



PLANNING & ZONING COMMISSION MEETING DECEMBER 16TH, 2025 AGENDA

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

Tuesday, December 16, 2025 at 6:00 PM

CALL TO ORDER

DETERMINATION OF QUORUM

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.

PUBLIC HEARINGS

- 1. PUBLIC HEARING:** to 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.

OPEN PUBLIC HEARING:

CLOSE PUBLIC HEARING:

2. **PUBLIC HEARING:** to consider AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN AMENDMENT TO EXISTING PD ZONING ORDINANCE 830-21 ALLOWING FOR CERTAIN COMMERCIAL USES WITHIN THE PLANNED DEVELOPMENT WITH A SPECIAL USE PERMIT PROVISION, FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

OPEN PUBLIC HEARING:

CLOSE PUBLIC HEARING:

- 3. CANCELLED - PUBLIC HEARING:** to consider APPROVAL OF A SPECIFIC USE PERMIT TO ALLOW FOR PROPOSED PRIVATE CLUB BASEBALL TRAINING SPACE, IN AN EXISTING PD ZONING ORDINANCE 830-21 ALLOWING FOR CERTAIN COMMERCIAL USES WITHIN THE PLANNED DEVELOPMENT WITH A SPECIAL USE PERMIT PROVISION, FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS.

ITEM HAS BEEN CANCELLED BY APPLICANT

AGENDA ITEMS:

4. **Approval of Planning & Zoning Meeting Minutes:** Tuesday, November 18th, 2025 at 5:30 PM
5. **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.
6. **DISCUSSION & ACTION:** to consider AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN AMENDMENT TO EXISTING PD ZONING ORDINANCE 830-21 ALLOWING FOR CERTAIN COMMERCIAL USES WITHIN THE PLANNED DEVELOPMENT WITH A SPECIAL USE PERMIT PROVISION, FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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 Meeting December 16th, 2025

12/16/2025

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.

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.

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: December 10, 2025, at 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

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 website at www.willowparktx.gov



City of Willow Park

Notice of Public Hearing

The City of Willow Park Planning & Zoning Commission will hold a public hearing on the matter listed below:

PUBLIC HEARING: to 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.

Planning and Zoning Meeting: Tuesday, Dec. 16, 2025
Time: 6:00 PM

City Council Meeting: Tuesday, January 13, 2025
Time: 6:00 PM

Location: Willow Park City Hall
120 El Chico Trail, Ste A
Willow Park, TX 76087

Any member of the public has the right to appear at the Public Hearing. Please contact the Planning & Development Department at 817-441-7108 x100 or ckirkland@willowpark.org with any questions.



City of Willow Park

Notice of Public Hearing

The City of Willow Park will hold public hearings on the matters listed below:

PUBLIC HEARING: to consider AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS, PROVIDING FOR AN AMENDMENT TO EXISTING PD ZONING ORDINANCE 830-21 TO ALLOW COMMERCIAL USES BY SPECIFIC USE PERMIT ON 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, GLAMPER CAMPER STORAGE, 4450 E. I-20, CITY OF WILLOW PARK, PARKER COUNTY, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

PUBLIC HEARING: to consider approval of a SPECIFIC USE PERMIT FOR A PROPOSED SPORTS TRAINING FACILITY WITHIN EXISTING STORAGE BUILDING ON LOT 1R2 AND LOT 1R3, BLOCK A, CROWN BLUFF ADDITION, GLAMPER CAMPER STORAGE, 4450 E I-20, CITY OF WILLOW PARK, PARKER COUNTY, TEXAS.

Planning and Zoning Meeting:
Time:

Tuesday, Dec. 16, 2025
6:00 PM

City Council Meeting:
Time:

Tuesday, January 13, 2025
6:00 PM

Location:

Willow Park City Hall
120 El Chico Trail, Ste A
Willow Park, TX 76087

Any member of the public has the right to appear at the Public Hearing. Please contact the Planning & Development Department at 817-441-7108 x100 or ckirkland@willowpark.org with any questions.



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)

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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 gavelled 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 gavelled 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:

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.

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_____/s/

Toni Fisher

Assistant City Manager – Development

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

P&Z COMMISSION CHAIR/CO-CHAIR

Date



PLANNING & ZONING COMMISSION AGENDA ITEM BRIEFING SHEET

Meeting Date: December 16 th , 2025	Department: Administration	Presented By: Toni Fisher, Interim City Manager
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AGENDA ITEM:

Discussion: to 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.

BACKGROUND:

The City of Willow Park currently has no procedures in place for the creation, advertisement, and application process for Planning & Zoning Commission, and the commissioners’ selection process is contradictory and poorly worded. The following Ordinance is aligned with the City of Willow Park Code of Ordinances, Chapter 1, Article 1.05, “Boards, Commissions, and Committees”, which was presented to the City Council at the November 17, 2025 meeting.

Changes in this Zoning Ordinance include:

1. Definitive, transparent, and honest procedure for the Commission’s application process
2. Affirmation of authority by the mayor, city council, and city staff for commissioner recommendations
3. Clarifying ambiguous and conflicting language for the appointment of commissioners
Elimination of alternate positions to align with the Parks Board (also an advisory board) and the City Council (the city’s governing body), neither of which have alternates
4. More flexible schedule for meetings to meet the city’s needs, and quorum requirements
5. Addition of more defined rules and regulations to increase commission understanding
6. More specific scope of duties and powers to assure proper commission function
7. Amendment of staff liaison reporting requirements

City Staff are confident that these changes will enhance understanding of the Commission, for its body and for the public, allow for consistency in procedures, and ensure clarity in the commissioners’ roles.

EXHIBITS:

Redlined and Proposed “City of Willow Park Ordinance regarding Code of Ordinances, Chapter 14, Article 16”

RECOMMENDED MOTION:

Motion to approve the amendment to The City of Willow Park Code of Ordinances, Chapter 14, Article 16 as presented.

CITY OF WILLOW PARK, TEXAS
ORDINANCE NO. _____

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.

WHEREAS, the City of Willow Park, Texas is a Type-A general law municipality (the “City”) located in Parker County, created in accordance with the provisions of Chapter 6 of the Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City of Willow Park desires to revise its zoning ordinance regarding policies and procedures for the planning and zoning commission; and

WHEREAS, the City of Willow Park submitted the revisions to Chapter 14 “Zoning”, Article 16 “Commissions” to the planning and zoning commission for its review, held public hearings with both the planning and zoning commission and the city council and published notice, all in compliance with Chapter 14 “Zoning”, Article 21 “Amendments” of the City of Willow Park Code of Ordinances and Chapter 211 of the Texas Local Government Code; and

WHEREAS, the City of Willow Park City Council finds and determines that the revision of the zoning ordinance regarding the city planning and zoning commission will be in the best interests of the citizens of Willow Park.

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

SECTION 1. All the above premises are hereby found to be true and correct and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2: Amendment. That Chapter 14 “Zoning”, Article 16 “Commissions”, §14.16.003 “Membership and Terms”; of the City’s Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

§ 14.16.003. Membership and terms.

(a) Membership.

(1) The planning and zoning commission ("commission") shall consist of five voting commissioners separately appointed to specific offices designated as: Place 1, Place 2, Place 3, Place 4, and Place 5. Applications are required for each commissioner position and must be submitted to the city secretary, where they will remain on file.

All applications received for a vacant or expiring commission place position will be presented to city council with staff recommendations. The mayor and/or members of city council may make commission recommendations from the presented applications. Each commissioner shall be selected and appointed by a majority vote of the city council.

(2) Vacancies shall be filled for the unexpired term of any member whose place becomes vacant for any cause in the same manner as the original appointment was made.

(3) The city secretary shall maintain a list of the names, addresses, telephone numbers and terms of each commissioner and shall make such list available to the commission and city council after each commission appointment.

(4) To qualify as a commissioner, the persons must be resident citizens for a minimum of one-year, current taxpayers, real property owners, and qualified voters of the City of Willow Park who are not employees of the city.

(5) The city will make training opportunities available for each commissioner and allow attendance at seminars and workshops relating to the basics of municipal planning and zoning in Texas, with tuition, if any, paid by the city.

(6) Commissioners may resign from their office at any time by submitting written notice to the secretary. The city may remove a commissioner at any time for any reason by a majority vote of the city council.

(b) Term.

(1) Each member of the commission will be appointed to a two-year term, with the term beginning in January as follows:

(A) Place 1, Place 3, and Place 5 in odd-numbered years.

(B) Place 2 and Place 4 in even-numbered years.

(2) A commissioner vacancy shall be filled in accordance with subsection (a)(1) for the unexpired term of the office vacated.

SECTION 3: Amendment. That Chapter 14 “Zoning”, Article 16 “Commissions”, §14.16.004 “Procedure.”; of the City’s Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

§ 14.16.004. Procedure.

(a) Meetings. The members of the commission shall regularly attend meetings and public hearings of the commission and shall serve without compensation. The commission shall meet once a month on such dates and times as determined by the commission and/or as appropriate to conduct the business of the commission, as determined by city staff. Special meetings may be scheduled by city staff for time-sensitive items which require

the commission's recommendation.

- (b) Quorum. A majority of the commissioners shall constitute a quorum to conduct business. An affirmative vote of a majority of those present and qualified to vote at any meeting, shall be necessary to pass any motion, recommendation or resolution. In the absence of a quorum, city staff may call a special meeting to address time-sensitive items which require the commission's recommendation.
- (c) Presiding officers.
 - (1) Each year during its first meeting in January, or as soon as practicable, the commission shall elect presiding officers from the commissioners, including, at a minimum, a chair and a vice-chair.
 - (2) The chair, or in absence of the chair, the vice chair, shall preside at all meetings of the commission.
- (d) Rules and regulations. The commission shall have the power to make rules, regulations and bylaws for its own governance, which shall conform with those set forth by the city council, and such rules, regulations and bylaws shall be subject to approval by the city council. Such rules and bylaws shall include, among other items, provisions for:
 - (1) Regular and special meetings, open to the public;
 - (2) A record of its proceedings in accordance with the Texas Open Meetings Act
 - (3) Reporting to the governing body, from time to time; and
 - (4). Meeting rules of order and the commission public hearings

SECTION 4: Amendment. That Chapter 14 Zoning, Article 16 Commissions, §14.16.005 “Duties and Powers.”; of the City’s Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

§ 14.16.005 Duties and Powers.

- (a) General. The commission shall exercise all powers, privileges and authority authorized and granted by the Texas Constitution, the Statutes of the State of Texas granting municipalities the power of zoning and subdivision regulation as found in chapters 211 and 212, Texas Local Government Code, subject to final approval by the city council.
- (b) The planning and zoning commission shall be an advisory body and adjunct to the city council and shall make recommendations regarding amendments to the comprehensive plan, changes of zoning for real property, zoning and subdivision ordinance amendments, zoning to be given to newly annexed areas, approval of plats of subdivisions, and other planning-related matters.
- (c) The planning and zoning commission shall review the city's comprehensive plan and shall be prepared to make recommendations to the city council, as deemed necessary, to keep the city's comprehensive plan current with changing conditions and trends and with the planning needs of the city.
- (d) The planning and zoning commission shall also serve in an advisory capacity on any other planning-related matter(s) in the city.

- (e) Joint meetings with the city council: Whenever the city council and the planning and zoning commission are required by the laws of the State of Texas to conduct public hearings in matters pertaining to planning, zoning or subdividing property, and at other times when it is in the best interest of the city to do so, the city council and the planning and zoning commission are hereby authorized, after published notice as required by law, to hold joint meetings and to conduct joint public hearings.

SECTION 5: Amendment. That Chapter 14 “Zoning”, Article 16 “Commissions”, §14.16.006 “Staff Support.”; of the City’s Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

§ 14.16.006 Staff Support.

- (a) Staff liaison. A city employee will be designated as staff liaison by the city manager to handle routine correspondence for the commission, prepare and post all required agendas, notices, maintain documents and files on all matters to be considered by the commission, prepare reports for the commission, provide relevant information to be considered by the commission to assist them in performing their functions, and ensure proper agenda item wording, notification and compliance with Texas Open Meetings Act.
- (b) Minutes. A recording secretary shall be designated by the city manager to keep complete and accurate minutes of the commission meetings. The city secretary shall be the custodian of commission records. Minutes shall include, at a minimum, a written narrative of all motions and votes taken as well as all relevant discussions, recommendations, findings and resolutions of the commission. After approval by a majority of the commission, the minutes shall be made public.
- (c) Reporting. For the city council meeting following a commission meeting, city staff shall provide a written report to the city council summarizing any recommendations of the commission to be presented to city council.

SECTION 6: Savings/Repealing Clause. All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

SECTION 7: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Crandall hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 8: Effective Date. This Ordinance shall become effective upon its passage and publication.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
WILLOW PARK, THIS _____ DAY OF _____ 2025.

Teresa Palmer, Mayor

ATTEST:

Deana McMullen, City Secretary

CITY OF WILLOW PARK, TEXAS
ORDINANCE NO. _____

**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.**

WHEREAS, the City of Willow Park, Texas is a Type-A general law municipality (the "City") located in Parker County, created in accordance with the provisions of Chapter 6 of the Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

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WHEREAS, the City of Willow Park desires to revise its zoning ordinance regarding policies and procedures for the planning and zoning commission; and

WHEREAS, the City of Willow Park submitted the revisions to Chapter 14 "Zoning", Article 16 "Commissions" to the planning and zoning commission for its review, held public hearings with both the planning and zoning commission and the city council and published notice, all in compliance with Chapter 14 "Zoning", Article 21 "Amendments" of the City of Willow Park Code of Ordinances and Chapter 211 of the Texas Local Government Code; and

WHEREAS, the City of Willow Park City Council finds and determines that the revision of the zoning ordinance regarding the city planning and zoning commission will be in the best interests of the citizens of Willow Park.

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

SECTION 1. All the above premises are hereby found to be true and correct and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2: Amendment. That Chapter 14 "Zoning", Article 16 "Commissions", §14.16.003 "Membership and Terms"; of the City's Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

§ 14.16.003. Membership and terms.

(a) Membership.

(1) The planning and zoning commission ("commission") shall consist of five voting commissioners separately appointed to specific offices designated as: Place 1, Place 2, Place 3, Place 4, and Place 5. ~~The mayor shall make a recommendation of qualified persons to the city council to serve as commissioners. Each commissioner shall be selected and appointed~~

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~~by a majority vote of the city council. Applications are required for each commissioner position and must be submitted to the city secretary, where they will remain on file.~~

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~~(2) The commission shall consist of the five commissioners and two alternates appointed by the mayor. The alternates shall be appointed to specific offices designated as: Alternate 1 and Alternate 2.~~

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~~(3) Alternate commissioners may attend and participate in all commission meetings and discussions. Only in the absence of one or more commissioners can an alternate be counted for quorum determination or vote on commission business or matters appearing on the agenda. A vote cast by an alternate commissioner, when eligible to vote, shall be cast first by Alternate Place 1 and by Alternate Place 2, only in the absence of two or more commissioners or the Alternate Place 1 person.~~

~~(4) The All applications received for a vacant or expiring commission place position will be presented to city council with staff recommendations. The mayor and/or members of city council may make commission recommendations from the presented applications. Each commissioner shall be selected and appointed by a majority vote of the city council.~~

~~(2) Vacancies shall be filled for the unexpired term of any member whose place becomes vacant for any cause in the same manner as the original appointment was made.~~

~~(3) The city secretary shall maintain a list of the names, addresses, telephone numbers and terms of each commissioner and alternates and shall make such list available to the commission and city council after each commission appointment. The secretary shall also provide the city council at least 60 days' notice of the expiration of a commissioner's term of office.~~

~~(54) To qualify as a commissioner, the person persons must have been abc resident of the city citizens for a minimum of one year, current taxpayers, real property owners, and qualified voters of the City of Willow Park who are not employees of the city.~~

~~(65) The city will make training opportunities available for each commissioner and allow attendance at seminars and workshops relating to the basics of municipal planning and zoning in Texas, with tuition, if any, paid by the city.~~

~~(76) Commissioners may resign from their office at any time by submitting written notice to the secretary. The city may remove a commissioner or alternate at any time for any reason by a majority vote of the city council.~~

~~(b) (b) Term.~~

~~(1) Each member of the commission will be appointed to a two-year term, with the term beginning in January as follows:~~

~~(A) (A) Place 1, Place 3, and Place 5 in odd-numbered years.~~

~~(B) (B) Place 2 and Place 4 in even-numbered years.~~

~~(2) Each alternate will be appointed for a one-year term with the term beginning in January of each year.~~

~~(2) (3) A commissioner vacancy shall be filled in accordance with subsection (a)(1) for the unexpired term of the office vacated.~~

SECTION 3: Amendment. That Chapter 14 "Zoning", Article 16 "Commissions", §14.16.004 "Procedure"; of the City's Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

§ 14.16.004. Procedure.

(a) ~~Meetings. The commission shall schedule regular monthly meetings. The members of the commission shall regularly attend meetings and public hearings of the commission and shall serve without compensation. The commission shall meet once a month on such dates and times as determined by the commission and/or as appropriate to conduct the business of the commission, as determined by city staff. Special meetings may be scheduled by city staff for time-sensitive items which require the commission's recommendation.~~

(b) ~~Quorum. A majority of the commissioners shall constitute a quorum to conduct business. An affirmative vote of a majority of those present and qualified to vote at any meeting, shall be necessary to pass any motion, recommendation or resolution. In the absence of a quorum, city staff may call a special meeting to address time-sensitive items which require the commission's recommendation.~~

~~(c) Presiding officers.~~

- ~~(1) Each year during its first meeting in January, or as soon after as practicable, the commission shall elect presiding officers from the commissioners, including, at a minimum, a chair and a vice-chair. An alternate commissioner is not eligible to be an officer.~~
- ~~(2) The chair, or in absence of the chair, the vice-chair, shall preside at all meetings of the commission.~~

~~(d) Rules and regulations. The city staff shall recommend, in consultation with the commission, and shall have the city council will consider power to make rules and regulations and bylaws for the practical and efficient transaction of commission business. Such rules and its own governance, which shall conform with those set forth by the city council, and such rules, regulations may address but is not limited to, and bylaws shall be subject to approval by the city council. Such rules and bylaws shall include, among other items such as: rules of order, plat application requirements, production of documents, ethics, provisions for:~~

- ~~(1) Regular and special meetings, open to the public;~~
- ~~(2) A record of its proceedings in accordance with the Texas Open Meetings Act~~
- ~~(3) Reporting to the governing body, from time to time; and~~
- ~~(4). Meeting rules of order and the commission public hearings~~

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SECTION 4: Amendment. That Chapter 14 Zoning, Article 16 Commissions, §14.16.005 “Duties and Powers.”; of the City’s Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

§ 14.16.005 Duties and Powers.

- (a) General. The commission shall exercise all powers ~~necessary, privileges and appropriate to recommend authority authorized and granted by the approval or disapproval~~ Texas Constitution, the Statutes of plans, plats, replats, or other the State of Texas granting municipalities the power of zoning and subdivision regulation of land as ~~authorized by found in~~ chapters 211 and 212, Texas Local Government Code, subject to final approval by the city council.
- (b) Enumerated duties. The planning and ~~powers:~~
- (1) Recommend approval or disapproval of boundaries for the original zoning districts, proposed changes to a zoning district or map, or changes to zoning regulations for any district.
 - (2) Recommend approval or disapproval of the platting of land within the corporate limits ~~commission shall be an advisory body and extraterritorial jurisdiction of the city as permitted by law, with the exception of amending plats and minor plats as provided in section 212.0065 Texas Local Government Code.~~
 - (3) Recommend adjunct to the city council ~~a comprehensive plan for the orderly development of the city. The commission shall, from time to time, recommend changes or updates to the comprehensive plan as necessary and appropriate.~~
 - (4) Under council direction, and with input from city staff, study and ~~and shall~~ make recommendations ~~on the location, extension and planning of public rights of way, parks or other public places, including the vacating or closing of same.~~
 - (5) Under council direction, and with input from city staff, study and make recommendations ~~on the general design and location of public buildings, bridges, viaducts, street fixtures and other structures and appurtenances.~~
 - (6) Notice and conduct public hearings or motions for the city:
 - (A) For the opening, vacating or closing of public rights of way, parks or other public places;
 - (B) ~~(b) For the regarding amendments to the comprehensive plan, changes of zoning for real property, zoning and subdivision ordinance amendments, zoning~~

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~~of recently to be given to newly annexed areas; or, approval of plats of subdivisions, and other planning-related matters.~~

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~~(C) For a change of zoning district boundaries or regulations.~~

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~~(7) Submit each June a progress report to the city council summarizing the work and major accomplishments of the commission during the past year, accompanied with a proposed work program for the next fiscal year. The report shall contain a meeting attendance record for all members of the commission.~~

- ~~(c) The planning and zoning commission shall review the city's comprehensive plan and shall be prepared to make recommendations to the city council, as deemed necessary, to keep the city's comprehensive plan current with changing conditions and trends and with the planning needs of the city.~~
- ~~(d) The planning and zoning commission shall also serve in an advisory capacity on any other planning-related matter(s) in the city.~~
- ~~(e) Joint meetings with the city council: Whenever the city council and the planning and zoning commission are required by the laws of the State of Texas to conduct public hearings in matters pertaining to planning, zoning or subdividing property, and at other times when it is in the best interest of the city to do so, the city council and the planning and zoning commission are hereby authorized, after published notice as required by law, to hold joint meetings and to conduct joint public hearings.~~

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SECTION 5: Amendment. That Chapter 14 "Zoning", Article 16 "Commissions", §14.16.006 "Staff Support."; of the City's Code of Ordinances is hereby amended and revised and replaced in its entirety as set forth below with all other provisions of Chapter 14, Article 16 not herein affected to remain in full force and effect:

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§ 14.16.006 Staff Support.

- (a) Staff liaison. A city employee will be designated as staff liaison by the city manager to handle routine correspondence for the commission, prepare and post all required agendas, notices, maintain documents and files on all matters to be considered by the commission, prepare reports for the commission, provide relevant information to be considered by the commission to assist them in performing their functions, and ensure proper agenda item wording, notification and compliance with Texas Open Meetings Act.
- (b) Minutes. A recording secretary shall be designated by the city manager to keep complete and accurate minutes of the commission meetings. The city secretary shall be the custodian of commission records. Minutes shall include, at a minimum, a written narrative of all motions and votes taken as well as all relevant discussions, recommendations, findings and resolutions of the commission. After approval by a majority of the commission, the minutes shall be made public.
- (c) Reporting. For each regular city council meeting following a commission meeting, city staff shall provide a written report to each member of the city council summarizing any recommendations of the commission to be presented to council at that meeting. Such written report shall identify the matter in question, the date when the matter was declared administratively complete, the timeline for review, any unresolved issues, the

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~~recommendation of the commission, and the individual votes cast by the commissioners or alternates-city council.~~

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SECTION 6: Savings/Repealing Clause. All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

SECTION 7: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Crandall hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 8: Effective Date. This Ordinance shall become effective upon its passage and publication.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
WILLOW PARK, THIS _____ DAY OF _____ 2025.

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Teresa Palmer, Mayor

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ATTEST:

Deana McMullen, City Secretary

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PLANNING AND ZONING AGENDA ITEM BRIEFING SHEET

Meeting Date: December 16, 2025	Department: Planning & Development	Presented By: Chelsea Kirkland, City Planner Toni Fisher, Interim City Manager
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AGENDA ITEM:

DISCUSSION AND ACTION to consider AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN AMENDMENT TO EXISTING PD ZONING ORDINANCE 830-21 ALLOWING FOR CERTAIN COMMERCIAL USES WITHIN THE PLANNED DEVELOPMENT WITH A SPECIAL USE PERMIT PROVISION, FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND:

City Staff were contacted regarding a proposed amendment to the existing planned development (PD) agreement. The requestor seeks to modify the existing PD to allow storage uses not originally outlined in the PD, and the potential for additional uses per Special Use Permits, for maximum usage of the facility.

STAFF RECOMMENDATION:

The City Staff have reviewed this request and recommend its approval.

EXHIBITS:

- Original Planned Development Agreement
- Amended Existing Planned Development Agreement

RECOMMENDED MOTION:

Motion to approve the amended Planned Development, as presented.

**CITY OF WILLOW PARK
ORDINANCE _____-25**

AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN AMENDMENT TO EXISTING PD ZONING ORDINANCE XXX-21 ALLOWING FOR CERTAIN COMMERCIAL USES WITHIN THE PLANED DEVELOPMENT WITH A SPECIAL USE PERMIT PROVISION, FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Willow Park, Texas, is a Type A general law municipality located in Parker County, created in accordance with the provisions of Chapter 211 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, **GLAMPER CAMPER STORAGE LLC** (Owner) has applied for An Amendment to Existing PD Zoning Ordinance XXX-21 allowing for certain commercial uses within the Planned Development with a Special Use Permit Provision, for 12.49 acres situated in the David Addington Survey, Abstract Number 21 (the "Property"); and

WHEREAS, the City has complied with all requirements of Chapter 211 of the Local Government Code and all other laws dealing with notice, publication and procedural requirements for the amendment of the PD; and

WHEREAS, The City of Willow Park, Texas does hereby deem it advisable and in the public interest to grant the requested PD Amendment.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:

SECTION 1

The Zoning Ordinance, and the Official Zoning Map are hereby amended insofar as they relate to certain land located in Willow Park, Texas, as shown on the Zoning Site Plan attached hereto as Exhibit 'A', and described by legal description attached as Exhibit 'B', by amending the existing PD XXX-21 including any other conditions and restrictions imposed and approved by the City Council, which are incorporated herein.

SECTION 2 PD DEVELOPMENT STANDARDS

2.0 Planned Development – RV Storage

2.01 General Description: RV Storage, for the purposes of this PD Ordinance, is defined as “for lease” storage units specifically designated for storage of Recreational Vehicles, Automobiles, Boats, Trailers, and similar vehicles. The storage spaces may be fully enclosed or partially open on the sides. For portions of the property that fall within the IH-20 Overlay District, the Overlay District regulations still apply unless modified herein. Requirements for development of the overall property shall comply with the “C” Commercial Design Standards (Zoning Article 14.06.014). If there are conflicts between the requirements of Article 14.06.014 or Article 14.06.016 and these Planned Development requirements, the Planned Development requirements shall govern.

2.02 Permitted Uses: Permitted uses as referenced below shall be permitted within the Planned Development District.

Permitted Uses:

- Enclosed & Open Storage of Recreational Vehicles, Boats, Campers, Automobiles, Trailers, and similar vehicles.
- Retail sales office or other professional office facilities, including property leasing office and maintenance building.
- Uses incidental to the operation of a vehicle storage facility such as sewage dump station, wash facilities, and detailing facilities.
- Off Street Parking
- Storage of tools, material and equipment used in performance of a trade or service.
- General storage of items and materials consistent with traditional storage facilities

Permitted Uses with a Special Use Permit Requirement:

Any use permitted in “C” Commercial District (Article 14.06.014) which are compatible with the existing structure, require minimal water & sewer connections, and for which code mandated parking requirements can be met. These Low-Impact Commercial Activities with no office use to include, but not be limited to:

- Sports Training & Instruction
- Golf cart sales or display (no on-site paint work)
- Paintless dent repair (PDR) (by appointment only)
- RV, boat, or vehicle detailing
- Sports training or instruction facility (e.g., baseball cage, golf simulator, or fitness bay)
- Trailer, boat, or equipment display and sales (inventory storage with limited viewing)
- Overlanding, marine, or outdoor recreation accessory retail (appointment-based)
- Custom signage or vinyl graphics application (no paint or spray booth)

- Small-scale fabrication or light assembly (wood, leather, or craftwork — non-industrial)
- Storage and display of goods associated with on-site tenants (e.g., seasonal displays, demo setups)
- Wash, detail, or prep services supporting stored vehicles or equipment
- Seasonal or pop-up retail (e.g., limited weekend events or demo days)
- Sports or hobby-related facilities (e.g., batting, golf, archery, cycling tuning)
- Artisan or specialty workshop spaces (e.g., furniture building, model fabrication, restoration, or craft production)
- Vehicle or equipment preparation areas (e.g., staging, cleaning, outfitting, or inspection work)
- Any other comparable low-impact commercial activity where individuals may spend extended time within a unit for production, preparation, or maintenance purposes, provided all work occurs indoors and does not produce noise, odor, vibration, or dust perceptible beyond the premises.

Prior to occupancy of any use other than those defined in “Permitted Uses” above, applicant shall make application to the City of Willow Park for a Special Use Permit in accordance with the City of Willow Park Regulations in effect at the time.

2.03 **Prohibited uses:** Uses referenced below shall be prohibited within the Planned Development District.

- Single Family, Duplex, or Townhome uses.
- Manufacturing, Assembly, or Automotive Repair Facilities
- Turkish Baths

2.04 **Required Parking:** Parking requirements for any retail or commercial use within the Planned Development shall conform to City of Willow Park standard requirements for such use.

2.05 **Building Materials:** Pre-Engineered standing seam metal building construction shall be used for all storage unit facilities. Leasing and commercial office building to be of conventional construction meeting the requirements of “C” zoning designation.

For proposed uses for which a Special Use Permit is required as defined by Article 2.02 above, the Special Use Permit application shall include all necessary information as may be required by the City of Willow Park to document conformance with applicable electrical, plumbing, and life safety requirements.

2.06 **Architectural Standards:**

- All storage units backing to a public street shall be fully enclosed for any portion of the building facing a public street.

- No roll-up doors shall be permitted to face a public street. Roll-up doors on all units shall face inward.
- Open storage units (roof but no side walls) shall only be permitted within the interior of the development or along the easterly property line adjacent to the existing equipment rental facility.
- Incidental uses such as sewage dump station or wash station shall be located interior to the project, not adjacent to a public roadway.
- Any building façade fronting to the Interstate Highway frontage road shall include a masonry façade for a minimum of height of six feet (72") on all sides which may be viewed from the Interstate frontage road, excluding windows or door frames.
- Minimum Roof Pitch shall be fifteen degrees (15°). No flat roofs shall be allowed.
- Maximum Building Height: 35'

2.07 Lot Coverage: A maximum of 70% of the gross project site may be used for construction of primary structures.

2.08 Front Yard: The minimum depth of the front yard:

Adjacent to Interstate 20 frontage road:	50'
Adjacent to Local Public Streets:	25'

2.09 Side Yard: The minimum side yard on each side of the lot shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

2.10 Rear Yard: The minimum depth of the rear yard shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

2.11 Gated Entry: It is the intent of this Planned Development to provide a secure storage environment. Storage Units shall be accessible only through gated entries and exits. Required parking for retail sales and/or commercial offices will not be within the gated area.

2.12 Garbage and Trash Collection: The garbage and trash collection will be provided by a private collection service. All freestanding dumpsters shall be screened on three sides with an opaque masonry enclosure measuring to a height at least six (6) inches above the top of the dumpster. If visible from a public street, the enclosure shall be gated to shield view of the interior with gates a minimum of six (6) feet in height

2.16 Landscaping: Landscaping shall be installed in accordance with the attached Exhibit C as a minimum requirement. Additional landscaping is permissible with written approval from the City of Willow Park.

2.17 Signage: Signage shall be in accordance with the City of Willow Park standard signage requirements.

SECTION 3 SEVERABILITY CLAUSE

This ordinance shall be cumulative of all provisions of ordinances of the City of Willow Park, Texas except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Willow Park's various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment of decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs an sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence paragraph or section.

SECTION 4 EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED AND APPROVED this the _____ day of _____, 2025.

APPROVED:

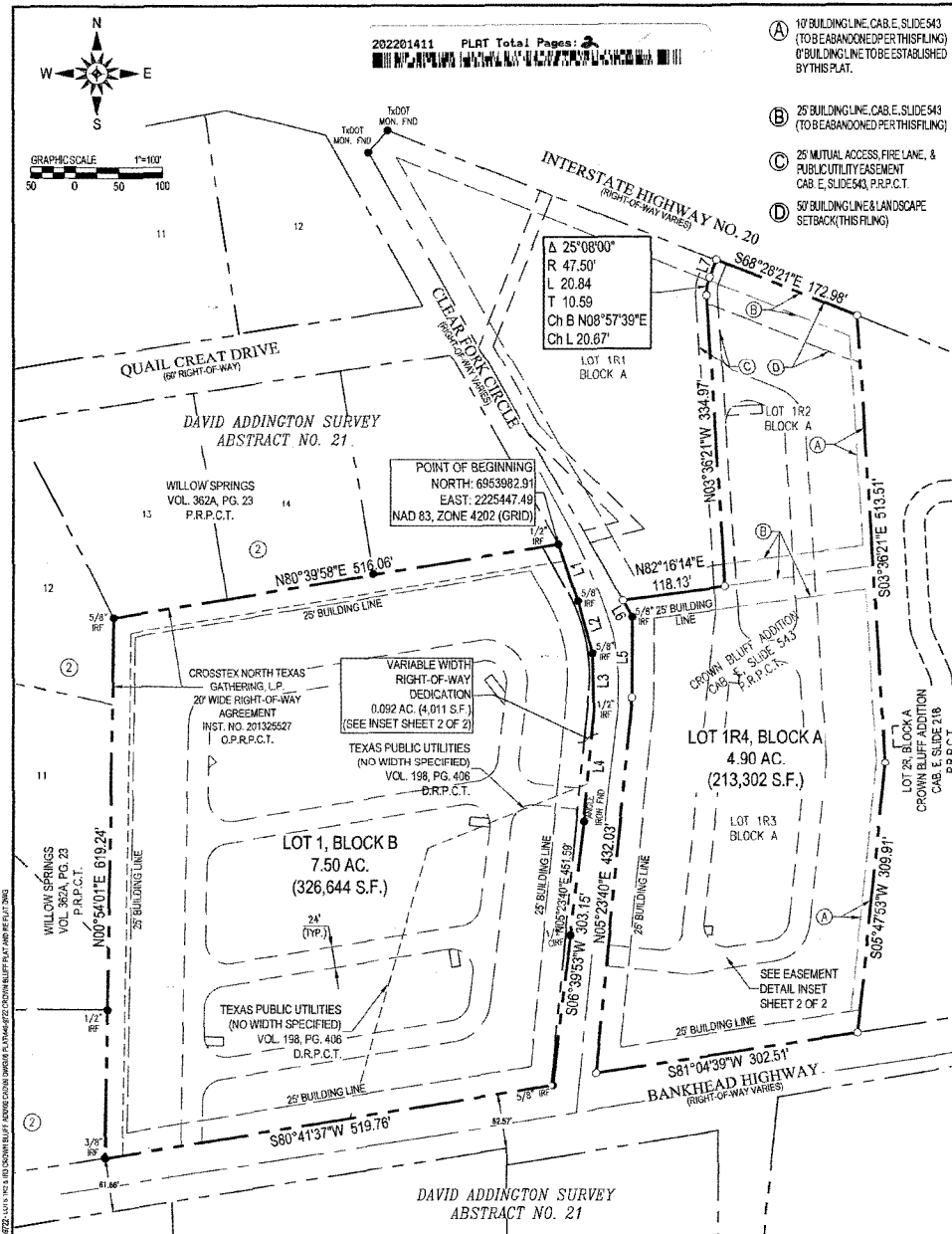
Teresa Palmer, Mayor

ATTEST:

Deana McMullen, City Secretary

The Willow Park City Council in acting on Ordinance No. _____-25 did on the ____ day of _____, 2025 vote as follows:

	FOR	AGAINST	ABSTAIN
Teresa Palmer, Mayor	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Chawn Gilliland, Place 2	_____	_____	_____
Buddy Wright, Place 3	_____	_____	_____
Scott Smith, Place 4	_____	_____	_____
Nathan Crummel, Mayor Pro Tem	_____	_____	_____



LEGAL DESCRIPTION

7.591 ACRE TRACT

BEING 7.591 acres situated in the DAVID ADDINGTON SURVEY, Abstract No. 21, City of Willow Park, Parker County, Texas, being all of those certain tracts of land described in deed as Tracts 1, 2 and 3 to ADAL Bond, recorded in Instrument Number 2017-0362, Official Public Records, Parker County, Texas, being more particularly described, as follows:

BEGINNING at a 1/2" iron rod found in the west line of Clear Fork Circle (Right-of-Way varies) being the northeast corner of said ADAL Bond Tract 3 and being the southeast corner of Lot 15, Block 2, WILLOW SPRINGS, an Addition to Parker County, Texas, according to the Plat recorded in Volume 362A, Page 23, Plat Records, Parker County, Texas, said BEGINNING point having a NAD 83, Zone 4202 (Grid) coordinate value of NORTH: 6953982.908 and EAST: 2225447.489, for reference;

THENCE along the west line of said Clear Fork Circle, as follows:

S 18°58'20" E, a distance of 68.38 feet to a 5/8" capped iron rod found stamped "Crossway";
S 15°58'40" E, a distance of 61.74 feet to a 5/8" iron rod found;
S 01°08'29" E, a distance of 65.06 feet to a 1/2" iron rod found;
S 05°03'11" W, a distance of 129.14 feet to an angle iron found at the southeast corner of said ADAL Bond Tract 3 and being the northeast corner of said ADA L Bond Tract 2;
S 08°39'53" W, at a distance of 130.74 feet, passing a 1/2" capped iron rod found stamped "Slevens Surveying" at the southeast corner of said ADA L Bond Tract 2 and being the northeast corner of said ADA L Bond Tract 1, and continuing, in all, a distance of 303.15 feet to a 5/8" capped iron rod found stamped "Crossway" at the intersection of the west line of said Clear Fork Circle with the north line of Bankhead Highway (Right-of-Way varies) and being the southeast corner of said ADA L Bond Tract 1;

THENCE S 80°41'37" W, along the north line of said Bankhead Highway, a distance of 519.76 feet to a 3/8" iron rod found at the southwest corner of said ADA L Bond Tract 1 and being the southeast corner of Lot 5, Block 2 of said WILLOW SPRINGS;

THENCE N 00°54'01" E, along the common line of said ADA L Bond Tracts 1, 2 and 3 and said Block 2, WILLOW SPRINGS, at a distance of 169.90 feet, passing a 1/2" iron rod found at the common rear corner of Lots 5 and 10 of said Block 2, WILLOW SPRINGS, and continuing, in all, a distance of 619.24 feet to a 5/8" capped iron rod found stamped "Crossway" at the northwest corner of said ADA L Bond Tract 3 and being the common rear corner of Lots 11 and 12 of said Block 2, WILLOW SPRINGS;

THENCE N 80°39'58" E, along the common line of said ADA L Bond Tract 3 and said Block 2, WILLOW SPRINGS, at a distance of 301.53 feet, passing a 5/8" iron rod found at the common rear corner of Lots 14 and 15 of said Block 2, and continuing, in all, a distance of 516.06 feet to the POINT OF BEGINNING and containing 7.59 acres (330,655 square feet) of land, more or less.

STATE OF TEXAS

COUNTY OF TARRANT

Before Me, the undersigned authority, on this day appeared Jamie Mitchell, known to me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office this 21st day of

DECEMBER 2021.
Charles F. Stark
Notary Public in and for the State of Texas



USE OF THIS ELECTRONIC SEAL/SIGNATURE AUTHORIZED BY CHARLES F. STARK, RPLS, TEXAS REGISTRATION NO. 5084

This is to certify that I, Charles F. Stark, a Registered Professional Land Surveyor in the State of Texas, have plotted the above subdivision from an actual survey on the ground and all lot corners, angle points, and points of curve shall be properly marked on the ground upon completion of construction, and that this plat correctly represents the survey from which it is made.

11/7/21
Charles F. Stark, RPLS
Texas Registration No. 5084

OWNER DEDICATION:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That, Glampier Camper Storage, LLC, acting hereinby and through its duly authorized officer, does hereby certify and adopt this plat designating the hereinabove described property as, Lot 1R4, Block A and Lot 1, Block B, CROWN BLUFF ADDITION, an addition to the City of Willow Park, Texas ("City") and does hereby dedicate to the public use forever, the fire lanes, easements, and encumbrances shown hereon.

Glampier Camper Storage, LLC, herein certifies the following:

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

This plat is approved subject to the conditions herein and to all platting ordinances, rules, regulations and resolutions of the City of Willow Park, Texas.

Witness my hand this 21st day of December, 2021.

Glampier Camper Storage, LLC.,

Jamie Mitchell, Partner

APPROVED BY CITY OF WILLOW PARK

APPROVED BY CITY COUNCIL CITY OF WILLOW PARK

SIGNED *[Signature]* 12.22.21
ATTEST *[Signature]* 12.22.21
CITY SECRETARY DATE



Final Plat

Lot 1R4, Block A
and
Lot 1, Block B

CROWN BLUFF ADDITION

An Addition to the City of Willow Park, Parker County, Texas

Being a Re Plat of
Lot 1R2 and Lot 1R3, Block A (4.90 Acres)
an Addition to the City of Willow Park, Parker County, Texas
according to the Plat recorded in
Cabinet E, Slide 543, Plat Records
Parker County, Texas

and

BEING 7.59 Acres of Land Situated in the
DAVID ADDINGTON SURVEY, ABSTRACT NO. 21
City of Willow Park, Parker County, Texas

PROJECT NO. 449-8722

SHEET 1 OF 2

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

Barron-Stark

OWNER:
Glampier Camper Storage, LLC,
6647 South FM 56
Glen Rose, TX 76643

FILED FOR RECORD
PARKER COUNTY, TEXAS PLAT RECORD
CABINET **F**, SLIDE **142**
11/2/2022

LINE TABLE		
LINE NO.	LENGTH	BEARING
L1	68.38	S18°58'20"E
L2	61.74	S15°58'40"E
L3	65.06	S01°08'29"E
L4	129.14	S05°03'11"W
L5	91.95	N00°09'35"E
L6	21.88	N29°33'55"W
7	20.97	N21°31'39"E

COUNTY CLERK STAMP

EXHIBIT B
LEGAL DESCRIPTION

All of Lots 1R4, Block A and Lot 1, Block B, Crown Bluff Addition, an addition to the City of Willow Park, Texas as recorded in Cabinet F, Slide 142, Plat Records Parker County, Texas

**CITY OF WILLOW PARK
ORDINANCE 830-21**

AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR A ZONING CHANGE FROM "C" COMMERCIAL AND "IH-20" OVERLAY DISTRICT TO "PD" PLANNED DEVELOPMENT DISTRICT FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Willow Park, Texas, is a Type A general law municipality located in Parker County, created in accordance with the provisions of Chapter 211 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, BOND TRUST (Owner) and KELLY BOURNE & BOURNE FAMILY IRREVOCABLE TRUST (Owner) has applied for a change in zoning for 12.49 acres situated in the David Addington Survey, Abstract Number 21 (the "Property") from "C" Commercial and "IH-20" Overlay District to "PD" Planned Development District, and

WHEREAS, the City has complied with all requirements of Chapter 211 of the Local Government Code and all other laws dealing with notice, publication and procedural requirements for the rezoning of the Property; and

WHEREAS, The City of Willow Park, Texas does hereby deem it advisable and in the public interest to grant the requested zoning.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:

SECTION 1

The Zoning Ordinance, and the Official Zoning Map are hereby amended insofar as they relate to certain land located in Willow Park, Texas, as shown on the Zoning Site Plan attached hereto as Exhibit 'A', and described by metes and bounds description attached as Exhibit 'B', by changing the zoning of said property from C Commercial and IH-20 Overlay District to PD Planned Development district, including any other conditions and restrictions imposed and approved by the City Council, which are incorporated herein.

SECTION 2 PD DEVELOPMENT STANDARDS

2.0 Planned Development – RV Storage

2.01 General Description: RV Storage, for the purposes of this PD Ordinance, is defined as “for lease” storage units specifically designated for storage of Recreational Vehicles, Automobiles, Boats, Trailers, and similar vehicles. The storage spaces may be fully enclosed or partially open on the sides. For portions of the property that fall within the IH-20 Overlay District, the Overlay District regulations still apply unless modified herein. Requirements for development of the overall property shall comply with the “C” Commercial Design Standards (Zoning Article 14.06.014). If there are conflicts between the requirements of Article 14.06.014 or Article 14.06.016 and these Planned Development requirements, the Planned Development requirements shall govern.

2.02 Permitted Uses: Permitted uses as referenced below shall be permitted within the Planned Development District.

Permitted Uses:

- Enclosed & Open Storage of Recreational Vehicles, Boats, Campers, Automobiles, Trailers, and similar vehicles.
- Retail sales office or other professional office facilities, including property leasing office and maintenance building.
- Uses incidental to the operation of a vehicle storage facility such as sewage dump station, wash facilities, and detailing facilities.
- Off Street Parking

2.03 Prohibited uses: Uses referenced below shall be prohibited within the Planned Development District.

- Single Family, Duplex, or Townhome uses.
- Manufacturing, Assembly, or Automotive Repair Facilities
- Turkish Baths

2.04 Required Parking: Parking requirements for any retail or commercial use within the Planned Development shall conform with City of Willow Park standard requirements for such use.

2.05 Building Materials: Pre-Engineered standing seam metal building construction shall be used for all storage unit facilities. Leasing and commercial office building to be of conventional construction meeting the requirements of “C” zoning designation.

2.06 Architectural Standards:

- All storage units backing to a public street shall be fully enclosed for any portion of the building facing a public street.
- No roll-up doors shall be permitted to face a public street. Roll-up doors on all units shall face inward.
- Open storage units (roof but no side walls) shall only be permitted within the interior of the development or along the easterly property line adjacent to the existing equipment rental facility.
- Incidental uses such as sewage dump station or wash station shall be located interior to the project, not adjacent to a public roadway.
- Any building façade fronting to the Interstate Highway frontage road shall include a masonry façade for a minimum of height of six feet (72") on all sides which may be viewed from the Interstate frontage road, excluding windows or door frames.
- Minimum Roof Pitch shall be fifteen degrees (15°). No flat roofs shall be allowed.
- Maximum Building Height: 35'

2.07 Lot Coverage: A maximum of 70% of the gross project site may be used for construction of primary structures.

2.08 Front Yard: The minimum depth of the front yard:

Adjacent to Interstate 20 frontage road:	50'
Adjacent to Local Public Streets:	25'

2.09 Side Yard: The minimum side yard on each side of the lot shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

2.10 Rear Yard: The minimum depth of the rear yard shall be twenty-five (25) feet if adjacent to residentially zoned property and zero (0') feet if adjacent to commercially zoned property.

2.11 Gated Entry: It is the intent of this Planned Development to provide a secure storage environment. Storage Units shall be accessible only through gated entries and exits. Required parking for retail sales and/or commercial offices will not be within the gated area.

2.12 Garbage and Trash Collection: The garbage and trash collection will be provided by a private collection service. All freestanding dumpsters shall be screened on three sides with an opaque masonry enclosure measuring to a height at least six (6) inches above the top of the dumpster. If visible from a public street, the enclosure shall be gated to shield view of the interior with gates a minimum of six (6) feet in height

2.16 Landscaping: Landscaping shall be installed in accordance with the attached Exhibit C as a minimum requirement. Additional landscaping is permissible with written approval from the City of Willow Park.

- 2.17 Signage:** Signage shall be in accordance with the City of Willow Park standard signage requirements.

SECTION 3 SEVERABILITY CLAUSE

This ordinance shall be cumulative of all provisions of ordinances of the City of Willow Park, Texas except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Willow Park's various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment of decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs an sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence paragraph or section.

SECTION 4 EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED AND APPROVED this the 11th day of May, 2021.

APPROVED:


Doyle Moss, Mayor

ATTEST:

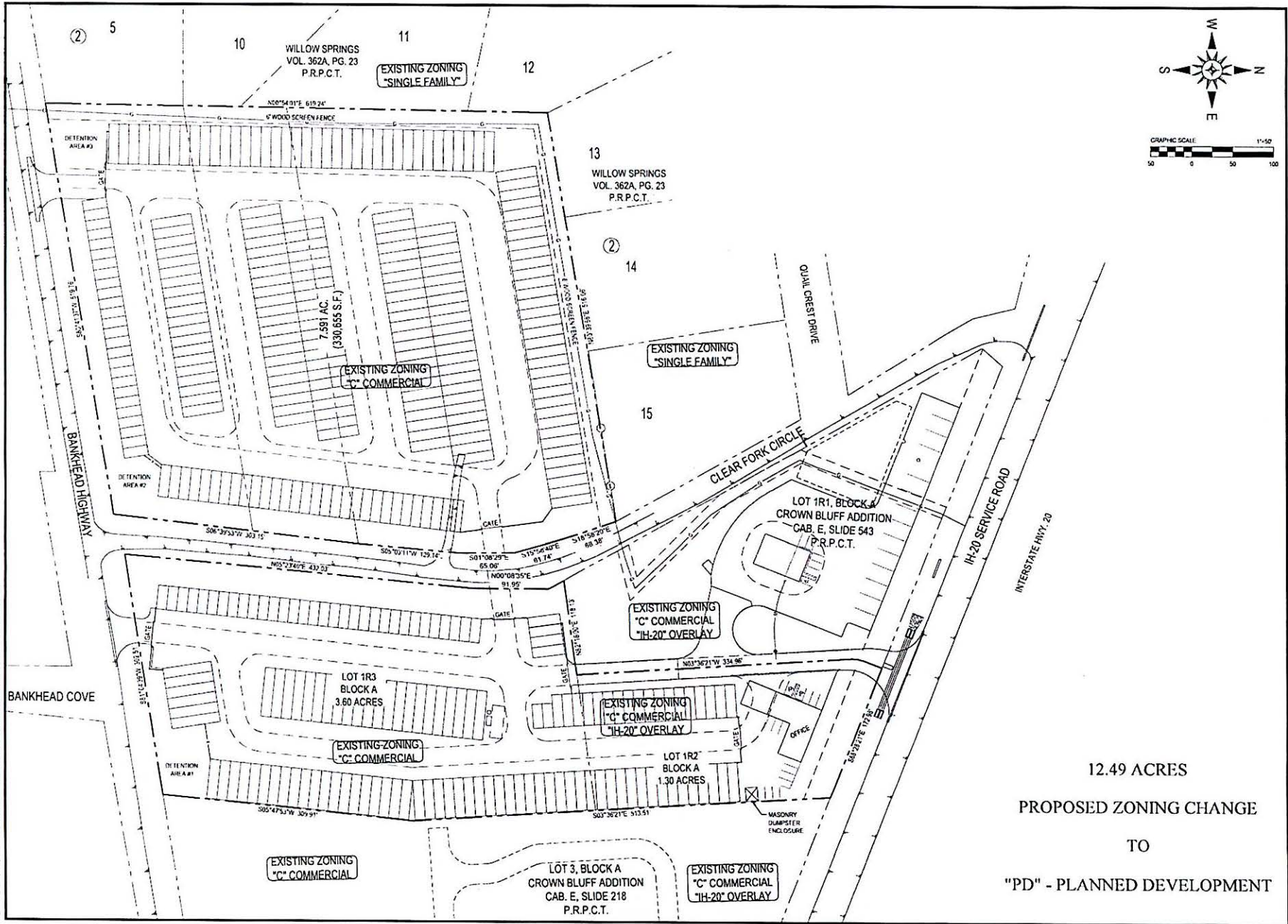

Alicia Smith TRMC, City Secretary
Crystal Dozier



The Willow Park City Council in acting on Ordinance No. 830-21 did on the 11th day of May, 2021 vote as follows:

	FOR	AGAINST	ABSTAIN
Doyle Moss, Mayor	_____	_____	_____
Eric Contreras, Place 1	_____✓_____	_____	_____
Tyler VanSant, Place 2	_____✓_____	_____	_____
Greg Runnebaum, Place 3	_____✓_____	_____	_____
Lea Young, Place 4	_____✓_____	_____	_____
Nathan Crummel, Place 5	_____✓_____	_____	_____

EXHIBIT A
Site Plan Exhibit



Barron-Stark
Engineers



EXHIBIT - ZONING CHANGE
LOTS 1R2 & 1R3 CROWN BLUFF ADD
TRACTS 1 - 3 ADA BOND
CITY OF WILLOW PARK
FARKER COUNTY, TEXAS

CLIENT No.	440
PROJECT No.	9722
DESIGN	CFS
DRAWN	MR
CHECKED	CFS
DATE	MARCH 2021
SHEET	

EX 'A'

EXHIBIT "A"

**EXHIBIT B
LEGAL DESCRIPTION**

Tract One

All of Lots 1R2 and 1R3, Block A, Crown Bluff Addition, an addition to the City of Willow Park as recorded in Cabinet E, Slide 543, Plat Records Parker County, Texas. Totaling 4.90 acres.

Tract Two

Being 7.59 acres situated in the David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas and being all of that certain tract of land conveyed to Ada L. Bond, Trustee of the Ada L. Bond Trust as recorded in Document No. 201710362, Deed Records Parker County Texas.

Beginning at a point in the north line of Bankhead Highway for the southwest corner of said Bond tract, said point being the southeast corner of Lot 5, Block 2, Willow Springs, an addition to the City of Willow Park as recorded in Volume 362A, Page 23, Plat Records Parker County, Texas;

Thence North 00°58'28" East with the east line of Willow Springs addition a distance of 169.80 feet to a point;

Thence North 01°02'48" East with the east line of Willow Springs addition a distance of 127.40 feet to a point;

Thence North 00°49'04" East with the east line of Willow Springs addition a distance of 322.08 feet to a point;

Thence North 80°39'57" East with the south line of Willow Springs addition a distance of 516.13 feet to a point in the west line of Clear Creek Circle;

Thence South 18°49'29" East with the Clear Creek Circle west line a distance of 68.47 feet to a point;

Thence South 16°06'40" East with the Clear Creek Circle west line a distance of 61.60 feet to a point;

Thence South 00°59'41" East with the Clear Creek Circle west line a distance of 65.17 feet to a point;

Thence South 05°01'18" West with the Clear Creek Circle west line a distance of 129.20 feet to a point;

Thence South 06°39'02" West with the Clear Creek Circle west line a distance of 130.47 feet to a point;

Thence South $06^{\circ}36'44''$ West with the Clear Creek Circle west line a distance of 172.47 feet to a point for the intersection of the Clear Creek Circle west line and the north line of Bankhead Highway;

Thence South $80^{\circ}41'16''$ West with the north line of Bankhead Highway a distance of 520.00 feet to the POINT of BEGINNING and CONTAINING 330,518 square feet, 7.59 acres of land, more or less.