



PLANNING AND ZONING COMMISSION MEMORANDUM

FROM: The Office of the City Manager **DATE:** March 15, 2018

SUBJECT: Discuss the format and contents of the Planning and Zoning Commission staff reports, agenda packets, and meeting presentations.

PRESENTER: Clayton Comstock, Planning Manager

GENERAL DESCRIPTION:

The purpose of this item is to allow the Planning and Zoning Commission the opportunity to discuss the format and contents related to meeting agenda packets, staff reports, and meeting presentations.