



**BOARD OF ADJUSTMENTS  
REGULAR SESSION MINUTES  
FEBRUARY 24, 2021  
Via Telephone/Video Conference  
(Zoom Meeting)**

The meeting was live streamed on Manor Facebook Live beginning at 6:30 p.m.  
<https://www.facebook.com/cityofmanor/>

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the Board of Adjustment meeting scheduled for Wednesday, February 24<sup>th</sup>, was only open to the public via remote access.*

The following instructions were provided to the general public.

*Instructions for Public Speaking:*

- Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

*Upon receiving instructions to join zoom meeting the following rules will apply:*

- All speakers must address their comments to the Chairperson rather than to individual Board Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed three (3) minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.

**PRESENT VIA ZOOM:**

Aaron Moreno, Chair, Place 3

**BOARD MEMBERS:**

William D. Mann, Place 1 (Arrived at 6:34 p.m.)

Chase Mitchell, Place 2

James D. Sulcer, Place 4

Karen S. Mazerac, Place 5

Vacant, Alternate No. 1

Vacant, Alternate No. 2

**CITY STAFF:**

Scott Dunlop, Assistant Development Services Director

**REGULAR SESSION – 6:30 P.M.**

With a quorum of the Board of Adjustments (B.O.A.) present via video/telephone conference, the regular session of the B.O.A. was called to order by Chair Aaron Moreno at 6:32 p.m. on Wednesday, February 24, 2021.

**PUBLIC COMMENTS**

There were no public comments received prior to the meeting.

**PUBLIC HEARINGS**

1. **Public Hearing: Conduct a public hearing on a variance request from Manor Code of Ordinances, Chapter 14, Article 14.01, Section 14.01.008 and located at 305 East Burton Street, Manor, TX, to increase the minimum fence height from six (6) feet to eight (8) feet.**

City staff recommended that the B.O.A. conduct the public hearing.

Chair Moreno opened the public hearing.

James Jones, 305 E. Burton St., Manor, Texas, submitted a speaker card and wished to speak in support of this item. Mr. Jones stated his 80 year-old mother lived in the home. Mr. Jones expressed his concerns regarding her security, safety, and mental health and that various security measures have been tried to solve the issues with the neighbor. Mr. Jones is asking the B.O.A. to consider approval based on a history with the neighbor that involves more than 10 years of harassment that has required law enforcement to respond to the home on multiple occasions.

Assistant Development Services Director Dunlop gave a summary of the variance request and answered questions from the B.O.A. Members. Mr. Dunlop stated the City staff recommends denial. The request does not meet threshold because variance is usually granted for unchanging conditions of the property and not disputes with neighbors. Mr. Dunlop answered questions from the board members and confirmed that police reports have been filed with law enforcement.

**MOTION:** Upon a motion made by Board Member Mazerac and seconded by Board Member Mann to close the public hearing.

There was no further discussion.

**Motion to close carried 5-0**

## **REGULAR AGENDA**

### **2. Consideration, discussion, and possible action to approve the Board of Adjustments Minutes.**

- **March 25, 2020, Regular Session; and**
- **January 27, 2021, Regular Session**

**MOTION:** Upon a motion made by Board Member Mann and seconded by Board Member Sulcer to approve the March 25, 2020 Regular Session Minutes and the January 27, 2021 Regular Session Minutes.

There was no further discussion.

**Motion to approve carried 5-0**

### **3. Consideration, discussion, and possible action on a variance request from Manor Code of Ordinances, Chapter 14, Article 14.01, Section 14.01.008 and located at 305 East Burton Street, Manor, TX, to increase the minimum fence height from six (6) feet to eight (8) feet.**

**MOTION:** Upon a motion made by Board Member Mazerac and seconded by Board Member Chase to approve the variance request from Manor Code of Ordinances, Chapter 14, Article 14.01, Section 14.01.008 and located at 305 East Burton Street, Manor, TX, to increase the minimum fence height from six (6) feet to eight (8) feet.

There was no further discussion.

**Motion to approve variance carried 4-1.** (Board Member Mann voted against)

### **4. Consideration, discussion, and possible action on appointing a Board of Adjustment Chairperson to serve a 1-year term.**

Chair Moreno expressed this gratitude to the B.O.A. for allowing him the opportunity to Chair this past year. He stated that he did not wish to continue as Chair and would like to recommend Board Member Chase Mitchell.

**MOTION:** Upon a motion made by Chair Moreno and seconded by Board Member Mann to appoint Chase Mitchell as Chair of the B.O.A. to serve a 1-year term.

There was no further discussion.

**Motion to appoint carried 5-0**

**ADJOURNMENT**

**MOTION:** Upon a motion made by Chair Moreno and seconded by Board Member Mann to adjourn the Regular Session of the Board of Adjustments at 6:57 p.m. on Wednesday February 24, 2021.

These minutes approved by the Board of Adjustment on the 22<sup>nd</sup> day of September 2021.

**APPROVED:**

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Aaron Moreno  
Chair

**ATTEST:**

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Scott Dunlop  
Assistant Development Services Director