

**MEMORANDUM**  
**DEPARTMENT OF PLANNING, CONSERVATION AND DEVELOPMENT**

**TO:** Town Clerk

**FROM:** William Warner, AICP, Director of Planning, Conservation and Development

**DATE:** May 8, 2009

**RE:** Special Meeting of the Planning and Zoning Commission Bylaws Subcommittee

Please be advised that there will be a special meeting of the Planning and Zoning Commission Bylaws Subcommittee on Wednesday, May 20, 2009 in the Council Chambers immediately following the public session to be held at 6 p.m.

The agenda will be as follows:

1. Call to Order
2. Minutes of April 29, 2009 and May 6, 2009 meetings
3. Review of the Bylaws as recommended by the Bylaws Subcommittee
4. Vote to place Bylaws on the agenda for the meeting of June 10, 2009 with a vote on June 24, 2009
5. Adjournment

WW/eh