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**MEMORANDUM**

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TO: Dave Sullivan, Chairperson  
Planning Commission Members

FROM: Maureen Meredith, Senior Planner  
Planning and Development Review Department

DATE: January 19, 2011

RE: **NPA-2010-0025.01 – 9726 Circle Drive (Herzog NPA)**  
Postponement Request by the Staff

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Staff is requesting a postponement of the above-referenced plan amendment case to allow for further discussion of the rezoning request.

The postponement request was made in a timely manner and meets the Planning Commission's policy.