

**CITY OF WEST DES MOINES
MEMORANDUM**

TO: Chairperson Blaser and Members of the Board of Adjustment
FROM: Brad Munford, Planner
DATE: February 8, 2017
RE: Item 3a – Vine Street Daycare Addition

Staff respectfully requests the Board of Adjustment defer public hearing Item 3a, Vine Street Daycare Addition to the February 22, 2017 meeting to allow the applicant additional time to work through site issues.

Recommendation: Continuation of Item 3a to the February 22, 2017 Board of Adjustment meeting.

cc. Lynne Twedt, Director of Development Services