



May 6, 2026

Carolyn Ristau
Zoning Administrator
City of Pittsburgh
Department of City Planning
412 Boulevard of the Allies
Pittsburgh, PA 15219

**Re: Conditional Use BDA-2026-00703
1835 Forbes Avenue
Parcel ID No. 11-J-56**

Dear Zoning Administrator Ristau:

On April 21, 2026, the Planning Commission unanimously recommended approval of Passport Academy Charter School's conditional use application for a "School, Elementary or Secondary (General)" at the above referenced property. Under the Purchase and Sale Agreement with the property owner, we have until June 26, 2026, to complete our due diligence and secure zoning approvals to operate the school. Therefore, please accept this letter as requested written consent to an extension of time until June 15, 2026, for the City Council to commence the public hearing on our conditional use application. We look forward to continuing the application process with the city.

Sincerely,

A handwritten signature in black ink that reads 'Joe Oliphant'.

**Joe Oliphant
CEO/Principal**

Passport Academy Charter School
933 Penn Avenue
Pittsburgh, PA 15222
Phone-412-376-3724

Cc: Christian Johnson, Senior Planner

Robert Max Junker, Esquire
Chad Chalmers, Wildman Chalmers Design