

**MINUTES**  
**ZONING BOARD OF ADJUSTMENTS**  
**MEETING OF FEBRUARY 18, 2025**

---

The Zoning Board of Adjustments of the City of Cedar Hill, Texas met on Tuesday, February 18, 2025, 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., Ronda Tyler, Jim Klipp, Alternate #1,

Absent: Board Member Charles Johnson, Alternate #2

City Staff Members Present: Planning Director, Angela Self; Assistant Planning Director, Maria Pena; Building Official, Gail Lux; Senior Planner, Josue De La Vega; 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 December 17, 2024, regular meeting.**

A motion was made by Vice-Chairperson Hibbs and seconded by Board Member Rod Tyler to approve the minutes of the December 17, 2024, regular meeting. The vote was as follows:

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

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-695-2025** – Conduct a public hearing and consider an application to expand a nonconforming use up to ten (10) percent of the gross floor area of the
-

structure occupied by the nonconforming use. The structure is used as a single-family home located on property zoned "NS" Neighborhood Service District, within the Uptown Overlay, and generally located on the west corner of Short Street and South Highway 67 with the approximate address being 322 Short Street.

*Applicant: Yeny Lopez*

*Property Owners: Yeny Lopez*

Senior Planner De La Vega briefed the Board on the request. He 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 and stated that it is zoned Neighborhood Services, there are businesses to the north and south of the residence, and that the square footage of 1,549 does not include the new bathroom.

Building Official Lux responded to the Board's question stating that the ordinance states that it is 10% of the living area of the existing area at the time of the application and if they wanted to include the new bathroom in the square footage, they would have had to have finished it prior to presenting to the Board.

Chairperson Craig asked the applicant to address the Board. Albert Perez, consultant to the applicant, at 709 Southgate Lane, Dallas, TX, and Yeny Lopez at 322 Short St, Cedar Hill, TX, came forward, made a brief statement, and stated they were available to answer questions.

Chairperson Craig asked the Board if there were any questions for the applicants. There were none.

Chairperson Craig opened the public hearing.

Chairperson Craig asked if there was anyone wishing to speak in support or opposition of this request. No one came forward.

Chairperson Craig closed the public hearing.

Board Member Lee made a motion to approve subject to the conditions listed in the staff report.

The motion was seconded by Vice-Chairperson Hibbs.

The vote was as follows:

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

Nays: None

Chairperson Craig declared the motion carried.

---

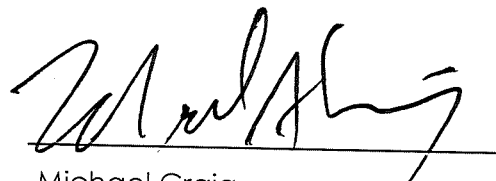
**6. Staff Reports**

Planning Director Self stated that there would not be a March 4<sup>th</sup> meeting.

**7. Adjourn.**

A motion was made to adjourn by Vice-Chairperson Hibbs and it was seconded by Board Member Ronda Tyler.

The meeting adjourned at 1:21 p.m.



Michael Craig  
Chairperson



Debra Kalsnes  
Planning Executive Assistant

