

# **MEMORANDUM**

## **Administrative Services**

***Town Clerk            Risk Management            Human Resources***

**TO:** Mayor and Town Council

**FROM:** Barbara McDaniel, CMC/AAE, Assistant Town Clerk

**THROUGH:** Gail Reinfeld, CMC/AAE, Administrative Services Director

**DATE:** July 13, 1999

**SUBJECT:** Ordinance - Second Reading (amending the Town's Comprehensive Plan by revising the Housing Element)

Due to advertising requirements, staff is requesting that this item be tabled to August 4, 1999.