

# Park Glen Neighborhood Association

*Minutes of October 18, 2021, Board Meeting*

APPROVED  
BY BOARD  
OF  
DIRECTORS  
ON  
12/6/2021

## **Location:**

**In-person:** Office of Neighborhood Management, 5421 Basswood Blvd, Suite 710

**Online:** <https://global.gotomeeting.com/join/955310189> with Access Code: 955-310-189 or (571) 317-3122

## **Call to Order:**

Susan Kenney started the meeting at 7:08 p.m.; quorum was met, and the meeting was called to order. The following Board Members were present: Susan Kenney, Tom Kaul, Paul Grove, Beth Rutkoski, Scott Roloff, and Leslie Graham. Kelly Wingo was absent.

## **Announcement of Board Actions since the September 20, 2021, Board Meeting:**

On September 27, 2021, **Susan Kenney made a motion to appoint Victor Diaz to the Architectural Control Committee (ACC) to serve effective from September 28, 2021, to the September 2022, Board meeting.** Tom Kaul seconded the motion. Voting yes were Susan Kenney, Tom Kaul, Beth Rutkoski, Scott Roloff, Leslie Graham, Kelly Wingo, and Paul Grove. None opposed. **Motion passed unanimously.**

## **Consideration of September 20, 2021, Board Meeting Minutes:**

- **Beth Rutkoski made a motion to accept the board meeting minutes for September 20, 2021.** Paul Grove seconded the motion. None opposed. **Motion passed unanimously.**

## **Board Member Reports & Comments:**

- Susan Kenney- President
  - Sidewalk Project #3 Update – A short history of the sidewalk project was given. Possible completion dates have not been determined, due to a shortage of concrete there has been a delay. Also due to the deadline extension several residents have been added to the list. Susan Kenney did drive through the sidewalk project streets to check on the progress of the project and a lot of the project has been completed.
  - PGNA HOA dues are due on or before November 1, 2021. Bills were sent out on Tuesday, October 4, 2021.
  - PID6
    - Athletic equipment that PID6 is planning to put in Arcadia Park (cost \$100,000). The PID6 has submitted their plan for the athletic equipment for Arcadia Park. We are waiting to hear the decision from the City of Fort Worth's Parks and Recreation Department. Susan Kenney has contacted the Parks and Recreation Department and Carry Moon's office to share our survey results and to express that PGNA would like to see that the athletic equipment be placed around a playground and not throughout the nature walking trail.
    - PID6 management company has purchased equipment in order to have their board meetings online. The PID6 will not be ready to have an online board meeting until January 2022.
    - Next PID6 Board Meeting is Thursday, October 28, 2021, their meetings are in-person at FirstService Residential, Suite 210, 9800 Hillwood Parkway, Fort Worth, TX, 76177, see [PID6.org](http://PID6.org) for more information.
- Kelly Wingo - Vice President (due to Kelly not attending , topic was moved to next board meeting)
  - Discussion about appearance of corners at Park Vista & N. Tarrant Pkwy

## **Community Manager's Report – Christina Fountain from NMI reported on the following:**

- Neighborhood Updates/Status Report - Management Report
- Monthly Financial Reports – September 2021

### **Treasurer's Report – Paul Grove reported on the following:**

- Accounts Receivable Status
- Benevolence Fund

### **Events & Activities Report:**

- Citizens on Patrol Program needs volunteers- (only 4 volunteer hours needed per month, be the eyes and ears to help keep our neighborhood as safe as it can be) - email Ralph Robb at: [ParkGlenCodeBlue@gmail.com](mailto:ParkGlenCodeBlue@gmail.com) – Ralph Robb. Beth Rutkoski asked about the status of the PGNA Code Blue Facebook page. Ralph Robb stated that if someone would like to help him with the PGNA Code Blue Facebook page, he would gladly appreciate that help. A resident in attendance stated that he would be interested in helping.
- National Night Out (block parties held to promote neighbors getting to know one another, which decreases crime because neighbors look out for one another), held on October 5, 2021, had about 5-6 parties.
- Halloween/Harvest Decorating Contest (October 21-26, 2021), make sure that there are lights on the displays because they will be judged during nighttime. Twenty-one people have volunteered to be judges. - Beth Rutkoski
- Turkey Trot (Thanksgiving morning, November 25, 2021), everything is moving forward well. - Susan Kenney

### **Business & Motions:**

- Holiday in the Park Event - **Susan Kenney made a motion to hold the Holiday in the Park Event on December 4th with a budget not to exceed \$5,000, and to appoint Kristy Shallcross as the Coordinator.** Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**
- Holiday Decorating Contest - December 9-14, 2021 - **Susan Kenney made a motion to hold the Holiday Decorating Contest, approve the Holiday Decorating Contest Guidelines, and approve a budget of \$650 (\$50 gift card for one winner from each of the 13 villages), with Beth Rutkoski as the Coordinator.** Leslie Graham seconded the motion. None opposed. **Motion passed unanimously.**
- Ace Hardware Zoning Request - **Susan Kenney made a motion to recommend approval to the City of Fort Worth on Zoning Request ZC-21-170 concerning allowing one food truck on the Ace Hardware property located on Basswood near Beach St at 4440 Basswood Boulevard.** Beth Rutkoski seconded the motion. None opposed. **Motion passed unanimously.**

### **Member Comments:**

- Resident is looking into adding a pool to his property. He asked about the timeline for communication and/or approval from the Architectural Control Committee (ACC) on Property Modification requests. Christina Fountain, from NMI, stated that it was 15 days from the day that the request was given to the ACC.
- Resident stated that most of the deed restrictions (Declarations of Covenants, Conditions, and Restrictions (CCRs)) were written when the neighborhood was developed. He recommended that the board review and possibly update the PGNA CCRs. Christina Fountain, from NMI, stated that the CCR were different for each part of Park Glen and there are community-wide Bulletins. Paul Grove stated that the community-wide bulletins would be easier to review and update. Susan Kenney asked the resident if he would like to chair a committee to review and recommend updates to the CCRs and/or Community-wide bulletins. Susan stated that to keep in mind that we want to keep the neighborhood as good as it can be and to uphold the property values. Resident was personally concerned with possibly putting in a retaining wall on his property. He will look into the Property Modification Requests Form in the future.

### **Adjourn:**

- Meeting adjourned at 8:30 p.m.
- Next Board Meeting is December 6, 2021, at 7:00 p.m. in-person at the NMI office and online via GoToMeetings, see [ParkGlen.org](http://ParkGlen.org) for login information.

# Park Glen Neighborhood Association

## Management Report September 17, 2021 through October 14, 2021

### Administrative

#### Homeowner Contact:

- 12 resale certificate inquiries.
- 45 regarding violations (this includes violations on their own properties or neighbors)
- 3 conversations regarding streets/street parking.
- 55 inquiries on balances, statement requests for new assessment, credit refunds and ledger requests for refinancing.
- 13 requesting contact change information (or adding of email/phone numbers)
- conversations regarding Property Modifications requirements/information.
- 12 questions regarding sidewalks.
- Management sent 2021/2022 statements via regular mail and email.
- Management added new ACC members and provided them with training seminar if they chose to attend.
- Management sent several email blasts on behalf of the board.

**Neighborhood Management's local office is back open to the public, we request that you follow CDC guidelines for vaccinated and unvaccinated persons.**

**Our hours are Monday through Thursday 8:30 to 5:00. 8:30 to 3:00 on Fridays.**

**There is a drop box outside the office for after hours. Office address is 5421 Basswood Blvd, Fort Worth 76137 (2 doors down from Premier Eye).**

### Change of Ownership

27 Properties had ownership changes processed from September 17, 2021 to October 14, 2021.

# Park Glen Neighborhood Association

## Management Report September 17, 2021 through October 14, 2021

### ACC Applications from 9.17.21 to 10.14.21

12 ACC applications have been received from owners since 9.17.21

- **10 applications were approved for:**
  - Exterior Painting
  - Fence replacement
  - House Addition
  - Landscape/Tree Removal
  - Patio Installation
  - Pool/Hot tub installations
  - Roof Replacement
  
- **No applications were denied**
  
- **2 applications are pending**

### Violation Summary Report Through 10/15/2021

#### Courtesy Notice - 129

Exterior Maintenance - **4**  
Fence - **4**  
Garbage Cans - **14**  
Landscaping - **97**  
Signage - **4**  
Tree Requirements - **1**  
Unightly Items - **5**

#### Monitor – 9

Fence – **1**  
Garbage Cans - **1**  
Landscaping - **11**  
Tree Requirements - **1**

# Park Glen Neighborhood Association

## Management Report September 17, 2021 through October 14, 2021

### **Warning Notice 65**

Boat - **2**  
Driveway/Sidewalk - **8**  
Fence - **1**  
Garbage Cans - **12**  
Landscaping - **34**  
Tree Requirements - **6**  
Unightly Items - **1**

### **209 Letters (NOT Certified) 10**

Air Conditioning Units - **1**  
Basketball Goal - **1**  
Driveway/Sidewalk - **1**  
Garbage Cans - **1**  
Landscaping - **5**  
Tree Requirements - **1**

### **Total:**

**218 Open and Monitored Violations.**

**128 Violations were closed**

**\*\* 4 Different issues sent to Neighborhood Police Officer Simpson**

**\*\* 3 Complaints sent to Code Compliance**

### **Accounting**

Please refer to attached reports for Balance Sheets and Budget Comparison Summary for September 2021. These are preliminary financials subject to change.

# Park Glen Neighborhood Association

## Management Report September 17, 2021 through October 14, 2021

### Collections

As of 10/15/2021, below is a summary of legal and non-legal collections.

#### **SUMMARY**

At Attorney - Lien Notice sent - **2**  
At Attorney - Manager Review (After  
Attorney Demand) – **1**  
At Attorney Foreclosure - **1**  
Attorney - Judicial Foreclosure - **1**  
Attorney Payment Plan - 3  
Balance Settled - **7**  
Bankruptcy Hold - **2**  
Certified Collection Letter - (Jan) 2 or Less – **2**  
Collection Fee Statement - (Nov) 2 or Less – **4**  
Collection Fee Statement (April) – 2 or Less - **57**  
Delinquent Balance Reminder - **22**  
Foreclosure - **1**  
Manager Review after Cert - **1**  
Non Legal Pre-Referral Letter - (Jan) More  
than 2 - **1**  
Payment Plan Default, Manager Review - **1**  
Resale Hold - **3**  
Resale Hold Review - 1  
**Total 116**

#### **Legal:**

1 Combo – Collections/Deed Restrictions/Pre-Litigation  
3 Judicial Foreclosures (1 is in a payment plan)  
2 Collection Pre-Litigation  
6 Active Post Judgments (2 active payment plans)  
1 Bankruptcy

#### **13 accounts currently with the Attorney**

\*Property that was set for Foreclosure Auction was paid by owner the day of sale.

# Park Glen Neighborhood Association

## Management Report September 17, 2021 through October 14, 2021

Respectfully Submitted,  
*Christina M. Fountain, FL CAM*  
Neighborhood Management, Inc.

# Park Glen Neighborhood Association, Inc.

## Balance Sheet as of 9/30/2021

Asset	Operating	Reserve	Total
<b>Current Assets</b>			
1000 - CAB Operating Checking	\$5,236.25		\$5,236.25
1001 - CAB Operating Money Mkt *9421	\$74,968.64		\$74,968.64
1020 - PPB Operating Account *1794	\$111,802.10		\$111,802.10
1102 - AAB ICS Reserve MM *845		\$125,819.44	\$125,819.44
1103 - CAB Reserve Money Mkt *4542		\$71,629.01	\$71,629.01
1120 - PPB Reserve Money Mkt *1785		\$52,339.15	\$52,339.15
1200 - CDARS Reserve CD 52 weeks 08/25/22*4684		\$128,809.61	\$128,809.61
1201 - CDARS Reserve CD 52 weeks 08/25/22* 4471		\$128,809.62	\$128,809.62
1600 - Accounts Receivable	\$62,134.70		\$62,134.70
1605 - Allowance for Doubtful Accts	(\$8,941.99)		(\$8,941.99)
1715 - Prepaid Taxes	\$171.00		\$171.00
<b>Total Current Assets</b>	<b>\$245,370.70</b>	<b>\$507,406.83</b>	<b>\$752,777.53</b>
<b>Total Asset</b>	<b>\$245,370.70</b>	<b>\$507,406.83</b>	<b>\$752,777.53</b>
<b>Liability / Equity</b>			
	<b>Operating</b>	<b>Reserve</b>	<b>Total</b>
<b>Current Liabilities</b>			
2003 - Due to Mgmt. Co.--Trf Fees	\$500.00		\$500.00
2050 - Prepaid Owners Assessments	\$16,327.01		\$16,327.01
2003-99 - Due to Mgmt Co.--Collect Ltr/Pmt Plans/Admin	\$415.00		\$415.00
<b>Total Current Liabilities</b>	<b>\$17,242.01</b>		<b>\$17,242.01</b>
<b>Equity</b>			
3500 - Fund Balance Retained	\$83,620.15	\$617,330.12	\$700,950.27
3550 - Current Year Gain / Loss	\$83,759.96	(\$109,923.29)	(\$26,163.33)
3600 - Prior Year Adjustments	\$60,748.58		\$60,748.58
<b>Total Equity</b>	<b>\$228,128.69</b>	<b>\$507,406.83</b>	<b>\$735,535.52</b>
<b>Total Liability / Equity</b>	<b>\$245,370.70</b>	<b>\$507,406.83</b>	<b>\$752,777.53</b>



# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 9/1/2021 - 9/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Income</b>							
<b>Income</b>							
4100 - Assessments	-	-	-	218,922.00	218,922.00	-	218,922.00
4400 - Closing Fee (Initiation/Transfer/Working Capital)	-	-	-	66.00	-	66.00	-
4500 - Interest Income	9.46	-	9.46	110.46	-	110.46	-
4550 - Interest on Assessments (Delinquent)	107.40	208.37	(100.97)	1,458.94	2,500.00	(1,041.06)	2,500.00
4603 - Social Event Income	1,000.00	416.63	583.37	5,534.91	5,000.00	534.91	5,000.00
4604 - Advertising Revenue for Benevolence	-	-	-	3,858.33	-	3,858.33	-
<b>Total Income</b>	<b>1,116.86</b>	<b>625.00</b>	<b>491.86</b>	<b>229,950.64</b>	<b>226,422.00</b>	<b>3,528.64</b>	<b>226,422.00</b>
<b>Total Income</b>	<b>1,116.86</b>	<b>625.00</b>	<b>491.86</b>	<b>229,950.64</b>	<b>226,422.00</b>	<b>3,528.64</b>	<b>226,422.00</b>

## Operating Expense

### General and Administrative Expenses

5104 - Administrative	2,624.53	-	(2,624.53)	6,261.48	3,400.00	(2,861.48)	3,400.00
5105 - Postage	270.56	208.37	(62.19)	2,489.48	2,500.00	10.52	2,500.00
5107 - Social Committee/Community Events	1,153.10	666.63	(486.47)	2,301.92	8,000.00	5,698.08	8,000.00
5107-02 - Community Programs	-	166.63	166.63	1,763.57	2,000.00	236.43	2,000.00
5112 - Committee Expense	-	41.63	41.63	375.00	500.00	125.00	500.00
5113 - Professional Management	6,942.00	6,942.00	-	83,304.00	83,304.00	-	83,304.00
5114 - Storage	210.00	183.37	(26.63)	2,370.00	2,200.00	(170.00)	2,200.00
5115 - Website/Portal	-	10.00	10.00	240.33	120.00	(120.33)	120.00
5116 - Association Meetings	-	20.00	20.00	296.98	240.00	(56.98)	240.00
5117 - Licenses, Permits & Fees	-	10.00	10.00	-	120.00	120.00	120.00
5118 - Hospitality	-	125.00	125.00	-	1,500.00	1,500.00	1,500.00
5120 - Copies	-	133.37	133.37	2,004.11	1,600.00	(404.11)	1,600.00
5176 - Legal Fees	-	400.00	400.00	1,400.00	4,800.00	3,400.00	4,800.00
5177 - Legal Fees Billed Back	(360.50)	-	360.50	(360.50)	-	360.50	-
5180 - Other Professional	-	-	-	9,171.78	6,250.00	(2,921.78)	6,250.00
5181 - Audit & Accounting	-	-	-	415.00	700.00	285.00	700.00
5184 - Scholarships/Charity	425.00	-	(425.00)	4,675.00	5,000.00	325.00	5,000.00
<b>Total General and Administrative Expenses</b>	<b>11,264.69</b>	<b>8,907.00</b>	<b>(2,357.69)</b>	<b>116,708.15</b>	<b>122,234.00</b>	<b>5,525.85</b>	<b>122,234.00</b>

### Taxes

5202 - Corporate Income Tax	-	-	-	-	2,500.00	2,500.00	2,500.00
<b>Total Taxes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>

# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 9/1/2021 - 9/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expense</b>							
<b>Insurance</b>							
5250 - Commercial Package Insurance	-	-	-	18,294.00	18,000.00	(294.00)	18,000.00
5251 - Directors' & Officers' Ins.	-	-	-	4,854.76	-	(4,854.76)	-
5252 - Umbrella Policy	-	-	-	1,052.00	1,000.00	(52.00)	1,000.00
<b>Total Insurance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,200.76</b>	<b>19,000.00</b>	<b>(5,200.76)</b>	<b>19,000.00</b>
<b>Infrastructure and Maintenance</b>							
5470 - Community Maintenance & Repairs	10.89	1,250.00	1,239.11	5,281.77	15,000.00	9,718.23	15,000.00
<b>Total Infrastructure and Maintenance</b>	<b>10.89</b>	<b>1,250.00</b>	<b>1,239.11</b>	<b>5,281.77</b>	<b>15,000.00</b>	<b>9,718.23</b>	<b>15,000.00</b>
<b>Reserves</b>							
6000 - Reserve Contribution	-	67,688.00	67,688.00	-	67,688.00	67,688.00	67,688.00
<b>Total Reserves</b>	<b>-</b>	<b>67,688.00</b>	<b>67,688.00</b>	<b>-</b>	<b>67,688.00</b>	<b>67,688.00</b>	<b>67,688.00</b>
<b>Total Expense</b>	<b>11,275.58</b>	<b>77,845.00</b>	<b>66,569.42</b>	<b>146,190.68</b>	<b>226,422.00</b>	<b>80,231.32</b>	<b>226,422.00</b>
<b>Operating Net Total</b>	<b>(10,158.72)</b>	<b>(77,220.00)</b>	<b>67,061.28</b>	<b>83,759.96</b>	<b>-</b>	<b>83,759.96</b>	<b>-</b>

# Park Glen Neighborhood Association, Inc.

## Statement of Revenues and Expenses 9/1/2021 - 9/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Reserve Income</b>							
<b>Income</b>							
4500 - Interest Income	111.03	-	111.03	2,050.29	-	2,050.29	-
4750 - Reserve Fund Contribution Income	-	67,688.00	(67,688.00)	-	67,688.00	(67,688.00)	67,688.00
<b>Total Income</b>	<b>111.03</b>	<b>67,688.00</b>	<b>(67,576.97)</b>	<b>2,050.29</b>	<b>67,688.00</b>	<b>(65,637.71)</b>	<b>67,688.00</b>
<b>Total Income</b>	<b>111.03</b>	<b>67,688.00</b>	<b>(67,576.97)</b>	<b>2,050.29</b>	<b>67,688.00</b>	<b>(65,637.71)</b>	<b>67,688.00</b>
<b>Reserve Expense</b>							
<b>Infrastructure and Maintenance</b>							
5470 - Community Maintenance & Repairs	-	-	-	2,530.00	-	(2,530.00)	-
5478 - Sidewalk Repair & Root Mitigation	844.75	-	(844.75)	109,443.58	-	(109,443.58)	-
<b>Total Infrastructure and Maintenance</b>	<b>844.75</b>	<b>-</b>	<b>(844.75)</b>	<b>111,973.58</b>	<b>-</b>	<b>(111,973.58)</b>	<b>-</b>
<b>Total Expense</b>	<b>844.75</b>	<b>-</b>	<b>(844.75)</b>	<b>111,973.58</b>	<b>-</b>	<b>(111,973.58)</b>	<b>-</b>
<b>Reserve Net Total</b>	<b>(733.72)</b>	<b>67,688.00</b>	<b>(68,421.72)</b>	<b>(109,923.29)</b>	<b>67,688.00</b>	<b>(177,611.29)</b>	<b>67,688.00</b>
<b>Net Total</b>	<b>(10,892.44)</b>	<b>(9,532.00)</b>	<b>(1,360.44)</b>	<b>(26,163.33)</b>	<b>67,688.00</b>	<b>(93,851.33)</b>	<b>67,688.00</b>

## Holiday Decorating Contest Guidelines 2021

This Park Glen Holiday Decorating Contest is being held to recognize and show appreciation to residents for their outstanding efforts to decorate their homes for everyone to enjoy.

Decorations may be related to the Holiday Season.

Entries or nominations are not required.

Volunteer judges will tour the neighborhood looking at home decorations between 6 p.m. and 10 p.m. approximately from December 9-14.

It is recommended that spot lights be used on decorations that are only visible during the day, so that judges can view the decorations when they drive through the neighborhood in the evening.

Judging will be based on “curb appeal” as viewed from the street only. The primary factor will be overall presentation (“wow factor”), but judges will also consider uniqueness & creativity, storyline or theme, and neatness & organization.

Two previous year winners and properties with past due balances owed to the Association or outstanding deed restriction violations will not be eligible.

13 homes will be selected (one from each of Park Glen’s 13 villages), with each winner receiving a \$50 gift card and a yard sign to display for three weeks. Winners will also be announced and pictured on our website and in the newsletter.

Judges are volunteers that judge a different village from their own and are still eligible for the contest.

Be creative, be festive, and have fun!



# COURTESY ZONING NOTIFICATION OF PUBLIC HEARING NOTIFICACIÓN DE CORTESÍA DE UNA AUDIENCIA PÚBLICA ZONIFICACIÓN

**PUBLIC HEARING TIMES AND DATES:** Zoning Commission: 1:00 p.m., Wednesday, October 13, 2021  
City Council: \* 7:00 p.m., Tuesday, November 02, 2021

*\*\*To speak at the City Council meeting only: Speaker registration forms must be turned in by 5:00. You may also register to speak before the meeting online at [fortworthtexas.gov](http://fortworthtexas.gov) or by calling 817-392-6150. Para español llame a este numero 817-392-8028.*

LOCATION: COUNCIL CHAMBER, 2<sup>nd</sup> FLOOR, NORTH END OF CITY HALL  
200 TEXAS ST., FORT WORTH, TEXAS, 76102

A zoning change has been requested for the property shown in heavy outline on the map on the next page of this notice. **Un cambio de zonificación ha sido solicitado para la propiedad indicada en un contorno del mapa en la siguiente página de esta notificación.** You are not required to attend this meeting and the City is neither purchasing nor developing the property referenced in this notice.

**You are being notified because you are listed as an organization located within a 1/2 Mile (Usted ha sido notificado porque figura como titular de una propiedad ubicada dentro de 1/2 milla)** of the proposed change according to the Neighborhood Database. The purpose of this notice is to provide you with an opportunity for public comment. You may: 1) take no further action; 2) attend the public hearing to present your views and opinions or just merely to observe the proceedings or; 3) provide a written statement to the Chair of the Commission expressing your support, concerns, or opposition to this case.

Approval or Denial of the proposed zoning change by the Zoning Commission is only a **recommendation** to the City Council. City Council makes the final determination on the outcome of a zoning case. You are welcome to attend the Council meeting where this case will be heard.

If you desire to comment on this case, please return the form below with any additional written correspondence. An e-mail reply will also be accepted. **Responses must be received in writing for your opinion to be counted.** Please submit your response by the Monday before the hearing by 5:00 p.m. Address all correspondence to:

Chair of the Zoning Commission  
c/o Development Services  
City Hall  
200 Texas St.  
Fort Worth, Texas 76102

For more information / **Para mas informacion:**  
Phone/Telefono: 817-392-8028  
Fax: 817-392-7526  
E-mail/Correo electronico:  
E-mail: [Zoninglanduse@fortworthtexas.gov](mailto:Zoninglanduse@fortworthtexas.gov)

ZC-21-170		
<b>Applicant:</b> WPS BASSWOOD LLC	<b>Address:</b> 4440 Basswood Boulevard	<b>Council District:</b> 4- Cary Moon
<b>Current Zoning/Zonificación Actual:</b> PD 501 for E uses plus outdoor storage of plants, patio furniture	<b>Proposed Zoning/Propuesta de Zonificación:</b> Amend PD to add food truck parking	<b>Proposed Use/Usó Propuesto:</b> Food Truck parking
Summerfields NA	Park Place HOA	
Park Glen NA	Streams and Valleys Inc	
Trinity Habitat for Humanity	Public Improvement District #6	
Keller ISD		

**Organization/Organizacion:** \_\_\_\_\_

**Oppose/Contra:**

Please indicate how consensus for opposition/support was taken within your Organization (I.e. majority vote, committee vote)

**Support/Soporte:**

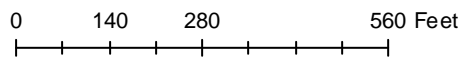
\_\_\_\_\_  
**Signature/Firma of Representative/Date/Fecha**

\_\_\_\_\_  
**Printed Name/Imprima Nombre**

(Please provide comments on the back of this sheet or via e-mail)

## Area Zoning Map

Applicant: WPS Basswood LLC  
 Address: 4440 Basswood Boulevard  
 Zoning From: PD 501 for E uses plus outdoor storage of plants, patio furniture  
 Zoning To: Amend PD to add food truck parking  
 Acres: 3.35810874  
 Mapsco: 36S  
 Sector/District: Far North  
 Commission Date: 10/13/2021  
 Contact: 817-392-6226





**APPLICATION TO AMEND THE ZONING ORDINANCE/SITE PLAN**  
City of Fort Worth, Texas.....Planning & Development Department.....Zoning Applications Section

(Must be a complete application for acceptance)

**PROPERTY OWNER** WSP Basswood LLC

Mailing Address 1901 N. Akard St. Telephone (214) 674-6898

City Dallas State TX Zip 75201 Email / cml@steeplechaseventures.com Fax \_\_\_\_\_

**APPLICANT / AGENT** Westlake Hardware, Inc.

Mailing Address 14000 Marshall Drive Telephone (913) 888-8438 x2279 Cell (913) (219-2281)

City Lenexa State KS Zip 66215 Email / Fax jennab@westlakehardware.com

**OTHER CONTACT Name** Jenna Bobrukiewicz, Cindy See, Charles Young, and Matt Canton, all being representatives of Westlake Hardware, Inc. **Phone** 817-881-4467 cell

**PURPOSE OF PROPOSAL**

Amend the ZONING MAP to change the zoning district boundaries on the following parcel(s):

<u>Lot / Tract No.</u>	<u>Lot / Tract No.</u>	<u>Lot / Tract No.</u>	<u>Lot / Tract No.</u>
From <u>PD</u>	From _____	From _____	From _____
To <u>Amending PD</u>	To _____	To _____	To _____

If a Conditional Use Permit (CUP) Overlay: Name of proposed business: \_\_\_\_\_

- Site Plan Included (CUP Site Plan cannot be waived; approval does not waive health & safety standards)
- Site Plan Required (e.g. a site plan will be submitted through the SP process at a later date)

If a Planned Development District (PD): Name of development: PD 501

- Site Plan Included (Approval of a site plan does not waive health & safety standards.)
- Site Plan Required (e.g. a site plan will be submitted through the SP process at a later date)
- Site Plan Waiver Requested Reason Site Plan not provided: \_\_\_\_\_

If providing only a Site Plan or Site Plan amendment, please provide different SP case application.

**DEVELOPMENT INFORMATION**

Location address or block range: 4440 Basswood Boulevard

Developer of property will be:  Present Owner  Purchaser  Unknown

Present use of this property is: retail store and parking lot

Describe proposed new use and purpose for zoning change: Adding food truck in portion of parking lot.

Is the purpose of this request to provide a reasonable accommodation for a person(s) with disabilities? Yes  No

If Yes, this application will be directed to the Planning and Development Director or Zoning Administrator for review pursuant to Ordinance No. 22098-03-2016, "Reasonable Accommodation or Modification for Residential Uses." Applications under a Reasonable Accommodation Ordinance review will not be heard by the Zoning Commission. Please see Ordinance No. 22098-03-2016 (Chapter 17, Division V) for more information.

**NOTE TO STAFF:** If Yes, send a copy of this application and any attachments to the Zoning Administrator ASAP.

Is this property part of a current Code Compliance case?  Yes  No If so, please explain

**PROPERTY DESCRIPTION**

**Total net land area** 3.56 Acres (acres)  
 **Sketch Drawing** of Area to be Re-Zoned, including Location Map (8 1/2" x 11")

**Certified Legal Description:**

**NOT PLATTED:** A Registered Texas Surveyor's **certified metes and bounds** legal description is required with **case exhibit drawings** of the entire area to be rezoned. The boundary description shall be furnished on 8 1/2" x 11" paper, bearing the surveyor's name, seal and date. The metes and bounds must begin at a corner platted lot or intersect with a street. All metes and bounds must close. If the area to be rezoned is entirely encompassed by a recorded deed, a copy of the deed description is acceptable. An **electronic copy of survey** m be emailed within 2 days of application. Send to zoninglanduse@fortworthtexas.gov.

**PLATTED:** If it is within a recorded subdivision, provide a **copy of the plat** with the subdivision name and recording information. Any partial or non-surveyed parcel or tract, extracted from a recorded deed, will require a certified legal description as noted above.

Subdivision Name Summerfields Skyview Addition  
Block 1 Lot(s) 4; Block \_\_\_\_\_ Lot(s) \_\_\_\_\_; Block \_\_\_\_\_ Lots(s) \_\_\_\_\_

**ACKNOWLEDGEMENTS**

*I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now, or will be, fully prepared to present the above proposal before the Zoning Commission and City Council public hearings. I further certify that I have read and understand the information provided, concerning the policies and procedures regarding consideration of my zoning request.*

*I understand that all recommendations of the Zoning Commission will be forwarded to the City Council for final determination, normally scheduled for the first Tuesday of the following month. I further understand that any actions of the Zoning Commission are considered recommendations to the City Council and that I may be heard **by the City Council** at the prescribed Council hearing date where a final decision will be made.*

*I further understand that if I am not present nor duly represented at the Commission's public hearing, the Zoning Commission may dismiss my request, which constitutes a recommendation that the request be denied. I further understand that if I am not present, or duly represented, at the City Council public hearing, the City Council may deny my request.*

*I reserve the right to **withdraw** this proposal at any time, within 14 days of the deadline filing date, upon written request filed with the Executive Secretary of the Commission. Such withdrawal shall immediately stop all proceedings thereon; provided, however, case withdrawal, filed any time after the 14 days following the filing deadline, shall constitute a denial by the Commission and City Council. I understand my filing fee is not refundable upon withdrawal of my case application after public notice, nor following denial by the Commission or Council of my case. I / We respectfully request approval and adoption of the proposed zoning / land use of property, within the City of Fort Worth, as identified in this application.*

**SIGN INSTALLATION AUTHORIZATION**

*Authority is hereby granted to the City of Fort Worth, or its agent, to install upon the above described property, sign or signs in a conspicuous place, or places, at a point, or points nearest any right-of-way, street, roadway or historic designation, or, special exception or public thoroughfare abutting said property. Such sign or signs indicate that a zoning amendment is proposed and that further information can be acquired by telephoning the number indicated. I shall inform City Staff if the sign is removed, lost, or otherwise ceases to be displayed on my property during the processing of the zoning case.*

Signature of Owner/Agent  Date 9/3/2021  
(circle one)  
Printed name Jenna Bobrukiewicz Phone. No. 913-219-2281

\*Note: An Agent must furnish a **signed Letter of Authorization from the owner** when submitting this application.  
If qualified for NEZ benefits: I **DO / DO NOT** decline use of NEZ certification to waive the fees for this application (circle one)

Fee \$	Receipt No.	Application Received By :	Date filed :	Case No. :