



**MEMORANDUM**

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TO: Claire Hempel, Chair  
Planning Commission Members

FROM: Nancy Estrada  
Planning Department

DATE: February 22, 2024

RE: **C14-2023-0094 – 4405 Merle Drive**  
Postponement Request by Staff

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Staff requests a postponement of the above referenced rezoning case from the February 27, 2024, Planning Commission hearing to April 23, 2024, in order for the applicant to provide additional information.