

A G E N D A

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on ***Thursday, April 11, 2024 at 5:30 p.m.*** in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas.

Heritage Preservation Commission Members: Peggy Crabtree, Chair
Jacqueline Montejano, Vice Chair
Curtiss Thompson
Michelle Haye
Ronald Finch
Adam Graves
Kelly Savell

Planning & Zoning Commission Liaison: Bonney Ramsey
Heritage Preservation Manager: Eleana Tuley
City Council Liaison: Patrick Souter

1. Call to Order
2. ***Public Comments:*** Persons may address the Heritage Preservation Commission on any issues. This is the appropriate time for citizens to address the Commission on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Commission may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
3. ***Consider*** approval of the minutes of the regular Heritage Preservation Commission meeting of March 21, 2024
4. ***Consider*** a Certificate of Appropriateness and Additional Tax Incentive for Routine Maintenance for 208 Oldham Avenue
5. ***Consider*** Applications for the Historic Property Tax Exemption
6. ***Public Hearing*** on a request by the City of Waxahachie to expand the boundaries of the Historic Overlay District as created by Ordinance Number 2331, per the requirements of Ordinance Number 3020, and ordering the changing of the Zoning Map thereof in accordance with said change
7. ***Consider*** recommendation to expand the boundaries of the Historic Overlay District as presented
8. Comments by Commission members and City staff
9. Adjourn

The Heritage Preservation Commission reserves the right to go into Executive Session as authorized by Section 551.071(2) of the Texas Government Code, for the purpose of seeking confidential legal advice from legal counsel on any agenda item listed herein. This meeting location is wheelchair-accessible. Parking for mobility impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at (469) 309-4006 or (TDD) 1-800-RELAYTX

Notice of Potential Quorum

One or more members of the Waxahachie City Council may be present at this meeting.

No action will be taken by the City Council at this meeting.

MINUTES

(3)

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on **Thursday, March 21, 2024 at 5:30 p.m.** in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas.

Heritage Preservation Commission Members: Peggy Crabtree, Chair
Jacqueline Montejano, Vice Chair
Curtiss Thompson (Absent)
Michelle Haye
Ronald Finch
Adam Graves
Kelly Savell (Absent)

Planning & Zoning Commission Liaison: Bonney Ramsey (Absent)
Heritage Preservation Manager: Eleana Tuley
City Council Liaison: Patrick Souter (Absent)

1. **Call to Order**

Peggy Crabtree called the meeting to order at 5:30 pm.

2. **Public Comments:** Persons may address the Heritage Preservation Commission on any issues. This is the appropriate time for citizens to address the Commission on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Commission may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.

There were no public comments.

3. **Approve the minutes of the regular meeting of February 8, 2024**

Jackie Montejano made a motion to approve the minutes of the February 8, 2024, HPC meeting. Michelle Haye seconded the motion. **All ayes.**

4. **Consider a Certificate of Appropriateness for 201 E Main Street**

Eleana Tuley presented the item. Bill Bell, the property owner and applicant, presented the techniques he had considered for removing the paint on the exterior brick. Peggy Crabtree recommended that the applicant (Bill Bell) use different techniques in small areas of the building to find the best process to remove the paint. Ronald Finch recommended repointing the brick and resealing the mortar if necessary. The commissioners recommended the contractor use the appropriate mortar when repointing the brick. Jackie Montejano recommended the Applicant review the National Park Service Preservation Brief for repointing brick for historic buildings.

Jackie Montejano made a motion to approve the certificate of appropriateness for 201 E Main Street, Adam Graves seconded the motion. **All ayes.**

5. Consider a Certificate of Appropriateness for 407 Brown Street

Eleana Tuley presented the item. Susan Ruebman, the property owner and applicant, presented restoration techniques and materials for the proposed improvements (railing, shutters, siding, etc.). Michelle Haye made a motion to approve the certificate of appropriateness for 407 Brown Street, and Ronald Finch seconded the motion. **All ayes.**

6. Consider a Certificate of Appropriateness for 210 E University Avenue

Eleana Tuley presented the item. Susan Ruebman, the property owner and applicant, presented restoration techniques and materials for the proposed improvements. Michelle Haye made a motion to approve the certificate of appropriateness for 210 E University Avenue, Ronald Finch seconded the motion. **All ayes.**

7. Consider a Certificate of Appropriateness for 115 N College Street

Eleana Tuley presented the item. Tom Smalley, the property owner and applicant, presented details of his project and requested approval. Adam Graves made a motion to approve the certificate of appropriateness for 115 N College Street, Jackie Montejano seconded the motion. **All ayes.**

8. Consider a Certificate of Appropriateness for 207 S Hawkins Street

Eleana Tuley presented the item. Peggy Crabtree recused herself from this item. Michelle Haye made a motion to approve the certificate of appropriateness for 207 S Hawkins Street, Ronald Finch seconded the motion. **All ayes.**

9. Consider Applications for the Historic Property Tax Exemption

The commission reviewed 130 tax exemption applications. Out of these, the commission approved 126 applications and denied 4 applications. The properties for which tax exemptions were denied are as follows: 501 John Arden Drive, 605 W Main Street, 802 W Jefferson Street, and 205 Virginia Avenue.

Adam Graves made a motion to approve all tax exemptions except for 501 John Arden Drive, 605 W Main Street, 802 W Jefferson Street, and 205 Virginia Avenue, Jackie Montejano seconded the motion. **All ayes.**

10. Consider Applications for the Additional Tax Incentive for routine maintenance

Eleana Tuley presented the requests for the additional tax incentives for routine maintenance for the following properties: 305 University Avenue, 307 S Rogers Street, 208 Oldham Avenue, 209 S College Street, 514 W Marvin Avenue, 205 Virginia Avenue, and 104 Savannah Street.

Michelle Haye made a motion to approve all the applications for the additional tax incentive for routine maintenance, except for 208 Oldham Avenue and 205 Virginia Avenue, Jackie Montejano seconded the motion. **All ayes.**

11. Consider Applications for the Additional Tax Incentive for restoration

Eleana Tuley presented the requests for additional tax incentives for restoration for the following properties: 201 E University Avenue, 607 Sycamore Street, 1009 W Main Street, and 212 W Jefferson Street.

Adam Graves made a motion to approve all the applications for the additional tax incentive for restoration, Michelle Haye seconded the motion. **All ayes.**

12. Consider a Sign Application for 109 W Franklin Street, Suite 115 (Texas Art & Pour)

Eleana Tuley presented the sign request. Michelle Haye made a motion to approve the sign application for 109 W Franklin Street, Suite 115, Adam Graves seconded the motion. **All ayes.**

13. Comments by Commission members and City staff

14. Adjourn

Meeting adjourned at 7:33 pm.

Submitted Respectfully by Eleana Tuley.



(4)

Memorandum

To: Heritage Preservation Commission (HPC)
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Warren Ketteman, Senior Director of Economic Development
Date: April 11, 2024
Re: Consider a Certificate of Appropriateness and Additional Tax Incentive for Routine Maintenance for 208 Oldham Avenue

Applicant: Jane Yaeger, Property Owner

Property Address: 208 Oldham Avenue

Request: At the HPC meeting held on March 21, 2024, the applicant made a request for an additional tax incentive for routine maintenance. However, the commission denied the request as the proposed improvements did not have a Certificate of Appropriateness (COA), which was required since the property was in the Oldham Historic District. The applicant is also requesting the tax incentive for routine maintenance since they plan to complete the improvement this year.

The applicant is proposing to complete the following improvements to maintain the exterior of the home:

- Power wash the exterior;
- Repair the exterior window frames;
- Repaint the house and trim with the current colors;
- Replace one broken window on the west side of the house closest to the porch with a wavy window; and

- Replace one broken window on the east side of the house next to the fireplace with a standard window. The window does not currently have wavy glass.

Conditions of Approval:

- The Applicant must complete the proposed improvement within six (6) months of approval.

Attachments:

- COA Application
- Current Photos
- Invoice for Exterior Painting
- Invoice for Windows & Trim Repairs
- Location of Window with Wavy Glass
- Location of Standard Window

**CITY OF WAXAHACHIE
APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
FOR HISTORIC PROPERTY RESTORATIONS**

Case Number _____ Date Filed: _____

Date for Consideration by the Heritage Preservation Commission: _____

Property Owner JANE D YEAGER TRUSTEE and/or Agent _____

Mailing Address Owner/Agent (circle one) 208 OLDHAM ST, WAXAHACHIE, TX

Phone number _____

Email address _____

Historic Structure Address 208 OLDHAM ST, WAXAHACHIE, TX 75165

Is this structure for residential or non-residential use? (circle one)

Has this structure been designated as a Historic Resource?

Yes No _____ By whom _____

(If it has not been designated, the property owner must request designation as a historic resource from the Heritage Preservation Commission prior to applying for a Certificate of Appropriateness.)

Is this structure in the Historic Overlay District? Yes No _____

The Commission is appointed to assist you, but it also has the responsibility of protecting significant historic properties from inappropriate changes. **The Heritage Preservation Commission will not approve your project unless the Commission is shown to its satisfaction that the project is consistent with the historical character of the property.**

Answer the following statements carefully and provide as much information as possible so the Commission can make an informed decision.

1. Description of Project: POWDER WASH EXTERIOR, REPAIR EXTERIOR

WINDOW FRAMES, REPAINT HOUSE AND TRIM WITH CURRENT

COLORS THAT HAVE BEEN APPROVED. REPLACE 1 CRACKED WINDOW
WITH WAVY GLASS. OTHER CRACKED WINDOW IS IN THE BACK OF THE HOUSE

2. Reason(s) you feel the proposed exterior work is consistent with the historical character of the property (use additional space on the back of this form or by attaching additional sheets if necessary).

THE PAINT AND WINDOW FRAME REPAIR PRESERVES THE
INTEGRITY AND APPEARANCE OF THE HOUSE. THE COLORS OF THE

HOUSE AND TRIM WERE APPROVED YEARS AGO AND ARE CONSISTENT
WITH THE HOUSE'S AGE. THE CRACKED WINDOW IN THE PARLOR
DOES WAVY GLASS, THE OTHER WINDOW IS NOT HISTORIC AND
DOES NOT SHOW FROM THE STREET.

CHECKLIST

The following items **must** be included with this application:

- Current photograph(s) of the existing structure
- Historic photographs (if available) upon which the proposed work is based
NOTE: Please research the history of your property before you begin planning your project. Sims Library and the Ellis County Museum are good places to start.
- Elevation drawing(s) of any part of structure that is visible from the public right-of-way with details drawn to scale for work to be done
- List of materials for all exterior surfaces and/or signs
- Dollar value of improvements to be made

The following items may be requested:

- Location map of proposed buildings and structures
- Details of proposed lighting fixtures
- Sample(s) of material(s) to be used
- Any other reasonable information that the Commission may deem necessary in order to visualize the proposed work

If your property is located in the Historic Overlay District, you must consult the *Downtown Waxahachie Design Guidelines* before planning your project. You can obtain a copy of the guidelines from the Heritage Preservation Officer or on the City of Waxahachie website at www.waxahachie.com/images/City2/files/downtown_waxahachie_guidelines_08-19-2011.pdf.

If your property is not in the Historic Overlay District, please refer to the Secretary of the Interior's Standards for Rehabilitation as you plan your project. You may obtain a copy online at www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm or by contacting the Heritage Preservation Officer.

NOTE: Ten (10) copies of plans and/or specifications must be on file with the Heritage Preservation Officer **at least 20 days** before the Heritage Preservation Commission meeting date.

Signature of Property Owner or Agent: Jane D. Yeager Date: 4/2/24

CERTIFICATE OF APPROPRIATENESS

Commission Action: Requires Signature of Chair of the Heritage Preservation Commission

Date: _____ Preliminary Approval YES ___ NO ___
& Signature

Date: _____ Final approval after work is YES ___ NO ___
& Signature inspected and completed





~~BACK~~
CRACKED
WINDOW
(BACK)

FRONT PORCH STEPS - AND REST OF PORCH
TO BE POWER WASHED, SCRAPPED, & PAINTED



FRONT
PORCH
CEILING
BAD
BOARD
REPAIR
AND
PAINTED











RECOGNIZES THIS PROPERTY
BUILT C. 1890
AS WORTHY OF PRESERVATION

ENTERED IN
THE NATIONAL REGISTER
OF HISTORIC PLACES
1987

Waxahachie Heritage
Designated
Historic
Resource
Preservation Commission

GINGER BREAD TRAIL
ELLIS COUNTY
2009
MUSEUM, INC.
AWARD OF DISTINCTION

PIEL'S PAINTING

RESIDENTIAL



When Quality Counts

Remit to: 1121 W. Ovilla Rd. • Waxahachie, TX 75167
 Cell: (972) 989-8968 • Office: (972) 723-6116

MAPSCO NO. _____

PAGE _____ OF _____

INCOMPLETE	COMPLETE
------------	----------

DATE 2, 22, 24

2020

B
I
L
L
T
O
Jane Yager

J
O
B
S
I
T
E
208 Oldham Dr
Waxahachie TX

HOME PHONE



I HEREBY ACKNOWLEDGE RECEIPT OF THE SERVICES LISTED

SIGNATURE

QUAN.	SIZE	MATERIAL	AMOUNT	INSTRUCTIONS:
				EXTerior Painting
		Shelwin Williams Paint colors to match Historical Preservation		- Power wash dirt & Mildew from house
				- Repair & replace rotted wood on chimney, front porch, back window & siding
				- caulk all gaps & checks
				- Paint all sides of eve & trim
				- Paint front porch & handrail
				- CHANGES ORDERED Paint all facing
				- Paint 18 windows 1 door & 1 stained door
				- Paint Porch Posts
				\$ 31,225.88
BE SURE THAT THIS TOTAL IS CARRIED FORWARD IN RIGHT COLUMN			TOTAL MATERIAL	TOTAL LABOR SALES TAX
				PLEASE PAY THIS AMOUNT



WAXAHACHIE GLASS CORP.

Est. 1945

1400 West Marvin
Waxahachie, TX 75165

Phone: 972-938-3505
Fax: 972-937-3849

JOB WORK ORDER

No. 006849

10 AM

OC -

CUSTOMER'S ORDER NO.		PHONE	MECHANIC	HELPER	STARTING DATE
BILL TO		ADDRESS			ORDER TAKEN BY
CITY		JOB NAME AND LOCATION			<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA
DESCRIPTION OF WORK		JOB PHONE			

Jane Uager
208 Old Farm
Waxa, TX 75165

2/15/24

JK



Will need paper quote to take to city. Historic Home
 One window in the front has a hole & is splitting. 2 more in back. Wavy glass.

1 = ~~front~~ Antizen 24 x 36 1/8

2 = 24 x 36 1/8

2 = 30 x 36 1/8

DATE COMPLETED	WORK ORDERED BY	TOTAL MATERIALS	
		TOTAL LABOR	
		TAX	
		TOTAL AMOUNT	\$

Signature _____

No one home Total amount due for above work; or Total billing to be mailed after completion of work

JWOCC-870-3
PRINTED IN U.S.A.

I hereby acknowledge the satisfactory completion of the above described work.



Signature _____

JWOCC-870-3
PRINTED IN U.S.A.

I hereby acknowledge the satisfactory completion of the above described work.

of work

JOB COST RECORD

DESCRIPTION	QTY.	MATERIALS	LABOR	TOTAL
Front				
materials = 193 Labor = 190 TAX = 15.92 Total = 398.92				
materials = 386 + 540 = 926 Labor 570 TAX = 76.40 TOTAL MATERIALS 1,572.40				
MISC. JOB EXPENSES	AMOUNT	OTHER JOB EXPENSES	TOTAL COST	
TOTAL SELLING PRICE LESS TOTAL COST GROSS PROFIT LESS OVERHEAD COST % OF SELLING PRICE				
TOTAL		NET PROFIT		

Back



Wavy glass window

A photograph of a single-story yellow house with a white porch. A red arrow points from a text box to a chimney on the left side of the house. The house has a gabled roof and a front porch with white columns and railings. A dark car is parked on the driveway. Large trees are in the foreground and background.

Standard window is located
on the right side of the
fireplace behind this offset



(5)

Memorandum

To: Heritage Preservation Commission
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Warren Ketteman, Senior Director of Economic Development
Date: April 11, 2024
Re: Consider Applications for the Historic Property Tax Exemption

Historic Resources and properties within a Historic Overlay District are eligible for a historical appraised tax value exemption of twenty-five percent (25%) of the City portion of the property taxes on the appraised value of the property, based on meeting all of the following criteria:

- All modifications or expansions are completed pursuant to the issuance of Certificate(s) of Appropriateness under Section 24.56 and 24.59;
- The Historic Resource or property within a Historic Overlay District is listed on the National Register of Historic Places, designated as a Recorded Texas Historic Landmark or State Archaeological Landmark by the Texas Historical Commission, or has been designated by the City of Waxahachie as a historically significant site in accordance with the Texas Property Tax Code;
- The Historic Resource or property within a Historic Overlay District must adhere to all city ordinances.

Property owners must apply for the historic tax exemption annually by March 15th. The following applications met the filing deadline but were not considered at the March 21, 2024 HPC meeting.



(6&7)

Memorandum

To: Heritage Preservation Commission

From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager

Thru: Warren Ketteman, Senior Director of Economic Development

Date: April 11, 2024

Re: Public Hearing on a request by the City of Waxahachie to expand the boundaries of the Historic Overlay District as created by Ordinance Number 2331, per the requirements of Ordinance Number 3020, and ordering the changing of the Zoning Map thereof in accordance with said change

The Heritage Preservation Commission (HPC) recommends expanding the Historic Overlay District in accordance with Section 3.24 (Historic Overlay Districts) of the Code of Ordinances to incorporate fifteen (15) properties deemed significant for preservation due to their historical importance and contribution to the City's historic and cultural heritage. A map delineating the proposed expansion of the Historic Overlay District is included with this request.

The expansion of the Historic Overlay District has been a continuous effort that started in July 2023. On November 1, 2023, HPC held a three-hour workshop to review each property under consideration for the initial boundary for the historic overlay expansion and verify that each property was historically significant and worthy of inclusion in the historic overlay district. A map with the November 1st workshop results are included with this request.

On November 9, 2023, HPC reviewed the workshop results to refine the boundary for expanding the Historic Overlay District. HPC revised the boundary to ensure the following:

- A contiguous boundary with the existing district boundaries so that there were no gaps; and
- To incorporate properties worthy of preservation that were not considered with the initial expansion of the historic overlay.

After the HPC meeting on November 9th, the staff notified 15 property owners whose properties were recommended for inclusion in the historic overlay expansion. The notice informed the property owners about the proposed expansion and requested their consent to include their property in the Historic Overlay District. The staff received 5 letters of support and 1 letter of opposition. As per section 3.24 (b)(iv), the Heritage Preservation Officer is required to submit the request for action to the HPC, Planning and Zoning Commission, and City Council when staff receives support for 30 percent of the properties within the proposed historic district boundary.

If HPC approves the proposed expansion of the Historic Overlay District, it will be scheduled for a public hearing at the Planning and Zoning Commission and City Council.

Attachments:

- Map with the Initial Boundary for the Historic Overlay Expansion
- Map with November 1, 2024 HPC Workshop Results
- Map with Proposed Boundary for the Historic Overlay Expansion
- Letters of Support and Opposition

Initial Boundary for Historic Overlay Expansion

Date: 12/14/2023

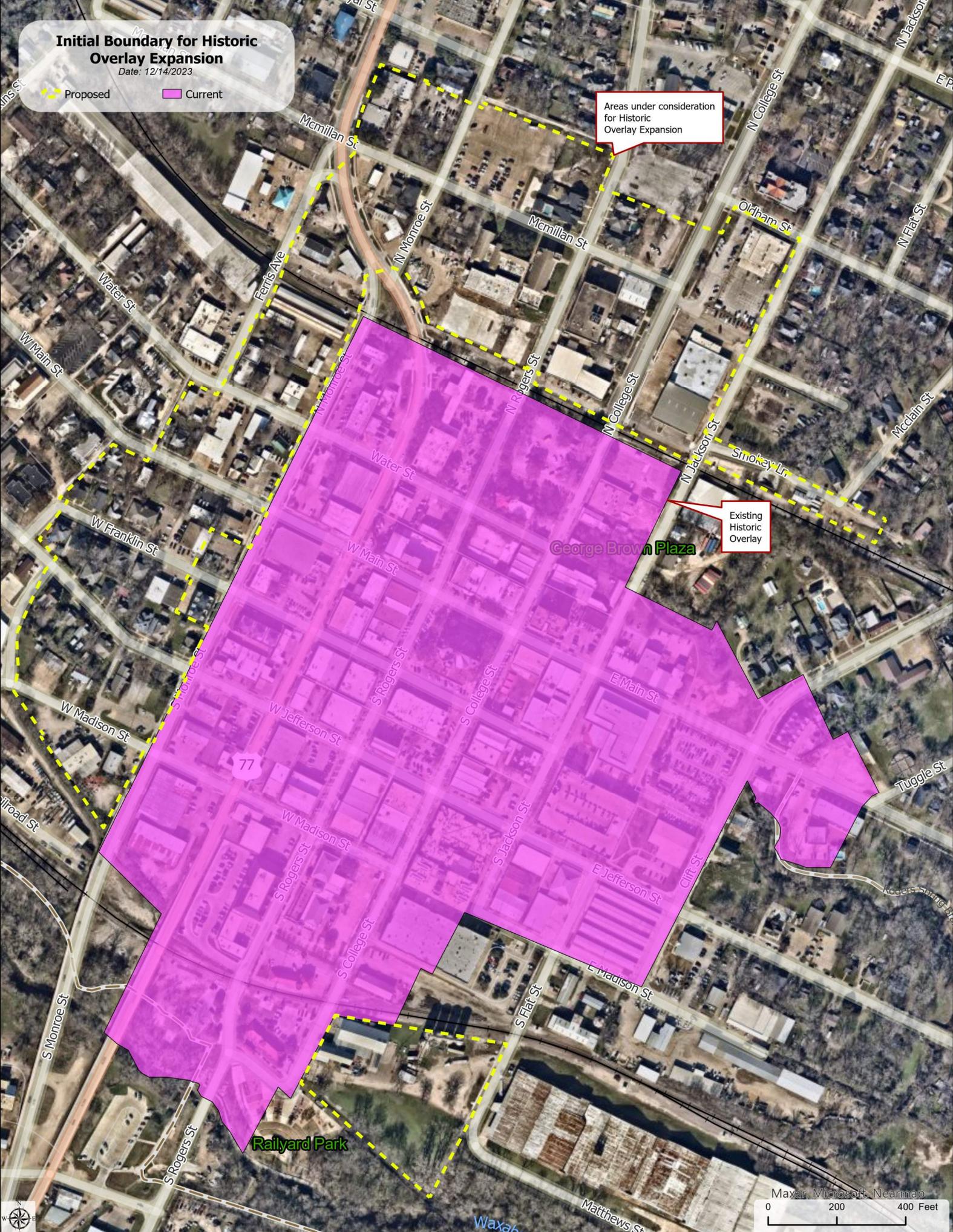
- Proposed
- Current

Areas under consideration for Historic Overlay Expansion

Existing Historic Overlay

George Brown Plaza

Railyard Park



HPC Workshop Results

Date: 4/3/2024

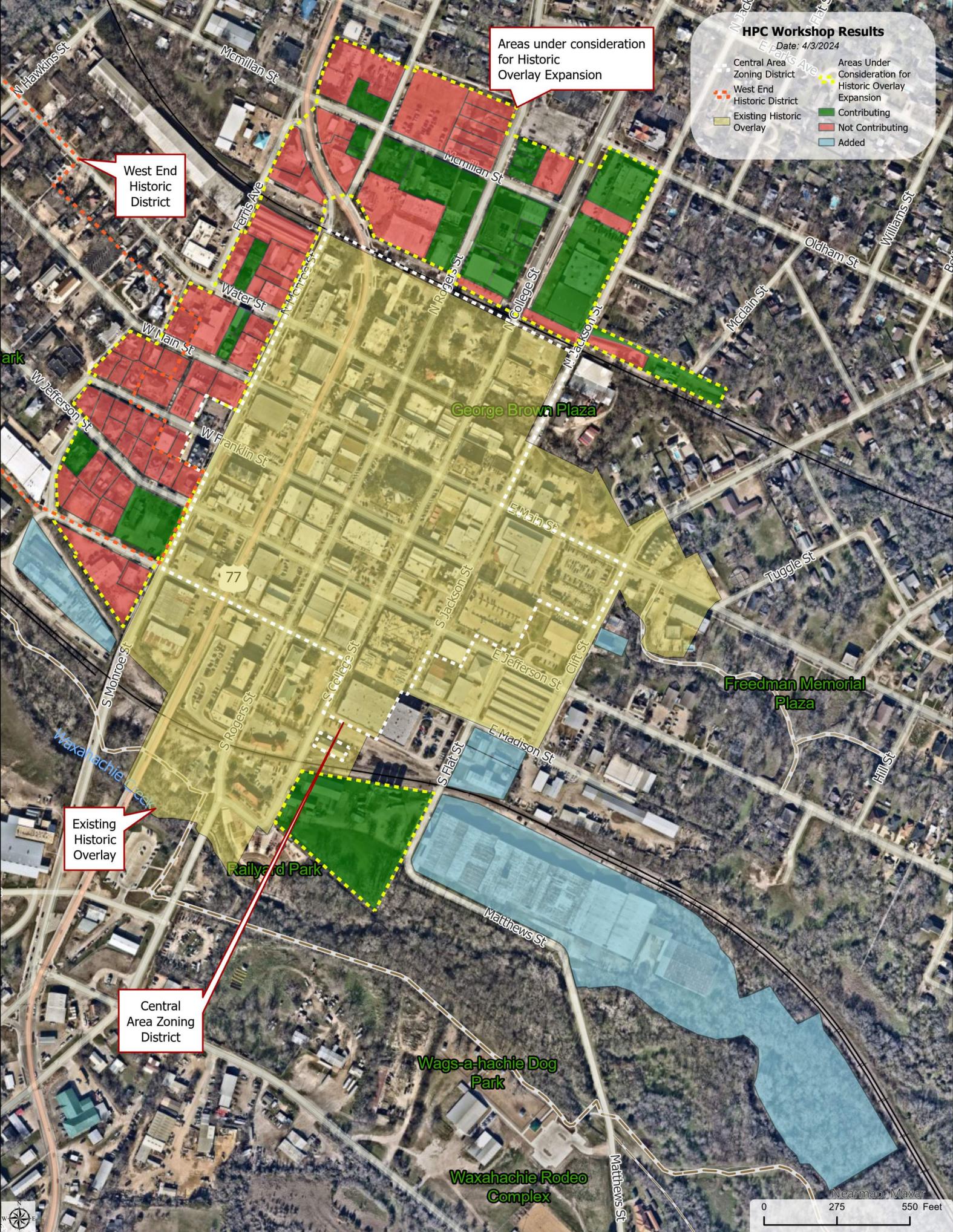
- Central Area Zoning District
- West End Historic District
- Existing Historic Overlay
- Areas Under Consideration for Historic Overlay Expansion
- Contributing
- Not Contributing
- Added

Areas under consideration for Historic Overlay Expansion

West End Historic District

Existing Historic Overlay

Central Area Zoning District



Revised Historic Overlay Boundary by HPC

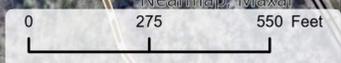
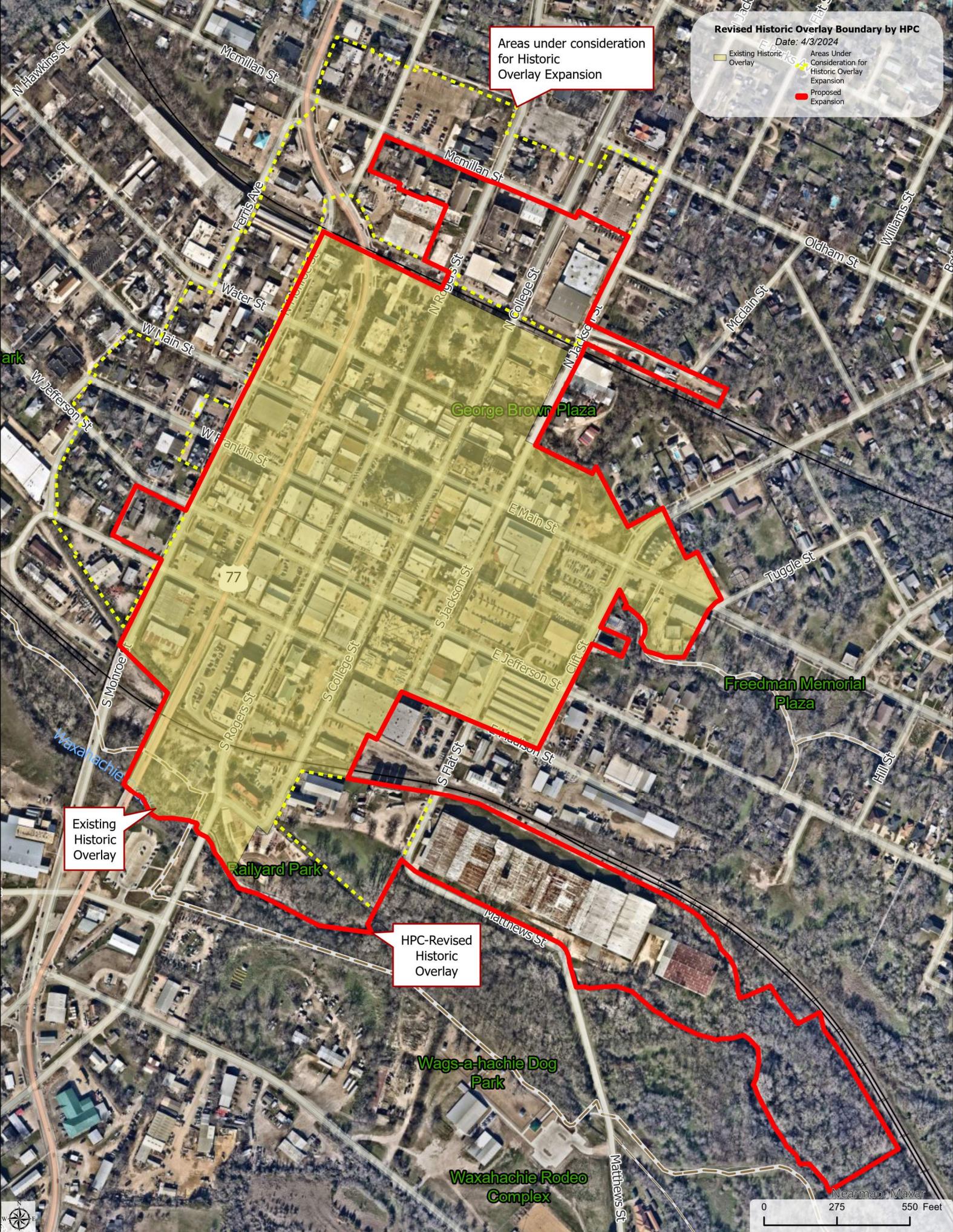
Date: 4/3/2024

- Existing Historic Overlay
- Areas Under Consideration for Historic Overlay Expansion
- Proposed Expansion

Areas under consideration for Historic Overlay Expansion

Existing Historic Overlay

HPC-Revised Historic Overlay

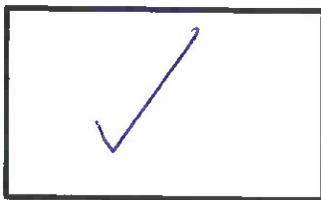


I, Michael Scott, on behalf of the City of Waxahachie, owner of property located at Remainder of Parcel 171053, Waxahachie, TX 75165 have read

and understand the information enclosed related to the proposed expansion of the Downtown Historic

Overlay District and the proposed inclusion of my property within the expanded district. I hereby cast

my vote as for/against inclusion of my property:



FOR



AGAINST

Printed name: Michael Scott

Signature: [Handwritten Signature]

Date: 12/19/2023

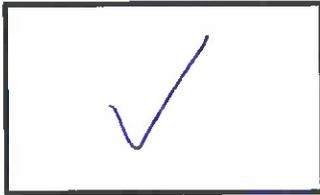
Please return this ballot in the enclosed self-addressed stamped envelope no later than January 31, 2024.

I, Michael Scott, on behalf of the City of Waxahachie, owner of property located
at 407 W. Jefferson, Waxahachie, TX 75165
have read

and understand the information enclosed related to the proposed expansion of the Downtown
Historic

Overlay District and the proposed inclusion of my property within the expanded district. I
hereby cast

my vote as for/against inclusion of my property:



FOR



AGAINST

Printed name: Michael Scott

Signature: [Handwritten Signature]

Date: 12/19/2023

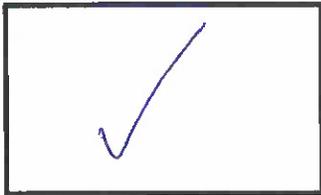
Please return this ballot in the enclosed self-addressed stamped envelope no later
than January 31, 2024.

I, Michael Scott, on behalf of the City of Waxahachie owner of property located
at
508 Smokey Lane, Waxahachie, TX 75165
have read

and understand the information enclosed related to the proposed expansion of the Downtown
Historic

Overlay District and the proposed inclusion of my property within the expanded district. I
hereby cast

my vote as for/against inclusion of my property:



FOR



AGAINST

Printed name: Michael Scott

Signature: [Handwritten Signature]

Date: 12/19/2023

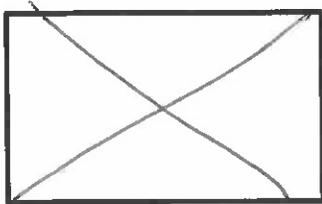
Please return this ballot in the enclosed self-addressed stamped envelope no later
than January 31, 2024.

I, Walter Szymczak, owner of property located
at 300 N. Rogers, Waxahachie, TX 75165
have read

and understand the information enclosed related to the proposed expansion of the Downtown
Historic

Overlay District and the proposed inclusion of my property within the expanded district. I
hereby cast

my vote as for/against inclusion of my property:



FOR



AGAINST

Printed name: Walter Szymczak

Signature: [Handwritten Signature]

Date: 1-2-24

Please return this ballot in the enclosed self-addressed stamped envelope no later
than January 31, 2024.

I, Michael Scott, on behalf of the City of Waxahachie, owner of property located
at 300 Smokey Lane, Waxahachie, TX 75165
have read

and understand the information enclosed related to the proposed expansion of the Downtown
Historic

Overlay District and the proposed inclusion of my property within the expanded district. I
hereby cast

my vote as for/against inclusion of my property:



FOR



AGAINST

Printed name: Michael Scott

Signature: [Handwritten Signature]

Date: 12/19/2023

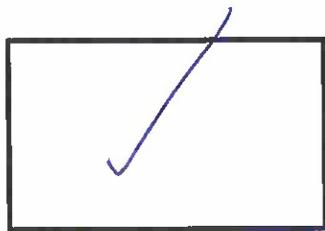
Please return this ballot in the enclosed self-addressed stamped envelope no later
than January 31, 2024.

I, Michael Scott, on behalf of the City of Waxahatchie owner of property located
at Lot 1 BK99 of Town Hospital portion of parcel 252537, Waxahatchie, TX 75165
have read

and understand the information enclosed related to the proposed expansion of the Downtown
Historic

Overlay District and the proposed inclusion of my property within the expanded district. I
hereby cast

my vote as for/against inclusion of my property:



FOR



AGAINST

Printed name: Michael Scott

Signature: [Handwritten Signature]

Date: 12/19/2023

Please return this ballot in the enclosed self-addressed stamped envelope no later
than January 31, 2024.