



## MEMO

**DATE:** November 17, 2017

**TO:** Board of Adjustment Members

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

**Re:** Adoption of Revised Rules of Procedure Amendments

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Attached is the final “clean” version of the revised BOA Rules of Procedure. This revised document was reviewed by the Board during its October 10 and November 14 work sessions. The revisions were prepared to align the Rules with the provisions contained within the March 2017 Unified Development Code and to better align with best practices as it relates to the Board’s functions.

As noted during the work sessions, a recommendation on adoption of the revised Rules is needed from the Board with final approval of the revisions begin conferred by City Council via ordinance. Final approval is anticipated in late January or early February 2018.