



**NOTICE OF REGULAR MEETING
CITY OF PILOT POINT
BOARD OF ADJUSTMENT AND APPEALS**

NOTICE IS HEREBY GIVEN THAT THE BOARD OF ADJUSTMENT AND APPEALS OF THE CITY OF PILOT POINT, TEXAS, WILL HOLD A REGULAR MEETING ON:

**MONDAY, SEPTEMBER 29, 2025
at 6:00 PM
Pilot Point City Hall
102 E. Main Street, Pilot Point, Texas**

AGENDA:

A. ROLL CALL/CALL TO ORDER:

B. BOARD MEMBER INTRODUCTIONS:

C. SELECTIONS—CHAIR AND VICE CHAIR:

Discuss and Act on selection of:

a) Chairperson of the Board of Adjustments and Appeals:

- 1) Request nominations for Chairperson.
- 2) Close nominations and vote on a Chairperson selection.

b) Vice Chairperson of the Board of Adjustments and Appeals:

- 1) Request nominations for Vice Chairperson.
- 2) Close nominations and vote on a Vice Chairperson

D. Commission Training:

City Attorney will conduct a training session for Board Members related role, duties and scope of decision-making on variances and other BOA actions.

E. CONSENT AGENDA:

Discuss and act on the minutes from the May 6, 2024, Board of Adjustment meetings.

F. VARIANCE REQUEST: 801 Dover Street. Applicant: Trey Gruenwald, LLC

1. Discuss and consider acting on a variance request of Trey Gruenwald LLC for property located at 801 Dover Street. The applicant is requesting a variance for lot building setbacks from required 10 feet to 5 feet for interior sides and from 25 feet to 15 feet for corner lot side building setbacks.
 - a. Staff report and presentation
 - b. Applicant Presentation
 - c. Open the Public Hearing.
 - d. Close Public Hearing.
 - e. Discuss and act.

G. ADJOURN:

In compliance with the Americans with Disabilities Act, the City of Pilot Point will provide reasonable accommodations for disabled persons attending this meeting. Requests should be received at least 24 hours prior to the scheduled meeting by contacting the City Secretary's office at 940-686-2165.

I the undersigned authority do hereby certify this notice was posted on the official bulletin board for the City of Pilot Point, Texas on **September 25, 2025 by 5:00 p.m.**, and shall remain posted for at least 72 hours preceding the scheduled time of said meeting.

JoAnn Wright, Development Services
Administrative Assistant



**CITY OF PILOT POINT
BOARD OF ADJUSTMENTS
MEETS AS NEEDED**

2 year terms, must reside inside city limits

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TERM: 2026

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TERM: 2027

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TERM: 2026

MEMBER

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TERM: 2026

**City of Pilot Point
Minutes of the May 06, 2024
Board of Adjustments and Appeals**

The Board of Adjustments and Appeals of the City of Pilot Point, Texas met May 06, 2024 at 6:00 p.m. for a Board of Adjustment regular meeting at Pilot Point City Hall. Board of Adjustment members present were John Haughton, Shannon Stephens, Jerry Alford, Brett Kuhn, and Curtis Wilson. City Staff members present were John Taylor, Development Services Director, Darrell Gentry, City Planner and JoAnn Wright, Development Services Administrative Assistant.

A. ROLL CALL/CALL TO ORDER

Chairman Haughton called role, announced a quorum, and called the meeting to order at 6:00pm.

B. Discuss, consider and possible action on the minutes from the January 24, 2022, Board of Adjustment meeting.

Member Kuhn made the motion to approve the January 24, 2022, Board of Adjustments minutes. Member Stephens second the motion. The motion was approved unanimously.

C. Discuss, consider and possible action on variance requests of C Signs and Graphics on behalf of GM Construction for property located at 1101 South HWY 377. The applicant on behalf of the property owner is requesting a variance for a wall sign height to be less than nine (9) feet.

a. Staff report and presentation.

Development Services Director Taylor stated the property is zoned SF-3, the required front yard setback is 20' and the required side yard setback is 5'. The builder of the house at 407 Scott Lane applied for the building permit with the attached site plan showing all the required setbacks would be met. The inspection process includes a requirement for a "form board survey" to be completed by a surveyor once the foundation form boards are set. The applicant submitted a survey for review but instead of showing the form boards it showed the required setbacks. This survey went to the 3rd party plans review and was approved by mistake. The house moved forward through the building process and ultimately passed a final inspection. As a part of closing on the sale of the house a new survey (attached) showed that the house was over the front and the side setback.

The variance worksheet lays out the four criteria that the Board must determine are met to make a finding of hardship and grant the variance. The Board of Adjustment may grant a variance to the regulations of the ordinance, after a public hearing when, in its judgment:

1. The public convenience and welfare will be substantially served Staff notes that without the variances this house will not be able to be sold and will sit vacant which will be a negative blight on the neighborhood. Staff notes that

without the variances this house will not be able to be sold and will sit vacant which will be a negative blight on the neighborhood.

2. The appropriate use of the neighboring property will not be substantially injured Staff notes that the side setback variance is only 3 inches and will not be significant. The front setback variance is 2 ½ feet but Scott Lane has significant ROW so there is more than 20 feet to the pavement
3. Variance is required to permit reasonable development and improvement of property where the literal enforcement of the regulations would result in an unnecessary hardship. Staff notes that without the variances the property and structure may not be used.
4. It is found that the variance is within the general purpose and intent of the ordinance. Staff notes the purpose and intent of the setbacks is still being met.

It is the recommendation of the city staff that the Board of Adjustment should grant the requested variances as the aspects of an “unnecessary hardship” are shown.

b. Applicant presentation.

Owner Velan Marimuthu and General Contractor Dennis Cassio were present. Mr. Marimuthu stated that he is a first-time builder and at closing the mistake was found. The residents that responded said they did not have a problem with the house.

c. Public Hearing.

Chairman Haughton opened the public hearing at 6:15 p.m.

Resident Dennis Fritz stated that he had no problem with the placement of the house.

Chairman Haughton closed the public hearing at 6:20 pm.

d. Discuss, consider, and take any necessary action.

Member Wilson made the motion to approve both variances on the side yard and the front yard. Member Kuhn seconded the motion. The motion passed unanimously.

D. Adjourn

Chairman Haughton made the motion to adjourn. Member Kuhn seconded the motion. The meeting adjourned at 6:22p.m.

ATTEST:

,Chair

JoAnn Wright, Development
Services Administrative Assistant



DATE: September 29, 2025
TO: Board of Adjustment
FROM: John Taylor, Director of Development Services
RE: Building Setback Reduction Variance Request by Trey Gruenwald

Request:

The applicant, Trey Gruenwald, is seeking a waiver to lot building setbacks for interior side yard and street side yard rear yard regulation.

The requested reductions are:

Street Side yard setback—25 feet required. Variance request is to allow 15 feet.

Interior yard setback—10 feet required. Variance request is to allow 5 feet.

The applicant states that the reductions would allow construction of new residential dwellings on the subject property mirroring the same dwellings immediately east. The subject property is zoned MF-1, multi-family residential. Surrounding zoning classification is also MF-1 for other properties located on Dover, Holford and Morgan Streets.

A replat of two (2) separate lots into a single (1) lot in June 2024 to allow construction of a four-plex residential building. Replat was approved administratively. A Specific Use Permit was unanimously approved by the City Council, Ord. 594-16-2025 on June 13, 2024 for the construction of a four-plex development project. The applicant has changed his desire and now wants to build 2 duplexes on two lots but requires the variances as requested. The proposed new dwellings would be similar to other existing dwellings on Holford Street, which were also constructed by the applicant.

Guidance for BOA actions:

Sec. 1.07.066 Jurisdiction

(a) Variances.

When, in its judgment, the public convenience and welfare will be substantially served and the appropriate use of the neighboring property will not be substantially or permanently injured, the board of adjustment may, in specific cases, after public notice and public hearing and subject to appropriate conditions and safeguards, authorize a variance and exceptions to Chapter 14 Zoning, City Code of Ordinances that govern building setback requirements.

(b) Hardships.

The Board of Adjustments can grant approval of such a variance request, if in its examination of material facts, physical property conditions warrant an exception being allowed where the literal enforcement of regulations would result in an unnecessary hardship in the same zoning district as other parcels.

Specific Required Findings to Grant a Variance:

In order to grant a variance request, the Board of Adjustments shall determine that the request meets four (4) of the following criteria:

- 1) There are special circumstances existing on the property on which the application is made related to size, shape, area, topography, surrounding conditions and location that do not apply generally to other property in the same area and the same zoning district.
- 2) That granting of the variance will not violate the purpose or intent of the ordinance and will not cause harm to any surrounding property owner.
- 3) The granting of the variance will not merely serve as a convenience to the applicant.
- 4) The granting of the variance will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from the standards and will not be contrary to the public interests.

Finding #1: There are special circumstances existing on the property on which the application is made related to size, shape, area, topography, surrounding conditions and location that do not apply generally to other property in the same area and the same zoning district.

Applicant Response to #1: *This request will comply with the properties east of these lots that have become a great family orientated community.*

Staff Evaluation: For site development, the dimensions needed for construction of 2 duplex buildings is approximately 134 feet. The subject property measures approximately 124 feet along Dover Street and 99 feet along Holford Street. The Holford Street frontage is sufficient for site development, but the depth is inadequate for four-plex duplex development without the requested setback reduction.

Finding #2: The proposed building setback reduction shall not adversely impact and will be wholly compatible with the use and permitted development of the adjacent property (visibility, size, etc.).

Applicant Response to #2: *This variance request will comply with the properties east of these lots that have become a great family orientated community.*

Staff Evaluation: The proposed setback reductions, if granted, would not adversely impact the existing residential dwellings along Dover or Holford Street nor would public health, safety or welfare be adversely impacted by the setback reduction.

Finding #3: The granting of the variance will not merely serve as a convenience to the applicant.

Applicant Response to #3: *This variance will reflect will on the entire community by continuing to provide nice new quality housing rather than vacant lots scattered throughout the town.*

Staff Evaluation: This setback variance, if granted, will not serve as a convenience to the applicant. The reduction of setbacks as requested does not grant any relief to City improvement

requirements for streets, storm drainage system, water and sewer or residential construction. The City Council approved Specific Use Permit in 2024 was to allow for four-plex development at this site location.

Finding #4: The granting of the variance will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from the standards and will not be contrary to the public interests.

Applicant Response to #4: *I, as applicant, believe it is in the public interest to keep the quality and the square foot size of the surrounding properties to ensure the continual rise in property values.*

Staff Evaluation: The 2024 approval of a SUP did not grant a waiver of zoning district building setbacks or other construction requirements. The required pavement improvements for Holford and Dover Streets are still required. Such improvements were not required for other properties located along Dover and Holford in the past but would be required if those other lots are developed or redeveloped. The recent development of duplex units at the intersection of Holford Street and No Washington Street did provide sewer, water, street and sidewalk improvements that upgraded this neighborhood location.

Staff Recommendation:

Staff does not typically make a recommendation on a variance request.

Board actions are:

- 1) Consider available information, hear applicant and owner testimony for the request.
- 2) On basis of testimony provided to Board members and to decide that four of the five required findings are evident and applicable to this variance request **OR** decide that specific findings are not evident and deny the request.
- 3) Take action to grant or deny the requested variance.

Attachments:

- Exhibit A – Site Location.
- Applicant’s Application Statement for request.



Board of Adjustment Application

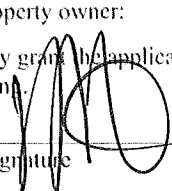
SITE INFORMATION

Address: 801 Dover
 City: Pilot Point State TX Zip 76258
 Subdivision: _____ Lot# _____ Block# _____ Zoning: _____

PROPERTY OWNER

Name: Trey Gruenwald LLC
 Address: 10400 Freeman Rd City: Sanger State: TX Zip: 76266
 Phone: 817-689-0232 Email: tgruen1984@yahoo.com

If applicant is different from property owner:

The Property Owner does hereby grant the applicant, Trey Gruenwald (name), authority to represent him/her at the hearing.
 Owner Signature: 

REQUEST

Code Section Requesting Action on: _____

Check One: Appeal Special Exception Variance

Describe Request:

Corner lot reduce side to 15' from 25'
5' interior from 10'
Interior lot 5' interior side from 10'

Describe Hardship: Im trying to build the same product directly east of these lots. The homes behind have the same set backs as requested. In order to build duplex on the lot the way the set backs are the units would have to be approx 13' wide each inside after framings & firewalls. I do not think this is the type of product pilot point is wanting.

In order to make a finding of hardship and to grant a variance, the Board of Adjustment must determine that the following conditions are met. State how your request meets these conditions.

a) There are special circumstances existing on the property on which the application is made related to size, shape, area, topography, surrounding conditions and location that do not apply generally to other property in the same area and the same zoning district.

This is MF zoning & due to the size of the lots you can not build a presentable product that represents Pilot Point growth in a good manner.

b) That granting of the variance will not violate the purpose or intent of the ordinance and will not cause harm to any surrounding property owner.

This will comply with the properties east of these lots that have become a great family orientated community.

c) The granting of the variance will not merely serve as a convenience to the applicant

This will reflect well on the entire community by continuing to provide nice new quality housing rather than vacant lots scattered throughout the town.

d) The granting of the variance will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from the standards and will not be contrary to the public interest.

I believe it is in the public interest to keep the quality and the soft size of the surrounding properties to ensure the continual rise in property values.

Applicant hereby requests that this case be reviewed by the Board of Adjustment for a decision.

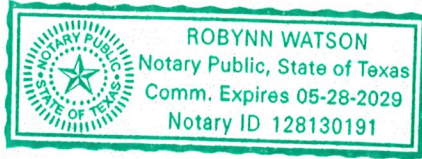
I hereby certify that the above statements are true and correct, that I have read this application form and understand that filing the application and paying the fee does not guarantee an affirmative action by the Board of Adjustment. I further understand that at least four (4) affirmative votes must be cast in order to grant my request.

(applicant's signature) Date: 7-23-25

On this 23 day of July, 2025, before me Robynn Watson the undersigned notary public, personally appeared Trey Gruenwald proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that he/she executed it.

WITNESS my hand and official seal

Robynn Watson (Seal)





N DOVER ST

5' from 10'

807

5' from 10'

5' from 10'

801

15' from 25'

800

100

W HOLFORD ST

721

712

N WASHINGTON ST

N WASHINGTON ST