

**CITY OF WEST DES MOINES  
MEMORANDUM**

**TO:** Chair Cunningham and Members of the Board of Adjustment

**FROM:** Emani Brinkman, Associate Planner

**DATE:** August 7, 2024

**RE:** Item 3a – Valley Community Center Permitted Conditional Use

Staff respectfully requests the Board of Adjustment defer the public hearing Item 3a, Valley Community Center Permitted Conditional Use to the August 21, 2024, meeting to allow the applicant additional time to work on the request.

Recommendation: Motion to Defer Item 3a to the August 21, 2024 Board of Adjustment meeting.

Cc: Linda Schemmel, Development Coordinator  
Jessica Grove, Deputy City Attorney