

**CITY OF WEST DES MOINES
MEMORANDUM**

TO: Chairperson Pfannkuch and Board of Adjustment Members
FROM: Linda Schemmel, Development Coordinator *LS*
DATE: March 18, 2020
RE: Item 3a – 308 Hillside Avenue Setback Variance

The applicant has notified staff that he wishes to revise his setback variance request. This change will require the project to be re-noticed with the revised request information. The applicant wishes to withdraw his current request to allow the revised variance request to move forward. The revised request will be noticed for the April 1, 2020 Board of Adjustment meeting.

c: Lynne Twedt, Director