



**MEMORANDUM**

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TO: Stephen Oliver, Chair  
Planning Commission Members

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

DATE: January 9, 2018

RE: Flats on Shady and Neighborhood Plan Amendment  
C14-2017-0094 and NPA-2017-0016.02  
District 3  
Request for Postponement by Staff

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Staff requests a postponement of the above-referenced zoning case and Neighborhood Plan Amendment (NPA) from the January 9, 2018 hearing to the January 23, 2018 Planning Commission hearing date. The cases are still under Staff review.