

To the Mayor and Members of the City Council

June 6, 2023

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**SUBJECT: ZONING NOTIFICATIONS**

Staff provides notification for all impending cases to be heard by the Zoning Commission and City Council. This Informal Report identifies current and proposed notification requirements and policies for Zoning Cases within Fort Worth. For the purpose of this IR, notifications are divided by required, additional, and proposed.

**Required:**

- Written notice (postcard) Zoning Commission
  - Postcards are mailed to owners of real property lying within 300 feet (State Law 200 ft) of the property upon which the change in classification is proposed.
  - This notice contains general case information including a map, from/to, and hearing dates.
  - This notice is sent at least **ten days** prior to the Zoning Commission hearing.
- Newspaper notification City Council
  - Newspaper notification is published within the Fort Worth Star Telegram providing general case information and the time and place of the public hearing
  - This notice is provided at least **15 days** prior to the City Council Public Hearing.
- Signs Zoning Commission and City Council
  - Signs are placed upon the property where changes in zoning change classifications are proposed
  - Sign contains provide contact information to learn about the proposed Zoning Case
    - The erection and/or the continued maintenance of any such sign(s) shall not be deemed a condition precedent to the holding of any public hearing, to the recommendation concerning or adoption of any proposed zoning amendment or to any other official action concerning any such amendment.
- Agenda Posting Zoning Commission and City Council
  - Zoning agendas are posted on the City website and kiosks around City Hall at least three (3) days prior to the public hearing.

**Additional Notification**

- Registered Neighborhood Organizations Zoning Commission
  - Registered Neighborhood Organizations are notified via email within ½ mile of the property upon which the change in classification is proposed.
  - This notice contains general case information including a map, from/to, application and hearing dates.
- Website early notification Zoning Commission (initiated roughly six (6) months ago)
  - Zoning Cases are placed on the Zoning website as soon as impending cases are mapped by staff and is our earliest form of notification
  - This early form of notification shows the location, case manager, from/to, and access to sign up to speak for the case

**Proposed Notification**

- Establish email lists for each district that will allow residents to register to receive zoning information for their district.
  - Communications will go out through all City channels, notifying residents of the new zoning notification opportunity. Special emails will be sent to all district news subscribers.

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- Subscribers to the new district zoning topics will be notified via email when a change in classification is proposed in their district.
- The notice will contain general case information including a map, from/to, application and hearing dates.
- Monthly emails will be sent to the subscribers reminding them of the website dashboard for zoning cases.

**Zoning Education**

The Community Engagement Office has offered a Zoning 101 presentation at our annual workshops. This was created in partnership with the City's zoning staff, and outlines the zoning process and provides information on how residents can get involved in land use decisions. The presentation is being updated and will be available to Neighborhood Associations and HOAs as part of the regular curriculum offered by the CE staff. Staff will also use the presentation to create a short informational video on the zoning process.

For zoning questions in relation to the Zoning notifications, please contact Stephen Murray, Zoning and Land Use Manager, at 817-392-6226 or Michelle Gutt, Community/Public Engagement Director, at 817-392-6248.

**David Cooke**  
**City Manager**