



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

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

ROLL CALL - Attendance for Work Session

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

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.

CALL TO ORDER into REGULAR MEETING

- 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.

DETERMINATION OF QUORUM

APPROVAL OF MEETING MINUTES

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

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

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:

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:

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.**
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.

- 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.

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.

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: November 10, 2025, by 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 City Council will hold a public hearing on the matter listed below:

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.

Planning and Zoning Meeting: Tuesday, November 18th, 2025
Time: 6:00 PM

City Council Meeting: Tuesday, December 9th, 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 City Council will hold a public hearing on the matter listed below:

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

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PLANNING & ZONING AGENDA ITEM BRIEFING SHEET

Meeting Date: November 18 th , 2025	Department: Planning & Development	Presented By: Chelsea Kirkland, City Planner Toni Fisher, Interim City Manager
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AGENDA ITEM:

DISCUSSION & ACTION: 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.

BACKGROUND:

The applicant is proposing a thoughtfully designed Light Industrial development featuring three modern office buildings within a cohesive layout. The concept emphasizes functionality, architectural quality, and compatibility with surrounding uses while supporting local economic growth.

This concept supports the City’s vision for commercial growth, balanced development by creating employment opportunities and attracting diverse businesses within an attractive, low-impact setting. The design integrates green space buffers, modern lighting, and sustainable site practices to ensure visual appeal and long-term functionality, enhancing the City’s commercial base and contributing to a vibrant and economically sustainable community.

STAFF RECOMMENDATION:

The City Staff has reviewed this request as the highest and best use and outlines commercial options with room for a few light industrial offices uses. Staff recommend its approval.

RECOMMENDED MOTION:

Motion to approve the 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.



PLANNING & ZONING AGENDA ITEM BRIEFING SHEET

Meeting Date: November 18 th , 2025	Department: Planning & Development	Presented By: Chelsea Kirkland, City Planner Toni Fisher, Interim City Manager
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AGENDA ITEM:

DISCUSSION & ACTION: to consider a Zoning Change Request to Amend Ordinance No. 740-16 Planned Development Standards for The Reserves at Trinity Phase 2, also known as 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

BACKGROUND:

City Staff were contacted regarding a proposed amendment to the existing planned development agreement. The requestor seeks to modify the minimum square footage requirement from the 2,200 sqft to 1,800 sqft. This would align the development standards with surrounding competing subdivisions and allow the builder to offer the same product type as nearby communities.

STAFF RECOMMENDATION:

The City Staff have reviewed this request and feel that this will promote housing affordability and market competitiveness while maintaining the overall quality of the development. Staff recommends its approval.

EXHIBITS:

- Rezoning Application & Attachments
- Amended Existing Planned Development Agreement (See page 7)

RECOMMENDED MOTION:

Motion to approve the request for a change in rezoning by amending the PD ordinance 740-16 as presented.

CITY OF WILLOW PARK, TEXAS

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; PROVIDING FOR A PENALTY; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Willow Park is a municipal corporation duly and legally formed in the State of Texas; and

WHEREAS, the City is a general law municipality with specific powers delegated to it to protect the health, safety and general welfare of its citizens; and

WHEREAS, pursuant to Chapter 211 TEXAS LOCAL GOVERNMENT CODE, the City of Willow Park has the authority to adopt comprehensive zoning plans and to amend said plans for the purposes of promoting the health, safety and welfare of the City; and

WHEREAS, the owner of that certain 140.3 acre tract of land described on Exhibit "A" attached hereto has applied for a change in zoning to "PD" Planned Development District consistent with the development standards and Site Plan attached hereto as Exhibit "B" and "C" respectively; and

WHEREAS, a public hearing on the zoning change was held by the Planning and Zoning Commission of the City of Willow Park and a final report for recommendations was submitted to the governing body of the

City; and

WHEREAS, the City of Willow Park held a public hearing subsequent to that of the Planning and Zoning Commission and subsequent to receiving the final report and recommendations of the Planning and Zoning Commission with respect to the application for a zoning change; and

WHEREAS, the City Council finds that the change is consistent with surrounding zoning as shown in the Comprehensive Plan; and

WHEREAS, all requirements concerning notice to adjacent property owners, publication and other procedural requirements have been complied with in accordance with Chapter 211, TEXAS LOCAL GOVERNMENT CODE; and

WHEREAS, the City of Willow Park, Texas does hereby deem it advisable and in the public interest to grant the requested zoning classification: "PD Planned Development District" zoning district classification set forth herein; and

WHEREAS, the City of Willow Park has adopted a Comprehensive Plan for the long range development of the municipality and inclusion of the planned development district described herein is consistent with that long range plan.

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

SECTION 1. AUTHORIZATION

The Mayor, or Mayor's designee, is hereby authorized and directed to implement the applicable provisions of this Ordinance.

SECTION 2. LAND USE PERMITTED

The zoning district classification and use designation of the Property described in Exhibit "A" is hereby changed to "PD Planned Development District" zoning district classification and use allowing the use and development of the Property described in Exhibit "A" in accordance with the development standards on Exhibit "B" and the Site Plan on Exhibit "C". Exhibit "A", Exhibit "B", and Exhibit "C" are attached hereto and incorporated herein for all purposes.

SECTION 3. MAP AMENDMENT

The City Secretary is hereby directed to amend the official zoning map to reflect the adoption of the zoning approved herein consistent with markings as specified by Municipal Code of Ordinances of the City of Willow Park.

SECTION 4. SEVERABILITY

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid by any court,

such invalidity shall not affect the validity of other provisions or applications, and to this end the provisions of this Ordinance are severable.

SECTION 5. RECITALS

The City Council hereby finds and declares all precatory language herein to be true and correct and approves and adopts the same herein as part of this Ordinance.

SECTION 6. PUBLICATION

The City Secretary of the City of Willow Park is hereby directed to publish in the official newspaper of the City of Willow Park the caption and the effective date of this Ordinance as required by Section 52.011 of the LOCAL GOVERNMENT CODE.

SECTION 7. EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its adoption by the City Council of the City of Willow Park and after publication as required by law.

PASSED AND ADOPTED this 25th day of October, 2016

/s/

Mayor

ATTEST:

/s/

City Secretary

APPROVED AS TO FORM:

/s/

City Attorney

Exhibit B
PD Development Standards

1. Definitions.

- a. Accessory use means any use that is customarily incidental to the primary use of the property on which it is located. An accessory use may include accessory buildings and structures. Amenity centers and clubhouses are accessory uses to single family detached development, and may be located on separate platted lots. No accessory use shall be construed as allowing articles or material to be in the open or on the outside of the building.
- b. Site Plan means the Site Plan attached as Exhibit C, as amended in accordance with Section 3.
- c. Event center means a facility that may include some or all of the following types of uses: event space for weddings, meetings, parties, and other types of events; meeting rooms; game courts; fitness center/gym; swimming pools; athletic fields and facilities; childcare, dining; catering kitchen; spa facilities and services; and other similar uses.
- d. Property means the property depicted and described on Exhibit A.
- e. Public parking means parking available to the public that may be used to satisfy the parking requirement for a use located within or outside of the boundaries of this planned development district. Public parking may also provide excess parking that is not required by the Zoning Ordinance.
- f. Townhome means a single family dwelling unit horizontally attached to another dwelling unit by a common wall. Townhomes may be located on the same platted lot or on separate platted lots. The term townhome does not include a dwelling unit located above another dwelling unit. Townhomes are not included in the definition of a multi-family dwelling.
- g. Zoning Ordinance means the comprehensive zoning ordinance of the City of Willow Park attached as Exhibit D.

2. Applicable Regulations. Development and use of the Property shall comply with the Zoning Ordinance, as amended by Ordinance No. ____ establishing these planned development district zoning regulations. In the event of a conflict between the Zoning Ordinance or any other City ordinance, rule, or regulation and these planned development district zoning regulations, these planned development district zoning regulations shall control. With the exception of the Zoning Ordinance and these planned development district zoning regulations, no other zoning regulations shall apply to the development or use of the Property.

3. Site Plan; Future Approvals.

- a. Development and use of the Property shall comply with the Site Plan.
 - b. The Site Plan may be amended from time to time provided each planning area shown on the Site Plan maintains roadway contiguity as shown on the original Site Plan attached as Exhibit C. City approval of a plat confirms the Site Plan amendment. Once the city approves the plat, the Site Plan attached as Exhibit C is automatically amended consistent with the approved plat.
 - c. Any revision to the Site Plan that does not meet the requirements of Section 3(b) shall constitute a zoning amendment that requires compliance with the procedures for a change in zoning.
 - d. When the Site Plan is amended pursuant to Section 3(b), the developer shall file a copy of the updated Site Plan that includes the date of the amendment with the Community Development Department and the City Secretary, and a copy of the amended plan shall be included in the City's official files for this planned development district.
 - e. With the exception of amended Site Plans, which shall be governed exclusively by Sections 3(b)-(d), there shall be no requirements for approval of site plans, concept plans, or development plans referenced in the Zoning Ordinance. The Building Official shall issue a building permit if the permit application demonstrates compliance with these planned development district zoning regulations.
4. Base Zoning Districts. Each planning area shown on the Site Plan shall have a base zoning district as follows:
- a. The base zoning district for the single family (SF) planning area shall be "R-5" Single-Family High Density District.
 - b. The base zoning district for the commercial (C) planning area shall be "C" Commercial District.
 - c. The base zoning district for the event center (EC) planning area shall be "C" Commercial District.
 - d. The base zoning district for the public parking (P) planning area shall be "C" Commercial District.
 - e. The base zoning district for the multi-family (MF) planning area shall be the "R-3" Multifamily District.
 - f. The base zoning district for the townhome (TH) planning area shall be "R-5" Single Family High Density District.
 - g. The base zoning district for the treatment plant (TP) planning area shall be "C" Commercial District, until ownership is transferred to the City.

- Medical supplies
 - Movie Theater
 - Musical instrument sales and supplies
 - Optometry facility
 - Personal services
 - Pet shop and related sales
 - Photograph, portrait, camera shops and photo-finishing
 - Physical therapy facility
 - Professional offices (engineering, accounting, attorney, insurance, and other)
 - Public parking
 - Radio and television sales and servicing
 - Real estate offices
 - Restaurants, cafes, cafeterias, delicatessen (with or without drive-thru windows or drive-ins)
 - Retail stores (no limitation on type or size)
 - Services, personal (salons, spas, licensed massage providers, and similar service uses)
 - Service stations (no repair work)
 - Shoe repair
 - Small animal hospital with no outside kennels
 - Tailor, clothing or apparel shops
 - Temporary concrete or asphalt batch plant during construction on the Property
 - Temporary construction offices and trailers
 - Temporary sales or leasing offices
 - Theater
- c. In the event center (EC) planning area, the following uses are permitted by right: an event center, public parking, and accessory uses.
- d. In the public parking (P) planning area, the following use is permitted by right: public parking, food trucks, and outdoor dining areas.
- e. In the multi-family (MF) planning area, the following uses are permitted by right: multi-family, single family detached homes and accessory uses. A maximum of 208 multi-family dwelling units are permitted in the multi-family (MF) planning area.
- f. In the townhome (TH) planning area, the following uses are permitted by right: townhomes, single family detached homes, and accessory uses. A maximum of 110 townhomes are permitted in the townhome (TH) planning area.
- g. In the treatment plant (TP) planning area, the following uses are permitted by right: a public wastewater treatment plant, public parking, food trucks and outdoor dining areas, and accessory uses.

- h. The base zoning district for the greenbelt (GB) planning area shall be "FP" Flood Plain District.

5. Permitted Uses.

- a. In the single family (SF) planning area, the following uses are permitted by right: single family detached homes and accessory uses.
- b. In the commercial (C) planning area, the following uses are permitted by right:
- Accessory uses.
 - Amphitheater
 - Antique shops
 - Assisted living or skilled nursing facility
 - Athletic facility, which may include athletic fields for football, soccer, baseball, and other sports
 - Bakeries
 - Banks, financial institutions
 - Barber and beauty shops
 - Bicycle sales and service
 - Book and stationery stores, newsstands
 - Business college and private school facilities
 - Caterer or wedding service
 - Cigar or tobacco stores
 - Cleaning, pressing and laundry collection
 - Confectioner stores
 - Copy center
 - Custom dressmaking or millinery shops
 - Day care nursery or pre-school
 - Drug stores, health product stores
 - Dry good, variety, notion stores
 - Event center
 - Express offices
 - Fitness center, gym
 - Florist, jewelry, and gift shops
 - Grocery stores, vegetable and meat markets
 - Hardware store
 - Health and medical products for personal use
 - Horse stables
 - Hotel and/ or motel
 - Household and office furniture
 - Imaging or x-ray center
 - Laboratory test facilities
 - Lodge & Civic clubs
 - Medical provider offices (doctor, dentist, vision, chiropractic, and other)

- h. In the greenbelt (GB) planning area, the following uses are permitted by right: open space (passive or active), including horseback riding, hike and bike trails, parks, accessory uses, public parking, and food trucks and outdoor dining areas.
6. Development Standards. Development of the Property shall be subject to the development standards for the applicable base zoning district, as set forth in the Zoning Ordinance, except as follows:
- a. Single family detached homes may be developed pursuant to the following standards that shall be the exclusive lot size, density, setback, building height, lot coverage, and living area requirements for a single family detached home:
- i. Minimum lot size: 5,000 square feet
 - ii. Minimum front yard setback: 15 feet. A corner lot shall be deemed have one front yard, which shall be the yard with the least street frontage.
 - iii. Minimum side yard setback: 5
 - iv. Minimum rear yard setback: 20
 - v. Maximum lot coverage: 45 percent (includes the footprint of all enclosed buildings on a lot)
 - vi. Maximum building height: 35 feet and two stories
 - vii. Maximum number of single family detached homes within the Property: 189 ~~97~~
 - viii. Minimum gross living area per dwelling unit: 1,800 ~~2,200~~ square feet
 - ix. Two car front entry garages are permitted.
- b. Townhomes may be developed pursuant to the following standards that shall be the exclusive lot size, setback, building height, density, lot coverage, living area, and exterior construction and design requirements for a townhome:
- i. Minimum lot size: 1,600 square feet
 - ii. Minimum front yard setback: 10 feet. A corner lot shall be deemed have one front yard, which shall be the yard with the least street frontage.
 - iii. Minimum side yard setback: none, except a minimum five foot side setback is required on a corner side yard that abuts a street
 - iv. Minimum rear yard setback: none
 - v. Minimum setback from the boundary of the townhome (TH) planning area: 20 feet

- vi. Maximum lot coverage: none
 - vii. Maximum building height: 35 feet and two stories unless sprinklers installed throughout the structure then 50 feet and three stories
 - viii. Maximum density: ten dwelling units per gross acre
 - ix. Minimum gross living area per dwelling unit: 1,200 square feet
 - x. Exterior construction and design regulations: Minimum standard masonry construction: 85% of exterior cladding of the structure. Masonry construction shall include all construction of a minimum of two different coordinated stone and/or brick materials, defined as follows: (a) Stone material. Masonry construction using stone material may consist of granite, marble, limestone, slate, river rock or other hard and durable naturally occurring all-weather stone. Cut stone and dimensioned stone techniques are acceptable. (b) Brick material. Brick material used for masonry construction shall be hard fired (kiln fired) clay or slate material which meets the latest version of ASTM standard C216, Standard Specifications for Face Brick (Solid Masonry Unit Made of Clay or Shale) and be Severe Weather (SW) grade and type FBA or FB S or better. Unfired or underfired clay, sand or shale brick are not allowed.
- c. Single family detached homes shall have a minimum roof pitch of 3:12.
 - d. Single family detached homes shall be subject to the following:
 - i. The front elevation of each residence shall be 75 percent masonry, exclusive of doors, windows, dormers, and other architectural elements. Each side and rear elevations of a residence shall be at least 50 percent masonry, exclusive of doors, windows, dormers, and other architectural elements, except that a side elevation abutting a side street shall be at least 75 percent masonry, exclusive of doors, windows, dormers, and other architectural elements. For purposes of this paragraph, masonry means stucco, EIFS, brick, and stone.
 - e. Single family detached homes with the same floor plan and architectural front elevation must have at least three lots of separation between them on the same side of the street and must not be directly across the street from each other.
 - f. Front and rear yard setbacks in the commercial (C) planning area and the event center (EC) planning area shall be a minimum of 20 feet.
 - g. The front yard setback shall apply based on the zoning of the lot, regardless of whether property along a block face is split by two or more zoning districts that require different front yard setbacks.
 - h. Building lines shall not be required on plats.

7. Development Matrix. With each plat approval and building permit issuance, the developer shall submit an updated matrix that tracks the total number of single family detached homes, townhomes, and multi-family dwelling units to establish ongoing compliance with the requirements of these planned development district zoning regulations.
8. Overlay Districts. No overlay zoning district regulations shall apply to the Property, including, but not limited to, the I-20 overlay district regulations.
9. Landscaping. The City Manager may approve an alternative landscape plan for a platted lot provided the alternative plan meets or exceeds the total amount of landscaping required by the Zoning Ordinance for that lot.
10. Signs. The City Manager may approve an alternative sign plan for a platted lot provided the alternative plan meets the spirit and intent of the City's sign ordinance.
11. Fencing. Perimeter fencing is not required.
12. Parking. Required parking spaces may be located at any location within the Property, including within the floodplain. Required parking spaces are not required to be located on the same platted lot as the use that the parking serves but must be adjacent to or accessible from the use that the parking serves. Each townhome shall include a minimum of two parking spaces in an attached garage. For multi-family uses, a minimum of ten percent of the dwelling units shall have a garage, which shall count towards any covered parking requirements.
13. Sidewalks. Public sidewalks shall be constructed adjacent to all public roadways within the Property at the time a builder constructs a building on the adjacent private lot. In residential areas, sidewalks are required on only one side of the street. Sidewalks shall be located within the public right-of-way and maintained by the City. Sidewalks shall be a minimum of five feet in width with 4-inch thick concrete and otherwise constructed in accordance with the City's standard specifications.
14. Hike and Bike Trail; Open Space.
 - a. A hike and bike trail that is a minimum of three feet in width and a maximum of 11 feet in width shall be constructed within the greenbelt (GB) planning area shown on the Site Plan. The trail shall be constructed of crushed granite, hot mix asphaltic, concrete, or other material approved by the City. Construction of the trail shall be phased with the development, and shown on each final plat. At the developer's written request and after a final plat for at least 80 percent of the Property has been recorded, the developer will dedicate by separate instrument some or all of the greenbelt (GB) planning area shown on the Site Plan, including the hike and bike trail and public parking areas, and City will accept and maintain the dedicated area and improvements. The dedicated area may, at the developer's option, include lakes.

- b. With the exception of the areas referenced in Section 14(a) that will be dedicated to the City, all other open space designed on a recorded final plat shall be privately owned and maintained by a property owners association.
 - c. There are no park land dedication, park fee, or open space requirements applicable to this Property.
15. Storm Water. Storm water from the Property shall be discharged directly into the Clear Fork of the Trinity River. Storm water detention and retention are not required for the development of the Property so long as the Property is in compliance with all applicable storm water regulations.
16. Streets.
- a. Private street improvements will be designed to standards approved by an engineer licensed by the State of Texas.
 - b. All street and driveway connections to the I-20 service road are exclusively within the jurisdiction of the Texas Department of Transportation, and TxDOT shall be responsible for all permitting and regulatory control over such connections.

TRACT DESCRIPTION

BEING A 140.301 ACRE TRACT OF LAND BEING CALLED OUT OF THE A. MCCARVER SURVEY, ABSTRACT No. 910, THE W. FRANKLIN SURVEY, ABSTRACT No. 458, 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, TEXAS; AND BEING FURTHER DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A POINT IN THE NORTH LINE OF KINGS GATE ROAD, FOR THE MOST SOUTHEAST AND BEGINNING CORNER OF THIS TRACT;

THENCE TO POINTS FOR CORNERS THE FOLLOWING COURSES AND DISTANCES:

South 39°19'35" West, 1,594.92 feet
 North 66°55'33" West, 356.22 feet
 North 35°07'07" West, 75.46 feet
 North 20°44'43" West, 161.89 feet
 North 6°59'20" West, 341.87 feet
 North 46°37'02" West, 59.97 feet
 North 76°48'22" West, 302.35 feet
 North 38°32'03" West, 210.00 feet
 North 20°14'28" West, 205.06 feet
 North 22°27'19" East, 75.76 feet
 North 19°06'55" East, 68.26 feet
 North 52°26'00" West, 289.92 feet
 North 15°54'04" East, 242.57 feet
 North 7°58'02" West, 123.34 feet
 North 50°46'27" West, 215.39 feet
 North 0°10'48" East, 261.71 feet
 North 23°12'58" West, 280.36 feet
 North 37°51'23" West, 465.27 feet
 North 83°42'14" West, 303.51 feet
 North 35°45'42" West, 227.04 feet
 North 42°04'53" West, 178.63 feet
 North 72°34'22" West, 133.71 feet
 South 70°41'01" West, 225.01 feet
 North 49°22'02" West, 181.64 feet
 North 10°09'20" East, 179.00 feet
 North 64°00'18" West, 213.66 feet
 North 36°10'11" West, 169.13 feet
 North 24°54'49" West, 338.85 feet
 North 14°08'29" East, 57.57 feet
 North 89°46'40" East, 32.53 feet
 North 11°36'52" West, 173.16 feet
 North 16°17'07" East, 95.77 feet
 South 50°16'28" East, 407.31 feet
 North 89°42'50" East, 780.91 feet
 North 0°17'38" West, 365.04 feet
 South 89°58'56" East, 857.93 feet
 South 15°53'32" West, 875.75 feet
 South 89°52'28" East, 230.00 feet
 South 0°48'52" West, 322.30 feet
 North 89°55'32" East, 425.00 feet
 South 0°37'35" East, 538.20 feet
 North 87°55'01" East, 758.00 feet
 South 7°25'22" West, 473.88 feet
 South 26°31'49" East, 120.95 feet
 North 62°36'07" East, 691.04 feet
 South 35°01'38" East, 288.36 feet
 South 44°36'33" West, 363.88 feet
 South 20°01'39" West, 285.41 feet
 South 12°53'49" East, 180.17 feet
 South 30°23'58" East, 244.61 feet
 South 43°10'50" East, 181.51 feet
 North 85°58'58" East, 205.15 feet
 South 87°23'04" East, 126.42 feet
 South 0°36'36" East, 183.34 feet TO THE POINT OF BEGINNING, BEING A 140.301 ACRE TRACT OF LAND.

EXHIBIT B
 (SHEET 3 of 3)

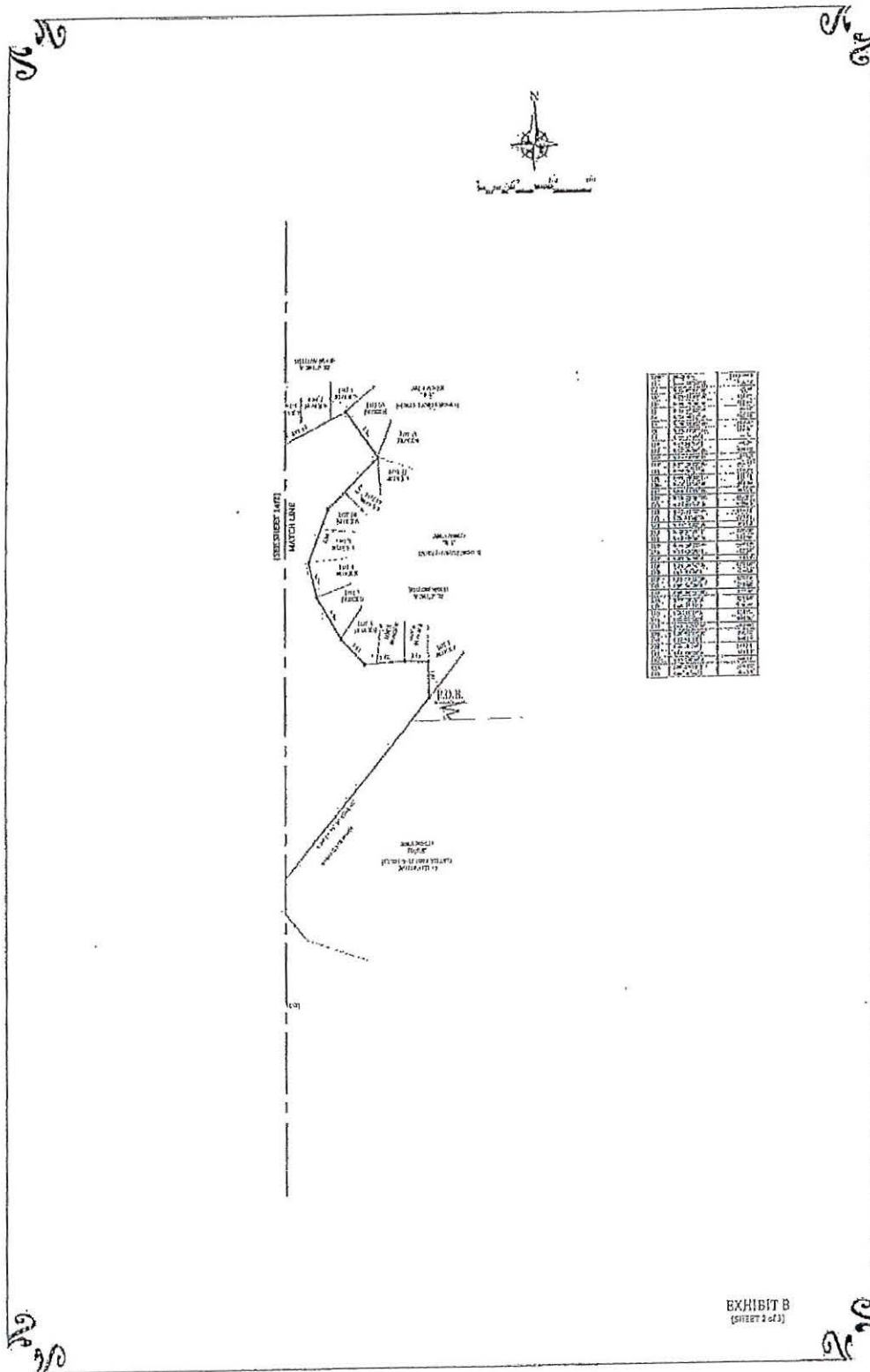
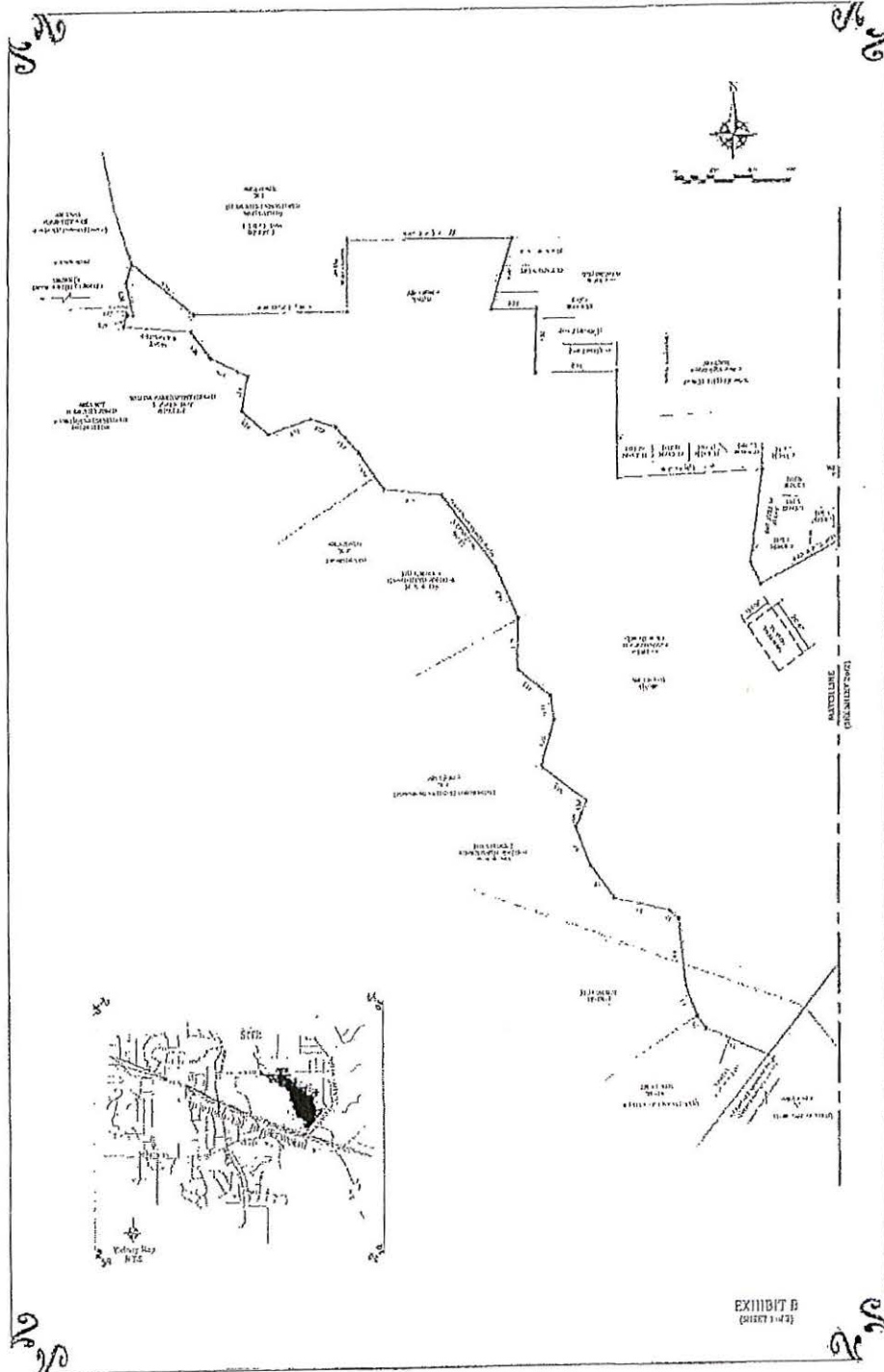


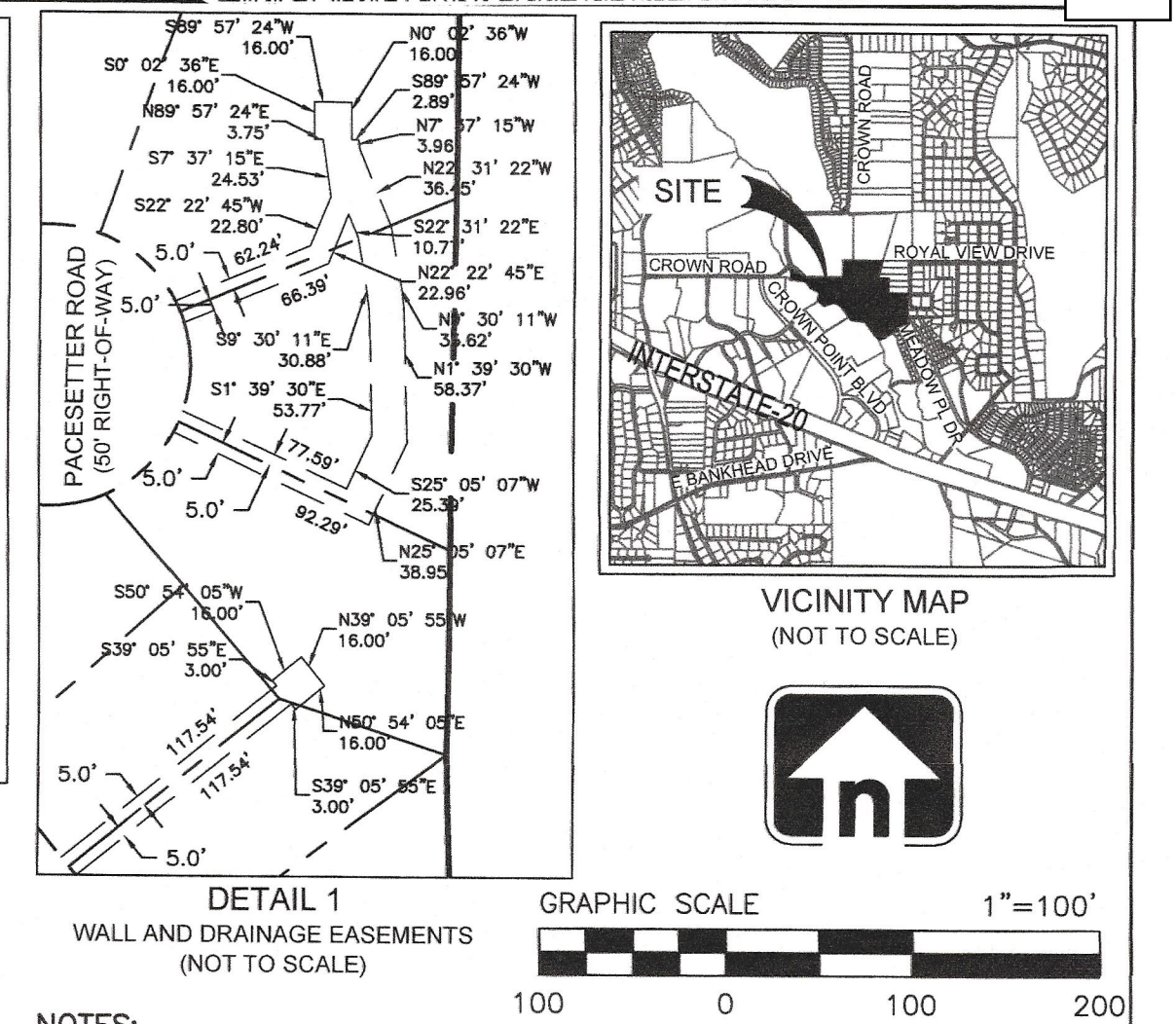
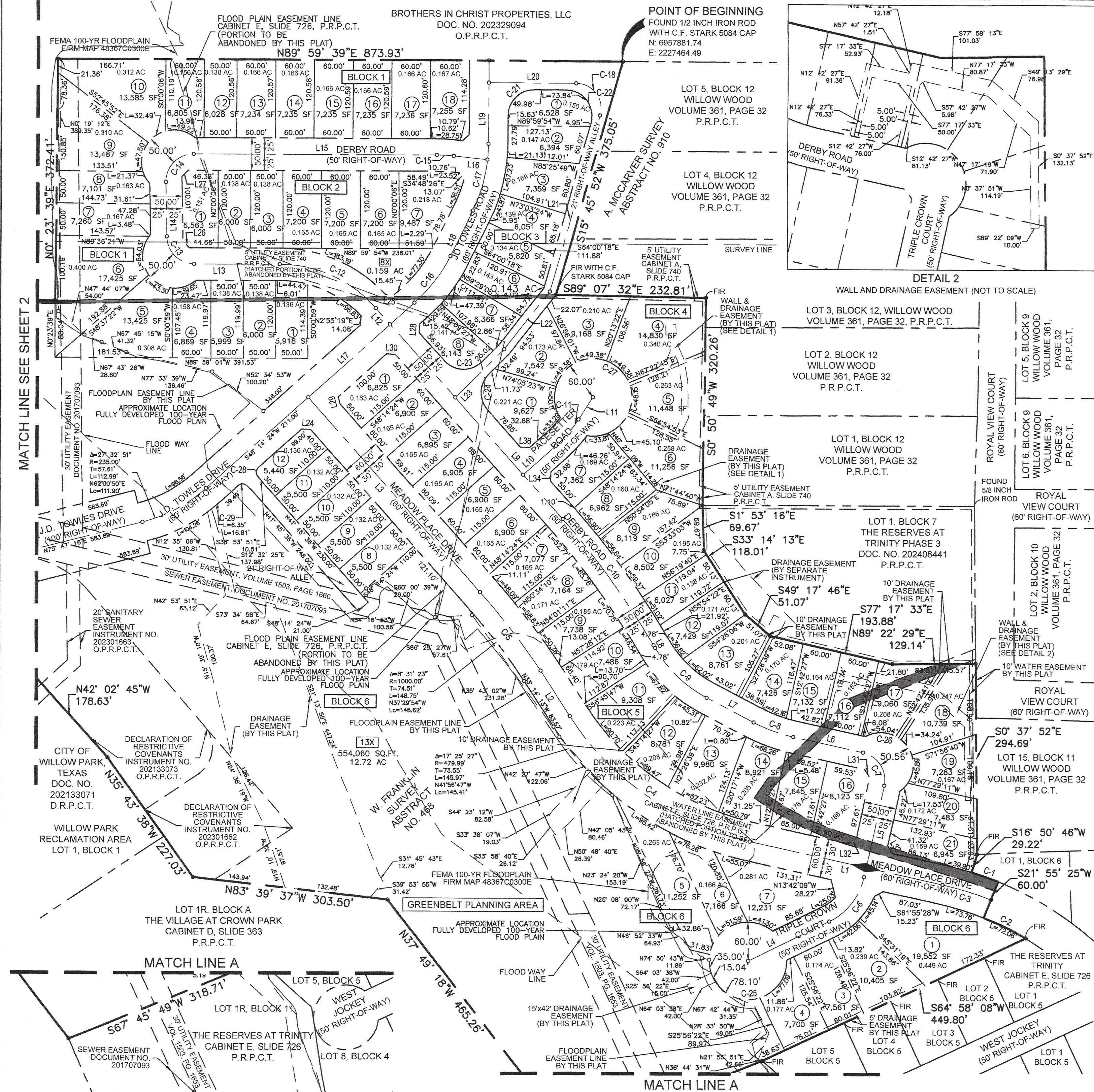
Exhibit A
Description of Property



The Willow Park City Council in acting on Ordinance No. 740-16, did on the 25th day of October 2016 did vote as follows:

	<u>FOR</u>	<u>AGAINST</u>
Richard Neverdousky, Mayor	_____	_____
Daniel Houge, Place 1	_____✓_____	_____
Gene Martin, Place 2	_____✓_____	_____
Greg Runnebaum, Place 3	_____✓_____	_____
John Gholson, Place 4	_____✓_____	_____
Marcy Galle, Place 5	_____✓_____	_____

Exhibit D
Copy of Zoning Ordinance



100 0 100 200

NOTES:

1. A PORTION OF THE SUBJECT PROPERTY LIE WITHIN A FEMA DESIGNATED FLOODPLAIN OR FLOOD PRONE AREA, ACCORDING TO PARKER COUNTY FLOOD INSURANCE RATE MAP NO.'S. 48367C0300E, WITH AN EFFECTIVE DATE OF SEPTEMBER 26, 2008, AND 48367C0425F, WITH AN EFFECTIVE DATE OF APRIL 5, 2019.
2. NOTICE: SELLING A PORTION OF ANY LOT IN THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF STATE LAW AND CITY ORDINANCE AND IS SUBJECT TO PENALTIES IMPOSED BY LAW.
3. ALL PROPERTY CORNERS SHALL BE MONUMENTED WITH 1/2 INCH IRON ROD SET WITH A CAP STAMPED "GAI" UNLESS OTHERWISE SHOWN HEREON.
4. THE BEARINGS SHOWN HEREON ARE CREATED FROM ACTUAL FIELD SURVEYS, RELATED TO THE TEXAS STATE PLANE COORDINATE SYSTEM, NORTH CENTRAL ZONE (1983-2011) GRID BEARINGS.
5. "X" LOTS WITHIN EACH BLOCK SHALL BE DESIGNATED AS OPEN SPACE LOTS AND ARE NON-BUILDABLE LOTS. "X" LOTS SHALL BE OWNED AND MAINTAINED BY THE HOA.
6. DIRECT VEHICULAR ACCESS FROM LOTS 1, 5-12, BLOCK 6, LOTS 1-8, BLOCK 3, LOT 21, BLOCK 4, AND LOTS 1-16, BLOCK 5 TO MEADOW PLACE DRIVE WILL NOT BE ALLOWED.
7. FUTURE ROW FOR MEADOW PLACE SHOWN ON 2021 PLAT CABINET E 726 TO BE ABANDONED BY THIS PLAT.
8. RETAINING WALLS WITHIN WALL MAINTENANCE EASEMENTS SHALL BE MAINTAINED BY THE HOA.
9. OWNER SHALL DEDICATE, BY SEPARATE INSTRUMENT EASEMENT, AN AREA FOR A HIKE AND BIKE TRAIL AS REQUIRED BY EXISTING PD.

LEGEND

O.P.R.P.C.T. = OFFICIAL PUBLIC RECORDS, PARKER COUNTY, TEXAS
P.R.P.C.T. = PLAT RECORDS, PARKER COUNTY, TEXAS
FIR = FOUND 1/2 INCH IRON ROD WITH A CAP STAMPED
"GRAHAM ASSOC INC"

BLOCK 13 = BLOCK NUMBERS

(15) = LOT NUMBERS

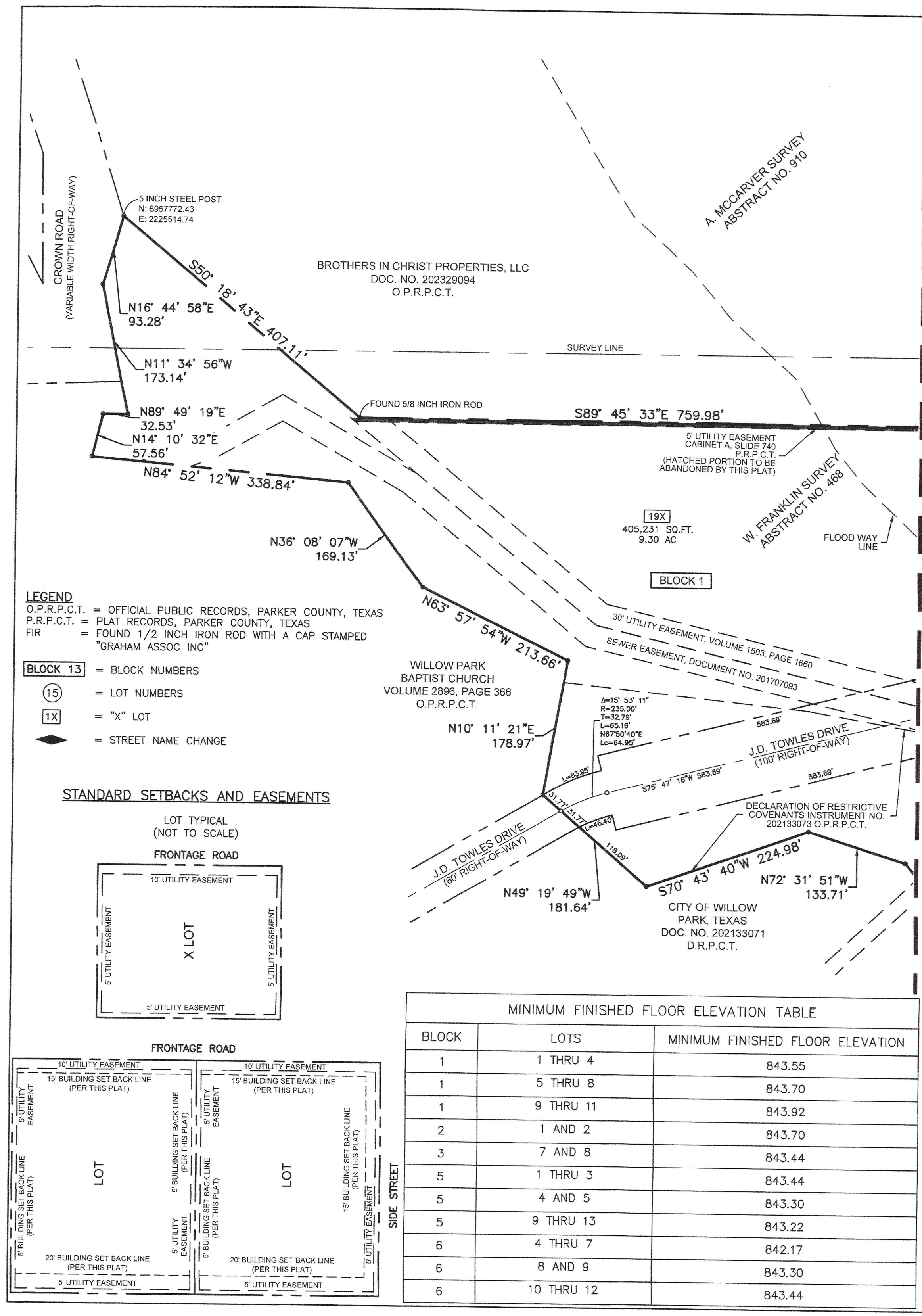
1X = "X" LOT

 = STREET NAME CHANGE

FINAL PLAT
THE RESERVES AT TRINITY PHASE 2
45.37 ACRES

LOTS 1-18 & 19X, BLOCK 1, LOTS 1-7 & 8X, BLOCK 2,
LOTS 1-8, BLOCK 3, LOTS 1-21, BLOCK 4,
LOTS 1-16, BLOCK 5, LOT 1-12 & 13X, BLOCK 6
SITUATED IN THE A. MCCARVER SURVEY, ABSTRACT NO. 910, AND
IN THE W. FRANKLIN SURVEY, ABSTRACT NO. 468
AN ADDITION TO THE CITY OF WILLOW PARK,
PARKER COUNTY, TEXAS

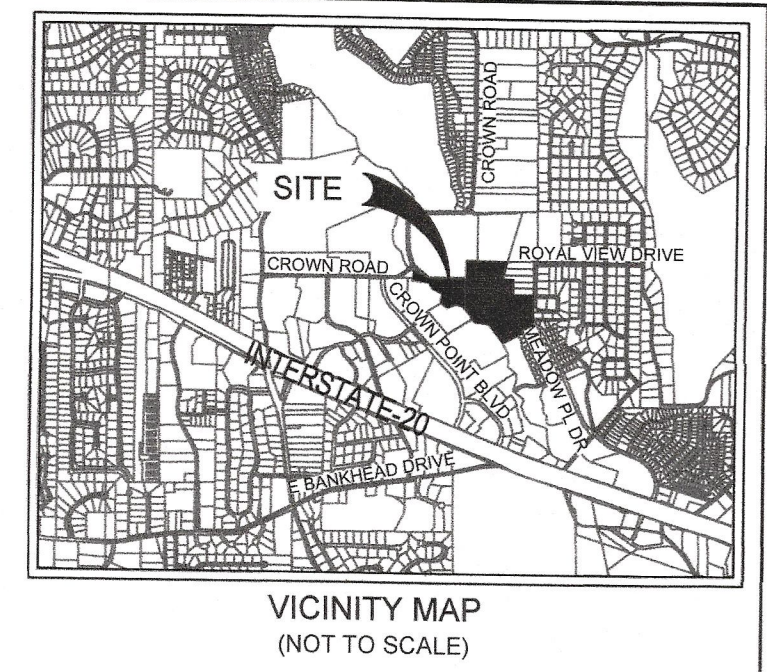
BEING A REPLAT OF LOT 2R, BLOCK 11,
THE RESERVES AT TRINITY ACCORDING TO THE PLAT
RECORDED IN CABINET E, SLIDE 726
PLAT RECORDS, PARKER COUNTY, TEXAS
MAY 2025
PREPARED BY
GRAHAM ASSOCIATES, INC.
CIVIL ENGINEERING & SURVEYING
600 SIX FLAGS DRIVE, SUITE 500 ARLINGTON, TEXAS 76011
(817) 640-8535 TBPE FIRM: F-1191/TBPLS FIRM: 101538-00



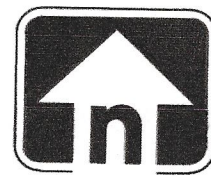
CURVE TABLE						
CURVE #	Δ	RADIUS	TANGENT	LENGTH	LCB	LCD
C-1	4° 55' 55"	510.00'	21.96'	43.90'	S70° 43' 20"E	43.89'
C-2	9° 10' 31"	450.00'	36.11'	72.06'	S63° 41' 33"E	71.99'
C-3	9° 24' 54"	480.00'	39.53'	78.88'	N72° 57' 49"W	78.79'
C-4	44° 15' 20"	450.00'	182.98'	347.58'	N55° 21' 53"W	339.01'
C-5	8° 31' 23"	1030.00'	76.75'	153.22'	N37° 29' 54"W	153.08'
C-6	51° 43' 54"	100.00'	48.48'	90.29'	S38° 11' 41"W	87.25'
C-7	90° 00' 00"	43.00'	43.00'	67.54'	S32° 40' 16"E	60.81'
C-8	15° 06' 55"	250.00'	33.17'	65.95'	S70° 06' 49"E	65.76'
C-9	32° 17' 43"	200.00'	57.91'	112.73'	S46° 24' 30"E	111.25'
C-10	11° 29' 57"	1200.00'	120.83'	240.84'	S36° 00' 37"E	240.44'
C-11	15° 22' 00"	200.00'	26.98'	53.64'	S40° 33' 24"W	53.48'
C-12	48° 14' 18"	200.00'	89.54'	168.38'	S65° 52' 45"E	163.45'
C-13	89° 10' 51"	43.00'	42.39'	66.93'	S45° 24' 28"E	60.37'
C-14	90° 49' 09"	43.00'	43.62'	68.16'	S44° 35' 32"W	61.24'
C-15	5° 59' 24"	250.00'	13.08'	26.14'	N87° 00' 12"W	26.12'
C-16	22° 14' 42"	235.00'	46.20'	91.24'	N37° 07' 03"E	90.67'
C-17	25° 59' 36"	235.00'	54.24'	106.61'	N12° 59' 54"E	105.70'
C-18	105° 45' 46"	39.00'	51.53'	71.99'	N37° 07' 01"W	62.20'
C-21	90° 00' 00"	40.00'	40.00'	62.83'	S45° 00' 06"W	56.57'
C-22	105° 45' 46"	40.00'	52.85'	73.84'	N37° 07' 01"W	63.79'
C-23	92° 51' 19"	40.00'	42.04'	64.83'	S88° 11' 15"E	57.96'
C-24	87° 08' 41"	40.00'	38.05'	60.84'	S1° 48' 45"W	55.14'
C-25	310° 45' 05"	60.00'	27.50'	325.42'	N25° 56' 22"W	50.00'
C-26	173° 50' 36"	50.00'	929.73'	151.71'	S32° 17' 44"E	99.86'
C-27	310° 39' 14"	60.00'	27.56'	325.32'	S56° 36' 56"E	50.09'
C-28	87° 08' 15"	10.00'	9.51'	15.21'	S4° 40' 17"W	13.78'
C-29	87° 08' 15"	10.00'	9.51'	15.21'	N88° 11' 28"W	13.78'

Parcel Line Table		
LINE #	LENGTH	DIRECTION
L1	306.54'	N77° 40' 16"W
L2	83.57'	N33° 14' 13"W
L3	401.10'	N41° 45' 36"W
L4	140.22'	S64° 03' 38"W
L5	144.60'	S12° 19' 44"W
L6	111.05'	S77° 40' 16"E
L7	81.61'	S62° 33' 21"E
L8	4.78'	S30° 15' 38"E
L9	401.10'	S41° 45' 36"E
L10	67.68'	S48° 14' 24"W
L11	40.67'	S32° 52' 24"W
L12	33.77'	S41° 45' 36"E
L13	132.50'	S89° 59' 54"E
L14	84.01'	S0° 49' 03"E
L15	376.61'	N89° 59' 54"W
L16	52.29'	N84° 00' 30"W
L17	220.42'	N48° 14' 24"E
L18	78.78'	N25° 59' 42"E

Parcel Line Table		
LINE #	LENGTH	DIRECTION
L19	127.91'	N0° 00' 06"E
L20	135.17'	N89° 59' 54"W
L21	283.12'	N15° 45' 52"E
L22	113.86'	N38° 14' 35"E
L23	106.13'	N45° 23' 05"E
L24	14.14'	N86° 45' 36"W
L25	14.18'	N86° 55' 02"W
L26	14.24'	N45° 24' 28"W
L27	14.04'	N44° 35' 32"E
L28	14.14'	S3° 14' 24"W
L29	11.18'	S15° 11' 41"E
L30	14.14'	N86° 45' 36"W
L31	14.14'	N32° 40' 16"W
L32	14.14'	N57° 19' 44"E
L33	14.14'	S32° 40' 16"E
L34	14.14'	S3° 14' 24"W
L36	14.14'	S86° 45' 36"E



- NOTES:**
1. A PORTION OF THE SUBJECT PROPERTY LIE WITHIN A FEMA DESIGNATED FLOODPLAIN OR FLOOD PRONE AREA, ACCORDING TO PARKER COUNTY FLOOD INSURANCE RATE MAP NO'S. 48367C0300E, WITH AN EFFECTIVE DATE OF SEPTEMBER 26, 2008, AND 48367C0425F, WITH AN EFFECTIVE DATE OF APRIL 5, 2019.
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 5. "X" LOTS WITHIN EACH BLOCK SHALL BE DESIGNATED AS OPEN SPACE LOTS AND ARE NON-BUILDABLE LOTS. "X" LOTS SHALL BE OWNED AND MAINTAINED BY THE HOA.
 6. DIRECT VEHICULAR ACCESS FROM LOTS 1, 5-12, BLOCK 6, LOTS 1-8, BLOCK 3, LOT 21, BLOCK 4, AND LOTS 1-16, BLOCK 5 TO MEADOW PLACE DRIVE WILL NOT BE ALLOWED.
 7. FUTURE ROW FOR MEADOW PLACE SHOWN ON 2021 PLAT CABINET E 726 TO BE ABANDONED BY THIS PLAT.
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GRAPHIC SCALE
1"=100'
100 0 100 200

FINAL PLAT
THE RESERVES AT TRINITY PHASE 2
45.37 ACRES
LOTS 1-18 & 19X, BLOCK 1, LOTS 1-7 & 8X, BLOCK 2,
LOTS 1-8, BLOCK 3, LOTS 1-21, BLOCK 4,
LOTS 1-16, BLOCK 5, LOT 1-12 & 13X, BLOCK 6
SITUATED IN THE A. MCCARVER SURVEY, ABSTRACT NO. 910, AND
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BEING A REPLAT OF LOT 2R, BLOCK 11,
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RECORDED IN CABINET E, SLIDE 726
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MAY 2025
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CIVIL ENGINEERING & SURVEYING
600 SIX FLAGS DRIVE, SUITE 500 ARLINGTON, TEXAS 76011
(817) 640-8335 TBP# FIRM: F-1191/TBPLS FIRM: 10153-00

G-109

SHEET
2 OF 3

LEGAL DESCRIPTION

WHEREAS, PHEONIX REALTY INVESTMENTS, LLC, acting by and through the undersigned, its duly authorized agent, is the sole owner of an 45.37 acre tract of land located in the A. McCarver Survey, Abstract No. 910, and the W. Franklin Survey, Abstract No. 468, and being Lot 2R, Block 11, The Reserves at Trinity, as recorded in Cabinet E, Slide 726, Plat Records, Parker County, Texas, being more particularly described as follows:

BEGINNING at a found 1/2 inch iron rod with a cap stamped "C.F. Stark 5084", being the northeast corner of said Lot 2R, and being in the south line of a tract of land described by deed to Crown Valley Acquisitions, L.P., as recorded in Volume 2317, Page 1856, Official Public Records, Parker County, Texas, and also being the northwest corner of Lot 5, Block 12, Willow Wood, as recorded in Volume 361, Page 32, Plat Records, Parker County, Texas;

THENCE South 15°45'52" West, leaving said south line, along the west line of said Block 12, a distance of 375.05 feet to a found 1/2 inch iron rod with a cap stamped "C.F. Stark 5084";

THENCE South 89°07'32" East, continuing along said west line, a distance of 232.81 feet to a found 1/2 inch iron rod;

THENCE South 00°50'49" West, a distance of 320.26 feet to a set 1/2 inch iron rod with a cap stamped "Graham Assoc Inc" (GAI), being the southwest corner of Lot 1 of said Block 12;

THENCE South 01°53'16" East, a distance of 69.67 feet to a set 1/2 inch iron rod with a cap stamped "Graham Assoc Inc" (GAI);

THENCE South 33°14'13" East, a distance of 118.01 feet to a set 1/2 inch iron rod with a cap stamped "Graham Assoc Inc" (GAI);

THENCE South 49°17'46" East, a distance of 51.07 feet to a set 1/2 inch iron rod with a cap stamped "Graham Assoc Inc" (GAI);

THENCE South 77°17'33" East, a distance of 193.88 feet to a set 1/2 inch iron rod with a cap stamped "Graham Assoc Inc" (GAI);

THENCE North 89°22'29" East, a distance of 129.14 feet to a set 1/2 inch iron rod with a cap stamped "Graham Assoc Inc" (GAI), being in the existing public west right-of-way line of Royal View Court (having a 60 foot right-of-way);

THENCE South 00°37'52" East, along said west right-of-way line, a distance of 294.69 feet to a found 1/2 inch iron rod, being the southwest corner of Lot 15, Block 11, of said Willow Wood, and being the northwest corner of Lot 1, Block 6, of the said The Reserves at Trinity;

THENCE South 16°50'46" West, along the west line of said Lot 1, a distance of 29.22 feet to a set 1/2 inch iron rod with GAI cap, being the southwest corner of said Lot 1, Block 6, for the beginning of a non-tangent curve to the right having a radius of 510.00 feet, a central angle of 04°55'55", and a long chord which bears South 70°43'20" East, 43.89 feet;

THENCE along the south line of said Lot 1, Block 6 and along said non-tangent curve to the right, an arc distance of 43.90 feet to a set 1/2 inch iron rod with GAI cap, being in the existing public northeast right-of-way line of Meadow Place Drive (having a 60 foot right-of-way);

THENCE South 21°55'25" West, leaving said northeast right-of-way line, a distance of 60.00 feet to a set 1/2 inch iron rod with GAI cap, being in the southwest right-of-way line of said Meadow Place Drive, for the beginning of a non-tangent curve to the right having a radius of 450.00 feet, a central angle of 9°10'31", and a long chord which bears South 63°41'33" East, 71.99 feet;

THENCE along said southwest right-of-way line, along said non-tangent curve to the right, an arc distance of 72.06 feet to a found 1/2 inch iron rod, being the northeast corner of Lot 1, Block 5 of said The Reserve at Trinity;

THENCE South 64°58'08" West, along the north line of said Block 5, a distance of 449.80 feet to a found 1/2 inch iron rod, being the northwest corner of Lot 5, Block 5 of said The Reserve at Trinity, and being the northeast corner of Lot 1R, Block 11, of said The Reserve at Trinity;

THENCE South 67°45'49" West, along the north line of said Lot 1R, a distance of 318.71 feet to a set 1/2 inch iron rod with a GAI cap, being the northwest corner of said Lot 1R, Block 11, The Reserves at Trinity, Cabinet E, slide 726; and being in the east line of Lot 1, Block 1, Crown Point Addition, as recorded in Cabinet D, Slide 148, Plat Records, Parker County, Texas;

THENCE North 37°49'18" West, along the east line of said Lot 1, Block 1, a distance of 465.26 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 83°39'37" West, a distance of 303.50 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 35°43'38" West, a distance of 227.03 feet to a set 1/2 inch iron rod with a GAI cap, being in the east line of a tract of land described by deed, as recorded in Volume 2562, Page 1672, Official Public Records, Parker County, Texas;

THENCE North 42°02'45" West, continuing along said east line, a distance of 178.63 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 72°31'51" West, a distance of 133.71 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE South 70°43'40" West, a distance of 224.98 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 49°19'49" West, a distance of 181.64 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 10°11'21" East, a distance of 178.97 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 63°57'54" West, a distance of 213.66 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 36°08'07" West, a distance of 169.13 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 84°52'12" West, a distance of 338.84 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 14°10'32" East, a distance of 57.56 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 89°49'19" East, a distance of 32.53 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 11°34'56" West, a distance of 173.14 feet to a set 1/2 inch iron rod with a GAI cap, being in the east right-of-way line of Crown Road (having a variable width right-of-way);

THENCE North 16°44'58" East, continuing along said east right-of-way line, a distance of 93.28 feet to a set 1/2 inch iron rod with a GAI cap, being the westernmost southwest corner of said Crown Valley Acquisitions L.P. tract;

THENCE South 50°18'43" East, along the south line of said Crown Valley Acquisitions L.P. tract, a distance of 407.11 feet to a found 5/8 inch iron rod;

THENCE South 89°45'33" East, continuing along said south line, a distance of 759.98 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 00°23'39" East, a distance of 372.41 feet to a set 1/2 inch iron rod with a GAI cap;

THENCE North 89°59'39" East, a distance of 873.93 feet to the POINT OF BEGINNING and CONTAINING 1,976,112 square feet, 45.37 acres of land, more or less.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:

That, PHEONIX REALTY INVESTMENTS, LLC; acting herein by and through its duly authorized officers, does hereby certify and adopt this plat designating the herein above described property as Lots 1-18 & 19X, Block 1; Lots 1-7 & 8X, Block 2; Lots 1-8, Block 3; Lots 1-21, Block 4; Lots 1-16, Block 5; Lots 1-12 & 13X, Block 6; The Reserves at Trinity Phase 2, an addition to the City of Willow Park, Parker County, Texas, and does hereby dedicate to the public use forever, the streets and alleys shown thereon. PHEONIX REALTY INVESTMENTS, LLC, does herein certify the following: 1. The streets and alleys are dedicated for street and alley purposes, 2. All public improvements and dedications shall be free and clear of all debt, liens, and/or encumbrances, 3. The easements and public use areas, as shown, are dedicated for the public use forever for the purposes indicated on this plat, 4. No building, 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 Willow Park, 5. The City Willow Park is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair, 6. 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 public utilities being subordinate to the public's and City Willow Park's use thereof, 7. The City of Willow Park and public utilities shall have the right to remove and keep removed all or parts 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 in the easements, 8. The City Willow Park and public utilities shall at all times have the full 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 without the necessity at any time permission from anyone, 9. All modifications to this document shall be by means of plat and approved by the City Willow Park.

Witness my hand at John Newton, Parker County, Texas

This the 15 day of May, 2025.

J.L. Mc
PHEONIX REALTY INVESTMENTS, LLC

5-15-25
Date

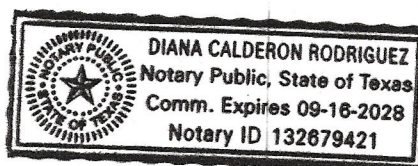
STATE OF Texas:
COUNTY OF Tarrant:

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared John Newton know to me the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 15 day of May, 2025

D Rodriguez
Notary Public in and for the State of Texas

My commission expires 9-16-28



FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Lila Deakle
202513407
05/21/2025 04:23 PM
Fee: 120.00
Lila Deakle, County Clerk
Parker County, TX
PLAT

OWNER:
PHEONIX REALTY INVESTMENTS, LLC
3605 EL CAMPO
FORT WORTH, TX 76017
WILL@CLARITYHOMES.COM
ATTN: WILL BANNISTER

ENGINEER/SURVEYOR:
GRAHAM ASSOCIATES, INC.
CONSULTING ENGINEERS & PLANNERS
600 SIX FLAGS DRIVE, SUITE 500
ARLINGTON, TEXAS 76011
TEL:(817) 640-8535
FAX:(817) 633-5240
INFORMATION@GRAHAMCIVIL.COM

SURVEYOR'S CERTIFICATE

This is to certify that I, MICHAEL L. PETERSON, a Registered Professional Land Surveyor of the State of Texas, having platted the above subdivision from an actual survey on the ground, and that all lot corners, and angle points, and points of curve shall be properly marked on the ground, and that this plat correctly represents that survey made by me or under my direction and supervision.

Michael L. Peterson 05/15/25
MICHAEL L. PETERSON
Texas Registration No. 5999

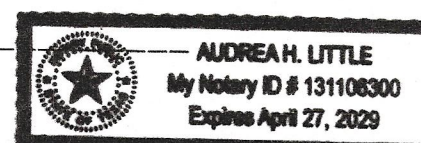


STATE OF TEXAS:
COUNTY OF TARRANT:

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared MICHAEL L. PETERSON, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledge to me that he executed the same in and for the purpose and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 15th day of May, 2025

Audrea H. Little
Notary Public in and for the State of Texas



My commission expires 4-27-2029

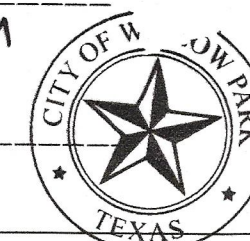
CITY OF WILLOW PARK, TEXAS
CITY COUNCIL

NOTE:
THIS PLAT IS VALID ONLY IF RECORDED WITHIN SIX (6) MONTHS
AFTER DATE OF APPROVAL.

PLAT APPROVED DATE: MAY 20, 2025

BY: Lee Ye
CITY MAYOR PRO TEM

BY: Dana McMillen
CITY SECRETARY

FINAL PLAT
THE RESERVES AT TRINITY PHASE 2

45.37 ACRES

LOTS 1-18 & 19X, BLOCK 1, LOTS 1-7 & 8X, BLOCK 2,
LOTS 1-8, BLOCK 3, LOTS 1-21, BLOCK 4,
LOTS 1-16, BLOCK 5, LOT 1-12 & 13X, BLOCK 6
SITUATED IN THE A. MCCARVER SURVEY, ABSTRACT NO. 910, AND
IN THE W. FRANKLIN SURVEY, ABSTRACT NO. 468
AN ADDITION TO THE CITY OF WILLOW PARK,
PARKER COUNTY, TEXAS

BEING A REPLAT OF LOT 2R, BLOCK 11,
THE RESERVES AT TRINITY ACCORDING TO THE PLAT
RECORDED IN CABINET E, SLIDE 726
PLAT RECORDS, PARKER COUNTY, TEXAS

MAY 2025

PREPARED BY

GRAHAM ASSOCIATES, INC.
CIVIL ENGINEERING & SURVEYING
600 SIX FLAGS DRIVE, SUITE 500 ARLINGTON, TEXAS 76011
(817) 640-8535 TBPE FIRM: F-1191/TBPLS FIRM: 101538-00



PLAT CABINET _____, SLIDE _____

SHEET
3 OF 3

G-109

**PLANNING & ZONING COMMISSION AGENDA ITEM BRIEFING SHEET**

Meeting Date: November 18, 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
4. 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
5. More flexible schedule for meetings to meet the city’s needs, and quorum requirements
6. Addition of more defined rules and regulations to increase commission understanding
7. More specific scope of duties and powers to assure proper commission function
8. 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.

This item is scheduled to return to P&Z for a Public Hearing and Action on Tuesday, December 16, 2025. Its Commission recommendation for passage will be presented to City Council for a Public Hearing and Action on January 13, 2026 for Council decision.

EXHIBITS:

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

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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