



**Human Rights Commission
Regular Meeting
February 20, 2025
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Agenda Packet Attachments

1. Agenda
2. Martha's Rules (for reference)
3. 01-16-2025 DRAFT HRC Regular Meeting Minutes
4. 02-06-2025 DRAFT HRC Work Session Minutes
5. 2024 HRC Work Plan
6. DRAFT Resolution on Gender Affirming Care

Attachment 1



**Human Rights Commission
AGENDA
Regular Meeting
February 20, 2025
In-Person Meeting
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30pm**

Please take Notice that this in-person meeting of the Human Rights Commission is for the purposes of planning, developing, and drafting management and administration documents for the Human Rights Commission. This in-person meeting will be a limited public forum to discuss the agenda items presented below and to ensure the continuity of services provided by the Commission. The Commission Chair may limit public comments or discussion points that are unrelated to agenda items or that pertain to topics outside the scope of this Agenda. This will be an in-person meeting open to the public.

Members of the public welcome to provide public comment during the "matters by the public" sections of the agenda. The Commission welcomes comments and questions and commits to listening carefully and thoughtfully to what is presented. A maximum of sixteen public comment time slots are allotted per meeting. Each speaker will have three minutes to speak. The Commission requests that members of the public refrain from engaging in personal attacks against Commissioners and staff members and asks that comments and questions focus on matters related to human rights within the City.

1. WELCOME

- a. Call to order
- b. Roll call
- c. Mission (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*

2. MATTERS BY THE PUBLIC

- a. Public Comment

3. MINUTES

- a. 01-16-2024 HRC Regular Meeting Minutes*
- b. 02-06-2025 HRC Work Session Minutes*

4. BUSINESS MATTERS

- a. Chair update
- b. OHR staff report

5. WORK SESSION

- a. Discussion of City's snow removal plan
- b. Discussion of Annual Planning Meeting
- c. Discussion of potential guests for March Work Session
- d. New business
- e. Confirmation of next Work Session on 3/6/2025

6. MATTERS BY THE PUBLIC

- a. Public comment
- b. Commission response to Matters by the Public

7. COMMISSIONER UPDATES

8. NEXT STEPS & ADJOURN

*** ACTION NEEDED**

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator at (434) 987-1267 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

Attachment 2

Martha's Rules of Order
As adopted by the HRC on February 20, 2020

1. The proposal is presented. Clarifying questions are taken.
 - a. Proposal should always be in writing.
2. Friendly amendments are offered. Discussion is allowed only on the amendments.
 - a. Amendments should be prepared in advance when possible.
3. Speakers in favor of the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
4. Speakers in opposition to the proposal present their views.
 - a. This is not a time for debate.
 - b. Time limits should be set and enforced.
5. General discussion and/or debate OR small group discussion time on the proposal is allowed.
 - a. Time limit on discussion is set by the group.
 - b. Facilitator helps group identify key issues.
 - c. Motion to table or refer is in order and requires $\frac{3}{4}$ vote.
6. First vote is taken.
 - a. People vote
 - i. In favor of the proposal, or
 - ii. Can live with the proposal, or
 - iii. Opposed to the proposal.
 - b. If a majority of those present votes "in favor" or "can live with," proceed to Step 8.
 - c. If less than a majority of those present votes "in favor" or "can live with," proposal dies.
7. Those voting in opposition are allowed to state their objections and concerns.
 - a. No discussion is allowed, only clarifying questions.
8. The second vote is taken as in Step 6.
 - a. It takes a majority of those present to override objections and pass the proposal.

Attachment 3



**Human Rights Commission
Meeting Minutes
Regular Meeting
January 16, 2025
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30 pm**

1. WELCOME

- a. CALL TO ORDER
 - i. Chair, Ernest Chambers, called the meeting to order at 6:36 pm
- b. ROLL CALL
 - i. Present
 - 1. Ernest Chambers
 - 2. Wolfgang Keppley
 - 3. Mary Bauer
 - 4. Kathryn Laughon
 - 5. Dawn Lawson
 - 6. Suzanne Lynn
 - 7. Jason Melendez
 - 8. Heather Roberson Gaston
 - 9. Elizabeth Stark
 - ii. Absent
 - 1. None
- c. MISSION (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*

2. MATTERS BY THE PUBLIC – IN PERSON ATTENDEES ONLY

- a. PUBLIC COMMENT
 - i. None
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

3. OFFICER ELECTIONS

- a. Chaired by the HRC Director during the officer elections process
- b. Nominating Committee presents slate of nominees:
 - i. Wolfgang Keppley: Chair and Vice Chair
 - ii. Heather Roberson-Gaston: Chair and Vice Chair
- c. Floor nominations:
 - i. Jason Melendez: Chair and Vice Chair
- d. Chair election
 - i. Jason makes a motion to nominate Heather for chair
 - 1. Wolfgang seconds
 - 2. Heather accepts nomination
 - 3. Vote 1
 - a. In favor: 9
 - b. Opposed: 0

- c. Abstained: 0
 - 4. Heather Roberson-Gaston becomes new Chair of the Commission
 - e. Commissioners discuss possibility of amending rules and procedures to allow for two Chairs and Vice Chairs
 - i. Outreach Specialist states that if there are three HRC members in leadership roles, additional administrative tasks will be required for meeting planning conversations pursuant to the Freedom of Information Act (FOIA)
 - 1. Commissioner agrees
 - ii. Commissioner states that having two Vice Chairs will create additional logistical workload and cause confusion
 - 1. Another commissioner agrees
 - iii. Commissioners decide to continue with current Rules and Procedures to elect one Vice Chair
 - f. Vice Chair election
 - i. Ernest makes a motion to nominate Wolfgang for Vice Chair
 - 1. Jason seconds
 - 2. Wolfgang accepts nomination
 - 3. Vote 2
 - a. In favor: 4
 - b. Opposed: 5
 - c. Abstained: 0
 - 4. Motion to elect Wolfgang as Vice Chair fails
 - ii. Kathryn makes a motion to nominate Jason for Vice Chair
 - 1. Mary seconds
 - 2. Jason accepts nomination
 - 3. Vote 3
 - a. In favor: 6
 - b. Opposed: 3
 - c. Abstained: 0
 - 4. Jason Melendez becomes new Vice Chair of the Commission
 - g. Heather begins leading meeting as new HRC Chair
- 4. MINUTES**
- a. Review of minutes from 11/21/2024
 - i. Suzanne makes motion to approve, Ernest seconds
 - ii. Vote 4
 - 1. In favor: 7
 - 2. Opposed: 0
 - 3. Abstained: 2
 - iii. Motion to approve minutes passes
 - b. Review of minutes from 12/19/2024
 - i. Jason makes motion to approve, Heather seconds
 - ii. Vote 5
 - 1. In favor: 8
 - 2. Opposed: 0
 - 3. Abstained: 1
 - iii. Motion to approve minutes passes
- 5. BUSINESS MATTERS**

- a. CHAIR UPDATE
 - i. Chair shares that she will be traveling less and therefore be more available for HRC Chair work
- b. OHR STAFF REPORT
 - i. Outreach Specialist
 - 1. Few tabling opportunities right now due to seasonal shift
 - 2. Worker Protections for Pregnancy and Lactation brochures are in the final stages of being translated
 - 3. OHR will have new ads inside all City buses in the next 1-2 weeks
 - 4. OHR postcards are in progress
 - ii. Intake Specialist
 - 1. Staff are managing incoming intakes well
 - iii. Director
 - 1. City Council will review proposed amendments to the Charlottesville Human Rights Ordinance at their upcoming meeting to become eligible to enter the Housing and Urban Development Fair Housing Assistance Program
 - 2. 2024 Annual Report is in progress
 - a. Director notes that there is an error in the data provided in the OHR Monthly Reports, and it will be corrected in the 2024 Annual Report

6. WORK SESSION

- a. ACTION UPDATES
 - i. Director states that both of HRC's recommendation letters to Council have been signed and sent
 - 1. Commissioner states that Delegate Katrina Callsen and Senator Creigh Deeds put in a request for the Virginia Department of Housing and Community Development (DHCD) to utilize a portion of its budget surplus to fund a pilot program in Charlottesville to provide free legal representation for tenants facing eviction
 - a. Director states that this may dovetail with the HRC's recommendation to City Council regarding an effective right to counsel program
 - b. Director clarifies that the HRC and its Commissioners cannot directly advocate to state legislators but can make recommendations to City Council regarding state legislation
 - ii. Commissioner asks if it would be appropriate for HRC to write a letter to City Council with a recommendation to hire staff in the City Attorney's Office for the purpose of increasing the City's ability to advocate for state legislation
 - 1. Director shares that hiring is in progress, but it is a long process
- b. WORK PLAN CHECK IN
 - i. Commissioners confirm date for Annual Planning Meeting on March 22, 2025 from 11:30am-4pm at CitySpace
- c. NEW BUSINESS
 - i. Commissioner shares concern about the impact of snow and ice on

accessibility of sidewalks

1. Commissioner questions equitability of City's plowing prioritization
 - a. Another commissioner shares that Livable Cville has an existing letter suggesting that the City apply its existing equity plan for sidewalk to snow pre-treatment and clearing practices
2. Commissioners discuss City's enforcement of existing ordinance requiring homeowners to clear sidewalks
3. Commissioner suggests that the HRC either draft a letter or review and consider supporting the Livable Cville letter

ii. Commissioner asks if HRC would like to consider an additional letter in support of a low-barrier shelter on Cherry Avenue

d. The HRC will hold a Work Session on 02/06/2025

7. MATTERS BY THE PUBLIC – IN PERSON AND VIRTUAL ATTENDEES

- a. PUBLIC COMMENT
 - i. None
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

8. COMMISSIONER UPDATES

- a. Commissioner expresses gratitude to Ernest Chambers and Wolfgang Keppley for their service as Chair and Vice Chair

9. NEXT STEPS

- a. All commissioners
 - i. Encourage people to apply to be on the HRC! Deadline is February 1st at 5pm
- b. Heather
 - i. Compile and share updated information and news articles related to shelter on Cherry Avenue

10. ADJOURN

- a. Meeting adjourned at 7:58pm

Attachment 4



**Human Rights Commission
Meeting Minutes
Work Session
February 6, 2025
City Space, 100 5th Street NE, Charlottesville, VA 22902
6:30 pm**

1. WELCOME

- a. CALL TO ORDER
 - i. Chair, Heather Roberson Gaston, called the meeting to order at 6:35 pm
- b. ROLL CALL
 - i. Present
 - 1. Heather Roberson Gaston
 - 2. Jason Melendez
 - 3. Ernest Chambers
 - 4. Wolfgang Keppley
 - 5. Suzanne Lynn
 - 6. Elizabeth Stark
 - ii. Absent
 - 1. Mary Bauer
 - 2. Dawn Lawson
- c. MISSION (recited by all): *Act as a strong advocate to justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights.*

2. MATTERS BY THE PUBLIC

- a. PUBLIC COMMENT
 - i. None
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

3. WORK SESSION

- a. Commissioners discuss sidewalk accessibility during winter weather
 - i. Livable Cville has sent a letter to City Council requesting that the City use its existing equity plan (intended originally to prioritize sidewalk construction and improvements in certain areas) to remove snow in a timely and equitable way
 - 1. Commissioner suggests that HRC could use this letter as a starting point for another letter to City Council
 - 2. Commissioner suggests that the HRC recommend that City Council create a fund in the budget for addressing these concerns
 - 3. Another commissioner suggests sending an email to City Council endorsing the letter from Livable Cville and proposing that Council increase the appropriate funding to allow for snow removal to be done in accordance with the City's sidewalk equity plan

- a. Commissioners discuss whether this would be needed each year given the inconsistent snowfall
 - i. Commissioner suggests that the HRC make a recommendation to develop a plan for how to remove snow from sidewalks in an equitable way which can be used as needed
 - ii. Commissioner suggests meeting with City employees in Public Works for more information about the current snow removal process
 - 1. Another commissioner suggests meeting with the City's ADA Coordinator to discuss connections to ADA transition plan and other ADA accessibility work
- b. Commissioners discuss proposed low-barrier shelter on Cherry Avenue
 - i. Commissioner shares that Senator Deeds worked with the City Manager and Council to include \$1.5 million in the proposed state budget to be used for a low-barrier shelter in Charlottesville
 - ii. Commissioners discuss need for shelter to be accessible to all demographics, including gender minorities, people with disabilities, families, people with limited English proficiency, and others
 - 1. Commissioner states that this is an important requirement and must continue to be a priority if legal protections for these groups change in the future
 - 2. Commissioner agrees that City must commit to upholding its values and the Human Rights Ordinance regardless of the organization managing the proposed shelter
 - iii. Commissioners discuss definition of "low-barrier shelter" as it applies to the proposed Cherry Avenue shelter
 - 1. Commissioner suggests that the City should maintain a clear and consistent definition of "low-barrier shelter"
 - 2. Commissioner states that "low-barrier" is generally defined by a locality's Continuum of Care
 - iv. Commissioner suggests that it may be helpful to talk to the City Manager to ask about the most helpful role for the HRC to play in this process, because there may be more impactful actions to take than writing another letter to City Council
 - v. Commissioner suggests inviting Shayla Washington at Blue Ridge Area Coalition for the Homeless, new Director of The Haven, and new Director of PACEM to speak with HRC
 - 1. Commissioner suggests asking these guests about critical elements of low-barrier shelter
 - 2. Another commissioner suggests including Cathy at Monticello Area Community Action Agency (MACAA)
 - 3. Commissioners plan to invite the above guests to their Regular Meeting on February 20th, 2025
 - vi. Commissioner encourages HRC to prioritize supporting the City Manager's proposal rather than focusing too heavily on the definition of "low-barrier"
 - vii. Commissioner acknowledges that there have been concerns raised by community members, but affirms that opening a shelter would improve safety for all community members

4. MATTERS BY THE PUBLIC

- a. PUBLIC COMMENT
 - i. None
- b. COMMISSION RESPONSE TO MATTERS BY THE PUBLIC
 - i. None

5. COMMISSIONER UPDATES

- a. Commissioner asks if the HRC would like to consider issuing a statement about the University of Virginia (UVA) decision to stop providing gender affirming healthcare to the community
 - i. Commissioner suggests statement regarding UVA's deterioration of protection for several protected groups
 - ii. Commissioner expresses concern around the potential for UVA to harm additional protected classes of individuals due to perceived risk of losing federal funding in the future
 - 1. Another commissioner disagrees with this statement
 - iii. Commissioners discuss possibility of hosting a Town Hall on this topic
 - 1. Suggested participants to invite include UVA President Jim Ryan, leadership at UVA Health, private providers of gender affirming care, and members of community impacted by this decision to speak with commissioners
- b. Commissioners discuss whether there will be a need for HRC to be involved in conversations around schools and immigration enforcement
- c. Commissioner asks how HRC poll is promoted and encourages other commissioners to share poll directly with their networks
- d. Commissioners discuss the format of HRC meetings and whether or not to continue posting recordings of meetings online
 - i. Director suggests drafting a resolution to codify the HRC's publicity policy and commissioners discuss this option
- e. Commissioner shares upcoming Regional Housing Summit on March 13th hosted by Thomas Jefferson Planning District Commission (TJPDC)
 - i. Director states that commissioners who would like to attend can reach out to staff for cost of attendance to be covered
 - ii. Commissioner suggests requesting TJPDC waive entry fee for commissioners
- f. Commissioner shares upcoming Learning from LGBTQ+ Community event on February 2/8 and encourages commissioners to attend

6. NEXT STEPS

- a. Kathryn and Wolfgang
 - i. Work on sidewalk snow removal letter
- b. Todd
 - i. Contact City staff regarding meeting about snow removal procedures
- c. Wolfgang
 - i. Reach out to individuals that may be interested in participating in Town Hall
- d. Todd & Elizabeth
 - i. Reach out to Shayla, Cindy, and Owen to request dialogue
 - 1. Options: join February Regular Meeting in person or virtually, have an individual meeting with a commissioner
- e. Heather, Jason, Todd, and Lily

- i. Draft resolution regarding meeting publicity
 - f. All commissioners
 - i. Consider other potential housing advocates to contact for more information related to proposed shelter on Cherry Avenue
- 7. **ADJOURN**
 - a. Meeting adjourned at 8:10pm

Pending HRC Approval

Attachment 5

**Human Rights Commission
Annual Focus Areas, Goals, & Work Plan
March 2024 – February 2025**

Primary Focus Area(s):

1. Housing
 - a. Homelessness
 - i. City policies
 1. Shelter
 2. Wraparound services
 - ii. Expert panel and fact gathering to determine current trends
 - b. Systemic Barriers
 - i. Restrictive housing access policies based on criminal records
 - ii. Excessive rental costs
 - iii. Excessive application fees
 - iv. Source of funds
 1. Rents for market rate units above HUD voucher payment standards
 2. Rental properties in states of disrepair that can't pass HUD voucher inspections

Secondary Focus Area(s):

1. Legislative recommendation
 - a. Removing voter exclusion from state constitution
 - b. Rental application fees
 - c. Rental registry
 - d. Proactive rental inspections
 - e. Legal representation for people facing eviction
 - f. Anything housing related the emerges from primary focus areas
 - g. Amplifying local food justice initiatives
2. Ally/Safe Space training program development – to be considered in 2025
3. Reparations – to be revisited in December
 - a. Public discussion to determine public interest and priorities of impacted communities

Annual Goals and Ordinance Alignment

Consider developing goals that align with the primary and secondary focus areas, where applicable.

Goals	Human Rights Ordinance Alignment
Adopt an amended draft of the Charlottesville Human Rights Ordinance for presentation to City Council by June 2024.	• Sec. 2-433. (a) Individual Assistance • Sec. 2-433. (d) Federal Workshares • Sec. 2-433. (f) Commission Policies • Sec. 2-439.1. Enforcement Authority

Complete public hearing training following the adoption of the revised Charlottesville Human Rights Ordinance.	• Sec. 2-433. (a) Individual Assistance • Sec. 2-433. (d) Federal Workshares • Sec. 2-433. (f) Commission Policies • Sec. 2-439.1. Enforcement Authority
Plan and hold a public panel with experts in housing to focus on homelessness (shelter and wraparound services) and barriers to entering stable housing during the June 6, 2024 HRC Work Session.	• Sec. 2-433. (b) Awareness and Guidance • Sec. 2-433. (d) Federal Workshares • Sec. 2-434. Community dialogue and engagement
Submit policy recommendations to City Council pertaining to housing issues by October. <i>Note: budget-related recommendations should be made by October 2024 for fiscal year 2026.</i>	• Sec. 2-433. (c) City Policies • Sec. 2-435. Systemic Issues
Submit a letter with legislative recommendations focused on homelessness and systemic barriers to housing to City Council by August 20, 2024.	• Sec. 2-433. (e) Legislative Program

March 2023 – February 2024 HRC Work Plan

Actions should support the goals identified above.

Month	Actions
March	• Annual Meeting (3/9)
April	• Work Session (4/4: Carver Rec.) ◦ Finalize 2024 Annual Goals and Work Plan • Regular Meeting (4/18: City Space) ◦ Training: FOIA/COIA/VPRA ◦ Expert panel planning discussion • Actions Between Meetings ◦ June expert panel outreach (OHR staff to work with Chair and Vice Chair to identify panelists) -- DONE ◦ Prepare draft ordinance for review – DONE
May	• Work Session (5/2: City Space) ◦ Review proposed ordinance amendments • Regular Meeting (5/16: City Space) ◦ (Open) • Actions Between Meetings ◦ Finalize June expert panelist list - DONE ◦ Outreach for July Legislative agenda expert panel – Staff working on this ◦ Commissioners talk to individuals in the community regarding work done on reparations – Chair will work on this ◦ OHR staff will collaborate with partners to develop Ally/Safe Space training – in progress ◦ Chair and OHR staff prepare to present CY2023 annual report to Council - DONE

Month	Actions
June	• Work Session (6/6: Carver Rec.) ◦ Expert Panel: Housing, homelessness, and wraparound services. - DONE • Regular Meeting (6/20: City Space) ◦ Proposed: Adopt ordinance amendments – DONE ◦ HRC Research Presentation (Ginny Helmandollar) - DONE • Actions Between Meetings ◦ June 3: Present CY2023 Annual Report to Council (Chair and Director) - DONE ◦ Tentative: VAHR Conference
July	• Work Session (CANCELED) ◦ (Note: the first Thursday in July is July 4th) • Regular Meeting (7/18: City Space) ◦ Expert Panel: Focus Area Legislative Priorities - DONE • Actions Between Meetings ◦ Proposed: Present Ordinance Revisions to Council - DONE ◦ OHR staff finalize training opportunities for HRC public hearings – pending ordinance changes
August	• Work Session (8/1: City Space) ◦ Draft legislative recommendations • Regular Meeting (8/15: City Space) ◦ Proposed: Adopt legislative recommendations - DONE ◦ Revisit HRC annual calendar • Actions Between Meetings ◦ Proposed: Present Legislative Recommendations to Council - SENT
September	• Work Session (9/5: City Space) ◦ Tentative: Public Hearing training - Postponed • Regular Meeting (9/19: City Space) ◦ Discuss focus area City policy recommendations based on earlier panels and research • Actions Between Meetings ◦ Amend HRC Rules & Procedures regarding elections and language around annual meetings
October	• Work Session (10/3: City Space) ◦ Fill in remaining months of 2024 HRC Work Plan ◦ City policy recommendations • Regular Meeting (10/17: City Space) ◦ Form Officer Nomination Committee ◦ Finalize policy recommendations for submission to City Council • Actions Between Meetings ◦ Submit additional recommendations to Council ◦ Nominating Committee begins nomination process ◦ Staff prepare redacted case file for Case 2020-2 for 10/17 agenda packet ◦ HRC reviews Case 2020-2 case file ahead of public hearing vote during 11/7 work session
November	• Special Meeting (11/7: City Space) ◦ Vote on whether to hold public hearing on Case 2020-2 - DONE • Regular Meeting (11/21: City Space) ◦ Finalize effective right to counsel letter • Actions Between Meetings ◦ Nomination committee will send out a call for nominations

Month	Actions
December	• Work Session (12/5: City Space) ◦ Public Hearing preparation with City Attorney's Office (tentative) • Regular Meeting (12/19: City Space) ◦ Officer Nominations ◦ Amend Rules & Procedures to reflect new election timeframe ◦ Review amended Charlottesville Human Rights Ordinance • Actions Between Meetings ◦ Chair to provide update on reparations ◦ Vice Chair to send out Doodle poll for date for annual meeting in March
January	• Work Session (1/2: City Space) • Regular Meeting (1/16: City Space) ◦ Officer elections ◦ Plan date for Annual Meeting in March • Actions Between Meetings
February	• Work Session (2/6: City Space) • Regular Meeting (2/20: City Space) ◦ Planning for Annual Meeting • Actions Between Meetings

Attachment 6

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