



ZONING BOARD OF ADJUSTMENT MEMORANDUM

FROM: Planning & Zoning Department **DATE:** November 18, 2019

SUBJECT: Approve minutes of the September 26, 2019, Zoning Board of Adjustment meeting.

PRESENTER: Clayton Comstock, Planning Director

SUMMARY:

The minutes are approved by majority vote of the Board at the Zoning Board of Adjustment meetings.

GENERAL DESCRIPTION:

The Planning and Zoning Office prepares action minutes for each Zoning Board of Adjustment meeting. The minutes from each meeting are placed on a later agenda for review and approval by the Board. Upon approval of the minutes, an electronic copy will be uploaded to the City's website.

RECOMMENDATION:

Approve minutes of the September 26, 2019, Zoning Board of Adjustment meeting.