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**MEMORANDUM**

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**TO:** Ms. Betty Baker, Chair  
Zoning and Platting Commission Members

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

**DATE:** January 20, 2015

**RE:** **C14-76-083(RCA)**  
**East Parke Residential**  
Postponement Request by Staff

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Staff requests a postponement of the above-referenced zoning case from January 20, 2015, to February 3, 2015. This is Staff's first postponement request.