



MEMORANDUM

TO: Mayor and City Council

**FROM: Gregory I. Guernsey, AICP, Director
Planning and Zoning Department**

DATE: August 30, 2018

**RE: NPA-2017-0021.01 –4530 E. Ben White Blvd.
District 3
Staff Postponement Request**

Staff requests a postponement of this plan amendment case to the **November 15, 2018 hearing** date to allow additional time for staff review.

If you have any questions about this item, please contact Assistant Director Jerry Rusthoven at (512) 974-3207 or at jerry.rusthoven@austintexas.gov.

**Gregory I. Guernsey, Director
Planning and Zoning Department**

x: Spencer Cronk, City Manager
Joe Pantalione, Interim Assistant City Manager