



CITY OF GRAPEVINE, TEXAS
BUILDING BOARD OF APPEALS MEETING AGENDA
MONDAY, MARCH 9, 2026

GRAPEVINE CITY HALL, SECOND FLOOR
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

CALL TO ORDER: 6:00 p.m. – Planning and Zoning Conference Room

1. Roll Call

BRIEFING SESSION

2. Building Board of Appeals to conduct a briefing session to discuss items scheduled to be heard in the March 9, 2026, public hearing.

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

3. Call to Order
4. Roll Call

CITIZEN COMMENTS

5. Any person who is not scheduled on the agenda may address the Commission 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 Commission regarding an item on the agenda either before or during the Commission's consideration of the item, upon being recognized by the Chairman or upon the consent of the Commission. In accordance with the Texas Open Meetings Act, the Commission is restricted in discussing or taking action during Citizen Comments.

OLD BUSINESS

6. None

NEW BUSINESS

7. Building Board of Appeals to conduct a public hearing relative to Case DB26-01.
8. Building Board of Appeals to consider the minutes of the November 10, 2025, 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 March 4, 2026, by 5:00 p.m.


ARNOLDO RAMIREZ
ASSISTANT BUILDING OFFICIAL

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 Building Services at (817) 410-3158 at least 24 hours in advance. Reasonable accommodations will be made to assist your needs.

MEMORANDUM

BUILDING SERVICES

MEMO TO: BUILDING BOARD OF APPEALS
FROM: LARRY GRAY, BUILDING OFFICIAL
SUBJECT: BUILDING BOARD OF APPEALS CASE #DB26-01
431 N SCRIBNER STREET, LOT 72
MEETING DATE: MARCH 9, 2026

RECOMMENDATION:

Staff recommends that the Building Board of Appeals **determine that the property located at 431 North Scribner Street, legally described as Lot 72, is a dangerous building** pursuant to Chapter 24, of the Grapevine Code of Ordinances and further recommends that the Board requires the property to be demolished.

BACKGROUND INFORMATION:

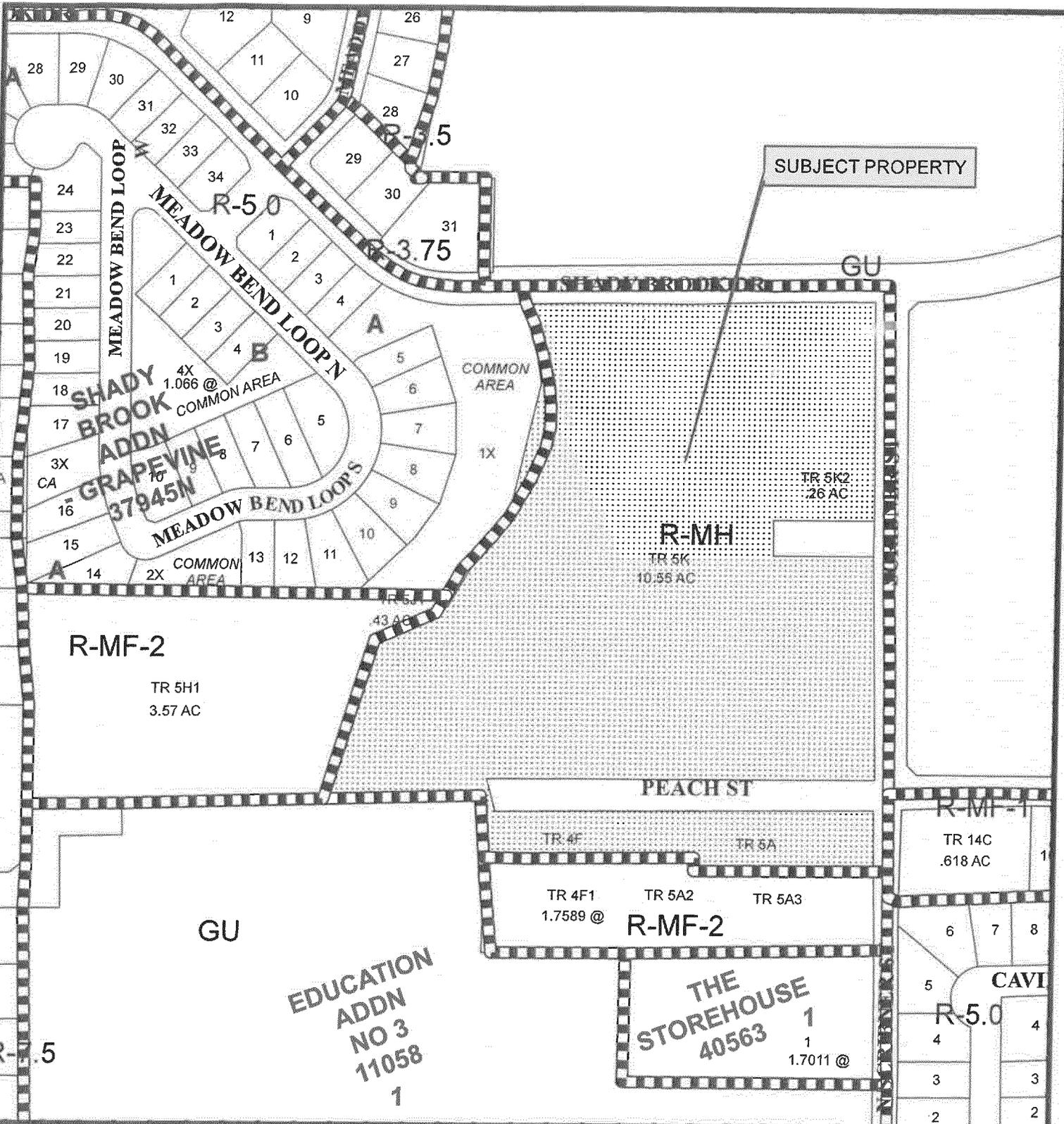
The property owner, Ms. Margarita Gonzales, was initially notified of the violation on December 31, 2025.

Specific violations include but are not limited to: exterior walls, floor and roofing insufficient strength to be reasonably safe, supporting members with damage or deterioration, inadequate foundation, broken and boarded up windows, holes in walls, and unsanitary structure and premises.

On February 6, 2026, City staff posted a placard notice on the manufactured home located at 431 N. Scribner Street, Lot 72, and the Building Official issued a written order declaring the structure unsafe and unfit for human occupancy. The order directed the owner to vacate the structure and to repair, demolish, or remove the manufactured home. The posting of the placard and issuance of the order initiated the enforcement and notice process under the City's Code of Ordinances.

Should the Board order that the property be repaired or demolished, the owner must comply with said order within thirty (30) days. If action is not taken within this thirty (30) day period, the Board shall report the act of noncompliance to the City Attorney, so that an action for injunction may be filed in district court. Following such action, the city will hire a contractor to demolish the structure and place a lien on the property to cover the cost of demolition and all associated administrative fees.

However, based on the condition of the structure, it is probable that the Building Official will determine that an immediate hazard exists, and take steps for summary demolition in order to protect the health, safety and welfare of the public.



SUBJECT PROPERTY

R-MF-2
TR 5H1
3.57 AC

R-MH
TR 5K1
10.55 AC

TR 5K2
2.26 AC

GU

PEACH ST

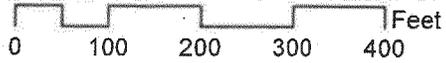
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DB26-01
431 N SCRIBNER STREET, LOT 72

Date Prepared: 2/12/2026

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.

Chapter 24 - MANUFACTURED HOMES AND MANUFACTURED HOME PARKS

Footnotes:

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Editor's note— Ord. No. 98-50, § 1 (Exh. A), adopted May 5, 1998, amended Ch. 24 in its entirety to read as herein set out. Prior to amendment, Ch. 24, §§ 24-1, 24-2, 24-5—24-11, pertained to trailers and trailer parks and derived from the following ordinances:

| Ord. No. | Date |
|----------|----------------|
| 64-5 | 4-21-64 |
| 66-20 | 5-17-66 |
| 68-22 | 9- <u>3-68</u> |
| 70-11 | 3- <u>3-70</u> |
| 70-28 | 9-15-70 |

| Ord. No. | Date |
|----------|----------------|
| 72-14 | 4- <u>4-72</u> |
| 77-21 | 4-19-77 |
| 82-37 | 6-15-82 |
| 91-22 | 5- <u>7-91</u> |

Cross reference— Appeals to board of adjustment, § 2-3; see also App. A, paragraph 7-900 et seq.

Sec. 24-1. - Definitions.

As used in this chapter, the following terms shall have the respective meanings ascribed to them:

Manufactured home: A HUD-Code manufactured home or a mobile home and collectively means and refers to both.

Manufactured home, trailer coach, trailer, mobile home: Any vehicle or similar portable structure having no foundation other than wheels, jacks, blocks, or skirting, and so designed or constructed to permit occupancy for dwelling or sleeping purposes. Each of said terms shall include the others.

Manufactured home lot, trailer coach lot, trailer lot, mobile home lot: A unit of level, adequately drained ground of definite size, clearly indicated by corner markers, for the placing of a manufactured home or a trailer coach and tow car. Each term shall include the others.

Manufactured home park, trailer coach park, trailer park, mobile home park: Any site, lot, field, or tract of ground upon which two or more trailer coaches are placed, and shall include any building, structure, tent, vehicle or enclosure, used or intended for use, as a part of the equipment of such park. Each term shall include the others.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-2. - Location of mobile homes outside mobile home parks deemed unlawful.

It shall be unlawful for any person to locate or maintain any manufactured home in any place in the city other than in a duly licensed and lawful mobile home park.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-3. - Manufactured home construction.

It is unlawful for any person to place a manufactured home in a licensed mobile home park that is not constructed, installed, and maintained in compliance with the Texas Manufactured Housing Standards Act (Vernon's Ann. Civ. St. art. 5221f), and with all laws, rules, and regulations promulgated by the Texas Department of Housing and Community Affairs pursuant to that Act, except for manufactured homes approved prior to May 25, 1998.

It is unlawful for any person to place a manufactured home in the city limits that is not constructed, installed, and maintained in compliance with the Texas Manufactured Housing Standards Act and with all laws, rules, and regulations promulgated by the Texas Department of Housing and Community Affairs pursuant to that Act, except for manufactured homes, trailer coach, trailers, mobile homes located in the city limits prior to May 5, 1998.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-4. - Permitted accessory uses.

It shall be unlawful for anyone licensed to operate a manufactured home park to allow any person to construct or permit to be constructed, erect, enlarge, alter, repair, or improve a permitted accessory use regulated by this code until a building permit has been issued by the building inspection department of the City of Grapevine. The building permit application must be prepared and filed by the person licensed to operate the manufactured home park. A building permit will not be required for the placement of a manufactured home on a manufactured home lot.

A building permit may be issued for the following permitted accessory uses:

- (1) One accessory building per lot. An accessory building, 120 square feet or less, finished in appearance to match or as similar in appearance as possible to the exterior of the manufactured home to which it is accessory. The accessory building must be located six feet from any manufactured home, with no less than 12 feet between accessory buildings on adjacent lots, and 15 feet from any public right-of-way.

(2)

Unenclosed carport attached to or detached from the manufactured home. A carport shall not extend into the manufactured home park driveway and shall be set back a minimum of 20 feet from any public right-of-way.

- (3) Unenclosed patio covers.
- (4) Fence, not to exceed eight feet in height above grade, surrounding the perimeter of the manufactured home park. Fences on individual lots within the park are prohibited, except that fences may be placed on individual lots under the following conditions: the fence shall be placed behind the face of the manufactured home, may not exceed 48 inches in height, must be at least 50 percent through vision, and that vertical and/or horizontal elements shall be spaced such that openings do not exceed four inches in dimension. Fences legally existing at the time of the adoption of this ordinance may remain in place subject to the following. Any fence remaining on an individual lot within the manufactured home park at the time of the adoption of this ordinance must be removed within seven days after there is any change in the occupancy or tenancy of the associated manufactured home.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98; Ord. No. 2011-10, § 2, 3-15-11)

Sec. 24-5. - Manufactured home park license—Required.

It shall be unlawful for any person to maintain or operate within the city any manufactured home park unless such person shall first obtain a license therefor.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-6. - Same—Application.

- (a) Applications for a manufactured home park license shall be filed with the city council, and upon approval by the city council, the city secretary shall issue the license.
- (b) Applications shall be in writing, signed by the applicant, and shall contain the following:
 - (1) The name and address of the applicant.
 - (2) The location and legal description of the manufactured home park.
 - (3) A complete plan of the park showing compliance with section 24-8.
 - (4) Plans and specifications of all buildings and other improvements constructed or to be constructed, including water, sewer, gas, electricity, telephone, garbage disposal.
 - (5) Such further information as may be requested by the city council, to enable it to determine if the manufactured home park will comply with the legal requirements.
- (c) The applicant and all accompanying plans and specifications shall be filed in triplicate. The city building official, city secretary, and city planning and zoning commission shall investigate the applicant, and inspect the proposed plans and specifications. Each of them shall then make a

report to the city council concerning such applicant and include therein their recommendations relative to the issuance of a license. If the manufactured home park is in compliance with all provisions of this chapter and all other applicable ordinances or statutes, the city council may approve the application, and in the case of proposed parks, make such approval contingent upon completion of the park according to the plans and specifications submitted with the application. After approval of the park by the city council, before any work is started, there shall be a building permit acquired from the building official. The city secretary, at the direction of the city council, shall issue the license.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-7. - Same—Fees; renewal.

The license for a manufactured home park shall be obtained from the city secretary at a fee of \$10.00 for the first three units, or fraction thereof, and \$15.00 for the next seven units, or fraction thereof, and the sum of \$1.00 for each additional unit. Such license shall expire on December 31st of the year in which it is issued. The cost of any license secured having less than a year to run before the expiration period, as herein provided, shall be prorated; such license shall not be issued for less than a minimum fee of \$10.00. Application for renewal of license shall be submitted 30 days prior to expiration, and a renewal fee paid for a full 12 months period thereafter.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-8. - Manufactured home park plan.

The manufactured home park shall conform to the following requirements:

- (1) The park plan required by section 24-6 shall provide a legal description and map clearly setting out the following information:
 - a. The extent and area to be used for park purposes;
 - b. Driveways at entrances and exits, roadways and walkways;
 - c. Location of sites for manufactured homes;
 - d. Location and number of proposed sanitary conveniences, including proposed toilets, washrooms, laundries, laundry drying space, and utility rooms;
 - e. Method and plan of sewage disposal;
 - f. Method and plan of garbage disposal;
 - g. Plan of water supply;
 - h. Plan of electric lighting;
 - i. Such further information as may be requested by the council.
 - j.

For each manufactured home lot there shall be one and one-half off-street parking spaces provided.

- k. The park shall be located on a well drained site, properly graded to ensure rapid drainage and freedom from stagnant pools of water.

Manufactured home spaces shall be provided, consisting of a minimum of 5,000 square feet for each space, which shall be at least 50 feet wide and clearly defined.

- l. All driveways and walkways shall be hard surface and well marked in the daytime and lighted at night. All driveways shall be paved to meet the requirements of Section 58.B. of the Appendix D, Zoning Ordinance, except for driveways established prior to May 5, 1998.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-9. - Water supply, garbage removal and sanitary sewer.

Every manufactured home park shall have city water connections furnishing an ample and adequate supply of water and shall be connected with the sanitary sewer and adequate provisions shall be made for the collection and removal of water and garbage; provided, where the sanitary sewer is not available, an approved septic tank system shall be installed and maintained of the type recommended and approved by the state board of health.

- (1) Each manufactured home park for utility billing purposes shall utilize a single master water meter of sufficient size to provide water service to the park.
- (2) The director of public works is hereby authorized to install and maintain a single master water meter for each manufactured home park. Water usage on a monthly basis will be recorded for utility billing purposes and a bill will be rendered to the owner of record of the trailer park.
- (3) The manufactured home park utility service shall also comply with and be governed under Chapter 25, Utilities and Services, of the City of Grapevine Code of Ordinances.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-10. - Register of occupants.

It shall be the duty of the licensee to keep a register containing a record of all manufactured home owners and occupants located within the park. The register shall contain the following information:

- (1) Name and address of each occupant.
- (2) The make, model and year of all motor vehicles and manufactured homes.
- (3) License number and owner of each manufactured home and motor vehicle by which it is towed.
- (4) The state issuing such license.
- (5) The date of arrival and of departure of each manufactured home.

The park manager shall keep the register available for inspection at all times by law enforcement officers, public health officials and other officials whose duties necessitate acquisition of the information contained in the register. The register records shall not be destroyed for a period of two years following the date of registration.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-11. - Minimum responsibilities of manufactured home, landlord, lessor, sub-lessor, and manager.

- (a) The owner, landlord, lessor, sub-lessor, and manager of a manufactured home shall provide and maintain in a structurally sound and operative condition, all installed systems including but not limited to plumbing, electrical, heating, air conditioning systems as well as:
- (1) The structure;
 - (2) All water and sewer systems;
 - (3) All bathroom facilities including water closets, showers, tubs, and lavatories;
 - (4) All water-heating systems;
 - (5) All window panes;
 - (6) Railings for stairs, steps, balconies, porches, and elsewhere as specified in the building code in effect at time of construction of the building; it is an affirmative defense to this subsection that the railing, stairs, balcony, or porch has been rebuilt 51 percent or more and that it is in compliance with the building code in effect at the time it was rebuilt;
 - (7) Floors, walls, ceilings and all supporting structural members in a sound condition, capable of bearing imposed loads safely, in conformity with the building code in effect at the time of construction of the building;
 - (8) Chimney flues and vent attachments;
 - (9) Supply lines for electrical service to each dwelling unit intended for human occupancy;
 - (10) Electrical circuits and outlets in compliance with the currently adopted edition of the City of Grapevine Electrical Code;
 - (11) Parking lots, fire lanes, driveways, and required paved areas with legible parking and fire lane marking in compliance with all applicable laws;
 - (12) Any vehicular or pedestrian access control devices in compliance with all applicable city ordinances;
 - (13) All fire, carbon monoxide, and smoke detection systems, extinguishing appliances and systems, fire alarm systems, fire hydrants, and portable fire extinguishers in compliance with all applicable laws;
 - (14) Any swimming pool, spa, and pool fences and gates in compliance with all applicable laws;
 - (15) Floors, walls, ceilings, and all structural members of accessory structures;

- (16) All fuel supply lines to each dwelling unit that is heated by natural gas or has a water-heating device or stove fueled by natural gas;
 - (17) Exhaust vents to the exterior of the structure for all water heaters and heating appliances in compliance with all applicable laws;
 - (18) Deadbolt locks, if any, on exterior doors that are operated from the exterior by the use of a key, card, or combination and from the inside by a knob or lever without the use of a key, card, or combination or that need special knowledge or effort to operate; no person shall install a deadbolt lock on a manufactured home door that does not comply with state or local law;
 - (19) Approved security bars over windows and doors, if installed, that are equipped with approved release mechanisms which are operable from the inside without the use of a key, card, or combination and that do not need special knowledge or effort to operate; and
 - (20) All sidewalks, ramps, bridges, parking lots, stairs, and steps.
- (b) The landlord, owner, lessor, sub-lessor, and manager of a manufactured home shall:
- (1) Paint, waterproof, and repair the structure to prevent deterioration due to the elements. Conditions requiring repair include but are not limited to loose siding with holes, excessive cracks, or rotted boards which may permit air or water to penetrate rooms; loose, missing, or deteriorated roof covering; holes or leaks in the roof which may cause damage to the structure or rooms; and rotting, sagging, or deteriorating supports for steps, stairs, or porches;
 - (2) Cause each manufactured home to be exterminated of insects, rodents, and other pests at least once a year by an exterminator licensed by the state;
 - (3) Repair holes, cracks, and other defects in stairs, railings, porches, steps, and balconies that may cause injury to a person;
 - (4) Repair holes, breaks, and loose surface materials in or on floors, walls and ceilings that may pose health or safety hazards;
 - (5) Eliminate holes, excavations, sharp protrusions, and any other object or condition on the property which may cause injury to a person;
 - (6) Securely cover or close all wells, cesspools, and cisterns;
 - (7) Provide drainage to prevent standing and/or stagnant water on the premises;
 - (8) Remove trees and tree limbs and branches that are reasonably capable of damaging a structure or that are reasonably capable of causing injury to a person or which are within 14 feet of each street or fire lane measured vertically from the surface of the street or fire lane to the lowest point of the tree limb or branch;
 - (9)

Connect plumbing fixtures and heating equipment that the owner supplies in compliance with all applicable laws.

- (10) Connect to a chimney or flue each heating and cooking device that burns solid fuel or fuel that must be vented to the outside;
 - (11) Maintain the interior of a vacant structure or vacant portion of a structure free from rubbish and garbage and combustibles;
 - (12) Completely secure all vacant or unoccupied manufactured homes from unauthorized entry;
 - (13) Store pool chemicals in compliance with all applicable laws;
 - (14) Repair or replace all broken sewer line(s), removing all residue and treating affected areas with a suitable disinfectant within 72 hours of notification that the sewer line is broken;
 - (15) Provide and maintain the street address numbers, unit numbers and any additional signage as required by applicable laws on each manufactured home, structure, and the property;
 - (16) Maintain in compliance with all applicable laws property screening fences and all other fences
- (c) If the owner, landlord, lessor, sub-lessor, or manager of the manufactured home furnishes air conditioning as a fixed system, he or she shall ensure that:
- (1) It is designed to cool the inside of the manufactured home to a temperature at least 20 degrees cooler than any outside temperature;
 - (2) It cools the inside of the manufactured home to a temperature of at least 15 degrees cooler than the outside temperature when the inside temperature is measured at a point not less than five feet from an exterior wall, five feet from the floor, and not in a direct air flow; and
- (d) If the owner, landlord, lessor, sub-lessor, or manager of the manufactured home is responsible for payment for electric service, he or she shall ensure that electricity is provided at all times.
- (e) If the owner, landlord, lessor, sub-lessor, or manager of the manufactured home is responsible for heating fuel, he or she shall ensure that heating fuel is provided at all times.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-12. - Duties of manufactured home park licensee.

- (a) The licensee and operator shall operate the park in compliance with this chapter and all other applicable laws and shall provide adequate supervision to maintain the park and its facilities and equipment and to keep it in a sanitary condition.
- (b) The licensee and operator shall notify park occupants of all applicable provisions of this chapter and inform them of their duties and responsibilities under this chapter.
- (c) The licensee and operator shall supervise the placement of each manufactured home on its manufactured home stand, ensuring safe installation and set up in compliance with all applicable laws.

- (d) The licensee shall ensure safe installation of liquid petroleum gas containers in compliance with all applicable laws and shall ensure that they are securely anchored to the ground directly beneath the containers.
- (e) The licensee shall prohibit the placing of storage of unsightly material or vehicles of any kind.
- (f) The license shall require all manufactured homes to be underpinned with material similar to the mobile home siding. No corrugated iron, corrugated aluminum, or corrugated fiberglass may be used for underpinning after May 5, 1998. The underpinning shall be installed within 30 days of the issuance of a certificate of occupancy for placement of a manufactured home within a manufactured home park. The material and installation of the underpinning shall be approved by the building official.
- (g) The licensee shall require that all manufactured homes shall be habitable when moved into a licensed park. No manufactured home may be stored in any manufactured home park which is substandard, damaged by fire, wind, or other causes so as to have become dangerous to life, safety, morals, or the general health and welfare of the people of the city. It is the responsibility of the licensee to ensure compliance with this section.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-13. - Minimum responsibilities of occupant.

Each occupant shall:

- (1) Maintain those portions of the interior of a manufactured home under his/her control to be free from rubbish, garbage, and other substances that may encourage infestation by insects, rodents, or vermin, and from all unsanitary conditions;
- (2) Keep all occupied areas and all plumbing equipment and facilities in a clean, sanitary condition at all times;
- (3) Connect plumbing fixtures and heating equipment that the occupant supplies and maintain the connections in accordance with the applicable City of Grapevine codes;
- (4) Not alter a manufactured home or its facilities so as to create any nonconformity with this chapter or any other applicable law;
- (5) Maintain the manufactured home unit, plot, its facilities, equipment, and accessory structures in good repair and in a clean and sanitary condition;
- (6) Place the manufactured home on its stand properly and properly install utilities in compliance with the instructions of the park manager;
- (7) Skirt the area under the manufactured home so as to prevent exposure to the elements and to control infestation;
- (8)

Maintain skirting, porches, awnings, and other additions to the manufactured home in good repair;

(9) Keep the area under the manufactured home clear of flammable and combustible items.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-14. - Conditions or defects constituting an uninhabitable and dangerous manufactured home.

It is unlawful for any person to allow a dangerous manufactured home to be inhabited. A manufactured home that has any or all of the following conditions or defects is an uninhabitable and dangerous manufactured home:

- (1) Walls or other vertical structural members which list, lean, or buckle in excess of one-fourth inch horizontal measurement for each one foot of vertical measurement;
- (2) A supporting member, exclusive of the foundation, which shows 33 percent or more damage or deterioration;
- (3) A non-supporting enclosing outside wall or covering with 50 percent damage or deterioration;
- (4) Damage by fire, explosion, wind, vandalism, or elements of nature so that there may be a danger to life, safety, morals, or to the general health and welfare of a person;
- (5) Parts that may fall and injure a person or property;
- (6) Any improperly distributed load upon a floor or roof so that it is overloaded;
- (7) A floor or roof that has insufficient strength to be reasonably safe for the purpose for which it is used;
- (8) A foundation that is not free of holes, cracks, buckling, crumbling and defects as to provide adequate support;
- (9) A floor, exterior wall, or roof that has holes, cracks, or loose, rotten, warped, or protruding boards that may injure a person; and
- (10) An interior wall and ceiling that has holes, cracks, loose plaster, loose and baggy wallpaper, defective materials, or structural deterioration, that may defeat the purpose of the wall or ceiling or that may fail to protect the occupants of the structure from danger of collapse or of fire.
- (11) A structure that is not securely anchored to the ground and that may cause damage to itself, to other manufactured homes, to persons, or to other property;
- (12) Any installed system that is not maintained in compliance with the manufacturer's instructions;
- (13) Any component that is dilapidated, substandard, or unfit for human habitation or that may be a hazard to the public health, safety, or welfare;
- (14)

Any manufactured home that, regardless of its structural condition, is unoccupied by its owners, lessors, or other invitees and is unsecured from unauthorized entry to the extent that it could be entered or used by vagrants or other uninvited persons as a place of harborage or could be used by children.

(15) Boarded up, fenced, or otherwise secured in any manner if:

- a. The building constitutes a danger to the public even though secured from entry; or
- b. The means to secure the building are inadequate to prevent unauthorized entry or use by vagrants or other uninvited persons as a place of harborage or that could be entered or used by children.

(16) Any other condition that may cause death, illness, or injury to any person on or near the premises.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-15. - Elimination of uninhabitable and dangerous manufactured homes.

All uninhabitable and dangerous manufactured home units are public nuisances, and the owner shall vacate, repair or demolish them or remove them from the city, and relocate the residents.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-16. - Notice.

Upon finding that any manufactured home is a dangerous manufactured home, the building official may:

- (1) Notify in writing, by mail, or by hand-delivery the owner, lienholder or mortgagee, as shown by the city's tax roll or the deed records of the county clerk:
 - a. That the owner, lienholder or mortgagee shall vacate or cause the manufactured home to be vacated immediately;
 - b. That the owner or landlord shall repair or demolish the manufactured home or remove it from the city in compliance with the terms of this section;
 - c. That the owner, lienholder, or mortgagee, at his or her own risk, repair or demolish the manufactured home or remove it from the city or have such work or act done.
 - d. Of a reasonable time to start and complete the work;
 - e. Of a description of the manufactured home deemed unsafe, and a statement of the particulars which make the manufactured home dangerous and an order requiring the owner, lienholder, or mortgagee to comply with applicable laws.
- (2) Appear at all hearings conducted by the building board of appeals and testify as to the conditions of dangerous manufactured homes.

(3)

Place a placard notice on all manufactured homes which they determine to be dangerous and may read as follows:

Warning! This structure has been found to be dangerous by the Building Official, or his designated representative. The structure is to be vacated immediately. This notice is to remain on this structure until it is repaired or demolished in compliance with the notice which has been given the owner, occupant, lessee, mortgagee, or agent of this structure. It is unlawful to remove this placard.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-17. - Violation for failure to obey posted notice.

A person commits an offense if:

- (1) Without authority from the building official, he or she removes or destroys a placard placed by the building official or his designated representative.
- (2) He or she occupies a manufactured home or other structure on which the building official or his designated representative has placed a placard.
- (3) As owner and/or property manager of a manufactured home or other structure he or she permits a person to occupy the manufactured home, or other structure on which the building official or his designated representative has placed a placard.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-18. - Procedure for demolition.

- (a) If the owner, lienholder, or mortgagee does not comply with the notice to vacate and demolish or repair or remove a dangerous manufactured home from the city, the building official may set the matter for public hearing before the building board of appeals and notify the owner, operator, or manager of the public hearing. The notice shall contain a statement that the owner, lienholder, or mortgagee will be required to submit at the public hearing proof of the scope of any work that may be required to comply with this section and the time it will take to reasonably perform the work. Mailing a notice by certified mail to the address indicated by city certified tax rolls or county deed records constitutes notice. If the notice sent to the owner, operator, or manager is returned undeliverable, and the building official is unable to determine a correct address for the owner, operator, or manager then notice may be by publication in an official newspaper circulated in the city at least five days before the public hearing.
- (b) At the public hearing, the building official may present evidence of the condition of the manufactured home; and an owner, lienholder, operator, or mortgagee, may present evidence of relevant issues and will have the burden of proof to demonstrate the scope of any work that may

be required to comply with this chapter and the time it will take to reasonably perform the work.

- (c) The board of appeals, after hearing evidence from each interested person present, may:
- (1) Find that the manufactured home is not in violation of this chapter; or
 - (2) Find that the manufactured home is in violation of this chapter and order that it be vacated, secured, repaired, removed, or demolished, and that the occupants be relocated as follows:
 - a. That the owner, lienholder, or mortgagee of the manufactured home shall within 30 days:
 1. Secure it from unauthorized entry; or
 2. Repair, remove, or demolish the mobile home unless the owner or lienholder establishes at the hearing that the work cannot be reasonably performed within 30 days.
 - b. If the building board of appeals allows the owner, lienholder, or mortgagee more than 30 days to repair, remove or demolish the manufactured home then the owner, lienholder, or mortgagee shall follow the specific time schedule established by the board of appeals for the commencement and performance of the work and shall secure the property from unauthorized entry while the work is being performed in a reasonable manner determined by the building board of appeals.
 - c. If the Building Board of Appeals allows the owner, lienholder, or mortgagee more than 90 days to repair, or demolish the manufactured home, or fully perform all work required to comply with the order, then the owner, lienholder or mortgagee shall:
 1. Submit a detailed plan and time schedule for the work at the hearing; and
 2. Establish at the hearing that the work cannot reasonably be completed within 90 days because of the scope and complexity of the work;
 3. Regularly submit progress reports to the building board of appeals to demonstrate that the owner, lienholder, or mortgagee has complied with the time schedule established for commencement and performance of the work or appear before the building board of appeals to demonstrate compliance with the time schedules.
 - d. Within ten days after the date the order is issued, the Building Official shall:
 1. File a copy of the order in the building official's office;
 2. Publish in a newspaper of general circulation in the city, a notice containing:
 - i. The street address or legal description of the property;
 - ii. The date of the hearing;
 - iii. A brief statement of the contents of the order; and
 - iv. Instructions for obtaining a complete copy of the order.
 3. File a copy of the order in the Tarrant County deed records.

- e. After the public hearing, the building official shall mail promptly by certified mail, a copy of the order to the owner of the manufactured home.
- f. If the owner does not take the ordered action within the allotted time, the building official shall promptly mail by certified mail a copy of the order to any lienholder or mortgagee of the manufactured home.
- g. If the manufactured home is not vacated, secured, repaired, removed, or demolished, or the occupants are not relocated within the allotted time, the city may vacate, secure, remove, or demolish the manufactured home or relocate the occupants at its own expense.
- h. If the city incurs expenses under subsection (7), it may assess the expenses on the vacating, securing, repairing, removing, demolishing and the relocating of the occupants of the manufactured home, and if the property is not a homestead, file a lien against the property on which the manufactured home is located.
- i. When an order to repair or demolish has been filed in the deed records of Tarrant County, a sale or other transfer of the premises does not affect the validity and enforceability of the order. A person acquiring interest in the property after an order has been so filed is subject to such order.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-19. - Emergency action by the city.

- (a) When a manufactured home violates this chapter and is unoccupied or occupied only by person(s) who do not have a right of possession to the manufactured home, the building official may give notice to the owner, lienholder, or mortgagee that the abandoned manufactured home must be secured and fenced or removed from the city. If the manufactured home is not secured and fenced or removed from the city within ten days after delivery of the notice, the director of development services or building official may have a fence erected to enclose the property or in some other way secure the manufactured home. The fence may be six feet in height.
- (b) If the city fences and/or secures a manufactured home pursuant to this section, before the 11th day after the date the manufactured home is secured, the director of development services or the building official shall give notice to the owner by:
 - (1) Personally serving the owner with written notice;
 - (2) Depositing the notice in the United States mail addressed to the owner at the owner's post office address;
 - (3) Publishing the notice at least twice within a ten-day period in a newspaper of general circulation in the county in which the building is located if personal service cannot be obtained and the owner's post office address is unknown; or

(4) Posting the notice on or near the front door of the manufactured home if personal service cannot be obtained and the owner's post office address is unknown;

(c) The notice must contain:

- (1) An identification, which is not required to be a legal description, of the manufactured home and the property on which it is located;
- (2) A description of the violation of the section that is present at the manufactured home;
- (3) A statement that the city has secured the manufactured home; and
- (4) An explanation of the owner's entitlement to request a hearing about any matter relating to the city's securing of the manufactured home.

The building board of appeals shall conduct a public hearing at which the owner may testify, present witnesses or written information about any matter relating to the securing of the manufactured home by the city within 30 days after the date the municipality secures the manufactured home, the owner files with the municipality a written request for the hearing. The building board of appeals shall conduct the public hearing within 20 days after the date the request is filed.

(d) If the city incurs expenses under this section the city may assess the expenses and file a lien against, unless it is a homestead as protected by the Texas Constitution, the property on which the manufactured home was located.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

Sec. 24-20. - Same—Revocation; reissuance.

The city council may revoke any license to maintain and operate a manufactured home park when the licensee has been found guilty by court of competent jurisdiction of violating any provision of this chapter. After such conviction, the license may be reissued if the circumstances leading to conviction have been remedied and the park is being maintained and operated in full compliance with the law, and this chapter. The licensee of any manufactured home park shall not permit the violation of any of the terms of this chapter, and any violation of a provision of this chapter in the operation of a licensed manufactured home park may be grounds for revocation of the license thereof. The director of development services may suspend the issuance of a certificate of occupancy for manufactured homes if the person licensed to operate the manufactured home park fails to comply with a notice of violation of Chapter 24 of the Grapevine Code of Ordinances.

(Ord. No. 98-50, § 1 (Exh. A), 5-5-98)

MEMO

TO: Erica Marohnic
FROM: Kaitlen Cerney
DATE: February 10, 2026
RE: Timeline, Notice, and Next Steps – Dilapidated Mobile Home

I. Background

On February 6, 2026, the City initiated formal enforcement proceedings regarding a severely dilapidated manufactured home located at 431 N. Scribner Street, Lot 72. On that date:

1. City staff posted a placard notice on the front door of the mobile home; and
2. The Building Official issued a written Order to Vacate, Repair, Demolish, or Remove, which was delivered by certified mail and hand delivery to the property owner.

These actions triggered the notice and hearing requirements under the City's unsafe structure and manufactured home regulations.

II. February 6, 2026, Building Official Order

The February 6, 2026, letter from the Director of Planning Services serves as the City's formal unsafe structure determination and initial enforcement order. Specifically, the letter:

1. Declares the manufactured home unsafe and unfit for human occupancy;
2. Orders immediate vacation of the structure;
3. Directs the owner, lienholder, or mortgagee to repair, demolish, or remove the manufactured home;
4. Requires corrective actions to commence with ten (10) days, with completion within a reasonable time as determined by the Building Official; and
5. Identifies detailed structural and safety deficiencies supporting the unsafe determination.

Importantly, while the letter orders corrective action, final authority to order demolition or removal following notice rests with the Building Board of Appeals after a public hearing, consistent with due-process requirements.

III. Procedural Timeline (Key Dates)

February 6, 2026

- Placard notice posted on the manufactured home.
- Building Official's written order issued and delivered.
- Statutory notice period for a public hearing begins.

February 6 to March 8, 2026

- Notice period runs.
- During this period, staff must ensure:
 - The placard remains posted;
 - All mailed and posted notice requirements are satisfied and documented; and
 - The matter is properly agendized for the Building Board of Appeals.

March 9, 2026

- Public hearing before the Building Board of Appeals.
- The Board will consider evidence regarding the condition of the manufactured home and determine whether to other repair, removal, or demolition.

IV. Draft Agenda Item (March 9, 2026)

SUBJECT:

Public hearing to consider an unsafe manufactured home located at 431 N. Scribner Street, Lot 72, and determine whether the structure should be repaired, removed, or demolished.

BACKGROUND:

On February 6, 2026, City staff posted a placard notice on the manufactured home located at 431 N. Scribner Street, Lot 72, and the Building Official issued a written order declaring the structure unsafe and unfit for human occupancy. The order directed the owner to vacate the structure and to repair, demolish, or remove the manufactured home. The posting of the placard and issuance of the order initiated the enforcement and notice process under the City's Code of Ordinances.

ANALYSIS:

Staff inspections and observations indicate that the manufactured home is in a severely dilapidated condition and presents a risk to public health, safety, and welfare. The Building Board of Appeals is authorized to conduct a public hearing, consider evidence, and issue appropriate orders requiring repair, removal, or demolition of the structure.

RECOMMENDED ACTION:

Conduct a public hearing and, if supported by the evidence, issue an order requiring the owner to repair, remove, or demolish the manufactured home within a specified timeframe.

V. Post-Hearing Next Steps

If the Board orders repair, removal, or demolition and the owner fails to comply within the timeframe established by the Board:

- The City may proceed with enforcement actions authorized by ordinance, including administrative abatement;
- Costs incurred by the City may be assessed against the property and/or responsible parties as allowed by law; and
- If necessary to carry out removal or demolition of the manufactured home, the City may seek judicial authorization.

Coordination will be required among Code Enforcement, Legal, Police, and Community Outreach to ensure proper execution and documentation.

VI. Summary

The City has properly initiated enforcement through placard posting and issuance of a written unsafe structure order on February 6, 2026. The March 9, 2026, public hearing satisfies due-process requirements and positions the Building Board of Appeals to issue a final, enforceable order regarding repair, removal, or demolition. Following the Board's action, the City will be legally positioned to proceed with abatement if voluntary compliance is not achieved.



VIA CERTIFIED MAIL AND HAND DELIVERY

February 6, 2026

Ms. Margarita Gonzales
431 N Scribner St., Lot 72
Grapevine, TX 76051

RE: UNSAFE MANUFACTURED HOME – ORDER TO VACATE, REPAIR, DEMOLISH, OR REMOVE

Property Address: 431 N Scribner St., Lot 72, Grapevine, TX 76051

Ms. Gonzales:

Pursuant to **City of Grapevine Code of Ordinances Section 24-14**, an inspection of the manufactured home located at the above-referenced property has determined that the structure is **unsafe and unfit for human occupancy**.

ORDER

1. **Immediate Vacation of the Manufactured Home**
You are hereby ordered to **vacate or cause the manufactured home to be vacated immediately**. No person may occupy the manufactured home until it is brought into compliance with all applicable codes and regulations.
2. **Repair, Demolition, or Removal Requirement**
You are further ordered to **repair or demolish the manufactured home, or remove it from the City**, in full compliance with the requirements of this section and all applicable laws and ordinances.
3. **Owner, Lienholder, or Mortgagee Responsibility**
The **owner, lienholder, or mortgagee**, at his or her own risk, may **repair or demolish the manufactured home or remove it from the City**, or have such work or action performed.
4. **Time to Commence and Complete Work**
You are required to **commence corrective action within a ten (10) days time and complete the required work within a reasonable time thereafter**, as determined by the Building Official. Failure to do so may result in the City taking enforcement action, including repair, demolition, or removal of the structure, with all costs assessed against the property and/or responsible parties as allowed by law.
5. **Description of Unsafe Conditions**
The manufactured home has been deemed unsafe due to the following conditions:



- o Walls or other vertical structural members which list, lean, or buckle in excess of one-fourth inch horizontal measurement for each one foot of vertical measurement;
- o A supporting member, exclusive of the foundation, which shows 33 percent or more damage or deterioration;
- o Parts that may fall and injure a person or property;
- o A floor or roof that has insufficient strength to be reasonably safe for the purpose for which it is used;
- o A foundation that is not free of holes, cracks, buckling, crumbing, and defects as to provide adequate support;
- o A floor, exterior wall or roof that has holes, cracks, or loose, rotten, warped, or protruding boards that may injure a person;
- o Any component that is dilapidated, substandard, or unfit for human habitation or that may be a hazard to the public health, safety, or welfare;
- o Trash and other debris around the entirety of the structure;
- o Broken and boarded up windows.

These conditions render the manufactured home dangerous to the health, safety, and welfare of the occupants and the public. You are hereby ordered to **comply with all applicable laws, codes, and ordinances.**

Failure to Comply

Failure to comply with this order may result in additional enforcement actions, including but not limited to citations, administrative penalties, and City-initiated demolition or removal, with all costs, fees, and expenses assessed as provided by law.

If you have questions or wish to discuss compliance options, please contact James Adams at (817) 410-3124.

Sincerely,

Erica Marohnic, AICP
Director of Planning Services

WARNING!

This structure has been found to be dangerous by the Building Official, or his designated representative. The structure is to be vacated immediately. This notice is to remain on this structure until it is repaired or demolished in compliance with the notice which has been given the owner, occupant, lessee, mortgagee, or agent of this structure. It is unlawful to remove this placard.

OUTLINE OF BUILDING BOARD OF APPEALS MEETING PROCEDURE (DANGEROUS BUILDINGS)

BRIEFING SESSION:

- Public meeting, but **NOT** a Public Hearing; public and applicants may attend, but may not participate unless asked a specific question for clarification.
- New business – Building Official will present the case. Board members should use this opportunity to make sure they are clear on the specifics of the case. Asking questions at this point will help to make the public hearing more efficient. Board members should not use this briefing session to deliberate for or against the case.
- Building Official will present miscellaneous reports.

REGULAR MEETING:

- Call to order
- New business
 - Chairman will open Public Hearing.
 - Building Official will present the case. Board members may ask Building Official questions.
 - Applicant will give presentation; Board may ask applicant questions.
 - Any other interested party may speak and be questioned.
 - Chairman closes Public Hearing.
 - Board deliberation
 - Motion to find that the subject structures is (or is not) a Dangerous Building pursuant to Article II, Sec. 7-20 of the Grapevine Code of Ordinances. **Example:** "I move that in BBA case 26-____, that this structure is a Dangerous Building pursuant to Article II, Sec. 7-20, and must be repaired or demolished within 30 days from today."
 - Vote
 - Consideration of Minutes (vote required for approval).
 - Meeting adjourned

Should the property owner not comply with the order of the Board within the specific time limit, the Building Official will inform the Board at the meeting following the expiration of the time limit. At this meeting the Building Official will ask the Board to forward to the City Attorney a request to seek injunction and demolition of the structure. The motion should be as follows:

- I move that in BBA case 26-____, that after having been ordered to repair or demolish the structure within 30 days, the owner has taken no action. This noncompliance shall be reported to the City Attorney so that all necessary legal action may be taken.

All other meeting procedures are the same as for a regular Dangerous Building Case.

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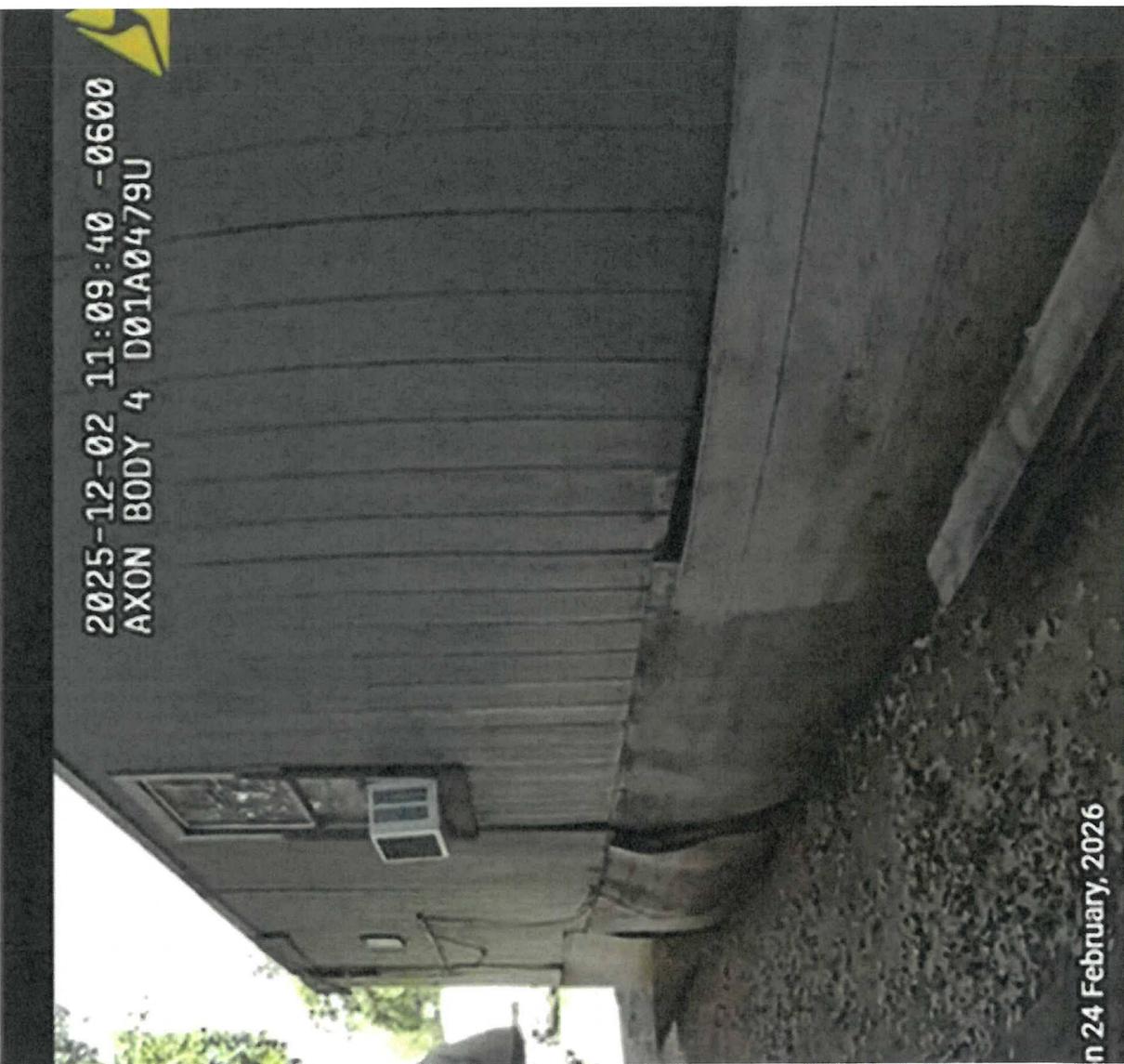
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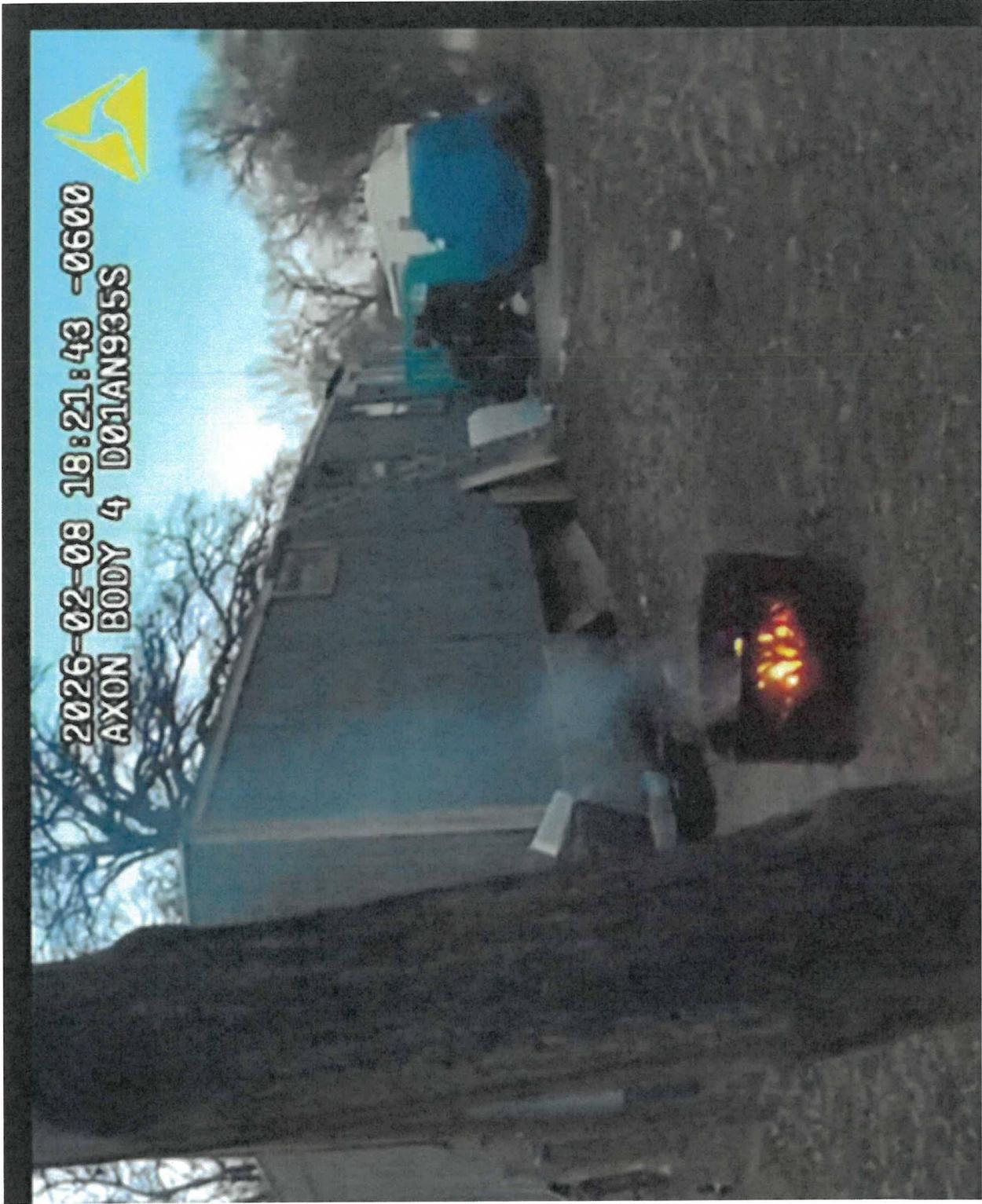
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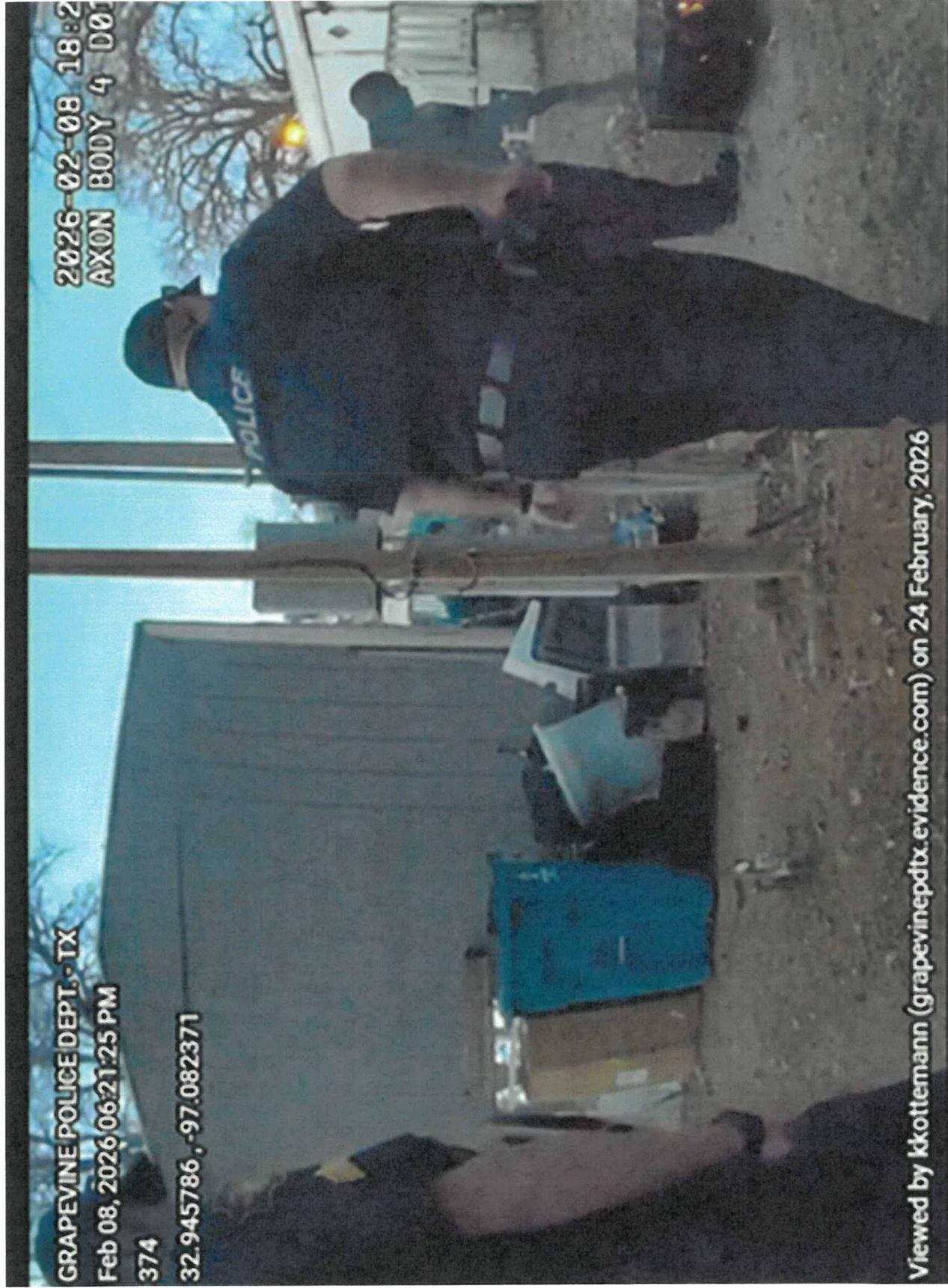
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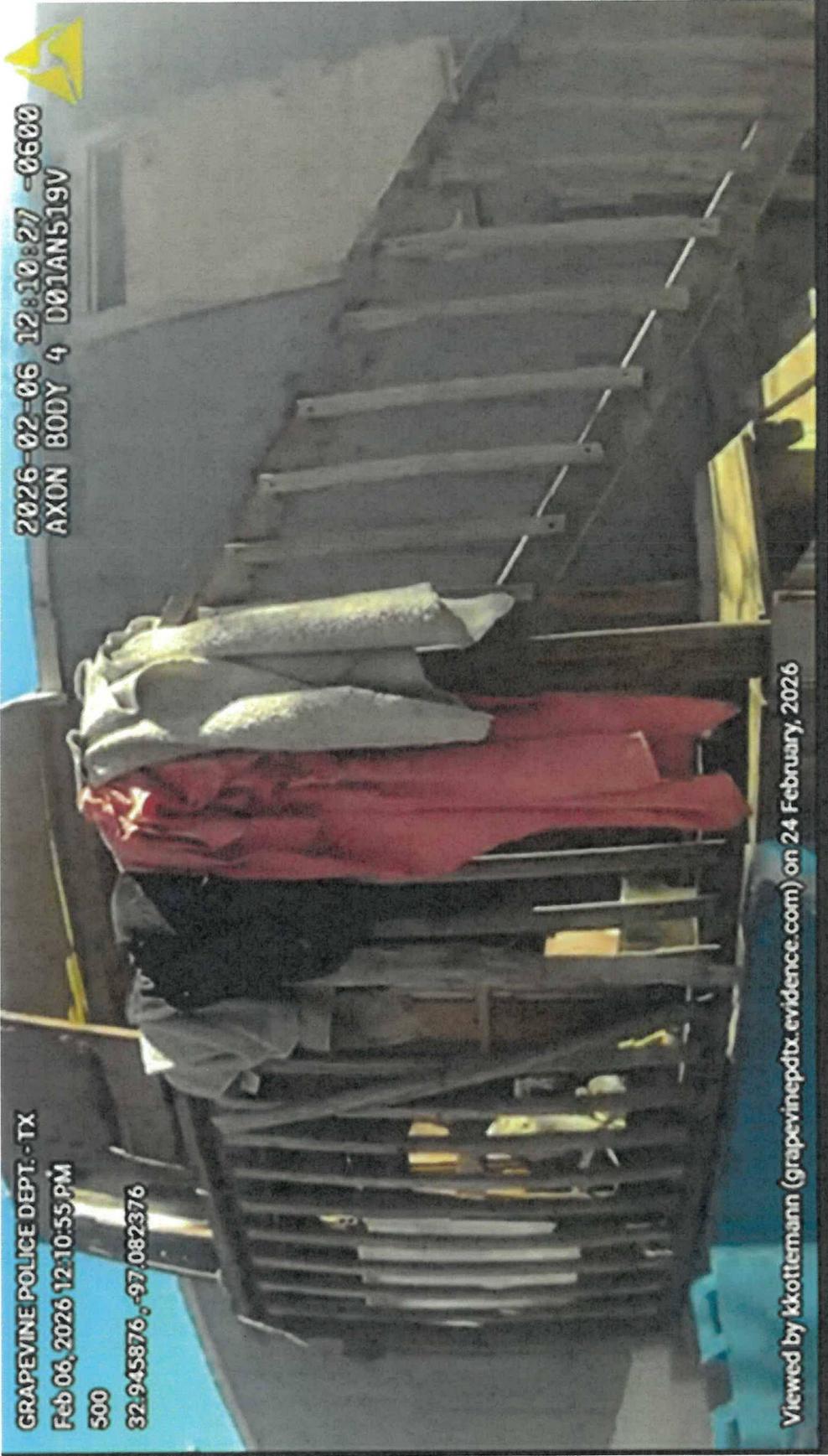
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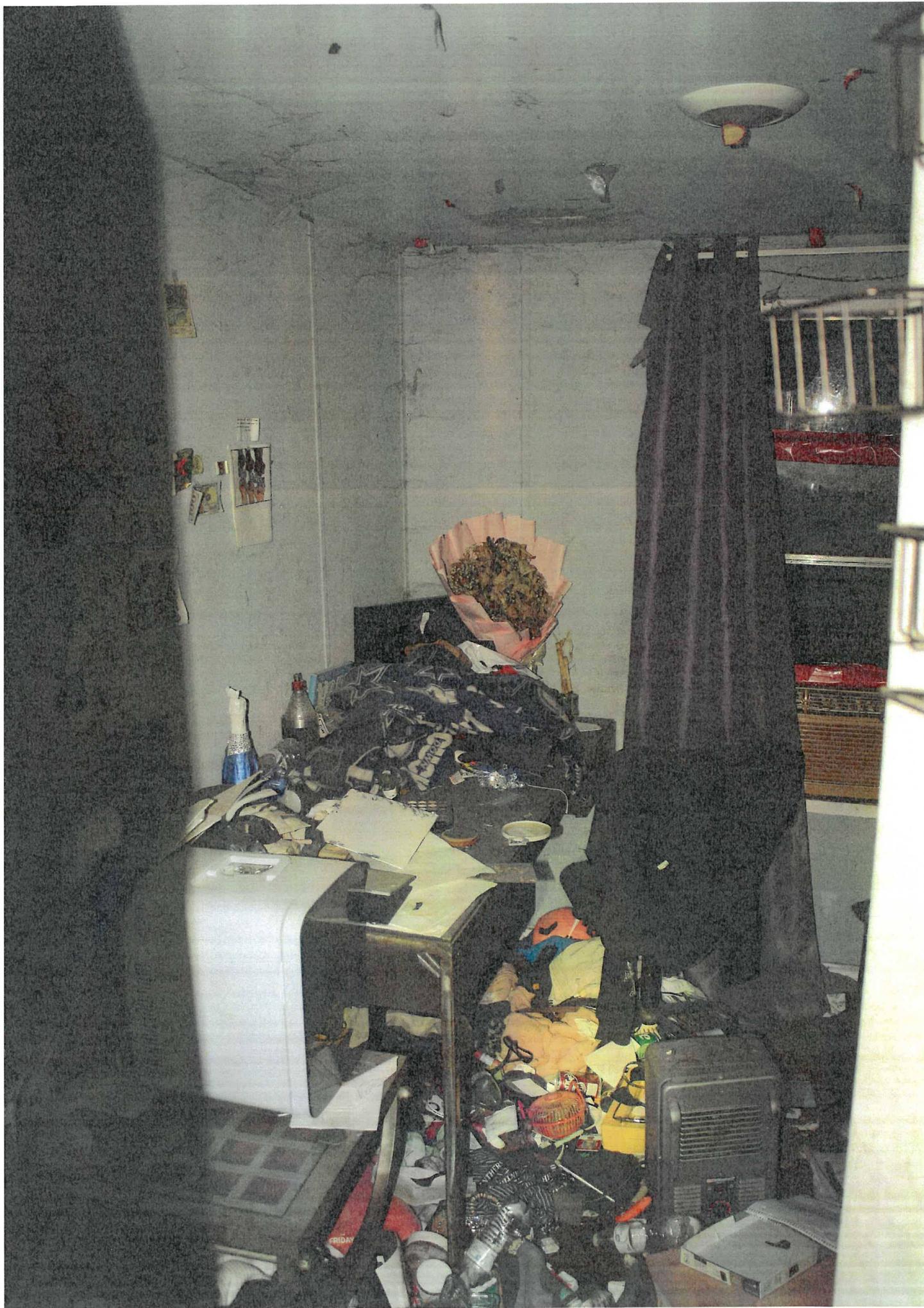
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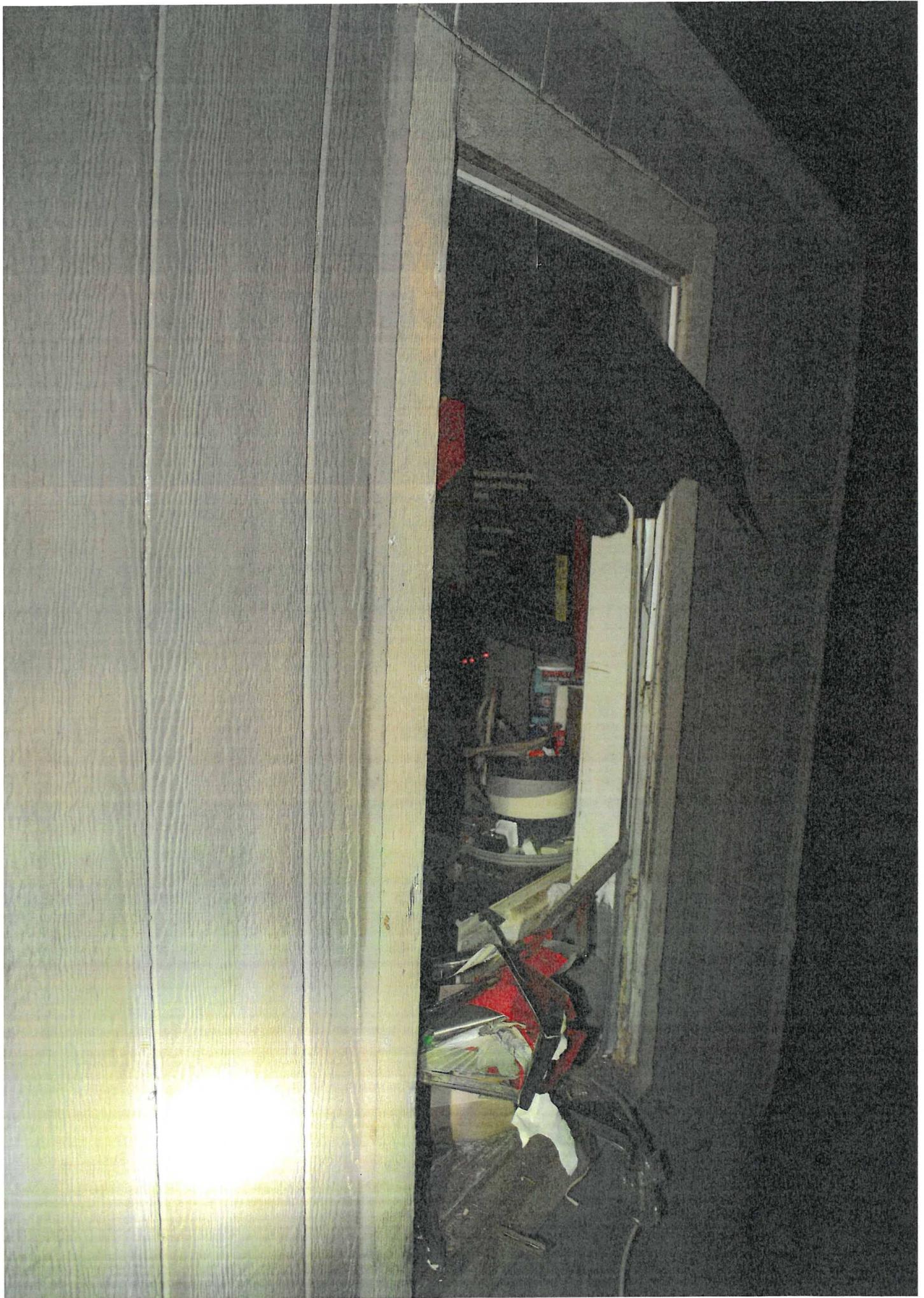
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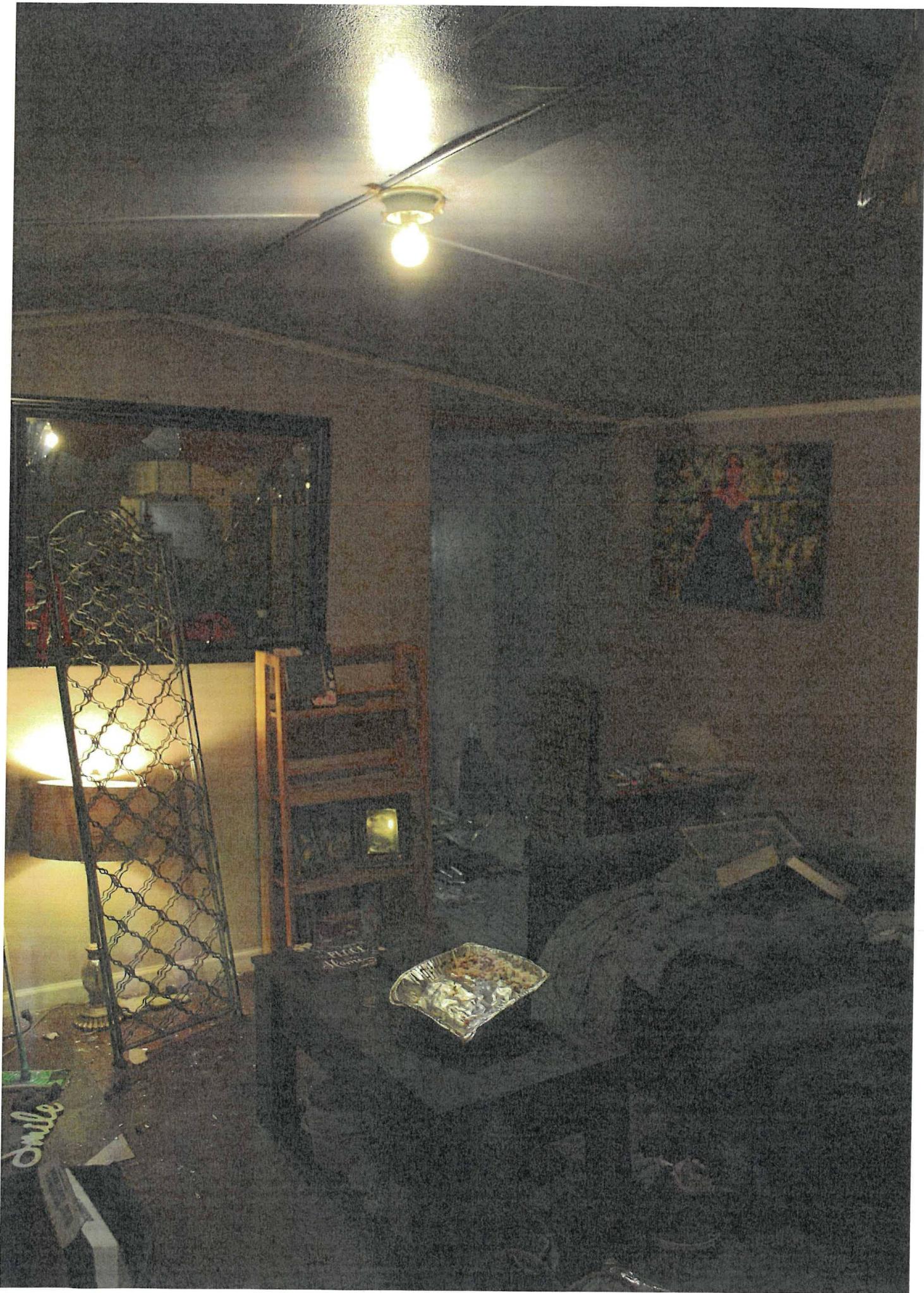
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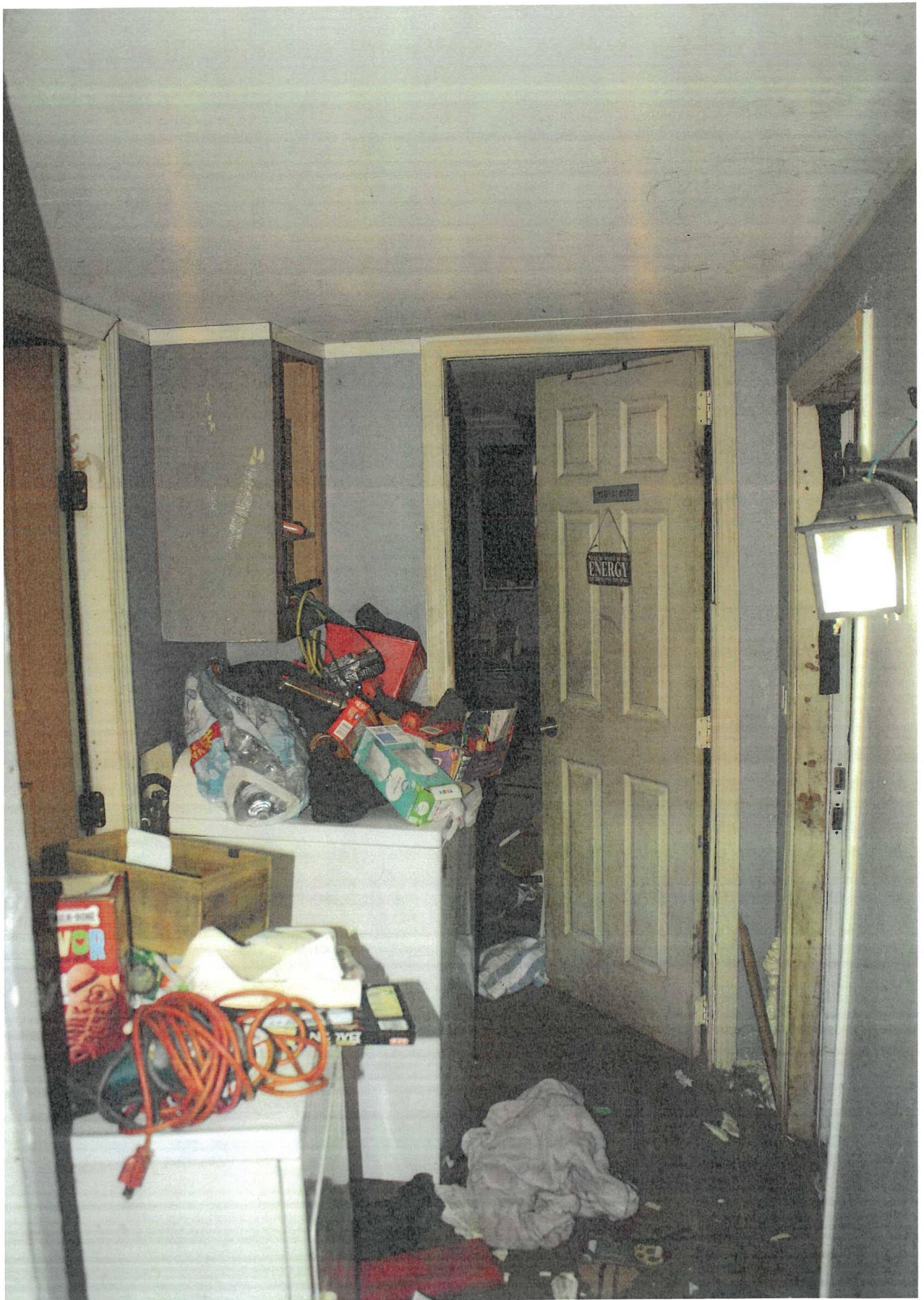




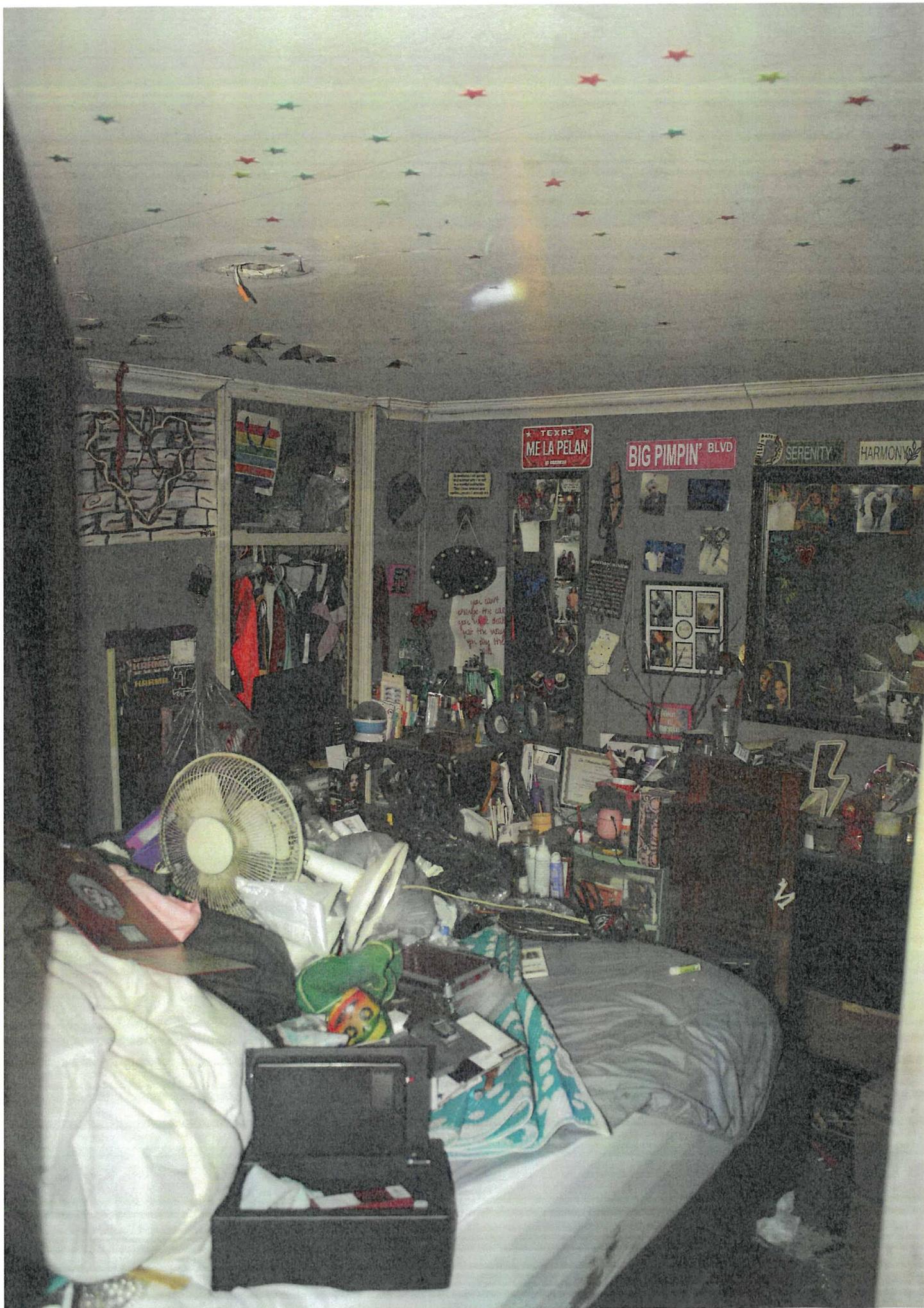


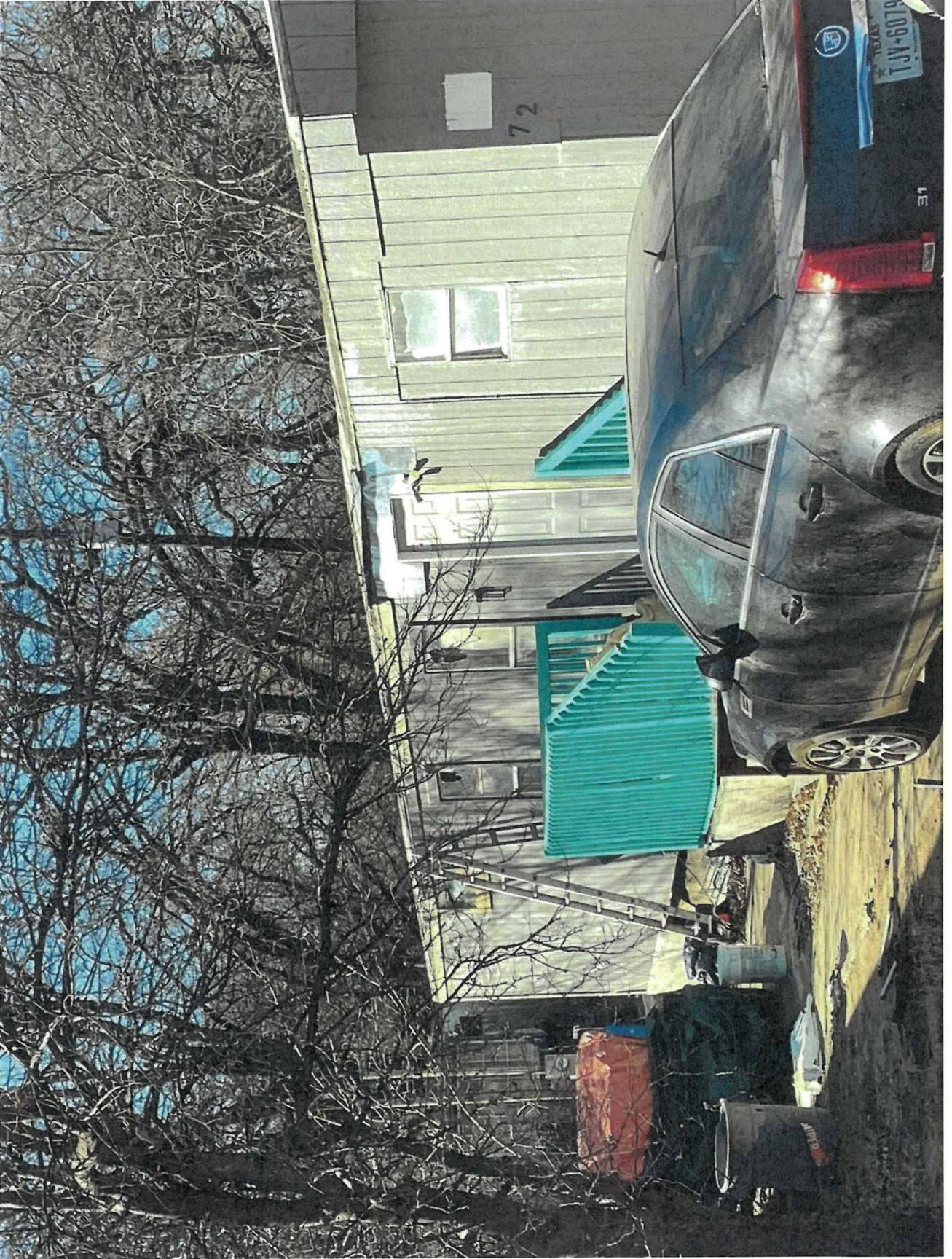










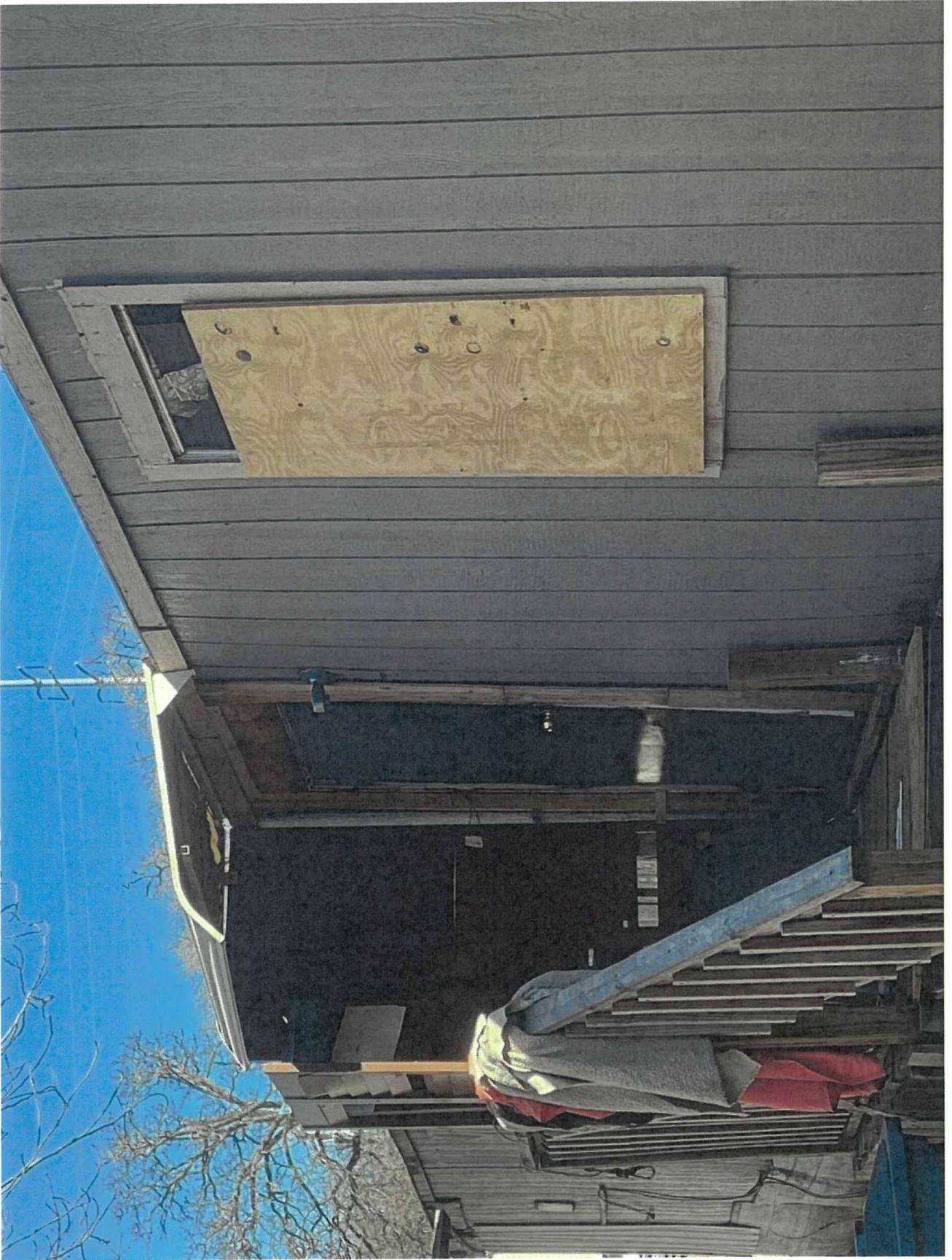


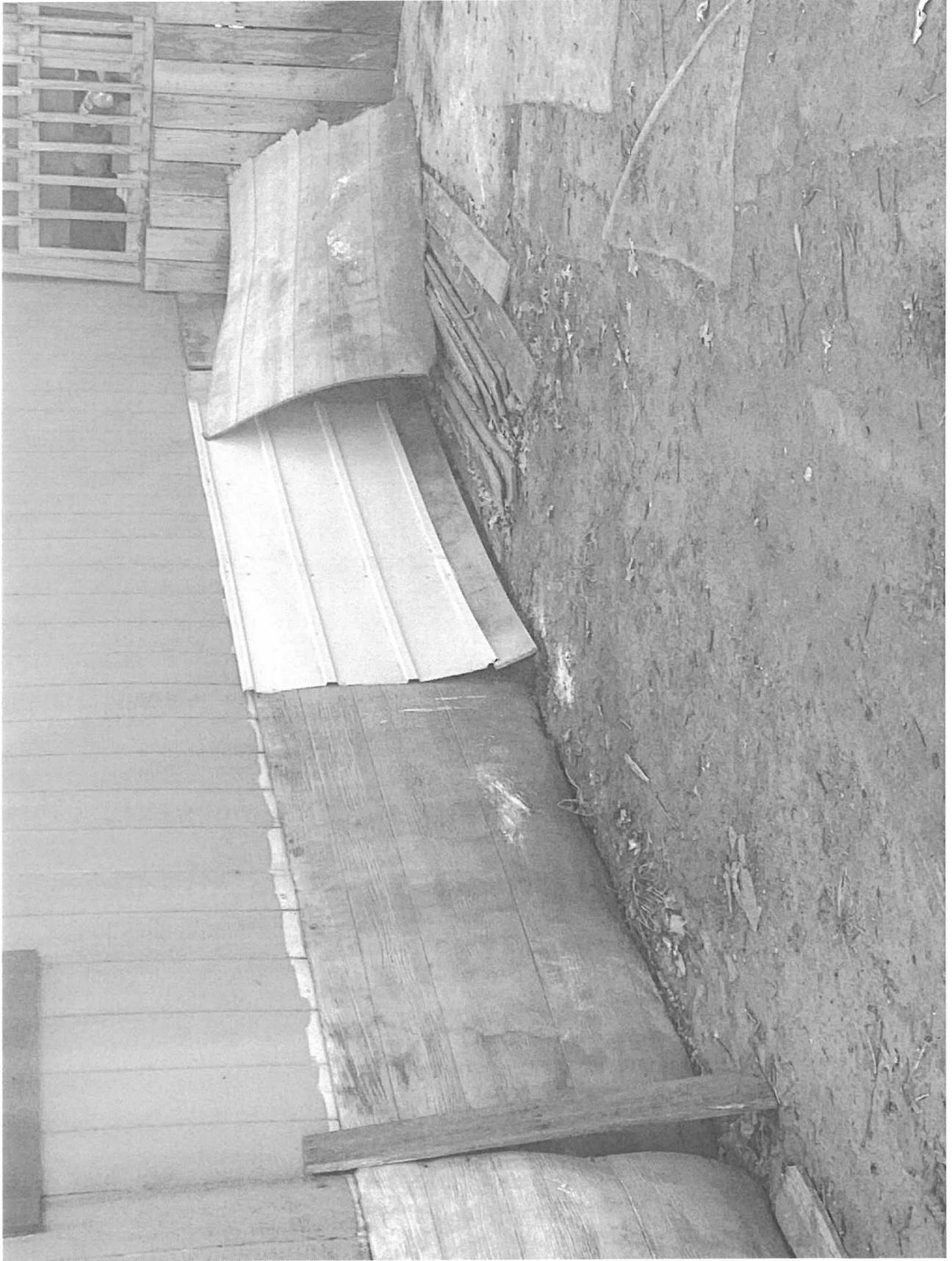














CITY OF GRAPEVINE, TEXAS
BUILDING BOARD OF APPEALS MEETING MINUTES
MONDAY, NOVEMBER 10, 2025

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, November 10, 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 |
| Sergio Harris | Member |

Constituting a quorum. Also, present was City Council Representative Chris Coy and the following City Staff:

| | |
|-----------------|-----------------------------|
| Larry Gray | Building Official |
| Arnoldo Ramirez | Assistant Building Official |
| Matthew Boyle | 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 November 10, 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 6:09 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

CITIZEN COMMENTS

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

NEW BUSINESS

5. Building Board of Appeals to conduct a public hearing relative to tabled 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 six-foot wrought iron fence 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.

With no questions for the Building Official, Larry Gray, Joanne Washburn of 428 E Wall Street, Grapevine, Texas, addressed the Board; she explained that she wanted to enhance the property, that she had complied with the 50% through vision and her special condition was the irregularity of the lot positioned on the corner with Highway Commercial businesses across the street. She requested favorable consideration of her request.

Dave Custable asked if any property notices had been received. Ms. Washburn stated that the city had sent them for the previous case and assumed they would be sent again. She stated that she had talked to all her neighbors. Staff stated that the case was tabled to a specific date and not required to resend notices.

With no further questions for Mr. Gray or Ms. Washburn, and no additional speakers, Becky St. John made a motion to close the public hearing. Shea Kirkman seconded the motion which prevailed by the following vote:

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

Jerrold Sklar made a motion that a special condition did not exist to support the request, and deny the variance requests to Section 7-127, Fences, Front Yard Requirements and Section 7-128, Reverse frontage corner lot requirements. Shea Kirkman seconded the motion which prevailed by the following vote:

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

6. Building Board of Appeals to consider the minutes of October 13, 2025, meeting and take any necessary action.

Next the Building Board of Appeals to consider the minutes of the October 13, 2025, meeting.

Dave Custable made a motion to accept the minutes of October 13, 2025, Briefing and Public Hearing. Jerrold Sklar seconded the motion which prevailed by the following vote:

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

7. Building Board of Appeals to consider the 2026 Meeting Agenda Schedule and take any necessary action.

Next the Building Board of Appeals considered the 2026 Meeting Agenda Schedule.

Sklar Kirkman made a motion to accept the 2026 Meeting Agenda Schedule. Jerrold Sklar seconded the motion which prevailed by the following vote:

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

ADJOURNMENT

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

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

The meeting was adjourned at approximately 6:32 P.M.

PASSED AND APPROVED BY THE BUILDING BOARD OF APPEALS OF THE CITY OF GRAPEVINE, TEXAS, ON THE 9TH DAY OF MARCH 2026.

APPROVED:

CHAIRMAN

SECRETARY