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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: April 4, 2012

RE: **NPA-2012-0025.01 – 4806 ½ Trail West Drive**
Associated case: C14-2012-0016 (CP)

Staff is requesting a postponement of the above-referenced plan amendment case to the April 24, 2012 Planning Commission hearing date.

At the Environmental Board's meeting on April 4, 2012, a motion was passed to postpone the associated zoning case for two weeks in order to receive additional environmental information from staff.

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