

**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.**

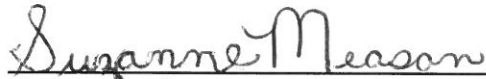
Chair Williams Marks, Jr. adjourned the meeting at 7:01 p.m.

**APPROVED:**



Chair  
Board of Adjustment

**ATTEST:**



Suzanne Meason  
Planning & Zoning Administrator