



# City of Margate

5790 Margate Boulevard  
Margate, FL 33063  
954-972-6454  
www.margatefl.com

## Legislation Text

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**TO:** Planning and Zoning Board

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

**DATE:** December 5, 2017

### DISCUSSION OF RULES OF ORDER AND PROCEDURE FOR THE PLANNING AND ZONING BOARD

**BACKGROUND:** A discussion was held at the Planning and Zoning Board meeting on November 7, 2017, about the need to update the existing Rules of Order and Procedure so that they would be consistent with City Code. The Board also for clarification on some of the language including the uses of "shall," and "must," as well as the definition of quorum. The Board directed staff to make revisions to the Rules of Order and Procedure adopted in 1992 based on input given at the November meeting.

An excerpt from the draft minutes from the Planning and Zoning Board meeting held on November 7, 2017 is attached.

### RECOMMENDATION:

**FISCAL IMPACT:** n/a

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