



PLANNING AND ZONING COMMISSION MEMORANDUM

FROM: Planning & Zoning Department **DATE:** March 5, 2020
SUBJECT: Approve corrected minutes of the December 19, 2019, regular
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 will be uploaded to the City's website.

The minutes approved the Planning and Zoning Commission included an error in the position of one of the speakers for zoning case ZC 2019-03. A letter from the speaker notifying staff of the error is attached. The correction is noted on page 5 of the attached minutes.

RECOMMENDATION:

Approve the corrected minutes of the December 19, 2019, regular Planning and Zoning Commission meeting.