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To: Jeff Marcotte, PZC Chairman

From: Delia P. Fey, AICP Senior Regional Planner

*Delia*

Date: November 21, 2023

Re: **REVISED 2024-2025 Annual Meeting Schedules for the Planning & Zoning Commission**

I propose a revised 2024 -2025 meeting schedule to extend into January 2025 to prevent any issues with getting the schedule in next year on time to have January meetings in 2025.

The regularly scheduled meetings of the Planning and Zoning Commission are as shown below:

- The planning meetings are to be held on the 1<sup>st</sup> Thursday of the month at 7:30pm.
- The business meetings are to be held on the third (3<sup>rd</sup>) Thursday of the month at 7:30 p.m.. Both meetings are to be held at the Woodstock Town Hall, Room 1, lower level.

The following list of 2024 dates follows that schedule:

Planning Meetings	Business Meetings
January 4, 2024	January 18, 2024
February 1, 2024	February 15, 2024
March 7, 2024	March 21, 2024
April 4, 2024	April 18, 2024
May 2, 2024	May 16, 2024
June 6, 2024	June 20, 2018
	July 18, 2024
August 1, 2024	August 15, 2024
September 5, 2024	September 19, 2024
October 3, 2024	October 17, 2024
November 7, 2024	November 21, 2024
December 5, 2024	December 19, 2024
January 2, 2025	January 16, 2025

Thank you.