



## PLANNING AND ZONING COMMISSION MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** December 6, 2018

**SUBJECT:** Approve minutes of the November 15, 2018, 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.

### **RECOMMENDATION:**

Approve minutes of the November 15, 2018, Planning and Zoning Commission meeting.