



MEMORANDUM

September 13, 2011

TO: Planning Board
FROM: Planning Staff

RE: No Regular September Planning Board Meeting – Conover Station Open to Public

The regularly scheduled September Planning Board Meeting will not be held as there are no matters that require a decision by the Planning Board.

As you know, Planning Staff has been coordinating and working extensively on the Conover Station project. The interior of the building is basically complete while the site improvements of sidewalks, parking and patio are ongoing and will be completed shortly. The Conover Branch Library closed its doors at their location in Conover City Hall on Saturday, September 3rd. They have moved their furnishings, books and other items and are currently organizing and staging for their new location in the 3rd floor of the Conover Station building. In lieu of attending the Planning Board meeting you are welcome to drop by Conover Station on September 20th, to view the new building. This will be the first day of operation for the library at Conover Station and they will be open from 12:00 pm till 8 pm on this day. This is considered a “soft opening”, as it will begin with little to no promotion. This will allow us to become more organized over the next month to familiarize ourselves with the daily operations and needs of the building and allow us to provide the best customer service. The official “Grand Opening” will be on Monday, October 24th. I will update you on the details of the grand opening as it is finalized. Feel free to contact me anytime if you have any questions.

