

**MEMORANDUM**

TO: Stephen Oliver, Chair
Planning Commission Members

FROM: Heather Chaffin, Case Manager
Maureen Meredith, Case Manager
Planning and Zoning Department

DATE: May 9, 2017

RE: NPA-2016-0002.01– 78 San Marcos Street (Plan Amendment Case)
C14H-2017-0006 – 78 San Marcos Street (Zoning Case)
Postponement Request by Staff

Staff requests a postponement of the above referenced rezoning and neighborhood plan amendment (NPA) cases from the May 9, 2017 agenda to the May 23, 2017 Planning Commission agenda. The Case Managers for both the rezoning and NPA will be out of the office on May 9, and the Applicant has agreed to the Staff postponement.