



**Meeting Minutes – Regular Meeting  
Providence Village  
Board of Adjustments**

**Providence Village Town Hall  
1745 Main Street  
Providence Village, Texas 76227**

**Tuesday, June 18, 2019  
6:30 p.m.**

**1. Call to Order, Roll Call and Announce a Quorum Present**

Town Manager, Brian Roberson called the meeting to order at 6:31 p.m. Members present included Israel Guin, Klayton Rutherford and Will Floyd. C.B. Bell was absent and alternate Faith Robinson served in her place.

**2. Pledge of Allegiance**

**3. Consider and act upon appointment of Chairman, Vice Chairman and Secretary.**

Brian Roberson explained that the members could nominate each other, or in the absence of knowledge of one another, if a member was willing to serve in a position, they needed to speak up. Brian Roberson further stated that the Town Secretary, Connie Hansen, would take the minutes of the BOA meetings, and the BOA Secretary, along with the Chairperson, would sign the minutes.

Will Floyd asked what the Chairperson was responsible for doing and Brian Roberson gave of each position requirements including the Chairperson will preside over the meetings, and the Vice Chairman would preside in the Chairperson's absence. Israel Guin volunteered to serve as the Chairperson. Klayton Rutherford moved to appoint Israel Guin as Chairperson; Will Floyd seconded. Motion carried: 4 in favor, 0 opposed.

Will Floyd volunteered to serve as Vice Chairperson and Klayton Rutherford volunteered to serve as Secretary. Klayton Rutherford moved to appoint Will Floyd as Vice Chairperson; Israel Guin seconded. Motion carried: 4 in favor, 0 opposed.

Faith Robinson moved to appoint Klayton Rutherford as Secretary; Israel Guin seconded. Motion carried: 4 in favor, 0 opposed.

**4. Training presentation by Town Attorney and discussion regarding procedures, duties, responsibility and authority of Board.**

Brenda McDonald with Messer, Fort & McDonald, provided a training presentation to the BOA board regarding the responsibilities and purpose of the Board of Adjustment. Brenda McDonald pointed out to the Board the best secret question they should always ask is "Could you comply with the ordinance?" and if the answer is "yes," then the Board's job is done.

**5. Consider, discuss and act upon designation of standard meeting date for Board of Adjustment.**


Faith Robinson moved to designate the second Thursday of each month as 7:30 p.m. as the standard meeting date and time; Will Floyd seconded. Motion carried: 4 in favor, 0 opposed.

**6. Adjourn.**

Klayton Rutherford moved to adjourn; Will Floyd seconded. Motion carried: 4 in favor, 0 opposed. Israel Guin closed the BOA meeting at 7:27 p.m.

  
\_\_\_\_\_  
Israel Guin, Chairman

  
\_\_\_\_\_  
JOYCE VANN, Secretary

  
\_\_\_\_\_  
Connie S. Hansen, TRMC  
Town Secretary

