

**CITY OF WEST DES MOINES  
MEMORANDUM**

**TO:** Chair Conlin and Members of the Planning and Zoning Commission  
**FROM:** Lynne Twedt, Director Development Services  
**DATE:** October 9, 2023  
**RE:** Item 2b – Ordinance Amendment - Signs

Development Services Staff requests that the Ordinance Amendment to modify regulations related to the size of letters, graphics, or logos for uses over 100,000sf be continued to the date certain of November 13, 2023, to allow additional time to refine proposed code language.

Recommendation: Continue to date certain of November 13, 2023.

Cc: Linda Schemmel, Development Coordinator