

NOTICE OF A REGULAR CITY COUNCIL MEETING

VIA TELEPHONE/VIDEO CONFERENCE



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

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

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

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

Join Zoom Meeting

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

Meeting ID: 818 3572 1949

One tap mobile

+13462487799,,81835721949# US (Houston)

Dial by your location

+1 346 248 7799 US (Houston)

Meeting ID: 818 3572 1949

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

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

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

Call to Order

Consideration of Minutes

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

Proclamations

Peace Officers week

Municipal Clerks Week

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 email the Secretary at least five (5) minutes before the start of the meeting. Speakers will then be unmuted and recognized by the mayor. The Rules of Procedure states that comments are to be limited to five (5) minutes. The Texas Open Meetings Act provides the following:

(a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:

(1) A statement of specific factual information given in response to the inquiry; or

(2) A recitation of existing policy in response to the inquiry.

(b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Regular Agenda Items

1. Discussion only: Councilmember Gary McKaughan Personal Privilege.
2. Administer the oath of office for Councilmember Place 3.
3. Discussion/ Action: To Consider and Act on a Site Plan for a classroom building at Trinity Christian Academy on Lot IR-1, IR-2, 2; Block I; Trinity Church Properties Addition, located at 4954 E IH- 20 Service Road.
4. Discussion/ Action: To Consider and Act on Preliminary Plat Lot 1 and 2, Block A, Box 4 Storage and Retail Addition, being 3.224 acres Eliza Ozer Survey, Abstract No. 1032, Extraterritorial Jurisdiction City of Willow Park, Parker County, Texas.

5. Discussion/ Action: To Consider and Act on a Final Plat Lot 1 and 2, Block A, Box 4 Storage and Retail Addition, being 3.224 acres Eliza Ozer Survey, Abstract No. 1032, Extraterritorial Jurisdiction City of Willow Park, Parker County, Texas.
6. Discussion/ Action: To Consider and Act on a Final Plat Lot 1,2,3; Block 2; The Village at Willow Park Addition, being 10.13 5 acres J. Cole Survey, Abstract No. 218, City of Willow Park, Parker County, Texas.
7. Discussion/ Action: To Consider and Act on a Site Plan for Thrive Behavior Learning Center and an office building on Lot 4R-IR, Block A, Crown Pointe Addition Phase 2, located in the 100 Block J.D. Towles Drive.
8. Discussion only: Quarterly Financial report presentation
9. Discussion only: Discuss Playground Project Update and possible need for additional funding.
10. Discussion/ Action: To Consider and Act on authorizing City participation in the East Parker County Chamber of Commerce Foundation COVID-19 business relief program.

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 May 8, 2020, at 5:00 p.m.

Alicia Smith TRMC, CMC
City Secretary

FOR THIS MEETING AT THE STATED LOCATION THE PRESIDING OVER THE MEETING WILL BE PHYSICALLY PRESENT AT THAT LOCATION AND ONE OR MORE MEMBERS OF THE CITY COUNCIL MAY PARTICIPATE IN THIS MEETING REMOTELY THROUGH TELEPHONE OR VIDEOCONFERENCE EQUIPMENT PROVIDING TWO-WAY AUDIO AND VIDEO DISPLAY AND COMMUNICATION WITH EACH MEMBER WHO IS PARTICIPATING BY TELEPHONE OR VIDEOCONFERENCE CALL WILL BE MADE AVAILABLE.



**City of Willow Park
City Council
Regular Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, March 10, 2020 at 7:00 p.m.**

Call to Order

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

Present:

Mayor Doyle Moss

Mayor ProTem Lea Young

Councilmember Eric Contreras

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Gary McKaughan

Staff present:

City Administrator Bryan Grimes

City Secretary Alicia Smith

City Attorney Pat Chesser

Invocation & Pledge of Allegiance

Pastor Ted Kitchens, Christ Chapel, gave the invocation and led the pledge of allegiance.

Public Comments (Limited to five minutes per person)

The following citizens spoke regarding item number 5, Discussion/ Action: To consider and act on allowing Dana Bowman to install a helipad on his property located at 100 Spanish Oak, in Willow Park:

Sally Stanley – 115 Spanish Oak, willow Park

Richard Davis – 2700 Ranch House Road, Willow Park

Emails were read by the mayor from the following people regarding the helistop:

1. Fred McCulley
2. Jerry Miller
3. Parker County Sheriff Larry Fowler
4. Jim Frank

Consideration of Minutes

A. Approve City Council Regular Meeting Minutes - February 11, 2020

Motion made by Councilmember Runnebaum

To approve the minutes from the February 11, 2020, regular council meeting.

Seconded by Councilmember Fennell

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 act on Ordinance 807-20, an ordinance cancelling the May General Election.

Motion made by Councilmember Young

To approve Ordinance 807-20, an ordinance cancelling the May General Election.

Seconded by Councilmember

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

Motion passed with a vote of 5-0.

2. Discussion/ Action: To consider and act on the appointment of Scott Smith to the Tax Increment Reinvestment Zone Board.

Motion made by Councilmember Young

To appoint Scott Smith to the Tax Increment Reinvestment Zone Board

Seconded by Councilmember McKaughan

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan
Motion passed with a vote of 5-0.

3. **Discussion/ Action: To consider and act on authorizing Jacob & Martin, LLC to perform a Stormwater Utility Rate Study and a Stormwater Impact Fee Study as required for the City to create a Stormwater Utility and adopt associated rates and fees.**

Motion made by Councilmember Young

To authorize Jacob & Martin, LLC to perform a Stormwater Utility Rate Study and a Stormwater Impact Fee Study as required for the City to create a Stormwater Utility and adopt associated rates and fees.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Fennell, Runnebaum, Young and McKaughan
Motion passed with a vote of 5-0.

4. **Presentation by Derek Turner, City Engineer a Projects Update; Water, Wastewater and Streets.**

Derek Turner spoke regarding the current public works projects.

5. **Discussion/ Action: To consider and act on allowing Dana Bowman to install a helipad on his property located at 100 Spanish Oak, in Willow Park.**

Motion made by Councilmember Runnebaum

To approve Resolution 2020-02 with amendments, a resolution allowing Dana Bowman to install a helipad on his property located at 100 Spanish Oak, in Willow Park.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras and McKaughan

Nay votes: Councilmembers Fennell, Runnebaum and Young

Motion fails with a vote of 2-3.

6. **Discussion/ Action: To consider and act on items to be considered for future council meetings.**

Items to be considered for the March 24 meeting:

- Bond Committee
- Financing discussion

7. **Discussion/ Action: To consider and act on setting the date and time for the next council meeting.**

Executive Session was convened at 8:12 pm

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

Section 551.072-Deliberations about Real Property

- A. Possible purchase of real property;**

Section 551.074-Personnel Matters

- A. City Manager**

Regular Session was reconvened at 9:18 pm

8. **Discussion/ Action: To consider and act on items as a result of the Executive Session.**
No action

Adjournment

Motion was made by Councilmember Young

To adjourn.

Seconded by Councilmember Contreras

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

Motion passed with a vote of 5-0.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary

VIA TELEPHONE/VIDEO CONFERENCE



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, April 14, 2020 at 7:00 p.m.**

NOTICE IS HEREBY GIVEN in accordance with order of the Office of the Governor issued March 16, 2020, the City Council of the City of Willow Park will conduct, Regular Meeting scheduled for 7:00 p.m, such meeting to be conducted Virtual meeting via video conference, hosted through ZOOM ONLY, on April 14, 2020, in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location described above.

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

Join Zoom Meeting
<https://zoom.us/j/305482807>

Meeting ID: 305 482 807

Dial in: 1 346 248 7799 US

Meeting ID: 305 482 807

Find your local number: <https://zoom.us/u/ab8UkHrxL>

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

Call to Order

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

Present:

Mayor Doyle Moss – Present at City Hall 516 Ranch House Rd Willow Park, Tx

Mayor ProTem Lea Young – Present via Zoom teleconference

Councilmember Eric Contreras– Present via Zoom teleconference

Councilmember Amy Fennell– Present via Zoom teleconference

Councilmember Greg Runnebaum– Present via Zoom teleconference

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

Staff present:

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

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

City Attorney Pat Chesser- Present via Zoom teleconference

Consideration of Minutes

A. Approve City Council Regular & Workshop Meeting Minutes - March 10 and March 24, 2020.

Motion made by Councilmember Young

To approve the meeting minutes of March 10 and March 24, 2020 with an amendment to the March 10, 2020 minutes that it be added that the motion to adjourn was made by Councilmember Young and seconded by Councilmember Contreras.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and Young

Motion passes with a vote of 4-0

Public Comments (Limited to five minutes per person)

None

Public Hearing

- 1. The public meeting will be held to discuss the City of Willow Park's proposed project to add waterline improvements on the North side of IH-20 from FM 3325 West approximately 5 miles . One of the purposes of this hearing is to discuss the potential environmental impacts of the project and alternatives to it. The total estimated cost of the project is \$13.7 million. The estimated monthly bill for a typical resident is currently \$95.79. An application for financial assistance for the project has been filed with the Texas Water Development Board, P.O. Box 13231, Austin, Texas, 78711-3231. An Environmental Information Document for the project has been prepared which will be available for public review at the Willow Park City Hall at 516 Ranch House Road, Willow Park, Texas 76087 between the hours of 9:00 AM and 4:00 pm for 30 days following the date of this notice. Written comments on the proposed project may be sent to Jacob & Martin Engineering 3465 Curry Lane Abilene, TX 79605 or to the Texas Water Development Board.**
- 2. Floodplain/Wetland: This project involves potential construction in the 100-year floodplain and in a wetland. Alternatives to construction in a floodplain/wetland, potential impacts on floodplains/wetlands and proposed mitigation measures will be addressed during the public meeting.**

Public hearing was opened at 7:08 PM

No one requested to speak

Public hearing was closed at 7:12 PM

Regular Agenda Items

- 1. Discussion/ Action: To Consider and Act on a Preliminary Plat of Lot 1, Block H, Crown Pointe Addition, Phase V, being 9.27 acres Mc Kinney and Williams Survey, Abstract No. 954 and Wesley Franklin Survey, Abstract No. 468, City of Willow Park, Parker County, Texas.**

Motion made by Councilmember Runnebaum

To approve a Preliminary Plat of Lot 1, Block H, Crown Pointe Addition, Phase V, being 9.27 acres Mc Kinney and Williams Survey, Abstract No. 954 and Wesley Franklin Survey, Abstract No. 468, City of Willow Park, Parker County, Texas.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and Young

Motion passes with a vote of 4-0.

- 2. Discussion/ Action: To Consider and Act on a Final Plat of Lot 1, Block H, Crown Pointe Addition, Phase V, being 9.27 acres Mc Kinney and Williams Survey, Abstract No. 954 and Wesley Franklin Survey, Abstract No. 468, City of Willow Park, Parker County, Texas.**

Motion made by Councilmember Contreras

To approve a Final Plat of Lot 1, Block H, Crown Pointe Addition, Phase V, being 9.27 acres Mc Kinney and Williams Survey, Abstract No. 954 and Wesley Franklin Survey, Abstract No. 468, City of Willow Park, Parker County, Texas.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and Young

Motion passes with a vote of 4-0.

- 3. Discussion/ Action: To consider and act on the selection of Engineering and Professional Services for a Clean Water State Revolving Fund Application.**

Motion made by Councilmember young

To award Engineering and Professional Services for a Clean Water State Revolving Fund Application to the following firms; Jacob & Martin for Engineering, Hilltop Securities for Financial Service and Norton, Rose, Fullbright for Bond Council.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and Young

Motion passes with a vote of 4-0.

Council member McKaughan joined the meeting via Zoom teleconference at this time (7:18PM)

- 4. Discussion Only: Discussion of the impact of COVID-19 on City of Willow Park operations and finances.**
- 5. Discussion/ Action: To consider and act on items to be considered for future council meetings.**

Items for May meeting – performing the oath of office for council members Places 3,4,5

- 6. Discussion/ Action: To consider and act on setting the date and time for the next council meeting.**

Motion made by Councilmember McKaughan

To cancel the April 28 meeting.

Seconded by Councilmember Runnebaum

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

Adjournment

Motion made by Councilmember Young

To adjourn

Seconded by Councilmember Contreras

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

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary

VIA TELEPHONE/VIDEO CONFERENCE



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Thursday, April 23, 2020 at 6:30 p.m.**

NOTICE IS HEREBY GIVEN in accordance with order of the Office of the Governor issued March 16, 2020, the City Council of the City of Willow Park will conduct, Regular Meeting scheduled for 7:00 p.m, such meeting to be conducted Virtual meeting via video conference, hosted through ZOOM ONLY, on April 14, 2020, in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location described above.

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Join Zoom Meeting:

<https://zoom.us/j/94156905655>

Meeting ID: 941 5690 5655

Dial in: 1 346 248 7799 US

+13462487799, 94156905655# US (Houston)

Find your local number: <https://zoom.us/u/ab8UkHrxL>

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

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Call to Order

Mayor Doyle Moss called the meeting to order at 6:32 pm

Present:

Mayor Doyle Moss – Present at City Hall 516 Ranch House Rd Willow Park, Tx

Mayor ProTem Lea Young – Present via Zoom teleconference

Councilmember Eric Contreras– Present via Zoom teleconference

Councilmember Greg Runnebaum– Present via Zoom teleconference

Councilmember Gary McKaughan – Joined via Zoom teleconference

Absent:

Councilmember Amy Fennell

Staff present:

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

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

Regular Agenda Items

- 1. Discussion/ Action: To Consider and Act on a Site Plan for classrooms and offices, Ben Hogan Learning Center at Squaw Creek Golf Course, located at 1605 Ranch House Road.**

Motion made by Councilmember Runnebaum

To approve a Site Plan for classrooms and offices, Ben Hogan Learning Center at Squaw Creek Golf Course, located at 1605 Ranch House Road.

Seconded by Councilmember Young

Aye votes: Councilmembers Contreras, Runnebaum, young and McKaughan

Motion passes with a vote of 4-0

Adjournment

Motion made by Councilmember McKaughan

To adjourn

Seconded by Councilmember Runnebaum

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

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary

Proclamation

WHEREAS, in every American community, law enforcement officers are committed to the preservation of life and property, risking their lives to protect us from all who would mock the law, providing protection, law and order and serving the cause of justice; and

WHEREAS, law enforcement officers, including members of the Willow Park Police Department, accept a profound responsibility and work to uphold our laws, safeguard our rights and freedoms, and serve on the front lines in the light against crime and terrorism; and

WHEREAS, we honor the heroism of all our law enforcement officers, especially those who have given their lives so that others might live, asking God's blessing for the families and friends they left behind; and

WHEREAS, by Joint Resolution approved October 1, 1962, as amended, Congress authorized and President Kennedy proclaimed May 15 of each year "Peace Officers Memorial Day" in honor of the Federal, State and municipal officers who have been killed or disabled in the line of duty, further designating the calendar week in which May 15 falls "Police Week," and has directed that flags be flown at half-staff on "Peace Officers Memorial Day", under Public Law 103-322, as amended, and

WHEREAS, across the nation, Police Week is observed with ceremonies, including the hanging of a blue bow or ribbon to honor law enforcement officers who have sacrificed their lives in the line of duty and to honor those who still strive to keep us safe; and

NOW, THEREFORE, I, Doyle Moss, Mayor of the City of Willow Park, do hereby proclaim **Wednesday, May 13, 2020** as:

“PEACE OFFICERS MEMORIAL DAY”

And **May 10-16, 2020** as:

“WILLOW PARK POLICE WEEK”

As ask the citizens of Willow Park and those with us today to join us as we

“HONOR THE STANDING AND THE FALLEN”

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Willow Park, Texas, to be affixed this the 12th day of May, 2020.

Doyle Moss, Mayor

Proclamation

Municipal Clerks Week

May 3 - 9, 2020

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Doyle Moss, Mayor of Willow Park, do recognize the week of May 3 through May 9, 2020, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Alicia Smith and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 12th day of May, 2020

Doyle Moss, Mayor



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: May 12, 2020	Department: Admin	Presented By: City Manager
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AGENDA ITEM:

Discussion Only: Councilmember Gary McKaughan Personal Privilege

BACKGROUND:

The Personal Privilege Speech is an opportunity for Councilmember Gary McKaughan to address the Council and provide brief remarks about his tenure.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: April 21, 2020	Department: Development Services	Presented By: Betty Chew
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AGENDA ITEM: 3

Consider and Act on a Site Plan for a classroom building at Trinity Christian Academy located on lot 1R-1, 1R-2, 2, Block 1, Trinity Church Properties. The property is located at 4954 E. IH 20 Service Road.

BACKGROUND:

The property is zoned PD/TC Planned Development, Trinity Christian Academy. This property is located in Planning Area 4 as identified in the City's Comprehensive Plan. Planning Area 4 represents the area adjacent to Interstate 20. This property is located on the south side of Interstate 20. The development includes Trinity Christian Academy and Trinity Christian Church. The 4,480 square foot modular classroom building will be located east of and adjacent to the "Secondary Building".

The building will be located over 14 existing parking spaces. The school and church have a joint parking and access agreement. The elimination of the 14 parking spaces will not create a parking space deficiency for the school or church.

The classroom building will connect to existing City water and sanitary sewer service on the site. All drives and entrances are provided. There will be no additional landscape or stormwater drainage improvements required.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan as presented.

The Planning and Zoning Commission recommends approval as presented.

EXHIBITS:

Aerial Site Plan
Site Plan
Floor Plan
Elevation Plan

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



City of Willow Park Development Services

Universal Application

Please PRINT **CLEARLY** to avoid delays

Please complete each field – Incomplete applications be rejected

Project Information	Project Name: TCA Modular Classrooms
() Residential	(x) Commercial
Valuation: \$ (round up to nearest whole dollar)	Project Address (or description):
Brief Description of the Project: Placement of a temporary classroom building over 14 existing parking spaces	
Existing zoning: x	# of Existing Lots (<i>plats only</i>):
Proposed zoning:	# of Proposed Lots (<i>plats only</i>):
Applicant/Contact Information (<i>this will be the primary contact</i>)	
Name: Shannon Nave, PE	Mailing Address: 949 Hilltop Drive, Weatherford, Tx
Company: Baird, Hampton, Brown. Inc.	
Primary Phone: 817-596-7575	E-mail: shannon@bhbinc.com
Property Owner Information (<i>if different than above</i>)	
Name: Cody McKenzie	Mailing Address: 4954 E. IH 20 Service Rd S, Willow Park, Tx
Company: Trinity Christian Academy	
Primary Phone: 817-441-5897	E-mail: Cmckenzie@tcaeagles.org
Other Phone:	Fax:
() Developer / (x) Engineer / () Surveyor Information (<i>if applicable</i>)	
Name: Shannon Nave, PE	Mailing Address: 949 Hilltop Drive, Weatherford, Tx
Company: Baird, Hampton, Brown. Inc.	
Primary Phone: 817-596-7575	E-mail: shannon@bhbinc.com
Other Phone: 817-992-8031	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: 03/06/2020



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.		X	
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.		X	
3		A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.		X	
4		A written and bar scale is provided. 1"=200' unless previously approved by staff		X	
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.		X	
6		Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.	X		
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.	X		
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.	X		
9		Accurately located, labeled and dimensioned footprint of proposed structure(s).		X	
10		Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.		X	
11		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.	X		
12		Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.	X		
13		Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.		X	
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.	X		
15		Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.	X		
16		Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.	X		
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.	X		



City of Willow Park Development Services Department

18	<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>	X		
19	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.	X		
20	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.		X	
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>_____ 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>_____ 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>_____ d.. Distance to the nearest signalized intersection is indicated</p>	X		
22	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.	X		
23	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.	X		
24	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.	X		
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.	X		
26	Paving materials, boundaries and type are indicated.	X		
27	Access easements are accurately located/ tied down, labeled and dimensioned.	X		
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.	X		
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.	X		
30	Proposed dedications and reservations of land for public use including, but not limited to, rights-of way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.	X		
31	Screening walls are shown with dimensions and materials. An inset is provided that shows the wall	X		



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



City of Willow Park Development Services Department

Site Plan Engineering Review

Applicant Questions:

Total gross lot area of the development: 4480 sq. ft.

Area of lot covered with structures and impervious surfaces: No change sq. ft.

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

Square footage of each building: 4,480 sq. ft. _____ sq. ft. _____ sq. ft.

Proposed use for each structure:

4 classrooms with restrooms and small storage area will be placed over

an existing parking area.

Building stories: 1

Building height: 9 ft.

Total number of parking spaces: See C1.0

Number of handicap spaces: _____

Does the site include any storm water retention or detention? Yes

☒ No

Does the project include any engineered alternatives from code requirements? Yes

☒ No

Staff Review: *(for official use only)*

Does the proposed project pose any engineering concerns? Yes

☒ No

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Engineering Approval Signature: DEREK TURNER

Date: 04/03/2020



City of Willow Park Development Services Department

Site Plan Building Official Review

Applicant Questions:

Front building setback: N/A ft.

Rear building setback: _____ ft.

Side building setback: _____ ft.

Side building setback: _____ ft.

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

Yes

No

Does the site include any drainage easements?

Yes

No

Does the site include any roadway/through fare easements?

Yes

No

Staff Review: *(for official use only)*

Does the site plan include all the required designations?

Yes

No

Are the setbacks for the building sufficient?

Yes

No

Are there any easement conflicts?

Yes

No

Does the proposed project pose any planning concerns?

Yes

No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date:

04/04/2020



City of Willow Park Development Services Department

Site Plan Fire Review

Applicant Questions:

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

Staff Review: *(for official use only)*

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

Does the proposed project require any additional fire services?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
---	---------------------------	-------------------------------------

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Fire Department Approval Signature: _____

MIKE LENOIR

Date: _____

04/03/2020



City of Willow Park Development Services Department

Site Plan Flood Plain Review

Applicant Questions:

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

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

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

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

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

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

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

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

Staff Review: *(for official use only)*

Base flood elevations confirmed? ☒ Yes ☐ No

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

Flood proofing measures approved? ☒ Yes ☐ No

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

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER

Date: 04/02/2020



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: _____ sq. ft.

Area of lot covered with structures and impervious surfaces: _____ sq. ft.

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

Area of green space/landscaped areas: _____ sq. ft.

Percentage of green space/landscaped areas: _____ %

Total number of parking spaces: _____

Does the site include any vegetative erosion or storm water control? Yes No

Staff Review: (for official use only)

Does the proposed project pose any landscaping concerns?

Yes

No

NO ADDITIONAL LANDSCAPING REQUIRED.

Approved

Not Approved

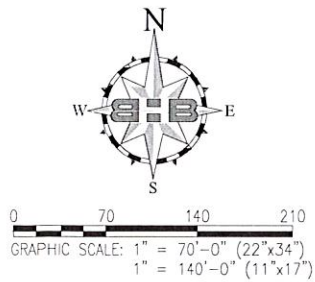
Needs More Information or Corrections

Landscaping Approval Signature:

BETTY L. CHEW

Date: 04/04/2020

4/7/2020 2:05PM F:\042020\850007 TCA - Class\CAD\2020\850.007 SITE PLAN EXHIBIT.dwg EXHIBIT 1



PARKING TABLE

LOT 1 - TRINITY BIBLE CHURCH (TBC) HAS 335 SPACES

LOT 2 - TRINITY CHRISTIAN ACADEMY (TCA) HAS 87 PARKING SPACES

TOTAL - 422 PARKING SPACES

14 SPOTS REMOVED FROM LOT 2 FOR PROPOSED MODULAR BUILDING

REMAINDER PARKING SPACES:

LOT 1 TBC - 335 PARKING SPACES

LOT 2 TCA - 73 PARKING SPACES

TOTAL REMAINDER - 408 PARKING SPACES

LOT 1 TBC & LOT 2 TCA HAVE AN AGREEMENT TO SHARE PARKING. LOT 1 TBC USES A MAJORITY OF THE PARKING ON SUNDAYS AND LOT 2 TCA USES A MAJORITY OF THE PARKING MONDAYS THUR FRIDAYS FROM 7:30 AM TO 4:00 PM DURING THE SCHOOL YEAR. THE LOSS OF 14 SPOTS WILL NOT IMPACT EITHER.

B=B
BAIRD, HAMPTON & BROWN
engineering and surveying
949 Hilltop Drive, Weatherford, TX 76086
mail@bhbc.com • 817.596.7975 • bhbc.com
TBP# Firm #44 • TBP#LS Firm #10194146

TRINITY CHRISTIAN ACADEMY
MODULAR CLASSROOMS

4954 E INTERSTATE 20 SERVICE RD S
WILLOW PARK, TEXAS 76087

SITE PLAN

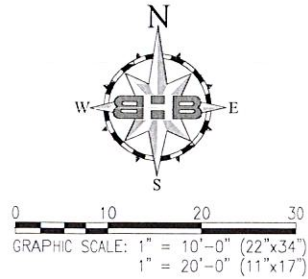
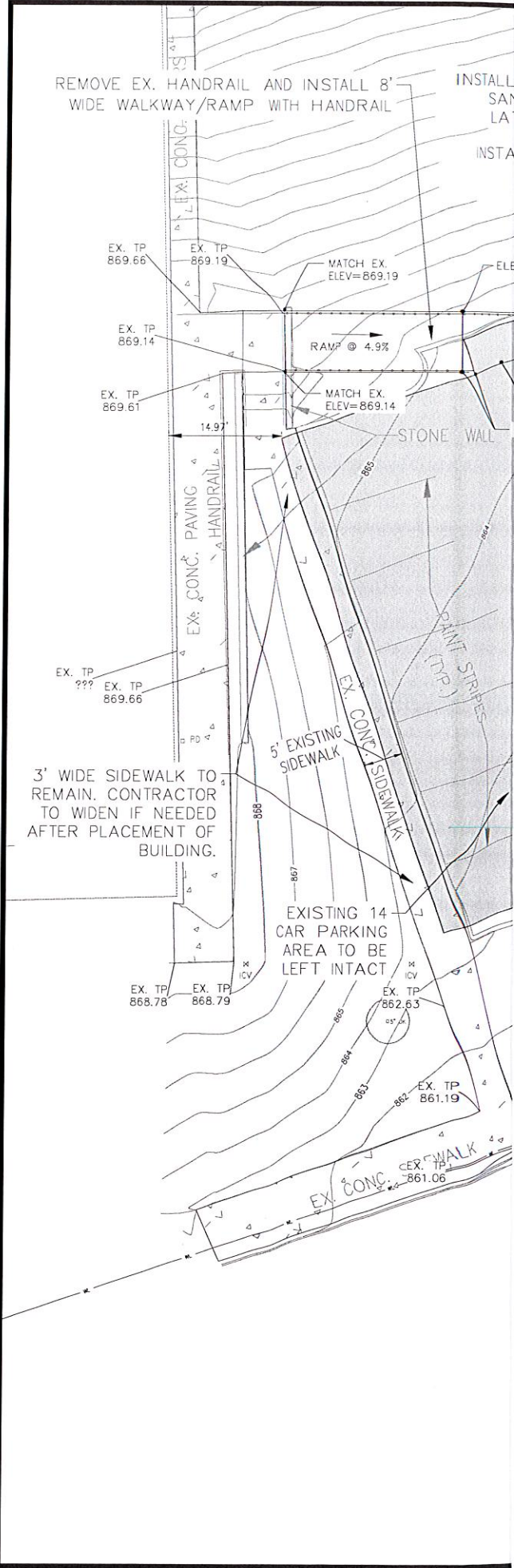
NO.	DESCRIPTION	DATE

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PURPOSES.
BHB, INC.
TX REGISTERED FIRM F-60044
ENGINEER, SHANNON L. NAVE,
P.E., CFM
TEXAS LICENSE NO. 89415
DATE: APRIL 4, 2020

PROJECT NUMBER: 2020.850.007
DATE: 4/7/2020 DRAWN BY: JPM
DESIGN BY: SLN CHECKED BY:

SHEET
C1.0

4/7/2020 5:02PM F:\p3\2020\5007 TCA - ClassCAD\2020\5007 SITE PLAN EXHIBIT.dwg EXHIBIT 2



B=B
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**TRINITY CHRISTIAN ACADEMY
MODULAR CLASSROOMS**

4954 E INTERSTATE 20 SERVICE RD S
WILLOW PARK, TEXAS 76087

DETAILED SITE PLAN

NO.	DESCRIPTION	DATE

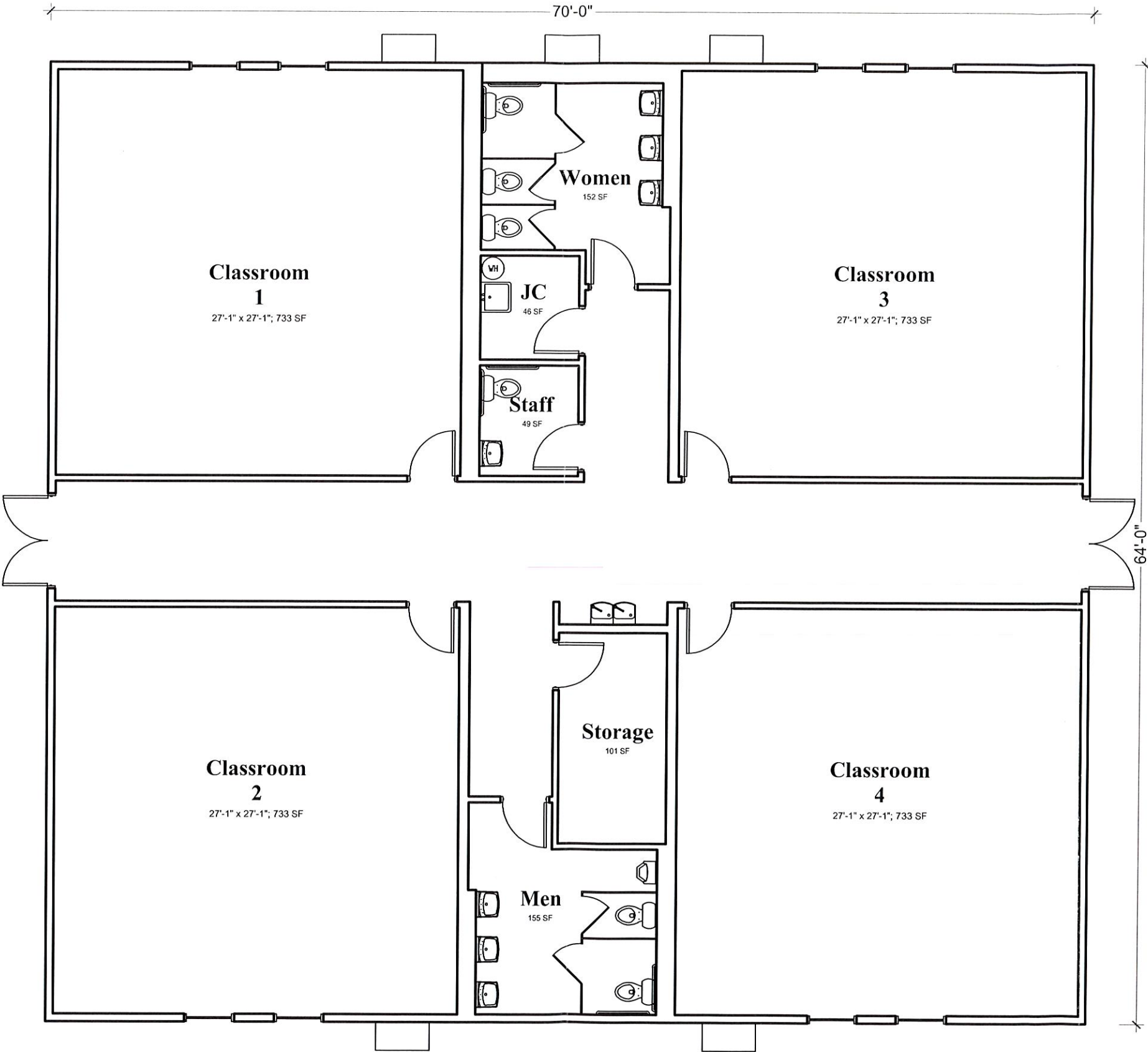
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BHB, INC.
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DATE: 4/7/2020 DRAWN BY: JPM
DESIGN BY: SLN CHECKED BY:

SHEET
C1.1

Trinity Christian School

Willow Park, TX 76087



1 Floor Plan
Classrooms - 4,480 SF

0 2 4 8
Graphic Scale (feet)

↑
N

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BUILDING
SYSTEMS, INC.

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January 21, 2020
SK-1
Q-0919229

MEMORANDUM

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

FROM: Pat Chesser, City Attorney

DATE: 05/08/20

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

BACKGROUND

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

ROLE OF THE COUNCIL IN APPROVING PLATS

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

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

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

Please let me know if you have any questions.



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: April 21, 2020	Department: Development Services	Presented By: Betty Chew
--	--	------------------------------------

AGENDA ITEM: 2

Consider and Act on a Preliminary Plat Lot 1, 2; Block A, Box 4 Storage and Retail Addition, being 3.224 acres Eliza Ozer Survey, Abstract No. 1031, Parker County, Texas, located in the 9600 Block Bankhead Hwy.

BACKGROUND:

This is a Preliminary Plat of a 2 lot subdivision located in the City's Extraterritorial Jurisdiction (ETJ). The owners propose to develop the property with storage units and retail. All existing structures on the property will be demolished and removed from the property.

Access to the subdivision will be from Bankhead Hwy. Bankhead serves as an east-west connector through eastern Parker County and functions as a minor arterial.

The subdivision will be served from private wells and a private sewage disposal system.

Stormwater in the subdivision flows from the northwest to southeast. The subdivision also receives stormwater from the Hunters Glen detention pond on the northeast corner of the subdivision. A stormwater drainage study and drainage improvement plan with detention have been reviewed by the City's Engineer.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Preliminary Plat.

The Planning and Zoning commission recommends approval.

EXHIBITS:

Plat Application
Preliminary Plat

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



City of Willow Park Development Services

516 Ranch House Road
Willow Park, Texas 76087

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

PLAT APPLICATION
MUST BE AN ORIGINAL DOCUMENT - FAXED COPIES WILL NOT BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

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

PROPERTY DESCRIPTION:

SUBMITTAL DATE: 2-25-2020

Address (if assigned): 9699 E. BANKHEAD HIGHWAY

Name of Additions: Box 4 Storage and Retail

Location of Addition: NORTH OF BANKHEAD HIGHWAY, ± 150' EAST E OF COLD TRACK DRIVE

Number of Lots: 2 Gross Acreage: 3.224 Zoning: * # of New Street Intersections: 0
ACRES ↑ IN THE ETJ WILLOW PARK

PROPERTY OWNER:

Name: Carol Parish

Contact: _____

Address: 9699 E. Bankhead Hwy.

Phone: _____

City: Aledo

Fax: _____

State: TX Zip: 76008

Email: _____

Signature: Carol Parish

APPLICANT:

Name: Box 4 Holdings LLC.

Contact: Greg Shannon

Address: 2320 Ashland Ave.

Phone: 678-978-8244

City: Fort Worth

Fax: _____

State: TX Zip: 76107

Email: greg@oceanakdev.com

Signature: [Signature]

SURVEYOR:

Name: SPRY SURVEYORS

Contact: DAVID LEWIS

Address: 8241 MID-CITIES BLVD., STE 102

Phone: 817.776.4049

City: NORTH RICHLAND HILLS

Fax: NA

State: TEXAS Zip: 76182

Email: DAVID@SPRYSURVEYORS.COM

Signature: [Signature]

ENGINEER:

Name: HAMILTON DUFFY

Contact: KEITH HAMILTON

Address: 8241 MID-CITIES BLVD STE 100

Phone: 817-268-0408

City: NORTH RICHLAND HILLS

Fax: NA

State: TX Zip: 76182

Email: khamilton@hAMILTONDUFFY.COM

Signature: [Signature]

PRINCIPAL CONTACT: _____ Owner _____ Applicant ☒ Surveyor ☒ Engineer

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

UTILITY PROVIDERS

Electric Provider: _____

Water Provider: _____

Wastewater Provider: _____

Gas Provider (if applicable): _____

APPLICATION FEES

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

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

Additional fees (if applicable):

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

City Use Only

Fees Collected: \$ _____

\$ _____

\$ _____

\$ _____

Receipt Number: _____

PLAT REVIEW CHECKLIST:

This checklist must be submitted with the initial plat application

I. GENERAL:

Name of Addition: BOX 4 STORAGE AND RETAIL
 Applicant: BOX 4 HOLDINGS, LLC
 Property Owner(s): CAROL PARISH (BOX 4 HOLDINGS CLOSING ON PROPERTY)
 Location of Addition: 9699 E. BANKHEAD HIGHWAY

II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

	APPLICANT	STAFF
A. Preliminary Plat Application (original signatures)	✓	✓
B. Preliminary Plat Drawing (5 paper copies & 1 digital)	✓	✓
C. Preliminary Drainage Analysis (5 paper copies & 1 digital)	✓	✓
D. Concept Construction Plan (5 paper copies & 1 digital)	✓	✓
E. Tree Survey (AERIAL)	✓	✓
F. Location and Dimensions of Existing Structures	✓	✓
G. Sectionalizing or Phasing of Plats	NA	N/A
H. Zoning Classification of All Properties Shown on the Plat	ETJ	✓ NO ZONING
I. Dimensions of all Proposed or Existing Lots	✓	✓
J. Location of 100-year Flood Limits Where Applicable	✓	N/A

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

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

IV. REQUIRED DOCUMENTS FOR A REPLAT

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

V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

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

VI. REQUIREMENTS ON ALL PLATS

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

VII. ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS

	APPLICANT	STAFF
A. A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the final plat	✓	✓
B. A written and notarized statement that all property taxes and assessments have been paid for past years and up to Current date. This statement shall be signed by the owner or owners (original and one copy)	✓	OK
C. A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property. (if applicable)	✓	N/A

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

Willow Park
Plat
Building Official Review

Applicant Questions: * PROPERTY IN CITY ETJ *

Front building setback: N/A ft.

Rear building setback: N/A ft.

Side building setback: N/A ft.

Side building setback: N/A ft.

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

Yes

No

Does the site include any drainage easements?

Yes

No

Does the site include any roadway/through fare easements?

Yes

No

Staff Review:

Does the plat include all the required designations?

Yes

No

Are the setbacks for the building sufficient? N/A

Yes

No

Are there any easement conflicts?

Yes

No

Do the proposed easements align with neighboring easements?

Yes

No

DRAINAGE

Are the proposed easements sufficient to provide service?

Yes

No

Does the proposed project pose any planning concerns?

Yes

No

DRAINAGE EASEMENT AND

IMPROVEMENTS APPROVED BY CITY ENGINEER

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date: 04/11/2020

Willow Park
Plat
Public Works Review

Applicant Questions:

Is the project serviced by an existing road? ☒ Yes ☐ No
If yes, which road? E. BANK HEAD HIGHWAY

Is the project serviced by an existing water line? Yes ☒ No
If yes, what size line? N/A

Will the project require the extension of a water line? Yes ☒ No
Does the project use well water? No ☒ Drinking ☐ Irrigation
If yes, which aquifer does the well pull from? N/A

Is the project serviced by an existing sewer line? Yes ☒ No
If yes, what size line? _____
If no, what type and size is the septic system? UNDER DESIGN

Staff Review:

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

Yes ☐ No ☒

Any additional concerns: ETJ PRIVATE - NO CITY
UTILITY SERVICE

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

NOTE

Public Works Approval Signature: RAYMON JOHNSON Date: 04/02/2020

Willow Park
Plat
Flood Plain Review

Applicant Questions:

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

Staff Review:

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

DRAINAGE IMPROVEMENT PLANS
REVIEWED AND APPROVED

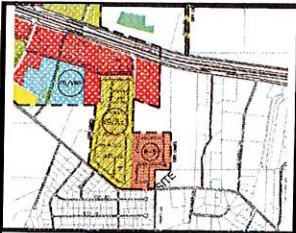
☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER Date: 04/03/2020

Mar 31, 2020 - 7:47am
S:\034 Hamilton Duffy\034-261 9699 E Bankhead Hwy-Willow Park ET\030-Plat\Preliminary Plat\ spry-9699E-Bankheadhwy plat.dwg



VICINITY MAP
SCALE 1"=2000'



Graphic Scale in Feet

0 30' 60' 90'
SCALE: 1"=30'

ABBREVIATIONS

P.R.P.C.T. PUBLIC RECORDS OF PARKER COUNTY, TEXAS
VOL. VOLUME
PG. PAGE
CAB. CABINET
DOC. NO. DOCUMENT NUMBER
C.M. CONTROLLING MONUMENT
IRF IRON ROD FOUND
R.O.W. RIGHT-OF-WAY
CONC. CONCRETE

LEGEND

NOT TO SCALE
● BOUNDARY CORNER
● EASEMENT CORNER

NOTES

- All bearings shown hereon are based on the Texas Coordinate System of 1983, North Central Zone.
- The Surveyor has not physically located any underground utilities and/or improvements which may be located under or near the subject property.
- According to the Flood Insurance Rate Map No. 48367C0450E, published by the Federal Emergency Management Agency, dated: September 26, 2008, the surveyed property shown hereon does not lie within any special flood hazard area inundated by the 100-year flood.
- On the issue date of this survey the surveyed property shown hereon is within Extra Territorial Jurisdiction of the City of Willow Park according to the City zoning ordinance maps. Refer to said zoning ordinance for minimum and maximum setback requirements. Contact City of Willow Park for minimum & maximum setback requirements.

SURVEYOR CERTIFICATE

That I, David Carlton Lewis, a Registered Professional Land Surveyor licensed in the State of Texas, do hereby certify that this drawing correctly reflects the facts found at the time of this survey and that this drawing correctly shows all visible easement and rights-of-way known to me at the time of this survey.

This document shall not be recorded for any purpose. This drawing shall be used for REVIEW PURPOSES ONLY

David Carlton Lewis, R.P.L.S.
Texas Registration No. 5647
Spry Surveyors, LLC
8241 Mid-Cities Blvd Ste 102
North Richland Hills, TX 76182

Date: March 30, 2020



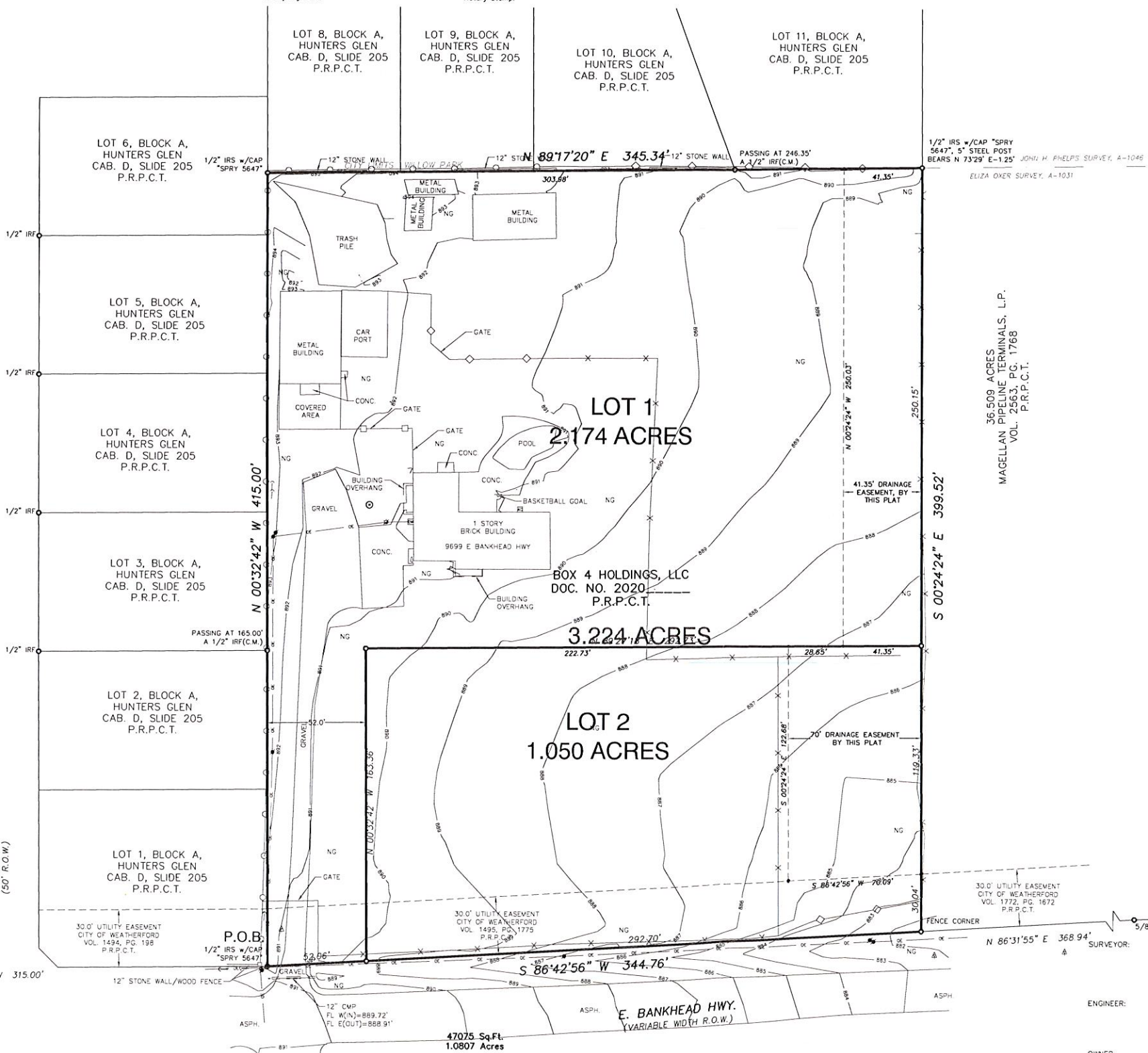
NOTARY CERTIFICATE
STATE OF TEXAS
COUNTY OF TARRANT

Before me, the undersigned authority, on this day personally appeared DAVID CARLTON LEWIS, known to me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office, this _____ day of _____, 2020.

Notary Signature

Notary Stamp:



OWNER'S DEDICATION
STATE OF TEXAS
COUNTY OF PARKER

Whereas Box 4 Holdings, LLC is the owner of all that certain 3.224 acres of land, by virtue of the deed recorded in Document Number 2020-_____ in the Public Records of Parker County, Texas, in the Eliza Oker Survey, A-1031, Parker County, Texas and more particularly described by metes and bounds as follows: (All bearings shown hereon are based on the Texas Coordinate System of 1983, North Central Zone)
BEGINNING at a 1/2" iron rod with a cap stamped "SPRY 5647" set for the southwest corner of the herein described tract, common to the southeast corner of Lot 1, Block A, Hunters Glen, recorded in Cabinet D, Slide 205 P.R.P.C.T., and in the north right-of-way line of Old Bankhead Highway (Variable Width R.O.W.), from which a 1/2" iron rod found for the southwest corner of Lot 2, Block B of said Hunters Glen bears South 89° 23' 09" West - 315.00';
Thence North 00° 32' 42" West, passing at a distance of 165.00' a 1/2" iron rod found for the common east corner of Lot 2 and Lot 3, of said Block A, Hunters Glen, continuing for a total distance of 415.00' to a 1/2" iron rod with a cap stamped "SPRY 5647" set for the northwest corner of the herein described tract, common to the southwest corner of Lot 8, of said Block A, Hunters Glen;
Thence North 89° 17' 20" East, passing at a distance of 246.35' the common south corner of Lot 10 and Lot 11, of said Block A, Hunters Glen, continuing for a total distance of 345.34' to a 1/2" iron rod with a cap stamped "SPRY 5647" set for the northeast corner of the herein described tract, common to the southeast corner of said Lot 11, Block A, Hunters Glen, in the west line of the 36.509 acre tract described in the deed to Magellan Pipeline Terminals, L.P., recorded in Volume 2563, Page 1768 P.R.T.C.T., from which a 5" steel post bears North 73° 29' East - 1.25';
Thence South 00° 24' 24" East - 399.52' to a fence corner found at the southeast corner of the herein described tract, common to the southwest corner of said 36.509 acre tract, in the north right-of-way line of said Old Bankhead Highway, from which a 5/8" iron rod found for a point for corner of said 36.509 acre tract bears North 86° 31' 55" East - 344.76';
Thence South 86° 42' 56" West - 344.76' along the south line of the herein described tract, common to the north line of said Old Bankhead Highway, to the POINT OF BEGINNING and containing 3.224 acres of land.

NOW THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:

That Box 4 Holdings, LLC acting herein by and through their duly authorized officers, do hereby certify and adopt this plat designating the herein above described property as Lot 1 and Lot 2, Box 4 Storage and Retail, on addition to Parker County, in the City of Willow Park Extra Territorial Jurisdiction, and do hereby dedicate to the public use forever, the right-of-ways, easements and encumbrances shown hereon. Box 4 Holdings, LLC herein certifies the following:

- The public improvements and dedication shall be free and clear of all debt, liens, and/or encumbrances.
- The easements and public use areas, as shown, are dedicated for the public use forever for the purposes indicated or shown on this plat.
- No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements if approved by the city.
- The city is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair.
- Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by the public utilities being subordinate to the public's and the City's use thereof.
- The City and public utilities shall have the right to remove and keep removed all or part of any building, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems or public use in the easements.
- The City and public utilities shall at all times have a right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems or public use without the necessity of procuring permission from anyone.
- Any modification of the is document shall be by means of plat and shall be approved by the City. This plat is approved subject to the conditions herein and to all plotting ordinances, rules, regulations and resolutions of the City of Willow Park, Texas.

WITNESS, my hand this _____ day of _____, 2020.
Box 4 Holdings, LLC
By: _____
Greg Shannon,

State of Texas
County of Parker
Before me, the undersigned authority, on this day appears Greg Shannon, known by me to be the persons whose names are subscribed to the foregoing instrument.
GIVEN UNDER MY HAND AND SEAL OF OFFICE on the _____ day of _____, 2020
Notary Public in and for the State of Texas

FINAL PLAT APPROVED BY THE CITY OF WILLOW PARK	
APPROVED BY:	CITY COUNCIL, CITY OF WILLOW PARK, TEXAS
Signed: _____	_____
Mayer	Date
Signed: _____	_____
City Administrator	Date

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

A PRELIMINARY PLAT OF
LOT 1 AND LOT 2, BLOCK A
BOX 4 STORAGE AND RETAIL

AN ADDITION TO PARKER COUNTY, WHICH IS THE 3.224 ACRE TRACT DESCRIBED IN THE DEED TO BAR HOLDING, LLC, RECORDED IN 2020-_____ IN THE PUBLIC RECORDS OF PARKER COUNTY, TEXAS, IN THE ELIZA OKER SURVEY, A-1031 IN THE EXTRA TERRITORIAL JURISDICTION OF THE CITY OF WILLOW PARK, PARKER COUNTY, TEXAS

DATE: MARCH 2020

SPRY SURVEYORS, LLC
8241 Mid-Cities Blvd., Ste 102
North Richland Hills, TX 76182
Phone: 817-776-4049
Firm Reg. No. 10112000
Spry Project No. 034-261-30

ENGINEER:
Hamilton Duffy, P.C.
E.S.A.C.M., Inc.
8241 Mid-Cities Blvd., Ste 100
North Richland Hills, TX 76182
Phone: 817-268-0408

OWNER:
Box 4 Holdings, LLC
2320 Ashland Avenue
Fort Worth, TX 76107
Phone: 678-978-8244



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: April 21, 2020	Department: Development Services	Presented By: Betty Chew
--	--	------------------------------------

AGENDA ITEM: 3

Consider and Act on a Final Plat Lot 1, 2; Block A, Box 4 Storage and Retail Addition, being 3.224 acres Eliza Ozer Survey, Abstract No. 1031, Parker County, Texas, located the 9600 Block Bankhead Hwy.

BACKGROUND:

This is a Final Plat of a 2 lot subdivision located in the City's Extraterritorial Jurisdiction (ETJ). The owners propose to develop the property with storage units and retail. All existing structures on the property will be demolished and removed from the property.

Access to the subdivision will be from Bankhead Hwy. Bankhead serves as an east-west connector through eastern Parker County and functions as a minor arterial.

The subdivision will be served from private wells and a private sewage disposal system.

Stormwater in the subdivision flows from the northwest to southeast. The subdivision also receives stormwater from the Hunters Glen detention pond on the northeast corner of the subdivision. A stormwater drainage study and drainage improvement plan with detention have been reviewed by the City's Engineer.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Final Plat.

The Planning and Zoning Commission recommends approval.

EXHIBITS:

Plat Application
Final Plat

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



City of Willow Park Development Services

516 Ranch House Road
Willow Park, Texas 76087

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

PLAT APPLICATION
MUST BE AN ORIGINAL DOCUMENT - FAXED COPIES WILL NOT BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

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

PROPERTY DESCRIPTION:

SUBMITTAL DATE: 2-25-2020

Address (if assigned): 9699 E. BANKHEAD HIGHWAY

Name of Additions: Box 4 Storage and Retail

Location of Addition: NORTH OF BANKHEAD HIGHWAY, ± 150' EAST E OF COLD TRACK DRIVE

Number of Lots: 2 Gross Acreage: 3.224 Zoning: * # of New Street Intersections: 0
ACRES ↑ IN THE ETJ WILLOW PARK

PROPERTY OWNER:

Name: Carol Parish

Contact: _____

Address: 9699 E. Bankhead Hwy.

Phone: _____

City: Aledo

Fax: _____

State: TX Zip: 76008

Email: _____

Signature: Carol Parish

APPLICANT:

Name: Box 4 Holdings LLC.

Contact: Greg Shannon

Address: 2320 Ashland Ave.

Phone: 678-978-8244

City: Fort Worth

Fax: _____

State: TX Zip: 76107

Email: greg@oceanakdev.com

Signature: [Signature]

SURVEYOR:

Name: SPRY SURVEYORS

Contact: DAVID LEWIS

Address: 8241 MIDCITIES BLVD, STE 102 Phone: 817.776.4049

City: NORTH RICHLAND HILLS Fax: NA

State: TEXAS Zip: 76182 Email: DAVID@SPRYSURVEYORS.COM

Signature: [Signature]

Contact: KEITH HAMILTON

Phone: 817-268-0408

Fax: NA

Email: KHAMILTON@HAMILTONDUFF.COM

Signature: [Signature]

PRINCIPAL CONTACT: _____ Owner _____ Applicant ✓ Surveyor ✓ Engineer

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

UTILITY PROVIDERS

Electric Provider: _____

Water Provider: _____

Wastewater Provider: _____

Gas Provider (if applicable): _____

APPLICATION FEES

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

~~X~~ *John* \$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE

Additional fees (if applicable):

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

City Use Only

Fees Collected: \$_____

§

§ _____

§ _____

Receipt Number:

PLAT REVIEW CHECKLIST:

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

I. GENERAL:

Name of Addition: BOX 4 STORAGE AND RETAIL
 Applicant: BOX 4 HOLDINGS, LLC
 Property Owner(s): CAROL PARISH (BOX 4 HOLDINGS CLOSING ON PROPERTY)
 Location of Addition: 9699 E. BANKHEAD HIGHWAY

II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

	APPLICANT	STAFF
A. Preliminary Plat Application (original signatures)	✓	✓
B. Preliminary Plat Drawing (5 paper copies & 1 digital)	✓	✓
C. Preliminary Drainage Analysis (5 paper copies & 1 digital)	✓	✓
D. Concept Construction Plan (5 paper copies & 1 digital)	✓	✓
E. Tree Survey (AERIAL)	✓	✓
F. Location and Dimensions of Existing Structures	✓	✓
G. Sectionalizing or Phasing of Plats	NA	N/A
H. Zoning Classification of All Properties Shown on the Plat	ETJ	✓ NO ZONING
I. Dimensions of all Proposed or Existing Lots	✓	✓
J. Location of 100-year Flood Limits Where Applicable	✓	N/A

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

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

IV. REQUIRED DOCUMENTS FOR A REPLAT

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

V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

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

VI. REQUIREMENTS ON ALL PLATS

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

VII. ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS

	APPLICANT	STAFF
A. A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the final plat	✓	✓
B. A written and notarized statement that all property taxes and assessments have been paid for past years and up to Current date. This statement shall be signed by the owner or owners (original and one copy)	✓	OK
C. A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property. (if applicable)	✓	NA

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

Willow Park
Plat
Building Official Review

Applicant Questions: * PROPERTY IN CITY ETS *

Front building setback: N/A ft.

Rear building setback: N/A ft.

Side building setback: N/A ft.

Side building setback: N/A ft.

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

Yes

No

Does the site include any drainage easements?

Yes

No

Does the site include any roadway/through fare easements?

Yes

No

Staff Review:

Does the plat include all the required designations?

Yes

No

Are the setbacks for the building sufficient? N/A

Yes

No

Are there any easement conflicts?

Yes

No

Do the proposed easements align with neighboring easements?

Yes

No DRAINAGE

Are the proposed easements sufficient to provide service?

Yes

No

Does the proposed project pose any planning concerns?

Yes

No

DRAINAGE EASEMENT AND
IMPROVEMENTS APPROVED BY CITY ENGINEER

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date: 04/11/2020

Willow Park

Plat

Public Works Review

Applicant Questions:

Is the project serviced by an existing road? ☒ Yes ☐ No
If yes, which road? E. BANK HEAD HIGHWAY
Is the project serviced by an existing water line? Yes ☒ No
If yes, what size line? N/A
Will the project require the extension of a water line? Yes ☒ No
Does the project use well water? No ☒ Drinking ☐ Irrigation
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If yes, what size line? _____
If no, what type and size is the septic system? UNDER DESIGN

Staff Review:

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

Any additional concerns: ☒ Yes ☒ No
ETJ PRIVATE - NO CITY
UTILITY SERVICE

☒ Approved

☐ Not Approved

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NOTE

Public Works Approval Signature: RAYMOND JOHNSON Date: 04/02/2020

Willow Park
Plat
Flood Plain Review

Applicant Questions:

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

Staff Review:

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

DRAINAGE IMPROVEMENT PLANS
REVIEWED AND APPROVED

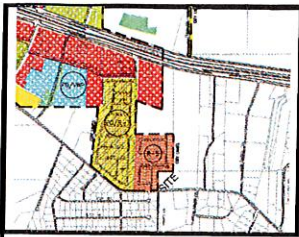
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Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER Date: 04/03/2020

Mar 30, 2020 - 10:07am
S:\034-Hamilton Duff\034-261-9699 E Bankhead Hwy-Willow Park ETU\30-Plat\ spry-9699E-BankheadHwy plat.dwg



VICINITY MAP
SCALE 1"=2000'



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REVIEW PURPOSES ONLY
David Carlton Lewis, R.P.L.S. No. 5647
Date: March 30, 2020



NOTARY CERTIFICATE

Before me, the undersigned authority, on this day personally appeared DAVID CARLTON LEWIS, known to me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office, this _____ day of _____, 2020.

Notary Signature _____

Notary Stamp: _____

ABBREVIATIONS

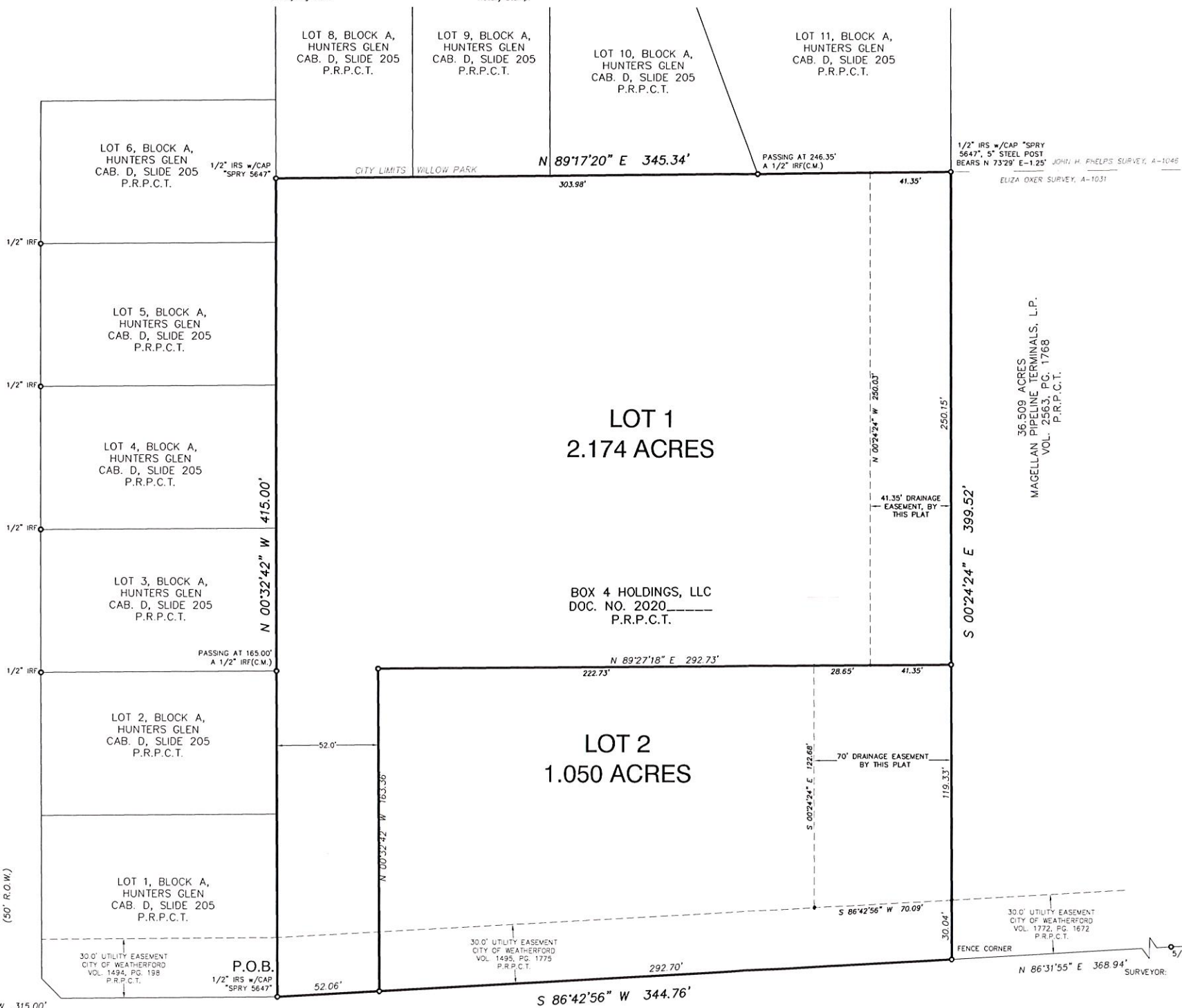
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OWNER'S DEDICATION

STATE OF TEXAS
COUNTY OF PARKER

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BEGINNING at a 1/2" iron rod with a cap stamped "SPRY 5647" set for the southwest corner of the herein described tract, common to the southeast corner of Lot 1, Block A, Hunters Glen, recorded in Cabinet D, Slide 205 P.R.P.C.T., and in the north right-of-way line of Old Bankhead Highway (Variable Width R.O.W.), from which a 1/2" iron rod found for the southwest corner of Lot 2, Block B of said Hunters Glen bears South 89° 23' 09" West - 315.00';
Thence North 00° 32' 42" West, passing at a distance of 165.00' a 1/2" iron rod found for the common east corner of Lot 2 and Lot 3, of said Block A, Hunters Glen, continuing for a total distance of 415.00' to a 1/2" iron rod with a cap stamped "SPRY 5647" set for the northwest corner of the herein described tract, common to the southwest corner of Lot 8, of said Block A, Hunters Glen;
Thence North 89° 17' 20" East, passing at a distance of 246.35' the common south corner of Lot 10 and Lot 11, of said Block A, Hunters Glen, continuing for a total distance of 345.34' to a 1/2" iron rod with a cap stamped "SPRY 5647" set for the northeast corner of the herein described tract, common to the southeast corner of said Lot 11, Block A, Hunters Glen, in the west line of the 36.509 acre tract described in the deed to Magellan Pipeline Terminals, L.P., recorded in Volume 2563, Page 1768 P.R.T.C.T., from which a 5" steel post bears North 73° 29' East - 1.25';
Thence South 00° 24' 24" East - 399.52' to a fence corner found at the southeast corner of the herein described tract, common to the southwest corner of said 36.509 acre tract, in the north right-of-way line of said Old Bankhead Highway, from which a 5/8" iron rod found for a point for corner of said 36.509 acre tract bears North 86° 34' 55" East - 344.76';
Thence South 86° 42' 56" West - 344.76' along the south line of the herein described tract, common to the north line of said Old Bankhead Highway, to the POINT OF BEGINNING and containing 3.224 acres of land.

NOW THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:

That Box 4 Holdings, LLC acting herein by and through their duly authorized officers, do hereby certify and adopt this plat designating the herein above described property as Lot 1 and Lot 2, Box 4 Storage and Retail, an addition to Parker County, in the City of Willow Park Extra Territorial Jurisdiction, and do hereby dedicate to the public use forever, the right-of-ways, easements and encumbrances shown hereon. Box 4 Holdings, LLC herein certifies the following:

- The public improvements and dedication shall be free and clear of all debt, liens, and/or encumbrances.
 - The easements and public use areas, as shown, are dedicated for the public use forever for the purposes indicated or shown on this plat.
 - No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements if approved by the city.
 - The city is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair.
 - Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by the public utilities being subordinate to the public's and the City's use thereof.
 - The City and public utilities shall have the right to remove and keep removed all or part of any building, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems or public use in the easements.
 - The City and public utilities shall at all times have a right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems or public use without the necessity of procuring permission from anyone.
 - Any modification of the is document shall be by means of plot and shall be approved by the City. This plot is approved subject to the conditions herein and to all plotting ordinances, rules, regulations and resolutions of the City of Willow Park, Texas.
- WITNESS, my hand this the _____ day of _____, 2020.
Box 4 Holdings, LLC

By: _____
Greg Shannon, _____

State of Texas

County of Parker

Before me, the undersigned authority, on this day appears Greg Shannon, known by me to be the persons whose names are subscribed to the foregoing instrument.
GIVEN UNDER MY HAND AND SEAL OF OFFICE on the _____ day of _____, 2020

Notary Public in and for the State of Texas

FINAL PLAT APPROVED BY THE CITY OF WILLOW PARK	
APPROVED BY: _____	CITY COUNCIL, CITY OF WILLOW PARK, TEXAS
Signed: _____	Mayor _____ Date _____
Signed: _____	City Administrator _____ Date _____

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

Spry Surveyors, LLC
8241 Mid-Cities Blvd., Ste.102
North Richland Hills, TX 76182
Phone: 817-776-4049
Firm Reg. No. 10112000
Spry Project No. 034-261-30

ENGINEER: Hamilton Duff, P.C.
E.S.&C.M., Inc.
8241 Mid-Cities Blvd., Ste.100
North Richland Hills, TX 76182
Phone: 817-268-0408

OWNER: Box 4 Holdings, LLC
2320 Ashland Avenue
Fort Worth, TX 76107
Phone: 678-978-8244

A FINAL PLAT OF LOT 1 AND LOT 2, BLOCK A BOX 4 STORAGE AND RETAIL

AN ADDITION TO PARKER COUNTY, WHICH IS THE 3.224 ACRE TRACT DESCRIBED IN THE DEED TO BAR HOLDING, LLC, RECORDED IN 2020-_____ IN THE PUBLIC RECORDS OF PARKER COUNTY, TEXAS, IN THE ELIZA OKER SURVEY, A-1031 IN THE EXTRA TERRITORIAL JURISDICTION OF THE CITY OF WILLOW PARK, PARKER COUNTY, TEXAS

DATE: MARCH 2020

47075 Sq.Ft.
1.0807 Acres

E. BANKHEAD HWY.
(VARIABLE WIDTH R.O.W.)



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: April 21, 2020	Department: Development Services	Presented By: Betty Chew
--	--	------------------------------------

AGENDA ITEM: 4

Consider and act on a Final Plat of a 10.14 acre subdivision, The Village at Willow Park Phase II. The property is located on the southwest corner of Willow Crossing Drive and Willow Bend Drive.

BACKGROUND:

The preliminary plat for this proposed 24.19 acre subdivision was approved April 17, 2018. A “Planned Development” was recommended for approval by the Planning and Zoning Commission and approved by City Council November 14, 2017. A Final Plat for Phase I (14.05 acres east side of Willow Bend Drive) was approved by City Council July 10, 2018. The owner/developer is The Morrison Group, Inc. represented by Bryce Pool. Westra Consultants will serve as project engineers for Phase II.

This Final Plat represents 3 commercial/retail/office lots and the “Town Square” public park (0.4 acres) which will be located on part of Lot 3, Block 2. All lots are located on the west side of Willow Bend Drive.

Access to the subdivision will be off Willow Bend Drive (north-south) and Willow Crossing Drive (east-west) both existing 60 foot collector streets. Mutual access, fire lane, and utility easements are dedicated as a part of this plat. The access easements will be constructed to City standards.

The subdivision will be served by the City of Willow Park utility systems. There are existing eight (8”) inch water mains in Willow Bend Drive and Willow Crossing Drive. The developer will extend and loop these water mains in the subdivision. Fire hydrants will be installed in the subdivision in compliance with International Fire Code and ISO regulations for the development. There are existing eight (8”) inch sanitary sewer mains in Willow Bend Drive and Willow Crossing Drive. The developer will extend these sanitary sewer mains into the subdivision. The developer will install appropriate sized water and sanitary sewer taps to service each lot and building. Utility extension will be in accordance with City of Willow Park Utility Extension Policies.

Stormwater in Phase II of the subdivision flows northeast to southwest. A master stormwater drainage plan has been submitted and approved by the City Engineer. Onsite detention will be provided (southwest corner) as required by the master drainage plan. Stormwater drainage improvement infrastructure will be installed with each phase of the development.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Final Plat of The Village at Willow Park Subdivision Phase II as presented.

The Planning and Zoning Commission recommends approval .

EXHIBITS:

Plat Application
Final Plat

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



City of Willow Park Development Services

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

PLAT APPLICATION
MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

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

PROPERTY DESCRIPTION:

SUBMITTAL DATE: 03/31/2020

Address (if assigned): _____

Name of Additions: The Village at Willow Park

Location of Addition: Willow Crossing Drive at Willow Bend Drive

Number of Lots: 3 **Gross Acreage:** 10.14 **Zoning:** PD/WP **# of New Street Intersections:** 0

PROPERTY OWNER:

Name: The Morrison Group

Contact: Mike Sangalli

Address: 1620 Wabash Ave.

Phone: 817-709-8671

City: Fort Worth

Fax: _____

State: TX **Zip:** 76107

Email: mike@sangalli-inc.com

Signature: 

APPLICANT:

Name: The Morrison Group

Contact: Mike Sangalli

Address: 1620 Wabash Ave.

Phone: 817-709-8671

City: Fort Worth

Fax: _____

State: TX **Zip:** 76107

Email: mike@sangalli-inc.com

Signature: 

SURVEYOR:

Name: Realsearch of Texas

Contact: Jeremy Deal

Address: 7936 County Road 1005

Phone: 682-200-6050

City: Godley

Fax: _____

State: TX **Zip:** 76044

Email: jdeal@realsearch.org

Signature: 

ENGINEER:Name: Westra ConsultantsContact: Johnathan LilleyAddress: 1601 E Lamar Blvd Ste 205Phone: 817-345-7684City: Arlington

Fax: _____

State: TX Zip: 76011Email: jilley@westraconsultants.comSignature: PRINCIPAL CONTACT: _____ Owner _____ Applicant _____ Surveyor X Engineer

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

UTILITY PROVIDERSElectric Provider: OncorWater Provider: Willow Park WaterWastewater Provider: Willow Park WaterGas Provider (if applicable): Atmos**APPLICATION FEES** \$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE OR \$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE

Additional fees (if applicable):

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

City Use Only

Fees Collected: \$ _____

\$ _____

\$ _____

\$ _____

Receipt Number: _____

PLAT REVIEW CHECKLIST:
****This checklist must be submitted with the initial plat application****
I. GENERAL:

Name of Addition: The Village at Willow Park

Applicant: The Morrison Group

Property Owner(s): The Morrison Group

Location of Addition: Willow Crossing Drive at Willow Bend Drive

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

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

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

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

IV. REQUIRED DOCUMENTS FOR A REPLAT

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

V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

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

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

VII.	ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS	APPLICANT	STAFF
A.	A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the final plat	✓	✓
B.	A written and notarized statement that all property taxes and assessments have been paid for past years and up to Current date. This statement shall be signed by the owner or owners (original and one copy)	✓	OK
C.	A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property. (if applicable)	✓	✓

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

Willow Park
Plat
Building Official Review

Applicant Questions:

Front building setback: 20 ft.

Rear building setback: 20 ft.

Side building setback: 10 ft.

Side building setback: 10 ft.

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

Yes

No

Does the site include any drainage easements?

Yes

No

Does the site include any roadway/through fare easements?

Yes

No

Staff Review:

Does the plat include all the required designations?

Yes

No

Are the setbacks for the building sufficient?

Yes

No

Are there any easement conflicts?

Yes

No

Do the proposed easements align with neighboring easements?

Yes

No

Are the proposed easements sufficient to provide service?

Yes

No

Does the proposed project pose any planning concerns?

Yes

No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date: 04/13/2020

Willow Park
Plat
Public Works Review

Applicant Questions:

Is the project serviced by an existing road? ☒ Yes ☐ No
If yes, which road? Willow Bend Drive

Is the project serviced by an existing water line? ☒ Yes ☐ No
If yes, what size line? 8 inch

Will the project require the extension of a water line? Yes ☒ No
Does the project use well water? ☒ No ☐ Drinking ☐ Irrigation
If yes, which aquifer does the well pull from? N/A

Is the project serviced by an existing sewer line? ☒ Yes ☐ No
If yes, what size line? 8 inch
If no, what type and size is the septic system? N/A

Staff Review:

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

Yes

☒ No

Any additional concerns: _____

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Public Works Approval Signature: RAYMON JOHNSON Date: 04/03/2020

Willow Park
Plat
Flood Plain Review

Applicant Questions:

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

Staff Review:

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

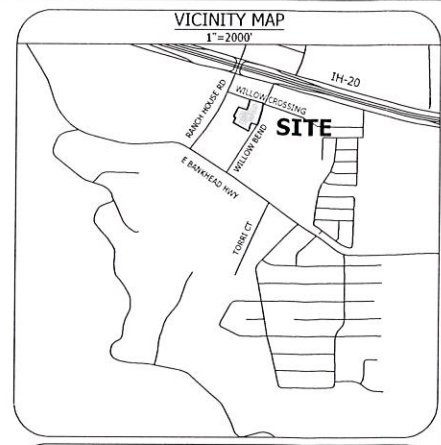
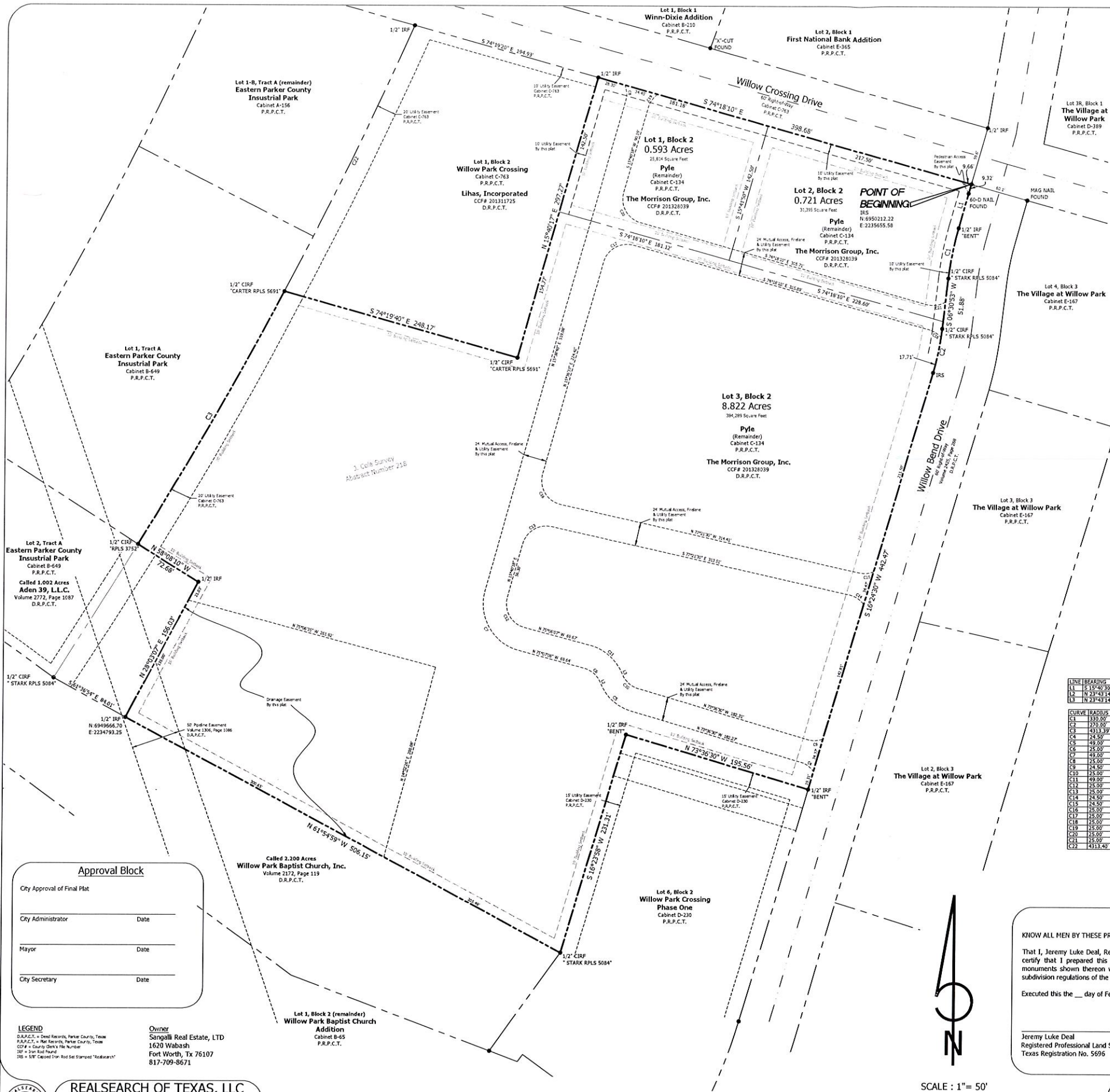
☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: _____

Date: 04/13/2020



Flood Statement

According to Community Panel Number 48367C0425F, dated April 5, 2019, of the Federal Emergency Management Agency, National Flood Insurance Program Map, this property lies within Zone "X" which is not a Special Flood Hazard Area. If this site is not within a Special Flood Hazard Area, this statement does not imply that the property and/or the structures thereon will be free from flooding or flood damage. On rare occasions, greater floods can and will occur and flood heights may be increased by man made or natural causes. This statement shall not create liability on the part of the Surveyor.

LEGAL DESCRIPTION

WHEREAS Sangalli Real Estate, LTD is the sole owner of a 10.135 acre tract of land situated in the J. Cole Survey, Abstract Number 218, City of Willow Park, Parker County, Texas, and being a portion of Pyle, an addition to Parker County, Texas, according to the plat recorded in Cabinet C-134, Plat Records, Parker County, Texas, and being a portion of that certain tract of land described by deed to The Morrison Group, recorded in County Clerk's File Number 201328039, Deed Records, Parker County, Texas, and being more particularly described by metes and bounds as follows:

BEGINNING at a 5/8" CAPPED IRON ROD SET STAMPED "REALSEARCH" at the northeast corner of said Morrison tract, being at the intersection of the southwest right-of-way line of Willow Crossing Drive, a 60' right-of-way and the West right-of-way line of Willow Bend Drive, a 60' right-of-way;

THENCE South 15 Degrees 40 Minutes 30 Seconds West, along said West right-of-way line, a distance of 46.63 feet, to a 1/2" IRON ROD FOUND (BENT), being at the beginning of a curve to the left;

THENCE 52.30 feet, continuing along said West right-of-way line and with said curve to the left, having a radius of 330.00 feet, through a central angle of 09 Degrees 04 Minutes 50 Seconds, whose long chord bears South 11 Degrees 17 Minutes 50 Seconds West, a chord length of 52.25 feet, to a 1/2" CAPPED IRON ROD FOUND STAMPED "RPLS 5084";

THENCE South 05 Degrees 30 Minutes 53 Seconds West, continuing along said West right-of-way line, a distance of 51.88 feet, to a 1/2" CAPPED IRON ROD FOUND STAMPED "RPLS 5084", being at the beginning of a curve to the right;

THENCE 45.95 feet, continuing along said West right-of-way line and with said curve to the right, having a radius of 270.00 feet, through a central angle of 09 Degrees 45 Minutes 01 Seconds, whose long chord bears South 11 Degrees 30 Minutes 49 Seconds West, a chord length of 45.89 feet, to a 5/8" CAPPED IRON ROD SET STAMPED "REALSEARCH";

THENCE South 16 Degrees 24 Minutes 30 Seconds West, continuing along said West right-of-way line, a distance of 442.47 feet, to a 1/2" IRON ROD FOUND at the northeast corner of Lot 6, Block 2, Willow Park Crossing Phase One, an addition to the City of Willow Park, according to the plat recorded in Cabinet D-230, Plat Records, Parker County, Texas;

THENCE North 73 Degrees 36 Minutes 30 Seconds West, departing said West right-of-way line and along the North line of said Lot 6, a distance of 195.56 feet, to a 1/2" IRON ROD FOUND at the northwest corner of said Lot 6;

THENCE South 16 Degrees 23 Minutes 58 Seconds West, departing said North line and along the West line of said Lot 6, a distance of 231.31 feet, to a 1/2" CAPPED IRON ROD FOUND STAMPED "RPLS 5084" at the upper southeast corner of said Pyle, same being the southernmost corner of said Morrison Group tract, and being the northeast corner of a called 2.200 acre tract of land described by deed to Willow Park Baptist Church, Inc., recorded in Volume 2172, Page 119, Deed Records, Parker County, Texas;

THENCE North 61 Degrees 54 Minutes 59 Seconds West, departing said West line and along the upper South line of said Pyle, being common with the North line of said called 2.200 acre tract, a distance of 506.15 feet, to a 1/2" IRON ROD FOUND at the southeast corner of a called 1.002 acre tract of land described by deed to Aden 39, L.L.C., recorded in Volume 2772, Page 1087, Deed Records, Parker County, Texas;

THENCE North 28 Degrees 03 Minutes 07 Seconds East, departing said common line and along the East line of said called 1.002 acre tract, a distance of 156.03 feet, to a 1/2" IRON ROD FOUND at the northeast corner of said called 1.002 acre tract;

THENCE North 58 Degrees 08 Minutes 10 Seconds West, departing said East line and along the North line of said called 1.002 acre tract, a distance of 72.68 feet, to a 1/2" CAPPED IRON ROD FOUND STAMPED "RPLS 3752" at the easternmost corner of Lot 2, Tract A, Eastern Parker County Industrial Park, an addition to the City of Willow Park, according to the plat recorded in Cabinet B-649, Plat Records, Parker County, Texas, same being the southernmost corner of Lot 1, Tract A, said Eastern Parker County Industrial Park, and being at the beginning of a non-tangent curve to the left;

THENCE 297.44 feet, departing said North line, along the East line of said Lots 1 and 2, Tract A and with said curve to the left, having a radius of 4313.39 feet, through a central angle of 03 Degrees 57 Minutes 03 Seconds, whose long chord bears North 29 Degrees 45 Minutes 56 Seconds East, a chord length of 297.38 feet, to a 1/2" CAPPED IRON ROD FOUND STAMPED "CARTER RPLS 5691" at the southwest corner of Lot 1, Block 2, Willow Park Crossing, an addition to the City of Willow Park, according to the plat recorded in Cabinet C-763, Plat Records, Parker County, Texas, same being the lower northwest corner of said Morrison Group tract;

THENCE South 74 Degrees 19 Minutes 40 Seconds East, departing said East line and along the South line lower North line of said Morrison Group tract, being common with the South line of said Lot 1, Block 2, a distance of 248.17 feet, to a 1/2" CAPPED IRON ROD FOUND STAMPED "CARTER RPLS 5691" at the southeast corner of said Lot 1, Block 2;

THENCE North 15 Degrees 40 Minutes 17 Seconds East, continuing along said common line, a distance of 297.27 feet, to a 1/2" IRON ROD FOUND at the upper northwest corner of said Morrison Group tract, same being the northeast corner of said Lot 1, Block 2, and being on the southwest right-of-way line of said Willow Crossing Drive;

THENCE South 74 Degrees 18 Minutes 10 Seconds East, departing said common line and along said southwest right-of-way line, a distance of 398.68 feet, to the POINT OF BEGINNING, and containing 10.135 acres or 441,498 square feet of land, more or less.

NOW THEREFORE KNOWN ALL MEN BY THESE PRESENTS:

That The Morrison Group, Inc., owner of the above described tract of land, do hereby adopt this plat designating the herein described property as LOTS 1, 2 AND 3, BLOCK 2, THE VILLAGE AT WILLOW PARK, an addition to the City of Willow Park, Parker County, Texas, and hereby dedicate to the public use, without reservation, the streets, easements, right-of-ways, and any other public area shown hereon.

Sangalli Real Estate, LTD
Name: _____
Title: _____
Date: ____/____/____.

SWORN AND SUBSCRIBED BEFORE ME BY _____

THIS THE ____ DAY OF _____, 20____.

NOTARY PUBLIC, STATE OF TEXAS

MY COMMISSION EXPIRES: _____

Notes

1. The Basis of Bearing is the Texas Coordinate System, North American Datum of 1983, North Central Zone, 4202.

2. The purpose of this plat is to reconfigure lot lines and dedicate easements for development.

**FINAL PLAT OF
LOTS 1, 2 AND 3, BLOCK 2
THE VILLAGE AT WILLOW PARK**
Being a replat of a portion of Pyle, an addition to the City of Willow Park, Parker County, Texas, according to the plat recorded in Cabinet C-134, Plat Records, Parker County Texas, situated in the J. Cole Survey, Abstract Number 218, City of Willow Park, Parker County, Texas.

REALSEARCH OF TEXAS, LLC
P.O. Box 1006, Godley, Texas 76044
Ph. 682-200-6050, ideal@realsearch.org, www.realsearch.org
"Thou shalt not remove thy neighbor's landmark" Deut. 19:14
TBLPS Firm Registration # 1015800 TBLPS Firm Registration # 17968



Project Number: 190384 Date: March 30, 2020
Revised Date: _____
Revision Notes: _____
Sheet 1 of 1



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: April 21, 2020	Department: Development Services	Presented By: Betty Chew
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AGENDA ITEM: 5

Consider and act on a Site Plan for Thrive Behavior Learning Center and an Office Building on Lot 4R-1R, Block A, Crown Pointe Addition, Phase 2, located in the 100 Block of J.D. Towles Drive.

BACKGROUND:

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

The 1.43 acre lot will be developed with a 4,500 square foot behavior learning center and a 3,200 square foot office building.

The lot is accessed from J.D. Towles Drive, a 60 foot collector street, via a shared drive with Veranda Village to the west. Alternate ingress and egress will be from a 24 foot access easement on the south side of the property to Crown Pointe Blvd. Cross access is provided. There are 24 foot fire lanes proposed around the building to provide emergency access to all buildings on the property. Required parking spaces will be provided.

The buildings will connect to City water and sanitary sewer by extension of 8 inch water and sanitary sewer mains. Fire hydrants will be installed in accordance with ISO regulations. The stormwater drainage plan has been reviewed and approved by the City Engineer. The landscape plan meets ordinance requirements.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan as presented.

The Planning and Zoning Commission recommends approval.

EXHIBITS:

Site Plan
Building Elevations (2)
Floor Plan (Thrive Learning Center)
Landscape Plan



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: THRIVE BEHAVOIR CENTER	
() Residential		(✓) Commercial	
Valuation: \$ (round up to nearest whole dollar)		Project Address (or description): LOT 4R-1R, BLK A, CROWN POINTE PH II	
Brief Description of the Project: 1.43 ACRE AUTISTIC CENTER			
Existing zoning: COMMERCIAL		# of Existing Lots (<i>plats only</i>):	
Proposed zoning: COMMERCIAL/OFFICE		# of Proposed Lots (<i>plats only</i>):	
Applicant/Contact Information (<i>this will be the primary contact</i>)			
Name: CYNTHIA SWIFT, PROJECT MANAGER		Mailing Address: 6221 SOUTHWEST BLVD, #100, FW, 76132	
Company: BARRON STARK ENGINEERS, LP			
Primary Phone: 817-231-8114 CELL: 817-846-2878		E-mail: cynthias@barronstark.com	
Property Owner Information (<i>if different than above</i>)			
Name: BRYSON ADAMS		Mailing Address: 2121 McLendon Rd, Weatherford, Tx 76088	
Company: BAR-KO Land Company, LLC			
Primary Phone: (817) 253-2494		E-mail: bryson704@hotmail.com	
Other Phone:		Fax:	
() Developer / (✓) Engineer / () Surveyor Information (<i>if applicable</i>)			
Name: CHARLES F. STARK, PE		Mailing Address: 6221 SOUTHWEST BLVD, #100, FW, 76132	
Company: BARRON STARK ENGINEERS, LP			
Primary Phone: 817-296-9550		E-mail: chucks@barronstark.com	
Other Phone: 817-231-8141		Fax: 817-231-8144	
For City Use Only			
Project Number:		Permit Fee:	
Submittal Date:		Plan Review Fee:	
Accepted By:		Total Fee:	
Receipt #:		Method of Payment:	

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



City of Willow Park Development Services Department

SITE PLAN REQUIREMENTS

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

Site Plan applications must contain:

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

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

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

Applicant Signature: Cynthia Swift, Authorized Agent Date: 03 / 31 / 2020



City of Willow Park Development Services Department

Applicant: Please complete the following

For Office Use Only

ITEM	INITIAL	SITE PLAN REQUIREMENTS	N/A	COMPLETE	MISSING
1	cks	Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances; indicate and label lot lines, setback lines, and distance to the nearest cross street.		✓	
2	cks	Site location/vicinity map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS and provide north arrow.		✓	
3	cks	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.		✓	
4	cks	A written and bar scale is provided. 1"=200' unless previously approved by staff 20'		✓	
5	cks	A title block is in the lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter.		✓	
6	na	Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.	✓		
7	na	Flood plain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.	✓		
8	cks	Existing topography lines are shown and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography.		✓	
9	cks	Accurately located, labeled and dimensioned footprint of proposed structure(s).		✓	
10	na	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.	✓		
11	na	Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.	✓		
12	cks	Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.		✓	
13	cks	Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.		✓	
14	cks	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated.		✓	
15	cks	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.		✓	
16	na	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.	✓		
17	cks	Full width of streets and alley rights-of-way with centerlines and backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is labeled.		✓	



City of Willow Park Development Services Department

18	cks	<p>Driveways within 200 feet of the property line:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> a. Are accurately located and dimensioned. <input checked="" type="checkbox"/> b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines. <input checked="" type="checkbox"/> c. Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline. <input checked="" type="checkbox"/> d. Typical radii are shown. 		✓	
19	na	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.		N/A	
20	cks	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.		✓	
21	na	<p>Off-site streets and roads:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> d.. Distance to the nearest signalized intersection is indicated 		N/A	
22	cks	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.		✓	
23	cks	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.		✓	
24	na	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.		N/A	
25	cks	Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specs and sketch available from staff.		✓	
26	cks	Paving materials, boundaries and type are indicated.		✓	
27	cks	Access easements are accurately located/ tied down, labeled and dimensioned.		✓	
28	cks	Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.		N/A	
29	cks	Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 20 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.		✓	
30	cks	Proposed dedications and reservations of land for public use including, but not limited to, rights-of way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.		N/A	
31	na	Screening walls are shown with dimensions and materials. An inset is provided that shows the wall		N/A	



City of Willow Park Development Services Department

	na	details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.		N/A	
32	cks	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	na	A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack) and height. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.		N/A	
34	cks	Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.		✓	
35	na	Boundaries of detention areas are located. Indicate above and/or below ground detention.		✓	
36	cks	Details of construction materials and architecture are shown on required Building Elevation/Facade Plan. Color, type and texture to match Zoning requirements.		✓	
37	na	Communication towers are shown and a fall distance/collapse zone is indicated.		N/A	
38	cks	Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable		✓	
39	cks	Explain in detail the proposed use(s) for each structure <i>Autistic Behavior Care Center and Office Space</i>		✓	
40	cks	Total lot area less building footprint (by square feet): 28,229 Square footage of building: 4,500 & 3,200 Building height (stories and feet) 17' Number of Units per Acre (apartments only):		✓	
41	cks	Parking required by use with applicable parking ratios indicated for each use: Parking Provided Indicated: Handicap parking as required per COWP ordinance and TAS/ADA requirements:		✓	
42	na	Provide service verification from all utility providers		N/A	
43	na	List any variance requested for this property, dates, and approving authority		N/A	
44	na	Provide storm water and drainage study and design <i>Covered in overall Master Plan</i>		✓	
45	tb	Proposed domestic water usage (gallons per day, month, and year)		✓	
46	no	Are any irrigation wells proposed?		N/A	
47	cks	Applicant has received Landscaping Ordinance and requirements		✓	
48	cks	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review		✓	
49	cks	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of all Annexations, Final Plans and/or other Site Plans for Board review		✓	



City of Willow Park Development Services Department

Site Plan Engineering Review

Applicant Questions:

Total gross lot area of the development: 62,508 sq. ft.

Area of lot covered with structures and impervious surfaces: 34,380 sq. ft.

Total number of structures: 2 Total number of habitable structures: 2

Square footage of each building: 4,500 sq. ft. 3,200 sq. ft. _____ sq. ft.

Proposed use for each structure: OFFICE & AUTISTIC CARE CENTER

Building stories: 1

Building height: 17 ft.

Total number of parking spaces: 39 (INCLUDES HC) 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 ☒

Approved

Not Approved

Needs More Information or Corrections

Engineering Approval Signature: DEREK TURNER Date: 04/04/2020



City of Willow Park Development Services Department

Site Plan Building Official Review

Applicant Questions:

Front building setback: 25 ft.

Rear building setback: 25 ft.

Side building setback: 10 ft.

Side building setback: 10 ft.

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

Does the site include any drainage easements? Yes ☒ No

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

Staff Review: (for official use only)

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

Are the setbacks for the building sufficient? Yes ☒ No

Are there any easement conflicts? Yes No ☒

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

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date: 04/11/2020



City of Willow Park Development Services Department

Site Plan Fire Review

Applicant Questions:

Will the building have a fire alarm?	Yes ✓	No
Will the building have a fire sprinkler/suppression system?	Yes	No ✓
Is the building taller than two-stories?	Yes	No ✓
If yes, how many stories? <u>N/A</u>		
Will the project require installation of a new fire hydrant?	Yes ✓	No
If yes, how many fire hydrants? <u>2</u>		
What is the size of the proposed fire connections? <u>6"</u>		

Staff Review: (for official use only)

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

Does the proposed project require any additional fire services?	Yes	<u>No</u>
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Approved

Not Approved

Needs More Information or Corrections

Fire Department Approval Signature:

MIKE LENOIR

Date:

04/04/2020



City of Willow Park Development Services Department

Site Plan Flood Plain Review

Applicant Questions:

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

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

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

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

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

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

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

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

Staff Review: (for official use only)

Base flood elevations confirmed? *N/A* 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: 04/06/2020



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: 62,508 sq. ft.

Area of lot covered with structures and impervious surfaces: 34,380 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 55 %

Area of green space/landscaped areas: 45,28,128 sq. ft.

Percentage of green space/landscaped areas: 45 %
~~28,128~~

Total number of parking spaces: 39

Does the site include any vegetative erosion or storm water control? Yes ☒ No

Staff Review: (for official use only)

Does the proposed project pose any landscaping concerns? Yes No

Approved

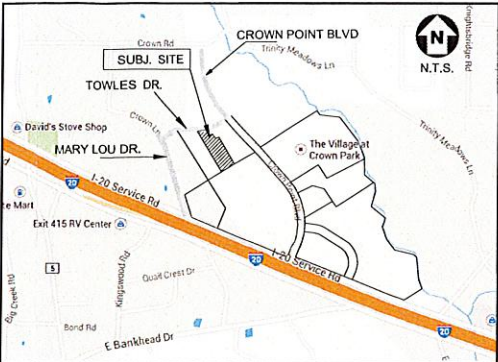
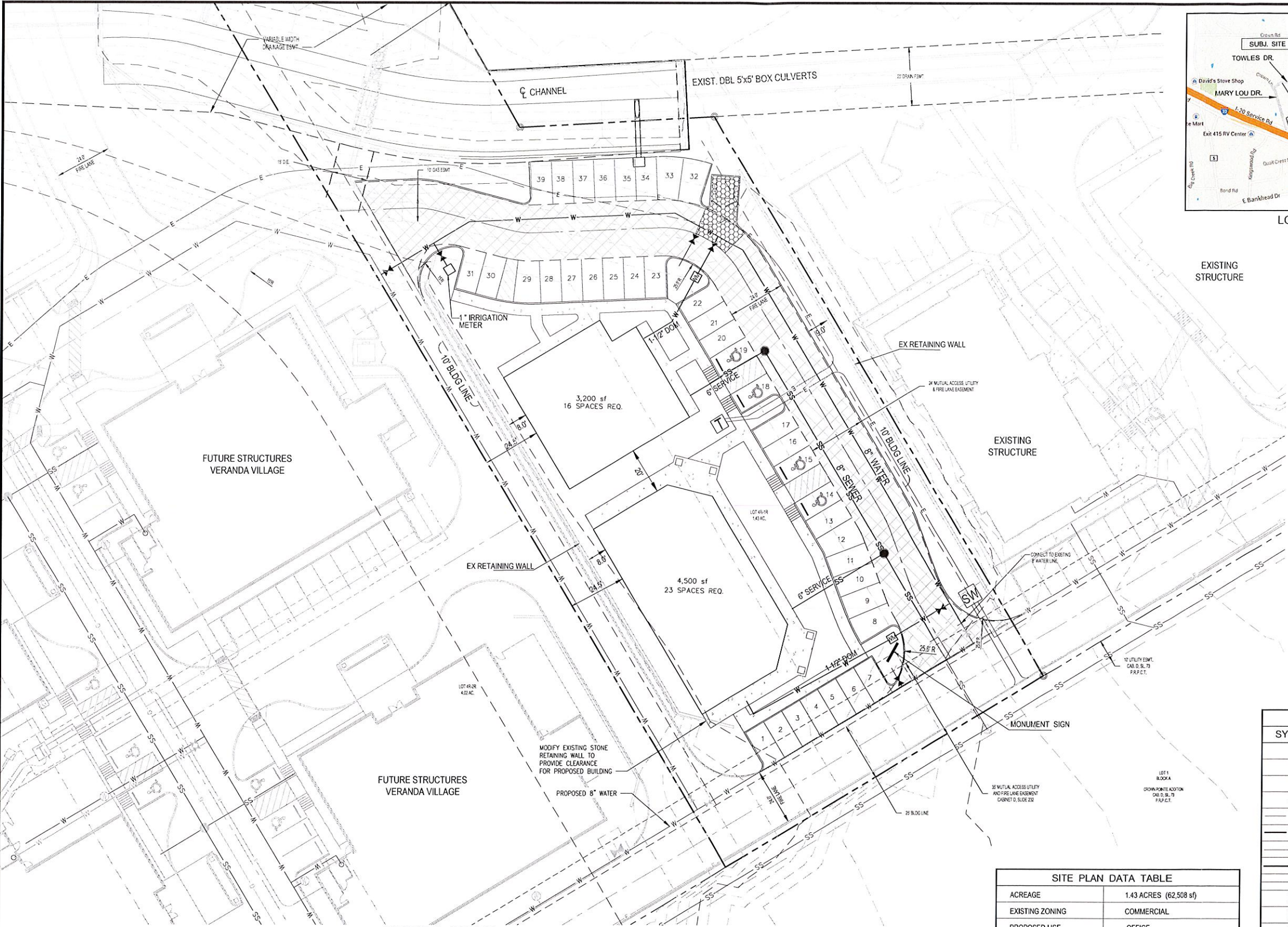
Not Approved

Needs More Information or Corrections

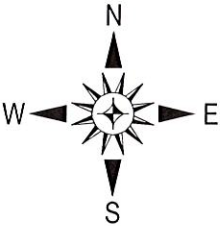
Landscaping Approval Signature:

BETTY L. CHEW

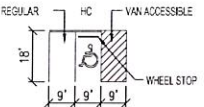
Date: 04/11/2020



LOCATION MAP



GRAPHIC SCALE 1"=20'



TYPICAL PARKING LAYOUT

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

OWNER/APPLICANT
BAR-KO LAND COMPANY, LLC
2121 McLENDON RD
WEATHERFORD, TX. 76088

SITE PLAN DATA TABLE	
ACREAGE	1.43 ACRES (62,508 sf)
EXISTING ZONING	COMMERCIAL
PROPOSED USE	OFFICE
PROPOSED STRUCTURES	(2) 1 STORY - COMMERCIAL - 7,700 sf
F.A.R.	18%
PERCENT IMPERVIOUS	55%
PKG REQ = 1 SPACE PER 200 SQUARE FEET	
PARKING REQUIRED	39 PARKING SPACE
PARKING PROVIDED	39 (INCLUDES 4 HC)
OPEN SPACE	45%

LEGEND	
SYMBOL	DESCRIPTION
	EXISTING WATER VALVE
	EXISTING FIRE HYDRANT
	EXISTING SAN. SEWER MANHOLE
	EXISTING POWER POLE
	EXISTING WATER
	PROPOSED WATER
	EXISTING SEWER
	PROPOSED SEWER
	UNDERGROUND ELECTRIC
	ELECTRIC TRANSFORMER SITE
	ELECTRIC SWITCH GEAR SITE
	WATER METER
	CONCRETE PAVING
	FIRE LANE
	SIDEWALK
	PROPOSED WATER VALVE
	PROPOSED FIRE HYDRANT
	DUMPSTER PAVING

REVISIONS

NO.	DESCRIPTION	DATE

6221 Southwest Blvd., Suite 100
Fort Worth, Texas 76132
(817) 231-8100, (817) 231-8144
Texas Registered Engineering Firm F-10594
Texas Registered Survey Firm F-10158800
www.barronstark.com

Barron-Stark
Engineers

SITE LAYOUT

THRIVE BEHAVIOR CENTER
CITY OF KENNEDALE
TARRANT COUNTY, TEXAS

CLIENT No. 380

PROJECT No. 9631

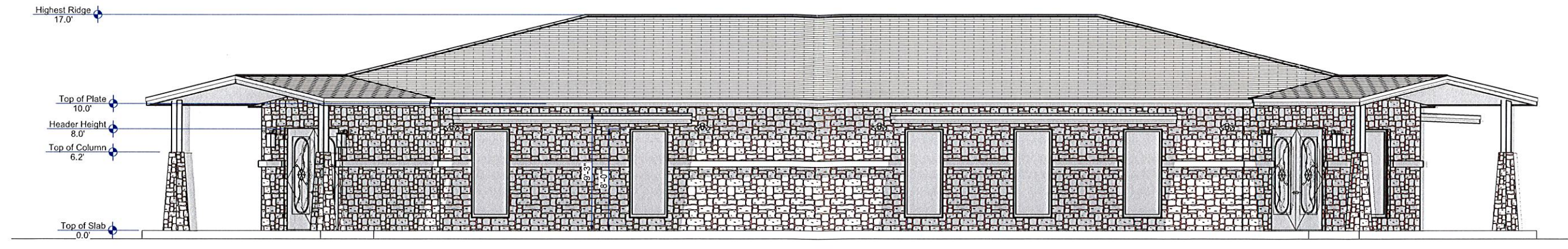
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DRAWN: PWD/RCP

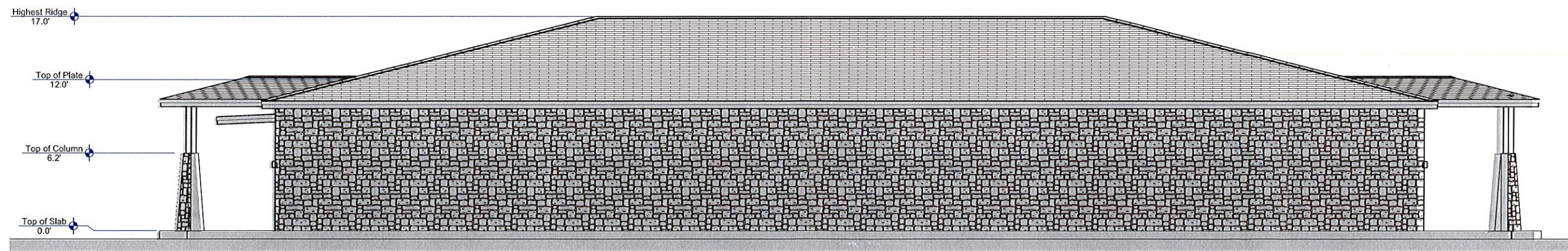
CHECKED: CFS

DATE: APRIL 2020

SHEET
C2.0

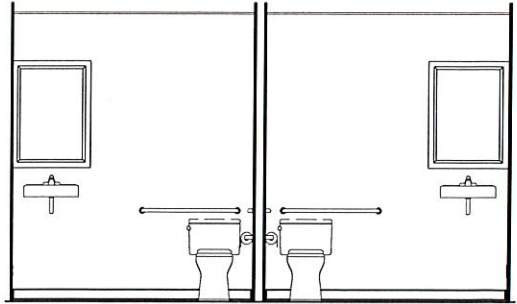
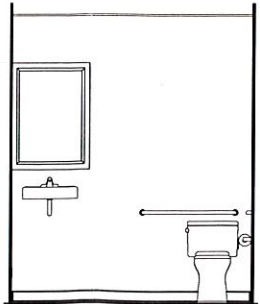
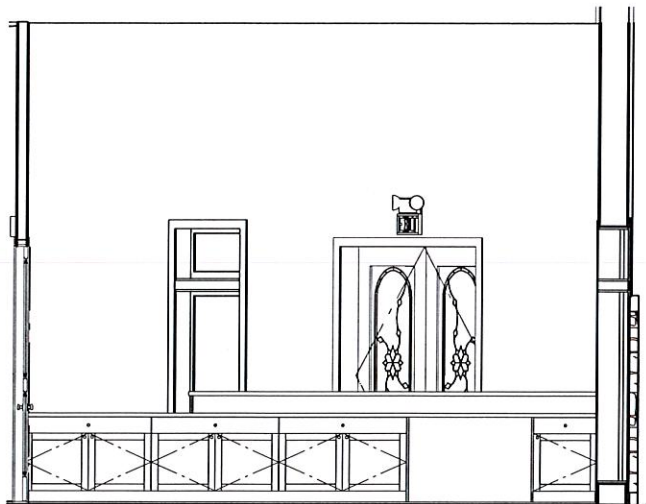
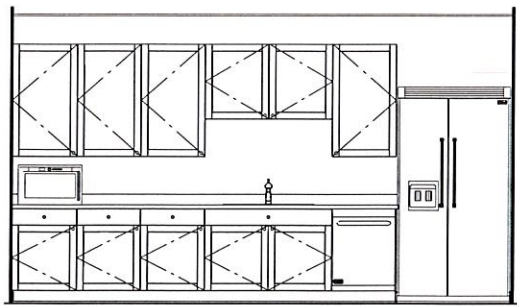
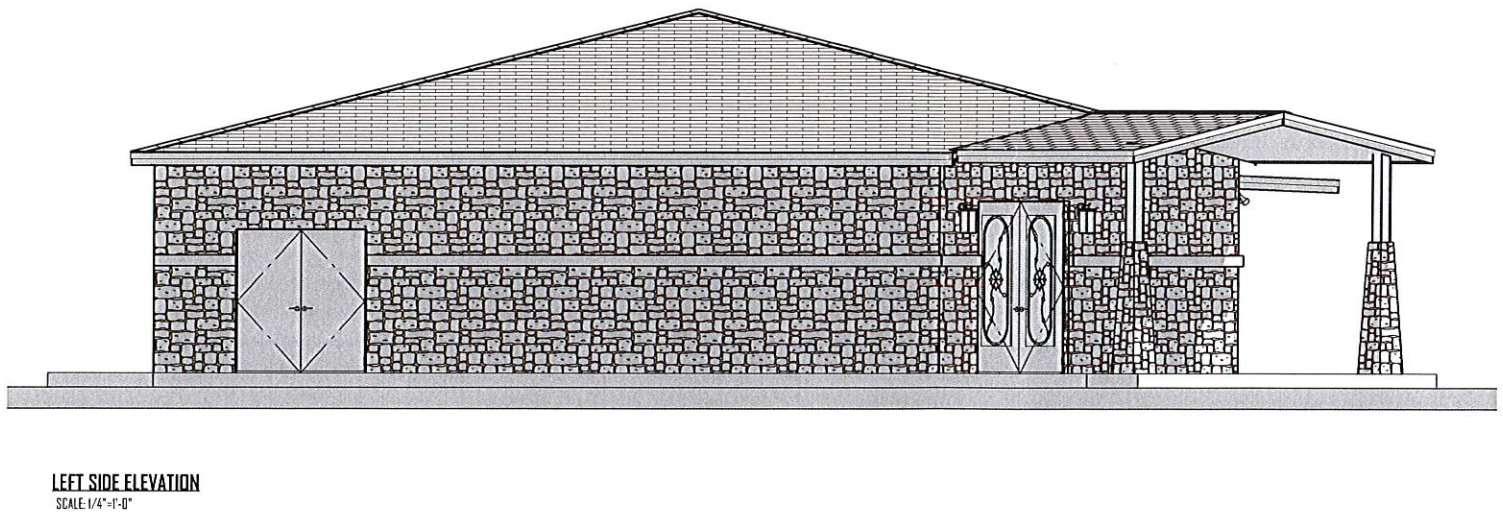


FRONT ELEVATION
SCALE: 1/4"=1'-0"



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

To the best of my knowledge these plans are drawn to comply with owner's and/or builder's specifications and any changes made on them after prints are made will be done at the owner's and/or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. BRIAN GAYLORD is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.



RESTROOM 3 ELEVATION
SCALE: 3/8"=1'-0"

To the best of my knowledge these plans are drawn to comply with owner's and/or builder's specifications and any changes made on them after prints are made will be done at the owner's and / or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. BRIAN GAYLORD is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.

NTDS

CLIENT DATA:

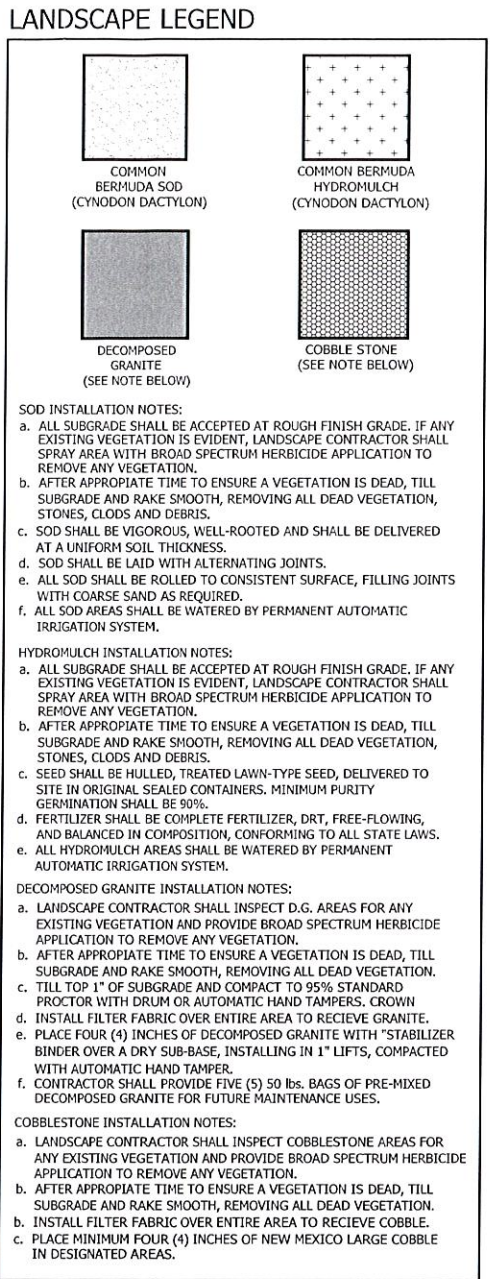
RIGHT AND LEFT ELEVATIONS

NORTH TEXAS DESIGN SOLUTIONS, LLC.

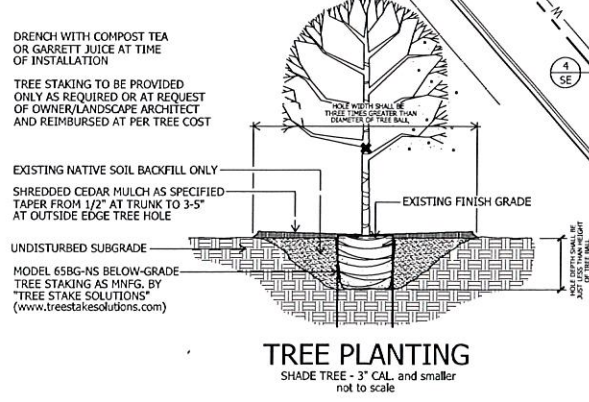
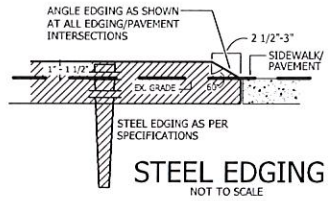
DATE:
3/17/2020

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

SHEET:
A-4



PLANTLIST							
SYM	MATERIAL	QNTY	SIZE	HT	SP	NOTES	SPACING
BO	BURR OAK QUERCUS MACROCARPA	2	3" CAL.	10-12'	5-6'	NURSERY GROWN	
CO	CHINKAPIN OAK QUERCUS MUHLENBERGII	5	3" CAL.	10-12'	5-6'	NURSERY GROWN	
SO	RED OAK QUERCUS SHUMARDI	3	3" CAL.	10-12'	5-6'	NURSERY GROWN	
LB	LACEBARK ELM ULMUS PARVIFOLIA SEMPERVIRENS	5	3" CAL.	10-12'	6-7'	NURSERY GROWN	
CM	CRAPE MYRTLE LAGERSTROEMIA INDICA 'BASHAM PINK'	5	30 GAL.	8-10'	4-5'	CONTAINER GROWN	
MS	MISCANTHUS MISCANTHUS SINENSIS 'MORNING LIGHT'	8	5 GAL.	24"	18"	FULL	42"oc
RY	RED YUCCA HESPERALOE PARVIFOLIA	16	5 GAL.	15"	20"	FULL	36"oc
IHC	INDIAN HAWTHORN RAPIHOLEPS INDICA 'CALISTO'	24	5 GAL.	15"	15"	FULL	30"oc
DB	DWF BURFORD HOLLY ILEX CORNUTA 'BURFORDI' NANA	8	5 GAL.	15"	15"	FULL	30"oc
DR	DRIFT ROSE ROSA 'PEACH DRIFT ROSE'	58	3 GAL.	12"	12"	FULL	30"oc
DY	DWF YAUPOIN HOLLY ILEX VOMITORIA 'NANA'	106	3 GAL.	12"	12"	FULL	24"oc
MFG	MEX. FEATHERGRASS NASSELLA TENUISSIMA	43	1 GAL.	12"	10"	FULL	18"oc
ISO	INLAND SEA OATS CHASMANTHIUM LATIFOLIUM	27	1 GAL.	10"	10"	FULL	18"oc
GL	GREEN LIRIOPE LIRIOPE MUSCARI	141	1 GAL.	10"	10"	FULL	18"oc
SE	STEEL EDGING	45	LIN. FT.	REF.	DETAIL		



file name:
c:\WillowPark-Thrive Behavioral\
ldg-base_THRIVE.dwg
sheet
L-1

Betty Chew

From: Chuck Stark <ChuckS@barronstark.com>
Sent: Monday, April 13, 2020 11:30 AM
To: Betty Chew; Betty Chew
Cc: Bryson Adams (bryson704@hotmail.com)
Subject: Thrive Site Plan

Betty:

In response to your question:

1. We do not have an architectural elevation of the 3200 sq. ft. building yet. The architectural plans are still being developed. The elevations included in the submittal are for the Thrive building. The applicant would agree the second building will duplicate the Thrive building in architectural elevation using the same masonry façade, roofing material, and trim paint colors.
2. There is no covered walkway connecting the two buildings, only sidewalk.

Let me know if there is anything else.

When you send the evite for the ZOOM P&Z meeting next Tuesday, please include Bryson Adams on the invitation.



CHUCK STARK, PE, RPLS

MANAGING PRINCIPAL

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CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 5/12/20	Department: Finance	Presented By: Jake Weber
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AGENDA ITEM:

Financial update by Jake Weber, CPA.

BACKGROUND:

Review and provide an update on the 2nd fiscal quarter 2019-2020 financial activity of the city.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

Financial Reports as of March 31, 2020.

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



City of Willow Park
Financial Update
Financial Reports as of March 31, 2020

Financial Highlights			
	General	Water	Wastewater
-FYTD 2019-2020 Revenue Actual	\$ 2,811,335	\$ 1,200,271	\$ 381,327
-FYTD 2019-2020 Expense Actual	2,089,358	1,538,972	191,328
-FYTD 2019-2020 Net Change	\$ 721,976	\$ (338,701)	\$ 189,999
-FY 2019-2020 Revenue Budget	\$ 3,957,636	\$ 2,488,264	\$ 704,754
-FY 2019-2020 Expense Budget	\$ 3,954,931	\$ 2,342,534	\$ 628,595
-FYTD 2019-2020 Revenue - Actual to Budget %	71%	48%	54%
-FYTD 2019-2020 Expense - Actual to Budget %	53%	66%	30%

Capital Project Tracker	Fort Worth	Public Works	Ranch House
	Water Line (100%)	Building	Road
Original Net Bond Proceeds	\$ 13,770,000	\$ 5,205,000	\$ 4,610,000
Interest Earned to Date	28,614	149,160	65,876
Costs Incurred to Date	(751,790)	(5,173,789)	(4,685,369)
Remaining to Spend	\$ 13,046,824	\$ 180,371	\$ (9,493)

Monthly Performance			
	Mar-20	Mar-19	Change
<u>General Fund</u>			
Revenue			
Property Tax & Other Taxes	\$ 100,319	\$ 103,862	\$ (3,543)
Franchise Fees	195,926	191,460	4,465
Development & Permit Fees	18,910	88,819	(69,909)
Fines & Forfeitures/Other Revenue	10,899	14,128	(3,229)
Expenses			
Personnel Expense	179,994	155,628	24,366
Supplies (Maintenance & Operations)	24,180	11,039	13,141
Utilities	10,503	8,195	2,309
Operational & Contractual Services	80,643	54,937	25,706
Capital Outlay & Interfund Transfer	149,340	(9,357)	158,697
Net Income (Loss)	\$ (118,606)	\$ 177,828	\$ (296,434)
<u>Water & Wastewater Funds</u>			
Revenue	\$ 229,317	\$ 235,451	\$ (6,134)
Expense			
Personnel Expense	66,853	47,722	19,131
Supplies (Maintenance & Operations)	28,546	9,299	19,247
Utilities	9,379	12,101	(2,722)
Operational & Contractual Services	42,614	19,038	23,575
Capital Outlay/Debt Service	60,505	139,983	(79,478)
Net Income (Loss)	\$ 21,421	\$ 7,307	\$ 14,114

General Fund
Profit & Loss Budget vs Actual
For the Fiscal Year to Date March 31, 2020

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
Property Tax & Other Taxes					
M & O TAX	\$ 1,542,410	\$ 1,430,730	\$ 1,517,832	\$ 24,578	98%
SALES TAX	1,150,000	539,975	610,308	539,692	53%
MIXED BEVERAGE TAX	24,506	16,769	14,872	9,634	61%
AUTO/TRAILER TAXES	325	2,660	2,391	(2,066)	736%
DELINQUENT TAXES	6,977	14,177	1,091	5,886	16%
Total Property Tax & Other Taxes	2,724,218	2,004,311	2,146,494	577,724	79%
Franchise Fees					
TXU ELECTRIC	165,836	191,208	195,674	(29,838)	118%
A T & T	70,000	27,974	27,722	42,278	40%
TEXAS GAS	7,500	2,652	2,067	5,433	28%
MISC FRANCHISE	5,000	1,765	1,023	3,977	20%
MESH NET	3,024	1,512	1,544	1,480	51%
WATER FRANCHISE FEE	98,020	-	-	98,020	0%
WASTEWATER FRANCHISE FEES	28,553	-	-	28,553	0%
Total Franchise Fees	377,933	225,112	228,030	149,903	60%
Development & Permit Fees					
BUILDING PERMITS	175,000	61,133	282,248	(107,248)	161%
HEALTH PERMITS	9,000	12,260	10,980	(1,980)	122%
SUBCONTRACTORS PERMITS	15,000	8,303	18,126	(3,126)	121%
REGISTRATION FEES	4,500	2,860	2,710	1,790	60%
OSSF PERMITS	1,200	5,200	3,600	(2,400)	300%
WELL APPLICATION FEE	-	1,500	-	-	0%
PLAN REVIEW	35,000	87,352	31,903	3,097	91%
SPECIAL EVENT PERMITS	-	75	350	(350)	0%
REVIEWS/REQUESTS	600	2,125	1,420	(820)	237%
METER RELEASE	-	1,500	2,750	(2,750)	0%
RENTAL INSPECTIONS	400	-	-	400	0%
IRRIGATION	-	-	100	(100)	0%
LATE HOURS ALOCHOL PERMIT FEE	-	-	770	(770)	0%
NSF FEES	-	-	30	(30)	0%
FIRE ALARMS	1,000	1,500	2,000	(1,000)	200%
FIRE SPRINKLER	1,000	2,000	4,500	(3,500)	450%
CERTIFICATE OF OCCUPANCY	1,000	300	750	250	75%
Total Development & Permit Fees	243,700	186,108	362,237	(118,537)	149%
Fines & Forfeitures					
NON-PARKING	100,000	46,649	30,143	69,857	30%
PARKING	1,000	620	230	770	23%
WARRANTS/CAPIAS	1,300	794	350	950	27%
STATE LAW - CLASS C	15,000	6,386	4,437	10,563	30%
COURT ADMINISTRATION	75,000	27,055	23,377	51,623	31%
COURT SECURITY	4,700	-	-	4,700	0%
TIME PAYMENT	400	63	100	300	25%
MC TECH FEE	6,700	-	-	6,700	0%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
SEAT BELT	500	300	-	500	0%
TEEN COURT FEE	-	160	100	(100)	0%
FIRE SPRINKLER	10,000	-	-	10,000	0%
Total Fines & Forfeitures	214,600	82,027	58,738	155,862	27%
Other Revenue					
INTEREST - OPERATING FUND	15,000	23,100	10,746	4,254	72%
REFUNDS/BANK CREDITS	100	961	1,881	(1,781)	1881%
MISCELLANEOUS	1,135	949	54	1,081	5%
OPEN RECORDS FEES	150	-	-	150	0%
OTHER REIMBURSEABLES	200	5,000	-	200	0%
REVENUE RECOVERY	5,000	2,616	856	4,144	17%
POLICE CONTRIBUTIONS	-	532	566	(566)	0%
ACCIDENT REPORTS	600	262	271	329	45%
ROAD CONTRIBUTIONS	-	140	128	(128)	0%
PARK CONTRIBUTIONS	-	133	70	(70)	0%
VFD CONTRIBUTIONS	-	764	833	(833)	0%
SPECIAL EVENT SPONSORSHIP	-	-	300	(300)	0%
BOND PROCEEDS	-	1,872,077	-	-	0%
SALE OF ASSETS	-	14,480	131	-	0%
ACCOUNT TRANSFERS	375,000	256,003	-	375,000	0%
Other Revenue	397,185	2,177,016	15,836	381,480	4%
Total Revenue	3,957,636	4,674,573	2,811,335	1,146,432	71%
Expenditures					
Personnel					
SALARIES	1,743,669	806,698	826,173	917,496	47%
PAYROLL EXPENSE	27,331	12,320	12,781	14,550	47%
WORKERS COMPENSATION	33,152	35,288	32,777	375	99%
HEALTH INSURANCE	217,076	103,620	94,710	122,366	44%
RETIREMENT	135,708	63,564	67,226	68,482	50%
UNEMPLOYMENT INSURANCE	253	4,458	4,039	(3,786)	1597%
CELL PHONE STIPEND	6,811	3,653	3,409	3,402	50%
CERTIFICATE PAY	35,879	13,317	16,614	19,265	46%
OVERTIME	87,173	37,627	58,610	28,563	67%
FLOATER SHIFTS	16,000	4,441	3,129	12,871	20%
DENTAL INSURANCE	20,747	6,979	6,890	13,857	33%
LIFE INSURANCE	3,417	2,369	2,330	1,087	68%
PHYSICALS & GYM MEMBERSHIPS	6,980	-	8,270	(1,290)	118%
ACCRUED COMP & VACATION	-	2,553	-	-	0%
BAILIFF DUTIES	1,400	425	857	543	61%
Total Personnel	2,335,596	1,097,313	1,137,815	1,197,781	49%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	4,748	142	293	4,455	6%
OFFICE SUPPLIES	16,255	6,640	4,862	11,393	30%
FLOWERS/GIFTS/PLAQUES	4,690	2,456	3,089	1,601	66%
BASIC OPERATING SUPPLIES	15,977	3,483	5,326	10,651	33%
PRINTING & BINDING	1,854	605	949	905	51%
MINOR EQUIPMENT: OFFICE	11,030	10,686	5,233	5,797	47%
MV OILS, LUBRICANTS & FLUIDS	515	-	-	515	0%
MV REPAIR & MAINTENANCE	88,061	25,717	18,876	69,185	21%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
UNIFORMS & SUPPLIES	36,752	16,361	10,588	26,164	29%
TRAFFIC & STREET SIGNS	3,605	727	1,560	2,045	43%
FINANCE CHARGES	360	330	373	(13)	104%
PPE AND SUPPLIES	60,601	17,685	3,131	57,470	5%
MEDICAL SUPPLIES	14,906	3,912	5,281	9,625	35%
FOAM SUPPLIES	1,803	1,750	-	1,803	0%
ROAD ABSORBENT SUPPLIES	1,654	1,442	329	1,325	20%
MINOR TOOLS	3,060	-	-	3,060	0%
EQUIPMENT	515	-	-	515	0%
MISC TOOLS/SUPPLIES	-	292	-	-	0%
ASPHALT MATERIALS	35,000	4,525	2,531	32,469	7%
ROAD BASE MATERIALS - PAVING	19,800	7,026	-	19,800	0%
ICE & INCLEMENT WEATHER	4,635	1,560	-	4,635	0%
CONCRETE REPLACEMENT	15,000	3,600	2,625	12,375	18%
DRAINAGE	20,000	-	-	20,000	0%
BARRICADES/MARKERS	2,500	-	-	2,500	0%
SAFETY EQUIPMENT & SUPPLIES	22,455	13,123	3,251	19,204	14%
BUILDING & FACILITIES REPAIRS	33,920	9,887	2,382	31,538	7%
FACILITIES MAINT SUPPLIES	14,490	971	5,314	9,176	37%
MINOR EQUIPMENT: FIELD	6,800	-	606	6,194	9%
OPERATING SUPPLIES NON CONSUMABLES	1,030	773	1,084	(54)	105%
SUBSCRIPTIONS & PUBLICATIONS	3,376	1,500	5,769	(2,393)	171%
PROMOTIONS	4,600	3,593	916	3,684	20%
MV FUEL	35,900	17,668	14,179	21,721	39%
MV TIRES, TUBES & BATTERIES	4,120	573	-	4,120	0%
SPECIAL EVENTS	1,000	-	34	966	3%
AMMUNITION & WEAPONS RELATED	3,500	657	1,325	2,175	38%
EMERGENCY RESPONSE SUPPLIES	8,000	3,631	-	8,000	0%
Total Supplies (Maintenance & Operations)	502,512	161,317	99,905	402,607	20%
Utilities					
ELECTRICITY	33,372	16,174	22,547	10,825	68%
GAS	4,000	2,221	5,942	(1,942)	149%
TELEPHONE	15,000	-	-	15,000	0%
COMMUNICATION SERVICES	51,180	27,973	33,908	17,272	66%
Total Utilities	103,552	46,368	62,396	41,156	60%
Operational & Contractual Services					
TRAVEL & TRAINING	74,154	12,398	11,148	63,006	15%
CONSULTANTS & PROFESSIONALS	119,755	34,315	139,516	(19,761)	117%
ADVERTISING & LEGAL NOTICES	8,753	7,743	2,440	6,313	28%
PRINTING & BINDING	4,424	313	1,684	2,740	38%
PROPERTY & LIABILITY	38,250	37,757	37,714	536	99%
REPAIR & MAINTENANCE	-	553	991	(991)	0%
PROFESSIONAL LICENSE	1,400	158	158	1,243	11%
DUES & MEMBERSHIPS	16,245	10,782	9,572	6,673	59%
SPECIAL EVENTS	12,500	13,152	10,236	2,264	82%
PERMITS & APPLICATIONS	-	-	20	(20)	0%
LAB TESTING	3,000	-	1,165	1,835	0%
OTHER RENTAL	-	-	1,025	(1,025)	0%
FINANCE CHARGES	-	-	150	(150)	0%
FINES & PENALTIES	-	5	-	-	0%
LEGAL/CITY ATTORNEY	55,000	19,383	20,350	34,650	37%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
ACCOUNTING & AUDITOR	40,000	24,238	16,834	23,166	42%
CONTRACTUAL SERVICES	223,250	80,149	72,755	150,495	33%
ELECTIONS ADMINISTRATION	5,700	4,195	-	5,700	0%
INMATE HOUSING	1,200	35	141	1,059	12%
MUNICIPAL JUDGE	14,400	6,000	6,000	8,400	42%
MAGISTRATE	3,000	1,200	1,800	1,200	60%
FOOD SERVICE INSPECTOR	5,870	3,695	3,695	2,175	63%
ENGINEERING/CITY ENGINEER	5,150	26,788	26,680	(21,530)	518%
SOLID WASTE COLLECTION	-	1,403	1,403	(1,403)	0%
SOFTWARE TECH SUPPORT	15,500	9,752	16,312	(812)	105%
EQUIPMENT TECH SUPPORT	20,540	1,620	600	19,940	3%
POOL INSPECTOR	1,700	-	-	1,700	0%
BLACKBOARD CONNECT	5,963	3,824	3,824	2,139	64%
IT CONTRACT	27,692	14,082	13,652	14,040	49%
JURY SERVICE	200	-	-	200	0%
GOVERNMENT & MISC OPERATING	47,470	11,460	8,333	39,137	18%
EQUIPMENT RENTAL	11,660	8,178	7,528	4,132	65%
VEHICLE LEASE	58,945	-	92,627	(33,682)	157%
ANIMAL CONTROL	66,550	27,225	13,613	52,938	20%
ECONOMIC DEVELOPMENT	5,000	15,270	17,500	(12,500)	350%
Total Operational & Contractual Services	893,271	375,673	539,464	353,807	60%
Capital Outlay					
OFFICE EQUIPMENT	-	-	1,033	(1,033)	0%
VEHICLES	-	1,499,005	-	-	0%
TECHNOLOGY PROJECTS	-	(3,816)	63,135	(63,135)	0%
FACILITIES: PARKS	5,000	14,843	16,926	(11,926)	0%
FACILITIES: CITY BUILDINGS	-	5,965	-	-	0%
SOFTWARE	-	17,242	42,379	(42,379)	0%
EQUIPMENT PURCHASE	-	-	540	(540)	0%
UTILITIES: DRAINAGE	-	15,000	(13,199)	13,199	0%
PREDETERMINED PROJECT EXPENDIT	-	148,663	-	-	0%
CAPITAL PROJECTS-RESERVE FUNDS	-	-	138,665	(138,665)	0%
PARKER COUNTY STREET IMPROVEMENTS	115,000	-	-	115,000	0%
PAYING AGENT FEES	-	300	300	(300)	0%
Total Capital Outlay	120,000	1,697,202	249,778	(129,778)	208%
Transfers & Restricted Funds					
INTERFUND TRANSFER	-			-	0%
Total Expenditures	3,954,931	3,377,873	2,089,358	1,865,573	53%
Net Income	\$ 2,705	\$ 1,296,701	\$ 721,976	\$ (719,140)	

Water Fund
Profit & Loss Budget vs Actual
For the Fiscal Year to Date March 31, 2020

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
USER CHARGES	\$ 2,225,964	\$ 894,120	\$ 1,012,007	\$ 1,213,957	45%
PENALTIES	30,000	12,775	10,074	19,926	34%
NEW ACCOUNT FEES	13,000	6,260	6,160	6,840	47%
TAP FEES	3,000	-	(2,000)	5,000	-67%
IMPACT FEES	165,000	36,375	121,224	43,776	73%
INTEREST REVENUE	10,000	32,976	35,612	(25,612)	356%
METER FEE	25,000	6,472	10,485	14,515	42%
METER BOX FEE	4,500	2,250	3,100	1,400	69%
RECONNECT FEES	10,000	8,295	2,660	7,340	27%
RETURNED CHECK FEES	600	510	600	-	100%
REFUNDS/ BANK CREDITS	-	-	500	(500)	0%
MISCELLANEOUS REVENUE	1,200	(100)	(150)	1,350	-13%
Total Revenue	2,488,264	999,932	1,200,271	1,287,993	48%
Expenditures					
Personnel					
SALARIES	548,377	187,671	280,184	268,193	51%
PAYROLL EXPENSE	8,439	2,902	4,233	4,206	50%
WORKERS COMPENSATION	11,396	9,461	8,498	2,898	75%
HEALTH INSURANCE	89,178	31,613	42,696	46,482	48%
RETIREMENT	42,021	14,815	21,956	20,065	52%
UNEMPLOYMENT INSURANCE	99	1,536	1,727	(1,628)	1744%
CELL PHONE STIPEND	4,320	1,890	1,957	2,363	45%
CERTIFICATE PAY	2,280	240	219	2,061	10%
OVERTIME	16,817	13,823	14,777	2,040	88%
DENTAL INSURANCE	12,579	2,032	3,007	9,572	24%
LIFE INSURANCE	1,401	778	979	422	70%
Total Personnel	736,907	266,762	380,234	356,673	52%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	15,000	7,500	7,500	7,500	50%
OFFICE SUPPLIES	5,000	2,690	2,385	2,615	48%
FLOWERS/GIFTS/PLAQUES	300	-	-	300	0%
BASIC OPERATING SUPPLIES	2,000	151	208	1,792	10%
PRINTING & BINDING	-	(50)	-	-	0%
MINOR EQUIPMENT: OFFICE	3,000	2,135	1,020	1,980	34%
MV REPAIR & MAINTENANCE	10,400	2,608	6,697	3,703	64%
UNIFORMS & SUPPLIES	5,370	2,464	2,334	3,036	43%
FINANCE CHARGES	1,800	1,732	1,335	465	74%
EQUIPMENT	-	-	1,667	(1,667)	0%
MISC TOOLS/SUPPLIES	2,850	299	14	2,836	1%
ROAD BASE MATERIALS - PAVING	-	129	-	-	0%
CHEMICALS	10,048	3,603	5,709	4,339	57%
FIRE HYDRANTS	10,400	-	-	10,400	0%
SAFETY EQUIPMENT & SUPPLIES	2,874	2,075	1,478	1,396	51%
BUILDING & FACILITIES REPAIRS	3,984	9,193	769	3,215	19%
FACILITIES MAINT SUPPLIES	-	28	177	(177)	0%
MINOR EQUIPMENT: FIELD	2,850	251	1,763	1,087	62%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
SUBSCRIPTIONS & PUBLICATIONS	500	-	-	500	0%
MV FUEL	27,000	6,975	14,746	12,254	55%
WATER DISTRIBUTION SUPPLIES	135,000	17,400	31,053	103,947	23%
WATER PRODUCTION SUPPLIES	50,000	-	5,075	44,925	10%
Total Supplies (Maintenance & Operations)	288,376	59,181	83,931	204,445	29%
Utilities					
ELECTRICITY	100,000	36,162	50,488	49,512	50%
MOBILE TELEPHONE	5,700	1,919	1,546	4,154	27%
COMMUNICATION SERVICES	6,132	3,780	2,014	4,118	33%
Total Utilities	111,832	41,861	54,049	57,783	48%
Operational & Contractual Services					
TRAVEL & TRAINING	4,050	2,813	2,955	1,095	73%
CONSULTANTS & PROFESSIONALS	25,000	3,655	750	24,250	3%
ADVERTISING & LEGAL NOTICES	1,000	-	-	1,000	0%
PRINTING & BINDING	-	-	114	(114)	0%
PROPERTY & LIABILITY	5,500	5,394	5,530	(30)	101%
DUES & MEMBERSHIPS	555	-	222	333	40%
PERMITS & APPLICATIONS	5,000	-	5,566	(566)	111%
LAB TESTING	4,140	-	562	3,578	14%
PROPERTY DAMAGE	2,500	-	-	2,500	0%
ACCOUNTING & AUDITOR	13,500	11,056	7,504	5,996	56%
CONTRACTUAL SERVICES	-	-	688	(688)	0%
ENGINEERING/CITY ENGINEER	36,000	10,888	102,427	(66,427)	285%
SOLID WASTE COLLECTION	-	-	719	(719)	0%
SOFTWARE TECH SUPPORT	2,000	-	3,404	(1,404)	170%
BLACKBOARD CONNECT	2,750	956	956	1,794	35%
IT CONTRACT	3,852	1,925	1,925	1,927	50%
WELL SITE MAINTENANCE	15,608	424	-	15,608	0%
EQUIPMENT MAINTENANCE	4,540	-	-	4,540	0%
WATER TANK MAINTENANCE	6,000	70	495	5,505	8%
BUILDING MAINT - WELL SITES	3,000	619	-	3,000	0%
EQUIPMENT RENTAL	8,000	3,912	15,442	(7,442)	193%
VEHICLE LEASE	70,000	-	-	70,000	0%
WATER DISTRIBUTION CONTRACTUAL	45,000	3,163	16,134	28,866	36%
WATER PRODUCTION CONTRACTUAL	50,000	10,624	6,814	43,186	14%
Total Operational & Contractual Services	307,995	55,498	172,207	135,788	56%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Capital Outlay					
VEHICLES	85,000	20,600	505	84,495	1%
EQUIPMENT: HEAVY	-	10,627	-	-	0%
CAPITAL IMPROVEMENTS	-	6,450	-	-	0%
FACILITIES: CITY BUILDINGS	-	-	1,549	(1,549)	0%
WATER PURCHASES (EMER WATER)	-	7,620	-	-	0%
SOFTWARE	-	3,749	5,998	(5,998)	0%
UTILITIES: WATER DISTRIBUTION	-	21,506	13,072	(13,072)	0%
UTILITIES: WATER PRODUCTION	-	262,741	313,534	(313,534)	0%
WELL REPLACEMENT	-	750	-	-	0%
PAYING AGENT FEES	-	1,025	703	(703)	0%
DEBT ISSUANCE COST	-	-	192,635	(192,635)	0%
FRANCHISE FEES	98,020	-	-	98,020	0%
DEBT SERVICE PAYMENTS	339,404	318,712	320,555	18,849	94%
TRANSFER TO GENERAL FUND	375,000	-	-	375,000	0%
Total Capital Outlay	897,424	653,780	848,551	48,873	95%
Total Expenditures	2,342,534	1,077,082	1,538,972	803,562	66%
Net Income	\$ 145,730	\$ (77,151)	\$ (338,701)	\$ 484,431	

Wastewater Fund
Profit & Loss Budget vs Actual
For the Fiscal Year to Date March 31, 2020

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
USER CHARGES	\$ 585,358	\$ 286,156	\$ 289,077	\$ 296,281	49%
TAP FEES	667	500	(500)	1,167	-75%
IMPACT FEES	100,000	26,287	78,201	21,799	78%
INTEREST REVENUE	15,468	8,406	6,549	8,919	42%
REFUNDS/BANK CREDITS	3,261	-	-	3,261	0%
SALE OF ASSETS	-	-	8,000	(8,000)	0%
Total Revenue	704,754	321,349	381,327	323,427	54%
Expenditures					
Personnel					
SALARIES	85,571	26,878	23,091	62,480	27%
PAYROLL EXPENSE	1,303	408	422	881	32%
WORKERS COMPENSATION	2,072	2,365	2,124	(52)	103%
HEALTH INSURANCE	14,005	4,155	5,450	8,555	39%
RETIREMENT	6,488	2,066	2,130	4,358	33%
UNEMPLOYMENT INSURANCE	18	146	125	(107)	695%
CELL PHONE STIPEND	498	332	332	166	67%
CERTIFICATE PAY	-	309	-	-	0%
OVERTIME	2,142	843	5,741	(3,599)	268%
DENTAL INSURANCE	936	274	382	554	41%
LIFE INSURANCE	221	105	135	86	61%
Total Personnel	113,254	37,882	39,933	73,321	35%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	2,000	-	-	2,000	0%
OFFICE SUPPLIES	1,200	637	-	1,200	0%
BASIC OPERATING SUPPLIES	1,200	151	99	1,101	8%
MINOR EQUIPMENT: OFFICE	1,000	920	-	1,000	0%
MV OILS, LUBRICANTS & FLUIDS	500	-	-	500	0%
MV REPAIR & MAINTENANCE	2,400	-	26	2,375	1%
UNIFORMS & SUPPLIES	1,930	786	506	1,424	26%
WASTEWATER SUPPLIES	4,000	1,166	-	4,000	0%
EQUIPMENT	2,900	(553)	-	2,900	0%
MISC TOOLS/SUPPLIES	1,000	338	-	1,000	0%
CHEMICALS	60,478	8,553	12,985	47,493	21%
SAFETY EQUIPMENT & SUPPLIES	2,775	469	198	2,577	7%
BUILDING & FACILITIES REPAIRS	5,000	229	-	5,000	0%
FACILITIES MAINT SUPPLIES	-	16	-	-	0%
MV FUEL	3,875	40	1,279	2,596	33%
WASTEWATER COLLECTION	35,000	81	1,694	33,306	5%
WASTEWATER TREATMENT	10,000	1,942	912	9,088	9%
Total Supplies (Maintenance & Operations)	135,258	14,776	17,699	117,559	13%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Utilities					
ELECTRICITY	61,200	25,947	26,554	34,646	43%
COMMUNICATION SERVICES	-	-	-	-	0%
Total Utilities	61,200	25,947	26,554	34,646	43%
Operational & Contractual Services					
TRAVEL & TRAINING	3,500	512	-	3,500	0%
PROPERTY & LIABILITY	5,500	5,394	5,530	(30)	101%
REPAIR & MAINTENANCE	7,650	-	-	7,650	0%
DUES & MEMBERSHIPS	333	-	-	333	0%
PERMITS & APPLICATIONS	3,500	-	1,553	1,947	44%
LAB TESTING	19,700	10,855	9,605	10,095	49%
FINES & PENALTIES	-	-	126	(126)	0%
ACCOUNTING & AUDITOR	10,000	5,500	7,417	2,583	74%
CONTRACTUAL SERVICES	12,000	3,611	7,587	4,413	63%
ENGINEERING/CITY ENGINEER	12,000	-	-	12,000	0%
SLUDGE HAULING	78,000	36,923	35,303	42,697	45%
IT CONTRACT	3,852	1,925	1,925	1,927	50%
LIFT STATION EQUIPMENT MAINT	55,550	28,064	765	54,785	1%
GOVERNMENT & MISC OPERATING	3,000	-	-	3,000	0%
EQUIPMENT RENTAL	1,000	-	-	1,000	0%
Total Operational & Contractual Services	215,585	92,784	69,809	145,776	32%
Capital Outlay					
VEHICLE LEASE	80	-	-	80	0%
FACILITIES: CITY BUILDINGS	-	173	-	-	0%
FRANCHISE FEES	28,553	-	-	28,553	0%
DEBT SERVICE PAYMENTS	74,665	37,333	37,333	37,333	50%
Total Capital Outlay	103,298	37,506	37,333	65,966	36%
Total Expenditures	628,595	208,895	191,328	437,268	30%
Net Income	\$ 76,159	\$ 112,455	\$ 189,999	\$ (113,841)	

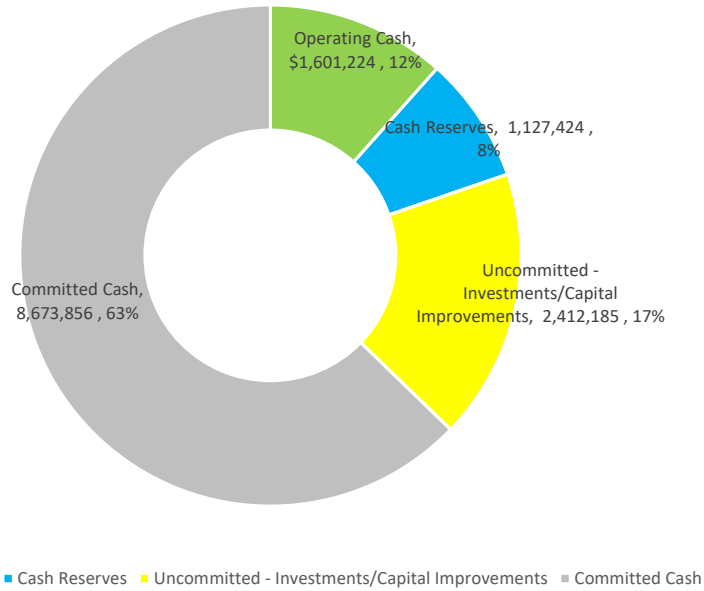
**City of Willow Park
Bank Account Balances**

	<u>At 3/31/2020</u>	<u>At 12/31/2019</u>	<u>At 9/30/2019</u>
<u>General Fund</u>			
Operating Cash - General	\$ 890,607	\$ 774,089	\$ 164,461
General Fund Cash Reserve	237,296	236,512	235,624
TexStar General Fund Investment	514,633	512,901	510,738
General Fund CD - 65686	126,040	126,040	126,040
	<u>1,768,576</u>	<u>1,649,541</u>	<u>1,036,863</u>
<u>Water Fund</u>			
Operating Cash - Water	63,335	453,394	522,905
Water Cash Reserve	890,128	887,185	883,855
Water Capital Improvements (Water Line Clearing)	475	68,410	-
UMB TWDB Escrow (52%)	6,914,156	6,899,277	-
TexStar Water Capital Improvements	172,738	257,524	448,387
TexStar Water Investment	1,357,822	1,267,886	1,071,587
Water Deposits - 56788	106,220	105,926	105,926
	<u>9,504,875</u>	<u>9,939,601</u>	<u>3,032,661</u>
<u>Wastewater Fund</u>			
Operating Cash - Wastewater	425,693	375,136	254,894
Wastewater Package Plant	124,645	124,645	124,645
Wastewater Capital Improvements	360,773	359,581	358,231
TexStar Wastewater	52,916	52,738	52,516
	<u>964,028</u>	<u>912,100</u>	<u>790,286</u>
<u>Other Funds</u>			
Operating Cash - Solid Waste	221,588	395,098	412,534
Operating Cash - Court Security	36,104	35,132	35,130
Operating Cash - Court Technology	54,874	53,671	52,496
Operating Cash - General (Police Training)	5,715	4,816	4,966
Drainage Fund	-	-	300,000
Police Contributions	444	444	444
Truency Prevention	919	-	-
Construction Fund - Building	180,372	436,178	925,970
Construction Fund - Roads	(9,493)	616,819	1,257,779
Debt Service (I&S)	349,409	1,121,435	344,031
Police Seizure (Federal)	1,663	1,657	1,651
Police Seizure (State)	7,516	7,491	7,463
Tourism	68,541	68,317	63,038
TIRZ Reimbursement Fund	149,824	111,299	4,215
First Responder	26,445	47,497	26,734
TexStar Parks & Recreation	483,289	504,386	502,258
	<u>1,577,209</u>	<u>3,404,241</u>	<u>3,938,709</u>
Total Cash	\$ 13,814,689	\$ 15,905,483	\$ 8,798,518

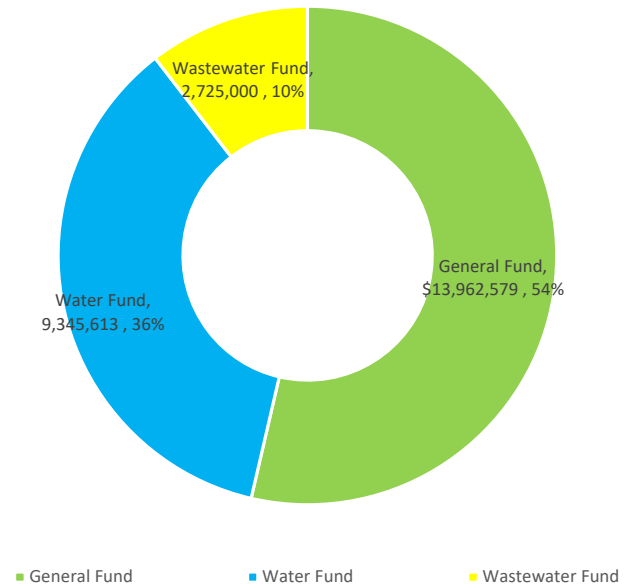


**City of Willow Park
Key Metrics & Trends
As of March 31, 2020**

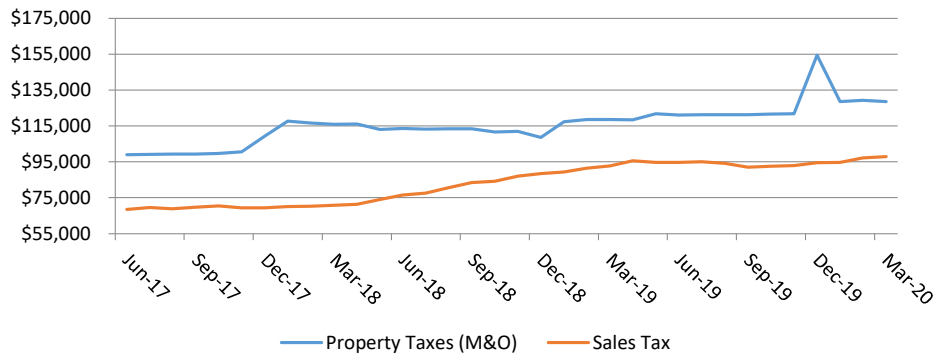
Cash Balances as of March 31, 2020



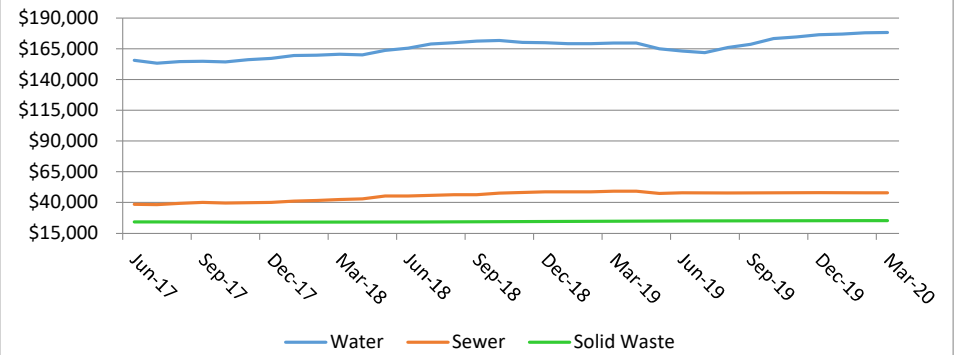
Debt Balance by Fund as of March 31, 2020



General Fund Tax Revenues (12 M Moving Avg)



User Charge Billings (12 M Moving Avg)





CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 5-12-2020	Department: Development Services	Presented By: Bernie Parker
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AGENDA ITEM:

Discussion: Status update for Council on the progress of Cross Timbers Park
(Playground and Trail Addition)

BACKGROUND:

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

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: May 12, 2020	Department: Admin	Presented By: City Manager
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AGENDA ITEM:

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

BACKGROUND:

The purpose of the East Parker County Foundation is to provide funding in the area of disaster relief with a mission of educating and assisting the business community in disaster relief.

The Foundation will be accepting applications for grants to local business. Each grant will be for \$500.00. The hope is it can help the businesses of Parker County and the business members of the East Parker County Chamber of Commerce weather the storm of COVID-19.

The 380 Agreement will provide funds in an amount that the Council desires. Staff has recommended an amount of \$5000. This amount is simply to begin the discussion. Council can make a decision it deems appropriate.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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

EAST PARKER COUNTY CHAMBER COMMERCE FOUNDATION CARES

COVID-19 Crisis Funding for Business Enterprises

Application for GRANT Funding

The program is open to all businesses that meet the following criteria:

1. Must be a non-home-based, for-profit business deemed non-essential such as salons and spas, gyms, movie theaters, non-essential retail, dine-in restaurants, and entertainment centers.
2. Have a business location typically open to the public in Parker County or be a member of the EPCCC.
3. Submitted an application to at least one of the SBA programs under the CARES Act, Economic Injury Disaster Loan or Paycheck Protection Provision, or filed for unemployment benefits.
4. Be an official Texas business registered with the state in some capacity (Secretary of State, Texas Comptroller of Public Accounts, Texas Workforce Commission).
5. Be in good standing with federal, state, and local governments.
6. Must have been harmed by COVID-19 after applying for benefits through state and federal programs.

**Grants of \$500.00 will be awarded as applications are received and reviewed.
The East Parker County Chamber of Commerce Foundation will award grants at
the sole discretion of the Board of Directors.**

Business Information

Please complete the following

Your Name	
Name of Business	
Business Type	
Address of Business	
Email Address	
Phone Number	

Please complete the following and attach documentation

Submitted Application to - choose at least one	<input type="checkbox"/> SBA EIDL	<input type="checkbox"/> SBA PPP	<input type="checkbox"/> Unemployment	<input type="checkbox"/> Other
Company is registered with - choose one	<input type="checkbox"/> Secretary of State	<input type="checkbox"/> Comptroller	<input type="checkbox"/> Workforce	<input type="checkbox"/> Other
City Water Bill Paid	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
City Taxes Paid	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Unemployment withholdings current	<input type="checkbox"/> Yes		<input type="checkbox"/> No	

Business Impact

What are the impacts to your business caused specifically from COVID-19? Check all that apply:

- ☐ Business Closure
 - ☐ Reduced Hours of Operation
 - ☐ Inability to Respond to Home Delivery Requests
 - ☐ Revenue Decline
 - ☐ Increased Operating Costs
 - ☐ Inability to Serve Customers
 - ☐ Decreased Number of Customers
 - ☐ Decreased Number of Employees or Reduced Hours

Briefly describe the impacts of COVID-19 and how grant funds will assist your business. (100 Words or less)

--

Business Personnel

Number of Employees or the Hours Employees Worked Before COVID-19	
Number of Employees or Hours Employees Worked After COVID-19	

Business Revenue

Current or Anticipated Decline Related to COVID-19 ☐ Less than 5%
☐ 5-10%
☐ 11-25%
☐ Greater than 25%

Business Costs

Increase in Costs Related to COVID-19

☐ Less than 5%

☐ 5-10%

☐ 11-25%

☐ Greater than 25%

Grant Funds

Select how you will use the grant funds.

- ☐ Rent/Mortgage Payment
 - ☐ Utilities
 - ☐ Personal Protection/Sanitation
 - ☐ Marketing Expenses
 - ☐ Employee Support
 - ☐ Operating Expenses
 - ☐ Supplies to Offer Alternative Access

Acknowledgments

Please check each statement and acknowledge that have read the criteria and affirm the information submitted.

- ☐ Business is accessible to the public in Parker County or a member of the EPCCC
- ☐ Business is an official Texas business registered with the state in some capacity (Secretary of State, Texas Comptroller of Public Accounts, Texas Workforce Commission)
- ☐ Business or individual has submitted an application to at least one of the SBA programs under the CARES Act, Economic Injury Disaster Loan or Paycheck Protection Provision, or filed for unemployment benefits or other
- ☐ The business is in good standing with federal, state, and local governments
- ☐ The business has been harmed by COVID-19
- ☐ The business will use its best efforts to continue or resume its operations in Parker County
- ☐ All statements in the application are true to the best of your knowledge

Business Owner/Title

Date

Notes

Business Information: To prove registration with the Secretary of State, present a certificate of fact or a copy of the certificate of formation. Company may request through [SOSDirect](https://bit.ly/SOSDirectTX) or <https://bit.ly/SOSDirectTX>.

To prove registration with the Texas Comptroller of Public Accounts, please provide the taxpayer number issued by the Comptroller's office.

To prove registration with the Texas Workforce Commission, please provide proof of unemployment insurance paid.

To prove application with a fund other than SBA or Unemployment, please provide documentation.

To prove application for PPP, provide the SBA loan number or the bank may verify by signature below.

<input type="checkbox"/>	Bank has verified an application for Federal CARES Act funds (PPP) by signature below.
Bank Representative/Title	Date

Please return the completed application to:
East Parker County Chamber of Commerce
100 Chuck Wagon Trail, Willow Park, Texas 76087
or by email to lisa@eastparkerchamber.com.

REVIEW of Application

Received at the EPCCC on	
Reviewed by Director 1	
Reviewed by Director 2	
Reviewed by EPCCC Staff	

The following information or documentation was received and evaluated:

- ☐ Registration as an official Texas business
- ☐ Application for SBA EIDL, PPP or Unemployment Benefits, or Other
- ☐ Current paid water bill
- ☐ Current paid City, County, and State Taxes
- ☐ Current paid Unemployment Withholdings
- ☐ Publicly accessible location in Parker County

Other Notes:

Director 1 – sign and date

Approved ☐ Yes ☐ No

Director 2 – sign and date

Approved ☐ Yes ☐ No

Staff – sign and date

Approved ☐ Yes ☐ No

RESOLUTION NO. 2020-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILLOW PARK, TEXAS, APPROVING PARTICIPATION IN
THE EAST PARKER COUNTY CHAMBER OF COMMERCE
FOUNDATION CARES PROGRAM IN THE AMOUNT OF
\$5,000.00.**

WHEREAS, the East Parker County Chamber of Commerce Foundation has established the “Care Program” designed to provide financial assistance in the amount of \$500.00 for eligible businesses in Parker County or a member of the East Parker County Chamber of Commerce who have been harmed by COVID-19, such program described in the application attached hereto as Exhibit “1”; and

WHEREAS, the City of Willow Park City Council (the “Council”) recognizes the great financial stress COVID-19 is causing local businesses in Willow Park and Parker County; and

WHEREAS, the Council desires to have the City participate in the East Parker County Chamber of Commerce Foundation Care Program to provide financial assistance to businesses in Willow Park and Parker County harmed by COVID-19; and

WHEREAS, the Council recognizes the importance of economic development to ensure the vitality of Willow Park and Parker County; and

WHEREAS, the City of Willow Park has established a Chapter 380 Economic Development Program to stimulate the local economy and provide financial assistance to local businesses; and

WHEREAS, the City finds that the participation in the East Parker County Chamber of Commerce Foundation Care Program in the amount of \$5,000.00 will further the purposes of the Chapter 380 Economic Development Program by stimulating the local economy and providing financial assistance to local businesses harmed by COVID-19; and

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

Section 1: The City Council hereby finds that the premises and findings set forth above are true and correct and are incorporated herein.

Section 2: The City Council hereby authorizes the participation in the East Parker County Chamber of Commerce Foundation Care Program in the amount of \$5,000.00 to provide financial assistance to local businesses harmed by COVID-19.

PASSED AND APPROVED this the 12th day of May, 2020.

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary