

**CITY OF BRENHAM
BOARD OF ADJUSTMENT MINUTES**

February 28, 2022

The meeting minutes herein are a summarization of meeting proceedings, not a verbatim transcription.

A special joint meeting (Training) with the Board of Adjustment and Planning and Zoning Commission was held on February 28, 2022 at 4:00 pm in the Brenham Municipal Building, City Council Chambers, at 200 West Vulcan Street, Brenham, Texas.

BOA Commissioners present:

Jon Hodde, Chair
Thomas Painter, Vice Chair
Danny Goss
Arlen Thieleman
Mary Lou Winkelmann

Planning and Zoning Commissioner present:

Dr. Deanna Alfred, Vice Chair
Artis Edwards, Jr.
Cayte Neil
Marcus Wamble

BOA Commissioners absent:

Walt Edmunds (alternate)
MaLisa Hampton (alternate)

P & Z Commissioner absent:

M. Keith Behrens, Chair
Calvin Kossie
Christopher Cangelosi

Staff present:

Stephanie Doland, Development Services Director
Shauna Laauwe, City Planner
Jeanna Bellinger, City Secretary
Kim Hodde, Planning Technician
Alyssa Faykus, Administrative Assistant

Citizens present:

None

1. Call Meeting to Order

Chairman Hodde called the Board of Adjustment meeting to order at 4:04 p.m. with a quorum of five (5) Commissioners present.

Chairman Behrens called the Planning and Zoning Commission meeting to order at 4:04 p.m. with a quorum of four (4) Commissioners present.

WORKSHOP AGENDA

- 2. Presentation and Training on the City of Brenham's Policies and Procedures for Advisory Boards and Commissions to Include, but Not Be Limited to, Board Meeting Procedures and Requirements, Roberts Rules of Order and Parliamentary Procedure, Conflicts of Interests, the Texas Open Meetings Act, and the Texas Public Information Act.**

Jeana Bellinger, City Secretary for the City of Brenham, highlighted the Policies and Procedures for Boards and Commissions adopted by City Council effective January 1, 2022 including the attendance requirements. She further stated that the Board Policies require training for new Board members and every three (3) years thereafter for all members.

The discussion on the **Texas Open Meetings Act** included topics such as:

- Overview of the Texas Open Meetings Act (“the Act”)
- Majority (Quorum)
- Notice Requirements
- Executive / Closed Meetings
- Emergency Meetings
- Violations of the Act

The discussion on the **Basics of Parliamentary Procedure** included topics such as:

- Robert’s Rules of Order
- The Do’s and Don’ts of Parliamentary Procedure
- Conflicts of Interest

The discussion on the **Texas Public Information Act** included topics such as:

- The basics of the Public Information Act (“PIA”)
- Who is subject to the PIA?
- Electronic / Social Media
- Personal vs. Official
- Violations of the Act

A copy of the presentation is on file in the Development Services Department.

3. Adjourn

Chairman Hodde adjourned the Board of Adjustment meeting at 4:53 pm.

Vice Chair Alfred adjourned the Planning and Zoning Commission meeting at 4:53 pm.

The City of Brenham appreciates the participation of our citizens, and the role of the Planning and Zoning Commissioners in this decision-making process.

Certification of Meeting Minutes:

Thomas Painter
Board of Adjustment

Thomas Painter
Vice Chair

May 9, 2022
Meeting Date

Kim Hodde
Attest

Kim Hodde
Staff Secretary

May 9, 2022
Meeting Date