



## PLANNING & ZONING MEMORANDUM

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**TO:** Planning & Zoning Board

**FROM:** Todd Sherrets

**DATE OF MEETING:** December 5, 2023

**ITEM TITLE:** Planning & Zoning Meeting Time

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### **BACKGROUND:**

Discussion to be held about moving the Planning & Zoning Meetings from the 1<sup>st</sup> Tuesday of the month at 8:30 am to the 2<sup>nd</sup> Wednesday of the month at 5:00 pm.

### **RECOMMENDATION:**

Staff recommends a motion to approve moving the meeting time to the 2<sup>nd</sup> Wednesday of the month at 5:00 pm.