



**CITY OF COLLEYVILLE
PLANNING AND ZONING
COMMISSION WORKSESSION
AGENDA**

100 Main Street, Colleyville, Texas, 76034

MONDAY, OCTOBER 27, 2025

**EXECUTIVE CONFERENCE ROOM - THIRD FLOOR
6:15 P.M.**

1. CALL TO ORDER

2. PRESENTATION AND DISCUSSION

- 2a** Presentation and discussion of a Special Use Permit for an Accessory Building for Lot 3, Block 1, Beldon Hollow, located at 4905 Beldon Trail, Case ZC25-029

3. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards *Tuesday, October 21, 2025*, by 5:00 p.m.

Daniel Ponder
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 817.503.1050, and reasonable accommodations will be made to assist you.



CITY OF COLLEYVILLE PLANNING AND ZONING COMMISSION WORKSESSION BRIEFING

Agenda Number -

Agenda Date 10/27/2025

Type Presentation and Discussion

Department Community Development

Title

Presentation and discussion of a Special Use Permit for an Accessory Building for Lot 3, Block 1, Beldon Hollow, located at 4905 Beldon Trail, Case ZC25-029

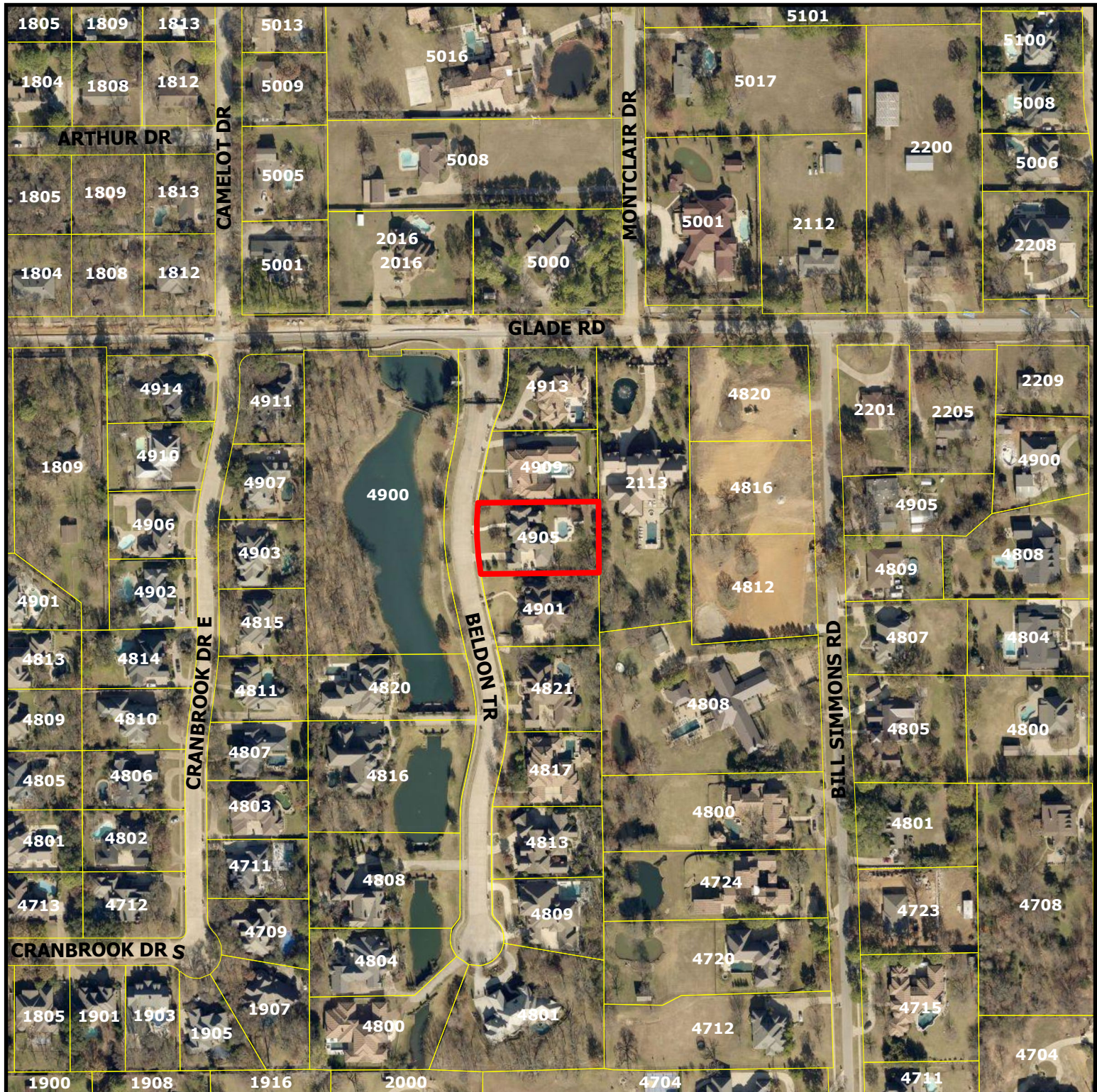
Explanation

Rodney Owens, the applicant, has submitted a request for a Special Use Permit (SUP) to allow for an Accessory Building on Lot 3, Block 1, Beldon Hollow, being approximately 0.66 acres, and zoned PUD-R Planned Unit Development - Residential. The request is to allow for an accessory building that does not conform to the Land Development Code, Section 3.27(A)(2)(a). The proposal would exceed four percent of the total lot coverage, which is the maximum allowed by the Land Development Code, unless granted an SUP.

Attachments

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Statement of Planning Objectives
5. Site Plan
6. Letters of Support

Aerial Map



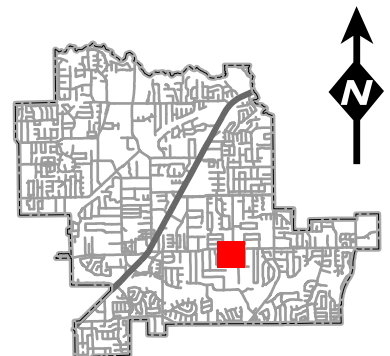
ZC25-029

4905 Beldon Trail

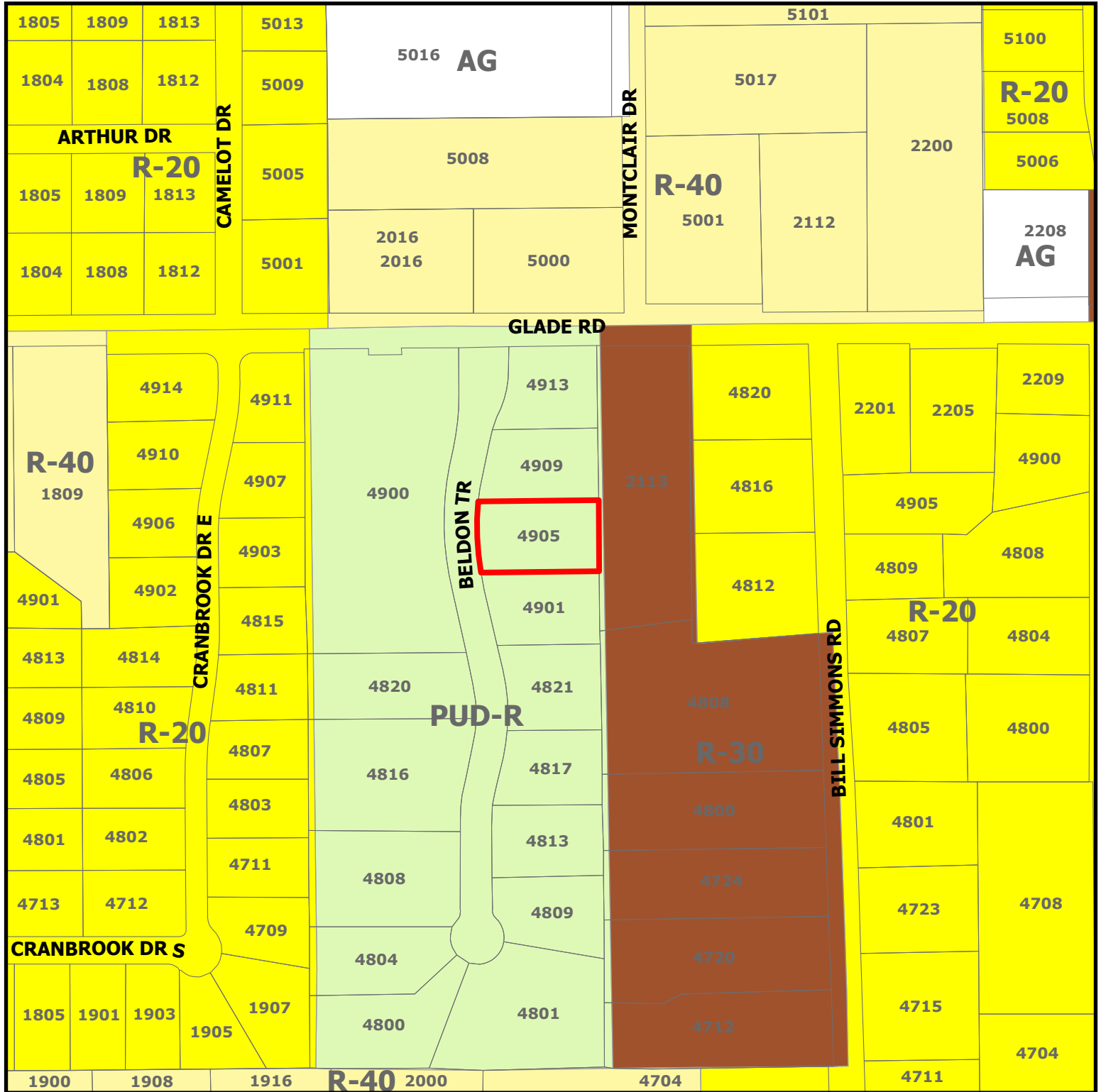
DISCLAIMER:

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☐ Subject Property



Zoning Map

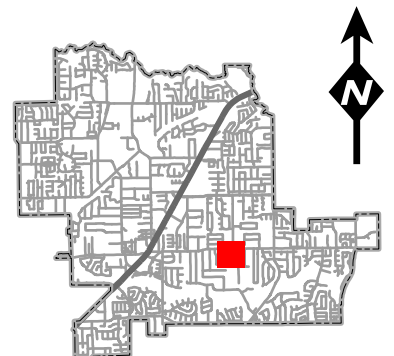


ZC25-029

4905 Beldon Trail

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 Subject Property

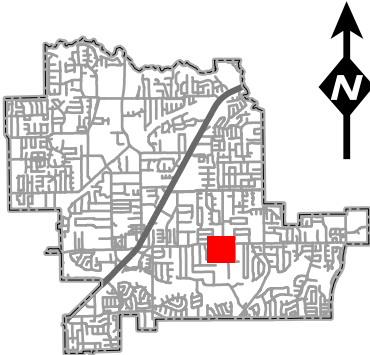


Future Land Use Map



ZC25-029
4905 Beldon Trail

- Residential
- Water Body
- Subject Property



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10 October 2025

Request for Home Improvement Project Approval

Brian & Amy Steffek
4905 Beldon Trail
Colleyville, TX 76034

To Whom It May Concern,

The reason for the construction project is to spend more time with the family at home in the beautiful Beldon Hollow neighborhood. We will use this area for entertainment and family activities as the kids grow up over the next 10 years and our social network expands in the Colleyville community overall.

Please consider for approval our request for a home improvement project for a structural addition to our backyard per the details included in this package to the City of Colleyville. We will utilize local Colleyville resources for Engineering, Construction Services, and materials where applicable for this project to maximize the local content. Our plans for this multi-purpose room meet all property boundary requirements and elevation limitations. This detached, one-story structure will be made to seamlessly match the existing home with the like materials for brick, roofing, and paint colors. There will not be any plumbing inside the structure as it will not be an inhabited addition by the family.

Thank you for your consideration.

Sincerely,

Brian & Amy Steffek

THE DESIGN STUDIO OF
JAMIE LINN

817-733-7173

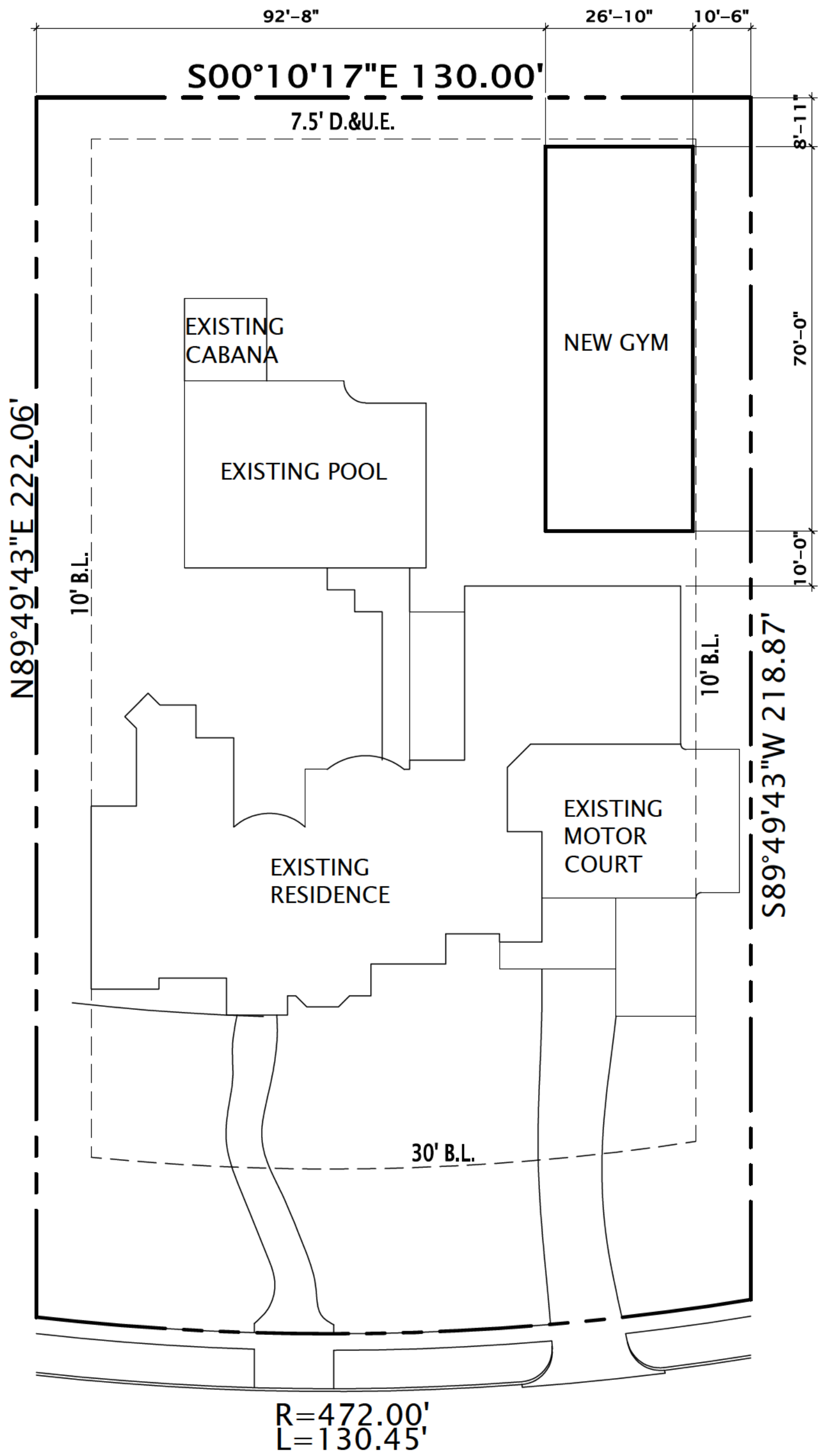
LOT 3 BLOCK 1
4905 BELDON TRAIL
COLLEYVILLE, TX

STEFFEK RESIDENCE

BUILDER CUSTOM HOMES

SP. 1

OF 1 SHEETS



LOT COVERAGE ALLOWANCES

NEW FOUNDATION	1,878 SQ. FT.
EXISTING FOUNDATION	5,065 SQ. FT.
FLATWORK SQ. FT. (1858+1081)	2,939 SQ. FT.
POOL, PATIO & OTHER COVERAGE SQ. FT.	1,903 SQ. FT.
TOTAL COVERAGE SQ. FT.	11,785 SQ. FT.
29,051 SQ. FT. LOT	
60 % MAXIMUM COVERAGE ALLOWED	40.57% COVERAGE

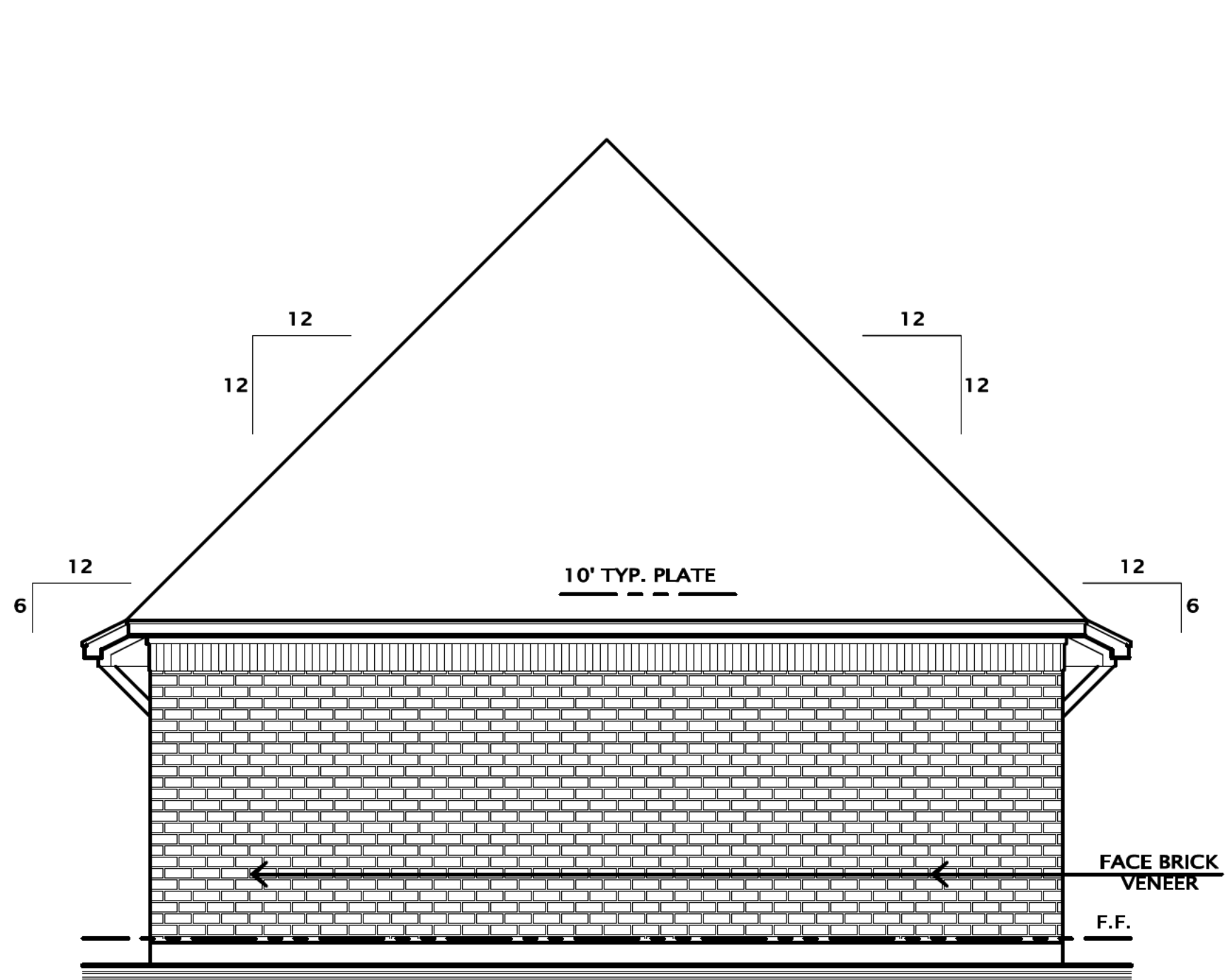
LOT 3 BLOCK 1
BELDON HOLLOW
CITY OF COLLEYVILLE
TARRANT COUNTY, TX
SITE PLAN



SCALE: 1" = 20'-0"

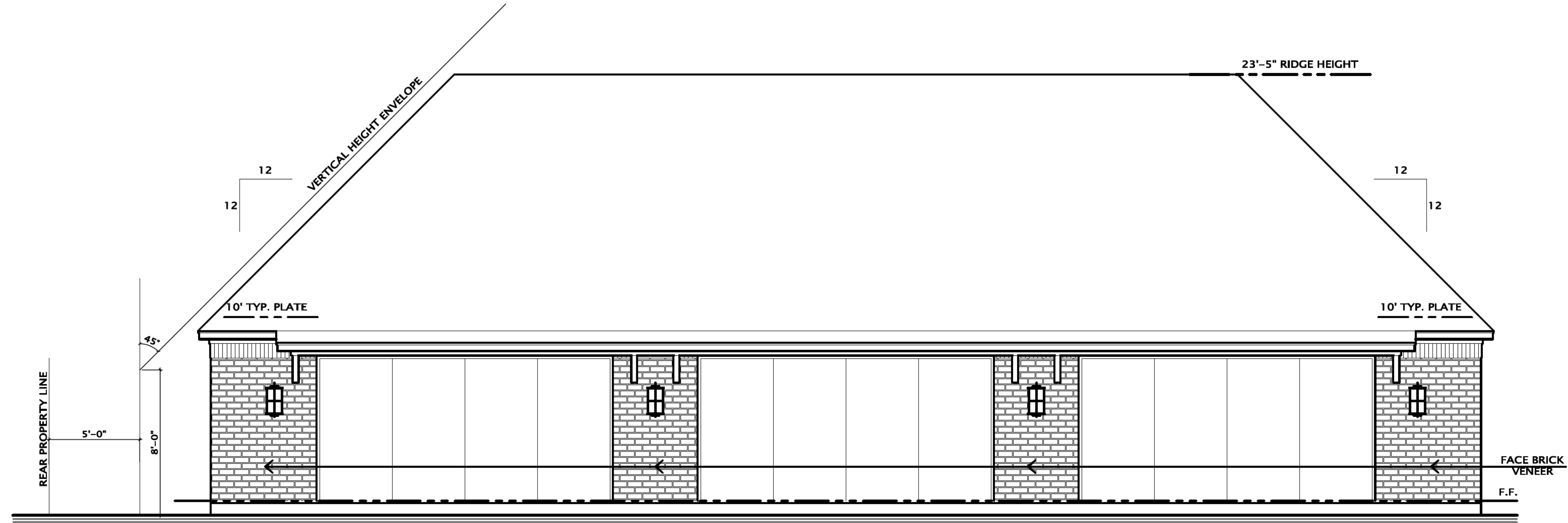






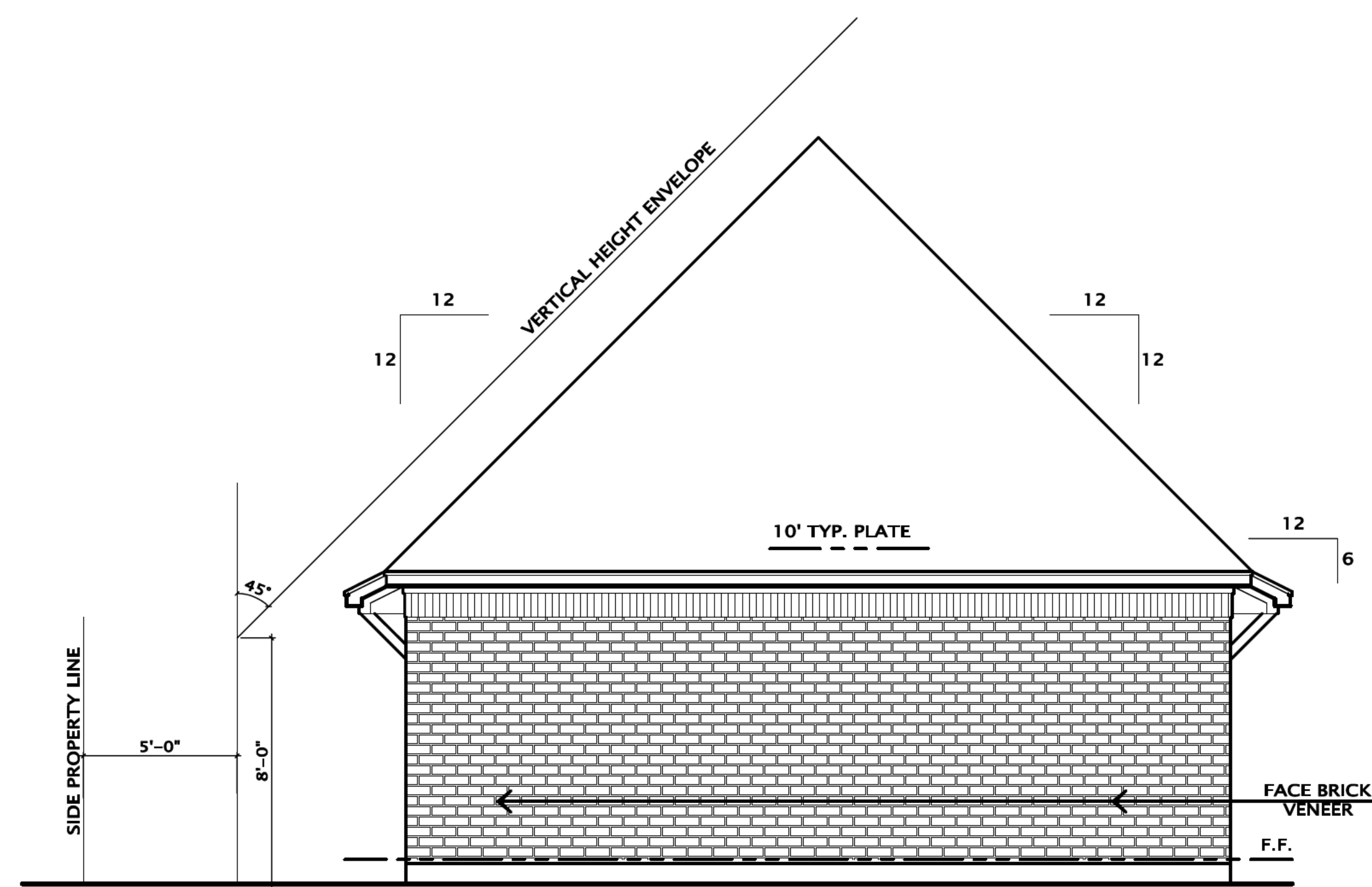
SIDE ELEVATION

SCALE: 1/4" = 1'-0"



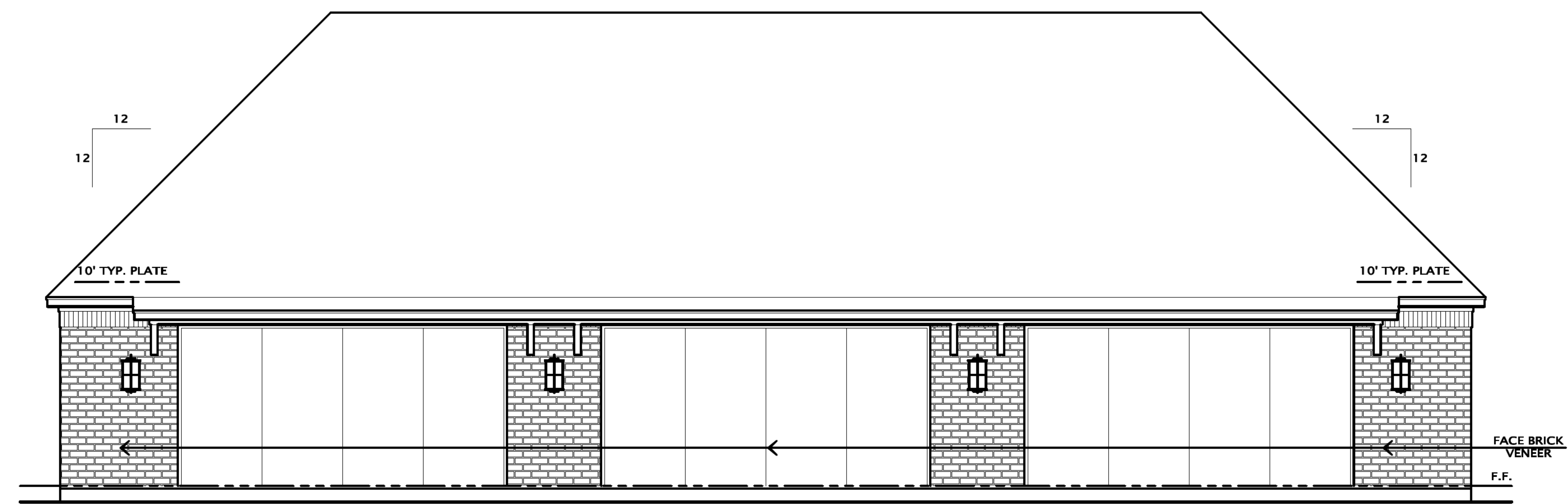
FRONT ELEVATION

SCALE: 1/4" = 1'-0"



SIDE ELEVATION

SCALE: 1/4" = 1'-0"



REAR ELEVATION

SCALE: 1/4" = 1'-0"

NOT FOR CONSTRUCTION

DATE 22/SEP./2025

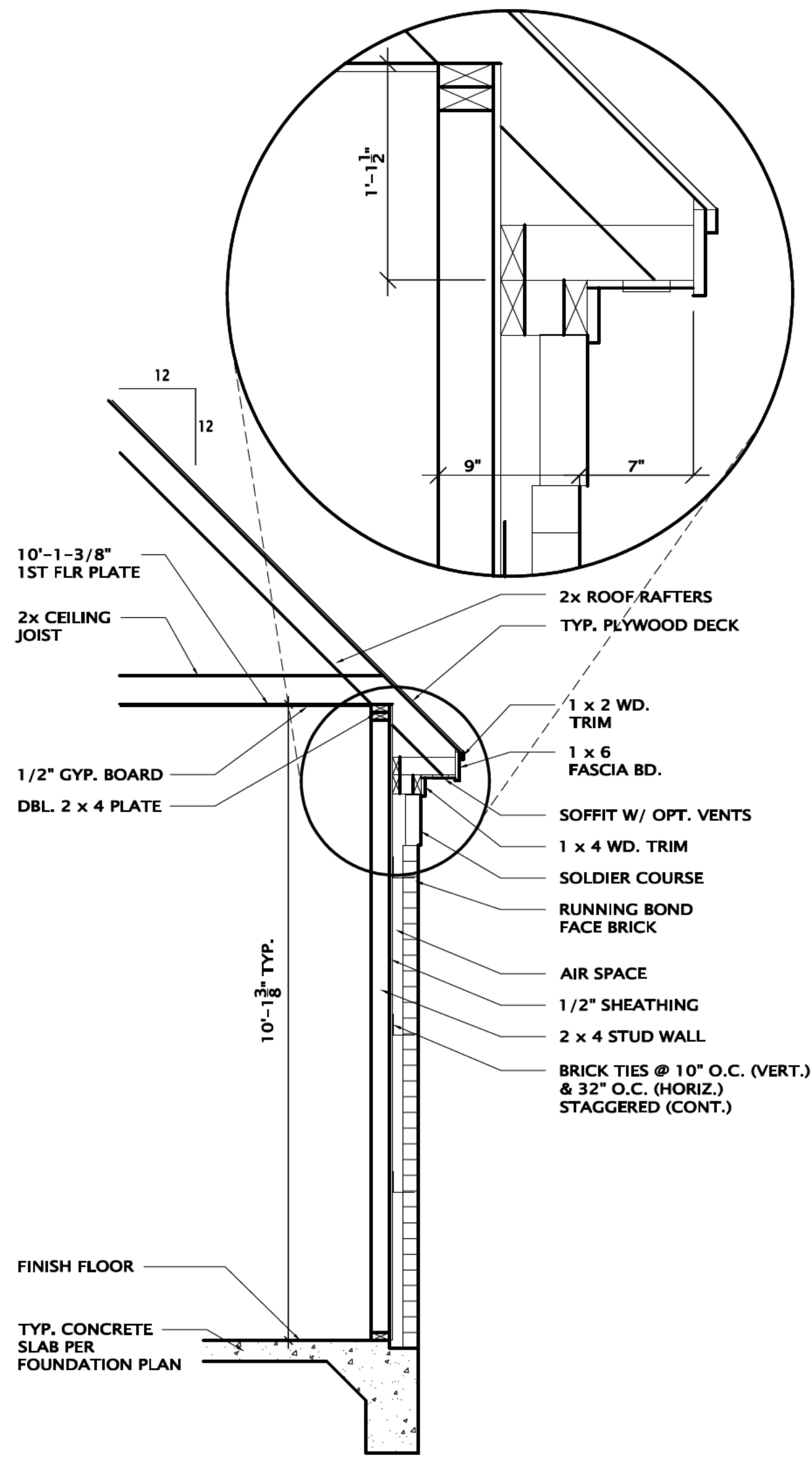
817-733-7173

THE DESIGN STUDIO OF
JAMIE LINN

LOT 3 BLOCK 1
4905 BELDON TR.
COLLEYVILLE, TX

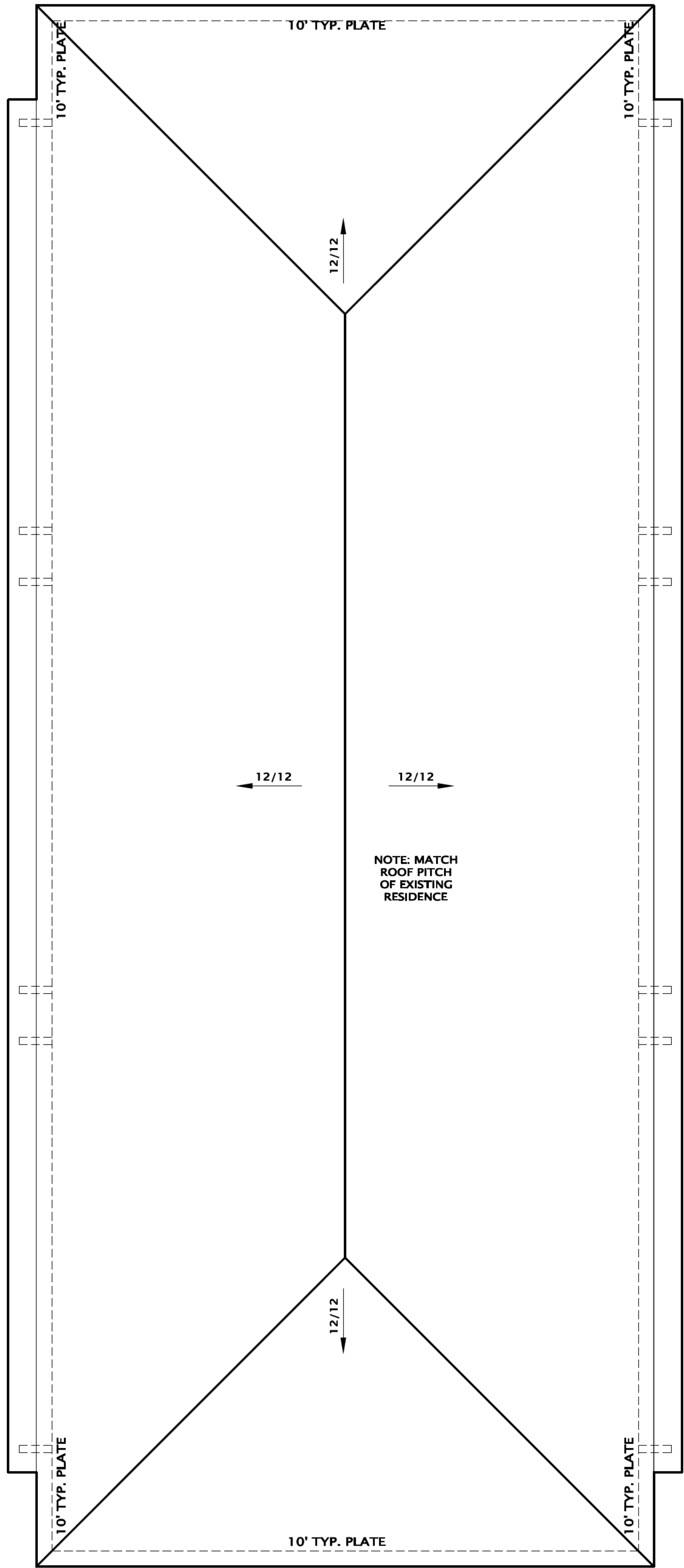
STEFFEK GYM
BUILDER CUSTOM HOMES

A.1
OF 2 SHEETS



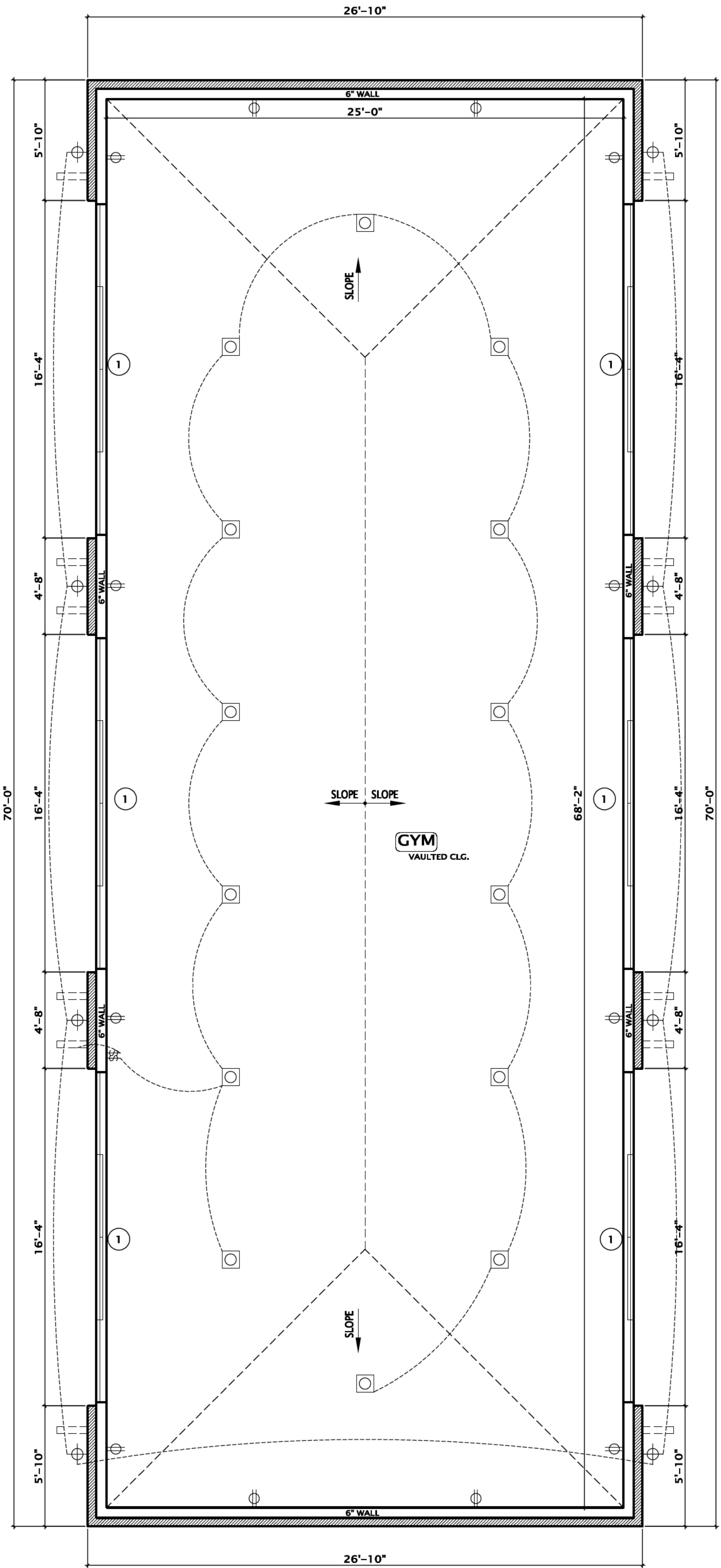
TYPICAL SECTIONS

SCALE: 1/2" = 1'-0"
EXACT DETAILS SUBJECT TO ELEVATIONS AND MATERIAL SELECTIONS FOR EACH PROJECT



ROOF PLAN

SCALE: 1/4" = 1'-0"



FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

AREAS			
FIRST FLOOR LIVING AREA		1,870 SQ. FT.	

DOOR SCHEDULE			
MARK	SIZE	TYPE	
1	16'-0" x 8'-0"	EXT.SLIDER	

ELECTRICAL LEGEND			
	LIGHT FIXTURE		CEILING FAN
	RECESSED CAN LIGHT		FLOOD LIGHT
	WALL SCONCE		SWITCH
	EXHAUST FAN		ELECT. OUTLET
	EXHAUST FAN W/LIGHT		T.V.OUTLET
	UNDER/OVER CAB. LIGHT		SMOKE DETECTOR
	FLUORESCENT LIGHT		UP LIGHT
	WALL LIGHT AS SELECTED		FLOOR PLUG

- NOTES:
- ALL ELECTRIC FIXTURES, OUTLETS, CANS, ETC. TO BE VERIFIED IN TYPE AND LOCATION AS SELECTED
 - VERIFY EXTERIOR LIGHTING
 - VERIFY HOSE BIB LOCATIONS
 - VERIFY WATER HEATER LOCATION
 - VERIFY GUTTERS AND DOWNSPOUTS WITH RAINFALL VOLUME CALCULATIONS
 - SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS TO BE INSTALLED ACCORDING TO CODE. EXACT LOCATIONS SUBJECT TO VERIFICATION.
 - ALL MATERIALS, ROOF PITCH, COLORS, ETC. TO MATCH EXISTING RESIDENCE.
 - PLAN ALLOWS FOR 2X6 EXTERIOR WALLS

October 8th, 2025

--Neighbor Review & Comments To Planned Home Addition--

Note below regarding planned improvement address:

Brian & Amy Steffek
4905 Beldon Trail
Colleyville, TX 76034

Direct neighboring property to the north:

Don Ferrando
4901 Beldon Trail
Colleyville, TX 76034

To Whom It May Concern,

I, Don Ferrando, have reviewed with my neighbor, Brian Steffek, at his request, the architectural drawings and 3D model pictures for his planned ~1,900 sf foundation, one-story structure his family would like to build in his backyard. I appreciate Brian taking the time to ask my opinion and go through the details with me.

After my review with Brian, I support the project. I believe this improvement will be a welcomed addition for his active young family.

Sincerely,

A handwritten signature in black ink that reads "Don Ferrando". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Don Ferrando

7:50



 **Inbox** **4905 Submittal for Archi...**  

From: George Grubbs Jr. [REDACTED]
Sent: Thursday, October 9, 2025 7:51 AM
To: Brian Steffek [REDACTED]
Subject: Re: 4905 Submittal for Architectural Control Committee

Brian,
As a board member, I have approved your request and think it was well planned and well presented. Thanks for the details and for checking with Don. Look forwards to meeting you soon.
George Grubbs, Jr.
4809 Beldon Trail
[REDACTED]

From: Brian Steffek
[REDACTED]

Date: Thursday, October 9, 2025 at 6:54 AM
To: Jyothi Chennu [REDACTED]
Cc: Frank McDonald

[REDACTED] George Grubbs
[REDACTED] Jr. [REDACTED] Mike Risley
[REDACTED]

Subject: Re: 4905 Submittal for Architectural Control Committee

Addition letter from Don Ferrando supporting the project as my neighbor. The city said this is good to have and shows due diligence.

Brian

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From: Brian Steffek [REDACTED]
Sent: Wednesday, October 8, 2025 9:45:20 AM
To: Jyothi Chennu [REDACTED]
Cc: Frank McDonald

