



## PLANNING AND ZONING COMMISSION MEMORANDUM

**FROM:** Planning & Zoning Department    **DATE:** November 16, 2023  
**SUBJECT:** Planning and Zoning Commission training presentation by City Attorney's Office and Planning & Zoning Department staff.  
**PRESENTER:** Clayton Comstock, Planning Director

### **SUMMARY:**

Assistant City Attorney Thomas McMillian will present a training session for the Planning and Zoning Commission regarding open meetings requirements, electronic communications, ethics, and the general roles and responsibilities of the Commission. Sections 2-121 (p) and (q) of the North Richland Hills Code of Ordinances requires an annual orientation and training for all board and commissions regarding their roles and responsibilities, state and local laws, and rules of procedure.

Attached is a copy of the Planning and Zoning Commission rules of procedure, which provides for the general rule of order for meetings. The links below are references in the City Charter and City Code related to the Planning and Zoning Commission. Additional materials will be provided at the meeting.

[City Charter: Article XIV - Planning; Building Regulations](#)

[City Code: Chapter 2, Article III - Board, Commissions and Committees](#)