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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: January 16, 2011

RE: **NPA-2010-0005.03 - McElhenney Tract (530 and 626 Bastrop Highway)  
 Postponement Request by Staff**

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City staff requests a postponement of the above-referenced plan amendment case to the **April 12, 2011** Planning Commission hearing date to provide the applicant time to revise the application after a portion of the property from the original application is donated to the City of Austin, Parks and Recreation Department.