

N64W23760 Main Street Sussex, Wisconsin 53089 Phone (262) 246-5200 FAX (262) 246-5222

Email: <u>info@villagesussex.org</u>
Website: <u>www.villagesussex.org</u>

Architectural Review Board Agenda 4:00 PM Wednesday, September 3, 2025 Sussex Civic Center – Committee Room Second Floor

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Sussex Architectural Review Board, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. (If a Quorum is present the Chairperson shall announce, "Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.)

- 1. Roll call.
- 2. Consideration and possible action on the minutes of August 6, 2025 ARB meeting.
- 3. <u>Discussion and possible action on plans in association with a Conditional Use Permit for a Caretta Senior Housing facility located at N63W24103 Main Street on the parcels identified by Tax Key Numbers 249.992 and 249.991.001</u>
- 4. Adjournment.

Anı	nony LeDonne
Cha	irperson
0110	mperson
Kat	herine Gehl
	herine Gehl istant Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jeremy Smith at 246-5200.



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MEMORANDUM

TO: Architectural Review Board

FROM: Gabriel Gilbertson, Community Development Director

RE: September 3, 2025 Architectural Review Board

DATE: Friday, August 29, 2025

The following is background information for the ARB agenda items (Design Standards 3-25-2014)

I. Roll call.

II. Consideration and possible action on the ARB minutes of August 6, 2025.

III. <u>Discussion and possible action on plans in association with a Conditional Use Permit for a Caretta Senior Housing facility located at N63W24103 Main Street on the parcels identified by Tax Key Numbers 249.992 and 249.991.001</u>

Caretta Senior Living is proposing a senior living facility on Main Street, west of Maple Avenue. The site is zoned B-4 Central Mixed Use and a senior living facility is a conditional use permit under Section 17.0506(B)(3) of the Municipal Code. The proposed facility would have 79 units and is under the density requirements allowed for the B-4 Central Mixed Use Zoning District.

Site

- Green space calculations need to be submitted to the Village for review.
- Provided parking spaces meets minimum Code requirements.

Architecture

- Building meets height and required setbacks.
- Roof top units are to be screened from view.
- Elevations need to have exterior materials labeled. Materials appear to meet design standard requirements.
- The submitted plans shows the trash receptacles being stored indoors if any dumpsters are to be located outside, elevations and location of the dumpster enclosure will need to be submitted to ARB for review.

Lighting

- The submitted lighting plan meets the minimum requirements of the Municipal Code.
- According to the Plan, the applicant is proposing 25' poles on top of 30" bases. The Design Standards recommends fixture heights at 20'. Given the proximity of the proposed

development to residential, the ARB may want to discuss the possibility of the developer using shorter poles.

Landscape

A final landscape plan will need to be reviewed by the ARB that includes all planting details
including a planting schedule for all proposed landscaping. Once this plan is received, Staff can
also make the determination that the proposed landscaping meets the minimum planting
requirements per the Sussex Design Standards.

Sign

• Base and pillar material needs to match the material of the building. Sign approval will be completed through Staff – unless an exception from the SDS is requested.

Policy Question:

1. Are there any concerns with the submitted plans?

Action Items:

1. Act on the various plans for the proposed development.

Staff Recommendation: Staff recommends the ARB approve the plans associated with the Conditional Use Permit for a Caretta Senior Housing facility located at N63W24103 Main Street on the parcels identified by Tax Key Numbers 249.992 and 249.991.001, subject to the standard conditions of Exhibit A, and the following conditions:

1. Submitting a final landscape plan for the Architectural Review Board to review.

VILLAGE OF SUSSEX SUSSEX, WISCONSIN

Minutes of the Architectural Review Board (ARB) meeting held on August 6, 2025.

Motion by Fox, Second by Smith to appoint Member Knapp as chairperson.

All ayes, motion carried.

Knapp called the meeting to order at 4:03 p.m.

Members present: Mike Smith, Gary Foxe, and Mike Knapp.

Members absent: Anthony LeDonne

Others present: Gabe Gilbertson, Community Development Director

Consideration and possible action on the minutes of July 8, 2025.

A motion by Foxe, seconded by Foxe to approve the minutes of the meeting held on July 8, 2025.

All ayes, motion carried.

<u>Discussion and possible action on a mural for Tony Maronni's located at N63W23951 Main St.</u>

Toni Maronni with Tony Maronni's Pizza, N63W23951 Main St was present to discuss the project with the Board.

A motion by Foxe, seconded by Smith to approve a mural for Tony Marroni's located at N63W23951 Main St with the understanding the mural will undergo modifications as it is refined.

All ayes, motion carried.

<u>Discussion and possible action on a monument sign for Dynamic Ratings located at N53W25314 Highlands Ct.</u>

Jainia Westphal with Lemberg Electric, 4085 N 128th St, Brookfield, WI 53005 was present to address the ARB.

A motion by Smith, seconded by Foxe, to approve the submitted sign application subject to the monument sign using a concrete base and because the sign design is consistent with the architecture of the main building.

All ayes, motion carried.

<u>Discussion and possible action on plans for Culver's restaurant located at W249N6424</u> State Highway 164. Motion by Smith, seconded by Foxe, to approve the Plan of Operation, site plan, landscape plan, architecture plan, and lighting plan for Culvers located at W249N6424 State Highway 164 subject to the following conditions:

- 1. Submitting a revised site plan with details for amount of greenspace.
- 2. Light fixture mounting height shall not exceed 25'.
- 3. Submitting revised elevations for the west side that meets the minimum 33% window and door opening requirements.
- 4. Submitting a revised landscape plan that lists hardwood mulch rather than stone mulch in the planting beds.
- 5. Light pole bases shall be painted to match the building. Submit details to Staff for review.

All ayes, motion carried.

<u>Discussion and possible action on plans for a Tommy's Car Wash in association with a Conditional Use Permit located at W249N6438 State Highway 164.</u>

Motion by Foxe, seconded by Smith, to approve the plans for a Tommy's Car Wash in association with a Conditional Use Permit and approve the reduced window and door opening percentage on the west elevation located at W249N6438 State Highway 164, subject to the following conditions:

- 1. The Plan Commission approving the Conditional Use Permit for the proposed Tommy's Car Wash.
- 2. Submitting a revised lighting plan that meets the requirements of the Municipal Code to Staff for review.
- 3. Submitting a revised landscape plan that includes hardwood mulch rather than stone mulch to Staff for review.
- 4. Submitting elevations that include the trash enclosure and properly label the materials on the building with the corresponding material key for Staff to review.
- 5. Light pole bases shall be painted to match the building and details submitted to Staff for review.
- 6. Building materials shall be of natural materials with the exception of the architectural "Sunburst" feature details.
- 7. Submitting revised elevations that note the black panels on the west elevation to be gloss black to mimic the appearance of spandrel glass and include new calculations for windows and doors on the west elevation.

All ayes, motion carried.

Motion by Knapp, seconded by Smith, to adjourn. Meeting adjourned at 4:56 pm.

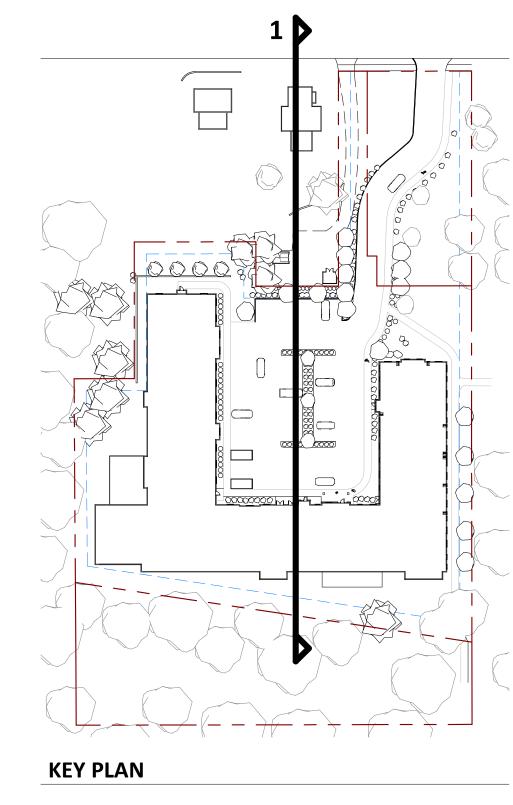
All ayes, motion carried.

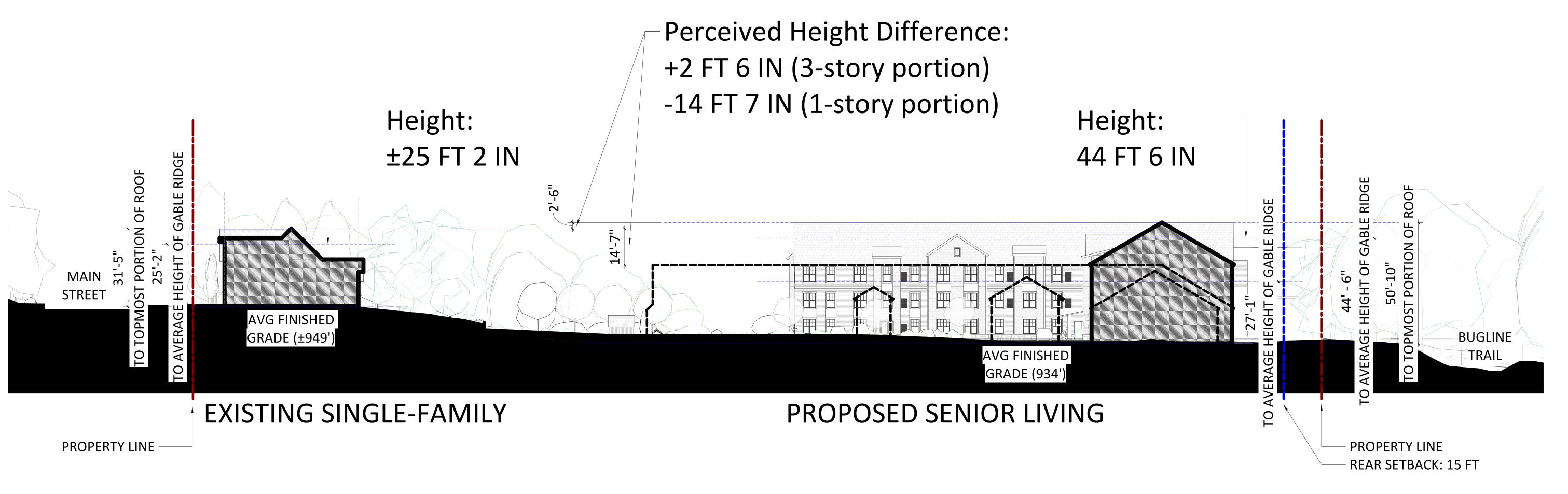
A motion by President LeDonne, seconded by Foxe to adjourn the meeting at 4:29 pm.

All ayes, motion carried.

Respectfully submitted, Jeremy Smith, Village Administrator







1 SECTION: NORTH-SOUTH
A3-4 1" = 20'-0" 1 / A1

7/11/2025



7/11/2025



8/26/2025



EXTERIOR ELEVATION MATERIAL NOTES

1. DIMENSIONAL ASPHALT SHINGLE

- 2. PACKAGED HVAC SYSTEM (MAGIC-PAK OR SIM.) VENT -COLOR TO BE WHITE TO MATCH WHITE OR GREY LAP AND WHITE FIBER CEMENT TRIM EVERYWHERE BUT BLUE SHAKES; COLOR FOR VENTS ON BLUE SHAKES TO BE DARK GREY OR BLACK (TO MATCH SHAKES) 3. VINYL SINGLE-HUNG (PICTURE WINDOW IN SELECT
- AREAS) WITH FIBER CEMENT TRIM
- 4. FIBER CEMENT SIDING, HORIZONTAL LAP COLOR 1 5. FIBER CEMENT SIDING, HORIZONTAL LAP COLOR 2
- 6. FIBER CEMENT SIDING, SHAKES 7. FIBER CEMENT SIDING, HORIZONTAL LAP COLOR 1
- 8. MANUFACTURED STONE 9. FIBER CEMENT WRAPPED COLUMN, MANUFACTURED
- STONE BASE WITH CAST STONE CAP 10. STOREFRONT SLIDER DOOR
- 11. METAL GUARDRAIL
- 12. HOLLOW METAL DOOR MANDOORS, SERVICE AREAS,
- **ENTRIES** 13. FIBER CEMENT TRIM
- 14. CAST STONE SILL
- 15. PREFINISHED METAL FASCIA 16. OVERHEAD DOOR

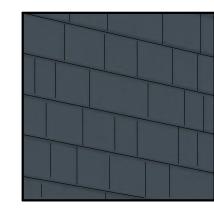
MATERIALS LEGEND



WHITE HORIZONTAL SIDING



DARK GRAY HORIZONTAL SIDING



DARK BLUE "SHAKE" SIDING



MANUFACTURED STONE





TRUSS BRG - MC 109'-1 1/8" 936'-0" AVG FINISHED GRADE 934'-0" MEMORY CARE ENTRY

2 COURTYARD - EAST FACING A3-5 1/16" = 1'-0"



8/26/2025

esg

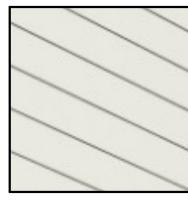
Caretta Senior Living Village of Sussex, WI

- 1. DIMENSIONAL ASPHALT SHINGLE 2. PACKAGED HVAC SYSTEM (MAGIC-PAK OR SIM.) VENT -
- COLOR TO BE WHITE TO MATCH WHITE OR GREY LAP AND WHITE FIBER CEMENT TRIM EVERYWHERE BUT BLUE SHAKES; COLOR FOR VENTS ON BLUE SHAKES TO BE DARK GREY OR BLACK (TO MATCH SHAKES)

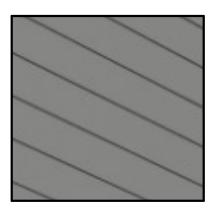
EXTERIOR ELEVATION MATERIAL NOTES

- 3. VINYL SINGLE-HUNG (PICTURE WINDOW IN SELECT AREAS) WITH FIBER CEMENT TRIM 4. FIBER CEMENT SIDING, HORIZONTAL LAP COLOR 1
- 5. FIBER CEMENT SIDING, HORIZONTAL LAP COLOR 2 6. FIBER CEMENT SIDING, SHAKES
- 7. FIBER CEMENT SIDING, HORIZONTAL LAP COLOR 1 8. MANUFACTURED STONE
- 9. FIBER CEMENT WRAPPED COLUMN, MANUFACTURED STONE BASE WITH CAST STONE CAP
- 10. STOREFRONT SLIDER DOOR
- 11. METAL GUARDRAIL
- 12. HOLLOW METAL DOOR MANDOORS, SERVICE AREAS, **ENTRIES**
- 13. FIBER CEMENT TRIM
- 14. CAST STONE SILL
- 15. PREFINISHED METAL FASCIA 16. OVERHEAD DOOR

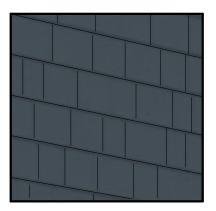
MATERIALS LEGEND



WHITE HORIZONTAL SIDING



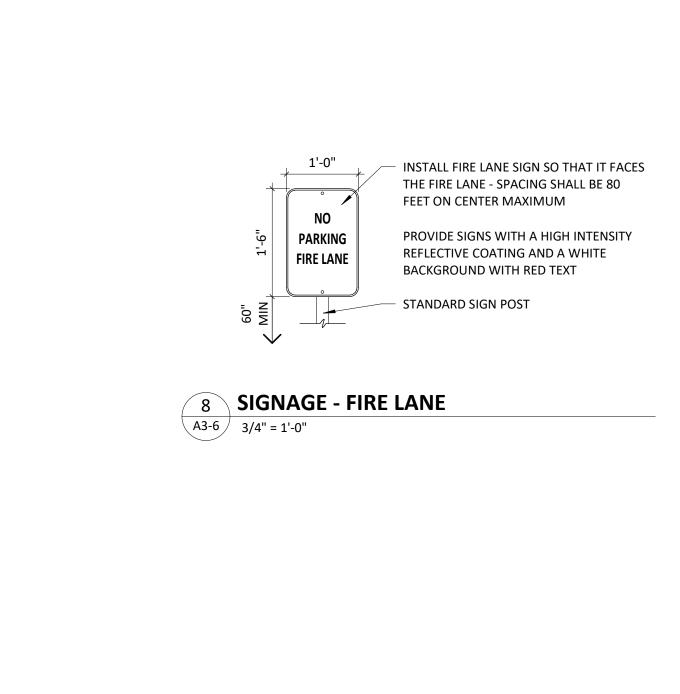
DARK GRAY HORIZONTAL SIDING

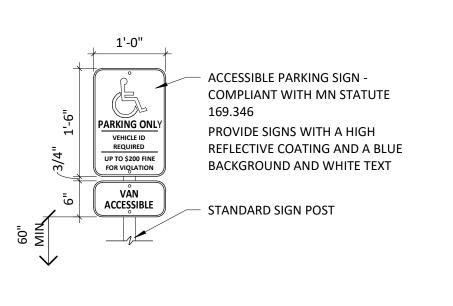


DARK BLUE "SHAKE" SIDING



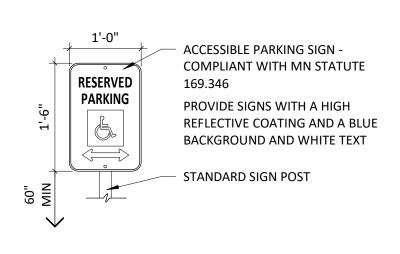
MANUFACTURED STONE



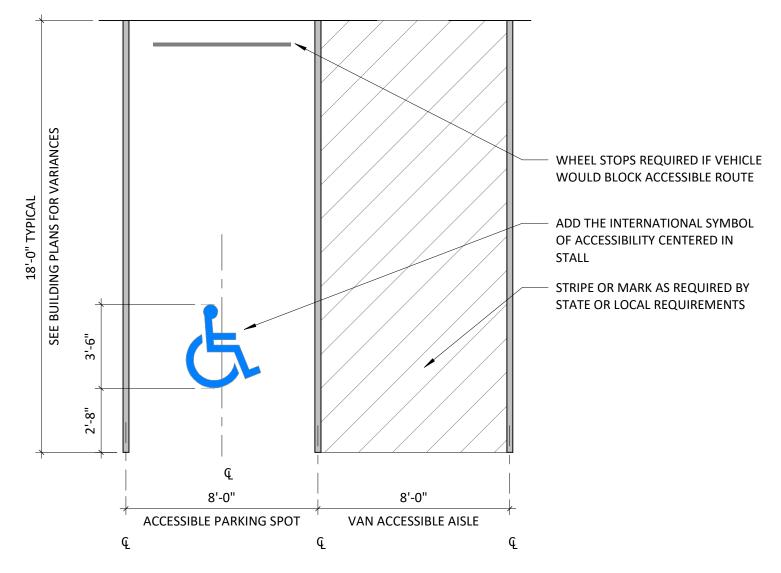


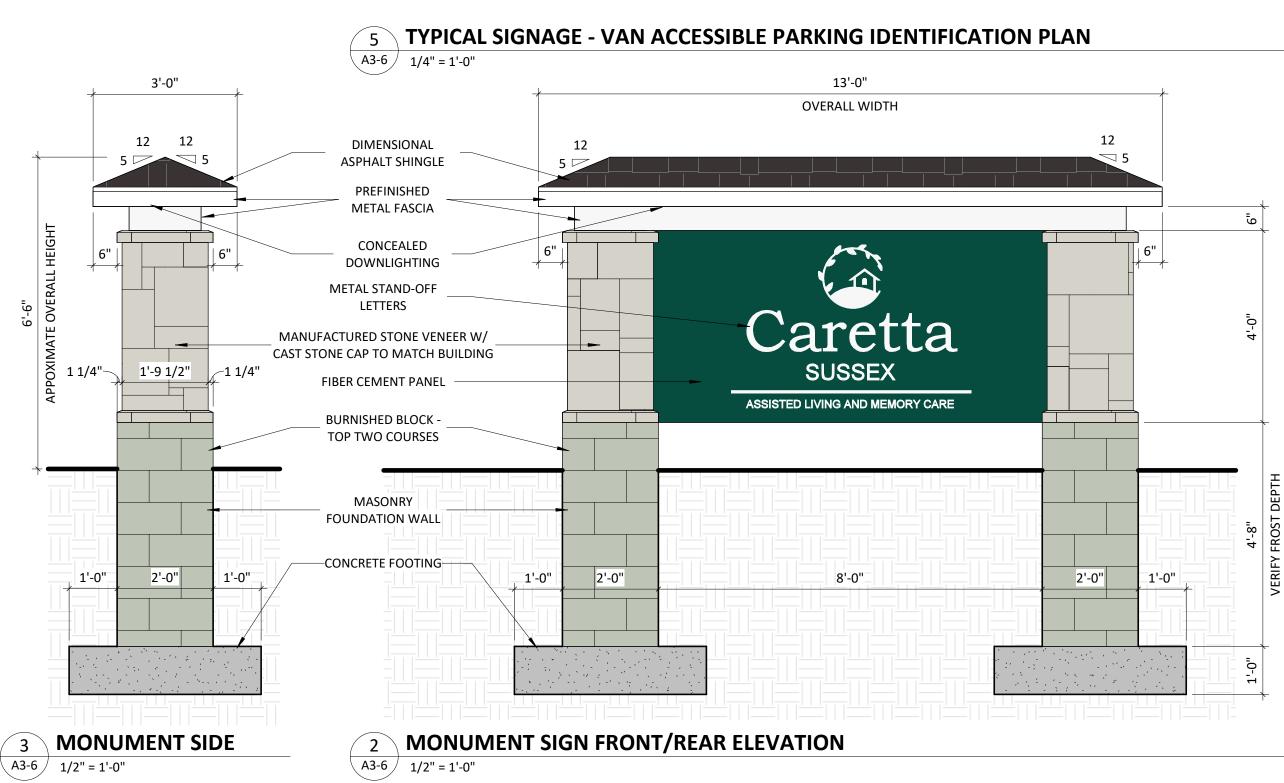
7 SIGNAGE - VAN ACCESSIBLE PARKING

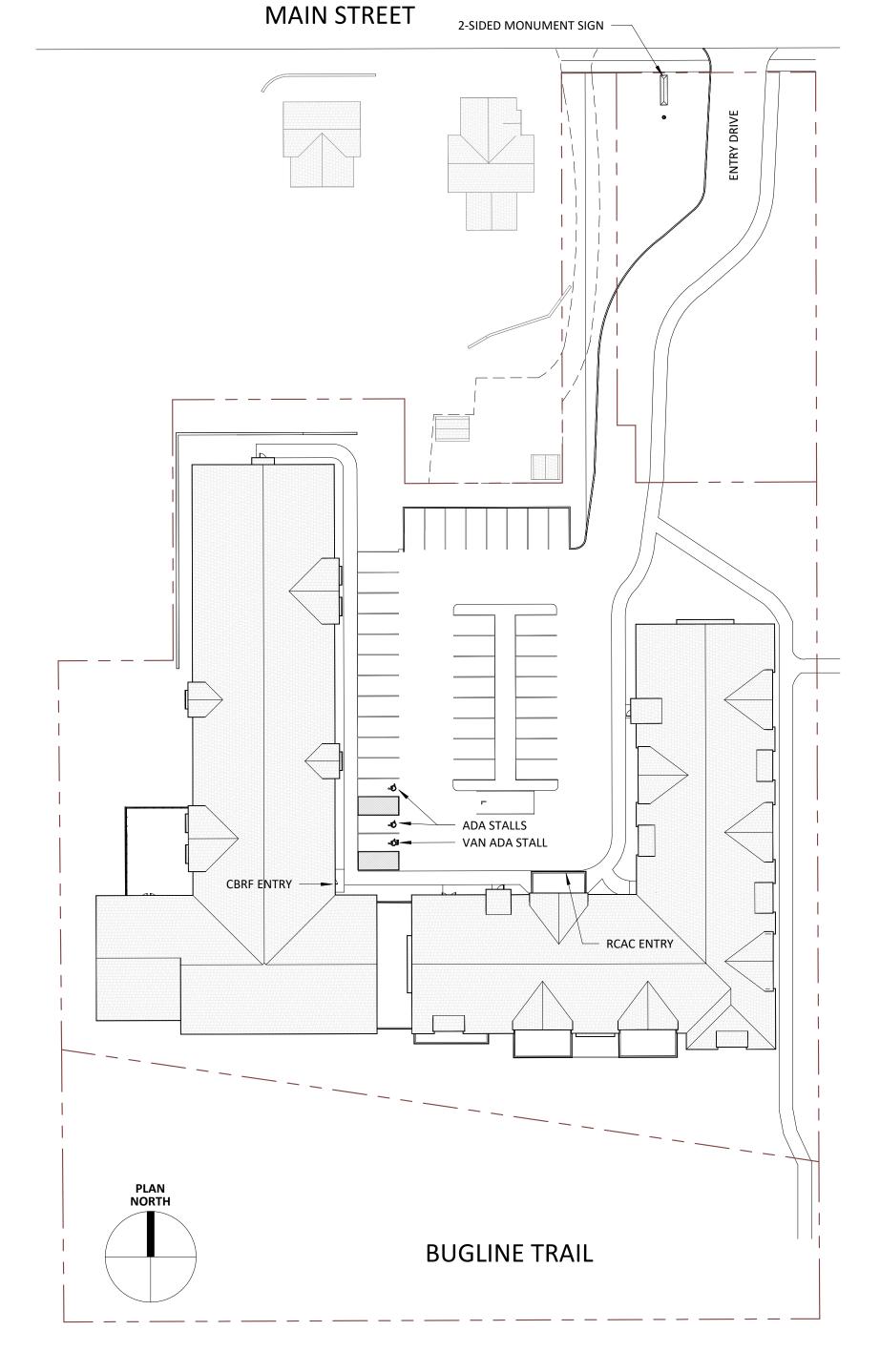
A3-6 3/4" = 1'-0"



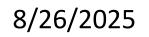






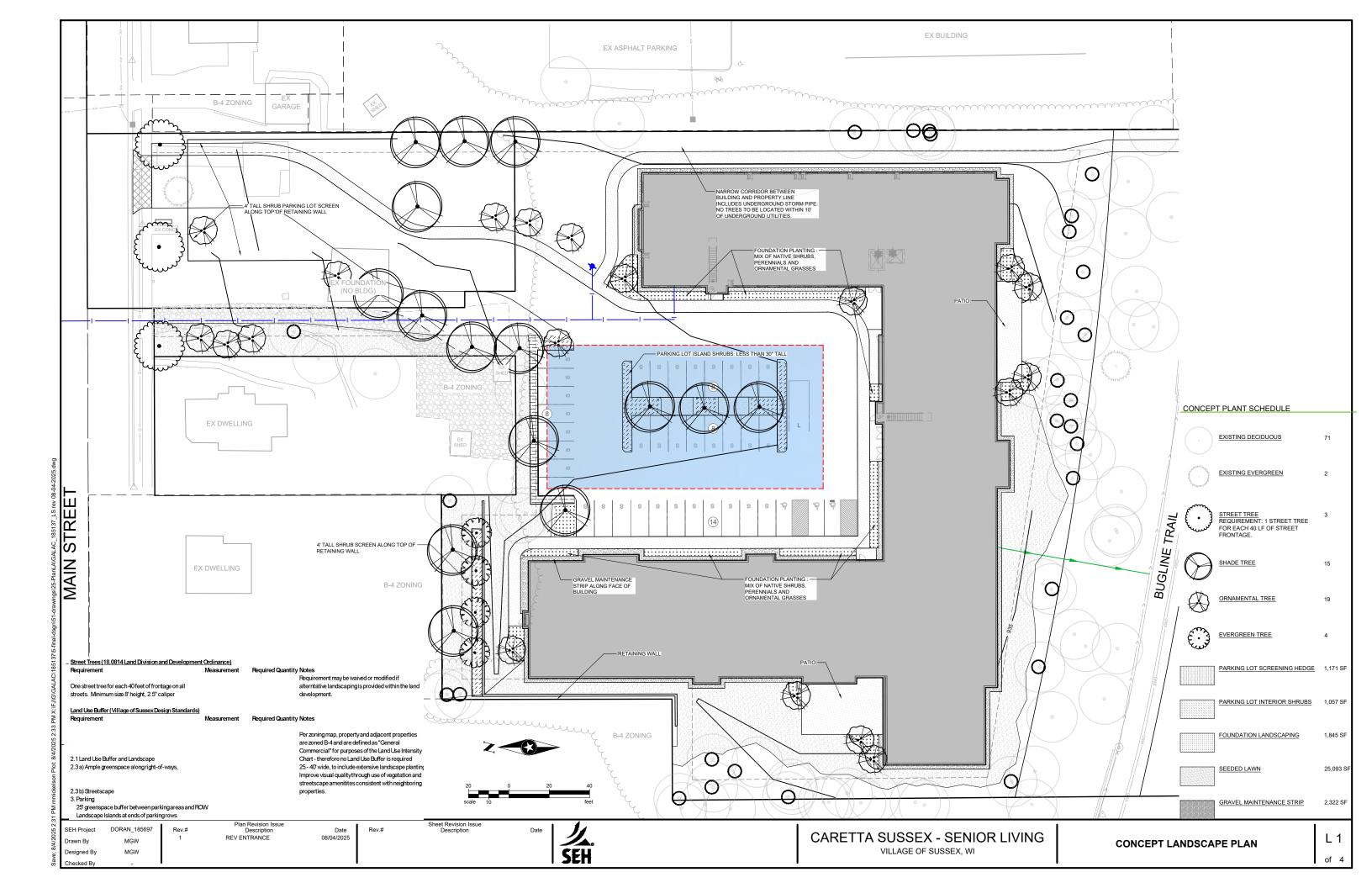


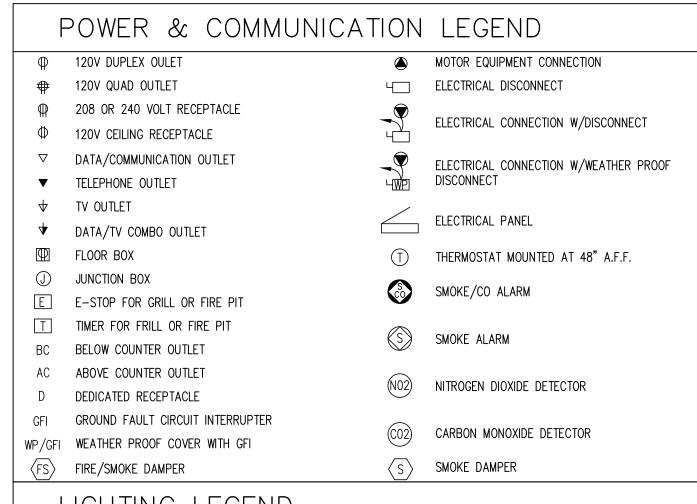




A3-6

4 MONUMENT 3D VIEW





LICHTING LEGEND

EXTERIOR EMERGENCY EGRESS LIGHT

L	IGHTING LEGEND		
	RECESSED 2X4 FIXTURE	\$	SINGLE POLE SWITCH
	RECESSED 2X2 FIXTURE	\$3	THREE WAY SWITCH
	SURFACE MOUNT 1X4 FIXTURE	\$4	FOUR WAY SWITCH
	SURFACE MOUNT 2X4 FIXTURE	OC 1	OCCUPANCY SENSORS
	WALL MOUNTED FIXTURE	OC1 OC2	OCCUPANCT SENSONS
$\overline{\bigcirc}$	CEILING MOUNTED STRIP FIXTURE	VS	VACANCY SENSORS
0	RECESSED OR DISC FIXTURE	<u>(C3</u>)	CEILING OCCUPANCY SENSORS
Q	WALL MOUNTED FIXTURE	OC4	CEILING OCCUPANCT SENSONS
ф	SURFACE CEILING MOUNTED FIXTURE	TC	LIGHTING CONTROL TIME CLOCK
+	PENDANT MOUNTED FIXTURE	NL	INDICATES NIGHT LIGHT FIXTURE
=	EXTERIOR POLE MOUNTED FIXTURE	a,b	INDICATES LIGHT FIXTURE SWITCH L
•	BOLLARD OR GROUND MOUNTED FIXTURE	P-X	INDICATES PANEL AND CIRCUIT NUM

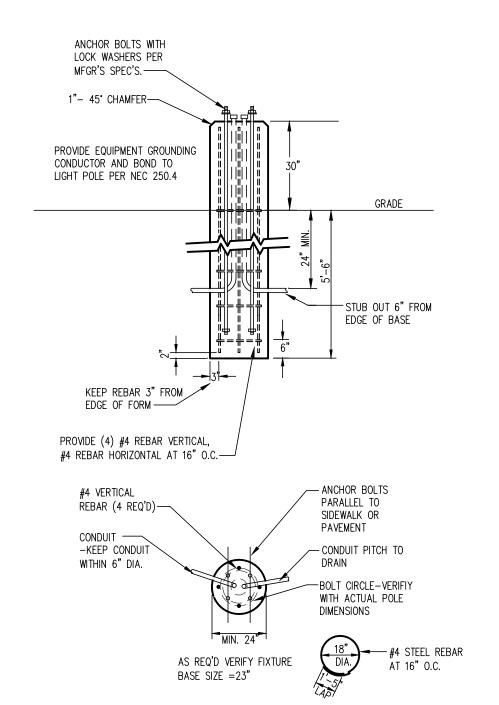
XTURE SWITCH LEG P-X INDICATES PANEL AND CIRCUIT NUMBER BOLLARD OR GROUND MOUNTED FIXTURE EMERGENCY LIGHTING FIXTURE 1 INDICATES LIGHT FIXTURE TYPE EMERGENCY EXIT SIGN EX INDICATES EXISTING FIXTURE EMERGENCY EXIT SIGN WITH EMERGENCY HEADS RL INDICATES RELOCATED FIXTURE

TC INDICATES TIME CLOCK CONTROLLED FIXTURE

EM INDICATES FIXTURE EMERGENCY OR STANDBY POWER

LIGHTING FIXTURE SCHEDULE - EXTERIOR

TYPE	LAMPS	WATTAGE	DESCRIPTION	NOTES
AA	LED	25	EXTERIOR WALL PACK	SLIM15
BB	LED	70	POLE MOUNT FIXTURE, TYPE II OPTICS, 25' POLE	A17
CC	LED	70	POLE MOUNT FIXTURE, TYPE IV OPTICS, 25' POLE, HOUSESIDE SHIELD	A17



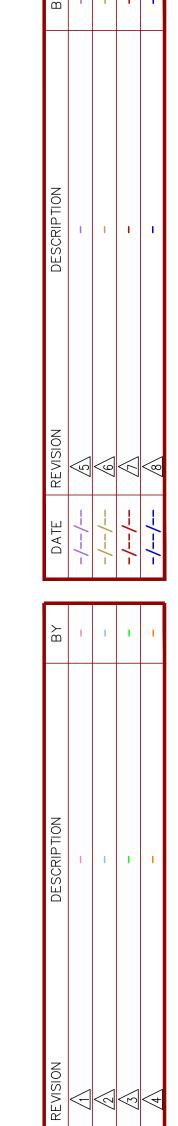
NOTE:
1.) USE MFGR'S DIMENSIONS FOR EXACT ANCHOR BOLT AND COVER PLACEMENT. 2.) INSTALL INLINE FUSES IN EACH UNGROUNDED CONDUCTOR WITHIN POLE BASE HAND HOLE. 3.) TROWEL FINISH EXPOSED PORTION OF BASE TO REMOVE/COVER FORM MARKS.



SITE NOTES PRIOR TO ANY DIGGING, TRENCHING, ETC. CONTACT ALL LOCAL UTILITY COMPANIES AND MUNICIPALITIES AND CONFIRM EXACT LOCATIONS OF ALL EXISTING UTILITIES. MATERIALS AND EQUIPMENT SHALL BE LISTED AND/OR LABELED BY UL OR ANOTHER NATIONALLY RECOGNIZED TESTING LABORATORY. 3 ALL MATERIAL, EQUIPMENT, WIRING DEVICES, ETC SHALL BE NEW, UNLESS SPECIFICALLY NOTED AS EXISTING TO BE REUSED. 4 ALL MATERIALS AND EQUIPMENT SHALL BE STORED, HANDLED, ERECTED, INSTALLED, CONNECTED, CLEANED, ADJUSTED, TESTED, CONDITIONED AND PLACED IN SERVICE IN ACCORDANCE WITH THE MANUFACTURERS DIRECTIONS AND RECOMMENDATIONS. 5 ALL POLE FIXTURES TO BE LOCATED 4' AWAY FROM EDGE OF CURB. 6 ALL EXTERIOR LIGHT FIXTURES TO BE CONNECTED TO A COMMON EQUIPMENT GROUND. USE #8, TYPE THWN. 7 THE CONTROLLING LIGHTING CONTACTORS SHALL BE MOUNTED INSIDE THE BUILDING WITH TIME-CLOCK CONTROL & REMOTE PHOTOCELLS LOCATED ON THE EXTERIOR SIDE OF THE BUILDING WALL. INSTALL PHOTOCELLS AT LOCATIONS WHERE BUILDING OR OTHER OBSTRUCTIONS WILL NOT INTERFERE WITH THEIR PROPER OPERATION. FINAL BRANCH CIRCUIT SUPPLY CONNECTIONS WILL BE PROVIDED BY THE BUILDING ELECTRICAL CONTRACTORS. 8 MIN. BURIAL DEPTH FOR THE LIGHTING CIRCUIT SHALL BE 24". A SLIGHT DECREASE IN DEPTH IS ALLOWED WITHIN 10' OF THE POLES. 9 VERIFY CONSTRUCTION AREAS ON OTHER SITE PLANS FOR POTENTIAL OBSTACLES AND CONSTRUCTION LIMITS. ELECTRICAL GENERAL NOTES THIS PLAN WAS ENGINEERED BY BERD ELECTRIC AND FOR THE USE BY BERD ELECTRIC ONLY. THE ENGINEER OF RECORD DOES NOT CERTIFY THESE DRAWINGS IF USED BY 2 ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH NATIONAL, STATE AND LOCAL ELECTRICAL & BUILDING CODES. 3 COORDINATE WORK WITH ALL OTHER TRADES. 4 EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS. 5 ALL EQUIPMENT GROUNDING CONDUCTORS SHALL BE INSTALLED AT ALL LOCATIONS. 6 ALL MEASUREMENTS TO TOP OF BOX. 7 GFI PROTECT ALL RECEPTACLES WITHIN 6' OF EVERY SINK. 8 DRAWINGS ONLY REPRESENT AN APPROXIMATE LOCATION OF ALL RECEPTACLES, SWITCHES, LIGHTS, TV/DATA JACKS, ELECTRICAL EQUIPMENT, ETC. FINAL LOCATIONS WILL BE DETERMINED IN THE FIELD AND MAY VARY FROM DRAWINGS DUE TO UNFORESEEN CIRCUMSTANCES. 9 PROVIDE GFCI PROTECTION FOR ALL AREAS LISTED UNDER NEC 210.8. PROVIDE TAMPER RESISTANT RECEPTACLES IN ALL AREAS LISTED UNDER NEC 406.12.

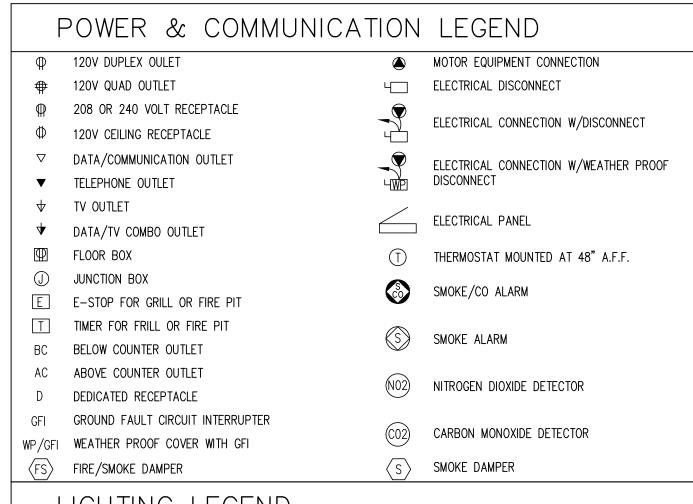
	MASSID SHIPS
C ELECTRICAL SITE PLAN	





SET **PRELIMINARY**

DRAWING NO.



SITE NOTES

USE #8, TYPE THWN.

CONTRACTORS.

CONSTRUCTION LIMITS.

ELECTRICAL & BUILDING CODES.

6 ALL MEASUREMENTS TO TOP OF BOX.

UNFORESEEN CIRCUMSTANCES.

RECOMMENDATIONS.

3 COORDINATE WORK WITH ALL OTHER TRADES.

NATIONALLY RECOGNIZED TESTING LABORATORY.

DEPTH IS ALLOWED WITHIN 10' OF THE POLES.

NOTED AS EXISTING TO BE REUSED.

PRIOR TO ANY DIGGING, TRENCHING, ETC. CONTACT ALL LOCAL UTILITY COMPANIES AND

MATERIALS AND EQUIPMENT SHALL BE LISTED AND/OR LABELED BY UL OR ANOTHER

ALL MATERIAL, EQUIPMENT, WIRING DEVICES, ETC SHALL BE NEW, UNLESS SPECIFICALLY

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THE CONTROLLING LIGHTING CONTACTORS SHALL BE MOUNTED INSIDE THE BUILDING WITH

OBSTRUCTIONS WILL NOT INTERFERE WITH THEIR PROPER OPERATION. FINAL BRANCH

CIRCUIT SUPPLY CONNECTIONS WILL BE PROVIDED BY THE BUILDING ELECTRICAL

8 MIN. BURIAL DEPTH FOR THE LIGHTING CIRCUIT SHALL BE 24". A SLIGHT DECREASE IN

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ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH NATIONAL, STATE AND LOCAL

ELECTRICAL GENERAL NOTES

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8 DRAWINGS ONLY REPRESENT AN APPROXIMATE LOCATION OF ALL RECEPTACLES,

9 PROVIDE GFCI PROTECTION FOR ALL AREAS LISTED UNDER NEC 210.8.

WILL BE DETERMINED IN THE FIELD AND MAY VARY FROM DRAWINGS DUE TO

PROVIDE TAMPER RESISTANT RECEPTACLES IN ALL AREAS LISTED UNDER NEC 406.12.

SWITCHES, LIGHTS, TV/DATA JACKS, ELECTRICAL EQUIPMENT, ETC. FINAL LOCATIONS

TIME-CLOCK CONTROL & REMOTE PHOTOCELLS LOCATED ON THE EXTERIOR SIDE OF THE BUILDING WALL. INSTALL PHOTOCELLS AT LOCATIONS WHERE BUILDING OR OTHER

4 ALL MATERIALS AND EQUIPMENT SHALL BE STORED, HANDLED, ERECTED, INSTALLED,

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LIGHTING LEGEND

EXTERIOR EMERGENCY EGRESS LIGHT

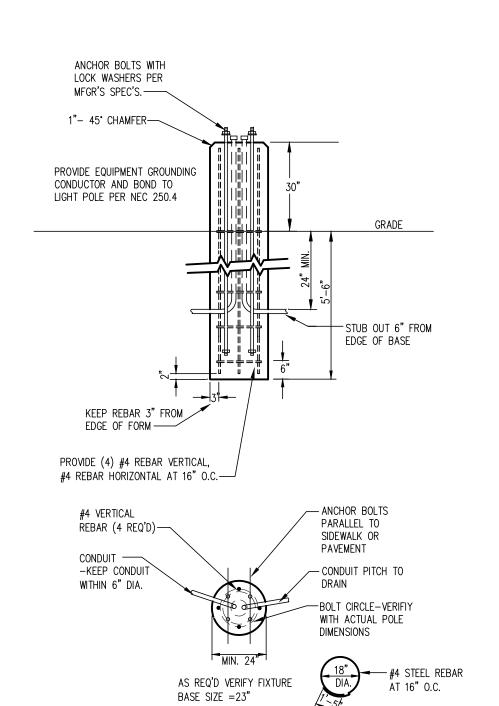
	TOTTING ELGEND		
	RECESSED 2X4 FIXTURE	\$	SINGLE POLE SWITCH
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	SURFACE MOUNT 1X4 FIXTURE	\$4	FOUR WAY SWITCH
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 	WALL MOUNTED FIXTURE	OC1 OC2	OCCUPANCY SENSORS
\vdash	CEILING MOUNTED STRIP FIXTURE	VS	VACANCY SENSORS
0	RECESSED OR DISC FIXTURE	©C3	CEILING OCCUPANCY SENSORS
Q	WALL MOUNTED FIXTURE	<u>OC4</u>)	CEILING OCCUPANCT SENSORS
-	SURFACE CEILING MOUNTED FIXTURE	TC	LIGHTING CONTROL TIME CLOCK
├	PENDANT MOUNTED FIXTURE	NL	INDICATES NIGHT LIGHT FIXTURE
□□	EXTERIOR POLE MOUNTED FIXTURE	a,b	INDICATES LIGHT FIXTURE SWITCH LEG
•	BOLLARD OR GROUND MOUNTED FIXTURE	P-X	INDICATES PANEL AND CIRCUIT NUMBER
	EMERGENCY LIGHTING FIXTURE	1	INDICATES LIGHT FIXTURE TYPE
lacksquare	EMERGENCY EXIT SIGN	EX	INDICATES EXISTING FIXTURE
	EMERGENCY EXIT SIGN WITH EMERGENCY HEADS	RL	INDICATES RELOCATED FIXTURE

LIGHTING FIXTURE SCHEDULE — EXTERIOR

TC INDICATES TIME CLOCK CONTROLLED FIXTURE

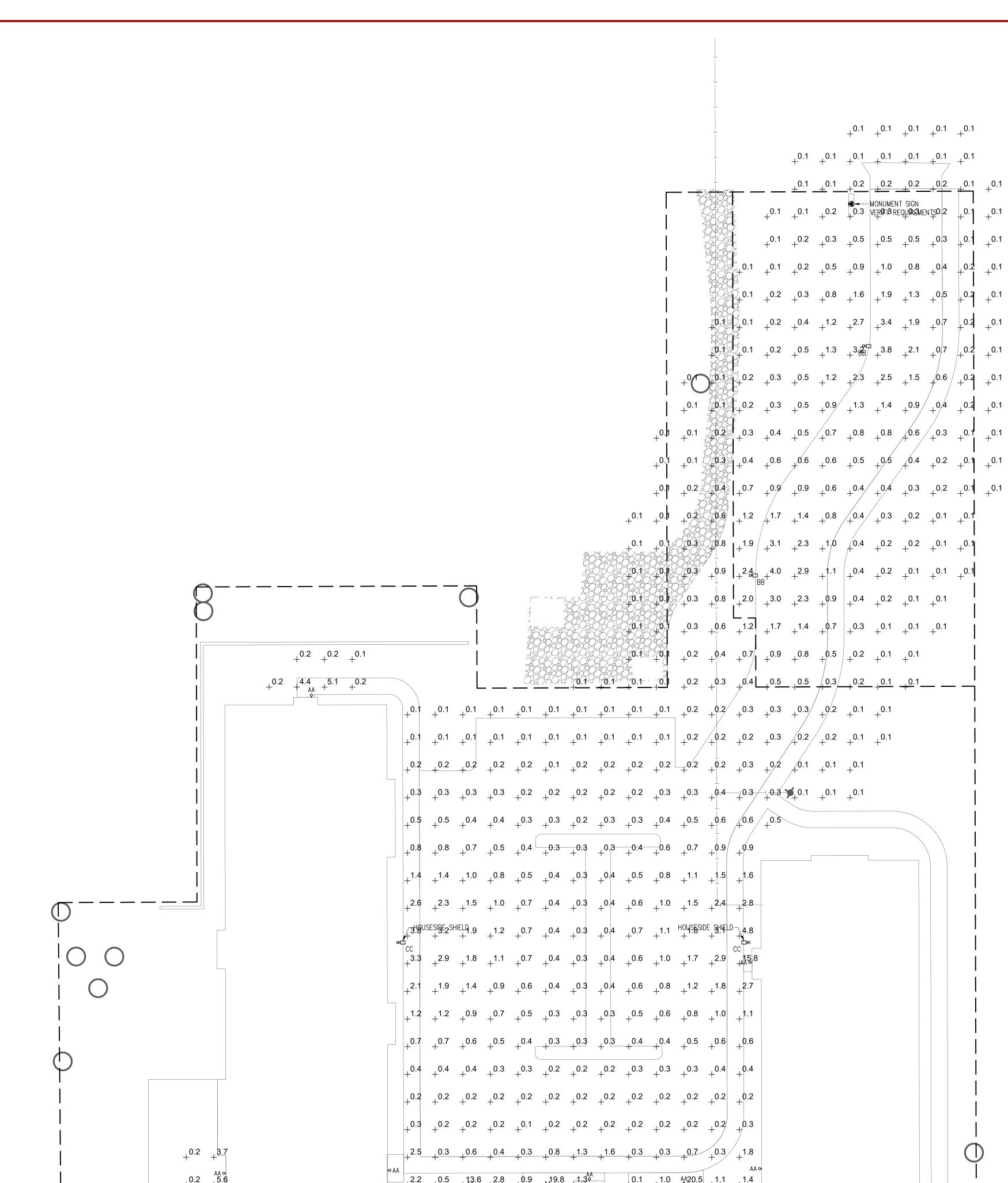
EM INDICATES FIXTURE EMERGENCY OR STANDBY POWER

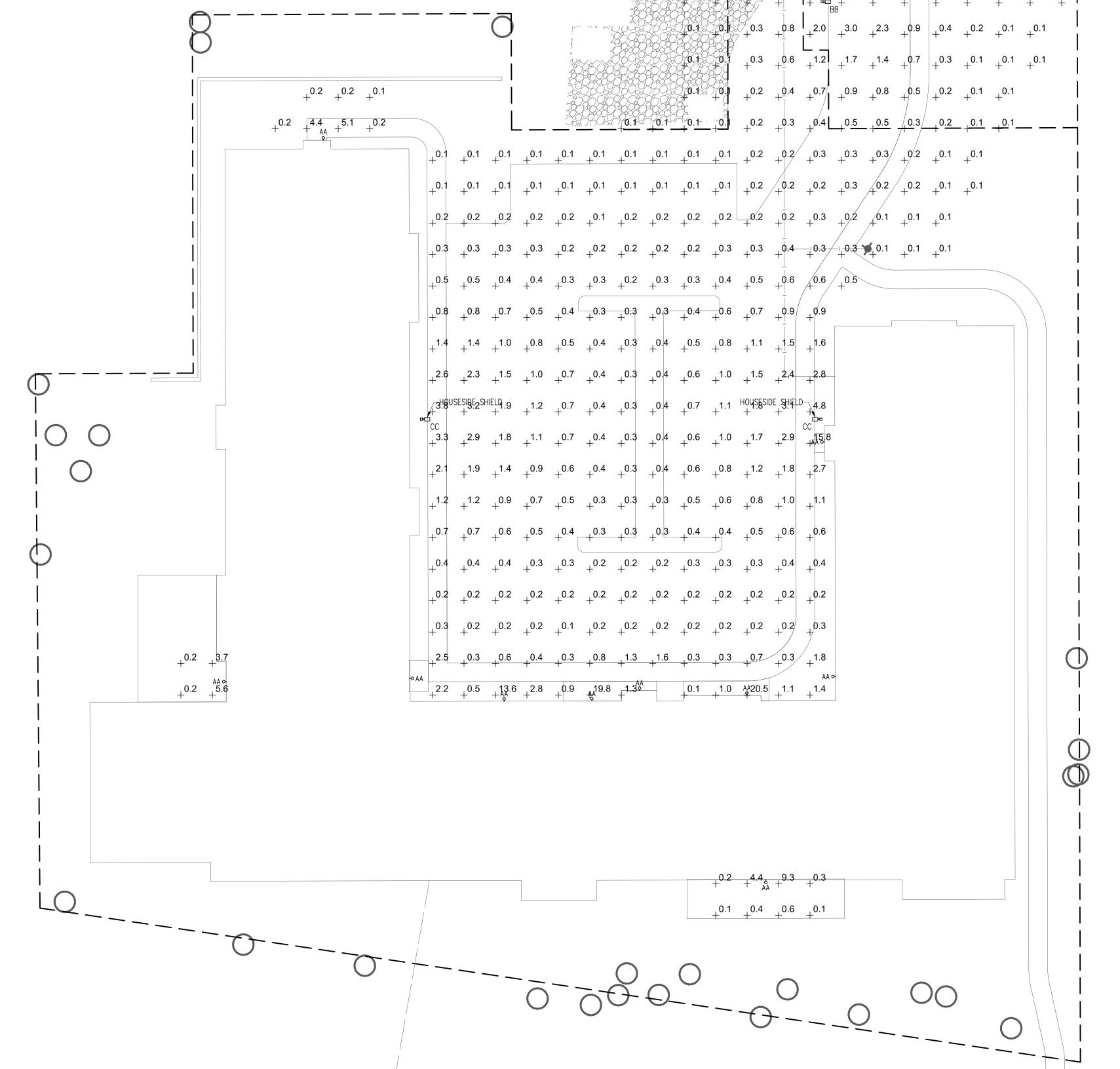
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BB	LED	70	POLE MOUNT FIXTURE, TYPE II OPTICS, 25' POLE	A17
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SITE LIGHTING PLAN

SCALE: 1" = 20'-0"

10' 20' 40'

 $+^{0.1}$ $+^{0.1}$ $+^{0.1}$ $+^{0.1}$ $+^{0.1}$

+0.1 +0.1 +0.1 +0.1 +0.1 +0.1 +0.1

■ MONUMENT SIGN

 $0.1 \quad 0.1 \quad 0.2 \quad 0.2 \quad 0.2 \quad 0.1 \quad 0.1$



DRAWING NO.