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# MEMO

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**To:** Parks and Recreation Buildings and Grounds Committee  
**From:** Jon Turkel, Assistant Director *JWT*  
**Subject:** Buildings and Grounds Committee Meeting  
**Date:** December 27, 2019

The Buildings and Grounds Committee is scheduled to meet at 9am on January 4, 2019 in the Parks and Recreation Conference Room, 107 N. Kent St, Winchester, VA. Items for discussion include:

1. Frederick Heights Park Road Signage

Staff is seeking guidance on the installation of directional signs to Frederick Heights Park. Such signage would require VDOT permitting.

2. Other business