

SOUR LAKE
ZONING BOARD OF ADJUSTMENTS AND APPEALS
ORGANIZATIONAL MEETING
Thursday July 10, 2025 @ 5:30 P.M.
Sour Lake City Hall, 625 Hwy 105 W Sour Lake, Texas 77659

1. Call to Order

- Welcome and opening by city staff or council member.
- Roll Call

2. Administration of Oaths

- Administer Texas Constitutional Oath and Statement of Officer

3. Election of Officers

- Elect Chairperson
- Elect Vice-Chairperson
- Designate Secretary usually city staff

4. Overview of Board Responsibilities

- Purpose and powers of the Zoning Board of Adjustment under Chapter 156 of the Sour Lake Code of Ordinances
- Duties authorized by Texas Local Government Code Chapter 211
- Types of cases: variances, special exceptions, appeals of administrative decisions

5. Review Procedures

- Quorum and voting requirements
- Hearing procedures and standards for decisions
- Notice and public hearing requirements for cases

6. Establish a Meeting Schedule

- Determine if a regular schedule is needed or meetings will be held as applications are received
- Confirm process for staff to notify members of upcoming cases

7. Review any Pending Business (if applicable)

- Discuss any current or upcoming applications (plats, zoning changes, etc.)

7. Training Discussion

- Open Meeting Act & Public Information Act training
- Provide training resources

8. Public Comments

9. Adjournment

I certify that the above notice of the meeting was posted in accordance with the Texas Open Meetings Act on Monday, July 3, 2025

Jenny Murphy
City of Sour Lake