



MEMORANDUM

TO: Stephen Oliver, Chair
Planning Commission Members

FROM: Maureen Meredith, Plan Amendment Planner
Heather Chaffin, Zoning Planner
Planning and Zoning Department

DATE: June 20, 2017

RE: Plan Amendment Case: **NPA-2016-0005.04** – 500 Montopolis Dr.
District 3
Request for Postponement by Staff

Staff requests a postponement of the above-referenced plan amendment from the June 27, 2017 hearing to the **July 11, 2017** Planning Commission hearing date. New public hearing notices were mailed for the July 11, 2017 hearing date which added additional land area from the proposed vacated right-of-way which is being processed concurrently.