



**MEMORANDUM**

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TO: Stephen Oliver, Chair  
Planning Commission Members

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

DATE: July 25, 2017

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

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Staff requests a postponement of the above-referenced plan amendment case from the July 25, 2017 hearing to the **August 8, 2017** Planning Commission hearing date.

The ordinance-required community meeting is scheduled for July 26, 2017.

Maureen