

June 12, 2024

### **City of Sedona Planning and Development Application Submittal**

Re:

The Villas on Shelby

2250 Shelby Drive

Sedona, AZ 86336-5483

Please accept the enclosed documents as a formal submission for The Villas on Shelby, a proposed 30-unit affordable housing project, to Planning and Development.

Enclosed you will find a completed application submission package for the project, checklist and application payment submission.

If you have any questions or comments on this application package, please feel free to reach out to me directly.

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Respectfully,

Bonnie J. Demmy Harbage, Member

The Villas on Shelby, LLC

bharbage@hsdevpartners.com

937.607.9755



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Respectfully,

Bonnie J. Demmy Harbage, Member **The Villas on Shelby, LLC** bharbage@hsdevpartners.com 937.607.9755



Application Submission for: The Villas on Shelby

2250 Shelby Drive Sedona, Arizona

The Villas on Shelby is a proposed 30-unit, workforce housing project to be located within Sedona, at 2250 Shelby Drive. The project will be rent-and income restricted at 60% of the area median income. The Villas will provide 26 one-bedroom units and 6 three-bedroom units. The project will be a three-story, walk-up building and will include on-site management offices, fitness and community space (for residents, only) with a total of 37,274 gross square feet. The project will feature 42 on-site parking spaces, 22 of which will be covered parking, a on-site playground and bicycle parking.

When designing the project the following articles were reviewed and addressed as follows:

**Article 2: Zoning District:** The project is located in the IN – Light Industrial zoning district and the proposed project is a permitted-use under the zoning standard as a multifamily facility. A project exception has been granted for building height, as documented in the *Development Agreement Between the City of Sedona and Villas on Shelby, LLC* with an effective date of May 28, 2024 as follows: The city agrees to permit a building height of up to 40 feet without requiring the largest unrelieved building plane to be reduced to a maximum of 400 square feet, as required by the Sunset Live/Work Community Plan.

**Article 3: Use Regulations:** The use proposed for the site is Multifamily residential; dwellings will be included on three-levels including the street-level in an effort to create as many affordable housing units as possible. Located north and east of the site are residential uses (single family and condominium units) which all have street-level dwelling units. Other surrounding uses are mixed commercial and industrial.

**Article 5: Development Standards:** All applicable development standards have been met except the following:

LDC Section 5.7.F(2)d.1. (Building length – Multifamily Residential and Lodging Uses) to allow the entirety of the building, exceeding 150 feet to be subject to the maximum height allowed by the LDA, CFA and this Agreement, and not require 25% of the building to be limited to 16 feet in height.

This exception was approved by the Sedona City Council and documented in an executed Development Agreement: Development Agreement Between the City of Sedona and Villas on Shelby, LLC with an effective date of May 28, 2024.

**Article 6: Signs:** The new sign will meet all standards as required by Article 6 as provided and included within this submission package. The proposed sign will be at the access point of the site along Shelby Road on the east side of site access.



**Article 8: Administration and Procedures:** Waivers to Sedona LDC and the DIGAH were approved by City Council as of the effective date of May 28, 2024 and are outlined as follows:

Pursuant to LDC Section 8.8 and the DIGAH, to maximize the number of affordable housing units and for consistent design and layout of the site, the City agrees to permit a building height of up to 40 feet without requiring the largest relieved building plane to be reduced to a maximum of 400 square feet, as required by the Sunset Live/Work Community Focus Area Plan.

Pursuant to LDC Section 8.8 and the DIGAH, to maximize the number of affordable housing units, the City agrees to modify LDC Section 5.7.F(2)d.1. (Building Length – Multifamily Residential and Loading Units) to allow the entirely of the building, exceeding 150 feet, to be subject to the maximum height allowed by the Land Development Code, CFA and the Development Agreement, and not require 25% of the building to be limited to 16 feet in height.

### **Summary of Legal Restrictions:**

According to existing title work that was completed on May 2, 2024 there are no existing legal restrictions for the site. However, the proposed multifamily project will have a 75-year land lease agreement between the Vills on Shelby, LLC and the City of Sedona along with a 75-year affordability agreement for 100% of the project units.



The site is currently a vacant lot, located in a primarily industrial area; with a recycling center located to the south and storage facility located to the north. Sunset Park is located northwest of the site. The Villas on Shelby will be a single-story, three stories in height (39 feet) and will be a total of 37,274 GSF. The site will also feature 42 on-site parking spaces, half of which will be covered.

- **a. Hight, intensity and character:** The Villas on Shelby will be a three-story building consisting of 39' even and a total of 37,274 gross square feet. The project will provide 30 apartment units with 42 on-site parking spaces.
- **b. Mature Vegetation:** There is limited existing vegetation, as the site is a vacant gravel lot, the project will provide new landscaping designed to enhance and complement the project. Located north of the site is an existing waterway (Carroll Canyon Wash).
- c. Existing Sign Locations and Design: There is no existing sign; the new sign location will be along Shelby at the entrance of the site; designed to meet local standards and to be provided by Sun Signs, a neighboring business. The proposed sign is detailed in the included architectural sheets and will be located on the east side of the proposed drive.
- c. Historical Structure: The site is currently vacant and there are no historical structures on the site.
- **d. Predominant building materials:** The project will be constructed completely with stucco with metal railings conforming well to the neighboring uses.
- **f. Viewshed analysis:** The project is located in an industrial district with a variety of uses. North of the site is an existing waterway and Sunset Park. Located east of the site is a storage facility and west of the site if Sedona's recycling center. Located south of the site are a variety of commercial and industrial-type properties. Located north of the site, along Shelby there are both single-family residential and higher-density residential condominiums.
- **g. Primary Pedestrian Circulation:** Primary pedestrian circulation are connections from Shelby Drive to the site with existing public infrastructure. Sidewalks will be designed to enhance connections from the parking areas to the building, enabling pedestrian access across the site connecting to existing public access points.
- **h. Significant Development Features:** The entire site will be redeveloped from a vacant gravel lot into a 30-unit affordable housing apartment project. The site will feature 42 units of on-site parking including 22 units of covered parking. The main structure will be a single building with 3-stories (walk-up units and no elevator) with 37,274 gross square feet. There will be on-site features such as new connections to public sidewalks, new onsite sidewalks for on-site circulation, a playground and bike parking.

### **Project Application**

fillable PDF available online at: <a href="https://www.sedonaaz.gov/projects">www.sedonaaz.gov/projects</a>



### City Of Sedona Community Development Department

102 Roadrunner Drive Sedona, AZ 86336 (928) 282-1154 • <a href="https://www.sedonaaz.gov/cd">www.sedonaaz.gov/cd</a>

Application for (check all that apply):							
☐ Conceptual Review			■ Comprehensive Revie	ew 🗖 Appe	al	☐ Time Extension	
☐ Community Plan Amendment☐ Zone Change			☐ Development Review☐ Conditional Use Perm			☐ Minor Modification	
	Project Name	Villas	on Shelby				
	Project Address	2250 Shelby Drive		Parcel No. (APN	408-26	-103C	
Project Information	Primary Contact	Rose Rubo		Primary Phone	ry Phone 6302709501		
	Email	Rose@athenastudio.net		Alt. Phone	none		
	Address	2801	E Camelback #200	City/State/ZIP	Phoeni	x, Arizona 85016	
Office Use Onl	Application No			Date Received			
Office ose offi	Received by			Fee Paid			
Project Description	This project is a 3-Story Affordable Housing Project providing 30 new 1 and 3 bedrroom dwelling units on an inflill lot.						

Additional Contact Information: Please complete the following for all companies/people <u>authorized</u> to discuss the project with the City. Please attach additional sheets if necessary.

Contact #1	Company	HS Development Partners	Contact Name	Bonnie Harbage
	Project Role		Primary Phone	
	Email	bharbage@hsdevpartners.c	Alt. Phone	
	Address		City/State/ZIP	
	Company	HS Development Partners	Contact Name	Matt Shoemaker
Comboat #2	Project Role		Primary Phone	
Contact #2	Email	mshoemaker@hsdevpartne	Alt. Phone	
	Address		City/State/ZIP	
	Company		Contact Name	
Comboat #2	Project Role		Primary Phone	
Contact #3	Email		Alt. Phone	
	Address		City/State/ZIP	

#### **Planning/Development Application Submittal Checklist**

The following are minimum submittal requirements. Additional requirements may be applicable based on the scope of the proposal. Deviations from this list must be approved by the Planning Manager prior to submittal. Please refer to the Design Review, Engineering, and Administrative Manual (DREAM) for further explanation.

A pre-application meeting is required before a submittal meeting. Staff will go over submittal requirements and project review timeframes at the pre-application meeting. A pre-application meeting may be virtual or in-person.

An appointment is required for submittal or resubmittal of a project. Projects that are mailed in or dropped off without an appointment will not be accepted. Submittal meetings must be in-person.

When resubmitting a project to address Staff-noted comments, the applicant shall provide a full resubmittal (not just the revised sheets/documents). Staff can provide previous submittal for the applicant to pull from (for documents that haven't changed), but City Staff will not assemble the resubmittal for the applicant.

Ann	Ctott				
App. Initials	Staff Initials	Description of Item to Be Submitted			
		<b>Paper Submittal:</b> Two complete sets of hard copies of the submittal are required. The submittal must be collated and, if binding is provided, needs to be easily removable (e.g., binder clips are preferred to comb binding) and should not affect the readability of the submittal. Rolled plans are preferred to folded plans.			
		<b>Digital Submittal</b> : A digital copy of all submittal items shall be provided. A full description of digital submittal requirements is in the application packet. All project documents (except for engineering reports) are limited to a maximum of 20MB combined (not a limit for individual documents). The file size limit is based on the capabilities of the City's website, which Staff does not control.			
		As larger file sizes have the potential to create a significant additional workload for staff throughout the review process, requests for increased file size need to be carefully considered and will only be approved if justified by the size and/or complexity of the project and the detail of the submitted plans. These requests need to be submitted to the Planning Manager for review and potential approval prior to submittal of the project.			
		Application			
		Project Name must be descriptive and wouldn't be used by another, similar project.			
		<ul> <li>"Sedona Lofts" should not be used; "Navajo Lofts" or "Sunset Lofts" (indicating the name of the street the project is located on) are appropriate.</li> </ul>			
		Project description needs to include specifics – number of dwelling units or hotel rooms, total amount of commercial square footage, type of uses being proposed, etc.			
		<ul> <li>"New mixed use project" is not specific enough. "Mixed use project including 15 dwelling units, 5,257 sq.ft. restaurant, and 10,392 sq.ft. retail" is appropriate.</li> </ul>			
		Letter of Authorization from current property owner (if applicant is not owner)			
		<b>Fees</b> – Fees are set by the City's Consolidated Fee Schedule and an estimate will be calculated at the pre-application meeting.			
RR		ALTA Survey completed within the last 2 years and current Legal Description			
		For projects without new construction, an ALTA Survey may not be required. Not providing an ALTA Survey needs to be approved by the Planning Manager prior to submittal.			
Letters of Serviceability from all proposed utility connections. The applicant shou utility needs with utility providers to determine whether existing infrastructure					

	project or if the development will be responsible for upgrading the infrastructure or extending service lines.				
	Letter of Intent (LOI) – See DREAM 1.1.D				
RR	• LOI must address all LDC requirements (Articles 2, 3, 5, and 6; Article 7 for Subdivisions) for a project as well as required findings (Article 8). When reviewing the submittal, Staff will briefly look through the LOI to ensure that code sections are being cited.				
	• Summary of legal restrictions: The LOI must include a summary of all known legal restrictions for development of a property. If there are no legal restrictions, a statement to that effect needs to be included in the LOI.				
	Citizen Participation Plan				
RR	<ul> <li>At time of application submittal, only a plan of what the applicant intends to do is needed. A Citizen Participation Report must be provided by the applicant prior to scheduling the public hearing.</li> </ul>				
	Context Plan – See DREAM 1.1.E				
RR	<ul> <li>Vicinity Map and Aerial Photograph: Show all areas within 500 feet of the project site, highlight subject property and show: adjoining parcels, zoning boundaries and designations, existing buildings, significant geographical features (such as Oak Creek, USFS boundary, or rock formations), streets and street names, established trails, sidewalks, urban pathways, and trailheads</li> </ul>				
	<ul> <li>Written Narrative: May be included in the LOI, but must include: Height, intensity, use and character of existing development, Mature vegetation and natural features, Existing sign locations and design, Historical structures (landmarked, surveyed, and anything over 50 years old), Predominant building materials, Viewshed analysis, Primary pedestrian circulation Significant development features such as parking lots, courtyards, pedestrian walkways, and service areas.</li> </ul>				
	Project Drawings – See DREAM 1.1.F				
	• All sheets must be the same size and orientation and include the following: Project and Plan Sheet Titles, North Arrow, Scale (Written and Graphic), Sheet number and sheet's place in drawing set (page X of Y), Date(s) of original drawing and revisions.				
	• A maximum size of 24" x 36" is permitted. Multiple sheets should be used rather than increasing the size of a sheet or reducing the scale. If multiple sheets are used, match lines should be provided on each sheet.				
RR	<ul> <li>Site Plan(s) – Includes Overall Site Plan, Roof Plan (to review heights), Landscape Plan, Sign Plan, Lighting Plan. Plans may be combined if the level of detail/ability to review is not lost.</li> </ul>				
	• All site plans must be provided at the same scale (1":10' or 1":20' is preferred) and same orientation ("north" must be in the direction on all plans). Reducing the scale (reducing the size of the drawing, e.g., a 1":40' scale) is generally not acceptable as detail is reduced and the ability to review the plans for compliance with LDC requirements is often not possible at a smaller scale. If plans do not fit on a 24" x 36" sheet, multiple sheets with clearly indicated match lines should be used.				
	<ul> <li>If the applicant thinks there are special circumstances that justify a smaller scale, this needs to be approved by the Planning Manager prior to submittal.</li> </ul>				
	Roof Plan (Used to Review Building Height above natural grade): A roof plan of all buildings overlaid on a topographic map of the property (1' contours), with contours continuing through the building footprint and all roof ridges, eaves, and parapets				

labeled in the same format as the contours. Transitions in building heights (e.g., steps in parapets) need to be clearly shown.				
<ul> <li>Landscape Plan: Plans shall show how landscape areas are being calculated/which areas are being counted towards meeting the landscaping requirements. Plant list and quantities need to be shown.</li> </ul>				
<ul> <li>Sign Plan: Location, height, size, materials, etc., of all proposed signs (monument/freestanding, wall, informational, directional, etc.). The sign plan should highlight any requested deviations from the sign code (LDC Article 6).</li> </ul>				
<ul> <li>Lighting Plan: A completed exterior lighting application shall be included with the lighting plan. Cut sheets with the relevant options selected shall be provided for every proposed lighting fixture.</li> </ul>				
Floor Plan(s) and Elevation(s)				
All floor plans and elevations must be provided at the same scale. A scale of 1/4":1' or 1/8":1' is preferred. Reducing the scale (reducing the size of the drawing, e.g., a 1/16":1 scale) is generally not acceptable as detail is reduced and the ability to review the plans for compliance with LDC requirements is often not possible. If plans do not fit on a 24" x 36", multiple sheets with clearly indicated match lines should be used.				
<ul> <li>If the applicant thinks there are special circumstances that justify a smaller scale, this needs to be approved by the Planning Manager prior to submittal.</li> </ul>				
Elevations should be described by their compass orientation (i.e., "north", "southwest", etc.), rather than by using the notation "front", "side", "rear".				
<ul> <li>Rooms on floor plans should be labeled for their purpose. Modular furniture (chairs, beds, tables, etc.) should not be shown.</li> </ul>				
Color and Materials Board				
<ul> <li>All proposed exterior colors and materials (buildings, roofs, walls/fences, signs, etc.) for t development need to be provided. Physical samples (not copies or print outs) must provided and labeled for where they are proposed within the development (which building main color, accent, trim, etc.).</li> </ul>				
Phasing Plan NOT APPLICABLE				
• The LDC sets a timeframe of 2 years from date of final approval for permits to be issued. If the applicant is requesting a different timeframe or phasing plan for the project, this should be included as part of the application submittal.				

### **Engineering Reports Submittal Checklist**

The following are minimum submittal requirements for submittal of Engineering Reports in conjunction with a development application. Additional requirements may be applicable based on the scope of the proposal. Parameters of the reports must be discussed with the Public Works Department prior to submittal. Not all engineering reports will be required for all projects; the Public Works Department will make the final determination of which reports are required for each project. Please refer to the Design Review, Engineering, and Administrative Manual (DREAM) for further explanation.

App. Initials	Staff Initials	Description of Item to Be Submitted			
		<b>Digital Submittal</b> : A digital copy of all submittal items shall be provided. A full description of digital submittal requirements is in the application packet. Engineering Reports are limited to a maximum of 25 MB each and should be submitted as separate documents. The size limitation is based on the capabilities of the City's website, which Staff does not control.			
		Requests for increased file size may be justified by the size and/or complexity of the project, but these requests need to be submitted to the Public Works Department for review and potential approval prior to submittal of the project.			
		Grading and Drainage Report and Plan			
		Grading plan shall be in the same scale as the site plans provided for development review.			
		Trip Generation Report / Traffic Impact Analysis			
		•			
Sewer / Wastewater Report		Sewer / Wastewater Report			
		•			
		Geotechnical Report			
		•			
		Water Report			



### **Citizen Participation Plan**

The Villas on Shelby 2250 Shelby Drive Sedona, AZ 86336-5483

Letters to surrounding neighbors were mailed out on May 23, 2024 to inform residents of a public meeting to be held on Thursday, June 6<sup>th</sup>.

The meeting was held on June 6<sup>th</sup> at the Sedona Library beginning at 5pm. Participation was low with only the following attendees:

- Scott Jablow Mayor of Sedona
- Jeanne Frieder Housing Coordinator, City of Sedona
- Generie Cleon Ysulan Pesodas NSI Construction

The mayor had some questions regarding the design and amenities as well as timelines. The meeting went well, however no neighbors were in attendance.

A copy of the slideshow, letter that was distributed and distribution list is attached.

Another letter informing the neighbors of the project will be sent out summarizing the meeting details including the information that was provided in the public meeting. As correspondence is received, we will keep all records and provide to the Commission as needed.

Currently, no questions or public feedback has been received, other than those received from the mayor.



May 23, 2024

### **Community Participation Public Meeting**

Re: **The Villas on Shelby** 2250 Shelby Road Sedona, AZ 86336

Please accept this letter as a formal invitation to participate in a Public Meeting regarding the proposed 30-unit apartment project, The Villas on Shelby. The purpose of this meeting is to introduce our neighbors to the project and to create open-dialog and opportunities for our neighbors to understand the project and provide feedback for this development.

This meeting will be held as follows:

Thursday, June 6th, 2024 from 5pm -7:30pm

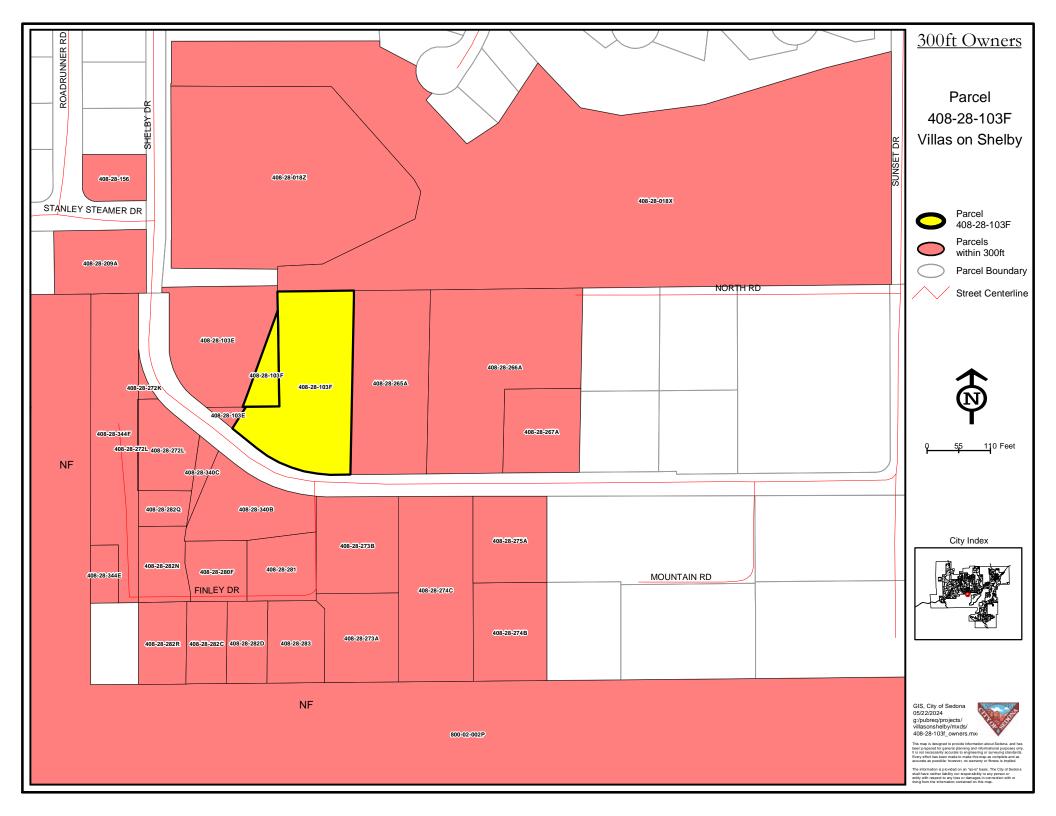
Sedona Library 3250 White Bear Road Sedona, AZ 86336 Community Room

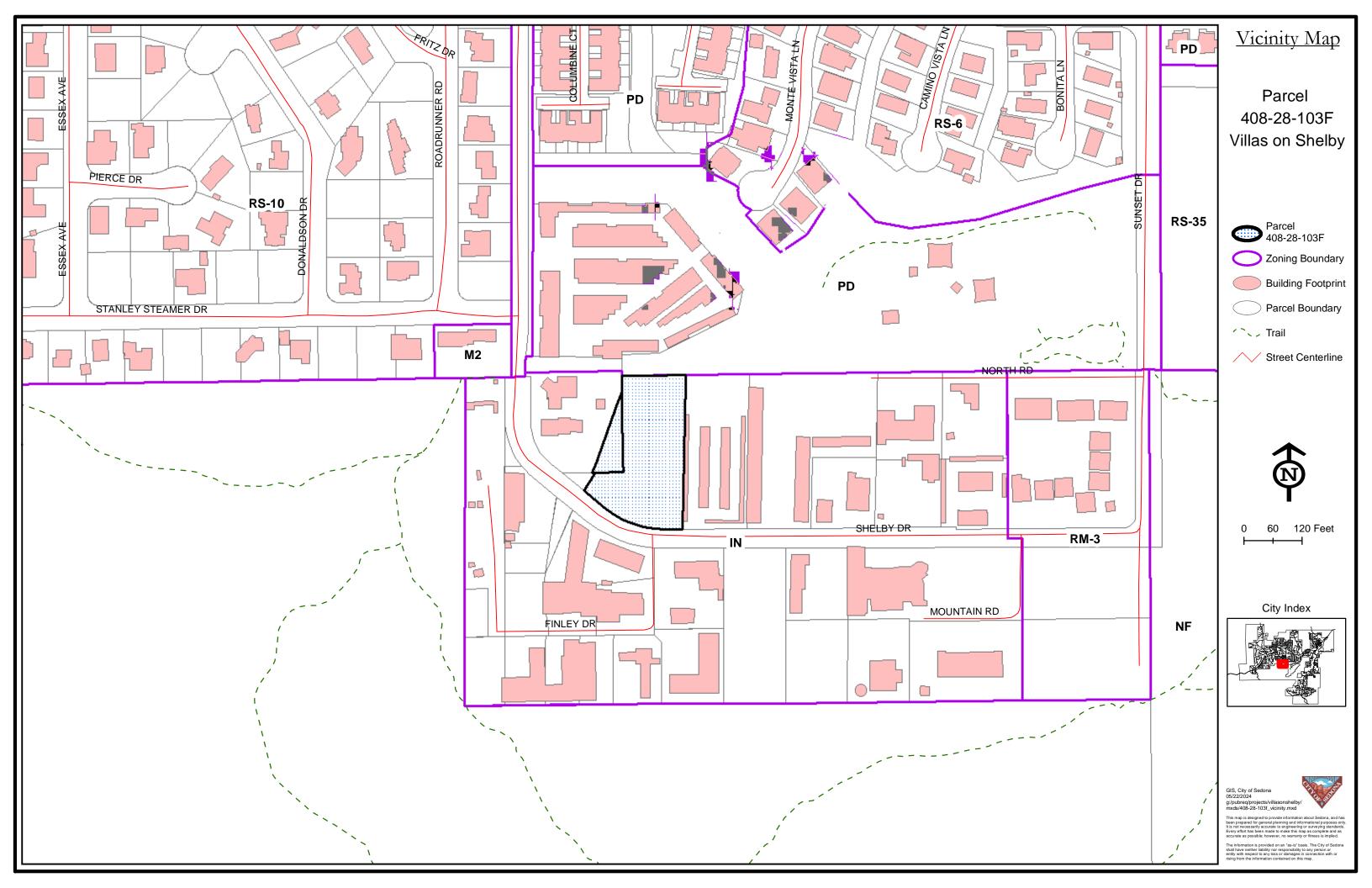
I will personally be in attendance to discuss the project and answer any questions you may have. We are looking forward to meeting our neighbors and discussing this exciting project.

Respectfully,

Bonnie J. Demmy Member bharbage@hsdevpartners.com 937-607-9755 HS Development Partners, LLC The Villas on Shelby







Parcel 408-28-103F = Parcels within 300ft Project: Villas on Shelby					
TPARCEL	OWNER	OSTREET	OCITY	OSTATE	OZIP
408-28-018Z	SMS LAND LLC	2300 SHELBY DR	SEDONA	AZ	863365402
408-28-156	NORDGREN KENNETH & LINDA	1979 ABBOTSFORD DR	INVERNESS	IL	600105560
408-28-209A	LAWLER FAMILY REVOCABLE TRUST	2155 SHELBY DR STE E	SEDONA	AZ	863365476
408-28-265A	AAA MINI STORAGE LLC	16100 N PETROGLYPH RD	PRESCOTT	AZ	863057825
408-28-266A	TINGLE SANDRA R	PO BOX 684	SEDONA	AZ	863390684
408-28-267A	PAYDAR FARSHID	410 ARROYO PINON DR	SEDONA	AZ	863365039
408-28-272K	ALLDREDGE ENTERPRISES LLC	5 N FARM CIRCLE RD	CORNVILLE	AZ	863255735
408-28-272L	ALLDREDGE ENTERPRISES LLC	505 COBERT LN	FRANKLIN	TN	370641459
408-28-272L	ALLDREDGE ENTERPRISES LLC	505 COBERT LN	FRANKLIN	TN	370641459
408-28-273A	HAOLIANG XUE	145 LAUREL CREST ALY	JOHNS CREEK	GA	300244749
408-28-273B	WAYNE ADAM D	595 CIRCLE DR	SEDONA	AZ	863364147
408-28-274B	LUXOR LISTINGS LLC	PO BOX 426	SEDONA	AZ	863390426
408-28-274C	LUXOR LISTINGS LLC	PO BOX 426	SEDONA	AZ	863390426
408-28-275A	BEHMER ROBERT FAMILY	5847 W FETLOCK TRL	PHOENIX	AZ	850837392
408-28-280F	ISENSEE LLC	PO BOX 1462	SEDONA	AZ	863391462
408-28-281	FINLEY PROPERTY LLC	1975 E PEAK RIDGE DR	COTTONWOOD	AZ	863262866
408-28-282C	RATH CECELIA TRUST	7 AVENIDA VISTA GRANDE STE B-7	SANTA FE	NM	875089207
408-28-282D	RATH CECELIA TRUST	7 AVENIDA VISTA GRANDE STE B-7	SANTA FE	NM	875089207
408-28-282N	ISENSEE LLC	8022 N 11TH AVE	PHOENIX	AZ	850215627
408-28-282Q	ISENSEE LLC	8022 N 11TH AVE	PHOENIX	AZ	850215627
408-28-282R	RALSTON WILLIAM W & GINGER LYNN RS	60 FINLEY DR SUITE D	SEDONA	AZ	863365478
408-28-283	OESTMANN JOEL & JANA	PO BOX 4288	SEDONA	AZ	863404288
408-28-340B	TINGLE SANDRA R	PO BOX 684	SEDONA	AZ	863390684
408-28-340C	TINGLE SANDRA R	PO BOX 684	SEDONA	AZ	863390684
408-28-344F	ISENSEE LLC	8022 N 11TH AVE	PHOENIX	AZ	850215627



A WORKFORCE HOUSING SOLUTION WITHIN THE CITY OF SEDONA



# THE VILLAS ON SHELBY

2250 Shelby Drive Sedona AZ 86336



- Partnering with the City of Sedona to create 30 units of affordable housing for individuals and families within the City limits of Sedona, Arizona
- Project is first of its kind within the City limits
  - Rental Limits will be based on incomes at 60% of the Area Median Income
  - Yavapai County AMI \$85, 300
    - •60% of the AMI \$51,180
- 30 total units
  - 24 one-bedroom units \$862 Net Rent/Month
  - 6 three-bedroom units \$1,188 Net Rent/Month
- Design and construction will provide high-quality units and amenities
- LIHTC program is a Developer's Subsidy not an Rental Subsidy

## THE VILLAS ON SHELBY



- Anticipated to start construction in August/September of 2024
- 12 14 month construction timeline
- On-site Management will have local office and conduct a lottery for eligible residents, waitlists will be maintained
- Lease-up anticipated immediate

# THE VILLAS ON SHELBY - TIMELINE



## Eligible Residents

- Police Officers
- Fire Fighters/EMT
- Hospitality Workers
- Governmental Employees
- Nurses
- Teachers
- Shop workers

THE VILLAS ON SHELBY - RESIDENTS





- 1.14 acres on Shelby Drive
- Three-story walk-up design
- 42 on-site parking spaces
- On-site amenities
  - Connection to Sunset Park
  - On-site Playground
  - Laundry Room
- Washer/Dryer Provided
- Lounge/Community Space
- Fitness Room
- Covered Parking
- On-site management/maintenance

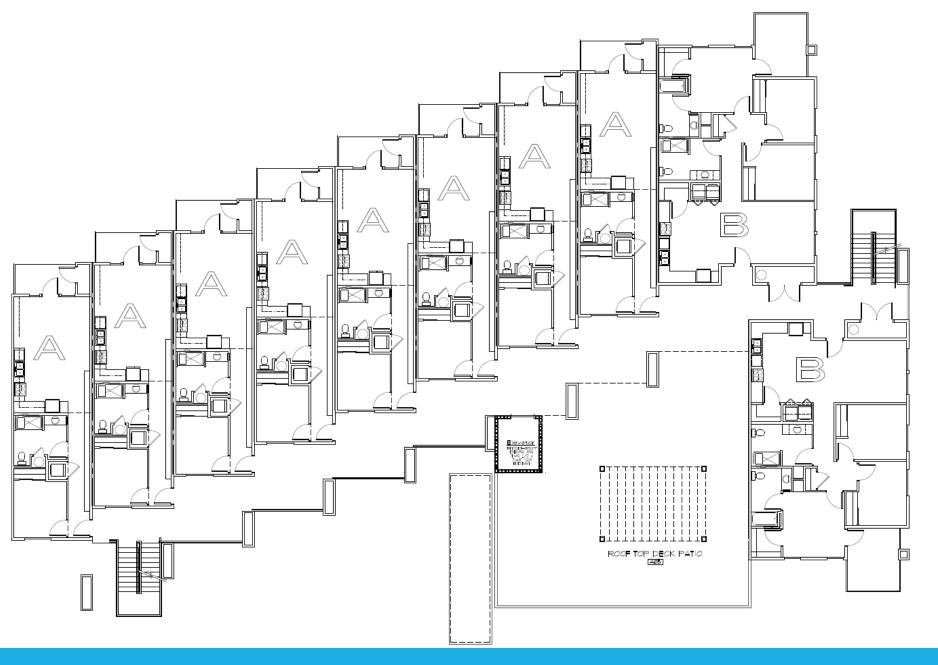




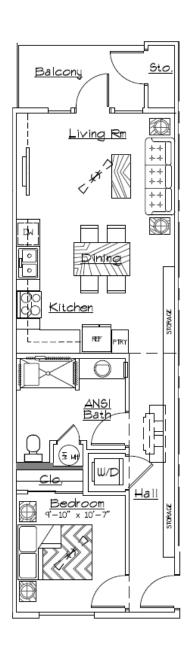


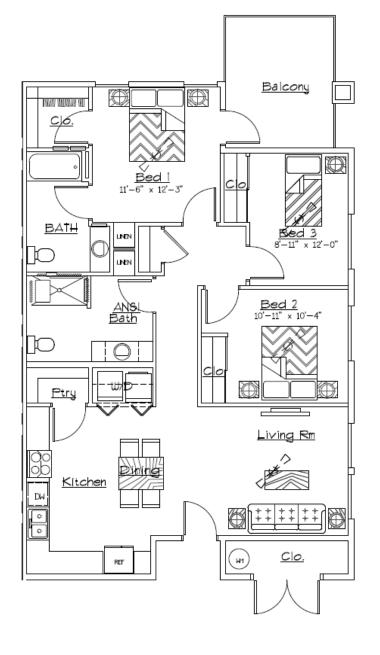


First Floor Plan

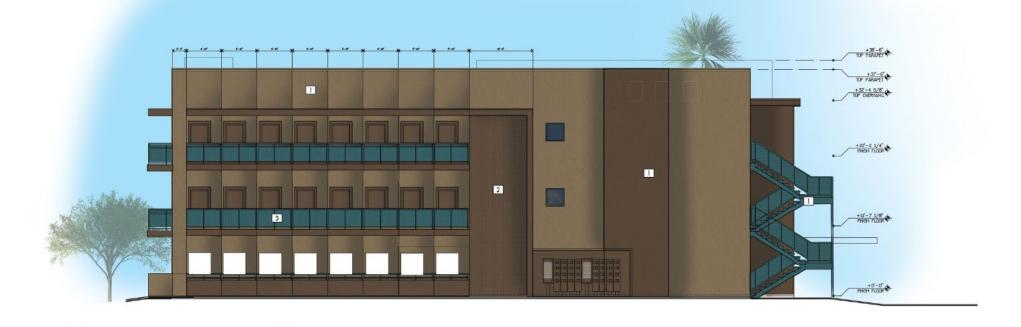








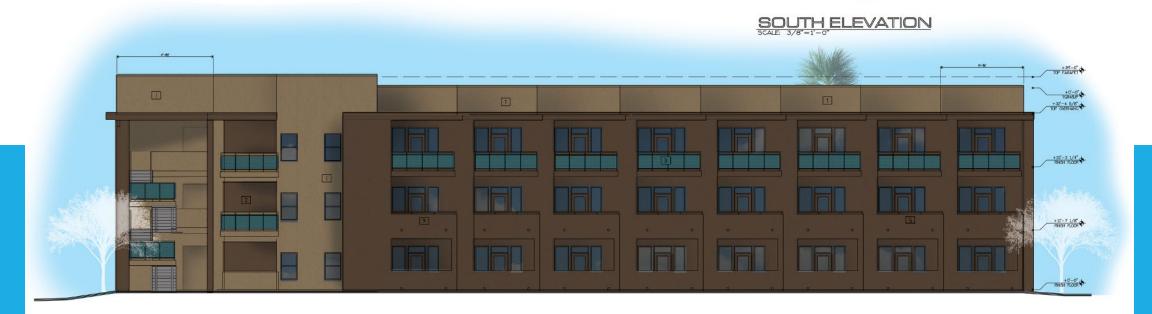




## NORTH ELEVATION SCALE: 3/8"=1'-0"







### EAST ELEVATION



- 2250 Shelby Drive
- Sunset CFA Plan
- Connection to Sunset Park

LOCATION





### A WORKFORCE HOUSING SOLUTION WITHIN THE CITY OF SEDONA



QUESTIONS

2250 Shelby Drive Sedona AZ 86336



Primary Stucco Color SW 9124 Verde Marron LRV 18

Secondary Stucco Color and Trim SW 7041 Van Dyke Brown LRV 7

Painted Metal SW 7618 Deep Sea Dive LRV 10

## **VILLAS ON SHELBY**

**COLOR PALATTE MAY 2024**