

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE BOARD OF ADJUSTMENT OF THE CITY OF ROWLETT, TEXAS  
HELD IN THE ROWLETT MUNICIPAL CENTER,  
4000 MAIN STREET, ROWLETT, TEXAS  
October 22, 2014**

**PRESENT:** Chairman Raymond Moyer, Vice-Chair Wanda Hoff, Members Chris Kizziar, Alternate Member Kellie McKee, Robert Vickers, Tony Brown

**ABSENT:** Members James Vessels, Harris D. Brown

**OTHERS PRESENT:** City Attorney David Berman

**STAFF PRESENT:** Principal Planner Garrett Langford, Development Services Coordinator Lola Isom

**WORK SESSION**

**i. Call to Order**

Chairman Raymond Moyer called The Board of Adjustment Work Session to order at 6:05 p.m.

The members of the Board and staff members introduced one another.

Garrett Langford, Principal Planner, gave a background on the staff liaisons and support staff for the Board. He provided a background on the BOA schedule, gave an overview of the Board, provided website resources, summarized the powers and duties of the BOA, gave an overview of the variance process, and provided a briefing on the City of Rowlett forms, applications, and development process.

**ii. Board of Adjustment Orientation**

David Berman, City Attorney, passed out The Board of Adjustment Handbook and summarized the member guidelines. Items presented included a summary of conflict of interest, the quasi-judicial nature of the BOA, the rules of a quorum, discussing only items on the agenda, public hearing notices, motions and votes, the Chairman's responsibilities, and the variance processes. Mr. Berman explained that the BOA is also the Board of Appeals for the ICC (International Code Council) and the NEC (National Electrical Code). He stated that no Executive Session may occur without his presence and explained the rules of the vote.

**iii. Discuss items on the regular agenda**

The open Vice-Chair position was briefly discussed.

**iv. Adjournment**

Chairman Raymond Moyer adjourned the Work Session at 7:00 p.m.

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**REGULAR MEETING**

**1. Call to Order**

Chairman Raymond Moyer called The Board of Adjustment Regular Meeting to order at 7:02 p.m.

**2. Consider approval of the minutes of the Regular Meeting of The Board of Adjustment from April 28, 2014.**

Member Wanda Hoff made a motion to approve the minutes. Alternate Member Robert Vickers seconded the motion. The item passed 5-0.

**3. Elect a Vice-Chairman**

Member Chris Kizziar made a motion to nominate Member Wanda Hoff as the Vice-Chair for The Board of Adjustment. Alternate Member Kellie McKee seconded the motion. The motion to nominate passed 5-0.

Alternate Member Robert Vickers made a motion to elect Member Wanda Hoff as the Vice-Chair for The Board of Adjustment. Member Chris Kizziar seconded the motion. The election passed 5-0.

**4. Conduct a public hearing and consider a request for a special exception to allow a monument sign to encroach into the ten-foot setback from the front property line. The subject property is located at 4301 Dalrock Road, further described as being Lot 1, Block 1 of the Providence Presbyterian Church, an addition to the city of Rowlett, Dallas County, Texas.**

Member Chris Kizziar excused himself from the dais due to a conflict of interest.

Garrett Langford, Principal Planner, came forward to present. He presented a location map and gave a background on the case. Mr. Langford explained the proposal to replace an existing monument sign with one that will include electronic display; a request for a special exception. He provided a picture of the existing and proposed signs. He presented the boundary survey, additional site photos, and the criteria that must be considered for a special exception. Mr. Langford summarized the staff analysis.

Mr. Langford stated that 50 public hearing notices were mailed out; one was received in favor and one was received in opposition. He stated that staff recommends approval of the request.

There was discussion amongst the Board regarding ROW (right-of-way) location, the public hearing notices, and drainage concerns.

Chairman Raymond Moyer opened the public hearing.

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The following speaker came forward:

**Barb Onstott**  
**5130 Dexham Road**  
**Representative of the Providence Presbyterian Church**

Ms. Onstott gave the applicant's background on the request for the special exception and asked for the Board's consideration.

The Board and the applicant discussed the size of the sign and confirmed no safety concerns.

Alternate Board Member Tony Brown made a motion to approve the special exception request. Alternate Board Member Kellie McKee seconded the motion. The item passed 5-0. Member Chris Kizziar abstained from the vote.

**5. Adjournment.**

Alternate Board Member Tony Brown made a motion to adjourn the Regular Meeting. Alternate Board Member Kellie McKee seconded the motion. The adjournment passed 5-0. The meeting adjourned at 7:23 p.m.



Chairman- Raymond Moyer



Secretary

12/1/14

Date