



**CITY OF COLLEYVILLE  
SIGN BOARD OF APPEALS  
AGENDA**

100 Main Street, Colleyville, Texas, 76034  
**City Council Chambers - Third Floor**

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**TUESDAY, APRIL 8, 2025 - 7:00 PM**

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**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

January 14, 2025 Sign Board of Appeal Meeting Minutes

**3. PUBLIC HEARING AGENDA ITEMS**

- 3a** Consideration of a variance to the regulations of Chapter 7 of the Land Development Code, to include sign area, sign height, sign design, and for off-premises placement, being Tract 1A01, Abstract 275, Thomas J. Christian Survey, located at 4602 Colleyville Boulevard, Case SC25-001

**4. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards *Friday, April 4, 2025*, by 5:00 p.m.

Jacquelyn Reyff  
Planning Manager

A quorum of any Colleyville board, commission, or committee may be present 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  
MINUTES**

100 Main Street, Colleyville, Texas, 76034

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**TUESDAY, JANUARY 14, 2025**

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**CALL MEETING TO ORDER  
CITY COUNCIL CHAMBERS**

The City of Colleyville Sign Board of Appeals Meeting was called to order by Chair Carroll on January 14, 2025, at 7:01 p.m.

**Roll Call**

**Present:** Frank Carroll, Dee Kamerman, Eric Holland, Richard Vallario, and Mic Deakin

**Absent:** Rick Ramirez and Dan Shadle

**Staff Present:** Jacquelyn Reyff and Kris Potts

**1. Election of Officers**

- 1a** Election of Chair and Vice-Chair Zoning Board of Adjustment and Sign Board of Appeals

Frank Carroll was voted in as Chair, and Dee Kamerman was voted in as Vice-Chair.

**2. APPROVAL OF MINUTES**

- 2a** December 12, 2023 Sign Board of Appeals Meeting

Board Member Deakin made a motion to approve the October 10, 2023 minutes. Board Member Vallario seconded the motion.

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

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

**Nay: 0**

**3. PUBLIC HEARING AGENDA ITMES**

- 3a** Consideration of a variance to minimum setback from front and side property lines for a permanent freestanding monument sign on Lot 3A, Block 3, Village Park Addition Colleyville, located at 4913 Colleyville Blvd, SC24-001

Jacquelyn Reyff presented the case and briefed the Sign Board on the regulations and why the variance is necessary to allow a sign at the proposed location.

The applicant Candy Jaimes, 4913 Colleyville Blvd, Colleyville TX presented their case speaking of the road widening on Colleyville Blvd and how they've lost a bit of area on their lot and the sign is not able to be placed anywhere else on the property.

The public hearing was opened at 7:10 p.m.

With no one else wishing to speak, the public hearing was closed at 7:11 p.m.

**Board Member Vallario made a motion to approve case SC24-001. Vice Chair Kamerman seconded the motion.**

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

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

**4. ADJOURNMENT**

The meeting adjourned at 7:11 p.m.

The minutes were written and prepared by:

*Kris Potts*

Kristopher Potts  
Planner

The meeting minutes were approved on April 8, 2025.



# CITY OF COLLEYVILLE SIGN BOARD OF APPEALS BRIEFING

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**Agenda Number** 3a

**Agenda Date** 4/8/2025

**Number -**

**Type** Public Hearing Agenda Items

**Department** Community Development

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## **Title**

Consideration of a variance to the regulations of Chapter 7 of the Land Development Code, to include sign area, sign height, sign design, and for off-premises placement, being Tract 1A01, Abstract 275, Thomas J. Christian Survey, located at 4602 Colleyville Boulevard, Case SC25-001

## **Explanation**

John Colvin, the applicant, has submitted a request for a variance to the regulations of Chapter 7 of the Land Development Code, to include sign area, sign height, sign design, front and side yard setbacks, and to allow for off-premises placement for a freestanding sign. The sign is advertising for the businesses located on 4602 Colleyville Boulevard and 4608 Colleyville Boulevard, 'Texaco' and 'Eagle Transmission' respectively.

**Existing Conditions/Background:** The subject property, 4602 Colleyville Boulevard, has CC-1 Village Retail zoning and is located on the southwest side of the intersection of Colleyville Boulevard and Centerpark Drive. The subject property is developed with a gas station and convenience store, Texaco.

**Surrounding Development:** The property to the west is zoned CC-1 Village Retail and is undeveloped. The property to the north is CC-1 Village Retail and improved with Eagle Transmission services. The property to the south and east is Colleyville Boulevard.

**Requested Variance:** The applicant is requesting a variance to the front and side yard setbacks, sign area, sign height, sign design, and on-premises sign placement.

Ordinance – Section 7.130, General Conditions Applicable to All Signs

“C. On-Premises Requirement – All signs shall be located on the same premises where the product or merchandise being advertised is located, except where a specific provision in this Chapter provides for off-premises advertising.”

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

“b. *Base and Column Requirements:*

1. *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.

2. *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.

c. *Maximum Height:* Five and one-half feet (5 ½').

d. *Minimum Setback:* Eight feet (8') from an abutting street right-of-way and, if applicable, a minimum of twelve feet (12') from the edge of pavement. Thirty feet (30') from any side or rear property line adjacent to another property."

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 sign variances requested are to allow for a sign that does not conform to the design criteria outlined for freestanding business signs and is placed on an adjacent lot. There is an existing monument sign advertising for Eagle Transmission and Texaco in the location proposed. A sign variance was previously approved to allow for an off-premises monument sign in 2012. The existing monument sign is 10 feet in height and 112 square feet in area. The applicant is requesting to remove the existing monument sign and replace it with a newer monument sign.

Due to the widening of Colleyville Boulevard, this business has minimal land available to place a monument sign. The new sign would be 6'-5" in height and 45 s.f. in area. The sign lacks the masonry column and base design which is required for new general business signs, but is smaller compared to the existing sign.

**Plat Status:** The property is currently unplatted as 1A01, Abstract 275, Thomas J. Christian Survey.

**DRC Review:** The Development Review Committee (DRC) reviewed the request at their March 24, 2024 meeting and offered the following comments:

1. Engineering: See attached PDF for Engineering comments.
2. Provide materials exhibit for the monument sign base (brick, stone, etc.).

3. Provide setback from the front and side property lines. Setback information provided looks to be in relation to the street and Texaco respectively.

**Drainage:** NA

**Public Notification:** Staff mailed notices to all property owners within 500 feet as well as any Homeowners Associations within 1,000 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:** Staff recommends approval of the location of the sign due to the previously granted sign variance and available area for placement of the sign. However, the design of the sign structure (size, materials, etc.) to comply with the standards of Chapter 7 of the Land Development Code is recommended.

**Recommendation**

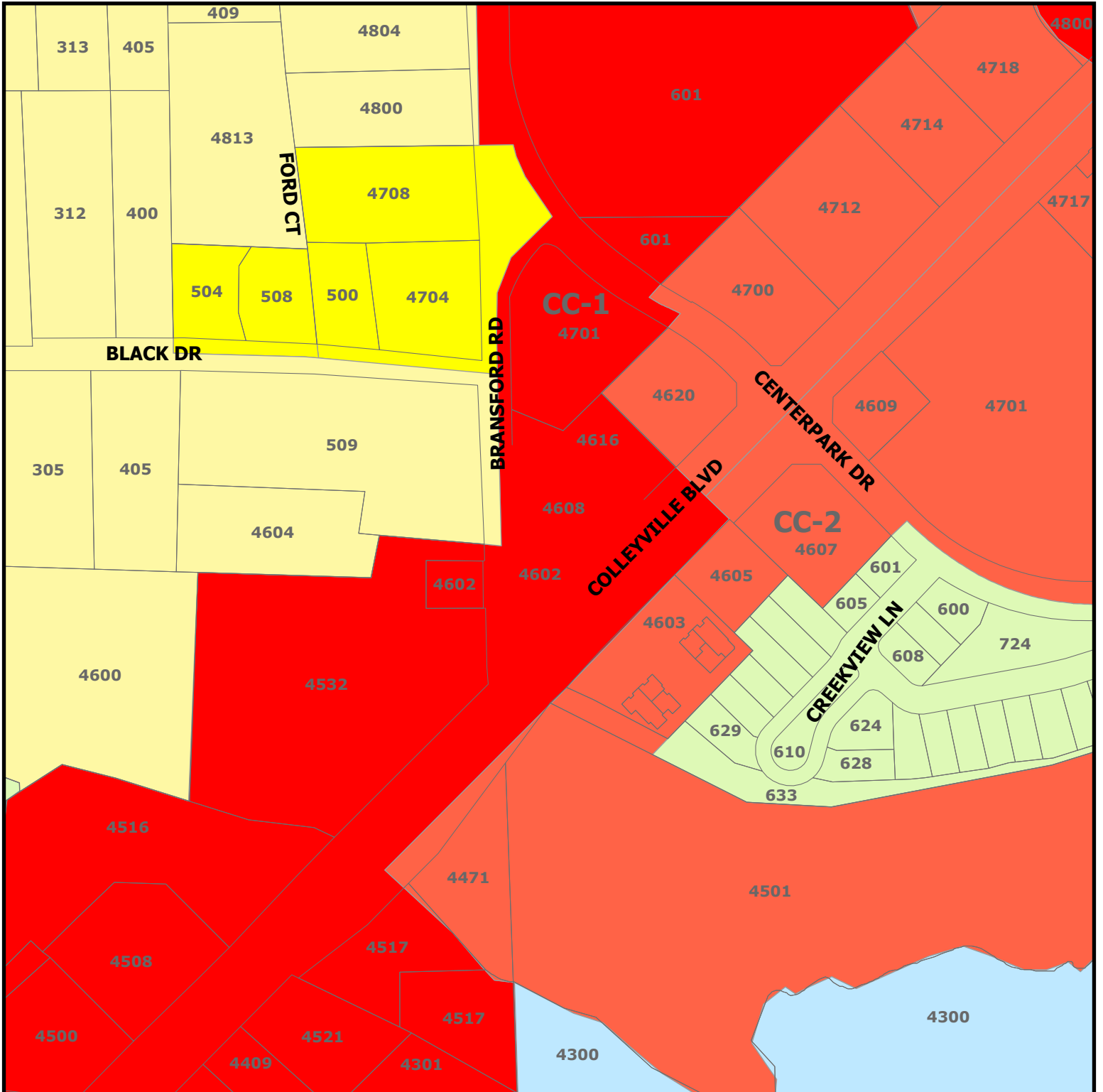
Approve

**Attachments**

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Site and Sign Plan
5. Notification Map
6. Notification Letter
7. Notification List



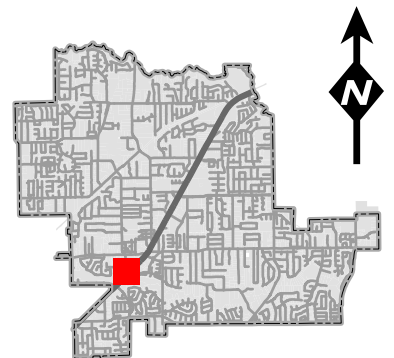
# Zoning Map



## SC25-001

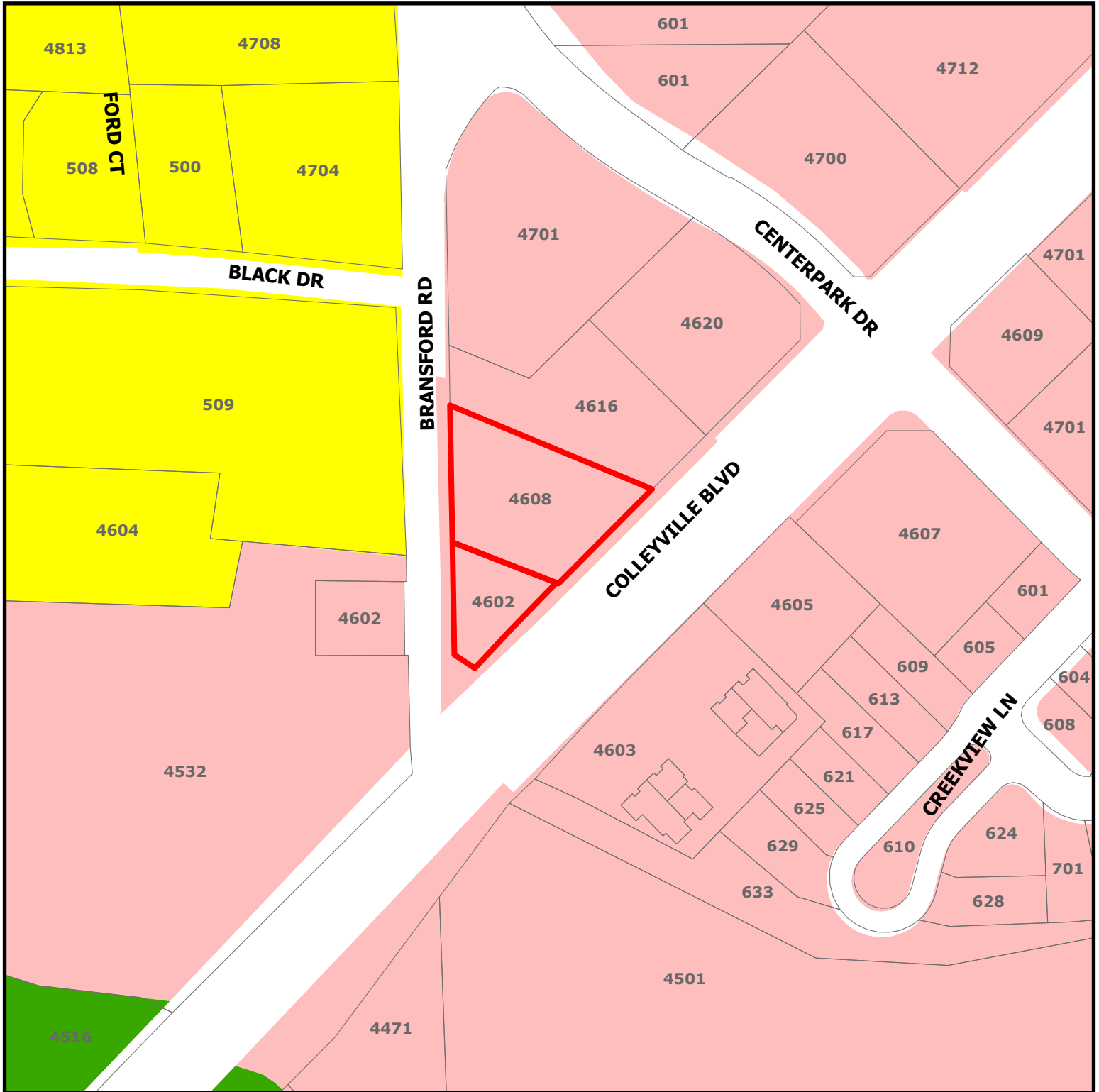
4602 Colleyville Blvd

 Subject Property



**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.

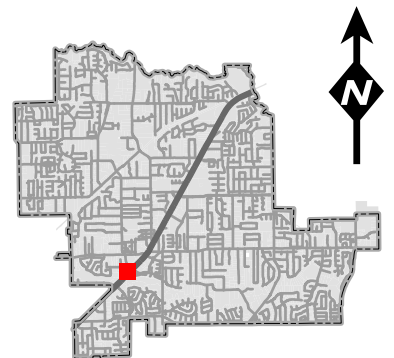
# Future Land Use Map



## SC25-001

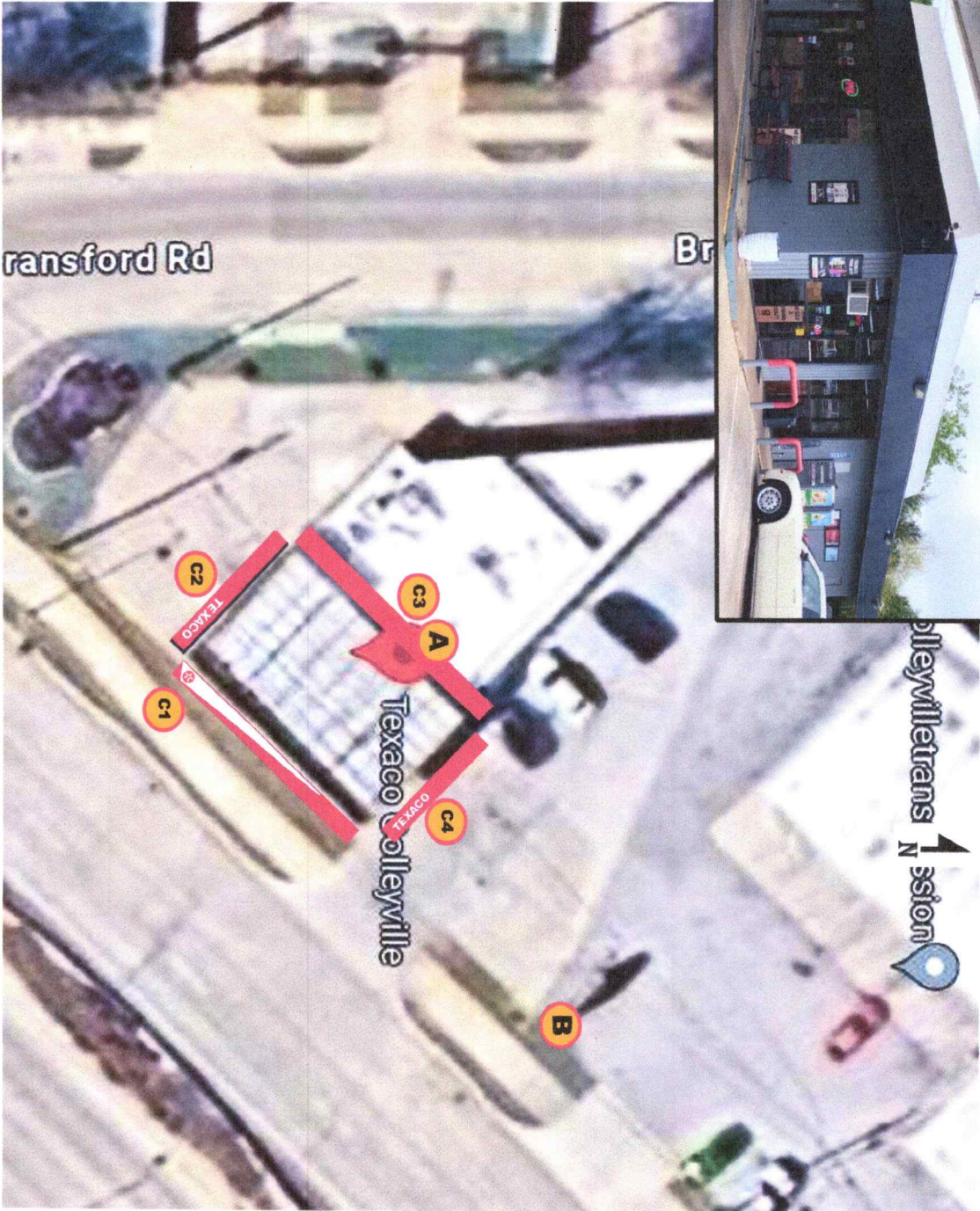
4602 Colleyville Blvd

- Residential
- Colleyville Blvd Corridor
- Open Space; Parks
- Subject Property



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# CANOPY PLAN VIEW



NOTES:

### FACILITY INFORMATION

#302457  
 4602 COLLEVILLE BLVD  
 COLLEVILLE TX 76034

Sheet:  
 CPV-1 (CANOPY PLAN VIEW)  
 Sheet Revision:  
 R3

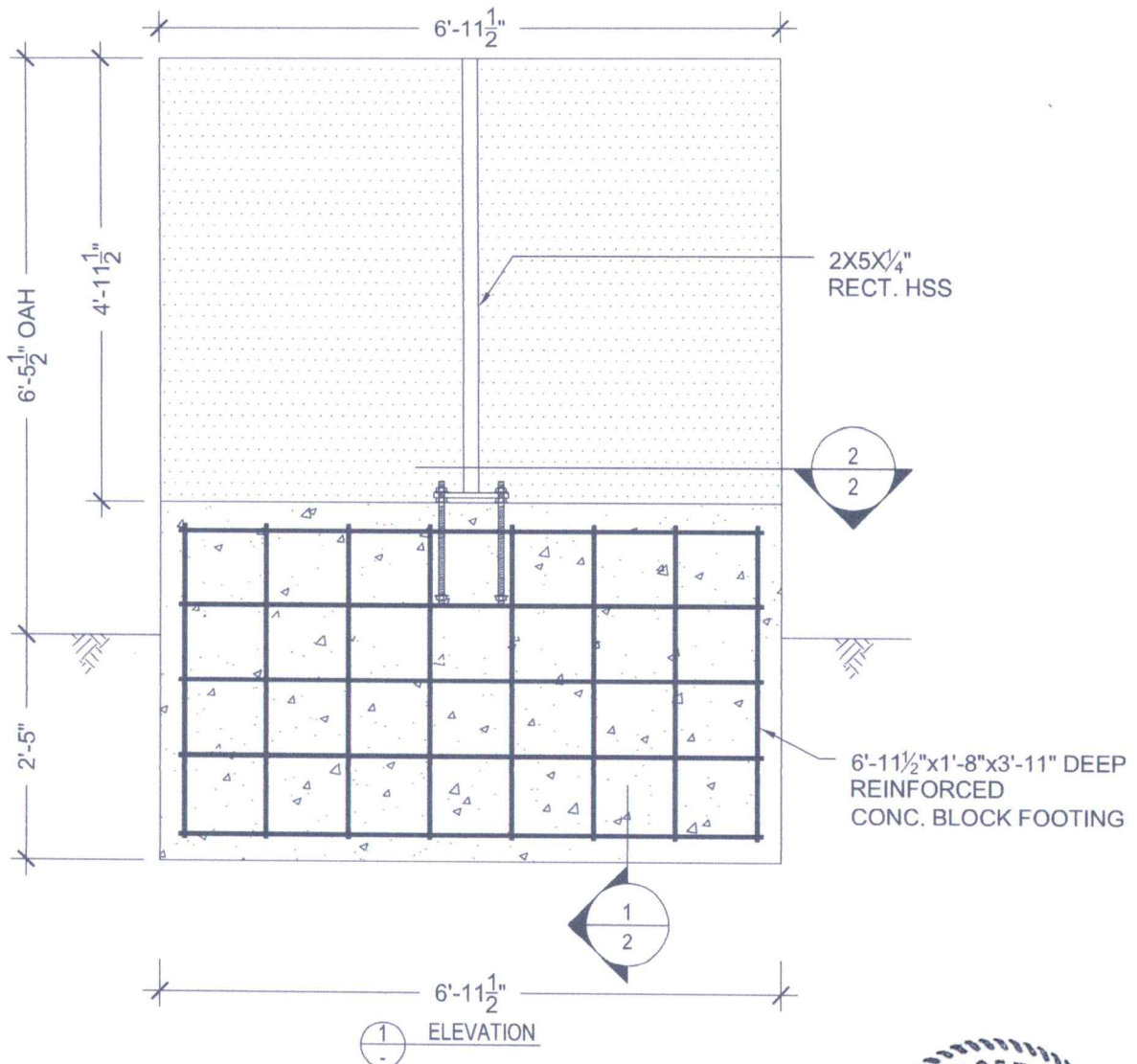


LSI Graphic Solutions  
 5127 Boyer Parkway  
 Akron, OH 45242  
 (330) 494-8515



PROJECT: TECHRON, 4612 COLLEYVILLE BLVD., COLLEYVILLE, TX  
 PROJECT #: 49691  
 CLIENT: IMAGE SOLUTIONS

DATE: 01/25/2025  
 ENGINEER: TH  
 LAST REVISED:



**GENERAL NOTES**

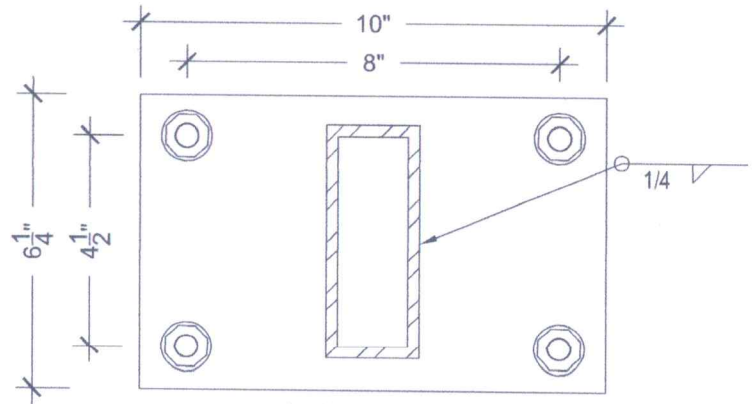
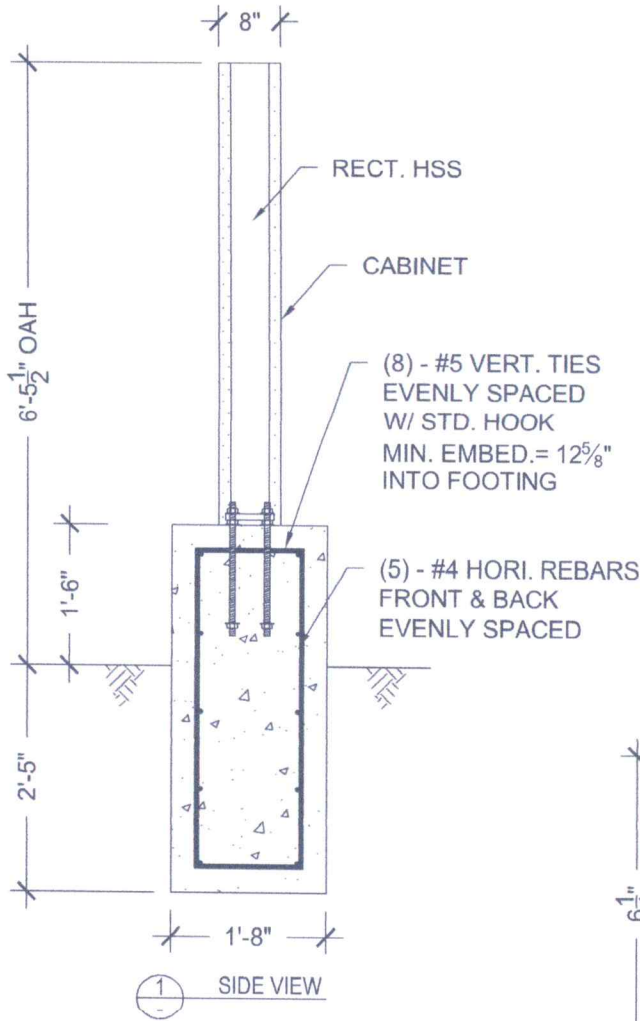
1. DESIGN CODE: IBC 2018
2. DESIGN LOADS: ASCE 7-16
3. WIND VELOCITY 110 MPH EXPOSURE C
4. CONCRETE 2500 PSI MINIMUM
5. RECT. HSS STEEL ASTM A500 GR. B,  $F_y = 46$  KSI MIN.
6. PLATE STEEL ASTM A36
7. WELDING STRENGTH,  $F_{exx} = 70$  KSI MIN.
8. THREADED ANCHOR ROD STEEL ASTM F1554 GR. 36,  $F_u = 58$  KSI MIN.
9. STEEL REINFORCEMENT IN CONCRETE ASTM A615 GR 60
10. PROVIDE MIN. 3" CLEAR COVER ON ALL STEEL EMBEDDED IN CONCRETE WHEN CAST AGAINST SOIL
11. LATERAL SOIL BEARING PER IBC CLASS 4 (150 PSF/FT)
12. PROVIDE PROTECTION AGAINST DISSIMILAR METALS
13. ALL DIMENSIONS TO BE VERIFIED PRIOR TO FABRICATION



CERTIFICATE OF AUTHORITY  
 NO. F-14143  
 1/28/2025

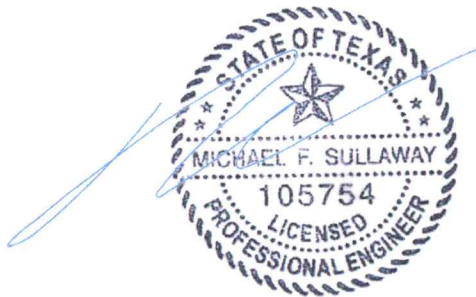
PROJECT: TECHRON, 4612 COLLEYVILLE BLVD., COLLEYVILLE, TX  
PROJECT #: 49691  
CLIENT: IMAGE SOLUTIONS

DATE: 01/25/2025  
ENGINEER: TH  
LAST REVISED:



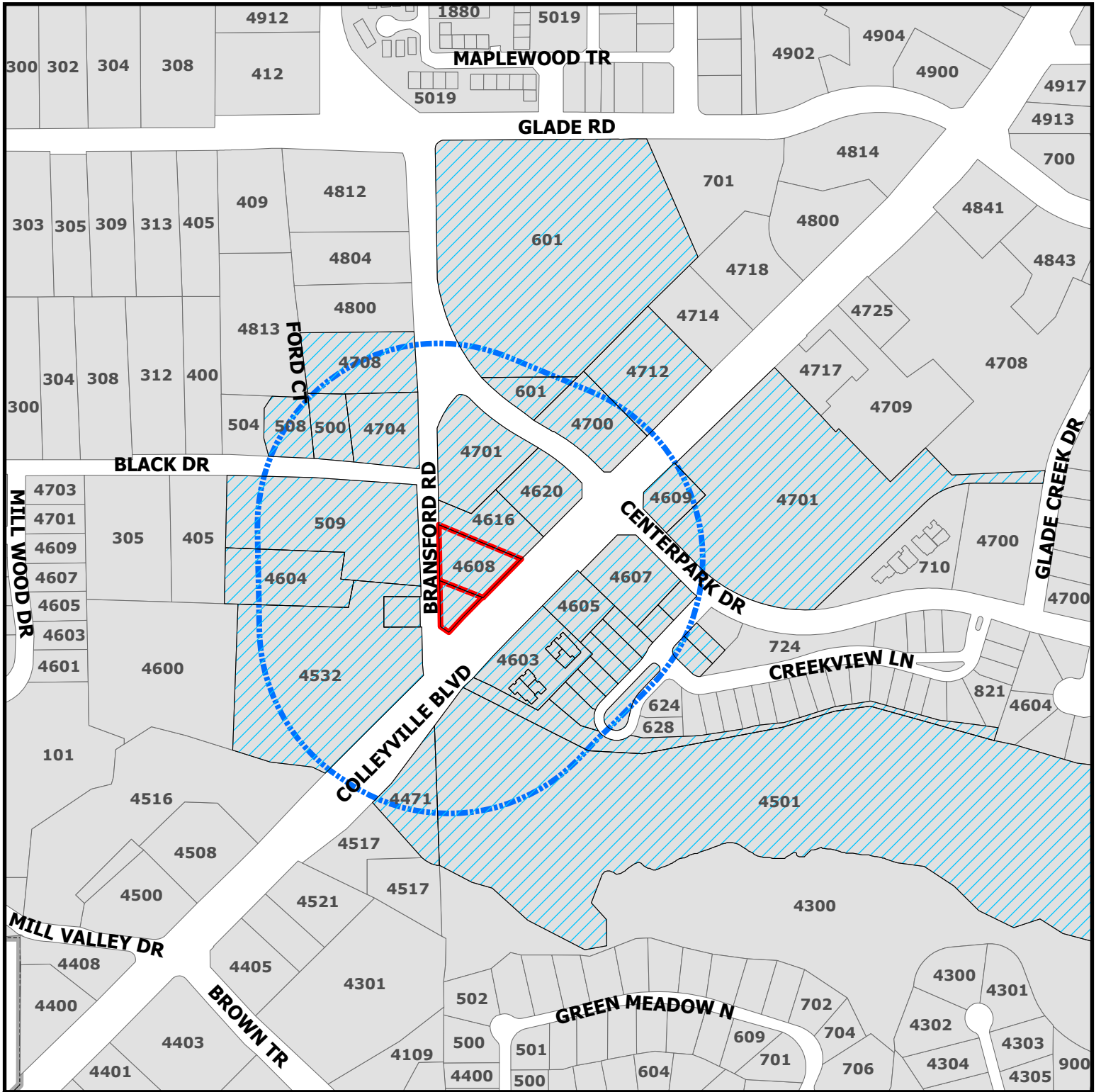
10"x6 1/4"x3/4" STEEL PLATE  
W/ (4) 1/2"Ø THREADED ANCHOR RODS  
MIN. EMBED. = 12" INTO CONCRETE  
W/NUT/WASHER/NUT @ EMBED. END

2 - BASE PLATE






CERTIFICATE OF AUTHORITY  
NO. F-14143  
1/28/2025

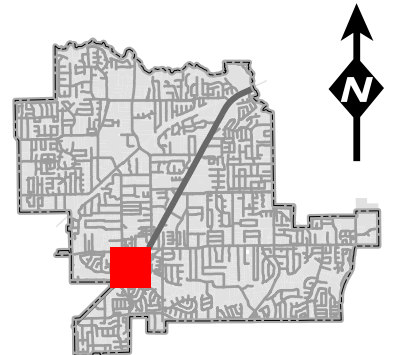
# Notification Map



## SC25-001

4602 Colleyville Blvd

-  Parcels to be notified
-  Buffer
-  Subject Property



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## 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: Wednesday, April 8, 2025 at 7:00 p.m.  
3rd floor of City Hall, 100 Main Street, Colleyville, Texas**

**Request:** Consideration of a variance to the regulations of Chapter 7 of the Land Development Code, to include sign area, sign height, sign design, and for off-premises placement, being Tract 1A01, Abstract 275, Thomas J. Christian Survey, located at 4602 Colleyville Boulevard, Case SC25-001. The request is to allow a new Texaco monument sign to be placed on the premises of an adjacent lot.

**Zoning Case:** SC25-001

**Applicant:** John Colvin

**Owner:** Saleem Madhani

**Location:** 4602 Colleyville Boulevard

**Property Description:** Tract 1A01, Abstract 275, Thomas J. Christian Survey

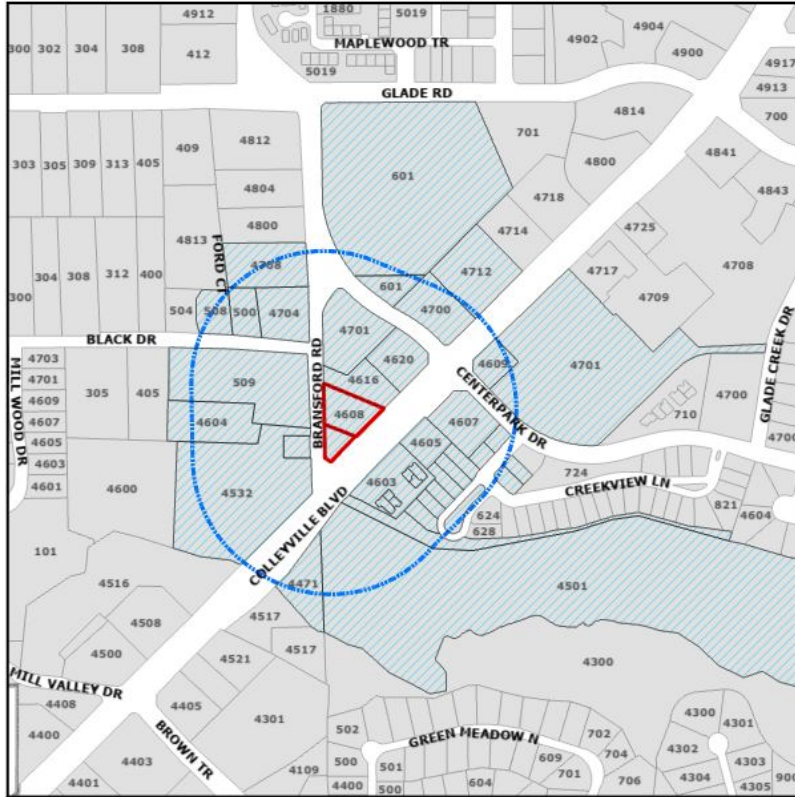
**Present Zoning:** CC-1, Village Retail

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 tax roll and all homeowners associations within 1000 feet. Action by the Sign Board of Appeals serves as a final action on the request. The City Council cannot review or overturn decisions of the Board. The decisions of the Board can only be appealed to District Court.

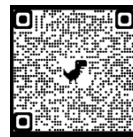
All interested persons are encouraged to attend the public hearing and express their opinions on the zoning change request. If you are unable to attend, but wish to have your opinions made a part of the public record, please submit written comments prior to the public hearing, to the address or email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

**Community Development Department  
City of Colleyville  
100 Main Street  
Colleyville, TX 76034  
[Citizenletters@colleyville.com](mailto:Citizenletters@colleyville.com)**

## 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 817.503.1050. Please reference the zoning case number when requesting information.

*Kris Potts*

Kris Potts  
Planner

Owner_Name	Situs_Addr
ERVIN PROPERTIES LLC	4700 COLLEYVILLE BLVD
CS RETAIL LLC	4712 COLLEYVILLE BLVD
RARE VENTURES 2 LLC	4616 COLLEYVILLE BLVD
QUEENVIEW LP	4620 COLLEYVILLE BLVD
THE HART FAMILY TRUST	509 BLACK DR
FODDRILL REVOCABLE TRUST	500 BLACK DR
KRIVSKY-BARTUSIAK INC	4701 BRANSFORD RD
GRAPEVINE COLLEYVILLE, ISD	601 GLADE RD
TERRY AND DONNA STEPHENS FAMILY TRUST	4708 BRANSFORD RD
RUTH GILBERT MAINZER 2021 IRREVOCABLE GIFT TRUS	4609 COLLEYVILLE BLVD
KRG COLLEYVILLE LLC	4701 COLLEYVILLE BLVD
CLARKE, CANDI	604 CREEKVIEW LN
KNECHT FAMILY TRUST	608 CREEKVIEW LN
MARTINEZ, SYLVIA	601 CREEKVIEW LN
EICKHOLT, GREG	605 CREEKVIEW LN
FANNING MCGEE, WANDA	609 CREEKVIEW LN
RENBURG, TIMOTHY S	613 CREEKVIEW LN
HOLT SISTERS LLC	617 CREEKVIEW LN
PILLAI, JAIME	621 CREEKVIEW LN
PETTIT, LOIS JEANNEAN	625 CREEKVIEW LN
CURTIS, ELEANOR K TR	629 CREEKVIEW LN
HOA OF CAMBRIDGE PLACE INC	610 CREEKVIEW LN
4605 COLLEYVILLE LTD	4605 COLLEYVILLE BLVD
PINNACLE BANK	4607 COLLEYVILLE BLVD
TUTTLE, DEREK	508 BLACK DR
COLLEYVILLE BLVD CONDO ASSOC	4603 COLLEYVILLE BLVD
JAAZ REALTY LLC	4603 COLLEYVILLE BLVD
TEXAS HL PROPERTIES LLC	4603 COLLEYVILLE BLVD
MOEM IT SERVICES LLC	4601 COLLEYVILLE BLVD
MILLS, JON	4601 COLLEYVILLE BLVD
JLP BUILDING LLC	4601 COLLEYVILLE BLVD
TRINITY RIVER AUTHORITY OF TX	4602 BRANSFORD RD
DHANANI, SHEZAD	4704 BRANSFORD RD
MADHANI, SALEEM	4602 COLLEYVILLE BLVD
BLOCKSTER INVESTMENTS LTD	4608 COLLEYVILLE BLVD
NORTHEAST PROPERTIES INC	4501 COLLEYVILLE BLVD
BRANSFORD PROPERTY LLC	4604 BRANSFORD RD
EBNA-CINA INC	4532 COLLEYVILLE BLVD
SADDLEBROOK ADDITION	COURTESY NOTICE
CAMBRIDGE PLACE - COLLEYVILLE	COURTESY NOTICE
MILL CREEK ADDN-COLLEYVILLE	COURTESY NOTICE
GRAPEVINE COLLEYVILLE ISD	STATE REQUIRED