

BOARD OF ADJUSTMENT, SPECIAL MEETING  
PUBLIC HEARING MINUTES  
CITY OF DALLAS- VIDEOCONFERENCE/COUNCIL CHAMBERS  
TUESDAY, NOVEMBER 1, 2022

RECEIVED  
2023 JAN 19 AM 11: 52  
CITY SECRETARY  
DALLAS, TEXAS

MEMBERS PRESENT:

David A. Neumann, Chair, Robert Agnich, Vice-Chair, Cheri Gambow, Vice-Chair, Jay Narey, Kathleen Davis, Lawrence Halcomb, Rachel Hayden, Michael Karnowski, Joe Cannon, Matt Shouse, Thomas Fleming, Jared Slade, Dr. Emmanuel Glover, Phil Sahuc, Rodney Milliken, Andrew Finney, Todd Hill and Nick Brooks

MEMBERS ABSENT:

Judy Pollock; Roger Sashington

STAFF PRESENT:

Charles Trammell, Interim Chief Planner/Board Administrator, Oscar Aguilera, Senior Planner, Steve Long, Board Consultant, Brian King and Daniel Moore, Asst. City Attys., LaTonia Jackson, Board Secretary, Mary Williams, Admin Specialist/Meeting Moderator, Diana Barkume, Development Code Specialist, Sam Eskander, Assistant Director and Andres Espinoza, Director.

Chairman Neumann called the Special Meeting of the Board of Adjustment to order at 9:00 a.m. and confirmed a quorum of members were present.

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**BOARD OF ADJUSTMENT SPECIAL MEETING**

**WELCOME: David A. Neumann**

Announcement of Special Meeting  
Introduction of Board Members  
Introduction of Board Staff

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**PUBLIC TESTIMONY**

Danielle Mathews 2201 Main St. #1280 Dallas, TX  
Jimmy Tran 5024 Denton Dr. Dallas, TX  
Bruce Richardson 5607 Richmond Ave. Dallas, TX

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**Chairman’s Update: David A. Neumann**

Key Objective:

**“Improve all aspects of the Board of Adjustment’s Timeliness, Accuracy, Transparency and Teamwork”**

Key Milestones:

- January 11, 2022  
Full Board of Adjustment (BOA) meeting with feedback for need to update Working Rules of Procedure, hearing process, more comprehensive case information, public accessibility of website, meeting notifications in advance of hearings, and training.
- February, March, April, May, June, July, August, September  
Chairman and Vice Chairs met regularly and with City Staff to propose and formulate improvements in hearing process, rules of procedure, and website. Regular follow up with City Councilmembers to ensure Board/Alternates remain fully appointed. Met also with City Plan Commission Chairman Tony Shidid.
- May 10, 2022  
Officers met with Julia Ryan, Director Planning & Urban Design to make recommendations to improve Timeliness, Transparency, Accuracy and Teamwork for all aspects of the Board of Adjustment. Stressed importance to create strategy to reduce 83 days average from application to a hearing to 70 days or less compared to 60 days for Building Official appeal and 30 days for re-plating
- August 1 & August 15, 2022  
Chairman meeting with Assistant City Manager Majed Al-Ghafry to review cumulative BOA recommendations
- October 1, 2022  
City staff support for BOA moved to Development Services (DSD) with new leadership of Andrew Espinoza, Director, Sam Eskander, Assistant Director, and Charles Trammel, Board Administrator
- October 11, 2022  
BOA Officers met with DSD leadership & discussed “Issues for Support for 2023”
- November 1, 2022  
Propose 2023 Meeting Calendar and updated Working Rules of Procedure

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**City Attorney’s Office: Brian King and Daniel Moore**

Role of Board, Officers, Members and Staff

Ethics and Conflicts of Interest

State statutes and City codes: {HB 1475} {Dallas City Code 51A-3.102(d)(10)(B)}

Case Law Examples: {City of Dallas v. Vanesko} {Other relevant case law}

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**Rules of Procedure: Brian King and Daniel Moore**

The Rule: "Every regular, special or called meeting or session of every governmental body shall be open to the public"

- Meeting
- Walking Quorum
- Notice Requirements
- Other Rules
- Closed Meeting (Executive Session)
- Closed Meeting: Who May Attend
- Recordkeeping
- Videoconference

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**Parliamentary Procedure: Brian King and Daniel Moore**

- Purpose
- Types of Motions
- The Main Motion/Voting
- Postpone/Defer During the Meeting
- Amend
- Friendly Amendment
- Reconsideration
- Debate
- Voting
- Miscellaneous
- City staff, media and public
- FAQs
- Keeping a Clean Record
- A Muddy Record

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**Development Services Department: Charles Trammell**

- Process Improvement Plans (Timeliness, Accuracy, Transparency)
- Days of Delay to a Hearing
- Comprehensive Case presentation
- Website accessibility
- Application Flow Chart and Process
- Common Case Types
- Standards and Criteria for Decisions

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**Additional Materials for Applicants: Charles Trammell**

- Information about appeals to the Board
- Jurisdiction of the Board
- Initiating the process instructions
- More information about required drawings
- Instructions on yard signs
- Table of fees

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**Board Member Response**

- Suggestions
- Feedback

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**Action Items**

- Review/Adopt 2023 Meeting Calendar
- Review/Adopt updated Working Rules of procedure
- Review/Adopt Items for 2022 Annual Report for City Council
- 2022 Objectives and Programs
- 2023 Objectives and Programs
- Board Recommendations

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**BOARD OF ADJUSTMENT ACTION: November 1, 2022**

**MOTION: Robert Agnich**

Motion to approve 2023 Board of Adjustment calendar as proposed by BOA officers.

**SECONDED: Joe Cannon**

**AYES:** 18 - Neumann, Gambow, Narey, Davis, Halcomb, Hayden, Karnowski, Shouse, Fleming, Slade, Glover, Sahuc, Milliken, Finney, Hill, Agnich, Cannon and Brooks

**NAYS:** 0 –

**MOTION PASSED:** (unanimously)

**BOARD OF ADJUSTMENT ACTION: November 1, 2022**

**MOTION: Robert Agnich**

Motion to update Rules of Procedures as proposed by BOA officers; subject to City Council approval.

**SECONDED: Andrew Finney**

**AYES:** 14 - Neumann, Gambow, Narey, Halcomb, Hayden, Karnowski, Slade, Glover, Sahuc, Milliken, Hill, Cannon, Agnich, and Finney

**NAYS:** 0 –

**MOTION PASSED:** (unanimously)

**\*\* Please Note: Shouse, Davis, Brooks and Fleming did not vote on update to Rules of Procedure\*\***

**BOARD OF ADJUSTMENT ACTION: November 1, 2022**

**MOTION: Jay Narey**

Motion to propose Board of Adjustment 2023 Goals, objectives and recommendations to City Council

**SECONDED: Phil Sahuc**

**AYES:** 14 - Neumann, Gambow, Agnich, Halcomb, Hayden, Karnowski, Slade, Glover, Finney, Milliken, Hill, Cannon, Sahuc and Narey

**NAYS:** 0 –

**MOTION PASSED:** (unanimously)

**\*\* Please Note: Shouse, Davis, Brooks and Fleming did not vote on motion to propose Board Goals and recommendations to the City Council\*\***

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**MOTION: Robert Agnich**

I move to adjourn the Special Meeting

**SECONDED: Joe Cannon**



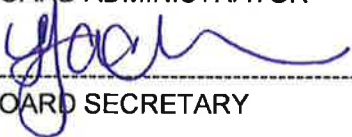
**AYES:** 14 - Neumann, Gambow, Sahuc, Halcomb, Hayden, Karnowski, Slade, Glover, Finney, Milliken, Hill, Narey, Agnich and Cannon

**NAYS:** 0 -

**MOTION PASSED (unanimously):**

**\*\* Please Note: Shouse, Davis, Brooks and Fleming did not vote on motion to adjourn meeting\*\***

**4:01 P.M.** Board Special Meeting adjourned for **November 1, 2022.**

  
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CHAIRPERSON  
  
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BOARD ADMINISTRATOR  
  
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BOARD SECRETARY

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**Note:** For detailed information on testimony, refer to [November 1, 2022 Board of Adjustments - Dallas, TX \(swagit.com\)](#)