



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes Board of Adjustment

Tuesday, August 27, 2019

4:00 PM

Council Conference Room

The Board of Adjustment of the City of University Park will conduct a public hearing in the Council Chamber. Consideration will be given to the following item(s):

[BOA 19-002](#)

Staff is requesting a Workshop with the Board to review several procedural changes. The intent and goals of the changes are to require better information from applicants and confirm the Board's authority in deciding cases presented.

Attachments:

[BOA Application \(Revised 7.12.2019\)](#)

[BOA Handbook \(Revised 2019\)](#)

[Meeting Minutes 6.25.19](#)

4:00 PM - Work Session

Chairman Moore opened the work session at 4:00 PM.

Rob Dillard, City Attorney, introduced the revised Board of Adjustment application. The goal of this revised application is for applicants to state their case as clear and precise as possible. He continued to explain the authoritative role this committee has on what types of cases they can and can not recommend City Council. Staff will also have an input on whether the specific situation will become a potential case. Chairman Moore reviewed the decision process, to his understanding, with all members.

Patrick Baugh, Community Development Director, read aloud the Administrative Orders in the Board of Adjustment Handbook. Mr. Baugh clarified with members that not every case presented to staff falls under this Board's jurisdiction.

Chairman Moore explained an example of a property hardship that a potential applicant may request a variance for. Discussion was held on previous BOA cases.

Mr. Baugh gave an example of a request for an appeal. Discussion was held on requesting for an appeal, special exception and variance. An example was discussed on the process of a special exception case.

Mr. Baugh stated that this revised application along with the staff report will provide a thorough decision to be made from this board.

Mr. Dillard reviewed and asked if anyone had any objections to the usual flow of BOA meetings. He also explained the importance of reviewing the "Motion" handout and to know exactly what is being authorized when creating a motion. Discussion was held regarding different types of scenarios and the type of action taken.

The work session was closed at 4:56 PM and no action was taken.

Introduction of Board Members

Present: 7 - Chairman Eddy Moore, Darrell Lane, Bobby Womble, Eurico Francisco, Jeff Barnes, Ann Shaw and Dan McKeithen

Excused: 2 - John Jackson and Clay Snelling

Staff in Attendance

Patrick Baugh, Community Development Director
Jessica Rees, City Planner
Serena Palomino, Planning Technician
Rob Dillard, City Attorney

Consider the previous meeting minutes with or without corrections:

[19-119](#) Minutes from the Board of Adjustment meeting dated June 25, 2019.

A motion was made by Chairman Moore, seconded by Commissioner Lane, that the Minutes be approved. The motion carried by a unanimous vote.

ADJOURNMENT: With there being no further business before the Board, Chairman Moore adjourned the meeting at 4:56 PM.

Approved by:

Chairman Eddy Moore

Date