



**MEMORANDUM**

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**TO:** Mr. Stephen Oliver, Chair  
 Planning Commission Members

**FROM:** Maureen Meredith, Plan Amendment Case Manager  
 Andrew Moore, Zoning Case Manager  
 Planning and Zoning Department

**DATE:** December 1, 2015

**RE:** NPA-2015-0005.04 – Lenox Oaks  
 C14-2015-0104 – Lenox Oaks  
 Postponement Request

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The Montopolis Planning Contact Team has requested a postponement of the above cases to the January 12, 2016 Planning Commission hearing date. The applicant is in agreement with this postponement request.

The postponement request was made in a timely manner and meets the Planning Commission’s policy.