

**MEMORANDUM**

**TO:** William T. Lichter, Village Manager  
**FROM:** David A. Hulseberg, AICP, Director of Community Development  
**DATE:** June 14, 2004  
**SUBJECT: ZBA 04-06: 935 E. St. Charles Road**

Staff has just received a waiver of first reading letter from the petitioner relative to the above-referenced petition which is attached for your review. As you are aware, staff has already requested a waiver of first reading, which is noted on the Board agenda, due to the cancellation of the July 1 meeting and in order to facilitate the sale of the subject property.