

**ZONING BOARD OF ADJUSTMENT
SEPTEMBER 3, 2024
MINUTES**

Roll Call:

Members present

Jorge Cisneros, Chair
Edward Lopez, Place 2
Lisa Skier, Place 5
Melissa Scheuttig, Alternate 3
Mike Witt, Alternate 4

Members absent

Ashly Schilling, Place 3
Athena Campbell, Place 4
Joyce Fiaccone, Alternate 1
Donald Acker, Alternate 2

Staff present

JP Ducay, Director of Planning and Development Services
Lindsay Rawlinson, City Secretary
Elizabeth Yelverton, City Attorney

1. CALL TO ORDER

Chairman Cisneros called the meeting to order at 6:05 p.m.

2. OATH OF OFFICE

City Secretary Lindsay Rawlinson administered the Oath of Office to Alternate 4 Mike Witt.

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 Skier and seconded by Member Lopez to convene into Executive Session. Time: 6:05 p.m.

Motion carried by a vote of 4-0.

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

Chairman Cisneros reconvened into open session. Time 6:12 p.m.

4. PUBLIC COMMENTS

None.

REGULAR AGENDA

5. Approved minutes from the August 6, 2024 Zoning Board of Adjustment meeting.

Motion: Motion was made by Member Scheuttig and seconded by Member Skier to approve the August 6, 2024 Zoning Board of Adjustment meeting minutes.

Motion carried by a vote of 4-0.

6. Approved ZBA 2024-0653, a special exception to decrease the side yard setback requirements for the property described as Lot 9, Block 6, Richland Park Addition, City of Richland Hills, Tarrant County, Texas otherwise known as 3012 Elm Park, Richland Hills, Texas 76118. PUBLIC HEARING

Director of Planning and Development Services JP Ducay presented ZBA 2024-0653, a special exception to decrease the side yard setback requirements for the property described as Lot 9, Block 6, Richland Park Addition, City of Richland Hills, Tarrant County, Texas otherwise known as 3012 Elm Park, Richland Hills, Texas 76118. The property is a 7,380 square-foot lot with a 1,049 square-foot single-family residence located in the SF-7 zoning district. The applicant for this property is Ivan Hernandez Ramirez.

The applicant is proposing to expand the main living area. During preliminary building plan review, it was determined that the proposed construction would encroach into the side yard setback. However, the addition will align with the existing building footprint and side yard encroachment. The applicant is requesting a special exception to decrease the side yard setback of eight feet to six feet, one inch. The proposed expansion will align with existing building footprint and will not further encroach into any setbacks.

Chairman Cisneros opened the Public Hearing at 6:17 p.m. and asked to hear from any proponents followed by opponents of the case.

Applicant Ivan Hernandez Ramirez, 3012 Elm Park, Richland Hills, requested information about the status of his previous permits and appeal from his appearance before the Zoning Board of Adjustment in April 2024 and requested to provide pictures to the Board.

City Attorney Elizabeth Yelverton advised that the board cannot discuss his previous appearance.

Mr. Ducay advised that the applicant cannot show pictures to the Board nor begin any work on the front of his property but stated that a canopy is allowed by right.

Chairman Cisneros closed the Public Hearing at 6:23 p.m.

Motion: Motion was made by Member Skier and seconded by Member Lopez to approve ZBA 2024-0653, a special exception to decrease the side yard setback requirements for the property described as Lot 9, Block 6, Richland Park Addition, City of Richland Hills, Tarrant County, Texas otherwise known as 3012 Elm Park, Richland Hills, Texas 76118.

Motion passed by a vote of 4-0.

7. ADJOURNMENT

Motion: Motion was made by Member Scheuttig and seconded by Member Skier to adjourn.

Motion carried by a vote of 4-0.

There being no further business to come before the Zoning Board of Adjustment, Chairman Cisneros declared the meeting adjourned at 6:29 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Jorge Cisneros, Chairman