



# City of Coppel, Texas

255 E. Parkway Boulevard  
Coppel, Texas  
75019-9478

## Minutes

### Board of Adjustment

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Thursday, February 4, 2021

6:30 PM

Zoom

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Mark LeGros

Kimberly Grubb

Laura Ketchum

Michelle Anderson

Casey Smith  
(Alternate)

Rhett Hickey  
(Alternate)

**PRESENT:** Chair, Mark LeGros; Vice Chair, Michelle Anderson; Kimberly Grubb, Laura Ketchum and Rhett Hickey.

**ABSENT:** Casey Smith

Also present were Chief Building Official, Suzanne Arnold; Development Services Administrator, Matt Steer; Assistant Director of Community Development, Luay Rahil; Board Secretary, Kami McGee; City Attorney, Robert Hager; and Audio Video Technician, Julian Coleman.

As authorized by Section 418.016(e) of the Texas Government Code, on March 16, 2020, Governor Greg Abbott suspended various provisions that require government officials and members of the public to be physically present at a specified meeting location.

Notice was given that the Board of Adjustment of the City of Coppel, Texas, met in Work Session at 6:30 p.m. and Regular Called Session at 7:00 p.m. on Thursday, February 4, 2021, via Zoom Meeting.

As authorized by Section 551.127, of the Texas Government Code, one or more board members or employees may attend this meeting remotely using videoconferencing technology.

As authorized by Section 551.071(2) of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

The City of Coppel reserves the right to reconvene, recess or realign the Work Session or called Executive Session or order of business at any time prior to adjournment.

The following requirements have been suspended by the governor:

1. A quorum of the Board of Adjustment need not be present at one physical location. Id. § 551.127(b).
2. In light of (1), above, the meeting notice need not specify where the quorum of the board will be physically present and the intent to have a quorum present. Id. § 551.127(e).
3. In light of (1) above, the meeting held by videoconference call is not required to be open to the public at a location where commission is present. Id. § 551.127(f).
4. The audio and video are not required to meet minimum standards established by Texas Department of Information Resources (DIR) rules, the video doesn't have to be sufficient that a member of the public can observe the demeanor of the participants, the members faces don't have to be clearly visible at all times, and the meeting can continue even if a connection is lost, so long as a quorum is still present. Id. § 551.127(a-3); (h); (i); (j).

This meeting is closed to in person attendance by the public to reduce the spread of COVID-19. A temporary suspension of the Open Meetings Act to allow telephone or videoconference of public meetings has been granted by Texas Governor Greg Abbott. Letters and emails submitted by any citizen of the city or other party of interest to express his or her opinion concerning this agenda or other general comments to the board members will be read into the record during the Citizens Appearance portion of the meeting. Letters can be addressed to the City of Coppell Building Inspections Division, 255 Parkway Boulevard, Coppell, TX 75019, by email to [inspect@coppelltx.gov](mailto:inspect@coppelltx.gov), or by calling the Building Inspections Division at 972-304-3500.

The purpose of this meeting was to consider the following items:

1. Call to Order.

Chairman LeGros called the meeting to order and convened into Work Session at 6:30pm.

2. Work Session (Open to the Public)
3. Board training conducted by the City Attorney.

Regular Session (Open to the Public)

4. Citizens' Appearance.

Chairman LeGros advised no one signed up to speak at Citizen's Appearance.

5. Consider approval of the February 6, 2020 Board of Adjustment meeting minutes.

A motion was made by Kimberly Grubb, seconded by Laura Ketchum, to approve the minutes as written. The motion carried by unanimous vote (4-0).

**6. Election of Officers.**

**A motion was made by Kimberly Grubb, seconded by Laura Ketchum, to nominate Michelle Anderson as Vice Chair of the Board of Adjustment. The motion passed unanimously, (4-0).**

**A motion was made by Kimberly Grubb, seconded by Michelle Anderson, to nominate Mark LeGros as Chair of the Board of Adjustment. The motion passed unanimously, (4-0).**

**7. Nomination of appointment of an alternate position into a voting member vacancy on the board and making a recommendation to City Council.**

**A motion was made by Kimberly Grubb, seconded by Michelle Anderson, to recommend the appointment of alternate board member, Rhett Hickey, as a voting member of the Board of Adjustment to City Council. The motion passed unanimously, (4-0).**

**8. Short-Term Rental appeal process presentation by City Attorney.**

**Assistant Director, Luay Rahil, stated that the Board of Adjustment will have the opportunity to appeal Short-Term Rental permits denied by staff and gave a presentation on Short-Term Rentals in Coppell.**

**City Attorney, Robert Hager, described the appeal process to the board and stated that he would provide an Ordinance that could be adopted by the Board of Adjustments in which the appeal process is outlined.**

**9. Adjournment.**

**There being no further business before the Board of Adjustment, the meeting was adjourned at 7:53 p.m.**

**The City of Coppell acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. Thus, in order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, and amanuenses) for participation in or access to the City of Coppell sponsored public programs, services, and/or meetings, the City requests that individuals makes requests for these services seventy-two (72) hours – three (3) business days ahead of the scheduled program, service, and/or meeting. To make arrangements, contact Kori Allen, ADA Coordinator, or other designated official at (972) 462-0022, or (TDD 1-800-RELAY, TX 1-800-735-2989).**

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**Mark LeGors, Chair**

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**Kami McGee, Board Secretary**