



City of Broken Arrow

Request for Action

File #: 16-1037, **Version:** 1

**Broken Arrow Board of Adjustment
09-12-2016**

To: Chairman and Board Members
From: Development Services Department
Title: Consideration and possible approval of 2017 calendar and Board of Adjustment meeting schedule

Background:

For the past several years, Board of Adjustment meetings have been scheduled for the second Monday of each month at 5:00 p.m. in the City Council Chambers. In instances where the second Monday of the month was a holiday, the meeting was scheduled for the Tuesday immediately after the Monday holiday.

Attachments: None

Recommendation:

Staff recommends the Board approve the current meeting schedule of the second Monday of each month for the 2017 calendar year. In instances where the second Monday of the month is a holiday, the meeting shall occur on the Tuesday after the Monday holiday. Meetings shall occur at 5:00 pm in the City Council chambers.

Reviewed By: Farhad Daroga

Approved By: Michael W. Skates

FKD: KJF