



**BOARD OF ADJUSTMENT
REGULAR MEETING
MINUTES
MONDAY, October 9, 2023**

The **BOARD OF ADJUSTMENT** convened in a Regular meeting on Monday, October 9 2023, at 301 West 2nd Street in Austin, Texas.

Chair Jessica Cohen called the Board of Adjustment Meeting to order at 5:30 p.m.

Board Members/Commissioners in Attendance in-Person:

Jessica Cohen-Chair, Melissa Hawthorne-Vice Chair, Jeffery Bowen, Brian Poteet, Maggie Shahrestani, Janel Venzant,

Board Members/Commissioners in Attendance Remotely:

Yung-ji Kim, Kelly Blume (Alternate)

Board Member/Commissioners absent:

Michael Von Ohlen, Marcel Gutierrez-Garza, Thomas Ates

PUBLIC COMMUNICATION: GENERAL

The first (4) four speakers signed up/register prior (**no later than noon the day before the meeting**) to the meeting being called to order will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

None

APPROVAL OF MINUTES

1. Approve the minutes of the Board of Adjustment Regular meeting on September 11, 2023.

On-Line Link: [DRAFT MINUTES September 11, 2023](#)

Vice-Chair Melissa Hawthorne motions to approve the minutes for September 11, 2023, Board member Brian Poteet seconds on 8-1-0 (Board member Maggie Shahrestani abstains); APPROVED MINUTES FOR September 11, 2023.

PUBLIC HEARINGS

2. Discussion of staff and applicant requests for postponement and withdrawal of public hearing cases posted on the agenda.

NONE

New Variance cases:

3. C15-2023-0039 James McCloskey
12501 Ondara Drive

On-Line Link: [Item03 ADV PACKET](#); [PRESENTATION](#)

The applicant is requesting a variance(s) from the Land Development Code, Section 25-2-492 (*Site Development Regulations*) from Impervious Cover requirements to increase from 45% (maximum allowed) to 54.9% (requested) (53% existing), in order to erect a swimming pool to an existing Single-Family residence in an “SF-2”, Single-Family Residence zoning district.

The public hearing was closed by Madam Chair Jessica Cohen, Board member Melissa Hawthorne motions to approve; Board member Jessica Cohen seconds on 9-0 votes; GRANTED.

Reconsideration cases:

4. C15-2023-0026 Perry Hunt for Bilal Khan
15 Margranita Crescent

On-Line Link: [Item04 ADV PACKET](#); [PRESENTATION](#)

The applicant is requesting a variance(s) from the Land Development Code Subchapter F: Residential Design and Compatibility Standards, Article 2, Development Standards Section 2.1 (*Maximum Development Permitted*) to increase the F.A.R from 40% (required) to 42.61% (requested), in order to enclose the tandem carport and create a tandem garage to an existing single family residence in an “SF-3-NP”, Single-Family-Neighborhood Plan zoning district (WANG Neighborhood Plan)

Madam Chair Jessica Cohen motions to reconsider the case; Board member Suzanne Valentine seconds on 0-9 votes (Madam Chair Jessica Cohen, Board members: Yung-ju Kim, Melissa Hawthorne, Jeffery Bowen, Janel Venzant, Maggie Shahrestani, Brian Poteet, Kelly Blume and Suzanne Valentine nay); This case will not be reconsidered-DENIED.

DISCUSSION ITEMS

5. Discussion of the September 11, 2023 BOA activity report
**On-Line Link: [Item05 September 11, 2023-MONTHLY REPORT](#)
DISCUSSED; CONTINUED TO November 13 2023**
6. Discussion regarding future training for board members
DISCUSSED; Training is scheduled for November 13, 2023 at Boards and Commission Room from 1pm-4:30pm

DISCUSSION AND ACTION ITEMS

7. Discussion and possible action regarding bylaws changes, rules of procedure changes, and resolutions regarding board terms, vacancies, and use of alternates
DISCUSSED; CONTINUED TO November 13, 2023
8. Discussion and possible action for adopting meeting dates for Jan. 2024-Dec. 2024

On-Line Link: Item 8

Board member Melissa Hawthorne motions to approve the BOA meeting dates for 2024, 2nd Monday of the month, (except for November 11, 2024 -Veteran's Day, 3rd Monday -November 18, 2024 was voted on), at City Council Chambers-Room 1001 @ 5:30 PM; Madam Chair Jessica Cohen seconds, vote of affirmation.

FUTURE AGENDA ITEMS

9. Discussion of future agenda items, staff requests and potential special called meeting and/or workshop requests

ADJOURNMENT 6:13 PM

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 at least 2 business days before the meeting date. Please call the Board Liaison Elaine Ramirez, Development Services Department at 512-974-2202 or email elaine.ramirez@austintexas.gov or the Board Secretary Diana Ramirez, Development Services Department at 512-974-2241 or email diana.ramirez@austintexas.gov , for additional information; TTY users route through Relay Texas at 711.

For more information on the Board of Adjustment, please contact Board Liaison's Elaine Ramirez, Development Services Department at 512-974-2202/elaine.ramire@austintexas.gov

The minutes were approved at the November 13, 2023 meeting on Vice Chair Melissa Hawthorne's motion, Board member Jeffery Bowen second on an 7-0-1 (Board member Michael Von Ohlen abstains).