



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

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

TUESDAY, JANUARY 13, 2026 - 7:00 PM

1. CALL TO ORDER

2. APPROVAL OF MINUTES

September 9, 2025 Sign Board of Appeals Meeting Minutes

3. PUBLIC HEARING AGENDA ITEMS

- 3a** Consideration of a variance to the regulations of Chapter 7 of the Land Development Code, Section 7-190, Temporary Business Signs; Section 7-195, Temporary Signs – Permitted Districts; and Section 7-200 Temporary Signs – Area and Setback Regulations, on the southwest corner of Colleyville Boulevard and Tinker Road, located at 1509 Tinker Road, Case SC25-004

4. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards *Wednesday, January 7, 2026*, 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 817.503.1133, and reasonable accommodations will be made to assist you.



CITY OF COLLEYVILLE SIGN BOARD OF APPEALS BRIEFING

Agenda Number

Agenda Date 1/13/2026

Number -

Type Approval of Minutes

Department Community Development

Title

September 9, 2025 Sign Board of Appeals Meeting Minutes

Explanation

Approval of minutes from the September 9, 2025 Sign Board of Appeals meeting.

Attachments

1. September 9, 2025 Sign Board of Appeals Meeting Minutes



**CITY OF COLLEYVILLE
SIGN BOARD OF APPEALS
MINUTES**

100 Main Street, Colleyville, Texas, 76034

TUESDAY, SEPTEMBER 9, 2025

**CALL MEETING TO ORDER
CITY COUNCIL CHAMBERS**

The City of Colleyville Sign Board of Appeals Meeting was called to order by Chair Carroll on September 9, 2025, at 7:00 p.m.

Roll Call

Present: Frank Carroll, Dan Shadle, Michael Deakin, Eric Holland, and Rick Ramirez

Absent: Dee Kamerman and Richard Vallario

Staff Present: Planner Kris Potts and Planner Bethany Lopez

1. APPROVAL OF MINUTES

1a May 15, 2025 Sign Board of Appeals Minutes

Board Member Shadle made a motion to approve the May 15, 2025 minutes. Board Member Deakin seconded the motion.

The motion was carried by the following vote:

Aye: 4 – Deakin, Ramirez, Carroll, and Shadle

Nay: 0

Abs: 1 - Holland

2. PUBLIC HEARING AGENDA ITEMS

2a Consideration of a variance to the provisions of Chapter 7 of the Land Development Code, specifically to Section 7-150, Maximum Sign Area

and Height, on Lot 2R, Block 1, Chamber Addition, located at 6630 Colleyville Boulevard, Case SC25-003

Planner Kris Potts presented the case and briefed the Sign Board on the regulations and why the variance is necessary to allow the sign to be rebuilt. The previous sign was destroyed after being hit by a car. The new sign would be smaller than the previous sign, though still out of compliance.

Ken Green, 7205 Vanguard Court, the applicant, spoke on the case. He expressed a desire for the sign to match existing signs at his other buildings.

The public hearing was opened. With no one wishing to speak, the public hearing was closed.

There was general discussion between the board members regarding the proposed variance.

Board Member Deakin made a motion to approve case SC25-003, seconded by Board Member Holland.

The motion was carried by the following vote:

Aye: 5 – Deakin, Ramirez, Carroll, Holland, and Shadle

Nay: 0

3. ADJOURNMENT

The meeting adjourned at 7:11 p.m.

The minutes were written and prepared by:

Bethany Lopez

Bethany Lopez

Planner

The meeting minutes were approved on January 13, 2026 by a vote X-X.



CITY OF COLLEYVILLE SIGN BOARD OF APPEALS BRIEFING

Agenda Number 3a

Agenda Date 1/13/2026

Number -

Type Public Hearing Agenda Items

Department Community Development

Title

Consideration of a variance to the regulations of Chapter 7 of the Land Development Code, Section 7-190, Temporary Business Signs; Section 7-195, Temporary Signs – Permitted Districts; and Section 7-200 Temporary Signs – Area and Setback Regulations, on the southwest corner of Colleyville Boulevard and Tinker Road, located at 1509 Tinker Road, Case SC25-004

Explanation

Justin Ware, the applicant, has submitted a request for a variance to the regulations of Chapter 7 of the Land Development Code, Section 7-190, Temporary Business Signs; Section 7-195, Temporary Signs – Permitted Districts; and Section 7-200, Temporary Signs – Area and Setback Regulations, on the southwest corner of Colleyville Boulevard and Tinker Road, being approximately 0.77 acres, and zoned AG Agricultural. The request is to consider a variance for a nonconforming commercial real estate sign.

Analysis: The sign variances requested herein are to allow for a Commercial Real Estate sign which does not conform to the criteria outlined in Chapter 7 of the Land Development Code. Staff has identified technical noncompliance, as outlined below, that indicates the requested variance does not align with the intent of the Land Development Code, Chapter 7 – Sign Regulations.

Requested Variance: The applicant is requesting a variance to Section 7-190, Temporary Business Signs; Section 7-195, Temporary Signs – Permitted Districts; and Section 7-200, Temporary Signs – Area and Setback Regulations.

Code of Ordinances – Section 7-190, Temporary Business Signs:

a. "...if the property is vacant or the building is more than 100' from the nearest approved right of way, the property shall have the right to place a single commercial sale/ lease sign affixed to the ground no larger in size than 3' x 4' and 4' in overall height."

b. "Permit Required for Ground Sign: A permit, but no permit fee, shall be required for an allowable free-standing (ground) commercial real estate sign. The permit may be issued for a period of 60 days and may be extended at 60 day increments. Commercial real estate signs shall be removed within seven (7) days following the completion of the sale, rental or lease of the premises."

Code of Ordinances – Section 7-195; Temporary Signs – Permitted Districts, Table 7-4:

Commercial Real Estate Signs are not permitted in the AG Agricultural zoning district, or any residential zoning district.

Code of Ordinances – Section 7-200 Temporary Signs – Area and Setback Regulations:

The minimum standards for Commercial Real Estate Signs are as follows:

Maximum Area: 12 square feet
Maximum Height: 4 feet

No ground sign shall be placed if there is an existing building.

Existing Conditions/Background: The subject property, 1509 Tinker Road, has AG Agricultural zoning and is located on the southwest corner of Colleyville Boulevard and Tinker Road. The subject property is developed with a single-family home.

Surrounding Development: The properties to the north are zoned R-20 Single-Family Residential and are improved with single-family homes. The properties to the east are zoned CC-1 Village Retail and CC-2 Shopping Center and are improved with commercial uses. The properties to the south and the west are zoned PUD-C Planned Unit Development Commercial and are improved with commercial uses.

Plat Status: The property is currently unplatted, and exists as Tracts 2W3, 2W4, and 2W5, in Abstract 180, and Byas, J L Survey, Tarrant County, Texas.

DRC Review: The Development Review Committee (DRC) reviewed the request at their December 22, 2025, meeting and determined the request was able to be scheduled for the next available Sign Board of Appeals meeting.

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.

Attachments

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Statement of Planning Objectives
5. Notification Map
6. Notification Letter

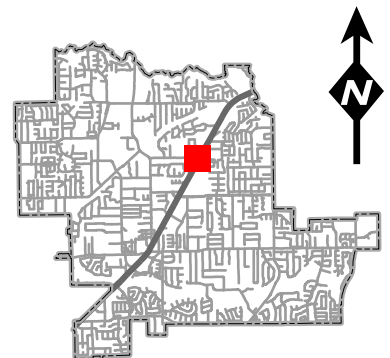
Aerial Map



SC25-004

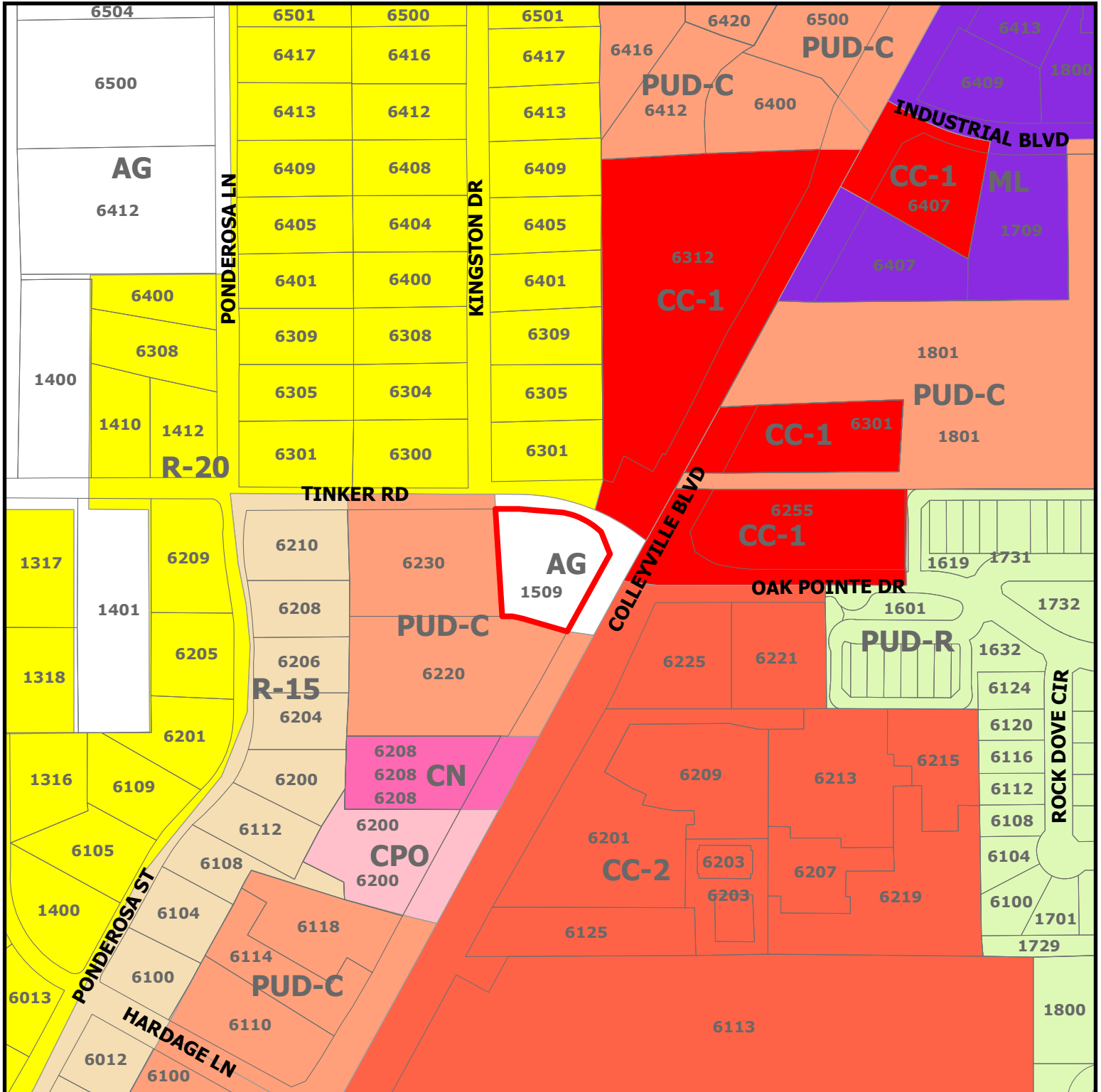
1509 Tinker Road

 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.

Zoning Map



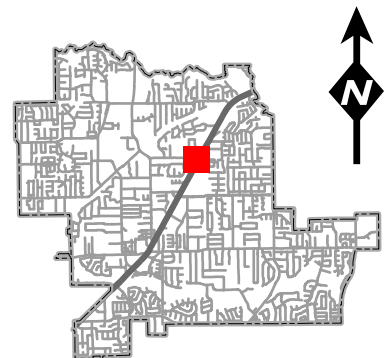
SC25-004

1509 Tinker Road



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 Subject Property



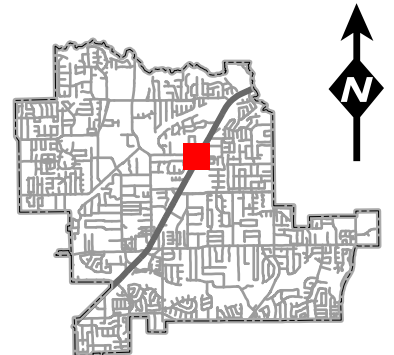
Future Land Use Map



SC25-004

1509 Tinker Road

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



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1509 Tinker Rd

From Justin Ware [REDACTED]

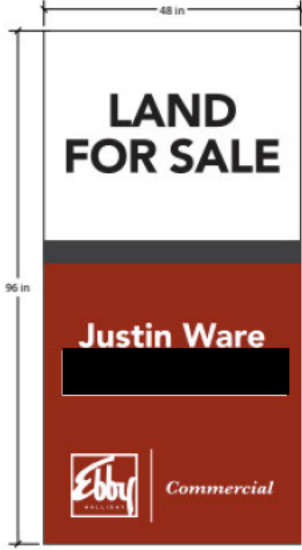
I would like to request a variance to the recently passed sign ordinance and regulation for commercial real estate signs on behalf of the owner of the property at 1509 Tinker Rd. In the Spring of 2025, I started the design and installation of the sign at the property. First, I contacted the appropriate City leadership and requested information as to the process for permitting a new commercial real estate sign that is 4x8 ft, made of high-quality MDF and UV fade-resistant print. Even though the cost can be substantial for a temporary sign, I take this extra level of effort to eliminate UV fade or bleeding as seen on so many other signs that I feel do not look professional. The individual that I spoke to on the call stated that was not an existing sign permitting processes and that she would recommend that I have the sign installed quickly in the event that there were any future changes. The sign was professionally installed on May 29, 2025 after a review of the survey, TxDot rules and regulations, and placed outside known easements and the traffic line of sight, as I do in other cities where there is a permitting process. I am respectfully requesting a sign variance of the location and size at the property owner's request, as the sign is not in a dilapidated state, as are so many other signs in the city, and based on the effort I put forth to adhere to the City permit requirements prior to investing into the design, constructions, and installation of the current sign. -Justin Ware



8 feet tall
 4 feet wide
 10 feet - total height with sign posts

SIGN A

SCALE: .875"=1"



SIGN SPECIFICATIONS:
Post and Panel - Double Sided
Faces: MDO
Vinyl: Digitally Printed
Mounted: 4" Square Posts
Qty: 1
S.F.: 32

Colors:
 White
 Black
 Red: CMYK - 0, 100, 100, 30
 Gray: CMYK - 0, 0, 0, 90

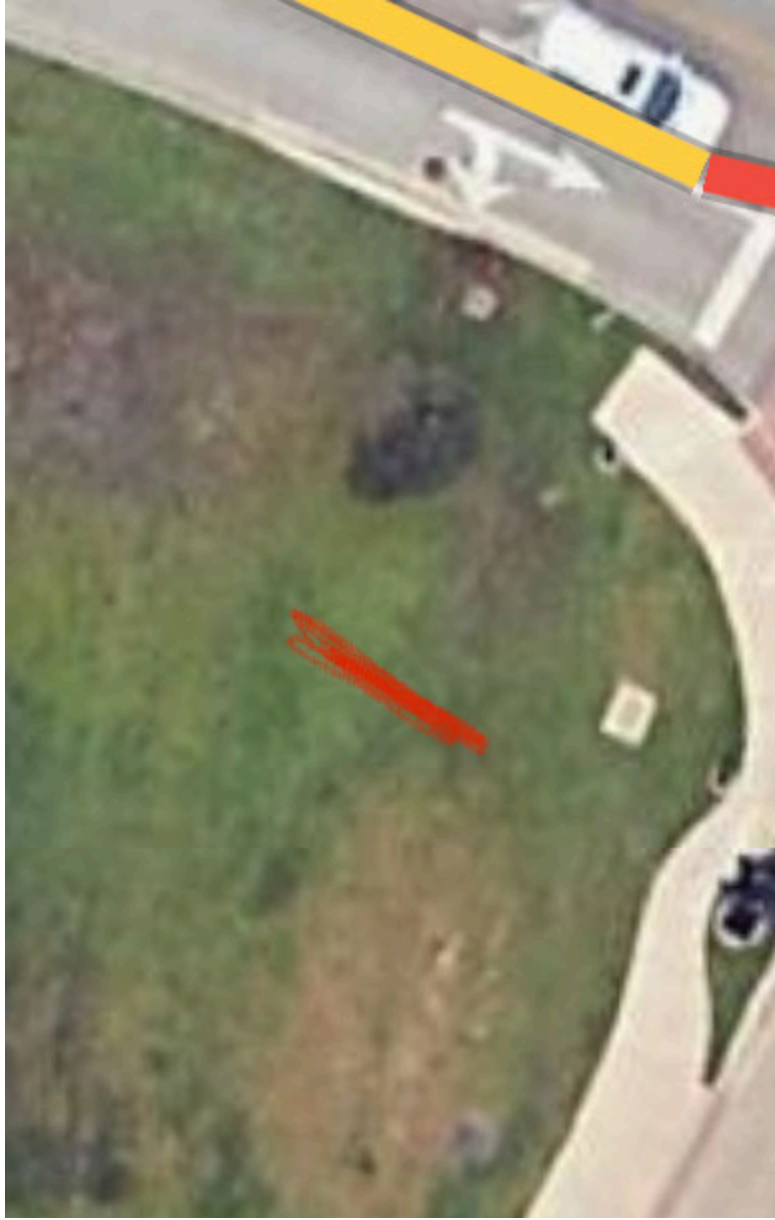
SCOPE OF WORK

Manufacture & install post & panel

NEED INSTALLATION LOCATION

Z:\PRIOR\TYPOS-PC\psg_2014\Ebby Halliday Realtors\Ebby Halliday\Ebby Halliday-Justin Ware\4.25 Ebby Halliday Justin Ware PROOF3.ai

PRIORITY SIGNS & GRAPHICS 2805 MARKET LOOP, SOUTH LAKE, TX 76092 (817) 854-8287			TDLR TSCL# 18741 PRIORITY SIGNS AND GRAPHICS IS A TEXAS LICENSED ELECTRICAL SIGN CONTRACTOR <small>THE SIGNS IN THIS PROOF ARE INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 606 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER UNLOADING AND BRACING OF SIGNS.</small>	CUSTOMER NAME: Ebby Halliday- Justin Ware	DATE: 4/16/25	BY: LR	REV: 2	DATE: 4/16/25	BY: LR	Ordinance Criteria: S.F. may not exceed ... Max Letter Height ... Max Logo Height ... Max Sign Height ...% of facade Max Sign Width ...% of facade Calculation: ... * ... = ... * Max Sign Width
				JOB SITE ADDRESS: NEED FROM CUSTOMER	DATE: 4/16/25	BY: LR	REV: 2	DATE: 4/16/25	BY: LR	
				SALES/PM NAME: Nick						<input checked="" type="checkbox"/> INSTALL <input type="checkbox"/> PICK-UP <input type="checkbox"/> SHIP






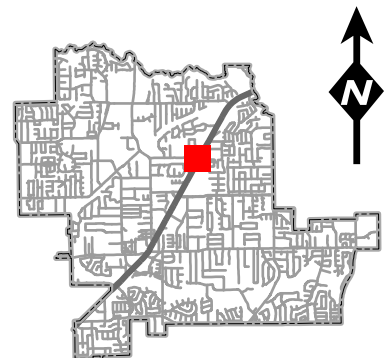
Notification Map



SC25-004

1509 Tinker Road

-  Subject Property
-  Buffer
-  Parcels to be notified



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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: Tuesday, January 13, 2026 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, Section 7-190 Temporary Business Signs; Section 7-195 Temporary Signs – Permitted Districts; and Section 7-200 Temporary Signs – Area & Setback Regulations, on the southwest corner of Colleyville Boulevard and Tinker Road, located at 1509 Tinker Road, Case SC25-004. The request is to allow a nonconforming commercial real estate sign.

Zoning Case: SC25-004

Applicant: Justin Ware

Owner: Li Li

Location: 1509 Tinker Road

Property Description: Southwest corner of Colleyville Boulevard and Tinker Road

Present Zoning: AG Agricultural

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. Denial of the proposal by the Board 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.

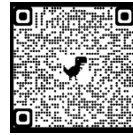
All interested persons are encouraged to attend the public hearing and express their opinions on the request. If you are unable to attend, but wish to have your opinions made a part of the public record, please submit written comments prior to the public hearing, to the address or email below:

**Community Development Department
City of Colleyville
100 Main Street
Colleyville, TX 76034
Citizenletters@colleyville.com**

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.

Daniel Ponder

Daniel Ponder
Planning Manager