



**Zoning Board of Adjustment Work
Session Agenda**

Tuesday, March 31, 2026
6:00 PM

City Hall, City Council Work
Room - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Zoning Board of Adjustment (ZBA) on an item NOT posted on the agenda, shall speak during this section.

A speaker card must be filled out and turned in to the Secretary prior to addressing the ZBA. Each speaker will be allowed three (3) minutes.

Please note that the ZBA may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the ZBA from deliberating or taking action on an item not listed on the agenda. The ZBA may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

Each person in attendance who desires to speak to the ZBA on an item posted on the agenda, shall speak when the item is called forward for consideration.

3. **ZBA REPORTS AND DISCUSSION ITEMS**

A. Receive a report and hold a discussion on the roles, rules, and jurisdiction of the Zoning Board of Adjustment. (*Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager*)

4. **ZBA REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

5. **ADJOURN**

Staff Contact:

Monica Solko
Deputy City Secretary
(817) 426-9682

CERTIFICATE

I hereby certify that the above agenda was posted on this the **19th of March 2026, by 5:00 p.m.**, on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

ACCESSIBILITY STATEMENT

The Burleson City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.

Zoning Board of Adjustment

DEPARTMENT: Legal and Purchasing

FROM: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services

MEETING: March 31, 2026

SUBJECT:

Receive a report and hold a discussion on the roles, rules, and jurisdiction of the Zoning Board of Adjustment. *(Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager)*

SUMMARY:

This report and presentation will give the Board an overview on the laws surrounding the City of Burleson's Zoning Board of Adjustment. Topics in the presentation on zoning will include: 1) defining the Zoning Board of Adjustment (ZBA); 2) the origins of the ZBA; 3) ZBA jurisdiction; 4) persons before the ZBA; 5) meeting procedures; 6) appeals from the decisions of the ZBA; and 7) the Open Meetings Act.

OPTIONS:

n/a

RECOMMENDATION:

n/a

PRIOR ACTION/INPUT (Council, Boards, Citizens):

n/a

FISCAL IMPACT:

n/a

STAFF CONTACT:

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