



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, June 9, 2020 at 7:00 p.m.**

Call to Order

Invocation & Pledge of Allegiance

Proclamations

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.

Consideration of Minutes

- A. Approve City Council Regular & Workshop Meeting Minutes – May 12, 2020 regular meeting minutes

Regular Agenda Items

1. Discussion/ Action: To consider and act on the appointment of a Mayor ProTem for the 2020-2021 year.
2. Discussion/ Action: To consider and act on the appointment of an alternate Mayor ProTem for the 2020-2021 year.

3. Discussion/ Action: To consider and act on a Replat of Lots 1 R1, 1 R2, 1 R3; Block A, Crown Bluff Addition, City of Willow Park, Parker County, Texas.
4. Discussion/ Action: To consider and act on a Site Plan for Recreational Vehicle Sales and Service on Lot 1 R 1, Block A, Crown Bluff Addition, City of Willow Park, Parker County, Texas, located in the 4500 Block of IH-20 Service Road.
5. Discussion/ Action: To consider and act on all matters incident and related to requesting financial assistance from the Texas Water Development Board and authorizing the filing of an application for financial assistance, including the adoption of a resolution pertaining thereto.
6. Discussion/ Action: To consider and act on a resolution authorizing the City Administrator to apply for grants through the Coronavirus Relief Fund.
7. Discussion only: Pacheco Koch presentation on the progress of Cross Timbers Park (Playground and Trail Addition)
8. Discussion only: 2020-2021 budget calendar.
9. Discussion/ Action: To consider and act on items to be considered for future council meetings.
10. Discussion/ Action: To consider and act on setting the date and time for the next council meeting.

Executive Session

The City Council may convene into a closed executive session pursuant to the provisions of the Texas Open Meetings Act, Texas Government Code Chapter 551, in accordance with the authority contained in the following sections:

The City Council reserves the right to retire into closed, executive session on any of the regular agenda items listed above should the need arise and if authorized by Chapter 551, of the Texas Government Code, including but not limited to: Government Code Sections 551.071-Consultation with Attorney; 551.072-Deliberations about Real Property; 551.074-Personnel Matters; 551.087-Economic Development.

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.

Regular Agenda Items

11. Discussion/ Action: To consider and act on items 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 June 5, 2020, at 5:00 p.m.

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 email at asmith@willowpark.org, at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

This public notice was removed from the official posting board at the Willow Park City Hall on the following date and time:

By: _____
City Secretary's Office
City of Willow Park, Texas

VIA TELEPHONE/VIDEO CONFERENCE



**City of Willow Park
City Council
Regular Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, May 12, 2020 at 7:00 p.m.**

NOTICE IS HEREBY GIVEN in accordance with order of the Office of the Governor issued March 16, 2020, the City Council of the City of Willow Park will conduct a Regular Council Meeting scheduled for 7:00 p.m., such meeting to be conducted by Virtual meeting via video conference, hosted through ZOOM ONLY, on May 12, 2020, in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location described above.

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at WillowPark.org

The public dial-in number and meeting information to participate in the telephonic/video meeting is hosted through ZOOM, is as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/81835721949>

Meeting ID: 818 3572 1949

One tap mobile

+13462487799,,81835721949# US (Houston)

Dial by your location

+1 346 248 7799 US (Houston)

Meeting ID: 818 3572 1949

Find your local number: <https://us02web.zoom.us/j/81835721949>

The public will be permitted to offer public comments telephonically on any agenda item and as permitted by the presiding officer during the meeting.

A recording of the telephone/video meeting will be made and will be available to the public in accordance with the Open Meetings Act within 24 hours, after the end of the meeting.

Call to Order

Mayor Doyle Moss called the meeting to order at 7:00 pm

Present:

Mayor Doyle Moss – Present at City Hall 516 Ranch House Rd

Mayor ProTem Lea Young – Present via Zoom teleconference

Councilmember Eric Contreras– Present via Zoom teleconference

Councilmember Amy Fennell– Present via Zoom teleconference

Councilmember Greg Runnebaum– Present via Zoom teleconference

Councilmember Gary McKaughan – Joined via Zoom teleconference at 7:18 PM

Councilmember Nathan Crummel - Present at City Hall 516 Ranch House Rd

Staff present:

City Administrator Bryan Grimes Present at City Hall 516 Ranch House Rd

City Secretary Alicia Smith Present at City Hall 516 Ranch House Rd

City Attorney Pat Chesser- Present via Zoom teleconference

Consideration of Minutes

A. Approve City Council Regular & Workshop Meeting Minutes - April 14 and April 23, 2020.

Motion made by Councilmember Young

To approve the meeting minutes for April 14 and April 23, 2020.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Runnebaum, Young and McKaughan

Abstain: Councilmember Fennell

Motion passes with a vote of 4-0

Proclamations

Mayor Moss read proclamations for Peace Officers Week and Municipal Clerks Week.

Public Comments (Limited to five minutes per person)

City Attorney Pat Chesser read a statement against approving on a preliminary and final plat at Lot 1 and 2, Block A, Box 4 Storage and Retail Addition, being 3.224 acres Eliza Oxe Survey,

Abstract No. 1032, Extraterritorial Jurisdiction City of Willow Park, Parker County, Texas submitted by the following people:

Kenneth Houston Gentry 124 Whitetail Dr, Willow Park

Brent Prather

Jayne McCarthy 140 Whitetail Dr, Willow Park

Ryanne Gentry 124 Whitetail Dr, Willow Park

Aimee Wooten 169 Camouflage Circle, Willow Park

Robyn Shiro 185 Camouflage Circle, Willow Park

Stacey Israel 105 Cold Track Dr, Willow Park

Wendy Hammond 112 Cold Track Dr, Willow Park

Sarah Cronin 100 Cold Track Dr, Willow Park

Kelsey Wilkins 136 Whitetail Dr, Willow Park

Scott Smith 132 Camouflage Dr, Willow Park

Also against:

Lindsey Bass 120 Whitetail Dr, Willow Park

Regular Agenda Items

1. Discussion only: Councilmember Gary McKaughan Personal Privilege.

2. Administer the oath of office for Councilmember Place 3.

City Secretary Alicia Smith administered the oath of office for incoming councilmember Nathan Crummel.

3. Discussion/ Action: To Consider and Act on a Site Plan for a classroom building at Trinity Christian Academy on Lot IR-1, IR-2, 2; Block I; Trinity Church Properties Addition, located at 4954 E IH- 20 Service Road.

Motion made by Councilmember Contreras

To approve a Site Plan for a classroom building at Trinity Christian Academy on Lot IR-1, IR-2, 2; Block I; Trinity Church Properties Addition, located at 4954 E IH- 20 Service Road.

Seconded by Councilmember Young

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

4. Discussion/ Action: To Consider and Act on Preliminary Plat Lot 1 and 2, Block A, Box 4 Storage and Retail Addition, being 3.224 acres Eliza Ozer Survey, Abstract No. 1032, Extraterritorial Jurisdiction City of Willow Park, Parker County, Texas.

Motion made by Councilmember Runnebaum

To approve a Preliminary Plat Lot 1 and 2, Block A, Box 4 Storage and Retail

Addition, being 3.224 acres Eliza Ozer Survey, Abstract No. 1032,

Extraterritorial Jurisdiction City of Willow Park, **Parker County, Texas.**

Seconded by Councilmember Young

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummel

Nay votes: Councilmember Fennell

Motion passes with a vote of 4-1.

5. Discussion/ Action: To Consider and Act on a Final Plat Lot 1 and 2, Block A, Box 4 Storage and Retail Addition, being 3.224 acres Eliza Ozer Survey, Abstract No. 1032, Extraterritorial Jurisdiction City of Willow Park, Parker County, Texas.

Motion made by Councilmember Runnebaum

To approve a Final Plat Lot 1 and 2, Block A, Box 4 Storage and Retail

Addition, being 3.224 acres Eliza Ozer Survey, Abstract No. 1032,

Extraterritorial Jurisdiction City of Willow Park, **Parker County, Texas.**

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Runnebaum, Young and Crummel

Nay votes: Councilmember Fennell

Motion passes with a vote of 4-1.

- 6. Discussion/ Action: To Consider and Act on a Final Plat Lot 1,2,3; Block 2; The Village at Willow Park Addition, being 10.13 5 acres J. Cole Survey, Abstract No. 218, City of Willow Park, Parker County, Texas.**

Motion made by Councilmember Runnebaum

To approve a Final Plat Lot 1,2,3; Block 2; The Village at Willow Park Addition, being 10.13 5 acres J. Cole Survey, Abstract No. 218, City of Willow Park, Parker County, Texas.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

- 7. Discussion/ Action: To Consider and Act on a Site Plan for Thrive Behavior Learning Center and an office building on Lot 4R-IR, Block A, Crown Pointe Addition Phase 2, located in the 100 Block J.D. Towles Drive.**

Motion made by Councilmember

To

Seconded by Councilmember

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

- 8. Discussion only: Quarterly Financial report presentation**

Jake Weber gave a presentation on the City's quarterly financial statement.

- 9. Discussion only: Discuss Playground Project Update and possible need for additional funding.**

Asst City Manager Bernie Parker gave an update on the progress of the new Cross Timber Park.

- 10. Discussion/ Action: To Consider and Act on authorizing City participation in the East Parker County Chamber of Commerce Foundation COVID-19 business relief program.**

Motion made by Councilmember Young

To adopt Resolution 2020-3, a resolution authorizing the City's participation in the East Parker County Chamber of Commerce Foundation COVID-19 business relief program, with a donation of \$5,000 to be earmarked only for Willow Park businesses.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

Adjournment

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Young

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary

MEMORANDUM

TO: Honorable Members of Willow Park City Council
Bryan Grimes, City Manager, City of Willow Park

FROM: Pat Chesser, City Attorney

DATE: 05/08/20

SUBJECT: Regular Agenda Items 4 and 5; Platting of Property in the City's ETJ

BACKGROUND

On the City Council's May 12, 2020 agenda, specifically, items 4 and 5, the City Council will consider approval of the preliminary and final plats for Lots 1 and 2, Block A, Box 4 Storage and Retail Addition (the "Property"), located in the extraterritorial jurisdiction ("ETJ") of the City.

ROLE OF THE COUNCIL IN APPROVING PLATS

Section 212.003 of the Local Government Code authorizes a city to extend its platting ordinance (i.e., its subdivision ordinance) to its ETJ. The City, per Section 10.02.001 of its subdivision ordinance, extended its platting ordinance to the ETJ.

A plat must be approved by the City's Planning and Zoning Commission, if the city has appointed such a board. *See* Section 212.006 of the Local Government Code. In addition, the City Council may require the approval of a plat by the City Council. The City's subdivision ordinance requires that a plat be approved by both the Planning and Zoning Commission and the City Council. In this instance, the City's Planning and Zoning Commission approved both the preliminary and final plats for the Property and have submitted the plats to the City Council for their approval.

The discretion of the Planning and Zoning Commission and the City Council in approving or denying a plat is limited. Once the applicable subdivision rules are satisfied, the approval process is ministerial in nature. *See City of Round Rock v. Smith*, 687 S.W.2d 300, 302 (Tex. 1985); Section 212.005(municipal platting authority must approve a plat that satisfies all applicable regulations). In this instance, Betty Chew, our Planning and Zoning Director, and the Planning and Zoning Commission reviewed the preliminary and final plats submitted on the Property and determined that the City's subdivision rules have been satisfied. Therefore, the City Council does not have the discretion to deny the preliminary and final plats on the Property unless they find that a subdivision rule adopted by the City has not been satisfied.

Please let me know if you have any questions.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 09, 2020	Department: Legislative	Presented By: A. Smith
---------------------------------------	-----------------------------------	----------------------------------

AGENDA ITEM:

To consider and act on the appointment of Mayor ProTem for the 2020-2021 year

BACKGROUND:**Local Government Code Section 22.037 and 23.027**

(b) At each new governing body's first meeting or as soon as practicable, the governing body shall elect one alderman (council member) to serve as president pro tempore for a term of one year.

The mayor pro tempore is a member of the council who performs the mayor's duties during the mayor's incapacity or absence. The mayor pro tem is selected by majority vote of the council from among its own membership. The mayor pro tem's term is one year. The mayor pro tem retains the right to vote on all matters before the council while performing the duties of the mayor (Local Government Code Section 22.037 and 23.027).

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: June 09, 2020	Department: Development Services	Presented By: Betty Chew
---------------------------------------	--	------------------------------------

AGENDA ITEM:

Consider and Act on a Replat of Lots 1R1, 1R2, 1R3; Block A; Crown Bluff Addition, City of Willow Park, Parker County, Texas.

BACKGROUND:

The owner proposes to replat Lot 1, Block A, Crown Bluff Addition into three lots. Lot 1R1 will be a 2.53 acre lot (415 RV Center). Lot 1R2 is a 1.30 acre lot (future development). Lot 1R3 is a 3.60 acre lot (future development).

Lots 1R1 and 1R2 have primary frontage on IH 20 Service Road. Lots 1R1 and 1R3 have secondary frontage on Clear Fork Circle. There is a 25 foot mutual access, fire lane, and public utility easement shared by Lot 1R1 and 1R2. This entrance/exit is the only entrance for the lots on the IH 20 Service Road. Lot 1R3 has primary frontage on Bankhead Hwy. There is a 10 foot right of way dedication for the future expansion of Bankhead Hwy.

The lots will be served by City water from a twelve (12") inch main in the IH 20 Service Road. The water main will be extended in the easement for fire protection and to provide domestic water to the lots. Private on-site sewage systems will serve each lot.

STAFF/BOARD/COMMISSION RECOMMENDATION:

The Replat of Lot 1R1, 1R2, 1R3, Block A, Crown Bluff Addition meets the requirement of the Subdivision Ordinance and Staff recommends approval.

The Planning and Zoning Commission recommends approval.

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 assign): _____

Name of Additions: CROWN BLUFF ADDITION

Location of Addition: INTERSECTION OF CLEAR FORK CIRCLE AND IH 20 FRONTAGE RD.

Number of Lots: 3 Gross Acreage: 7.5 Zoning: C # of New Street Intersections: 0

PROPERTY OWNER:

Name: 415 RV CENTER

Contact: KELLY BOURNE

Address: 14561 WHITE SETTLEMENT RD

Phone: 817-501-4997

City: FORT WORTH

Fax: _____

State: TX Zip: 76108

Email: 415rvcenter@att.net

Signature: *Cynthia Swift*

APPLICANT:

Name: SAME AS OWNER

Contact: _____

Address: _____

Phone: _____

City: _____

Fax: _____

State: _____ Zip: _____

Email: _____

Signature: *Cynthia Swift*

SURVEYOR:

Name: BARRON STARK ENGINEERS, LP

Contact: CHARLES F. STARK, PE

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: *Cynthia Swift*

ENGINEER:Name: BARRON STARK ENGINEERS, LPContact: CHARLES F. STARK, RPLSAddress: 6221 SOUTHWEST BLVD, #100Phone: 817-296-9550City: FORT WORTHFax: 817-231-8144State: TX Zip: 76132Email: chucks@barronstark.comSignature: *Cynthia Swift*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 PROVIDERSElectric Provider: ONCORWater Provider: CITY OF WILLOW PARKWastewater Provider: CITY OF WILLOW PARKGas Provider (if applicable): ATMOS**APPLICATION FEES** \$350.00 ~~\$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE~~ \$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: CROWN BLUFF ADDITION

Applicant: BARRON STARK ENGINEERS, LP

Property Owner(s): 415 RV CENTER

Location of Addition: CLEAR FORK CIRCLE AND IH 20 FRONTAGE RD

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

- 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

NA

—

—

—

—

—

—

—

—

—

~~—~~

~~—~~

~~—~~

~~—~~

~~—~~

~~—~~

~~—~~

~~—~~

~~—~~

~~—~~

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 (WATER ONLY)
- K. Plans for fire hydrants
- L. Plans for all proposed streets and sidewalks

✓

✓

✓

after approval

✓

✓

✓

✓

with mylar

NA

NA

NA

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

N/A

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

✓

✓

✓

✓

after approval

✓

✓

✓

WITH MYLAR

✓

✓

✓

✓

✓

✓

✓

✓

✓

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

—

—

—

—

—

—

—

—

~~—~~

~~—~~

~~—~~

~~—~~

~~—~~

~~—~~

~~—~~

~~—~~

~~—~~

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

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	NA	N/A
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)	with mylar	✓
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)	✓	✓

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: IH 20 OVERLAY

Front building setback: 25 ft.

Rear building setback: 25 ft.

Side building setback: 10 ft.

Side building setback: 25 ft. (CLEAR FORK CR)

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: 05/12/2020

Willow Park
Plat
Public Works Review

Applicant Questions:

Is the project serviced by an existing road? ☒ Yes No
If yes, which road? IH 20 FRONTAGE RD

Is the project serviced by an existing water line? ☒ Yes No
If yes, what size line? 12"

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? _____
If no, what type and size is the septic system? AEROBIC WASTE WATER SIZED FOR 1 BATHROOM AND 1 BREAKROOM

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: _____ Date: 05/12/2020

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:

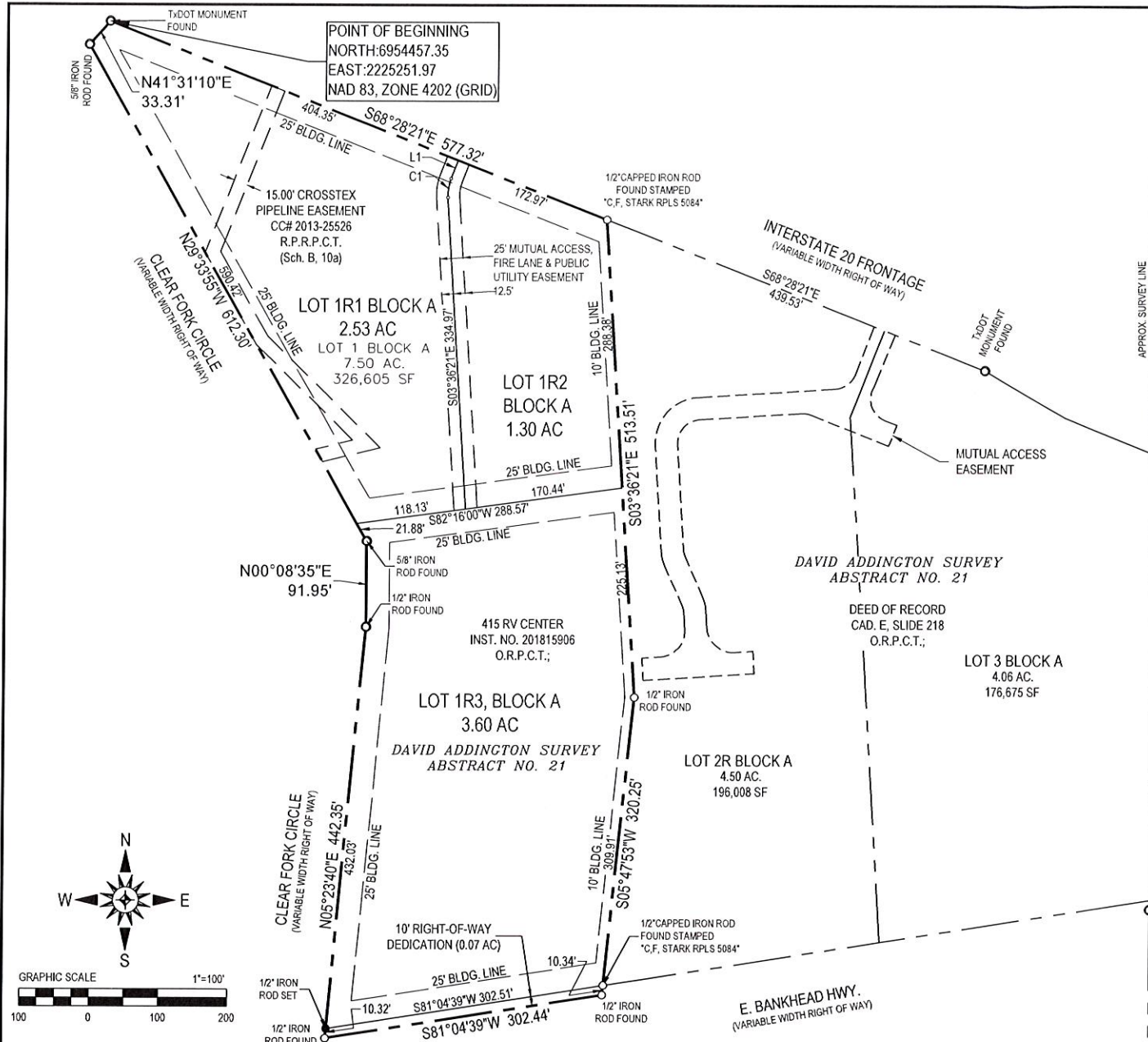
Base flood elevations confirmed?	Yes	<input checked="" type="radio"/> No
Does the proposed project pose any safety concerns?	Yes	<input checked="" type="radio"/> No

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER Date: 05/12/2020



LEGAL DESCRIPTION

Being a 7.50 acre tract of land situated in the David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas and being all of that certain tract of land described in deed to 415 RV CENTER, recorded in Plat Records Document Number 201615506, Cabinet E, Slide 121, Official Public Records, Parker County, Texas, said 7.50 acres being more particularly described as follows:

Beginning at a Texas Department of Transportation monument found (herein after called TxDOT monument) for the northwest corner of subject property, and said point being on the south right of way line of Interstate Highway 20 Frontage Road;

Thence South 68°28'21" East, with said south right of way line a distance of 577.32 feet to a 1/2" iron rod found, said point also being on the common line of Lot 1 and Lot 2R, Block A Crown Bluff Addition as recorded in Plat Records Document Number 201615506, Cabinet E, Slide 121, Official Public Records, Parker County, Texas;

Thence South 03°36'21" East, leaving said south right of way line and along said common line, a distance of 513.51 feet to a found 1/2 inch iron rod for angle point;

Thence South 05°47'53" West, continuing along said common line a distance of 320.25 feet to a found 1/2 inch iron rod, said rod being on the northerly line of E. Bankhead Highway;

Thence South 81°04'39" West, along said north right of way line of E. Bankhead Highway a distance of 302.44 feet to a found 1/2 inch iron rod said rod also being on the easterly right of way line of Clear Fork Circle;

Thence North 05°23'40" West, with said easterly right of way line a distance of 442.35 feet to a found 1/2 inch iron rod;

Thence North 00°08'35" East with said east right of way line a distance of 91.95 feet to a found 5/8 inch iron rod for angle point;

Thence North 29°33'55" West, with said east right of way line a distance of 512.30 feet to a found 5/8 inch iron rod for corner;

Thence North 41°31'10" East, with said east right of way line a distance of 33.31 feet to the Point of Beginning and containing 326,605 square feet, 7.50 acres, more or less.

Owner Dedication

Now therefore, know all men by these presents:

That 415 RV CENTER, do hereby certify and adopt this plat designating the hereinabove described property as LOTS 1R1, 1R2 & 1R3 BLOCK A CROWN BLUFF 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. 415 RV CENTER, 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 hand this the _____ day of _____, 2020.

By: _____
Name: 415 RV CENTER,
By: KELLEY BOURNE, OWNER

STATE OF TEXAS
COUNTY OF PARKER

Before me, the undersigned authority, on this day appeared KELLEY BOURNE, OWNER, 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 _____, 2020.

Notary Public in and for the State of Texas

RE-PLAT
LOTS 1R1, 1R2 & 1R3, BLOCK A
CROWN BLUFF ADDITION

BEING 7.50 ACRES SITUATED IN THE
DAVID ADDINGTON SURVEY, ABSTRACT NO. 21

CITY OF WILLOW PARK, PARKER COUNTY, TEXAS

OWNER:
415 RV CENTER,
14561 WHITE SETTLEMENT ROAD
FORT WORTH, Texas 76108

GENERAL NOTES:

1. No portion of subject property lies within a FEMA designated flood plain area. Flood Insurance Rate Map 48367C0425E. Effective date September 26, 2008.
2. Coordinates shown hereon are referenced to the Texas State Plane Coordinate System, NAD83, Texas North Central Zone 4202.
3. No additional driveways allowed onto I20 Service Road other than common access drive permitted by TxDOT.

LEGEND

- MONUMENT FOUND (AS LABELED)
- 1/2" RED CAPPED IRON ROD SET, STAMPED "C.F. STARK RPLS 5084"

APPROVED BY CITY OF WILLOW PARK

APPROVED BY _____ CITY COUNCIL
CITY OF WILLOW PARK
SIGNED: _____ MAYOR _____ DATE _____
SIGNED: _____ CITY ADMINISTRATOR _____ DATE _____

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
Texas Registered Survey Firm F-10158800
www.barronstark.com

JOB No. 406-9623
DATE FEB. 2020
SHEET 1 of 1

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.

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 foregoing instrument.

GIVEN UNDER MY HAND AND SEAL OF OFFICE
On the _____ day of _____, 2018.

Notary Public in and for the State of Texas



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.



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: June 09, 2020	Department: Development Services	Presented By: Betty Chew
---------------------------------------	--	------------------------------------

AGENDA ITEM:

Consider and Act on a Site Plan for a sales office and service shop located on Lot 1R1, Block A, Crown Bluff Addition. The property is located in the 4500 Block of IH 20 Service Road.

BACKGROUND:

The property is zoned Commercial/IH 20 Overlay District. This property is located in Planning Area 4 as identified in the City's Comprehensive Plan. Planning Area 4 represents the area adjacent to Interstate 20. Due to the high traffic volumes, the area is a prime location for commercial uses. This property is located on the south side of Interstate 20. The development will consist of a 2,400 square foot building with an 800 square foot sales office and 1,600 square feet of service shop area. There will be 16,000 square feet of display area at the front of the property on concrete pavement.

The property is accessed from the IH 20 Service Road with a single 24 foot shared entrance. No additional entrances will be permitted for these lots on IH 20 Service Road. No entrance on Clear Fork Cir. A 24 foot fire lane is proposed around the building to provide emergency access. Required parking spaces will be provided.

The building will connect to City water by extension from a 12 inch water main. Fire hydrants will be installed in accordance with ISO regulations. A private septic system will be installed on the property. Stormwater flows from south to north across the lot. It will be directed to an existing structure in the service road in front of the lot. The stormwater drainage plan has been reviewed and approved by the City Engineer. The landscape plan meets ordinance requirements. Enhanced landscaping will be provided along Clear Fork Circle.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan as presented.

The Planning and Zoning Commission recommends approval as presented.

EXHIBITS:

Site Plan
Building Elevation
Floor Plan
Landscape Plan

ADDITIONAL INFO:	FINANCIAL INFO:
-------------------------	------------------------



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: CROWN BLUFF RV CENTER CROWN BLUFF ADDITION	
<input type="checkbox"/> Residential		<input checked="" type="checkbox"/> Commercial	
Valuation: \$ (round up to nearest whole dollar)		Project Address (or description): LOT 1R1, BLOCK A,	
Brief Description of the Project: SITE PLAN FOR CROWN BLUFF 415 RV CENTER			
Existing zoning: COMMERCIAL		# of Existing Lots (plats only): 1	
Proposed zoning: NO CHANGE		# of Proposed Lots (plats only): 3	
Applicant/Contact Information (this will be the primary contact)			
Name: CHARLES F. STARK, PE		Mailing Address: 6221 SOUTHWEST BLVD, #100, 76132	
Company: BARRON STARK ENGINEERS, LP			
Primary Phone: 817-2*96-9550		E-mail: chucks@barronstark.com	
Property Owner Information (if different than above)			
Name: KELLY BOURNE		Mailing Address: 14561 WHITE SETTLEMENT RD, 76108	
Company: 415 RV CENTER			
Primary Phone: 817-501-4997		E-mail: 415rvcenter@att.net	
Other Phone:		Fax:	
() Developer / (X) Engineer / (X) Surveyor Information (if applicable)			
Name: CHARLES F. STARK, PE		Mailing Address: 6221 SOUTHWEST BLVD, #100, 76132	
Company: BARRON STARK ENGINEERS, LP			
Primary Phone: 817-296-9550		E-mail: chucks@barronstark.com	
Other Phone:		Fax: 817-231-8144	
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: _____

Kelly Bourne
Kelly Bourne / Trustee Bourne Family Trust



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	cks	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	cks	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	cks	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.		✓	
4	cks	A written and bar scale is provided. 1"=200' unless previously approved by staff		✓	
5	cks	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	cks	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	NA	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.		N/A	
8	cks	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	cks	Accurately located, labeled and dimensioned footprint of proposed structure(s).		✓	
10	cks	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line. <i>TO BE REMOVED</i>		✓	
11	NA	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. <i>TO BE REMOVED</i>		✓	
12	NA	Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.		✓	
13	cks	Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.		✓	
14	cks	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	cks	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.		✓	
16	NA	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.		N/A	
17	cks	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.		✓	



City of Willow Park Development Services Department

18	cks	<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	NA	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.		N/A	
20	NA	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.		N/A	
21	cks	<p>Off-site streets and roads:</p> <p><u>NA</u> 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>NA</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>NA</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>NA</u> d.. Distance to the nearest signalized intersection is indicated</p>		N/A	
22	cks	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.		✓	
23	cks	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.		✓	
24	cks	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.		✓	
25	cks	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	cks	Paving materials, boundaries and type are indicated.		✓	
27	cks	Access easements are accurately located/ tied down, labeled and dimensioned.		✓	
28	NA	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.		N/A	
29	cks	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	NA	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.		N/A	
31	NA	Screening walls are shown with dimensions and materials. An inset is provided that shows the wall		N/A	



City of Willow Park Development Services Department

	NA	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.	N/A
32	NA	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. **	N/A
33	NA	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. **	N/A
34	cks	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. Sewer to be private on-site waste water system.	✓
35	NA	Boundaries of detention areas are located. Indicate above and/or below ground detention.	N/A
36	cks	Details of construction materials and architecture are shown on required Building Elevation/Facade Plan. Color, type and texture to match Zoning requirements.	✓
37	NA	Communication towers are shown and a fall distance/collapse zone is indicated.	N/A
38	NA	Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable	N/A
39	NA	Explain in detail the proposed use(s) for each structure RV SALES & SERVICE	✓
40	cks	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	cks	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	cks	Provide service verification from all utility providers	✓
43	NA	List any variance requested for this property, dates, and approving authority	N/A
44	cks	Provide storm water and drainage study and design	✓
45	cks	Proposed domestic water usage (gallons per day, month, and year)	✓
46		Are any Irrigation wells proposed?	N/A
47	NA	Applicant has received Landscaping Ordinance and requirements	✓
48	cks	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review	✓
49	cks	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 Engineering Review

Applicant Questions:

Total gross lot area of the development: 110,207 sq. ft.

Area of lot covered with structures and impervious surfaces: 51,797 sq. ft.

Total number of structures: 2 / Total number of habitable structures: 1

Square footage of each building: 800 sq. ft. 1600 sq. ft. sq. ft.

Proposed use for each structure:

OFFICE FOR 415 RV CENTER WITH COVERED MAINTANCE AREA

Building stories: 1

Building height: 25 ft.

Total number of parking spaces: 5

Number of handicap spaces: 1

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

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Engineering Approval Signature: DEREK TURNER Date: 05/12/2020



City of Willow Park Development Services Department

Site Plan Building Official Review

Applicant Questions:

IH-20 OVERLAY

Front building setback: 25 ~~NA~~ ft. Rear building setback: 25 ~~NA~~ ft.

Side building setback: 25 ~~NA~~ ft. Side building setback: 10 ~~NA~~ 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

X

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

LIGHTING DESIGN REQUIRED WITH PERMIT.

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Building Official Approval Signature: BETTY L. CHEW Date: 05/12/2020



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? 1

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

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

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

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Fire Department Approval Signature:

MIKE LENOIR

Date: 05/12/2020



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:

DEREK TURNER

Date:

05/12/2020



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: 110,207 sq. ft.

Area of lot covered with structures and impervious surfaces: 51,797 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 47 %

Area of green space/landscaped areas: 58,410 sq. ft.

Percentage of green space/landscaped areas: 53 %

Total number of parking spaces: 5

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

☒ Approved

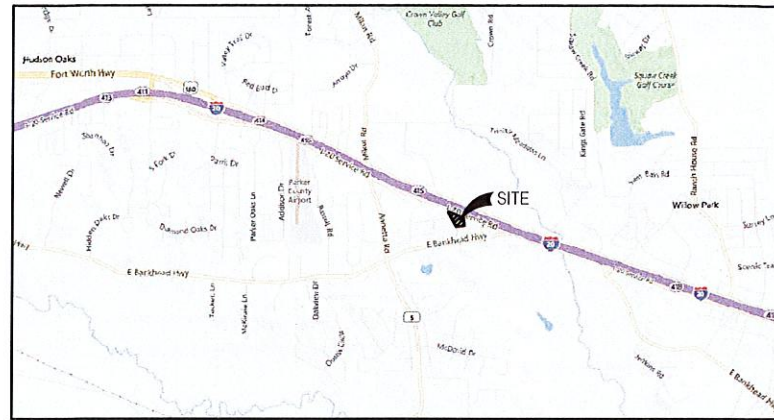
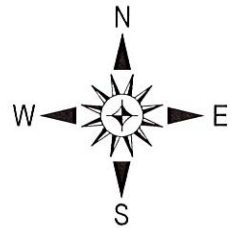
☐ Not Approved

☐ Needs More Information or Corrections

Landscaping Approval Signature:

BETTY L. CHEW

Date: 05/12/2020



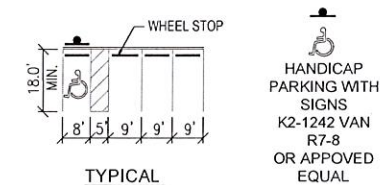
VICINITY MAP

SITE PLAN DATA TABLE
LOT 1R1, BLOCK A

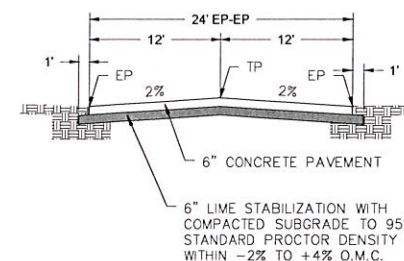
ACREAGE	2.53 ACRES
EXISTING ZONING	COMMERCIAL
PROPOSED USE	RV SALES & SERVICE
PROPOSED STRUCTURES	OFFICE & SERVICE SHOP
SALES OFFICE	800 SQ. FT.
SERVICE SHOP	1600 SQ. FT.
PARKING REQUIRED	
1 per 200 (OFFICE USE)	4
1 per 1000 (SHOP USE)	1.6
PARKING PROVIDED	6 (INCLUDES 1 HC)
F.A.R.	0.018
PERCENT IMPERVIOUS	47%
OPEN SPACE/LANDSCAPE	53%
RV DISPLAY SPACES PROVIDED	14

CURRENT SITE ZONING - IH-20 OD, COMMERCIAL

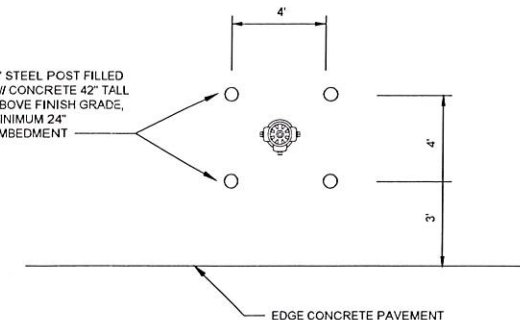
- NO PORTION OF SUBJECT PROPERTY LIES WITHIN A FEMA DESIGNATED FLOODPLAIN AREA FLOOD INSURANCE RATE MAP 48367C0425F, EFFECTIVE DATE SEPTEMBER 26, 2008.
- COORDINATES SHOWN HERE ON ARE REFERRED TO THE TEXAS STATE PLAIN COORDINATE SYSTEM, NAD83, TEXAS NORTH CENTRAL 4202.
- ADDRESS NUMBER WILL BE PLACED ON THE FRONT OF THE BUSINESS, NUMBER SIZE WILL BE MINIMUM 4" HIGH AND 1/2" WIDE.
- BUSINESS OWNER WILL INSTALL KNOX BOX/ KNOX PADLOCK/ KNOX FDC LOCKS AND PROVIDE ALL KEYS TO BUILDING.



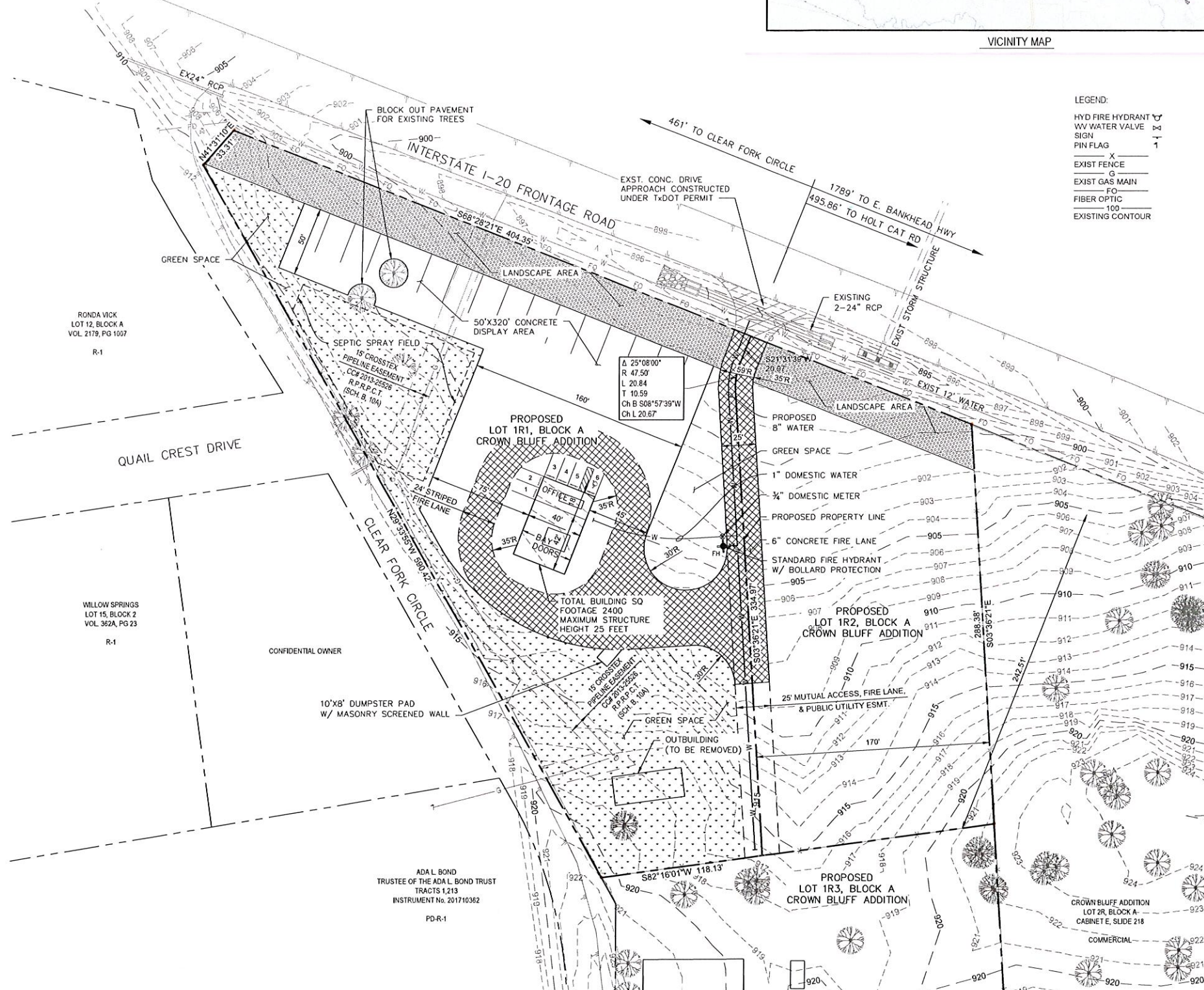
TYPICAL
PARKING LAYOUT



24' FIRE LANE CROSS SECTION
NOT TO SCALE



FIRE HYDRANT/BOLLARD DETAIL
NOT TO SCALE



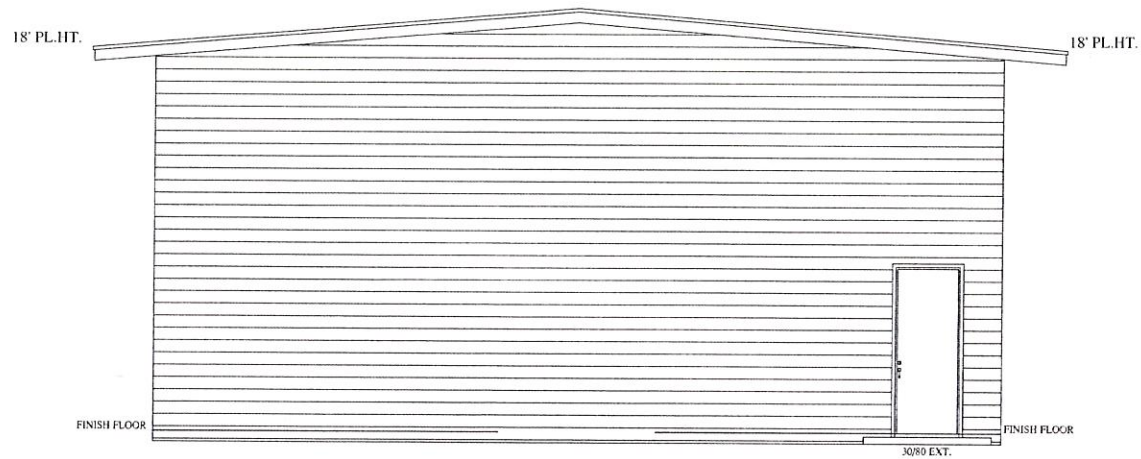
FOR INTERIM REVIEW
ONLY

NOT FOR BIDDING, PERMIT OR
CONSTRUCTION PURPOSES.
PLANS PREPARED BY CHARLES
F. STARK, P.E. REGISTRATION
NO. 57357.

05/12/2020

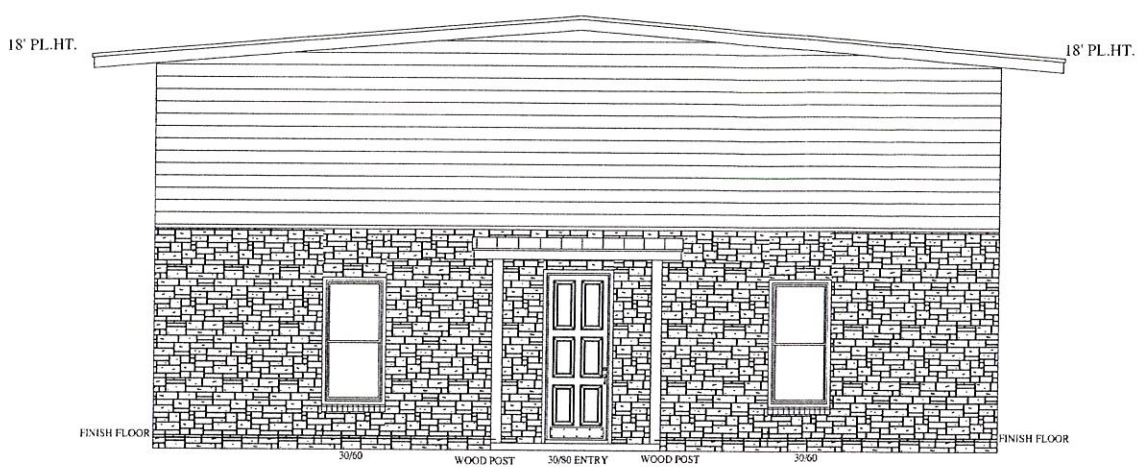
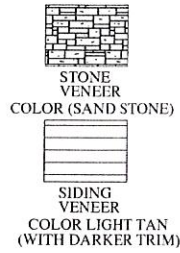
SITE PLAN
415 RV CENTER
LOT 1R1, BLOCK A,
CROWN BLUFF ADDITION

CLIENT No. 406
PROJECT No. 9623
DESIGN: CFS
DRAWN: RCP
CHECKED: CFS
DATE: APRIL 2020
SHEET
C2.0



BACK ELEVATION

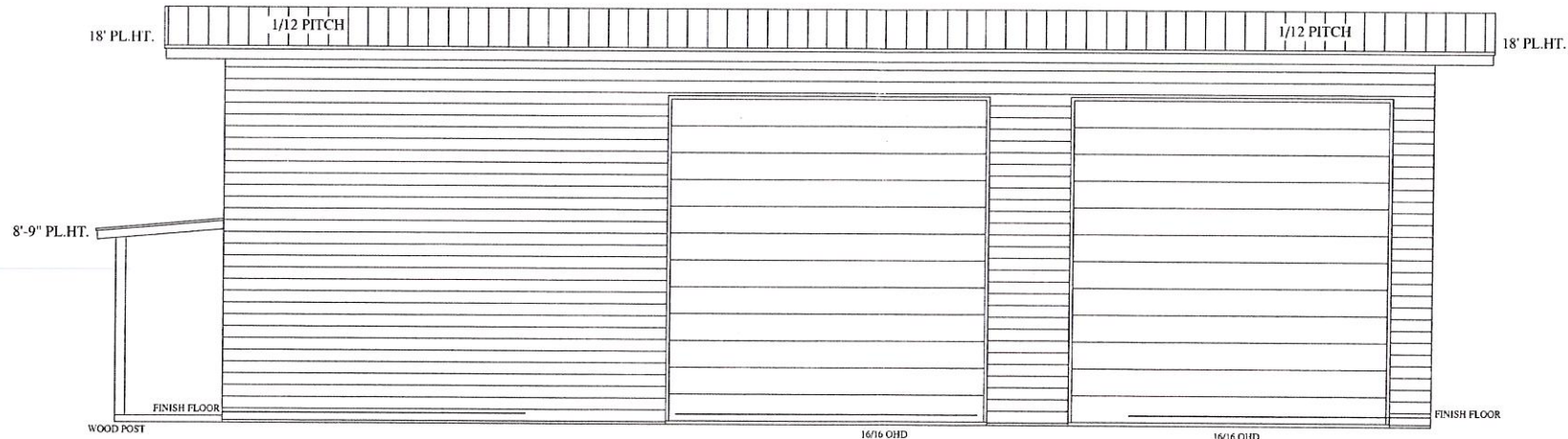
SCALE 1/4" = 1'-0"



FRONT ELEVATION

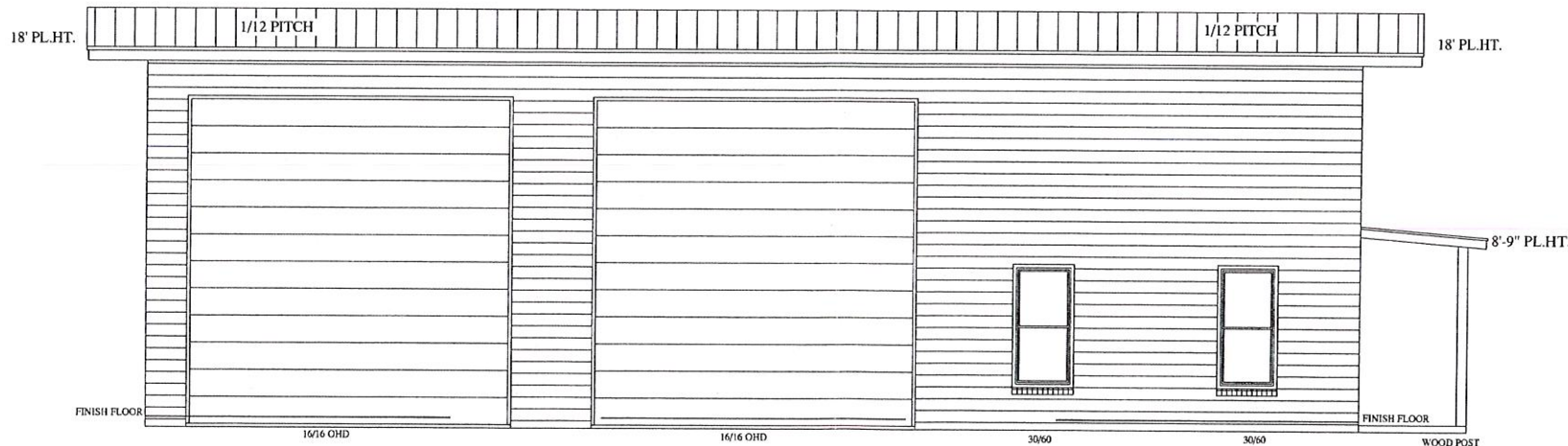
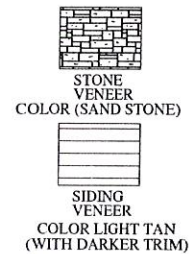
SCALE 1/4" = 1'-0"

STREET ELEVATION TOTAL SQ/FT 689.05 SQ/FT
MASONRY SQ/FT (50%) 345.5 SQ/FT



LEFT ELEVATION

SCALE 1/4" = 1'-0"



LEFT ELEVATION

SCALE 1/4" = 1'-0"

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



KELLY
ROSS

P.O. BOX 2230
WEATHERFORD, TX 76086
(817) 599 - 4278
(817) 341 - 4242 METRO
(817) 599 - 4279 FAX



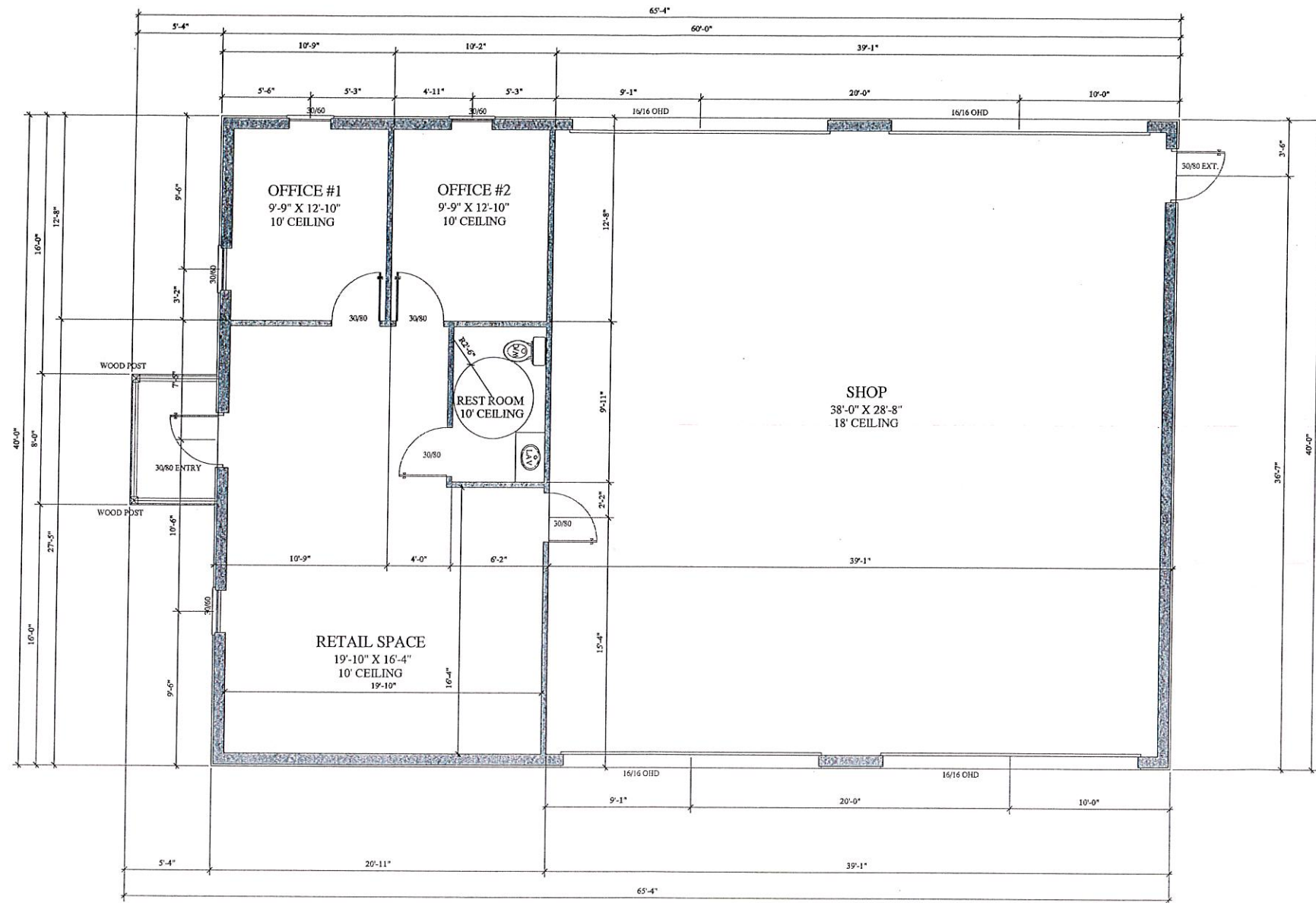
ELEVATIONS
1-20 E.
WILLOW PARK, TEXAS

Job No : 200141
Drawn : DWP
Checked: PJB
Date : 02-04-2020
Revised:

Sheet Number

1

of 3 Sheets



AREAS	
OFFICE	837 SQ. FT.
SHOP	1,563 SQ. FT.
PORCH	42 SQ. FT.
TOTAL LIVING	2,442 SQ. FT.

FLOOR PLAN

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

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



Job No : 200141
Drawn : DWP
Checked: PJB
Date : 02-04-2020
Revised:

Sheet Number

2

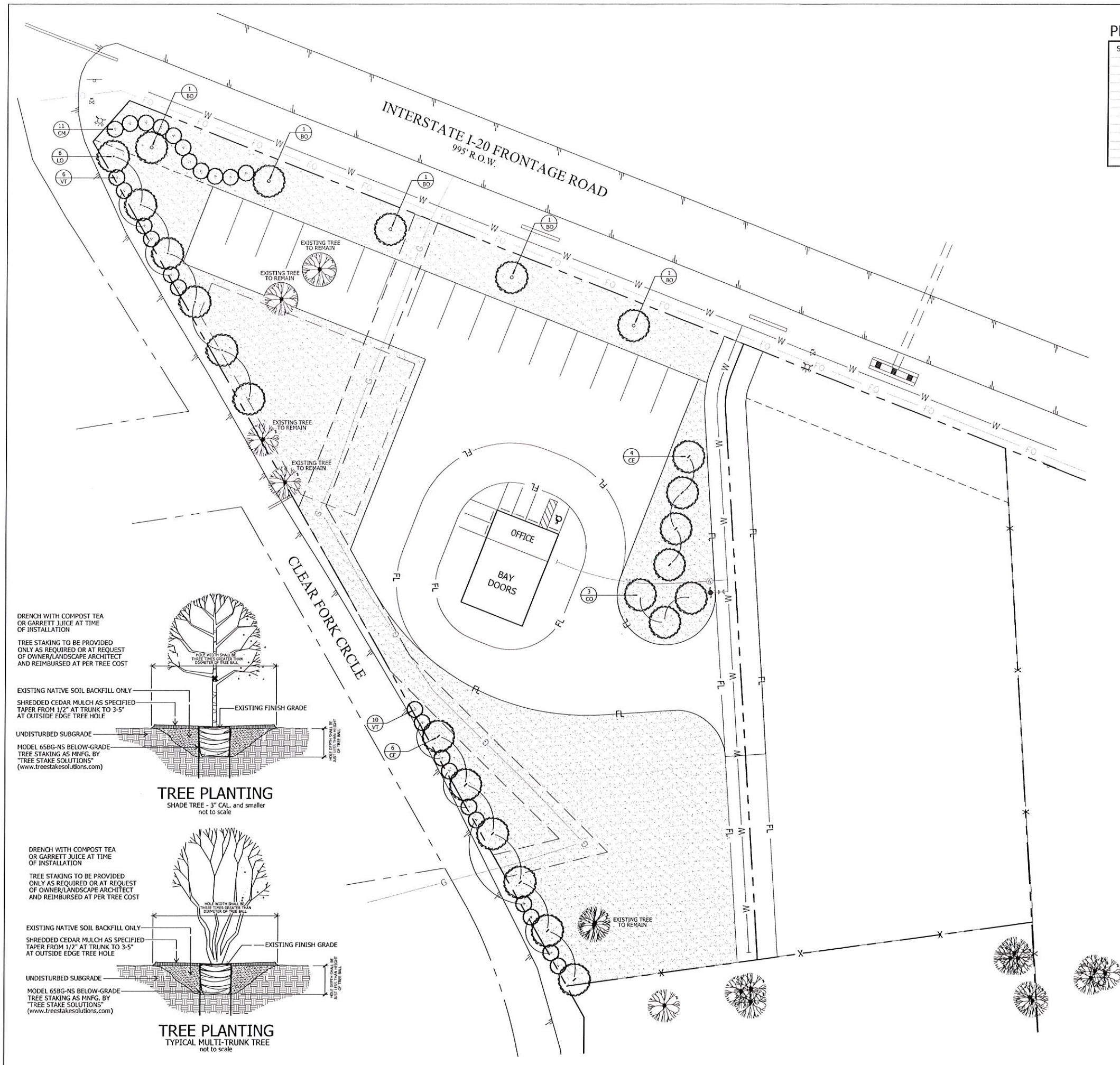
of 3 Sheets

ELEVATIONS
4026 I-20 E.
WILLOW PARK, TEXAS



P.O. BOX 2230
WEATHERFORD, TX 76086
(817) 599 - 4278
(817) 341 - 4242 METRO
(817) 599 - 4279 FAX

KELLY
ROSS



PLANTLIST

SYM	MATERIAL	QNTY	SIZE	HT	SP	NOTES	SPACING
LO	LIVE OAK	6	4" CAL.	12-14'	6-8"	NURSERY GROWN	
CO	CHINKAPIN OAK	3	4" CAL.	12-14'	6-8"	NURSERY GROWN	
CE	CEDAR ELM	10	4" CAL.	12-14'	6-8"	NURSERY GROWN	
BO	BURR OAK	5	3" CAL.	10-12'	5-6"	NURSERY GROWN	
CM	CRAPE MYRTLE	11	30 GAL.	8-10'	4-5"	CONTAINER GROWN (MIN. 2 1/2" CAL.)	
VT	VITEX	16	30 GAL.	8-10'	4-5"	M.T., CONT. GROWN (MIN. 2 1/2" CAL.)	

LANDSCAPE NOTES

1. PLANT LIST FOR THIS SHEET ONLY.
2. PLANT LIST TO BE USED AS AIDE TO BIDDER ONLY. LANDSCAPE CONTRACTOR TO VERIFY ALL QUANTITIES.
3. ALL SHADE TREES AND ORNAMENTAL TREES SHALL BE PLANTED AS PER DETAILS ON THIS SHEET.
4. ALL LANDSCAPE AREAS SHALL BE WATERED WITH AUTOMATIC IRRIGATION SYSTEM, COMPLETE WITH FREEZE SENSOR, RAIN STAT, AND CONTROLLER. SYSTEM SHALL BE DESIGNED TO UTILIZE WATER-SAVING TECHNIQUES AND EQUIPMENT. INSTALLATION OF SYSTEM SHALL BE MADE BY A FIRM DULY LICENSED UNDER ARTICLE NO. 8751 V.T.C.S. (LICENSED IRRIGATORS ACT), S.B. NO. 259.

CITY REQUIREMENTS

SEC. 14.06.016 IH-20 OVERLAY DISTRICT

- (g)(1) MINIMUM 5% SITE TO BE LANDSCAPE
SITE AREA 110,278 SF
REQUIRED LANDSCAPE 5,514 SF (5.00%)
PROVIDED LANDSCAPE 59,078 SF (53.57%)
- (g)(2)(A) STREET FRONTAGE SHADE TREES
1" SHADE TREES PER 10 LF FRONTAGE
INTERSTATE 20 FRONTAGE
405' = 40.5 = 41" SHADE TREES REQUIRED
10 43" SHADE TREES PROVIDED
5 - 3" CAL. TREES - FRONTAGE
7 - 4" CAL. TREES - COMMON DRIVE
- CLEAR FORK CIRCLE
591' = 59.1 = 60" SHADE TREES REQUIRED
10 60" SHADE TREES PROVIDED
(12 - 4" CAL. + 3 EXISTING)
- (g)(2)(B) STREET FRONTAGE ORNAMENTAL TREES
1" SHADE TREES PER 15 LF FRONTAGE
INTERSTATE 20 FRONTAGE
405' = 27" ORNAMENTAL TREES REQUIRED
15 27.5" ORNAMENTAL TREES PROVIDED
(11 - 2 1/2" CALIPER)
- CLEAR FORK CIRCLE
591' = 39.4 = 40" ORNAMENTAL TREES REQUIRED
15 40" ORNAMENTAL TREES PROVIDED
(16 - 2 1/2" CALIPER)

LANDSCAPE LEGEND

- COMMON BERMUDA SOD (CYNODON DACTYLON)
- SOD INSTALLATION NOTES:
- a. ALL SUBGRADE SHALL BE ACCEPTED AT ROUGH FINISH GRADE. IF ANY EXISTING VEGETATION IS EVIDENT, LANDSCAPE CONTRACTOR SHALL SPRAY AREA WITH BROAD SPECTRUM HERBICIDE APPLICATION TO REMOVE ANY VEGETATION.
 - b. AFTER APPROPRIATE TIME TO ENSURE A VEGETATION IS DEAD, TILL SUBGRADE AND RAKE SMOOTH, REMOVING ALL DEAD VEGETATION, STONES, CLOUDS AND DEBRIS.
 - c. SOD SHALL BE VIGOROUS, WELL-ROOTED AND SHALL BE DELIVERED AT A UNIFORM SOIL THICKNESS.
 - d. SOD SHALL BE LAID WITH ALTERNATING JOINTS.
 - e. ALL SOD SHALL BE ROLLED TO CONSISTENT SURFACE, FILLING JOINTS WITH COARSE SAND AS REQUIRED.
 - f. ALL SOD AREAS SHALL BE WATERED BY PERMANENT AUTOMATIC IRRIGATION SYSTEM.

appr. by:
drawn by:
date: 02-05-20

revisions
05-01-20



Leeming
Design Group
Landscape Architecture



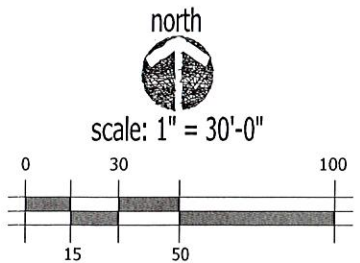
4913 Red Star Drive, Suite 101-B North Richland Hills, Texas 76180
(817) 377-0000 Fax (817) 377-0000
leemingdesigngroup.com

LANDSCAPE PLAN

RV CENTER
INTERSTATE 20 FRONTAGE ROAD
WILLOW PARK, TEXAS

file name:
c:\WillowPark-RV Center\Wg-base-WP-RV.dwg

sheet
1-1





CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 9, 2020	Department: Admin	Presented By: City Manager
--------------------------------------	-----------------------------	--------------------------------------

AGENDA ITEM: Consider all matters incident and related to requesting financial assistance from the Texas Water Development Board and authorizing the filing of an application for financial assistance, including the adoption of a resolution pertaining thereto

BACKGROUND:

The City of Willow Park has been working on and planning to resolve the long-standing issue of resolving the its Wastewater Treatment situation and remedies. After lengthy discussions on several options, with multiple entities, staff is recommending a new wastewater treatment plant at a location to be determined. Staff is recommending the City apply for a Clean Water State Revolving Fund Loan (CWSRF) through the Texas Water Development Board.

In summary, the CWSRF:

Not to exceed \$17M

Has the ability to roll in existing Wastewater Debt

Current Interest Rate is (0.17 / 20 years; 0.35 / 30 years)

New Plant will provide for buildout of Willow Park.

City currently has 800 sewer connections. Staff expects that number to nearly double in the coming years.

***To be clear, this is not an issuance of debt, nor an official notice of intent to issue debt. This is a resolution to apply for TWDB Funds.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

Authorizing Resolution

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

RESOLUTION NO. 2020-6

A RESOLUTION requesting financial assistance from the Texas Water Development Board; authorizing the filing of an application for assistance; and making certain findings in connection therewith.

WHEREAS, the City Council of the City of Willow Park, Texas (the "City"), hereby finds and determines that there is an urgent need for the City to construct improvements and extensions to the City's Sewer System, and such capital improvements cannot be reasonably financed without financial assistance from the Texas Water Development Board (the "Board"); now, therefore,

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

SECTION 1: An application is hereby approved and authorized to be filed with the Board seeking financial assistance in an amount not to exceed a total of \$17,000,000 to finance the costs of constructing improvements and extensions to the City's Sewer System, which may include refinancing existing debt related to eligible projects.

SECTION 2: The City Administrator and Mayor of the City shall be and are hereby designated to be the authorized representatives of the City for purposes of furnishing such information and executing such documents as may be required in connection with the preparation and filing of such application for financial assistance and the rules of the Board, including but not limited to any necessary engagement letters.

SECTION 3: The following firms and individuals are hereby authorized and directed to aid and assist the City in the preparation and submission of such application and to appear on behalf of and represent the City before any hearing held by the Board on such application, to wit:

Consulting Engineer:

Derek Turner, P.E.
Jacob & Martin, Ltd.
1508 Sante Fe Drive, Suite 203
Weatherford, Texas 76086
Email: adt@jacobmartin.com

Financial Advisor:

Erick Macha
Hilltop Securities Inc.
1201 Elm Street, Suite 3500
Dallas, Texas 75270
Email: erick.macha@hilltopsecurities.com

Bond Counsel:

Kristen Savant
Norton Rose Fulbright US LLP
2200 Ross Ave., Suite 3600
Dallas, Texas 75201
Email:
kristen.savant@nortonrosefulbright.com

SECTION 4: 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 5: This Resolution shall be in force and effect from and after its passage on the date shown below.

PASSED AND ADOPTED, this June 9, 2020.

CITY OF WILLOW PARK, TEXAS

Mayor

ATTEST:

City Secretary

(City Seal)



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 9, 2020	Department: Admin	Presented By: City Manager
--	-----------------------------	--------------------------------------

AGENDA ITEM:

Discuss and take action on CARES Act Resolution

BACKGROUND:

As part of a larger COVID-19 Relief initiative, the federal government has allocated approximately \$300,000 of funds for the City of Willow Park. The resolution will authorize the City Administrator to apply for the grant funds.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

Attached CRF Resolution

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

RESOLUTION 2020-5

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK
AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR GRANTS THROUGH THE
CORONAVIRUS RELIEF FUND ESTABLISHED BY THE CORONAVIRUS AID, RELIEF,
AND ECONOMIC SECURITY ACT.**

WHEREAS, Congress enacted the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) to provide much needed resources to help governments, businesses and individuals respond to the current pandemic; and

WHEREAS, within the CARES Act, the Coronavirus Relief Fund (“CRF”) was created to provide financial resources to state and local governments; and

WHEREAS, Texas has received approximately \$11.24 billion from the United States Department of Treasury for direct coronavirus related expenses based on the funding formula provided in the CARES Act, with 45 percent of the total \$11.24 billion state allocation, approximately \$5.06 billion, being made available to local governments, with approximately \$3.02 billion being paid to six cities and 12 counties in Texas with a population greater than 500,000 and \$1.85 billion being made available to the other 242 counties, and cities within those counties, that did not receive direct allocations from the Treasury Department; and

WHEREAS, pursuant to the allocation formula established by the CFR, Willow Park has been allocated \$303,325.00 under the CFR program based upon a \$55.00 per capita allocation; and

WHEREAS, the City Council desires to authorize the City Administrator to apply for grants under the CFR program for authorized program reimbursable costs and expenses; and

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

1. That the City Administrator is authorized, and given the legal authority, to, on behalf of the City of Willow Park, apply for grants under the CFR program; and
2. In applying for grants under the CFR program, the City Council hereby directs and authorizes the City Administrator to act pursuant to, and in compliance with, the terms, understandings and assurances of the CFR program as set forth in the CRF Terms and Conditions, as may be amended, and to act in connection with the application and to provide such additional information as may be required; and

PASSED AND APPROVED THIS ____ DAY OF JUNE, 2020.

Doyle Moss, Mayor
City of Willow Park

ATTEST:

Alicia Smith, City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 6-9-2020	Department: Development Services	Presented By: Bernie Parker
----------------------------------	--	---------------------------------------

AGENDA ITEM:

Discussion: Pacheco Koch presentation on the progress of Cross Timbers Park
(Playground and Trail Addition)

BACKGROUND:

As of May 2020, we are currently at 90% Construction Documents (Plans) for the Cross Timbers Park.

****** Staff will provide Pacheco Koch's Presentation on 6-8-2020******

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

1. Pacheco Koch Presentation

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 09, 2020	Department:	Presented By: Bryan Grimes
--------------------------------	-------------	-------------------------------

AGENDA ITEM:

8. Discussion only: 2020-2021 budget calendar.

BACKGROUND:

There will be a discussion on dates and deadlines for the upcoming budget discussions and votes.

Please have dates that you will be available in August and September.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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

12/6/2018