



**MEMORANDUM**

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TO: Mr. Stephen Oliver, Chair  
 Planning Commission Members

FROM: Heather Chaffin, Zoning Case Manager  
 Maureen Meredith, NPA Case Manager  
 Planning and Zoning Department

DATE: November 10, 2015

RE: **901 Spence**  
 C14-2015-0109 and NPA-2015-0002.02  
 District 3  
 Postponement Request by Applicant

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The Applicant requests a postponement of the above referenced rezoning and neighborhood plan amendment (NPA) requests. The Applicant requests that the cases be rescheduled from November 10, 2015, to December 8, 2015.

The Applicant and property owner are working with Staff to review outstanding comments.