



# City of Broken Arrow

## Request for Action

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**File #:** 18-1299, **Version:** 1

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**Broken Arrow Board of Adjustment  
11-13-2018**

**To:** Chairman and Board Members  
**From:** Development Services Department  
**Title:** Consideration and possible approval of 2019 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. These meetings are held in the City Council Chambers at Broken Arrow City Hall. In instances where the second Monday, of the month, falls on a City acknowledged holiday, the meeting was scheduled for the Tuesday immediately after the Monday Holiday.

**Attachments:** 2019 BOA meeting dates

**Recommendation:**

Staff recommends the Board of Adjustment approve the current meeting schedule of the second Monday of each month for the 2019 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 p.m. in the City Council Chambers

**Reviewed By:** Larry R. Curtis

**Approved By:** Michael W. Skates

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