

**Board of Zoning Appeals Members**

District 1: Beverly Williams  
District 2: Kemesha Lowery  
District 3: Keye Jones  
District 4:  
District 5: Sheresa Ingram  
District 6: Mike Couch  
District 7: Frances Liu, Chair

**County Attorney**

John K. DuBose III

**Clerk to Board of Zoning Appeals**

Jennifer Bryan

**Development Services Director**

Rox Burhans

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**July 5, 2022**

**6:00 PM**

**101 North Main Street  
Lancaster, SC 29720**

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**LANCASTER COUNTY BOARD OF ZONING  
APPEALS**

**County Council Chambers, County Administration  
Building, 101 North Main Street, Lancaster, SC 29720**

**Board of Zoning Appeals monthly meeting AGENDA**

1. **Call to Order Regular Meeting - Chair**
2. **Roll Call**
3. **Approval of the Agenda - Board of Zoning Appeals**
4. **Citizen's Comments**

*[Lancaster County welcomes comments and input from citizens who may not be able to attend meetings in person. Written comments may be submitted via mail to ATTN: Jennifer Bryan, Post Office Box 1809, Lancaster, SC, 29721, by email to Jennifer Bryan at [jbryan@lancastersc.org](mailto:jbryan@lancastersc.org) or by online submission by selecting the "Citizens Comments" quick link located on the County website homepage at <https://www.mylancastersc.org/>. Comments must be no longer than approximately 3 minutes when read aloud. Comments received will be acknowledged during the Citizens Comments portion of the meeting. Comments will need to be received prior to 4:00 p.m. on the day of the meeting. Please use the same link above in order to submit input/comments for Public Hearings.]*

5. **Approval of Minutes**
  - a. November 2, 2021 BZA Minutes  
November 2, 2021 BZA Minutes
6. **New Business**
  - a. Administrative Review  
Review of administrative matters by Senior Planner Ashley Davis
  - b. Presentation: Resources for Continuing Education  
Presentation on continuing education requirements and resources by Clerk Jennifer Bryan.
7. **Adjourn**

*Please note that the Board of Zoning Appeals makes the final decision on all items.*

*Anyone requiring special services to attend this meeting should contact 285-1565 at least 24 hours in*

***advance of this meeting. Lancaster County Board of Zoning Appeals agendas are posted at the Lancaster County Administration Building and are available on the Website: [www.mylancastersc.org](http://www.mylancastersc.org)***

***Meetings are live streamed and can be found by using the following link:  
<https://www.youtube.com/channel/UCgSlMrcYjcYcu1m-e6TV54w>***

## Agenda Item Summary

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Ordinance # / Resolution #:

Contact Person / Sponsor:

Department: Board of Zoning Appeals

Date Requested to be on Agenda: 7/5/2022

**Issue for Consideration:**

**Points to Consider:**

**Recommendation:**

**ATTACHMENTS:**

Description

November 2, 2021 BZA Minutes

Upload Date

12/9/2021

Type

Exhibit



MEMBERS OF LANCASTER COUNTY BOARD OF ZONING APPEALS

BEVERLY WILLIAMS, DISTRICT 1  
KEMESHA LOWERY, DISTRICT 2  
KEYE JONES, DISTRICT 3  
MILLER DEVENNY, DISTRICT 4  
SHERESA INGRAM, DISTRICT 5  
MIKE COUCH, DISTRICT 6  
FRANCES LIU, DISTRICT 7

**MINUTES OF THE LANCASTER COUNTY BOARD OF ZONING APPEALS  
REGULAR MEETING**

**November 2, 2021, 6:00 PM**

**1. Call to Order**

Chair Liu called the meeting to order at 6:15 p.m.

**2. Roll Call**

Board Members present:

Frances Liu

Mike Couch

Sheresa Ingram (arrived at 7:04 p.m.)

Keye Jones

Kemesha Lowery

Absent: Beverly Williams Miller DeVenny

Staff: Ashley Davis, Senior Planner

Jennifer Bryan, Clerk

Members of the press were not present. **There were no public hearing items**, therefore no adjacent property owners were notified by certified mail, and no notice was published in the local newspaper. Press was notified of the meeting by email list service, the agenda was published on the County website for one week prior to the meeting, and the agenda was posted in the lobby of the County administration Building for one week prior to the meeting.

**3. Approval of Agenda**

**M. Couch** moved to change the order of Agenda Items, deferring Approval of Minutes (Item #4) to end of meeting; **2<sup>nd</sup> by K. Lowery. The motion was approved 4:0.**

Motion to Approve Agenda as Amended by **K. Lowery; 2<sup>nd</sup> by M. Couch. The motion was Approved 4:0.**

**4. Approval of Minutes**

[Approval of minutes was deferred to after 7:00 p.m. when Sheresa Ingram was present.]

**a. Approval of Minutes from April 6, 2021**

Chair Frances Liu asked if there were any comments, changes or corrections to the Minutes of the April 6, 2021 meeting. **K. Lowery** moved to approve minutes as written; 2<sup>nd</sup> by **M. Couch. The motion was approved 4:0;** Sheresa Ingram abstained as absent from the 4/6/2021 meeting.

**b. Approval of Minutes from August 3, 2021**

Chair Frances Liu asked if there were any comments, changes or corrections to the Minutes of the August 3, 2021 meeting. **S. Ingram** moved to approve minutes as written; 2<sup>nd</sup> by **K. Jones. The motion was approved 4:0;** Mike Couch abstained as absent from the 11/3/2021 meeting..

**5. Public Hearing Items: No Public Hearing items.**

**6. New Business**

- a. Board Member Training: m Ashley Davis. See attached Powerpoint presentation slides.
- b. Clerk Jennifer Bryan distributed information about state requirements for Orientation and Continuing Education for Board members.
- c. The Board requested that A. Davis act as liaison to follow-up on variance cases with Code Enforcement.

**7. Adjournment:**

With there being no further business, **K. Lowery** moved to adjourn; motion seconded by **K. Jones**. The motion was approved by unanimous consent.

# Board of Zoning Appeals Agenda

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Citizens Comments
5. Approve Minutes
  - a. April 6, 2021
  - b. August 3, 2021
6. New Business
  - a. Continuing Education
7. Adjourn

## **BZA Duties:**

- 1. Special Exceptions**
- 2. Appeal of Administrative Decisions**
- 3. Variances**

## Special Exception:

- Special exceptions are land uses that are generally compatible with the land uses permitted by right in a zoning district, but which require individual review of their location, design, and configuration so as to evaluate the potential for adverse impacts on adjacent property and uses.
- Special exceptions ensure the appropriateness of the use at a particular location within a given zoning district.

Lancaster County

South Carolina

[illegible]

# Special Exception:

- Site Analysis
- Preliminary Plat
- Building Elevations  
(if needed)

# Appeal of Administrative Decisions:

- Established to provide an appeal process for parties aggrieved by any administrative order, requirement, decision or determination, made by an administrative officer charged with enforcing the provisions of this ordinance.

# Required Information:

- Applicant description and reasoning to support the appeal.
- Report from the “administrator” detailing the regulations and interpretation behind the matter being appealed and their reason for their decision.

# BZA Decision:

- After conducting the public hearing, the Board shall adopt an order reversing or affirming, wholly or in part, or modifying the order requirements, decision or determination in question. It shall take a 4/5ths vote of the Board to reverse or modify the contested action.

## Variance:

- Intended to provide limited relief from the requirements of this ordinance in those cases where strict application of a particular requirement will create a practical difficulty or unnecessary hardship prohibiting the use of the land in a manner otherwise allowed under this ordinance.

# When should a variance be approved?

- There are extraordinary and exceptional conditions pertaining to the particular piece of property;
- Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property; and
- The authorization of a variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance.

# Example Case:

- **Background:** John Doe purchased a vacant tract of land to build a single family home on. The lot was created prior to the adoption of Zoning Regulations in Lancaster County.

- **Lot Size:** 0.134 acres
- **Lot Width:** 55 feet
- **Lot Length:** 106 feet



# Example Case:

**Request:** John Doe is requesting a variance from the Front, Side, and Rear setbacks.

## **Variance needed:**

Front: 10 feet

Side: 2 feet on each side.

Rear: 7 feet

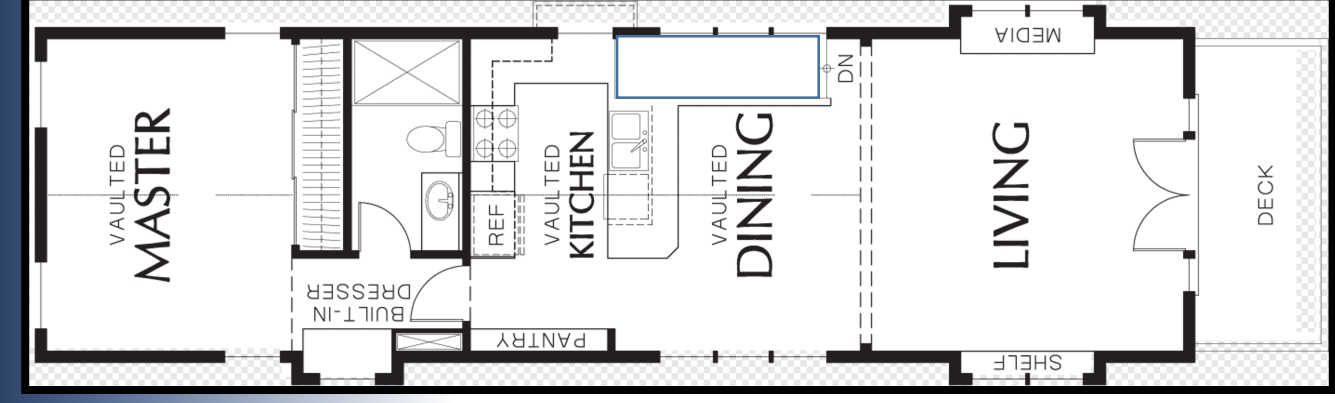


# Example Case:

## Proposed home:

Exterior Width: 17 feet

Exterior Length: 58 feet



## Finding I:

- That there are **practical difficulties or unnecessary hardships** in the way of carrying out the strict letter of this ordinance.

## Finding II:

- That if the applicant complies with the provisions of the ordinance, the property owner seeking the variance can secure **no reasonable return** from, or make **no reasonable use** of his property.

## Finding III:

- That special conditions and circumstances exist which are **peculiar** to the land, structure or building involved and which are **not applicable to other** lands, structures or buildings located in the same land development district.

## Finding IV:

- That the variance will not materially diminish or impair established property values within the surrounding area.

## Finding V:

- That the special conditions and circumstances referenced in iii, above, result from the application of this ordinance and not from the actions of the applicant.

## Finding VI:

- That the variance is in harmony with the general purpose and intent of this ordinance and **preserves its spirit.**

## Finding VII:

- That the variance is the **minimum necessary** to afford relief.

## Finding VIII:

- That the public health, safety and general welfare have been assured and substantial justice has been done.

(3) make an annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives, no later than April fifteenth of each year, providing a detailed account of the advisory committee's:

- (a) activities;
- (b) expenses;
- (c) fees collected; and
- (d) determinations concerning approved education programs and categories of exemption.

(E) A list of approved education programs and categories of exemption by the advisory committee must be available for public distribution through notice in the State Register and posting on the General Assembly's Internet website. This list must be updated by the advisory committee at least annually.

(F) The members of the advisory committee must serve without compensation and must meet at a set location to which members must travel no more frequently than quarterly, at the call of the chairman selected by majority vote of at least a quorum of the members. Nothing in this subsection prohibits the chairman from using discretionary authority to conduct additional meetings by telephone conference if necessary. These telephone conference meetings may be conducted more frequently than quarterly. Three members of the advisory committee constitute a quorum. Decisions concerning the approval of education programs and categories of exemption must be made by majority vote with at least a quorum of members participating.

(G) The advisory committee may assess by majority vote of at least a quorum of the members a nominal fee to each entity applying for approval of an orientation or continuing education program; however, any fees charged must be applied to the operating expenses of the advisory committee and must not result in a net profit to the groups or associations that recommend the members of the advisory committee. An accounting of any fees collected by the advisory committee must be made in the advisory committee's annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives.

#### **SECTION 6-29-1340. Educational requirements; time-frame for completion; subjects.**

(A) Unless expressly exempted as provided in Section 6-29-1350, each appointed official and professional employee must:

(1) no earlier than one hundred and eighty days prior to and no later than three hundred and sixty-five days after the initial date of appointment or employment, attend a minimum of six hours of orientation training in one or more of the subjects listed in subsection (C); and

(2) annually, after the first year of service or employment, but no later than three hundred and sixty-five days after each anniversary of the initial date of appointment or employment, attend no fewer than three hours of continuing education in any of the subjects listed in subsection (C).

(B) An appointed official or professional employee who attended six hours of orientation training for a prior appointment or employment is not required to comply with the orientation requirement for a subsequent appointment or employment after a break in service. However, unless expressly exempted as provided in Section 6-29-1350, upon a subsequent appointment or employment, the appointed official or professional employee must comply with an annual requirement of attending no fewer than three hours of continuing education as provided in this section.

(C) The subjects for the education required by subsection (A) may include, but not be limited to, the following:

- (1) land use planning;
- (2) zoning;
- (3) floodplains;
- (4) transportation;
- (5) community facilities;
- (6) ethics;
- (7) public utilities;
- (8) wireless telecommunications facilities;
- (9) parliamentary procedure;
- (10) public hearing procedure;
- (11) administrative law;
- (12) economic development;
- (13) housing;
- (14) public buildings;
- (15) building construction;
- (16) land subdivision; and
- (17) powers and duties of the planning commission, board of zoning appeals, or board of architectural review.

(D) In order to meet the educational requirements of subsection (A), an educational program must be approved by the advisory committee.

**SECTION 6-29-1350.** Exemption from educational requirements.

(A) An appointed official or professional employee who has one or more of the following qualifications is exempt from the educational requirements of Section 6-29-1340:

- (1) certification by the American Institute of Certified Planners;
- (2) a masters or doctorate degree in planning from an accredited college or university;
- (3) a masters or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee;
- (4) a license to practice law in South Carolina.

(B) An appointed official or professional employee who is exempt from the educational requirements of Section 6-29-1340 must file a certification form and documentation of his exemption as required in Section 6-29-1360 by no later than the first anniversary date of his appointment or employment. An exemption is established by a single filing for the tenure of the appointed official or professional employee and does not require the filing of annual certification forms and conforming documentation.

**SECTION 6-29-1360.** Certification.

(A) An appointed official or professional employee must certify that he has satisfied the educational requirements in Section 6-29-1340 by filing a certification form and documentation with the clerk no later than the anniversary date of the appointed official's appointment or professional employee's employment each year.

(B) Each certification form must substantially conform to the following form and all applicable portions of the form must be completed:

**EDUCATIONAL REQUIREMENTS CERTIFICATION FORM  
FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR EMPLOYEES**

To report compliance with the educational requirements, please complete and file this form each year with the clerk of the local governing body no later than the anniversary date of your appointment or employment. To report an exemption from the educational requirements, please complete and file this form with the clerk of the local governing body by no later than the first anniversary of your current appointment or employment. Failure to timely file this form may subject an appointed official to removal for cause and an employee to dismissal.

Name of Appointed Official or Employee: \_\_\_\_\_  
Position: \_\_\_\_\_  
Initial Date of Appointment or Employment: \_\_\_\_\_  
Filing Date: \_\_\_\_\_

I have attended the following orientation or continuing education program(s) within the last three hundred and sixty-five days. (Please note that a program completed more than one hundred and eighty days prior to the date of your initial appointment or employment may not be used to satisfy this requirement.):

| Program Name | Sponsor | Location | Date Held | Hours of Instruction |
|--------------|---------|----------|-----------|----------------------|
|--------------|---------|----------|-----------|----------------------|

Also attached with this form is documentation that I attended the program(s).

OR

I am exempt from the orientation and continuing education requirements because (Please initial the applicable response on the line provided):

\_\_\_\_ I am certified by the American Institute of Certified Planners.  
\_\_\_\_ I hold a masters or doctorate degree in planning from an accredited college or university.  
\_\_\_\_ I hold a masters or doctorate degree or have specialized training or experience in a field related to planning as determined by the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees. (Please describe your advanced degree or specialty on the line provided.)  
\_\_\_\_\_

\_\_\_\_ I am licensed to practice law in South Carolina.

Also attached with this form is documentation to confirm my exemption.

I certify that I have satisfied or am exempt from the educational requirements for local planning or zoning officials or employees.

Signature: \_\_\_\_\_

(C) Each appointed official and professional employee is responsible for obtaining written documentation that either:

- (1) is signed by a representative of the sponsor of any approved orientation or continuing education program for which credit is claimed and acknowledges that the filer attended the program for which credit is claimed; or
- (2) establishes the filer's exemption.

The documentation must be filed with the clerk as required by this section.

**SECTION 6-29-1370.** Sponsorship and funding of programs; compliance and exemption; certification as public records.

(A) The local governing body is responsible for:

- (1) sponsoring and providing approved education programs; or
- (2) funding approved education programs provided by a sponsor other than the local governing body for the appointed officials and professional employees in the jurisdiction.

(B) The clerk must keep in the official public records originals of:

- (1) all filed forms and documentation that certify compliance with educational requirements for three years after the calendar year in which each form is filed; and
- (2) all filed forms and documentation that certify an exemption for the tenure of the appointed official or professional employee.

**SECTION 6-29-1380.** Failure to complete training requirements; false documentation.

(A) An appointed official is subject to removal from office for cause as provided in Section 6-29-350, 6-29-780, or 6-29-870 if he:

- (1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or
- (2) fails to file the certification form and documentation required by Section 6-29-1360.

(B) A professional employee is subject to suspension or dismissal from employment relating to planning or zoning by the local governing body or planning or zoning entity if he:

- (1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or
- (2) fails to file the certification form and documentation required by Section 6-29-1360.

(C) A local governing body must not appoint a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of an appointed official.

(D) A local governing body or planning or zoning entity must not employ a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of a professional employee.

## ARTICLE 9.

### EDUCATIONAL REQUIREMENTS FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR EMPLOYEES

#### SECTION 6-29-1310. Definitions.

As used in this article:

- (1) "Advisory committee" means the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees;
- (2) "Appointed official" means a planning commissioner, board of zoning appeals member, or board of architectural review member;
- (3) "Clerk" means the clerk of the local governing body;
- (4) "Local governing body" means the legislative governing body of a county or municipality;
- (5) "Planning or zoning entity" means a planning commission, board of zoning appeals, or board of architectural review;
- (6) "Professional employee" means a planning professional, zoning administrator, zoning official, or a deputy or assistant of a planning professional, zoning administrator, or zoning official.

#### SECTION 6-29-1320. Identification of persons covered by act; compliance schedule.

(A) The local governing body must:

- (1) by no later than December 31st of each year, identify the appointed officials and professional employees for the jurisdiction and provide a list of those appointed officials and professional employees to the clerk and each planning or zoning entity in the jurisdiction; and
  - (2) annually inform each planning or zoning entity in the jurisdiction of the requirements of this article.
- (B) Appointed officials and professional employees must comply with the provisions of this article according to the following dates and populations based on the population figures of the latest official United States Census:
- (1) municipalities and counties with a population of 35,000 and greater: by January 1, 2006; and
  - (2) municipalities and counties with a population under 35,000: by January 1, 2007.

#### SECTION 6-29-1330. State Advisory Committee; creation; members; terms; duties; compensation; meetings; fees charged.

(A) There is created the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees.

(B) The advisory committee consists of five members appointed by the Governor with the advice and consent of the Senate. The advisory committee consists of:

- (1) a planner recommended by the South Carolina Chapter of the American Planning Association;
- (2) a municipal official or employee recommended by the Municipal Association of South Carolina;
- (3) a county official or employee recommended by the South Carolina Association of Counties;
- (4) a representative recommended by the University of South Carolina's Institute for Public Service and Policy Research; and
- (5) a representative recommended by Clemson University's Department of Planning and Landscape Architecture. Recommendations must be submitted to the Governor not later than the thirty-first day of December of the year preceding the year in which appointments expire. If the Governor rejects any person recommended for appointment or the Governor's appointment is not confirmed by the Senate, the group or association who recommended the person must submit additional names to the Governor for consideration.

(C) The members of the advisory committee must serve a term of four years and until their successors are appointed and qualify; except that for the members first appointed to the advisory committee, the planner must serve a term of three years; the municipal official or employee and the county official or employee must each serve a term of two years; and the university representatives must each serve a term of one year. A vacancy on the advisory committee must be filled in the manner of the original appointment for the remainder of the unexpired term. The Governor may remove a member of the advisory committee in accordance with Section 1-3-240(B).

(D) The advisory committee's duties are to:

- (1) compile and distribute a list of approved orientation and continuing education programs that satisfy the educational requirements in Section 6-29-1340;
- (2) determine categories of persons with advanced degrees, training, or experience, that are eligible for exemption from the educational requirements in Section 6-29-1340; and

## CE Reminder Email:

When you received your letter of congratulations for the Planning Commission / Board of Zoning Appeals, you should have received information regarding your needed training requirements and that you would need to take Orientation I and II classes before the end of your first year as a Commissioner/Board Member.

You can take these classes on-line through the Municipal Association, which is free, and receive credit for the training without having to attend through a classroom setting. Your start date is recorded as \_\_\_\_\_, therefore you would need to complete the Orientation I and Orientation II classes **before** \_\_\_\_\_. You can use the following link to access the Orientation Training from Municipal Association of South Carolina.

<https://www.masc.sc/Pages/programs/knowledge/training/Online-orientation-training-for-planning-and-zoning-officials.aspx>

The classes are broken down into one-hour segments and there are 6 segments. **After each session, you will need to print a certificate stating that you have completed the class. The certificates are very important as these are our records proving that you have taken the training.**

Please send your completed certificates to me, as I am responsible for keeping records of Orientation and Continuing Education requirements for all members of the Planning Commission and the Board of Zoning Appeals.

\* \* \* \*

SCAC has introductory videos to explain how to set up your login and use their portal:

SC Association of Counties <https://www.sccounties.org/webcasts-and-webinars>

|                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                |                        |      |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------|
| Gignilliat, Savitz and Bettis, LLP                          |                                                                                                                                                                                                                                                                                                                                                                                                                |                        |      |
| → Introduction to the SCAC Member Portal                    | Handout                                                                                                                                                                                                                                                                                                                                                                                                        |                        |      |
|                                                             | One-and-a-half minute video outlining how to login after a password reset request has been sent:<br><a href="https://www.screencast.com/t/gvOcBpDNm">https://www.screencast.com/t/gvOcBpDNm</a><br><br>Two-minute video outlining how to access Professional Development information inside the Member Portal: <a href="http://www.screencast.com/t/9uOS7AQ2Viv">http://www.screencast.com/t/9uOS7AQ2Viv</a> . | <a href="#">Stream</a> | 2016 |
| Legal & Ethical Considerations for Managing Public Meetings | Handout                                                                                                                                                                                                                                                                                                                                                                                                        | <a href="#">Stream</a> | 2018 |

# South Carolina



## Planning Education Advisory Committee

### New Guidance on Orientation and Continuing Education Requirements

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July 16, 2020

On March 18, 2020, in response to the COVID-19 pandemic, the South Carolina Planning Education Advisory Committee (SCPEAC) lifted some of the restrictions on the delivery methods for the required Orientation and Continuing Education Training. At a special meeting on June 16, 2020, the Committee voted and approved to make those changes permanent as indicated below:

#### **Orientation Training**

Two providers of Orientation Training have previously been approved by the SCPEAC: The Municipal Association of South Carolina (MASC) and the South Carolina Association of Counties (SCAC).

MASC has their on-demand Orientation Training program up and running, and is available to any jurisdiction needing to use it. Please visit the link below for more information.

<https://www.masc.sc/Pages/programs/knowledge/training/Online-orientation-training-for-planning-and-zoning-officials.aspx>

SCAC is currently developing their on-demand models and will be available soon.

A minimum of six hours of Orientation Training is still required to be completed within one year of appointment or hiring.

For morning information about the required Orientation Training please visit the Committee's website <https://www.scstatehouse.gov/SCPEAC/OrientationTrainingProgramApp.htm>.

#### **Continuing Education Training**

The requirements that Continuing Education Training be conducted in a classroom or group setting and in the presence of a Coordinator have been lifted, and may be conducted in a virtual or on-demand format. There must be a method for confirming participation and/or attendance. Home study or self-study methods where participation or attendance cannot be independently verified are not permitted.

There are numerous organizations and institutions that have been pre-approved by the SCPEAC as providers of Continuing Education Training. For a list of those providers, please visit the Committee's website <https://www.scstatehouse.gov/SCPEAC/ApprovedSponsorsContEd.htm>.

A minimum of three hours of annual Continuing Education is still required.

Stephen G. Riley, ICMA~CM  
Chairman  
SC Planning Education Advisory Committee

## Agenda Item Summary

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Ordinance # / Resolution #:

Contact Person / Sponsor:

Department: Board of Zoning Appeals

Date Requested to be on Agenda: 7/5/2022

**Issue for Consideration:**

**Points to Consider:**

**Recommendation:**

## Agenda Item Summary

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Ordinance # / Resolution #:

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