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MEMORANDUM

TO: Dave Sullivan, Chair
Planning Commission Members

FROM: Maureen Meredith, Senior Planner (phone: 974-2695)
Planning and Development Review Department

DATE: February 22, 2012

RE: **NPA-2011-0012.01 – 4020 Airport Blvd.**

Staff is requesting a postponement of the above-referenced plan amendment case to the March 27, 2012 Planning Commission hearing date.

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