



**BOARD OF ADJUSTMENT – Workshop  
MEETING MINUTES  
(July 17, 2017)**

**The Board of Adjustment convened in a meeting on July 17, 2017, Bullpen Room 1029, 301 West 2<sup>nd</sup> Street, Austin, Texas.**

**William Burkhardt called the Board Meeting to order at 5:30 p.m.**

**Board Members in Attendance: Brooke Bailey, William Burkhardt (Chair), Christopher Covo, Melissa Hawthorne (Vice-Chair), Bryan King, Don Leighton-Burwell, Veronica Rivera, James Valadez, Kelly Blume (Alternate) and Pim Mayo (Alternate)**

**Board Members absent: Eric Goff, Rahm McDaniel, Michael Von Ohlen, Martha Gonzalez (Alternate)**

**City Staff in Attendance: Leane Heldenfels, Andy Linseisen, Christopher Johnson, Daniel Word, Eben Kellogg, Brent Lloyd (COA Attorney)**

**A. DISCUSSION ITEMS**

1. **Leane Heldenfels**, Planner Senior, Board of Adjustment Liaison – Land Development Code sections referencing the Board, Board applications, Board website, Board guidelines.
2. **Andy Linseisen**, Assistant Director, Development Services Division and Board of Adjustment Executive Chair; **Chris Johnson**, Division Manager, Development Assistance Center; and **Daniel Word**, Principal Planner, Residential Plan Review - relationship of Board to the development process for commercial and residential properties; and **Eben Kellogg**, Austin Energy Real Estate Review- AE Clearances, review process.
3. Questions for staff from Board
4. **Brent Lloyd**, Attorney Senior – Board authority granted by Local Government Code, best practices, Special Exception, Interpretations & review policies, procedures.
5. Questions for City Attorney from Board
6. New Business

**B. ADJOURNMENT 8:00PM**

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice 4 days before the meeting date. Please call Leane Heldenfels at Development Services Department, at 512-974-2202 or Diana Ramirez at Development Services Department at 512-974-2241, for additional information; TTY users route through Relay Texas at 711.