



# NEIGHBORHOOD GROUP NOTICES

A zoning change is requested for the property shown on the attached map. You are listed as an organization within a ½ mile of the proposed change. The purpose of this notice is to provide you with an opportunity for public comment.

You may:

1. Attend the public hearing to present your views and opinions or just merely to observe the proceedings; or
2. Provide a written statement to the Chair of the Commission expressing your support, concerns, or opposition to this case; or
3. Take no further action

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 change.

If you want to comment on this case, please return the form below with any additional written commentary. Letters can be submitted via mail or email as described below. Please submit your response by the Monday before the hearing by 5:00 pm. All letters should reference the relevant case number.

**Email:** [zoninglanduse@fortworthtexas.gov](mailto:zoninglanduse@fortworthtexas.gov)

**Mail:** Chair of the Zoning Commission  
c/o Development Services, City Hall  
200 Texas St, Fort Worth, TX 76102

To register to speak at the Zoning Commission hearing, please visit [fortworthtexas.gov/calendar](http://fortworthtexas.gov/calendar) and select the Zoning Commission meeting date. The deadline for speaker registration is 5:00 p.m. the day before the hearing.

To register to speak at the City Council hearing, please visit [fortworthtexas.gov](http://fortworthtexas.gov) or contact the City Secretary's Office at 817-392-6150.

PUBLIC HEARING DATES	
Zoning Commission	
City Council	
Location: Council Chambers, Second Floor of City Hall	
LOCATION MAP	

Case Number:		
Applicant:	Site Address:	Council District:
Current Zoning:	Proposed Zoning:	Proposed Use:

Please complete the section below for your organization, or send a separate letter to the email or mailing address listed above.

Organization Name:	Oppose	Support
Signature of Representative:	Printed Name of Representative:	



# ZONING CHANGE / SITE PLAN APPLICATION

## CONTACT INFORMATION

**PROPERTY OWNER** City of Fort Worth

Mailing Address 200 Texas Street City, State, Zip Fort Worth Texas 76102

Phone 817-392-6226 Email \_\_\_\_\_

**APPLICANT** City of Fort Worth Development Services

Mailing Address 200 Texas Street City, State, Zip Fort Worth Texas 76102

Phone 817-392-2495 Email alondra.salas@fortworthtexas.gov

**AGENT / OTHER CONTACT** City of Fort Worth Real Property

Mailing Address 900 Monroe Street City, State, Zip Fort Worth, Texas 76102

Phone 817-392-6253 Email Andrea McIntosh@fortworthtexas.gov

*Note: If the property owner is a corporation, partnership, trust, etc., documentation must be provided to demonstrate that the person signing the application is legally authorized to sign on behalf of the organization.*

## PROPERTY DESCRIPTION

Site Location (Address or Block Range): 3626 Meadowbrook Drive

Total Rezoning Acreage: 0.61 ☒ I certify that an exhibit map showing the entire area to be rezoned is attached.

*If multiple tracts are being rezoned, the exhibit map must clearly label each tract and the current and proposed zoning districts. A platted lot description or certified metes and bounds description is required for each tract, as described below.*

Is the property platted?

☒ **YES - PLATTED**

Subdivision, Block, and Lot (list all): Tandy Addition, Block 17, Lot 1R

Is rezoning proposed for the entire platted area? ☒ Yes ☐ No Total Platted Area: 0.61 acres

*Any partial or non-platted tract will require a certified metes and bounds description as described below.*

☐ **NO – NOT PLATTED**

A Registered Texas Surveyor's certified metes and bounds legal description is required. The boundary description shall bear 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 descriptions must close. If the area to be rezoned is entirely encompassed by a recorded deed, a copy of the deed description is acceptable. The certified metes and bounds description must be provided in Microsoft Word format.

Total Area Described by Metes and Bounds: \_\_\_\_\_ acres

## APPLICATION TYPE

Please check the box next to the description that applies to your project. Make sure to select the corresponding application type when submitting your application in Accela (Zoning Change or Site Plan Amendment).

Zoning Change Application	Site Plan Amendment
<input type="checkbox"/> Rezoning from one standard zoning district to another <input checked="" type="checkbox"/> Rezoning to Planned Development (PD) District <input type="checkbox"/> Adding a Conditional Use Permit (CUP) Overlay <input type="checkbox"/> Modifying development standards, waivers, and/or land uses for an existing PD or CUP	<input type="checkbox"/> Submitting a required site plan for an existing PD <i>(no change to development standards or waivers)</i> <input type="checkbox"/> Amending a previously approved PD or CUP site plan Existing PD or CUP Number: _____ Previous Zoning Case Number: _____

## DEVELOPMENT INFORMATION

Current Zoning District(s): A-5 Proposed Zoning District(s): PD/ER  
 Current Use of Property: Vacant Commercial Building  
 Proposed Use of Property: Neighborhood Commercial/Coffee Shop

### For Planned Development (PD) Requests Only

First, reference Ordinance [Section 4.300](#) to ensure your project qualifies for PD zoning. If so, complete the following:

Base Zoning District Proposed for PD: ER  
 Land Uses Being Added or Removed: Coffee Shop

Are Development Standards or Waivers being requested? ☒ Yes ☐ No If yes, please list below:

- ☒ Site Plan Included (completed site plan is attached to this application)  
☐ Site Plan Required (site plan will be submitted at a future time for approval by Zoning Commission and City Council)  
☐ Site Plan Waiver Requested (in the box above, explain why a waiver is needed)

### For Conditional Use Permit (CUP) Requests Only

Current Zoning of Property: \_\_\_\_\_  
 Additional Use Proposed with CUP: \_\_\_\_\_

Are Development Standards or Waivers being requested? ☐ Yes ☐ No If yes, please list below:

☐ A site plan meeting requirements of the attached checklist is included with this application (required for all CUP requests)



## DETAILED PROJECT DESCRIPTION

Please provide a detailed summary of your proposal below. This should include a detailed description of the proposed use and reason for rezoning, how this use is compatible with surrounding land uses and the City's Comprehensive Plan, and any other details relevant to your request. Feel free to attach additional pages, concept plans, etc. as needed.

For PD or CUP requests, please explain why your proposal cannot be accommodated by standard zoning districts, clarify if any waivers are being requested and why, and detail any changes from previously approved site plans or development standards.

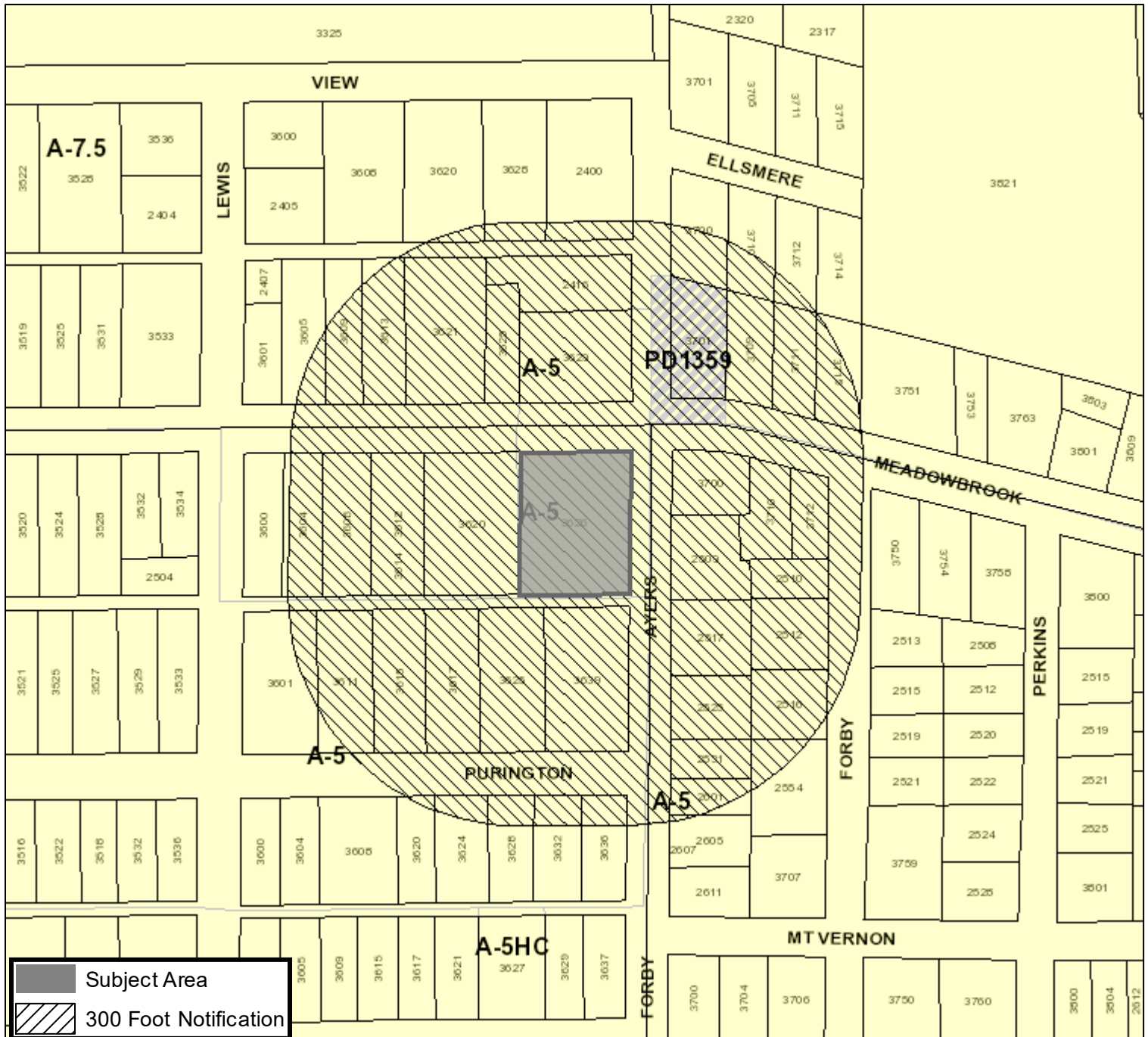
The site is a surplus property owned by the City of Fort Worth. This building has been vacant for a long time. In 2009, it was rezoned to ER due to market condition changes as part of a council-initiated rezoning. In 2022, staff rezoned the property to A-5 residential. Currently, there is a potential buyer interested in purchasing the property for use as a coffee shop.



ZC-23-183

## Area Zoning Map

Applicant: City of Fort Worth - Development Services  
Address: 3626 Meadowbrook Drive  
Zoning From: A-5  
Zoning To: PD/ER plus coffee house  
Acres: 0.61251079  
Mapsc0: Text  
Sector/District: Eastside  
Commission Date: 12/13/2023  
Contact: 817-392-6226



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