



## MEMO

**DATE:** September 1, 2017

**TO:** Planning Commission Members

**FROM:** Patrick R. Zenner, Development Services Manager

**Re:** Rules of Procedure - Proposed Amendment Text

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In preparation for the September 7 discussion regarding potential Rules of Procedure amendments, Commissioner Rushing has provided the attached proposal that covers a wide range of topics which touch on many of the issues the Commission has indicated it desires to address. The contents of the document are being provided for informational purposes only and may be found helpful to frame Commission discussion. Mr. Caldera was provided this document in advance and may be prepared to provide comment on its contents at the meeting if requested.

If you have questions please contact me.