

**CITY OF RICHARDSON
ZONING BOARD OF ADJUSTMENT MINUTES
SPECIAL CALLED MEETING
DECEMBER 11, 2025**

The Zoning Board of Adjustment (ZBA) Special Called Meeting met on Thursday, December 11, 2025, at 6:30 p.m. in the Multipurpose Room #CH157 of the Richardson City Hall, 2360 Campbell Creek Boulevard, Suite 525, Richardson, TX.

MEMBERS PRESENT: Jason Lemons, Chairman
Phil Thames, Member
Sebrena Bohnsack, Member
Moosa Madha, Alternate
Mohammed Hafeez, Alternate

MEMBERS ABSENT: Scott Rooker, Vice Chairman
Brent Sturman, Member

CITY STAFF PRESENT: Tina Firgens, Director of Development Services
Andrew Bogda, Asst. Director of Development Services – Planning
Derica Peters, Senior Planner
Aaron Zilz, Planner II
Christine Ross, Planner II
Pete Smith, City Attorney
Kaleb Smith, City Attorney
Keith Krum, Planning Projects Manager
Norma Mendoza, Administrative Secretary

SPECIAL CALLED MEETING

Call to Order: Chairman Lemons called the special called meeting to order at 6:31 p.m. A quorum was present.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments.

1. Presentation and discussion related to roles and responsibilities of the Zoning Board of Adjustment.

Pete Smith, City Attorney, described the roles of the Board and discussed membership and voting procedures, noting that this is a quasi-judicial governing body and that its decisions have legal implications. Unlike other boards, the Board grants variances from the Comprehensive Zoning Ordinance adopted by the City Council and reviews administrative determinations made by staff.

He also discussed topics such as what constitutes a hardship, the procedure to appeal an administrative decision, special exceptions as they apply to the fence code, judicial review,

open government training, the Texas Open Meetings Act, the Right to Speak Act, the Texas Public Information Act, social media, ethics, conflicts of interest, and other related matters. The presentation was followed by a brief question-and-answer session with Mr. Smith and Kaleb Smith.

2. Consider and take action on proposed amendments to the Zoning Board of Adjustment By-Laws.

Andrew Bogda, Director of Development Services, stated that the by-laws were last updated in September 2021. Based on a review and in consultation with the City Attorney, staff is recommending a few minor edits to provide clarity and consistency related to administrative processes, compliance with state law, and alignment with best practices.

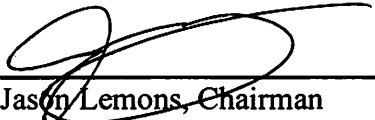
Beginning in January 2026, the Board will no longer conduct a briefing session in advance of the regular meeting. Although the by-laws do not address briefing sessions, the Board discussed possibly changing the meeting start time to 6:00 p.m., which is when the Board typically starts their briefing sessions. When considering adjusting the meeting start time, factors to consider include ensuring a quorum can consistently be present, as well as attendance and participation by applicants and the public. All members stated they were in favor of keeping the regular meeting start time of 6:30 p.m.

Mr. Bogda stated that while not required by state law, it is recommended that, due to the formality and seriousness of the hearings associated with variances and appeals of administrative decisions, an oath be administered to those testifying on behalf of applicants, so they are considered sworn in. It is recommended that the Chair administer the oath. All members stated they were in favor of administering an oath to applicants and those testifying on their behalf.

BOARD ACTION

Motion: Member Thames made a motion to accept the proposed amendments to the Zoning Board of Adjustment By-Laws as presented. Member Madha seconded the motion. Motion passed 5-0.

With no further business, the meeting was adjourned at 8:44 p.m.



Jason Lemons, Chairman
Zoning Board of Adjustment