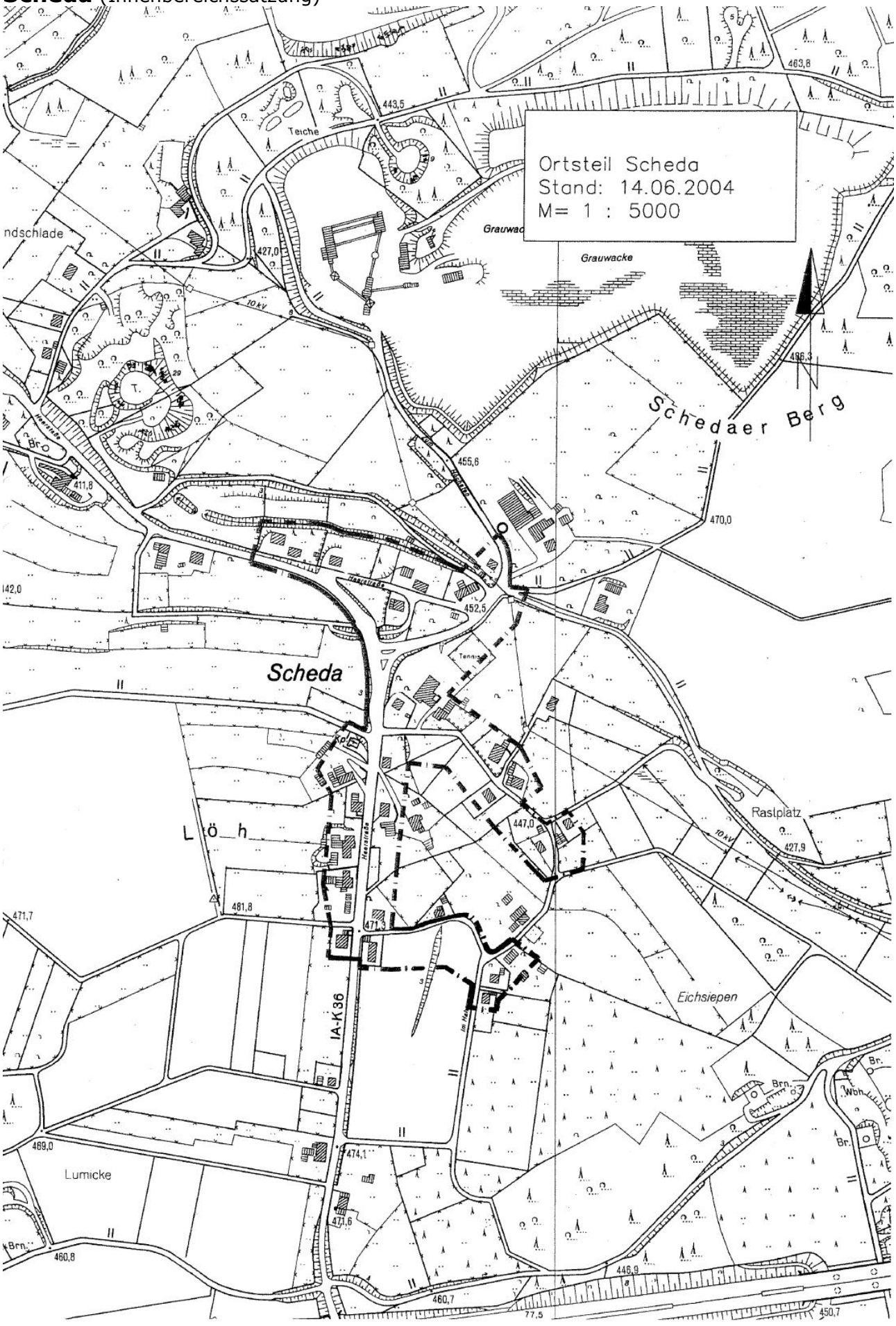Scheda (Innenbereichssatzung)