



MEMORANDUM

TO: James Shieh, Chair
Planning Commission Members

FROM: Maureen Meredith, Senior Planner
Planning and Zoning Department

DATE: June 19, 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 June 26, 2018 Planning Commission hearing to the July 24, 2018 hearing date.

At the request of the applicant's agent, the ordinance-required community meeting has not been scheduled. This postponement will allow additional time for the applicant to determine how to move forward.

Maureen