

**MINUTES OF THE SPECIAL CALLED MEETING  
CITY OF RIVER OAKS  
ZONING BOARD OF ADJUSTMENTS  
SEPTEMBER 15, 2009**

**MEMBERS PRESENT:**

ROYCE SHIELDS, CHAIRMAN  
RON TOVAR, VICE-CHAIRMAN, PLACE 2  
NANCY LOVEN, PLACE 3  
STAN CUMBERLEDGE, PLACE 4  
JASON CEARLEY, PLACE 5

**STAFF MEMBERS PRESENT:**

MARVIN GREGORY, ZONING ADMINISTRATOR  
SUSAN STEWART, ZONING SECRETARY

**ALTERNATE MEMBERS PRESENT:**

LAUREN TANNER, ALTERNATE # 1  
TUESDAY COOLEY, ALTERNATE # 2  
DON ISTOOK, ALTERNATE # 4

**MEMBERS ABSENT:**

CONNIE ADAMS, ALTERNATE # 3 (NO RESPONSE)  
STEVE HOLLAND, COUNCIL LIAISON (NO RESPONSE)

1. CALL TO ORDER

At 7:37 p.m. Chairman Shields called the meeting to order; a quorum was present.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Member Istook gave the Invocation and Member Cooley led the Pledge of Allegiance.

3. APPROVAL OF MINUTES FROM THE REGULAR MEETING ON AUGUST 4, 2009

**Member Cumberledge moved, seconded by Vice-Chairman Tovar to approve the Minutes of the Regular Meeting of the Zoning Board of Adjustments for August 4, 2009 as presented. All voted "Aye."**

4. **Training Workshop:** Training Session regarding Rules and Procedures of the Zoning Board of Adjustments as presented by the Zoning Administrator.

ZA Gregory presented a training session on the Rules and Procedures of the Zoning Board of Adjustments (ZBA). ZA Gregory reviewed the general rules, the Texas Open Meetings Act, meeting procedures, the authority and the limitations of the board, conflict of interest scenarios, conditions for granting a variance, unnecessary hardships, voting, actions of the ZBA, the appeal process to the ZBA, the hearing process, and the process to appeal the decision of the ZBA to district court.

5. New Items for Discussion

**None.**

6. Executive Session pursuant to Chapter 551, Texas Government Code, the Zoning Board of Adjustments reserves the right to convene into Executive Session(s) from time to time as deemed necessary during this meeting. The Board may convene in executive session to discuss the following: **Sec. 551.071 Pending or contemplated litigation or to seek advice from Attorney**

**None called for.**

7. Action from executive session


**None.**

8. Adjournment

**At 8:29 p.m. Member Cumberledge moved, seconded by Member Tanner to adjourn the meeting. All voted "Aye."**

**APPROVED THIS THE 12<sup>TH</sup> DAY OF OCTOBER 2009:**

BY:   
**Royce Shields, Chairman**  
**Zoning Board of Adjustments**

ATTEST:   
**Susan Stewart,**  
**Zoning Secretary**