

Park Glen Neighborhood Association

Minutes of the September 20, 2021, Board Meeting

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

APPROVED
BY BOARD
OF
DIRECTORS
ON
10/18/21

Call to Order

Susan Kenney started the meeting at 7:05 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, Kelly Wingo, Leslie Graham, and Scott Roloff.

Consideration of July 19 and August 16, 2021, Board Meeting Minutes

- **Kelly Wingo made a motion to accept the board meeting minutes for July 19, 2021.** Beth Rutkoski seconded the motion. None opposed. **Motion passed unanimously.**
- **Kelly Wingo made a motion to accept the board meeting minutes for August 16, 2021.** Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**

Board Member Reports & Comments

- Susan Kenney- President
 - Sidewalk Project #3 Update - Detailed update was given at the Annual Board Meeting. Christina Fountain sent out a reminder email to residents in the Sidewalk Project #3 areas. Deadline was extended, to September 30, 2021, to encourage more participation. November is the projected finish date of the project.
 - Survey Results for Arcadia Park Playground #7, behind Bluebonnet Elementary. Presentation of the survey results was shown.
 - Survey Results for PID6 Athletic Equipment Ph2 planned to be located at various points along the trail south of Glen Springs Trail, with a cost of \$100,000. (Similar to how they installed them north of Glen Springs Trail along the path at a cost of \$100,000. Presentation of the survey results was presented.
- Next PID6 meeting is September 30, 2021, their meetings are in-person at FirstService Residential, Suite 210, 9800 Hillwood Parkway, Fort Worth, TX, 76177, see PID6.org for more information.
- Kelly Wingo - Vice President (due to time, 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 – August 2021

Treasurer's Report – due to time, topic was moved to next board meeting

- Accounts Receivable Status
- Benevolence Fund

Events & Activities Report:

- Yard of the Month Program. August winners - Beth Rutkoski, coordinator
- Citizens on Patrol Program needs volunteers - email Ralph Robb at ParkGlenCodeBlue@gmail.com

- Free Shredding Event at Unity One Credit Union, at 4625 N. Tarrant Parkway on Sept. 25th 9am-12noon
- National Night Out (Block parties held to promote neighbors getting to know one another, which decreases crime because neighbors look out for one another) - October 5, 2021. Email Coordinator, Gerry Sauls at PGNA-NationalNightOut@gmail.com to host a block party.
- Halloween/Harvest Decorating Contest (October 21-26) - Beth Rutkoski, coordinator
- Turkey Trot (Thanksgiving morning, November 25, 2021) - Susan Kenney, coordinator
- Holiday in the Park (December 4, 2021) - Kristy Shallcross, coordinator

Business & Motions:

- **Motion to adopt SB 1588 Polices applicable to Park Glen (Latest changes in Texas legislation)**
- **Clint Brown, attorney, went over the Park Glen Committee (ACC) denial letter. Clint said that this does not need to be adopted.**
 - **Susan made a motion to adopt the Park Glen Security Measures Policy.** Kelly Wingo seconded the motion. None opposed. **Motion passed unanimously.**
 - **Susan made a motion to adopt the Park Glen 209 Hearing Policy.** Beth Rutkoski seconded the motion. None opposed. **Motion passed unanimously.**
 - **Susan made a motion to adopt the Park Glen Solicitation Policy.** Kelly Wingo seconded the motion. None opposed. **Motion passed unanimously.**
 - **Susan made a motion to adopt the Park Glen Display of Religious Items Policy.** Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**
 - Clint Brown attorney went over the Property Owners' Management Certificate.
- **Susan Kenney made a motion to adjust the current transfer fee that NMI charges on resales from \$120.000 to \$250.00, in return, NMI agrees to freeze management fees to the current amount for the next 3 years (through the fiscal year of 2023/2024).** Kelly Wingo seconded the motion. None opposed. **Motion passed unanimously.**
- **Susan Kenney made a motion to appoint Board Member, Paul Grove as the PGNA Treasurer.** Tom Kaul seconded the motion. None opposed. **Motion passed unanimously.**
- **Susan Kenney made a motion to appoint homeowners: Chad Blando, Kalyn Hahne, and Daniel Robertson to the Architectural Control Committee (ACC); to serve effective from the end of this Board meeting to the September 2022 Board meeting.** Paul Grove seconded the motion. None opposed. **Motion passed unanimously.**
- The Playground at Arcadia Park #7 (located near 7100 Teal, and east of Bluebonnet Elementary, and east of the school's playground which is located east of the parking lot and drive area) is scheduled to be replaced by the City of Fort Worth this coming year. It is located in the shade and is currently a playground designed for very young children. The City of Fort Worth asked PGNA to do a survey to determine which Design Option the Community would like to have. The Survey Results determined that Design Option #3 with natural colors is the most preferred. **Susan Kenney made a motion to approve Design Option #3 with natural colors for Arcadia Park #7, and to install both shade trees and shade sails when needed.** Paul Grove seconded the motion. None opposed. **Motion passed unanimously.**
- The PID6 is planning to install Phase 2 of Athletic Equipment (cost \$100,000) in Arcadia Park, south of Glen Springs Trail. PGNA created a survey to gather community input on the preferred locations of the athletic equipment. **Susan Kenney made a motion to ask the City and PID6 to place athletic equipment stations #1, 2, & 3 on the east side of Arcadia Park Playground #6, and to place stations #4, 5, & 6 on the east side of Arcadia Park Playground #1 as per the survey results and overwhelmingly preferred by the 117 survey participants.** Beth Rutkoski seconded the motion. None opposed. **Motion passed unanimously.**
- **Other Business & Motions**

Member Comments - None

Adjourn

- Meeting adjourned at 8:42 p.m.

- Next Board Meeting is October 18, 2021, at 7:00 p.m. in-person at the NMI office and online via GoToMeetings, see 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
Current Assets			
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
Total Current Assets	\$245,370.70	\$507,406.83	\$752,777.53
Total Asset	\$245,370.70	\$507,406.83	\$752,777.53
Liability / Equity			
	Operating	Reserve	Total
Current Liabilities			
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
Total Current Liabilities	\$17,242.01		\$17,242.01
Equity			
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
Total Equity	\$228,128.69	\$507,406.83	\$735,535.52
Total Liability / Equity	\$245,370.70	\$507,406.83	\$752,777.53

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	
Operating Income							
Income							
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	-
Total Income	1,116.86	625.00	491.86	229,950.64	226,422.00	3,528.64	226,422.00
Total Income	1,116.86	625.00	491.86	229,950.64	226,422.00	3,528.64	226,422.00

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
Total General and Administrative Expenses	11,264.69	8,907.00	(2,357.69)	116,708.15	122,234.00	5,525.85	122,234.00

Taxes

5202 - Corporate Income Tax	-	-	-	-	2,500.00	2,500.00	2,500.00
Total Taxes	-	-	-	-	2,500.00	2,500.00	2,500.00

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	
Operating Expense							
Insurance							
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
Total Insurance	-	-	-	24,200.76	19,000.00	(5,200.76)	19,000.00
Infrastructure and Maintenance							
5470 - Community Maintenance & Repairs	10.89	1,250.00	1,239.11	5,281.77	15,000.00	9,718.23	15,000.00
Total Infrastructure and Maintenance	10.89	1,250.00	1,239.11	5,281.77	15,000.00	9,718.23	15,000.00
Reserves							
6000 - Reserve Contribution	-	67,688.00	67,688.00	-	67,688.00	67,688.00	67,688.00
Total Reserves	-	67,688.00	67,688.00	-	67,688.00	67,688.00	67,688.00
Total Expense	11,275.58	77,845.00	66,569.42	146,190.68	226,422.00	80,231.32	226,422.00
Operating Net Total	(10,158.72)	(77,220.00)	67,061.28	83,759.96	-	83,759.96	-

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	
Reserve Income							
Income							
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
Total Income	111.03	67,688.00	(67,576.97)	2,050.29	67,688.00	(65,637.71)	67,688.00
Total Income	111.03	67,688.00	(67,576.97)	2,050.29	67,688.00	(65,637.71)	67,688.00
Reserve Expense							
Infrastructure and Maintenance							
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)	-
Total Infrastructure and Maintenance	844.75	-	(844.75)	111,973.58	-	(111,973.58)	-
Total Expense	844.75	-	(844.75)	111,973.58	-	(111,973.58)	-
Reserve Net Total	(733.72)	67,688.00	(68,421.72)	(109,923.29)	67,688.00	(177,611.29)	67,688.00
Net Total	(10,892.44)	(9,532.00)	(1,360.44)	(26,163.33)	67,688.00	(93,851.33)	67,688.00

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 or by calling 817-392-6150. Para español llame a este numero 817-392-8028.*

LOCATION: COUNCIL CHAMBER, 2nd 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

ZC-21-170		
Applicant: WPS BASSWOOD LLC	Address: 4440 Basswood Boulevard	Council District: 4- Cary Moon
Current Zoning/Zonificación Actual: PD 501 for E uses plus outdoor storage of plants, patio furniture	Proposed Zoning/Propuesta de Zonificación: Amend PD to add food truck parking	Proposed Use/Usó Propuesto: 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

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

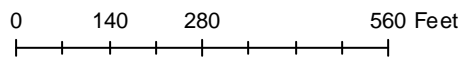
Printed Name/Imprima Nombre

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



Subject Area
 300 Foot Notification





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

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

Table with 4 columns: Lot / Tract No., From, To, and corresponding blank fields for additional parcels.

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

- [X] 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

[X] Location address or block range: 4440 Basswood Boulevard

Developer of property will be: [X] 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 [X]

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. :