



To the Mayor and Members of the City Council

August 15, 2023

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SUBJECT: ZONING NOTIFICATIONS FOR CONTINUED CASES

The purpose of this Informal Report is to provide an overview of the current practices for providing notification of public hearings on zoning cases and identify options for additional notification of continued zoning cases heard by the Zoning Commission and City Council. For greater clarity, this information has been divided into three categories: 1) Current practice for notification of public hearings by the Zoning Commission, 2) Current practice for notification of public hearings by the City Council, and 3) Recommendation for additional notification of continued cases.

In accordance with State law, staff provides notification for all zoning cases requiring a public hearing by the Zoning Commission and City Council. The City does not currently re-notice zoning cases continued by the Zoning Commission or the City Council. The notice of the revised date for the zoning case public hearing is included in the motion language for the Zoning Commission and the City Council, if applicable. Zoning cases continued at either the Zoning Commission or City Council are included in the agenda dates to which the case is continued.

Current Practice for Notification of Zoning Case Public Hearings by the Zoning Commission:

- Property Owners
 - Postcards are mailed to owners of real property lying within 300 feet of the subject property.
 - Postcards contain general case information including a map, requested zoning classification, and public hearing dates.
 - Postcards are sent at least **10 days** prior to the Zoning Commission public hearing.
- Registered Neighborhood and Community Organizations
 - E-mail notification is sent to Registered Neighborhood and Community Organizations located within ½ mile of the subject property.
 - This notice contains general case information including a map, requested zoning classification, application, and public hearing dates.
- Email Subscription (new practice)
 - Beginning in July, zoning case information was sent via email to all subscribers registered to receive zoning information by the respective council district.
 - Communications are distributed through all City channels, notifying residents of the new zoning notification opportunity. Special emails were sent to all district news subscribers.
 - Subscribers to the new district zoning topics are notified via email when a change in zoning is proposed in the selected district.
 - The notice contains general case information including a map, from/to, application and hearing dates.
- Upcoming Board and Commission Case Dashboard (new practice)
 - The City also publishes an [interactive map](#) of all current, continued, and past zoning cases on its website.
 - This tool contains general case information including a map, requested zoning classification, application, and hearing dates.

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SUBJECT: ZONING NOTIFICATIONS FOR CONTINUED CASES**Current Practice for Notification of Zoning Case Public Hearings by the City Council:**

- Newspaper notification
 - Newspaper notification is published by the Fort Worth Star-Telegram providing general case information and the time, date and place of the public hearing.
 - This notice is published at least **15 days** prior to the City Council Public Hearing.

Recommendation for Notification of Continued Cases:

Staff recognizes the need to ensure that all interested parties have access to current zoning case information. Thus, staff recommends adding the following notices for zoning cases continued by the Zoning Commission or City Council:

- Email subscribers that are registered to receive zoning information in their Council district.
- Email neighborhood and community organizations located within ½ mile of the subject property.
- Update the interactive map with the additional public hearing date.

For questions, please contact Stephen Murray, Zoning and Land Use Manager, at 817-392-6226.

David Cooke
City Manager