

CITY OF GRAPEVINE, TEXAS
BOARD OF ZONING ADJUSTMENT MEETING AGENDA
MONDAY, APRIL 7, 2025

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 April 7, 2025, public hearing.

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

3. Call to Order
4. Pledge of Allegiance

CITIZEN COMMENTS

5. 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.

OLD BUSINESS

6. None.

NEW BUSINESS

7. Board of Zoning Adjustment to conduct a public hearing relative to Board of Zoning Adjustment case BZA25-01 submitted by Robert and Kelly Freedman for property located at 839 East Worth Street and consideration of the same.

8. Board of Zoning Adjustment to consider the minutes of the November 11, 2024, 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 April 4, 2025, 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.

MEMORANDUM**PLANNING SERVICES**

MEMO TO: BOARD OF ZONING ADJUSTMENT

FROM: ERICA MAROHNIC, PLANNING SERVICES DIRECTOR
ALBERT L. TRIPLETT, JR, PLANNER II

SUBJECT: BOARD OF ZONING ADJUSTMENT CASE #**BZA25-01**
839 EAST WORTH STREET

MEETING DATE: **MONDAY, APRIL 7, 2025**

BACKGROUND INFORMATION:

The subject property is developed with a single-story, 1,844 square foot single-family detached residence on a 12,500 square foot (0.29 acre) lot. The lot was developed in 1956 and is platted as Block 5, Lot 11, D.E. Box Addition. The subject property was zoned "R-1", Single Family Dwelling prior to the 1984 City-wide Rezoning at which time it was rezoned "R-12.5", Single-Family District.

On October 18, 2011, City Council approved Historic Landmark Subdistrict HL10-09 (Ord. 2011-58) on the subject site a to allow for the adoption of the D. E. Box Historic District preservation criteria.

REQUEST:

The applicant intends to remodel the existing 1,844 square-foot, residential dwelling and to expand to a total of 4,073 square feet by adding indoor and outdoor living space. Two detached secondary structures, totaling 700 square feet. BZA25-01 is a request for a special exception to allow the existing residential dwelling to remain as developed with an encroachment into the required side yard. The proposed expansion into the rear yard meets the currently required side yard setback and, the currently required rear yard setback, adjacent to the west and north property lines respectively.

The following special exception is requested:

Subsection 14.G.3, *Width of side yard on each* of Section 14, "R-7.5", *Single-Family District* requires that each lot have a side yard setback of 8 feet. The existing residential structure is approximately 4-feet from the west property line and encroaches approximately 4-feet into the required side yard setback.

CONDITION:

The subject property is an existing developed lot, and the dwelling was built in 1956 prior to the rezoning of the subject site in the 1984 City-wide Rezoning to "R-12.5" Single-Family District. Currently, and as proposed, the site is not compliant with Zoning Ordinance (82-73) relative to the 8-foot side yard setback requirement adjacent to the west property line.

RECOMMENDATION:

Staff recommends the Board of Zoning Adjustment **approve** a special exception to the Grapevine Comprehensive Zoning Ordinance 82-73, Subsection 14.G.3, *Width of side yard on each side* of Section 14, "R-7.5", Single-Family District to allow the existing residential dwelling to remain as developed with an encroachment into the required side yard setback adjacent the west property line.

/at

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

Subject Property Information

Current or if unplatted, proposed subdivision name(s), block(s), & lot(s) LOT 11, Block 5, D.E. BOX Addition Gross area of parcel (to nearest tenth of acre) .379 acres
Street frontage & distance to nearest cross street 80 FT / 162 FT east to Eckley Describe the Proposed Use Residential
Existing Zoning Residential

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 Robert and Kelly Freedman
Company _____
Address 839 E. WORTH STREET
City GRAPEVINE State TX Zip Code 76051
Phone 469-644-0307 Email _____

Project Representation (check one):

- I will represent the application myself, OR
- I hereby designate _____ (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.

MAR 03 2025

BZA25-01

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

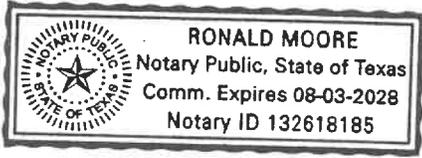
I hereby certify that I am the property owner of the property and further certify that the information provided on this development application is true and correct. I have selected the above submittal type and representation of my own volition and not at the request of the City of Grapevine.

Property Owner's Signature [Signature] Date 03/03/25

STATE OF: TEXAS
COUNTY OF: TARRANT

BEFORE ME, a Notary Public, on this day personally appeared Kelly Freedman (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 3rd day of March, 2025



[Signature]
NOTARY PUBLIC in and for the State of Texas

Project Representative Information (complete if designated by owner)

Engineer Purchaser Tenant Preparer Other (specify) _____

Name _____
Company _____
Address _____
City _____ State _____ Zip Code _____
Phone _____
Email _____
Applicant's Signature _____ Date _____

STATE OF: _____
COUNTY OF: _____

MAR 03 2025

BEFORE ME, a Notary Public, on this day personally appeared _____ (printed project representative 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 _____ day of _____, 20____

BZA25-01

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

NOTARY PUBLIC in and for the State of Texas

LEGAL DESCRIPTION

Address of subject property 839 E. WORTH STREET

Legal description of subject property RESIDENTIAL

11 5 D.E BOX addition
Lot Block Subdivision

BOARD OF ADJUSTMENT APPLICATION PROCEDURAL TIMETABLE:

Application Deadline	First Monday of the month.
Days 1-7	Planning and other City staff review.
Day 8	Staff will issue comments and request additional information.
Day 15	Applicant submits revised plans or additional requested information.
Day 16	Notice is published in newspaper and mailed to adjacent property owners.
Day 20	Packets distributed to Board of Adjustment Members, City Council and applicants are informed of the public hearing date/presentation requirements.
Day 30	Board of Adjustment Public Hearing

POTENTIAL OUTCOMES:

Denial	Approval	Continuance
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.	Requires ¾ vote for approval.	Further research and/or information is requested by the Board of Adjustment.

B2A25-01
MAR 03 2025

*Applicants are strongly encouraged to read and familiarize themselves with [Section 68. Board of Adjustment](#) of the Zoning Ordinance.

Re: BZA25-XX

Property:

839 E. Worth Street, Lot 11, Block 5, D.E. Box Addition

Owners:

Robert and Kelly Freedman

Description:

Allow existing residential dwelling with expansion to remain as developed with an existing encroachment into the required West side yard setback.

Existing Conditions:

Existing Single-Family R12.5 side yard setback is 4.8 feet (8 feet required)

Proposed Development:

Existing SF R12.5 Remodel and Expansion – Special exception to west side yard setback encroachment for existing dwelling at 4.8 feet. Expansion will adhere to R12.5 required 8 foot side yard setback

Special Exceptions:

Existing side yard setback of 4.8 feet

MAR 03 2025

BZA25-01



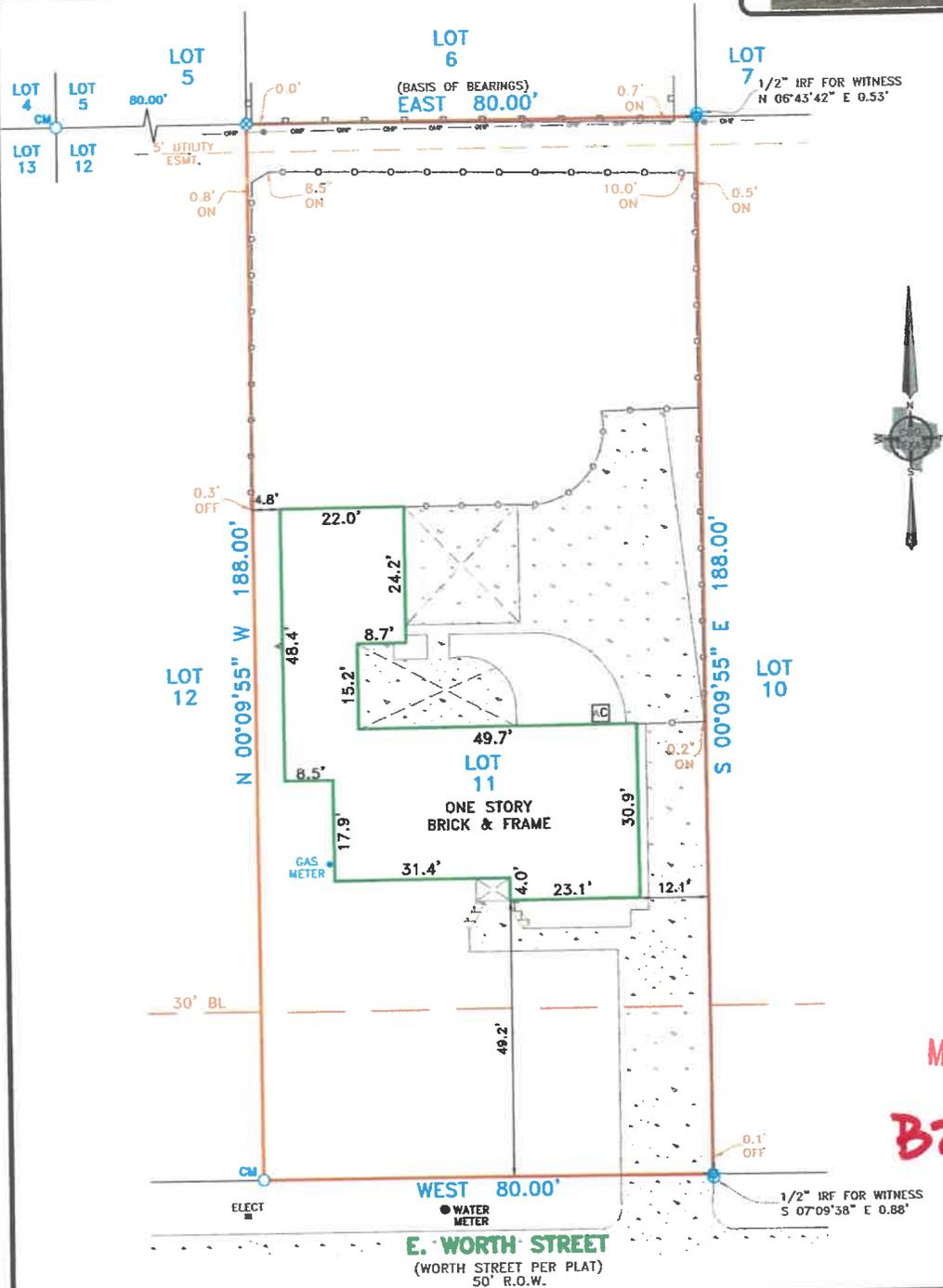
839 East Worth Street
 Lot 11, Block 5, D.E. BOX ADDITION, an Addition to the City of Grapevine, Tarrant County, Texas, according to the Map or Plat recorded in Volume 388-D, Page 1, of the Plat Records of Tarrant County, Texas.

TITLE PARTNERS, LLC



LEGEND

- 1/2" ROD FOUND
- ⊗ 1/2" ROD SET
- 1" PIPE FOUND
- ⊗ 1" PIPE FOUND/SET
- ⊗ 5/8" ROD FOUND
- ⊗ 5/8" ROD FOUND/SET
- ◆ POINT FOR CORNER
- ◆ FENCE POST FOR CORNER
- CONTROLLING MONUMENT
- CM CONTROLLING MONUMENT
- AC AIR CONDITIONER
- PE POOL EQUIPMENT
- TE TRANSFORMER PAD
- COLUMN
- POWER POLE
- ▲ UNDERGROUND ELECTRIC
- ▲ OVERHEAD ELECTRIC
- TELE TELEPHONE PEDESTAL
- DL BUILDING LINE
- AE AERIAL EASEMENT
- SSE SANITARY SEWER EASEMENT
- GM GAS METER
- WM WATER METER
- LP LIGHT POLE
- UE UTILITY EASEMENT
- OP— OVERHEAD ELECTRIC POWER
- OS— OVERHEAD ELECTRIC SERVICE
- CHAIN LINK
- WOOD FENCE 0.5' WIDE TYPICAL
- II— IRON FENCE
- X— BARBED WIRE
- DOUBLE SIDED WOOD FENCE
- |— PIPE FENCE
- /— EDGE OF ASPHALT
- ▲ EDGE OF GRAVEL
- CONCRETE
- COVERED AREA
- BRICK
- STONE
- WOOD DECK



MAR 03 2025

BZA25-01

EXCEPTIONS:

NOTE: PROPERTY SUBJECT TO TERMS, CONDITIONS, AND EASEMENTS CONTAINED IN INSTRUMENTS RECORDED IN: VOL. 388-D, PG. 1

NOTES:

NOTE: BEARINGS, EASEMENTS AND BUILDING LINES ARE BY RECORDED PLAT UNLESS OTHERWISE NOTED.

FLOOD NOTE: According to the F.I.R.M. No. 48439C0105K, this property does lie in Zone X and DOES NOT lie within the 100 year flood zone.

This survey is made in conjunction with the information provided by Title Partners. Use of this survey by any other parties and/or for other purposes shall be at user's own risk and any loss resulting from other use shall not be the responsibility of the undersigned. This is to certify that I have on this date made a careful and accurate survey on the ground of the subject property. The plat hereon is a correct and accurate representation of the property lines and dimensions as so indicated; location and type of buildings are as shown and EXCEPT AS SHOWN, there are no visible and apparent encroachments or protrusions on the ground.

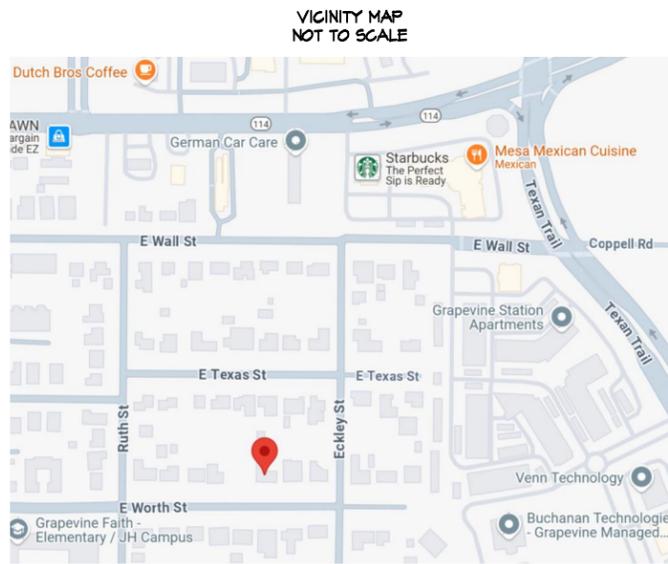
Date: _____ Accepted by: _____
 Purchaser _____
 Purchaser _____

Drawn By: RPK
 Scale: 1" = 20'
 Date: 09/25/2024
 GF No.: 11011631T
 Job No.: 2415548

CBG
 SURVEYING TEXAS, LLC

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 Houston, TX 77073
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 Firm No. 10194280
 www.cbgtllc.com

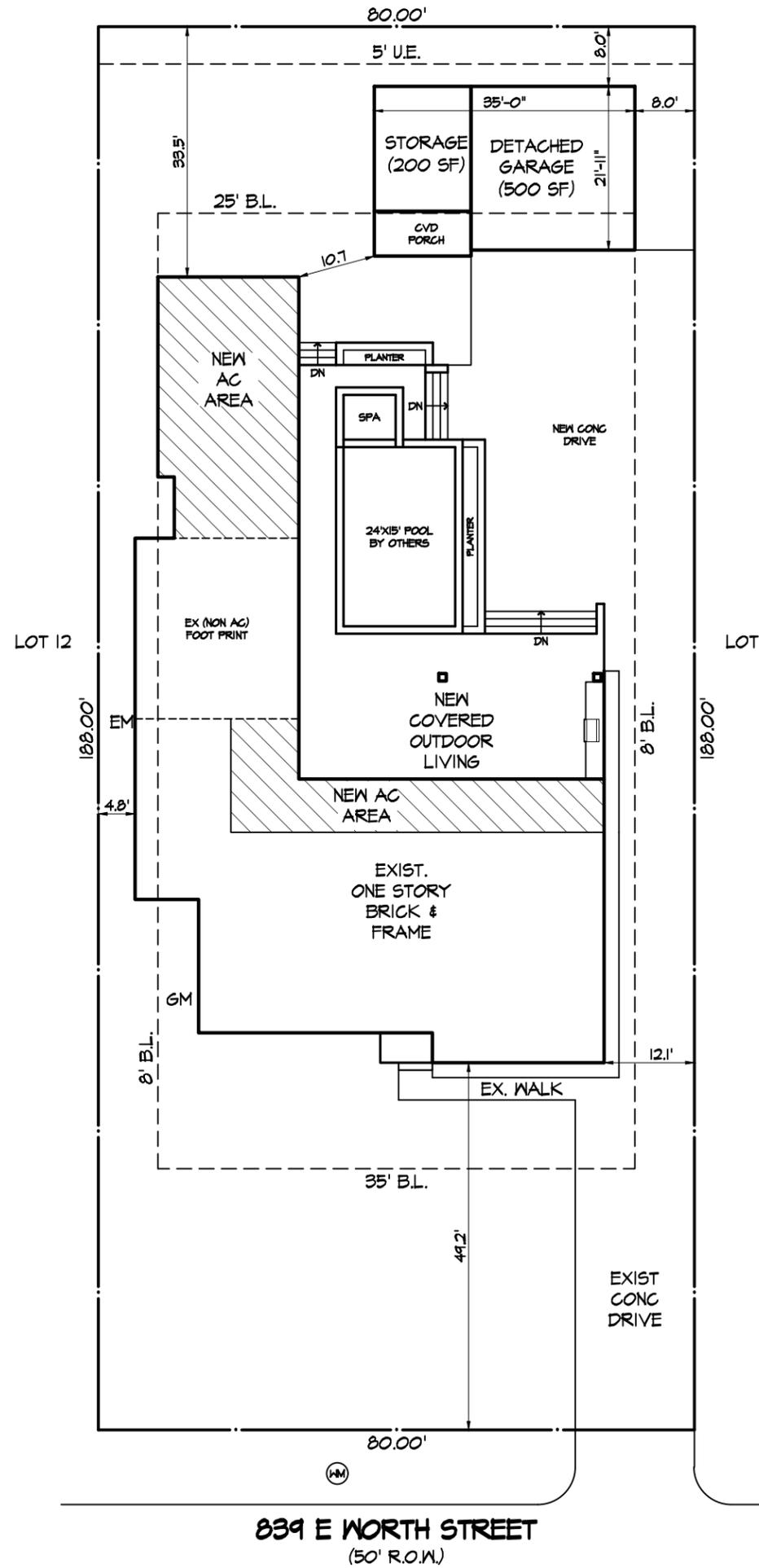




ALL REQUIREMENTS OF THE CITY OF GRAPEVINE SOIL EROSION CONTROL ORDINANCE SHALL BE MET DURING THE PERIOD OF CONSTRUCTION

MECHANICAL AND ELECTRICAL EQUIPMENT INCLUDING AIR CONDITIONING UNITS, SHALL BE DESIGNED, INSTALLED AND OPERATED TO MINIMIZE NOISE IMPACT ON SURROUNDING PROPERTY. ALL SUCH EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW.

SITE PLAN SUMMARY TABLE		
ITEM	REQUIRED	PROVIDED
GENERAL SITE DATA		
ZONING (FROM ZONING MAP)	R12.5	R12.5
LAND USE (FROM ZONING ORDINANCE; INCLUDE ALL APPLICABLE USES)	SINGLE FAMILY	SINGLE FAMILY
TOTAL LOT AREA (SQUARE FEET AND ACRES)	12,500 SQ. FT.	15,040 SQ. FT.
FIRST FLOOR-BUILDING FOOTPRINT AREA (SQUARE FEET)	1,400	4,073 SQ. FT.
ACCESSORY STRUCTURE	N/A	700 SQ. FT.
TOTAL BUILDING AREA (SQUARE FEET)	MIN. 1,400 SQ FT	4,773 SQ. FT.
BUILDING HEIGHT (FEET/# STORIES) HOUSE/ACCESSORY BUILDING	35 FT / 2 STORIES	18 FT ONE STORY
AREA REGULATIONS		
FRONT YARD	35 FT MIN.	49.3 FT
REAR YARD	25 FT MIN.	39.5 FT
SIDE YARD	8 FT MIN.	8 FT (EAST), 4.8 FT (WEST)
LOT WIDTH	80 FT MIN.	80 FT
LOT WIDTH	80 FT MIN.	80 FT
LOT DEPTH	100 FT MIN.	188 FT
LOT DEPTH	100 FT MIN.	188 FT
DISTANCE BETWEEN BUILDINGS	10 FT MIN.	10.7 FT
IMPERVIOUS AREA		
BUILDING FOOTPRINT AREA (SQUARE FEET)	1400 SQ FT MIN.	4,773 SQ. FT.
AREA OF SIDEWALKS, PAVEMENT & OTHER IMPERVIOUS FLATWORK (SQUARE FEET)	6100 SQ FT/ 60%	2,936 SQ. FT.
OTHER IMPERVIOUS AREA	SQ FT/ SQ FT	N/A
TOTAL OPEN SPACE (SQUARE FEET AND PERCENTAGE)	6,016 SQ FT/40% MIN	7,331 SQ FT/ 48.7%
TOTAL IMPERVIOUS AREA (SQUARE FEET AND PERCENTAGE)	9,024 SQ FT/ 60% MAX	7,104 SQ FT/ 51.3%



SITE PLAN
SCALE: 1" = 20'-0"

PLOT PLAN FOR FREEDMAN RESIDENCE
LOT 11, BLOCK 5, D.E. BOX ADDITION, AN ADDITION TO THE CITY OF GRAPEVINE, TARRANT COUNTY, TEXAS
15,040 SQ. FT.
ZONE: "R-12.5" SINGLE FAMILY DISTRICT DATE OF PREPARATION: FEBRUARY, 26, 2025

PURPOSE STATEMENT
THE PURPOSE OF BZA25-01 IS FOR A SPECIAL EXCEPTION TO ALLOW THE EXISTING RESIDENTIAL DWELLING TO REMAIN AS DEVELOPED ALONG WITH AN EXPANSION WITH AN ENCRoACHMENT INTO THE REQUIRED SIDE YARD SETBACK ADJACENT TO THE WEST PROPERTY LINE.

CASE NAME: 839 E NORTH STREET
CASE NUMBER: BZA25-01
LOCATION: 839 E NORTH STREET

MAYOR _____ SECRETARY _____

DATE: _____

BOARD OF ZONING ADJUSTMENTS

CHAIRMAN _____

DATE: _____

SHEET: ___ OF ___

APPROVAL DOES NOT AUTHORIZE ANY WORK IN CONFLICT WITH ANY CODES OR ORDINANCES

PLANNING SERVICES DEPARTMENT

839 E NORTH STREET
(50' R.O.W.)



CITY OF GRAPEVINE, TEXAS
BOARD OF ZONING ADJUSTMENT MEETING MINUTES
MONDAY, NOVEMBER 11, 2024

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, November 11, 2024, 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
Andrew Muras	Member
John Borley	Member
Jonathan Gaspard	Member
Jack Townsend	Alternate

With Doug Anderson members absent, constituting a quorum. Also present was City Council Representative Darlene Freed and the following City Staff:

Matthew Boyle	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 5:46 P.M.

BRIEFING SESSION

1. Roll Call
2. Board to appoint Chairman and Vice Chairman

Motion was made to elect John Sheppard as Chairman of the Board:

Motion: Gaspard
Second: Townsend

Ayes: Borley, Muras
Nays: None
Approved: 4 – 0
Abstained: None

Motion was made to elect John Borley as Vice Chairman of the Board:

Motion: Muras
Ayes: Sheppard, Townsend, Gaspard
Nays: None
Approved: 4 – 0
Abstained: None

3. Board of Zoning Adjustment to conduct a briefing session to discuss items scheduled to be heard at the November 11, 2024 public hearing.

Natasha Gale 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 **5:58 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.

OLD BUSINESS

7. None

NEW BUSINESS

8. Board of Zoning Adjustment to conduct a public hearing relative to Board of Zoning Adjustment case BZA24-12 submitted by Cloves Grogan for property located at 427 Holly Street and consideration of the same.

Natasha Gale presented the proposed plan and answered questions from the Board.

BZA24-12 owner, Garret Long, presented and answered questions from the Board.

Chairman Sheppard closed the public hearing.

Motion was made to **approve** BZA application **BZA24-12, a special exception for the following:**

Grapevine Comprehensive Zoning Ordinance 82-73: Subsection **43.E.3, Nonconforming Uses and Structures**, which allows the Board of Zoning Adjustment to approve the remodeling and/or enlargement of a nonconforming use. The applicant is requesting a special exception to allow the existing residential dwelling to remain as developed with an expansion with an encroachment into the required front yard setback and to allow vehicle parking within the required front yard as shown on the plot plan.

Motion: Muras

Second: Borley

Ayes: Townsend, Sheppard, Gaspard

Nays: None

Approved: 5 - 0

9. Board of Zoning Adjustment to conduct a public hearing relative to Board of Zoning Adjustment case BZA24-13 submitted by Todd Murphy for property located at 1326 Pine Street and consideration of the same.

Natasha Gale presented the proposed plan and answered questions from the Board.

BZA24-09 applicant and owner, Todd Murphy, presented and answered questions from the Board.

Chairman Sheppard closed the public hearing.

Motion was made to **approve** BZA application **BZA24-13 for the following:**

Grapevine Comprehensive Zoning Ordinance 82-73: Subsection **43.E.3, Nonconforming Uses and Structures**, which allows the Board of Zoning Adjustment to approve the remodeling and/or enlargement of a nonconforming use. The applicant is requesting a special exception to allow the existing residential dwelling to remain as developed with an encroachment into the required side yard setback and to allow vehicle parking within the required front yard as shown on the plot plan.

Motion: Borley

Second: Muras

Ayes: Townsend, Sheppard, Gaspard

Nays: None

Approved: 5 - 0

Motion was made to **approve** the August 12, 2024 minutes briefing session and public hearing:

Motion: Townsend
Second: Muras
Ayes: Sheppard
Nays: None
Approved: 3 – 0 – 2
Abstained: Borley, Gaspard

Adjournment

Motion was made to adjourn the meeting at **6:29 P.M.**

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

PASSED AND APPROVED BY THE BOARD OF ZONING ADJUSTMENT OF THE CITY OF GRAPEVINE, TEXAS, ON THE 7TH DAY OF APRIL 2024.

APPROVED:

CHAIRMAN

LINDSAY CAREY
PLANNING TECHNICIAN