

MINUTES OF A MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE ON WEDNESDAY, MARCH 08, 2023, AT 8:34 A.M. FOR BOARD TRAINING WITH THE TOWN ATTORNEY.

Chairman Chuck Reeder, and Board Members Joan Clark, Stacey Furst, Alison Hunsicker, Robert McCulloch, Nancy Rogers, and Jim Yoder were present at the meeting. Also present from Town staff were Matthew Boyle, Town Attorney; Hugh Pender, Director of Development Services; Chelsey Gordon, Assistant Director of Development Services; and Holly Russell, Management Assistant.

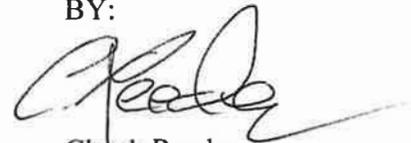
Matthew Boyle, Town Attorney, conducted a training for the members of the Board of Adjustment, covering duties and activities required of the group. Topics include:

- The Public Hearing Process
- Findings for Variances
- An overview of the Laws, Rules, and Regulations governing the Board
  - The Recusal Process “Conflict of interest”
  - Prohibition of Gifts (bribery Law)
  - Open Meetings Act
  - Powers of the Board

Throughout the meeting there were several questions by Board members for further clarification. Chairman Reeder asked if there were any more questions, to which there were none. Stacy Furst motioned the meeting by adjourned, seconded by Alison Hunsicker, and unanimously approved. The meeting was adjourned at 10:02 a.m.

APPROVED on this 28<sup>th</sup> day of June, 2023.

BY:



Chuck Reeder  
Chairman

ATTEST:



Holly Russell,  
Management Assistant