



City of Hutto

Agenda

Historic Preservation Commission Wednesday, September 25, 2024 at 6:00 PM Council Chambers

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Please fill out required registration form before meeting. Public comment is limited to 3 minutes. City Council can not talk about any items not on the agenda per state law. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on September 25, 2024. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. AGENDA ITEMS

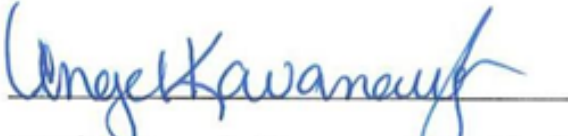
- 4.1. Consideration and possible action on the meeting minutes from the regular scheduled Historic Preservation Commission meeting held on June 26, 2024.
- 4.2. Consideration and possible action on the Certificate of Appropriateness request for windows and a fence at 305 East Street. The 8ft portion of the fence, if HPC deems it to be appropriate, would still require variance approval which can only be granted by the Zoning Board of Adjustment.
- 4.3. Discussion on the Historic Preservation Commission powers and duties as listed in the Code of Ordinances.
- 4.4. Discussion on the History of Hutto website.
- 4.5. Discussion on possible historical preservation month activities.
- 4.6. Presentation of a report on the Chamber of Commerce meeting, Rotary Club meeting, Writing Committee update and next steps, Texas Treasures, budget proposal for FY2025, and a school district meeting.
- 4.7. Possible Future Agenda Items
- 4.8. Discussion on a contributing structure for sale on Taylor Street.

5. ADJOURNMENT

6. CERTIFICATION

I certify that this notice of the September 25, 2024 Hutto Historic Preservation Commission meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on September 20, 2024 before 5:00 P.M.




Angel Kavanaugh, Management Assistant

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at City.Secretary@huttox.gov or call (512) 759-4033 for assistance.

AGENDA ITEM REPORT

4.1.



To: Historic Preservation Commission
Subject: Consideration and possible action on the meeting minutes from the regular scheduled Historic Preservation Commission meeting held on June 26, 2024.
Meeting: Wednesday, September 25, 2024
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Historic Preservation Commission Meeting minutes 6.26.2024



City of Hutto

Minutes

**Historic Preservation Commission
Wednesday, June 26, 2024 at 7:00 PM
City Council Chambers**

1. CALL SESSION TO ORDER

Historic Preservation Commission meeting was called to order at 7:18 PM

2. ROLL CALL

Historic Preservation commission members in attendance were: Robert Lykins, Jon Stephenson, Alexis Ortiz . DeAnne Worley, Ray Alba and Norman Delay were not in attendance

3. PUBLIC COMMENT

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes. Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on June 26, 2024. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

There were no public comments

4. AGENDA ITEMS

- 4.1. Discussion and possible action on possible historic marker alternatives on eligible buildings in the historic district.

A motion was made by Commissioner Alexis Ortiz to keep medallion project on the agenda and meet with Rotary on their idea. Seconded by Commissioner Robert Lykins, motion passed 4 Ayes to 0 Nays. Texas treasure medallions are for businesses operating 50+ years.

- 4.2. Discussion and possible recommendation on collaboration with downtown business alliance regarding a partnership on ideas for historic preservation month.

Commissioner Jon Stephenson made a motion to meet with Chamber and DBA for begin discussion s on collaborating, seconded by Commissioner Robert Lykins. Motion passed 4 Ayes to 0 Nays.

- 4.3. Discussion and possible recommendation on the promotion of the history writing project.

A motion was made by Commissioner Alexis Ortiz to send out Commissioner Stephensons proffered wording on the new history page online/website,seconded by Commissioner Robert Lykins. Motion passed 4 Ayes to 0 Nays

- 4.4. Discussion and update on the old train depot building.

Commissioner Robert Lykins expressed his displeasure of not saving the building and questioned if the community even supports Historic Preservation. No vote needed

5. ADJOURNMENT

The meeting closed at 8:06 PM

6. CERTIFICATION

I certify that this notice of the June 26, 2024 Hutto Historic Preservation Commission meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on June 21, 2024 before 5:00 P.M.

Historic Preservation Commission Chair

AGENDA ITEM REPORT

4.2.



To: Historic Preservation Commission
Subject: Consideration and possible action on the Certificate of Appropriateness request for windows and a fence at 305 East Street. The 8ft portion of the fence, if HPC deems it to be appropriate, would still require variance approval which can only be granted by the Zoning Board of Adjustment.
Meeting: Wednesday, September 25, 2024
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

This is a request for a Certificate of Appropriateness for a new fence and window replacement for the site located at 305 East Street.

The Historic District was created based on the limits of the original Hutto 1911 plat. Specifically, the code states, "Old Town Hutto has an historic, existing character that shall be preserved by rehabilitation of existing significant buildings. In addition, new and infill construction in the district shall reflect the character of the district during its historic period of significance".

Surrounding uses:

- North – OT-3 (Residential) - Residential
- East – OT-4T (Transition) - Vacant
- South – OT-4T (Transition) - Residential
- West – OT-4T (Transition) - Residential

COA Applicability

A certificate of appropriateness is required for certain types of alterations and changes to historic structures and sites, to help ensure historic preservation goals and objectives are being met. New construction is subject to the architectural guidelines in the Hutto SOAR 2040 Plan and the standards of the Form Based Code section of the Unified Development Code. Fences are considered new construction and therefore require a Certificate of Appropriateness, with the exception of certain fence types in the OT-3 district. Exterior changes to contributing structures, including new doors, window shutters, awnings, and railings, also require HPC approval.

SUMMARY OF REQUEST:

The residential site located at 305 East Street is currently zoned OT-4T (Transition) and is a contributing structure. The applicant is proposing to replace the current wood fence (opaque fence) with a wood privacy fence, along with replacing the existing windows on the structure that are in need of repair.

AGENDA ITEM REPORT

4.2.



The applicant is proposing to replace the existing fence with a wood privacy fence. The applicant has stated that the fence will be 6 feet tall, as it currently stands, and the applicant will be using the existing wood planks to create the privacy fence. The applicant is requesting that the front portion of the fence (facing East Street) be 8 feet tall, which will help create more privacy as the master bedroom window can be seen. The request for the fence is due to the fence not being a privacy fence and the fence needs to be level and straightened out. This request will need approval from the Historic Preservation Commission and approval for the variance request from the Zoning Board of Adjustment.

In addition to the fence request, the applicant is also proposing to replace the windows in need of repair with a like for like change. The windows are specifically designed to look like the original windows and will be installed to resemble the existing windows.

STAFF REVIEW:

Staff recommends approval of the proposed Certificate of Appropriateness for the fence and windows at 305 East Street.

FISCAL NOTES:

None with this item.

POLICY IMPLICATIONS:

ATTACHMENTS:

1. zoning map
2. contributing structure map
3. survey with window replacement locations
4. Window
5. back window replacement
6. front window
7. porch window 2
8. porch window
9. side window 2
10. side window 3
11. side window
12. back window
13. rear window
14. back fence
15. front fence
16. front fence 2

AGENDA ITEM REPORT

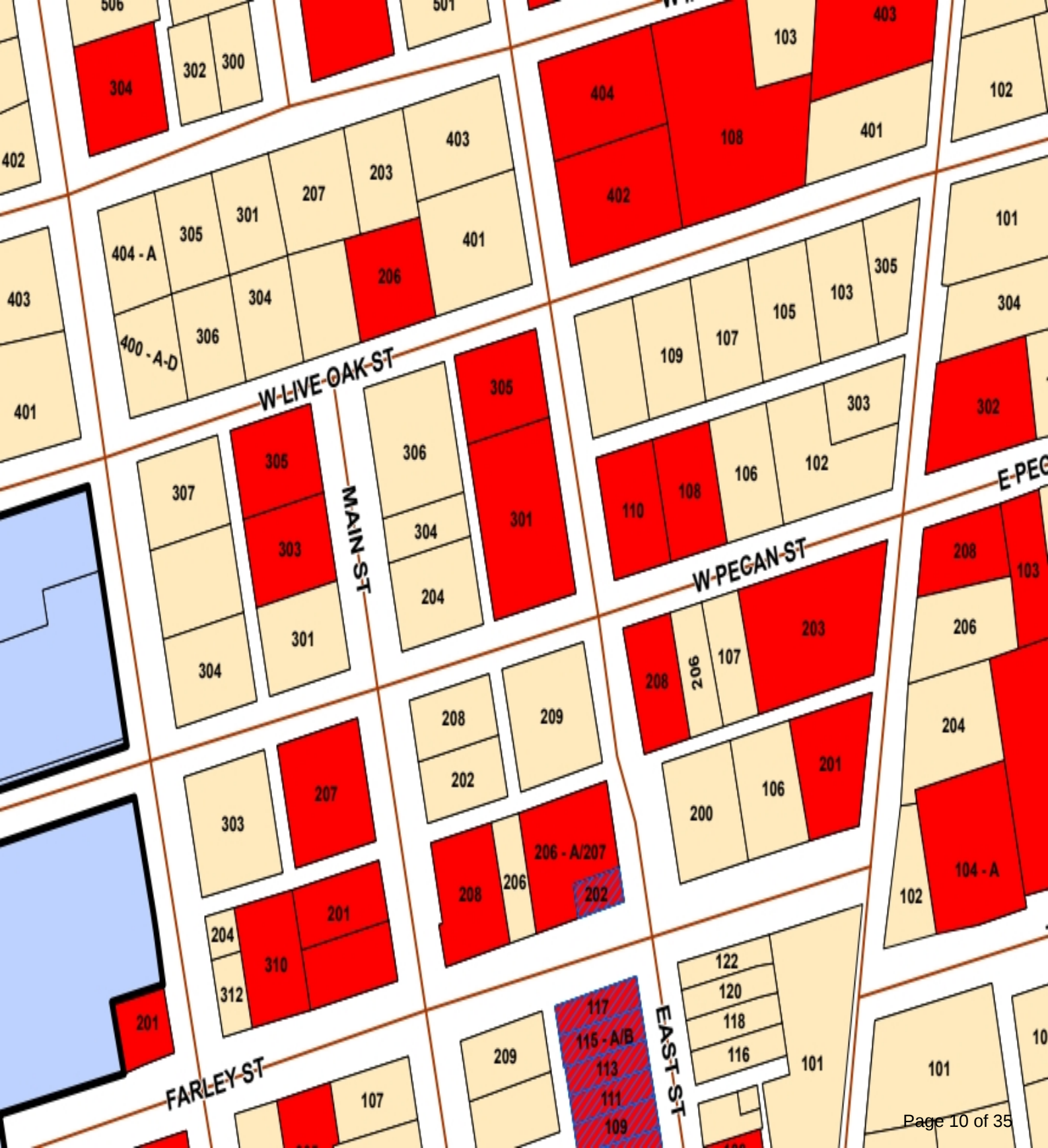
4.2.



-
17. side fence 2
 18. side fence 3

HuttoView





TITLE SURVEY



SCALE: 1" = 30'

*YIELD-

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PLATE 1

0146-1676/97/0005-0000\$05.00/0

陈西康著 陈西康译

SCALE: 1" = 120'

ALLEY

© 1999 Blackwell Science Ltd, *Journal of Internal Medicine* 245: 399–406

LOT 4
BLOCK 11

LOT 3
BLOCK 11

James L. Fuller

LIVE OAK STREET

1. *Journal of the American Medical Association* 274:152
 2. *Journal of the American Medical Association* 274:152

*HOLD TO *HOLD
N 55°00'00" W 382.64'
N 55°00'00" W 381.84'

© Springer-Verlag 1995. Printed in Germany.

EAST STREET
(1871-1872)

INSTITUTE OF VETERINARY MEDICINE AND ANIMAL CLINIC

ALABAMA ALA10007477LH

ALAMO TITLE COMPANY

ALASKA TITLE COMPANY
600 WARD AVENUE, SUITE 100, ANCHORAGE, ALASKA 99501
781-2222

11152019-12-19

PROPERTY ADDRESS: 309 East Street

are then

James Williamson 1914 Times

Keywords: Halfway Addition To Home, Lot 4, Block 11

LEGAL DESCRIPTION: LOT 4, BLOCK 11, RAILROAD ADDITION TO HUTTLE as addition is and to the City of Harts, Williamson County, Tennessee according to the map or plat thereof recorded in Volume 51, Page 251, Deed Record of Williamson County, 1910.

(continued from page 10) Stephen Fuller and Janice Fuller

[illegible]

Leo Bond Land Surveying

1211 East Pine Street
Burlington, Texas 76012
(817) 329-6877

Lee J. Bird November 18, 2011
Lee J. Bird, S.P.L.S. 2486
Texas Registered Professional Land Surveyor
Registration No. 27602





101 Room 1

Acclaim™ Double-Hung (DG) - 29.00W x 78.00H































AGENDA ITEM REPORT

4.3.



To: Historic Preservation Commission
Subject: Discussion on the Historic Preservation Commission powers and duties as listed in the Code of Ordinances.
Meeting: Wednesday, September 25, 2024
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. City of Hutto, TX Powers and duties_

City of Hutto, TX
Wednesday, August 21, 2024

Chapter 2. Administration and Personnel

ARTICLE 2.02. BOARDS, COMMISSIONS AND AUTHORITIES

Division 6. Historic Preservation Commission

§ 2.02.151. Creation.

- (a) The historic preservation commission members shall consist of seven members that serve three-year terms.
- (b) The city will designate a member of development services staff to act as liaison of the historic preservation commission. The liaison may in an advisory capacity participate in discussions, but has no right to vote. The liaison of the historic preservation commission will also serve as the local preservation officer and fulfill all duties as may be required under any certified local government agreement with the state historical commission.
- (c) Historic preservation commission members should, to the extent reasonably possible, have a demonstrated outstanding interest in the historic traditions of the city and have experience in the preservation of the historic character of the city. City council will try, to the extent reasonably possible, to appoint members from the following categories:
 - (1) Architect, planner or design professional; historian.
 - (2) Licensed real estate broker/appraiser; attorney at law.
 - (3) Archaeologist or member of a related scholarly discipline.
 - (4) Member of chamber of commerce (either the chamber president or a member designated by the chamber president).
- (d) Texas Secretary of the Interior Standards for Rehabilitating Historic Buildings, approved by the state historical commission, serves as a guideline for decisions made by the historic preservation commission.

(Ordinance O-18-07-05-8B adopted 7/5/18)

§ 2.02.152. Powers and duties.

The historic preservation commission will:

- (1) Adopt rules and procedures for its governance.
- (2) Establish committees as needed.
- (3) Consider and recommend designation of a historic district or historic landmark.

- (4) Consider and render decisions on certificates of appropriateness and demolition requests in designated historic districts.
- (5) Conduct and administer historic resource surveys.
- (6) Develop public outreach/education/awareness programs.
- (7) Recommend acquisition of endangered historic resources to city council when necessary.
- (8) Recommend acceptance of donations of preservation easements.
- (9) Submit an annual report to city council and the mayor on the status of preservation in the community and on the work of the historic preservation commission.
- (10) Recommend tax or other financial incentives to encourage preservation of historic resources.
- (11) Prepare and promote design guidelines for historic landmark districts.
- (12) Make an annual report to the city council showing the activities of the commission for the current year.

(Ordinance O-15-01-22-7C adopted 1/22/15)

§ 2.02.153. Initiation of requests.

Development services staff, the city manager, city council, and the planning and zoning commission may make a request requiring historic preservation commission consideration.

(Ordinance O-15-01-22-7C adopted 1/22/15)

§ 2.02.154. Appeals.

The historic preservation commission is an administrative body. The applicant or city may appeal decisions to city council.

(Ordinance O-15-01-22-7C adopted 1/22/15)

§ 2.02.155. through § 2.02.180. (Reserved)

AGENDA ITEM REPORT

4.4.



To: Historic Preservation Commission
Subject: Discussion on the History of Hutto website.
Meeting: Wednesday, September 25, 2024
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

Attached is the draft History of Hutto page that was also sent out via email at the end of August.

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Media Campaign Plan for Our City by HPC

Media Campaign for "Our City: From Prehistoric Times to 1876"

Campaign Duration: June 1, 2024 – June 30, 2024

Posting Frequency: Once a week

Media Contact: Shay Jung

Communications, City of Hutto

Email: hutttocomm@huttotx.gov

Month 1: June

Week 1: Announcement Post

Platform: Facebook, Instagram, Hey Hutto (Enewsletter to 10k subscribers), Press Release

Content:

"Exciting news! The Historic Preservation Commission's book, 'Our City: From Prehistoric Times to 1876,' is now available. Dive into Hutto's rich history, from the earliest settlers to the impact of the railroad. Explore the full story on the city's website. #HuttoHistory

Week 2: Interview with Hutto's Local Historian

Platform: Facebook, Instagram

Content:

"Meet the dedicated volunteers behind 'Our City: From Prehistoric Times to 1876.' Get to know Jon Stephenson, one of the passionate authors who brought Hutto's history to life. Learn more about their journey and discoveries. #HuttoHistory

Week 3: Historical Highlight

Platform: Facebook, Instagram

Content:

"Did you know? Hutto's Shiloh settlement was larger than Georgetown in 1870! Discover more fascinating facts in Our City. Available to read on the City website! #HuttoHistory

Week 4: Diversity in Hutto History

Platform: Facebook, Instagram

Content:

"Diversity and inclusion were key in documenting Hutto's history. Learn how the stories of Native American and Hispanic communities were woven into 'Our City: From Prehistoric Times to 1876.'
#HuttoHistory

AGENDA ITEM REPORT

4.5.



To: Historic Preservation Commission
Subject: Discussion on possible historical preservation month activities.
Meeting: Wednesday, September 25, 2024
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

4.7.



To: Historic Preservation Commission
Subject: Possible Future Agenda Items
Meeting: Wednesday, September 25, 2024
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

Upcoming Agenda Items:

Fall 2024 (TBD) - workshop with City Council to review the annual Historic Preservation Commission report.

- annual adoption of the HPC meeting submittal calendar

May 2025 - Annual election of Chairperson and Vice Chair of the Historic Preservation Commission.

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

4.8.



To: Historic Preservation Commission
Subject: Discussion on a contributing structure for sale on Taylor Street.
Meeting: Wednesday, September 25, 2024
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None