



City of Willow Park
Executive & Regular Meeting Agenda
City Hall
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, September 12, 2017 at 6:00 p.m.

Executive Session Agenda

- 1. Call to Order**
- 2. Determination of Quorum**
- 3. Executive Session Items**
 - a. Pursuant to Chapter 551, Texas Government Code, VTCS, (Open Meetings Law): In accordance with the authority contained in:
 1. Section 551.074 Personnel Matters – to deliberate the appointment, reappointment, and or evaluation of a public officer or employee – **City Administrator**.
- 4. Action on Executive Session Items**
 - b. To take action, if necessary, Pursuant to Chapter 551, Texas Government Code, VTCS, (Open Meetings Law): In accordance with the authority contained in:
 1. Section 551.074 Personnel Matters – to deliberate the appointment, reappointment, and or evaluation of a public officer or employee – **City Administrator**.
- 5. Recess**

Regular Session Agenda

Section I – Presentations

- 1. Call to Order**
- 2. Determination of Quorum**
- 3. Invocation & Pledge of Allegiance**
 - A. Pastor Clark Boshier, Willow Park Baptist Church
- 4. Citizen Presentations & Comments**

Section II – Minutes

- 5. Approve and Act on Minutes**
 - A. Approve City Council Regular Meeting Minutes – August 8, 2017
 - B. Approve City Council Budget Workshop Meeting Minutes – August 12, 2017
 - C. Approve City Council Special Meeting Minutes – August 14, 2017
 - D. Approve City Council Special Meeting Minutes – August 22, 2017
 - E. Approve City Council Special Meeting Minutes – August 31, 2017

Section III – General Items

6. Discussion/Action: To Consider and act on a Final Plat for a 5.13 acre subdivision being Lot 1R and 2, Block A, DeWees Addition, City of Willow Park, Parker County, Texas. The property is located on Emsley Road. (Betty Chew)
7. Discussion/Action: To Consider and act on a Site Plan for “Veranda Village,” a Medical Office and Assisted Living Center located on Lot 4, Block A, Crown Pointe Addition, Phase 2. The property is located on Crown Pointe Blvd. (Betty Chew)
8. Discussion/Action: To Consider and act on a Site Plan addendum for a 9,332 square foot classroom addition to Christ Chapel Bible Church - West Campus located at 3910 E. 1-20 Service Road, Willow Park, Parker County, Texas. (Betty Chew)
9. Discussion/Action: To consider and act on the appointment of members to the Planning and Zoning Commission by the Mayor, by and with advice and consent of the City Council. (Mayor Moss)
10. Discussion/Action: To consider and act on Resolution No. 12-17, a Resolution authorizing the City to enter into an agreement, memorandum of understanding, or other cooperative procedures with Parker County Emergency Services District No. 1 to coordinate, route or dispatch to Willow Park Fire and Rescue calls for emergency services. (Mike LeNoir)
11. Discussion/Action: To discuss and consider making appointments to the Audit Committee.
12. Discussion/Action: To discuss and act on accepting City Secretary, Kandice Garrett’s resignation.

Section IV- Informational

13. Mayor & Council Member Announcements

14. City Administrator’s Report

Section V – Adjournment

15. Adjournment

I certify that the above notice of this meeting posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on or before September 8, 2017 at 5:00 p.m.

Kandice Garrett
City Secretary, City of Willow Park

If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary’s Office at (817) 441-7108 ext. 6 or fax (817) 441-6900 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 9/12/17	Department: Development Services	Presented By: Betty Chew
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AGENDA ITEM:

To consider and act on a Final Plat for a 5.13 acre subdivision being Lot 1R and 2, Block A, DeWees Addition, City of Willow Park, Parker County, Texas. The property is located on Emsley Road.

BACKGROUND:

The owner proposes to plat the 5.13 acre tract into two lots. A plat for a single 4.57 acre lot subdivision was approved in October 2015. The owner now proposes to include an additional 0.56 acre parcel to the property and plat the property into two lots. Lot 1R will be a 3.50 acres lot and Lot 2 will be a 1.63 acre lot. The property is zoned R-1 "Single Family Residential District." The property is undeveloped and the owner has no immediate plans for development. The property has frontage on Emsley Road a 50 foot right of way. The lots will be served by City water, a 2 inch main in Emsley Road and private septic systems.

STAFF/BOARD/COMMISSION RECOMMENDATION:

The Final Plat of Lot 1R and 2, Block A, DeWees Addition meets the requirements of the Subdivision Ordinance and Staff recommends approval.

The Planning and Zoning Commission recommends approval of the final plat DeWees Addition.

The Commission vote was unanimous.

EXHIBITS:

Plat Application, Final Plat

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	N/A
	Source of Funding	N/A



City of Willow Park Development Services

516 Ranch House Road

Willow Park, Texas 76087

Phone: (817) 441-7108 · Fax: (817) 441-6900

PLAT APPLICATION

MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED

ALL SIGNATURES MUST BE ORIGINAL

Type of Plat: ☐ Preliminary ☐ Final ☐ Replat ☐ Amended

PROPERTY DESCRIPTION:

SUBMITTAL DATE: _____

Address (if assigned): _____

Name of Additions: DEWEES ADDITION

Location of Addition: ENSLEY ROAD

Number of Lots: 2 Gross Acreage: 5.13 Zoning: R-1 # of New Street Intersections: 0

PROPERTY OWNER:

Name: DAL & MARY DEWEES

Contact: DAL DEWEES

Address: 500 THROCKMORTON #1612

Phone: 325-374-2933

City: FT. WORTH

Fax: _____

State: TX Zip: 76102

Email: deweess2@charter.net

Signature: *Dal Dewees*

APPLICANT:

Name: SAME AS OWNER

Contact: _____

Address: _____

Phone: _____

City: _____

Fax: _____

State: _____ Zip: _____

Email: _____

Signature: _____

SURVEYOR:

Name: BARRON, STARK & SWIFT

Contact: CHUCK STARK

Address: 6221 Southwest Blvd.

Phone: 817-231-8100

City: FT. WORTH

Fax: _____

State: TX Zip: 76132

Email: chuck5@barronstark.com

Signature: *Chuck Stark*

ENGINEER:

Name: SAME AS SURVEYOR

Contact: _____

Address: _____

Phone: _____

City: _____

Fax: _____

State: _____ Zip: _____

Email: _____

Signature: _____

PRINCIPAL CONTACT: _____ Owner _____ Applicant ☒ Surveyor _____ Engineer

- Staff comment letters and mark-ups will be distributed only to the designated principle contact
- Comments will be sent via email unless otherwise specified

UTILITY PROVIDERS

Electric Provider: ONCOR

Water Provider: WILLOW PARK

Wastewater Provider: SEPTIC

Gas Provider (if applicable): N/A

APPLICATION FEES

☒ \$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE OR

_____ \$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE

Additional fees (if applicable):

Any reasonable fees and/or costs, which are required by the City of Willow Park for a proper review of this request, are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building(s)/property inspections and/or testing(s).

City Use Only

Fees Collected: \$ _____

\$ _____

\$ _____

\$ _____

Receipt Number: _____

PLAT REVIEW CHECKLIST:

****This checklist must be submitted with the initial plat application****

I. GENERAL:

Name of Addition: DE WEEB
Applicant: DAL DE WEEB
Property Owner(s): SAME
Location of Addition: ENSLEY ROAD

II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

	<u>APPLICANT</u>	<u>STAFF</u>
A. Preliminary Plat Application (original signatures)	_____	_____
B. Preliminary Plat Drawing (5 paper copies & 1 digital)	_____	_____
C. Preliminary Drainage Analysis (5 paper copies & 1 digital)	_____	_____
D. Concept Construction Plan (5 paper copies & 1 digital)	_____	_____
E. Tree Survey	_____	_____
F. Location and Dimensions of Existing Structures	_____	_____
G. Sectionalizing or Phasing of Plats	_____	_____
H. Zoning Classification of All Properties Shown on the Plat	_____	_____
I. Dimensions of all Proposed or Existing Lots	_____	_____
J. Location of 100-year Flood Limits Where Applicable	_____	_____

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

A. Final Plat Application (original signatures)	_____	_____
B. Final Plat Drawing (5 paper copies & 1 digital copy)	_____	_____
C. Drainage Study (5 paper copies & 1 digital)	_____	_____
D. Submit 1 mylar copy and 1 paper copy from county filing	_____	_____
E. Written Metes and Bounds Description	_____	_____
F. Dimensions of All Proposed or Existing Lots	_____	_____
G. Area in acres for each lot	_____	_____
H. Any Existing Structures which Encroach and Setback Lines	_____	_____
I. Parker County Tax Certificate	_____	_____
J. Plans for all water & sewer lines	_____	_____
K. Plans for fire hydrants	_____	_____
L. Plans for all proposed streets and sidewalks	_____	_____

IV. REQUIRED DOCUMENTS FOR A REPLAT

A. Replat Application (original signatures)	<u>/</u>	<u>[Signature]</u>
B. Replat Drawing (5 paper copies & 1 digital copy)	<u>/</u>	<u>[Signature]</u>
C. Original Plat for comparison	<u>/</u>	<u>[Signature]</u>
D. Drainage Study (5 paper copies & 1 digital)	<u>N/A</u>	<u>N/A</u>
E. Submit 1 mylar copy and 1 paper copy from county filing	<u>/</u>	<u>[Signature]</u>
F. Written Metes and Bounds Description	<u>/</u>	<u>[Signature]</u>
G. Dimensions of All Proposed or Existing Lots	<u>/</u>	<u>[Signature]</u>
H. Area in acres for each lot	<u>/</u>	<u>[Signature]</u>
I. Any Existing Structures which Encroach and Setback Lines	<u>/</u>	<u>[Signature]</u>
J. Parker County Tax Certificate	_____	_____

V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

A. Amended Plat Application (original signatures)	_____	_____
B. Final Plat Drawing (5 paper copies & 1 digital)	_____	_____
C. Original Plat for comparison	_____	_____
D. Drainage Study (5 paper copies & 1 digital)	_____	_____
E. Submit 1 mylar copy and 1 paper copy from county filing	_____	_____
F. Written Metes and Bounds Description	_____	_____
G. Dimensions of All Proposed or Existing Lots	_____	_____
H. Area in acres for each lot	_____	_____
I. Any Existing Structures which Encroach and Setback Lines	_____	_____

VI.	REQUIREMENTS ON ALL PLATS	APPLICANT	STAFF
A.	Adjacent Property Lines, Streets, Easements	/	PC
B.	Names of Owners of Property within 200 feet	/	PC
C.	Names of Adjoining Subdivisions	/	PC
D.	Front and Rear Building Setback Lines	/	PC
E.	Side Setback Lines	N/A	PC
F.	City Boundaries Where Applicable	N/A	N/A
G.	Date the Drawing was Prepared	/	PC
H.	Location, Width, Purpose of all Existing Easements	/	PC
I.	Location, Width, Purpose of all Proposed Easements	/	PC
J.	Consecutively Numbered or Lettered Lots and Blocks	/	PC
K.	Map Sheet Size of 18"x24" to 24"x36"	/	PC
L.	North Arrow	/	PC
M.	Name, Address, Telephone, of Property Owner	/	PC
N.	Name, Address, Telephone of Developer	/	PC
O.	Name, Address, Telephone of Surveyor	/	PC
P.	Seal of Registered Land Surveyor	/	PC
Q.	Consecutively Numbered Plat Notes and Conditions	/	PC
R.	City of Willow Park Plat Dedication Language	/	PC
S.	Location and Dimensions of Public Use Area	N/A	PC
T.	Graphic Scale of Not Greater Than 1" = 200'	/	PC
U.	All Existing and Proposed Street Names	/	PC
V.	Dimensions of All Existing and Proposed Rights-of-Way as Specified on Master Thoroughfare Plan	/	PC
W.	Subdivision Boundary in Bold Lines	/	PC
X.	Subdivision Name	/	PC
Y.	Title Block Identifying Plat Type	/	PC
Z.	Key Map at 1"=2000'	/	PC
AA.	Surveyor's Certification of Compliance	/	PC
BB.	Texas NAD83 State Plane Coordinates (Grid) (at least 2 corners)	/	PC
CC.	Show relationship of plat to existing "water, sewage, and drainage	/	PC

VII.	ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS	APPLICANT	STAFF
A.	A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the final plat	No IMPROVEMENTS Required	PC
B.	A written and notarized statement that all property taxes and assessments have been paid for past years and up to Current date. This statement shall be signed by the owner or owners (original and one copy)	Tax Cert.	
C.	A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property. (if applicable)	N/A	N/A

PLEASE NOTE: After staff approval, up to fifteen (15) additional paper copies may be required for review by the Planning & Zoning Commission and City Council.

Willow Park
Plat
Building Official Review

Applicant Questions:

Front building setback: 34' ft.

Rear building setback: 25' ft.

Side building setback: 10' ft.

Side building setback: 10' ft.

Does the site include any utility/electric/gas/water/sewer easements?

Yes

No

Does the site include any drainage easements?

Yes

No

Does the site include any roadway/through fare easements?

Yes

No

Staff Review:

Does the plat include all the required designations?

Yes

No

Are the setbacks for the building sufficient?

Yes

No

Are there any easement conflicts?

Yes

No

Do the proposed easements align with neighboring easements?

Yes

No

Are the proposed easements sufficient to provide service?

Yes

No

Does the proposed project pose any planning concerns?

Yes

No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature: [Signature]

Date: 08/14/2017

Willow Park

Plat

Public Works Review

Applicant Questions:

Is the project serviced by an existing road?

☒ Yes

☐ No

If yes, which road? EMBLEY

Is the project serviced by an existing water line?

☒ Yes

☐ No

If yes, what size line? 2"

Will the project require the extension of a water line?

☐ Yes

☒ No

Does the project use well water?

☒ No

☐ Drinking

☐ Irrigation

If yes, which aquifer does the well pull from? _____

Is the project serviced by an existing sewer line?

☐ Yes

☒ No

If yes, what size line? _____

If no, what type and size is the septic system? TBD

Staff Review:

Will servicing this project require additional infrastructure beyond what is identified in the Capital Improvement Plan?

☐ Yes

☒ No

Any additional concerns: EXISTING WATER TAP AND METER
WILL SERVE LOT / R

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Public Works Approval Signature: _____

Date: 08/14/2017

Willow Park
Plat
Flood Plain Review

Applicant Questions:

Is any part of the plat in the 100-year flood plain?

☒ Yes

☐ No

If yes, what is the base flood elevation for the area? ZONE A

Is the footprint of any built improvement in the 100-year flood plain? Yes

☒ No

If yes, what is the base flood elevation for the area? _____

Is the footprint of any habitable structure in the 100-year flood plain? Yes

☒ No

If yes, what is the base flood elevation for the area? _____

Staff Review:

Base flood elevations confirmed?

☐ Yes

☐ No

Does the proposed project pose any safety concerns?

☐ Yes

☒ No

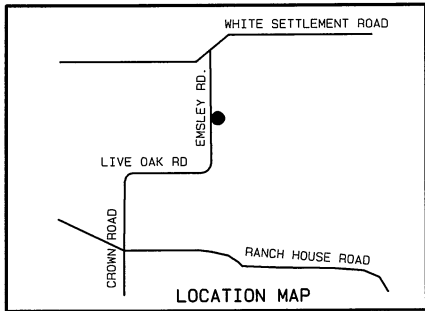
☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: _____

Date: 08/14/2017



SURVEYOR CERTIFICATION

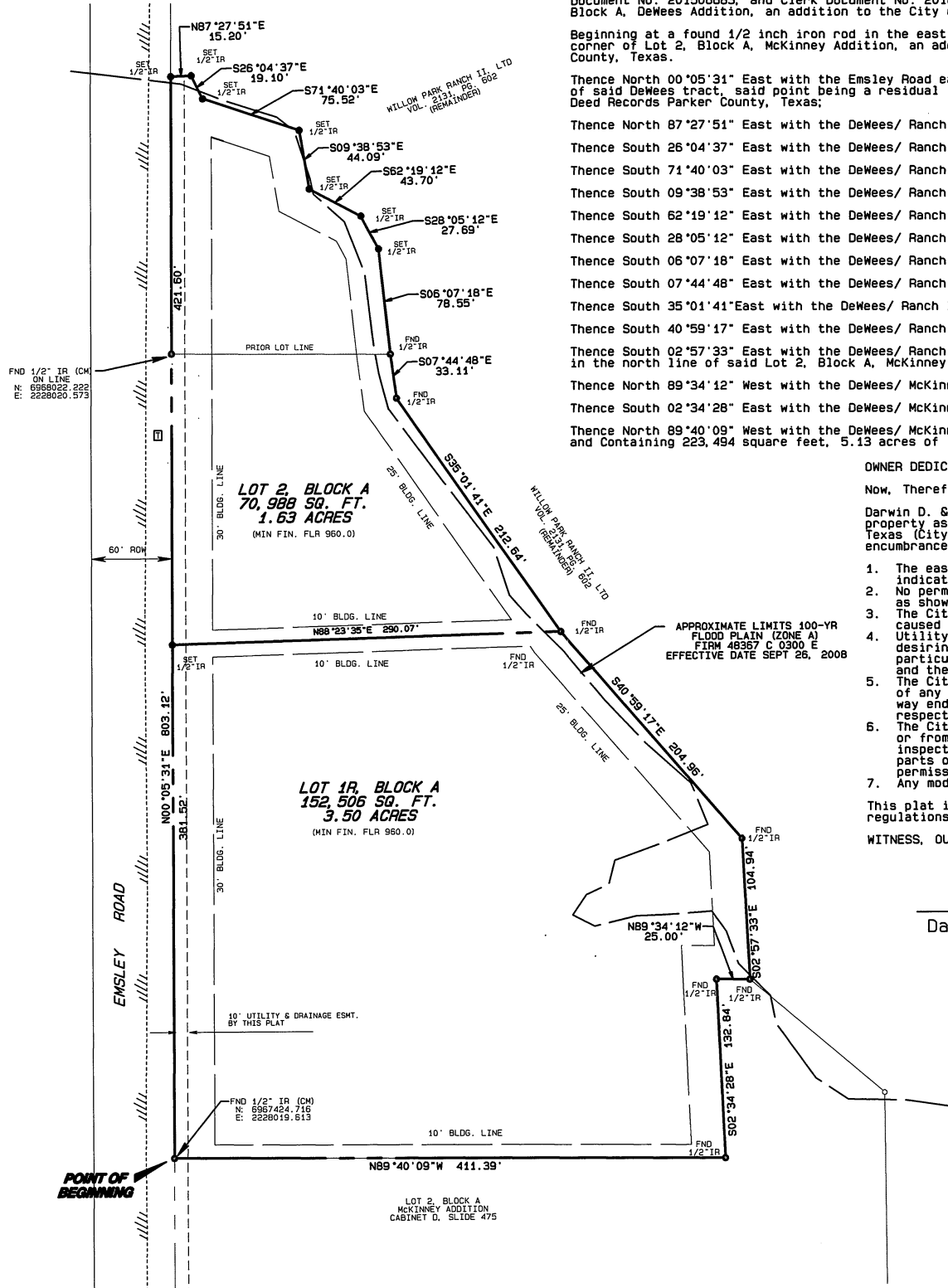
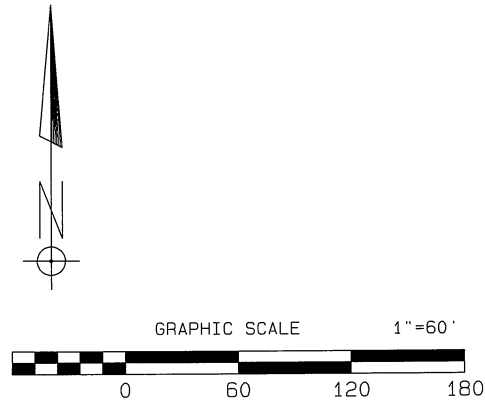
I, Charles F. Stark, a Registered Professional Land Surveyor in the State of Texas, hereby certify this drawing correctly reflects the facts found at the time of this survey and this drawing correctly shows all visible easements and rights-of-way known to me at the time of this survey.

Charles F. Stark, RPLS No. 5084



GENERAL NOTES:

1. Basis of Bearing for this survey is the Texas State Plane Coordinate System, North Central Zone, NAD 83.
2. Notwithstanding the 25' Building Line shown hereon, the construction of a boat dock or similar structure is allowable along the easterly line of subject property.



LEGAL DESCRIPTION

Being a 5.13 acre tract of land situated in the Charles Liger Survey, Abstract No. 839, City of Willow Park, Parker County, Texas and being all of the property conveyed to Darwin D. and Mary H. DeWees as recorded in Volume 2685, Page 4341, Clerk Document No. 201506583, and Clerk Document No. 201609297 Deed Records Parker County, Texas, including a replat of Lot 1, Block A, DeWees Addition, an addition to the City of Willow Park as recorded in Cabinet D, Slide 476, plat Records parker County, Texas.

Beginning at a found 1/2 inch iron rod in the east line of Emsley Road for the southwest corner of said DeWees tract and the northwest corner of Lot 2, Block A, McKinney Addition, an addition to Willow Park as recorded in Cabinet D, Slide 475, Plat Records Parker County, Texas;

Thence North 00°05'31" East with the Emsley Road east line a distance of 803.12 feet to a set 1/2 inch iron rod for the northwest corner of said DeWees tract, said point being a residual line of the Willow Park Ranch II, LTD tract as recorded in Volume 2131, Page 602, Deed Records Parker County, Texas;

Thence North 87°27'51" East with the DeWees/ Ranch II common line a distance of 15.20 feet to a set 1/2 inch iron rod;

Thence South 26°04'37" East with the DeWees/ Ranch II common line a distance of 19.10 feet to a set 1/2 inch iron rod;

Thence South 71°40'03" East with the DeWees/ Ranch II common line a distance of 75.52 feet to a set 1/2 inch iron rod;

Thence South 09°38'53" East with the DeWees/ Ranch II common line a distance of 44.09 feet to a set 1/2 inch iron rod;

Thence South 62°19'12" East with the DeWees/ Ranch II common line a distance of 43.70 feet to a set 1/2 inch iron rod;

Thence South 28°05'12" East with the DeWees/ Ranch II common line a distance of 27.69 feet to a found 1/2 inch iron rod;

Thence South 06°07'18" East with the DeWees/ Ranch II common line a distance of 78.55 feet to a found 1/2 inch iron rod;

Thence South 07°44'48" East with the DeWees/ Ranch II common line a distance of 33.11 feet to a found 1/2 inch iron rod;

Thence South 35°01'41" East with the DeWees/ Ranch II common line a distance of 212.64 feet to a found 1/2 inch iron rod;

Thence South 40°59'17" East with the DeWees/ Ranch II common line a distance of 204.96 feet to a found 1/2 inch iron rod;

Thence South 02°57'33" East with the DeWees/ Ranch II common line a distance of 104.94 feet to a found 1/2 inch iron rod for a point in the north line of said Lot 2, Block A, McKinney Addition;

Thence North 89°34'12" West with the DeWees/ McKinney common line a distance of 25.00 feet to a found 1/2 inch iron rod;

Thence South 02°34'28" East with the DeWees/ McKinney common line a distance of 132.84 feet to a found 1/2 inch iron rod;

Thence North 89°40'09" West with the DeWees/ McKinney common line a distance of 411.39 feet to the Point of Beginning and Containing 223,494 square feet, 5.13 acres of land, more or less.

OWNER DEDICATION:

Now, Therefore, Know All Men By These Presents:

Darwin D. & Mary H. DeWees hereby certify and adopt this plat designating the herein described property as Lots 1R and 2, Block A, DeWees Addition, an addition to the City of Willow Park, Texas (City) and do hereby dedicate to the public use forever, right of ways, easements and encumbrances shown hereon. The undersigned certify the following:

1. The easements, as shown hereon, are dedicated for the public use forever for the purposes indicated or shown on this plat.
2. No permanent structures shall be constructed or placed upon, over, or across the easements as shown.
3. The City is not responsible for replacing any improvements in, under, or over any easement caused by maintenance or repair.
4. Utility easements may be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by the public utilities being subordinate to the public's and the City's use thereof.
5. The City and public utilities shall have the right to remove and keep removed all or part of any building, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems or public use in the easements.
6. The City and public utilities shall at all times have the right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems or public use without the necessity of procuring permission from anyone.
7. Any modification of this document shall be by means of plat and shall be approved by the City.

This plat is approved subject to the conditions herein and to all platting ordinances, rules, regulations and resolutions of the City of Willow Park, Texas.

WITNESS, OUR HANDS, THIS THE _____ DAY OF _____, 2017.

Darwin D. DeWees

Mary H. DeWees

STATE OF TEXAS
COUNTY OF PARKER

Before me, the undersigned authority, on this day appeared Darwin D. DeWees and Mary H. DeWees, known to me to be the persons whose names are subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL OF OFFICE

on the _____ day of _____, 2017

**FINAL PLAT
LOTS 1R AND 2, BLOCK A
DeWees ADDITION**

BDING A REPLAT OF LOT 1, BLOCK A
DeWees ADDITION, AN ADDITION TO WILLOW PARK
AS RECORDED IN CABINET D, SLIDE 476
PARKER COUNTY PLAT RECORDS

CHARLES LIGER SURVEY, ABSTRACT NO. 839
CITY OF WILLOW PARK
PARKER COUNTY, TEXAS

PROJECT NO. 290-9306

JULY 2017

SHEET 1 OF 1



**BARRON, STARK & SWIFT
CONSULTING ENGINEERS, LP**
CIVIL ENGINEERING * LAND SURVEYING
6221 Southwest Boulevard, Suite 100
Fort Worth, Texas 76132
(817) 231-8100 Office (817) 231-8144 Fax
Texas Registered Engineering Firm F-10998
Texas Surveying Firm F-10158800
www.barronstark.com

OWNER

Darwin D & Mary H DeWees
500 Throckmorton, Suite 1612
Fort Worth, TX 76102

**Filed For Record
Parker County, Texas Plat Records**

CABINET _____, SLIDE _____

Date _____

APPROVED BY THE CITY OF WILLOW PARK

Signed: _____ Date _____
City Administrator

Signed: _____ Date _____
City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 9/12/17	Department: Development Services	Presented By: Betty Chew
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AGENDA ITEM:

To consider and act on a Site Plan for “Veranda Village,” a Medical Office and Assisted Living Center located on Lot 4, Block A, Crown Pointe Addition, Phase 2. The property is located on Crown Pointe Blvd.

BACKGROUND:

The property is zoned C "Commercial District". This property is located in Planning Area 3, as identified in the City's Comprehensive Plan. Planning Area 3 is situated along and adjacent to Interstate 20. This area includes medical facilities as well as commercial and retail use. This property is north of Texas Health Hospital and adjacent to and west of other medical offices. Willow Park Rehabilitation Center and Clear Fork Assisted Living Center are located on Crown Pointe Blvd.

The 4.25 acre lot will be developed with a 5,983 square foot medical office building and a 64 unit assisted living center. The assisted living center will have four buildings with 16 living units in each building. The property will be developed in phases. Phase 1 will include construction of the medical office building and two of the (16 unit) assisted living center buildings.

The lot is accessed from Crown Pointe Blvd. by a platted 35 foot access easement. The easement crosses Lot 3, Block A, to the east and runs to the southwest corner of the subject lot. Due to the limited access, density, and type of development the developer will dedicate and construct a 24 foot concrete access easement to connect to Crown Lane to the west. Improvements will also be made to Crown Lane south to its intersection with the I-20 Service Road (EX1) which will provide a secondary access point for the assisted living center. These improvements will be constructed as a part of Phase 1 of the development.

All infrastructure water, sanitary sewer, storm water drainage, fire hydrants, access and fire lanes to service the development will be installed by the developer.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan for Lot 4, Block A, Crown Pointe Addition Phase II.

The Planning and Zoning Commission recommends approval of the site plan for Lot 4, Block A, Crown Pointe Addition Phase II as submitted. The Commission vote was unanimous.

EXHIBITS:

Commercial Application, Site Plan, Secondary Access EX 1, Landscape Plan, Front Elevation Assisted Living & Medical Offices.

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	N/A
	Source of Funding	N/A



City of Willow Park Development Services
Universal Application

Please PRINT CLEARLY to avoid delays

Please complete each field - Incomplete applications be rejected

Project Information		Project Name: MERANDA VILLAGE	
<input type="checkbox"/> Residential		<input checked="" type="checkbox"/> Commercial	
Valuation: \$ (round up to nearest whole dollar)		Project Address (or description): LOT 4, BLOCK A, CROWN POINTE PH 2	
Brief Description of the Project: MEDICAL OFFICE & ASSISTED LIVING			
Existing zoning: C		# of Existing Lots (plats only):	
Proposed zoning: C		# of Proposed Lots (plats only):	
Applicant/Contact Information (this will be the primary contact)			
Name: WILLOW PARK SERVICES, LLC		Mailing Address: P.O. Box 1840, ALEDO, TX 76008	
Company:			
Primary Phone: 817-441-2102		E-mail: jim@martinlandsales.com	
Property Owner Information (if different than above)			
Name: SAME AS APPLICANT		Mailing Address:	
Company:			
Primary Phone:		E-mail:	
Other Phone:		Fax:	
() Developer / <input checked="" type="checkbox"/> Engineer / () Surveyor Information (if applicable)			
Name: CHUCK STARK		Mailing Address: 6221 SOUTHWEST BLVD. F.W., TX 76132	
Company: BARRON, STARK & SWIFT			
Primary Phone: 817-231-8100		E-mail: chuck5@barronstark.com	
Other Phone: 817-296-9500		Fax:	
For City Use Only			
Project Number:		Permit Fee:	
Submittal Date:		Plan Review Fee:	
Accepted By:		Total Fee:	
Receipt #:		Method of Payment:	

Application not complete without attached form(s) and/or signature page



City of Willow Park Development Services Department

SITE PLAN REQUIREMENTS

A Site Plan is an architectural plan of proposed improvements to a property; including building footprint, parking, ingress, egress, roadways, sidewalks, water lines, sewer lines, drainage facilities, auxiliary structures, lighting, and any public or private infrastructure. Site plans also include elevations of proposed buildings, topographical information, location in relation to flood plain, impact analysis

Site Plan applications must contain:

- Universal development application.
- A single site plan document including all of the information required on the site plan requirement checklist.
- A landscaping plan that includes the property boundaries, building and improvement footprints, and labels all green space, trees, shrubs, vegetation, and landscaping.
- A drainage plan that includes the property boundaries, building and improvement footprints, topography, and any flood plain designations.
- Elevations of all proposed buildings.
- A compact disc containing a .pdf copy of all plans.
- Three (3) paper hard copies of all plans.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead and directly on the plans with sufficient details as to allow a determination by the appropriate approval body. Additional information may be required. Reference the specific requirement. Exceptions may require the approval of the City's Board of Adjustments.

Prior to public review before the Planning & Zoning Commission and City Council the applicant may be asked to submit up to fifteen (15) paper hard copies of all plans.

Applicant Signature: _____

Date: 7/31/17

AUTHORIZED AGENT



City of Willow Park Development Services Department

Applicant: Please complete the following

For Office Use Only

ITEM	INITIAL	SITE PLAN REQUIREMENTS	N/A	COMPLETE	MISSING
1	✓	Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances; indicate and label lot lines, setback lines, and distance to the nearest cross street.		✓	
2	✓	Site location/vicinity map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS and provide north arrow.		✓	
3	✓	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.		✓	
4	✓	A written and bar scale is provided. 1"=200' unless previously approved by staff		✓	
5	✓	A title block is in the lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter.		✓	
6	N/A	Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.	✓		
7	N/A	Flood plain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.	✓		
8	✓	Existing topography lines are shown and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography.		✓	
9	✓	Accurately located, labeled and dimensioned footprint of proposed structure(s).		✓	
10	✓	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.		✓	
11	N/A	Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.	✓		
12	✓	Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.		✓	
13	✓	Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.		✓	
14	✓	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated.		✓	
15	✓	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.		✓	
16	N/A	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.	✓		
17	✓	Full width of streets and alley rights-of-way with centerlines and backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is labeled.		✓	

516 Ranch House Rd. Willow Park, TX 76087 (817) 441-7108 phone - (817) 441-6900 fax
www.willowpark.org



City of Willow Park Development Services Department

18		<p>Driveways within 200 feet of the property line:</p> <p><input checked="" type="checkbox"/> a. Are accurately located and dimensioned.</p> <p><input checked="" type="checkbox"/> b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines.</p> <p><input checked="" type="checkbox"/> c. Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline.</p> <p><input checked="" type="checkbox"/> d. Typical radii are shown.</p>			
19	N/A	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.			
20	<input checked="" type="checkbox"/>	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.			
21		<p>Off-site streets and roads:</p> <p><input checked="" type="checkbox"/> a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned.</p> <p><u>N/A</u> b. Medians, median openings with associated left-turn lanes, continuous left turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site.</p> <p><u>N/A</u> c. Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable.</p> <p><u>N/A</u> d. Distance to the nearest signalized intersection is indicated</p>			
22	<input checked="" type="checkbox"/>	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.			
23	<input checked="" type="checkbox"/>	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.			
24	N/A	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.			
25	<input checked="" type="checkbox"/>	Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specs and sketch available from staff.			
26	<input checked="" type="checkbox"/>	Paving materials, boundaries and type are indicated.			
27	<input checked="" type="checkbox"/>	Access easements are accurately located/ tied down, labeled and dimensioned. <i>EX1</i>			
28	N/A	Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.			
29	<input checked="" type="checkbox"/>	Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 20 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.			
30	<input checked="" type="checkbox"/>	Proposed dedications and reservations of land for public use including, but not limited to, rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled. <i>EX1</i>			
31	N/A	Screening walls are shown with dimensions and materials. An inset is provided that shows the wall			



City of Willow Park Development Services Department

		details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.			
32	N/A	The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.	✓		
33	N/A	A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack) and height. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.	✓		
34	✓	Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.		✓	
35	N/A	Boundaries of detention areas are located. Indicate above and/or below ground detention.			
36	✓	Details of construction materials and architecture are shown on required Building Elevation/Facade Plan. Color, type and texture to match Zoning requirements.		✓	
37	N/A	Communication towers are shown and a fall distance/collapse zone is indicated.	✓		
38	✓	Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable		✓	
39		Explain in detail the proposed use(s) for each structure 1 - MEDICAL OFFICE 4 - ASSISTED LIVING		✓	
40	✓	Total lot area less building footprint (by square feet): Square footage of building: Building height (stories and feet) Number of Units per Acre (apartments only):		✓	
41	✓	Parking required by use with applicable parking ratios indicated for each use: Parking Provided Indicated: Handicap parking as required per COWP ordinance and TAS/ADA requirements:		✓	
42	✓	Provide service verification from all utility providers		✓	
43	N/A	List any variance requested for this property, dates, and approving authority	✓		
44	✓	Provide storm water and drainage study and design w/ DESIGN PLANS		✓	
45	✓	Proposed domestic water usage (gallons per day, month, and year) 11,000 gpd		✓	
46	N/A	Are any Irrigation wells proposed?	✓		
47	✓	Applicant has received Landscaping Ordinance and requirements		✓	
48	✓	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review		✓	
49		Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of all Annexations, Final Plans and/or other Site Plans for Board review			



City of Willow Park Development Services Department

Site Plan Building Official Review

Applicant Questions:

Front building setback: 25 ft.

Rear building setback: 25 ft.

Side building setback: 10 ft.

Side building setback: 10 ft.

Does the site include any utility/electric/gas/water/sewer easements?

Yes

No

Does the site include any drainage easements?

Yes

No

Does the site include any roadway/through fare easements?

Yes

No

Staff Review: (for official use only)

Does the site plan include all the required designations?

Yes

No

Are the setbacks for the building sufficient?

Yes

No

Are there any easement conflicts?

Yes

No

Does the proposed project pose any planning concerns?

Yes

No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature: _____

Date: 8/23/2017



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: 185,130 sq. ft.

Area of lot covered with structures and impervious surfaces: 114,781 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 62 %

Area of green space/landscaped areas: 70,349 sq. ft.

Percentage of green space/landscaped areas: 38 %

Total number of parking spaces: 111

Does the site include any vegetative erosion or storm water control?

Yes

No

*NOTHING REGIONAL,
ONLY TYPICAL ON-SITE CONTROLS*

Staff Review: (for official use only)

Does the proposed project pose any landscaping concerns?

Yes

No

Approved

Not Approved

Needs More Information or Corrections

Landscaping Approval Signature: *[Signature]*

Date: 8/23/2017



City of Willow Park Development Services Department

Site Plan Fire Review

Applicant Questions:

Will the building have a fire alarm?

☒ Yes

☐ No

Will the building have a fire sprinkler/suppression system?

☒ Yes

☒ No

NONE ON
OFFICE

Is the building taller than two-stories?

☐ Yes

☒ No

If yes, how many stories? _____

Will the project require installation of a new fire hydrant?

☒ Yes

☐ No

If yes, how many fire hydrants? 2

What is the size of the proposed fire connections? 6"

Staff Review: (for official use only)

Does the proposed project include the sufficient fire connections?

☒ Yes

☐ No

Is the proposed project an adequate distance to a fire hydrant?

☒ Yes

☐ No

Does the project have the minimum 24' hard surface?

☒ Yes

☐ No

WITH ADDNS.
ARE the fire lanes appropriate?

☒ Yes

☐ No

Does the site have the proper turning radius?

☒ Yes

☐ No

WITH ADJUSTMENTS

Does the proposed project pose any safety concerns?

☐ Yes

☒ No

Does the proposed project require any additional fire services?

☐ Yes

☒ No

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Fire Department Approval Signature: _____

Date: 08/21/2017

516 Ranch House Rd. Willow Park, TX 76087 (817) 441-7108 phone - (817) 441-6900 fax
www.willowpark.org



City of Willow Park Development Services Department

Site Plan Engineering Review

Applicant Questions:

Total gross lot area of the development: 4.25 ACRES sq. ft.
Area of lot covered with structures and impervious surfaces: 62% sq. ft.
Total number of structures: 5 Total number of habitable structures: 4
Square footage of each building: _____ sq. ft. _____ sq. ft. _____ sq. ft.
Proposed use for each structure: OFFICE — 5983 Sq. Ft.
ASSISTED LIVING — 4 @ 9,241 Sq. Ft. EACH

1 - MEDICAL OFFICE
4 - 16 UNIT ASSISTED LIVING

Building stories: 1 Building height: 22' 7/8 ft.
Total number of parking spaces: 111 Number of handicap spaces: 15

Does the site include any storm water retention or detention? Yes ☒ No

Does the project include any engineered alternatives from code requirements? Yes ☒ No

Staff Review: (for official use only)

Does the proposed project pose any engineering concerns? Yes ☒ No

SUBJECT TO DRAINAGE STUDY APPROVAL

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Engineering Approval Signature: _____ Date: 08/21/2017



City of Willow Park Development Services Department

Site Plan Flood Plain Review

Applicant Questions:

Is any part of the site plan in the 100-year flood plain? Yes ☒ No

If yes, what is the base flood elevation for the area? _____

Is any built improvement in the 100-year flood plain? Yes ☒ No

If yes, what is the base flood elevation for the area? _____

Is any habitable structure in the 100-year flood plain? Yes ☒ No

If yes, what is the base flood elevation for the area? _____

If yes, what is the finished floor elevation for the habitable structure? _____

If yes, please list any wet or dry flood proofing measures being used?

Staff Review: (for official use only)

Base flood elevations confirmed? ☒ Yes ☐ No

Will the project require a "post-grade" elevation certificate? Yes ☐ No ☒

Flood proofing measures approved? ☒ Yes ☐ No

Does the proposed project pose any safety concerns? Yes ☐ No ☒

Approved

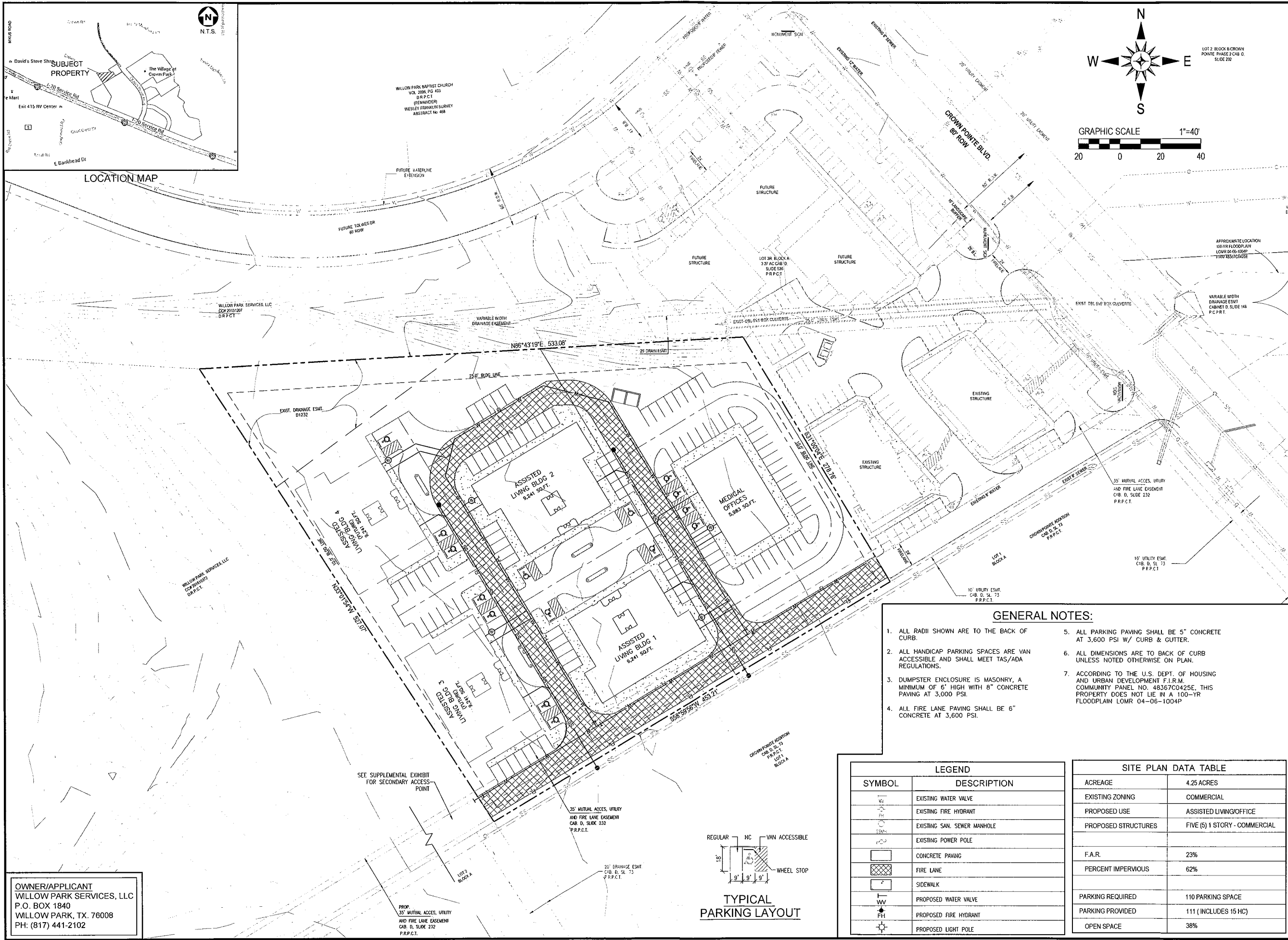
Not Approved

Needs More Information or Corrections

Flood Plain Manager Approval Signature: _____ Date: _____

USER: ROLAND.ITERNA
PLOT: 02/01/2017 2:59 PM
FILE NAME: N:\BARRON\STARK\VERANDA VILLAGE ASSISTED LIVING\LOT 4\VERANDA VILLAGE ASSISTED LIVING.DWG
PLOT: 02/01/2017 2:59 PM
FILE NAME: N:\BARRON\STARK\VERANDA VILLAGE ASSISTED LIVING\LOT 4\VERANDA VILLAGE ASSISTED LIVING.DWG

OWNER/APPLICANT
WILLOW PARK SERVICES, LLC
P.O. BOX 1840
WILLOW PARK, TX. 76008
PH: (817) 441-2102



- GENERAL NOTES:**
1. ALL RADII SHOWN ARE TO THE BACK OF CURB.
 2. ALL HANDICAP PARKING SPACES ARE VAN ACCESSIBLE AND SHALL MEET TAS/ADA REGULATIONS.
 3. DUMPSTER ENCLOSURE IS MASONRY, A MINIMUM OF 6' HIGH WITH 8" CONCRETE PAVING AT 3,000 PSI.
 4. ALL FIRE LANE PAVING SHALL BE 6" CONCRETE AT 3,600 PSI.
 5. ALL PARKING PAVING SHALL BE 5" CONCRETE AT 3,600 PSI W/ CURB & GUTTER.
 6. ALL DIMENSIONS ARE TO BACK OF CURB UNLESS NOTED OTHERWISE ON PLAN.
 7. ACCORDING TO THE U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT F.I.R.M. COMMUNITY PANEL NO. 48367C0425E, THIS PROPERTY DOES NOT LIE IN A 100-YR FLOODPLAIN LOMR 04-06-1004P.

LEGEND	
SYMBOL	DESCRIPTION
[Symbol]	EXISTING WATER VALVE
[Symbol]	EXISTING FIRE HYDRANT
[Symbol]	EXISTING SAN. SEWER MANHOLE
[Symbol]	EXISTING POWER POLE
[Symbol]	CONCRETE PAVING
[Symbol]	FIRE LANE
[Symbol]	SIDEWALK
[Symbol]	PROPOSED WATER VALVE
[Symbol]	PROPOSED FIRE HYDRANT
[Symbol]	PROPOSED LIGHT POLE

SITE PLAN DATA TABLE	
ACREAGE	4.25 ACRES
EXISTING ZONING	COMMERCIAL
PROPOSED USE	ASSISTED LIVING/OFFICE
PROPOSED STRUCTURES	FIVE (5) 1 STORY - COMMERCIAL
F.A.R.	23%
PERCENT IMPERVIOUS	62%
PARKING REQUIRED	110 PARKING SPACE
PARKING PROVIDED	111 (INCLUDES 15 HC)
OPEN SPACE	38%

REVISIONS

NO.	DESCRIPTION	DATE

8221 Southwest Boulevard, Suite 100
Fort Worth, Texas 76132
(817) 251-8100 (F) 817-251-8144
Local Registered Engineering Firm F-10096
Texas Registered Survey Firm F-10158800
www.barronstark.com

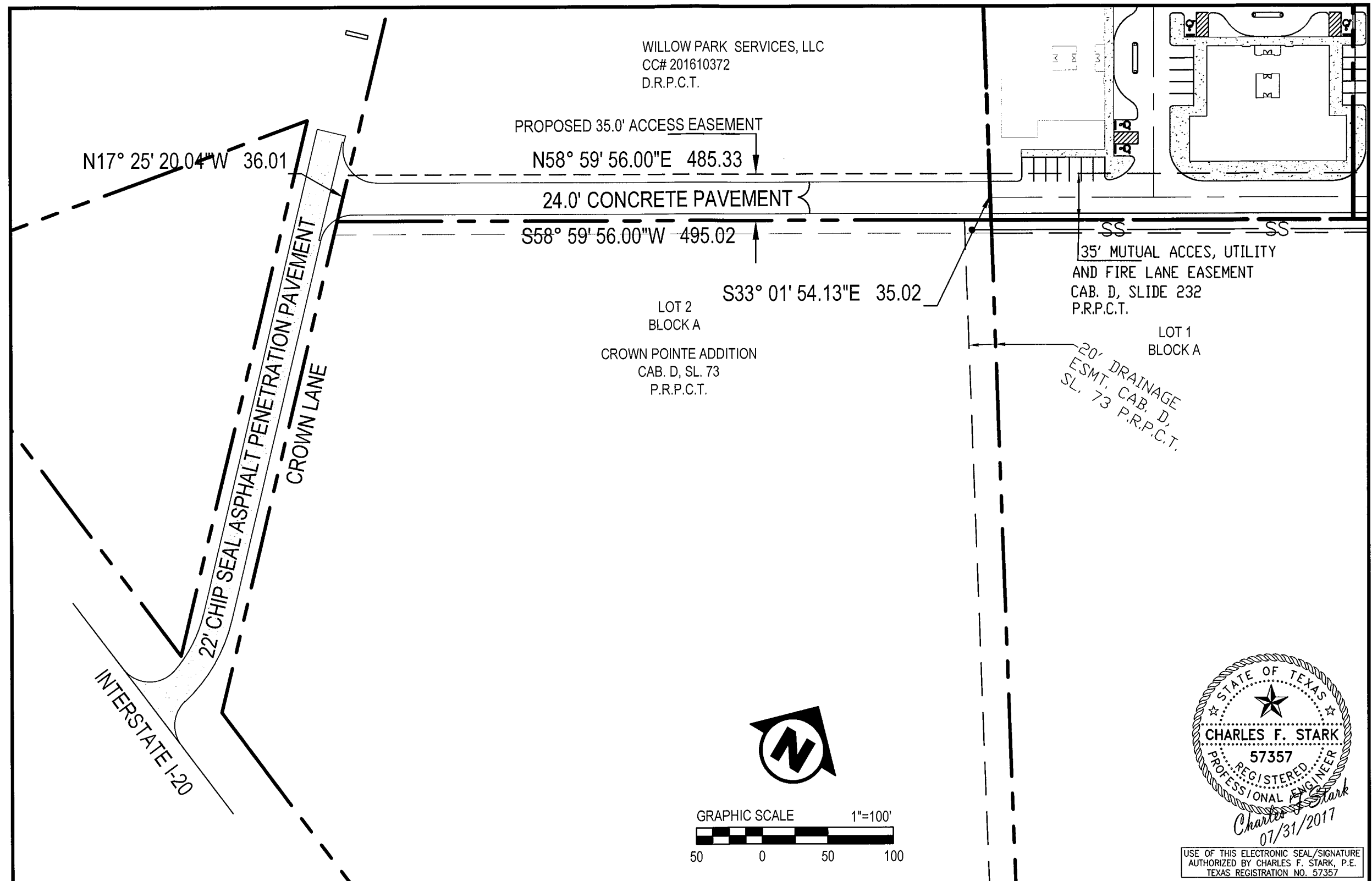
Barron-Stark-Swift
Consulting Engineers
Together.

USE OF THIS ELECTRONIC SEAL/SIGNATURE
AUTHORIZED BY CHARLES F. STARK, P.E.
TEXAS REGISTRATION NO. 57357

VERANDA VILLAGE ASSISTED LIVING
SITE PLAN
LOT 4, BLOCK A, CROWN POINTE ADDITION, PHASE 2
CITY OF WILLOW PARK
PARKER COUNTY, TEXAS

CLIENT No. 107
PROJECT No. 9414
DESIGN: PWD/RL
DRAWN: PWD/RL
CHECKED: CFS
DATE: JULY 2017

SHEET
1 OF 1



Barron•Stark•Swift
Consulting Engineers
Together.

6221 Southwest Boulevard, Suite 100
Fort Worth, Texas 76132
(O) 817.231.8100 (F) 817.231.8144
Texas Registered Engineering Firm F-10998
Texas Registered Survey Firm F-10158800
www.barronstark.com

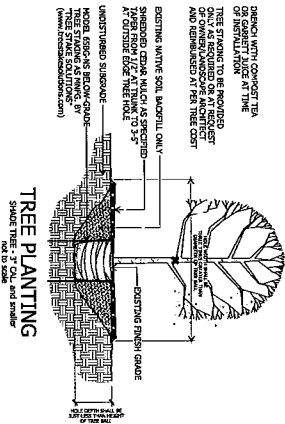
SECONDARY ACCESS
For
VERANDA VILLAGE
ASSISTED LIVING

PROJECT No. 107-9414

DATE: 07/31/2017

SHEET

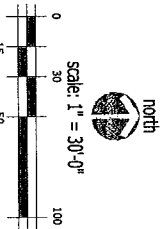
EX1

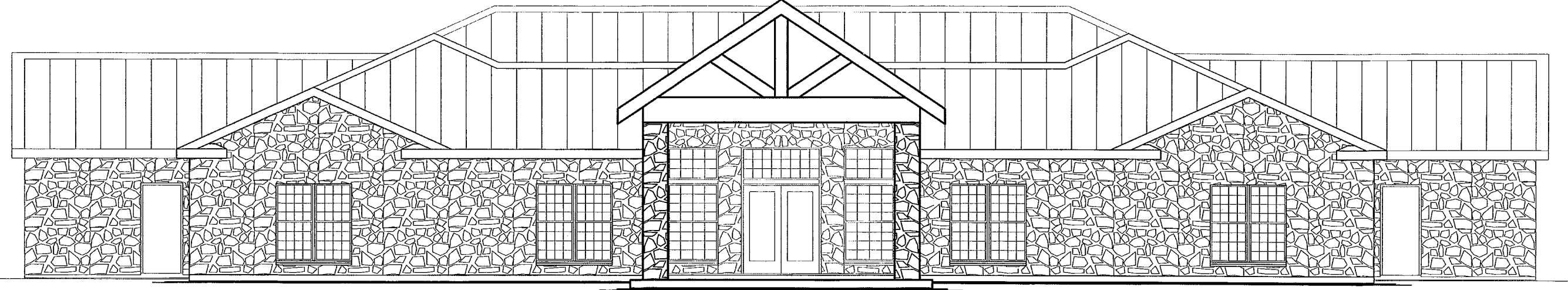
[illegible][illegible]

1. PLANT LIST FOR THIS SHEET ONLY.
2. PLANT LIST FOR THIS SHEET ONLY. LANDSCAPE CONTRACTOR TO SPECIFY ALL QUANTITIES.
3. ALL SHADE TREES SHALL BE PLANTED AS PER DETAIL, THIS SHEET.
4. ALL LANDSCAPE AREAS SHALL BE WATERED WITH AUTOMATIC RAIN SYSTEM, COMPLETE WITH FREEZE SENSORS, MAIN STAFF, AND CONTROLLER. EQUIPMENT SHALL BE DESIGNED TO UTILIZE WATER-SAVING TECHNOLOGY. INSTALLATION OF SYSTEM SHALL BE MADE BY A PERMITS LICENSED UNDER ARTICLE NO. 8751 VETS (CLEARED IRREGULARITIES 5.8, M. NO. 25).

500 INFLAMMATION NOTES:

- ALL SURFACES SHALL BE ACCEPTED BY A TOUCH PAPER SWAB. THE SWAB SHALL BE MOISTENED WITH A 10% SOLUTION OF 10% SODIUM HYDROXIDE. THE SWAB SHALL BE USED TO SWAB EACH SPECIFIC RESIDUAL INFLAMMATION.
- AFTER APPROVING TIME TO ENGINE A VENTILATION IS O.K. TO SURFACE AND HAVE SMOKE. VENTILATION IS O.K. TO VENTILATION.
- 500 SHALL BE WASHED, WELL-DOING AND SHALL BE RECOVERED.
- A TA WORTH OF 10% INFLAMMATION POINTS.
- ALL 500 SHALL BE REQUIRED TO CONSIDER SURFACE, FILLING WITH COARSE SAND IS REQUIRED.






FRONT ELEVATION ASSISTED LIVING

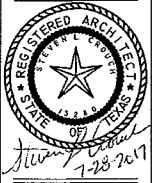
SCALE: 1/4" = 1'-0"

100 PERCENT STONE AND BRICK MASONRY



STEVEN L.
CROUCH
ARCHITECT
ARCHITECT • PLANNING

3712 FALCON DRIVE
FORT WORTH, TEXAS
76119
817-360-7719



VERANDA VILLAGE OF CROWN POINTE

WILLOWPARK, TEXAS

COPYRIGHT © 2017
STEVEN L. CROUCH
ARCHITECT
ALL RIGHTS RESERVED

REVISIONS:

DRAWN BY:
SC
PROJECT NUMBER: 1714
CHECKED BY: SC
DATE ISSUED:
7-28-2017

SHEET:
1
OF SHEETS



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 9/12/17	Department: Development Services	Presented By: Betty Chew
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AGENDA ITEM:

To consider and act on a Site Plan addendum for a 9,332 square foot classroom addition to Christ Chapel Bible Church - West Campus located at 3910 E. 1-20 Service Road, Willow Park, Parker County, Texas.

BACKGROUND:

Christ Chapel Bible Church - West Campus is submitting a site plan addendum to construct a 9,332 square foot addition to the south side of their main worship center. This was not a part of the original site plan approved with development of the church campus. This addition will provide classrooms and restrooms for their children's ministry. All infrastructure water, sanitary sewer, fire hydrants, streets, access drives and fire lanes are complete and will not require changes with this addition.

The building, parking, landscape, and fire plans have been reviewed and meet the requirements of the Zoning and Subdivision Ordinances.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan Addendum for Christ Chapel Bible Church-West Campus.

The Planning and Zoning Commission recommends approval of the Site Plan Addendum for Christ Chapel Bible Church- West Campus.

The Commission vote was unanimous.

EXHIBITS:

Commercial Application, Site Plan.

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	N/A
	Source of Funding	N/A



City of Willow Park Development Services Universal Application

Please PRINT CLEARLY to avoid delays

Please complete each field - Incomplete applications be rejected

Project Information		Project Name: Christ Chapel Bible Church, West	
<input type="checkbox"/> Residential		<input checked="" type="checkbox"/> Commercial	
Valuation: \$ 2,500,000 (round up to nearest whole dollar)		Project Address (or description): 3910 E. J. 20 Service Rd.	
Brief Description of the Project: building addition		Willow Park, Tx. 76087	
Existing zoning: Commercial		# of Existing Lots (plats only):	
Proposed zoning:		# of Proposed Lots (plats only):	
Applicant/Contact Information (this will be the primary contact)			
Name: Scott Martsoff		Mailing Address: 410 E. 6th Street, Ft. Worth, Tx.	
Company: Scott Martsoff, Architect Inc.		76102	
Primary Phone: 817-820-0005 / 817-891-8388		E-mail: scott@martsoffarch.com	
Property Owner Information (if different than above)			
Name: Rick Heyes		Mailing Address: 3740 Birchman Ave.	
Company: Christ Chapel Bible Church Fort Worth, Tx.		76106	
Primary Phone: 817-546-0820		E-mail: rickn@christchapelbc.org	
Other Phone: 817-312-3222		Fax:	
() Developer / () Engineer / () Surveyor Information (if applicable)			
Name: Ottis Lee		Mailing Address: 1901 Flantin Dr. suite 100	
Company: Baird Hampton & Brown Inc. Weatherford, Tx		76086	
Primary Phone: 817-596-7575		E-mail: olee@bhbing.com	
Other Phone: 817-360-0937		Fax: 817-887-3016	
For City Use Only			
Project Number:		Permit Fee:	
Submittal Date:		Plan Review Fee:	
Accepted By:		Total Fee:	
Receipt #:		Method of Payment:	

Application not complete without attached form(s) and/or signature page



City of Willow Park Development Services Department

Applicant: Please complete the following

For Office Use Only

ITEM	INITIAL	SITE PLAN REQUIREMENTS	N/A	COMPLETE	MISSING
1		Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances; indicate and label lot lines, setback lines, and distance to the nearest cross street.			
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7		Flood plain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.			
8		Existing topography lines are shown and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography.			
9		Accurately located, labeled and dimensioned footprint of proposed structure(s).			
10	91	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line. see A.O. 2			
11	91	Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/identified. common wall existing/new to be modified			
12		Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.			
13		Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.			
14		Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated.			
15		Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.			
16		Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.			
17		Full width of streets and alley rights-of-way with centerlines and backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is labeled. INTERNAL DRIVES ONLY			

516 Ranch House Rd. Willow Park, TX 76087 (817) 441-7108 phone - (817) 441-6900 fax

www.willowpark.org



City of Willow Park Development Services Department

18		Driveways within 200 feet of the property line: EXISTING _____ a. Are accurately located and dimensioned. _____ b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines. _____ c. Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline. _____ d. Typical radii are shown.			
19		Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.			
20		Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.			
21		Off-site streets and roads: EXISTING NO MODIFICATION _____ a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned. _____ b. Medians, median openings with associated left- turn lanes, continuous left turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site. _____ c. Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable. _____ d.. Distance to the nearest signalized intersection is indicated			
22	SM	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable. No parking changes			
23		Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.			
24		Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.			
25		Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specs and sketch available from staff.			
26		Paving materials, boundaries and type are indicated.			
27		Access easements are accurately located/ tied down, labeled and dimensioned.			
28		Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.			
29		Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 20 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading. EXISTING NO MODIFICATION			
30		Proposed dedications and reservations of land for public use including, but not limited to, rights-of way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.			
31		Screening walls are shown with dimensions and materials. An inset is provided that shows the wall			



City of Willow Park Development Services Department

		details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.			
32		The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.			
33		A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack) and height. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.			
34		Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.			
35		Boundaries of detention areas are located. Indicate above and/or below ground detention.			
36	31	Details of construction materials and architecture are shown on required Building Elevation/Facade Plan. Color, type and texture to match Zoning requirements.			
37		Communication towers are shown and a fall distance/collapse zone is indicated.			
38		Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable			
39	51	Explain in detail the proposed use(s) for each structure Children's classrooms			
40	21	Total lot area less building footprint (by square feet): 586,934 Square footage of building: 49,348 Building height (stories and feet) 2 stories + 42.7' Number of Units per Acre (apartments only):			
41	31	Parking required by use with applicable parking ratios indicated for each use: Parking Provided Indicated: No parking changes Handicap parking as required per COWP ordinance and TAS/ADA requirements:			
42		Provide service verification from all utility providers			
43		List any variance requested for this property, dates, and approving authority			
44		Provide storm water and drainage study and design			
45		Proposed domestic water usage (gallons per day, month, and year)			
46		Are any irrigation wells proposed?			
47		Applicant has received Landscaping Ordinance and requirements			
48		Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review			
49		Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of all Annexations, Final Plans and/or other Site Plans for Board review			



City of Willow Park Development Services Department

Site Plan Building Official Review

Applicant Questions:

Front building setback: 25 ft.

Rear building setback: 25' ft.

Side building setback: 10 ft.

Side building setback: 10' ft.

Does the site include any utility/electric/gas/water/sewer easements?

Yes

No

Does the site include any drainage easements?

Yes

No

Does the site include any roadway/through fare easements?

Yes

No

Staff Review: (for official use only)

Does the site plan include all the required designations?

Yes

No

Are the setbacks for the building sufficient?

Yes

No

Are there any easement conflicts?

Yes

No

Does the proposed project pose any planning concerns?

Yes

No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature: [Signature]

Date: 08/21/2017



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: 636,282 sq. ft.

Area of lot covered with structures and impervious surfaces: 132,609 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 20.1 %

Area of green space/landscaped areas: 503,673 sq. ft.

Percentage of green space/landscaped areas: 79.9 %

Total number of parking spaces: 217

Does the site include any vegetative erosion or storm water control?

☒ Yes

☐ No

Staff Review: (for official use only)

Does the proposed project pose any landscaping concerns?

☐ Yes

☒ No

NO ADDNS OR CHANGES

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Landscaping Approval Signature:

Date: 08/21/2017



City of Willow Park Development Services Department

Site Plan Engineering Review

Applicant Questions:

Total gross lot area of the development: 636,282 sq. ft.
Area of lot covered with structures and impervious surfaces: 132,609 sq. ft.
Total number of structures: 1 *Total number of habitable structures: 0
Square footage of each building: 44,682 + 9332 = sq. ft. 54,014 total
Proposed use for each structure: Children's classrooms

Building stories: 2 Building height: 42.7 ft.
Total number of parking spaces: 217 Number of handicap spaces: 7

Does the site include any storm water retention or detention? ☒ Yes ☐ No

Does the project include any engineered alternatives from code requirements? Yes ☐ No ☒

Staff Review: (for official use only)

Does the proposed project pose any engineering concerns? Yes ☐ No ☒

NO CHANGES REQD.

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Engineering Approval Signature: _____ Date: 08/21/2017



City of Willow Park Development Services Department

Site Plan Flood Plain Review

Applicant Questions:

Is any part of the site plan in the 100-year flood plain? Yes ☒ No

If yes, what is the base flood elevation for the area? _____

Is any built improvement in the 100-year flood plain? Yes ☒ No

If yes, what is the base flood elevation for the area? _____

Is any habitable structure in the 100-year flood plain? Yes ☒ No

If yes, what is the base flood elevation for the area? _____

If yes, what is the finished floor elevation for the habitable structure? _____

If yes, please list any wet or dry flood proofing measures being used?

Staff Review: (for official use only)

Base flood elevations confirmed? ☒ Yes ☐ No

Will the project require a "post-grade" elevation certificate? ☐ Yes ☒ No

Flood proofing measures approved? ☒ Yes ☐ No

Does the proposed project pose any safety concerns? ☐ Yes ☒ No

NO CHANGES REQD.

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: _____ Date: 08/21/2017



City of Willow Park Development Services Department

Site Plan Fire Review

Applicant Questions:

- Will the building have a fire alarm? ☒ Yes ☐ No
- Will the building have a fire sprinkler/suppression system? ☒ Yes ☐ No
- Is the building taller than two-stories? Yes ☒ No
- If yes, how many stories? _____
- Will the project require installation of a new fire hydrant? Yes ☒ No
- If yes, how many fire hydrants? N/A
- What is the size of the proposed fire connections? N/A

Staff Review: (for official use only)

- Does the proposed project include the sufficient fire connections? ☒ Yes ☐ No
- Is the proposed project an adequate distance to a fire hydrant? ☒ Yes ☐ No
- Does the project have the minimum 24' hard surface? ☒ Yes ☐ No
- Is the fire lane appropriate? ☒ Yes ☐ No
- Does the site have the proper turning radius? ☒ Yes ☐ No
- Does the proposed project pose any safety concerns? Yes ☒ No

EXTEND FIRE SPRINKLER & ALARM SYSTEM

- Does the proposed project require any additional fire services? Yes ☒ No

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Fire Department Approval Signature: _____ Date: 08/21/2017

516 Ranch House Rd. Willow Park, TX 76087 (817) 441-7108 phone - (817) 441-6900 fax
www.willowpark.org



CHRIST CHAPEL BIBLE CHURCH WEST CAMPUS

CHILDREN'S MINISTRY ADDITION

JULY 21, 2017


ARCHITECTURE
SCOTT MARTSOLF - ARCHITECT

410 East 6th Street
Fort Worth, Texas 76102
Phone: (817) 820-0005
Fax: (817) 820-0008

CHILDREN'S MINISTRY
ADDITION

CHRIST CHAPEL
BIBLE CHURCH

3910 E. I-20 FRONTAGE ROAD S.
WILLOW PARK, TX 76087

Drawing Title: COVER	
Project No. 1622	Date: 7/21/17
	Sheet No. A0.1



ARCHITECTURE
SCOTT MARTSOLF - ARCHITECT

410 East 6th Street
Fort Worth, Texas 76102

Phone: (817) 820-0005
Fax: (817) 820-0008

B&B
Baird, Hampton & Brown, Inc.
Engineering & Planning
1901 Martin Drive, Ste. 100
Weatherford, TX 76086
Tel: (817) 598-7575 Fax: (817) 587-3016
E-Mail: info@bhbinc.com
Texas Registration F-000044
BHB PROJECT # 2013.850.036

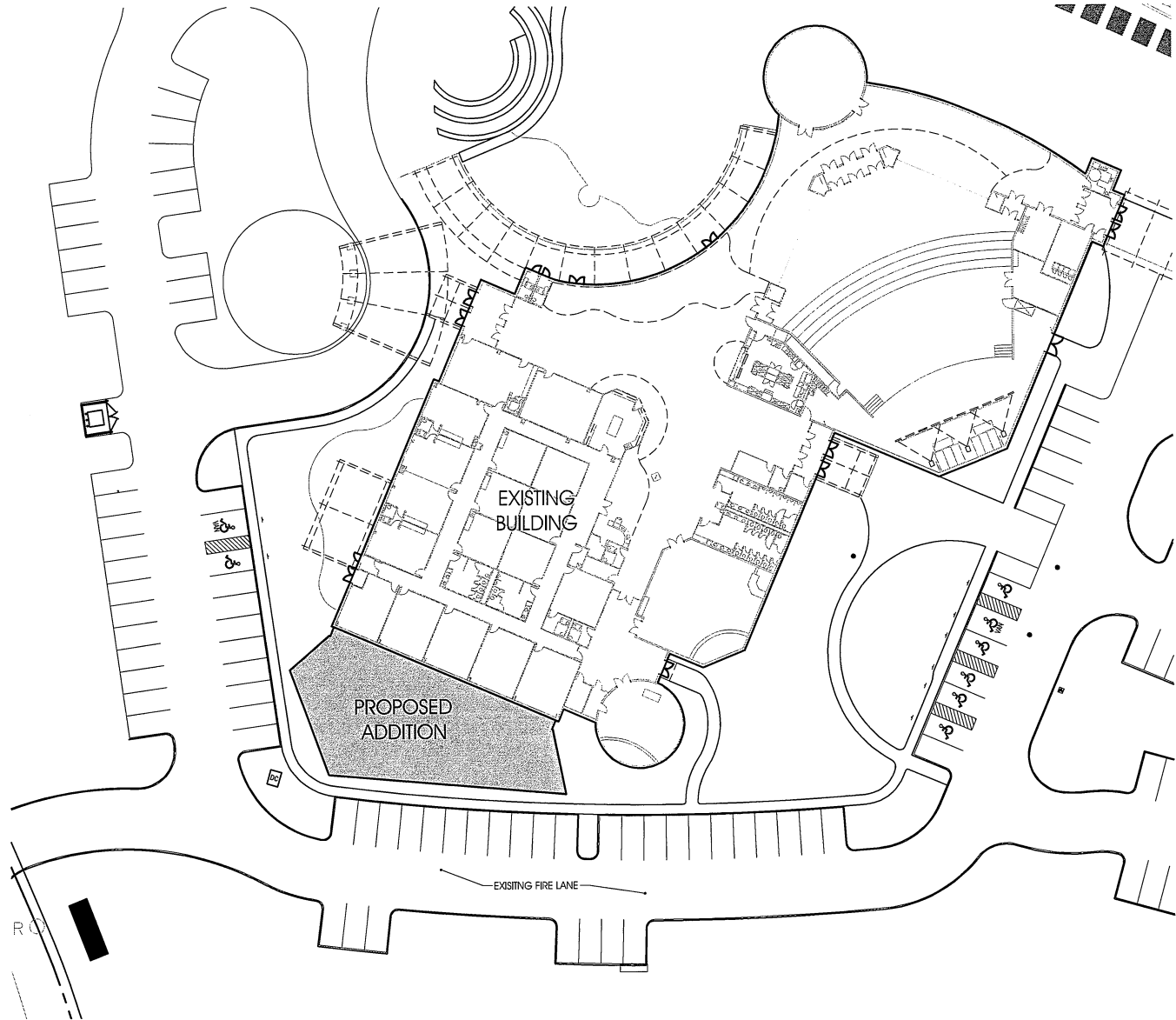
WEST
CAMPUS

CHRIST CHAPEL
BIBLE CHURCH

WILLOW PARK, TX

DESIGN
DEVELOPMENT

Drawing Title: PRELIMINARY SITE PLAN	
Project No. 1420	Date: 5/08/15
	Sheet No. C01.0



PARTIAL SITE PLAN
3910 E I-20
WILLOW PARK, TX 76087

GENERAL NOTES

1. THIS SET OF DRAWINGS AND PROJECT MANUAL INDICATES GENERAL SCOPE OF PROJECT IN TERMS OF ARCHITECTURAL DESIGN, DIMENSIONS OF BUILDING, MAJOR ARCHITECTURAL ELEMENTS, STRUCTURAL MECHANICAL AND ELECTRICAL SYSTEMS. DRAWINGS DO NOT NECESSARILY INDICATE OR DESCRIBE ALL WORK REQUIRED FOR FULL PERFORMANCE AND COMPLETION OF REQUIREMENTS OF CONTRACT DOCUMENTS. CONTRACTOR SHALL FURNISH ALL ITEMS REQUIRED FOR PROPER EXECUTION AND COMPLETION OF WORK.
2. CONTRACTORS TO VERIFY AND DOCUMENT ALL EXISTING CONDITIONS AND DIMENSIONS BEFORE CONSTRUCTION BEGINS. NOTIFY ARCHITECT OF CONFLICTS OR VARIATION PRIOR TO COMMENCEMENT OF WORK.
3. VERIFY LOCATION OF EXISTING UNDERGROUND UTILITIES AND ADDITIONAL WORK BY OTHERS BEFORE PROCEEDING WITH ANY TRENCHING, DEMOLITION, OR DRILLING.
4. ALL PARTITIONS ARE DIMENSIONED TO FACE OF FOUNDATION OR FACE OF STUD.
5. SUSPENSIONS, BRACING, BLOCKING, ETC. SHOWN AT CEILING FURRING DETAILS ARE SCHEMATIC REPRESENTATION ONLY. PROVIDE SECURE PERMANENT ANCHORAGE IN ACCORDANCE WITH RECOMMENDED INSTALLATION PRACTICES, TYPICAL.
6. ALL WOOD IN EXTERIOR WALL CONDITIONS, STRUCTURAL FRAMING, INTERIOR BEARING WALLS, FLOOR CONSTRUCTION AND ROOF CONSTRUCTION SHALL BE FIRE-RETARDENT TREATED.

CHILDREN'S MINISTRY ADDITION

BUILDING
TABULATIONS:

2012 INTERNATIONAL BUILDING CODE
2012 INTERNATIONAL PLUMBING CODE
2012 INTERNATIONAL ELECTRICAL CODE
2012 INTERNATIONAL FIRE CODE
2012 INTERNATIONAL MECHANICAL CODE
2012 INTERNATIONAL ENERGY CONSERVATION CODE

OCCUPANCY TYPE: A-3
CONSTRUCTION TYPE: I I - B
(W/ APPROVED AUTOMATIC SPRINKLER SYSTEM)

ALLOWABLE SQUARE FOOTAGE: UNLIMITED
(BASED ON PLACE OF RELIGIOUS WORSHIP - SECTION 507.6
AND MEZZANINES SECTION 505.4, EXCEPTION 2.)

TOTAL BUILDING	
GROUND LEVEL:	44,682 SF
GROUND LEVEL ADDN:	4,666 SF
MEZZANINE:	4,666 SF
TOTAL BUILDING	
	54,014 SF

INDEX TO DRAWINGS

ARCHITECTURAL

REVISED	ISSUED	SHEET	SHEET TITLE
<input type="checkbox"/>	07/21/17	A0.1	COVER
<input type="checkbox"/>	07/21/17	A0.2	INDEX
<input type="checkbox"/>	07/21/17	A2.0	DEMOLITION PLANS
<input type="checkbox"/>	07/21/17	A2.1	FIRST FLOOR PLAN
<input type="checkbox"/>	07/21/17	A2.2	MEZZANINE FLOOR PLANS
<input type="checkbox"/>	07/21/17	A2.3	ROOF PLAN
<input type="checkbox"/>	07/21/17	A3.1	EXTERIOR ELEVATION
<input type="checkbox"/>	07/21/17	A3.2	BUILDING SECTIONS/WALL SECTIONS
<input type="checkbox"/>	07/21/17	A3.3	WALL SECTIONS/DETAILS
<input type="checkbox"/>	07/21/17	A3.4	WALL SECTIONS/DETAILS
<input type="checkbox"/>	07/21/17	A4.1	ROOM FINISH SCHEDULE AND LEGEND, DOOR SCHEDULE
<input type="checkbox"/>	07/21/17	A4.2	WINDOW TYPES, WALL TYPES
<input type="checkbox"/>	07/21/17	A5.1	ENLARGED RESTROOM & MILLWORK PLANS AND DETAILS
<input type="checkbox"/>	07/21/17	A6.1	FIRST FLOOR - REFLECTED CEILING PLAN/DETAIL
<input type="checkbox"/>	07/21/17	A6.2	MEZZANINE - REFLECTED CEILING PLAN
<input type="checkbox"/>	07/21/17	A8.1	FIRST FLOOR FINISH PLAN
<input type="checkbox"/>	07/21/17	A8.2	MEZZANINE FLOOR FINISH PLAN

INDEX TO DRAWINGS

STRUCTURAL

REVISED	ISSUED	SHEET	SHEET TITLE
<input type="checkbox"/>	07/21/17	S0.1	SPECIAL INSPECTIONS, GENERAL NOTES AND ABBREVIATIONS
<input type="checkbox"/>	07/21/17	S1.1	FOUNDATION PLAN, DETAILS
<input type="checkbox"/>	07/21/17	S1.2	MEZZANINE FRAMING PLAN
<input type="checkbox"/>	07/21/17	S1.3	ROOF FRAMING
<input type="checkbox"/>	07/21/17	S1.4	VERTICAL BRACING ELEVATIONS
<input type="checkbox"/>	07/21/17	S2.1	TYPICAL DETAILS
<input type="checkbox"/>	07/21/17	S2.2	TYPICAL DETAILS
<input type="checkbox"/>	07/21/17	S3.1	DETAIL SHEET

INDEX TO DRAWINGS

MEP

REVISED	ISSUED	SHEET	SHEET TITLE
<input type="checkbox"/>	07/21/17	M1.1	MECHANICAL NOTES AND LEGENDS
<input type="checkbox"/>	07/21/17	M1.2	MECHANICAL SCHEDULES
<input type="checkbox"/>	07/21/17	M2.1	MECHANICAL FIRST FLOOR PLAN
<input type="checkbox"/>	07/21/17	M2.2	MECHANICAL MEZZANINE FLOOR PLAN
<input type="checkbox"/>	07/21/17	M2.3	MECHANICAL ROOF PLAN
<input type="checkbox"/>	07/21/17	M3.1	MECHANICAL DETAILS
<input type="checkbox"/>	07/21/17	M4.1	MECHANICAL CONTROLS
<input type="checkbox"/>	07/21/17	E0.1	ELECTRICAL ABBREVIATIONS AND SYMBOLS
<input type="checkbox"/>	07/21/17	E1.1	ELECTRICAL FIRST FLOOR POWER PLAN
<input type="checkbox"/>	07/21/17	E1.2	ELECTRICAL MEZZANINE FLOOR POWER PLAN
<input type="checkbox"/>	07/21/17	E2.1	ELECTRICAL FIRST FLOOR LIGHTING PLAN
<input type="checkbox"/>	07/21/17	E2.2	ELECTRICAL MEZZANINE LIGHTING PLAN
<input type="checkbox"/>	07/21/17	E3.1	ELECTRICAL SINGLE LINE
<input type="checkbox"/>	07/21/17	E3.2	ELECTRICAL PANEL SCHEDULES
<input type="checkbox"/>	07/21/17	P0.1	PLUMBING LEGENDS & NOTES
<input type="checkbox"/>	07/21/17	P0.2	PLUMBING SCHEDULE
<input type="checkbox"/>	07/21/17	P2.0	PLUMBING UNDER FLOOR PLAN
<input type="checkbox"/>	07/21/17	P2.1	PLUMBING FIRST FLOOR PLAN
<input type="checkbox"/>	07/21/17	P2.2	PLUMBING MEZZANINE FLOOR PLAN
<input type="checkbox"/>	07/21/17	P2.3	PLUMBING ROOF PLAN
<input type="checkbox"/>	07/21/17	P3.1	PLUMBING RISER DIAGRAMS
<input type="checkbox"/>	07/21/17	FP2.1	FIRE SPRINKLER - FIRST FLOOR PLAN
<input type="checkbox"/>	07/21/17	FP2.2	FIRE SPRINKLER - MEZZANINE FLOR PLAN

ARCHITECTURE

SCOTT MARTSOLF - ARCHITECT

410 East 6 th Street
Fort Worth, Texas 76102

Phone: (817) 820-0005
Fax: (817) 820-0008

CHILDREN'S MINISTRY
ADDITION

CHRIST CHAPEL
BIBLE CHURCH

3910 E. I-20 FRONTAGE ROAD S.
WILLOW PARK, TX 76087

Drawing Title:

INDEX

Project No.

1622

Date:

7/21/17

Sheet No.

A0.2



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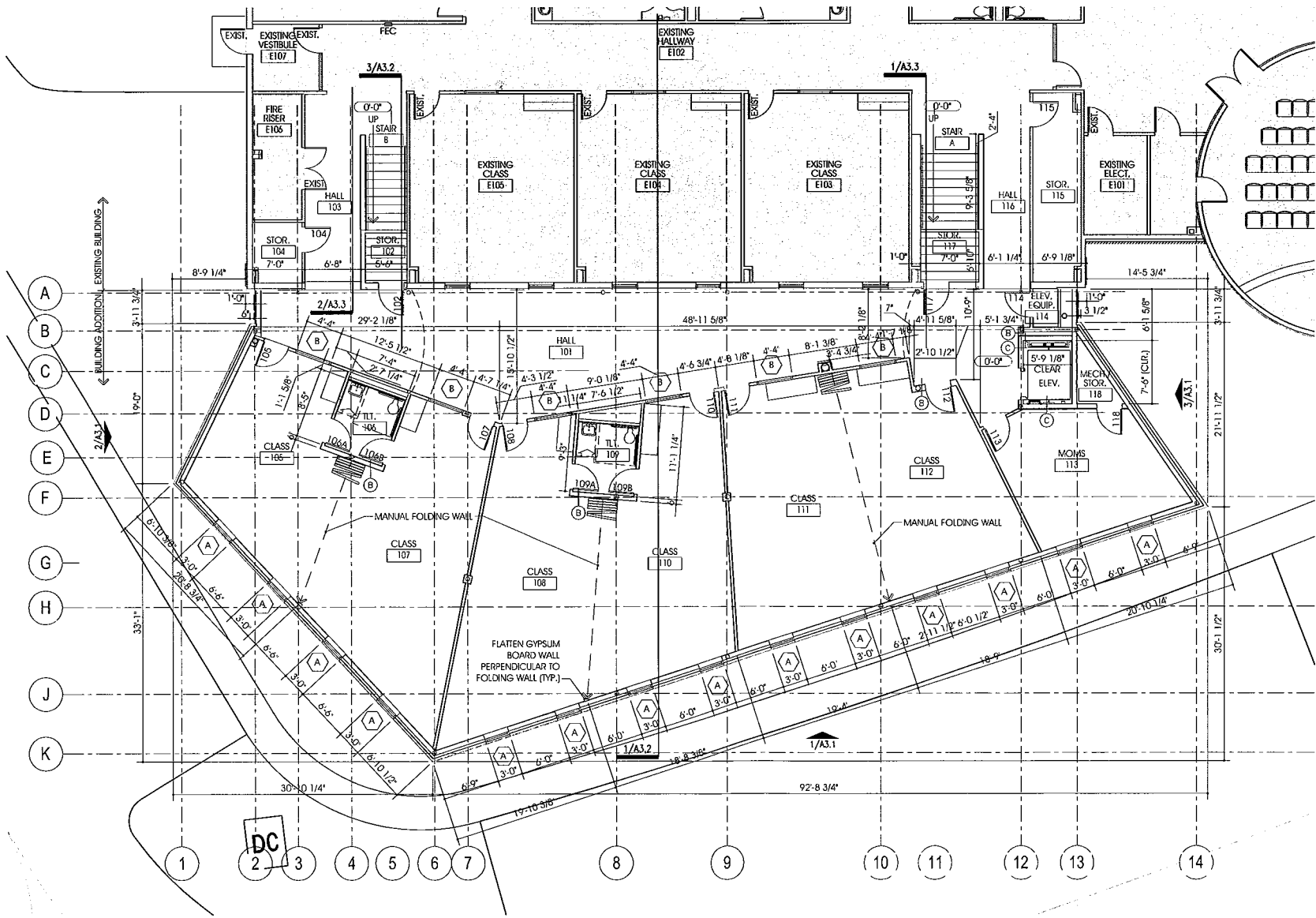
410 East 6th Street
Fort Worth, Texas 76102

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CHILDREN'S MINISTRY
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CHRIST CHAPEL
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WILLOW PARK, TX 76087



1 FIRST FLOOR PLAN
Scale: 1/8" = 1'-0"

- NOTES:
1. FINISH SCHEDULE LOCATED ON SHEET A4.1
 2. DOOR SCHEDULE LOCATED ON SHEET A4.1
 3. WINDOW TYPES LOCATED ON SHEET A4.2
 4. WALL TYPES LOCATED ON SHEET 4.2. WALL TYPE IS "A" UNLESS NOTED OTHERWISE
 7. E.J.C. = EXPANSION JOINT COVER

Drawing Title:
FIRST FLOOR PLAN

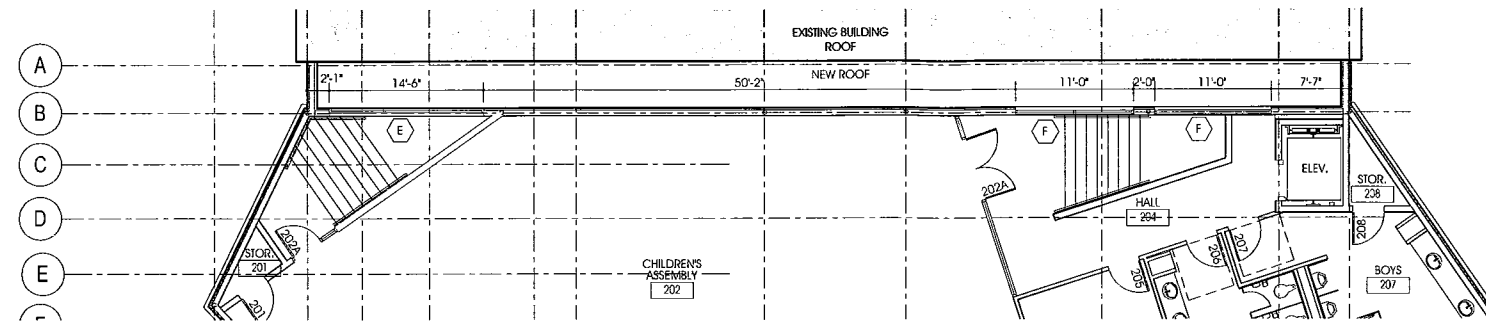
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Date:
7/21/17

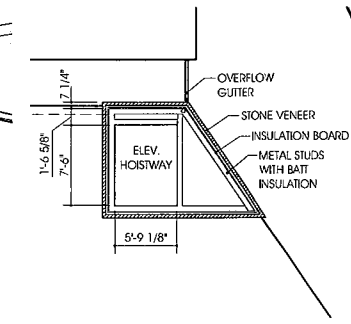


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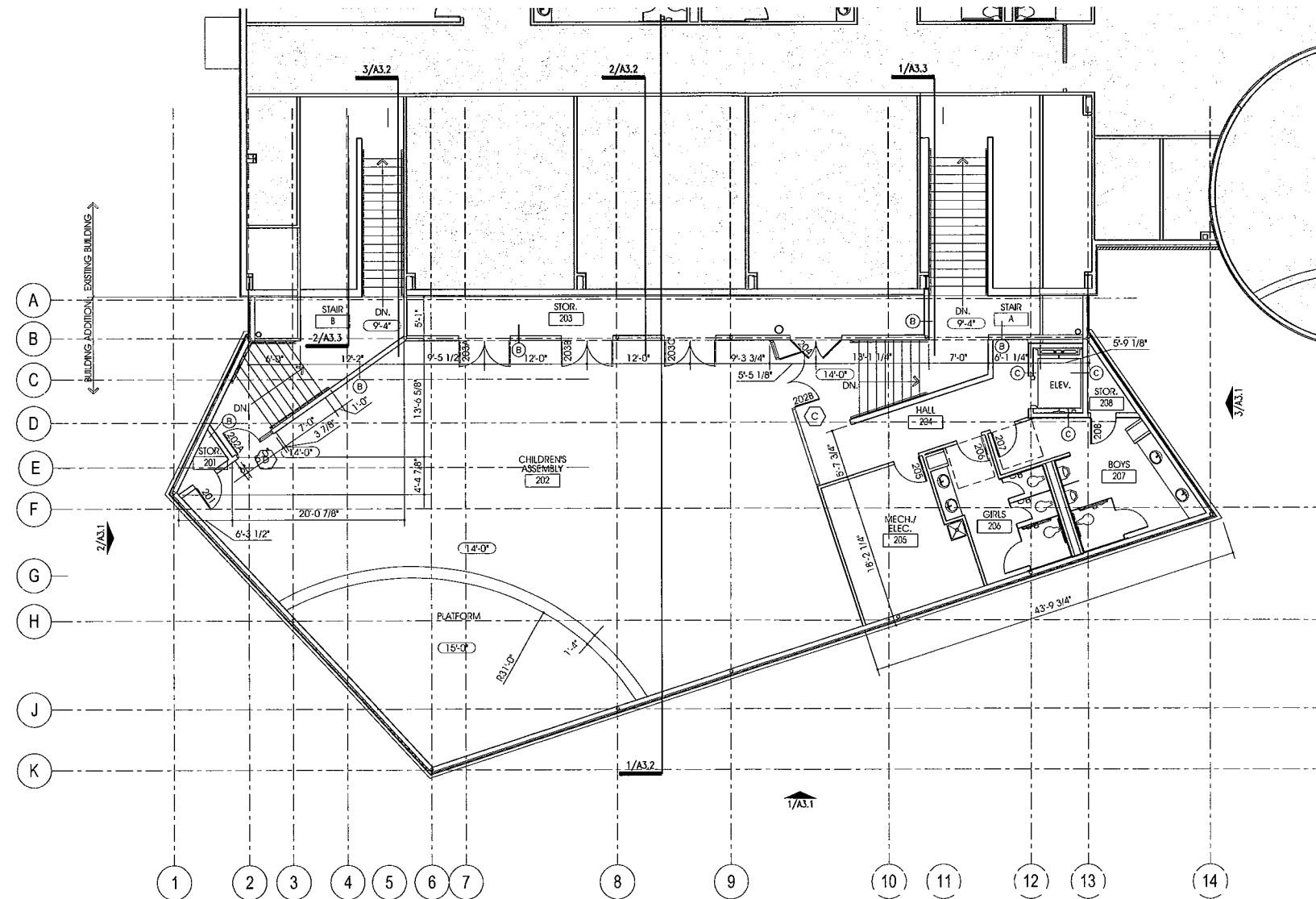
A2.1



2 UPPER MEZZANINE FLOOR PLAN
Scale: 1/8" = 1'-0"



3 UPPER ELEVATOR PLAN
Scale: 1/8" = 1'-0"



1 MEZZANINE FLOOR PLAN
Scale: 1/8" = 1'-0"

- NOTES:**
1. FINISH SCHEDULE LOCATED ON SHEET A4.1
 2. DOOR SCHEDULE LOCATED ON SHEET A4.1
 3. WINDOW TYPES LOCATED ON SHEET A4.2
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ARCHITECTURE SCOTT MARTSOLF - ARCHITECT

410 East 6th Street
Fort Worth, Texas 76102
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CHILDREN'S MINISTRY ADDITION

CHRIST CHAPEL BIBLE CHURCH

3910 E. I-20 FRONTAGE ROAD S.
WILLOW PARK, TX 76087

Drawing Title:

MEZZANINE FLOOR PLANS

Project No.
1622

Date:
7/21/17



Sheet No.
A2.2

CHILDREN'S MINISTRY
ADDITION

CHRIST CHAPEL
BIBLE CHURCH

3910 E. I-20 FRONTAGE ROAD S.
WILLOW PARK, TX 76087

Drawing Title:

EXTERIOR ELEVATIONS

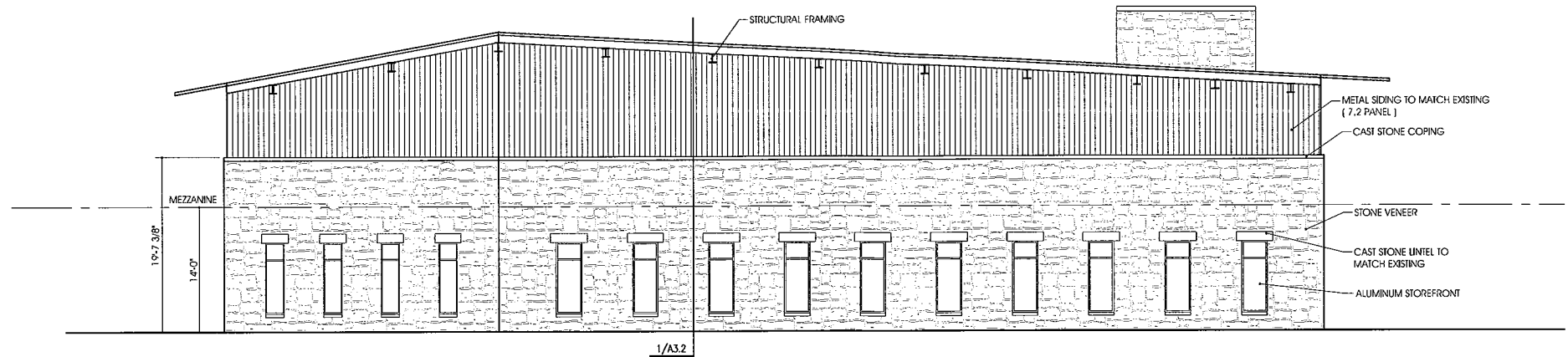
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Date:
7/21/17

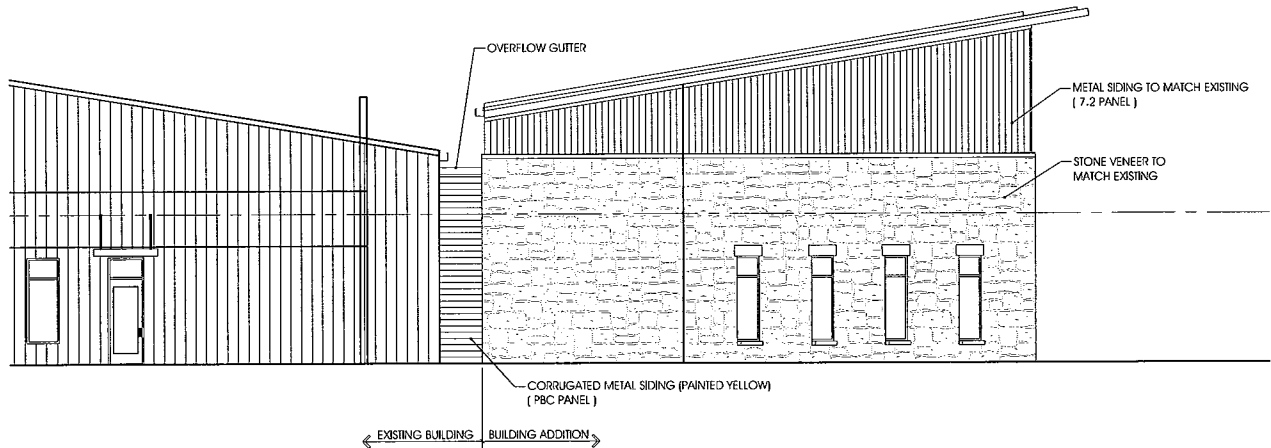


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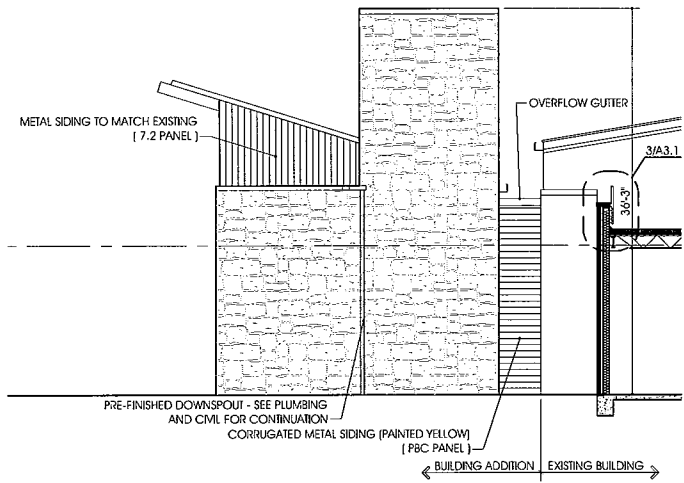
A3.1



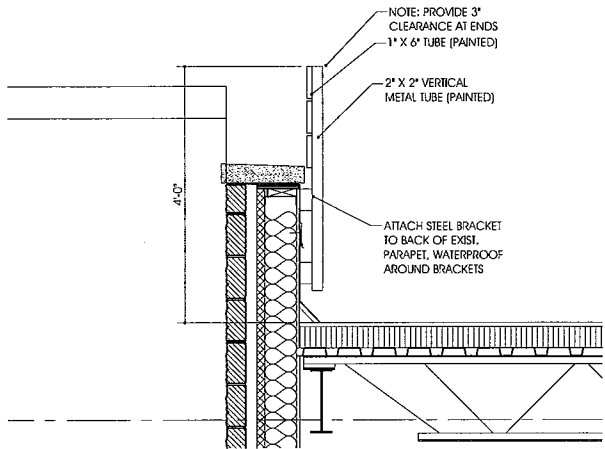
1 SOUTH ELEVATION
Scale: 1/8" = 1'-0"



2 WEST ELEVATION
Scale: 1/8" = 1'-0"



3 EAST ELEVATION
Scale: 1/8" = 1'-0"



4 DETAIL
Scale: 3/4" = 1'-0"

CITY OF WILLOW PARK
APPLICATION FOR PARKS BOARD AND PLANNING & ZONING
COMMISSION
APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: James Rodney Wilkins Rodney Wilkins
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest:
Planning & Zoning Committee

☒ Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information

Home Address: 136 Whitetail Dr. Willow Park, TX 76008
Mailing Address: Same
Telephone: 817-798-5982 Fax: _____
E-Mail: jrwilkins@tyco.com
Willow Park Resident for 3 years County: Parker
Voters Registration No.: 2135877178
Preferred method of contact: E-Mail or Phone

Occupational Information

Business Name: Tyco Integrated Security
Occupation: Major Account Executive
Address: 4200 Buckingham Rd. #150 Fort Worth, TX 76155
Telephone: 817-798-5982 Fax: _____
E-Mail: jrwilkins@tyco.com

Have you served on a board in another city before? No

Prior or current work experience: (please include dates)

Tyco Integrated Security - Started July 7th, 2001

I have worked for Tyco Integrated Security for almost 16 years. I am a Major Account Executive specializing in commercial security integration design and implementation.

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/Left School? 1995 - Aledo High School

Business College, Correspondence School, Adult Education, Other? 2006 - Purvis Real Estate School

Name of College/University: 1996-1998 - Weatherford College ☐ Bachelor's ☐ Master's ☐ PhD

Volunteer Work: (please include dates)

The majority of my volunteer work that I have spent most of my time in the past 15 years would be related to my 15 year old son.

I have coached many different sports teams that he has played on as well as chaperoned many school functions and field trips.

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? ☐ Yes ☒ No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? ☐ Yes ☒ No

If so, which one? _____

Why do you want to become a member of this particular board /commission (*how would you use this experience to benefit the City*) ?

I want to become a member of the Willow Park Planning & Zoning committee so that I can contribute to the positive growth and impact that is happening and will continue to happen in this great city that I call home. I have experience being a resident and I feel that my experience in the commercial market place will be beneficial when it comes to the business growth that will benefit our community.

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) Economic Growth through business development that is beneficial to the positive impact of the City and its residents.

2) Residential Growth through proper development that will be beneficial to the positive impact of the City and its residents.

3) Safety for the City of Willow Park's Police Department, Fire Department, Residents and all guests that come to visit or are just passing through. That is why being careful in planning so that we attract the right kind of growth so that we all remain safe.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

I am a licensed security integrator with the Texas Department of Public Safety. I hold many certificates and have specialized training in the field of security and safety as well as Environmental, Health and Safety (EHS).

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

I do not have any business or personal relationships with the City that might create a serious conflict of interest, but in full disclosure I am neighbors with Doyle Moss.


Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? ☐ Yes ☒ No

Comments: Not yet.

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature:



Date: 05/17/2017

In compliance with Chapter 552, Vernon's Texas Codes Annotated (Open Records Law), information provided on this application may be available to the public, upon request.

ADDITIONAL INFORMATION THAT YOU WOULD LIKE TO SHARE WITH THE CITY COUNCIL
REGARDING YOUR INTEREST IN SERVING ON A CRANDALL BOARD:

ENTERED
JUN 16 2017
BY: _____

CITY OF WILLOW PARK
APPLICATION FOR PARKS BOARD AND PLANNING & ZONING
COMMISSION
APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink

Please complete one application for each board or commission membership

Please limit attachments to two pages

For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: MARVIN GLASGOW
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest: P&Z

☒ Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information

Home Address: 124 TRINITY DR.
Mailing Address: "
Telephone: 817-441-7487 Fax: _____
E-Mail: MARGLASGOW@JUNO.COM
Willow Park Resident for 20 years County: 20
Voters Registration No.: _____
Preferred method of contact: HOME PHONE

Occupational Information

Business Name: _____
Occupation: RETIRED
Address: _____
Telephone: _____ Fax: _____
E-Mail: _____

Have you served on a board in another city before? NO

Prior or current work experience: (please include dates)

MAYOR, CITY COUNCIL MEMBER, P&Z

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/Left School? 1958
Business College, Correspondence School, Adult Education, Other? TCJC

Name of College/University: _____ ☐ Bachelor's ☐ Master's ☐ PhD

Volunteer Work: (please include dates)

TARRANT CO. ARCHEOLOGY SOC.; TEXAS ARCHEOLOGY SOCIETY - CURRENT ON
BOTH. BOSS HERITAGE & CULTURAL CENTER - W. FORD - CURRENT

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? ☐ Yes ☒ No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? ☐ Yes ☒ No

If so, which one? _____

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

PAST EXPERIENCE SERVING THE CITY

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1)

HOUSING DEVELOPMENT - PROVIDE MORE CITY TAXES

2)

COMMERCIAL DEVELOPMENT - PROVIDE MORE CITY TAXES

3)

NEW SEWER PLANT - OBVIOUS - REQUIRED BY THE STATE.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

14 YEARS ON COUNCIL, MAYOR & P&Z

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

NONE

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? ☐ Yes ☒ No

Comments: _____

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: Martin Glasgow

Date: 6/16/17

In compliance with Chapter 552, Vernon's Texas Codes Annotated (Open Records Law), information provided on this application may be available to the public, upon request.

ADDITIONAL INFORMATION THAT YOU WOULD LIKE TO SHARE WITH THE CITY COUNCIL
REGARDING YOUR INTEREST IN SERVING ON A CRANDALL BOARD:

CITY OF WILLOW PARK
APPLICATION FOR PARKS BOARD AND PLANNING & ZONING
COMMISSION
APPOINTMENT

RECEIVED
SEP 05 2017
BY: kg

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Sharon Bruton
(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest:

Planning & Zoning

☒ Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>1119 Fox Hunt Trail</u>	Business Name: _____
Mailing Address: _____	Occupation: _____
Telephone: <u>817-565-6227</u> Fax: _____	Address: _____
E-Mail: <u>Sbrutonintexas@yahoo.com</u>	Telephone: _____ Fax: _____
Willow Park Resident for <u>11</u> years County: <u>Parker</u>	E-Mail: _____
Voters Registration No.: _____	
Preferred method of contact: <u>phone 817-565-6227</u>	

Have you served on a board in another city before? NO

Prior or current work experience: (please include dates)

Realtor for last 7 years

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/Left School? 1993

Business College, Correspondence School, Adult Education, Other? CNA (not now) Realtor

Name of College/University: _____ ☐ Bachelor's ☐ Master's ☐ PhD

Volunteer Work: (please include dates)

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? ☐ Yes ☒ No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? ☒ Yes ☐ No

If so, which one? Planning & Zoning

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

I want to be a part of making sure the city grows in a positive way with positive business coming into ~~our~~ our growing town.

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) Water - we need to generate enough income to help with cost of new pipes & updates on water.

2) Sewage - same answer as water

3) Commercial - we need to look ahead and see what commercial ~~business~~ would do well in this town so we can generate revenue and so people would want to come and eat lunch/dinner and shop. I would like to be a part of this growth and development.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Realtor

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

None

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? ☒ Yes ☐ No

Comments: On Planning & Zoning at this current time

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: Sharon Burton

Date: 8-29-2017



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 9/12/17	Department: Fire	Presented By: Chief Mike LeNoir
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AGENDA ITEM:

To consider and act on Resolution No. 12-17, a Resolution authorizing the City to enter into an agreement, memorandum of understanding, or other cooperative procedures with Parker County Emergency Services District No. 1 to coordinate, route or dispatch to Willow Park Fire and Rescue calls for emergency services.

BACKGROUND:

This ILA is for a fire dispatch agreement between Willow Park and Parker County ESD No 1.

ESD No. 1 has assumed responsibility for Fire Alarm Dispatch. With this responsibility they will be receiving a deteriorating funds from Parker County over the next 3 years.

This ILA is for a term of approx. 3 years from October 1, 2017 and shall remain in effect through September 30, 2020.

The cost starts at approximately \$13,525 for 2017 and is projected to finish at \$23,931 in year 2019-2020.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Recommend approving Resolution No. 12-17, an Interlocal Agreement with Parker County ESD No. 1 for Fire Alarm Dispatch.

EXHIBITS:

Resolution No. 12-17, Interlocal Agreement.

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$13,525-\$23,931 approx.
	Source of Funding	N/A

CITY OF WILLOW PARK

RESOLUTION 12-17

A RESOLUTION APPROVING THE FIRE AND EMERGENCY MEDICAL DISPATCHING SERVICES AGREEMENT BETWEEN THE CITY OF WILLOW PARK, TEXAS AND THE EMERGENCY SERVICES DISTRICT NO. 1 (ESD1) FOR FIRE AND EMERGENCY DISPATCH SERVICES.

WHEREAS, the City of Willow Park, Texas (City) is a general law municipality located in Parker County, created in accordance with the Laws of the State of Texas; and

WHEREAS, it is the intent of the City of Willow Park to protect the health, safety and welfare and wellbeing of its citizens; and

WHEREAS, the municipal offices of the City perform certain functions related to the preservation of health, safety and general welfare of its citizens; and

WHEREAS, ESD1 and Willow Park are political subdivisions of the State of Texas, and are authorized to enter into agreements with each other for the provision of Government Services pursuant to Chapter 791, TEX. GOV'T CODE; and

WHEREAS, the Fire and Emergency Dispatch Service Agreement, entered into with ESD1 will set forth the rights and responsibilities of the Parties relating to both costs and scope of work and responsibilities.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK THAT:

SECTION 1. AUTHORIZATION. The City Administrator is hereby authorized and directed to implement the applicable provisions of this Resolution.

SECTION 2. INTERLOCAL AGREEMENT. The governing body hereby authorizes the City Administrator to enter into a Fire and Emergency Dispatch Service Agreement with ESD1 for the purpose of providing use of ESD1 communication dispatch system for Willow Park Fire Calls for service.

SECTION 3. SEVERABILITY. If for any reason any section, paragraph, subdivision, clause phrase or provision of this Resolution shall be held invalid, it shall not affect any valid provisions of this or any other Resolution or Ordinance of the City of Willow Park to which these rules and regulations relate.

SECTION 4. REPEALER. To the extent any other ordinance or resolution is inconsistent with the provisions herein it is hereby repealed and superseded by the provisions herein.

SECTION 5. RECITALS. The City Council hereby finds and declares all precatory language herein to be true and correct and approves and adopts the same herein as part of this Resolution.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect from and after its adoption.

PASSED AND APPROVED this 12th day of September, 2017.

ATTEST:

THE CITY OF WILLOW PARK, TEXAS

Kandice Garrett, City Secretary

Doyle Moss, Mayor

The Willow Park City Council in acting on Resolution No. 12-17, did on the 12th day of September, 2017 vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss, Mayor	_____	_____	_____
Norman Hogue, Place 1	_____	_____	_____
Amy Fennell, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
John Gholson, Place 4	_____	_____	_____
Bruce Williams, Place 5	_____	_____	_____

**INTERLOCAL AGREEMENT
BETWEEN PARKER COUNTY EMERGENCY SERVICES DISTRICT NO. 1 AND
PARKER COUNTY EMERGENCY SERVICES DISTRICTS, MUNICIPALITIES, AND
OTHER POLITICAL SUBDIVISIONS OF THE STATE OF TEXAS FOR DISPATCH
SERVICES**

THIS AGREEMENT is entered into between Parker County Emergency Services District No. 1, a political subdivision of the State of Texas, acting by and through its Board of Emergency Services Commissioner and operating under Chapter 775, Texas Health & Safety Code (the "District") and _____, a political subdivision of the State of Texas operating under _____ ("Entity"), and pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code.

FOR AND IN CONSIDERATION of the premises, the mutual covenants, and agreements hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the District and the Entity agree as follows:

1. Dispatch Services. Each ENTITY provides fire protection and suppression services, rescue services, medical first response, and/or other emergency and non-emergency services to areas within the boundaries of its respective territorial limits and other areas it may service by agreement or otherwise ("Entity Service Area"). The District agrees to provide dispatch services (as hereinafter described) to the ENTITY in the Entity Service Area, as set forth in Exhibit A, subject to, and in accordance with the terms, covenants, and conditions of this Agreement, attached hereto and incorporated herein. As used in this Agreement the term "dispatch" shall mean the process of receiving emergency calls, determining the nature of the emergency, and notifying the ENTITY to send appropriate emergency equipment and personnel to the site of the emergency, as determined by the District with input from the ENTITY.
2. Term: This Agreement shall be effective as of October 1, 2017 and shall remain in effect through September 30, 2020, and renew automatically year to year thereafter, subject to the termination rights of the respective parties. The "Effective Date" is the date an ENTITY's authorized representative and the District's authorized representative sign this Agreement.
3. District Obligations. The District shall provide dispatch services to the district in the same manner as that provided to the District's own Fire Department, including, the following services:
 - a) Continuously receive emergency, 911, and non-emergency calls, 24 hours a day, seven days a week, from the Entity Service Area, in accordance with the District Dispatch Protocols.
 - b) Staff the Dispatch Center with trained and qualified dispatchers on duty at all times.
 - c) Alarms will be processed as expeditiously as possible in order of priority.
 - d) Dispatch the appropriate ENTITY and other appropriate units, as pre-determined by the ENTITY in consultation with the District, to emergency incidents reported in the ENTITY's Service Area. Units or Companies dispatched will be based upon response plans established by the ENTITY Fire Chief, or his designee, in consultation with the District. The ENTITY may revise its response plans at any time and shall provide a copy of the revised response plans to the District at least thirty (30) days prior to their implementation date. If the District objects to the revised response plans, the District shall give the ENTITY written notice, and the

parties agree to promptly meet to resolve the issues. If the parties are unable to reach agreement, either party may terminate this Agreement upon forty-five (45) days' written notice to the other.

- e) If the District's dispatcher does not receive verification of response from the ENTITY within one hundred and twenty (120) seconds of notice by radio or mobile data terminal, the District will attempt to dispatch an alternate Unit or Company, from the ENTITY, or another agency.
- f) Transmit, on designated alert frequencies, all calls for emergency incidents to the ENTITY.
- g) Monitor the designated channel as call volume allows.
- h) Notify the ENTITY Fire Chief or ranking on-duty personnel at any time the Dispatch services are inoperable, and advise the ENTITY of the reasons for inoperability and the expected time the system shall be inoperable.

4. ENTITY Obligations. The ENTITY shall:

- a) Monitor the designated radio frequencies for emergency alerting information. Radio frequencies will be designated by agreement of the parties.
- b) Upon direct notification from the public, respond and immediately notify the District Dispatch Center by radio on the designated radio talk group.
- c) Immediately notify the District Dispatch Center by radio or Mobile Data Device of the identity of the ENTITY's units that are responding to each call, and the times of arrival and departure of the responding units from the emergency scene.
- d) Provide, at the ENTITY's expense, radios or pagers to all ENTITY personnel requiring emergency call notification on the appropriate frequency and with the correct programming/setup, as agreed with the District.
- e) Provide the name, email address, telephone and pager number, and/or radio access to a primary and an alternate contact person for the ENTITY.
- f) Provide the name, telephone number, and address of each fire station of the ENTITY.
- g) Be responsible for reviewing the accuracy of unit resources and capabilities against CAD records.

5. Equipment and Personnel.

- a) All equipment owned or contracted by the District will remain the property of the District or contracting entity as appropriate.
- b) All equipment owned by the ENTITY will remain the property of the ENTITY.
- c) The ENTITY shall maintain and secure alerting equipment as specified by the District.
- d) Mobile Data Computers shall be maintained in the vehicle of original installation unless a change is coordinated with the District.

6. Service Costs. In consideration of the services to be provided by the District under this Agreement, the ENTITY shall pay the District all costs of the District for each call dispatched for the ENTITY and the services provided hereunder ("Service Costs"). The Service Costs shall be as set forth in Exhibit A, and adjusted annually per calendar year call volume. The District may adjust the Service Costs as necessary to recover its actual cost to compensate the District for the

actual cost which the District incurs to provide Dispatch Services. Any adjustments to the Service Costs, if made, will not exceed the actual costs incurred by the District for the ENTITY. If the District seeks to adjust the Service Costs, it may send email notification (with Delivery and Read Receipt tracking), or written notification (as defined in “21. Notices” below) to the ENTITY. This notification will state the new Service Costs, together with an explanation or reason for the increase. The notification will be sent as soon as possible by the District. If a new Service Costs are not acceptable to the ENTITY, and the ENTITY is unable to negotiate mutually acceptable Service Costs with the District, the new Service Costs shall go into effect as specified in the District’s notice, but the ENTITY may terminate this Agreement upon sixty (60) days’ prior written notice to the District. If the total number of ENTITIES participating in this Agreement changes, the Service Cost shall be re-evaluated.

7. Billing and Payment. The ENTITY shall pay Service Costs in advance to the District quarterly throughout the term of this Agreement. Service Periods will run from October 1st to December 31st, January 1st to March 31st, April 1st to June 30th, and July 1 to September 30th, and the Service Costs payment shall be due on or before the 15th day of the first month of a Service Period. The ENTITY shall open and read all communications from the District within seven (7) business days to ensure timely payment of the Service Costs.

In addition to any other rights or remedies available to the District under this Agreement or at law or in equity, the District may suspend performance of dispatch services upon thirty (30) days’ prior written notice to the ENTITY if the ENTITY fails to timely pay Service Fees when due.

8. Current Funds. Each party's monetary obligations hereunder are payable only and solely from current revenues appropriated and available for the performance of such obligation. Each party agrees to promptly notify the other party in writing if its governing body fails to appropriate sufficient funds in any fiscal year to perform its obligations under this Agreement. Failure to appropriate sufficient funds shall be an event of default for which the other party may terminate this Agreement upon forty-five (45) days’ prior written notice.
9. Compliance with Law. Each party shall comply with all State, Federal, and local statutes, laws, ordinances, rules, and regulations applicable to the performance of its obligations under this Agreement.
10. Records and Reports. The District shall make records of each incident dispatched under this Agreement accessible to the ENTITY. For each call dispatched under this Agreement, the District shall record (1) the time of the notification of the emergency, (2) the time of the dispatch of the call, (3) the identity and time of response of the ENTITY Units responding to the call, (4) the time of the arrival of the first responding ENTITY Unit, and each subsequent ENTITY Unit at the emergency scene, (5) major “benchmark” events associated with the incident, (6) the time that ENTITY Apparatus report “clear” from the incident scene. The District shall be excused from its obligations under this section to the extent that the ENTITY fails to provide the necessary information to the District’s Dispatch Center. The District shall provide the ENTITY a semi-annual summary of all ENTITY call totals and associated dispatch call answering and processing times upon request.

As used in this Section, “Unit” means a vehicle and assigned personnel of the ENTITY with a pre-arranged CAD designation.

11. Termination by District. The District may terminate this Agreement at any time if (a) the ENTITY fails to pay when due Service Costs or other amounts payable to the District under this Agreement, and such failure is not cured within forty-five (45) days after written receipt of written notice, or (b) the ENTITY fails to comply with or perform any material non-monetary obligation of the ENTITY under this Agreement and such failure is not cured within sixty (60) days after receipt of written notice specifying the alleged default.
12. Termination by ENTITY. The ENTITY may terminate this Agreement at any time if the District fails to comply with or perform any material obligation of the District under this Agreement and such failure is not cured within sixty (60) days after receipt of written notice specifying the alleged default.
13. Termination at Will. Either party may terminate this Agreement at-will at any time during the initial or any subsequent contract. Written notice of termination must be provided in writing to the other party at least sixty (60) days prior to the termination date specified in the written notice. If this Agreement is terminated at-will by either party prior to the expiration date of the contract, the parties are released from their respective obligations except to the extent specifically provided for in the Agreement.
14. Indemnification.
 - a) TO THE EXTENT PERMITTED BY THE CONSTITUTION AND LAWS OF THE STATE OF TEXAS, THE ENTITY SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE DISTRICT AND ITS EMPLOYEES, AGENTS, REPRESENTATIVES, SUCCESSORS AND ASSIGNS (COLLECTIVELY, THE "**INDEMNIFIED PARTIES**"), FROM AND AGAINST ALL COSTS, EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES, EXPENSES OF INVESTIGATION AND LITIGATION, AND COURT COSTS), LIABILITIES, DAMAGES, CLAIMS, SUITS, JUDGMENTS, ACTIONS, AND CAUSES OF ACTIONS WHATSOEVER (COLLECTIVELY, "**CLAIMS**") RESULTING FROM OR CONCERNING THIS AGREEMENT OR THE PROVISION OF DISPATCH SERVICES BY THE DISTRICT UNDER THIS AGREEMENT, TO THE EXTENT ARISING OUT OF (A) ANY BREACH OF THIS AGREEMENT BY THE ENTITY, ITS AGENTS, EMPLOYEES OR CONTRACTORS, OR (B) ANY NEGLIGENT ACT OR OMISSION OR WILLFUL MISCONDUCT OF THE ENTITY, OR ITS AGENTS, EMPLOYEES OR CONTRACTORS. NEITHER THE DISTRICT, NOR THE ENTITY, SHALL BE RESPONSIBLE FOR THE ACTS OR OMISSIONS OF THE OTHER'S EMPLOYEES OR PERSONNEL.
 - b) TO THE EXTENT PERMITTED BY THE CONSTITUTION AND LAWS OF THE STATE OF TEXAS, THE DISTRICT SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE ENTITY AND ITS EMPLOYEES, VOLUNTEERS, AGENTS, REPRESENTATIVES, SUCCESSORS AND ASSIGNS (COLLECTIVELY, THE "**INDEMNIFIED PARTIES**"), FROM AND AGAINST ALL COSTS, EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES, EXPENSES OF INVESTIGATION AND LITIGATION, AND COURT COSTS), LIABILITIES, DAMAGES, CLAIMS, SUITS, JUDGMENTS, ACTIONS, AND CAUSES OF ACTIONS WHATSOEVER (COLLECTIVELY, "**CLAIMS**") RESULTING FROM OR CONCERNING THIS AGREEMENT OR THE PROVISION OF DISPATCH SERVICES BY THE DISTRICT UNDER THIS AGREEMENT, TO THE EXTENT ARISING OUT OF (A) ANY BREACH

OF THIS AGREEMENT BY DISTRICT, ITS AGENTS, EMPLOYEES OR CONTRACTORS, OR (B) ANY NEGLIGENT ACT OR OMISSION OR WILLFUL MISCONDUCT OF DISTRICT, OR ITS AGENTS, EMPLOYEES OR CONTRACTORS. NEITHER THE ENTITY, NOR THE DISTRICT, SHALL BE RESPONSIBLE FOR THE ACTS OR OMISSIONS OF THE OTHER'S EMPLOYEES OR PERSONNEL.

c) IT IS EXPRESSLY UNDERSTOOD THAT THE DISTRICT AND THE ENTITY DO NOT WAIVE, AND SHALL NOT BE DEEMED TO WAIVE, ANY IMMUNITY OR DEFENSE THAT WOULD OTHERWISE BE AVAILABLE TO THEM AGAINST CLAIMS ARISING IN THE EXERCISE OF THEIR GOVERNMENTAL POWERS AND FUNCTIONS, OR THAT MIGHT OTHERWISE BE AVAILABLE TO ANY PARTY HERETO. THE PROVISIONS OF THIS SECTION SHALL SURVIVE THE EXPIRATION OR EARLY TERMINATION OF THIS AGREEMENT. NEITHER PARTY SHALL BE RESPONSIBLE FOR CLAIMS ARISING OUT OF THE SOLE NEGLIGENCE OF THE OTHER PARTY.

(d) SPECIFICALLY CITING TEXAS GOVERNMENT CODE SECTION 791.006(a-1), THE PARTIES AGREE THAT, FOR PURPOSES OF DETERMINING CIVIL LIABILITY FOR NON-PARTY CLAIMS, THE ACT OF ANY PERSON OR PERSONS WHILE FIGHTING FIRES, PROVIDING RESCUE SERVICES, PROVIDING FIRST RESPONSE EMS SERVICES, TRAVELING TO OR FROM ANY TYPE OF EMERGENCY CALL OR EMERGENCY SCENE, OR IN ANY MANNER FURNISHING SERVICES IN ACCORDANCE WITH THIS AGREEMENT, SHALL BE THE ACT OF THE PARTY PERFORMING SUCH ACT. THE PAYMENT OF ANY AND ALL CIVIL OR OTHER LIABILITY, INCLUDING NEGLIGENCE, RESULTING FROM THE FURNISHING OF SERVICES UNDER THIS AGREEMENT IS THE RESPONSIBILITY OF THE INDIVIDUAL PARTY PERFORMING SUCH ACTS. THIS SHALL SPECIFICALLY INCLUDE, BUT NOT BE LIMITED TO, THE PAYMENT OF COURT COSTS, EXPENSES, AND ATTORNEYS' FEES RESULTING FROM ANY SUCH CLAIM OR LAWSUIT. THE PARTIES AGREE THAT THE ASSIGNMENT OF LIABILITY DESCRIBED THIS SECTION IS INTENDED TO BE DIFFERENT THAN LIABILITY OTHERWISE ASSIGNED UNDER SECTION 791.006(a) OF THE TEXAS GOVERNMENT CODE. IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT THE ENTERING INTO AND EXECUTION OF THIS AGREEMENT DOES NOT WAIVE, NOR SHALL BE DEEMED TO WAIVE, ANY IMMUNITY OR DEFENSE THAT WOULD OTHERWISE BE AVAILABLE TO A PARTY AGAINST THIRD-PARTY CLAIMS ARISING FROM ACTIVITIES PERFORMED UNDER THIS AGREEMENT.

15. Claims. In the event that any claim, demand, suit, or other action is made or brought by any person, firm, corporation, or other entity against the ENTITY arising out of or concerning this Agreement or the performance of Dispatch services hereunder, the ENTITY shall give written notice thereof to the District within five (5) working days after being notified of such claim, demand, suit, or action. Such notice shall state the date and approximate hour of notification of any such claim, demand, suit, or other action; the names and addresses of the person, firm, corporation, or other entity making such claim or that instituted or threatened to institute any type of action or proceeding, the basis of such claim, action, or proceeding; and the name of any person against whom such claim is being made or threatened. Such written notice shall be delivered either personally or by mail and shall be directly sent to the District as set forth herein below for the District. In the event that any claim, demand, suit, or other action is made or brought by any

person, firm, corporation, or other entity against the District arising out of or concerning this Agreement or the performance of Dispatch services hereunder, the District shall give written notice thereof to the ENTITY within five (5) working days after being notified of such claim, demand, suit, or action. Such notice shall state the date and approximate hour of notification of any such claim, demand, suit, or other action; the names and addresses of the person, firm, corporation, or other entity making such claim or that instituted or threatened to institute any type of action or proceeding, the basis of such claim, action, or proceeding; and the name of any person against whom such claim is being made or threatened. Such written notice shall be in writing and shall be sent by electronic mail, first class mail, certified mail, commercial courier service, or delivered in hand, to the ENTITY and the Chief of the ENTITY at the address listed in Paragraph 21.

16. Insurance. The parties shall obtain and maintain in full force and effect throughout the term of this Agreement comprehensive commercial general liability insurance for the protection of each respective party from claims of third parties arising under or concerning this Agreement or the performance of Dispatch services hereunder. Insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policy is issued, or the party may be self-insured as allowed by law. The parties shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of this Agreement or as required in the Agreement. The policy shall have minimum limits of coverage for bodily injury or death, and for injury to or destruction of property, equal to the maximum amount of money damages for which the party may be liable under Texas Civil Practice and Remedies Code §101.023, as amended. The policy shall contain the following provisions:

- a) Blanket contractual liability coverage for liability assumed under this Agreement;
- b) Medical expense coverage with a limit of \$5,000 any one person;
- c) Thirty (30) day Notice of Cancellation in favor of the other party;

Nothing in this Section shall be construed to limit or modify the obligations of the parties to provide insurance policies and coverages under other agreements between the ENTITY and the District, including, if applicable, an Agreement for First Response and Fire Protection Service.

17. Limitation of Liability. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, OR PUNITIVE DAMAGES.

18. Force Majeure. The failure of a party to perform its obligations hereunder shall be excused to the extent, and for the period of time, such failure is caused by the occurrence of an event of Force Majeure. Force Majeure shall mean acts and events not within the control of the party claiming suspension, and which that party has been unable by the exercise of due diligence to avoid or prevent. Events of Force Majeure include, without limitation: Acts of God; strikes, lockouts or other industrial disputes; inability to obtain material, equipment or labor; epidemics, civil disturbances, wars, riots or insurrections; landslides, lightning, earthquakes, fires, storms, floods or washouts; arrests and restraint of rulers and people; interruptions by government or court orders; present or future orders of any regulatory body having proper jurisdiction and authority; explosions; and breakage or accident to machinery. The party invoking Force Majeure shall give prompt, timely and adequate notice to the other party, by facsimile transmission or telephone confirmed promptly thereafter in writing, and shall use due diligence to remedy the event of Force

Majeure, as soon as reasonably possible. Nothing contained herein shall be construed to require a party to settle a strike against its will.

19. Relationship of the Parties.

- a) The parties expressly acknowledge and agree that District and ENTITY are independent entities and each assumes all the rights, obligations, and liabilities applicable to it as an independent entity. No employee of the District shall be considered an employee, agent, or representative of the ENTITY or gain any rights against the ENTITY under the ENTITY's personnel policies. No employee of the ENTITY shall be considered an employee, agent or representative of the District or gain any rights against the District under the District's policies.
- b) It is the intention of the parties that the District act as an independent contractor to the ENTITY in its provision of dispatch services hereunder, and no other relationship be created. Nothing in this Agreement is intended, or shall be construed, to create a joint venture or partnership, or to render either party hereto liable for any obligation of the other.

20. Notices. Correspondence, notices and invoices shall be in writing and shall be sent by electronic mail, first class mail, certified mail, commercial courier service, or delivered in hand, to the other party at the address listed below, or at such other address as a party may from time to time designate in writing. If notice is sent by email, the district shall open and read all communications from the District within (7) seven business days and act as proof of the notifications. All notices, correspondence or invoices shall be effective upon receipt, or if refused, on the date of attempted delivery.

DISTRICT Addresses

President Parker County Emergency Services District No. 1 315 Morrow Road Springtown, Texas 76082	Ken Campbell Burns Anderson Jury & Brenner, L.L.P. P. O. Box 26300 Austin, Texas 78755-6300

ENTITY Addresses

ENTITY #	Board or Mayor President Address	Fire Chief Address

21. Warranty of Authority. Each party warrants and represents to the other that the person signing this Agreement on its behalf has been duly authorized and empowered to do so, that its governing body has taken all action necessary to approve this Agreement, and that this Agreement is a lawful and binding obligation of such party.

22. Miscellaneous.

- a) This Agreement constitutes the entire understanding of the parties relating to the subject matter hereof; and there shall be no modification or waiver hereof except by writing, signed by both parties.
- b) This Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, successors and assigns; provided however, that neither party may assign this agreement or subcontract the performance of dispatch services hereunder, in whole or in part, without the prior written consent of the other party.
- c) No failure or delay on the part of a party to exercise any right or remedy shall operate as a waiver of such right or remedy, nor shall any single or partial exercise of any right or remedy preclude any further or other exercise of any such right or remedy. All rights and remedies under this agreement are cumulative and shall not be deemed exclusive of any other rights or remedies provided by law.
- d) If any section or part of this agreement is declared invalid by any Court of competent jurisdiction, such decree shall not affect the remainder of this Agreement, and such shall remain in full force and effect with the deletion of the part declared invalid.
- e) All disputes which may arise from, out of, under or respecting the terms and conditions of this Agreement, or concerning the rights or obligations of the parties hereunder, or respecting any performance or failure of performance by either party hereunder, shall be governed by the laws of the State of Texas. Venue shall be proper and shall lie exclusively in Travis County, Texas.

IN WITNESS WHEREOF, the undersigned have executed this Agreement by their duly authorized representatives on the date indicated below.

Executed:

PARKER COUNTY EMERGENCY

CITY OF WILLOW PARK

By: _____
Rena Peden, President

By: _____
Bernie Parker, Interim City Administrator

EXHIBIT A

District/City	2016 Call Volume	Pro-Rata Contribution %	Base Rate	Pro-Rata Rate Based On Call Volume	FY 17/18 Total Contribution Per Entity	Pro-Rata Rate Based On Call Volume	Projected FY 18/19 Total Contribution Per Entity	Pro-Rata Rate Based On Call Volume	Projected FY 19/20 Total Contribution Per Entity
ESD 1	4404	50.9015%	2,000	63,130	65,130	91,127	93,627	120,128	122,128
ESD 3	294	3.3981%	2,000	4,214	6,214	6,083	8,583	8,019	10,019
ESD 6	1044	12.0666%	2,000	14,965	16,965	21,602	24,102	28,477	30,477
ESD 7	1248	14.4244%	2,000	17,890	19,890	25,824	28,324	34,042	36,042
ESD 8	480	5.5479%	2,000	6,881	8,881	9,932	12,432	13,093	15,093
ESD 9	378	4.3689%	2,000	5,419	7,419	7,822	10,322	10,311	12,311
Willow Park	804	9.2926%	2,000	11,525	13,525	16,636	19,136	21,931	23,931
Total Calls	8652								
Total Funds					138,024		196,527		250,000
County Funds					96,973		46,973		0
Cost To Operate					234,997		240,000		250,000



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 09/12/17	Department: Administration	Presented By: Interim City Manager, Bernie Parker
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AGENDA ITEM:

To consider making appointments to the Audit Committee.

BACKGROUND:

The Independent Auditor will present their work to the full Council to be accepted. Prior to the presentation a Committee of the Mayor and two Council members will meet with Independent Auditor to have a more detailed conversation about the audit report. This Committee will then make a recommendation to the full Council to accept the audit as presented.

City Administrator's RECOMMENDATION:

EXHIBITS:

None.

ADDITIONAL INFO: Committee will terminate after the Audit is presented to the Council.	FINANCIAL INFO:	
	Cost	N/A
	Source of Funding	N/A



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 9/12/17	Department: Legislative	Presented By: Interim City Administrator, Bernie Parker
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AGENDA ITEM:

To discuss and act on accepting City Secretary, Kandice Garrett's resignation.

BACKGROUND:

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	N/A
	Source of Funding	N/A

Kandice Garrett
PO Box 672
Weatherford, TX 76086

September 6, 2017

Bernie Parker
Interim City Administrator
City of Willow Park
516 Ranch House Rd.
Willow Park, TX 76087

Dear Bernie:

This letter serves as my official resignation as City Secretary for the City of Willow Park. It has been an honor to serve the citizens in this community and work with you.

I will stay for the remainder of the month to help guide the budget adoption process and ensure a smooth transition for the person coming on board.

My last day of employment will be October 2, 2017.

I will be pursuing personal interests that require a more flexible schedule.

I wish you all the best.

Sincerely,

Kandice Garrett