

**INTEROFFICE MEMO**  
**LAND USE & DEVELOPMENT**

TO: Zoning Board of Appeals  
FROM: Cheryl Bunfill, Chairman  
DATE: July 27, 2016  
SUBJECT: August Meeting

Please be advised that there will be no meeting of the Zoning Board of Appeals on August 4, 2016.

The next regularly scheduled meeting will be held on September 1, 2016.

cc: City Council