



SAN FRANCISCO PLANNING DEPARTMENT

Historic Preservation Commission Motion No. 0376

HEARING DATE: MAY 15, 2019

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IDENTIFICATION AND DELEGATION OF SCOPES OF WORK DETERMINED TO BE MINOR BY THE HISTORIC PRESERVATION COMMISSION PURSUANT TO SECTIONS 1006.2 AND 1111.1 OF THE PLANNING CODE FOR APPROVAL, MODIFICATION, OR DISAPPROVAL TO THE PLANNING DEPARTMENT.

WHEREAS, Planning Code Section 1006.2(a) provides that the Historic Preservation Commission ("HPC") may, for properties designation individually or within a landmark district under Article 10 of the Planning Code, (1) define certain categories of work as minor alteration; and (2) delegate the review and approval of such work to the Planning Department ("Department") (hereinafter "Administrative Certificate of Appropriateness"), whose decision is appealable to the HPC pursuant to Section 1006.2(b); and

WHEREAS, Planning Code Section 1111.1(a) gives the HPC the authority to (1) determine if a proposed alteration ("Permit to Alter") should be considered a Major or a Minor Alteration; (2) approve, modify, or disapprove applications for permits to alter or demolish Significant or Contributory buildings or any building within a Conservation District; and, (3) delegate this function to the Planning Department ("Department") for work determined to be Minor (hereinafter "Minor Permit to Alter"), whose decision is appealable to the HPC pursuant to Section 1111.1(b); and

WHEREAS, Sections 1005 and 1110 of the Planning Code specify that a Certificate of Appropriateness or Permit to Alter is not required when the application is for a permit to do ordinary maintenance and repairs only, meaning any work for the sole purpose and effect to correct deterioration, decay or damage of existing materials; and

WHEREAS, the HPC, at its regular hearing of May 15, 2019, reviewed the Planning Department's processes and applications under the authority previously granted to it by the HPC under Motions Nos. 0181, 0212, 0241, 0289 and 0349; and

WHEREAS, in appraising a proposal for an Administrative Certificate of Appropriateness or a Minor Permit to Alter, the Department, on behalf of the HPC, shall determine that all proposed alterations to character-defining features on properties subject to Articles 10 and/or 11 of the Planning Code shall be consistent with the character of the property and/or district, the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, as well as any guidelines, local interpretations, bulletins, or other policies, where applicable; and

SO, MOVED, that the Commission hereby ADOPTS the following list of scopes of work determined to be Minor, and the procedures outlined in the Administrative Certificate of Appropriateness and the Minor Permit to Alter Informational and Supplemental Application Packets, for delegation to the Department for approval, modification, or disapproval for two years from the date of this Motion. Specifically, the HPC adopts the following as minor scopes of work:

1. **Exploratory and investigative work:** To assess for underlying historic materials: The removal of a limited amount of non- historic material to conduct investigation to determine the existence of underlying historic material. This work shall be limited to no more than 5% of the total surface area on a façade and the area must be stabilized and protected after the investigation is complete. Adjacent historic surfaces must be protected during exploratory and investigative work. To assess the structure where historic fabric is extant: The removal of a limited amount of historic fabric to conduct investigation to determine the existing conditions of the building including ascertaining the location and condition of structural elements. This scope of work qualifies for staff level approval provided that:
 - a. It is demonstrated that a non-destructive evaluation (NDE) approach has been determined insufficient, exploratory demolition is required, and that there is no alternative location where such investigation can be undertaken.
 - b. Provision of an investigation plan that includes the reason for the investigative work, what NDE techniques have been considered, and why its use is not appropriate.
 - c. Provision of scaled drawings showing the area to be removed including plans, elevations, and details including the wall assembly where the exploratory work will be undertaken.
 - d. Provision that any removal will be in whole rather than in partial to prevent damage to historic fabric.
 - e. For example, for a brick wall removal should follow the mortar joints around brick units instead of saw-cutting brick units in half.
 - f. Provision of a protection plan for surrounding historic fabric during exploratory and investigative work including protection and stabilization assemblies with materials called out clearly.
 - g. Provision of an appropriate salvage and storage plan for any historic fabric or material proposed to be removed during exploratory and investigative work.
 - h. Provision of a post-investigation treatment plan including patching, repairing, finishing historic fabric and materials to match existing where exploratory and investigative work has been conducted.
2. **Door and Window replacement:** The replacement of doors and windows in existing openings. This does not apply to the replacement of stained, leaded, curved glass, or art glass windows, or doors with these types of glazed features, or the replacement of glass curtain wall systems.
 - a. *Door or Window replacement on primary and visible secondary facades:* Door replacement on primary façades provided that the proposed door matches the historic door (extant or not) in terms of opening size, door type, glazing, material, and all exterior profiles, dimensions and detailing and is compatible with the character of the building and/or district. Window replacement on primary elevations that closely match

the historic (extant or not) windows in terms of configuration, material, and all exterior profiles and dimensions. Planning Department Preservation staff may require a site visit and review a mock-up of proposals for large-scale window replacement. This scope of work qualifies for staff level approval provided that:

- i. Where historic windows are proposed to be replaced, provision of a Window Condition Assessment report that documents the deteriorated beyond repair condition of windows. This report shall be prepared by a qualified consultant.
 - ii. Where historic wood windows with true divided-lite muntins are demonstrated to be deteriorated beyond repair, replacement shall be with new wood windows of the same type and operation with true divided-lite muntins that closely match the historic in all exterior profiles and dimensions. Detailed and dimensioned architectural plans will be provided to document existing and proposed window sash.
 - iii. Replacing non-historic windows with new windows based on documentation that illustrates the new windows closely match the configuration, material, and all exterior profiles and dimensions of the windows historically present.
 - iv. Replacing non-historic doors with new doors that are either based on documentation that illustrates that new doors closely match the materials and configuration of doors historically present or are compatible in materials and design with the character of the building.
- b. *Door and Window replacement on non-visible secondary facades:* Door and window replacement is limited to the size of the existing openings. Installation of louvers for mechanical vents may also be undertaken. A modest change in door or window area of up to 100 square feet may be approved administratively for any building except for individually designated Article 10 Landmarks. For example, this scope of work qualifies for staff level approval by:
- i. Replacing a non-visible historic or contemporary door or window with a new door or window of any configuration, material, or profile within the existing opening. While the scope of work qualifies for staff level approval, the applicant may be required to demonstrate compatibility with the unique features of the landmark building.
 - ii. Adding, expanding, or removing a modest amount of door or window area in these discrete locations, provided the subject building is not an individual Article 10 Landmark. The applicant would be required to demonstrate compatibility with the unique features and composition of the building.
 - iii. Louvers for mechanical venting that do not change the existing opening and is finished with the same finish as the surrounding door or window frame.

3. **Front stairways and railings:** The replacement of stairs and railings with new stairways and/or railings beyond repair and based on physical or documented evidence and determined to be compatible in terms of location, configuration, materials, and details with the character-defining features of the property and/or district. All historic features, such as newel posts and railings, shall be retained where extant. New railings, if needed, shall match the historic rail system in design. This does not apply to the replacement of porticos, porches, or other architectural components of the entry. For example, this scope of work qualifies for staff level approval by:
 - a. Replacement of a historic wood straight run stair with closed riser and a bullnose tread with a new wood straight run stair with a closed riser and a bullnose tread. The new stair is in the same location as the historic stair and the historic railing was retained, reused, and adapted to meet current safety code requirements.
 - b. Replacement of a non-historic stair and railing with a new stair and railing based on physical and documented evidence, including other similar historic properties within the landmark district that retain historic stair and railings.
4. **Construction of a non-visible roof deck on a flat roof:** The construction of pergolas or other structures, such as a stair or elevator penthouse for roof access, does not qualify under this scope of work. The construction of roof decks, including associated railings, windscreens, and planters, provided that:
 - a. The deck and associated features cannot be viewed over street-facing elevations;
 - b. Existing access to the roof in compliance with the Building Code must be demonstrated.
5. **Awnings on Article 11 buildings:** New tenant awnings that meet the Department's Design Standards for Storefronts in Article 11 Conservation Districts and/or is found compatible with the character-defining features of the building and/or district in terms of material, location, number, size, method of attachment, method of replacement, and method of illumination with the property and/or district, provided that:
 - a. Applications for new awning shall include the removal of any abandoned conduit, outlets, attachment structures, and associated equipment;
 - b. Awnings shall not obscure or spread out over adjacent wall surfaces; and shall not include new attachments to terra cotta, cast iron, or other fragile historic architectural elements and will be installed in a location that avoids damaging or obscuring character-defining features;
 - c. Awnings and canopies shall use traditional shapes, forms, and materials, be no wider than the width of the window openings, and attach to non-historic storefront systems or undecorated wall surfaces, preferably at the window or entry returns;

- d. Retractable-type awnings will have angled forms, open sides, and a free-hanging valance. This type of awning or canopy structure will be covered with canvas (Sunbrella or equivalent);
 - e. Signs or lettering on awnings shall be kept to a minimum size (separate permits are required for awning structures). On retractable-type awnings, signs may only be placed on the face of the valance. On flat, metal awnings or canopies, signs shall have integral, non-visible conduit, indirect illumination, and will not damage or obscure character-defining features;
 - f. The installation of new awnings shall relate to the pedestrian scale of the street; are constructed of high-quality materials; are installed in location that avoids damaging or obscuring character-defining details; and, are positioned to relate to the width of the ground-floor bays.
6. **Replacement and/or modification of non-historic storefronts:** The replacement and/or modification of non-historic (or that have not gained significance in their own right) storefront materials, including framing, glazing, doors, bulkheads, cladding, entryways, and ornament. Work shall be confined within the piers and lintels of the ground floor of the property and determined to meet the Department's Design Standards for Storefronts for Article 11 Conservation Districts and/or is found compatible with the character-defining features as outlined in the Article 10 designating Ordinance in terms of proportion, scale, configuration, materials, and details with the character-defining features of the property and/or district. This scope of work qualifies for staff level approval provided that:
- a. The design of the new storefront system is based on physical or documented evidence of the property and matches the historic proportion, scale, profile, and finish of a storefront system from the period of significance of the property.
 - b. Contemporary cladding materials that obscure the ground floor piers, lintel, and transom area of the building will be removed. All underlying historic material will be cleaned, repaired, and left exposed. The transom area will be re-glazed and integrated into the storefront system with a design based on the historic proportion, scale, configuration, materials, and details of the property.
 - c. ADA-compliant entry systems meeting all Building Code requirements will be integrated into the storefront system and will be compatible in terms of proportion, scale, configuration, materials, and details with the character-defining features of the property and/or district.
7. **Solar panels:** The installation of structures that support solar panels, regardless of visibility, provided that the installation would not require alterations to the building greater than normally required to install a solar energy system, such as an installation with minimum spacing from the roof surface and mounted parallel with the slope of the roof (if roof is slope greater than 1/12), not visible from adjacent street sightlines if on a flat roof, set in from the perimeter walls of the building, including the building's primary façade. Support structures

should have a powder-coated or painted finish that matches the color of the roof material. For example, this scope of work qualifies for staff level approval by:

- a. The installation of a solar panel system on a gable roof that is set in from the street-facing facades and is mounted flush to the slope of the roof.
 - b. The installation of a solar panel system on a flat roof that is set in from the street-facing facades and is mounted on an angled structure that is within the height limit and is not visible from adjacent streets as it's appropriately setback and/or obscured by an existing historic parapet.
8. **Skylights on Article 11 properties:** The installation or replacement of skylights that are deteriorated beyond repair so long as new skylights are minimized from view. For example, this scope of work qualifies for staff level approval by:
- a. New skylights must be limited in number and size; mounted low to the roof with a curb as low as possible; and have a frame with a powder-coated or painted finish that matches the color of the roof material.
9. **Rear yard decks and stairways outside of the C-3 zoning districts:** The repair or replacement of decks and stairways and associated structural elements that are located in the rear yard; are not visible from the public right-of-way; do not require the construction of a firewall; and are determined to be compatible in terms of location, configuration, materials, and details with the character-defining features of the property and/or district. All historic features, such as newel posts and railings, must be retained where extant. New railings, if needed, shall match the historic rail system in design. This does not apply to the replacement of porticos, porches, or other architectural components at the rear of the property. For example, this scope of work qualifies for staff level approval by:
- a. The replacement or construction of a contemporary rear deck or stair on a building located mid-block where the rear of the property is not visible from the public right-of-way and the deck and/or stair is set in from the side property lines so as not to require the construction of a firewall.
 - b. The replacement of railings and decking on a historic verandah that is beyond repair and is not visible from the public right-of-way. The replacement decking and railings are based on physical or documented evidence and are replaced in-kind with like materials and match the historic in all profiles and dimensions. All other historic veranda elements are retained, stabilized, supported, and protected during construction.
10. **Selective in-kind replacement of cladding outside of the C-3 zoning districts:** The selective replacement of cladding materials at any façade may be approved administratively for any building, when it has been demonstrated that the existing cladding is damaged beyond repair and when the new cladding will match the historic cladding (extant or not) in terms of material, composition, dimensions, profile, details, texture, and finish. Planning Department

Preservation staff may require a site visit to review a mock- up of the proposed work. For example, this scope of work qualifies for staff level approval by:

- a. The selective replacement of historic clapboard siding where it has been demonstrated that the specific area to be replaced is beyond repair and the new clapboard siding matches the historic in material, profile, and finish.
- b. The selective patch of historic stucco where is has been demonstrated that the specific area to be replaced is beyond repair and the new stucco patch matches the historic in material, composition, texture, and finish.

11. In-kind replacement and/or repair of historic roofing material on visible, sloped roof forms:
On visible, sloped roof forms, the in-kind replacement of historic and/or character-defining roofing materials, such as clay tile, or similar, roof materials may be approved administratively provided that:

- a. In-kind replacement of historic roofing materials, such as clay tiles, and underlayment would not change the roof character, form or structure, including integrated gutters, and would be compatible with the character of the building and/or district.
- b. Clay tile, or similar, roof materials and underlayment are repaired by carefully removing clay tiles, replacing underlayment, reinstalling salvaged tiles, and in-kind replacement of tiles that are beyond repair. Replacement tiles shall match existing in shape, dimensions, color, and finish. The work would not change the roof character, form, material, or structure and would be compatible with the character of the building and/or district.
- c. Full replacement of clay tile, or similar, roofing is generally not appropriate unless existing material is determined through a condition assessment conducted by a qualified preservation architect to be deteriorated beyond repair. If beyond repair, in-kind replacement of clay tiles, or similar, roofing shall match existing in shape, dimensions, color, and finish. The work would not change the roof character, form, material, or structure and would be compatible with the character of the building and/or district.
- d. Planning Department Preservation staff may require a site visit to review a mock- up of the proposed work.

12. Replacement of garage door(s) in existing openings. The replacement of garage doors may be approved administratively, provided that:

- a. New garage door(s) shall be installed in existing opening(s) and will be compatible in terms of material, configuration, and fenestration with the character of the building and/or district.

13. Construction and/or modification of landscape features outside of the C-3 zoning districts:
The construction of new landscape features or modification of existing landscape features

associated with residential properties when the work will not impact character-defining features of the property as listed in the designating ordinance or identified by Planning Department preservation staff. For example, this scope of work qualifies for staff level approval by:

- a. The removal and replacement of a non-character-defining walkway and retaining wall within the side yard of a property where it has been demonstrated that the replacement materials are compatible with the property in terms of location, size, scale, materials, composition, and texture.
- b. Construction or replacement of rear or side yard fences provided that the fence is not directly adjacent to a public right-of-way, complies with the Planning Code, and does not attach to the historic building or other character-defining features of the landmark.
- c. Replacement of fences in front yard based on photographic or physical documentation, provided that the fence complies with the Planning Code and compatible with the property in terms of location, size, scale, materials, composition, and finish. The fence and its structural supports should not attach to the historic building.
- d. Construction of ancillary structure within the rear yard that is not more than eight feet in height above grade and covers no more than 100 square feet of land regardless of visibility from public rights-of-way.

14. **Removal of non-historic features:** The removal of any features that are not historic features of the building and that have not gained significance in their own right for the purpose of returning the property closer to its historic appearance. Examples include but are not limited to fire escapes or signage and associated conduit. The replacement of such features does not qualify under this scope of work. This scope of work qualifies for staff level approval provided that:

- a. All anchor points and penetrations where non-historic features are removed will be patched and repaired based on the Secretary of the Interior's Standards.

15. **Restoration of façade(s).** Restoration of façade(s) (including, but not limited to porticos, porches, cornices, plaster work, wood siding, tympanum, roofline, and eaves) may be approved administratively for any building except for individually designated Article 10 Landmarks. Work shall be based on physical evidence and/or historic documentation and follow the guidelines outlined in the Department's *How to Restore Your Façade*. Physical evidence should include shadow lines depicting location of removed ornament, pieces of retained ornament or cladding materials, as well as examples from surrounding buildings of a similar age, architectural style, and with similar ornamental features. Proposed work must be depicted in detailed elevation drawings. For example, this scope of work qualifies for staff level approval by:

- a. Removal of asphalt siding and repair of extant original wood siding on visible façades.

- b. Replacement of previously removed ornament or trim based on physical evidence, such as shadow lines on original siding, or on historic photograph(s). Replacement ornament should be constructed of durable and compatible materials. Substitute materials, such as foam or composites, are not appropriate.
- 16. **Security Measures:** Installation or replacement of metal security doors, window grilles, security gates, exterior lighting, or security cameras provided that the installation of these measures meet all other requirements of the Planning Code and are compatible in terms of proportion, scale, configuration, materials, details, and finish with the character-defining features of the property and/or district; and are installed in a reversible manner that avoids obscuring or damaging exterior character-defining features of the building. Planning Department Preservation staff may require a site visit to review a mock-up of the proposed work. This scope of work qualifies for staff level approval provided that:
 - a. Retractable security gates or grilles and related housing shall be installed in a location obscured from the public right-of-way when in the open position.
 - b. Security measures are located in a discreet location so to minimize visibility during daylight and/or business operating hours.
- 17. **Work described in a maintenance/rehabilitation/restoration plan approved by the HPC as part of a Mills Act contract or pursuant to Planning Code Sections 803.9(b) and 803.9(c) (Preservation of Historic Buildings within Certain Eastern Neighborhoods Mixed Use Districts).** Any work described in an approved Mills Act Rehabilitation/Restoration/Maintenance Plan that has been reviewed and endorsed by the Historic Preservation Commission, approved by the Board of Supervisors, and determined to meet the Secretary of the Interior's Standards. Further, any work described in a Rehabilitation/Restoration/Maintenance Plan as part of a project allowing certain uses in historic buildings in Eastern Neighborhoods mixed use zoning districts pursuant to Planning Code, Section 803.9(b) or (c) that has been reviewed and endorsed by the Historic Preservation Commission and determined to meet the Secretary of the Interior's Standards.
- 18. **Enclosing an open area under a cantilevered room, room built on columns or under decks** (except for decks that are supported by columns or walls other than the building wall to which they are attached and are multi-level or more than 10 feet above grade). Construction of such an addition may be administratively approved provided that the work is not visible from a public right-of-way, complies with the Planning Code, and is exempt from Section 311 notification per Zoning Administrator's Bulletin No. 4: *Public Notification for Building Permits in Residential and Neighborhood Commercial Districts*. This scope of work may be approved administratively for any building except for individually designated Article 10 Landmarks. For example, this scope of work qualifies for staff level approval by:
 - a. Enclosing the open area under a cantilevered room or room built on columns or under decks (except for decks that are supported by columns or walls other than the building wall to which they are attached and are multi-level or more than 10 feet above grade) as part of construction for new Accessory Dwelling Unit(s).

19. **Infill of garage door openings for Accessory Dwelling Units (ADUs).** Where infill of existing garage door openings (historic or not) is proposed for conversion of interior space to Accessory Dwelling Unit(s) (ADU(s)), this alteration may be approved administratively provided that the following guidelines are met:

- a. Where a garage opening original to the building will be infilled, it should:
 - i. Incorporate design details, such as a reveal or simple trim detail, or similar, to reference the original configuration of the opening; and,
 - ii. Be clad in a manner that is consistent with the character of the building.
- b. Where a garage opening that is not original to the building will be infilled, it should:
 - i. Be restored to match the surrounding material and original configuration of the base of the building (for example, if the building originally featured an angled, projecting bay that extended to grade, this feature should be restored when garage is removed).
- c. Where window openings are needed for the new ADU(s), they should:
 - i. Be located within the garage door opening to be infilled; and,
 - ii. Have simple design and details and be proportionally smaller than primary windows on upper floors [size of windows should be minimum required to meet Planning and Building Code requirements]; and,
 - iii. Match materials of historic windows (extant or not) on upper floors of building; and,
 - iv. Be in a configuration that is compatible with historic windows (extant or not) in upper floors of building while meeting egress requirements of the Building Code.
- d. Where door openings are necessary for the new ADU(s), they should:
 - i. Be located on secondary elevations or incorporated into existing front stair structure, if feasible. If such locations are not feasible, then the new door opening(s) should be incorporated into existing openings (pedestrian or garage) and should be kept to the minimum number and size required by Code; and,
 - ii. Minimize recesses to depth required by Code; and,
 - iii. Have a simple, compatible design.
- e. Front yard area should be restored with soft and hardscaping that is compatible with the character of the building and/or district.

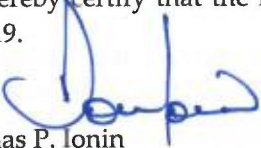
- f. Relocated gas/utility cabinets should be placed in a location and have a design that is as minimally visible as possible.

20. Accessory Dwelling Unit Architectural Review Standards for projects regulated pursuant to Section 207(c)(6) as a "No Waiver" project.

- a. When an ADU is proposed to be constructed within the building envelope of an existing single-family home, or as an addition to an existing single-family home:
 - i. Character-defining features, as described and depicted in the corresponding designating ordinance and supporting case report for the individual property or district, as designated pursuant to Article 10 or 11, will be preserved or replaced to match the historic feature(s) in material, design, color, and texture.
 - ii. Any new cladding will match surrounding historic materials located at the base of the building in regards to material, installation, profiles and dimensions.
 - iii. All new windows, doors, and openings will match the size, shape, material, and profile of existing historic windows, doors, and openings on the subject building.
 - 1. Notwithstanding the above, the size and number of new doors and openings will not exceed the minimum required to meet Planning and Building Code requirements.
 - iv. Additions to accommodate ADUs will not be visible from surrounding public rights-of-way and will be limited to one-story above grade in height.
 - v. The ADU will comply with the relevant standards described in item No. 19 of the Historic Preservation Commission Motion No. 0349 adopted on October 3, 2018.
- b. When an ADU is proposed to be incorporated into the new construction of a single-family home:
 - i. There will be no change to the exterior cladding materials at the location of the ADU.
 - ii. Window and door openings for the ADU will not exceed the minimum requirements to meet the provisions of the Planning Code and Building Code.
 - iii. The material, shape, and profile of windows and doors for the ADU will match those of the subject single-family home.
- c. When an ADU is proposed to be constructed as a new, detached structure on a property also containing an existing single-family home:
 - i. The exterior walls of the detached ADU structure will align with the exterior walls of the existing single-family home on at least one side yard such that the detached ADU structure is wholly located behind the existing single-family home.

1. When the subject property is a corner lot, the detached ADU structure will be aligned with the deepest side yard setback as measured from the side street to maintain the existing setting.
 - ii. The detached ADU structure will be limited to one story above grade in height.
 - iii. The roof form of the detached ADU structure will be constructed as a flat roof or will otherwise match the roof form of the existing single-family home on the subject lot.
 - iv. The cladding, windows, and doors of the detached ADU structure will match the cladding, windows, and doors of the existing single-family home in material, shape, and profile.
21. **Arts Installations.** Installation or replacement of art installation(s), including murals as specified below, provided that the installation of these features meets all other requirements of the Planning Code; are compatible in terms of proportion, scale, and attachment mechanism(s) with the character-defining features of the landmark property and/or landmark district; and, are installed in a reversible manner that avoids obscuring or damaging interior or exterior character-defining features of the building. Planning Department Preservation staff may require a site visit to review a mock-up of the proposed attachment mechanism(s). This scope of work qualifies for staff level approval provided that:
- a. Art installation(s): Shall be installed in a manner that does not damage, destroy or obscure character-defining features of the landmark building and/or landmark district and that is reversible.
 - b. Mural(s): Shall be installed on secondary elevations; installed in manner that does not damage, destroy or obscure character-defining features of the landmark building and/or landmark district; utilize breathable paint or similar easily reversible materials; does not paint over character-defining features of the landmark building and/or landmark district; and, does not paint previously unpainted masonry or stone surfaces.

I hereby certify that the foregoing Motion was adopted by the Commission at its meeting on May 15, 2019.


Jonas P. Ionin
Commission Secretary

AYES: Black, Hyland, Johnck, Matsuda, Pearlman, Wolfram

NAYS: None

ABSENT: Johns

ADOPTED: May 15, 2019