



## PLANNING & ZONING MEMORANDUM

---

**TO:** Planning and Zoning Commission

**FROM:** Matt Chesmore

**DATE OF MEETING:** May 19th, 2026

**ITEM TITLE:** Approval of Previous minutes – 5/5/2026

---

### **BACKGROUND:**

The Planning and Zoning Commission regularly meets once a month to discuss various zoning related issues that are brought to Zoning Administrator.

### **DISCUSSION:**

For record keeping purposes, minutes are recorded by the commission's secretary during each meeting and act as an official record of the commission's actions. Minutes from each meeting are required to be approved, which is usually completed at the next Planning and Zoning meeting. Once approved the minutes are recorded in electronic media, stored on City owned resources. The minutes are also publicly posted on the City of Independence's Agenda & Minutes site.

### **FINANCIAL CONSIDERATION:**

There is no cost related to this item.

### **RECOMMENDATION:**

Staff recommends the Planning and Zoning Commission moves to approve the previous meetings minutes as stated in the item title.