



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, November 10, 2020 at 7:00 p.m.**

The City Council of the City of Willow Park, reserves the right to meet in closed, executive session on any of the items listed below should the need arise and if authorized by Title 5, Chapter 551, of the Texas Government Code.

Call to Order

Invocation & Pledge of Allegiance

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 – Regular Meetings October 27, 2020.

Regular Agenda Items

1. Discussion only: Hear a presentation from the Halff and Associates, the engineer for the Fort Worth Water Project, on updated project costs.
2. Discussion/ Action: To consider and act on all matters incident and related to approving and authorizing publication of notice of intention to issue certificates of obligation in an amount not to exceed \$6,500,000 for the purpose of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving water system properties or facilities, including rights-of-way therefor and (ii) professional services rendered in relation to such projects and the financing thereof, including the adoption of Resolution 2020-16, pertaining thereto.
3. Discussion/ Action: To consider and act on voluntary annexation by Shaun Kretzschmar, DO and Matthew Boothby, MD, DBA DHKB Investments, for annexation of 1.070 acres located in the NW corner of Willow Bend Dr and Bankhead Hwy J. S. Oxer Survey, Abstract No. 1029 City of Willow Park, Parker County Texas.
4. Discussion/ Action: To consider and act on voluntary petition for annexation of .064 acres located in NW corner of Willow Bend Dr and Bankhead Hwy, City of Willow Park, Parker County Texas.
5. PUBLIC HEARING: to receive input regarding text amendments to the City of Willow Park Zoning Ordinance.

Sec.14.03.005 – Fire Protection Access

Sec.14.06.010 – (9)(10)(14) “R-5” Single Family Medium Density

Sec.14.06.005 – (c)(2) “R-1” Single Family District

Sec.14.06.008 – (b)(1)(A), (c)(5), (c)(6) “R-3” Multifamily District

Sec.14.10.001 – (a) New Development Site Plan

Sec.14.12, Sec.14.06.002 – Off Street Parking and Loading Requirements

Sec.14.06.002 – Sec.14.06.015 - Public Municipal, State and/or Federal Owned
Facilities or Uses are permitted in all districts.

A. Open Public Hearing

B. Close Public Hearing

6. Discussion/ Action: To consider and act on Ordinance 811-20, an ordinance to receive input regarding text amendments to the City of Willow Park Zoning Ordinance.
7. Presentation: Jake Weber will present the September Financials report.
8. Presentation: Rose Kertok, Communications Director, will present an update on the Communications Department.
9. Discussion/ Action: To consider and act on items to be considered for future council meetings.
10. Discussion/ Action: To consider and act on setting the date and time for the next council meeting.

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. § 551.071. Texas Government Code. Consultation with Attorney.
- B. Any Posted item

Following Executive Session, the City Council will reconvene into Regular Session and may take any action deemed necessary as a result of the Executive Session.

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 November 6, 2020 at 5:00 p.m.

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.



**City of Willow Park
City Council
Regular Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, October 27, 2020 at 7:00 p.m.**

Call to Order

Mayor Moss called the meeting to order at 7:00PM

Present:

Mayor Doyle Moss
Councilmember Eric Contreras
Councilmember Tyler VanSant
Councilmember Lea Young
Councilmember Nathan Crummel

Absent:

Councilmember Greg Runnebaum

Staff Present:

City Manager Bryan Grimes
City Attorney Pat Chesser
City Secretary Alicia Smith

Invocation & Pledge of Allegiance

Mayor Moss led a moment of silence.

City Manager Bryan Grimes led the pledge of allegiance.

Public Comments

None

Consent Agenda

A. Approve City Council Meeting Minutes – Special Called and Regular Meetings October 13, 2020.

Motion made by Council member Young

To approve to Special Called and Regular meeting minutes from October 13, 2020.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Motion passes with a vote of 4-0

Regular Agenda Items

1. Discussion/ Action: To consider and act on approving the Real Property Exchange Agreement with the Willow Park Baptist Church for the new wastewater treatment plant.

Motion made by Councilmember Contreras

To approve the Real Property Exchange Agreement with the Willow Park Baptist Church for the new wastewater treatment plant.

Seconded by Councilmember Young

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Motion passes with a vote of 4-0

2. Discussion/ Action: To consider and act on drainage project on Sam Bass Road.

Motion made by Councilmember Young

To approve a drainage project on Sam Bass Road.

Seconded by Councilmember VanSant

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Motion passes with a vote of 4-0

3. Discussion/ Action: To consider and act on Storm water Drainage Study

Motion made by Councilmember Young

To accept the Storm water Drainage Study as presented.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Motion passes with a vote of 4-0

4. Discussion/ Action: To consider and act on items to be considered for future council meetings.

- **Jake weber to present the September financial**
- **Communications update**
- **Betty Chew will present a zoning update**

5. Discussion/ Action: To consider and act on setting the date and time for the next council meeting.

Next Regular meeting November 10, 2020

No second meeting in November or December

Executive Session

None

Adjournment

Motion made by Councilmember Young

To adjourn

Seconded by Councilmember Vansant

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Motion passes with a vote of 4-0

Meeting adjourned at 7:31 PM

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: November 10, 2020	Department: Admin	Presented By: City Manager
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AGENDA ITEM:

Hear a presentation from the Halff and Associates, the engineer for the Fort Worth Water Project, on updated project costs.

BACKGROUND:

Halff and Associates will present to Council and update on under valued cost estimates associated with the Fort Worth water project.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: November 10, 2020	Department: Admin	Presented By: City Manager
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AGENDA ITEM:

Discussion/ Action: To consider and act on all matters incident and related to approving and authorizing publication of notice of intention to issue certificates of obligation in an amount not to exceed \$6,500,000 for the purpose of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving water system properties or facilities, including rights-of-way therefor and (ii) professional services rendered in relation to such projects and the financing thereof, including the adoption of Resolution 2020-13 pertaining thereto.

BACKGROUND:

Council will consider and deliberate on providing notice of their intent to issue debt in the amount not to exceed \$6,500,000 as part of the Fort Worth Water Project.

Council may go into Executive Session to consult with their attorney on this agenda item.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: November 10, 2020	Department:	Presented By: Betty Chew
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AGENDA ITEM:

Receive and accept a petition requesting annexation of a 1.070 acre tract of land in the 200 Block of Willow Bend Drive.

BACKGROUND:

DHK Investments LLC is requesting voluntary annexation of this 1.070 acre tract of vacant land located on the west side of Willow Bend Drive, south of their office. This property is located adjacent to the City of Willow Park, in the City's extraterritorial jurisdiction (ETJ).

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends the City Council accept the petition and adopt Resolution 2020 - 14, setting a public hearing for December 08, 2020, at 7:00 pm in the council chambers, 516 Ranch House Rd, Willow Park, Texas.

EXHIBITS:

Petition for Annexation
Annexation Map
Annexation Calendar
Resolution 2020 - 14

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

PETITION REQUESTING ANNEXATION BY AREA LANDOWNERS

TO THE MAYOR OF THE GOVERNING BODY OF THE CITY OF WILLOW PARK, TEXAS:

The undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which fewer than three qualified voters reside, hereby waive the requirement to be offered a development agreement pursuant to Section 43.016, and petition your honorable Body to extend the present city limits so as to include as part of the City of Willow Park, Texas, the following described territory, to wit:

Situated in Parker County, Texas, and being 1.070 acres of land out of the J.S. Oxer Survey, Abstract No. 1029, and being a portion of a tract conveyed to DHKB Investments, LLC, by deed recorded in Volume 2848, Page 331, Deed Records, Parker County, Texas same being Lot 7, Block 2, Willow Park Crossing Phase One, an addition to the City of Willow Park as thereof recorded in Cabinet D, Slide 230, Plat Records, Parker County, Texas, and being more particularly described by metes and bounds and map attached hereto as Exhibit "A," both of which are incorporated herein as though set out in full.

We certify that the above described tract of land is contiguous and adjacent to the City of Willow Park, Texas, and that this petition is signed and duly acknowledged by each and every person having an interest in said land. In addition, we understand and agree that the City of Willow Park shall provide services to the above described tract of land in accordance with Exhibit "B," attached hereto and incorporated herein as though set out in full.

DHK INVESTMENTS, LLC
A TEXAS LIMITED LIABILITY COMPANY

Signed: 
SHAUN KRETZSCHMAR, MEMBER

Signed: 
MICHAEL BOOTHBY, MEMBER


THE STATE OF TEXAS

COUNTY OF PARKER

BEFORE ME, the undersigned authority, on this day personally appeared Shaun Kretzschmar and Michael Boothby, in their capacity as members of DHK Investments, LLC, known to me to be the persons whose names are subscribed to the foregoing instrument and each acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this 5 day of November, 2020.




Notary Public in and for
Parker County, Texas

**EXHIBIT A
ANNEXATION TRACT
1.070 ACRES**

SITUATED in Parker County, Texas, and being 1.070 acres of land out of the in the J. S. Oxer Survey, Abstract No. 1029, and being a portion of a tract conveyed to DHKB Investments LLC, by deed recorded in Volume 2848, Page 331, Deed Records, Parker County, Texas, same being Lot 7, Block 2, Willow Park Crossing Phase One, an addition to the City of Willow Park as thereof recorded in Cabinet D, Slide 230, Plat Records, Parker County, Texas, and being more particularly described as follows:

BEGINNING at 1/2 inch capped rod found, marked "CARTER 5691", at the southeast corner of said Lot 7, and being in the northeast right-of-way line of East Bankhead Highway, a variable width right-of-way and the northwest right-of-way line of Willow Bend Drive, a 60' wide right-of-way;

THENCE North 51°08'33" West departing the northwest right-of-way line of Willow Bend Drive, and with said northeast right-of-way line of East Bankhead Highway for a distance of 23.14 feet to a capped 1/2 inch rod found, marked "CARTER 5691";

THENCE North 51°15'49" West continuing with said northeast right-of-way line of East Bankhead Highway for a distance of 141.29 feet to a 1/2 inch rod found at the southwest corner of said Lot 7 and the southeast corner of Lot 1, Block 1, Willow Park Baptist Church Addition, an addition to the City of Willow Park, as thereof recorded in Cabinet B, Slide 65, Plat Records, Parker County, Texas.

THENCE North 35°51'17" East departing said northeast right-of-way line of East Bankhead Highway and with the southeast line of said Lot 1, and also with the northwest line of said Lot 7 for a distance of 202.95 feet to a point in the north line of the J.S. Oxer Survey, Abstract No. 1029, same being the south line of the J. Cole Survey, Abstract 218;

THENCE North 89°52'52" East with said common Survey lines and the north line of this annexation tract for a distance of 229.37 feet to a point in said northwest Willow Bend Drive right-of-way line which bears South 39°28'00" West for a distance of 6.50 feet from a 1/2 inch capped iron found, marked "CARTER 5691";

THENCE South 39°28'00" West with said northwest right-of-way line for a distance of 339.27 feet to the POINT OF BEGINNING and containing 1.070 acres or 46,614 square feet.

The bearings, distances and coordinates shown herein are grid and referenced to the Texas State Plane Coordinate System, North Central Zone and NAD83 as determined from GPS observations. Distances can be converted to surface by multiplying each distance by the combined scale factor of the site which is 1.000128555.

THIS DESCRIPTION WAS PREPARED TO ACCOMPANY AN EXHIBIT OF THE DESCRIBED PROPERTY.

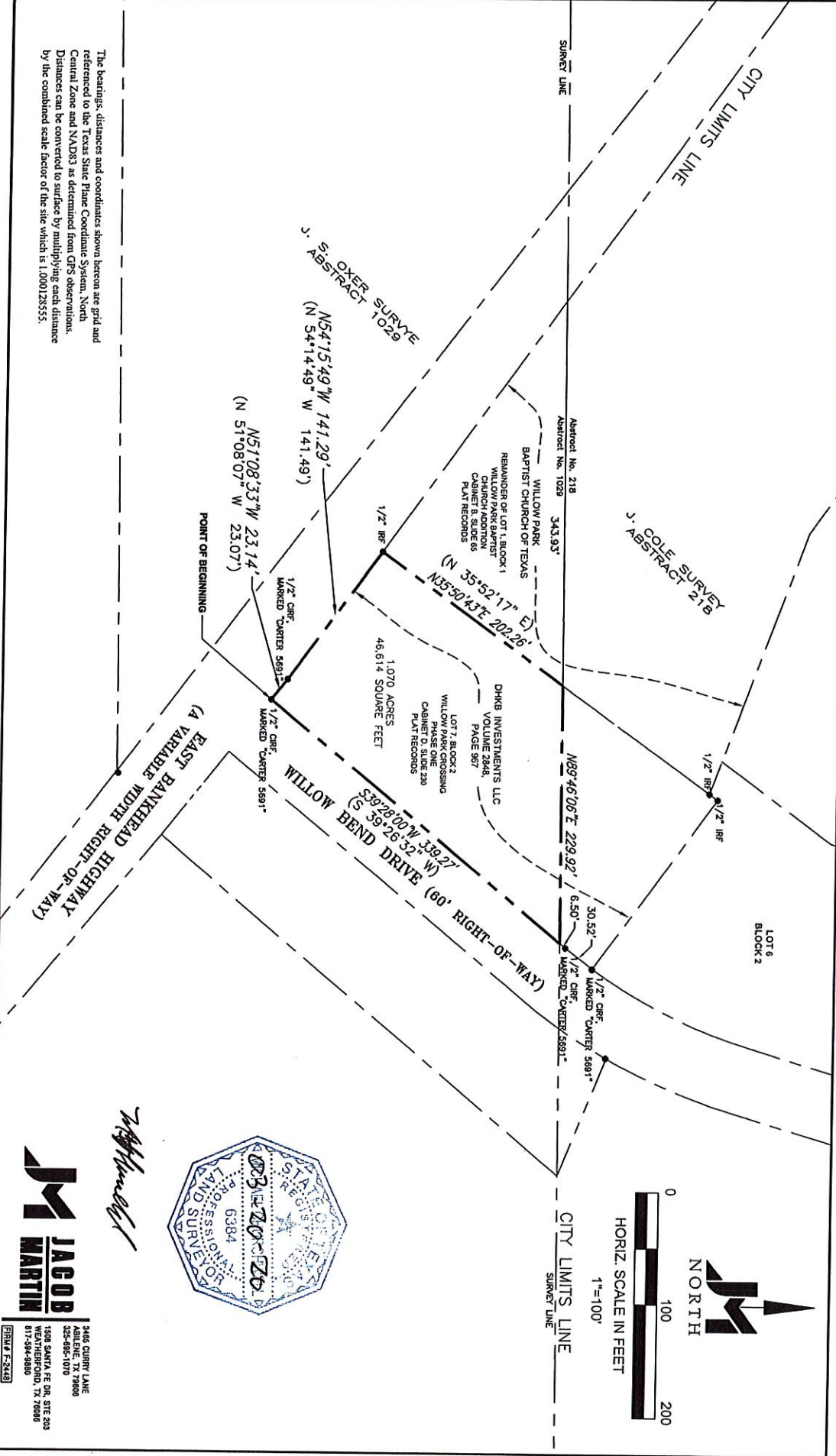
**JACOB & MARTIN, LLC.
CONSULTING ENGINEERS**

March 20, 2020

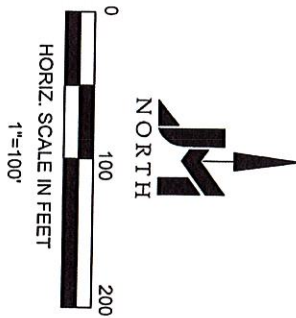


W. H. Small

EXHIBIT A



The bearings, distances and coordinates shown herein are grid and referred to the Texas State Plane Coordinate System, North Central Zone and NAD83 as determined from GPS observations. Distances can be converted to surface by multiplying each distance by the combined scale factor of the site which is 1.0001283555.



3485 GUNNY LANE
 1508 SANTA FE DR, STE 203
 WYATTEBORO, TX 76080
 325-865-1073
 817-244-9880

EXHIBIT "B"

SERVICES TO BE PROVIDED TO ANNEXED LAND

MUNICIPAL SERVICE PLAN

FIRE

Existing Services: Parker County Emergency Services District 1

Services to be Provided: Fire suppression will be available to the area upon annexation. Primary fire response will be provided by City of Willow Park Fire Department Fire Station No. 1, located at 101 Stagecoach Trail. Adequate fire suppression activities can be afforded to the annexed area within current budget appropriation. Fire prevention activities will be provided by the Fire Marshall's office.

POLICE

Services to be Provided: Currently, the area is under the jurisdiction of the Parker County Sheriff's Office. Upon annexation, the City of Willow Park Police Department will extend regular and routine patrols to the area. It is anticipated that the implementation of police patrol activities can be effectively accommodated within the current budget and staff appropriation.

BUILDING INSPECTION

Existing Services: None

Services to be Provided: The Building Inspection Department will provide Code Compliance Services upon annexation. This includes issuing building, electrical, mechanical and plumbing permits for any new construction and remodeling, and enforcing all other applicable codes which regulated building construction within the City of Willow Park.

PLANNING AND ZONING

Existing Services: None

Services to be Provided: The Planning and Zoning Department's responsibility for regulating development and land use through the administration of the City of Willow Park Zoning Ordinance will extend to this area on the effective date of the annexation. The property will also continue to be regulated under the requirements of the City of Willow Park Subdivision Ordinance. These services can be provided within the department's current budget and staff appropriation.

HEALTH CODE ENFORCEMENT SERVICE

Services to be Provided: The City of Willow Park will implement the enforcement of the City's health ordinances and regulations on the effective date of the annexation. Such services can be provided with current personnel and within the current budget appropriation.

STREET

Existing Services: County Street Maintenance

Services to be Provided: Maintenance to the streets will be provided by the City of Willow Park on the effective date of the annexation. This service can be provided within the current budget appropriation.

STORM WATER MANAGEMENT

Services to be Provided: Developers will provide storm water drainage improvements at their own expense and will be inspected by the City Engineers at the time of completion. The City will then maintain the drainage improvements, upon approval, and acceptance.

STREET LIGHTING

Services to be Provided: The City of Willow Park will coordinate any request for improved street lighting within the local electric provider in accordance with standard policy.

TRAFFIC ENGINEERING

Services to be Provided: The City of Willow Park Public Works Department will provide, after the effective date of annexation, any additional traffic control devices.

WATER SERVICE

Services to be Provided: Water service to the area will be provided in accordance with applicable codes and departmental policy. When property develops in the area, water service shall be provided in accordance with utility extension ordinances. Extension of service shall comply with City codes and ordinances.

SANITARY SEWER SERVICE

Services to be Provided: Sanitary sewer service to the area will be provided in accordance with applicable codes and departmental policy. When property develops in the area, sanitary sewer service shall be provided in accordance with utility extension ordinances. Extension of service shall comply with City codes and ordinances.

SOLID WASTE SERVICES

Services to be Provided: Solid Waste Collection shall be provided to the area upon annexation in accordance with the present ordinance. Service shall comply with existing City policies, beginning with occupancy of structures.

MISCELLANEOUS

All other applicable municipal services will be provided to the area in accordance with the City of Willow Park’s established policies governing extension of municipal services to newly annexed areas.

Agreed to this Municipal Service Plan on this the 05 day of November, 2020.

DHK INVESTMENTS, LLC
A TEXAS LIMITED LIABILITY COMPANY


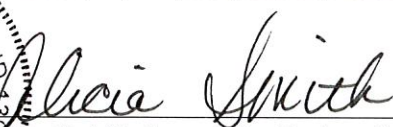
Signed: 
SHAUN KRETZSCHMAR, MEMBER

Signed: 
MICHAEL BOOTHBY, MEMBER

THE STATE OF TEXAS
COUNTY OF PARKER

BEFORE ME, the undersigned authority, on this day personally appeared Shaun Kretzschmar and Michael Boothby, in their capacity as members of DHK Investments, LLC, known to me to be the persons whose names are subscribed to the foregoing instrument and each acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 5 day of November, 2020.

 
Notary Public in and for Parker County, Texas

DHK INVESTMENTS LLC

Annexation on Petition of Area Landowners

NOTE: Prior to any other action, the city must determine whether an area is subject to the requirements of Section 43.016 – required offer of non-annexation agreement, and must comply with those requirements if so. N/A

Nov 06, 2020 Post notice to receive and accept petition under Open Meetings Act.

Nov 10, 2020 City Council Receives and Accepts Petition.

Nov 20, 2020 Publish notice of hearing 43.0673. Obtain required affidavit of publication from newspaper.

Nov 13, 2020 Post notice of public hearing on the Internet Web site, if city has an Internet Web site. 43.063(c).

Send written notice to each public school district in the area to be annexed. 43.905.

Send written to railroads with right-of-way in the area to be annexed. 43.062 (b).

Send written notice to “public entities”. 43.9051.

Dec 4, 2020 Post notice of public hearing and Annexation Ordinance under Open Meetings Act.

Dec 08, 2020 Hold public hearing. 43.0673.

Dec 08, 2020 Adopt Annexation Ordinance at conclusion of hearing (Institution of Proceedings-proceedings are instituted and completed at the same time in city that only requires one reading).

Annexation Completed 33 Days

RESOLUTION SETTING A PUBLIC HEARING ON A PROPOSED ANNEXATION

RESOLUTION NO. 2020 -

A RESOLUTION SETTING A DATE, TIME, AND PLACE FOR A PUBLIC HEARING ON THE PROPOSED ANNEXATION OF CERTAIN PROPERTY BY THE CITY OF WILLOW PARK, TEXAS, AND AUTHORIZING AND DIRECTING THE MAYOR TO PUBLISH NOTICE OF SUCH PUBLIC HEARING.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:

SECTION 1. On the 8th day of December 2020 at 7:00 pm in the City Council Chamber of the City Hall of the City of Willow Park, Texas, the City Council will hold a public hearing giving all interested persons the right to appear and be heard on the proposed annexation by the City of Willow Park, Texas of the following described property, to-wit:

Being 1.070 acres of land out of the in the J.S. Oxer Survey, Abstract No. 1029, and being a portion of a tract conveyed to DHKB Investments LLC, by deed recorded in Volume 2848, Page 331, Deed Records, Parker County, Texas, came being Lot 7, Block 2, Willow Crossing Phase One, an addition of the city of Willow Park as thereof recorded in Cabinet D, Slide 230, Plat Records, Parker County, Texas.

SECTION 2. The Mayor of the City of Willow Park, is hereby authorized and directed to cause notice of such public hearing to be published once in a newspaper having general circulation in the city and in the above described territory not more than twenty days nor less than ten days prior to the date of such public hearing, in affordance with the Municipal Annexation Act.

PASSED AND APPROVED this the 10th day of November 2020.

DOYLE MOSS, MAYOR

ATTEST:

ALICIA SMITH, CITY SECRETARY



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: November 10, 2020	Department:	Presented By: Betty Chew
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AGENDA ITEM:

Receive and accept a petition requesting annexation of a 0.642 acre tract of land located on the east side of the Willow Park Baptist Church campus at 129 S. Ranch House Road.

BACKGROUND:

Willow Park Baptist Church is requesting voluntary annexation of this 0.642 acre tract of vacant land located on the north side of Bankhead Highway, on the east side of their campus. This property is located adjacent to the City of Willow Park, in the City's extraterritorial jurisdiction (ETJ).

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends the City Council accept the petition and adopt Resolution 2020 - 15, setting a public hearing for December 08, 2020, at 7:00 pm in the council chambers, 516 Ranch House Rd, Willow Park, Texas.

EXHIBITS:

Petition for Annexation
Annexation Map
Annexation Calendar
Resolution 2020 - 15

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

PETITION REQUESTING ANNEXATION BY AREA LANDOWNERS

TO THE MAYOR OF THE GOVERNING BODY OF THE CITY OF WILLOW PARK, TEXAS:

The undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which fewer than three qualified voters reside, hereby waive the requirement to be offered a development agreement pursuant to Section 43.016, and petition your honorable Body to extend the present city limits so as to include as part of the City of Willow Park, Texas, the following described territory, to wit:

Situated in Parker County, Texas, and being 0.642 acres of land out of the J.S. Oxeer Survey, Abstract No. 1029, and being a portion of the remainder of Lot 1, Block 1, Willow Park Baptist Church Addition, an addition to the Town of Willow Park, Parker County, Texas according to the plat recorded in Cabinet B, Slide 65, Plat Records, Parker County, Texas, and being more particularly described by metes and bounds and map attached hereto as Exhibit "A," both of which are incorporated herein as though set out in full.

We certify that the above described tract of land is contiguous and adjacent to the City of Willow Park, Texas, and that this petition is signed and duly acknowledged by each and every person having an interest in said land. In addition, we understand and agree that the City of Willow Park shall provide services to the above described tract of land in accordance with Exhibit "B," attached hereto and incorporated herein as though set out in full.

WILLOW PARK BAPTIST CHURCH OF TEXAS
A TEXAS NON-PROFIT CORPORATION

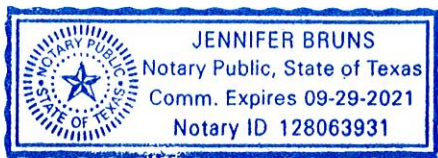
Signed: Clark Boster

THE STATE OF TEXAS

COUNTY OF PARKER

BEFORE ME, the undersigned authority, on this day personally appeared Clark Boster, in his capacity as Pastor of the Willow Park Baptist Church of Texas, known to me to be the persons whose names are subscribed to the foregoing instrument and each acknowledged to me that he executed the same for the purposes and consideration therein expressed.

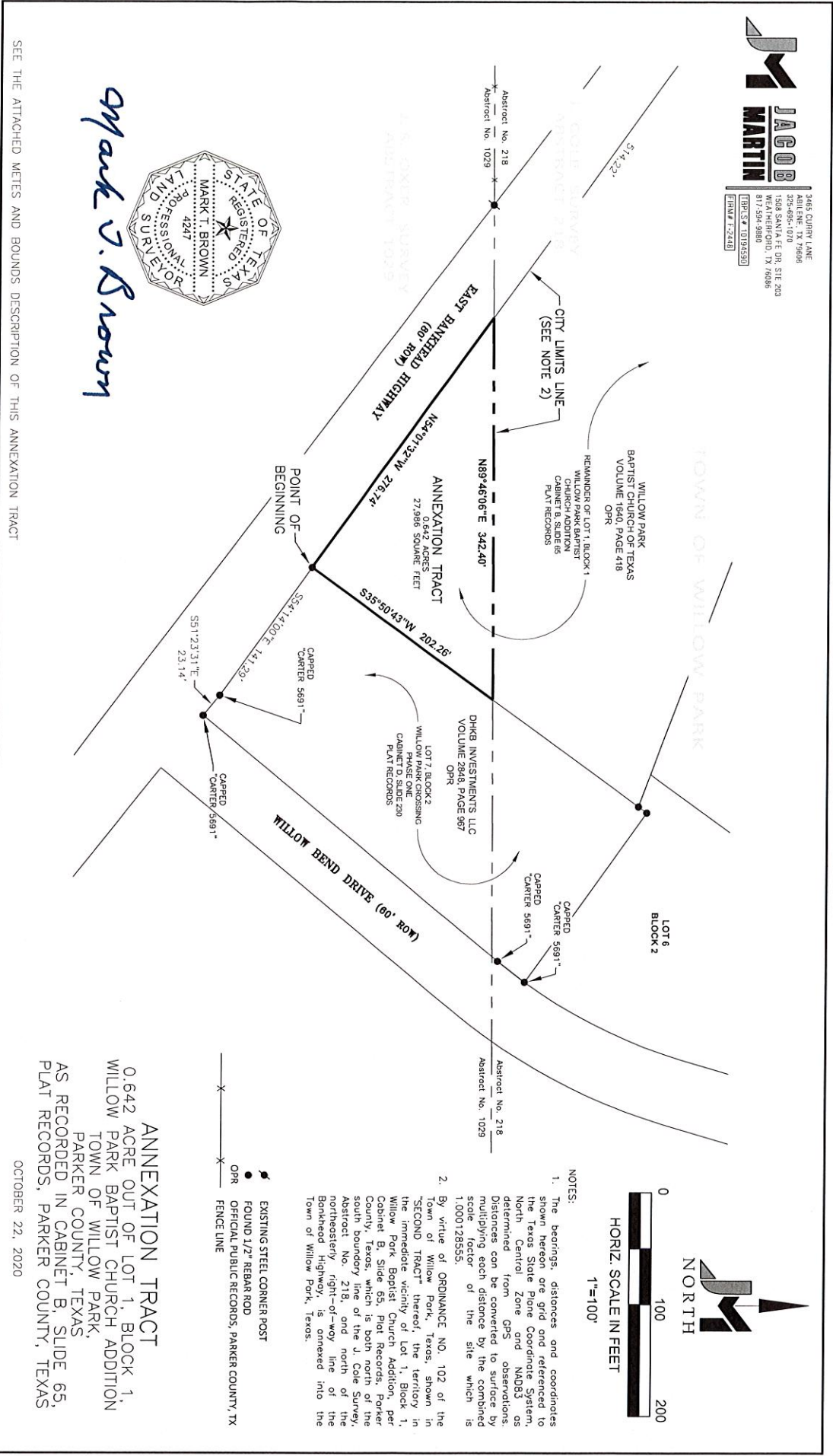
Given under my hand and seal of office, this _____ day of November, 2020.



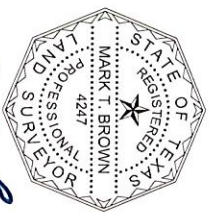
Jennifer Bruns
Notary Public in and for
Parker County, Texas

3468 CURRY LANE
ABILENE, TX 79606
325-695-1070
1508 SANTA FE DR, STE 203
MCKINNEY, TX 75069
817-257-5850
EPL#TX-1003530
EPL#TX-73248

EXHIBIT A

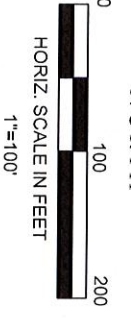


Mark T. Brown



SEE THE ATTACHED METES AND BOUNDS DESCRIPTION OF THIS ANNEXATION TRACT

X:\CI_Willow_Park\17144 - City Map Updates\SURVEYING\EXHIBITS\OTHER\ANNEX EAST BANKHEAD\Willow Park Baptist Church\CITYANNEX Bankhead Highway Willow Park Baptist Church 201016 - Mark.dwg, 10/23/2020 7:47:46 AM



- NOTES:
- The bearings, distances and coordinates shown hereon are grid and referenced to the Texas State Plane Coordinate System, North Central Zone and NAD83 as determined from GPS observations. Distances can be converted to surface by multiplying each distance by the combined scale factor of the site which is 1.000128555.
 - By virtue of ORDINANCE NO. 102 of the Town of Willow Park, Texas, shown in the "SECOND TRACT" heretofore, the territory in the immediate vicinity of Lot 1, Block 1, Willow Park Baptist Church Addition, per Cabinet B, Slide 65, Plat Records, Parker County, Texas, which is being north of the south boundary line of the U.C. Survey, Abstract No. 218, and the north of the northeasterly right-of-way line of the Bankhead Highway is annexed into the Town of Willow Park, Texas.

- EXISTING STEEL CORNER POST
- FOUND 1/2" REBAR ROD
- OFFICIAL PUBLIC RECORDS, PARKER COUNTY, TX
- FENCE LINE

ANNEXATION TRACT
0.642 ACRE OUT OF LOT 1, BLOCK 1,
WILLOW PARK BAPTIST CHURCH ADDITION
TOWN OF WILLOW PARK,
PARKER COUNTY, TEXAS
AS RECORDED IN CABINET B, SLIDE 65,
PLAT RECORDS, PARKER COUNTY, TEXAS

OCTOBER 22, 2020

EXHIBIT A
ANNEXATION TRACT
0.642 ACRE
METES AND BOUNDS DESCRIPTION

SITUATED in Parker County, Texas, and being 0.642 acre of land out of the in the J. S. Ozer Survey, Abstract No. 1029, and being a portion of the remainder of Lot 1, Block 1, Willow Park Baptist Church Addition, an addition to the Town of Willow Park, Parker County, Texas according to the plat recorded in Cabinet B, Slide 65, Plat Records, Parker County, Texas, and being more particularly described as follows:

BEGINNING at 1/2 inch rebar rod found in the northeasterly right-of-way line of East Bankhead Highway (80' ROW), same being the southwesterly boundary line of said Lot 1, Block 1, Willow Park Baptist Church Addition, and further, said point being the southerly corner of both this described tract and of said remainder of Lot 1, Block 1, Willow Park Baptist Church Addition, and the southwesterly corner of Lot 7, Block 2, Willow Park Crossing, Phase One, an addition to the Town of Willow Park, Parker County, Texas, according to the plat recorded in Cabinet D, Slide 230, Plat Records, Parker County, Texas, and from said point of beginning the intersection of the westerly right-of-way line of Willow Bend Drive (60' ROW) and said northeasterly right-of-way line of East Bankhead Highway bears South 54°14'00" East 141.29 feet and South 51°23'31" East 23.14 feet, and the southwesterly corner of said Lot 1, Block 1, Willow Park Baptist Church Addition, located at the intersection of the easterly right-of-way line of South Ranch House Road and said northeasterly right-of-way line of East Bankhead Highway is calculated from calls to bear North 54°01'32" West 790.96 feet;

THENCE North 54°01'32" West 276.74 feet with said northeasterly right-of-way line of East Bankhead Highway and said southwesterly line of said Lot 1, Block 1, Willow Park Baptist Church Addition to a point in the north line of said J. S. Ozer Survey, Abstract No. 1029, same being the south line of the J. Cole Survey, Abstract 218;

THENCE North 89°46'06" East, over and across said Lot 1, Block 1, Willow Park Baptist Church Addition, with said common Survey lines and the north line of this annexation tract, for a distance of 342.40 feet to a point on the southeasterly line of this described tract, same being the southeasterly line of said remainder of Lot 1, Block 1, Willow Park Baptist Church Addition and the northwesterly line of said Lot 7, Block 2, Willow Park Crossing, Phase One;

THENCE South 35°50'43" West with said southeasterly line of this tract and said common lot lines for a distance of 202.26 feet to the POINT OF BEGINNING and containing 0.642 acre or 27,986 square feet.

The bearings, distances and coordinates shown herein are grid and referenced to the Texas State Plane Coordinate System, North Central Zone and NAD83 as determined from GPS observations. Distances can be converted to surface by multiplying each distance by the combined scale factor of the site which is 1.000128555.

THIS DESCRIPTION WAS PREPARED TO ACCOMPANY AN EXHIBIT OF THE DESCRIBED PROPERTY.

JACOB & MARTIN, LLC.
CONSULTING ENGINEERS

OCTOBER 22, 2020



Mark J. Brown

EXHIBIT "B"

SERVICES TO BE PROVIDED TO ANNEXED LAND

MUNICIPAL SERVICE PLAN

FIRE

Existing Services: Parker County Emergency Services District 1

Services to be Provided: Fire suppression will be available to the area upon annexation. Primary fire response will be provided by City of Willow Park Fire Department Fire Station No. 1, located at 101 Stagecoach Trail. Adequate fire suppression activities can be afforded to the annexed area within current budget appropriation. Fire prevention activities will be provided by the Fire Marshall's office.

POLICE

Services to be Provided: Currently, the area is under the jurisdiction of the Parker County Sheriff's Office. Upon annexation, the City of Willow Park Police Department will extend regular and routine patrols to the area. It is anticipated that the implementation of police patrol activities can be effectively accommodated within the current budget and staff appropriation.

BUILDING INSPECTION

Existing Services: None

Services to be Provided: The Building Inspection Department will provide Code Compliance Services upon annexation. This includes issuing building, electrical, mechanical and plumbing permits for any new construction and remodeling, and enforcing all other applicable codes which regulated building construction within the City of Willow Park.

PLANNING AND ZONING

Existing Services: None

Services to be Provided: The Planning and Zoning Department's responsibility for regulating development and land use through the administration of the City of Willow Park Zoning Ordinance will extend to this area on the effective date of the annexation. The property will also continue to be regulated under the requirements of the City of Willow Park Subdivision Ordinance. These services can be provided within the department's current budget and staff appropriation.

HEALTH CODE ENFORCEMENT SERVICE

Services to be Provided: The City of Willow Park will implement the enforcement of the City's health ordinances and regulations on the effective date of the annexation. Such services can be provided with current personnel and within the current budget appropriation.

STREET

Existing Services: County Street Maintenance

Services to be Provided: Maintenance to the streets will be provided by the City of Willow Park on the effective date of the annexation. This service can be provided within the current budget appropriation.

STORM WATER MANAGEMENT

Services to be Provided: Developers will provide storm water drainage improvements at their own expense and will be inspected by the City Engineers at the time of completion. The City will then maintain the drainage improvements, upon approval, and acceptance.

STREET LIGHTING

Services to be Provided: The City of Willow Park will coordinate any request for improved street lighting within the local electric provider in accordance with standard policy.

TRAFFIC ENGINEERING

Services to be Provided: The City of Willow Park Public Works Department will provide, after the effective date of annexation, any additional traffic control devices.

WATER SERVICE

Services to be Provided: Water service to the area will be provided in accordance with applicable codes and departmental policy. When property develops in the area, water service shall be provided in accordance with utility extension ordinances. Extension of service shall comply with City codes and ordinances.

SANITARY SEWER SERVICE

Services to be Provided: Sanitary sewer service to the area will be provided in accordance with applicable codes and departmental policy. When property develops in the area, sanitary sewer service shall be provided in accordance with utility extension ordinances. Extension of service shall comply with City codes and ordinances.

SOLID WASTE SERVICES

Services to be Provided: Solid Waste Collection shall be provided to the area upon annexation in accordance with the present ordinance. Service shall comply with existing City policies, beginning with occupancy of structures.

MISCELLANEOUS

All other applicable municipal services will be provided to the area in accordance with the City of Willow Park’s established policies governing extension of municipal services to newly annexed areas.

Agreed to this Municipal Service Plan on this the ____ day of November, 2020.

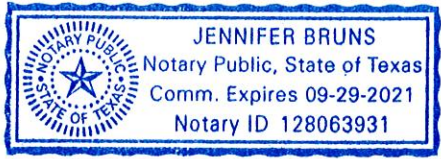
WILLOW PARK BAPTIST CHURCH OF TEXAS
A TEXAS NON-PROFIT CORPORATION

Signed: Clark Bisher

THE STATE OF TEXAS
COUNTY OF PARKER

BEFORE ME, the undersigned authority, on this day personally appeared Clark Bisher, in his capacity as Pastor of the Willow Park Baptist Church of Texas, known to me to be the persons whose names are subscribed to the foregoing instrument and each acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this _____ day of November, 2020.



Jennifer Bruns
Notary Public in and for Parker County, Texas

DHK INVESTMENTS LLC

Annexation on Petition of Area Landowners

NOTE: Prior to any other action, the city must determine whether an area is subject to the requirements of Section 43.016 – required offer of non-annexation agreement, and must comply with those requirements if so. N/A

Nov 06, 2020 Post notice to receive and accept petition under Open Meetings Act.

Nov 10, 2020 City Council Receives and Accepts Petition.

Nov 20, 2020 Publish notice of hearing 43.0673. Obtain required affidavit of publication from newspaper.

Nov 13, 2020 Post notice of public hearing on the Internet Web site, if city has an Internet Web site. 43.063(c).

Send written notice to each public school district in the area to be annexed. 43.905.

Send written to railroads with right-of-way in the area to be annexed. 43.062 (b).

Send written notice to “public entities”. 43.9051.

Dec 4, 2020 Post notice of public hearing and Annexation Ordinance under Open Meetings Act.

Dec 08, 2020 Hold public hearing. 43.0673.

Dec 08, 2020 Adopt Annexation Ordinance at conclusion of hearing (Institution of Proceedings-proceedings are instituted and completed at the same time in city that only requires one reading).

Annexation Completed 33 Days

RESOLUTION SETTING A PUBLIC HEARING ON A PROPOSED ANNEXATION

RESOLUTION NO. 2020 -

A RESOLUTION SETTING A DATE, TIME, AND PLACE FOR A PUBLIC HEARING ON THE PROPOSED ANNEXATION OF CERTAIN PROPERTY BY THE CITY OF WILLOW PARK, TEXAS, AND AUTHORIZING AND DIRECTING THE MAYOR TO PUBLISH NOTICE OF SUCH PUBLIC HEARING.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:

SECTION 1. On the 8th day of December 2020 at 7:00 pm in the City Council Chamber of the City Hall of the City of Willow Park, Texas, the City Council will hold a public hearing giving all interested persons the right to appear and be heard on the proposed annexation by the City of Willow Park, Texas of the following described property, to-wit:

Being 1.070 acres of land out of the in the J.S. Oxer Survey, Abstract No. 1029, and being a portion of a tract conveyed to DHKB Investments LLC, by deed recorded in Volume 2848, Page 331, Deed Records, Parker County, Texas, came being Lot 7, Block 2, Willow Crossing Phase One, an addition of the city of Willow Park as thereof recorded in Cabinet D, Slide 230, Plat Records, Parker County, Texas.

SECTION 2. The Mayor of the City of Willow Park, is hereby authorized and directed to cause notice of such public hearing to be published once in a newspaper having general circulation in the city and in the above described territory not more than twenty days nor less than ten days prior to the date of such public hearing, in affordance with the Municipal Annexation Act.

PASSED AND APPROVED this the 10th day of November 2020.

DOYLE MOSS, MAYOR

ATTEST:

ALICIA SMITH, CITY SECRETARY



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: November 10, 2020	Department: Development Services	Presented By: Betty Chew
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AGENDA ITEM:

Consider text amendments to the City of Willow Park Zoning Ordinance.

BACKGROUND:

Attached are the proposed Zoning Ordinance text amendments. Additions are noted in yellow and deletions are noted by strikes. The ordinance pages are in chronological order. The list is by Section Numbers.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Approval of text amendments.

The Planning and Zoning Commission recommends approval. The vote was 4-0.

EXHIBITS:

List of Zoning Amendments
Ordinance Changes

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

ZONING ORDINANCE AMENDMENTS

1. Sec.14.03.005 – Fire Protection Access – Pg. 1
Fire lanes and access easements shall be a minimum 24' wide and concrete surface.
2. Sec.14.06.010 – “R-5” Single Family Medium Density
 - (9) Two car attached garage. Front entrance garages are permitted. – Pg. 21
 - (10) Required screening. Wooden screening shall be built with steel reinforced concrete footer which shall be 4 inches in depth and a minimum 6 inches wide. Fences shall of wooden or masonry construction, a minimum of 6' and a maximum of 8' in height. Fence poles shall be metal set in concrete. – Pg. 21
 - (14)(c) Reversal of a building plan (delete). – Pg. 22-23
3. Sec. 14.06.005 – “R-1” Single Family District
 - (c)(2) Manufactured Homes (delete). – Pg. 14
4. Sec. 14.06.008 – “R-3” Multifamily District
 - (b)(1)(A) Maximum apartment units contained in multifamily 18 units per acre. – Pg. 17
 - (c)(5) All multifamily dwellings must have a fire suppression sprinkler system installed per the currently adopted International Building Code and International Fire Code. – Pg. 20
 - (c)(6) New certificate of occupancy required for each apartment unit prior to leasing to a new occupant (delete). – Pg. 20
5. Sec. 14.10.001 – New Development Site Plan
 - (a) Development within a Commercial, Local Retail, Office, or Residential – 3 District must be approved through the site planning process (delete). – Pg. 8,10,20,28,30,32,34,35
6. Sec. 14.12 – Off Street Parking and Loading Requirements
All parking spaces, driveways, display areas, and off-street loading spaces shall be concrete pavement. – Pg. 5,36
Sec.14.06.002 – “AG” Agricultural District
Lots 5 acres or larger are permitted to have driveways paved with concrete, asphalt, decomposed granite, rock or gravel. All driveways must be maintained and kept in good repair. – Pg. 38
7. Sec.14.06.002 – Sec.14.06.015
Public Municipal, State and/or Federal Owned Facilities or Uses are permitted in all districts.
Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including communications equipment towers are permitted in all zoning districts. – Pg. 7,9,11,13,15,16,17,21,25,27,30,32,34

Sec. 14.03.005 Fire protection access

(a) No building except single-family dwellings shall be constructed in such a way that any part of the structure may be erected at a greater distance than the one hundred fifty (150) feet, if the owner thereof dedicates, constructs and maintains a fire lane or access easement having a minimum width of ~~twenty~~ **twenty-four (24)** feet and a minimum height clearance of fourteen (14) feet terminating within one hundred (100) feet of the farthest point of the structure.

(b) Any such fire lane or access easement more than one hundred fifty (150) feet long shall either connect at both ends to a dedicated street or be provided with a turn-around having a minimum radius of fifty (50) feet.

(c) All fire lanes or access easements dedicated to the City of Willow Park for such use, shall be of **hard concrete** surface for the entire width thereof and maintained and kept in a state of good repair at all times by the owner of the premises, and the City of Willow Park shall not be responsible for the maintenance thereof. Such fire lanes shall be permanently marked as fire lanes and the owner of the property shall insure that the same such markings are kept and obviously displayed.

(Ordinance 414-97, ex. C, sec. 12.206, adopted 12/16/97)

Sec. 14.04.001 Definitions

For the purposes of this chapter, certain terms and words are hereby defined. Words used in the present tense shall include the future; the singular number shall include the plural, and the plural shall include the singular; the word "building" shall include the word "structure," the word "shall" is mandatory and not directive, the word "lot" includes the word "plot"; the term "used for" includes the meaning "designed for" or "intended for." Said words and terms are as follows:

Accessory building or use. A subordinate building having a use customarily incident to and located on the lot occupied by the main building; or a use customarily incident to the main use of the property. A building housing an accessory use is considered an integral part of the main building when it has any part of a wall in common with the main building, or is under an extension of the main roof and designed as an integral part of the main building.

Alley. A minor way which is used primarily for vehicular service access to the back or side of properties otherwise abutting on a street.

Apartment. A room or suite of rooms in an apartment house arranged, designed, or occupied as the residence by a single family, individual, or group of individuals.

Apartment house. Any building, or portion thereof, which is designed, built, rented, leased, let or hired out to be occupied as three or more apartments or which is occupied as the home or residence of three or more families living independently of each other maintaining separate cooking facilities.

Area of the lot. The area of the lot shall be the net area of the lot and shall not include portions of public streets or alleys.

Automobile sales area. An open area or lot used for the display or sale of automobiles, where no repair work is done except minor reconditioning of the cars to be displayed and sold on the premises, and no dismantling of cars or sale or keeping of used car parts or junk on the premises.

Barber and beauty shops/associated services. An establishment permitted by the Texas Department of Licensing and Regulation (TDLR) to cut, trim, wash, color or dye hair and mustaches. Associated services shall include all cosmetology services, permanent make-up and micro blading, etc.

Basement. A story below the first story is [as] defined under "story" counted as a story for height regulations if subdivided and used for dwelling purposes other than by a janitor or watchman employed on the premises.

Block. A piece or parcel of land entirely surrounded by public highways or streets, other than alleys. In cases where the platting is incomplete or disconnected, the building official shall determine the outline of the block.

Boarding house. A building, other than a hotel or motel, where lodging and meals for five or more persons are served for compensation.

Breezeway. A covered passage one (1) story in height and six (6) feet or more in width connecting a main structure and an accessory building.

Building. Any structure built for the support, shelter, and enclosure of persons, animals, chattels or movable property of any kind.

Building line. A line on a lot parallel to the street right-of-way line beyond which a building may not be erected. This shall be the building setback as required by this chapter or the building line as platted and filed of record; whichever is more restrictive shall control.

Business. Includes a local retail, and commercial/industrial uses and districts as herein defined.

Cabana. An accessory building adjacent to a swimming pool used as a changing area and for storage of pool-related equipment.

Clinic. Offices for one or more physicians, surgeons, or dentists engaged in treating the sick or injured, but not including rooms for the abiding of patients overnight.

Community center. A building dedicated to social or recreational activities serving the city or a neighborhood and owned and operated by the city, or by a nonprofit organization dedicated to promoting the health, safety, morals or general welfare of the city.

Convalescent home. Any structure used for or occupied by persons recovering from illness or suffering from the infirmities of old age.

Court. An open unoccupied space other than a yard, on the same lot with a building and which is bounded on three (3) or more sides by the building.

Customary home occupations. A customary home occupation is an occupation customarily carried on in the home by a member of the occupant's family without the installation of machinery or additional equipment, without the employment of additional persons, without the use of a sign to advertise the occupation and which does not cause

the generation of additional traffic in the street, or provision of customer parking, and shall not include beauty culture schools, beauty parlors, or doctor's offices for treatment of patients.

Day care center. Any place, home or institution which cares for five or more children under the age of sixteen (16) years old apart from their parents, guardians, or custodians for regular periods of time for compensation; provided, however, that the term shall not apply to bona fide schools, custody fixed by a court or children related by blood or marriage.

Depth of lot. The mean horizontal distance between the front and rear lot lines.

Depth of rear yard. The mean horizontal distance between the front and rear line of a building other than an accessory building and the rear lot line except as modified in the text of any section of this chapter.

District. A section of the City of Willow Park for which the regulations governing the area, height, or use of buildings are uniform for each type and class of structure.

Dwelling, mobile home. A detached residential dwelling unit designed for transportation after fabrication on streets or highways on its own wheels, which arrives at the site where it is to be occupied, complete and ready for occupancy other than for or incidental unpacking and assembly operation, location on jacks or other temporary or permanent foundations and connection to utilities.

Dwelling, multifamily. A building or portion thereof, arranged, intended, or designed for occupancy by three or more families, including tri-plexes, four-plexes, townhouses, condominiums and garden apartments.

Dwelling, one-family. A detached building arranged, intended, or designed for occupancy by one family.

Dwelling, two-family. A detached building arranged, intended, or designed for occupancy by two families.

Efficient apartment. An apartment having a combination living and bedroom (no separate bedroom).

Family. One (1) or more persons who are related by blood or marriage, living together and occupying a single housekeeping unit with single kitchen facilities, or a group of not more than five (5) (excluding servants) living together by joint agreement and occupying a single housekeeping unit with single kitchen facilities, on a nonprofit cost-sharing basis.

Farm or ranch. A tract of land consisting of a minimum of ten (10) acres if livestock is kept on premises.

Field offices (temporary). Shall mean and include structures conforming to the Uniform Building Code used in conjunction with construction work, accessory and incidental to the construction of a permanent structure which said permanent structure conforms to the code and all other laws of the City of Willow Park, the State of Texas and the United States of America. Said temporary structure may be permitted by the building official at the time [a permit] is granted for the permanent structure and said temporary structure shall be completely removed at the time of occupancy of the permanent structure.

Floor area ratio. A numerical value obtained by dividing: (i) the sum of the gross horizontal area of all floors of a building, including interior balconies and mezzanines, measured to the exterior faces of walls, by (ii) the total area of the lot, excluding streets, alleys, and dedicated drainageways.

Floor space per dwelling unit. The total number of square feet of habitable floor spaces contained within the dwelling unit exclusive of porches, breezeways, carports, garages, and storage areas not directly accessible from within the dwelling unit.

Front yard. An open, unoccupied space on a lot facing a street between a building and a street line. If no building exists, a front yard is an open unoccupied space facing a street and adjacent thereto.

Garage, auto repair. An "auto repair garage" is a building or portion thereof whose principal use is for the repair, servicing, equipping, or maintenance of motor vehicles or motor vehicle components, including engines, radiators, starters, transmissions, brakes, tires and wheels, seats, and similar components.

Garage, private. An accessory building for storage only of motor vehicles.

Garage, public. A building or portion thereof, designed or used for the storage, sale, hiring, care or repair of motor vehicles, which is operated for commercial purposes.

Garage, storage. A building or portion thereof, other than a private garage, used exclusively for parking or storage of self-propelled vehicles, but with no other services provided except for washing and normal maintenance.

Grade.

(1) For buildings having walls adjoining one street only, it is the elevation of the sidewalk at the center of the wall adjoining the street;

(2) For buildings having walls adjoining more than one street, it is the average of the elevation of the

sidewalk at the center of all walls adjoining the street;

(3) For buildings having no wall adjoining the street, it is the average level of the finished surface of the ground adjacent to the exterior wall of the building.

Gross floor area. The gross floor space of an apartment house shall be measured by taking the outside dimension of the apartment building at each floor level, excluding, however, the floor area of basements or attics not used for residential purposes.

Height of buildings. The vertical distance measured from the highest of the following three levels:

- (1) From the street curb level;
- (2) From the established or mean street grade in case the curb has not been constructed;
- (3) From the average finished ground level adjoining the building if it sets back from the street line;

to the highest point of the roof beams of flat roofs or roof including not more than one (1) inch to the foot, or to the mean height level.

Hobby shop. An accessory use housed in a dwelling or in an accessory building in which the residents of the premises engage in recreational activities, none of which shall disturb the neighbors on either side or in the rear thereof, and from which no revenue may be derived, and in which no goods may be publicly displayed, offered for sale, or advertised for sale, nor may any sign be used in connection therewith.

Hospital. An institution or place where sick or injured inpatients are given medical or surgical care and provision is made for patients to abide overnight.

Hotel. A hotel is a building containing rooms intended or designed to be used or which are used, rented, or hired out to be occupied by guests and where only a general kitchen and dining room are provided within the building or in an accessory building.

Junk. The term "junk" is defined to mean and shall include scrap iron, scrap tin, scrap brass, scrap copper, scrap lead, or scrap zinc and all other scrap metals and their alloys, and bones, rags, used cloth, used rubber, used rope, used tinfoil, used bottles, old cotton or used machinery, used tools, used appliances, used fixtures, used utensils, used boxes or crates, used pipe or pipe fittings, used vehicular or airplane tires, and other manufactured goods that are so worn, deteriorated, or obsolete as to make them unusable in their existing condition; subject to being dismantled for junk.

Kennel. Any lot or premises on which four (4) or more dogs, cats, or other domestic animals at least four (4) months of age, are housed or accepted for boarding, trimming, grooming and/or bathing for which remuneration is received.

Kindergarten. A school for children of pre-school age in which constructive endeavors, object lessons, and helpful games are prominent features of the curriculum.

Legal nonconforming use, building or yard. A use, building or yard existing legally at the time of the passage of this chapter which does not by reason of design, use, or dimensions conform to the regulation of the district in which it is situated. A use, building or yard established after the passage of this chapter which does not conform to regulations of the district in which it is situated shall be considered an illegal nonconforming use.

Lot. A parcel of land occupied or to be occupied by one building, or unit group of buildings, and the accessory buildings or uses customarily incident thereto, including such open spaces as are required under this chapter, and having its principal frontage upon a public street or place.

Lot, corner. A lot abutting upon two or more streets at their intersection. A corner lot shall be deemed to front on that street on which it has its least dimension, unless otherwise specified by the building official.

Lot depth. The mean horizontal distance from the front street line to the rear lot line.

Lot, double frontage. A lot having frontage on two or more dedicated streets other than a corner lot.

Lot, interior. A lot whose side lines do not abut upon any street.

Lot line, front. The boundary between a lot and the street on which it fronts.

Lot line, rear. The boundary which is opposite and most distant from the front street line; except that in the case of uncertainty the building official shall determine the rear line.

Lot line, side. Any lot boundary line not a front or rear line thereof. A side line may be a party lot line, a line bordering on an alley or side street line.

Lot of record. A lot which is part of a subdivision, a map of which has been recorded in the office of the county clerk

of Parker County.

Lot width. The horizontal distance between side lines, measured at the front building line, as established by the minimum front yard requirements of this chapter.

Masonry coverage. Brick, stone, stucco, block and concrete walls are considered masonry (also see decorative masonry), and the method of calculation of masonry coverage shall be the percentage of the total exterior wall surface below the first top plate line, excluding doors and windows.

Mobile home. A vehicle used for living or sleeping purposes and standing on wheels or rigid supports, but which when properly equipped and situated can be towed behind a motor vehicle. A trailer coach is a mobile home.

Modular home. A factory-built dwelling unit, attached or detached, which is wholly or partially constructed away from its building site or lot and moved to a building lot where it is affixed to a permanent foundation or situated as a permanent building. A modular home is a residential use. A mobile home shall not be construed as a modular home.

Motel, motor hotel, or tourist court. Any establishment offering to the transient public the use of guest rooms or sleeping accommodations for compensation. Such an establishment consists of a group of attached or detached guest rooms or sleeping accommodations the majority of which have private and direct access from parking areas not through common entrance and lobby. The establishment furnishes customary hotel services and may contain a restaurant, club, lounge, banquet hall, and/or meeting rooms. A motel is a nonresidential use.

Off-street loading space. A **concrete surfaced** space located outside of a public street or alley for the discharge of passengers or a space directly accessible to the building it serves for bulk pickup and deliveries by delivery vehicles.

Off-street parking place. A concrete or asphalt surface located outside of the right-of-way of a public street or alley adequate for parking an automobile with room for opening doors [on] both sides, together with properly related access to a public street or alley and maneuvering room without backing into a public street.

Open space. Area included in any side, rear, or front yard or any unoccupied space on the lot that is open and unobstructed to the sky except for the ordinary projection of cornices, eaves, or porches.

Residence. A building occupied as the abiding place of one or more persons in which the use and management of sleeping quarters, all appliances for cooking, ventilating, heating or lighting are under one control and which shall include single-family dwellings, which shall be the principal building on any lot in residential districts.

Restaurant or cafe. A building or portion of a building, not operated as a dining room in connection with a hotel or boarding house, where food is served for pay and for consumption in the building, and where provisions may be made for serving food on the premises outside the building.

Screening device. A barrier of stone, brick, pierced brick or block, uniformly colored wood, or other permanent material of equal character, density, and acceptable type and of a density that will not permit through passage, or an acceptable combination of these materials. Such screening device shall be continuously maintained, and shall be constructed along the rear lot line and side lot lines between "R-3", "O", "LR", and "C" districts and "R-1" and "R-2" districts.

Servant's quarters. An accessory building located on the same lot or grounds with the main building, and used as living quarters, for servants employed on the premises, and not rented or otherwise used as a separate domicile.

Setback. The minimum horizontal distance between the front wall of any projection of the building, excluding steps and unenclosed porch and the street line.

Story. That part of a building included between the surface of one floor and the surface of the floor above, or if there be no floor above, that part of the building which is above the surface of the highest floor thereof. A top story attic is a half-story when the main line of the eaves is not above the middle of the interior height of such story. The first story is the highest story having its interior floor surface, not more than four feet above the curb level, established or mean street grade, or average ground level, as mentioned in "Height of buildings" in this section.

Street. A public thoroughfare which affords primary access to abutting property.

Street right-of-way line. The dividing line between the street and the abutting property.

Structure. Anything constructed or erected, which requires location on the ground or attached to something having a location on the ground, including, but not limited to, buildings, advertising signs, and billboards, but exclusive of customary fences or boundary or retaining walls.

Subdivision developer's sales office. Shall mean and include structures conforming to the Uniform Building Code used for the purpose of selling residential structures within the immediate proximity of the sales office. Said subdivision developer sales office shall be completely removed or put to a use permitted by the City of Willow Park, Texas, zoning ordinance after all residential structures in the immediate proximity have been sold.

Terminal, motor freight. The use of property or buildings for the temporary parking of motor vehicles or trucks of common carriers during loading and unloading and between trips, including necessary warehouse space for

storage of transitory freight.

Townhome. A single-family dwelling which is attached to one or more similar dwellings by a common fire wall or fire walls, and which in combination with the attached dwellings constitute an architectural whole, located on a separate lot, and having its principal frontage on a street. Such dwelling units when so constructed may be under separate ownership.

Used car lot. A lot or portion thereof to be used only for the display and sale of automobiles that are in condition to be driven on or off the lot. A used car lot shall not be used for the storage of wrecked automobiles, or the storage of automobile parts.

Variance. A modification or variation of the provisions of this chapter, as applied to a specific piece of property, as distinct from rezoning.

Yard. An open space at grade between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward except as otherwise provided. In measuring a yard for the purpose of determining width of a side yard, the depth of a front yard or the depth of a rear yard, the least horizontal distance between the lot line and the main building shall be used.

Yard, front. A yard across the full width of the lot extending from the front line of the main building to the front line of the lot.

Yard, rear. A yard between the rear lot line and the rear line of the main building and the side lot lines.

Yard, side. A yard between the building and the side line of the lot and extending from the front yard to the required minimum rear yard.

(Ordinance 335-93 adopted 2/16/93; 1993 Code, ch. 12, ex. A, sec. 3.00; Ordinance 414-97 adopted 12/16/97; Ordinance 747-17, sec. 2, adopted 3/14/17; Ordinance 763-18 adopted 1/9/18)

Sec. 14.06.002 Class I - Special purpose: "AG" Agricultural District

(a) Use regulations. The "AG" Agricultural District will be limited to the following uses:

- (1) Farms or ranches, orchards, truck gardens, nurseries for the growing of plants and similar agrarian activities involving the growing of plants, or raising and pasturing of livestock.
 - (2) Single-family dwellings clearly incidental to the operation of the above-listed activities, including dwellings on the same farm or ranch used exclusively for the housing of employees living on the premises; provided that tracts in the "AG" district which have less than ten (10) contiguous acres in separate ownership shall be limited to one (1) principal dwelling provided that such principal dwelling shall have an allowable area of not less than allowed in a "R-1" district.
 - (3) Accessory buildings and structures clearly incidental to the above operations, including but not limited to barns, stables, equipment sheds, poultry houses, granaries, pump houses, water tanks, silos, and noncommercial feeding pens.
 - (4) ~~Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or a public utility company, which installations are necessary for the public safety, governmental services, or the furnishing of utilities through the "AG" district.~~ Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.
 - (5) Public and parochial schools, universities and colleges, not including correctional institutions, trade or commercial business schools.
 - (6) Museums, libraries, parks, playgrounds, community centers, or recreational areas owned and operated by the City of Willow Park, Parker County, or the State of Texas, or owned by such agencies and operated under their control and supervision.
 - (7) Churches.
 - (8) Storage yards, junkyards, and motor vehicle junkyards upon recommendation by the planning and zoning commission and approval by the city council; subject to approval of the special use process as outlined in article 14.13 of this chapter.
- (b) Zoning standards. Are set accordingly unless specified otherwise in this chapter (the more stringent applying).
- (1) Maximum height: Three (3) stories, but not to exceed forty (40) feet.
 - (2) Minimum lot area: Ten (10) acres.
 - (3) Minimum gross living area: Fifteen hundred (1,500) square feet.
 - (4) Minimum lot width: Not applicable.
 - (5) Minimum lot depth: Not applicable.

- (6) Front yard setback: Thirty (30) feet.
- (7) Rear yard setback: Twenty-five (25) feet.
- (8) Side yard setback: Twenty-five (25) feet.
- (9) Maximum lot coverage by structure: Compliance with the established setbacks.
- (10) Required parking: Two (2) car garage for land uses described in section 14.06.002(a)(2) of this chapter; all other uses will conform to article 14.12 of this chapter and the UBC.
- (11) Required screening:
 - (A) All uses other than those described in section 14.06.002(a)(1), (2), (3), and (4) will have a six (6) foot masonry or wooden screening in compliance with article 14.09 of this chapter when abutting all residential districts, or as determined through the new development site plan review process.
 - (B) Land uses described in section 14.06.002(a)(8) will have a stockade variety fence (non-transparent) around the perimeter of the property.
- (12) Minimum masonry coverage: Seventy-five percent (75%) first floor.
- (13) Accessory building or use setback: Ten (10) feet minimums.
- (c) Special regulations.
 - (1) ~~All uses in the "AG" district will require a new development site plan under the provisions of section 14.10.007 of this chapter except for those described in section 14.06.002(a)(1), (2) and (3) of this chapter.~~
 - (2) Restrictions for the special use permit should include the following:
 - (A) First approval is not to exceed five (5) years.
 - (B) First extension not to exceed three (3) years.
 - (C) Each subsequent extension is not to exceed two (2) years, and will follow the same procedures as the original approval.

(Ordinance 414-97, ex. E, sec. 12.501, adopted 12/16/97)

Sec. 14.06.003 Class I - Special purpose: "FP" Flood Plain District

(a) Use regulations. The "FP" Flood Plain District will be limited to the following uses:

- (1) Those uses described in section 14.06.002(a)(1), (3), and (4) of this chapter.
 - (2) Structures, installations and facilities installed, operated and maintained by public agencies for flood control purposes.
 - (3) Public service structures, including railways and highway bridges, provided that the location thereof shall first be recommended by the planning and zoning commission and approved by the city council.
 - (4) Mining of soil, sand, gravel and minerals after recommendation by the planning and zoning commission and approval by the city council.
 - (5) Irrigation intakes and pumps.
 - (6) Industrial compressor water intake and outlet works.
 - (7) Sumps.
 - (8) Wildlife sanctuaries, woodland preserves, arboretums.
 - (9) Public or private reserve space.
 - (10) Hunting or fishing preserves.
 - (11) Boat rental, boat sales.
 - (12) Bridle, bicycle and nature trails.
 - (13) Country clubs and recreation centers, excluding principal buildings.
 - (14) Golf courses, driving ranges, archery ranges.
 - (15) Christmas tree sales.
 - (16) Roads, driveways.
 - (17) Temporary buildings and structures accessory to the above uses, to be used for limited periods of time in accordance with all applicable ordinances and regulations.
 - (18) Parks, playgrounds or recreational areas owned and operated by the city.
 - (19) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.
- (b) Zoning standards. Are set accordingly unless specified otherwise in this chapter (the more stringent applying).
- (1) Maximum height: Three (3) stories, but not to exceed forty (40) feet.

- (2) Minimum lot area: Forty thousand (40,000) square feet.
 - (3) Minimum gross living area: Not applicable.
 - (4) Minimum lot width: One hundred twenty (120) feet.
 - (5) Minimum lot depth: One hundred seventy-five (175) feet.
 - (6) Front yard setback: Not applicable.
 - (7) Rear yard setback: Not applicable.
 - (8) Side yard setback: Not applicable.
 - (9) Maximum lot coverage by structure: Not applicable.
 - (10) Required parking: All uses will conform to article 14.12 of this chapter and the UBC.
 - (11) Required screening: All uses other than those described in section 14.06.003(a)(1), (2), and (3) of this chapter will have a six (6) foot masonry or wooden screening in compliance with article 14.09 of this chapter when abutting all residential districts, or as determined through the new development site plan review process.
 - (12) Minimum masonry coverage: Not applicable.
 - (13) Accessory building or use setback: Ten (10) feet minimums.
- (c) Special regulations.
- (1) A thirty (30) foot setback is required from any right-of-way.
 - ~~(2) All uses in the "FP" district will require a new development site plan under the provisions of section 14.10.007 of this chapter.~~
 - (3) All uses in the "FP" district will comply with the FEMA Flood Damage Ordinance No. 399-96 [article 3.05, division 2].
 - (4) The fact that land or property is not classified as being within the "FP" Flood Plain District shall not constitute assurance that said land or property is not subject to local flooding and the designation of a "FP" district.
- (Ordinance 414-97, ex. E, sec. 12.502, adopted 12/16/97)

Sec. 14.06.004 Class I - Special purpose: "PD" Planned Development District

(a) Use regulations.

(1) The "PD" Planned Development District is a specialized zoning concept which has two specific uses:

(A) To set aside large parcels of land to be used for the development of mixed uses or special uses which will require approval of the planning and zoning commission and city council.

(B) To produce an overlay district to be used in conjunction with an existing base zoning district regardless of size, for the purpose of land uses which may require special controls to avoid interference with existing or planned uses.

(2) Such uses which have already been zoned or have the potential of being zoned as a "PD" Planned Development District include but are not limited to the following:

(A) Industrial/business centers or parks.

(B) Horse racing track and associated facilities.

(C) Truck stop/terminal or motor freight terminal.

(D) RV parks.

(E) Water/sewer/waste treatment and utility facilities.

(F) Outside storage yards.

(G) Any land use regardless of existing zoning classification, but only in combination with another zoning district or districts which shall be known as the base zoning district.

(H) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.

(3) All uses in the "PD" Planned Development District will require a new development site plan under the provisions of section 14.10.007 of this chapter.

(b) Standards. Are set accordingly or as determined through the new development site plan review process unless specified otherwise in this chapter (the more stringent applying).

(1) Maximum height: Three (3) stories, but not to exceed forty (40) feet.

(2) Minimum lot area: Forty thousand (40,000) square feet.

(3) Minimum gross living area: Fifteen hundred (1500) square feet.

(4) Minimum lot width: One hundred twenty (120) feet.

(5) Minimum lot depth: One hundred seventy-five (175) feet.

(6) Front yard setback: Twenty-five (25) feet.

- (7) Rear yard setback: Twenty-five (25) feet.
 - (8) Side yard setback: Ten (10) feet, or twenty-five (25) feet if adjacent to any residential district.
 - (9) Maximum lot coverage by structure: Forty percent (40%) or compliance with the more stringent base zoning district standards, or as determined through the site plan review process.
 - (10) Required parking: Compliance with article 14.12 of this chapter and the UBC or as determined through the new development site plan review process.
 - (11) Required screening: Compliance with article 14.09 of this chapter or as determined through the new development site plan review process.
 - (12) Minimum masonry coverage: Fifty percent (50%) or compliance with the more stringent base zoning district standards, or as determined through the new development site plan review process.
 - (13) Accessory building or use setback: Ten (10) feet minimums.
- (c) Special regulations.
- (1) All uses in the "PD" Planned Development District will require a new development site plan under the provisions of section 14.10.007 of this chapter.
 - (2) Property classified under the "PD" district which are overlaid over another zoning district must comply with the standards and special regulations of the more stringent base zoning district, or as determined through the new development site plan review process.
 - (3) Property classified under the "PD" district which are overlaid over another zoning district will revert back to base zoning district restrictions when the requested land use is discontinued, or as determined through the new development site plan review process.
- (Ordinance 414-97, ex. E, sec. 12.503, adopted 12/16/97)

Sec. 14.06.005 Class II - Residential: "R-1" Single-Family District

(a) Use regulations. The "R-1" Single-Family District will be limited to the following uses:

- (1) Single-family dwellings.
- (2) Churches.
- (3) Foster child care homes (maximum of six children includes those of the resident parents).
- (4) Libraries, museums, parks and playgrounds, community centers and governmental facilities (excluding care facilities, or under the control for the city or other governmental jurisdiction. [sic])
- (5) Golf courses (except commercially operated miniature golf courses and/or driving ranges).
- (6) Customary home occupations (as defined in section 14.04.001, Definitions, of this chapter).
- (7) Public elementary and secondary schools.
- (8) Accessory buildings or uses.
- (9) Special exception uses after recommendation by the planning and zoning commission and approval by the city council.
- (10) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.

(b) Zoning standards. Are set accordingly unless specified otherwise in this chapter (the more stringent applying).

- (1) Maximum height: Two (2) stories, but not to exceed thirty (30) feet.
- (2) Minimum lot area: Forty thousand (40,000) square feet.
- (3) Minimum gross living area: Fifteen hundred (1,500) square feet.
- (4) Minimum lot width: One hundred twenty (120) feet.
- (5) Minimum lot depth: One hundred seventy-five (175) feet.
- (6) Front yard setback: Thirty (30) feet.
- (7) Rear yard setback: Twenty-five (25) feet.
- (8) Side yard setback: Twenty-five (25) feet.
- (9) Maximum lot coverage by structure: Forty percent (40%).
- (10) Required parking: Two (2) car attached garage. Garage type openings shall not be less than 45 degrees to the frontal street.
- (11) Required screening: Six (6) foot masonry or wooden screening in compliance with article 14.09 of this chapter.

(12) Minimum masonry coverage: Seventy-five percent (75%) first floor.

(13) Accessory building or use setback: Shall be located no closer to the front property line than the primary use structure and have a minimum of ten (10) foot setback from all side and rear property lines.

(c) Special regulations.

(1) Dish satellite antennas shall be considered an accessory use in the "R-1" district, provided such antennas shall be located in the rear yard. Front or side yard locations are permitted provided an approved screening device is used.

~~(2) All manufactured homes located in this district shall meet all of the standard requirements of this chapter; and in addition, shall meet all of the special regulations required in section 14.06.009(e) (manufactured home district).~~

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

(A) No more than one (1) trailer per platted subdivision.

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

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

(Ordinance 414-97, ex. E, sec. 12.504, adopted 12/16/97; Ordinance 745-17, sec. 2(A), adopted 4/11/17; Ordinance 746-17, sec. 2(A), adopted 4/11/17)

Sec. 14.06.006 Class II - Residential: "R-1/s" Single-Family District with sewer

(a) Use regulations. The "R-1/s" Single-Family District with sewer will be limited to the following uses:

(1) Any use permitted in section 14.06.005 (R-1 Residential District).

(2) Special exception uses after recommendation by the planning and zoning commission and approval by the city council.

(3) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.

(b) Zoning standards. Are set accordingly unless specified otherwise in this chapter (the more stringent applying).

(1) Maximum height: Two (2) stories, but not to exceed thirty (30) feet.

(2) Minimum lot area: Twenty thousand (20,000) square feet.

(3) Minimum gross living area: Eighteen hundred (1,800) square feet.

(4) Minimum lot width: One hundred twenty (120) feet.

(5) Minimum lot depth: One hundred seventy-five (175) feet.

(6) Front yard setback: Thirty (30) feet.

(7) Rear yard setback: Twenty-five (25) feet.

(8) Side yard setback: Twenty-five (25) feet.

(9) Maximum lot coverage by structure: Forty percent (40%).

(10) Required parking: Two (2) car attached garage. Garage type openings shall not be less than 45 degrees to the frontal street.

(11) Required screening: Six (6) foot masonry or wooden screening in compliance with article 14.09 of this chapter.

(12) Minimum masonry coverage: Seventy-five percent (75%).

(13) Accessory building or use setback: Shall be located no closer to the front property line than the primary use structure and have a minimum of ten (10) foot setback from all side and rear property lines.

(c) Special regulations.

(1) Special regulations section 14.06.005(c)(1), (2), and (3) shall apply to this district.

(2) Every property located within this district shall have access to the city wastewater system. If said property is improved for any type of use that requires a sanitation system, such property shall connect to and utilize the city wastewater system.

(3) Septic systems of all types are strictly prohibited within this district.

Sec. 14.06.007 Class II - Residential: "R-2" Single-Family/Duplex District

(a) Use regulations. The "R-2" Single-Family/Duplex District will be limited to the following uses:

- (1) Any use permitted in section 14.06.005 (R-1 Residential District).
- (2) Duplex family dwellings.
- (3) Special exception uses after recommendation by the planning and zoning commission and approval by the city council.
- (4) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.

(b) Zoning standards. Are set accordingly unless specified otherwise in this chapter (the more stringent applying).

- (1) Maximum height: Two (2) stories, but not to exceed thirty (30) feet.
 - (2) Minimum lot area: Forty thousand (40,000) square feet.
 - (3) Maximum family dwelling units: Two (2) dwelling units per acre.
 - (4) Minimum gross living area: Fifteen hundred (1,500) square feet per dwelling unit.
 - (5) Minimum lot width: One hundred (100) feet.
 - (6) Minimum lot depth: One hundred fifty (150) feet.
 - (7) Front yard setback: Twenty-five (25) feet.
 - (8) Rear yard setback: Twenty-five (25) feet.
 - (9) Side yard setback: Twenty-five (25) feet.
 - (10) Maximum lot coverage by structure: Forty percent (40%).
 - (11) Required parking: Two (2) car attached garage. Garage type openings shall not be less than 45 degrees to the frontal street.
 - (12) Required screening: Six (6) foot masonry or wooden screening in compliance with article 14.09 of this chapter.
 - (13) Minimum masonry coverage: Seventy-five percent (75%) first floor.
 - (14) Accessory building or use setback: Shall be located no closer to the front property line than the primary use structure and have a minimum of ten (10) foot setback from all side and rear property lines.
- (c) Special regulations. Special regulations section 14.06.005(c), (1), (2), and (3) shall apply to this district.

Sec. 14.06.008 Class II - Residential: "R-3" Multifamily District

(a) Use regulations. The R-3 Multifamily District will be limited to the following uses:

- (1) Any use permitted in R-2 Residential District.
- (2) Tri-plexes, four-plexes, condominiums, and apartments.
- (3) Accessory uses and buildings.
- (4) Special exemption uses after recommendation by the planning and zoning commission and approval by the city council.
- (5) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.

(b) Zoning standards.

(1) Density:

(A) Maximum apartments contained in multifamily dwelling unit: 8-18 per acre.

(B) Occupancy may not exceed 2 people per bedroom.

(2) Height regulations:

(A) Main building maximum height: 2 stories, not to exceed 30 feet, except within the I-20 Overlay, which height restrictions shall apply to buildings within the I-20 Overlay.

(B) Cooling towers are not permitted.

(3) Area regulations:

(A) Minimum project size: 5 acres.

(B) Minimum lot area: 15,000 square feet.

(C) Maximum lot coverage by structure: 45%.

(D) Minimum lot width: 100 feet.

(E) Minimum lot depth: 150 feet.

(F) Minimum building separation: 1 story - 20 feet, 2 stories - 25 feet.

(G) Minimum separation to accessory buildings: 10 feet.

(H) Minimum front (and street) yard setback: 35 feet for a 1-story building, 40 feet for a 2-story building and 50 feet for a 3-story building. Eaves and roof extensions may project into the required front yard setback by no more than 4 feet. Building subsurface structure, platforms and/or slabs may not project [may project] into the front yard area by a height less than 2 feet above the average grade of the yard.

(I) Minimum side and back yard setbacks: 25 feet.

- (J) Minimum gross living area: 1 bedroom (BR) - 725 square feet, 2 BR - 875 square feet, add 125 square feet for each additional over 2 BR. Only the indoor space shall be used to calculate the square footage. Balconies and exterior storage shall not be considered in the calculation.
- (K) Every apartment shall have at least one (1) habitable room which shall have not less than one hundred twenty (120) square feet of floor area.
- (L) Bedrooms may not be less than eight feet (8') in any floor dimension.
- (4) Exterior construction and design regulations.
- (A) Minimum standard masonry construction: 85% of exterior cladding of the structure. Masonry construction shall include all construction of a minimum of two different coordinated stone and/or brick materials, defined as follows:
- (i) Stone material. Masonry construction using stone material may consist of granite, marble, limestone, slate, river rock or other hard and durable naturally occurring all-weather stone. Cut stone and dimensioned stone techniques are acceptable.
- (ii) Brick material. Brick material used for masonry construction shall be hard fired (kiln fired) clay or slate material which meets the latest version of ASTM standard C216, Standard Specifications for Face Brick (Solid Masonry Unit Made of Clay or Shale) and be Severe Weather (SW) grade and type FBA or FBS or better. Unfired or underfired clay, sand or shale brick are not allowed.
- (B) Facade articulation (offsets) of not less than 4 feet in depth are required for every 40 feet in building surface length.
- (C) All patios shall not protrude more than 1 foot from surrounding building exterior.
- (D) Maximum multifamily dwelling width: 200 feet.
- (E) All exterior stairways must be recessed within the building line.
- (F) All multifamily dwellings shall provide signage that clearly identifies the building number(s) of the apartments located within. The marking should be visible from entrances and from vehicular drive lanes.
- (5) Parking regulations.
- (A) Minimum parking spaces per multifamily dwelling:
- (i) One and one-half spaces for each one-bedroom apartment;
- (ii) Two and one-half spaces for each two-bedroom apartment; and
- (iii) Three and one-half spaces for each three-bedroom apartment.
- (B) A minimum of 10% of apartments shall have a garage, which shall count towards the covered parking requirements set forth in subsection (A) above.
- (C) Total parking spaces shall be rounded up to the nearest whole number.
- (D) Minimum garage parking space size: 10 feet x 20 feet, minimum nine (9) foot wide door with

lighted door opener.

(E) Perimeter of parking lots (and associated facility driveways) shall have concrete curbs or other means to control traffic flow.

(F) Parking spaces shall be at least 6 feet from buildings and 2 feet from side or rear lot lines.

(G) Parking spaces shall not be used for overnight storage of boats, campers, trailers, semi-trucks and motor home type vehicles. Parking spaces shall not be used for repair, storage, dismantling, or servicing (other than normal maintenance of a private vehicle) of vehicles or equipment, or for the storage of materials or supplies, or for any other use that conflicts with the intended use of parking.

(H) Parking spaces adjacent to public streets shall be screened from view. Screening shall be in the form of live plants, berms, wrought iron fencing, or low masonry walls matching exterior finish of the main buildings or any combination of the above.

(I) It is the responsibility of the multifamily dwelling owner to monitor and maintain all off-street parking areas keeping them free of litter, vehicle repair operations, and unauthorized advertising materials.

(J) All parking areas shall have appropriate lighting positioned in such a way as to not illuminate adjacent residential areas.

(6) Fencing, walls, and screening regulations.

(A) Unless otherwise stated in this section, article 14.09 shall control.

(i) Wooden fences are not permitted.

(ii) Chain-link fencing is not permitted.

(iii) Screening shall be constructed of masonry, brick, stone, reinforced concrete, wrought iron or some other suitable material that does not contain pass-through openings. All pass-through openings shall be equipped with a gate of similar height and similar screening characteristics of the wall or fence.

(7) Landscaping regulations.

(A) Unless otherwise specified all landscaping must comply with section 14.09.002.

(8) Driveway and parking regulations.

(A) Unless otherwise specified all drive and parking areas must comply with article 14.12.

(9) Irrigation regulations. Unless otherwise specified all irrigation must comply with section 12.204 [sic].

Editor's note—Subsection (b)(9), as adopted by Ord. 628-10, refers to section 12.204. Section 12.204 was reserved in the zoning regulations as adopted by Ord. 414-97.

(10) Supplemental regulations.

(A) Designated refuse storage facilities shall be provided within 250 feet of each multifamily dwelling. Refuse containers shall not be placed within 30 feet of a property line.

(B) Each refuse facility shall be located to facilitate collection by service providers and to minimize

parking lot wear and tear.

(C) Refuse facilities shall be constructed on three sides of material which matches the main building to screen facility from direct view.

(D) A screened swimming pool shall be provided for multifamily developments with 50 or more apartments. All pools shall comply with the Texas Health and Safety Code.

(E) A playground shall be provided when the number of apartments not designated as senior living exceeds 30 units.

(F) All multifamily dwellings must be connected to parking areas and accessory areas by concrete sidewalks. Sidewalks shall connect multifamily dwellings to parking areas and accessory buildings. All sidewalks shall be at least 4 feet in width. Sidewalks adjacent to parking lots width shall be widened to 6 feet to account for car overhang, if applicable.

(c) Special regulations.

(1) Special regulations section 14.06.005(c)(1) and (c)(3) shall apply in this district.

~~(2) All multifamily dwelling units in this district will require a new development site plan under the provisions of section 14.10.007 of this chapter.~~

(3) All utilities must be independently metered except water.

(4) A reduced pressure zone backflow preventer shall be installed at the junction between the city water supply and the multifamily dwelling at the owner's expense.

(5) All multifamily dwellings and apartments contained therein must have a fire suppression sprinkler system installed per the currently adopted International Building Code (IBC) 2003, section 903.2.7 Group R, and International Fire Code (IFC) 2003, section 903.2.7 Group R.

~~(6) Each apartment must be certified for a certificate of occupancy (CO) by the Willow Park building inspector prior to leasing to a new occupant. The cost of the inspection shall be paid by the owner in an amount set by the city council.~~

(7) No on-premises banner signs or other outdoor advertising is permitted on the dwellings or fencing associated therewith.

(d) Penalties. Violations and penalties, are pursuant to article 14.22.

(Ordinance 414-97, ex. E, sec. 12.506, adopted 12/16/97; Ordinance 628-10 adopted 12/13/10; Ordinance 673-13 adopted 8/13/13)

Sec. 14.06.010 Class II - Residential: "R-5" Single-Family Medium Density District

(a) Use regulations. The "R-5" Single-Family Medium Density District will be limited to the following uses:

- (1) Application to large parcels of land to be used for the development of single-family residential uses which require approval of the planning and zoning commissions and city council.
- (2) All homes shall be site-built homes only.
- (3) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.

(b) Zoning standards: Are set accordingly unless specified otherwise in this chapter (the more stringent applying).

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

minimum of two (2) trees with minimum three (3) inch trunk diameter as measured twelve (12) inches above the ground and a minimum of six (6) shrubs. Said shrubs shall be a minimum of five (5) gallons at the time of planting. At time of planting, trees shall not be placed nearer than six (6) feet on center.

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

(14) Repetition of building form.

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

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

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

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

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

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

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

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

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

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

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

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

~~(C) Reversal of a building plan. A front building elevation plan may be reversed once within a block face (including both sides of the street) or within three hundred (300) feet along a street or streets in order to meet the criteria as specified in (2)(a) and (2)(b) [subsections (a)(14)(B)(ii) and (iii)] of this section:~~

~~provided that in such event, criteria (2)(c) and (2)(d) [subsections (a)(14)(B)(iv) and (v)] must also be satisfied.~~

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

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

(E) Determination by building official.

- (i) The building official shall have discretion to approve minor variations in the requirements of this section, so long as those variations are consistent with the overall intent of this section.
- (ii) The following process shall be used to approve a front building elevation plan:
 - a. The applicant shall submit a dimensioned rendering of the front building elevation to the building official.
 - b. The building official shall determine the elevation plan's compliance with this section and issue an elevation plan approval letter or disapproval letter to the applicant.
 - c. The applicant shall prepare and submit construction plans to the building official, who shall process the plans in accordance with city ordinances and policies.
 - d. The elevation plan approval letter, if issued, shall remain in effect until the completion of the construction plan approval process and the issuance of the building permit for the proposed structure.
 - e. Complete construction plans shall be submitted to the building official within thirty (30) calendar days of the date of the approval letter. If construction plans are not submitted within such period, the elevation plan approval expires.
 - f. Construction plans shall be consistent with the approved elevation plan. If construction plans are inconsistent, consistent plans shall be submitted or a new elevation plan must be approved for the construction plans under the criteria of this section.

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

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

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

(c) Special regulations.

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

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

- (B) Trailer must be located at least one hundred fifty (150) feet from any occupied residence[;]
- (C) A time limit of one (1) year[.]
- (2) All streets shall be constructed of concrete, with curb and gutter and adjacent sidewalks.
- (3) Connectivity to adjacent subdivisions or commercial areas must be provided.
- (4) Amenity provisions[:]
- (A) Pocket parks or subdivision specific green space[:]
- (B) Benches in common areas[:]
- (C) Enhanced landscaping[:]
- (D) Enhanced lighting, where appropriate[:]
- (E) Trees planted along streets or roadways[:]
- (F) Home owner association shall maintain all common area or common to all amenities[:]
- (G) All utilities shall be buried underground[.]

(Ordinance 513-004 adopted 4/20/04; Ordinance 703-15 adopted 1/13/15)

Sec. 14.06.011 Class II - Residential "TH" Townhome District

(a) Use regulations.

- (1) Townhome.
- (2) Churches.
- (3) Libraries, museums, parks and playgrounds, community centers and governmental facilities.
- (4) Golf courses.
- (5) Customary home occupations.
- (6) Public elementary and secondary schools.
- (7) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.

(b) Zoning standards.

- (1) Maximum height: Two (2) stories, but not to exceed thirty (30) feet.
 - (2) Minimum lot area: Three thousand five hundred (3,500) square feet.
 - (3) Minimum living area: One thousand two hundred (1,200) square feet.
 - (4) Minimum lot width: Thirty-five (35) feet.
 - (5) Minimum lot depth: One hundred (100) feet.
 - (6) Front yard setback: Twenty (20) foot minimum or twenty-five (25) foot minimum if a sidewalk is adjacent to property line.
 - (7) Rear yard setback: Twenty (20) foot minimum. If more than one story or adjacent to Single Family District forty (40) foot minimum.
 - (8) Side yard setback: Interior lot fifteen (15) feet. Street lot twenty (20) feet or [twenty-five] (25) feet minimum if a sidewalk is adjacent to property line.
 - (9) Maximum lot coverage by structure: Fifty-five (55) percent of lot area.
 - (10) Required parking: Two (2) car attached garage.
 - (11) Required screening: Six (6) foot wood or masonry fence side and rear yard.
 - (12) Minimum masonry coverage: Eighty-five percent (85%) of the total exterior walls above grade level excluding doors and windows. Masonry for the 'TH' District is defined as brick or stone.
 - (13) Accessory building: Eighty (80) square foot maximum located in rear yard. Maximum height may not exceed the height of the fence.
- (c) Site plan requirement. An application for a change in zoning to the 'TH' Townhouse District shall be

accompanied with a site plan that clearly illustrates the development concept of the land being rezoned. Any property zoned 'TH' that has not had a site plan approved at the time of zoning shall have a site plan approved by the city council upon recommendation of the planning and zoning commission, prior to issuing any building permit for construction.

(Ordinance 747-17, sec. 3, adopted 3/14/17)

Sec. 14.06.012 Class III - Business: "O" Office District

(a) Use regulations. The "O" Office District will be limited to the following uses, residential uses are not permitted in this district:

- (1) Banks, financial institutions.
- (2) Blueprinting or photostating (not greater than 2,500 square feet).
- (3) Caterer or wedding service (no on-site food preparation).
- (4) Real estate offices.
- (5) Professional offices (architectural, drafting, engineering, accounting, legal, insurance, medical and dental clinics).
- (6) Artist's studios.
- (7) Museums, libraries, fine art centers, and similar cultural facilities.
- (8) Special exception uses after recommendation by the planning and zoning commission and approval by the city council.

(9) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.

(b) Zoning standards. Are set accordingly unless specified otherwise in this chapter (the more stringent applying).

- (1) Maximum height: Two (2) stories, but not to exceed thirty (30) feet.
- (2) Minimum lot area: Not applicable.
- (3) Minimum gross living area: Not applicable.
- (4) Minimum lot width: One hundred (100) feet.
- (5) Minimum lot depth: One hundred (100) feet.
- (6) Front yard setback: Twenty-five (25) feet.
- (7) Rear yard setback: Twenty-five (25) feet.
- (8) Side yard setback: Ten (10) feet, or twenty-five (25) feet if adjacent to any residential district.
- (9) Maximum lot coverage by structure: Sixty percent (60%).
- (10) Required parking: Compliance with article 14.12 of this chapter and the UBC or as determined through the new development site plan review process.
- (11) Required screening: Compliance with article 14.09 of this chapter or as determined through the new development site plan review process.

(12) Minimum masonry coverage: Seventy-five percent (75%) first floor.

(13) Accessory building or use setback: Ten (10) feet minimums.

(c) Special regulations.

~~(1) All uses in the "O" district will require a new development site plan under the provisions of section 14.10.007 of this chapter.~~

(Ordinance 414-97, ex. E, sec. 12.508, adopted 12/16/97)

Sec. 14.06.013 Class III - Business: "LR" Local Retail District

(a) Use regulations. The "LR" Local Retail District will be for retail sales only and limited to the following uses, residential uses are not permitted in this district:

- (1) Any uses permitted in section 14.06.012 (Office District).
- (2) Antique shops.
- (3) Barber and beauty shops.
- (4) Book and stationery stores, newsstands.
- (5) Cleaning, pressing and laundry collection offices.
- (6) Custom dressmaking or millinery shops.
- (7) Day care nursery or schools.
- (8) Express offices.
- (9) Service stations (no repair work).
- (10) Health and medical products for personal use.
- (11) Grocery stores, vegetable and meat markets.
- (12) Photograph, portrait, camera shops and photofinishing.
- (13) Bakeries.
- (14) Caterer or wedding service.
- (15) Cigar or tobacco stores.
- (16) Confectionery stores.
- (17) Restaurants, cafes, cafeterias, delicatessen shops.
- (18) Drugstores, health stores.
- (19) Dry goods, variety, and notions stores.
- (20) Florist, jewelry, and gift shops.
- (21) Shoeshine parlors.
- (22) Radio and television sales and servicing.
- (23) Tailor, clothing or wearing apparel shops.
- (24) Mortuary, funeral homes and undertaker.
- (25) Accessory buildings and uses customarily incident to any of the above uses. No accessory use shall be construed as allowing articles or material to be in the open or on the outside of the building.
- (26) Special exception uses after recommendation by the planning and zoning commission and approval by the city council.

(27) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.

(b) Zoning standards. Are set accordingly unless specified otherwise in this chapter (the more stringent applying).

- (1) Maximum height: Two (2) stories, but not to exceed thirty (30) feet.
- (2) Minimum lot area: Not applicable.
- (3) Minimum gross living area: Not applicable.
- (4) Minimum lot width: One hundred (100) feet.
- (5) Minimum lot depth: One hundred (100) feet.
- (6) Front yard setback: Twenty-five (25) feet.
- (7) Rear yard setback: Twenty-five (25) feet.
- (8) Side yard setback: Ten (10) feet, or twenty-five (25) feet if adjacent to any residential district.
- (9) Maximum lot coverage by structure: Sixty percent (60%).
- (10) Required parking: Compliance with article 14.12 of this chapter and the UBC or as determined through the new development site plan review process.
- (11) Required screening: Compliance with article 14.09 of this chapter or as determined through the new development site plan review process.
- (12) Minimum masonry coverage: Seventy-five percent (75%) first floor.
- (13) Accessory building or use setback: Ten (10) feet minimums.

(c) Special regulations.

~~(1) All uses in the "LR" district will require a new development site plan under the provisions of section 14.10.007 of this chapter.~~

(2) All retail shops will not exceed 7,200 square feet.

(Ordinance 414-97, ex. E, sec. 12.509, adopted 12/16/97)

Sec. 14.06.014 Class III - Business: "C" Commercial District

- (a) Use regulations. The "C" Commercial District will be limited to the following uses, residential uses are not permitted in this district:
- (1) Any use permitted in section 14.06.013 (Local Retail District).
 - (2) Auditoriums, theaters, moving picture shows, having a seating capacity for not more than one thousand five hundred (1,500) people.
 - (3) Turkish baths and similar massage and health treatment facilities.
 - (4) Bicycles sales and repair shops.
 - (5) Aquariums, bird stores, pet shops, and taxidermist's shops.
 - (6) Car washing facilities.
 - (7) Cleaning, dyeing and pressing works; laundry and washateria.
 - (8) Commercial parking areas.
 - (9) Business colleges and private schools operated as a commercial enterprise.
 - (10) Department stores.
 - (11) Small animal hospitals having no outside kennels.
 - (12) Electrical, gas, heating, plumbing appliances and supply sales, repair and installation services when limited to small shops, the principal business of which is a neighborhood service.
 - (13) Hardware, paint and wallpaper, interior decorating stores.
 - (14) Household and office furniture, furnishings and appliances.
 - (15) Hotel and motels.
 - (16) Golf courses including miniature, driving tees, driving ranges, and "Pitch n' Putt" courses.
 - (17) Lodges and civic clubs.
 - (18) Nursery yards or buildings, provided that all incidental equipment and supplies including fertilizer and empty containers are kept within a building.
 - (19) Pawnshops.
 - (20) Musical instrument sales and supplies.
 - (21) Climate-controlled, self-contained public storage.
 - (22) Accessory buildings and incidental uses. No accessory use shall be construed as allowing articles or material to be in the open or on the outside of the building.
 - (23) Diagnostic or treatment health care facility or assisted living facility.
 - (24) Special exception uses after recommendation by the planning and zoning commission and approval by the city council.

(25) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.

(b) Zoning standards. Are set accordingly unless specified otherwise in this chapter (the more stringent applying).

(1) Maximum height: Not to exceed forty (40) feet.

(2) Minimum lot area: Not applicable.

(3) Minimum gross living area: Not applicable.

(4) Minimum lot width: One hundred (100) feet.

(5) Minimum lot depth: One hundred (100) feet.

(6) Front yard setback: Twenty-five (25) feet.

(7) Rear yard setback: Twenty-five (25) feet.

(8) Side yard setback: Ten (10) feet, or twenty-five (25) feet if adjacent to any residential district.

(9) Required parking: Compliance with article 14.12 of this chapter and the UBC or as determined through the new development site plan review process.

(10) Required screening: Compliance with article 14.09 of this chapter or as determined through the new development site plan review process.

(11) Maximum lot coverage by structure: Sixty (60) percent.

(12) Minimum masonry coverage: Fifty percent (50%).

(13) Accessory building or use setback: Ten (10) feet minimums.

(c) Special regulations.

(1) ~~All uses in the "C" district will require a new development site plan under the provisions of section 14.10.007 of this chapter.~~

(2) Temporary and/or seasonal outside storage and sale of retail merchandise that is customary and incidental to the related business is permitted.

(Ordinance 414-97, ex. E, sec. 12.510, adopted 12/16/97; Ordinance 650-12 adopted 6/12/12; Ordinance 665-13 adopted 5/14/13; Ordinance 712-15 adopted 4/14/15)

Sec. 14.06.015 Class IV - Industrial: "LI" Light Industrial District

(a) Use regulations. The "LI" Light Industrial District will be limited to the following uses, residential uses are not permitted in this district:

- (1) All uses permitted in section 14.06.014 (Commercial District).
- (2) Single-family dwelling when a part of a business approved for this district.
- (3) Amusement or baseball parks.
- (4) Automobile, truck and heavy equipment laundry and steam cleaning.
- (5) Automated vending machines for recycling cans, bottles, etc.
- (6) Blemishing, horseshoeing or wagon shop.
- (7) Body and fender work for automobiles and trailers.
- (8) Storage yards, sales only.
- (9) Dog and cat hospitals and outside kennels, when not less than one hundred (100) feet from residential districts (sections 14.06.005 through 14.06.010).
- (10) Firewood sales when displayed and conducted entirely outdoors.
- (11) Cabinet and furniture manufacturing and repair.
- (12) Machine shops, provided power does not exceed thirty (30) horsepower in the operation of any one machine.
- (13) Manufacture of products from aluminum, brass, bronze, copper, steel, tin or other metals and from bone, leather, paper, rubber, shell, wire, or wood.
- (14) Manufacture of pharmaceuticals, artificial flowers, ornaments, boats (small) twenty-eight (28) feet less in length, brooms or brushes, buttons and novelties, canvas products, clothing for wholesale trade, gas or electric fixtures, signs (including electric) provided power is not in excess of thirty (30) horsepower in the operation of any one machine.
- (15) Monument or marble working (finishing or carving only).
- (16) Pattern shops.
- (17) Printing, lithographing, bookbinding, newspapers and publishing.
- (18) Sheetmetal shops using sheetmetal of sixteen (16) gauge, or thinner.
- (19) Spray painting or paint mixing.
- (20) Storage in bulk of, or warehouses for, commodities and materials enumerated in other districts.
- (21) Welding shop and custom work, not including structural welding.
- (22) Electric power substation.
- (23) Manufacture of "high-tech" devices.

(24) Special exception uses after recommendation by the planning and zoning commission and approval by the city council.

(25) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including communications equipment towers are permitted in all zoning districts.

(b) Zoning standards. Are set accordingly unless specified otherwise in this chapter (the more stringent applying).

(1) Maximum height: Not to exceed forty (40) feet.

(2) Minimum lot area: Not applicable.

(3) Maximum floor space area: Ten thousand (10,000) square feet not including offices for administrative purposes.

(4) Minimum lot width: One hundred (100) feet.

(5) Minimum lot depth: One hundred (100) feet.

(6) Front yard setback: Twenty-five (25) feet.

(7) Rear yard setback: Twenty-five (25) feet.

(8) Side yard setback: Ten (10) feet, or twenty-five (25) feet if adjacent to any residential district.

(9) Maximum lot coverage by structure: Fifty percent (50%).

(10) Required parking: Compliance with article 14.12 of this chapter and the UBC or as determined through the new development site plan review process.

(11) Required screening: Compliance with article 14.09 of this chapter or as determined through the new development site plan review process.

(12) Minimum masonry coverage: Fifty percent (50%).

(13) Accessory building or use setback: Ten (10) feet minimums.

(c) Special regulations.

(1) ~~All uses in the "LI" district will require a new development site plan under the provisions of section 14.10.007 of this chapter.~~

(Ordinance 414-97, ex. E, sec. 12.511, adopted 12/16/97)

Sec. 14.10.001 Intent of "PD" Planned Development District

(a) The "PD" (Planned Development) District is intended to be used for the development of large or mixed use parcels of land and for smaller parcels where dissimilar uses may require special controls to avoid interference with existing or planned uses. ~~Development within a Commercial, Local Retail, Office, or Residential-3 District must be approved through the site planning process.~~ Commercial development may be allowed under temporary zoning controls (see article 14.13 of this chapter) with the approval of the city council; however, the approval of a specific use permit must be based on and accompanied by approval of a preliminary site plan as described in this article.

(b) The "PD" district, through the site planning process, gives the city council control over densities, placement and other attributes of the proposed development and permits modification of certain standard district controls, such as yards or unique commercial uses, in order to produce large area development arranged to better serve community needs, reduce demands on community facilities, and create larger areas of open space than that generated under standard district controls and ensure compatibility with surrounding uses. Property may be classified under the "PD" Planned Development District only in combination with another district or districts (which shall be known as the base district) and shall be so designated by the letter "PD" affixed to the code letters of the base district or districts (e.g. "R-3 PD"). Such "PD" designation does not permit development until a site plan has been approved for the area proposed to be developed. Property may be planned for any use permitted for the base district or for uses permitted only with the "PD" designation.

(c) The "PD" district may also be applied to Commercial, Local Retail, Office, or Agricultural districts which have been permitted and established under the temporary controls of a specific use permit (see article 14.13 of this code). The purpose of this application is to replace the temporary or interim use allowance with permanent zoning.

(Ordinance 335-93 adopted 2/16/93; 1993 Code, ch. 12, ex. A, sec. 9.01; Ordinance 414-97 adopted 12/16/97)

Sec. 14.12.001 Parking requirements based on use

In all districts there shall be provided at the time any building or structure is erected or structurally altered (except as provided in section 14.12.002), off-street parking spaces in accordance with the following requirements:

All parking spaces, driveways, display areas, and off-street loading spaces shall be concrete pavement.

- (1) Bowling alley: Six (6) parking spaces for each alley.
- (2) Business or professional office, studio, bank, medical or dental clinic: Three (3) parking spaces plus one (1) parking space for each two hundred (200) square feet of floor area over five hundred (500) [square] feet.
- (3) Church or other place of worship: One (1) parking space for each three (3) seats in the main audience.
- (4) Community center, library, museum, or art gallery: Ten (10) parking spaces plus one (1) additional space for each three hundred (300) square feet of floor area in excess of two thousand (2000) square feet. If an auditorium is included as a part of the building, its floor area shall be deducted from the total and additional parking provided on the basis of one (1) space for each four (4) seats that it contains.
- (5) Dance hall, assembly, or exhibition hall without fixed seats: One (1) parking space for each one hundred (100) square feet of floor area used thereof.
- (6) Dwellings, single-family: Two (2) covered parking spaces for each dwelling unit.
- (7) Dwellings, multifamily: Two (2) covered parking spaces for each dwelling unit.
- (8) Fraternity, sorority, or dormitory: One (1) parking space for each two (2) beds.
- (9) Furniture or appliance store, hardware store, wholesale establishments, machinery or equipment sales and service, clothing or shoe repair or service: Two (2) parking spaces plus one (1) additional parking space for each three hundred (300) square feet of floor area over one thousand (1,000).
- (10) Hospital: One (1) space per employee on the largest shift, plus one (1) space for each bed.
- (11) Hotel: One (1) parking space for each two (2) sleeping rooms or suites plus one (1) space for each two hundred (200) square feet of commercial floor area contained therein.
- (12) Manufacturing or industrial establishment, research or testing laboratory, creamery, bottling plant, warehouse, printing or plumbing shop or similar establishment: One and one-half (1-1/2) parking space for each employee on the maximum working shift plus space to accommodate all trucks and other vehicles used in connection therewith, but not less than one (1) parking space for each one thousand (1,000) square feet of floor area.
- (13) Mobile home park: One (1) space for each mobile home plus additional spaces as required herein for accessory uses.
- (14) Mortuary or funeral homes: One (1) parking space for each fifty (50) square feet of floor space in visitation rooms, parlors, or individual funeral service rooms.

- (15) Motel: One (1) parking space for each sleeping room or suite plus one (1) space for each two hundred (200) square feet of commercial floor area contained therein.
- (16) Motor vehicle salesrooms and used car lots: One (1) parking space for each one hundred fifty (150) square feet of sales floor for indoor uses, or one (1) parking space for each square foot [sic] of lot area for outdoor uses.
- (17) Private club, lodge, country club or golf club: One (1) parking space for each one hundred fifty (150) square feet of floor area or for every five (5) members, whichever is greater.
- (18) Retail store or personnel [personal] service establishment, except as otherwise specified herein: One (1) parking space for each one hundred (100) square feet of floor area.
- (19) Restaurant, nightclub, cafe, or similar recreation or amusement establishment: One (1) parking space for each one hundred (100) square feet of floor area.
- (20) Rooming or boarding house: One (1) parking space for each two (2) sleeping rooms.
- (21) Sanitarium, convalescent home, home for the aged or similar institution: One (1) parking space for each six (6) beds.
- (22) School, elementary: One (1) parking space for each five (5) seats in the auditorium or main assembly room, or one (1) space for each classroom, whichever is greater.
- (23) School, secondary or college: One (1) parking space for each four (4) seats in the main auditorium or eight (8) spaces for each classroom, whichever is greater.
- (24) Theater, auditorium (except school), sports arena, stadium, or gymnasium: One (1) parking space for each four (4) seats or bench seating spaces.
- (Ordinance 335-93 adopted 2/16/93; 1993 Code, ch. 12, ex. A, sec. 11.01; Ordinance 414-97 adopted 12/16/97)

Sec. 14.06.002 Class I - Special purpose: "AG" Agricultural District

(9) Maximum lot coverage by structure: Compliance with the established setbacks.

(10) Required parking: Two (2) car garage for land uses described in [section 14.06.002\(a\)\(2\)](#) of this chapter; all other uses will conform to [article 14.12](#) of this chapter and the UBC. Lots 5 acres or larger are permitted to have driveways paved on concrete, asphalt, decomposed granite, rock or gravel. All driveways must be maintained and kept in good order.

(11) Required screening:

(A) All uses other than those described in [section 14.06.002\(a\)\(1\)](#), (2), (3), and (4) will have a six (6) foot masonry or wooden screening in compliance with [article 14.09](#) of this chapter when abutting all residential districts, or as determined through the new development site plan review process.

(B) Land uses described in [section 14.06.002\(a\)\(8\)](#) will have a stockade variety fence (non-transparent) around the perimeter of the property.

(12) Minimum masonry coverage: Seventy-five percent (75%) first floor.

(13) Accessory building or use setback: Ten (10) feet minimums.

(c) Special regulations.

~~(1) All uses in the "AG" district will require a new development site plan under the provisions of [section 14.10.007](#) of this chapter except for those described in [section 14.06.002\(a\)\(1\)](#), (2) and (3) of this chapter.~~

(2) Restrictions for the special use permit should include the following:

(A) First approval is not to exceed five (5) years.

(B) First extension not to exceed three (3) years.

(C) Each subsequent extension is not to exceed two (2) years, and will follow the same procedures as the original approval.

(Ordinance 414-97, ex. E, sec. 12.501, adopted 12/16/97)

ORDINANCE NUMBER 811-20

AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF WILLOW PARK BY AMENDING CHAPTER 14 OF THE ZONING CODE INCLUDING: AMENDING 14.03.005 TO INCREASE THE MINIMUM WIDTH OF A FIRE LANE AND TO REQUIRE THE FIRE LANE TO BE CONCRETE; AMENDING 14.06.005 BY DELETING PARAGRAPH (C), SUBPARAGRAPH (2) IN ITS ENTIRETY; AMENDING 14.06.008 BY CHANGING THE DENSITY OF APARTMENTS TO EIGHTEEN PER ACRE AND CHANGING REFERENCES TO THE CURRENTLY ADOPTED VERSIONS OF THE INTERNATIONAL BUILDING CODE AND INTERNATIONAL FIRE CODE; AMENDING 14.06.010 BY DELETING THE REQUIREMENT OF A DIVIDED GARAGE DOOR, CHANGING THE HEIGHT OF SCREENING AND SCREENING FOOTER REQUIREMENTS; AMENDING THE ZONING REGULATIONS FOR ALL ZONING DISTRICTS TO AMEND THE REQUIREMENTS FOR SITE DEVELOPMENT PLANS; AMENDING 14.04.001 BY AMENDING AND/OR ADDING DEFINITIONS; AMENDING 14.12.001 BY ADDING THAT ALL PARKING SPACES AND DRIVEWAYS SHALL BE CONCRETE EXCEPT FOR LOTS FIVE ACRES OR LARGER IN AG DISTRICTS; AMENDING ALL ZONING DISTRICT REGULATIONS TO ALLOW CERTAIN UTILITY INSTALLATIONS; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A CUMULATIVE/REPEALER CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City has recognized that the City’s Zoning Ordinance, codified in Chapter 14 of the City Code of Ordinances, needs to be updated; and

WHEREAS, the Planning and Zoning Commission of the City of Willow Park (the “Commission”), in compliance with the laws of the State of Texas, gave the requisite notices by publication and otherwise, and held public hearings and afforded full and fair hearings to all property owners generally and to all persons interested in this regard; and

WHEREAS, the City Council of the City of Willow Park, in compliance with the laws of the State of Texas, having given the requisite notices by publication and otherwise, having held public hearings and afforded full and fair hearings to all property owners generally and to all persons interested in this regard, and having considered the recommendation of the Planning and Zoning Commission, has determined that the proposed amendments to the Zoning Ordinance are appropriate;

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

Section 1. Incorporation of Premises. That all of the above recitals are found to be true and correct and are incorporated into the body of this ordinance as if fully set forth herein.

Section 2. Amendments. The following amendments to the Zoning Code, Chapter 14 of the City Code of Ordinances shall be enacted:

(A) Section 14.03.005(a), Fire protection access, shall be amended by increasing the minimum width of the fire lane or access easement from twenty (20) feet to twenty-four (24) feet, and Section 14.03.05(c), Fire protection access, shall be amended to specify that the fire lane or access easement must be concrete and Sections 14.03.005(a) and (c) shall be amended in its entirety to read as follows:

“Sec. 14.03.005 Fire protection access

(a) No building except single-family dwellings shall be constructed in such a way that any part of the structure may be erected at a greater distance than the one hundred fifty (150) feet, if the owner thereof dedicates, constructs and maintains a fire lane or access easement having a minimum width of twenty-four (24) feet and a minimum height clearance of fourteen (14) feet terminating within one hundred (100) feet of the farthest point of the structure.

(c) All fire lanes or access easements dedicated to the City of Willow Park for such use, shall be of concrete surface for the entire width thereof and maintained and kept in a state of good repair at all times by the owner of the premises, and the City of Willow Park shall not be responsible for the maintenance thereof. Such fire lanes shall be permanently marked as fire lanes and the owner of the property shall insure that the same such markings are kept and obviously displayed.”

(B) Section 14.06.005, Class II – Residential: “R-1” Single Family District, shall be amended by deleting paragraph (c), subparagraph (2) in its entirety, and paragraph (c), subparagraph (2) shall be amended in its entirety to read as follows:

“Sec. 14.06.005 Class II - Residential: “R-1” Single-Family District

(c) Special regulations.

(2) Deleted in its entirety.”

(C) Section 14.06.008, Class II – Residential: “R-3” Multifamily District, paragraph (b) Zoning standards, subparagraph (1), item (A) shall be amended by changing the density of apartments from eight (8) per acre to eighteen (18) per acre; paragraph (c), Special regulations, shall be amended by deleting subparagraphs (2) and (6) and amending subparagraph (5) to reflect the currently adopted versions of the International Building Code and International Fire Code, and Section 14.06.008, subparagraph (1), item (A) and paragraph (c) shall be amended and renumbered in its entirety to read as follows:

“Sec. 14.06.008 Class II - Residential: “R-3” Multifamily District

(b) Zoning standards.

- (1) Density:
- (A) Maximum apartments contained in multifamily dwelling unit: 8 per acre.
- (c) Special regulations.
- (1) Special regulations section 14.06.005(c)(1) and (c)(3) shall apply in this district.
- (2) All utilities must be independently metered except water.
- (3) A reduced pressure zone backflow preventer shall be installed at the junction between the city water supply and the multifamily dwelling at the owner's expense.
- (4) All multifamily dwellings and apartments contained therein must have a fire suppression sprinkler system installed per the currently adopted International Building Code and the International Fire Code, both of which may be amended from time to time.
- (5) No on-premises banner signs or other outdoor advertising is permitted on the dwellings or fencing associated therewith."

(D) Section 14.06.010, Class II – Residential: “R-5” Single-Family Density District, paragraph (b), Zoning standards, subparagraph (9) shall be amended to delete the requirement of a divided garage door for front entrance garages; subparagraph (10) shall be amended to change the height of screening from six (6) feet to a minimum of six (6) feet and a maximum of eight (8) feet and deleting the requirements that the concrete footer be four (4) inches above grade and four (4) inches below grade and changing the requirements to four (4) inches in depth; subparagraph (14) shall be amended by deleting item (C) in its entirety, and Section 14.06.010, paragraph (b), subparagraphs (9) and (10) and subparagraph (14) (C) shall be amended in its entirety to read as follows:

“Sec. 14.06.010 Class II - Residential: “R-5” Single-Family Medium Density District

- (b) Zoning standards: Are set accordingly unless specified otherwise in this chapter (the more stringent applying).
- (9) Required parking. Two (2) car attached garage per dwelling unit. Front entrance garages are permitted. Detached garages with alley access are permitted on lots larger than 1/4 acre.
- (10) Required screening. Rear and rear-side yards shall be enclosed with masonry or wooden screening. Screening shall be a minimum of six (6) foot and a maximum of eight (8) foot in height. Wooden screening shall be built with steel reinforced concrete footer which shall be four (4) inches in depth and a minimum six (6) inches wide. Footer shall have drainage holes as necessary. Screening poles shall be metal and set in concrete. All screening shall be uniform throughout individual subdivisions. Developments done in phases shall ensure that screening is complimentary in style and colors.
- (14) Repetition of building form.
- (C) Deleted in its entirety.”

(E) Section 14.10.001, Intent of “PD” Planned Development District, paragraph (a) shall be amended by deleting the requirement that development within a Commercial, Local Retail, Office,

or Residential – 3 District must be approved through the site planning process; and the following sections shall be amended to delete the requirement that development within the district be approved through the site planning process: Section 14.06.002, Class I – Special Purpose: “AG” Agricultural District, paragraph (c), Special regulations, subparagraph (1) requiring a new development site plan shall be deleted in its entirety and the subparagraphs shall be renumbered to reflect the deletion; Section 14.06.003, Class I – Special Purpose: “FP” Flood Plain District, paragraph (c), Special regulations, subparagraph (2) requiring a new development site plan shall be deleted in its entirety and the subparagraphs shall be renumbered to reflect the deletion; Section 14.06.008, Class II – Residential: “R-3” Multifamily District, paragraph (c), Special regulations, subparagraph (2) requiring a new development site plan shall be deleted in its entirety and the subparagraphs shall be renumbered to reflect the deletion; Section 14.06.012, Class III – Business: “O” Office District, paragraph (c), Special regulations, including subparagraph (1) requiring a new development site plan shall be deleted in their entirety and the subparagraph shall be renumbered to reflect the deletion; Section 14.06.013, Class III – Business: “LR” Local Retail District, paragraph (c), Special regulations, subparagraph (1) requiring a new development site plan shall be deleted in its entirety and the subparagraphs renumbered to reflect the deletion; Section 14.06.014, Class III – Business: “C” Commercial District, paragraph (c), Special regulations, subparagraph (1) requiring a new development site plan shall be deleted in its entirety and the subparagraphs shall be renumbered to reflect the deletion; Section 14.06.015, Class IV – Industrial: “LI” Light Industrial District, paragraph (c), Special regulations, including subparagraph (1) requiring a new development site plan shall be deleted in their entirety; and these sections shall be amended in their entirety to read as follows:

“Sec. 14.10.001 Intent of “PD” Planned Development District

(a) The “PD” (Planned Development) District is intended to be used for the development of large or mixed use parcels of land and for smaller parcels where dissimilar uses may require special controls to avoid interference with existing or planned uses. Commercial development may be allowed under temporary zoning controls (see article 14.13 of this chapter) with the approval of the city council; however, the approval of a specific use permit must be based on and accompanied by approval of a preliminary site plan as described in this article.

Sec. 14.06.002 Class I - Special purpose: “AG” Agricultural District

(c) Special regulations.

(1) Restrictions for the special use permit should include the following:

(A) First approval is not to exceed five (5) years.

(B) First extension not to exceed three (3) years.

(C) Each subsequent extension is not to exceed two (2) years, and will follow the same procedures as the original approval.

Sec. 14.06.003 Class I - Special purpose: “FP” Flood Plain District

(c) Special regulations.

(1) A thirty (30) foot setback is required from any right-of-way.

(2) All uses in the “FP” district will comply with the FEMA Flood Damage Ordinance No. 399-96 [article 3.05, division 2].

(3) The fact that land or property is not classified as being within the “FP” Flood Plain District shall not constitute assurance that said land or property is not subject to local flooding and the designation of a “FP” district.

Sec. 14.06.008 Class II - Residential: “R-3” Multifamily District

(c) Special regulations.

(1) Special regulations section 14.06.005(c)(1) and (c)(3) shall apply in this district.

(2) All utilities must be independently metered except water.

(3) A reduced pressure zone backflow preventer shall be installed at the junction between the city water supply and the multifamily dwelling at the owner’s expense.

(4) All multifamily dwellings and apartments contained therein must have a fire suppression sprinkler system installed per the currently adopted International Building Code and International Fire Code, both of which may be amended from time to time.

(5) Each apartment must be certified for a certificate of occupancy (CO) by the Willow Park building inspector prior to leasing to a new occupant. The cost of the inspection shall be paid by the owner in an amount set by the city council.

(6) No on-premises banner signs or other outdoor advertising is permitted on the dwellings or fencing associated therewith.

Sec. 14.06.012 Class III - Business: “O” Office District

(c) Deleted in its entirety.

(1) Deleted in its entirety.

Sec. 14.06.013 Class III - Business: “LR” Local Retail District

(c) Special regulations.

(1) All retail shops will not exceed 7,200 square feet.

Sec. 14.06.014 Class III - Business: “C” Commercial District

(c) Special regulations.

(1) Temporary and/or seasonal outside storage and sale of retail merchandise that is customary and incidental to the related business is permitted.

Sec. 14.06.015 Class IV - Industrial: “LI” Light Industrial District

(c) Deleted in its entirety.

(1) Deleted in its entirety.”

(F) Section 14.001, Definitions, shall be amended by amending the definition of “off-street loading space” by adding the requirement that off-street loading space shall be concrete pavement and by amending the definition of “off-street parking place” by deleting the ability to use asphalt; and Section 14.12.001 shall be amended by requiring that all parking spaces, driveways, display areas, and off-street loading spaces shall be concrete pavement, and these sections shall be amended in their entirety to read as follows:

Sec. 14.04.001 Definitions

Off-street loading space. A concrete space located outside of a public street or alley for the discharge of passengers or a space directly accessible to the building it serves for bulk pickup and deliveries by delivery vehicles.

Off-street parking place. A concrete surface located outside of the right-of-way of a public street or alley adequate for parking an automobile with room for opening doors [on] both sides, together with properly related access to a public street or alley and maneuvering room without backing into a public street.

Sec. 14.12.001 Parking requirements based on use

In all districts there shall be provided at the time any building or structure is erected or structurally altered (except as provided in section 14.12.002), off-street parking spaces in accordance with the following requirements:

All parking spaces, driveways, display areas, and off-street parking spaces shall be concrete pavement.

- (1) Bowling alley: Six (6) parking spaces for each alley.
- (2) Business or professional office, studio, bank, medical or dental clinic: Three (3) parking spaces plus one (1) parking space for each two hundred (200) square feet of floor area over five hundred (500) [square] feet.
- (3) Church or other place of worship: One (1) parking space for each three (3) seats in the main audience.
- (4) Community center, library, museum, or art gallery: Ten (10) parking spaces plus one (1) additional space for each three hundred (300) square feet of floor area in excess of two thousand (2000) square feet. If an auditorium is included as a part of the building, its floor area shall be deducted from the total and additional parking provided on the basis of one (1) space for each four (4) seats that it contains.
- (5) Dance hall, assembly, or exhibition hall without fixed seats: One (1) parking space for each one hundred (100) square feet of floor area used thereof.
- (6) Dwellings, single-family: Two (2) covered parking spaces for each dwelling unit.
- (7) Dwellings, multifamily: Two (2) covered parking spaces for each dwelling unit.
- (8) Fraternity, sorority, or dormitory: One (1) parking space for each two (2) beds.
- (9) Furniture or appliance store, hardware store, wholesale establishments, machinery or equipment sales and service, clothing or shoe repair or service: Two (2) parking spaces plus one (1) additional parking space for each three hundred (300) square feet of floor area over one thousand (1,000).

- (10) Hospital: One (1) space per employee on the largest shift, plus one (1) space for each bed.
- (11) Hotel: One (1) parking space for each two (2) sleeping rooms or suites plus one (1) space for each two hundred (200) square feet of commercial floor area contained therein.
- (12) Manufacturing or industrial establishment, research or testing laboratory, creamery, bottling plant, warehouse, printing or plumbing shop or similar establishment: One and one-half (1-1/2) parking space for each employee on the maximum working shift plus space to accommodate all trucks and other vehicles used in connection therewith, but not less than one (1) parking space for each one thousand (1,000) square feet of floor area.
- (13) Mobile home park: One (1) space for each mobile home plus additional spaces as required herein for accessory uses.
- (14) Mortuary or funeral homes: One (1) parking space for each fifty (50) square feet of floor space in visitation rooms, parlors, or individual funeral service rooms.
- (15) Motel: One (1) parking space for each sleeping room or suite plus one (1) space for each two hundred (200) square feet of commercial floor area contained therein.
- (16) Motor vehicle salesrooms and used car lots: One (1) parking space for each one hundred fifty (150) square feet of sales floor for indoor uses, or one (1) parking space for each square foot [sic] of lot area for outdoor uses.
- (17) Private club, lodge, country club or golf club: One (1) parking space for each one hundred fifty (150) square feet of floor area or for every five (5) members, whichever is greater.
- (18) Retail store or personnel [personal] service establishment, except as otherwise specified herein: One (1) parking space for each one hundred (100) square feet of floor area.
- (19) Restaurant, nightclub, cafe, or similar recreation or amusement establishment: One (1) parking space for each one hundred (100) square feet of floor area.
- (20) Rooming or boarding house: One (1) parking space for each two (2) sleeping rooms.
- (21) Sanitarium, convalescent home, home for the aged or similar institution: One (1) parking space for each six (6) beds.
- (22) School, elementary: One (1) parking space for each five (5) seats in the auditorium or main assembly room, or one (1) space for each classroom, whichever is greater.
- (23) School, secondary or college: One (1) parking space for each four (4) seats in the main auditorium or eight (8) spaces for each classroom, whichever is greater.
- (24) Theater, auditorium (except school), sports arena, stadium, or gymnasium: One (1) parking space for each four (4) seats or bench seating spaces.

(G) Section 14.06.002, Class I – Special purpose: “AG” District, paragraph (a), Use regulations, subparagraph (4) shall be amended to reflect that utility installations shall be permitted in all zoning districts; paragraph (b) Zoning standards, subparagraph 10 shall be amended to allow for alternate surfaces for driveways on lots five (5) acres or larger and the reference to the UBC shall be deleted; Section 14.06.003, Class I – Special purpose: “FP” Flood Plain District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (19) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.004, Class I – Special purpose: “PD”

Planned Development District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (H) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.005, Class II – Residential: “R-1” Single-Family District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (10) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.006, Class II – Residential: “R-1/s” Single-Family District with sewer, paragraph (a), Use regulations, shall be amended by adding a subparagraph (3) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.007, Class II – Residential: “R-2” Single-Family/Duplex District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (4) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.008, Class II – Residential: “R-3” Multifamily District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (5) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.009, Class II – Residential: “R-4” Manufactured Housing District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (5) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.010, Class II – Residential: “R-5” Single Family Medium Density District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (3) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.011, Class II – Residential: “TH” Townhome District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (7) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.012, Class III – Business: “O” Office District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (9) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.013, Class III – Business: “LR” Local Retail District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (27) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.014, Class III – Business: “C” Commercial District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (25) to reflect that utility installations shall be permitted in all zoning districts; Section 14.06.015, Class IV - Industrial: “LI” Light Industrial District, paragraph (a), Use regulations, shall be amended by adding a subparagraph (25) to reflect that utility installations shall be permitted in all zoning districts; and these sections shall be amended in their entirety to read as follows:

“Sec. 14.06.002 Class I - Special purpose: “AG” Agricultural District

(a) Use regulations. The “AG” Agricultural District will be limited to the following uses:

(4) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of the utility services including, without limitation, communications towers and water towers are permitted in all zoning districts.

(b) Zoning standards. Are set accordingly unless specified otherwise in this chapter (the more stringent applying).

(10) Required parking: Two (2) car garage for land uses described in section 14.06.002(a)(2) of this chapter; all other uses will conform to article 14.12 of this chapter. Lots (5) acres or large are permitted to have driveways constructed of concrete, asphalt, decomposed granite, rock or gravel. All driveways must be maintained and kept in good order.

Sec. 14.06.003 Class I - Special purpose: “FP” Flood Plain District

(a) Use regulations. The “FP” Flood Plain District will be limited to the following uses:

(19) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.004 Class I - Special purpose: “PD” Planned Development District

(a) Use regulations.

(H) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.005 Class II - Residential: “R-1” Single-Family District

(a) Use regulations. The “R-1” Single-Family District will be limited to the following uses:

(10) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.006 Class II - Residential: “R-1/s” Single-Family District with sewer

(a) Use regulations. The “R-1/s” Single-Family District with sewer will be limited to the following uses:

(3) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.007 Class II - Residential: “R-2” Single-Family/Duplex District

(a) Use regulations. The “R-2” Single-Family/Duplex District will be limited to the following uses:

(4) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.008 Class II - Residential: “R-3” Multifamily District

(a) Use regulations. The R-3 Multifamily District will be limited to the following uses:

(5) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.009 Class II - Residential: “R-4” Manufactured Housing District

(a) Use regulations. The “R-4” Manufactured Housing District shall be limited to the following uses:

(5) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.010 Class II - Residential: “R-5” Single-Family Medium Density District

(a) Use regulations. The “R-5” Single-Family Medium Density District will be limited to the following uses:

(3) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.011 Class II - Residential “TH” Townhome District

(a) Use regulations.

(7) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.012 Class III - Business: “O” Office District

(a) Use regulations. The “O” Office District will be limited to the following uses, residential uses are not permitted in this district:

(9) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.013 Class III - Business: “LR” Local Retail District

(a) Use regulations. The “LR” Local Retail District will be for retail sales only and limited to the following uses, residential uses are not permitted in this district:

(27) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.014 Class III - Business: “C” Commercial District

(a) Use regulations. The “C” Commercial District will be limited to the following uses,

residential uses are not permitted in this district:

(25) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.

Sec. 14.06.015 Class IV - Industrial: “LI” Light Industrial District

(a) Use regulations. The “LI” Light Industrial District will be limited to the following uses, residential uses are not permitted in this district:

(25) Installations owned and operated by the City of Willow Park, Parker County, the State of Texas or public utility companies, which installations are necessary for the public safety, governmental services or the furnishing of utility services including, without limitation, communications towers and water towers, are permitted in all zoning districts.”

Section 3. Severability Clause. If any word, section, article, phrase, paragraph, sentence, clause or portion of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect, for any reason, the validity of the remaining portions of this ordinance and the remaining portions shall remain in full force and effect.

Section 4. Cumulative/Repealer Clause. This ordinance shall be cumulative of all provisions of State or Federal law and other ordinances of the City of Willow Park, Texas, whether codified or uncodified, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed to the extent of such conflict.

Section 5. Savings Clause. All rights and remedies of the City of Willow Park, Texas, are expressly saved as to any and all violations of the provisions of this ordinance or any other ordinance which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

Section 6. Penalty.

(a) Any person who violates any provision of this Ordinance shall be guilty of a misdemeanor, punishable by a fine not to exceed \$2000.00.

(b) Every act in violation of this Ordinance shall constitute a separate offense.

(c) Unless otherwise specifically set forth herein, an allegation and/or evidence of culpable mental state is not required for the proof of an offense of this Ordinance.

(d) The penal provisions imposed under this Ordinance shall not preclude the City of Willow Park from filing suit to enjoin the violation of this Ordinance. The City retains all legal rights and remedies available to it pursuant to local, state and federal law.

Section 7. Effective Date. This Ordinance shall become effective immediately upon its passage and publication as required by law.

PASSED, APPROVED AND ADOPTED on this the ____ day of _____, 2020.

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

APPROVED AS TO FORM:

William P. Chesser

The Willow Park City Council is acting on Ordinance No. 811-20, did on the ____ day of November, 2020:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss	_____	_____	_____
Erick Contreras, Place 1	_____	_____	_____
Tyler VanSant, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Nathan Crummel, Place 5	_____	_____	_____



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 11/10/20	Department: Finance	Presented By: Jake Weber
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AGENDA ITEM:

Financial update by Jake Weber, CPA.

BACKGROUND:

Review and provide an update on the 4th fiscal quarter 2019-2020 financial activity of the city.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

Financial Reports as of September 30, 2020.

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$-0-
	Source of Funding	\$-0-



**City of Willow Park
Financial Update
Financial Reports as of September 30, 2020**

Financial Highlights			
	General	Water	Wastewater
-FYTD 2019-2020 Revenue Actual	\$ 4,054,375	\$ 2,658,461	\$ 769,467
-FYTD 2019-2020 Expense Actual	4,077,590	2,317,964	438,926
-FYTD 2019-2020 Net Change	\$ (23,215)	\$ 340,497	\$ 330,540
-FY 2019-2020 Revenue Budget	\$ 3,957,636	\$ 2,488,264	\$ 704,754
-FY 2019-2020 Expense Budget	\$ 3,954,931	\$ 2,342,534	\$ 628,595
-FYTD 2019-2020 Revenue - Actual to Budget %	102%	107%	109%
-FYTD 2019-2020 Expense - Actual to Budget %	103%	99%	70%

Capital Project Tracker	Fort Worth	Cross Timbers
	Water Line (100%)	Park
Original Net Bond Proceeds	\$ 13,770,000	\$ 500,000
Interest Earned to Date	33,120	6,623
Costs Incurred to Date	(1,030,206)	(71,375)
Remaining to Spend	\$ 12,772,914	\$ 435,248

Monthly Performance			
	Sep-20	Sep-19	Change
<u>General Fund</u>			
Revenue			
Property Tax & Other Taxes	\$ 89,685	\$ 108,806	\$ (19,121)
Franchise Fees	252	(2,840)	3,092
Development & Permit Fees	33,040	15,772	17,268
Fines & Forfeitures/Other Revenue	13,224	(83,418)	96,642
Expenses			
Personnel Expense	170,119	142,572	27,548
Supplies (Maintenance & Operations)	134,582	108,241	26,341
Utilities	8,516	13,333	(4,817)
Operational & Contractual Services	163,811	157,205	6,607
Capital Outlay & Interfund Transfer	18,236	(50,106)	68,341
Net Income (Loss)	\$ (359,063)	\$ (332,924)	\$ (26,139)
<u>Water & Wastewater Funds</u>			
Revenue	\$ 323,592	\$ 251,795	\$ 71,797
Expense			
Personnel Expense	64,375	42,405	21,971
Supplies (Maintenance & Operations)	37,837	29,780	8,057
Utilities	21,157	17,656	3,501
Operational & Contractual Services	64,727	(24,067)	88,794
Capital Outlay/Debt Service	5,176	(2,544)	7,720
Net Income (Loss)	\$ 130,320	\$ 188,566	\$ (58,246)

**General Fund
Profit & Loss Budget vs Actual
For the Fiscal Year Ended September, 2020**

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
Property Tax & Other Taxes					
M & O TAX	\$ 1,542,410	\$ 1,458,941	\$ 1,576,634	\$ (34,224)	102%
SALES TAX	1,150,000	1,114,242	1,223,675	(73,675)	106%
MIXED BEVERAGE TAX	24,506	33,245	25,897	(1,391)	106%
AUTO/TRAILER TAXES	325	2,660	2,391	(2,066)	736%
DELINQUENT TAXES	6,977	15,261	2,804	4,173	40%
Total Property Tax & Other Taxes	2,724,218	2,624,349	2,831,401	(107,183)	104%
Franchise Fees					
TXU ELECTRIC	165,836	193,934	197,508	(31,672)	119%
A T & T	70,000	48,700	36,900	33,100	53%
TEXAS GAS	7,500	6,302	5,271	2,229	70%
MISC FRANCHISE	5,000	6,039	1,636	3,364	33%
MESH NET	3,024	3,024	3,056	(32)	101%
WATER FRANCHISE FEE	98,020	98,020	98,020	-	100%
WASTEWATER FRANCHISE FEES	28,553	28,553	28,553	-	100%
Total Franchise Fees	377,933	384,572	370,945	6,988	98%
Development & Permit Fees					
BUILDING PERMITS	175,000	193,205	531,980	(356,980)	304%
HEALTH PERMITS	9,000	12,660	11,850	(2,850)	132%
SUBCONTRACTORS PERMITS	15,000	23,513	38,598	(23,598)	257%
REGISTRATION FEES	4,500	4,680	4,930	(430)	110%
BUSINESS ORIENTED	-	-	1,800	(1,800)	0%
OSSF PERMITS	1,200	7,600	7,950	(6,750)	663%
WELL APPLICATION FEE	-	4,500	-	-	0%
PLAN REVIEW	35,000	127,656	87,006	(52,006)	249%
RE - INSPECTION	-	725	60	(60)	0%
SPECIAL EVENT PERMITS	-	225	425	(425)	0%
REVIEWS/REQUESTS	600	6,080	4,515	(3,915)	753%
METER RELEASE	-	4,500	8,250	(8,250)	0%
RENTAL INSPECTIONS	400	-	-	400	0%
IRRIGATION	-	-	1,450	(1,450)	0%
LATE HOURS ALOCHOL PERMIT FEE	-	920	770	(770)	0%
NSF FEES	-	-	90	(90)	0%
FIRE ALARMS	1,000	3,000	4,000	(3,000)	400%
FIRE SPRINKLER	1,000	3,000	6,350	(5,350)	635%
CERTIFICATE OF OCCUPANCY	1,000	600	1,200	(200)	120%
Total Development & Permit Fees	243,700	392,863	711,224	(467,524)	292%
Fines & Forfeitures					
NON-PARKING	100,000	83,847	60,050	39,950	60%
PARKING	1,000	1,017	370	630	37%
WARRANTS/CAPIAS	1,300	1,180	550	750	42%
STATE LAW - CLASS C	15,000	10,662	8,439	6,561	56%
COURT ADMINISTRATION	75,000	57,310	40,509	34,491	54%
COURT SECURITY	4,700	-	-	4,700	0%
TIME PAYMENT	400	1,325	113	288	28%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
MC TECH FEE	6,700	-	-	6,700	0%
SEAT BELT	500	1,200	-	500	0%
TEEN COURT FEE	-	320	146	(146)	0%
FIRE SPRINKLER	10,000	-	-	10,000	0%
Total Fines & Forfeitures	214,600	156,861	110,175	104,425	51%
Other Revenue					
INTEREST - OPERATING FUND	15,000	44,129	14,508	492	97%
REFUNDS/BANK CREDITS	100	1,212	2,248	(2,148)	2248%
MISCELLANEOUS	1,135	1,763	79	1,056	7%
OPEN RECORDS FEES	150	-	-	150	0%
OTHER REIMBURSEABLES	200	5,000	8	192	4%
REVENUE RECOVERY	5,000	(2,661)	856	4,144	17%
POLICE CONTRIBUTIONS	-	769	1,473	(1,473)	0%
ACCIDENT REPORTS	600	778	575	25	96%
ROAD CONTRIBUTIONS	-	266	258	(258)	0%
PARK CONTRIBUTIONS	-	211	140	(140)	0%
VFD CONTRIBUTIONS	-	1,697	1,853	(1,853)	0%
SPECIAL EVENT SPONSORSHIP	-	-	300	(300)	0%
BOND PROCEEDS	-	1,803,005	-	-	0%
SALE OF ASSETS	-	163,778	8,331	-	0%
ACCOUNT TRANSFERS	375,000	226,003	-	375,000	0%
Other Revenue	397,185	2,245,950	30,630	374,886	8%
Total Revenue	3,957,636	5,804,595	4,054,375	(88,408)	102%
Expenditures					
Personnel					
SALARIES	1,743,669	1,586,182	1,638,427	105,242	94%
PAYROLL EXPENSE	27,331	21,191	25,861	1,470	95%
WORKERS COMPENSATION	33,152	35,288	32,777	375	99%
HEALTH INSURANCE	217,076	213,831	192,736	24,340	89%
RETIREMENT	135,708	128,026	134,261	1,447	99%
UNEMPLOYMENT INSURANCE	253	4,458	4,189	(3,936)	1656%
CELL PHONE STIPEND	6,811	8,111	8,102	(1,291)	119%
EXTRA HELP	-	37	-	-	0%
CERTIFICATE PAY	35,879	28,549	35,694	185	99%
OVERTIME	87,173	77,248	106,566	(19,393)	122%
FLOATER SHIFTS	16,000	13,089	11,942	4,058	75%
DENTAL INSURANCE	20,747	14,195	14,055	6,692	68%
LIFE INSURANCE	3,417	4,829	4,756	(1,339)	139%
PHYSICALS & GYM MEMBERSHIPS	6,980	4,951	8,545	(1,565)	122%
ACCRUED COMP & VACATION	-	2,553	-	-	0%
BAILIFF DUTIES	1,400	1,290	920	480	66%
Total Personnel	2,335,596	2,143,828	2,218,831	116,765	95%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	4,748	3,501	1,013	3,735	21%
OFFICE SUPPLIES	16,255	14,092	13,710	2,545	84%
FLOWERS/GIFTS/PLAQUES	4,690	4,269	5,293	(603)	113%
BASIC OPERATING SUPPLIES	15,977	9,919	12,950	3,027	81%
PRINTING & BINDING	1,854	2,178	1,414	440	76%
MINOR EQUIPMENT: OFFICE	11,030	12,534	8,633	2,397	78%
MV OILS, LUBRICANTS & FLUIDS	515	-	-	515	0%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
MV REPAIR & MAINTENACE	88,061	84,681	79,953	8,108	91%
UNIFORMS & SUPPLIES	36,752	28,987	21,570	15,182	59%
TRAFFIC & STREET SIGNS	3,605	1,000	4,702	(1,097)	130%
FINANCE CHARGES	360	732	941	(581)	261%
USPS CONTRACT UNIT	-	48	-	-	0%
PPE AND SUPPLIES	60,601	55,626	48,133	12,468	79%
MEDICAL SUPPLIES	14,906	11,420	12,186	2,720	82%
FOAM SUPPLIES	1,803	1,778	1,803	-	100%
ROAD ABSORBENT SUPPLIES	1,654	1,688	1,641	13	99%
MINOR TOOLS	3,060	344	473	2,587	15%
EQUIPMENT	515	-	-	515	0%
MISC TOOLS/SUPPLIES	-	583	-	-	0%
ASPHALT MATERIALS	35,000	14,227	11,134	23,866	32%
ROAD BASE MATERIALS - PAVING	19,800	25,072	3,889	15,911	20%
ICE & INCLEMENT WEATHER	4,635	1,560	-	4,635	0%
CONCRETE REPLACEMENT	15,000	6,942	2,625	12,375	18%
DRAINAGE	20,000	9,473	1,117	18,883	6%
BARRICADES/MARKERS	2,500	-	72	2,428	3%
SAFETY EQUIPMENT & SUPPLIES	22,455	41,954	13,828	8,627	62%
BUILDING & FACILITIES REPAIRS	33,920	12,393	17,994	15,926	53%
PUBLIC WORKS BUILDING	-	691	-	-	0%
FACILITIES MAINT SUPPLIES	14,490	37,614	14,339	151	99%
MINOR EQUIPMENT: FIELD	6,800	8,104	3,648	3,152	54%
OPERATING SUPPLIES NON CONSUMABLES	1,030	626	1,367	(337)	133%
SUBSCRIPTIONS & PUBLICATIONS	3,376	3,611	6,063	(2,687)	180%
PROMOTIONS	4,600	5,228	916	3,684	20%
MV FUEL	35,900	32,268	28,874	7,026	80%
MV TIRES, TUBES & BATTERIES	4,120	2,647	2,501	1,619	61%
SPECIAL EVENTS	1,000	582	142	858	14%
AMMUNITION & WEAPONS RELATED	3,500	657	3,193	307	91%
EMERGENCY RESPONSE SUPPLIES	8,000	6,001	5,412	2,588	68%
Total Supplies (Maintenance & Operations)	502,512	443,029	331,531	170,981	66%
Utilities					
ELECTRICITY	33,372	34,279	45,841	(12,469)	137%
GAS	4,000	3,636	7,463	(3,463)	187%
TELEPHONE	15,000	-	-	15,000	0%
COMMUNICATION SERVICES	51,180	62,995	57,917	(6,737)	113%
Total Utilities	103,552	100,909	111,221	(7,669)	107%
Operational & Contractual Services					
TRAVEL & TRAINING	74,154	59,512	38,933	35,221	53%
CONSULTANTS & PROFESSIONALS	119,755	129,103	267,401	(147,646)	223%
ADVERTISING & LEGAL NOTICES	8,753	4,775	6,647	2,106	76%
PRINTING & BINDING	4,424	2,271	2,328	2,096	53%
PROPERTY & LIABILITY	38,250	37,757	44,101	(5,851)	115%
REPAIR & MAINTENANCE	-	(922)	1,011	(1,011)	0%
PROFESSIONAL LICENSE	1,400	608	158	1,243	11%
DUES & MEMBERSHIPS	16,245	20,046	19,332	(3,087)	119%
SPECIAL EVENTS	12,500	25,000	26,217	(13,717)	210%
PERMITS & APPLICATIONS	-	119	30	(30)	0%
LAB TESTING	3,000	949	1,361	1,639	0%
OTHER RENTAL	-	1,430	2,701	(2,701)	0%
CONTRACT STREET REPAIR	-	24,534	-	-	0%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
FINANCE CHARGES	-	-	309	(309)	0%
FINES & PENALTIES	-	5	-	-	0%
LEGAL/CITY ATTORNEY	55,000	47,378	47,440	7,560	86%
ACCOUNTING & AUDITOR	40,000	50,064	28,068	11,932	70%
CONTRACTUAL SERVICES	223,250	177,698	185,711	37,539	83%
ELECTIONS ADMINISTRATION	5,700	5,258	-	5,700	0%
INMATE HOUSING	1,200	247	811	389	68%
MUNICIPAL JUDGE	14,400	14,400	14,400	-	100%
MAGISTRATE	3,000	2,600	3,200	(200)	107%
FOOD SERVICE INSPECTOR	5,870	6,890	7,145	(1,275)	122%
ENGINEERING/CITY ENGINEER	5,150	130,603	91,040	(85,890)	1768%
SOLID WASTE COLLECTION	-	3,366	4,670	(4,670)	0%
SOFTWARE TECH SUPPORT	15,500	21,489	43,298	(27,798)	279%
EQUIPMENT TECH SUPPORT	20,540	16,222	18,101	2,439	88%
POOL INSPECTOR	1,700	525	-	1,700	0%
BLACKBOARD CONNECT	5,963	3,824	3,824	2,139	64%
IT CONTRACT	27,692	27,788	29,276	(1,584)	106%
JURY SERVICE	200	-	-	200	0%
GOVERNMENT & MISC OPERATING	47,470	41,837	41,704	5,766	88%
EQUIPMENT RENTAL	11,660	14,697	14,542	(2,882)	125%
VEHICLE LEASE	58,945	-	106,045	(47,100)	180%
STREET MAINTENANCE	-	14,221	-	-	0%
POLICE CONTRIBUTIONS SPENT	-	-	1,049	(1,049)	0%
ANIMAL CONTROL	66,550	54,450	54,450	12,100	82%
ECONOMIC DEVELOPMENT	5,000	25,270	28,577	(23,577)	572%
REIMBURSABLES & REFUNDS	-	-	(94)	94	0%
Total Operational & Contractual Services	893,271	964,012	1,133,789	(240,518)	127%
Capital Outlay					
OFFICE EQUIPMENT	-	1,951	3,517	(3,517)	0%
VEHICLES	-	1,573,485	-	-	0%
TECHNOLOGY PROJECTS	-	236	84,234	(84,234)	0%
EQUIPMENT: HEAVY	-	43,524	-	-	0%
FACILITIES: PARKS	5,000	27,595	942	4,058	0%
FACILITIES: CITY BUILDINGS	-	6,159	-	-	0%
SOFTWARE	-	38,185	54,454	(54,454)	0%
EQUIPMENT PURCHASE	-	309,186	3,307	(3,307)	0%
UTILITIES: DRAINAGE	-	28,199	(13,199)	13,199	0%
CAPITAL EQUIPMENT REPLACEMENT	-	(3)	-	-	0%
PREDETERMINED PROJECT EXPENDIT	-	151,672	-	-	0%
CAPITAL PROJECTS-RESERVE FUNDS	-	185	138,665	(138,665)	0%
PARKER COUNTY STREET IMPROVEMENTS	115,000	-	-	115,000	0%
PAYING AGENT FEES	-	300	300	(300)	0%
Total Capital Outlay	120,000	2,180,675	272,219	(152,219)	227%
Transfers & Restricted Funds					
INTERFUND TRANSFER	-	68,979	10,000	(10,000)	0%
Total Expenditures	3,954,931	5,901,433	4,077,590	(122,659)	103%
Net Income	\$ 2,705	\$ (96,838)	\$ (23,215)	\$ 34,251	

Water Fund
Profit & Loss Budget vs Actual
For the Fiscal Year Ended September, 2020

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
USER CHARGES	\$ 2,225,964	\$ 2,021,520	\$ 2,265,356	\$ (39,392)	102%
PENALTIES	30,000	25,741	15,031	14,969	50%
NEW ACCOUNT FEES	13,000	16,260	15,290	(2,290)	118%
TAP FEES	3,000	5,750	(52)	3,052	-2%
IMPACT FEES	165,000	221,108	283,678	(118,678)	172%
INTEREST REVENUE	10,000	64,250	40,964	(30,964)	410%
METER FEE	25,000	25,055	24,683	317	99%
METER BOX FEE	4,500	7,000	6,600	(2,100)	147%
RECONNECT FEES	10,000	13,055	2,660	7,340	27%
RETURNED CHECK FEES	600	1,230	960	(360)	160%
REFUNDS/ BANK CREDITS	-	912	500	(500)	0%
MISCELLANEOUS REVENUE	1,200	(210)	63	1,137	0%
SALE OF RECYCLED MATERIALS	-	-	2,727	(2,727)	0%
SALE OF ASSETS	-	19,570	-	-	0%
INTERFUND TRANSFER	-	57,049	-	-	0%
Total Revenue	2,488,264	2,478,290	2,658,461	(170,197)	107%
Expenditures					
Personnel					
SALARIES	548,377	378,961	584,360	(35,983)	107%
PAYROLL EXPENSE	8,439	4,637	9,188	(749)	109%
WORKERS COMPENSATION	11,396	9,461	8,498	2,898	75%
HEALTH INSURANCE	89,178	61,471	89,198	(20)	100%
RETIREMENT	42,021	42,742	47,898	(5,877)	114%
UNEMPLOYMENT INSURANCE	99	1,536	2,027	(1,928)	2047%
CELL PHONE STIPEND	4,320	3,829	4,242	78	98%
CERTIFICATE PAY	2,280	501	646	1,634	28%
OVERTIME	16,817	36,790	36,192	(19,375)	215%
DENTAL INSURANCE	12,579	4,275	6,296	6,283	50%
LIFE INSURANCE	1,401	1,636	2,045	(644)	146%
ACCRUED COMP & VACATION	-	515	19,502	(19,502)	0%
Total Personnel	736,907	546,354	810,090	(73,183)	110%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	15,000	13,796	13,515	1,485	90%
OFFICE SUPPLIES	5,000	6,304	5,641	(641)	113%
FLOWERS/GIFTS/PLAQUES	300	365	165	135	55%
BASIC OPERATING SUPPLIES	2,000	1,777	1,240	760	62%
PRINTING & BINDING	-	(14)	-	-	0%
MINOR EQUIPMENT: OFFICE	3,000	3,063	1,461	1,539	49%
MV REPAIR & MAINTENANCE	10,400	5,951	9,602	798	92%
UNIFORMS & SUPPLIES	5,370	2,829	3,502	1,868	65%
FINANCE CHARGES	1,800	3,291	1,675	125	93%
EQUIPMENT	-	-	1,667	(1,667)	0%
MISC TOOLS/SUPPLIES	2,850	1,724	330	2,520	12%
ROAD BASE MATERIALS - PAVING	-	129	-	-	0%
CHEMICALS	10,048	11,271	12,931	(2,883)	129%
FIRE HYDRANTS	10,400	-	-	10,400	0%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
SAFETY EQUIPMENT & SUPPLIES	2,874	3,427	2,028	846	71%
BUILDING & FACILITIES REPAIRS	3,984	9,193	1,698	2,286	43%
FACILITIES MAINT SUPPLIES	-	915	754	(754)	0%
MINOR EQUIPMENT: FIELD	2,850	2,634	3,438	(588)	121%
SUBSCRIPTIONS & PUBLICATIONS	500	-	206	294	41%
MV FUEL	27,000	25,554	28,128	(1,128)	104%
WATER DISTRIBUTION SUPPLIES	135,000	73,399	88,050	46,950	65%
WATER PRODUCTION SUPPLIES	50,000	2,051	6,374	43,626	13%
Total Supplies (Maintenance & Operations)	288,376	167,659	182,405	105,971	63%
Utilities					
ELECTRICITY	100,000	79,058	105,565	(5,565)	106%
MOBILE TELEPHONE	5,700	4,525	2,980	2,720	52%
COMMUNICATION SERVICES	6,132	6,572	3,192	2,940	52%
Total Utilities	111,832	90,155	111,736	96	100%
Operational & Contractual Services					
TRAVEL & TRAINING	4,050	4,904	10,927	(6,877)	270%
CONSULTANTS & PROFESSIONALS	25,000	18,008	3,306	21,694	13%
ADVERTISING & LEGAL NOTICES	1,000	-	574	426	57%
PRINTING & BINDING	-	-	792	(792)	0%
PROPERTY & LIABILITY	5,500	5,394	5,530	(30)	101%
REPAIR & MAINTENANCE	-	(492)	-	-	0%
DUES & MEMBERSHIPS	555	50	683	(128)	123%
PERMITS & APPLICATIONS	5,000	-	6,136	(1,136)	123%
LAB TESTING	4,140	(1,350)	730	3,410	18%
PROPERTY DAMAGE	2,500	-	-	2,500	0%
FINANCE CHARGES	-	7	-	-	0%
ACCOUNTING & AUDITOR	13,500	19,493	9,026	4,475	67%
CONTRACTUAL SERVICES	-	-	4,002	(4,002)	0%
ENGINEERING/CITY ENGINEER	36,000	64,219	127,433	(91,433)	354%
SOLID WASTE COLLECTION	-	762	1,911	(1,911)	0%
SOFTWARE TECH SUPPORT	2,000	2,257	7,452	(5,452)	373%
BLACKBOARD CONNECT	2,750	956	956	1,794	35%
IT CONTRACT	3,852	3,849	3,849	3	100%
WELL SITE MAINTENANCE	15,608	424	3,481	12,127	22%
EQUIPMENT MAINTENANCE	4,540	-	-	4,540	0%
WATER TANK MAINTENANCE	6,000	70	495	5,505	8%
BUILDING MAINT - WELL SITES	3,000	1,466	81	2,919	3%
EQUIPMENT RENTAL	8,000	10,450	19,553	(11,553)	244%
VEHICLE LEASE	70,000	-	-	70,000	0%
WATER DISTRIBUTION CONTRACTUAL	45,000	18,052	17,654	27,346	39%
WATER PRODUCTION CONTRACTUAL	50,000	33,449	19,111	30,889	38%
Total Operational & Contractual Services	307,995	181,969	243,683	64,312	79%
Capital Outlay					
VEHICLES	85,000	9,939	2,075	82,925	2%
TECHNOLOGY PROJECTS	-	-	11,569	(11,569)	0%
EQUIPMENT: HEAVY	-	36,650	-	-	0%
CAPITAL IMPROVEMENTS	-	6,450	-	-	0%
FACILITIES: CITY BUILDINGS	-	-	1,549	(1,549)	0%
WATER PURCHASES (EMER WATER)	-	7,620	-	-	0%
SOFTWARE	-	12,746	8,498	(8,498)	0%
UTILITIES: WATER DISTRIBUTION	-	27,713	21,935	(21,935)	0%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
UTILITIES: WATER PRODUCTION	-	511,830	416,876	(416,876)	0%
WELL REPLACEMENT	-	750	-	-	0%
PAYING AGENT FEES	-	1,975	2,153	(2,153)	0%
DEBT ISSUANCE COST	-	-	41,927	(41,927)	0%
FRANCHISE FEES	98,020	98,020	98,020	-	100%
DEBT SERVICE PAYMENTS	339,404	340,877	365,447	(26,043)	108%
TRANSFER TO GENERAL FUND	375,000	-	-	375,000	0%
Total Capital Outlay	897,424	1,054,570	970,049	(72,625)	108%
Total Expenditures	2,342,534	2,040,708	2,317,964	24,571	99%
Net Income	\$ 145,730	\$ 437,583	\$ 340,497	\$ (194,767)	

Wastewater Fund
Profit & Loss Budget vs Actual
For the Fiscal Year Ended September, 2020

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Revenue					
USER CHARGES	\$ 585,358	\$ 570,930	\$ 582,190	\$ 3,168	99%
TAP FEES	667	1,500	(500)	1,167	-75%
IMPACT FEES	100,000	123,298	172,358	(72,358)	172%
INTEREST REVENUE	15,468	16,516	7,419	8,049	48%
REFUNDS/BANK CREDITS	3,261	-	-	3,261	0%
SALE OF ASSETS	-	-	8,000	(8,000)	0%
Total Revenue	704,754	712,244	769,467	(64,713)	109%
Expenditures					
Personnel					
SALARIES	85,571	54,380	43,144	42,427	50%
PAYROLL EXPENSE	1,303	898	775	528	59%
WORKERS COMPENSATION	2,072	2,365	2,124	(52)	103%
HEALTH INSURANCE	14,005	11,998	9,165	4,840	65%
RETIREMENT	6,488	5,518	3,951	2,537	61%
UNEMPLOYMENT INSURANCE	18	146	267	(249)	1485%
CELL PHONE STIPEND	498	748	665	(167)	133%
CERTIFICATE PAY	-	512	74	(74)	0%
OVERTIME	2,142	3,327	10,256	(8,114)	479%
DENTAL INSURANCE	936	623	685	251	73%
LIFE INSURANCE	221	238	242	(21)	109%
ACCRUED COMP & VACATION	-	-	748	(748)	0%
Total Personnel	113,254	80,753	72,095	41,159	64%
Supplies (Maintenance & Operations)					
POSTAGE & SHIPPING	2,000	-	-	2,000	0%
OFFICE SUPPLIES	1,200	637	-	1,200	0%
BASIC OPERATING SUPPLIES	1,200	151	144	1,056	12%
MINOR EQUIPMENT: OFFICE	1,000	920	-	1,000	0%
MV OILS, LUBRICANTS & FLUIDS	500	-	-	500	0%
MV REPAIR & MAINTENANCE	2,400	-	697	1,703	29%
UNIFORMS & SUPPLIES	1,930	786	506	1,424	26%
WASTEWATER SUPPLIES	4,000	1,359	2,221	1,779	56%
EQUIPMENT	2,900	(114)	530	2,370	18%
MISC TOOLS/SUPPLIES	1,000	446	252	748	25%
CHEMICALS	60,478	24,018	26,249	34,229	43%
SAFETY EQUIPMENT & SUPPLIES	2,775	894	351	2,425	13%
BUILDING & FACILITIES REPAIRS	5,000	1,046	43	4,957	1%
FACILITIES MAINT SUPPLIES	-	8,201	478	(478)	0%
MV FUEL	3,875	9,208	1,279	2,596	33%
WASTEWATER COLLECTION	35,000	7,794	1,694	33,306	5%
WASTEWATER TREATMENT	10,000	8,149	5,262	4,738	53%
Total Supplies (Maintenance & Operations)	135,258	63,495	39,703	95,555	29%

	Adopted Budget	PYTD Actual	YTD Actual	Amount Remaining	Pct Spent/ Collected
Utilities					
ELECTRICITY	61,200	60,792	59,253	1,947	97%
COMMUNICATION SERVICES	-	-	-	-	0%
Total Utilities	61,200	60,792	59,253	1,947	97%
Operational & Contractual Services					
TRAVEL & TRAINING	3,500	2,167	-	3,500	0%
CONSULTANTS & PROFESSIONALS	-	1,203	-	-	0%
ADVERTISING & LEGAL NOTICES	-	-	379	(379)	0%
PROPERTY & LIABILITY	5,500	5,394	5,530	(30)	101%
REPAIR & MAINTENANCE	7,650	853	-	7,650	0%
DUES & MEMBERSHIPS	333	10	-	333	0%
PERMITS & APPLICATIONS	3,500	800	4,118	(618)	118%
LAB TESTING	19,700	23,662	33,194	(13,494)	168%
FINES & PENALTIES	-	-	126	(126)	0%
ACCOUNTING & AUDITOR	10,000	9,083	8,750	1,250	87%
CONTRACTUAL SERVICES	12,000	13,715	21,997	(9,997)	183%
ENGINEERING/CITY ENGINEER	12,000	1,253	11,066	934	92%
SLUDGE HAULING	78,000	95,047	74,884	3,116	96%
IT CONTRACT	3,852	3,849	3,849	3	100%
LIFT STATION EQUIPMENT MAINT	55,550	82,338	765	54,785	1%
GOVERNMENT & MISC OPERATING	3,000	-	-	3,000	0%
EQUIPMENT RENTAL	1,000	13,702	-	1,000	0%
Total Operational & Contractual Services	215,585	253,076	164,657	50,928	76%
Capital Outlay					
VEHICLE LEASE	80	54	-	80	0%
FACILITIES: CITY BUILDINGS	-	173	-	-	0%
FRANCHISE FEES	28,553	28,553	28,553	-	100%
DEBT SERVICE PAYMENTS	74,665	74,665	74,665	-	100%
Total Capital Outlay	103,298	103,445	103,218	80	100%
Total Expenditures	628,595	561,562	438,926	189,669	70%
Net Income	\$ 76,159	\$ 150,682	\$ 330,540	\$ (254,382)	

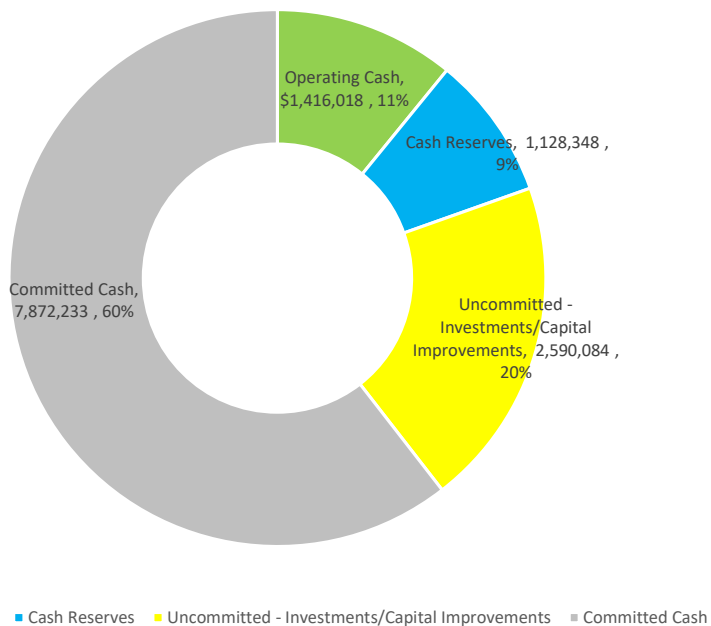
**City of Willow Park
Bank Account Balances**

	<u>At 9/30/2020</u>	<u>At 8/31/2020</u>	<u>At 9/30/2019</u>
<u>General Fund</u>			
Operating Cash - General	\$ 116,864	\$ 480,904	\$ 164,461
General Fund Cash Reserve	237,491	237,471	235,624
TexStar General Fund Investment	515,228	515,171	510,738
General Fund CD - 65686	128,480	128,480	126,040
	<u>998,063</u>	<u>1,362,027</u>	<u>1,036,863</u>
<u>Water Fund</u>			
Operating Cash - Water	540,123	383,449	522,905
Water Cash Reserve	890,857	890,784	883,855
Water Capital Improvements (Water Line Clearing)	-	139,763	-
UMB TWDB Escrow (52%)	6,771,723	6,771,665	-
TexStar Water Capital Improvements	-	-	448,387
TexStar Water Investment	1,532,330	1,532,161	1,071,587
Water Deposits - 56788	106,511	106,511	105,926
	<u>9,841,544</u>	<u>9,824,333</u>	<u>3,032,661</u>
<u>Wastewater Fund</u>			
Operating Cash - Wastewater	547,191	533,062	254,894
Wastewater Package Plant	124,645	124,645	124,645
Wastewater Capital Improvements	361,069	361,040	358,231
TexStar Wastewater	52,978	52,972	52,516
	<u>1,085,883</u>	<u>1,071,718</u>	<u>790,286</u>
<u>Other Funds</u>			
Operating Cash - Solid Waste	211,840	214,457	412,534
Operating Cash - Court Security	35,280	34,690	35,130
Operating Cash - Court Technology	52,697	55,724	52,496
Operating Cash - General (Police Training)	5,643	5,643	4,966
Drainage Fund	-	-	300,000
Police Contributions	444	444	444
Truency Prevention	3,388	2,801	-
Construction Fund - Building	80,294	80,287	925,970
Construction Fund - Roads	515	515	1,257,779
Debt Service (I&S)	162,853	162,512	344,031
Police Seizure (Federal)	1,664	1,664	1,651
Police Seizure (State)	7,522	7,521	7,463
Tourism	68,598	68,592	63,038
TIRZ Reimbursement Fund	1,878	1,878	4,215
First Responder	13,330	13,330	26,734
TexStar Parks & Recreation	435,247	440,448	502,258
	<u>1,081,194</u>	<u>1,090,508</u>	<u>3,938,709</u>
Total Cash	\$ 13,006,684	\$ 13,348,586	\$ 8,798,518

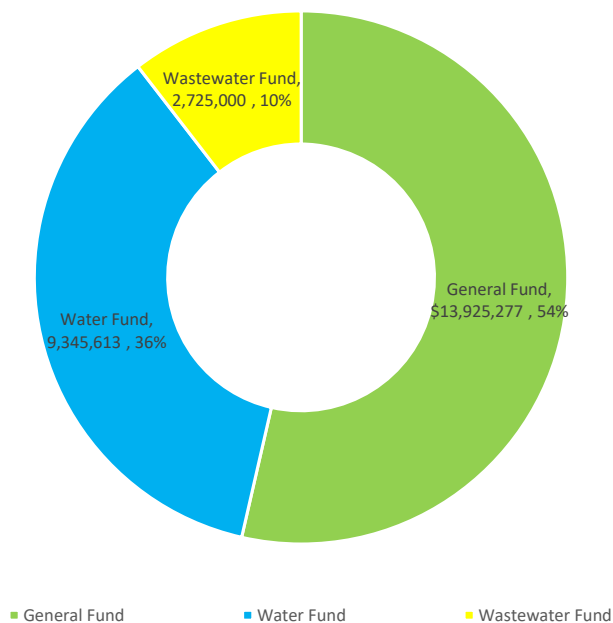


**City of Willow Park
Key Metrics & Trends
As of September 30, 2020**

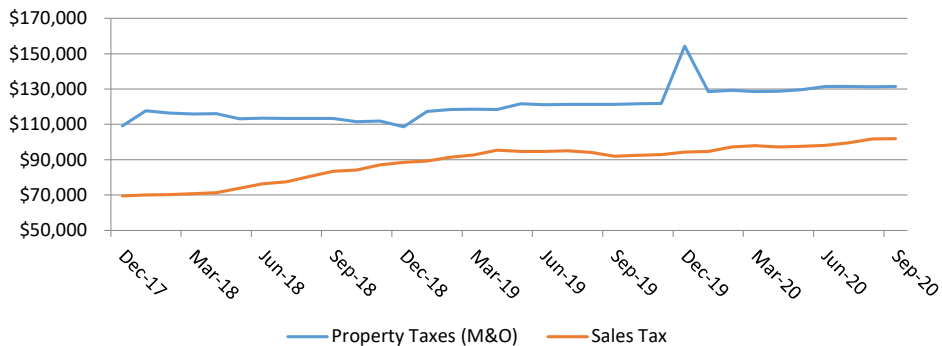
Cash Balances as of September 30, 2020



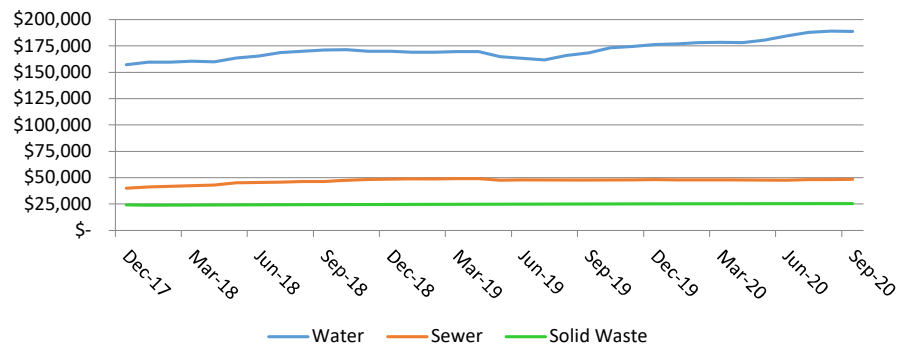
Debt Balance by Fund as of September 30, 2020



General Fund Tax Revenues (12 M Moving Avg)



User Charge Billings (12 M Moving Avg)





CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: November 10, 2020	Department: Communications and Marketing	Presented By: Rose Kertok
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AGENDA ITEM: Discussion: Communications department update

BACKGROUND:

Update about launch of the new CivicPlus website and other items of interest from the Communications and Marketing Department

STAFF/BOARD/COMMISSION RECOMMENDATION: No action required

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$ none
	Source of Funding	\$