

**MINUTES**  
**ZONING BOARD OF ADJUSTMENTS**  
**MEETING OF NOVEMBER 5, 2019**

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The Zoning Board of Adjustments of the City of Cedar Hill, Texas met on Tuesday, November 5, 2019 at 1:00 p.m. in the T. W. "Turk" Cannady/Cedar Hill Room, 285 Uptown Blvd, Bldg. 100, Cedar Hill, TX.

Zoning Board of Adjustments Members Present: Chairperson, Michael Craig; Vice-Chairperson, Douglass Hibbs; Board Members: Rod Tyler, Charles Lee Jr., Jim Klipp, Alternate #1

Absent: Board Member Emelda Martin

The Board currently has one vacancy for Alternate #2.

City Staff Members Present: Director of Planning, LaShondra Stringfellow; Building Official, Gail Lux; Senior Planner, Maria Peña; Planner, Katherine Linares and Executive Secretary, Katie Cenicola

**I. Call the Meeting to Order.**

Chairperson Craig called the meeting to order at 1:01 p.m. declaring it an open meeting in which a quorum was present, and the meeting notice was duly posted.

**II. Approve the minutes of the October 1, 2019 regular meeting.**

A motion was made by Vice-Chairperson Hibbs and seconded by Board Member Klipp, Alternative #1 to approve the minutes of the October 1, 2019 regular meeting. The vote was as follows:

Ayes: 4 – Chairperson Craig, Vice-Chairperson Hibbs, Board Members Tyler and Klipp

Nays: None

Chairperson Craig declared the motion carried.

**III. Swearing in of all persons presenting to the Board.**

Chairperson Craig swore in all persons who would be presenting to the Board.

**IV. Citizens Forum.**

No one spoke.

Board Member Lee entered the meeting.

**V. Public Hearings:**

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1. **Case No. APPL-226-2019** – Conduct a public hearing and consider an application for a special exception to authorize an alternative surface to concrete paving on property zoned Old Town Residential District, legally described as a portion of Block 44 of the Original Town Cedar Hill Addition, generally located on the west side of Houston Street, south of Texas Street with the approximate address being 320 Houston Street.  
Applicants / Property Owners: *Emil E. and Jearie L. Maxwell*

Senior Planner Maria Peña briefed the Board on the request. She indicated that staff recommends approval subject to the following conditions:

1. The gravel driveway and parking shall be limited to the area shown on the site plan (Attachment 4).
2. Concrete edging along the gravel areas shall be provided consistent with the area shown on the site plan (Attachment 4).
3. The maintenance schedule (Attachment 5) provided by the applicant.

Board Member Tyler asked if a specific gravel type would be used.

Ms. Peña indicated there was not one mentioned.

Board Member Lee asked if there were any improvements planned for the streets surrounding the location.

Ms. Peña indicated there were not any improvements mentioned on the Thoroughfare Plan.

Board Member Lee asked if a building permit would be required.

Building Official Gail Lux indicated a building permit would be required no matter what type of material used.

Board Member Tyler asked if the Downtown Complete Street Plan includes this portion of Broad Street.

Ms. Peña indicated it does not go that far. It crossing the Chamber's parking lot, just south of Texas Street.

Chairperson Craig asked the applicant to come forward and address his case. Jearie and Emil Maxwell addressed the Board regarding the request.

Board Member Lee asked the applicant if they considered using asphalt.

The applicant indicated they did not.

Chairperson Craig opened the public hearing. He asked if there was anyone wishing to speak in support of this request.

No one spoke in support.

Chairperson Craig asked if there was anyone wishing to speak in opposition to this request.

No one spoke in opposition.

Chairperson Craig closed the public hearing.

Vice Chairperson Hibbs made a motion for approval subject to staff's recommendations.

The motion was seconded by Board Member Klipp, Alternative #2

The vote was as follows:

Ayes: 5– Chairperson Craig, Vice-Chairperson Hibbs, Board Members Tyler, Lee and Klipp

Nays: None

Chairperson Craig declared the motion carried.

#### **VI. Other Business:**

1. Consider approval of meeting dates for 2020

Planning Director LaShondra Stringfellow reviewed the calendar with the Board.

Vice-Chairperson Hibbs made a motion to approve the meeting dates for 2020.

The motion was seconded by Board Member Klipp, Alternative #2.

The vote was as follows:

Ayes: 5– Chairperson Craig, Vice-Chairperson Hibbs, Board Members Tyler, Lee and Klipp

Nays: None

Chairperson Lewis declared the motion carried.

#### **VII. Staff Reports**

Ms. Stringfellow informed the Board that the next meeting would be held in January.

#### **VIII. Adjourn.**

The meeting adjourned at 1:26 p.m.



Michael Craig  
Chairperson



Katherine Cenicola

Katherine Cenicola  
Planning Secretary