



**INTEROFFICE MEMO  
PLANNING AND COMMUNITY  
DEVELOPMENT DEPARTMENT**

DATE: October 30, 2025

TO: Michelle Capone, Planning Commission Chairperson

FROM: Geoffrey Urda, Senior Planner

SUBJECT: Planning Commission Meeting Cancellation- November 4, 2025

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Due to a lack of applications, the Planning Commission meeting scheduled for November 4, 2025 has been canceled. Our next regularly scheduled meeting will be December 2, 2025.

cc: Planning Commission Members