



PLANNING AND ZONING COMMISSION MEMORANDUM

FROM: Planning & Zoning Department **DATE:** December 19, 2019
SUBJECT: Approve minutes of the December 5, 2019, Planning and Zoning Commission meeting.
PRESENTER: Clayton Comstock, Planning Director

SUMMARY:

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

GENERAL DESCRIPTION:

The Planning and Zoning Office prepares action minutes for each Planning and 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 is uploaded to the City's website.

RECOMMENDATION:

Approve minutes of the December 5, 2019, Planning and Zoning Commission meeting.