



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, April 9, 2019 at 7:00 p.m.**

Call to Order

Invocation & Pledge of Allegiance

Clark Boshier, Pastor, Willow Park Baptist Church, will lead the invocation and pledge.

Presentations & Proclamations

Domestic Violence Awareness

Autism Awareness

Friendship

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 – March 12 & March 25, 2019

Regular Agenda Items

1. Discussion/ Action: To consider and take action on a request to rezone from PD-EC Planned Development-Event Center to PD-SF Planned Development-Single Family, 11.79-acre tract of land being part of a 140.3-acre tract of land A McCarver Survey, Abstract 910, the W. Franklin Survey, Abstract 468, the I. Hendley Survey, Abstract 619, the M. Edwards Survey, Abstract 1955, and the J. Froman Survey, Abstract 471, all in Parker County, Texas, being a portion of the certain tract described in DOC. # 201612056, Official Public Records, Parker County, Texas. Located north of I-20 Service Road between Kings Gate Road and Crown Pointe Blvd.
 - a. Open Public Hearing
 - b. Close Public Hearing
 - c. Adopt Ordinance 790-19
2. Discussion/ Action: To consider and take action on a request to rezone from PD-C Planned Development- Commercial and PD-SF Planned Development- Single Family District to PD-EC Planned Development - Event Center District, 15.30 acre tract of land being part of a 140.3 acre tract of land A. McCarver Survey, Abstract 910, The W. Franklin Survey, Abstract 468, the I. Hendley Survey, Abstract 619, The M. Edwards Survey, Abstract 1955, and the J. Froman Survey, Abstract 471 all in Parker County, Texas, being a portion of the certain tract described in DOC# 201612056, Official Public Records, Parker County, Texas. Located north of I-20

Service Rd south of Crown Road, between Kings Gate Road and Crown Pointe Blvd.

- a. Open Public Hearing
 - b. Close Public Hearing
 - c. Adopt Ordinance 791-19
3. Discussion/ Action: To consider and take action on a Site Plan for Lot 11 R1, Block B, Crown Pointe Addition, located at 480 Shops Blvd.
4. Discussion/ Action: To consider and take action on approval of the Fiscal Year 2017-2018 audit.
5. Discussion/ Action: To consider and take action on adopting a drought contingency plan.
6. Discussion/ Action: To consider and take action on an appointment to the Parks Board.
7. Discussion/ Action: To consider and take action on an Automatic Aid Agreement between Willow Park Fire/Rescue Department and Weatherford Fire Department.
8. Discussion/ Action: To consider and take action on the purchase of open records request software.
9. Discussion/ Action: To consider and take action on the approval of a special event permit on the inaugural "Touch a Truck" Event.

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

Informational

A. Mayor & Council Member Comments

B. City Manager's Comments

- a. Update on street repair
- b. Update on water line replacement

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 January 4, 2019 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 fax (817) 441-6900 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



PROCLAMATION

WHEREAS, Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and impacts every person in this community; and

WHEREAS, the goal is to raise public awareness about sexual violence and educate communities on how to prevent it; and

WHEREAS, Child sexual abuse prevention must be a priority to confront the reality that one in six boys and one in four girls will experience sexual assault before age 18; and

WHEREAS, on campus, one in five women and one in 16 men are sexually assaulted during their time in college; and

WHEREAS, the theme of this year's Sexual Assault Awareness Month campaign is "I Ask." A campaign that champions the power of asking for consent. The goal of the campaign is to empower everyone to put consent into practice. I Ask is the statement by which individuals will demonstrate that asking for consent is a healthy, normal, and necessary part of everyday interactions.

NOW, THEREFORE, I Doyle Moss, Mayor of the City of Willow Park, Texas, do hereby proclaim the month of April as:

Sexual Assault Awareness Month

in the City of Willow Park and join advocates in communities across the country in taking action to prevent sexual violence.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Willow Park to be affixed this the 9th day of April, 2019.

Doyle Moss, Mayor



PROCLAMATION

WHEREAS, Autism Spectrum Disorders or ASD is a developmental disability that can cause significant social, communication and behavioral challenges; and

WHEREAS, more than 3.5 million Americans live with an autism spectrum disorder; and

WHEREAS, Autism is the fastest growing developmental disorder, yet also the most underfunded; and

WHEREAS, autism affects not only the diagnosed individual but the entire family and the community at large;

NOW, THEREFORE, I Doyle Moss, Mayor of the City of Willow Park, Texas, do hereby proclaim the month of April as:

Autism Awareness Month

in the City of Willow Park and encourage all citizens to become educated about autism and support non-profit organizations who bring hope to all who struggle with this disorder.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Willow Park to be affixed this the 9th day of April, 2019.

Doyle Moss, Mayor



PROCLAMATION

WHEREAS, friendship among people of cities is a great force in creating peace, tranquility, harmony and understanding; and

WHEREAS, the Cities of Fort Worth, Weatherford, Hudson Oaks and Willow Park, through their Councils, and in the establishment of multiple inter-local and mutual aid agreements, have established a lasting friendship between our communities; and

WHEREAS, the staff and City Councils of these Cities have worked together to bridge distances and differences for the betterment of their communities; and

WHEREAS, The City of Willow Park would like to continue this relationship in the hope of a progressive and prosperous future for all communities involved.

NOW, THEREFORE, I Doyle Moss, Mayor of the City of Willow Park, Texas, do hereby extend the hand of friendship to the Cities of Fort Worth, Weatherford and Hudson Oaks.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Willow Park to be affixed this the 9th day of April, 2019.

Doyle Moss, Mayor



City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, March 05, 2019 at 7:00 p.m.

Call to Order

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

Present:

Mayor Doyle Moss

Councilmember Eric Contreras

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Lea Young

Councilmember Gary McKaughan

Staff Present:

City Manager Bryan Grimes

City Attorney Pat Chesser

City Secretary Alicia Smith

Invocation & Pledge of Allegiance

Mayor Moss called for a moment of silence.

Councilmember Eric Contreras led the pledge of allegiance.

Public Comments

None

Consent Agenda

A. Approve City Council Meeting Minutes – February 12, 2019

Motion was made by Councilmember Young

To approve the minutes from the February 12, 2019, council meeting.

Seconded by Councilmember Runnebaum.

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

Motion passed with a vote of 5-0

Public Hearing

Public hearing on the Proposed Drought Contingency Plan.

a. Open Public Hearing

b. Close Public Hearing

Public Hearing was opened at 7:01 pm.

No one signed in to speak.

Public Hearing was closed at 7:03 pm

Regular Agenda Items

- 1. Discussion/ Action: To consider and take action on a request to rezone from PD-EC Planned Development-Event Center to PD-SF Planned Development-Single Family, 11.79-acre tract of land being part of a 140.3-acre tract of land A McCarver Survey, Abstract 910, the W. Franklin Survey, Abstract 468, the I. Hendley Survey, Abstract 619, the M. Edwards Survey, Abstract 1955, and the J. Froman Survey, Abstract 471, all in Parker County, Texas, being a portion of the certain tract described in DOC. # 201612056, Official**

Public Records, Parker County, Texas. Located north of I-20 Service Road between Kings Gate Road and Crown Pointe Blvd.

- a. Open Public Hearing**
- b. Close Public Hearing**
- c. Adopt Ordinance 790-19**

This item was tabled until the April 9, 2019, meeting.

- 2. Discussion/ Action: To consider and take action on a Site Plan for 2 Commercial/ Office Buildings on Lot 8R1, 8R2; Block B Crown Pointe Addition, located at 400 and 410 Shops Blvd.**

Motion made by Councilmember Runnebaum

To approve a Site Plan for 2 Commercial/ Office Buildings on Lot 8R1, 8R2; Block B Crown Pointe Addition, located at 400 and 410 Shops Blvd.

Seconded by Councilmember Young.

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

Motion passed with a vote of 5-0

- 3. Discussion/ Action: To consider and take action on a Site Plan for a Commercial Building on Lot 1 R-2, Block 1, The Village at Willow Park, located in the 103 Willow Bend Dr.**

Motion made by Councilmember Runnebaum

To approve a Site Plan for a Commercial Building on Lot 1 R-2, Block 1, The Village at Willow Park, located in the 103 Willow Bend Dr.

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0

4. Discussion/ Action: To consider and take action on Public Safety Building furniture.

Motion made by Councilmember Runnebaum

To approve an additional \$42,000 to adequately cover the costs of furnishing the new Public Safety Building.

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0

5. Discussion/ Action: To consider and take action on a Resolution to sell surplus Fire Department Equipment.

Motion made by Councilmember Young

To approve 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.

Seconded by Councilmember Fennell

Aye votes: Councilmember Contreras, Fennell, Runnebaum, Young and McKaughan.

Motion passed with a vote of 5-0.

6. Discussion/ Action: To consider and take action on setting a date and time for the next council meeting.

Motion was made by Councilmember Fennell

To make the next council meeting on April 9, 2019 at 7pm

Seconded by Councilmember McKaughan

Aye votes: Councilmember Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

Council adjourned to Executive Session at 7:18 pm

Council reconvened into Regular Session at 8:06 pm

Motion was made by Councilmember Runnebaum

To reopen item 6, setting a date and time for the next meeting.

Seconded by Councilmember Young

Aye votes: Councilmember Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

Motion made by Councilmember McKaughan

To call a Special Meeting of the City Council for Monday, March 25, 2019, at 7pm

Seconded by Councilmember Runnebaum

Aye votes: Councilmember Contreras, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

Adjournment

Motion was made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Fennell

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

Motion passed with vote of 5-0

Meeting was adjourned at 8:08 PM

APPROVED:

Doyle Moss, Mayor
City of Willow Park, Texas

ATTEST:

Alicia Smith, City Secretary
City of Willow Park, Texas



City of Willow Park
Regular Council Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Monday, March 25, 2019 at 7:00 p.m.

Call to Order

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

Determination of Quorum

Present:

Mayor Doyle Moss
Councilmember Eric Contreras
Councilmember Amy Fennell
Councilmember Greg Runnebaum
Councilmember Lea Young
Councilmember Gary McKaughan

Staff Present:

City Administrator Bryan Grimes
City Secretary Alicia Smith
City Attorney Pat Chesser

Regular Agenda Items

Mayor Moss moved Item 3 to be considered first.

3. Discussion/ Action: To consider and approve council chamber technology upgrades.

Motion Made by Councilmember Young

To approve a bid from Maverick Services for technology upgrades in the council chambers,

Seconded by Councilmember Fennell

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

Motion passed with a vote of 5-0

Executive Session

Council adjourned into executive session at 7:08 PM.

To consider the following items:

1. Legal issues regarding wholesale water purchase agreement with the City of Fort Worth.
2. Legal issues regarding the revised Agreement for Funding, Construction and Maintenance of Water Supply Facilities with the City of Hudson Oaks.

Council reconvened into Regular Session at 7:36PM

- 1. Discussion/Action: To consider and approve a wholesale water purchase agreement with the City of Fort Worth.**

Motion made by Councilmember Young

To approve a wholesale water purchase agreement with the City of Fort Worth, subject to the finalization of exhibit F..

Seconded by Councilmember Fennell

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

Motion passed with a vote of 5-0

- 2. Discussion/Action: To consider and approve a revised Agreement for Funding, Construction and Maintenance of Water Supply Facilities with the City of Hudson Oaks.**

Motion made by Councilmember Young

To approve a revised Agreement for Funding, Construction and Maintenance of Water Supply Facilities with the City of Hudson Oaks.

Seconded by Councilmember Contreras

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

Motion passed with a vote of 5-0

Adjournment@ 7:42 pm

Motion made by Councilmember McKaughan

To adjourn

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0

APPROVED:

Doyle Moss, Mayor
City of Willow Park, Texas

ATTEST:

Alicia Smith TRMC, CMC
City Secretary
City of Willow Park, Texas



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: June 26, 2018	Department: Development Services	Presented By: Betty Chew
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AGENDA ITEM: 1

Zoning change request to rezone to “PD” Planned Development District – Single Family, 11.79 acre tract of land being part of a 140.3 acre tract of land the A. McCarver Survey, Abstract 910, the W. Franklin Survey, Abstract 468, the I. Hendley Survey, Abstract 619, the M. Edwards Survey, Abstract 1955, and the J. Foreman Survey, Abstract 471, City of Willow Park, Parker County, Texas located north of I-20 Service Road between Kings Gate Road and Crown Pointe Blvd.

BACKGROUND:

This zoning change request is for 11.79 acres of the 140.3 acre Planned Development approved by Council on October 25, 2016. (See Exhibit A) The 11.79 acres “Tract 5” was zoned for an Event Center. The owner is requesting “Tract 5” be zoned Single-Family. (See Exhibit B) The base zoning district for the single family (SF) planning area is “R-5” Single-Family Medium Density District. This will zone 41.4 acres (97 units) for single-family detached homes.

The property is located in Planning Area 3 which is situated along Interstate 20 making the area attractive for commercial and retail uses. Medical facilities are located on the western side of the area. The former race track, a part of this development, is also located in this planning area as well as a large floodplain which runs north and south through the area. The floodplain is proposed to be developed as a greenbelt which will enhance the open space for the existing and proposed residential and commercial development. Due to the areas visibility along Interstate 20, a more compact area of mixed-use retail, office and residential development as proposed will be suitable.

The Future Land Use Plan identifies this area as the Town Center. The town center is a mixed-use area of the community that will include a wide array of land use types. The new development in the Interstate 20 and Crown Pointe Blvd. area is establishing a common design and development theme which can carry through into this area. Shopping and dining are key components to this urban center. Residential uses, such as quality multifamily units and townhomes, are appropriate uses for the area. Design within the Town Center should focus on internal and external connectivity by providing connections to adjacent neighborhoods. A significant area of floodplain runs through the heart of this development and the Town Center District. While development within the area can be difficult, the open space will be used to facilitate the larger urban center district. Utilizing the open space of the greenbelt area will serve as an amenity which will help to make the town center a place not only for the residents of the area but the entire community and visitors. The Town Center will continue to have a residential component. This residential component, is essential to the area. The Future Land Use Plan provides for higher quality multifamily units in the urban core with higher densities.

The owner has submitted a Zoning Change application (February 22, 2019) to rezone Tract 7 (2.77 ac) and Tract 8 (12.51 ac) from Commercial and Single Family to Event Center. The Zoning Application is scheduled for Public Hearing March 26, 2019.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff supports a recommendation for approval of the zoning request for “PD” Planned Development District/”SF” Single Family District zoning subject to the regulations approved with the PD.

The proposed use is in compliance with the Comprehensive Plan.

The Planning and Zoning Commission voted 5-0 to rezone the property to “PD-SF” Planned Development Single Family District.

EXHIBITS:

PD Concept Plan EXHIBIT “A”

PD Concept Plan EXHIBIT “B”

PD Development Zoning Regulations

Ordinance 790-19

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



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

PLANNED DEVELOPMENT APPLICATION

Name of Applicant/Company: Willow Park North LLC / WPD Trinity LLC Phone: (817) 850-3600
Address of Applicant: 17018 IH 20 Cisco Tx 76437
Applicant's Fax: () Email: Kyle.Wilks@wilksdevelopment.com
Property Owner's Name: SAME AS APPLICANT Phone: ()
Owner's Address: _____
Owner's Fax: () Email: _____
Engineer's Name: JORDAN ENGINEERING, LLC Phone: (817) 319-9931
Engineer's Address: 211 HUDSON OAKS DR HUDSON OAKS TX 76087
Engineer's Fax: () N/A Email: jbishop@jordanengineer.com
Location of Property: NORTH OF IH-20, WEST OF KINGS GATE RD
Legal Description of Property: _____
Project Name: WILLOW PARK NORTH
Brief Description of Project: MIXED USE DEVELOPMENT
Existing Zoning: PD Existing Use: _____ Existing Acres: 140.50² Existing Lots: _____
Intended Use of property: ☒ Residential ☒ Commercial
Proposed Lots: _____ # Proposed Units: _____

Application Fee: \$150.00

Signature of Owner: _____

Before me, the undersigned authority, on this day personally appeared _____, know to me by the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this _____ day or _____, 20____.

NOTARY PUBLIC:

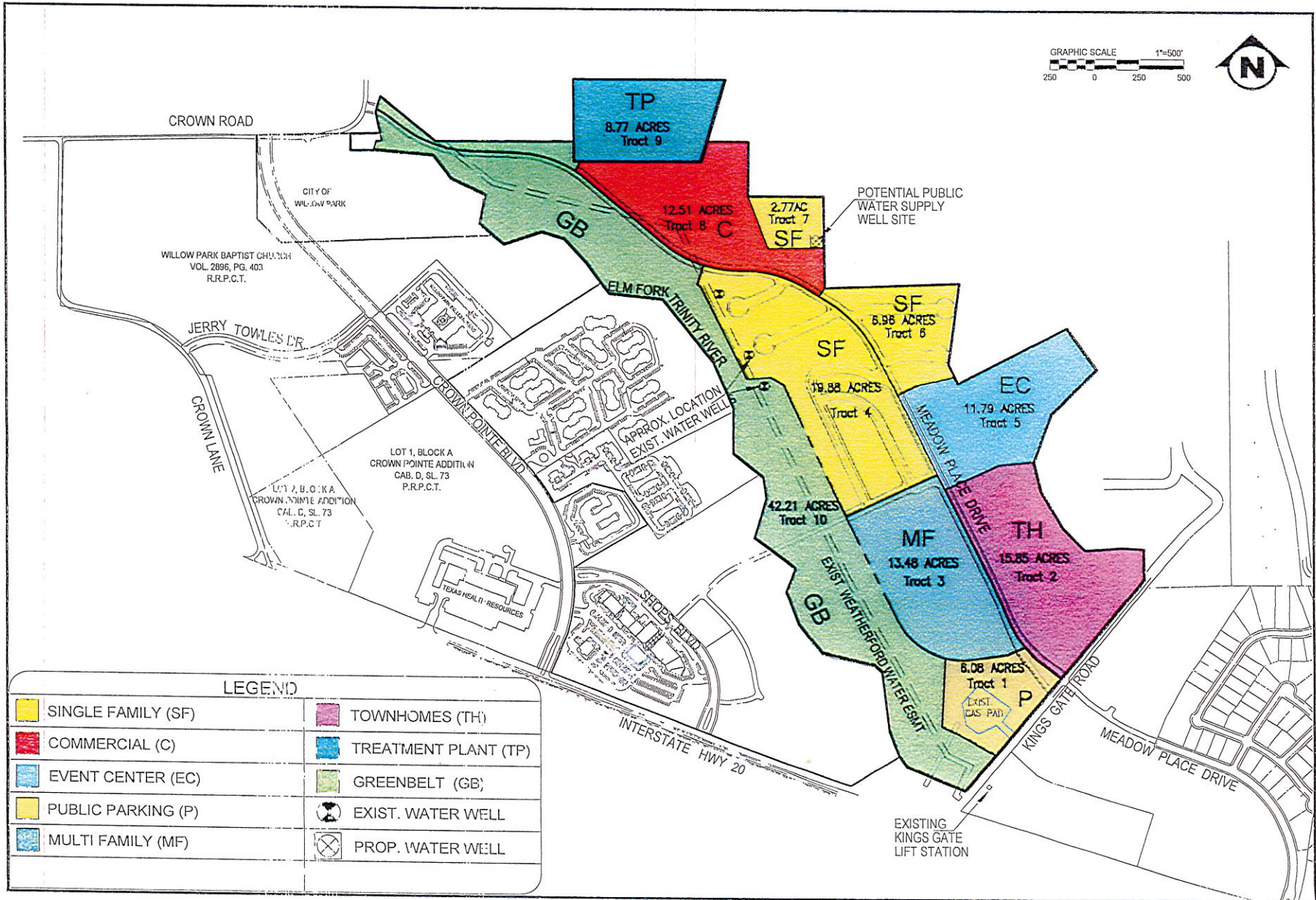
For Office Use Only

Total Fees: _____

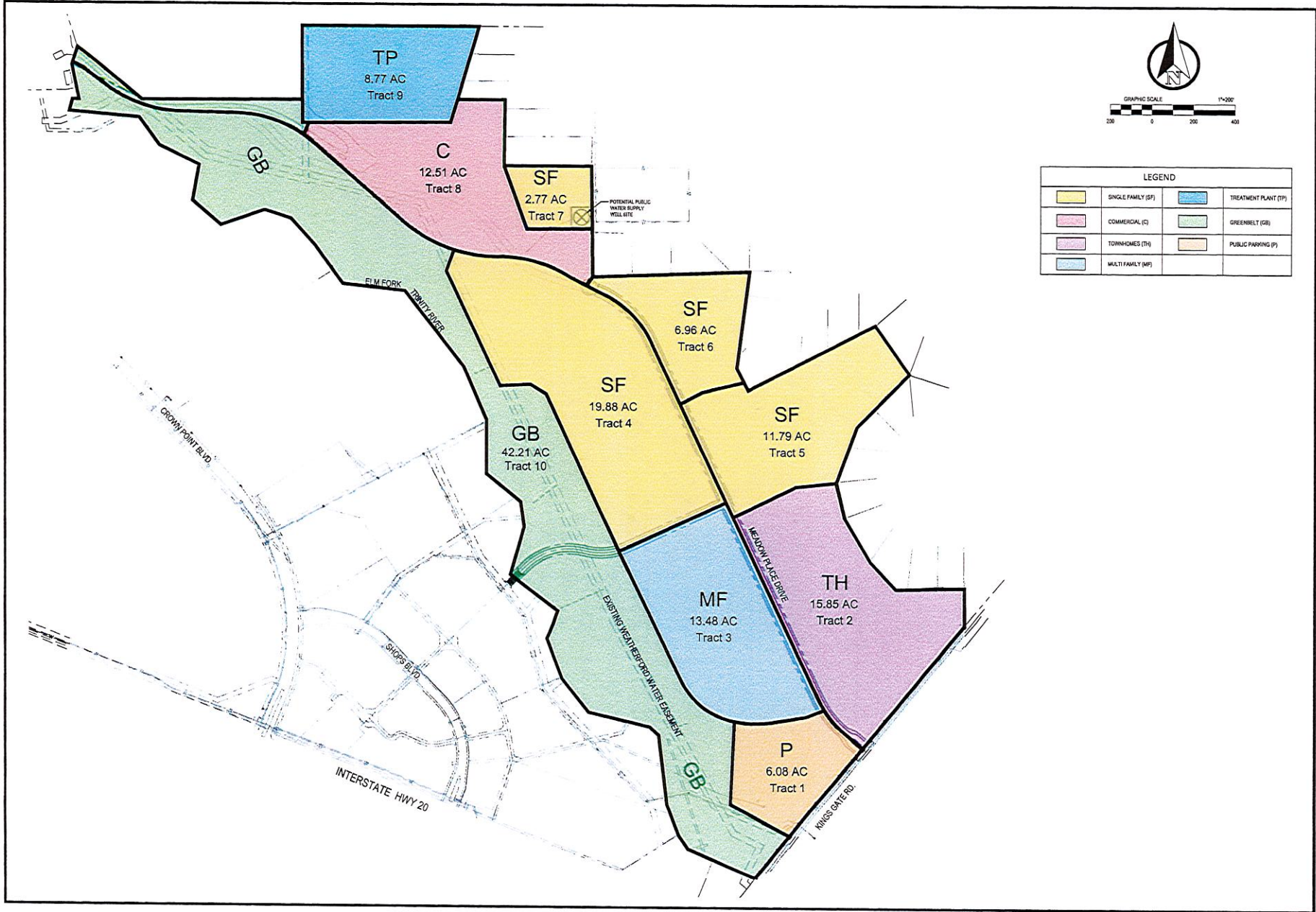
Payment Method: _____

Submittal Date: _____

Accepted By: _____



PROJECT No		9363
DESIGN:		PHD
DRAWING:		PHD
CHECKED:		CFS
DATE:	AUGUST 2016	
SHEET		
1.0		



REVISION SCHEDULE		DESIGN INFORMATION	
REV. NO.	DESCRIPTION	DATE	

JE JORDAN ENGINEERING, LLC <small>12324 AUTUMN LEAVES TRAIL FORT WORTH, TEXAS 76244 TELEPHONE: 817.336.1111 FAX: 817.336.1112 WWW.JEJORDAN.COM</small>		PD CONCEPT PLAN WILLOW PARK NORTH CITY OF WILLOW PARK, PARKER COUNTY, TEXAS
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DESIGN: MJB	DATE: MAY 2018
DRAWN: CB	SHEET #
CHECKED: MJB	

CLIENT #: 005 JOB #: 1706

Planned Development District Zoning Regulations

1. Definitions.

- a. Accessory use means any use that is customarily incidental to the primary use of the property on which it is located. An accessory use may include accessory buildings and structures. Amenity centers and clubhouses are accessory uses to single family detached development, and may be located on separate platted lots. No accessory use shall be construed as allowing articles or material to be in the open or on the outside of the building.
- b. Concept Plan means the Concept Plan attached as Exhibit A, as amended in accordance with Section 3.
- c. Event center means a facility that may include some or all of the following types of uses: event space for weddings, meetings, parties, and other types of events; meeting rooms; game courts; fitness center/gym; swimming pools; athletic fields and facilities; childcare, dining; catering kitchen; spa facilities and services; and other similar uses.
- d. Property means the property depicted and described on Exhibit B.
- e. Public parking means parking available to the public that may be used to satisfy the parking requirement for a use located within or outside of the boundaries of this planned development district. Public parking may also provide excess parking that is not required by the Zoning Ordinance.
- f. Townhome means a single family dwelling unit horizontally attached to another dwelling unit by a common wall. Townhomes may be located on the same platted lot or on separate platted lots. The term townhome does not include a dwelling unit located above another dwelling unit.
- g. Zoning Ordinance means Ordinance No. 244-88 adopted by the Willow Park City Council on October 11, 1988.

2. Applicable Regulations. Development and use of the Property shall comply with the Zoning Ordinance, as amended by Ordinance No. ____ establishing these planned development district zoning regulations. In the event of a conflict between the Zoning Ordinance or any other City ordinance, rule, or regulation and these planned development district zoning regulations, these planned development district zoning regulations shall control. With the exception of the Zoning Ordinance and these planned development district zoning regulations, no other zoning regulations shall apply to the development or use of the Property.

3. Concept Plan; Future Approvals.

- a. Development and use of the Property shall comply with the Concept Plan.

- b. The Concept Plan may be amended from time to time provided each planning area shown on the Concept Plan maintains roadway contiguity as shown on the original Concept Plan attached as Exhibit A. City approval of a plat confirms the Concept Plan amendment. Once the city approves the plat, the Concept Plan attached as Exhibit A is automatically amended consistent with the approved plat.
 - c. Any revision to the Concept Plan that does not meet the requirements of Section 3(b) shall constitute a zoning amendment that requires compliance with the procedures for a change in zoning.
 - d. When the Concept Plan is amended pursuant to Section 3(b), the developer shall file a copy of the updated Concept Plan that includes the date of the amendment with the Community Development Department and the City Secretary, and a copy of the amended plan shall be included in the City's official files for this planned development district.
 - e. With the exception of amended Concept Plans, which shall be governed exclusively by Sections 3(b)-(d), there shall be no requirements for approval of site plans, concept plans, or development plans referenced in the Zoning Ordinance. The Building Official shall issue a building permit if the permit application demonstrates compliance with these planned development district zoning regulations.
4. Base Zoning Districts. Each planning area shown on the Concept Plan shall have a base zoning district as follows:
- a. The base zoning district for the single family (SF) planning area shall be "R-5" Single-Family High Density District.
 - b. The base zoning district for the commercial (C) planning area shall be "C" Commercial District.
 - c. The base zoning district for the event center (EC) planning area shall be "C" Commercial District.
 - d. The base zoning district for the public parking (P) planning area shall be "C" Commercial District.
 - e. The base zoning district for the multi-family (MF) planning area shall be the "R-3" Multifamily District.
 - f. The base zoning district for the townhome (TH) planning area shall be "R-5 Single-Family High Density District.
 - g. The base zoning district for the treatment plant (TP) planning area shall be "C" Commercial District.

- h. The base zoning district for the greenbelt (GB) planning area shall be "FP" Flood Plain District.

5. Permitted Uses.

- a. In the single family (SF) planning area, the following uses are permitted by right: single family detached homes and accessory uses.

- b. In the commercial (C) planning area, the following uses are permitted by right:

- Accessory uses.
- Amphitheater
- Antique shops
- Assisted living or skilled nursing facility
- Athletic facility, which may include athletic fields for football, soccer, baseball, and other sports
- Bakeries
- Banks, financial institutions
- Barber and beauty shops
- Bicycle sales and service
- Book and stationery stores, newsstands
- Business college and private school facilities
- Caterer or wedding service
- Cigar or tobacco stores
- Cleaning, pressing and laundry collection
- Confectioner stores
- Copy center
- Custom dressmaking or millinery shops
- Day care nursery or pre-school
- Drug stores, health product stores
- Dry good, variety, notion stores
- Event center
- Express offices
- Fitness center, gym
- Florist, jewelry, and gift shops
- Grocery stores, vegetable and meat markets
- Hardware store
- Health and medical products for personal use
- Horse stables
- Hotel and/ or motel
- Household and office furniture
- Imaging or x-ray center
- Laboratory test facilities
- Lodge & Civic clubs
- Medical provider offices (doctor, dentist, vision, chiropractic, and other)

- Medical supplies
 - Movie Theater
 - Musical instrument sales and supplies
 - New Car sales
 - Optometry facility
 - Pawnshops
 - Personal services
 - Pet shop and related sales
 - Photograph, portrait, camera shops and photo-finishing
 - Physical therapy facility
 - Professional offices (engineering, accounting, attorney, insurance, and other)
 - Public parking
 - Radio and television sales and servicing
 - Real estate offices
 - Restaurants, cafes, cafeterias, delicatessen (with or without drive-thru windows or drive-ins)
 - Retail stores (no limitation on type or size)
 - Services, personal (salons, spas, licensed massage providers, and similar service uses)
 - Service stations (no repair work)
 - Shoe repair
 - Small animal hospital with no outside kennels
 - Tailor, clothing or apparel shops
 - Temporary concrete or asphalt batch plant during construction on the Property
 - Temporary construction offices and trailers
 - Temporary sales or leasing offices
 - Theater
- c. In the event center (EC) planning area, the following uses are permitted by right: an event center, public parking, and accessory uses.
- d. In the public parking (P) planning area, the following use is permitted by right: public parking, food trucks, and outdoor dining areas.
- e. In the multi-family (MF) planning area, the following uses are permitted by right: multi-family, single family detached homes and accessory uses. A maximum of 208 multi-family dwelling units are permitted in the multi-family (MF) planning area.
- f. In the townhome (TH) planning area, the following uses are permitted by right: townhomes, single family detached homes, and accessory uses. A maximum of 110 townhomes are permitted in the townhome (TH) planning area.

- g. In the treatment plant (TP) planning area, the following uses are permitted by right: a public wastewater treatment plant, public parking, food trucks and outdoor dining areas, and accessory uses.
- h. In the greenbelt (GB) planning area, the following uses are permitted by right: open space (passive or active), including horseback riding, hike and bike trails, parks, accessory uses, public parking, and food trucks and outdoor dining areas.

6 Development Standards. Development of the Property shall be subject to the development standards for the applicable base zoning district, as set forth in the Zoning Ordinance, except as follows:

- a. Single family detached homes may be developed pursuant to the following standards that shall be the exclusive lot size, density, setback, building height, lot coverage, and living area requirements for a single family detached home:

- i. Minimum lot size: 5,000 square feet
- ii. Minimum lot width: 50 feet
- iii. Minimum lot depth: 100 feet
- iv. Minimum front yard setback: 15 feet. A corner lot shall be deemed have one front yard, which shall be the yard with the least street frontage.
- v. Minimum side yard setback: 5
- vi. Minimum rear yard setback: 20
- vii. Maximum lot coverage: 45 percent (includes the footprint of all enclosed buildings on a lot)
- viii. Maximum building height: 35 feet and two stories unless sprinklers installed then 50 feet and three stories
- ix. Maximum number of single family detached homes within the Property:
97
- x. Minimum gross living area per dwelling unit: 2,200 square feet
- xi. Front entry garages are permitted.

- b. Townhomes may be developed pursuant to the following standards that shall be the exclusive lot size, setback, building height, density, lot coverage, and living area requirements for a townhome:

- i. Minimum lot size: 1,600 square feet
- ii. Minimum lot width: 20 feet

- iii. Minimum lot depth: 80 feet
 - iv. Minimum front yard setback: 10 feet. A corner lot shall be deemed have one front yard, which shall be the yard with the least street frontage.
 - v. Minimum side yard setback: none, except a minimum five foot side setback is required on a corner side yard that abuts a street
 - vi. Minimum rear yard setback: none
 - vii. Minimum setback from the boundary of the townhome (TH) planning area: 20 feet
 - viii. Maximum lot coverage: none
 - ix. Maximum building height: 35 feet and two stories unless sprinklers installed then 50 feet and three stories
 - x. Maximum density: ten dwelling units per gross acre
 - xi. Minimum gross living area per dwelling unit: 1,200 square feet
- c. Front and rear yard setbacks in the commercial (C) planning area and the event center (EC) planning area shall be a minimum of 20 feet.
 - d. The front yard setback shall apply based on the zoning of the lot, regardless of whether property along a block face is split by two or more zoning districts that require different front yard setbacks.
 - e. Setbacks and building lines shall not be required on plats.
 - f. There shall be no requirement for garages to be provided for multifamily development.
7. Development Matrix. With each plat approval and building permit issuance, the developer shall submit an updated matrix that tracks the total number of single family detached homes, townhomes, and multi-family dwelling units to establish ongoing compliance with the requirements of these planned development district zoning regulations.
 8. Overlay Districts. No overlay zoning district regulations shall apply to the Property, including, but not limited to, the I-20 overlay district regulations.
 9. Existing Stables. Stables and restroom buildings in existing at the time of the establishment of this planned development zoning district are not subject to the exterior construction requirements of the Zoning Ordinance or any minimum setback requirements.

10. Landscaping. The City Manager may approve an alternative landscape plan for a platted lot provided the alternative plan meets or exceeds the total amount of landscaping required by the Zoning Ordinance for that lot. If the City Manager does not approve a request for an alternative landscape plan within 30 days after the alternative landscape plan is submitted to the City, the City Manager shall place the request on the Planning and Zoning Commission's agenda for consideration at its next regularly scheduled meeting following the end of such 30-day period. The P&Z may approve the request if the P&Z finds that the alternative plan meets or exceeds the total amount of landscaping required by the Zoning Ordinance. The decision of the P&Z shall be final.
11. Signs. The City Manager may approve an alternative sign plan for a platted lot provided the alternative plan meets the spirit and intent of the City's sign ordinance. If the City Manager does not approve a request for an alternative sign plan within 30 days after the alternative sign plan is submitted to the City, the City Manager shall place the request on the Planning and Zoning Commission's agenda for consideration at its next regularly scheduled meeting following the end of such 30-day period. The P&Z may approve the request if the P&Z finds that the alternative sign meets the spirit and intent of the City's sign ordinance. The decision of the P&Z shall be final.
12. Fencing. Perimeter fencing is not required.
13. Parking. Required parking spaces may be located at any location within the Property, including within the floodplain. Required parking spaces are not required to be located on the same platted lot as the use that the parking serves.
14. Sidewalks. Public sidewalks shall be constructed adjacent to all public roadways within the Property at the time a builder constructs a building on the adjacent private lot. In residential areas, sidewalks are required on only one side of the street. Sidewalks shall be located within the public right-of-way and maintained by the City. Sidewalks shall be a minimum of five feet in width with 4-inch thick concrete and otherwise constructed in accordance with the City's standard specifications.
15. Hike and Bike Trail; Open Space.
 - a. A hike and bike trail that is a minimum of three feet in width and a maximum of 11 feet in width shall be constructed within the greenbelt (GB) planning area shown on the Concept Plan. The trail shall be constructed of crushed granite or hot mix asphaltic or concrete. Construction of the trail shall be phased with the development, and shown on each final plat. At the developer's written request and after a final plat for at least 80 percent of the Property has been recorded, the developer will dedicate by separate instrument some or all of the greenbelt (GB) planning area shown on the Concept Plan, including the hike and bike trail and public parking areas, and City will accept and maintain the dedicated area and improvements. The dedicated area may, at the developer's option, include lakes.

- b. With the exception of the areas referenced in Section 15(a) that will be dedicated to the City, all other open space designed on a recorded final plat shall be privately owned and maintained by a property owners association.
 - c. There are no park land dedication, park fee, or open space requirements applicable to this Property.
16. Storm Water. Storm water from the Property shall be discharged directly into the Clear Fork of the Trinity River. Storm water detention and retention are not required for the development of the Property.
17. Streets.
- a. Private street improvements will be designed to standards approved by an engineer licensed by the State of Texas.
 - b. All street and driveway connections to the I-20 service road are exclusively within the jurisdiction of the Texas Department of Transportation, and TxDOT shall be responsible for all permitting and regulatory control over such connections.

CITY OF WILLOW PARK

ORDINANCE 790-19

AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS, PROVIDING FOR A ZONING CHANGE FROM: PD-EVENT CENTER TO PD-SINGLE FAMILY, 11.79 ACRE TRACT OF LAND OUT OF THE W. FRANKLIN SURVEY, ABSTRACT NO. 468 AND THE M. EDWARDS SURVEY, ABSTRACT NO. 1955, PARKER COUNTY, TEXAS; BEING A PORTION OF THAT CERTAIN TRACT 1 AS DESCRIBED IN DOC. NO. 201612054 O.P.R.P.C.T., BEING A PORTION OF LOT 1, BLOCK 1, TRINITY MEADOWS, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; 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 211 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, WPD Trinity, LLC (Owner) has applied for a change in zoning for that certain 11.79 tract of land, more fully described by metes and bounds in Exhibit "A", attached hereto, from PD- Event Center District classification and use designation to PD- Single Family District; and,

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

WHEREAS, 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 PD- Events Center District to PD-Single Family District Classification and 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
9th, day of April, 2019.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

The Willow Park City Council in acting on Ordinance No. 790-19 did on the 9th day of April, 2019, vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss, Mayor	_____	_____	_____
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 AN 11.797 ACRES TRACT OF LAND OUT OF THE W. FRANKLIN SURVEY, ABSTRACT NO. 468 AND THE M. EDWARDS SURVEY, ABSTRACT NO. 1955, PARKER COUNTY, TEXAS; BEING A PORTION OF THAT CERTAIN TRACT 1 AS DESCRIBED IN DOC. NO. 201612054 O.P.R.P.C.T., BEING A PORTION OF LOT 1, BLOCK 1, TRINITY MEADOWS, AN ADDITION TO THE CITY OF WILLOW PARK, PARKER COUNTY, TEXAS; ACCORDING TO PLAT RECORDED IN PLAT CABINET A, SLIDE 740, PLAT RECORDS, PARKER COUNTY, TEXAS; BEING FURTHER DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A FOUND 1/2" IRON ROD AT THE SOUTHEAST CORNER OF LOT 1, BLOCK 9, AND THE SOUTHWEST CORNER OF LOT 16, BLOCK 8, WILLOW WOOD ADDITION AS RECORDED IN V. 361, P. 32, P.R.P.C.T., FOR THE MOST NORTHERN AND BEGINNING CORNER OF THIS TRACT.

THENCE ALONG SAID WILLOW WOOD ADDITION THE FOLLOWING COURSES AND DISTANCES: S 35°01'38" E 288.36 FEET TO A FOUND 5/8" IRON ROD FOR THE MOST EASTERN CORNER OF SAID DOC. NO. 201612054 AND OF THIS TRACT. S 44°36'33" W 363.88 FEET TO A FOUND 1/2" IRON ROD FOR A CORNER OF THIS TRACT.

S 20°01'39" W 285.41 FEET TO A FOUND 1/2" IRON ROD FOR THE SOUTHEAST CORNER OF THIS TRACT.

HENCE OVER AND ACROSS SAID DOC. NO. 201612054 THE FOLLOWING COURSES AND DISTANCES:

S 83°23'44" W 195.96 FEET TO A POINT FOR A CORNER OF THIS TRACT.

S 63°48'10" W 337.68 FEET TO A POINT FOR THE MOST SOUTHERN CORNER OF THIS TRACT. N 25°05'03" W 607.04 FEET TO A POINT FOR THE MOST WESTERN CORNER OF THIS TRACT.

N 61°56'22" E 122.93 FEET TO A POINT FOR A CORNER OF THIS TRACT.

N 76°06'06" E 206.71 FEET TO A POINT IN THE SOUTHWEST LINE OF LOT 4, BLOCK 9 OF SAID WILLOW WOOD ADDITION FOR A CORNER OF THIS TRACT.

THENCE S 26°31'49" E 45.07 FEET ALONG SAID WILLOW WOOD ADDITION TO A FOUND 1/2" IRON ROD, AT THE SOUTHERN CORNER OF SAID LOT 4, FOR AN INTERIOR ELL CORNER OF THIS TRACT.

THENCE N 62°36'07" E 691.04 FEET ALONG SAID WILLOW WOOD ADDITION TO THE POINT OF BEGINNING.

BEARINGS, DISTANCES, AND/OR AREAS DERIVED FROM GNSS OBSERVATIONS PERFORMED BY TEXAS SURVEYING, INC. AND REFLECT N.A.D. 1983, TEXAS STATE PLANE COORDINATE SYSTEM, NORTH CENTRAL ZONE 4202. (GRID)



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: March 26, 2019	Department: Development Services	Presented By: Betty Chew
--	--	------------------------------------

AGENDA ITEM: 2

Zoning change request to rezone to “PD” Planned Development District – Event Center, 15.30 acre tract of land being part of a 140.3 acre tract of land the A. McCarver Survey, Abstract 910, the W. Franklin Survey, Abstract 468, the I. Hendley Survey, Abstract 619, the M. Edwards Survey, Abstract 1955, and the J. Foreman Survey, Abstract 471, City of Willow Park, Parker County, Texas located north of I-20 Service Road between Kings Gate Road and Crown Pointe Blvd.

BACKGROUND:

This zoning change request is for 15.30 acres of the 140.3 acre Planned Development approved by Council on October 25, 2016. (See Exhibit A) The 15.30 acres “Tract 7 and 8” were zoned Tract 7- Single Family (2.77 acres) and Tract 8- Commercial (12.51 acres). The owner is requesting “Tracts 7 and 8” be zoned Event Center. (See Exhibit B). The rezoning of this 15.3 acres for Event Center will replace the 11.79 acres which is proposed for single- family residential zoning in the development.

The property is located in Planning Area 3 which is situated along Interstate 20 making the area attractive for commercial and retail uses. Medical facilities are located on the western side of the area. The former race track, a part of this development, is also located in this planning area as well as a large floodplain which runs north and south through the area. The floodplain is proposed to be developed as a greenbelt which will enhance the open space for the existing and proposed residential and commercial development. Due to the areas visibility along Interstate 20, a more compact area of mixed-use retail, office and residential development as proposed will be suitable.

The Future Land Use Plan identifies this area as the Town Center. The town center is a mixed-use area of the community that will include a wide array of land use types. The new development in the Interstate 20 and Crown Pointe Blvd. area is establishing a common design and development theme which can carry through into this area. Shopping and dining are key components to this urban center. Residential uses, such as quality multifamily units and townhomes, are appropriate uses for the area. Design within the Town Center should focus on internal and external connectivity by providing connections to adjacent neighborhoods. A significant area of floodplain runs through the heart of this development and the Town Center District. While development within the area can be difficult, the open space will be used to facilitate the larger urban center district. Utilizing the open space of the greenbelt area will serve as an amenity which will help to make the town center a place not only for the residents of the area but the entire community and visitors. The Town Center will continue to have a residential component. This residential component, is essential to the area. The Future Land Use Plan provides for higher quality multifamily units in the urban core with higher densities.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff supports a recommendation for approval of the zoning request for “PD” Planned Development District/Event Center zoning which will change the location of the future “Event Center” site within the Planned Development.

The proposed use is in compliance with the Comprehensive Plan.

The Planning and Zoning Commission voted 5-0 to rezone the property to “PD-EC” Planned development Event Center District.

EXHIBITS:

PD Concept Plan EXHIBIT “A”

PD Concept Plan EXHIBIT “B”

PD Development Zoning Regulations

Ordinance 791-19

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



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

RECEIVED
FEB 22 2019

BY: jme

ZONING CHANGE REQUIREMENTS

Name of Applicant: WPD Frinity, LLC

Mailing Address: PO Box 11244 Cisco TX 760437
Street City State Zip

Phone: 817-819-2574 Fax: _____ Email: Kyle.Wilks@wilksdevelopment.com

Property Owner: WPD Trinity, LLC

Mailing Address: PO Box 11244 Cisco TX 760437
Street City State Zip

Phone: 817-819-2574 Fax: _____ Email: Kyle.Wilks@wilksdevelopment.com

Location of property requesting to be re-zoned: NORTH 3/4 WEST OF KINGS GATE BLVD. NORTH

Intended Use of property: EVENT CENTER OF I-20. EAST OF CLEAR FORK
OF TRINITY RIVER

Current Zoning District: PD-COMMERCIAL

Requested Zoning District: PD-COMMERCIAL (EVENT CENTER USE)

Specific reason for zoning request: DESIRE TO CHANGE LOCATION OF
FUTURE "EVENT CENTER" SITE W/IN THE PLANNED DEVELOPMENT.

FEES: \$150 (Residential)
→ \$150 (Non-Residential)

Additional fees (if applicable): _____

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/property inspections and/or testing(s).

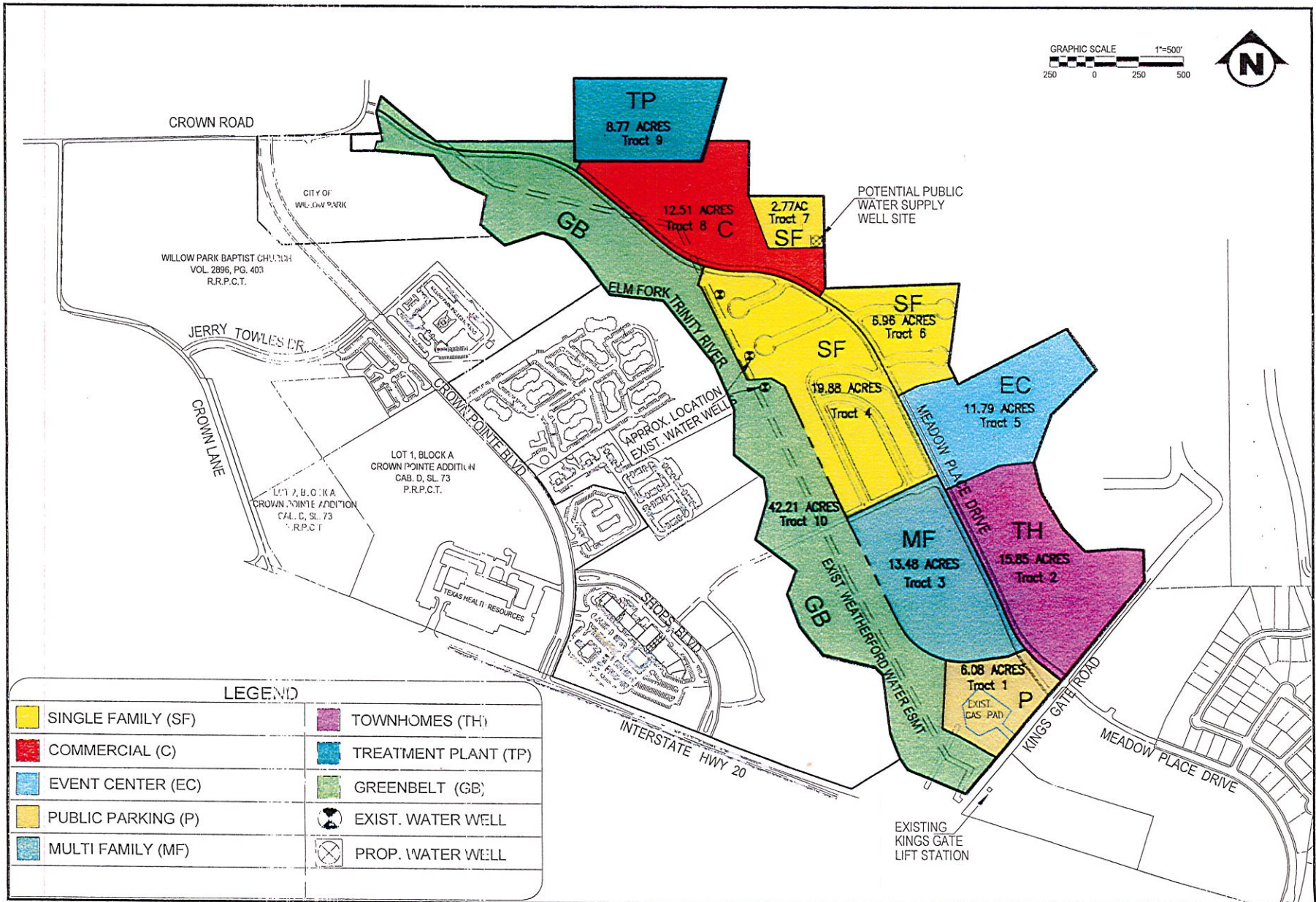
[Signature]
SIGNATURE OF OWNER

2/21/2019
DATE

[Signature]
SIGNATURE OF APPLICANT

2/22/2019
DATE

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



LEGEND

[Yellow Box]	SINGLE FAMILY (SF)	[Blue Box]	TREATMENT PLANT (TP)
[Pink Box]	COMMERCIAL (C)	[Green Box]	GREENBELT (GB)
[Light Pink Box]	TOWNHOMES (TH)	[Orange Box]	PUBLIC PARKING (P)
[Light Blue Box]	MULTI FAMILY (MF)		

Map Labels:

- TP 8.77 AC Tract 9
- C 12.51 AC Tract 8
- SF 2.77 AC Tract 7
- SF 6.96 AC Tract 6
- SF 19.88 AC Tract 4
- SF 11.79 AC Tract 5
- GB 42.21 AC Tract 10
- MF 13.48 AC Tract 3
- TH 15.85 AC Tract 2
- P 6.08 AC Tract 1

Other Labels: ELM FORK, TRINITY RIVER, CROWN POINT BLVD, INTERSTATE HWY 20, KINGS GATE RD, MEADOW PLACE DRIVE, EXISTING NEAR FORD WATER EXHAUST, POTENTIAL PUBLIC WATER SUPPLY WELL SITE.

PD CONCEPT PLAN WILLOW PARK NORTH CITY OF WILLOW PARK, PARKER COUNTY, TEXAS		JE JORDAN ENGINEERING, LLC 13224 ALTIMA LAKES DR. FORT WORTH, TEXAS 76244 TEL: 817-441-1111 FAX: 817-441-1112 TEXAS REG. FIRM # 177886		P.L.A. # 005797320 • JPE# 040005113	
DESIGN: WUB	DRAWN: CO	CHECKED: WUB	DATE: MAY 2018	SHEET # EXHIBIT A	
CLIENT: # 005		JUN 1		REVISION SCHEDULE REV. NO. DESCRIPTION DATE	

Planned Development District Zoning Regulations

1. Definitions.

- a. Accessory use means any use that is customarily incidental to the primary use of the property on which it is located. An accessory use may include accessory buildings and structures. Amenity centers and clubhouses are accessory uses to single family detached development, and may be located on separate platted lots. No accessory use shall be construed as allowing articles or material to be in the open or on the outside of the building.
- b. Concept Plan means the Concept Plan attached as Exhibit A, as amended in accordance with Section 3.
- c. Event center means a facility that may include some or all of the following types of uses: event space for weddings, meetings, parties, and other types of events; meeting rooms; game courts; fitness center/gym; swimming pools; athletic fields and facilities; childcare, dining; catering kitchen; spa facilities and services; and other similar uses.
- d. Property means the property depicted and described on Exhibit B.
- e. Public parking means parking available to the public that may be used to satisfy the parking requirement for a use located within or outside of the boundaries of this planned development district. Public parking may also provide excess parking that is not required by the Zoning Ordinance.
- f. Townhome means a single family dwelling unit horizontally attached to another dwelling unit by a common wall. Townhomes may be located on the same platted lot or on separate platted lots. The term townhome does not include a dwelling unit located above another dwelling unit.
- g. Zoning Ordinance means Ordinance No. 244-88 adopted by the Willow Park City Council on October 11, 1988.

2. Applicable Regulations. Development and use of the Property shall comply with the Zoning Ordinance, as amended by Ordinance No. ____ establishing these planned development district zoning regulations. In the event of a conflict between the Zoning Ordinance or any other City ordinance, rule, or regulation and these planned development district zoning regulations, these planned development district zoning regulations shall control. With the exception of the Zoning Ordinance and these planned development district zoning regulations, no other zoning regulations shall apply to the development or use of the Property.

3. Concept Plan; Future Approvals.

- a. Development and use of the Property shall comply with the Concept Plan.

- b. The Concept Plan may be amended from time to time provided each planning area shown on the Concept Plan maintains roadway contiguity as shown on the original Concept Plan attached as Exhibit A. City approval of a plat confirms the Concept Plan amendment. Once the city approves the plat, the Concept Plan attached as Exhibit A is automatically amended consistent with the approved plat.
 - c. Any revision to the Concept Plan that does not meet the requirements of Section 3(b) shall constitute a zoning amendment that requires compliance with the procedures for a change in zoning.
 - d. When the Concept Plan is amended pursuant to Section 3(b), the developer shall file a copy of the updated Concept Plan that includes the date of the amendment with the Community Development Department and the City Secretary, and a copy of the amended plan shall be included in the City's official files for this planned development district.
 - e. With the exception of amended Concept Plans, which shall be governed exclusively by Sections 3(b)-(d), there shall be no requirements for approval of site plans, concept plans, or development plans referenced in the Zoning Ordinance. The Building Official shall issue a building permit if the permit application demonstrates compliance with these planned development district zoning regulations.
4. Base Zoning Districts. Each planning area shown on the Concept Plan shall have a base zoning district as follows:
- a. The base zoning district for the single family (SF) planning area shall be "R-5" Single-Family High Density District.
 - b. The base zoning district for the commercial (C) planning area shall be "C" Commercial District.
 - c. The base zoning district for the event center (EC) planning area shall be "C" Commercial District.
 - d. The base zoning district for the public parking (P) planning area shall be "C" Commercial District.
 - e. The base zoning district for the multi-family (MF) planning area shall be the "R-3" Multifamily District.
 - f. The base zoning district for the townhome (TH) planning area shall be "R-5" Single-Family High Density District.
 - g. The base zoning district for the treatment plant (TP) planning area shall be "C" Commercial District.

- h. The base zoning district for the greenbelt (GB) planning area shall be "FP" Flood Plain District.

5. Permitted Uses.

- a. In the single family (SF) planning area, the following uses are permitted by right: single family detached homes and accessory uses.

- b. In the commercial (C) planning area, the following uses are permitted by right:

- Accessory uses.
- Amphitheater
- Antique shops
- Assisted living or skilled nursing facility
- Athletic facility, which may include athletic fields for football, soccer, baseball, and other sports
- Bakeries
- Banks, financial institutions
- Barber and beauty shops
- Bicycle sales and service
- Book and stationery stores, newsstands
- Business college and private school facilities
- Caterer or wedding service
- Cigar or tobacco stores
- Cleaning, pressing and laundry collection
- Confectioner stores
- Copy center
- Custom dressmaking or millinery shops
- Day care nursery or pre-school
- Drug stores, health product stores
- Dry good, variety, notion stores
- Event center
- Express offices
- Fitness center, gym
- Florist, jewelry, and gift shops
- Grocery stores, vegetable and meat markets
- Hardware store
- Health and medical products for personal use
- Horse stables
- Hotel and/ or motel
- Household and office furniture
- Imaging or x-ray center
- Laboratory test facilities
- Lodge & Civic clubs
- Medical provider offices (doctor, dentist, vision, chiropractic, and other)

- Medical supplies
 - Movie Theater
 - Musical instrument sales and supplies
 - New Car sales
 - Optometry facility
 - Pawnshops
 - Personal services
 - Pet shop and related sales
 - Photograph, portrait, camera shops and photo-finishing
 - Physical therapy facility
 - Professional offices (engineering, accounting, attorney, insurance, and other)
 - Public parking
 - Radio and television sales and servicing
 - Real estate offices
 - Restaurants, cafes, cafeterias, delicatessen (with or without drive-thru windows or drive-ins)
 - Retail stores (no limitation on type or size)
 - Services, personal (salons, spas, licensed massage providers, and similar service uses)
 - Service stations (no repair work)
 - Shoe repair
 - Small animal hospital with no outside kennels
 - Tailor, clothing or apparel shops
 - Temporary concrete or asphalt batch plant during construction on the Property
 - Temporary construction offices and trailers
 - Temporary sales or leasing offices
 - Theater
- c. In the event center (EC) planning area, the following uses are permitted by right: an event center, public parking, and accessory uses.
- d. In the public parking (P) planning area, the following use is permitted by right: public parking, food trucks, and outdoor dining areas.
- e. In the multi-family (MF) planning area, the following uses are permitted by right: multi-family, single family detached homes and accessory uses. A maximum of 208 multi-family dwelling units are permitted in the multi-family (MF) planning area.
- f. In the townhome (TH) planning area, the following uses are permitted by right: townhomes, single family detached homes, and accessory uses. A maximum of 110 townhomes are permitted in the townhome (TH) planning area.

- g. In the treatment plant (TP) planning area, the following uses are permitted by right: a public wastewater treatment plant, public parking, food trucks and outdoor dining areas, and accessory uses.
- h. In the greenbelt (GB) planning area, the following uses are permitted by right: open space (passive or active), including horseback riding, hike and bike trails, parks, accessory uses, public parking, and food trucks and outdoor dining areas.

6 Development Standards. Development of the Property shall be subject to the development standards for the applicable base zoning district, as set forth in the Zoning Ordinance, except as follows:

- a. Single family detached homes may be developed pursuant to the following standards that shall be the exclusive lot size, density, setback, building height, lot coverage, and living area requirements for a single family detached home:

- i. Minimum lot size: 5,000 square feet
- ii. Minimum lot width: 50 feet
- iii. Minimum lot depth: 100 feet
- iv. Minimum front yard setback: 15 feet. A corner lot shall be deemed have one front yard, which shall be the yard with the least street frontage.
- v. Minimum side yard setback: 5
- vi. Minimum rear yard setback: 20
- vii. Maximum lot coverage: 45 percent (includes the footprint of all enclosed buildings on a lot)
- viii. Maximum building height: 35 feet and two stories unless sprinklers installed then 50 feet and three stories
- ix. Maximum number of single family detached homes within the Property:
97
- x. Minimum gross living area per dwelling unit: 2,200 square feet
- xi. Front entry garages are permitted.

- b. Townhomes may be developed pursuant to the following standards that shall be the exclusive lot size, setback, building height, density, lot coverage, and living area requirements for a townhome:

- i. Minimum lot size: 1,600 square feet
- ii. Minimum lot width: 20 feet

- iii. Minimum lot depth: 80 feet
 - iv. Minimum front yard setback: 10 feet. A corner lot shall be deemed have one front yard, which shall be the yard with the least street frontage.
 - v. Minimum side yard setback: none, except a minimum five foot side setback is required on a corner side yard that abuts a street
 - vi. Minimum rear yard setback: none
 - vii. Minimum setback from the boundary of the townhome (TH) planning area: 20 feet
 - viii. Maximum lot coverage: none
 - ix. Maximum building height: 35 feet and two stories unless sprinklers installed then 50 feet and three stories
 - x. Maximum density: ten dwelling units per gross acre
 - xi. Minimum gross living area per dwelling unit: 1,200 square feet
 - c. Front and rear yard setbacks in the commercial (C) planning area and the event center (EC) planning area shall be a minimum of 20 feet.
 - d. The front yard setback shall apply based on the zoning of the lot, regardless of whether property along a block face is split by two or more zoning districts that require different front yard setbacks.
 - e. Setbacks and building lines shall not be required on plats.
 - f. There shall be no requirement for garages to be provided for multifamily development.
7. Development Matrix. With each plat approval and building permit issuance, the developer shall submit an updated matrix that tracks the total number of single family detached homes, townhomes, and multi-family dwelling units to establish ongoing compliance with the requirements of these planned development district zoning regulations.
8. Overlay Districts. No overlay zoning district regulations shall apply to the Property, including, but not limited to, the I-20 overlay district regulations.
9. Existing Stables. Stables and restroom buildings in existing at the time of the establishment of this planned development zoning district are not subject to the exterior construction requirements of the Zoning Ordinance or any minimum setback requirements.

10. Landscaping. The City Manager may approve an alternative landscape plan for a platted lot provided the alternative plan meets or exceeds the total amount of landscaping required by the Zoning Ordinance for that lot. If the City Manager does not approve a request for an alternative landscape plan within 30 days after the alternative landscape plan is submitted to the City, the City Manager shall place the request on the Planning and Zoning Commission's agenda for consideration at its next regularly scheduled meeting following the end of such 30-day period. The P&Z may approve the request if the P&Z finds that the alternative plan meets or exceeds the total amount of landscaping required by the Zoning Ordinance. The decision of the P&Z shall be final.
11. Signs. The City Manager may approve an alternative sign plan for a platted lot provided the alternative plan meets the spirit and intent of the City's sign ordinance. If the City Manager does not approve a request for an alternative sign plan within 30 days after the alternative sign plan is submitted to the City, the City Manager shall place the request on the Planning and Zoning Commission's agenda for consideration at its next regularly scheduled meeting following the end of such 30-day period. The P&Z may approve the request if the P&Z finds that the alternative sign meets the spirit and intent of the City's sign ordinance. The decision of the P&Z shall be final.
12. Fencing. Perimeter fencing is not required.
13. Parking. Required parking spaces may be located at any location within the Property, including within the floodplain. Required parking spaces are not required to be located on the same platted lot as the use that the parking serves.
14. Sidewalks. Public sidewalks shall be constructed adjacent to all public roadways within the Property at the time a builder constructs a building on the adjacent private lot. In residential areas, sidewalks are required on only one side of the street. Sidewalks shall be located within the public right-of-way and maintained by the City. Sidewalks shall be a minimum of five feet in width with 4-inch thick concrete and otherwise constructed in accordance with the City's standard specifications.
15. Hike and Bike Trail; Open Space.
 - a. A hike and bike trail that is a minimum of three feet in width and a maximum of 11 feet in width shall be constructed within the greenbelt (GB) planning area shown on the Concept Plan. The trail shall be constructed of crushed granite or hot mix asphaltic or concrete. Construction of the trail shall be phased with the development, and shown on each final plat. At the developer's written request and after a final plat for at least 80 percent of the Property has been recorded, the developer will dedicate by separate instrument some or all of the greenbelt (GB) planning area shown on the Concept Plan, including the hike and bike trail and public parking areas, and City will accept and maintain the dedicated area and improvements. The dedicated area may, at the developer's option, include lakes.

- b. With the exception of the areas referenced in Section 15(a) that will be dedicated to the City, all other open space designed on a recorded final plat shall be privately owned and maintained by a property owners association.
- c. There are no park land dedication, park fee, or open space requirements applicable to this Property.

16. Storm Water. Storm water from the Property shall be discharged directly into the Clear Fork of the Trinity River. Storm water detention and retention are not required for the development of the Property.

17. Streets.

- a. Private street improvements will be designed to standards approved by an engineer licensed by the State of Texas.
- b. All street and driveway connections to the I-20 service road are exclusively within the jurisdiction of the Texas Department of Transportation, and TxDOT shall be responsible for all permitting and regulatory control over such connections.

CITY OF WILLOW PARK

ORDINANCE 791-19

AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS, PROVIDING FOR A ZONING CHANGE FROM: PD-C PLANNED DEVELOPMENT-COMMERCIAL AND PD-SF PLANNED DEVELOPMENT-SINGLE FAMILY DISTRICT TO PD-EC PLANNED DEVELOPMENT-EVENT CENTER DISTRICT, 15.30 ACRE TRACT OF LAND OUT OF THE W. FRANKLIN SURVEY, ABSTRACT NO. 468 AND THE M. EDWARDS SURVEY, ABSTRACT NO. 1955, PARKER COUNTY, TEXAS; BEING A PORTION OF THAT CERTAIN TRACT 1 AS DESCRIBED IN DOC. NO. 201612054 O.P.R.P.C.T., BEING A PORTION OF LOT 1, BLOCK 1, TRINITY MEADOWS, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; 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 211 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, WPD Trinity, LLC (Owner) has applied for a change in zoning for that certain 15.30 tract of land, more fully described by metes and bounds in Exhibit "A", attached hereto, from PD- Commercial/Single Family District classification and use designation to PD-Event Center District; and,

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

WHEREAS, 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 PD- Commercial and Single-Family District to PD-Event Center District Classification and 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 9th, day of April, 2019.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

The Willow Park City Council in acting on Ordinance No. 791-19 did on the 9th day of April, 2019, vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss, Mayor	_____	_____	_____
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 AN 15.30 ACRES TRACT OF LAND OUT OF THE W. FRANKLIN SURVEY, ABSTRACT NO. 468, PARKER COUNTY, TEXAS; BEING A PORTION OF THAT CERTAIN TRACT 1 AS DESCRIBED IN DOC. NO. 201612054 O.P.R.P.C.T., BEING A PORTION OF LOT 1, BLOCK 1, TRINITY MEADOWS, AN ADDITION TO THE CITY OF WILLOW PARK, PARKER COUNTY, TEXAS; ACCORDING TO PLAT RECORDED IN PLAT CABINET A, SLIDE 740, PLAT RECORDS, PARKER COUNTY, TEXAS; BEING FURTHER DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A FOUND 1/2" IRON ROD AT A SOUTHEAST CORNER OF A TRACT OF LAND AS RECORDED IN V. 2317, P. 1856, P.R.P.C.T., FOR THE MOST NORTHWEST AND BEGINNING CORNER OF THIS TRACT.

THENCE S 89°52'28" E 983.20 FEET TO A FOUND 1/2" IRON ROD FOR THE MOST NORTH EASTERN CORNER OF THIS TRACT.

THENCE S 00°48'52" W 322.30 FEET TO A FOUND 1/2" IRON ROD.

THENCE N 89°55'32" W 425.00 FEET TO A FOUND 1/2" IRON ROD.

THENCE S 00°37'35" W 538.20 FEET TO A FOUND 1/2" IRON ROD.

THENCE S 16°51'38" W 59.20 FEET TO A FOUND 1/2" IRON ROD.

THENCE ALONG THE CENTERLINE OF THE PROPOSED ALIGNMENT FOR MEADOW PLACE DRIVE, TO THE MOST SOUTHWESTERN CORNER OF THIS TRACT.

THENCE N 00°25'33" E 302.13 FEET TO THE POINT OF BEGINNING.

BEARINGS, DISTANCES, AND/OR AREAS DERIVED FROM GNSS OBSERVATIONS PERFORMED BY TEXAS SURVEYING, INC. AND REFLECT N.A.D. 1983, TEXAS STATE PLANE COORDINATE SYSTEM, NORTH CENTRAL ZONE 4202. (GRID)



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: March 26, 2019	Department: Development Services	Presented By: Betty Chew
--	--	------------------------------------

AGENDA ITEM: 3

To Consider a Site Plan for a restaurant on Lot 11R1, Block B, Crown Pointe Addition located at 480 Shops Blvd.

BACKGROUND:

The property is zoned "PD-IH 20 Overlay District." This property is located in Planning Area 3, as identified in the City's Comprehensive Plan. Planning Area 3 is situated along and adjacent to Interstate 20. This area includes medical facilities as well as commercial and retail uses. This 6,200 square foot restaurant will have both indoor and outdoor seating. The proposed Hike and Bike Trail along the Clear Fork Trinity River crosses the back of the property. The 1.25 acre lot is located on Community Drive a 25 foot access and fire lane easement. All infrastructure water, sanitary sewer, fire hydrants, streets, access and fire lanes will be installed by the subdivision developer.

The building, parking, landscaping, storm water drainage, and fire lanes have been reviewed and meet the requirements of the Zoning and Subdivision Ordinances

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan for Lot 11R1, Block B, Crown Pointe Addition.

The Planning and Zoning Commission recommends approval of the Site Development Plan as presented. The vote was 5-0.

EXHIBITS:

Site Plan
Landscape Plan
Elevation Drawings

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



City of Willow Park Development Services Universal Application

Please PRINT CLEARLY to avoid delays

Please complete each field - Incomplete applications be rejected

Project Information		Project Name: MARIPOSA'S LATIN KITCHEN	
<input type="checkbox"/> Residential		<input checked="" type="checkbox"/> Commercial	
Valuation: \$ (round up to nearest whole dollar)		Project Address (or description): 480 SHOPS BLVD.	
Brief Description of the Project: RESTAURANT			
Existing zoning: PD		# of Existing Lots (plats only):	
Proposed zoning: PD		# of Proposed Lots (plats only):	
Applicant/Contact Information (this will be the primary contact)			
Name: KYLE WILKS WILKS DEVELOPMENT		Mailing Address: 10235 W. I.H. 20	
Company:		EASTLAND, TX 76448	
Primary Phone: 817-819-2574		E-mail: kyle@wilksdev.com	
Property Owner Information (if different than above)			
Name: SAME AS APPLICANT		Mailing Address:	
Company:			
Primary Phone:		E-mail:	
Other Phone:		Fax:	
() Developer / <input checked="" type="checkbox"/> Engineer / () Surveyor Information (if applicable)			
Name: CHUCK STARK		Mailing Address: 6221 Southwest Blvd.	
Company: BARON - STARK		FW, TX 76132	
Primary Phone: 817-296-9550		E-mail: chuck@baronstark.com	
Other Phone:		Fax:	
For City Use Only			
Project Number:		Permit Fee:	
Submittal Date:		Plan Review Fee:	
Accepted By:		Total Fee:	
Receipt #:		Method of Payment:	

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

ENGINEER:

Name: SAHE AS SURVEYOR

Contact: _____

Address: _____

Phone: _____

City: _____

Fax: _____

State: _____ Zip: _____

Email: _____

Signature: _____

PRINCIPAL CONTACT: _____ Owner _____ Applicant _____ Surveyor _____ Engineer

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

UTILITY PROVIDERS

Electric Provider: ONCOR

Water Provider: WILLOW PARK

Wastewater Provider: WILLOW PARK

Gas Provider (if applicable): TEXAS GAS

 \$150.00 FOR SITE PLAN

APPLICATION FEES

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

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

Additional fees (if applicable):

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

City Use Only

Fees Collected: \$ _____

\$ _____

\$ _____

\$ _____

Receipt Number: _____



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: 2 / 22 / 19



City of Willow Park Development Services Department

Applicant: Please complete the following

For Office Use Only

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

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



City of Willow Park Development Services Department

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

		details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.			
32	✓	The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.		✓	
33	WTH ADCH	A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack) and height. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.			
34	✓	Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.		✓	
35	N/A	Boundaries of detention areas are located. Indicate above and/or below ground detention.		N/A	
36	✓	Details of construction materials and architecture are shown on required Building Elevation/Facade Plan. Color, type and texture to match Zoning requirements.		✓	
37	N/A	Communication towers are shown and a fall distance/collapse zone is indicated.		N/A	
38	✓	Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable		✓	
39	✓	Explain in detail the proposed use(s) for each structure RESTAURANT		✓	
40	✓	Total lot area less building footprint (by square feet): Square footage of building: Building height (stories and feet) Number of Units per Acre (apartments only):		✓	
41	✓	Parking required by use with applicable parking ratios indicated for each use: Parking Provided Indicated: Handicap parking as required per COWP ordinance and TAS/ADA requirements:		✓	
42	✓	Provide service verification from all utility providers		✓	
43	N/A	List any variance requested for this property, dates, and approving authority		N/A	
44	✓	Provide storm water and drainage study and design		✓	
45	N/A	Proposed domestic water usage (gallons per day, month, and year)		N/A	
46	No	Are any irrigation wells proposed? None			
47	✓	Applicant has received Landscaping Ordinance and requirements		✓	
48	✓	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review		✓	
49	✓	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of all Annexations, Final Plans and/or other Site Plans for Board review		✓	



City of Willow Park Development Services Department

Storm Water Pollution Program (Construction Sites One Acre and Greater Only)

ACKNOWLEDGED

- a. A signed SWPPP: (If required) Please submit during the site plan review process or prior to the issuance of any building permit(s)
- b. Copy of site plan with illustrations and descriptions of all proposed Best Management Practices (BPMs)
- c. Estimated dates of major grading activities
- d. Estimated date work may cease temporarily or permanently on any portion of the site
- f. Copy of signed and certified Notice of Intent (NOI) from permitting (TCEQ)
- g. Copy of construction Site Notice from TCEQ

TXDOT PERMITS (If applicable)

The following forms will be reviewed by the different departments along with the site plan. Please complete all "APPLICANT QUESTIONS" on the continuing pages.



City of Willow Park Development Services Department

Site Plan Engineering Review

Applicant Questions:

Total gross lot area of the development: 1.25 Ac sq. ft.

Area of lot covered with structures and impervious surfaces: 33,106 sq. ft.

Total number of structures: 1 Total number of habitable structures: 0

Square footage of each building: 6429 sq. ft. _____ sq. ft. _____ sq. ft.

Proposed use for each structure:

LATIN KITCHEN

Building stories: 1

Building height: 22'-10" ft.

Total number of parking spaces: 63

Number of handicap spaces: 3

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: 03/19/2019



City of Willow Park Development Services Department

Site Plan Building Official Review

Applicant Questions:

Front building setback: 25' ft. Rear building setback: 10' ft.

Side building setback: 10' ft. Side building setback: 10' ft.

Does the site include any utility/electric/gas/water/sewer easements? ☒ Yes ☐ No

Does the site include any drainage easements? ☒ Yes ☐ No

Does the site include any roadway/through fare easements? ☐ Yes ☒ No

Staff Review: (for official use only)

Does the site plan include all the required designations? ☒ Yes ☐ No

Are the setbacks for the building sufficient? ☒ Yes ☐ No

Are there any easement conflicts? ☐ Yes ☒ No

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

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date:

03/18/2019



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? 4" To FDC

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:

03/15/2019



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? 837.57

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:

02/15/2019



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: 54,450 sq. ft.
Area of lot covered with structures and Impervious surfaces: 33,106 sq. ft.
Percentage of lot covered with structures and Impervious surfaces: 60.8 %
Area of green space/landscaped areas: 21,344 sq. ft.
Percentage of green space/landscaped areas: 39.2 %
Total number of parking spaces: 63

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

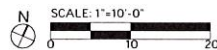
Approved

Not Approved

Needs More Information or Corrections

Landscaping Approval Signature:

BETTY L. CHEW Date: 02/18/2019

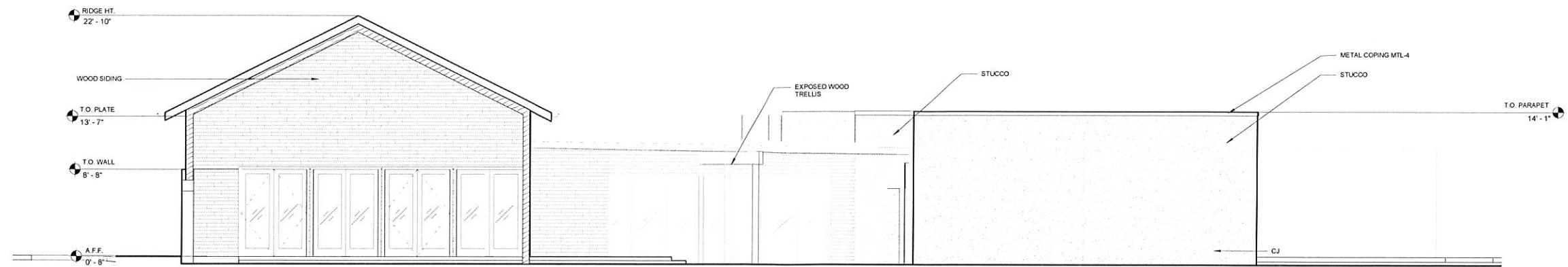




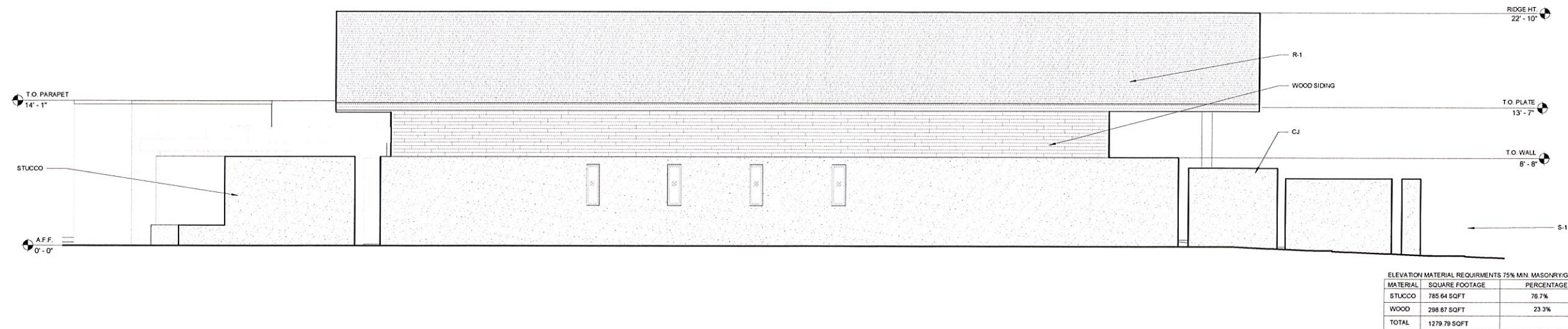
MARIPOSA'S VIEW

02/21/2019

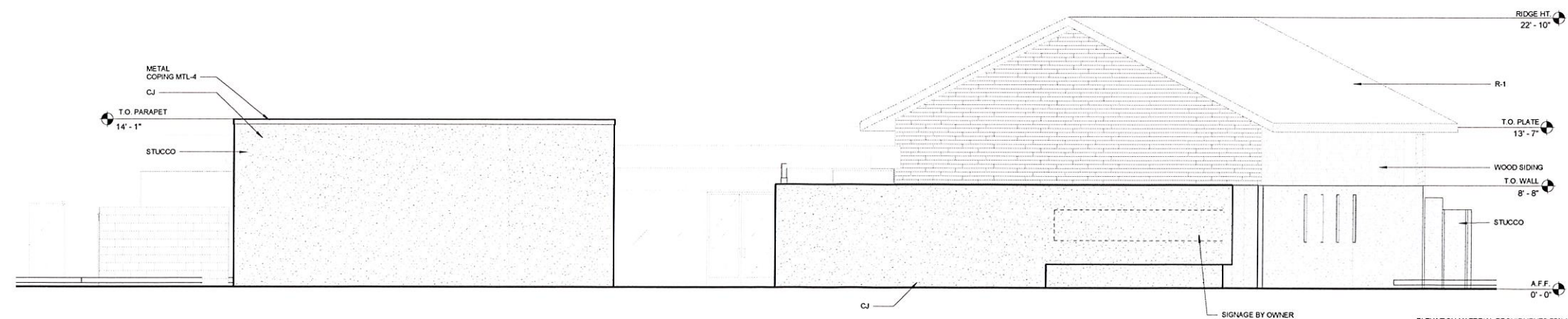




NORTH ELEVATION 3/16" = 1'-0"	3
----------------------------------	----------



EAST ELEVATION	2
3/16" = 1'-0"	



SOUTH ELEVATION	1
3/16" = 1'-0"	

[illegible]

MARIPOSA'S
470 SHOPS BLVD. WILLOW
PARK TX, 76087

PROJECT NO. 18128

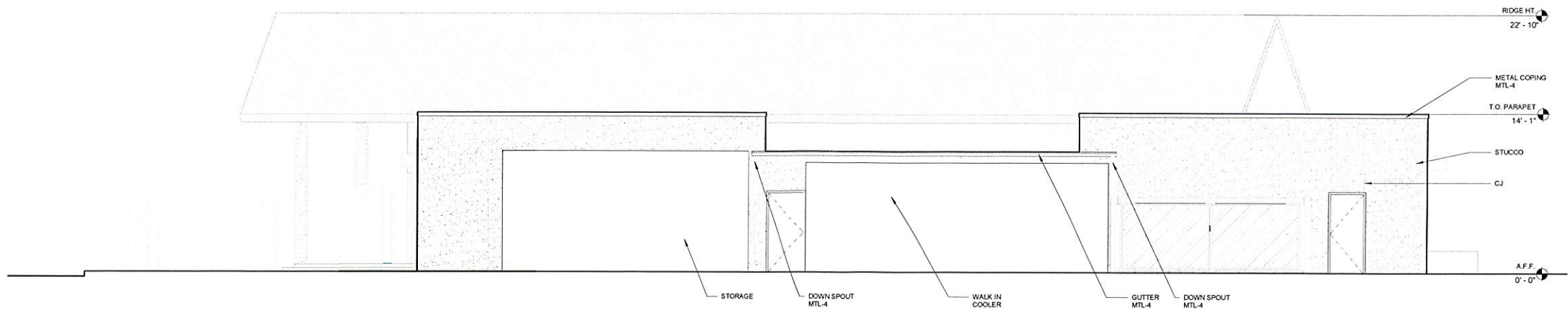
SCALE

SHEET TITLE

EXTERIOR ELEVATIONS & DETAILS

A2.00

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APPROVAL,
ARCHITECT NAME: JASON
EGGENBURGER REG. No. 23759



ELEVATION MATERIAL REQUIREMENTS 75% MIN. MASONRY/GLASS WALL		
MATERIAL	SQUARE FOOTAGE	PERCENTAGE
STUCCO	1147.61 SQFT	100%
WOOD	0 SQFT	0%
TOTAL	1147.61 SQFT	

WEST ELEVATION
3/16" = 1'-0"

1



P.O. BOX 1771 FORT WORTH, TX
76101
e info@studio97w.com

MARIPOSA'S
470 SHOPS BLVD. WILLOW
PARK TX, 76087

PROJECT NO. 18128

SCALE

SHEET TITLE

EXTERIOR
ELEVATIONS &
DETAILS

A2.01

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MARIPOSA'S VIEW

02/21/2019





CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 04/09/2019	Department: Finance	Presented By: Clifton Larson Allen
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AGENDA ITEM:

Annual Audit Presentation

BACKGROUND:

The Annual Audit was performed by Clifton Larson Allen, LLP. This is the auditing firm selected by Council on September 11, 2018.

STAFF/BOARD/COMMISSION RECOMMENDATION:

To accept and approve the Annual Audit as Presented.

EXHIBITS:

Annual Audit Documents

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: April 9, 2019	Department: Public Works	Presented By: B. Grimes
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AGENDA ITEM:

To consider and take action on adopting a drought contingency plan.

BACKGROUND:

City Hall has received no citizen comments, written or verbal, on the Drought Contingency Plan.

Under Texas Water Code Chapter 11 and Title 30 Texas Administrative Code Chapter 288, retail public water suppliers with less than 3,300 connections must prepare and adopt an updated drought contingency plan and make the plan available for inspection every 5 years.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval

EXHIBITS:

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



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

Drought Contingency Plan Summary

With the completion of water system improvements and the anticipated purchase of water from the City of Fort Worth, the City of Willow Park must align its water conservation and drought contingency measures to match the measures in place in Fort Worth.

The Drought Contingency Plan has been updated to reflect this requirement and the City of Willow Park will hold a Public Hearing at 7 p.m. Tuesday, March 5 at City Hall. After adoption of the new plan, the City of Willow Park plans to implement Stage 1 of the drought contingency plan beginning May 1, 2019.

Drought Contingency measures are very important year-round, but particularly during the summer months, and the Willow Park City Council plans to implement a year-round Drought Contingency Ordinance. This is consistent with all other cities in east Parker County, including Aledo, Hudson Oaks, and Weatherford.

For residential customers, outdoor watering of lawn and landscaped areas with hose-end sprinklers or automatic irrigation systems will follow this schedule:

- Customers with a street address ending in an even number (0, 2, 4, 6 or 8) may water on Saturdays and Wednesdays;
- Customers with a street address ending in an odd number (1, 3, 5, 7 or 9) may water on Sundays and Thursdays;
- Non-residential customers, including businesses, parks, and common areas, can water only on Tuesdays and Fridays;
- No watering is allowed on Mondays.

Outdoor watering with hose-end sprinklers is prohibited from 10 a.m. to 6 p.m. on the assigned watering days.

Watering by drip irrigation or soaker hose is allowed at any time. Residents and businesses are encouraged to limit such watering to a maximum of two hours per day.

Other Stage 1 restrictions:

- Vehicle washing is limited to the use of hand-held buckets and a hose with a positive shutoff valve. Vehicles may be washed at any time at a carwash;
- No hosing of buildings or other structures for purposes other than fire protection;
- Encouraging no hosing of paved areas, such as sidewalks, driveways, parking lots, etc.;
- Establishing new turf is discouraged, and a variance by the City of Willow Park is required.

The City does not anticipate having to implement stages beyond Stage 1, but in the event that it is required due to any of the conditions outlined in the Drought Contingency Plan, the restrictions for customers under Stage 2 would allow outdoor watering of lawn and

landscaped areas with hose-end sprinklers or automatic irrigation systems only ONE day per week. Under both Stage 1 and Stage 2, lawns and landscaping may be watered on any day, at any time, by handheld hose, drip irrigation, a soaker hose, or tree bubbler.

This is intended to be a summary of the requirements that affect residents under Willow Park's Drought Contingency Plan. More details regarding triggers for implementation of Stages and requirements for each stage can be found in the detailed plan at www.willowpark.org.

For other information on water conservation measures please see:

www.twdb.texas.gov

www.trwd.com

www.tceq.com



CITY OF WILLOW PARK
516 RANCH HOUSE ROAD, WILLOW PARK, TX, 76087
817-441-7108 WWW.WILLOWPARK.ORG

Drought Contingency & Emergency Water Management Plan

for Retail and Commercial Water Customers

Draft: February 2019

Adopted:

Effective:

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5.	DEFINITIONS	

1. INTRODUCTION AND OBJECTIVES

The purpose of this Drought Contingency and Emergency Water Management Plan (subsequently referred to as the Plan) is as follows:

- To conserve the available water supply in times of drought and emergency
- To maintain supplies for domestic water use, sanitation, and fire protection
- To protect and preserve public health, welfare, and safety
- To minimize the adverse impacts of water supply shortages
- To minimize the adverse impacts of emergency water supply conditions.

2. TEXAS COMMISSION ON ENVIRONMENTAL QUALITY RULES

TCEQ rule Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.1 (4) defines a drought contingency plan as “a strategy or combination of strategies for temporary supply and demand management responses to temporary and potentially recurring water supply shortages and other water supply emergencies.”

TCEQ rules governing development of and minimum requirements for drought contingency plans for municipal water suppliers and wholesale water suppliers are contained in Texas Administrative Code Title 30, Part 1, Chapter 288, Subchapter B, Rule 288.20 and Rule 288.22, respectively.

3. WATER SYSTEM PROFILE

As of March 2019, the City has a groundwater well system of 24 wells that produce water from both the Paluxy and Trinity aquifers. The capacity of the groundwater system is approximately 1.5 MGD. The City also has a joint agreement with Hudson Oaks to sign a contract with the City of Fort Worth to provide up to 3.4 MGD. It is expected that the infrastructure will be in place by 2022 to provide water from Fort Worth to both the Cities of Willow Park and Hudson Oaks. The City of Fort Worth purchases water from the Tarrant Regional Water District (TRWD).

The City of Willow Park also has a connection in place and is able to purchase up to 200,000 gpd of water from the City of Weatherford on an emergency basis.

As of March 2019, The City of Willow Park has approximately 105 commercial connections and 1700 residential connections and maintains approximately 60 miles of distribution pipelines. The City expects to add approximately 150 connections per year over the next 10 years.

In accordance with Section 2.3 of the wholesale water contract with Fort Worth, the City of Willow Park, as a wholesale customer, will be required to institute and apply the same rationing, conservation measures or restrictions to the use of water by their customers for so long as any part of their total water supply is being furnished by Fort Worth. This drought contingency plan is modeled after the City of Fort Worth's plan.

4. DROUGHT CONTINGENCY/EMERGENCY WATER MANAGEMENT PLAN

4.1 Public Involvement

The public had several opportunities to provide input into the plan.

- A public meeting soliciting comments was held on March 5th, 2019. The meetings were advertised on the city Web site and published in the Community News.
- The draft plan was posted on the City of Willow Park's Web site (www.willowpark.org) for one month prior to City Council adoption.
- Copies were available to anyone upon request.
-

4.2

Public Education

The City will inform and educate the public about the Drought Contingency/Emergency Water Management Plan by the following means:

- Preparing fact sheets describing the plan and making these available online and at various city sites.
- Mailing out fact sheets to all water customers.
- Posting a copy of the Plan on the city's Web site.
- Notifying local organizations, schools, and civic groups that staff are available to make presentations on the plan.
- Various social media platforms, including email and text messaging as applicable.

At any time that the Drought Contingency/Emergency Water Management Plan is activated or the stage changes, the City will notify local media of the issues, the current response stage, and the specific actions required of the public. The information will also be publicized on the city's Web site. Bill inserts will also be used as appropriate.

4.3 Initiation & Termination of Drought & Emergency Response Stages

The provisions of this Plan shall apply to all persons, customers, and property utilizing potable water provided by the City of Willow Park. The terms “person” and “customer” as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities. The Plan does not apply to locations using treated wastewater effluent or private wells.

The Plan may be applied to the entire city or geographic portions of the city as necessary. If the Plan is applied only to a limited sector, the boundaries will be defined in terms of roadways, creeks and other easily distinguishable features, such as city limits.

Initiation of a Drought/ Emergency Water Management Stage

The City Manager or his/her official designee may order the implementation of a drought response or water emergency stage when one or more of the trigger conditions for that stage is met. The following actions will occur when a stage is initiated.

- The public will be notified through local media and the City of Willow Park Web site, as described in Section 4.2.
- The City of Willow Park Water Department will notify the Executive Director of the TCEQ within 5 business days when mandatory provisions of the Plan are activated.

Stages imposed by the City of Fort Worth's action must be initiated by the City of Willow Park (

For other trigger conditions, the City Manager or his/her official designee may decide not to order the implementation of a drought response or water emergency stage even though one or more of the trigger criteria for the stage are met. Factors which could influence such a decision include, but are not limited to, the time of the year, weather conditions, the anticipation of replenished water supplies, or the anticipation that additional facilities will become available to meet needs. The reason for this decision should be documented.

Termination of a Drought Stage

The City Manager or his/her official designee may order the termination of a drought response or water emergency stage when the conditions for termination are met or at their discretion. The following actions will be taken when a drought stage is terminated:

- The public will be notified through local media and the City of Willow Park Web site as described in Section 4.2.
- If any mandatory provisions of the drought contingency/emergency water management plan that have been activated are terminated, the City of Willow Park Water Department will notify the Executive Director of the TCEQ within 5 business days.

The City Manager or his/her official designee may decide not to order the termination of a drought response stage or water emergency even though the conditions for termination of the stage are met. The City Manager or his designee may choose to implement a phased-out approach when exiting various stages to protect the integrity of the system. Factors which could influence such a decision include, but are not limited to, the time of the year, weather conditions, or the anticipation of potential changed conditions that warrant the continuation of the drought stage. The reason for this decision should be documented.

4.4 Drought and Emergency Response Stages

Stage 1 – Water Watch

Triggering Conditions

- City of Willow Park Water demand reaches or exceeds 90% of reliable delivery capacity over a 24-hour period. The delivery capacity could be citywide or in a specified portion of the system.
- City of Willow Park water treatment or distribution system becomes contaminated.
- City of Willow Park's water demand for all or part of the delivery system approaches delivery capacity because delivery capacity is inadequate.
- City of Willow Park's water supply system is unable to deliver water due to the failure or damage of major water system components.

- To initiate the updated Drought Contingency plan, on or around May 1, 2019, the City of Willow Park will begin in Stage 1 Drought Conditions and will terminate Stage 1 at the discretion of the City Administrator or their designee.

Terminating Conditions for Stage 1

At the discretion of the City Administrator or his designee, Stage 1 will terminate when the conditions triggering Stage 1 have ceased to exist for a period of 3 consecutive days for any initiation due to Willow Park water supply or upon notification from Fort Worth that they are terminating Stage 1 for their wholesale customers.

Goal for Use Reduction for Stage 1

The goal for water use reduction under Stage 1, Water Watch, is five percent. If circumstances warrant or if required by the City of Fort Worth, the Willow Park City Administrator or his/her official designee can set a goal for greater water use reduction.

Actions Available for Stage 1

The Willow Park City Administrator or his/her official designee may order the implementation of any of the actions listed below, as deemed necessary. The Willow Park City Administrator or his/her official designee must follow the action(s) required by the City of Fort Worth.

All Water Users

Initiate mandatory restrictions to prohibit non-essential water use as follows:

- Discourage hosing of paved areas, such as sidewalks, driveways, parking lots, tennis courts, patios, or other impervious surfaces, except to alleviate an immediate health or safety hazard. This may include premises with raw or processed food, pharmaceutical or vaccine processing, storage or vending establishments including restaurants and grocery stores may be washed to the extent necessary for sanitary purposes. These areas may also include:
 - Trash and dumpster areas
 - Areas around fuel pumps
 - Store front cleaning of areas with accumulated bird droppings, feathers and debris
 - Localized spot cleaning of parking areas to remove oil, grease buildup that may pose a health and safety issue.
- Discourage hosing of buildings or other structures for purposes other than fire protection or surface preparation prior to painting.
- Prohibit using water in such a manner as to allow runoff or other waste, including:
 - failure to repair a controllable leak, including a broken sprinkler head, a leaking valve, leaking or broken pipes, or a leaking faucet;

- operating a permanently installed irrigation system with: (a) a broken head; (b) a head that is out of adjustment and the arc of the spray head is over a street or parking lot; or (c) a head that is misting because of high water pressure; or
 - during irrigation, allowing water to (a) to run off a property and form a stream of water in a street for a distance of 50 feet or greater; or (b) to pond in a street or parking lot to a depth greater than one-quarter of an inch.
 - Allowing or causing an irrigation system or other lawn watering device to operate during any form of precipitation or when temperatures are at or below 32 degrees Fahrenheit.
- Prohibit outdoor watering with sprinklers or irrigation systems between 10 a.m. and 6 p.m.
- Limit landscape watering with sprinklers or irrigation systems at each service address to a twice per week schedule as outlined below. This includes landscape watering of parks, golf courses, and sports fields.
 - Residential addresses ending in an even number (0, 2, 4, 6, or 8) may water on Wednesdays and Saturdays.
 - Residential addresses ending in an odd number (1, 3, 5, 7 or 9) may water on Thursdays and Sundays.
 - All non-residential locations (apartment complexes, businesses, industries, parks, medians, etc.) may water on Tuesdays and Fridays.
 - No watering on Mondays. (Not in FW)

Exceptions:

- Watering on any day by handheld hose, drip irrigation, a soaker hose or tree bubbler. This exception is exclusively for trees, shrubs and foundations.
- Water use necessary for the repair of an irrigation system, plumbing line, fountain, etc. in the presence of the person making the repair.
- Outdoor watering at service addresses with large multi-station irrigation systems may take place in accordance with a variance granted by Willow Park City Administrator or his/her designee, if the City Administrator determines that a property cannot be completely irrigated with an average of three-quarters of an inch of water in a single day, and that the property should be divided into sections to be irrigated on different days. If approved, no station will be watered more than twice per week.
- If hydromulch, grass sod, or grass seed is installed for the purpose of establishing a new lawn, there are no watering restrictions for the first 30 days while it is being established. Residents and commercial users need to notify the City of Willow Park upon installation of new grass hydromulch, grass sod, or grass seed. After that, the watering

restrictions set forth in this stage apply. (This does not include over seeding with rye, or seasonal grasses, since turf already exists.)

- If golf courses using City of Willow Park water for irrigation may water greens and tee boxes as necessary, however watering must be done before 10 a.m. and after 6p.m. Encouraged to reduce water use by five percent..
 - Skinned areas of sports fields may be watered as needed for dust control.
 - Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials present for athletic events. Encouraged to reduce water use by five percent.
 - Public areas that are open to the public at-large and have a high –impact from frequent use may be allowed additional watering, with a variance granted by the Willow Park City Administrator, if it is deemed to be beneficial to serve and protect the community amenity. Examples may include but are not limited to: outdoor amphitheaters, demonstration gardens, public art exhibitions, outdoor learning areas, arboretums, etc.
- All users are encouraged to use native and adapted drought tolerant plants in landscaping.
 - Washing of any motor vehicle, motorbike, boat, trailer, airplane, or other vehicle shall be limited to the use of a hand-held bucket or a hand-held hose equipped with a positive-pressure shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the premises of a commercial car wash or commercial service station. Companies with an automated on-site vehicle washing facility may wash its vehicles at any time. Further, such washing may be exempt from these requirements if the health, safety, and welfare of the public are contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
 - Discourage the filling, draining, or refilling of swimming pools, wading pools, hot tubs and Jacuzzi type pools except to maintain adequate water levels for structural integrity, proper operation and maintenance, and/or to alleviate an issue that poses a public safety risk. Users of these types of activates must notify the City of Willow Park beforehand.

City and Local Governments

In addition to the actions listed above:

- Review conditions and problems that caused Stage 1.
- Increase public education efforts on ways to reduce water use.
- Increase enforcement efforts.

- Intensify leak detection and repair efforts.
- Audit all city and local government irrigation systems to ensure proper condition, settings, and operation.
- Identify and encourage voluntary reduction measures by high-volume water users through water use audits.
- Reduce non-essential water use. As used herein, non-essential water uses are those that do not have any health or safety impact and are not needed to meet the core function of the agency.

Commercial or Industrial

- All actions listed above for all water users apply to commercial and industrial users.
- Stock at commercial plant nurseries is exempt from Stage 1 watering restrictions.
- Hotels, restaurants, and bars are encouraged to serve drinking water to patrons on an “on demand” basis.
- Hotels are encouraged to implement laundry conservation measures by encouraging patrons to reuse linens and towels.
- Car wash facilities must keep equipment in good working order, which should include regular inspections to be sure there are no leaks, broken or misdirected nozzles, and that all equipment is operating efficiently.
- All commercial and industrial customers are encouraged to audit irrigation systems

Stage 2 – Water Warning

Triggering Conditions for Stage 2

- City of Willow Park water demand reaches or exceeds 95% of reliable delivery capacity for a 24-hour period. The delivery capacity could be citywide or in a specified portion of the system.
- City of Willow Park’s water distribution system becomes contaminated.
- City of Willow Park’s water demand for all or part of the delivery system equals or exceeds delivery capacity because delivery capacity is inadequate.
- Water supply system is unable to deliver water due to the failure or damage of major water system components.
- City of Fort Worth initiates Stage 2.

Terminating Conditions for Stage 2

Stage 2 will terminate when the City of Fort Worth terminates its Stage 2 condition or

when the circumstances that caused the initiation of Stage 2 (City of Willow Park water supply) no longer prevail.

Goal for Use Reduction for Stage 2

The goal for water use reduction under Stage 2 – Water Warning is to decrease use by 10 percent. If circumstances warrant or if required by the City of Fort Worth, the Willow Park City Administrator or his/her official designee can set a goal for greater water use reduction.

Actions Available for Stage 2

The Willow Park City Administrator or his/her official designee may order the implementation of any of the actions listed below, as deemed necessary. The City Administrator or his/her official designee must implement any action(s) required by the City of Fort Worth.

- Continue actions under Stage 1.
- Initiate engineering studies to evaluate water supply alternatives should conditions worsen.

All Water Users

- Limit landscape watering with sprinklers or irrigation systems to a once per week schedule at each service address as outlined below. This includes landscape watering at parks, golf courses, and sports fields.
 - Residential addresses ending in an even number (0, 2, 4, 6, or 8) may water on Saturday
 - Residential addresses ending in an odd number (1, 3, 5, 7 or 9) may water on Thursday
 - All non-residential locations (apartment complexes, businesses, industries, parks, medians, etc.) may water on Tuesday
 - No watering on Sunday, Monday, Wednesday and Friday.

Exceptions:

- Watering on any day by handheld hose, drip irrigation, a soaker hose or tree bubbler. This exception is exclusively for trees, shrubs and foundations.
- Outdoor watering at service addresses with large multi-station irrigation systems may take place in accordance with a variance granted by the director of utilities, if the director determines that a property cannot be completely irrigated with an average of three-quarters of an inch of water in a single day, and that the property should be divided into sections to be irrigated on different days. If approved, no station will be watered more than once per week.
- If Golf courses using City of Willow Park water for irrigation may water

greens and tee boxes as needed to keep them alive, however watering must be done before 10 a.m. and after 6 p.m. Fairways are restricted to once per week watering as outlined above. Golf course rough cannot be watered. (No golf courses on city water.)

- Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials present for athletic events. Encouraged to reduce water use by 10%.
- All users are encouraged to wait until the current drought or emergency situation has passed before establishing new landscaping and turf. After that, the watering restrictions set forth in this stage apply. (This does not include over seeding with rye (or other seasonal grass) since turf already exists.)
- Discourage the operation of ornamental fountains or ponds that use potable water except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- Discourage the filling, draining, or refilling of swimming pools, wading pools, hot tubs and Jacuzzi type pools except to maintain adequate water levels for structural integrity, proper operation and maintenance, and/or to alleviate an issue that poses a public safety risk. Users of these types of activates must notify the City of Willow Park beforehand.
-
- Encourage the use of covers for all types of pools, hot tubs, and Jacuzzi type pools when not in use.

City and Local Governments

- Review conditions or problems that caused Stage 2. Take corrective action.
- Increase frequency of media releases on water supply conditions.
- Further accelerate public education efforts on ways to reduce water use.
- Eliminate non-essential water use. As used herein, non-essential water uses are those that do not have any health or safety impact and are not needed to meet the core function of the agency.
- Prohibit wet street sweeping.

Commercial or Industrial

- All actions listed above for all water users apply to commercial and industrial users.
- Use of water from fire hydrants for any purpose other than firefighting related activities or other activities necessary to maintain public health, safety and welfare

requires a variance issued by the Willow Park City Administrator or his/her official designee. Fire hydrant use may be limited to only designated hydrants.

Stage 3 – Emergency Water Use

Triggering Conditions for Stage 3

- City of Willow Park water demand has reached or exceeds 98% of reliable delivery capacity for a 24 hour period. The delivery capacity could be citywide or in a specified portion of the system.
- City of Willow Park's water distribution system becomes contaminated.
- City of Willow Park's water demand for all or part of the delivery system exceeds delivery capacity because delivery capacity is inadequate.
- Willow Park's water supply system is unable to deliver water due to the failure or damage of major water system components.
- City of Fort Worth has initiated Stage 3 – Emergency Water Use

Terminating Conditions for Stage 3

Stage 3 will terminate when the City of Fort Worth terminates its Stage 3 condition or when the circumstances that caused the initiation of Stage 3 no longer prevail.

Goals for Use Reduction for Stage 3

The goal for water use reduction under Stage 3, Emergency Water Use, is to decrease use by 20 percent. If circumstances warrant or if required by the City of Fort Worth, the Willow Park City Administrator or his/her official designee can set a goal for a greater water use reduction.

Actions Available for Stage 3

The Willow Park City Administrator or his/her official designee may order the implementation of any of the actions listed below, as deemed necessary. The City of Willow Park Administrator or his/her official designee must implement any action(s) required by the City of Fort Worth.

- Continue or initiate any actions available under Stages 1 and 2.

All Water Users

- Prohibit landscape watering, including at parks, golf courses, and sports fields.

Exceptions:

- Watering with hand-held hose, soaker hose or drip irrigation system may occur any day and anytime. (The intent of this measure is to allow for the

protection of structural foundations, trees, and other high value landscape materials).

- If golf courses that use City of Willow Park water for irrigation: greens only may be watered by hand-held hose as needed to keep them alive.
- Watering of athletic fields (fields only, does not include surrounding landscaped areas) used for organized sports practice, competition, or exhibition events may occur as necessary to protect the health and safety of the players, staff, or officials present for athletic events may be allowed to water by variance. A water management plan must be submitted to the Willow Park City Administrator detailing how each area will comply with stage 3 drought measures.
- Prohibit establishment of new landscaping. Variances may be granted for those landscape projects started prior to the initiation of stage 3 drought restrictions.
- Vehicle washing restricted to commercial car wash, commercial service station or a private on-site vehicle washing facility and can only be done as necessary for health, sanitation, or safety reasons, including but not limited to the washing of garbage trucks and vehicles used to transport food and other perishables. All other vehicle washing is prohibited.
- Prohibit the operation of ornamental fountains or ponds that use potable water except where necessary to support aquatic life.
- Prohibit the draining, filling, or refilling of swimming pools, wading pools and Jacuzzi type pools. Existing private and public pools may add water to maintain pool levels; however, they may not be refilled using automatic fill valves. Users of these types of activates must notify the City of Willow Park beforehand.
- Prohibit hosing of buildings or other structures for purposes other than fire protection or surface preparation prior to painting with high-pressure equipment. Must be performed by a professional power washing service utilizing high efficiency equipment and a vacuum recovery system where possible.

City and Local Governments

In addition to actions listed above:

- Continue or initiate any actions available under Stages 1 and 2.
- Review conditions or problems that caused Stage 3. Take corrective action.
- Implement viable alternative water supply strategies.
- Increase frequency of media releases explaining emergency situation.
- Reduce city and local government water use to maximum extent possible.
- Prohibit the permitting of new swimming pools, Jacuzzi type pools, spas, ornamental ponds and fountain construction. Pools already permitted and under construction may be completely filled with water.

Commercial or Industrial

- All actions listed above for all water users apply to commercial and industrial users.
- Hotels, restaurants, and bars required to serve drinking water to patrons on an “on demand” basis.
- Hotels are required to implement laundry conservation measures by encouraging patrons to reuse linens and towels.
- Stock at commercial plant nursery may be watered only with a hand-held hose, hand-held watering can, or drip irrigation system.
- Commercial and industrial water users required to reduce water use by a set percentage determined by the Willow Park City Administrator or his/her official designee.
- Use of water from hydrants for any purpose other than firefighting related activities or other activities necessary to maintain public health, safety and welfare requires a special permit issued by the Willow Park City Administrator or his/her official designee. Fire hydrant use may be limited to only designated hydrants.

4.5 Procedures for Granting Variances to the Plan

The Willow Park City Administrator or his/her official designee may grant temporary variances for existing water uses otherwise prohibited under this drought contingency plan if one or more of the following conditions are met:

- Failure to grant such a variance would cause an emergency condition adversely affecting health, sanitation, or fire safety for the public or the person requesting the variance.
- Compliance with this plan cannot be accomplished due to technical or other limitations.
- Alternative methods that achieve the same level of reduction in water use can be implemented.

Variances shall be granted or denied at the discretion of the Willow Park City Administrator or his/her official designee. All petitions for variances should be in writing, using the forms provided, and must include the following information:

- Name and address of the petitioner(s)
- Purpose of water use
- Specific provisions from which relief is requested
- Detailed statement of the adverse effect of the provision from which relief is requested
- Description of the relief requested

- Period of time for which the variance is sought
- Detailed schedule of irrigation that shows a reduction in use over the 30 day period for new lawns and landscapes. Schedule should be designed so that at the end of the 30 day period, lawn and landscaped areas can adhere to the twice per week schedule defined in Stage 1.
- Alternative measures that will be taken to reduce water use
- Other pertinent information.

4.6 Procedures for Enforcing Mandatory Water Use Measures

Mandatory water use restrictions may be imposed in Stages 1, 2, and 3. These mandatory water use restrictions will be enforced by warnings and penalties as follows:

- On the first violation, customers will be given a written warning that they have violated the mandatory water use restriction.
- On the second and subsequent violations, citations may be issued to customers, with minimum and maximum fines established by ordinance.
- After three violations have occurred, the utility may cut off water service to the customer.

Appendix B contains a copy of the City of Willow Park City ordinance adopting this Plan and the enforcement actions and penalties.

4.7 Coordination with the Other Entities

Appendix C includes a copy of a letter sent to the chair of the Region C Water Planning Group, General Manager of TRWD and the Executive Director of TCEQ upon adoption of this Plan.

4.8 Review and Update of Drought Contingency Plan

As required by TCEQ rules, the City of Willow Park will review this drought contingency plan at least every five years. The plan will be updated as appropriate based on new or updated information.

5.0 Drought Contingency Plan Definitions

Term	Definition
Aesthetic water use	Water use for ornamental or decorative features such as fountains, reflecting pools and water gardens.
Alternative Water Source	Means water produced by a source other than a water treatment plan and in not considered potable. These sources can include, but are not limited to: reclaimed/recycled water, collected rain water, collected grey water, private well water.
Athletic field	Means a sports playing field, the essential feature of which is turf grass, used primarily for organized sports for schools, professional sports, or sanctioned league play.
Automatic Irrigation System	Means a site specific system of delivering water generally for landscaping via a system of pipes or other conduits installed below ground that automatically cycles water use through water emitters to a preset program, whether on a designated timer or through manual operation.
Aquatic Life	Means a vertebrate organism dependent upon an aquatic environment to sustain its life.
Conservation	Those practices, techniques, and technologies that reduce water consumption; reduce the loss or waste of water; improve the efficiency in water use; and increase the recycling and reuse of water so that supply is conserved and made available for other or future uses.
Customer	Any person, company, or organization using water supplied by TRWD or through an entity supplied by TRWD.
Drip irrigation	An irrigation system (drip, porous pipe, etc.) that applies water at a predetermined controlled low-flow levels directly to the roots of the plant
Drought Contingency Plan	Means a strategy or combination of strategies for temporary supply management and demand management responses to temporary or potentially recurring water supply shortages and other water supply emergencies.

Fountain	An artificially created jet, stream or flow of water, a structure, often decorative, from which a jet, stream or flow of water issues.
Golf Course	Means an irrigated and landscaped playing area made up of greens, tees, fairways, roughs and related areas used for the playing of golf.
Hand-held hose	Means a hose physically held by one person, fitted with a manual or automatic shutoff nozzle.
Hand Watering	Means the application of water for irrigation purposes through a hand-held watering hose, watering can, or bucket.
Hose-end Sprinkler	Means a device through which water flows from a hose to a sprinkler to water any lawn or landscape.
Hosing	Means to spray, water, or wash with a water hose.
Industrial water use	Means the use of water for or in connection with commercial or industrial activities, including but not limited to, manufacturing, bottling, brewing, food processing, scientific research and technology, recycling, production of concrete, asphalt, and cement, commercial uses of water for tourism, entertainment, and hotel or motel lodging, generation of power other than hydroelectric and other business activities.
Irrigation system	Means a system of fixed pipes and water emitters that apply water to landscape plants or turfgrass, including, but not limited to, in-ground and permanent irrigation systems.
Lake, lagoon or pond	Means an artificially created body of fresh or salt water.

Landscape irrigation use	Water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, right-of-ways, medians and entry ways.
“New landscape” means	<ul style="list-style-type: none"> a. Installed during construction of a new house, multi-family dwelling, or commercial building; b. Installed as part of a governmental entity’s capital improvement project; or c. Alters more than one-half the area of an existing landscape.
Non-essential water use	<p>Water uses that are not required for the protection of public health, safety and welfare, such as:</p> <ul style="list-style-type: none"> a. Irrigating landscape areas, including parks, athletic fields, and golf courses, except as otherwise provided under this plan; b. Washing any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas; except to alleviate a public health and safety issue; c. Washing any automobile, motorbike, boat (and/or trailer), airplane, or other vehicle except where required by law for safety and sanitary purposes. d. Washing buildings or structures for purposes other than immediate fire protection, or other uses provided under this plan; e. Filling, refilling, or adding to any swimming pools or Jacuzzi-type pools, except to maintain safe operating levels; f. Filling or operation of a fountain or pond for aesthetic or scenic purposes except when necessary to support aquatic life; g. Failure to repair a controllable leak within a reasonable time period after being directed to do so by formal notice; and h. Drawing from hydrants for construction purposes or any other purpose other than firefighting or protection of public drinking water supplies.
Park	Means a non-residential or multifamily tract of land, other than a golf course, maintained by a city, private organization, or individual, as a place of beauty or public recreation and available for use to the general public.
Power/Pressure washer	Means a machine that uses water or a water-based product applied at high pressure to clean impervious surfaces.
Pressure washer (High-Efficiency)	Means a machine that uses water or a water-based product applied at 1500 pounds per square inch (PSI) or greater.
Reclaimed Water	Municipal wastewater effluent that is given additional treatment and distributed for reuse in certain applications. Also referred to as recycled water.

Soaker hose	Means a flexible hose that is designed to slowly emit water across the entire length and connect directly to a flexible hose or spigot. Does not include hose that by design or use sends a fine spray in the air. It is not considered drip irrigation.
Splash Pad/Spray Park	Means an area for water play that has no standing water. Typically, they utilize various spray nozzles which spray water in multiple directions.
Swimming pool	Means any structure, basin, chamber, or tank including hot tubs, containing an artificial body of water for swimming, diving, or recreational bathing, and having a depth of two (2) feet or more at any point.
Vegetable garden	Means any noncommercial vegetable garden planted primarily for household use; "noncommercial" includes incidental direct selling of produce from such a vegetable garden to the public.
Well Water	Means water that has been, or is, obtained from the ground by digging, boring, or drilling to access an underground aquifer.

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DRAFT



BRIEFING SHEET

Meeting Date: April 4, 2018	Department: Mayor	Presented By: Doyle Moss
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AGENDA ITEM: 1

Consider and act on appointment to the Park Board.

BACKGROUND:

There is a vacancy on the Park Board at this time. David Wagner has submitted an application.

STAFF/BOARD/COMMISSION RECOMMENDATION:

The Mayor recommends the Council confirm the following appointment:

EXHIBITS:

Application from David Wagner.

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

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

Return completed application to:

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

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

Name: David Wagner

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

Name of Board/Commission of Interest:

Parks Board

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

Personal Information	Occupational Information
Home Address: <u>328 Fairway Dr.</u>	Business Name: <u>TxDOT</u>
Mailing Address: <u>Willow Park, TX 76087</u>	Occupation: <u>Civil Engineer</u>
Telephone: <u>817 441-5674</u> Fax: _____	Address: <u>2501 S.W. Loop 820 Ft. Worth,</u>
E-Mail: <u>cdw91@yahoo.com</u>	Telephone: <u>817 370-6769</u> Fax: <u>Tx 76133</u>
Willow Park Resident for <u>1</u> years County: <u>Parker</u>	E-Mail: <u>david.wagner@txdot.gov</u>
Voters Registration No.: <u>1011750789</u>	
Preferred method of contact: <u>phone (214 929 3433)</u>	

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

Prior or current work experience: (please include dates)

Civil Engineer 1989 - present ; licensed in TX

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/Left School? 1983

Business College, Correspondence School, Adult Education, Other? _____

Name of College/University: Texas A&M University ☒ Bachelor's ☐ Master's ☐ PhD

Volunteer Work: (please include dates)

Bikes for Tykes 2017 - present repair & re-furbish donated bicycles which
are made available - free of charge - to children & adults who want/need
them

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

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

N/A

Application held for 12 months from date received

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

If so, which one?

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

- 1) Noticed former parks removed & don't want to diminish parks & related features
- 2) asked to serve by others serving
- 3) I have related transportation experience that could be helpful (roads, bridges, etc.)

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

- 1) Park that my child played at years ago is gone; disappearing park facilities in Willow Park

Not yet sure how this board should address - BUT first there has to be a board & someone needs to serve on it.

- 2) No clear plan by the City that delineates parks, trails, & related features (Master Plan?) - or at least people are not generally aware of such a plan. I recall an article in the Community News many years ago about a Master plan. If there is one, perhaps it needs to be highlighted to the citizens so that they know. Comprehensive plan is good, but many people are not familiar with it - AND the pictures that show parks are small, they need to be able to view at a larger scale.

- 3) Money - how will parks be paid for - & how will park maintenance be funded. Those are likely questions for City Council.

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

Civil Engineer, Certified Floodplain Manager, former pavement management engineer, former bridge safety inspector, active cyclist in the area, TxDOT programs with local governments experience

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

Not aware of any

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

Comments: attended one meeting

Statement of Intent

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

Signature:

David Wagner

Date:

1/31/2014

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

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: April 9, 2019	Department: Fire	Presented By: Chief Mike LeNoir
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AGENDA ITEM:

Automatic Aid between Willow Park Fire/Rescue Department and Weatherford Fire Department.

BACKGROUND:

This is an automatic aid agreement between the two fire departments for resources involving all hazards.

The Exhibits A and B are the requested coverage area for the resources. We are providing resources for Exhibit A for Weatherford. Exhibit B is the request Weatherford will assist to Willow Park. These areas are the Target Hazard areas.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Recommend approving the Automatic Aid Agreement between the two departments.

EXHIBITS: Automatic aid agreement with Exhibits A and B attached.

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$0
	Source of Funding	\$0

AGREEMENT FOR AUTOMATIC AID ASSISTANCE BETWEEN THE CITY OF WEATHERFORD AND THE CITY OF WILLOW PARK

RECITALS

The City of Weatherford (Weatherford) and the City of Willow Park (Willow Park) currently provide fire protection and other types of emergency response services to local residents in their respective jurisdictions or service areas.

Weatherford and Willow Park have previously cooperated in the provision of emergency and fire protection services through the practice of mutual aid.

Weatherford and Willow Park desire to augment resources and capabilities within the geographic boundaries of their respective service areas by responding to and dispatching emergency calls on an automatic assistance basis so that the nearest available unit responds to the incidents specified in this agreement, regardless of the jurisdiction involved.

It is the intent of this “Agreement for Automatic Aid Assistance Between Weatherford and Willow Park” (Agreement) that the capabilities and coordination of the each party’s abilities to protect lives and property be efficiently enhanced.

TERMS

1. The parties to this Agreement are Willow Park, acting by and through its Willow Park Fire Department (WPDF) and Weatherford, acting by and through its Weatherford Fire Department (WFD). The initial term of this Agreement shall be for one year, effective _____, unless terminated earlier pursuant to Section 17, and may be renewed for up to four (4) additional one-year terms by mutual written consent of Willow Park and Weatherford.
2. Upon dispatch notification, the Parties agree to automatically respond the nearest available unit(s) to the scene of an emergency within the automatic aid agreement service area. The service areas are shown on the maps attached as Exhibits A and B, which are attached to and incorporated into this Agreement. The “nearest available unit” shall mean that unit of either party that meets the requirements for that type of emergency and is capable of responding quickest to a call. A party shall respond only to the extent that a unit is readily available.
3. WFD and WPDF shall respond to all call types within the automatic aid agreement service areas shown on Exhibits A and B.

4. The parties agree to follow the National Incident Management System (NIMS) as promulgated by the U.S. Department of Homeland Security to provide for the efficient management of emergencies and for the safety of firefighters through the use of standard terminology, reporting relationships, and support structures for those emergencies requiring the use of units from the parties.

5. The parties agree to cooperatively acquire equipment designed to maximize the compatibility of the equipment held by both parties. Each party shall be solely responsible for its equipment or property, including any losses or damages, in the performance of this Agreement.

6. All career fire fighters shall have current certifications from the Texas Commission on Fire Protection. WFD and WPFD agree that volunteer firefighters shall be trained according to State Firemen's and Fire Marshal's Association of Texas standards and must have met certification requirements before providing services under this Agreement.

7. NO DEPARTMENT SHALL BE RESPONSIBLE FOR THE ACTS OR OMISSIONS OF ANY OTHER DEPARTMENT'S EMPLOYEES, VOLUNTEERS OR PERSONNEL. IT IS EXPRESSLY UNDERSTOOD THAT THE DEPARTMENTS DO NOT WAIVE, AND SHALL NOT BE DEEMED TO WAIVE, ANY IMMUNITY OR DEFENSE THAT WOULD OTHERWISE BE AVAILABLE TO THEM AGAINST CLAIMS ARISING IN THE EXERCISE OF THEIR POWERS AND FUNCTIONS, OR THAT MIGHT OTHERWISE BE AVAILABLE AT LAW OR IN EQUITY. THE PROVISIONS OF THIS SECTION WILL SURVIVE THE EXPIRATION OR EARLY TERMINATION OF THIS AGREEMENT. NO PARTY WILL BE RESPONSIBLE FOR CLAIMS ARISING OUT OF THE SOLE NEGLIGENCE OF ANY OTHER PARTY. An employee or volunteer shall be deemed to be performing services when en route to, en route from, or at the scene of a call or emergency.

8. Specifically citing Texas Government Code Section 791.006 (a-1), the parties agree that, for purposes of determining civil liability for non-party claims, the act of any person while fighting fires, providing rescue services, providing first response EMS services, traveling to or from any type of emergency call or emergency scene, or in any manner furnishing services in accordance with this Agreement, shall be the act of the party that employs such person or for which such person is engaged as a volunteer. The payment of any and all civil or other liability, including negligence, resulting from the furnishing of services under this Agreement is the responsibility of the party performing such acts. This shall specifically include, but not be limited to, the payment of court costs, expenses, and attorneys' fees resulting from any such claim or lawsuit. The parties agree that the assignment of liability described in this Section is intended to be different than liability otherwise assigned under Section 791.006 (a) of the Texas Government Code.

9. The parties agree to cooperate in the development of procedures and protocols, including but not limited to dispatch, communications coordination, training, health and

safety, fire prevention, public education, fire investigations and other activities that will enhance the ability of the both parties to fulfill their missions.

10. When responding to a call for automatic aid outside of its jurisdictional territory, the assisting party shall keep a record of “time of dispatch” and “response time” for each call and such other necessary information or reports required by the receiving party for its record-keeping purposes.

11. The parties agree to comply with all applicable state, local and federal laws and regulations in providing services under this Agreement. The parties agree to cooperate in executing such further or subsidiary agreements as may be required.

12. No term or provision of this Agreement is intended to, or shall, create any rights in any person, firm, corporation or other entity not a party hereto, and no such person or entity shall have any cause of action hereunder.

13. The parties agree to respond with appropriate resources, but only if available, as if the call was in their service area. As soon as possible after the situation is stabilized, the responding entity must be released. Any Automatic Aid response under this Agreement is considered to be the first operational period of twelve hours, and aid provide after the first operational may be subject to reimbursement as appropriate. No party shall have any right to any payment or reimbursement from any other party under this Agreement. The parties agree to cooperate with each other in seeking reimbursement from state or federal authorities to the extent such opportunities are available.

14. The parties shall each provide Automatic Aid hereunder in its sole discretion and only with resources that are available at the time of the dispatch. If no resources are available to respond hereunder, the responding department will notify dispatch and the requesting department so that other arrangements may be made to obtain the necessary resources.

15. This Agreement supersedes any previous automatic aid agreement between the parties. Any previous statement or understanding regarding automatic aid that is not included in this Agreement shall be of no force or effect until executed as an amendment to this Agreement.

16. The parties agree to cooperate in an annual evaluation of this Agreement in order to ensure that terms of the Agreement are providing an efficient enhancement of the parties' ability to protect lives and property.

17. This Agreement may be terminated by either party, with or without cause, upon 120 days written notice. Notice shall be provided by certified mail, return receipt requested, at the following addresses:

Fire Chief, Willow Park Fire Department
City of Willow Park
101 Stagecoach Trail
Willow Park, TX 76087

Mayor, City of Willow Park
516 Ranch House Rd.
Willow Park, TX 76087

Fire Chief, City of Weatherford
202 W. Oak St.
Weatherford, TX 76086

Mayor, City of Weatherford
303 Palo Pinto
Weatherford, TX 76086

18. No term or provision in this Agreement is intended to create a partnership or joint venture.

19. The parties agree to schedule joint training exercises between the stations likely to provide services under this Agreement as soon as possible, to periodically meet to review procedures and operations, and to recommend amendments to this Agreement.

20. If for any reason any provision of this Agreement is held invalid by a court of competent jurisdiction, such holding shall not affect, impair or invalidate the remaining provisions of this Agreement but shall be confined in its operations to the specific sections, sentences, clauses or parts of this Agreement and shall not affect or prejudice in any way the validity of this Agreement in any other instance.

The City of Weatherford

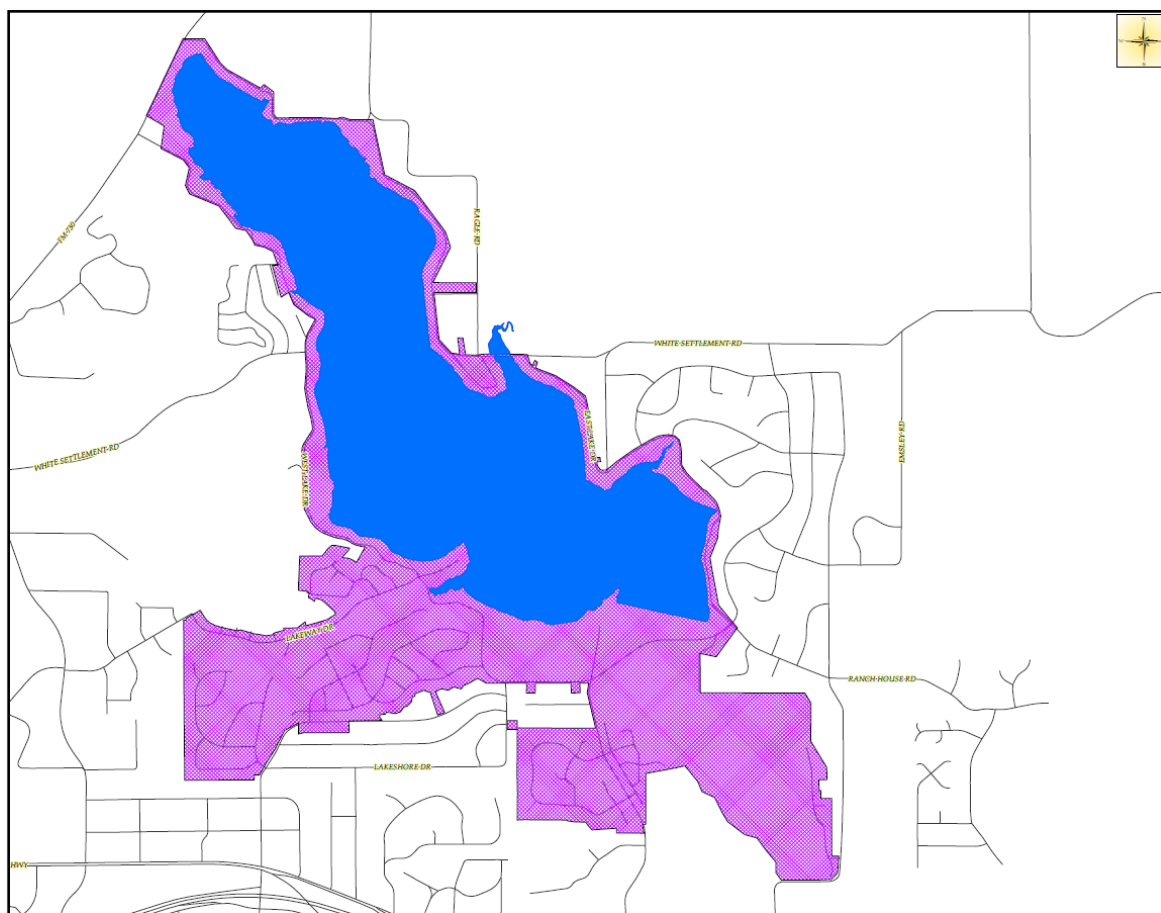
City of Willow Park

By: _____
Title: _____

By: _____
Title: _____

EXHIBITS (ATTACHED)

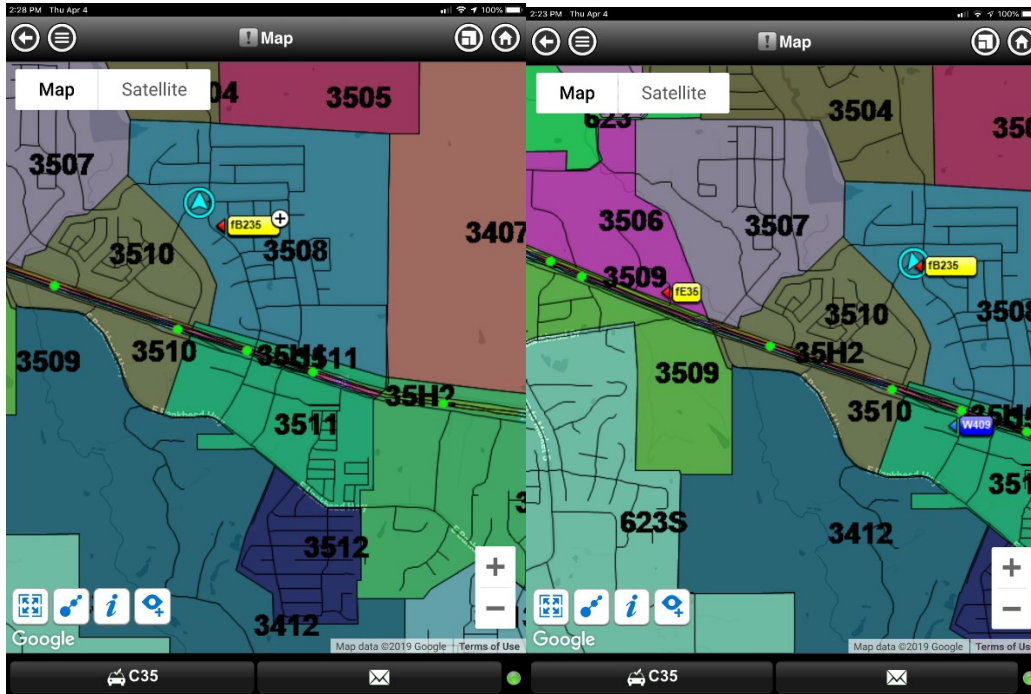
EXHIBIT A



- WPDF will provide automatic aid to the purple shaded area

EXHIBIT B

Weatherford Fire Department will provide aid to Boxes 3506, 3508, 3509, 3510, 3511. These boxes contain our major target hazards which require more personnel and aerial device.



These areas include schools, churches, assisted living, nursing home, and Texas Health Willow Park.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: April 9, 2019	Department: Legislative	Presented By: A. Smith
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AGENDA ITEM:

To consider and take action on the purchase of open records request software.

BACKGROUND:

The City Secretary's office has seen an increase in open records requests in the last year. I have spoken with many of my peers, all over the state, who have also seen these extreme increases. Most of them have already purchased a similar system, or the exact system that I am requesting.

I have spoken and experienced demonstrations with 3 software companies in the last 2 weeks, Next Request, Destiny Software and Just FOIA.

I have attached the quotes from each of those companies.

The City Secretary's office is recommending the software "Just FOIA". I believe that it is the most economical and user-friendly choice.

STAFF/BOARD/COMMISSION RECOMMENDATION:

The City Secretary's office is recommending the software "Just FOIA". I believe that it is the most economical and user-friendly choice.

EXHIBITS:

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

STAFF MEMO

To: Honorable Mayor Doyle Moss and City Council Members

From: Alicia Smith, City Secretary

Date: April 3, 2019

RE: Open Records Request Software

On next Tuesday's agenda the City Secretary's office has requested the council to consider the purchase of an open records request software package. This office has seen an increase in open records requests in the last year. I have spoken with many of my peers, all over the state, who have also seen these extreme increases. Most of them have already purchased a similar system, or the exact system that I am requesting.

Here are the facts.

By the numbers

- The City of Willow Park received an estimated 650 open records requests last year.
- About 250 of these were for accident reports.
- The average request costs the City Approximately \$150 each (personnel time, computer usage, and other resources)

Willow Park	Low Estimate	High Estimate
Requests/Year:	638	638
Cost/Request	\$150	\$400
Est. Cost/Year	\$95,700	\$255,200
% Requests Diverted	15%	30%
Diversion Savings	\$14,355	\$76,560
% staff efficiency	33%	66%
Staff time savings (\$)	\$26,844	\$117,902
Total Savings	\$41,199	\$194,462

Efficiency:

- If the program diverts only 15% of all requests, by automatically supplying a link to already published documents, then that is a savings of approximately \$14,355 a year.

- Since the program stream lines, the process and reminds all personnel involved that they have tasks waiting, it saves this office time that I do not have to spend tracking down with each department where they are in the process or if they have completed the request.
- Allows you to track and manage all public records requests in one centralized system
- Sending you automatic due date and task reminders so that nothing falls through the cracks
- It puts documents that are frequently requested in a central location for citizens to search.
- Allows you to run detailed reports on data, including time spent fulfilling requests

Legal

- Provides a detailed and automatic internal audit trail for all actions taken on a request, so it's easy to see who has done what on a request across all departments and what still is left to do (and to protect the city in event of any legal challenges)
- It puts documents that are frequently requested in a central location for citizens to search.

In Summary

These systems stream line the request process for citizens and staff, and make open records request processes more efficient and consistent.

The addition of this software to our processes adds another level of transparency and efficiency to our city.

Thank you,

Alicia Smith TRMC, CMC

City Secretary

Prepared For:

Willow Park, TX

Presented By:

Mike Samide

JustFOIA

Records Request Solution

Issued: March 25, 2019





CORPORATE OFFICE

Sales Department
1958A Commonwealth Lane • Tallahassee, FL 32303
Phone (800) 342-2633 • Fax (850) 564-7496

MIKE SAMIDE

Inside Sales Representative
(850) 701-0725 ext. 1747
msamide@mccinnovations.com

March 25, 2019

Ms. Alicia Smith
City of Willow Park
101 Stage Coach Trail
Willow Park, TX 76087

Dear Ms. Smith:

I enjoyed speaking with you recently regarding our **JustFOIA** Open Records Request Tracking Solution. Pursuant to our discussion, we are pleased to enclose our Professional Services Proposal. While reviewing the proposal, please keep in mind the following features included with your JustFOIA subscription:

- **Hosted Solution:** JustFOIA is an affordable hosted solution. The application and associated data is hosted in the same secure data centers Municode uses to house data for several thousand government clients. This ensures a minimal IT impact for our clients.
- **Unlimited Users:** No matter the number of people you have as part of your process, JustFOIA allows for unlimited users at no additional charge.
- **Correspondence:** JustFOIA handles Internal emails, emails to the requestor, templates, and even discussion threads all within the application.
- **Training:** MCCI offers user training along with administrative training as part of your new JustFOIA subscription.
- **JustFOIA Focus Group:** All of our clients are invited to participate in our ongoing JustFOIA Focus Group. A periodic meeting to review product development, solicit new ideas and share best demonstrated practices amongst other users from around the country.
- **Enterprise Capability:** JustFOIA offers options for managing a specific Department's Open Records Requests and can also be expanded to the Enterprise level.

Why invest in JustFOIA? We are confident that with the help of JustFOIA, you will experience:

- **Improved Citizen Engagement and Transparency:** Online form, along with automated receipt verification improves the requester experience.
- **Improved Efficiency:** With enhanced communication, automated notifications and reminders, fee tracking and management, request searching, reporting and improved work flow. Your records request process will be more efficient than ever.
- **Mitigated Risk:** Automated request tracking, activity and deadline management will help mitigate the risk of non-compliance.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me on our toll-free number. We appreciate your interest and hope that we will have the pleasure of working with you.

Sincerely,

Mike Samide
Inside Sales Representative

EXECUTIVE SUMMARY

MCCi has been a leader in document management and business process improvement for the government sector since 1998. With over 1,100 clients, MCCi is uniquely positioned as an expert in helping government leverage automation to better serve their citizenry.

MCCi began developing JustFOIA in 2013 to provide the most comprehensive and user-friendly platform to assist government respond to the ever-growing challenges associated with public records requests and FOIA law. Today we partner with clients across the country in cities large and small to make the records request process more efficient and transparent.

JustFOIA was born out of our relationship with our clients. When it became clear that we wanted to develop a solution for public records requests, our first task was to create a focus group of individuals (predominantly City Clerks) to help guide what features were crucial to meet the needs of the market. The focus group continues today and is the source of much of our development. MCCi has a tremendous track record of working with our clients in a collaborative way, to ensure we deliver solutions that match the needs of the marketplace.

MCCi has successfully deployed JustFOIA to well over 100 clients across the country. Our clients include some of the largest cities in the country as well as many small and mid-size municipalities as well. The varying sizes of our clients speaks highly of our ability to understand the needs of our clients as well as the flexibility of the JustFOIA platform.

MCCi has become experts in the field of transparency by working with our clients to understand the demands of public records requests, FOIA law, and the challenges of working in an ever-increasing transparent world. As a testament to this, we have been invited to speak at many different conferences on the topic of records management and records requests.

JUSTFOIA IMPLEMENTATION

REMOTE CONFIGURATION – Configuration services are provided remotely. As part of the standard configuration services MCCi will work with the client to configure up to two records request intake processes, unlimited users, as well as the departments, and security rights. The configuration of all forms and processes are to be completed as part of the initial project; if the client desires to take advantage of configuring a second process, it must be done as part of the initial configuration services and prior to training. Subsequent form/process configurations and users will be configured by the client, or the client may contract with MCCi for additional services.

REMOTE TRAINING – JustFOIA is a simple and easy to use solution, therefore all training is provided remotely. One remote user training session is included for each form process that is being configured. In addition, one administrative training is included for the organization. All training is conducted in a train the trainer format. Onsite live training can be conducted at a negotiated rate.

JUSTFOIA LICENSING AND FEATURES - JustFOIA is an open records request tracking solution. It allows you to record, track, fulfill, and report on the records request process. Below are the feature sets offered:

- Public Facing Form Site – Online public request form accessible through client's website.
- Email Notifications – Status and department updates, automated reminders as well as daily digest and alert notifications.
- Correspondence – Emails can be generated within the system and tracked under the specific request. Emails can be custom created or through pre-configured templates. In addition, other forms of correspondence related to a request can be tracked (phone calls, letters or in person conversations).
- Fee Tracking – Track fees, due dates, and payments.
- On-Premise Archival – Export capabilities for archiving record request data locally.
- Proactive Status Reporting – Dashboard interface allows for immediate status update.
- Performance Metric Reports – Measure processing times by request type, department or user.
- Global Reporting – Measure performance for all departments and request types.
- Configurable Intake Form – Client branded intake form that can be configured remotely or locally.
- Mobile compatible – Compatible with most cellular devices.
- Public Portal – Requesters can track their request through a secured private portal. Status updates, invoices and request documents can all be provided for the requester.
- Payment Portal (Optional) - Requestors can view or print the invoice and make partial or whole payments. This feature requires an account with Authorize.net, which is the third-party payment processor for this integration. Authorize.net handles all monetary transactions and sensitive credit card data.

HARDWARE/SOFTWARE REQUIREMENTS

JustFOIA is a completely web-based hosted solution and therefore has no server-side hardware components. End-user access is provided through a web interface, which means no client-side software is required. We test and support the following browsers: Microsoft® Internet Explorer® version 10 or higher; Google Chrome™, most recent stable version; Mozilla® Firefox®, most recent stable version; Apple® Safari® most recent stable version.

PROFESSIONAL SERVICES

We are fanatical about client success. Your time is limited, but with JustFOIA professional services, we are an extension of your organization, our qualified experts can assist with a successful implementation. Not sure which package fits your needs, we are here to help!

	STARTER	STANDARD	ENTERPRISE
Project Kickoff Call and Implementation Plan Identify milestones for successful implementation	✓	✓	✓
Process Analysis Review Conduct a remote information gathering session to understand, guide, and recommend process improvement		✓ Up to 2 Sessions	✓ Up to 6 Sessions
Project Plan Reviews Detailed weekly project updates		✓	✓
User Configuration Establish and configure initial user security credentials and roles	✓ Up to 25 Employees	✓ Up to 50 Employees	✓ Up to 100 Employees
Process Configuration Based on client-supplied requirements, we will configure business process forms, workflow statuses, departments, and holidays	✓ Up to 2 Processes	✓ Up to 4 Processes	✓ Up to 6 Processes
Template Configuration Configure email templates and requestor web pages related to the process	✓ 1 Template	✓ Up to 4 Templates	✓ Up to 10 Templates
On-Site Project Management Facilitate a successful implementation and training session			✓ Up to 2 Days
Support Technical support through user testing before going live	✓	✓	✓
Remote Administrative Training Remote administrative training up to two-hour sessions. Recording available for viewing	✓ 1 Session	✓ Up to 2 Sessions	✓ Up to 3 Sessions
Remote User Training Remote user training up to two-hour sessions, including a recorded version.	✓ Up to 2 Sessions	✓ Up to 4 Sessions	✓ Up to 6 Sessions
	\$2,000.00	\$4,500.00	\$9,500.00

MCCI SUPPORT

When you become a client of MCCi, you gain much more than just a new product. You gain a relationship between our staff and your organization to make your product implementation successful and the usage of your product an enjoyable experience. In order to make this possible, MCCi offers both proactive and technical support.

PROACTIVE SUPPORT

You will have already worked with your Account Executive in the pre-project phase and they will continue to support you. They will assist in pre-implementation processes and be a resource for you for questions and answer and be in touch throughout the year to discuss optimal system usage and ensure client satisfaction.

TECHNICAL SUPPORT

Your continued subscription to JustFOIA helps preserve your investment and extend the benefits of your original purchase by providing you access to the assistance needed. You have access to a toll-free line to call for technical support or submit tickets online through our support center. You receive the following benefits:

- Free software updates for your current solution
- Periodic User webinars
- Embedded System Help Files
- Technical bulletins and newsletters
- Email/Phone Support (see below)

MCCi does provide continued technical support for all MCCi applications. Technical support is provided via email or telephone during normal business hours of 8:00 a.m. to 8:00 p.m. Eastern Time. Clients can designate several individuals who are to be the technical support contacts. There is no limit on the number of technical support calls that can be made. Customers may contact MCCi support via the online support center, email (support@mccinnovations.com), or telephone (866-942-0464).

JUSTFOIA PRICING

To determine which services and products are included with your project, please refer to the Pricing Section below.

Subscription Annual Expense	Cost	Total
JustFOIA Population Tier 1-Up to 10k	\$2,500	\$2,500
Adobe Pro Plug-In	\$375	\$375
Setup and Training: One time Expense		
Starter*Up to 2 Business Processes, Security Configuration for Up to 25 Staff Members, Up to 3 hours of Remote User and Administrative training, and Configuration of 1 email template	\$2,000	\$2,000
Adobe Pro Plug-in Setup, Installation and configuration of JustFOIA plugin for Adobe Acrobat Pro. "Train the Installer", up to 2 hours of remote assistance	\$250	\$250
Total Project Cost		\$5,125
<i>For budgetary purposes, the Client should include \$2,875.00 in annual budget for renewal of the items quoted above.</i>		

Your JustFOIA service includes up to 500 GB of data storage. While a vast majority of our clients do not go over this allotted amount, we do charge a fee of \$500 per 500 GB over the included amount of data storage. This fee is added to your yearly subscription.

PAYMENT & BILLING TERMS

MCCi will invoice one hundred percent (100%) of the subscription amount upon providing the Client online access to the JustFOIA service. Balance of total project will be invoiced upon completion of the proposed professional services. Sales Tax will be included where applicable. Payment will be due upon receipt of an invoice. The Client's annual subscription renewal date is set based on 30 days after contract is received.

JUSTFOIA ADD-ONS

ADOBE ACROBAT PRO PLUGIN

With the Adobe Acrobat Pro Plugin, you can easily upload documents you are working on in Adobe to a specific JustFOIA request. Use Adobe to create and edit documents, as well as to apply redactions and other features available in the Adobe software. When you are ready, you simply click on the JustFOIA button in the menu bar and uploading that document to JustFOIA is as easy as picking the request number. In order to utilize this plugin, your organization will need to have Acrobat Pro available to the user.

LASERFICHE INTEGRATION

Our Laserfiche integration makes it easy to leverage the power of Laserfiche to help fulfill records requests. Do all of your searching, editing, and redaction in Laserfiche. Then with a click of the JustFOIA menu button send selected documents directly into the response documents of the specific JustFOIA request you choose. This integration makes it more seamless to use Laserfiche and JustFOIA together to complete records requests. In order to utilize this integration, each user will need a full Laserfiche license.

PAYMENT PORTAL

This feature requires an account with Authorize.net, which is the third-party payment processor for this integration. Authorize.net handles all monetary transactions and sensitive credit card data. JustFOIA integrates with Authorize.net to give you the ability to collect payments from requestors online. The requestor goes to your site and enters in the request number/security key and is able to see any fees that they owe. If they owe fees, they are able to pay through a secure authorize.net site. Once they pay, you can make their request documents available for immediate download.

TERMS AND CONDITIONS

MCCI, a Limited Liability Company, which is duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCCI, hereby offers the JustFOIA solution according to the following terms and conditions.

JUSTFOIA SUBSCRIPTION

MCCI is the developer and hosting provider for JustFOIA. An active subscription is required to access the solution. The official subscription date is established on the date MCCI grants initial access to JustFOIA. Adjustments in annual subscription rates may be made to coincide with current U.S. inflation rates – any increase will not exceed the cumulative increase in the Consumer Price Index (CPI) occurring since the last price increase. All subscriptions are prepaid and non-refundable.

JUSTFOIA IS AVAILABLE “AS-IS”

Though we want to provide a great service, there are certain things about the service we cannot promise. For example, the services and software are provided “as is”, at your own risk, without express or implied warranty or condition of any kind. We also disclaim any warranties of merchantability or fitness for a particular purpose. JustFOIA will have no responsibility for any harm to your computer system, loss or corruption of data, or other harm that results from your access to or use of the Services or Software. Some states do not allow the types of disclaimers in this paragraph, so they may not apply to you.

LIMITED LIABILITY

Notwithstanding anything in this Agreement to the contrary, MCCI’s total liability to the client for any and all claims, damages, or liability arising out of or related in any way to this agreement or the products or services being provided by MCCI to Client shall be strictly limited to the project fees paid to MCCI by the Client for the preceding 12-month period immediately preceding the event giving rise to the claim by the Client, and shall also be limited to the fees paid to MCCI for the particular service/product that the Client’s claim was caused by or arose out of.

Due to the intended use of JustFOIA being focused on “Open Records” Requests, MCCI assumes that only public and non-confidential data will be uploaded to the solution, and the full Terms of Use are accessible on the home page of the JustFOIA solution.

INDEMNIFICATION

If MCCI or our affiliates (owners or partners), or any of our or their respective employees, agents, or suppliers (the “Indemnitees”) is faced with a legal claim by a third-party arising out of your actual or alleged gross negligence, willful misconduct, violation of law, failure to meet the security obligations required by the Agreement, or violation of your agreement with your customers or end users, then you will pay the cost of defending the claim (including reasonable attorney fees) and any damages award, fine or other amount that is imposed on the Indemnitees as a result of the claim. Your obligations under this subsection include claims arising out of the acts or omissions of your employees or agents, any other person to whom you have given access to the Services, and any person who gains access to the Services as a result of your failure to use reasonable security precautions, even if the acts or omissions of such persons were not authorized by you. You must also pay reasonable attorney fees and other expenses we incur in connection with any dispute between persons having a conflicting claim to control your account with us or arising from an actual or alleged breach of your obligations to them.

FORCE MAJEURE

Neither party shall be liable for any delay or failure in performance due to causes beyond its reasonable control.

CLIENT FINANCIAL SOLVENCY/BANKRUPTCY

MCCI may require payment in advance for products and services in response to learning of financial solvency or bankruptcy issues.

NO HIRE CLAUSE

Client and MCCI agree that during the period that this agreement is in force, including extensions or modifications thereto, and for an additional 12 months following this period, neither Client nor MCCI will actively recruit, or solicit employees or independent contractors of either company, or the employees of any of the other Subcontractors; who are on active payroll status and are currently participating in this Program, without the prior written approval of the party whose employee or independent contractor is being considered for employment. This does not prohibit any employee from responding to or pursuing employment opportunities through normal media channels, i.e. newspapers, professional journals, etc. so long as it is not related to this particular program and that it is not an attempt to avoid the intent of the above restriction.

If, during the term of, or within (12) months after the termination of the performance period of this agreement, client hires directly, or indirectly contracts with any of MCCI’s personnel for the performance of systems engineering and/or related services hereunder, client agrees to pay MCCI 125% of the fees paid to, or in favor of such personnel for one (1) year after such personnel separates from service with MCCI.

TERMINATION

The services provided in this agreement will be in full force and effect for a period of three (3) years from the execution date of the agreement, or from the initial software/maintenance subscription date (applicable only when such components are included). Thereafter, this agreement will be automatically renewed from year to year, provided that either party may alter or cancel the terms of this agreement upon 60 days written notice.

USE OF BASECAMP

Through the course of this project, MCCI may choose to utilize the third-party service Basecamp (<http://www.basecamp.com>) for project management and team collaboration. Documentation and correspondence exchanged between MCCI and The Client may be stored in Basecamp. The Client acknowledges that Basecamp is responsible for secure storage of this documentation, and agrees that Basecamp’s security guidelines located at <https://basecamp.com/security> are acceptable for the storage of The Client’s data and correspondence exchanged with MCCI.

PROFESSIONAL SERVICES RESCHEDULING/CANCELLATIONS

Travel Expenses: If the client cancels or reschedules an installation after MCCI has made travel arrangements, travel expenses may be incurred due to circumstances such as non-refundable airline tickets, hotel reservations, rental cars, etc.

Site Preparation: The Client site should be ready for installation according to specifications outlined within the Hardware section. If site is not prepared and results in cancellation, delays, or rescheduling of an installation after MCCI has made travel arrangements, the client may incur expenses due to circumstances such as non-refundable airline tickets, training/install charges, hotel reservations, rental cars, etc.

Project Delays: Requests made by the client to cancel/reschedule delivery of services will cause a delay in delivery of the services and the overall project. The client understands that MCCI will have to respect the timelines of other scheduled projects when rescheduling services due to a request made by the client.

OTHER CONTENT

The Services may contain links to third-party websites or resources. JustFOIA does not endorse and is not responsible or liable for third-party website availability, accuracy, the related content, products, or services. You are solely responsible for your use of any such websites or resources.

MARKETING & REFERENCES

Client agrees to allow MCCI to publicly announce the client’s selection of MCCI for the specific solution(s), at the time of the client contracting with MCCI. Additionally, upon the client providing written consent, MCCI is authorized to publish and publicize testimonials and case study information pertaining to MCCI’s work with the Client. This information, including the Client’s organization name, logo, and contact information will be used in all media types.

MCCI SOFTWARE CONFIGURATION SERVICES

The customer may elect to contract with MCCI to configure the software. The customer is responsible for testing all software configurations completed by MCCI. By acknowledging this testing requirement, the customer waives any and all liability to MCCI for any fees, damages, etc., that could be related to software configurations.

Submitted by: **MCCi, a Limited Liability Company**

Date: March 25, 2019

By:

(Signature)

(Printed Name & Title)

Noted Items Accepted by: **WILLOW PARK, TX**

Date:

By:

(Signature)

(Printed Name & Title)

PUBLIC RECORDS
REQUESTS, SIMPLIFIED
WITH JUSTFOIA



Let's Talk about your Public Records Requests.

At MCCi, we know the pain points that many government agencies are facing. The problems that arise with public records requests are becoming more complicated as the public becomes more aware of the information that can be made available to them.

The main struggles our clients are experiencing are: the **volume** of requests, the **complexity** of the requests, and the **compliance requirements** of managing requests. The volume of requests is increasing, citizens want more, and they want it now, making the demand of the request appear easy, when in fact they are very complex. Compliance requirements continue to be a challenge, and many government agencies are having trouble tracking the status and deadlines of various requests. By choosing JustFOIA, our clients' problems and concerns are now manageable.



50% of states
require requests to be
completed in less than
seven days



400,000+
Requests



2,600
JustFOIA
Users

The Decision Is Simple

Improved Efficiency

At a time of decreased spending and increased pressure to serve your citizens, the importance of efficiency goes beyond saving money.

Enhanced Transparency

The call for transparency is real and getting louder every year. Investing in solutions that will allow agencies to meet the demands will pay dividends in public relations and employee morale.

Mitigate Risk

Failure to comply with public records requests laws can lead to fines, penalties, and negative publicity. It is essential for agencies to develop a framework for risk mitigation.

Expense Recovery

By investing in a public records requests management solution, the agency can consistently and accurately recover the expense of fulfilling each request.

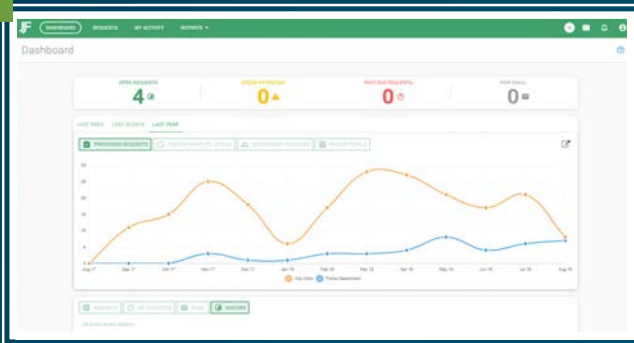
Our Expertise

For more than 65 years we have served government agencies by helping them operate more efficiently – saving time and money. With more than 1,100 MCCi clients nationwide, it is our culture to innovate and evolve by providing the latest technology to match our client's needs.

As the largest Laserfiche provider in the country, we heard first-hand from our clients the overwhelming need for a public records request system. MCCi assembled a client focus group to understand the strengths and struggles that come with processing and staying in compliance with open records requests. This focus group has grown over the years and is vital to the development, features, and functionality of the JustFOIA solution.



Key Features



Dashboards

A snapshot of how records requests are being managed and a way to quickly identify requests that need attention.

The Requests Overview table lists all active requests with the following columns: Request ID, Request Type, Status, Department, Request Date, Request Status, Requester, and Request Description. The table shows several requests in progress, with status indicators like 'Open' and 'Closed'.

Request ID	Request Type	Status	Department	Request Date	Request Status	Requester	Request Description
PD-2018-001	Police Department	Open	Police Department	08-14-2018	Open	John Doe	Request for records of police department regarding the incident on 08-14-2018.
PD-2018-002	Police Department	Closed	Police Department	08-14-2018	Closed	John Doe	Request for records of police department regarding the incident on 08-14-2018.
PD-2018-003	City Clerk	Open	City Clerk	08-14-2018	Open	John Doe	Request for records of city clerk regarding the incident on 08-14-2018.
PD-2018-004	City Clerk	Closed	City Clerk	08-14-2018	Closed	John Doe	Request for records of city clerk regarding the incident on 08-14-2018.
PD-2018-005	Police Department	Open	Police Department	08-14-2018	Open	John Doe	Request for records of police department regarding the incident on 08-14-2018.
PD-2018-006	City Clerk	Open	City Clerk	08-14-2018	Open	John Doe	Request for records of city clerk regarding the incident on 08-14-2018.

Requests Overview

An overview list of new and in-progress requests with status alerts and involved departments. A simple click will dive deeper into the request.

The Correspondence interface shows a list of emails and a detailed view of a specific email. The email is from 'shucheng@justfoia.com' and is dated 08-14-2018. The interface includes a 'Compose' button and a 'Send' button.

Correspondence

Centralize requestor communication by using JustFOIA correspondence for inbound and outbound emails, as well as general requestor notes.

The Discussions interface shows a list of discussions and a detailed view of a specific discussion. The discussion is titled 'Can we get all these by next week?' and is dated 08-14-2018. The interface includes a 'Reply' button and a 'Post' button.

Discussions

Never lose track of cross-department communication. Discussions will keep everyone in the loop and organized within the request.

The Assignment & Notification interface shows a list of assignments and a detailed view of a specific assignment. The assignment is for 'PD-23-2018' and is dated 08-14-2018. The interface includes a 'Assign' button and a 'Notify' button.

Assignment & Notification

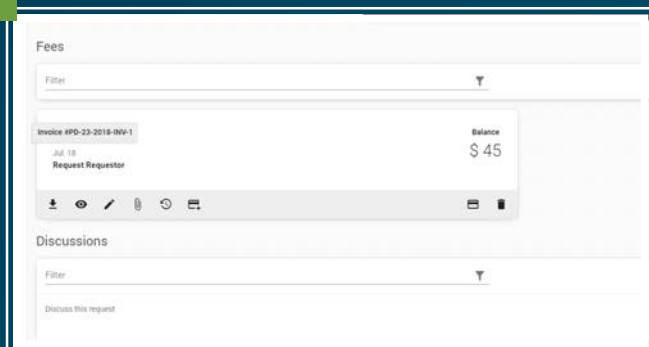
Simply assign the request or task to a department, and the assignees are immediately notified.

The Archiving interface shows a list of archiving options and a detailed view of a specific archiving option. The option is for 'Laserfiche Archive' and is dated 08-14-2018. The interface includes a 'Create Archive' button.

Archiving

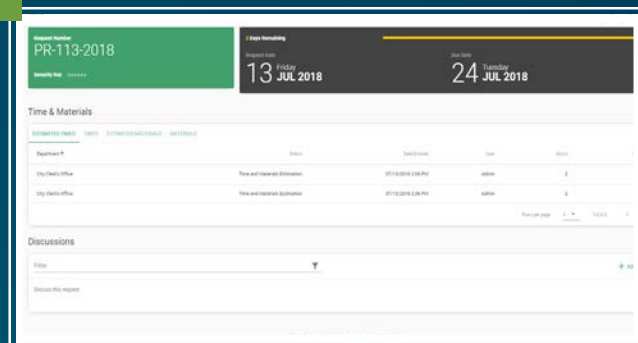
Export options are available for archiving processed requests to an external data source.

Key Features



Fee & Invoice Management

Create an itemized invoice in just a few clicks. JustFOIA provides the flexibility of online payments with the Authorize.net integration or manually entering payments.



Time & Material Calculations

Assess and track the staff time and any material costs to calculate fees to fulfill the request.



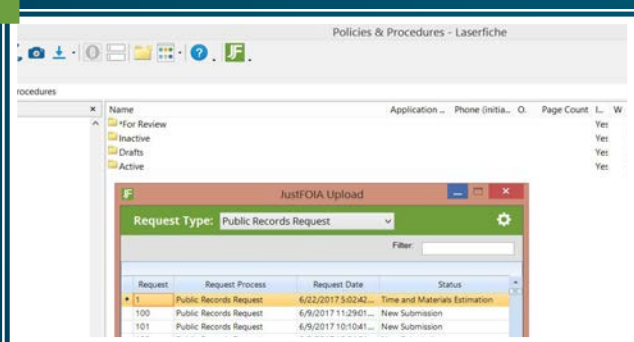
Public Form Submission

Toss the paper forms and electronic PDFs. The request submission form is completely customizable to your agency's requirements.



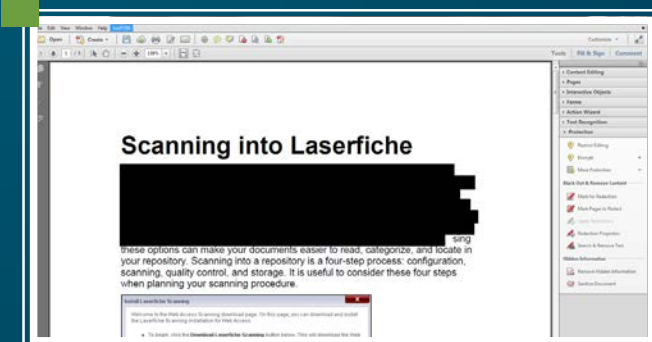
Public & Payment Portal

At time of submission, the requestor is provided a security key to check on the status of their request, process payment using an Authorize.net or PayPal integration, and retrieve the fulfilled request documents.



Laserfiche Integration

Leverage the power of Laserfiche to search, edit, and redact. With one-click in the JustFOIA menu, send selected documents directly to the specific requestor. This integration provides a seamless export to your Laserfiche solution.



Adobe Integration

Use Adobe to create, edit, redact, and prepare documents for request fulfillment. Uploading documents to JustFOIA is as easy as picking the request number.

How It Works

We focus on providing top-notch customer service and the best solution to fit your organization's needs. We have a fanatical team of experts available to support your solution.

Customized for your organization

Completely **hosted solution**, so IT assistance is not necessary

Unlimited users to reduce the need for managing licenses

Simple to use, making the implementation and training process easy

At the office or on-the-go, you can **access JustFOIA anytime**

Comprehensive Reporting

Keeping the staff in each department accountable is important for your organization to stay in compliance with the laws concerning open records requests. JustFOIA streamlines the process and minimizes delays.

Processed Requests
Bottlenecks
Correspondence
Time and Materials
Fees and Payments
Deleted Requests
Request Data Table
Build Your Own Reports
and always adding more!





provided by **MICCI**

www.JustFOIA.com

(850) 701-0725

NextRequest

All-in-One Records Requests

Agencies of all types and sizes use the easy-to-use NextRequest software to accept, manage, and release records requests all in one place.

- Increase Compliance
- Coordinate Cross-Departmentally
- Simplify Workflows
- Automate Reporting



The City of San Diego's Public Portal

A Few of Our Many Happy Customers



City of San Francisco, CA



Albuquerque, NM
Police Department



Albany County, NY



City of Puyallup, WA

Get a Free Trial with these features and more

- Online Portal ✓
- Request Tracking ✓
- Audit Trail ✓
- Permissions by Department ✓
- Tags ✓
- Search & Filtering ✓
- Overdue Reminders ✓
- Response Templates ✓
- Reporting ✓
- Redaction ✓
- Email Support ✓
- Unlimited User Accounts ✓

NextRequest for Willow Park

Prepared for: Alicia Smith, Willow Park

Prepared by: Alissa Letkowski (NextRequest)

Date: Mar 27, 2019

What do I get with NextRequest?	<p><u>An all-in-one platform for managing records requests</u> across your entire agency. It's an annual subscription with unlimited users, and includes:</p> <ul style="list-style-type: none">• Workflow Tools• Document Hosting & Management• Administrative Tools (user and dept. roles and permissions)• Dashboards and Custom Reporting• Request Diversion• Regular product improvements and feature updates• Redaction (<i>optional module</i>)• Invoicing Payments (<i>optional module</i>)
Customer Support?	<p>Our Success Team will work with you to create a customized Success Plan as well as provide ongoing support, including:</p> <ul style="list-style-type: none">• Implementation plan• Initial application configuration• Staff training sessions• Chat, email, and phone support• Regular refresher training webinars
Security?	<p>We protect your information using:</p> <ul style="list-style-type: none">• Encryption of data at rest and in transit• Automatic threat and uptime monitoring• See a full overview at: nextrequest.com/security.
Technical Requirements?	<p>NextRequest is entirely web based and software-as-a-service</p> <ul style="list-style-type: none">• Everything in the cloud - no downloads or installations• Works on all modern web browsers• Unlimited users across your agency - no per seat or user fees

NextRequest Quote - Willow Park

Current Date: Mar 27, 2019 (pricing valid through 4/1/19)

Customer	Willow Park	Term Start	TBD
Address	101 W STAGE COACH TRL, WILLOW PARK, TX	Term End	TBD
Contact	Alicia Smith	Invoicing	Annually

Required Items	Price	QTY	Subtotal
Annual NextRequest License <ul style="list-style-type: none">Record Request Management Module & Document ModuleUnlimited users in specified agency or departmentsSoftware as a Service (SaaS); fully hosted, maintained, and cloud-basedSupport: Dedicated customer success staff; responses in ≤ 1 business dayRequest Cap of 700	\$8,250.00	1	\$8,250.00
Set Up (one time) <ul style="list-style-type: none">- Small configuration- 90 minute training session A- Agencies with request volume between 526-700 or Census population between 75,000 - 99,999	\$2,200.00	1	\$2,200.00
Set Up Waiver (If signed by 4/15/19)	-\$2,200.00	1	-\$2,200.00

Total \$8,250.00

Optional Items	Price	QTY	Subtotal
Redaction Module (yearly) Unlimited users	\$825.00	1	\$825.00
Payment Module (yearly) Integrated with Stripe payment processor	\$825.00	1	\$825.00
Single Sign On Set Up (one time) Initial technical setup and coordination with agency IT for Single Sign On (Active Directory or OAuth). User authentication only.	\$2,500.00	1	\$2,500.00
Single Sign On Maintenance (yearly) Integration to Active Directory or OAuth to allow employees to sign-in with a single password. Maintenance for initial endpoint. One end point. User authentication only.	\$1,500.00	1	\$1,500.00
Custom URL (yearly) Custom web domain for agency portal, e.g. records.examplecity.gov, default would be examplecity.nextrequest.com	\$500.00	1	\$500.00

Why NextRequest?

We're the Experts in Records Request Management

Our enterprise-level FOIA platform solves the challenges governments face responding to an ever-growing demand for public records.

WE ARE PUBLIC RECORDS REQUEST EXPERTS

It's all we do. Our only product is records request software for governments. We continuously update our platform and services to meet the legal and technical demands of clients across the U.S.

SECURITY COMES FIRST

Our software has been engineered to protect your agency and your data. We've designed policies and controls to safeguard the collection, use, and disclosure of your information.

SCALABLE

We serve governments with populations of 5,000 to 3,000,000+ as well as all agency types including:

- Cities/Towns
- Counties
- Public Safety
- State Agencies
- Special Districts
- Universities & Schools

GET A FREE TRIAL IN MINUTES

Take us for a test drive and experience the difference. See if our software is a fit for you and your agency with full access to all of our request management features.

"After using similar programs to request records on a personal basis, I found that the competitor's software was difficult and problematic."

Heidi Brunt, Town Clerk
Middletown, NJ



nextrequest.com/signup | (833) 698-7778 | info@nextrequest.com



DESTINY SOFTWARE, INC.

Public Records Request

System Overview

2019

Dean Dickinson
Destiny Software
425 415-1777
dean@destinysoftwareinc.com

Destiny Software's Public Records Request System - PRR

Key Points:

- The PRR System is a web-based tool specifically designed to facilitate the public records request process.
- With the PRR System, the public can quickly request the documents they need and be notified automatically that the process has begun.
- The system will store information relating to the type of request; the amount of time spent gathering information, as well as key information about the requestor.
- The system will allow you to create custom letter templates so that the notification process can be automated and tailored to the specific type of request with the appropriate response.
- The total time spent on the gathering of information for each request is collected. Additionally, the system will accumulate the total time spent on an individual requestor over a period of time.
- For Texas clients, the system will automatically calculate the 36 hour limit.

Benefits of Destiny Software's Automated PRR System

- It's affordable.
- Reduce the amount of time and cost spent responding to public requests.
- Easily assign the requests to others and monitor the progress.
- Track the amount of time spent on Public Record Requests and generate custom reports and graphs to show others exactly how much time has been spent.
- Customizable templates can be updated at any time to reflect changes in procedure or changes in statutes and responding guidelines.

Public View of PRR

The Public Interface is easy to use and straightforward. From a link on your website, Citizens simply select the type of request (Police, General or other) and begin entering information into the form.

You can also use it internally to record requests made via phone, fax or in person.

Public Records Request Form		
<p>* Please click below to select the type of request:</p>		
<input type="button" value="POLICE"/>	<input type="button" value="GENERAL"/>	<input type="button" value="LOOKUP REQUEST"/>

The form is customizable and allows you to place specific language about the process, fees, disclaimers, etc.

Public Records Request Form					
<input type="radio"/> Mr.	<input type="radio"/> Ms.	*First:	Middle:	*Last:	
*Topic:		Select a common topic		Company:	
<small>Click on the SHOW/HIDE button to VIEW Address Information.</small>					
*Daytime Phone:		(xxx-xxx-xxxx)		Cell or Other Phone:	
*Mailing Address:				Suite/Apt.	
*City:		*State:		*Zip:	
Email Addr:				Re-Enter Email Addr:	
Preferred Delivery Method:		Select One		Fax Number:	
General Public Information Request					
<small>Labels flagged with a * indicate a required field.</small>					
*In accordance with the provisions of the Public Information Act, I hereby request copies of the following (please be specific)					
<div></div>					
WAIVER: Do you give permission to redact (remove) any information that is confidential pursuant to the Attorney General's Public Information Act, Sections: 522.101: Judicial Decisions; 522.102: Employees' personal privacy; 522.117: employee address, telephone nos., Social Security Nos, personal family information; 522.1175: personal information of security officers; 522.130(a); Driver's License, Permit, Title, Registration, Personal ID; 522.137: email addresses when communicating electronically with governmental body.					
*Please select one: <input checked="" type="radio"/> YES <input type="radio"/> NO					
*Requestor Signature: <div></div>					
If you need any further assistance, please contact the City Clerk's office at					
<div>Submit</div> <div>Cancel</div>					

Example of General Record Request

The individual forms that the public would see can be based on your current paper or online form and customized to capture the specific pieces of information needed to respond to a records request.

Once submitted, the system sends an email to the appropriate person or department letting them know a request has been submitted and automatically creating a 'Due Date' based on the state or local guidelines you follow.

This request came in through the website. Once opened internally, it added the 'Status' level for the administrator to see.

		Return	
*Request Made Via: Fax		Ticket #: 951	
Date Entered: 05/29/2013		Time Spent:	
Name: Ms. *First: Monica Middle: C. *Last: Smith			
Topic: Other		Company: Allright Law Firm	
*Daytime Phone: 555-555-0505		Cell or Other Phone:	
*Mailing Address: 1234 Highland Dr.		Suite/Apt: Suite 601	
*City: Anytown		*State: TX	*Zip: 77521
Email Addr:		Preferred Delivery Method: Copy	
Fax Number:			
General Public Information Request		Status Level added for staff	
<small>Labels flagged with a * indicate a required field.</small>			
Request Received By:	Tammy Rodgers	Department:	City Clerk's Office
Date Received:	05/28/2013	Due Date:	06/11/2013
Request Status:	In Process	Extension Date:	
Does this request need attorney review:	No	Records Provided:	
Delivery Method Requested:	Copy	If yes, then date forwarded:	
Tasks Completed?	No		
*In accordance with the provisions of the Public Information Act, I hereby request copies of the following (please be specific)			
Any and all audio recordings of 911 and/or emergency calls, as well as any and all call reports, written transcripts, notes, logs, documents, and/or computer data made in connection with Case No. 1234-56789 -accident involving Marty Bonham (client) and Bill Arnaultsen, DOB 5/8/13.			
WAIVER: Do you give permission to redact (remove) any information that is confidential pursuant to the Attorney General's Public Information Act, Sections: 522.101: Judicial Decisions; 522.102: Employees' personal privacy; 522.117: employee address, telephone nos., Social Security Nos, personal family information; 522.1175: personal information of security officers; 522.130(a); Driver's License, Permit, Title, Registration, Personal ID; 522.137: email addresses when communicating electronically with governmental body.			
<small>*Please select one: <input checked="" type="radio"/> YES <input type="radio"/> NO</small>			

Here you can see more information about how the request is being handled internally; status, records provided date, attorney review, delivery method, etc.

Tasks

For many requests, you'll want others to get involved. The 'Task' tab allows you to create a 'Task' (such as 'Gather Information' or 'Review Documents', etc.) and then assign that task to others. It allows you to give specific instructions and records the details about that 'Task' for a particular request. The dropdown table for the 'Tasks' is customizable so that you can create your own shortcut list of tasks.

As 'Tasks' are completed, the 'Time Spent' accumulates the total amount of time spent on a particular request. For Texas clients, it will also keep track of the 36 hour limit.

Public Records Request Form									
*Request Made Via: Fax		Request #: 951		<input type="button" value="Go"/> <input type="button" value="Search"/> <input type="button" value="Status"/> <input type="button" value="Print"/>					
Date Entered: 05/29/2013		Time Spent:							
<input type="radio"/> Mr. <input checked="" type="radio"/> Ms.		*First: Monica		Middle: C.		*Last: Smith			
*Topic: Other		Company:							
<input type="button" value="Show"/> Click on the SHOW/HIDE button to VIEW Address Information.									
General Public Information Request									
Labels flagged with a * indicate a required field.									
<input type="button" value="Return"/> <input type="button" value="Save"/>									
<input type="button" value="Request"/> <input type="button" value="Status"/> <input checked="" type="button" value="Tasks"/> <input type="button" value="Routing"/> <input type="button" value="Email"/> <input type="button" value="Attachment"/> <input type="button" value="Fees"/> <input type="button" value="Notify"/> <input type="button" value="Notes"/>									
Tasks									
Request:									
Any and all audio recordings of 911 and/or emergency calls, as well as any and all call reports, written transcripts, notes, logs, documents, and/or computer data made in connection with Case No.12134 - 17894-accident involving Marty Bonham (client) and Bill Arnaultsen DOB 5/8/13.									
*Task:		<div><div>Select One</div><div>Redactions</div><div>Review Documents</div><div>Supervisor Approval</div><div>Assign to Responsible Person</div><div>Provide Documents Responsive</div><div>Director Approval</div></div>				*Task Date:		06/04/2013	
Task Assigned To:						()Time Spent:		Select One Required when marked as Completed.	
Department Tasked:		City Clerk's Office				Number of Pages:		<input type="checkbox"/> 36 HR? Include as part of 36 hour calculation.	
Task Description: (add'l information)		For our Texas clients and other states that allow you to charge based on time spent							
Use the 'Browse' button to select a document to be added to this task. The attachment upload will be completed when you press the 'Add Task' button. To modify or delete this attachment, press the BLUE 'ATT' button below and to the right.									
Select file(s) to be attached:		<input type="button" value="Browse..."/>							
Link Name:		Short name for hyperlink to file							
Confidentiality:				Sort Sequence:					
<input type="button" value="Add Task"/>									
Entered By	Task Date	Task By	Time Spent	Task Taken	Description	Cmpl?	36 HR?	Attachments	
Alice Town 05/29/2013	05/29/2013	Dean Dickinson		Provide Documents Responsive		N	N	<input type="button" value="ATT"/>	
Action Department:		Police				No. of Pages:		0	
Alice Town 05/29/2013	05/29/2013	Nikki Day		Provide Documents Responsive		N	N	<input type="button" value="ATT"/>	
Action Department:		Communications				No. of Pages:		0	
Total:						Total Pages:		0	
Public Records Request by Destiny Software, Inc.									

Assigning the Request to Others - Email Function

In many cases you'll have a staff person who knows how to handle certain types of 'Requests'. The 'Email' function allows you to quickly assign the Request directly to these people without having to create a specific 'Task'.

You can set it up ahead of time with a list of individuals (we call them 'Liaisons') who normally respond to Public Record Requests. When needed, you can also create new responders on the fly.

Simply check the name(s) of the people who need to respond, add a quick note and hit 'Send'

The system will notify those needing to act and keep track of the completion status.

Public Records Request Form			
*Request Made Via:	Fax	Request #:	951
Date Entered:	05/29/2013	Time Spent:	
Mr. Ms. *First:	Monica	Middle:	C.
*Last:	Smith	*Topic:	Other
		Company:	Allright Law Firm
Show Click on the SHOW/HIDE button to VIEW Address Information.			
General Public Information Request			
Labels flagged with a * indicate a required field.			
Return Save			
Request Status Tasks Routing Email Attachment Fees Notify Notes			
Email Info			
To route this ticket to another city employee, please check one of the contacts below, or you may enter another email address. You may check more than one box and send to more than one 'Other Address'. Type in your email ID in the responder field and your subject in the subject line. After you've completed your email message, press send. Your message will be logged on to the conversation record.			
People with Incomplete Tasks			
Greg Alicie <input type="checkbox"/> Raymond Pheris <input type="checkbox"/>			
Primary Contact(s)			
Legal <input type="checkbox"/> Library <input type="checkbox"/> Lisa Salinas <input type="checkbox"/>			
Parks & Recreation <input type="checkbox"/> Planning/Building Sv <input type="checkbox"/> Police <input type="checkbox"/>			
Public Works <input type="checkbox"/> Purchasing <input type="checkbox"/> Utility Billing <input type="checkbox"/>			
Yvonne Herrera <input type="checkbox"/>			
Other Addresses			
<input type="text"/>			
Enter additional email addresses above, separated by ; (semicolon)			
Responder: Dean Dickinson			
Email Subject: Public Records Request			
Message: <input type="text"/>			
Send			
You can add a custom message or just hit 'Send'			
Link Name Attachment Include?			
PIR#951 PIR#951.pdf <input type="checkbox"/>			
Email Log			
Sent By Sent To Address Date Sent			
Dean Dickinson Greg Alicie greg@cityweb.org 05/29/2013 03:06 PM			
Dean Dickinson Raymond Pheris raymond @cityweb.org 05/29/2013 03:06 PM			

People who are assigned a task receive an email directing them to 'My PRR Requests Items' on the left-hand menu.

Public Records Forms	
<p>* = form is in routing ** = form has been approved Displaying 1 to 10 of 10 Records</p> <p>This page will display all items currently in process and items completed in the last 30 days.</p>	
Ticket Type	Date Received Date Due Requestor Received By Department Status
951 GENERAL	05/28/2013 06/11/2013 Gina Rowland Alice Town City Clerk's Office In Process
Any and all audio recordings of 911 and/or emergency calls, as well as any and all call reports, written transcripts, notes, logs, documents, and/or computer data made in connection with Case No.12345-456	
952 GENERAL	05/28/2013 06/11/2013 Greg Tabot Alice Town City Clerk's Office In Process
Certified copy of accident report filed in connection to Case No. 123456-760	
953 GENERAL	05/28/2013 06/11/2013 Oscar Reno Alice Town City Clerk's Office In Process
Original building plans for 4402 Park Bend, Anytown, TX	

They just click on the request number, open the task, provide the requested information and record their time. Attachments are added with just a few clicks. Once they mark the 'Task' as complete, an email is sent to the administrator letting them know it's done.

Public Records Request Form								
*Request Made Via: Fax		Request #: 951		Go Search Status Print				
Date Entered: 05/29/2013		Time Spent:						
Mr. Ms. *First: Monica		Middle: C		*Last: Smith				
*Topic: Other		Company: Allright Law Firm						
Show Click on the SHOW/HIDE button to VIEW Address Information.								
General Public Information Request								
Labels flagged with a * indicate a required field.								
Return								
Request Status Tasks Email Notes								
Tasks								
Request:								
Any and all audio recordings of 911 and/or emergency calls, as well as any and all call reports, written transcripts, notes, logs, documents, and/or computer data made in connection with Case No. 2013-17894-accident involving Heather Bergeron (client) and Shawb Wheat, DOB 5/8/13.								
*Task: Provide Documents Responsive		*Task Date: 06/04/2013						
Completed? <input checked="" type="radio"/> Y <input type="radio"/> N								
Task Assigned To: Greg Alice		Email? <input checked="" type="checkbox"/>		()Time Spent: 40 Minutes		Required when marked as Completed.		
Department Tasked: Police		Number of Pages: 25		36 HR? <input type="checkbox"/> Include as part of 36 hour calculation.				
Task Description: (add'l information)		Provided requested documents						
Use the 'Browse' button to select a document to be added to this task. The attachment upload will be completed when you press the 'Add Task' button. To modify or delete this attachment, press the BLUE 'ATT' button below and to the right.								
Select file(s) to be attached: C:\Users\Dean\Documents\All AQ\AgendaQuick Demo I		Browse						
Link Name: Report		Short name for hyperlink to file						
Confidentiality:		Sort Sequence:						
Add Task								
Entered By	Task Date	Task By	Time Spent	Task Taken	Description	Cmpl?	36 HR?	Attachments
alisha.brinsfield 05/29/2013	05/29/2013	greg.alicia		Provide Documents Responsive		N	N	ATT
Action Department: Police						No. of Pages: 0		
alisha.brinsfield 05/29/2013	05/29/2013	raymond.phens		Provide Documents Responsive		N	N	ATT
Action Department: Communications						No. of Pages: 0		
Total:						Total Pages: 0		
Return								
Public Records Request by Destiny Software, Inc.								

Calculating Fees

PRR has the ability to calculate fees based on a fee schedule that you create. You can set the cost per item, per hour, per unit or any other measure you might need.

PRR Fee Schedule Code Values					
Valid Code	Description 2	Default?	Sort Order		
		<input type="checkbox"/>			
Large Misc Alpha					
Fee					
More Information					
<input type="button" value="Add"/>					
Valid Code	Large Misc Alpha	Fee	More Information	Sort Order	Delete
P1	Standard Size Paper Copies (black and white) per page	\$0.10		1	<input type="checkbox"/>
P2	Standard Size Paper Copies (color) per page	\$0.45		2	<input type="checkbox"/>
P3	Non-Standard Size Paper Copies (11x17) per page	\$0.50		3	<input type="checkbox"/>
A3	Oversize Paper Copies (Color, 24x36)	\$10.00		4	<input type="checkbox"/>
A4	Oversize Paper Copies (Black and white, 24x36) actual cost	\$1.50		4	<input type="checkbox"/>
A5	Other (reports, manuals, maps, plats, etc) actual cost			5	<input type="checkbox"/>
P6	CD per unit	\$1.00		6	<input type="checkbox"/>
A7	Magnetic Tape actual cost			7	<input type="checkbox"/>
P8	VHS Video Cassette per unit	\$2.50		8	<input type="checkbox"/>
P9	DVD per unit	\$3.00		9	<input type="checkbox"/>
P10	Audio Cassette per unit	\$1.00		10	<input type="checkbox"/>
A11	Mylar actual cost			11	<input type="checkbox"/>

Public Records Request Form					
*Request Made Via: Web Site		Request #: 10675		<input type="button" value="Go"/>	<input type="button" value="Search"/>
Date Entered: 02/09/2018		Time Spent:		<input type="button" value="Status"/>	<input type="button" value="Print"/>
Requestor: <input type="radio"/> Mr. <input checked="" type="radio"/> Ms. First: Leslie		Middle:	Last: Harmison		
Company:					
*Topic: Building Plans/Maps					
<input type="button" value="Show"/> Click on the SHOW/HIDE button to VIEW Address Information.					
General Public Information Request					
<small>Labels flagged with a * indicate a required field.</small>					
<input type="button" value="Return"/>		<input type="button" value="Save"/>			
<input type="button" value="Request"/> <input type="button" value="Status"/> <input type="button" value="Tasks"/> <input type="button" value="Fees"/> <input type="button" value="Notify"/>					
Fees					
First 25 copies are free					
Select One		Number:	OR Actual Cost:		
<input type="button" value="Add"/>					
LN	ITEMS	QTY	FEE	<input type="button" value="Remove"/>	
1	Standard Size Paper Copies (color), \$0.45 per page	50	\$22.50	<input type="checkbox"/>	
2	Personnel charges, \$18.00 per hour or \$0.30 per minute	5	\$90.00	<input type="checkbox"/>	
Check to override calculated cost of records:			<input type="checkbox"/>		
TOTAL FEES DUE:			\$ 112.50		
Receipt No.	Date:	Payment Amount	<input type="radio"/> Credit Card <input type="radio"/> Cash <input type="radio"/> Check		
<input type="button" value="Save"/>					

Notification Letters

Once the information for the request has been collected, the system will help you generate notification letters that can be printed & mailed, picked up or emailed to the requestor.

These letters are created in customizable templates for the different types of response you might have; 'Request Granted' 'Denied', 'Additional Time Needed' etc.

Public Records Request Form			
*Request Made Via:	Fax	Request #:	951 <input type="button" value="Go"/> <input type="button" value="Search"/> <input type="button" value="Status"/> <input type="button" value="Print"/>
Date Entered:	05/29/2013	Time Spent:	
<input type="radio"/> Mr. <input checked="" type="radio"/> Ms.	*First: Monica	Middle: C	*Last: Smith
*Topic:	Other	Company:	Allright Law Firm
<input type="button" value="Show"/> Click on the SHOW/HIDE button to VIEW Address Information.			
General Public Information Request			
Labels flagged with a * indicate a required field.			
<input type="button" value="Return"/> <input type="button" value="Save"/>			
<input type="button" value="Request"/> <input type="button" value="Status"/> <input type="button" value="Tasks"/> <input type="button" value="Routing"/> <input type="button" value="Email"/> <input type="button" value="Attachment"/> <input type="button" value="Fees"/> <input type="button" value="Notify"/> <input type="button" value="Notes"/>			
Date of Notification:			
Notification Type Sent to Requestor: Indicate the letter template to use for the Notification			
<input type="radio"/> Additional Time	<input type="radio"/> Request Granted	<input type="radio"/> Billable	
Estimated Date: <input type="text"/>	<input type="radio"/> Request Denied	<input type="radio"/> Estimate	
<input type="radio"/> Invoice	<input type="radio"/> Record Withheld in Part	<input type="radio"/> 36 Hour Notice & Statement	
<input type="radio"/> Section 552.024	<input type="radio"/> Section 552.130	<input type="radio"/> Section 552.156	
<input type="button" value="Create/Edit"/> <input type="button" value="Save Letter"/> <input type="button" value="Preview"/> <input type="button" value="Attach"/> <input type="button" value="Send Email"/>			
Email Subject:	Public Records Request Notification		
Message:	<div>You can create your own list of customized notification letters</div>		
Link Name	Attachment	Include?	<input type="button" value="Delete"/>
PIR#951	PIR#951.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Notification Log			
Sent By	Sent To	Address	Date Sent
No notifications emailed for this ticket.			
Public Records Request by Destiny Software, Inc.			

From this screen, you can 'Preview' the notification letters and add additional information to the letter; 'Generate' the actual letter for mailing or pickup, or 'Email' it directly to the requestor.

Reporting and Search Features

The 'Search' function allows you to quickly locate requests as well as get a quick update on the status and amount of time spent on all requests.

You can search for individual requestors or just pick a date range and have all requests for that period.

The 'Grand Total' is a great way to demonstrate to council/commissioners how much time is spent on Public Record Requests.

Public Request Form: Search

Print

Search Parameters

Date Entered From: 05/05/13

Date Range Searched

To: 06/04/13

All Tasks Completed: ☐ Yes ☐ No ☒ Both

Request Status? Select One ☐ NOT

Company Name:

Receiving Dept: Select One

First Name:

Last Name:

Phone:

Request Made Via? Select One ☐ NOT

Topic:

Type: Select One

Request:

Enter the Form Number

Task By:

Task Dept: Select...

Individual Task Status: ☐ Complete ☐ Incomplete ☐ Both

Entered By:

Search Results Returned: 59

Grand Total: 18 Hrs 55 Mins -- 36 Hour: 11 Hrs 30 Mins

Sort By: Company/Name Request No. Due/Rcvd Date Ext. Date Provided Date Status

Terrence, Henry, 902,555-555-5555

[Environmental Site Assessment](#) Due Date: 05/13/13 Date Received: 04/29/13 Docs Date: 05/10/13 Completed

City Clerk's Office Request Time: Extension Date:

Any information pertaining to permits for fuel or chemical storage, environmental health related complaints, and/or notices of violations recorded during inspections for: Project Number: 92137247.

Lourdes, Madeline, 904, 555 555-5555

[Permit Reports](#) Due Date: 05/15/13 Date Received: 05/01/13 Docs Date: 05/16/13 Completed

City Clerk's Office Request Time: 10 Mins Extension Date: Tasks Completed!

36 Hour Time: 5 Mins

List (or copies) of building permits issued in April 2013 for new home/apartment/hotel/church construction.

Totals: 10 Mins

36 Hour: 5 Mins

Allright Law Firm, 910, 555-555-5555

[Permit Reports](#) Due Date: 05/15/13 Date Received: 05/01/13 Docs Date: 05/17/13 Completed

City Clerk's Office Request Time: 35 Mins Extension Date:

36 Hour Time: 35 Mins

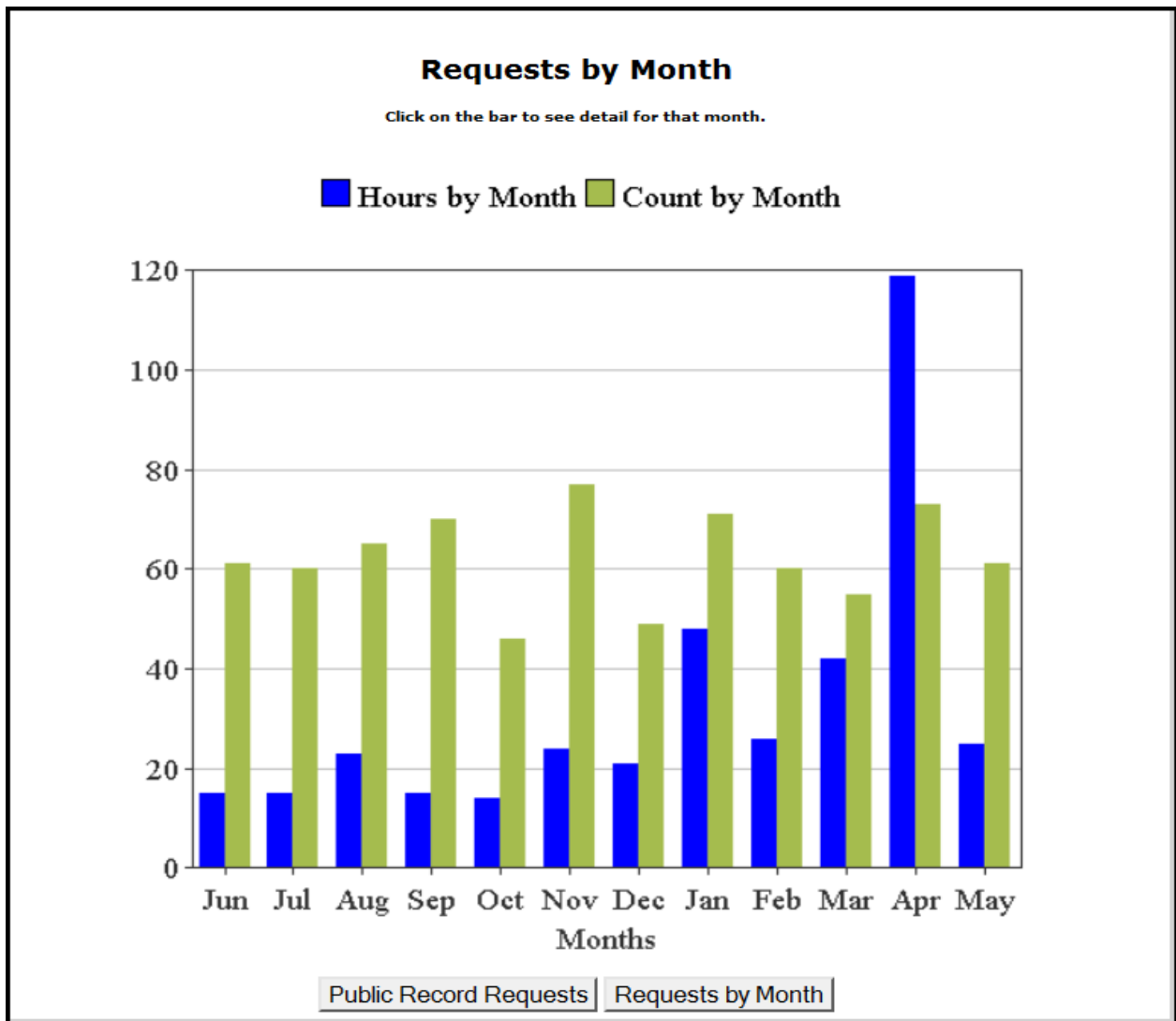
Residential New & Commercial Building Permits, New & Remodels \$25,000 and above, Permit#, location of property and name, address and phone number of contractor if available. Swimming Pools \$5,000 and above with the same information as above for April, 2013.

Due Date:	Task By: Raquel Martinez	Task: Assign to Responsible Person	Cmplt: Y	Bill: Y
Due Date:	Task By: Glenda Bruce	Task: Provide Documents Responsive	Cmplt: Y	Bill: Y

Use the hyperlinks to quickly open individual requests and see more detailed information.

Graphics and Summaries

Information about the number of requests and time spent is available graphically and through a summary report,



Public Record Requests Fiscal Year Requests Requests by Month Fiscal Year by Month			
Last 12 Months			
Name	Count	Time	36 Hour Time
Alan Hudgins	130	16 Hours, 5 Minutes	9 Hours, 55 Minutes
Monica Bicar	43	9 Hours, 25 Minutes	5 Hours, 10 Minutes
Andrew Sullo	33	10 Hours, 25 Minutes	10 Hours, 15 Minutes
Gayle Decker	16	4 Hours, 45 Minutes	15 Minutes
Leah Overall	12	2 Hours, 30 Minutes	1 Hours, 25 Minutes
Cliff Bunch	11	2 Hours, 20 Minutes	1 Hours, 20 Minutes
Christine Ostrowski	10	2 Hours, 40 Minutes	1 Hours, 30 Minutes
Luis Medrano	9	40 Minutes	
Courtne Chambers	7	2 Hours, 15 Minutes	1 Hours, 45 Minutes
Mark Medrano	6	50 Minutes	10 Minutes
Danielle O	5	1 Hours	5 Minutes
Cathy Burns	5	1 Hours, 50 Minutes	1 Hours, 20 Minutes

Past and Coming Due Report

With the 'Past and Coming Due' report you can quickly see the status of outstanding records requests.

The built-in 'Email' function on this page allows you to quickly remind others of outstanding tasks.

PAST & COMING DUE PUBLIC REQUESTS

Print Report...

Download for Excel: [PRRPastComingDue_destiny.csv](#)

Spreadsheet option

PAST DUE

To email notices for past or coming due requests, select the checkbox then press the 'Send' button. You may enter any special email message in the Message box below.

Ticket	Type	Date Received	Date Due	Requestor	Received By	Department	Status	
634	GENERAL	01/11/2013	02/05/2013	Robin Davis	Alice Town	City Clerk's Office	Awaiting Attorney General Ruling	<input type="checkbox"/>
899	GENERAL	05/10/2013	05/24/2013	Dayl Cooksey	Alice Town	City Clerk's Office	Awaiting City Clerk Approval	<input type="checkbox"/>
926	GENERAL	05/15/2013	05/30/2013	Scott Lannie	Alice Town	City Clerk's Office	In Process	<input type="checkbox"/>
817	GENERAL	03/28/2013	06/03/2013	D. Greer	Alice Town	City Clerk's Office	Awaiting Attorney General Ruling	<input type="checkbox"/>

Email Subject:

Message:

Use this email function to send reminders to others

Send

#Days: Go Leave blank to use the Public Records Setup value

COMING DUE

Ticket	Type	Date Received	Date Due	Requestor	Received By	Department	Status	
933	GENERAL	05/20/2013	06/04/2013	Sophia Morell	Alice Town	City Clerk's Office	In Process	<input type="checkbox"/>
934	GENERAL	05/20/2013	06/04/2013	Marnie Jones	Alice Town	City Clerk's Office	In Process	<input type="checkbox"/>
936	GENERAL	05/20/2013	06/04/2013	Kathrine Waterhouse	Alice Town	City Clerk's Office	In Process	<input type="checkbox"/>
938	GENERAL	05/22/2013	06/06/2013	Alan Hudgins	Alice Town	City Clerk's Office	In Process	<input type="checkbox"/>
941	GENERAL	05/23/2013	06/07/2013	Kate Ebbs	Alice Town	City Clerk's Office	In Process	<input type="checkbox"/>
944	GENERAL	05/24/2013	06/10/2013	Andrew Sullo	Alice Town	City Clerk's Office	In Process	<input type="checkbox"/>
946	GENERAL	05/28/2013	06/11/2013	Mark Medrano	Alice Town	City Clerk's Office	In Process	<input type="checkbox"/>

You can also download the information into an Excel spreadsheet.

Access to the System

Destiny Software's Public Records Request module can be quickly added to an existing AgendaQuick installation or set up as a stand alone Hosted Plan.

Public Records Request System

PRR Site You are logged in as PRR

Public Records Request Form

*Request Made Via: Select One Request #: Go Search

Date Entered: 02/07/2017 Time Spent:

Requestor: ☐ Mr. ☐ Ms. First: Middle: Last:

Company:

Show Click on the SHOW/HIDE button to VIEW Address Information.

* Please click below to select the type of request:

POLICE GENERAL INTERNAL MUNICIPAL

Labels flagged with a * indicate a required field.

Public Records Request by Destiny Software, Inc.

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Links to the PRR system can also be placed on your internal website as well as your public website.

Pricing

\$3,500 per year*

AgendaQuick Clients

\$2,500 per year**

* Reviewed annually based on number of requests

** Based on Client being an AgendaQuick user (priced separately)