



CITY OF LAKE WORTH

BOARD OF ADJUSTMENT AGENDA

**3805 ADAM GRUBB
LAKE WORTH, TEXAS 76135
TUESDAY, OCTOBER 30, 2018**

REGULAR MEETING: 6:30 PM

Held in the City Council Chambers

A. CALL TO ORDER

A.1 ROLL CALL

A.2 INVOCATION AND PLEDGE OF ALLEGIANCE

A.3 SPECIAL PRESENTATION(S)

A.3.1 [Presentation – Administer Oaths of Office to appointed Board of Adjustment members, places 1, 2, 3 and 5.](#)

B. MINUTES

B.1 [Approve minutes of the November 1, 2016 Board of Adjustment meeting.](#)

C. GENERAL ITEMS

C.1 [Discuss and consider appointment of Board of Adjustment Chair.](#)

C.2 [Discuss and consider appointment of Board of Adjustment Vice Chair.](#)

D. STAFF REPORT(S) / ANNOUNCEMENT(S)

D.1 PLANNING & ZONING ADMINISTRATOR REPORTS:

1. Announce date of Annual Employee Appreciation Banquet.

E. EXECUTIVE SESSION

The Board of Adjustment may enter into closed Executive Session as authorized by Chapter 551, Texas Government Code. Executive Session may be held at the end of the Regular Session or at any time during the meeting that a need arises for the Board of Adjustment to seek advice from the city attorney (551.071) as to the posted subject matter of this Board of Adjustment meeting.

The Board of Adjustment may confer privately with its attorney to seek legal advice on any matter listed on the agenda or on any matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Texas Government Code.

EXECUTIVE SESSION ITEMS – BOARD OF ADJUSTMENT MAY TAKE ACTION ON ANY ITEMS DISCUSSED IN EXECUTIVE SESSION LISTED ON THE AGENDA.

No items for this category.

F. ADJOURNMENT

All items on the agenda are for discussion and/or action.

Certification

I do hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, 3805 Adam Grubb, City of Lake Worth Texas in compliance with Chapter 551, Texas Government Code on **Friday, October 26, 2018 at 10:00 am.**

Planning & Zoning Administrator

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (817) 237-1211 ext. 105 for further information.

Lake Worth Board of Adjustment Meeting – October 30, 2018

Agenda Item No. A.3.1

FROM: Suzanne Meason, Planning & Zoning Administrator

ITEM: Presentation – Administer Oaths of Office to appointed Board of Adjustment members, places 1, 2, 3 and 5.

SUMMARY:

At the September 12, 2017, City Council meeting, Council reappointed the following individual to serve on the Board of Adjustment.

- Patricia Davis Place 5 (reappointment)

At the November 14, 2017, City Council meeting, Council appointed the following individuals to serve on the Board of Adjustment.

- Wilson Daggs, Jr. Place 1 (appointment)
- Robb Welch Place 3 (appointment)

At the October 9, 2018, City Council meeting, Council appointed the following individual to serve on the Board of Adjustment.

- Tana Wharton Place 2 (reappointment)

The Oath of Office will be administered during the October 30, 2018 regular meeting. Odd place number terms will expire on October 1, 2019 and even number terms will expire on October 1, 2020. The forms to be completed will be made available to these members at the meeting. Please bring a picture id with you as the forms are required to be notarized.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

Necessary members will take the Oath of Office.

Lake Worth Board of Adjustment Meeting – October 30, 2018

Agenda Item No. B.1

FROM: Suzanne Meason, Planning & Zoning Administrator

ITEM: Approve minutes of the November 1, 2016 Board of Adjustment meeting.

SUMMARY:

The minutes are approved by majority vote of the Board at the Board of Adjustment meeting.

The Planning and Development office prepares action minutes for each Board of Adjustment meeting. The minutes for the previous meeting are placed on the agenda for review and approval by the Board. Upon approval of the minutes, an electronic copy will be uploaded to the City's website.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. November 1, 2016 Board of Adjustment meeting minutes

RECOMMENDED MOTION OR ACTION:

Approve minutes of the November 1, 2016 Board of Adjustment meeting.

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF ADJUSTMENT OF THE
CITY OF LAKE WORTH, TEXAS
HELD IN CITY HALL, CONFERENCE ROOM, 3805 ADAM GRUBB
TUESDAY, NOVEMBER 1, 2016**

REGULAR MEETING: 6:30 PM

1. CALL TO ORDER.

Chair William Marks, Jr. called the Board of Adjustment meeting to order at 6:31 p.m.

2. INVOCATION AND PLEDGE OF ALLEGIANCE.

Attendees recited the pledge of allegiance.

3. ROLL CALL.

Present:	Judy Norman	Place 1
	Tana Wharton	Place 2
	William Marks, Jr.	Place 3
	Darla Scroggins	Place 4
	Patricia Davis	Place 5
	Vacant	Alternate Place 6
	Vacant	Alternate Place 7
Staff:	Brett McGuire	City Manager
	Debbie Whitley	Asst. City Manager/Director of Finance
	Suzanne Meason	Planning & Zoning Coordinator

4. PERFORM OATH OF OFFICE FOR APPOINTED/REAPPOINTED BOARD OF ADJUSTMENT MEMBERS FOR PLACE #2 AND #4.

Ms. Meason administered the oaths of office for Places 2 and 4.

5. DISCUSSION/ACTION.

a. SELECTION OF BOARD CHAIR.

Chair Marks opened the floor for nominations.

BOARD MEMBER PATRICIA DAVIS MADE A NOMINATION FOR WILLIAM MARKS, JR. AS BOARD CHAIR. BEING NO OTHER NOMINATIONS A VOTE WAS TAKEN.

BY A VOTE OF 5-0, WILLIAM MARKS, JR. WAS APPOINTED AS BOARD CHAIR.

b. SELECTION OF BOARD VICE CHAIR.

Chair Marks opened the floor for nominations.

CHAIR WILLIAM MARKS, JR. MADE A NOMINATION FOR PATRICIA DAVIS AS BOARD VICE CHAIR. BEING NO OTHER NOMINATIONS A VOTE WAS TAKEN.

BY A VOTE OF 5-0, PATRICIA DAVIS WAS APPOINTED AS BOARD VICE CHAIR.

c. BOARD MEMBER REQUIREMENTS.

Ms. Meason went over what was required of the board members. No action was necessary.

d. DISCUSS BOARD OF ADJUSTMENT MEETING PROCEDURES.

Ms. Meason explained that the Board of Adjustment members have certain responsibilities and powers and that meetings should be conducted as outlined in the approved meeting procedures that were distributed. No action was necessary.

6. CONSENT AGENDA

a. APPROVAL OF MINUTES FOR THE BOARD OF ADJUSTMENT REGULAR MEETING ON OCTOBER 27, 2015.

APPROVED

BOARD MEMBER PATRICIA DAVIS MADE A MOTION, SECONDED BY BOARD MEMBER TANA WHARTON, TO APPROVE THE MINUTES OF THE OCTOBER 27, 2015 BOARD OF ADJUSTMENT MEETING AS PRESENTED.

MOTION TO APPROVE CARRIED 5-0.

7. STAFF/COMMISSION REPORTS.

a. ANNOUNCE ANNUAL EMPLOYEE APPRECIATION BANQUET.

Ms. Meason announced that the banquet would be on Friday, December 9 at 7:00 pm at the Radisson Fossil Creek. Official invitations will be mailed later and donations will be accepted for Cook Children's Hospital.

8. ADJOURN.

Chair Williams Marks, Jr. adjourned the meeting at 7:01 p.m.

APPROVED:

Chair
Board of Adjustment

ATTEST:

Suzanne Meason
Planning & Zoning Administrator

Lake Worth Board of Adjustment Meeting – October 30, 2018

Agenda Item No. C.1

FROM: Suzanne Meason, Planning & Zoning Administrator

ITEM: Discuss and consider appointment of Board of Adjustment Chair.

SUMMARY:

The purpose of this item is to appoint a member of the Board of Adjustment to serve as the Board Chair for a term of one year.

Pursuant to Section 14.702 (c) (1) of the Lake Worth Code of Ordinances the board shall hold an organizational meeting in October of each year and shall elect a chairperson and vice-chairperson from among its members.

Current Board members are Wilson Daggs, Jr., Tana Wharton, Robb Welch and Patricia Davis.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

Take nominations and appoint a member of the Board of Adjustment to serve as Board Chair for a one year term.

Lake Worth Board of Adjustment Meeting – October 30, 2018

Agenda Item No. C.2

FROM: Suzanne Meason, Planning & Zoning Administrator

ITEM: Discuss and consider appointment of Board of Adjustment Vice Chair.

SUMMARY:

The purpose of this item is to appoint a member of the Board of Adjustment to serve as the Board Vice Chair for a term of one year.

Pursuant to Section 14.702 (c) (1) of the Lake Worth Code of Ordinances the board shall hold an organizational meeting in October of each year and shall elect a chairperson and vice-chairperson from among its members.

The Vice Chair shall conduct meetings in the absence of the chair.

Current Board members are Wilson Daggs, Jr., Tana Wharton, Robb Welch and Patricia Davis.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

Take nominations and appoint a member of the Board of Adjustment to serve as Board Vice Chair for a one year term.