



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78620**

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**Submitted By:** Laura Mueller, City Attorney

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**Council Meeting Date:** November 19, 2024

**Agenda Item Wording:** **Approval of a Resolution Designating the Building Official as the Sign Administrator.** *Sponsor: Councilmember Sherrie Parks*

**Agenda Item Requestor:** Laura Mueller, City Attorney

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**Summary/Background:** The Sign Code, Chapter 26, of the City of Dripping Springs Code of Ordinances allows the City Council to appoint the Sign Administrator, Our City Administrator, Michelle Fischer, has been the Sign Administrator since no one else has been appointed. Shane Pevehouse, Building Official, and his team have been handling the sign permits for quite some time with occasional consultations with Michelle Fischer. Because Shane is handling the sign permits, we thought it would be most appropriate for him to be named the Sign Administrator. As Sign Administrator he would be able to approve some minor waivers with major waivers still going to city council.

**Commission Recommendations:** N/A

**Recommended Council Actions:** Approval of Resolution.

**Attachments:** Resolution, Staff Report

**Next Steps/Schedule:**