



25-ZA-04: CZO Amendment Zoning Notification Boundary

Planning & Zoning Commission Meeting | May 12, 2025

25-ZA-04: Zoning Notification Boundary

Background



Texas State Law

TLGC Section 211 “Municipal Zoning Authority” outlines procedures for zoning requests and notifications. The minimum notification and protest boundary is set at 200 feet.



Farmers Branch Ordinance

Aligns with state law requirements. Notification letters are mailed to each property owner within 200 feet of a zoning request at least 10 days prior to the hearing date.



Additional Notifications

- Additional notices are mailed to CFB-ISD and DISD for each case.
- Zoning signs are posted visibly along each street frontage.
- Case descriptions posted on “Be Informed” and Planning Department webpages.
- Notification in Dallas Morning News 15 days prior to City Council hearing.



Council Direction

On March 4, 2025, the City Council provided direction to increase the notification boundary, requiring an amendment to the CZO. A 300-ft radius was suggested in order to increase public awareness and engagement with zoning hearings.



CITY OF FARMERS BRANCH NOTICE OF PUBLIC HEARING

ZONING CASE NO. 24-SU-07

The City of Farmers Branch has received a Specific Use Permit request from Skyway Classics for Vehicles Sales and Leasing on approximately 4.08 acres located at 14805 Venture Drive. The site is located within the Light Industrial (LI) zoning district (see map on back).

The Planning and Zoning Commission will hold a public hearing to consider this request on **Monday, January 27, 2025 at 7:00 p.m.** The hearing will take place in the City Council Chambers of City Hall, located at 13000 William Dodson Parkway, Farmers Branch, Texas.

If you have any questions concerning this request, please call Brett Mangum, at 972-919-2608.

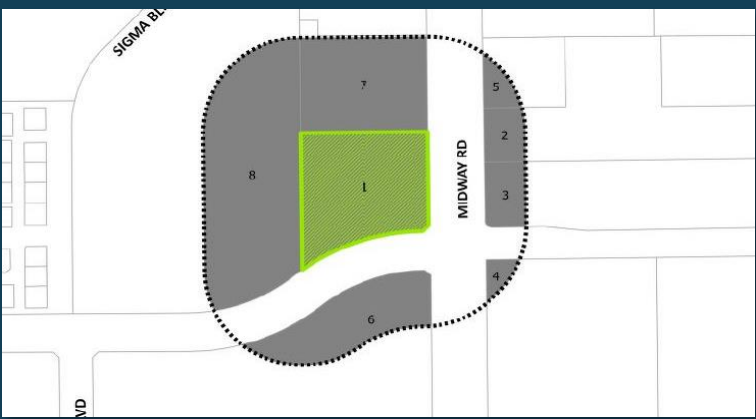
As a property owner likely to be affected by this request, you are requested to make your views known by attending these hearings. If you cannot attend these hearings, it is requested that you express your views on this request by completing and returning the form below:

Return to: City of Farmers Branch Date: _____
Planning Department
P.O. Box 819010
Farmers Branch, Texas 75381-9010

As a property owner likely to be affected by this request, I (oppose) (favor) the request for the following reasons:

Name: _____
Address: _____

FARMERS BRANCH CITY HALL IS WHEELCHAIR ACCESSIBLE. ACCESS TO THE BUILDING AND SPECIAL PARKING ARE AVAILABLE AT THE MAIN ENTRANCE FACING WILLIAM DODSON PARKWAY. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO ARE DEAF OR HEARING IMPAIRED AND WHO MAY NEED AUXILIARY AIDS OR SERVICES SUCH AS A SIGN INTERPRETERS FOR PERSONS WHO ARE DEAF OR HEARING IMPAIRED, OR LARGE PRINT ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT 972-919-2503 AT LEAST 72 HOURS PRIOR TO THE MEETING.



Research



Comparison to Surrounding Cities

12 out of 16 surrounding cities surveyed adhere to the minimum 200-foot notification boundary.

City	Notification Radius	City	Notification Radius
Addison	200-ft	Fort Worth	300-ft
Allen	200-ft	Garland	400-ft
Carrollton	200-ft	Grapevine	200-ft
Colleyville	500-ft	Irving	200-ft
Coppell	200-ft	McKinney	200-ft
Dallas	200 to 400-ft depending on acreage	Mesquite	200-ft
Denton	200-ft	Plano	200-ft
Frisco	200-ft	Richardson	200-ft

Cost Considerations

- Mailing supplies (paper, ink, envelopes), postage, and staff time dedicated to notifications.
- In case tests, staff has found that increasing to a 300-ft radius does not substantially increase the number of required notifications in most instances.

1,010

Average number of notices mailed annually (2022-2024)

1,330

Largest number of notices mailed for a single zoning case

\$1.38

Postage and certificate of mailing cost per letter

2 Hours

Average staff time to complete notification assembly and mailing for each case.

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Proposed Amendment



CZO Update

- Update to Article 6 “Administration” to increase the boundary for mailed notices from 200 to 300 feet.
- Applies to both Planning & Zoning Commission and Zoning Board of Adjustment cases that require public hearings.
- Includes Zoning Amendments, Site Plans, SUPs, and Variances.
- Protest buffer remains the same as described in State law (200-ft) .



Objectives

- Expanded notification radius provides an opportunity for increased public awareness and engagement for zoning requests.
- Supplemented by continued enhancement of online zoning resources.



Public Response

- Notice of this amendment and public hearing was published in the Dallas Morning News on May 2, 2025.
- No public response has been received.

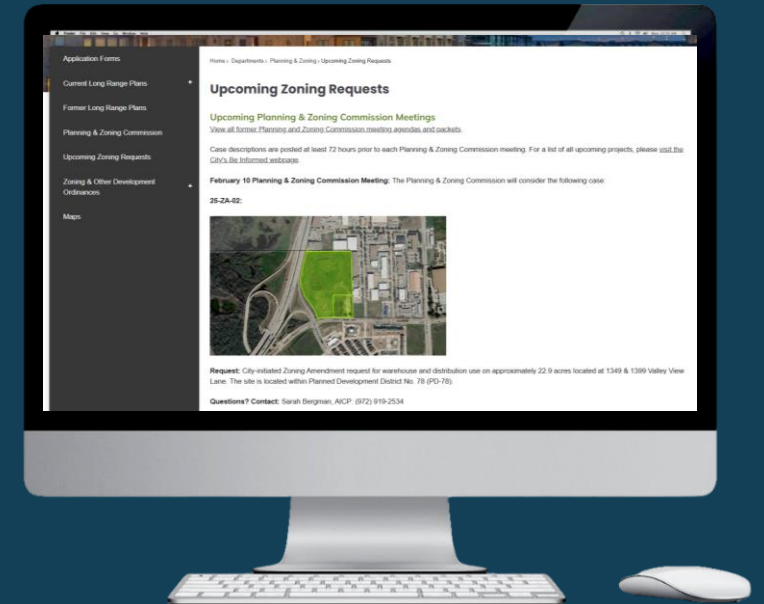
23-ZA-02: PD-86 Expansion – April 2023



200-foot Buffer
553 notifications mailed
\$763.14 postage cost*



300-foot Buffer
708 notifications mailed
\$977.04 postage cost*



Questions



FARMERS BRANCH
TEXAS