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**MEMORANDUM**

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TO: Dave Sullivan, Chair  
Planning Commission Members

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

DATE: February 2, 2011

RE: **NPA-2010-0018.03 - 0.586 acres on Woodrow Avenue**  
Postponement Request by the Staff

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Staff is requesting a postponement to March 22, 2011, for the above-referenced plan amendment request to allow for further discussion of the revised plan amendment application.