



## PLANNING & ZONING MEETING - AUGUST 20, 2024 AGENDA

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

Tuesday, August 20, 2024 at 6:00 PM

---

### CALL TO ORDER

### DETERMINATION OF QUORUM

### APPROVAL OF MEETING MINUTES

- [1.](#) Meeting Minutes - February 20, 2024
- [2.](#) Meeting Minutes - April 16, 2024

### PUBLIC COMMENTS (Limited to three minutes per person)

*Residents may address the Planning & Zoning Commission regarding an item that is not listed on the agenda. Residents must complete a speaker form and turn it in to the Secretary's designee 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.*

### AGENDA ITEMS

- 3. PUBLIC HEARING:** To consider a Request for Special Use Permit regarding the placement of a temporary, free-standing, off-premise sign on Lot S PT 1, Block 1, Trinity Meadows Subdivision, in the City of Willow Park, Parker County, Texas.  
  
Open Public Hearing  
  
Close Public Hearing
- 4.** Discussion & Action: Request for Special Use Permit regarding the placement of a temporary, free-standing, off-premise sign on Lot S PT 1, Block 1, Trinity Meadows Subdivision, in the City of Willow Park, Parker County, Texas.

### INFORMATIONAL

Commissioner Comments

Staff Comments

## **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.*

Any member of the public has the right to appear at the Public Hearing. Please contact the Development Department at 817-441-7108 or 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 said Notice was posted on/before the following date and time: August 16, 2024 at 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

---

Toni Fisher

Planning and Development Director

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-7108, or by email at [cdozier@willowpark.org](mailto: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](http://www.willowpark.org)



## PLANNING & ZONING MEETING - FEBRUARY 20, 2024 MINUTES

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

Tuesday, February 20, 2024 at 6:00 PM

---

### CALL TO ORDER

Meeting called to order at: 6:00 p.m.

by Commissioner Chair Fowler.

### DETERMINATION OF QUORUM

#### PRESENT

Jared Fowler  
Billy Weikert  
Scott Smith

#### ABSENT

Rodney Wilkins  
Sharon Bruton  
Zac Walker

Staff present: Toni Fisher, Planning & Development Director

### APPROVAL OF MEETING MINUTES

1. Meeting Minutes of January 16, 2024.

Minutes approved.

Motion made by Weikert, Seconded by Smith.  
Voting Yea: Fowler

### PUBLIC HEARING

2. **PUBLIC HEARING to consider a Request for Zoning Change from “Class II: Residential ‘R-1’ Single-Family District” to “Class I – Special purpose: ‘PD’ Planned Development District” for 721 Ranch House Road, Lot 1, Block 1 in the Willow Park Church of Christ Addition, City of Willow Park, Parker County, Texas.**

**Public Hearing Opened at: 6:04 p.m.**

Public Comments from:

David Lorenzo - 133 Sam Bass, Willow Park 76087

Cindy Voorhees - 116 Sam Bass, Willow Park 76087

Stacy Lynch - 5177 E. I-20 E, Willow ParkTX 76087

Chad Dodson - 1236 Sam Bass, Willow Park 76087

Justin Holcolm - 108 Sam Bass, Willow Park 76087

**Public Hearing Closed at: 6:17 p.m.**

- 3. PUBLIC HEARING to consider a Request for Zoning Change from “Class II: Residential ‘R-1’ Single-Family District” to “Class IV - Industrial: Commercial – ‘LI’ Light Industrial District” for the Haney Complex Addition, Tracts 1-3, being approximately 31.247 acres in the Eliza Ozer Survey, Abstract Number 1031, City of Willow Park, Parker County, Texas.**

**Public Hearing Open at 6:18 p.m.**

Barbara Sides - 1212 Terry Dr., Willow Park 76008

**Public Hearing Closed at 6:22 p.m.**

- 4. PUBLIC HEARING to consider a Request for a Special Use Permit regarding the addition of a Roller Skating Rink as an allowable use for Lot 3, Block 3 in the Haney Complex Addition, which is concurrently requesting a Zoning Change from “Class II: Residential ‘R-1’ Single-Family District” to “Class IV - Industrial: Commercial – ‘LI’ Light Industrial District” in the City of Willow Park, Parker County, Texas.**

**Public Hearing Open at 6:23 p.m.**

**Public Hearing Closed at 6:24 p.m.**

**ITEMS TO BE CONSIDERED AND ACTED UPON:**

- 5. Discussion & Action: To consider a Request for Zoning Change from “Class II: Residential ‘R-1’ Single-Family District” to “Class I – Special purpose: ‘PD’ Planned Development District” for 721 Ranch House Road, Lot 1, Block 1 in the Willow Park Church of Christ Addition, City of Willow Park, Parker County, Texas.**

Staff stated that Pastor Heil was presented with requests from Mr. Laurenzo, who also presented a document to Commissioners this evening. Stacy Lynch, purchaser of the property, responded to questions from the Commission regarding the building's uses.

Based on these requests, Staff recommended to change the Planned Development District's "Section 1.04(B) Required Parking" to state "large industrial or commercial vehicles, including vans and trucks." and "1.09 Signage requirements" to add "no digital signs." to which Commissioners discussed and agreed. Commissioner Weikert stated that, from a legal standpoint, he did not feel comfortable commenting or considering Mr. Laurenzo's request to disallow businesses servicing "classes of clients".

Following discussion by the Commission, the motion was made for a conditional approval with 1) a change in the Planned Development District verbiage in Section 1.04 to remove "large", and include commercial & industrial; and, 2) to add in Section 1.09, (2) no digital screen signs.

Motion made by Smith, Seconded by Weikert.  
Voting Nay: Fowler

**6. Consideration & Action: Preliminary Plat for Lots 1-6, Lot 1, Haney Complex, being 31.247 acres, Eliza Ozer Survey, Abstract No. 1031, in the City of Willow Park, Parker County, Texas.**

Plat approved, as presented.

Motion made by Weikert, Seconded by Smith.  
Voting Yea: Fowler

**7. Consideration & Action: Final Plat for Lots 1-6, Lot 1, Haney Complex, being 31.247 acres, Eliza Ozer Survey, Abstract No. 1031, in the City of Willow Park, Parker County, Texas.**

Plat approved, as presented.

Motion made by Smith, Seconded by Weikert.  
Voting Yea: Fowler

**8. Consideration & Action: to consider a Request for Zoning Change from "Class II: Residential 'R-1' Single-Family District" to "Class IV - Industrial: Commercial - 'LI' Light Industrial District" for the Haney Complex Addition, Tracts 1-3, being approximately 31.247 acres in the Eliza Ozer Survey, Abstract Number 1031, City of Willow Park, Parker County, Texas.**

Application approved, as presented.

Motion made by Smith, Seconded by Weikert.  
Voting Yea: Fowler

**9. Consideration & Action: to consider a Request for a Special Use Permit regarding the addition of a Roller Skating Rink as an allowable use for Lot 3, Block 3 in the Haney Complex Addition, which is concurrently requesting a Zoning Change from “Class II: Residential ‘R-1’ Single-Family District” to “Class IV - Industrial: Commercial – ‘LI’ Light Industrial District” in the City of Willow Park, Parker County, Texas.**

As per the Staff recommendation to add parking, Dustin Haney, property owner, confirmed to the Commission that Lot 2 will remain as parking, and Fortified Metals will also provide additional after hours parking. Scott Crawford, Mr. Haney's engineer, Baird, Hampton & Brown, discussed the reasoning and formula used for calculating the parking spaces, and confirmed that there will also be fencing, as required, placed between the commercial complex and residential sites.

The motion was made to approve the SUP with the condition of Lot 2 to be a designated parking lot of at least 50 spaces.

Motion made by Weikert, Seconded by Smith.  
Voting Nay: Fowler

**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.*

Adjourned at 7:01 p.m. by Commission Chair Fowler.

Any member of the public has the right to appear at the Public Hearing. Please contact the Development Department at 817-441-7108 or [tfisher@willowpark.org](mailto:tfisher@willowpark.org) 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 said Notice was posted on the following date and time: February 16, 2024 on/before 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

**MINUTES APPROVED:**

---

Jared Fowler, Commission Chair

Date

Rodney Wilkins, Commission Co-Chair



## PLANNING & ZONING MEETING - APRIL 16, 2024 MINUTES

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

Tuesday, April 16, 2024 at 6:00 PM

---

### CALL TO ORDER

Meeting called to order at 6:00 p.m. by Commissioner Co-Chair Wilkins

### DETERMINATION OF QUORUM

#### PRESENT

Rodney Wilkins  
Ever Gomez  
Tyler VanSant

#### ABSENT

Jared Fowler  
Billy Weikert  
Scott Smith  
Zac Walker

Staff present: Toni Fisher, Planning & Development Director

### APPROVAL OF MEETING MINUTES

1. Meeting Minutes of February 20, 2024.

Postponed with no action since no Commissioners in attendance were at the last meeting.

### PUBLIC HEARING:

2. **PUBLIC HEARING:** to consider a Request for Zoning Change from “Class II: Residential ‘R-1’ Single-Family District” to “Class II – ‘C’ Commercial District” for the Willow Park Baptist Church Addition, Tracts 1-3, being approximately 31.247 acres in the Eliza Oxer Survey, Abstract Number 1031, City of Willow Park, Parker County, Texas.

Open: 6:02 p.m.



Closed: 6:02 p.m.

**ITEMS TO BE CONSIDERED AND ACTED UPON:**

- 3. **DISCUSSION & ACTION:** to consider a request for Zoning Change from “Class II – Residential: ‘R-1’ Single-Family District” to Commercial “Class III – Business: ‘C’ Commercial District” for 129 South Ranch House Road: 5.686-acre tract of Lot 1, Block 1 of the Willow Park Baptist Church Addition; 0.737-acre tract of Lot PT 1-B, Tract A and 1.463-acre tract Lot PT Tract B, Block 1 of the Eastern Parker County Industrial Park, City of Willow Park, Parker County, Texas.

The usage of the building was presented by Staff. The commission approved the item.

Motion made by VanSant, Seconded by Gomez.  
Voting Yea: Wilkins

**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 adjourned at 6:05 p.m. by Co-Chair Rodney Wilkins.

**Minutes Approved:**

<b>Rodney Wilkins, Chair/Co-Chair</b>	<b>Date</b>

Any member of the public has the right to appear at the Public Hearing. Please contact the Development Department at 817-441-7108 or [tfisher@willowpark.org](mailto:tfisher@willowpark.org) 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 said Notice was posted on/by the following date and time: April 12, 2024 @ 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.



# PLANNING & ZONING AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> August 20, 2024	<b>Department:</b> Planning & Development	<b>Presented By:</b> Toni Fisher, Director
---	--	---

**AGENDA ITEM:**

**Consideration & Action: Request for Special Use Permit regarding the placement of a temporary, free-standing, off-premise sign on Lot S PT 1, Block 1, Trinity Meadows Subdivision, in the City of Willow Park, Parker County, Texas.**

**BACKGROUND:**

Applicant Dena Pfender of Canvas at Willow Park is requesting a Special Use Permit for the allowable placement of a temporary free-standing, off-premise sign for the purpose of advertising to be placed on the property located on the corner of Kings Gate and I-20 North Service Road, owned by Larry Lawley, and zoned Commercial/I-20 Overlay District.

A Special Use Permit for one single-sided 5’x10’ wooden sign advertising homes for rent at Canvas at Willow Park, design as attached, was approved by the Planning & Zoning Commission and City Council April 2023 for a duration of 12 months. The current Special Use Permit is for the request of a time extension for the existing sign. The overall dimensions and information are compliant with City sign ordinances within Sec. 14.07.002, however, the sign’s current location must be moved slightly to avoid the encroachment on the new right-of-way necessary for the replacement of Kings Gate Bridge, project expected for construction beginning Fall 2025.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Staff recommends approval of this permit with the correction of moving it out of the right-of-way, and the condition that the sign’s duration expires in twenty-four (24) months from City Council’s approval or upon change in the property ownership of the sign’s location, whichever comes first.

**EXHIBITS:**

- Special Use Permit Application
- Sign Location
- Sign Rendering

**RECOMMENDED MOTION:**

**Approval of the Special Use Permit for the placement of the temporary, free-standing, off-premise sign with the correction as stated, and the condition of expiration in twenty-four (24) months from City Council’s approval or change in the property ownership of the sign’s location, whichever comes first.**



# SPECIAL/SPECIFIC USE PERMIT APPLICATION

City of Willow Park – Planning & Development Dept.  
 516 Ranch House Rd, Willow Park, TX 76087  
 817-441-7108 x100 [www.willowpark.org](http://www.willowpark.org)

## APPLICANT INFORMATION

Name of Applicant/Agent: <i>Dena Pfender</i>		Business Name (if applicable): <i>Canvas at Willow Park</i>
Business/Mailing Address: Street, City, State, Zip <i>300 meadow place Dr #192 Willow Park Tx 76087</i>		
Email Address: <i>Canvasatwillowparkmgr@willowbridgepc.com</i> <b>NOTE: Email is the primary form of contact with Applicants.</b>		Cell/Primary Phone # of Applicant/Agent: <i>817-717-4090</i>
Are you the Owner of the property or the Owner's Agent? <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Agent*	Do you have written permission from the Owner of the property or the Owner's Agent to proceed with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No*	<b>*NOTE: If you are not the Owner of the Property, the Owner must sign this Application below to indicate his/her permission and approval of this request.</b>

## DESCRIPTION OF REQUEST

Current Zoning Classification: <i>Commercial-120 overlay</i>	Legal Description of Property: <i>Block Trinity Meadows East</i>	Street address of Property (if known): <i>14204200</i>
Reason for Special Use Permit: Describe the nature of the proposed use of this property, activity, and any particular characteristics related to the use of the property: <i>Free Standing off premise sign</i>		

## PROPERTY OWNER INFORMATION

Name of Property Owner: <i>Larry Lawley</i>	Business Name (if applicable): <i>Huy Texas</i>
Business/Mailing Address: Street, City, State, Zip <i>113 Dennis Junction Rd Weatherford TX 76088</i>	
Email Address: <i>Larry@datastitch.com</i>	Cell/Primary # of Property Owner <i>817-939-0206</i>

## INCLUDE WITH APPLICATION SUBMISSION

**THIS APPLICATION MUST BE SUBMITTED WITH THE ITEMS LISTED BELOW:**

- Completed and fully executed Special/Specific Use Permit Application
- Map, Plot Plan, Survey, and/or Plat of property location
- Renderings of proposed construction including building elevations, square footage, bldg. height, construction materials, and uses of bldgs
- Site Plan showing placement of building(s), location/construction of sign(s), off-street parking areas, and ingress/egress to public streets
- Landscaping plan & visual screening (walls/paintings/fences)
- Permit Fee Payment as specified in Development Services Fees
- Relationship of intended use to all existing properties/land uses in all directions to minimum distance of 200 feet of application property

**\*\*The Applicant or his/her Representative(s) must be present at the scheduled Public Hearing for this Permit.\*\*** Public Hearing will be scheduled based on City's acceptance of completed Application with all supporting documents and payment as it aligns with the Planning & Zoning Schedule.

I hereby certify that I am, or that I represent, the legal owner of the property described above and do hereby submit this request for a Special Use Permit to the Planning and Zoning Commission for consideration.

Applicant's Signature: \_\_\_\_\_ Date: *7-16-2024*  
 Owner's Signature\* (if different than Applicant): \_\_\_\_\_ Date: *7/16/24*  
 \*Owner's signature indicates permission to proceed with this Permit request.

Please email completed Application and all Attachments to [permits@willowpark.org](mailto:permits@willowpark.org). Permit Fee may be paid by check (mailed or in person) or by credit card (in person or processed over the phone to Permit Tech x103; processing fee applies).

CITY USE: Date App Rec'd: \_\_\_\_\_ App Reviewed by: \_\_\_\_\_ Date App Officially Accepted: \_\_\_\_\_ MyGov Proj#: \_\_\_\_\_

Item 4.



CANVAS  
AT WILLOW PARK

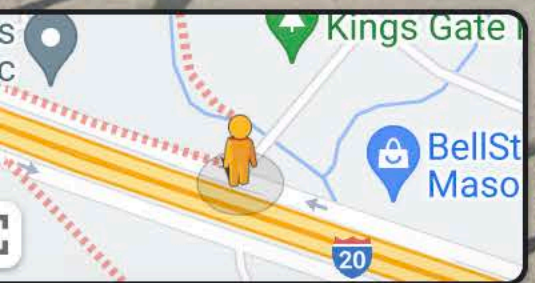
HOMES  
FOR  
RENT





← Interstate 20 Frontage Rd  
Willow Park, Texas  
Google Street View  
Apr 2022 See more dates

Item 4.



Google

Navigation controls including a compass, a zoom-in (+) button, a zoom-out (-) button, and a page number "13".





# CORRECTIONS LIST

Project Type: Special Use Permit | Project Title: Special Use Permit  
ID # 24-000302 | Started: 07/26/2024 at 10:47 AM

<p><b>Address</b></p> <p>CANVAS AT WILLOW PARK 300 MEADOW PLACE, Willow Park, TX USA 76087</p>	<p><b>Legal</b></p> <p>No legal information</p>	<p><b>Property Info</b></p> <p>No property information</p>
--	---	--

<p><b>Description</b></p> <p>Freestanding Sign</p>
--

CORRECTION / ADDED ON	DESCRIPTION	PRIORITY
Miscellaneous		Required: 1   Corrected: 0

**ENG - Sign**  
 By: Gretchen Vazquez  
 08/02/2024 at 10:15 AM

**REQUIRED**

Show the location of the sign on the attached exhibit. Make sure the sign is located outside the proposed right-of-way line.

**Normal**





proposed sign location  
ensuring 10+ ft from ROW



BellStone  
Masonry Supply  
Masonry supply store

Google