CITY OF SOLANA BEACH

SOLANA BEACH CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY, PUBLIC FINANCING AUTHORITY, & HOUSING AUTHORITY

MINUTES

JOINT REGULAR MEETING

Wednesday, October 22, 2014 06:00 P.M.

City Hall / Council Chambers

Teleconference: 15 Grindell Ave, Dennis Port, MA 02639 (Campbell)

Minutes contain a summary of the discussions and actions taken by the City Council during a meeting. City Council meetings are video recorded and archived as a permanent record. The video recordings capture the complete proceedings of the meeting and are available for viewing on the City's website.

CALL TO ORDER AND ROLL CALL:

Deputy Mayor Heebner called the meeting to order at 6:14 p.m. and stated that Mayor Campbell was participating via teleconference.

Present: Campbell, Heebner, Zito, Zahn, and Nichols.

Absent: None.

Also Present: David Ott, City Manager

Johanna Canlas, City Attorney

Angela Ivey, City Clerk

Wende Protzman, Community Development Dir. Mo Sammak, City Engineer/Public Works Dir.

Dan Goldberg, Principal Engineer Marie Berkuti, Finance Manager Dan King, Sr. Management Analyst

CLOSED SESSION REPORT: (when applicable)

No reportable action.

FLAG SALUTE:

Deputy Mayor Heebner led the flag salute.

APPROVAL OF AGENDA:

<u>MOTION:</u> Moved by Zito and seconded by Zahn. **Motion carried** unanimously.

PROCLAMATIONS/CERTIFICATES:

1. Red Ribbon Week

Deputy Mayor Heebner introduced Judy Strang from San Dieguito Alliance for Drug Free Youth and presented the red ribbon certificates.

Judy Strang, San Dieguito Alliance for Drug Free Youth, stated that they appreciated support from the City of providing red ribbon certificates to the schools within the Solana Beach School District, that this gave cities a chance to show support for alcohol / drug prevention.

Nancy Lynch, Superintendent, Solana Beach School District, was present to assist in presenting the Red Ribbon certificates.

2. Medical Assist

Deputy Mayor Heebner presented a Certificate of Recognition to Dan Ferris for assisting with medical aid to a colleague.

Mr. Ferris stated that he attempted to do perform daily tasks to make his children proud, that they would be proud of this action, thanked a colleague who was on the phone with 9-11, and thanked the paramedics.

PRESENTATIONS:

(Ceremonial items that do not contain in-depth discussion and no action/direction.) None at the posting of this agenda

ORAL COMMUNICATIONS:

This portion of the agenda provides an opportunity for members of the public to address the City Council on items relating to City business and not appearing on today's agenda by submitting a speaker slip (located on the back table) to the City Clerk. Comments relating to items on this evening's agenda are taken at the time the items are heard. Pursuant to the Brown Act, no action shall be taken by the City Council on public comment items. Council may refer items to the City Manager for placement on a future agenda. The maximum time allotted for each presentation is THREE MINUTES (SBMC 2.04.190). Please be aware of the timer light on the Council Dais.

Karl Rudnick announced that there would be a special meeting of the Del Sol Lions where the San Diego Bike Coalition and the San Diego Sheriffs would be presenting on bike sharrows and safety.

COUNCIL COMMUNITY ANNOUNCEMENTS / COMMENTARY:

A. CONSENT CALENDAR: (Action Items) (A.1. - A.6.)

Items listed on the Consent Calendar are to be acted in a single action of the City Council unless pulled for discussion. Any member of the public may address the City Council on an item of concern by submitting to the City Clerk a speaker slip (located on the back table) before the Consent Calendar is addressed. Those items removed from the Consent Calendar by a member of

the <u>Council</u> will be trailed to the end of the agenda, while Consent Calendar items removed by the <u>public</u> will be discussed immediately after approval of the Consent Calendar.

A.1. Minutes of the City Council.

Recommendation: That the City Council

1. Approve the Minutes of the City Council Meetings held June 10, June 25, and August 27, 2014.

<u>MOTION:</u> Moved by Zito and seconded by Nichols. **Motion carried** unanimously.

A.2. Register Of Demands. (File 0300-30)

Recommendation: That the City Council

1. Ratify the list of demands for September 20, 2014 through October 3, 2014.

<u>MOTION:</u> Moved by Zito and seconded by Nichols. **Motion carried** unanimously.

A.3. General Fund Adopted Budget for Fiscal Year 2014-15 Changes. (File 0330-30)

Recommendation: That the City Council

 Receive the report listing changes made to the Fiscal Year 2014-2015 General Fund Adopted Budget.

<u>MOTION:</u> Moved by Zito and seconded by Nichols. **Motion carried** unanimously.

A.4. Cardiac Monitors. (File 0300-30)

Recommendation: That the City Council

- 1. Adopt Resolution 2014-130:
 - a. Authorizing the trade-in and purchase of three (3) cardiac monitors from Philips Healthcare for an amount not to exceed \$59,000.
 - b. Authorizing \$59,000 to be appropriated into the Equipment expenditure account related to CSA-17 in the Public Safety Special Revenue fund.

<u>MOTION:</u> Moved by Zito and seconded by Nichols. **Motion carried** unanimously.

A.5. General Plan Phase I Update Consulting. (File 0400-10)

Recommendation: That the City Council

- 1. Adopt Resolution 2014-133:
 - a. Amending the General Plan Phase I Update contract to Project Design Consultants in the amount of \$98,665 and include the scope of work identified for FY2014-15.
 - b. Authorizing the City Manager to execute the second amended General Plan Phase I Update contract on behalf of the City.

<u>MOTION:</u> Moved by Zito and seconded by Nichols. **Motion carried** unanimously.

A.6. Development Review Council Ad Hoc Committee. (File 0410-48)

Recommendation: That the City Council

- 1. Adopt Resolution 2014-132 re-establishing the Development Review Council Ad Hoc Committee until October 21, 2015.
- 2. Re-appoint the two existing Councilmembers (Heebner, Nichols), or provide alternate direction.

<u>MOTION:</u> Moved by Zito and seconded by Nichols. **Motion carried** unanimously.

NOTE: The City Council shall not begin a new agenda item after 10:30 p.m. unless approved by a unanimous vote of all members present. (SBMC 2.04.070)

B. PUBLIC HEARINGS: (B.1. - B.2.)

This portion of the agenda provides citizens an opportunity to express their views on a specific issue as required by law after proper noticing by submitting a speaker slip (located on the back table) to the City Clerk. After considering all of the evidence, including written materials and oral testimony, the City Council must make a decision supported by findings and the findings must be supported by substantial evidence in the record. An applicant or designees for a private development/business project, for which the public hearing is being held, is allotted a total of fifteen minutes to speak, as per SBMC 2.04.210. A portion of the fifteen minutes may be saved to respond to those who speak in opposition. All other speakers have three minutes each. Please be aware of the timer light on the Council Dais.

B.1.

435 S. Granados., Development Review Permit (DRP) and Structural Development Permit (SDP) Applicant: Gossett, Case No: 17-13-02. (File 0600-40)

The proposed project meets the minimum objective requirements under the SBMC, is consistent with the General Plan and may be found, as conditioned, to meet the discretionary findings required as discussed in this report to approve a DRP and administratively issue a SDP. Therefore, Staff recommends that the City Council:

- Conduct the Public Hearing: Open the Public Hearing, Report Council Disclosures, Receive Public Testimony, and Close the Public Hearing.
- 2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15303 of the State CEQA Guidelines; and
- 3. If the City Council makes the requisite findings and approves the project, adopt Resolution 2014-104 conditionally approving a DRP and an administrative SDP to allow for the construction of a new 4,343 square foot single story, single family residence and garage located at 435 S. Granados Avenue.

David Ott, City Manager, introduced the item. He stated that this item had been continued at the applicant's request from the August 27, 2014 City Council meeting.

Deputy Mayor Heebner stated that the Council would be evaluating both the development review permit (DRP) conditions as well as the view issues of the project since a structural development permit (SDP) was also being requested for the project. She stated that in this case the View Assessment Commission decision was non-binding due to the development review permit (DRP) being requested in conjunction with the structural development permit (SDP).

Christina Rios, Associate Planner, presented a PowerPoint (on file) reviewing the proposed project. She stated that the project went before the View Assessment Commission (VAC) for the SDP, that the permit was approved with conditions in which the applicant complied with, and that if Council made the findings to approve the DRP the SDP would also be approved.

Council and Staff discussed that new ribbons had been added to the story poles at the project site to show the new height after the View Assessment hearing.

Deputy Mayor Heebner opened the public hearing.

Council Disclosures: Deputy Mayor Heebner stated that she had viewed the project site from the Hendlin's living room, that she had not spoken with anyone regarding the project, and that she had been on the View Assessment Commission (VAC) in the past. Mayor Campbell stated that he had viewed the project from the Hendlin's

living room and also from the applicant's driveway. Councilmember Zito stated that he had viewed the project from the Hendlin's living room, viewed project site, spoke with the applicants, and also listened to audio recording from the January VAC meeting. Councilmembers Zahn and Nichols presented that they had viewed the project site from the Hendlin residence and from project site.

Applicant

Brett Gossett, applicant, presented a PowerPoint (on file) reviewing the project. He stated that he had two prior architect firms design this project, and that he was now on his third architect. He stated that this project was 8 years in the making, that he would remove the tree in front of the property in order to improve the neighbor's view, that many neighbors supported the project, and read several statements of support from neighbors. He stated that there was one neighbor in opposition of the project, that he had attempted to come to resolution for 2 years, that his home would be about 3 feet lower than neighbors' homes, and reviewed concessions made for the project which included lowering the home, removing the tree to enhance views, and reducing the pitch of roof. He stated that the project had been redesigned due to requirements from the view assessment meeting, that this had continued to not please the Hendlin's, that the Hendlin's were going to attempt to redesign their home at this meeting, and that he was confused as to why this neighbor got to design his home.

Kirk McKinley, architect, continued the PowerPoint (on file). He stated that he had worked with the previous owner of the home regarding his view, that everyone made compromises to protect the views of those behind them, that the front elevation of the home fell 14 feet from front to back, and that the east face of the building was below the 16 feet height limit. He stated that the Hendlin's had their view along the south side of the home, that the entire south side of the home was below 16 feet, and reviewed elevations of the home.

Neil Hyytinen, applicant's counsel, stated that this had been a difficult process, that the applicants requested that the Council approved the project as conditioned by the VAC, and that the plan was within the guidelines of the General Plan and all building rules and regulations. He stated that there were no deviations being requested, that the home was consistent with neighborhood character, that the requisite findings should be made for the project, that they had made concessions to accommodate the Hendlins, and that their home was 3 feet lower than neighbors. He stated that the Hendlin's were now requesting that the home be lowered by an additional 1.75 feet.

Council and applicant discussed that the view easement on the back of the property was a private easement which was in favor of the neighbors directly to the south, that view easements were private agreements between neighbors since the City did not have view easements. Discussion continued regarding that the applicant had not yet modified the landscaping plans to remove high growing vegetation which had been discussed during the VAC hearing.

Richard Hendlin (time donated by Geri Retman and Betsy Seibel) submitted a packet of photos and documents (on file) to Council and presented a PowerPoint (on file). He stated that he was presenting on behalf of Ms. Hendlin, and that in

order to avoid the impairment of her view he was asking that the project be conditioned to a maximum roof height of 168msl (mean sea level). He stated that Mrs. Hendlin's living room view was her primary view, that the problem was the applicants were increasing the level of the finished floor by over 4 - 5.5 feet above the finished floor of the existing house, that the increase of the floor height would cause blockage of her view, and that the proposed design increased the finished floor level by 5.7 feet of garage and an increase of 4.1 feet for the rest of the home. He stated that the increase would unnecessarily cause Ms. Hendlin's view to be blocked, that at the VAC meeting the applicant stated that he was raising the floor level to improve his view, that the applicant was improving his view by blocking her view, and that the applicant could cut into the hillside to lower the home. He stated that the home was not significantly cut into the hillside, that there was 70 feet of open space, that there could be more efficient use of the land, and that the solution to reduce the height of the home could be reasonably done. Mr. Hendlin stated that methods to accomplish lowering the home were set out in the toolkit, that the applicant could reduce the ceiling height, and he read a letter prepared by Torgen Johnson regarding options on lowering the height of the home to not impair Ms. Hendlin's view. Suggestions to lower the home included, reducing the finished floors which resulted was dead space under the home and the roof ridge unnecessarily blocked the Hendlin home, that there were several methods to reduce the height of the roof, including moving the home to the west, or another option would be lowering the building wall plate. Mr. Hendlin stated that the view ordinance was intended for the purpose to assist in maintaining views, and that there was a dissenting vote on the VAC regarding this project.

Council and speaker discussed that the surrounding homes had a higher height, that this was irrelevant, that those homes were built prior to incorporation and local land use decisions, and that those surrounding homes already blocked Mrs. Hendlin's view.

Terry Hendlin (time donated by Marilyn Geiss) stated that she lived in her home for the last 30 years, that her sons would inherit the property, that she was a high school counselor and licensed therapist and community volunteer, and that she was at the meeting to preserve her view over the Gossett home. She stated that almost 90% of her view would be blocked by the Gossett's roof, that the other homes had blocked her view due to them being built prior to the City's incorporation, that she had an expanded view from her living room seasonally when the tree in front of the Gossett's home lost its leaves, and that this was the last chance for her to have any ocean view. She stated that she wanted to address two issues, 1) that the finished floor level should not exceed 168 msl, and the proposed vegetation, also that the tree had not been trimmed since the applicant' moved in, and requested that the finished floor not exceed 168 msl based on the fact that the current plans would elevate the floor by 5.8 feet of dead space. She stated that 1668 msl was a win-win for both her and the applicant, that it would give them a better view and would give her a view, that it would be fair in the spirit of compromise, and handed out a transcript from January 21 VAC meting showing that the applicant had promised to make changes to his landscape plan. She stated that the plans had not changed yet, that the landscape plans were not in compliance with the code, reviewed proposed vegetation, and requested that the landscape plan be revised.

Tracy Richmond (time donated by Sam Swanson, Donna Linehan) stated that he was addressing the view issue, that the reduction of the roof height would be a solution, that there were multiple ways to achieve it as outlined in the toolkit, that the solution would allow for reasonable development of the property, and that the reduction would preserve the ocean view of the neighbor. He stated that the view was a community asset to be shared and that one person should not be allowed to have a view at a loss of another neighbors, and that both views should be preserved.

Gerry Kirk stated that he lived across the street from the project, that it would not make an impact on their view, and that the hedge in the front should be removed.

Bruce Howe stated that he had been through the view process, that he was not an architect, that the design was tasteful, and that more clarification of the project was needed. He stated that he lived in his home for 19 years, that he liked all of his neighbors, and that he hoped this could be resolved in a peaceful manner.

Andrew Strasner stated that he was the adjacent property owner, that it was a tasteful design, that it would help the net benefit of the neighbors, that attempts had been made for a compromise, and that as a community everyone should work together.

Council consensus to allow the applicant an additional 3 minutes of rebuttal time for a total of 7 minutes remaining.

Kirk McKinley, architect, presented a PowerPoint presentation (on file) to respond to questions. He stated that the approach on the site was to lower the font yard instead of cutting into the slope, that they lowered the entire pad, that if there were a 25% slope on driveways there would not be enough room to make transitions nor to not make the car not bottom out to get in the garage, and that the building could not be pushed any further back due to the view easement.

Neil Hyytimen, applicant's counsel, responded to Mr. Hendlin's statement regarding no concessions made, reviewed the concessions made by the applicants, surrounding homes were 3 feet higher than this project were relevant to the whether there were any view impacts, trust Staff and VAC recommendations,

Council and Mr. McKinley discussed the two prior designs for the project site, that when the current architect viewed the prior designs there were only floor plans which did not include elevations, that the VAC required for the applicant to reduce the building by 2 feet, that they reduced the pitch of the roof and lowered the building by a foot, and that they could not lower the garage. Discussion continued regarding the recommendations by Torgen Johnson which included reducing the height by reducing the interior ceiling height, that the interior height was 10 feet, that it could not be reduced any further without feeling crushed, and that the applicant had not reviewed any other options to reducing the building since it was not presented by VAC as a requirement.

Brett Gossett, applicant, stated that he had not seen any material prepared by Torgen Johnson prior to this meeting.

<u>MOTION:</u> Moved by Zahn and seconded by Zito to close the public hearing. **Motion carried unanimously.**

Councilmember Zito disclosed that he had served on the View Assessment Commission for 5 years, that these were difficult issues, that Council did had to consider the VAC recommendation but also had to review view issues presented at the meeting, and that the height of the adjacent homes were not taken into consideration. he stated that Council had to evaluate the impairment of the view by the proposed project regardless of what was around it, that he visited both properties, that it was very difficult to make accurate determinations from photographs, that in person visits were needed, that the project applicant had a decent view from their property but it was currently impaired, and that he understand why the applicant would want to elevate the floor height. He stated that Council had to consider balancing the applicant's view with the Hendlin's view concerns, that there was a tree currently blocking the Hendlin's view, that there possibly were other options to further reduce the height of the home, that the VAC heard the case, and that he supported the View Assessment Commission's determination on the project, however, he was uncomfortable with the landscape plan would want to see a new landscape plan with lower vegetation, and that could make the DRP findings on this project.

Mayor Campbell stated that he was not supportive of the project as proposed, that a compromise would be to reduce the home height to 168 msl, that this would be within the spirit of the VAC and the view ordinance, and that he would be supportive of a motion to approve the project with a condition of lowering the building to 168 msl.

Councilmember Nichols stated that there was a connection between DRP finding #1 and view impacts, that the toolkit showed how to design a home to take advantage of view without impacting others, that not all options had been explored, and that the roof at 168 msl would improve the Gossett's view while maintaining the view of the neighbor to the east. He stated that he was thinking about the greater good, that view was a community asset, that he could not support the project, and that if the project were denied it should be denied without prejudice to allow to expedite the application process.

Councilmember Zahn stated that it was the duty of the Council to preserve views as best as possible, that the VAC decision was not binding, and that there were options that had not been explored.

Deputy Mayor Heebner read a portion of the view ordinance. She stated that she could also not make DRP finding #1, that 4/5 Councilmembers were inclined to deny the project with prejudice to allow an expedited application process.

David Ott, City Manager, clarified that if they could reduce the home to 168 msl they would not have to go back through the VAC process.

Council and Staff discussed that Council could conditionally approve the project at the 168 msl which would allow the applicants to design the home within those parameters and not have to return to Council for approval.

Council and Johanna Canlas, City Attorney, discussed how to condition vegetation on landscaping based upon impacting of views, that there would have to be a private agreement among neighbors since the City did not have a vegetation ordinance and did enforce vegetation issues, that in the past the Council had asked applicants if they would be willing to plant vegetation that would not grow to obstruct views, and that this was voluntary.

MOTION: Moved by Nichols and seconded by Zahn to reopen the public hearing. **Motion carried unanimously.**

Deputy Mayor Heebner recessed the meeting for a break at 8:10 p.m. and reconvened at 8:16 p.m.

Neil Hyytnen, applicant's counsel, stated that they were concerned about voluntarily agreeing to any additional constraints, that they had not evaluated the 168 msl option, that the property was being developed on an ad hoc basis, and that they would be willing to discuss plant types but not willing to voluntarily agree to anything else.

David Ott, City Manager, clarified to the applicant that if they agreed to the 168 msl height, they would not have to return to Council for approval of the project, and that if they could not make the 168 msl work or if they did not agree to the height then they would have to return to Council for project approval.

Neil Hyytnen, applicant's counsel, stated that the applicant agreed to the 168 msl maximum height with the understanding that if this was not possible the project could return to Council, and that the applicant was not voluntarily agreeing to any vegetation conditions.

MOTION: Moved by Nichols and seconded by Heebner to close the public hearing. **Motion carried unanimously.**

MOTION: Moved by Nichols and seconded by Heebner to conditionally approve 168 mean sea level maximum height. Motion carried unanimously.

B.2. <u>Introduce (1st Reading) Ordinance 454 - Highway 101 Speed Limit.</u> (File 0860-20)

Recommendation: That the City Council

1. Introduce Ordinance 454 amending Solana Beach Municipal Code Section 10.36.020 relating to speed limits on Highway 101.

David Ott, City Manager, introduced the item and read the title of the ordinance.

Deputy Mayor Heebner opened the public hearing.

Council and Staff discussed that the 40 mile per hour transition could be moved in order to coincide with the sharrowed bike lanes which extended just past Dahlia Street.

<u>MOTION:</u> Moved by Zahn and seconded by Nichols to close the public hearing. **Motion carried unanimously.**

<u>MOTION:</u> Moved by Zahn and seconded by Nichols with the modifications to move the speed limit sign as discussed. **Motion carried unanimously.**

C. STAFF REPORTS: (C.1. - C.2.)

Submit speaker slips to the City Clerk

C.1. Civic Spark/Americorps Project Participation. (File 0400-10)

Recommendation: That the City Council

 Adopt Resolution 2014-135 entering into an Agreement with SANDAG and the cities of Del Mar and Encinitas for the North County San Diego Subregional Promotion of SANDAG iCommute Program.

This item was pulled from the agenda.

C.2. <u>Public Arts Commission Appointment.</u> (File 0120-80)

Recommendation: That the City Council

1. Make one appointment (Council-at-large) to the Public Arts Commission with a term expiration date of January 2015.

MOTION: Moved by Nichols and seconded by Zahn to appoint Steve Ostrow. **Motion carried unanimously.**

COMPENSATION & REIMBURSEMENT DISCLOSURE: None

GC: Article 2.3. Compensation: 53232.3. (a) Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel. 53232.3 (d) Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

COUNCIL COMMITTEE REPORTS:

Regional Committees: (outside agencies, appointed by this Council)

- a. City Selection Committee (meets twice a year) Nichols, Heebner (alternate).
- b. County Service Area 17 Zahn, Campbell (alternate).
- c. Escondido Creek Watershed Authority Zito.

- d. League of Ca. Cities' San Diego County Executive Committee Nichols, Heebner (alternate) and any subcommittees.
- e. League of Ca. Cities' Local Legislative Committee Nichols, Heebner (alternate).
- f. League of Ca. Cities' Coastal Cities Issues Group (CCIG) Nichols, Heebner (alternate).
- g. North County Dispatch JPA Zahn, Nichols (alternate).
- h. North County Transit District Nichols, Heebner (1st alternate)
- i. Regional Solid Waste Association (RSWA) Nichols, Zahn (alternate).
- j. SANDAG Heebner (Primary), Nichols (1st alternate), Zito (2nd alternate) and any subcommittees.
- k. SANDAG Shoreline Preservation Committee Nichols, Heebner (alternate).
- I. San Dieguito River Valley JPA Zito, Zahn (alternate).
- m. San Elijo JPA Campbell, Zito (both primary members) (no alternates).
- n. 22nd Agricultural District Association Community Relations Committee Heebner, Campbell.

Standing Committees: (All Primary Members) (Permanent Committees)

- a. Business Liaison Committee Campbell, Zahn.
- b. Highway 101 / Cedros Ave. Development Committee Nichols, Heebner.
- c. I-5 Construction Committee Heebner, Zito.
- d. Parks and Recreation Committee Nichols, Heebner.
- e. Public Arts Committee Nichols, Zito.
- f. School Relations Committee Zito, Zahn.

Ad Hoc Committees: (All Primary Members) (Temporary Committees)

- a. Army Corps of Engineers & Regional Beach Nourishment Campbell, Nichols. Expires December 10, 2014.
- b. Development Review Nichols, Heebner. Expires October 22, 2014.
- c. Environmental Sustainability Heebner, Zahn. Expires December 10, 2014.
- d. Fire Department Management Governance Zito, Zahn. Expires July 8, 2015.
- e. Fiscal Sustainability Campbell, Zito. Expires June 10, 2015.
- f. Gateway Property Campbell, Heebner. Expires April 8, 2015.
- g. General Plan Nichols, Zito. Expires July 8, 2015.
- h. La Colonia Park Nichols, Heebner. Expires June 10, 2015.
- i. Local Coastal Plan Ad-Hoc Committee Campbell, Nichols. Expires January 21, 2015 or at the California Coastal Commission adoption.
- NCTD / Train Station Site Project Ad Hoc Committee Nichols, Heebner. Expires January 21, 2015.
- k. View Assessment Heebner, Zito. Expires June 10, 2015.

COUNCIL COMMITTEE REPORTS:

ADJOURN:

Deputy Mayor Heebner adjourned the meeting at 8:30pm

Angela Ivey, City Clerk

Approved: December 10, 2014

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