

**ZONING BOARD OF ADJUSTMENT  
FEBRUARY 1, 2022  
MINUTES**

Roll Call:

Members present

Jorge Cisneros, Chair  
Ashly Schilling, Place 3  
Chris Utchell, Place 4  
Lisa Skier, Place 5  
Pamela Keith, Alternate 1

Members absent

Sanjay Mathew, Place 2

Staff present

Logan Thatcher, Assistant to the City Manager  
Lindsay Wells, City Secretary  
Alecia Kreh, City Attorney

**1. CALL TO ORDER**

Chairman Cisneros called the meeting to order at 6:01 p.m.

**2. ADMINISTER OATH OF OFFICE TO BOARD MEMBERS**

City Secretary Lindsay Wells administered the Oath of Office to Lisa Skier, Place 5, and Pamela Keith, Alternate 1.

**3. EXECUTIVE SESSION**

**A. Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.071. Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the Zoning Board of Adjustment to seek advice from the City Attorney as to the posted subject matter of this Zoning Board of Adjustment meeting.

**Motion:** Motion was made by Member Utchell and seconded by Member Schilling to convene into Executive Session. Time: 6:04 p.m.

Motion carried by a vote of 5-0.

**B. Reconvene:** Action necessary on items discussed in Executive Session

Chairman Cisneros reconvened into open session. Time 6:30 p.m.

#### **4. PUBLIC COMMENTS**

None.

#### **REGULAR AGENDA**

#### **5. Approve minutes from the June 15, 2021 Zoning Board of Adjustment meeting.**

**Motion:** Motion was made by Member Schilling and seconded by Member Utchell to approve the June 15, 2021 Zoning Board of Adjustment meeting minutes.

Motion carried by a vote of 5-0.

#### **6. Denied ZBA 2022-0038, a request for a special exception for the property described as Lot 4, Block 40, Richland Hills Addition, City of Richland Hills, Tarrant County, Texas, otherwise known as 6720 Reeves Street, Richland Hills, Texas 76118. PUBLIC HEARING**

Assistant to the City Manager Logan Thatcher presented ZBA 2022-0038, a request for a special exception for the property described as 6720 Reeves Street, Lot 4, Block 40, Richland Hills Addition, City of Richland Hills, Tarrant County, Texas. The property is a 0.28-acre lot with a 1,153 square foot single family residence in the SF-10 zoning district.

Mr. Thatcher advised that the applicant is requesting a zoning special exception to complete a 21-foot by 22-foot, 9 inches (480.9 square foot) room addition. The applicant began work prior to pulling a permit and received a stop work order from code compliance when the construction was discovered. When the applicant came to pull a permit for the room addition, staff reviewed the plans and found that the addition would not meet setback requirements. The room addition would only leave 4 feet and 2 inches for a setback from the neighboring property. Section 2.03.02 of the SF-10 Zoning district states that the side yard setback must meet a minimum of 10 feet. Adding the room addition does not impede on the 40 percent lot coverage requirement for her lot. The property is 12,000 square feet.

The Board asked several questions of Applicant Maria Salazar, including her knowledge of the permit process, if a licensed contractor had been hired, and how long she has lived at the address.

Maria Salazar, 6720 Reeves Street, Richland Hills, responded to several questions and advised that she had been aware of the permit process but did not think a permit was necessary, she has not hired a licensed contractor because her sons were completing the work, and she has lived at the address for 21 years.

Chairman Cisneros opened the Public Hearing at 6:44 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Chairman Cisneros closed the Public Hearing at 6:44 p.m.

**Motion:** Motion was made by Member Schilling and seconded by Member Utchell to deny ZBA 2022-0038, the special exception requested at Lot 4, Block 40, Richland Hills Addition, City of Richland Hills, Tarrant County, Texas, otherwise known as 6720 Reeves Street, Richland Hills, Texas 76118.

Motion passed by a vote of 5-0.

**7. Approved ZBA 2022-0039, a request for variance for the property described as Lot 16, Block 51, Richland Hills Addition, City of Richland Hills, Tarrant County, Texas, otherwise known as 3829 Norton Drive, Richland Hills, Texas 76118.  
PUBLIC HEARING**

Assistant to the City Manager Logan Thatcher presented ZBA 2022-0039, a request by Grayson Anderson for a variance for the property described as Lot 16, Block 51, Richland Hills Addition, City of Richland Hills, Tarrant County, Texas, otherwise known as 3829 Norton Drive, Richland Hills, Texas 76118. The property is a 0.32-acre lot with a 2,861 square foot single family residence in the SF-7 zoning district.

The applicant is requesting a zoning variance to add a carport on their property. The carport is 13 feet by 26 feet (338 square feet). The applicant submitted a building application for the carport which would be located along the property line. Per section 4.02 Accessory Structure Standards subsection C.1.B. *“Side. A carport shall be set back five feet from the side property line or out of easement, whichever establishes the greater setback.”* Adding the carport does not impede on the 40 percent lot coverage requirement for the lot. The property is 14,000 square feet.

Grayson Anderson, 3829 Norton Drive, Richland Hills, provided additional information related to the construction of the carport including building materials and use of the carport.

Chairman Cisneros opened the Public Hearing at 7:01 p.m. and asked to hear from any proponents followed by opponents of the case.

The following residents expressed their support for the variance:

Dixie Davis, 3825 Norton Drive, Richland Hills

Roy Davis, 3825 Norton Drive, Richland Hills

Erica Gill, 3824 Ruth Road, Richland Hills

Rosie Letz, 3804 Norton Drive, Richland Hills

Chairman Cisneros closed the Public Hearing at 7:05 p.m.

Discussion ensued regarding paving and visibility of the carport from the street.

**Motion:** Motion was made by Member Schilling and seconded by Member Skier to approve ZBA 2022-0039, a request for variance for the property described as Lot 16, Block 51, Richland Hills Addition, City of Richland Hills, Tarrant

County, Texas, otherwise known as 3829 Norton Drive, Richland Hills, Texas 76118.

Motion passed by a vote of 5-0.

## **8. ADJOURNMENT**

**Motion:** Motion was made by Member Schilling and seconded by Member Utchell to adjourn.

Motion carried by a vote of 5-0.

There being no further business to come before the Zoning Board of Adjustment, Chairman Cisneros declared the meeting adjourned at 7:12 p.m.

**ATTEST:**

**APPROVED:**

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Lindsay Wells, City Secretary

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Jorge Cisneros, Chairman