



## AGENDA ITEM SUMMARY FORM

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**MEETING DATE:** November 2, 2023

**PREPARED BY:** Otis T. Spriggs, AICP, Development Services Director

**AGENDA CONTENT:** Discussion and possible action on the minutes for the Planning and Zoning Commission meeting held on September 19, 2023.

**AGENDA ITEM SECTION:** Declaration of a Quorum and Call to Order

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**BUDGETED AMOUNT:** N/A **FUNDS REQUESTED:** N/A

**FUND:** N/A

**EXECUTIVE SUMMARY:**

Staff requests a discussion and possible action on the minutes for Planning and Zoning Commission meeting for September 19, 2023.

**RECOMMENDATION:** Staff recommends that the Planning and Zoning approve the minutes with any noted corrections.