



**City of Willow Park  
City Council  
Regular Meeting Agenda  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, September 10, 2019 at 7:00 p.m.**

**Call to Order**

**Invocation & Pledge of Allegiance**

**Public Comments (Limited to five minutes per person)**

Residents may address the Council regarding an item that is not listed on the agenda. Residents must complete a speaker form and turn it in to the Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to five (5) minutes. The Texas Open Meetings Act provides the following:

- (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:
  - (1) A statement of specific factual information given in response to the inquiry; or
  - (2) A recitation of existing policy in response to the inquiry.
- (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

**Consent Agenda**

All matters listed in the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- A. Approve City Council Meeting Minutes –August 27 Workshop and Regular Meeting minutes.

## **Regular Agenda Items**

1. Discussion/ Action: To consider and act on a request to rezone from LR Local Retail/IH-20 Overlay District, to C Commercial IH-20 Overlay District, 1.39 acres situated in the Wesley Franklin Survey, Abstract No. 468 and the McKinney & Williams Survey, Abstract No. 954, City of Willow Park, Parker County, Texas, located on the northwest corner of I-20 Service Rd North and Mary Lou Drive.
  - a. Open Public Hearing
  - b. Close Public Hearing
  - c. Act on Ordinance 796-19
2. Discussion/ Action: To consider and act on a Final Plat of Lot 1, Block I, George Addition, being 1.39 acres Wesley Franklin Survey, Abstract No. 468, City of Willow Park, Parker County, Texas, located on the northwest corner of IH-20 Service Road North and Mary Lou Drive.
3. Discussion/ Action: To consider and act on a Final Plat Lots 1 and 2, Block 1, Willow Park Baptist Addition, being 35.83 acres, Wesley Franklin Survey, Abstract No. 468, City of Willow Park, Parker County, Texas.
4. Discussion/ Action: To consider and act on all matters incident and related to approving and authorizing publication of notice of intention to issue certificates of obligation in an amount not to exceed \$13,770,000 for the purpose of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving water system properties or facilities, including land and rights-of-way therefor and (ii) professional services rendered in relation to such projects and the financing thereof, including the adoption of Resolution 2019-07 pertaining thereto.
5. Discussion/ Action: To consider and act on donating surplus Police Department equipment.

## **Executive Session**

**§ 551.071. Texas Government Code. Consultation with Attorney.** The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

- A. Any Posted item

Following Executive Session, the City Council will reconvene into Regular Session and may take any action deemed necessary as a result of the Executive Session.

## **Informational**

- A. Mayor & Council Member Comments
- B. City Manager's Comments

## **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 6, 2019 at 5:00 p.m.

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Alicia Smith TRMC/ CMC, City Secretary

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 of Willow Park  
City Council - Special  
Budget Workshop/ Special Called Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, Texas 76087  
Tuesday, August 27, 2019, 5:30 PM

**Call to Order**

Mayor Moss called the workshop to order at 5:30 pm.

**Present:**

Mayor Doyle Moss

Mayor ProTem Lea Young

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Gary McKaughan

City Manager Bryan Grimes

City Secretary Alicia Smith

**Absent:**

Councilmember Eric Contreras

**Workshop Items:**

Asst. City Manager Bernie Parker presented the Development Department budget.

Public Works Director Ramon Johnson presented the Public Works, Water and Wastewater Department budgets.

City Secretary Alicia Smith presented the Legislative Department budget.

City Manager Bryan Grimes presented the Administrative Department budget.

**No action was taken at this meeting.**



## Adjournment

Workshop was adjourned at 6:47 PM.

ATTEST:

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Doyle Moss, Mayor

ATTEST:

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Alicia Smith, City Secretary



**City of Willow Park  
City Council  
Regular Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, August 27, 2019 at 7:00 p.m.**

**Call to Order**

Call to Order Mayor Moss called the meeting to order at 7:00 PM

Present:

Mayor Doyle Moss

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Lea Young

Councilmember Gary McKaughan

Absent:

Councilmember Eric Contreras

Staff Present:

City Manager Bryan Grimes

City Secretary Alicia Smith

**Invocation & Pledge of Allegiance**

A moment of silence was held and Chief Carrie West led the pledge of allegiance.

**Public Comments**

None

**Consent Agenda**

- A. Approve City Council Meeting Minutes – July 09, July 12, July 13, July 23, August 13 Workshop and August 13 Regular Meeting minutes.**

Motion made by Councilmember Runnebaum

To approve meeting minutes from the July 09, July 12, July 13, July 23, August 13 Workshop and August 13 Regular Meetings.

Seconded by Councilmember McKaughan

Aye votes: Councilmembers Fennell, Runnebaum, Young and McKaughan.

Motion passed with a vote of 4-0

### **Regular Agenda Items**

- 1. Discussion/Action: The City Council may consider, discuss or take action on approving a resolution determining that competitive sealed proposals are the purchase method providing the best value to the City for the purchase of outdoor warning sirens, authorizing the City Administrator to issue a request for proposals for the purchase of outdoor warning sirens and delegating to the City Administrator the determination of which purchase method provides the best value to the City on all future purchases.**

Motion made by Councilmember Young

To approve a Resolution determining that competitive sealed proposals are the purchase method providing the best value to the City for the purchase of outdoor warning sirens, authorizing the City Administrator to issue a request for proposals for the purchase of outdoor warning sirens and delegating to the City Administrator the determination of which purchase method provides the best value to the City on all future purchases.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 4-0

- 2. Discussion/Action: The City Council may consider, discuss or take action on approving a resolution determining that competitive sealed proposals are the purchase method providing the best value to the City for the purchase of servers for the INCODE software program, authorizing the City Administrator to issue a request for proposals for the purchase of outdoor warning sirens and delegating to the City Administrator the determination of which purchase method provides the best value to the City on all future purchases.**

Motion made by Councilmember Young

To approve a Resolution determining that competitive sealed proposals are the purchase method providing the best value to the City for the purchase of servers for the INCODE software program,

authorizing the City Administrator to issue a request for proposals for the purchase of outdoor warning sirens and delegating to the City Administrator the determination of which purchase method provides the best value to the City on all future purchases.

Seconded by Councilmember McKaughan

Aye votes: Councilmembers Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 4-0.

### **Executive Session**

In accordance with § 551.071, of the Texas Government Code, Council convened into closed session at 7:08 PM

Council reconvened into Open session at 7:39 PM.

### **3. Discussion/Action: The City Council may consider, discuss or take action to approve an ordinance disannexing an 11.69 acre tract of land owned by Bar-Ko Land Company, LLC.**

Motion made by Councilmember Fennell

To approve Ordinance 797-19, an ordinance disannexing an 11.69 acre tract of land owned by Bar-Ko Land Company, LLC.

Seconded by Councilmember Runnebaum.

Aye votes: Councilmembers Fennell, Runnebaum, Young and McKaughan.

### **Adjournment**

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Young

Aye votes: Councilmembers Fennell, Runnebaum, Young, and McKaughan

Motion passed with a vote of 4-0

Meeting was adjourned at 7:33 PM

**APPROVED:**

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Doyle Moss, Mayor

**ATTEST:**

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Alicia Smith, City Secretary



## P&Z AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> September 10, 2019	<b>Department:</b> Development Services	<b>Presented By:</b> Betty Chew
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### AGENDA ITEM: 1

PUBLIC HEARING to consider and act on a request to rezone from LR Local Retail/IH-20 Overlay District, to C Commercial IH-20 Overlay District, 1.39 acres situated in the Wesley Franklin Survey, Abstract No. 468 and the McKinney & Williams Survey, Abstract No. 954, City of Willow Park, Parker County, Texas located on the northwest corner of I-20 Service Rd North and Mary Lou Drive.

### BACKGROUND:

The Property is located in Planning Area 3 as identified in the City's Comprehensive Plan. Planning Area 3 is situated along Interstate 20 making the area attractive to commercial and retail uses. The property is located west of the medical facility "Texas Health Willow Park". The 19.8 acre tract north and west of this property was rezoned to Commercial/IH-20 Overlay District last month. Improvements and construction of thoroughfares in the area (Crown Pointe Blvd, J.D. Towles Drive, Mary Lou Drive and Mikus Road/IH-20 intersection) will facilitate traffic flow for commercial development in the area.

Notice of Public Hearing was published.

### STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff supports a recommendation for approval of the rezoning request for Commercial/IH-20 Overlay District based on the proposed zoning being in compliance with the Comprehensive Plan.

The Planning and Zoning Commission recommends rezoning the property to Commercial/IH-20 Overlay District.

If the City Council Concurs with the Commission recommendation you will need to adopt Ordinance No. 796-19.

### EXHIBITS:

Zoning Application  
Future Land Use Map  
Zoning Map  
Ordinance 796-19

ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	\$ N/A
	<b>Source of Funding</b>	\$ N/A



City of Willow Park  
516 Ranch House Road  
Willow Park, Texas 76087  
Phone: (817) 441-7108 · Fax: (817) 441-6900

### ZONING CHANGE REQUIREMENTS

#### LOT 1, BLOCK 1, GEORGE ADDTION

Name of Applicant: BARRON-STARK ENGINEERS, LP , BY: CHUCK STARK

Mailing Address: 6221 SOUTHWEST BLVD, #100, FORT WORTH, TX 76132  
Street City State Zip

Phone: 817-296-9550 Fax: 817-231-8144 Email: chucks@barronstark.com

Property Owner: Willow Park Baptist Church

Mailing Address: 129 S. Ranch House Rd, Willow Park, Texas 76008  
Street City State Zip

Phone: 817-441-1596 Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Location of property requesting to be re-zoned: IH20 WEST BOUND SERVICE RD AT MARY LOU DR

Intended Use of property: PROPOSED USE IN ACCORDANCE WITH 'C' ZONING

Current Zoning District: LOCAL RETAIL - 'LR' & IH-20 OVERLAY DISTRICT

Requested Zoning District: 'C' - COMMERCIAL & IH-20 OVERLAY DISTRICT

Specific reason for zoning request: FUTURE DEVELOPMENT NOT BEING LIMITED TO  
LOCAL RETAIL AND PROVIDE COMMERCIAL  
DEVELOPMENT

~~FEES: \$150 (Residential)~~

~~\$150 (Non-Residential)~~

Additional fees (if applicable): \$260.00

Additional fees (if applicable): NA

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/property inspections and/or testing(s).

SIGNATURE OF OWNER

**CHARLES STARK - AUTHORIZED  
AGENT**

DATE

7/23/19

SIGNATURE OF APPLICANT

DATE

7/23/19

*If the property owner is represented by another, a notarized letter of authorization must be submitted.*

This checklist is provided to assist you in addressing the requirements for a Zoning Change request. An application is incomplete unless all applicable information noted below is submitted to the City of Willow Park Building Official. Please indicate that all information is included on the application by initialing in the box to the left of the required information. Checking the box certifies to the City that you have completely and accurately addressed the issue. If not applicable, indicate with "N/A" next in the box. Return this completed form at the time of your application submittal.

Applicant: Please complete the following

For Office Use Only

ITEM	INITIAL	ZONING CHANGE REQUIREMENTS	N/A	COMPLETE	MISSING
1	CLP	Site boundary is indicated by a heavy solid line, dimensioned with bearings and distances, and distance to the nearest cross street.		✓	
2	CLP	Site location/vicinity map clearly showing the location of the subject		✓	
3	CLP	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.		✓	
4	CLP	A written and bar scale is provided. 1" = 200' unless previously approved by staff		✓	
5	NA	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.	✓	✓	
6	CLP	Adjacent property lines within 200 feet of the subject property.		✓	
7	CLP	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated.		✓	
8	CLP	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.		✓	
9	CLP	Does the request conform to the proposed future land use in the city's Comprehensive Plan		✓	





1. PROPERTY AREA TO BE RE-ZONED = 1.39 ACRES
2. EXISTING ZONING: 'LR', LOCAL RETAIL AND IH-20 OVERLAY
3. PROPOSED ZONING: 'C' COMMERCIAL AND IH-20 OVERLAY
4. PROPERTY SITUATED IN THE CITY OF WILLOW PARK
5. PROPERTY SITUATED IN ALEDO ISD
6. PROPERTY TO BE SERVED BY WILLOW PARK PUBLIC WATER AND SEWER

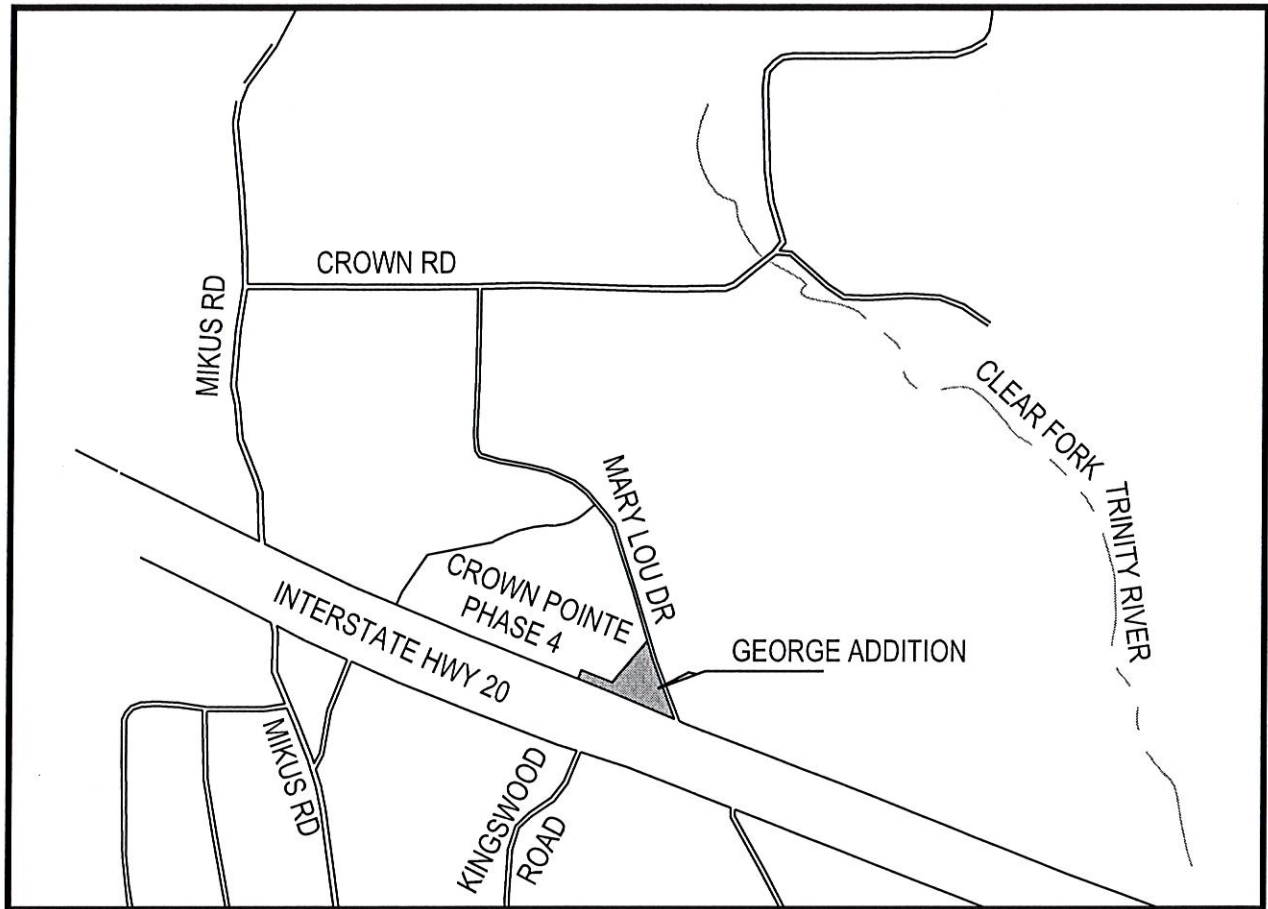
6221 Southwest Boulevard, Suite 100  
Fort Worth, Texas 76132  
(O) 817.231.8100 (F) 817.231.8144  
Texas Registered Engineering Firm F-10998  
Texas Registered Survey Firm F-10158800  
[www.barronstark.com](http://www.barronstark.com)

LOT 1, BLOCK 1

City of Willow Park, Parker County, Texas

**SHEET**

## EX1



## LOCATION MAP



NOT TO SCALE

**B**  
**Barron-Stark**  
Engineers

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

## ZONING EXHIBIT GEORGE ADDITION

LOT 1, BLOCK 1

City of Willow Park, Parker County, Texas

PROJECT No. 245-9481

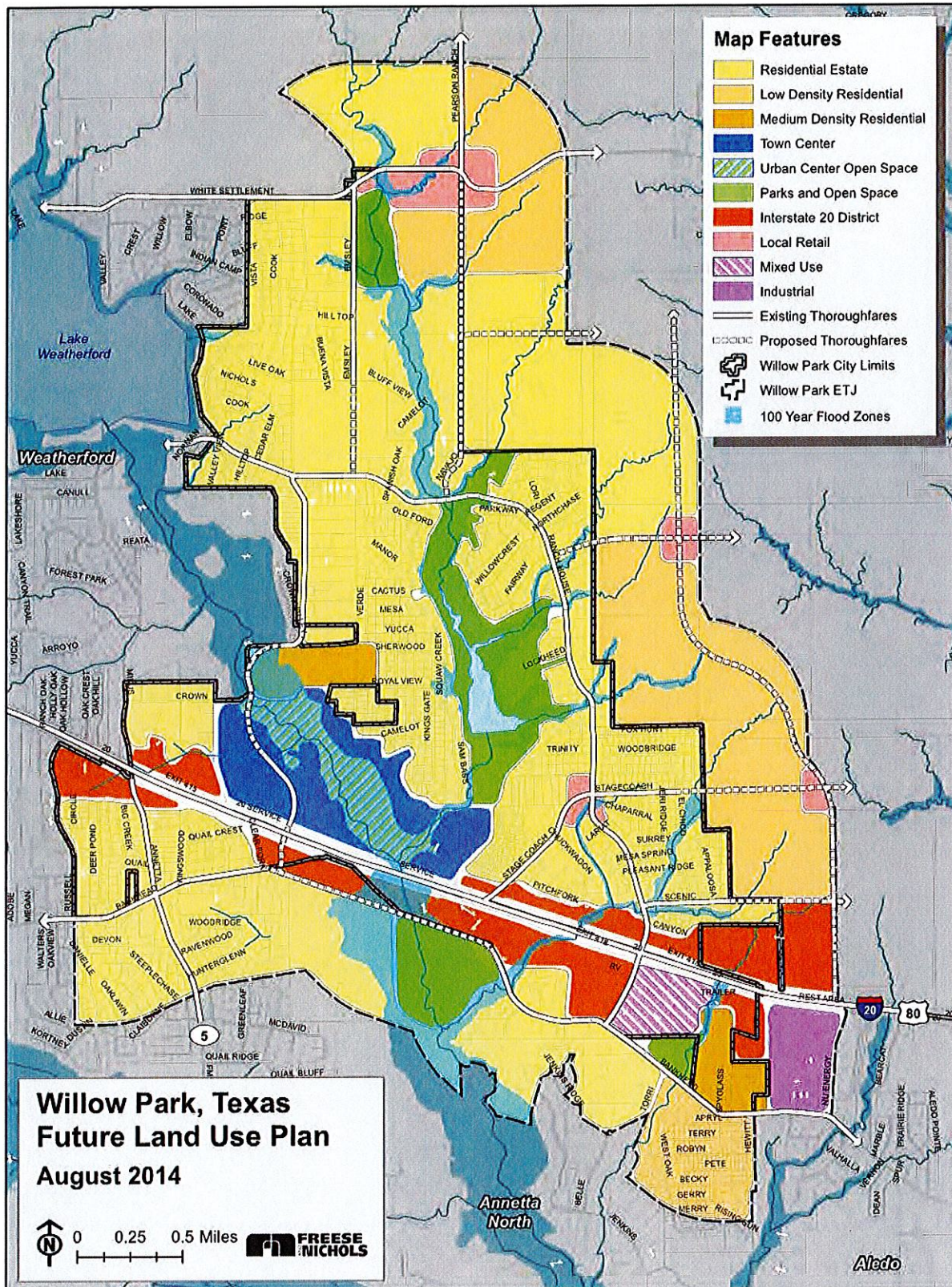
DATE: 07-19-2019

SHEET

**EX2**



# Future Land Use Map





PROPERTY OWNERS WITHIN 200 FEET OF Zoning request

Mit-Mar Land LP 6647 S FM 56 Glen Rose. TX 76043	4200 E I 20 Service Road North
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Mit-Mar Land LP 6647 S FM 56 Glen Rose. TX 76043	Mary Lou Dr @ JD Towles Dr
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Mit-Mar Land LP 6647 S FM 56 Glen Rose. TX 76043	E I 20 Service Rd North
--	-------------------------

Mit-Mar Land LP 6647 S FM 56 Glen Rose. TX 76043	4200 E I 20 Service Rd
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*Mile 07/24/2019*







# **CITY OF WILLOW PARK, TEXAS**

## **ORDINANCE 796-19**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, PROVIDING FOR A CHANGE IN ZONING TO C COMMERCIAL/IH-20 OVERLAY DISTRICT CLASSIFICATION AND USE DESIGNATION FOR THAT CERTAIN 1.39 ACRES OF LAND LOCATED IN THE WESLEY FRANKLIN SURVEY, ABSTRACT NO. 468, IN PARKER COUNTY AND THE CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A PENALTY; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, The City of Willow Park, Texas is a Type A general law municipality located in Parker County, created in accordance with the provisions of Chapter 21 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, Willow Park Baptist Church (owner) has applied for a change in zoning for that certain 1.39-acre tract of land, more fully described by metes and bounds in “Exhibit A”, attached hereto, from “LR” Local Retail/IH-20 Overlay zoning classification and use designation to “C” Commercial/IH-20 Overlay District; and,

**WHEREAS**, The City has complied with all requirements of Chapter 21 of the Local Government Code and all other laws dealing with notice, publication and procedural requirements for the rezoning of the Property; and,

**WHEREAS**, The City of Willow Park, Texas does hereby deem it advisable and in the public interest to grant the requested zoning.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:**

### **SECTION 1. LAND USE PERMITTED**

The zoning district classification and use designation of the property described in Exhibit “A” is hereby changed from “LR” Local Retail/IH-20 Overlay District to “C” Commercial/IH-20 Overlay District classification use.

### **SECTION 2. REPEAL OF CONFLICTING ORDINANCES**

ALL Ordinances in conflict herewith be and the same are hereby repealed to the extent of such conflict.

### **SECTION 3. SEVERABILITY**

The provisions of this Ordinance are severable, and if any part or provision hereof shall be adjudged invalid by any court of competent jurisdiction, such adjudication shall not affect or impair any of the remaining parts or provisions hereof.

### **SECTION 4. EFFECTIVE DATE**

This Ordinance shall be in full force and effect from and after its adoption by the City Council of the City of Willow Park and publication as required by law, and it is so ordained.

**PASSED AND APPROVED by the City Council of the City of Willow Park, Texas, this  
10th, day of September, 2019.**

**APPROVED:**

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Doyle Moss, Mayor

**ATTEST:**

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Alicia Smith TRMC, City Secretary

The Willow Park City Council is acting on Ordinance No. 796-19, did on the 10th day of September 2019 vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Amy Fennell, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Gary McKaughan, Place 5	_____	_____	_____



# EXHIBIT A

## LEGAL DESCRIPTION

BEING 1.39 acres situated in the WESLEY FRANKLIN SURVEY, Abstract No. 468, City of Willow Park, Parker County, Texas, being a portion of that certain tract of land described in deed to Willow Park Baptist Church of Texas, recorded in Instrument Number 2012785893, Official Public Records, Parker County, Texas, being more particularly described, as follows:

COMMENCING at a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084" in the east line of Mary Lou Drive (A 70' Right-of-Way) at the northwest corner of Lot 2, Block A, CROWN POINTE ADDITION, an Addition to the City of Willow Park, Parker County, Texas, according to the Plat recorded in Cabinet D, Slide 73, Plat Records, Parker County, Texas;

THENCE N 58°20'27" W, across said Mary Lou Drive, a distance of 108.11 feet to a 1/2" capped iron rod found in the west line of said Mary Lou Drive, being the easterly southeast corner of that certain tract of land described in deed to Mit-Mar Land, LP, recorded in Instrument Number 201907266, Official Public Records, Parker County, Texas, and being in the northwesterly line of said Willow Park Baptist Church of Texas tract for the POINT OF BEGINNING of the herein described 1.39 acre3 tract, having a NAD 83, Zone 4202 (Grid) coordinate value of NORTH: 6955481.77 and EAST: 2224680.49, for reference;

THENCE along the west line of said Mary Lou Drive, as follows:

S 17°59'18" E, a distance of 82.69 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084";

S 18°20'04" E, a distance of 285.15 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084"

At the beginning of a curve to the right, whose radius is 48.50 feet and whose long chord bears S 15°52'31" W, a chord distance of 54.54 feet;

Along said curve in a southwesterly direction, through a central angle of 68°25'10", an arc distance of 57.92 feet to a 1/2" capped iron rod set stamped "C.F. Stark RPLS 5084" in the northeasterly line of Interstate Highway No. 20 (Right-of-Way varies) for the most southerly southeast corner of the herein described 1.39 acre tract;

THENCE along the northeasterly line of said Interstate Highway No. 20, as follows:

N 68°29'20" W, a distance of 233.45 feet to a 1/2" capped iron rod set stamped "C.F. Stark RPLS 5084";

N 21°30'40" E, a distance of 44.00 feet to a 1/2" capped iron rod set stamped "C.F. Stark RPLS 5084"

N 68°29'20" W, a distance of 105.77 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084" at the most west corner of said Willow Park Baptist Church of Texas tract and being the most southerly southeast corner of said Mit-Mar Land, LP tract;

THENCE N 40°06'16" E, along the common line of said Willow Park Baptist Church of Texas tract and said Mit-Mar Land, LP tract, a distance of 309.14 feet to the POINT OF BEGINNING and containing 1.39 acres (60,542 square feet) of land, more or less.



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

**B**  
**Barron-Stark**  
Engineers

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

**ZONING EXHIBIT**  
**GEORGE ADDITION**

**LOT 1, BLOCK 1**

**City of Willow Park, Parker County, Texas**

PROJECT No. 245-9481

DATE: 07-19-2019

SHEET

**EX3**



## P&Z AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b>	<b>Department:</b>	<b>Presented By:</b>
September 10, 2019	Development Services	Betty Chew

### AGENDA ITEM: 2

Consider and Act on a Final Plat of Lot 1, Block 1, George Addition, being 1.39 acres Wesley Franklin Survey, Abstract No. 468, City of Willow Park, Parker County, Texas, located on the northwest corner of IH-20 Service Road North and Mary Lou Drive.

### BACKGROUND:

The final plat represents a single lot subdivision. The property is located on the northwest corner of IH-20 Service Road North and Mary Lou Drive. The owner is requesting Commercial/IH-20 Overlay District Zoning.

The property has frontage on the IH-20 Service Road and Mary Lou Drive.

The property will be served from water and sanitary sewer mains located in IH-20 Service Road and Mary Lou Drive. Development of the property will require extension of a sanitary sewer main.

### STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Final Plat as presented.

The Planning and Zoning Commission recommends approval of the Final Plat as presented.

The vote was unanimous.

### EXHIBITS:

ADDITIONAL INFO: Plat Application Final Plat	FINANCIAL INFO:	
	<b>Cost</b>	\$ N/A
	<b>Source of Funding</b>	\$ 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: Lot 1, Block 1, George Addition SUBMITTAL DATE: \_\_\_\_\_

Address (if assigned): NA

Name of Additions: Adjacent to Willow Park Baptist Church Addition

Location of Addition: IH20 W Bound Service Road at Mary Lou Drive

Number of Lots: 1 Gross Acreage: 1.39 Zoning: C # of New Street Intersections: -0-

### PROPERTY OWNER:

Name: Willow Park Baptist Church Contact: Clark Boshier

Address: 129 S. Ranch House Road Phone: 817-441-1596

City: Willow Park Fax: \_\_\_\_\_

State: Tx Zip: 76008 Email: \_\_\_\_\_

Signature: *Charles Stark*

**CHARLES STARK - AUTHORIZED AGENT**

### APPLICANT:

Name: Barron-Stark Engineers, LP Contact: Chuck Stark

Address: 6221 Southwest Blvd, #100 Phone: 817-296-9550

City: Fort Worth Fax: 817-231-8144

State: Tx Zip: 76132 Email: chucks@barronstark.com

Signature: *Chuck Stark*

### SURVEYOR:

Name: Barron-Stark Engineers, LP Contact: Charles F. Stark, RPLS

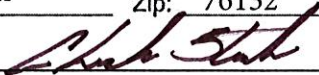
Address: 6221 Southwest Blvd, #100 Phone: 817-296-9550

City: Fort Worth Fax: 817-231-8144

State: Tx Zip: 76132 Email: chucks@barronstark.com

Signature: *Chuck Stark*

**ENGINEER:**

Name: Barron-Stark Engineers, LP  
Address: 6221 Southwest Blvd, #100  
City: Fort Worth  
State: Tx Zip: 76132  
Signature: 

Contact: Charles F. Stark, PE  
Phone: 817-295-9660  
Fax: 817-231-8144  
Email: chucks@barronstark.com

PRINCIPAL CONTACT:            Owner   X   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: Tri County  
Water Provider: City of Willow Park  
Wastewater Provider: City of Willow Park  
Gas Provider (if applicable): N/A

**APPLICATION FEES**

\$325.00 \$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: \$ 325.00

\$           

Receipt Number

07/23/2019

\$



**PLAT REVIEW CHECKLIST:**

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

**I. GENERAL:**

Name of Addition: George Addition  
Applicant: Barron-Stark Engineers, LP  
Property Owner(s): Willow Park Baptist Church  
Location of Addition: IH20 W Bound Service Road and Mary Lou Drive

**II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT**

- 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

**APPLICANT**

**STAFF**

NA  
7

**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

✓  
WITH PLANS  
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WITH MYLARS  
WITH PLANS  
"  
"

**IV. REQUIRED DOCUMENTS FOR A REPLAT**

- A. Replat Application (original signatures)
- B. Replat Drawing (5 paper copies & 1 digital copy)
- 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
- J. Parker County Tax Certificate

NA  
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**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

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

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**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

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**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:**

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

SUBJECT TO REZONING - C/IH2D OVERLAY  
APPROVAL FUTURE DEVELOPMENT

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date: 08/06/2019

Willow Park  
Plat  
Public Works Review

**Applicant Questions:**

Is the project serviced by an existing road? Yes No  
If yes, which road? IH20 Service Rd and Mary Lou Dr  
Is the project serviced by an existing water line? Yes No  
If yes, what size line? 8"  
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? NA  
Is the project serviced by an existing sewer line? Yes No  
If yes, what size line? 8"  
If no, what type and size is the septic system? NA

**Staff Review:**

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

Yes

No

Any additional concerns:

SEWER MAIN EXTENSION REQUIRED

Approved

Not Approved

Needs More Information or Corrections

Public Works Approval Signature:

RAYMOND JOHNSON Date: 08/01/2019



Willow Park  
Plat  
Flood Plain Review

**Applicant Questions:**

Is any part of the plat in the 100-year flood plain?	Yes	<input checked="" type="radio"/> No
If yes, what is the base flood elevation for the area? <u>NA</u>		
Is the footprint of any built improvement in the 100-year flood plain?	Yes	<input checked="" type="radio"/> No
If yes, what is the base flood elevation for the area? <u>NA</u>		
Is the footprint of any habitable structure in the 100-year flood plain?	Yes	<input checked="" type="radio"/> No
If yes, what is the base flood elevation for the area? <u>NA</u>		

**Staff Review:**

Base flood elevations confirmed?	<u>N/A</u>	Yes	<input type="radio"/> No
Does the proposed project pose any safety concerns?		Yes	<input checked="" type="radio"/> No

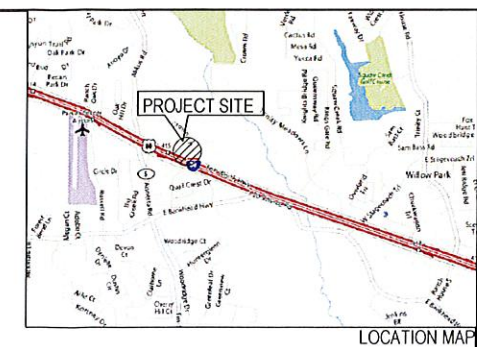
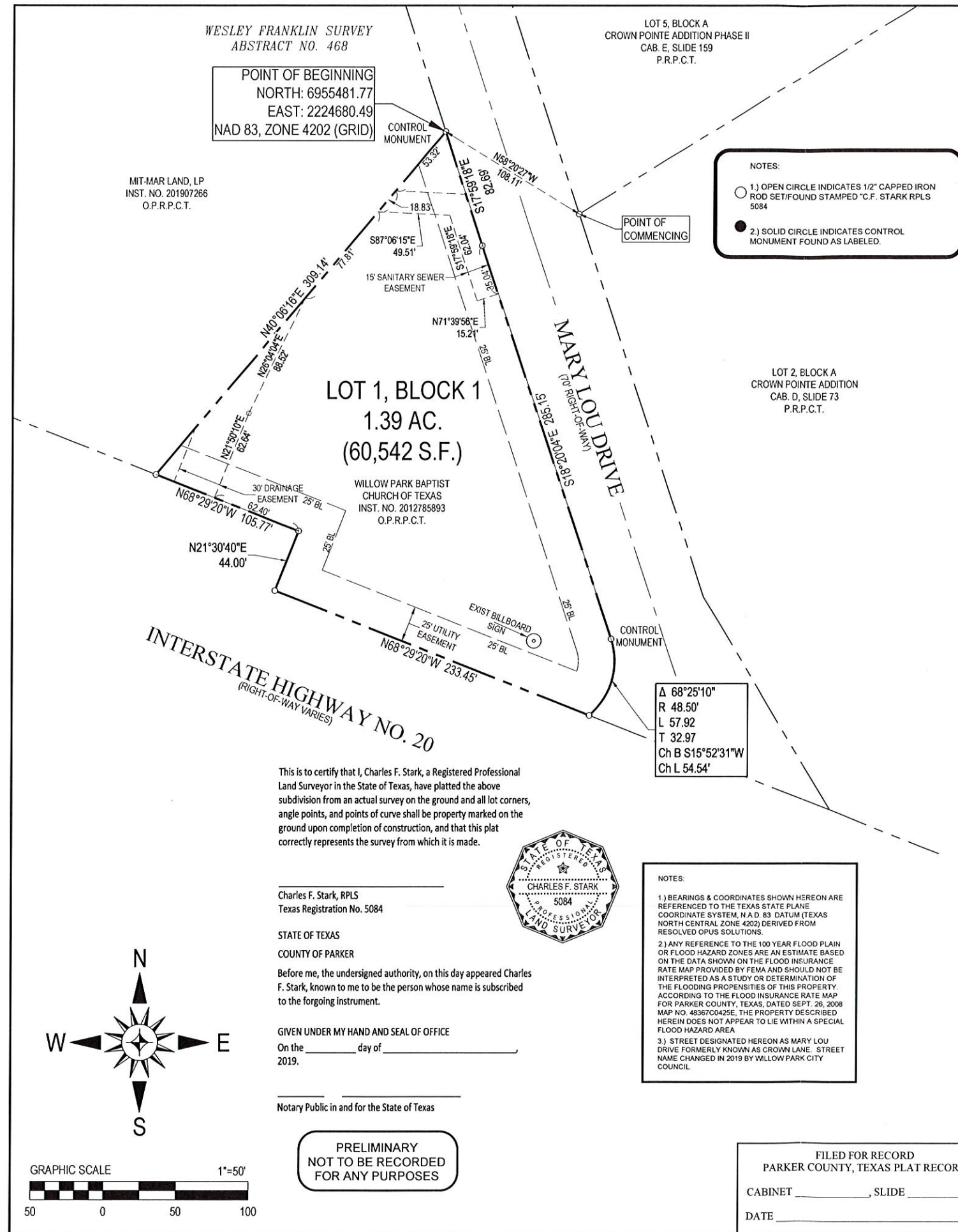
☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER

Date: 08/01/2019



LEGAL DESCRIPTION

BEING 1.39 acres situated in the WESLEY FRANKLIN SURVEY, Abstract No. 468, City of Willow Park, Parker County, Texas, being a portion of that certain tract of land described in deed to Willow Park Baptist Church of Texas, recorded in Instrument Number 2012785893, Official Public Records, Parker County, Texas, being more particularly described, as follows:

COMMENCING at a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084" in the east line of Mary Lou Drive (A 70' Right-of-Way) at the northwest corner of Lot 2, Block A, CROWN POINTE ADDITION, an Addition to the City of Willow Park, Parker County, Texas, according to the Plat recorded in Cabinet D, Slide 73, Plat Records, Parker County, Texas;

THENCE N 58°20'27" W, across said Mary Lou Drive, a distance of 108.11 feet to a 1/2" capped iron rod found in the west line of said Mary Lou Drive, being the easterly southeast corner of that certain tract of land described in deed to Mit-Mar Land, LP, recorded in Instrument Number 201907266, Official Public Records, Parker County, Texas, and being in the northwesterly line of said Willow Park Baptist Church of Texas tract for the POINT OF BEGINNING of the herein described 1.39 acre tract, having a NAD 83, Zone 4202 (Grid) coordinate value of NORTH: 6955481.77 and EAST: 2224680.49, for reference;

THENCE along the west line of said Mary Lou Drive, as follows:

S 17°59'18" E, a distance of 82.69 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084";  
S 18°20'04" E, a distance of 285.15 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084" at the beginning of a curve to the right, whose radius is 48.50 feet and whose long chord bears S 15°52'31" W, a chord distance of 54.54 feet;  
Along said curve in a southwesterly direction, through a central angle of 68°25'10", an arc distance of 57.92 feet to a 1/2" capped iron rod set stamped "C.F. Stark RPLS 5084" in the northeasterly line of Interstate Highway No. 20 (Right-of-Way varies) for the most southerly southeast corner of the herein described 1.39 acre tract;

THENCE along the northeasterly line of said Interstate Highway No. 20, as follows:

N 68°29'20" W, a distance of 233.45 feet to a 1/2" capped iron rod set stamped "C.F. Stark RPLS 5084";  
N 21°30'40" E, a distance of 44.00 feet to a 1/2" capped iron rod set stamped "C.F. Stark RPLS 5084";  
N 68°29'20" W, a distance of 105.77 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084" at the most west corner of said Willow Park Baptist Church of Texas tract and being the most southerly southeast corner of said Mit-Mar Land, LP tract;

THENCE N 40°06'16" E, along the common line of said Willow Park Baptist Church of Texas tract and said Mit-Mar Land, LP tract, a distance of 309.14 feet to the POINT OF BEGINNING and containing 1.39 acres (60,542 square feet) of land, more or less.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That WILLOW PARK BAPTIST CHURCH OF TEXAS, acting herein by and through their duly authorized representative, does hereby certify and adopt this plat designating the hereinabove described property as Lot 1, BLOCK 1, J. GEORGE ADDITION, an addition to the City of Willow Park, Texas (City) and does hereby dedicate to the public use forever, the fire lanes, easements and encumbrances shown hereon. WILLOW PARK BAPTIST CHURCH OF TEXAS, herein certifies the following:

- The public improvements and dedication shall be free and clear of all debt, liens, and/or encumbrances.
- The easements and public use areas, as shown, are dedicated for the public use forever for the purposes indicated or shown on this plat.
- No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements if approved by the City.
- The City is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair.
- Utility easement may also 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.
- The City and public utilities shall at all times have a 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.
- 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, MY hand this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

WILLOW PARK BAPTIST CHURCH OF TEXAS

Clark Boshier, Senior Pastor

STATE OF TEXAS

COUNTY OF PARKER

Before me, the undersigned authority, on this day appeared Clark Boshier, known to me to be the person whose name is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL OF OFFICE

On the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Notary Public in and for the State of Texas

Final Plat  
Lot 1, Block 1

J. GEORGE ADDITION

An Addition to the City of Willow Park  
Parker County, Texas

Being 1.39 Acres Situated in the  
WESLEY FRANKLIN SURVEY, Abstract No. 468  
City of Willow Park  
Parker County, Texas

FILED FOR RECORD  
PARKER COUNTY, TEXAS PLAT RECORD  
CABINET \_\_\_\_\_, SLIDE \_\_\_\_\_  
DATE \_\_\_\_\_

OWNER:  
WILLOW PARK BAPTIST  
CHURCH OF TEXAS  
129 S. RANCH HOUSE ROAD  
WILLOW PARK, TX. 76008

**B**  
**Barron-Stark**  
Engineers

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

JOB No. 245-9481  
DATE JULY 2019  
SHEET

1 OF 1



## P & Z AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> September 10, 2019	<b>Department:</b> Development Services	<b>Presented By:</b> Betty Chew
--	--	------------------------------------

### AGENDA ITEM: 3

Consider and act on a Final Plat Lots 1 and 2, Block 1, Willow Park Baptist Addition, being 35.83 acres, Wesley Franklin Survey, Abstract No. 468, City of Willow Park, Parker County, Texas.

---

### BACKGROUND:

Willow Park Baptist Church owner of this 35.816 acre tract of land proposes to plat the property into two lots for development of their church campus.

Lot 1, Block 1 – 16.56 acres, 64,000 square foot gymnasium.

Lot 2, Block 1 – 17.12 acres, 86,130 square foot auditorium.

The property is bound to the east by Crown Pointe Blvd (80' ROW), to the south by J.D. Towles Drive (60' ROW), to the west by Mary Lou Drive (60' ROW) and to the north by Crown Road (60' ROW). All adjacent streets will have improvements and extensions completed in the immediate future. Fire lanes are 26 feet in width due to the building height and size. A blanket mutual access and shared parking easement is incorporated in this plat.

The property will be served by 8 inch water mains in Crown Pointe Blvd, J.D. Towles Drive and Crown Lane. Fire hydrants will be installed along these mains and on site in accordance with I.S.O. regulations. Eight inch sanitary sewer mains in Crown Pointe Blvd. and J.D. Towles Drive will serve the subdivision.

A site development plan will be submitted for both lots.

---

### STAFF/BOARD/COMMISSION RECOMMENDATION:

The Final Plat for Willow Park Baptist Addition meets the requirements of the Subdivision Ordinance and Staff recommends approval, as presented.

The Planning and Zoning Commission recommends approval of the Final Plat as presented.

The vote was unanimous.

---

### EXHIBITS:

Final Plat  
Plat Application

ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	N/A
	<b>Source of Funding</b>	N/A

8/27/2019





## 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: Willow Park Baptist

Location of Addition: Lot 1, Blk 1 Willow Park Baptist Addition

Number of Lots: \_\_\_\_\_ Gross Acreage: 35.816 Zoning: SF # of New Street Intersections: 3

---

#### PROPERTY OWNER:

Name: Willow Park Baptist Church of Texas

Contact: Clark Boshier

Address: 129 S. Ranch House Road

Phone: 817-441-1596

City: Willow Park

Fax: \_\_\_\_\_

State: Texas Zip: 76008

Email: \_\_\_\_\_

Signature: *Charles Stark*

**CHARLES STARK - AUTHORIZED  
REPRESENTATIVE**

#### APPLICANT:

Name: Barron-Stark Engineers, LP

Contact: Charles F. Stark, PE, RPLS

Address: 6221 Southwest Blvd., Ste. 100

Phone: 817-231-8100

City: Fort Worth

Fax: 817-231-8144

State: Texas Zip: 76132

Email: chucks@barronstark.com

Signature: *Charles Stark*

#### SURVEYOR:

Name: Same as above

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

Fax: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: *Charles Stark*

**ENGINEER:**Name: Same as above

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

Fax: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: PRINCIPAL CONTACT: \_\_\_\_\_ Owner \_\_\_\_\_ Applicant \_\_\_\_\_ Surveyor X 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: Tri-CountyWater Provider: City of Willow ParkWastewater Provider: City of Willow ParkGas Provider (if applicable): N/A**APPLICATION FEES**           \$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE OR\$325.00 \$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: \$ 325.00

\$ \_\_\_\_\_

Receipt Number: \$ 10.07/23/2019

\$ \_\_\_\_\_

**PLAT REVIEW CHECKLIST:**

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

**I. GENERAL:**

Name of Addition: Willow Park Baptist Addition

Applicant: Barron-Stark Engineers, LP

Property Owner(s): Willow Park Baptist Church of Texas

Location of Addition: Lot 1, Blk 1 Willow Park Addition

**II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT**

**APPLICANT**

**STAFF**

- A. Preliminary Plat Application (original signatures)
- B. Preliminary Plat Drawing (5 paper copies & 1 digital)
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- J. Location of 100-year Flood Limits Where Applicable

NA

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**III. REQUIRED DOCUMENTS FOR A FINAL PLAT**

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- I. Parker County Tax Certificate WITH MYLAR
- J. Plans for all water & sewer lines WITH PLANS
- K. Plans for fire hydrants
- L. Plans for all proposed streets and sidewalks

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NA

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**V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT**

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NA

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VI.	REQUIREMENTS ON ALL PLATS	APPLICANT	STAFF
A.	Adjacent Property Lines, Streets, Easements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Names of Owners of Property within 200 feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C.	Names of Adjoining Subdivisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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V.	Dimensions of All Existing and Proposed Rights-of-Way as Specified on Master Thoroughfare Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
W.	Subdivision Boundary in Bold Lines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X.	Subdivision Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Y.	Title Block Identifying Plat Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Z.	Key Map at 1"=2000'	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AA.	Surveyor's Certification of Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BB.	Texas NAD83 State Plane Coordinates (Grid) (at least 2 corners)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CC.	Show relationship of plat to existing "water, sewage, and drainage	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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)	<i>WITH MYLAN</i>	<input type="checkbox"/>
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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**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: 25 ft.

Rear building setback: 25 ft.

Side building setback: 25 ft.

Side building setback: 25 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? *N/A*      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:

*BETTY L. CHEW*

Date: *08/08/2019*



Willow Park  
Plat  
Public Works Review

**Applicant Questions:**

Is the project serviced by an existing road? MARY LOU DRIVE ☒ Yes ☐ No  
If yes, which road? Crown Lane, Crown Pointe Blvd, Crown Road  
Is the project serviced by an existing water line? ☒ Yes ☐ No  
If yes, what size line? 8"  
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? N/A  
Is the project serviced by an existing sewer line? ☒ Yes ☐ No  
If yes, what size line? 8"  
If no, what type and size is the septic system? N/A

**Staff Review:**

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

Yes

☒ No

Any additional concerns: \_\_\_\_\_

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Public Works Approval Signature: RAYMON JOHNSON

Date: 08/08/2019

Willow Park  
Plat  
Flood Plain Review

**Applicant Questions:**

Is any part of the plat in the 100-year flood plain?                      Yes                      X No

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

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

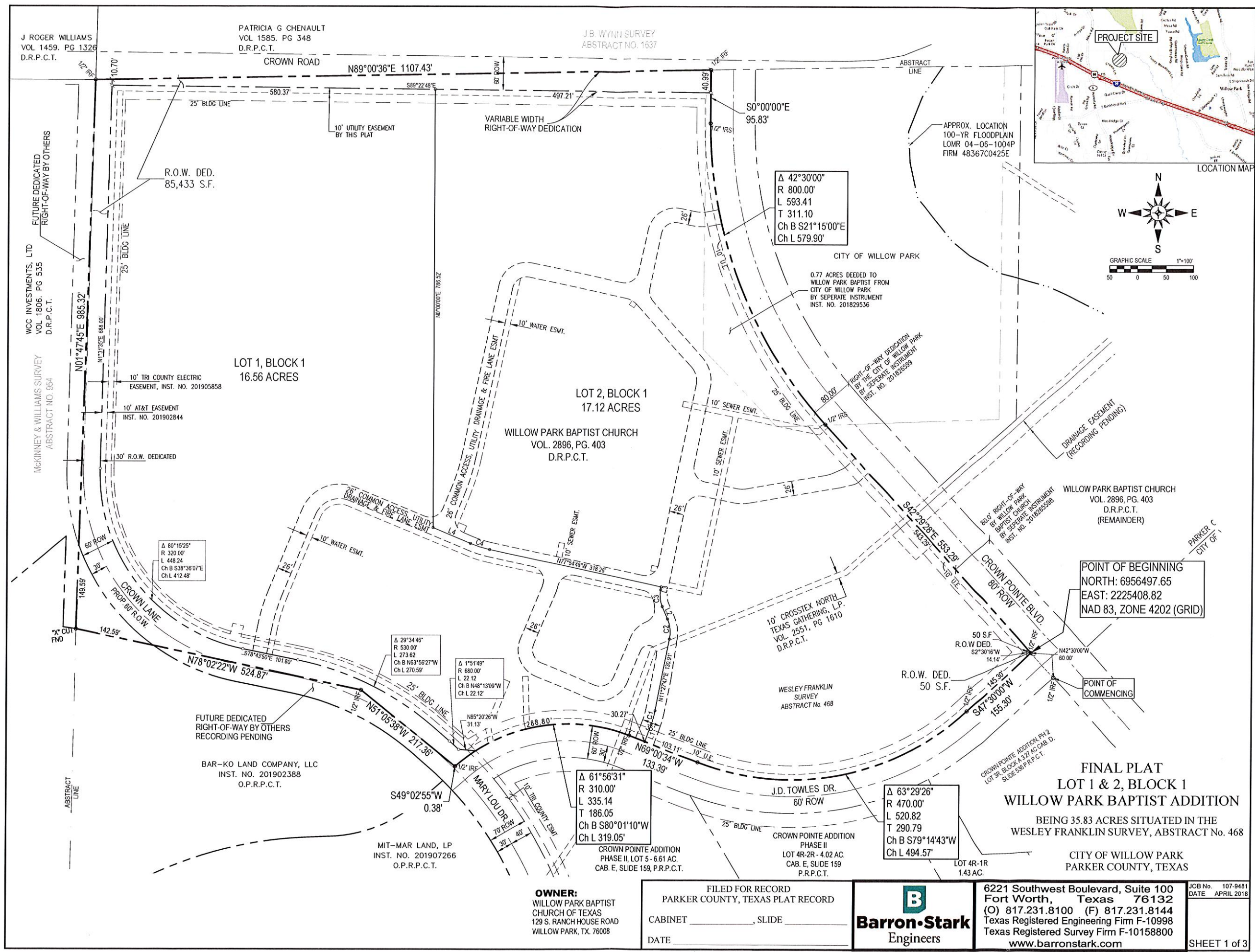
Flood Plain Manager Approval Signature:

DEREK TURNER

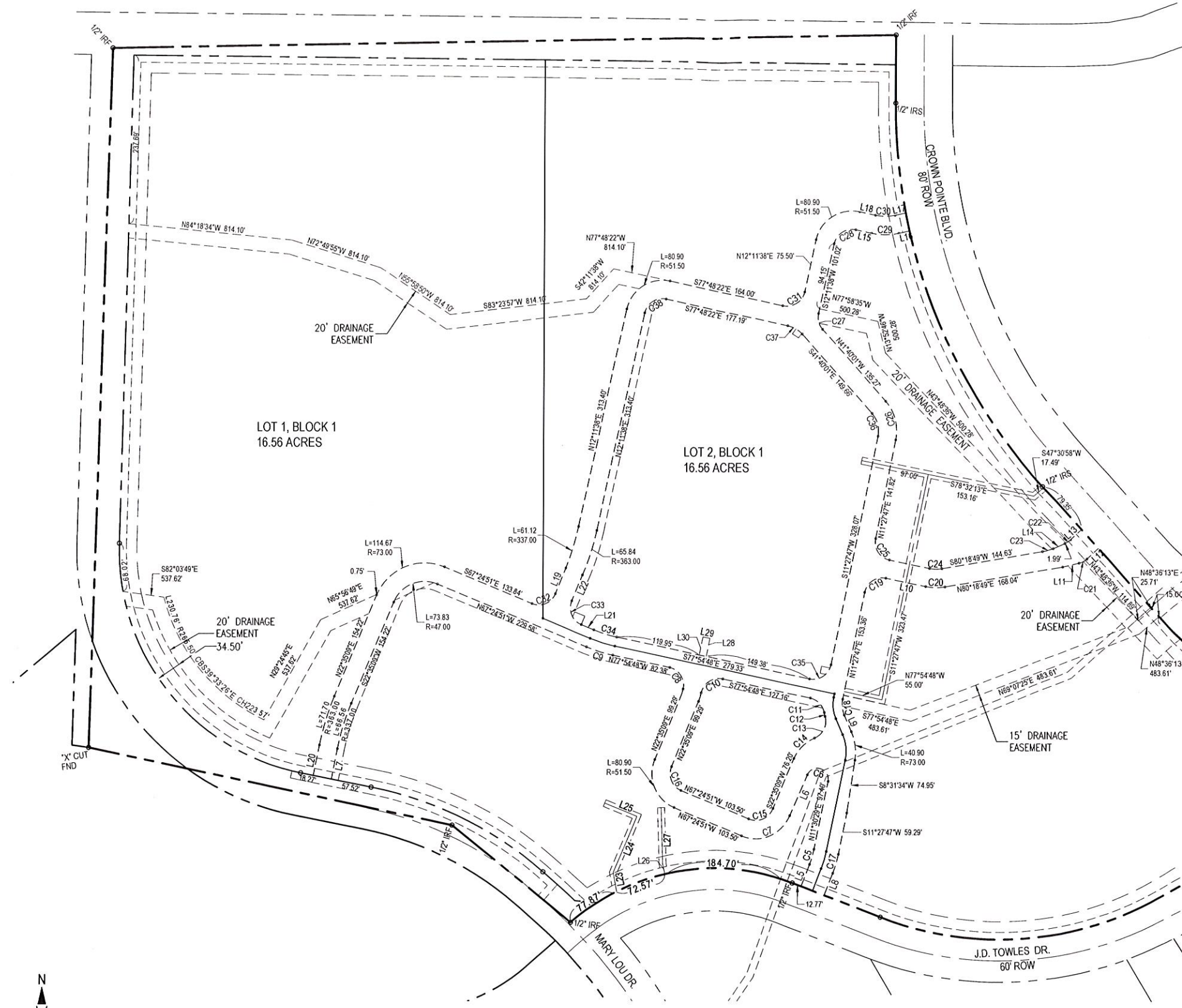
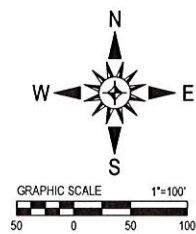
Date:

08/06/2019









Line Table			Curve Table			
Line #	Length	Direction	Curve #	Length	Radius	Delta
L1	33.514	S20°59'25.67\"W	C1	24.94	150.00	009°31'38\"
L2	24.336	S23°34'27.83\"E	C2	36.69	60.00	035°02'15\"
L3	5.193	N11°27'47.22\"E	C3	30.58	50.00	035°02'15\"
L4	73.220	S67°24'50.81\"E	C4	36.65	200.00	010°29'57\"
L5	33.052	N20°59'25.67\"E	C5	22.03	132.50	009°31'38\"
L6	61.952	S22°35'09.19\"W	C6	45.69	15.50	168°52'38\"
L7	43.527	S11°16'10.00\"W	C7	83.25	53.00	090°00'00\"
L8	33.052	S20°59'25.67\"W	C8	40.06	25.50	090°00'00\"
L9	25.519	S23°34'27.83\"E	C9	39.03	213.00	010°29'57\"
L10	57.971	N78°18'57.56\"W	C10	40.06	25.50	090°00'00\"
L11	24.205	S76°48'53.27\"W	C11	30.05	25.50	067°30'41\"
L12	22.053	S47°30'00.00\"W	C12	5.62	63.00	005°06'37\"
L13	21.258	N47°30'00.00\"E	C13	36.96	25.50	083°03'03\"
L14	17.685	N66°13'48.81\"E	C14	41.58	53.00	044°57'10\"
L15	23.164	N77°48'21.74\"W	C15	42.41	27.00	090°00'00\"
L16	15.783	S77°53'46.47\"W	C16	40.06	25.50	090°00'00\"
L17	15.783	N77°53'46.47\"E	C17	27.85	167.50	009°31'38\"
L18	23.164	S77°48'21.74\"E	C18	22.63	37.00	035°02'15\"
L19	39.323	N22°35'09.19\"E	C19	40.15	25.50	090°13'15\"
L20	43.527	N11°16'10.00\"E	C20	27.23	73.00	021°22'14\"
L21	18.736	S67°24'50.81\"E	C21	12.79	25.00	029°16'53\"
L22	39.323	S22°35'09.19\"W	C22	9.89	32.00	017°42'00\"
L23	27.251	S09°58'50.11\"E	C23	14.75	60.00	014°05'00\"
L24	65.229	S22°35'09.19\"W	C24	17.53	47.00	021°22'14\"
L25	48.918	S67°24'50.81\"E	C25	39.96	25.50	089°46'45\"
L26	14.071	S13°19'27.11\"E	C26	58.42	63.00	053°07'48\"
L27	79.695	S01°49'27.11\"E	C27	23.97	25.50	053°51'39\"
L28	25.871	S11°09'34.16\"W	C28	40.06	25.50	090°00'00\"
L29	10.000	S78°50'25.84\"E	C29	39.44	93.00	024°17'52\"
L30	25.709	S11°09'34.16\"W	C30	28.41	67.00	024°17'52\"
C31	40.06	25.50	090°00'00\"			
C32	40.06	25.50	090°00'00\"			
C33	40.06	25.50	090°00'00\"			
C34	34.27	187.00	010°29'57\"			
C35	40.33	25.50	090°37'25\"			
C36	34.31	37.00	053°07'48\"			
C37	23.34	37.00	036°08'21\"			
C38	40.06	25.50	090°00'00\"			

FINAL PLAT  
LOT 1 & 2, BLOCK 1  
WILLOW PARK BAPTIST ADDITION  
BEING 35.83 ACRES SITUATED IN THE  
WESLEY FRANKLIN SURVEY, ABSTRACT No. 468  
CITY OF WILLOW PARK  
PARKER COUNTY, TEXAS

FILED FOR RECORD  
PARKER COUNTY, TEXAS PLAT RECORD  
CABINET \_\_\_\_\_, SLIDE \_\_\_\_\_  
DATE \_\_\_\_\_



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

JOB No. 107-9481  
DATE APRIL 2018  
SHEET 2 of 3



LEGAL DESCRIPTION

BEING a 35.83 acre tract of land situated in the WESLEY FRANKLIN SURVEY, ABSTRACT NO. 468, City of Willow Park, Parker County, Texas and being a portion of that certain tract of land described in deed to Willow Park Baptist Church of Texas, recorded in Volume 2896, Page 403, and all of that certain tract of land described in deed to Willow Park Baptist Church, recorded in Instrument Number 201829536, Official Public Records, Parker County, Texas, being more particularly described, as follows:

COMMENCING at a 1/2" capped iron rod found at the intersection of the south line of J.D. Towles Drive (a 60' Right-of-Way) and the west line of Crown Pointe Boulevard (an 80' Right-of-Way), at the northeast corner of Lot 3R, Block A, CROWN POINTE ADDITION, an Addition to the City of Willow Park, Parker County, Texas, according to the plat recorded in Cabinet D, Slide 536, Plat Records, Parker County, Texas;

THENCE N 42°30'00" W, a distance of 60.00 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084" in the north line of said J.D. Towles Drive for the POINT OF BEGINNING and the most easterly corner of the herein described 35.83 acre tract;

THENCE along the north line of said J.D. Towles Drive, as follows:

S 47°30'00" W, a distance of 155.30 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084" at the beginning of a curve to the right, whose radius is 470.00 feet and whose long chord bears S 79°14'43" W, a chord distance of 494.57 feet;  
Along said curve in a southwesterly direction, through a central angle of 63°29'26", an arc distance of 520.82 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084";  
N 69°00'34" W, a distance of 133.39 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084" at the beginning of a curve to the left, whose radius is 310.00 feet and whose long chord bears S 80°01'10" W, a chord distance of 319.05 feet;  
Along said curve in a southwesterly direction, through a central angle of 61°56'31", an arc distance of 335.14 feet to a 1/2" capped iron rod set stamped "C.F. Stark RPLS 5084";  
S 49°02'55" W, a distance of 0.38 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084" in Crown Lane (Right-of-Way varies) the southwesterly line of said Willow Park Baptist Church of Texas tract;

THENCE N 51°05'38" W, along the southwesterly line of said Willow Park Baptist Church of Texas tract, a distance of 217.36 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084;

THENCE N 78°02'22" W, continuing along the southwesterly line of said Willow Park Baptist Church of Texas tract, a distance of 524.87 feet to an "X" cut in a concrete driveway found at the southwest corner of said Willow Park Baptist Church of Texas tract;

THENCE N 01°47'45" E, along Crown Lane and along the west line of said Willow Park Baptist Church of Texas tract, a distance of 985.32 feet to a 1/2" iron rod found in Crown Road (Right-of-Way varies) at the northwest corner of said Willow Park Baptist Church of Texas tract;

THENCE N 89°00'36" E, along said Crown Road and along the north line of said Willow Park Baptist Church of Texas tract, a distance of 1107.43 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084" in the west line of said Crown Pointe Boulevard;

THENCE along the west line of said Crown Pointe Boulevard, as folloes:

SOUTH, a distance of 95.83 feet to a 1/2" capped iron rod found stamped "C.F. Stark RPLS 5084" at the beginning of a curve to the left, whose radius is 800.00 feet and whose long chord bears S 21°15'00" E, a chord distance of 579.90 feet  
Along said curve in a southeasterly direction, through a central angle of 42°30'00", an arc distance of 593.41 feet to a 1/2" capped iron rod found stamped C.F. Stark RPLS 5084";  
S 42°29'28" E, a distance of 553.29 feet to the POINT OF BEGINNING and containing 35.83 acres of land, more or less.

Owner Dedication

Now therefore, know all men by these presents:

That WILLOW PARK BAPTIST CHURCH OF TEXAS, acting herein by and through their duly authorized representatives, does hereby certify and adopt this plat designating the hereinabove described property as Lots 1 & 2, BLOCK 1, WILLOW PARK BAPTIST ADDITION, an addition to the City of Willow Park, Texas ("City") and does hereby dedicate to the public use forever, the fire lanes, easements and encumbrances shown hereon. WILLOW PARK BAPTIST CHURCH OF TEXAS, herein certifies the following:

1. The fire lanes are dedicated for fire lane purposes.
2. The public improvements and dedication shall be free and clear of all debt, liens, and/ or encumbrances.
3. The easements and public use areas, as shown, are dedicated for the public use forever for the purposes indicated or shown on this plat.
4. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements if approved by the City.
5. The City is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair.
6. Utility easement may also 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.
7. The City and public utilities shall at all times have a 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.
8. 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, MY hands, this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

WILLOW PARK BAPTIST CHURCH OF TEXAS

By: \_\_\_\_\_  
Name: Clark Bosher  
Title: Senior Pastor

STATE OF TEXAS

COUNTY OF PARKER

Before me, the undersigned authority, on this day appeared Clark Bosher, known to me to be the person whose name is subscribed to the forgoing instrument.

GIVEN UNDER MY HAND AND SEAL OF OFFICE

On the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Notary Public in and for the State of Texas

This is to certify that I, Charles F. Stark, a Registered Professional Land Surveyor in the State of Texas, have platted the above subdivision from an actual survey on the ground and all lot corners, angle points, and points of curve shall be property marked on the ground upon completion of construction, and that this plat correctly represents the survey from which it is made.



USE OF THIS ELECTRONIC SEAL/SIGNATURE  
AUTHORIZED BY CHARLES F. STARK, R.P.L.S.  
TEXAS REGISTRATION NO. 5084

PRELIMINARY

THIS DOCUMENT SHALL NOT BE RECORDED  
FOR ANY PURPOSE AND SHALL NOT BE  
USED OR VIEWED OR RELIED UPON AS A  
FINAL SURVEY DOCUMENT.

Charles F. Stark, RPLS  
Texas Registration No. 5084

STATE OF TEXAS

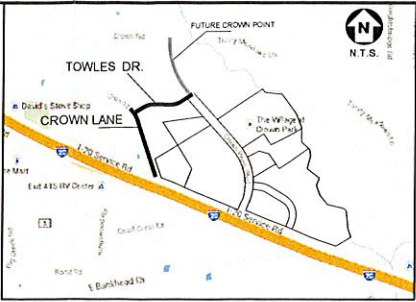
COUNTY OF PARKER

Before me, the undersigned authority, on this day appeared Charles F. Stark, known to me to be the person whose name is subscribed to the forgoing instrument.

GIVEN UNDER MY HAND AND SEAL OF OFFICE

On the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Notary Public in and for the State of Texas



LOCATION MAP

GENERAL PARKING NOTE:

1. Created by this plat is a blanket mutual access and shared parking easement over Lots 1 and 2, Block 1, Willow Park Baptist Church Addition to the benefit of each lot. This mutual access and shared parking easement shall be a covenant running with the land and pass to all subsequent owners.

GENERAL NOTES:

1. No portion of subject property lies within a FEMA designated flood plain area. Flood Insurance Rate Map 48367 C 0425 E. Effective date September 26, 2008.
2. Basis of Bearing for this plat is the Final Plat of Lots 1 & 2, Block A, Crown Pointe Addition as recorded in Cabinet D, Slide 73, Plat Records Parker County, Texas.
3. Coordinates shown hereon are referenced to the Texas State Plain Coordinate System, NAD83, Texas North Central Zone.

FINAL PLAT  
LOT 1 & 2, BLOCK 1  
WILLOW PARK BAPTIST ADDITION

BEING 35.83 ACRES SITUATED IN THE  
WESLEY FRANKLIN SURVEY, ABSTRACT No. 468

CITY OF WILLOW PARK  
PARKER COUNTY, TEXAS

**OWNER:**  
WILLOW PARK BAPTIST  
CHURCH OF TEXAS  
129 S. RANCH HOUSE ROAD  
WILLOW PARK, TX. 76008

FILED FOR RECORD  
PARKER COUNTY, TEXAS PLAT RECORD  
CABINET \_\_\_\_\_, SLIDE \_\_\_\_\_  
DATE \_\_\_\_\_

**B**  
**Barron-Stark**  
Engineers

6221 Southwest Boulevard, Suite 100  
Fort Worth, Texas 76132  
(O) 817.231.8100 (F) 817.231.8144  
Texas Registered Engineering Firm F-10998  
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JOB No. 107-9481  
DATE APRIL 2018

SHEET 3 of 3



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> September 10, 2019	<b>Department:</b> Police	<b>Presented By:</b> Chief Carrie West
--	------------------------------	---

**AGENDA ITEM:**

Donation of Surplus Equipment

**BACKGROUND:**

The Willow Park Police Department has a number of surplus items that are no longer of use or value to the agency. We are requesting to donate the items.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Recommend approving the donation.

**EXHIBITS:**

ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	\$ 0.00
	<b>Source of Funding</b>	\$ 0.00

### **Donation of Surplus City Equipment**

WHEREAS, the City of Willow Park ("City") is a general law municipality located in Parker County, Texas;

WHEREAS, the City Council for the City declares the following equipment as surplus property and no longer needed by the City: a Holmatro brand extrication power plant, hose with reel, Cutter, Spreader and Ram System (the "surplus equipment"); and

WHEREAS, the City Council desires to donate the surplus equipment to the Rochelle Volunteer Fire Department, a volunteer fire department which is part of the unincorporated community of Rochelle, in McCullough County, Texas ("Donee");

NOW, THEREFORE, in consideration of the premises and of the covenants, promises, conditions and undertakings contained herein, the parties hereby agree as follows:

1. City hereby declares the surplus equipment as surplus and no longer needed by the City and the surplus equipment has only a nominal value.

2. Donee agrees that the surplus equipment will be used for a public purpose and for the benefit of citizens of Rochelle and surrounding communities.

3. Donee agrees that the surplus property is being donated "as is", without warranty of any kind and **DONOR DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY AND ANY WARRANTY OF FITNESS FOR ANY PARTICULAR PURPOSES WHATSOEVER WITH RESPECT TO THE GOODS BEING DONATED UNDER THIS AGREEMENT.**

4. Donee agrees that it will be responsible for pick up and delivery of the surplus property.

Dated: \_\_\_\_\_, 2018.

CITY OF WILLOW PARK, TEXAS

BY: \_\_\_\_\_  
Bryan Grimes, City Manager

DONEE:

ROCHELLE VOLUNTEER FIRE DEPARTMENT

BY: \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
Name Printed Title



**CITY OF WILLOW PARK, TEXAS**

**RESOLUTION NO. 2019-02**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS DECLARING VARIOUS PROPERTY AND/OR EQUIPMENT OF THE CITY OF WILLOW PARK FIRE DEPARTMENT AND POLICE DEPARTMENT TO BE SURPLUS PROPERTY AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF SUCH PROPERTY IN A MANNER BENEFICIAL TO THE CITY OF WILLOW PARK**

**WHEREAS**, the City of Willow Park ("City") is a general law municipality located in Parker County, Texas;

**WHEREAS**, the City's Fire and Police Departments own numerous pieces of City personal property and/or equipment which have been replaced, are obsolete or are not currently used by the City which has no or limited value to the City ("surplus property");

**WHEREAS**, storage space for the surplus property is limited;

**WHEREAS**, the City Council desires to establish a policy for the disposition of surplus property in the Fire Department and the Police Department;

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

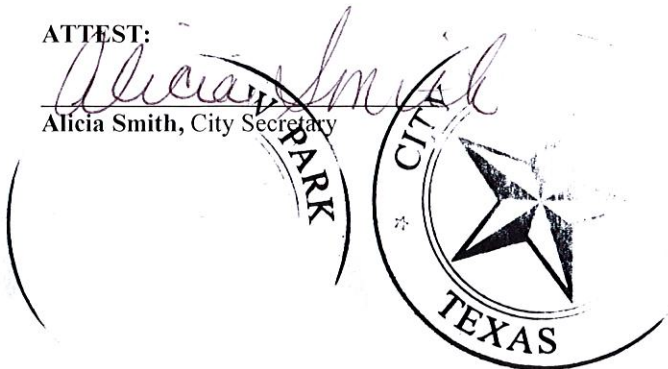
1. The City Fire Chief or Police Chief shall evaluate the need for and value to the City of each piece of personal property/equipment that he or she considers to be surplus property in their department;
2. After the Fire Chief or Police Chief has evaluated the personal property/equipment, he or she shall recommend to the City Manager the property he or she considers to be surplus property;
3. If the Fire Chief or Police Chief and City Manager determine that the personal property/equipment is surplus property, the City Council hereby declares the property to be surplus property and hereby authorizes the City Manager to dispose of the surplus property in any manner he deems beneficial to the City; and
4. After determination of surplus property by the Fire Chief or Police Chief and City Manager, the City Manager or his designee shall provide a written report to the City Council at the next regularly scheduled City Council meeting that contains a description of the property declared surplus and the manner of disposition or proposed disposition of the surplus property, and the written report shall be incorporated into this resolution as if set out in full.

**PASSED AND APPROVED** this the 5 day of March, 2019.

  
Doyle Moss, Mayor

**ATTEST:**

  
Alicia Smith, City Secretary







## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b>	<b>Department:</b>	<b>Presented By:</b>
September 10, 2019	Admin	City Manager

**AGENDA ITEM:**

To consider and act on all matters incident and related to approving and authorizing publication of notice of intention to issue certificates of obligation in an amount not to exceed \$13,770,000 for the purpose of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving water system properties or facilities, including land and rights-of-way therefor and (ii) professional services rendered in relation to such projects and the financing thereof, including the adoption of Resolution 2019-07 pertaining thereto.

**BACKGROUND:**

As mentioned at a previous Council meeting, the Texas Water Development Board authorized funding for approximately \$13.7M for the Fort Worth Water Line Project. As with all aspects of this project, the debt will be split 52/48 between Willow Park and Hudson Oaks. The funding instrument for this project will be Certificates of Obligation.

Prior to the issuance of such certificates, the City Council is required to publish notice of its intention to issue the same in accordance with the provisions of the Act.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Passage of resolution

---

**EXHIBITS:**

Notice Resolution  
Estimated Timetable of Events  
TWDB Funding Letter

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$

RESOLUTION NO. 2019-07

A RESOLUTION approving and authorizing publication of notice of intention to issue certificates of obligation.

WHEREAS, the City Council (the "City Council") of the City of Willow Park, Texas (the "City"), has determined that certificates of obligation should be issued under and pursuant to the provisions of Texas Local Government Code, Subchapter C of Chapter 271 (the "Act"), for the purpose of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving water system properties or facilities, including land and rights-of-way therefor and (ii) professional services rendered in relation to such projects and the financing thereof; and

WHEREAS, prior to the issuance of such certificates, the City Council is required to publish notice of its intention to issue the same in accordance with the provisions of the Act; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:

SECTION 1: The City Secretary is hereby authorized and directed to cause notice to be published of the City Council's intention to issue certificates of obligation in a principal amount not to exceed \$13,770,000 for the purpose of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving water system properties or facilities, including land and rights-of-way therefor and (ii) professional services rendered in relation to such projects and the financing thereof, and payable from ad valorem taxes and a pledge of the net revenues of the City's Waterworks and Sewer System. The notice hereby approved and authorized to be published shall read substantially in the form and content of Exhibit A hereto attached and incorporated herein by reference as a part of this resolution for all purposes.

SECTION 2: The City Secretary shall cause the aforesaid notice to be published (i) in a newspaper of general circulation in the City, once a week for two consecutive weeks, the date of the first publication to be at least forty-six (46) days prior to the date stated therein for the passage of the ordinance authorizing the issuance of the certificates of obligation and (ii) continuously on the City's website for at least forty-five (45) days before the date stated therein for the passage of the ordinance authorizing the issuance of the certificate of obligation.

SECTION 3: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Texas Government Code, Chapter 551, as amended.

SECTION 4: This Resolution shall be in force and effect from and after its passage on the date shown below.

*[remainder of page left blank intentionally]*

PASSED AND ADOPTED, this September 10, 2019.

CITY OF WILLOW PARK, TEXAS

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

(City Seal)



## EXHIBIT A

### NOTICE OF INTENTION TO ISSUE CITY OF WILLOW PARK, TEXAS CERTIFICATES OF OBLIGATION

TAKE NOTICE that the City Council of the City of Willow Park, Texas, shall convene at 7:00 o'clock P.M. on the 12<sup>th</sup> day of November, 2019, at the City Hall, 516 Ranch House Road, Willow Park, Texas, and, during such meeting, the City Council will consider the passage of an ordinance authorizing the issuance of certificates of obligation in an amount not to exceed \$13,770,000 for the purpose of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving water system properties or facilities, including land and rights-of-way therefor and (ii) professional services rendered in relation to such projects and the financing thereof; such certificates to be payable from ad valorem taxes and a pledge of the net revenues of the City's Waterworks and Sewer System. In accordance with Texas Local Government Code Section 271.049, (i) the current principal amount of all of the City's outstanding public securities secured by and payable from ad valorem taxes is \$15,001,812; (ii) the current combined principal and interest required to pay all of the City's outstanding public securities secured by and payable from ad valorem taxes on time and in full is \$19,305,927; (iii) the estimated combined principal and interest required to pay the certificates of obligation to be authorized on time and in full is \$19,036,597; (iv) the maximum interest rate for the certificates may not exceed the maximum legal interest rate; and (v) the maximum maturity date of the certificates to be authorized is February 15, 2055. The certificates are to be issued, and this notice is given, under and pursuant to the provisions of Texas Local Government Code, Subchapter C of Chapter 271.

Alicia Smith  
City Secretary  
City of Willow Park, Texas

# Texas Water Development Board

P.O. Box 13231, 1700 N. Congress Ave.  
Austin, TX 78711-3231, [www.twdb.texas.gov](http://www.twdb.texas.gov)  
Phone (512) 463-7847, Fax (512) 475-2053

August 22, 2019

Mr. Bryan Grimes  
City of Willow Park  
516 Ranch House Rd.  
Willow Park, TX 76087

Re: City of Willow Park  
TWDB Project No. 62850 Closing Requirements  
Drinking Water State Revolving Fund Financial Commitment  
\$13,770,000 Financing Agreement

Dear Mr. Grimes:

Thank you for utilizing the Texas Water Development Board (TWDB) financial assistance programs. On August 13, 2019, TWDB approved the City's financial assistance request. A copy of the TWDB resolution is enclosed. The news release is located at:  
[http://www.twdb.texas.gov/newsmedia/press\\_releases/2019/](http://www.twdb.texas.gov/newsmedia/press_releases/2019/). The financial assistance commitment expires on August 31, 2020.

The loan will become effective with the TWDB's purchase of your bonds. You may be required to execute a financing agreement that will be provided under separate cover. Using the outline provided below, please create a schedule for closing the loan and receiving the funds. Deadlines are listed in business days.

Documentation or Event	Deadline (business days)	Due To
1. Bond ordinance, draft	20 business days prior to adoption date	TWDB Attorney
2. Interest rates for bond ordinance *	5 business days prior to adoption date	Borrower
<b>Bond ordinance adoption</b>		
3. Budget for the release of funds at closing **	18 business days prior to closing date	TWDB Engineering Reviewer
4. Escrow Release Authorization	13 business days prior to closing date	Borrower
5. Final closing documents (see below)	8 business days prior to closing date	TWDB Financial Analyst and TWDB Attorney
<b>Closing</b>		

\*Interest rates expire forty-five (45) days after your adoption date.

\*\*If required, a template for an outlay report and instructions will be provided.

## Our Mission : Board Members

To provide leadership, information, education, and support for planning, financial assistance, and outreach for the conservation and responsible development of water for Texas

Peter M. Lake, Chairman | Kathleen Jackson, Board Member | Brooke T. Paup, Board Member  
Jeff Walker, Executive Administrator

Mr. Bryan Grimes  
City of Willow Park  
Page 2

**Prior to submitting draft documents, please provide to your TWDB financial analyst the dates for your bond ordinance adoption and preferred closing date.** If you would like to schedule a closing conference call to go over the process, you may contact the TWDB financial analyst or Team Manager. Required closing documents and TWDB team contact information are shown below.

**Required final closing documents:**

- Bond Ordinance or Resolution adopting the issuance
- Attorney General Opinion
- Comptroller's Certificate
- Debt Service Schedule
- Executed Escrow Agreement
- Financial Advisor's Closing Instructions
- Executed Paying Agent Agreement
- Private Placement Memorandum – with all attachments
- Sufficiency of Funds Statement
- Vendor Identification Form
- Blanket Issuer Letter of Representations (BLOR)
- Bond Counsel Opinion
- No Litigation Certificate
- No Arbitrage/Federal Tax Certificate
- Executed Loan Forgiveness Agreement
- Approved Outlay Report

Our team looks forward to working with you to make this a successful project. Please include the project number listed above when sending correspondence related to this project. If you have any questions or seek additional information, you may contact any of the team members or me at [luis.farias@twdb.texas.gov](mailto:luis.farias@twdb.texas.gov) or 512/475-4816. Team members contact information:

Joe Koen, Engineer, 512/396-8169  
Bill Collard, Financial Analyst, 512/463-9538  
Chris Caran, Environmental Reviewer, 512/463-3887  
Ashley Nwonuma, Attorney, 512/463-9105

Sincerely,



Luis Farias  
Team Manager/ Northeast Region

LF/BC

Enclosure

cc via email: Preston Dillard, Halff Associates, Inc., [pdillard@halff.com](mailto:pdillard@halff.com)  
Erick Macha, [erick.macha@hilltopsecurities.com](mailto:erick.macha@hilltopsecurities.com)  
Kristen Savant, Norton Rose Fulbright, [kristen.savant@nortonrosefulbright.com](mailto:kristen.savant@nortonrosefulbright.com)  
Derek Turner, Jacob & Martin, LLC, [adt@jacobmartin.com](mailto:adt@jacobmartin.com)



September 2019							October 2019							November 2019							December 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

**Willow Park, Texas**  
**(TWDB – DWSRF Project)**  
**DWSRF - \$13,770,000 Financing**  
**SAMPLE TIMETABLE OF EVENTS**

Date	Event
Tuesday 8/13	TWDB funding commitment received
<b>Tuesday 9/10</b>	<b>Meeting to consider a Resolution authorizing Notice of Intent to issue Certificates of Obligation</b>
Friday 9/13	First publication of Notice of Intent to issue Certificates of Obligation to occur (at least 45 days prior to authorization of issuance). Notice of intent posting to City Website.
Friday 9/20	Second publication of Notice of Intent one week later.
Wednesday 10/2	Bond Counsel to provide draft documents to initiate the closing process
Tuesday 11/5	Finalize repayment terms and structure. Receive interest rates from TWDB.
<b>Tuesday 11/12</b>	<b>Meeting to consider action authorizing issuance of Certificates and approving sale</b>
Tuesday 11/26	All closing documents due to TWDB
Thursday 12/12	Closing; receipt of funds