

**Forest Acres Zoning Board of Appeals
Monday, January 12, 2026
5205 N. Trenholm Road
6:00 PM**

Minutes

I. Call to order

1. Determination of a Quorum

A determination of a quorum was determined by the presence of Pete Balthazor, Robin O’Neil, Shirley Fawley, Jesse Smith, and Derek Pace. Laura Boatright, Forest Acres Zoning Tech., was also in attendance. Will Owens and Stan Holland were absent.

II. Approval of Minutes

1. December 8, 2025

Mr. Smith made a motion to approve the December 8, 2025, minutes; Ms. O’Neil seconded. The motion passed unanimously.

III. New Business

1. Election of Officers and approval of 2026 Calendar

Ms. Fawley made a motion to nominate Mr. Balthazor for Chair of Zoning Board of Appeals; Mr. Smith seconded. The motion passed unanimously.

Ms. Fawley made a motion to nominate Ms. O’Neil for Vice Chair of the Zoning Board of Appeals; Mr. Smith seconded. The motion passed unanimously.

Mr. Smith made a motion to approve the 2026 meeting calendar; Ms. O’Neil seconded. The motion passed unanimously.

2. Approval of Order of December 8, 2025, Meeting

6211 Satchel Ford Rd; TMS 14114-13-05; Stafford. 6-ft variance request to reduce the rear setback from 20-ft to 14-ft for a detached garage.

Ms. O’Neil made a motion to approve the order as written; Mr. Smith seconded. The motion passed unanimously.

3. Approval of Order of December 8, 2025, Meeting

4925 Westfield Rd; TMS 14016-10-03; Nuzzo. 450-sf variance request to increase the square footage of accessory structures from 750-sf to 1,200-sf to add a garage and workspace.

Ms. O'Neil made a motion to approve the order as written; Mr. Smith seconded. The motion passed unanimously.

4. Board discussion on the form of motions and orders.

Mr. Balthazor introduced the next topic, and Ms. Boatright gave a summary of the opinion of the City Attorney on how to handle the approval of orders and motions. The Board collectively decided to follow this advice.

IV. Adjourn

Mr. Smith made a motion to adjourn; Mr. Pace seconded. The motion passed unanimously. The meeting was adjourned at 6:08 pm.