

## **MEMORANDUM**

**TO:** William T. Lichter, Village Manager

**FROM:** David A. Hulseberg, AICP  
Assistant Village Manager/ Director of Community Development

**DATE:** August 9, 2007

**SUBJECT: ZBA 07-08: 1144 E. Woodrow**

Please find the following items for Village Board consideration as part of the August 9, 2007 Village Board meeting:

1. Zoning Board of Appeals referral letter;
2. IDRC report for ZBA 07-08;
3. Plat of Survey; and
4. Plans associated with the petition.

Staff is requesting a waiver of first reading due to the summer meeting schedule.

Please contact me if you have any questions regarding the aforementioned materials.