



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

Invocation & Pledge of Allegiance

Public Comments (Limited to five minutes per person)

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

(a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquiries 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 – February 12, 2019

Public Hearing

Public hearing on the Proposed Drought Contingency Plan.

- a. Open Public Hearing
- b. Close Public Hearing

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

5. Discussion/ Action: To consider and take action on a Resolution to sell surplus Fire Department and Police Department Equipment.
6. Discussion/ Action: To consider and take action on setting a date and time for the next council meeting.

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. Section 551.072 – Real Estate - A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
- B. Any Posted Item

Informational

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

Adjournment

I certify that the above notice of this meeting posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on or before March 1, 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



City of Willow Park
Regular Council Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, February 12, 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

Invocation & Pledge of Allegiance

Dr. Ted Kitchens, Senior Pastor, Christ Chapel, will lead the invocation and pledge of allegiance.

Presentations & Proclamations

Mayor Moss read a proclamation honoring the Trinity Christian Academy State Championship Football Team, Coach Hamstra and 6 players attended.

Mayor Moss read a proclamation honoring the Aledo High School State Championship Football Team, Coach Wood and 2 players attended.

Public Comments

None

Consent Agenda

A. Approve City Council Meeting Minutes – January 08 & January 22, 2019

Motion made by Councilmember Young

To approve the minutes from the January 08 and January 22, 2019, meetings.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0

Regular Agenda Items

1. Discussion/ Action: To consider and take action on appointing 3 citizen members and one City Council member to the TIRZ Board for two-year terms.

Motion made by Councilmember Young

To appoint Barry Tatum, Ron Miller and Corey Tucker as citizen members and Councilmember Greg Runnebaum to the TIRZ Board.

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0

2. **Discussion/ Action: To consider and take action on all matters incident and related to approving and authorizing the filing of an application for financial assistance with the Texas Water Development Board, including the adoption of a resolution pertaining thereto.**

Motion made by Councilmember Fennel

To adopt the resolution authorizing the filing of an application for financial assistance with the Texas Water Development Board.

Seconded by Councilmember Runnebaum

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 accepting and awarding a bid for drilling new water wells.**

Motion made by Councilmember Runnebaum

To accept a bid from Erwin Water Well Drilling for 3 new Trinity wells at the Well 9, Foxhunt, and City Hall locations, in the amount of \$486, 347.58.

Seconded by Councilmember Fennell

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

Motion passed with a vote of 5-0

4. **Presentation – 2018 Racial Profiling Reports, as mandated by the State of Texas.**

Chief West presented the 2018 Racial profiling report.

5. Presentation – 2018/2019 – 1st Quarter, Quarterly Financial Report.

Jake Weber presented the quarterly financial report for the last quarter.

6. Presentation – Public Safety Building Update.

Bernie Parker, Asst City manager/ Development Director spoke about the progress of the Public Safety Building construction.

7. Discussion/ Acton – To consider and take action on setting a date and time for the next council meeting.

Motion Made by Councilmember Young

To move the regular council meeting for March to March 5, 2019, at 7:00 PM due to Spring Break conflicts.

Seconded by Councilmember Fennell

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

Motion passed with a vote of 5-0

Adjournment@ 7:32 pm

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Fennell

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

DRAFT



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: March 12, 2019	Department: Public Works	Presented By: B. Grimes
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AGENDA ITEM:

Public Hearing for the Drought Contingency Plan

BACKGROUND:

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.
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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



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: () Street City State Zip Email: Kyle.Wilks@wilksdevelopment.com
Property Owner's Name: SAME AS APPLICANT Phone: ()
Owner's Address: _____
Owner's Fax: () Street City State Zip 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 Street City State Zip 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: 140.50 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:

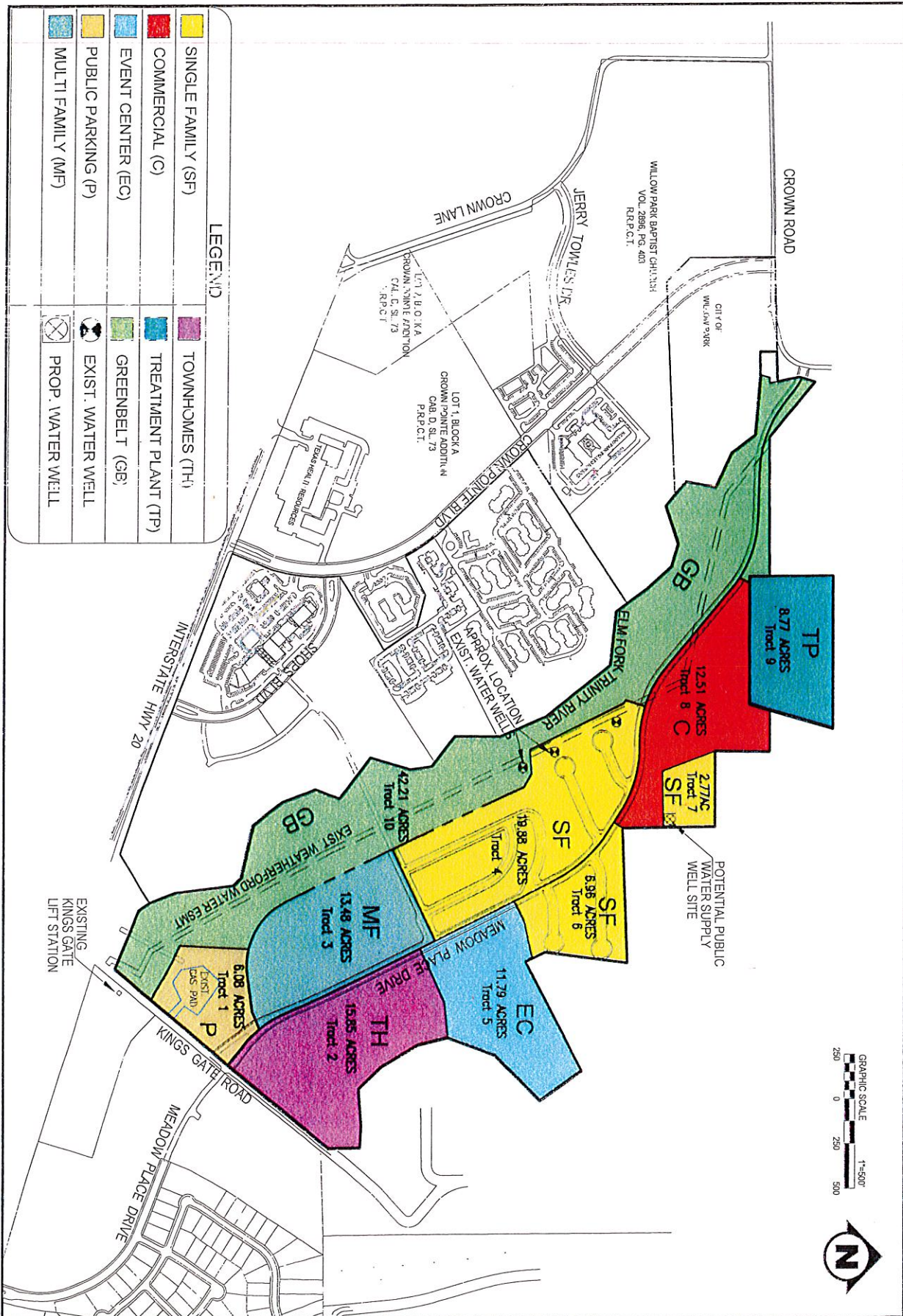
For Office Use Only

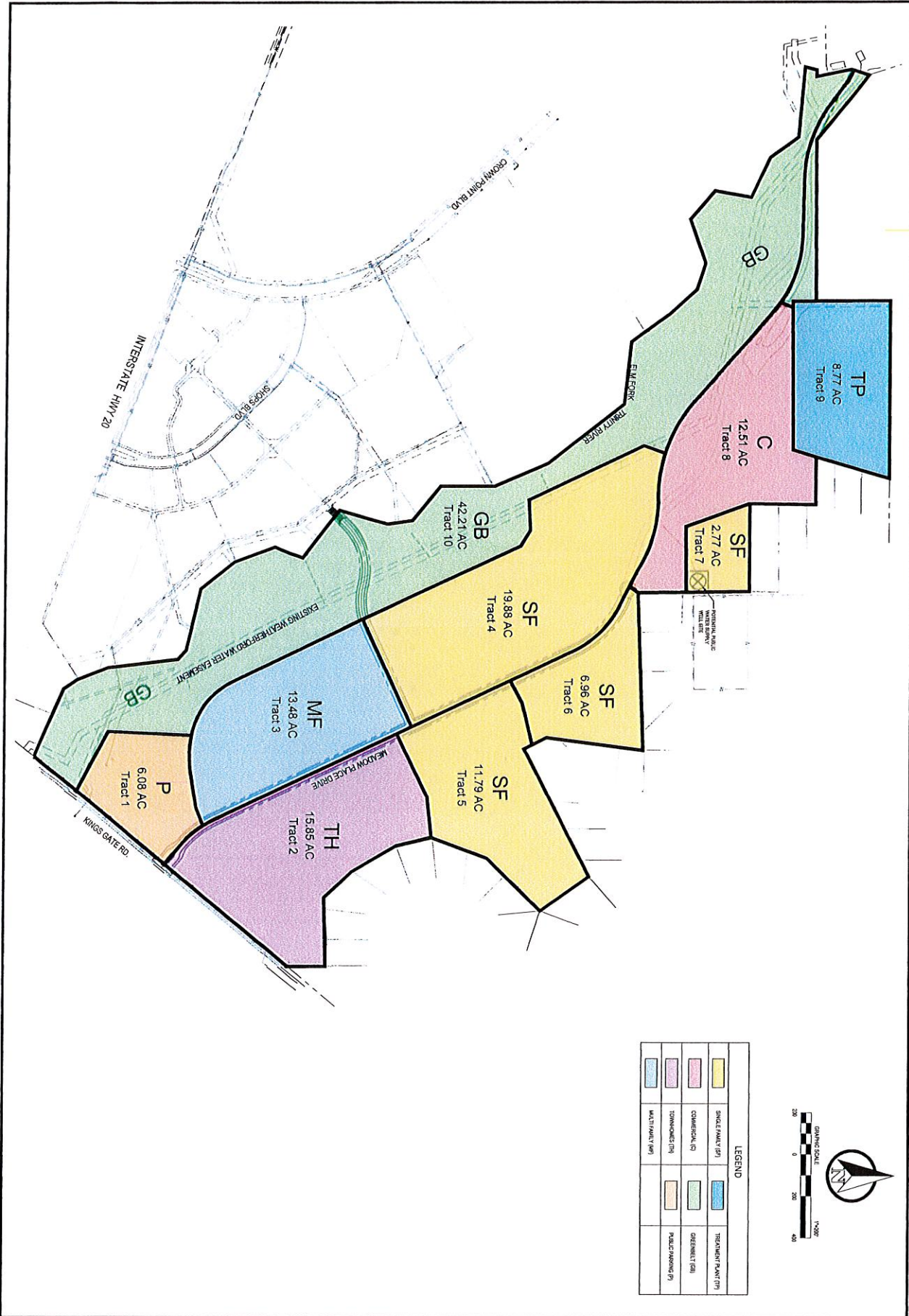
Total Fee: _____

Payment Method: _____

Submittal Date: _____

Accepted By: _____





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 5th, day of March, 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 5th day of March, 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:
February 26, 2019

Department:
Development Services

Presented By:
Betty Chew

AGENDA ITEM: 2

Consider and act on a Site Plan for 2 Commercial Office Buildings in the Commercial/IH-20 Overlay District on Lots 8R-1, 8R-2; Block B, Crown Pointe Addition located at 400 and 410 Shops Blvd.

BACKGROUND:

The property is zoned Commercial/IH-20 Overlay District. The property is located in Planning Area 3, as identified in the City's Comprehensive Plan. Planning Area 3 is situated along Interstate 20 making the area attractive to commercial and retail uses. Existing commercial development "The Shops" as well as "Texas Health Hospital" provide the foundation for development of the area. These proposed commercial buildings will continue the development of the area.

Lot 8R-1 (410 Shops Blvd.) is a 1.29 acre lot with a proposed 10,368 square foot, one story general office, medical building.

Lot 8R-2 (400 Shops Blvd.) is a 0.68 acre lot with a proposed 6,000 square foot, one story office, medical building.

The buildings will be accessed from Shops Blvd. via Storefront Drive (a private drive). Cross access and parking are provided across the development.

All infrastructure water, sewer, fire hydrants and streets are provided for the development.

The building locations, parking, landscaping, and fire lanes have been reviewed and meets Zoning and Subdivision Ordinance requirements.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan for Lot 8R-1, 8R-2, Block B, Crown Pointe Addition, as presented.

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: CROWN POINTE BLDGS I & K	
() Residential		<input checked="" type="checkbox"/> Commercial	
Valuation: \$ (round up to nearest whole dollar)		Project Address (or description): TIBD	
Brief Description of the Project: 2 COMMERCIAL OFFICE BLDGS IN CROWN POINTE			
Existing zoning: C		# of Existing Lots (plats only):	
Proposed zoning: C		# of Proposed Lots (plats only):	
Applicant/Contact Information (this will be the primary contact)			
Name: KYLE WILKS		Mailing Address: 17010 IH-20, C1350, TX 76437	
Company: WILLOW PARK NORTH, LLC			
Primary Phone: 817-819-2574		E-mail: Kyle@wilks.hg.com	
Property Owner Information (if different than above)			
Name: SAME AS APPLICANT		Mailing Address:	
Company:			
Primary Phone:		E-mail:	
Other Phone:		Fax:	
() Developer / <input checked="" type="checkbox"/> Engineer / () Surveyor Information (if applicable)			
Name: CHUCK STARK		Mailing Address: 6221 Southwest Blvd, F.W., TX 76132	
Company: BARRON-STARK ENGINEERS			
Primary Phone: 817-296-9550		E-mail: chucks@barronstark.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



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: _____

[Signature]
1 / 7 / 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, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter.		✓	
6	N/A	Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.		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.	N/A		
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.		✓	



City of Willow Park Development Services Department

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

	N/A	details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.	N/A		
32	✓	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	X	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. WILL BE INCLUDED w/ BLDG PERMIT DOCS.			
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		✓	
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	X	Provide service verification from all utility providers			
43	N/A	List any variance requested for this property, dates, and approving authority			
44	X	Provide storm water and drainage study and design Previous Overall Plan		✓	
45	X	Proposed domestic water usage (gallons per day, month, and year)		✓	
46	N/A	Are any irrigation wells proposed?	N/A		
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	N/A	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	N/A		



City of Willow Park Development Services Department

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

- a. A signed SWPPP: (If required) Please submit during the site plan review process or prior to the issuance of any building permit(s) **UNDERSTOOD**
- 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)

NONE

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: 1.97 AC sq. ft.

Area of lot covered with structures and impervious surfaces: 58% sq. ft. (49,741 SF)

Total number of structures: 2 Total number of habitable structures: 0 (BOTH COMMERCIAL)

Square footage of each building: 10,368 sq. ft. 6,000 sq. ft. _____ sq. ft.

Proposed use for each structure:

COMMERCIAL OFFICE

Building stories: 1

Building height: 28 ft.

Total number of parking spaces: 112

Number of handicap spaces: 4

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

WATER PLANS TO BE ADJUSTED
PER COMMENTS

Approved

Not Approved

Needs More Information or Corrections

Engineering Approval Signature: DEREK TURNER Date: _____



City of Willow Park Development Services Department

Site Plan Building Official Review

Applicant Questions:

Front building setback: 40' 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

(PRIVATE ACCESS)

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

EASEMENT ADJUSTMENT ON NOTES.

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY CHEW

Date: 02/05/19



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

Bldg I YES
Bldg K 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? 5

What is the size of the proposed fire connections? 4"

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: for MIKE LENOIR

Date: 02/04/19



City of Willow Park Development Services Department

Site Plan Flood Plain Review

Applicant Questions:

- Is any part of the site plan in the 100-year flood plain? Yes ☒ No
- If yes, what is the base flood elevation for the area? _____
- Is any built improvement in the 100-year flood plain? Yes ☒ No
- If yes, what is the base flood elevation for the area? _____
- Is any habitable structure in the 100-year flood plain? Yes ☒ No
- If yes, what is the base flood elevation for the area? _____
- If yes, what is the finished floor elevation for the habitable structure? _____
- If yes, please list any wet or dry flood proofing measures being used?
- _____
- _____

Staff Review: (for official use only)

- Base flood elevations confirmed? ☒ Yes ☐ No
- Will the project require a "post-grade" elevation certificate? Yes ☒ No
- Flood proofing measures approved? Yes ☐ No
- Does the proposed project pose any safety concerns? Yes ☒ No

STORM SEWER INSTALLED BY DEVELOPER

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER Date: _____



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: 85,813.20 sq. ft.

Area of lot covered with structures and impervious surfaces: 49,741 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 58% %

Area of green space/landscaped areas: ~~42%~~ sq. ft. 34,072

Percentage of green space/landscaped areas: 42% %

Total number of parking spaces: 112

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:

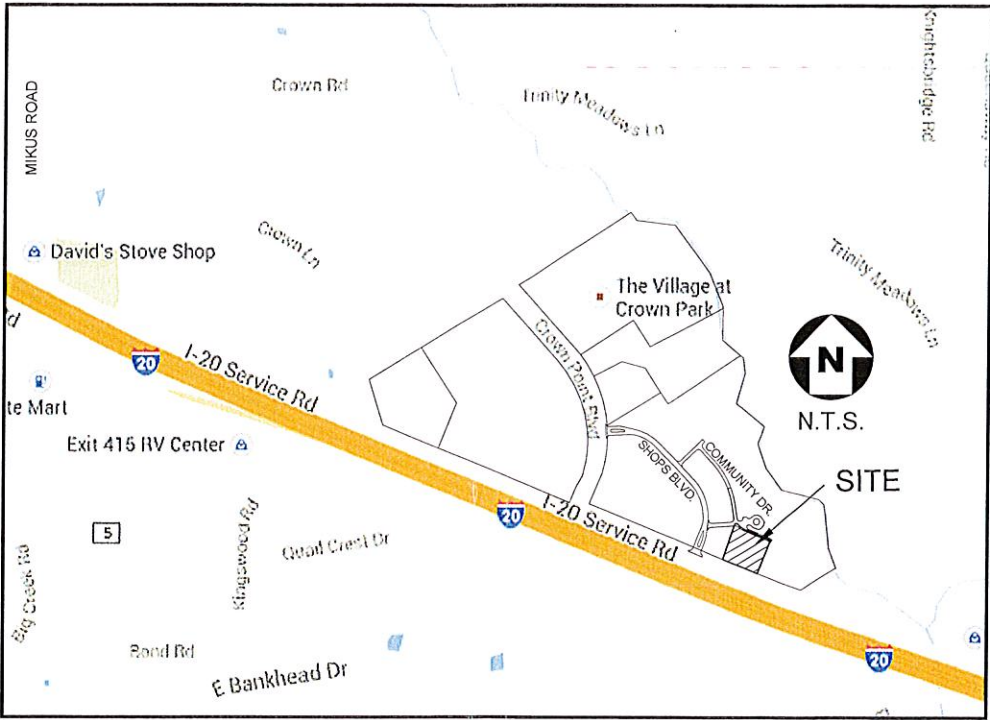
BETTY L NEW

Date:

02/05/19

CONSTRUCTION PLANS
PAVING, GRADING & DRAINAGE,
WATER & SANITARY SEWER
CROWN POINTE BUILDINGS I & K
CITY OF WILLOW PARK
PARKER COUNTY, TEXAS

DEVELOPER
WILLOW PARK NORTH, LLC
17010 IH-20
CISCO, TEXAS 76437
PH (817) 819-2574



LOCATION MAP

INDEX

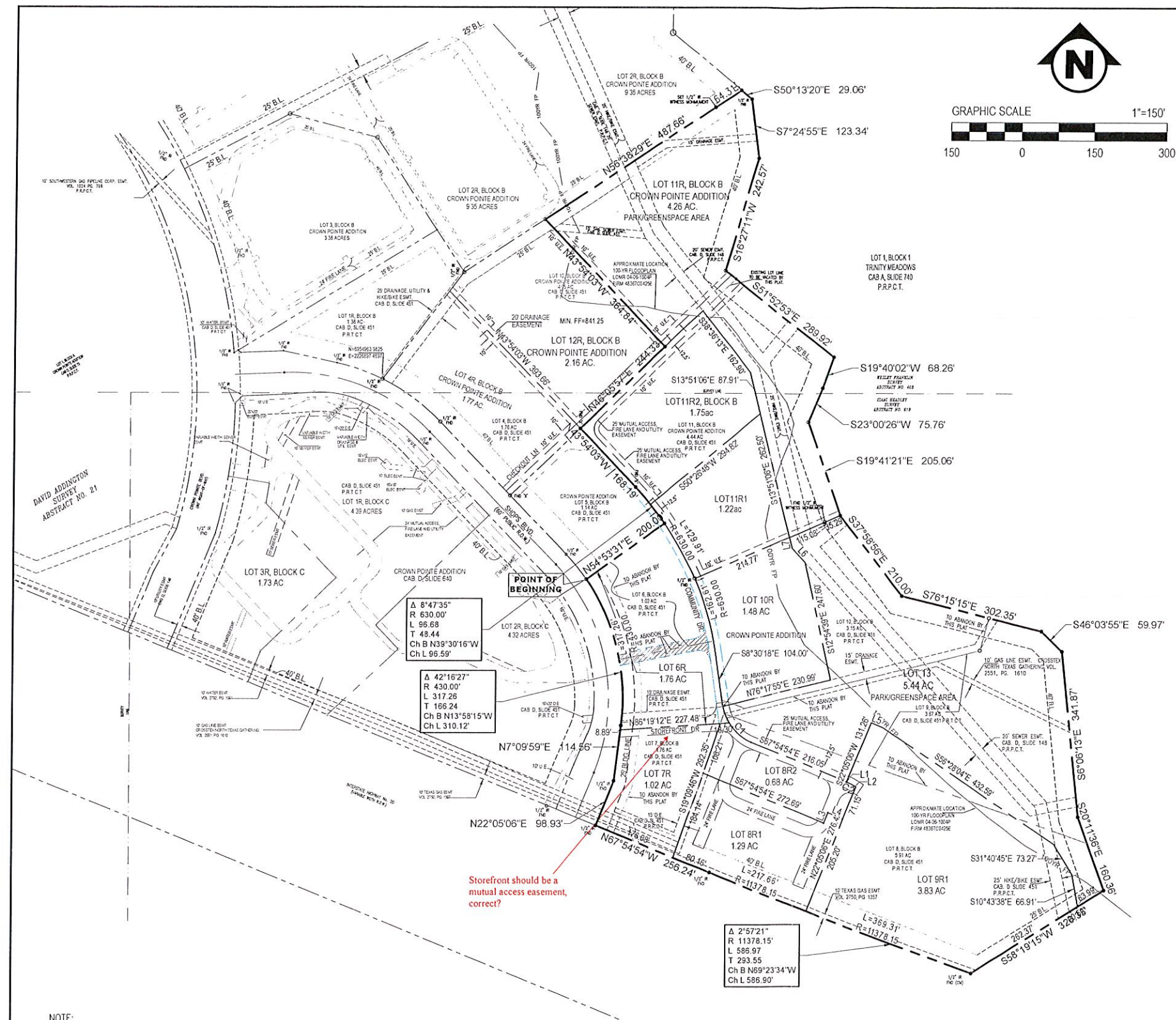
C00	COVER SHEET
C1.0	PRELIMINARY PLAT
C2.0	SITE PLAN
C3.0	DIMENSIONAL CONTROL PLAN
C4.0	PAVING PLAN
C4.1	PLAN AND PROFILE - COMMUNITY DRIVE - STA: 0+00 - 7+46.01
C4.2	PLAN AND PROFILE - STOREFRONT DRIVE - STA: 0+00 - 2+58.30
C5.0	WATER PLAN
C6.0	SANITARY SEWER PLAN & PROFILE
C6.1	SANITARY SEWER PLAN & PROFILE
C7.0	DRAINAGE AREA MAP
C7.1	DRAINAGE CALCULATIONS
C8.0	STORM DRAIN PLAN
C8.1	STORM DRAIN PROFILES
C8.0	STORM DRAIN PROFILES
C9.0	GRADING PLAN
C10.0	EROSION CONTROL PLAN AND DETAILS
C11.0	WATER DETAILS
C11.0	SEWER DETAILS
C12.0	STORM DRAIN DETAILS
C13.0	STREET LIGHTING LAYOUT
C14.0	STRIPING PLAN



FOR INTERIM REVIEW ONLY

NOT FOR BIDDING, PERMIT OR CONSTRUCTION PURPOSES
PLANS PREPARED BY CHARLES F. STARK, P.E.
REGISTRATION No. 57357,
DATE 01/07/2019

JANUARY, 2019



NOTE:
1. 1/2" CAPPED IRON RODS STAMPED "C.F. STARK RPLS 5084"
WILL BE SET AT ALL LOT CORNERS UPON COMPLETION OF
CONSTRUCTION.

FINAL PLAT Approved by the City of Willow Park	
APPROVED BY:	CITY COUNCIL City of Willow Park, Texas
Signed: _____	date _____
Signed: _____	date _____
City Administrator	

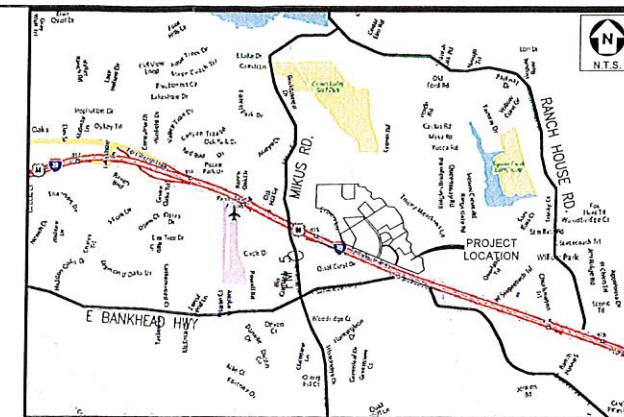
FILED FOR RECORD PARKER COUNTY, TEXAS PLAT RECORD	
CABINET _____, SLIDE _____	
DATE _____	



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

OWNER:
THE SHOPS AT CROWN PARK, LLC
17010 IH-20
CISCO, TEXAS 76437
PH: (817) 819-2574

JOB No. 171-9503
DATE DEC. 2018
1 of 2



LOCATION MAP

Line Table		
Line #	Length	Direction
L1	1.28'	N67° 54' 54"W
L2	4.49'	N56° 30' 31"W
L3	23.39'	S22° 05' 06"W
L4	34.50'	N67° 54' 54"W
L5	26.31'	N67° 54' 54"W
L6	39.67'	S42° 27' 08"E
L7	23.28'	S13° 51' 06"E

Curve Table			
Curve #	Length	Radius	Delta
C1	103.69'	100.0	059°24'36"
C2	15.93'	80.0	011°24'23"

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

FINAL PLAT
LOT 6R, LOT 7R, LOT 8R1, LOT 8R2
LOT 9R1, 10R, 11R1, 11R2 & LOT 13 BLOCK B
CROWN POINTE ADDITION

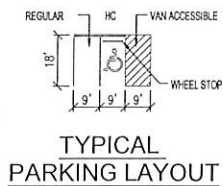
BEING A REPLAT OF
LOTS 6 Through 11 BLOCK B
CROWN POINTE ADDITION
AS RECORDED IN CABINET D, SLIDE 451
PLAT RECORDS PARKER COUNTY, TEXAS

BEING 22.75 ACRES SITUATED IN THE
WESLEY FRANKLIN SURVEY, ABSTRACT No. 468, AND THE
ISAAC HEADLEY SURVEY, ABSTRACT No. 619

CITY OF WILLOW PARK
PARKER COUNTY, TEXAS

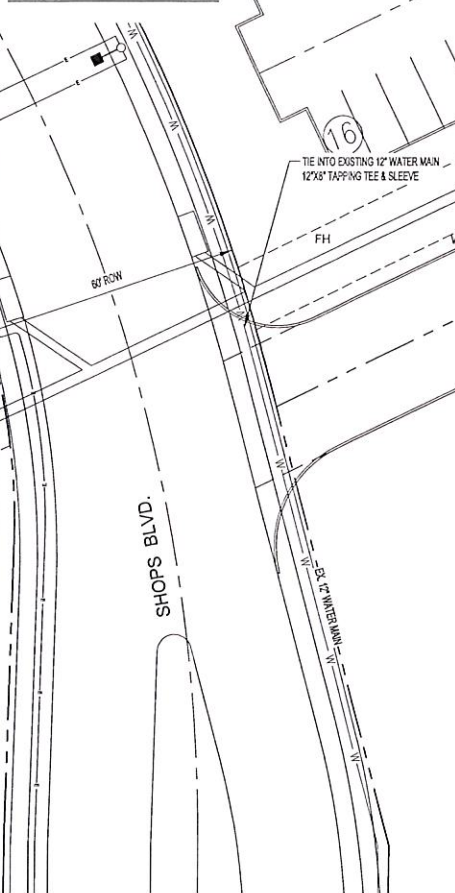
DECEMBER 2015

LEGEND	
SYMBOL	DESCRIPTION
	EXISTING WATER VALVE
	EXISTING FIRE HYDRANT
	EXISTING SAN. SEWER MANHOLE
	EXISTING POWER POLE
	ELECTRIC TRANSFORMER
	FIRE LANE
	SIDEWALK
	PROPOSED PAVEMENT
	PROPOSED WATER VALVE
	PROPOSED FIRE HYDRANT
	PROPOSED LIGHT POLE
	PROPOSED SANITARY SEWER MANHOLE



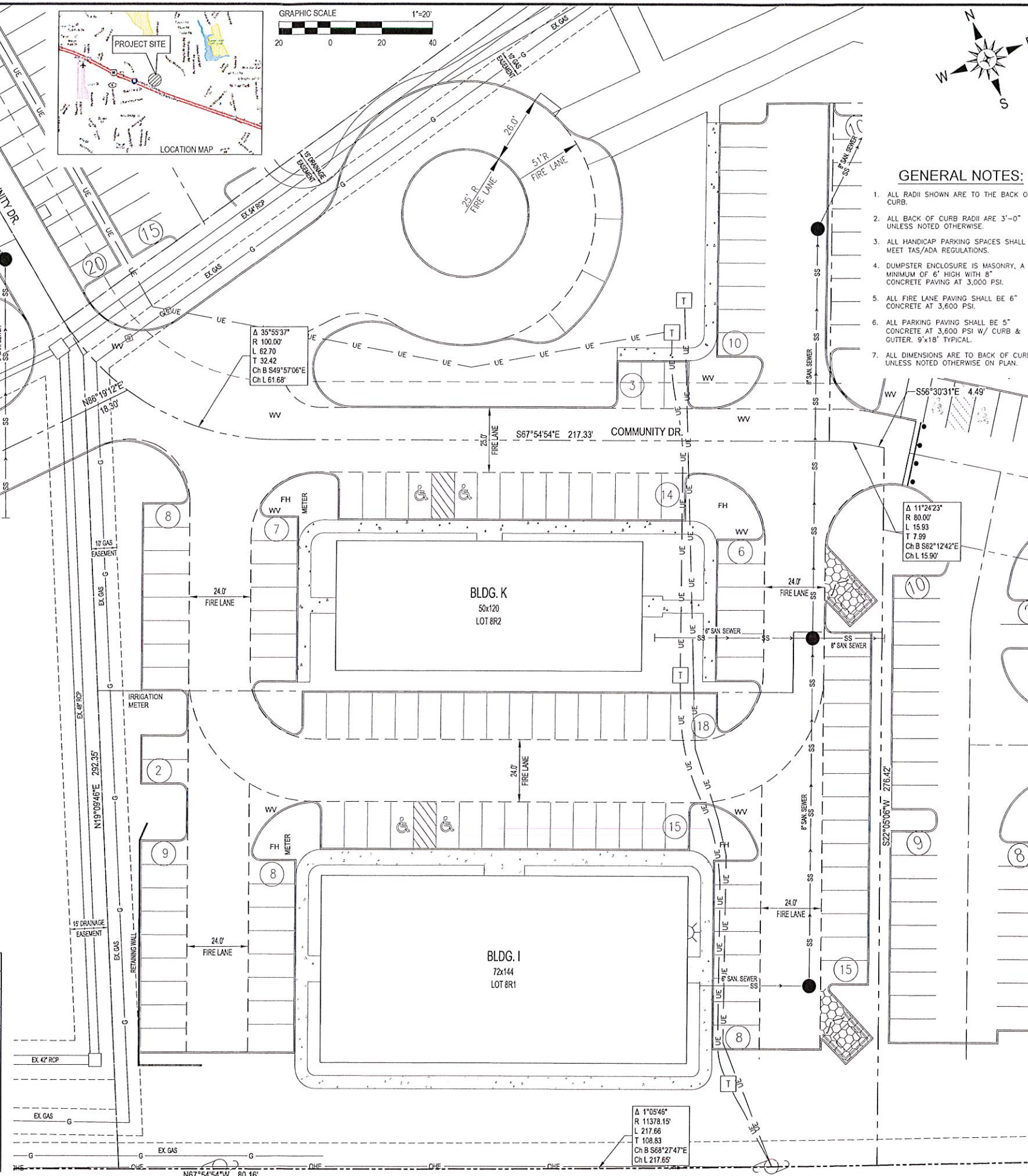
APPLICANT/DEVELOPER
THE SHOPS AT CROWNE PARK, LLC
17010 INTERSTATE HWY 20
CISCO, TEXAS 76437

TYPICAL PARKING LAYOUT



SITE PLAN DATA TABLE -LOT 8R1 -BLDG I	
ACREAGE	1.29
EXISTING ZONING	PD
PROPOSED USE	MEDICAL OFFICE
PROPOSED STRUCTURES	ONE (1) STORY MEDICAL OFFICE
F.A.R.	.18
PERCENT IMPERVIOUS	59%
PARKING REQUIRED	53
PARKING PROVIDED	75
ADA PARKING PROVIDED	2
OPEN SPACE	41%

SITE PLAN DATA TABLE LOT 8R2 BLDG K	
ACREAGE	0.68
EXISTING ZONING	PD
PROPOSED USE	GENERAL OFFICE
PROPOSED STRUCTURES	ONE (1) STORY OFFICE
F.A.R.	.19
PERCENT IMPERVIOUS	56%
PARKING REQUIRED	31
PARKING PROVIDED	35
ADA PARKING PROVIDED	2
OPEN SPACE	44%



- GENERAL NOTES:**
1. ALL RADII SHOWN ARE TO THE BACK OF CURB.
 2. ALL BACK OF CURB RADII ARE 3'-0" UNLESS NOTED OTHERWISE.
 3. ALL HANDICAP PARKING SPACES SHALL MEET TAS/ADA REGULATIONS.
 4. DUMPSTER ENCLOSURE IS MASONRY, A MINIMUM OF 6" HIGH WITH 8" CONCRETE PAVING AT 3,000 PSI.
 5. ALL FIRE LANE PAVING SHALL BE 6" CONCRETE AT 3,600 PSI.
 6. ALL PARKING PAVING SHALL BE 5" CONCRETE AT 3,600 PSI W/ CURB & GUTTER. 9'x18" TYPICAL.
 7. ALL DIMENSIONS ARE TO BACK OF CURB UNLESS NOTED OTHERWISE ON PLAN.

REVISIONS	DESCRIPTION	DATE

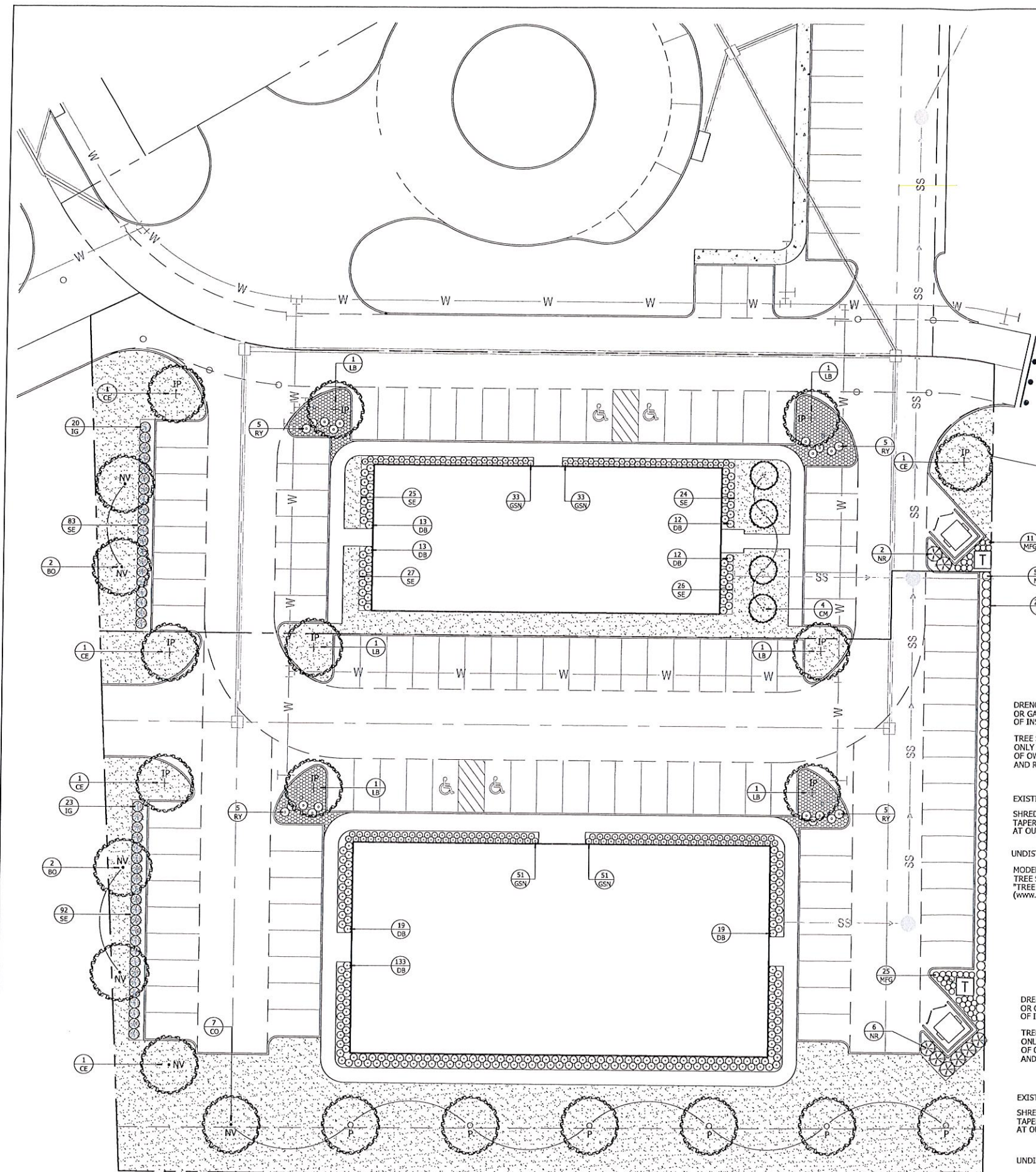
6221 Southwest Boulevard, Suite 100
Fort Worth, Texas 76132
(817) 231-8100 (F) (817) 231-8144
Texas Registered Engineering Firm #15596
Texas Registered Survey Firm #10158800
www.barronstark.com

Barron•Stark
Engineers

STATE OF TEXAS
REGISTERED PROFESSIONAL ENGINEER
CHARLES F. STARK
57357
01/07/2019
USE OF THIS ELECTRONIC SEAL/SIGNATURE
AUTHORIZED BY CHARLES F. STARK, P.E.
TEXAS REGISTRATION NO. 57357

SITE PLAN
CROWN POINTE BUILDINGS I & K
CITY OF WILLOW PARK
PARKER COUNTY, TEXAS

CLIENT No. 171
PROJECT No. 9503
DESIGN: PWD
DRAWN: PWD/RCP
CHECKED: CFS
DATE: JANUARY 2019
SHEET
C2.0



INTERSTATE HIGHWAY 20 SERVICE ROAD

CITY REQUIREMENTS

H.1. INTERIOR LANDSCAPING
GROSS PARKING 38,499 SF
INTERIOR LANDSCAPE AREA
REQUIRED 3,850 SF (10%)
PROVIDED 3,850 SF (10.00%)
1 TREE PER 400 SF REQUIRED INTERIOR LANDSCAPE
3850 ÷ 400 = 9.63 = 10 TREES REQUIRED
400 10 TREES PROPOSED
ALL PARKING TO BE SCREENED FOR R.O.W.'S & ADJACENT PROPERTY PROVIDED AS REQUIRED


H.2. PERIMETER LANDSCAPING
1 TREE PER 50 LF
CHECKOUT LANE
298 = 5.96 = 6 TREES REQUIRED
50 6 TREES PROPOSED

I. NONVEHICULAR OPEN SPACE
MINIMUM 15% SITE TO BE LANDSCAPE
TOTAL SITE AREA 85,942 SF
REQUIRED 85,942 x 15% = 12,892 SF
PROVIDED 14,897 SF (17.33%)
1 TREE REQUIRED PER 2500 SF NONVEHICULAR OPEN SPACE
NONVEHICULAR (areas not in interior or buffers) 16,842 SF
14,897 SF ÷ 2500 = 5.96 = 6 TREES REQUIRED
2500 SF 6 TREES PROPOSED

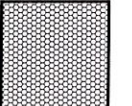
PLANTLIST

SYM	MATERIAL	QNTY	SIZE	HT	SP	NOTES	SPACING
BO	BURR OAK	4	3" CAL.	10-12'	5-6'	NURSERY GROWN	
CO	CHINKAPIN OAK	7	3" CAL.	10-12'	5-6'	NURSERY GROWN	
LB	LACINIA ELM	6	3" CAL.	10-12'	6-7'	NURSERY GROWN	
CE	CEDAR ELM	5	3" CAL.	10-12'	6-7'	NURSERY GROWN	
CM	CRABAPPLE MYRTLE	4	30 GAL.	8-10'	4-5'	CONTAINER GROWN	
NR	NEEDLEPOINT HOLLY	8	15 GAL.	4-5'	2-3'	FULL	5'oc
IG	INDIAN GRASS	43	5 GAL.	30"	18"	FULL	42"oc
NP	NEEDLEPOINT HOLLY	53	5 GAL.	26"	18"	FULL	36"oc
RY	RED YUCCA	20	5 GAL.	15"	15"	FULL	36"oc
DB	DWARF BURFORD HOLLY	221	3 GAL.	15"	15"	FULL	30"oc
GSN	GULFSTREAM NANDINA	168	3 GAL.	12"	12"	FULL	24"oc
MFG	MEX. FEATHERGRASS	36	1 GAL.	10"	10"	FULL	18"oc
SE	STEEL EDGING	483	LIN. FT.	REF.	DETAIL		

LANDSCAPE LEGEND



COMMON
BERMUDA SOD
(CYNODON DACTYLON)



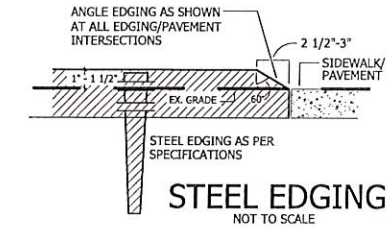
COBBLE STONE
(SEE NOTE BELOW)

SOD INSTALLATION NOTES:

- ALL SUBGRADE SHALL BE ACCEPTED AT ROUGH FINISH GRADE. IF ANY EXISTING VEGETATION IS EVIDENT, LANDSCAPE CONTRACTOR SHALL SPRAY AREA WITH BROAD SPECTRUM HERBICIDE APPLICATION TO REMOVE ANY VEGETATION.
- AFTER APPROPRIATE TIME TO ENSURE A VEGETATION IS DEAD, TILL SUBGRADE AND RAKE SMOOTH, REMOVING ALL DEAD VEGETATION, STONES, CLODS AND DEBRIS.
- SOD SHALL BE VIGOROUS, WELL-ROOTED AND SHALL BE DELIVERED AT A UNIFORM SOIL THICKNESS.
- SOD SHALL BE LAID WITH ALTERNATING JOINTS.
- ALL SOD SHALL BE ROLLED TO CONSISTENT SURFACE, FILLING JOINTS WITH COARSE SAND AS REQUIRED.

COBBLESTONE INSTALLATION NOTES:

- LANDSCAPE CONTRACTOR SHALL INSPECT COBBLESTONE AREAS FOR ANY EXISTING VEGETATION AND PROVIDE BROAD SPECTRUM HERBICIDE APPLICATION TO REMOVE ANY VEGETATION.
- AFTER APPROPRIATE TIME TO ENSURE A VEGETATION IS DEAD, TILL SUBGRADE AND RAKE SMOOTH, REMOVING ALL DEAD VEGETATION.
- INSTALL FILTER FABRIC OVER ENTIRE AREA TO RECEIVE COBBLE.
- PLACE MINIMUM FOUR (4) INCHES OF NEW MEXICO LARGE COBBLE IN DESIGNATED AREAS.



DRENCH WITH COMPOST TEA OR GARRETT JUICE AT TIME OF INSTALLATION

TREE STAKING TO BE PROVIDED ONLY AS REQUIRED OR AT REQUEST OF OWNER/LANDSCAPE ARCHITECT AND REIMBURSED AT PER TREE COST

EXISTING NATIVE SOIL BACKFILL ONLY
SHREDDED CEDAR MULCH AS SPECIFIED TAPER FROM 1/2" AT TRUNK TO 3-5" AT OUTSIDE EDGE TREE HOLE

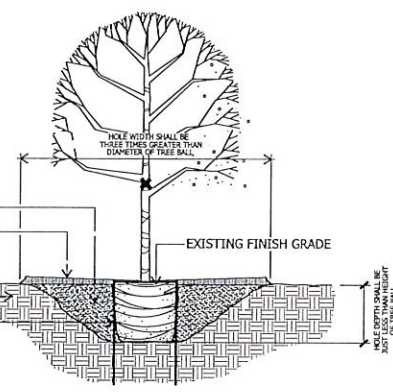
UNDISTURBED SUBGRADE
MODEL 65BG-NS BELOW-GRADE TREE STAKING AS MNFG. BY "TREE STAKE SOLUTIONS" (www.treestakesolutions.com)

DRENCH WITH COMPOST TEA OR GARRETT JUICE AT TIME OF INSTALLATION

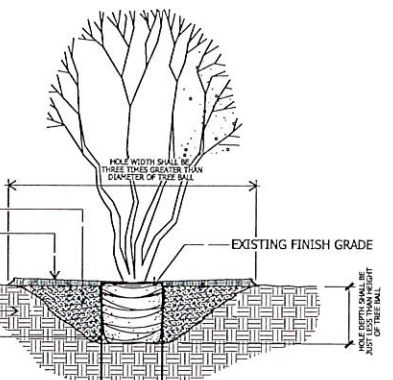
TREE STAKING TO BE PROVIDED ONLY AS REQUIRED OR AT REQUEST OF OWNER/LANDSCAPE ARCHITECT AND REIMBURSED AT PER TREE COST

EXISTING NATIVE SOIL BACKFILL ONLY
SHREDDED CEDAR MULCH AS SPECIFIED TAPER FROM 1/2" AT TRUNK TO 3-5" AT OUTSIDE EDGE TREE HOLE

UNDISTURBED SUBGRADE
MODEL 65BG-NS BELOW-GRADE TREE STAKING AS MNFG. BY "TREE STAKE SOLUTIONS" (www.treestakesolutions.com)



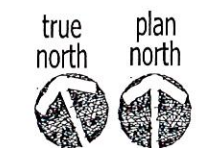
TREE PLANTING
SHADE TREE - 3" CAL. and smaller
not to scale



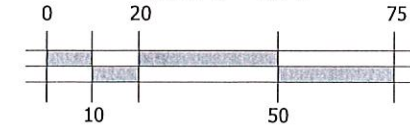
TREE PLANTING
TYPICAL MULTI-TRUNK TREE
not to scale

LANDSCAPE NOTES

- PLANT LIST FOR THIS SHEET.
- PLANT LIST TO BE USED AS AIDE TO BIDDER ONLY. LANDSCAPE CONTRACTOR TO VERIFY ALL QUANTITIES.
- ALL BEDS SHALL BE ACCEPTED AT ROUGH FINISH GRADE. IF ANY EXISTING VEGETATION IS EVIDENT, LANDSCAPE CONTRACTOR SHALL SPRAY AREA WITH BROAD SPECTRUM HERBICIDE APPLICATION TO REMOVE ANY VEGETATION.
- AFTER APPROPRIATE TIME TO ENSURE A VEGETATION IS DEAD, TILL SUBGRADE AND RAKE SMOOTH, REMOVING ALL DEAD VEGETATION, STONES, CLODS AND DEBRIS.
- AFTER INSTALLATION OF STEEL EDGING, ALL BEDS SHALL BE TILLED TO A DEPTH OF 4-6", RAKING OUT ALL DEAD VEGETATION.
- APPLY A 2-3" DEPTH OF ORGANIC MATERIAL OVER ENTIRE BED AND TILL INTO EXISTING SOIL. ORGANIC MATERIAL SHALL BE ONE OF FOLLOWING:
VITAL EARTH COMPOST
BACK-TO-EARTH SOIL CONDITIONER
LIVING EARTH COMPOST
SOIL BUILDING SYSTEMS COMPOST
SILVER CREEK MATERIALS COMPOST
- TOPDRESS ENTIRE BED WITH MINIMUM 2" DEPTH SHREDDED NATIVE CEDAR MULCH.
- ALL SHADE TREES AND ORNAMENTAL TREES SHALL BE PLANTED AS PER DETAILS ON THIS SHEET.
- ALL LANDSCAPE AREAS SHALL BE WATERED WITH AUTOMATIC IRRIGATION SYSTEM, COMPLETE WITH FREEZE SENSOR, RAIN STAT, AND CONTROLLER. SYSTEM SHALL BE DESIGNED TO UTILIZE WATER-SAVING TECHNIQUES AND EQUIPMENT. INSTALLATION OF SYSTEM SHALL BE MADE BY A FIRM DULY LICENSED UNDER ARTICLE NO. 8751 VTCs (LICENSED IRRIGATORS ACT), S.B. NO. 259.



scale: 1" = 20'-0"



app. by:
drawn by:
date: 11-20-18

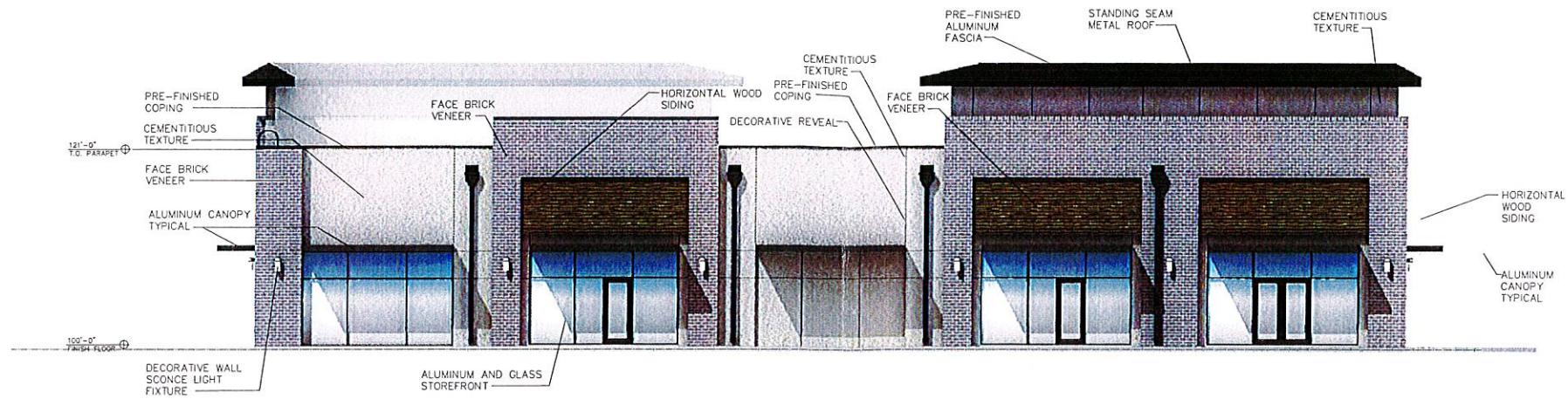
revisions



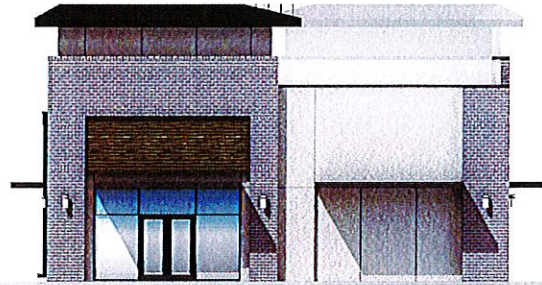
Leeming Design Group
Landscape Architecture
4913 Blue Star Drive, Suite 101-10 North Houston, TX 77060
(832) 377-6889 Fax: (832) 377-6886
leemingdesigngroup@gmail.com

LANDSCAPE PLAN
CROWN POINT BUILDINGS I and J
WILLOW PARK, TEXAS

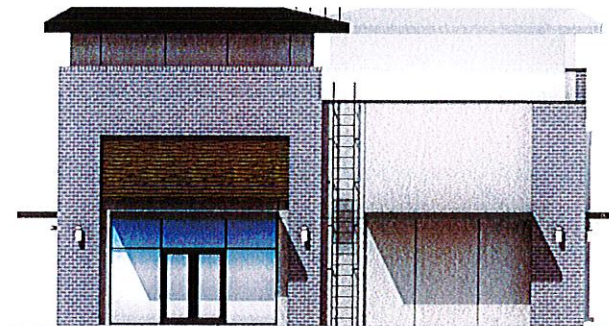
file name:
c:\WillowPark\Buildings I+J
Kg3000_NP_1+J.dwg
sheet
L-1



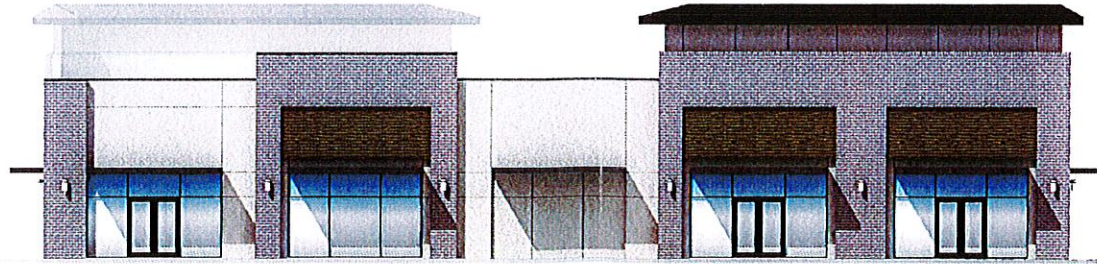
4 SOUTH (REAR) ELEVATION
SCALE: 1/8" = 1'-0"



2 EAST (SIDE) ELEVATION
SCALE: 1/8" = 1'-0"



3 WEST (SIDE) ELEVATION
SCALE: 1/8" = 1'-0"



1 NORTH (FRONT) ELEVATION
SCALE: 1/8" = 1'-0"

CODE	MATERIAL	MANUFACTURER / CONTACT	SERIES / DESCRIPTION	COLOR / FINISH	REMARKS
B-1	MASONRY BRICK VENEER	YANKEE HILL BRICK COMPANY (PURCHASED FROM ACME BRICK)		CAPITAL IRON SPOT	
EG-1	ALUMINUM AND GLASS CURTAIN WALL	KAWNEER	TR-FAB 451	DARK BRONZE NO. 40 ANODIZED ALUMINUM	1" CLEAR INSULATED GLASS SOLARBAN 60
MT-1	METAL COLOR	BERRIDGE		DARK BRONZE	
P-1	EXTERIOR PAINT	SHERWIN WILLIAMS		SW 3487 WINTERSHEET GRAY	
FB-1	FIBER CEMENT BOARD	WOODSTONE	WOODSTONE RUSTIC - FIBER CEMENT BOARD	RIVER ROCK	
CN-1	PRE-FABRICATED ALUMINUM SUNSCREEN	ARCHITECTURAL FABRICATIONS	AS-111E16	POUNDER COAT WATT BLACK	10" FASCIA
T-1	CEMENTITIOUS TEXTURE	-	TWO-COAT APPLICATION	P-1 SW 3487 WINTERSHEET GRAY	DIRECT APPLIED TO CLEAN CONCRETE PANELS

SURFACE AREA OF EXTERIOR FINISH MATERIALS					
WALL	GROSS AREA	STOREFRONT	W-HOLE STOREFRONT	CEILING	FLOOR
NORTH	3,800 SF	600 SF	3,200 SF	100 SF	100 SF
SOUTH	3,800 SF	600 SF	3,200 SF	100 SF	100 SF
EAST	1,100 SF	170 SF	930 SF	100 SF	100 SF
WEST	1,100 SF	170 SF	930 SF	100 SF	100 SF

PRELIMINARY
NOT FOR
CONSTRUCTION



OFFICE BUILDING
WILKS DEVELOPMENT
BUILDING K
WILLOW PARK, TEXAS 76087

Revisions:

File Name: 18163 -A3.1
Project No: 18163
Date: 10/03/2018
Drawn By: MW/MC
Checked By: JWF

SHEET
A3.1
EXTERIOR
ELEVATIONS



File Name: 18111 -A3.1
Project No: 18111
Date: 07/09/2018
Drawn By: MWM
Checked By: JWF

Revisions:

30% REVIEW SET
7-9-18

OFFICE BUILDING 1
WILKS DEVELOPMENT
WILLOW PARK - NORTH.
WILLOW PARK, TEXAS 76087

PRELIMINARY
NOT FOR
CONSTRUCTION



SHEET
A3.1
EXTERIOR
ELEVATIONS



P & Z AGENDA ITEM BRIEFING SHEET

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

AGENDA ITEM: 3

Consider and act on a Site Plan for a 5,342 square foot building on Lot 1R-2, Block 1, The Village at Willow Park Addition, City of Willow Park, Texas, located in the 100 Block of Willow Bend Drive.

BACKGROUND:

The property is zoned "C-IH20 Overlay District." This property is located in Planning Area 4, as identified in the City's Comprehensive Plan. Planning Area 4 represents the areas adjacent to Interstate 20. Due to the high traffic volumes along the Interstate, the area is seen as a prime location for regional retail and commercial uses as well as uses that capitalize on pass-by trips. Due to the visibility of the corridor, higher design standards are identified to present a positive image of Willow Park.

The 0.634 acre lot is located south of Willow Bend Drive and I-20 Service Road. The 5,342 square foot building will have restaurant and retail shops located in three lease spaces. The Board of Adjustment (September 13, 2018) granted a 9 parking space variance for the property. There will be 45 parking spaces provided on the site. Cross access will be provided for the four lots on Willow Bend Drive.

All infrastructure water, sanitary sewer, fire hydrants, and streets are available. The building, parking, landscaping, stormwater drainage and fire 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 1R-2, Block 1, The Village at Willow Park Addition, as presented.

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: THE WILLOW BEND SHOPS	
<input type="checkbox"/> Residential		<input checked="" type="checkbox"/> Commercial	
Valuation: \$ (round up to nearest whole dollar)		Project Address (or description): 0 WILLOW BEND DRIVE	
Brief Description of the Project: 5,342 SF RETAIL BUILDING			
Existing zoning: COMMERCIAL		# of Existing Lots (plats only):	
Proposed zoning: N/A		# of Proposed Lots (plats only):	
Applicant/Contact Information (this will be the primary contact)			
Name: TREY NEVILLE		Mailing Address: 201 S CALHOUN SUITE 125C	
Company: GRAHAM LTD		FORT WORTH, TX 76104	
Primary Phone: 817-420-9450		E-mail: trey@graham-ltd.com	
Property Owner Information (if different than above)			
Name: MIKE SANGALLI		Mailing Address: 1620 WABASH AVE	
Company: MORRISON GROUP INC.		FT WORTH TX 76107	
Primary Phone:		E-mail: mike@sangalli-inc.com	
Other Phone:		Fax: N/A	
() Developer / () Engineer / () Surveyor Information (if applicable)			
Name:		Mailing Address:	
Company:			
Primary Phone:		E-mail:	
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



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

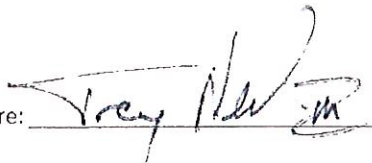
Site Plan applications must contain:

- 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: 2/4/19



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' OR unless previously approved by staff		✓	
5	✓	A title block is in the lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter.		✓	
6	N/A	Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.		N/A	
7	N/A	Flood plain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.		N/A	
8	N/A	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.		N/A	
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.		✓	



.....



City of Willow Park Development Services Department

		details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.			
32	N/A	The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.	N/A		
33	✓	A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack) and height. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.		✓	
34	✓	Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.		✓	
35	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	N/A	Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable	N/A		
39		Explain in detail the proposed use(s) for each structure RETAIL RESTAURANT (NO DRIVE-THRU)			
40		Total lot area less building footprint (by square feet): Square footage of building: 5,342 Building height (stories and feet) 18'8" Number of Units per Acre (apartments only):			
41		Parking required by use with applicable parking ratios indicated for each use: B.O.A. VARIANCE 09/13/2018 Parking Provided Indicated: 45 95 SPACES Handicap parking as required per COWP ordinance and TAS/ADA requirements: 2			
42		Provide service verification from all utility providers			
43	✓	List any variance requested for this property, dates, and approving authority PARKING B.O.A. 09/13/2018			
44	✓	Provide storm water and drainage study and design		✓	
45	✓	Proposed domestic water usage (gallons per day, month, and year)		✓	
46	N/A	Are any irrigation wells proposed?	N/A		
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	N/A	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	N/A		



City of Willow Park Development Services Department

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

- 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) *NONE*

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: 27,629 sq. ft.
 Area of lot covered with structures and impervious surfaces: 23,296 sq. ft.
 Total number of structures: 1 Total number of habitable structures: 1
 Square footage of each building: 5,400 sq. ft. N/A sq. ft. N/A sq. ft.
 Proposed use for each structure:
RETAIL / RESTAURANT

Building stories: 1 Building height: 18 ft. 8 in.
 Total number of parking spaces: 45 Number of handicap spaces: 2
 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
PARKING SPACE VARIANCE B.O.A. 09/13/2018

☒ Approved ☐ Not Approved ☐ Needs More Information or Corrections

Engineering Approval Signature: DEREK TURNER Date: 02/12/2019

BY THE CITY ENGINEER, THE CITY ENGINEER HAS REVIEWED THE SITE PLAN AND FOUND IT TO BE IN COMPLIANCE WITH THE CITY ENGINEERING DEPARTMENT'S STANDARDS.

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



City of Willow Park Development Services Department

Site Plan Building Official Review

Applicant Questions:

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

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

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

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

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

CROSS ACCESS

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 CHEN

Date: 02/11/2019



City of Willow Park Development Services Department

Site Plan Fire Review

Applicant Questions:

Will the building have a fire alarm?	Yes	<input checked="" type="radio"/> No
Will the building have a fire sprinkler/suppression system?	Yes	<input checked="" type="radio"/> No
Is the building taller than two-stories?	Yes	<input checked="" type="radio"/> No
If yes, how many stories?	<u>N/A</u>	
Will the project require installation of a new fire hydrant?	Yes	<input checked="" type="radio"/> No
If yes, how many fire hydrants?	<u>N/A</u>	
What is the size of the proposed fire connections?	<u>N/A</u>	

Staff Review: (for official use only)

Does the proposed project include the sufficient fire connections?	<input checked="" type="radio"/> Yes	No
Is the proposed project an adequate distance to a fire hydrant?	<input checked="" type="radio"/> Yes	No
Does the project have the minimum 24' hard surface?	<input checked="" type="radio"/> Yes	No
Is the fire lane appropriate?	<input checked="" type="radio"/> Yes	No
Does the site have the proper turning radius?	<input checked="" type="radio"/> Yes	No
Does the proposed project pose any safety concerns?	Yes	<input checked="" type="radio"/> No
<u>24' FIRE LANE BOTH PARKING LOTS</u>		

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: 02/12/2019



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? N/A
- Is any built improvement in the 100-year flood plain? Yes ☒ No
- If yes, what is the base flood elevation for the area? N/A
- Is any habitable structure in the 100-year flood plain? Yes ☒ No
- If yes, what is the base flood elevation for the area? N/A
- If yes, what is the finished floor elevation for the habitable structure? N/A
- 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: 02/12/2019



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: 27,629 sq. ft.

Area of lot covered with structures and impervious surfaces: 23,296 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 84.3 %

Area of green space/landscaped areas: 4,466 sq. ft.

Percentage of green space/landscaped areas: 16 %

Total number of parking spaces: 45

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 CHEW

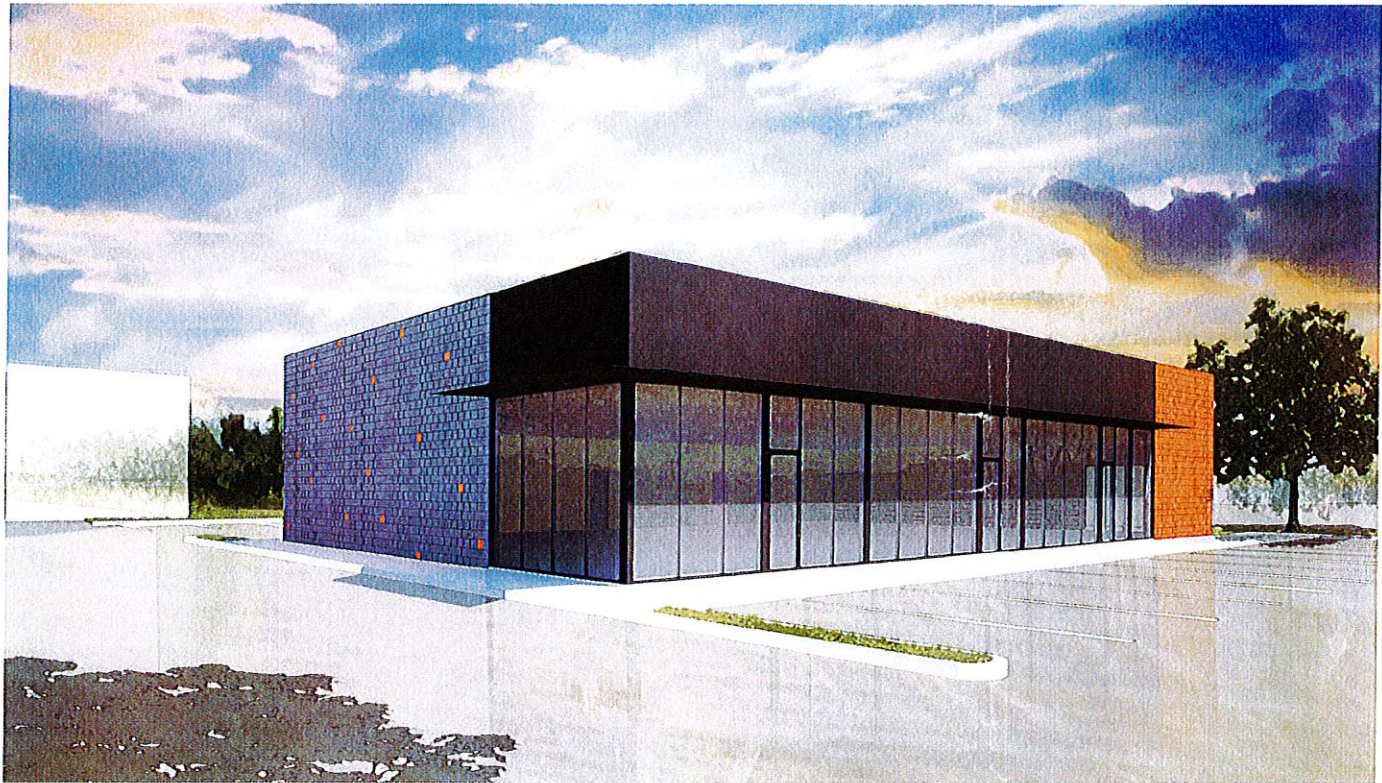
Date: 02/11/2019

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

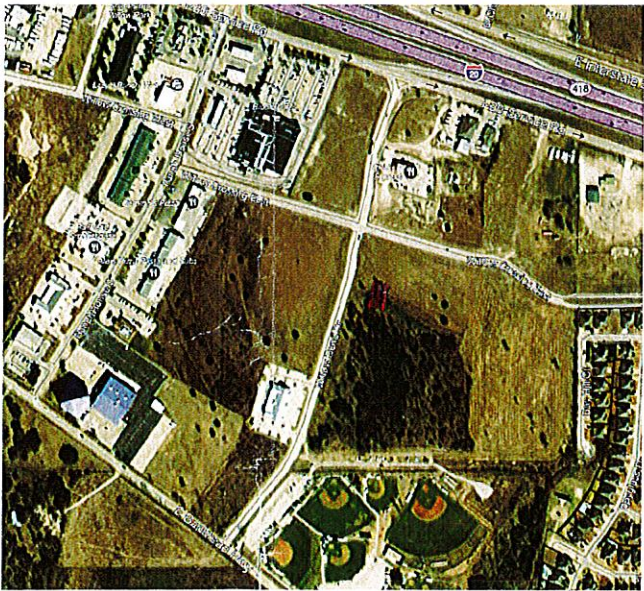
www.willowpark.org

WILLOW PARK

Lot 2R, block 1
The Village at Willow Park
Willow Bend Dr.
Willow Park, TX 76087



The rendering above is for presentation purposes only. The rendering is not to be used for construction purposes and represents only the design concept.



vicinity map
NOT TO SCALE

SHEET INDEX	
ID	NAME
A-001	cover sheet
G-001	TAS 1
G-002	TAS 2
G-003	TAS 3
G-004	TAS 4
A-101	site plan
A-102	plans
A-201	exterior elevations
A-202	exterior elevations
A-301	building sections
A-302	wall sections
A-501	section details
A-502	section details and signage details
A-503	opening details
A-504	opening details
A-601	schedules and opening types
A-602	IECC compliance certificates
A-603	IECC compliance certificates
S-001	spedal inspections
S-002	abbreviations & general notes
S-101	foundation & roof framing plans
S-201	typical sections & details
S-202	typical details
S-203	typical sections & details
M-101	mechanical / plumbing plan
E-001	electrical site plan
E-101	electrical plan
E-102	electrical details
E-103	IECC compliance certificates

WILLOW PARK

Willow Bend Dr.
Willow Park, TX 76087

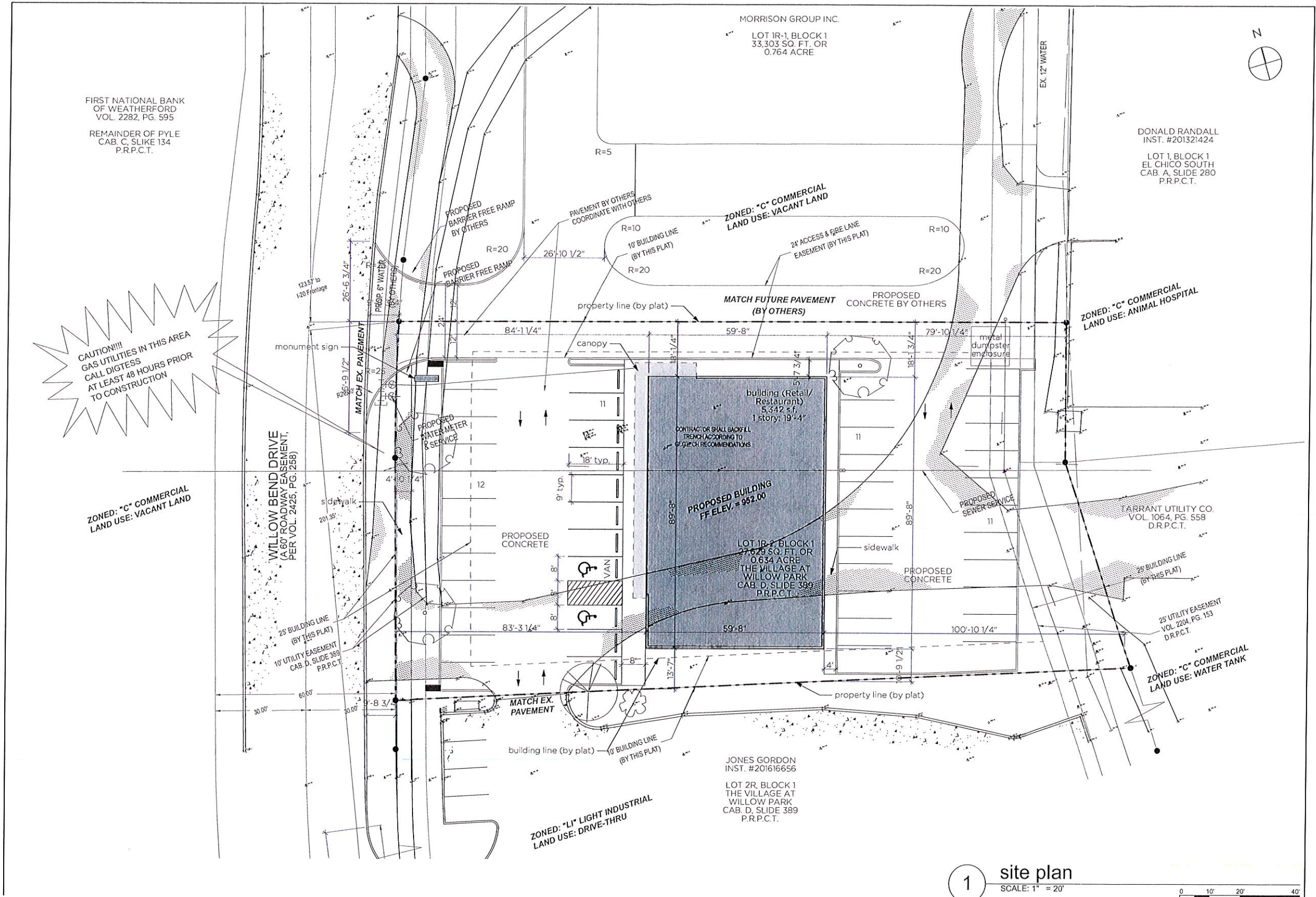


structural engineer
HnH Engineering Inc.
6421 Camp Bowie Blvd. #416
Fort Worth, TX 76116
817.713.4977
will@hnheng.com
TBPE Firm No. F-13825

map engineer
Baird, Hampton & Brown
6300 Ridglea Place, Suite 700
Fort Worth, TX 76116
817.338.1277
srath@bhbc.com
TBPE Firm No. F-44

A-001

cover sheet
issued: Friday, December 14, 2018



CAUTION!!!!
GAS UTILITIES IN THIS AREA
CALL DIGTESS
AT LEAST 48 HOURS PRIOR
TO CONSTRUCTION

1 site plan
SCALE: 1" = 20'

IBÁÑEZ SHAW ARCHITECTURE
801 WEST 10TH STREET
FORT WORTH, TEXAS 76102
+1817.306.4452 IBANEZSHAW.COM

WILLOW PARK

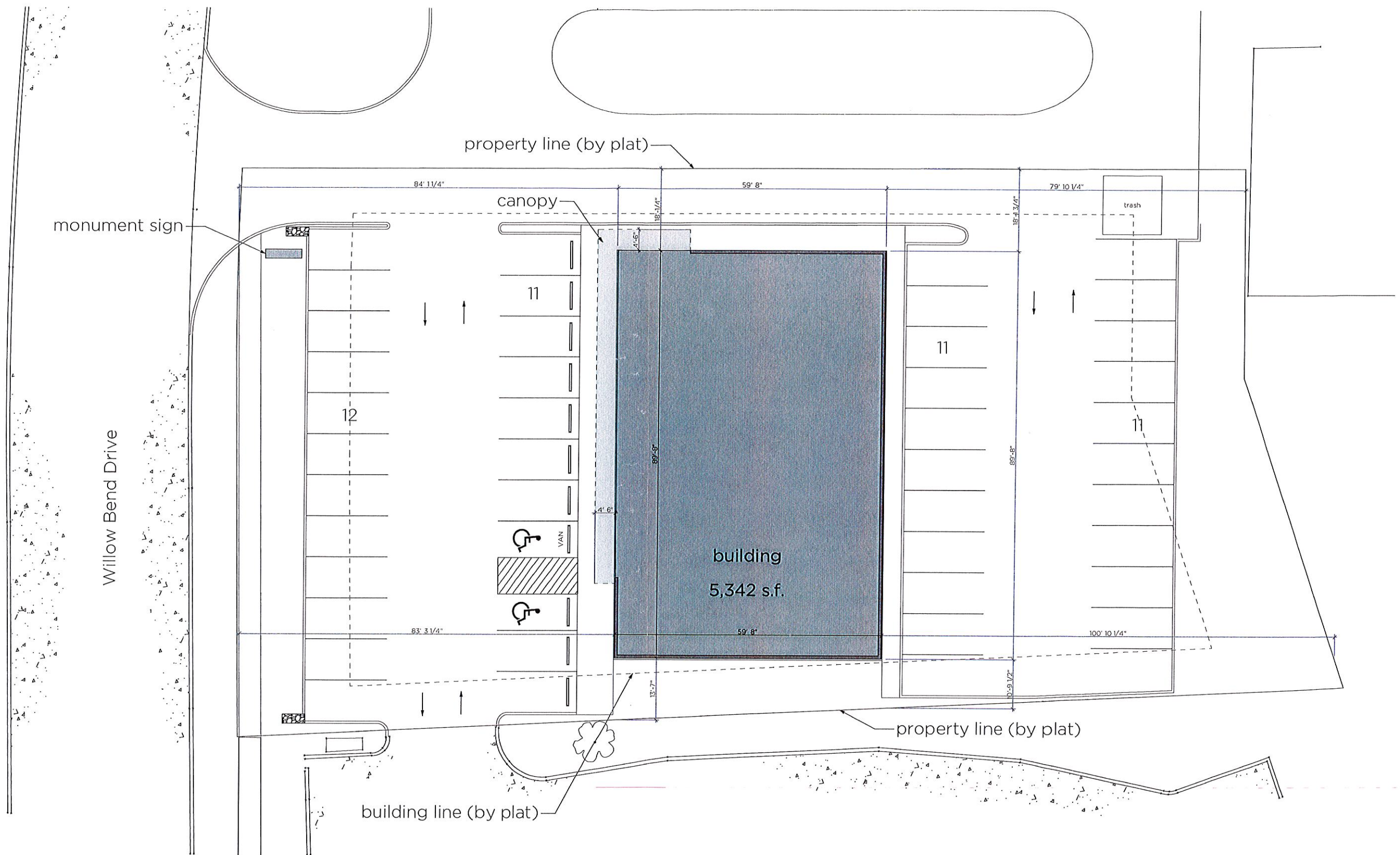
Willow Bend Dr.
Willow Park, TX 76087



structural engineer
HnH Engineering Inc.
6421 Camp Bowie Blvd. #416
Fort Worth, TX 76116
817.713.4977
will@hnheng.com
TBPE Firm No. F-13825

map engineer
Baird, Hampton & Brown
6300 Ridglea Place, Suite 700
Fort Worth, TX 76116
817.338.1277
srath@bhinc.com
TBPE Firm No. F-44

A-101
overall site plan
issued: Thursday, January 24, 2019
CD issue



1 site plan
SCALE: 3/32" = 1'-0"



structural engineer
HnH Engineering Inc.
6421 Camp Bowie Blvd. #416
Fort Worth, TX 76116
817.713.4977
will@hnheng.com
TBPE Firm No. F-13825

mep engineer
Baird, Hampton & Brown
6300 Ridgela Place, Suite 700
Fort Worth, TX 76116
817.338.1277
srath@bhbbinc.com
TBPE Firm No. F-44

A-101
site plan

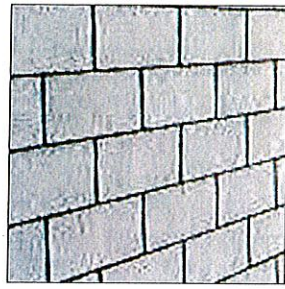
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CD issue

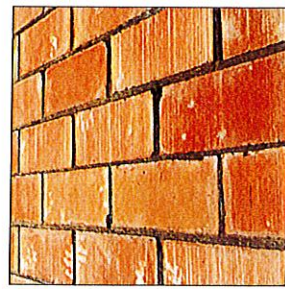
BAÑEZ SHAW ARCHITECTURE
801 WEST 10TH STREET
FORT WORTH, TEXAS 76102
F1817.306.4452 BANEZSHAW.COM

WILLOW PARK

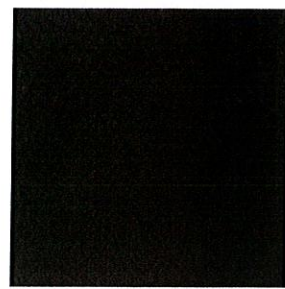
Willow Bend Dr.
Willow Park, TX 76087



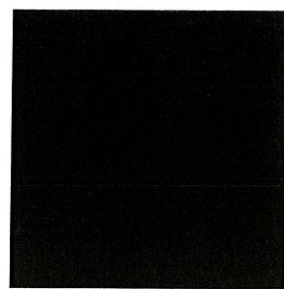
concrete masonry unit



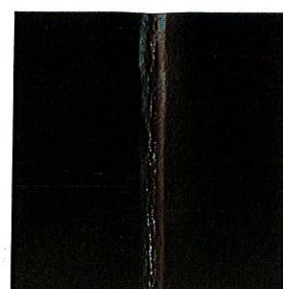
structural clay tile



prefinished aluminum
brake metal



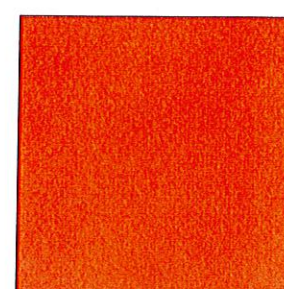
hollow metal service door
and frame



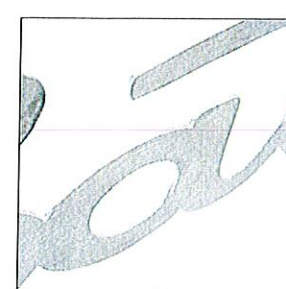
steel panels and steel
stiffeners, painted



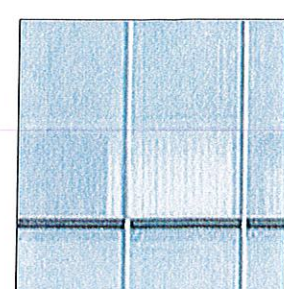
hollow metal storefront
with black frame



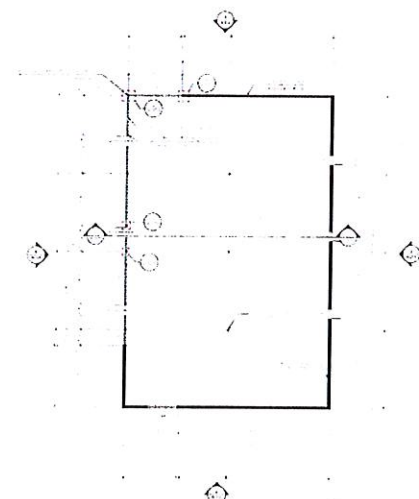
storefront door



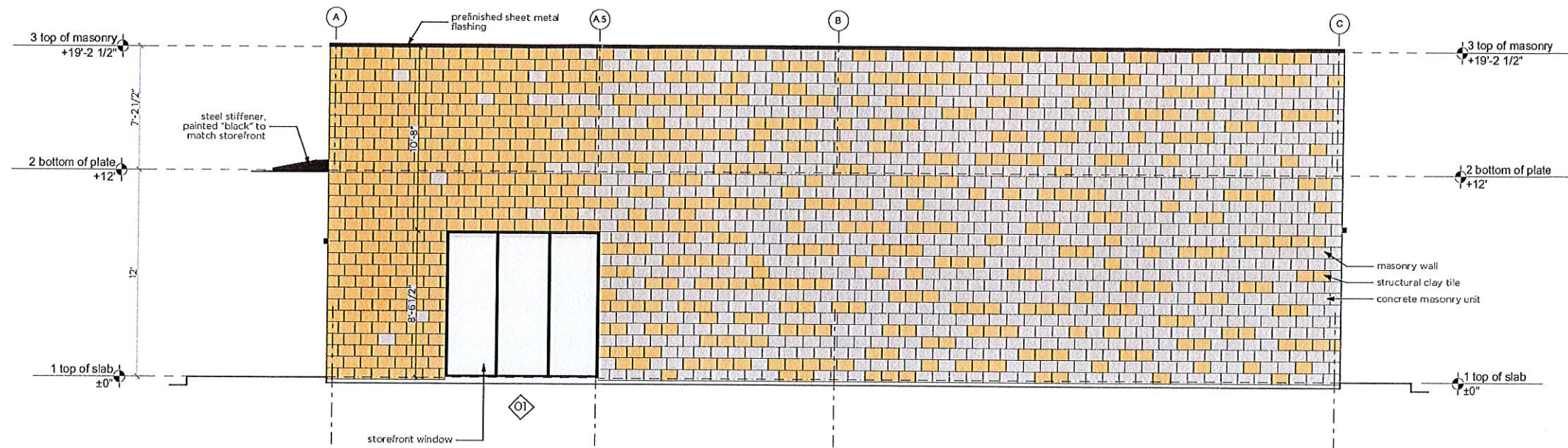
signage example



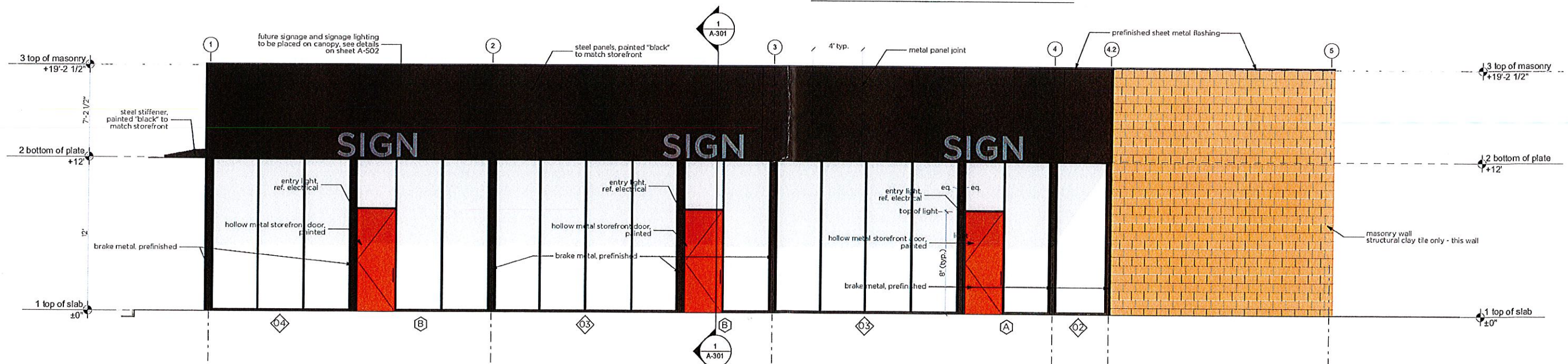
glass



key plan (n.t.s.)

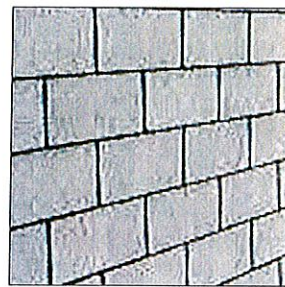


south elevation



west elevation

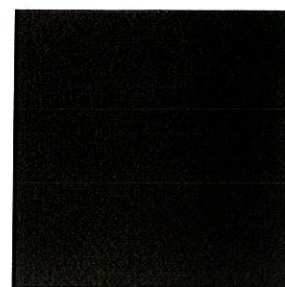
0 2' 6'



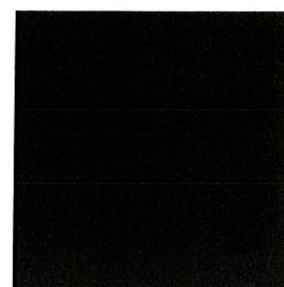
concrete masonry unit



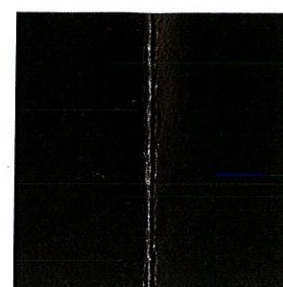
structural clay tile



prefinished aluminum
brake metal



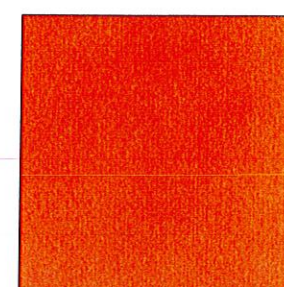
hollow metal service door
and frame



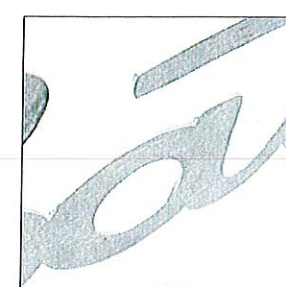
steel panels and steel
stiffeners, painted



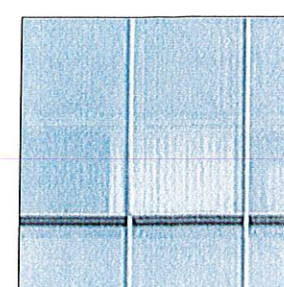
hollow metal storefront
with black frame



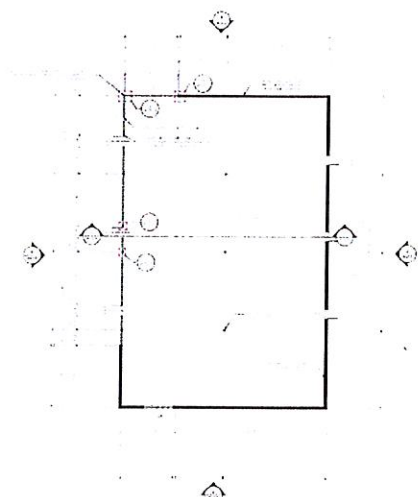
storefront door



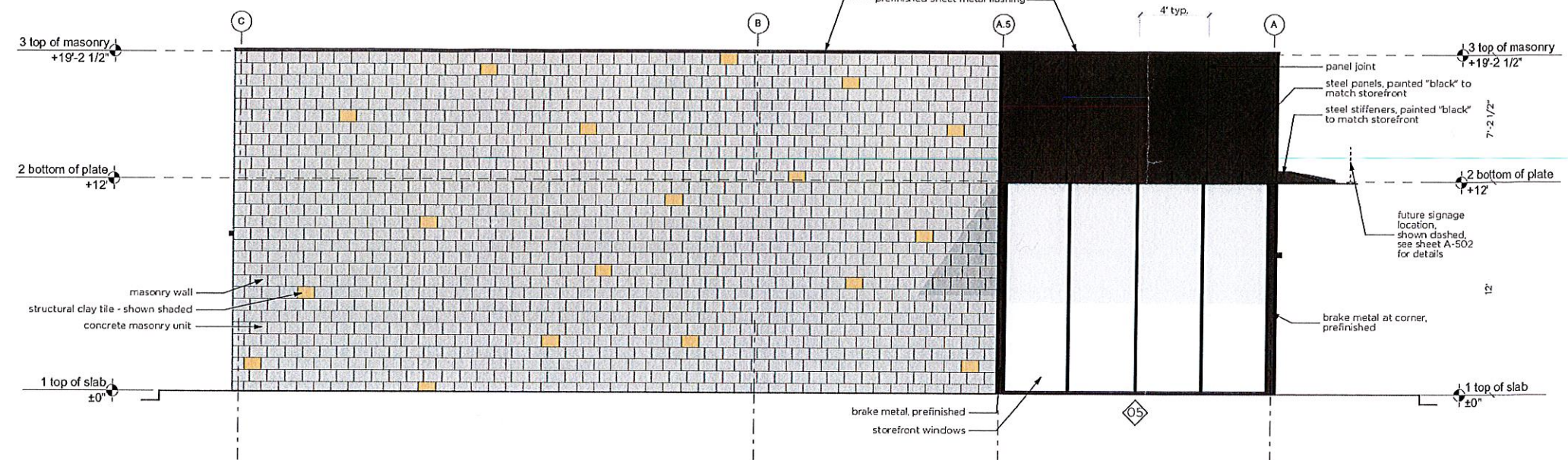
signage example



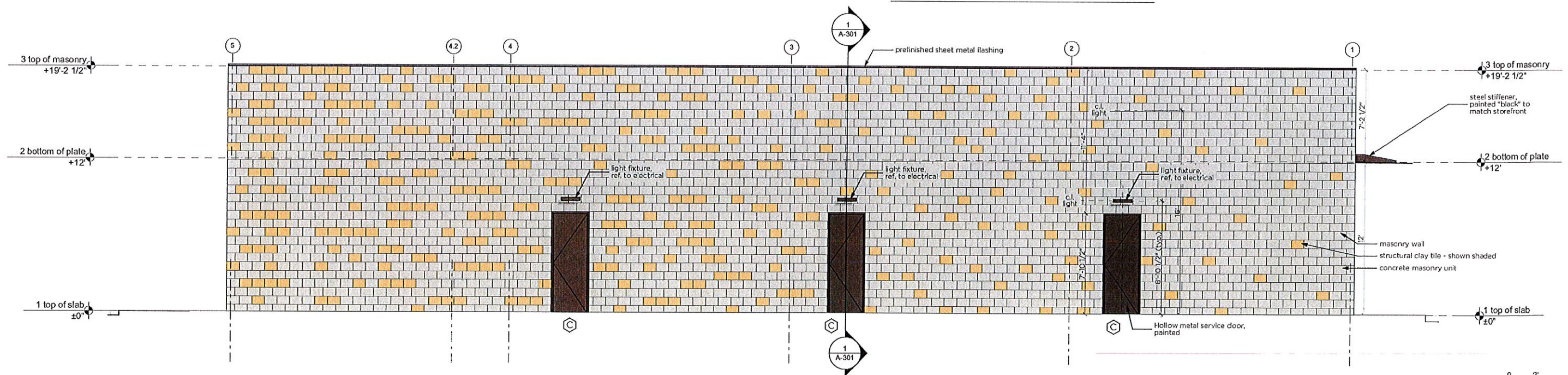
glass



key plan (n.t.s.)



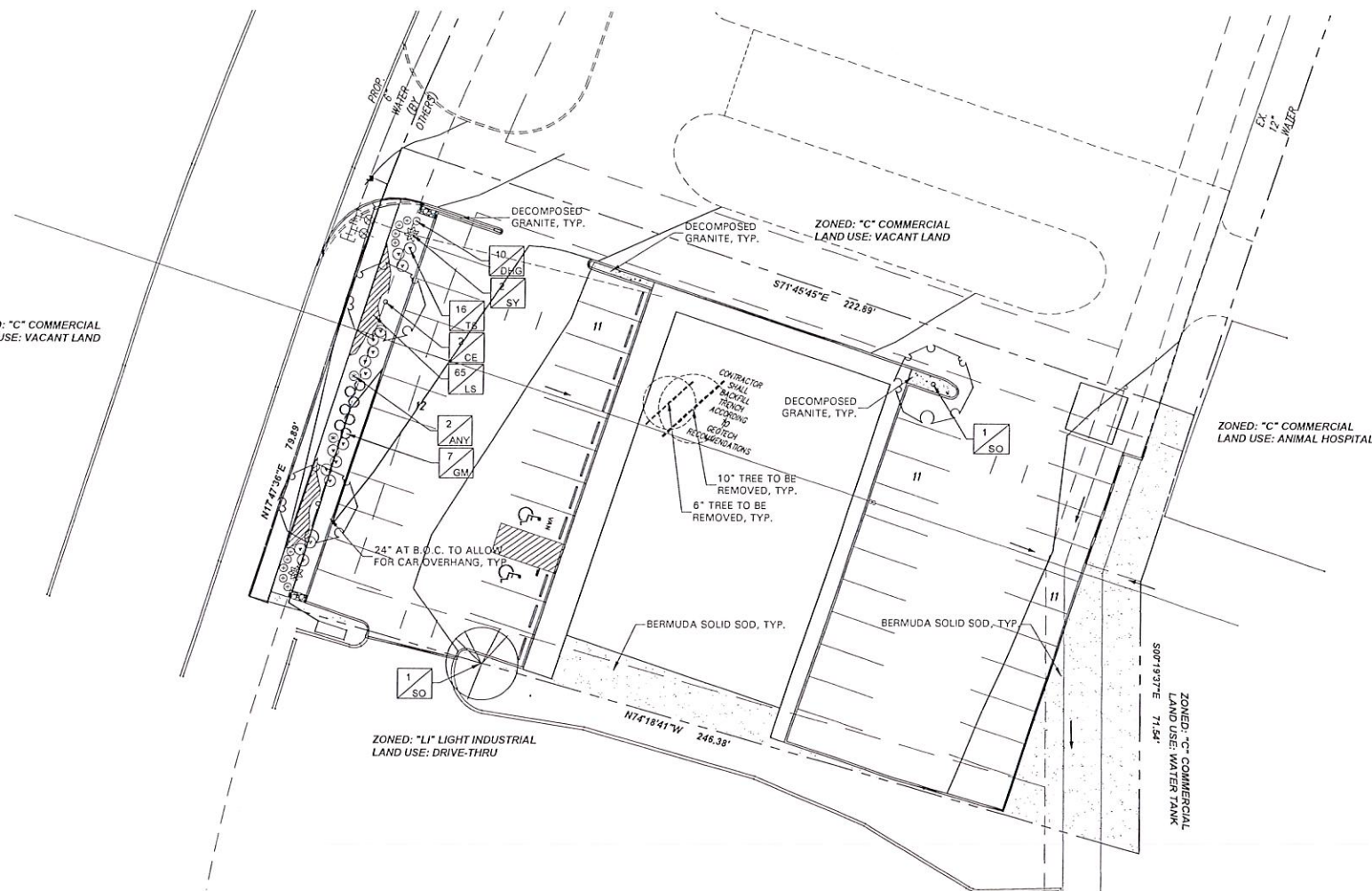
north elevation



east elevation

0 2' 6'

ZONED: "C" COMMERCIAL
LAND USE: VACANT LAND



PLANT SCHEDULE				
QTY	LABEL	COMMON NAME	SCIENTIFIC NAME	SIZE
SHADE TREES				
2	CE	Cedar Elm	<i>Ulmus crassifolia</i>	3" cal.
2	SO	Shumard Oak	<i>Quercus shumardii</i>	3" cal.
SHRUBS				
2	ANY	Adam's Needle Yucca	<i>Yucca fulamentosa</i>	5 gal.
10	DHG	Dwarf Hamlin Grass	<i>Pennisetum alopecuroides 'Hameln'</i>	5 gal.
7	GM	Gulf Muhly	<i>Muhlenbergia capillaris</i>	3 gal.
2	SY	Softleaf Yucca	<i>Yucca recurvifolia</i>	5 gal.
16	TS	Texas Sage 'Thundercloud'	<i>Leucophyllum frutescens 'Thundercloud'</i>	5 gal.
GROUND COVER/VINES/GRASS				
65	LS	New Gold Lantana/Black Eyed St. Lantana x hybrida 'New Gold' / Rudbeckia hirta	<i>Cynodon dactylon</i>	1 gal.

Plant list is an aid to bidders only. Contractor shall verify all quantities on plan. All heights and spreads are minimums. Trees shall have a strong central leader and be of matching specimens. All plant material shall meet or exceed remarks as indicated.

GENERAL LAWN NOTES

EROSION CONTROL AND SOIL PREPARATION:
THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING TOP SOIL AT THE CORRECT GRADES. CONTRACTOR TO FINE GRADE AREAS TO REACH FINAL CONTOURS AS SPECIFIED PER CIVIL PLANS. ALL CONTOURS SHOULD ACHIEVE POSITIVE DRAINAGE AWAY FROM BUILDINGS AND STRUCTURES. WATER SHOULD NOT BE ABLE TO POOL IN ANY AREAS UNLESS SPECIFIED OTHERWISE. EROSION FABRIC SUCH AS JUTE MATTING OR OPEN WEAVE TO BE USED WHERE NECESSARY TO PREVENT SOIL EROSION.

ANY LOSS OF TOPSOIL OR GRASS DUE TO EROSION IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL IT IS 100% ESTABLISHED.

CONTRACTOR TO REMOVE ANY ROCKS 3/4" AND LARGER, STICKS AND DEBRIS PRIOR TO INSTALLATION OF TOPSOIL AND SOD.

FOUR (4") OF TOPSOIL SHALL BE APPLIED TO AREAS DISTURBED BY CONSTRUCTION RECEIVING SOD. IF TOPSOIL IS NOT AVAILABLE ON SITE, THE CONTRACTOR SHALL PROVIDE TOPSOIL AS APPROVED BY THE OWNER OR OWNERS REPRESENTATIVE.

TOPSOIL SHALL BE FRIABLE, NATURAL LOAM, FREE OF ROCKS, WEEDS, BRUSH, CLAY LUMPS, ROOTS, TWIGGS, LITTER AND ENVIRONMENTAL CONTAMINANTS.

CONTRACTOR SHALL BE RESPONSIBLE FOR SOD UNTIL ACCEPTANCE. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO: MOVING, WATERING, WEEDING, CULTIVATING, CLEANING AND REPLACING DEAD OR BARE AREAS TO KEEP PLANTS IN A VIGOROUS, HEALTHY CONDITION. SOD SHALL BE REPLACED IF NECESSARY.

SOLID SOD:
SOLID SOD SHALL BE PLACED ALONG ALL IMPERVIOUS EDGES, AT A MINIMUM. THIS SHALL INCLUDE CURBS, WALKS, INLETS, MANHOLES AND PLANTING BED AREAS. SOD SHALL COVER OTHER AREAS COMPLETELY AS INDICATED BY PLAN.

SOD SHALL BE STRONGLY ROOTED DROUGHT RESISTANT SOD, NOT LESS THAN 2 YEARS OLD, FREE OF WEEDS AND UNDESIRABLE NATIVE GRASS AND MACHINE CUT TO PAD THICKNESS OF 3/4" (+/- 1/4"), EXCLUDING TOP GROWTH AND DEVELOPMENT WHEN PLANTED.

DO NOT INSTALL SOD IF IT IS DORMANT OR GROUND IS FROZEN. LAY SOD WITH TIGHTLY FITTING JOINTS, NO OVERLAPS WITH STAGGERED STRIPS TO OFFSET JOINTS.

SOD SHALL BE ROLLED TO CREATE A SMOOTH EVEN SURFACE. SOD SHOULD BE WATERED THOROUGHLY DURING INSTALLATION PROCESS.

SHOULD INSTALLATION OCCUR BETWEEN OCTOBER 1ST AND MARCH 1ST, SOD SHALL INCLUDE AN OVER SEED OF ANNUAL RYE OR WINTER RYEGRASS AT A RATE OF FOUR POUNDS PER ONE THOUSAND SQUARE FEET FOR A GROWN-IN APPEARANCE. CONTRACTOR SHALL ENSURE CONFORMANCE TO §115 D OF TITLE 7, PART XXX, HORTICULTURE COMMISSION CHAPTER 1.

HYDROMULCH:

SCARIFY SURFACE TO A MINIMUM OF 2" DEPTH PRIOR TO THE IMPORT TOPSOIL APPLICATION. TOP SOIL SHALL BE PLACED 2" IN DEPTH IN ALL AREAS TO BE SEEDED. CONTRACTOR TO SUPPLY HIGH QUALITY IMPORTED TOPSOIL, HIGH IN HUMUS AND ORGANIC CONTENT FROM A LOCAL SUPPLY. IMPORTED TOPSOIL SHALL BE REASONABLY FREE OF CLAY LUMPS, COARSE SANDS, STONES, ROOTS AND OTHER FOREIGN DEBRIS.

IF INADEQUATE MOISTURE IS PRESENT IN SOIL, APPLY WATER AS NECESSARY FOR OPTIMUM MOISTURE FOR SEED APPLICATION.
ALL SEED SHALL BE HIGH QUALITY, TREATED LAWN TYPE SEED AND IS FREE OF NOXIOUS GRASS SEEDS. THE SEED APPLICATION SHALL BE UNIFORMLY DISTRIBUTED ON THE AREAS INDICATED ON PLANS.
HYDROMULCH WITH BERBERIS GRASS SEED AT A RATE OF TWO POUNDS PER ONE THOUSAND SQUARE FEET.

IF INSTALLATION OCCURS BETWEEN OCTOBER 1ST AND APRIL 1ST, ALL HYDROMULCH AREAS SHALL BE OVER-SEEDED WITH ANNUAL RYE GRASS AT A RATE OF FOUR POUNDS PER ONE THOUSAND SQUARE FEET. CONTRACTOR TO RE-HYDROMULCH WITH BERBERIS GRASS AT THE END OF THE ANNUAL RYE GROWING SEASON.

AFTER APPLICATION, NO EQUIPMENT SHALL OPERATE OVER APPLIED AREAS. WATER SEEDED AREAS IMMEDIATELY AFTER INSTALLATION TO SATURATION.

ALL LAWN AREAS TO BE HYDROMULCHED SHALL ACHIEVE 100% COVERAGE PRIOR TO FINAL ACCEPTANCE.

LANDSCAPE NOTES

REFERENCE SITEMARK AND SPECIFICATIONS FOR INFORMATION NEEDED FOR LANDSCAPE WORK.

CONTRACTOR TO VERIFY AND LOCATE ALL PROPOSED AND EXISTING STRUCTURES. NOTIFY LANDSCAPE ARCHITECT OR DESIGNATED REPRESENTATIVE FOR ANY LAYOUT DISCREPANCIES OR ANY CONDITION THAT WOULD PROHIBIT THE INSTALLATION AS SHOWN.

CONTRACTOR SHALL CALL 811 TO VERIFY AND LOCATE ANY AND ALL UTILITIES ON SITE PRIOR TO COMMENCING WORK. LANDSCAPE ARCHITECT SHOULD BE NOTIFIED OF ANY CONFLICTS.

A MINIMUM OF 2% SLOPE SHALL BE PROVIDED AWAY FROM ALL STRUCTURES. LANDSCAPE ISLANDS SHALL BE CROWNED, AND UNIFORM THROUGHOUT THE SITE.

ALL PLANTING AREAS SHALL BE GRADED SMOOTH TO ACHIEVE FINAL CONTOURS AS INDICATED ON PLAN WITH 3" OF TOPSOIL AND 3" OF COMPOST AND CONSISTENTLY BLENDED TO A DEPTH OF 12". ALL BEDS SHALL BE CROWNED TO ANTICIPATE SETTLEMENT AND ENSURE PROPER DRAINAGE.

PLANTING AREAS AND SOD TO BE SEPARATED BY STEEL EDGING. EDGING TO BE GREEN IN COLOR AND A MINIMUM OF 3/16" THICK. EDGING SHALL BE STAKED FROM THE INSIDE OF BED. EDGING NOT TO BE MORE THAN 1/2" ABOVE FINISHED GRADE.

MULCH SHALL BE INSTALLED AT 1/2" BELOW THE TOPS OF SIDEWALKS AND CURBING.

QUANTITIES ON THESE PLANS ARE FOR REFERENCE ONLY. THE SPACING OF PLANTS SHOULD BE AS INDICATED ON PLANS OR OTHERWISE NOTED. ALL TREES AND SHRUBS SHALL BE PLANTED PER DETAILS.

CONTAINER GROWN PLANT MATERIAL IS PREFERRED HOWEVER BALL AND BURLAP PLANT MATERIAL CAN BE SUBSTITUTED IF NEEDED AND IS APPROPRIATE TO THE SIZE AND QUALITY INDICATED ON THE PLANT MATERIAL LIST.

TREES SHALL BE PLANTED AT A MINIMUM OF 5' FROM ANY UTILITY LINE, SIDEWALK OR CURB. TREES SHALL ALSO BE 10' CLEAR FROM FIRE HYDRANTS.

4" OF SHREDDED HARDWOOD MULCH (2" SETTLED THICKNESS) SHALL BE PLACED OVER 4:1 OZ WOODS. WEED BARRIER FABRIC OR APPROVED EQUAL WEED BARRIER FABRIC SHALL BE USED IN PLANT BEDS AND AROUND ALL TREES AND SHALL BE DE WITT WEED BARRIER OR APPROVED EQUAL. MULCH SHALL BE SHREDDED BARK OR RUBBER LANDSCAPE MULCH, FINE STRAW. MULCH IS PROHIBITED.

CONTRACTOR TO PROVIDE UNIT PRICING OF LANDSCAPE MATERIALS AND BE RESPONSIBLE FOR OBTAINING ALL LANDSCAPE AND IRRIGATION PERMITS.

IRRIGATION:

IN THE ABSENCE OF AN IRRIGATION SYSTEM OR AREAS BEYOND THE COVERAGE LIMITS OF A PERMANENT IRRIGATION SYSTEM, CONTRACTOR SHALL WATER SOD TEMPORARILY, BY ANY MEANS AVAILABLE, TO DEVELOP ADEQUATE GROWTH. TURF SHALL BE IN 100% ESTABLISHMENT AT THE TIME OF ACCEPTANCE.

ALL PLANTING BEDS SHALL HAVE AN AUTOMATIC IRRIGATION SYSTEM WITH A FREEZE/RAIN SENSOR. SYSTEM SHALL ALSO HAVE AN ET WEATHER BASED CONTROLLER AND BE DESIGNED AND INSTALLED BY A LICENSED IRRIGATOR.

MAINTENANCE REQUIREMENTS:
VEGETATION SHOULD BE INSPECTED REGULARLY TO ENSURE THAT PLANT MATERIAL IS ESTABLISHING PROPERLY AND REMAINS IN A HEALTHY GROWING CONDITION APPROPRIATE FOR THE SEASON. IF DAMAGED OR REMOVED, PLANTS MUST BE REPLACED BY A SIMILAR VARIETY AND SIZE.

MOWING, TRIMMING, EDGING AND SUPERVISION OF WATER APPLICATIONS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR UNTIL THE OWNER OR OWNERS REPRESENTATIVE ACCEPTS AND ASSUMES REGULAR MAINTENANCE.

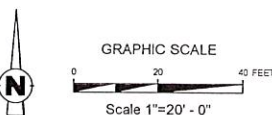
ALL LANDSCAPE AREAS SHOULD BE CLEANED AND KEPT FREE OF TRASH, DEBRIS, WEEDS AND OTHER MATERIAL.

MISCELLANEOUS MATERIALS:

STEEL EDGING SHALL BE 3/16" X 4 X 16" DARK GREEN DURAEDGE STEEL LANDSCAPE EDGING.

DECOMPOSED GRANITE SHALL CONSIST OF A NATURAL MIX OF GRANITE AGGREGATE NOT TO EXCEED 1/8" IN DIAMETER AND COMPOSED OF VARIOUS STAGES OF DECOMPOSED EARTH BASE. DO SHALL BE PLACED OVER FILTER FABRIC AT A MINIMUM OF 3" DEPTH.

LANDSCAPE TABULATIONS for Willow Park, TX	
INTERIOR LANDSCAPING	
1. A minimum of 10% of the gross parking area shall be devoted to living landscape.	
2. Each island shall contain at least one tree.	
Parking - 12,388 s.f.	
REQUIRED	PROVIDED
1,238 landscape (10%)	387 landscape
5 trees	2 trees, 3" cal.
PERIMETER LANDSCAPING	
1. All parking areas shall be buffered from the street by a 15' landscape area. When parking abuts an adjacent property line, a landscape perimeter of 10' shall be maintained.	
REQUIRED	PROVIDED
landscape buffers	landscape buffers
NON VEHICULAR OPEN SPACE	
1. A minimum of 15% of the total site area shall be devoted to feature landscaping with not less than 50% of the landscape being located in the front yard.	
2. If less than 30% of the site is non vehicular open space, one tree	



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01-11-19

LANDSCAPE PLAN

WILLOW BEND DR.
WILLOW PARK, TEXAS

DATE: 01-11-19
REVISION: 01-23-2019
DRAWN BY: AWR
CHECKED BY: AWR

Salcedo Group, Incorporated
Civil Engineers - Surveyors
110 S.W. 2nd Street - Grand Prairie, Texas 75050
Phone: (214) 412-3122, Fax: (214) 412-3089 www.salcedogroupinc.com



L1

SECTION 32 8500 - LANDSCAPE
PART 1 - GENERAL

1.1 QUALIFICATIONS OF THE LANDSCAPE CONTRACTOR

- A. ALL LANDSCAPE WORK SHOWN ON THESE PLANS SHALL BE PERFORMED BY A SINGLE FIRM SPECIALIZING IN LANDSCAPE PLANTING

1.2 REFERENCE DOCUMENTS

- A. REFER TO LANDSCAPE PLANS, NOTES, AND DETAILS FOR ADDITIONAL REQUIREMENTS

1.3 SCOPE OF WORK / DESCRIPTION OF WORK

- A. WORK COVERED BY THESE SECTIONS INCLUDES THE FURNISHING AND PAYMENT OF ALL MATERIALS, LABOR, SERVICES, EQUIPMENT, LICENSES, TAXES AND ANY OTHER ITEMS THAT ARE NECESSARY FOR THE EXECUTION, INSTALLATION AND COMPLETION OF ALL WORK SPECIFIED HEREIN AND / OR SHOWN ON THE LANDSCAPE PLANS, NOTES, AND DETAILS

- B. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE LAWS, CODES AND REGULATIONS REQUIRED BY AUTHORITIES HAVING JURISDICTION OVER SUCH WORK, INCLUDING ALL INSPECTIONS AND PERMITS REQUIRED BY FEDERAL, STATE AND LOCAL AUTHORITIES IN SUPPLY, TRANSPORTATION AND INSTALLATION OF MATERIALS

- C. THE LANDSCAPE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITY LINES (WATER, SEWER, ELECTRICAL, TELEPHONE, GAS, CABLE, TELEVISION, ETC) PRIOR TO THE START OF ANY WORK

- D. FURNISH ALL LABOR, MATERIALS, EQUIPMENT, AND SERVICES NECESSARY TO PROVIDE ALL WORK COMPLETE IN PLACE AS SHOWN AND SPECIFIED WORK SHOULD INCLUDE:

- E. PLANTING OF TREES, SHRUBS AND GRASSES

- A. SEEDING

- B. BED PREPARATION AND FERTILIZATION

- C. WATER AND MAINTENANCE UNTIL FINAL ACCEPTANCE

- D. WORK GUARANTEE

1.4 REFERENCES

- A. AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) Z60.1 - NURSERY STOCK

- B. TEXAS STATE DEPARTMENT OF AGRICULTURE

- C. TEXAS ASSOCIATION OF NURSESMEN, GRASSES AND STANDARDS

1.5 SUBMITTALS

- A. PROVIDE REPRESENTATIVE QUANTITIES OF EACH SOIL, MULCH, BED MIX, GRAVEL AND STONE BEFORE INSTALLATION. SAMPLES TO BE APPROVED BY OWNERS REPRESENTATIVE BEFORE USE

- B. SOIL AMENDMENTS AND FERTILIZERS SHOULD BE RESEARCHED AND BASED ON THE SOIL IN THE AREA

- C. BEFORE INSTALLATION, SUBMIT DOCUMENTATION THAT PLANT MATERIALS ARE AVAILABLE AND HAVE BEEN RESERVED FOR ANY PLANT MATERIAL NOT AVAILABLE, SUBMIT REQUEST FOR SUBSTITUTION

1.6 JOB CONDITIONS, DELIVERY, STORAGE AND HANDLING

- A. GENERAL CONTRACTOR TO COMPLETE WORK BEFORE LANDSCAPE CONTRACTOR TO COMMENCE ALL PLANTING BED AREAS SHALL BE LEFT THREE INCHES BELOW FINAL GRADE OF SIDEWALKS, DRIVES AND CURBS. ALL AREAS TO RECEIVE SOIL AND SOIL SHALL BE LEFT ONE INCH BELOW THE FINAL GRADE OF WALKS, DRIVES AND CURBS. CONSTRUCTION DEBRIS SHALL BE REMOVED PRIOR TO LANDSCAPE CONTRACTOR BEGINNING WORK

- B. ALL PACKAGED MATERIALS SHALL BE SEALED IN CONTAINERS SHOWING WEIGHT, ANALYSIS AND NAME OF MANUFACTURER. ALL MATERIALS SHALL BE PROTECTED FROM DETERIORATION IN TRANSIT AND WHILE STORED ON SITE

- C. DELIVER PLANT MATERIALS IMMEDIATELY PRIOR TO INSTALLATION. PLANT MATERIALS SHOULD BE INSTALLED ON THE SAME DAY AS DELIVERED. IF PLANTING CANNOT BE INSTALLED ON THE SAME DAY, PROVIDE ADEQUATE PROTECTION TO MAINTAIN PLANTS IN A HEALTHY, VIGOROUS CONDITION

- D. STORE PLANT MATERIALS IN SHADE, PROTECT FROM FREEZING AND DRYING

- E. KEEP PLANT MATERIALS MOIST AND PROTECT FROM DAMAGE TO ROOT BALLS, TRUNKS AND BRANCHES

- F. PROTECT ROOT BALLS BY HEILING WITH SAWDUST OR OTHER MOISTURE RETAINING MATERIAL IF NOT PLANTED WITHIN 24 HOURS OF DELIVERY

- G. NOTIFY OWNERS REPRESENTATIVE OF DELIVERY SCHEDULE 72 HOURS IN ADVANCE

- H. FOR BALLED AND BURLAPPED PLANTS, DIG AND PREPARE SHIPMENT IN A MANNER THAT WILL NOT DAMAGE ROOTS, BRANCHES, SHAPE, AND FUTURE DEVELOPMENT

- I. CONTAINER GROWN PLANTS - DELIVER PLANTS IN CONTAINER TO HOLD BALL SHAPE AND PROTECT ROOT MASS

- J. STORAGE OF ALL MATERIALS AND EQUIPMENT WILL BE AT THE RISK OF THE LANDSCAPE CONTRACTOR. OWNER WILL NOT BE HELD RESPONSIBLE FOR THEFT OR DAMAGE

1.7 SEQUENCING

- A. INSTALL TREES, SHRUBS, AND UNDERSTOCK PLANT MATERIALS PRIOR TO INSTALLATION OF LAWNS/SOLID SOIL

- B. WHERE EXISTING TURF AREAS ARE BEING CONVERTED TO PLANTING BEDS, THE TURF SHALL BE CHEMICALLY SOACIDATED TO MAXIMIZE GROWTH IN THE FUTURE. AREAS SHALL BE PROPERLY PREPARED WITH AMENDED ORGANIC MATTER

1.8 WARRANTIES PERIOD, PLANT GUARANTEE, REPLACEMENTS

- A. PROVIDE A MINIMUM OF (2) COPIES OF RECORD DRAWINGS TO THE OWNER UPON COMPLETION OF WORK. A RECORD DRAWING IS A RECORD OF ALL CHANGES THAT OCCURRED IN THE FIELD AND THAT ARE DOCUMENTED THROUGH CHANGE ORDERS, ADDENDUMS, OR CONTRACTOR/CONSULTANT DRAWING MARKERS

- B. FURNISH WRITTEN WARRANTY THAT PLANT MATERIALS WILL BE IN A HEALTHY, VIGOROUS GROWING CONDITION FOR ONE YEAR (TWELVE MONTHS) AFTER FINAL ACCEPTANCE. DAMAGE DUE TO ACTS OF GOD, VANDALISM, OR NEGLIGENCE BY OWNER IS EXCLUDED

- C. REPLACE DEAD, UNHEALTHY, AND UNSIGHTLY PLANT MATERIAL WITHIN WARRANTY PERIOD UPON NOTIFICATION BY OWNER OR OWNERS REPRESENTATIVE. PLANTS USED FOR REPLACEMENT SHALL BE OF THE SAME SIZE AND KIND AS THOSE ORIGINALLY PLANTED OR SPECIFIED

- D. THE OWNER AGREES THAT FOR THE ONE YEAR WARRANTY PERIOD TO BE EFFECTIVE, HE WILL WATER PLANTS AT LEAST TWICE A WEEK DURING DRY PERIODS

- E. NOTIFY OWNER OR OWNERS REPRESENTATIVE SEVEN DAYS PRIOR TO THE EXPIRATION OF THE WARRANTY PERIOD

- A. REMOVE DEAD, UNHEALTHY AND UNSIGHTLY PLANTS

- B. REMOVE GUYING AND STAKING MATERIALS

1.9 MAINTENANCE

- A. MAINTAIN PLANT LIFE AND PLANTING BEDS IMMEDIATELY AFTER PLACEMENT AND FOR MAXIMUM 90 DAYS AFTER FINAL ACCEPTANCE

- B. ALL LANDSCAPE MUST BE MAINTAINED AND GRASS MOWED/EDGED ON A WEEKLY SCHEDULE UNTIL ACCEPTANCE BY OWNER

- C. REPLACE DEAD OR DYING PLANTS WITH PLANTS OF SAME SIZE AND SPECIES AS SPECIFIED

- D. REMOVE TRASH, DEBRIS, AND LITTER, WATER, PRUNE, RESTAKE TREES, FERTILIZE, WEED AND APPLY HERBICIDES AND FUNGICIDES AS REQUIRED

- E. REMOVE CLIPPINGS AND DEBRIS FROM SITE PROMPTLY

- F. COORDINATE WITH OPERATION OF IRRIGATION SYSTEM TO ENSURE THAT PLANTS ARE ADEQUATELY WATERED. HAND WATER AREAS NOT RECEIVING ADEQUATE WATER FROM AN IRRIGATION SYSTEM

- G. THE LANDSCAPE CONTRACTOR SHALL MAINTAIN THE IRRIGATION SYSTEM IN PROPER WORKING ORDER WITH SCHEDULING ADJUSTMENTS BY SEASON TO MAXIMIZE WATER CONSERVATION

- H. RESET SETTLED PLANTS

- I. REAPPLY MULCH TO BARE AND THIN AREAS

- J. SHOULD SEEDING AND/OR SOOED AREAS NOT BE COVERED BY AN AUTOMATIC IRRIGATION SYSTEM, THE LANDSCAPE CONTRACTOR SHALL

- BE RESPONSIBLE FOR WATERING THESE AREAS AND OBTAINING A FULL, HEALTHY STAND OF GRASS AT NO ADDITIONAL COST TO THE OWNER

- K. TO ACHIEVE FINAL ACCEPTANCE AT THE END OF THE MAINTENANCE PERIOD, ALL OF THE FOLLOWING CONDITIONS MUST OCCUR:

- A. THE LANDSCAPE SHALL SHOW ACTIVE, HEALTHY GROWTH (WITH EXCEPTIONS MADE FOR SEASONAL DORMANCY). ALL PLANTS NOT MEETING THIS CONDITION SHALL BE REJECTED AND REPLACED BY HEALTHY PLANT MATERIAL PRIOR TO FINAL ACCEPTANCE

- B. ALL LANDSCAPE SHALL BE CLEANED PRIOR TO FINAL ACCEPTANCE

- C. SOOED AREAS MUST BE ACTIVELY GROWING AND MUST EACH A MINIMUM HEIGHT OF 1-1/2 INCHES BEFORE FIRST MOWING. HYDROMULCHED AREAS SHALL SHOW ACTIVE, HEALTHY GROWTH. BARE AREAS LARGER THAN TWELVE SQUARE INCHES MUST BE RESEEDING OR RESEEDING (AS APPROPRIATE) PRIOR TO FINAL ACCEPTANCE. ALL SOOED TURF SHALL BE NEATLY MOWED

- D. ANY TREE OR SHRUB SHOWN TO HAVE EXCESS SOIL PLACED ON TOP OF THE ROOT BALL, SO THAT THE ROOT FLARE HAS BEEN COMPLETELY COVERED, SHALL BE REJECTED

- E. SOIL: PROVIDE WELL-ROOTED SOIL OF THE VARIETY NOTED ON THE PLANS. SOIL SHALL BE CUT FROM HEALTHY, MATURE TURF WITH SOIL THICKNESS OF 3/4" TO 1". EACH PALLET OF SOIL SHALL BE ACCOMPANIED BY A CERTIFICATE FROM SUPPLIER STATING THE COMPOSITION OF THE SOIL

2.2 ACCESSORIES/MISCELLANEOUS MATERIALS

- A. MULCH - DOUBLE SHREDDED HARDWOOD MULCH, PARTIALLY DECOMPOSED BY LIVING EARTH TECHNOLOGIES OR APPROVED SUBSTITUTE. MULCH SHALL BE FREE OF STICKS, STONES, CLAY, GROWTH AND GERMINATION INHIBITING INGREDIENTS

- B. FERTILIZER - COMMERCIAL FERTILIZER CONTAINING 10-20-10 OR SIMILAR ANALYSIS

- C. SOIL PREPARATION - SHALL BE FERTILE, LOAMY SOIL. ORGANIC MATTER SHALL ENCOMPASS BETWEEN 3% AND 10% OF THE TOTAL DRY WEIGHT. SOIL SHALL BE FREE FROM SUBSOIL, REFUSE, ROOTS, HEAVY OR STIFF CLAY, STONES LARGER THAN 1", NOXIOUS WEEDS, STICKS, BRUSH, LITTER AND OTHER SUBSTANCES. IT SHOULD BE SUITABLE FOR THE GERMINATION OF SEEDS AND THE SUPPORT OF VEGETATIVE GROWTH. THE PH VALUE SHOULD BE BETWEEN 4 AND 7

- D. EXISTING TOPSOIL - MAY BE USED IF IT MEETS THE REQUIREMENTS FOR THE IMPORTED TOPSOIL OR IF APPROVED BY THE LANDSCAPE ARCHITECT OR OWNERS REPRESENTATIVE. TOPSOIL SHALL NOT BE STRIPPED, TRANSPORTED OR GRADED IF MOISTURE CONTENT EXCEEDS FIELD CAPACITY. TOPSOIL STOCKPILES SHALL BE PROTECTED FROM EROSION OR CONTAMINATION

- E. ALL NEW TURF AREAS LOCATED ON THE FRONT, SIDES, REAR AND INSIDE THE FIRE LANE SHALL BE SOOED AND SHALL BE AMENDED WITH QUALITY TOPSOIL AT A MINIMUM DEPTH OF FOUR INCHES

- F. STEEL EDGING - SHALL BE 3/16" X 4" X 1/2" DARK GREEN LANDSCAPE EDGING

- G. TREE STAKING - TREE STAKING SOLUTIONS OR APPROVED SUBSTITUTE, REFER TO DETAILS

- H. FILTER FABRIC - MIRAFI 1405 BY MIRAFI OR APPROVED SUBSTITUTE

- I. SAND - UNIFORMLY GRADED, WASHED, CLEAN, BANK RUN SAND

- J. DECOMPOSED GRANITE - BASE MATERIAL OF NATURAL MATERIAL MIX OF GRANITE AGGREGATE NOT TO EXCEED 1/2" IN DIAMETER

- K. RIVER ROCK - LOCALLY ARIZONA RIVER ROCK BETWEEN 2" - 4" IN DIAMETER

- L. PRE-EMERGENT HERBICIDES - ANY GRANULAR, NON-STAINING PRE-EMERGENT HERBICIDE THAT IS LABELED FOR THE SPECIFIC ORNAMENTALS OR TURF ON WHICH IT WILL BE UTILIZED

- M. MULCH - DOUBLE SHREDDED HARDWOOD MULCH, PARTIALLY DECOMPOSED BY LIVING EARTH TECHNOLOGIES OR APPROVED SUBSTITUTE. MULCH SHALL BE FREE OF STICKS, STONES, CLAY, GROWTH AND GERMINATION INHIBITING INGREDIENTS

- N. FERTILIZER - COMMERCIAL FERTILIZER CONTAINING 10-20-10 OR SIMILAR ANALYSIS

- O. SOIL PREPARATION - SHALL BE FERTILE, LOAMY SOIL. ORGANIC MATTER SHALL ENCOMPASS BETWEEN 3% AND 10% OF THE TOTAL DRY WEIGHT. SOIL SHALL BE FREE FROM SUBSOIL, REFUSE, ROOTS, HEAVY OR STIFF CLAY, STONES LARGER THAN 1", NOXIOUS WEEDS, STICKS, BRUSH, LITTER AND OTHER SUBSTANCES. IT SHOULD BE SUITABLE FOR THE GERMINATION OF SEEDS AND THE SUPPORT OF VEGETATIVE GROWTH. THE PH VALUE SHOULD BE BETWEEN 4 AND 7

- P. EXISTING TOPSOIL - MAY BE USED IF IT MEETS THE REQUIREMENTS FOR THE IMPORTED TOPSOIL OR IF APPROVED BY THE LANDSCAPE ARCHITECT OR OWNERS REPRESENTATIVE. TOPSOIL SHALL NOT BE STRIPPED, TRANSPORTED OR GRADED IF MOISTURE CONTENT EXCEEDS FIELD CAPACITY. TOPSOIL STOCKPILES SHALL BE PROTECTED FROM EROSION OR CONTAMINATION

- Q. ALL NEW TURF AREAS LOCATED ON THE FRONT, SIDES, REAR AND INSIDE THE FIRE LANE SHALL BE SOOED AND SHALL BE AMENDED WITH QUALITY TOPSOIL AT A MINIMUM DEPTH OF FOUR INCHES

- R. STEEL EDGING - SHALL BE 3/16" X 4" X 1/2" DARK GREEN LANDSCAPE EDGING

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- AC. ALL NEW TURF AREAS LOCATED ON THE FRONT, SIDES, REAR AND INSIDE THE FIRE LANE SHALL BE SOOED AND SHALL BE AMENDED WITH QUALITY TOPSOIL AT A MINIMUM DEPTH OF FOUR INCHES

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- AL. FERTILIZER - COMMERCIAL FERTILIZER CONTAINING 10-20-10 OR SIMILAR ANALYSIS

- AM. SOIL PREPARATION - SHALL BE FERTILE, LOAMY SOIL. ORGANIC MATTER SHALL ENCOMPASS BETWEEN 3% AND 10% OF THE TOTAL DRY WEIGHT. SOIL SHALL BE FREE FROM SUBSOIL, REFUSE, ROOTS, HEAVY OR STIFF CLAY, STONES LARGER THAN 1", NOXIOUS WEEDS, STICKS, BRUSH, LITTER AND OTHER SUBSTANCES. IT SHOULD BE SUITABLE FOR THE GERMINATION OF SEEDS AND THE SUPPORT OF VEGETATIVE GROWTH. THE PH VALUE SHOULD BE BETWEEN 4 AND 7

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- AP. STEEL EDGING - SHALL BE 3/16" X 4" X 1/2" DARK GREEN LANDSCAPE EDGING

- AP. STEEL EDGING - SHALL BE 3/16" X 4" X 1/2" DARK GREEN LANDSCAPE EDGING

- PRE-EMERGENT HERBICIDES SHALL BE APPLIED PER THE MANUFACTURERS LABELED RATES

PART 3 - EXECUTION

3.1 PREPARATION

- A. BEFORE STARTING WORK, THE LANDSCAPE CONTRACTOR SHALL VERIFY THAT THE GRADE OF ALL LANDSCAPE AREAS ARE WITHIN +/-0.1' OF FINISH GRADE. THE CONTRACTOR SHALL NOTIFY THE OWNER IMMEDIATELY SHOULD ANY DISCREPANCIES EXIST

B. SOIL TESTING

- A. AFTER FINISH GRADES HAVE BEEN ESTABLISHED, CONTRACTOR SHALL HAVE SOIL SAMPLES TESTED BY AN ESTABLISHED SOIL TESTING LABORATORY FOR THE FOLLOWING: SOIL TEXTURAL CLASS, GENERAL SOIL FERTILITY, PH, ORGANIC MATTER CONTENT, SALT (EC), LIME, SODIUM ADSORPTION RATIO (SAR) AND BORON CONTENT. EACH SAMPLE SUBMITTED SHALL CONTAIN NO LESS THAN ONE QUART OF SOIL

- C. CONTRACTOR SHALL ALSO SUBMIT THE PROJECTS PLANT LIST TO THE LABORATORY ALONG WITH THE SOIL SAMPLES

- D. THE SOIL REPORT PRODUCED BY THE LABORATORY SHALL CONTAIN RECOMMENDATIONS FOR THE FOLLOWING (AS APPROPRIATE): GENERAL SOIL PREPARATION AND BACKFILL MIXES, PRE-PLANT FERTILIZER APPLICATIONS, AND ANY OTHER SOIL RELATED ISSUES. THE REPORT SHALL ALSO PROVIDE A FERTILIZER PROGRAM FOR THE ESTABLISHMENT PERIOD AND FOR LONG-TERM MAINTENANCE

- E. THE CONTRACTOR SHALL INSTALL SOIL AMENDMENTS AND FERTILIZERS PER THE SOIL REPORT RECOMMENDATIONS. ANY CHANGE IN COST DUE TO THE SOIL REPORT RECOMMENDATIONS, EITHER INCREASE OR DECREASE, SHALL BE SUBMITTED TO THE OWNER WITH THE REPORT

- F. IF WEEDS ARE GROWING IN PLANTING AREAS, APPLY HERBICIDE RECOMMENDED BY MANUFACTURER AND APPLIED BY AN APPROVED LICENSED APPLICATOR. ALLOW WEEDS TO DIE, THEN GRUB OUT ROOTS TO A MAXIMUM OF 12 INCH DEPTH

- G. PREPARE NEW PLANTING BEDS BY TILLING EXISTING SOIL TO A DEPTH OF SIX INCHES PRIOR TO PLACING COMPOST AND FERTILIZER. ADD SIX INCHES OF COMPOST AND TILL TO A DEPTH OF SIX INCHES OF THE TOPSOIL

- H. POSITION TREES AND SHRUBS AS DESIGNED ON PLAN. OBTAIN OWNERS REPRESENTATIVES APPROVAL PRIOR TO PROCEEDING

- I. ALL PLANTING AREAS SHALL RECEIVE A MINIMUM OF 2 INCH LAYER OF MULCH (SETTLED THICKNESS)

3.2 EXCAVATING

- A. EXCAVATE PITS FOR PLANTING. TREE PITS SHALL BE LARGE ENOUGH TO PERMIT THE HANDLING OF THE ROOT BALL WITHOUT DAMAGE TO THE ROOTS. TREES SHALL BE PLANTED AT A DEPTH THAT WHEN SETTLED THE CROWN OF THE PLANT SHALL BEAR THE SAME RELATIONSHIP TO THE FINISH GRADE AS IT DID TO THE SOIL SURFACE IN ORIGINAL PLACE OF GROWTH

- B. TREE PITS PERCOLATION TEST: FILL PIT WITH WATER AND ALLOW TO STAND FOR 24 HOURS. IF PIT DOES NOT DRAIN, THE TREE NEEDS TO BE MOVED TO ANOTHER LOCATION OR HAVE DRAINAGE ADDED

- C. SHRUB AND TREE PITS SHALL BE NO LESS THAN 24" WIDER THAN THE ROOT BALL AND 6" DEEPER THAN ITS VERTICAL DIMENSION. HOLES SHOULD BE ROUND, NOT SMOOTH OR GLAZED

3.3 PLANTING

- A. REMOVE NURSERY TAGS AND STAKES FROM ALL PLANTS

- B. REMOVE CONTAINERS WITHOUT DAMAGE TO ROOTS

- C. REMOVE BOTTOM OF PLANT BOXES PRIOR TO PLACING PLANTS. REMOVE SIDES AFTER PLACEMENT AND PARTIAL BACKFILLING

- D. REMOVE UPPER THIRD OF BURLAP FROM BALLED AND BURLAPPED TREES AFTER PLACEMENT

- E. PLACE PLANT UPRIGHT AND PLUMB IN CENTER OF HOLE. ORIENT PLANTS FOR BEST APPEARANCE

- F. SET PLANTS WITH TOP OF ROOT BALLS FLUSH WITH ADJACENT GRADE AFTER COMPACTION. ADJUST PLANT HEIGHT IF SETTLEMENT OCCURS AFTER BACKFILLING

- G. BACKFILL HOLES IMMEDIATELY AFTER PLANT IS PLACED USING BACKFILL MIX. BACKFILL TO ONE HALF DEPTH. FILL HOLE WITH WATER AND LIGHTLY TAMP SOIL TO REMOVE VOIDS AND AIR POCKETS

- H. TRIM PLANTS TO REMOVE DEAD AND INJURED BRANCHES ONLY. BRACE PLANTS OVER 65 GALLONS IN SIZE

- I. MULCH TO THE TOP OF THE ROOT BALL. DO NOT PLANT GRASS AL THE WAY TO TRUNK OF THE TREE. MULCH WITH AT LEAST 2" OF SPECIFIED MULCH

- J. DO NOT WRAP TREES

- K. DO NOT OVER PRUNE

- L. BLOCKS OF SOIL SHOULD BE LAID JOINT TO JOINT AFTER FERTILIZING THE GROUND FIRST. ROLL GRASS AREAS TO ACHIEVE A SMOOTH, EVEN SURFACE. THE JOINTS BETWEEN BLOCKS SHOULD BE FILLED WITH TOPSOIL AND THEN WATERED THOROUGHLY

3.4 STEEL EDGING

- A. STEEL EDGING SHALL BE INSTALLED AND ADJUSTED AS INDICATED ON PLANS. OWNERS REPRESENTATIVE TO APPROVE THE STAKED OR PAINTED LOCATION OF STEEL EDGE PRIOR TO INSTALLATION

- B. ALL STEEL EDGING SHALL BE FREE OF BENDS OR KINKS

- C. TOP OF EDGING SHALL BE 1/2" MAXIMUM HEIGHT ABOVE FINAL FINISHED GRADE

- D. STAKES ARE TO BE INSTALLED ON THE PLANTING BED SIDE OF THE EDGING, NOT THE GRASS SIDE

- E. STEEL EDGING SHALL NOT BE INSTALLED ALONG SIDEWALKS OR CURBS

- F. EDGING SHOULD BE CUT AT A 45 DEGREE ANGLE WHERE IT MEETS SIDEWALKS OR CURBS

3.5 CLEANUP

- A. REMOVE CONTAINERS, TRASH, RUBBISH AND EXCESS SOILS FROM SITE AS WORK PROGRESSES

- B. REPAIR RUTS, HOLES AND SCARS IN GROUND SURFACES

- C. PREMISES SHALL BE KEPT NEAT AT ALL TIMES AND ORGANIZED

- D. ALL PAVED AREAS SHOULD BE CLEANED AT THE END OF EACH WORK DAY

3.6 ACCEPTANCE

- A. ENSURE THAT WORK IS COMPLETE AND PLANT MATERIALS ARE IN VIGOROUS AND HEALTHY GROWING CONDITION

- B. UPON COMPLETION OF THE WORK, THE LANDSCAPE CONTRACTOR SHALL PROVIDE THE SITE CLEAN, FREE OF DEBRIS AND TRASH, AND SUITABLE FOR USE AS INTENDED. THE LANDSCAPE CONTRACTOR SHALL THEN REQUEST AN INSPECTION BY THE OWNER TO DETERMINE FINAL ACCEPTABILITY

- C. WHENEVER THE INSPECTED PLANTING WORK DOES NOT COMPLY WITH THE CONTRACT DOCUMENTS, THE LANDSCAPE CONTRACTOR SHALL REPAIR AND/OR REPAIR THE REJECTED WORK TO THE OWNERS SATISFACTION WITHIN 24 HOURS

- D. THE LANDSCAPE MAINTENANCE PERIOD WILL NOT COMMENCE UNTIL THE LANDSCAPE WORK HAS BEEN RE-INSPECTED BY THE OWNER AND FOUND TO BE ACCEPTABLE. AT THAT TIME, A WRITTEN NOTICE OF FINAL ACCEPTANCE WILL BE ISSUED BY THE OWNER, AND THE MAINTENANCE AND GUARANTEE PERIODS WILL COMMENCE

END OF SECTION

LANDSCAPE SPECS
AND DETAILS

WILLOW BEND DR.
WILLOW PARK, TEXAS

DATE: 01-11-19
REVISION DATE: 01-12-2019
DRAWN BY: AWR
CHECKED BY: AWR

Salcedo Group, Incorporated
Civil Engineers - Surveyors
110 S.W. 2nd Street - Grand Prairie, Texas 75050
Phone: (214) 412-3122, Fax: (214) 412-3089 www.salcedogroupinc.com

SGI
Salcedo Group, Inc.

L2



01-11-19

AWR
AWR Designs, LLC
P.O. Box 1746
Aledo, Texas 76009
aw



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 3-5-19	Department: Development Services	Presented By: Bernie Parker
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AGENDA ITEM:

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

BACKGROUND:

The initial budget for furnishings in the Public Safety Building is \$90,000. Based on communication with local commercial vendors and national commercial vendors, they are unable to produce a comparable product at this price point. As a result, staff has worked diligently with Dewberry to explore other cost savings measures. However, due to underfunding of this line item and rising costs of the materials, additional funding will need to be considered.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff is requesting and additional \$42,000 dollars to adequately cover the costs of furnishing within the \$4,717,750 Public Safety Building.

EXHIBITS:

Exhibit "A" Dewberry Cost Estimate
Exhibit "B" Floor Plan for Furnishings

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$42,000
	Source of Funding	\$

EXHIBIT "A"

Dewberry Cost Estimate

Tuesday, February 19, 2019

WILLOW PARK POLICE AND FIRE

50089183

FURN

Item #	Qty.	Description	Unit Price	Total Price
BC1	2	BOOKCASE	\$381.50	\$763.00
BC2	5	METAL BOOKCASE	\$198.66	\$993.30
BN2	2	BENCH	\$973.36	\$1,946.72
CG1	7	GUEST CHAIR	\$421.66	\$2,951.62
CG2	30	GUEST/DINING CHAIR	\$176.50	\$5,295.00
CG3	2	SLED BASE STACK CHAIR	\$103.50	\$207.00
CN1	36	NESTING CHAIR	\$359.50	\$12,942.00
CT1	25	TASK CHAIR	\$551.50	\$13,787.50
D1L	2	CHIEF'S DESK AND CREDENZA	\$3,795.00	\$7,590.00
D2L	1	DESK, LEFT HAND RETURN	\$1,906.00	\$1,906.00
D2R	5	DESK, RIGHT HAND RETURN	\$1,906.00	\$9,530.00
FIL1	20	VERT. FILE	\$219.24	\$4,384.80
FIL2	5	LATERAL FILE	\$551.88	\$2,759.40
FIL3	1	FLAT FILES W/ TOP	\$4,418.37	\$4,418.37
LE	1	LECTERN	\$339.00	\$339.00
SH1	16	INDUSTRIAL SHELVING, RECORDS STORAGE RACK	\$250.00	\$4,000.00
SH2	4	INDUSTRIAL SHELVING, RECORDS STORAGE RACK	\$337.84	\$1,351.36
T1	16	NESTING TABLE	\$883.50	\$14,136.00
T2	1	BREAK RM. TABLE	\$358.00	\$358.00
T3	1	CONFERENCE TABLE	\$712.00	\$712.00
T5	2	SIDE TABLE	\$610.50	\$1,221.00
WKS1	1	WORKSTATION	\$2,407.50	\$2,407.50
WKS2	1	WORKSTATION	\$4,729.00	\$4,729.00
WKS3	2	WORKSTATION	\$924.50	\$1,849.00
WR2	4	WARDROBE/STORAGE CABINET	\$950.50	\$3,802.00
Z FREIGHT	1	FREIGHT COSTS	\$500.00	\$500.00
Z LABOR AND INSTALL	1	LABOR AND INSTALL COSTS	\$7,995.00	\$7,995.00
Schedule Total				\$112,874.57

OWNER FURNISHED

Item #	Qty.	Description	Unit Price	Total Price
BN1	1	DET. BENCH, SOLID ALL WELD BENCH	\$782.00	\$782.00
NS1	4	NIGHT STAND	\$379.00	\$1,516.00
OFOI-1	1	TABLE BY OWNER	\$400.00	\$400.00

OFOI-2	1	TABLE BY OWNER	\$400.00	\$400.00
OFOI-3	4	BED AND MATTRESS BY OWNER	\$800.00	\$3,200.00
RE1	5	RECLINER	\$899.00	\$4,495.00
T4	3	TABLE DESK	\$379.00	\$1,137.00
WR1	4	WARDROBE	\$959.00	\$3,836.00

Schedule Total \$15,766.00

Subtotal \$128,640.57

+ 2.5% Contingency \$3,216.01

Grand Total \$131,856.58

KEYNOTES PER SHEET	
NOTE	DESCRIPTION



1234 Some Street
Suite 1
City, ST 00000
000 000 0000

EXHIBIT "B"

Owner
WILLOW PARK POLICE AND FIRE
To Enter Address:
Go to Manage Tab > Project Information > Project Address Edit Button
FURNITURE PACKAGE

SEAL

PRELIMINARY DOCUMENTS
NOT FOR CONSTRUCTION

KEY PLAN

SCALE

REVISIONS

NO.	DESCRIPTION	DATE

DRAWN BY _____ Author
APPROVED BY _____ Approver
CHECKED BY _____ Checker
DATE _____ 1/7/19

TITLE
**FIRST FLOOR
FURNITURE PLAN**

PROJECT NO. 50089183

IF-111

SHEET NO.



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

2/19/2019 2:47:30 PM



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: March 5, 2019	Department: Fire	Presented By: Chief Mike LeNoir
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AGENDA ITEM:

Donating Surplus Equipment update.

BACKGROUND:

This is all unused out dated surplus equipment to include old fire hose, radios, nozzles, gear, and tools that are no longer in-service nor will be used.

I have had multiple requests for all of these surplus items that have expired and need a formal process to discard appropriately.

This form is also to be used for the Willow Park Police Department for surplus equipment not being used.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Recommend approving the Resolution for a multi-use form for discarding surplus items.

EXHIBITS:

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

CITY OF WILLOW PARK, TEXAS

RESOLUTION NO. 2019-02

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

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

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

WHEREAS, storage space for the surplus property is limited;

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

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

1. The City Fire Chief or Police Chief shall evaluate the need for and value to the City of each piece of personal property/equipment that he or she considers to be surplus property in their department;

2. After the Fire Chief or Police Chief has evaluated the personal property/equipment, he or she shall recommend to the City Manager the property he or she considers to be surplus property;

3. If the Fire Chief or Police Chief and City Manager determine that the personal property/equipment is surplus property, the City Council hereby declares the property to be surplus property and hereby authorizes the City Manager to dispose of the surplus property in any manner he deems beneficial to the City; and

4. After determination of surplus property by the Fire Chief or Police Chief and City Manager, the City Manager or his designee shall provide a written report to the City Council at the next regularly scheduled City Council meeting that contains a description of the property declared surplus and the manner of disposition or proposed disposition of the surplus property, and the written report shall be incorporated into this resolution as if set out in full.

PASSED AND APPROVED this the _____ day of _____, 2019.

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary