### NOTICE OF A SPECIAL CALLED CITY COUNCIL MEETING

### VIA TELEPHONE/VIDEO CONFERENCE



City of Willow Park City Council Special Called 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 a Special Called Meeting scheduled for 6:30 p.m., such meeting to be conducted by Virtual meeting via video conference, hosted through ZOOM ONLY, on April 23, 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://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.

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

#### **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.

#### <u>Adjournment</u>

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 April 17, 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.



#### **P&Z AGENDA ITEM BRIEFING SHEET**

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

#### **AGENDA ITEM: 2**

Consider and Act on a Site Plan for classrooms and offices, Ben Hogan Learning Center, at Squaw Creek Golf Course. The project is located at 1605 Ranch House Road.

#### **BACKGROUND:**

The property is zoned R-1 Single Family District. A golf course is a primary use. This property is located in Planning Area 2 as identified in the City's Comprehensive Plan. Planning Area 2 is the residential core of Willow Park. Ranch House Road is the primary roadway for the community. Squaw Creek Gold Course is the largest open space, green belt area in the City. This addition will provide an addition recreation and educational enhancement to the area.

The 4,576 square foot building will provide classrooms, restrooms, offices and storage for the educational program for "The First Tee". The building will be located southwest of the clubhouse. The property has 164 existing parking spaces which will serve the golf course and the Learning Center.

The building will connect to City water by extension of the existing water service to the clubhouse. Sanitary sewer service will be provided from a private septic system to be installed on the site. Driveways and entrances are currently provided. The property currently meets landscaping requirements. There will be added landscaping provided at the building site. Stormwater flows to the southeast across this area. On site detention will not be required.

#### STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan as presented.

#### **EXHIBITS:**

Aerial Site Plan Site Plan Building Elevations Building Photo (4) Landscape Plan for Building

Additional Info:	FINANCIAL IN	FO:	
	Cost	N/A	
	Source of Funding	N/A	

4/16/2020



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### City of Willow Park Development Services

### Universal Application

Please PRINT <u>CLEARLY</u> to avoid delays Please complete each field – Incomplete applications be rejected

<b>Project</b> Inform	ation	Project Name:
		Ben Hogan Learning Center at Squaw Creek
(	) Residential	(X) Commercial
Valuation: \$ \$1,-	475,400	Project Address (or description):
	rest whole dollar)	1605 Ranch House Road Willow Park, TX 76086
Brief Description Classrooms and		jectives of The First Tee of Fort Worth
Existing zoning:	R-1	# of Existing Lots (plats only):
Proposed zoning		# of Proposed Lots (plats only):
Applicant/Conta	act Information (this will b	e the primary contact)
Name:	Kevin Long	Mailing Address: 1900 Rockwood Park Ft. Worth, TX 76114
Company:	The First Tee of Fort Worth	
Primary Phone:	817-420-9370	E-mail: klong@thefirstteefortworth.org
<b>Property Owner</b>	Information (if different)	than above)
Name:	Ted Shaw	Mailing Address:
		3300 Bryant Irvin Fort Worth, TX 76109
Company:	CERA	
Primary Phone:	817-732-7731 x101	E-mail: ted@cera-fw.org
Other Phone:		Fax:
Other Fhone.	817-271-8877	Γάλ.
() Developer /	() Engineer / () Surveyor	Information (if applicable)
Name:	Stephen L. Darrow	Mailing Address:
	Stephen L. Dallow	3924 Silkwood Trail Arlington, TX 76016
Company:	DMS Architects, Inc.	
Primary Phone:	817-980-6609	E-mail: sdarrow@dmsarch.com
Other Phone:		Fax:
	For City	Use Only
Project Number:		Permit Fee:
Submittal Date:		Plan Review Fee:
Accepted By:		Total Fee:
Receipt #:		Method of Payment:
Appl	ication not complete without att	ached form(s) and/or signature page

>,

#### SITE PLAN REQUIREMENTS

A Site Plan is an architectural plan of proposed improvements to a property; including building footprint, parking, Ingress, egrees, 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:

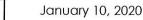
- Universal development application.
- A single site plan document including all of the information required on the site plan requirement checklist.
- A landscaping plan that includes the property boundaries, building and improvement footprints, and labels all green space, trees, shrubs, vegetation, 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.

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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	and	ann	Date:	03 /	26 / 20	20



Ms. Betty Chew City of Willow Park Development Services 516 Ranch House Road Willow Park, Texas 76087

Dear Ms. Chew,

We are pleased to submit our Application for Development Services approval of The Ben Hogan Learning Center at Squaw Creek for The First Tee of Fort Worth.

The proposed Ben Hogan Learning Center at Squaw Creek is a somewhat atypical project with respect to the City of Willow Park Development Services Universal Application, so we think it is appropriate to provide a brief narrative to explain the project and to provide the reasons some of the questions in the application were left blank.

Unlike a typical development, The Ben Hogan Learning Center at Squaw Creek will be sited on the existing Squaw Creek Golf Course, will not have a separate site boundary and will be another structure on the Golf Course site. At this time, we do not have boundary information, total impervious area or number of structures on the whole of the property. As you can see on the overall site plan, the proposed structure will be located south and east of the existing clubhouse, adjacent to the existing parking and driving range.

The proposed construction will be for the 4,576 sf structure and accompanying utilities to support the structure, but will not include additional parking. The facility is comprised of offices, restrooms, classrooms and storage to support the educational programming for The First Tee of Fort Worth. CERA, the owners of the Squaw Creek Golf Course, are providing the land on which the facility will be built as well as connection to their existing utilities and landscaping in keeping with the landscaping on the property as a whole.

We appreciate your consideration and will be happy to address any questions or concerns you may have.

Respectfully Submitted,

Stephen L. Darrow, NCARB, AIA Principal DMS Architects

App	licant: f	Please complete the following For Of	fice Use	Only	
ITEM	INITIAL	SITE PLAN REQUIREMENTS	NA	COMPLETE	NISSING
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. AERIAL SK		$\mathbf{V}$	
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.		1	
3		A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.		レ	
4		A written and bar scale is provided. 1"=200' unless previously approved by staff	1		
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.		V	
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. $MOT$ REQUIRED	v		
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.	V		
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.		V	
9		Accurately located, labeled and dimensioned footprint of proposed structure(s).			
10		Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.		V	
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.	V		
12		Accurately located footprint of nonresidential structure(s) on abutting properties Is/are shown by a light, solid line.	12		
13		Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.	1		
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.	1		
15		Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.	1		
16		Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.		v	
17	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.	V		

18	Driveways within 200 feet of the property line:			
	a. Are accurately located and dimensioned.			
	b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines.			
	$\frac{N/N}{N}$ 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.		V	
	d. Typical radii are shown.			
19	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.	/		
20	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.	1		
21	Off-site streets and roads: $\frac{N/A}{A}$ a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned. $\frac{N/A}{A}$ 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.			
	<ul> <li>M//// 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.</li> <li>M/A d Distance to the nearest signalized intersection is indicated</li> </ul>	V		
22	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.		1	
23	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.		V	
24	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.	1		
25	Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specs and sketch available from staff.			
26	Paving materials, boundaries and type are indicated.		$\overline{\nu}$	
27	Access easements are accurately located/ tied down, labeled and dimensioned.	1		
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.	1		
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.	V		
30	Proposed dedications and reservations of land for public use including, but not limited to, rights-of way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.	/		
31	Screening walls are shown with dimensions and materials. An Inset is provided that shows the wall	V		

	details and column placement as applicable. Plans for masonry wails 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.	1	
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. ADDML. AROUMD A lighting plan that shows location by fixture type is included. A lighting data chart is used to		<i>v</i> .
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.	$\mathbf{v}$	
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.		$\checkmark$
35	Boundaries of detention areas are located. Indicate above and/or below ground detention.	1	
36	Details of construction materials and architecture are shown on required Building Elevation/Facade Plan. Color, type and texture to match Zoning requirements.		V
37	Communication towers are shown and a fall distance/collapse zone is indicated.	V	
38	Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable	$\checkmark$	
39	Explain in detail the proposed use(s) for each structure (SEE ATTACHED LETTER) LEARNING CENTER - FIRST TEE		Š
40	Total lot area less building footprint (by square feet): Square footage of building:		
	Building height (stories and feet)		V
41	Number of Units per Acre (apartments only): Parking required by use with applicable parking ratios indicated for each use:		2000232 (2000) 2000232 (2000)
41	Parking Provided Indicated: 164		1
	Handicap parking as required per COWP ordinance and TAS/ADA requirements:		
42	Provide service verification from all utility providers		1
43	List any variance requested for this property, dates, and approving authority	V	
44	Provide storm water and drainage study and design	S.	
45	Proposed domestic water usage (gallons per day, month, and year)	V	
46	Are any irrigation wells proposed? EXISTING		
47	Applicant has received Landscaping Ordinance and requirements		
48	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review	2	-
49	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of all Annexations, Final Plants and/or other Site Plans for Board review	1-	

		Plan Ing Review			***
Applicant Questions:	lease refer to the	attached r	narrative		
Total gross lot area of the devel	opment:		sq. ft.		
Area of lot covered with structu	res and impervious	surfaces:		sq	. ft.
Total number of structures:	Tot	al number o	of habitable	structures:	
Square footage of each building	: <u>4,576</u> sq. ft.		_sq. ft	sq. ft.	
Proposed use for each structure	:				
The new 4,576 sf Ben Hogar	Learning Center	will provide	e classroon	ns, office and	storage
facilities to support the educ	cational programir	ng of The F	irst Tee of F	ort Worth. The	existing
structures on the Squaw Cre	ek Golf Course wi	ll remain u	ndisturbed		
Building stories:1		Buildin	g height:	22'ft. <sup>†</sup> 0	roof peak
Total number of parking spaces:	164			ap spaces:	
Does the site include any storm				Yes	No
Does the project include any en			e requireme		No
F]	<b>.</b>				فتشوري
Staff Review: (for official use or	alu)				
Does the proposed project pose		ncerns?		Yes	No
			a. 110 ann 127 - 17 - 17 - 18 - 19 - 19 - 19 - 19 - 19 - 19 - 19	an a	
Approved	Not Approv	ed	Needs Mo	re Information	or Corrections
Engineering Approval Signature	DEREK	TURN	IER	Date: <u>04/0</u>	10/2020
516 Ranch House Rd. W	Villow Park. TX 76	087 (817)	441-7108	phone - (817)	441-6900 fa

Site P Building Offic			
Applicant Questions: Please refer to the attack	ned narrative	in Andrea Constant of the Instant of the	
Front building setback: $N/A$ ft.	Rear building setb	ack:	ft.
Side building setback:ft.	Side building setba	ick:	ft.
Does the site include any utility/electric/gas/water/set	wer easements?	Yes	No
Does the site include any drainage easements?		Yes	No
Does the site include any roadway/through fare easem	ients?	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: D4/06/2020

Site Plan Fire Review		
Applicant Questions:		an a shara a can a ta ta an
Will the building have a fire alarm?	Yes	No
Will the building have a fire sprinkler/suppression system?	Yes	No
Is the building taller than two-stories?	Yes	No
If yes, how many stories?		
Will the project require installation of a new fire hydrant?	Yes	No
If yes, how many fire hydrants?		
What is the size of the proposed fire connections?		
Staff Review: (for official use only)		
Does the proposed project include the sufficient fire connections?	Yes	No
Is the proposed project an adequate distance to a fire hydrant?	Yes	No
Does the project have the minimum 24' hard surface?	Yes	No
Is the fire lane appropriate?	Yes	No
Does the site have the proper turning radius?	Yes	No
Does the proposed project pose any safety concerns?	Yes	No
Does the proposed project require any additional fire services?	Yes	No
	ng nanganan in kanalakan kan kan kan dista	
Approved Not Approved Ne	eds More Infor	mation or Corrections
Fire Department Approval Signature: MIKE LEN	). IR	_ Date: 04/04/202

Site Plan Flood Plain Review		
Applicant Questions: Please refer to the attached na	rrative	and a state of the
Is any part of the site plan in the 100-year flood plain?	Yes	No
	les	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? $\underline{N/A}$	n a baile da la com	
Is any habitable structure in the 100-year flood plain?	Yes	No
If yes, what is the base flood elevation for the area? $N/A$	. ,	
If yes, what is the finished floor elevation for the habitable struct	ture? N/A	
If yes, please list any wet or dry flood proofing measures being u	/	
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
		$\sim$
Does the proposed project pose any safety concerns?	Yes	No
~		
Approved Not Approved	Noods Moro Inform	nation or Corrections
Approved Not Approved		auton of corrections
The devisit I.	10.11-0	allar bon
Flood Plain Manager Approval Signature: DEREK TU	KNEK	_ Date: 09/05/2020
•		
516 Danah Hanna Del Willow Davit TW 76007 (017)	41 7100 1	(017) AA1 6000 from

C14 - D1----

n 1975 a Stradadaca an a ac so na	Landscaping Review		ticeste sociation de la construction
Applicant Questions:	Please refer to the attached narrative		
Total gross lot area of the	development:sq. ft.		
Area of lot covered with s	tructures and impervious surfaces:	s	sq. ft.
Percentage of lot covered	with structures and impervious surfaces:	%	
Area of green space/lands	scaped areas: sq. ft.		
Percentage of green space	e/landscaped areas:%		
Total number of parking s	paces:		
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
LANDSCAPING AROUND BUILD	SING	$\searrow$
EXISTING GOLF COURSE		

Approved

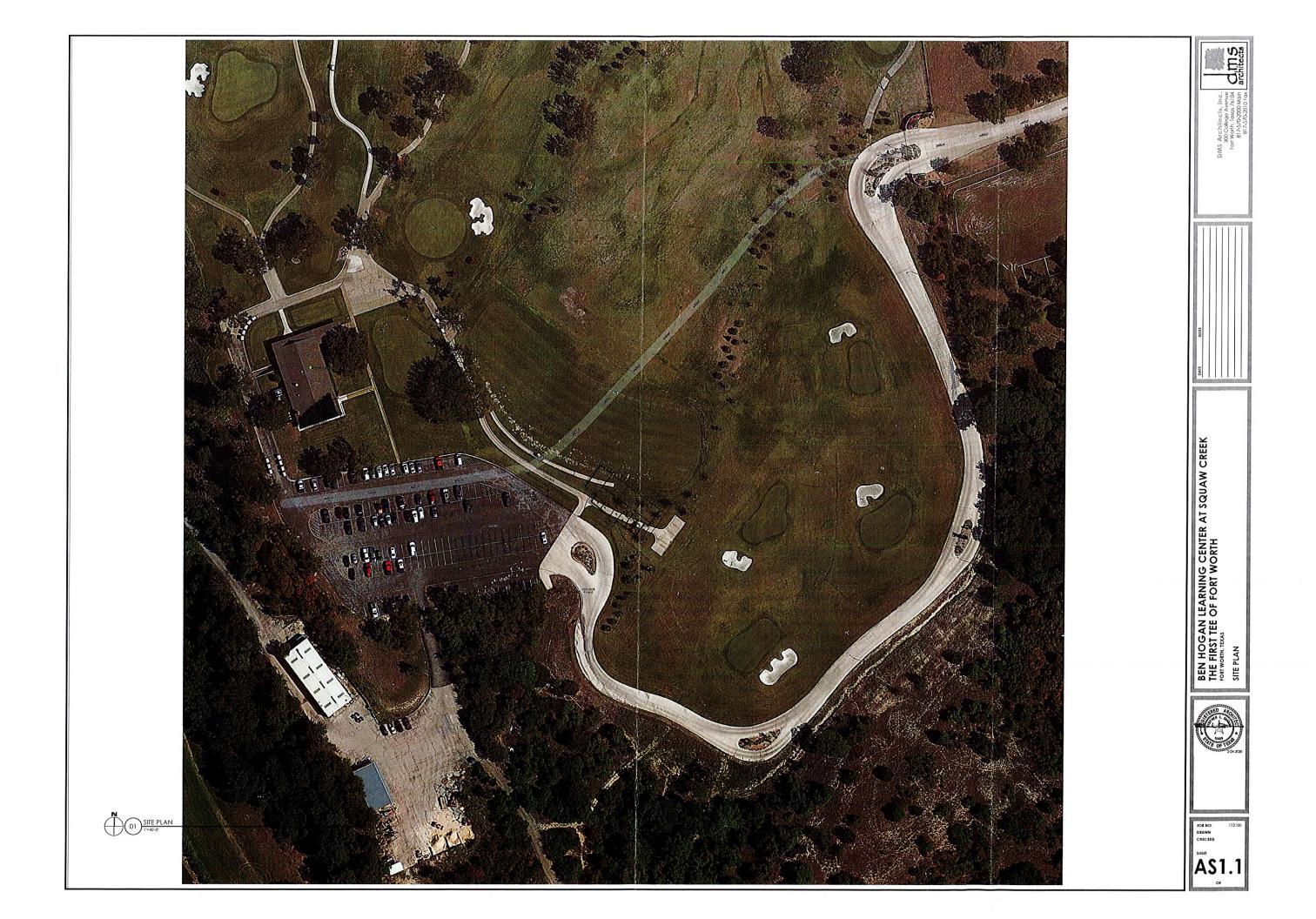
Not Approved

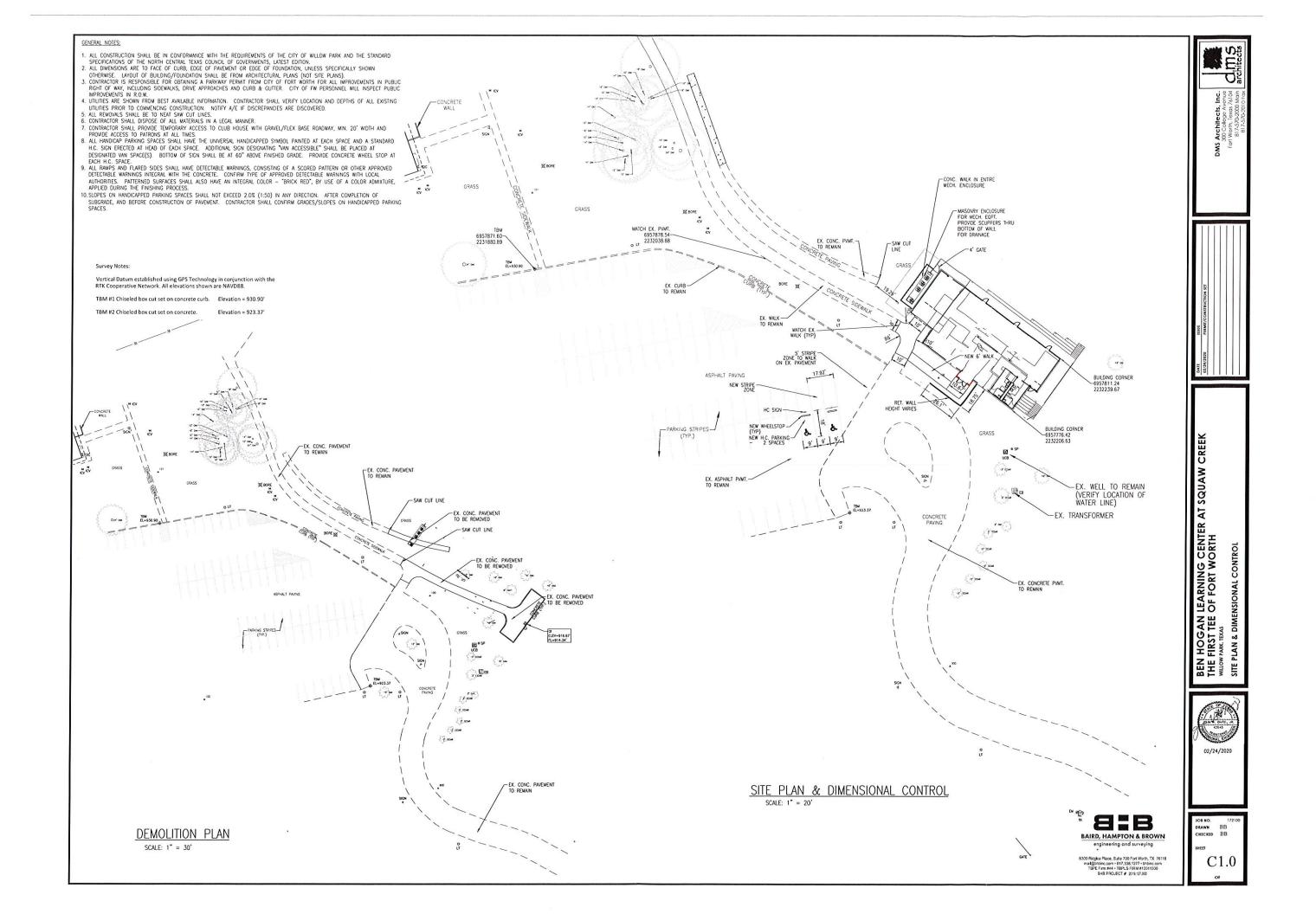
**Needs More Information or Corrections** 

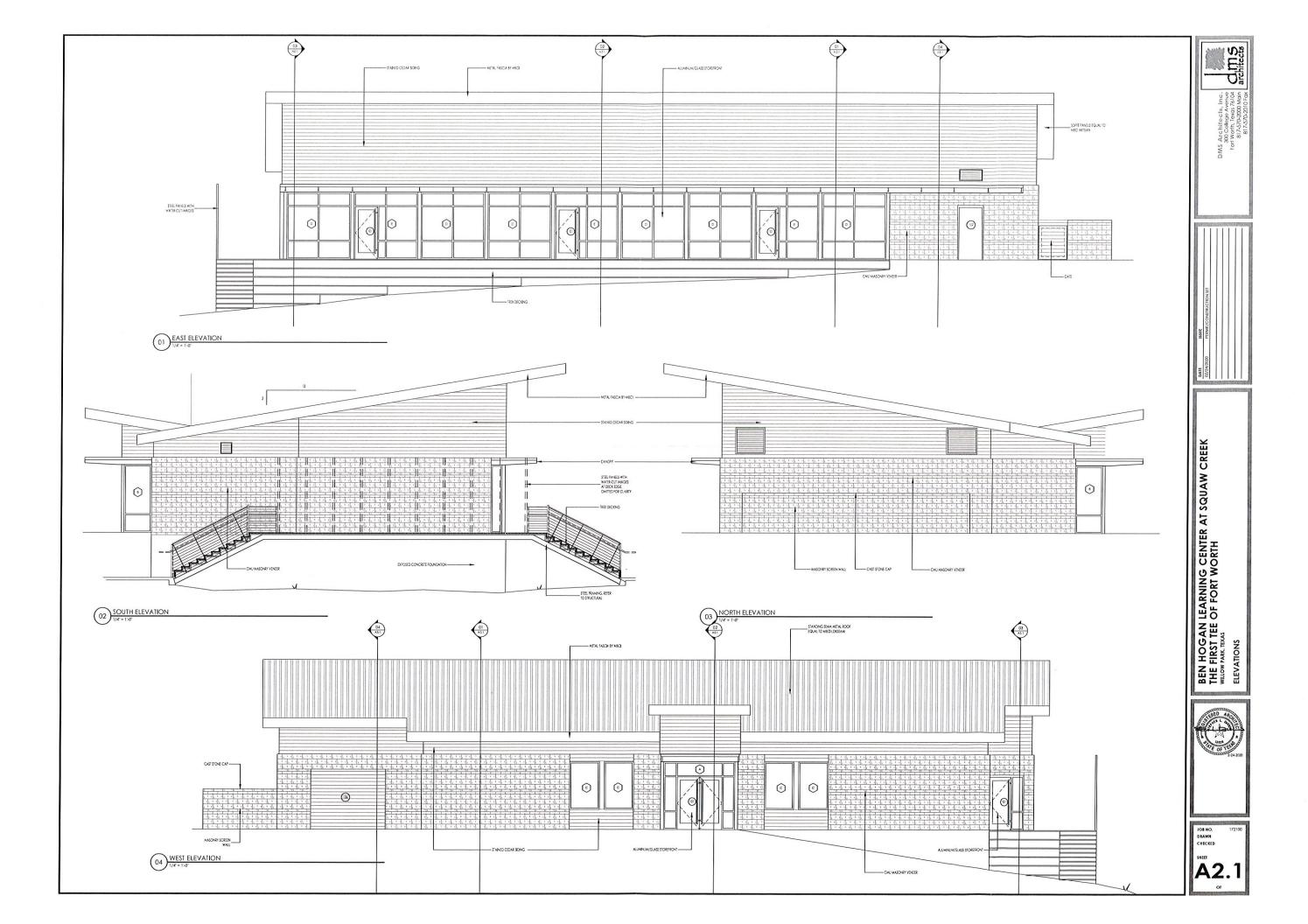
BETTY L. CHEW Date: 84/06/2020

Landscaping Approval Signature:

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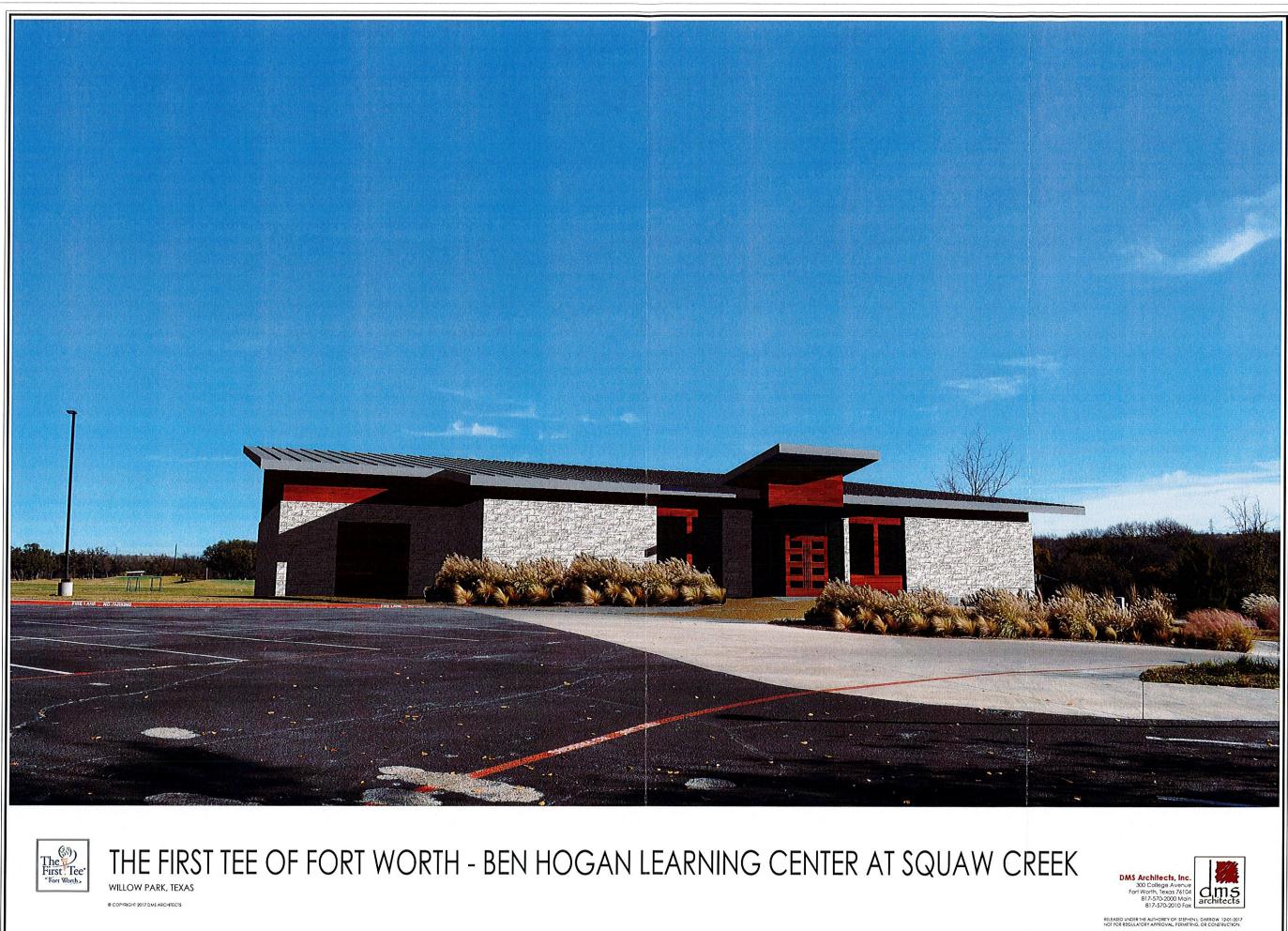
THE FIRST TEE OF FORT WORTH - BEN HOGAN LEARNING CENTER AT SQUAW CREEK WILLOW PARK, TEXAS

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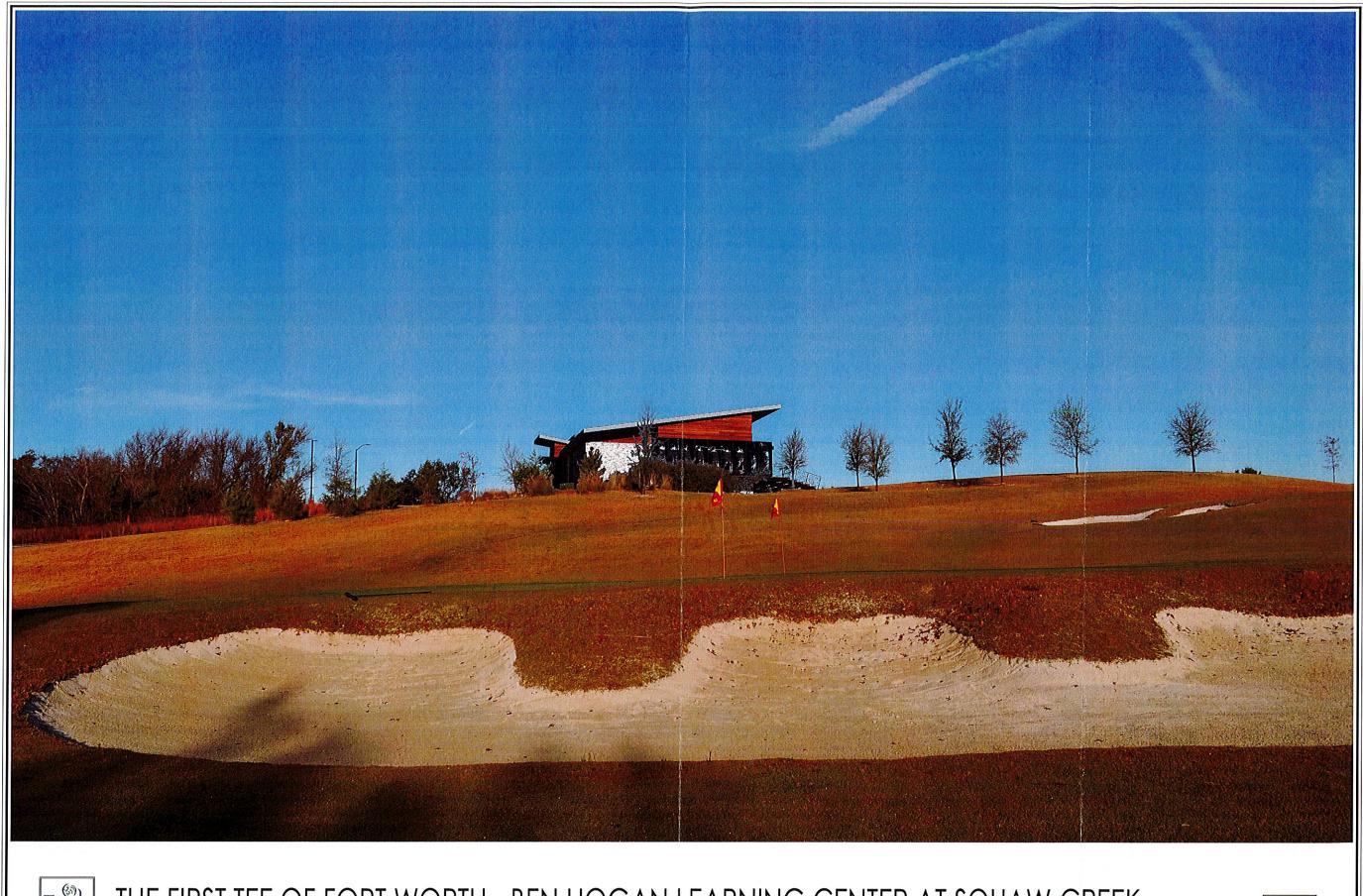














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RELEASED UNDER THE AUTHORITY OF: STE





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