



City of Glenn Heights  
Special Called  
City Council Meeting  
Agenda Packet  
March 4, 2021

Meeting starts at 7:00 PM



**NOTICE OF EMERGENCY SUPPLEMENTAL AGENDA  
ITEMS PURSUANT TO GOVT. CODE §551.045,  
EXCEPTION TO GENERAL RULE**

**NOTICE AND AGENDA  
CITY COUNCIL  
THURSDAY, MARCH 4, 2021, 7:00 P.M.  
SPECIAL CALLED CITY COUNCIL MEETING**

Notice is hereby given in accordance with the Order of the Office of the Governor issued March 16, 2020, that the City of Glenn Heights will conduct a Special Called Meeting via telephone and video conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Novel Coronavirus (COVID-19).

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at <https://www.glennheightstx.gov/AgendaCenter>.

To view this Council Meeting live, please use the following link (you are not required to have a Facebook account to access this meeting):  
<https://www.facebook.com/CityofGlennHeights>.

Notice is hereby given that the City of Glenn Heights City Council will hold a Special Called City Council Meeting on Thursday, March 4, 2021, beginning at 7:00 P.M. via telephone and video conference as prescribed by Vernon’s Texas Civil Statutes, Government Code Section §551.041, to consider and possibly take action on the following agenda items. Items do not have to be taken in the same order as shown in this meeting Notice and Agenda.

**CALL TO ORDER  
INVOCATION  
PLEDGE OF ALLEGIANCE  
PUBLIC COMMENT**

If you would like to make a Public Comment during the “**Public Comment**” portion of the meeting, please email Brandi Brown, City Secretary, at [brandi.brown@glennheightstx.gov](mailto:brandi.brown@glennheightstx.gov), no later than **6:00 P.M. on March 4, 2021**. Please include the following information in your email:

- Name
- Address
- Email Address and Phone Number
- Agenda Item or General Subject of your Comment

Once your request is received, you will be given information to access the meeting via telephone or video conference (which provides two-way communication during the Public Comment portion of the meeting).

### **AGENDA**

1. Discuss and take action to appoint one (1) new Zoning Board of Adjustment member. (Miamauni Hines, Planner)
2. Discussion regarding the Winter Storm Disaster. (David Hall, City Manager)
3. Discuss and take action to establish a Winter Storm Relief Program granting relief on **permit fees and/or** water utility bills for water/wastewater usage. (Mayor Harry A. Garrett, Mayor Pro Tem Sonja A. Brown, and David Hall, City Manager)

### **ADJOURNMENT**

In accordance with the Americans with Disabilities Act, If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodations, please contact the City Secretary at least 48 hours in advance of the event at 972-223-1690 ext. 125 or email [brandi.brown@glennheightstx.gov](mailto:brandi.brown@glennheightstx.gov). Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

I, Brandi Brown, City Secretary, do hereby certify that the above Meeting Notice and Agenda were posted in a place convenient to the Public at Glenn Heights City Hall, 1938 South Hampton Road, Glenn Heights, Texas by **5:00 P.M. on Tuesday, March 2, 2021**. Pursuant to Section 551.071 of the Texas Government Code, the City Council reserves the right to consult in closed session with its attorney at any time during the course of this meeting and to receive legal advice regarding any item listed on this agenda.

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Brandi Brown, City Secretary







# CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

**Date: March 4, 2021**

## **SUBJECT**

This agenda matter will allow Council to discuss and take action to appoint five members to the Zoning Board of Adjustments pursuant to Section II.2.3 of the City's Zoning Ordinance and Chapter 211 of the Texas Local Government Code.

## **REPORT IN BRIEF**

Discuss and take action to appoint one (1) new Zoning Board of Adjustments member.

## **BACKGROUND / DISCUSSION**

The Zoning Board of Adjustments currently has five vacant Places. Staff has now received five applications from residents seeking Council consideration for their appointment to the Zoning Board of Adjustments. Staff asks that the Council review the applications of Brian Pratt, Jacob Cannon, Jacquetta Cannon, John Reliford, and Tiina Arjanen and consider their appointment to serve two-year terms pursuant to Section II.2.3 of the City's Zoning Ordinance.

### Section II.2.3 – Members; Alternate Members; Appointments; Terms of Office

- A. Members – The Board of Adjustment shall consist of five (5) regular members and up to four (4) alternate members. All members who shall be nominated and appointed by the Mayor and City Council and each person so nominated shall be approved by a simple majority vote of the full City Council before becoming a member of the Board. This Board shall operate in accordance with the provisions of Chapter 211 of the State of Texas Local Government Code, as enacted and as it may be amended.

- B. Alternate Member – Alternat members shall serve in the absence of one or more of the regular Board members when requested to do so by the City Manager. The alternate member with the longest tenure shall be able to serve first and may be appointed to fill a vacancy in the event of resignation or removal of a regular member of the Board of Adjustment.
- C. Appointment of Members – Following the regular City Council election of offices in May of each year, the City Council shall appoint members to Board of Adjustment to fill those offices being vacated on May 31 of that year. Each member of the Board shall hold a designated Place, from Place 1 to Place 5. Alternate members shall be identified by Place numbers one-A (1A) through four-A (4A).
- D. Terms of Office – Each member and alternate member is appointed to serve for two (2) years terms and may be reappointed to successive terms on the Board subject to approval by a simple majority of the full City Council. Place 1, Place 3, and Place 5 and Places 1A and 3A shall be appointed in odd number years. Place 2, Place 4, and Places 2A and 4A shall be appointed in even-numbered years.

**FISCAL IMPACT**

Not applicable.

**PUBLIC CONTACT**

Advertisement for the open Places were placed on the City’s website and the City’s social media platforms.

**RECOMMENDATION / ALTERNATIVES**

Staff recommends the City Council appoint Tiffany Jones to serve in Place 1A for a term ending on May 31, 2023.

**PREPARED BY**

Miamauni Hines, City Planner

**REVIEWED BY**

Marlon Goff, Planning and Development Services Director

**ATTACHMENTS**

- I. Zoning Board of Adjustments Volunteer Application
  - a. Tiffany Jones





# City of Glenn Heights

## Volunteer Application

### Zoning Board of Adjustment

#### Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

#### Board Information and Required Availability

This board is authorized to make special exceptions or grant variances to the Zoning Ordinance, to hear and decide any appeals that allege error in an order, requirement, decision or determination made by an administrative official in the enforcement of the Zoning Ordinance. This Board meets on an as needed basis.

#### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

### Previous Volunteer Experience

Summarize your previous volunteer experience with the City or other organizations.

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### Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

### Agreement and Signature

By submitting this application, I affirm that I am a resident of the City of Glenn Heights and a qualified voter of the City of Glenn Heights.

Name (printed)	
Signature	
Date	

### Our Policy

It is the policy of the City of Glenn Heights to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

The information contained on this form is subject to release under the Texas Public Information Act upon filing with the Office of the City Secretary.

Thank you for completing this application form and for your interest in your service to the City of Glenn Heights.

Please return this form to the Office of the City Secretary. Forms may be completed and emailed to: [brandi.brown@glennheightstx.gov](mailto:brandi.brown@glennheightstx.gov) or mailed to:

Brandi Brown  
City Secretary  
1938 S Hampton Road  
Glenn Heights, TX 75154

Thank you.





