



MEMORANDUM

TO: Stephen Oliver, Chair
Planning Commission Members

FROM: Heather Chaffin, Zoning Planner
Planning and Zoning Department

DATE: August 8, 2017

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

Staff requests a postponement of the above-referenced zoning case from the August 8, 2017 hearing to the September 12, 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 August 28, 2017.