

MEMORANDUM



To: Hank Zuba, Chair of the Local Planning Agency
Local Planning Agency Members

From: Leslee Dulmer, Zoning Coordinator

CC: Walter Fluegel, Community Development Director

Date: January 7, 2014

Re: DC12013-0002 Matanzas Inn CPD Amendment

Sec. 34-235. Deferral or continuance of public hearing. The following procedures and regulations for deferring or continuing a public hearing apply for the local planning agency and town council:

(2) **Continuance.** A scheduled, advertised public hearing may be continued by the town or by the applicant as follows:

a. *Town-initiated continuance.*

1. The local planning agency or town council, upon staff request or upon its own initiative, may continue a public hearing when it is necessary to require additional information, public testimony, or time to render an appropriate recommendation.
2. The hearing shall be continued to a date certain, and the local planning agency or town council shall continue its consideration on the hearing matter on that date certain. Any hearing not continued to a date certain is deemed to be denied without prejudice.
3. There shall be no limitations on the number of town-initiated continuances.
4. The town shall bear all re-notification costs of any town-initiated continuance.

Town Staff is requesting a continuance of case DCI2013-0002 as the applicant was unable to provide Staff with the revised materials in time for Staff Review. Specifically, Staff has been communicating with the applicant regarding revisions to the Master Concept Plan, but at the date of this memo has yet to receive the final draft.