


**CITY OF WEST DES MOINES
MEMORANDUM**

TO: Chairperson Pfannkuch and Board of Adjustment Members
FROM: J. Bradley Munford, Development Services 
DATE: March 4, 2020
RE: Item 3a. – 308 Hillside Ave Setback Variance

Due to a scheduling conflict the applicant requests the Board of Adjustment defer public hearing Item 1a. – 308 Hillside Ave Setback Variance to their March 18th, 2020 meeting.

Recommendation: Approve a Motion to defer public hearing for item 1a to March 18th, 2020. A new public notice for the future meeting has been mailed to property owners of record within 370 feet of the subject property.

Cc: Lynne Twedt, Director Development Services