

**MEMORANDUM**

**To:** MCWD Planning and Policy Committee

**From:** Michael Hayman and Becky Christopher

**Date:** October 12, 2017

**Re:** PPC Committee Materials: 325 Blake Road and Capital Project Completion Rate

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This memo serves as a placeholder for the Planning and Policy Committee (PPC) discussion item for 325 Blake Road planning.

The packet materials for this item will be distributed to the Board of Managers on Tuesday, October 10, 2017.

In addition, following the 325 Blake Road discussion and in response to a Board request for information, staff will provide a report regarding project completion rates for capital improvement projects over the last ten (10) years. There will not be materials distributed as part of this update in advance of the committee meeting.

Should you have any questions, please do not hesitate to contact either Michael Hayman or Becky Christopher.