## NOTICE OF SPECIAL MEETING TO BE HELD BY THE HISTORIC PRESERVATION COUNCIL WEDNESDAY, AUGUST 12, 2020 - 9:00 AM MCALLEN DEVELOPMENT CENTER – 311 NORTH 15<sup>TH</sup> STREET EXECUTIVE ROOM

Web: https://zoom.us/join or phone: (346) 248-7799

Meeting ID: <u>672-423-1883</u>

#### **AGENDA**

At any time during the course of this meeting, the Historic Preservation Council may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Planning & Zoning Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at any time during the course of this meeting, the Planning and Zoning Commission may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code

#### CALL TO ORDER - CHAIRPERSON JOE AVERILL, JR.

- 1. Public Comment
- 2. Minutes
- a) Minutes for the meeting held on June 24, 2020
- 3. Public Hearing (to be conducted at 9:00 A.M.)
  - a) Certificate of Appropriateness 615 North 15<sup>th</sup> Street
- 4. Discussion and Possible Action
  - a) Lost Resource and Historic Sites
  - **b)** Priority Historic Resource List
  - c) Texas Treasure Business Award Update
  - d) Possible Tour of Koelle House 1206 North Main Street
- 5. Adjournment

#### CERTIFICATION

I, the undersigned authority, do hereby certify that the above agenda for the meeting of the McAllen Historic Preservation Council is a true and correct copy and that I posted a true and correct copy of said notice on the bulletin board in the municipal building, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 7<sup>th</sup> day of August, 2020 at 5:00 p.m. and will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

#### STATE OF TEXAS COUNTY OF HIDALGO CITY OF MCALLEN

The Historic Preservation Council convened in a special meeting on Wednesday, June 24, 2020 at 9:24 a.m. p.m. at City Hall, 3<sup>rd</sup> floor City Commission Chambers.

Present: Joe Averill, Jr. Chairperson (via teleconference)

Orlando Gutierrez Member

Teddy Martin Member (via teleconference)
Dr. Jaclyn Miller Member (via teleconference)

Absent: Johnny Cisneros Member

Trisha Scott Member David Cazares Member

Staff Present: Evaristo Garcia Assistant City Attorney

Rodrigo Sanchez Senior Planner Liliana Garza Planner II Porfirio Hernandez Technician II

Carmen White Administrative Secretary

#### **CALL TO ORDER – Joe Averill, Jr., Chairperson (via teleconference)**

#### 1. Public Comment

#### 2. Minutes

- a) Minutes for meeting held January 22, 2020
- **b)** Minutes for meeting held January 31, 2020
- c) Minutes for meeting held February 5, 2020

Mr. Teddy Martin <u>moved</u> to approve the minutes. Mr. Orlando Gutierrez seconded the motion. The board voted to approve the minutes with four board members present and voting

#### 3. Public Hearing and Action: (to be conducted at 9:00 a.m.)

#### 4. Discussion and Possible Action

- a) Lost Resource and Historic Sites
- **b)** Priority Historic Resource List
- c) Texas Treasure Business Award Update
- d) Possible Tour of Koelle House 1206 N. Main Street

Historic Preservation Council Meeting June 24, 2020 Page 2

Ms. Garza stated there were no updates to the list mentioned above however, the Koelle house was still under construction. Staff would be able to schedule a tour date once construction is completed.

Chairperson Joe Averill asked if there were any other items to go over. Ms. Garza stated not at the moment but there was a possibility there would be a new case but they had not applied for the application. Chairperson Averill inquired when the Board would be able to meet in person. Dr. Miller had mentioned that the numbers of cases were rising and it would be a better idea to meet through teleconference.

Chairperson Averill inquired about having meeting through Zoom or via teleconference instead of audio. Ms. Garza stated for the meetings of Zoning Board of Adjustment and Planning & Zoning, they are done by Zoom. However, this meeting was only for the minutes. We can have a Zoom meeting for July's if the Board wishes to do so.

#### 5. Adjournment

Mr.	Teddy	Martin	made	a mo	otion to	adjo	urn tl	ne meet	ing.	Mr. (	Orland	o Gutie	rrez	seconde	d the
mot	ion, wł	nich pa	ssed	unanir	nously	with	four	membe	rs pi	reser	nt and	voting.	The	meeting	was
adjo	urned	at appi	oxima	ately 9	:44 a.m	٦.									

Joe Averill, Jr.	. Chairperson

#### CERTIFICATION

I, the undersigned authority, do hereby certify that the above agenda for the meeting of the McAllen Historic Preservation Council is a true and correct copy and that I posted a true and correct copy of said notice on the bulletin board in the municipal building, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 21<sup>st</sup> day of June, 2019 at 5:00 p.m. and will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

**Carmen White, Administrative Secretary** 

#### **MEMO**

**TO:** Historic Preservation Council

**FROM:** Planning Staff

**DATE:** August 4, 2020

SUBJECT: REQUEST OF MARC MILLIS FOR A CERTIFICATE OF APPROPRIATENESS FOR

THE EXTERIOR MODIFICATIONS TO AN EXISTING RESIDENCE WITHIN THE LAS PALMAS HISTORIC DISTRICT AT THE SOUTH ½ OF LOT 2 AND ALL OF LOT 3, BLOCK 11, NORTH MCALLEN SUBDIVISION, HIDALGO COUNTY, TEXAS; 615

**NORTH 15TH STREET (CLM2020-0003)** 

**GOAL:** A Certificate of Appropriateness is required for all proposed exterior alterations, new construction, and demolition within a local historic district. The goal of a Certificate of Appropriateness is to preserve historic, architectural, and cultural heritage by protecting character-defining features of the Las Palmas Historic District.

**BACKGROUND:** The property is located at the west side of N. 15<sup>th</sup> Street and 75 ft. South Gumwood Avenue. The lot has 75 feet of frontage along N. 15th Street and a depth of 140 feet for a lot size of 10,500 square feet. As per the design standards (please refer to page 7-2), the house on the property is considered a noncontributing building within the local landmark district. A noncontributing building does not add to the historic associations, historic architectural qualities, or archeological values for which property is significant. However, noncontributing properties that are part of the Las Palmas Local Landmark District still require to complete Certificate of Appropriateness application for major alterations/additions because these construction changes may affect the character-defining features of the entire district. Windows are also a character-defining features of the entire district.

**PROPOSAL**: The applicant is proposing to remove 2 circular windows, 6 small square windows and 3 rectangular windows on the front of the existing house. The applicant is proposing to remove all stucco window trim from the front of the house and install 5 arched windows. The applicant is also proposing to repaint the exterior of the house to aged white and repaint the outside trim to black fox.

**ANALYSIS:** The design review process for the Certification of Appropriateness is critical within a designated historic district to ensure that the unique and defining characteristics of the area are maintained according to the design standards of the Las Palmas Historic District.

**WINDOWS**: As per the design standards (please refer to page 7-15) for the Las Palmas Historic District historic windows can be made more energy efficient by simply re-glazing window panes and/or applying weather stripping. When original windows must be replaced for energy efficiency, the new windows must match the original configuration, dimension, profile and finish. The proposed scope of work is as follows:

- 1. The two round eyed windows with trim on each side of the chimney in front of the house will be removed and will be replaced with two 36 in. by 60 in. arch windows.
- 2. The six small square windows on half the cylinder above the front entrance of the house will be removed and will be replaced with three 32 in. by 48 in. arch window facades.
- 3. The three rectangular windows with their trim on the south of the front entrance of the

house will be removed and the openings will be enclosed with stucco wall. The enclosure of the three windows will not affect the architecture style of the house.

4. The stucco trim around all front windows will be removed; however, the trim around the house on top will be repainted to back fox and the exterior walls of the house will be repainted to aged white.

**RECOMMENDATION:** The plans submitted comply with the Las Palmas Local Landmark District Design Standards for windows. Even though this is a noncontributing building, the proposed alteration may positively enhance the character-defining feature of windows that are part of the building. Therefore, staff recommends approval of the proposed removal and replacement of windows and exterior painting as requested by the applicant.



CLM 2000 - 0003

Date Received

# HISTORIC PRESERVATION COUNCIL CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

**Required Items:** Site plan, legal description, building elevations, final building plans and specifications, samples of paint colors, roofing materials, color photographs of structures and sites where construction will take place. NO CASE WILL BE SCHEDULED FOR A HEARING UNTIL ALL REQUIRED MATERIALS ARE RECEIVED. (See check lists on pages 3-6)

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accela/L.F. Cow

BY: CW

APPROVAL BY THE HISTORIC PRESERVATION COUNCIL CONSTITUTES APPROVAL TO APPLY FOR A BUILDING PERMIT. BUILING PERMITS MUST BE OBTAINED FROM THE CITY OF MCALLEN, PERMIT AND INSPECTIONS DEPARTMENT.

#### Owner understands the following:

- 1. If the Council fails to approve any portion of a request or recommends that changes be made in the plans and specifications, the owner will have five (5) days in which to inform the Historic Preservation Officer as to whether the owner agrees to the recommended changes.
- 2. Within ten (10) days from receipt of the recommendation, the Historic Preservation Officer shall notify the owner as to whether his request has been approved, conditionally approved or denied.
- 3. If the owner does not concur with the Council's recommendation, appeal to the Board of Commissioners may be made within the time specified in (Ord. Sec 138-419).

IF THE PROPERTY OWNER DOES NOT APPEAR PERSONALLY BEFORE THE COUNCIL, AN AUTHORIZATION SIGNED BY THE OWNER MUST BE PRESENTED TO THE HISTORIC PRESERVATION OFFICER, AUTHORIZING A REPRESENTATIVE TO APPEAR INSTEAD OR THE CASE WILL NOT BE HEARD.

I hereby authorize \_\_\_\_\_\_ of \_\_\_\_\_

(Name of representative)	(Company or agency)
To represent me in matters pertaining to this case.	
Owner's Name: MARC MILLIS	
Oursel's Signatures May North	
Owner's Signature:	
Date	2 1X



## REQUIRED MATERIALS CHECK LIST

All background materials needed to support the applicant's request must be submitted to the Historic Preservation Officer **PRIOR** to scheduling the case before the Council. **NO CASE** will be placed on the agenda if **ALL** materials are not on file by the deadline date. Any last minute changes must be shown on revised plans.

II.	Check Where Applicable:
	Residence and/or Duplex
	Apartments and/or Commercial
***	
111	PROJECT TO INCLUDE (check where applicable):
	A X ALTERATION/REPAIR/RESTORATION of an Existing Building or Structure
	B NEW CONSTRUCTION
	C ADDITION
	D DEMOLITION
	E SIGN REQUIREMENTS
	F FENCING
	G DRIVEWAY - SIDEWALKS & PARKING LOTS
	H REPAINTING (color change)
	I REROOFING (materials/color change)
	J SWIMMING POOLS - FISH PONDS & FOUNTAINS
	K GAZEBOS - BATH HOUSE & DECKING
	L WINDOWS
A	ALTERATION/REPAIR/RESTORATION of an existing building or structure
	Scaled drawings, detailed architectural drawings may be required, dependent upon extent of work proposed.
	$\overline{X}$ Photographs of the property and surrounding property, showing where work is to be done.
	A written list of proposed materials and colors, including manufacturer's specification numbers.
	Actual samples of materials and colors should be presented at the meeting.
	Written narrative indicating the extent of the proposed alteration.
	Other information needed to illustrate the proposed alteration.



В.	NEW CONSTRUCTION
	Preliminary plans with building elevations
	Working scale drawings/specifications
	Drawing 8½" X 11" reproducible sheets
	Scale site plan with square footage of the building
	Photographs of building site for new construction
	Paint samples with brand name and number
	Roofing material sample
	Siding sample
C.	ADDITION
	Preliminary plans with building elevations
	Scale drawing of addition in relation to structure
	Working scale drawings/specifications
	Scale site plan
	Drawing 8½" X 11" reproducible sheets
	Photographs of structure showing current appearance
	Photographs of all exterior sides (include all four sides of building)
	Colors (sample)
D.	DEMOLITION
	Photographs of structure (all exterior sides of structure)
	Scale site plan
	Proposed use after demolition (conceptual plan)
	Proof of economic hardship or unusual and compelling circumstances (required for demolition within a historic district or of a landmark
Ε.	SIGNAGE
	Working scale drawings/specifications
	Scale drawing of sign in relation to structure
	Scale site plan
	Drawing 8½" X 11" reproducible sheets
	Photograph of location of proposed signage on structure/property
	Photograph of structure and all exterior sides affected by proposed work
	Type of materials to be used for sign
	Colors (samples) as applied to sign
	Size/style of lettering
	Illumination Plan
	Intumination Figure



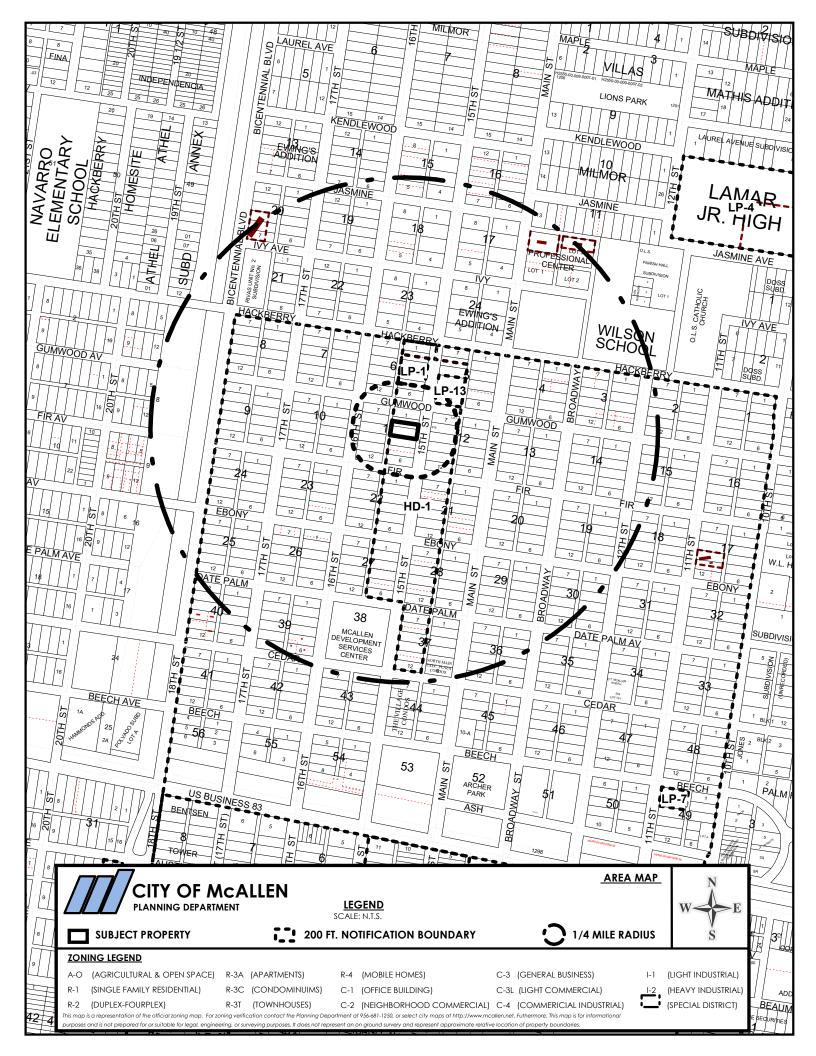
F.	<u>FENCING</u>
	Type/design of fence
	Scale of drawing of members with specifications
	Scale site plan
	Drawing 8½" X 11" reproducible sheets
	Photograph of structure and all exterior sides affected by proposed work
G.	DRIVEWAYS - SIDEWALKS & PARKING LOTS
	Type/design of driveway/sidewalk
	Drawing 8½" X 11" reproducible sheets
	Scale site plan
	Photograph of structure, location and all exterior sides affected by proposed work
	Landscaping plans (if any)
	Colors (sample)
Н.	REPAINTING (color change)
	Type of material
	Colors (sample)
	Description of design
	Photographs of structure and all exterior sides affected by proposed work
I.	REROOFING (material/color change)
	Type of material (sample or cut sheet)
	Colors (sample)
	Description of design
	Photographs of structure and all exterior sides affected by proposed work
J.	SWIMMING POOLS - FISH PONDS & FOUNTAINS
	Working scale drawings/specifications
	Scale drawing in relation to structure
	Scale site plan
	Drawing 8½" X 11" reproducible sheets
	Type/design of swimming pool, fish pond and/or fountain
	Photographs of structure (all exterior sides) and area affected by proposed work
	Colors (sample)

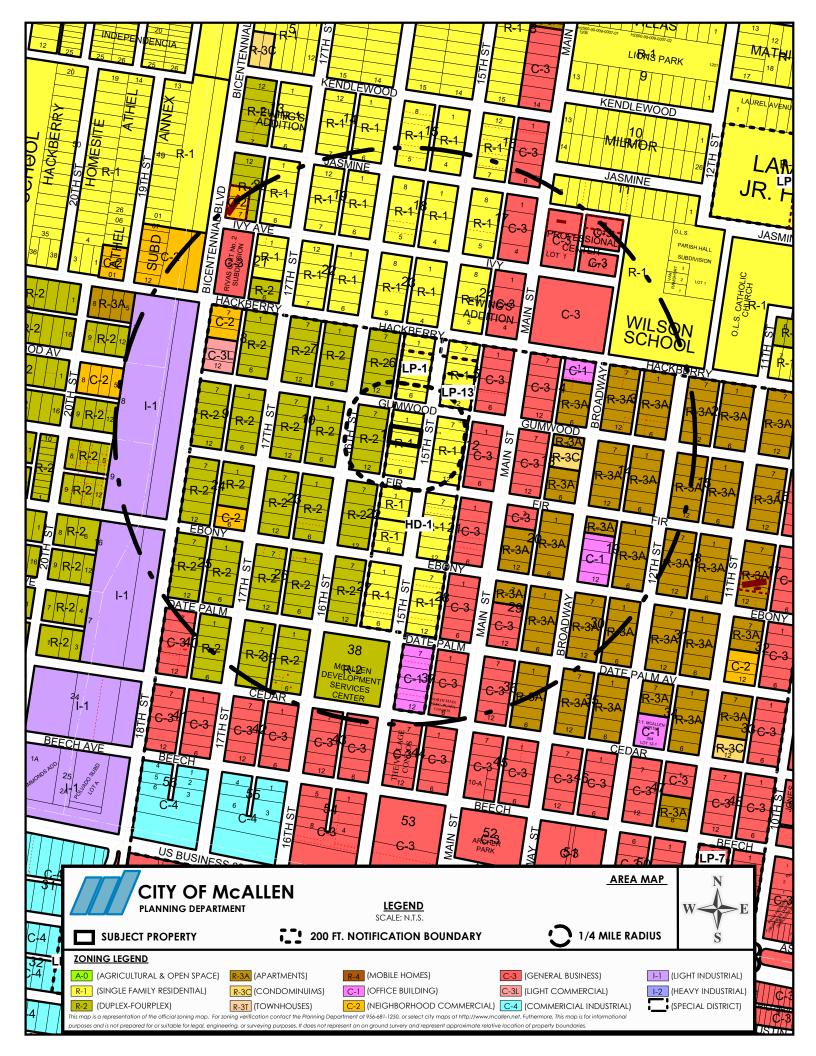


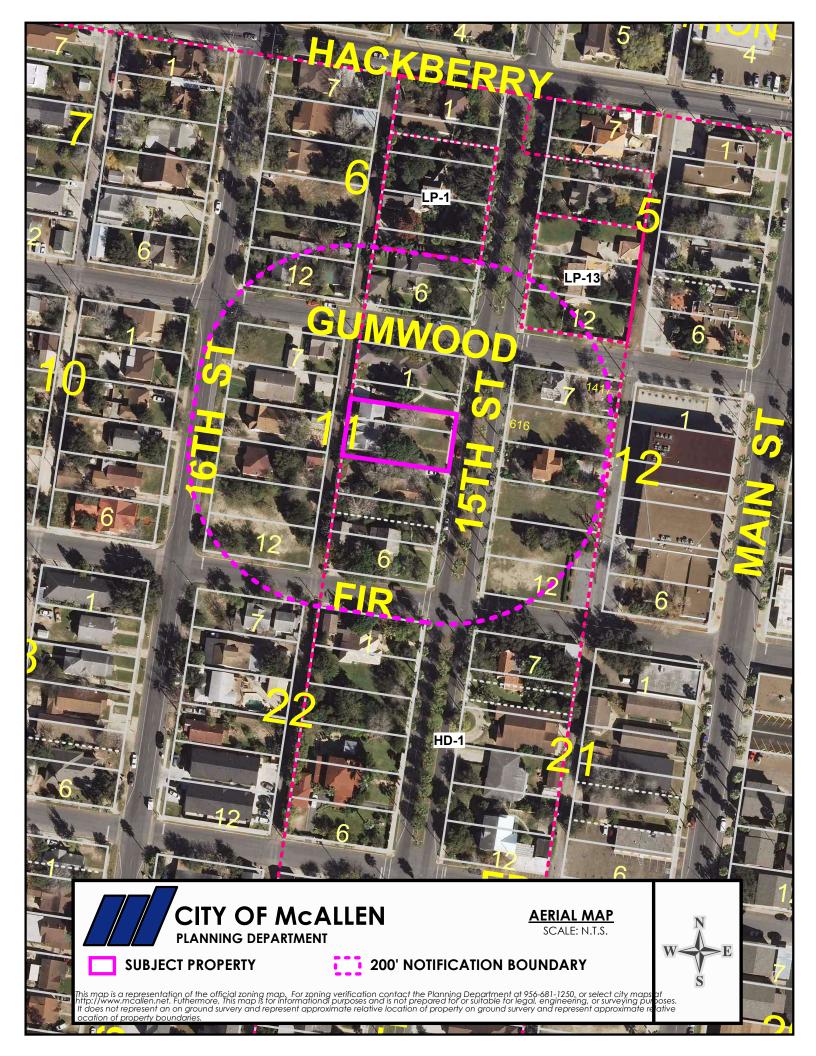
K.	GAZEBOS - BATH HOUSE & DECKING
	Working scale drawing/specifications
	Scale drawing in relation to structure
	Scale site plan
	Drawing 8½" X 11" reproducible sheets
	Photographs of structure (all exterior sides) and area affected by proposed work
	Colors (sample)
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L.	WINDOW REPLACEMENT
L.	WINDOW REPLACEMENT  Justification for replacement of windows
L.	
L.	Justification for replacement of windows
L.	Justification for replacement of windows  Working scale drawings/specifications (material and color)
L.	Justification for replacement of windows  Working scale drawings/specifications (material and color)  Sample of proposed window (manufacturer brochure)

PLESE BE ADVISED THAT THE COUNCIL HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.

NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE PLANNING DEPARTMENT MAY VIDEOTAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE HISTORIC PRESERVATION COUNCIL MEETING















#### HISTORICAL PRESERVATION COUNCIL

#### **2020 ATTENDANCE RECORD**

	1/22/2020	2/26/2020	3/25/2020	4/22/2020	5/27/2020	6/24/2020	7/22/2020	8/26/2020	9/23/2020	10/28/2020	12/2/2020
JOE AVERILL- Chair	Р	**	**	**	**	Р					
JOHNNY CISNEROS- Vice Chair	Р	**	**	**	**	Α					
ORLANDO GUTIERREZ	Р	**	**	**	**	Р					
DAVID E. CAZARES	Α	**	**	**	**	Α					
TEDDY LEROY MARTIN	Р	**	**	**	**	Р					
TRISHA SCOTT	Р	**	**	**	**	Α					
DR. JACKLYN MILLER	Р	**	**	**	**	Р					

P – PRESENT

A – ABSENT

RS - RESIGNED

\* NO QUORUM

\*\* NO MEETING



## **PLANNING DEPARTMENT**



311 N 15th Street McAllen, TX 78501 Phone: 956-681-1250 Fax: 956-681-1279

## **2020 CALENDAR**

Meetings:  City Commission Public Utility Board  The Commission Council  Meetings: Planning & Zoning Board  Zoning Board of Adjustment  CENSUS							Deadlines:  D- Zoning/CUP Application  N - Public Notification  * Holiday - Office is closed							
JANUARY 2020									FEBI	RUARY	2020			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			HOLIDAY	2	3	4							1	
5	6	7	8 D-2/4 & 2/5	9 CENSUS	10	11	2	3	4	5 D-3/3 & 3/4	6 CENSUS	7	8	
12	13 A-2/4 & 2/5	14	15 N-2/4 & 2/5	16	17	18	9	10 A-3/3 & 3/4	11	12 N-3/3 & 3/4	13	14	15	
19	20	21	22 <b>HPC</b> D-2/18 & 2/19	23	24	25	16	17	18	19 D-3/17 & 3/18	20	21	22	
26	27 A-2/18 & 2/19	28	29 N-2/18 & 2/19	30	31		23	24 A-3/17 & 3/18	25	26 <b>HPC</b> N-3/17 & 3/18	27	28	29	
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8	9 A-4/1 & 4/7	10	11 N-4/1 & 4/7	12	13	14	5	6 A-5/5 & 5/6	7	8 N-5/5 & 5/6	9	HOLIDAY	11	
15	16	17	18 D-4/15 & 4/21	19	20	21	12	13	14	15 D-5/19 & 5/20	16	17	18	
22	23 A-4/15 & 4/21	24	25 <b>HPC</b> N-4/15 & 4/21	26	27	28	19	20 A-5/19 & 5/20	21	22 <b>HPC</b> N-5/19 & 5/20	23	24	25	
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24	HOLIDAY	26	HPC N-6/16 & 6/17	28	29	30	28	29	30					
Deadline	es and Meetin	g Dates are	subject to cha	nge at any tii	me. Please o	contact th	e Plannin	g Department	at (956) 681	-1250 if you h	ave any que	stions.	<u>-</u> -	



### **PLANNING DEPARTMENT**



311 N 15th Street McAllen, TX 78501 Phone: 956-681-1250 Fax: 956-681-1279

## **2020 CALENDAR**

Meetings:  City Commission ☐ Planning & Zoning Board  Public Utility Board ☐ Zoning Board of Adjustment								Deadlines:  D- Zoning/CUP Application  N - Public Notification						
HPC - Historic Pres Council CENSUS							* Holiday - Office is closed							
JULY 2020							AUGUST 2020							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	9 A-12/1 & 12/2		11 N-12/1 & 12/2	12	13	14	6	7 A-1/5 & 1/6	8	9 N-1/5 & 1/6	10	11	12	
15	16	17	18	19	20	21	13		15	16 D-1/19 & 1/20	17	18	19	
	23		D-12/16 & 12/17 25 N-12/16 & 12/17	26 HOLIDAY	27	28		21	22	23	24 HOLIDAY		26	
	A-12/16 & 12/17 30		N-12/16 & 12/17					A-1/19 & 1/20 28	29	N-1/19 & 1/20 30	31			
Deadline	s and Meeting	g Dates are s	l subject to cha	l nge at any tir	ne. Please d	ontact the	e Plannino	g Department	at (956) 681	 -1250 if you h	ave any que:	stions.		