



PLANNING AND ZONING COMMISSION MEMORANDUM

FROM: The Office of the City Manager **DATE:** July 19, 2018

SUBJECT: Planning and Zoning Commission orientation and training presentation by City Attorney and staff

PRESENTER: Clayton Comstock, Planning Manager

SUMMARY:

City Attorney Maleshia McGinnis 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](#)