

**BOARD OF ADJUSTMENTS AND APPEALS**  
**3300 Hillcrest Drive**  
**Balcones Heights, Texas 78201**

**Minutes**

**DATE: December 19, 2016**

**TIME: 5:30 p.m.**

<b>Members Present</b>	Suzanne de Leon Lamar Gillian	Charles White Jack Burton	Miguel Valverde
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**Alternates Present:**

<b>Members Absent:</b>	Henry Hannasch Bennie Cass	David Sellars Stephen R. Lara	Shana Halpin
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**Sign in Sheet:** None

I. Call to Order and Recording of Quorum:

Meeting was called to order and quorum was present.

II. Business Matters:

1. The Board will hear, consider, and approve/disapprove Application Request for Appeal regarding a waiver of Sign Moratorium for Installation of Channel Letters submitted by Leon Springs Associates.

Director of Community Development Rita Hoyl gave an overview of the purpose of meeting. Staff's recommendation is to approve.

Dan Jacobs came up to speak on the matter.

MOTION: Motion to allow the moratorium waiver.

Motion by: Board Member: Jack Burton Second: Board Member Valverde 5/0/0 PASSED

III. Adjournment:

Meeting was adjourned at 5:48 p.m.

**Submitted by:**

**Delia R. Sanchez**  
**City Secretary**

Minutes approved at the BOA meeting held 3-27-2017.