

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
JANUARY 13, 2025
CITY HALL, 3200 DIANA DRIVE**

The Work Session and Regular Session are open to the public. If Executive Session is required, it will be held in the Council Conference Room, and is closed to the public. Please note that although the Council will generally consider the items on the agenda in the order shown below, they may elect to re-order items in order to accommodate the needs of the Council, city staff, presenters, or the public generally. Therefore, members of the public interested in any agenda item are encouraged to be in attendance at the start of the meeting.

CITY COUNCIL REGULAR SESSION – 7:00 PM

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS

- A. Honor former Mayor David Ragan
- B. Citizen Appearances/Public Comments

Citizen comments emailed to Lindsay Rawlinson (lrawlinson@richlandhills.com) on an item either listed on this agenda or not listed on this agenda will be heard at this time. Citizens in attendance at the meeting who have signed a card to speak to the City Council will also be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the city staff and City Council members are prevented from discussion of the subject and may respond only with statements of factual information or existing city policy. Citizens will have three (3) minutes to address City Council. Public comment will not be taken on items that the Council has previously considered in a public hearing.

2. CONSENT AGENDA

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items unless a Councilmember or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.

- A. Approve minutes from the December 9, 2024 City Council Regular Meeting
- B. Approve Ordinance 1520-25 amending the FY 2025 Municipal Fee Schedule effective January 1, 2025

3. PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

- A. Consider Ordinance 1518-25 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3, Section 3.02 "Use Chart", to allow for the use of "Hall, Reception/Banquet/Meeting" by specific use permit in the P, Professional Office zoning district **PUBLIC HEARING**
- B. Consider Ordinance 1519-25 a conditional Specific Use Permit (2024-1050) to permit a "Hall, Reception/Banquet/Meeting" use for the property described as Lot 1, Block 20, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7272 Glenview Dr, Richland Hills, Texas 76118 **PUBLIC HEARING**

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

- A. Consider Resolution 608-25 calling the May 3, 2025 General Election for Council Member Place 1 and Place 6

5. CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

- A. None

6. OTHER ITEMS FOR CONSIDERATION

- A. Consider Letter of Support for the TxDOT State Highway 26 Raised Medians Project (CSJ 0363-01-144)

7. REPORTS & DISCUSSIONS

- A. None

8. COMMUNITY INTEREST ITEMS

This is a standing item on the agenda of every regular meeting of the City Council. (The Texas Open Meetings Act effective September 1, 2009, provides that "*a quorum of the city council may receive from municipal staff, and a member of the governing body may make, a report regarding items of community interest during a council meeting without having given notice of the subject of the report, provided no action is taken or discussed.*") The Open Meetings Act does not allow Council to discuss an item concerning pending City Council business unless it is specifically, appropriately posted on the agenda.) An "item of community interest" includes the following:

- information regarding holiday schedules;
- honorary recognitions of city officials, employees, or other citizens;
- reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or city employee; and
- announcements involving imminent public health and safety threats to the city

9. EXECUTIVE SESSION

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). **Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.**

Reconvene into open session for possible action resulting from any items posted and legally discussed in Executive Session.

10. ADJOURNMENT

CERTIFICATE

I hereby certify that the above agenda was posted on this the 8th day of January 2025 by 5:30 p.m., on the official bulletin board at the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas, pursuant to the Texas Government Code, Chapter 551.

Lindsay Rawlinson

Lindsay Rawlinson
City Secretary



ACCESSIBILITY STATEMENT

The Facility is wheelchair accessible. If you plan to attend this public meeting and have a disability that requires special arrangements, please notify the City Secretary 48 hours in advance at (817) 616-3810 and reasonable accommodations will be made to assist you.

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: January 13, 2025

Subject: Recognition and Proclamation for former Mayor David Ragan

Agenda Item:

Recognition and Proclamation for former Mayor David Ragan

Background Information:

Former Mayor David Ragan served as Mayor of Richland Hills from 2006 to 2012 and prior to that, served as Mayor from 1978 to 1986 and as a Councilmember from 1972 to 1978. His leadership during these times had an impact on numerous Richland Hills projects. Mayor Ragan passed away on Monday, November 27, 2024, and the Richland Hills City Council will honor and recognize him during the City Council meeting.

Mayor Curtis Bergthold will present a proclamation to former Mayor David Ragan's family.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Mayor David Ragan Proclamation

Council Action Requested:

Presentation of Mayor David Ragan Proclamation

Proclamation



WHEREAS, former Mayor David Ragan was a proud resident of Richland Hills; and

WHEREAS, Mayor Ragan spent a lifetime in service to others beginning as a teenager in Keota, Oklahoma. A favorite family story detailed when Folsom Scott came to campaign for State Treasurer. Mr. Scott invited then 17-year-old Dave to be a page at the Oklahoma State Capitol during the 1953 term; and

WHEREAS, David Ragan served as a Richland Hills City Councilmember from 1972 to 1978; and

WHEREAS, following his service as a Councilmember, Mayor Ragan was elected by the citizens of Richland Hills to serve as Mayor from 1978 to 1986 and then served again as Mayor from 2006 to 2012; and

WHEREAS, Mayor Ragan's favorite accomplishments while in public service included bringing the Neighborhood Wal-Mart and the Handley Ederville train station to Richland Hills; and

WHEREAS, Mayor Ragan spent much of his time serving the City on several boards and commissions including the Charter Review Committee from 1988 to 1989 and 1994 as well as the Richland Hills Development Corporation, both while serving as Mayor and then as a citizen member from 2012 to 2016 after he had left office; and

WHEREAS, the City of Richland Hills and its citizens wish to honor Mayor David Ragan for his distinguished service and unwavering commitment to Richland Hills and the surrounding community. His passing has caused a deep void of sadness in the community.

NOW, THEREFORE, BE IT RESOLVED, that I, Curtis Bergthold, Mayor of the City of Richland Hills, Texas, on behalf of the Richland Hills City Council, do hereby wish to honor the service of David Ragan to the citizens of Richland Hills. We express our gratitude to Mayor Ragan and his family for his service to Richland Hills.

Mayor Curtis Bergthold
City of Richland Hills

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lindsay Rawlinson, City Secretary

Date: January 13, 2025

Subject: Minutes from the December 9, 2024 Regular City Council Meeting

Agenda Item:

Approval of minutes from the December 9, 2024 City Council Regular Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

December 9, 2024 Draft Minutes

Council Action Requested:

Motion to approve the minutes from the December 9, 2024 City Council Regular Meeting

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
DECEMBER 9, 2024
MINUTES**

Roll Call:

Council present

Douglas Knowlton, Mayor Pro Tem
Travis Malone, Place 2
John Skier, Place 4
G.W. Estep, Place 5
Roland Goveas, Place 6

Council absent

Curtis Bergthold, Mayor
Theresa Bledsoe, Place 3

Staff present

Candice Edmondson, City Manager
Lindsay Rawlinson, City Secretary
James Donovan, City Attorney

CITY COUNCIL WORK SESSION – 6:31 PM

1. **Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.

1. Section 551.072: Deliberation regarding real property
 - a) 2721 Handley Ederville Road, Richland Hills, TX

Motion: Motion was made by Councilmember Skier and seconded by Councilmember Estep to adjourn into Executive Session at 6:32 p.m.

Motion carried by a vote of 5-0.

Mayor Pro Tem Knowlton reconvened into open session at 7:01 p.m. with no action taken.

2. **Discuss items listed on tonight's City Council agenda. No action will be taken and each item will be considered during the Regular Session.**

None.

Mayor Pro Tem Knowlton adjourned the work session at 7:01 p.m.

REGULAR SESSION – Mayor Pro Tem Knowlton Called to Order – Time 7:02 p.m.**INVOCATION AND PLEDGES OF ALLEGIANCE – Mayor Pro Tem Douglas Knowlton**

Mayor Pro Tem Knowlton announced that former Mayor David Ragan passed away on Wednesday, November 27, 2024 and his funeral will be held Thursday, December 12, 2024 at Richland Hills Baptist Church. He expressed his condolences to Mayor Ragan's family. Additionally, he provided his condolences to Councilmember Theresa Bledsoe, who's mother recently passed away as well.

PRESENTATIONS**1A. Business Spotlight: Puerquitos Panaderia**

Director of Planning and Development Services JP Ducay introduced the owners of Puerquitos Panaderia located at 7017 Baker Boulevard, Suite G. The owners invited everyone to come in and hope to make everyone feel at home.

1B. Citizen Appearances/Public Comments

None.

CONSENT AGENDA

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Estep to remove item 2D from the consent agenda.

Motion carried by a vote of 5-0.

2A. Approved minutes from the November 11, 2024 City Council Regular Meeting**2B. Excused the absence of Mayor Curtis Bergthold from the December 9, 2024 regular City Council meeting****2C. Approved the renewal of an Interlocal Agreement for Joint Crime Victim Assistance Program for the cities of North Richland Hills, Haltom City, Richland Hills and Watauga**

Motion: Motion was made by Councilmember Estep and seconded by Councilmember Goveas to approve the consent agenda.

Motion carried by a vote of 5-0.

2D. Approved Change Order dated 09/10/2024 in the amount of \$21,117.71 and increase the total contract value with Angiel Electric Construction for the installation of auxiliary power at city water facilities to \$1,454,088

City Manager Candice Edmondson presented the item to the City Council and advised that the City of Richland Hills received \$1,970,642 in fiscal recovery funds as provided in the American Rescue Plan Act (ARPA) of 2021. The funds were intended to help the City combat the COVID-19 pandemic, including ongoing public health and economic impacts. Specifically, the Act allows local government entities to use the funds to make necessary investments in water, sewer, or broadband infrastructure.

On January 24, 2022, City Council approved Resolution 549-22 allocating ARPA funds towards water system improvements required as part of Senate Bill 3. The mandates are intended to keep water systems operational in the event of a power failure, similar to what the state experienced during the February 2021 winter storms. The project includes the installation of generators, along with the required electrical and structural components, at all the well sites/pump stations. This project also includes the ability to provide power to SCADA equipment associated with our elevated storage tanks.

On January 23, 2023, City Council approved a contract with Angiel Electrical Construction for installation of auxiliary power at city water facilities in an amount not to exceed \$1,435,000. Additional work has been required to fully complete the project including fence/gate improvements for site security, upgrades to electrical transformers to meet Oncor load requirements, weep hole installation and deeper pier supports. A Change Order in the amount of \$21,117.71 was presented to the City in September for the additional work. Since the Change Order exceeds the awarded contract value (including contingency) additional funding needs to be appropriated to the original contract amount.

Motion: Motion was made by Councilmember Estep and seconded by Councilmember Goveas to approve Change Order dated 09/10/2024 in the amount of \$21,117.71 and increase the total contract value with Angiel Electric Construction for the installation of auxiliary power at city well sites to \$1,454,088.

Motion carried by a vote of 5-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3. None.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS**4A. Approved Ordinance 1516-24 amending Chapter 18 “Businesses”, of the Code of Ordinances of the City of Richland Hills, Texas, by adding Article XIII “Short-Term Rental Registration” in order to establish regulations and registration processes for the use of residential property as a short-term rental**

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that short-term rentals refer to a residential premises, or portion thereof, used for lodging accommodations to occupants for a period of not less than one or more than 30 consecutive days, other than an ongoing month-to-month tenancy granted to the same renter for the same premises. The definition of short-term rental does not include a hotel, motel, bed and breakfast, executive suite, or other nonresidential use.

Over the past few years, city staff has received several inquiries regarding short-term rentals within the community. Many cities in the Dallas-Fort Worth Metroplex have adopted policies for short-term rentals, and city staff has prepared a draft policy to provide guidelines for operating short-term rentals in Richland Hills. The proposed policy establishes a registration program for short-term rentals that will balance the rights of all stakeholders through a fair and objective regulatory framework and ensure that short-term rentals do not become a nuisance in the community. Additionally, requiring registration of short-term rentals will allow the City to properly identify the location of short-term rentals and provide contact information for owners and operators to aid in responding to complaints and emergencies.

The policy provides for a registration process and permitting process that will be managed by the Development Services Department. Enforcement of non-compliant short-term rentals will be handled by Community Compliance through the City’s normal violation process. The Fire Department will inspect short-term rentals for the presence of properly placed smoke detectors, carbon monoxide detectors, fire extinguishers, and ingress/egress routes.

Discussion ensued regarding requirements included in the policy such as a posted floorplan and the size of fire extinguishers as well as the estimated hotel revenue tax expected.

Further discussion provided direction to Director Ducay for changes to the proposed ordinance including an updated definition of “short term rental,” eliminating fire extinguisher size regulations, and eliminating guest safety requirements.

- Motion:** Motion was made by Councilmember Malone and seconded by Councilmember Skier to approve Ordinance 1516-24 amending Chapter 18 “Businesses”, of the Code of Ordinances of the City of Richland Hills, Texas, by adding Article XIII “Short-Term Rental Registration” in order to establish regulations and registration processes for the use of residential property as a short-term rental with changes to include the following:
- Update “short term rental” definition
 - Eliminate fire extinguisher size regulations
 - Eliminate guest safety requirements

Motion carried by a vote of 5-0.

4B. Approved Ordinance 1517-24 amending the FY 2025 Municipal Fee Schedule effective January 1, 2025

City Manager Candice Edmondson introduced the item to the City Council and advised that during the October 28 2024 City Council meeting, Jason Gray of Wildan presented a comprehensive utility rate study outlining proposed rate adjustments over the next five years. As approved by the Council, the ordinance under consideration incorporates the first year of these adjustments, specifically increases to the City's sewer and wastewater rates within Chapter 86 (Utilities). These changes are scheduled to take effect on January 1, 2025. The proposed increases are essential for ensuring a sustainable utility system and continued high-quality service for our residents.

Revisions to Chapter 66 (Solid Waste) of the fee ordinance incorporate Republic Waste's annual rate adjustments for solid waste collection and recycling services. In accordance with the City's agreement with Republic Waste, these updates reflect a four percent increase in fees.

Additionally, the ordinance includes adjustments to utility-related fees, increasing the meter tamper fee from \$50 to \$250 and the construction meter rental fee from \$40 to \$60. These revisions address the significant lapse in updates, as these fees have not been revised since at least 2014.

The Municipal Fee Schedule revision eliminates certain fees, reflecting recent legislative and operational changes within the City's municipal court and fire services divisions. To address these adjustments, this update includes the removal of Chapter 30 (Emergency Services) and Chapter 54 (Municipal Court).

During the 2019 legislative session, Senate Bill 346 consolidated local option municipal court fees into one fee structure of a \$14.00 fee and eliminated the need for cities to authorize the fees through ordinance approval. The new fee establishes four (4) different accounts within the \$14.00 allotted collection fee for the Local Truancy Prevention and Diversion Fund (\$5.00), Municipal Court Building Security Fund (\$4.90), Municipal Court Technology Fund (\$4.00) and the Municipal Jury Fund (\$0.10).

The elimination of Emergency Medical Services fees aligns with the Council's recent decision to transition these services to MedStar. This change ensures a seamless transfer of medical transport responsibilities to the City of Fort Worth, which will take effect in July 2025.

Additionally, Ms. Edmondson advised that fees related to the short term rental ordinance approved by the City Council in the previous agenda item will come back for Council consideration in January 2025.

Motion: Motion was made by Councilmember Estep and seconded by Councilmember Skier to approve Ordinance 1517-24 amending the FY 2025 Municipal Fee Schedule effective January 1, 2025.

Motion carried by a vote of 5-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5. None.

OTHER ITEMS FOR CONSIDERATION

6. None.

REPORTS & DISCUSSIONS

7A. Street Improvement Projects

Director of Public Works and Capital Projects Kip Dernovich presented the street improvement projects update and advised that Quality Construction has completed most utility work and will move to roadway work for the Magnolia Park (Mimosa Park to Rosebud Lane) project. He provided additional updates regarding illuminated street signs, proposed FY2025 County Street project (Oak Park Drive from Ash Park to Elm Park), and an update on a submittal for the 50th annual Community Development Block Grant (CDBG) project from Tarrant County.

7B. October and November Department Reports

Each department presented their monthly reports for October and November 2024 beginning with the Development Services Department, followed by the Fire Department, Library, Municipal Court, Parks and Recreation, Police Department including Animal Services and Community Compliance, and the Public Works Department.

COMMUNITY INTEREST ITEMS

8. Councilmember Estep advised of several upcoming events:

- Now through Tuesday, December 10, 2024, Teen Angel Tree, The Link;
- Now through Wednesday, January 15, 2025, The Link Membership Sale, The Link;
- Monday, December 9, 2024 through Saturday, December 21, 2024, Jingle & Mingle, City Marketplace, 6:00 to 9:00 p.m.;
- Thursday, December 12, 2024,
 - o Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
 - o Tarrant County Food Pantry, The Link parking lot, 5:30 to 7:00 p.m.;
- Saturday, December 14, 2024, Santa Paws pictures, Richland Hills Animal Services, 12:00 to 2:00 p.m.;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.

EXECUTIVE SESSION

9. **Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.071, Sec. 551.072, Sec. 551.073, Sec. 551.074, Sec. 551.076, Sec. 551.087 and Sec. 418.0183 (f) and 418.106 (d) & (e) of the Texas Government Code (Texas Disaster Act).

None.

ADJOURNMENT

10. There being no further business to come before the City Council, Mayor Pro Tem Knowlton declared the meeting adjourned at 9:33 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Curtis Bergthold, Mayor

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Candice Edmondson, City Manager

Date: January 13, 2025

Subject: Amendment to FY 2025 Municipal Fee Schedule

Agenda Item:

Approve Ordinance 1520-25 amending the FY 2025 Municipal Fee Schedule effective January 1, 2025

Background Information:

During the December 9, 2024 City Council meeting, Council approved a registration program for short-term rentals operating in Richland Hills. The program included the following permit fees:

- Short-Term Rental Permit Application Fee (initial) - \$150.00
- Short-Term Rental Permit Renewal Fee (annual) - \$100.00

With this item, City Council will officially adopt the short-term rental fees as part of the FY 2025 Municipal Fee Schedule.

Financial Considerations:

The short-term rental fees will be in effect as of January 1, 2025.

Legal Review:

The City Attorney has previously reviewed the ordinance.

Board/Citizen Input:

N/A

Attachments:

Ordinance 1520-25
FY 2025 Municipal Fee Schedule

Council Action Requested:

Motion to approve Ordinance 1520-25 amending the FY 2025 Municipal Fee Schedule to include the short-term rental permit fees effective January 1, 2025

ORDINANCE NO. 1520-25

AN ORDINANCE OF THE CITY OF RICHLAND HILLS, TEXAS REVISING AND UPDATING FEES, AND AMENDING THE FEE SCHEDULE CONTAINED IN THE CODE OF ORDINANCES, CITY OF RICHLAND HILLS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION IN PAMPHLET FORM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richland Hills is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council deems it advisable and necessary to revise the City Code to update the fees in order to recoup costs incurred by the City in performing municipal functions.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THAT:

SECTION 1. AMENDMENT OF FEE SCHEDULE

Appendix A of the Code of Ordinances, City of Richland Hills, is hereby amended in its entirety and replaced with the FY 2025 Municipal Fee Schedule attached hereto as **Exhibit A** and incorporated herein for all purposes.

SECTION 2. PROVISIONS CUMULATIVE

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Richland Hills, Texas, as amended, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

SECTION 3. PROVISIONS SEVERABLE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by

the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 4.
PUBLICATION IN BOOK OR PAMPHLET FORM**

The City Secretary of the City of Richland Hills is hereby authorized to publish this Ordinance and the exhibits to this Ordinance in book or pamphlet form for general distribution among the public, and the operative provisions of this Ordinance and the exhibits to this Ordinance as so published shall be admissible in evidence in all courts without further proof than the production thereof.

**SECTION 5.
EFFECTIVE DATE**

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on January 13, 2025, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR CURTIS BERGTHOLD

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY



City of Richland Hills

FY 2025 Municipal Fee Schedule

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Chapter 2. Administration

Code Section:	Description:	Fee:
2-151	Standard Size Copy Paper (8 1/2" x 14")	\$0.10
	Annual Budget Copies	\$2.50
	Nonstandard Size Paper Copy - Paper Copy Per Page (larger than 8 1/2"x14)	\$0.50
	Compact Disc (CD)	\$1.00
	Digital Video Disc (DVD)	\$3.00

Chapter 6. Animals

Code Section	Description	Fee
6-147	Vaccination Fee (per vaccination)	\$35.00
6-148	Registration Fees: annual registration for dog or cat not sterilized	\$40.00
	Registration Fees: annual registration for dog or cat sterilized	\$10.00
		Seniors 65(+) \$0
6-166	Guard Dog Registrations	\$50.00
6-186	Dangerous Dog Registration (annual)	\$300.00
	Boarding Fee (per night)	\$20.00
6-187	Quarantine Fee for Bite Animals (per night)	\$25.00
	Quarantine Fee for Bite Animals: out of jurisdiction (per night)	\$30.00
Impoundment Fee		
6-218	Class A - Dogs and Cats Sterilized – First impoundment	\$25.00
	Class A – Dogs and Cats Sterilized - Second impoundment	\$50.00
	Class A - Dogs and Cats Sterilized – Third impoundment or more	\$150.00
	Class A - Dogs and Cats Not Sterilized – First impoundment	\$50.00
	Class A Dogs and Cats Not Sterilized – Second impoundment	\$100.00
	Class A - Dogs and Cats Not Sterilized – Third impoundment or more	\$150.00
	Class B Small Livestock – Any small livestock impounded and held by the city will be subject to the following	
	Class B – Small Livestock – First impoundment in 12 months	\$40.00
	Class B – Small Livestock – Second impoundment in 12 months	\$60.00

Class B - Small Livestock – Third impoundment or more in 12 months	\$100.00
The fee of any small livestock impounded and held by any other state, county, municipal or private entity shall be imposed at the discretion of that entity.	
Class C – Large Livestock – Any large livestock impounded and held by the city will be subject to the following:	
Class C – Large Livestock – First impoundment in 12 months	\$50.00
Class C – Large Livestock – Second impoundment in 12 months	\$70.00
Class C – Large Livestock – Third impoundment or more in 12 months	\$150.00

Surrender		
	Owner Dog and Cat Surrender Fee	\$50.00 (+) cost of vaccinations
	Owner Surrender Fee – Bite Investigation	\$75.00 (+) cost of vaccinations
	Livestock Surrender fee	\$150.00
	Rabies Analysis Surrender fee	\$65.00
Adoption		
	Adoption Fee for All Animals (includes 1 st set of shots, dewormer and microchip)	\$50.00
	Adoption Fee for All Animals (includes 1 st set of shots, dewormer and microchip - <i>Veteran, Senior, Active Military, Current City Employee</i>)	\$0.00
	Sterilization Fee – dogs under 50lbs	\$60.00
	Sterilization Fee – dogs over 50lbs	\$70.00
	Sterilization Fee – male cats	\$40.00
	Sterilization Fee – female cats	\$50.00
	Rabies Shot	\$10.00
	Heart Worm Test	\$10.00
Other		
	Live Traps - Deposit	\$50.00
	Microchip – Resident (walk-in)	\$20.00
	Microchip – Non-Resident (walk-in)	\$30.00
	Deceased Animal Pickup (<30lbs) – resident only	\$20.00
	Deceased Animal Pickup (>30lbs) – resident only	\$30.00
	Owner Requested Euthanasia (emergent trauma only)	\$40.00

Chapter 14. Buildings and Building Regulations

Building Permit Fees	
Residential Building Permit	
New Construction/Additions	\$50.00 + \$1.00 per square foot of all floor area of new construction/addition (Includes fees for any mechanical, electrical, and plumbing work associated with construction.)
Remodel/Renovations Any construction or renovation to an existing structure that includes alterations to the plumbing, electrical, mechanical or structural elements of the building	\$25.00 + \$0.80 per square foot of all floor area of remodeled/renovated space (Includes fees for any mechanical, electrical, and plumbing work associated with construction.)
Commercial Building Permit (New Construction, Additions and Alterations)	
Total Valuation of Construction – Shall comply with the provisions set forth in Section 108.3 (Building permit valuations) of the 2018 International Building Code.	
\$1.00 to \$500.00	\$50.00
\$501.00 to \$2,000.00	\$50.00 for the first \$500.00, plus \$4.00 for each additional \$100.00, or fraction thereof, up to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$18.00 for each additional \$1,000.00, or fraction thereof, up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$500.00 for the first \$25,000.00 plus \$13.00 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$900.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,300.00 for the first \$100,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, up to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,000.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, up to and including \$1,000,000.00
Greater than \$1,000,001.00	\$7,000.00 for the first \$1,000,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof

Mechanical, Electrical, and Plumbing Permits	
Contractor Registration	\$100.00 Annually (Plumbing & Electrical Exempt)
Electrical, plumbing, mechanical, and irrigation contractors must present a current TDLR license complying with provisions set forth by Section 14-35	

Commercial Trade Permits	
(Only charged when no primary Building Permit issued)	
Total Valuation of Construction – shall comply with the provisions set forth in Section 108.3 (Building permit valuations) of the 2018 International Building Code.	
\$1.00 to \$500.00	\$100.00
\$501.00 to \$2,000.00	\$100.00 for the first \$500.00, plus \$3.00 for each additional \$100.00, or fraction thereof, up to and including \$2,000.00

\$2,001.00 to \$25,000.00	\$200.00 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$400.00 for the first \$25,000.00 plus \$10.00 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$600.00 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00

Residential Trade Permit (Only charged when no primary Building Permit issued)	
Electrical (Single Trade)	\$100.00
Mechanical (Single Trade)	\$100.00
Plumbing (Single Trade)	\$100.00
Irrigation (Single Trade)	\$100.00

Other Building Permits and Fees	
Accessory Structures	\$50.00 base fee + \$0.25 per square foot
Additional plan review required by changes, additions, or revisions to approved plans	\$60.00 per hour with a minimum of two (2) hours or the total hourly cost to the City of Richland Hills, whichever is greater.
Annual Registration and Inspection – Boarding House, Garage Apartment, Guest House	\$150
Carport, Canopy, Patio Covers	\$150.00
Certificate of Occupancy	\$100.00
Clean and Show Inspection	\$80.00
Concrete Flatwork (patios, sidewalks, curbs, driveways)	\$50.00
Demolition Permit – Commercial	\$100.00
Demolition Permit – Residential	\$50.00
Driveway Approach	\$50.00
Fence – Commercial	\$100.00
Fence - Residential	\$25.00
Fire Inspection – Annual	\$75.00
Fire Reinspection (after two (2) inspections and continued non-compliance)	\$80.00
Fire Rein	
Foundation/Retaining Walls	\$150.00
Garage Sale Permit	\$10.00
Gas Test	\$80.00

Inspections (not otherwise specified)	\$60.00 per hour with a minimum of two (2) hours or the total hourly cost to the City of Richland Hills, whichever is greater.
Inspections (outside of normal business hours)	\$60.00 per hour with a minimum of two (2) hours or the total hourly cost to the City of Richland Hills, whichever is greater.
Irrigation System Plan Review and Inspection	\$80.00
Non-Residential Registration & Inspection – Vacant Building	\$300.00

Parking Lots – New Construction	\$100.00
Parking Lots – Resurface/Overlay	\$50.00
Permit for Tent and Air-Supported Structures: Initial Permit	\$50.00
Permit for Tent and Air-Supported Structures: One-time Renewal	\$40.00
Permits (not otherwise specified)	\$80.00
Plan Review	65% of the building permit fee
Re-Inspection Fees	\$80.00
Residential Registration & Inspection – Vacant Building	\$100.00
Roof - Commercial	Based on valuation
Roof – Residential	\$50.00
Siding	\$100.00
Sign Permit (With Electric)	\$100.00
Sign Permit (Without Electric)	\$50.00
Solar Panels	\$200.00
Stop Work Order Penalty	Double Permit Fees
Swimming Pool (Above-ground)	\$150.00
Swimming Pool (In-ground)	\$500.00
Swimming Pool, Hot Tub, or Spa Permit to Discharge Water	\$25.00
Swimming Pool/Spa Annual Permit (Commercial Only)	\$100.00
Temporary Certificate of Occupancy	\$50.00
Temporary Electric Release (90 day maximum)	\$80.00
Windows	\$150.00

Chapter 18. Businesses

Food Program Fee Schedule	
Food Store	
≤ 5,000 sqft.	\$200.00
> 5,000 sqft.	\$300.00
Food Service	
≤ 500 sqft.	\$100.00
> 500 ≤ 1,500 sqft.	\$150.00
> 1,500 ≤ 3,000 sqft.	\$200.00
> 3,000 ≤ 6,000 sqft.	\$250.00
> 6,000 sqft.	\$300.00
Child Care Food Service	\$150.00
Catering Operation	\$250.00
Food Court	\$200.00 per establishment
Adjunct Operation	
Food Service	\$150.00 per independent operation
Food Store ≤ 5,000 sq. ft.	\$150.00 per independent operation
Food Store > 5,000 sq. ft.	\$200.00 per independent operation
Commissary	
No Food Prep	\$100.00
With Food Prep	\$200.00
Plan Review	

≤ 500 sq. ft.	\$0.00
> 500 ≤ 3,000 sq. ft.	\$50.00
> 3,000 sq. ft.	\$100.00
Late Fee	
From 1-30 days	10% of the fee owed
From 31-60 days	20% of the fee owed
The late fee increases 10% for each 30-day block until the permit fee and the late fee is paid	
Permits that are more than 90 days overdue will be void and required to reapply	
Reinspection Fee	
Required Re-inspection	\$75.00

Other Business Fees		
Code Section	Description	Amount
18-101	Annual permit fee for Mobile Food Vendors	\$40.00
18-191	Annual permit fee for person, firm, corporation, organization, single agent, employee, or volunteer. Hi-Vis Vest Required \$15.00 added to permit fee.	\$35.00 + \$15.00 Supply Fee
	Annual permit for each additional agent, employee or volunteer. Hi-Vis Vest Required \$15.00 added to permit fee.	\$10.00 + \$15.00 Supply Fee
	Distribution of handbills only. Hi-Vis Vest required added to the permit fee	\$15.00 + \$15.00 Supply Fee
	Annual permit fee for person, corporation, firm or organization that sponsors or employs one minor. Hi-Vis vest Required \$15.00 added to permit fee.	\$50.00 + \$15.00 Supply Fee
	Annual permit for each additional minor. Hi-Vis Vest Required \$15.00 added to permit fee.	\$10.00 + \$15.00 Supply Fee
18-235	Pawnbroker, Secondhand Dealer, or Junk Dealer License	\$100.00
18-296	Pool Hall License	\$100.00
18-463	Swimming Pool, Spa and/or interactive Water Feature Annual Permit	\$250.00
18-464	Public Pool, Spa, and/or Interactive Water Feature Construction or Remodeling Application (plan review and opening inspection)	\$150.00
18-465	Preoperational Inspection for a Public Pool, Spa and/or Interactive Water Feature (based on the number of filtration systems located at a single address)	\$250.00 each
	Swimming Pool, Spa, and/or Interactive Water Feature Inspection	\$75.00

18-636	Short-Term Rental Permit Application Fee (initial)	\$150.00
18-637	Short-Term Rental Permit Renewal Fee (annual)	\$100.00

Chapter 34. Environment

Code Section	Description	Amount
34-55	Administrative fee for abatement of high grass or weeds by city	\$125.00
34-112	Administrative fee for abatement of unhealthy, unsightly, or unsanitary conditions by city	\$125.00
34-301	Seismic survey and oil and gas exploration permit (the greater of \$250.00 or \$0.25 per foot of cable extended across or along city rights-of-way, plus the anticipated cost of traffic control barricades and city police and public works personnel required if city forced and materials are used, as determined by the city)	\$250.00 or \$0.25 per foot

Chapter 38. Fire Prevention and Protection

Code Section: 38-92

Fire Code Permit Fees	Amount
Aerosol Products	\$40.00
Amusement Buildings/Park	\$40.00
Aviation Facilities	\$40.00
Battery Systems	\$40.00
Carnivals and Fairs	\$40.00
Cellulose Nitrate Film	\$40.00
Combustible Fibers	\$40.00
Compressed Gases	\$50.00
Covered Malls	\$50.00
Christmas Trees	\$10.00
Cryogenic Fluids	\$50.00

Dry Cleaning Operations	Amount
Non-flammable liquid use	\$40.00
Flammable or combustible liquid use	\$50.00
Exhibits and trade shows	\$40.00
Explosives	\$50.00
Fire Hydrant and Valves	\$20.00
Fireworks, use of outdoors	\$150.00

Flammable and Combustible Liquids	Amount
Pipeline Operations, Maintenance or excavation of	\$150.00
Storage of Class 1 liquids in safety cans	\$20.00
Storage of class II or class III liquids in portable containers	\$75.00
Use of underground tanks for the storage or dispensing of flammable or combustible liquids (per property)	\$150.00

Use of above ground tanks for the storage of dispensing of flammable or combustible liquids (per property)	\$150.00
Remove, abandon, place temporarily out of service flammable or combustible liquid tanks (per property)	\$50.00
Changing contents stored in flammable or combustible liquid tanks	\$50.00
Operation of refineries, distilleries, chemical plants or similar facilities	\$50.00
Stationary emergency power generators with class 1 or 11 flammable or combustible liquid tanks	\$50.00
Waste crankcase oil storage tanks	\$50.00
Floor finishing, use of flammable or combustible liquid materials	\$40.00
Fruit and crop ripening	\$40.00
Fumigation and thermal insecticide fogging	\$50.00
Hazardous production material facilities	\$50.00
High-piled storage	\$40.00
Hot work operations	\$40.00
Industrial ovens	\$40.00
Lumberyards and woodworking plants	\$40.00
Liquid or gas-fueled vehicles or equipment on display in assembly building (per vehicle)	\$10.00
Liquefied Petroleum Gas, Use Of:	
Portable Containers of 25 to 120 water gallon capacity (WGC)	\$50.00
Containers or Aggregate Exceeding:	
120 WGC up to 500 WGC	\$75.00
500 WGC up to 1,200 WGC	\$100.00
1,200 WGC up to 2,000 WGC	\$150.00
Magnesium Operations, use of	\$40.00
Miscellaneous Combustible Materials Storage	\$40.00

Open Burning	
Display fires, entertainment events (outdoors)	\$30.00
Warming fires or portable heating devices at construction sites, use of	\$30.00
Training fires (fire department use only)	No Charge
Trench burning (TCEQ approved system only)	\$500.00
Open flames and torches in assembly buildings	\$30.00
Open Flames and Candles	\$30.00
Parade floats, per float	\$10.00

Places of Assembly	
Places of assembly, greater than 50 less than 300 persons	\$30.00
Places of assembly, greater than 300 persons	\$40.00
*Churches, Schools exempt of fees	
Places of Assembly (temporary use, 30 days max)	
Tents, use of	\$30.00
Circus or carnivals	\$30.00
Exhibitions or trade shows, use of booths	\$30.00
Outdoor stage shows or converts	\$30.00
Pyrotechnic special events, use of indoors	\$50.00
Pyroxylin plastics	\$40.00
Refrigeration equipment	\$40.00
Repair garages and motor fuel-dispensing facilities	\$40.00
Roofing asphalt or tar kettles, use of (per property)	\$25.00
Rooftop and ground-level heliports	\$50.00
Spraying and dipping operations	\$40.00
Storage of scrap tires and tire byproducts	\$40.00
Temporary membrane structures, tents and canopies	\$40.00
Tire re-building plants	\$40.00
Waste handling, junkyards	\$40.00

Wood products, chips, hogged materials, lumber and plywood	\$40.00
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Construction Related Permits: (Note: unless otherwise listed, all construction or installation fees are based on the building code fee schedule, which includes the total cost of materials and labor)

Fire alarm systems, installation of	N/A
Fire sprinkler systems, installation of	N/A
Fire hose or wet/dry standpipe systems installation of	N/A
Chemical extinguishing systems, installation of	N/A
Kitchen hoods and mechanical exhaust systems, installation of	N/A
Installation of security or privacy gates within emergency access easements or roadways	N/A
Installation of underground fuel storage tanks	N/A
Installation of LP-gas containers (total greater 25 WGC)	N/A
Fire Department plan review fee	Same fee schedule as set forth in building code
Maintenance of any fire protection or detection system which requires the alteration or modification to the original or existing system	\$25.00
Contractors registration fee, annual	\$50.00
Contractors renewal fee if made in January	\$25.00
Expired permit, late renewal penalty fee	\$25.00

Special Application Permits

Private agency fire safety inspection to secure certification or license	\$40.00
Speed bumps or humps located in marked fire lanes or emergency access easements (per property)	\$30.00
Security gates, per property annually	\$40.00
Multi-family dwelling inspections, fee per unit annually	\$5.00
Fire alarm test (witness)	\$30.00
Fixed fire protection system test (witness)	\$30.00

Chapter 42. Floods

Code Section	Description	Amount
42-133	Permit fee for activities which may increase flooding	\$100.00

Chapter 48. Landscaping

Code Section	Description	Amount
48-52	Fee for landscaping variance	\$100.00
48-53	Fee for appeal regarding landscaping	\$100.00

Chapter 50. Law Enforcement

Code Section	Description	Amount
82-49	Accident Reports	\$6.00
	Incident Reports (Standard Page Size)	\$0.10
	Incident Reports (Nonstandard Page Size)	\$0.50
	CD for Reports	\$1.00 per disc
	DVD for Reports	\$3.00 per disc
	Labor Fee	\$15.00
Alarm Program		
30-90	Registration Fee - Residential	\$25.00
	Registration Fee – Commercial	\$100.00
	Renewal Fee – Residential	\$25.00
	Renewal Fee – Commercial	\$100.00

Late Fee for Registration or Renewal	A one-time charge of \$10.00 will be charged if the renewal is not paid within 30 days from the invoice date or by the permit expiration date whichever is greater.
False Alarm – No permit fee	\$50.00
False Alarm – 1 st false alarm to 3 rd false alarm	No Fine
False Alarm – 4 th false alarm to 5 th	\$50.00
False Alarm – 6 th false alarm to 7 th	\$75.00
False Alarm – 8 th false alarm to 9 th	\$100.00
10 th False Alarm and more	\$100.00 each and police response is suspended.
Non-Compliance (failure to respond as requested by Police Department)	\$50.00
Response Time: If the time to respond is more than 30 minutes, false alarm will not be charged to the alarm user.	

Chapter 66. Solid Waste

Code Section	Description	Amount
66-96	Residential Curbside	\$12.78
	Recycling Curbside	\$4.96
	Residential and Recycling Curbside Total	\$17.74
	Residential Backdoor w/Recycling	\$22.88
	Senior Residential Curbside and Recycling	\$16.74
	Senior Residential Backdoor w/Recycling	\$21.78
	Hand Collection Monthly (4 bag limit)	\$44.62

Pickups Per Week							
Container Size	1	2	3	4	5	6	Extra Pickups
2 yd.	\$69.31	\$109.61	\$153.73	\$195.35	\$239.48	\$283.60	\$21.71
3 yd.	\$93.82	\$126.16	\$221.17	\$287.34	\$348.51	\$420.96	\$25.40
4 yd.	\$127.16	\$210.37	\$296.10	\$381.85	\$467.58	\$560.84	\$33.85

6 yd.	\$151.21	\$278.58	\$355.80	\$485.89	\$615.50	\$720.28	\$50.77
8yd.	\$197.85	\$364.29	\$500.69	\$642.08	\$773.41	\$909.80	\$67.74
Note: 1. Containers with casters are \$10.12 extra a month 2. Containers with locks \$1.69 extra per lift a month							

Commercial (temporary) Roll-off Containers								
Container Size	Type	Delivery Fee	Rental Per Day	Rental Per Month	Haul per Load	Disposal per Load	Total per Load	Deposit per Container
20 yd.	OPEN	\$111.69	\$5.32	\$161.77	\$148.82	\$250.77	\$399.59	\$372.28
25 yd.	OPEN	\$111.69	\$5.32	\$161.77	\$148.82	\$267.90	\$416.72	\$372.28
30 yd.	OPEN	\$111.69	\$5.32	\$161.77	\$148.82	\$376.15	\$524.97	\$372.28
35 yd.	OPEN	\$111.69	\$5.32	\$161.77	\$148.82	\$438.85	\$587.67	\$372.28
40 yd.	OPEN	\$111.69	\$5.32	\$161.77	\$148.82	\$501.54	\$650.36	\$372.28
28 yd.	COMP	NEGO	NEGO	NEGO	\$148.82	\$404.64	\$553.46	NEGO
30 yd.	COMP	NEGO	NEGO	NEGO	\$148.82	\$498.37	\$647.20	NEGO
35 yd.	COMP	NEGO	NEGO	NEGO	\$148.82	\$625.35	\$774.18	NEGO
40 yd.	COMP	NEGO	NEGO	NEGO	\$148.82	\$664.50	\$813.32	NEGO
42 yd.	COMP	NEGO	NEGO	NEGO	\$148.82	\$705.62	\$854.44	NEGO

Chapter 70. Streets, Sidewalks, and Other Public Places

Code Section	Description	Amount
70-66	Manholes- Deposit	\$3.00
	Manholes- Minimum deposit	\$10.00
	Ditches and cuts – Deposit	\$3.00
	Ditches and cuts – Minimum deposit	\$10.00
70-86	Street abandonment processing	\$125.00

Code Section	Description
70-101	Road damage redemption fee for wells drilled outside the city for each permitted oil or gas well should be based on the following formula

Road Damage Remediation Fee if Operator Using Piped Water					
Road Type	Construction Cost Cost/Lane Mile 2008	AASHTO Design Life (EASL's)	Consumptive Use (EASL's)	Consumptive Use (%)	Assessment Per Lane Mile
8" Concrete	\$934,560.00	2,500,000	488.35	0.020%	\$187.00
7" Concrete	\$902,880.00	1,200,000	488.35	0.041%	\$370.00
6" Concrete	\$871,200.00	550,000	488.35	0.089%	\$775.00
6" HMAC	\$343,200.00	375,000	488.35	0.130%	\$446.00
2" HMAC over flex base	\$93,400.00	37,500	488.35	1.302%	\$1,216.00

6" Flex base with chip seal	\$63,360.00	600	488.35	81.40%	\$51,575.00
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*Minimum charge \$5,000.00 per well regardless of whether the operator executes and files with the city a road damage repair agreement or such lesser amount of \$1,500.00 per well or greater as determined by the City Council provided the City Council grants an exception as provided in Chapter 70 of the City Code.

Road Damage Remediation Fee if Operator Using Hauled Water					
Road Type	Construction Cost Cost/Lane Mile 2008	AASHTO Design Life (EASL's)	Consumptive Use (EASL's)	Consumptive Use (%)	Assessment Per Lane Mile
8" Concrete	\$934,560.00	2,500,000	1,336.05	0.053%	\$499.00
7" Concrete	\$902,880.00	1,200,000	1,336.05	0.111%	\$1,002.00
6" Concrete	\$871,200.00	550,000	1,336.05	0.243%	\$2,117.00
6" HMAC	\$343,200.00	375,000	1,336.05	0.356%	\$1,222.00
2" HMAC over flex base	\$93,400.00	37,500	1,336.05	3.563%	\$3,328.00
6" Flex base with chip seal	\$63,360.00	600	1,336.05	222.675%	\$141,087.00

* Minimum charge \$5,000.00 per well regardless of whether the operator executes and files with the city a road damage repair agreement or such lesser amount of \$1,500.00 per well or greater as determined by the City Council provided the City Council grants an exception as provided in Chapter 70 of the City Code

Chapter 70. Library

Library Fines, Fees and Charges		
Code Section	Description	Amount Per Item
70-132	Copy Machine – Black and White (per copy)	\$0.15
	Copy Machine – Color Prints (per copy)	\$0.25
	Lost/Replacement Library Card	\$1.00
	Replacement cost of lost or damaged materials	Cost of item, plus \$3.00 processing fee
	USB	\$2.00
	Earbuds	\$2.00
	File Folder	\$0.25
	Clasp/Sealed Envelopes	\$0.50
	Letter Envelope	\$0.10
	Color Printer Paper (per sheet)	\$0.10
	Cardstock (per sheet)	\$0.10
	8 ½ x 11 Laminate (per sheet)	\$0.50
	Coffee Pod (per pod)	\$0.50

Chapter 70. Parks and Recreation

Rental of Municipal Park Pavilions		
Code Section	Description	Amount
70-162	Rental Security Deposit	\$100
	Resident (4 hour minimum)	\$32
	Resident Additional Hours	\$6 per hour
	Non-Resident (4 hour minimum)	\$40.00
	Non-Resident Additional Hours	\$8 per hour

Chapter 74. Subdivisions

Code Section	Description	Amount
74-34	Amended Plats	\$350
74-35	Replats	\$350
74-36	Vacated Plats	\$350
74-78	Preliminary Plats	\$250
74-103	Final Plats	\$350
74-104	Public Infrastructure Inspection Fee	Actual cost to the City of Richland Hills for third-party services, plus \$60.00 per hour with a minimum of two (2) hours, or the total hourly cost, for administrative processing
Recording Fees (Tarrant County)		
	24" x 36" Plats	\$64
	18" x 24" Plats	\$49
	Each additional page (i.e. tax certificates, extra plat page, etc.)	\$4

Chapter 86. Utilities

Code Section		
86-111	Sewer Rates:	
	The following sewer or wastewater charges shall be made to customers on the Richland Hills sewer system:	
	(1)	<i>Separately metered residential:</i> All residential customers with a single living unit supplied with water from one meter shall be charged the following sewer or wastewater charges for each meter service:
	(a)	All residential customers with a single living unit who are supplied with sewer service shall be charged a monthly sewer base charge of \$34.85 (includes 2,000 gallons)
	(b)	In addition to the monthly sewer or wastewater base charge, residential customers with a single living unit who are supplied with sewer service shall be charged a monthly excess sewer or wastewater volume charge of \$0.07 for each gallon of total water used (and wastewater produced) in excess of 2,000 gallons (the amount included in the sewer or wastewater base charge). Additionally, a wastewater pass-through charge in the amount of \$2.90 per additional 1,000 gallons over 2,000 gallons will be applied monthly. This pass-through charge reflects costs incurred by the utility associated with transport and processing of wastewater. The charge is assessed uniformly to all accounts to ensure equitable distribution.
	(c)	For purposes of Residential wastewater volume calculation, the monthly wastewater produced shall be determined using the customer's average monthly water usage during the preceding winter quarter months of December, January, and February (the "Winter Quarter Average" or "WQA"). For new Residential customers, the actual water consumption (not exceeding 8,000 gallons per month) shall be used to calculate the monthly volume sewer or wastewater charge until such time an actual WQA is established for the new customer

	(2)	For purposes of Multi-Unit Residential wastewater volume calculation, the monthly wastewater produced shall be determined using the customer's average monthly water usage during the preceding winter quarter months of December, January, and February and divided by the AMFRU. This AMFRU average will then be reduced by 2,000 gallons to account for the volume included in the monthly base charge. For new Multi-Unit Residential customers, the actual water consumption (not exceeding 8,000 gallons per unit per month) shall be used to calculate the monthly volume sewer or wastewater charge until such time an actual WQA is established for the new customer. In addition to the monthly base sewer or wastewater charge, multi-family residential customers who are supplied with sewer service shall be charged a monthly sewer or wastewater excess volume usage charge of \$0.07 for each gallon of total water used in excess of 2,000 gallons.. Monthly sewer or wastewater excess volume charges will be assessed based on the number of AMFRUs served by the meter. Additionally, a wastewater pass-through charge in the amount of \$2.90 per additional 1,000 gallons over 2,000 gallons will be applied monthly. This pass-through charge reflects costs incurred by the utility associated with transport and processing of wastewater. The charge is assessed uniformly to all accounts to ensure equitable distribution.	
	(3)	The following sewer or wastewater charges shall be made to non-residential customers on the Richland Hills sewer system:	
	(a)	The monthly minimum sewer or wastewater base charge shall be \$40.23 for the first 2,000 gallons of actual water used (and wastewater produced) during the monthly billing period.	
	(b)	In addition to the monthly base charge, non-residential customers who are supplied with sewer service shall be charged a monthly excess sewer or wastewater volume usage charge of \$1.73 per additional 1,000 gallons of total water used (and wastewater produced) over the first 2,000 gallons of winter average water volume usage included in the base charge. Additionally, a wastewater pass-through charge in the amount of \$2.90 per additional 1,000 gallons over 2,000 gallons will be applied monthly. This pass-through charge reflects costs incurred by the utility associated with transport and processing of wastewater. The charge is assessed uniformly to all accounts to ensure equitable distribution.	

Code Section	Drainage (stormwater) utility fees	Amount
86-144	The monthly drainage (stormwater) utility fees for each residential dwelling unit, or ERU, as defined in the Stormwater Utility Ordinance, Article III of Chapter 86 of the City Code, shall be as follows for each fiscal year beginning October 1 st	\$8.00
	The monthly drainage (utility fees for the impervious area, on each non-residential parcel, measured in square feet (sf), as defined in the Stormwater Utility Ordinance, Article III of Chapter 86 of the City Code, shall be as follows for each fiscal year beginning October 1 st .	\$0.00500 per sf
	The drainage (stormwater) utility fee may be revised by the City Council by ordinance from time to time as permitted by law	

Gas Service Rates		
Code Section	Description	Amount
86-182	Residential – Customer charge	\$8.00
	Residential – All consumption, per Mcf	\$3.8301
	If the service period is less than 28 days in a month, the customer charge is \$0.2857 times the number of days of service. If the consumption contains a portion of an Mcf, a pro-rata portion of the per Mcf charge will be made.	
	Commercial – Customer charge	\$14.00
	First 20 Mcf	\$4.1150
	Next 30 Mcf	\$3.8150
	Over 50 Mcf	\$3.6650
	If the service period is less than 28 days in a month, the customer charge is \$0.50 times the number of days of service.	
	Bills are due and payable when rendered and must be paid within 15 days from the monthly billing date	
	Resident off-peak sales discount	An off-peak sales discount of \$0.25 per Mcf will apply to residential customers' volume purchased in excess of 8 Mcf for each of the billing months of May through October

Water Meter Setting Charges		
Code Section	Description	Amount
86-248	¾ inch tap	\$475.00
	1-inch tap	\$500.00
	1 ½ inch tap	\$900.00
	2-inch tap	\$1,025.00
	2" Compound Meter	\$2,325.00

The following water charges shall be assessed to customers on the Richland Hills water system	Separated Metered Residential
	All residential customers with a single living unit supplied with water from one meter shall be charged the following water service charges for each meter service
	A monthly water base charge is based upon the size and capacity of the meter service (also known as meter equivalents, with a ¾-inch meter being the established standard unit), as provided in the following table

Meter Size	Monthly Base Charge
5/8 -inch meter	\$15.09
¾-inch meter	\$25.67
1.0-inch meter	\$42.85
1.5-inch meter	\$80.23
2.0-inch meter	\$125.27
3.0-inch meter	\$230.40
4.0-inch meter	\$384.30

Code Section	Description	Amount
(1)	A monthly tiered water volume charge and pass through volume rate as calculated below, in addition to the monthly water base charge:	
(a)	Flat charge for all use up to 2,000 gallons	\$6.30
	2,001—4,000 gallons total, per additional 1,000 gallons	\$2.81
	4,001—10,000 gallons total, per additional 1,000 gallons	\$3.05
	10,001—20,000 gallons total, per additional 1,000 gallons	\$4.73
	Over 20,000 gallons, per additional 1,000 gallons	\$5.78
	Pass through volume rate over 2,000 gallons, per additional 1,000 gallons	\$1.57
(2)	When two or more residential living units are supplied with water from one meter, the water service shall be classified as a multi-unit residential service. A multi-unit residential service customer shall be charged the following water service charges for each unit multiplied by the total number of Adjusted Multi-Family Residential Units" (the "AMFRU") supplied water service by the meter. The AMFRU is calculated as the number of units supplied by the meter multiplied by an 80% occupancy factor, then rounded up to the nearest whole number.	
(a)	A monthly water base charge of \$25.67 per AMFRU	

		(b)	In addition to the monthly base charge, multi-family residential customers who are supplied with water service shall be charged a monthly tiered water volume usage charge according to the following table:.	
			Flat charge for all use up to 2,000 gallons	\$6.30
			2,001—4,000 gallons total, per additional 1,000 gallons	\$2.81
			4,001—10,000 gallons total, per additional 1,000 gallons	\$3.05
			10,001—20,000 gallons total, per additional 1,000 gallons	\$4.73
			Over 20,000 gallons, per additional 1,000 gallons	\$5.78
			Pass through volume rate over 2,000 gallons, per additional 1,000 gallons	\$1.57

The following water charges shall be assessed to customers on the Richland Hills water system	Separated Metered Non Residential
	All non residential customers with water from one meter shall be charged the following water service charges for each meter service
	A monthly water base charge is based upon the size and capacity of the meter service (also known as meter equivalents, with a ¾-inch meter being the established standard unit), as provided in the following table

Meter Size	Monthly Base Charge
5/8 -inch meter	\$15.09
¾-inch meter	\$30.92
1.0-inch meter	\$42.85
1.5-inch meter	\$80.23
2.0-inch meter	\$126.00
3.0-inch meter	\$236.25
4.0-inch meter	\$393.75

Code Section	Description		Amount
	(1)	A monthly tiered water volume charge and pass through volume rate as calculated below, in addition to the monthly water base charge:	
	(a)	Flat charge for all use up to 2,000 gallons	\$6.30
		2,001—4,000 gallons total, per additional 1,000 gallons	\$3.42
		4,001—10,000 gallons total, per additional 1,000 gallons	\$3.94
		10,001—20,000 gallons total, per additional 1,000 gallons	\$4.73
		Over 20,000 gallons, per additional 1,000 gallons	\$6.57
		Pass through volume rate over 2,000 gallons, per additional 1,000 gallons	\$1.57

Impact Fees			
The effective and collected impact fee for water and wastewater schedule			
Meter Size	Equivalency Factor	Water Impact Fee	Wastewater Impact Fee
5/8" x 5/8" and 5/8" x 3/4"	1.00	\$1,758.00	\$1,044.00
3/4" x 3/4"	1.50	\$2,637.00	\$1,566.00
1"	2.50	\$4,396.00	\$2,609.00
1-1/2"	5.00	\$8,791.00	\$5,219.00
2"	8.00	\$14,066.00	\$8,350.00
3"	21.75	\$38,242.00	\$22,702.00
4"	37.50	\$65,934.00	\$39,141.00
6"	80.00	\$140,660.00	\$83,500.00

8"	140.00	\$246,155.00	\$146,125.00
10"	210.00	\$396,233.00	\$219,187.00

Other Fees and Charges	
Description	Amount
Activation Fee	\$6.00
Deposits – Residential Homeowners	\$50.00
Deposits – Residential Tenants	\$75.00
Deposits – Commercial Accounts	\$50.00, minimum to be adjusted after 90 days to be at least \$50.00 and up to an amount that is equal to the average monthly water bill over the 90-day period
Reconnect Service Charge for Cut-off Accounts	\$40.00
Additional Deposit for Delinquent Cut-Off Accounts (paid at time of reconnection)	\$15.00
Charge for Reconnection by Unauthorized Person	\$25.00
Charge for Checks Returned/ACH Returned by Bank	\$20.00
Meter Temper Fee	\$250.00
Construction Meter Deposit	\$2,000.00
Construction Meter Rental Fee	\$60.00 plus \$0.00525 per gallon used during rental period

Chapter 90. Zoning

Code Section	Description	Amount
90-202(i)(7)(a)	Administrative fee for temporary sales	\$30.00
	Zoning Variance	\$300.00
	Zoning Special Exception	\$300.00
	Zoning Verification Letter	\$20.00
	Zoning Text Amendment	\$150.00
	Special Use Permit (SUP)	\$300.00
	Planned Development	\$300.00
	Site Plan	\$300.00
	Zoning Change	\$300.00

The Link

Memberships		
Resident Memberships		
	Annual	Monthly
Child (5-13 years old)	\$130.00	\$13.00
Teen (14-18 years old)	\$180.00	\$18.00
Adult (19-54 years old)	\$280.00	\$28.00
Senior (55+ years old)	\$180.00	\$18.00
Senior Couple	\$300.00	\$30.00
Family	\$480.00	\$48.00

Non-Resident Memberships		
	Annual	Monthly
Child (5-13 years old)	\$150.00	\$15.00
Teen (14-18 years old)	\$210.00	\$21.00
Adult (19-54 years old)	\$330.00	\$33.00
Senior (55+ years old)	\$210.00	\$21.00
Senior Couple	\$350.00	\$35.00
Family	\$550.00	\$55.00
Corporate Memberships		
	Annual	Monthly
Adult (19-54 years old)	\$280.00	\$28.00
Senior (55+ years old)	\$180.00	\$18.00
Other Membership Fees		
	Amount	
Day Pass – Adult	\$8.00	
Day Pass – Senior/Teen/Child	\$5.00	
Bird's Nest	\$3.00	

Deposits and Discounts	
Rentals < \$200.00	\$0.00 Deposit
Rentals \$200-\$500.00	\$150.00 Deposit
> \$500.00	\$250.00 Deposit
> \$1000.00	\$350.00 Deposit
Rental Discount for Members	10%
Rental Discounts for Non-Profits	20%

Room Rentals		
Description	Non-Peak Hourly Pricing	Peak Hourly Pricing*
1 Community Room	\$50.00	\$65.00
2 Community Rooms	\$90.00	\$120.00
3 Community Rooms	\$125.00	\$175.00
Lobby Tables	\$15.00	\$20.00
Party Room	\$35.00	\$50.00
Bird's Nest & Playground	Not Available	\$110.00
Group Ex	\$30.00	\$30.00
Gymnasium*	\$50.00	\$65.00
Half Court	\$30.00	\$40.00
Kitchen (per day)	\$50.00	\$65.00
* Peak hourly pricing occurs Friday – Sunday and after 9pm Monday-Thursday		

Equipment Rentals	
Description	Flat Rate
A/V System (without Projector)	\$25.00
Projector	\$50.00
Podium	\$35.00
Athletic Equipment	\$15.00

City Facility Rentals

Room Rentals		
Description	Amount	Peak Hourly Pricing
Administration Building Offices	\$15.00	\$15.00
Administration Building Conference Rooms	\$35.00	\$35.00

Community Events

Permits, Deposits and Rentals	
Description	Amount
Special Event Permit Fee	\$50.00
Events at City Facilities and Parks	
Rental Security Deposit	\$150.00
Resident Rental Fee	\$300.00
Non-Resident Rental Fee	\$360.00

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: JP Ducay, Director of Planning and Development Services

Date: January 13, 2025

Subject: Land Use Chart Text Amendment

Agenda Item:

Consider Ordinance 1518-25 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3, Section 3.02 “Use Chart”, to allow for the use of “Hall, Reception/Banquet/Meeting” by specific use permit in the P, Professional Office zoning district **PUBLIC HEARING**

Background Information:

On November 4, 2024, City staff was made aware of a private event venue operating at 7272 Glenview Dr. After further review, it was determined that the private event business was operating in the same building and as an extension of an existing bridal shop business. The bridal shop received its certificate of occupancy in March 2022. According to the certificate of occupancy, the business was designated as “Retail, store and shop” which is allowed by right in the Professional Office zoning district. The certificate of occupancy did not permit private events to operate at this location. According to the zoning ordinance, a private event business, such as the one operating at 7272 Glenview Dr., would be categorized as a “Hall, Reception/Banquet/Meeting” use. This use is not permitted in the subject Professional Office zoning district.

The owner was informed that the private event business would not be allowed to operate at this location unless changes to the zoning ordinance were made. After detailed discussions with City staff, the owner submitted a zoning text amendment requesting to amend the use chart to permit the use of “Hall, Reception/Banquet/Meeting” by SUP in the P, Professional Office zoning district.

Planning Analysis:

The City’s 2014 Comprehensive Plan designates the subject area as Office/Professional. This land use type is intended to provide for small scale office uses.

The P, Professional Office District is envisioned to maintain its existing character of smaller-scale buildings and generally office-type businesses. A blend of nonresidential uses should be incorporated but focus primarily on office and medical uses. This area should be oriented toward pedestrians over vehicles, when possible. The majority of properties zoned P, Professional Office are located along the Glenview Corridor.

The recently adopted Glenview Corridor Plan established a vision for this area to function as a key entrance to Richland Hills that hosts a broad array of restaurants, shops, and housing options. This corridor can serve as a destination with higher-quality mixed-uses and place making elements that attract people to live, work, and play. The proposed zoning text amendment is in general compliance with goals and visions set forth by the Glenview Corridor Plan.

Financial Considerations:

There are no financial considerations for the zoning text amendment.

Legal Review:

The City Attorney has reviewed the draft ordinance.

Board/Citizen Input:

Planning and Zoning Commission – December 17, 2024

- Recommended approval by a vote of 5-0.

City Council – January 13, 2025

Attachments:

Application and Letter

Use Chart Exhibit

Chapter 90 “Zoning”, Section 3.02.01 - (7) “Conditional Development Standards”

Ordinance 1518-25

Council Action Requested:

Motion to approve ordinance 1518-25 a zoning text amendment to Chapter 90 of the Comprehensive Zoning Ordinance of the City of Richland Hills by amending Article 3, Section 3.02 “Use Chart”, to allow for the use of “Hall, Reception/Banquet/Meeting” by specific use permit in the P, Professional Office zoning district.



Richland Hills Development Services

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

Zoning Application

Application Type

- ☐ Specific Use Permit (Fee: \$300.00) ☒ Planned Development (Fee: \$300.00)
☐ Zoning Text Amendment (Fee: \$300.00) ☐ Zoning Map Amendment (Fee: \$300.00)

Applicant Information

Applicant's Name: Angela Campbell Zier
Business Name: Swoon worthy Bridal - Backyard Boutique Venue
Phone: 301-717-6966 Email Address: swoonworthybridal@gmail.com

Property Information

Property Address: 7272 Glenview DR
Square Feet: 1200 sq. ft Deed Date: 1978
Building Owner: Angela Campbell Zier
Company: Swoon worthy Bridal - Backyard Boutique Venue
Phone: 682-626 5445
Owner Address: 1832 Shumard Oak Lane IRVING TX 75061
Owner Phone Number: 301-717-6966
Owner Email Address: pinkzebra3@aol.com
Previous Occupant: Quirte Bakery Jazz Cafe Current Zoning: Commercial

Zoning Request

Please provide a detailed description of your request: see attached

Signature

I certify that my answers are true and complete to the best of my knowledge, and I understand that false or misleading information in my application may result in zoning violations.

Signature: Angela Campbell Zier Date: 11/20/24

Zoning Request – Swoon Worthy Bridal
7272 Glenview Dr., Richland Hills, Texas

Dear Members of the Richland Hills City Council and Planning and Zoning Committee,

We, at Swoon Worthy Bridal, respectfully request to rezone the subject property to a Planned Development to allow for the use of “hall, reception/banquet/meeting” to support the expansion of our business. This expansion involves creating a backyard venue on our property, featuring lush greenery and a serene atmosphere to accommodate intimate celebrations such as weddings, anniversaries, birthdays, and other special life events.

Over the years, we’ve observed a significant shift in our clients’ preferences toward boutique-style, smaller-scale gatherings. This trend, which gained momentum during the pandemic, has become a lasting preference among those seeking meaningful, personalized experiences. With our deep roots in the community, operating The Bridal Gallery (est. 1971) and Swoon Worthy Bridal (est. 2022), we are uniquely positioned to fulfill this need with a charming, intimate venue that enhances the offerings in the Richland Hills business district.

Our vision aligns seamlessly with the Corridor Master Plan adopted in February 2024, specifically the goals and vision outlined for the Glenview Study Area that are attached to this document. By introducing this venue, we aim to contribute to the “vibrant business community” envisioned for Glenview Drive while upholding the high standards of excellence that define both of our bridal shops.

To ensure minimal disruption to the neighborhood, we will implement mandatory commercial valet parking, eliminating any risk of street congestion and ensuring a seamless experience for clients and neighbors alike.

We believe this project will not only enrich our business offerings but also enhance the character and vibrancy of Richland Hills. We kindly urge the council to approve our request to rezone the subject property to a Planned Development to allow for the use of “hall, reception/banquet/meeting.” Thank you for your time and consideration.

Respectfully,
Angela Campbell Zier
Owner, Swoon Worthy Bridal

Glenview Study Area Vision and Goals

VISION STATEMENT

The public engagement process elicited input from elected officials, businesses, residents, and other interested stakeholders on what they would like to see in the Glenview Study Area in the future. Based upon the feedback received, the following vision statement has been established for the corridor to guide land use development and public investment within the corridor for the next 20 years.

The Glenview Study Area functions as a key entrance to Richland Hills and hosts a broad array of destination restaurants, shops, and housing options. The corridor offers space and access for a wide range of businesses looking to grow and expand and accommodates a range of housing and amenities for residents. Visually the corridor is an attractive gateway that functions as an amenity to residents and attracts people to live, work, and play.

GOALS

The vision of this study aims to transform the corridor by focusing on the following goals:

- Create a modern urban commercial district with opportunities for mixed-use development and related amenities, to leverage existing assets and increase property values along the corridor.
- Extend the mixed-use development from City Point to form a cohesive new "front door" appearance along Glenview Drive, consisting of dense, compact, walkable development.
- Improve the appearance of the corridor to create a visually enticing experience along Glenview Drive through property upgrades and attracting new businesses.
- Green the corridor through increased landscaping and maximize opportunities with Creek Trail Park.
- Connect the Richland Hills community through improved aesthetics and infrastructure that is accessible to all modes of transportation.

This plan explored two concepts grown out of the existing conditions that are based in current market realities.

The Enhanced concept is the slower, more incremental option that makes light improvements such as burying utilities and cleaning up some of the driveways and intersections to improve pedestrian safety. The Enhanced concept also increases the sidewalk from 5 feet to 8 feet wide and increases the landscape buffer between the sidewalk and the street.

The Transformational concept is a significant change to how the corridor currently functions. The current four lanes would be reduced to two lanes to accommodate a wider sidewalk, a wider landscape buffer, and on street parking to address a current lack of parking inventory. A landscaped median will be added with interruptions for a turning lane at key points.

GUIDING PRINCIPLES

As the corridor evolves over time, it will continue to be more welcoming, and it will also encompass a broader mix of uses. Several areas in the corridor have been identified for a change in land use. The State Highway 26 and Glenview Drive intersection is a priority for change as it functions as a major gateway and does not have any adjacency that could impact intensity or density. The south side of the Glenview Study Area is envisioned as an extension of City Point, where new compact, walkable development will be a critical component to connecting an upgraded commercial corridor with the existing neighborhoods. The frontage adjacent to Creek Trail Park is an opportunity to create a better transition between the park and accommodate more intensity through mixed-use development that prioritizes commercial development but includes destinations that serve the park and activate the eastern gateway of the Glenview Study Area. This area is also sensitive to the residential neighborhood to the south of Glenview Drive. The rest of the Glenview Study Area is anticipated to remain a commercial center, but there are opportunities to modernize the district with urban housing and new destination retail. The following section outlines guiding development principles to guide implementation and activation.

Glenview Study Area Vision and Goals

DESTINATION AND BRAND

Establishing the Glenview Study Area as a destination is important to this effort. Richland Hills lacks a comprehensive amount of quality uses to create a destination or identifiable brand. This corridor can serve as a gateway into Richland Hills with higher-quality mixed-use and place-making elements that leverage the higher-density development to the north.

The destination nature of the corridor, more likely established through the Transformational scenario discussed later in this document, would create an identity and greater sense of place. Businesses are attracted to places with a strong identity and this would allow the City of Richland Hills to attract higher quality tenants. Redevelopment will serve as an amenity to the Richland Hills residents and visitors alike, all while increasing the likelihood of additional private investment that benefits business owners by way of higher sales volumes, property owners with higher rents, and the city with higher property and sales tax revenues.

Local examples of similar experiential destinations in a "district"-like setting would be Downtown Grapevine, Fort Worth (Sundance Square, W 7th St, and W Magnolia Ave), and Downtown Roanoke.

INNOVATION

Undertaking this study demonstrates the forward-thinking mindset of Richland Hills staff and elected officials and their dedication to increasing the fiscal sustainability of their city, the quality of life of their citizens, and the friendliness of their business environment. As traffic in urban areas continues to increase in volume, it is more important to integrate alternative modes of transportation with quality place-making. The goal of designing complete streets is to give the residents options to choose between driving, walking, and cycling, all while making a better environment for businesses to thrive.

SAFE & ACTIVE STREETS

Redevelopment of the Glenview Study Area should be guided by principles focused on creating an environment that is safe for all users



Addressing Operational Concerns for The Backyard Boutique Venue

Noise Mitigation

We take noise concerns seriously and have implemented multiple strategies to minimize any disruption to our neighbors:

- Live Noise Barriers: Three different types of trees have been strategically planted around the venue to act as natural sound barriers.
- Existing Privacy Fence: The neighboring property directly behind us has the tallest permitted privacy fence in Richland Hills, standing at 8 feet. This adds an additional layer of sound protection.
- The Venue has a new existing 6-foot fence surrounding the property.

Security Measures

The safety and security of our guests and the surrounding community are top priorities:

- Police Presence: We have partnered with the Richland Hills Police Department to ensure a police officer is present at every event. This is a mandatory requirement for our events.
- RollKall Account: We already have an established RollKall account with the police department, ensuring seamless coordination.

Parking Solutions

We have taken proactive measures to address parking concerns:

- No Street Parking Policy: Parking on the street is strictly prohibited. We will enforce this policy diligently as we do not want to inconvenience nearby residents.
- Mandatory Valet Service: A valet service is built into the cost of all events. We have partnered with Towne Park Valet, a reputable company handling downtown Fort Worth parking.
 - Parking spots available at Swoon Worthy Bridal (14) and Bridal Gallery (35-40).
 - If additional parking is needed, we are open to paving more spaces.

Trash Management

We are committed to maintaining a clean and tidy environment:

- Trash Removal: All trash generated during events will be promptly removed from the premises from the vendors.

These measures ensure that The Backyard Boutique Venue operates in a manner that is respectful of our neighbors and the community while providing a high-quality experience for our clients.

Section 3.02. - Use Chart

	Residential							Nonresidential						Special		Parking
	SF-E Single-Family Residential Estate	SF-10 Single-Family Residential	SF-7 Single-Family Residential	MF-1 Two-Family (Duplex) Residential	MF-2 Multiple-Family Residential Medium Density	MF-3 Multiple-Family Residential High Density	MH Manufactured Home (HUD Code)	P Professional Office	R Retail	LC Light Commercial	HC Heavy Commercial	I Industrial	BP Business Park	MX Mixed Use	Entertainment District Overlay	Minimum Requirement (see Section 8(F) Parking Requirement Based on Use)
		Nonresidential Uses														
Hall, Reception/Banquet/Meeting								S (7)		(7)		(7)	(7)	(7)		1 space per 100 square feet

§ 3.02

§ 3.02

90-3.02.01 Conditional Development Standards.

- (A) In order to meet all requirements for the allowance of a use permitted by-right in the zoning district as indicated in the section 3.02 Use Chart, the following conditional development standards or limitations shall be met. If a specific use permit is indicated in the chart, the following conditional development standards shall be in addition to any requirements or regulations outlined in the specific use permit.
- (7) Hall, reception/banquet/meeting.
- (a) Reception, banquet or meeting halls may provide live or recorded entertainment, and, may serve catered meals and alcoholic beverages when the owner or operator holds the appropriate licenses and permits.
 - (b) Reception, banquet or meeting halls shall minimize disturbances to surrounding properties, which includes restricting activities inside the structure or if located outside, no electronically amplified sound generated shall be audible at any time beyond the boundary of the property on which the facility is located.
 - (c) Pre-purchased tickets and ticket sales at the door are not allowed, except as permitted by subsection (7)(d) below.
 - (d) Nonprofit events (i.e., political fundraisers or a registered charitable program in compliance with all state statutes) held at a reception, banquet or meeting hall are allowed to be open to the general public and have pre-purchased tickets and ticket sales at the door.
 - (e) The certificate of occupancy, occupant load, and hours of operation shall at all times be posted in a conspicuous place on the premises.

[Ord. No. 1273-14, § 1(Exh. A), 5-6-2014; Ord. No. 1296-15, § 2(Exh. A), 8-18-2015; Ord. No. 1329-17, § 2(Exh. A), 5-2-2017; Ord. No. 1354-18, § 1, 5-14-2018; Ord. No. 1356-18, § 2(Exh. B), 5-14-2018; Ord. No. 1367-18, § 2(Exh. B), 10-8-2018; Ord. No. 1385-19, § 1, 3-25-2019; Ord. No. 1394-19, § 1, 7-8-2019; Ord. No. 1420-20, §§ 1, 4, 12-14-2020; Ord. No. 1420-20, §§ 2, 5, 12-14-2020; Ord. No. 1434-21A, § 1, 9-13-2021; Ord. No. 1486-23 adopted 10/23/2023]

ORDINANCE NO. 1518-25

AN ORDINANCE AMENDING CHAPTER 90 OF THE CITY CODE, AS AMENDED, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF RICHLAND HILLS; AMENDING ARTICLE 3 TO ALLOW FOR THE USE OF “HALL, RECEPTION/BANQUET/MEETING” BY SPECIFIC USE PERMIT IN THE P, PROFESSIONAL OFFICE ZONING DISTRICT; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richland Hills is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, pursuant to Chapter 211 of the Local Government Code, the City has adopted a Comprehensive Zoning Ordinance and map regulating the location and use of buildings, other structures and land for business, industrial, residential or other purposes, and providing for a method to amend said ordinance and map for the purpose of promoting the public health, safety, morals and general welfare, all in accordance with a comprehensive plan; and

WHEREAS, a public hearing was held by the Planning and Zoning Commission on December 17, 2024 and thereafter by the City Council on January 13, 2025 with respect to the proposed use changes described herein; and

WHEREAS, all requirements of law dealing with notice to other property owners, publication and all procedural requirements have been complied with in accordance with the Comprehensive Zoning Ordinance and Chapter 211 of the Local Government Code; and

WHEREAS, the City Council of the City does hereby deem it advisable and in the public interest to amend Chapter 90 of the City Code, as amended, as described herein; and

WHEREAS, the proposed change is consistent with the City’s comprehensive land use plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THAT:

SECTION 1. ZONING TEXT AMENDMENT

Chapter 90, Article 3, Section 3.02 "Use Chart" is hereby amended to allow the use of "Hall, Reception/Banquet/Meeting" by specific use permit in the P, Professional Office District as detailed in the attached **Exhibit A**.

SECTION 2. ORDINANCE CUMULATIVE

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Richland Hills, Texas, as amended, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code are hereby repealed.

SECTION 3. RESERVATION OF RIGHTS AND REMEDIES FOR ACCRUED VIOLATIONS

All rights or remedies of the City are expressly saved as to any and all violations of Chapter 90, as amended, or any other ordinance affecting zoning and land use that have accrued at the time of the effective date of this Ordinance and as to such accrued violations and all pending litigation, both civil and criminal, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 4. PROVISIONS SEVERABLE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 5. PENALTY CLAUSE

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Five Hundred Dollars (\$500.00) for each offense unless an offense herein details a different specific fine amount. Each day that a violation is permitted to exist shall constitute a separate offense. In addition, any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or who

resists the enforcement of any of the provisions of this Ordinance, may be subjected to such civil penalties as authorized by law.

**SECTION 6.
PUBLICATION CLAUSE**

The City Secretary of the City of Richland Hills is hereby directed to publish caption, penalty clause, and effective date clause in the official newspaper as/if required by law.

**SECTION 7.
EFFECTIVE DATE**

This Ordinance shall be in full force and effect from and after its passage, and it is so ordained.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on January 13, 2025, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR CURTIS BERGTHOLD

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY

EXHIBIT A

Section 3.02. - Use Chart

	Residential								Nonresidential					Special		Parking
	SF-E Single-Family Residential Estate	SF-10 Single-Family Residential	SF-7 Single-Family Residential	MF-1 Two-Family (Duplex) Residential	MF-2 Multiple-Family Residential Medium Density	MF-3 Multiple-Family Residential High Density	MH Manufactured Home (HUD Code)	P Professional Office	R Retail	LC Light Commercial	HC Heavy Commercial	I Industrial	BP Business Park	MX Mixed Use	Entertainment District Overlay	Minimum Requirement (see Section 8(F) Parking Requirement Based on Use)
		Nonresidential Uses														
Hall, Reception/Banquet/Meeting								S (7)		(7)		(7)	(7)	(7)		1 space per 100 square feet

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: JP Ducay, Director of Planning and Development Services

Date: January 13, 2025

Subject: 7272 Glenview Drive SUP

Agenda Item:

Consider Ordinance 1519-25 a conditional Specific Use Permit (2024-1050) to permit a “Hall, Reception/Banquet/Meeting” use for the property described as Lot 1, Block 20, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7272 Glenview Dr, Richland Hills, Texas 76118 **PUBLIC HEARING**

Background Information:

On November 20, 2024, an application was submitted by Angela Campbell Zier (owner) requesting a conditional Specific Use Permit (SUP) allowing for the use of “Hall, Reception/Banquet/Meeting” in the P, Professional Office Zoning District for 7272 Glenview Dr. The subject property is approximately 0.39 acres and contains a 1,400 square-foot bridal shop known as Swoon Worthy Bridal.

On November 4, 2024, City staff was made aware of a private event venue operating at 7272 Glenview Dr. After further review, it was determined that the private event business was operating on the same property and as an extension of the bridal shop Swoon Worthy Bridal. Swoon Worthy Bridal received its certificate of occupancy in March of 2022. According to the certificate of occupancy, the business was designated as “Retail, store and shop” which is allowed by right in the Professional Office zoning district. The certificate of occupancy did not permit private events to operate at this location. According to the zoning ordinance, a private event business such as the one operating at 7272 Glenview Dr. would be categorized as a “Hall, Reception/Banquet/Meeting” use. This use is not permitted in the subject Professional Office zoning district.

After detailed discussions with City staff, the owner submitted a zoning text amendment requesting to amend the use chart to permit the use of “Hall, Reception/Banquet/Meeting” by SUP in the P, Professional Office zoning district. If approved, the owner is requesting the subject SUP to allow for the use of “Hall, Reception/Banquet/Meeting” with conditions in the P, Professional Office Zoning District for 7272 Glenview Dr. The proposed conditions are as follows:

1. Valet parking shall be provided for all private events held at the subject location.
 - a. Permitted private event parking areas shall be limited to 7272 and 7255 Glenview Dr.
 - b. Vehicles shall be parked on-site and on an approved surface.

Planning Analysis:

The City's 2014 Comprehensive Plan designates the subject area as Office/Professional. This land use type is intended to provide for small scale office uses.

The P, Professional Office District is envisioned to maintain its existing character of smaller-scale buildings and generally office-type businesses. A blend of nonresidential uses should be incorporated but focus primarily on office and medical uses. This area should be oriented toward pedestrians over vehicles, when possible.

Every property zoned P, Professional Office is located along the Glenview Corridor. The recently adopted Glenview Corridor Plan established a vision for this area to function as a key entrance to Richland Hills that hosts a broad array of restaurants, shops, and housing options. This corridor can serve as a destination with higher-quality mixed-uses and place making elements that attract people to live, work, and play. The SUP request is in general compliance with goals and visions set forth by the Glenview Corridor Plan.

Financial Considerations:

There are no financial considerations for the SUP.

Board/Citizen Input:

Planning and Zoning Commission consideration: December 17, 2024

- Recommended approval by a vote of 5-0.
- Discussion centered around parking needs and occupancy limits.

City Council consideration: January 13, 2025

Attachments:

Application and Letter

Images

Chapter 90 "Zoning", Section 3.02.01- (7) "Conditional Development Standards"

Ordinance 1519-25

Suggested Motion:

Motion to approve Ordinance 1519-25 a conditional Specific Use Permit (2024-1050) to permit a "Hall, Reception/Banquet/Meeting" use for the property described as Lot 1, Block 20, Richland Hills Addition, Richland Hills, Texas, otherwise known as 7272 Glenview Dr, Richland Hills, Texas 76118.



Richland Hills Development Services

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

Zoning Application

Application Type

- ☐ Specific Use Permit (Fee: \$300.00) ☒ Planned Development (Fee: \$300.00)
☐ Zoning Text Amendment (Fee: \$300.00) ☐ Zoning Map Amendment (Fee: \$300.00)

Applicant Information

Applicant's Name: Angela Campbell Zier
Business Name: Swoon worthy Bridal - Backyard Boutique Venue
Phone: 301-717-6966 Email Address: swoonworthybridal@gmail.com

Property Information

Property Address: 7272 Glenview DR
Square Feet: 1200 sq. ft Deed Date: 1978
Building Owner: Angela Campbell Zier
Company: Swoon worthy Bridal - Backyard Boutique Venue
Phone: 682-626 5445
Owner Address: 1832 Shumard Oak Lane IRVING TX 75061
Owner Phone Number: 301-717-6966
Owner Email Address: pinkzebra3@aol.com
Previous Occupant: Quirte Bakery Jazz Cafe Current Zoning: Commercial

Zoning Request

Please provide a detailed description of your request: see attached

Signature

I certify that my answers are true and complete to the best of my knowledge, and I understand that false or misleading information in my application may result in zoning violations.

Signature: Angela Campbell Zier Date: 11/20/24

Zoning Request – Swoon Worthy Bridal
7272 Glenview Dr., Richland Hills, Texas

Dear Members of the Richland Hills City Council and Planning and Zoning Committee,

We, at Swoon Worthy Bridal, respectfully request to rezone the subject property to a Planned Development to allow for the use of “hall, reception/banquet/meeting” to support the expansion of our business. This expansion involves creating a backyard venue on our property, featuring lush greenery and a serene atmosphere to accommodate intimate celebrations such as weddings, anniversaries, birthdays, and other special life events.

Over the years, we’ve observed a significant shift in our clients’ preferences toward boutique-style, smaller-scale gatherings. This trend, which gained momentum during the pandemic, has become a lasting preference among those seeking meaningful, personalized experiences. With our deep roots in the community, operating The Bridal Gallery (est. 1971) and Swoon Worthy Bridal (est. 2022), we are uniquely positioned to fulfill this need with a charming, intimate venue that enhances the offerings in the Richland Hills business district.

Our vision aligns seamlessly with the Corridor Master Plan adopted in February 2024, specifically the goals and vision outlined for the Glenview Study Area that are attached to this document. By introducing this venue, we aim to contribute to the “vibrant business community” envisioned for Glenview Drive while upholding the high standards of excellence that define both of our bridal shops.

To ensure minimal disruption to the neighborhood, we will implement mandatory commercial valet parking, eliminating any risk of street congestion and ensuring a seamless experience for clients and neighbors alike.

We believe this project will not only enrich our business offerings but also enhance the character and vibrancy of Richland Hills. We kindly urge the council to approve our request to rezone the subject property to a Planned Development to allow for the use of “hall, reception/banquet/meeting.” Thank you for your time and consideration.

Respectfully,
Angela Campbell Zier
Owner, Swoon Worthy Bridal

Glenview Study Area Vision and Goals

VISION STATEMENT

The public engagement process elicited input from elected officials, businesses, residents, and other interested stakeholders on what they would like to see in the Glenview Study Area in the future. Based upon the feedback received, the following vision statement has been established for the corridor to guide land use development and public investment within the corridor for the next 20 years.

The Glenview Study Area functions as a key entrance to Richland Hills and hosts a broad array of destination restaurants, shops, and housing options. The corridor offers space and access for a wide range of businesses looking to grow and expand and accommodates a range of housing and amenities for residents. Visually the corridor is an attractive gateway that functions as an amenity to residents and attracts people to live, work, and play.

GOALS

The vision of this study aims to transform the corridor by focusing on the following goals:

- Create a modern urban commercial district with opportunities for mixed-use development and related amenities, to leverage existing assets and increase property values along the corridor.
- Extend the mixed-use development from City Point to form a cohesive new "front door" appearance along Glenview Drive, consisting of dense, compact, walkable development.
- Improve the appearance of the corridor to create a visually enticing experience along Glenview Drive through property upgrades and attracting new businesses.
- Green the corridor through increased landscaping and maximize opportunities with Creek Trail Park.
- Connect the Richland Hills community through improved aesthetics and infrastructure that is accessible to all modes of transportation.

This plan explored two concepts grown out of the existing conditions that are based in current market realities.

The Enhanced concept is the slower, more incremental option that makes light improvements such as burying utilities and cleaning up some of the driveways and intersections to improve pedestrian safety. The Enhanced concept also increases the sidewalk from 5 feet to 8 feet wide and increases the landscape buffer between the sidewalk and the street.

The Transformational concept is a significant change to how the corridor currently functions. The current four lanes would be reduced to two lanes to accommodate a wider sidewalk, a wider landscape buffer, and on street parking to address a current lack of parking inventory. A landscaped median will be added with interruptions for a turning lane at key points.

GUIDING PRINCIPLES

As the corridor evolves over time, it will continue to be more welcoming, and it will also encompass a broader mix of uses. Several areas in the corridor have been identified for a change in land use. The State Highway 26 and Glenview Drive intersection is a priority for change as it functions as a major gateway and does not have any adjacency that could impact intensity or density. The south side of the Glenview Study Area is envisioned as an extension of City Point, where new compact, walkable development will be a critical component to connecting an upgraded commercial corridor with the existing neighborhoods. The frontage adjacent to Creek Trail Park is an opportunity to create a better transition between the park and accommodate more intensity through mixed-use development that prioritizes commercial development but includes destinations that serve the park and activate the eastern gateway of the Glenview Study Area. This area is also sensitive to the residential neighborhood to the south of Glenview Drive. The rest of the Glenview Study Area is anticipated to remain a commercial center, but there are opportunities to modernize the district with urban housing and new destination retail. The following section outlines guiding development principles to guide implementation and activation.

Glenview Study Area Vision and Goals

DESTINATION AND BRAND

Establishing the Glenview Study Area as a destination is important to this effort. Richland Hills lacks a comprehensive amount of quality uses to create a destination or identifiable brand. This corridor can serve as a gateway into Richland Hills with higher-quality mixed-use and place-making elements that leverage the higher-density development to the north.

The destination nature of the corridor, more likely established through the Transformational scenario discussed later in this document, would create an identity and greater sense of place. Businesses are attracted to places with a strong identity and this would allow the City of Richland Hills to attract higher quality tenants. Redevelopment will serve as an amenity to the Richland Hills residents and visitors alike, all while increasing the likelihood of additional private investment that benefits business owners by way of higher sales volumes, property owners with higher rents, and the city with higher property and sales tax revenues.

Local examples of similar experiential destinations in a "district"-like setting would be Downtown Grapevine, Fort Worth (Sundance Square, W 7th St, and W Magnolia Ave), and Downtown Roanoke.

INNOVATION

Undertaking this study demonstrates the forward-thinking mindset of Richland Hills staff and elected officials and their dedication to increasing the fiscal sustainability of their city, the quality of life of their citizens, and the friendliness of their business environment. As traffic in urban areas continues to increase in volume, it is more important to integrate alternative modes of transportation with quality place-making. The goal of designing complete streets is to give the residents options to choose between driving, walking, and cycling, all while making a better environment for businesses to thrive.

SAFE & ACTIVE STREETS

Redevelopment of the Glenview Study Area should be guided by principles focused on creating an environment that is safe for all users



Addressing Operational Concerns for The Backyard Boutique Venue

Noise Mitigation

We take noise concerns seriously and have implemented multiple strategies to minimize any disruption to our neighbors:

- Live Noise Barriers: Three different types of trees have been strategically planted around the venue to act as natural sound barriers.
- Existing Privacy Fence: The neighboring property directly behind us has the tallest permitted privacy fence in Richland Hills, standing at 8 feet. This adds an additional layer of sound protection.
- The Venue has a new existing 6-foot fence surrounding the property.

Security Measures

The safety and security of our guests and the surrounding community are top priorities:

- Police Presence: We have partnered with the Richland Hills Police Department to ensure a police officer is present at every event. This is a mandatory requirement for our events.
- RollKall Account: We already have an established RollKall account with the police department, ensuring seamless coordination.

Parking Solutions

We have taken proactive measures to address parking concerns:

- No Street Parking Policy: Parking on the street is strictly prohibited. We will enforce this policy diligently as we do not want to inconvenience nearby residents.
- Mandatory Valet Service: A valet service is built into the cost of all events. We have partnered with Towne Park Valet, a reputable company handling downtown Fort Worth parking.
 - Parking spots available at Swoon Worthy Bridal (14) and Bridal Gallery (35-40).
 - If additional parking is needed, we are open to paving more spaces.

Trash Management

We are committed to maintaining a clean and tidy environment:

- Trash Removal: All trash generated during events will be promptly removed from the premises from the vendors.

These measures ensure that The Backyard Boutique Venue operates in a manner that is respectful of our neighbors and the community while providing a high-quality experience for our clients.

View Gallery

Welcome to our charming Backyard Boutique Venue! Nestled in a tranquil, intimate setting, our venue offers the perfect blend of rustic elegance and cozy charm. Whether you're planning a wedding, a special celebration, or a private gathering, our boutique space provides a beautiful backdrop for your unforgettable moments. Explore our gallery to see how others have transformed our venue into their dream event, and let the inspiration begin!



R.D

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§ 3.02

§ 3.02

90-3.02.01 Conditional Development Standards.

- (A) In order to meet all requirements for the allowance of a use permitted by-right in the zoning district as indicated in the section 3.02 Use Chart, the following conditional development standards or limitations shall be met. If a specific use permit is indicated in the chart, the following conditional development standards shall be in addition to any requirements or regulations outlined in the specific use permit.
- (7) Hall, reception/banquet/meeting.
- (a) Reception, banquet or meeting halls may provide live or recorded entertainment, and, may serve catered meals and alcoholic beverages when the owner or operator holds the appropriate licenses and permits.
 - (b) Reception, banquet or meeting halls shall minimize disturbances to surrounding properties, which includes restricting activities inside the structure or if located outside, no electronically amplified sound generated shall be audible at any time beyond the boundary of the property on which the facility is located.
 - (c) Pre-purchased tickets and ticket sales at the door are not allowed, except as permitted by subsection (7)(d) below.
 - (d) Nonprofit events (i.e., political fundraisers or a registered charitable program in compliance with all state statutes) held at a reception, banquet or meeting hall are allowed to be open to the general public and have pre-purchased tickets and ticket sales at the door.
 - (e) The certificate of occupancy, occupant load, and hours of operation shall at all times be posted in a conspicuous place on the premises.

[Ord. No. 1273-14, § 1(Exh. A), 5-6-2014; Ord. No. 1296-15, § 2(Exh. A), 8-18-2015; Ord. No. 1329-17, § 2(Exh. A), 5-2-2017; Ord. No. 1354-18, § 1, 5-14-2018; Ord. No. 1356-18, § 2(Exh. B), 5-14-2018; Ord. No. 1367-18, § 2(Exh. B), 10-8-2018; Ord. No. 1385-19, § 1, 3-25-2019; Ord. No. 1394-19, § 1, 7-8-2019; Ord. No. 1420-20, §§ 1, 4, 12-14-2020; Ord. No. 1420-20, §§ 2, 5, 12-14-2020; Ord. No. 1434-21A, § 1, 9-13-2021; Ord. No. 1486-23 adopted 10/23/2023]

ORDINANCE NO. 1519-25

AN ORDINANCE AMENDING CHAPTER 90 OF THE RICHLAND HILLS CODE, AS AMENDED, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF RICHLAND HILLS, BY GRANTING A SPECIFIC USE PERMIT PERMITTING A HALL, RECEPTION/BANQUET/MEETING USE ON CERTAIN PROPERTY LOCATED AT 7272 GLENVIEW DRIVE, RICHLAND HILLS, TEXAS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richland Hills (the “City”) is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, pursuant to Chapter 211 of the Local Government Code, the City has adopted a comprehensive zoning ordinance, codified as Chapter 90 of the Richland Hills Code, and a comprehensive zoning map, regulating the location and use of buildings, other structures, and land for business, industrial, residential, or other purposes, and providing for a method to amend said ordinance and map for the purpose of promoting the public health, safety, morals, and general welfare, all in accordance with a comprehensive plan; and

WHEREAS, in accordance with the Comprehensive Zoning Ordinance, the owner of the property referenced below has filed an application for a specific use permit for a Hall, Reception/Banquet/Meeting use in the Professional Office (P) Zoning District; and

WHEREAS, a public hearing was duly held by the Planning and Zoning Commission of the City on December 17, 2024, and by the City Council of the City on January 13, 2024, with respect to the use changes described herein; and

WHEREAS, all requirements of law dealing with notice to other property owners, publication, and all procedural requirements have been complied with in accordance with the comprehensive zoning ordinance and Chapter 211 of the Local Government Code; and

WHEREAS, the City Council of the City does hereby deem it advisable and in the public interest to grant such permit on the terms and conditions described herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THAT:

SECTION 1. SPECIAL USE PERMIT GRANTED

Chapter 90, "Zoning," of the Richland Hills Code, as amended, is hereby amended so that a specific use permit is granted as shown and described below:

Applicant: Angela Campbell Zier

Property Owner: Campbell Tosca T Est.

Property Address: 7272 Glenview Dr, Richland Hills, Texas 76118

Legal Description: Lot 1, Block 20, Richland Hills Addition

Zoning Change: The property shall remain located in the Professional Office (P) Zoning District, and a Specific Use Permit for a Hall, Reception/Banquet/Meeting is hereby granted subject to the terms and conditions provided herein.

SECTION 2. ACCORDANCE WITH COMPREHENSIVE PLAN AND PURPOSES OF ZONING

The zoning districts, boundaries, and uses as herein established have been made in accordance with the comprehensive plan for the purpose of promoting the health, safety, morals, and general welfare of the community. They have been designed to lessen congestion in the streets; to secure safety from fire, panic, flood, and other dangers; to provide adequate light and air; to prevent overcrowding of land; to avoid undue concentration of population; and to facilitate the adequate provisions of transportation, water, sewerage, parks, and other public requirements. They have been made after a full and complete hearing with reasonable consideration among other things of the character of the district and its peculiar suitability for the particular uses and with a view of conserving the value of the buildings and encouraging the most appropriate use of land throughout the community.

SECTION 3. ZONING ORDINANCE AND SPECIAL TERMS AND CONDITIONS APPLICABLE

The use of the property described herein shall be subject to all the applicable regulations contained in the Comprehensive Zoning Ordinance and all other applicable and pertinent ordinances of the City for the zoning district into which they have been assigned and to include the following special conditions:

1. Valet parking shall be provided for all private events held at the subject location.
 - a. Permitted private event parking areas shall be limited to 7272 and 7255 Glenview Drive.
 - b. Vehicles shall be parked on-site and on an approved surface.

SECTION 4. ORDINANCE CUMULATIVE

This Ordinance shall be cumulative of all other ordinances of the City of Richland Hills affecting zoning and land use, as amended, and shall not repeal any of the provisions of such ordinances except in those instances where provisions of such ordinances are in direct conflict with the provisions of this Ordinance.

SECTION 5. RESERVATION OF RIGHTS AND REMEDIES FOR ACCRUED VIOLATIONS

All rights or remedies of the City are expressly saved as to any and all violations of Chapter 90 of the Richland Hills Code, as amended, or any other ordinance affecting zoning and land use that have accrued at the time of the effective date of this Ordinance and as to such accrued violations and all pending litigation, both civil and criminal, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the Courts.

SECTION 6. PROVISIONS SEVERABLE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 7. PENALTY CLAUSE

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine as provided in Section 1-14 of the Richland Hills Code. Each day that a violation is permitted to exist shall constitute a separate offense. In addition, any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance may be subjected to such civil penalties as authorized by law.

**SECTION 8.
PUBLICATION CLAUSE**

The City Secretary of the City of Richland Hills is hereby directed to publish caption, penalty clause, and effective date clause in the official newspaper as/if required by law.

**SECTION 9.
EFFECTIVE DATE**

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED at a regular meeting of the Richland Hills City Council on January 13, 2024, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR CURTIS BERGTHOLD

ATTEST:

LINDSAY RAWLINSON, CITY SECRETARY

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lindsay Rawlinson, City Secretary

Date: January 13, 2025

Subject: May 2025 General Election Resolution

Agenda Item:

Consider Resolution 608-25 calling the May 3, 2025 General Election for Council Member Place 1 and Place 6

Background Information:

The Charter states: "The regular municipal elections of the City of Richland Hills shall be held on the May uniform Election Day of each year or as otherwise provided by state law and shall be conducted in accordance with state law".

This year's election will be held on May 3, 2025, for the purpose of electing persons for Council Member Place 1 and Place 6. By approving Resolution 608-25, the City Council will call the May 3, 2025 General Election as required by the City Charter and state law, designate a polling place for the election, and establish and set forth procedures for conducting the election.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

Resolution 608-25

Council Action Requested:

Motion to approve Resolution 608-25 calling the May 3, 2025 General Election for Council Member Place 1 and Place 6

RESOLUTION NO. 608-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, ORDERING A GENERAL ELECTION FOR THE OFFICES OF COUNCIL, PLACE 1 AND COUNCIL, PLACE 6; ESTABLISHING THE DATES AND TIMES OF EARLY VOTING FOR SUCH ELECTION; ESTABLISHING A DATE FOR A RUNOFF ELECTION, IF REQUIRED; AND AUTHORIZING A CONTRACT WITH TARRANT COUNTY TO FURNISH ELECTION SERVICES AND EQUIPMENT.

WHEREAS, pursuant to the Election Code of the State of Texas and the Richland Hills City Charter, it is provided that there shall be held in each municipality in the State of Texas, a general election for the purpose of electing officials of said municipality; and

WHEREAS, the Richland Hills City Council has determined that a contract with Tarrant County Election Administration for election services and equipment is in the best interest of the City of Richland Hills.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THAT:

SECTION 1.

Election Order for General Election

The City Council of the City of Richland Hills, Texas, at a regular meeting held this date, does hereby order an election of officers for the City of Richland Hills, Texas, to be held on the first Saturday in May, that being May 3, 2025, for the purpose of electing one Council Member for Place 1 and one Council Member for Place 6, who shall each serve for a period of three years or until their successors have been duly qualified. The Council candidate receiving the greatest number of votes for Council, Place 1 and Council, Place 6 shall be declared elected.

SECTION 2.

Joint Election Administration Contract

The Mayor is hereby authorized to execute a contract with Tarrant County Elections Administrator for the purpose of having Tarrant County furnish all or any portion of the election services and equipment needed by the City Secretary to conduct the election. The contract document and election services provided therein shall conform to Chapter 31, Subchapter D, of the Texas Election Code and other applicable statutes and laws.

SECTION 3. Voting Equipment

The election services contract shall provide (a) the type of electronic voting equipment to be used for early voting by personal appearance and on election day, (b) notification and training for election judges and clerks, (c) an estimate and final payment terms for the election services provided, (d) agreements for early voting equipment and voting machine rental, and (e) other procedures to conduct the election.

SECTION 4. Combined Ballots

Combined ballots may be utilized containing all of the offices and propositions to be voted on at each polling place, provided that no voter shall be given a ballot or permitted to vote for any office or proposition on which the voter is ineligible to vote. Returns may be made on forms, which are individual or combined, and the Tarrant County Elections Administrator shall be designated as the custodian of the combined records. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing by the City Secretary pursuant to state law. Notice of the time and place for such drawing shall be given in accordance with the Code.

SECTION 5. Early Voting Clerk

Clint Ludwig, Tarrant County Elections Administrator, 2700 Premier Street, Fort Worth, Texas, 76111, or his successor, is hereby appointed as Early Voting Clerk and Lindsay Rawlinson, City Secretary, 3200 Diana Drive, Richland Hills, Texas, 76118, shall serve as Deputy Early Voting Clerk. Applications for ballot by mail must be received by 12 noon or close of business, whichever is later, by Tuesday, April 22, 2025.

Mailing Address:
Tarrant County Elections
Attention: Early Voting Clerk
PO Box 961011
Fort Worth, Texas 76161-0011
www.tarrantcounty.com
817-831-8683
Fax: 817-831-6118
electionsinfo@tarrantcounty.com

SECTION 6. Early Voting

Early voting by personal appearance shall be conducted at the main early voting location at the Tarrant County Elections Center, 2700 Premier Street, Fort Worth, Texas

76111. Branch offices for early voting shall also be established as outlined in the joint election agreement with Tarrant County.

Early voting by personal appearance begins on Tuesday, April 22, 2025, and ends on Tuesday, April 29, 2025, during the hours listed below:

April 22 – 25	Tuesday – Friday	8:00 a.m. – 5:00 p.m.
April 26	Saturday	7:00 a.m. – 7:00 p.m.
April 27	Sunday	11:00 a.m. – 4:00 p.m.
April 28 – 29	Monday – Tuesday	7:00 a.m. – 7:00 p.m.

Applications for early voting by mail shall be delivered to the Early Voting Clerk at the address set forth in Section 5 not later than 12 noon or close of business, whichever is later, by Tuesday, April 22, 2025.

For purposes of processing ballots cast in early voting, the election officers for the Early Voting Ballot Board shall be appointed and designated in accordance with the provisions of the election agreement with Tarrant County.

SECTION 7. Election Day

All resident, qualified voters, determined by the laws of the State of Texas, the Charter, and ordinances of the City of Richland Hills shall be qualified to vote at such election. For the purpose of said election, the entire City is constituted into one voting precinct. Voting on Election Day, May 3, 2025, shall be conducted between the hours of 7:00 a.m. and 7:00 p.m. The location of the polling places are designated pursuant to the Texas Election Code as those precincts designated by Tarrant County. This election shall be held and conducted in accordance with the aforesaid election agreement, election laws of the Texas Election Code, the Federal Voting Rights Act of 1965, as amended, the Charter of the City of Richland Hills, and as may be required by law. All election materials and proceedings shall be printed in English, Spanish and Vietnamese.

SECTION 8. Candidate Applications

Applications for candidacy to the offices of Council, Place 1 and Council, Place 6 shall be made to the City Secretary of the City of Richland Hills beginning at 8:00 a.m., January 15, 2025, and not later than 5:00 p.m., February 14, 2025, in manner and form as prescribed by law, and the charter and ordinances of the City of Richland Hills, Texas. The names of eligible and qualified candidates for such office shall be placed on the ballots for such election by the City Secretary at the time and in the manner prescribed by law, and the charter and ordinances of the City of Richland Hills.

SECTION 9. Election Results

The results of the election shall be certified, canvassed, and returned in the form and manner prescribed by the laws of the State of Texas and the charter and ordinances of the City of Richland Hills.

SECTION 10. Election Notice

The notice of the election hereby ordered and called shall be promulgated, published and posted in keeping with the laws of the State of Texas, and the charter and ordinances of the City of Richland Hills.

SECTION 11. Election Officials

The election judge, alternate election judge, and ballot board will be appointed by the Tarrant County Elections Administrator, as permitted by law. The presiding judge shall appoint elections clerks as may be necessary for the proper conduct of the election. The election judge, or the alternate election judge in the absence of the election judge, and the election clerks shall constitute the Early Voting Ballot Board. The election judge, and alternate election judge, and election clerks shall be qualified voters of the City.

SECTION 12. Runoff Election

Any runoff election required for the election of members of the City Council of the City of Richland Hills, Texas, following the regular election of May 3, 2025, shall be held in accordance with Section 2.025 (a) Election Code of the State of Texas, and on a date as agreed to between the City of Richland Hills and Tarrant County Elections.

SECTION 13. Necessary Actions

The City Manager and the City Secretary, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of federal and state law in carrying out and conducting the election, whether or not expressly authorized herein.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on January 13, 2025, by a vote of _____ ayes, _____ nays, and _____ abstentions.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

The Honorable Curtis Bergthold, Mayor

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Kip Dernovich, Director of Public Works and Capital Projects

Date: January 13, 2025

Subject: SH 26 Letter of Support

Agenda Item:

Consider Letter of Support for the TxDOT State Highway 26 Raised Medians Project (CSJ 0363-01-144)

Background Information:

In 2024, TxDOT began Phase I of a multi-year improvement project along State Highway (SH) 26. SH 26 (also known as Blvd 26) is a TxDOT roadway that is part of the boundary line between the City of North Richland Hills and the City of Richland Hills. Phase I of the improvement project included design and the overlay of the roadway (Big Fossil Creek to 820) followed by the striping of lane markings within the roadway.

The proposed Phase II of the project will include installation of raised medians (Rufe Snow Drive to Willman Avenue in the City of Richland Hills) with turning bays / inlets at specific points throughout the corridor (see attachment). This phase of the project is proposed to begin in calendar year 2028. As proposed, the project will provide both aesthetic and safety improvements throughout the corridor.

TxDOT has requested a statement of support/letter of concurrence for the project from all impacted municipalities.

Financial Considerations:

The CSJ 0363-01-144 SH 26 Raised Median Project is a state funded project. There is no cost to the City of Richland Hills other than staff coordination with TxDOT.

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

CSJ 0363-01-144 Conceptual Plan
City of Richland Hills Letter of Support

Council Action Requested:

Motion to approve letter of support for the TxDOT State Highway 26 Raised Medians Project (CSJ 0363-01-144)







City of Richland Hills, Texas

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January 13, 2025

Mr. Duc Pham, P.E.
TxDot North Tarrant Area Office
2501 Eules Blvd.
Eules, TX 76040

Re: SH26 Proposed Raised Medians Project

Dear Mr. Pham:

The City of Richland Hills, Texas, has reviewed the July 2024 schematic of the proposed raised median placement on State Highway 26 (SH 26) from Rufe Snow Drive to Rodger Line Road. Specific to the limits of the City of Richland Hills, Texas, which includes the section from Rufe Snow Drive to Willman Road.

Based on staff's presentation of the current project layout to the City Council on January 13, 2025, Richland Hills is supportive of the proposal to retrofit this corridor with medians, subject to the following:

- Input into final design geometry to ensure sufficient turning radii to support the U-turn maneuvers that will result from limiting direct access to adjacent properties
- Continued input into the final design of the median surface to ensure maximum visibility, ease of maintenance, and aesthetic appearance
- Provision of sleeves to conduit to provide an opportunity for future irrigation and landscaping

We look forward to working with TxDot on this important safety project.

Thank you,

Curtis Bergthold
Mayor, City of Richland Hills, Texas