



## MINUTES

### Meeting of the Prosper

#### Board of Adjustment/Construction Board of Appeals

108 W. Broadway St., Prosper, Texas

Town of Prosper Municipal Chambers

Monday, February 1, 2016, 6:00 p.m.

1. Call to Order / Roll Call.

Board members present: Bob Wierschem, George Dupont, Tracy Kirl, Ane Casady, Phyllis Hoffschwelle, and Alternate Brent Wells

Staff present: Todd White, Building Official; Alex Glushko, Senior Planner; Jonathan Hubbard, Planner; and Pamela Clark, Planning Technician.

#### CONSENT AGENDA

2. Consider and act upon minutes from the June 8, 2015 Regular Board of Adjustment/Construction Board of Appeals meeting.

Motioned by Wierschem, seconded by Hoffschwelle, to approve the Consent Agenda. Motion approved 5-0.

#### REGULAR AGENDA

3. Consider and act upon the appointment of a Chair and Vice-Chair.

Motioned by Kirl, seconded by Dupont, to appoint Bob Wierschem as the Chair. Motion approved 5-0.

Motioned by Dupont, seconded by Kirl, to appoint Ane Casady as the Vice Chair. Motion approved 5-0.

4. Receive training on the duties and obligations of Board members and legal training by the Town Attorney.

*Welch:* Explained the duties, proceedings, and responsibilities of the Zoning Board of Adjustment according to Local Government Code, which includes the following: special exceptions to the Zoning Ordinance, what qualifies as a hardship or variance, reconstruction of non-conforming uses, and interpretation of Zoning Ordinance regulations. Offered definitions and examples of variances, hardships, and uses. Cited scenarios in which the Town or any citizen may appeal the Board's decision. Explained the duties, proceedings, and responsibilities of the Construction Board of Appeals, which includes reviewing determinations made by the Building Official regarding a technical issue or code and interpretations of any building related code.

5. Possibly direct Town staff to schedule topic(s) for discussion at a future meeting.

No items were discussed.

6. Adjourn

Motioned by Wierschem, seconded by Hoffschwelle, to adjourn. Motion approved 5-0 at 6:50 p.m.

  
Pamela Clark, Planning Technician

  
Chair, Vice-Chair