

**STATE OF TEXAS  
COUNTY OF BURNET  
CITY OF MARBLE FALLS**

On this 17<sup>th</sup> day of September, 2019 the Zoning Board of Adjustments convened at the regular meeting place having been posted as prescribed by law, with the following members present in accordance to-wit:

**MEMBERS PRESENT:**

Jerry Fuller	Chairman
Steve Hurst	Vice-Chairman
Cyrus Barcus	Board Member
Zak Elgamal	Board Member
Thomas Oostermeyer	Board Member

**MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Mike Hodge	City Manager
Valerie Kreger	Development Services Director
Scarlet Moreno	Planner
Sabrina Smith	Board Secretary
Christina McDonald	City Secretary
Patty Akers	City Attorney

**VISITORS:**

None

**1. CALL TO ORDER AND ANNOUNCE PRESENCE OF QUORUM:** Board Secretary Sabrina Smith called the meeting to order at 12:04 pm and declared a quorum of the Commission is present to conduct the meeting.

**2. Citizens/Visitors comments to be heard for items not on the agenda:** This is an opportunity for citizens to address the Planning and Zoning Commission concerning an issue of community interest that is not on the agenda. Comments on a specific agenda item must be made when the agenda item comes before the Commission. The Chair may place a time limit on all comments. Any deliberation of an issue raised during Citizen Comments is limited to a proposal to place it on the agenda for a later meeting. There were no citizen/visitor comments.

**3. Administration and Oaths of Office:** City Secretary Christina McDonald administered the oaths of office.

**4. Discussion and action:** on appointment of chair and vice-chair. Board Member Barcus nominated Board Member Fuller for Chairman. Board Member Elgamal seconded the motion. The motion carried with a vote of 5-0. Chairman Fuller nominated Board Member Hurst as vice-chair. Board Member Hurst seconded the motion. The motion carried with a vote of 5-0.

**5. Introduction, Presentation, and discussion:** regarding the role, background, and requirements in establishing the Zoning Board of Adjustment (ZBA). City Attorney Patty Akers went over Open Meetings Act; Public Information Act; Conflicts of Interest; Powers, Procedures, and Responsibilities; and Order Granting/ Denying Zoning Variances. There was a discussion about Executive Discussions. Development Services Director Kreger discussed different types of zoning variances that may be brought before the Board.

**6. Discussion and Action:** approval of the board bylaws. Board Member Barcus motioned to approve the bylaws and Board Member Elgamal seconded the motion. The motion carried with a vote of 5-0.

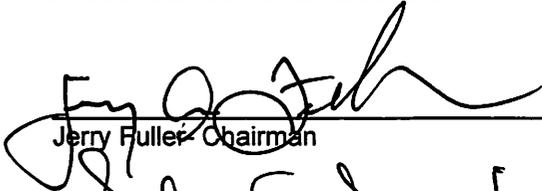
**7. Discussion and Action:** on a meeting schedule. Development Services Director Valerie Kreger discussed meeting opportunities. Board Member Elgamal motioned that the second Wednesday of the month would be the regular scheduled meeting date as needed. Board Member Oostermeyer seconded the motion. The motion carried with a vote of 5-0.

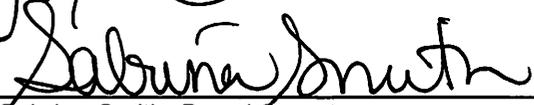
**8. Announcements and Future Agenda Items:** Development Services Director Valerie Kreger addressed the Board regarding the following items:

- Variance application has been received; the next meeting will be set for October 9<sup>th</sup> to hear the variance caser.

- The Board has two open places to serve on the board as alternatives and asked the Board Members to share that information with others that may be possibly interested in serving on the Board.
- Future meetings will use computer access to view the agenda and other items.

**9. Adjournment:** Board Member Oostermeyer motioned to adjourn at 12:51 pm. That motion was seconded by Board Member Elgamal. The motion carried with a vote of 5-0.

  
Jerry Fuller- Chairman

  
Sabrina Smith- Board Secretary