



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, June 08, 2021 at 7:00 p.m.**

The City Council of the City of Willow Park reserves the right to meet in closed, executive session on any of the items listed below should the need arise and if authorized by Title 5, Chapter 551, of the Texas Government Code.

Call to Order

Invocation & Pledge of Allegiance

Public Comments (Limited to five minutes per person)

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

- (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:
 - (1) A statement of specific factual information given in response to the inquiry; or
 - (2) A recitation of existing policy in response to the inquiry.
- (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Consent Agenda

All matters listed in the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of

these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

A. Approve City Council Meeting Minutes – Regular Meeting May 25, 2021.

Regular Agenda Items

1. Discussion/ Action: To consider and act to receive and accept a petition requesting annexation of a 20.31-acre tract of land, situated in the A. McCarver Survey, Abstract No. 910. Parker, County, Texas, being a portion of that certain tract of land described in deed to Bulwark Asset Management Ltd., recorded in Instrument Number 201732162, official Public Records, Parker County, Texas.
2. Discussion/ Action: To consider and act on adopting Resolution 2021-0608, setting a public hearing for July 13, 2021, at 7:00 pm to consider voluntary annexation of 20.31 acres of land located between Yucca Road and Royal View.
3. Public Hearing/Discussion/ Action: To consider and act on a request for a Special use permit for an Auto Body repair - Fully Enclosed Shop Area, Lot 2, Block 1, Porter Addition, located in the 4900 Block IH 20 Service Road South.
 - A. Public Hearing
 - B. Act on Special Use Permit
4. Discussion/Action: The City Council may consider approval of a resolution calling a public hearing for consideration of the City's Land Use Assumptions (future land use plan) and Capital Improvements Plan for the imposition of a storm water drainage impact fee.
5. Discussion only: Fort Worth water project update.
6. Discussion/ Action: To consider and act on setting dates and times on budget workshops and hearings; Review Preliminary Value information from Parker County Appraisal District
7. Discussion/ Action: To consider and act on Fire Department Budget Amendment.
8. Discussion/ Action: To consider and act on items to be considered for future council meetings.

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

Executive Session

The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

- A. § 551.071. Texas Government Code. Consultation with Attorney
- B. Any Posted item

Following Executive Session, the City Council will reconvene into Regular Session and may take any action deemed necessary as a result of the Executive Session.

Informational

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

Adjournment

I certify that the above notice of this meeting posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on or before June 4, 2021 at 5:00p.m.

Alicia Smith TRMC/ CMC, City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (817) 441-7108 ext. 6 or fax (817) 441-6900 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



**City of Willow Park
City Council
Regular Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, May 25, 2021 at 7:00 p.m.**

Call to Order

Mayor Protem Lea young opened the meeting at 7:00 pm.

Present:

Mayor Protem Lea Young
Councilmember Eric Contreras
Councilmember Tyler VanSant
Councilmember Greg Runnebaum
Councilmember Nathan Crummel

Absent:

Mayor Doyle Moss

Staff present:

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

Invocation & Pledge of Allegiance

Clark Boshier, Willow Park Baptist Church, led the invocation and Pledge of Allegiance.

Public Comments

Amanda Burg - 307 Willow Crest Dr, Willow Park
Spoke regarding drainage in her area.

Consent Agenda

A. Approve City Council Meeting Minutes – Regular Meeting May 11, 2021.

Motion made by Councilmember VanSant

To approve the council meeting minutes from May 11, 2021.

Seconded by Runnebaum

Aye votes: Councilmembers Contreras, VanSant, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

Regular Agenda Items

1. Discussion/ Action: To consider and act on the election of the Mayor Pro Tempore (Mayor Protem) and an alternative Mayor Protem for the 2021-2022 year.

Mayor Protem Lea Young opened the floor for nominations for Mayor Protem for the 2021- 2022 year.

Councilmember Runnebaum nominated Councilmember Lea Young to be Mayor Protem for the 2021- 2022 year.

There were no other nominations.

Councilmember Lea Young was confirmed as Mayor Protem.

Mayor Protem Lea Young nominated Councilmember Greg Runnebaum to be the Alternate Mayor Protem for the 2021- 2022 year.

There were no other nominations.

Councilmember Greg Runnebaum was confirmed as Alternate Mayor Protem.

2. Discussion/ Action: To consider, discuss and/or approve a consulting services agreement with the Tommy Morris Agency to solicit sealed proposals for the City's group health, dental, vision and life insurance.

Motion made by Councilmember Contreras

To approve consulting services agreement with the Tommy Morris Agency to solicit sealed proposals for the City's group health, dental, vision and life insurance.

Seconded by VanSant

Aye votes: Councilmembers Contreras, VanSant, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

3. Discussion/ Action: To consider and act on Police Department Budget Amendment.

Motion made by Councilmember Contreras

To approve the amendment to the police Department budget for the 2020-2021 Fiscal Year.

Seconded by VanSant

Aye votes: Councilmembers Contreras, VanSant, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

4. Discussion/ Action: To consider and act on approval of the First Amendment to the Agreement for Water Service between the City of Fort Worth and Willow Park.

Motion made by Councilmember Contreras

To approve the First Amendment to the Agreement for Water Service between the City of Fort Worth and Willow Park.

Seconded by Runnebaum

Aye votes: Councilmembers Contreras, VanSant, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

5. Discussion/Action. To consider and act on approval of the First Amendment to the Agreement for Funding, Construction and Maintenance of Water Supply Facilities between the City of Hudson Oaks and Willow Park.

Motion made by Councilmember Runnebaum

To approve a First Amendment to the Agreement for Funding, Construction and Maintenance of Water Supply Facilities between the City of Hudson Oaks and Willow Park.

Seconded by VanSant

Aye votes: Councilmembers Contreras, VanSant, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

6. Discussion/ Action: To consider and act on the sale of F750 Brush Truck to Sulfur Bluff Volunteer Fire Department for \$35,000.

Motion made by Councilmember Contreras

To approve the sale of F750 Brush Truck to Sulfur Bluff Volunteer Fire Department for \$35,000.

Seconded by VanSant

Aye votes: Councilmembers Contreras, VanSant, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

7. Discussion/ Action: To consider and act on all matters incident and related to the issuance and sale of “City of Willow Park, Texas, Combination Tax and Waterworks and Sewer System Surplus Revenue Certificates of Obligation, Series 2021A” including the adoption of an ordinance authorizing the issuance of such certificates in an amount not to exceed \$14,500,000 to finance the costs of paying contractual obligations to be incurred (i) for constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving wastewater system properties or facilities, including land and rights-of-way therefor and, and (ii) to pay professional services rendered in relation to such projects and the financing thereof.

Motion made by Councilmember Runnebaum

To adopt an ordinance that acts on all matters incident and related to the issuance and sale of “City of Willow Park, Texas, Combination Tax and

Waterworks and Sewer System Surplus Revenue Certificates of Obligation, Series 2021A” including the adoption of an ordinance authorizing the issuance of such certificates in an amount not to exceed \$14,500,000 to finance the costs of paying contractual obligations to be incurred (i) for constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving wastewater system properties or facilities, including land and rights-of-way therefore and, and (ii) to pay professional services rendered in relation to such projects and the financing thereof.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, VanSant, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

8. Discussion/ Action: To consider and act on awarding the construction bid on ground storage tank and pump station for the Fort Worth water project.

Motion made by Councilmember VanSant

To award the construction bid on ground storage tank and pump station for the Fort Worth water project to Mela Contracting, Inc., in the amount of \$6,357,000.00

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, VanSant, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

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

- Public Hearing on Impact/ Drainage fees
- Fort Worth water project update
- Budget Process

- Land swap agreement (expires Jun 22)
- Willow crest Dr drainage issues.

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

June 08, 2021, at 7:00 pm

Executive Session

Executive Session was convened at 7:42 pm

The City Council may convene in executive session on the following items:

- A. § 551.071. Texas Government Code. Consultation with Attorney:
Brennan v. City of Willow Park, Aledo et. al.**
- B. Any Posted item**

Open Session was reconvened at 8:01 pm

Action taken as a result of executive session:

Motion was made by Councilmember Young

To approve the City Manager and the City Attorney to participate in the mediation of the case Brenner v. City of Willow park, City of Aledo, et al and authorize the City Manager to settle the case in accordance with the amounts advised in executive session.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, VanSant, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

Adjournment

Motion made by Councilmember Runnebaum

To adjourn.

Seconded by Councilmember VanSant

Aye votes: Councilmembers Contreras, VanSant, Runnebaum, Young and Crummel

Motion passes with a vote of 5-0

Meeting was adjourned at 8:04 pm

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date:

June 8, 2021

Department:

Development Services

Presented By:

Betty Chew

AGENDA ITEM:

Receive and accept a petition requesting annexation of a 20.31 acre tract of land located between Yucca Road and Royal View.

BACKGROUND:

Bulwark Asset Management, LTD is requesting voluntary annexation of this 20.31 acre tract of vacant land. This property is located adjacent to the City of Willow Park, in the City's extraterritorial jurisdiction (ETJ).

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends the City Council accept the petition and adopt Resolution 2021 - , setting a public hearing for July 13, 2021, at 7:00 pm in the Council Chambers, 516 Ranch House Rd, Willow Park, Texas.

EXHIBITS:

Petition for Annexation
Annexation Map
Annexation Calendar
Resolution 2021 -

ADDITIONAL INFO:**FINANCIAL INFO:****Cost**

N/A

**Source of
Funding**

N/A

State of Texas {

County of Parker {

PETITION FOR ANNEXATION

PRESENTED TO THE CITY OF WILLOW PARK,

PARKER COUNTY, TEXAS

I, Charles F. Stark, authorized agent for Bulwark Asset Management, LTD, do state and certify that Bulwark Asset Management, LTD. is the sole owner of that certain 20.31 acre tract of land, being further described herein by metes and bounds, and do hereby petition to the City of Willow Park, Parker County, Texas for annexation of said tract, which is less than one-half (1/2) mile in width, contiguous to the municipal boundary of the City of Willow Park, within its exclusive extraterritorial jurisdiction, and upon which fewer than three qualified voters reside, by filing said Petition with the City. The 20.31 acre tract of land is further described by metes and bounds and follows:

LEGAL DESCRIPTION

20.31 acres situated in the A. McCARVER SURVEY, Abstract No. 910, Parker County, Texas, being a portion of that certain tract of land described in deed to Bulwark Asset Management, Ltd., recorded in Instrument Number 201732162, Official Public Records, Parker County, Texas, being more particularly described, as follows:

BEGINNING at a 3/8" iron rod found at the easterly southeast corner of said Bulwark Asset Management, Ltd., tract, being in the north line of Royal View, (a 60 foot Dedicated Public Right-of-Way), also being an ell corner of WILLOW WOOD, an Addition to the City of Willow Park, Parker County, Texas, according to the Plat recorded in Volume 361-A, Page 32, Plat Records, Parker County, Texas, said BEGINNING point having a NAD 83, Zone 4202 (Grid) coordinate value of NORTH: 6957881.69 and EAST: 2228605.77, for reference;

THENCE S 89°59' 02" W, along the easterly south line of said Bulwark Asset Management, Ltd., tract and along the north line of said Royal View, passing the northeast corner of Lot 5, Block 2, of said WILLOW WOOD, and continuing along the common line of said Bulwark Asset Management, Ltd., tract and said Lot 5, Block 2, a distance of 829.29 feet to a point for the southwest corner of the herein described tract;

THENCE leaving the common line of said Bulwark Asset Management, Ltd., tract and said Lot 5, Block 2, being across and through said Bulwark Asset Management, Ltd., tract, as follows;

N 00°00'40" W, a distance of 121.86 feet to a point;
N 06°08'03" E, a distance of 93.82 feet to a point;
N 15°44'03" E, a distance of 70.64 feet to a point;
N 00°00'24" W, a distance of 135.98 feet to a point;
N 26°32'15" W, a distance of 99.99 feet to a point;
N 08°50'22" W, a distance of 112.91 feet to a point;
N 05°31'00" W, a distance of 164.74 feet to a point;
N 00°00'00" E, a distance of 260.97 feet to a point in the easterly north line of said Bulwark Asset Management, Ltd., tract and being in the south line of that certain tract of land described in deed to Gary D. Lee and Kay D. Lee, recorded in Instrument Number 201808547, Official, Public Records, Parker County, Texas;

THENCE N 87°29'58" E, along the common line of said Bulwark Asset Management, Ltd., tract and said Lee tract, a distance of 363.64 feet to a 1/2" capped iron rod found at the southeast corner of said Lee tract and being the most westerly southwest corner of SQUAW CREEK ESTATES WEST, an Addition to the City of Willow Park, Parker County, Texas, according to the Plat recorded in Volume 359-A, Page 87, Plat Records, Parker County, Texas;

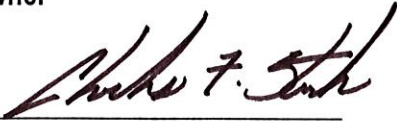
THENCE S 89°55'46" E, along the common line of said Bulwark Asset Management, Ltd., tract and said SQUAW CREEK ESTATES WEST, a distance of 498.71 feet to a 1/2" iron rod found at the northeast corner of said Bulwark Asset Management, Ltd., tract and being the northwest corner of said WILLOW WOOD;

THENCE S 00°51'55" E, along the common line of said Bulwark Asset Management, Ltd., tract and said WILLOW WOOD, a distance of 1060.30 feet to the POINT OF BEGINNING and containing 20.31 acres (884,775 square feet) of land, more or less.

Signed, acknowledged and executed this the 30 day of MARCH, 2021.

Bulwark Asset Management, LTD.

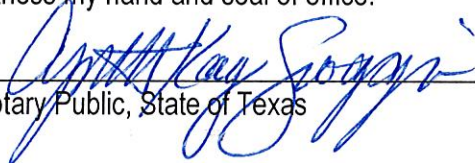
Owner



By: Charles F. Stark, Authorized Agent

State of Texas {
County of TARRANT }

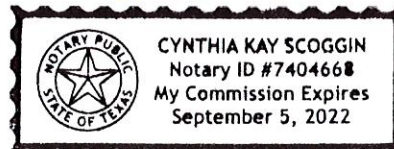
Before me this the 30th day of MARCH, 2021, appeared Charles F. Stark as an authorized agent of Bulwark Asset Management, LTD., who swears that he is in the capacity stated herein, and with the authority to sign, execute and bind Bulwark Asset Management, LTD., as set forth in said Petition, subscribed to and sworn before me, the undersigned authority, on the 30th Day of MARCH, 2021, to certify which witness my hand and seal of office.

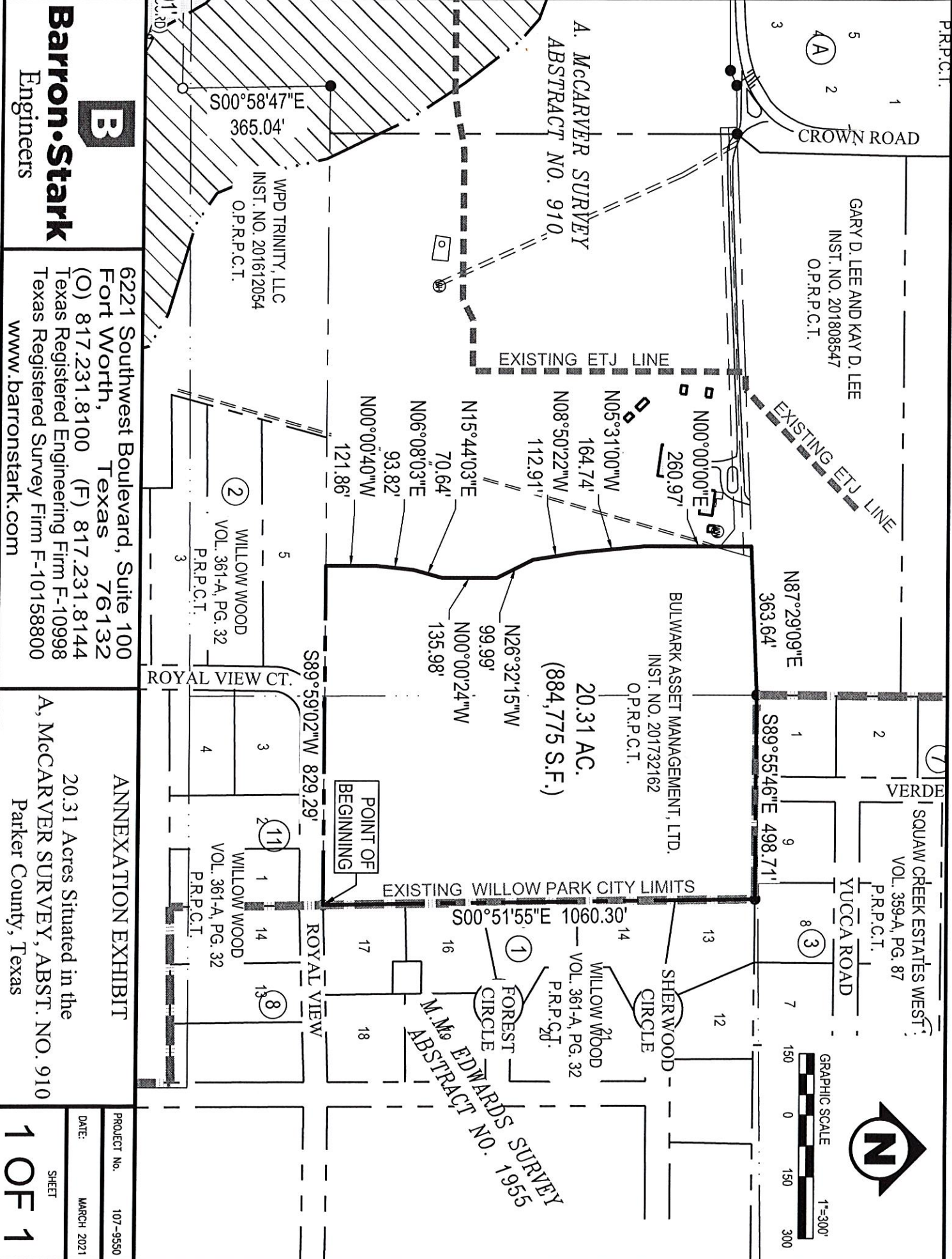


Notary Public, State of Texas

My Commission Expires:

SEPTEMBER 5, 2022



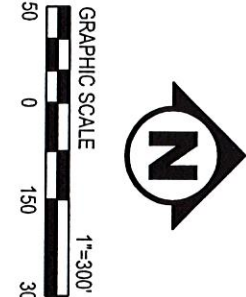


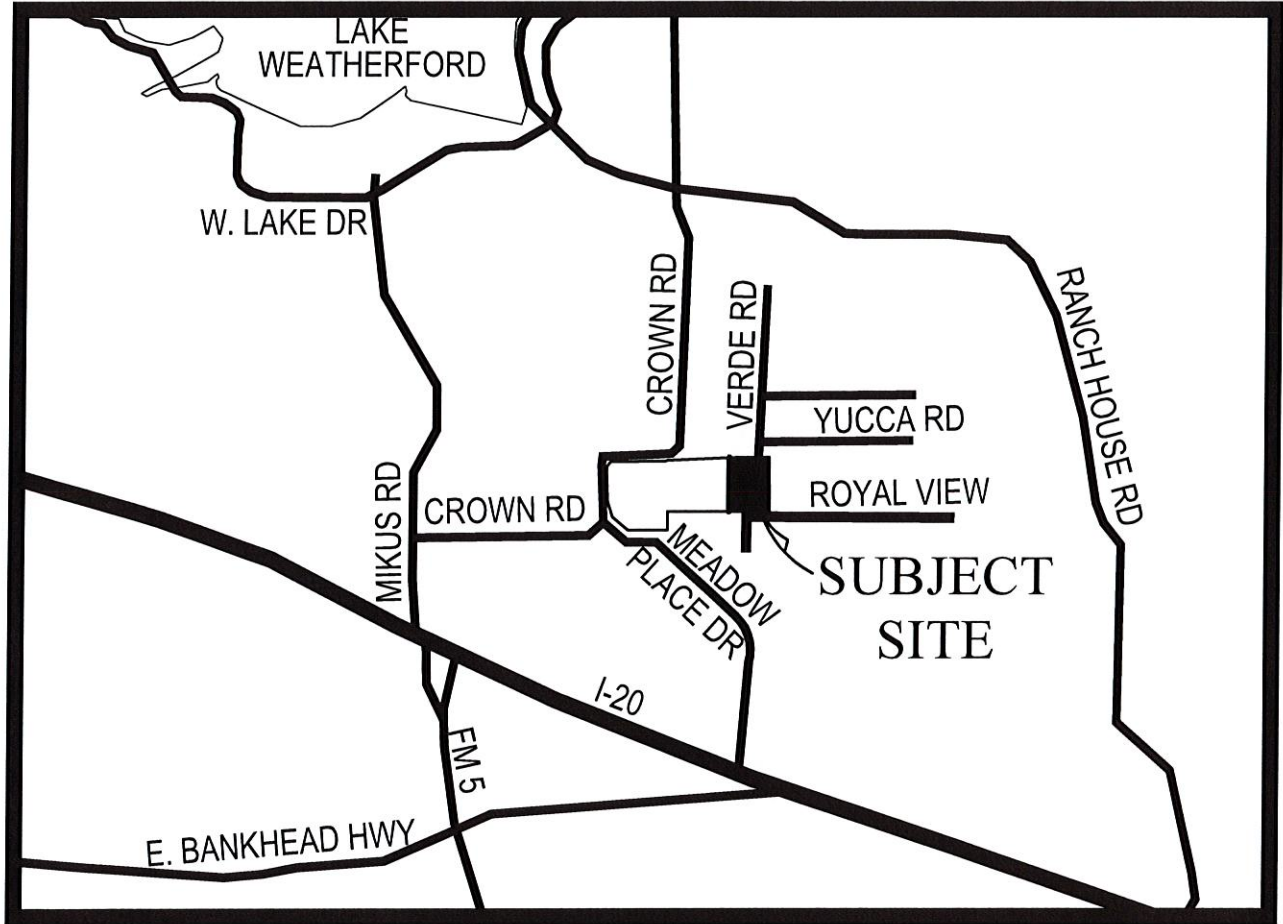
Barron-Stark
 Engineers

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

ANNEXATION EXHIBIT
 20.31 Acres Situated in the
 A, McCARVER SURVEY, ABST. NO. 910
 Parker County, Texas

PROJECT No. 107-9550
 DATE: MARCH 2021
 SHEET
1 OF 1





LOCATION MAP
(nts)

USER: CYNTHIA SWIFT
 PLOTTED ON: 5/27/2021 10:30 AM
 FILE NAME: N:\BARRON STARK SWIFT\ENGIN\107 MARTIN LAND SALES\9755 - THE BLUFFS PHASE 1\PLAT & PLANS\00 CAD\00 DWG\107-9755 LOCATION MAP.DWG

B
Barron-Stark
 Engineers

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

LOCATION MAP
 THE BLUFFS

PROJECT No. 107-9755

DATE: 03-30-2021

SHEET

EX1

BULWARK ASSET MANAGEMENT, LTD

Annexation on Petition of Area Landowners

NOTE: Prior to any other action, the city must determine whether an area is subject to the requirements of Section 43.016 – required offer of non-annexation agreement, and must comply with those requirements if so. N/A

June 4, 2021 Post notice to receive and accept petition under Open Meetings Act.

June 8, 2021 City Council Receives and Accepts Petition.

June 25, 2021 Publish notice of hearing 43.0673. Obtain required affidavit of publication from newspaper.

June 24, 2021 Post notice of public hearing on the Internet Web site, if city has an Internet Web site. 43.063(c).

Send written notice to each public school district in the area to be annexed. 43.905.

Send written to railroads with right-of-way in the area to be annexed. 43.062 (b).

Send written notice to “public entities”. 43.9051.

July 9, 2021 Post notice of public hearing and Annexation Ordinance under Open Meetings Act.

July 13, 2021 Hold public hearing. 43.0673.

July 13, 2021 Adopt Annexation Ordinance at conclusion of hearing (Institution of Proceedings-proceedings are instituted and completed at the same time in city that only requires one reading).

Annexation Completed 40 Days

RESOLUTION SETTING A PUBLIC HEARING ON A PROPOSED ANNEXATION

RESOLUTION NO. 2021 - 0608.01

A RESOLUTION SETTING A DATE, TIME, AND PLACE FOR A PUBLIC HEARING ON THE PROPOSED ANNEXATION OF CERTAIN PROPERTY BY THE CITY OF WILLOW PARK, TEXAS, AND AUTHORIZING AND DIRECTING THE MAYOR TO PUBLISH NOTICE OF SUCH PUBLIC HEARING.

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

SECTION 1. On the 13th day of July 2021 at 7:00 pm in the City Council Chamber of the City Hall of the City of Willow Park, Texas, the City Council will hold a public hearing giving all interested persons the right to appear and be heard on the proposed annexation by the City of Willow Park, Texas of the following described property, to-wit:

20.31 acres situated in the A. McCARVER SURVEY, Abstract No. 910, Parker County, Texas, being a portion of that certain tract of land described in deed to Bulwark Asset Management, Ltd., recorded in Instrument Number 201732162, Official Public Records, Parker County, Texas.

SECTION 2. The Mayor of the City of Willow Park, is hereby authorized and directed to cause notice of such public hearing to be published once in a newspaper having general circulation in the city and in the above described territory not more than twenty days nor less than ten days prior to the date of such public hearing, in accordance with the Municipal Annexation Act.

PASSED AND APPROVED this the 8th day of June 2021.

DOYLE MOSS, MAYOR

ATTEST:

ALICIA SMITH, CITY SECRETARY



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: June 8, 2021	Department: Development Services	Presented By: Betty Chew
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AGENDA ITEM:

Consider a Special Use Permit for Lot 2, Block 1, Porter Addition, City of Willow Park, Parker County, Texas. Basic Developers, LLC proposes to construct a dual tenant fence material sales and auto body repair shop building in the Commercial/IH-20 Overlay District, in the 4900 Block of IH-20 Service Road South.

BACKGROUND:

The applicant is requesting a Special Use Permit to construct a dual use building with:

- 7,000 square feet Office Building
- 15,000 square feet Fencing Material Warehouse
- 20,000 square feet Auto Body Repair Shop
- 42,000 square feet total building area.

9,000 square feet Fenced Vehicle Storage

The covered material storage areas highlighted in pink are enclosed on three sides.

The areas highlighted in yellow are fenced. The fencing material will be 6' western red cedar. The gates will be metal frame on sliding tracks with openers.

STAFF/BOARD/COMMISSION RECOMMENDATION:

If the Planning & Zoning Commission and City Council approve the Special Use Permit, Staff would recommend approval subject to the following:

1. The 2 adjacent driveways changed to a single shared driveway.
2. Verification on elevations vs color perspective.

The Planning and Zoning Commission recommends approval of the Special Use Permit with staff recommended changes to the site plan.

The vote was 3-0.

EXHIBITS:

- SUP Application
- Site Plan
- Landscape Plan
- Elevation Drawings
- Color Elevation Drawings



SPECIAL USE PERMIT APPLICATION

City of Willow Park
516 Ranch House Rd
Willow Park, TX 76087
817-441-7108

APPLICANT INFORMATION

Name of applicant/agent:

BASIC DEVELOPERS, LLC

Street address of applicant/agent:

206 E. Hwy 80

City/State/Zip Code of applicant/agent:

FORNEY, TX 75126

Email:

REXC@FORNEYFENCE.COM

NOTE: Email is the primary form of contact with applicants.

Telephone # of applicant/agent:

972-989-3384

FAX number of applicant/agent:

Are you the owner of the property?

Yes No

Are you the owner's agent?

Yes No

NOTE: If you are not the owner of the property, you must attach a letter from the property owner giving you permission to submit this application.

DESCRIPTION OF REQUEST

Current Zoning Classification:

C COMMERCIAL

Street address of property:

TOD

Proposed Use of property:

AUTO BODY FULLY ENCLOSED

Describe the nature of the proposed activity and any particular characteristics related to the use of the property:

AUTO BODY REPAIR IN FULLY ENCLOSED SHOP AREA

PROPERTY OWNER INFORMATION

Name of property owner:

SAME AS APPLICANT

Street address of property owner:

Reason for Special Use Permit:

REQUIRED BY ZONING

City / State / Zip Code of property owner

Telephone number of applicant/agent

FAX number of applicant/agent **972-989-3384**

Survey or Map attached as required by application

Yes No

Note: A map or plot plan of the property and drawings of the proposed construction must be submitted with this application. The applicants or their representatives must be present at their scheduled public hearing.

I hereby certify that I am, or that I represent the legal owner of the property described above and do hereby submit this request for a Special Use Permit to the Planning and Zoning Commission for consideration.

Date **4/27/21**

Print Name **REX RAINSEY**

Signature 

FOR OFFICE USE ONLY

Date of Planning & Zoning Public Hearing

Taxes, Liens and Assessments Paid?

Yes No

Case Number

Special Use Permit Approved:

Yes No

Date of City Council Meeting:



**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: PORTER ADDITION LOT 2
<input type="checkbox"/> Residential		<input checked="" type="checkbox"/> Commercial
Valuation: \$ (round up to nearest whole dollar)	Project Address (or description): TBD	
Brief Description of the Project: COMMERCIAL w/ RETAIL FENCE MATERIAL SALES & AUTO-BODY (FULLY ENCLOSED)		
Existing zoning: C	# of Existing Lots (plats only):	
Proposed zoning: C	# of Proposed Lots (plats only):	
Applicant/Contact Information (this will be the primary contact)		
Name: BASIC DEVELOPERS, LLC	Mailing Address: 206 E. HIGHWAY 80	
Company: REX RAMSEY	FORNEY, TX 75126	
Primary Phone: 972-989-3384	E-mail: REX@FORNEYFENCE.COM	
Property Owner Information (if different than above)		
Name: SAME AS APPLICANT	Mailing Address:	
Company:		
Primary Phone:	E-mail:	
Other Phone:	Fax:	
<input type="checkbox"/> Developer / <input checked="" type="checkbox"/> Engineer / <input type="checkbox"/> Surveyor Information (if applicable)		
Name: CHUCK STARK	Mailing Address: 6221 SOUTHWEST BLVD.	
Company: BARRON-STARK	FT. WORTH 76132	
Primary Phone: 817-296-9550	E-mail: chuck3@barronstark.com	
Other Phone:	Fax:	
<i>For City Use Only</i>		
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: *Charles F. Stahl* Date: 4 / 27 / 21
AUTHORIZED AGENT



City of Willow Park Development Services Department

Applicant: Please complete the following

For Office Use Only

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



City of Willow Park Development Services Department

18		<p>Driveways within 200 feet of the property line:</p> <p><u>NIA</u> 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>	✓		
19	<u>NIA</u>	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.		✓	
21		<p>Off-site streets and roads:</p> <p>✓ a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned.</p> <p><u>NIA</u> b. Medians, median openings with associated left- turn lanes, continuous left turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site.</p> <p><u>NIA</u> c. Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable.</p> <p>✓ d.. Distance to the nearest signalized Intersection is indicated</p>	✓		
22	✓	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.			✓
23	✓	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.			✓
24	✓	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.			✓
25	✓	Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specs and sketch available from staff.		✓	
26	✓	Paving materials, boundaries and type are indicated.		✓	
27	✓	Access easements are accurately located/ tied down, labeled and dimensioned.		✓	
28	✓	Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.	✓		
29	✓	Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 20 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.		✓	
30	✓	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	<u>NIA</u>	Screening walls are shown with dimensions and materials. An inset is provided that shows the wall			✓



City of Willow Park Development Services Department

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



City of Willow Park Development Services Department

Site Plan Engineering Review

Applicant Questions:

Total gross lot area of the development: 4.92 Ac ~~sq. ft.~~

Area of lot covered with structures and impervious surfaces: 3.17 Ac ~~sq. ft.~~

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

Square footage of each building: 42,000 sq. ft. _____ sq. ft. _____ sq. ft.

Proposed use for each structure:

1) GENERAL OFFICE

2) RETAIL FENCING MATERIAL SALES

3) AUTO BODY REPAIR- FULLY ENCLOSED

Building stories: 1

Building height: ~25' ft.

Total number of parking spaces: 66

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

DRAINAGE STUDY WITH CONSTRUCTION

Approved

Not Approved

Needs More Information or Corrections

Engineering Approval Signature: DEREK TURNER Date: 05/13/2021



City of Willow Park Development Services Department

Site Plan Building Official Review

Applicant Questions:

Front building setback: 50' 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

ADJUST DRIVEWAYS ON BANKHEAD

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CAEW

Date: 05/13/2021



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? N/A

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

Staff Review: (for official use only)

Base flood elevations confirmed? N/A Yes No

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

Flood proofing measures approved? N/A 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: 05/13/2021



City of Willow Park Development Services Department

Site Plan Landscaping Review

Applicant Questions:

Total gross lot area of the development: 214,195 sq. ft.

Area of lot covered with structures and impervious surfaces: 138,233 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 64.5 %

Area of green space/landscaped areas: 75,962 sq. ft.

Percentage of green space/landscaped areas: 35.5 %

Total number of parking spaces: 66

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: 05/13/2021



City of Willow Park Development Services Department

Site Plan Fire Review

Applicant Questions:

- Will the building have a fire alarm? Yes No
- Will the building have a fire sprinkler/suppression system? Yes No
- Is the building taller than two-stories? Yes No
- If yes, how many stories? _____
- Will the project require installation of a new fire hydrant? Yes No
- If yes, how many fire hydrants? TBD
- What is the size of the proposed fire connections? 4"

Staff Review: (for official use only)

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

FIRE HYDRANT TO BE INSTALLED
BY DEVELOPER

- Does the proposed project require any additional fire services? Yes No

Approved

Not Approved

Needs More Information or Corrections

Fire Department Approval Signature:

MIKE LENOIR

Date:

05/13/2021

MAILING LIST 2021.0518 PZ

BULLISH HOLDINGS INC.
PO BOX 1840
ALEDO, TX 76008

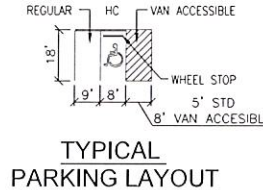
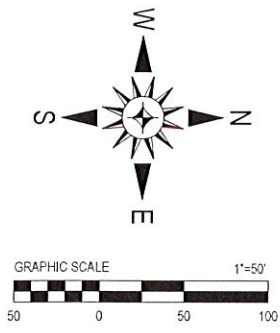
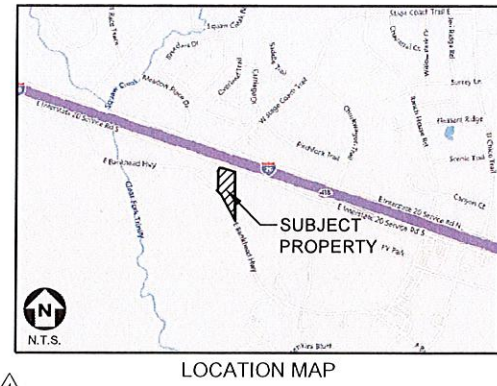
TBCA INC.
4954 E I 20 SERVICE RD S.
WEATHERFORD, TX 76087

TRINITY BIBLE CHURCH
4936 E I 20 SERVICE RD S
WEATHERFORD, TX 76087

Yr file 04/29/2021

LEGEND	
SYMBOL	DESCRIPTION
	EXISTING WATER VALVE
	EXISTING FIRE HYDRANT
	EXISTING MANHOLE
	EXISTING LIGHT POLE
	PROPOSED WATER VALVE
	PROPOSED WATER REDUCER
	PROPOSED FIRE HYDRANT
	PROPOSED WATER METER
	PROPOSED MANHOLE
	PROPOSED LIGHT POLE
	PROPOSED SIDEWALK
	PROPOSED FIRE LANE PAVING
	PROPOSED DUMPSTER PAD
	PROPOSED CONCRETE PAVING

SITE PLAN DATA TABLE	
ACREAGE (LOT 2)	4.92 ACRES - 214,195 S.F.
EXISTING ZONING	COMMERCIAL
PROPOSED USE	RETAIL SALES, GENERAL OFFICE, AUTO-BODY REPAIR
PROPOSED STRUCTURES	3 - ONE (1) STORY - COMMERCIAL
F.A.R.	20.7%
PERCENT IMPERVIOUS	64.5%
PARKING REQUIRED	OFFICE USE 7,000 S.F./200 = 35 FENCE MATERIAL WAREHOUSE - MAX. SHFT = 10 PEOPLE X 1.5 AUTO BODY - MAX. SHFT = 15 PEOPLE X 1.5 TOTAL REQ. SPACES 73
PARKING PROVIDED	73 (INCLUDES 4 HC)
OPEN SPACE	35.5%

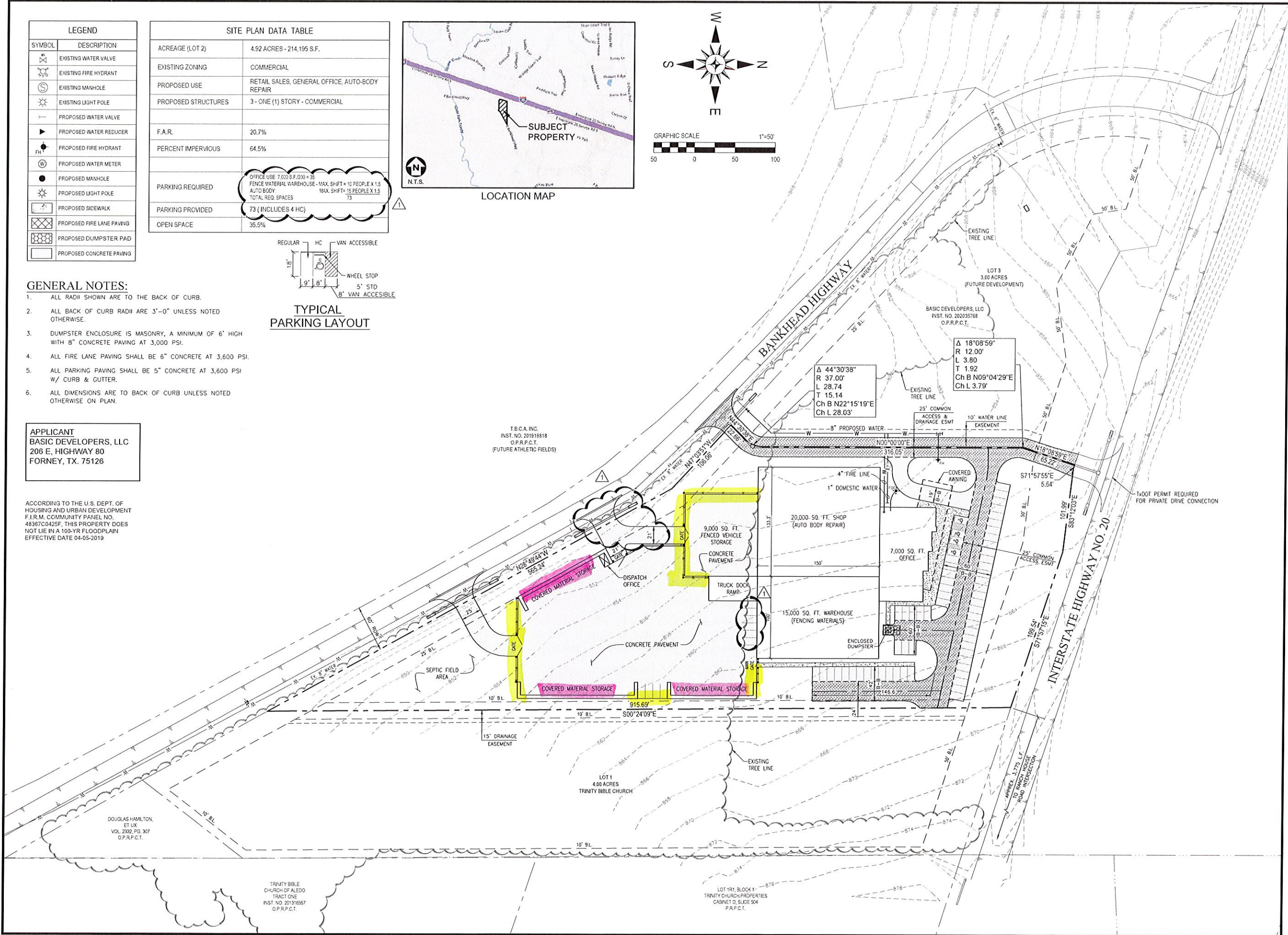


- GENERAL NOTES:**
- ALL RADII SHOWN ARE TO THE BACK OF CURB.
 - ALL BACK OF CURB RADII ARE 3'-0" UNLESS NOTED OTHERWISE.
 - DUMPSTER ENCLOSURE IS MASONRY, A MINIMUM OF 6' HIGH WITH 8" CONCRETE PAVING AT 3,000 PSI.
 - ALL FIRE LANE PAVING SHALL BE 6" CONCRETE AT 3,600 PSI.
 - ALL PARKING PAVING SHALL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

APPLICANT
BASIC DEVELOPERS, LLC
 206 E, HIGHWAY 80
 FORNEY, TX. 75126

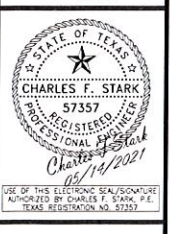
ACCORDING TO THE U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT F.I.R.M. COMMUNITY PANEL NO. 48367C0425F, THIS PROPERTY DOES NOT LIE IN A 100-YR FLOODPLAIN EFFECTIVE DATE 04-05-2019

USER: RANDALL PETERSON
 PLOTTED ON: 04/07/2021 9:37 AM
 FILE NAME: N:\BARRON-STARK\DWG\BASIC DEVELOPERS, LLC\0684 - SITE DEVELOPMENT PORTER TRACT\CD\DWG\0684-C2.SITE PLAN.DWG



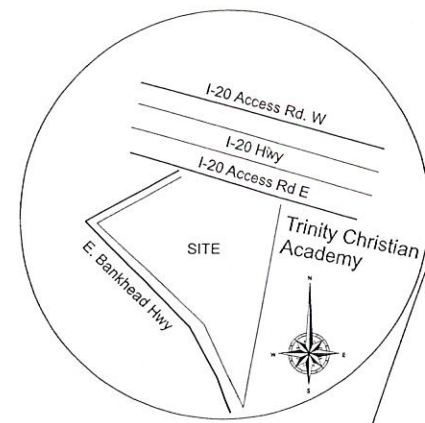
NO.	DESCRIPTION	DATE
1	UPDATE IN ACCORDANCE WITH STAFF COMMENT	05/18/21

2221 Southwest Blvd., Suite 100
 Fort Worth, Texas 76132
 (817) 231-8100 (F) (817) 231-8144
 Texas Registered Engineering Firm #10581
 Texas Registered Survey Firm #10588820
 www.barronstark.com



S.U.P. SITE PLAN
LOT 2, PORTER ADDITION
 CITY OF WILLOW PARK
 PARKER COUNTY, TEXAS

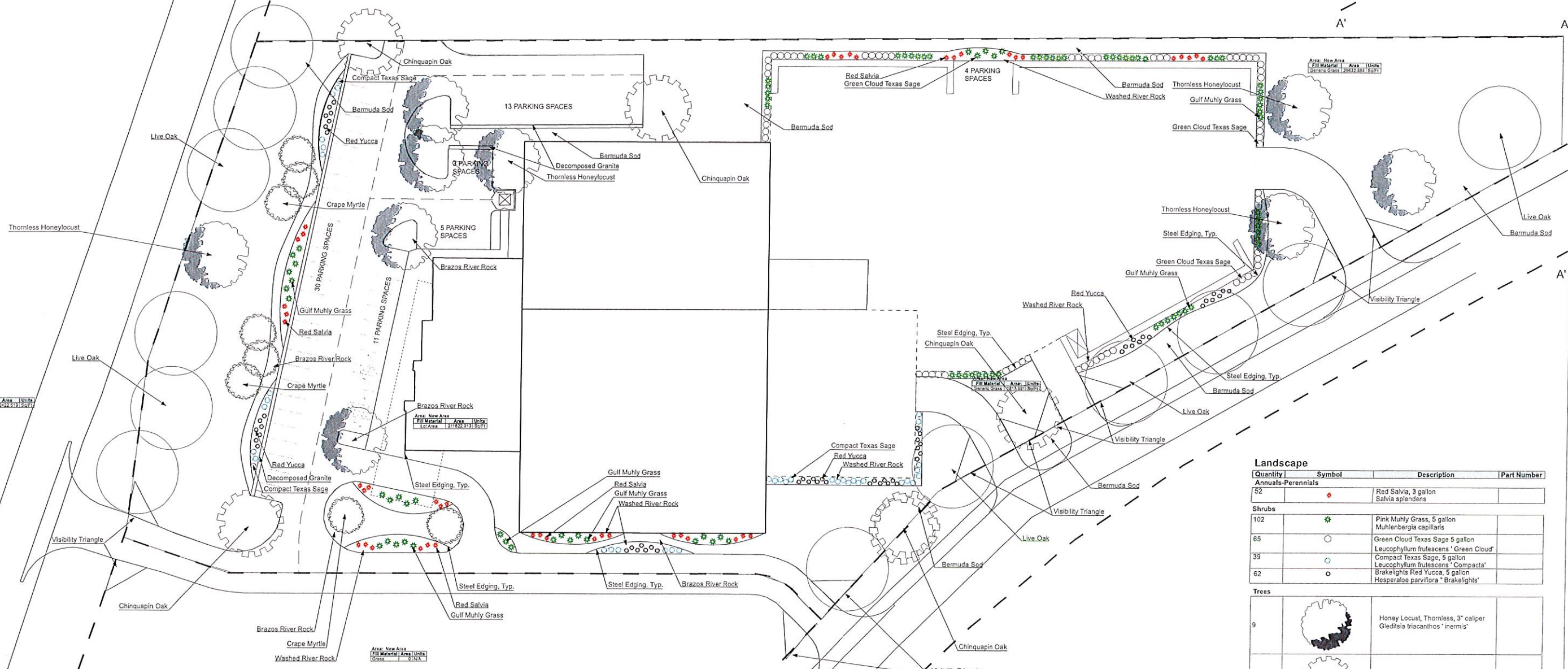
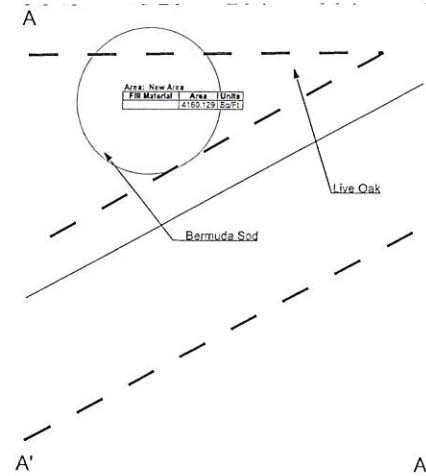
CLIENT No.	428
PROJECT No.	9684
DESIGN:	CFS
DRAWN:	RCP
CHECKED:	CFS
DATE:	APRIL 2021
SHEET	
C2.0	



VICINITY MAP
NOT TO SCALE

City of Willow Park Landscape Code:
Section 14.09.002

Requirements for non-vehicular open space:	If 30-49% of site is non vehicular open space, then one tree shall be planted per 3,000 square feet of open space.	REQUIRED	PROVIDED
	35% of lot is open space	25.39 Trees	26
Interior Landscaping	A minimum of 10% of the gross parking areas shall be devoted to living landscape.	Required	Provided
	Interior areas of parking lots shall contain planting islands located at the terminus of each row of parking. Such islands shall contain at least one tree.	Required	Provided
Perimeter Landscaping	All parking lots and vehicular use areas shall be buffered from all abutting properties and/or public right of ways.	Required	Provided



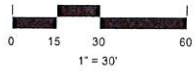
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Fill Material: Area: Units
Concrete: 12000.00 12000.00 12000.00

Area: New Area
Fill Material: Area: Units
Concrete: 21142.00 21142.00 21142.00

Area: New Area
Fill Material: Area: Units
Concrete: 12000.00 12000.00 12000.00

Landscape			
Quantity	Symbol	Description	Part Number
Annuals-Perennials			
52	●	Red Salvia, 3 gallon Salvia splendens	
Shrubs			
102	✱	Pink Muhly Grass, 5 gallon Muhlenbergia capillaris	
65	○	Green Cloud Texas Sage 5 gallon Leucophyllum frutescens 'Green Cloud'	
39	○	Compact Texas Sage, 5 gallon Leucophyllum frutescens 'Compacta'	
62	○	Brakelights Red Yucca, 5 gallon Hesperaloe parviflora 'Brakelights'	
Trees			
9	●	Honey Locust, Thornless, 3" caliper Gleditsia triacanthos 'inermis'	
6	○	Chinquapin Oak, 3" caliper Quercus muhlenbergii	
8	○	Crape Myrtle, MT 3" caliper Lagerstroemia indica 'Dallas Red'	
13	○	Southern Live Oak, 3" caliper Quercus virginia	

- Note:
1. Landscaping to be watered by an irrigation system with an automatic controller with rain and freeze sensor.
 2. The owner, tenant and their agent, if any, shall be jointly and severally responsible for the maintenance in a neat and orderly manner at all times. This shall include mowing, pruning, fertilizing, watering, weeding, and other such activities common to the maintenance of landscaping.



Developer:
Rex Ramsey
206 E US HWY 80
Forney, TX 75126
972-564-3388



C. Thomas Fitzwilliam
April 9, 2021

Prime Landscape Services
PO Box 171626
Arlington, TX 76003-1626
817-461-4000

SHEET DESCRIPTION:
Landscape Plan

PROJECT:
Forney Fence
Porter Addition
Willow Park, TX

REVISIONS:
None

DATE:
4/9/2021
JOB NUMBER:
04092021-001
DRAWN BY:
CTF
CHECKED BY:
CTF

SCALE:
1" = 30'

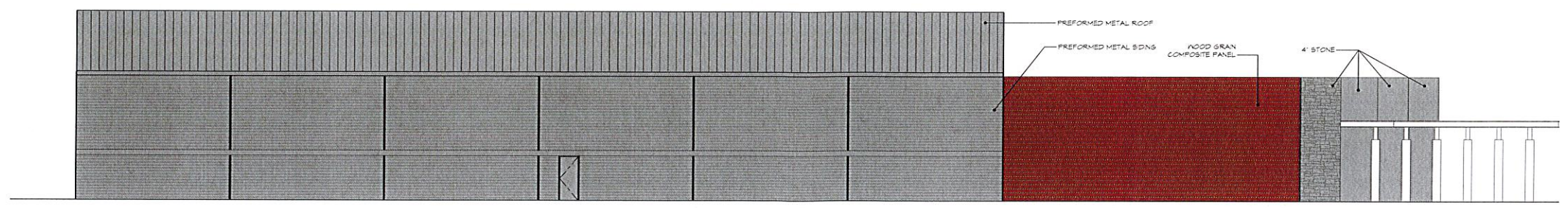
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L1 of L1

ISSUE DATE:
 May 17, 2021

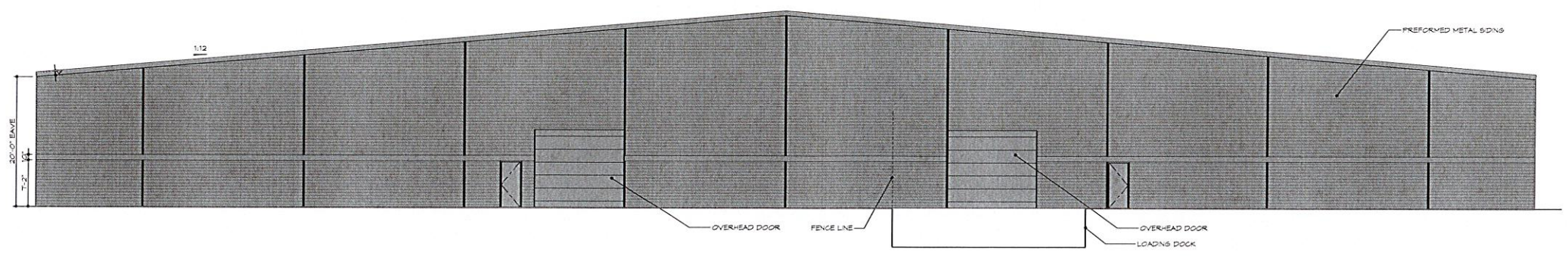
REVISIONS:

WILLOW PARK WAREHOUSE
WILLOW PARK, TEXAS

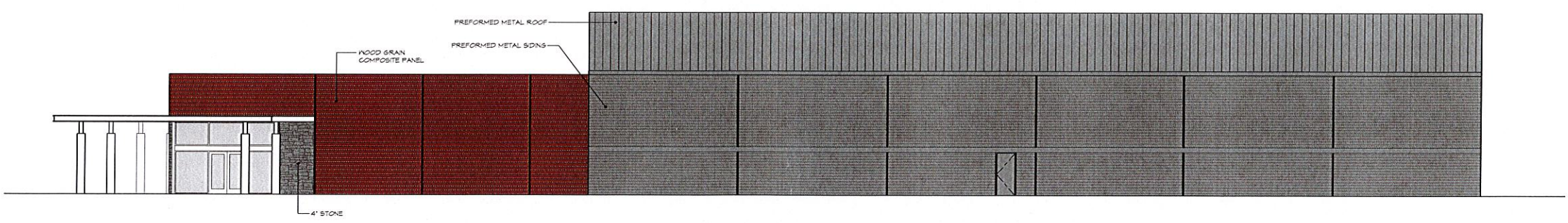
RON HOBBS ARCHITECTURE & INTERIOR DESIGN, LLP
614 WEST MAIN STREET, SUITE 200 GARLAND, TEXAS 75040
 PHONE: 972-494-0174



4 EAST ELEVATION
 SCALE 1/8" = 1'-0"



3 SOUTH ELEVATION
 SCALE 1/8" = 1'-0"



2 WEST ELEVATION
 SCALE 1/8" = 1'-0"



1 NORTH ELEVATION
 SCALE 1/8" = 1'-0"

NOT FOR
 REGULATORY
 APPROVAL,
 PERMITTING, OR
 CONSTRUCTION

JOB NUMBER
2025

SHEET NUMBER
 EXTERIOR
 ELEVATIONS
A201









CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 8, 2021	Department: Admin	Presented By: City Manager
--------------------------------------	-----------------------------	--------------------------------------

AGENDA ITEM:

Discussion/Action: The City Council may consider approval of a resolution calling a public hearing for consideration of the City's Land Use Assumptions (future land use plan) and Capital Improvements Plan for the imposition of a storm water drainage impact fee.

BACKGROUND:

Council was to hold a public hearing on June 8, 2021 on assessing Impact Fees for Drainage. However, due to a publication error, we must begin the notice process from the beginning. As such, please find the attached resolution setting the date, time, and location to consider land use assumptions and capital improvements plan under which a storm water drainage impact fee may be imposed.

Suggested Motion: I move that the Willow Park City Council pass the resolution that sets the public hearing for land use assumptions and capital improvements plan under which a storm water drainage impact fee may be imposed for July 13, 2021 at the Willow Park City Hall and authorize staff to make any applicable notice requirements.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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

RESOLUTION NO. 2021-0608.02

WHEREAS, the City Council of Willow Park (the “City Council”) appointed a Capital Improvements Advisory Committee in accordance with Section 395.058 of the Texas Local Government Code to work with City staff and consultants to develop a recommendation for the implementation of impact fees to fund storm water drainage infrastructure; and

WHEREAS, the Capital Improvements Advisory Committee has reviewed and approved the capital improvements plan and the land use assumptions (future land use plan); and

WHEREAS, Section 395.042 of the Texas Local Government Code requires that the City Council conduct a public hearing to consider the land use assumptions and capital improvement plan prior to the institution of any impact fee;

NOW, THEREFORE, BE IT RESOLVED:

THAT the City Council shall hold a public hearing to consider the land use assumptions and capital improvements plan under which a storm water drainage impact fee may be imposed; and

THAT the public hearing will be held at a regular called meeting of the City Council of Willow Park, TX on July 13, 2021 at 7:00 p.m. at the following location: Willow Park City Hall, Council Chambers, 516 Ranch House Road, Willow Park, TX.

PASSED, APPROVED, and ADOPTED this 8th day of June, 2021

CITY OF WILLOW PARK, TEXAS

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary
City of Willow Park



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 8 2021	Department: Admin	Presented By: City Manager
-------------------------------------	-----------------------------	--------------------------------------

AGENDA ITEM:

Discussion Only: Fort Worth Water Update

BACKGROUND:

Half and Associates will provide an update on the Fort Worth Water Project as requested by Council at the May 11 meeting.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 8 2021	Department: Admin	Presented By: City Manager
-------------------------------------	-----------------------------	--------------------------------------

AGENDA ITEM:

Discuss and take action on setting a Budget Calendar for the FY 2021 – 2022 Budget; Review Preliminary Value information from the Parker County Appraisal District

BACKGROUND:

Staff has begun working on the FY 2021 – 2022 Budget, and as those discussions are evolving, staff would like feedback from Council on scheduling various workshops, and have dates established for statutory Public Hearings and Notice requirements.

Additionally, staff will present the Preliminary Appraisal information received from the Parker County Appraisal District and how that will impact the tax rate setting process.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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

Budget Calendar for FY 2021 - 2022

June 22; July 13; July 27

Potential Budget Workshop Dates (Any and all funds as requested / needed)

July 16:

File Preliminary Budget with City Secretary (LCG 102.005)

July 26:

Last Day to receive Certified Values from Appraisal District.

August 10:

Council votes on Proposed Tax Rate

August 13: Run ad in *THE COMMUNITY NEWS* (LCG 102.0065 (c))

August 24:

Public Hearing on the Budget (LCG 102.006 (b))

Council votes to Adopt Budget and Tax Rate. (LCG 102.007)

2022 Council Dates

June 8

June 22

July 13

July 27

August 10 (DOYLE OUT)

August 24

September 14

September 28 (LEA OUT)

FY 2020 – 2021 Schedule (Actual)

- August 11: Budget Workshop (Prior to Council Meeting)
September 8: Approved a Proposed Tax Rate
September 22: Adopted the Budget and Tax Rate (2 separate items)

Publication / Notice Requirements

The TML budget calendar says: last day to publish notice of budget hearing. TEX. LOC. GOV'T CODE § 102.0065 (not later than 10th day before the budget hearing).

Note that the notice may not be published earlier than the 30th day before the hearing. The budget notice must contain specific information about property tax increases. TEX.LOC. GOV'T CODE §102.0065(d).

Notice must be provided no later than the 10th day before and cannot be posted no earlier than 30 days before.

Council must vote on the “proposed tax rate”.

The Community News Publish Dates for August and September

August 6	September 3
August 13	September 10
August 20	September 17
August 27	September 24

Local Government Code Statutes

ITEMIZED BUDGET; CONTENTS. (a) The budget officer shall itemize the budget to allow as clear a comparison as practicable between expenditures included in the proposed budget and actual expenditures for the same or similar purposes made for the preceding year. The budget must show as definitely as possible each of the projects for which expenditures are set up in the budget and the estimated amount of money carried in the budget for each project.

(b) The budget must contain a complete financial statement of the municipality that shows:

- (1) the outstanding obligations of the municipality;
- (2) the cash on hand to the credit of each fund;
- (3) the funds received from all sources during the preceding year;
- (4) the funds available from all sources during the ensuing year;
- (5) the estimated revenue available to cover the proposed budget; and
- (6) the estimated tax rate required to cover the proposed budget.

Proposed Budget Filed with Municipal Clerk

Sec. 102.005. PROPOSED BUDGET FILED WITH MUNICIPAL CLERK; PUBLIC INSPECTION. **(a) The budget officer shall file the proposed budget with the municipal clerk before the 30th day before the date the governing body of the municipality makes its tax levy for the fiscal year.**

(b) A proposed budget that will require raising more revenue from property taxes than in the previous year must contain a cover page with the following statement in 18-point or larger type: **"This budget will raise more total property taxes than last year's budget by (insert total dollar amount of increase and percentage increase), and of that amount (insert**

amount computed by multiplying the proposed tax rate by the value of new property added to the roll) is tax revenue to be raised from new property added to the tax roll this year."

(c) The proposed budget shall be available for inspection by any person. If the municipality maintains an Internet website, the municipal clerk shall take action to ensure that the proposed budget is posted on the website.

Public Hearing on Proposed Budget

Sec. 102.006. PUBLIC HEARING ON PROPOSED BUDGET. (a) The governing body of a municipality shall hold a public hearing on the proposed budget. Any person may attend and may participate in the hearing.

(b) The governing body shall set the hearing for a date occurring after the 15th day after the date the proposed budget is filed with the municipal clerk but before the date the governing body makes its tax levy.

(c) The governing body shall provide for public notice of the date, time, and location of the hearing. The notice must include, in type of a size at least equal to the type used for other items in the notice, any statement required to be included in the proposed budget under Section 102.005(b).

Newspaper Notice

c. 102.0065. SPECIAL NOTICE BY PUBLICATION FOR BUDGET HEARING. **(a) The governing body of a municipality shall publish notice before a public hearing relating to a budget in at least one newspaper of general circulation in the county in which the municipality is located.**

(b) Notice published under this section is in addition to notice required by other law, except that if another law requires the governing body to give notice, by publication, of a hearing on a budget this section does not apply.

(c) **Notice under this section shall be published not earlier than the 30th or later than the 10th day before the date of the hearing.**

(d) Notice under this section must include, in type of a size at least equal to the type used for other items in the notice, any statement required to be included in the proposed budget under Section 102.005(b).

Adoption of Budget

Sec. 102.007. ADOPTION OF BUDGET. **(a) At the conclusion of the public hearing, the governing body of the municipality shall take action on the proposed budget.** A vote to adopt the budget must be a record vote.

(b) The governing body may make any changes in the budget that it considers warranted by the law or by the best interest of the municipal taxpayers.

(c) Adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget. A vote under this subsection is in addition to and separate from the vote to adopt the budget or a vote to set the tax rate required by Chapter 26, Tax Code, or other law.

(d) An adopted budget must contain a cover page that includes:

(1) one of the following statements in 18-point or larger type that accurately describes the adopted budget:

(A) "This budget will raise more revenue from property taxes than last year's budget by an amount of (insert total dollar amount of increase), which is a (insert percentage increase) percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is (insert amount computed by multiplying the proposed tax rate by the value of new property added to the roll).";

(B) "This budget will raise less revenue from property taxes than last year's budget by an amount of (insert total dollar amount of decrease), which is a (insert percentage decrease) percent decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is (insert amount computed by multiplying the proposed tax rate by the value of new property added to the roll)."; or

(C) "This budget will raise the same amount of revenue from property taxes as last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is (insert amount computed by multiplying the proposed tax rate by the value of new property added to the roll).";

(2) the record vote of each member of the governing body by name voting on the adoption of the budget;

(3) the municipal property tax rates for the preceding fiscal year, and each municipal property tax rate that has been adopted or calculated for the current fiscal year, including:

(A) the property tax rate;

(B) the no-new-revenue tax rate;

(C) the no-new-revenue maintenance and operations tax rate;

(D) the voter-approval tax rate; and

(E) the debt rate; and

(4) the total amount of municipal debt obligations.

(e) In this section, "debt obligation" means an issued public security as defined by Section 1201.002, Government Code, secured by property taxes.



PARKER COUNTY APPRAISAL DISTRICT

2021 Preliminary Taxable Value Estimate

April 23, 2021

NAME Mr. Brian Grimes
ENTITY City of Willow Park
ADDRESS 516 Ranch House Road
CITY Willow Park, Texas 76087

Dear Mr. Grimes,

The following information represents preliminary taxable value. The information is based on data available at this time.

Please keep in mind that these values will change after the Appraisal Review Board hears all taxpayer appeals.

TAX YEAR: 2021

ENTITY: CITY OF WILLOW PARK

CURRENT YEAR PRELIMINARY TAXABLE VALUE	\$	711,587,357
PREVIOUS YEAR CERTIFIED TAXABLE VALUE	\$	651,838,059
PRELIMINARY TAXABLE VALUE INCREASE FROM PREVIOUS YEAR	\$	59,749,298
PRELIMINARY FROZEN TAXABLE VALUE (INCLUDED IN CURRENT YEAR TAXABLE VALUE)	\$	129,932,676
PRELIMINARY FROZEN TAX LEVY	\$	384,197
VALUE OF NEW CONSTRUCTION (INCLUDED IN CURRENT YEAR TAXABLE VALUE)	\$	14,303,990

Sincerely,

Rick Armstrong

Chief Appraiser

Parker County Appraisal District



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 8, 2021	Department: Fire	Presented By: Chief Mike LeNoir
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AGENDA ITEM:

To discuss and act on a budget amendment for the overtime budget of the fire department.

BACKGROUND:

Current budget amount was for \$55,000. With the overtime being used to cover a TML injury and 2 employees leaving the department. The overtime budget was overtaxed.

Currently over budget at \$4,537.23

Average overtime for the highest rank is 14 hours to equal \$398.00.

For overtime coverage at same rank for a 24 hr shift is \$683.00

9 more pay periods left in this budget cycle. With a guaranteed 24 hour of overtime for at least 4 more months for an injured employee. Alone max is \$6,147.

Not including additional family vacations for other staff.

2 new probationary Engineers cannot cover shift commander position during probationary period. Leave 1 current Engineer and 2 Fire Captains to cover injury position.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Recommend approving for a budget amendment to the overtime budget for the fire department.

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$10,000
Source of Funding		