

# CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657  
Office: (830) 693-3830 [www.cottonwoodshores.org](http://www.cottonwoodshores.org) Fax: (830) 693-6436

Chair: Vacant

Vice Chair: Robert Goodall

Boardmember: Larry Baggett



Boardmember: Jerral Boling

Boardmember: Jim Bristow

Alternate: Brigitte Thomas

*People, Parks and Prosperity*

## BOARD OF ADJUSTMENT SPECIAL MEETING MINUTES

### **\*\* NOTICE \*\***

The Board of Adjustment held a special meeting on Tuesday, December 09, 2014.  
The meeting was held at 06:00 P.M. at the Cottonwood Shores City Hall, Located at:  
3808 Cottonwood Drive, Cottonwood Shores, Texas 78657

### AGENDA

1. **Call to Order:** 06 :04 pm
2. **Roll Call:** Roll Call taken by Deputy City Secretary Bobby Herrin

NAME	PRESENT	ABSENT EXCUSED	ABSENT UNEXCUSED
Chairman -			
Vice-Chair Goodall	✓		
Boardmember Bristow	✓		
Boardmember Baggett			✓
Boardmember Boling			✓
Alternate Brigitte Thomas	✓		
Alternate Manny Trinidad	✓		

*Activate Alternate if necessary. Alternates were activated  
Deputy City Secretary Bobby Herrin announced that a quorum was present.*

3. **Consent Agenda:**
  - 3.1. **Minutes from the Board of Adjustment Special Meeting on January 21, 2014:**
    - 3.1.1. **Motion to approve January 21, 2014 Minutes**
      - 3.1.1.1. **Motion:** Boardmember Bristow
      - 3.1.1.2. **Second:** Alternate Thomas

NAME	Yea	Nay	Abstain
Chairman -			
Vice-Chair Goodall	✓		
Boardmember Bristow	✓		
Boardmember Baggett			
Boardmember Boling			
Alternate Brigitte Thomas	✓		
Alternate Manny Trinidad	✓		

3.2. Yea: 4 Nay: 0 Abstain: 0

3.3. **Motion: Passed**

Minutes of the Special Meeting of the Board of Adjustment on December 09, 2014

4. **Discussed and Considered Action** on moving Alternate Brigitte Thomas from Alternate to Boardmember.  
*Vice Chair Goodall initiated a request for a Boardmember to make a motion moving Brigitte Thomas to Boardmember status.*

4.1. **Motion to move Brigitte Thomas from Alternate to Boardmember**

4.1.1. **Motion:** Boardmember Bristow

4.1.2. **Second:** Vice Chair - Goodall

NAME	Yea	Nay	Abstain
Chairman -			
Vice-Chair Goodall	√		
Boardmember Bristow	√		
Boardmember Baggett			
Boardmember Boling			
Boardmember Thomas	√		
Alternate Manny Trinidad	√		

4.2. **Yea:** 4      **Nay:** 0      **Abstain:** 0

4.3. **Motion:** **Passed**

5. **Swear in Manny Trinidad as Alternate Boardmember to replace Richard Carusi.**

*Mayor Orr swore in Manny Trinidad before the meeting started as per previously agreed upon by board meeting.*

6. **Discussed and Considered Action** on electing a Chairman for the Board.

*Vice Chair Goodall requested the board to select a nominee to be the Chairman of the Board. Boardmember Bristow nominated Robert Goodall. No other nominees were selected.*

6.1. **Motion to elect Robert Goodall as chairman for the board**

6.1.1. **Motion:** Boardmember Jim Bristow

6.1.2. **Second:** Alternate Trinidad

NAME	Yea	Nay	Abstain
Chairman -			
Vice-Chair Goodall	√		
Boardmember Bristow	√		
Boardmember Baggett			
Boardmember Boling			
Boardmember Thomas	√		
Alternate Manny Trinidad	√		

6.2. **Yea:** 4      **Nay:** 0      **Abstain:** 0

6.3. **Motion:** **Passed**

7. **Discussed and Considered Action** on electing a Vice Chairman for the Board if necessary

*Chairman Goodall advised the board now they needed to nominate and select a person for the vice chair position. Boardmember Bristow declined and Boardmember Thomas accepted nomination.*

7.1. **Motion to elect Boardmember Brigitte Thomas as vice chairman for the Board**

7.1.1. **Motion:** Boardmember Bristow

7.1.2. **Second:** Chairman Goodall

NAME	Yea	Nay	Abstain
Chairman - Goodall	√		
Vice-Chair - Vacant			
Boardmember Bristow	√		

Boardmember Baggett			
Boardmember Boling			
Boardmember Thomas	✓		
Alternate Manny Trinidad	✓		

7.2. Yea: 4      Nay: 0      Abstain: 0

7.3. Motion: **Passed**

**8. PUBLIC HEARING BEFORE THE BOARD OF ADJUSTMENT OF THE CITY OF COTTONWOOD SHORES, TEXAS, ON TUESDAY, DECEMBER 09, 2014 AT 6:00 P.M. HELD AT 3808 COTTONWOOD DRIVE, COTTONWOOD SHORES, TEXAS 78657, REGARDING DECLARING PROPERTY AT 658 PECAN LANE, COTTONWOOD SHORES, TEXAS AS SUBSTANDARD AND ISSUING AN ORDER TO DEMOLISH, PURSUANT TO TEXAS LOCAL GOVERNMENT CODE, §214.001; MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.**

*Hearing was open at 6:11pm.*

*Mayor Orr addressed the board advising them the importance and power of the board. He also indicated the next legal step would be court.*

*Ken Franks (Son of the Property Owner) addressed to the board his concerns and wanting to repair the house and bring it in compliance with what needed to be done. He addressed the windows, door locks, yard and other items that needed to be or already had been repaired.*

*Code Enforcement Officer Brasich addressed the violations to the board.*

*Alternate Trinidad pointed out the time frame the house and property had already been in violation was approximately 4 years. It was addressed there were no water or electric at this location. (Determined not required unless inhabited). Boardmember Bristow showed his concern as to the Windows, Shed, and Yard all which were in violation.*

*The board agreed that Ken Franks; P.O. Box 1178; Manchaca, Texas 78652 would be the liaison for his mother due to her medical status. The board advised Mr. Franks they would need to have the property changed into her or her heir's name.*

*Hearing went straight into discussion and action.*

**9. Discussed and Considered Action on Public Hearing regarding condemnation of structure at 658 Pecan Lane.**

*The board decided not to condemn the property at this time but to give the property owner(s) time to remedy the situation. (See Motion)*

**9.1. Motion to give owner or owners of 658 Pecan Lane, 30 days to fix broken windows, secure storage building, mow yard or any other violations the code enforcement officer deems necessary.**

**9.1.1. Motion:** Boardmember Bristow

**9.1.2. Second:** Vice-Chair Thomas

NAME	Yea	Nay	Abstain
Chairman Goodall	✓		
Vice-Chair Thomas	✓		
Boardmember Bristow	✓		
Boardmember Baggett			
Boardmember Boling			
Alternate Trinidad	✓		
Alternate - Vacant			

9.2. Yea: 4      Nay: 0      Abstain: 0

9.3. Motion: **Passed**

10. Adjournment at 6:51 pm

The preceding document is a true and accurate reflection of the minutes of the meeting of the Board of Adjustment held on December 09, 2014.

Attest:



*Bobby Herrin*

Bobby Herrin  
Deputy City Secretary