INTEROFFICE MEMORANDUM
CITY OF NEW SMYRNA BEACH

TO: Mike Bosse, Fire Marshal
Marissa Moore, Horticulturist
David Mims, Police Department
Kyle Fegley, City Engineer
Postmaster
Mike Knotek, Chief Building Official
Randy Walter, Utilities Commission
Khalid Resheidat, Public Works

FROM: Gail Henrikson AICP, Planning Manager GH

RE: Agenda Package for Plan Review Committee Meeting

DATE: February 15, 2011

CC: Members of the Press
Helen LaValley, Volusia County School Board

THIS SHALL SERVE AS YOUR OFFICIAL NOTIFICATION that the regular meeting of the PLAN REVIEW COMMITTEE on FRIDAY, March 4, 2011 at **9:00 A.M.**, at the **City Commission Chambers, 210 Sams Avenue**, New Smyrna Beach, Florida, is **CANCELLED**:

Pursuant to Florida Statutes 286.01015, if an individual decides to appeal any decision made by the Planning & Zoning Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. Such person must provide a method for recording the proceedings.

In accordance with the Americans With Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the Board Secretary listed below prior to the meeting:

Debbie Jenkins, Development Services Secretary
City of New Smyrna Beach
210 Sams Avenue
New Smyrna Beach, FL 32168
(386) 424-2132