

**MINUTES OF THE REGULAR MEETING
CITY OF RIVER OAKS
ZONING BOARD OF ADJUSTMENTS
OCTOBER 2, 2012**

MEMBERS PRESENT:

ROYCE SHIELDS, CHAIRMAN, PLACE 1
RON TOVAR, VICE-CHAIRMAN
TUESDAY COOLEY, PLACE 3
STAN CUMBERLEDGE, PLACE 4
DONALD ISTOOK, ALTERNATE # 2
STEVE HOLLAND, COUNCIL LIAISON
HUBBARD MAKARWICH, ALTERNATE # 3
CORNELL ADDINGTON, ALTERNATE # 4

STAFF MEMBERS PRESENT:

MARVIN GREGORY, ZONING ADMINISTRATOR
SUSAN STEWART, ZONING SECRETARY
KRISTINA ASHTON, ADMINISTRATIVE ASSISTANT

MEMBERS ABSENT:

CONNIE ADAMS, PLACE 5 (OUT OF TOWN)
NICKI MATTHEWS, ALTERNATE # 1 (PERSONAL)

1. CALL TO ORDER

Chairman Shields called the Regular Meeting of the River Oaks Zoning Board of Adjustments to order at 7:31 p.m. on Tuesday, October 2, 2012 at the River Oaks City Hall, 4900 River Oaks Blvd., River Oaks, Texas 76114.

2. INVOCATION AND PLEDGE

Vice-Chairman Tovar gave the Invocation and Member Cooley led the Pledge of Allegiance.

3. ROLL CALL

Roll Call was recorded as follows: Connie Adams, Place 5, and Nicki Matthews, Alternate # 1 were absent, both excused.

It was announced that Alternate Member Istook # 2 would serve as a voting member for this meeting only.

4. APPROVAL OF MINUTES FROM THE MEETING OF JUNE 5, 2012 AND SEPT. 24, 2012

Member Cooley moved, seconded by Vice-Chairman Tovar, to approve the Minutes of the Meeting of the Zoning Board of Adjustments for June 5, 2012 and Sept. 24, 2012 as presented. All voted "Aye."

6. STATEMENT OF APPOINTED OFFICIAL AND OATH OF OFFICE FOR 2012-2013 BOARD APPOINTEES

Secretary Stewart administered the Statement of Elected/Appointed Official and Oath of Office to Ron Tovar, Place 2; Stan Cumberledge, Place 4; Don Istook, Alternate 2; Hubbard Makarwich, Alternate 3; and Cornell Addington, Alternate 4.

7. DISCUSSION AND/OR ACTION ON AMENDING THE ZBA RULES AND PROCEDURES FOR ALTERNATE MEMBERS SERVING TO FILL THE VACANCY OF A REGULAR MEMBER AND ON APPLICATION PROCEDURES.

ZA Gregory explained the options available to the board regarding alternate members serving to fill vacancies and suggested that the board choose the "At Random" option.

Chairman Shields clarified that the system he had originally suggested was a running list of which alternate had served last and which alternate would serve next.

Members Istook, Cooley, and Cumberledge all stated a preference for the "At Random" option.

ZA Gregory explained the proposed changes to the application procedures and stated that requiring architectural drawings or blueprints would place an additional financial burden on citizens appearing before the ZBA.

Members Tovar, Cooley, and Makarwich all stated opposition to requiring architectural drawings or blueprints as part of the request.

It was suggested that drawings be more accurate, highlight the variance that is requested, drawn to scale, drawn on graph paper, and that staff help applicants make better drawings. It was also suggested that staff create a form letter of suggested materials for citizens to bring as part of the request.

ZA Gregory reminded the board that they have the option to table any request for insufficient materials.

Member Istook made the following motion, "I motion that the Chairman or Acting Chairman shall appoint the Alternate Member to fill the vacancy of a Regular Member by a random drawing process as approved by a majority vote of the ZBA." Motion seconded by Member Cooley. All voted "Aye." Motion passed.

8. ADJOURNMENT

At 8:18 p.m. Member Cooley moved, seconded by Member Istook, to adjourn the meeting. All voted "Aye".

APPROVED THIS 5TH MARCH 2013:

BY: Royce Shields
ROYCE SHIELDS, CHAIRPERSON
Zoning Board of Adjustments

ATTEST: Susan Stewart
Susan Stewart,
Zoning Secretary