

City of Willow Park Planning & Zoning Commission Regular Meeting 516 Ranch House Rd, Willow Park, TX 76087 Tuesday, January 21st, 2020 6:00 pm Agenda

Call to Order

Determination of Quorum

Approval of Meeting Minutes for November 19, 2019 and December 3, 2019.

Items to be considered and acted upon

1. Consider and Act on a Final Plat of Lot 1, 2, 3, Block 1, Oak Hill Addition, being 2.745 acres J.M. Froman Survey, Abstract No. 471, City of Willow Park, Parker County, Texas, located in the 4800 Block of IH-20 Service Road N.

I certify that the above notice of this meeting was posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on Thursday, January 9th, 2020 at 5:00 pm.

Director of Development Services

If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact Betty Chew, at (817) 441-7108 or by fax (817) 441-6900 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



City of Willow Park Planning & Zoning Commission Regular Meeting 516 Ranch House Rd Willow Park, TX 76087 Tuesday, November 19, 2019 6:00 PM Minutes

## Call to Order

The Meeting was called to order at 6:00 pm.

#### **Determination of Quorum**

#### Present:

Chairman Jared Fowler Vice Chairman Joe Lane Commissioner Rodney Wilkins Commissioner Sharon Bruton Commissioner Billy Weikert Commissioner Alternate Scott Smith

#### Absent:

None

Also, Present: Betty Chew

#### Items to be considered and acted upon

- 1. PUBLIC HEARING to consider and act on a request to rezone from PD/R-1 Planned Development/Single Family Residential District to C Commercial District, 7.587 acres, David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas, located at 204 Clear Fork Circle.
  - a. Open Public Hearing
  - b. Close Public Hearing
  - c. Make Recommendation

Betty Chew addressed the Commission presenting the staff report. Ada Bond, owner of the property, is requesting Commercial District zoning for this 7.587 acre tract of land located at 204 Clear Fork Circle. There is a single family residence located on the property. The 15 acre tract of land to the east was rezoned to Commercial District June 12, 2018. The properties to the north and west are large lot single family residences. Notice of Public Hearing was published.

Chairman Fowler opened the Public Hearing



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THOSE IN FAVOR OF THE ZONING REQUEST: Jennifer Burns (representing applicant) – 188 Crown Pointe Blvd.

THOSE OPPOSED TO ZONING REQUEST None

Chairman Fowler closed the Public Hearing.

Motion made by Commissioner Wilkins to recommend rezoning from PD/R-1 Planned Development/Single Family Residential District to C Commercial District, 7.587 acres, David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas, located at 204 Clear Fork Circle.

Seconded by Commissioner Lane.

Aye Votes: Chairman Fowler, Commissioners Bruton, Lane, Wilkins and Weikert.

Motion Passed with a vote of 5-0

Chairman Fowler adjourned the meeting at 6:15 pm.

APPROVED:

Jared Fowler, Chairman Planning and Zoning Commission



City of Willow Park Planning & Zoning Commission Regular Meeting 516 Ranch House Rd Willow Park, TX 76087 Tuesday, December 3, 2019 6:00 PM Minutes

## **Call to Order**

The Meeting was called to order at 6:00 pm.

#### **Determination of Quorum**

### Present:

Chairman Jared Fowler Commissioner Rodney Wilkins Commissioner Billy Weikert Commissioner Alternate Scott Smith

### Absent:

Commissioners Joe Lane and Sharon Bruton

Also, Present: Betty Chew

## Approval of Meeting Minutes for August 20, 2019 and September 17, 2019.

The minutes of the August 20, 2019 meeting were approved as written by the Commission.

Motion passed with a vote of 4-0.

The minutes of September 17, 2019 meeting were approved as written by the Commission.

Motion passed with a vote of 4-0.

#### Items to be considered and acted upon

1. Consider and Act on a Revised Site Plan for an assisted living center on Lot 4R-2R, Block A, Crown Pointe Addition, Phase 2, located at 171 J.D. Towles Drive.

Betty Chew addressed the Commission presenting the Revised Site Plan for Veranda Village a 64 unit assisted living center to be constructed on J.D. Towles Drive. The change to the original site plan are the addition of a 3,000 square foot club house in building "A" and the primary entrance will now be located on J.D. Towles Drive.

Philip Dixon – Barron Stark Engineers address the Commission to answer questions.



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Motion Made by Commission Weikert to recommend approval of the revised Site Plan for "Veranda Village", an assisted living center located on Lot 4R-2R, Block A, Crown Pointe Addition, Phase 2 as presented.

Seconded by Commissioner Wilkins.

AYE votes: Chairman Fowler, Commissioners, Weikert, Wilkins and Smith.

Motion Passed with a vote of 4-0.

Chairman Fowler adjourned the meeting at 6:25 pm.

APPROVED:

Jared Fowler, Chairman Planning and Zoning Commission



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

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

## **AGENDA ITEM: 1**

Consider and Act on a Final Plat of Lot 1, 2, 3, Block 1, Oak Hill Addition, being 2.745 acres J.M. Froman Survey, Abstract No. 471, City of Willow Park, Parker County, Texas, located in the 4800 Block of IH-20 Service Road N.

## **BACKGROUND:**

The final plat represents a three lot subdivision. The property is located on the northeast corner of IH-20 Service Road North and Meadow Place Drive.

The Owner, Oakridge Church of Christ, proposes to sell Lots 1 and 2. Lot 3 will be retrained by the church. Lots 1 and 2 will be accessed from Meadow Place Drive with a single entrance. Cross access will be provided.

The property will be served from an existing 12 inch water main in Meadow Place Drive. An existing 10 inch sanitary sewer main, located in the utility easement on the north side of the property will service the subdivision.

The property is zoned Commercial/IH-20 Overly District.

## STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Final Plat as presented.

## **EXHIBITS:**

Plat Application Final Plat

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

Authentisign ID: E43F4090-2A4B-409E-95DA-2ED0CE06DEAB

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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	K_FinalReplatAmended		
PROPERTY DESCRIPTION:	SUBMITTAL DATE:		
Address (if assigned):			
Name of Additions: OAK HILL			
Location of Addition:			
Number of Lots: B Gross Acreage: 2, 74-5 Zoning:	UIH-20 OVERLAY # of New Street Intersections:		
PROPERTY OWNER:			
Name: Oakridge Church of Christ	Contact:Terry Mize / Rick Craun		
Address: 4895 I-20 Srvc Rd N	Phone: 817-304-1282 / 817-694-1019		
<sub>City:</sub> Willow Park	Fax:		
State: Zip:76087	Email: terry.e.mize@lmco.com / rlcraun@att.net		
Signature: Authentice Authentice Rick L. Craun			
APPLICAN T0/25/2019 6:27:34 PM CDT			
Name: Oakridge Church	Contact: Lisa Smith		
Address: PO Box 252	Phone: 817-781-9048		
City: Aledo	Fax:		
State: TX Zip: 76008	Email: Ismith@c21lynch.com		
Signature: 700 Rick P. Craun 10/25/2019 6:27:52 PM CDT 10/25/2019 4:43:33 PM CDT			
SURVEYOR:			
Name: Stevens Land Surveying, PLLC	Contact: Andy Stevens		
Address: PO Box 26951	Phone: 817-613-7223		
City:Fort Worth	Fax:		
State: TX Zip: 7016	Email:astevens5395@sbcglobal.net		
Signature:			

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Authentisign ID: E43F4090-2A4B-409E-95DA-2ED0CE06DEAB

ENGINEER:

Name:	Contact:
Address:	Phone:
City:	Fax:
State: Zip:	Email:
Signature:	
<ul> <li>PRINCIPAL CONTACT: Owner X Applicant</li> <li>Staff comment letters and mark-ups will be distributed only</li> <li>Comments will be sent via email unless otherwise specified</li> </ul>	to the designated principle contact
UTILITY PROVIDERS Electric Provider:TXU	
Wastewater Provider: Willow Park Water Works	
Gas Provider (if applicable): N/A	

#### APPLICATION FEES

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

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

Additional fees (if applicable):

30.

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:	\$

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#### PLAT REVIEW CHECKLIST:

		**This chec	klist must be submitted with th	ne initial plat applica	tion**
I.	GEN	ERAL:			
	Nam	e of Addition:	OAK Nr	LC	
	Appli	cant:			
	Prop	erty Owner(s):	Oakridge Church of Christ		
	Loca	tion of Addition:	4895 I-20 Srvc Rd N, Willow	Park, TX	
11.	REQ	UIRED DOCUMENTS	FOR A PRELIMINARY PLAT	APPLICANT	STAFF
	A. B. C. D. E. F. G. H. J.	Preliminary Plat Dra Preliminary Drainag Concept Construction Tree Survey Location and Dimen Sectionalizing or Ph Zoning Classification Dimensions of all Pr	plication (original signatures) wing (5 paper copies & 1 digital) e Analysis (5 paper copies & 1 digital) on Plan (5 paper copies & 1 digital) sions of Existing Structures asing of Plats n of All Properties Shown on the Plat oposed or Existing Lots r Flood Limits Where Applicable		
111.		REQUIRED DOCUM	MENTS FOR A FINAL PLAT		
11/2	A. B. C. D. E. F. G. H. I. J. K. L.	Final Plat Drawing ( Drainage Study (5 p Submit 1 mylar copy Written Metes and E Dimensions of All Pr Area in acres for ear Any Existing Structu Parker County Tax ( Plans for all water & Plans for fire hydran Plans for all propose	roposed or Existing Lots ch lot res which Encroach and Setback Lines Certificate FOR FILING sewer lines ts ed streets and sidewalks		NTA OKTOPO ON PL
IV.	A. B.C.D.E. F.G.H. J.	Replat Application ( Replat Drawing (5 p Original Plat for com Drainage Study (5 p Submit 1 mylar copy Written Metes and B Dimensions of All Pr Area in acres for eac	aper copies & 1 digital copy) parison aper copies & 1 digital) and 1 paper copy from county filing counds Description roposed or Existing Lots ch lot res which Encroach and Setback Lines		
V.		REQUIRED DOCUM	MENTS FOR AN AMENDED PLAT		
	A. B. C. D. E. F. G. H. I.	Final Plat Drawing ( Original Plat for com Drainage Study (5 p Submit 1 mylar copy Written Metes and B Dimensions of All Pr Area in acres for ead	aper copies & 1 digital) and 1 paper copy from county filing counds Description roposed or Existing Lots		3

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· VI.	REQUIREMENTS ON ALL PLATS	APPLICANT	STAFF
A. B. C. D. E. F. G. H. I. J. K. L. M. N. O. P. Q. R. S. T. U. V. W. X. Y. Z. A. BB. CC.	Adjacent Property Lines, Streets, Easements Names of Owners of Property within 200 feet Names of Adjoining Subdivisions Front and Rear Building Setback Lines Side Setback Lines <i>IO' ON EACH MOT</i> City Boundaries Where Applicable Date the Drawing was Prepared Location, Width, Purpose of all Existing Easements Location, Width, Purpose of all Proposed Easements Consecutively Numbered or Lettered Lots and Blocks Map Sheet Size of 18"x24" to 24"x36" North Arrow Name, Address, Telephone, of Property Owner Name, Address, Telephone of Developer Name, Address, Telephone of Surveyor Seal of Registered Land Surveyor Consecutively Numbered Plat Notes and Conditions City of Willow Park Plat Dedication Language Location and Dimensions of Public Use Area Graphic Scale of Not Greater Than 1" = 200' All <u>Existing</u> and Proposed Street Names Dimensions of All Existing and Proposed Rights-of-Way as Specified on Master Thoroughfare Plan Subdivision Boundary in Bold Lines Subdivision Boundary in Bold Lines Subdivision Name Title Block Identifying Plat Type Key Map at 1"=2000' 500' Surveyor's Certification of Compliance Texas NAD83 State Plane Coordinates (Grid) (at least 2 corners) Show relationship of plat to existing "water, sewage, and drainage	A A A A A A A A A A A A A A A A A A A	VIVAINA INALIA INALIA INALIA INALIA
VII.	ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS	APPLICANT	STAFF
Α.	A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the final plat		~
В.	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)		
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.

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	Willow Park Plat ng Official Review	zatuzna 1071 kili kili di donu una una zatu 2004 a	
Applicant Questions: Front building setback: <u>25</u> ft. Side building setback: <u>25</u> ft. <b>10</b> ' Does the site include any utility/electric/gas/water/sew Does the site include any drainage easements? Does the site include any roadway/through fare easeme			
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 ease	ements?	Yes	No
Are the proposed easements sufficient to provide servic	e?	Yes	No
Does the proposed project pose any planning concerns?		Yes	No

Building Official Approval Signature:

Approved

Not Approved

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Needs More Information or Corrections ETTY L. CHEW Date: 12/12/2019 ł

#### Willow Park

Plat

Public Works Review

Applicant Questions:		
Is the project serviced by an existing road?	(Yes)	No
If yes, which road? Meadow Place	$\bigcirc$	
Is the project serviced by an existing water line?	Yes	No
If yes, what size line?		
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? $\lambda/A$		
Is the project serviced by an existing sewer line?	Yes	No
If yes, what size line?O''	$\bigcirc$	
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?

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Any additional concerns:	Yes	No
Approved	Not Approved	Needs More Information or Corrections
Public Works Approval Signature:	RAYMON Ju	THANSON Date: 12/12/2019

Willow Park		
Plat		
Flood Plain Review		
Applicant Questions:	n Edith i dan bronze-denkyk selven f	nn waaran ka waa ka k
Is any part of the plat in the 100-year flood plain?	Yes	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	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	No
If yes, what is the base flood elevation for the area?		
Staff Review:		
Base flood elevations confirmed? $\mathcal{N}/\mathcal{A}$	Yes	No
Does the proposed project pose any safety concerns?	Yes	No
Approved Not Approved Needs More In	nformation c	or Corrections
Flood Plain Manager Approval Signature: DEREK TUR	NER	Date: 12/12/2019

