



MEMORANDUM

TO: Stephen Oliver, Chair
Planning Commission Members

FROM: Andrew Moore, Planning and Zoning Department

DATE: December 7, 2016

RE: C14-2016-0113 – 2509 Montopolis Drive – Postponement Request

Zoning staff is requesting a postponement to the January 10, 2017 Planning Commission meeting to allow notification for the associated Neighborhood Plan Amendment.