

**MINUTES**  
**ZONING BOARD OF ADJUSTMENTS**  
**MEETING OF AUGUST 5, 2025**

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The Zoning Board of Adjustments of the City of Cedar Hill, Texas met on Tuesday, August 5, 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, Charles Johnson, Alternate #2

Absent: Board Member Jim Klipp, Alternate #1

City Staff Members Present: Planning Director, Angela Self; Assistant Planning Director, Maria Pena; Plans Examiner/Building Inspector, Alexis Sartin; 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 February 18, 2025, regular meeting.**

A motion was made by Vice-Chairperson Hibbs and seconded by Board Member Rod Tyler to approve the minutes of the February 18, 2025, 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-717-2025** – An application for a variance to the minimum rear yard setback on a property zoned Planned Development (PD) 84-698 District, legally described as Lot 18, Block 3 of the Bradford Park at High Pointe Phase 2 Addition, generally located on the southwestern side of Summers Drive, approximately 315 feet southeast from the intersection of Summers Drive and Bradford Street, with the address being 1535 Summers Drive.

Applicant/Property Owner: Irene A. Cox

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 there were different scenarios to make it unknown if this was detrimental to the public, that the carport meets the setbacks, that this was an individual variance request, and that the City used the measurements the applicant provided.

The Board understood that adjustment by one foot of the posts would take this out of the utility easement and within code.

Chairperson Craig asked the applicant to address the Board. Irene Cox at 1535 Summers Dr, Cedar Hill, TX, came forward, made a brief statement, and stated she was available to answer questions.

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

The applicant responded to the Board stating that there were five drivers in her household, that the garage was utilized for one vehicle, and she confirmed that she would modify the carport posts to be 10 inches out of the utility easement if approved.

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 condition that the applicant move the posts out of the utility easement.

The motion was seconded by Board Member Ronda Tyler.

The vote was as follows:

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

Nays: 1 – Board Member Rod Tyler

Chairperson Craig declared the motion carried.

**b. Case No. APPL-724-2025** – An application for a variance to the minimum rear yard setback on a property zoned SF-8.5 (Single Family Residential – 8,500 square-foot lots) District, legally described as Lot 16, Block B of the Creeks Of Windmill Hill Addition, generally located on the east side of Oxbow Drive, approximately 85 feet north from the intersection of Oxbow Drive and Levee Lane, with the address being 1410 Oxbow Drive. *Applicant/Property Owner: Donna White*

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 this would have been considered an addition, that the lots in the neighborhood were similar in dimensions, and that the rear of the property abuts another yard.

Chairperson Craig asked the applicant to address the Board. Donna White at 1410 Oxbow Dr, Cedar Hill, TX, and Matthew Adcock, contractor for the applicant, at 900 Wabash Ct, Arlington, 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.

The applicant responded to the Board's questions stating that the existing patio was only widened, and that they would like to enclose this to a three-season patio.

Building Inspector Sartin answered the Board's question and stated that any patio work requires a permit and that the home was built in 2004 and was unsure of the inspection process at that time.

Chairperson Craig opened the public hearing.

Chairperson Craig asked if there was anyone wishing to speak in support of this request. Jose Garza at 6110 S Cockrell Road, Dallas, TX, came forward and made a statement.

Chairperson Craig asked if there was anyone wishing to speak in opposition of this request. Gerald Goodwin at 1407 Levee Lane, Cedar Hill, TX, came forward and made a statement.

Chairperson Craig closed the public hearing.

Staff responded to the Board's questions and stated that the encroachment was into the 20-foot yard setback and that the applicant stated the flatwork of 10-foot depth was already existing.

Building Inspector Sartin did confirm that flatwork is allowed to encroach into zoning setbacks but not into easements.

The Board deliberated.

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

The motion was seconded by Board Member Lee.

The vote was as follows:

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

Nays: 1 – Board Member Rod Tyler

Chairperson Craig declared the motion carried.

## **6. Staff Reports**

Planning Director Self informed the Board that there would be a September 2nd meeting.

## **7. Adjourn.**

A motion was made to adjourn by Vice-Chairperson Hibbs and it was seconded by Chairperson Craig.

The meeting adjourned at 2:30 p.m.



Michael Craig  
Chairperson



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Debra Kalsnes  
Planning Executive Assistant