



**MINUTES
THE ZONING BOARD OF ADJUSTMENT
FOR THE CITY OF LANCASTER, TEXAS
REGULAR MEETING
TUESDAY, JANUARY 11, 2011
CITY COUNCIL CHAMBERS
211 N. HENRY ST.**

STAFF PRESENT:

Rona Stringfellow-Govan, Director of Development Services
Nathaniel Barnett, Senior Planner

Regular Meeting

CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Chair Sharon Brooks.

Roll Call:

Sharon Brooks – Chair

Keith Burnett

Kimest Sanders

Quinnie Wright

Deborah Taylor – Alternate

Board Member Margaret Brooks was absent.

ELECTION OF CHAIR AND VICE-CHAIR

Chair S. Brooks entertained a nomination for Chair of the Zoning Board of Adjustments.

A MOTION WAS MADE BY MEMBER KEITH BURNETT AND SECONDED BY MEMBER QUINNIE WRIGHT TO NOMINATE SHARON BROOKS AS CHAIR.

Chair S. Brooks asked if there were any other nominations.

A MOTION WAS MADE BY CHAIR SHARON BROOKS TO NOMINATE KEITH BURNETT AS CHAIR. MEMBER KEITH BURNETT DECLINED THE NOMINATION.

Chair S. Brooks took a vote on the motion for Chair.

AYES: BURNETT, SANDERS, TAYLOR, WRIGHT

NAYES: S. BROOKS

THE MOTION CARRIED 4 – 1.

Chair S. Brooks entertained a nomination for Vice Chair of the Zoning Board of Adjustments.

A MOTION WAS MADE BY MEMBER QUINNIE WRIGHT AND SECONDED BY MEMBER KIMEST SANDERS TO NOMINATE KEITH BURNETT AS VICE CHAIR.

Chair S. Brooks asked if there were any other nominations. Being none, Chair S. Brooks took a vote on the motion for Vice Chair.

AYES: S. BROOKS, BURNETT, SANDERS, TAYLOR, WRIGHT

NAYES: NONE

THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA: Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Board member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consideration of the November 9, 2010 Regular Meeting Minutes.

Chair S. Brooks called for a motion to accept the minutes.

A MOTION WAS MADE BY MEMBER KIMEST SANDERS AND SECONDED BY MEMBER QUINNIE WRIGHT TO ACCEPT THE MINUTES.

AYES: S. BROOKS, BURNETT, SANDERS, TAYLOR, WRIGHT

NAYES: NONE

THE MOTION CARRIED UNANIMOUSLY.

ACTION

2. Review procedures for conducting meetings, making motions, and general conduct.

Senior Planner Nathaniel Barnett gave a brief presentation regarding the procedures for conducting meetings. Each member was given a copy of the script on how to go through a meeting and how to make motions at the appropriate time. Senior Planner Barnett went through various motion types and scenarios that may occur during the meeting. Senior Planner Barnett also gave additional recommendation to speak into the microphone so that comments could be clearly heard on the recordings and for the Chair to recognize the Member by name prior to a Member making a comment for the record so that anyone typing the minutes or listening to the tape would know exactly who was speaking.

ADJOURNMENT

Chair S. Brooks entertained a motion to adjourn.

A MOTION WAS MADE BY MEMBER KIMEST SANDERS AND SECONDED BY MEMBER DEBORAH TAYLOR TO ADJOURN THE MEETING AT 6:47 P.M.

AYES: S. BROOKS, BURNETT, SANDERS, TAYLOR, WRIGHT

NAYES: NONE

THE MOTION CARRIED UNANIMOUSLY.

APPROVED

Sharon Brooks, Chair

ATTEST

Nathaniel Barnett, Senior Planner