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May 6, 2020

**M E M O R A N D U M**

**TO:** Tad Calkins, Planning and Development Director

**RE:** Item L.5., Implement Changes Necessary to Copy Homeowners on Communications for Permits

The Board of County Commissioners, in regular session on May 5, 2020, approved implementing changes to the permit application, by adding an email address for the applicant necessary to copy homeowners on communications for permits, and starting June 1, 2020.

Your continued cooperation is always appreciated.

Sincerely,

**BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK**

*Kimberly Powell*  
Kimberly Powell, Deputy Clerk

**cc:** Each Commissioner