

**MINUTES  
BOARD OF VARIANCE  
HELD ELECTRONICALLY VIA MICROSOFT TEAMS  
WEDNESDAY JULY 12, 2023 AT 6:01 P.M.**

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Members: K. Zirul (Chair), A. Gill, J. Uliana, M. Cole and M. Horner

Staff: A. Whyte, Senior Planning Technician, J. McLaren, Senior Planning Technician – Subdivision and M. MacDonald, Senior Committee Clerk

Minutes: Moved by A. Gill and Seconded by J. Uliana: “That the minutes of the Board of Variance meeting held May 10, 2023 be adopted as circulated.”

CARRIED

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Service Street  
Non-basement  
BOV #01014

**Applicant: Sophia Baker-French**  
**Property: 3131 Service Street**  
**Variance: Relaxation of the maximum front yard projection from 1.2 m (3.9 ft) to 1.82 m (5.97 ft).  
Relaxation of the maximum non-basement floor area from 80% (245.20 m<sup>2</sup>) to 90.59% (277.65 m<sup>2</sup>).**

The Notice of Meeting was read and the applicant's letter received. One letter of support was received from a neighbour.

Applicants: S. Baker-French (owner) was present and provided the following information:

- The application aims to convert an existing garage into a finished suite for family. The size of the proposed addition requires a variance for non-basement as the square footage is over the maximum.

Public input: Nil

Discussions: The following was noted in response to questions from the Board:

- The existing lower level ceiling height is not high enough to be considered a livable space, nor is it this lower level deep enough in the ground to be considered non-basement area.
- Lifting the house will allow for a lower-level ceiling which meets the necessary height requirements, within the limits of the height bylaw.
- Digging below the house to create a basement is not feasible.
- When the house is lifted additional steps to the entrance will be needed, this infringes on the front yard setback and necessitates the second variance request. Only the stairs will project as noted.

During Board discussion, the following was noted:

- Neighbours were generally supportive of this request. This will not adversely affect the use or enjoyment of adjacent land or the environment as the building footprint will not change.
- The non-basement area variance is a common request, approval of this request would not defeat the intent of the bylaw.
- There is nearly a metre of difference in grade from the front to back.
- Utilizing the existing home and converting the garage is favorable.

**MOTION:**            **MOVED by A. Gill and Seconded by M. Horner: “That the following requests to relax the requirements of Zoning Bylaw 2003, Sections 5.8 (c) & 210.4 (c) further to the construction of an addition on Lot 7, Block 5, Section 27, Victoria District, Plan 1311 (3131 Service Street) be APPROVED:**

- Relaxation of the maximum front yard projection from 1.2 m (3.9 ft) to 1.82 m (5.97 ft).
- Relaxation of the maximum non-basement floor area from 80% (245.20 m<sup>2</sup>) to 90.59% (277.65 m<sup>2</sup>).

**And further that if construction in accordance with the plans submitted to the Board in the application is not substantially started within two years from the date of this Order, the variances so permitted by this Order will expire.”**

**CARRIED**

<p>Mclvor Avenue Non-basement  BOV #01019</p>	<p><b>Applicant:</b> Tyko Design <b>Property:</b> 3675 Mclvor Avenue <b>Variance:</b> Relaxation of the maximum non-basement floor area from 219.07 m<sup>2</sup> (80%) to 272.76 m<sup>2</sup> (99.57%).</p>
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The Notice of Meeting was read and the applicant’s letter received. Two letters from neighbours were received in opposition.

**Applicants:** Doug Ko, applicant, was present in support of the application; he stated the following:

- Neighbours were visited, no concerns were noted during discussion.
- The garage cannot be accessed from the street due to a slope. The previous property owner converted the garage to a workshop.

**Public input:** Nil

**Discussions:** The following was noted in response to questions from the Board:

- Square footage of the house will not increase from the existing structure, as part of the proposal some living space will be removed as it was over the allowable amount.
- Two units will exist, a suite on the lower level and a second above.
- Converting the basement and garage/workshop space into a suite creates the need for a variance request.
- The house was lifted by a previous owner, renovations took place and records of the timeline or details are not available.
- The enclosed sunroom will be decommissioned, this will be opened by removing the windows and used as a sundeck instead.

During Board discussion, the following was noted:

- The request will not add massing to the building site, it does not defeat the intent of the bylaw.
- The letters from neighbours state opposition, a member stated this may adversely effect them as noted in the letters.
- It was noted that the neighbours were opposed to the number of people living in the unit, this request will not increase that number.

- There are two separate issues, the Board is to consider the request to vary the non-basement for the lower suite. The use of the property is a separate issue which the board does not consider.
- The request is near the maximum amount of allowable floorspace.
- Massing of the home will not change.
- Changing the use of the lower level to living space will increase the people living in the home. More cars on the road could adversely impact the neighbours as there is limited on street parking.

**MOTION:                   MOVED by A. Gill and Seconded by M. Cole: “That the following requests to relax the requirements of Zoning Bylaw 2003, Section 210.4 (c) further to the construction of an addition on Lot 19 Section 39 Victoria District Plan 1572 (3675 Mclvor) be APPROVED:**

- **Relaxation of the maximum non-basement floor area from 219.07 m<sup>2</sup> (80%) to 272.76 m<sup>2</sup> (99.57%).**

**And further that if construction in accordance with the plans submitted to the Board in the application is not substantially started within two years from the date of this Order, the variances so permitted by this Order will expire.”**

**CARRIED  
With K. Zirul OPPOSED**

<p>Bissenden Place Setbacks</p> <p>BOV #01024</p>	<p><b>Applicant: Hoyt Design Co</b></p> <p><b>Property: 4570 Bissenden Place</b></p> <p><b>Variance: Relaxation of the minimum front yard setback from 15.0 m (49.2 ft) to 5.36 m (17.6 ft). Relaxation of the minimum rear yard setback from 10.5 m (34.5 ft) to 7.02 m (23.0 ft).</b></p>
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The Notice of Meeting was read and the applicant’s letter received.

**Applicants:** Ryan Hoyt, applicant was present in support of the application. The following was noted:

- The lot has a small access strip off the road rather than a proper cul-de-sac which would be utilized today in this situation. This means the lot is designated as a panhandle.
- The orientation of the house does not align with the panhandle lot line definitions, the front of the house faces what is defined as a side lot line, sides of the house face the front and back lot lines.
- Setbacks are doubled on the large lot. Building space is further restricted by the steep slope down to the ocean and required geotechnical setbacks to ensure slope stability.
- When considering all setback requirements, the buildable area of this lot is an extremely small portion.
- If the lot was not considered a panhandle the proposed home would be bylaw compliant and would proceed straight to building permit.

**Public input:** J. Cheung and D. Eng, Bissenden Place  
- Neighbours concerned about losing water views and a subsequent decrease in value of their home.

- Discussions: The applicant stated the following in response to questions from members of the Board:
- The existing house on the property is relatively small. The proposed new house will be under the allowable floor space ratio and compliant within the height bylaw, this was done in consideration of neighbours.
  - The geotechnical engineer has advised that there is inherent instability with the bank, the 15m setback from the top of the bank takes approximately half of the large lot and makes it unbuildable.
  - If the lot was not a panhandle the front lot line would be different.
  - The garage would be 8.7m from the side lot line, the minimum setback of the side lot line would be 1.5m. The garage could be built much closer to the side lot line and still be compliant with the bylaw.

- In response to questions from the Board the following was stated by staff:
- The lot was created based on the 1941 Zoning Bylaw, which considered lot lines much differently than today's standards.
  - There could be an increase of approximately 110m<sup>2</sup> more gross floor area and an additional 1.37 m to mid-point of a sloped roof height allowed within the current bylaw.

- The following was noted during Board discussion:
- This lot being defined as a panhandle and the large percentage of unbuildable area create a hardship that is specific to this lot.
  - The location of allowable building space in this lot is a hardship.
  - Boundaries are being respected; the garage could be much closer to the lot line. The house is not unreasonably large or tall.
  - Considerations were made to be respectful of the neighbours.
  - This request is minor given the hardship and the reasons stated.

**MOTION: MOVED by J. Uliana and Seconded by A. Gill: "That the following requests to vary from the requirements of Zoning Bylaw 2003, Sections 265.4 (a) (i) & (ii), further to the construction of a single-family home on Lot 2, Section 67, Victoria District, Plan 11017 (4570 Bissenden Place) be APPROVED:**

1. Relaxation of the minimum front yard setback from 15.0 m (49.2 ft) to 5.36 m (17.6 ft).
2. Relaxation of the minimum rear yard setback from 10.5 m (34.5 ft) to 7.02 m (23.0 ft).

**And further that if construction in accordance with the plans submitted to the Board in the application is not substantially started within two years from the date of this Order, the variances so permitted by this Order will expire."**

**CARRIED**

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<p>Cordova Bay Road Height and Setbacks</p> <p>BOV #01027</p>	<p><b>Applicant:</b> Flintstones Design Build Ltd</p> <p><b>Property:</b> 5043 Cordova Bay Road</p> <p><b>Variance:</b> Maximum height for a structure within 7.5 m of the natural boundary of the ocean from 0.6 m to 8.78 m. Maximum height for a flat roof from 6.5 m to 7.6 m. Maximum vertical portion of a dwelling within 5.0 m of a vertical plane extending from the lowest outermost wall from 6.5 m to 8.77 m for a flat roof (Single Face). Rear lot line setback from 12.0 m to 6.26 m.</p>
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The Notice of Meeting was read and the applicant's letter received.

**Applicants:** Michael Moody, applicant, was present in support of the application, the following was noted:

- There is an existing variance for the rear yard setback, the proposed addition requires an additional variance.
- The extremely steep site limits buildable area.
- Although height is being added, the house will still be in line with the neighbours and will not look out of place as the height is similar.

**Public input:** Nil

**Discussions:** The applicant stated the following in response to questions from members of the Board:

- The home has a variance approved, the addition will not be any further into the setbacks however any addition requires a new variance.
- This waterfront lot has a steep slope, which makes building difficult.
- A sloped roof will allow for the desired aesthetic that fits in the area.
- Building on the slope is not feasible due to instability.

The following was noted during Board discussion:

- The existing home creates a hardship for location of the garage.
- Opportunities exist to build elsewhere, building into the slope would affect the natural environment more than the proposal.
- Hardship is caused by limited building space. The height variance is less impactful to the environment.

**MOTION:** **MOVED by A. Gill and Seconded by M. Cole: "That the following requests to vary from the requirements of Zoning Bylaw 2003, Sections 295.3 (a)(ii), (b)(i)&(ii), (c) and 5.34 (a)(i) further to the construction of an addition on Lot 5 Section 30 Lake District Plan VIP4101 (5043 Cordova Bay Road) be APPROVED:**

1. Maximum height for a structure within 7.5 m of the natural boundary of the ocean from 0.6 m to 8.78 m.
2. Maximum height for a flat roof from 6.5 m to 7.6 m.
3. Maximum vertical portion of a dwelling within 5.0 m of a vertical plane extending from the lowest outermost wall from 6.5 m to 8.77 m for a flat roof (Single Face).
4. Rear lot line setback from 12.0 m to 6.26 m.

**And further that if construction in accordance with the plans submitted to the Board in the application is not substantially started within two years from the date of this Order, the variances so permitted by this Order will expire."**

**CARRIED**

Easter Road  
Setbacks

BOV #01028

**Applicant:** Keith Baker Design Inc.  
**Property:** 935 Easter Road  
**Variance:** Relaxation of the minimum rear lot line setback from 7.5m (24.6ft) to 5.04m (16.5ft)

The Notice of Meeting was read and the applicant's letter received. Nine letters of support were received.

**Applicants:** Keith Baker, applicant, was present in support of the application, the following was noted:

- The existing house was built 1.4m from the rear property line.
- An addition with a twin gable roof will be installed, the location of the roof is partially within the existing legal non-conforming setback.

**Public input:** Nil

**Discussions:** The applicant stated the following in response to questions from members of the Board:

- The increase of the non-conforming aspect requires the variance as any new construction on an existing legal non-conforming structure.
- Only the new roof within the setback zone requires the variance.

The following was noted during Board discussion:

- The hardship is the location of the house on the lot. The existing rear setback is minimal, and any new construction requires a variance.
- Efforts have been made to minimize the variance required.

**MOTION:** **MOVED by M. Cole and Seconded by A. Gill: "That the following request to vary from the requirements of Zoning Bylaw 2003, Sections 210.4 (a) (i) further to the construction of an addition Lot 39 Section 33 Victoria District Plan 1158 (935 Easter Road) be APPROVED:**

- **Relaxation of the minimum rear lot line setback from 7.5m (24.6ft) to 5.04m (16.5ft)**

**And further that if construction in accordance with the plans submitted to the Board in the application is not substantially started within two years from the date of this Order, the variances so permitted by this Order will expire."**

**CARRIED**

Hopkins Place Non-Basement  BOV #01030	<b>Applicant:</b> Todd Reuther <b>Property:</b> 1210 Hopkins Place <b>Variance:</b> Relaxation of the maximum non-basement floor area from 80% to 89.18%
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The Notice of Meeting was read and the applicant's letter received.

**Applicants:** Todd Reuther, owner and Lindsay Baker, agent, were present in support of the application, the following was noted:

- All setbacks have been respected; the issue is that the lower level is not deep enough below grade to be considered basement area.
- The sloped lot creates a hardship that is specific to this lot.
- Permits were not obtained when a carport was enclosed and a new deck was built, the owner would like to have this renovation finished.

Public input: D. McLean, Hopkins Place  
 - Attending on behalf of neighbouring property owner is concerned about the fill in the back yard, deck extension and the carport being enclosed.

Discussions: The applicant stated the following in response to questions from members of the Board:  
 - Not obtaining the appropriate permits and approvals prior to beginning construction was a regrettable decision.  
 - Letters of support were submitted while the application was being considered, however given the timeline they were not considered.

The following was noted during Board discussion:  
 - Construction was started prior to consideration; the street massing of the home was not increased.  
 - The sloped lot is a hardship, neighbours were generally supportive.  
 - Concerns about the retaining wall and the deck were noted in the correspondence, however these items are in purview of the Board.

**MOTION: MOVED by M. Horner and Seconded by A. Gill: “That the following requests to vary from the requirements of Zoning Bylaw 2003, Sections 210.4 (c) further to the construction of an addition on Lot 6, Section 32, Victoria District, Plan 31646 (1210 Hopkins Place) be APPROVED:**

- **Relaxation of the maximum non-basement floor area from 80% to 89.18%.**

**And further that if construction in accordance with the plans submitted to the Board in the application is not substantially started within two years from the date of this Order, the variances so permitted by this Order will expire.”**

**CARRIED**

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<p>O’Connell Place Setbacks, height &amp; non-basement</p> <p>BOV #01031</p>	<p><b>Applicant:</b> Ryan Sagal (Cugino Homes)  <b>Property:</b> 577 O’Connell Place  <b>Variance:</b> Relaxation of the maximum side lot line setback from 1.5m (4.9ft) to 1.45m (4.76ft).                  Relaxation of the maximum vertical portion of a dwelling within a 5.0m (16.4ft) of a vertical plane extending from the outermost wall from 7.5m (24.6ft) to 8.16m (26.77ft) for a sloped roof. (Single Face).                  Relaxation of the maximum non-basement floor area from 80% (248m<sup>2</sup>) to 89.7% (278m<sup>2</sup>).</p>
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The Notice of Meeting was read and the applicant’s letter received.

Applicants: Ryan Sagal, applicant and Kevin Crover, owner, were present in support of the application, the following was noted:  
 - The applicant is looking to expand the living space for their family.  
 - A variance was previously approved on this location, the slope of the lot led to a measurement mistake on the single-face height, which requires a slightly larger variance.

Public input: Nil

Discussions: The applicant stated the following in response to questions from members of the Board:

- The slight change to the non-basement area from the previous application was due to the orientation of the stairs being changed.

The following was noted during Board discussion:

- The application is a very minor change from the previously approved variance request which was granted unanimously.

**MOTION: MOVED by A. Gill and Seconded by J. Uliana: “That the following requests to vary from the requirements of Zoning Bylaw 2003, Sections 210.4 (a)(ii), (b)(ii) & (c) further to the construction of an addition on Lot 5, Section 50, Victoria District, Plan 12915 (577 O’Connell Place) be APPROVED:**

- Relaxation of the maximum side lot line setback from 1.5m (4.9ft) to 1.45m (4.76ft).
- Relaxation of the maximum vertical portion of a dwelling within a 5.0m (16.4ft) of a vertical plane extending from the outermost wall from 7.5m (24.6ft) to 8.16m (26.77ft) for a sloped roof. (Single Face).
- Relaxation of the maximum non-basement floor area from 80% (248m<sup>2</sup>) to 89.7% (278m<sup>2</sup>).

**And further that if construction in accordance with the plans submitted to the Board in the application is not substantially started within two years from the date of this Order, the variances so permitted by this Order will expire.”**

**CARRIED**

<p>Elm Street Non-basement  BOV #01032</p>	<p><b>Applicant:</b> Tyko Design Ltd. <b>Property:</b> 1032 Elm Street <b>Variance:</b> Relaxation of the maximum non-basement floor area from 80% to 81%</p>
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The Notice of Meeting was read and the applicant’s letter received.

Applicants: Doug Ko, applicant, was present in support of the application, the following was noted:

- The applicant would like to convert an existing garage to living space, the footprint and massing of the existing house will stay the same.
- Neighbours were generally supportive when canvassed.

Public input: Nil

Discussions: The applicant stated the following in response to questions from members of the Board:

- The existing lower floor is not considered to be basement.

The following was noted during Board discussion:

- The request is minor, one percent is not a major variance.
- If the garage was not converted, they could still have a suite, just a smaller size.
- Neighbours may be affected, there is a bylaw case open.



**MOTION:**            **MOVED** by M. Horner and **Seconded** by A. Gill: “That the following requests to vary from the requirements of Zoning Bylaw 2003, Sections 210.4 (c) further to the construction of an addition Lot 6 Section 38 Victoria District Plan 12487 (1651 Elm Street) be **APPROVED**:

- **Relaxation of the maximum side lot line setback from 1.5m (4.9ft) to 1.45m (4.76ft).**
- **Relaxation of the maximum vertical portion of a dwelling within a 5.0m (16.4ft) of a vertical plane extending from the outermost wall from 7.5m (24.6ft) to 8.16m (26.77ft) for a sloped roof. (Single Face).**
- **Relaxation of the maximum non-basement floor area from 80% (248m<sup>2</sup>) to 89.7% (278m<sup>2</sup>).**

**And further that if construction in accordance with the plans submitted to the Board in the application is not substantially started within two years from the date of this Order, the variances so permitted by this Order will expire.”**

**CARRIED**

<p>Shelbourne Street Height  BOV #01036</p>	<p><b>Applicant:</b>    <b>Conforti Homes Ltd.</b>  <b>Property:</b>    <b>4335 Shelbourne Street</b>  <b>Variance:</b>    <b>Relaxation of the maximum vertical portion of a dwelling within a 5.0m (16.4ft) of a vertical plane extending from the outermost wall from 7.5m (24.6ft) to 7.58m (24.87ft) for a sloped roof. (Single Face).</b></p>
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The Notice of Meeting was read and the applicant's letter received.

**Applicants:**            Maurizio Conforti, owner/applicant, was present in support of the application, the following was noted:

- This site is being built in conjunction with the neighbouring property.
- The garage elevation of the neighbouring property had to be raised to protect tree roots, both homes were raised so the elevations matched.
- The roof line is now built and correcting this oversight is difficult.

**Public input:**            Nil

**Discussions:**            The applicant stated the following in response to questions from members of the Board:

- The two houses are being built at the same time, with similar designs.
- A slope from the front to the back of the lot complicates the design.
- The need for the variance was not identified until after construction was nearly complete.
- The finished grade will be built level to the neighbouring property.

The following was noted during Board discussion:

- When the property is finished and fill added this may not require the variance, it is likely only necessary due to the current grade.
- Tree roots on the neighbouring property and grade differences cause hardship. The front to the back is an 18” height difference.

**MOTION:**            **MOVED** by A. Gill and **Seconded** by J. Uliana: “That the following requests to vary from the requirements of Zoning Bylaw 2003, Sections 210.4 (b)(ii) further to the construction of a single-family dwelling on Lot A Section 86 Victoria District Plan EPP118228 (4335 Shelbourne Street) be **APPROVED**:

- Relaxation of the maximum vertical portion of a dwelling within a 5.0m (16.4ft) of a vertical plane extending from the outermost wall from 7.5m (24.6ft) to 7.58m (24.87ft) for a sloped roof. (Single Face).

And further that if construction in accordance with the plans submitted to the Board in the application is not substantially started within two years from the date of this Order, the variances so permitted by this Order will expire.”

**CARRIED**

Beaver Lake Road Height	<b>Applicant:</b> Sanjeev Ahluwalia <b>Property:</b> 570 Beaver Lake Road <b>Variance:</b> Relaxation of the maximum height from 3.75 m (12.3 ft) to 4.03 m (13.2ft)
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BOV #01038

The Notice of Meeting was read and the applicant’s letter received.

**Applicants:** Natalie Saunders, agent, was present in support of the application, the following was noted:

- Retention of the existing building is favorable for environmental reasons and simplicity. This is a useable structure and continued use would be favorable over demolition.

**Public input:** Nil

**Discussions:** The applicant stated the following in response to questions from members of the Board:

- For this to be used as an accessory building it will need to be decommissioned by removing certain aspects.
- While the existing home does not fit the family, the owners would like to use this building for recreational purposes.
- A new multi-generational home will be built on site.

The following was noted during Board discussion:

- Using the existing structure is favorable for environmental reasons.
- Inspections will be involved with decommissioning the building.
- Rebuilding the roof to be compliant would create much waste.

**MOTION:**            **MOVED** by A. Gill and **Seconded** by J. Uliana: “That the following requests to vary from the requirements of Zoning Bylaw 2003, Section 101.7 (b) further to the conversion of an existing dwelling into an accessory building on Lot 1 Section 106 Lake District Plan 6008 Except That Part Thereof Lying To The East Of The Production Northerly Of The Westerly Boundary Of Amended Lot 14, Block 1, Plan 1763. (570 Beaver Lake Road) be **APPROVED**:

- **Relaxation of the maximum height from 3.75 m (12.3 ft) to 4.03 m (13.2ft)**

**And further that if construction in accordance with the plans submitted to the Board in the application is not substantially started within two years from the date of this Order, the variances so permitted by this Order will expire.”**

**CARRIED**

<p>Holland Avenue Height BOV #01023</p>	<p><b>Applicant:</b> DA Design Group Inc <b>Property:</b> 4190 Holland Avenue <b>Variance:</b> Relaxation of the maximum height from 7.5 m (24.6 ft) to 8.44 m (27.69 ft). Relaxation of the maximum vertical portion of a dwelling within 5.0 m of a vertical plane extending from the lowest outermost wall from 7.5 m (24.6 ft) to 9.21 m (30.2 ft) for a sloped roof (Single Face).</p>
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The Notice of Meeting was read and the applicant’s letter received.

**Applicants:** Devin Anderson, applicant, was present in support of the application, the following was noted:

- Owners are looking to create more space for their growing family.
- The neighbours will not be able to see much of the changes.
- Moving the location to comply with the bylaw would cause structural complications. This was determined to be the best case scenario.

**Public input:** Nil

**Discussions:** The applicant stated the following in response to questions from members of the Board:

- Having the addition in this location is favorable as other locations have structural implications that would significantly increase the cost.
- This is a large lot in a rural area, just over 4 acres within the Agricultural Land Reserve, there is limited farm use currently on site.
- There is a large slope from the front of the lot to the back.

The following was noted during Board discussion:

- Peak elevation of the house will not change.
- The impact is primarily to a single neighbour, with a relatively minor change. The existing footprint will not be changed, which preserves the lot for agricultural use in future if needed.

**MOTION:** **MOVED by J. Uliana and Seconded by M. Cole “That the following requests to vary from the requirements of Zoning Bylaw 2003, Sections 101.5 (b) (i) & (ii) further to the construction of an addition on Lot A Section 1 Lake District Plan VIP51924 (4190 Holland Avenue) be APPROVED:**

- **Relaxation of the maximum height from 7.5 m (24.6 ft) to 8.44 m (27.69 ft).**

- **Relaxation of the maximum vertical portion of a dwelling within 5.0 m of a vertical plane extending from the lowest outermost wall from 7.5 m (24.6 ft) to 9.21 m (30.2 ft) for a sloped roof (Single Face).**

**And further that if construction in accordance with the plans submitted to the Board in the application is not substantially started within two years from the date of this Order, the variances so permitted by this Order will expire.”**

**CARRIED**

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Roundtable discussion:	Member expressed interest in a potential change to the Zoning Bylaw with regards to the maximum non-basement area as many application require a variance for non-basement.
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Adjournment      On a motion from J. Uliana, the meeting was adjourned at 8:13 pm.

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K. Zirul, Chair

I hereby certify that these Minutes are a true and accurate recording of the proceedings.

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Recording Secretary