

MINUTES
DESIGN REVIEW COMMITTEE MEETING
BOERNE CITY HALL
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 N. MAIN
Thursday, September 16, 2021 - 6:00 PM

PRESENT: VICE CHAIR CODY KELLER, SHELLY CONDRA, CHRIS HARTHCOCK,
CARR STOKES

ABSENT: CHAIRMAN CHRIS TAYLOR

STAFF PRESENT: LAURA HANING, MICK MCKAMIE, RYAN BASS, HEATHER
WOOD

REGISTERED/RECOGNIZED GUESTS: ZACHARY WRIGHT

At 6:04 p.m. Mayor Handren administered the Oath of Office to 4 of the 5 new Design Review Committee members to include, Vice Chairman Cody Keller, Committee Member Carr Stokes, Committee Member Chris Harthcock, and Committee Member Shelly Condra.

EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE: THE DESIGN REVIEW COMMITTEE MAY, AS PERMITTED BY LAW, ADJOURN INTO EXECUTIVE SESSION AT ANY TIME TO DISCUSS ANY MATTER LISTED BELOW AS AUTHORIZED BY TEXAS GOVERNMENT CODE §551.071 (CONSULTATION WITH ATTORNEY)

1. CALL TO ORDER – 6:00 PM

Vice Chair Keller called the Design Review Committee meeting to order at 6:05 p.m.

5. COMMENTS FROM THE MAYOR.

Item #5 was moved up the agenda at 6:07 p.m.

Mayor Handren welcomed the Design Review Committee members and

thanked them for actively volunteering.

2. CONFLICT OF INTEREST DECLARATION

None declared.

3. PUBLIC COMMENTS: This is the opportunity for visitors and guests to address the Design Review Committee on any issue. The Design Review Committee may not discuss any presented issue, nor may any action be taken on any issue at this time. (Attorney General opinion – JC-0169)

Laura Haning assisted Vice Chairman Keller in opening Public Comments at 6:09 p.m.

Vice Chair Keller allowed for Public Comments.

No comments were received.

Public Comments were closed at 6:10 p.m.

4. DISCUSSION ITEMS:

4.A. [2021-781](#) BRIEFING REGARDING THE COMMITTEE’S APPROVAL AUTHORITY AND ORDINANCE OVERSIGHT BY LAURA HANING, DIRECTOR, PLANNING AND COMMUNITY DEVELOPMENT.

Ms. Haning introduced Planning and Community Development staff members and Associate City Attorney, Mick McKamie. She briefed the Design Review Committee on their authority under this body.

4.B. [2021-782](#) ATTORNEY BRIEFING REGARDING ETHICS BY MICK MCKAMIE, ASSOCIATE CITY ATTORNEY.

Mr. McKamie briefed the Committee on rules related to Ethics of officials of local government and gave an overview of ordinance related to Ethics.

4.C. [2021-783](#) ATTORNEY BRIEFING REGARDING OPEN MEETINGS ACT BY MICK MCKAMIE, ASSOCIATE CITY ATTORNEY.

Mr. McKamie briefed the Committee on rules and possible civil or criminal penalties for violations of the Open Meetings Act and Public Information Act.

4.D. [2021-784](#) MEETING SCHEDULE BY HEATHER WOOD, ADMINISTRATIVE

ASSISTANT, PLANNING AND COMMUNITY DEVELOPMENT.

Ms. Heather Wood, Administrative Assistant, discussed the Committee's meeting schedule.

4.E. [2021-785](#) BRIEFING REGARDING REQUIRED CYBER SECURITY TRAINING, BARRETT SQUIRES, INFORMATION TECHNOLOGY SPECIALIST II.

Veronika Vasquez explained the process for signing in to new emails and the requirements for Cyber Security Training.

4.F. [2021-786](#) BRIEFING REGARDING FUTURE AGENDAS AND PROCESSES BY LAURA HANING, DIRECTOR, PLANNING AND COMMUNITY DEVELOPMENT.

Ms. Haning briefed the Committee on future agendas and formal processes.

6. COMMENTS FROM COMMISSION/LEGAL COUNSEL/STAFF – NO DISCUSSION OR ACTION MAY TAKE PLACE.

No comments.

7. ADJOURNMENT

Vice Chair Keller adjourned the Design Review Committee at 7:34 p.m.

Vice Chairman

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the 13th day of September, 2021 at 3:00 p.m.

Secretary