

ZONING BOARD OF ADJUSTMENT
DECEMBER 18, 2025
DRAFT MINUTES

Members Present

Lindsay French, Place 1
Antony Cognasi, Place 2
Jessica Lowe, Place 3, Chair
Shenee Simon, Place 4

Brent Molen, Place 6, Vice Chair
Chris Valtierra, Place 7
Beth Lytner, Place 8

Members Absent

James Chandler, Place 5

Jennifer Kleiber, Place 9

Staff

Tony McIlwain, Director of Development Services
Michelle McCullough, City Engineer/Floodplain Administrator
Monica Solko, Deputy City Secretary
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – 6:00 PM

Chair Jessica Lowe called the meeting to order. **Time: 6:22 PM**

2. CITIZEN APPEARANCE

- None.

3. GENERAL

A. Administer oath of office and statement of officer to newly appointed and reappointed members. (Staff presenter: Monica Solko, Deputy City Secretary).

Monica Solko, Deputy City Secretary, administered oaths of office to the board members.

B. Nominate and elect a chairperson and vice chairperson for the FY 2025-2026 term. (Staff presenter: Monica Solko, Deputy City Secretary)

Monica Solko, Deputy City Secretary, spoke on the importance of electing a chair and vice chair to the board members.

Motion made by Lindsay French seconded by Beth Lytner to nominate Jessica Lowe for chair.

Motion passes 7-0, with James Chandler and Jennifer Kleiber absent.

Motion made by Shenee Simon seconded by Antony Cognasi to nominate Brent Molen for vice-chair.

Motion passes 7-0, with James Chandler and Jennifer Kleiber absent.

C. Minutes from February 23, 2023 Zoning Board of Adjustment meeting. (Staff Contact: Monica Solko, Deputy City Secretary)

Monica Solko, Deputy City Secretary, presented the minutes to the board members.

Motion made by Beth Lytner seconded by Brent Molen to accept the minutes.

Motion passes 7-0, with James Chandler and Jennifer Kleiber absent.

4. ZBA REPORTS AND DISCUSSION ITEMS

A. Hold a public hearing and consider and take possible action on an appeal to the Floodplain Administrator's interpretation and administration of Burleson Code of Ordinances, Chapter 42 Floods and a variance to the permit procedure. (Staff Presenter: Michelle McCullough, City Engineer/ Floodplain Administrator)

Michelle McCullough, City Engineer/Floodplain Administrator, presented the item to the board. Board members discussed several topics including appraisal values, floodplain regulations, the City of Burleson's requirements in relation to FEMA minimum standards, and work being performed without required permits.

Chair Jessica Lowe opened the public hearing. **Time: 6:45 p.m.**

Phillip Jones, applicant, 300 E. Miller, addressed the board regarding improvements.

Chair Jessica Lowe closed the public hearing. **Time: 7:09 p.m.**

Motion made by Lindsay French and seconded by Beth Lytner to deny appeal.

Motion to deny passes 6-1, with Shenee Simon voting against and James Chandler and Jennifer Kleiber absent.

- B. 725 Wyche Ct (Case 25-343): Hold a public hearing and consider an appeal of staff's determination regarding the placement of an accessory structure (carport) in the front yard located at 725 Wyche Ct. (Staff Contact: Lidon Pearce, Principal Planner) - REMOVED**

Tony McIlwain, Development Services Director, announced that the applicant has removed the item.

5. ZBA REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- Board Training.

6. ADJOURN

There being no further business Chair Jessica Lowe adjourned the meeting.

Time: 7:23 p.m.

Monica Solko
Deputy City Secretary