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Date	Ver.	Action By	Action	Result
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TO: Board of Adjustment

FROM: Reddy Chitepu, Acting Director of Economic Development/Director of DEES

DATE: December 5, 2017

DISCUSSION ON RULES OR ORDER AND PROCEDURE FOR THE BOARD OF ADJUSTMENT

BACKGROUND: A discussion was held at the Board of Adjustment meeting on November 7, 2017, about the need for updated Rules of Order and Procedure that would be consistent with City Code. The Board members agreed to use the Rules of Order and Procedure that had been adopted by the Planning and Zoning Board in 1992 as a guide to craft rules specific to their board.

A draft copy of the minutes from the Board of Adjustment meeting held on November 7, 2017 is attached.

RECOMMENDATION: Attached is a draft version of the Rules of Order and Procedure which incorporates input received from members of the Board of Adjustment.

FISCAL IMPACT: n/a

CONTACT PERSON: Reddy Chitepu, Acting Director of Economic Development/Director of DEES

