

**CITY OF WEST DES MOINES
MEMORANDUM**

TO: Chair Pfannkuch and Members of the Board of Adjustment
FROM: Brian Portz, Planner
DATE: June 7, 2023
RE: Item 3a – Snack Shack

The applicant for agenda Item 3a, Snack Shack, has asked to withdraw their request for a permitted conditional use to allow a convenience store without gas pumps at 544 4th Street. This project has already been noticed in the newspaper and surrounding property owners have been notified. A courtesy notice has since been sent to property owners informing them of the withdrawal request.

Recommendation: Motion to Accept Withdrawal

Cc: Lynne Twedt, Director Development Services
Linda Schemmel, Development Coordinator