

planning division
MEMORANDUM



To: Board of Adjustment Members
From: Gordon Sheffield AICP CNUa, Zoning Administrator
Date: October 25, 2016
Subject: Case BA16-061, 2724 North Winthrop – Recommendation of Continuance

The applicant did not provide or send the required letters of notification to owners of properties within 150-ft of the case site. As a result, notification for this case is incomplete, and the Board may not hear and consider this case until the notification requirements have been completed (Mesa Zoning Ordinance, §11-67-5.B).

Therefore, it is recommended that this case be continued to the December 7, 2016 meeting and allow the applicant the opportunity to comply with this requirement.