## **MEMORANDUM**

January 5, 2016

From: Administrative Officer

To: Planning Commission Members

Subject: Planning Commission meeting on January 13, 2016

## Schedule

- 1. Approval of minutes of December 9, 2015
- . 2. Further review of draft Town Plan
  - 3. Administrator's report on applications and permits
  - 4. Other matters to be determined by the Chairman.