



MEMORANDUM

TO: Stephen Oliver, Chair
 Planning Commission Members

FROM: Maureen Meredith, Senior Planner
 Planning and Zoning Department

DATE: January 17, 2018

RE: **NPA-2017-0018.01 – Burnet Lane**
 2106 & 2108 Payne Avenue and 6431 Burnet Lane
 Request for Postponement by Staff

Staff requests a postponement of the above-referenced plan amendment case from the January 23, 2018 Planning Commission hearing to the **March 27, 2018** hearing date.

At the request of the applicant’s agent, the ordinance-required community meeting has yet to be scheduled. This postponement will allow additional time for the applicant to determine how to move forward.

Maureen

Attachment: Map of Property