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## MEMORANDUM

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TO: Dave Sullivan, Chair  
Planning Commission Members

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

DATE: March 21, 2012

RE: NPA-2011-0012.01 – 4020 Airport Blvd.  
Associated cases: C14-2011-0085 (CP) and  
C14-83-307 (RCT) (CP)

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Staff is requesting a postponement of the above-referenced plan amendment case to the May 22, 2012 Planning Commission hearing date.

This postponement request will allow the Upper Boggy Creek Planning Contact Team and various neighborhood groups an opportunity to continue to work with the applicant.

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