



# City of Colleyville Sign Board of Appeals Agenda

City Hall  
100 Main Street  
Colleyville, Texas 76034  
817. 503.1000  
www.colleyville.com

Tuesday, November 8, 2022

City Council Chambers

**7:00 P.M.  
CITY COUNCIL CHAMBERS  
THIRD FLOOR**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**1. APPROVAL OF MINUTES**

**1a** Sign Board of Appeals Meeting Minutes - September 13, 2022

**2. PUBLIC HEARING AGENDA ITEMS**

**2a** Request for a variance to the provisions of Section 7-150 - Permanent Freestanding Signs - Sign Classifications and Regulations of the Land Development Code, specifically for an institutional sign on Lot 1R1A, Block 1, Heritage High School Subdivision, located at 5401 Heritage Avenue, Case SC22-006

**3. ADJOURNMENT**

*I hereby certify this agenda was posted on City Hall bulletin boards November 4, 2022 by 5:00 p.m.*

Dakari Hill  
Planner

***A quorum of the Colleyville City Council may be in attendance at this meeting.***

*Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.*

*If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1133, and reasonable accommodations will be made to assist you.*



# City of Colleyville Sign Board of Appeals Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
www.colleyville.com

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<b>Agenda Number</b> 1a	<b>Agenda Date</b> 11/8/2022	<b>Number</b>
<b>Type</b> Approval of Minutes		
<b>Department</b> Sign Board of Appeals		

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## **Title**

Sign Board of Appeals Meeting Minutes - September 13, 2022

## **Explanation**

Approval of minutes from the September 13, 2022 Sign Board of Appeals Meeting.

## **Recommendation**

Approve

## **Attachments**

1. 9.13.2022 - SBA Minutes



# City of Colleyville Sign Board of Appeals Minutes

City Hall  
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817. 503.1000  
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Tuesday, September 13, 2022

City Council Chambers

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## Call to Order

The Sign Board of Appeals Meeting of the City of Colleyville was called to order by Chair Carroll on September 13, 2022 at 7:00 p.m.

## Roll Call

**Present:** Richard Vallario, Dee Kamerman, Dan Shadle, Frank Carroll, and Mic Deakin

**Staff Present:** Jacquelyn Reyff and Dakari Hill

**Also Present:** Councilman George Bond

## 1. APPROVAL OF MINUTES

**1a Board Member Shadle made a motion to approve the July 12, 2022 minutes. Board Member Vallario seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 5 – Vallario, Kamerman, Shadle, Carroll, and Deakin**

**Nay: 0**

## 2. PUBLIC HEARING AGENDA ITEMS

**2a** Request for a variance to the provisions of Section 7-150, Permanent Freestanding Signs – Sign Classifications and Regulations of the Land Development Code, for Lot 1, Block 7, Thompson Terraces Subdivision, located at 5115 Colleyville Boulevard, Case SC22-005

Jacquelyn Reyff presented the case and briefed the Board.

Staff answered questions of the Board regarding planter boxes being correlated to increased business.

An associate of the applicant, Will Merrifield, 105 Williamsburg Court, Colleyville, TX, came forward and expressed to the Board that the variance was needed to improve the aesthetics of the area.

Mr. Merrifield answered questions of the Board regarding the length of time the planter boxes have been on the property and the reason for needing both the allowed sign and planter boxes.

The public hearing was opened at 7:13 p.m.

With no one wishing to speak, the public hearing was closed at 7:13 p.m.

Staff answered questions of the Board regarding the initiation of the case.

**Board Member Deakin made a motion to approve Case SC22-005. Board Member Kamerman seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 5 – Vallario, Kamerman, Shadle, Carroll, and Deakin  
Nay: 0**

**3. ADJOURNMENT**

The meeting adjourned at 7:15 p.m.

The minutes were written and prepared by:



Dakari Hill  
Planner

*The meeting minutes were approved on \_\_\_\_\_, \_\_\_\_\_ by a vote of \_\_\_\_\_.*



# City of Colleyville Sign Board of Appeals Agenda Briefing

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**Agenda Number** 2a

**Agenda Date** 11/8/2022

**Number**

**Type** Public Hearing Agenda Items

**Department** Sign Board of Appeals

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## Title

Request for a variance to the provisions of Section 7-150 - Permanent Freestanding Signs - Sign Classifications and Regulations of the Land Development Code, specifically for an institutional sign on Lot 1R1A, Block 1, Heritage High School Subdivision, located at 5401 Heritage Avenue, Case SC22-006

## Explanation

Ramon Castanuela, the applicant, has submitted a request for a variance for the freestanding monument sign located at 5401 Heritage Avenue for Colleyville Heritage High School.

**Existing Conditions/Background:** The subject property is generally located north of the intersection of Glade Road and Heritage Avenue. It is zoned CC-2 Village Retail and is currently platted as Lot 1R1A, Block 1, Heritage High School Addition.

**Requested Variances:** The applicant is requesting a variance for the freestanding monument sign.

*Ordinance* – Section 7.150, Permanent Freestanding Signs – Sign Classification and Regulations of the Land Development Code establishes regulations for general business signs:

“On-Premises Institutional Sign – The purpose of an on-premises institutional sign is to identify schools, churches, hospitals or similar public or quasi-public institutions. One on-premises institutional sign per street frontage shall be allowed on the premises where the institution is located and . . . :

- a. Maximum Area: Sixty and one-half square feet (60.5 s.f.), overall structure size.
- b. Base and Column Requirements: At a minimum, a general business sign shall be constructed to include a base and columns as described below. Said base and columns shall be included in the calculation for determining the overall structure size for compliance with these regulations.
  - i. Base: A general business sign shall be constructed with a base that extends the entire length of the face of the sign structure. Said base shall be a minimum of eighteen inches (18”) in height and shall be constructed of brick, stone, or of a

material similar to that of the primary building on the lot.

ii. Columns: A general business sign shall be constructed with columns constructed on each end of the face of the sign structure. Said columns shall be a minimum of eighteen inches (18") in width as viewed from the front and side elevations and shall extend the entire height of the face of the sign structure. Said columns shall be constructed of brick, stone, or of a material similar to that of the primary building on the lot.

iii. Sign Face Offset Requirement: The vertical plane of the advertising image area shall be internally offset (recessed) a minimum of two inches (2") from the vertical plane of the base and columns required above.

Chapter 1 (General Provisions) of the Land Development Code authorizes the Sign Board of Appeals to grant variances to the requirements of Chapter 7 – Signs given the following considerations:

"...In considering a request for a variance, the Sign Board of Appeals shall consider, among other things, the degree of variance, the reason for the variance requested, the location of the variance request, the duration of the requested variance, the effect on public safety, the protection of neighborhood property, the degree of hardship or injustice involved, and the effects of the variance on the general plan of regulation of signs within the City."

**Analysis:** The applicant desires to utilize the existing freestanding monument sign for Colleyville Heritage High School. The digital portion of the sign has become inoperable and the computer parts that run it cannot be repaired. They would like to maintain the current pedestal and just replace the top cabinet portion of the sign. The existing sign is 10.5' tall and the top portion is 8' wide. The new cabinet will be reduced in length by 1' foot (7' wide) and the cabinet height would be reduced by 2'4" (4' height). The overall height of the sign would be reduced by 3' with the new top cabinet (7.5').

**Public Notification:** Staff mailed notices to property owners within 500 feet of the subject property regarding this request. Grapevine-Colleyville ISD, where the subject property is located, was notified per State law. Notice was published in the Fort Worth Star-Telegram as required by State law and the Land Development Code.

**Staff Recommendation:** Based on current regulations, staff does not recommend approval of the requested sign variance due to technical non-compliance.

## **Recommendation**

Denial

## **Attachments**

1. Aerial Map

2. Zoning Map
3. Future Land Use Map
4. Statement of Planning Objectives
5. Site Plan
6. Exhibits - Old Sign
7. Exhibits - New Sign
8. Notification Map
9. Notification Letter
10. Notification List


# Aerial Map

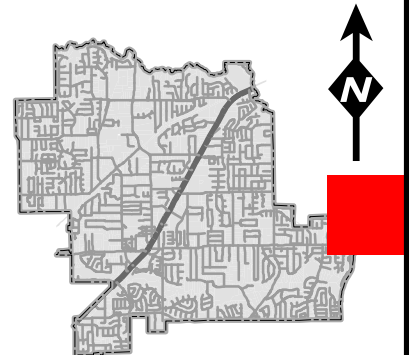


**SC22-006**

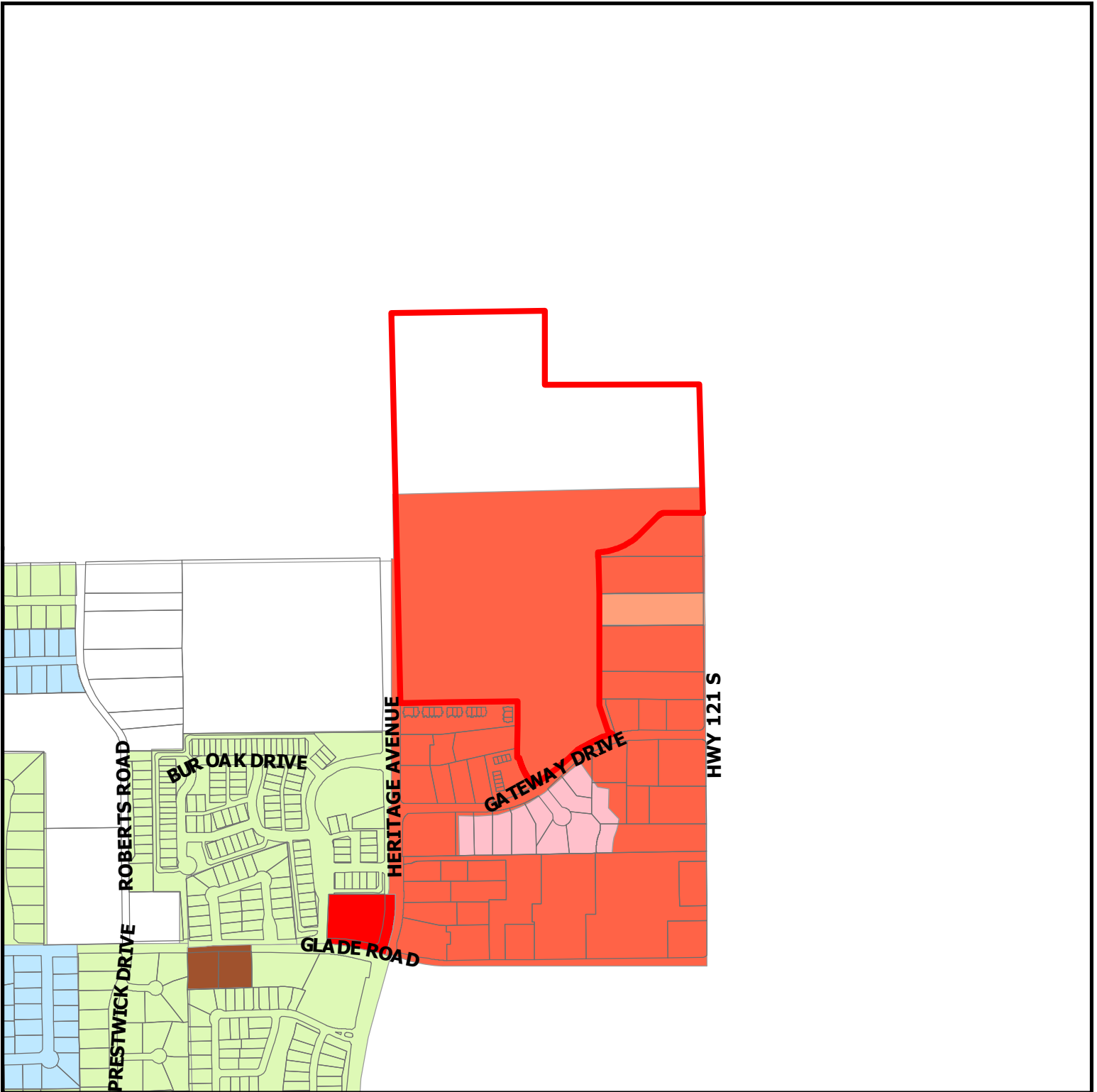
**5401 Heritage Avenue**

DISCLAIMER:  
This map and information contained in it were developed exclusively for use by the City of Colleyville. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of Colleyville, its officials or employees for any discrepancies, errors, or variances which may exist.

 Subject Property




# Zoning Map

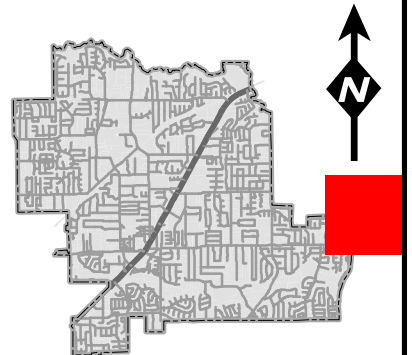


## SC22-006

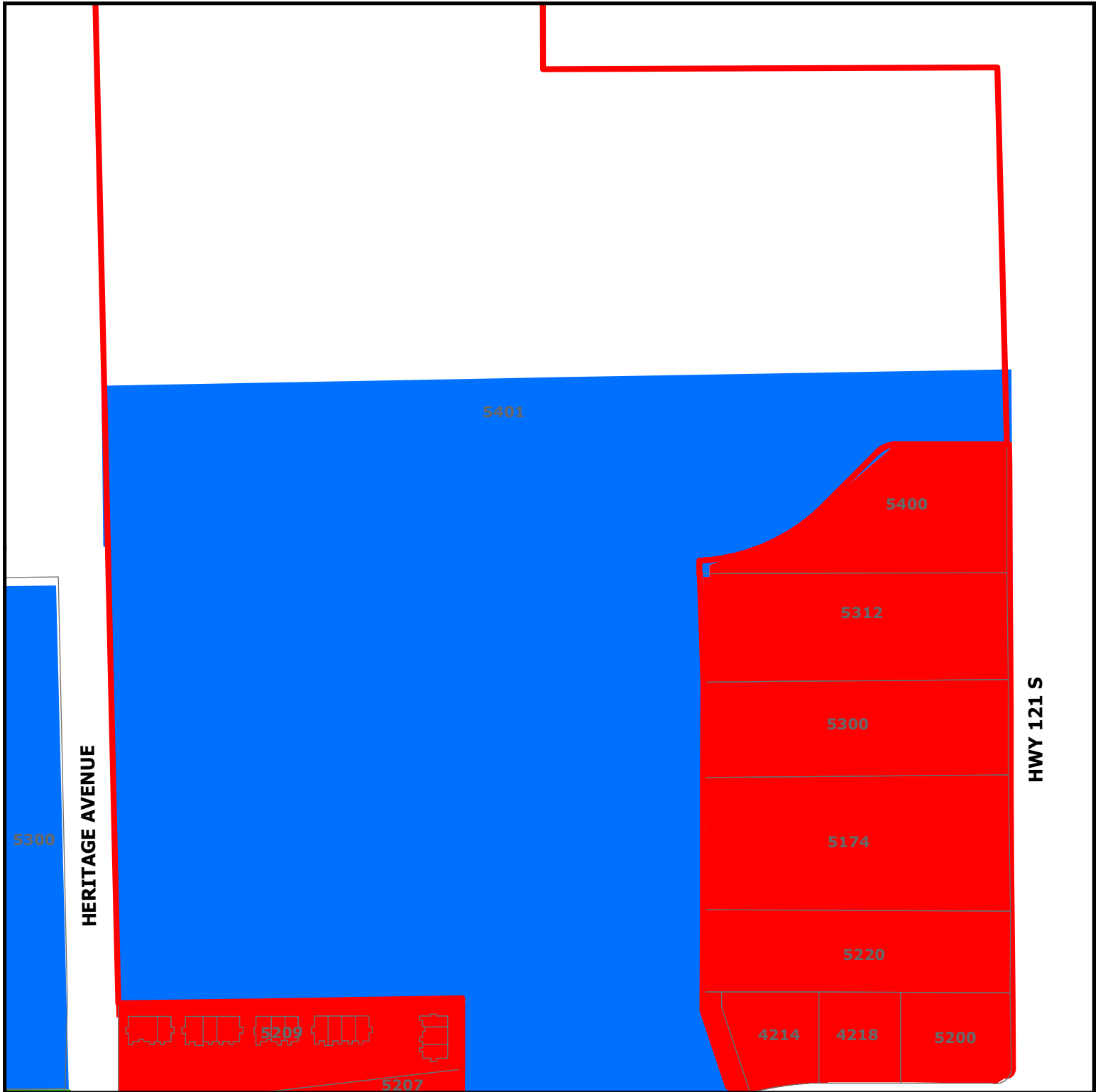
### 5401 Heritage Avenue

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 Subject Property







# Future Land Use Map



## SC22-006

5401 Heritage Avenue

-  Subject Property
-  Commercial
-  Institutional
-  Open Space; Parks



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Dakari Hill

Planning Technician Community Development

City Of Colleyville

Sir,

Please see the attached packet to replace the top portion of the existing digital marquee sign at Colleyville Heritage High School located at 5401 Heritage Avenue, Colleyville, Texas 76034. The digital portion of the sign is inoperable and the motherboard cannot be repaired. The manufacture no longer makes this model or supports repair parts for this model. This means that the digital and top portion of the cabinet must be replaced.

The campus is funding this through the yearbook department and the past sale of year books. Based on these available funds, the vendor has proposed using the existing pedestal on-site and simply replacing the top cabinet portion of the sign. This existing site already has the required electrical in place. This new top cabinet would be smaller than the existing sign top cabinet. The new cabinet will be reduced in length by one foot and the cabinet height would be reduced by two feet and four inches. The overall height would be reduced by three feet with the new top cabinet.

The existing digital marquee currently sits atop a raised stone and landscaped bed. This bed was installed as part of the "Redefining Beautiful Project". We believe that it adds to the beautification of our campus and the community overall. The raised landscape bed is maintained by the Campus Beautification Club that is open to the entire student body. This club encourages involvement in campus and community beautification projects, through planning, installation and maintaining these project areas. It also gives these students the opportunity to work with outside organizations to seek grants for these projects. This high school club also works with the middle school students to identify, plan and maintain projects at their campuses to foster and grow that spirit of campus and community service.

As the existing digital marquee was approved as installed, when it was originally placed, the district requests that the City of Colleyville allow the new top cabinet replacement to be grandfathered using the existing pedestal in the raised flower bed as a repair to the existing digital marquee structure.

The district requests a sign variance be granted from the City Of Colleyville to allow the smaller replacement top cabinet to be installed on the existing pedestal in the existing location.



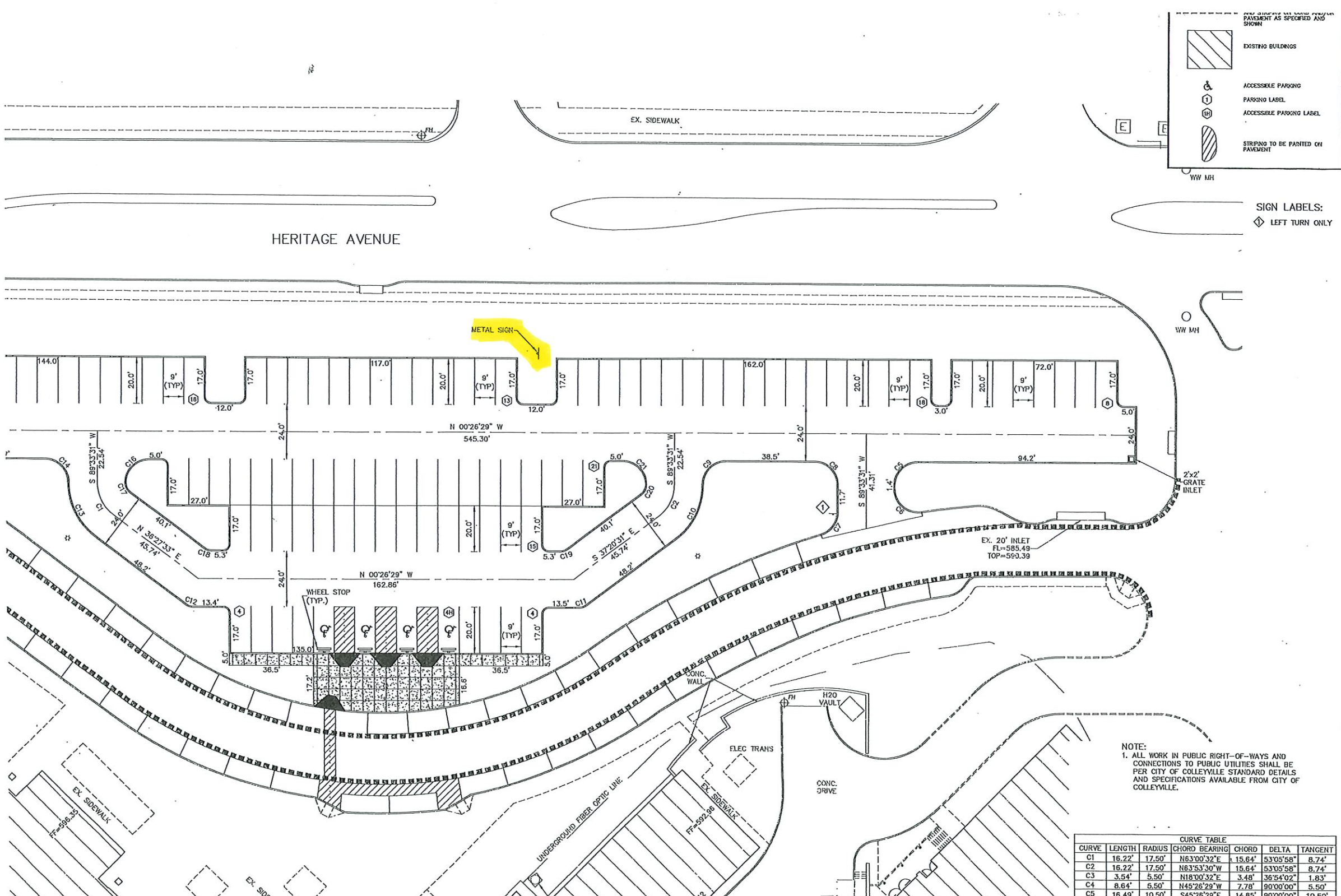
Ramon Castanuela

Facility Services Director

Grapevine-Colleyville ISD

817.251.5602

Ramon.castanuela@gcisid.net



PAVEMENT AS SPECIFIED AND SHOWN

EXISTING BUILDINGS

ACCESSIBLE PARKING

PARKING LABEL

ACCESSIBLE PARKING LABEL

STRIPING TO BE PAINTED ON PAVEMENT

WW MH

SIGN LABELS:  
 ◊ LEFT TURN ONLY

Revision / Date

Project:  
 A NEW PARKING LOT ADDITION FOR  
 COLLEYVILLE HERITAGE HIGH SCHOOL  
 GRAPEVINE - COLLEYVILLE I.S.D.  
 COLLEYVILLE, TEXAS  
 BID PACKAGE 2

NOTE:  
 1. ALL WORK IN PUBLIC RIGHT-OF-WAYS AND CONNECTIONS TO PUBLIC UTILITIES SHALL BE PER CITY OF COLLEYVILLE STANDARD DETAILS AND SPECIFICATIONS AVAILABLE FROM CITY OF COLLEYVILLE.

CURVE TABLE						
CURVE	LENGTH	RADIUS	CHORD BEARING	CHORD	DELTA	TANGENT
C1	16.22'	17.50'	N63°00'32"E	15.64'	53°05'58"	8.74'
C2	16.22'	17.50'	N63°53'30"W	15.64'	53°05'58"	8.74'
C3	3.54'	5.50'	N18°00'32"E	3.48'	36°54'02"	1.83'
C4	8.64'	5.50'	N45°26'29"W	7.78'	90°00'00"	5.50'
C5	16.49'	10.50'	S45°26'29"E	14.65'	90°00'00"	10.50'

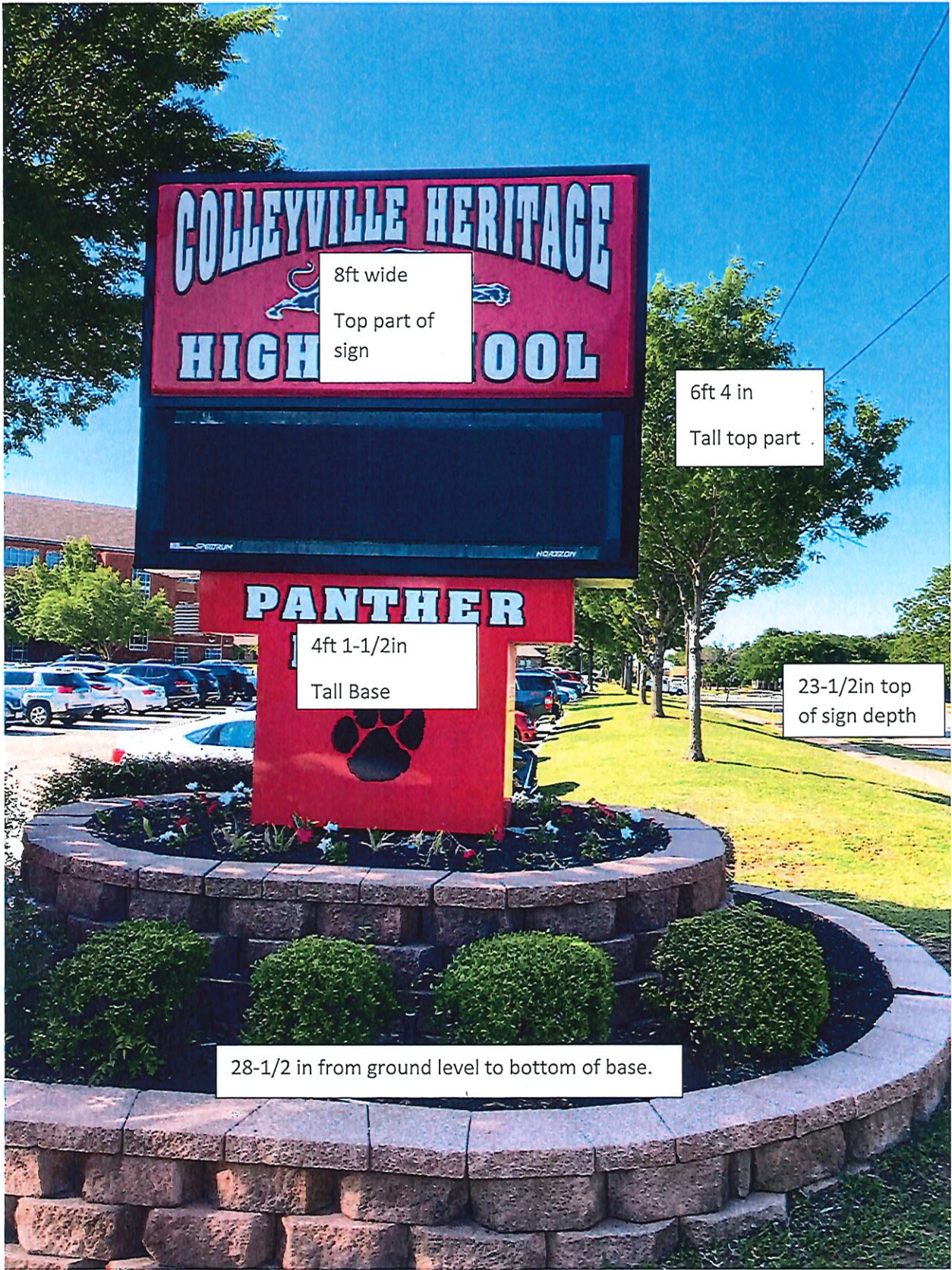
**CA**  
 Cunningham | Allen  
 Engineers - Surveyors  
 3103 Bee Caves Road  
 Suite 202  
 Austin, Texas 78745-6819  
 Tel: (512) 327-2946  
 Fax: (512) 327-2973

ELIAS G. HADJID  
 87220  
 LICENSED SURVEYOR



DISTANCE FROM STREET CURB TO SIGN EDGE 26 FT

EXISTING DIGITAL MARQUEE SIGN



EXISTING DIGITAL MARQUEE SIGN



L 7.0' W 2.0'

↑ 2.0'  
\*  
↓ 2.0'

11'  
T





PROPOSED REPLACEMENT





PROPOSED REPLACEMENT

**COLOR:**  
Full Color / RGB text, pictures & video.

Pitch: 20mm  
Matrix: 30x105  
Dimensions: 2'-0" x 7'-0" (Tall x Wide)  
Max # of Lines: 4  
Max Letter Per Line: 18  
Cabinet Size: 2'-0" x 7'-0" (Tall x Wide)

PRELIMINARY RETROFIT RENDERING

CONTINGENT UPON RECEIVING PICTURES AND MEASUREMENTS OF EXISTING SIGN

Cabinet PMS Color:  
**PANTONE 185 C**

Colors used:

CMYK	PMS
	PMS White
	PANTONE 185 C
	PMS BLACK

The Pantone Color Matching System is the sign industry standard for color selection. Computer monitor settings and printer calibration can affect the accuracy between the color you see and the final PMS color when printed. For specified colors, see your Project Consultant for a sample.

Overall sign depth may vary due to support size required by engineering.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

VERSION #: L332A

2420 Holloway Road  
Louisville, KY 40299

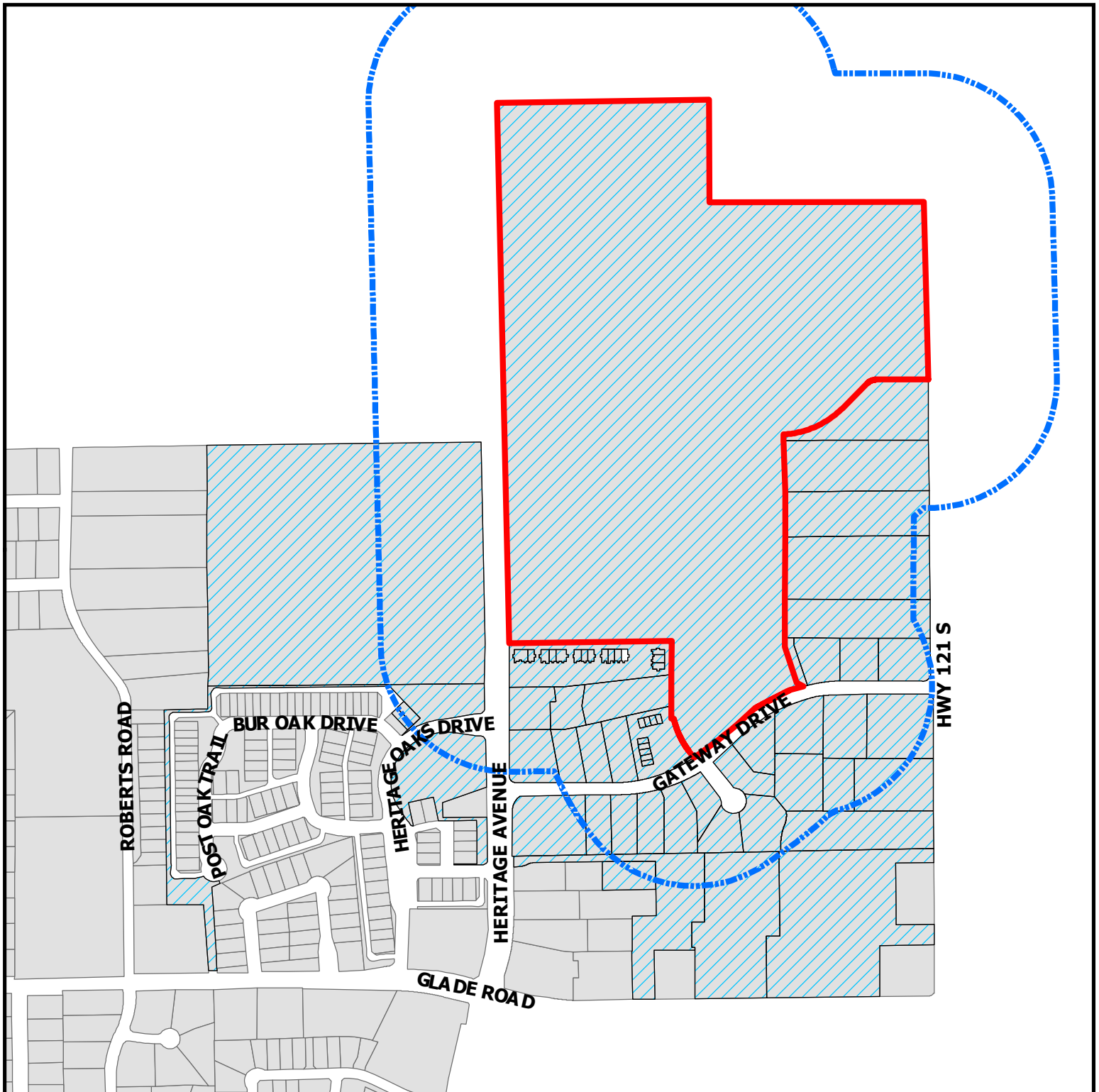
Tf 1-800-732-9886  
Fax 1-502-416-0544



## ADDITIONAL DESIGN OPTIONS:






# Notification Map

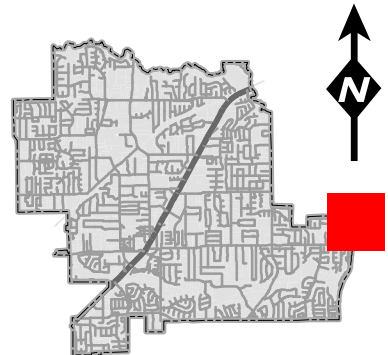


## SC22-006

### 5401 Heritage Avenue

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-  Subject Property
-  500ft Buffer
-  Properties within 500ft





## NOTICE OF PUBLIC HEARING

«Owner Name»

«Owner Address»

«Owner City» «Owner Zip»

The City of Colleyville has scheduled public hearings concerning the below referenced request on the following dates and location:

**Sign Board of Appeals Meeting: Tuesday, November 8, 2022 at 7:00 p.m.  
3<sup>rd</sup> floor of City Hall, 100 Main Street, Colleyville, Texas**

**Request:** Request for a variance to the provisions of Section 7-150, Permanent Freestanding Signs – Sign Classifications and Regulations of the Land Development Code. The purpose of the request is to allow for a new institutional sign that varies from the existing sign for Colleyville Heritage High School.

**Zoning Case:** SC22-006

**Applicant:** Ramon Castanuela

**Owner:** Grapevine-Colleyville ISD

**Location:** 5401 Heritage Avenue

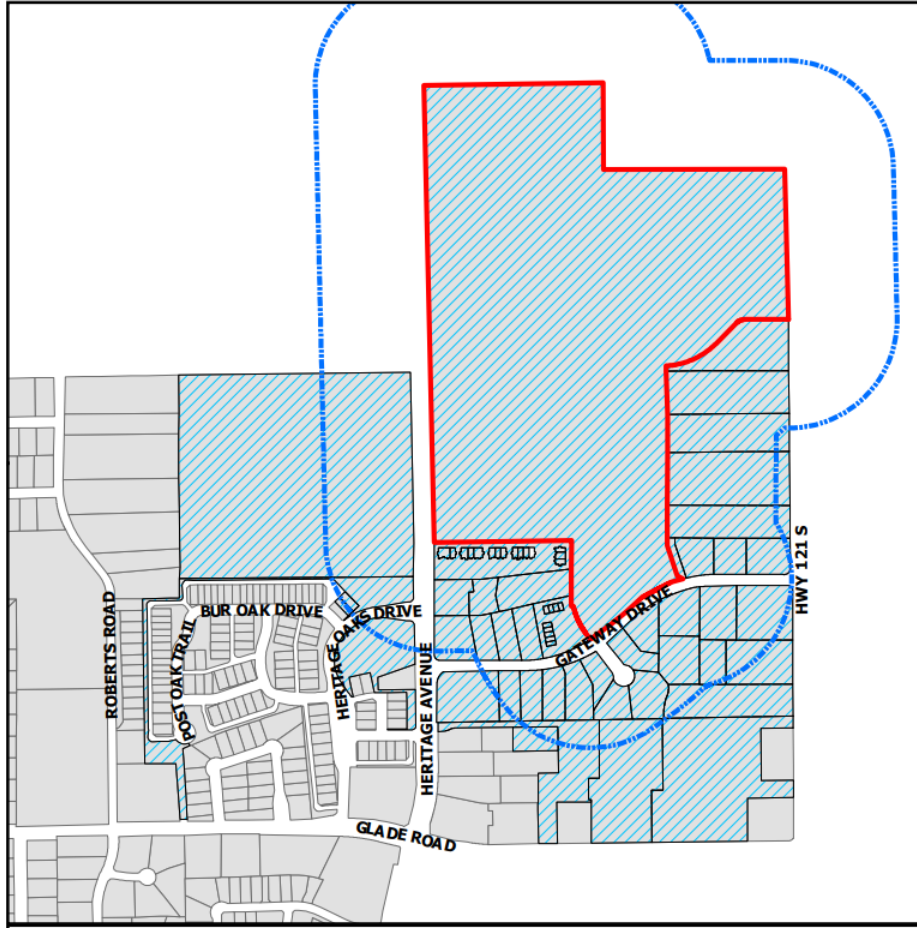
**Property Description:** Lot 1R1A, Block 1, Heritage High School Addition

This notice has been sent to all owners of real property within 500 feet of the request as such ownership appears on the last approved city tax roll. Denial of the proposal by the Sign Board of Appeals is final, unless the applicant submits a written notice of appeal within 10 days from the date of action by the Board. If appealed, the request will be placed on the next available City Council agenda and all property owners within 500 feet will be re-notified of the hearing.

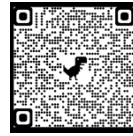
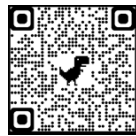
All interested persons are encouraged to attend the public hearing and express their opinions on the variance request. If you are unable to attend, but wish to have your opinions made a part of the public record, please submit written comments prior to the public hearing, to the address below:

**Community Development Department  
City of Colleyville  
100 Main Street  
Colleyville, TX 76034**

## NOTICE OF PUBLIC HEARING



The application is on file for public examination in the Community Development Department at 100 Main Street, Colleyville, Texas 76034. A brief project description can be found online on the Agenda Packet and Active Development Case map (please use your phone's camera to scan QR code below):



For additional information, please contact the Community Development Department at 817.503.1056. Please reference the zoning case number when requesting information.

Jacquelyn Reyff  
Planning Manager  
[jreyff@colleyville.com](mailto:jreyff@colleyville.com)

Owner Name	Owner Address	Owner City
121 COMRADES LTD	3901 GILLON AVE	DALLAS, TX
ANDERSON PROPERTY HOLDINGS	5209 HERITAGE AVE STE 200	COLLEYVILLE, TX
AYERS & AYERS PLAZA LTD	4205 GATEWAY DR STE 100	COLLEYVILLE, TX
BDJ ENTERPRISES LLC	5209 HERITAGE AVE STE 320	COLLEYVILLE, TX
BODREE, EUGENE ARTHUR	3908 HERITAGE OAKS DR	COLLEYVILLE, TX
BRADFORD COMM PROPERTIES	5005 COPPERGLEN CIR	COLLEYVILLE, TX
BYNO, JOHN	5209 HERITAGE AVE STE 510	COLLEYVILLE, TX
CASTANUELA, RAMON	3051 IRA E WOODS AVE	GRAPEVINE, TX
CBH LLC	51555 DESERT CLUB DR STE 100	LA QUINTA, CA
COLLEYVILLE ASSOC HERITAGE	4760 PRESTON RD STE 244-238	FRISCO, TX
COPPER MOUNTAIN CAPITAL	5209 HERITAGE AVE STE 500	COLLEYVILLE, TX
COPPERGLEN ADDITION	PO BOX 323	COLLEYVILLE, TX
CP3 INVESTMENTS LP	321 MOUNT GILEAD RD	KELLER, TX
DIESEL INVESTMENTS LLC	5513 MONTCLAIR DR	COLLEYVILLE, TX
DKMSEPKW LLC	PO BOX 13188	ARLINGTON, TX
DTS PROPERTIES LLC	5209 HERITAGE AVE STE 420	COLLEYVILLE, TX
EMPOWERING LIFE CH INTERNA	2909 HWY 121	BEDFORD, TX
FAIRWEATHER HOLDINGS LLC	1221 WOODVALE DR	BEDFORD, TX
G POINTS SC LTD	171 MAIN ST	LOS ALTOS, CA
G POINTS SC LTD	101 1ST ST STE 476	LOS ALTOS, CA
GATEWAY WEST GROUP LP	4209 GATEWAY DR STE 200	COLLEYVILLE, TX
GRAPEVINE COLLEYVILLE ISD	3051 IRA E WOODS AVE	GRAPEVINE, TX
GREENHOLD LLC	4016 GATEWAY DR SUITE 130	COLLEYVILLE, TX
HELICOPTER MARKETING ASSOC	5209 HERITAGE AVE STE 110	COLLEYVILLE, TX
INSIGHT CAPITAL REALTY CO LTD	4101 GATEWAY DR	COLLEYVILLE, TX
INTL TRAVEL SOLUTIONS LLC	4505 MAHOGANY LN	COPPER CANYON, TX
IREALEYES LLC	5604 WINNIE DR	COLLEYVILLE, TX
IRVING INVESTMENTS LTD	PO BOX 2085	COLLEYVILLE, TX
J & M SAUNDERS LLC	2713 ROSECLIFF TERR	GRAPEVINE, TX
JURECKA FAMILY TRUST	3904 HERITAGE OAKS DR	COLLEYVILLE, TX
JVS MANAGEMENT LLC	5209 HERITAGE AVE STE 300	COLLEYVILLE, TX
KLMM LTD	1309 REGENCY CT	SOUTHLAKE, TX
KMGH LLC	4201 GATEWAY DR	COLLEYVILLE, TX
KODALI PROPERTY HOLDINGS	6031 AZALEA LN	DALLAS, TX
M2 COLLEYVILLE LLC	1503 LYNDON B JOHNSON FWY STE 300	DALLAS, TX
MARGMATT LTD	1513 MICHAEL DR	BEDFORD, TX
MAROMA HOLDINGS LLC	4352 CRESTWOOD CT	GRAPEVINE, TX
MARTIN, CHARLES	PO BOX 523	COLLEYVILLE, TX
MARTIN, JENNIFER	PO BOX 523	COLLEYVILLE, TX
MDC-HERITAGE OAKS ESTATES	545 E JOHN CARPENTER FWY	IRVING, TX
NEWELL, DORCUS D	5312 STATE HWY 121	COLLEYVILLE, TX
O'BRIEN FAMILY TRUST	5602 PONDEROSA ST	COLLEYVILLE, TX
OGC HOLDINGS LLC	4101 GATEWAY DR	COLLEYVILLE, TX
OLD BADGER LTD	4214 GATEWAY DR STE 100	COLLEYVILLE, TX
ORONA & MONGE LLC	5209 HERITAGE AVE STE 210	COLLEYVILLE, TX
PECOY FAMILY TRUST	3010 E MIRALOMA AVE	ANAHEIM, CA
PROGRESSIVE HOLDINGS LLC	4001 GATEWAY DR STE 200	COLLEYVILLE, TX
RIDING UNICORNS LLC	4001 GATEWAY DR	COLLEYVILLE, TX
RIO MAMBO COLLEYVILLE INC	7714 SWEETGUM DR	IRVING, TX
RPKS LTD	5203 HERITAGE AVE	COLLEYVILLE, TX
SEKIN FAMILY HOLDINGS LTD	634 REGENCY XING	SOUTHLAKE, TX
SMILE MASTERS LTD	4013 GATEWAY DR	COLLEYVILLE, TX
SUNSHINE OB HOLDINGS LLC	4911 WOOD LAKE DR	FRISCO, TX
TAK ENTERPRISES INC	PO BOX 171676	ARLINGTON, TX

TOMORROW HOLDINGS LLC  
TWU OF AMERICA LOCAL 591  
VACATION CONNECTION INC  
VAST VISION VENTURES LLC  
WILBARGER STREET LP  
ZINC PROPERTIES LTD

4001 GATEWAY DR STE 200  
4005 GATEWAY DR STE 200  
3325 SOUTHLAKE PARK RD  
5122 STATE HWY 121  
4101 GATEWAY DR  
5207 HERITAGE AVE

COLLEYVILLE, TX  
COLLEYVILLE, TX  
SOUTHLAKE, TX  
COLLEYVILLE, TX  
COLLEYVILLE, TX  
COLLEYVILLE, TX