



**City of Willow Park  
Regular Meeting Agenda  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, September 11, 2018 at 7:00 p.m.**

**Call to Order**

**Invocation & Pledge of Allegiance**

**Presentations & Proclamations**

1. Patriot's Day Proclamation

**Public Comments (Limited to five 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 Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to five (5) 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.

**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.

- A. Approve City Council Meeting Minutes – August 14, August 21 & September 4, 2018

**Regular Agenda Items**

1. Discussion/ Action: To consider and take action on a Site Plan for a professional office building on Lot 1 R, Block 5R, El Chico Addition, located at 4971 E I 20 Service Rd.

2. Discussion/ Action: To consider and take action on a Site Plan for a Bank and professional office building on Lot 3R, Block C, Crown Pointe Addition, located at 100 Crown Pointe Blvd
3. Discussion/ Action: To consider and take action on a Site Plan Addendum for a Youth Worship Addition to Christ Chapel Bible Church - West located at 3910 E I 20 Service Rd.
4. Discussion/ Action: To consider and take action on a Final Plat of Lot 3, 4, 5, Block 1, Squaw Creek West Addition, City of Willow Park, Parker County, Texas.
5. Discussion: To consider a Concept Plan for Willow Park Baptist Church located on a 35.816-acre tract of land, Wesley Franklin Survey Abstract No. 468, City of Willow Park, Parker County, Texas.
6. Discussion/ Action: To consider and take action on a Request for Proposal for audit services for Fiscal Year 2017-2018.
7. Discussion/ Action: To consider and take action on donating surplus fire department equipment to a Volunteer Fire Department in need.
8. Discussion/ Action: To consider and take action to approval of Resolution 2018-8, approving the purchase of new radio equipment for Fire and Police Departments.
9. Discussion/Action: To consider and take action on a approving two Access and Lease Agreements with LinXus Internet to place antennas on City Water Towers located at Fox Hunt Trail and Circle Court.

### **Executive Session**

**§ 551.071. Texas Government Code. Consultation with Attorney.** The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

- A. Any Posted Item

### **Informational**

- A. Mayor & Council Member Comments
- B. City Manager's Comments

## **Adjournment**

I certify that the above notice of this meeting posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on or before September 7, 2018 at 5:00 p.m.

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Alicia Smith TRMC, CMC  
City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (817) 441-7108 ext. 6 or fax (817) 441-6900 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

This public notice was removed from the official posting board at the Willow Park City Hall on the following date and time:

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By: \_\_\_\_\_  
City Secretary's Office  
City of Willow Park, Texas



*A Proclamation*

*Recognizing September 11, 2018*

*As*

*“Patriot’s Day”*

- WHEREAS,** *Americans will always remember the terrible events of September 11, 2001. We will always honor the many innocent lives that were lost and never forget the heroism of the passengers, first responders, and others on that day; and*
- WHEREAS,** *We continue to pray for the families left behind who continue to inspire us through their steadfast character, courage, and determination. In the face of these unspeakable attacks, we were reminded that the great strength of America is found in the hearts and souls of our citizens; and*
- WHEREAS,** *We are inspired by the heroism of our nation’s public service personnel, military service members, first responders and countless volunteers; and*
- WHEREAS,** *We wish to pay tribute to the memory of those taken from us in the terrorist attacks in New York, Pennsylvania, and at the Pentagon;*

**NOW, THEREFORE,** I, Doyle Moss, Mayor of the City of Willow Park, along with the Willow Park City Council, do hereby recognize September 11, 2018 as Patriot’s Day and urge our citizens to recognize the heroism of firefighters, rescue and law enforcement personnel, military service members and the many volunteers who responded to these tragic events with courage, selfless compassion, determination and skill; and to remember the victims and innocent lives lost as a result of the tragic events on September 11, 2001.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of Willow Park, Texas, to be affixed this the 11<sup>th</sup> day of September, 2018.

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Doyle Moss, Mayor





**City of Willow Park  
Regular Council Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, August 14, 2018 at 7:00 p.m.**

**Call to Order**

Mayor Moss called the meeting to order at 7:00 pm.

**Determination of Quorum**

**Present:**

Mayor Doyle Moss

Mayor Pro Tem Norman Hogue

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Lea Young

Councilmember Gary McKaughan

**Staff Present:**

City Administrator Bryan Grimes

City Secretary Alicia Smith

City Attorney Pat Chesser

**Invocation & Pledge of Allegiance**

Mayor ProTem Norman Hogue, led the invocation and pledge to the U.S. flag.

**Public Comments**

Citizens participating:

Fred McCulley

Howard Hiesch

## **Consent Agenda**

### **A. Approve City Council Meeting Minutes – July 10, 2018**

Motion made by Mayor ProTem Hogue

To approve the minutes from the July 10, 2018, meeting.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

## **Regular Agenda Items**

### **1. Public Hearing was opened at 7:09 pm**

a. No one signed in to speak

Public Hearing was closed at 7:10 pm

Motion made by Councilmember McKaughan

To adopt Zoning Ordinance 774-118, and ordinance amending the standards for Accessory Building/ Accessory Uses in the “R-1” Single Family Residential District.

Seconded by Councilmember Young

Aye votes: Mayor ProTem Hogue, Councilmembers Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

### **2. Motion made by Councilmember Young**

To appoint to the Board of Adjustments applicants, Eric Contreras, Richard Kasparian, and Timothy Gibbs.

Seconded by: Councilmember Runnebaum

Aye votes: Councilmembers Hogue, Young and McKaughan

Nay vote: Councilmember Fennell

Motion passed with a vote of 4-1

### **3. Jake Weber presented the City quarterly financial report.**

- 4. Motion made by Councilmember Runnebaum**  
To join TIPS buying cooperative.

Seconded by Mayor ProTem Hogue

Aye votes: Mayor ProTem Hogue, Councilmembers Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

- 5. Motion made by Councilmember Runnebaum**

To approve a fleet lease and maintenance agreement, and all other associated agreements, with Enterprise for the leasing of vehicles used by the City.

Seconded by Mayor ProTem Hogue

Aye votes: Mayor ProTem Hogue, Councilmembers Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

- 6. Motion made by Councilmember Runnebaum**

To approve Ordinance 775-18, an ordinance authorizing and allowing restricted prior service credit to employees for service performed for various public entities for which they have not received credit with the Texas Municipal Retirement System.

Seconded by Mayor ProTem Hogue

Aye votes: Mayor ProTem Hogue, Councilmembers Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

- 7. Motion made Councilmember Young**

To accept the Bank Depository Contract from First Financial Bank.

Seconded by Councilmember McKaughan

Aye votes: Mayor ProTem Hogue, Councilmembers Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

8. A discussion was held regarding the preliminary budget for FY 2018-19.
9. Motion made by Councilmember  
To set a budget workshop for August 21, at 6:30 pm.  
Seconded by Councilmember McKaughan  
Aye votes: Mayor ProTem Hogue, Councilmembers Fennell, Runnebaum, Young and McKaughan  
Motion passed with a vote of 5-0
10. Motion made by Councilmember Fennell  
To ratify and approve an emergency treated water supply agreement with the City of Weatherford  
Seconded by Councilmember McKaughan  
Aye votes: Mayor ProTem Hogue, Councilmembers Fennell, Runnebaum, Young and McKaughan  
Motion passed with a vote of 5-0
11. An update on the water supply situation was given by City Manager Bryan Grimes.
12. Motion made by Councilmember Fennell  
To approve an addendum to the current Parker County ILA to perform road work and construction on Buena Vista Dr from Live Oak to Emsley Dr.  
Seconded by Councilmember McKaughan  
Aye votes: Mayor ProTem Hogue, Councilmembers Fennell, Runnebaum, Young and McKaughan  
Motion passed with a vote of 5-0
13. Motion made by Mayor ProTem Hogue  
To approve an agreement for construction materials testing services with D&S Engineering Labs for Willow Park Public Safety Building.

Seconded by Councilmember Runnebaum

Aye votes: Mayor ProTem Hogue, Councilmembers Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

**14. Motion made by Councilmember Young**

To authorize City Staff to dispose of Playground Equipment.

Seconded by Councilmember Runnebaum

Aye votes: Mayor ProTem Hogue, Councilmembers Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

**Adjournment**

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Fennell

Aye votes: Mayor ProTem Hogue, Councilmembers Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

APPROVED:

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Doyle Moss, Mayor  
City of Willow Park, Texas

ATTEST:

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Alicia Smith TRMC CMC, City  
Secretary  
City of Willow Park, Texas



**City of Willow Park  
Regular Council Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, August 21, 2018 at 6:30 p.m.**

**Call to Order**

Mayor Moss called the meeting to order at 6:30 pm.

**Determination of Quorum**

**Present:**

Mayor Doyle Moss

Mayor ProTem Norman Hogue

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Lea Young

Councilmember Gary McKaughan

**Staff Present:**

City Administrator Bryan Grimes

City Secretary Alicia Smith

**Workshop**

Council went over each department's budget with each department head.

**Adjournment**

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Fennell

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 5-0

APPROVED:

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Doyle Moss, Mayor  
City of Willow Park, Texas

ATTEST:

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Alicia Smith TRMC CMC, City  
Secretary  
City of Willow Park, Texas



**City of Willow Park  
Regular Council Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, September 4, 2018 at 6:06 p.m.**

**Call to Order**

Mayor ProTem Hogue called the meeting to order at 6:30 pm.

**Determination of Quorum**

**Present:**

Mayor ProTem Norman Hogue  
Councilmember Amy Fennell  
Councilmember Greg Runnebaum  
Councilmember Lea Young  
Councilmember Gary McKaughan

**Absent:**

Mayor Doyle Moss

**Staff Present:**

City Administrator Bryan Grimes  
City Secretary Alicia Smith

**Public Hearing**

1. Public Hearing Opened at 6:30 pm
  - a. Citizen Jim Stanley asked questions about the proposed budget and tax rate.
  - b. Citizen Fred McCulley asked questions about the proposed budget and tax rate.

**Adjournment**



Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember Fennell

Aye votes: Councilmembers Hogue, Fennell, Runnebaum and McKaughan

Motion passed with a vote of 4-0

APPROVED:

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Doyle Moss, Mayor  
City of Willow Park, Texas

ATTEST:

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Alicia Smith TRMC CMC, City  
Secretary  
City of Willow Park, Texas



## P&Z AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> August 28, 2018	<b>Department:</b> Development Services	<b>Presented By:</b> Betty Chew
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### AGENDA ITEM: 1

Consider and act on a Site Plan for a 3,133 square foot office building on Lot 1R, Block 5R, El Chico Addition, City of Willow Park, Texas located at 4971 E. I-20 Service Rd

### BACKGROUND:

The property is zoned "C-IH-20 Overlay District". The property is located in Planning Area 4, as identified in the City's Comprehensive Plan. Planning Area 4 represents the areas adjacent to Interstate 20. This area is seen as a location for regional retail and commercial due to the visibility of the corridor, higher design standards were identified with a cohesive look. Backage roads (Pitchfork Road) allow for traffic flow and connectivity. This office building (3,133 sq ft) is the final phase of development for this lot. All parking and driveway improvements are in place. The landscaping and irrigation were installed with other phases of development. The only infrastructure improvements required are water and sanitary sewer taps which are shown on the site plan.

The building façade will be the same as the building construction in 2017 on the northwest corner of the property.

### STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan for Lot 1R, Block 5R, El Chico Addition.

Planning and Zoning recommends approval.  
The vote was unanimous.

### EXHIBITS:

Site Plan  
Building Elevations  
Floor Plan

ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	\$ N/A
	<b>Source of Funding</b>	\$ N/A



# City of Willow Park Development Services Universal Application

Please PRINT CLEARLY to avoid delays

Please complete each field – Incomplete applications be rejected

<b>Project Information</b>		<b>Project Name:</b> LOT 1R, BLOCK 5R, EL CHICO ADDITION	
<input type="checkbox"/> Residential		<input checked="" type="checkbox"/> Commercial	
Valuation: \$ 125,000 (round up to nearest whole dollar)		Project Address (or description): 4971 E. INTERSTATE 20 SERVICE ROAD N., 76086	
Brief Description of the Project: PROPOSED 3133 SF SINGLE STORY OFFICE BUILDING			
Existing zoning: COMMERCIAL		# of Existing Lots (plats only): 1	
Proposed zoning: COMMERCIAL		# of Proposed Lots (plats only): 1	
<b>Applicant/Contact Information</b> (this will be the primary contact)			
Name: PAM BENSON		Mailing Address: PO BOX 121302	
Company: JUBILEE CAFE, INC.			
Primary Phone: 817-980-7189		E-mail: pbe1056232@aol.com	
<b>Property Owner Information</b> (if different than above)			
Name: SAME AS APPLICANT		Mailing Address:	
Company:			
Primary Phone:		E-mail:	
Other Phone:		Fax:	
<b>( ) Developer / (x) Engineer / (x) Surveyor Information</b> (if applicable)			
Name: MARK WESTFALL, PE CYNTHIA SWIFT, PM		Mailing Address: 6221 SOUTHWEST BLVD., #100, FW, TX 76132	
Company: BARRON-STARK-SWIFT CONSULTING ENGINEERS, INC.			
Primary Phone: 817-231-8100 817-231-8114		E-mail: markw@barronstark.com cynthias@barronstark.com	
Other Phone: 817-846-2878 Cell		Fax: 817-231-8144	
<b>For City Use Only</b>			
Project Number:		Permit Fee:	
Submittal Date:		Plan Review Fee:	
Accepted By:		Total Fee:	
Receipt #:		Method of Payment:	

Application not complete without attached form(s) and/or signature page



# City of Willow Park Development Services Department

Applicant: Please complete the following

For Office Use Only

ITEM	INITIAL	SITE PLAN REQUIREMENTS	N/A	COMPLETE	MISSING
1	✓	Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances; Indicate and label lot lines, setback lines, and distance to the nearest cross street.		✓	
2	✓	Site location/vicinity map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS and provide north arrow.		✓	
3	✓	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.		✓	
4	✓	A written and bar scale is provided. 1"=200' unless previously approved by staff 30'		✓	
5	✓	A title block is in the lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter.		✓	
6	NA	Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.		✓	
7	NA	Flood plain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.	✓		
8	NA	Existing topography lines are shown and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography.	✓		
9	✓	Accurately located, labeled and dimensioned footprint of proposed structure(s).		✓	
10	✓	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.		✓	
11	NA	Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.	✓		
12	✓	Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.		✓	
13	✓	Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.		✓	
14	✓	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated.		✓	
15	✓	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.		✓	
16	NA	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.	✓		
17	✓	Full width of streets and alley rights-of-way with centerlines and backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is labeled.		✓	





# City of Willow Park Development Services Department

18		Driveways within 200 feet of the property line: <input checked="" type="checkbox"/> a. Are accurately located and dimensioned. <input checked="" type="checkbox"/> b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines. <input checked="" type="checkbox"/> c. Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline. <input checked="" type="checkbox"/> d. Typical radii are shown.			
19	NA	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.		✓	
20	✓	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.			✓
21	NA	Off-site streets and roads: <input checked="" type="checkbox"/> a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned. <input type="checkbox"/> b. Medians, median openings with associated left- turn lanes, continuous left turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site. <input type="checkbox"/> c. Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable. <input type="checkbox"/> d.. Distance to the nearest signalized intersection is indicated		✓	✓
22	✓	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.			✓
23	✓	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.			✓
24	NA	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.		✓	
25	✓	Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specs and sketch available from staff. <i>EXISTING</i>			✓
26	✓	Paving materials, boundaries and type are indicated.			✓
27	✓	Access easements are accurately located/ tied down, labeled and dimensioned.			✓
28	NA	Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.		✓	
29	✓	Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 20 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.			✓
30	✓	Proposed dedications and reservations of land for public use including, but not limited to, rights-of way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.			✓
31	NA	Screening walls are shown with dimensions and materials. An inset is provided that shows the wall		✓	





## City of Willow Park Development Services Department

	NA	details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.	✓		
32	NA	The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.	✓		
33	NA	A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack) and height. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street. <i>EXISTING</i>	✓		
34	✓	Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.		✓	
35	NA	Boundaries of detention areas are located. Indicate above and/or below ground detention.	✓		
36	X/NA	Details of construction materials and architecture are shown on required Building Elevation/Facade Plan. Color, type and texture to match Zoning requirements. <i>w/ PERMIT PLANS</i>		✓	
37	NA	Communication towers are shown and a fall distance/collapse zone is indicated.	✓		
38	✓	Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable		✓	
39	✓	Explain in detail the proposed use(s) for each structure		✓	
40	✓	Total lot area less building footprint (by square feet):  Square footage of building:  Building height (stories and feet)  Number of Units per Acre (apartments only):		✓	
41	✓	Parking required by use with applicable parking ratios indicated for each use:  Parking Provided Indicated:  Handicap parking as required per COWP ordinance and TAS/ADA requirements:		✓	
42	✓	Provide service verification from all utility providers		✓	
43	NA	List any variance requested for this property, dates, and approving authority	✓		
44	✓	Provide storm water and drainage study and design		✓	
45	✓	Proposed domestic water usage (gallons per day, month, and year)		✓	
46	NA	Are any irrigation wells proposed?	✓		
47	✓	Applicant has received Landscaping Ordinance and requirements		✓	
48	✓	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review		✓	
49	✓	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of all Annexations, Final Plans and/or other Site Plans for Board review		✓	



# City of Willow Park Development Services Department

## Site Plan Engineering Review

### Applicant Questions:

Total gross lot area of the development: 171,017 sq. ft.

Area of lot covered with structures and impervious surfaces: 110,604 sq. ft.

Total number of structures: 1 PROPOSED Total number of habitable structures: 0  
4 EXISTING

Square footage of each building: 5564 EXIST sq. ft. 1530 EXIST sq. ft. 8282 EXIST sq. ft.  
5775 EXIST sq. ft. 3133 PROPOSED sq. ft.

Proposed use for each structure:

EXISTING AND PROPOSED OFFICE USE

Building stories: 1

Building height: 19.5' ft.

Total number of parking spaces: 144

Number of handicap spaces: 12

Does the site include any storm water retention or detention? Yes No ☒ X

Does the project include any engineered alternatives from code requirements? Yes No ☒ X

### Staff Review: (for official use only)

Does the proposed project pose any engineering concerns? Yes ☒ No ☐

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Engineering Approval Signature: DEREK TURNER

Date: 08/07/2018



# City of Willow Park Development Services Department

## Site Plan Building Official Review

### Applicant Questions:

Front building setback: 25 ft.

Rear building setback: 25 ft.

Side building setback: 10 ft.

Side building setback: 10 ft.

Does the site include any utility/electric/gas/water/sewer easements? Yes No ☒

Does the site include any drainage easements? Yes No ☒

Does the site include any roadway/through fare easements? Yes No ☒

### Staff Review: *(for official use only)*

Does the site plan include all the required designations? ☒ Yes No

Are the setbacks for the building sufficient? ☒ Yes No

Are there any easement conflicts? Yes ☒ No

Does the proposed project pose any planning concerns? Yes ☒ No

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Building Official Approval Signature:

BETTY CHEW

Date: 08/07/2018





# City of Willow Park Development Services Department

## Site Plan Fire Review

### Applicant Questions:

Will the building have a fire alarm? Yes ☒ No

Will the building have a fire sprinkler/suppression system? Yes No ☒

Is the building taller than two-stories? Yes No ☒

If yes, how many stories? 1

Will the project require installation of a new fire hydrant? Yes No ☒

If yes, how many fire hydrants? 0

What is the size of the proposed fire connections? NA

### Staff Review: (for official use only)

Does the proposed project include the sufficient fire connections? Yes ☒ No

Is the proposed project an adequate distance to a fire hydrant? Yes ☒ No

Does the project have the minimum 24' hard surface? Yes ☒ No

Is the fire lane appropriate? Yes ☒ No

Does the site have the proper turning radius? Yes ☒ No

Does the proposed project pose any safety concerns? Yes ☒ No

Does the proposed project require any additional fire services? Yes ☒ No

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Fire Department Approval Signature:

MIKE LENOIR

Date: 08/09/2018



# City of Willow Park Development Services Department

## Site Plan Flood Plain Review

### Applicant Questions:

Is any part of the site plan in the 100-year flood plain? Yes No ☒

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

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

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

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

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

If yes, what is the finished floor elevation for the habitable structure? NA

If yes, please list any wet or dry flood proofing measures being used?

### Staff Review: (for official use only)

Base flood elevations confirmed? N/A Yes ☒ No ☐

Will the project require a "post-grade" elevation certificate? Yes ☐ No ☒

Flood proofing measures approved? Yes ☒ No ☐

Does the proposed project pose any safety concerns? Yes ☐ No ☒

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: DARREK TURNER

Date: 08/07/2018



# City of Willow Park Development Services Department

## Site Plan Landscaping Review

### Applicant Questions:

Total gross lot area of the development: 171,017 sq. ft.

Area of lot covered with structures and impervious surfaces: 110,604 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 64 %

Area of green space/landscaped areas: 61,734 sq. ft.

Percentage of green space/landscaped areas: 36 %

Total number of parking spaces: 144

Does the site include any vegetative erosion or storm water control?

Yes

No ☒

NA PROPOSED BUILDING SITE IS LESS THAN ONE ACRE  
AND SURROUNDED BY ESTABLISHED EXISTING VEGETATION

### Staff Review: (for official use only)

Does the proposed project pose any landscaping concerns?

Yes

No ☒

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Landscaping Approval Signature:

BETTY CHEW

Date:

08/09/2018

NO.	REVISIONS	DATE

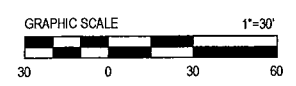
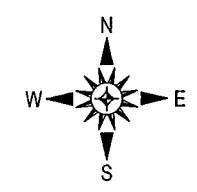
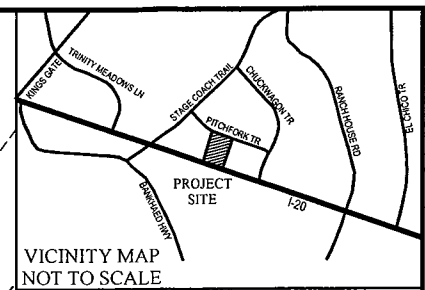
8221 Southwest Boulevard, Suite 100  
Fort Worth, Texas 76132  
(D) 817.231.8100 (F) 817.231.8144  
Texas Registered Engineering Firm F-10929  
Texas Registered Survey Firm F-10194060  
www.barronstarkswift.com

**Barron-Stark-Swift**  
Consulting Engineers  
Together.

STATE OF TEXAS  
REGISTERED PROFESSIONAL ENGINEER  
CHARLES F. STARK  
57357  
06.14.2018  
USE OF THIS ELECTRONIC SEAL/SIGNATURE  
AUTHORIZED BY CHARLES F. STARK, P.E.  
TEXAS REGISTRATION NO. 57357

LANDSCAPE PLAN  
LOT 1R, BLOCK 5R  
EL CHICO ADDITION  
WILLOW PARK, PARKER COUNTY, TEXAS

CLIENT No.	297
PROJECT No.	8126
DESIGN:	CFS
DRAWN:	EVB
CHECKED:	CFS
DATE:	SEPTEMBER 22, 2016
SHEET	1 OF 1



**NOTE:**  
APPROXIMATELY 8400 SQUARE FEET OF ASPHALT  
PAVING TO BE REMOVED AND REPLACED WITH  
PROPOSED OFFICE BUILDING.  
NO EXISTING VEGETATION TO BE REMOVED.

SITE PLAN DATA TABLE	
ACREAGE	3.926 ACRES
EXISTING ZONING	COMMERCIAL & I20 CORRIDOR
PROPOSED USE	OFFICE
PROPOSED STRUCTURES	ONE (1) STORY - COMMERCIAL
PARKING REQUIRED	1 PARKING/2900SF = 122 PARKING SPACE
PARKING PROVIDED	138 (INCLUDES 12 HC)
PROPOSED BUILDING WATER USAGE	32 GAL/DAY 960 GAL/MONTH 11,520/YR

LEGEND	
SYMBOL	DESCRIPTION
	EXISTING WATER VALVE
	EXISTING FIRE HYDRANT
	EXISTING SAN. SEWER MANHOLE
	PROPOSED SAN. SEWER MANHOLE
	EXISTING POWER POLE
	EXISTING ASPHALT PAVING
	EXISTING ASPHALT FIRE LANE
	EXISTING CONCRETE SIDEWALK
	PROPOSED WATER VALVE
	PROPOSED FIRE HYDRANT
	PROPOSED LIGHT POLE

**LANDSCAPE PLAN**  
**LOT 1R, BLOCK 5R**  
**EL CHICO ADDITION**  
an addition to  
**THE CITY OF WILLOW PARK**  
according to the plat recorded in  
Cabinet D, Slide 486  
**PARKER COUNTY, TEXAS**

Revised: July 17, 2018  
Revised: August 14, 2018

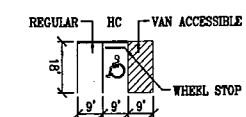
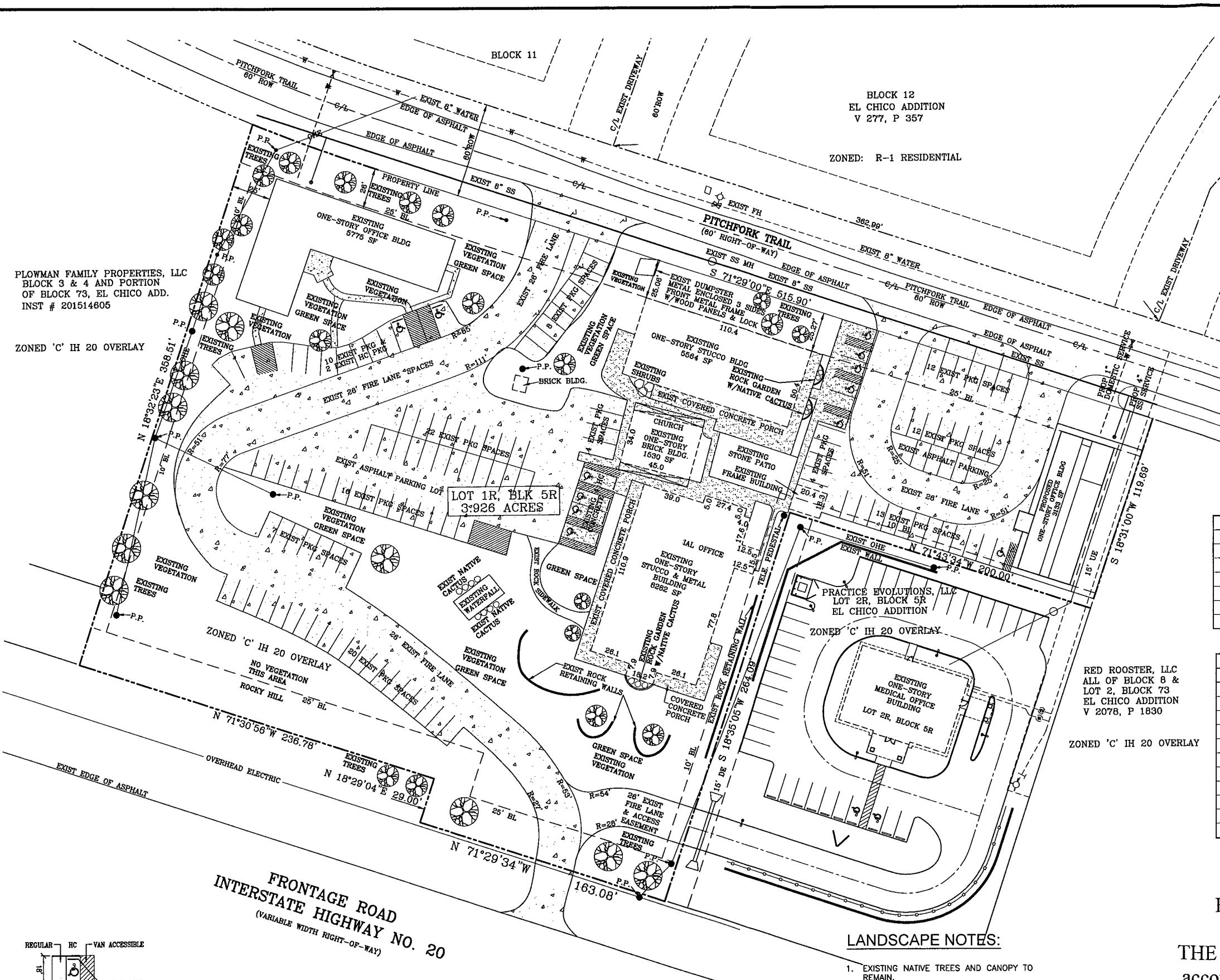
BLOCK 12  
EL CHICO ADDITION  
V 277, P 357  
ZONED: R-1 RESIDENTIAL

PLOWMAN FAMILY PROPERTIES, LLC  
BLOCK 3 & 4 AND PORTION  
OF BLOCK 73, EL CHICO ADD.  
INST # 201514605  
ZONED 'C' IH 20 OVERLAY

RED ROOSTER, LLC  
ALL OF BLOCK 8 &  
LOT 2, BLOCK 73  
EL CHICO ADDITION  
V 2078, P 1830  
ZONED 'C' IH 20 OVERLAY

**LANDSCAPE NOTES:**

- EXISTING NATIVE TREES AND CANOPY TO REMAIN.
- EXISTING SHRUBS, ROCK GARDENS, WATERFALL AND NATIVE CACTUS TO REMAIN.
- ALL VEGETATION AND GREEN SPACE IS EXISTING WITH EXISTING IRRIGATION
- EXCAVATION AND GRADING WILL BE AT PROPOSED BUILDING SITE ONLY WITH MINIMAL DISTURBANCE OF EXISTING VEGETATION AND GREEN SPACE.



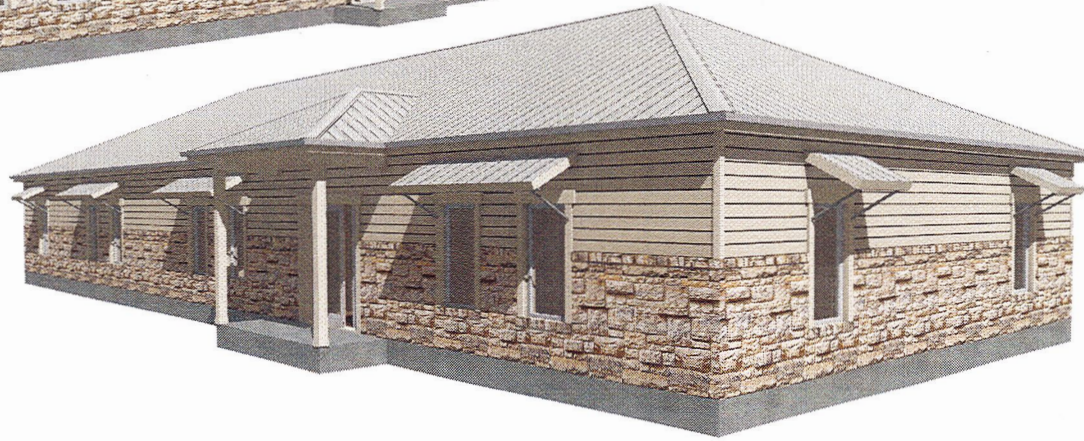
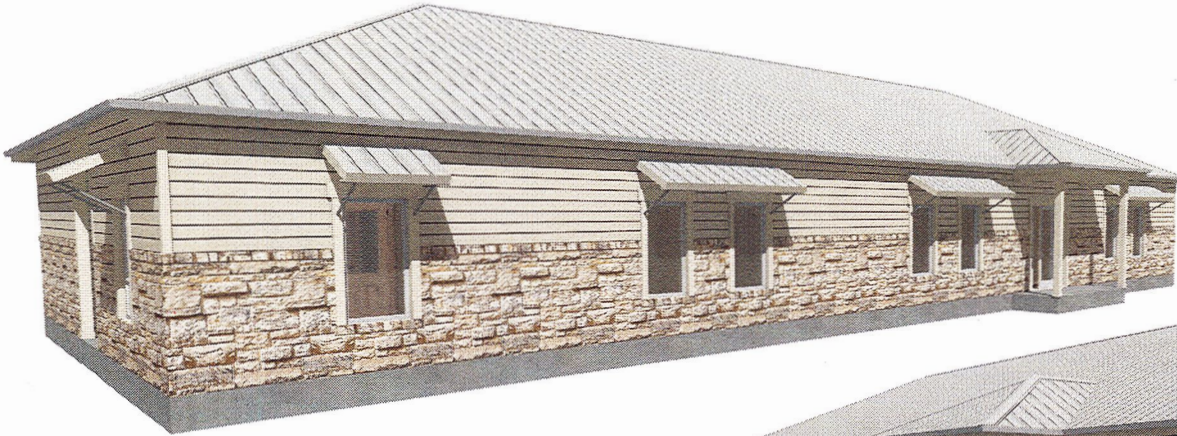
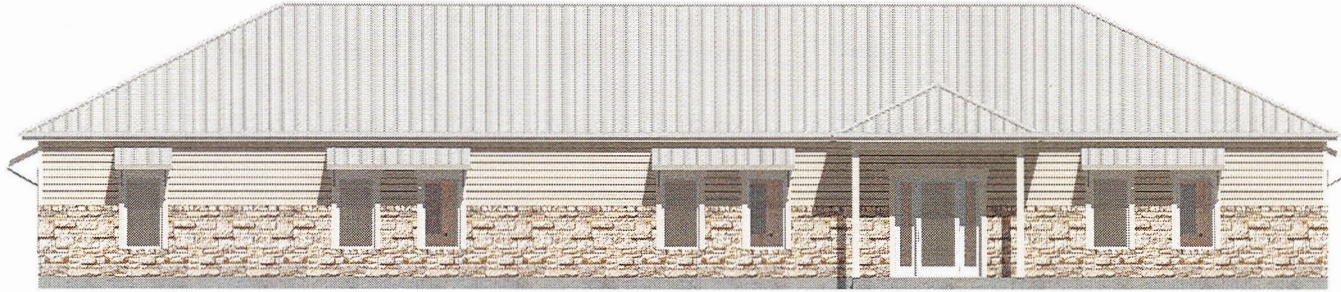
**TYPICAL PARKING LAYOUT**

<b>ENGINEER:</b> BARRON-STARK-SWIFT CHARLES F. STARK, PE 6221 SOUTHWEST BLVD SUITE 100 FORT WORTH, TX 76132	<b>SURVEYOR:</b> BARRON-STARK-SWIFT CURTIS YARGER, RPLS 6221 SOUTHWEST BLVD SUITE 100 FORT WORTH, TX 76132	<b>APPLICANT:</b> JUBILEE CAFE, INC. PAM BENSON PO BOX 121302 FORT WORTH, TX 76021
--	---	--

USER: CYNTHIA SWIFT  
PLOT: 08-14-2018 10:11 AM  
FILE NAME: WILLOW PARK STARK-SWIFT ENGR2017-PAM BENSON-0486-LOT 1R, BLK 5R, EL CHICO ADDITION-0486-CH200-DIMONATES SITE PLAN-08-14-2018.DWG



**WORKSPACE 360  
PROPOSED  
"UNION PACIFIC BLDG"**



PIERTECH  
DESIGN CONSULTANTS  
200 S. FRONT ST., ALCOO, TN, 36008  
(817) 441-1742, FAX: (817) 441-1033



A.I. B.D.  
MICHAEL L. PIERCE  
BUILDING DESIGNER

**3D RENDERINGS**

WORKSPACE 360  
"UNION PACIFIC BLDG"  
PRESENTATION SET

THIS PLAN IS PROPERTY OF PIERCE DESIGN CONSULTANTS, INC. (PCI) AND IS NOT TO BE REPRODUCED OR USED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF PCI. THIS PLAN IS PROVIDED AS A SERVICE TO THE CLIENT AND IS NOT TO BE USED FOR ANY OTHER PURPOSE. ALL RIGHTS ARE RESERVED. NO PART OF THIS PLAN IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF PIERCE DESIGN CONSULTANTS, INC.

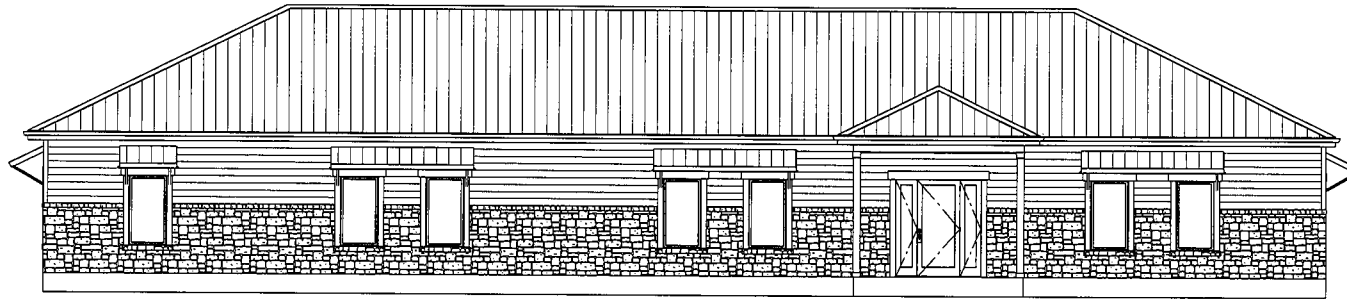
SCALE: 1/4" = 1'

DATE: 07-18-18

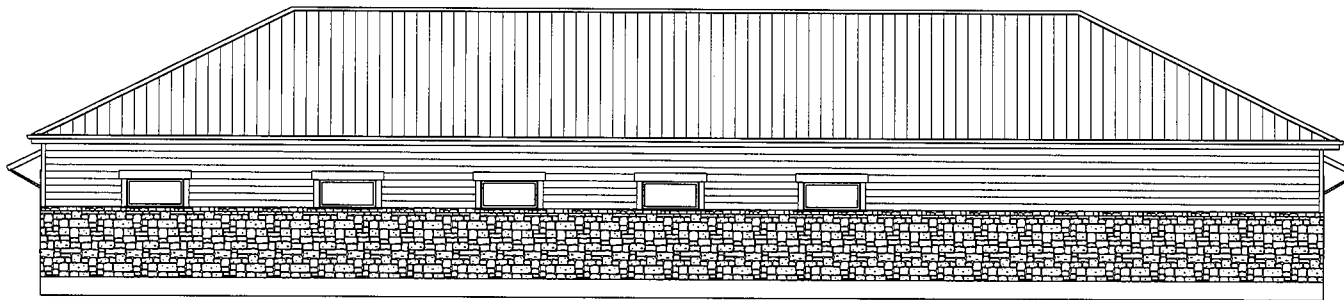
DRAWN BY: MLP  
AR - 18051

SHEET  
NUMBER

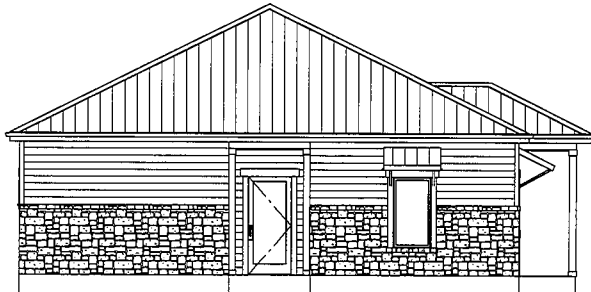
**A1**



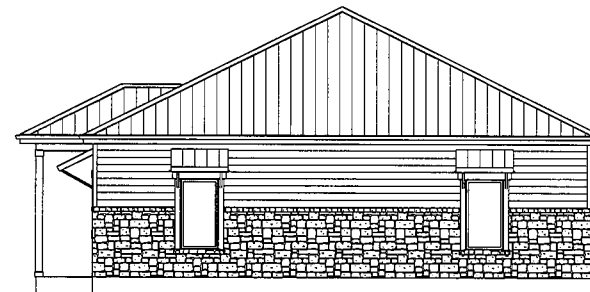
**WEST ELEVATION**



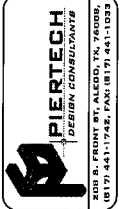
**EAST ELEVATION**



**NORTH ELEVATION**



**SOUTH ELEVATION**

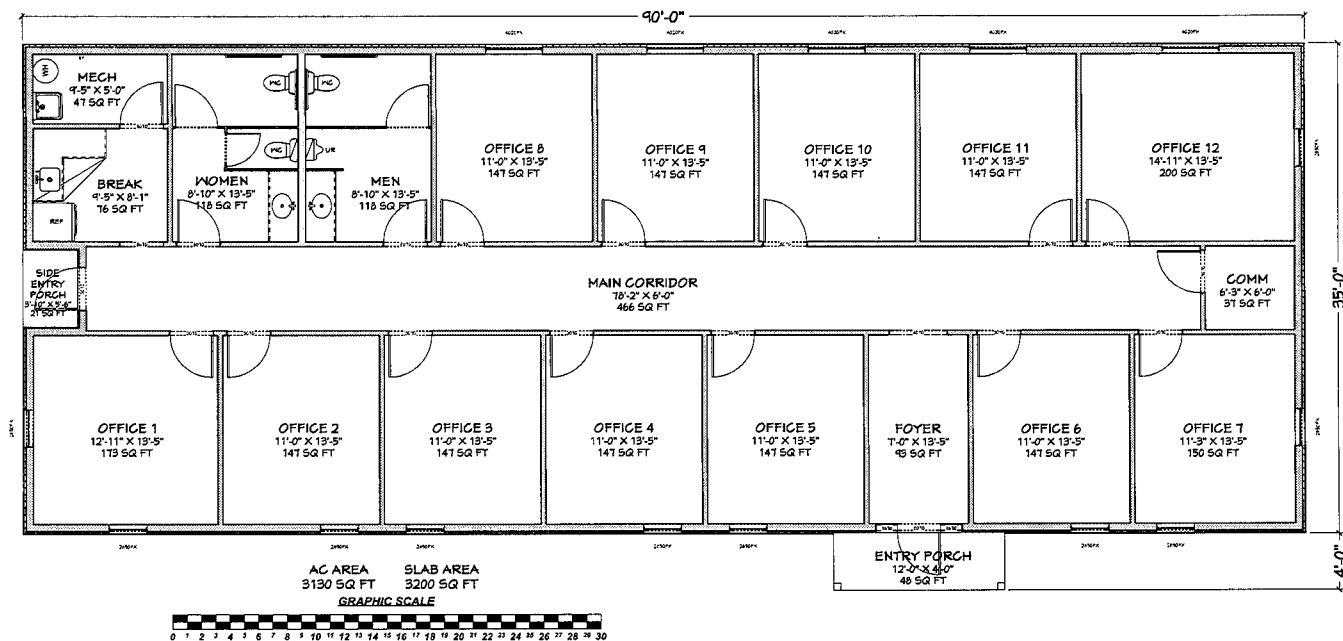


**ELEVATIONS**

WORKSPACE 360  
'UNION PACIFIC BLDG'  
PRESENTATION SET  
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SCALE: 1/4" = 1'  
DATE: 07-18-18  
DRAWN BY: MLP  
AR - 18051

SHEET  
NUMBER  
**A3**



**PROPOSED FLOOR PLAN**



**FLOOR PLAN**

WORKSPACE 360  
'UNION PACIFIC BLDG'  
PRESENTATION SET

THIS SET OF ARCHITECTURAL DRAWINGS IS THE PROPERTY OF PIERTECH DESIGN CONSULTANTS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. NO PART OF THIS SET OF DRAWINGS IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF PIERTECH DESIGN CONSULTANTS. ANY VIOLATION OF THIS AGREEMENT WILL BE SUBJECT TO LEGAL ACTION.

SCALE: 1/4" = 1'

DATE: 07-18-18

DRAWN BY: MLP

AR - 18051

SHEET NUMBER  
**A2**



## P&Z AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> August 28, 2018	<b>Department:</b> Development Services	<b>Presented By:</b> Betty Chew
---	--	------------------------------------

### AGENDA ITEM: 2

To Consider a Site Plan for a bank and office building on Lot 3R, Block C, Crown Pointe Addition located at 100 Crown Pointe Blvd.

### BACKGROUND:

The property is zoned "PD-IH 20 Overlay District." This property is located in Planning Area 3, as identified in the City's Comprehensive Plan. Planning Area 3 is situated along and adjacent to Interstate 20. This area includes medical facilities as well as commercial and retail uses. This 5,900 square foot building will house a 3,750 square foot bank and 2,160 square foot office area. The 1.73 acre lot is located on the corner of Crown Pointe Blvd. and I-20 Service Rd. All infrastructure water, sanitary sewer, fire hydrants, streets, access and fire lanes will be installed by the subdivision developer.

The building, parking, landscaping, storm water drainage, and fire lanes have been reviewed and meet the requirements of the Zoning and Subdivision Ordinances

### STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan for Lot 1R, Block C, Crown Pointe Addition.

Planning and Zoning recommends approval.  
The vote was unanimous.

### EXHIBITS:

Site Plan  
Landscape Plan  
Elevation Drawings

ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	\$ N/A
	<b>Source of Funding</b>	\$ N/A





# City of Willow Park Development Services Universal Application

Please PRINT CLEARLY to avoid delays

Please complete each field – Incomplete applications be rejected

<b>Project Information</b>		Project Name: BANK SITE @ SHOPS OF WILLOW PARK	
<input type="checkbox"/> Residential		<input checked="" type="checkbox"/> Commercial	
Valuation: \$ \$600,000 (round up to nearest whole dollar)		Project Address (or description): <del>120</del> CROWN POINT BLVD, WILLOW PARK	
Brief Description of the Project: PROPOSED SINGLE STORY OFFICE/RETAIL/BANK		100 SUITE 101 & 102	
Existing zoning: COMMERCIAL		# of Existing Lots (plats only): 1	
Proposed zoning: COMMERCIAL		# of Proposed Lots (plats only): 1	
<b>Applicant/Contact Information</b> (this will be the primary contact)			
Name: KYLE WILKS		Mailing Address: 17010 INTERSTATE 20, CISCO, TX 76437	
Company: THE SHOPS AT CROWNE PARK, LLC			
Primary Phone: Cynthia's # 817-231-8114		E-mail: cynthias@barronstark.com	
<b>Property Owner Information</b> (if different than above)			
Name: SAME AS APPLICANT		Mailing Address:	
Company:			
Primary Phone:		E-mail:	
Other Phone:		Fax:	
<b>( ) Developer / (x) Engineer / (x) Surveyor Information</b> (if applicable)			
Name: CYNTHIA SWIFT, PM		Mailing Address: 6221 SOUTHWEST BLVD., #100, FW, TX 76132	
Company: BARRON-STARK-SWIFT CONSULTING ENGINEERS, INC.			
Primary Phone: 817-231-8114		E-mail: cynthias@barronstark.com	
Other Phone: 817-846-2878 Cell		Fax: 817-231-8144	
<b>For City Use Only</b>			
Project Number:		Permit Fee:	
Submittal Date:		Plan Review Fee:	
Accepted By:		Total Fee:	
Receipt #:		Method of Payment:	

Application not complete without attached form(s) and/or signature page



# City of Willow Park Development Services Department

Applicant: Please complete the following

For Office Use Only

ITEM	INITIAL	SITE PLAN REQUIREMENTS	N/A	COMPLETE	MISSING
1	Ch	Site boundary is indicated by a heavy solid line Intermittent with 2 dash lines, dimensioned with bearings and distances; Indicate and label lot lines, setback lines, and distance to the nearest cross street.		✓	
2	Ch	Site location/vicinity map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS and provide north arrow.		✓	
3	Ch	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.		✓	
4	Ch	A written and bar scale is provided. 1"=200' unless previously approved by staff		✓	
5	Ch	A title block is in the lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter.		✓	
6	Ch	Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.		✓	
7	NA	Flood plain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.	✓		
8	Ch	Existing topography lines are shown and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography.	✓		
9	Ch	Accurately located, labeled and dimensioned footprint of proposed structure(s).		✓	
10	NA	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.	✓		
11	NA	Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.	✓	NA	
12	Ch	Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.		✓	
13	Ch	Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.		✓	
14	Ch	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped etc.) within 200 feet of the property line is indicated.		✓	
15	Ch	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.		✓	
16	NA	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.	✓		
17	Ch	Full width of streets and alley rights-of-way with centerlines and backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is labeled.		✓	





# City of Willow Park Development Services Department

18		<p>Driveways within 200 feet of the property line:</p> <p><input checked="" type="checkbox"/> a. Are accurately located and dimensioned.</p> <p><input type="checkbox"/> b. Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines.</p> <p><input type="checkbox"/> c. Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline.</p> <p><input type="checkbox"/> d. Typical radii are shown.</p>	✓		
19	NA	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.		✓	
20	NA	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.		✓	
21	NA	<p>Off-site streets and roads:</p> <p><input checked="" type="checkbox"/> a. Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned.</p> <p><input checked="" type="checkbox"/> b. Medians, median openings with associated left- turn lanes, continuous left turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site.</p> <p><input type="checkbox"/> c. Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable.</p> <p><input type="checkbox"/> d.. Distance to the nearest signalized Intersection is indicated</p>		✓	✓
22	Chs	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.		✓	
23	Chs	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.		✓	
24	Chs	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.		✓	
25	Chs	Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specs and sketch available from staff.		✓	
26	Chs	Paving materials, boundaries and type are indicated.		✓	
27	Chs	Access easements are accurately located/ tied down, labeled and dimensioned.		✓	
28	Chs	Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.		✓	
29	Chs	Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 20 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.		✓	
30	NA	Proposed dedications and reservations of land for public use including, but not limited to, rights-of way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.	✓		
31	Chs	Screening walls are shown with dimensions and materials. An Inset is provided that shows the wall		✓	





# City of Willow Park Development Services Department

	<i>CB</i>	details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited. <i>ON PRIOR SITE PLAN - INSTALLED</i>		<input checked="" type="checkbox"/>	
32	<i>CB</i>	The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan Indicating plant species/name, height at planting, and spacing.		<input checked="" type="checkbox"/>	
33	<i>CB</i>	A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack) and height. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.		<input checked="" type="checkbox"/>	
34	<i>NA</i>	Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled. <i>EXISTING</i>		<input checked="" type="checkbox"/>	
35	<i>CB</i>	Boundaries of detention areas are located. Indicate above and/or below ground detention.	<input checked="" type="checkbox"/>		
36	<i>NA</i>	Details of construction materials and architecture are shown on required Building Elevation/Facade Plan. Color, type and texture to match Zoning requirements.		<input checked="" type="checkbox"/>	
37	<i>CB</i>	Communication towers are shown and a fall distance/collapse zone is indicated.	<input checked="" type="checkbox"/>		
38	<i>NA</i>	Provide Site Data Table that references distinct numbers for each lot and all building (existing and proposed) that includes, if applicable	<input checked="" type="checkbox"/>		
39	<i>NA</i>	Explain in detail the proposed use(s) for each structure			
40	<i>NA</i>	Total lot area less building footprint (by square feet):  Square footage of building:  Building height (stories and feet)  Number of Units per Acre (apartments only):		<input checked="" type="checkbox"/>	
41	<i>NA</i>	Parking required by use with applicable parking ratios indicated for each use:  Parking Provided Indicated:  Handicap parking as required per COWP ordinance and TAS/ADA requirements:		<input checked="" type="checkbox"/>	
42	<i>NA</i>	Provide service verification from all utility providers	<input checked="" type="checkbox"/>		
43	<i>CB</i>	List any variance requested for this property, dates, and approving authority <i>N/A</i>			
44	<i>CB</i>	Provide storm water and drainage study and design	<input checked="" type="checkbox"/>		
45	<i>CB</i>	Proposed domestic water usage (gallons per day, month, and year)			
46	<i>NA</i>	Are any irrigation wells proposed?	<input checked="" type="checkbox"/>		
47	<i>CB</i>	Applicant has received Landscaping Ordinance and requirements		<input checked="" type="checkbox"/>	
48	<i>CB</i>	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of the Site Plan for Board review		<input checked="" type="checkbox"/>	
49	<i>CB</i>	Applicant must submit eight (8) hard copies, 18" x 24", and one (1) digital (.pdf) copy of all Annexations, Final Plans and/or other Site Plans for Board review		<input checked="" type="checkbox"/>	



## City of Willow Park Development Services Department

### Site Plan Engineering Review

#### Applicant Questions:

Total gross lot area of the development: 75,359 sq. ft.

Area of lot covered with structures and impervious surfaces: 31,048 sq. ft.

Total number of structures: 1 PROPOSED Total number of habitable structures: 0

Square footage of each building: 2167 sq. ft. 3,750 sq. ft.          sq. ft.

Proposed use for each structure:

RETAIL/OFFICE/BANK

Building stories: 1

Building height: 27.6' ft.

Total number of parking spaces: 65

Number of handicap spaces: 2

Does the site include any storm water retention or detention? Yes No ☒

Does the project include any engineered alternatives from code requirements? Yes No ☒

#### Staff Review: (for official use only)

Does the proposed project pose any engineering concerns? Yes No ☒

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Engineering Approval Signature: DEREK TURNER Date: 08/07/2018



# City of Willow Park Development Services Department

## Site Plan Building Official Review

### Applicant Questions:

Front building setback: 40 ft.

Rear building setback: 25 ft.

Side building setback: 40 ft.

Side building setback: 10 ft.

Does the site include any utility/electric/gas/water/sewer easements? Yes ☒ No

Does the site include any drainage easements? Yes No ☒

Does the site include any roadway/through fare easements? Yes No ☒

### Staff Review: (for official use only)

Does the site plan include all the required designations? Yes ☒ No

Are the setbacks for the building sufficient? Yes ☒ No

Are there any easement conflicts? Yes No ☒

Does the proposed project pose any planning concerns? Yes No ☒

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Building Official Approval Signature:

BETTY CHEW

Date:

08/09/2018



# City of Willow Park Development Services Department

## Site Plan Fire Review

### Applicant Questions:

Will the building have a fire alarm? Yes ☒ No

Will the building have a fire sprinkler/suppression system? Yes No ☒

Is the building taller than two-stories? Yes No ☒

If yes, how many stories? 1

Will the project require installation of a new fire hydrant? Yes ☒ No

If yes, how many fire hydrants? 2

What is the size of the proposed fire connections? 6"

### Staff Review: (for official use only)

Does the proposed project include the sufficient fire connections? Yes ☒ No

Is the proposed project an adequate distance to a fire hydrant? Yes ☒ No

Does the project have the minimum 24' hard surface? Yes ☒ No

Is the fire lane appropriate? Yes ☒ No

Does the site have the proper turning radius? Yes ☒ No

Does the proposed project pose any safety concerns? Yes No ☒

Does the proposed project require any additional fire services?

Yes

No ☒

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Fire Department Approval Signature:

MIKE LENOIR

Date:

08/09/2018



## City of Willow Park Development Services Department

### Site Plan Flood Plain Review

#### Applicant Questions:

Is any part of the site plan in the 100-year flood plain? Yes No ☒ X

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

Is any built improvement in the 100-year flood plain? Yes No ☒ X

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

Is any habitable structure in the 100-year flood plain? Yes No ☒ X

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

If yes, what is the finished floor elevation for the habitable structure? NA

If yes, please list any wet or dry flood proofing measures being used?

#### Staff Review: *(for official use only)*

Base flood elevations confirmed? N/A Yes No

Will the project require a "post-grade" elevation certificate? Yes ☒ No

Flood proofing measures approved? N/A Yes No

Does the proposed project pose any safety concerns? Yes ☒ No

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature:

DEREK TURNER

Date:

08/07/2018





# City of Willow Park Development Services Department

## Site Plan Landscaping Review

### Applicant Questions:

Total gross lot area of the development: 75,359 sq. ft.

Area of lot covered with structures and impervious surfaces: 31,048 sq. ft.

Percentage of lot covered with structures and impervious surfaces: 41.2% %

Area of green space/landscaped areas: 44,311 sq. ft.

Percentage of green space/landscaped areas: 58.8 %

Total number of parking spaces: 65

Does the site include any vegetative erosion or storm water control? Yes No

NA PROPOSED BUILDING SITE IS LESS THAN ONE ACRE  
AND SURROUNDED BY ESTABLISHED EXISTING VEGETATION

### Staff Review: (for official use only)

Does the proposed project pose any landscaping concerns? Yes No

Approved

Not Approved

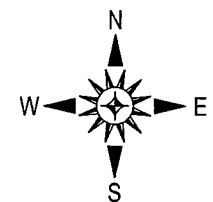
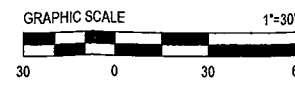
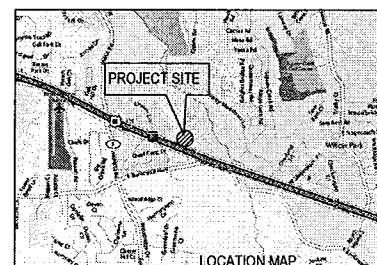
Needs More Information or Corrections

Landscaping Approval Signature:

BETTY CHEW

Date:

08/09/2018



LEGEND	
SYMBOL	DESCRIPTION
	EXISTING WATER VALVE
	EXISTING FIRE HYDRANT
	EXISTING SAN. SEWER MANHOLE
	EXISTING POWER POLE
	ELECTRIC TRANSFORMER
	FIRE LANE
	SIDEWALK
	PROPOSED WATER VALVE
	PROPOSED FIRE HYDRANT
	PROPOSED LIGHT POLE
	WATER METER
	PAVEMENT

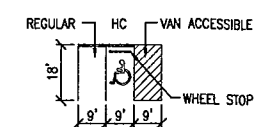
SITE PLAN DATA TABLE	
ACREAGE	1.73
EXISTING ZONING	PD
PROPOSED USE	OFFICE / RETAIL, BANK
PROPOSED STRUCTURES	ONE (1) STORY RETAIL
F.A.R.	.08
PERCENT IMPERVIOUS	41.2%
PARKING REQUIRED	30
PARKING PROVIDED	65
ADA PARKING PROVIDED	2
OPEN SPACE	58.8

GENERAL NOTES:

- ALL RADII SHOWN ARE TO THE BACK OF CURB.
- ALL BACK OF CURB RADII ARE 3'-0" UNLESS NOTED OTHERWISE.
- ALL HANDICAP PARKING SPACES SHALL MEET TAS/ADA REGULATIONS.
- DUMPSTER ENCLOSURE IS MASONRY, A MINIMUM OF 6' HIGH WITH 8" CONCRETE PAVING AT 3,600 PSI.
- ALL FIRE LANE PAVING SHALL BE 6" CONCRETE AT 3,600 PSI.
- ALL PARKING PAVING SHALL BE 5" CONCRETE AT 3,600 PSI W/ CURB & GUTTER. 9'x18" TYPICAL.
- ALL DIMENSIONS ARE TO BACK OF CURB UNLESS NOTED OTHERWISE ON PLAN.

APPLICANT/DEVELOPER

THE SHOPS AT CROWNE PARK, LLC  
17010 INTERSTATE HWY 20  
CISCO, TEXAS 76437



TYPICAL PARKING LAYOUT

\*\*\*\*\*CAUTION\*\*\*\*\*

EXISTING UTILITIES AND UNDERGROUND FACILITIES OF THESE PLANS HAVE BEEN LOCATED FROM REFERENCE INFORMATION AND AS-BUILT PLANS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY HORIZONTAL AND VERTICAL LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES AND WILL BE RESPONSIBLE FOR ANY DAMAGE TO SAID UTILITIES. THE CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES PRIOR TO CONSTRUCTION.

REVISIONS

NO.	DESCRIPTION	DATE

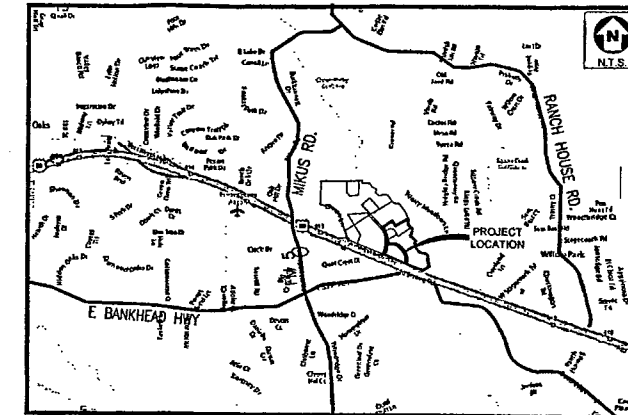
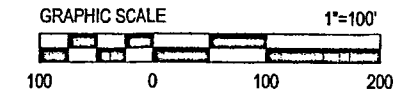
6221 Southwest Boulevard, Suite 100  
Fort Worth, Texas 76132  
(C) 817.231.8100 (F) 817.231.8144  
Texas Registered Engineering Firm F-10998  
Texas Registered Survey Firm F-18158800  
www.barronstark.com

**Barron-Stark**  
Engineers

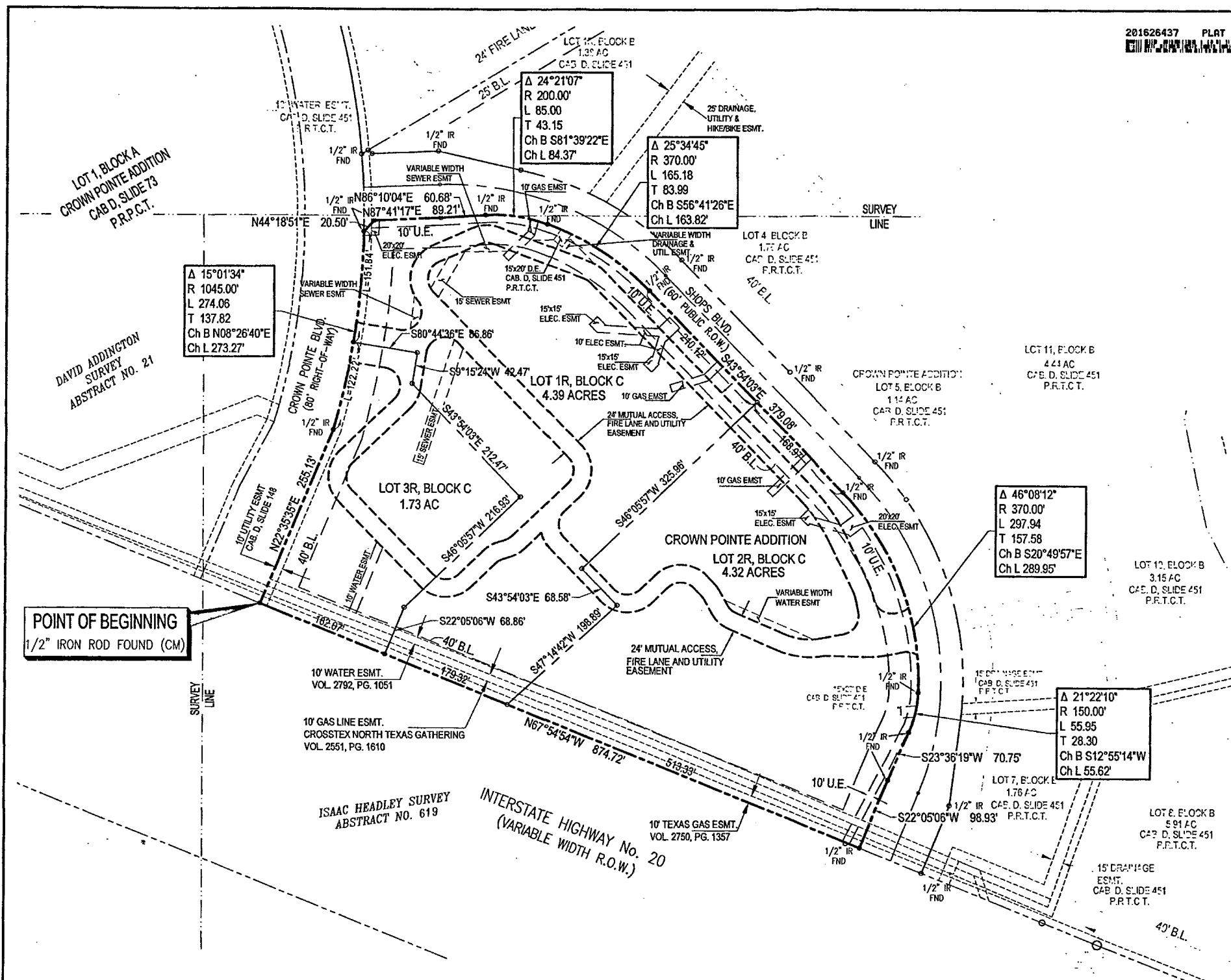
**SITE PLAN**

BANK SITE  
SHOPS AT WILLOW PARK  
WILLOW PARK  
PARKER COUNTY, TEXAS

CLIENT No.	171
PROJECT No.	9498
DESIGN:	PWD
DRAWN:	PWD
CHECKED:	CFS
DATE:	JULY 2018
SHEET	C2.0



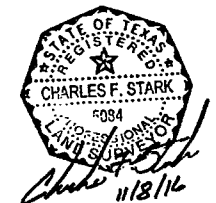
LOCATION MAP



POINT OF BEGINNING  
1/2" IRON ROD FOUND (CM)

ISAAC HEADLEY SURVEY  
ABSTRACT NO. 619

INTERSTATE HIGHWAY No. 20  
(VARIABLE WIDTH R.O.W.)



**FINAL PLAT**  
**LOT 1R - 3R, BLOCK C**  
**CROWN POINTE ADDITION**  
BEING A REPLAT OF LOTS 1-5, BLOCK C  
CROWN POINTE ADDITION  
AS RECORDED IN CABINET D, SLIDE 451  
PLAT RECORDS PARKER COUNTY, TEXAS  
BEING 10.44 ACRES SITUATED IN THE  
ISAAC HEADLEY SURVEY, ABSTRACT No. 619

CITY OF WILLOW PARK  
PARKER COUNTY, TEXAS

SEPTEMBER 2016

FINAL PLAT  
Approved by the City of Willow Park

APPROVED BY:  
CITY COUNCIL  
City of Willow Park, Texas  
11/17/2016  
11-17-16

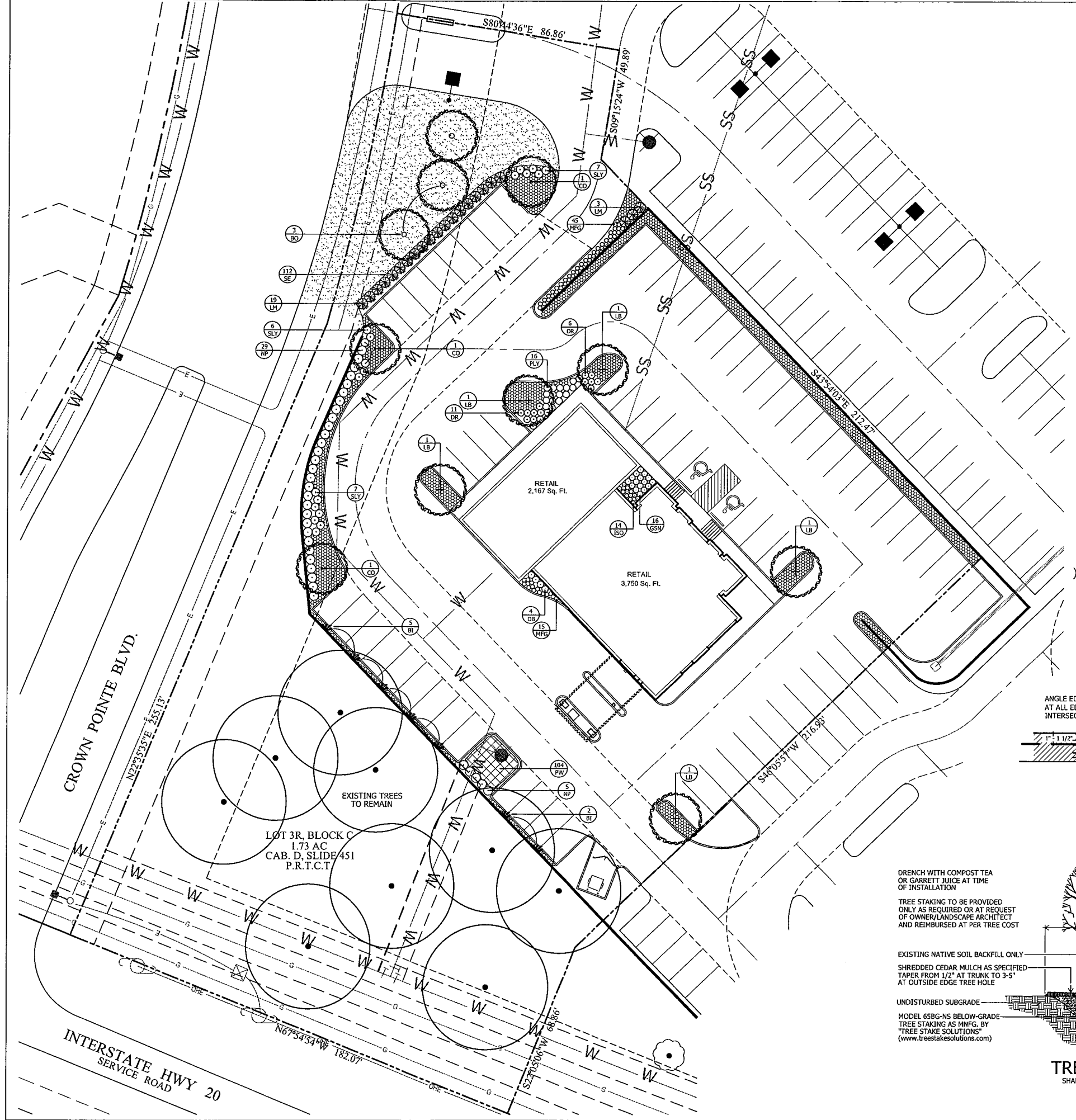
FILED FOR RECORD  
PARKER COUNTY, TEXAS PLAT RECORD  
CABINET **D** SLIDE **640**  
DATE **11-17-2016**

**Barron-Stark-Swift**  
Consulting Engineers  
Together

6221 Southwest Boulevard, Suite 100  
Fort Worth, Texas 76132  
(O) 817.231.8100 (F) 817.231.8144  
Texas Registered Engineering Firm F-10998  
Texas Registered Survey Firm F-10158800  
www.barronstark.com

**OWNER:**  
THE SHOPS AT CROWN PARK, LLC  
17010 IH-20  
CISCO, TEXAS 76437  
PH: (817) 819-2574


JOB No. 171-9311  
DATE SEPT. 2016  
1 of 3



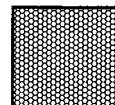
PLANTLIST

SYM	MATERIAL	QNTY	SIZE	HT	SP	NOTES	SPACING
BO	BURR OAK	3	3" CAL.	10-12'	5-6'	NURSERY GROWN	
CO	QUERCUS MACROCARPA	3	3" CAL.	10-12'	5-6'	NURSERY GROWN	
CO	CHINKAPIN OAK	3	3" CAL.	10-12'	5-6'	NURSERY GROWN	
LB	QUERCUS MUHLBERGIA	5	3" CAL.	10-12'	6-7'	NURSERY GROWN	
LB	LACEBARK ELM	5	3" CAL.	10-12'	6-7'	NURSERY GROWN	
LM	ULMUS PARVIFOLIUS SEMPERVIRENS	22	5 GAL.	24"	18"	FULL	48"oc
LM	MUHLBERGIA LINDHEIMER	34	5 GAL.	26"	18"	FULL	42"oc
NP	NEEDLEPOINT HOLLY	7	5 GAL.	26"	8"	STAKED	-
BI	BOSTON IVY	7	5 GAL.	26"	8"	STAKED	-
NP	PARTHENOCISSUS TRICUSPIDATA 'VITICUT'	20	5 GAL.	15"	20"	FULL	36"oc
SLY	SOFTLEAF YUCCA	16	5 GAL.	12"	15"	FULL	30"oc
PLY	PALM LEAF YUCCA	16	5 GAL.	12"	15"	FULL	30"oc
DB	YUCCA PALLIDA	4	5 GAL.	15"	15"	FULL	30"oc
DR	DWE BURFORD HOLLY	4	5 GAL.	15"	15"	FULL	30"oc
DR	ILEX CORNUTA 'BURFORDI' NANA	17	3 GAL.	12"	12"	FULL	30"oc
GSN	ROSA 'PEACH DRIET ROSE'	16	3 GAL.	12"	12"	FULL	24"oc
MEG	GULFSTREAM NANDINA	60	1 GAL.	12"	10"	FULL	18"oc
ISO	NANDINA DOMESTICA 'GULF STREAM'	14	1 GAL.	10"	10"	FULL	18"oc
PW	MEX. FEATHERGRASS	104	1 GAL.	MIN. 3-12"	RUNNERS		18"oc
SE	NASSELLA TENUISSIMA	112	1 GAL.	MIN. 3-12"	RUNNERS		18"oc
SE	INLAND SEA OATS	112	1 GAL.	MIN. 3-12"	RUNNERS		18"oc
SE	CHASMANTHIUM LATIFOLIUM	112	1 GAL.	MIN. 3-12"	RUNNERS		18"oc
SE	WINTERCREEPER	112	1 GAL.	MIN. 3-12"	RUNNERS		18"oc
SE	EUNYMIUS FORTUNEI 'COLORATUS'	112	1 GAL.	MIN. 3-12"	RUNNERS		18"oc
SE	STEEL EDGING	112	1 GAL.	MIN. 3-12"	RUNNERS		18"oc

LANDSCAPE LEGEND



COMMON  
BERMUDA SOD  
(CYNODON DACTYLON)



COBBLE STONE  
(SEE NOTE BELOW)

SOD INSTALLATION NOTES:

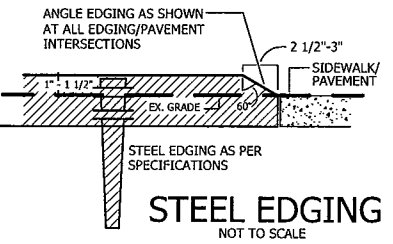
- a. ALL SUBGRADE SHALL BE ACCEPTED AT ROUGH FINISH GRADE. IF ANY EXISTING VEGETATION IS EVIDENT, LANDSCAPE CONTRACTOR SHALL SPRAY AREA WITH BROAD SPECTRUM HERBICIDE APPLICATION TO REMOVE ANY VEGETATION.
- b. AFTER APPROPRIATE TIME TO ENSURE A VEGETATION IS DEAD, TILL SUBGRADE AND RAKE SMOOTH, REMOVING ALL DEAD VEGETATION, STONES, CLOUDS AND DEBRIS.
- c. SOD SHALL BE VIGOROUS, WELL-ROOTED AND SHALL BE DELIVERED AT A UNIFORM SOIL THICKNESS.
- d. SOD SHALL BE LAID WITH ALTERNATING JOINTS.
- e. ALL SOD SHALL BE ROLLED TO CONSISTENT SURFACE, FILLING JOINTS WITH COARSE SAND AS REQUIRED.

COBBLESTONE INSTALLATION NOTES:

- a. LANDSCAPE CONTRACTOR SHALL INSPECT COBBLESTONE AREAS FOR ANY EXISTING VEGETATION AND PROVIDE BROAD SPECTRUM HERBICIDE APPLICATION TO REMOVE ANY VEGETATION.
- b. AFTER APPROPRIATE TIME TO ENSURE A VEGETATION IS DEAD, TILL SUBGRADE AND RAKE SMOOTH, REMOVING ALL DEAD VEGETATION, STONES, CLOUDS AND DEBRIS.
- c. INSTALL FILTER FABRIC OVER ENTIRE AREA TO RECIEVE COBBLE.
- d. PLACE MINIMUM FOUR (4) INCHES OF NEW MEXICO LARGE COBBLE IN DESIGNATED AREAS.

LANDSCAPE NOTES

1. PLANT LIST FOR THIS SHEET ONLY.
2. PLANT LIST TO BE USED AS AIDE TO BIDDER ONLY. LANDSCAPE CONTRACTOR TO VERIFY ALL QUANTITIES.
3. ALL BEDS SHALL BE ACCEPTED AT ROUGH FINISH GRADE. IF ANY EXISTING VEGETATION IS EVIDENT, LANDSCAPE CONTRACTOR SHALL SPRAY AREA WITH BROAD SPECTRUM HERBICIDE APPLICATION TO REMOVE ANY VEGETATION.
4. AFTER APPROPRIATE TIME TO ENSURE A VEGETATION IS DEAD, TILL SUBGRADE AND RAKE SMOOTH, REMOVING ALL DEAD VEGETATION, STONES, CLOUDS AND DEBRIS.
5. AFTER INSTALLATION OF STEEL EDGING, ALL BEDS SHALL BE TILLED TO A DEPTH OF 4-6", RAKING OUT ALL DEAD VEGETATION.
6. APPLY A 2-3" DEPTH OF ORGANIC MATERIAL OVER ENTIRE BED AND TILL INTO EXISTING SOIL. ORGANIC MATERIAL SHALL BE ONE OF FOLLOWING:
  - VITAL EARTH COMPOST
  - BACK-TO-EARTH SOIL CONDITIONER
  - LIVING EARTH COMPOST
  - SOIL BUILDING SYSTEMS COMPOST
  - SILVER CREEK MATERIALS COMPOST
7. TOPDRESS ENTIRE BED WITH MINIMUM 2" DEPTH SHREDDED NATIVE CEDAR MULCH.
8. ALL SHADE TREES AND ORNAMENTAL TREES SHALL BE PLANTED AS PER DETAILS ON THIS SHEET.
9. ALL LANDSCAPE AREAS SHALL BE WATERED WITH AUTOMATIC IRRIGATION SYSTEM. COMPLETE WITH FREEZE SENSOR, RAIN STAT, AND CONTROLLER. SYSTEM SHALL BE DESIGNED TO UTILIZE WATER-SAVING TECHNIQUES AND EQUIPMENT. INSTALLATION OF SYSTEM SHALL BE MADE BY A FIRM DULY LICENSED UNDER ARTICLE NO. 8751 VTCS (LICENSED IRRIGATORS ACT), S.B. NO. 259.



DRENCH WITH COMPOST TEA OR GARRETT JUICE AT TIME OF INSTALLATION

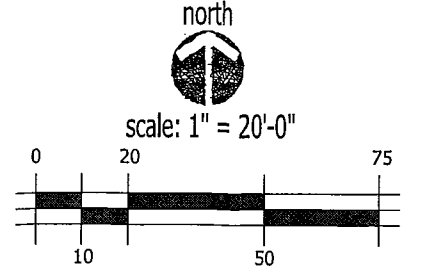
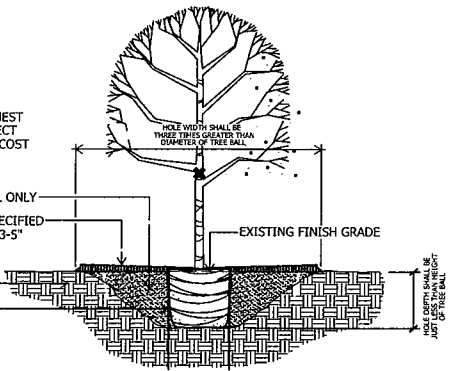
TREE STAKING TO BE PROVIDED ONLY AS REQUIRED OR AT REQUEST OF OWNER/LANDSCAPE ARCHITECT AND REIMBURSED AT PER TREE COST

EXISTING NATIVE SOIL BACKFILL ONLY

SHREDDED CEDAR MULCH AS SPECIFIED TAPER FROM 1/2" AT TRUNK TO 3-5" AT OUTSIDE EDGE TREE HOLE

UNDISTURBED SUBGRADE

MODEL 65BG-NS BELOW-GRADE TREE STAKING AS MNFG. BY "TREE STAKE SOLUTIONS" (www.treestakesolutions.com)



apr. by: \_\_\_\_\_  
drawn by: \_\_\_\_\_  
date: 08-01-18

revisions



Leeming  
Design Group  
Landscape Architecture  
4913 Rauls Drive, Suite 101-B North Richland Hills, Texas 76186  
(817) 577-5899 Fax (817) 577-5898 leemingdesigngroup@aol.com

LANDSCAPE PLAN

PROPOSED BANK SITE  
CROWN POINTE BLVD.  
WILLOW PARK, TEXAS

file name:  
c:\Willow Park-Bank\109-base\_WP-Bank.dwg  
sheet  
L-1



PRELIMINARY  
NOT FOR  
CONSTRUCTION



RETAIL SPACE  
**WILKS DEVELOPMENT**  
120 CROWN POINTE BLVD.  
WILLOW PARK, TEXAS 76087

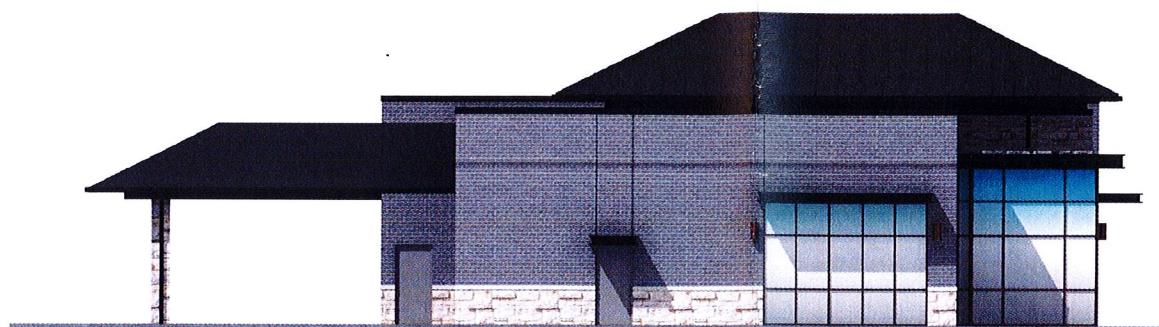
Revisions:

File Name:	18037
Project No:	18037
Date:	06/28/2018
Drawn By:	JMF
Checked By:	

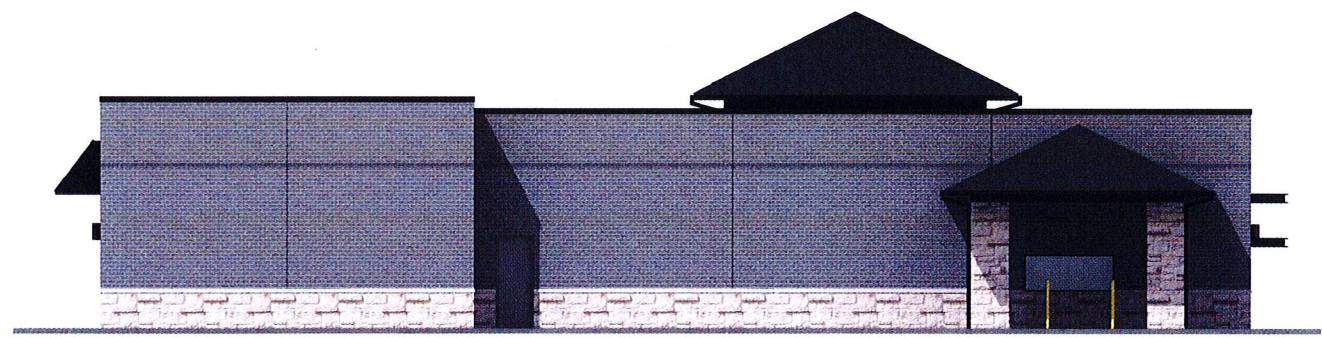
SHEET



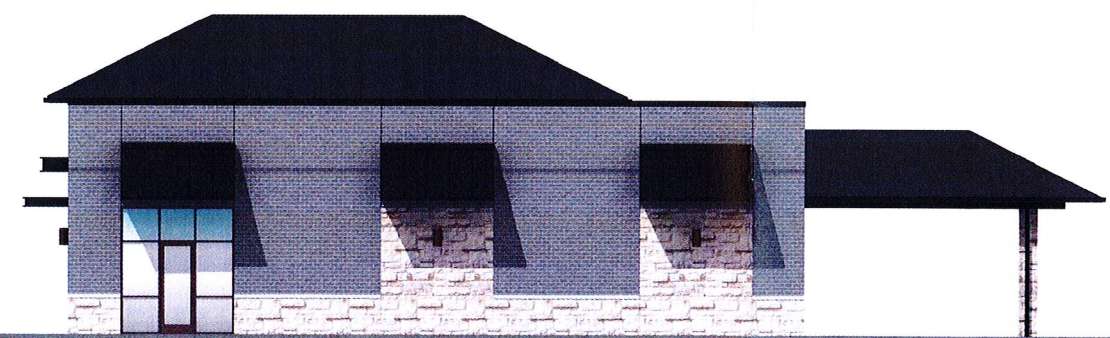
NORTH ELEVATION



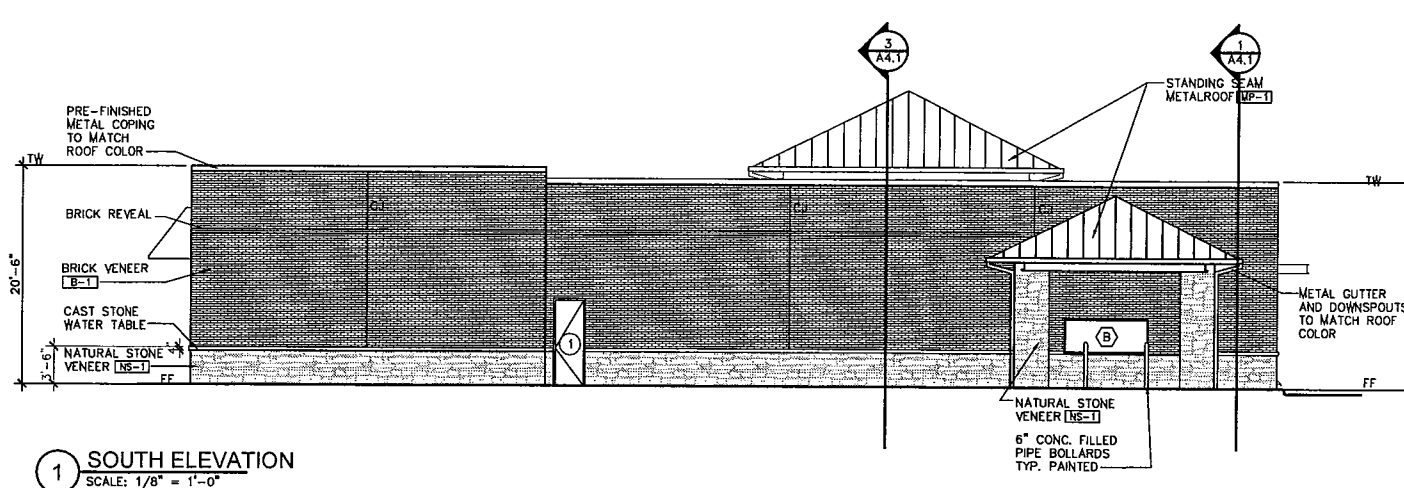
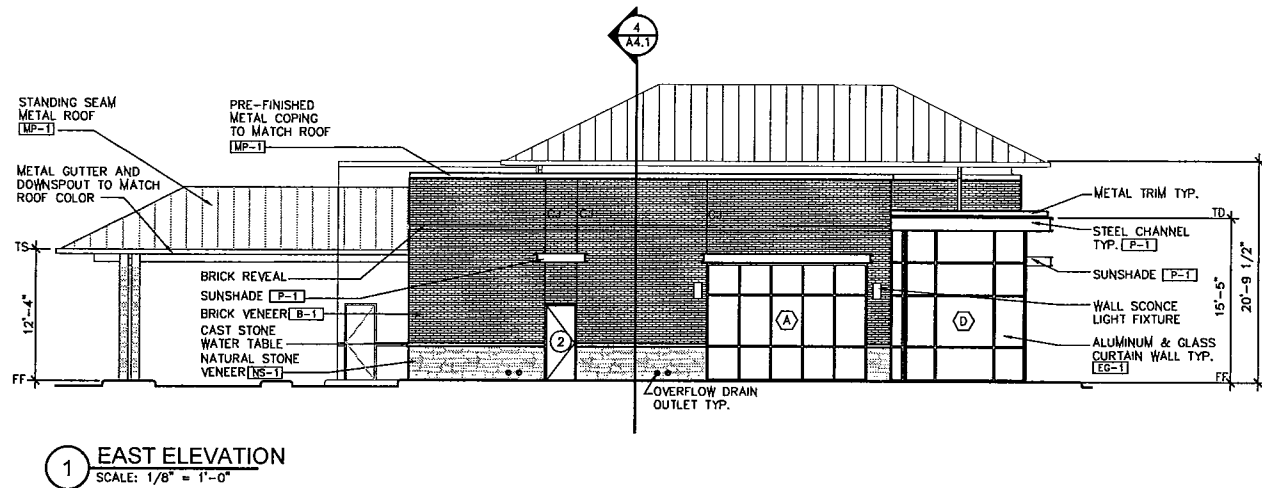
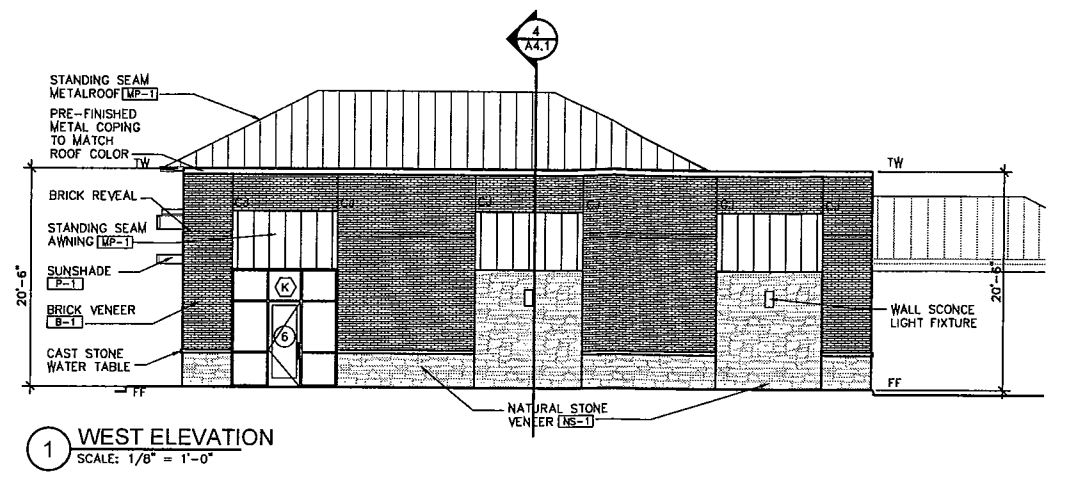
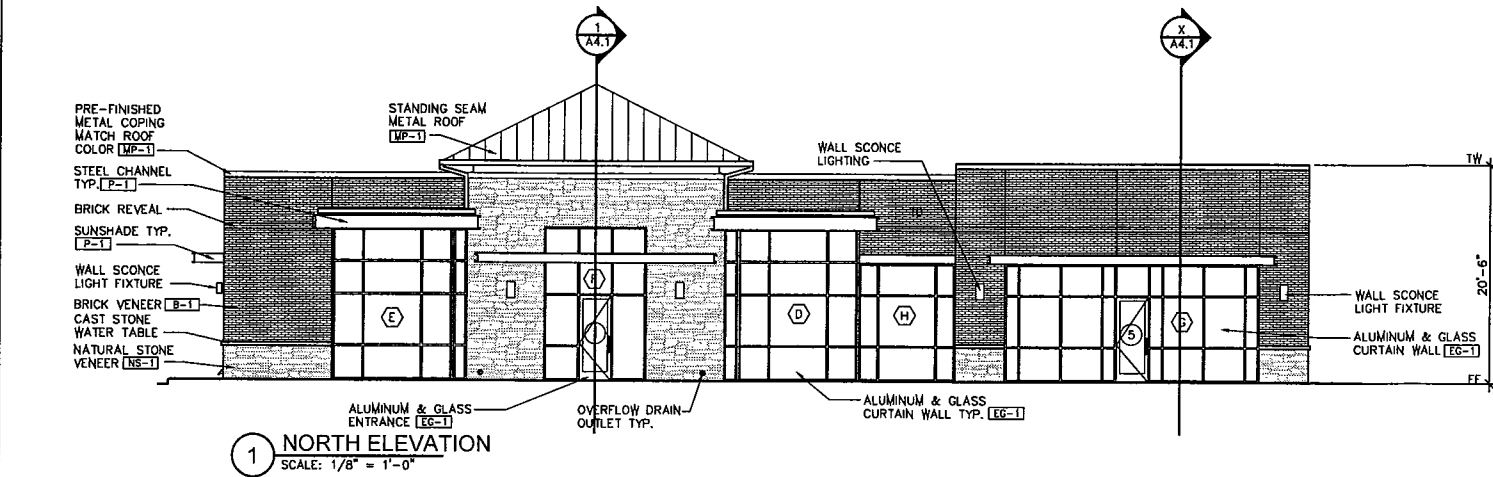
EAST ELEVATION



SOUTH ELEVATION



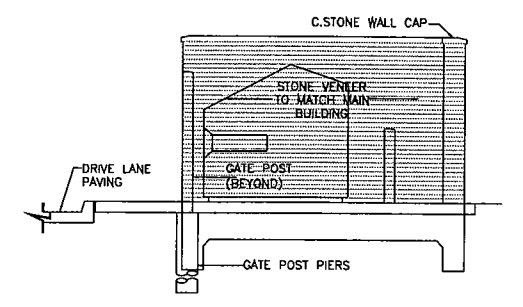
WEST ELEVATION



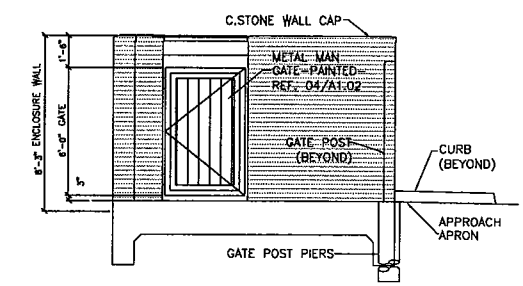
EXTERIOR MATERIAL LEGEND [X-1]					
CODE	MATERIAL	MANUFACTURER / CONTACT	SERIES / DESCRIPTION	COLOR / FINISH	REMARKS
B-1	MASONRY BRICK VENEER	YANKEE HILL BRICK COMPANY (PURCHASED FROM ACME BRICK)	FLUSH SEAM METAL PANEL	DARK IRON SPOT	
CS-1	CAST STONE				
NS-1	NATURAL STONE VENEER	STONE CHOPPED BY ACME BRICK	NATURAL STONE VENEER/SOUTH TEXAS BLEND		
EG-1	ALUMINUM AND GLASS CURTAIN WALL	KAWNEER	1600 SERIES 1	DARK BRONZE NO. 40 ANODIZED ALUMINUM	1" CLEAR INSULATED GLASS SOLARBAN 60
MP-1	STANDING SEAM METAL ROOF	PAC-CLAD		MATTE BLACK	
P-1	EXTERIOR PAINT	SHERWIN WILLIAMS		SW 6333 TRICOM BLACK	STEEL LINTELS
P-2	EXTERIOR PAINT	SHERWIN WILLIAMS		SW 7018 DOVETAIL	H.M. DOOR FRAMES, DUMPSTER ENCLOSURE

EXTERIOR MATERIAL CALCULATIONS				
ELEVATION	MASONRY COVERAGE	OTHER MATERIAL COVERAGE	TOTAL COVERAGE	PERCENTAGE MASONRY
NORTH	1,171 SF	992 SF	2,163 SF	54%
EAST	1,174 SF	614 SF	1,788 SF	66%
SOUTH	1,898 SF	265 SF	2,163 SF	72%
WEST	1,292 SF	496 SF	1,788 SF	88%

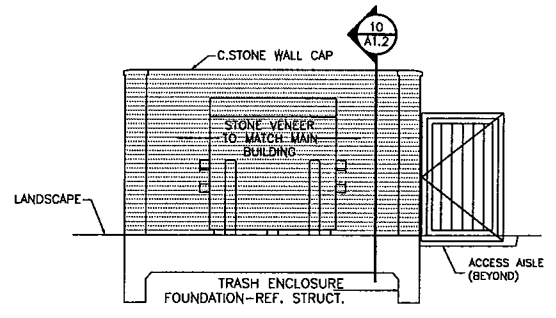




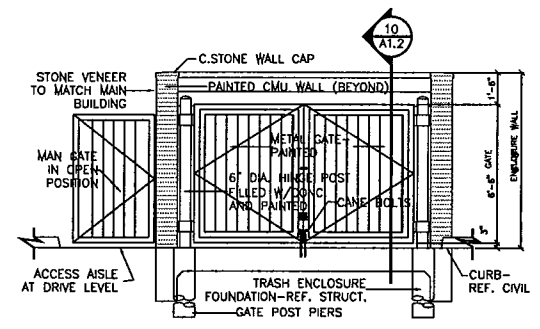
1 TRASH ENCL. ELEV-RIGHT  
SCALE: 1/4" = 1'-0"



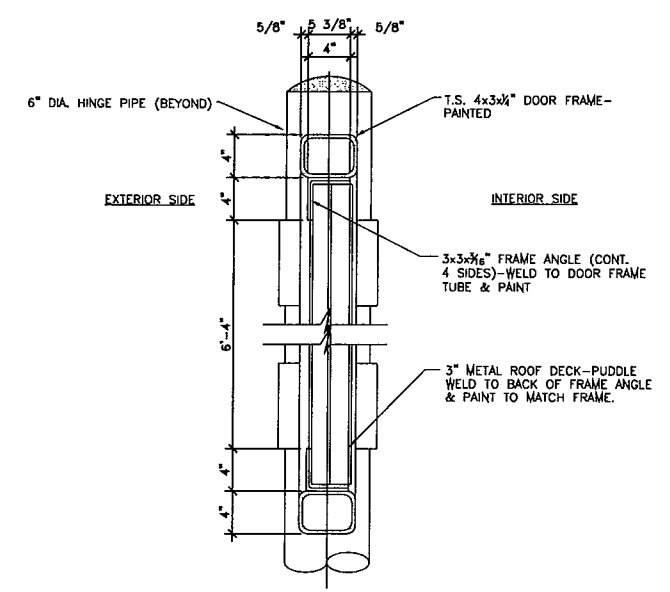
2 TRASH ENCL. ELEV-LEFT  
SCALE: 1/4" = 1'-0"



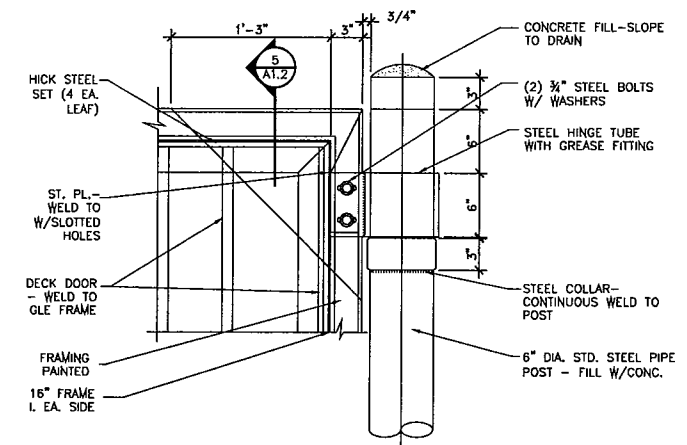
3 TRASH ENCL. ELEV-REAR  
SCALE: 1/4" = 1'-0"



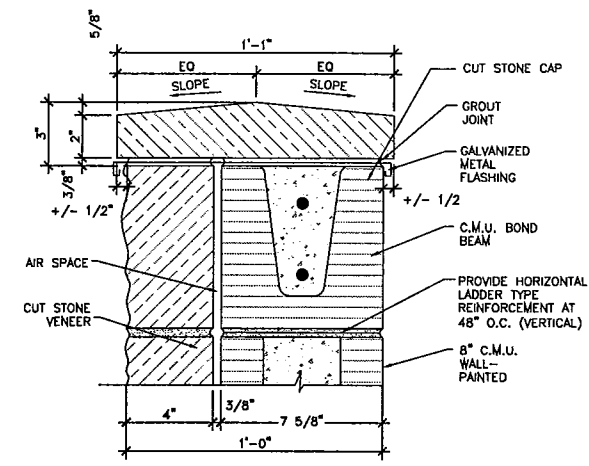
4 TRASH ENCL. ELEV-FRONT  
SCALE: 1/4" = 1'-0"



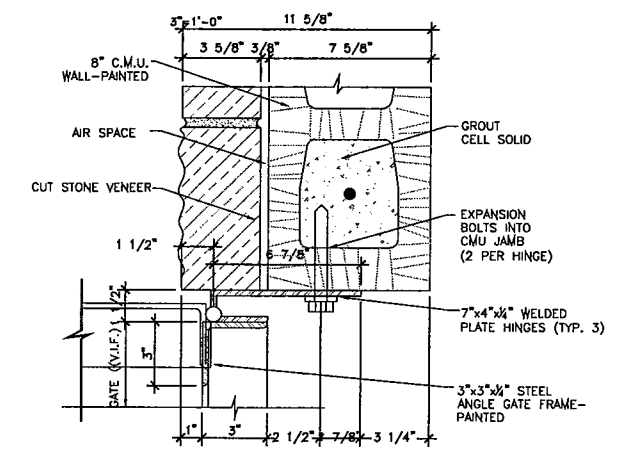
5 DTL. AT GATE  
SCALE: 1 1/2" = 1'-0"



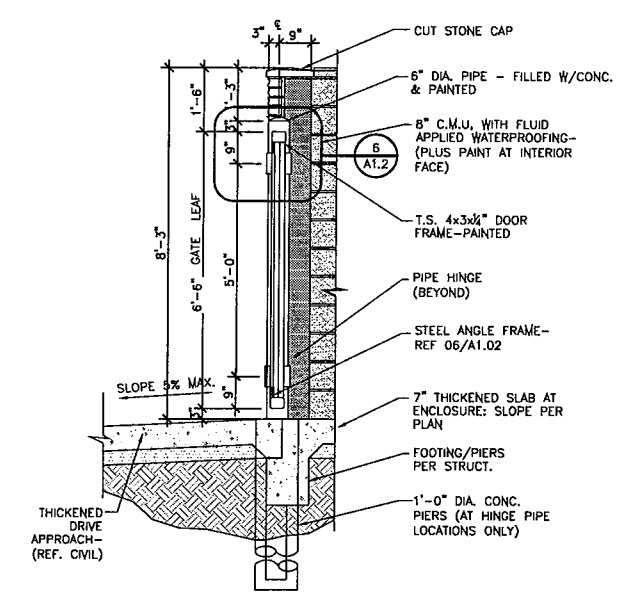
6 DTL. AT MAIN GATE  
SCALE: 1 1/2" = 1'-0"



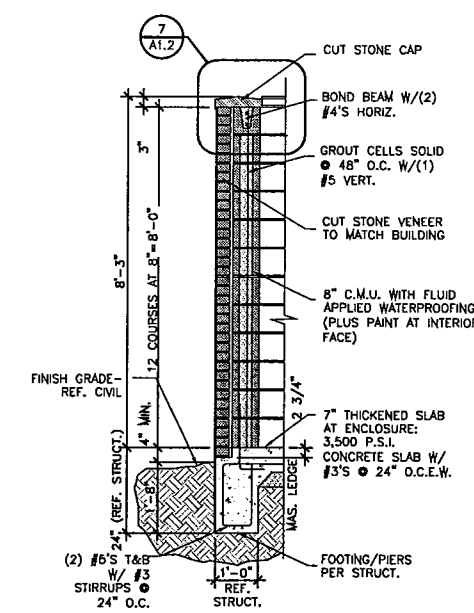
7 DTL. AT WALL CAP  
SCALE: 3" = 1'-0"



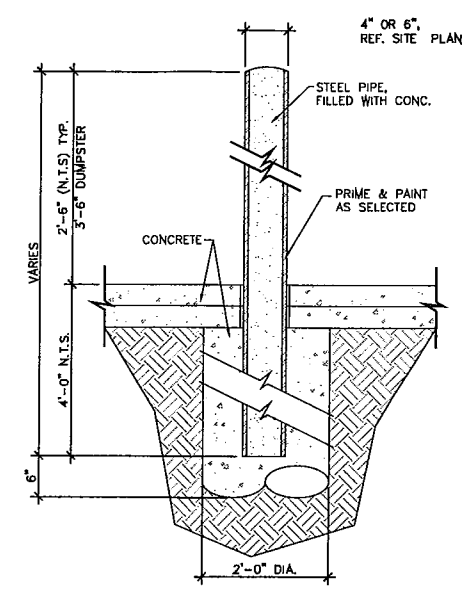
8 DTL. AT MAIN GATE @ ENC.  
SCALE: 3" = 1'-0"



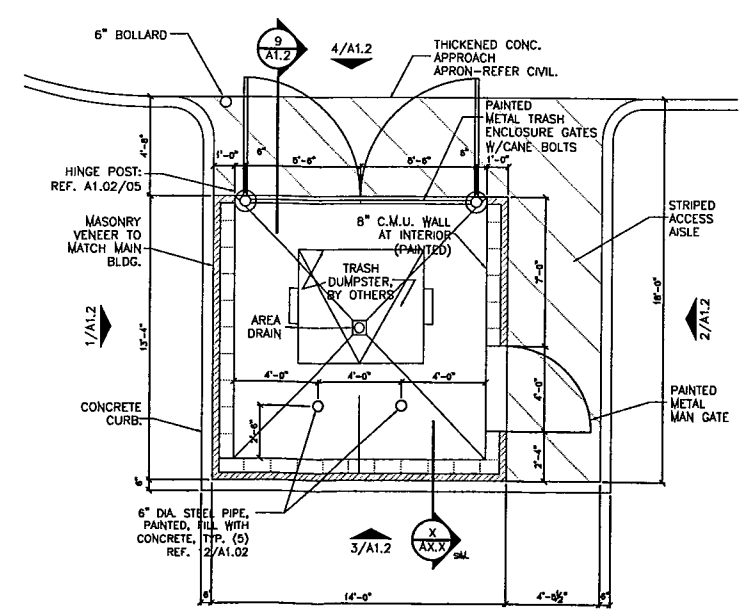
9 SECTION-DUMPSTER GATE  
SCALE: 1/2" = 1'-0"



10 SECTION-DUMPSTER WALL  
SCALE: 1/2" = 1'-0"



11 BOLLARD DETAIL  
SCALE: 3/4" = 1'-0"



12 TRASH ENCLOSURE PLAN  
SCALE: 1/4" = 1'-0"



## P & Z AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> August 28, 2018	<b>Department:</b> Development Services	<b>Presented By:</b> Betty Chew
---	--	------------------------------------

### AGENDA ITEM: 3

To consider and act on a Site Plan addendum to expand and enclose the youth ministry area at Christ Chapel Bible Church - West Campus located at 3910 E. 1-20 Service Road, Willow Park, Parker County, Texas.

---

### BACKGROUND:

Christ Chapel Bible Church - West Campus is submitting a site plan addendum to construct a 9,914 square foot addition to provide a 379 seat youth worship center on the north side of their Church campus. This is an addition to the original site plan approved with development of the church campus. All infrastructure water, sanitary sewer, fire hydrants, streets, access drives and fire lanes are complete and will not require changes with this addition.

The building, parking, landscape, and fire plans have been reviewed and meet the requirements of the Zoning and Subdivision Ordinances.

---

### STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval of the Site Plan Addendum for Christ Chapel Bible Church-West Campus.

Planning and Zoning recommends approval.  
The vote was unanimous.

---

### EXHIBITS:

Site Plan  
Elevation Drawing

ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	N/A
	<b>Source of Funding</b>	N/A





City of Willow Park Development Services  
Universal Application

Please PRINT CLEARLY to avoid delays

Please complete each field – Incomplete applications be rejected

<b>Project Information</b>		<b>Project Name:</b> Christ Chapel Bible Church. West	
<input type="checkbox"/> Residential		<input type="checkbox"/> Commercial	
<b>Valuation:</b> \$ (round up to nearest whole dollar)		<b>Project Address (or description):</b> 3910 E. J. 20 Service Rd.	
<b>Brief Description of the Project:</b> building addition - enclosure		Willow Park, TX 76087	
<b>Existing zoning:</b> Commercial		# of Existing Lots (plats only):	
<b>Proposed zoning:</b>		# of Proposed Lots (plats only):	
<b>Applicant/Contact Information</b> (this will be the primary contact)			
<b>Name:</b> Scott Martzoff		<b>Mailing Address:</b> 410 E. 6th Street, Fort Worth, TX	
<b>Company:</b> Scott Martzoff Architect Inc.			
<b>Primary Phone:</b> 817-820-0005 817-691-8388		<b>E-mail:</b> scott@martzoffarch.com	
<b>Property Owner Information</b> (if different than above)			
<b>Name:</b> Rick Heyes		<b>Mailing Address:</b> 3740 Birchman Ave.	
<b>Company:</b> Christ Chapel Bible Church		Fort Worth, TX 76106	
<b>Primary Phone:</b> 817-546-0820		<b>E-mail:</b> rick@christchapelbc.org	
<b>Other Phone:</b> 817-312-3222		<b>Fax:</b>	
<input type="checkbox"/> Developer / <input type="checkbox"/> Engineer / <input type="checkbox"/> Surveyor Information (if applicable)			
<b>Name:</b>		<b>Mailing Address:</b>	
<b>Company:</b>			
<b>Primary Phone:</b>		<b>E-mail:</b>	
<b>Other Phone:</b>		<b>Fax:</b>	
<b>For City Use Only</b>			
<b>Project Number:</b>		<b>Permit Fee:</b>	
<b>Submittal Date:</b>		<b>Plan Review Fee:</b>	
<b>Accepted By:</b>		<b>Total Fee:</b>	
<b>Receipt #:</b>		<b>Method of Payment:</b>	

Application not complete without attached form(s) and/or signature page



# City of Willow Park Development Services Department

## Site Plan Flood Plain Review

### Applicant Questions:

Is any part of the site plan in the 100-year flood plain? Yes ☒ No

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

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

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

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

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

If yes, what is the finished floor elevation for the habitable structure? \_\_\_\_\_

If yes, please list any wet or dry flood proofing measures being used?

### Staff Review: (for official use only)

Base flood elevations confirmed? *N/A* Yes ☐ No ☐

Will the project require a "post-grade" elevation certificate? Yes ☒ No ☐

Flood proofing measures approved? *N/A* Yes ☐ No ☐

Does the proposed project pose any safety concerns? Yes ☐ No ☒

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Flood Plain Manager Approval Signature: DEREK TURNER

Date: 08/07/2018



# City of Willow Park Development Services Department

## Site Plan Engineering Review

### Applicant Questions:

Total gross lot area of the development: 636,282 sq. ft.  
 Area of lot covered with structures and impervious surfaces: 136,639 sq. ft.  
 Total number of structures: 1 Total number of habitable structures: \_\_\_\_\_  
 Square footage of each building: 9,914 sq. ft. \_\_\_\_\_ sq. ft. \_\_\_\_\_ sq. ft.  
 Proposed use for each structure: The Hive Structure

Student Ministry

Building stories: 1 Building height: 26' ft.  
 Total number of parking spaces: 292 cars (lower site) Number of handicap spaces: 6  
 Does the site include any storm water retention or detention? Yes ☒ No ☐  
 Does the project include any engineered alternatives from code requirements? Yes ☐ No ☒

### Staff Review: (for official use only)

Does the proposed project pose any engineering concerns? Yes ☐ No ☒

☒ Approved ☐ Not Approved ☐ Needs More Information or Corrections

Engineering Approval Signature: DEREK TURNER Date: 08/07/2018



# City of Willow Park Development Services Department

## Site Plan Fire Review

### Applicant Questions:

Will the building have a fire alarm? Yes ☐ No ☒

Will the building have a fire sprinkler/suppression system? ☒ Yes ☐ No

Is the building taller than two-stories? Yes ☐ No ☒

If yes, how many stories? \_\_\_\_\_

Will the project require installation of a new fire hydrant? Yes ☐ No ☒

If yes, how many fire hydrants? \_\_\_\_\_

What is the size of the proposed fire connections? 6"

### Staff Review: (for official use only)

Does the proposed project include the sufficient fire connections? ☒ Yes ☐ No

Is the proposed project an adequate distance to a fire hydrant? ☒ Yes ☐ No

Does the project have the minimum 24' hard surface? ☒ Yes ☐ No

Is the fire lane appropriate? ☒ Yes ☐ No

Does the site have the proper turning radius? ☒ Yes ☐ No

Does the proposed project pose any safety concerns? Yes ☐ No ☒

Does the proposed project require any additional fire services? Yes ☐ No ☒

☒ Approved

☐ Not Approved

☐ Needs More Information or Corrections

Fire Department Approval Signature:

MIKE LENDIR

Date:

08/09/2018



# City of Willow Park Development Services Department

## Site Plan Building Official Review

### Applicant Questions:

Front building setback: 25 ft.

Rear building setback: 25 ft.

Side building setback: 10 ft.

Side building setback: 10 ft.

Does the site include any utility/electric/gas/water/sewer easements?

Yes

No

Does the site include any drainage easements?

Yes

No

Does the site include any roadway/through fare easements?

Yes

No

### Staff Review: (for official use only)

Does the site plan include all the required designations?

Yes

No

Are the setbacks for the building sufficient?

Yes

No

Are there any easement conflicts?

Yes

No

Does the proposed project pose any planning concerns?

Yes

No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY CHEW

Date:

08/13/2018



# City of Willow Park Development Services Department

## Site Plan Landscaping Review

### Applicant Questions:

Total gross lot area of the development: 636,282 sq. ft.  
Area of lot covered with structures and impervious surfaces: 136,639 sq. ft.  
Percentage of lot covered with structures and impervious surfaces: 21 %  
Area of green space/landscaped areas: 499,643 sq. ft.  
Percentage of green space/landscaped areas: 79 %  
Total number of parking spaces: 292 + 217 (upper)  
Does the site include any vegetative erosion or storm water control? upper site ☒ Yes ☐ No

### Staff Review: (for official use only)

Does the proposed project pose any landscaping concerns? ☒ Yes ☐ No  
LANDSCAPING INSTALLED

☒ Approved

☐ Not Approved

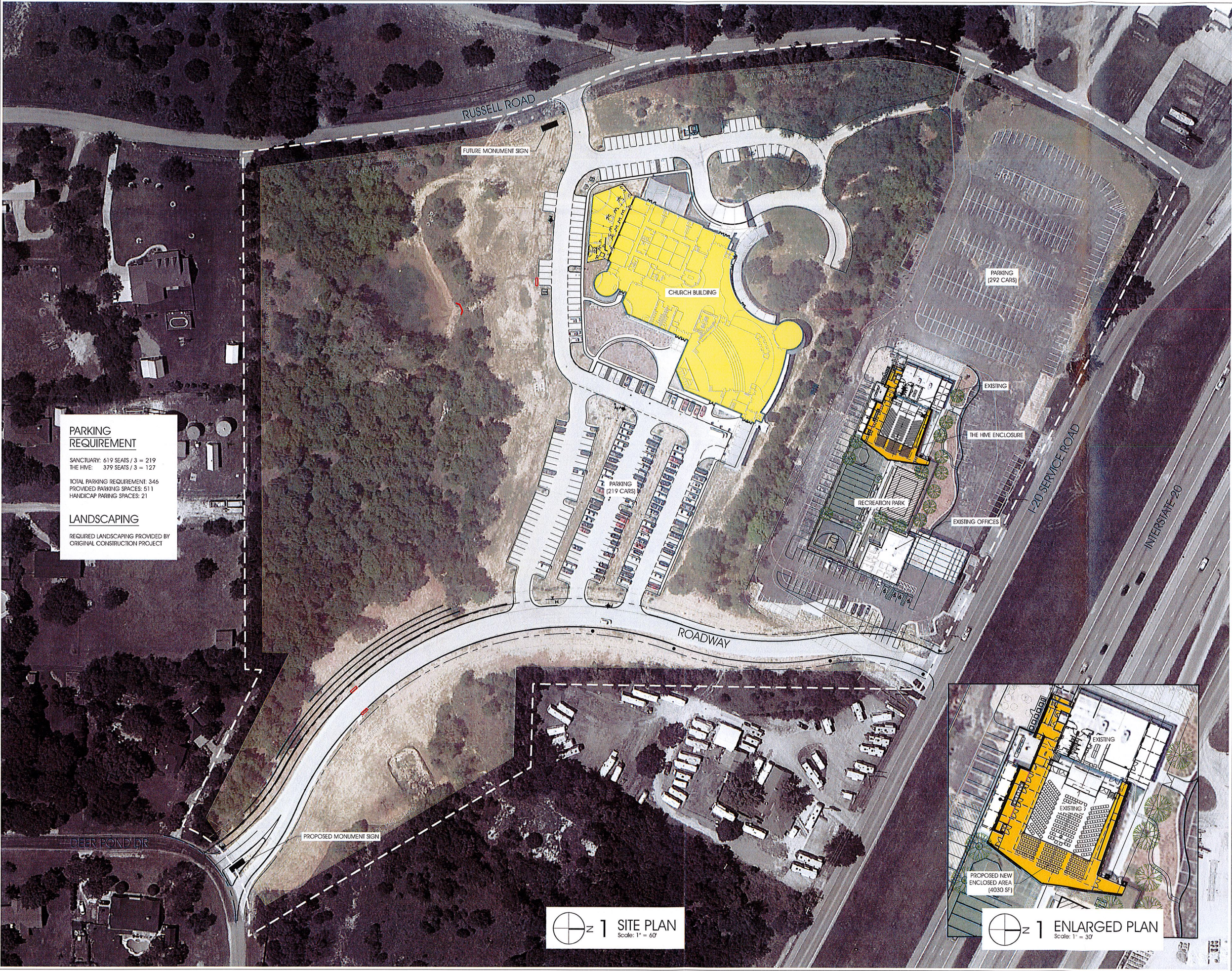
☐ Needs More Information or Corrections

Landscaping Approval Signature:

BETTY CHEW

Date: 08/13/2018





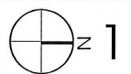
**PARKING  
REQUIREMENT**

SANCTUARY: 619 SEATS / 3 = 219  
THE HIVE: 379 SEATS / 3 = 127

TOTAL PARKING REQUIREMENT: 346  
PROVIDED PARKING SPACES: 511  
HANDICAP PARKING SPACES: 21

**LANDSCAPING**

REQUIRED LANDSCAPING PROVIDED BY  
ORIGINAL CONSTRUCTION PROJECT



**1 SITE PLAN**  
Scale: 1" = 60'



**1 ENLARGED PLAN**  
Scale: 1" = 30'

**ARCHITECTURE**

SCOTT MARTSOLF - ARCHITECT

410 East 6th Street  
Fort Worth, Texas 76102

Phone: (817) 820-0005  
Fax: (817) 820-0008

WEST CAMPUS  
THE HIVE  
ENCLOSURE

CHRIST CHAPEL  
BIBLE CHURCH

WILLOW PARK, TX

Drawing Title:

**SITE PLAN**

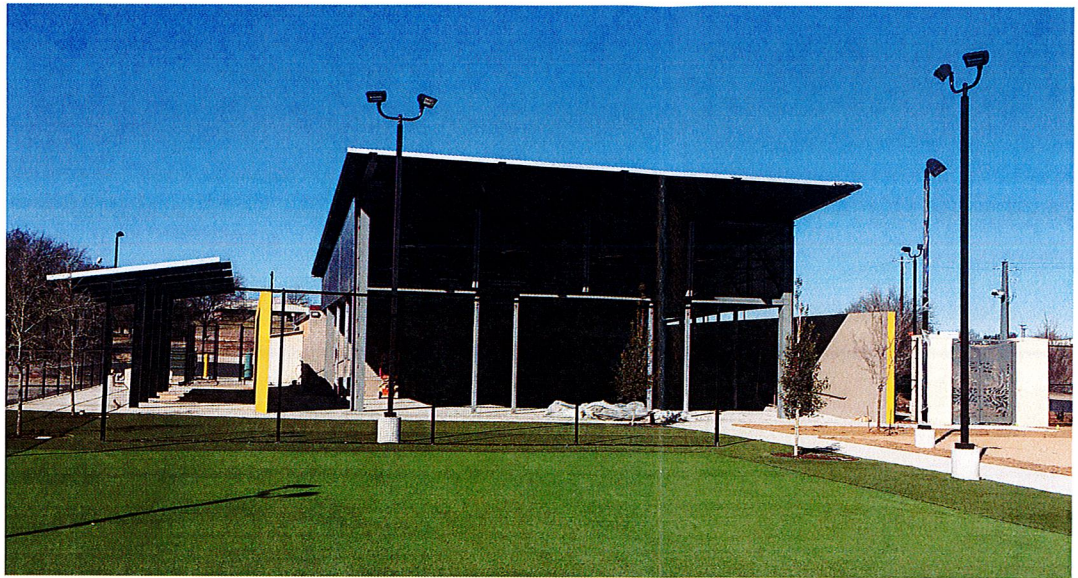
Project No.

Date:

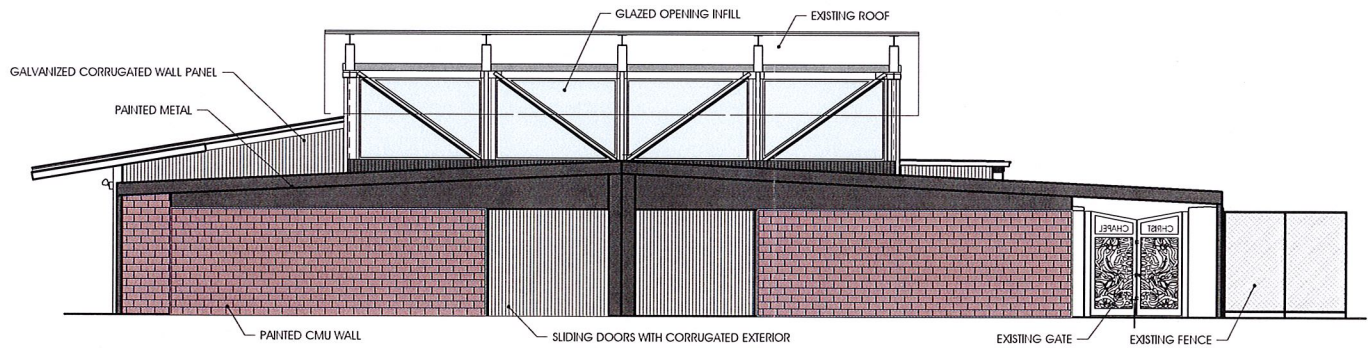
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Sheet No.

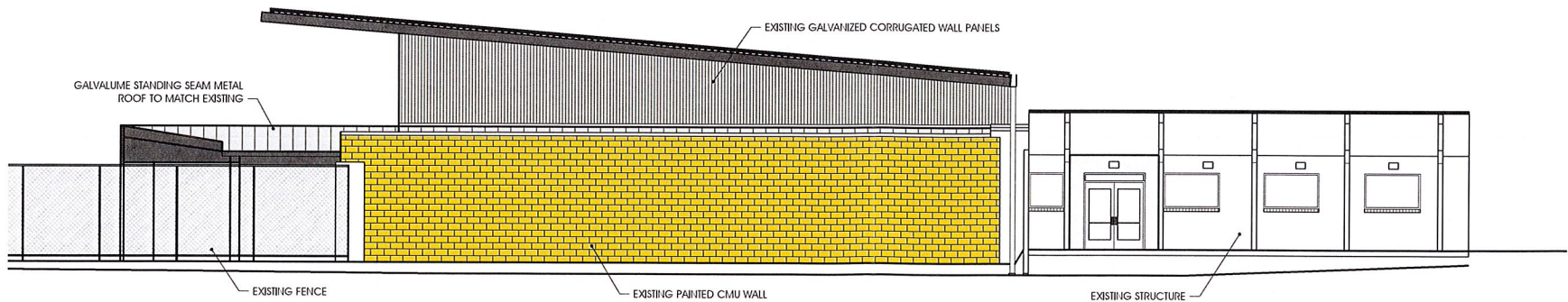




3 EXISTING EAST ELEVATION  
SCALE: N.T.S.



2 EAST ELEVATION  
SCALE: 1/8" = 1'-0"



1 NORTH ELEVATION  
SCALE: 1/8" = 1'-0"

ARCHITECTURE  
SCOTT MARTSOLF - ARCHITECT

410 East 6 th Street  
Fort Worth, Texas 76102

Phone: (817) 820-0005  
Fax: (817) 820-0008

WEST CAMPUS  
THE HIVE  
ENCLOSURE

CHRIST CHAPEL  
BIBLE CHURCH

WILLOW PARK, TX

Drawing Title:  
ELEVATIONS

Project No. Date:  
8/6/18

Sheet No.



## P&Z AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> Aug 28 <sup>th</sup> , 2018	<b>Department:</b> Development Services	<b>Presented By:</b> Betty Chew
---	--	------------------------------------

### AGENDA ITEM: 4

Consider and act on a Replat for Lot 3, 4 and 5, Block 1, Squaw Creek West Addition, City of Willow Park, Parker County, Texas.. The property is located in the 900 Block Squaw Creek Road.

---

### BACKGROUND:

The owner proposes to replat and reconfigure the 3 existing lots.

The Replat will facilitate the development of the property. Lot 4R will be developed with a new single family dwelling. Lots 3R and 5R are undeveloped.

The properties have frontage on Squaw Creek Road a 60 foot right of way. The lots are served by City water, a 6 inch main in Squaw Creek Road, and private septic systems.

---

### STAFF/BOARD/COMMISSION RECOMMENDATION:

The Final Plat of Lot 3R, 4R, 5R, Block 1, Squaw Creek West Addition meets the requirements of the Subdivision Ordinance and Staff recommends approval.

Planning and Zoning recommends approval.  
The vote was unanimous.

---

### EXHIBITS:

Plat Application  
Replat

ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	\$ N/A
	<b>Source of Funding</b>	\$ N/A





**ENGINEER:**

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

Fax: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**PRINCIPAL CONTACT:** \_\_\_\_\_ Owner ☒ Applicant ☒ Surveyor \_\_\_\_\_ Engineer

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

**UTILITY PROVIDERS**

Electric Provider: Onco

Water Provider: City of Willow Park

Wastewater Provider: Aerobic Systems

Gas Provider (if applicable): \_\_\_\_\_

**APPLICATION FEES**

\_\_\_\_\_ \$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE OR

\_\_\_\_\_ \$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE

Additional fees (if applicable):

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

**City Use Only**

Fees Collected: \$ 10

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_



**PLAT REVIEW CHECKLIST:**

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

**I. GENERAL:**

Name of Addition: Squaw Creek West  
Applicant: Rennie Dean  
Property Owner(s): Todd J. and Angela M. Conley  
Location of Addition: Willow Park - Squaw Creek Road

**II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT N/A**

	<u>APPLICANT</u>	<u>STAFF</u>
--	------------------	--------------

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

**III. REQUIRED DOCUMENTS FOR A FINAL PLAT N/A**

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

**IV. REQUIRED DOCUMENTS FOR A REPLAT**

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

**V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT N/A**

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

## VI.

## REQUIREMENTS ON ALL PLATS

N/A

## APPLICANT

## STAFF

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

## VII.

## ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS

## APPLICANT

## STAFF

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

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



Willow Park  
Plat  
Building Official Review

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**Applicant Questions:**

Front building setback: 30 ft.

Rear building setback: 25' ft.

Side building setback: \_\_\_\_\_ ft.

Side building setback: \_\_\_\_\_ ft.

Does the site include any utility/electric/gas/water/sewer easements?

Yes

No

Does the site include any drainage easements?

Yes

No

Does the site include any roadway/through fare easements?

Yes

No

**Staff Review:**

Does the plat include all the required designations?

Yes

No

Are the setbacks for the building sufficient?

Yes

No

Are there any easement conflicts? RELOCATE ESMNT.

Yes

No

Do the proposed easements align with neighboring easements? BTW R-3 and R-4

Yes

No

Are the proposed easements sufficient to provide service?

Yes

No

Does the proposed project pose any planning concerns?

Yes

No

Approved

Not Approved

Needs More Information or Corrections

Building Official Approval Signature:

BETTY L. CHEW

Date: 08/16/2018

Willow Park  
Plat  
Public Works Review

**Applicant Questions:**

Is the project serviced by an existing road? Yes No  
If yes, which road? Squaw Creek Rd.  
Is the project serviced by an existing water line? Yes No  
If yes, what size line? \_\_\_\_\_  
Will the project require the extension of a water line? Yes No  
Does the project use well water? No Drinking Irrigation  
If yes, which aquifer does the well pull from? \_\_\_\_\_  
Is the project serviced by an existing sewer line? Yes No  
If yes, what size line? \_\_\_\_\_  
If no, what type and size is the septic system? Aerobic Septic System

**Staff Review:**

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

Yes

No

Any additional concerns: \_\_\_\_\_

Approved

Not Approved

Needs More Information or Corrections

Public Works Approval Signature:

RAYMOND JOHNSON

Date:

08/16/2018

Willow Park  
Plat  
Flood Plain Review

**Applicant Questions:**

Is any part of the plat in the 100-year flood plain?	Yes	<u>No</u>
If yes, what is the base flood elevation for the area? _____		
Is the footprint of any built improvement in the 100-year flood plain?	Yes	<u>No</u>
If yes, what is the base flood elevation for the area? _____		
Is the footprint of any habitable structure in the 100-year flood plain?	Yes	<u>No</u>
If yes, what is the base flood elevation for the area? _____		

**Staff Review:**

Base flood elevations confirmed? <u>N/A</u>	Yes	No
Does the proposed project pose any safety concerns?	Yes	<u>No</u>

Approved

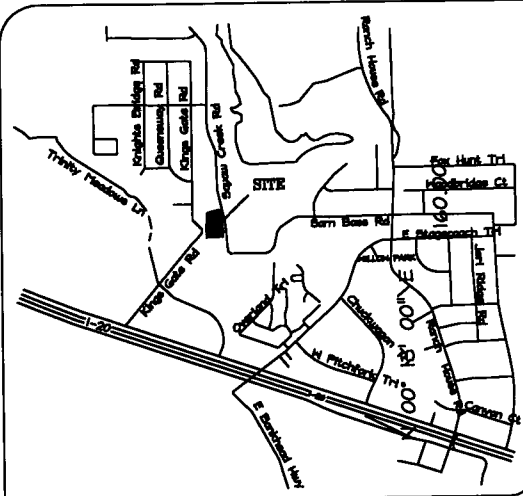
Not Approved

Needs More Information or Corrections

Flood Plain Manager Approval Signature: \_\_\_\_\_

DEREK TURNER

Date: 08/07/2018



VICINITY MAP (NO SCALE)

GENERAL NOTES:

- This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due.
- This plat does not alter or remove deed restrictions or covenants, if any on this property.

CURVE TABLE

CURVE	LENGTH	RADIUS	DELTA	CHORD BRG.	CHORD DIST.
C-1	392.84'	1,965.76'	11° 27' 00"	S 10° 34' 28" E	392.19'
C-2	80.25'	1,965.76'	02° 20' 21"	S 06° 01' 08" E	80.25'
C-3	125.01'	1,965.76'	03° 38' 37"	S 09° 00' 37" E	124.99'
C-4	187.58'	1,965.76'	05° 28' 03"	S 13° 33' 57" E	187.51'

LINE TABLE

LINE	BEARING	DISTANCE
L-1	S 04° 50' 38" E	95.00'
L-2	N 64° 53' 53" E	183.04'
L-3	N 85° 34' 35" E	194.39'
L-4	N 89° 37' 22" E	45.16'
L-5	S 40° 03' 41" E	76.84'
L-6	S 54° 26' 50" E	40.01'
L-7	N 85° 02' 15" E	216.01'

DEAN SURVEYORS  
1292 Hwy 157 N. Ste 106  
Mansfield Texas, 76063  
882-518-1857  
ronnie@deansurveyors.net

Ronnie E. Dean - R.P.L.S. No. 5314

Job No. 180614P

I, Ronnie E. Dean, a Registered Professional Land Surveyor for the State of Texas, do hereby certify that I have prepared this plat from an actual survey made on the ground and that this plat correctly represents that survey made by me or under my direction and supervision.

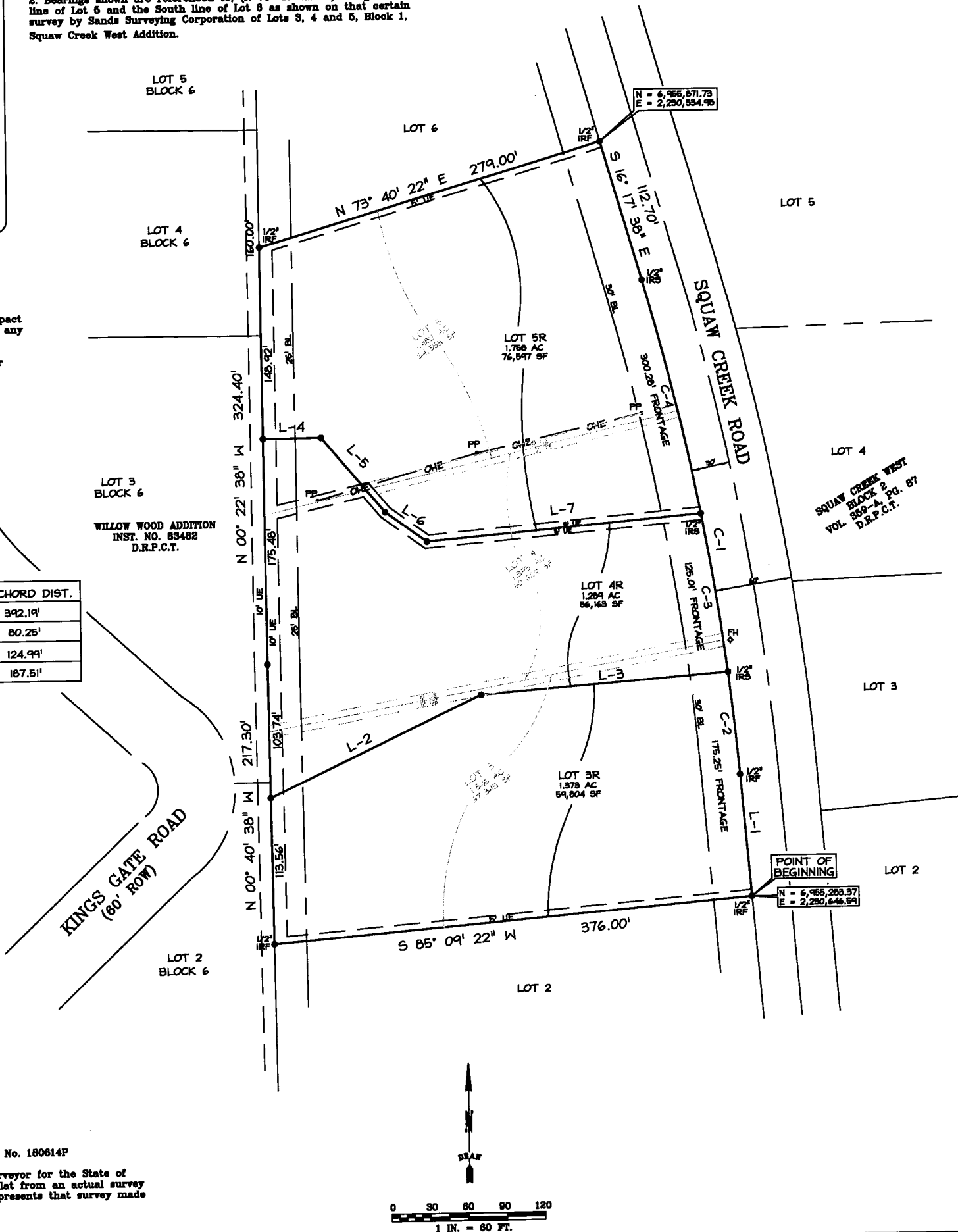
Surveyed on the ground July, 2018

NOTE:

- This property appears to be located in Zone "X", areas not located in a Special Flood Hazard Area Inundated by 100-Year Flood, as shown by Flood Insurance Rate Map No. 48387C0425 E, dated September 28, 2008.
- Bearings shown are referenced to, (N 73° 40' 22" E) along the North line of Lot 5 and the South line of Lot 6 as shown on that certain survey by Sands Surveying Corporation of Lots 3, 4 and 5, Block 1, Squaw Creek West Addition.

LEGEND

IRS - Iron Rod Set  
UE - Utility Easement  
BL - Building Line  
PP - Power Pole  
IRF - Iron Rod Found  
ROW - Right Of Way  
LP - Light Pole



OWNERS DEDICATION:

STATE OF TEXAS  
COUNTY OF TARRANT

WHEREAS, ANGELA MICHELE CONLEY and JOHN TODD CONLEY, are the sole owners of Lot 3, Lot 4 and Lot 5, Block 1, Shaw Creek West, an addition to the City of Willow Park, recorded in Volume 359-A, Page 87, Plat Records, Parker County, Texas, (P.R.P.C.T.) being Lot 3 and Lot 5, as conveyed in Instrument No. 2018-06124 and Lot 4 as conveyed in Instrument No. 2018-06122, Deed Records, Parker County, Texas, (D.R.P.C.T.) and being more particularly described by metes and bounds as follows;

BEGINNING, at a 1/2" iron rod found in the west right-of-way line of Squaw Creek Road, (80' right-of-way), at the northeast corner of Lot 2, Block 1 of said Shaw Creek West and being the southeast corner of Lot 3 and Point Of Beginning of the herein described tract of land;

THENCE, S 85° 09' 22" W, along and with the north line of said Lot 2, 376.00 feet to a 1/2" iron rod set in the east line of Lot 2, Block 6, Willow Wood Addition, recorded in Instrument No. 63482, D.R.P.C.T.;

THENCE, N 00° 40' 38" W, along and with the east line of said Lot 2, at 125.68 feet pass the northeast corner of Lot 2 and the southeast corner of Lot 3 and continuing with the east line of Lot 3, 217.30 feet to a 1/2" iron rod found at an angle point;

THENCE, N 00° 22' 38" W, continuing with the east line of said Lot 3, at 255.70 feet pass the northeast corner of Lot 3 and the southeast corner of Lot 4, Willow Wood Addition and continuing a total distance of 324.40 feet to a 1/2" iron rod found at the southwest corner of Lot 6 of said Shaw Creek West Addition;

THENCE, N 73° 40' 22" E, along and with the south line of said Lot 6, 279.00 feet to a 1/2" iron rod found at the southeast corner of said Lot 6, in the west right-of-way line of Squaw Creek Road;

THENCE, S 16° 17' 38" E, along and with the west right-of-way line of Squaw Creek Road, 112.70 feet to a 1/2" iron rod set at the beginning of a curve to the right, having a radius of 1,965.76 feet, a delta of 11° 27' 00" and a chord that bears, S 10° 34' 28" E, 392.19 feet;

THENCE, SOUTHERLY, along and with the west right-of-way line of Squaw Creek Road and said curve to the right, 392.84 feet to a 1/2" iron rod found at the end of curve;

THENCE, S 04° 50' 38" E, continuing along and with the west right-of-way line of Squaw Creek Road, 95.00 feet to the POINT OF BEGINNING, containing 192,564 square feet or 4.421 acres of land.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That, ANGELA MICHELE CONLEY and JOHN TODD CONLEY, the undersigned, does hereby adopt this plat designating the above described property to be known as Lot 3R, Lot 4R and Lot 5R, Block 1, Shaw Creek West, an addition to the City of Willow Park, Parker County, Texas and does hereby dedicate to the public's use the rights-of-way and easements shown hereon.

Angela Michele Conley

John Todd Conley

BEFORE ME, the undersigned authority, on this day personally appeared, ANGELA MICHELE CONLEY and JOHN TODD CONLEY, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE

on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

NOTARY PUBLIC in and for the STATE OF TEXAS:

REPLAT

LOT 3R, LOT 4R AND LOT 5R, BLOCK 1

SQUAW CREEK WEST

Being a replat of Lot 3, Lot 4 and Lot 5,  
Block 1, Squaw Creek West,  
an addition to the City of Willow Park,  
recorded in Volume 359-A, Page 87  
Deed Records, Parker County, Texas.

August 7, 2018

3 LOTS

Owner:  
Angela Michele and John Todd Conley  
106 Manor Court N  
Willow Park, Tx. 76067



## P&Z AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b>	<b>Department:</b>	<b>Presented By:</b>
August 28 <sup>th</sup> , 2018	Development Services	Betty Chew

### AGENDA ITEM: 7

Consider a Concept Plan for Willow Park Baptist Church located on 35.816 acre tract of land, Wesley Franklin Survey Abstract No. 468, City of Willow Park, Parker County, Texas.

### BACKGROUND:

Willow Park Baptist Church owns a 50+ acre tract of land north of Texas Health Hospital and The Shops development. The Church petitioned to annex this property in May 2018. This land and adjacent property to the south were annexed and are now located in the City of Willow Park. The Church now proposes to develop their new church campus on this site. This concept plan provides a preliminary illustration to begin discussion with the City regarding this multi-phased development.

The property will be bisected by Crown Pointe Blvd. a minor arterial street (80' ROW) as identified in the City's Thoroughfare Plan. Crown Pointe Blvd. is improved to the southeast property line of this site. J.D. Towles Drive an east-west collector street (60' ROW) is on the south side of the property. Crown Lane a proposed north-south collector street (60'/70' ROW) is located on the west side of the property and runs from I-20 Service Road north to Crown Road, the northwest corner of the site. Crown Road will also serve as an east-west collector street (60' ROW). These thoroughfares are all identified on the Concept Plan and will facilitate access to and from the site. The eastern 15+ acre tract is bound to the west by Crown Pointe Blvd. and the City's wastewater treatment plant. The Clear Fork of the Trinity River is located to the eastern side of this property. A significant part of this property is located in the 100 year floodplain.

The property owner proposes developing Lot 1, being 35 acres on the west side of Crown Pointe Blvd. in two phases. Phase I of the development will be construction of the 35,000 square foot multi-purpose building and accompany parking area. Phase II will be construction of the 1,200 seat auditorium. There will be some undeveloped property on the north-west side of Lot 1. City water and sanitary sewer service is available to Lot 1.

### STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff would recommend Commissioners review the Concept Plan prior to the meeting. Feel free to mark your copy. Chuck Stark will present the Concept Plan for the Church and will be available to answer questions. NO action is required or will be taken at this meeting regarding this agenda item. It is for information only and discussion.

### EXHIBITS:

Concept Plan

Preliminary Plat

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$ N/A
	Source of Funding	\$ N/A

Pl. 7-2-18



July 2, 2018

Ms. Betty Chew  
City of Willow Park Planning Department  
519 Ranch House Road  
Willow Park, Texas 76087

Re: Concept Plan Submittal for  
Willow Park Baptist Church New Campus

Ms. Chew:

Please accept this letter as the request of Willow Park Baptist Church to submit for staff, Commission, and Council consideration the attached Concept Plan of the church's new campus within the Crown Pointe Addition. Our understanding is this is an informational submittal intended to illustrate the church's plans for the campus and allow for discussion of the various development issues prior to submittal of a site plan and engineering plans for the Phase 1 development of the multi-purpose facility.

Attached with this cover letter are the following:

- 9 hard copies of the Concept Plan
- 1 electronic pdf of the Concept Plan
- 1 application fee of \$150.00

Please feel free to call me directly with any questions.

Sincerely,

***BARRON-STARK ENGINEERS, LP***

A handwritten signature in black ink, appearing to read 'Chuck Stark', written over a horizontal line.

Chuck Stark, PE, RPLS  
Managing Principal

cc: Clark Boshier  
Jim Martin

6221 Southwest Boulevard, Suite 100, Fort Worth, Texas 76132  
817-231-8100 \* 817-231-8144 (fax)  
Texas Engineering Firm F-10998 \* Texas Surveying Firm #10158800



J ROGER WILLIAMS  
VOL 1459, PG 1326  
D.R.P.C.T.

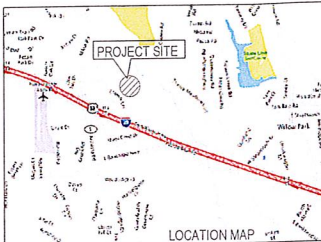
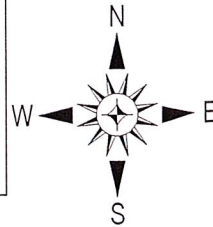
PATRICIA G CHENAULT  
VOL 1585, PG 348  
D.R.P.C.T.

APPROVED BY CITY OF WILLOW PARK

APPROVED BY CITY COUNCIL  
CITY OF WILLOW PARK

SIGNED MAYOR DATE

SIGNED CITY ADMINISTRATOR DATE



### GENERAL NOTES:

1. ALL HANDICAP PARKING SPACES SHALL MEET TAS/ADA REGULATIONS.
2. DUMPSTER ENCLOSURE IS MASONRY, A MINIMUM OF 6" HIGH WITH 8" CONCRETE PAVING AT 3,000 PSI.
3. ALL FIRE LANE PAVING SHALL BE 6" CONCRETE AT 3,600 PSI.
4. ALL PARKING PAVING SHALL BE 5" CONCRETE AT 3,600 PSI W/ CURB & GUTTER. 9'x18" TYPICAL.
5. ALL DIMENSIONS ARE TO BACK OF CURB UNLESS NOTED OTHERWISE ON PLAN.

WCC INVESTMENTS, LTD  
VOL 1806, PG 535  
D.R.P.C.T.

WILLOW PARK BAPTIST CHURCH  
VOL. 2896, PG. 403  
D.R.P.C.T.  
(REMAINDER)  
35.816 ACRES

SITE PLAN DATA TABLE	
TOTAL ACREAGE	35.816 Acres
BUILDING FOOTPRINTS	113,215 SF - 2.59 Acres
CONCRETE PARKING	429,615 SF - 9.90 Acres
CONCRETE / SIDEWALKS	52,200 SF - 1.20 Acres
PERCENT IMPERVIOUS	38%
OPEN SPACE	62%
F.A.R.	.07
PARKING REQUIRED	CHURCH: 1 SPACE/3 SEATS 1200 SEATS REQ. 400 SPACES  ASSEMBLY: 1 SPACE/100 SQUARE FEET. 35,000 SQ. FT. REQ. 350 SPACES  TOTAL REQ. PARKING = 750
PARKING PROVIDED	PHASE I 154 PHASE II 669 823  FUTURE 153 TOTAL 976
ADA PARKING PROVIDED	22
EXISTING ZONING	SINGLE FAMILY
PROPOSED USE	CHURCH
PROPOSED STRUCTURES	2 - 2 STORY AUDITORIUM & GYMNASIUM

HANLEY FAMILY  
PARTNERSHIP, LP  
CC# 201301215  
D.R.P.C.T.

HANLEY FAMILY  
PARTNERSHIP, LP  
CC# 201301215  
D.R.P.C.T.

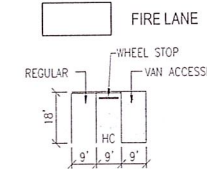
WILLOW PARK SERVICES, LLC  
CC# 201610372  
D.R.P.C.T.

WILLOW PARK SERVICES, LLC  
CC# 201610372  
D.R.P.C.T.

WILLOW PARK BAPTIST CHURCH  
VOL. 2896, PG. 403  
D.R.P.C.T.

LOT 2, BLOCK B  
CROWN POINTE PHASE 2  
CAB. D, SLIDE 232

- SYMBOLS LEGEND**
- Sanitary Sewer Manhole / Clean Out
  - Telephone Pedestal
  - Oncon Vault
  - Water Meter
  - AT&T Vault
  - Oncon Vault
  - Mail Box
  - Electric Transformer Site
  - Water Valve
  - Fire Hydrant
  - Air Conditioner
  - Grate Inlet
  - Protection Bollard
  - Mail Box
  - Flag Pole
  - Light Pole
  - Light Pole
  - Existing Water Valve
  - Fire Department Connection



### TYPICAL PARKING LAYOUT

PRELIMINARY

THIS DOCUMENT SHALL NOT BE  
RECORDED FOR ANY PURPOSE AND  
SHALL NOT BE USED OR VIEWED OR  
RELIED UPON AS A FINAL SURVEY  
DOCUMENT.

### CONCEPT PLAN LOT 1, BLOCK 1 WILLOW PARK BAPTIST ADDITION

BEING 35.816 ACRES SITUATED IN THE  
WESLEY FRANKLIN SURVEY, ABSTRACT No. 468

CITY OF WILLOW PARK  
PARKER COUNTY, TEXAS

OWNER:  
WILLOW PARK BAPTIST  
CHURCH OF TEXAS  
129 S. RANCH HOUSE ROAD  
WILLOW PARK, TX. 76008

**Barron-Stark**  
Engineers

6221 Southwest Boulevard, Suite 100  
Fort Worth, Texas 76132  
(O) 817.231.8100 (F) 817.231.8144  
Texas Registered Engineering Firm F-10998  
Texas Registered Survey Firm F-10158800  
www.barronstark.com

JOB No. 245-9481

DATE JUNE 2018

SHEET 1 of 1





## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> September 11, 2018	<b>Department:</b> Finance	<b>Presented By:</b> Candy Scott
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### AGENDA ITEM:

RFP for Auditing Services

### BACKGROUND:

As per the Audit Policy section in the City Financial Policy the city shall select an auditing firm through an RFP/RFQ process. The recommended RFP is included in your packet for review and acceptance. Staff will review the responses from the RFP and make a recommendation to the Council at the October 8, 2018 Council meeting.

### STAFF/BOARD/COMMISSION RECOMMENDATION:

It is recommended that the Council approve the Audit RFP for distribution.

### EXHIBITS:

<b>ADDITIONAL INFO:</b> 2018 AUDIT COST WAS 28,900 2017 AUDIT COST WAS 24,500	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$ Est. 35,000.00
	<b>Source of Funding</b>	General, Water, Wastewater Funds



**CITY OF WILLOW PARK**

**REQUEST FOR PROPOSAL (RFP) FOR  
MUNICIPAL GOVERNMENT AUDIT SERVICES**

**CLOSING TIME: RFP'S ARE DUE NOT  
LATER THAN 5:00 P.M. ON SEPTEMBER 28, 2018**

516 RANCH HOUSE ROAD  
WILLOW PARK, TEXAS 76087

NAME OF PROPOSER: \_\_\_\_\_

NOTICE OF REQUEST FOR PROPOSAL  
CITY OF WILLOW PARK

NOTICE IS HEREBY GIVEN that the City of Willow Park, Texas, will receive written sealed proposals only, for MUNICIPAL GOVERNMENT AUDIT SERVICES, as stated in the RFP documents.

The City shall receive proposals from qualified professional certified public accounting firms specializing in governmental agency audit services for the City of Willow Park as outlined in the Specifications section of the RFP. Proposers may be required to participate in an assessment center if deemed necessary.

Said RFP's must be in the office of the City Secretary, City of Willow Park, 516 Ranch House Road, Willow Park, Texas, 76087, NO LATER THAN 5:00 P.M. on September 28, 2018. RFP's that are postmarked but not received until after this deadline will not be accepted. RFP's received after the posted cut-off time will not be accepted.

All RFP's are to be marked clearly on the outside "RFP FOR MUNICIPAL GOVERNMENT AUDIT SERVICES"

RFP's may be mailed to 516 Ranch House Road, Willow Park, Texas 76087 or delivered by courier or in person to the City Secretary's office 516 Ranch House Road, Willow Park, Texas, 76087.

RFP documents may be obtained at the City of Willow Park Administration Offices 516 Ranch House Road, Willow Park, Texas, RFP documents will be ready for pick up on and after 5:00 P.M. September 28, 2018. RFP's may also be downloaded at [www.willowpark.org](http://www.willowpark.org). Information may be requested by e-mail to Candice Scott at [cscott@willowpark.org](mailto:cscott@willowpark.org).

The City of Willow Park will not entertain RFP's received by any electronic means.

The right is reserved to reject any and all Proposals or to accept the Proposal which is deemed by the City of Willow Park to be in the best interest of the City of Willow Park. The City of Willow Park also reserves the right to waive any irregularities and/or informalities in the RFP process.

For further information, contact the City of Willow Park at (817) 441-7108 or Facsimile (817) 441-6900.



## **INSTRUCTIONS TO PROPOSERS**

### **SECTION 1: PROPOSER'S REVIEW**

Proposers are expected to examine all related documents of the Request for Proposal. Failure to do so will be at the proposer's risk.

Any questions concerning the Request For Proposal process should be referred to the City of Willow Park City Administrator or City Secretary at (817) 441-7108 at least 72 hours prior to RFP due time. Changes in the RFP which might arise out of such referral will then be forwarded to all RFP holders of record prior to the time set for RFP receipt.

### **SECTION 2: SUBMISSION OF REQUEST FOR PROPOSAL**

The City of Willow Park is an Affirmative Action/Equal Opportunity Employer. Prospective suppliers shall be cognizant of the requirement for compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in regulations of the U.S. Department of Labor (41 CFR part 60).

Proposers are encouraged to describe in detail their services as related to this section and any additional offerings related to the offering but not specified in this request for proposal.

**ONE (1) COMPLETE ORIGINAL AND THREE (5) COMPLETE DUPLICATE COPIES** of the entire proposal shall be delivered by the time and to the place stipulated in the Notice of Request for Proposal. It is the proposer's sole responsibility to see that their proposal is received at the place, date and time specified. Any proposal received after the scheduled closing time for receipt of proposals may be returned to the proposer as unacceptable. Oral, facsimile, telegraph, or telephone or other electronic modifications will not be considered.

Altering the Proposal language or any document or form may render your proposal nonresponsive.

A duly authorized representative of the proposing firm shall sign the proposal document. Unsigned offers may be rejected.

Signed copies of all Addenda and/or bulletins issued to prospective providers should be enclosed with the Proposal. Failure of the proposer to enclose said addenda or bulletins will be considered grounds for rejection of the RFP.

### **SECTION 3: AWARD OF CONTRACT**

Any or all Request for Proposal Responses received in response to a RFP may be rejected by the governing body or its authorized representative if such governing body or its

authorized representative determines that any such proposer is not responsive or responsible or if the public interest would be served by such a rejection.

The City of Willow Park reserves the right to waive any irregularities and/or informalities in the submitted Proposal Forms. Should the City elect to waive a right it will not constitute an automatic waiver of that right in the future nor will it impact any other right or remedy. Should the successful proposer fail to deliver the materials or perform the services in accordance with the stipulated schedule, including any extensions authorized by the City of Willow Park, the City may declare the successful proposer in default of contract and recover all damages, costs and fees (including Attorney's fees) allowable by law. In the case of default by the successful Proposer, the City of Willow Park may procure the service(s) from another source and hold the defaulting Proposer responsible for an excess cost occasioned thereby, debar the defaulting proposer for not less than one year or pursue other applicable legal remedies. The successful vendor may not assign their rights and duties under this award without written consent of the City. Such consent shall not relieve the assignor of liability in event of default of their assignee.

The City will notify you in writing if you have been awarded the contract.

#### **SECTION 4: QUESTIONS/INFORMATION**

Questions concerning any aspects of the proposal process should be addressed to: Bryan Grimes, City Manager, 817-441-7108 or [bgrimes@willowpark.org](mailto:bgrimes@willowpark.org).

#### **SECTION 5: GENERAL OVERVIEW**

The City of Willow Park desires to contract with a qualified professional certified public accounting firm to provide stipulated government agency auditing services for the City of Willow Park.

The vendor will perform the services listed in the Specifications Section in cooperation with designated accounting/financial personnel from the City of Willow Park. The scope of the work services may encompass other related but undefined work associated with this project.

#### **SECTION 6: SPECIFICATIONS OF THE REQUEST FOR PROPOSAL (RFP)**

The primary specifications of this **RFP** shall be as follows:

##### **A. General Information**

The City of Willow Park, Texas (City) is requesting proposals from qualified certified public accounting firms to audit their financial statements for the fiscal year ending September 30, 2018, with the option of auditing their financial statements for each of the three (3) subsequent fiscal years but not later than September 30, 2021. The City will also need a single audit done for this fiscal year.

## **B. Scope of Work to be performed**

The audit is to be performed in accordance with generally accepted auditing standards, as prescribed for financial audits of governmental City by the:

- General Accounting Office (GAO) (Yellow Book)
- Provisions of the Single Audit Act Amendments of 1996
- Office of Management and Budget (OMB) Circular A-133
- Government Accounting Standards Board (GASB)
- Securities and Exchange Commission (SEC)
- All other federal standard setting agencies.

The City also desires the auditor to express an opinion on the fair presentation of their basic financial statements, which include the government wide and fund financial statements, in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the management's discussion and analysis, introductory or statistical sections of the report.

In accordance with Government Auditing Standards, a separate report will be required considering internal controls over financial reporting. In accordance with the United States Office of Management and Budget Circular A-133, a report on compliance with the requirements of major federal programs and on internal control over compliance is required.

The audit reports must be submitted by March 15th of each year.

The Proposal shall include:

1. Request for Proposal form, Disclosure of Principals form, Affidavit of Non-collusion form and Statement of Experience/Reference form (all forms contained within this RFP).

2. Commitment

A transmittal letter is required, from a principal, regarding your organization's commitment to the project.

3. Independence

The firm should provide an affirmative statement that it is independent of the City, as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards.

The firm should also list the firm's or proposed contractor's professional relationships involving the City or any of their agencies or component units/agencies, component units or oversight unit for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

#### 4. License to Practice in the State of Texas

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of Texas throughout the agreement term.

#### 5. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The proposer will indicate whether they have a local office in the Willow Park area and their auditing experience within the State of Texas.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific governmental engagements.

#### 6. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, and other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Texas. Provide information on government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of the staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflect the City's commitment to Affirmative Action.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These



personnel may also be changed for other reasons with the express prior written permission of the City of Willow Park. However, in either case, the City of Willow Park retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City of Willow Park, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

## 7. Presentation

The proposer is asked to consider the possibility of two fee rate structures under the following scenarios:

- A. The City has traditionally provided ad hoc reports and trial balances from our integrated financial accounting system which closely resemble financial statements ultimately found in CAFR documents. Using these reports, the audit team prepares financial statements and the notes thereto. The accounting firm then assembles the AFR or CAFR document.

## 8. Fee Rate Structures

The proposer should indicate all fee rate structures. The structure should include the standard hourly rates for all staff that will be working on the audit including partners, managers, supervisors, and all other staff.

## 9. Engagements with Other Government Agencies

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for proposal.

These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the names and telephone numbers of the principal client contacts.

## 10. Engagement Letter

When a firm has been selected by the City to perform the above services, that firm will be asked to submit a letter of engagement that includes the scope of work and fees.

# **SECTION 7: PROPOSAL, AGREEMENT AND DISPOSITION**

The contents of the proposal and any clarifications thereto submitted by the successful proposer and accepted by the City of Willow Park shall become part of the contractual obligation and incorporated by reference into any ensuing Agreement.

1. All proposals shall become the property of the City of Willow Park and shall not be returned.
2. All proposals submitted may become public record as permitted under the laws of the State of Texas and the public may be given access thereto after the formal process has been completed.

Tentative Schedule for Proposal process:

Receive Proposals	Date: September 28, 2018
Review and Selection Process	Date: October 1, 2018 - October 5, 2018
Recommendation/City Council Award	Date: October 8, 2018

## **SECTION 8: EVALUATION**

The City of Willow Park reserves the right to meet with proposers to discuss their proposal. Expenses incurred as a result of said meetings shall be the proposers' responsibility. Proposal evaluation shall be based on specified factors but other factors shall be considered.

1. Ability to meet project criteria.
2. Qualifications of Proposer; i.e., experience in the greater field of government financial accounting and audit services and the proposer's demonstrated ability to perform the work.

## **SECTION 9: NEGOTIATION(S)**

City staff will present a Professional Services Contract Agreement to the Willow Park City Council. The selected auditing firm will execute the professional services contract prepared by the City of Willow Park (see pages 14-19). The City may, at its option, determine that a contract form provided by the vendor, subject to modification is acceptable in lieu of a City prepared document.

The recommendation of award to the Willow Park City Council shall be based upon the offer which represents the most responsive and advantageous overall proposal for the City.

## **SECTION 10: STATUS OF SUCCESSFUL PROPOSER**

Successful proposer shall have the status of an "Independent Contractor" as defined by IRS regulations, and shall not be entitled to any or all rights, privileges, benefits and emoluments of either an officer or employee of the City of Willow Park.

## **SECTION 11: HOLD HARMLESS/INSURANCE REQUIREMENTS**

The successful proposer is directed to Sections 9-10 within the sample contract located at the end of this RFP for specific indemnification, liability and insurance requirements.

## **SECTION 12: FUNDING OUT CLAUSE**

In the event the City of Willow Park fails to obligate requisite funds for any specified fiscal year during the contract period which would necessitate cancellation of the resultant agreement, the successful proposer shall agree to hold the City of Willow Park free from any charge other than work completed or the pro-rated portion of the authorized work.

**CITY OF WILLOW PARK, TEXAS  
REQUEST FOR PROPOSAL  
MUNICIPAL GOVERNMENT AUDIT SERVICES**

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(An authorized representative of the proposing firm shall sign this document in the space(s) provided. An unsigned proposal may be disqualified)**

ADDRESS: \_\_\_\_\_

CITY: STATE: ZIP: \_\_\_\_\_

IS PROPOSER A CORPORATION? ☐ YES ☐ NO

FEDERAL TAX ID # \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

OTHER LICENSES: \_\_\_\_\_

**CLOSING TIME: ONE (1) COMPLETE ORIGINAL AND FIVE (5) COMPLETE DUPLICATE COPIES OF REQUEST FOR PROPOSAL MUST BE DELIVERED IN A SEALED ENVELOPE TO THE CITY ADMINISTRATORS OFFICE, 516 RANCH HOUSE RD, WILLOW PARK, TX 76087, BY RFP CLOSING TIME (12:00 P.M.) ON OCTOBER 15, 2017 AND BE PLAINLY MARKED ON THE OUTSIDE:**

**RFP FOR MUNICIPAL GOVERNMENT AUDIT SERVICES**

The proposer declares that they have carefully examined the specifications, the forms of this Request for Proposal, and have read and understood the "Instructions to Proposers" published with this Request for Proposal and incorporated herein by reference; and agrees that if this proposal is accepted, they will contract with the City of Willow Park, at their own cost and expense, to do all the work and/or furnish all material and/or services necessary to completely perform said contract in the manner and time prescribed and in accordance with and subject to all applicable laws of the State of Texas and that he will take in full payment therefore, the agreed upon fee schedule price(s) subject to negotiated agreement in Appendix A.



**DISCLOSURE OF PRINCIPALS**

PRINT OR TYPE

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, & ZIP CODE: \_\_\_\_\_

Date Business Started Operations: \_\_\_\_\_

Principal Address of Company: \_\_\_\_\_

\*\*\*\*\*

NAMES OF OFFICERS, MEMBERS, OR OWNERS OF CONCERN, PARTNERSHIP  
ETC.:

NAME: \_\_\_\_\_ OFFICIAL CAPACITY: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME: \_\_\_\_\_ OFFICIAL CAPACITY: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME: \_\_\_\_\_ OFFICIAL CAPACITY: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME: \_\_\_\_\_ OFFICIAL CAPACITY: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME: \_\_\_\_\_ OFFICIAL CAPACITY: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE OF PROPOSER: \_\_\_\_\_ DATE: \_\_\_\_\_

AFFIDAVIT OF NON-COLLUSION

STATE OF \_\_\_\_\_)

) SS

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_ (Name of party signing this affidavit and the Proposal Form), \_\_\_\_\_ (Title), being duly sworn do depose and say: That \_\_\_\_\_ (Name of person, firm, association, or corporation) has not, either directly or indirectly, entered into agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

This form must be notarized and returned with the RFP. Failure to notarize this form may be cause for disqualification from consideration for this contract.

## STATEMENT OF EXPERIENCE/REFERENCES

List references to whom your firm has provided similar projects. The City of Willow Park may contact these references, to affirm the quality of similar services. Please list any further references on another sheet of paper.

Name of Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Amount of Contract: \$ \_\_\_\_\_

\*\*\*\*\*

Name of Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Amount of Contract: \$ \_\_\_\_\_

\*\*\*\*\*

Name of Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Amount of Contract: \$ \_\_\_\_\_

\*\*\*\*\*

City of Willow Park, Texas  
Independent Contractors Agreement  
For Municipal Government Audit Services

THIS AGREEMENT is made this \_\_\_\_day of\_\_\_\_\_, 20\_\_, by and between the City of Willow Park, a municipal corporation existing under and by virtue of the laws of the State of Texas ("City"), and, ("Auditor") having a business address at \_\_\_\_\_.

RECITALS

WHEREAS, the City desires to engage the Auditor in the performance of providing Municipal Government Audit Services. Auditor's Services are more fully described in Auditor's Proposals/Scope of Services/Fee Estimate dated, attached hereto and incorporated herein by reference. (Hereinafter referenced to as "Proposals"),

WHEREAS, Auditor's legal status is an Independent Contractor, Auditor is in good standing in the State of Texas,

WHEREAS, Auditor desires to perform the Proposal under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of these recitals and the promises set forth in this Agreement, the parties agree as follows:

1. Term. This Agreement shall become effective upon contract execution and will continue in effect until the Project is completed unless earlier terminated as provided herein. The City of Willow Park, Texas, is requesting proposals from qualified professional firms of certified public accountants to audit their financial statements for the fiscal years ending September 30, 2010, with the option of auditing their financial statements for each of the three (3) subsequent fiscal years but not later than September 30, 2013.
2. Time Devoted to Work.
  - 2.1 In performing the services contemplated under this Agreement, the services and the hours Auditor is to work on any given day will be on a mutually agreed upon basis, except for attendance at scheduled meetings, and City will rely upon Auditor to put in such number of hours as is reasonably necessary to fulfill the spirit and purpose of this Agreement.
  - 2.2 City understands that Auditor is engaged in the same or similar activities for others and that City may not be Auditor's sole client or customer. However, Auditor represents and neither warrants that it is under no obligation or restriction, nor will it assume any such obligation or restriction, that would in any way interfere or be inconsistent with the services to be performed under this Agreement.



### 3. Program Services

- 3.1 Auditor will supply all equipment, tools, materials and supplies necessary to perform the services under this Agreement, the full scope of which are set forth in the Proposal.
- 3.2 Auditor will have the right to control or direct the manner and the order in which it provides the services contemplated under this Agreement.
- 3.3 Auditor represents and warrants that Auditor is engaged in an independent calling and has complied and will continue to comply with all local, state and federal laws regarding business permits and licenses that may be required to carry out the independent calling and to perform the services to be performed under this Agreement.
- 3.4 Auditor understands that the services it has been retained to perform may be inherently dangerous or may entail a peculiar unreasonable risk of harm to others unless special precautions are taken and Auditor agrees to exercise reasonable care to take such precautions.

### 4. No Unfair Employment Practices or Illegal Harassment

- 4.1 In connection with the performance of work under this Agreement, Auditor agrees not to discriminate against any employee or applicant because of race, creed, color, national origin, sex, sexual orientation or age. Such agreement shall include, but not be limited to, the following; recruitment or recruitment advertising, rates or pay or other forms of compensation, and selection.
- 4.2 Any violation of these provisions by Auditor shall constitute a material breach of contract.

### 5. Payment for Project Services

- 5.1 As full consideration for the Services to be performed by Auditor, City agrees to pay Auditor as set forth in accordance with the Fee Schedule set forth in the proposal and not to exceed fee of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for services and reimbursables. The City will not hire or directly compensate the Auditor's employees, assistants or subcontractors, if any.
- 5.2 It is expressly understood and agreed that all work done by Auditor shall be subject to review as to its result by the City at the City's discretion. Payment of any invoice shall not be taken to mean that the City is satisfied with Auditor's services to the date of payment and shall not forfeit City's right to require the correction of any service deficiencies.

### 6. Status of Auditor

- 6.1 It is the intent of the parties that Auditor shall be considered an independent contractor and that Auditor, and anyone else for whom it is legally liable, shall not be considered employees, servants or agents of the City for any purpose. Furthermore, this Agreement shall not be construed to be a partnership or joint venture.
- 6.2 Neither Auditor nor any of its employees or contractors shall be eligible to participate in City's industrial insurance, unemployment, disability, medical, dental, life or other insurance programs, or any other benefit or program that is sponsored, financed or provided by City for its employees.
- 6.3 Auditor agrees that it shall be Auditor's exclusive responsibility to pay all federal, state, or local payroll, social security, disability, industrial insurance, self-employment insurance, income and other taxes and assessments related to this Agreement. Neither FICA (Social Security), FUTA (Federal Employment), nor local, state or federal income taxes will be withheld from payments to Auditor. Auditor shall at Auditor's expense pay and be fully liable and responsible for, and indemnify and hold harmless City from, any assessments, fines or penalties relating to Auditor's failure to uphold any of these responsibilities.
7. City Ownership of Proprietary Information. All reports, drawings, plans, specifications, and other documents prepared by Auditor as products of service under this Agreement shall be the exclusive property of the City and all such materials shall be remitted to the City by Auditor in a timely manner upon completion, termination or cancellation of this Agreement. Auditor shall not use, willingly allow or cause to have such materials used for any purpose other than performance of Auditor's obligations under this Agreement without the prior written consent of the City.
8. Public Records. Auditor understands that City is Subject to the provisions of Texas Government Code, Chapter 552. As such, the City may have the duty to disclose the Auditor's reports or recommendations unless a particular record is made confidential by law or a common law balancing of interests.
9. Insurance.
- 9.1 The Auditor shall take out and keep in force during the period of the Contract, at its own expense, a General Liability Insurance Policy with a Minimum Limit of \$1,000,000 Combined Single Limit (BI/PD) to protect it from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by Auditor or by any subcontractor or anyone directly or indirectly employed by either of them. There shall be no exclusions of coverage for premises-operations, products-completed operations, blanket contractual, broad form property, independent contractors, personal injury, explosion and underground collapse hazard. Auditor shall maintain auto liability insurance of \$1,000,000 liability insurance including owned, non-owned and hired vehicles coverage requirements.

The Auditor shall file a Certificate of Insurance followed by an Additional Insured Endorsement to the Policy, naming the City of Willow Park as an additional insured as it relates to the specific project or program. The insurance shall be subject to approval for adequacy of protection prior to commencing work. The Auditor shall pay for and maintain such insurance at his sole cost and expense. The Auditor shall reimburse the City for any premiums paid in behalf of the Auditor by deducting said amount from compensation due the Contractor.

9.2 Auditor assumes the risk of damage to its own supplies and equipment.

10. Indemnification. Auditor shall indemnify, defend and hold harmless the City from any and all costs, liabilities, damages, reasonable attorneys' fees, or expenses of any kind that arise out of, or are in any way related to, the negligence or misconduct, or acts or omissions, of Auditor while performing or failing to perform Auditor's duties under this Agreement.

11. Termination.

11.1 Unless otherwise provided in this Agreement, this Agreement may only be terminated by either party upon ten (10) days written notice specifying the reason for termination. Such notice shall be delivered in accordance with paragraph 14.

11.2 If either party terminates the Agreement for breach of contract, the notice must specify which contractual provisions were breached and how they were breached. If the City terminates the Auditor for breach of contract, the City will pay Auditor all reasonable charges for work performed prior to the time City gives notice and for demobilization by Auditor through the tenth (10th) day after the City has given notice minus any amount the Auditor may owe the City in damages.

11.3 Notwithstanding the preceding paragraph, the City may immediately terminate the Agreement, and Auditor waives any and all claim(s) for damages, upon the Auditor's receipt of notice under the following conditions:

- (a) If funding is not obtained, continued, or budgeted at levels sufficient to allow for purchase of the services contemplated under this Agreement;
- (b) If any federal, state or local law, including by not limited to, statutes, regulations, ordinances and resolutions, is interpreted by a third party judicial, legislative or administrative authority in such a way that the services contemplated under this Agreement are no longer authorized for purchase or appropriate for City financial participation;

- (c) If Auditor fails to comply with any local, state or federal law regarding business permits and licenses required to perform the services to be performed under this Agreement;
- (d) If it is found that any quid pro quo or gratuities were offered or given by the Auditor to any officer or employee of the City with a view towards securing favorable treatment with respect to awarding, extending, amending or making any determination with respect to the performance of this Agreement.

11.4 The indemnity and conflict resolution obligations of this Agreement shall survive the termination of this Agreement and shall be binding upon the parties' and the parties' legal representatives, heirs, successors and assigns.

## 12. General Provisions.

12.1 Drafting Presumption. The parties acknowledge that this Agreement has been agreed to by both parties, that both parties have consulted or have had the opportunity to consult with attorneys with respect to the terms, and that no presumption shall be created against the City as the drafter of the Agreement.

12.2 Governing Law. The laws of the State of Texas shall govern this Agreement without regard to conflicts of law principles.

12.3 Jurisdiction: Venue. Any action or proceeding seeking to enforce any provision of, or based on any right arising out of, this Agreement must be brought against either of the parties in the courts of the State of Texas, County of Navarro. Each of the parties consents to the jurisdiction of the court (and of the appropriate appellate court) in any such action or proceeding and waives any objection to venue laid therein.

13. Due Authorization. Each party represents that all required authorizations have been obtained to execute this grant and for the compliance with each and every term hereof. Each person signing this agreement warrants and represents to the other party that he or she has actual authority to execute this agreement on behalf of the party for whom he or she is signing.

14. Notice. Except as otherwise specified, all notices under this Agreement shall be in writing.

Notice to Auditor shall be addressed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Notice to City shall be addressed to:  
City of Willow Park  
Bryan Grimes, City Manager  
516 Ranch House Road  
Willow Park, TX 75110

IN WITNESS WHEREOF, the parties hereto have duly executed this agreement as of the date first above written.

AUDITOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signer

CITY OF WILLOW PARK:

516 Ranch House Road  
Willow Park, TX 75110

\_\_\_\_\_  
By: Doyle Moss  
Mayor



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> September 11, 2018	<b>Department:</b> Fire	<b>Presented By:</b> Chief Mike LeNoir
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### AGENDA ITEM:

**Donating Surplus Equipment to a Volunteer Fire Department in need.**

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### BACKGROUND:

**This is an unused out dated surplus equipment purchased roughly purchased in 1994.**

**The equipment is a Holmatro brand extrication power plant, hose with reel, Cutter, Spreader, and Ram system.**

**This unit has not been used for 3 years and has not been serviced.**

**There are no servicing records for this equipment.**

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### STAFF/BOARD/COMMISSION RECOMMENDATION:

**Recommend approving donating to Rochelle Volunteer Fire Department.**

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### EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	\$
	<b>Source of Funding</b>	\$







### **Donation of Surplus City Equipment**

WHEREAS, the City of Willow Park ("City") is a general law municipality located in Parker County, Texas;

WHEREAS, the City Council for the City declares the following equipment as surplus property and no longer needed by the City: a Holmatro brand extrication power plant, hose with reel, Cutter, Spreader and Ram System (the "surplus equipment"); and

WHEREAS, the City Council desires to donate the surplus equipment to the Rochelle Volunteer Fire Department, a volunteer fire department which is part of the unincorporated community of Rochelle, in McCullough County, Texas ("Donee");

NOW, THEREFORE, in consideration of the premises and of the covenants, promises, conditions and undertakings contained herein, the parties hereby agree as follows:

1. City hereby declares the surplus equipment as surplus and no longer needed by the City and the surplus equipment has only a nominal value.

2. Donee agrees that the surplus equipment will be used for a public purpose and for the benefit of citizens of Rochelle and surrounding communities.

3. Donee agrees that the surplus property is being donated "as is", without warranty of any kind and **DONOR DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY AND ANY WARRANTY OF FITNESS FOR ANY PARTICULAR PURPOSES WHATSOEVER WITH RESPECT TO THE GOODS BEING DONATED UNDER THIS AGREEMENT.**

4. Donee agrees that it will be responsible for pick up and delivery of the surplus property.

Dated: \_\_\_\_\_, 2018.

CITY OF WILLOW PARK, TEXAS

BY: \_\_\_\_\_  
Bryan Grimes, City Manager

DONEE:

ROCHELLE VOLUNTEER FIRE DEPARTMENT

BY: \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
Name Printed Title



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> September 11, 2018	<b>Department:</b> Fire	<b>Presented By:</b> Chief Mike LeNoir/Chief Carrie West
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### AGENDA ITEM:

Discuss/Take action on: Approving the purchase of new radio equipment for Fire and Police Departments.

### BACKGROUND:

- The current radios both departments have are reaching the end of their repairable life span.
- Parts are no longer going to be made for the radios.
- PD radios are loaners from the Parker County Sheriff's Office.
- Interoperability is non-existent with mutual aid departments. New radios will have the capability for multi-band frequencies to allow for communication with all mutual aid departments.
- HGAC competitive pricing for Motorola radio systems comparable to the ones purchased for the new pumper.

### STAFF/BOARD/COMMISSION RECOMMENDATION:

Recommend approving the resolution for the purchase of the radio system for both departments.

### EXHIBITS:

- Attachments are the purchasing agreement from Government Capital Corporation.
- Motorola radio quote

ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	\$ 373,071.60
	<b>Source of Funding</b>	\$ General



## RESOLUTION # 2018-08

### A RESOLUTION REGARDING A CONTRACT FOR THE PURPOSE OF FINANCING "RADIOS".

WHEREAS, contingent upon the approval of the Attorney of City of Willow Park (the "Issuer"), the Issuer desires to enter into that certain Finance Contract by and between the Issuer and Government Capital Corporation ("GCC") for the purpose of financing "Radios". The Issuer desires to designate this Finance Contract as a "qualified tax exempt obligation" of the Issuer for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

NOW THEREFORE, BE IT RESOLVED BY CITY OF WILLOW PARK:

Section 1. That the Issuer will enter into a Finance Contract with GCC for the purpose of financing "Radios".

Section 2. That the Finance Contract by and between the City of Willow Park and GCC is designated by the Issuer as a "qualified tax exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That the Issuer will designate the City Administrator as an authorized signer of the Finance Contract by and between the City of Willow Park and GCC.

PASSED AND APPROVED by the Council for the City of Willow Park in a meeting held on the \_\_\_\_\_<sup>th</sup> day of October 2018

**Issuer:** City of Willow Park

Witness Signature

\_\_\_\_\_  
Doyle Moss, Mayor

\_\_\_\_\_  
Alicia Smith, City Secretary



August 8, 2018\* Revised

Mr. Mike LeNoir  
Willow Park Fire/Rescue Department  
817-441-8020  
mlenoir@willowpark.org

Dear Chief LeNoir,

Thank you for the opportunity to present proposed financing for W City of Willow Park. I am submitting for your review the following proposed structure:

ISSUER:	City of Willow Park, Texas			
FINANCING STRUCTURE:	Public Property Finance Contract issued under Local Government Code Section 271.005			
<b>EQUIPMENT COST:</b>	<b>\$ 373,071.60</b>			
ANNUAL TERM:	3 Pymts	5 Pymts	7 Pymts	10 Pymts
INTEREST RATE:	3.97%	3.97%	4.227%	4.38%
PAYMENT AMOUNT:	\$ 135,082.56	\$ 84,182.13	\$ 62,679.77	\$ 46,870.58
PAYMENTS BEGINNING:	One year from signing, annually thereafter			

Government Capital is registered with Texas Ethics Commission to be HB 1295 compliant. The above proposal is subject to audit analysis, assumes bank qualification and mutually acceptable documentation. The terms outlined herein are subject to change and rates are valid for fourteen (14) days from the date of this proposal. If funding does not occur within this time period, rates will be indexed to markets at such time.

Our finance programs are flexible and my goal is customer delight. If you have any questions regarding other payment terms, frequencies or conditions, please do not hesitate to call.

With Best Regards,  
*Stephanie Cates*  
Stephanie Cates  
Client Services  
Main: 817-421-5400



*The transaction described herein is an arm's length, commercial transaction between you and Government Capital Corporation ("GCC"), in which GCC: (i) is acting solely for its own financial and other interests that may differ from yours; (ii) is not acting as your municipal advisor or financial advisor, and has no fiduciary duty to you with respect to this transaction; and (iii) is not recommending that you take an action with respect to this transaction.*



Quote Number: QU0000441743

Effective: 25 MAY 2018

Effective To: 19 OCT 2018

**Bill-To:**

WILLOW PARK FIRE RESCUE DEPT  
101 W STAGECOACH TRL  
WILLOW PARK, TX 76087  
United States

**Ultimate Destination:**

WILLOW PARK FIRE RESCUE DEPT  
101 W STAGECOACH TRL  
WILLOW PARK, TX 76087  
United States

**Attention:**

**Name:** Mike LeNoir  
**Email:** mlenoir@willowpark.org  
**Phone:** 817-441-8020

**Sales Contact:**

**Name:** Shawn Soctt  
**Email:** sscott@crosspointcomm.com  
**Phone:** 8175507289

**Request For Quote:** APX 8000 and 8500

**Contract Number:** HGAC

**Freight terms:** FOB Destination

**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	9	H91TGD9PW6AN	APX 8000 ALL BAND PORTABLE MODEL 2.5	\$5,983.00	\$4,487.25	\$40,385.25
1a	9	QA01427AG	ALT:APX 8000 HOUSING GREEN	\$25.00	\$18.75	\$168.75
1b	9	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$386.25	\$3,476.25
1c	9	Q58AL	ADD: 3Y ESSENTIAL SERVICE	\$110.00	\$110.00	\$990.00
1d	9	QA02006AC	ENH: APX8000XE RUGGED RADIO	\$800.00	\$600.00	\$5,400.00
1e	9	H38BS	ADD: SMARTZONE OPERATION	\$1,500.00	\$1,125.00	\$10,125.00
1f	9	Q361AN	ADD: P25 9600 BAUD TRUNKING	\$300.00	\$225.00	\$2,025.00
1g	9	QA00580AA	ADD: TDMA OPERATION	\$450.00	\$337.50	\$3,037.50
1h	9	QA09001AB	ADD: WIFI CAPABILITY	\$300.00	\$225.00	\$2,025.00
1i	9	QA09007AA	ADD: OUT OF THE BOX WIFI PROVISIONING	-	-	-
1j	9	QA09008AA	ADD: GROUP SERVICES	\$150.00	\$112.50	\$1,012.50
2	6	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	\$150.00	\$112.50	\$675.00
3	9	PMMN4107B	APX XE500 REMOTE SPEAKER MIC, HIGH IMPACT GREEN, NO CHANNEL KNOB	\$550.00	\$440.00	\$3,960.00
4	7	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE	\$4,770.00	\$3,577.50	\$25,042.50
4a	7	GA01513AA	ADD: ALL BAND MOBILE ANTENNA (7/8/V/U)	\$95.00	\$71.25	\$498.75
4b	7	GA00250AA	ADD: WIFI/GNSS FLEXIBLE CABLE LMR195	\$100.00	\$75.00	\$525.00
4c	7	W22BA	ADD: STD PALM MICROPHONE APX	\$72.00	\$54.00	\$378.00
4d	7	G78AT	ADD: 3Y ESSENTIAL SERVICE	\$168.00	\$168.00	\$1,176.00
4e	7	G628AC	ADD: REMOTE MOUNT CBL 17 FEET	\$15.00	\$11.25	\$78.75
4f	7	G67DF	ADD: REMOTE MOUNT MP	\$297.00	\$222.75	\$1,559.25
4g	7	G806BL	ENH: ASTRO DIGITAL CAI OP APX	\$515.00	\$386.25	\$2,703.75
4h	7	G51AT	ENH: SMARTZONE OPERATION APX	\$1,500.00	\$1,125.00	\$7,875.00
4i	7	G831AD	ADD: SPKR 15W WATER RESISTANT	\$60.00	\$45.00	\$315.00
4j	7	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	-	-	-
4k	7	G361AH	ENH: P25 TRUNKING SOFTWARE APX	\$300.00	\$225.00	\$1,575.00
4l	7	GA00580AA	ADD: TDMA OPERATION APX	\$450.00	\$337.50	\$2,362.50
4m	7	GA09001AA	ADD: WI-FI CAPABILITY	\$300.00	\$225.00	\$1,575.00
4n	7	GA09007AA	ADD: OUT OF THE BOX WI-FI PROVISIONING	-	-	-

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
4o	7	GA09008AA	ADD: GROUP SERVICES	\$150.00	\$112.50	\$787.50
4p	7	G442AJ	ADD: O5 CONTROL HEAD	\$432.00	\$324.00	\$2,268.00

<b>Total Quote in USD</b>	<b>\$122,000.25</b>
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PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)





Quote Number: QU0000443017

Effective: 08 JUN 2018

Effective To: 19 OCT 2018

**Bill-To:**

WILLOW PARK POLICE DEPT  
101 STAGE COACH TRAIL  
WILLOW PARK, TX 76087  
United States

**Ultimate Destination:**

WILLOW PARK POLICE DEPT  
101 STAGE COACH TRAIL  
WILLOW PARK, TX 76087  
United States

**Attention:**

**Name:** Carrie West  
**Email:** CWest@willowpark.org  
**Phone:** (817) 441-9747

**Sales Contact:**

**Name:** Shawn Soctt  
**Email:** sscott@crosspointcomm.com  
**Phone:** 8175507289

**Request For Quote:** WPPD Quote  
**Contract Number:** HGAC  
**Freight terms:** FOB Destination  
**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	19	H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	\$6,292.00	\$4,719.00	\$89,661.00
1a	19	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$386.25	\$7,338.75
1b	19	HA00022AC	ADD: 3Y ESSENTIAL ACCIDENTAL DAMAGE	\$284.00	\$284.00	\$5,396.00
1c	19	Q629AH	ENH: AES ENCRYPTION	\$475.00	\$356.25	\$6,768.75
1d	19	H38BS	ADD: SMARTZONE OPERATION	\$1,500.00	\$1,125.00	\$21,375.00
1e	19	Q361AN	ADD: P25 9600 BAUD TRUNKING	\$300.00	\$225.00	\$4,275.00
1f	19	QA00580AA	ADD: TDMA OPERATION	\$450.00	\$337.50	\$6,412.50
1g	19	Q498AU	ENH: ASTRO 25 OTAR W/ MULTIKEY	\$740.00	\$555.00	\$10,545.00
1h	19	QA09001AB	ADD: WIFI CAPABILITY	\$300.00	\$225.00	\$4,275.00
1i	19	QA09007AA	ADD: OUT OF THE BOX WIFI PROVISIONING	-	-	-
1j	19	QA09008AA	ADD: GROUP SERVICES	\$150.00	\$112.50	\$2,137.50
2	19	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	\$150.00	\$112.50	\$2,137.50
3	19	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T	\$142.00	\$113.60	\$2,158.40
4	19	PMMN4069A	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55	\$121.00	\$96.80	\$1,839.20
5	11	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE	\$4,770.00	\$3,577.50	\$39,352.50
5a	11	GA01513AA	ADD: ALL BAND MOBILE ANTENNA (7/8/V/U)	\$95.00	\$71.25	\$783.75
5b	11	GA00250AA	ADD: WIFI/GNSS FLEXIBLE CABLE LMR195	\$100.00	\$75.00	\$825.00
5c	11	W22BB	ADD: STD PALM MICROPHONE APEX	\$72.00	\$54.00	\$594.00
5d	12	G78AT	ADD: 3Y ESSENTIAL SERVICE	\$168.00	\$168.00	\$2,016.00
5e	11	G628AC	ADD: REMOTE MOUNT CBL 17 FEET	\$15.00	\$11.25	\$123.75
5f	11	G298AS	ENH: ASTRO 25 OTAR W/ MULTIKEY	\$740.00	\$555.00	\$6,105.00
5g	11	G843AH	ADD: AES ENCRYPTION APX	\$475.00	\$356.25	\$3,918.75
5h	11	GA09001AA	ADD: WI-FI CAPABILITY	\$300.00	\$225.00	\$2,475.00
5i	11	G67DF	ADD: REMOTE MOUNT MP	\$297.00	\$222.75	\$2,450.25
5j	11	G806BL	ENH: ASTRO DIGITAL CAI OP APX	\$515.00	\$386.25	\$4,248.75
5k	11	G442AJ	ADD: O5 CONTROL HEAD	\$432.00	\$324.00	\$3,564.00
5l	11	G51AT	ENH: SMARTZONE OPERATION APX	\$1,500.00	\$1,125.00	\$12,375.00
5m	11	G831AD	ADD: SPKR 15W WATER RESISTANT	\$60.00	\$45.00	\$495.00
5n	12	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	-	-	-

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
5o	11	G361AH	ENH: P25 TRUNKING SOFTWARE APX	\$300.00	\$225.00	\$2,475.00
5p	11	GA00580AA	ADD: TDMA OPERATION APX	\$450.00	\$337.50	\$3,712.50
5q	11	GA09007AA	ADD: OUT OF THE BOX WI-FI PROVISIONING	-	-	-
5r	11	GA09008AA	ADD: GROUP SERVICES	\$150.00	\$112.50	\$1,237.50

Total Quote in USD

\$251,071.35

PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> September 11, 2018	<b>Department:</b> Public Works	<b>Presented By:</b> B. Grimes
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**AGENDA ITEM:**

To consider and take action on a approving two Access and Lease Agreements with LinXus Internet to place antennas on City Water Towers located at Fox Hunt Trail and Circle Court.

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**BACKGROUND:**

Supporting documents for this item are unavailable at this time. They will be made available to council and public when they are available.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

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**EXHIBITS:**

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