



## PLANNING AND ZONING COMMISSION MEMORANDUM

**FROM:** Planning & Zoning Department    **DATE:** December 5, 2019

**SUBJECT:** Approve minutes of the November 21, 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 November 21, 2019, Planning and Zoning Commission meeting.