

**PLANNING AND ZONING COMMISSION  
MEETING AGENDA  
CITY HALL, 3200 DIANA DRIVE  
MARCH 25, 2025, at 6:00 PM**

**1. CALL TO ORDER**

**2. EXECUTIVE SESSION**

**Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.071. **Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the Planning and Zoning Commission to seek advice from the City Attorney as to the posted subject matter of this Planning and Zoning Commission meeting.**

**3. PUBLIC COMMENTS**

*This is the public's opportunity to address the Planning & Zoning Commission about non-agenda items. In compliance with the Texas Open Meetings Act, Commission members and city staff are prevented from discussing non-agenda items and may only respond with statements of factual information or existing city policy.*

**REGULAR AGENDA**

4. Approve minutes from the January 28, 2025 Planning and Zoning Commission meeting
5. Consider Ordinance 1522-25 a Specific Use Permit (2025-0231) to permit a "Fortune Teller/Psychic" use for the property described as Lot 7, Block 2, William Addition, Richland Hills, Texas, otherwise known as 7410 Boulevard 26 (suite 103), Richland Hills, Texas 76118. **PUBLIC HEARING**
6. Consider Ordinance 1523-25 a Planned Development (2025-0226) with a base zoning of LC, Light Commercial allowing for a "Manufacturing, Light" use with an outside storage element for the property described as Lot 13R, Block H, Richland Hills Addition, otherwise known as 6525 Baker Blvd, Richland Hills, Texas 76118. **PUBLIC HEARING**
7. Consider Ordinance 1524-25 amending Ordinance 1463-22 to increase the maximum number of food trucks permitted on the City Market property described as Popplewell, S Survey, Abstract 1241, Tract 2J, otherwise known as 7206 Latham Dr, Richland Hills, Texas 76118. **PUBLIC HEARING**

**8. ADJOURNMENT**

*A quorum of the City Council or other Boards may be present at this meeting*

## CERTIFICATE

I hereby certify that the above agenda was posted on this the 20<sup>th</sup> day of March 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: Richland Hills Planning and Zoning Commission

From: Lindsay Rawlinson, City Secretary

Date: March 25, 2025

Subject: Minutes from the January 28, 2025 Regular Planning and Zoning Commission Meeting

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## **Agenda Item:**

Approve minutes from the January 28, 2025 Planning and Zoning Commission meeting.

## **Background Information:**

N/A

## **Financial Considerations:**

N/A

## **Legal Review:**

N/A

## **Board/Citizen Input:**

N/A

## **Attachments:**

January 28, 2025 Draft Minutes

## **Suggested Motion:**

Motion to approve the minutes from the January 28, 2025 Planning and Zoning Commission meeting.

**RICHLAND HILLS PLANNING & ZONING COMMISSION  
REGULAR MEETING  
JANUARY 28, 2025  
MINUTES**

Members Present

Mary Witt, Place 4  
Keith Albee, Alternate 1  
Ray Stilwell, Alternate 2

Members Absent

Michael Wilson, Chair  
Kenneth Keating, Place 1  
Jackson Durham, Place 3  
Kelle Jones, Place 5

Staff Present

JP Ducay, Director of Planning and Development Services  
Lindsay Rawlinson, City Secretary  
Annabelle Ackling, City Attorney

**1. CALL TO ORDER**

Commissioner Witt called to order at 6:05 p.m.

**2. EXECUTIVE SESSION**

**Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.071. Refer to posted list attached hereto and incorporated herein. Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the Planning and Zoning Commission to seek advice from the City Attorney as to the posted subject matter of this Planning and Zoning Commission meeting.

**Motion:** Motion was made by Commissioner Stilwell and seconded by Commissioner Albee to adjourn into Executive Session at 6:06 p.m.

Motion carried by a vote of 3-0.

Commissioner Witt reconvened into open session at 6:21 p.m.

**3. PUBLIC COMMENTS**

None.

## **REGULAR AGENDA**

### **4. Approved minutes from the December 17, 2024 Planning and Zoning Commission meeting**

**Motion:** Motion was made by Commissioner Albee and seconded by Commissioner Stilwell to approve the minutes from the December 17, 2024 Planning and Zoning Commission meeting.

Motion carried by a vote of 3-0.

### **5. Approved Ordinance 1521-25 a Specific Use Permit (2024-1084) to permit a “Live/Work Unit” for the property described as Hayworth Sol Survey, Abstract 710, Tract 2A04K, otherwise known as 3917 Booth Calloway Rd, Richland Hills, Texas 76118. PUBLIC HEARING**

Director of Planning and Development Services JP Ducay presented the item to the Commission and advised that on December 16, 2024, an application was submitted by Jing Yi Tsing (owner/applicant) requesting a Specific Use Permit (SUP), allowing for the use of “Live/Work Unit” in the MX, Mixed Use Zoning District for 3917 Booth Calloway Road. The subject 0.8-acre property contains a 2,400 square-foot building operating as A Chinese Wellness Center and as the primary residence of the business owner.

In August 2024, the Development Services department received an anonymous complaint that the wellness center business was performing services without the proper licenses. The city investigated this claim and determined that services were being provided without the proper or active licenses. Subsequently, the Certificate of Occupancy was pulled and cease and desist business operation tags were placed on the business. The owner was informed that the proper licenses and supplemental documentation would need to be submitted in order to update the Certificate of Occupancy and bring the business into compliance. However, during this investigation, staff was made aware that a separate portion of the building was being utilized as the primary residence of the owner and her family. City records, including the Certificate of Occupancy, did not acknowledge a residential element in the subject building. Subsequently, the residential element shall also be brought into compliance with the current Mixed Use (MX) zoning standards and acknowledged on the Certificate of Occupancy. In attempt to bring the residential portion into compliance, the owner is requesting a SUP to allow for the use of “Live/Work Unit” at 3917 Booth Calloway.

According to the owner, the building was purchased in 1998 as a single-family home. The owner and her family moved into the home after purchasing. In 1999, the owner submitted several permits to expand the structure, pour a parking lot, and install signage. These permits were an effort to construct the necessary commercial elements that would allow for the eventual operation of the wellness center business. The original single-family portion of the building was never converted and has remained the primary residence of the owner and her family since 1998.

City records indicate that these permits were submitted in 1999, however, there is no mention or acknowledgement of a dual commercial/residential use of the building. This SUP request is an attempt to allow for the continued residential use of the building.

According to the zoning ordinance, the use of "Live/Work Unit" is defined as a single unit (e.g., studio, loft, or one bedroom) consisting of both a commercial/office and a residential component that is occupied by the same resident. The live/work unit shall be the primary dwelling of the occupant.

Commissioner Witt opened the public hearing at 6:29 p.m. and asked to hear from any proponents followed by opponents of the case.

Jessie Womack, 1722 Rangeway Drive, Joshua, expressed her support for Dr. Tsing and her business.

Merjan Kareem, 3917 Booth Calloway Road, Richland Hills, introduced herself as Dr. Tsing's daughter and expressed her support for her mother and the business.

Brenda Crow, 429 Sunnybrook, Bedford, expressed her support for Dr. Tsing and her business.

Barbara Christa, 5716 Cedarcrest Drive, Haltom City, expressed her support for Dr. Tsing and her business.

Joe Ann May, 2329 Fox Glenn Circle, Bedford, expressed her support for the applicant.

Wanda Williams, 604 Hasten Court, Fort Worth, expressed her support for Dr. Tsing and her business.

Michael Gaston, 6028 Brentwood Stair Road #126, Fort Worth, expressed his support for the applicant.

Dennis and Enedina Aguilar, 5301 Morris Avenue, Fort Worth, advised that they were longtime patients and expressed their support for Dr. Tsing.

Hadi Kareem, 4300 Booth Calloway Road, North Richland Hills, introduced himself as Dr. Tsing's ex-husband and previously owned and lived at the property with his family. He provided a brief history of the house and business and expressed his support.

Lichang Tina Wymer, 1212 Denton Drive, Euless, expressed her support for the applicant.

The following people wished to register their support but chose not to speak:

Terry Barker, 3812 Cagle Drive, Richland Hills  
Leticia Benevides, 3908 Cagle Drive, Richland Hills  
Damon Brown, 3917 Booth Calloway Road, Richland Hills  
Vanette Evans, 2900 Haynie Street, Fort Worth  
Furrán Krayem, 3917 Booth Calloway Road, Richland Hills

Elvira Rosas, 3721 Labadie Drive, Richland Hills  
Jason Tsing, 6228 Devonstair Terrace, Fort Worth  
Su Pi Wang, 4725 Van Zandt Drive, Keller  
Dewey Wymer, 1212 Denton Drive, Euless

Commissioner Witt closed the public hearing at 7:15 p.m.

**Motion:** Motion was made by Commissioner Albee and seconded by Commissioner Stilwell to approve Ordinance 1521-25 a Specific Use Permit (2024-1084) to permit a "Live/Work Unit" for the property described as Hayworth Sol Survey, Abstract 710, Tract 2A04K, otherwise known as 3917 Booth Calloway, Richland Hills, Texas 76118.

Motion carried by a vote of 3-0.

## **6. ADJOURNMENT**

Commissioner Witt declared the meeting adjourned at 7:17 p.m.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Lindsay Rawlinson, City Secretary

\_\_\_\_\_  
Michael Wilson, Chairman

# Memorandum

To: Richland Hills Planning and Zoning Commission

From: JP Ducay, Director of Planning and Development Services

Date: March 25, 2025

Subject: 7410 Boulevard 26 (suite 103) – Fortune Teller/Psychic SUP

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## **Agenda Item:**

Consider Ordinance 1522-25 a Specific Use Permit (2025-0231) to permit a “Fortune Teller/Psychic” use for the property described as Lot 7, Block 2, William Addition, Richland Hills, Texas, otherwise known as 7410 Boulevard 26 (suite 103), Richland Hills, Texas 76118.

## **Public Hearing**

## **Background Information:**

On March 10, 2025, an application was submitted by Carol Adams (applicant) requesting a SUP, Specific Use Permit, allowing for the use of “Fortune Teller/Psychic” in the MX, Mixed Use Zoning District for 7410 Blvd 26 (suite 103). The subject 0.7-acre property contains a 13,000 square-foot multi-suite retail strip-center.

The applicant is proposing to occupy the vacant 300 square-foot suite (103) and offer “Fortune Teller/Psychic” services. The applicant received a Certificate of Occupancy for a “Retail, Store and Shop” on March 18, 2025. The predominate element of the business is the sale of candles and crystals. However, the applicant is also requesting to provide “Fortune Teller/Psychic” services as an ancillary element of the business. The use of “Fortune Teller/Psychic” is allowed only by Specific Use Permit (SUP) in the MX, Mixed Use Zoning District.

## **Planning Analysis:**

The City’s 2014 Comprehensive Plan designates the subject area as Mixed Use. This land use type is intended to support a compact mix office, retail, cultural facilities, and medium-to-high density housing, providing the residents with a vibrant blend of opportunities to live, work, shop, and play within a closely defined area. Staff recommends approval of ordinance 1522-25 for a specific use permit allowing for the use of “Fortune Teller/Psychic” at 7410 Blvd 26 (suite 103).

One letter of opposition was submitted by a property owner within 200’ of the subject property.

**Financial Considerations:**

There are not any financial considerations for the SUP.

**Board/Citizen Input:**

Planning and Zoning Commission consideration: March 25, 2025

City Council consideration: April 7, 2025

**Attachments:**

Application & Submittal Docs

Property Photos

Draft Ordinance

Letter of Opposition

Sections 6.08 Specific Use Permit (SUP)

**Suggested Motion:**

Motion to approve Ordinance 1522-25 a Specific Use Permit (2025-0231) to permit a “Fortune Teller/Psychic” use for the property described as Lot 7, Block 2, William Addition, Richland Hills, Texas, otherwise known as 7410 Boulevard 26 (suite 103), 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)
- Zoning Text Amendment (Fee: \$300.00)
- Planned Development (Fee: \$300.00)
- Zoning Map Amendment (Fee: \$300.00)

### Applicant Information

Applicant's Name: Carol Adams

Business Name: PSYCHIC

Phone: 817-559-8518 Email Address: Holisticcandles817@gmail.com

### Property Information

Property Address: 7410 Blvd 26, Richland Hills, Tx 76180

Square Feet: 300 sq ft Deed Date: 5-2-2018

Building Owner: Cityline Capital

Company: Storage Sense

Phone: 817-589-7500

Owner Address: One Presidential Blvd Suite 201, Bala Cynwyd, PA 19004

Owner Phone Number: 817-589-7500

Owner Email Address: richlandhills@storagesense.com

Previous Occupant: Elizabeth Roberts Current Zoning: MX

### Zoning Request

Please provide a detailed description of your request: PSYCHIC READINGS

RETAIL WILL BE THE PREDOMINANT PART OF BUSINESS

"HOLISTIC CANDLES"

### 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: Carol Adams Date: 3-10-2025

**CERTIFICATE OF OCCUPANCY**  
**CITY OF RICHLAND HILLS**  
**C.O. NUMBER 2025-1481**

*Issued pursuant to the requirements of Chapter 14 of the Richland Hills Code of Ordinances and the 2018 International Building Code. The described building or portion thereof has been inspected and is in compliance with group, and division of occupancy requirements and the use for which it is classified. The use is in compliance with the current zoning ordinance.*

**POST IN A CONSPICUOUS LOCATION**

Occupant: *Hollistic Candles*

Use: *Retail, Stores and Shops*

Address: *7410 Boulevard 26 Ste 103*

Zoning District: *MX Mixed Use*

Building Owner: *The Storage Sense*

C.O. Type: *Commercial*

***City of Richland Hills***  
***Development Services***





# OCCUPANCY LOAD

**10 PERSONS**

*(Occupancy Class: Business)*

**7410 Boulevard 26 Suite 103**

**Richland Hills, TX 76118**

**Approved this 18<sup>th</sup> day of March 2025**

**Shelby Brock, Fire Marshal**



# Richland Hills Development Services

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

## New Business Certificate of Occupancy Process

Property Address: 7410 Blvd 26 Suite Richland Hills, TX 76180  
 Company Name: Holistic Candles

Checklist		
<input checked="" type="checkbox"/>	Zoning Verification	
<input type="checkbox"/>	Code Compliance Verification	
<input checked="" type="checkbox"/>	Certificate of Occupancy Application	
<input type="checkbox"/>	Health Department/TABC/TDLR/DSHS licenses (if applicable)	
<input checked="" type="checkbox"/>	Office/Business Layout and Business Description/Plan (site plan if applicable)	
<input checked="" type="checkbox"/>	Sales Tax Permit	
<input checked="" type="checkbox"/>	Driver's License/State ID (copy)	
<input checked="" type="checkbox"/>	Application Fee: \$100	
<input type="checkbox"/>	Certificate of Occupancy Inspections (Fire and Building - to be scheduled)	
<input type="checkbox"/>	Completed CO	Issued: Occupancy load MAX:

### Passed Inspections:

Fire: 03/11/2025 Building: 03/14/2025

### What are these items?

Zoning Verification	Zoning and Business Plan with Development Manager
Sales Tax Permit	Copy of the Sales Tax Permit addressed to Richland Hills address: comptroller.texas.gov (if applicable)
Site Plan (if applicable)	Drawing of exterior building with parking and entrances
Office/Business Layout	Drawn floor plans must show all dimensions, room names, size, showing windows and doors
Health Department/TABC	Copy of Health Inspection Report/Texas Alcohol Beverage Commission License (if applicable)
TDLR/DSHS	Texas Department of Licensing and Regulations/Texas Department of State Health Services (if applicable)
Inspections	City Ordinance requires a Fire and Building Inspection to ensure the building meets all required codes (see attached checklist)

Please clarify to Permit Technician whether signs will be applicable to your business, as they will require a separate permit application. Certificate of Occupancy will not be issued, and tenant cannot move in, until all documents are received and inspections have been passed.

Business Use: Retail, Stores and shops Certificate Number: 2025-1481

Permit Fee: \$100 Receipt Number: 431337 cash Date: 03/12/2025

**Business/Tenant Information**

New Business                       Change of Ownership/ Name                       Relocation from RH Location

Business Name: Holistic Candies

Business Address: 7410 Blvd 26 Richland Hills, TX 76180

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Tenant Name: Carol Adams

Tenant Home Address: 3315 Denton Hwy Haltom City, TX 76117

Email Address: HolisticCandies817@gmail.com

Phone Number: 817-559-8518 Cell Number: 817-559-8518

**Property Information**

Company Name: Storage Sense

Building Owner: Cityline Capital

Email Address: richlandhills@storagesense.com

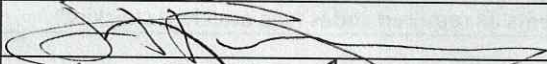


Phone Number: 817-589-7500

Zoning District: MX Square Feet: 300 sq ft Occupancy Load MAX: \_\_\_\_\_

**It shall be unlawful to use, occupy, or permit the use or occupancy of any building or premises created, erected, changed, converted, altered, or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing that type of work will be complied with whether specified or not. The granting of a Certificate of Occupancy does not presume to give authority to violate or cancel the provisions of any other state or local law.

Signature of Applicant: Carol Adams Date: 3-10-2025

Department Approvals	
Development Services:	
Public Works:	
Fire Department:	
CO Issued By:	

# Zoning Verification

## Applicant Information

Applicant's Name: Carol Adams  
Business Name: Holistic Candies  
Email Address: HolisticCandies817@gmail.com Phone Number: 817-559-8518

## Property Information

Property Address: 7410 Blvd 26 Suite 103, Richland Hills, TX 76180 Zoning District: \_\_\_\_\_  
Building Owner: Cityline Capital Phone Number: 817-589-7500  
Owner Address: 7410 Blvd 26 Suite A, Richland Hills, TX 76180  
Company: Storage Sense  
Previous Occupant: Elizabeth Roberts  
How many parking spaces will be available to your business? 21  
What is the square footage of the space you will occupy? 300 sq ft  
Is the property vacant now?  YES / NO  
Does the property have a fire sprinkler system?  YES / NO

## Business Information

Please give a detailed description of your business: I sell Candies & Crystals.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Typical hours of operation: 9-8 M-S  
Approximately how many employees will you hire for this location? 2  
What is the maximum number you expect to be working at one time? 2

Describe any company vehicles you will have parked on site overnight. NONE

Is there any heavy machinery or hazardous materials that may be used or stored at this location? If so, please explain. NONE

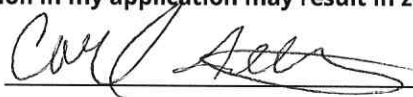
Do you plan to sell food and/or alcohol at this location? If so, please explain. NO

Does your business involve the storage, sale or use of the following? Check all that apply.

- Flammable/combustible liquids (10 gallons or more)
- Poisonous or hazardous chemicals/acids
- Alcohol/smoking
- Explosives/ammunition/fireworks
- Food and/or beverage processing, storage or sales (other than vending machines)
- Compressed gas/liquid propane gas
- High piled stock (over 12 feet in height)
- Vehicles/car parts in building or vehicle repair garage
- Outdoor storage of goods, merchandise or raw materials
- Other (please explain): \_\_\_\_\_

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

Signature of applicant:



Date:

3-17-2025

## Building Inspection Requirements

- All electrical boxes are to be sealed concealing exposed wiring
- The gas line should be protected and in good condition
- The exterior lighting should be operable
- Siding should be in good shape and no peeling paint or exposed wood on structure
- Address number in six-inch font and suite numbers should be located on front and rear doors and on electrical meter/panel, as applicable
- Doors should operate smoothly for egress
- Accessible parking and accessibility to the structure should be present
- Vacuum breakers should be on all hose bibs and no water leaks present
- GFCI outlets should be located at all wet locations and at exterior outlets
- Glass should be in good condition, free from cracks or shards
- Electric meter and panel should be free from defects and have driven ground rod and address clearly marked
- All electrical signage should be properly grounded
- Fire extinguishers should be visible and readily accessible for emergency use
- Emergency cut-off switches should be clearly labeled and distinguishable
- Emergency lighting and exit signage should be visible from anywhere in the interior
- Trip hazards should be clearly marked
- Elevator inspection certificate should be conspicuously displayed, as applicable
- All switch, outlet and cover panels should be in good condition and damage-free
- Locks on doors are to be in good operable condition; bolt locks are prohibited
- Extension cords are limited to six (6) feet in length maximum
- Breaker spacers are to be in place on interior panel cover
- No loose conduit is permitted on any appliance or electric boxes
- Water heater and connections must be to plumbing code regulations
- Interior walls and ceiling must be maintained in good condition
- In public assembly areas, occupancy load information must be posted in a conspicuous place
- Restrooms must be operational
- Building, electrical and mechanical system installed in a safe, working manner

Please ensure all above listed items have been completed prior to calling for a final Certificate of Occupancy inspection from **Bureau Veritas at 817-335-8111**.

## Fire Inspection Requirements

- Minimum of one ten-pound ABC extinguisher hung on the wall three to five feet from the ground in plain view with an inspection tag dated less than one year from the inspection date
- Address for building clearly visible from the roadway using at least six-inch numbers
- Address and suite number on back door as well for multiple occupancy buildings
- All suites numbered accordingly, as applicable
- All breakers clearly labeled, and all blank positions covered properly in the electrical panel
- Electrical panels are accessible to the Fire Department and clear of all obstructions
- Illuminated exit signs over all exits if business is to be open after dark; all exits free from obstructions inside and out
- Appropriate fire alarm and sprinkler system tests completed and inspection tagged, as applicable
- Storz five-inch Fire Department connection caps installed, as applicable
- Knox box must be installed in an acceptable location with building keys inside
- Fire lanes clearly marked around building
- Vent hood system tagged and inspected, as applicable
- All ceiling tiles must be in place with no openings to the attic area
- No storage within three feet of electrical panels or water heater

Please ensure all the above listed items have been completed prior to calling for a Fire Inspection. For questions regarding if certain items affect your facility, please contact the **Fire Marshal at 817-616-3751**.

Failure to ensure all items applicable to your facility are completed prior to calling for an inspection can result in an additional reinspection fee of \$80.

To schedule the Fire Inspection, contact **Development Services at 817-616-3770**.

Tenant may **not** move in until a Certificate of Occupancy has been issued.



Front Entrance

Suite 103  
7410 Blvd 20  
Richard Hills, TX  
76180

# 🔍 Sales Taxpayer Search

## 🔍 Taxpayer Locations

🗖️ This taxpayer has 1 location.

### Taxpayer

32099101092  
ADAMS, CAROL  
3315 DENTON HWY  
HALTOM CITY, TX 76117

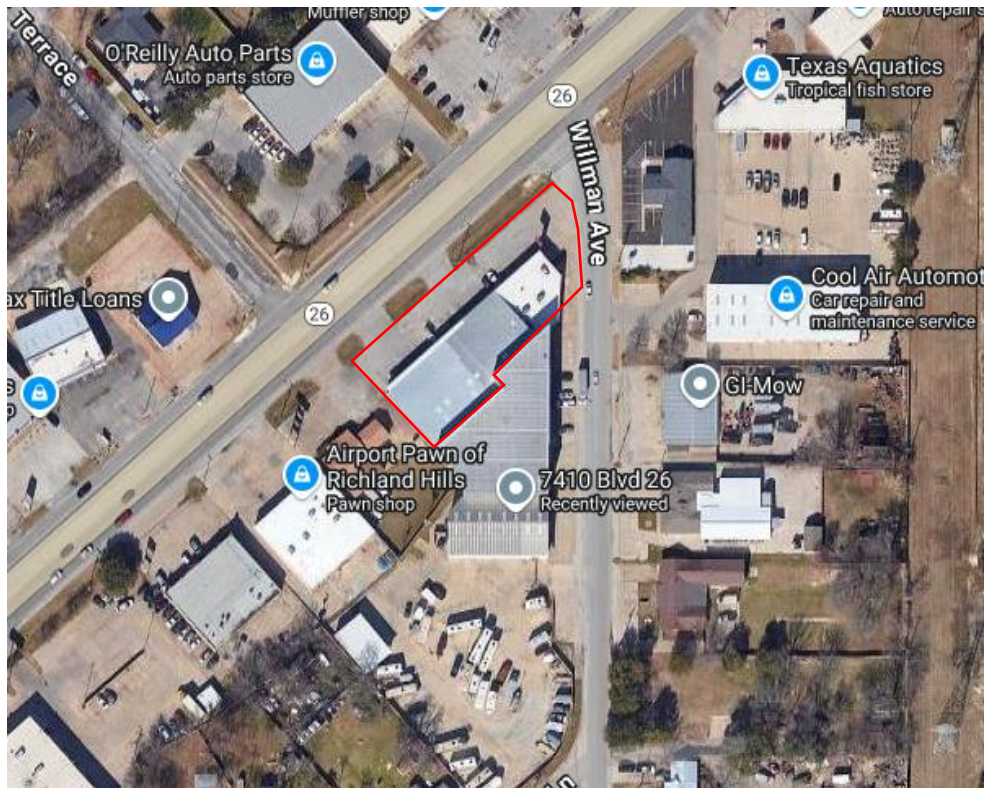
ACTIVE

### Locations

SORT: LOCATION NAME (A-Z) ▾

Location Name	Status	Address	Location Number	Permit Begin Date	Permit End Date
HOLISTIC CANDLES	ACTIVE	7410 BOULEVARD 26 STE 103 RICHLAND HILLS, TX 76180	00001	03/15/2025	

## Property Photos 7410 Blvd 26 (Suite 103)



**ORDINANCE NO. 1522-25**

**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 FORTUNE TELLER/PSYCHIC USE ON CERTAIN PROPERTY LOCATED AT 7140 BOULEVARD 26 (SUITE 103), 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 Fortune Teller/Psychic use in the Mixed Use (MX) Zoning District; and

**WHEREAS**, a public hearing was duly held by the Planning and Zoning Commission of the City on March 25, 2025, and by the City Council of the City on April 7, 2025, 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: Carol Adams

Property Owner: CSGBSH RHTX I LLC

Property Address: 7410 Blvd 26 (Suite 103), Richland Hills, Texas 76118

Legal Description: Lot 7, Block 2, William Addition

Zoning Change: The property shall remain located in the Mixed Use (MX) Zoning District, and a Specific Use Permit for a Fortune Teller/Psychic 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.

**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 April 7, 2025, by a vote of \_\_\_\_\_ ayes, \_\_\_\_\_ nays, and \_\_\_\_\_ abstentions.

**APPROVED:**

\_\_\_\_\_  
THE HONORABLE MAYOR CURTIS BERGTHOLD

**ATTEST:**

\_\_\_\_\_  
LINDSAY RAWLINSON, CITY SECRETARY

## Jerald Ducay

---

**From:** JP Paeltz <jpp4632@gmail.com>  
**Sent:** Monday, March 17, 2025 8:53 AM  
**To:** Jerald Ducay  
**Subject:** SUP 2025-0231 - Comment

**Caution:** External (jpp4632@gmail.com)

First-Time Sender [Details](#)

[Report This Email](#)

Good morning,

I am writing as the owner of City Point Chiropractic, LLC, located at 7500 Boulevard 26. I recently received the notice of public hearing regarding case SUP 2025-0231.

I would like to formally express my opposition to the proposed permit for the fortune teller/psychic business. I believe this type of establishment is not in the best interest of our community or the professional environment we strive to maintain in this area.

Thank you for your time and consideration of my perspective. Please feel free to contact me if further discussion is needed.

Sincerely,  
Dr. Justin Paeltz  
City Point Chiropractic, LLC  
817-259-1300

**§ 6.08. Specific Use Permit (SUP).**

**90-6.08.01 Specific Use Permit Regulations and Procedures.**

**(A) Procedures for processing a specific use permit.**

- (1) The zoning administrator shall initiate review of the SUP and may request written comments from the development review committee (DRC), if deemed necessary.
- (2) Planning and zoning commission shall review and recommend approval, approval with conditions, or denial of the SUP to the city council.
- (3) After receiving recommendation from planning and zoning commission, city council shall approve, approve with conditions, or deny the SUP. Although the approval of the SUP does not change the zoning classification.
- (4) Both planning and zoning commission and city council shall provide the required public hearing and notice in accordance with section 6.03.02. Public Hearings and Notification Requirements for Zoning Related Applications.

**(B) Compatibility considerations.**

- (1) The city council and the planning and zoning commission in considering any request for specific use permit shall only approve such request after they have determined that the use or uses allowed will not be detrimental to the adjacent properties or to the city as a whole.
- (2) The zoning administrator, city council and the planning and zoning commission may require from the applicant any plans, information, operational data, and expert evaluation concerning the location, function, and characteristics of the proposed use or buildings.
- (3) The city council when granting a specific use permit, and the planning and zoning commission when making a recommendation concerning a specific use permit, shall establish conditions and regulations, in addition to those of the base zoning district, necessary to protect the health, safety, morals, and general welfare of the neighborhood and/or the city. In addition, the use shall be in general conformance with the comprehensive plan and general objectives of the city. These conditions may include but are not limited to:
  - (a) Paving of streets, alleys and sidewalks;
  - (b) Means of ingress and egress to public streets;
  - (c) Provisions for drainage;
  - (d) Adequate off-street parking;
  - (e) Protective screening, landscaping, and open space;
  - (f) Area or security lighting;

- (g) The locations and heights of structures;
- (h) Architectural compatibility of buildings;
- (i) Intensity of the use; and
- (j) Adequate traffic circulation required to contain all stacking activity on the site.

(C) Imposed conditions for approval.

- (1) In granting a specific use permit, the city council may impose conditions that shall be complied with by the owner or grantee before a certificate of occupancy may be issued by the building official for use of the building or property.
- (2) Any special conditions shall be set forth in writing in the ordinance granting the SUP.

(D) Compliance mandatory with written requirements. No specific use permit shall be granted unless the applicant, owner and grantee of the specific use permit shall be willing to accept and agree to be bound by and comply with the written requirements of the specific use permit, as attached to the site plan drawing(s) and approved by the planning and zoning commission and city council.

(E) Specific use permit expiration and extension.

- (1) SUP expiration. An SUP shall automatically expire if a building permit is not issued and construction begun within six months of the granting of the SUP.
- (2) SUP extension. The city council may authorize an extension beyond the six months upon recommendation by the zoning administrator.

(F) Enlargement, modification or structural alternation.

- (1) A building, premises, or land used under a specific use permit may be enlarged, modified, structurally altered, or otherwise changed provided the changes do not:
  - (a) Increase the height of structures, including antenna support structures;
  - (b) Increase building square footage from its size at the time the original specific use permit was granted by greater than ten percent;
  - (c) Reduce the distance between a building or noise-generating activity on the property and an adjacent, off-site residential use. This provision shall not apply should the property and the residential use be separated by a major thoroughfare depicted on the city's thoroughfare plan; or
  - (d) Reduce the amount of open space as indicated on the previously approved zoning exhibit.
- (2) All other enlargements, modifications, structural alterations, or changes shall require the approval of a new specific use permit. Antennas may be placed on

antenna support structure that is already permitted by an existing specific use permit without approval of a separate specific use permit subject to approval of a final plat and site plan for the property if appropriate.

- (3) An SUP can only be used by the specific use for which it is granted. (For example, a use that obtained an SUP cannot convert to another use that requires an SUP without approval.)
- (G) Board of adjustment exclusion. The board of adjustment shall not have jurisdiction to hear, review, reverse, or modify any decision, determination, or ruling with respect to the specific land use designated by any specific use permit.
- (H) Attached only to property Specific use permits are attached to the property, not to the owner, the business, or the subtenant.
- (I) Amend, change, or rescind a specific use permit. Upon holding a properly noticed public hearing, the city council may amend, change, or rescind a specific use permit after recommendation by the planning and zoning commission if:
- (1) The building, premises, or land uses under a specific use permit is enlarged, modified, structurally altered, or otherwise significantly changed without approval of a separate specific use permit for such enlargement, modification, structural alteration or change;
  - (2) Violation of any provision of the terms or conditions of a specific use permit;
  - (3) Ad valorem taxes on the property are delinquent by more than six months; or
  - (4) The specific use permit was obtained by fraud or with deception.

[Ord. No. 1273-14, § 1(Exh. A), 5-6-2014; Ord. No. 1462-22 adopted 10/24/2022]

# Memorandum

To: Richland Hills Planning and Zoning Commission

From: JP Ducay, Director of Planning and Development Services

Date: March 25, 2025

Subject: 6525 Baker Blvd PD (2025-0226)

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## **Agenda Item:**

Consider Ordinance 1523-25 a Planned Development (2025-0226) with a base zoning of LC, Light Commercial allowing for a “Manufacturing, Light” use with an outside storage element for the property described as Lot 13R, Block H, Richland Hills Addition, otherwise known as 6525 Baker Blvd, Richland Hills, Texas 76118. **PUBLIC HEARING**

## **Background Information:**

On March 7, 2025, an application was submitted by Brad Chapman (applicant) with Layne Glass Company requesting to rezone the subject property to PD, Planned Development with a base zoning of LC, Light Commercial. The intent of this request is to purchase the property and allow for a glass fabrication company to occupy and operate out of the subject building.

The subject 1.29-acre property addressed as 6525 Baker Blvd is currently zoned MX, Mixed Use. The applicant is requesting to rezone the property to PD, Planned Development with a base zoning of LC, Light Commercial to allow for the use of “Manufacturing, Light” and “Outside Storage, Incidental”. The use of “Manufacturing, Light” and “Outside Storage, Incidental” are only permitted by SUP in the LC, Light Commercial zoning district. Subsequently, the applicant is requesting to add conditions to the PD, Planned Development to allow for the use of “Manufacturing, Light” and Outside Storage, Incidental”.

Layne Glass Company is the business proposing to occupy the subject site. Layne Glass was founded in 1944 and is a well-respected name in the glass and glazing industry. Over the years, the company has expanded its expertise to offer advanced glass solutions, including energy-efficient commercial glass systems, automatic doors and openers, and cutting-edge fabrication technology. Their outside storage needs are primarily for excess aluminum stock lengths (covered) and company trailers. City staff did a tour of their current facility and believes this businesses operation would be less impactful to the surrounding properties than the previous tenant.

The applicant has also indicated that if they are permitted to occupy this site, they intend on making substantial improvements to the building and property. Additional landscaping would also be installed throughout the site and in-between the residential areas to act as a natural noise barrier.

**Planning Analysis:**

The City’s 2014 Comprehensive Plan designates the subject area as Mixed Use. This land use type is intended to support a compact mix of office, retail, cultural facilities, and medium-to-high density housing, providing the residents with a vibrant blend of opportunities to live, work, shop, and play. Although the proposed light commercial use does not directly reflect the purpose and intent of the mixed-use designation, it is important to consider the history and existing conditions of the property. The last three users of this site included a construction company, construction equipment supplier, and a HVAC company. The site has been improved over the years to attract more intensive users with a need for outside storage. When reviewing a proposal that does not directly reflect the purpose and intent of the Comprehensive Plan, the City shall consider the following:

- *Will the proposed change enhance the site and the surrounding area?*
- *Is the necessary infrastructure already in place?*
- *Is the proposed change a better use than that recommended by the Future Land Use Plan?*
- *Will the proposed use impact adjacent residential areas in a negative manner? Or, will the proposed use be compatible with, and/or enhance, adjacent residential areas?*
- *Are uses adjacent to the proposed use similar in nature in terms of appearance, hours of operation, and other general aspects of compatibility?*
- *Does the proposed use present a significant benefit to the public health, safety and welfare of the community? Would it contribute to the City’s long-term economic wellbeing?*

*It is important to recognize that proposals contrary to the 2014 Comprehensive Plan could be an improvement over the uses shown on the map for a particular area. This may be due to changing markets, the quality of proposed developments and/or economic trends that occur at some point in the future after the plan is adopted. If such changes occur, and especially if there is a significant benefit to the City, then these proposals should be approved, and the Future Land Use Map should be amended accordingly.*

	<b>Zoning</b>	<b>Use</b>
Subject Site	MX, Mixed Use	Developed
North	SF-10, Single-Family Residential	Developed, Residential
East	MX, Mixed Use	Developed, Commercial
South	MX, Mixed Use	Developed, Commercial
West	MX, Mixed Use	Developed, Commercial

**Financial Considerations:**

No funding or financial participation from the City has been offered to the applicant.

**Legal Review:**

The City Attorney has reviewed the planned development ordinance.

**Board/Citizen Input:**

Planning and Zoning Commission to meet on March 25, 2025.

City Council to meet on April 7, 2025.

**Attachments:**

Application and Submittal Documents  
Property Photos  
Draft Ordinance  
Sec 6.07 – PD Application and Review

**Council Action Requested:**

Motion to approve Ordinance 1523-25 a Planned Development (2025-0226) with a base zoning of LC, Light Commercial allowing for a “Manufacturing, Light” use with an outside storage element for the property described as Lot 13R, Block H, Richland Hills Addition, otherwise known as 6525 Baker Blvd, Richland Hills, Texas 76118.

To Whom it May Concern,

Layne Glass, a well-respected name in the commercial glass and glazing industry, was founded in 1944 in Fort Worth, Texas. Established during the post-war industrial boom, Layne Glass initially served the local construction and building needs of the Dallas-Fort Worth area. Over the decades, the company has grown significantly, evolving into a trusted partner for architects, general contractors, building owners, and property managers across North Texas.

Layne Glass has maintained a commitment to quality, innovation, and community engagement since its inception. Its early projects included landmark buildings in and around Fort Worth, contributing to the city's architectural identity and growth. Over the years, the company has expanded its expertise to offer advanced glass solutions, including energy-efficient commercial glass systems, automatic doors and openers, and cutting-edge fabrication technology. Despite its growth, Layne Glass remains family-oriented and deeply connected to the values of integrity, reliability, and a commitment to local businesses.

**Our Partnership with Richland Hills Brings:**

1. **Economic Growth:** Layne Glass is a well-established company that creates jobs for skilled tradespeople, sales and estimating personnel, project managers, and office staff. As the business continues to grow, it will provide opportunities for both experienced professionals and those just entering the workforce, contributing to the local economy.
2. **Environmental Responsibility:** Layne Glass is dedicated to investing in more energy efficient ways to produce our products, offering energy-efficient glass solutions and using the latest metal cutting CNC machines that reduce the carbon footprint of our fabrication process. We would hope that our innovations in glass technologies align with the community's desire for sustainable development and green initiatives.
3. **Community Engagement:** Layne Glass values its relationships with the local community. As part of their relocation to Richland Hills, they plan to engage in local partnerships, support small businesses, and participate in civic activities, reflecting their deep commitment to the areas where they operate.
4. **Long-Term Stability:** With over 80 years of experience in the industry, Layne Glass has built a reputation for stability and trustworthiness. Their presence in Richland Hills would provide a strong, reliable business partner for the city, contributing to its commercial infrastructure for years to come.

### **Landscaping + Exterior Façade Upgrade**

Due to the location of our proposed campus, our intention would be to enhance the visual and functional aesthetics of this property, very similar to the development recently completed at Sun Valley Industrial Park. The idea would be to incorporate native landscaping in an effort to reduce the water usage, and also to act as a noise barrier to ensure that we are great neighbors for many years to come. More information can be found at [Properties - Sun Valley Industrial Park - Empire Holdings](#).

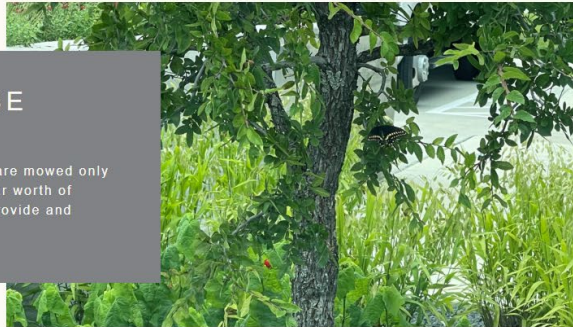


#### LANDSCAPE & PHYSICAL BUFFERS

We make good neighbors with our use of natural buffers between buildings and developments. Native grasses, rocks, trees and plants are used to create beautiful, sustainable barriers.

#### NATIVE, BIODIVERSE LANDSCAPING

With native landscaping, our developments are mowed only twice a year, equivalent to taking a whole car worth of energy off the road for every building. We provide and support native flora and fauna.



### **Growth Plans + Workforce**

The existing plan is to continue to grow at 18-20% per year, which allows this particular site to serve as our home for a very long time. In addition to this existing campus, we will continue to look for supporting real estate along Baker Boulevard to aid in our growth as well as our commitment to Richland Hills.

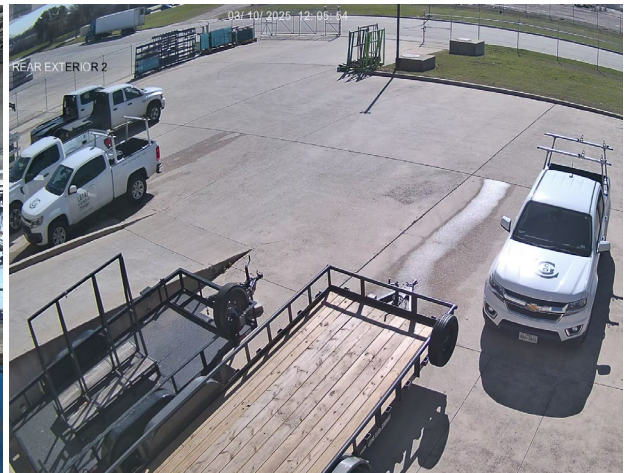
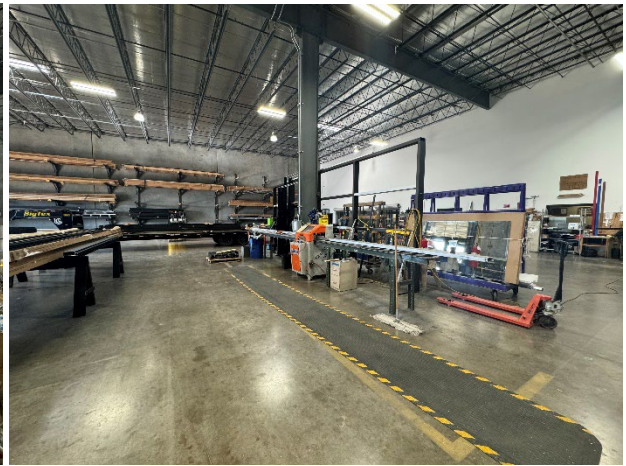
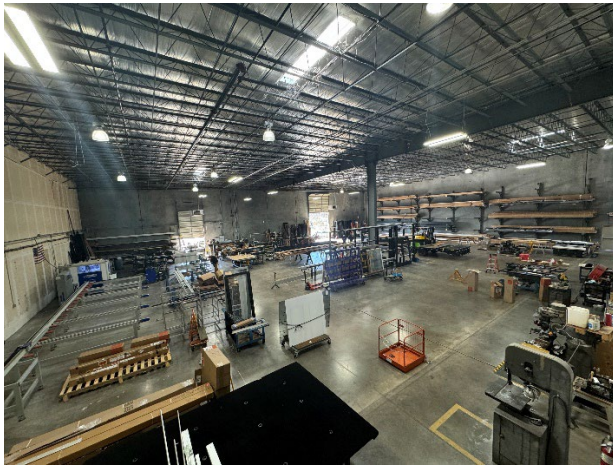
Our current outside storage needs are primarily for excess aluminum stock lengths (covered) and for trailers. Because we provide a finished product to our customers, the majority of our storage is inside.

We currently have approximately 50 employees, and operate M-F from 6:30a-4:30p. In rare instances, we may prepare for upcoming jobs on a Saturday during the day.

### **Traffic + Noise**

Based on our previous conversations with the existing tenant, our belief is that we will additionally cut down on the semi-truck and delivery truck schedule. Both times we toured this property the large truck activity was significant. Our intention would be to continue to schedule these deliveries within our business hours.

We are a fabricator of aluminum storefront, window wall, and curtain wall applications. We have invested in high-tech CNC machines and upcut saws that aid in our production and reduce the noise from more antiquated methods.



In summary, Layne Glass's rich history, commitment to sustainable practices, and dedication to community involvement make it a positive and forward-thinking addition to the Richland Hills community. The company's long-standing presence in North Texas positions it as an asset for local economic growth, employment, and development.

FOR SALE

41,286 SF

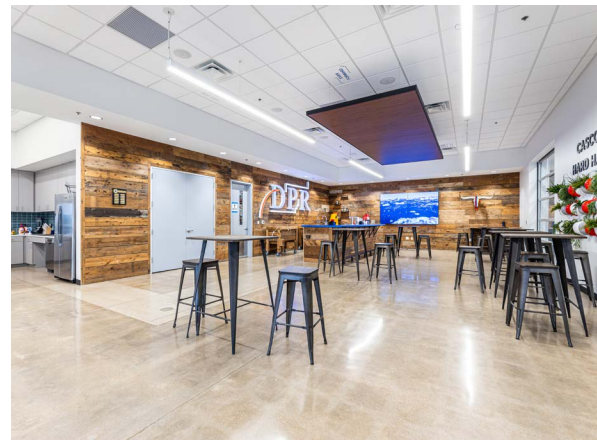
6525 Baker Boulevard  
Richland Hills, Texas



STREAM

# EXECUTIVE SUMMARY

Stream Realty Partners – DFW, as exclusive advisor, is pleased to present the opportunity to acquire 6525 Baker Boulevard in Richland Hills, Texas, a single tenant facility totaling 41,286 square feet leased to DPR Construction through the end of February 2025 with the tenant being a known vacate. Originally built in 1982, the building was fully renovated in 2019 by the current tenant, DPR Construction, including all new mechanical, electrical and plumbing, a new exterior wall associated with an SUP for outside storage and all new Class AA finish office space. A near-term expiration allows an owner / user the opportunity to acquire a turnkey office / warehouse facility.



## PROPERTY DESCRIPTION

<b>Location</b>	6525 Baker Blvd, Richland Hills, TX 76118
<b>Square Footage</b>	41,286
<b>Office Square Feet</b>	+/- 15,061 (Class A finish built in 2019)
<b>Building Configuration</b>	Side-Load
<b>Year Built</b>	1982; Completely renovated in 2019
<b>Land Size</b>	2.561 Acres
<b>Loading</b>	4 dock high doors (10' x 10') 6 Grade-Level
<b>Car Parks</b>	+/- 64 spaces
<b>Warehouse Clear Height</b>	14' - 18'
<b>Sprinklered</b>	Yes - 100%
<b>Outside Storage</b>	+/- 0.50 acres
<b>Roof Age / Type</b>	Standing Seem Metal - Elastomeric coating applied 8/2021 with 10-year warranty
<b>Lease Expiration</b>	February 2025
<b>Asking Price</b>	\$7,000,000

**Available for Occupancy  
March 1, 2025**



183  
TEXAS

INTERSTATE  
820

121  
TEXAS

26 BOULEVARD (GRAPEVINE HIGHWAY)

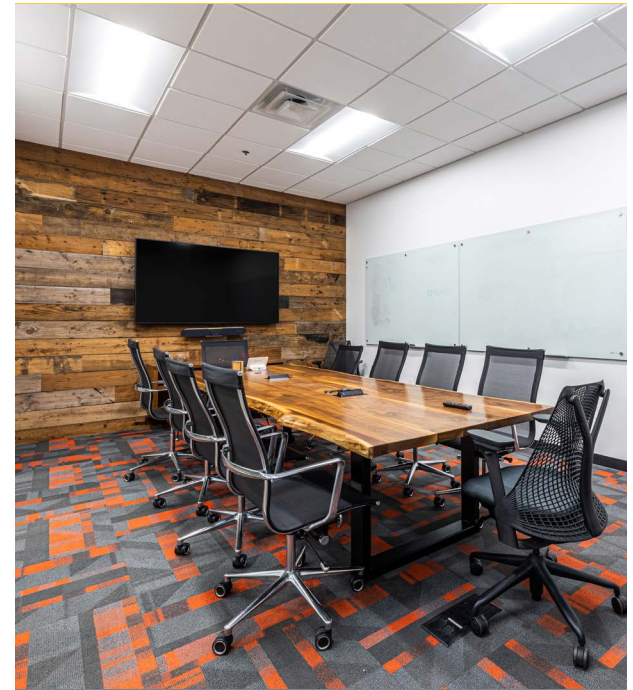
RUFESNOW/DRIVE

BAKER BLVD

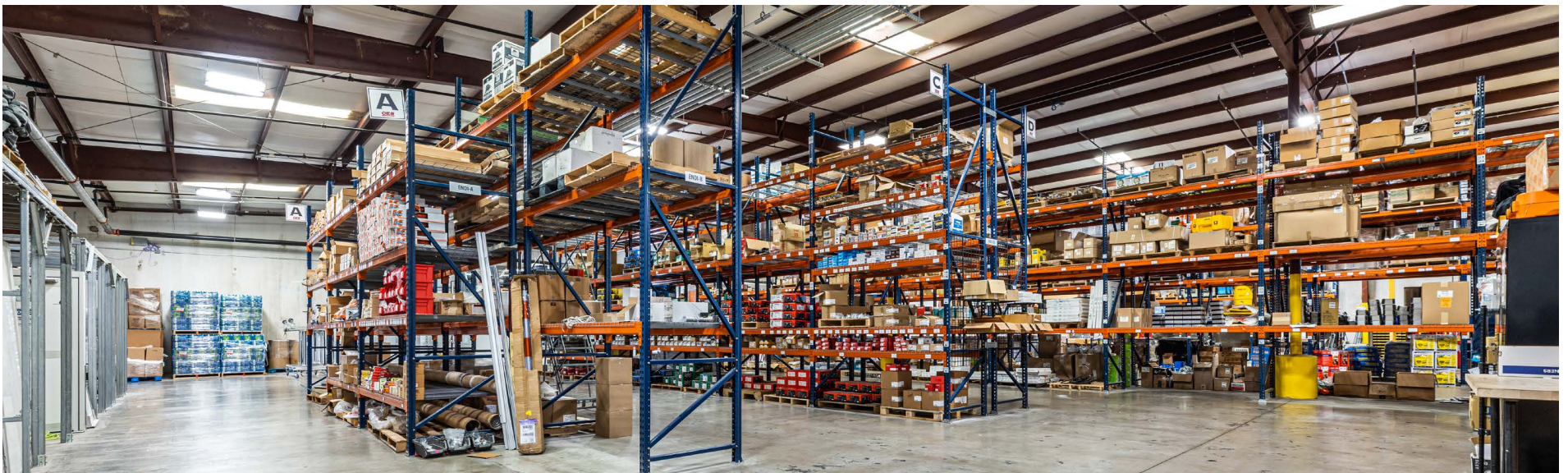




Frontage on Baker Road



Large Conference Room



Primary Warehouse Area



West Side Truck Court - Dock High



Secured Outside Storage

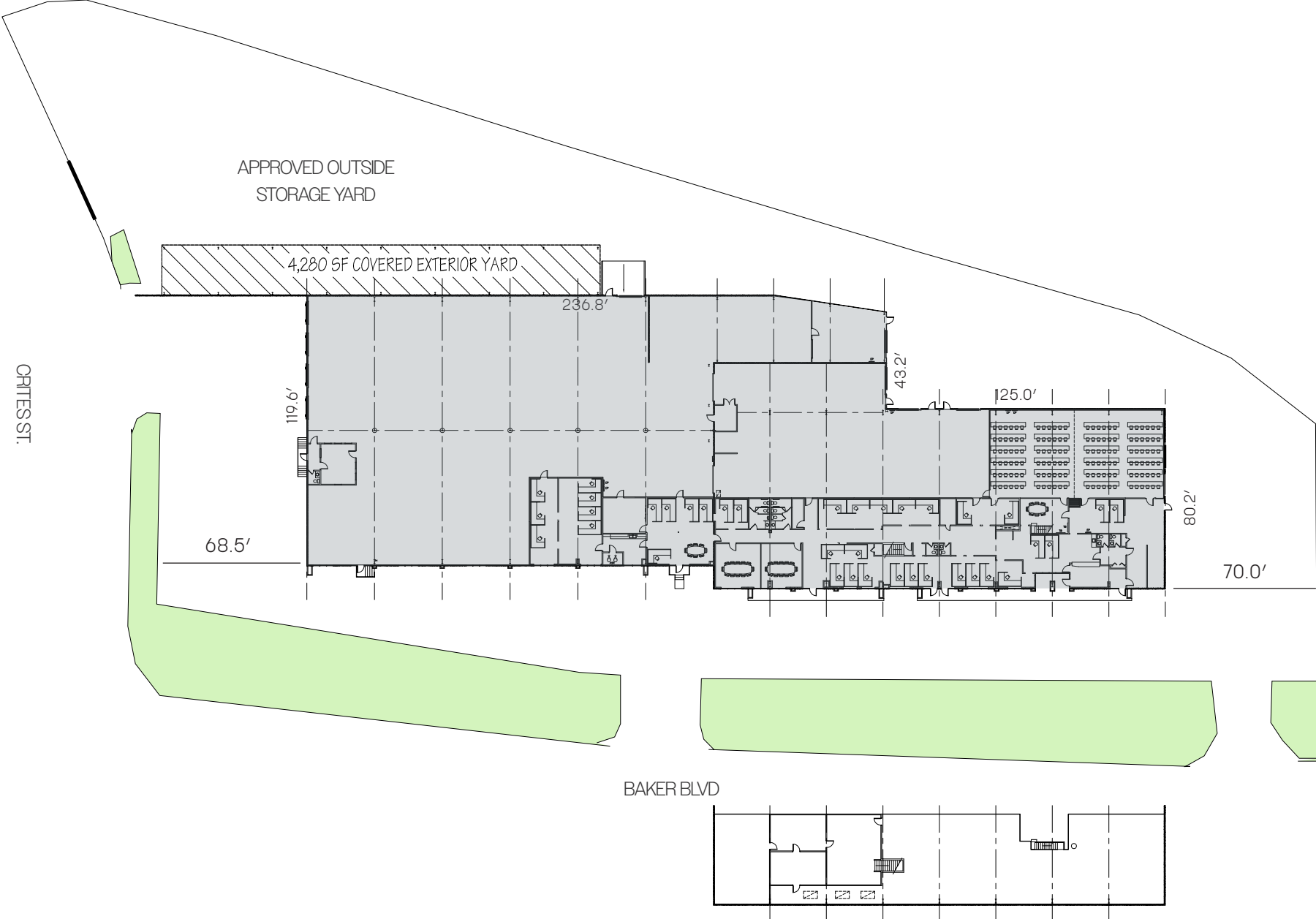


Bathrooms with Showers



Kitchen

# FLOOR PLAN



# CONFIDENTIALITY STATEMENT & DISCLAIMER

The information contained in this package is furnished solely for the purpose of review by a prospective purchaser of 6525 Baker Boulevard in Richland Hills, Texas, and is not to be used for any other purpose or made available to any other person without the express written consent of Stream Realty Partners, L.P., Property Owner or any of their respective affiliates ("Stream"). The information contained in this package is from sources deemed reliable but is not guaranteed by Stream or Owner in any way and is subject to change in price, corrections, errors and omissions, prior sale, or withdrawal without notice.

Summaries of any documents are not intended to be comprehensive or all-inclusive, but rather a general outline of the pertinent provisions contained herein. Prospective purchasers should rely upon their own financial projections and conclusions without reliance upon the material contained herein and conduct their own independent due diligence, including engineering and environmental inspections, to determine the condition of the Property and the existence of any potentially hazardous material used in the construction or maintenance of the Property or located at the site.

No copies of this package may be made in whole or in part without the prior written consent of Stream or the Property Owner. This package is the property of Stream and may be used only by parties approved by Stream or the Property Owner. The Property is privately offered and, by accepting this package, the party in possession hereof agrees that the package and its contents are of a confidential nature and will be held and treated in the strictest confidence.

**James Mantzuranis**

Sr. Vice President  
972.529.8308  
jmantzuranis@streamrealty.com

**Adam Jones**

Sr. Vice President  
214.701.1639  
Adam.jones@streamrealty.com

**CONTACT BROKERS FOR PRICING**

James Mantzuranis or Adam Jones  
972.529.8308 | 214.701.1639  
Stream Realty Partners, L.P.

2001 Ross Avenue  
Suite 400  
Dallas, Texas 75201

**PROPERTY TOURS:**

Please contact the team  
to schedule a property tour.

**ORDINANCE NO. 1523-25**

**AN ORDINANCE AMENDING CHAPTER 90 OF THE RICHLAND HILLS CODE, AS AMENDED, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF RICHLAND HILLS, BY CHANGING THE ZONING OF CERTAIN PROPERTIES, SPECIFICALLY LOT 13R, BLOCK H, RICHLAND HILLS ADDITION, OTHERWISE KNOWN AS 6525 BAKER BLVD, RICHLAND HILLS, TEXAS 76118, CURRENTLY ZONED AS MIXED USE (MX), TO PLANNED DEVELOPMENT (PD) WITH A BASE ZONING OF LIGHT COMMERCIAL (LC) TO ALLOW FOR THE REGULATION OF LIGHT MANUFACTURING USES; PROVIDING FOR THE AMENDMENT OF THE OFFICIAL ZONING MAP TO REFLECT SUCH CHANGES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY CLAUSE; 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 change in the zoning of the properties listed below was requested by persons or entities having a proprietary interest in those properties; and

**WHEREAS**, a public hearing was held at a meeting of the Planning and Zoning Commission on March 25, 2025, and of the City Council on April 7, 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 of Richland Hills does hereby deem it advisable and in the public interest to amend Chapter 90 of the City Code, as amended, as described herein.

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

**SECTION 1.  
PROPERTY RE-ZONED**

Chapter 90, as amended, is hereby amended by rezoning the property located at Lot 13R, Block H, Richland Hills Addition, otherwise known as 6525 Baker Blvd, Richland Hills, Texas 76118, and being more particularly described on the attached **Exhibit A**, from Mixed Use (MX) to Planned Development (PD) with a base zoning of LC (Light Commercial), with additional regulations as set forth in Section 3 of this Ordinance.

**SECTION 2.  
DIRECTION TO AMEND THE OFFICIAL ZONING MAP**

The City Secretary is hereby directed to amend the official zoning map to reflect the changes in uses approved herein.

**SECTION 3.  
PROPERTY SUBJECT TO ZONING ORDINANCE**

The use of the properties hereinabove described shall be subject to all the applicable regulations contained in the Comprehensive Zoning Ordinance and all other applicable and pertinent ordinances of the City of Richland Hills, Texas, for the zoning district into which they have been assigned. The Planned Unit Development district created herein affecting above-referenced properties shall be specifically subject to the regulations applicable to the Light Commercial zoning district:

1. All Permitted (P) uses, according to the most current adopted Land Use Chart for the Light Commercial zoning district are hereby permitted and shall include the uses listed in 2(A) of this Section.
2. If a proposed land use is allowed by Specific Use Permit (S), according to the most current adopted Land Use Chart for Light Commercial districts, then the requirements set forth by Chapter 90 of the City Code for Specific Use Permits shall remain in full effect. This Planned Development does not amend any requirements set for by the City Code except for the following:
  - A. The following land uses are permitted by right within the PD District shown on **Exhibit A**:
    1. Manufacturing, Light
    2. Outside Storage, Incidental

**SECTION 4.  
ORDINANCE CUMULATIVE**

This Ordinance shall be cumulative of all other ordinances of the City of Richland Hills affecting zoning and land use, 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 6.  
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 7.  
SEVERABILITY CLAUSE**

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 Two Thousand Dollars (\$2,000.00) for each offense. 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 in the official newspaper of the City the caption, penalty clause, and effective date clause of this Ordinance as 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.

**APPROVED AND ADOPTED** at a regular meeting of the Richland Hills City Council on April 7, 2025, by a vote of \_\_\_\_\_ ayes, \_\_\_\_\_ nays, and \_\_\_\_\_ abstentions.

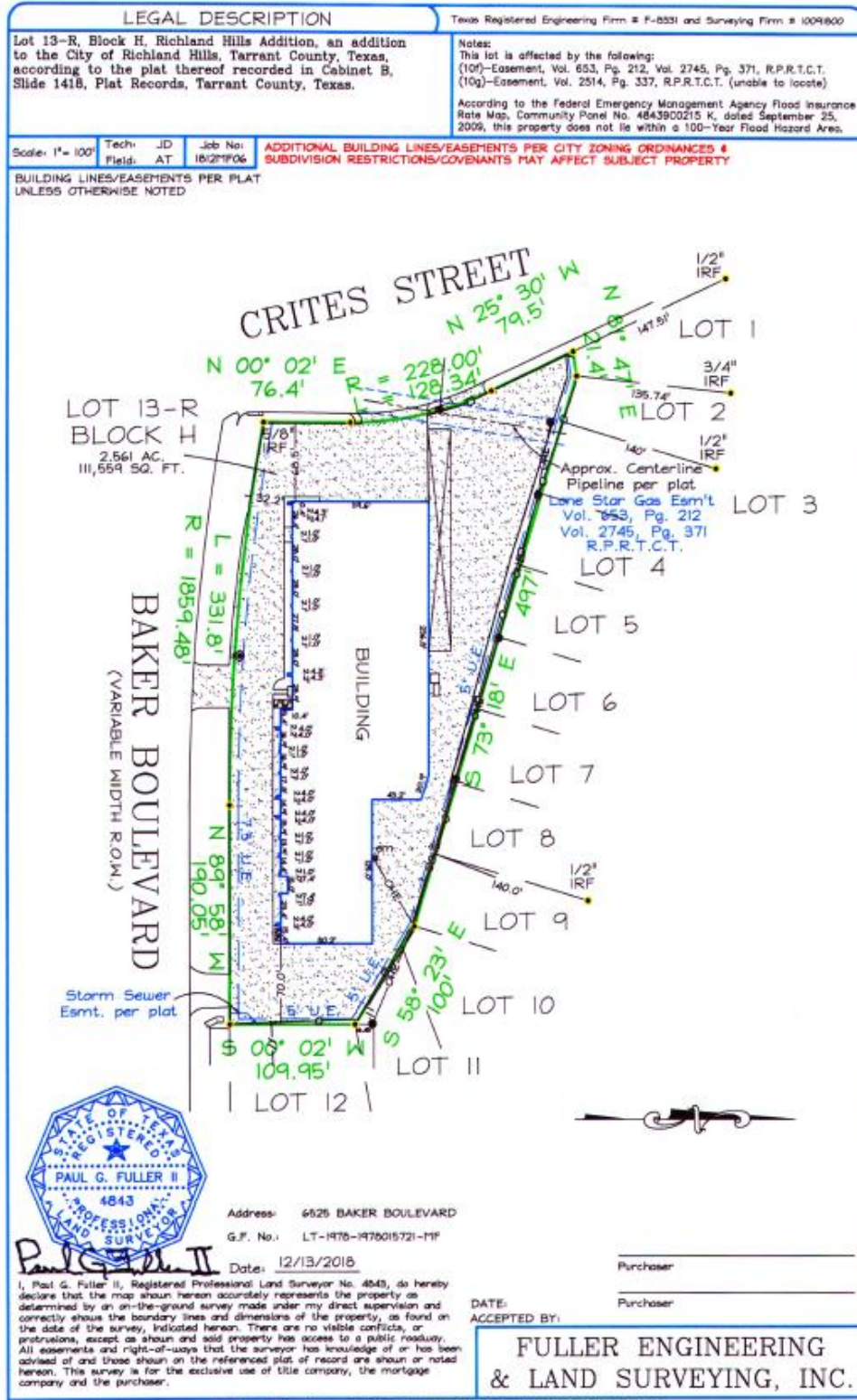
**APPROVED:**

\_\_\_\_\_  
THE HONORABLE CURTIS BERGTHOLD, MAYOR

**ATTEST:**

\_\_\_\_\_  
LINDSAY RAWLINSON, CITY SECRETARY

# EXHIBIT A-1 Legal Description



## **§ 6.07. PD Application and Review.**

### **90-6.07.01 General.**

- (A) PD Planned Development Zoning District establishment. An application for a PD Planned Development Zoning District shall be made to the planning and zoning commission and city council in the same manner that an application for any zoning map amendment (rezoning) is made.
- (B) Submission of PD related plats and site plans shall occur after PD establishment. The subsequent applications for plats and site plans within an established PD Planned Development District shall be reviewed and approved separately and independently in accordance with established procedures.
- (C) Land area requirement for PD planned developments. A PD District requires a minimum of two contiguous acres. Acreage may be less than two acres when carrying out the recommendations of the comprehensive plan.

### **90-6.07.02 Planned Development (PD) Submission Requirements.**

- (A) The developer of a PD shall follow a 5-step procedure.
  - (1) Pre-application conference.
  - (2) Zoning map amendment (rezoning) application with the submission of planned development master plan, which includes the:
    - (a) PD design statement; and
    - (b) PD Concept Design Map.
  - (3) Preliminary plat, if subdivision occurs and where required by the subdivision ordinance.
  - (4) Final plat, if subdivision occurs and where required by the subdivision ordinance.
  - (5) Application for building permit and site plan reviewed by the DRC.
- (B) Approvals needed before proceeding.
  - (1) Each required step shall be completed and approved before the following step is reviewed.
  - (2) Where appropriate, other methods authorized in the Subdivision Ordinance may be substituted in Step 3. Preliminary Plat, and Step 4. Final Plat, such as an amending plat or minor plat, etc.
  - (3) The planning and zoning commission and city council may, however, review more than one step at the same public hearing.
- (C) Public hearings (rezonings and plats).

- (1) Public hearings shall be held on the zoning map amendment (rezoning) application and the planned development master plan in accordance with regular procedures for zoning applications.
- (2) Public hearings on required plats shall be held in accordance with regular procedures established in the subdivision ordinance.

90-6.07.03 Planned Development (PD) Steps for Creation and Development.

(A) Step 1. Pre-Application Conference Review.

- (1) At least ten business days prior to submission of an application for zoning map amendment (rezoning) to a PD planned development, the applicant shall submit to the zoning administrator a sketch plan drawn to approximate scale showing streets, lots, public areas, and other significant features. The applicant shall execute an acknowledgement that the pre-application conference does not initiate a vested right.
- (2) The applicant should discuss with the zoning administrator the procedure for adopting a PD planned development and the requirements for the general layout of streets and utilities, access to arterials, or general design and narrative, the availability of existing services, and similar matters.
- (3) The zoning administrator shall also advise the applicant, where appropriate, to discuss the proposed PD planned development with those officials charged with responsibility to review the various aspects of the proposal coming within their jurisdiction.
- (4) The intent of Step 1. Pre-Application Conference Review, is to expedite and facilitate the approval of a planned development master plan.

(B) Step 2. PD Application for Rezoning and Planned Development Master Plan.

- (1) Procedures and requirements.
  - (a) The PD zoning map amendment (rezoning) application shall be filed in accordance with regular procedures and on application forms of the city.
  - (b) The planned development master plan, which is submitted with the application for rezoning, shall consist of a PD design statement and a PD Concept Design Map.
  - (c) The applicant shall also provide other supporting maps as necessary to meet the submission requirements of this Zoning Ordinance.
- (2) PD design statement. The PD design statement shall be a written report submitted as a part of the planned development master plan containing a minimum of the following elements:
  - (a) Title of PD;
  - (b) List of the owners and/or developers;

- (c) Statement of the general location and relationship to adjoining land uses, both existing and proposed;
  - (d) Description of the PD concept, including an acreage or square foot breakdown of land use areas and densities proposed, a general description proposed, a general description of building use types, proposed restrictions, and typical site layouts;
  - (e) The existing PD zoning districts in the development area and surrounding it;
  - (f) Selection of one conventional zoning district as a base zoning district to regulate all uses and development regulations not identified as being modified (multiple base zoning districts may be selected to accommodate a mixture of land uses in different geographic areas);
  - (g) A list of all applicable special development regulations or modified regulations to the base zoning district; plus a list of requested subdivision waivers to the Subdivision Ordinance or other applicable development regulations;
  - (h) A statement identifying the existing and proposed streets, including right-of-way standards and street design concepts;
  - (i) The following physical characteristics: elevation, slope analysis, soil characteristics, tree cover, and drainage information;
  - (j) A topographic map with minimum five-foot contour intervals;
  - (k) Drainage information, including number of acres in the drainage area and delineation of applicable flood levels;
  - (l) A statement of utility lines and services to be installed, including lines to be dedicated to the city and which will remain private;
  - (m) The proposed densities, and the use types and sizes of structures; and
  - (n) A description of the proposed sequence of development.
- (3) PD Concept Design Map.
- (a) The PD Concept Design Map shall be a graphic representation of the development plan for the area of a PD planned development.
  - (b) The zoning administrator shall establish an application form outlining all requirements of the PD Concept Design Map and shall be responsible for maintaining and revising the application form.
- (4) Approval of the planned development master plan.
- (a) Upon final approval by the city council of the planned development master plan and the appropriate ordinance of rezoning, these elements

shall become a part of the Official Zoning District Map.

- (b) The rezoning ordinance shall adopt the planned development master plan by reference, and it shall be attached to said ordinance and become a part of the official records of the city.

(5) Expiration of planned development master plan.

- (a) If, after two years from the date of approval of a planned development master plan, no substantial development progress has been made within the PD, then the planned development master plan shall expire.
- (b) If a planned development master plan expires, a new planned development master plan must be submitted and approved according to the procedures within this section.
  - 1. An extension to the two-year expiration shall be granted if a development application for the PD has been submitted and is undergoing the development review process or if the zoning administrator determines development progress is occurring.

(6) Use and development of the property.

- (a) The planned development master plan shall control the use and development of the property, and all building permits and development requests shall be in accordance with the plan until it is amended by the city council.
- (b) The developer shall furnish a reproducible copy of the approved PD Concept Design Map for signature by the mayor and acknowledgement by the city secretary.
- (c) The planned development master plan, including the signed map and all supporting data, shall be made a part of the permanent file and maintained by the city secretary.

(C) Step 3. Preliminary Plat.

- (1) If the subdivision of land is to occur, then after city council approval of the zoning map amendment (rezoning) with the associated planned development master plan, the developer shall prepare a preliminary plat for the entire development area.
- (2) Where a recorded plat exists and where there will be no extensive easements, no homeowners or property owners associations, no plat restrictions, and no sale of lots that do not conform to the platted lot lines, the city council may waive the platting requirement.

(D) Step 4. Final Plat.

- (1) Where a subdivision plat is required, the developer shall prepare a final plat for

review, approval, and filing of record according to procedures established by the city council. In addition to these procedures, the final plat shall include:

- (a) Provisions for the ownership and maintenance of common open space and detention/retention ponds. Said open space shall be dedicated to a private association or dedicated to the public provided that a dedication to the public shall not be accepted without the approval of the city council.
  - (b) A homeowners and property owners association shall be created if other satisfactory arrangements have not been made for improving, operating, and maintaining common facilities, including private street drives, fire lanes, service and parking areas and recreation areas.
- (2) If no plat is required, then proof of the items identified in subsections (D)(1)(a) and (D)(1)(b) above, shall be submitted and approved as a part of the planned development master plan at the time the zoning map amendment (rezoning) is considered for approval.
- (E) Step 5. Site Plan. A site plan shall be submitted upon the application for a building permit and reviewed in accordance with procedures established in section 6.06 Site Plan Requirements.

90-6.07.04 Planned Development (PD) Modifications.

- (A) Minor PD amendment and adjustment. The zoning administrator may approve or defer for city council consideration a minor PD amendment and adjustment to the planned development master plan provided all of the following conditions are satisfied:
- (1) The project boundaries are not altered.
  - (2) Uses other than those specifically approved in the planned development master plan are not added. Uses may be deleted but not to the extent that the character of the project is substantially altered from the character described within the PD design statement.
  - (3) The allocation of land to particular uses or the relationship of uses within the project are not substantially altered.
  - (4) The density of housing is not increased more than ten percent or decreased by more than 30 percent.
  - (5) The land area allocated to nonresidential uses is not increased or decreased by more than ten percent.
  - (6) Floor area, if prescribed, is not increased or decreased by more than ten percent.
  - (7) Floor area ratios, if prescribed, are not increased.
  - (8) Open space ratios, if prescribed, are not decreased.

(B) Zoning administrator approval.

- (1) The zoning administrator shall determine if proposed amendments to an approved planned development master plan satisfy the above criteria.
- (2) If the zoning administrator finds that these criteria are not satisfied, an amended planned development master plan shall be submitted for full review and approval according to the procedures set forth in these regulations.

90-6.07.05 Reversion.

(A) Property owner request.

- (1) If the property owner decides to abandon the PD concept and nullify the planned development master plan, he shall make application for rezoning either to the original status or to a new classification.
- (2) Said application shall be heard according to regular rezoning procedures utilized by the planning and zoning commission and city council.

[ Ord. No. 1273-14, § 1(Exh. A), 5-6-2014 ]

# Memorandum

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

From: JP Ducay, Director of Planning and Development Services

Date: March 25, 2025

Subject: 7206 Latham Dr – New SUP

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## **Agenda Item:**

Consider Ordinance 1524-25 amending Ordinance 1463-22 to increase the maximum number of food trucks permitted on the City Market property described as Popplewell, S Survey, Abstract 1241, Tract 2J, otherwise known as 7206 Latham Dr, Richland Hills, Texas 76118.

## **PUBLIC HEARING**

## **Background Information:**

In October of 2022, Dan Boykin (owner/applicant) requested a Specific Use Permit (SUP) to allow for the operation of a “Farmers Market” at 7206 Latham. This SUP request was approved, however, the following conditions were applied to this ordinance:

1. Two portable restrooms are permitted to stay on site for a period of one (1) year from the effective date of this SUP ordinance, on the condition that screening is provided when the farmer’s market is not in operation. Following the one (1) year term, portable restrooms are prohibited one site
2. No more than three (3) food trucks shall be permitted to operate on site at any one time. One main food truck, as depicted on the site plan attached hereto as Exhibit B, that is to be permanently located on site shall be allowed to be connected to City utilities (water, sewer, and electric). No other food trucks shall be allowed to be connected City utilities.
3. Within one (1) year from the effective date of this SUP ordinance, the North Storage building, as depicted on the site plan attached hereto as Exhibit B, shall be converted to restrooms.
4. The dumpster on site shall be screened per City ordinances.

On February 19, 2025, an application was submitted by Luther Boykin (applicant) requesting to amend the original SUP ordinance to increase the maximum number of food trucks permitted at the City Market. According to the applicant, an increased number of food trucks will draw more foot traffic to their venue, and in turn, draw more attention to the city of Richland Hills. We would like City Marketplace 7206 to be a place where people can gather for all their needs, food included.

**Planning Analysis:**

The primary considerations should include whether the subject site can accommodate an increase in food trucks while maintaining compliance with the Food Truck Park and Mobile Food Vender Ordinances.

**Financial Considerations:**

Approval of the Specific Use Permit will require no additional funding from the City.

**Legal Review:**

The City Attorney has reviewed the draft ordinance.

**Board/Citizen Input:**

The Planning and Zoning Commission on March 25, 2025.  
City Council on April 7, 2025.

**Attachments:**

Application & Submittal Docs  
Property Photos  
Draft Ordinance 1524-25  
Food Truck Park Ordinance

**Council Action Requested:**

Motion to approve Ordinance 1524-25 amending Ordinance 1463-22 to increase the maximum number of food trucks permitted on the City Market property described as Popplewell, S Survey, Abstract 1241, Tract 2J, otherwise known as 7206 Latham 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: Luther Boykin

Business Name: City Marketplace 7206

Phone: 817-808-3939 Email Address: citymarketplace7206@gmail.com

### Property Information

Property Address: 7206 Latham Drive, Richland Hills TX 76118

Square Feet: 58,000 Deed Date: August 2019

Building Owner: Luther Boykin

Company: City Marketplace 7206

Phone: 817-808-3939

Owner Address: 7206 Latham Drive, Richland Hills TX 76118

Owner Phone Number: 817-808-3939

Owner Email Address: citymarketplace7206@gmail.com

Previous Occupant: AT&T Current Zoning: Commercial

### Zoning Request

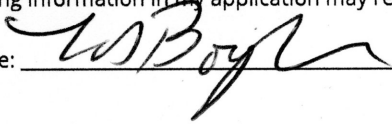
Please provide a detailed description of your request: Increase permit for Food Trucks allowed on site from 3 to 6.

\_\_\_\_\_

\_\_\_\_\_

### 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:  Date: 02.19.2025

**Public Hearing Information**

Planning & Zoning Hearing Date: \_\_\_\_\_ City Council Hearing Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received by: \_\_\_\_\_

9

### 3.4.25

#### City Market SUP Request

The purpose of City Marketplace 7206 is to have a local place in Richland Hills to foster community and relationships. As our events grow and our venue draws more attention, we want to increase Food Trucks on site in order to better accommodate the community's needs. We would like to increase the space allocated for Food Trucks from 3 to 6. We believe this will draw more foot traffic to our venue, and in turn, draw more attention to the city of Richland Hills. We would like City Marketplace 7206 to be a place where people can gather for all their needs, food included.

7206 Latham Dr., Richland Hills, TX 76118

Entrances/  
Exit

Parking 50 spots

Storage

Club Room

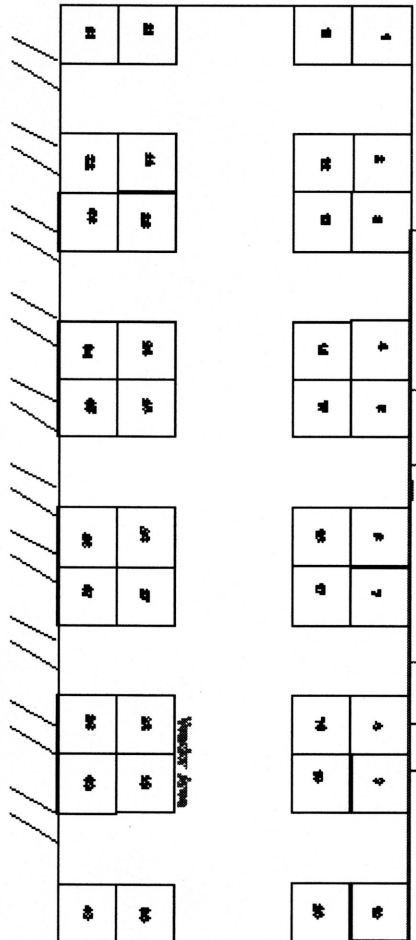
Meeting Room

Reception

Breakroom

Prep Room

Gates



Food truck

Food truck

Food truck

Cafe

Food truck

Food truck

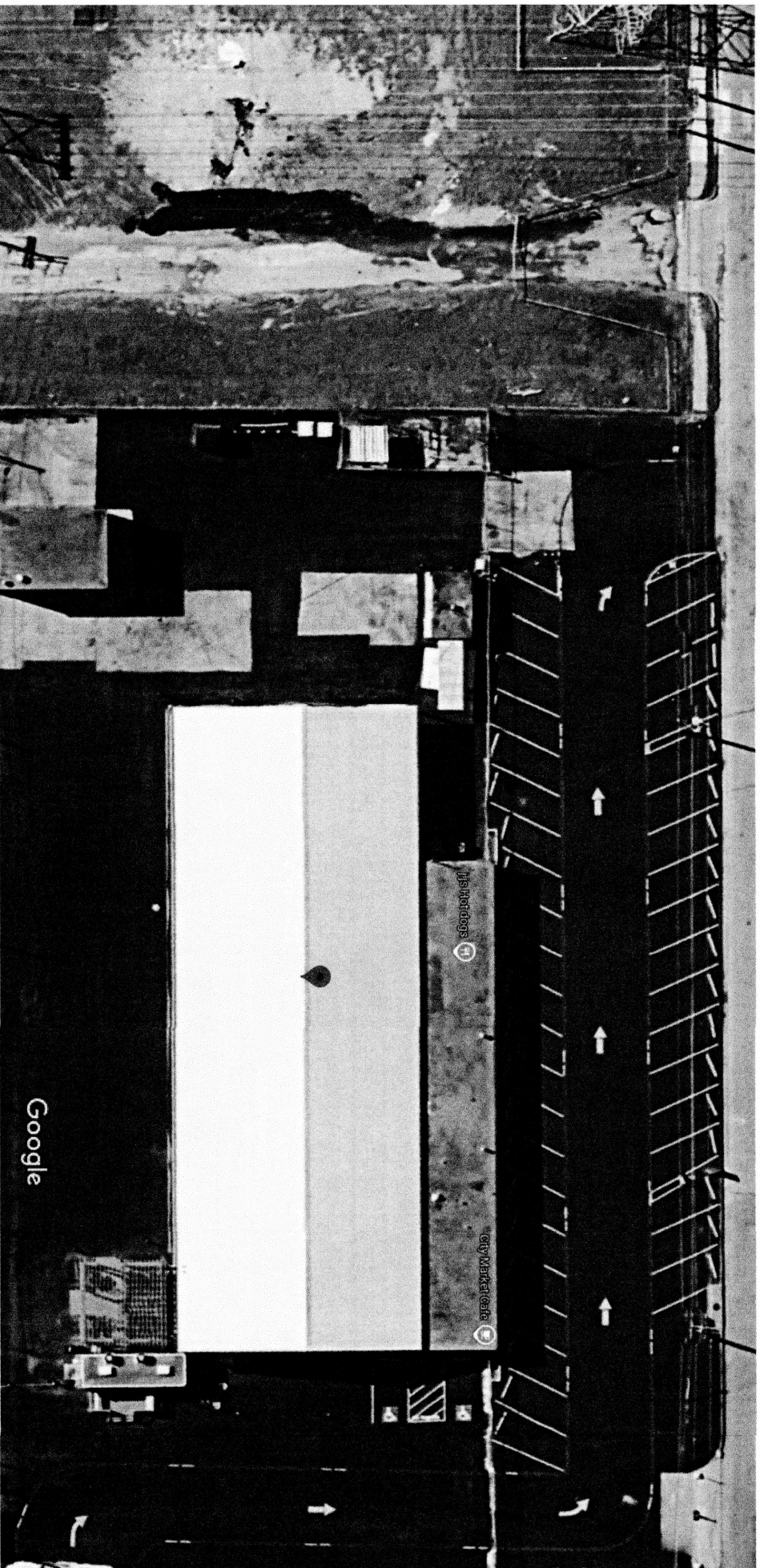
Gates  
Entrances  
Only

Shop

Parking/Vendor area  
40 Parking spots

Food truck

Handley-ederville Rd.



## Property Photos 7206 Latham



## Food truck park.

**(a)** Certificate of Occupancy Required. A Certificate of Occupancy is required for the operation of a Food Truck Park. A Certificate of Occupancy must be sought after the approval of a Specific Use Permit and corresponding commercial site plan.

**(b)** Food Truck Parks shall only be permitted on private platted property.

**(c)** Permanent restroom(s) located within a permitted building/structure must be provided on-site within the Food Truck Park for the use of the owners, operators, and customers of the Mobile Food Vendors and Food Truck Park. Such restroom(s) must remain open and available for use at all times during which the Food Truck Park is being operated. No portable or temporary restroom(s) shall be allowed.

**(d)** Food Truck Parks are required to provide electricity access for the individual Mobile Food Vendors that operate at the site. Individual Mobile Food Vendors are not allowed to operate a generator at a Food Truck Park unless emergency circumstances necessitate the use of a generator.

**(e)** There must be a designated manager of the Food Truck Park that is responsible for the orderly organization of the Mobile Food Vendors, the cleanliness of the site, and the site's compliance with all rules and regulations during the hours of operation.

**(f)** Food Truck Parks must provide an area of sufficient size that is made with compacted gravel base, concrete, decomposed granite, or asphaltic surface materials on which the Mobile Food Vendors may park and operate. Mobile Food Vendors shall not be parked on an unimproved surface. Customer parking must be finished with concrete or asphaltic surface materials.

**(g)** Food Truck Parks shall only be allowed to engage in sales operations between the hours of 7:00 a.m. and 12:00 a.m.

## **(h)** Garbage/Recycling.

**1.** Food Truck Parks shall provide containers of sufficient size and number for disposal of refuse and recyclables resulting from the operation and sales of the Food Truck Park.

**2.** Any refuse, recyclable, and/or litter on the ground at the Food Truck Park shall be immediately picked up and discarded appropriately by the Mobile Food Vendor or the Food Truck Park's designated manager. Refuse and/or recyclables must be removed from the Food Truck Park at least daily or more frequently as needed to remove excess refuse and/or recyclables for the property thereby avoiding the creation of unsanitary or unhealthy conditions or nuisances.

**3.** Grease, oils, vapors and other similar food preparation byproducts shall be kept in the Mobile Food Vendor at all times. Dumping, or the improper disposal, of food preparation byproducts on to the ground, pavement or other surface or into a storm water collection system or other system not designed for the specific use is strictly prohibited and may result in the immediate revocation of all permits and licenses of the Food Truck Park in addition to the performance of any necessary remediation and the issuance of citations and fines.

**4.** Sewage, liquid wastes and food preparation byproducts shall be removed from the Mobile Food Vendor at an approved waste servicing area in such a way that public health hazard or nuisances are not created.

### 18-101 Mobile food vendors.

**(a)** Permit required.

Except as part of a food truck park, a mobile food vendor must have written permission from the owner or the owner's authorized representative of a property containing a mobile food vendor operation where a mobile food vendor may be located from time to time. A mobile food vendor must apply for a mobile food vendor operation permit from the community development department prior to operating a mobile food vendor on said property. The permit application shall include information that details where the mobile food vendor will be located on the property along with the location of any refuse receptacle(s), restroom(s), vehicle parking, dining area(s), and any other pertinent information regarding the operation of the mobile food vendor on and about the mobile food vendor operation site. Additional information requested by the city, as may be deemed necessary by the city manager, or his/her designee, to thoroughly review the application in unique circumstances shall also be submitted as part of the permit application.

**(b)** All applications must be accompanied by payment of the permit fee listed in appendix A, Fee Schedule, Richland Hills Code.

**(c)** Temporary connections to potable water are prohibited. Water shall be from an internal tank, and electricity shall be from a generator or an electrical outlet via a portable cord that is in conformance with the electrical code as adopted by the city.

**(d)** Hours of operation shall be limited to 7:00 a.m. to 9:00 p.m., seven days a week.

**(e)** All signage pertaining to or advertising a mobile food vendor and/or its menu shall be attached to the mobile food vendor. There shall be no limit to the amount of signage that is allowed on a mobile food vendor. The only temporary sign allowed is one sandwich board sign per mobile food vendor and shall be displayed within ten feet of the mobile food vendor.

**(f)** A drive-through is not permitted in conjunction with the mobile food vendor.

**(g)** Mobile food vendors shall not operate in required parking spaces, driveways, fire lanes, or public roads.

**(h)** Sales of food from a stationary vehicle excludes catering trucks.

**(i)** Mobile food vendors are prohibited in a temporary building.

**(j)** A waste receptacle is required for every mobile food vendor and waste shall be removed daily.

**(k)** No more than two active mobile food vendors may be permitted and operating on any single property at the same time.

**(l)** Seasonal mobile food vendors, including, but not limited to, snow cone trailers, must be currently operating to remain on the authorized property. No mobile food vendors can be left on property if closed for the season.

**(m)** A permit issued in accordance with this division is only valid for one calendar year.

[\(n\)](#) The regulations contained in this division do not apply to a mobile food vendor operating at a city organized event.

[\(o\)](#) A mobile food vendor operating under a permit issued under this division must also comply with all Tarrant County Health Department regulations applicable to mobile food vendors, including but not limited to, when applicable, a mobile food vendor must report to a commissary as required.