

**CITY OF WEST DES MOINES
MEMORANDUM**

TO: Chair Pfannkuch and Members of the Board of Adjustment
FROM: Kevin Wilde, Sign and Zoning Administrator
DATE: August 16, 2023
RE: Item 3a – Fox Ridge Sign Variance

The applicant for Item 3a – Fox Ridge Sign Variance has requested to withdraw the variance that was scheduled to be heard as part of the agenda for the August 16, 2023, Board of Adjustment meeting.

Recommendation: Accept the withdrawal request.

Cc: Jessica Grove, Assistant City Attorney
Lynne Twedt, Director Development Services
Linda Schemmel, Development Coordinator