



## PLANNING AND ZONING COMMISSION MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** December 1, 2016

**SUBJECT:** Approve minutes of the November 17, 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 November 17, 2016 Planning and Zoning Commission Meeting.