

## MEMORANDUM

**TO:** Claire Powell, City Manager

**FROM:** Jennifer Malone-Ippolito, City Secretary

**DATE:** May 4, 2026

**SUBJECT:** **Consideration of the Acceptance of the Resignation of Randy Tetzlaff; Declaring a Vacancy Exists for Place No. 4 on the Old Town Design Review Committee; and Consideration of an Appointment to Place No. 4 on the Old Town Design Review Committee.**

### BACKGROUND

A resignation was received from Randy Tetzlaff, Place No. 4, on the Old Town Design Review Committee. Since this is an at-large position, the vacancy can be filled with any Lewisville resident.

### ANALYSIS

Six (6) applications were submitted meeting the qualifications for service in this position including Joyce Fuel, Diane Hurd, Zachary Manuel, Mark Stelzel, Ben Utley and Sarah Walker.

### CITY STAFF'S RECOMMENDATION

That the City Council accept the resignation, declare a vacancy exists and consider an appointment to the Old Town Design Review Committee as set forth in the caption above.