



CITY COUNCIL MEETING AGENDA

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

Tuesday, February 28, 2023 at 6:00 PM

CALL TO ORDER AND THE ROLL OF ELECTED AND APPOINTED OFFICERS WILL BE TAKEN

PLEDGE OF ALLEGIANCE AND INVOCATION

PUBLIC COMMENTS (Limited to three minutes per person)

Residents may address the Council regarding an item that is not listed on the agenda. Residents must complete a speaker form and turn it in to the City Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to three (3) minutes. The Texas Open Meetings Act provides the following:

A. If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:

- (1) A statement of specific factual information given in response to the inquiry; or
- (2) A recitation of existing policy in response to the inquiry.

B. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

PUBLIC HEARINGS

None.

PROCLAMATION

1. Teen Violence Dating Awareness Month, Freedom House

CONSENT AGENDA

All matters listed in the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- [2.](#) City Council Meeting Minutes of February 14, 2023.

REGULAR AGENDA ITEMS

3. CONSIDERATION & ACTION: Final Plat for Country Hollow residential subdivision, 101 Lots, being 19.17 acres, John H. Phelps Survey Tract, Abstract No. 1046, in the City of Willow Park, Parker County, Texas.
4. Discussion & Action: To approve amending the FY 22 – 23 budget to reflect increased sales tax
5. Discussion & Action: To approve amending the FY 22 – 23 budget to include unbudgeted expenses:
 - A. Rent on 120 El Chico Trail
 - B. Moving Expenses
6. Discussion & Action: To appoint members to a newly formed Police Station Committee
7. Discussion & Action: To amend the Police Department Budget:
 - A. Overtime
8. Discussion/Action: To adopt an ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, ORDERING THE CANCELLATION OF THE GENERAL ELECTION SCHEDULED FOR MAY 6, 2023; DECLARING THE UNOPPOSED CANDIDATES FOR MAYOR, COUNCILMEMBER FOR PLACE NO. 1, COUNCILMEMBER FOR PLACE NO. 2; TO BE ELECTED TO OFFICE

REPORTS

INFORMATIONAL

EXECUTIVE SESSION *It is anticipated that all, or a portion of the discussion of the foregoing item will be conducted in closed executive session under authority of the Section 551 of the Texas Open Meetings Act. However, no action will be taken on this item until the City Council reconvenes in open session.*

RECONVENE *into Open Session and consider action, if any, on the item discussed in Executive Session.*

ADJOURNMENT

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

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be

authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.

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 said Notice was posted on the following date and time: February 24, 2023 on/by 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Crystal R. Dozier, TRMC

City Secretary

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 COUNCIL REGULAR MEETING MINUTES

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

Tuesday, February 14, 2023 at 6:00 PM

CALL TO ORDER AND THE ROLL OF ELECTED AND APPOINTED OFFICERS WILL BE TAKEN

Mayor Moss called the meeting to order at 6:01 p.m.

Quorum was confirmed.

PLEDGE OF ALLEGIANCE AND INVOCATION

Pledge & Invocation was presented by Jon Sherman, Trinity Bible Church

PUBLIC COMMENTS (Limited to three minutes per person)

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- (1) A statement of specific factual information given in response to the inquiry; or
- (2) A recitation of existing policy in response to the inquiry.

B. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

There were no public comments.

PROCLAMATION

1. Steve Wood, Aledo ISD Athletic Director
Postponed due to inability to attend.
2. Tim Buchanan, Aledo Head Football Coach

Postponed due to inability to attend.

3. Aledo Football State Championship

Postponed due to inability to attend.

4. Pastor Jon Sherman, Trinity Bible Church

Mayor Moss presented Pastor Sherman with a proclamation for his service.

5. Teen Violence Dating Awareness Month, Freedom House

Postponed due to absence.

CONSENT AGENDA

All matters listed in the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

6. Approve City Council Meeting Minutes - Regular Meeting on January 24, 2023.

Minutes were approved.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

REGULAR AGENDA ITEMS

7. Discussion/Action: to approve the City's 2022-2023 1st Quarter Financial Report.

Jake Weber, CPA for the City of Willow Park, presented financial reports for the quarter with a "strong start for the year", noted changes from last year, and predictions.

Motion made by Councilmember Gilliland, Seconded by Councilmember Young.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

8. Discussion/Action: to approve the 2022 Racial Profiling Report.

Assistant Chief Franklin gave annual racial profiling report, as required, and stated that no patterns of racial profiling are detected in Willow Park.

9. Project Updates

El Chico Pump Station/Fort Worth Water

Street Update/Bond Update/Crown Road

Drainage

Wastewater Treatment Plant

Michelle Guelker, Public Works Director, updated Council on El Chico Pump Station project: Electrical and sewer lines are now complete; testing for frequency drives are scheduled; tank may be leaking slightly or run-off, but being observed; Scada finished and online; Landscaping to be finished in mid-March.

Gretchen Vazquez, City Staff Engineer, updated Council on progress of Street project. Project contract date: 375 days, which started in late November; work thus far has mostly been on Crown Rd; traffic continues to be southbound on Crown Rd. Schedule update: about 4 weeks behind schedule but looking to add more crews to make up some time.

Derek Turner, City Engineer, updated Council on Drainage project. April 1 is anticipated start date; delay due to material lag. He reviewed the areas to receive attention and the scope of work.

Mr. Turner also updated Council on the Wastewater Treatment Plant. It is expected to open for bids early April with a 5-week bid time; adding a couple of months to prepare; looking at July 2024 for anticipated start time.

10. Budget Update

New City Hall Costs and Funding Recommendations

City Manager, Bryan Grimes, updated on estimate for moving expenses to new City Hall, utility costs, and lease expenses. Mr. Grimes discussed strategies reviewed by Jake Weber and himself to cover unbudgeted expenses, and suggested to amend the budget and adjust projections for sales tax.

A motion to adjust the revenue budget was requested by Mayor Pro Tem, Lea Young.

Motion made by Councilmember Young, Seconded by Councilmember Gilliland.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

11. Development and Permit Updates

Utility Connections

Building Permits

Bill Funderburk, Assistant City Manager, updated Council with 2021 vs. 2022 to-date comparisons for permitting and stated that Council will be getting quarterly reports from Development for permit count. Mr. Funderburk reviewed valuations on commercial projects, and reported new sewer connections of 2021: 50 vs. 2022: 20, the discrepancy due to residential housing and the housing market.

12. Discussion/Action: to consider and take action on authorizing the opt-in of the City of Willow Park in the settlements reached by the Texas Attorney General with Allergan, CVS, Walgreens and Walmart, and authorizing the City Manager to execute all documentation necessary to participate in the settlements, including execution of the Subdivision Participation Forms.

Pat Chesser, City Attorney, reviewed status of forms necessary for disbursement, yet no funds have been received to date for the \$25,195 allocation for the City of Willow Park. Mr. Chesser encouraged Council to opt-in for this settlement, instead of awaiting grant opportunities whose qualifications are obtuse.

Motion was requested by Lea Young, Mayor Pro Tem, to accept settlement:

Motion made by Councilmember Young, Seconded by Councilmember Crummel.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

13. Discussion/Action: to Form Committee to Build / Construct / Plan a Police Station.

Bryan Grimes, City Manager, discussed the potential for building a new police station if the Parker County ESD1 decides to purchase the Public Safety Building. He stated that Lea Young, Mayor Pro Tem, requested that a needs assessment Committee be

placed on the Agenda. This committee would assess the long term needs of the Willow Park Police Department well into the future.

Council discussed that a Committee would likely have at least five members; Mayor Pro Tem Young suggested three of which to be WPPD Police Chief Ellis and Assistant Chief Franklin, and Councilmember Gilliland due to his law enforcement experience. Per Attorney Chesser, 3 or fewer Councilmembers and the Mayor may be included without violating a Council quorum. Councilmember Contreras requested to be considered for the committee and Mayor Moss stated he'd be interested in chairing the committee.

Motion to form committee:

Motion made by Councilmember Young, Seconded by Councilmember Contreras.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

14. Discussion/Action: to award a base bid schedule A through D for the Wastewater Effluent Line to B&L Construction Company for a total of \$1,383,285.00.

Derek Turner, City Engineer, presented the bids for the project to Council, with his recommendation for second bidder for all of the line work, who has done work for the city before. Mr. Turner recommended to accept the second bid to begin the project, and confirmed that the funding is in place.

Motion to rescind award to JRM & RK; Motion to award the contact to to B&L Construction:

Motion made by Councilmember Young, Seconded by Councilmember Crummel.
Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

INFORMATIONAL

Mayor and Council Comments

City Manager Comments

Councilmembers Gilliland and Conteras thanked the staff for a great job of getting us in this building and the great turn-out of the Open House. Mayor Moss thanked his wife and his appreciation for Council "making a move" on the new City Hall and for staff's efforts. Mr. Grimes also thanked his wife.

Mr. Grimes announced that Crystal Dozier, City Secretary, gave birth to a son and wished them congratulations. He also thanked the citizens of Willow Park and City Council for

allowing us to have such a professional environment in which to work and spoke to staff's increase in productivity and enjoyment from having their own space.

EXECUTIVE SESSION *It is anticipated that all, or a portion of the discussion of the foregoing item will be conducted in closed executive session under authority of the Section 551 of the Texas Open Meetings Act. However, no action will be taken on this item until the City Council reconvenes in open session.*

None.

RECONVENE *into Open Session and consider action, if any, on the item discussed in Executive Session.*

N/A

ADJOURNMENT

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

Meeting was adjourned at 6:59 p.m. by Mayor Moss.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.
Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

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N/A.

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Posted by Toni Fisher, Planning & Development Director, in absence of Crystal Dozier, City Secretary.

Crystal R. Dozier, TRMC

City Secretary

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CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: February 28, 2023	Department: Planning & Development	Presented By: Toni Fisher
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AGENDA ITEM:

Consideration & Action: Final Plat for Country Hollow residential subdivision, 101 Lots, being 19.17 acres, John H. Phelps Survey Tract, Abstract No. 1046, in the City of Willow Park, Parker County, Texas.

BACKGROUND:

Applicant, Teague, Nall and Perkins, and Property Owner, Scott Moehlenbrock, Red River Development, brings forth the final plat of the 19.17 acre tract, located south of 5720 East I-20 Service Road South, north of Hunters Glen residential subdivision, John H. Phelps Survey Tract, Abstract No. 1046. This Plat is subdividing one contiguous parcel, which was not previously platted, into 101 lots, 98 of which will be residential. This parcel is being platted for subdivision, development, and intended sale.

This property was annexed into the City of Willow Park on October 12, 2021 (Ordinance No. 843-21) and its zoning is a Planned Development District, approved by Council on April 12, 2022 (Ordinance No. 857-22).

The final plat shows all recorded easements and fixtures to the land. City services for water and sewer are available, intended, and included.

City Staff has reviewed the Final Plat, concerns have been addressed, and revisions are included on the attached documents. Planning & Zoning Commission has approved the Final Plat unanimously with a 3-0 vote.

STAFF RECOMMENDATION:

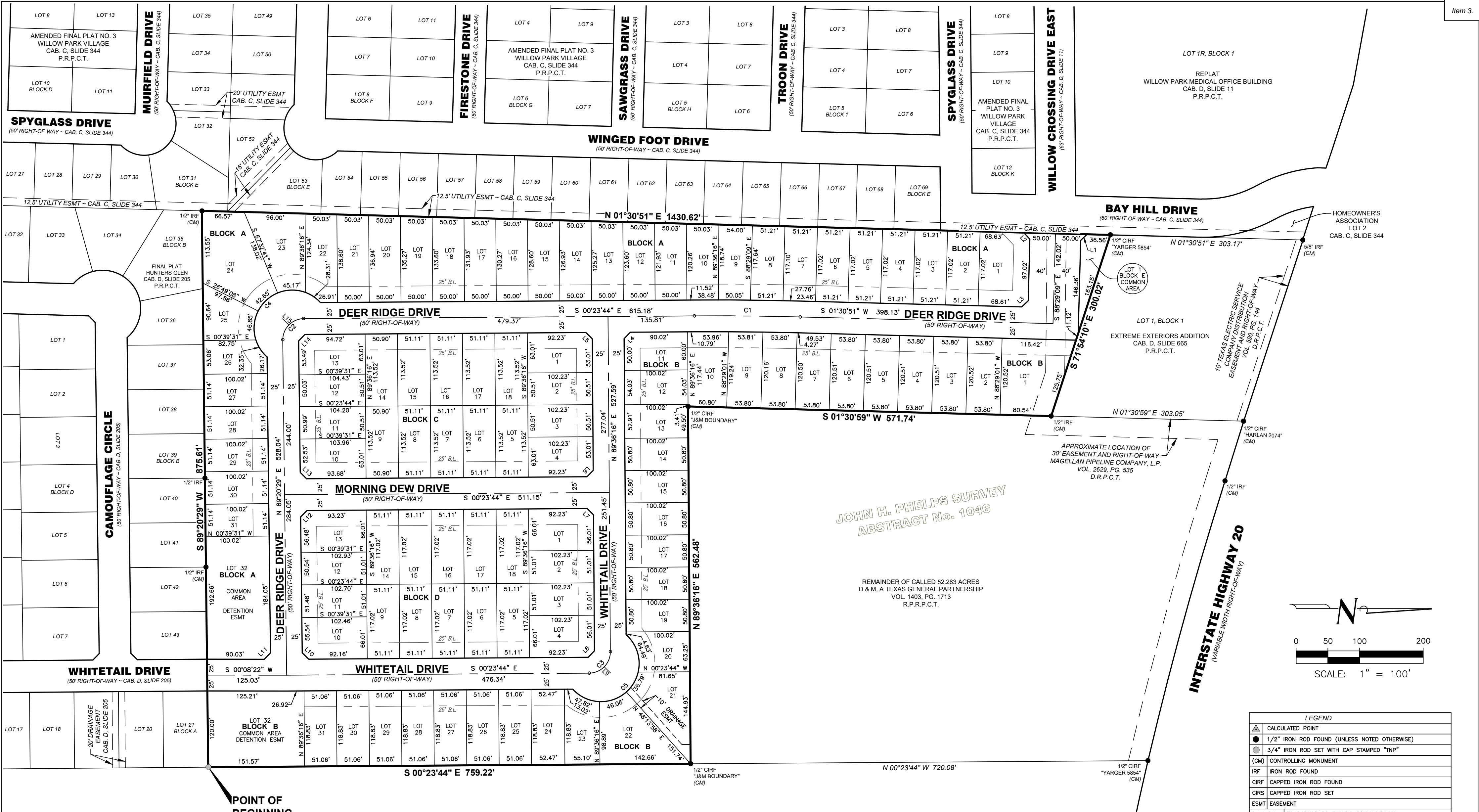
Staff recommends approval of the Final Plat for subject property.

EXHIBITS:

- Final Plat (11.30.22) – Country Hollow Addition
- Plat Application & Checklist
- Aerial photo of property

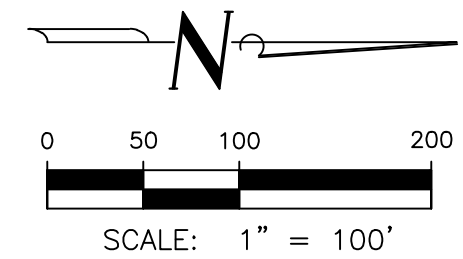
RECOMMENDED MOTION:

Approval of the Final Plat for Lots 1 through 101, residential subdivision of Country Hollow Addition, as presented.



JOHN H. PHELPS SURVEY
ABSTRACT No. 1046

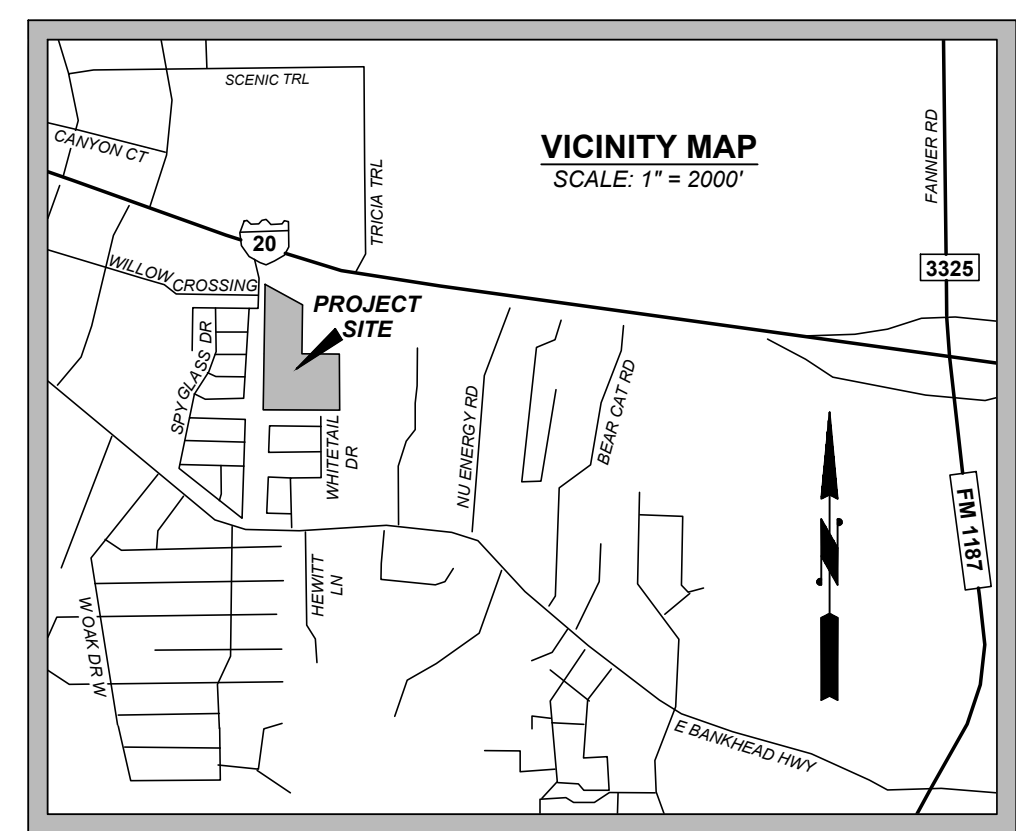
REMAINDER OF CALLED 52.283 ACRES
D & M, A TEXAS GENERAL PARTNERSHIP
VOL. 1403, PG. 1713
R.P.R.P.C.T.



LEGEND	
▲	CALCULATED POINT
●	1/2" IRON ROD FOUND (UNLESS NOTED OTHERWISE)
○	3/4" IRON ROD SET WITH CAP STAMPED "TNP"
(CM)	CONTROLLING MONUMENT
IRF	IRON ROD FOUND
CIRF	CAPPED IRON ROD FOUND
CIRS	CAPPED IRON ROD SET
ESMT	EASEMENT
D.R.P.C.T.	DEED RECORDS PARKER COUNTY TEXAS
P.R.P.C.T.	PLAT RECORDS PARKER COUNTY TEXAS
R.P.R.P.C.T.	REAL PROPERTY RECORDS PARKER COUNTY TEXAS
---	PLAT BOUNDARY LINE
---	RIGHT-OF-WAY LINE
---	PROPERTY LINE
---	EASEMENT LINE
---	BUILDING LINE
---	CENTERLINE

CURVE TABLE					
CURVE	DELTA ANGLE	RADIUS	CHORD BEARING	CHORD LENGTH	ARC LENGTH
C1	1°54'35"	5000.76'	S 00°33'34" W	166.66'	166.67'
C2	88°12'53"	33.50'	S 45°31'37" E	46.63'	51.58'
C3	90°00'00"	33.50'	S 45°23'44" E	47.38'	52.62'
C4	186°31'39"	60.00'	S 45°32'32" E	119.81'	195.33'
C5	186°22'07"	60.00'	N 45°23'52" W	119.81'	195.16'

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 43°29'09" W	14.14'
L2	N 46°30'51" E	14.14'
L3	S 43°29'09" E	14.14'
L4	S 45°23'44" E	14.14'
L5	N 44°36'16" E	14.14'
L6	S 45°23'44" E	14.14'
L7	N 44°36'16" E	14.14'
L8	S 45°23'44" E	14.14'
L9	N 44°36'16" E	13.88'
L10	N 44°28'23" E	14.17'
L11	S 45°15'35" E	14.04'
L12	S 45°31'37" E	14.11'
L13	N 44°28'23" E	14.17'
L14	S 45°31'37" E	14.11'
L15	N 44°28'23" E	13.98'



SURVEYOR
teague nall and perkins
3200 S. Interstate 35E, Suite 1129
Denton, Texas 76210
940.383.4177 ph 940.383.8026 fx
www.tnpsc.com
TNP/PLS FIRM 10011601

OWNER
TH WILLOW PARK, LLC
3333 Welborn St., Ste. 350
Dallas, Texas 75219
PH: 405-245-6968

DEVELOPER
RED RIVER DEVELOPMENT 2020, LLC
3333 Welborn St., Ste. 350
Dallas, Texas 75219
PH: 405-245-6968

FINAL PLAT
COUNTRY HOLLOW
BEING 19.167 ACRES OF LAND
SITUATED IN THE JOHN H. PHELPS SURVEY, ABSTRACT NO. 1046
City of Willow Park, Parker County, Texas
FEBRUARY 2023

OWNER'S CERTIFICATE

STATE OF TEXAS §
COUNTY OF PARKER §

BEING a 19.167-acre tract of land situated in the John H. Phelps Survey, Abstract No. 1046, in the City of Willow Park, Parker County, Texas, being part of the remainder called 52.283-acre tract of land as described in deed to D & M, a Texas General Partnership, recorded in Volume 1403, Page 1713 of the Real Property Records of Parker County, Texas (R.P.R.P.C.T.), and being more particularly described as follows:

BEGINNING at a 3/4-inch iron rod with cap stamped "TNP" set at the southeast corner of the remainder of said 52.283-acre tract, same being the northeast corner of Lot 21 in Block A of Hunters Glen, an Addition to the City of Willow Park, Texas, according to the Plat recorded in Cabinet D, Slide 205 of the Plat Records of Parker County, Texas (P.R.P.C.T.), and located in the west line of a called 36.509-acre tract of land as described in deed to Magellan Pipeline Terminals, L.P., recorded in Volume 2563, Page 1768 (R.P.R.P.C.T.);

THENCE South 89°20'29" West, departing the west line of said 36.509-acre tract, and along the common north line of said Hunters Glen Addition and the south line of the remainder of said 52.283-acre tract, a distance of 875.61 feet to a 1/2-inch iron rod found at the northwest corner of Lot 35, Block B in said Hunters Glen Addition, same being the southwest corner of the remainder of said 52.283-acre tract, and located in the east line of Lot 31 in Block E of the Amended Final Plat No. 3 of Willow Park Village, an Addition to the City of Willow Park, Texas, according to the Plat recorded in Cabinet C, Slide 344 (P.R.P.C.T.);

THENCE North 01°30'51" East, departing the north line of said Block B, and along the common east line of said Willow Park Village Addition and the west line of the remainder of said 52.283-acre tract, a distance of 1430.62 feet to a 1/2-inch iron rod with cap stamped "YARGER 5854" found at the southwest corner of Lot 1 in Block 1 of the Extreme Exteriors Addition, an Addition to the City of Willow Park, Texas, according to the Plat recorded in Cabinet D, Slide 665 (P.R.P.C.T.), same being the most westerly northwest corner of the remainder of said 52.283-acre tract;

THENCE South 71°54'10" East, departing the east line of said Willow Park Village, and along the common southwesterly line of said Block 1 and the northeasterly line of the remainder of said 52.283-acre tract, a distance of 300.02 feet to a 1/2-inch iron rod found at the southeast corner of said Block 1, same being an interior corner of the remainder of said 52.283-acre tract;

THENCE South 01°30'59" West, departing the last stated common line, over and across the remainder of said 52.283-acre tract, a distance of 571.74 feet to a 1/2-inch iron rod with cap stamped "J&M BOUNDARY" found for corner;

THENCE North 89°36'16" East, a distance of 562.48 feet to a 1/2-inch iron rod with cap stamped "J&M BOUNDARY" found at the intersection with the common east line of the remainder of said 52.283-acre tract and the west line of said 36.509-acre tract;

THENCE South 00°23'44" East, along the last stated common line, a distance of 759.22 feet to the POINT OF BEGINNING, and containing 19.167 acres of land, more or less.

NOW, THEREFORE, KNOW BY ALL MEN BY THESE PRESENTS, THAT TH WILLOW PARK, LLC acting herein by and through its duly authorized agents, does hereby certify and adopt this plat designating the herein described property as COUNTRY HOLLOW, an addition to the City of Willow Park, Parker County, Texas, and does hereby dedicate to the public use forever, the public right-of-way, easements, and encumbrances shown hereon.

TH WILLOW PARK, LLC, HEREIN CERTIFIES THE FOLLOWING:

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

TH WILLOW PARK, LLC

BY: AUTHORIZED REPRESENTATIVE

PRINTED NAME:

TITLE:

STATE OF TEXAS §
COUNTY OF §

BEFORE ME, the undersigned authority, on this day personally appeared, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purpose and considerations therein expressed and the capacity therein stated.

WITNESS MY HAND AND SEAL OF OFFICE, this the day of, 20.

Notary Public

My commission expires on.

PLAT NOTES:

- 1. The purpose of this Final Plat is to create 98 single-family residential lots and 3 common lots.
2. All Lot corners, angle points, PC's and PT's are marked with a 3/4 inch iron rod with cap stamped "TNP" set, unless otherwise noted.
3. Bearings of lines shown hereon are referenced to Grid North of the Texas Coordinate System of 1983 (North Central Zone 4202: NAD83 (2011) Epoch 2010) as derived locally from RTK Network continuously operating reference stations (CORS) via real time kinematic (RTK) survey methods. The distances shown hereon represent surface values using a surface adjustment factor of 1.000152216 to scale from grid to surface.
4. Common Areas of Lot 32/Block A, Lot 32/Block B, and Lot 1/Block E, shall be maintained by the established Home Owner's Association (HOA).
5. This property lies within ZONE "X" (UNSHADED), as depicted by scaled map location and graphical plotting of FEMA Flood Insurance Rate Map, Community Panel No. 48367C0450E, Map Revision Date September 26, 2008 and Community Panel No. 48367C0425F, Map Revision Date April 5, 2019. ZONE "X" (UNSHADED) - Other Areas is defined as areas determined to be outside the 0.2% annual chance floodplain.

SURVEYOR'S CERTIFICATE

I, Marvin King, Registered Professional Land Surveyor, State of Texas, do hereby certify that I prepared this plat from an actual survey of the land and that the corner monuments shown hereon were found or set as described, and that this plat correctly represents the survey made by me or under my direct supervision was prepared in accordance with the Platting Rules and Regulations of the City of Willow Park, Texas.

PRELIMINARY, THIS DOCUMENT IS FOR REVIEW PURPOSES ONLY AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT. TBPELS RULE §138.33 (e)

Marvin King, R.P.L.S.
Texas Registration Number 5581

THIS DOCUMENT WAS RELEASED ON FEBRUARY 15, 2023 FOR REVIEW PURPOSES ONLY. BY MARVIN KING, RPLS NO. 5581. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE. TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS RULE §138.33 (e).

STATE OF TEXAS §
COUNTY OF DENTON §

BEFORE ME, the undersigned authority, on this day personally appeared Marvin King, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purpose and considerations therein expressed and in the capacity therein stated.

WITNESS MY HAND AND SEAL OF OFFICE, this the day of, 20.

Notary Public

My commission expires on April 4, 2026.

APPROVED BY THE CITY OF WILLOW PARK
CITY COUNCIL
CITY OF WILLOW PARK
SIGNED: MAYOR DATE
ATTEST: CITY SECRETARY DATE

Table with 4 columns: BLOCK, LOT, SQ FT, AC. Rows 1-32 for Block A.

Table with 4 columns: BLOCK, LOT, SQ FT, AC. Rows 1-32 for Block B.

Table with 4 columns: BLOCK, LOT, SQ FT, AC. Rows 1-18 for Block C.

Table with 4 columns: BLOCK, LOT, SQ FT, AC. Rows 1-10 for Block D.

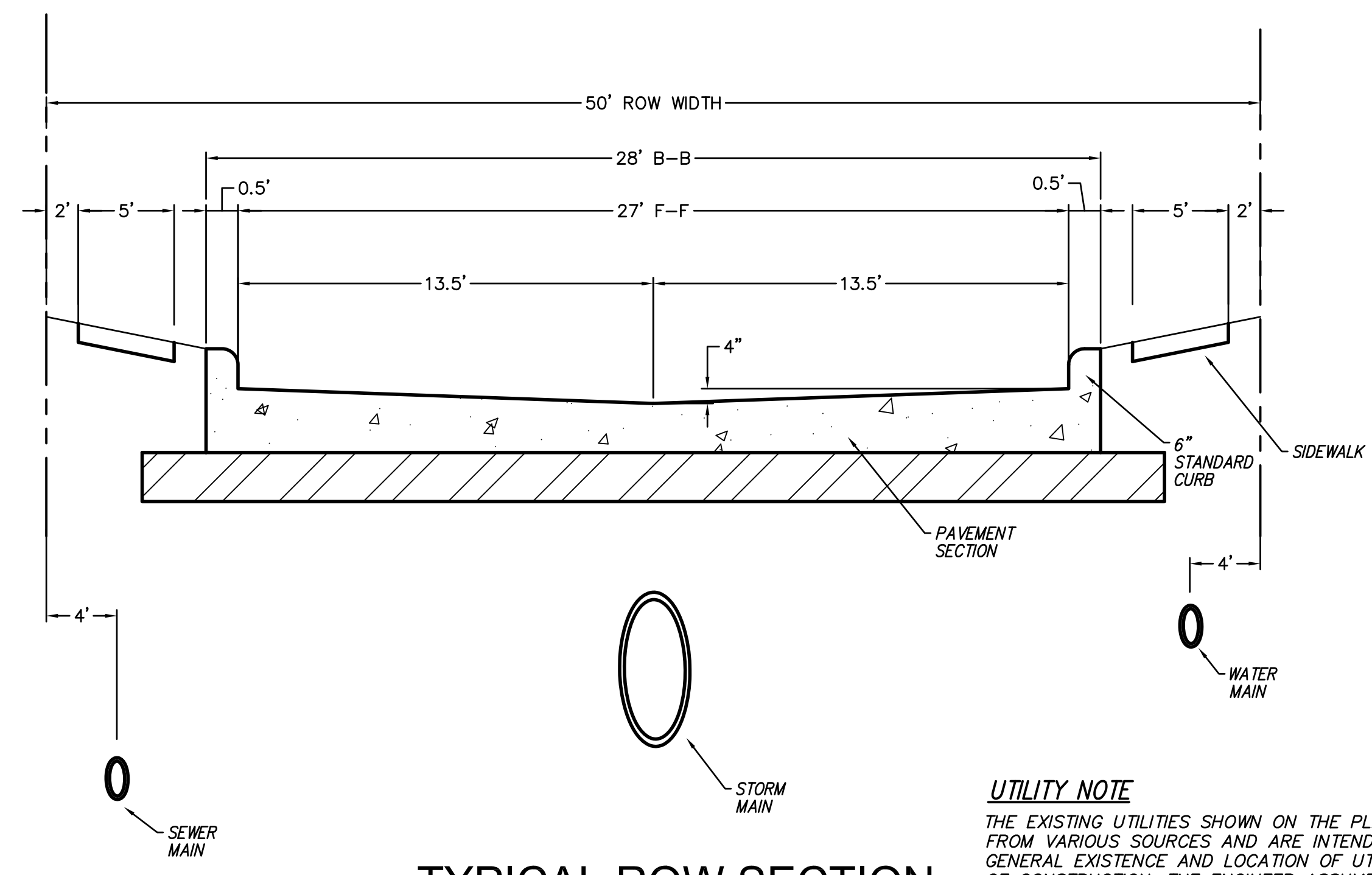
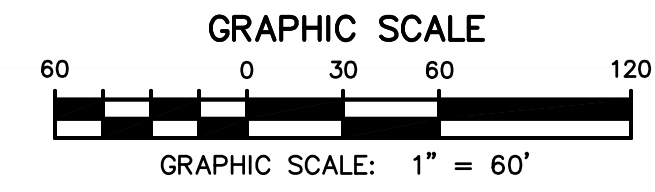
Table with 4 columns: BLOCK, LOT, SQ FT, AC. Row 1 for Block E.

tnp teague nall and perkins
3200 S. Interstate 35E, Suite 1129
Denton, Texas 76210
940.383.4177 ph 940.383.8026 fx
www.tnpinc.com
TBPELS FIRM 10011601

OWNER
TH WILLOW PARK, LLC
3333 Welborn St., Ste. 350
Dallas, Texas 75219
PH: 405-245-6968

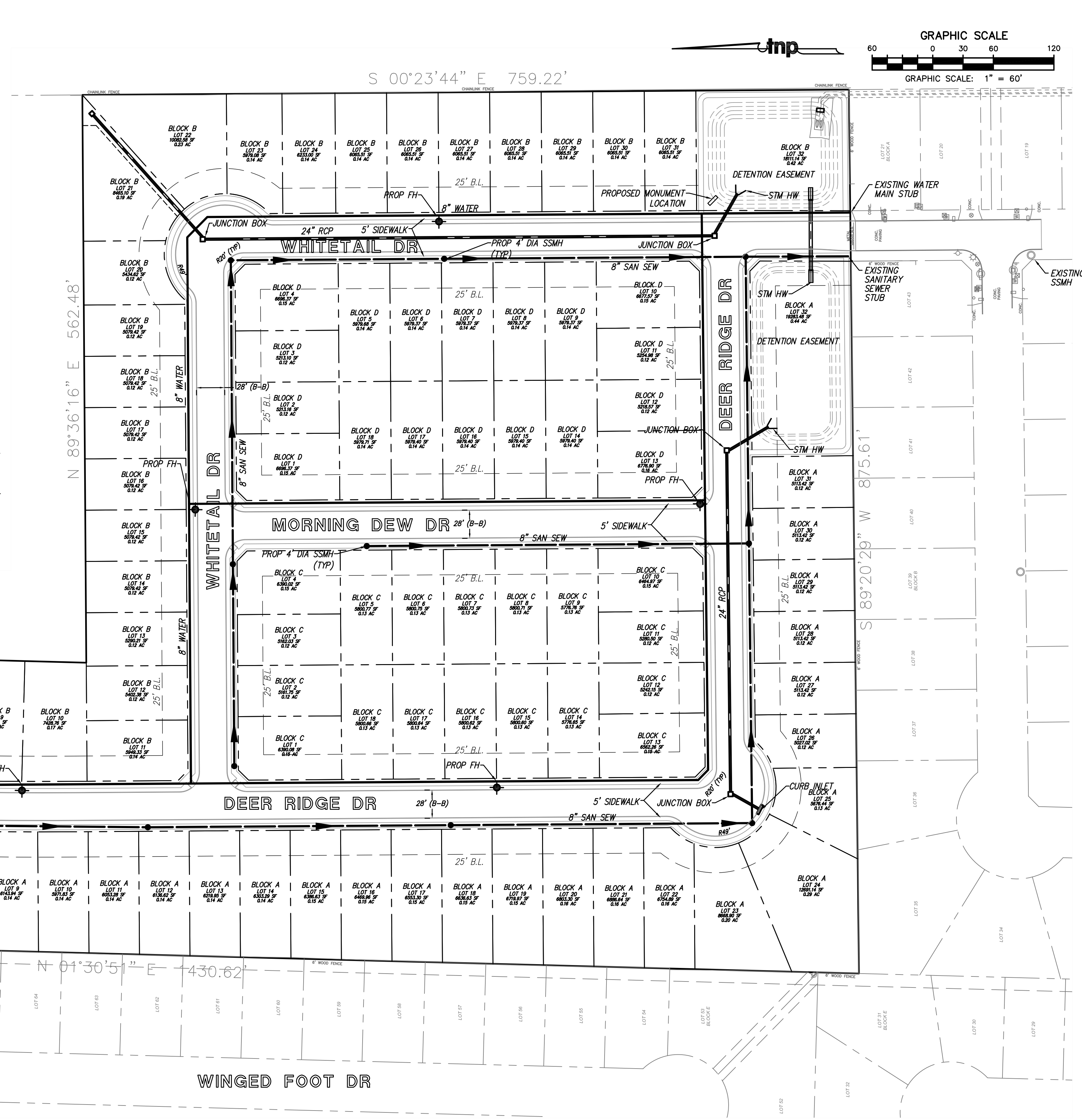
DEVELOPER
RED RIVER DEVELOPMENT 2020, LLC
3333 Welborn St., Ste. 350
Dallas, Texas 75219
PH: 405-245-6968

FINAL PLAT
COUNTRY HOLLOW
BEING 19.167 ACRES OF LAND
SITUATED IN THE JOHN H. PHELPS SURVEY, ABSTRACT NO. 1046
City of Willow Park, Parker County, Texas
FEBRUARY 2023



TYPICAL ROW SECTION

UTILITY NOTE
 THE EXISTING UTILITIES SHOWN ON THE PLANS WERE COMPILED FROM VARIOUS SOURCES AND ARE INTENDED TO SHOW THE GENERAL EXISTENCE AND LOCATION OF UTILITIES IN THE AREA OF CONSTRUCTION. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION SHOWN ON THE PLANS. THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF ALL PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL CONTACT UTILITY COMPANIES 48 HOURS IN ADVANCE OF ANY CONSTRUCTION ACTIVITIES IN ORDER TO DETERMINE IF THERE IS ANY CONFLICT WITH THE PROPOSED FACILITIES. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY WHEN CONFLICTS WITH EXISTING UTILITIES ARE DISCOVERED.

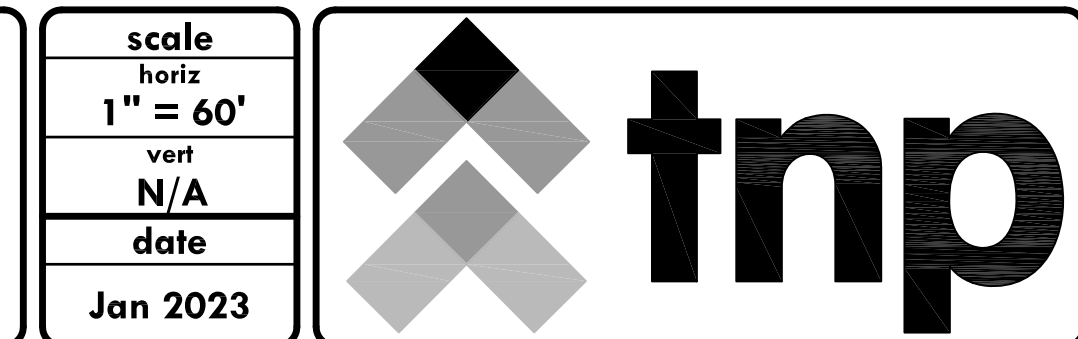


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 Layout: 3, CONCEPT CONSTRUCTION PLAN, vrs: AREF-BORDEP.dwg, ASD-BASE.dwg, ASD-GRADING.dwg, X3D-SD.dwg, XREF-TNRS.DWG

no.	revision	by	date

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 Denton, Texas 76210
 940.383.4177 ph
 www.tnppinc.com
 TBPE: F-230; TBPLS: 10011600, 10011601, 10194381

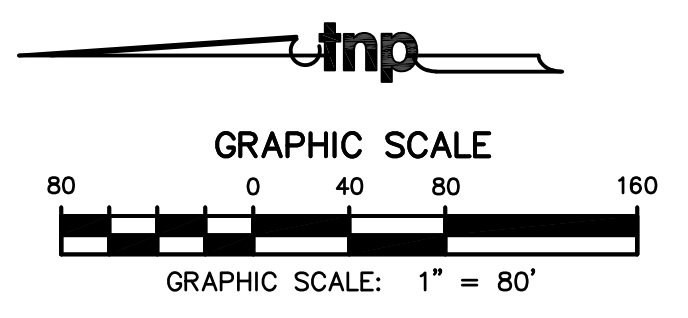
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 date
Jan 2023



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ANTHONY MILBITZ, P.E. Date: January 27, 2023
 Tx. Reg. # 142911

City of Willow Park, Texas
 Improvements for
Country Hollow
CONCEPT CONSTRUCTION PLAN

tnp project
RRD22419
 sheet
3



Drainage Area Map Legend

- FLOW ARROWS
- DRAINAGE AREAS
- DRAINAGE AREA ACREAGE
- PROPOSED DRAINAGE DIVIDES

Existing Drainage Area Calculations					Storm Event (year)											
Site Data					1				10				100			
Drainage Point	Area	Acres	C	T _c (min)	C _r	C	I (in/hr)	Q (cfs)	C _r	C	I (in/hr)	Q (cfs)	C _r	C	I (in/hr)	Q (cfs)
A	A1	5.67	0.30	15	1.00	0.30	3.14	5.3	1.00	0.30	5.30	9.0	1.25	0.38	8.06	17.1
	OS-A2	0.57	0.50	15	1.00	0.50	3.14	0.9	1.00	0.50	5.30	1.5	1.25	0.63	8.06	2.9
	OS-A3	0.97	0.30	15	1.00	0.30	3.14	0.9	1.00	0.30	5.30	1.5	1.25	0.38	8.06	2.9
	Total A	7.21						7.1				12.1				22.9
B	B	0.90	0.30	15	1.00	0.30	3.14	0.9	1.00	0.30	5.30	1.4	1.25	0.38	8.06	2.7
	Total B	0.90						0.9				1.4				2.7
C	C1	12.59	0.30	17	1.00	0.30	3.01	11.4	1.00	0.30	5.08	19.2	1.25	0.38	7.72	36.4
	OS-C2	0.14	0.80	17	1.00	0.80	3.01	0.3	1.00	0.80	5.08	0.6	1.25	1.00	7.72	1.1
	OS-C3	2.83	0.30	17	1.00	0.30	3.01	2.6	1.00	0.30	5.08	4.3	1.25	0.38	7.72	8.2
	OS-C4	5.75	0.30	17	1.00	0.30	3.01	5.2	1.00	0.30	5.08	8.8	1.25	0.38	7.72	16.7
	OS-C5	0.95	0.80	17	1.00	0.80	3.01	2.3	1.00	0.80	5.08	3.9	1.25	1.00	7.72	7.3
	Total C	22.26						21.7				36.7				69.7

Existing Time of Concentration														
Area	T _c (min)	Sheet				Shallow Concentrated				Concentrated				
		T _c (min)	Length (ft)	Slope (ft/ft)	n	T _c (min)	Surface	Length (ft)	Slope (ft/ft)	T _c (min)	Length (ft)	Slope (ft/ft)	n	Hydra. R (ft)
C	17	9.06	46	0.012	0.24	7.57	Unpaved	1247	0.029	0.55	371	0.04	0.035	1.52

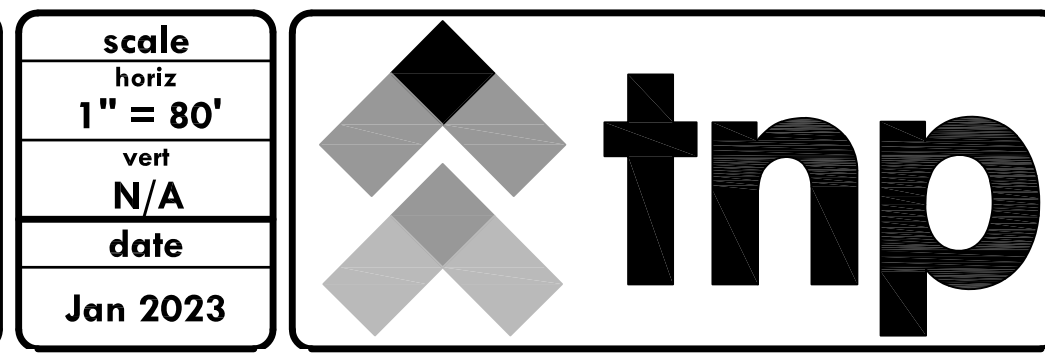
- DRAINAGE NOTES:**
1. CONTOUR INFORMATION SHOWN IS FROM 1" TRISIS CONTOUR DATA.
 2. DETENTION VOLUME SHOWN IS MAX PRELIMINARY VOLUME.
 3. DISCHARGE DESCRIPTIONS:
- (A) SHEET FLOW TO BACKYARDS OF LOTS TO THE WEST
 - (B) SHEET FLOW TO BACKYARDS OF LOTS TO THE SOUTH
 - (C) POINT DISCHARGE TO EXISTING STORM PIPE TO THE SOUTH

Drawing: T:\Projects\RD22419\Eng-CAD\Final\Plat\FINAL PLAT DRAINAGE PLAN.dwg at Jan 24, 2023 3:45pm by jcodenhed
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no.	revision	by	date

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 940.383.4177 ph
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 TBPE: F-230; TBPLS: 10011600, 10011601, 10194381

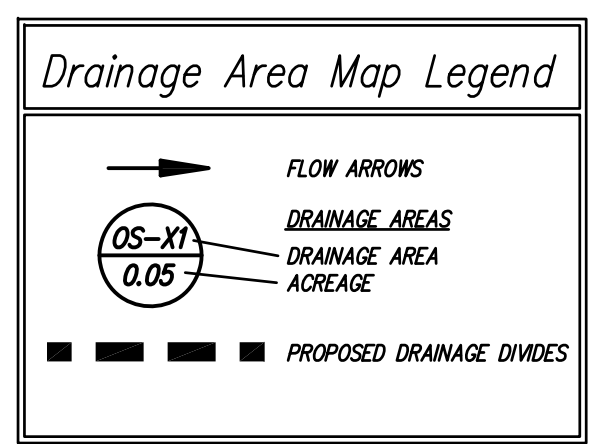
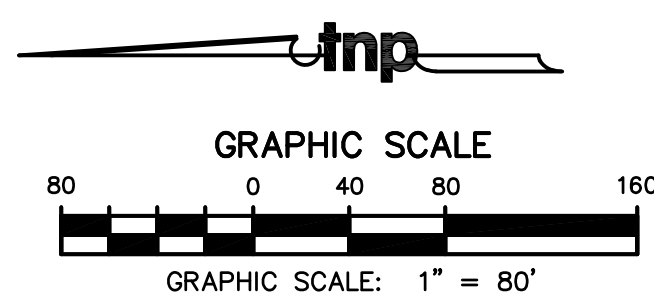
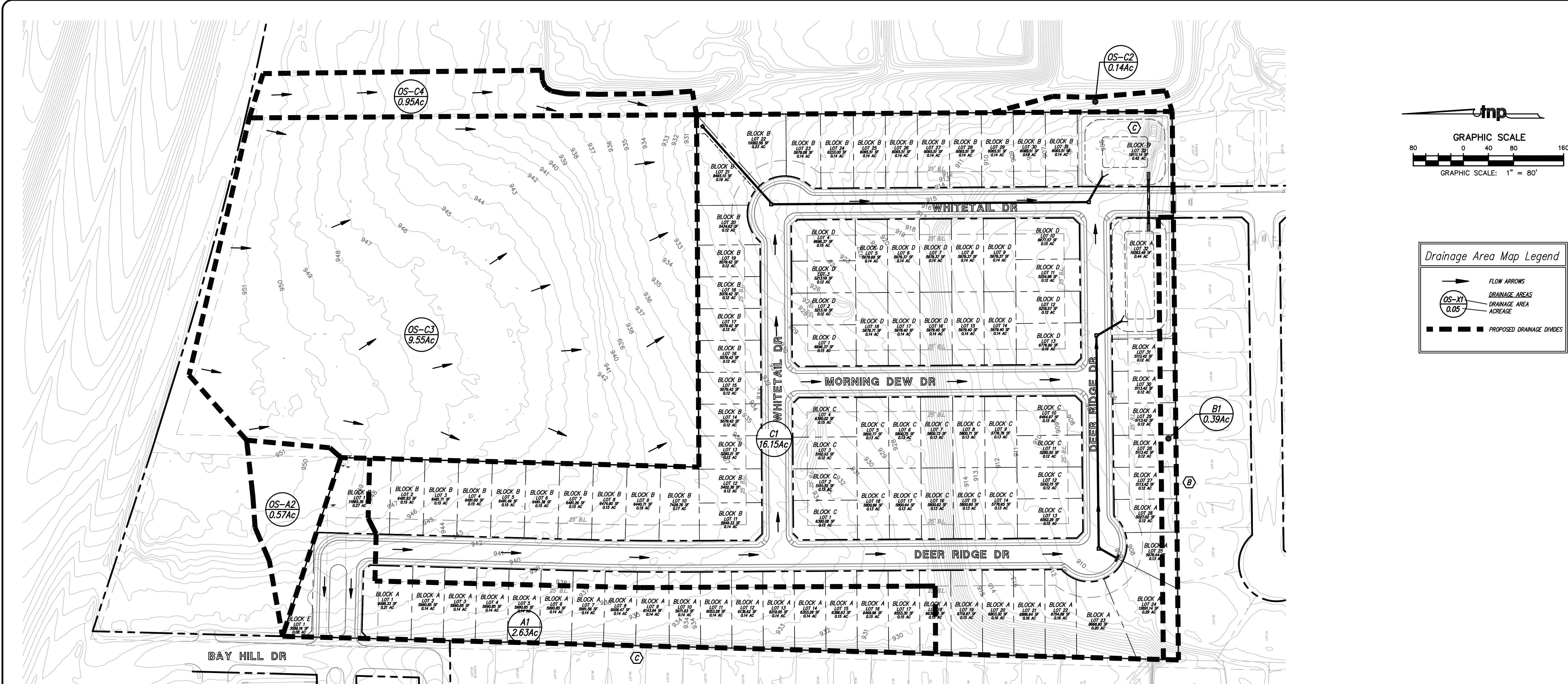
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 date
Jan 2023



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ANTHONY MILBITZ, P.E. Date: January 24, 2023
 Tx. Reg. # 142911

City of Willow Park, Texas
 Improvements for
Country Hollow
EXISTING DRAINAGE AREA MAP

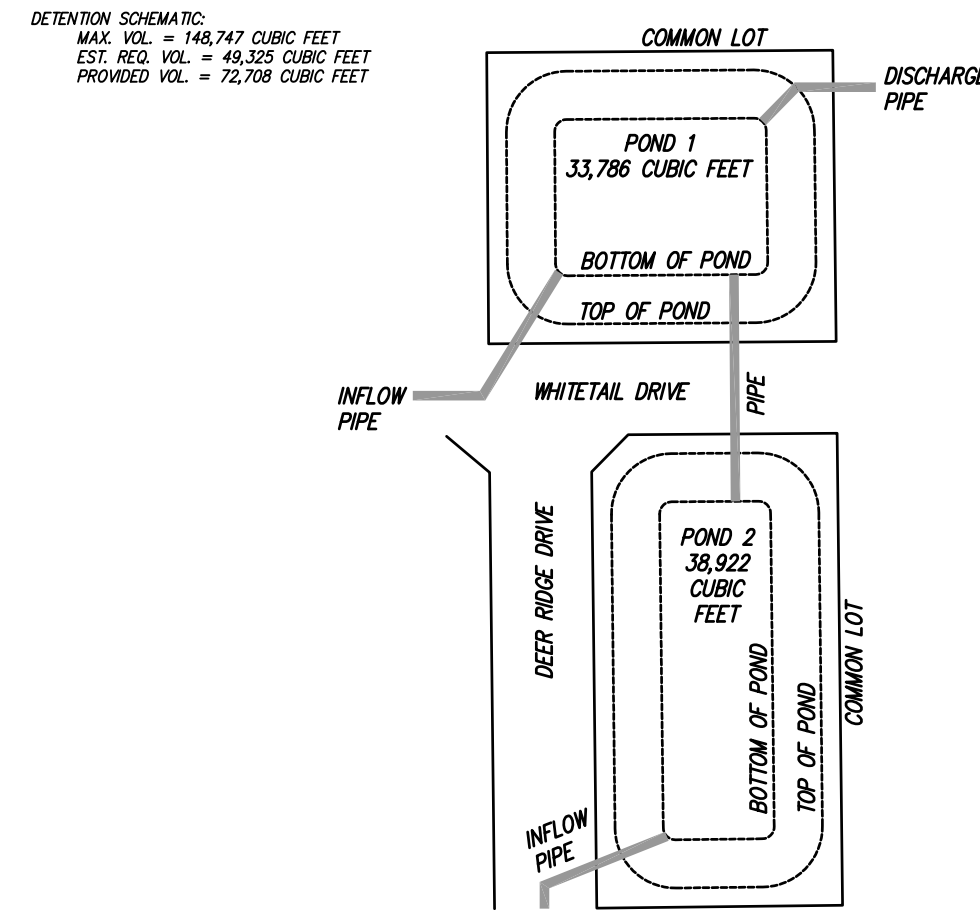
Inp project
RRD22419
 sheet
4



Rational Detention Calculation			
Pond C			
Pre-Development A (Acres)	21.31		
Pre-Development C	0.32		
Post-Development A (Acres)	26.79		
Post-Development C	0.53		
Pre-Development T _c (min)	17		
Post-Development T _c (min)	15		
Storm Event (year)			
	1	10	100
Frequency Factor C _r	1.00	1.00	1.25
Pre-Development C	0.32	0.32	0.40
Post-Development C	0.53	0.53	0.66
I (in/hr)	3.01	5.08	7.72
Allowable Release Q _a (cfs)	20.52	34.63	65.81
P ₁₈₀ (in)	1.92	3.29	5.20
a	95.164	198.53	321.89
b	13.848	20.608	24.527
T _d (min)	29	37	34
P _{in} (in)	1.08	2.06	2.98
V _{prelim} (cubic feet)	27958	48959	85312
V _{max} (cubic feet)	49777	78124	148747

Proposed Drainage Area Calculations																
Site Data				Storm Event (year)												
Drainage Point	Area	Acres	C	T _c (min)	1				10				100			
					C _r	C	I (in/hr)	Q (cfs)	C _r	C	I (in/hr)	Q (cfs)	C _r	C	I (in/hr)	Q (cfs)
A	A1	2.63	0.65	15	1.00	0.65	3.14	5.4	1.00	0.65	5.30	9.1	1.25	0.81	8.06	17.2
	OS-A2	0.57	0.50	15	1.00	0.50	3.14	0.9	1.00	0.50	5.30	1.5	1.25	0.63	8.06	2.9
	Total A	3.20					6.3				10.6				20.1	
	B	0.39	0.65	15	1.00	0.65	3.14	0.8	1.00	0.65	5.30	1.3	1.25	0.81	8.06	2.6
B	Total B	0.39					0.8			1.3				2.6		
	C1	16.15	0.65	15	1.00	0.65	3.14	33.0	1.00	0.65	5.30	55.6	1.25	0.81	8.06	105.8
	OS-C2	0.14	0.80	15	1.00	0.80	3.14	0.4	1.00	0.80	5.30	0.6	1.25	1.00	8.06	1.2
	OS-C3	9.55	0.30	15	1.00	0.30	3.14	9.0	1.00	0.30	5.30	15.2	1.25	0.38	8.06	28.9
C	OS-C4	0.95	0.80	15	1.00	0.80	3.14	2.4	1.00	0.80	5.30	4.0	1.25	1.00	8.06	7.7
	Total C	26.79					44.7			75.5				143.4		

Drainage Notes:
 1. CONTOUR INFORMATION SHOWN IS FROM 1" INCH CONTOUR DATA.
 2. DETENTION VOLUME CALCULATED IS MAXIMUM DETENTION VOLUME. SIZING OF OUTLET STRUCTURE WITH CONSTRUCTION PLANS WILL PROVIDE LOWER REQUIRED VOLUME.
 3. DISCHARGE DESCRIPTIONS:
 (A) SHEET FLOW TO BACKYARDS OF LOTS TO THE WEST
 (B) SHEET FLOW TO BACKYARDS OF LOTS TO THE SOUTH
 (C) POINT DISCHARGE TO EXISTING STORM PIPE TO THE SOUTH (731 CFS CAPACITY FROM HUNTER'S GLEN RECORD DRAWINGS)



no.	revision	by	date

teague nall and perkins, inc
 3200 S. Interstate 35E, Suite 1129
 Denton, Texas 76210
 940.383.4177 ph
 www.tnppinc.com
 TBPE: F-230; TBPLS: 10011600, 10011601, 10194381

scale
 horiz
1" = 80'
 vert
 N/A
 date
Jan 2023

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ANTHONY MILBITZ, P.E. Date: January 24, 2023
 Tx. Reg. # 142911

City of Willow Park, Texas
 Improvements for
Country Hollow
FINAL DRAINAGE AREA MAP

tnp project
RRD22419
 sheet
5

Drawing: T:\Projects\RRD22419\Eng-CAD\CAD\Final\PLAT_DRAINAGE_PLAN.dwg at Jan 24, 2023 3:45pm by jcoadenhead
 Layout: 5 PRELIMINARY_DRAINAGE_AREA_MAP - Refs: AREF-BDRD22419.dwg - X3D-BDRD22419.dwg - X3D-RRD22419.dwg - X3D-RRD22419.dwg - X3D-RRD22419.dwg - X3D-RRD22419.dwg - X3D-RRD22419.dwg - X3D-RRD22419.dwg - X3D-RRD22419.dwg - X3D-RRD22419.dwg

CORRECTIONS LIST

Project Type: Final Plat | Project Title: Final Plat
ID # 23-000026 | Started: 01/27/2023 at 10:31 AM



Address	Legal	Property Info
Country Hollow S 5720 E I20 West Freeway, Aledo, TX USA 76008	No legal information	No property information
Description		
Country Hollow subdivision - 98 Residential Lots		

CORRECTION / ADDED ON	DESCRIPTION	PRIORITY
Planning & Zoning Review Correct Item 1 By: Toni Fisher 02/12/2023 at 11:04 AM REQUIRED	1. Make "Block" call-out a larger font to be seen easier on Plat ✓ Edited to Larger/BOLD 2. "Land Use Table" was removed from Preliminary Plat. Please replace on Final. ✗ Eng to show on PP, not typically shown on FP 3. "Typical Lot Setback" diagram was removed from Preliminary Plat. Please replace on Final. ✗ Eng to show on PP, not typically shown on FP 4. Check 5th paragraph in Metes & Bounds description: "THENCE South 71...", second line: "...Block 1, same being an interior ell corner..." Is "ell" meant as the letter "L", as in a shape, or is this a typo? ✓ removed "ell" from M&B description 5. "PLAT NOTES" - please identify "(3) Common Areas of Lot 32/Block A, Lot 32/Block B, and Lot 1/Block E, shall be maintained..." ✓ Added Lot/Block info to Note # 4	Normal

Final Plat Review Comments - Engineering Final Plat: 1 By: Gretchen Vazquez 02/08/2023 at 4:48 PM REQUIRED	1. Lot Area – Lot area must be included on the face of the plat for each lot, in both acres and square feet. ✓ Added table to Sheet 2 of 2 2. Block Numbering - The block letters on the plat are hard to read. Change font size or make text bold. * see previous comment #1 3. Plat Note #4. Include the Lot and Block information for all the common areas. * See previous comment # 5	Normal
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City of Willow Park
Planning & Development Department
516 Ranch House Road
Willow Park, Texas 76087
Phone: (817) 441-7108
willowpark.org

PLAT APPLICATION

SUBMITTAL DATE: 01/23/2023

TYPE OF PLAT:

- Preliminary Plat
Final Plat
Replat
Minor Replat
Amended Plat
Vacating Plat

PROPERTY INFORMATION:

Project Name: Country Hollow
Legal Description: Remainder Tract of D&M, A TEXAS GENERAL PARTNERSHIP VOL. 1403 PG. 113 R.P.R.P.C.T.
Name of Subdivision(s): Country Hollow Phase:
Project Address/Location: South of 5720 E I20, West Freeway, Aledo, TX 76008
Existing Number of Lots: 1 Proposed Number of Lots: 101 Gross Acreage: 19.17
Current Zoning: PD-R5 # of Street Intersections: 4

PURPOSE for Platting, Replatting, Amending, or Vacating: Create 98 residential lots

1. APPLICANT:

Name(s): TNP
Business Name (if applicable): Teague Nall and Perkins
Mailing Address: 3200 S. Interstate 35E, Suite 1129 City: Denton St: TX Zip: 76210
Phone Number: 9403834177 Email Address: amilbitz@tnpinc.com

***Signature of Applicant (Required): Anthony Millitz

2. PROPERTY OWNER OF RECORD:

Name(s): Steven Watts
Business Name (if applicable): TH Willow Park, LLC
Mailing Address: 5710 Lyndon B Johnson Freeway, Ste. 200 City: Dallas St: TX Zip: 75240
Phone Number: 4052456968 Email Address: steven@redriverdevelopment.com

***Signature of Owner of Record (Required): Steven Watts

3. SURVEYOR:

Name(s): TNP
Business Name (if applicable): Teague Nall and Perkins
Mailing Address: 3200 S. Interstate 35E, Suite 1129 City: Denton St: TX Zip: 76210
Phone Number: 9403834177 Email Address: acox@tnpinc.com and mking@tnpinc.com

4. ENGINEER:

Name(s): Anthony Milbitz
Business Name (if applicable): Teague Nall and Perkins
Mailing Address: 3200 S. Interstate 35E, Suite 1129 City: Denton St: TX Zip: 76210
Phone Number: 9403009554 Email Address: amilbitz@tnpinc.com

PRINCIPAL CONTACT: Owner: _____ Applicant: _____ Surveyor: _____ Engineer: X

- Staff comment letters and mark-ups will be distributed only to the designated principal contact person
- Comments will be sent via email unless otherwise specified
- Contact person will be Collaborator status on MyGov (see City website for sign-up instructions)

UTILITY PROVIDERS: (For City informational purposes only; Contact of utilities is the responsibility of the Applicant)

Electric Provider: Oncor
Water Provider: City of Willow Park
Wastewater Provider: City of Willow Park
Gas Provider (if applicable): NA

APPLICATION FEES

(as per "Development Services Fee" schedule)

_____ **Preliminary Plat:** \$300.00 + \$15 PER LOT
\$2,825 **Final, Replat, Minor, Amended, Abandoned Plat:** \$300.00 + \$25 PER LOT

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).

Submittal Instructions:

- Email completed and executed **Plat Application, Plat Drawing**, and any/all supporting documentation necessary per **City of Willow Park Plat Submittal Checklist** (may be found on website) to the Planning & Development Department at permits@willowpark.org.
- You may pay the **Application Fee**, via check or credit card*: 1) in person/courier or US Mail to City of Willow Park, 516 Ranch House Rd, Willow Park, TX 76087; or, 2) by phone via credit card* at 817-441-7108 x103.
(*credit card convenience fees apply)



City of Willow Park
Planning & Development Department
516 Ranch House Road
Willow Park, Texas 76087
Phone: (817) 441-7108
willowpark.org

PLAT REVIEW CHECKLIST

City of Willow Park Code of Ordinances – Chapter 10.02

X REQUIRED DOCUMENTS ON ALL PLATS:

- Adjacent Property Lines, Streets, Easements
- Names of Owners of Property within 200 feet
- Names of Adjoining Subdivisions
- Front and Rear Building Setback Lines per Zoning
- Side Setback Lines per Zoning
- All accesses/driveways
- City Boundaries, where applicable
- Date the Drawing was Prepared
- Location, Width, Purpose of all Existing Easements
- Location, Width, Purpose of all Proposed Easements
- Consecutively Numbered or Lettered Lots and Blocks
- Map Sheet Size of 18"x24"
- North Arrow
- Name, Address, Telephone, of Property Owner
- Name, Address, Telephone of Developer
- Name, Address, Telephone of Surveyor
- Seal of Registered Land Surveyor
- Consecutively Numbered Plat Notes and Conditions
- City of Willow Park Plat Dedication Language
- Location and Dimensions of Public Use Area
- Graphic Scale of Not Greater Than 1" = 200'
- All Existing and Proposed Street Names
- Dimensions of All Existing and Proposed Rights-of-Way as Specified on Master Thoroughfare Plan
- Subdivision Boundary in Bold Lines
- Subdivision Name
- Title Block Identifying Plat Type
- Key Map at 1"=2000'
- Surveyor's Certification of Compliance
- Show relationship of Plat to Existing Water, Sewage, and Drainage
- Developer's Agreement, if applicable

□ **REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT** *(via email submittal in .pdf format):*

- Completed & executed Plat Application
- Preliminary Plat Drawing including items in “Required Documents on All Plats” and:
 - Preliminary Drainage Plan
 - Concept Construction Plan
 - Tree Survey
 - Location & dimensions of existing structures
 - Sectionalizing or phasing of Plats
 - Zoning Classification of all properties shown on the Plat
 - Dimensions of all proposed or existing lots
 - Location of 100-year Flood Limits where applicable
- Payment of Application Fee as per “Development Services Fee” schedule

✕ **REQUIRED DOCUMENTS FOR A FINAL PLAT** *(via email submittal in .pdf format):*

- Completed & executed Plat Application
- Final Plat Drawing including “Preliminary Plat” items, those in “Required Documents on All Plats”, and:
 - Drainage Plan
 - Plans for all water and sewer lines
 - Plans for fire hydrants
 - Plans for all proposed streets and sidewalks
 - A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the Final Plat
 - 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(s).
 - 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, 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).
- Payment of Application Fee as per “Development Services Fee” schedule
- **Upon Approval of Final Plat** *(via delivery to City Hall):*
 - (1) 18”x24” mylar (with Mayor & City Secretary signature lines) to City Hall
 - Current printed Parker County Tax Certificate showing all taxes paid
 - **After Filing:**
 - Reimbursement to City for Filing & Recording Fees with Parker County Clerk

- **REQUIRED DOCUMENTS FOR A REPLAT, MINOR REPLAT, AMENDED PLAT, or VACATING PLAT**
(via email submittal in .pdf format):
 - Completed & executed Plat Application
 - Original Final Plat drawing for comparison
 - Re/Plat drawing including items in “Required Documents on All Plats”, those in “Final Plat” items, and:
 - Drainage Plan
 - Written metes & bounds description
 - Dimensions of all proposed or existing lots
 - Areas in acres for each lot
 - Any existing structures and setback lines
 - Payment of Application Fee as per “Development Services Fee” schedule
 - **Upon Approval of Replat** *(via delivery to City Hall):*
 - (1) 18”x24” mylar (with Mayor & City Secretary signature lines)
 - Current printed Parker County Tax Certificate showing all taxes paid
- **After Filing:**
 - Reimbursement to City for Filing & Recording Fees with Parker County Clerk

CITY OF WILLOW PARK
ORDINANCE NUMBER 857-22

AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS, PROVIDING FOR A ZONING CHANGE FROM “R-1” SINGLE FAMILY DISTRICT TO “PD” PLANNED DEVELOPMENT DISTRICT FOR 19.16 ACRES SITUATED IN THE JOHN PHELPS SURVEY, ABSTRACT NO 1046, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, Red River Development 2020 LLC (Owner) has applied for a change in zoning for 19.16 acres situated in the John Phelps Survey, Abstract No. 1046, (the “Property”) from “R-1” Single Family District to “PD/R-5” Planned Development District, Single Family Medium Density; and.

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

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

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

Section 1. The Zoning Ordinance, and the Official Zoning Map are hereby amended insofar as they relate to certain land located in Willow Park, Texas, as shown on the preliminary Zoning Site Plan attached hereto as Exhibit ‘A’, and described by metes and bounds description attached as Exhibit ‘B’, by changing the zoning of said property from R-1 Single Family to PD Planned Development district, including any other conditions and restrictions imposed and approved by the City Council, which are incorporated herein.

Section 2. PD Development Standards

2.0 Planned Development – Single Family

2.01 Purpose: The purpose of this Planned Development District (PD) is to allow for development of standard single family detached housing.

2.02 Requirements: This Planned Development District shall be subject to the requirements of the R-5 Zoning District, except as modified below. The site plan provided shows the general schematic layout of the site and intended uses only. This site plan is subject to change, and

modifications are allowed in the planning and design process, provided that the final site plan matches the characteristic and intent of the plan provided in this ordinance as Exhibit 'A'.

2.03 Permitted Uses: Uses as allowed in the "R-5" zoning are allowed in this Planned Development District.

2.04 Zoning Standards: Standards as defined in the "R-5" zoning are required except as modified below.

- (1) Maximum height. Two (2) stories, but not to exceed thirty (30) feet.
- (2) Minimum lot area. Five thousand (5,000) square feet.
- (3) Maximum family dwelling units. Six (6) dwelling units per acre.
- (4) Minimum gross living area. The following ranges must be followed per each defined subdivision: 50% 1700 - 2000 square feet; 50% greater than 2000 square feet.
- (5) Front yard setback. Twenty (25) feet, from the edge of the sidewalk closest to the residence.
- (6) Rear yard setback. Ten (10) feet.
- (7) Side yard setback. Five (5) feet.
- (8) Maximum lot coverage by structure. Forty-five percent (45%).
- (9) Required parking. Two (2) car attached garage per dwelling unit. Front entrance garages are permitted.
- (10) Required screening. Rear and rear-side yards shall be enclosed with masonry or wooden screening. Screening shall be a minimum of six (6) foot and a maximum of eight (8) foot in height. Wooden screening shall be built with steel reinforced concrete footer which shall be four (4) inches in depth and a minimum six (6) inches wide. Footer shall have drainage holes as necessary. Screening poles shall be metal and set in concrete. All screening shall be uniform throughout individual subdivisions. Developments done in phases shall ensure that screening is complimentary in style and colors.
- (11) Minimum masonry coverage. One hundred percent (100%) below highest top plate. Fireplaces and chimneys must be 100% masonry.
- (12) Landscape requirements. Front and front side yards shall be sodded. The front yard shall have minimum of two (2) trees with minimum three (3) inch trunk diameter as measured twelve (12) inches above the ground and a minimum of six (6) shrubs. Said shrubs shall be a minimum of five (5) gallons at the time of planting. At time of planting, trees shall not be placed nearer than six (6) feet on center.

(13) Architectural relief required. The outside shape of a dwelling unit shall contain a minimum of five (5) outside corners with a minimum wall length of two (2) feet.

(14) Repetition of building form.

(A) Repetition of facade. No front building elevation or plan for a primary structure shall be repeated within any three contiguous lots along a street or streets.

(i) “Block Face” means lots taking access from a street that are contiguous to each other and that are not separated by a street.

(ii) The three hundred (300) foot distance along a street shall be measured from the centerline of the street on which the proposed structure faces at a point perpendicular to a the center point of the lot to contain the structure, thence along the centerline of such street or along an intersecting street for a distance of three hundred (300) feet.

(B) Criteria for determining difference in elevation. A front building elevation or elevation plan shall be considered repeated if it is not visually different from another front building elevation or elevation plan. A front building elevation or elevation plan shall be considered visually different if any three (3) of the following five (5) criteria are met:

(i) “Block face” means lots taking access from a street that are contiguous to each other and that are not separated by a street.

(ii) There is a difference in roof pitch of two (2) inches per twelve (12) inches or greater;

(iii) Articulations in the front facade, i.e., the planes that advance or recede from the line of the main facade by three (3) or more feet, vary in height or width by a minimum of fifteen (15) percent;

(iv) The articulation of windows shall vary a minimum of two (2) of the following methods:

a. The aggregate area of windows on the front facade varies by at least fifteen (15) percent;

b. The distance between two (2) or more windows varies by at least ten (10) percent; or

c. The shape of two (2) or more windows varies in width or height or radius by at least fifteen (15) percent.

(v) The size and shape, or mix, or [of] masonry units (i.e. individual bricks or blocks of stone) are noticeably different. "Noticeably different" as specified herein shall mean at least a fifteen (15) percent variance in size, shape or mix.

(C) Variations not considered. Variations in the following characteristics shall not be considered in determining whether a building elevation for a primary structure is dissimilar:

- (i) Color, or
- (ii) Roofing materials.

(D) Determination by building official.

(i) The building official shall have discretion to approve minor variations in the requirements of this section, so long as those variations are consistent with the overall intent of this section.

(ii) The following process shall be used to approve a front building elevation plan:

a. The applicant shall submit a dimensioned rendering of the front building elevation to the building official.

b. The building official shall determine the elevation plan's compliance with this section and issue an elevation plan approval letter or disapproval letter to the applicant.

c. The applicant shall prepare and submit construction plans to the building official, who shall process the plans in accordance with city ordinances and policies.

d. The elevation plan approval letter, if issued, shall remain in effect until the completion of the construction plan approval process and the issuance of the building permit for the proposed structure.

e. Complete construction plans shall be submitted to the building official within thirty (30) calendar days of the date of the approval letter. If construction plans are not submitted within such period, the elevation plan approval expires.

f. Construction plans shall be consistent with the approved elevation plan. If construction plans are inconsistent, consistent plans shall be submitted or a new elevation plan must be approved for the construction plans under the criteria of this section.

(E) Minimum roof pitch required. A minimum 7:12 roof pitch is required for each primary structure.

(F) Minimum overhang required. Each primary structure must be constructed with a roof overhang of not less than twelve (12) inches as measured from the finished exterior building facade to the soffit.

(G) Roofing system required. Installed roofing shingles must consist of dimensional shingles with a minimum manufacturer's rating of twenty (20) years. Roofing systems or materials exceeding the standards established herein may be used pursuant to approval by the building official or his designee.

(c) Special regulations.

(1) Portable trailers may be used as offices or storage trailers located within a new sub-development subject to the following provisions:

(A) No more than one (1) trailer per platted subdivision[;]

(B) Trailer must be located at least one hundred fifty (150) feet from any occupied residence[;]

(C) A time limit of one (1) year[.]

(2) All streets shall be constructed of concrete, with curb and gutter and adjacent sidewalks.

(3) Connectivity to adjacent subdivisions or commercial areas must be provided.

(4) Amenity provisions[:]

(A) Pocket parks or subdivision specific green space[;]

(B) Benches in common areas[;]

(C) Enhanced landscaping[;]

(D) Enhanced lighting, where appropriate[;]

(E) Trees planted along streets or roadways[;]

(F) Home owner association shall maintain all common area or common to all amenities[;]

(G) All utilities shall be buried underground[.]

Section 3. Severability Clause. This ordinance shall be cumulative of all provisions of ordinances of the City of Willow Park, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinance, in which event the conflicting provisions of such ordinances are hereby repealed. To the extent that the provisions of the City of Willow Park’s various development ordinances conflict with this ordinance, the terms of this ordinance shall control.

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

Section 4. Penalty Clause. Any person, firm, association of persons, company, corporation, or their agents, servants, or employees violating or failing to comply with any of the provision of this article shall be fined, upon conviction, not less than one dollar (\$1.00) nor more than two thousand dollars (\$2,000.00), and each day any violation of noncompliance continues shall constitute a separate and distinct offense. The penalty provided herein shall be cumulative of other remedies provided by State Law, and the power of injunction as provided in V.T.C.A. Local Government Code 54.012 and as may be amended, may be exercised in enforcing this article whether or not there has been a complaint filed.

Section 5. Effective Date. This Ordinance shall become effective immediately upon its passage and publication as required by law.


PASSED by an affirmative vote of all members of the City Council, this 12th day of April 2022.

APPROVED:



Doyle Moss, Mayor

ATTEST:



Crystal R. Dozier TRMC, City Secretary

Pat Chesser

Pat Chesser, City Attorney

The Willow Park City Council in acting on Ordinance 857-22, did on the 12 day of April 2022, vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss, Mayor	_____	_____	_____
Eric Contreras, Place 1	<u>✓</u>	_____	_____
Chawn Gilliland, Place 2	<u>✓</u>	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	<u>✓</u>	_____	_____
Nathan Crummel, Place 5	<u>✓</u>	_____	_____

EXHIBIT A
PRELIMINARY PD SITE PLAN

R SITE PLAN

Individual platted single family homes that adhere to base R-5 zoning with two variances.



EXHIBIT B
METES AND BOUNDS DESCRIPTION

EXHIBIT "B"

BEING 19.17 acres of land situated in the John H. Phelps Survey, Abstract No 1046, City of Willow Park, Parker County, Texas, and being a portion of a 52.283 acre tract described in deed to D & M, a Texas General Partnership recorded in Volume 1403, Page 1713, Real Property Records, Parker County, Texas, said 19.17 acres more particularly described in metes and bounds as follows:

BEGINNING at the southeast corner of this described tract, a ½ inch rebar rod found in the east line of said 52.283 acre tract, in the west line of that certain tract of land described in deed to Magellan Pipeline Terminals, L.P., recorded in Volume 2563, Page 1768, Real Property Records, Parker County, Texas, and being the northeast corner of HUNTERS GLEN, an Addition to the City of Willow Park, Parker County, Texas, according to the plat of said addition recorded in Plat Cabinet D, Slide 205, Plat Records, Parker County, Texas, and from said point of beginning a found 1/2 inch rebar rod with cap marked "YARGER 5854" in the southerly right-of-way line of Interstate Highway 20, at the northeast corner of said 52.283 acre tract, bears N 00°23'44" W 1478.99 feet;

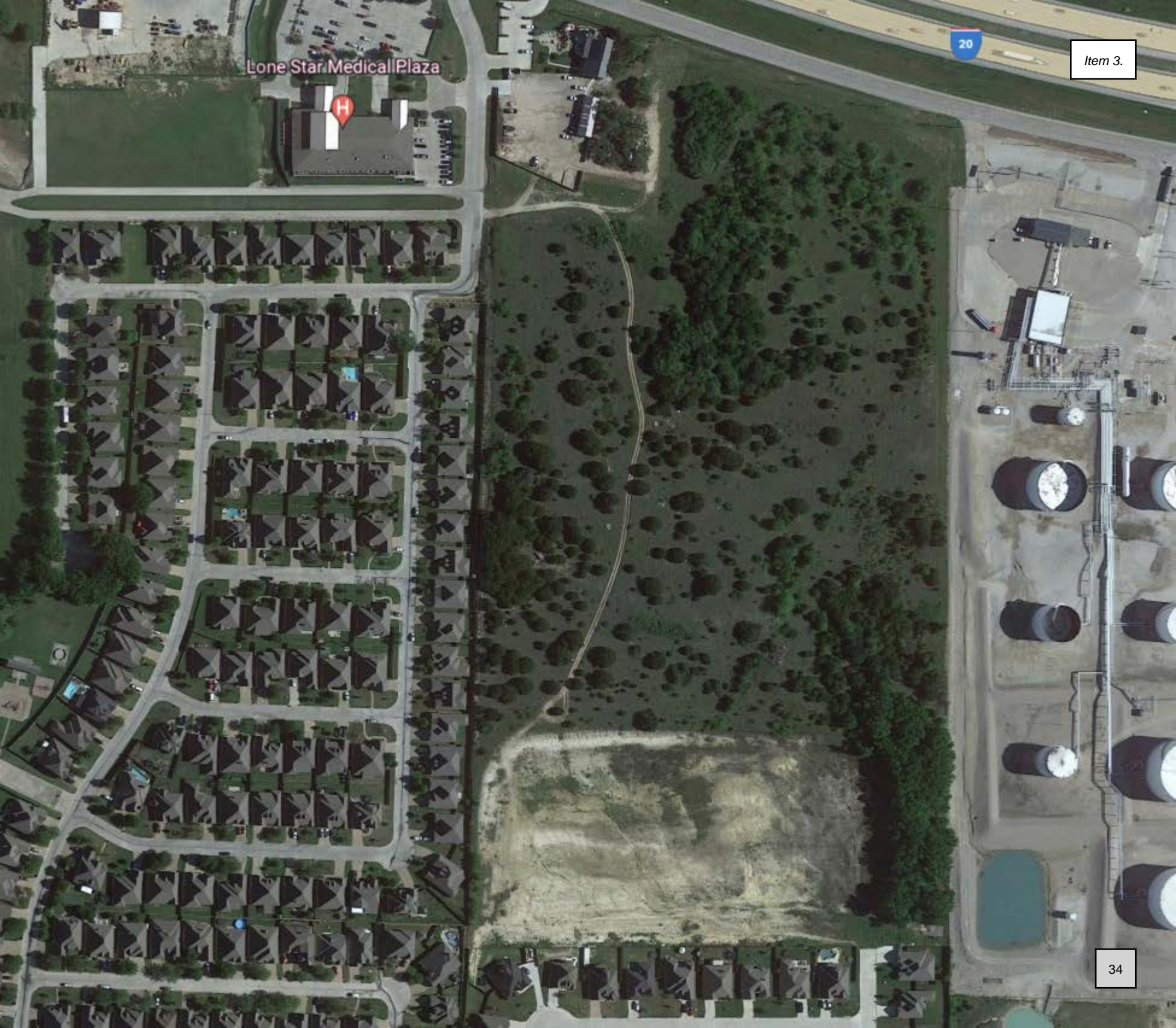
THENCE S 89°20'29" W 875.48 (N 89°47'55" E 875.61 feet record per Plat), along the north line of said HUNTERS GLEN, to a found 1/2 inch rebar rod in concrete at fence corner in the west line of said 52.283 acre tract, the east line of WILLOW PARK VILLAGE, an addition to said City of Willow Park, according to the plat of said addition recorded in Plat Cabinet C, Slide 344 of said plat records, and said point being at the northwest corner of said HUNTERS GLEN, and the southwest corner of this 19.17 acre tract;

THENCE N 01°30'51" E (N 01°59' E per deed) a distance of 1430.40 feet along the west line of said 52.283 acre tract and the east line of said WILLOW PARK VILLAGE ADDITION, to a 1/2 inch rebar rod with cap marked "YARGER 5854" at the northwest corner of this 19.17 acre tract and the southwest corner of Lot 1, Block 1, EXTREME EXTERIORS ADDITION, City of Willow Park according to the plat of said addition recorded in Plat Cabinet D, Slide 665, Plat Records, Parker County, Texas;

THENCE S 71°54'10" E 299.98 feet (S 71°35'05" E 299.92 feet per deed and N 71°52'50" W 299.24' per plat) along the south line of said Lot 1, Block 1, EXTREME EXTERIORS ADDITION, to a found 1/2 inch rebar rod with cap (marking on cap illegible) at the southeast corner thereof for an interior corner of said 52.283 acre tract and the northerly northeast corner of this 19.17 acre tract, and whence the northeast corner of said Lot 1, Block 1, EXTREME EXTERIORS ADDITION bears N 01°30'59" E 302.91 feet;

THENCE S 01°30'59" W 571.65 feet, over and across said 52.283 acre tract, to a set 1/2 inch rebar rod with cap marked "J&M BOUNDARY", an interior corner of this described tract; THENCE N 89°36'16" E 562.39 feet, over and across said 52.283 acre tract to a set 1/2 inch rebar rod with cap marked "J&M BOUNDARY" in the east line of said 52.283 acre tract and the west line of said Magellan Pipeline Terminals, LP tract, for the southerly northeast corner of this 19.17 acre tract;

THENCE S 00°23'44" E 759.11 feet along said east line of said 52.283 acre tract and said west line of said Magellan Pipeline Terminals, LP tract to the POINT OF BEGINNING and containing a surface area of 19.17 acres (834,908 square feet, more or less) of land.



Lone Star Medical Plaza

20

Item 3.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: February 28, 2023	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discuss and take action to authorize staff to amend the FY 22 – 23 Budgeted Revenues

BACKGROUND: As discussed at the February 14th meeting, the City is collecting sales tax revenue at a more aggressive pace than anticipated. The budgeted amount for sales tax is currently \$1,720,000. As the attached spreadsheet shows, to meet the requested additional sales tax of \$280,000 which would bring the new budgeted amount to \$2,000,000, the City would need to average \$150,000 per month for the remainder of the FY. Currently, the City is averaging \$190,000 per month.

Suggested Motion: I move to amend the FY 22 -23 Budget to add \$280,000 in sales tax revenues for a total amount of \$2,000,000.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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

FY 22 - 23

	Net Payment
Oct-22	\$ 165,824.00
Nov-22	\$ 195,745.00
Dec-22	\$ 169,545.00
Jan-23	\$ 176,339.00
Feb-23	\$ 241,746.00
Mar-23	
Apr-23	
May-23	
Jun-23	
Jul-23	
Aug-23	
Sep-23	

Current Budget	\$ 1,720,000.00
YTD Total	\$ 949,199.00
Total to get to Budget	\$ 770,801.00
Monthly Average	\$ 189,839.80
Estimated FY Total	\$ 2,278,077.60
Estimated FY Split	\$ 558,077.60

YTD Sales Tax to Parker County
\$ 316,399.67

Est. Sales Tax to Parker County
\$ 759,359.20



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: February 28, 2023	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discuss and take action to authorize staff to amend the FY 22 – 23 Budgeted Expenses

BACKGROUND: As discussed at the February 14th meeting, the City has incurred unbudgeted expenses related to the City Hall facility located at 120 El Chico. Council has asked staff to amend the budget for Council approval.

Suggested Motion: I move to amend the FY 22 -23 Budget to add expenses for the City Hall facility at 120 El Chico in the amount of \$205,000 to cover rent, moving expenses, and related utility expenses as needed.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: February 28, 2024	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discuss and take action to establish a police station committee.

BACKGROUND: At the request of Lea Young, staff and council have been asked to establish a police station committee to assist and consult to design, build, and construct a police station for the City of Willow Park.

The proposed nominees are:

- Doyle Moss (Chair)
- Mayor Pro Tem Lea Young
- Councilman Chawn Gilliland
- Chief Ellis
- Assistant Chief Franklin

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: February 28, 2023	Department: Police	Presented By: Chief Carrie Ellis
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AGENDA ITEM:

A FY 2022/2023 budget amendment to increase overtime budget.

BACKGROUND:

The City of Willow Park experienced multiple days of freezing ice and rain that resulted in shutting the city down for a period of five days, beginning on January 30, 2023, and ending on February 3, 2023. This storm placed an enormous strain on our overtime budget that is needed to efficiently operate the department. This unprecedented winter storm forced the department to expend 392 hours of overtime costing the department \$17,193.42 of overtime that was unexpected when planning the fiscal year budget.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Respectfully request Council to approve the requested budget amendments as submitted.

EXHIBITS:

None

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$17,193.42
	Source of Funding	
	General Fund	\$17,193.42

CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: February 28, 2023	Department: Administration	Presented By: Bryan Grimes
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AGENDA ITEM

Discussion/Action: to adopt an ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, ORDERING THE CANCELLATION OF THE GENERAL ELECTION SCHEDULED FOR MAY 6, 2023; DECLARING THE UNOPPOSED CANDIDATES FOR MAYOR, COUNCILMEMBER FOR PLACE NO. 1, AND A COUNCILMEMBER FOR PLACE NO. 2; TO BE ELECTED TO OFFICE.

BACKGROUND:

The Mayor and Councilmembers Places 1 and 2 were all uncontested for place on ballot for the 2023 General Election.

STAFF/BOARD/COMMISSION RECOMMENDATION:

MOTION TO ADOPT AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, ORDERING THE CANCELLATION OF THE GENERAL ELECTION SCHEDULED FOR MAY 6, 2023; DECLARING THE UNOPPOSED CANDIDATES FOR THE MAYOR, COUNCILMEMBER FOR PLACE NO. 1, AND A COUNCILMEMBER FOR PLACE NO. 2; TO BE ELECTED TO OFFICE.

EXHIBITS:

Proposed Ordinance

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, ORDERING THE CANCELLATION OF THE GENERAL ELECTION SCHEDULED FOR MAY 6, 2023; DECLARING THE UNOPPOSED CANDIDATES FOR MAYOR, COUNCILMEMBER FOR PLACE NO. 1, AND A COUNCILMEMBER FOR PLACE NO. 2; TO BE ELECTED TO OFFICE; DIRECTING THE CITY SECRETARY TO TAKE CERTAIN ACTIONS PERTAINING TO THE CANCELLATION OF THE GENERAL ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN OPEN MEETINGS CLAUSE.

WHEREAS, a General Election was called for May 6, 2023, for the purpose of electing Mayor, and two (2) at large City Council members for Places No. 1, and No. 2, each for a two (2) year term; and

WHEREAS, the City Secretary has certified in writing that each candidate is unopposed for election to office pursuant to the Certification of Unopposed Candidates attached hereto as Exhibit "A"; and

WHEREAS, the filing deadlines for placement on the ballot and declaration of write-in candidacy have passed; and

WHEREAS, under such circumstances, Chapter 2, Subchapter C, of the Texas Election Code (Section 2.051, *et seq.*), authorizes the City Council to declare each and every unopposed candidate elected to office and cancel the election.

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

Section 1. Findings of Fact. All of the above premises and recitations are found to be true and correct and are incorporated into the body of this Ordinance as findings of fact, as if copied herein in their entirety.

Section 2. Elected Candidates. The following candidates, who are unopposed for the May 6, 2023 General Election, are hereby declared elected to office, and a certificate of election shall be issued to each candidate following the time the election would have been canvassed.

- | | |
|-----------------------|-----------------|
| Mayor | Doyle Moss |
| Councilmember Place 1 | Eric Contreras |
| Councilmember Place 2 | Chawn Gilliland |

Section 3. Cancellation of Election. The May 6, 2023 General Election is hereby canceled, and the City Secretary is directed to cause a copy of this Ordinance to be posted on Election Day at each polling place used or that would have been used in the election.

Section 4. Directions to City Secretary. The City Secretary is hereby directed to post a copy of this Ordinance on the bulletin board at City Hall and, on Election Day, a copy of this Ordinance shall be posted on the door of the polling place. Such posting at the polling place shall be made in a manner to be readable to persons outside the polling place.

Section 5. Severability. It is declared to be the intent of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance is declared invalid by the judgment or decree of a court of competent jurisdiction, the invalidity shall not affect any of the remaining plu-ases, clauses, sentences, paragraphs, or sections of this Ordinance since the City Council would have enacted them without the invalid portion.

Section 6. Open Meetings. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code.

Section 7. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

PASSED, APPROVED AND ADOPTED this the 28th day of February, 2023.

CITY OF WILLOW PARK

Doyle Moss, Mayor

ATTEST:

Crystal R. Dozier, City Secretary

APPROVED AS TO FORM:

William P. Chesser, City Attorney

The Willow Park City Council is acting on Ordinance No. _____ on February 28, 2023 with the vote as follows:

FOR

AGAINST

ABSTAIN

- Doyle Moss
- Eric Contreras, Place 1
- Chawn Gilliland Place 2
- Greg Runnebaum, Place 3
- Lea Young, Place 4
- Nathan Crummel, Place 5