



**BOARD OF ADJUSTMENT  
SPECIAL CALLED MEETING – Training Session  
BOARDS AND COMMISSION ROOM 1101  
MINUTES  
Thursday, February 22, 2024**

The **BOARD OF ADJUSTMENT** convened in a Special Called Meeting – Training Session on Thursday, February 22, 2024, at 301 West 2<sup>nd</sup> Street in Austin, Texas.

**Chair Jessica Cohen called the Board of Adjustment Meeting to order at 1:15 p.m.**

**Board Members/Commissioners in Attendance in-Person:**

Jessica Cohen-Chair, Melissa Hawthorne-Vice Chair, Jeffery Bowen, Marcel Gutierrez-Garza, Brian Poteet, Michael Von Ohlen

**Board Members/Commissioners in Attendance Remotely:**

Maggie Shahrestani, Yung-ju Kim

**Board Member/Commissioners absent:**

Thomas Ates, Janel Venzant, Kelly Blume (Alternate) and Suzanne Valentine (Alternate)

Some members of the BOARD OF ADJUSTMENT may be participating by videoconference.

**No actions or votes will be taken.**

Public comment will be allowed in-person or remotely via telephone. Speakers may only register to speak on an item once either in-person or remotely and will be allowed up to three minutes to provide their comments. Registration no later than noon the day before the meeting is required for remote participation by telephone. To register to speak remotely, email [elaine.ramirez@austintexas.gov](mailto:elaine.ramirez@austintexas.gov) or call 512-974-2202.

**CALL TO ORDER 1:15 PM**

**TRAINING SESSION**

Board of Adjustment Deep Dive: Key Topics & Issues

1. Overview -Brent Lloyd (BOA)

### General Background

- The history of BOAs & their role in zoning
- Creation of Austin's BOA
- What BOAs do:
  - Variances
  - Special Exceptions
  - Appeals

### Variances: Criteria for Approval & Other Considerations

- What constitutes a "hardship"?
- When is a property deprived of "reasonable use"?
- What does it mean to alter "area character"?
- Variance conditions – what are they for and when are they appropriate?
- New state legislation affecting BOA variance criteria?

### Special Exceptions

- What are they, and how are they different from variances?
- Austin's use of special exceptions?

### Administrative Appeals

- What's an appeal, and how is it different than a variance or exception?
- Considerations unique to appeals.

2. Issues Specific to Residential Review -Alex Creel and Mike Peralta (Residential Review)
  - Subchapter F (Residential Design & Compatibility)
  - Special Exceptions
  - Other issues
3. Environmental & Lake Austin Issues -John Clement (WPD)
  - Lake Austin Regulations
  - Heritage Tree Issues
  - Related topics
4. Boat Docks & Compatibility- Clarissa Davis (LUR)

## **ADJOURNMENT 3:30PM**

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 days before the meeting date.** Please call or email Board Liaison Elaine Ramirez, Development Services, at 512-974-2202 / [elaine.ramirez@austintexas.gov](mailto:elaine.ramirez@austintexas.gov) or Board Secretary Diana Ramirez, Development Services, at 512-974-2241 /

[diana.ramirez@austintexas.gov](mailto: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, Elaine Ramirez, Development Services, at 512-974-2202 / [elaine.ramirez@austintexas.gov](mailto:elaine.ramirez@austintexas.gov)