



**Board of Adjustments
Meeting Agenda
January 28, 2026
Bentonville City Hall
Meeting Time: 4:00 PM**

Registration Link: <https://us02web.zoom.us/j/84389054338>

- I. Call to Order**
 - II. Approval of Minutes**
 - 1. November 26th Meeting Minutes** **Approval of Meeting Minutes**
 - III. New Business**
 - 1. Perez** **Variance***
 - 703 SW Brighton Drive ([VAR26-0002](#))
 - Section 1100.06 (h)(1) of the Land Development Code - Fence Height*
- IV. Old Business**
- V. Other Business**
 - 1. Election of Officers** **Informational**
 - 2. Review of Bylaws** **Informational**
- VI. Adjournment**



**Board of Adjustments
Meeting Agenda
November 26, 2025
Bentonville City Hall
Meeting Time: 4:00 PM**

Recording Link: <https://bentonvillear.portal.civicclerk.com/event/1778/media>

I. Call to Order

- Meeting called to order at 4:00 PM by Chairman Kruithof.
- Members present: Dean Kruithof, Danny Bennett, Kevin Barrington, BJ Phillips
- Members absent: Celia Swanson
- Staff present: Tom Adler, Nathan Izard, Braedyn McBroom

II. Approval of Minutes

1. November 12th Meeting Minutes

Approval of Meeting Minutes

- Minutes are approved, 4-0.

II. New Business

1. Couch

Variance*

850 Northwest A Street ([VAR25-0031](#))

Section 401.07-B of Zoning Code Downtown Neighborhood (DN) Districts Regulations, (e) DN districts setback standards

- Chairman Kruithof opens the public hearing.
- Nan Couch, the applicant, is present for any questions.
- Chairman Kruithof closes the public hearing.
- Motion to approve by Phillips, second by Bennett.
- The variance is approved 4-0.

IV. Old Business

1. HSK Homes LLC

Variance*

5404 Southwest Remington Road ([VAR25-0030](#))

Section 401.07 of Zoning Code Residential (R) Districts Regulations, (c) Residential (R) District Setback Standards

- Chairman Kruithof reminds the board members and the public that the public hearing was held at the November 12th Board of Adjustment meeting.
- Hari Konakanchi, the owner, is present for any questions.
- Motion to approve by Phillips, second by Barrington.
- The variance is approved 4-0.

V. Other Business

VI. Adjournment

- Motion to adjourn by Barrington, second by Phillips.
- Chairman Kruithof adjourns the meeting.



Perez
703 SW Brighton Drive
BOA Date: 1/28/2026

Staff Report Details

Project Number	VAR26-0002
Applicant / Current Owner	Tatiana Perez
Site Area	+/- 0.29 Acres
Current Zoning	R-1, Low-Density Single-Family Residential
Variance Request	Sec 1100.06 Fence and Wall Requirements, h) Fence design standards, 1) Fence height
Related projects	N/A

Property Description

The subject property is located on 703 SW Brighton Drive. The property is presently zoned R-1, Low-Density Single-Family Residential with a future land use designation of Suburban Neighborhood.

Regulation

Section 1100.06 Fence and Wall Requirements, h) Fence design standards, 1) Fence height

R-1, Low-Density Single-Family zoning requires a 4-foot maximum fence height in front of the front building line. The applicant is seeking a variance from the 4-foot fence height requirement to build a 6-foot front yard fence instead.

Variance Request

This report will consider and analyze this request based upon the six conditions of approval from the Zoning Code. Said conditions of approval will be bolded to differentiate from staff commentary.

Variance Request

1. The applicant demonstrates that:

a. Special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structure or buildings in the same district;

The applicant makes reference to the lot configuration, surrounding land uses, the existing pool and traffic conditions that are peculiar to the pie-shaped parcel.

b. That literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter;

The applicant states the reason for wanting the variance is to allow safe and practical residential use, consistent with other properties in the district.

c. That special conditions and circumstances do not result from the actions of the applicant; and

The applicant makes reference to the lot configuration, surrounding land uses, the existing pool and traffic conditions that are peculiar to the parcel.

d. That granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures, or buildings in the same district.

The applicant has not provided evidence that this variance would not grant a special privilege over other properties in the zoning district.

2. No nonconforming use of neighboring lands, structures, or buildings in the same district, and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

The applicant makes no reference to any nonconformities or properties in neighboring lands or zoning districts.

3. The board of adjustment shall further make a finding that the reasons set forth in the application justify the granting of the variance and that the variance is the minimum variance that will make possible the reasonable use of land, building or structure.

There has been no demonstration that this request is the minimum variance necessary to make possible the reasonable use of land.

4. The board of adjustment shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this chapter, and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

Please see the attached letters from the community, both for and against the proposed variance.

5. Conditions. In granting any variance, the board of adjustment may prescribe appropriate conditions and safeguards that it deems necessary or desirable. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this chapter.

The Board has the authority to attach any conditions to a variance request that it deems appropriate. Any conditions proposed with a variance approval should be clearly stated into the

Variance Request

record in the approval motion.

6. Uses. Under no circumstances shall the board of adjustment grant a variance to allow a use not permissible under the terms of this chapter in the district involved, or any use expressly or by implication prohibited by the terms of this chapter in said district.

The applicant's request does not include a variance to use.

Conclusion

The applicant's variance request comes from the Development Code, Section 1100.06 (h)(1)(b) Fence and Wall Requirements, **Fence height**. The applicant is requesting a 6-foot front yard fence height instead of the 4-foot front yard fence height required by code for: "*safe and practical residential use*" of the front yard.

Background

Public Comment

Has Staff received Public Comment at the time of this report?: **Yes**

Conditions of Approval

The following conditions of approval are offered for the Board's consideration, if approved:

1. The approved variance shall be for the proposed layout and setbacks, as provided by the applicant within this application.
2. The applicant shall be required to obtain a fence permit for the structure.
3. The applicant shall ensure all proposed work is in conformance with any conditions, covenants, or restrictions recorded against the property by the Home Owners Association, if any.

Section 301.10.c, Standards of Approval, of the Zoning Code

Standards for approval. A variance from the terms of this chapter shall not be granted by the board of adjustment unless and until:

(1) The applicant demonstrates that:

- a. special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district;
- b. that literal interpretation of the provisions of this chapter would deprive the applicant of rights

commonly enjoyed by other properties in the same district under the terms of this chapter;
c. that special conditions and circumstances do not result from the actions of the applicant; and,
d. that granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures, or buildings in the same district.

(2) No nonconforming use of neighboring lands, structures, or buildings in the same district, and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

(3) The board of adjustment shall further make a finding that the reasons set forth in the application justify the granting of the variance and that the variance is the minimum variance that will make possible the reasonable use of land, building or structure.

(4) The board of adjustment shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this chapter, and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

(5) *Conditions.* In granting any variance, the board of adjustment may prescribe appropriate conditions and safeguards that it deems necessary or desirable. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this chapter.

(6) *Uses.* Under no circumstances shall the board of adjustment grant a variance to allow a use not permissible under the terms of this chapter in the district involved, or any use expressly or by implication prohibited by the terms of this chapter in said district.



PC Item



VAR26-0002

Perez

703 SW BRIGHTON DR



Narrative – Variance Request for 6-Foot Fence

Property Address: 703 SW Brighton Dr. Bentonville AR 72712

Parcel Number: 01-09075-000

Applicant and Property Owner: Tatiana Perez

Request

I am requesting a variance to allow the construction of a 6-foot fence on the above-referenced property, where the current ordinance restricts fence height.

1. Special Conditions and Circumstances Peculiar to the Property

Special conditions and circumstances exist that are unique to this property and are not generally applicable to other properties in the same zoning district. These conditions include:

- Safety concerns related to surrounding activity and traffic. Vehicles frequently travel at high speeds in the area, and the neighborhood includes multiple rental properties and a nearby short-term rental (Airbnb), resulting in a constant rotation of occupants. This creates increased pedestrian activity near the property and elevates safety concerns that are not typical for other lots in the district.
- Significant slope of the lot (necessary for drainage and water flow). The grade of the property causes a shorter fence to be easily breached due to elevation changes. This condition presents safety concerns, particularly because the household includes a child and dogs. A fence of lesser height does not provide adequate containment or protection given the existing slope.
- Unusual lot configuration. The configuration of the lot does not provide a traditional backyard. The majority of usable outdoor space is located along the left side of the home. Additionally, an in-ground pool installed by prior owners occupies the rear portion of the property, eliminating usable backyard space for normal residential use.

These site-specific conditions limit safe and reasonable use of the property unless a fence of adequate height is permitted.

2. Deprivation of Rights Commonly Enjoyed by Other Properties

~~A literal interpretation of the fence height ordinance would deprive the applicant of rights commonly~~
enjoyed by other properties in the same zoning district. Many properties are able to utilize their yards safely due to flatter terrain, traditional backyard layouts, and reduced exposure to pedestrian and vehicle traffic.

Because of the slope, lack of a usable backyard, and increased activity in the area, this property cannot achieve comparable levels of safety, privacy, and functional outdoor use without the requested variance. Denial of the variance would place this property at a distinct disadvantage relative to similarly zoned properties.

Narrative – Variance Request for 6-Foot Fence

3. Conditions Not the Result of the Applicant's Actions

The special conditions and circumstances described above are not the result of any action taken by us, the applicant. The slope of the lot, traffic conditions, surrounding land uses, lot configuration, and the in-ground pool were all existing conditions prior to the applicant's ownership of the property.

The proposed fence is a reasonable and proportional response to these pre-existing conditions and is intended solely to allow safe and practical residential use consistent with other properties in the district.

Additional Considerations

- The proposed fence will be constructed entirely on the applicant's property.
- The Property Owners Association (POA) has requested that the fence be aligned with the adjacent property's existing fence to maintain uniformity and consistency within the neighborhood.
- Aligning the fence in this manner will reduce visual impact, promote neighborhood cohesion, and address concerns of adjacent neighbors.
- The fence will comply with all other applicable zoning, safety, and construction requirements.

This request is not based on any non-conforming use of neighboring properties and complies with the intent of the zoning ordinance.

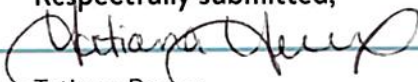
Acknowledgment of Oversight

I extend my sincere apologies to the City of Bentonville for not applying for this variance in advance. There was no intent to bypass the process; this was an oversight due to multiple factors, including an extended POA approval process. We are committed to rectifying the matter as needed, pending your decision.

Conclusion

For the reasons above, approval of the requested variance is respectfully requested. Granting this variance will ensure our family's safety, allow reasonable use of the property, and maintain consistency with surrounding properties, while remaining consistent with the spirit and intent of the ordinance.

Respectfully submitted,



Tatiana Perez

Phone: 479-841-9079

Jadetati@icloud.com

January 2, 2026

Please see **next pages for neighbors who kindly offered support and a POA statement.**

The neighboring property owners submit the statement on the adjacent page in support of the request for a variance to allow the construction of a 6-foot fence as pictured in the site plan attached.

Narrative – Variance Request for 6-Foot Fence

As neighbors familiar with the property and surrounding conditions, we acknowledge and attest to the following:

- We are aware of the site-specific conditions affecting this property, including traffic concerns, pedestrian activity, lot slope, and the lack of a traditional backyard.
- We recognize that these conditions create legitimate safety and containment concerns, particularly for a household with a child and dogs.
- We agree that a fence of lesser height would not adequately address these concerns due to the property's terrain, configuration, and exposure.
- We believe the requested 6-foot fence is reasonable, necessary, and appropriate for the safe and functional use of the property.
- We do not believe the proposed fence will negatively impact neighboring properties or the overall character of the neighborhood.
- We support the fence being constructed in a manner that is aligned, uniform, and consistent with existing adjacent fencing, as encouraged by the Property Owners Association (POA).

Based on our familiarity with the property and neighborhood conditions, we respectfully support the applicant's variance request and believe approval is justified and consistent with the intent of the zoning ordinance.

Namela Thomas +
Carlos Sanz (Carlos Sanz)

2310 SW Penny Lane
2310 SW Penny Lane
704 SW Brighton Drive

Ken Ward
Ken Ward
Jennifer

704 SW Brighton Drive
711 SW Brighton Dr.

D~SA
Pricia Carraway
Albert Terrabe

711 SW BRIGHTON DR.
713 SW Brighton Dr
2311 SW Penny Lane

Narrative – Variance Request for 6-Foot Fence

Subject: Support for 703 SW Brighton Variance Request – 6ft Fence Installation

To the City of Bentonville Board of Advisors

I am writing in my former capacity as the President of the Simsberry Property Owners Association, a role I held from 2023 through December of 2025, and as a neighboring property owner, to formally express my support for the variance request regarding the relocating / move forward of a side 6-foot fence (left side) on the 703 SW Brighton property.

Over the course of several months in the latter half of 2025, multiple options were carefully reviewed to address ongoing safety concerns and the functional use of the property. These options included, among others, a retaining wall and a 4-foot fence. After thorough discussion and evaluation of the lot and its necessary water flow / drainage slope, it was determined that the most effective and appropriate solution was a 6-foot fence that aligns with the height and placement of the neighboring property's fencing. This solution is considered to be the best to address safety considerations, privacy, and the practical use of the property while maintaining consistency with the surrounding area.

The installation of a 6-foot wood shadow box fence was reviewed at length by the Architectural Control Committee and approved internally by the POA over multiple months. Unfortunately, this extended review period, combined with thanksgiving holiday + travel schedules and other contributing factors, resulted in an honest oversight regarding the need for formal city approval prior to installation. There was no intent to violate any city codes or ordinances. Rather, this was a good-faith mistake made during a period of prolonged review and coordination.

As both a neighbor and the former POA President during the 2023–2025 term, I believe the 6-foot fence represents the best possible solution for the property and surrounding community. It aligns with the neighboring fencing structure, improves safety and allows for proper use of the property without negatively impacting adjacent owners.

We respectfully request consideration and the city grant this requested variance. Thank you for your consideration and continued collaboration with our neighborhood.

Sincerely,



Don Tolbert

Phone: 479-280-9447

Paula S. Wagner
404-936-8225
POA Architectural Control Committee (ACC)
Representative

Site Plan



Fence move forward: Request for variance, move fence forward on left side of property and install a wood shadowbox 6ft fence aligning with the fence on 2311 property per POA request to align and be similar to neighboring fence.

- Existing side fence removed.
- Relocate fence to align with neighboring fence and 10ft from sidewalk.
- See Exhibit A for reference of proposed fence images

Exhibit A: Shadowbox Wood fence

Majority of useful backyard and grass is located on the left side of this lot.



View from sidewalk. See slope of lot to allow proper water flow.

Ground appears slightly higher due to new sod but will eventually settle.

View from left side of home – left window.



FW: Opposition to Variance Request for Front-Yard Fence - 703 SW Brighton Drive

From Thomas Adler <tadler@bentonvillear.com>
Date Mon 1/12/2026 10:18 AM
To Casandra Hackler <chackler@bentonvillear.com>

From: Danny Bennett <DBennett@bentonvillear.com>
Sent: Sunday, January 11, 2026 4:19 PM
To: Tyler Overstreet <toverstreet@bentonvillear.com>; Thomas Adler <tadler@bentonvillear.com>
Subject: FW: Opposition to Variance Request for Front-Yard Fence - 703 SW Brighton Drive

FYI

From: mike.bentel@gmail.com <mike.bentel@gmail.com>
Sent: Sunday, January 11, 2026 12:05 PM
To: Danny Bennett <DBennett@bentonvillear.com>
Subject: FW: Opposition to Variance Request for Front-Yard Fence - 703 SW Brighton Drive

You don't often get email from mike.bentel@gmail.com. [Learn why this is important](#)

Dear Members of the Planning Commission: Danny Bennett

I am writing to respectfully oppose the variance request for **703 SW Brighton Drive**, which seeks approval to construct a six foot fence across part of the front yard of that property.

I am submitting this letter because **I will not be able to attend the City's meeting where this matter will be discussed**, and I respectfully request that **this written opposition be fully considered as part of the decision-making process**.

City Standards for Front-Yard Fencing

Under the **City of Bentonville Municipal Code – Appendix B, Section 1100.06 (Fence and Wall Requirements)**:

- Front-yard fences are limited to **four feet** in height,
- Must maintain a **minimum five-foot setback** from the public right-of-way, and
- Must not intrude into required **sight triangles** as defined in the ordinance.

These regulations maintain uniformity and preserve the established look of residential neighborhoods.

Conflict With Existing POA Regulations

The proposed fence also violates the subdivision's **Property Owners Association (POA) regulations**, which prohibit or restrict any and all front-yard fencing. These standards have been consistently upheld for decades to preserve the neighborhood's appearance.

A variance that conflicts with both **City code** and **POA rules** would undermine long-standing expectations for all property owners.

Additional Circumstances Regarding the Property

It is also my understanding that the resident at **703 SW Brighton Drive** began installing **fencing in the front yard prior to receiving approval**, and that the **City's Code Enforcement Department instructed them to stop the project**.

This sequence of events underscores why the variance process, zoning regulations, and POA rules are in place—to ensure orderly, consistent, and fair consideration before construction begins.

Specific Concerns With the Variance Request

1. **Twenty-Six Years of Neighborhood Consistency**

For **26 years**, no homeowner in this subdivision has ever sought approval to install a front-yard fence. Open front yards remain one of the defining characteristics of the neighborhood. Granting this variance would establish a **dangerous precedent** and invite similar requests.

2. **Disruption of Neighborhood Character**

A front-yard fence would be inconsistent with the open appearance of both SW Brighton Drive and Clover Court and would change the established visual continuity of the subdivision.

3. **Conflict With Both City and POA Requirements**

The request contradicts zoning requirements and POA regulations that have guided neighborhood development for over two decades.

4. **Direct Impact on My Properties and Long-Term Investment**

As the adjacent homeowner, the opposing homeowner, and the owner of multiple additional properties in the subdivision, I would be affected by changes that alter the look and consistency of the neighborhood.

- I own **2311 Clover Court**, directly adjacent to 703 SW Brighton Drive;
- I own and reside at **700 SW Brighton Drive**, directly across the street;
- I own **three additional properties within the same subdivision**; and
- I have been a **resident of Bentonville since 1995** and have lived in my current home since **2001**.

Variance Standards Are Not Met

The City's **Planning 101 – Variance vs. Waiver** guidance limits variances to circumstances involving a **unique physical hardship**.

There is **no evidence of any physical hardship** at 703 SW Brighton Drive that would prevent compliance with the zoning requirements. The lot is typical in shape and layout for this subdivision.

Request

For these reasons—including conflicts with **City zoning, POA restrictions**, the **26-year neighborhood precedent**, the early start of construction without approval, and the absence of any qualifying hardship, I respectfully request that the Planning Commission **deny** the variance request for a front-yard fence at **703 SW Brighton Drive**.

Thank you for your time and consideration. Please accept this letter as my formal input since I am unable to attend the meeting in person.

Sincerely,

Michael Bentel

Owner, 2311 Clover Court

Owner/Resident, 700 SW Brighton Drive (Resident since 2001)

Owner of Three Additional Properties in the Subdivision

Resident of Bentonville Since 1995

Bentonville, AR 72712

479-531-9410

Mike.bentel@gmail.com

BY-LAWS
BENTONVILLE BOARD OF ADJUSTMENT

ARTICLE 1. Members, Term, Attendance

- 1.1. The members and terms of office shall be as stipulated by Municipal Code Section 301.04, as amended.
- 1.2. When a new member is appointed to the Board, the position number he or she is filling will be so designated at the time of appointment.
- 1.3. Missing three consecutive regular meetings or a total of six meetings in a one calendar year period, except in extraordinary cases, may, at the recommendation of the Board constitute cause for removal by the City Council.
- 1.4. Members should advise the Secretary or Staff before the meeting date if they expect to be absent or late.

ARTICLE 2. Officers, Election and Term, Duties, Chairing the Meeting, Signing for the Board

- 2.1. The members shall elect a chairman, vice-chairman and a secretary at the first regular meeting in January, and the term of office shall be until the next officers have been elected.
- 2.2. The chairman shall preside at meetings and hearings and shall decide point of order or procedure, following Robert's Rules of Order.
- 2.3. In case the chairman is absent, the vice-chairman shall assume the duties as Chair; in the absent of both the Chair and the Vice-Chair; the Secretary shall preside.
- 2.4. The Secretary shall be responsible for the following tasks; however, they may delegate authority for performing them to another member of the Board or an employee of the City of Bentonville.
 - 2.4.1. Furnish a current copy of the by-laws and appointing orders at meetings as required.
 - 2.4.2. Prepare the minutes of meetings and public hearings.
 - 2.4.3. Distribute the proposed order of business items and notice of regular and special meetings.
 - 2.4.4. Distribute the proposed order of business items and notice of regular and special meetings.

2.4.5. Maintain correspondence a filed and place notices of public hearings and advertisements.

2.5. When the certifying signature is required, the Chair's signature shall be utilized unless such authority has been designated by the Chair to another Board member or to a Board employee.

Article 3 Meeting, Scheduling, Quorum, Majority, Order of Business, Public Hearings

3.1. Board meetings shall be open to the public as provided by the Arkansas Freedom of Information Act.

3.1.1. The regular meetings of the Board of Adjustment shall be on the second and fourth Wednesday of each month at 4:00 p.m. at City Hall.

3.1.2. Special meetings may be called at any time by the Chair or any three members.

3.2. No formal business shall be conducted without a quorum and no member may vote by proxy.

3.2.1. A quorum shall exist when a majority of the appointive members are present.

3.2.2. The affirmative vote of a simple majority of the full membership of the Board shall carry any motion or resolution.

3.2.3. The Mayor shall be an ex-officio member and shall have no vote. The Mayor shall not be counted in arriving at a quorum.

3.3. The order of business shall follow the distributed agenda unless otherwise agreed to by the members.

3.4. Public hearings shall be conducted informally, and the Chair shall make all rulings and determinations regarding the scope of the inquiry, the admissibility of evidence, the order in which evidence, objection, and arguments will be heard, and other like matters, except that other members shall be privileged to make inquiries personally and to call for a vote on any ruling of the Chair to expedite the hearing, confining the participants to the presentation of only essential matters, but entertaining the presentation of sufficient matter to do substantial justice to all concerned parties to the proceedings. Each speaker shall be limited to a total of three minutes. No speaker shall speak twice on the same subject at a single meeting, however the Board may call any speaker to answer additional questions. Additional time may be granted by a majority of the Board. Final or official action shall be taken only in regular meetings unless the public hearing is continued to a special session of the Board after the hearing.

Article 4 Committees

- 4.1. The Chairman may establish standing, special, or advisory committees. Committee members may be persons other than members of the Board, but a board member shall be named as either active or ex-officio Chair of each committee.
- 4.2. Meetings shall be called by the chairman of the committee, or a majority of the membership of the committee, notifying the others.

Article 5 Records, Actions, Studies, Recommendation, Public Access

- 5.1. The Board Shall keep a file including all official documents of the Board including, but not limited to reports, records of decisions, recommendations, and studies made by the Board or its employees in the discharge of its duties and responsibilities.
- 5.2. Records shall be kept open to the public, available without fees or delays, subject only to the necessity for good order in the office of the Board.

Article 6 Amendments to These By-Laws, Timing, Majority

- 6.1. These by-laws shall be adopted, and later suspended, changed, or canceled only after an affirmative vote of a majority of the membership of the Board, Amendments shall be proposed in writing at a regular meetings and moved for action at a following meeting, unless ten-days notice and the written amendment itself have been given to all members, in which case motion may be made at a special meeting ten days after all the members have received the proposed change to these by-laws. Records shall be kept open to the public, available without fees or delays, subject only to the necessity for good order in the office of the Board.

Board Action:

by majority of the appointed members so voting, these by-laws for the Bentonville Board of Adjustment are hereby approved the 28th day of February 2024.

ATTEST:



Secretary



Chair