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Thursday, October 3, 2019

5:30 PM

Council Chambers

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**CALL TO ORDER**

**CITIZEN COMMENTS**

*This is an opportunity for citizens to address the commission on any matter over which they have authority, whether it is or is not posted on the agenda. The commission is not permitted to discuss or take action on any presentations concerning an item not listed on the agenda. Citizens may speak up to three (3) minutes or the time limit determined by the Mayor or presiding officer.*

**PUBLIC HEARING #1**

Public Hearing to receive citizen comments and input regarding the request to replat two lots, 5920 and 5924 Westworth Falls Way, into one lot.

**CLOSE PUBLIC HEARING**

**ACTION ITEMS**

- A. Approve minutes dated September 5, 2019.
- B. Discuss and take action on the request to replat two lots, 5920 and 5924 Westworth Falls Way, into one lot.

**BRIEFING ITEMS**

- C. Review and discuss the pending Ordinance Committee survey and the need to include Planning and Zoning questions.
- D. Review and discuss tree preservation requirements.
- E. Next meeting will be scheduled as needed.

**ADJOURN**

*The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meeting Act.*

*This facility is wheelchair accessible and handicapped parking spaces are available. Requests for accommodations for the hearing impaired must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (817) 710-2526 for assistance.*

*A quorum of the council may be present at this meeting; however, no council discussion or action will be taken. I certify that the above notice was posted on the bulletin board at the Westworth Village City Hall, 311 Burton Hill Road, Westworth Village, Texas on this, the 30<sup>th</sup> day of September 2019, at 5pm, in accordance with Chapter 551 of the Texas Government Code.*

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**Brandy G. Barrett, City Secretary**





# Westworth Village

## Planning & Zoning Meeting Minutes

Municipal Complex  
311 Burton Hill Road  
Westworth Village, TX 76114  
cityofwestworth.com

Thursday, September 5, 2019

5:30 PM

Council Chambers

<b>ATTENDEES:</b>	Chairperson	Melva Campbell
	Secretary	Darla Thornton
	Member	Margaret Worthington
	Member	Steve Beckman
	Member	Richard Cervenka
	Member	Tom Hughes
	Mayor	L. Kelly Jones
	City Administrator	Sterling Naron
	City Secretary	Brandy Barrett
	Chief of Police	Kevin Reaves
	Public Works	Joseph Alvarez
	Director Building Official	Nader Jeri
<b>ABSENT:</b>	City Attorney	Ashley Dierker
	Member	Cheryl Chrisman

**CALLED TO ORDER at 5:30 pm by Chairperson Melva Campbell.**

### CITIZEN COMMENTS

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- *There were no citizen comments.*

### The Chair opened Public Hearing #1 at 5:31pm.

Public Hearing to receive citizen comments and input regarding a request to change the Comprehensive Zoning Ordinance to allow daycare facilities within 300 feet of a gas station.

- There were no citizen comments.

### The Chair closed Public Hearing #1 at 5:31pm.

### ACTION ITEMS

- A. Approval of Minutes from Planning and Zoning Meeting on August 1, 2019.

**MOTION to approve the August 1, 2019 meeting minutes, modified to reflect that Tom Hughes made the second on Item D.**

**MADE BY:** Margaret Worthington. **SECOND BY:** Steve Beckman.

- **Motion passed** by a vote of 6 Ayes and 0 Nays.

- B. Discuss and take action on proposed changes to the Zoning Ordinance regarding daycare facilities proximity to a gas station.

- Mr. Naron reported that a request had been made to reduce distance a daycare facility proximity to gasoline pumps or underground fuel storage tanks, or any other storage area/facility for explosive materials from 300 feet to 75 feet. Noting that he was unaware of any other city that had this restriction in the area and provided aerial photos of facilities in Benbrook, Fort Worth, and White Settlement with daycare facilities next door to gas stations.

- **MOTION to recommend council modify the Comprehensive Zoning Ordinance Section 14.4.38(D)(5) to read: “No portion of a day care center site shall be located within seventy-five feet (75') of gasoline pumps or underground fuel storage tanks, or any other storage area/facility for explosive materials.”**

**MADE BY:** Darla Thornton. **SECOND BY:** Steve Beckman.

**DISCUSSION:**

- A brief discussion took place as to how and where that specific restriction originated.
- **Motion passed** by a vote of 6 Ayes and 0 Nays

**BRIEFING ITEMS**

C. Next meeting is scheduled will be scheduled as needed.

- No action is taken on briefing items.

**ADJOURNED at 5:52pm by Melva Campbell, Chair.**

**MINUTES APPROVED on this the 3<sup>rd</sup> day of October 2019.**

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**Melva Campbell, Chair**

**SIGNATURE ATTESTED BY:**

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**Brandy G. Barrett, City Secretary**



Westworth Village

The Hidden Jewel of the Metroplex.

# Plat Application

City of Westworth Village – Permits Department: 817-710-2505

311 Burton Hill Rd., Westworth Village, TX 76114

## Application Type:

☐ Amending Plat☐ Preliminary Plat☐ Final Plat☐ Minor Plat☒ Replat☐ Vacation of Plat

FOR SUBMITTAL REQUIREMENTS, SEE APPROPRIATE CHECKLIST.

## PROPERTY DEVELOPMENT INFORMATION

Project Name: Westworth FallsProject Address: 5920 & 5924 Westworth Falls WayLegal Description: Lot #: 1 & 2 Block: D Subdivision: Westworth FallsSurvey & Abstract: Cornelius Connelly Survey Abr. No. 319 Number of Lots: 2 Gross Acreage: 0.482Current Zoning: SF-B PD Current Use: Residential

Proposed Zoning: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

## SURVEYOR INFORMATION

Surveyor Name: Toby Stock Firm Name: Baird, Hampton and BrownAddress: 949 Hilltop Dr., Weatherford, TX 76086Email: tstock@bhbinc.com Phone #: 817-596-7575 Fax #: 817-887-3016

## ENGINEER INFORMATION

Engineer Name: Ottis Lee, III Firm Name: Baird, Hampton and BrownAddress: 949 Hilltop Dr., Weatherford, TX 76086Email: tstock@bhbinc.com Phone #: 817-596-7575 Fax #: 817-887-3016**OWNER/ AGENT INFORMATION** (If there is more than one owner, please attach a separate application and notarized forms.)Name: Lee Nicol Firm Name: TF LAWRENCE FARM LLCAddress: PO Box 100841, Fort Worth, Texas 76185Email: lee@LEENICOLINTERESTS.COM Phone #: 817.308.5929 Fax #: \_\_\_\_\_

**Notary Statement**  
**All Signatures Must Be Notarized**

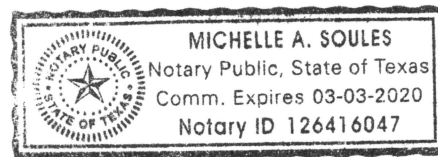
Before me, the undersigned authority, on this day personally appeared Lee Nicol (Agent) known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this

4<sup>th</sup> day of September 2019

Michelle A. Soules  
Notary Public in and for the State of Texas

SEAL



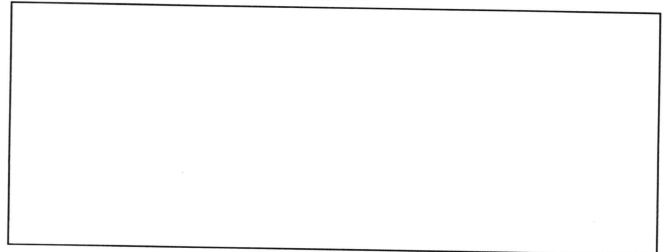
Before me, the undersigned authority, on this day personally appeared Lee Nicol (Owner) known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Texas

SEAL





# Plat Checklist

City of Westworth Village – Permits Department: 817-710-2505  
311 Burton Hill Rd., Westworth Village, TX 76114

☐ Preliminary Plat

☒ Final Plat

☐ Minor Form

☐ Amended Plat

Chapter 10 of the Code of Ordinances of the City of Westworth Village contains instructions to guide the preparation and submittal of Plats. Amended Plats are subject to limitations in LGC 212.016.

All information required in Chapter 10 Code of Ordinances and amendments must be received in the City of Westworth Village development office prior to an action item being placed on the Planning and Zoning Agenda.

## A. ZONING INFORMATION OF PROPERTY

What is the present zoning district: SF-B PD Are you requesting any zoning changes? ☐ Yes ☒ No

Zoning district requested: \_\_\_\_\_  
(This is not a zoning change document)

## B. PROPOSED SUBDIVISION CONTAINS: (Please be specific)

Land Use	# of Lots or Units	Acres (for each use)	Sq. Footage Building Space
Single Family	<u>1</u>	<u>0.482</u>	_____
Garden/ Patio/ Zero-Lot Line	_____	_____	_____
Duplex	_____	_____	_____
Townhouses	_____	_____	_____
Triplex/ Quadruplex	_____	_____	_____
Multi-Family Condominiums	_____	_____	_____
Multi-Family Apartments	_____	_____	_____
Office	_____	_____	_____
Retail/ Restaurant	_____	_____	_____
Commercial	_____	_____	_____
Warehouse	_____	_____	_____
Industrial	_____	_____	_____
Public Street R.O.W.	_____	_____	_____
Parks, Public Facilities	_____	_____	_____
Other Land Uses	_____	_____	_____
Total	<u>1</u>	<u>0.482</u>	_____

C. Submit 3 prints of the plat. The plat should be drawn to a scale of 1" = 100' of larger on a sheet of 24" X 36".

D. Submit 1 CD containing all in PDF format. All plans must be on State Plan surface coordinate system, if possible use NAD83.

E. Submit all applicable Tax Certificates.

F. The following items are required to be shown on the plat or submitted with the plat for consideration. Please fill in the spaces at the left to verify the completeness of the information submitted.

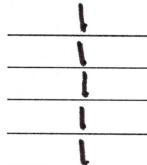
## PLAT CHECKLIST

Indicate if Date is:

On Plat



Sheet #



## I. BASIC INFORMATION

- Subdivision Name
- City
- County
- State
- Name & Address of Owner

<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	1
On Plat	Sheet #
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	n/a
<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	n/a
<input type="checkbox"/>	n/a
<input type="checkbox"/>	n/a
<input type="checkbox"/>	n/a
<input type="checkbox"/>	n/a
<input type="checkbox"/>	n/a
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	1

- F. Appropriate Plate Title (*Preliminary, Final, or Amended*)  
 G. Name & Address of Engineer, Planner, and/or Surveyor Responsible for Design

## II. IDENTIFICATION

- A. Names of Adjacent Subdivisions  
 B. Names of Streets (New & Old)  
 C. Lot and Block Numbers

## III. SURVEYING

- A. Boundary Survey of Plat  
 B. Reference to Original Survey or Previous Subdivision  
 C. Location, Names, Widths of Adjacent and/or Intersecting Streets, Alleys, & Easements  
 D. Reference & Location of All Surrounding Subdivisions, Tracts, Etc.  
 E. Field Notes & Metes and Bounds Description of Plat  
 F. Jurisdictional Boundaries

## IV. INTERIOR DETAILS

- A. Dimensions & Locations of All Lots, Streets, Easements, Parks, Etc.  
 B. Existing Natural & Artificial Physical Features of Property (*Ditches, Creeks, Woods, Bridges, Culverts, Etc.*)

V. CONSTRUCTION PLANS (*submit three (3) sets plus 1 CD*)

- A. Water Distribution System (*off-site & on-site*)  
 B. Sewage Collection System (*off-site & on-site*)  
 C. Streets, Sidewalks, & Drive Approaches  
 D. Drainage Facilities (*off-site & on-site*)  
 E. Topographic Map

No improvements required.

## VI. LEGAL STIPULATIONS

- A. Copy of All Deeds Restrictions Pertaining to the Subject Property

## VII. CERTIFICATION

- A. Plat Represents Survey by *Licensed Surveyor*

## VIII. DRAFTING DETAILS

- A. Date  
 B. Scale  
 C. North Arrow  
 D. Small Scale Location Map

## F. REASON FOR AMENDING PLAT UNDER LGC 212.016:

Replat from 2 lots to 1 lot for larger residence

Signature:

Lee Nicol, TF Lawrence Farm, LLC  
 Manager

☒ Owner ☐ Developer

Print Name:

Lee Nicol

Phone #:

817.308.5929

Signature: \_\_\_\_\_

☐ Owner ☐ Developer

Print Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

☐ Owner ☐ Developer

Print Name: \_\_\_\_\_

Phone #: \_\_\_\_\_



DATE

Name

Address

Westworth Village, TX 76114

Dear Name:

Do you believe Westworth Village is as good as it can be? ... Neither do we.

This is your opportunity for input on the future direction of our city. The city council, and the city's boards, committees, and commissions, are requesting your input on the issues affecting our city, as well as where the city's future resources should be directed.

Are you concerned about crime? Street lighting? Overgrown alleys? Drainage? Street parking? Fencing issues?

Have you been to Hawks Creek Golf Club? Airfield Falls? Do you use the city's trail system? Would you like to see Kaster Korner improved? Are you aware that Westworth Village enjoys one of the lowest municipal tax rates?

This questionnaire is the culmination of a lot of hard work by Rosa Mendez' ordinance review committee, Christina Cowden's golf and parks committee, and a lot of excellent staff input from Brandy Barrett and Elisa Gruebel.

**Please take the time to answer each question as honestly and with as much detail as you believe necessary.** We welcome all your comments, suggestions, and questions. I promise as your mayor the council will carefully review and take action on the city's pulse as reflected by the results of this questionnaire.

Your survey needs to be returned to Westworth Village's city secretary, Brandy Barrett, by November 22<sup>nd</sup>, and please use the self-addressed and stamped enveloped provided for your convenience. Staff will then begin tabulating the results, and those results will be presented to the city council and the city's various boards, committees, and commissions in January.

The results and your input will also be utilized as points of reference in future town hall meetings and committee workshops.

Westworth Village is already a wonderful place to live and raise your family, but we can make it better ... and, with your input, we will!

Best wishes,

L. Kelly Jones, mayor

## Communication / Information

The city currently communicates meetings, events, and activities through the following:

<i>Circle your answer:</i>	Do you subscribe to these services?		Do you find this format valuable?	
Monthly newsletter	YES	NO	YES	NO
Email/Text subscription service	YES	NO	YES	NO
Electronic board at City Hall	YES	NO	YES	NO
Bulletin board inside City Hall	YES	NO	YES	NO
City website	YES	NO	YES	NO
FaceBook	YES	NO	YES	NO
Fort Worth Star-Telegram for legal notices	YES	NO	YES	NO
1. Do you have internet access in your home?			YES	NO
2. Do you have a personal email address?			YES	NO
3. Do you feel the communications are relevant and informative?			YES	NO
4. Do you feel the communications delivered are timely?			YES	NO
5. Please provide any other suggestions on how communications can be improved:				

## Parks, Golf, and Recreation:

The city owns the following:

<i>Circle your answer or check the rating:</i>	Have you visited/used this location in the past 12 months		Rate your overall impression of each:		
	YES	NO	Excellent	Average	Poor
Hawks Creek Golf Club	YES	NO			
Hawks Creek Driving Range	YES	NO			
Hawks Creek Clubhouse Grill and Bar	YES	NO			
Hawks Creek Clubhouse Pro-Shop	YES	NO			
Airfield Falls Trailhead	YES	NO			
Kaster Korner	YES	NO			
City Hall Trailhead and green space	YES	NO			
City-wide trail system (still under construction)	YES	NO			
If you have not visited or used these sites, please share if there is something that is needed to make them more appealing to your family and you:					

Hawks Creek Golf Club					
1. Do you think the city should own a golf course?			YES	NO	
2. Do you play golf? (if no, skip to question 9)			YES	NO	
3. How many rounds per month do you average?					
4. How many of those rounds do you play at Hawks Creek Golf Club?					
5. Do you plan on increasing the average number of rounds you play in the coming 12 months?			YES	NO	
6. If you have not played a round at Hawks Creek in the past 6 months, what we can do to earn your business?					
	Evening 9-hole tournaments		Happy Hour Specials on food and drinks	Other, please list below:	
7. Have you been to the Hawks Creek Clubhouse for shopping or food? (if No skip to #10)			YES	NO	
8. Did you make a purchase in the Golf pro-shop?			YES	NO	
9. Did you eat or have a drink at Hawks Creek Bar and Grill?			YES	NO	
Rate your experience/assessment in each category		Excellent	Average	Poor	No Knowledge
Overall impression of bar and grill					
• Taste of food served in bar and grill					
• Presentation and delivery of food and drinks					
• Service provided by food and beverage staff					
• Value for the price charged					
Overall impression of the pro-shop					
• Clothing selection					
• Shoe selection					
• Equipment selection					
• Service provided by the pro-shop staff					
• Value for the price charged					
Overall Appearance of the buildings/range/ course					
• Clubhouse					
• Range					
• Parking Lots					
• Golf Carts/Boards					
• Cleanliness					
• Pavilion					
• Restrooms on the course					
• Restrooms in the clubhouse					
10. Would you consider hosting an event at the pavilion or in the clubhouse?			YES	NO	
11. Have you recommended the bar and grill to a friend?			YES	NO	
12. Have you used one of the coupons published in the monthly newsletter?			YES	NO	

Airfield Falls & Trail System					
1. How many times a month do you walk or bike on the trail system?					
2. Do you anticipate your usage will increase when the trail system construction is complete?			YES	NO	
3. How often have you used the picnic facilities at Airfield Falls trailhead in the last 12 months?					
4. Have you ever visited Airfield Falls?			YES	NO	
5. How often have you walked or biked to the waterfall?					
6. What do you find most appealing about the trail system and waterfall?					
Rate your experience/assessment in each category		Excellent	Average	Poor	No Knowledge
Overall impression of Airfield Falls and trail system					
• Cleanliness (litter and trash)					
• Landscaping maintenance					
• Accessibility & Parking					
• Lighting					
• Safety					

<b>Kaster Korner (corner of Tanny and Carb)</b>
1. What improvements would you like to see to this park area? Please be specific.
<b>Trail head and green space behind city hall</b>
1. The trail head and green space between city hall and the river has a single picnic table. How do you think this space should be used in the future?

### Budget and Taxes:

The city publishes the fiscal year budgets and tax rates online and in the city hall lobby.

1. Did you know the city maintains one of the lowest property tax rates in Tarrant County?	YES	NO
2. Have you reviewed the current budget and tax information?	YES	NO
3. Did you participate or provide input into the budget process this year?	YES	NO
4. Do you own your home?	YES	NO
5. If yes, have you filed a city homestead exemption of 20%?	YES	NO
6. Are you over age 65?	YES	NO
7. If yes, have you filed an over 65 age exemption of \$50,000?	YES	NO
8. Are you medically disabled?	YES	NO
9. If yes, have you filed a disability exemption of \$30,000?	YES	NO
10. Do you think the city should use economic development sales tax dollars to supplement/cover budget shortages at Hawks Creek Golf Club?	YES	NO
11. What area(s) of municipal service merits increased spending?		

### City Ordinances and Zoning:

Westworth Village ordinances and comprehensive zoning plans are available online or at city hall. They promote the overall health, safety, and development of the city and must be compliant with state laws.

Regarding your private property (home, storage and yard) please rank the top 5 issues you face from the list below. If you have an issue not listed, please add it at the bottom in the "Other" box.					
	Water drainage		Fencing issues		Driveway issues
	Carports		Garage issues		Landscaping/Tree
	Lot size		Zoning districts		Unightly view of neighbor's backyard
	Outdoor storage options		Additions (increasing square footage)		Storage of boats/RV, or large equipment
	Trash in neighborhood		Roof (pitch or material)		Alleyway overgrown, not maintained or blocked
	Light in neighborhood		Noise in neighborhood		Neighbors' home/yard not maintained
	Insufficient street lighting		Crime in my neighborhood		Speeding on my street
	Excessive yard lighting		Parking on my street		Other:
1. Would you participate in a town hall meeting regarding the ordinances that govern all construction projects in the city?				YES	NO
2. Are you pleased with Westworth Village's overall direction?				YES	NO
Please provide any additional comments, concerns or questions (use additional paper if needed):					
3. Please have the Mayor or a member of the city staff call me. I would like to have further discussion on a subject of importance to me.				YES	NO