



PLANNING & ZONING COMMISSION MEETING 6/21/22 AGENDA

Municipal Complex, 516 Ranch House Rd, Willow Park, TX 76087

Tuesday, June 21, 2022 at 6:00 PM

CALL TO ORDER

DETERMINATION OF QUORUM

APPROVAL OF MEETING MINUTES for April 19, 2022

1. Meeting minutes for April 19, 2022.

ITEMS TO BE CONSIDERED AND ACTED UPON:

2. Consider and act on a Final Plat of Blocks 2, 3, 4; Porter Addition, being 21.752 acres J.M. Froman Survey Abstract No. 471, City of Willow Park, Parker County, Texas.

ADJOURNMENT

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 516 Ranch House Road, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: JUNE 14, 2022, at 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Toni Fisher

Planning and Development Director

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 cdozier@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 www.willowpark.org



City of Willow Park
Planning & Zoning
Regular Meeting Minutes
Municipal Complex

516 Ranch House Rd Willow Park, TX 76087
Tuesday, April 19, 2022 at 6:00 p.m.

Call to Order

Vice Chairperson Rodney Wilkins called the meeting to order at 6:03 PM

Determination of Quorum

Members Present: Vice Chairperson Rodney Wilkins
Scott Smith
Billy Weikert
Alternate Zac Walker

Members Absent: Sharon Bruton
Jared Fowler

Staff Present: Betty Chew, City Planner
Toni Fisher, Planning & Development Director

Approval of Meeting Minutes for March 29, 2022

Commissioner Billy Weikert made a motion to approve the minutes of the March 29, 2022 meeting, seconded by Alternate Commissioner Zac Walker. Motion carried 4-0.

Item to be considered and acted upon:

PUBLIC HEARING to consider a request to rezone 1.859 acres from LR “Local Retail”/IH-20 Overlay “Interstate Highway 20 Overlay District” to C “Commercial”/IH-20 Overlay “Interstate Highway 20 Overlay District”, Lot 1R, Block 3, El Chico South, City of Willow Park, Parker County, Texas, located at 108 S. Ranch House Rd.

- a. Open Public Hearing
- b. Close Public Hearing
- c. Make Recommendation

Betty Chew, City Planner, presented and explained the request for rezoning of 1.859 acres from Local Retail/IH-20 Overlay District to Commercial/IH-20 Overlay District, Lot 1R, Block 3, El Chico at 108 S. Ranch House Rd. She explained that applicants wished to change the zoning to be the same as most of the other south Ranch House Road businesses and to broaden the uses for future leasing.

Owner and applicant, Austin Riley, was present and commented that MDR 108 S Ranch House Rd LLC wanted to update the façade of the building and possibly some interior updates, new signage, close off the one steep entrance to the parking and replace it with

landscaping to the frontage and additional parking to the interior, and clean up the building. Mr. Riley also stated that it was a possibility and consideration to make the last unit a drive-thru for another restaurant in that space as was before.

Commissioner Billy Weikert asked if the owners were planning to keep the existing tenants or get new ones, to which Riley replied that they kept the existing tenants when they purchased the building and intend to keep them, but rent may rise depending on the extent of improvements to the building.

Commissioner Scott Smith questioned whether the building would have to comply with the city's parking ordinance since the building was likely grandfathered to before the IH-20 Overlay District was in effect. Ms. Chew responded that although the building was built before the IH-20 Overlay District, ample parking would be considered and have to apply as the parking lot is not grandfathered.

Vice-Chairperson Rodney Wilkins opened the public hearing. There were no public comments. Vice-Chairperson Rodney Wilkins closed the public hearing.

Commissioner Billy Weikert made a motion to recommend approval of the 1.859 acres from LR "Local Retail"/IH-20 Overlay "Interstate Highway 20 Overlay District" to C "Commercial"/IH-20 Overlay "Interstate Highway 20 Overlay District", Lot 1R, Block 3, El Chico South, City of Willow Park, Parker County, Texas, located at 108 S. Ranch House Rd. The motion was seconded by Commissioner Scott Smith. Motion carried 4-0.

ADJOURN

With no further business, the meeting adjourned by Vice-Chairperson Rodney Wilkins at 6:16 p.m.

APPROVED:

Rodney Wilkins, Vice-Chairperson, Planning & Zoning Commission



PLANNING & ZONING AGENDA ITEM BRIEFING SHEET

Meeting Date: June 21, 2022	Department: Planning & Development	Presented By: Betty Chew Toni Fisher Bill Funderburk
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AGENDA ITEM:

Consider and act on a Final Plat of Blocks 2, 3, 4; Porter Addition, being 21.752 acres J.M. Froman Survey Abstract No. 471, City of Willow Park, Parker County, Texas.

BACKGROUND:

This is a final plat represents a 3-block subdivision. The property is zoned “Commercial/IH-20 Overlay District”. This plat includes the extension of Bankhead Highway right-of-way (60 foot) to the west. Eagle Drive and Ryser Road right-of-way (60 foot) will be dedicated with the plat.

The subdivision will be served by the City of Willow Park water and sanitary sewer systems. Fire hydrants will be installed along the water mains in compliance with I.S.O. regulations. Utility extension will be in accordance with the City’s Utility Extension Policy.

Stormwater flows from northeast to southwest to the Clear Fork of the Trinity River. A portion of Lot 1, Block 3 and Lot 1, Block 4 are in the 100-year flood zone and floodway. A flood study has been submitted and a LOMR issued by FEMA. Stormwater drainage improvements will comply with the City of Willow Park Design Standards.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Final Plat of Blocks 2, 3, 4; Porter Addition, as presented.

EXHIBITS:

- Plat Application
- Final Plat



City of Willow Park Development Services

516 Ranch House Road
Willow Park, Texas 76087
Phone: (817) 441-7108 · Fax: (817) 441-6900

PLAT APPLICATION
MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

Type of Plat: Preliminary Final Replat Amended

PROPERTY DESCRIPTION:

SUBMITTAL DATE: _____

Address (if assigned): _____

Name of Additions: Porter Addition, Blocks 2, 3, & 4

Location of Addition: Bankhead Highway & I-20 South

Number of Lots: 4 Gross Acreage: 21.752 Zoning: C # of New Street Intersections: 4

PROPERTY OWNER:

Name: Bullish Holdings, LLC

Contact: _____

Address: 5189 E. I-20 North, Ste 106

Phone: _____

City: Willow Park

Fax: _____

State: TX Zip: 76087

Email: _____

Signature: _____

APPLICANT:

Name: Bullish Holdings, LLC

Contact: Grant Read

Address: 5189 E. I-20 North, Ste 106

Phone: 817-441-2255

City: Willow Park

Fax: _____

State: TX Zip: 76087

Email: grant@railheadrealty.com

Signature: _____

SURVEYOR:

Name: Jacob & Martin, LLC

Contact: Mark Brown, RPLS

Address: 3465 Curry Lane

Phone: 325-695-1070

City: Abilene

Fax: _____

State: TX Zip: 79606

Email: mtb@jacobmartin.com

Signature: _____



City of Willow Park Development Services

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PLAT APPLICATION
MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

Type of Plat: Preliminary Final Replat Amended

PROPERTY DESCRIPTION:

SUBMITTAL DATE: _____

Address (if assigned): _____

Name of Additions: Porter Addition, Blocks 2, 3, &4

Location of Addition: Bankhead Highway & I-20 South

Number of Lots: 4 **Gross Acreage:** 21.752 **Zoning:** C **# of New Street Intersections:** 4

PROPERTY OWNER:

Name: T.B.C.A., Inc.

Contact: _____

Address: 4954 E. I-20 South

Phone: _____

City: Weatherford

Fax: _____

State: TX **Zip:** 76087

Email: _____

Signature: _____

APPLICANT:

Name: Bullish Holdings, LLC

Contact: Grant Read

Address: 5189 E. I-20 North, Ste 106

Phone: 817-441-2255

City: Willow Park

Fax: _____

State: TX **Zip:** 76087

Email: grant@railheadrealty.com

Signature: _____

SURVEYOR:

Name: Jacob & Martin, LLC

Contact: Mark Brown, RPLS

Address: 3465 Curry Lane

Phone: 325-695-1070

City: Abilene

Fax: _____

State: TX **Zip:** 79606

Email: mtb@jacobmartin.com

Signature: _____



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PLAT APPLICATION
MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL

Type of Plat: Preliminary Final Replat Amended

PROPERTY DESCRIPTION:

SUBMITTAL DATE: _____

Address (if assigned): _____

Name of Additions: Porter Addition, Blocks 2, 3, &4

Location of Addition: Bankhead Highway & I-20 South

Number of Lots: 4 **Gross Acreage:** 21.752 **Zoning:** C **# of New Street Intersections:** 4

PROPERTY OWNER:

Name: BPO Real Estate, LLC

Contact: _____

Address: 609 S. Goliad St, Unit 2410

Phone: _____

City: Rockwall

Fax: _____

State: TX **Zip:** 75087

Email: _____

Signature: _____

APPLICANT:

Name: Bullish Holdings, LLC

Contact: Grant Read

Address: 5189 E. I-20 North, Ste 106

Phone: 817-441-2255

City: Willow Park

Fax: _____

State: TX **Zip:** 76087

Email: grant@railheadrealty.com

Signature: _____

SURVEYOR:

Name: Jacob & Martin, LLC

Contact: Mark Brown, RPLS

Address: 3465 Curry Lane

Phone: 325-695-1070

City: Abilene

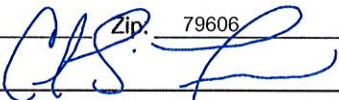
Fax: _____

State: TX **Zip:** 79606

Email: mtb@jacobmartin.com

Signature: _____

ENGINEER:

Name: Jacob & Martin, LLC Contact: Clayton Farrow, P.E.
 Address: 3465 Curry Lane Phone: 325-695-1070
 City: Abilene Fax: _____
 State: TX Zip: 79606 Email: cfarrow@jacobmartin.com
 Signature: 

PRINCIPAL CONTACT: _____ Owner Applicant Surveyor Engineer

- Staff comment letters and mark-ups will be distributed only to the designated principle contact
- Comments will be sent via email unless otherwise specified

UTILITY PROVIDERS

Electric Provider: _____

Water Provider: City of Willow Park

Wastewater Provider: City of Willow Park

Gas Provider (if applicable): Texas Gas Service

APPLICATION FEES

_____ \$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE OR
 _____ X _____ \$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE


Additional fees (if applicable):

Any reasonable fees and/or costs, which are required by the City of Willow Park for a proper review of this request, are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building(s)/property inspections and/or testing(s).

City Use Only

Fees Collected: \$ 518.00 Paid _____ \$ _____

Receipt Number: _____ \$ _____ \$ _____

CR#003026 Bullish Holdings LLC 

PLAT REVIEW CHECKLIST:

****This checklist must be submitted with the initial plat application****

I. GENERAL:

Name of Addition: Porter Addition, Blocks 2, 3, & 4

Applicant: Bullish Holdings, LLC

Property Owner(s): Bullish Holdings, LLC, T.B.C.A., Inc. & BPO Real Estate, LLC.

Location of Addition: Bankhead Highway & I-20 South

II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

APPLICANT

STAFF

- | | | |
|---|-------|-------|
| A. Preliminary Plat Application (original signatures) | _____ | _____ |
| B. Preliminary Plat Drawing (5 paper copies & 1 digital) | _____ | _____ |
| C. Preliminary Drainage Analysis (5 paper copies & 1 digital) | _____ | _____ |
| D. Concept Construction Plan (5 paper copies & 1 digital) | _____ | _____ |
| E. Tree Survey | _____ | _____ |
| F. Location and Dimensions of Existing Structures | _____ | _____ |
| G. Sectionalizing or Phasing of Plats | _____ | _____ |
| H. Zoning Classification of All Properties Shown on the Plat | _____ | _____ |
| I. Dimensions of all Proposed or Existing Lots | _____ | _____ |
| J. Location of 100-year Flood Limits Where Applicable | _____ | _____ |

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

- | | | |
|---|--------------|----------------|
| A. Final Plat Application (original signatures) | <u> X </u> | <u> ✓ </u> |
| B. Final Plat Drawing (5 paper copies & 1 digital copy) | <u> X </u> | <u> ✓ </u> |
| C. Drainage Study (5 paper copies & 1 digital) | <u> X </u> | <u> ✓ </u> |
| D. Submit 1 mylar copy and 1 paper copy from county filing | <u> X </u> | <u> OK </u> |
| E. Written Metes and Bounds Description | <u> X </u> | <u> ✓ </u> |
| F. Dimensions of All Proposed or Existing Lots | <u> X </u> | <u> ✓ </u> |
| G. Area in acres for each lot | <u> X </u> | <u> ✓ </u> |
| H. Any Existing Structures which Encroach and Setback Lines | <u> X </u> | <u> N/A </u> |
| I. Parker County Tax Certificate | <u> X </u> | <u> ✓ </u> |
| J. Plans for all water & sewer lines | <u> X </u> | <u> ✓ </u> |
| K. Plans for fire hydrants | <u> X </u> | <u> ✓ </u> |
| L. Plans for all proposed streets and sidewalks | <u> X </u> | <u> ✓ </u> |

IV. REQUIRED DOCUMENTS FOR A REPLAT

- | | | |
|---|-------|-------|
| A. Replat Application (original signatures) | _____ | _____ |
| B. Replat Drawing (5 paper copies & 1 digital copy) | _____ | _____ |
| C. Original Plat for comparison | _____ | _____ |
| D. Drainage Study (5 paper copies & 1 digital) | _____ | _____ |
| E. Submit 1 mylar copy and 1 paper copy from county filing | _____ | _____ |
| F. Written Metes and Bounds Description | _____ | _____ |
| G. Dimensions of All Proposed or Existing Lots | _____ | _____ |
| H. Area in acres for each lot | _____ | _____ |
| I. Any Existing Structures which Encroach and Setback Lines | _____ | _____ |
| J. Parker County Tax Certificate | _____ | _____ |

V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

- | | | |
|---|-------|-------|
| A. Amended Plat Application (original signatures) | _____ | _____ |
| B. Final Plat Drawing (5 paper copies & 1 digital) | _____ | _____ |
| C. Original Plat for comparison | _____ | _____ |
| D. Drainage Study (5 paper copies & 1 digital) | _____ | _____ |
| E. Submit 1 mylar copy and 1 paper copy from county filing | _____ | _____ |
| F. Written Metes and Bounds Description | _____ | _____ |
| G. Dimensions of All Proposed or Existing Lots | _____ | _____ |
| H. Area in acres for each lot | _____ | _____ |
| I. Any Existing Structures which Encroach and Setback Lines | _____ | _____ |

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

VII.	ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS	APPLICANT	STAFF
A.	A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the final plat	X	✓
B.	A written and notarized statement that all property taxes and assessments have been paid for past years and up to Current date. This statement shall be signed by the owner or owners (original and one copy)	X	✓
C.	A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property. (if applicable)	X	✓

PLEASE NOTE: After staff approval, up to fifteen (15) additional paper copies may be required for review by the Planning & Zoning Commission and City Council.

Willow Park
Plat
Building Official Review

Applicant Questions:

Front building setback: 50 ft.

Rear building setback: ~~20~~ 50' ft.

Side building setback: 20/50' ft.

Side building setback: 20 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:

Does the plat include all the required designations? Yes No

Are the setbacks for the building sufficient? Yes No

Are there any easement conflicts? Yes No

Do the proposed easements align with neighboring easements? N/A Yes No

Are the proposed easements sufficient to provide service? Yes No

Does the proposed project pose any planning concerns? Yes No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date: 06/08/2022

Willow Park
Plat
Public Works Review

Applicant Questions:

Is the project serviced by an existing road? Yes No

If yes, which road? Bankhead Highway / IH-20 SERVICE RD. SOUTH

Is the project serviced by an existing water line? Yes No

If yes, what size line? 8"

Will the project require the extension of a water line? Yes No

Does the project use well water? No Drinking Irrigation

If yes, which aquifer does the well pull from? N/A

Is the project serviced by an existing sewer line? Yes No

If yes, what size line? _____

If no, what type and size is the septic system? N/A. Applicant is proposing to install sewer system in conjunction with the City.

Staff Review:

Will servicing this project require additional infrastructure beyond what is identified in the Capital Improvement Plan?

Yes No

Any additional concerns: _____

Approved

Not Approved

Needs More Information or Corrections

Public Works Approval Signature: MICHELLE GUELKER Date: 06/08/2022

Willow Park
Plat
Flood Plain Review

Applicant Questions:

Is any part of the plat in the 100-year flood plain? Yes No

If yes, what is the base flood elevation for the area? 833

Is the footprint of any built improvement in the 100-year flood plain? Yes No

If yes, what is the base flood elevation for the area? 833

Is the footprint of any habitable structure in the 100-year flood plain? Yes No

If yes, what is the base flood elevation for the area? 833

Staff Review:

Base flood elevations confirmed? Yes No

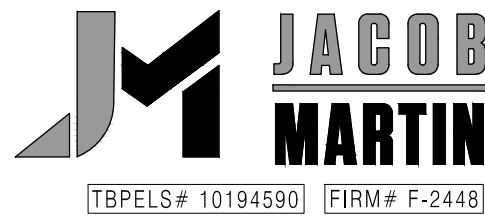
Does the proposed project pose any safety concerns? Yes No

Approved

Not Approved

Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER Date: 06/08/2022



3465 CURRY LANE
 ABILENE, TX 79606
 325-695-1070

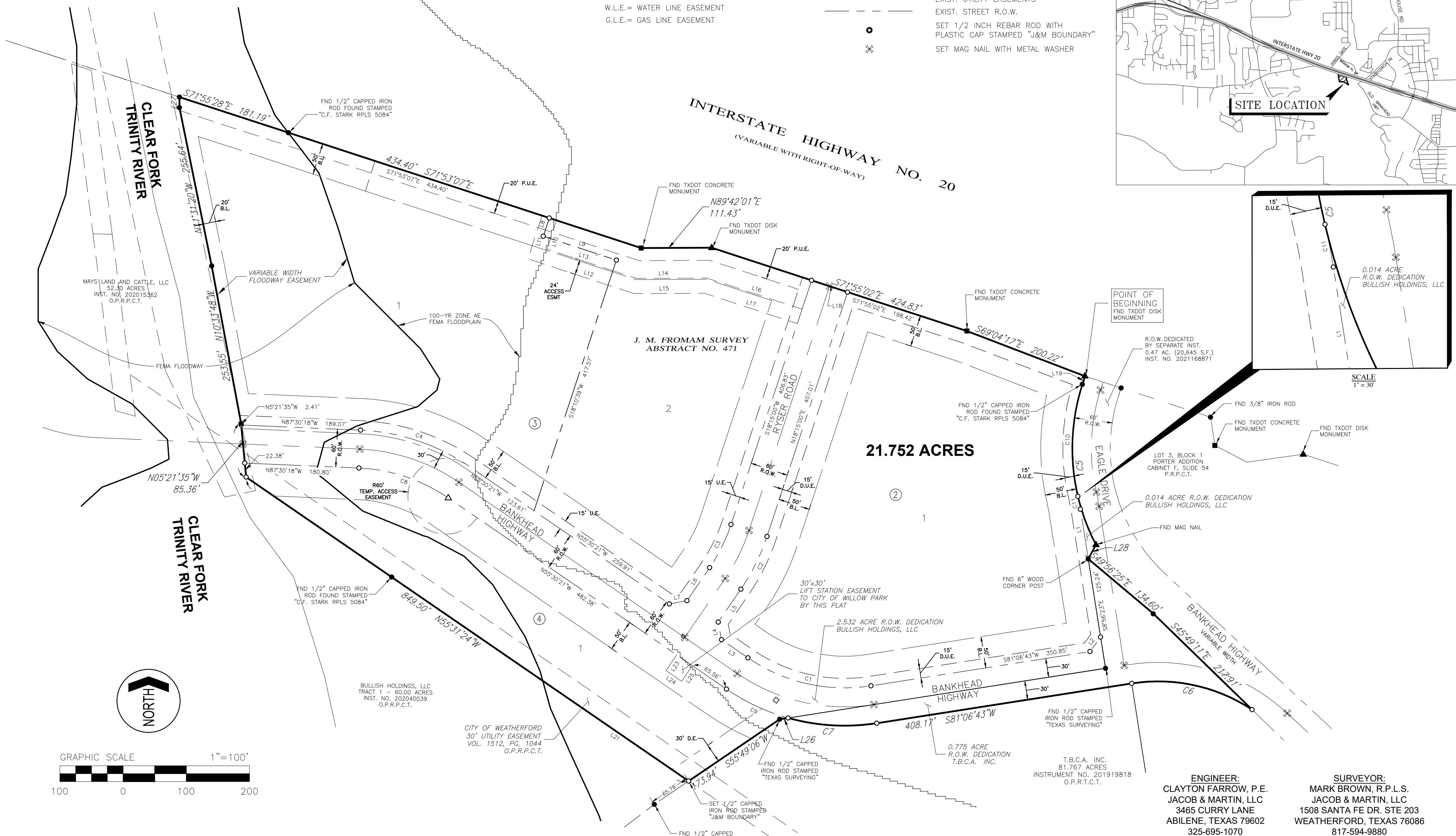
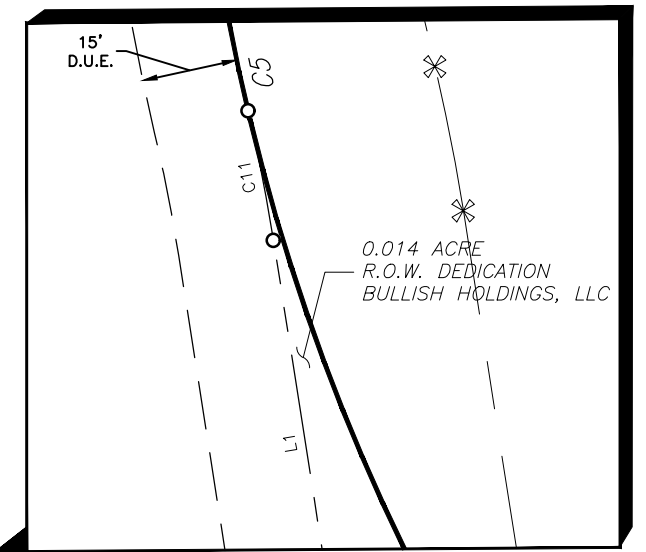
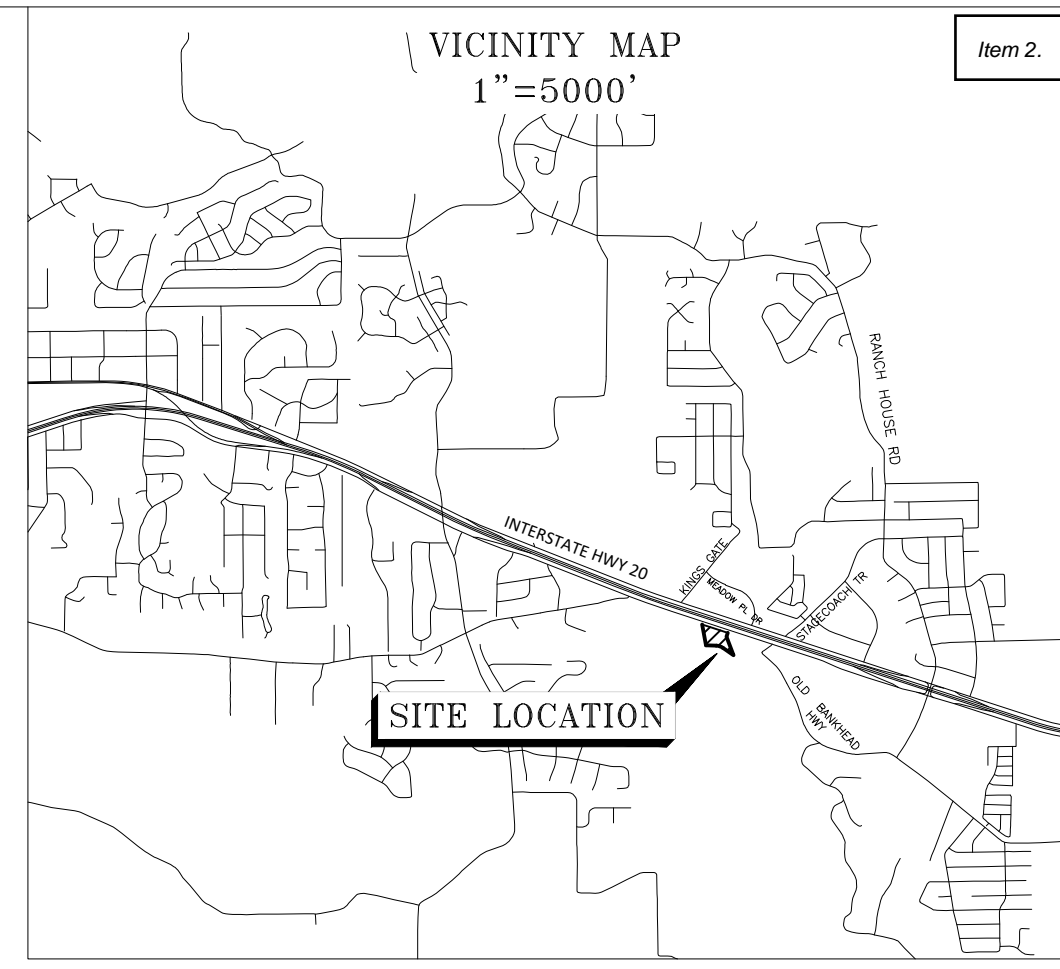
1508 SANTA FE DR, STE 204
 WEATHERFORD, TX 76086
 817-594-9880

4920 S. LOOP 289, STE 104
 LUBBOCK, TX 79414
 806-368-6375

TBPELS# 10194590 FIRM# F-2448

- D.E. = DRAINAGE EASEMENTS
- U.E. = UTILITY EASEMENTS
- P.U.E. = PUBLIC UTILITY EASEMENTS
- N.A.E. = NON-ACCESS EASEMENTS
- S.L.E. = STREET LIGHT EASEMENTS
- T.L.E. = TRANSMISSION LINE EASEMENT
- D.R.P.C.T. = DEED RECORDS, PARKER CO., TEXAS
- P.R.P.C.T. = PLAT RECORDS, PARKER CO., TEXAS
- O.P.R.P.C.T. = OFFICIAL PUBLIC RECORDS, PARKER CO., TEXAS
- W.L.E. = WATER LINE EASEMENT
- G.L.E. = GAS LINE EASEMENT

- SUBDIVISION BOUNDARY
- ADJACENT PROPERTY
- PROPOSED LOT LINES
- PROPOSED STREET R.O.W.
- PROPOSED STREET C.L.
- PROP. UTILITY EASEMENTS
- PROP. DRAINAGE EASEMENTS
- EXIST. UTILITY EASEMENTS
- EXIST. STREET R.O.W.
- SET 1/2 INCH REBAR ROD WITH PLASTIC CAP STAMPED "J&M BOUNDARY"
- SET MAG NAIL WITH METAL WASHER



THE PORTER ADDITION
 BLOCKS 2, 3 & 4
 BEING A 21.752 ACRE TRACT OF LAND
 LOCATED IN THE J. M. FROMAN SURVEY,
 ABSTRACT NO. 471, CITY OF WILLOW PARK,
 PARKER COUNTY, TEXAS.

DEVELOPER/SUBDIVIDER:
 BULLISH HOLDINGS, LLC
 5189 E. I-20 NORTH, SUITE 106
 WILLOW PARK, TX 76087
 817-441-2255

OWNER:
 BPO REAL ESTATE, LLC
 609 S. GOLIAD ST, UNIT 2410
 ROCKWALL, TX 75087
 732-887-9699

OWNER:
 BULLISH HOLDINGS, LLC
 5189 E. I-20 NORTH, SUITE 106
 WILLOW PARK, TX 76087
 817-441-2255

OWNER:
 T.B.C.A., INC.
 4954 E. I-20 SOUTH,
 WEATHERFORD, TX 76087
 817-441-5897

ENGINEER:
 CLAYTON FARROW, P.E.
 JACOB & MARTIN, LLC
 3465 CURRY LANE
 ABILENE, TEXAS 79602
 325-695-1070

SURVEYOR:
 MARK BROWN, R.P.L.S.
 JACOB & MARTIN, LLC
 1508 SANTA FE DR. STE 203
 WEATHERFORD, TEXAS 76086
 817-594-9880

This plat filed under
 Cabinet _____ Slide _____

PREPARED: 05/31/2022

