



## MEMO

**DATE:** November 1, 2017

**TO:** Board of Adjustment Members

**FROM:** Patrick R. Zenner, Development Services Manager

**Re:** Proposed Rules of Procedure Amendments

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Attached is an updated version of the “red-lined” rules of procedure for the Board of Adjustment that were first discussed at the Board’s October 10 work session. The Law Department has incorporated its revisions into the document at this time along with Board comments presented at the October 10 work session meeting. As discussed during the October 10 meeting, the attached revisions are intended to be the basis for final discussion regarding changes to the rules of procedure precipitated by the transferring of the responsibilities of the BOA from the City Clerk to the Community Development Department.

The attached changes will be discussed during the Board’s November 14 work session which will begin at 5 pm in the City Council Chambers. Questions or recommended edits in advance of the upcoming work session should be directed to my attention for distribution to the Board in accordance with Sunshine Law provisions. If a Board member will be presenting written edits at the November 14 meeting please have 6 additional copies available for distribution to Board members and staff.

If you have questions please contact me.