



## INTEROFFICE MEMORANDUM FROM THE DEVELOPMENT SERVICES DEPARTMENT

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TO: City Commission

FROM: Robert Massarelli, AICP, Director of Development Services

DATE: January 22, 2019

RE: Design Guidelines Update Workshop

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Saltz Michelson has prepared a draft Design Guidelines for the City. The City staff has been reviewing the document to provide comments and direction to the architect.

The City Commission has requested a status report on the guidelines. The attached PowerPoint presentation provides such an update, staff comments, and a request for guidance from the City Commission on three issues.