



MEMORANDUM

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TO:           Fayez Kazi, Chair  
                   Planning Commission Members

FROM:        Heather Chaffin, Senior Planner  
                   Planning and Zoning Department

DATE:         June 25, 2019

RE:           **3300 Manor Road**  
                   **C14-2018-0140**  
                   **District 1**  
                   Postponement Request by Staff

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Staff requests a postponement of the above-referenced rezoning case from the June 25, 2019 Planning Commission hearing to the July 9, 2019 hearing date.

The Applicant is working with Staff to address outstanding review comments.