

**CITY OF WEST DES MOINES
MEMORANDUM**

TO: Chair Pfannkuch and Members of the Board of Adjustment

FROM: Linda Schemmel, Development Coordinator

DATE: August 2, 2023

RE: Item 3a – Fox Ridge Sign Variance

Development Services Staff requests that action on Item 3a – Fox Ridge Sign Variance be deferred to the August 16, 2023 Board of Adjustment meeting.

Recommendation: Motion to defer to the August 16, 2023 meeting.

Cc: Jessica Grove, Assistant City Attorney
Lynne Twedt, Director Development Services
Kevin Wilde, Sign Administrator