

# 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:** December 3, 2013

**Re:** DCI2013-0002 Matanzas Inn CPD Amendment

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**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 to a date certain of January 14, 2013 in order to utilize additional time to render an appropriate recommendation.