



## ZONING BOARD OF ADJUSTMENT MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** October 27, 2016  
**SUBJECT:** Zoning Board of Adjustment training presentation by City Attorney and staff  
**PRESENTER:** Maleshia Farmer, City Attorney

### **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 new City Attorney Maleshia Farmer to present to the Zoning Board of Adjustment during Work Session. Ms. Farmer will give a 30-minute presentation on open meetings requirements, electronic communications, ethics, and the general roles and responsibilities of the Zoning Board of Adjustment.

Attached are the ZBA Rules of Procedure and below are two links to review prior to Thursday's Work Session training. Additional materials may be distributed during the meeting.

[Article II, Division 2, Zoning Code – Zoning Board of Adjustment](#)

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