



Department of Planning and Community Development

Memorandum

Date: June 8, 2018
To: Carla
From: Annie
Subject: Notice of Administrative Decision
File #: PLN50875 SPT

Date to issue: June 8, 2018 (Today! Thank you!)

Notice of Decision

- **NOD to Carla:** yes, Heather dropped off on Carla's desk
- **Distribute a copy of the decision to:** the applicant
- **posting requirements:** n/a
- **total number of signs:** n/a
- **special instructions:** please scan and upload decision into SmartGov – let Annie know when complete, and she will close the file

Let me know if you have any questions.
Thank you!