

**ADMINISTRATIVE MEMORANDUM NO. 18-416**

**TO:** Gregory P. Harrison, City Manager

**VIA:** David L. Recor, ICMA-CM, Director of Development Services

**VIA:** Jennifer Gomez, AICP, Assistant Director of Development Services

**FROM:** Jean E. Dolan, AICP, Principal Planner

**SUBJECT:** Request to Postpone File #18-533 (Amendments to Chapter 154 and 155) Related to Concurrency and Flexibility Units

**DATE:** November 7, 2018

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Staff is requesting that first reading of the above referenced agenda item be postponed to the next Commission hearing to be held on December 11, 2018.

Please contact Jean Dolan at extension 4045 if there are any questions regarding this request.

JED