

# DRAFT

## BOARD OF ADJUSTMENT MINUTES

April 24, 2023

The Schertz Board of Adjustment convened on April 24, 2023 at 6:00 p.m. at the Municipal Complex, Council Chambers, 1400 Schertz Parkway Building #4, Schertz, Texas.

Present: Richard Dziewit, Chair  
Reginna Agee, Board Member  
Earl Hartzog, Board Member  
Frank McElroy, Board Member

Absent: Danielene Salas, Board Member  
Ferrando Heyward, Board Member  
Yvonne Griffen, Board Member

Staff present: Brian James, Deputy City Manager  
Lesia Wood, Director of Planning & Community Development  
Samuel Haas, Senior Planner  
Ameriz Gamez, Planner  
Daisy Marquez, Planner  
Tiffany Danhof, Administrative Assistant  
Ralph Gutierrez, Council Liaison

### 1. CALL TO ORDER / ROLL CALL

Mr. Dziewit called the meeting to order at 6:07 P.M.

### 2. SEAT ALTERNATE TO ACT IF REQUIRED

No alternate was seated.

### 3. HEARING OF RESIDENTS

*Residents who choose to watch the meeting via live stream, but who would like to participate in Hearing of Residents, should email their comments to the Planning Division, at [planning@schertz.com](mailto:planning@schertz.com) by 5:00p.m. on Monday, April 24, 2023, so that the Planning Division may read the public comments into the record under the hearing of residents. In the body of the email please include your name, your address, phone number, agenda item number if applicable or subject of discussion, and your comments.*

*This time is set aside for any person who wishes to address the Board of Adjustment. Each person should fill out the Speaker's register prior to the meeting. Presentations should be limited to no more than three (3) minutes. Discussion by the Board of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.*

No one spoke.

**4. CONSENT AGENDA:**

**A. Minutes for the March 6th, 2023 Regular Meeting.**

Motioned by Board Member Frank McElroy, seconded by Board Member Regina Agee to approve

**Vote:** 4 - 0 Passed

**5. PUBLIC HEARING:**

The Board of Adjustment will hold a public hearing related to variance requests within this agenda. The public hearing will be opened to receive a report from staff, the applicant, the adjoining property owners affected by the applicant's request, and any other interested persons. Upon completion, the public hearing will be closed. The Board will discuss and consider the application, and may request additional information from staff or the applicant, if required. After deliberation, the Board will act on the applicant's request.

**A. PLVAR20230038 - A request for a variance to Unified Development Code Article 9 Section 21.9.8 Screening and Fencing, in order to permit an opaque fence within the front yards of 4710 Shady Lane and 4715 Troy Lane, City of Schertz, Guadalupe County, Texas**

Motioned by Board Member Frank McElroy, seconded by Board Member Regina Agee to approve

**Vote:** 4 - 0 Passed

**B. PLVAR20230027 - A request for a variance to Unified Development Code Section 21.11.9 in order to permit an additional wall sign on a multi-tenant building located at 17670 Four Oaks Lane, City of Schertz, Guadalupe County, Texas**

Motioned by Board Member Frank McElroy, seconded by Board Member Earl Hartzog to disapprove

**Vote:** 4 - 0 Passed

**6. ANNOUNCEMENTS:**

**A. Announcements by Members**

- City and community events attended and to be attended
- Continuing education events attended and to be attended

There were no announcements by Members.

**B. Announcements by City Staff**

- City and community events attended and to be attended
- Continuing education events attended and to be attended
- Committee of Committees Advisory Board Meeting Summaries

There were announcements by City Staff.

**7. ADJOURNMENT OF THE REGULAR MEETING**  
Mr. Dziewit adjourned the regular meeting at 6:32 P.M.

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Chairman, Board of Adjustment

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Recording Secretary, City of Schertz