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**MEMORANDUM**

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** DELORES BAILEY, CHAIR, NORTHSIDE NEIGHBORHOOD  
CONSERVATION DISTRICT ADVISORY COMMITTEE  
**SUBJECT:** SUMMARY OF COMMITTEE'S ACTION RE: DESIGN GUIDELINES  
**DATE:** 6/23/2004

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At our final Committee meeting on May 19, 2004, the members of Northside Neighborhood Conservation District Advisory Committee

We understand from the staff that next, the staff would work with a landscape architect, to develop a manual for the design guidelines to include illustrations of various concepts. This manual would be presented to the Council in November, 2004 for approval with a completed manual.

As previously reported to the Council, the Committee agreed that they would like to meet in one year to review the guidelines of the Northside Neighborhood Conservation District and evaluate its effectiveness.

If you have any questions, please contact me at 967-8779.