PLANNING AND ZONING COMMISSION MEMORANDUM

FROM: Planning & Zoning Department **DATE:** June 6, 2019

SUBJECT: Approve minutes of the May 16, 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 will be uploaded to the City's website.

RECOMMENDATION:

Approve minutes of the May 16, 2019, Planning and Zoning Commission meeting.