



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

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

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

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

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The Board of Zoning Adjustment for the City of Grapevine, Texas, met on Monday evening, February 5, 2024, at 5:45 P.M. in the Planning and Zoning Conference Room, 2<sup>nd</sup> 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
George Dalton	Member
Jack Townsend	Alternate
Jonathan Gaspard	Alternate

With no members absent, constituting a quorum. Also present was City Council Representative Sharron Rogers and the following City Staff:

Natalie Gullo	Representative for the City Attorney
Erica Marohnic	Director
Albert Triplett	Planner II
Natasha Gale	Planner I
Lindsay Carey	Planning Technician

**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 February 5, 2024 public hearing.
3. Staff to brief the Board of Zoning Adjustment on the Multifamily Short-term Rental permit (STR) appeal procedure.

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 **6:07 P.M.**

### Public Hearing

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

### CITIZEN COMMENTS

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

### 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.

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

*BZA24-01 applicant, Phil Ware, presented and answered questions from the Board.*

Chairman Sheppard closed the public hearing.

Motion was made to **approve** BZA application **BZA24-01A, a special exception for the following:**

Subsection 42.D., Corner Lots of Section 42, Supplementary District Regulations 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:

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

Motion was made to **approve** BZA application **BZA24-01B, 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 93 feet as shown on the plot plan:

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

Motion was made to **approve** the December 4, 2023 minutes briefing session and public hearing:

Motion: Borley  
Second: Muras  
Ayes: Anderson, Sheppard  
Nays: None  
Approved: 4-0-1  
Abstained: Dalton

### **Adjournment**

Motion was made to adjourn the meeting at **6:26 P.M.**

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

**PASSED AND APPROVED BY THE BOARD OF ZONING ADJUSTMENT OF THE CITY OF GRAPEVINE, TEXAS, ON THE 6<sup>th</sup> DAY OF MAY 2024.**

APPROVED:

  
MAY 6, 2024

CHAIRMAN

  
LINDSAY CAREY  
PLANNING TECHNICIAN