



## PLANNING & ZONING COMMISSION MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** August 4, 2016  
**SUBJECT:** Planning & Zoning Commission training presentation by City Attorney and staff  
**PRESENTER:** Clayton Comstock, Planning Manager

### **SUMMARY:**

In keeping with the intent of Sections 2-121 (p) and (q) of the City Code (below) to keep North Richland Hills boards and commissions refreshed on their roles and responsibilities, state and city laws, and rules affecting them, staff has arranged for a representative of TOASE to present to the Planning & Zoning Commission during Work Session. Fritz Quast will give a 30-minute presentation on open meetings requirements, electronic communications, ethics, and the general roles and responsibilities of the Planning & Zoning Commission.

Below are two links to review prior to Thursday's Work Session training. We have also attached the "P&Z Procedures" document for general rules of order for P&Z meetings. The Commission is welcome to discuss this document and recommend changes, as it is a document specific to the Commission's procedures.

[Article XIV, City Charter – Planning; Building Regulations](#)

[Chapter 2, Article III, City Code – Boards, Commissions and Committees](#)