



PLANNING AND ZONING COMMISSION MEMORANDUM

FROM: The Office of the City Manager **DATE:** October 20, 2016

SUBJECT: Approve minutes of the September 15, 2016 Planning and Zoning Commission Meeting

PRESENTER: Clayton Comstock, Planning Manager

SUMMARY:

The minutes are approved by majority vote of the Commission at the Planning & Zoning Commission meetings.

GENERAL DESCRIPTION:

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

RECOMMENDATION:

Approve minutes of the September 15, 2016 Planning and Zoning Commission Meeting.