



**City of Azle
Regular Meeting Agenda
City Council**

505 W. Main Street
Azle, Texas 76020

July 1, 2025

6:00 PM

Council Chambers

Pursuant to Section 551.071 of the Texas Government Code, the Council may convene into Executive Session(s) from time to time as deemed necessary during the meeting for any posted agenda item and may receive advice from its attorney as permitted by law.

CALL TO ORDER

INVOCATION

The City of Azle is accepting volunteers from all Religions and Denominations to provide the invocation at the beginning of the City Council meeting. If you are interested in giving the invocation at a future meeting, please call the city secretary's office at 817-444-7101 or email: yhoffman@cityofazle.org

Terri Bartlett, Program Director of Good N.E.W.S.

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION

This is an opportunity for the public to address the City Council on posted agenda items or non-agenda items. In order to address the Council, please complete a Speaker's Request Form and submit to the City Secretary prior to the start of the council meeting. All comments must be directed to the Presiding Officer, rather than an individual council member or city staff. All speakers must refrain from personal attacks toward any individual. Comments are limited to three (3) minutes and must pertain to the subject matter listed on the Speaker's Request Form. Speakers requiring the assistance of a translator shall be provided four (4) minutes. Council may not comment publicly on non-agenda items, but may direct the City Manager to resolve the matter or request the matter be placed on a future agenda. Public comments regarding non-agenda items shall not include any "deliberation" as defined by Chapter 551 of the Government Code, as now or hereafter amended. If you have a subject that may require City Council action, you may obtain a form from the City Secretary and request the item be placed on a future agenda.

PRESENTATION

1. City Secretary's Office.
Yael Hoffman, City Secretary

ACTION ITEMS

2. Consider any action on the minutes of the June 3, 2025 Council meeting and June 17, 2025 budget workshop
Yael Hoffman, City Secretary
3. Consider any action appointing a city official to the Animal Control Advisory Committee and naming a chairperson
Tom Muir, City Manager
4. Consider any action on the appointments of Council Liaisons to the City's various Boards and Commissions for a one-year term.
Yael Hoffman, City Secretary
5. Consider any action on the Economic Development Strategic Plan
David Hawkins, Director of Planning and Development

PUBLIC HEARINGS

6. Conduct a public hearing and consider any action on Ordinance No. 2025-09 regarding a proposed zoning change request from the Estate One (E-1) District to a Planned Development (PD) District by approving a concept plan for a proposed 18-lot private and gated residential

subdivision on approximately 18.297 acres of land situated in the J. Wilcox Survey, Abstract No. 1727, City of Azle, Tarrant County, Texas, and being described as a portion of certain parcel described in deed to Eagle Lot Partners, LLC, recorded in Instrument No. D222170906, Official Records, Tarrant County, Texas. The property is generally located on the north side of Park Street approximately 2,100 feet east of South Ash Avenue. Case No. Z2025-02

David Hawkins, Director of Planning and Development

7. Conduct a public hearing and consider any action on Ordinance No. 2025-06 regarding text amendments to Chapter 4 "Business Regulations", Chapter 14A "Zoning Ordinance," and Appendix A, "Fee Schedule," of the Code of Ordinances, City of Azle, Texas. The purpose of the text amendment is to consider adding new regulations pertaining to Short-Term Rentals (STRs) in Azle.

This item was tabled from the May 20, 2025 City Council meeting.

David Hawkins, Director of Planning and Development

DISCUSSION ITEM

8. Planned Developments
Tom Muir, City Manager

ITEMS TO BE PLACED ON FUTURE MEETING AGENDAS

MAYOR/COUNCIL COMMENTS OF COMMUNITY INTEREST

EXECUTIVE SESSION

- **551.071 CONSULTATION WITH THE CITY ATTORNEY**
 - Alcohol sales/consumption on City property
 - Code Enforcement
 - Pecos Housing Finance Corporation
- **551.072 REAL PROPERTY**

Deliberation regarding the purchase, exchange, lease, or value of real property located at 208 North Stewart St.
- **551.087 – DELIBERATION REGARDING ECONOMIC NEGOTIATIONS**

Discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations for 417 Northwest Parkway.

ADJOURNMENT

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on 06-27-2025, at the City's official bulletin board and is readily accessible to the public at all times in accordance with V.T.C.A. Chapter 551, Texas Government Code.



Yael Hoffman, TRMC, MMC
City Secretary

This facility is wheelchair accessible and handicapped parking spaces are available. Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in city functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight hours prior to the scheduled starting time by calling the City Secretary's Office at 817-444-7101. Complete City Council agenda packet is available for review at the City Secretary's Office and on our website www.cityofazle.org.



Presenter: Yael Hoffman, City Secretary

Agenda Item: City Secretary's Office.

Background and Explanation:

Annual Presentation - City Secretary's Office.

Board/Commission/Committee Recommendation:

Staff Recommendation:

Attachments:

None



Presenter: Yael Hoffman, City Secretary

Agenda Item: Consider any action on the minutes of the June 3, 2025 Council meeting and June 17, 2025 budget workshop

Background and Explanation:

Procedural.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

1. Minutes 06-03-2025
2. Minutes 06-17-2025



MINUTES Regular Meeting Azle City Council

505 W. Main Street
Azle, Texas 76020

June 3, 2025

6:00 PM

Council Chambers

CALL TO ORDER

Mayor Goode called the meeting to order at 6:02 PM

Members Present:

Mayor Randa Goode
Mayor Pro Tem Stacy Peek
Councilmember Derrick Nelson
Councilmember Josh Berry
Councilmember Rouel Rothenberger
Councilmember Brian Conner

Members Absent:

Councilmember Amy Estes

Staff Present:

Tom Muir	City Manager
Amber Beard	Assistant City Manager
Yael Hoffman	City Secretary
Susie Hiles	Assistant to the City Manager
Will Scott	Fire Chief
Lee Godbold	Assistant Fire Chief
David Hawkins	Director of Planning and Development
Kristen Pegues	Community & Marketing Specialist
Amanda Scott	Special Events Coordinator
Curren McLane	Library Director
Victor Gonzalez	Assistant Library Director
Jimmy Duvall	Stormwater/Streets Superintendent

INVOCATION

Rev. Steve Sandfort, senior pastor at The Edge Church, gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Goode led the Pledge of Allegiance.

PUBLIC PARTICIPATION

None.

PROCLAMATIONS

1. National Family Unification Month.

Mayor Goode read and presented the proclamation to Amber Watson – Outreach Chairperson of the

PRESENTATIONS

2. Texas Municipal Clerk's Achievement of Excellence Award.

Mayor Goode recognized City Manager Muir, who invited TMCA President and City Secretary of North Richland Hills, Alicia Richardson, to present the Texas Municipal Clerk's Achievement of Excellence Award to City Secretary Yael Hoffman.

3. Honor and recognize employees who have dedicated 25 years of service to the City.

Mayor Goode recognized Streets Superintendent/Stormwater Manager Jimmy Duvall, Utility Maintenance Crew Member Chris Cornish, and Police Lieutenant Kevin Rogers for their 25 years of service to the City, and thanked them for their dedication and commitment to the community.

4. Department Presentation - Code Enforcement

Mayor Goode recognized Director of Planning and Development David Hawkins, who provided an overview of the Code Enforcement Department's activities for the past year.

5. Update on The FeedLot

Mayor Goode recognized Special Events Coordinator Amanda Scott, who gave a brief presentation on activities at The FeedLot. Ms. Scott also mentioned The FeedLot will be closed starting next week for construction of a new pavilion. It is expected to reopen in mid-July. The Farmers Market will continue as scheduled the first and third Saturdays of each month.

ACTION ITEMS

6. Consider any action approving the May 20, 2025 council meeting minutes.

Councilmember Rothenberger moved to approve the May 20, 2025 council meeting minutes, as presented. Councilmember Peek seconded the motion.

Yes: (6) Randa Goode, Derrick Nelson, Stacy Peek, Rouel Rothenberger, Brian Conner, Josh Berry

7. Consider any action on Resolution No. 2025-10 supporting a Transportation Alternatives (TA) Grant request submittal to the Texas Department of Transportation which will develop an active transportation plan to improve walking and biking conditions.

Councilmember Nelson moved to approve Resolution No. 2025-10 supporting a Transportation Alternatives (TA) Grant request submittal to the Texas Department of Transportation, which will develop an active transportation plan to improve walking and biking conditions. Councilmember Rothenberger seconded the motion.

Yes: (6) Randa Goode, Derrick Nelson, Stacy Peek, Rouel Rothenberger, Brian Conner, Josh Berry

8. Consider any action on Resolution No. 2025-11 amending Community Waste Disposal's (CWD) sludge disposal rate

Mayor Goode recognized Assistant to the City Manager Susie Hiles, who advised that CWD was requesting an increase in the sludge disposal rate from \$1819.70/load to \$1,985.93/load (an 8.7% increase). The requested price adjustment is due to an increase in landfill cost, as well as increases in the CPI index and fuel costs.

Councilmember Rothenberger moved to approve Resolution No. 2025-11, amending Community Waste Disposal's (CWD) sludge disposal rate, as presented. Councilmember Berry seconded the

motion.

Yes: (6) Randa Goode, Derrick Nelson, Stacy Peek, Rouel Rothenberger, Brian Conner,
Josh Berry

9. Consider any action on the appointments of Council Liaisons to the City's various Boards and Commissions for a one-year term.

This item has been postponed to the July 1, 2025 meeting.

DISCUSSION ITEMS

10. Littering signs

Mayor Goode recognized Assistant City Manager Amber Beard, who presented different designs for "No Littering" signs. Council requested to see additional designs. Staff to bring additional designs back to Council at a future meeting.

ITEMS TO BE PLACED ON FUTURE MEETING AGENDAS

Board liaisons.

MAYOR/COUNCIL COMMENTS OF COMMUNITY INTEREST

06-06-25 - Music in the Park continues

06-07-25 - Farmers Market at The FeedLot

- CWD will start their route at 6 AM from June to August.

- Library Summer reading has begun. 815 participants have already signed up. Free, fun programs presented all summer.

- CWD, the City and Servolution have been awarded the North American Hazardous Materials Management Assoc (NAHMMA) Prestige Award for Public and Private Partnership for the semi-annual household hazardous waste events and cooperation with Servolution Network on using remixed paint to restore homes.

EXECUTIVE SESSION

**551.071 CONSULTATION WITH THE CITY ATTORNEY
Pecos Housing Finance Corp.**

Mayor Goode convened to Executive Session at 7:01 PM.

Mayor Goode reconvened to open meeting at 7:34 PM.

No action was taken.

ADJOURNMENT

Mayor Goode adjourned at 7:34 PM.

Presented and approved on 07-01-2025

Attest:

Randa Goode, Mayor

Yael Hoffman,
TRMC, MMC City Secretary



MINUTES

Regular Meeting

Azle City Council

505 W. Main Street
Azle, Texas 76020

June 17, 2025

6:00 PM

Community Room

CALL TO ORDER

Mayor Goode called the meeting to order at 6:01 PM

Members Present:

Mayor Randa Goode
Mayor Pro-tem Stacy Peek
Councilmember Derrick Nelson
Councilmember Rouel Rothenberger
Councilmember Brian Conner
Councilmember Josh Berry

Members Absent:

Councilmember Amy Estes

Staff Present:

Tom Muir	City Manager
Amber Beard	Assistant City Manager
Yael Hoffman	City Secretary
Will Scott	Fire Chief
Lee Godbold	Assistant Fire Chief
Ben Hall	Police Chief
David Hawkins	Director of Planning and Development
Stephen Barnes	Finance Director
Curren McLane	Library Director
Victor Gonzales	Assistant Library Director
Kevin Rogers	Police Lieutenant
Dora Grissom	Police Lieutenant
Matt Sommerfield	Golf Course Manager

PRESENTATION AND DISCUSSION

1. Deliberation and discussion of the proposed 2025-26 annual budget and capital improvement projects

Mayor Goode recognized City Manager Tom Muir, who reviewed the list of Capital Improvement Projects. He then invited Finance Director Steven Barnes to present several debt issuance options and their potential impact on the property tax rate.

City Manager Muir also informed the Council that a recent salary study recommended adjusting employee pay by moving positions up by one to three pay grades. This item will be placed on the July agenda and will take effect August 1, 2025.

ADJOURNMENT

Mayor Goode adjourned at 7:49 PM.

Presented and approved on July 1, 2025.

Randa Goode, Mayor

Attest:

Yael Hoffman, TRMC, CMC
City Secretary



Presenter: Tom Muir, City Manager

Agenda Item: Consider any action appointing a city official to the Animal Control Advisory Committee and naming a chairperson

Background and Explanation:

Article 2.04.031 of the City's Code of Ordinances addresses the creation and membership of the Animal Shelter Advisory Committee. The Article reads as follows:

- a. The animal shelter advisory committee, which is hereby created, shall be an advisory body of four (4) members appointed by the city council. The mayor shall appoint the chairperson.*
- b. All members shall be appointed for an initial term to expire on November 1st, with two (2) appointed to serve for a two (2) year term and two (2) members to serve for a one (1) year term, Thereafter, members shall serve a term of office of two (2) years.*
- c. Members must meet the following qualifications:*
 - 1. One (1) member must be a licensed veterinarian;*
 - 2. One (1) member must be a city or county official;*
 - 3. Once (1) member must have duties including the daily operation of an animal shelter;*
and
 - 4. One (1) member must be a representative of an animal welfare organization.*
- d. The committee shall meet at least three (3) times a year.*

Mayor Brundrett had served as the "city official" and chairperson of the Committee but he chose not to run for re-election and has left the Council and consequently, left the Committee.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

The Council needs to name a "city or county official" to the Committee and the Mayor needs to designate a chairperson.

Attachments:

None



Presenter: Yael Hoffman, City Secretary

Agenda Item: Consider any action on the appointments of Council Liaisons to the City's various Boards and Commissions for a one-year term.

Background and Explanation:

The City Council appoints Council Liaison/Ex-Officio Members to the City's boards and commissions on an annual basis. The current Council Liaisons to the City's various boards and commissions are listed below.

- Building Board of Appeals – Derrick Nelson
- Crime Control & Prevention District Board – Stacy Peek, Brian Conner
- Library Board – Rouel Rothenberger
- Parks and Rec Board – Derrick Nelson
- Planning and Zoning Commission – Stacy Peek
- Special Events Advisory Board – Amy Estes
- Zoning Board of Adjustment – Brian Conner

This item was tabled from the June 3rd Council meeting.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

None



Presenter: David Hawkins, Director of Planning and Development
Agenda Item: Consider any action on the Economic Development Strategic Plan

Background and Explanation:

The Economic Development Strategic Plan was developed with substantial involvement from the Municipal Development District (MDD) Board, which played a key role in shaping the document through a series of meetings and discussions. At its June 10th meeting, the MDD Board voted unanimously to recommend the plan for adoption by the City Council with a few final changes that have since been incorporated.

This updated Strategic Plan replaces the existing Economic Development Action Plan, adopted nine (9) years ago. It also provides a framework for implementing the economic development goals outlined in the Comprehensive Master Plan, which was adopted in fall of 2024.

Board/Commission/Committee Recommendation:

The Municipal Development District Board recommended approval.

Staff Recommendation:

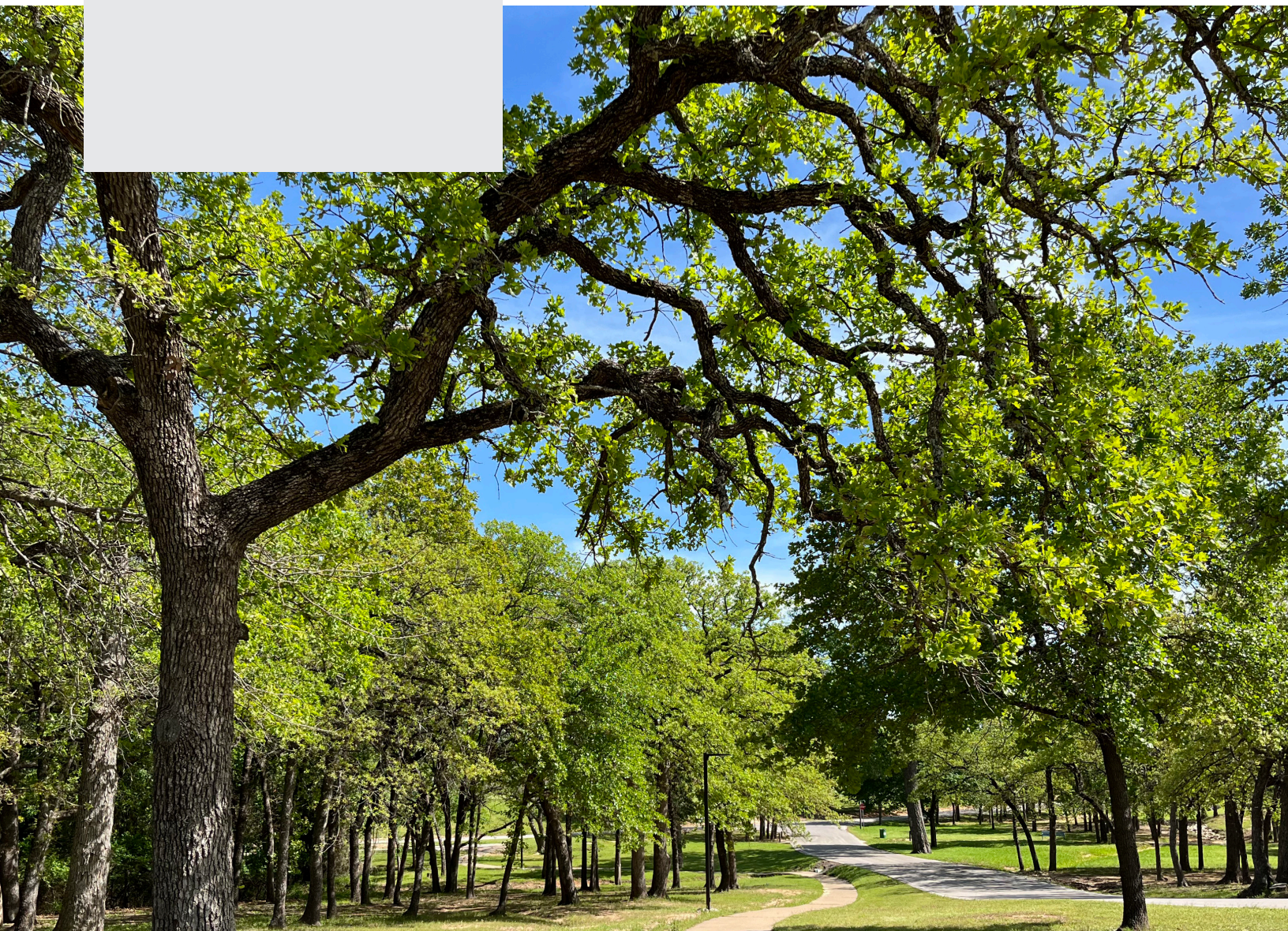
Approve the Economic Development Strategic Plan.

Attachments:

1. Strategic Plan June 2025



2025 ECONOMIC DEVELOPMENT STRATEGIC PLAN



ACKNOWLEDGMENT

A special thanks goes to the Municipal Development District (MDD) and Azle City staff for contributing ideas and crafting strategies to advance economic development for the City of Azle. This process culminated through several meetings and workshops to create an actionable plan for the MDD.

MDD Board Members:

Place 1 - Randa Goode

Place 2 - Amy Estes

Place 3 - Bill Jones, Vice President

Place 4 - Brian Conner, Secretary

Place 5 - Derrick Nelson

Place 6 - Alan Brundrett, President

Place 7 - Stacy Peek

Executive Director, Tom Muir, City Manager

Staff:

David Hawkins, Director of Planning and Development

Kristen Pegues, Community and Marketing Specialist

EXECUTIVE SUMMARY

Azle is located approximately 16 miles northwest of Fort Worth, within the Dallas/Fort Worth Metroplex, and is located in Tarrant and Parker counties. The City is predominately suburban and has a lake-oriented feel, due to the adjacency of Eagle Mountain Lake. Azle contains approximately 8.2 square miles with another 15.5 square miles within its extraterritorial jurisdiction (ETJ), that could be annexed in the future. The city has experienced more than 30% growth since 2010 and has a current population of approximately 15,000. Azle offers a strong quality of life due to its high-quality schools, its historic downtown, access to healthcare, adjacency to Eagle Mountain Lake, and well as cultural and business opportunities.

Azle has strong accessibility to the greater Dallas/Fort Worth metroplex via SH 199, which serves as a direct connection to Downtown Fort Worth and has an interchange with Loop 820. This accessibility makes it convenient for talent, goods, and consumers to get to and from Azle from a large distance.

Azle is already home to a number of businesses but has the resources and room to grow. Industrial and commercial real estate are both available and affordable. From business services and retail to industry and manufacturing, a selection of local, regional, and national firms thrive in the area.

Economic development within Azle is led by Azle's Municipal Development District (MDD). The MDD is funded through the City Council and manages funds for economic development programs, infrastructure investments, and operations. Funds are provided by a 1/2 cent sales tax on qualifying purchases made in Tarrant County.

Purpose

The Azle MDD Economic Development Strategic Plan provides a comprehensive set of strategic recommendations for the near term to advance goals for Azle's MDD. This Strategic Plan addresses specific challenges and capitalizes on opportunities to continue balanced economic growth. The Strategic Plan is intended to serve as an action-oriented blueprint for the MDD and incorporates a wide range of input and context from existing efforts. This plan starts by defining the mission of the MDD, and then prioritizes goals, objectives, and actions to achieve and support Azle's long-term vision.

This strategic plan is an evolving plan and should be revisited annually as market conditions evolve. As the economic development efforts continue to advance efforts that improve the business environment, Azle will benefit from increased sales tax, a stronger property tax base, increased vibrancy, and more revenue to invest in neighborhoods and amenities.

Economic vitality in Azle may be evidenced by:

- More commercial/retail opportunities
- Increased development and community development in downtown
- Mixed-use development along SH 199
- Strategic public/private partnerships
- Increased investment in physical infrastructure
- Stronger regional partnerships

VISION

Azle has a balanced, sustainable tax base that attracts quality jobs, destination retail, and small businesses. With excellent infrastructure, diverse housing, and public amenities, Azle offers a high quality of life that fosters community pride and serves residents, visitors, and businesses alike.



MISSION

To identify and support opportunities that expand the city's business tax base and promote job growth in Azle.



CORE VALUES

As part of this initiative, the stakeholders outlined key principles that should guide future economic development decisions for the community, as follows:

1. Azle is comprised of mixed-use and balanced development
2. Development is high-quality and first-rate
3. Azle is community-oriented and family-friendly
4. The City has a sustainable and diversified economy
5. Azle provides an exceptional quality of life
6. Azle has a robust and vibrant economy
7. The community is well-maintained and attractive

TARGETED OUTCOME

Activate Key Places

MEASURABLES

1. Business Retention and Expansion
 - a. Site visits conducted
 - b. Number of jobs retained
2. Business Recruitment
 - a. The ratio of business openings to the total number of MDD meetings with prospects
 - b. Number of meetings with prospective/targeted primary employers, partners, and landowners
 - c. Total jobs created
 - d. Number of new commercial permits/certificates of occupancy per year
 - e. Net annual change in sales tax collections
 - f. Net annual increase in commercial property value
 - g. New commercial square footage per year
3. Outreach, Communication, and Marketing
 - a. Number of website/social media hits/clicks/likes
 - b. Number of events hosted by the MDD per year
 - c. Number of professional conferences attended by the MDD per year
 - d. Annual updates to targeted industry context
 - e. Updates to the retail activation plan
4. Activation
 - a. Number of small area plans completed
 - b. Number of properties entitled
 - c. Creation and/or updates to Azle's available property inventory database

INCREASE ECONOMIC DIVERSITY





ECONOMIC DEVELOPMENT GOALS:

1. Build organizational infrastructure to support a successful economic development program
2. Enhance Tourism
3. Strengthen the commercial and employment base
4. Create an ecosystem that attracts and cultivates talent
5. Continue to foster relationships with businesses, partners, and allies
6. Transform Downtown Azle into a vibrant district
7. Continually improve the quality of life in Azle
8. Foster community development
9. Develop first-class infrastructure
10. Increase retail, restaurant, and entertainment options

GOALS

Goal #1 Build the organizational infrastructure to support a successful economic development program that achieves local, state, and national recognition.

Objective (a) Ensure the MDD board has adequate resources and structure to achieve its goals.

Action (1) Annually review guidelines for board members to operate efficiently and effectively.

Objective (b) Track key performance indicators (i.e. job creation, public/private investment, tax value changes, and income) to measure and calibrate the MDD's performance and achievements with established benchmarks.

Objective (c) Invest in internal infrastructure and human capital to continually improve performance and operations.

Action (1) Explore ongoing training that can advance economic goals.

Objective (d) Maintain adequate funding to achieve MDD goals.

Action (1) Emphasize opportunities that increase sales tax to maintain a sustainable revenue source.

Action (2) Explore available grants for MDD projects.

Objective (e) Create and promote a positive identity that differentiates Azle from surrounding communities and communicates the benefits of Azle to prospects.

Action (1) Foster Azle pride through citizen engagement and community partnerships.

Action (2) Update the messages and branding for Azle's MDD that focuses on the City's progressive qualities, starting with an updated website (e.g., AzleAbsolutely.com) and an updated logo that represents the MDD's objectives and Azle's unique brand.

Action (3) Create a branding and marketing plan for Azle to enhance Azle's perception among internal and external stakeholders.

Action (4) Create marketing material for targeted industry attraction.

Goal #2 Enhance opportunities to expand local and regional attraction.

Objective (a) Continue to provide and enhance Azle's signature events to increase sales tax, regional visibility, and improve quality of life.

Action (1) Continue to offer annual and regular events, shows, markets, fairs, and other signature regional and local attractions and experiences.

Action (2) Develop programs that allow locals to showcase their culture, traditions, and artisan products, fostering a more authentic experience for visitors.

GOALS (CONTINUED)



Action (3) Develop a broad spectrum of events including cultural, food and beverage-related, athletic, and music-related.

Action (4) Work with event organizers to ensure events align with the targeted audience.

Objective (b) Create spaces to promote signature events and programming for community events (marquee, sign/billboard, bulletin board).

Goal #3 Strengthen Azle's employment base.

Objective (a) Increase the number of high-quality businesses to support a diverse economy.

Action (1) Strengthen the City's commercial and employment base through business attraction.

Action (2) Develop a systematic Business Retention and Expansion (BRE) Program.

(A) Establish measurables for the BRE program.

(B) Set visit goals, understand unmet economic needs, identify growth areas, and monitor business closures.

Objective (b) Leverage regional allies (Chamber, County, utility companies, etc.) and dedicate resources to foster relationships with strategic local businesses, and enhance incentives for businesses in Azle that expand.

Action (1) Nurture relationships with allies, pursue targeted firms, and develop incentive packages for targets.

Objective (c) Recruit primary jobs through prioritized outreach.

Action (1) Target primary uses such as light manufacturing, assembly, fabrication, welding, and call centers.

Action (2) Target secondary targets such as hospitality, a lakeside corporate retreat center, and sit-down restaurants.

Action (3) Explore tertiary targets such as theaters, unique downtown retail, and family entertainment venues.

Objective (d) Maintain commercial inventory to meet economic needs.

Action (1) Identify and prioritize high-potential sites and buildings (all infrastructure in place, correct zoning, established asking price, and willing seller).

Action (2) Develop a database and create marketing materials for prospective companies.

Action (3) Target the activation of focus areas:

(A) Explore expanding, improving, or locating a new industrial park.

(B) Explore the creation of an office park.

(C) Reinforce and enhance existing retail nodes and corridors.

Action (4) Explore annexation policies that encourage new developments that can increase the tax base for the city.

Goal #4 Create an ecosystem that attracts and cultivates talent.

Objective (a) Develop a workforce program to enhance and improve talent.

Action (1) Partner with the Chamber of Commerce, Azle ISD, and other applicable business groups to develop a business growth and talent program.

Objective (b) Explore ways to leverage area students to fill strategic jobs in Azle.

Action (1) Continue to build internship programs with the Azle ISD to provide high school students with job exposure and experience.

Action (2) Partner with local higher education centers, schools, businesses, and other entities for workforce training (e.g., youth entrepreneurship programs and certifications through Tarrant County College and other regional colleges).

Goal #5 Continue to foster relationships with businesses, partners, and allies.

Objective (a) Continue building positive relationships with the development community and business owners through ongoing outreach.



GOALS (CONTINUED)

Objective (b) Regularly exchange industry insights and best practices to mutually improve operations.

Objective (c) Expand partnerships with Tarrant County and Parker County.

Action (1) Actively work together to identify and address challenges, finding solutions that benefit all parties involved.

Action (2) Maintain open and frequent dialogue through meetings, emails, phone calls, and other channels to stay updated on needs and progress.

Action (3) Acknowledge and celebrate collective wins reinforcing the positive aspects of the partnership, through events, awards, and other acknowledgments.

Goal #6 Transform Downtown Azle into a vibrant district.

Objective (a) Pursue long-term activation for city-owned properties.

Objective (b) Create a recruitment process to identify prospects and/or developer selection for city-owned sites.

Objective (c) Improve retail/entertainment offerings through targeted incentives and outreach.

Objective (d) Expand pedestrian conditions in Downtown that align with the Comprehensive Plan and/or improve connectivity and community development in key areas.

Objective (e) Explore missing middle and medium-density (as the context allows) residential in mixed-use environments and infill areas Downtown.

Objective (f) Foster high-quality development and infrastructure through incentives and grant programs.

Objective (g) Develop a framework for identifying priority sites as catalysts for Downtown redevelopment and proactively rezone parcels for development, if applicable.

Objective (h) Maintain a list of available sites for development, redevelopment, and/or revitalization.

(A) Maintain a locally managed database of owners and brokers to assist in MDD efforts.

Objective (i) Support the creation of a signature and iconic Downtown.

Objective (j) Support signature gateways at Main/Stewart Streets and Main/FM 730 intersections to increase Downtown awareness, improve way finding, and enhance branding.

Action (1) Establish a unified Downtown Azle brand and promotional materials to attract interest from developers, property owners, and visitors.

Action (2) Support a public art program and funding strategy in collaboration with cultural and community organizations for selecting and siting public art and funding.

(A) Work with Downtown business interest groups, regional Chamber, and local culture, art, and heritage organizations.

Action (3) Partner with other entities to promote and host festivals and events Downtown throughout the calendar year to maximize events.

Action (4) Create marketing information for Downtown to increase awareness and as a recruitment tool.

Action (5) Partner with the Chamber to create a buy local campaign to promote and support local businesses.

Goal #7 Improve quality of life for Azle residents and businesses.

Objective (a) Support investments to enhance recreational areas.

Objective (b) Explore opportunities to promote lake-oriented and waterfront development.

Objective (c) Assist the City in implementing development policies that align with Azle's standards while preserving Azle's community character.



GOALS (CONTINUED)

Action (1) Support development and incentive agreements as a tool to encourage quality development.

Goal #8 Expand community development throughout Azle.

Objective (a) Support community development through public and private investments.

Action (1) Signify the entrances into the community along SH 199 by implementing community gateways.

Action (2) Pursue, promote, and encourage public art in public spaces that highlight the distinct charm of Azle.

Action (3) Explore strategic mixed-use options that will maximize development opportunities.

Goal #9 Invest in projects that expand and/or maintain first-class infrastructure in Azle.

Objective (a) Support the expansion and enhancement of water, sewer, streets, sidewalks, trails, and other strategic connections and infrastructure that can create economic development.

Objective (b) Work with franchise providers to enhance telecommunication infrastructure, services, and products.

Action (1) Explore opportunities to create or expand business parks.

(A) Continually invest in existing infrastructure to improve business parks.

Goal #10 Increase retail, restaurant, and destination entertainment options in Azle.

Objective (a) Create a retail recruitment program for retail expansion and retention.

Objective (b) Partner with the Chamber to develop and promote a “buy local” campaign to promote Azle businesses.

Objective (c) Increase neighborhood retail options to meet community needs.

Objective (d) Implement strategies to attract grocers and other targeted retailers.

	Target Outcome	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
1.	Business Acquisition Ratio										
2.	Targeted Prospect Ratio										
3.	Website Visits										
4.	Sales Tax Growth										
5.	Commercial Property Tax Growth										
6.	Number of new Commercial Certificate of Occupancies										
7.	Number of Certificate of Occupancies for Revitalization/ Redevelopment										
8.	New Commercial Square Footage										
9.	Number of Construction Permits Issued										
10.	Number of Events Hosted										
11.	Number of Visitors/Attendees per Event										
12.	Number of Professional Events and/ or Trade Shows Attended										

1. Number of wins/acquisitions to number of prospects
2. Number of meetings or outreach efforts to prospects
3. Number of unique visits to economic development website
5. Total property tax assessed value for commercial properties (Tarrant County only)

SCORECARDS

Economic Development Measurables
(Key Performance Indicators)

Number of Targeted
Prospects Contacted



Projected:

Actual:

Number of
Broker/Developer
Visits



Projected:

Actual:

Number of
Website Visits



Projected:

Actual:

Sales Tax
Growth



Projected:

Actual:

Net Annual Increase in
Commercial Property
Value



Projected:

Actual:

Net Annual Increase
in Commercial
Square Footage



Projected:

Actual:

Number of Commercial
Permits Issued



Projected:

Actual:

Number of Visitors/
Attendees per Event



Projected:

Actual:





Presenter:	David Hawkins, Director of Planning and Development
Agenda Item:	Conduct a public hearing and consider any action on Ordinance No. 2025-09 regarding a proposed zoning change request from the Estate One (E-1) District to a Planned Development (PD) District by approving a concept plan for a proposed 18-lot private and gated residential subdivision on approximately 18.297 acres of land situated in the J. Wilcox Survey, Abstract No. 1727, City of Azle, Tarrant County, Texas, and being described as a portion of certain parcel described in deed to Eagle Lot Partners, LLC, recorded in Instrument No. D222170906, Official Records, Tarrant County, Texas. The property is generally located on the north side of Park Street approximately 2,100 feet east of South Ash Avenue. Case No. Z2025-02

Background and Explanation:

The original proposal for this development was for an 18-lot private and gated subdivision with a private cul-de-sac street connecting to Park St. After several meetings with the Planning and Zoning Commission, the developer modified this proposal based on input from the public and the P & Z Commission and provided an updated concept plan for this development. Both the original and updated concept plans are included in this packet. A summary of the changes from the original proposal to the updated proposal is as follows:

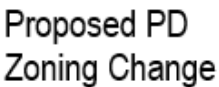
1. Reduced the number of lots from 18 to 16.
2. Street will be a public street to be dedicated to the City of Azle.
3. Cul-de-sac length reduced from 1,200' to 943'
4. Increased average min. lot width from 125' to 139'.
5. Reduced the front setback line from min. 50' to 35'.
6. Reduced side setback line for corner lot from min. 35' to 20'.
7. 5' sidewalk easement on both sides of the cul-de-sac street.

The approximate 18.297-acre subject property is currently zoned as Estate One (E-1) and is undeveloped. The applicant is seeking to develop this property as a public single-family residential subdivision consisting of 16 residential lots. With this PD zoning request, there are a few other exceptions to City ordinances being requested. This development would be considered the 2nd phase of the Roeser Addition which the 1st phase PD Zoning was approved back on February 15, 2022 (Ordinance No. 2022-06).

Existing Condition of Property:

The property is currently undeveloped with an existing abandoned gas well pad site.

Aerial of Property:

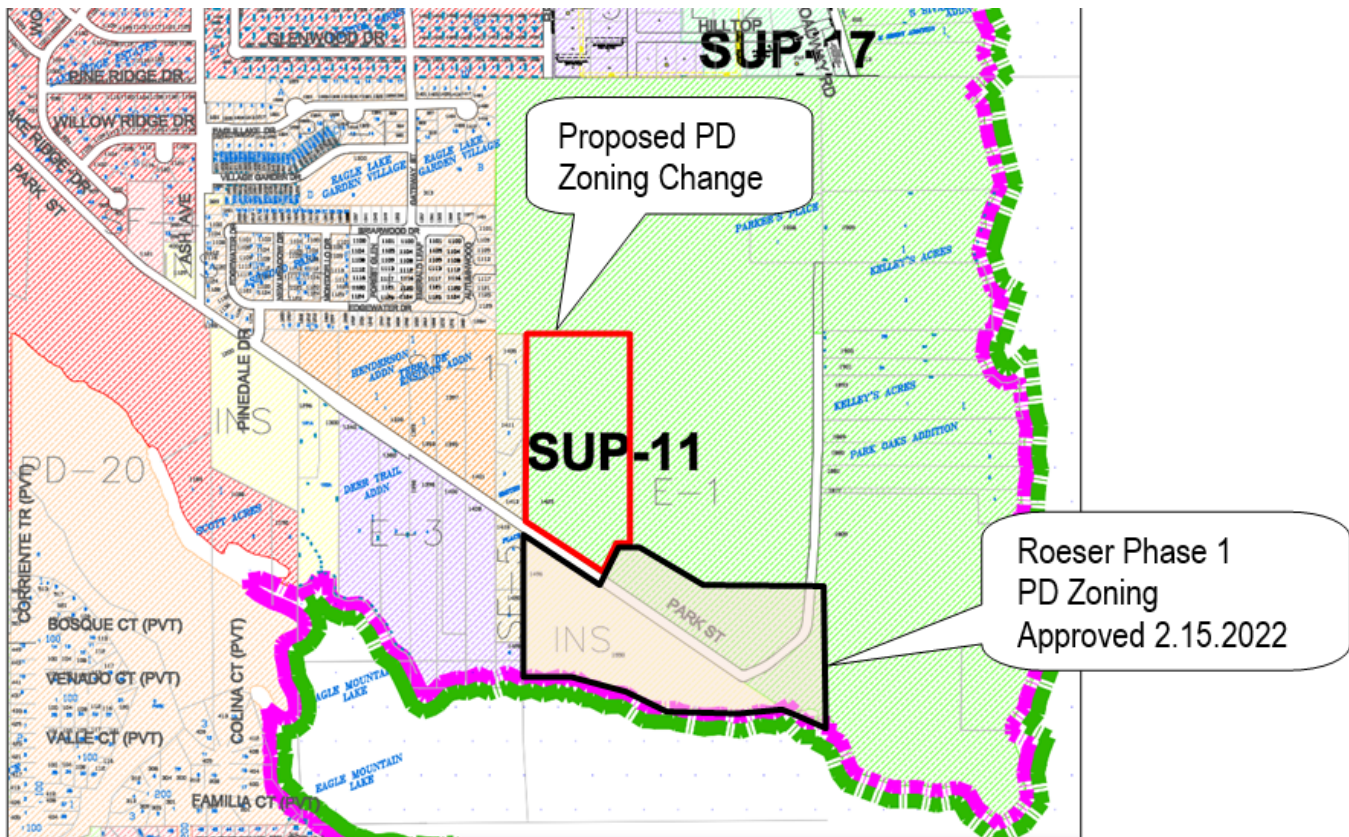


North: Estate One (E-1)

South: Planned Development (PD) for Roeser Addition Ph. 1

East: Estate One (E-1) and Planned Development (PD) for Roeser Addition Ph. 1

West: Single-Family Five District (SF-5)



Proposed Concept Plan:

The Concept Plan provides for 16 single-family residential lots to be constructed on a public cul-de-sac street on the north side of Park Street. The intent of this PD development is to create a residential subdivision that is similar to the existing large 1-acre lots along Park Street that were zoned as part of the Roeser Addition Phase 1 PD District located to the south and east of this property. The Estate One (E-1) is the base zoning district but there are a few modifications to the E-1 standards that the applicant is requesting for this PD:

- Minimum Average Lot Width: one hundred thirty-nine feet (139') in lieu of two hundred feet (200')
- Minimum Corner Lot Width: two hundred eight feet (208') in lieu of two hundred ten feet (210')
- Minimum Front Setback: Thirty-five feet (35') in lieu of fifty feet (50')
- Reduced side setback line for corner lot from min. 35' to 20'

There are also a few standards within the Subdivision Ordinance that the applicant is requesting to modify specifically for this PD with intentions to maintain the existing rural street sections in this area:

- Street sections would be thirty feet (30') asphalt pavement 1' concrete ribbons and bar ditches on both sides in lieu of street pavement width of thirty feet (30') with curbs and underground stormwater drains. Concrete lining would not be installed in the bar ditches.
- Cul-de-sac for the public street would be longer than the maximum allowed six hundred feet (600') but no longer than twelve hundred feet (1,200'). Cul-de-sac turnaround at midblock would be provided. The cul-de-sac pavement will still meet City standards.
- The minimum pavement and subgrade thickness shall be designed and constructed to support the imposed weight of an eighty-thousand-pound (80,000 lb.) vehicle, based on the geotechnical report pavement recommendations prepared for the development by a State of Texas Licensed Professional Engineer.

Comprehensive Plan Analysis:

The City of Azle's 2045 Comprehensive Master Plan designates this area as "**Suburban Neighborhood**" which is described as "low-to-moderate density residential land uses intermixed with areas of commercial development". This area has a density range of 1 to 8 dwelling units per acre. This development has a density of 1.14 units per acre and meets the intent of this Comprehensive Master Plan.

Tree Survey/Tree Mitigation:

Section 6.08.003 (3.B) of the Code of Ordinance (Tree Preservation) requires a tree survey and tree mitigation plan to be provided at the time of a Planned Development zoning change application. A tree survey has been provided, and no trees are planned to be removed until time of building permit application for each lot.

Police Impact:

No negative impact anticipated.

Fire Impact:

A cul-de-sac is planned to provide adequate turnaround for emergency vehicles. No negative impact anticipated.

Utilities:

Water - A new 8" water line was installed for the Roeser Phase 1 development and will also serve this development.

Sewer - With no sewer mains nearby, each lot will be served by an onsite septic system.

Storm Water – Storm water and drainage plans will be reviewed at the time of Preliminary and Final Plat applications should the zoning change be approved.

Zoning Change Notification Process:

Twelve (12) letters were sent to surrounding property owners as well as the Azle I.S.D. As of June 25, 2025, staff has received two (2) formal responses from the public which are included in the packet.

Board/Commission/Committee Recommendation:

The Planning and Zoning Commission conducted a public hearing on May 15, 2025 and made a recommendation for approval of this Planned Development (PD) zoning change at their June 5, 2025 meeting with the following condition:

1. Add a sidewalk easement along the cul-de-sac street.

The motion carried by a 4-2 vote (Noes - Simmons and Barrios; Wheeler absent).

Staff Recommendation:

The proposed Planned Development is in conformance with the City of Azle's Comprehensive Master Plan. The City Council has the following options when considering this agenda item:

1. Approve as submitted
2. Approve with modifications
3. Denial
4. Table the case to a future meeting

Staff forwards this Planned Development zoning change request for City Council consideration.

Attachments:

1. Ordinance No. 2025-09

2. Exhibit A - Roeser Ph. 2 PD Zoning Metes & Bounds Description - 7.1.2025
3. Exhibit B - Roeser Ph. 2 PD Concept Plan - Revised 7.1.2025
4. Roeser Ph. 2 Revised Plan for PZ Mtg. 6.5.2025
5. Roeser Ph. 2 Original Plan for PZ Mtg. 5.15.2025
6. Public Responses

ORDINANCE NO. 2025-9

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND MAP OF THE CITY OF AZLE, TEXAS, AS HERETOFORE AMENDED, BY GRANTING A CHANGE IN ZONING FROM THE ESTATE-1 (E-1) DISTRICT TO THE PLANNED DEVELOPMENT (PD) DISTRICT BY APPROVING A CONCEPT PLAN FOR A PROPOSED 16-LOT RESIDENTIAL SUBDIVISION ON APPROXIMATELY 18.297 ACRES OF LAND SITUATED IN THE J. WILCOX SURVEY, ABSTRACT NO. 1727, CITY OF AZLE, TARRANT COUNTY, TEXAS, AND BEING DESCRIBED AS A PORTION OF CERTAIN PARCEL DESCRIBED IN DEED TO EAGLE LOT PARTNERS, LLC, RECORDED IN INSTRUMENT NO. D222170906, OFFICIAL RECORDS, TARRANT COUNTY, TEXAS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS HEREOF; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the City Council of the City of Azle heretofore adopted the Zoning Ordinance of the City of Azle, which Ordinance regulates and restricts the location and use of buildings, structures and land for trade, industry, residence and other purposes, and provides for the establishment of zoning districts of such number, shape and area as may be best suited to carry out these regulations; and

WHEREAS, the owner of property generally located in the 1500 Block of Park Street, Azle, Texas has filed an application to change the zoning of the property described as approximately 18.297 acres of land situated in the J. Wilcox Survey, Abstract No. 1727, City of Azle, Tarrant County, Texas, and being described as a portion of certain parcel described in deed to Eagle Lot Partners, LLC, recorded in Instrument No. D222170906, Official Records, Tarrant County, Texas as shown on the attached Exhibit "A" from the Estate 1 (E-1) District to the Planned Development (PD) District by approving a concept plan as shown on the attached Exhibit "B" for a proposed single-family residential development for said property; and

WHEREAS, the Planning and Zoning Commission of the City of Azle, Texas held a public hearing on May 15, 2025 and made a recommendation on June 5, 2025, and the City Council of the City of Azle, Texas held a public hearing on July 1, 2025, with respect to the zoning change described herein; and

WHEREAS, the City has complied with all requirements of Chapter 211 of the Local Government Code, and all other laws dealing with notice, publication and procedural requirements for the rezoning of the property; and

WHEREAS, upon review of the application, and after such public hearing, the

City Council finds that granting the request herein furthers the purpose of zoning as set forth in the Zoning Ordinance of the City of Azle, and that the zoning change should be granted, subject to the conditions imposed herein.

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

SECTION 1.

The Zoning Ordinance of the City of Azle, Texas is hereby amended by changing the zoning of the property shown on the attached Exhibit "A" from the Estate 1 (E-1) District to the Planned Development (PD) District and approving a concept plan as set forth on the attached hereto and incorporated herein as Exhibit "B" for property described as approximately 18.297 acres of land situated in the J. Wilcox Survey, Abstract No. 1727, City of Azle, Tarrant County, Texas, and being described as a portion of certain parcel described in deed to Eagle Lot Partners, LLC, recorded in Instrument No. D222170906, Official Records, Tarrant County, Texas.

SECTION 2.

The City Council finds that the information submitted by the applicant pursuant to the requirements of the Zoning Ordinance of the City of Azle, Texas is sufficient to approve the Concept Plan attached hereto as Exhibit "B" and incorporated for all purposes.

SECTION 3.

The use of the Property described above shall be subject to the restrictions, terms and conditions set forth in the Planned Development Concept Plan attached as Exhibit "B". Unless otherwise provided in Exhibit "B", the Property shall be governed by all applicable regulations contained in all applicable and pertinent ordinances of the City of Azle.

SECTION 4.

The zoning district as herein established has been made in accordance with a comprehensive plan for the purpose of promoting the health, safety, morals and general welfare of the community.

SECTION 5.

That the official zoning map of the City of Azle is amended and the City Secretary is directed to revise the official zoning map, as set forth above.

SECTION 6.

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

SECTION 7.

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase 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 sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause or phrase.

SECTION 8.

Any person, firm or corporation violating any provision of the Zoning Ordinance and the zoning map of the City of Azle, Texas, as amended hereby, shall be deemed guilty of a misdemeanor and upon final conviction thereof fined in an amount not to exceed Two Thousand Dollars (\$2,000.00). Each day any such violation shall be allowed to continue shall constitute a separate violation and punishable hereunder.

SECTION 9.

All rights and remedies of the City of Azle are expressly saved as to any and all violations of the provisions of any ordinances governing zoning 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, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 10.

The City Secretary of the City of Azle is hereby directed to publish the caption, the penalty clause and effective date clause in the official newspaper at least once within ten (10) days after the passage of this ordinance.

SECTION 11.

This ordinance shall be in full force and effect immediately after passage and publication as provided by law, and it is so ordained.

AND IT IS SO ORDAINED.

DULY PASSED AND APPROVED by the City Council of the City of Azle, Texas, on July 1, 2025.

Mayor, Randa Goode

ATTEST:

Yael Hoffman, City Secretary

APPROVED AS TO FORM:

Andrea Russell, City Attorney

Exhibit "A"

18.297 acres of land situated in the J. WILCOX SURVEY, Abstract No. 1727, Tarrant County, Texas, being a portion of that certain tract of land described by deed to Eagle Lot Partners, LLC, recorded in Instrument No. D222170906, Official Records, Tarrant County, Texas and being more particularly described as follows:

BEGINNING at a 1/2" iron rod capped MIZELL 6165 set for the Northwest corner of that certain tract of land described by deed to Gregory C. Fox and Lynda J. Fox recorded in Instrument No. D222171781, Official Records, Tarrant County, Texas, from which a pipe found being per deed call the Northeast corner of said J. WILCOX SURVEY, Abstract No. 1727 and the Northeast corner of said Eagle Lot Partners tract, bears S 89°54'10" E, 967.85 feet;

THENCE S 00°00'47" W, along the West line of said Fox tract, 1144.07 feet to a 1/2" iron rod capped MIZELL 6165 set for the Southwest corner of said Fox tract for the North line of a 25' private alley, on recorded plat for Roeser Addition, an Addition to the City of Azle, Tarrant County, Texas, according to the Plat recorded in Instrument No. D224056965, Official Records, Tarrant County, Texas;

THENCE WEST, along the North line of said 25' private alley, 115.04 feet to a 1/2" iron rod capped MIZELL 6165 set for the beginning of a curve to the left whose radius is 55.00 feet and whose chord bears S 62°15'38" W, 51.20 feet;

THENCE along said curve in a Southwesterly direction along the North line of said 25' through a central angle of 55°28'45" a distance of 53.26 feet to a 1/2" iron rod capped MIZELL 6165 set;

THENCE S 34°31'16" W, along said 25' private alley, 167.85 feet to a 1/2" iron rod capped MIZELL 6165 set for the North line of Park Street;

THENCE N 55°28'44" W, along the North line of said Park Street, 518.92 feet to a 1/2" iron rod capped MIZELL 6165 set for the West line of said Eagle Lot Partners tract and for the West line of Lot 3, Smith's Place Addition, an Addition to the City of Azle, Tarrant County, Texas, according to the Plat recorded in Volume 388-203, Page 64, Plat Records, Tarrant County, Texas, from which, a 1/2" iron rod capped GRAHAM & ASSOC INC found for the Northwest corner of Lot 1, Block 1, of said Roeser Addition bears S 00°03'55" W, 72.77 feet;

THENCE N 00°03'55" E, along the common line of said Eagle Lot Partners tract and said Smith's Place Addition, 549.67 feet passing a railroad spike found for the Northeast corner of Lot 2 of said Smith's Place Addition and for the Southeast corner of Lot 1, of said Smith's Place Addition, continuing in all, 1013.27 feet to a 1" iron rod found for the Northwest corner of said Eagle Lot Partners tract and the Northeast corner of said Lot 1, Smith's Place Addition, from which, a 3/4" iron rod found for the Northwest corner of said Lot 1, Smith's Place Addition bears N 89°54'10" W, 144.21 feet;

THENCE S 89°54'10" E, along the North line of said Eagle Lot Partners tract, 682.14 feet to the POINT OF BEGINNING and containing 18.297 acres of land.

EAGLE LOT PARTNERS, LLC
15280 Addison Road, Suite 301
Addison, TX 75001

David Hawkins, Planning Director
City of Azle
505 W. Main Street
Azle, TX 76020

Re: Planned Development (PD) Request
Roeser Tract at Eagle Mountain Lake

This request is to zone the proposed development property as a Planned Development (PD) under the general conditions of Estate One (E-1) District as defined in the City Zoning Ordinance with variances. The proposed variances are to accommodate the physical constraints of the land and existing improvements while remaining consistent with the surrounding community.

The property consists of an 18.297 acre tract of undeveloped land that includes an abandoned gas well pad site (currently zoned E-1). The property is further illustrated and described in the Concept Plan prepared with this request.

This development is planned to re-develop the abandoned gas well site into rural residential estates that are consistent with, and compliment, the existing surrounding residential community. The development will consist of 16 lots (Block 2) that is accessed by a public road connecting to the existing Park St.

To accommodate the physical constraints of the existing roadway, topography, and restrictions adjacent to Roeser Addition, Phase I, variances to the standard Estate One

Zoning District are proposed with this PD. These variances include adjustments to the lot dimension and the roadway street requirements as follows:

Lot Dimensions:

Proposed variances to the standard Estate One District:

- Minimum average lot width: one hundred thirty nine feet (139')

Street Design Requirements:

- Rural Street Section: thirty feet (30') asphalt with roadside ditches in 60' right-of-way
- Cul-de-sac length with turn arounds provided
- Public road not to be subject to cul-de-sac, dead-end, block length requirements within the ordinances
- Monument Entry Signs to be provided along Park Drive at the entrance to the planned development area

To maintain the rural nature of the existing and proposed community the street is proposed as an asphalt street with roadside drainage ditches. The roadway width will be 30'.

To summarize the proposed changes proposed with this Planned Development, the property shall be developed and used in accordance with the provisions of the Zoning Ordinance applicable to the Estate One (E-1) Zoning District, Subdivision Ordinance (SO), and the Design Criteria Manual (DCM) subject to the following:

Zoning Ordinance – Section 5.3 Development Regulations:

	Proposed	E-1 Zoning Standard
Minimum Average Lot Width:	139'	200'
Minimum Width of Corner Lot:	208'	210'
Minimum Street Side Yard of Corner Lot:	20'	35'
Proposed Maximum Height:	2 ½ stories – measured above the front door elevation	
E-1 Standard Maximum Height:		2 ½ stories
HOA will own and maintain the screening wall at entrance.		

Transportation Design Criteria Manual (DCMT) Street System:

DCMT Section 2.2 Streets Required:

Proposed Criteria:

The local streets constructed within the development shall be constructed with asphalt pavement in conjunction with roadside drainage ditches. This street section drains to the roadside ditches and does not require curb and gutter on the edge of pavement.

SO Section 7.5.L (DCMT Section 2.3-4) – Pavement Widths and Right-of-Ways

Existing Criteria:

Minor streets shall have a right-of-way of at least fifty feet (50') and a pavement width of at least thirty feet (30').

Proposed Criteria:

Construction of the street for the development shall have a right-of-way of at least sixty feet (60') and an asphalt pavement width of thirty feet (30') wide from edge of pavement with no curb and gutter required served by a roadside drainage ditch on each side. A five (5) foot easement shall be provided on each lot.

SO Section 7.5.H (DCMT Section 2.3.7)

Existing Criteria:

Cul-de-sacs shall not exceed six hundred feet (600') in length and shall have a turnaround of not less than one hundred feet (100') in diameter.

Proposed Criteria:

Cul-de-sac will be longer than six hundred feet (600') with a turnaround pavement diameter of not less than eighty feet (80').

DCMT Section 2.3.9

Proposed Criteria:

The minimum pavement and subgrade thickness for public local streets within the development shall be 4" asphalt pavement on a compacted subgrade, both based on the geotechnical report pavement recommendations prepared for the development by a State of Texas Licensed Professional Engineer.

Storm Drainage Improvement Design Criteria Manual (DCMS)

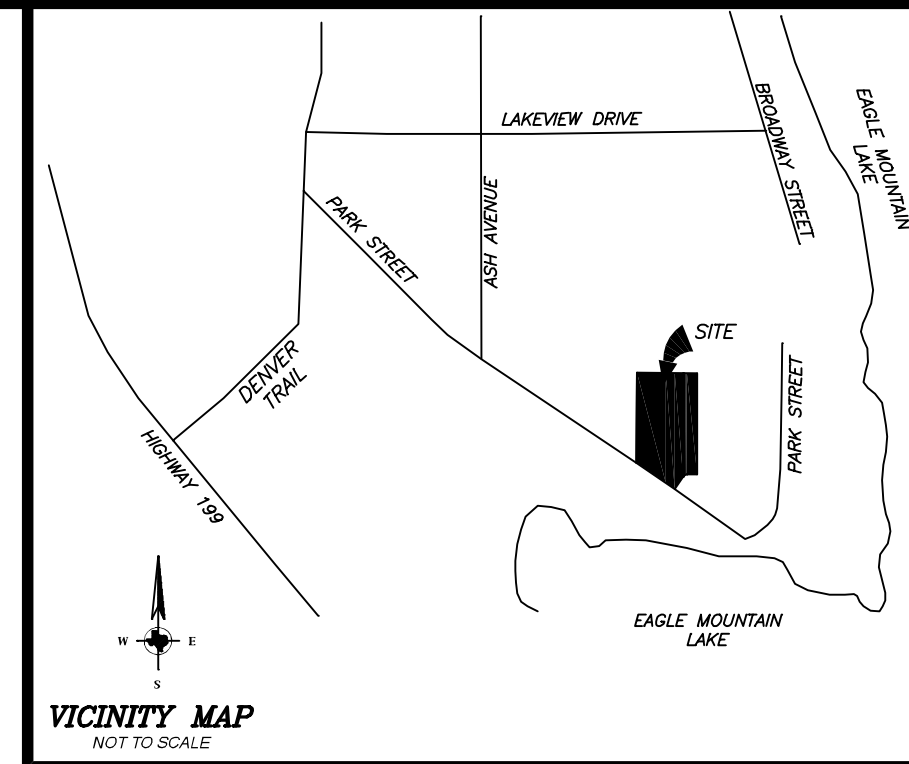
DCMS Section 1.2.11 Full Concrete Lining

Proposed Criteria:

Roadside ditches including ditches along common access drives within the development shall not require concrete lining.

Subdivision will comply with the iSWM drainage criteria at the time of platting with civil engineering plans.

Exhibit "B"



CURVE TABLE					
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	200.00'	120.16'	118.36'	S 17°18'33" W	34°25'26"

FIELD NOTES:

18.297 acres of land situated in the J. WILCOX SURVEY, Abstract No. 1727, Tarrant County, Texas, being a portion of that certain tract of land described by deed to Eagle Lot Partners, LLC. recorded in Instrument No. D222170906, Official Records, Tarrant County, Texas and being more particularly described as follows:

BEGINNING at a 1/2" iron rod capped MIZELL 6165 set for the Northwest corner of that certain tract of land described by deed to Gregory C. Fox and Lynda J. Fox recorded in Instrument No. D222171781, Official Records, Tarrant County, Texas, from which a pipe found being per deed call the Northeast corner of said J. WILCOX SURVEY, Abstract No. 1727 and the Northeast corner of said Eagle Lot Partners tract, bears S 89°54'10" E, 967.85 feet;

THENCE S 00°00'47" W, along the West line of said Fox tract, 1144.07 feet to a 1/2" iron rod capped MIZELL 6165 set for the Southwest corner of said Fox tract for the North line of a 25' private alley, on recorded plat for Roeser Addition, an Addition to the City of Azle, Tarrant County, Texas, according to the Plat recorded in Instrument No. D224056965, Official Records, Tarrant County, Texas;

THENCE WEST, along the North line of said 25' private alley, 115.04 feet to a 1/2" iron rod capped MIZELL 6165 set for the beginning of a curve to the left whose radius is 55.00 feet and whose chord bears S 62°15'38" W, 51.20 feet;

THENCE along said curve in a Southwesterly direction along the North line of said 25' through a central angle of 55°28'45" a distance of 53.26 feet to a 1/2" iron rod capped MIZELL 6165 set;

THENCE S 34°31'16" W, along said 25' private alley, 167.85 feet to a 1/2" iron rod capped MIZELL 6165 set for the North line of Park Street;

THENCE N 55°28'44" W, along the North line of said Park Street, 518.92 feet to a 1/2" iron rod capped MIZELL 6165 set for the West line of said Edgale Lot Partners tract and for the West line of Lot 3, Smith's Place Addition, an Addition to the City of Azle, Tarrant County, Texas, according to the Plat recorded in Volume 388-203, Page 64, Plat Records, Tarrant County, Texas, from which, a 1/2" iron rod capped GRAHAM & ASSOC INC found for the Northwest corner of Lot 1, Block 1, of said Roeser Addition bears S 00°03'55" W, 72.77 feet;

THENCE N 00°03'55" E, along the common line of said Eagle Lot Partners tract and said Smith's Place Addition, 549.67 feet passing a railroad spike found for the Northeast corner of Lot 2 of said Smith's Place Addition and for the Southeast corner of Lot 1, of said Smith's Place Addition, continuing in all, 1013.27 feet to a 1" iron rod found for the Northwest corner of said Eagle Lot Partners tract and the Northeast corner of said Lot 1, Smith's Place Addition, from which, a 3/4" iron rod found for the Northwest corner of said Lot 1, Smith's Place Addition bears N 89°54'10" W, 144.21 feet;

THENCE S 89°54'10" E, along the North line of said Eagle Lot Partners tract, 682.14 feet to the POINT OF BEGINNING and containing 18.297 acres of land.

THE PLAT HEREON WAS PREPARED FROM AN ACTUAL
ON THE GROUND SURVEY OF THE LEGALLY DESCRIBED
PROPERTY SHOWN HEREON.

FOR REVIEW ONLY

STEPHEN MIZELL
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6165
SURVEYED ON THE GROUND JANUARY 16, 2025
REVISED MARCH 11, 2025 (CITY COMMENTS)
REVISED APRIL 22, 2025 (REV. WATER LINE)
REVISED MAY 05, 2025 (CITY COMMENTS)
REVISED MAY 22, 2025 (NEW LOT LAYOUT)
REVISED MAY 29, 2025 (ADD B.L.'S. AND ST. INFO.)
REVISED JUNE 10, 2025 (SIDEWALK ESMT)

*Concept Plan
Lots 1-16, Block 2, of
Roeser Addition, Phase II,
an Addition to the City of Azle,
Tarrant County, Texas.*

Tarrant County, Texas.
BEING 18.297 ACRES OF LAND SITUATED IN
THE J. WILCOX SURVEY, ABSTRACT NO. 1727,
TARRANT COUNTY, TEXAS, AND BEING A
PORTION OF EAGLE LOT PARTNERS, LLC.,
RECORDED IN INSTRUMENT NO. D222170906,
OFFICIAL RECORDS, TARRANT COUNTY, TEXAS.

25020_2 NLR

NOTES:

BEARINGS ARE GRID, TEXAS COORDINATE SYSTEM OF 1983, NORTH CENTRAL ZONE 4202.

SUFFICIENT RESEARCH WAS PERFORMED TO DETERMINE
THE BOUNDARY LOCATIONS OF THIS PROPERTY.

THIS SURVEY DOES NOT PURPORT TO SHOW ALL
EASEMENTS AND OTHER SURVEY MATTERS THAT A
COMPLETE TITLE SEARCH MIGHT REVEAL.

UNDERGROUND UTILITIES EXIST IN THIS AREA. CONTACT TEXAS 811 AND THE CITY OF AZLE, BEFORE DIGGING, TRENCHING, EXCAVATING, OR BUILDING.

PROPOSED RESIDENTIAL LOTS: 16

MINIMUM LOT AREA: 1 ACRE

WATER SERVICE: PROVIDED BY CITY OF AZLE

SANITARY SERVICE: EACH LOT WILL BE SERVED BY INDIVIDUAL ON-SITE SEWER SYSTEM

STORM DRAINAGE: ROADWAYS WILL BE RURAL PAVEMENT SECTIONS WITH ROADSIDE DRAINAGE DITCHES

INFORMATION REGARDING COTTONWOOD TREES PROVIDED
BY LAND OWNER.

GRADING WITHIN/BELOW THE CONSERVATION LIMITS
ELEVATION WILL BE SUBJECT TO APPROVAL OF TARRANT
REGIONAL WATER DISTRICT

THIS EXHIBIT PREPARED FOR PLANNING PURPOSES ONLY
AND IN NO WAY CONSTITUTES AN ACTUAL ON THE
GROUND SURVEY AND SHOULD NOT BE USED FOR ANY
OTHER PURPOSE.

TEXAS GEOSPATIAL
LAND SURVEYING, LLC

P.O. BOX 2598

GLEN ROSE, TX 76043
OFFICE: 817.441.6100

OFFICE: 817-441-8199
STEPHEN@TXGEO.COM

TBPELS FIRM NO. 1008330

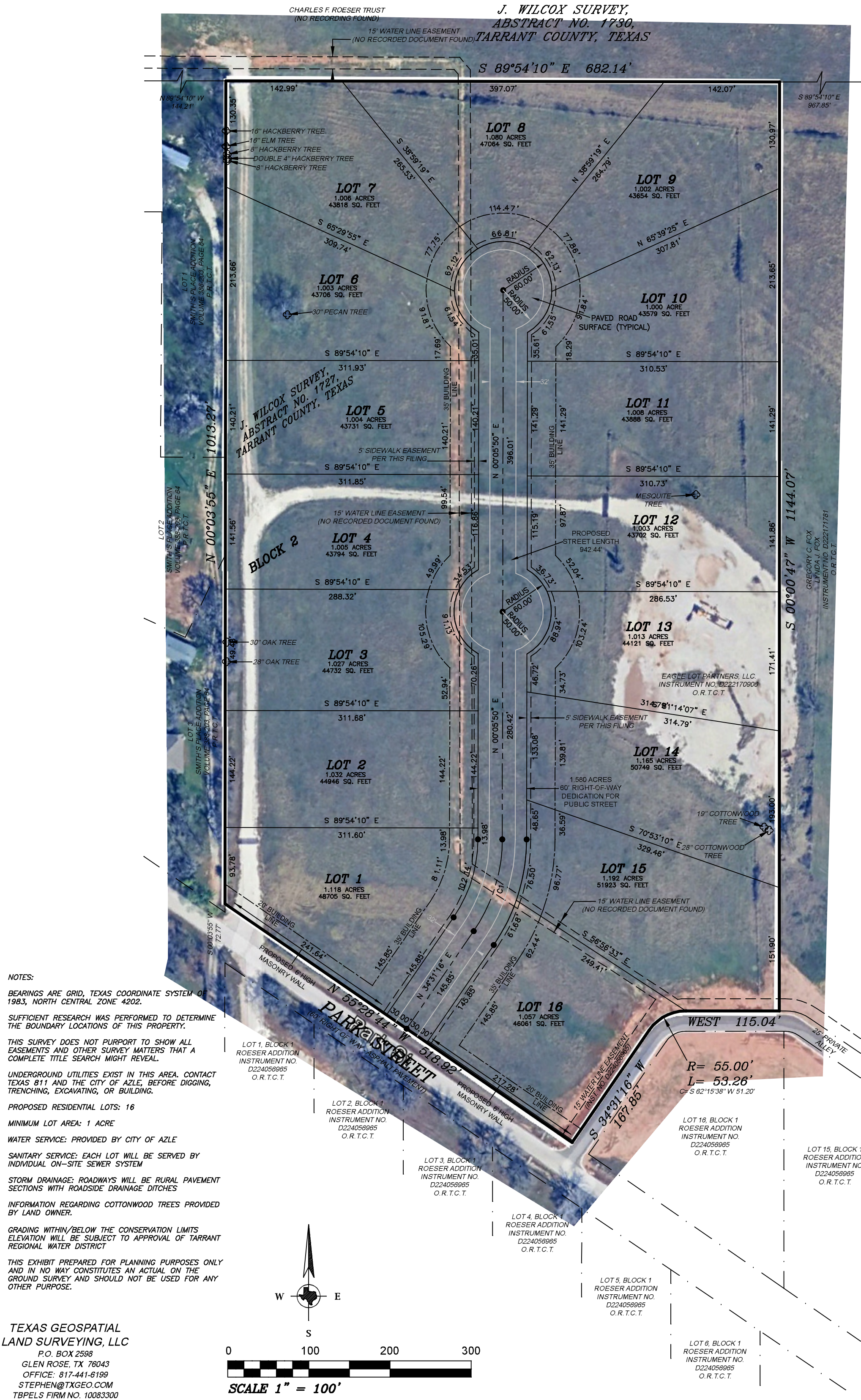
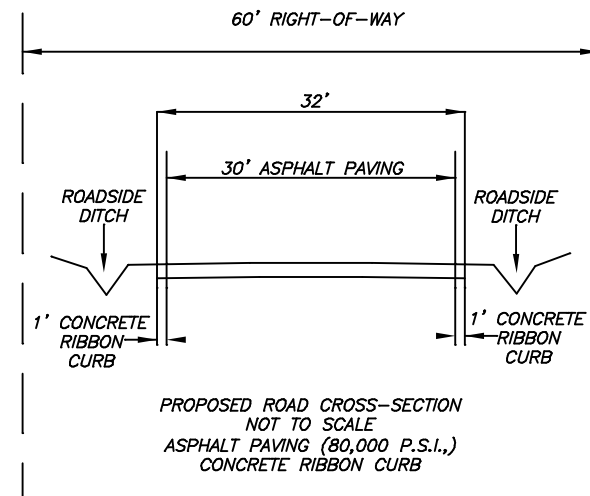


Exhibit "B"



CURVE TABLE					
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	200.00'	120.16'	118.36'	S 17°18'53" W	34°25'26"

FIELD NOTES:

18.297 acres of land situated in the J. WILCOX SURVEY, Abstract No. 1727, Tarrant County, Texas, being a portion of that certain tract of land described by deed to Eagle Lot Partners, LLC, recorded in Instrument No. D222170906, Official Records, Tarrant County, Texas and being more particularly described as follows:

BEGINNING at a 1/2" iron rod capped MIZELL 6165 set for the Northwest corner of that certain tract of land described by deed to Gregory C. Fox and Lynda J. Fox recorded in Instrument No. D222171781, Official Records, Tarrant County, Texas, from which a pipe found being per deed call the Northeast corner of said J. WILCOX SURVEY, Abstract No. 1727 and the Northeast corner of said Eagle Lot Partners tract, bears S 89°54'10" E, 967.85 feet;

THENCE S 00°00'47" W, along the West line of said Fox tract, 1144.07 feet to a 1/2" iron rod capped MIZELL 6165 set for the Southwest corner of said Fox tract for the North line of a 25' private alley, on recorded plat for Roeser Addition, an Addition to the City of Azle, Tarrant County, Texas, according to the Plat recorded in Instrument No. D224056965, Official Records, Tarrant County, Texas;

THENCE WEST, along the North line of said 25' private alley, 115.04 feet to a 1/2" iron rod capped MIZELL 6165 set for the beginning of a curve to the left whose radius is 55.00 feet and whose chord bears S 62°15'38" W, 51.20 feet;

THENCE along said curve in a Southwesterly direction along the North line of said 25' through a central angle of 55°28'45" a distance of 53.26 feet to a 1/2" iron rod capped MIZELL 6165 set;

THENCE S 34°31'16" W, along said 25' private alley, 167.85 feet to a 1/2" iron rod capped MIZELL 6165 set for the North line of Park Street;

THENCE N 55°28'44" W, along the North line of said Park Street, 518.92 feet to a 1/2" iron rod capped MIZELL 6165 set for the West line of said Eagle Lot Partners tract and for the West line of Lot 3, Smith's Place Addition, an Addition to the City of Azle, Tarrant County, Texas, according to the Plat recorded in Volume 388-203, Page 64, Plat Records, Tarrant County, Texas, from which, a 1/2" iron rod capped GRAHAM & ASSOC INC found for the Northwest corner of Lot 1, Block 1, of said Roeser Addition bears S 00°03'55" W, 72.77 feet;

THENCE N 00°03'55" E, along the common line of said Eagle Lot Partners tract and said Smith's Place Addition, 549.67 feet passing a railroad spike found for the Northeast corner of Lot 2 of said Smith's Place Addition and for the Southeast corner of Lot 1, of said Smith's Place Addition, continuing in all, 1013.27 feet to a 1" iron rod found for the Northwest corner of said Eagle Lot Partners tract and the Northeast corner of said Lot 1, Smith's Place Addition, from which, a 3/4" iron rod found for the Northwest corner of said Lot 1, Smith's Place Addition bears N 89°54'10" W, 144.21 feet;

THENCE S 89°54'10" E, along the North line of said Eagle Lot Partners tract, 682.14 feet to the POINT OF BEGINNING and containing 18.297 acres of land.

THE PLAT HEREON WAS PREPARED FROM AN ACTUAL
ON THE GROUND SURVEY OF THE LEGALLY DESCRIBED
PROPERTY SHOWN HEREON.

FOR REVIEW ONLY

STEPHEN MIZELL
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6165
SURVEYED ON THE GROUND, JANUARY 16, 2025
REVISED MARCH 31, 2025 (CITY COMMENTS)
REVISED APRIL 22, 2025 (REV. WATER LINE)
REVISED MAY 05, 2025 (CITY COMMENTS)
REVISED MAY 22, 2025 (NEW LOT LAYOUT)
REVISED MAY 29, 2025 (ADD B.L.'S AND ST. INFO.)
REVISED JUNE 10, 2025 (SIDEWALK ESMT)

**Concept Plan
Lots 1-16, Block 2, of
Roeser Addition, Phase II,
an Addition to the City of Azle,
Tarrant County, Texas.**

BEING 18.297 ACRES OF LAND SITUATED IN
THE J. WILCOX SURVEY, ABSTRACT NO. 1727,
TARRANT COUNTY, TEXAS, AND BEING A
PORTION OF EAGLE LOT PARTNERS, LLC,
RECORDED IN INSTRUMENT NO. D222170906,
OFFICIAL RECORDS, TARRANT COUNTY, TEXAS.

EAGLE LOT PARTNERS, LLC
15280 Addison Road, Suite 301
Addison, TX 75001

David Hawkins, Planning Director
City of Azle
505 W. Main Street
Azle, TX 76020

Re: Planned Development (PD) Request
Roeser Tract at Eagle Mountain Lake

This request is to zone the proposed development property as a Planned Development (PD) under the general conditions of Estate One (E-1) District as defined in the City Zoning Ordinance with variances. The proposed variances are to accommodate the physical constraints of the land and existing improvements while remaining consistent with the surrounding community.

The property consists of an 18.297 acre tract of undeveloped land that includes an abandoned gas well pad site (currently zoned E-1). The property is further illustrated and described in the Concept Plan prepared with this request.

This development is planned to re-develop the abandoned gas well site into rural residential estates that are consistent with, and compliment, the existing surrounding residential community. The development will consist of 16 lots (Block 2) that is accessed by a public road connecting to the existing Park St.

To accommodate the physical constraints of the existing roadway, topography, and restrictions adjacent to Roeser Addition, Phase I, variances to the standard Estate One

Zoning District are proposed with this PD. These variances include adjustments to the lot dimension and the roadway street requirements as follows:

Lot Dimensions:

Proposed variances to the standard Estate One District:

- Minimum average lot width: one hundred thirty nine feet (139')

Street Design Requirements:

- Rural Street Section: thirty feet (30') asphalt with roadside ditches in 60' right-of-way
- Cul-de-sac length with turn arounds provided
- Public road not to be subject to cul-de-sac, dead-end, block length requirements within the ordinances
- Monument Entry Signs to be provided along Park Drive at the entrance to the planned development area

To maintain the rural nature of the existing and proposed community the street is proposed as an asphalt street with roadside drainage ditches. The roadway width will be 30'.

To summarize the proposed changes proposed with this Planned Development, the property shall be developed and used in accordance with the provisions of the Zoning Ordinance applicable to the Estate One (E-1) Zoning District, Subdivision Ordinance (SO), and the Design Criteria Manual (DCM) subject to the following:

Zoning Ordinance – Section 5.3 Development Regulations:

	Proposed	E-1 Zoning Standard
Minimum Average Lot Width:	139'	200'
Minimum Width of Corner Lot:	208'	220'
Minimum Street Side Yard of Corner Lot:	20'	35'
Proposed Maximum Height:	2 ½ stories – measured above the front door elevation	
E-1 Standard Maximum Height:		2 ½ stories
HOA will own and maintain the screening wall at entrance.		

Transportation Design Criteria Manual (DCMT) Street System:

DCMT Section 2.2 Streets Required:*Proposed Criteria:*

The local streets constructed within the development shall be constructed with asphalt pavement in conjunction with roadside drainage ditches. This street section drains to the roadside ditches and does not require curb and gutter on the edge of pavement.

SO Section 7.5.L (DCMT Section 2.3-4) – Pavement Widths and Right-of-Ways*Existing Criteria:*

Minor streets shall have a right-of-way of at least fifty feet (50') and a pavement width of at least thirty feet (30').

Proposed Criteria:

Construction of the street for the development shall have a right-of-way of at least sixty feet (60') and an asphalt pavement width of thirty feet (30') wide from edge of pavement with no curb and gutter required served by a roadside drainage ditch on each side.

SO Section 7.5.H (DCMT Section 2.3.7)*Existing Criteria:*

Cul-de-sacs shall not exceed six hundred feet (600') in length and shall have a turnaround of not less than one hundred feet (100') in diameter.

Proposed Criteria:

Cul-de-sac will be longer than six hundred feet (600') with a turnaround pavement diameter of not less than eighty feet (80').

DCMT Section 2.3.9*Proposed Criteria:*

The minimum pavement and subgrade thickness for public local streets within the development shall be 4" asphalt pavement on a compacted subgrade, both based on the geotechnical report pavement recommendations prepared for the development by a State of Texas Licensed Professional Engineer.

Storm Drainage Improvement Design Criteria Manual (DCMS)

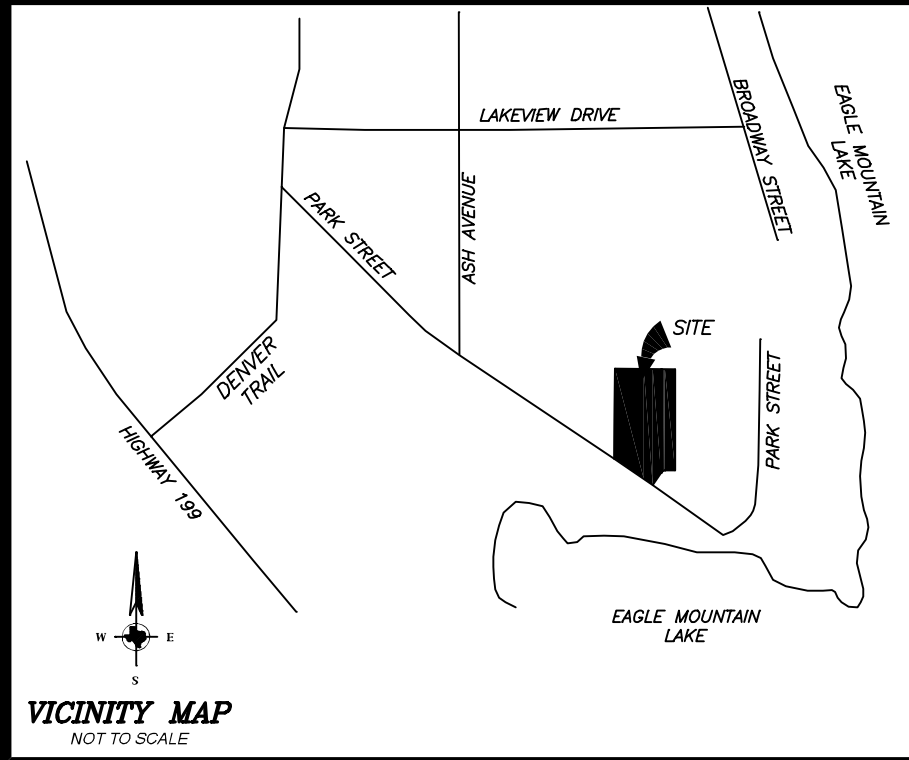
DCMS Section 1.2.11 Full Concrete Lining

Proposed Criteria:

Roadside ditches including ditches along common access drives within the development shall not require concrete lining.

Subdivision will comply with the iSWM drainage criteria at the time of platting with civil engineering plans.

Revised for P & Z 6.5.2025 Mtg.



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	200.00'	120.16'	118.36'	S 17°18'33" W	34°25'26"

FIELD NOTES:

18.297 acres of land situated in the J. WILCOX SURVEY, Abstract No. 1727, Tarrant County, Texas, being a portion of that certain tract of land described by deed to Eagle Lot Partners, LLC. recorded in Instrument No. D222170906, Official Records, Tarrant County, Texas and being more particularly described as follows:

BEGINNING at a 1/2" iron rod capped MIZELL 6165 set for the Northwest corner of that certain tract of land described by deed to Gregory C. Fox and Lynda J. Fox recorded in Instrument No. D222171781, Official Records, Tarrant County, Texas, from which a pipe found being per deed call the Northeast corner of said J. WILCOX SURVEY, Abstract No. 1727 and the Northeast corner of said Eagle Lot Partners tract, bears S 89°54'10" E, 967.85 feet;

THENCE S 00°00'47" W, along the West line of said Fox tract, 1144.07 feet to a 1/2" iron rod capped MIZELL 6165 set for the Southwest corner of said Fox tract for the North line of a 25' private alley, on recorded plat for Roeser Addition, an Addition to the City of Azle, Tarrant County, Texas, according to the Plat recorded in Instrument No. D224056965, Official Records, Tarrant County, Texas;

THENCE WEST, along the North line of said 25' private alley, 115.04 feet to a 1/2" iron rod capped MIZELL 6165 set for the beginning of a curve to the left whose radius is 55.00 feet and whose chord bears S 62°15'38" W, 51.20 feet;

THENCE along said curve in a Southwesterly direction along the North line of said 25' through a central angle of 55°28'45" a distance of 53.26 feet to a 1/2" iron rod capped MIZELL 6165 set;

THENCE S 34°31'16" W, along said 25' private alley, 167.85 feet to a 1/2" iron rod capped MIZELL 6165 set for the North line of Park Street;

THENCE N 55°28'44" W along the North line of said Park Street, 518.92 feet to a 1/2" iron rod capped MIZELL 6165 set for the West line of said Eagle Lot Partners tract and for the West line of Lot 3, Smith's Place Addition, an Addition to the City of Azle, Tarrant County, Texas, according to the Plat recorded in Volume 388-203, Page 64, Plat Records, Tarrant County, Texas, from which, a 1/2" iron rod capped GRAHAM & ASSOC INC found for the Northwest corner of Lot 1, Block 1, of said Roeser Addition bears S 00°03'55" W, 72.77 feet;

THENCE N 00°03'55" E, along the common line of said Eagle Lot Partners tract and said Smith's Place Addition, 549.67 feet passing a railroad spike found for the Northeast corner of Lot 2 of said Smith's Place Addition and for the Southeast corner of Lot 1, of said Smith's Place Addition, continuing in all, 1013.27 feet to a 1" iron rod found for the Northwest corner of said Eagle Lot Partners tract and the Northeast corner of said Lot 1, Smith's Place Addition, from which, a 3/4" iron rod found for the Northwest corner of said Lot 1, Smith's Place Addition bears N 89°54'10" W, 144.21 feet;

THENCE S 89°54'10" E, along the North line of said Eagle Lot Partners tract, 682.14 feet to the POINT OF BEGINNING and containing 18.297 acres of land.

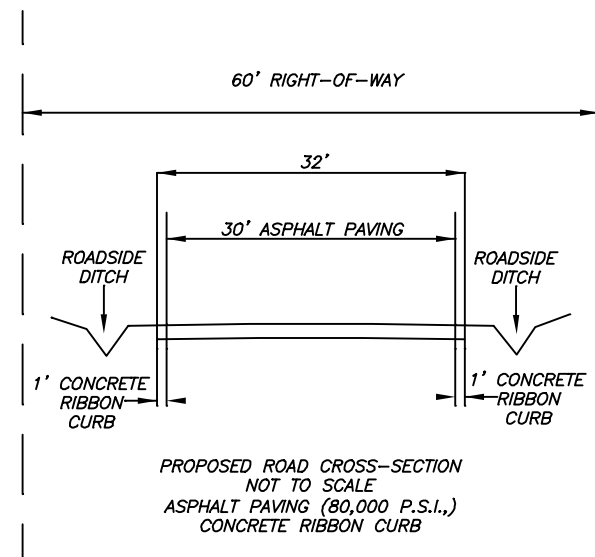
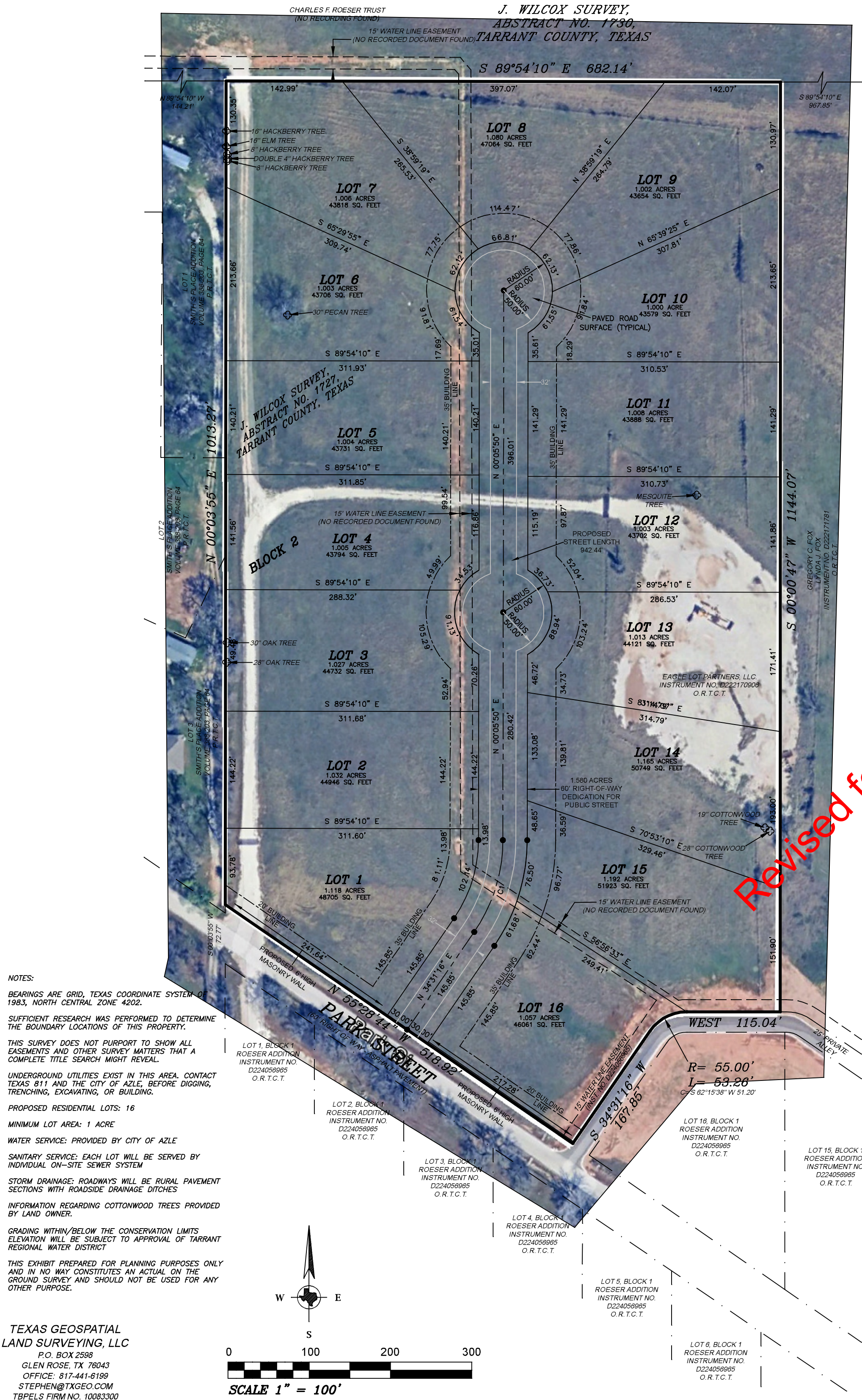
THE PLAT HEREON WAS PREPARED FROM AN ACTUAL
ON THE GROUND SURVEY OF THE LEGALLY DESCRIBED
PROPERTY SHOWN HEREON.

FOR REVIEW ONLY

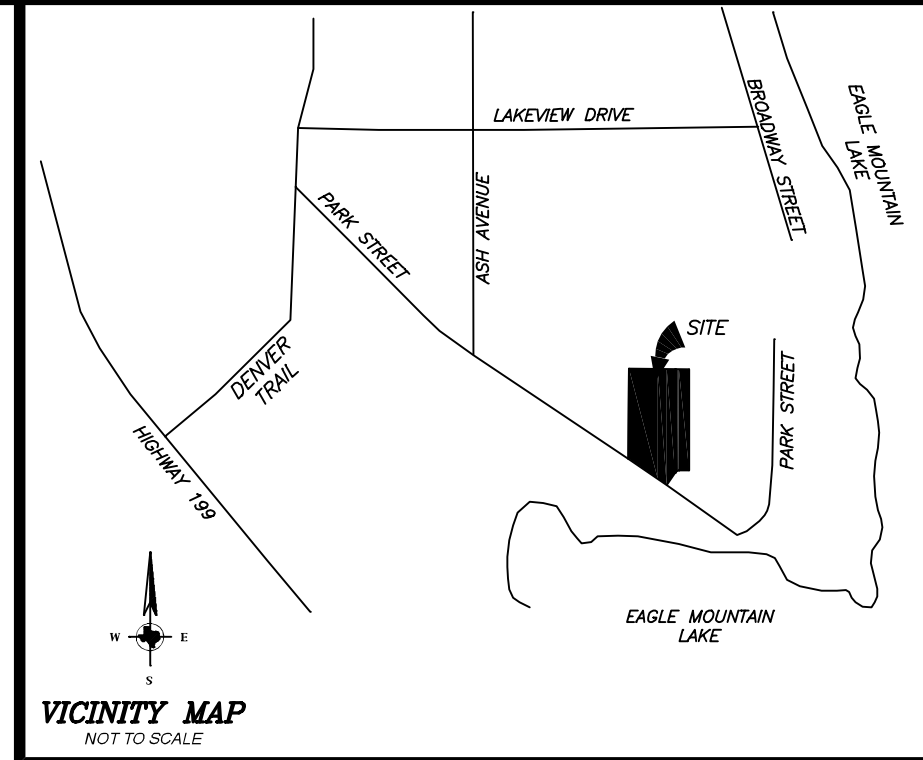
STEPHEN MIZELL
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6165
SURVEYED ON THE GROUND JANUARY 16, 2025
REVISED MARCH 31, 2025 (CITY COMMENTS)
REVISED APRIL 22, 2025 (REV. WATER LINE)
REVISED MAY 05, 2025 (CITY COMMENTS)
REVISED MAY 22, 2025 (NEW LOT LAYOUT)
REVISED MAY 29, 2025 (ADD B.L.'S AND ST. INFO.,

*Concept Plan
Lots 1-16, Block 2, of
Roeser Addition, Phase II,
an Addition to the City of Azle,
Tarrant County, Texas.*

BEING 18.297 ACRES OF LAND SITUATED IN THE J. WILCOX SURVEY, ABSTRACT NO. 1727, TARRANT COUNTY, TEXAS, AND BEING A PORTION OF EAGLE LOT PARTNERS, LLC., RECORDED IN INSTRUMENT NO. D222170906, OFFICIAL RECORDS, TARRANT COUNTY, TEXAS.



CURVE TABLE					
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	200.00'	120.16'	118.36'	S 17°18'53" W	34°25'26"



FIELD NOTES:

18.297 acres of land situated in the J. WILCOX SURVEY, Abstract No. 1727, Tarrant County, Texas, being a portion of that certain tract of land described by deed to Eagle Lot Partners, LLC, recorded in Instrument No. D222170906, Official Records, Tarrant County, Texas and being more particularly described as follows:

BEGINNING at a 1/2" iron rod capped MIZELL 6165 set for the Northwest corner of that certain tract of land described by deed to Gregory C. Fox and Lynda J. Fox recorded in Instrument No. D222171781, Official Records, Tarrant County, Texas, from which a pipe found being per deed call the Northeast corner of said J. WILCOX SURVEY, Abstract No. 1727 and the Northeast corner of said Eagle Lot Partners tract, bears S 89°54'10" E, 967.85 feet;

THENCE S 00°00'47" W, along the West line of said Fox tract, 1144.07 feet to a 1/2" iron rod capped MIZELL 6165 set for the Southwest corner of said Fox tract for the North line of a 25' private alley, on recorded plat for Roeser Addition, an Addition to the City of Azle, Tarrant County, Texas, according to the Plat recorded in Instrument No. D224056965, Official Records, Tarrant County, Texas;

THENCE WEST, along the North line of said 25' private alley, 115.04 feet to a 1/2" iron rod capped MIZELL 6165 set for the beginning of a curve to the left whose radius is 55.00 feet and whose chord bears S 62°15'38" W, 51.20 feet;

THENCE along said curve in a Southwesterly direction along the North line of said 25' through a central angle of 55°28'45" a distance of 53.26 feet to a 1/2" iron rod capped MIZELL 6165 set;

THENCE S 34°31'16" W, along said 25' private alley, 167.85 feet to a 1/2" iron rod capped MIZELL 6165 set for the North line of Park Street;

THENCE N 55°28'44" W, along the North line of said Park Street, 518.92 feet to a 1/2" iron rod capped MIZELL 6165 set for the West line of said Eagle Lot Partners tract and for the West line of Lot 3, Smith's Place Addition, an Addition to the City of Azle, Tarrant County, Texas, according to the Plat recorded in Volume 388-203, Page 64, Plat Records, Tarrant County, Texas, from which, a 1/2" iron rod capped GRAHAM & ASSOC INC found for the Northwest corner of Lot 1, Block 1, of said Roeser Addition bears S 00°03'55" W, 72.77 feet;

THENCE N 00°03'55" E, along the common line of said Eagle Lot Partners tract and said Smith's Place Addition, 549.67 feet passing a railroad spike found for the Northeast corner of Lot 2 of said Smith's Place Addition and for the Southeast corner of Lot 1, of said Smith's Place Addition, continuing in all, 1013.27 feet to a 1" iron rod found for the Northwest corner of said Eagle Lot Partners tract and the Northeast corner of said Lot 1, Smith's Place Addition, from which, a 3/4" iron rod found for the Northwest corner of said Lot 1, Smith's Place Addition bears N 89°54'10" W, 144.21 feet;

THENCE S 89°54'10" E, along the North line of said Eagle Lot Partners tract, 682.14 feet to the POINT OF BEGINNING and containing 18.297 acres of land.

THE PLAT HEREON WAS PREPARED FROM AN ACTUAL
ON THE GROUND SURVEY OF THE LEGALLY DESCRIBED
PROPERTY SHOWN HEREON.

FOR REVIEW ONLY

STEPHEN MIZELL
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6165
SURVEYED ON THE GROUND, JANUARY 16, 2025
REVISED MARCH 31, 2025 (REV. CITY COMMENTS)
REVISED APRIL 22, 2025 (REV. WATER LINE)
REVISED MAY 05, 2025 (CITY COMMENTS)
REVISED MAY 22, 2025 (NEW LOT LAYOUT)
REVISED MAY 29, 2025 (ADD B.L.'S AND ST. INFO.)

**Concept Plan
Lots 1-16, Block 2, of
Roeser Addition, Phase II,
an Addition to the City of Azle,
Tarrant County, Texas.**
BEING 18.297 ACRES OF LAND SITUATED IN
THE J. WILCOX SURVEY, ABSTRACT NO. 1727,
TARRANT COUNTY, TEXAS, AND BEING A
PORTION OF EAGLE LOT PARTNERS, LLC,
RECORDED IN INSTRUMENT NO. D222170906,
OFFICIAL RECORDS, TARRANT COUNTY, TEXAS.

EAGLE LOT PARTNERS, LLC
15280 Addison Road, Suite 301
Addison, TX 75001

David Hawkins, Planning Director
City of Azle
505 W. Main Street
Azle, TX 76020

Re: Planned Development (PD) Request
Roeser Tract at Eagle Mountain Lake

This request is to zone the proposed development property as a Planned Development (PD) under the general conditions of Estate One (E-1) District as defined in the City Zoning Ordinance with variances. The proposed variances are to accommodate the physical constraints of the land and existing improvements while remaining consistent with the surrounding community.

The property consists of an 18.297 acre tract of undeveloped land that includes an abandoned gas well pad site (currently zoned E-1). The property is further illustrated and described in the Concept Plan prepared with this request.

This development is planned to re-develop the abandoned gas well site into rural residential estates that are consistent with, and compliment, the existing surrounding residential community. The development will consist of 18 lots (Block 2) that is accessed by a private access drive connecting to the existing Park St.

To accommodate the physical constraints of the existing roadway, topography, and restrictions adjacent to Roeser Addition, Phase I, variances to the standard Estate One

Zoning District are proposed with this PD. These variances include adjustments to the lot dimension and the roadway street requirements as follows:

Lot Dimensions:

Proposed variances to the standard Estate One District:

- Minimum average lot width: one hundred twenty-five feet (125')
- Lot 17 will have a minimum lot width of sixty-five feet (65')

Street Design Requirements:

- Rural Street Section: thirty feet (30') asphalt with roadside ditches in 60' easement
- Cul-de-sac length for private road with turn arounds provided
- Private access drive; however, not be subject to other cul-de-sac, dead-end, block length requirements within the ordinances
- Monument Entry Signs to be provided along Park Drive at the entrance to the planned development area

To maintain the rural nature of the existing and proposed community the street is proposed as an asphalt street with roadside drainage ditches. The roadway width will be 30'.

To summarize the proposed changes proposed with this Planned Development, the property shall be developed and used in accordance with the provisions of the Zoning Ordinance applicable to the Estate One (E-1) Zoning District, Subdivision Ordinance (SO), and the Design Criteria Manual (DCM) subject to the following:

Zoning Ordinance – Section 5.3 Development Regulations:

	Proposed	E-1 Zoning Standard
Minimum Average Lot Width:	125'	200'
Minimum Width of Corner Lot:	180'	220'
Minimum Side Yard of Corner Lot:	35'	35'
Proposed Maximum Height:	2 ½ stories – measured above the front door elevation	
E-1 Standard Maximum Height:		2 ½ stories

HOA will own and maintain the street, bar ditches, storm drain, and screening wall at entrance.

Transportation Design Criteria Manual (DCMT) Street System:

DCMT Section 2.2 Streets Required:

Proposed Criteria:

The local streets constructed within the development shall be constructed with asphalt pavement in conjunction with roadside drainage ditches. This street section drains to the roadside ditches and does not require curb and gutter on the edge of pavement.

SO Section 7.5.L (DCMT Section 2.3-4) – Pavement Widths and Right-of-Ways

Existing Criteria:

Minor streets shall have a right-of-way of at least fifty feet (50') and a pavement width of at least thirty feet (30').

Proposed Criteria:

Construction of the street for the development shall have an easement of at least sixty feet (60') and an asphalt pavement width of thirty feet (30') wide from edge of pavement with no curb and gutter required served by a roadside drainage ditch on each side.

SO Section 7.5.H (DCMT Section 2.3.7)

Existing Criteria:

Cul-de-sacs shall not exceed six hundred feet (600') in length and shall have a turnaround of not less than one hundred feet (100') in diameter.

Proposed Criteria:

Cul-de-sac will be longer than six hundred feet (600') with a turnaround pavement diameter of no less than one hundred feet (100').

DCMT Section 2.3.9

Proposed Criteria:

The minimum pavement and subgrade thickness for public local streets within the development shall be 4" asphalt pavement on a compacted subgrade, both based on the geotechnical report pavement recommendations prepared for the development by a State of Texas Licensed Professional Engineer.

Storm Drainage Improvement Design Criteria Manual (DCMS)

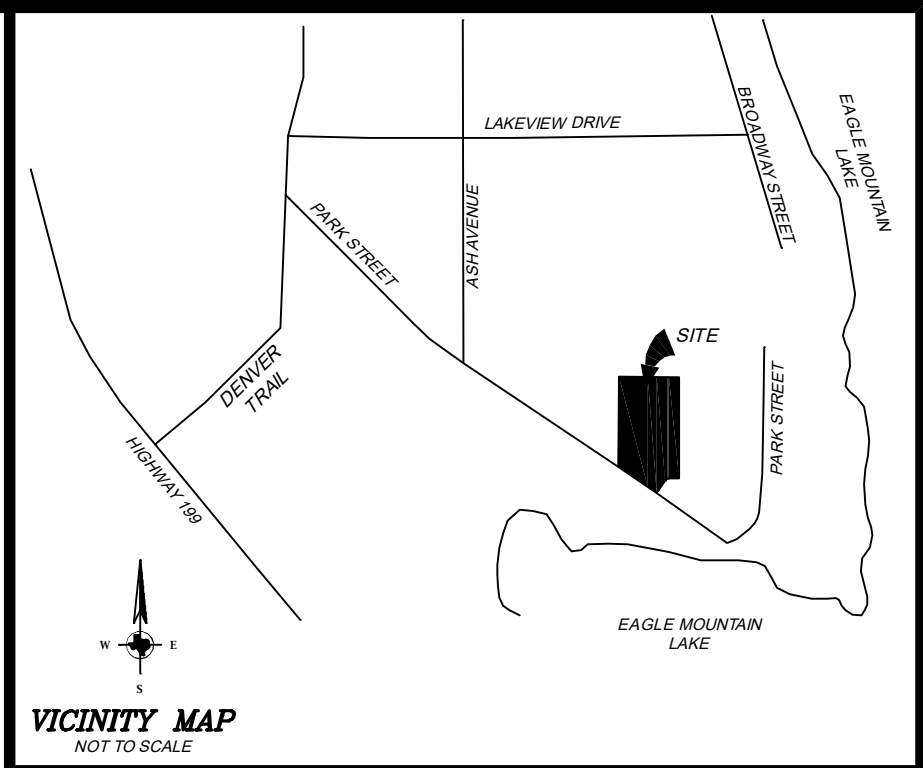
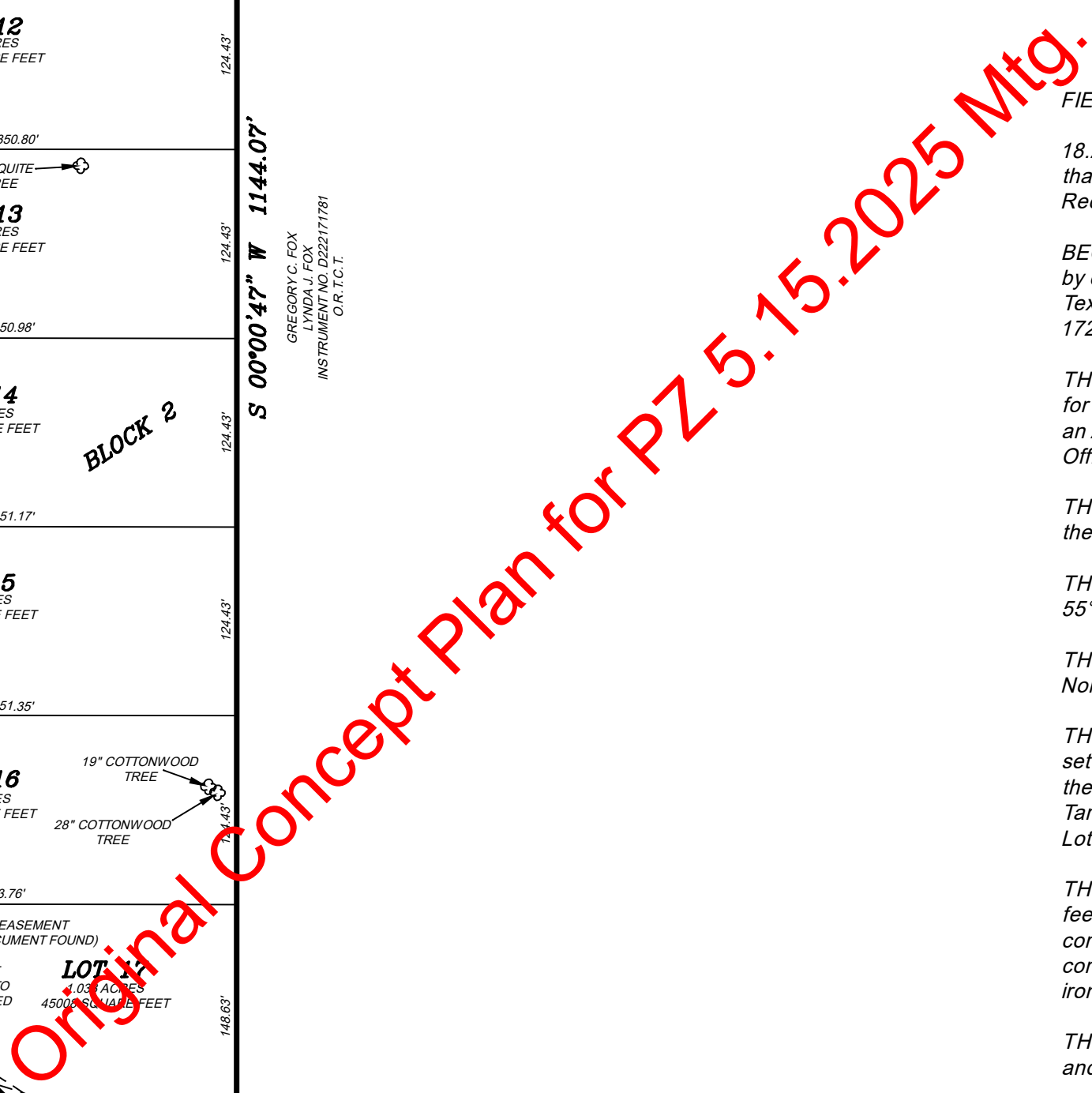
DCMS Section 1.2.11 Full Concrete Lining

Proposed Criteria:

Roadside ditches including ditches along common access drives within the development shall not require concrete lining.

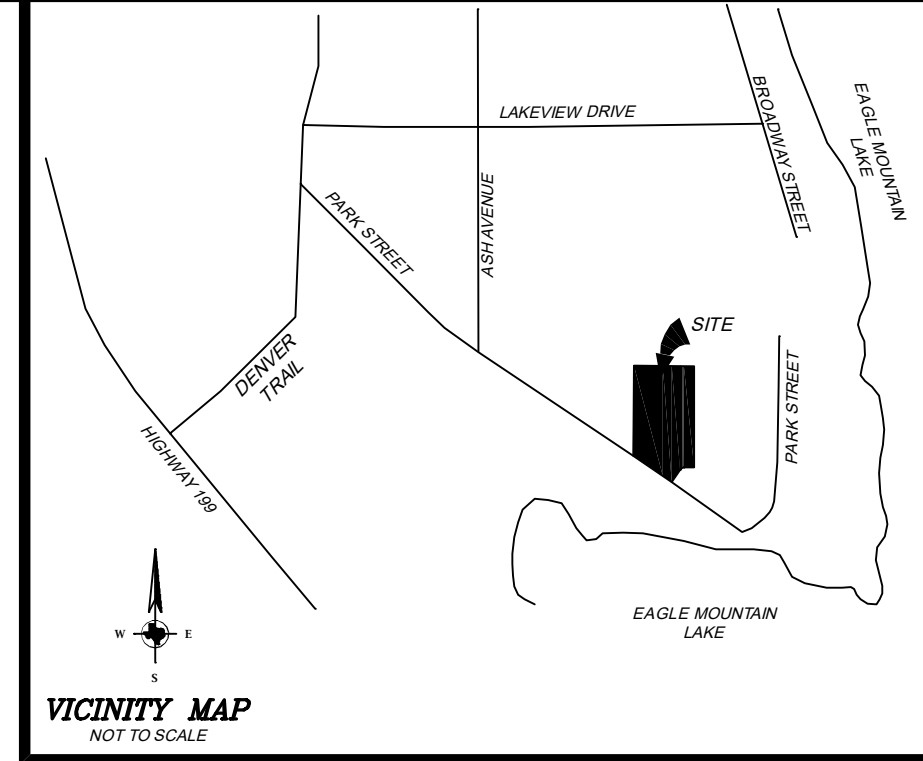
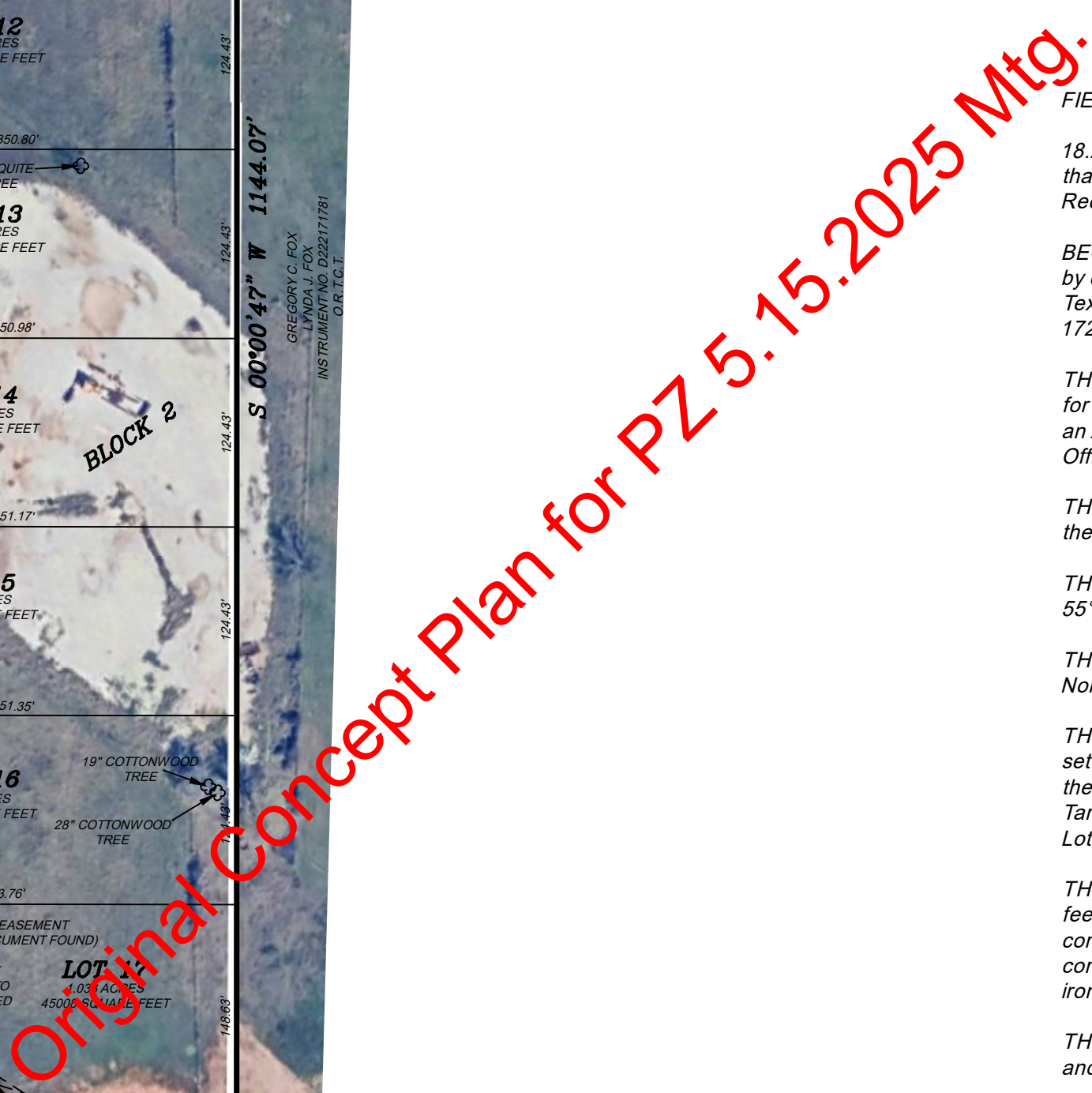
Subdivision will comply with the iSWM drainage criteria at the time of platting with civil engineering plans.

Original Concept Plan for PZ 5.15.2025 Mtg.



THENCE S 89°54'10" E, along the North line of said Eagle Lot Partners tract, 682.14 feet to the POINT OF BEGINNING and containing 18.297 acres of land.

25020 NLF



THENCE S 89°54'10" E, along the North line of said Eagle Lot Partners tract, 682.14 feet to the POINT OF BEGINNING and containing 18.297 acres of land.

25020 NLR

NOTICE OF PUBLIC HEARING

Z2025-02

The Planning and Zoning Commission of the City of Azle will hold a public hearing on **Thursday, May 15, 2025** to consider making a recommendation to the City Council regarding a proposed zoning change request from the Estate One (E-1) District to a Planned Development (PD) District by approving a concept plan for a proposed 18-lot private and gated residential subdivision on approximately 18.297 acres of land situated in the J. Wilcox Survey, Abstract No. 1727, City of Azle, Tarrant County, Texas, and being described as a portion of certain parcel described in deed to Eagle Lot Partners, LLC, recorded in Instrument No. D222170906, Official Records, Tarrant County, Texas. The property is generally located on the north side of Park Street approximately 2,100 feet east of South Ash Avenue.

The public hearing will start at 6:00 p.m. in the City Council Chambers located at 505 W. Main, Azle, Texas. *Because you own property within two hundred (200) feet of the subject property, the Planning and Zoning Commission would like to hear how you feel about this request and invites you to attend the public hearing.* Please, in order for your opinion to be taken into account, return this form with your comments prior to the date of the public hearing. *(This in no way prohibits you from attending and participating in the public hearing.)* You may mail it to the address below or drop it off in person:

Planning Department
PO Box 1378
Azle, Texas 76098
Attn: David Hawkins, AICP

The process includes two public hearings designed to provide opportunities for citizen involvement and comment. Prior to the public hearings, landowners within two hundred (200) feet of the subject property are notified of the request by way of this notice. The first public hearing is held before the Planning and Zoning Commission. The Commission is informed of the percent of responses in support and in opposition. Second, the petition is forwarded to the City Council for final action. Should the Commission recommend denial, or if the owners of more than twenty (20) percent of the land area within two hundred (200) feet of the site submit written opposition, then six out of seven votes of the City Council are required to approve the request. **These forms are used to calculate the percentage of landowner opposition.**

Please circle one:

In favor of request

Neutral to request

Opposed to request

Reasons for Opposition:

• would like for City to consider mandating a fence around the proposed development constructed of masonry materials @ a height of 6 feet

Signature: Gregory C Fox

Printed Name: Gregory C Fox

Mailing Address: 1881 Park St

City, State Zip: Azle, TX, 76020

Telephone Number: 817-296-9535

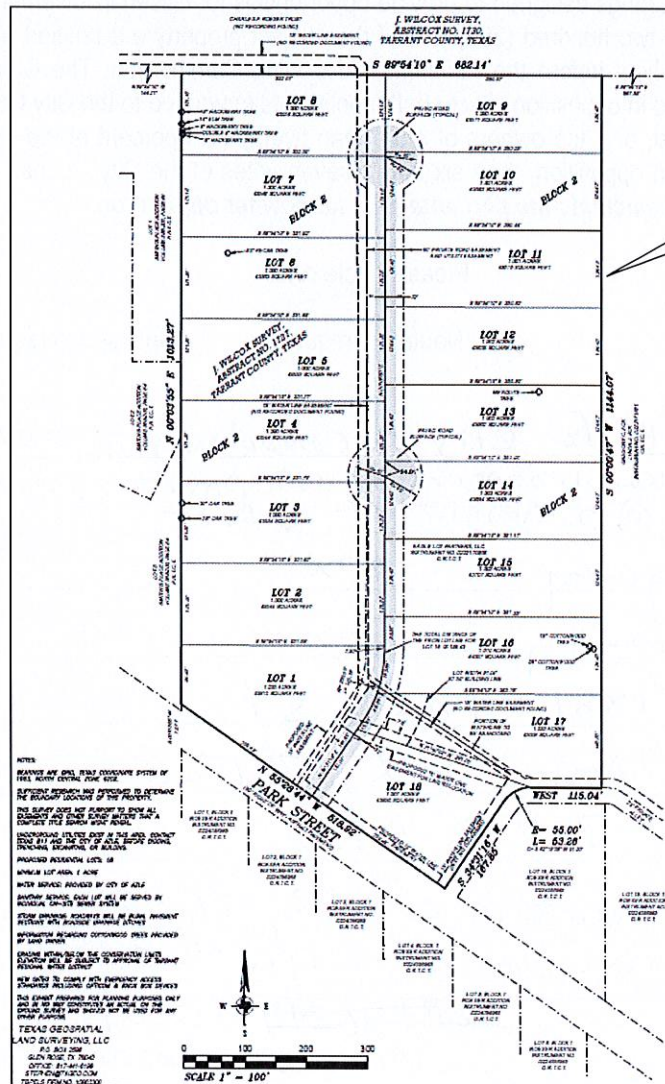
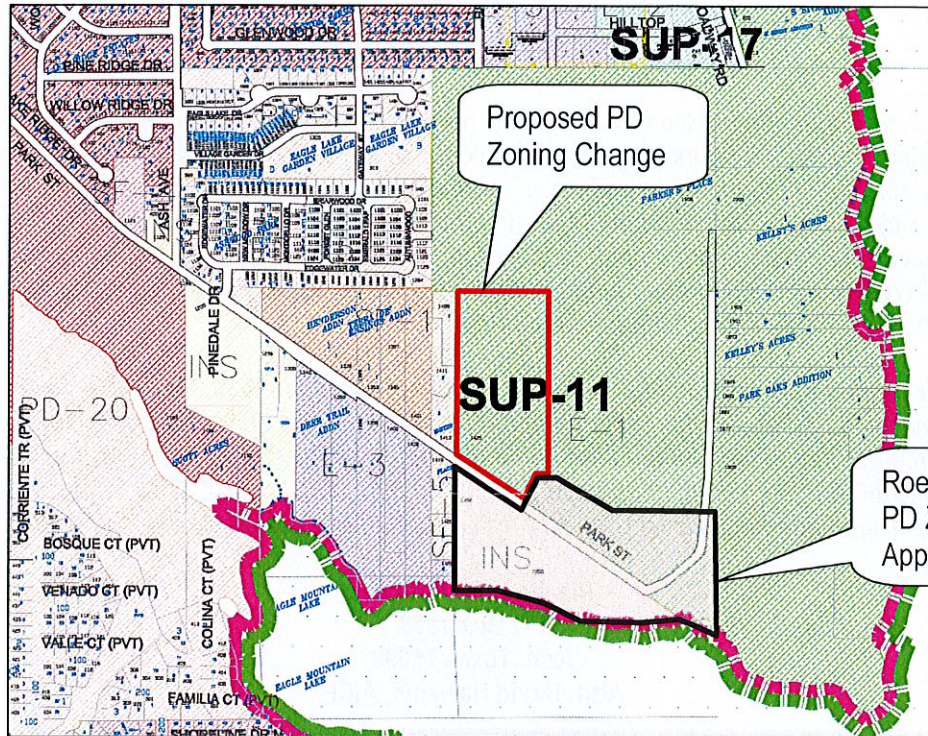
Physical Address of Property within 200 feet: LOT 1R, 26.92 acres to

the EAST of proposed development

Deed: ~~223156919~~ 223095585

J. Wilcox # 44 Survey, Abstract No: 1727

Zoning Change Location & Concept Plan Exhibit



NOTICE OF PUBLIC HEARING

Z2025-02

The Planning and Zoning Commission of the City of Azle will hold a public hearing on **Thursday, May 15, 2025** to consider making a recommendation to the City Council regarding a proposed zoning change request from the Estate One (E-1) District to a Planned Development (PD) District by approving a concept plan for a proposed 18-lot private and gated residential subdivision on approximately 18.297 acres of land situated in the J. Wilcox Survey, Abstract No. 1727, City of Azle, Tarrant County, Texas, and being described as a portion of certain parcel described in deed to Eagle Lot Partners, LLC, recorded in Instrument No. D222170906, Official Records, Tarrant County, Texas. The property is generally located on the north side of Park Street approximately 2,100 feet east of South Ash Avenue.

The public hearing will start at 6:00 p.m. in the City Council Chambers located at 505 W. Main, Azle, Texas. *Because you own property within two hundred (200) feet of the subject property, the Planning and Zoning Commission would like to hear how you feel about this request and invites you to attend the public hearing.* Please, in order for your opinion to be taken into account, return this form with your comments prior to the date of the public hearing. *(This in no way prohibits you from attending and participating in the public hearing.)* You may mail it to the address below or drop it off in person:

Planning Department
PO Box 1378
Azle, Texas 76098
Attn: David Hawkins, AICP

The process includes two public hearings designed to provide opportunities for citizen involvement and comment. Prior to the public hearings, landowners within two hundred (200) feet of the subject property are notified of the request by way of this notice. The first public hearing is held before the Planning and Zoning Commission. The Commission is informed of the percent of responses in support and in opposition. Second, the petition is forwarded to the City Council for final action. Should the Commission recommend denial, or if the owners of more than twenty (20) percent of the land area within two hundred (200) feet of the site submit written opposition, then six out of seven votes of the City Council are required to approve the request. **These forms are used to calculate the percentage of landowner opposition.**

Please circle one:

In favor of request

Neutral to request

Opposed to request

Reasons for Opposition: We purchased the land because of how quiet and non traffic. We know that it's growth and it's going to happen regardless!!!

Signature: Neil & Deborah Jackson

Printed Name: Neil & Deborah Jackson

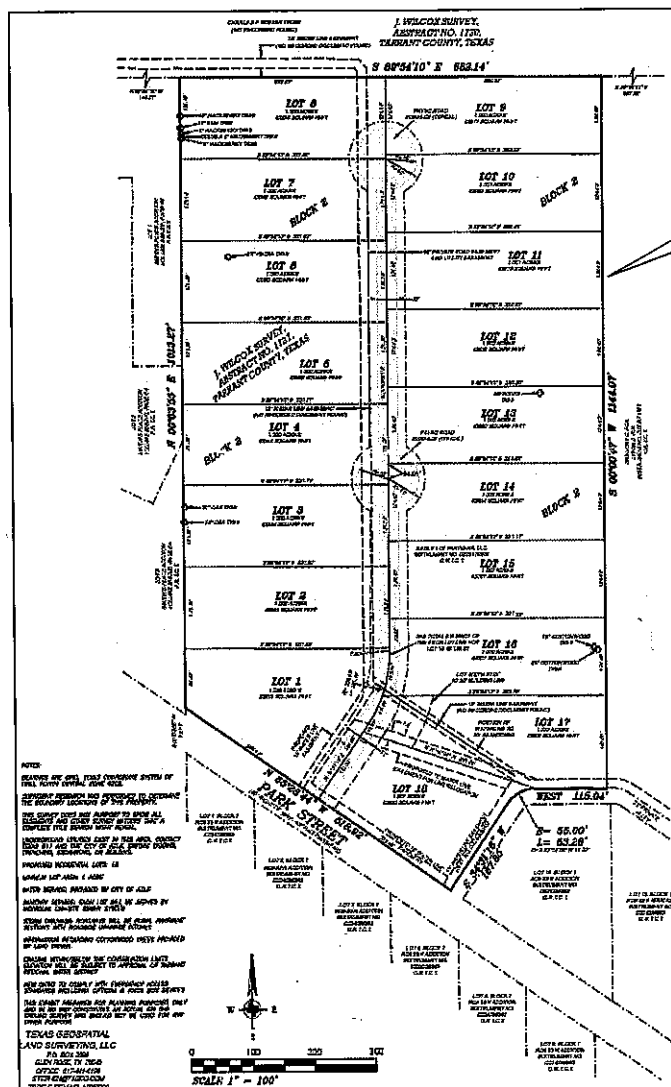
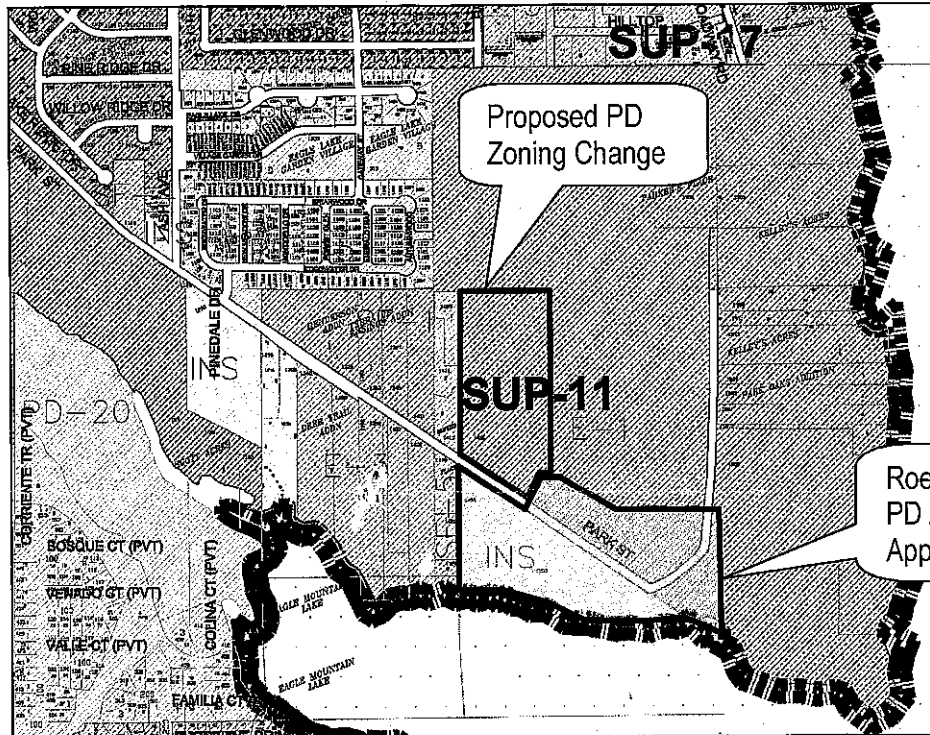
Mailing Address: 1413 Park St.

City, State Zip: Azle Tx 76020

Telephone Number: _____

Physical Address of Property within 200 feet: 1413 Park St Azle Tx 76020

Zoning Change Location & Concept Plan Exhibit





Presenter: David Hawkins, Director of Planning and Development

Agenda Item: Conduct a public hearing and consider any action on Ordinance No. 2025-06 regarding text amendments to Chapter 4 “Business Regulations”, Chapter 14A “Zoning Ordinance,” and Appendix A, “Fee Schedule,” of the Code of Ordinances, City of Azle, Texas. The purpose of the text amendment is to consider adding new regulations pertaining to Short-Term Rentals (STRs) in Azle.

This item was tabled from the May 20, 2025 City Council meeting.

Background and Explanation:

At the May 20, 2025 meeting, the City Council held a public hearing and discussed the proposed STR ordinance. The Council tabled this agenda item to allow the City Attorney to make revisions to the draft ordinance based on the discussion. The public hearing was re-advertised for this meeting to allow for additional input from the citizens. When the City Attorney completes the revised ordinance it will be forwarded to the Council.

On May 21, 2024, City Council held its initial discussion on the possibility of adopting a new ordinance pertaining to regulating Short-Term Rentals in Azle. On June 4, 2024, City Council directed the City Attorney to develop a draft ordinance which was presented to the Council on September 17, 2024 where amendments were recommended to the first draft. The final draft for review was presented to the City Council at the March 4, 2025 meeting where additional revisions were made. The final draft with the March 4, 2025 City Council revisions was placed on the April 17, 2025 P & Z Commission agenda for consideration.

The STR Ordinance is intended to: require permits and inspections; establish limitations on occupancy and parking; require life and safety measurements; file documentation for hotel occupancy taxes; set limitations on numbers and locations of STRs; establish rules for exceptions and enforcement of the new ordinance.

Amendments are proposed to the Fee Schedule to accommodate the expected costs in permits, inspections and management of the STR vendor services.

Public Responses:

Staff received several responses regarding the proposed STR Ordinance which are included in the packet.

Board/Commission/Committee Recommendation:

At the April 17, 2025 meeting, the P & Z Commission held a public hearing and made a recommendation to approve the proposed STR Ordinance as presented with the following changes:

1. Allow an avenue for appeal to exceed the maximum occupancy.
2. Allow for on-street parking.
3. Allow STRs in all zoning districts.

The motion carried by a vote of 5-0 (Commissioners Barrios and Lampkin were absent).

Staff Recommendation:

Staff forwards this proposed code amendment to the City Council for their consideration.

Attachments:

1. Draft Ordinance No. 2025.06 - CC Meeting 5.20.2025
2. Public Responses - STR Ordinance
3. redline.Draft STR Ordinance - SUP.06.30.2025
4. Ord. 2025-06 STR (Clean copy)

ORDINANCE NO. 2025-06

AN ORDINANCE OF THE CITY OF AZLE, TEXAS, AMENDING CHAPTER 4, "BUSINESS REGULATIONS," OF THE CODE OF ORDINANCES, CITY OF AZLE, TEXAS, TO CREATE AN ARTICLE DEFINING AND GOVERNING THE STANDARDS AND REQUIREMENTS FOR SHORT-TERM RENTALS; AMENDING APPENDIX A, "FEE SCHEDULE," TO PROVIDE FOR ADMINISTRATIVE FEES ASSOCIATED WITH THE PERMITTING AND INSPECTION OF SHORT-TERM RENTALS; AMENDING CHAPTER 14A, "ZONING ORDINANCE," TO IDENTIFY SHORT-TERM RENTALS AS A PERMITTED USE IN ZONING DISTRICTS WITH RESIDENTIAL USES, SUBJECT TO CERTAIN CONDITIONS, AND TO AUTHORIZE THE BOARD OF ADJUSTMENT TO HEAR SPECIAL EXCEPTIONS IN CERTAIN CIRCUMSTANCES; PROVIDING THIS ORDINANCE SHALL BE CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATION; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Azle, Texas (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, the City Council of the City ("City Council"), recognizes the City's proximity to tourist destinations in the Dallas-Fort Worth Metroplex, including nearby Eagle Mountain Lake; and

WHEREAS, in the City and elsewhere, the increase in the number of persons or entities desiring to rent their residential properties has led to the proliferation of transient and vacation rental uses within neighborhoods previously planned, approved, and constructed for solely residential use; and

WHEREAS, the use of residential properties by individuals for short periods of time may negatively impact the original residential character of neighborhoods that was an inducement for owners to buy their homes in such neighborhoods due, in part, to substituting permanent residents with transient visitors and thereby reducing or eliminating common goals, cohesiveness, communication, and accountability between permanent residents; and

WHEREAS, the regulation of the use and operation of such "short-term rental" property is intended to prevent the further erosion of pre-existing and stable neighborhoods, and further advance the City Council's commitment to preserving the residential character of its neighborhoods; and

WHEREAS, the rise of substitute land uses for residential property contributes to

the shortage of affordable housing for both homeowners and long-term renters; and

WHEREAS, the proliferation of unregulated short-term rentals presents fire and structural safety concerns that are not applicable to structures used for permanent occupancy but are deemed necessary to accommodate guests who, as visitors to the City, will rely on City emergency services in the event of a crisis; and

WHEREAS, the City has received numerous complaints from neighbors seeking to resolve issues with parking, noise, and other adverse effects related to the operation of short-term rentals in residential areas; and

WHEREAS, the purpose of the regulations set forth herein is to provide a procedure to allow the rental of private residences to visitors on a short term basis, while ensuring that such rental use does not cause adverse impacts to residential neighborhoods due to the intensive nature of the use creating excessive traffic, noise, density, and other adverse effects, and additionally to ensure that the number of occupants within such rental units do not exceed the design capacity of the structure causing health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions; and

WHEREAS, the City Council has reviewed data and information from other cities' experiences with short-term rentals and used this data and information to develop a regulatory structure suitable for the circumstances within the City; and

WHEREAS, the City Council finds and determines that regulations related to short-term rental uses should be adopted to define short-term rentals, establish standards for operation and appropriate review processes applicable to short-term rentals, and establish commensurate permitting and inspection fees; and

WHEREAS, the Planning and Zoning Commission of the City held a public hearing on April 17, 2025, and the City Council held a public hearing on May 20, 2025, with respect to the short-term rental regulations described herein; and

WHEREAS, the City Council finds that regulating the short-term rental of residential property is necessary for promoting the health, safety, and welfare of the general public, ensuring consistency in land uses and development, and protecting the rights of property owners, residents, and visitors in the City.

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

SECTION 1.

Chapter 4, "Business Regulations," of the Code of Ordinances, City of Azle, Texas, ("the Code") is hereby amended by adding a new Article 4.11 to read as follows:

"ARTICLE 4.11. SHORT-TERM RENTAL

§ 4.11.001 **Purpose.**

The purpose of the regulations set forth herein is to provide a procedure to allow the rental of private residences to visitors on a short term basis, while ensuring that such rental use does not create adverse impacts to residential neighborhoods due to excessive traffic, noise, density, and other adverse effects, and additionally to ensure that the number of occupants within such rental units do not exceed the design capacity of the structure causing health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions.

§ 4.11.002 **Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bathroom. Enclosed space containing one or more bathtubs, showers, or both, as well as one or more toilets, lavatories or fixtures serving similar purposes.

Bedroom. A room with a closet that is used or intended to be used for sleeping purposes and not as a kitchen, bathroom, living room, closet, hallway, utility space, entry way, garage, patio, breezeway, or other purpose.

Block. A tract of land bounded by streets, or a combination of streets, public parks, railroad rights-of-way, shorelines of waterways, or corporate limits.

Block face. The portion of a block abutting one side of a street and lying between the two nearest intersecting or intercepting streets, or between the nearest intersecting or intercepting street and another boundary such as a railroad right-of-way, unsubdivided land, watercourse, or municipal boundary. A corner lot shall be part of the block face parallel to the lot's front lot line.

Code or city code. The Code of Ordinances, City of Azle, Texas.

Department. The planning and development department of the city.

Director. The director of planning and development of the city or their designated representative.

Fire marshal. The fire marshal of the city or their designated representative.

Occupant. The person(s) who have lawfully obtained the exclusive use and possession of the short-term rental premises from the owner and/or operator, and the guest(s) of such person(s).

Operator. The owner or local responsible party tasked with managing a property operating

as a short-term rental on behalf of the owner.

Owner. The individual or entity that owns a property operating as a short-term rental.

Permit. The permit issued pursuant to the terms of this article authorizing the operation of a short-term rental.

Short-term rental. The rental for compensation, of any residence or residential structure, or a portion of a residence or residential structure, located within a zoning district where the residential use is lawful, for the purpose of overnight lodging for a period of less than thirty (30) days. A short-term rental shall not include a hotel or motel.

§ 4.11.003 **Short-term rental permit application.**

It shall be unlawful for any owner, operator, or other person to advertise, offer to rent or rent, lease, sublease, license or sublicense a residential property within the city as a short-term rental for which a permit application has not been properly made and filed with the department, and a permit issued. A permit application shall be made upon forms furnished by the city for such purpose, shall be accompanied by the application fee identified in appendix A of the code, and shall specifically require the following minimum information:

- (1) The name, address, contact information, and signature of the owner of the premises (or signed owner authorization, on a form provided by the city);
- (2) The name, address, and phone number of a twenty-four (24)-hour contact;
- (3) The registration number for the city hotel occupancy tax as required by section 4.11.004 (m), below;
- (4) A parking plan of the premises identifying the location and quantity of parking spaces to be used in conjunction with the short-term rental, in relation to the residence;
- (5) A dimensioned floor plan of the proposed short-term rental identifying the proposed maximum number of occupants, bedrooms, other living spaces, location of safety features, and emergency evacuation routes;
- (6) The name, contact information, and rules for the applicable homeowners' association (HOA), if any;
- (7) Proof of liability insurance, which shall meet the following minimum requirements:
 - (A) The city, its officials, employees, agents and officers shall be named as an "additional insured" on all policies;
 - (B) The policy should provide a minimum liability coverage of \$1,000,000 (one million dollars); and

- (C) Each policy shall be endorsed to provide the city with a minimum of a thirty (30)-day notice of cancellation, non-renewal, and/or material change in policy terms or coverage; provided, however, a minimum ten (10) days' notice shall be required in the event of non-payment of premium;
- (8) A current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from the Appraisal District for the county in which the property is located). Tax statements printed from the Tarrant or Parker County website (pdf) are acceptable in lieu of the original certificate(s);
- (9) A copy of the proposed host rules for the short-term rental, including a statement identifying the description and location of safety features described in section 4.11.004(e); and
- (10) A statement that the owner of the short-term rental complies with and will continue to comply with the standards and other requirements of this article, as well as all applicable standards and other requirements of the code.

§ 4.11.004 **Regulations.**

- (a) Maximum stay; minimum stay. It shall be unlawful for an owner to rent or lease a short-term rental for a period of more than twenty-nine (29) days or less than twenty-four (24) hours.
- (b) Occupancy. The maximum number of persons permitted to stay in a short-term rental is limited to two (2) persons per bedroom, plus two (2) additional persons; however, no short-term rental shall permit the cumulative total number of occupants to exceed twelve (12) persons.
- (c) Parking restrictions. Parking is restricted to the number of off-street parking spaces associated with the residential structure, either in the driveway and garage or by location or number assigned to a specific unit. It shall be unlawful for an occupant or invitee of an occupant to park a motor vehicle on a residential street adjacent to or near a short-term rental. All motor vehicles are further subject to the parking requirements of chapter 12, article 5 of the code.
- (d) Access to basic sanitation. Each bedroom of a residence or portion of a residence used as a short-term rental must provide interior access to a bathroom, such that an occupant shall have access to a bathroom without exiting the residence, regardless of whether such bathroom is private or shared.
- (e) Life safety.
 - (1) The short-term rental must be equipped with:

- (A) Working smoke alarms, meeting the requirements of Section 92.254 and 92.255 of the Texas Property Code, with a minimum of one (1) on each floor or level and one (1) in each room used as a bedroom; and
 - (B) A minimum of one (1) working carbon monoxide detector on each floor or level if the premises are equipped with natural gas, propane, fire place/ or heating stove, and/or an attached garage; and
 - (C) A minimum of one (1) 2A:10B:C type fire extinguisher (a standard five-pound extinguisher) available on each floor, inspected annually in accordance with the International Fire Code and tagged by a third-party inspector.
- (2) All gas appliances shall be properly ventilated outside the home.
 - (3) Emergency escape openings shall comply with the city's currently adopted International Residential Code (IRC), with at least one (1) emergency escape opening for each bedroom opening directly to the outdoors.
 - (4) An evacuation plan shall be posted in each bedroom.
 - (5) Any room that does not comply with this subsection (e) shall not be used as a bedroom, and where equipped with a door, shall remain locked at all times when the dwelling is being used as a short-term rental. Any non-compliant bedroom shall not be included in the maximum occupancy calculation for the short-term rental, nor be advertised as a bedroom.
- (f) Conduct on premises. Each short-term rental owner, operator, and occupant shall comply with all requirements of the city code. Owners and/or operators shall be responsible for informing occupants of all relevant city codes and occupants' liability for violations of same. In addition, the following shall be unlawful:
- (1) Conduct involving the use of amplified sound or radios, phonographs, or musical instruments between the hours of 7:00 p.m. and 7:00 a.m., excessive noise, or other disturbances outside the short-term rental structure that would violate chapter 8, article 8.03 of the code, including, but not limited to, the following outside areas: decks, portals, porches, balconies, patios, hot tubs, pools, saunas, or spas;
 - (2) Sleeping outdoors;
 - (3) Placing, or allowing to be placed, waste or recycling receptacles at the designated pickup location prior to 7:00 p.m. on the day prior to the scheduled pickup, or otherwise in violation of chapter 13, article 13.08 of the code;
 - (4) Advertising, promoting, or operating a special event, or permitting the advertising, promotion, or operation of a special event (including, but not

limited to, a banquet, wedding, reception, reunion, bachelor or bachelorette party, concert, or similar activity that would assemble large numbers of invitees) to be held on the premises; and

- (5) Using or permitting the use of the short-term rental for the purpose of: housing sex offenders; operating a structured sober, recovery, or other purpose living home or similar enterprise; selling illegal drugs; selling alcohol or another activity that requires a permit or license under the Alcoholic Beverage Code; or operating as a sexually oriented business.
- (g) Signage. On-premise signage advertising or identifying the short-term rental shall not be permitted.
- (h) Advertising. The owner and/or operator shall not advertise or promote, or allow another to advertise or promote, the short-term rental without including the occupancy limits, parking standards, and city permit number for the listing.
- (i) Local contact. An owner and/or operator must designate the name and contact information of a representative who shall be the local responsible party who can be contacted regarding immediate concerns and complaints from the public. Said individual must be available in person or by phone at all times while occupants are on the premises of the short-term rental. If called, said individual must be able to, and shall, be present at the premises within one (1) hour of receiving a call from the planning director. A local contact must be authorized to make decisions regarding the premises and its occupants.
- (j) Occupant notification packet. The owner and/or operator shall post in a conspicuous location of the short-term rental premises a packet containing, at a minimum, the following information:
 - (1) Maximum number of occupants;
 - (2) Location of required off-street parking, other available parking and prohibition of parking on unapproved surfaces as provided by section 12.05.008 of the code;
 - (3) Quiet hours and noise restrictions;
 - (4) List of HOA rules, if applicable;
 - (5) Twenty-four (24)-hour local contact person and phone number;
 - (6) Property cleanliness requirements;
 - (7) Waste pick-up requirements, including location of waste and recycling receptacles;

- (8) Flooding hazards and evacuation routes, as well as information on the emergency siren system and other safety features;
- (9) Emergency and non-emergency numbers; and
- (10) Notice that failure to conform to the occupancy and parking requirements constitutes a violation of the code and an occupant or visitor may be cited.
- (k) Rental agreement notification. The rental agreement between the owner and/or operator of the short-term rental and the occupant shall include, by attachment, all of the information provided in the occupant notification packet.
- (l) Changes in ownership. The purchaser of a short-term rental shall provide the director with current application materials required by section 4.11.003, revised to include any new information associated with the change in ownership, within thirty (30) days of the closing date for the purchase of the short-term rental. Since a permit is non-transferable pursuant to section 4.11.005, the purchaser shall also remit a permit renewal fee as described in appendix A of the code.
- (m) Hotel occupancy taxes. The owner and/or operator of the short-term rental property shall register with the city finance department to pay hotel occupancy taxes prior to the date that the short-term rental permit application is submitted, and the owner and/or operator must remit all applicable hotel occupancy taxes in a timely manner pursuant to applicable laws.
- (n) Request for occupancy history. Upon request of the director, the owner of a premises used as a short-term rental shall remit, within thirty (30) days, an accounting of all rental activity and the hotel occupancy taxes paid therefor.
- (o) Right to inspect premises.
- (1) Inspections. The fire marshal or building official shall perform periodic inspections of each short-term rental property to ensure compliance with this article and other applicable laws. For the purpose of performing inspections, the fire marshal or building official may enter, examine, and survey, at all reasonable times, all buildings, dwelling units, guest rooms, and the premises used as a short-term rental property. An owner and/or operator may refuse to consent to an inspection conducted by the fire marshal. If consent is refused, the fire marshal may seek an administrative search warrant authorized by Article 18 of the Texas Code of Criminal Procedure and the city code. No permit for operating a short-term rental shall be issued until the premises successfully passes such inspection.
- (2) Types of inspections. The city may perform the following inspections:
- (A) Initial and renewal inspections. The fire marshal or building official may perform an initial inspection of the short-term rental property upon

application for a permit, as well as inspections of the short-term rental property upon application for permit renewal.

- (B) Repeat inspections. If, upon completion of an inspection, the premises are found to be in violation of one or more provisions of this section, the city shall provide written notice of such violation and shall set a re-inspection date. If a property fails to pass an inspection, a re-inspection fee will be charged after the third re-inspection of the premises. A property cannot be occupied as a short-term rental while its status with the fire marshal's office is noted as being in violation.
- (C) Fire extinguishers. The owner and/or operator is responsible for obtaining annual independent inspections of the fire extinguishers in compliance with city regulations.
- (D) Change in ownership inspection. As part of the change in ownership process for a short-term rental the fire marshal shall conduct an inspection to verify compliance with this article.

(p) Density limitations for short-term rental properties.

- (1) Limitation. Short-term rentals shall be limited to no more than one-eighth (12.5 percent) of the total number of residential units on the block face or in a multi-unit building. Notwithstanding the foregoing, at least one short-term rental shall be permitted per block or multi-unit building, regardless of density.
- (2) Special exception available. In order to obtain a permit for a short-term rental that would exceed the density limitation of this section, a property owner may apply to the zoning board of adjustment for a special exception in accordance with chapter 14A, section 34 of the code. The board may consider factors such as the following:
 - (A) Whether operation as a short-term rental in excess of the density limitation will not adversely impact the residential quality of the neighborhood in which the property is located;
 - (B) Whether such operation is likely to disrupt adjacent owners' right to the quiet enjoyment of their property (for example, by considering whether lot sizes are small enough that noise is likely to affect neighboring property owners);
 - (C) Whether such operation will substantially impact nearby streets, including whether the property provides only limited off-street parking;
 - (D) Whether the applicant seeks to operate an entire residence as a short-term rental or whether the short-term rental use is limited to a portion of the residence;

- (E) Whether the applicant occupies the premises as their primary residence or uses it as an investment property; and
 - (F) Whether other short-term rentals in excess of the density limitation are already operating on that block.
- (3) Nonconforming uses. A short-term rental that was lawfully in existence on the effective date of this article shall be considered a nonconforming use and shall not be subject to the density limitations set forth in this subsection. A short-term rental shall be considered lawfully in existence on the effective date of this article if the owner provides written confirmation from the city finance department indicating that, prior to the effective date of this article, the property was registered for payment of hotel occupancy tax as required by chapter 11, article 11.04 of the code and the tax account was not in arrears.

§ 4.11.005 Permit term and renewal; fees; non-transferability; public information designation

- (a) All permits issued under this article shall be valid for a period of one (1) year from the date of issuance.
- (b) A nonrefundable fee for administration of the application shall be charged as established in appendix A of the code. Such fee shall be paid at the time the application is made and shall not be returned to the applicant, regardless of whether a permit is issued.
- (c) A permit holder shall apply for renewal prior to the expiration of the permit on a form provided by the director. The fee for the renewal of a permit to operate a short-term rental shall be charged as established in appendix A of the code. The permit holder shall either update the information required under section 4.11.003 or submit a statement affirming that the information previously submitted is still accurate. A complete application for renewal received after the expiration of a current permit shall be treated as an application for a new permit in accordance with section 4.11.003.
- (d) A permit to operate a short-term rental is not transferable to another owner, operator, or location.
- (e) All permits issued under this article constitute public information, subject to the terms of the Public Information Act. Information regarding permitted short-term rentals shall be made available on the city's website and shall identify, at minimum, the property address, permit number, and permit date of each short-term rental permitted to operate in the city.

§ 4.11.006 Repeat offenses.

- (a) If the director finds that the owner, operator, or any occupant of a short-term rental failed to comply with any requirement of this article three (3) or more times within a twelve (12) month period, the director may revoke an existing permit or may deny an application to renew a permit. No new permit may be sought for the subject property for a period of twelve (12) months following a denial or revocation pursuant to this section.
- (b) If a property is the subject of five (5) or more violations of federal law, state law, or the other provisions of the city code outside of this article within the previous twenty-four (24)-month period, the director may revoke an existing permit; may deny an application for an original permit; or may deny an application to renew a permit, based on: (1) the frequency of any repeated violations; (2) whether a violation was committed intentionally or knowingly; and (3) any other information that demonstrates the degree to which the owner or occupant has endangered public health, safety, or welfare. No new permit may be sought for the subject property for a period of twelve (12) months following the denial or revocation pursuant to this section.
- (c) A permit applicant may appeal the director's decision to revoke an existing permit or deny an application, in accordance with the process set forth in section 4.11.006 of this article.

§ 4.11.006 Appeals.

- (a) The revocation of a permit or the director's denial of an application for a permit to operate a short-term rental may be appealed to the city manager in accordance with the provisions of this section.
- (b) An appeal filed under this section must be filed with the director no later than the twentieth (20th) day following the date on which the permit was revoked or denied. The appeal must be sworn and must identify each alleged point of error, facts, and evidence supporting the appeal, and reasons why the action of the director should be modified or reversed.
- (c) The city manager or a designee shall, not later than the tenth (10th) day after the date the notice of appeal is filed, hear the appeal, and may affirm, modify, or reverse a permit revocation or application denial.
- (d) The city manager or designee shall give written notice of a decision on an appeal to the appellant.
- (e) An appellant who seeks judicial review of the city manager's review on appeal must file a petition with a court of competent jurisdiction not later than the thirtieth (30th) day after issuance of the notice of the decision.

§ 4.11.007 Enforcement.

- (a) If the owner, operator, or any occupant of the short-term rental property fails or refuses to comply with the standards and requirements contained herein, the city may initiate enforcement action against the owner, operator, or any occupant, including, but not limited to, the immediate issuance of a citation.
- (b) Failure to timely remit applicable hotel occupancy tax is a violation under this article and shall result in permit revocation if all applicable tax is not paid within ninety (90) days of the issuance of a delinquency notice.
- (c) Any advertisement, whether it be online or in print, promoting the availability of a property within the city for rent for a period of less than thirty (30) days, shall constitute prima facie evidence of the property's use as a short-term rental.

§ 4.11.008 **Discontinuance of operations.**

- (a) The owner and/or operator of a property used as a short-term rental that was registered with the city for collecting hotel occupancy tax prior to the effective date of this article, and who is unable, fails, or refuses to obtain a permit for operation as a short-term rental following the effective date of this article, shall discontinue the short-term rental use within sixty (60) days of the effective date of this article or the notice of permit denial. The density limitation of section 4.11.004(p) shall not bar such owner and/or operator from obtaining a permit if all other requirements and standards of section 4.11.004 are met.
- (b) The owner and/or operator of a property used as a short-term rental that was not registered with the city for collecting hotel occupancy tax prior to the effective date of this article shall discontinue the short-term rental use immediately following the effective date of this article. Such property shall not be resumed as a short-term rental until a permit has been applied for and has been issued pursuant to section 4.11.003.

§ 4.11.009 through § 4.11.14. **(Reserved)**

SECTION 2.

Article A1.000, "General Fee Tables," of Appendix A, "Fee Schedule," of the Code is hereby amended by adding a new Section A1.012, "Short-term rental fees," to read as follows:

"§ A1.012 Short-term rental fees.

The schedule of fees for short-term rentals shall be as follows:

- (1) Application for permit: \$500.00.
- (2) Permit renewal: \$300.00.

- (3) Inspection (initial or renewal): \$65.00
- (4) After hours inspection (after 4:00 p.m. or weekends/holidays):
 - (A) 2-hour minimum: \$190.00
 - (B) Each additional hour: \$65.00 per hour.
- (5) Reinspection fee: \$65.00.
- (6) Application for special exception: \$325.00

SECTION 3.

Section 3.2, "Definitions," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended to add the definition for short-term rentals, to be inserted alphabetically and to read as follows:

"SHORT-TERM RENTAL: The rental for compensation of any residence or residential structure, or a portion of a residence or residential structure, located within a residential zoning district, for the purpose of overnight lodging for a period of not more than twenty-nine (29) days. A short-term rental shall not include a hotel or motel or bed and breakfast facilities. A short-term rental is further subject to the provisions of Chapter 4, Article 4.11 of the Azle Municipal Code."

SECTION 4.

Section 4.10, "Permitted Use Schedule," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended by adding the operation of a short-term rental as a permitted use ("P") in certain zoning districts, in the section "Residential Uses."

PERMITTED USES	AG	LF O	E- 1	E- 2	E- 3	SF -1	SF -2	SF -3	SF- 3.5	SF- 4	SF- 5	SF- MHP	MD -1	MD -2	MF -1	MF -2	O	CBD	INS	C	HC	IND
Residential Uses																						

Short-term rental	P		P	P	P	P	P	P	P	P	P		P	P	P	P		P				

SECTION 5.

Subsection 34.3, "Jurisdiction of Board," of Section 34, "Zoning Board of Adjustment," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended to add a new subsection C to read as follows:

- "C.** Hear and decide, upon application, special exceptions to the terms of the zoning ordinance. The term "special exception" shall mean a deviation from the requirements of the zoning regulations herein established. Special exceptions shall

be granted only when the board finds that such special exceptions will not adversely affect the value and use of adjacent or neighboring property or be contrary to the public interest. Special exceptions may be granted in the following circumstances:

1. To permit short-term rental operations in excess of the density limitation identified in Section 4.11.004(p) of the Azle Municipal Code, subject to consideration of the following factors:
 - a. Whether operation as a short-term rental in excess of the density limitation will not adversely impact the residential quality of the neighborhood in which the property is located;
 - b. Whether such operation is likely to disrupt adjacent owners' right to the quiet enjoyment of their property (for example, by considering whether lot sizes are small enough that noise is likely to affect neighboring property owners);
 - c. Whether such operation will substantially impact nearby streets, including whether the property provides only limited off-street parking;
 - d. Whether the applicant seeks to operate an entire residence as a short-term rental or whether the short-term rental use is limited to a portion of the residence;
 - e. Whether the applicant occupies the premises as their primary residence or uses it as an investment property; and
 - f. Whether other short-term rentals in excess of the density limitation are already operating on that block.
2. To permit a minimum lot area of 2.5 acres in the AG, Agricultural district, in accordance with Section 26.7 of Chapter 14A."

SECTION 6.

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

SECTION 7.

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase 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 sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause, or phrase.

SECTION 8.

Any person, firm, or corporation who violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine as provided in Section 1.01.009 of the Code of Ordinances, City of Azle, Texas. Each day any such violation or violations exist shall constitute a separate offense and shall be punishable as such.

SECTION 9.

All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the Code of Ordinances, City of Azle, Texas, as amended or revised herein, or any other ordinances affecting the matters regulated herein which 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, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 10.

The City Secretary is hereby directed to publish the caption and penalty clause of this Ordinance in the official newspaper of the City as required by Section 3.11 of the Charter of the City.

SECTION 11.

This Ordinance shall be in full force and effect from and after its passage and publication as provided by the City Charter and the laws of the State of Texas.

PRESENTED AND PASSED this ____ day of _____, 2025, by a vote of ____ ayes, ____ nays, and ____ abstentions, at a regular meeting of the City Council of the City of Azle, Texas.

Alan Brundrett, Mayor

ATTEST:

Yael Forgey, City Secretary

APPROVED AS TO FORM:

Andrea Russell, City Attorney

DRAFT 5-20-25 CC MEETING

NOTICE OF PUBLIC HEARING PROPOSED SHORT-TERM RENTALS (STR'S) ORDINANCE

The Planning and Zoning Commission of the City of Azle will hold a public hearing on **Thursday, April 17, 2025** to consider making a recommendation to the City Council regarding text amendments to Chapter 4 "Business Regulations", Chapter 14A "Zoning Ordinance", and Appendix A, "Fee Schedule," of the Code of Ordinances, City of Azle, Texas. The purpose of the text amendment is to consider adding new regulations pertaining to Short-Term Rentals (STRs) in Azle. A copy of the agenda packet will be made available to the public for viewing on the City of Azle's website seventy-two (72) hours prior to the scheduled meeting under this link: <https://cityofazle.org/73/Agendas-Minutes>

The public hearing will start at 6:00 p.m. in the City Council Chambers located at 505 W. Main, Azle, Texas. *Because you are listed as an owner of a Short-Term Rental (STR) business within the City of Azle, the Planning and Zoning Commission would like to hear how you feel about this request and invites you to attend the public hearing.* Please, in order for your opinion to be taken into account, return this form with your comments prior to the date of the public hearing. *(This in no way prohibits you from attending and participating in the public hearing.)* You may mail it to the address below or drop it off in person:

Planning Department
505 W. Main St.
Azle, Texas 76020
Attn: David Hawkins, AICP

The process includes two public hearings designed to provide opportunities for citizen involvement and comment. The first public hearing is held before the Planning and Zoning Commission. Second, the City Council will hold a public hearing at a future date to consider the final adoption of this new ordinance.

Please circle one:

In favor of request

Neutral to request

Opposed to request

Reasons for Opposition: see attached

Signature: Tyler A Allbritton

Printed Name: Tyler A Allbritton

Mailing Address: 260 Shoreline Dr

City, State Zip: Azle, TX 76020

Telephone Number: 303-641-7189

Physical Address of Property: 260 Shoreline Dr

April 14, 2025

Planning Department
505 W Main St
Azle, Texas 76020
Attn: David Hawkins, AICP

Dear Mr. Hawkins:

I am writing regarding the proposed ordinances regulating short-term rentals (STR) in the City of Azle. My wife and I purchased a home in Azle in May of last year with the intent of making it our retirement residence in a few years. In the meantime, we have used it for family vacations (over 40 days in six visits last year) and occasionally as a short-term rental to help offset costs of property taxes and STR insurance.

Since we started renting the property in August 2024:

- We have collected and paid Azle's occupancy tax on every booking.
- We are current on our property taxes.
- We have invested over \$20,000 in improvements to maintain safety and appeal, including those specifically required for STR insurance.
- We hold an STR insurance policy designed to protect both guests and the property.
- We have received no complaints from neighbors and have maintained a 5-star guest rating.

While I understand the City's interest in addressing legitimate concerns, I respectfully object to regulations that presume STRs universally create issues such as noise, parking violations, or loss of neighborhood stability. If such issues exist, certainly homeowners and long-term renters given their proportionately larger numbers would at least equally contribute to those concerns.

Furthermore, as my situation demonstrates, STRs are not universally investment enterprises and in my short experience would not be good investments anyway. I would need to rent my house 85 nights a year to cover property taxes, higher STR home insurance, cleaning costs and proportionate utilities. Data show I could rent the home as many as 100 nights a year if it were aggressively marketed (it is not). I would be happy to share the details, but at 100 nights my return on capital would be ½ of 1 percent.

Should these ordinances move forward, I respectfully request that existing STR owners in good standing be "grandfathered" under the new rules with a reasonable grace period to comply with the new regulations—particularly given we have signed legally binding agreements with future guests in good faith. Our aim is to remain responsible members of the community, invest in Azle's long-term growth, and eventually move – and vote – here.

Unfortunately, due to the short notice, I cannot attend the upcoming hearing in person. I appreciate this opportunity to have my comments entered into the record and I look forward to

collaborating with the City to ensure both neighborhood integrity and as importantly the rightful use of private property.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tyler A. Allbritton', with a long horizontal flourish extending to the right.

Tyler A. Allbritton

260 Shoreline Drive

Azle, TX. 76020

tylerallbritton@gmail.com

303-641-7189

MY NEIGHBORHOOD STR EXPERIENCE

The short-term rental 3 doors from our house has been nothing but a nuisance to us and to our neighbors. In fact, we can find nothing positive about it.

At times, the renters are fairly quiet, but even then they are transient people, unknown by anyone, using facilities meant only for residents near a children's playground. There is no way of tracing some of these "guests."

There have been multiple parties with drunk people outside shouting, with as many as 20+ cars parked on the street, blocking mailboxes. Sure, there was a wake once, which, while quiet, had a huge attendance. One P&Z member pointed out that a resident might also have a large group over. The difference is that we all know one another and have the courtesy to inform the people near us if there will be a large event. The hosts also KNOW who the guests are. Many of the people coming and going at the short-term rental are not even traceable, because they are invited by the renters; some possibly just show up.

Several people rent homes in our neighborhood, but these are for anywhere from 6 months to a few years. They are our neighbors, and the people who live by them get to know them. Because this house is not a permanent abode for anyone, we are being deprived of having neighbors there. Instead, we stay apprehensive of who the next group will be and how they will act. We also fear this will lower our property values.

The owner of this VRBO said he should be allowed to rent this out by the day because it was in his long-term financial plan for retirement. Well, our home in a peaceful, stable neighborhood is our retirement home. Some of the other homes on our block are retirement homes for their owners, who worked hard and did not expect to live near a hotel.

Please ban these hotels from operating in zoned residential areas!

Thank you,

eggy M. Davis As the owner registered with the State of Texas, and has he been paying the required fees and tax? Do we want our single-family home neighborhoods for the residents or transients? Whose needs take precedent?

COMMENTARY

From our readers

Letters to the Editor

Others' rights

Greater Fort Worth Association of Realtors President Paul Epperley's belief that prohibiting short-term rentals devastates property values is absurd. (April 16, 15A, "Fort Worth's short-term rental ban hurts property values")

No one wants to purchase a house in a residential neighborhood only to have a motel with strange people constantly coming and going next to them. It would harm values because more homes would be on the market if not for rentals. Is it right for major corporations to purchase large numbers of homes and turn them into short-term rentals?

As for property rights, should I be allowed to start an auto repair business at my home? Or a "family" bar? How about a pet day care?

The city is doing the right thing. But I can see why Epperley, as a real estate agent, would be against restrictions that might hurt sales and how rising prices and rising prices from home shortages caused in part by short-term rentals help his commission.

- **Robert Downey, Fort Worth**

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF AZLE, TEXAS, AMENDING CHAPTER 4, "BUSINESS REGULATIONS," OF THE CODE OF ORDINANCES, CITY OF AZLE, TEXAS, TO CREATE AN ARTICLE DEFINING AND GOVERNING THE STANDARDS AND REQUIREMENTS FOR SHORT-TERM RENTALS; AMENDING APPENDIX A, "FEE SCHEDULE," TO PROVIDE FOR ADMINISTRATIVE FEES ASSOCIATED WITH THE PERMITTING AND INSPECTION OF SHORT-TERM RENTALS; AMENDING CHAPTER 14A, "ZONING ORDINANCE," TO IDENTIFY SHORT-TERM RENTALS AS A PERMITTED USE IN ZONING DISTRICTS WITH RESIDENTIAL USES, SUBJECT TO CERTAIN CONDITIONS, AND TO AUTHORIZE THE BOARD OF ADJUSTMENT TO HEAR SPECIAL EXCEPTIONS IN CERTAIN CIRCUMSTANCES; PROVIDING THIS ORDINANCE SHALL BE CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATION; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Azle, Texas (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, the City Council of the City ("City Council"), recognizes the City's proximity to tourist destinations in the Dallas-Fort Worth Metroplex, including nearby Eagle Mountain Lake; and

WHEREAS, in the City and elsewhere, the increase in the number of persons or entities desiring to rent their residential properties has led to the proliferation of transient and vacation rental uses within neighborhoods previously planned, approved, and constructed for solely residential use; and

WHEREAS, the use of residential properties by individuals for short periods of time may negatively impact the original residential character of neighborhoods that was an inducement for owners to buy their homes in such neighborhoods due, in part, to substituting permanent residents with transient visitors and thereby reducing or eliminating common goals, cohesiveness, communication, and accountability between permanent residents; and

WHEREAS, the regulation of the use and operation of such "short-term rental" property is intended to prevent the further erosion of pre-existing and stable neighborhoods, and further advance the City Council's commitment to preserving the residential character of its neighborhoods; and

WHEREAS, the rise of substitute land uses for residential property contributes to the shortage of affordable housing for both homeowners and long-term renters; and

WHEREAS, the proliferation of unregulated short-term rentals presents fire and structural safety concerns that are not applicable to structures used for permanent occupancy but are deemed necessary to accommodate guests who, as visitors to the City, will rely on City emergency services in the event of a crisis; and

WHEREAS, the City has received numerous complaints from neighbors seeking to resolve issues with parking, noise, and other adverse effects related to the operation of short-term rentals in residential areas; and

WHEREAS, the purpose of the regulations set forth herein is to provide a procedure to allow the rental of private residences to visitors on a short term basis, while ensuring that such rental use does not cause adverse impacts to residential neighborhoods due to the intensive nature of the use creating excessive traffic, noise, density, and other adverse effects, and additionally to ensure that the number of occupants within such rental units do not exceed the design capacity of the structure causing health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions; and

WHEREAS, the City Council has reviewed data and information from other cities' experiences with short-term rentals and used this data and information to develop a regulatory structure suitable for the circumstances within the City; and

WHEREAS, the City Council finds and determines that regulations related to short-term rental uses should be adopted to define short-term rentals, establish standards for operation and appropriate review processes applicable to short-term rentals, and establish commensurate permitting and inspection fees; and

WHEREAS, the Planning and Zoning Commission of the City held a public hearing on _____, April 18, 2025, and the City Council held a public hearing on _____, May 20, 2025, and July 1, 2025, with respect to the short-term rental regulations described herein; and

WHEREAS, the City Council finds that regulating the short-term rental of residential property is necessary for promoting the health, safety, and welfare of the general public, ensuring consistency in land uses and development, and protecting the rights of property owners, residents, and visitors in the City.

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

SECTION 1.

Chapter 4, "Business Regulations," of the Code of Ordinances, City of Azle, Texas, ("the Code") is hereby amended by adding a new Article 4.11 to read as follows:

"ARTICLE 4.11. SHORT-TERM RENTAL

§ 4.11.001 **Purpose.**

The purpose of the regulations set forth herein is to provide a procedure to allow the rental of private residences to visitors on a short term basis, while ensuring that such rental use does not create adverse impacts to residential neighborhoods due to excessive traffic, noise, density, and other adverse effects, and additionally to ensure that the number of occupants within such rental units do not exceed the design capacity of the structure causing health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions.

§ 4.11.002 **Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bathroom. Enclosed space containing one or more bathtubs, showers, or both, as well as one or more toilets, lavatories or fixtures serving similar purposes.

Bedroom. A room with a closet that is used or intended to be used for sleeping purposes and not as a kitchen, bathroom, living room, closet, hallway, utility space, entry way, garage, patio, breezeway, or other purpose.

Block. A tract of land bounded by streets, or a combination of streets, public parks, railroad rights-of-way, shorelines of waterways, or corporate limits.

Block face. The portion of a block abutting one side of a street and lying between the two nearest intersecting or intercepting streets, or between the nearest intersecting or intercepting street and another boundary such as a railroad right-of-way, unsubdivided land, watercourse, or municipal boundary. A corner lot shall be part of the block face parallel to the lot's front lot line.

Code or city code. The Code of Ordinances, City of Azle, Texas.

Department. The planning and development department of the city.

Director. The director of planning and development of the city or their designated representative.

Fire marshal. The fire marshal of the city or their designated representative.

Occupant. The person(s) who have lawfully obtained the exclusive use and possession of the short-term rental premises from the owner and/or operator, and the guest(s) of such person(s).

Operator. The owner or local responsible party tasked with managing a property operating

as a short-term rental on behalf of the owner.

Owner. The individual or entity that owns a property operating as a short-term rental.

Permit. The permit issued pursuant to the terms of this article authorizing the operation of a short-term rental.

Short-term rental. The rental for compensation, of any residence or residential structure, or a portion of a residence or residential structure, located within a zoning district where the residential use is lawful, for the purpose of overnight lodging for a period of less than thirty (30) days. A short-term rental shall not include a hotel or motel.

§ 4.11.003 Short-term rental permit application.

It shall be unlawful for any owner, operator, or other person to advertise, offer to rent or rent, lease, sublease, license or sublicense a residential property within the city as a short-term rental for which a specific use permit application has not been properly made ~~and filed with the department in accordance with section 32 of exhibit 14A of the code~~, and a permit issued. A specific use permit application shall be made ~~upon forms furnished by the city for such purpose, shall be accompanied by the application fee identified in appendix A of the code in accordance with section 32 of exhibit 14A of the code,~~ and shall also specifically ~~require~~ include the following minimum information:

- (1) The name, address, contact information, and signature of the owner of the premises (or signed owner authorization, on a form provided by the city);
- (2) The name, address, and phone number of a twenty-four (24)-hour contact;
- (3) The registration number for the city hotel occupancy tax as required by section 4.11.004 (m), below;
- (4) A parking plan of the premises identifying the location and quantity of parking spaces to be used in conjunction with the short-term rental, in relation to the residence;
- (5) A dimensioned floor plan of the proposed short-term rental identifying the proposed maximum number of occupants, bedrooms, other living spaces, location of safety features, and emergency evacuation routes;
- (6) The name, contact information, and rules for the applicable homeowners' association (HOA), if any;
- (7) Proof of liability insurance, which shall meet the following minimum requirements:
 - (A) The city, its officials, employees, agents and officers shall be named as an "additional insured" on all policies;
 - (B) The policy should provide a minimum liability coverage of \$1,000,000 (one

million dollars); and

- (C) Each policy shall be endorsed to provide the city with a minimum of a thirty (30)-day notice of cancellation, non-renewal, and/or material change in policy terms or coverage; provided, however, a minimum ten (10) days' notice shall be required in the event of non-payment of premium;
- (8) A current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from the Appraisal District for the county in which the property is located). Tax statements printed from the Tarrant or Parker County website (pdf) are acceptable in lieu of the original certificate(s);
- (9) A copy of the proposed host rules for the short-term rental, including a statement identifying the description and location of safety features described in section 4.11.004(e); and
- (10) A statement that the owner of the short-term rental complies with and will continue to comply with the standards and other requirements of this article, as well as all applicable standards and other requirements of the code.

§ 4.11.004 **Regulations.**

- (a) Maximum stay; minimum stay. It shall be unlawful for an owner to rent or lease a short-term rental for a period of more than twenty-nine (29) days or less than twenty-four (24) hours.
- (b) Occupancy. The maximum number of persons permitted to stay in a short-term rental is limited to two (2) persons per bedroom, plus two (2) additional persons; however, no short-term rental shall permit the cumulative total number of occupants to exceed twelve (12) persons.
- (c) Parking restrictions. Parking is restricted to the number of off-street parking spaces associated with the residential structure, either in the driveway and garage or by location or number assigned to a specific unit. It shall be unlawful for an occupant or invitee of an occupant to park a motor vehicle on a residential street adjacent to or near a short-term rental. All motor vehicles are further subject to the parking requirements of chapter 12, article 5 of the code.
- (d) Access to basic sanitation. Each bedroom of a residence or portion of a residence used as a short-term rental must provide interior access to a bathroom, such that an occupant shall have access to a bathroom without exiting the residence, regardless of whether such bathroom is private or shared.
- (e) Life safety.
 - (1) The short-term rental must be equipped with:

- (A) Working smoke alarms, meeting the requirements of Section 92.254 and 92.255 of the Texas Property Code, with a minimum of one (1) on each floor or level and one (1) in each room used as a bedroom; and
- (B) A minimum of one (1) working carbon monoxide detector on each floor or level if the premises are equipped with natural gas, propane, and/or an attached garage; and
- (C) A minimum of one (1) 2A:10B:C type fire extinguisher (a standard five-pound extinguisher) available on each floor, inspected annually in accordance with the International Fire Code and tagged by a third-party inspector.

(2) All gas appliances shall be properly ventilated outside the home.

(3) Emergency escape openings shall comply with the city's currently adopted International Residential Code (IRC), with at least one (1) emergency escape opening for each bedroom opening directly to the outdoors.

Commented [RR1]: To be confirmed with the Fire Department

(4) An evacuation plan shall be posted in each bedroom.

(5) Any room that does not comply with this subsection (e) shall not be used as a bedroom, and where equipped with a door, shall remain locked at all times when the dwelling is being used as a short-term rental. Any non-compliant bedroom shall not be included in the maximum occupancy calculation for the short-term rental, nor be advertised as a bedroom.

(f) Conduct on premises. Each short-term rental owner, operator, and occupant shall comply with all requirements of the city code. Owners and/or operators shall be responsible for informing occupants of all relevant city codes and occupants' liability for violations of same. In addition, the following shall be unlawful:

(1) Conduct involving the use of amplified sound or radios, phonographs, or musical instruments between the hours of 7:00 p.m. and 7:00 a.m., excessive noise, or other disturbances outside the short-term rental structure that would violate chapter 8, article 8.03 of the code, including, but not limited to, the following outside areas: decks, portals, porches, balconies, patios, hot tubs, pools, saunas, or spas;

(2) Sleeping outdoors;

(3) Placing, or allowing to be placed, waste or recycling receptacles at the designated pickup location prior to 7:00 p.m. on the day prior to the scheduled pickup, or otherwise in violation of chapter 13, article 13.08 of the code;

(4) Advertising, promoting, or operating a special event, or permitting the advertising, promotion, or operation of a special event (including, but not

limited to, a banquet, wedding, reception, reunion, bachelor or bachelorette party, concert, or similar activity that would assemble large numbers of invitees) to be held on the premises; and

- (5) Using or permitting the use of the short-term rental for the purpose of: housing sex offenders; operating a structured sober, recovery, or other purpose living home or similar enterprise; selling illegal drugs; selling alcohol or another activity that requires a permit or license under the Alcoholic Beverage Code; or operating as a sexually oriented business.
- (g) Signage. On-premise signage advertising or identifying the short-term rental shall not be permitted.
- (h) Advertising. The owner and/or operator shall not advertise or promote, or allow another to advertise or promote, the short-term rental without including the occupancy limits, parking standards, and city permit number for the listing.
- (i) Local contact. An owner and/or operator must designate the name and contact information of a representative who shall be the local responsible party who can be contacted regarding immediate concerns and complaints from the public. Said individual must be available in person or by phone at all times while occupants are on the premises of the short-term rental. If called, said individual must be able to, and shall, be present at the premises within one (1) hour of receiving a call from the planning director. A local contact must be authorized to make decisions regarding the premises and its occupants.
- (j) Occupant notification packet. The owner and/or operator shall post in a conspicuous location of the short-term rental premises a packet containing, at a minimum, the following information:
 - (1) Maximum number of occupants;
 - (2) Location of required off-street parking, other available parking and prohibition of parking on unapproved surfaces as provided by section 12.05.008 of the code;
 - (3) Quiet hours and noise restrictions;
 - (4) List of HOA rules, if applicable;
 - (5) Twenty-four (24)-hour local contact person and phone number;
 - (6) Property cleanliness requirements;
 - (7) Waste pick-up requirements, including location of waste and recycling receptacles;

- (8) Flooding hazards and evacuation routes, as well as information on the emergency siren system and other safety features;
- (9) Emergency and non-emergency numbers; and
- (10) Notice that failure to conform to the occupancy and parking requirements constitutes a violation of the code and an occupant or visitor may be cited.
- (k) Rental agreement notification. The rental agreement between the owner and/or operator of the short-term rental and the occupant shall include, by attachment, all of the information provided in the occupant notification packet.
- (l) Changes in ownership. The purchaser of a short-term rental shall provide the director with current application materials required by section 4.11.003, revised to include any new information associated with the change in ownership, within thirty (30) days of the closing date for the purchase of the short-term rental. Since a permit is non-transferable pursuant to section 4.11.005, the purchaser shall also remit a permit renewal fee as described in appendix A of the code.
- (m) Hotel occupancy taxes. The owner and/or operator of the short-term rental property shall register with the city finance department to pay hotel occupancy taxes prior to the date that the short-term rental permit application is submitted, and the owner and/or operator must remit all applicable hotel occupancy taxes in a timely manner pursuant to applicable laws.
- (n) Request for occupancy history. Upon request of the director, the owner of a premises used as a short-term rental shall remit, within thirty (30) days, an accounting of all rental activity and the hotel occupancy taxes paid therefor.
- (o) Right to inspect premises.
 - (1) Inspections. The fire marshal or building official shall perform periodic inspections of each short-term rental property to ensure compliance with this article and other applicable laws. For the purpose of performing inspections, the fire marshal or building official may enter, examine, and survey, at all reasonable times, all buildings, dwelling units, guest rooms, and the premises used as a short-term rental property. An owner and/or operator may refuse to consent to an inspection conducted by the fire marshal. If consent is refused, the fire marshal may seek an administrative search warrant authorized by Article 18 of the Texas Code of Criminal Procedure and the city code. No permit for operating a short-term rental shall be issued until the premises successfully passes such inspection.
 - (2) Types of inspections. The city may perform the following inspections:
 - (A) Initial and renewal inspections. The fire marshal or building official may perform an initial inspection of the short-term rental property upon

Commented [RR2]: Confirm procedures with City finance department

application for a permit, as well as inspections of the short-term rental property upon application for permit renewal.

- (B) Repeat inspections. If, upon completion of an inspection, the premises are found to be in violation of one or more provisions of this section, the city shall provide written notice of such violation and shall set a re-inspection date. If a property fails to pass an inspection, a re-inspection fee will be charged after the third re-inspection of the premises. A property cannot be occupied as a short-term rental while its status with the fire marshal's office is noted as being in violation.
- (C) Fire extinguishers. The owner and/or operator is responsible for obtaining annual independent inspections of the fire extinguishers in compliance with city regulations.
- (D) Change in ownership inspection. As part of the change in ownership process for a short-term rental the fire marshal shall conduct an inspection to verify compliance with this article.

(p) Density limitations for short-term rental properties.

- (1) Limitation. Short-term rentals shall be limited to no more than one-eighth (12.5 percent) of the total number of residential units on the block face or in a multi-unit building. Notwithstanding the foregoing, at least one short-term rental shall be permitted per block or multi-unit building, regardless of density.
- (2) Special exception available. In order to obtain a permit for a short-term rental that would exceed the density limitation of this section, a property owner may apply to the zoning board of adjustment for a special exception in accordance with chapter 14A, section 34 of the code. The board may consider factors such as the following:
 - (A) Whether operation as a short-term rental in excess of the density limitation will not adversely impact the residential quality of the neighborhood in which the property is located;
 - (B) Whether such operation is likely to disrupt adjacent owners' right to the quiet enjoyment of their property (for example, by considering whether lot sizes are small enough that noise is likely to affect neighboring property owners);
 - (C) Whether such operation will substantially impact nearby streets, including whether the property provides only limited off-street parking;
 - (D) Whether the applicant seeks to operate an entire residence as a short-term rental or whether the short-term rental use is limited to a portion of the residence;

- (E) Whether the applicant occupies the premises as their primary residence or uses it as an investment property; and
- (F) Whether other short-term rentals in excess of the density limitation are already operating on that block.

(3) Nonconforming uses. A short-term rental that was lawfully in existence on the effective date of this article shall be considered a nonconforming use and shall not be subject to the density limitations set forth in this subsection. A short-term rental shall be considered lawfully in existence on the effective date of this article if the owner provides written confirmation from the city finance department indicating that, prior to the effective date of this article, the property was registered for payment of hotel occupancy tax as required by chapter 11, article 11.04 of the code and the tax account was not in arrears.

§ 4.11.005 ~~Permit term and renewal~~Annual operator's license; fees; non-transferability; public information designation.

(a) In order to operate as a short-term rental, an owner or operator must obtain an annual operator's license on a form provided by the city.

(a)(b) All ~~permits/licenses~~ issued under this article shall be valid for a period of one (1) year from the date of issuance.

(b)(c) A nonrefundable fee for administration of the ~~license~~ application shall be charged as established in appendix A of the code. Such fee shall be paid at the time the application is made and shall not be returned to the applicant, regardless of whether a ~~permit-license~~ is issued.

(c)(d) A ~~permit-license~~ holder shall apply for renewal prior to the expiration of the ~~permit license~~ on a form provided by the director. The fee for the renewal of a ~~permit-license~~ to operate a short-term rental shall be charged as established in appendix A of the code. The ~~permit-license~~ holder shall either update the information required under section 4.11.003 or submit a statement affirming that the information previously submitted is still accurate. A complete application for renewal received after the expiration of a current permit shall be treated as an application for a new ~~permit license~~ in accordance with section 4.11.003.

(d)(e) A ~~permit-license~~ to operate a short-term rental is not transferable to another owner, operator, or location.

(e)(f) All ~~permits/licenses~~ issued under this article constitute public information, subject to the terms of the Public Information Act. Information regarding ~~permitted-licensed~~ short-term rentals shall be made available on the city's website and shall identify, at minimum, the property address, ~~permit-license~~ number, and ~~permit-license~~ date of each short-term rental permitted to operate in the city.

Commented [RR3]: This is completely optional, but many cities like to include it in the interest of transparency.

Commented [RR4]: This provision is not strictly necessary because we can place a periodic renewal provision on the SUPs in accordance with Section 32 of the zoning ordinance. However, if Council does not want to have each STR go back through the P&Z and Council notice + hearing requirements on a regular basis, the operator's license provision written here can be utilized instead.

If Council decides to require these CUPs to be renewed, we'll just need you to identify a term and that can be drafted into the zoning amendment portion of the ordinance

§ 4.11.006 **Repeat offenses.**

- (a) If the director finds that the owner, operator, or any occupant of a short-term rental failed to comply with any requirement of this article three (3) or more times within a twelve (12) month period, the director may revoke an existing ~~permit-license~~ or may deny an application to renew a ~~permitlicense~~. No new ~~permit-license~~ may be sought for the subject property for a period of twelve (12) months following a denial or revocation pursuant to this section.
- (b) If a property is the subject of five (5) or more violations of federal law, state law, or the other provisions of the city code outside of this article within the previous twenty-four (24)-month period, the director may revoke an existing ~~licensepermit~~; may deny an application for an original ~~licensepermit~~; or may deny an application to renew a ~~licensepermit~~, based on: (1) the frequency of any repeated violations; (2) whether a violation was committed intentionally or knowingly; and (3) any other information that demonstrates the degree to which the owner or occupant has endangered public health, safety, or welfare. No new ~~license permit~~ may be sought for the subject property for a period of twelve (12) months following the denial or revocation pursuant to this section.
- (c) A ~~license permit~~ applicant may appeal the director's decision to revoke an existing ~~license permit~~ or deny an application, in accordance with the process set forth in section 4.11.0076 of this article.

§ 4.11.0076 **Appeals.**

- (a) The revocation of a ~~license permit~~ or the director's denial of an application for a ~~license permit~~ to operate a short-term rental may be appealed to the city manager in accordance with the provisions of this section.
- (b) An appeal filed under this section must be filed with the director no later than the twentieth (20th) day following the date on which the permit was revoked or denied. The appeal must be sworn and must identify each alleged point of error, facts, and evidence supporting the appeal, and reasons why the action of the director should be modified or reversed.
- (c) The city manager or a designee shall, not later than the tenth (10th) day after the date the notice of appeal is filed, hear the appeal, and may affirm, modify, or reverse a permit revocation or application denial.
- (d) The city manager or designee shall give written notice of a decision on an appeal to the appellant.
- (e) An appellant who seeks judicial review of the city manager's review on appeal must file a petition with a court of competent jurisdiction not later than the thirtieth (30th) day after issuance of the notice of the decision.

§ 4.11.00~~87~~ **Enforcement.**

- (a) If the owner, operator, or any occupant of the short-term rental property fails or refuses to comply with the standards and requirements contained herein, the city may initiate enforcement action against the owner, operator, or any occupant, including, but not limited to, the immediate issuance of a citation.
- (b) Failure to timely remit applicable hotel occupancy tax is a violation under this article and shall result in license permit-revocation if all applicable tax is not paid within ninety (90) days of the issuance of a delinquency notice.
- (c) Any advertisement, whether it be online or in print, promoting the availability of a property within the city for rent for a period of less than thirty (30) days, shall constitute prima facie evidence of the property's use as a short-term rental.

§ 4.11.00~~98~~ **Discontinuance of operations.**

- (a) The owner and/or operator of a property used as a short-term rental that was registered with the city for collecting hotel occupancy tax prior to the effective date of this article, and who is unable, fails, or refuses to obtain a permit for operation as a short-term rental following the effective date of this article, shall discontinue the short-term rental use within sixty (60) days of the effective date of this article or the notice of permit denial. The density limitation of section 4.11.004(p) shall not bar such owner and/or operator from obtaining a permit if all other requirements and standards of section 4.11.004 are met.
- (b) The owner and/or operator of a property used as a short-term rental that was not registered with the city for collecting hotel occupancy tax prior to the effective date of this article shall discontinue the short-term rental use immediately following the effective date of this article. Such property shall not be resumed as a short-term rental until a permit has been applied for and has been issued pursuant to section 4.11.003.

§ 4.11.~~009-010~~ through § 4.11.14. **(Reserved)**

SECTION 2.

Article A1.000, "General Fee Tables," of Appendix A, "Fee Schedule," of the Code is hereby amended by adding a new Section A1.01~~32~~, "Short-term rental fees," to read as follows:

"§ A1.01~~32~~ Short-term rental fees.

The schedule of fees for short-term rentals shall be as follows:

- (1) Application for permit: \$200.00.

- (2) Permit renewal: \$200.00.
- (3) Inspection (initial or renewal):
- (4) After hours inspection (after 4:00 p.m. or weekends/holidays):
 - (A) 2-hour minimum: \$190.00.
 - (B) Each additional hour: \$65.00 per hour.
- (5) Reinspection fee: \$65.00.
- (6) Application for special exception: \$325.00"

Commented [RR5]: To be completed upon staff determination – I was unable to find a generally applicable inspection fee in the fee schedule, so this can be either be a flat fee or based on square footage or bedrooms. As long as the fee is reasonably related to the cost of administering the STR permit program, we can charge accordingly. I pulled the rest of these fees from other similar fees in the fee schedule, but we can modify as needed.

SECTION 3.

Section 3.2, "Definitions," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended to add the definition for short-term rentals, to be inserted alphabetically and to read as follows:

"SHORT-TERM RENTAL: The rental for compensation of any residence or residential structure, or a portion of a residence or residential structure, located within a residential zoning district, for the purpose of overnight lodging for a period of not more than twenty-nine (29) days. A short-term rental shall not include a hotel or motel or bed and breakfast facilities. A short-term rental is further subject to the provisions of Chapter 4, Article 4.11 of the Azle Municipal Code."

SECTION 4.

Section 4.10, "Permitted Use Schedule," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended by adding the operation of a short-term rental as a permitted use subject to a specific use permit requirement ("SP") in certain zoning districts, in the section "Residential Uses."

Commented [RR6]: Will need guidance from P&Z and Council on whether STRs will be permitted in all residential zoning districts or only certain ones. We recommend, at minimum, allowing STRs in all single-family districts and any duplex-type districts (so, the E, SF, and MD districts – though we can except SF-MHP, which cities typically prefer)

Commented [RR7]: I am not seeing an SF-3.5 in the permitted use schedule, though I see it in the zoning regulations – staff, could you please confirm?

PERMITTED USES	AG	LFO	E-1	E-2	E-3	SF-1	SF-2	SF-3	SF-4	SF-5	SF-MHP	MD-1	MD-2	MF-1	MF-2	O	CBD	INS	C	HC	IND
Residential Uses																					

Short-term rental	PS		PS	PS	PS	PS	PS	PS	PS	PS		PS	PS	PS	PS		PS				

SECTION 5.

Subsection 34.3, "Jurisdiction of Board," of Section 34, "Zoning Board of Adjustment," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended to add a new subsection C to read as follows:

C. Hear and decide, upon application, special exceptions to the terms of the zoning ordinance. The term “special exception” shall mean a deviation from the requirements of the zoning regulations herein established. Special exceptions shall be granted only when the board finds that such special exceptions will not adversely affect the value and use of adjacent or neighboring property or be contrary to the public interest. Special exceptions may be granted in the following circumstances:

1. To permit short-term rental operations in excess of the density limitation identified in Section 4.11.004(p) of the Azle Municipal Code, subject to consideration of the following factors:

a. Whether operation as a short-term rental in excess of the density limitation will not adversely impact the residential quality of the neighborhood in which the property is located;

b. Whether such operation is likely to disrupt adjacent owners’ right to the quiet enjoyment of their property (for example, by considering whether lot sizes are small enough that noise is likely to affect neighboring property owners);

c. Whether such operation will substantially impact nearby streets, including whether the property provides only limited off-street parking;

d. Whether the applicant seeks to operate an entire residence as a short-term rental or whether the short-term rental use is limited to a portion of the residence;

e. Whether the applicant occupies the premises as their primary residence or uses it as an investment property; and

f. Whether other short-term rentals in excess of the density limitation are already operating on that block.

2. To permit a minimum lot area of 2.5 acres in the AG, Agricultural district, in accordance with Section 26.7 of Chapter 14A.”

SECTION 6.

Section 32, “Specific Use Permits,” of Chapter 14A, “Zoning Ordinance,” of the Code is hereby amended to add a new subsection 32.11 to read as follows:

“§ 32.11 SPECIFIC REQUIREMENTS FOR SHORT-TERM RENTALS.

A. A short-term rental must comply with Article 4.11, “Short-Term Rentals,” of the Azle Municipal Code.

Commented [RR8]: This section can be removed if Council desires now that the SUP mechanism is being implemented instead of just the administrative permit.

B. A specific use permit for a short-term rental may be revoked as incompatible with surrounding uses in accordance with Article 4.11 of the [Azle Municipal Code](#).

SECTION 67.

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

SECTION 78.

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase 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 sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause, or phrase.

SECTION 89.

Any person, firm, or corporation who violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine as provided in Section 1.01.009 of the Code of Ordinances, City of Azle, Texas. Each day any such violation or violations exist shall constitute a separate offense and shall be punishable as such.

SECTION 910.

All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the Code of Ordinances, City of Azle, Texas, as amended or revised herein, or any other ordinances affecting the matters regulated herein which 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, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 1011.

The City Secretary is hereby directed to publish the caption and penalty clause of this Ordinance in the official newspaper of the City as required by Section 3.11 of the Charter of the City.

SECTION ~~11~~12.

This Ordinance shall be in full force and effect from and after its passage and publication as provided by the City Charter and the laws of the State of Texas.

PRESENTED AND PASSED this ____ day of _____, 2025, by a vote of ____ ayes, ____ nays, and ____ abstentions, at a regular meeting of the City Council of the City of Azle, Texas.

~~Alan Brundrett~~Randa Goode, Mayor

ATTEST:

Yael ~~Forgey~~Hoffman, City Secretary

ORDINANCE NO. 2025-06

AN ORDINANCE OF THE CITY OF AZLE, TEXAS, AMENDING CHAPTER 4, "BUSINESS REGULATIONS," OF THE CODE OF ORDINANCES, CITY OF AZLE, TEXAS, TO CREATE AN ARTICLE DEFINING AND GOVERNING THE STANDARDS AND REQUIREMENTS FOR SHORT-TERM RENTALS; AMENDING APPENDIX A, "FEE SCHEDULE," TO PROVIDE FOR ADMINISTRATIVE FEES ASSOCIATED WITH THE PERMITTING AND INSPECTION OF SHORT-TERM RENTALS; AMENDING CHAPTER 14A, "ZONING ORDINANCE," TO IDENTIFY SHORT-TERM RENTALS AS A PERMITTED USE IN ZONING DISTRICTS WITH RESIDENTIAL USES, SUBJECT TO CERTAIN CONDITIONS, AND TO AUTHORIZE THE BOARD OF ADJUSTMENT TO HEAR SPECIAL EXCEPTIONS IN CERTAIN CIRCUMSTANCES; PROVIDING THIS ORDINANCE SHALL BE CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATION; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Azle, Texas (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, the City Council of the City ("City Council"), recognizes the City's proximity to tourist destinations in the Dallas-Fort Worth Metroplex, including nearby Eagle Mountain Lake; and

WHEREAS, in the City and elsewhere, the increase in the number of persons or entities desiring to rent their residential properties has led to the proliferation of transient and vacation rental uses within neighborhoods previously planned, approved, and constructed for solely residential use; and

WHEREAS, the use of residential properties by individuals for short periods of time may negatively impact the original residential character of neighborhoods that was an inducement for owners to buy their homes in such neighborhoods due, in part, to substituting permanent residents with transient visitors and thereby reducing or eliminating common goals, cohesiveness, communication, and accountability between permanent residents; and

WHEREAS, the regulation of the use and operation of such "short-term rental" property is intended to prevent the further erosion of pre-existing and stable neighborhoods, and further advance the City Council's commitment to preserving the residential character of its neighborhoods; and

WHEREAS, the rise of substitute land uses for residential property contributes to the shortage of affordable housing for both homeowners and long-term renters; and

WHEREAS, the proliferation of unregulated short-term rentals presents fire and structural safety concerns that are not applicable to structures used for permanent occupancy but are deemed necessary to accommodate guests who, as visitors to the City, will rely on City emergency services in the event of a crisis; and

WHEREAS, the City has received numerous complaints from neighbors seeking to resolve issues with parking, noise, and other adverse effects related to the operation of short-term rentals in residential areas; and

WHEREAS, the purpose of the regulations set forth herein is to provide a procedure to allow the rental of private residences to visitors on a short term basis, while ensuring that such rental use does not cause adverse impacts to residential neighborhoods due to the intensive nature of the use creating excessive traffic, noise, density, and other adverse effects, and additionally to ensure that the number of occupants within such rental units do not exceed the design capacity of the structure causing health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions; and

WHEREAS, the City Council has reviewed data and information from other cities' experiences with short-term rentals and used this data and information to develop a regulatory structure suitable for the circumstances within the City; and

WHEREAS, the City Council finds and determines that regulations related to short-term rental uses should be adopted to define short-term rentals, establish standards for operation and appropriate review processes applicable to short-term rentals, and establish commensurate permitting and inspection fees; and

WHEREAS, the Planning and Zoning Commission of the City held a public hearing on April 18, 2025, and the City Council held a public hearing on May 20, 2025, and July 1, 2025, with respect to the short-term rental regulations described herein; and

WHEREAS, the City Council finds that regulating the short-term rental of residential property is necessary for promoting the health, safety, and welfare of the general public, ensuring consistency in land uses and development, and protecting the rights of property owners, residents, and visitors in the City.

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

SECTION 1.

Chapter 4, "Business Regulations," of the Code of Ordinances, City of Azle, Texas, ("the Code") is hereby amended by adding a new Article 4.11 to read as follows:

"ARTICLE 4.11. SHORT-TERM RENTAL

§ 4.11.001 **Purpose.**

The purpose of the regulations set forth herein is to provide a procedure to allow the rental of private residences to visitors on a short term basis, while ensuring that such rental use does not create adverse impacts to residential neighborhoods due to excessive traffic, noise, density, and other adverse effects, and additionally to ensure that the number of occupants within such rental units do not exceed the design capacity of the structure causing health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions.

§ 4.11.002 **Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bathroom. Enclosed space containing one or more bathtubs, showers, or both, as well as one or more toilets, lavatories or fixtures serving similar purposes.

Bedroom. A room with a closet that is used or intended to be used for sleeping purposes and not as a kitchen, bathroom, living room, closet, hallway, utility space, entry way, garage, patio, breezeway, or other purpose.

Block. A tract of land bounded by streets, or a combination of streets, public parks, railroad rights-of-way, shorelines of waterways, or corporate limits.

Block face. The portion of a block abutting one side of a street and lying between the two nearest intersecting or intercepting streets, or between the nearest intersecting or intercepting street and another boundary such as a railroad right-of-way, unsubdivided land, watercourse, or municipal boundary. A corner lot shall be part of the block face parallel to the lot's front lot line.

Code or city code. The Code of Ordinances, City of Azle, Texas.

Department. The planning and development department of the city.

Director. The director of planning and development of the city or their designated representative.

Fire marshal. The fire marshal of the city or their designated representative.

Occupant. The person(s) who have lawfully obtained the exclusive use and possession of the short-term rental premises from the owner and/or operator, and the guest(s) of such person(s).

Operator. The owner or local responsible party tasked with managing a property operating as a short-term rental on behalf of the owner.

Owner. The individual or entity that owns a property operating as a short-term rental.

Permit. The permit issued pursuant to the terms of this article authorizing the operation of a short-term rental.

Short-term rental. The rental for compensation, of any residence or residential structure, or a portion of a residence or residential structure, located within a zoning district where the residential use is lawful, for the purpose of overnight lodging for a period of less than thirty (30) days. A short-term rental shall not include a hotel or motel.

§ 4.11.003 **Short-term rental permit application.**

It shall be unlawful for any owner, operator, or other person to advertise, offer to rent or rent, lease, sublease, license or sublicense a residential property within the city as a short-term rental for which a specific use permit application has not been properly made in accordance with section 32 of exhibit 14A of the code, and a permit issued. A specific use permit application shall be made in accordance with section 32 of exhibit 14A of the code and shall also specifically include the following minimum information:

- (1) The name, address, contact information, and signature of the owner of the premises (or signed owner authorization, on a form provided by the city);
- (2) The name, address, and phone number of a twenty-four (24)-hour contact;
- (3) The registration number for the city hotel occupancy tax as required by section 4.11.004 (m), below;
- (4) A parking plan of the premises identifying the location and quantity of parking spaces to be used in conjunction with the short-term rental, in relation to the residence;
- (5) A dimensioned floor plan of the proposed short-term rental identifying the proposed maximum number of occupants, bedrooms, other living spaces, location of safety features, and emergency evacuation routes;
- (6) The name, contact information, and rules for the applicable homeowners' association (HOA), if any;
- (7) Proof of liability insurance, which shall meet the following minimum requirements:
 - (A) The city, its officials, employees, agents and officers shall be named as an "additional insured" on all policies;
 - (B) The policy should provide a minimum liability coverage of \$1,000,000 (one million dollars); and
 - (C) Each policy shall be endorsed to provide the city with a minimum of a thirty

(30)-day notice of cancellation, non-renewal, and/or material change in policy terms or coverage; provided, however, a minimum ten (10) days' notice shall be required in the event of non-payment of premium;

- (8) A current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from the Appraisal District for the county in which the property is located). Tax statements printed from the Tarrant or Parker County website (pdf) are acceptable in lieu of the original certificate(s);
- (9) A copy of the proposed host rules for the short-term rental, including a statement identifying the description and location of safety features described in section 4.11.004(e); and
- (10) A statement that the owner of the short-term rental complies with and will continue to comply with the standards and other requirements of this article, as well as all applicable standards and other requirements of the code.

§ 4.11.004 **Regulations.**

- (a) Maximum stay; minimum stay. It shall be unlawful for an owner to rent or lease a short-term rental for a period of more than twenty-nine (29) days or less than twenty-four (24) hours.
- (b) Occupancy. The maximum number of persons permitted to stay in a short-term rental is limited to two (2) persons per bedroom, plus two (2) additional persons; however, no short-term rental shall permit the cumulative total number of occupants to exceed twelve (12) persons.
- (c) Parking restrictions. Parking is restricted to the number of off-street parking spaces associated with the residential structure, either in the driveway and garage or by location or number assigned to a specific unit. It shall be unlawful for an occupant or invitee of an occupant to park a motor vehicle on a residential street adjacent to or near a short-term rental. All motor vehicles are further subject to the parking requirements of chapter 12, article 5 of the code.
- (d) Access to basic sanitation. Each bedroom of a residence or portion of a residence used as a short-term rental must provide interior access to a bathroom, such that an occupant shall have access to a bathroom without exiting the residence, regardless of whether such bathroom is private or shared.
- (e) Life safety.
 - (1) The short-term rental must be equipped with:
 - (A) Working smoke alarms, meeting the requirements of Section 92.254 and 92.255 of the Texas Property Code, with a minimum of one (1) on each floor or level and one (1) in each room used as a bedroom; and

(B) A minimum of one (1) working carbon monoxide detector on each floor or level if the premises are equipped with natural gas, propane, and/or an attached garage; and

(C) A minimum of one (1) 2A:10B:C type fire extinguisher (a standard five-pound extinguisher) available on each floor, inspected annually in accordance with the International Fire Code and tagged by a third-party inspector.

(2) All gas appliances shall be properly ventilated outside the home.

(3) Emergency escape openings shall comply with the city's currently adopted International Residential Code (IRC), with at least one (1) emergency escape opening for each bedroom opening directly to the outdoors.

Commented [RR1]: To be confirmed with the Fire Department

(4) An evacuation plan shall be posted in each bedroom.

(5) Any room that does not comply with this subsection (e) shall not be used as a bedroom, and where equipped with a door, shall remain locked at all times when the dwelling is being used as a short-term rental. Any non-compliant bedroom shall not be included in the maximum occupancy calculation for the short-term rental, nor be advertised as a bedroom.

(f) Conduct on premises. Each short-term rental owner, operator, and occupant shall comply with all requirements of the city code. Owners and/or operators shall be responsible for informing occupants of all relevant city codes and occupants' liability for violations of same. In addition, the following shall be unlawful:

(1) Conduct involving the use of amplified sound or radios, phonographs, or musical instruments between the hours of 7:00 p.m. and 7:00 a.m., excessive noise, or other disturbances outside the short-term rental structure that would violate chapter 8, article 8.03 of the code, including, but not limited to, the following outside areas: decks, portals, porches, balconies, patios, hot tubs, pools, saunas, or spas;

(2) Sleeping outdoors;

(3) Placing, or allowing to be placed, waste or recycling receptacles at the designated pickup location prior to 7:00 p.m. on the day prior to the scheduled pickup, or otherwise in violation of chapter 13, article 13.08 of the code;

(4) Advertising, promoting, or operating a special event, or permitting the advertising, promotion, or operation of a special event (including, but not limited to, a banquet, wedding, reception, reunion, bachelor or bachelorette party, concert, or similar activity that would assemble large numbers of invitees) to be held on the premises; and

- (5) Using or permitting the use of the short-term rental for the purpose of: housing sex offenders; operating a structured sober, recovery, or other purpose living home or similar enterprise; selling illegal drugs; selling alcohol or another activity that requires a permit or license under the Alcoholic Beverage Code; or operating as a sexually oriented business.
- (g) Signage. On-premise signage advertising or identifying the short-term rental shall not be permitted.
- (h) Advertising. The owner and/or operator shall not advertise or promote, or allow another to advertise or promote, the short-term rental without including the occupancy limits, parking standards, and city permit number for the listing.
- (i) Local contact. An owner and/or operator must designate the name and contact information of a representative who shall be the local responsible party who can be contacted regarding immediate concerns and complaints from the public. Said individual must be available in person or by phone at all times while occupants are on the premises of the short-term rental. If called, said individual must be able to, and shall, be present at the premises within one (1) hour of receiving a call from the planning director. A local contact must be authorized to make decisions regarding the premises and its occupants.
- (j) Occupant notification packet. The owner and/or operator shall post in a conspicuous location of the short-term rental premises a packet containing, at a minimum, the following information:
 - (1) Maximum number of occupants;
 - (2) Location of required off-street parking, other available parking and prohibition of parking on unapproved surfaces as provided by section 12.05.008 of the code;
 - (3) Quiet hours and noise restrictions;
 - (4) List of HOA rules, if applicable;
 - (5) Twenty-four (24)-hour local contact person and phone number;
 - (6) Property cleanliness requirements;
 - (7) Waste pick-up requirements, including location of waste and recycling receptacles;
 - (8) Flooding hazards and evacuation routes, as well as information on the emergency siren system and other safety features;

- (9) Emergency and non-emergency numbers; and
- (10) Notice that failure to conform to the occupancy and parking requirements constitutes a violation of the code and an occupant or visitor may be cited.
- (k) Rental agreement notification. The rental agreement between the owner and/or operator of the short-term rental and the occupant shall include, by attachment, all of the information provided in the occupant notification packet.
- (l) Changes in ownership. The purchaser of a short-term rental shall provide the director with current application materials required by section 4.11.003, revised to include any new information associated with the change in ownership, within thirty (30) days of the closing date for the purchase of the short-term rental. Since a permit is non-transferable pursuant to section 4.11.005, the purchaser shall also remit a permit renewal fee as described in appendix A of the code.
- (m) Hotel occupancy taxes. The owner and/or operator of the short-term rental property shall register with the city finance department to pay hotel occupancy taxes prior to the date that the short-term rental permit application is submitted, and the owner and/or operator must remit all applicable hotel occupancy taxes in a timely manner pursuant to applicable laws.
- (n) Request for occupancy history. Upon request of the director, the owner of a premises used as a short-term rental shall remit, within thirty (30) days, an accounting of all rental activity and the hotel occupancy taxes paid therefor.
- (o) Right to inspect premises.
- (1) Inspections. The fire marshal or building official shall perform periodic inspections of each short-term rental property to ensure compliance with this article and other applicable laws. For the purpose of performing inspections, the fire marshal or building official may enter, examine, and survey, at all reasonable times, all buildings, dwelling units, guest rooms, and the premises used as a short-term rental property. An owner and/or operator may refuse to consent to an inspection conducted by the fire marshal. If consent is refused, the fire marshal may seek an administrative search warrant authorized by Article 18 of the Texas Code of Criminal Procedure and the city code. No permit for operating a short-term rental shall be issued until the premises successfully passes such inspection.
- (2) Types of inspections. The city may perform the following inspections:
- (A) Initial and renewal inspections. The fire marshal or building official may perform an initial inspection of the short-term rental property upon application for a permit, as well as inspections of the short-term rental property upon application for permit renewal.

Commented [RR2]: Confirm procedures with City finance department

- (B) Repeat inspections. If, upon completion of an inspection, the premises are found to be in violation of one or more provisions of this section, the city shall provide written notice of such violation and shall set a re-inspection date. If a property fails to pass an inspection, a re-inspection fee will be charged after the third re-inspection of the premises. A property cannot be occupied as a short-term rental while its status with the fire marshal's office is noted as being in violation.
- (C) Fire extinguishers. The owner and/or operator is responsible for obtaining annual independent inspections of the fire extinguishers in compliance with city regulations.
- (D) Change in ownership inspection. As part of the change in ownership process for a short-term rental the fire marshal shall conduct an inspection to verify compliance with this article.

(p) Density limitations for short-term rental properties.

- (1) Limitation. Short-term rentals shall be limited to no more than one-eighth (12.5 percent) of the total number of residential units on the block face or in a multi-unit building. Notwithstanding the foregoing, at least one short-term rental shall be permitted per block or multi-unit building, regardless of density.
- (2) Special exception available. In order to obtain a permit for a short-term rental that would exceed the density limitation of this section, a property owner may apply to the zoning board of adjustment for a special exception in accordance with chapter 14A, section 34 of the code. The board may consider factors such as the following:
 - (A) Whether operation as a short-term rental in excess of the density limitation will not adversely impact the residential quality of the neighborhood in which the property is located;
 - (B) Whether such operation is likely to disrupt adjacent owners' right to the quiet enjoyment of their property (for example, by considering whether lot sizes are small enough that noise is likely to affect neighboring property owners);
 - (C) Whether such operation will substantially impact nearby streets, including whether the property provides only limited off-street parking;
 - (D) Whether the applicant seeks to operate an entire residence as a short-term rental or whether the short-term rental use is limited to a portion of the residence;
 - (E) Whether the applicant occupies the premises as their primary residence or uses it as an investment property; and

- (F) Whether other short-term rentals in excess of the density limitation are already operating on that block.

- (3) Nonconforming uses. A short-term rental that was lawfully in existence on the effective date of this article shall be considered a nonconforming use and shall not be subject to the density limitations set forth in this subsection. A short-term rental shall be considered lawfully in existence on the effective date of this article if the owner provides written confirmation from the city finance department indicating that, prior to the effective date of this article, the property was registered for payment of hotel occupancy tax as required by chapter 11, article 11.04 of the code and the tax account was not in arrears.

§ 4.11.005 Annual operator's license; fees; non-transferability; public information designation.

- (a) In order to operate as a short-term rental, an owner or operator must obtain an annual operator's license on a form provided by the city.
- (b) All licenses issued under this article shall be valid for a period of one (1) year from the date of issuance.
- (c) A nonrefundable fee for administration of the license application shall be charged as established in appendix A of the code. Such fee shall be paid at the time the application is made and shall not be returned to the applicant, regardless of whether a license is issued.
- (d) A license holder shall apply for renewal prior to the expiration of the license on a form provided by the director. The fee for the renewal of a license to operate a short-term rental shall be charged as established in appendix A of the code. The license holder shall either update the information required under section 4.11.003 or submit a statement affirming that the information previously submitted is still accurate. A complete application for renewal received after the expiration of a current permit shall be treated as an application for a new license in accordance with section 4.11.003.
- (e) A license to operate a short-term rental is not transferable to another owner, operator, or location.
- (f) All licenses issued under this article constitute public information, subject to the terms of the Public Information Act. Information regarding licensed short-term rentals shall be made available on the city's website and shall identify, at minimum, the property address, license number, and license date of each short-term rental permitted to operate in the city.

§ 4.11.006 Repeat offenses.

Commented [RR3]: This is completely optional, but many cities like to include it in the interest of transparency.

Commented [RR4]: This provision is not strictly necessary because we can place a periodic renewal provision on the SUPs in accordance with Section 32 of the zoning ordinance. However, if Council does not want to have each STR go back through the P&Z and Council notice + hearing requirements on a regular basis, the operator's license provision written here can be utilized instead.

If Council decides to require these CUPs to be renewed, we'll just need you to identify a term and that can be drafted into the zoning amendment portion of the ordinance

- (a) If the director finds that the owner, operator, or any occupant of a short-term rental failed to comply with any requirement of this article three (3) or more times within a twelve (12) month period, the director may revoke an existing license or may deny an application to renew a license. No new license may be sought for the subject property for a period of twelve (12) months following a denial or revocation pursuant to this section.
- (b) If a property is the subject of five (5) or more violations of federal law, state law, or the other provisions of the city code outside of this article within the previous twenty-four (24)-month period, the director may revoke an existing license; may deny an application for an original license; or may deny an application to renew a license, based on: (1) the frequency of any repeated violations; (2) whether a violation was committed intentionally or knowingly; and (3) any other information that demonstrates the degree to which the owner or occupant has endangered public health, safety, or welfare. No new license may be sought for the subject property for a period of twelve (12) months following the denial or revocation pursuant to this section.
- (c) A license applicant may appeal the director's decision to revoke an existing license or deny an application, in accordance with the process set forth in section 4.11.007 of this article.

§ 4.11.007 Appeals.

- (a) The revocation of a license or the director's denial of an application for a license to operate a short-term rental may be appealed to the city manager in accordance with the provisions of this section.
- (b) An appeal filed under this section must be filed with the director no later than the twentieth (20th) day following the date on which the permit was revoked or denied. The appeal must be sworn and must identify each alleged point of error, facts, and evidence supporting the appeal, and reasons why the action of the director should be modified or reversed.
- (c) The city manager or a designee shall, not later than the tenth (10th) day after the date the notice of appeal is filed, hear the appeal, and may affirm, modify, or reverse a permit revocation or application denial.
- (d) The city manager or designee shall give written notice of a decision on an appeal to the appellant.
- (e) An appellant who seeks judicial review of the city manager's review on appeal must file a petition with a court of competent jurisdiction not later than the thirtieth (30th) day after issuance of the notice of the decision.

§ 4.11.008 Enforcement.

- (a) If the owner, operator, or any occupant of the short-term rental property fails or refuses to comply with the standards and requirements contained herein, the city may initiate enforcement action against the owner, operator, or any occupant, including, but not limited to, the immediate issuance of a citation.
- (b) Failure to timely remit applicable hotel occupancy tax is a violation under this article and shall result in license revocation if all applicable tax is not paid within ninety (90) days of the issuance of a delinquency notice.
- (c) Any advertisement, whether it be online or in print, promoting the availability of a property within the city for rent for a period of less than thirty (30) days, shall constitute prima facie evidence of the property's use as a short-term rental.

§ 4.11.009 **Discontinuance of operations.**

- (a) The owner and/or operator of a property used as a short-term rental that was registered with the city for collecting hotel occupancy tax prior to the effective date of this article, and who is unable, fails, or refuses to obtain a permit for operation as a short-term rental following the effective date of this article, shall discontinue the short-term rental use within sixty (60) days of the effective date of this article or the notice of permit denial. The density limitation of section 4.11.004(p) shall not bar such owner and/or operator from obtaining a permit if all other requirements and standards of section 4.11.004 are met.
- (b) The owner and/or operator of a property used as a short-term rental that was not registered with the city for collecting hotel occupancy tax prior to the effective date of this article shall discontinue the short-term rental use immediately following the effective date of this article. Such property shall not be resumed as a short-term rental until a permit has been applied for and has been issued pursuant to section 4.11.003.

§ 4.11.010 through § 4.11.14. **(Reserved)**"

SECTION 2.

Article A1.000, "General Fee Tables," of Appendix A, "Fee Schedule," of the Code is hereby amended by adding a new Section A1.013, "Short-term rental fees," to read as follows:

"§ A1.013 **Short-term rental fees.**

The schedule of fees for short-term rentals shall be as follows:

- (1) Application for permit: \$200.00.
- (2) Permit renewal: \$200.00.

- (3) Inspection (initial or renewal):
- (4) After hours inspection (after 4:00 p.m. or weekends/holidays):
 - (A) 2-hour minimum: \$190.00.
 - (B) Each additional hour: \$65.00 per hour.
- (5) Reinspection fee: \$65.00.
- (6) Application for special exception: \$325.00"

Commented [RR5]: To be completed upon staff determination – I was unable to find a generally applicable inspection fee in the fee schedule, so this can be either be a flat fee or based on square footage or bedrooms. As long as the fee is reasonably related to the cost of administering the STR permit program, we can charge accordingly. I pulled the rest of these fees from other similar fees in the fee schedule, but we can modify as needed.

SECTION 3.

Section 3.2, "Definitions," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended to add the definition for short-term rentals, to be inserted alphabetically and to read as follows:

"SHORT-TERM RENTAL: The rental for compensation of any residence or residential structure, or a portion of a residence or residential structure, located within a residential zoning district, for the purpose of overnight lodging for a period of not more than twenty-nine (29) days. A short-term rental shall not include a hotel or motel or bed and breakfast facilities. A short-term rental is further subject to the provisions of Chapter 4, Article 4.11 of the Azle Municipal Code."

SECTION 4.

Section 4.10, "Permitted Use Schedule," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended by adding the operation of a short-term rental as a permitted use subject to a specific use permit requirement ("S") in certain zoning districts, in the section "Residential Uses."

Commented [RR6]: Will need guidance from P&Z and Council on whether STRs will be permitted in all residential zoning districts or only certain ones. We recommend, at minimum, allowing STRs in all single-family districts and any duplex-type districts (so, the E, SF, and MD districts – though we can except SF-MHP, which cities typically prefer)

Commented [RR7]: I am not seeing an SF-3.5 in the permitted use schedule, though I see it in the zoning regulations – staff, could you please confirm?

PERMITTED USES	AG	LFO	E-1	E-2	E-3	SF-1	SF-2	SF-3	SF-4	SF-5	SF-MHP	MD-1	MD-2	MF-1	MF-2	O	CBD	INS	C	HC	IND
Residential Uses																					

Short-term rental	S		S	S	S	S	S	S	S	S		S	S	S	S		S				

SECTION 5.

Subsection 34.3, "Jurisdiction of Board," of Section 34, "Zoning Board of Adjustment," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended to add a new subsection C to read as follows:

- "C.** Hear and decide, upon application, special exceptions to the terms of the zoning ordinance. The term "special exception" shall mean a deviation from the

requirements of the zoning regulations herein established. Special exceptions shall be granted only when the board finds that such special exceptions will not adversely affect the value and use of adjacent or neighboring property or be contrary to the public interest. Special exceptions may be granted in the following circumstances:

1. To permit short-term rental operations in excess of the density limitation identified in Section 4.11.004(p) of the Azle Municipal Code, subject to consideration of the following factors:
 - a. Whether operation as a short-term rental in excess of the density limitation will not adversely impact the residential quality of the neighborhood in which the property is located;
 - b. Whether such operation is likely to disrupt adjacent owners' right to the quiet enjoyment of their property (for example, by considering whether lot sizes are small enough that noise is likely to affect neighboring property owners);
 - c. Whether such operation will substantially impact nearby streets, including whether the property provides only limited off-street parking;
 - d. Whether the applicant seeks to operate an entire residence as a short-term rental or whether the short-term rental use is limited to a portion of the residence;
 - e. Whether the applicant occupies the premises as their primary residence or uses it as an investment property; and
 - f. Whether other short-term rentals in excess of the density limitation are already operating on that block.
2. To permit a minimum lot area of 2.5 acres in the AG, Agricultural district, in accordance with Section 26.7 of Chapter 14A."

SECTION 6.

Section 32, "Specific Use Permits," of Chapter 14A, "Zoning Ordinance," of the Code is hereby amended to add a new subsection 32.11 to read as follows:

"§ 32.11 SPECIFIC REQUIREMENTS FOR SHORT-TERM RENTALS.

- A. A short-term rental must comply with Article 4.11, "Short-Term Rentals," of the Azle Municipal Code.
- B. A specific use permit for a short-term rental may be revoked as incompatible with surrounding uses in accordance with Article 4.11 of the Azle Municipal Code."

Commented [RR8]: This section can be removed if Council desires now that the SUP mechanism is being implemented instead of just the administrative permit.

SECTION 7.

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

SECTION 8.

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase 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 sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause, or phrase.

SECTION 9.

Any person, firm, or corporation who violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine as provided in Section 1.01.009 of the Code of Ordinances, City of Azle, Texas. Each day any such violation or violations exist shall constitute a separate offense and shall be punishable as such.

SECTION 10.

All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the Code of Ordinances, City of Azle, Texas, as amended or revised herein, or any other ordinances affecting the matters regulated herein which 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, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 11.

The City Secretary is hereby directed to publish the caption and penalty clause of this Ordinance in the official newspaper of the City as required by Section 3.11 of the Charter of the City.

SECTION 12.

This Ordinance shall be in full force and effect from and after its passage and publication as provided by the City Charter and the laws of the State of Texas.

PRESENTED AND PASSED this ____ day of _____, 2025, by a vote of ____ ayes, ____ nays, and ____ abstentions, at a regular meeting of the City Council of the City of Azle, Texas.

Randa Goode, Mayor

ATTEST:

Yael Hoffman, City Secretary



Presenter: Tom Muir, City Manager

Agenda Item: Planned Developments

Background and Explanation:

Mayor Goode requested a discussion on possibly imposing time limits on planned developments.

Board/Commission/Committee Recommendation:

N/A.

Staff Recommendation:

N/A.

Attachments:

1. PD Expirations