The Board of Adjustment will convene into a Work Session at **6:00 p.m.** in the City Hall Chambers at the Municipal Center, 4000 Main Street, at which time the following items will be considered:

    i.   Call to Order

    ii.   Administer the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed and reappointed members

    iii.   Board of Adjustment Orientation

    iv.   Discuss electing a Chairman and Vice-Chairman

    v.   Adjournment

The Board of Adjustment will convene into a Regular Meeting at **6:30 p.m.** in the City Hall Chambers at the Municipal Center at which time the following items will be considered:

1. Call to Order.

2. Consider approval of the minutes of the Regular Meeting of The Board of Adjustment from November 7, 2011.

3. Consider electing a Chairman and Vice-Chairman

4. Adjournment.

NOTE: THE BOARD OF ADJUSTMENT MAY RETIRE AND CONVENE INTO EXECUTIVE, CLOSED SESSION ON ANY MATTER RELATED TO ANY OF THE ABOVE AGENDA ITEMS FOR THE PURPOSES OF PRIVATE CONSULTATION WITH THE CITY ATTORNEY UNDER SECTION 551.071 OF THE TEXAS GOVERNMENT CODE.

NOTE: THE CITY OF ROWLETT MEETING ROOMS ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE PLANNING DEPARTMENT AT 972-463-3949 FOR FURTHER INFORMATION.

Erin L. Jones

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Erin Jones, Planning Director

PRESENT: Vice-Chairman Juan Vasquez; Members Raymond Moyer, Michael Lucas; Alternates Kim Emigh, Will Delaney, Robert Kittrell

ABSENT: Member Charles Lee; Alternates Jarvis Morgan, Edra Brashear

STAFF PRESENT: Erin Jones, Planning Manager; Michele Berry, Planner I; Ashley McCoy, Development Services Technician

1. **Call to Order.**

   Vice-Chairman Juan Vasquez called the meeting to order at 6:43 pm.

2. **Consider approval of the minutes of the Regular Meeting of the Board of Adjustment from September 12, 2011.**

   Member Michael Lucas made a motion to approve the minutes of the regular meeting of the Board of Adjustment from September 12, 2011. Member Raymond Moyer seconded the motion. Motion carried with a 6-0 vote.

3. **Adjournment.**

   Member Michael Lucas made a motion to adjourn. Member Raymond Moyer seconded the motion. Motion carried with a 6-0 vote. Vice-Chairman Vasquez adjourned the meeting at 6:44 pm.

_____   _____
Vice-Chairman- Juan Vasquez (acting Chairman)   Secretary

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Date