


**CITY OF WEST DES MOINES**  
**MEMORANDUM**

**TO:** Chairperson Blaser and Members of the Board of Adjustment  
**FROM:** J. Bradley Munford, Planner   
**DATE:** March 8, 2017  
**RE:** Item 3a -- Vine Street Daycare Addition

Staff respectfully requests the Board of Adjustment defer public hearing Item 3a, Vine Street Daycare Addition to the April 5, 2017 meeting to allow the applicant additional time to work through site issues.

**Recommendation:** Continuation of Item 3a to the April 5, 2017 Board of Adjustment meeting.

cc. Lynne Twedt, Director of Development Services