



## PLANNING AND ZONING COMMISSION MEMORANDUM

**FROM:** Planning & Zoning Department   **DATE:** January 16, 2025  
**SUBJECT:** Approve Minutes of the December 2, 2024, Planning and Zoning Commission meetings.  
**PRESENTER:** Clayton Comstock, Managing Director of Development Services

### **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 2, 2024, Planning and Zoning Commission meetings.