

MINUTES OF THE MEETING OF THE ZONING BOARD OF ADJUSTMENT HELD IN THE CONFERENCE ROOM, AT CITY HALL, 1212 AVENUE M, HUNTSVILLE, TEXAS ON THE 29TH DAY OF JANUARY, 2016 AT 12:00 NOON.

Members present: Grigsby; Montgomery; Holland; Alternates Zuniga & Cromer

Members absent: Hannes; Kirk

Staff present: Kulhavy, Ridley

1. CALL TO ORDER

This meeting was called to order by Vice-Chairman Grigsby. [12:04PM]

2. ROLL CALL and selection of Alternate(s) if needed.

Both Alternates, Zuniga & Comer will be voting due to the absences of the two board members.

3. ELECTION

Vice-Chairman Grigsby made motion for the existing Chairman and Vice-Chairman to remain seated in their respective positions. Second was by John Comer. The vote was unanimous.

4. DISCUSS the draft of the City of Huntsville Board of Adjustments Rules and Procedures.

Aron Kulhavy gave an overview of the draft document noting that the Board did not currently have adopted Rules and Procedures. Board members then discussed the draft document. Staff will revise the document per the discussion and present for adoption at the next Board Meeting.

5. Training regarding the purpose & function of the Board and Members' roles and responsibilities.

Aron Kulhavy discussed the main duties of the Board as defined in the updated *Development Code*, effective date of August 31, 2015 and gave an overview of a handout titled "*Duties and Role of the Zoning Board of Adjustments*" written by William S. Dahlstrom, AICP, Esq. and Tom Knickerbocker, AICP.

6. CONSIDER the minutes of September 25, 2015.

John Comer made a motion to accept the minutes. Second was by Ken Holland. The vote was unanimous.

7. ADJOURNMENT

This meeting was adjourned. [1:15PM]