 3-0.

- Election of Vice Chairperson

Ms. Campbell: I'm gonna turn it over to you Doris, you're gonna run it from here.

Ms. McAdams: I guess the next up is we need a Vice Chairperson. So anybody have, anybody want to nominate somebody for Vice Chair.

Mr. Bain: I'll nominate Mark Osborn if he's willing.

Mr. Osborn: I am gonna have to respectfully decline, I'll probably be leaving by June myself so... With that being said I'll nominate Mr. Bain.

Mr. Bain: Oh no, I've got enough duties with PC, so I would like to decline that nomination. Kim?

Ms. Baker: Welcome to the ARB. And your duties as the Vice Chair would really be to serve in the absence of the chair at meetings. Anybody who wishes to accept that nomination, we will certainly work with you through running meetings and the process.

Mr. Bain: If you don't want to, we can nominate Corey because he's not here.

Ms. Baker: You can defer to next meeting if you wish, but if she's willing to accept the nomination then...

*Architectural Review Board Minutes  
February 3, 2020*

Ms. Taylor-Wilson: With the support, because I'm actually new and getting used to the Board so I don't wanna...

Ms. Baker: It's up to you.

Ms. Taylor-Wilson: Sure.

Ms. McAdams: Okay, Kim has been nominated as the Vice Chair, Kim Taylor-Wilson. All those in favor? Those opposed?

The nomination passed 3-0.

- Election of Secretary

Ms. McAdams: And I guess the next thing we need is a Secretary, am I correct?

Ms. Campbell: Yes.

Ms. McAdams: Okay.

Ms. Baker: Technically we do the secretarial duties as far as minute taking. Secretary typically does not have a very large roll other than having just to call roll.

Ms. McAdams: Okay, do I hear a nomination for Secretary?

Mr. Osborn: I think, given the fact that Secretary is mostly done by you all, it would be a good idea to nominate Corey since he's not here.

Ms. McAdams: I think the same thing.

Mr. Bain: But now, does it matter that he won't be here for several months because of the course he's teaching? Is there anything functional that the secretary might have to do over the next couple of months?

Ms. Marr: I can do whatever needs to be done.

Ms. McAdams: Probably not and we may not even meet. If we don't have any business we won't be meeting anyway.

Ms. Baker: Just to circle back, who was our existing chair? I mean secretary?

Ms. McAdams: I think it was Irma, but Irma passed on. Because I was it before that.

Ms. Campbell: I think the same thing happened last year that we nominated someone who wasn't there.

Ms. McAdams: And it was Irma.

Mr. Bain: I second the nomination of Corey then.

*Architectural Review Board Minutes  
February 3, 2020*

Ms. McAdams: All those in favor? Those opposed?

The motion passed 4-0.

Ms. McAdams: That's all the elections, am I right? Yes. Okay.

➤ ARB By-Laws and Rules of Procedure – Review

Ms. McAdams: Next on the agenda is the ARB By-Laws and Rules of Procedure. Anybody have any changes or anything they wanna add?

Ms. Campbell: I believe the last edit was done in 2018, so it's still pretty recent.

Ms. McAdams: We did a pretty good job on it I thought. So if nobody, everybody needs to look at it I guess. So we'll accept it as it is.

Mr. Osborn: I've just got one comment.

Ms. McAdams: What's that?

Mr. Osborn: I was reading it earlier today and I saw at the bottom \*muffled speaking, can't understand\*, so keep that in mind moving forward as justification of....

Mr. Bain: Does an amendment have to be publicly notified on paper or in an announcement or anything like that?

Ms. Baker: It just, it has to be put forward at a meeting as a suggestion of a member and then we get the 30 days, would need time to lapse before you all voted in the subsequent meeting.

Mr. Bain: It's not like you haven't put it in... like PC meetings, okay, got you.

Ms. Baker: I should, I'm sorry, just while we're still on the topic of looking at the by-laws, this prompted me, the duties of the secretary is in the absence or disability of the Chair and the Vice Chair, shall perform the duties of the Chair Person. But if right now we only have 5 members, 6 members so... we have 5...

Ms. McAdams: Yes if three of us are out...

Ms. Baker:...right now if two are out then we're not gonna have a quorum so...

➤ ARB 2020 Calendar

Ms. McAdams: Now we move on to the calendar.

Mr. Bain: I didn't see a calendar, is there one...

*Architectural Review Board Minutes  
February 3, 2020*

Ms. Campbell: Lindsey's gonna print one to see if there's any conflicts and then...

Ms. McAdams: There's no conflicts where I can see. September there would be a conflict because Labor Day is September 7 and that is on Monday. So, according to the by-laws it could be Tuesday or we can go and change it to another date, so what is your pleasure? Anybody got any ideas?

Mr. Osborn: Maybe this could go out to all the members... \*muffled speaking, can't understand\*.

Ms. McAdams: Sounds good. Let me see if there's any other months while we're at it though.

Ms. Taylor-Wilson: So is this the change...

Ms. McAdams: That's the only one that there's a conflict that I can see, is September.

Ms. Baker: So typically the meetings are the first Monday of each month at 6 o'clock, the regular schedule is what you all would be voting on, they could be changed throughout the year. There will be times when, if there's no quorum we have to cancel, if there's no business then we don't schedule a meeting, the Chair can announce that through staff that a meeting would not held. And the other dates, such as if it does fall on a holiday, even if you are to adopt the calendar today you could still change that as September got closer, I know a couple of our other committees will wait and see what kind of business comes because rather than cancel a meeting they may move it to another date that everyone knows when they'll be here so, it's not necessary that you make your changes at this meeting so you can consider it, you can adopt the calendar, you can just continue as is and then make changes as the year goes but that's up to you all.

Ms. McAdams: So, do we want to just table this until the next meeting? September is the only one that we have a problem with.

Ms. Baker: I think the only concern might be if you don't meet for a couple of months then you kind of have it out there lingering so you might just want to consider adopting it as is, with the notation that you'll amend any conflicting meeting dates. It's up to you but...

Ms. McAdams: Alright, what's the pleasure of the group? What would you all like to do.

Ms. Taylor-Wilson: Adopt it as is.

Mr. Bain: Explain again what the problem with the September date is.

Ms. McAdams: That's Labor Day.

Mr. Bain: The 14<sup>th</sup>?

Ms. McAdams: I think it's the 7<sup>th</sup>.

Ms. Marr: We've already changed it on the calendar to the second Monday.

Mr. Bain: Yeah that's why I was confused.

*Architectural Review Board Minutes  
February 3, 2020*

Ms. McAdams: Okay so September 7<sup>th</sup> is the actual date we should meet and that is the actual Labor Day.

Mr. Bain: So now then, I would propose that we accept has staff has suggested here, to change that to the 14<sup>th</sup> that's on the draft she just handed out. Makes sense.

Mr. Osborn: Is that a motion?

Mr. Bain: Yes that's a motion.

Ms. McAdams: Do I get a second? I'll second it. All those in favor? Opposed?

The motion passed 4-0.

➤ ARB 2020 Work Plan

Ms. McAdams: ARB 2020 Work Plan. I'm not sure what that one is, I don't remember that.

Ms. Baker: So, a work plan is if you all have any items that you wish to work through this year. I know in the past there have been things that really haven't been completed such as the Historic District Design Guidelines, but if there are any other items that you want to look at, if you have any concerns about the Ordinance amendments or if you have any issues about do you want to look at historic districts, are they still applicable, do any need to be changed, added to, that type of thing, so it's really up to you all, you don't have to set a work plan but if there are any items that members wish to look at over this next year and everybody's in agreement on that then it's just a goal for you to work on. I know it's a little different right now because in the past when we've had that type of a work plan there's been somebody who is, for instance Tanya Gosset, who was an official architectural historian that knew the Secretary of Interior standards, that type of thing and so she would come with recommendations on certain changes to make, so it's again, we're kind of a new board, new formation, and it's up to you all to determine if there were things that you want to see accomplished over the year or at least projects that... and you don't have to make a decision tonight but it's just you can have some discussion if there's something you wanted...

Ms. McAdams: Would you all care to think about this and bring it up at the next meeting? Would you prefer to do that?

Mr. Osborn: Yes.

Ms. McAdams: Okay then you all just put that on the agenda for the next time.

PUBLIC PRESENTATIONS

Ms. McAdams: Okay, we don't have any public presentations that I'm aware of. Oh we do? Go ahead.

Ms. Rollins: So I didn't know that I was coming to this actually and I was contacting what I thought was the Planning Commission representative was Fillmore McPherson and I did reach him and he informed me that you all were in this transition process but he did recommend that I come here and I'm in a sort of unique situation so I just wanna, I made some notes so I could be brief and so I thank you for hearing me. My name is Darlene Rollins. I'm pretty new to looking at County development and this ARB so I'm

*Architectural Review Board Minutes  
February 3, 2020*

hoping that you can guide me and... I'm the neighbor of the Westebbe property off of Holly Corner and I understand it's currently on the market, has been for awhile and is also under review by this board concerning some of its historical overlay and I think they are looking fairly soon to try some minor subdivision development to get the property sold, but I think it's been on the market for a little while but as a neighbor I sort of know this property and I have this vision for it that would actually preserve it as it is and make additional value to it you know, so the problem is that I don't really have a way of funding it and so I can't work exactly with a realtor or anything like this and at this point I'm actually in the process of looking into small business administration to establish a legal entity that I'm hoping we'll be able to put it into a land trust but we're gonna have to crowd fund it. And it really is something that is you know interesting enough, I'm also working with them right now to put it into a format that I can share with everybody but you know a way of using historic properties a way of preserving and utilizing the natural resources there and also giving more public access to, of course being around the nature conservancy down to the Rappahannock River so... I'm not sure how to proceed in terms of partly what I would like and to develop this business plan, is more information in terms of what might the restrictions be in general on this vision that I have. I think that's why I asked what everybody's idea being was using the properties and the land in various ways and for instance with the Historic Falmouth Overlay on the Smith-Forbes house, you know what do's and don'ts in terms of any kind of changes. For instance, one of the visions that I see is to make that into a B&B and an event venue and I've been through the house, it's like amazing the lower level and it would make a very lovely event venue and the bones are you know old 100s so sitting rooms and bedrooms and a fireplace and I think it would make a really nice B&B as well, so it would probably, the kitchen is downstairs, a very small kitchen and so probably in order to have it as a venue we would need to somehow you know find a way to expand the kitchen, but I just need to sort of understand some of those guidelines to see what would be possible.

Ms. Baker: This girl right here can...

Ms. Campbell: I think we talked briefly on the phone recently, I'm Eva, so I remember I looked up just the zoning, any exterior alteration done to the house would have to, or anywhere on the property, would have to be approved by the ARB but for uses by right, I believe what you were looking at was event space and I think that could be done but it has to be granted through a Special Exception in that zone, in A-1. I'd have to look into the B&B setting because I believe, we just talked about using it as event space at the time.

Ms. Rollins: Yeah and so this was also the I think, yeah I'm sure that there would have to be probably some different kinds of... for a... and also thinking possibly having a little storefront you know those kinds of things also so... I don't know how possible my dream is but... and it would be to really sit down with somebody that could see this whole vision with me and kind of put something together...

Ms. Campbell: We can always talk about it, even just coming into the County just to talk about what you could do with the property by right, what you would need to go to the Board or the Planning Commission for approval for, we could talk through all that, but in terms of any sort of demolition or addition or visible alteration that is what the Architectural Review Board would do.

Ms. Rollins: Also I think our basic values are in alignment, I'd like to keep it preserved in all of the ways we can, it really is a part of our culture, this property... it has different levels so the first part would be to see about getting a B&B and so yeah, I understand that when you're under review with the other two farmhouses? Or I would like to know, because I know the realtor and the owner are also meeting, so is there any way that you could appraise me of any decision where that is now?

*Architectural Review Board Minutes  
February 3, 2020*

Ms. Campbell: No application has been submitted. They're kind of floating ideas around. They're currently getting a report done on all of the other structures other than the Smith-Forbes house so we have a better understanding of their integrity and what they have on the property but they have not completed that report yet or submitted it to us at this time.

Ms. Rollins: So yeah, I need to, I thought that, so like I think they were telling me that there was like the historical overlay district was pretty well established and confirmed around the Smith-Forbes house itself but there was still some question surrounding the other structures but they thought the farm house, the two farm houses, they thought they were 1800s and not from Stafford County and therefore not being really considered as you historically relevant, but that confirmation has not been made.

Ms. Baker: So I would recommend you schedule an appointment with Eva and then she can walk you through all the different aspects and we can get maps and look at the historical information on the property that we have in our files.

Ms. Rollins: Okay, very good.

Mr. Bain: It's probably premature for us to do anything, but I'm not familiar with the property, would it be possible for someone to maybe email me a map showing the location or...

Ms. Baker: You said you want, the owner had sent us previously when he was looking for guidance...

Ms. McAdams: The realtor brought us something. He's supposed to be getting about potential, what is it, historical significance study done on it and apparently he's hired Dovetail to do that.

Mr. Bain: Okay.

Ms. Campbell: And once he submits that they were gonna plan a site visit for you all too, to kind of walk through the property.

Mr. Bain: Okay just send me a general map that shows me where it is or something, just so I can...

Ms. McAdams: And when he finishes all of that we're supposed to go on a field trip.

Mr. Bain: Okay, good.

Ms. Rollins: I don't know if this is feasible, we'd like to work a little with the County, I'm aware that the Horsepen Run, where it accesses Holly Corner Road along the property line and right now the conservancy plan is basically going to the edge of my property line, I'm across the river from them so there's all the ways to give public access, there's a private section, and I have long dreamed of kind of handicapped accessible, what I call a horse therapy farm and I, which this area would be really nice for and I'm not sure really you know whether it would be better you know to be donated or given to the County in some way or taken on as part of this horse garden project...

Ms. Baker: You could start with the, with staff, yeah, Eva and myself.

*Architectural Review Board Minutes  
February 3, 2020*

Mr. Bain: I'm a slow note taker, I don't do shorthand, I didn't catch your address, can you say that again?

Ms. Rollins: And if there's anybody who would like to see this presentation... and I feel like there's a way that this Board and the general County will be supporting and especially with all these values. Okay.

Ms. McAdams: When would you like, when would you propose or when do you hope to see your reality come to life?

Ms. Rollins: Well this is in the process basically I'm crowd funding and I'm finding that the process of getting cleared about that and one of the parts is that were in the process of establishing in Virginia with the SCC the non-profit but it probably needs to go into a tax exempt non-profit plan for us. So I'm in the process of contacting the volunteer that would probably hopefully guide me in that part. Unless we get all of that legal part laid down then I will start crowd sourcing and then I think limited to not to three or four month window so I'm hoping by you know June and maybe...

Mr. Osborn: Can I ask a question? Darlene, right? Have you spoken with the owner of the property?

Ms. Rollins: Yes, Mark Westebbe and I are old buddies and he also would love to do what I'm envisioning but he's in a situation where the family needs the money for various reasons and so they are like many people you know forced to do something to a family property that they dearly love so he just doesn't want to publicly support it in confrontation to the realtor I imagine. So he keeps telling me you gotta figure out a way to do this. Is there any way I can be notified if there is a determination or a finding on the, that property?

Ms. Baker: I mean again until they actually submit something to us...

Ms. Rollins: Right, but once that happens how will I know, is there any way...

Ms. Baker: You can call and check with Eva, you can check the website we publish our agendas on the website, so if it comes before this Board, you know that's again until they submit any kind of an application... They consulted with the ARB, they came and met just to say, talk about the property and try and seek some guidance and that's why it was the ARB's recommendation that they go and find out more about the buildings, because what they wanted to do would entail demolishing some of the buildings so that's why they went out and were doing some studies so they could come back to give us a little bit more, they didn't know enough about their own property to present to the ARB to get an official recommendation on what they wanted to do.

Ms. Rollins: Okay. Thank you.

NEW BUSINESS

1. Annual letter to Historic District property owners

Ms. McAdams: Alright, I guess we're down to the annual letter to the Historic District property owners. Did everybody look at that? And do you have any changes... cause we did a thorough going over of that a couple years ago.

*Architectural Review Board Minutes  
February 3, 2020*

Ms. Campbell: Sorry what did you say? That last part.

Ms. McAdams: I asked that anybody, if anybody had time to look at it, we did a thorough going over of it about, I guess three years ago maybe?

Ms. Baker: Well you all review it each year before we send it out.

Ms. McAdams: Oh I know but I mean we did a lot, we made a lot of changes to it.

Ms. Baker: Correct.

Ms. McAdams: I read it this afternoon and I was pleased with it.

Mr. Bain: The only question I had was who came up with the fee of \$25.69?

Ms. Baker: That's a technology fee. That's a built in fee for any application.

Mr. Bain: Why is it an odd...

Ms. Baker: It's a 2.75% of an application fee. So all of our application fees, it has tacked on a 2.75% of the application, the application is \$25.00.

Ms. Campbell: And just for the new members, this letter goes out to any owner of a property that's within a historical overlay district, so they're aware of if they're making any sort of alterations or demos or new construction that they'll have to come before you all with a Certificate of Appropriateness, so it's just, this is letting them know so they're not caught off guard.

Mr. Bain: Do you have any idea how many people that entails or how many properties?

Ms. Baker: You came up with the list, did you remember the count? 125 or something? Somewhere between 125-150. Because there are some properties that are multiple parcels. But well building, multiple, it's Falmouth, historic Falmouth has something like 75 on it's own.

Mr. Bain: Just curious.

Ms. Campbell: But we'll figure out that exact number when we send this out again this year.

Ms. McAdams: So everybody happy with it now? No suggestions for changes, we're all good with it? Okay.

Ms. Baker: Go ahead and take action on it.

Ms. McAdams: So all those in favor?

The letter was accepted as is 4-0.

UNFINISHED BUSINESS

2. Westebbe Acreage / Smith Forbes House

Ms. McAdams: Alright I guess the next thing that comes up, we just heard something about it, we were like, I was not expecting that, I hadn't gotten anything on the fact that she was coming.

Ms. Campbell: I didn't out until tonight. I guess she called Fillmore earlier today and he just told her that she should come if she had something to say. But I talked to her on the phone recently and she's interested in the property but I mean she doesn't own it so I think her vision isn't, you know, doesn't really matter at this point unless she comes up with the funds to be able to purchase it.

Ms. McAdams: So it's still viable I think, I mean if she can come up with the money.

Ms. Campbell: Yeah, yeah.

Mr. Bain: Some people do amazing things through crowd funding. Some people flop badly too.

Ms. Campbell: I talked to the owners, or not the owners, I talked to Mr. Unruh and he said that you know they'd heard from her for the past few years but they didn't think it was something, at least to their knowledge that was going to come to fruition.

Ms. McAdams: That's his opinion but what about the owners, I mean did you get anybody else's opinion other than his?

Ms. Baker: It doesn't really matter to us until somebody...

Ms. McAdams: Right because nobody's got any money, nobody's...

Ms. Baker: We'll be happy to guide her through what she can do with the property if she acquires it.

Ms. Taylor- Wilson: Yeah I have a question about the application. So Kathy when you mentioned someone coming in with an application, who would that be, would that be the owner of the property or...

Ms. Baker: An owner or an agent can, but the owner will definitely sign off, giving them permission to submit an application.

Ms. Campbell: For this one, they have a real estate agent representing them and that's who we've dealt with primarily.

Ms. McAdams: Okay so you don't have any updates for us from him, right?

Ms. Campbell: Nothing since the last thing we sent out which was the scope of work that Dovetail would be doing for the architectural history...

Ms. McAdams: And I didn't see any of us respond to what they thought about that.

Ms. Campbell: I got some responses that the scope looked...

*Architectural Review Board Minutes  
February 3, 2020*

Ms. McAdams: You probably did, I just...

Ms. Campbell: I didn't hear back from everyone but the responses I got were that that looked... I think it was actually Chuck, but I'd have to look back through my email.

Ms. McAdams: I know I responded and said I thought it looked like we would get what we wanted out of it but I don't know that, I didn't do it to all so I didn't know if anybody else responded or what they had to say.

Ms. Campbell: And Dovetail is definitely a credited, renowned...

Ms. McAdams: That was why I felt good about that. Anything else on that topic?

REPORTS BY ARB MEMBERS

Ms. McAdams: Alright reports from ARB members, does anybody have any reports? I did get the email about the classes and I signed up for the one in Fredericksburg cause I didn't want to have to drive so far.

Mr. Osborn: So did I.

Ms. McAdams: Did you?! Well I'll see you there. The 24<sup>th</sup>, the 23<sup>rd</sup>, it's right after my birthday or right on my birthday I know that. 24<sup>th</sup> I think. Is this a good place to ask where's Chuck?

Ms. Campbell: He sent an email resigning, effective immediately late last week. I'm not sure of the reason, I wasn't sure if it was personal so I didn't want to you know pry since he wasn't sharing. So that's all I've heard from him.

Ms. Baker: So we've notified County Administration who sees applications to refill this seat, so this is one of those specific, Architectural Historian so if anybody's aware of anybody who'd like to serve I'd encourage them to submit a Board Bank application through our County Administrator's office.

Ms. McAdams: Cause we need the architect and we don't have anybody from the Falmouth district do we? Or do we?

Ms. Baker: Right now its Corey.

Ms. McAdams: Corey is from down there? I guess I'm trying to say the Historic Falmouth area, that's where he's from?

Ms. Baker: The historic district representative, so it could be any of the historic districts.

Ms. McAdams: Right, right so he is one of them?

Ms. Baker: Yes.

Ms. McAdams: Okay. Just making sure.

*Architectural Review Board Minutes  
February 3, 2020*

Ms. Baker: There's two at large members.

Ms. Campbell: There's only two specific and that's the Architectural Historian and someone who resides in the Historic Overlay District.

Ms. McAdams: Okay. So are there any other reports?

Mr. Osborn: Just so everyone knows I'm recommending they retire \*can't understand, muffled speaking\*

APPROVAL OF MINUTES

December 2, 2019

Ms. McAdams: Shall we move on to approval of the minutes? I guess we were the only two here, Mark, for the minutes, that would have been December?

Mr. Osborn: I read them and saw no changes to be made.

Ms. McAdams: I read them and I have none either.

Mr. Osborn: So I'll move to approve the minutes.

Ms. McAdams: So I'll second that. All in favor?

The motion passed 2-0 (Mr. Bain and Ms. Taylor-Wilson abstained)

Ms. McAdams: Is there anything else? We've covered everything?

ADJOURNMENT

With no further business to discuss Ms. McAdams adjourned the meeting at 6:40pm.