

**This is not a transcript of the meeting. A video of this meeting is on file in the office of the City Secretary and is made a part of the official minutes of this meeting.**



MINUTES OF A CALLED MEETING OF THE  
**BOARD OF ADJUSTMENT**  
OF THE CITY OF SUNSET VALLEY, TEXAS  
WEDNESDAY, FEBRUARY 10, 2016  
7:00 P.M.

**MEMBERS PRESENT**

Randall Rosengarten, Vice Chair  
Susan Durso  
Richard Hayes  
Jennifer Fadal  
Robert Browning

**STAFF PRESENT**

Clay Collins, City Administrator  
Sara Wilson, Assistant City Administrator  
Doug Young, City Attorney

**1. Call to Order.**

Randall Rosengarten called the meeting to order at 7:03 P.M.

**2. Swearing in of the Board of Adjustment**

This is the first meeting now that all regular Board positions have been appointed. City Secretary Rae Gene Greenough administered the Oath of Office to all members of the Board.

**3. Approval of minutes from January 20, 2016.**

A correction was noted on line 48 of the minutes. The word "place" should be "placed". A motion was made by Randall Rosengarten, seconded by Richard Hayes to approve the minutes from the January 20, 2016 meeting with the correction. Susan Durso and Jennifer Fadal abstained from the vote since they were not in attendance at the January 20<sup>th</sup> meeting. All other members voted in favor and the motion carried by a vote of 3-0.

**4. Election of Chair and Vice Chair.**

A motion was made by Richard Hayes and seconded by Susan Durso to nominate Randall Rosengarten as Chair. There were no other nominations. Members approved the election of Randall Rosengarten as Chair by a vote of 5-0. A motion was made by Richard Hayes and seconded by Jennifer Fadal to nominate Susan Durso as Vice- Chair. There were no other nominations. Members approved the election of Susan Durso as Vice-Chair by a vote of 5-0.

**5. Regular Board Meeting Date.**

For the past several years, the regular meeting date for the Board of Adjustment has been the second Wednesday of the month at 7:00 P.M. Meetings are only held if there is a variance request or other action required of the Board. Members confirmed that this is still a good date to meet, so no action was taken.

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**6. Discussion of the Procedures for the Board of Adjustment.**

Clay Collins and Doug Young reviewed the key provisions of the existing procedures for the Board, last amended in in 2011. There was discussion about the need to call the roll of members at the start of the meeting. There was also discussion about the possibility of incorporating "Roberts Rules of Order" into the procedures. It was noted that the City Council has an ordinance that governs procedures for deliberation. This information will be presented at the next meeting of the Board. There were also questions from Board members about the "Disqualification" Section of the procedures and the rules governing "ex parte" communication. The City Attorney was asked to propose revisions to this section. Proposed revisions will be presented at the next Board meeting. No action was taken.

**7. Review of Duties of the Board of Adjustment.**

Clay Collins and Doug Young presented information in the Sunset Valley Land Development Code and Chapter 221 of the Local Government Code. There was also discussion about the Texas Open Meetings Act and the need for any Board members that had not previously participated in training to take the online training course on the Attorney General website. No action was taken.

**8. Review of Past Action by the Board of Adjustment.**

Clay Collins referred to materials that had been provided showing past actions taken by the Board as well as referring to where back up documents from Board meetings dating back to 2010 can be accessed on the City's website. No action was taken.

Having no further items on the agenda, a motion was made by Robert Browning, seconded by Jennifer Fadal, to adjourn the meeting. All voted in favor and the meeting was adjourned at 8:25 P.M.

  
Randall Rosengarten, Chair

**There is a recorded copy of this meeting.**