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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 18, 2012

RE: **Item on the April 24, 2012 Planning Commission Agenda:**
NPA-2012-0025.01 – 4806 ½ Trail West Drive
Associated zoning case: C14-2012-0016 (CP)

Staff will request a postponement of the above-referenced plan amendment case to the May 8, 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 Watershed Protection staff. The zoning case is scheduled for follow-up discussion at the May 2, 2012 Environmental Board meeting.

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