



MEMORANDUM

TO: Stephen Oliver, Chair
Planning Commission Members

FROM: Maureen Meredith, Senior Planner
Planning and Zoning Department

DATE: November 7, 2017

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 November 14, 2017 Planning Commission hearing to the **January 23, 2018** hearing date.

At the request of the applicant's agent, the ordinance-required community meeting has yet to be scheduled. This postponement will allow additional time for the applicant to determine how to move forward.