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MEMORANDUM

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TO: Ms. Danette Chimenti, Chair  
Planning Commission Members

FROM: Heather Chaffin, Case Manager  
Planning and Development Review Department

DATE: December 9, 2014

RE: **Second & Broadway**  
C14-2014-0115 and NPA-2014-0016.01  
Postponement Request by Staff

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Staff is requesting a postponement of the above referenced neighborhood plan amendment (NPA) and rezoning request from December 9, 2014, to January 13, 2015. This postponement is needed to finalize a Staff recommendation on the two related items; this is the first postponement request.