

MEMORANDUM

Date: May 13, 2010

To: Planning Board Members

From: Lance Hight, Planning Director

Subject: No May Planning Board Meeting - New Planning Board Member Orientation

A Planning Board Member orientation will be held instead of our regular Planning Board Meeting this month. As we have done with all new Planning Board Members over the past several years will be providing our newest Planning Board Member Mr. Ryan Spleet with an in depth orientation. We will cover the functions and responsibilities of the Planning Board and City Council, operations of the Planning Department, the principles of zoning, land subdivision and community development. I encourage, by all means, any other Planning Board Members or City Council Members that may be interested in participating to feel free to join us. It will be an informal and very informative session.

Also, Planning Staff is keeping busy on the Conover Station Project and the related Master Plan document and website. Staff anticipates presenting the final draft of the plan for review and discussion to the Planning Board at the June meeting.