

**MEMORANDUM**

TO: Stephen Oliver, Chair
Planning Commission Members

FROM: Maureen Meredith, Planning and Zoning Department
Heather Chaffin, Planning and Zoning Department

DATE: December 6, 2016

RE: NPA-2016-0016.01– 3212 E. Cesar Chavez Street
C14-2016-0079 – 3212 E. Cesar Chavez Street

Staff is requesting a postponement of the above neighborhood plan amendment and associated zoning case to the **January 24, 2017** Planning Commission hearing date to allow staff more time to review the Traffic Impact Analysis report submitted by the applicant.