



**INTEROFFICE MEMO
PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT**

DATE: November 4, 2016
TO: Samuel Thomas, ZBA Chairperson
FROM: Jennifer L. Voss, Senior Planner
SUBJECT: ZBA Meeting cancellation- November 2016

Due to a lack of applications, the ZBA meeting scheduled for November 16, 2016 has been cancelled. Our next regularly scheduled meeting will be December 14, 2016.

cc: ZBA Members
Bob Slye, City Attorney
Justin Wood, City Engineer