

Docket Item #1
BZA CASE #2010-0025

Board of Zoning Appeals
November 11, 2010

ADDRESS: 148 N. EARLY STREET
ZONE: R-8, RESIDENTIAL
APPLICANT: DENISE LINDGREN, OWNER

ISSUE: Variance to construct an open and screened porch on an existing rear patio slab in the required east side yard.

| CODE SECTION | SUBJECT | CODE REQMT | APPLICANT PROPOSES | REQUESTED VARIANCE |
|--------------|------------------|------------|--------------------|--------------------|
| 3-306(A)(2) | Side Yard (East) | 8.00 feet | 3.10 feet | 4.90 feet |

BOARD OF ZONING APPEALS ACTION OF NOVEMBER 11, 2010: On a motion to approve by Mr. Koenig, seconded by Ms. Lewis, the variance was approved by a vote of 5 to 2. Messers. Lantzy and Zander dissented.

Reason to approve: The applicant demonstrated a hardship due to the geometry of the site, the topography and the substandard width of the property. The Board also found the design to be modest in nature.

Dissenting Reason: The desire for a screened porch does not rise to the level of a hardship.

Speakers:

Denise Lindgren, owner, made the presentation.

Staff **recommends denial** of the request because the applicants have not demonstrated a hardship.

If the Board decides to grant the requested variance it must comply with the code requirements under the department comments and the applicant must submit the following prior to the release of a Certificate of Occupancy: (1) a survey plat prepared by a licensed surveyor confirming building footprint, setbacks, and building height compliance from average preconstruction grade and (2) certification of floor area from a licensed architect or engineer. The variance must also be recorded with the deed of the property in the City's Land Records Office prior to the release of the building permit.



BZA CASE #2010-0025 CONTEXT MAP



I. Issue

The applicant proposes to construct a one-story combination open and screened porch in the required east side yard at 148 North Early Street.

II. Background

The subject property is one lot of record with 80.00 feet of frontage facing North Early Street and a depth of 164.54 feet, totaling 10,000 square feet of lot area. The lot width is 60.80 feet, which is noncomplying for an R-8 zoned single-family lot, where the minimum lot width is 65.00 feet. The subject lot is complying as to the minimum lot area and frontage for an R-8 zoned single-family lot.



The lot is currently developed with a one and one-half story single family dwelling located 52.00 feet from the front property line facing North Early Street, 13.10 feet from the east side property line, 11.50 feet from the west side property line and 39.00 feet from the rear property line. According to real estate records the house was constructed in 1940.

III. Description

The applicant proposes to construct a combination open and screened porch on the east side of the existing dwelling. The new porch will be located 63.00 feet from the front property line and 47.00 feet from the rear property line in compliance with the zoning ordinance. The porch will be located 3.10 feet from the east side property line on top of an existing concrete patio and will require a variance. The screened portion of the porch will measure 10.00 feet by 21.66 feet and the open portion will measure 10.00 feet by 7.66. The entire porch will contain 293 square feet of floor area and will measure 9.40 feet in height from grade to the top of the flat roof. The applicant must request a variance to construct the porch in the required east side yard.

There have been no variances previously granted for the subject property.

IV. Master Plan/Zoning

The subject property is zoned R-8 and has been so zoned since adoption of the Third Revised Zoning Map in 1951 and identified in the Seminary Hill Small Area Plan for residential land use.

V. Requested variances

Section 3-306(A)(2) Side Yard (East)

The applicant requests a variance from the 8.00 foot side yard requirement to construct a combination open and screened porch on an existing concrete pad. The porch will be

located 3.10 feet from the east side property line. The applicant requests a variance of 4.90 feet.

VI. Noncomplying structure

The existing building at 148 North Early Street is a noncomplying structure with respect to the following:

| <u>Regulation</u> | <u>Required</u> | <u>Existing</u> | <u>Noncompliance</u> |
|-------------------|-----------------|-----------------|----------------------|
| Lot Width | 65.00 feet | 60.08 feet | 4.20 feet |

VII. Staff analysis under criteria of section 11-1103

To grant a variance, the Board of Zoning Appeals must determine that a unique characteristic exists for the property. Section 11-1103 of the zoning ordinance lists standards that an applicant must address and that the Board believes exists and thus warrants varying the zoning regulations.

- (1) The particular physical surroundings, shape, topographical condition or extraordinary situation or condition of the property that prohibits or unreasonably restricts the use of the property.
- (2) The property's condition is not applicable to other property within the same zoning classification.
- (3) Hardship produced by the zoning ordinance was not created by the property owner.
- (4) The granting of a variance will not be detrimental to the public or other property or the neighborhood in which the subject property is located. Nor will the granting of a variance diminish or impair the value of adjoining properties or the neighborhood.
- (5) The granting of the variance will not impair light and air to the adjacent property.
- (6) The granting of a variance will not alter the character of the area nor be detrimental to the adjacent property.
- (7) Strict application of the zoning ordinance will produce a hardship.
- (8) Such hardship is generally not shared by other properties in the same zone and vicinity.
- (9) No other remedy or relief exists to allow for the proposed improvement.
- (10) The property owner has explored all options to build without the need of a variance.

VIII. Applicant's Justification for Hardship

The applicant states that the narrowness and the extreme topography of the lot creates a hardship. The grade rises towards the rear of the property and the rear of the dwelling sits below grade. According to the application, because of the grade change, the only other location for a porch is in the front of the dwelling, which would be out of character for the neighborhood.

IX. Staff Analysis

While staff agrees that the topography on the lot does present challenges for the applicant, staff does not believe that the topography on the lot rises to the level of a hardship. In fact, the applicant has addressed the rear topography by constructing an open patio, ideal for a new screened porch. A screened and/ or open porch can be located on top of the existing rear patio inside of the retaining wall (see exhibit 1) in compliance with the zoning ordinance regulations.

The application also mentions the narrowness of the lot. The lot is 60.80 feet in width, only 4.20 feet less than required by the R-8 zone. A rear porch can still be constructed in compliance without seeking a variance. Staff does not believe the width of this property create a hardship.

Due the alternative location for a porch outlined above, staff does not believe the applicant has demonstrated a hardship. Therefore, staff **recommends denial** of the requested variance.

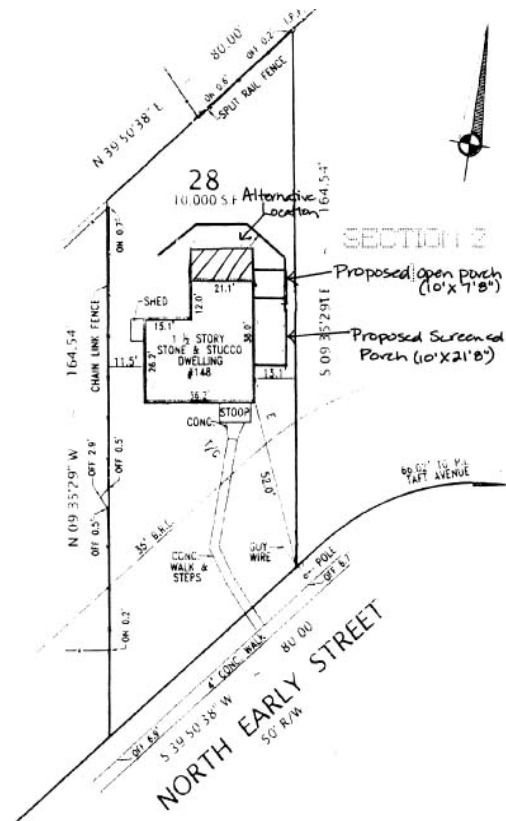


Figure 1- Alternative Porch Location

DEPARTMENTAL COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

* The applicant is advised that if the variance is approved the following additional comments apply.

Transportation and Environmental Services:

- R-1 The building permit plans shall comply with requirements of City Code Section 5-6-224 regarding the location of downspouts, foundation drains and sump pumps. Refer to Memorandum to Industry dated June 18, 2004. [Memorandum is available online at the City web site under Transportation\Engineering and Design\Memos to Industry.]. (T&ES)
- R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R-3 All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (T&ES)
- R-4 No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)
- R-5 An erosion and sediment control plan must be approved by T&ES prior to any land disturbing activity greater than 2,500 square feet. (T&ES)
- R-6 Compliance with the provisions of Article XIII of the City's zoning ordinance for stormwater quality control is required for any land disturbing activity greater than 2,500 square feet. (T&ES)
- R-7 The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)
- R-8 Construction of a new driveway entrance, or widening of an existing driveway entrance, requires separate application to; and approval from, the Department of Transportation and Environmental Services. (T&ES)
- F-1 An approved grading plan may be required at the time of building permit application. Insufficient information has been provided to make that determination at this time. In summary, City Code Section 5-6-224 requires that a grading plan be submitted to and approved by T&ES prior to the issuance of building permits for improvements involving:
 - the construction of a new home;
 - construction of an addition to an existing home where either
 - the addition exceeds the area of the existing building footprint by 100% or

more;

- or, the construction of the addition results in less than 50% of the existing first floor exterior walls, in their entirety, remaining;
- changes to existing grade elevation of 1-foot or greater;
- changes to existing drainage patterns;
- land disturbance of 2,500 square feet or greater.

Questions regarding the processing of grading plans should be directed to the T&ES Site Plan Coordinator at (703) 746-4064. Memorandum to Industry No. 02-08 was issued on April 28, 2008 and can be viewed online via the following link. <http://alexandriava.gov/uploadedFiles/tes/info/gradingPlanRequirements.pdf>

- F-2 According to Soils Maps, this parcel is located within a known Marine Clay Area (T&ES)
- C-1 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)
- C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-3 Roof, surface and sub-surface drains be connected to the public storm sewer system, if available, by continuous underground pipe. Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (Sec.5-6-224) (T&ES)
- C-4 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-5 Pay sanitary sewer tap fee prior to release of Grading Plan. (Sec. 5-6-25) (T&ES)
- C-6 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)

Code Administration:

- C-1 All exterior walls within 5 feet from an interior property line shall have a fire resistance rating of 1 hour, from both sides of the wall. As alternative, a 2 hour fire wall may be provided. This condition is also applicable to skylights within setback distance. Openings in exterior walls between 3 and 5 feet shall not exceed 25% of the area of the entire wall surface (This shall include bay windows). Openings shall not be permitted in exterior walls within 3 feet of an interior lot line.

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- C-2 Prior to the issuance of a demolition permit or land disturbance permit, a rodent abatement plan shall be submitted to Code Administration that will outline the steps that will be taken to prevent the spread of rodents from the construction site to the surrounding community and sewers.
- C-3 Roof drainage systems must be installed so as neither to impact upon, nor cause erosion/damage to adjacent property.
- C-4 A soils report must be submitted with the building permit application.
- C-5 Additions and Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-6 Additions and Alterations to the existing structure and/or installation and/or altering of equipment therein requires a building permit. Five sets of plans, bearing the signature and seal of a design professional registered in the Commonwealth of Virginia, must accompany the written application. The plans must include all dimensions, construction alterations details, kitchen equipment, electrical, plumbing, and mechanical layouts and schematics.
- C-7 Construction permits are required for this project. Plans shall accompany the permit application that fully details the construction as well as layouts and schematics of the mechanical, electrical, and plumbing systems.
- C-8 Permission from adjacent property owners is required if access to the adjacent properties is required to complete the proposed construction. Otherwise, a plan shall be submitted to demonstrate the construction techniques utilized to keep construction solely on the referenced property.
- C-9 A wall location plat prepared by a land surveyor is required to be submitted to this office prior to requesting any framing inspection.

Recreation (Arborist):

- F-1 No specimen trees are affected by this plan.

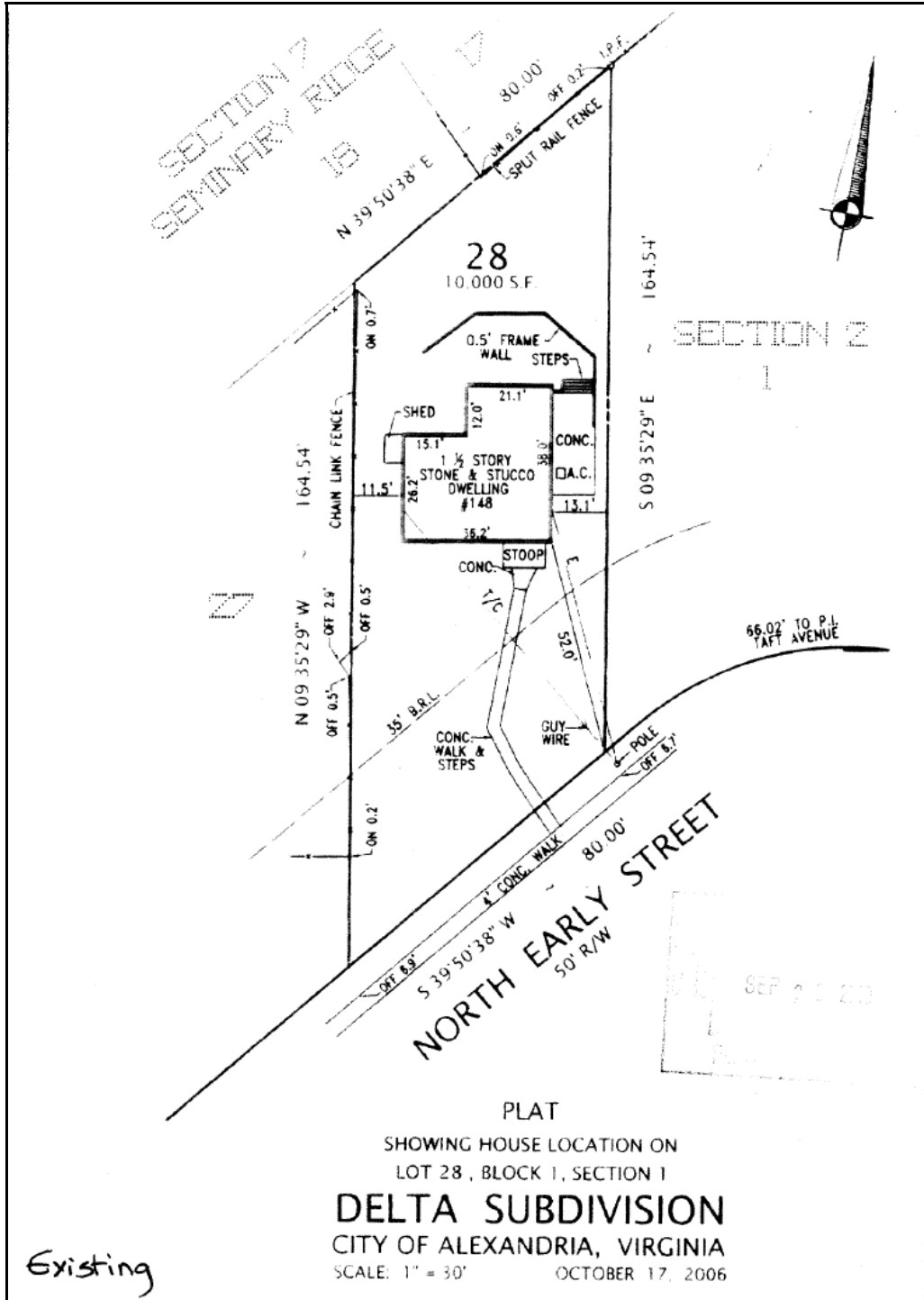
Historic Alexandria (Archaeology):

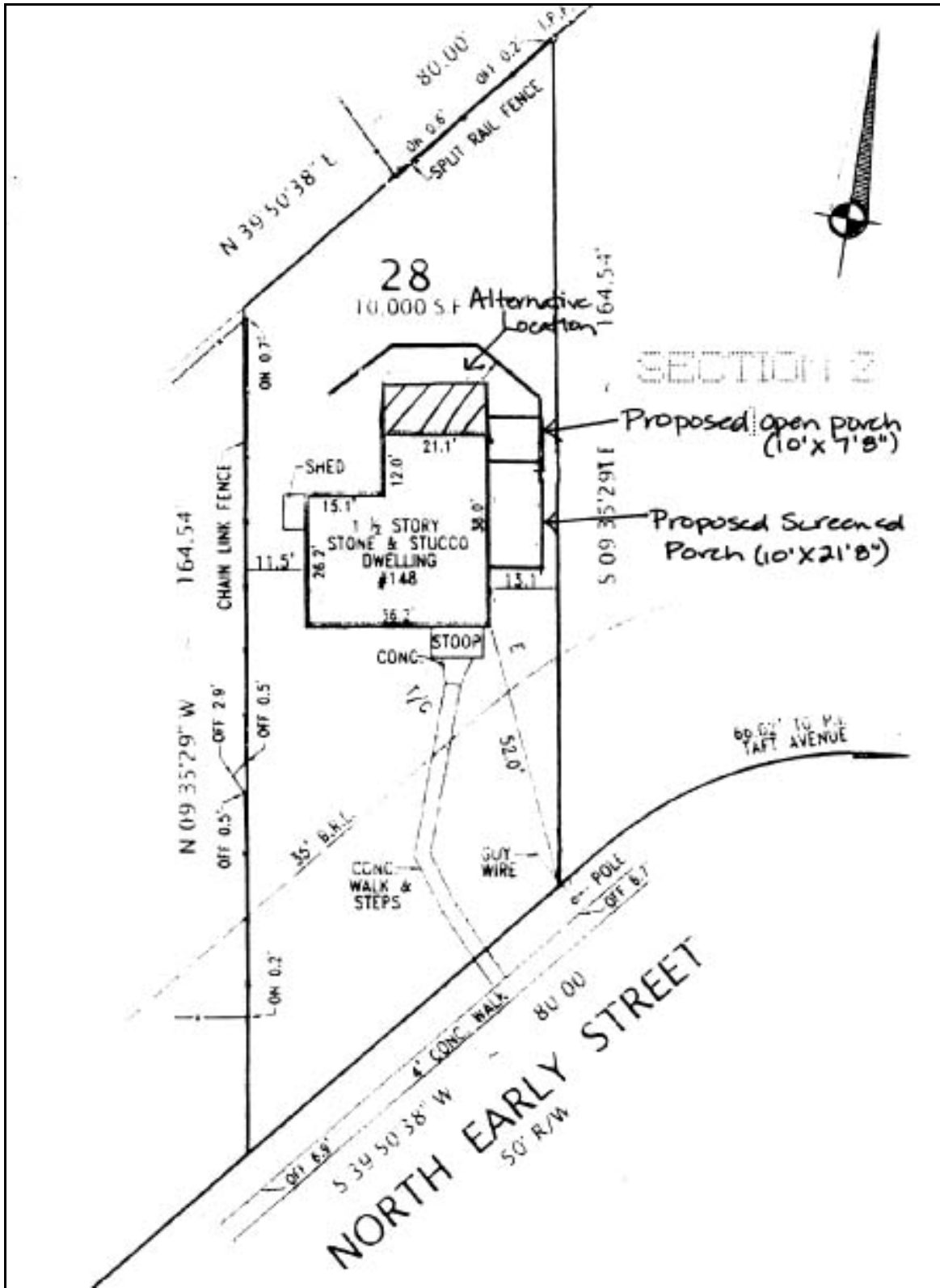
- F-1 There is low potential for significant archaeological resources to be disturbed by this project. No archaeological action is required.

Other Requirements Brought to the Applicant's Attention:

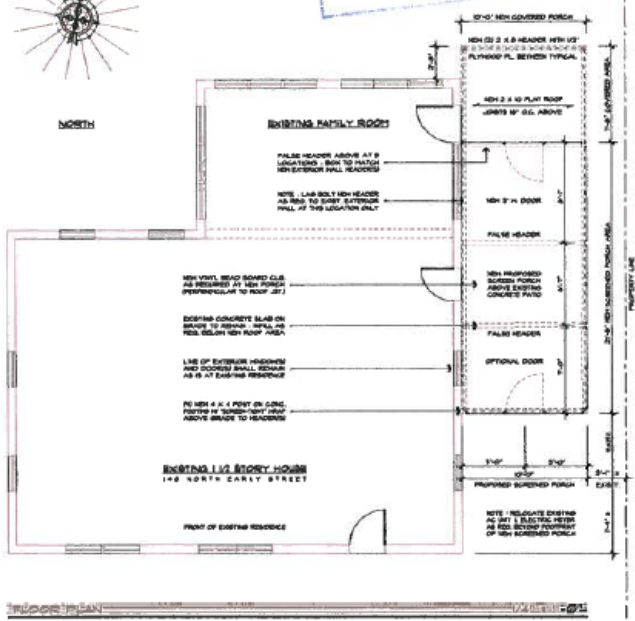
- C-1 A wall check survey plat shall be submitted to Planning and Zoning when the building footprint is in place, pursuant to Alexandria City Code section 8-1-12.

X. Images





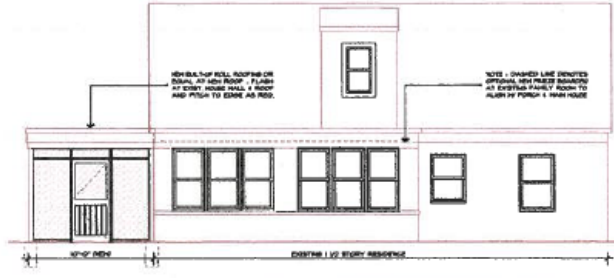
SEP 2 9 2004
PLANNING DEPT.



FLOOR PLAN 1/4" = 1'-0"



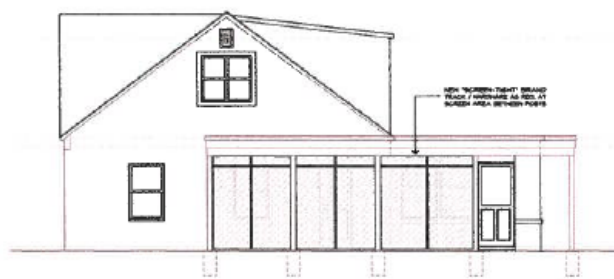
PROPOSED FRONT ELEVATION (SOUTH) 1/4" = 1'-0"



PROPOSED REAR ELEVATION (NORTH) 1/4" = 1'-0"



ELEVATION (EAST) - SCREENS REMOVED FOR CLARITY 1/4" = 1'-0"



ELEVATION (EAST) - SHOWN SCREENED AS PROPOSED 1/4" = 1'-0"

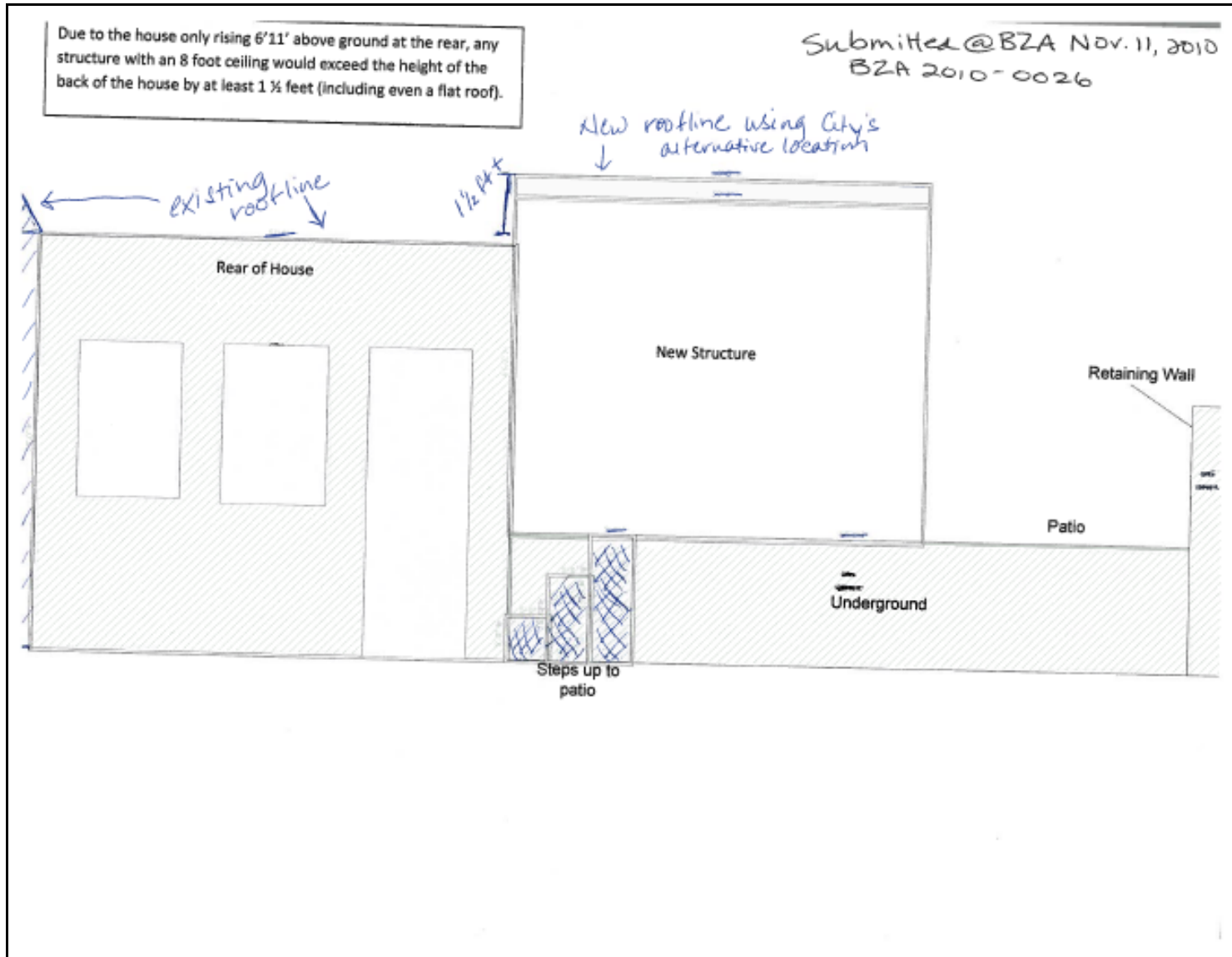
| REVISION | BY |
|----------|----|
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THE LINDGREN RESIDENCE ADDITION
148 N. EARLY STREET
ALBANY, VIRGINIA
NEW SCREENED PORCH

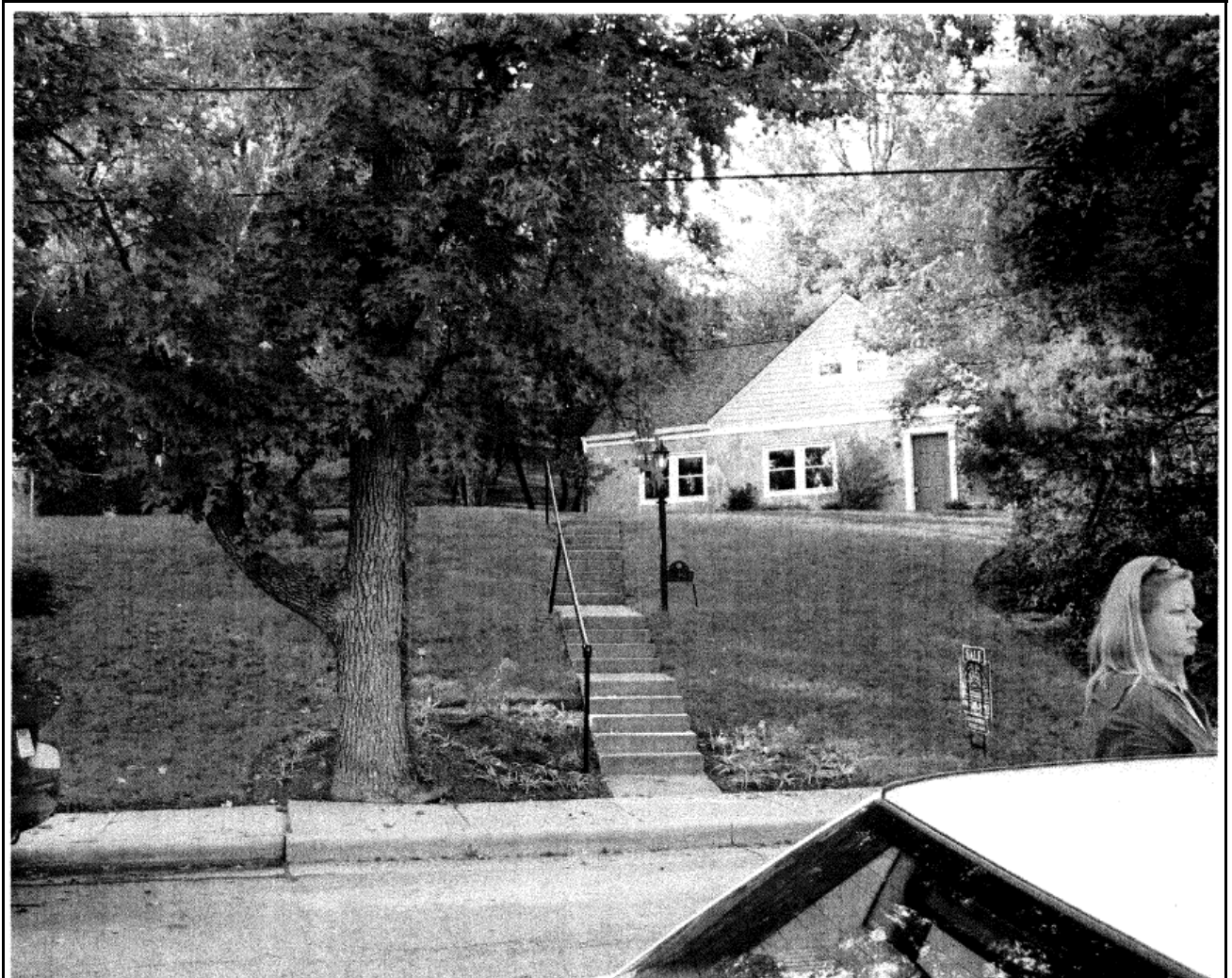
JOHN MICHAEL GALLERIES
FINE HOME DESIGN
INSPIRED BY THE PAST

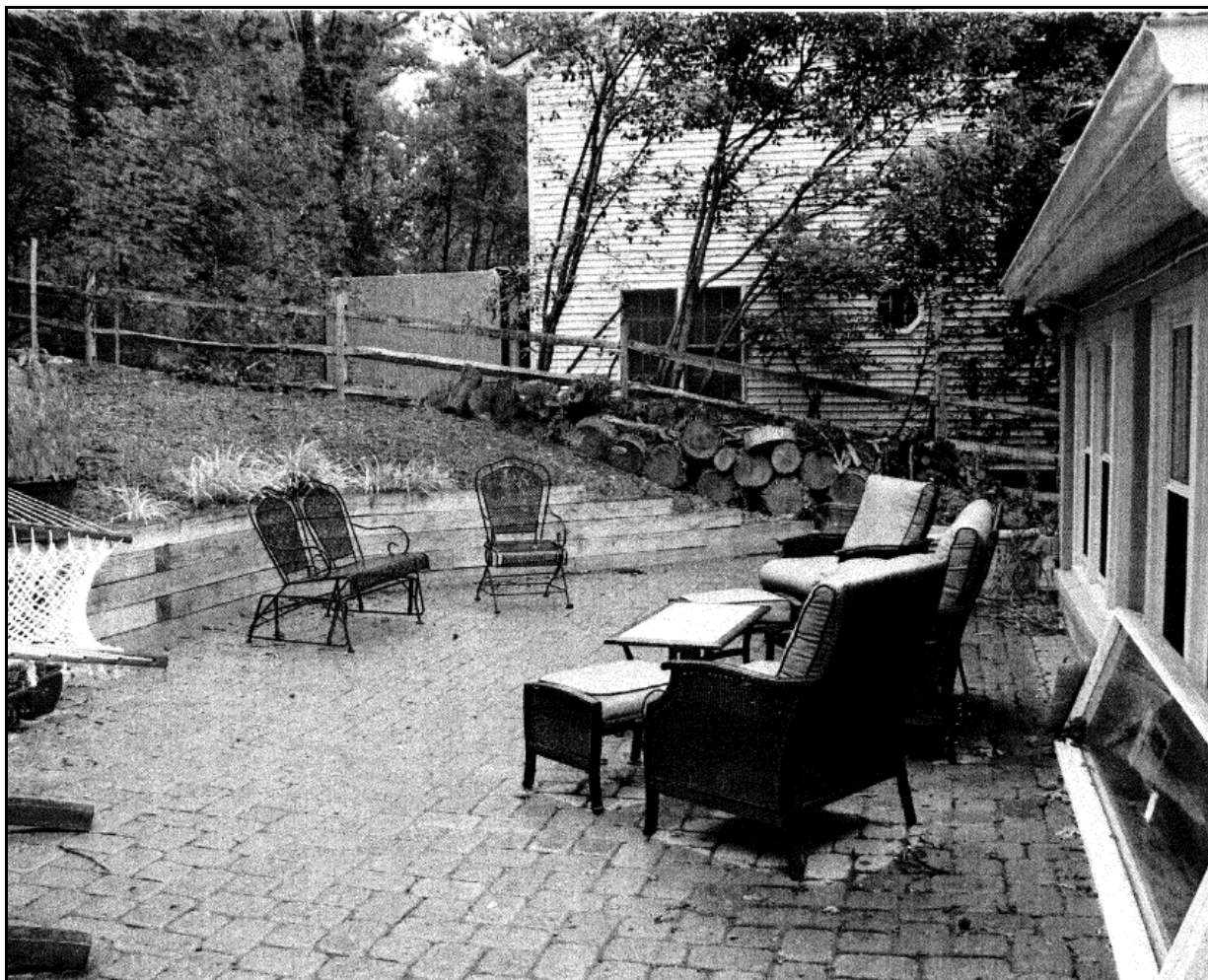
POST OFFICE BOX 546
MONTICELLO, OHIO 44081
440 - 237 - 4502

DESIGNED BY
JOHN MICHAEL GALLERIES
DATE
APRIL 2004
SCALE
AS NOTED
30000%
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File copy



**APPLICATION
BOARD OF ZONING APPEALS**

VARIANCE

Section of zoning ordinance from which request for variance is made:

Section 3-306 Bulk and open space
regulations.

PART A

- 1. Applicant: Owner Contract Purchaser Agent
 Name Denise Lindgren
 Address 148 N. Early St.
Alexandria, VA 22304
 Daytime Phone (703) 628-6670
 Email Address ds.lindgren@comcast.net
- 2. Property Location 148 N. Early St.
- 3. Assessment Map # 050.04 Block 07 Lot 15 Zone R-8
- 4. Legal Property Owner Name Denise S. Lindgren
 Address 148 N. Early St.
Alexandria, VA 22304

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

| | Name | Address | Percent of Ownership |
|----|-----------------|------------------|----------------------|
| 1. | Denise Lindgren | 148 N. Early St. | 100% |
| 2. | | | |
| 3. | | | |

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 148 N. Early St. (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

| | Name | Address | Percent of Ownership |
|----|-----------------|------------------|----------------------|
| 1. | Denise Lindgren | 148 N. Early St. | 100% |
| 2. | | | |
| 3. | | | |

3. Business or Financial Relationships. Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

| | Name of person or entity | Relationship as defined by Section 11-350 of the Zoning Ordinance | Member of the Approving Body (i.e. City Council, Planning Commission, etc.) |
|----|--------------------------|---|---|
| 1. | N/A | | |
| 2. | | | |
| 3. | | | |

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

9/29/10 Denise Lindgren *DA Sack*
 Date Printed Name Signature

Alexandria City Council

William Euille, Mayor
Kerry Donely, Vice Mayor
Frank Fannon IV
Alicia Hughes
Rob Krupicka
Redella "Del" Pepper
Paul Smedberg

Planning Commission

John Komoroske, Chair
H. Stewart Dunn, Vice Chair
Donna Fossum
J. Lawrence Robinson
Mary Lyman
Jesse Jennings
Eric Wagner

Board of Zoning Appeals

Harold Curry, Chair
Mark Allen, Vice Chair
Geoffrey Goodale
David Lantzy
Jennifer Lewis
Eric Zander
John Keegan

**Board of Architectural Review
Old and Historic District**

Thomas Hulfish, Chair
Oscar Fitzgerald, Vice Chair
Arthur Keleher
Wayne Neale
Peter Smeallie
James Spencer
John Von Senden

Board of Architectural Review

Parker-Gray District

William Conkey, Chair
Deborah Rankin, Vice Chair
Christina Kelley
H. Richard Lloyd, III
Robert Duffy
Douglas Meick
Philip Moffat

Updated 5/1/2010

Definition of business and financial relationship.

Section 11-305 of the Zoning Ordinance defines a business or financial relationship as any of the following:

- (1) a direct one;
- (2) by way of an ownership entity in which the member or a member of his immediate household is a partner, employee, agent or attorney;
- (3) through a partner of the member or a member of his immediate household;
- (4) through a corporation in which any of them is an officer, director, employee, agent or attorney or holds 10 percent or more of the outstanding bonds or shares of stock of a particular class. In the case of a condominium, this threshold shall apply only if the applicant is the title owner, contract purchaser, or lessee of 10% or more of the units in the condominium;
- (5) not as an ordinary customer or depositor relationship with a professional or other service provider, retail establishment, public utility or bank, which relationship shall not be considered a business or financial relationship;
- (6) created by the receipt by the member, or by a person, firm, corporation or committee on behalf of the member, of any gift or donation having a value of more than \$100, singularly or in the aggregate, during the 12-month period prior to the hearing on the application from the applicant.

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5. Describe request briefly:

I respectfully request to vary the requirements of the bulk and open space regulations for my neighborhood, specifically the eight foot requirement for side yards, in order to screen in an existing patio slab adjacent to the house.

6. Patio was constructed w/ original house circa 1950
If property owner or applicant is being represented by an authorized agent, such as an attorney, realtor or other person for which there is a form of compensation, does this agent or the business in which they are employed have a business license to operate in the City of Alexandria, Virginia?

Yes — Provide proof of current City business license.

N/A

No — Said agent shall be required to obtain a business prior to filing application.

THE UNDERSIGNED HEREBY ATTESTS that all of the information herein provided including the site plan, building elevations, prospective drawings of the projects, etc., are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

APPLICANT OR AUTHORIZED AGENT:

Denise Lindgren
Print Name

DS Snell
Signature

(703) 628-6670
Telephone

9/29/10
Date

Pursuant to Section 13-3-2 of the City Code, the use of a document containing false information may constitute a Class 1 misdemeanor and may result in a punishment of a year in jail or \$2,500 or both. It may also constitute grounds to revoke the permit applied for with such information.

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PART B (SECTION 11-1102)

NOTE: The Board of Zoning Appeals may grant a variance only if the applicant can demonstrate a legal hardship. A legal hardship refers to the shape and topographical conditions, or to some other unique characteristic of the property; for example, if a rear yard has sharp drop-off or hilly terrain where an addition could otherwise be located legally, or if the property has three front yards.

A legal hardship is NOT, for example, having a large family in a two-bedroom house, or that you need a first-floor bedroom and bath. (These are good personal reasons for a variance, but do not constitute a legal hardship having to do with specific conditions of the land.)

APPLICANT MUST EXPLAIN THE FOLLOWING:

(Please print clearly and use additional pages where necessary.)

1. Does strict application of the zoning ordinance to the subject property result in a hardship to the owner? (Answer A or B).

A. Explain how enforcement of the zoning ordinance will amount to confiscation of the property.

B. Explain how enforcement of the zoning ordinance will prevent reasonable use of the property.

The only viable way to add a screened porch is on the front or the side of the house, due to the rear of the house being built below ground level. Building onto the front of the house would not be in keeping with the architecture of the neighborhood and would, therefore, detract from the value of the neighboring homes.

2. Is this hardship unique to the property? **TOPAGRAHY & NARROWNESS OF LOT CREATES A LEGAL HARSHIP**

A. Explain if the hardship shared by other properties in the neighborhood.

No other properties in the neighborhood are built below ground level.

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B. Explain how this situation or condition of the property (on which this application is based) applies generally to other properties in the same zone.

It does not.

3. Was the hardship caused by the applicant?

A. Did the condition exist when the property was purchased?

Yes.

B. Did the applicant purchase the property without knowing of this hardship?

Applicant was aware of the below-ground ~~rear~~ build in the rear of the house but was unaware of the open space regulation.

C. How and when was the condition, which creates the hardship, first created?

When the house was built.

D. Did the applicant create the hardship and, if so, how was it created?

No - the hardship was created when the rear of the house was built below ground level.

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4. Will the variance, if granted, be harmful to others?

A. Explain if the proposed variance will be detrimental to the adjacent properties or the neighborhood in general.

No. The planned architecture is in keeping with the current architectural style of the home and neighborhood and, due to its planned set back and location at the top of a hill, will not be visible from the street.

B. Explain how the proposed variance will affect the value of the adjacent and nearby properties.

The addition that requires the variance will add value to our property which will add value to our neighborhood properties.

C. Has the applicant shown the proposed plans to the most affected property owners? Has that neighbor objected to the proposed variance, or has the neighbor written a letter of support of the proposed variance? If so, please attach the letter.

I have discussed my intent and proposed design with the closest neighbor to the project and she whole heartedly approves, will obtain letter for hearing.

D. Explain how the proposed variance will change the character of the neighborhood.

This variance will not change the character of the neighborhood since plans are in keeping with the current architectural style of the neighborhood.

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REVISED

DEPARTMENT OF PLANNING AND ZONING
 FLOOR AREA RATIO AND OPEN SPACE CALCULATIONS FOR
 SINGLE AND TWO-FAMILY RESIDENTIAL OUTSIDE HISTORIC DISTRICTS

A. Property Information

A1. Street Address 14 B.N. Early St. Zone R-8
 A2. 10,000 x .35 = 3500
Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

B. Existing Gross Floor Area

| Existing Gross Area * | | Allowable Exclusions | |
|-----------------------|----------------|-------------------------|----------|
| Basement | | Basement** | |
| First Floor | 1201.64 | Stairways** | |
| Second Floor | 462 | Mechanical** | |
| Third Floor | | Porch/ Garage** | |
| Porches/ Other | 60 | Attic less than 5** | |
| Total Gross * | 1723.64 | Total Exclusions | Ø |

B1. Existing Gross Floor Area *
1723.64 Sq. Ft.
 B2. Allowable Floor Exclusions**
Ø Sq. Ft.
 B3. Existing Floor Area minus
 Exclusions 1723.64 Sq. Ft.
 (subtract B2 from B1)

C. Proposed Gross Floor Area (does not include existing area)

| Proposed Gross Area* | | Allowable Exclusions | |
|----------------------|--------------|-------------------------|--|
| Basement | | Basement** | |
| First Floor | | Stairways** | |
| Second Floor | | Mechanical** | |
| Third Floor | | Porch/ Garage** | |
| Porches/ Other | 293.3 | Attic less than 5** | |
| Total Gross * | 293.3 | Total Exclusions | |

C1. Proposed Gross Floor Area *
293.3 Sq. Ft.
 C2. Allowable Floor Exclusions**
Ø Sq. Ft.
 C3. Proposed Floor Area minus
 Exclusions 293.3 Sq. Ft.
 (subtract C2 from C1)

D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 2016.94 Sq. Ft.
 D2. Total Floor Area Allowed by Zone (A2) 3500 Sq. Ft.

**Gross floor area for residential single and two-family dwellings in the R-20, R-12, R-8, R-5, R-2-5, RB and RA zones (not including properties located within a Historic District) is the sum of all areas under roof on a lot, measured from exterior walls.*

***Refer to the zoning ordinance (Section 2-145(A)) and consult with zoning staff for information regarding allowable exclusions.*

If taking exclusions other than basements, floor plans with excluded areas illustrated must be submitted for review. Sections may also be required for some exclusions.

F. Open Space Calculations Required in RA & RB zones

| | |
|---------------------|-----|
| Existing Open Space | |
| Required Open Space | N/A |
| Proposed Open Space | |

The undersigned hereby certifies and attests that, to the best of his/her knowledge, the above computations are true and correct.

Signature: Revised by Staff Date: 10/15/10