

## **MEMORANDUM**

**TO:** David A. Hulseberg, Village Manager

**FROM:** William Heniff, AICP  
Acting Director of Community Development

**DATE:** August 21, 2008

**SUBJECT: ZBA 08-10; 591 S. Charlotte Street**

Please find the following items for Village Board consideration as part of the August 21, 2008 Village Board meeting:

1. Zoning Board of Appeals referral letter;
2. IDRC report for ZBA 08-10; and
3. Plans associated with the petition.

Please contact me if you have any questions regarding the aforementioned materials. The Zoning Board of Appeals recommended approval of the zoning actions associated with the petition.