



Staff Report for Committee of the Whole Meeting

Date of Meeting: April 3, 2024

Report Number: SRPBS.24.042

- Referred to the April 10, 2024 Council Meeting

Department: Planning and Building Services

Division: Development Planning

Subject: SRPBS.24.042 – Request for Approval – Official Plan Amendment and Revised Zoning By-law Amendment Applications - 2747883 Ontario Inc. and 2753502 Ontario Inc. – City Files OPA-23-0009 and D02-20009

Owner:

2747883 Ontario Inc. and 2753502 Ontario Inc.
75 Scarsdale Road, Suite 203
Toronto, ON
M3B 2R2

Agent:

Evans Planning Inc.
9212 Yonge Street, Unit 1
Richmond Hill, ON
L4C 7A2

Location:

Legal Description: Part of Lot 1, Registered Plan 200
Municipal Addresses: 13572 and 13586 Bayview Avenue

Purpose:

A request for approval concerning proposed Official Plan and revised Zoning By-law Amendment applications to permit additional residential units within a previously approved eight storey residential apartment building to be constructed on the subject lands.

Recommendations:

- a) the Official Plan and revised Zoning By-law Amendment applications submitted by 2747883 Ontario Inc. and 275302 Ontario Inc. for lands known as Part of Lot 1, Registered Plan 200 (Municipal Addresses: 13572 and

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13586 Bayview Avenue), City Files D01-20003 and D02-20009, be approved, subject to the following:

- (i) that the City's Official Plan be amended to include the site specific policies as outlined in Staff Report SPRI.24.042;**
 - (ii) that draft Official Plan Amendment 48 attached hereto as Appendix "C" be brought forward to the April 10, 2024 Council meeting for consideration and adoption;**
 - (iii) that the subject lands be rezoned from Agricultural (A) Zone under By-law 1703, as amended, to Multiple Residential One (RM1) Zone and Environmental Protection Two (EPA2) Zone under By-law 313-96, as amended, with site specific development standards to facilitate the development proposal as outlined in Staff Report SRPI.24.042;**
 - (iv) that the draft amending Zoning By-law as set out in Appendix "D" be finalized and brought forward to a regular meeting of Council for consideration and enactment following approval of the related Site Plan application (City File D06-22047) to the satisfaction of the Commissioner of Planning and Building Services; and,**
- b) that pursuant to Section 34(17) of the *Planning Act*, Council deem that no further notice be required with respect to any necessary modifications to the draft amending Zoning By-law to implement the proposed development on the subject lands; and,**
- c) that the authority to assign municipal servicing allocation to the proposed development to be constructed on the subject lands be delegated to the Commissioner of Planning and Building Services subject to the City's Interim Growth Management Strategy, and the assigned municipal servicing allocation be released in accordance with the provisions of By-law 109-11.**

Contact Person:

Sarah Mowder, Planner II – Subdivisions, phone number 905-771-5475 and/or

Sandra DeMaria, Manager of Development, phone number 905-747-6312

Deborah Giannetta, Acting Director of Development Planning, phone number 905-771-5542

Report Approval:

Submitted by: Gus Galanis, Acting Commissioner of Planning and Building Services

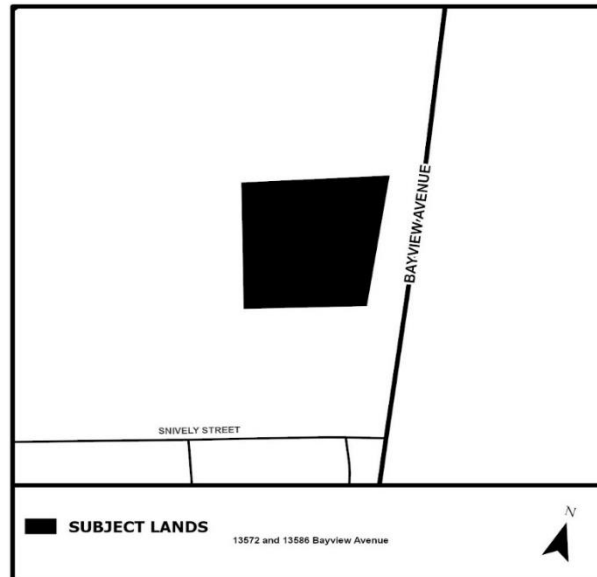
Approved by: Darlene Joslin, City Manager

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All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

Location Map:

Below is a map displaying the property location. Should you require an alternative format call person listed under the “Contact Person” above.



Background:

A statutory Council Public Meeting was held February 27, 2024 to consider the subject Official Plan and revised Zoning By-law Amendment applications wherein Council received Staff Report SRPBS.24.006 for information purposes and directed that all comments be referred back to staff for consideration (refer to Appendix “B”). No members of the public were in attendance at the meeting. However, correspondence was received from the public concerning a principal objection to the previously approved eight storey apartment building on the subject lands as well as concerns with respect to the proposed increase in density. At the Council Public Meeting, members of Council raised a number of concerns related to the provision of affordable housing, light pollution, traffic and parking and lack of public transit in the area which are discussed in detail in the later sections of this report.

The applicants have satisfactorily addressed the comments and technical requirements related to the subject Official Plan and revised Zoning By-law Amendment applications and all remaining technical comments are to be addressed as part of the related Site Plan approval process. Accordingly, the purpose of this report is to seek Council’s approval of the applicant’s Official Plan and revised Zoning By-law Amendment applications.

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Summary Analysis:

Site Location and Adjacent Uses

The subject lands are comprised of two existing residential lots that are located on the west side of Bayview Avenue, north of Snively Street having a combined total lot area of 1.0977 hectares (2.71 acres). The lands previously supported two single detached dwellings which have since been demolished. A considerable grade difference of approximately 5 metres (16.4 feet) exists between the highest point at the northeast corner of the property and the southerly lot line. The lands abut the Wilcox-St. George Provincially Significant Wetland Complex to the north, south and west, Bayview Avenue to the east, and a single detached dwelling to the immediate south (refer to Maps 1 and 2).

Development Proposal

The applicants are seeking Council's approval of their Official Plan Amendment and revised Zoning By-law Amendment applications to allow an increase in the maximum permitted density from 218 units per hectare to 285 units per hectare within the approved eight storey residential apartment building to be constructed on its land holdings. The proposed increased density would result in an increase in the number of dwelling units from the previously approved total of 103 to 135 dwelling units (refer to Maps 5 to 8). No changes to the previously approved built form or height are proposed as a result of the proposed additional density. The additional units have been accommodated entirely within the approved building envelope by way of reduced unit sizes and reduced internal amenity space within the building.

The following is a summary outlining the relevant statistics of the applicant's development proposal based on the plans and drawings submitted to the City in consideration of the applicants' development proposal:

- **Total Lot Area:** 10,977 sq. m. (118,155.44 sq. ft.)
 - **Development Area:** 4,738.21 sq. m (51,001.67 sq. ft.)
 - **Area of Lands to be Conveyed:** 6,239 sq. m. (67,156.04 sq. ft.)
- **Total Dwelling Units:** 135
- **Total Building Height:** 8 storeys or 30 m (98.43 ft.)
- **Gross Floor Area (GFA):** 12,500 sq. m.
(134,548.88 sq. ft.)
- **Total Amenity Space:** 579.52 sq. m. (6,238 sq. ft.)
 - **Indoor Amenity:** 188.24 sq. m. (2,026 sq. ft.)
 - **Outdoor Amenity:** 391.28 sq. m. (4,212 sq. ft.)
- **Density:** 284.9 units/ha (115.38 units/ac)
- **Total Parking Spaces:** 225 spaces
(includes 34 visitor parking spaces)
- **Total Bicycle Parking Spaces:** 115 spaces

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It is noted that the statistics outlined above are generally consistent with those previously outlined and approved by Council in Staff Report SRPI.22.086 with the following notable changes:

- increased number of apartment dwelling units from 103 to 135 units;
- reduced Gross Floor Area (GFA) from 13,400.21 square metres (144,238.67 square feet) to 12,500 square metres (134,548.88 square feet);
- reduced indoor amenity space from 831.7 square metres (8,952.34 square feet) to 579.52 square metres (6,237.9 square feet);
- increased density from 218 units per hectare to 285 units per hectare; and,
- increased bicycle parking spaces from 77 spaces to 115 spaces.

Planning Analysis:

City staff has undertaken a comprehensive review and evaluation of the applicants' development proposal based on the policy framework as outlined within the *Provincial Policy Statement* ("PPS") (2020), the *Growth Plan for the Greater Golden Horseshoe* ("Growth Plan") (2020), the York Region Official Plan ("ROP") (2022) and the City's Official Plan ("Plan").

Staff notes that the City's in-force Plan is consistent with the PPS and conforms with the Growth Plan and the ROP that were in-force at the time of approval. Since the Plan's approval, the PPS and the Growth Plan and ROP have been updated. At the time of writing of this report, the City is undertaking Official Plan updates as necessary to align with more recent Provincial and Regional planning direction. A more detailed outline of the applicants' proposal relative to the relevant policies of the ROP and the Plan is provided in the sections below.

York Region Official Plan

The subject lands are located within the **Urban Area** and identifies a portion of the lands as being located within the **Regional Greenlands System** in accordance with Map 1 (Regional Structure) and Map 2 (Regional Greenlands System) of the ROP. In accordance with Map 1A (Land Use Designations), the lands are designated **Community Area** which are intended to support a full range and mix of urban uses and to accommodate a significant portion of intensification and planned growth within the Region, including mid-rise residential uses as proposed by the subject applications. The **Regional Greenlands System** is intended to identify, protect and enhance Natural Heritage Features and provide an opportunity for passive recreation systems.

Through the approval of OPA 36, it was determined that the proposed development conforms with the ROP and the in-force policy framework remains unchanged. The Region has reviewed the subject applications and has advised of no objections and considers the appropriateness of the increased density and the consideration of compatibility are to be determined by the local municipality. Accordingly, the Region has exempted the proposal from Regional approval. Accordingly, the subject applications are considered consistent with the ROP.

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City of Richmond Hill Official Plan

The subject lands are designated **Neighbourhood** and **Natural Core** in accordance with Schedule A2 - Land Use of the Plan (refer to Map 4). Further, the lands are located within and abut the **Greenway System** and are situated within the **Settlement Area** of the *Oak Ridges Moraine Conservation Plan* (ORMCP).

Official Plan Amendment 36 is a site specific amendment applicable to the subject lands. The amendment was approved by Council on July 6, 2022 and established site specific policies to permit an eight storey residential apartment building with a density of 218 units per net residential hectare within the **Neighbourhood** designation on the subject lands. The subject application proposes to amend the site specific policy of OPA 36 as it relates to density only. In this regard, the requested increase in density is proposed to be achieved through a redistribution of the internal floor space of the approved eight story building through the reduction of unit sizes and amenity space areas internal to the building. No changes to the building height or setbacks, apart from the front yard setback, are proposed.

Similarly with respect to the **Natural Core** designation applicable to the subject lands, the subject applications are not proposing any development on the portion of lands designated **Natural Core** as was previously approved. Through the review and approval of OPA 36 the proposed development limits, which remain unchanged, were accepted by the Toronto and Region Conservation Authority as well as the City staff as the subject application does not propose changes to the approved building envelope to facilitate the proposed increased density. Accordingly, the proposal continues to conform with the **Natural Core** policies of the Plan.

More specifically in this regard, the proposed development continues to provide the required 30 metre (98.43 feet) minimum vegetation protection zones to the wetland to the north and west, an accepted reduced 10 metre (32.81 feet) MVPZ to the wetland to the south and a reduced southerly MVPZ. These MVPZs/buffers were supported through the submission of the requisite Natural Heritage Evaluation and additional addendum materials which included proposed restoration planting so as to ensure that the proposed development does not negatively impact the ecological function of the surrounding wetland.

Pursuant to **Policy 3.2.1.8** of the Plan, the dedication of KNHFs and KHF and their associated MVPZs will be required to be dedicated to a public agency at no expense. The lands to be conveyed will be required to be restored and enhanced to the satisfaction of the City and the TRCA and will remain within the City's **Greenway System**. It is noted that the recommended and accepted mitigation measures will result in a net area gain to the natural environment and for the environmental lands that are to be conveyed into public ownership which will be secured as part of the related Site Plan application (City File D06-22047).

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With respect to housing affordability, **Section 3.1.5.3** of the Plan which requires that a minimum of 25% of new housing units within the **Settlement Area** shall be affordable and should be coordinated across the City including in Secondary Plan and Tertiary Plan areas, which remains applicable to the subject applications. A portion of these units are to be accessible, and affordable housing units should include a mix and range of unit sizes, among other variables.

Notwithstanding the preceding, it should be noted that the approved development proposal did not provide an affordable housing component; however, it did provide for a range and diversity of unit sizes ranging from 1 bedroom to 3 bedroom units. The development proposal continues to exceed the minimum requirement for the provision of family sized units (3 or more bedrooms) pursuant to **Policy 3.1.5.6** of the Plan by providing 8% of the total units with 3 bedroom units for a total of 11 units.

Notwithstanding the preceding, staff have engaged with the applicant regarding the provision of affordable units in accordance with the City's current Affordable Housing Strategy. The applicants have since committed to participating in the City's initiatives for exploring various development incentives for the provision of affordable housing through the Site Plan application process.

The subject lands are also situated within the **Settlement Area** of the Oak Ridges Moraine as defined in accordance with the ORMCP. In accordance with **Section 3.2.1.1 (18)** of the Plan, all uses, including the creation of new lots which are otherwise permitted under the Plan, shall be permitted within the **Settlement Area** and permitted uses shall be subject to the requirements of **Sections 19(3)** and **31(4)** of the ORMCP. The proposed development is in conformity with the applicable policies of the ORMCP.

On the basis of the preceding, staff is of the opinion that the proposed increase in density, while maintaining the approved built form and development envelope, has appropriate regard for and is consistent with the overarching planning principles of the Plan and that it represents good planning.

Zoning By-law

The applicants are seeking approval to rezone their land holdings from **Agricultural (A) Zone** under By-law 1703, as amended, to a site specific **Multiple Residential One (RM1) Zone** and **Environmental Protection Two (EPA2) Zone** under By-law 313-96, as amended, to permit an apartment building and to establish site specific development standards to facilitate the revised development proposal on the subject lands (refer to Map 3).

The table below provides a summary of the site specific development standards of the **RM1 Zone** under By-law 313-96, as amended, providing a comparison of the previous development standards approved in principle and the current revised development standards associated with the subject proposal (the bolded standards denote proposed modifications):

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Development Standard	Approved in Principle Standards, RM1 Zone under By-law 313-96, as amended	Revised Proposed Standards, RM1 Zone under By-law 313-96, as amended
Minimum Lot Frontage	110 metres (360.89 feet)	105 metres (344.49 feet)
Minimum Lot Area	5,000 sq. metres (53,819.55 sq. feet)	4,738 square metres (50,999.41 square feet)
Maximum Lot Coverage	60%	75%
Minimum Front Yard	2 metres (9.84 feet)	1.6 metres (5.25 feet)
Minimum Side Yard	6.4 metres (21 feet)	2 metres (6.56 feet)
Minimum Rear Yard	29 metres (95.14 feet)	2 metres (6.56 feet)
Maximum Height	8 storeys or 37 metres (121.39 feet) whichever is the lesser	8 storeys or 30 metres (98.43 feet) whichever is the lesser
Maximum Gross Floor Area	13,900 sq. metres (149, 618.35sq. feet)	12,500 sq. metres (134,548.88 sq. feet)
Minimum Front Yard Landscape Strip	2 metres (9.84 feet)	1.6 metres (5.25 feet)
Minimum Number of Parking Spaces	1 bedroom – 1.25 per unit 2 bedroom – 1.5 per unit 3 bedroom – 1.75 per unit Visitor – 0.25 per unit	1 bedroom – 1.25 per unit 2 bedroom – 1.5 per unit 3 bedroom – 1.75 per unit Visitor – 0.25 per unit
Minimum Number of Bicycle Spaces	Residents – 0.6 per unit Visitors – 0.5 per unit	Residents – 0.6 per unit Visitors – 0.5 per unit
Minimum Outdoor Amenity Space Per Unit	2.0 square metres (21.53 square feet)	2.0 square metres (21.53 square feet)

As it relates to the proposed increase in density, the proposed residential gross floor area has been reduced and results in an increased parking area to accommodate more vehicular parking (and bicycle parking) for the additional units.

Further to the above, the need for additional modifications to the proposed zoning standards as outlined above were identified through the review of the associated Site Plan application (City File: D06-22047) for the development. The proposed site specific standards relating to lot area, lot coverage, side and rear yard setbacks have been refined to reflect the net development area exclusive of the future required conveyance of the environmental lands to the City that are to be rezoned to **EPA2 Zone** under By-law 313-96, as amended.

Further, the proposed reduction to the front yard setback and front yard landscape strip are a result of design changes related to architectural projections and façade treatments along the front of the proposed building. Finally, the applicant has requested new definitions to be added to their Zoning By-law for gross floor area, established grade, height, bicycle parking space, and storeys to more accurately reflect the proposed development.

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City staff have identified technical comments pertaining to the applicant's draft Zoning By-law to be addressed through the review of the Site Plan application prior to the finalization of the implementing Zoning By-law.

Staff have evaluated the proposed development standards and continue to consider them to be appropriate for the development of the subject lands as outlined in the report. In this regard, the proposed development standards are considered to be sufficient to maintain appropriate setbacks and separation with respect to adjacent land uses, and to limit the impacts of the approved height and proposed density of the development in providing for limited shadowing, achieving sufficient sky view and regulating the minimum requirements related to parking and landscaping, among other matters.

Notwithstanding the above, the applicant is required to submit all necessary plans in order to address the outstanding technical comments related to detailed design matters, prior to finalizing the form and content of the implementing Zoning By-law. In consideration of the proceeding, staff recommend that the draft Zoning By-law contained in Appendix "C" be supported in principle and that prior to the amending By-law being brought forward to a future Council meeting for enactment, the applicant satisfy staff's comments through the related Site Plan application review process.

Council Comments:

As noted previously, comments from members of Council were raised at the Council Public Meeting held on February 27, 2024 held in consideration of the proposed development. A summary of the comments received and staff responses are outlined in the sections below.

Housing Affordability

Council raised concerns with the lack of affordable housing units and encouraged the applicant to address the City's affordability targets by contributing a level of affordable units. At this time, the applicant has not committed to providing affordable housing units based on the City's affordability threshold as outlined in the Plan. However, the applicant has committed to continue discussions with staff and participate in ongoing stakeholder's working groups to assist the city in devising initiatives and incentives for the provision of affordable housing. These discussions and initiatives will continue through the remaining development review process.

Traffic and Parking

Concerns regarding the potential impacts of increased traffic and the proposed parking were raised with respect to the proposed development. The Region of York and the City's Transportation Planning Section have reviewed the proposed development, including studies submitted in support of same and have identified no objections as it relates to transportation related matters. Specifically, as it relates to parking, the City's Transportation Planning staff have advised that the proposed parking ratios are consistent with the applicable standards for this type of development. The Site Plan has

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been revised to provide the necessary parking to support the proposed increase in units.

Light Pollution

Concerns regarding increased light pollution as a result of the proposed development was also raised. As part of the applicant's related Site Plan application, a comprehensive technical review of the required Lighting Plan in accordance with City standards shall be undertaken. Furthermore, through the Site Plan process, consideration will be given to enhanced lighting measures as it relates to minimizing any impacts on the abutting environmental feature.

Construction

Council raised concern over the timing of the construction of this development given the length of time that development approvals have been in place. In this regard, the applicant has advised that the development proposal will be going to market within the year and that construction will follow shortly thereafter. Additionally, comments were also made regarding the protection of surrounding lands through the construction process. The required Construction Management Plan will be reviewed through the Site Plan process and provisions will be put in place to ensure construction will not adversely impact surrounding lands, in particular as it relates to the abutting wetland.

Recommendation:

Planning staff has undertaken a comprehensive review and evaluation of the subject Official Plan and revised Zoning By-law Amendment applications and are in support of same, for the following principal reasons:

- the proposed eight storey residential apartment building is permitted within the **Community Area** land use designation in accordance with the in-force ROP;
- the proposed increased density from 218 units per hectare to 285 units per hectare to facilitate the construction of 135 apartment dwelling units represents a minor increase to the density approved previously through OPA 36. The additional density is appropriately contained within the previously approved eight storey building envelope on the subject lands;
- the proposed development of the lands will not result in negative impacts to the **Greenway System** and the associated KNHFs and KHF's and their functions will be appropriately protected and enhanced. In addition, the dedication of the environmental and hazard lands to the City in accordance with the policies of the Plan will be acquired as part of the associated Site Plan application (City File D06-22047);
- the proposal contemplates a range of unit sizes, in particular larger units, which contributes to a diversified range of housing typologies and sizes within the City;
- the proposal meets **Policy 3.1.5.6** of the Plan by providing 8% of the total units with 3 bedroom units. Staff will continue discussions with the applicant regarding the provision of affordable housing through the Site Plan approval process;

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- the comments received from Council and members of the public with respect to the proposed development have been satisfactorily addressed; and,
- the applicants have satisfactorily addressed all City Department and external agency comments as it relates to their Official Plan and revised Zoning By-law Amendment applications. The remaining technical matters will be required to be addressed as part of the related Site Plan approval process to the satisfaction of the City and relevant external agencies.

On the basis of the preceding, it is recommended that the proposed Official Plan and revised Zoning By-law Amendment applications be approved.

Interim Growth Management Strategy

Council has approved and implemented a comprehensive strategy comprised of eight growth management criteria as a means of assessing and prioritizing development applications for the receipt of servicing allocation. The criteria are as follows:

1. *Providing community benefits and completion of required key infrastructure.*
2. *Developments that have a mix of uses to provide for live-work relationships.*
3. *Developments that enhance the vitality of the Downtown Core.*
4. *Higher-order transit supportive development.*
5. *Developments that represent sustainable and innovative community and building design.*
6. *Completion of communities.*
7. *Small scale infill development.*
8. *Opportunities to provide affordable housing.*

In accordance with Council direction, as part of the review of the above noted IGMS Criteria 5 (Sustainable and Innovative Community and Building Design), the applicants have submitted a Sustainability Performance Metrics Tool in support of their Site Plan application to demonstrate how the proposed development achieves the minimum threshold score of 32 points in order to receive Site Plan approval.

At this time, the Sustainability Metrics submission for the proposed development remains under review and will be finalized as part of the Site Plan application. The proposed development will require 153.92 persons equivalent of servicing allocation. The authority to assign servicing allocation to the Commissioner of Planning and Building services is recommended to be released in accordance with By-law 109-11 at the appropriate time.

Financial/Staffing/Other Implications:

The recommendations of this report do not have any financial, staffing of other implications.

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Relationship to Council's Strategic Priorities 2024-2027:

The recommendations of this report are aligned with **Pillar 1: Growing Livable, Sustainable Community**, in supporting a range of housing options and affordability and by ensuring the City's natural and environmental assets are protected and rehabilitated, on the basis that the development proposal supports a diversified range of dwelling unit sizes within the City and protects the adjacent environmental lands by maintaining adequate buffers and development limits and conveying the lands pursuant to the policies of the Plan to the City.

Climate Change Considerations:

The recommendations of this report are generally aligned with Council's climate change considerations as the design of the proposed development includes bicycle parking which supports options for zero-emission modes of transportation. Notwithstanding the above, a more detailed evaluation of technical and design-related matters will be undertaken as part of the review of the related Site Plan application.

Conclusion:

The applicants are seeking Council's approval of their Official Plan and revised Zoning By-law Amendment applications to permit increased density within the approved eight storey residential apartment building that is to be constructed on its land holdings. Staff has completed a comprehensive review and evaluation of the proposed development and is of the opinion that the submitted applications conform with the overarching principles of the Plan, are appropriate in the context of the area and represent good planning. On the basis of the preceding, staff recommends approval of the proposed development, subject to the conditions and direction outlined in this report.

Appendix Contents and Maps:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Appendix A, Extract from Council Meeting C#29-22 held July 6, 2022
- Appendix B, Extract from Council Public Meeting C#04-24
- Appendix C, Official Plan Amendment 48
- Appendix D, Zoning By-law Amendment, Draft By-law XX-24
- Map 1, Aerial Photograph
- Map 2, Neighbourhood Context
- Map 3, Existing Zoning
- Map 4, Official Plan Designation
- Map 5, Proposed Site Plan
- Map 6, Proposed East and West Elevation Plans
- Map 7, Proposed North and South Elevation Plans
- Map 8, Proposed 3D Rendering

City of Richmond Hill – Committee of the Whole Meeting

Date of Meeting: April 3, 2024

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Report Approval Details

Document Title:	SRPBS.24.042 - Request for Approval.docx
Attachments:	<ul style="list-style-type: none">- SRPBS.24.042 - Appendix A - Council Extract.docx- SRPBS.24.042 - Appendix B - CPM Extract.docx- SRPBS.24.042 - Appendix C - Draft OPA 48.docx- SRPBS.24.042 - Appendix D - Draft By-law.docx- SRPBS.24.042 - Map 1 - Aerial Photograph.docx- SRPBS.24.042 - Map 2 - Neighbourhood Context.docx- SRPBS.24.042 - Map 3 - Existing Zoning.docx- SRPBS.24.042 - Map 4 - Official Plan Designation.docx- SRPBS.24.042 - Map 5 - Proposed Site Plan.docx- SRPBS.24.042 - Map 6 - Proposed East and West Elevation Plans.docx- SRPBS.24.042 - Map 7 - Proposed North and South Elevation Plans.docx- SRPBS.24.042 - Map 8 - Proposed 3D Rendering.docx
Final Approval Date:	Mar 18, 2024

This report and all of its attachments were approved and signed as outlined below:

Deborah Giannetta - Mar 14, 2024 - 10:35 PM

Gus Galanis - Mar 15, 2024 - 9:04 AM

Darlene Joslin - Mar 18, 2024 - 7:46 AM