



City of Pflugerville

Minutes - Final

Board of Adjustment

Wednesday, January 25, 2017

7:00 PM

100 E. Main St., Suite 500

Regular Meeting

1 Call to Order

Staff present was: Emily Barron, Planning Director; Jeremy Frazzell, Assistant Planning Director; Abbey Rose, Planner II and Dana Lively, Administrative Technician.

Chairman Blackburn called the meeting to order at 7:00 p.m.

Present 4 - Member Drew Botkin, Member Craig Howlett, Member Kenneth Kidd and Alternate Member Victor Johnson

Absent 1 - Member Brandon Frye

2 Consent Agenda

- 2A [2017-5549](#) Approve the Board of Adjustment meeting minutes for the December 14, 2016 meeting

Approved on the Consent Agenda.

3 Discuss and Consider

- 3A [2017-5544](#) Elect a Chairman and Vice-Chairman to the Board of Adjustment for 2017.

Rodney Blackburn made a motion to nomination Drew Botkin for Chairman. Craig Howlett seconded the motion. All in favor. Motion carried.

Chairman Botkin nominated Rodney Blackburn for vice chairman. Victor Johnson seconded the motion. All in favor. Motion carried.

- 3B [2017-5545](#) Discuss and consider approving the Board of Adjustment meeting schedule for 2017.

Ms. Barron presented the Board of Adjustment meeting schedule for 2017. She stated that the Board of Adjustment will convene on the dates scheduled to discuss specific cases if applications for a variance are submitted for review. The meetings are setup quarterly, but on an "as needed" basis.

Vice Chairman Blackburn made a motion to adopt the 2017 meeting schedule for the Board of Adjustment. Craig Howlett seconded the motion. All in favor. Motion carried.

4 Presentation

4A [2017-5548](#) Discussion regarding the roles and responsibilities of the Board of Adjustment

Jeremy Frazzell, Assistant Planning Director, presented the overview of the role and responsibilities of the Board of Adjustment and its role within the development process.

5 Future Agenda Items

6 Adjourn

Chairman Botkin made a motion to adjourn the meeting. Vice Chairman Blackburn seconded the motion. All in favor. Meeting adjourned at 7:23 p.m.

Drew Botkin, Chairman
Board of Adjustment

Respectfully submitted on this 26th day of January, 2017.