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July 14, 2016

Planning Department

Re: August BOA meeting

By Jeth
@ 3:20 PM

At the conclusion of my presentation concerning 1305 Wilson Street, I will be asking the Board to consider the following:

1. Place all parties under oath who will be presenting information to the Board. This includes staff and any attorney who may be representing the City.
2. Require the planner to provide proof to the Board that each meeting was posted properly and all individuals were notified **as is required by Local Government Code and City Ordinance.**
3. Ask the attorney representing the city to provide a written opinion on the subject of postings and notice requirements for all hearings before the BOA.
4. Require the planner to provide **complete** and **correct** information to the Board pertaining to all cases being heard by the Board. (the **complete** file and if quoting an ordinance, the **complete** sentence)
5. Require the planner to file at the courthouse within 10 days, all variances granted by the Board.
6. Require the planner to develop proper procedures for the process of variance requests and appeals, to include a check list provided to the BOA at the conclusion of the process.
7. Ask the attorney representing the City to provide in writing, the law or ordinance which allows the planner

to take a previously granted variance back to the Board for "reinterpretation" 18 months after the granting of same.

8. If the attorney representing the City is going to provide a legal opinion on any matter before the Board, he/she must provide that opinion in writing to the Board **and** affected parties 10 days prior to the BOA meeting.

* This **should** be done effective **prior** to the August 2016 BOA meeting.

9. Require the attorney representing the City to provide a written opinion regarding the legality of the City being the applicant for a property variance or any other action with or without the property owner's knowledge or consent.

10. Video all meetings and have a "back-up" or second tape recorder recording the meetings in the event of a malfunction of the first recording device.

*All legal opinions referenced above should include the law or ordinance cited



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