



CITY OF GRAPEVINE, TEXAS
BUILDING BOARD OF APPEALS MEETING MINUTES
MONDAY, OCTOBER 13, 2025

GRAPEVINE CITY HALL, COUNCIL CHAMBERS
200 SOUTH MAIN STREET
GRAPEVINE, TEXAS 76051

6:00 p.m. Briefing Session – Planning and Zoning Commission Conference Room
6:15 p.m. Public Hearing – City Council Chambers

The Building Board of Appeals for the City of Grapevine, Texas, met on Monday evening, October 13, 2025, at 6:00 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:

Joe Lipscomb	Chairman
Jerrold Sklar	Vice-Chairman
Shea Kirkman	Member
Becky St. John	Member
Dave Custable	Member
David Hallberg	Member
Sergio Harris	Alternate

Constituting a quorum with Shea Kirkman absent. Also, present was City Council Representative Sean Shope, and the following City Staff:

Larry Gray	Building Official
Arnoldo Ramirez	Assistant Building Official
Alex Crowley	Assistant City Attorney
Connie Cook	Building Services Assistant

CALL TO ORDER:

Chairman Joe Lipscomb called the Briefing Session of the Building Board of Appeals to order at approximately 6:00 P.M.

1. Roll Call

BRIEFING SESSION: – Planning and Zoning Commission Conference Room.

2. Building Board of Appeals to conduct a briefing session to discuss items scheduled to be heard in the October 13, 2025, public hearing.

Building Official, Larry Gray briefed the Building Board of Appeals regarding the item scheduled to be heard in the regular public hearing.

ADJOURNMENT OF BRIEFING SESSION

With no further discussion, the meeting was adjourned at approximately 6:12 P.M.

PUBLIC HEARING: -- City Council Chambers.

Chairman Joe Lipscomb called the Public Hearing of the Building Board of Appeals to order at approximately 6:15 P.M.

3. Roll Call

4. Oath of Office

Connie Cook administered the Oath of Office to re-appointed Members, Jerrold Sklar, Becky St. John, and Sergio Harris.

5. Election of Officers

For office of Chairman, Jerrold Sklar nominated Joe Lipscomb. Becky St. John seconded the motion which prevailed by the following vote:

Ayes: Sklar, St.John, Custable, Harris
Nays: None
Abstain: Lipscomb
Absent: Kirkman

Joe Lipscomb was re-elected as Chairman.

For office of Vice-Chairman, Joe Lipscomb nominated Jerrold Sklar. Becky St. John seconded the motion which prevailed by the following vote:

Ayes: Lipscomb, St.John, Custable, Harris
Nays: None
Abstain: Sklar
Absent: Kirkman

Jerrold Sklar was re-elected as Vice-Chairman.

CITIZEN COMMENTS

6. There was no one wishing to speak during citizen comments.

NEW BUSINESS

7. Building Board of Appeals to conduct a public hearing relative to Case BBA25-03, submitted by property owner Joanne Washburn for property located at 428 E Wall Street legally platted as Lot 6r, G.E. Hurst Subdivision. The request was to Grapevine Code of Ordinances Chapter 7, Article IV Fences.

Section 7-127, Fences, Front Yard Requirements, requires fences constructed in a required or established front yard to be 36 inches or less in height, and have at least 50 percent through vision.

Section 7-128. Reverse frontage corner lot requirements. On all reverse frontage corner lots it shall be unlawful to construct a fence within the required side yard area that is adjacent to a front yard area at a distance closer than 15 feet to the side property line or at a height greater than eight feet.

Building Official, Larry Gray explained that Staff had recommended the Building Board of Appeals deny the applicant's request for approval of a four-foot (4') wood picket fence along the front and side property line adjacent to the street with 50% through vision within the established front yard area of a reverse frontage corner lot in R-7.5 zoning district. He stated that Staff did not determine a special condition existed for this property, as the ordinance could be reasonably complied with.

He explained that the intention for the four-foot (4') fence was to meet the pool barrier requirements set forth in the building code.

Becky St. John asked Larry Gray how far fencing had to be away from the pool or did the design of the pool dictate the terms of distance such as decking. Mr. Gray stated that typically three feet (3') on all areas around the pool deck would be required, or in cases where a raised wall had been constructed, handholds were required with no three-foot (3') climb out area. Ordinance required that swimming pools be set back six feet (6') from a side yard property line.

With no questions for the Building Official, Larry Gray, Joanne Washburn of 428 E Wall Street, Grapevine, Texas, addressed the Board; she stated that there were some misconceptions as to what had been requested. She explained that she had not requested a four-foot (4') fence all the way around her property, she had not requested fencing for the front yard, she was requesting to increase the height of the rear yard fence to a six-foot (6') wood fence and relocate the fence to the side yard property line. She explained her concerns regarding privacy and safety to the Board.

Larry Gray asked Assistant City Attorney Alex Crowley if there was an option to table the case until a corrected site plan could be provided. Mr. Crowley stated that if the information provided in the packet was not correct, then yes, the case would be a continuance of the Public Hearing rather than tabled.

Joe Lipscomb asked Ms. Washburn to clarify exactly how she was modifying her application. She approached the Board and presented the site plan and explained to the Board what she had proposed. Contractor, Noah Hill with Jama Custom Outdoor Living approached the Board to assist in clarification of the applicant's request.

Discussion was held regarding the discrepancies in the request and what was being proposed during the meeting. The Board explained that they could not proceed with the proposed request as presented and suggested the case be continued at the next BBA meeting.

Jerrold Sklar made a recommendation for a continuance of BBA25-03 allowing staff and applicant time to clarify the discrepancies in what had been requested.

With no further questions for Ms. Washburn and no additional speakers, Dave Custable made a motion for a continuance of the Public Hearing to the November 10, 2025, meeting. Sergio Harris seconded the motion which prevailed by the following vote:

Ayes: Lipscomb, Sklar, St.John, Custable, Harris
Nays: None
Abstain: None
Absent: Kirkman

8. Building Board of Appeals to consider the minutes of May 12, 2025, meeting and take any necessary action.

Next the Building Board of Appeals to consider the minutes of the May 12, 2025, meeting.

Dave Custable made a motion to accept the minutes of May 12, 2025, Briefing and Public Hearing. Becky St. John seconded the motion which prevailed by the following vote:

Ayes: Lipscomb, Sklar, St.John, Custable, Harris
Nays: None
Abstain: None
Absent: Kirkman

ADJOURNMENT

With no further discussion, Becky St. John made a motion to adjourn. Sergio Harris seconded the motion, which prevailed by the following vote:

Ayes: Lipscomb, Sklar, St.John, Custable, Harris
Nays: None
Abstain: None
Absent: Kirkman

The meeting was adjourned at approximately 6:36 P.M.

PASSED AND APPROVED BY THE BUILDING BOARD OF APPEALS OF THE CITY OF GRAPEVINE, TEXAS, ON THE 10TH DAY OF NOVEMBER 2025.

APPROVED:


CHAIRMAN

Connie Cook

SECRETARY

