

**ZONING BOARD OF ADJUSTMENT  
JANUARY 7, 2025  
MINUTES**

Roll Call:

Members present

Donald Acker, Chair  
Jorge Cisneros, Place 1  
Edward Lopez, Place 2  
Ashly Schilling, Place 3  
Lisa Skier, Place 5  
Joyce Fiaccone, Alternate 1  
Melissa Scheuttig, Alternate 2  
Rachel Konopka, Alternate 3

Members absent

Mike Witt, Alternate 4

Staff present

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

**1. CALL TO ORDER**

Chair Acker called the meeting to order at 6:00 p.m.

**2. OATH OF OFFICE**

City Secretary Lindsay Rawlinson administered the Oath of Office to Alternate 3 Rachel Konopka.

**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 Lopez and seconded by Member Cisneros to convene into Executive Session. Time: 6:03 p.m.

Motion carried by a vote of 5-0.

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

Chair Acker reconvened into open session. Time 6:12 p.m.

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

None.

#### **REGULAR AGENDA**

#### **5. Approved minutes from the September 3, 2024 Zoning Board of Adjustment meeting.**

**Motion:** Motion was made by Member Lopez and seconded by Member Schilling to approve the September 3, 2024 Zoning Board of Adjustment meeting minutes.

Motion carried by a vote of 5-0.

#### **6. Approved ZBA 2024-1071, a special exception to decrease the side yard setback requirements for the property described as Lot 9, Block 7, Richland Park Addition, City of Richland Hills, Tarrant County, Texas otherwise known as 7138 Maple Park Dr, Richland Hills, Texas 76118. PUBLIC HEARING**

Director of Planning and Development Services JP Ducay presented ZBA 2024-1071, a special exception to decrease the side yard setback requirements for the property described as Lot 9, Block 7, Richland Park Addition, City of Richland Hills, Tarrant County, Texas otherwise known as 7138 Maple Park Dr, Richland Hills, Texas 76118. The property is a 6,729 square-foot lot with a 1,030 square-foot single family residence located in the SF-7 zoning district. The applicant for this property is Philip Lao.

The applicant is proposing to enclose a pre-existing carport attached to the primary residence and remodel the garage. The carport and garage will be converted into internal air-conditioned bedrooms with a shared bathroom. 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 five feet. The proposed expansion will align with existing building footprint and will not further encroach into any setbacks.

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

Hearing none, Chair Acker closed the Public Hearing at 6:18 p.m.

**Motion:** Motion was made by Member Lopez and seconded by Member Cisneros to approve ZBA 2024-1071, a special exception to decrease the side yard setback requirements for the property described as Lot 9, Block 7, Richland Park Addition, City of Richland Hills, Tarrant County, Texas otherwise known as 7138 Maple Park Dr, Richland Hills, Texas 76118.

Motion passed by a vote of 5-0.

## **7. ADJOURNMENT**

**Motion:** Motion was made by Member Lopez and seconded by Member Fiaccone to adjourn.

Motion carried by a vote of 5-0.

There being no further business to come before the Zoning Board of Adjustment, Chair Acker declared the meeting adjourned at 6:19 p.m.

**ATTEST:**

**APPROVED:**

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Lindsay Rawlinson, City Secretary

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Donald Acker, Chair