



PLANNING & ZONING COMMISSION WORK SESSION & MEETING - NOVEMBER 18TH, 2025 MINUTES

City Hall, 120 El Chico Trl., Suite A, Willow Park, TX 76087

Tuesday, November 18, 2025 at 5:30 PM

CALL TO ORDER into WORK SESSION

Meeting called to order at 5:31 p.m.

ROLL CALL - Attendance for Work Session

PRESENT

Jared Fowler
Michael Chandler
Rodney Wilkins
Zac Walker
Ever Gomez

City Attorney, Judy El Masri

Staff: Chelsea Kirkland, City Planner; Toni Fisher, Interim City Manager

1. WORK SESSION FOR PLANNING & ZONING COMMISSIONERS with CITY ATTORNEY & CITY STAFF

Presentation by Attorney Judy El Masri.

ADJOURN from WORK SESSION

As authorized by Texas Government Code, § 551.127, one or more Council Members or employees may attend this meeting remotely using video conferencing technology.

Work session adjourned at 6:08 p.m.

CALL TO ORDER into REGULAR MEETING

Meeting called to order at 6:19 PM

2. Administer Oath of Office to Planning & Zoning Commissioners:

Michael Chandler, Place 2

Marcy Galle, Alternate 1

Levi Adler, Alternate 2

Congratulations to **Scott Smith** who was appointed to the City of Willow Park's City Council, Place 4. Thanks, Scott, for your many years of service as our Planning & Zoning Commissioner, and your continued dedication to our city, its residents, and its businesses.

Jared Fowler stated we have a few housekeeping items one of them being a swearing in of the new alternate commissioners.

Mayor Teresa Palmer presented the Oath of Office to swear in alternate commissioners, Levi Adler and Marcy Galle.

Michael Chandler expressed he had already been sworn in and therefore was not required to recite this oath.

DETERMINATION OF QUORUM

All commissioners were in attendance and quorum was confirmed by Jared Fowler and Rodney Wilkins.

APPROVAL OF MEETING MINUTES

3. Approval of Planning & Zoning Meeting Minutes: March 18, 2025

The meeting minutes were presented to each commissioner to approve. Scott Smith was in attendance and Jared asked if he had any comments to them. He did not.

A motion was made to approve the meeting minutes by Ever Gomez and seconded by Michael Chandler with a unanimous vote.

PUBLIC COMMENTS (Limited to five minutes per person)

To address the Commission, residents must complete a speaker form and turn it in to the City Secretary at least five (5) minutes before the start of the meeting. The Rules of Procedure state that all comments are to be limited to five (5) minutes for each speaker provided that there are no more than ten (10) speakers. If there are more than ten (10) speakers, the Commission Chair may reduce the applicable time limits to speak to three (3) minutes. Pursuant to the Texas Open Meetings Act, the Commission is not permitted to take action on or discuss any item not listed on the agenda. The Commission may: (1) make a statement of fact regarding the item; (2) make a statement concerning the policy regarding the item; (3) propose the item be placed on a future agenda (Tex. Govt. Code §551.042). Each speaker shall approach the podium or designated speaker location and state his/her name and address before speaking. Speakers shall address the City Council with civility that is conducive to appropriate public discussion. Speakers may only address the Planning & Zoning Commissioners and not individual officials, commission members, committee members, or employees. The public cannot speak from the gallery, but only from the podium or designated speaker location.

No public comment requests.

PUBLIC HEARINGS

- 4. PUBLIC HEARING to consider Zoning Change Request from "Class II - Residential: "R-1" Single-Family District." to "Class IV - Industrial: "LI" Light Industrial District." for 4.656 acres tract of land out of the I. Headley Survey, Abstract No. 619, Parker County, Texas, and within the City of Willow Park, Texas.**

OPEN PUBLIC HEARING:

CLOSE PUBLIC HEARING:

Chair Jared Fowler gaveled in the public hearing at 6:26 PM and no one in attendance spoke, closed the hearing at 6:28 PM.

- 5. PUBLIC HEARING to consider amending the Planned Development Agreement ORDINANCE NO. 740-16 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, PROVIDING FOR A CHANGE IN ZONING TO PD PLANNED DEVELOPMENT ZONING DISTRICT CLASSIFICATION AND USE DESIGNATION FOR THAT CERTAIN 140.3 ACRES OF LAND LOCATED IN THE A. MCCARVER SURVEY, ABSTRACT NO. 910, THE W. FRANKLIN SURVEY, ABSTRACT NO. 468, THE I. HENDLEY SURVEY, ABSTRACT NO. 619, THE M. EDWARDS SURVEY, ABSTRACT NO. 1955, AND THE J. FROMAN SURVEY, ABSTRACT NO. 471, ALL IN PARKER COUNTY AND THE CITY OF WILLOW PARK, TEXAS.**

OPEN PUBLIC HEARING:

CLOSE PUBLIC HEARING:

Chair Jared Fowler gaveled in the public hearing at 6:29 PM and no one in attendance spoke, closed the hearing at 6:30 PM.

AGENDA ITEMS:

- 6. DISCUSSION & ACTION: to consider a request for change in rezoning from "Class II - Residential: "R-1" Single-Family District." to "Class IV - Industrial: "LI" Light Industrial District." for 4.656 acres tract of land out of the I. Headley Survey, Abstract No. 619, Parker County, Texas, and within the City of Willow Park, Texas.**

Jared Fowler announced the agenda item as presented in the packet,

Chelsea Kirkland, City Planner presented brief as attached in packet.

Chelsea mentioned Applicant and Owner are in attendance and Jared Fowler asked if the applicant and or owner would like to address the commission. Jared had applicant

introduce himself. Jace Frerck introduced himself, Ryder Scott as the owner, and also mentioned their Engineer were also in attendance.

Michael Chandler asked questions about if the offices were three or two story and Jace answered that they would be 2 story with 6 units and 9000sqft per building.

Zac Walker asked if tenants would be able to live in these buildings and Jace said no it was strictly for business use.

Discussion of if this would be a 1, 2, or 5 year lease term to which Jace responded with a 2-5 year lease term.

No other questions.

The discussion then began with Rodney, no comments

Michael said he looked forward to it coming in and enhancing our City in that area and the view to look at will make it look better.

Zac agreed and said he loves the rendition and we have had a lot of growth it will have great use and be appreciated.

Ever then stated he welcomes the space, he thinks we could use more commercial in that spot.

Jared then stated he was sure that this was in line with our comprehensive plan and will work nicely.

Jared confirmed and moved for a motion.

Rodney Wilkins then made a motion and Michael Chandler seconded.

Unanimous vote to move to City Council.

7. **DISCUSSION & ACTION: to consider amending the Planned Development Agreement ORDINANCE NO. 740-16 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, PROVIDING FOR A CHANGE IN ZONING TO PD PLANNED DEVELOPMENT ZONING DISTRICT CLASSIFICATION AND USE DESIGNATION FOR THAT CERTAIN 140.3 ACRES OF LAND LOCATED IN THE A. MCCARVER SURVEY, ABSTRACT NO. 910, THE W. FRANKLIN SURVEY, ABSTRACT NO. 468, THE I. HENDLEY SURVEY, ABSTRACT NO. 619, THE M. EDWARDS SURVEY, ABSTRACT NO, 1955, AND THE J. FROMAN SURVEY, ABSTRACT NO. 471, ALL IN PARKER COUNTY AND THE CITY OF WILLOW PARK, TEXAS.**

Jared Fowler announced the agenda item as presented,

Chelsea Kirkland, City Planner presented brief as attached in packet.

Mentioned Josh from Reserves at Trinity was in attendance he did not have anything for commissioners but was there for questions.

Discussion started by Jared asking each commissioner for comments.

Ever stated he feels that 1,800 sqft is a reasonable size for the homes. Jared agreed it was a reasonable 3 bed 2 bath size house.

Zac had some but had confused this project with Clearion North of this Phase to which staff clarified.

Michael and Rodney had no comments.

Alternates stated concerns about existing TIRZ and rest of phase feeling like it changed too much around them to which Toni and Chelsea clarified some of the concerns.

Thanked alternates for their input.

Jared closed discussion and moved for a motion.

Rodney made a motion and Ever seconded.

8. Discussion & Action: to discuss and consider an Ordinance of the City Of Willow Park, Texas Amending The City Of Willow Park Code Of Ordinances, Chapter 14 Zoning, Article 16 "Commissions", § 14.16.003 "Membership And Terms", § 14.16.004 "Procedure", § 14.16.005 "Duties And Powers", And §14.16.006 "Staff Support"; Providing For Repeal; Providing For Savings And Severability; Providing For Publication And Establishing An Effective Date.

Jared Fowler announced the agenda item as presented,

Toni Fisher, Interim City Manager presented brief as attached in packet, mentioned that this was a discussion only item and to be digested by commissioners before next meeting as it would then probably be a discussion and action.

Discussion only.

Judy mentioned she knows no one asked her a question on this but she is the one who wrote it and ultimately it was to align us with cities that already have this in place. Less legislative and administrative headache.

No discussion, planned to revisit next month's meeting.

EXECUTIVE SESSION

In accordance with the Texas Government Code, Chapter 551, Subchapter D, the City Council will recess in Executive Session (closed meeting) to discuss the following:

Planning & Zoning Commission Work Session & Meeting - November 18th, 2025 11/18/2025

RECONVENE INTO OPEN SESSION

In accordance with the Texas Government Code, Chapter 551, the Commission will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

COMMISSION & STAFF COMMENTS:

Commission expirations for January, 2026 are as follows:

Place 2 - Michael Chandler

Place 4 - Ever Gomez

Alternate 1 - Marcy Galle

Alternate 2 - Levi Adler

A new Ordinance may be in place for "Boards, Commissions, and Committees" procedures.

For application process, please contact City Staff.

No comments

ADJOURN

As authorized by Texas Government Code, § 551.127, one or more Council Members or employees may attend this meeting remotely using video conferencing technology.

Jared Adjourned Meeting at 7:01PM

tfisher@willowpark.org Any member of the public has the right to appear at the Public Hearing. Please contact the Development Department at 817-441-7108 with any questions.

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 120 El Chico Trail, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times and was posted on the city website, and said Notice was posted on the following date and time: November 10, 2025, by 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

/s/

Toni Fisher

Assistant City Manager – Development

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-7108, or by email at dmcmullen@willowpark.org. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at <http://www.willowparktx.gov/>

THESE MINUTES WERE APPROVED BY WILLOW PARK PLANNING & ZONING COMMISSION:



P&Z COMMISSION CHAIR/CO-CHAIR

12/16/25
Date



