

**MINUTES**  
**ZONING BOARD OF ADJUSTMENTS**  
**MEETING OF APRIL 2, 2024**

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The Zoning Board of Adjustments of the City of Cedar Hill, Texas met on Tuesday, April 2, 2024, 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; Board Members: Rod Tyler, Charles Lee Jr., Jim Klipp, Alternate #1, and Charles Johnson, Alternate #2

Absent: Vice-Chairperson Douglass Hibbs and Board Member Ronda Tyler

City Staff Members Present: Planning Director, Chasidy Benson; Building Official, Gail Lux; Planning Manager, Maria Peña; Senior Planner, Josue De La Vega; Planning Executive Assistant, Debra Kalsnes

**1. Call the Meeting to Order.**

Chairperson Craig called the meeting to order at 1:00 p.m. declaring it an open meeting in which a quorum was present, and the meeting notice was duly posted.

**2. Approve the minutes of the February 6, 2024, regular meeting.**

A motion was made by Board Member Klipp and seconded by Board Member Johnson to approve the minutes of the February 6, 2024 regular meeting. The vote was as follows:

Ayes: 5 – Chairperson Craig and Board Members Lee, Tyler, Klipp and Johnson

Nays: None

Abstain: None

Chairperson Craig declared the motion carried.

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

Chairperson Craig swore in all citizens wishing to speak.

**4. Citizens Forum/Public Comments.**

No one spoke. There were no written comments submitted online.

**5. Public Hearing Items:**

**a. Case No. APPL-626-2024** – An application for a special exception to allow the reduction of lot area on property zoned “SF-E” (Single-Family Residential – 1 acre lot minimum) District, legally described as a portion of Lot 1, Block 3 of the Brook View Unrecorded subdivision that is approximately 1.034 acres, generally located on the north side of High Drive, east of Simmons Way, with the approximate address being 328 Simmons Way.

Applicant: Mario Munoz  
Property Owner: Mario Munoz

Planning Manager Peña briefed the Board on the request. She indicated that an affirmative vote of four members of the ZBA was required to approve this request.

Chairperson Craig asked the Board if there were any questions for staff.

Staff responded to the Board's question confirming the small cutout parcel was created by metes and bounds and houses a water well servicing the mobile home park since the 1970's.

Building Official Lux stated that the well and tank were separated from this parcel when the properties were subdivided and at this time, only the tank is utilized as a holding tank with a right of way to service this tank.

Staff responded to questions from the Board stating that these properties have changed ownership a couple of times since the subdivision of the lot and that there were no plans for improvement of Simmons Way even though there was dedicated right of way.

Chairperson Craig asked the applicant to address the Board. Mario Munoz, Jr, at 328 Simmons Way, Cedar Hill, TX, came forward, made a brief statement, and stated he was available to answer questions.

The Board commented to the applicant that the dedicated right of way was what had brought his lot below the 1-acre minimum.

Chairperson Craig opened the public hearing.

Chairperson Craig asked if there was anyone wishing to speak in support of this request. There were none.

Chairperson Craig asked if there was anyone wishing to speak in opposition of this request. Roberta Caywood at 618 High Drive, Cedar Hill, TX, spoke in opposition.

Chairperson Craig closed the public hearing.

The Board deliberated.

Board Member Lee made a motion to approve the special exception.

The motion was seconded by Board Member Klipp.

The vote was as follows:

Ayes: 4 – Chairperson Craig, and Board Members Tyler, Lee, and Klipp

Nays: 1 – Board Member Johnson

Chairperson Craig declared the motion carried.

#### **6. Staff Reports**

Planning Director Benson stated there would be no May meeting.

#### **7. Adjourn.**

A motion was made to adjourn by Board Member Klipp and it was seconded by Board Member Johnson.

The meeting adjourned at 1:37 p.m.



Michael Craig  
Chairperson



Debra Kalsnes

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Planning Executive Assistant