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MEMORANDUM

To: Jamestown Charter Township Board of Trustees & Planning Commission
From: Gregory L. Ransford, MPA
Date: February 10, 2020
Re: Monthly Activity Report – January 2020

Please find within this memorandum our January 2020 Monthly Activity Report for service to Jamestown Charter Township. The report is structured to include those items that are most relevant to planning or include our assistance to another department because of its relevance to planning. We did not include general inquiries such as basic phone calls, walk-ins during office hours (that did not result in extensive planning assistance), responses to press inquiries, or other similar minor items.

In the instance you prefer that our report include those items, please let us know. Otherwise, we will continue to structure the report in the same fashion. If you have any questions or need further detail, please do not hesitate to contact us anytime.

Activity

- Jamestown Automotive – Site Plan Review application
- Waterton Station – Preliminary Planned Development
- Fencing language
- Street tree language
- Post-Master Plan Strategies work

Thank you for the opportunity to serve Jamestown Charter Township.

GLR
Planner