



**MEMORANDUM**

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TO: Stephen Oliver, Chair  
Planning Commission Members

FROM: Andrew Moore, Planning and Zoning Department

DATE: January 18, 2017

RE: C14-2016-0115 – 2222 Town Lake Circle – Postponement Request

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Zoning staff is requesting a postponement to the February 28, 2017 Planning Commission meeting to complete the Transportation Impact Analysis review.