## **MEMORANDUM**

February 2, 2016

From: Administrative Officer

To: Planning Commission Members

Subject: Planning Commission meeting on February 10, 2016

## Schedule

- 1. Approval of minutes of January 13,2016
- 2. Discussion of schedule for hearing and formal approval of Town Plan
- 3. Administrator's report on applications and permits
- 4. Other matters to be determined by the Chairman