



**TERI LEHRKE, WCPC**

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# Memo

**To:** Board of Zoning Appeals  
**From:** Sondra Craig  
**Date:** September 21, 2016  
**Re:** Special Meeting Request by Stephen Matty

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Per a phone call received by Nikki Elsen, Deputy Clerk on September 16, 2016, Stephen Matty decided against having a special meeting since his appeal would not meet the 14-day requirement for appeals to be filed prior to the Board of Zoning Appeals meeting. Mr. Matty requested that the appeal be placed on the October meeting agenda. His check for the special meeting was returned to him on 9/19/16.