



## MEMORANDUM

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TO: Stephen Oliver, Chair  
Planning Commission Members

FROM: Heather Chaffin, Zoning Planner  
Planning and Zoning Department

DATE: July 11, 2017

RE: Zoning Case: **C14H-2017-0055**– 500 Montopolis Dr.  
District 3  
Request for Postponement by Staff

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Staff requests a postponement of the above-referenced zoning case from the July 11, 2017 hearing to the **August 8, 2017** Planning Commission hearing date.

The case must be heard at the Historic Landmark Commission (HLC) prior to Planning Commission discussion, and is scheduled for HLC on July 24, 2017.