



CITY OF GRAPEVINE, TEXAS
BOARD OF ZONING ADJUSTMENT MEETING AGENDA
MONDAY, FEBRUARY 5, 2024

GRAPEVINE CITY HALL, SECOND FLOOR
200 SOUTH MAIN STREET
GRAPEVINE, TEXAS 76051

-
- 5:45 p.m. Briefing Session – Planning and Zoning Commission Conference Room
6:15 p.m. Public Hearing – City Council Chambers
-

CALL TO ORDER: 5:45 p.m. – Planning and Zoning Conference Room

1. Roll Call

BRIEFING SESSION

2. Board of Zoning Adjustment to conduct a briefing session to discuss items scheduled to be heard at the February 5, 2024, public hearing.
3. Staff to brief the Board of Zoning Adjustment on the Multifamily Short-term Rental permit (STR) appeal procedure.

PUBLIC HEARING 6:15 p.m. – City Council Chambers

4. Call to Order
5. Pledge of Allegiance

CITIZEN COMMENTS

6. Any person who is not scheduled on the agenda may address the Board under Citizen Comments or on any other agenda item by completing a Citizen Appearance Request form with the staff. A member of the public may address the Board regarding an item on the agenda either before or during the Board's consideration of the item, upon being recognized by the Chairman or upon the consent of the Board. In accordance with the Texas Open Meetings Act, the Board is restricted in discussing or taking action during Citizen Comments.
7. Administration of Oath to all person's providing testimony or other evidence.

OLD BUSINESS

8. None.

NEW BUSINESS

9. Board of Zoning Adjustment to conduct a public hearing relative to Board of Zoning Adjustment case BZA24-01 submitted by Phil Ware with Ware Brothers, LLC for property located at 305 Smith Street and consideration of the same.
10. Board of Zoning Adjustment to consider the minutes of the December 4, 2023 meeting and take any necessary action.

ADJOURNMENT

In accordance with the Open Meetings Law, Texas Government Code, Chapter 551, I hereby certify that the above agenda was posted on the official bulletin boards at Grapevine City Hall, 200 South Main Street and on the City's website on February 2, 2024 by 5:00 p.m.



ERICA MAROHNIC, AICP
PLANNING SERVICES DIRECTOR

If you plan to attend this public hearing and you have a disability that requires special arrangements at the meeting, please contact the office of Planning Services at (817) 410-3155 at least 24 hours in advance. Reasonable accommodations will be made to assist your needs.

MEMO TO: BOARD OF ZONING ADJUSTMENT

FROM: ERICA MAROHNIC, PLANNING SERVICES DIRECTOR
MATTHEW BOYLE, CITY ATTORNEY

MEETING DATE: FEBRUARY 5, 2024

SUBJECT: ORD. 2024-007, AMENDMENT TO THE COMPREHENSIVE ZONING ORDINANCE, NO. 82-73, SAME BEING APPENDIX D OF THE CODE OF ORDINANCES RELATIVE TO THE APPEAL PROCESS FOR MULTIFAMILY SHORT-TERM RENTAL PERMIT DENIALS

BACKGROUND:

On January 16, 2024, City Council approved AM23-08; Short-term Rentals, to allow multifamily short-term rentals with approval of a conditional use request in Section 22, "R-MF", *Multifamily District Regulations*. Ordinance 2024-007 created and amended definitions in Section 12, *Definitions*, allowed short-term rentals through a conditional use permit, established use-specific standards such as location, distance separation, and a maximum percentage of total units, etc., and established parking requirements in Section 56, *Off-Street Parking Requirements*. The approved ordinance is attached.

APPEAL PROCESS:

Section 21. *Short-term Rentals:*

21. If a short-term rental permit is denied, suspended, or revoked, the applicant or operator can appeal to the City of Grapevine City Manager's office within thirty (30) days of receiving notice that that permit was suspended, revoked, or denied. The final decision of the City Manager's office can be appealed to the Board of Zoning Adjustment. During any such appeal, the applicant shall not be authorized to operate a short-term rental.

Section 21. Short-term Rentals

Short-term Rentals

- A. Single-family short-term rentals are hereby prohibited. It shall be unlawful to advertise for a single-family short-term rental in the City. It shall further be unlawful to advertise for any short-term rental which does not have a valid short-term rental permit issued under this Section.
- B. Multifamily short-term rentals are allowed with the R-MF and RMF-2 Zoning Districts, subject to the issuance of a conditional use permit.
- C. A hosting platform or booking service shall require that all owners using the platform include a City-issued Permit number in any listing for a short-term rental on the platform and shall include a designated, mandatory field in its listing that requires a short-term rental host to input their City-issued short-term rental Permit Number before the host lists on the hosting platform's or booking service's website. The hosting platform or booking service shall remove a listing from the platform or booking service for a short-term rental after notification by the City that the short-term rental listing lacks a City-issued Permit, or the Permit is invalid, expired, or has been revoked. The notification must identify the listing(s) to be removed and state the reason for removal. The platform shall remove the listing(s) as soon as practicable but no later than ten (10) calendar days from such notice.
- D. Short-term rentals must comply with the following conditions:
 - 1. Short-term rentals are only allowed in multifamily complexes with at least fifty (50) units.
 - 2. Short-term rentals are not allowed within the Historic Grapevine Township or within any Transit District Overlay.
 - 3. Multifamily short-term rentals cannot be located in a complex whose property line(s) falls within five hundred feet of any property zoned for single-family use, including the R-5.0, R-7.5, R-12.5, R-TH, and R-20 Zoning Districts.
 - 4. The operator of a short-term rental must be the owner of the property or the representative of the owner.
 - 5. The operator of a short-term rental must obtain a permit from the City of Grapevine to operate the short-term rental. Said permits are non-transferable.
 - 6. The permit application requirements for a short-term rental are as follows:

- a. A five-hundred-dollar (\$500.00) application fee is required annually for the permit; and
- b. The name, physical/street address, mailing address, facsimile number, e-mail address, telephone number, date of birth, driver's license number, of the operator and representative; and
- c. If the operator is not an individual, the name, physical/street address, mailing address, facsimile number, e-mail address, and telephone number of the corporate representative with authority to act on behalf of the owner-entity and a copy of the documents filed with the Texas Secretary of State establishing the business entity and showing the entity is in good standing with the State of Texas; and
- d. The name and website link to all internet platforms on which the operator advertises or take reservations for lodging at the short-term rental at any time during a 12-month period from the date of application, including the identity of any booking service or hosting platform utilized for such short-term rental; and
- e. Designation of a responsible party who will be available at all times of the day or night for the short-term rental. Said responsible party must be available and able to respond to incidents at the short-term rental within sixty (60) minutes of being contacted; and
- f. Total number of units and the unit numbers of the proposed short-term rentals; and
- g. Proof of general liability insurance in an amount of not less than one million (\$1,000,000.00) per occurrence issued by a company or companies licensed to operate in the State of Texas with a minimum A- rating by AM Best throughout the term of the policy; and
- h. House rules that the operator requires the renters to follow which must follow this ordinance; and
- i. The operator must notify the City of Grapevine in writing of any material change in the information contained in the application for a license within seven (7) days of the change, including but not limited to a change of ownership; management; and advertisements hosted on internet platforms; and

- j. Identify all off-street parking available for and dedicated to such short-term rental(s); and
 - k. Any other certifications that are deemed necessary to establish proof of compliance.
7. Multifamily short-term rentals can occupy no more than three percent (3%) of the available units in the complex.
 8. During the time the short-term rental is taking place, the renters of the unit need to maintain a common household. Therefore, internal doors cannot have key locks that exclude renters of the property from any rooms. Everyone using the rental unit must have complete unrestricted access to the entirety of the rental.
 9. The operator of the short-term rental is only allowed to use the property as a short-term rental for one hundred and eighty (180) days out of the calendar year. For one hundred and eighty (180) days the operator of the rental must utilize or maintain the property without the operation of a short-term rental.
 10. The operator of the short-term rental cannot either directly or indirectly allow the property to be physically converted to add bedrooms. Once the property has been registered with the City as a multifamily short-term rental, that property cannot add any bedrooms.
 11. A short-term rental cannot be occupied or utilized by more than two (2) people per bedroom or twelve (12) persons overall during any given rental period.
 12. A short-term rental cannot be advertised to or host more than twelve (12) people staying overnight at the property with a maximum occupancy of two (2) people per bedroom.
 13. The sound level at a short-term rental may not exceed sixty-three (63) decibels when measured at the dividing line or property line between the short-term rental unit or property and its neighboring property or unit.
 14. There can be no outside congregation at a short-term rental between 10:00 p.m. and 9:00 a.m.
 15. Each short-term rental must provide at least one off-street parking space each for the greater of: 1) each bedroom or room where sleeping quarters are provided; and 2) every two (2) guests in the short-term rental's advertised capacity.

16. On street parking is prohibited for any renters or guests of a short-term rental.
17. A short-term rental must be available for a minimum rental period of twenty-four (24) hours.
18. A short-term rental cannot be utilized for any special events such as banquets, bachelor or bachelorette parties, weddings, receptions, concerts, or any other similar events.
19. Permit Suspension or Revocation. The City reserves the right to suspend or revoke a short-term rental in the event the operator or address accrues three or more violations of this ordinance or any other ordinance of the City of Grapevine during a calendar year. A violation shall include any written notice of violation, citation, or other or other documentation of a violation. Additionally, the City may suspend or revoke a short-term rental permit in the event of any single, severe ordinance or criminal violation, including but not limited to criminal arrests. Such determinations may be made by the staff of the City of Grapevine. These remedies are in addition to all other remedies and enforcement options available to the City, including but not limited to the issuance of citations and/or the filing of suit pursuant to Chapter 54 of the Local Government Code.
20. In the event of the revocation of a short-term rental permit, the operator cannot apply for any additional short-term rental permits for two (2) years.
21. If a short-term rental permit is denied, suspended, or revoked, the applicant or operator can appeal to the City of Grapevine City Manager's office within thirty (30) days of receiving notice that that permit was suspended, revoked, or denied. The final decision of the City Manager's office can be appealed to the Board of Zoning Adjustment. During any such appeal, the applicant shall not be authorized to operate a short-term rental.

MEMORANDUM**PLANNING SERVICES**

MEMO TO: BOARD OF ZONING ADJUSTMENT

FROM: ERICA MAROHNIC, PLANNING SERVICES DIRECTOR
NATASHA GALE, PLANNER I

SUBJECT: BOARD OF ZONING ADJUSTMENT CASE #**BZA24-01A & B**
305 SMITH STREET

MEETING DATE: **MONDAY, FEBRUARY 5, 2024**

BACKGROUND INFORMATION:

The subject property is developed as a one-story, 1,755 square foot single-family detached residence on a 12,369 square foot (0.283 acre) lot. The lot was platted in 1913 and it was developed in 1925. The subject property was zoned "R-3", Multiple-Family Dwelling District prior to the 1984 City-wide Rezoning at which time it was rezoned to "R-7.5", Single-Family District.

On October 28, 2009, the Historic Preservation Commission (HPC) approved CA09-51 to reconstruct an existing two-car garage and workshop.

On May 26, 2010, the HPC approved CA10-39 to remove the existing wood fence along the north side of the property and replace it with an iron fence.

On September 21, 2010, City Council approved HL10-05 (Ord. 2010-55) to designate 305 Smith Street as a Historic Landmark Subdistrict.

On September 27, 2023, the HPC approved CA23-52 to construct a new 200 square foot one-story workshop addition to the rear of the existing 500 square foot detached garage.

The application was submitted by Phil Ware with Ware Brothers, LLC, on behalf of the property owner.

REQUEST:

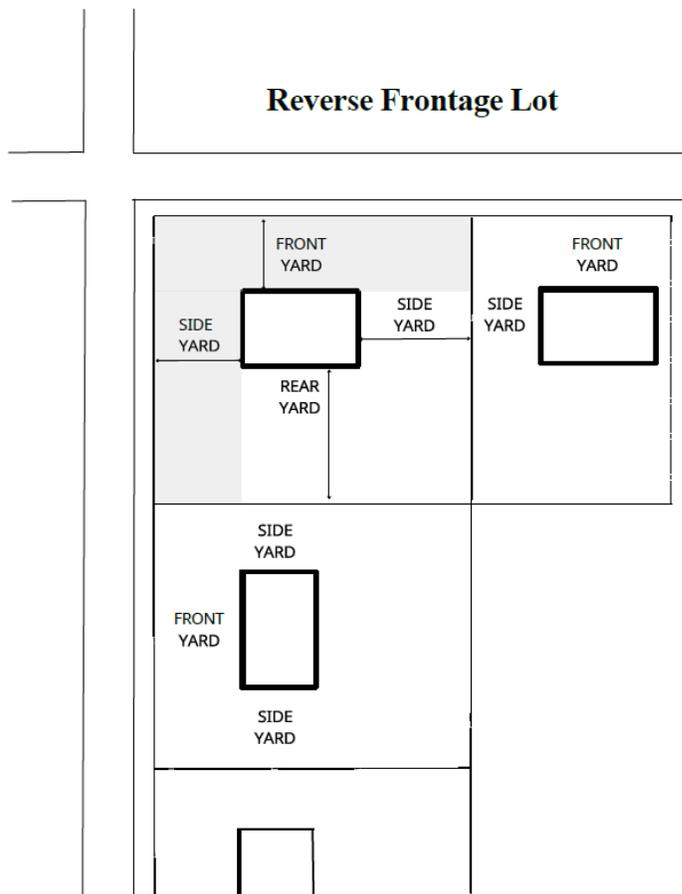
The applicant intends to expand the existing detached garage by adding 200 square feet to the rear of the garage for a workshop.

The applicant is requesting a special exception (BZA24-01A) to allow the existing residential dwelling to remain as developed with an 8-foot encroachment into the required side yard setback adjacent to the north property line and for the detached garage to remain as developed with an expansion and a 3-foot encroachment into the side yard setback adjacent to the south property line as shown on the plot plan.

The subject site is a reverse frontage lot (see diagram below) which requires a 30-foot front yard setback and a 30-foot side yard setback found in Subsection 42.D., *Corner Lots of*

Section 42, Supplementary District Regulations of the Zoning Ordinance. This subsection states that corner lots, the side yard on the street side, when the rear yard of the subject site backs up to a front yard, shall have the same setback as the required front yard. The reverse frontage lot regulations have been in effect since the 1970 Zoning Ordinance adoption and were carried forward with the 1982 Zoning Ordinance which both occurred subsequent to the platting and construction of the existing single-family residence. The existing residence was also built prior to the 1984 City-wide Rezoning and currently encroaches into the required 30-foot side yard setback adjacent to the north property line by approximately 8 feet and encroaches into the required 6-foot side yard setback adjacent to the south property line by approximately 3 feet.

Reverse Frontage Lot Example:



BZA24-01B is a request for a variance to allow the residential dwelling to remain as developed with a minimum lot width of 93 feet as shown on the plot plan.

The subject site does not meet minimum width for a reverse frontage lot found in Subsection 15.G.4, *Area Regulations*, of Section 15, "R-7.5", Single Family District Regulations of the Zoning Ordinance that states that every reverse frontage lot have a minimum width of 95 feet. The existing property has a width of 93 feet.

ATYPICAL CONDITION:

Staff finds that an atypical condition exists for the requested special exception (BZA24-01A) on this property. Specifically, the subject property was developed in 1925 prior to the City's first Zoning Ordinance in 1955 and prior to the rezoning of the property in the 1984 City-wide Rezoning to "R-7.5", Single-Family District. Currently and as proposed, the site is not compliant with Zoning Ordinance (82-73) relative to *Subsection 42.D., Corner Lots of Section 42, Supplementary District Regulations* and *Subsection 15.G.3., Width of side yard of Section 15, Area Regulations* of the Zoning Ordinance.

Staff also finds that an atypical condition exists for the requested variance (BZA24-01B) on this property. Specifically, the subject property was developed in 1925 prior to the City's first Zoning Ordinance in 1955 and prior to the rezoning of the property in the 1984 City-wide Rezoning to "R-7.5", Single-Family District. Currently and as proposed, the site is not compliant with Zoning Ordinance (82-73) relative to *Subsection 15.G.4, Minimum lot width of Section 15, "R-7.5", Single-Family District* which requires that every reverse frontage lot have a width of 95 feet, the current lot has a width of 93 feet.

RECOMMENDATION:

Staff recommends the Board of Zoning Adjustment:

Approve (BZA24-01A) to allow the existing residential dwelling to remain as developed with an 8-foot encroachment into the required side yard setback adjacent to the north property line and for the detached garage to remain as developed with expansion and a 3-foot encroachment into the side yard setback adjacent to the south property line as shown on the plot plan.

Approve (BZA24-01B) for a variance to allow the residential dwelling to remain as developed with a minimum lot width of 93 feet as shown on the plot plan.

/ng

BOARD OF ZONING ADJUSTMENT AND PLOT PLAN APPLICATION AND PLOT PLAN CHECKLIST

*Note that additional copies will be requested prior to the public hearing date for BZA packets.

Subject Property Information

Current or if unplatted, proposed subdivision name(s), block(s), & lot(s) BIK 1, LOT 37
Street frontage & distance to nearest cross street 93'
Existing Zoning R 7.5
Gross area of parcel (to nearest tenth of acre) 2.28 Acres
Describe the Proposed Use Residential Garage Addition

Property Owner Information, Authorization and Acknowledgements

All Board of Zoning Adjustment Requests are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of staff. Based on the size of the agenda, your application may be scheduled to a later date.

All public hearings will be opened and testimony given by applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

I have read and understand all of the requirements as set forth by the application for zoning change request and acknowledge that all requirements of this application have been met at the time of submittal.

Owner Name Martin Guthrie - Contractor Phil Ware
Company Ware Brothers
Address 306 Crestview DR
City Grapevine State TX Zip Code 7605
Phone 817 456-8448 Email [REDACTED]

Project Representation (check one):

- I will represent the application myself; OR
I hereby designate Phil Ware (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

JAN 05 2024

BZA24-01

BOARD OF ZONING ADJUSTMENT AND PLOT PLAN APPLICATION AND PLOT PLAN CHECKLIST

I hereby certify that I am the property owner of the property and further certify that the information provided on this development application is true and correct. I have selected the above submittal type and representation of my own volition and not at the request of the City of Grapevine.

Property Owner's Signature [Signature] Date 1/5/24

STATE OF: Texas
COUNTY OF: Tarrant

BEFORE ME, a Notary Public, on this day personally appeared Martin Guthrie (printed property owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the 5th day of January, 2024

[Signature]
NOTARY PUBLIC in and for the State of Texas
SARAH WARE
Notary Public, State of Texas
Comm. Expires 2025
Notary ID 129601616

Project Representative Information (complete if designated by owner)

Engineer Purchaser Tenant Preparer Other (specify) Contractor

Name Phil Ware
Company Ware Brothers LLC
Address 306 Crestwood Dr
City Grapevine State TX Zip Code 76051
Phone 817 456-8448
Email [Redacted]

Applicant's Signature [Signature] Date 1/5/24

STATE OF: Texas
COUNTY OF: Tarrant

BEFORE ME, a Notary Public, on this day personally appeared Phil Ware (printed property owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the applicant for the purposes of this application; that all information submitted herein is true and correct."

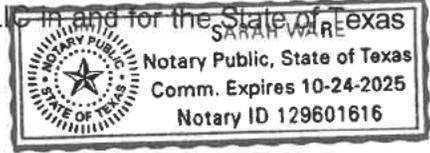
SUBSCRIBED AND SWORN TO before me, this the 5th day of January,

BOARD OF ZONING ADJUSTMENT AND PLOT PLAN
APPLICATION AND PLOT PLAN CHECKLIST

20 24

Sarah Ware

NOTARY PUBLIC In and for the State of Texas



LEGAL DESCRIPTION

Address of subject property 305 Smith St

Legal description of subject property

1 37
Lot Block Subdivision

BOARD OF ADJUSTMENT APPLICATION PROCEDURAL TIMETABLE:

Application Deadline

Days 1-7

Day 8

Day 15

Day 16

Day 20

Day 30

First Monday of the month.

Planning and other City staff review.

Staff will issue comments and request additional information.

Applicant submits revised plans or additional requested information.

Notice is published in newspaper and mailed to adjacent property owners.

Packets distributed to Board of Adjustment Members, City Council and applicants are informed of the public hearing date/presentation requirements.

Board of Adjustment Public Hearing

POTENTIAL OUTCOMES:

Denial

Requires majority vote by members present. Appeal may be filed within 10 days of public hearing with district court. If appeal is not pursued, then there is a one-year waiting period to reapply for the same request on the same property.

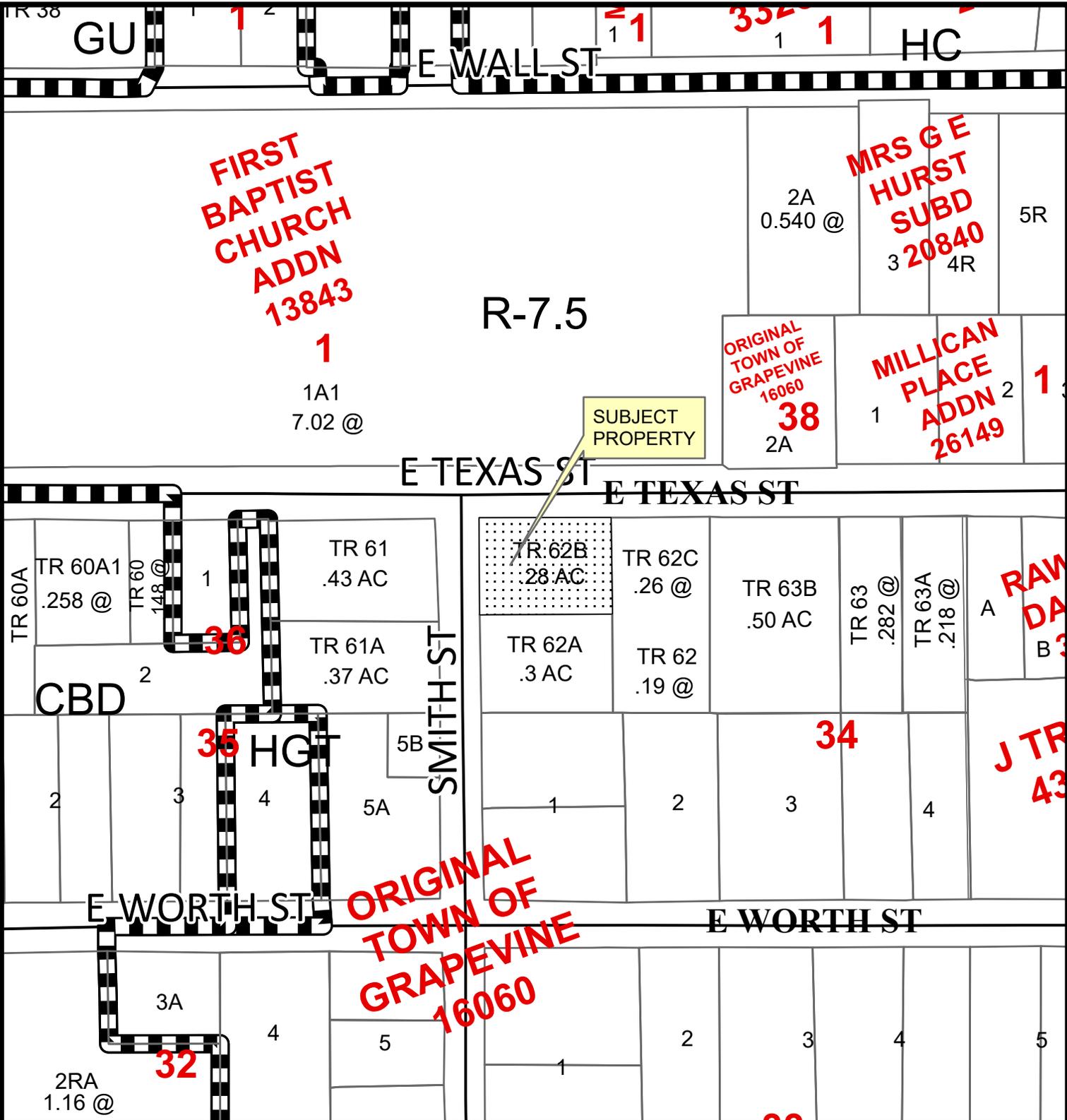
Approval

Requires ¾ vote for approval.

Continuance

Further research and/or information is requested by the Board of Adjustment.

JAN 05 2024
BZA24-01

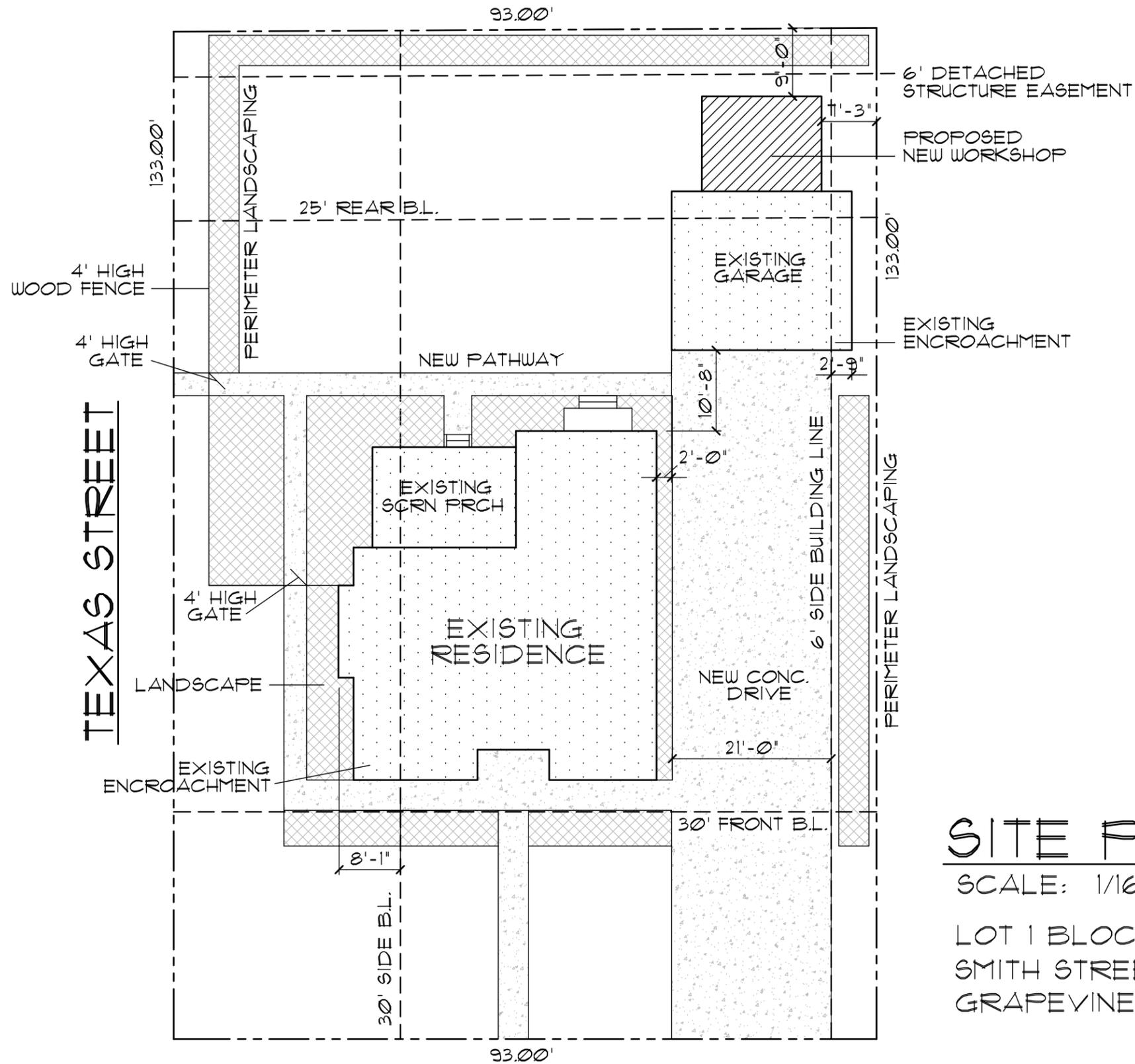


BZA24-01; 305 Smith Street



Date Prepared: 1/19/2024

This data has been compiled by the City of Grapevine IT/GIS department. Various official and unofficial sources were used to gather this information. Every effort was made to ensure the accuracy of this data, however, no guarantee is given or implied as to the accuracy of said data.



SITE DATA SUMMARY TABLE

ITEM	REQUIRED	PROVIDED
GENERAL SITE DATA		
ZONING (FROM ZONING MAP)	R-7.5	R-7.5
LAND USE (ZONING ORDINANCE)	SINGLE FAMILY	SINGLE FAMILY
TOTAL LOT AREA	7,500 SQ.FT.	12,369 SQ.FT.
1ST FLR. BLDG. FOOTPRINT + PRCH	NO MIN.	1,755 SQ.FT.
EXISTING DETACHED GARAGE		500 SQ.FT.
NEW WORKSHOP ADDITION		200 SQ.FT.
TOTAL BUILDING AREA	1,200 SQ.FT. MIN.	2,455 SQ.FT.
BUILDING HEIGHT (FT./#STORIES)	35FT./2STORIES	26FT./2STORIES
BUILDING HEIGHT DETACHED GARAGE	16FT./1STORY	15FT./1STORY
AREA REGULATIONS		
FRONT YARD	30FT. / 50% LANDSCAPE MIN.	30FT.
REAR YARD	25FT. MIN.	25FT.
SIDE YARD	6FT. MIN.	6FT.
LOT WIDTH	95FT. MIN.	93FT.
LOT DEPTH	100FT. MIN.	133FT.
DISTANCE BETWEEN BLDGS.	12FT. MIN.	10'8"FT.
IMPERVIOUS AREA		
BUILDING FOOTPRINT AREA	1,200 MIN.	2,455 SQ.FT.
AREA OF SIDEWALKS, PAVEMENT, & OTHER IMPERVIOUS FLATWORK (SQ.FT.)		1,898 SQ.FT.
TOTAL OPEN SPACE (SQ.FT. AND PERCENTAGE)	4,947.6 SQ.FT. / 40% MIN.	8,016 SQ.FT. 65%
TOTAL IMPERVIOUS AREA (SQ.FT. AND PERCENTAGE)	7,421.4 SQ.FT. / 60% MAX.	4,353 SQ.FT. 35%

SITE PLAN
 SCALE: 1/16" = 1'0"
 LOT 1 BLOCK 37
 SMITH STREET
 GRAPEVINE, TEXAS


NORTH



The purpose of BZA24-01 are for the following requests: a special exception (BZA24-01A) to allow the existing detached garage to remain as developed with an expansion and an encroachment into the required side yard and rear yard setbacks. A request for a variance (BZA24-01B) for the minimum lot width to be 93 feet

PLOT PLAN
 for
 305 SMITH STREET
 A portion of Block 37, Lot 1, Original Town of Grapevine
 Ab. 422 Tract 623, William Dooley Survey
 City of Grapevine, Tarrant County, Texas
 0.28 acres or 12,369 sq. ft.
 Zone: "R-7.5" Single Family Residential District
 Date of Preparation January 2024

USE ACKNOWLEDGMENT
 All documents here attached are Copyrighted 2023 by Exurb Studio, Designer. The Design Specifications, Drawings, and all other documents prepared by the Designer, and/or the Designer's office are instruments of service. The Designer shall be deemed the author of these documents and retains all statutory, common law, and other reserved rights including Copyright. The Designer's Design, Drawings, Specifications and all other documents prepared by the Designer and/or the Designer's office shall not be used by the Owner, Client, or others on any other project, including additions or modifications to the project or for completion of the project by others, without permission in writing from the Designer. No part of the above mentioned documents may be reproduced without similar permission from the Designer.

The Designer assumes no liability for any structure built from these plans. Before construction, the purchaser, builder, or contractor must verify all dimensions, verify compliance with all building codes, and incorporate site conditions.

EXURB STUDIO, LLC
 1608 MEADOW BEND LOOP N.
 GRAPEVINE, TX 76049
 PHONE: 214-678-3860
 EMAIL: INFO@EXURBSTUDIO.COM

EXURB STUDIO
 WWW.EXURBSTUDIO.COM

SUJAN & MARTIN GUTHRIE
 LOT 1 & BLOCK 37
 305 SMITH STREET
 GRAPEVINE, TX

REVISIONS

- 1.
- 2.
- 3.
- 4.

DATE: 1/23/24
 DRAWN BY: EX6
 CHECK BY: EX6

PROJECT NO.
 GUTHRIE

SHEET NUMBER
SITE



CITY OF GRAPEVINE, TEXAS
BOARD OF ZONING ADJUSTMENT MEETING MINUTES
MONDAY, DECEMBER 4, 2023

GRAPEVINE CITY HALL, COUNCIL CHAMBERS
200 SOUTH MAIN STREET
GRAPEVINE, TEXAS

5:45 p.m. Briefing Session – Planning and Zoning Conference Room

6:15 p.m. Public Hearing – City Council Chambers

The Board of Zoning Adjustment for the City of Grapevine, Texas, met on Monday evening, December 4, 2023, at 5:45 P.M. in the Planning and Zoning Conference Room, 2nd Floor, 200 South Main Street, Grapevine, Texas for a Briefing Session with the following members present to wit:

John Sheppard	Chairman
John Borley	Member
Andrew Muras	Member
Doug Anderson	Member
Jack Townsend	Alternate
Jonathan Gaspard	Alternate

With George Dalton absent, constituting a quorum. Also present was City Council Representative Sharron Rogers and the following City Staff:

Matthew Boyle	City Attorney
Erica Marohnic	Director
Albert Triplett	Planner II
Natasha Gale	Planner I

CALL TO ORDER: 5:45 P.M. – Planning and Zoning Conference Room

Chairman Sheppard called the Briefing Session of the Board of Zoning Adjustment to order at approximately 5:45 P.M.

BRIEFING SESSION

1. Roll Call
2. Board of Zoning Adjustment to conduct a briefing session to discuss items scheduled to be heard at the December 4, 2023 public hearing.

Albert Triplett briefed the Board on the case listed on their regular meeting agenda and took questions.

ADJOURNMENT OF BRIEFING SESSION

With no further discussion, Sheppard made a motion to adjourn the Briefing Session.

The Briefing Session was adjourned at approximately **6:08 P.M.**

Public Hearing

3. Call to Order – Sheppard called meeting to order at **6:15 P.M.**
4. Pledge of Allegiance

CITIZEN COMMENTS

5. There was no one wishing to speak during citizen comments.
6. Administration of Oath to all person's providing testimony or other evidence.
Sheppard swore in members of the audience.

OLD BUSINESS

7. None

NEW BUSINESS

8. Board of Zoning Adjustment to conduct a public hearing relative to Board of Zoning Adjustment case BZA23-15 submitted by Shawna Mohler for property located at 201 North Starnes Street and consideration of the same.

Albert Triplett presented the proposed plan and answered questions from the Board.

BZA23-15 applicant representative, Brock Jones, presented and answered questions from the Board.

Chairman Sheppard closed the public hearing.

Motion was made to **approve** BZA application **BZA23-15, a special exception for the following:**

Subsections 43.E.3, *Nonconforming Uses and Structures* and Subsections 53.H.1, *Interior Landscaping* to allow the existing commercial structure to remain as developed with an expansion and to allow exceptions to Section 53, *Landscaping Regulations* as shown on the plot plan:

Motion: Anderson
Second: Gaspard

Ayes: Muras, Borley, Sheppard
Nays: None
Approved: 5-0

1. Board of Zoning Adjustment to conduct a public hearing relative to Board of Zoning Adjustment Case BZA23-18A and BZA23-18B submitted by Taylor Thorne for property located at 1825 Anglers Plaza and consideration of same.

Albert Triplett presented the proposed plan and answered questions from the Board.

BZA23-18 applicant, Taylor Thorne, answered questions from the Board.

Chairman Sheppard closed the public hearing.

Motion was made to **approve** BZA application **BZA23-18A, a variance for the following:**

Subsection 15.G.1, *Depth of Front Yard*, of Section 15, "R-7.5", Single-Family Residential to allow a reduction in the required front yard setback of 30 feet to 25 feet in the "R-7.5", Single-Family District to be consistent with the average front yard established along Anglers Plaza as shown on the plot plan:

Motion: Muras
Second: Borley
Ayes: Sheppard, Gaspard, Anderson
Nays: None
Approved: 5-0

Motion was made to **approve** BZA application **BZA23-18B, a variance for the following:**

Subsection 15.G.5, *Minimum Lot Depth*, of Section 15, "R-7.5", Single-Family Residential to allow the existing lot a depth of 85 feet as shown on the plot plan:

Motion: Muras
Second: Gaspard
Ayes: Borley, Sheppard, Anderson
Nays: None
Approved: 5-0

Motion was made to **approve** the November 6, 2023 minutes briefing session and public hearing:

Motion: Borley
Second: Muras
Ayes: Sheppard, Anderson

Nays: None
Approved: 4-0-1
Abstained: Gaspard

Adjournment

Motion was made to adjourn the meeting at **6:37 P.M.**

Motion: Gaspard
Second: Anderson
Ayes: Muras, Borley, Sheppard
Nays: none
Approved: 5-0

PASSED AND APPROVED BY THE BOARD OF ZONING ADJUSTMENT OF THE CITY OF GRAPEVINE, TEXAS, ON THE 5th DAY OF FEBRUARY 2024.

APPROVED:

CHAIRMAN

LINDSAY CAREY
PLANNING TECHNICIAN