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January 19, 2021

Via Electronic Mail

Bonnie Sontag, Chair
Planning Board
City of Newburyport
City Hall
60 Pleasant Street
Newburyport, Massachusetts 01950

Re: Site Plan Review; Special Permit for Parking, and Downtown Overlay
District Special Permit – Continuation Request
93 State Street, Newburyport, MA (the “Property”);
Assessor’s Map: 14 Lot: 39 and 40

Dear Chair and Members of the Board:

Reference is made to the above-captioned matter. In that connection, this firm represents the owner of the Property, the Institution for Savings in Newburyport (the “Applicant”), relative to the construction of a two-story addition to the rear of the building located on the Property.

The Applicant previously requested a continuance to the January 20, 2021 meeting. However, the Applicant now respectfully requests a continuance to the **February 17, 2021**, Planning Board meeting. Please confirm this is acceptable at your earliest convenience.

Thank you for your time and consideration.

Respectfully submitted,
Institution for Savings in Newburyport
By its attorney


Lisa L. Mead

cc: Client

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