



MEMORANDUM

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TO: James Shieh, Chair  
 Planning Commission Members

FROM: Maureen Meredith, Senior Planner  
 Planning and Zoning Department

DATE: October 16, 2018

RE: **NPA-2017-0021.01 – 4530 E. Ben White Blvd.**  
 (No associated zoning case has been filed at this time)  
 Request for Postponement by Staff  
 Council District 3

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Staff requests a postponement of the above-referenced plan amendment case from the October 23, 2018 Planning Commission hearing to the **November 27, 2018** hearing date to allow the applicant additional time to work with city staff.

Maureen