

Memorandum



CITY OF DALLAS

DATE May 18, 2022

TO City Secretary (Boards and Commissions)

SUBJECT Board of Adjustment January Special Meeting

Attached for your submission and filing are the minutes from the January 11, 2022 Board of Adjustment Special Meeting.

The Board of Adjustment finalized approval of the minutes from the January Special Meeting on May 18, 2022.

Thank you,

David A. Neumann

David A. Neumann
Chairman
Board of Adjustment

**BOARD OF ADJUSTMENT, SPECIAL MEETING
PUBLIC HEARING MINUTES
CITY OF DALLAS- VIDEOCONFERENCE/6ES
TUESDAY, JANUARY 11, 2022**

MEMBERS PRESENT AT RETREAT: David A. Neumann, Chair, Robert Agnich, Vice-Chair, Cheri Gambow, Vice-Chair, Jay Narey, Sarah Lamb, Lawrence Halcomb, Kathleen Frankford, Lizbeth Resendiz, Joe Cannon, Thomas Fleming, Jared Slade, Dr. Emmanuel Glover, David Ramsour, Judy Pollock, Michael Karnowski, Roger Sashington, and Nick Brooks

MEMBERS ABSENT FROM RETREAT: Todd Hill-Jones; Matt Shouse

STAFF PRESENT AT RETREAT: Jennifer Munoz, Chief Planner/Board Administrator, Anna Holmes and Daniel Moore, Asst. City Attys., LaTonia Jackson, Board Secretary, Robyn Gerard, Senior Public Information Officer, Charles Trammell, Development Code Specialist, Andreea Udrea, Assistant Director and Julia Ryan, Director.

8:30 A.M. The Board of Adjustment staff and panel conducted a special meeting for refresher training of the Board of Adjustment and to discuss rules of procedure and future updates to the Board of Adjustment and its upcoming calendar on **January 11, 2022**.

BOARD OF ADJUSTMENT SPECIAL MEETING

WELCOME: David A. Neumann

Announcement of Special Meeting
Introduction of Board Members

WELCOME: Julia Ryan

Introduction of Management and Staff
Display of organizational chart and online access for information regarding department and Boards.

Statutes and Codes: Anna Holmes and Daniel Moore

The Basics of the Board
Local Government
Code Chapter 211
City Code

Rules of Procedure: Anna Holmes and Daniel Moore

Board of Adjustment rules
Meeting
Walking Quorums
Notice Requirements
Other Rules
Closed Meeting (Executive Session and who may attend)
Record Keeping
Videoconference

Parliamentary Procedure: Anna Holmes and Daniel Moore

Purpose
Types of Motions
The Main Motion/Voting
Postpone/Defer During the Meeting
Amend
Friendly Amendment
Reconsideration
Voting
Miscellaneous
City staff, media and public

Application Process and Common Case Types: Charles Trammell

The Basics of Board appeals
Appeal application and checklist items
Common appeals (Setbacks; Fence Regulations; Visibility Obstruction Regulations)

Review Standards for Common Case Types: Jennifer Munoz

Variances with HB 1475 Update
Special Exceptions
Examples of case materials

Effects of Decisions: Anna Holmes and Daniel Moore

Brief history of cases and outcomes

Board Calendar: Jennifer Munoz

Consideration of Changes:

- Adding July meeting
- Maintaining one December meeting; two January meetings

- Panel C: No January or July hearing
- Panel A: No December hearing
- Panel B: No December or July hearing
- June schedule pattern change: A, B, C due to new holiday)
- November hearings (second week instead of third)

PUBLIC TESTIMONY

Karl Crawley 2201 Main St. #1280 Dallas, TX
 Janie Cisneros 2821 Bedford St. Dallas, TX
 Mike Northrup 5703 Goliad Ave. Dallas, TX
 Evelyn Mayo 1030 Cedar Hill Ave. Dallas, TX
 Bruce Richardson 5607 Richmond Ave. Dallas, TX

BOARD OF ADJUSTMENT ACTION: January 11, 2022

MOTION: Neumann

Motion to approve 2022 Board of Adjustment calendar with added July hearing and schedule changes.

SECONDED: Lamb

AYES: 17 - Lamb, Halcomb, Narey, Frankford, Neumann, Agnich, Gambow, Resendiz Cannon, Fleming, Slade, Dr. Glover, Ramsour, Pollock, Karnowski, Sashington, Brooks

NAYS: 0 –

MOTION PASSED: (unanimously)

The Chairman led a round table discussion of the Board to solicit feedback and suggestions on improvements to our Rules of Procedure and Application/Appeal process for taxpayers:

- Early Notifications
- Speaker time limits
- Expand Applicant time limits
- Agenda/Docket released one week prior to hearings
- Review application process/timeline
- Expand notification areas
- Pending cases on website
- Case law training
- Denials with prejudice
- Accuracy of case presentation

The Chairman committed to the Board to form a working group of: Chair Neumann, Vice-Chairman Agnich, Vice-Chairwoman Gambow, Assistant City Attorney Daniel Moore and Board Administrator Jennifer Munoz to review our existing Rules of Procedure based on Board feedback and propose a revised Rules of Procedure for Board review and approval.

MOTION: Sashington

I move to adjourn the January Special Meeting

SECONDED: Brooks

AYES: 17 - Lamb, Halcomb, Narey, Frankford, Neumann, Agnich, Gambow, Resendiz Cannon, Fleming, Slade, Dr. Glover, Ramsour, Pollock, Karnowski, Sashington, Brooks

NAYS: 0 -

MOTION PASSED (unanimously):

1:30 P.M. Board Special Meeting adjourned for **January 11, 2022**



CHAIRPERSON signed 5-17-22



BOARD ADMINISTRATOR



BOARD SECRETARY

Note: For detailed information on testimony, refer to [January 11, 2022 Board of Adjustment Special Called Retreat - Dallas, TX \(swagit.com\)](#)