



AGENDA FOR THE HISTORIC LANDMARK COMMISSION MEETING

**August 21, 2025
MAIN CONFERENCE ROOM, 300 NORTH CAMPBELL AND VIRTUALLY
3:00 PM**

Notice is hereby given that a meeting of the Historic Landmark Commission will be conducted on the above date and time.

Members of the public may view the meeting via the following means:

Via the City's website. <http://www.elpasotexas.gov/videos>

Via television on City15,

YouTube: <https://www.youtube.com/user/cityofelpasotx/videos>

In compliance with the requirement that the City provide two-way communication for members of the public, members of the public may communicate with the Historic Landmark Commission during public comment, and regarding agenda items by calling the following number:

1-915-213-4096 or Toll Free Number: 1-833-664-9267

At the prompt please enter the corresponding Conference ID: 731 478 722#

If you wish to sign up to speak, please contact Berenice Barron at BarronBC@elpasotexas.gov or (915) 212-1583 no later than by the start of the meeting.

A quorum of the Historic Landmark Commission members must be present and participate in the meeting.

The following members of the Historic Landmark Commission (HLC) will be present: Stephanie Gardea, Mario Silva, Isaac Harder, Isabel Otten, Cynthia Renteria, Kim McGlone, Louis Edwards, and Luis "Sito" Negron.

PUBLIC COMMENT

This time is reserved for members of the public who would like to address the Historic Landmark Commission on any items that are not on the Historic Landmark Commission Agenda and that are within the jurisdiction of the Historic Landmark Commission. No action shall be taken.

ROLL CALL

REGULAR AGENDA

PHAP25-00029	109 Government Hill 39 & 40 (9225 Sq Ft), City Of El Paso, El Paso County, Texas	<u>BC-1073</u>
Location:	4652 Caples Circle	
Historic District:	Austin Terrace	
Property Owner:	Gwen West	
Representative:	Gwen West	
Representative District:	2	
Existing Zoning:	R-4/H (Residential/Historic)	
Year Built:	1940	
Historic Status:	Contributing	
Request:	Certificate of Appropriateness for window removal and replacement after-the-fact	
Application Filed:	7/24/25	
45 Day Expiration:	9/7/25	
PHAP24-00038	6 Mundy Heights 15 To 17 (8400 Sq Ft), City Of El Paso, El Paso County, Texas	<u>BC-1074</u>
Location:	1533 Upson Drive	
Historic District:	Sunset Heights	
Property Owner:	Paul Cicala	
Representative:	Jose Flores	
Representative District:	8	
Existing Zoning:	R-5/H (Residential/Historic)	
Year Built:	1957	
Historic Status:	Non-Contributing	
Request:	Reconsideration of a Certificate of Appropriateness for construction of accessory structure and deck after-the-fact	
Orig. Application Filed:	10/14/24	
Orig.45 Day Expiration:	11/28/24	

NOTICE TO THE PUBLIC

All matters listed under the CONSENT AGENDA, including those on the Addition to the Agenda, will be considered by Historic Landmark Commission to be routine, or have met all standards for development under state law (plats only not requiring a public hearing), and will be enacted by one motion unless separate discussion is requested by Historic Landmark Commission t or staff and the item is removed from the Consent Agenda. Members of the audience who wish to ask questions or speak regarding items on the Consent Agenda must sign up on the day of the meeting, and such requests to speak must be received by 1:30 p.m. on the date of the meeting. When the vote has been taken, if an item has not been called out for separate discussion, the item has been approved. The Historic Landmark Commission may, however, reconsider any item at any time during the meeting.

CONSENT AGENDA - APPROVAL OF MINUTES

Approval of Minutes

Discussion and action on Regular meeting minutes for August 7, 2025.

[BC-1075](#)

Staff Report

HLC Staff Report - Update on Administrative Review Cases since last HLC meeting for the properties listed on the attachment posted with this agenda. (See Attachment "A.")

[BC-1076](#)

Vote for a Vice-Chair

[BC-1077](#)

EXECUTIVE SESSION

The Historic Landmark Commission may retire into Executive Session pursuant to Section 3.5 of the El Paso City Charter and the Texas Government Code, Sections 551.071-551.076 to discuss an item on the agenda.

ADJOURN

NOTICE TO THE PUBLIC

Sign language interpreters will be provided for this meeting upon request. Requests must be made to Berenice Barron at BarronBC@elpasotexas.gov or (915) 212-1583 a minimum of 72 hours prior to the date and time of this hearing.

If you need Spanish Translation Services, please email BarronBC@elpasotexas.gov at least 72 hours in advance of the meeting.

Posted this the _____ of _____ at _____ AM/PM by _____



Legislation Text

File #: BC-1073, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

AGENDA LANGUAGE:

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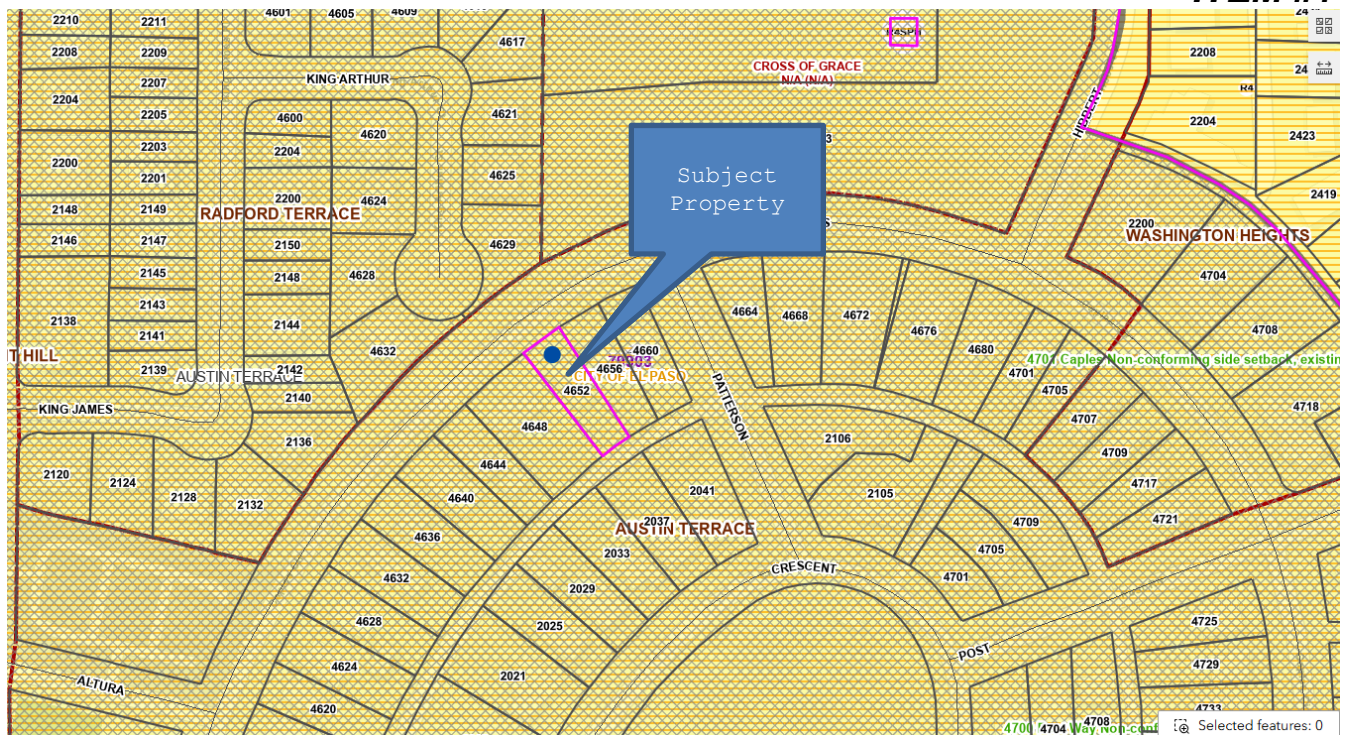
PHAP25-00029 109 Government Hill 39 & 40 (9225 Sq Ft), City Of
El Paso, El Paso County, Texas
Location: 4652 Caples Circle
Historic District: Austin Terrace
Property Owner: Gwen West
Representative: Gwen West
Representative District: 2
Existing Zoning: R-4/H (Residential/Historic)
Year Built: 1940
Historic Status: Contributing
Request: Certificate of Appropriateness for window removal
and replacement after-the-fact
Application Filed: 7/24/25
45 Day Expiration: 9/7/25



PHAP25-00029

Date: August 21, 2025
Application Type: Certificate of Appropriateness
Property Owner: Gwen West
Representative: Gwen West
Legal Description: 109 Government Hill 39 & 40 (9225 Sq Ft), City of El Paso, El Paso County, Texas
Historic District: Austin Terrace
Location: 4652 Caples Circle
Representative District: #2
Existing Zoning: R-4/H (Residential/Historic)
Year Built: 1940
Historic Status: Contributing
Request: Certificate of Appropriateness for window removal and replacement after-the-fact
Application Filed: 7/24/2025
45 Day Expiration: 9/7/2025

ITEM #1



GENERAL INFORMATION:

The applicant seeks approval for:

Certificate of Appropriateness for window removal and replacement after-the-fact

STAFF RECOMMENDATION:

The Historic Preservation Office recommends APPROVAL WITH MODIFICATIONS of the proposed scope of work based on the following recommendations:

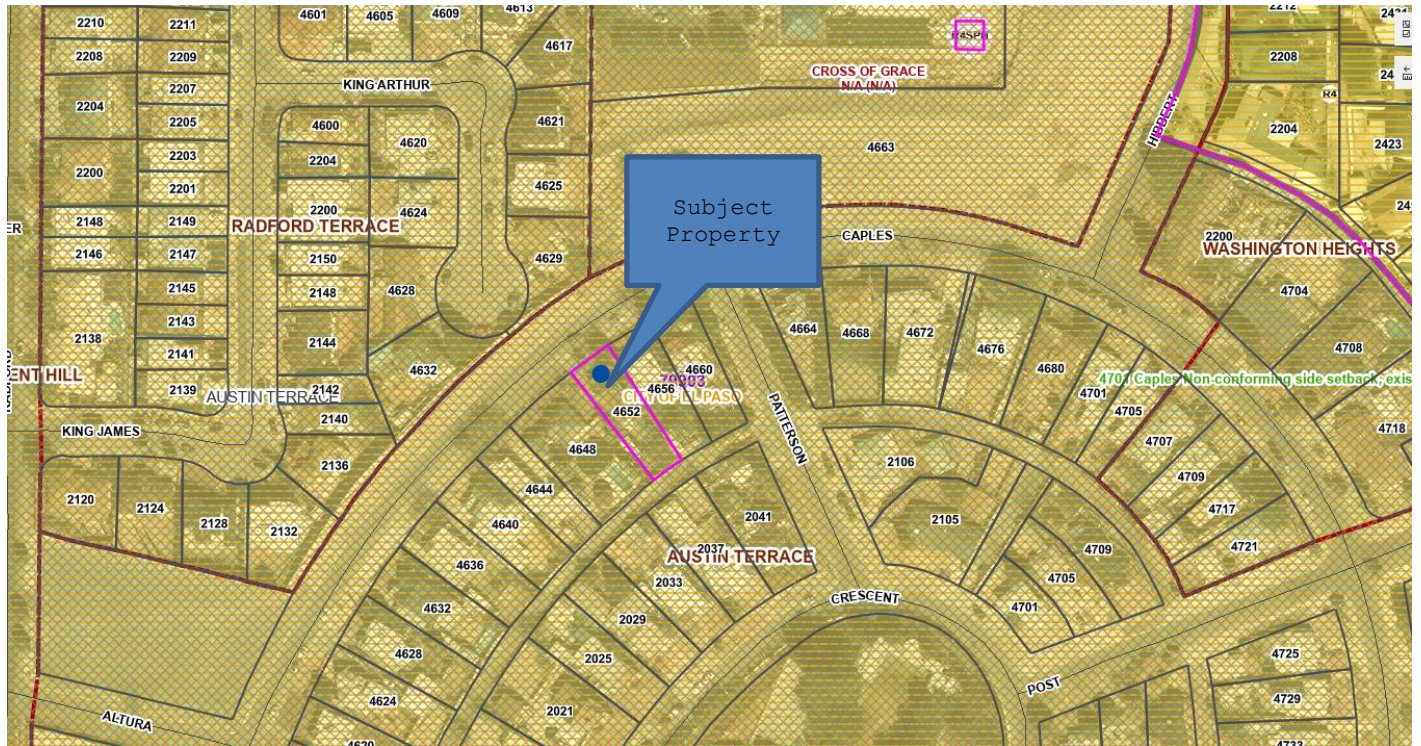
The Design Guidelines for El Paso's Historic Districts, Sites, and Properties recommend the following:

- *However, if windows are damaged beyond repair, replacement windows should match the type (such as double hung), style (for example six panes over six panes), and finish (paint). Replacement windows on the main façade shall be comprised of the operable portions of the window and match the type, style, operation, configuration and finish of the original windows. Do not use single pane picture windows or horizontal sliding windows if they are not the original window types. Installation of windows similar to the original in appearance and structural purpose, regardless of construction materials is permitted. Windows in secondary facades shall be reviewed on a case-by-case basis.*
- *Doors and windows are considered important character-defining features because of significant detailing. When windows are involved in the construction process it is recommended to repair rather than replace. In many cases this will entail only the replacement of a broken sash cord, new weather stripping, removing old paint and repainting.*
- *Retain and preserve the pattern, arrangement, and dimensions of door and window openings on principal elevations. Often the placement of doors and windows is an indicator of a particular architectural style, and therefore contributes to the building's significance. Doors and windows for new construction and additions should be compatible in proportion, location, shape, pattern, size, and details to existing units.*
- *Retain and preserve original doors and windows, including such elements as sash, glass, sills, lintels, casings, muntins, trim, frames, thresholds, hardware and shutters. If repair of an original window or door element is necessary, repair only the deteriorated element to match the original in size, composition, material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. The removal of historic materials should be avoided.*
- *When repair is not feasible, door and window products will be reviewed on an individual basis using the following criteria:*
 - a. Architectural and historical compatibility*
 - b. Comparison to original profile*
 - c. Level of significance of original doors and windows to the architectural style of the building.*
 - d. Three dimensional exterior applied muntins that simulate or match the original muntins may be approved. Single dimension interior applied muntins are not appropriate.*

The Secretary of the Interior's Standards for Rehabilitation recommend the following:

- *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*

AERIAL MAP



BEFORE PHOTO



AFTER PHOTO





Legislation Text

File #: BC-1074, **Version:** 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

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PHAP24-00038 6 Mundy Heights 15 To 17 (8400 Sq Ft), City
Of El Paso, El Paso County, Texas

Location: 1533 Upson Drive

Historic District: Sunset Heights

Property Owner: Paul Cicala

Representative: Jose Flores

Representative District: 8

Existing Zoning: R-5/H (Residential/Historic)

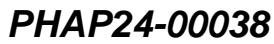
Year Built: 1957

Historic Status: Non-Contributing

Request: Reconsideration of a Certificate of Appropriateness
for construction of accessory structure and deck
after-the-fact

Orig. Application Filed: 10/14/24

Orig.45 Day Expiration: 11/28/24



ITEM #2



GENERAL INFORMATION:

The applicant seeks approval for:

Reconsideration of a Certificate of Appropriateness for construction of accessory structure and deck after-the-fact

STAFF RECOMMENDATION:

The Historic Preservation Office recommends APPROVAL WITH A MODIFICATION of the proposed scope of work based on the following recommendations:

The Design Guidelines for El Paso's Historic Districts, Sites, and Properties recommend the following:

- *Retain the original materials and features of historic garages and outbuildings including windows, doors, siding, trim, and latticework. If replacement of an element is necessary, match the original in design, and, if possible, materials.*
- *Design new garages and outbuildings to be compatible with the main structure on the lot in material and design, using existing historic outbuildings in the districts as an example.*
- *Limit the size and scale of garages and accessory structures so that the integrity of the original structure, or the size of the existing lot, is not compromised or significantly diminished.*
- *New garages and accessory buildings should be located in rear yards.*
- *Prefabricated wooden accessory structures are appropriate when they are designed to be compatible with the principal structure on the site, and with other outbuildings in the district.*
- *Retain mature trees that contribute to the character of the historic district.*
- *Maintain the property's natural topography, and avoid grading that adversely affects drainage and soil stability or could negatively impact existing trees. Slopes shall not be paved.*
- *Grass and sod may be removed from front yards, side yards on a corner provided not more than 50% of the area is covered with gravel or other masonry. Grass and sod may be removed from parkways provided not more than 50% of the area is covered with gravel or other masonry that is made of impervious materials (brick pavers, gravel, and masonry pavers). The remaining 50% must be covered with trees and living plants that provide ground cover.*
- *Locate decks at the rear of the structure, or in a location not readily visible from the street.*
- *Decks should be of materials and dimensions that do not monopolize the rear elevation or significantly detract from the architecture of the building.*
- *It is not appropriate to install decks that require the removal of historic materials, or otherwise damage or obscure architectural features. Design and construct decks so that they may be removed in the future without damage to the historic structure.*
- *Construction of new fences, stairs, or sidewalk rails and replacement of older existing fences is allowed on historic properties provided that the proposed site feature is of a compatible material and scale. Rock, brick, wood and wrought iron are acceptable materials but each case is decided individually. Cinder block and chain link fencing are relatively recent developments and are therefore not appropriate fencing materials. The height of the proposed fence should complement the structure (primarily as viewed from the street) and should not obstruct the public's view of the building. Replace mature trees with similar canopy and in the same location when*

they are damaged or diseased. When the same site location is not practical, select a location for replacement trees that will enhance the appearance and character of the historic streetscape or provide shade.

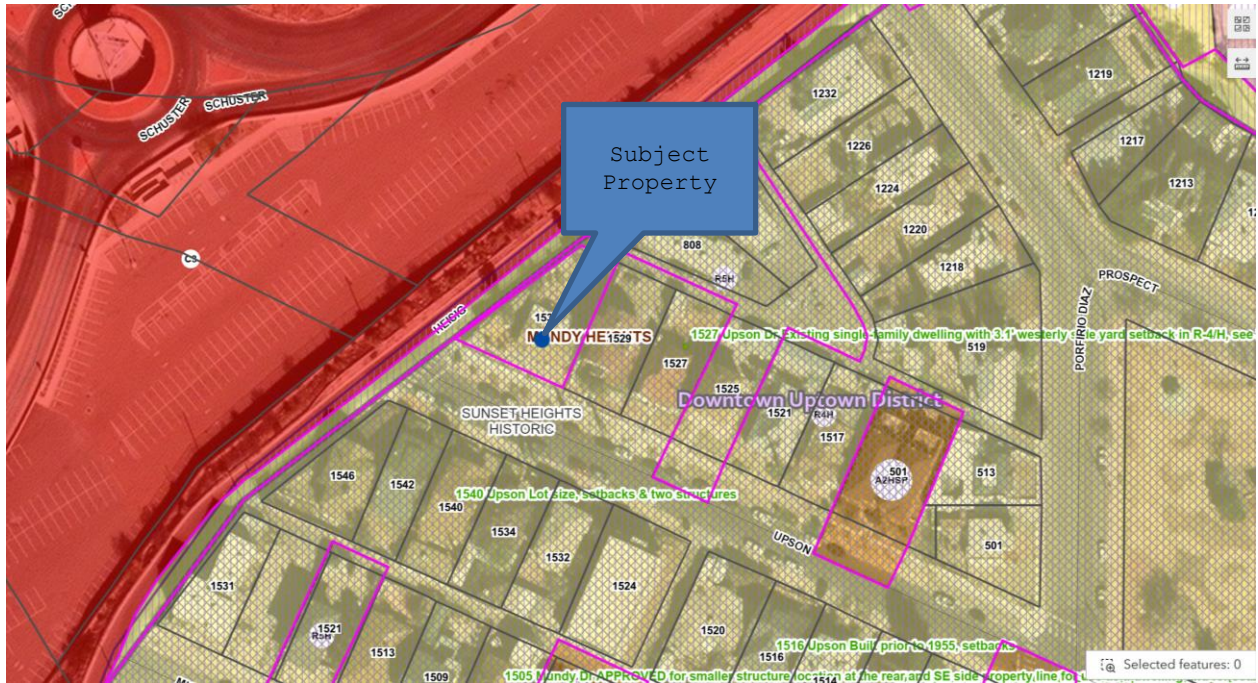
- *Retain fences and walls that contribute to the historic character of the property and the district where possible. If replacement is necessary, replace only the deteriorated element to match the original in dimension, proportion, material, texture, and detail.*
- *Introduce new fences and walls compatible in material, design, scale, location, and size with original fences and walls in the historic district.*
- *The height of the proposed fence should complement the structure and should not obstruct the public's view of the building. Any proposed fence higher than 32" solid or 48" open, measured from ground level, at front property line or a side yard property line on a corner lot, shall be reviewed by the HLC. Any proposed fence higher than 6 ft., between buildings on an interior property line or across the rear property line, shall be reviewed by the HLC.*

The Secretary of the Interior's Standards for Rehabilitation recommend the following:

- *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*
- *New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

The modification is that only permits for this work (the accessory structure) shall be issued until the property is in compliance.

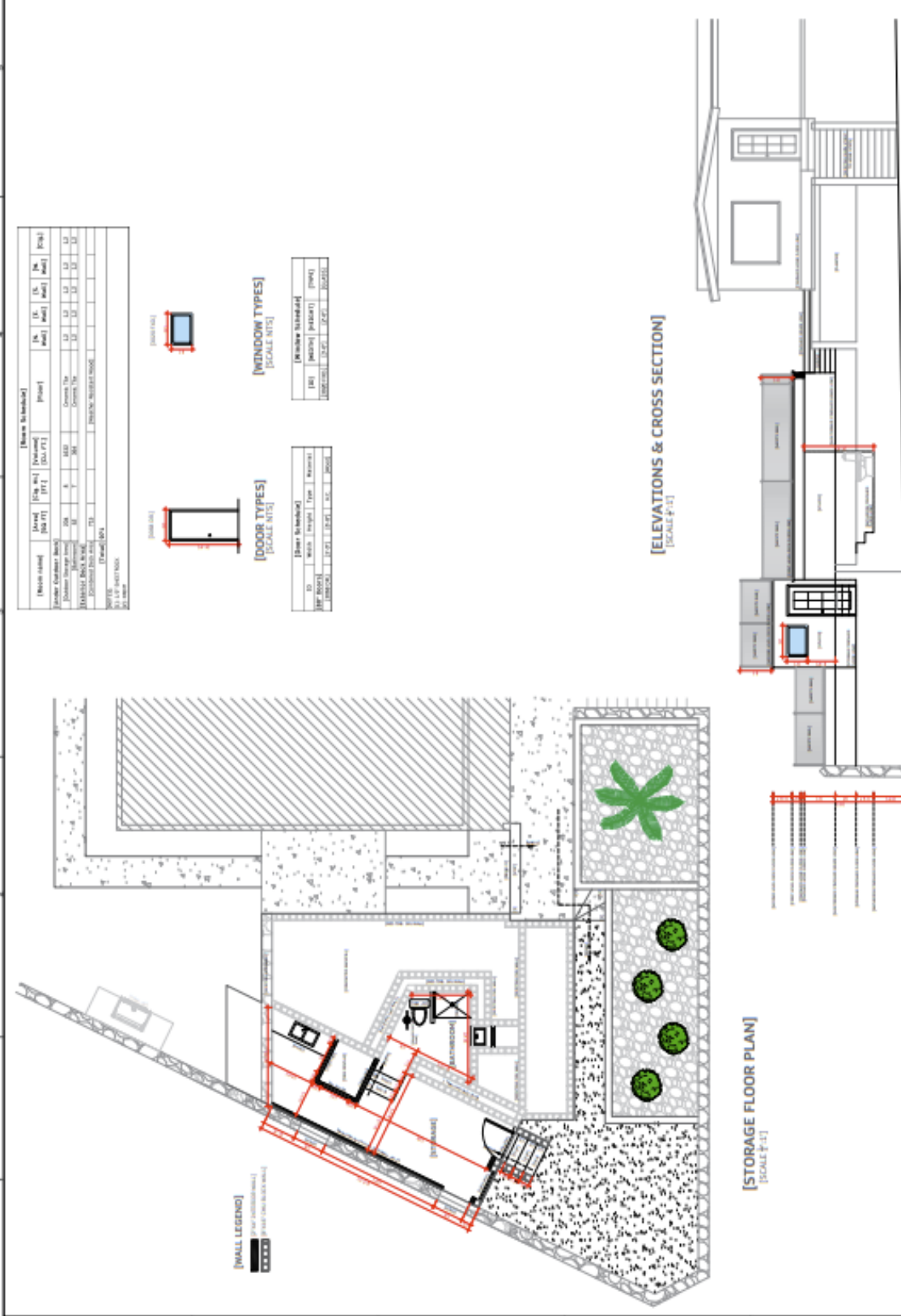
AERIAL MAP



BEFORE AND AFTER PHOTOS



PLANS AND ELEVATIONS





El Paso, TX

300 N. Campbell
El Paso, TX

Legislation Text

File #: BC-1075, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

This is the language that will be posted to the agenda. Please use ARIAL 11 Font.

Discussion and action on Regular meeting minutes for August 7, 2025.



HISTORIC LANDMARK COMMISSION MEETING
Main Conference Room, 2nd Floor, City Hall, 300 N. Campbell Street
August 7, 2025
3:00 P.M.

MINUTES

The Historic Landmark Commission met at the above place and date.

The meeting was called to order at 3:00 p.m. Commission Chair Isaac Harder present and presiding and the following Commissioners answered roll call.

COMMISSIONERS PRESENT:

Louis Edwards
Stephanie Gardea
Isaac Harder
Kim McGlone
Luis "Sito" Negrón
Cynthia Renteria

COMMISSIONERS ABSENT:

Isabel Otten
Mario Silva

HISTORIC PRESERVATION OFFICE:

Providencia Velázquez, Historic Preservation Officer
Modesto "Moe" Melendez III, Planner
Russell Abeln, Senior Assistant City Attorney

AGENDA

Modesto "Moe" Melendez III, Planner, read the *Statement from the Historic Preservation Office* into the record.

ACTION: No action was taken.

AYES: N/A
NAYS: N/A
ABSTAIN: N/A
ABSENT: N/A
NOT PRESENT FOR THE VOTE: N/A

I. CALL TO THE PUBLIC – PUBLIC COMMENT

This time is reserved for members of the public who would like to address the Historic Landmark Commission on any items that are not on the Historic Landmark Commission agenda and that are within the jurisdiction of the Historic Landmark Commission. No action shall be taken.

A sign-up form is available outside the City Hall – Main Conference Room for those who wish to sign up on the day of the meeting. Requests to speak must be received by 3:00 p.m. on the date of the meeting. A total time of three minutes may be allowed for each speaker. The Public Comment portion shall not exceed thirty (30) minutes, unless otherwise approved by the Historic Landmark Commission.

NONE

I. REGULAR AGENDA – DISCUSSION AND ACTION

Certificate of Appropriateness

1. **PHAP25-00024** 101 Government Hill N 10 Ft Of 15 & S 45 Ft Of 16 (6446.40 Sq Ft), City of El Paso, El Paso County, Texas
- Location: 4771 Cumberland Avenue
- Historic District: Austin Terrace
- Property Owner: Patricia Beltran
- Representative: Patricia Beltran
- Representative District: 2
- Existing Zoning: R-4/H (Residential/Historic)
- Year Built: 1937
- Historic Status: Contributing
- Request: Certificate of Appropriateness for construction of an addition on a secondary façade
- Application Filed: 6/26/25
- 45 Day Expiration: 8/10/25

Presentation made by Mr. Melendez to the Commission.

Jorge Limon, representative and Ms. Martha Jordan, property owner spoke to/answered questions from the Commission.

ACTION: Motion made by Commissioner Renteria, seconded by Commissioner Negrón, to **APPROVE THIS ITEM without modifications to the facade** and unanimously carried.

Motion passed.

2. **PHAP25-00028** 10 Sunset Heights 41 & E 1/2 of 40 (4500 SQ FT), City Of El Paso, El Paso County, Texas
- Location: 655 Upson Drive
- Historic District: Sunset Heights
- Property Owner: Nadia Powell
- Representative: Nadia Powell
- Representative District: 8
- Existing Zoning: A-2/H (Apartments/Historic)
- Year Built: 1904

Historic Status: Contributing
 Request: Certificate of Appropriateness for landscaping the parkway
 Application Filed: 7/10/25
 45 Day Expiration: 8/24/25

This item has been withdrawn.

-
- 3. PHAP25-00029** 109 Government Hill 39 & 40 (9225 Sq Ft), City Of
 El Paso, El Paso County, Texas
- Location: 4652 Caples Circle
 Historic District: Austin Terrace
 Property Owner: Gwen West
 Representative: Gwen West
 Representative District: 2
 Existing Zoning: R-4/H (Residential/Historic)
 Year Built: 1940
 Historic Status: Contributing
 Request: Certificate of Appropriateness for window removal and
 replacement after-the-fact
- Application Filed: 7/24/25
 45 Day Expiration: 9/7/25

Presentation made by Mr. Melendez to the Commission.

Gwen West, property owner, was not available to answer questions from the Commission.

ACTION: Motion made by Commissioner Harder, seconded by Commissioner Renteria, to **TABLE THIS ITEM to the end of the meeting** and unanimously carried.

Motion passed.

-
- 4. PHAP25-00030** 45 Ysleta TR 23-B (0.166 AC) & TR 23-C (0.097 AC),
 City Of El Paso, El Paso County, Texas
- Location: 135 N. Pueblo Road
 Historic District: Ysleta
 Property Owner: Guadalupe Berton
 Representative: Guadalupe Berton
 Representative District: 7
 Existing Zoning: R-4/H (Residential/Historic)
 Year Built: 1942
 Historic Status: Non-Contributing
 Request: Certificate of Appropriateness for window replacement
- Application Filed: 7/24/25
 45 Day Expiration: 9/7/25

Presentation made by Mr. Melendez to the Commission.

Daniel Viera, representative spoke to/answered questions from the Commission.

ACTION: Motion made by Commissioner Negron to **APPROVE THIS ITEM**, seconded by Commissioner McGlone, and unanimously carried.

Motion passed.

5. Addresses of property HLC Commissioners have requested that HLC staff review or investigate and provide a report to the HLC.

THERE WERE NO ADDRESSES NOR PROPERTIES THAT THE HLC MEMBERS WOULD LIKE TO REQUEST FOR AGENDA ITEMS TO BE SCHEDULED AT THE AUGUST 21, 2025 MEETING.

II. Consent Agenda

1. HLC Staff Report - Update on Administrative Review Cases since last HLC meeting for the properties listed on the attachment posted with this agenda.
(See Attachment "A.")
2. Discussion and action on Regular meeting minutes for July 24, 2025.

ACTION: Motion made by Commissioner Renteria, seconded by Chair Harder, to **APPROVE THE MINUTES AND STAFF REPORT** and carried.

Motion passed.

AYES: Isaac Harder, Cynthia Renteria, Kim McGlone, Luis "Sito" Negron
NAYS: N/A
ABSTAIN: Louis Edwards, Stephanie Gardea
ABSENT: Isabel Otten, Mario Silva
NOT PRESENT FOR THE VOTE: N/A

III. Adjournment of the Historic Landmark Commission's Meeting. **ADJOURNMENT:**

ACTION: Motion made by Commissioner Renteria, seconded by Commissioner McGlone and unanimously carried to **ADJOURN**.

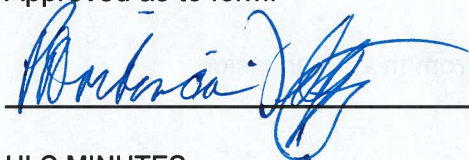
Motion passed.

Meeting adjourned at 3:56 p.m.

EXECUTIVE SESSION

The Historic Landmark Commission may retire into Executive Session pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Section 551.071-551.076 to discuss any item on this agenda.

Approved as to form:



Providencia Velázquez, Historic Preservation Officer



El Paso, TX

300 N. Campbell
El Paso, TX

Legislation Text

File #: BC-1076, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

AGENDA LANGUAGE:

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HLC Staff Report - Update on Administrative Review Cases since last HLC meeting for the properties listed on the attachment posted with this agenda.
(See Attachment "A.")



Planning and Inspections Department

MAYOR

Renard U. Johnson

PLANNING AND INSPECTIONS DEPARTMENT

August 21, 2025

CITY COUNCIL

District 1

Alejandra Chávez

District 2

Dr. Josh Acevedo

District 3

Deanna M. Rocha

District 4

Cynthia Boyar Trejo

District 5

Ivan Niño

District 6

Art Fierro

District 7

Lily Limón

District 8

Chris Canales

CITY MANAGER

Dionne Mack

ATTACHMENT "A"

TO:

Honorable Chair and Members

Historic Landmark Commission

FROM:

Providencia Velázquez, Historic Preservation Officer

SUBJECT:

Administrative Review Status Report

Title 20, Chapter 20 (Historic Landmark Preservation), El Paso Municipal Code, allows this Department to provide Administrative Review for applications that meet criteria as listed under the Administrative Review Guidelines. Since the Historic Landmark Commission meeting on August 7, the following cases have received Administrative Review:

AUSTIN TERRACE HISTORIC DISTRICT

PHHR25-00120-4601 Hastings Drive, Franciscan Fathers of Texas (owner) –Landmark Property – A request was made for approval for annual bazaar. No alterations or permanent construction. Temporary use from 8/30/2025 - 9/1/2025.

PHHR25-00123-1712 Marr Street, Ezequiel and Agustina Lopez (owners) –Non-Contributing Property – A request was made for removal and replacement of existing roof shingles. Install lifetime dimensional shingles in Owens Corning "Desert Tan" to match existing.

PHHR25-00124-1501 Raynolds Street, Jonathan Locke (owner) –Contributing Property – A request was made for reroofing flat, non-visible portions of garage roof only to match existing.

Philip F. Etiwe, Director

City 3 | 801 Texas Ave. | El Paso, Texas 79901 | (915) 212-0104 | FAX (915) 212-0084



Planning and Inspections Department

MAYOR

Renard U. Johnson

CITY COUNCIL

District 1

Alejandra Chávez

District 2

Dr. Josh Acevedo

District 3

Deanna M. Rocha

District 4

Cynthia Boyar Trejo

District 5

Ivan Niño

District 6

Art Fierro

District 7

Lily Limón

District 8

Chris Canales

CITY MANAGER

Dionne Mack

DOWNTOWN HISTORIC DISTRICT

PHHR25-00119-2 ½ Mills Avenue, Martin Building LLC (owner) – Non-Contributing Property – A request was made for installation of wall sign. Exposed neon on aluminum raceway.

MANHATTAN HEIGHTS HISTORIC DISTRICT

PHHR25-00117-2718 Aurora Avenue, Ayde Nieto (owner) – Contributing Property – A request was made for replacement of existing concrete steps and gray concrete walkway with new gray concrete. Dig out / re-level front yard dirt area. Only existing concrete may be replaced.

PHHR25-00121-3005 Grant Avenue, Deborah Diaz (owner) – Contributing Property – A request was made for replacement of roof covering for Owens Corning Duration "Shasta White" 30-year architectural shingle.

MISSION TRAIL HISTORIC DISTRICT

PHHR25-00122-9311 Socorro Road, Yvette Vasquez (owner) – Contributing Property – A request was made for replacement of electrical panel. New combo meter to add 100-amp service panel. Building is approx. 150' from Socorro Rd. and not visible from road.

SUNSET HEIGHTS HISTORIC DISTRICT

PHHR25-00118-611 Prospect Street, Luis and Rosalie Amparan (owners) – Contributing Property – A request was made for reroofing in Owens Corning Shasta White to match existing.

Philip F. Etiwe, Director

City 3 | 801 Texas Ave. | El Paso, Texas 79901 | (915) 212-0104 | FAX (915) 212-0084



El Paso, TX

300 N. Campbell
El Paso, TX

Legislation Text

File #: BC-1077, **Version:** 1

CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM

AGENDA LANGUAGE:

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Vote for a Vice-Chair