

MEMORANDUM

TO: Planning Commission

FROM: Aimee Nassif, Planning & Development Services Director

DATE: September 7, 2016

RE: Work Session Meeting
September 12, 2016

The next meeting of the Work Session of the Planning Commission has been scheduled for **Monday, September 12, 2016 at 5:45 p.m.** in Board Room 6 on the Lower Level of the DoubleTree Hotel, 16625 Swingley Ridge Road.

The Planning Commission will meet at **7:00 p.m.** in the Great Room at the DoubleTree Hotel.

The Planning Commission Agenda is attached.