



**MEMORANDUM**

TO: James Shieh, Chair  
Planning Commission Members

FROM: Maureen Meredith, Senior Planner  
Planning and Zoning Department

DATE: August 21, 2018

RE: **NPA-2017-0018.01 – Burnet Lane**  
2106 & 2108 Payne Avenue and 6431 Burnet Lane  
Request for Postponement by Staff  
Council District 7

Staff requests a postponement of the above-referenced plan amendment case from the August 28, 2018 Planning Commission hearing to the **September 25, 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