



CITY OF WILLOW PARK
CAPITAL IMPROVEMENTS ADVISORY
COMMITTEE MEETING
516 RANCH HOUSE RD. WILLOW PARK, TEXAS 76087
TUESDAY, March 16, 2021 – 6:30 p.m.
Agenda

Call to Order

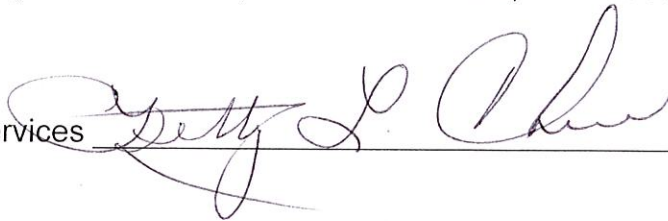
Determination of Quorum

Items to be considered and acted upon

1. Consider and take action regarding the City of Willow Park Capital Improvements Plan and Future Land Use Plan as they relate to the creation of a Stormwater Drainage Impact Fee.

I certify that the above notice of this meeting was posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on March 4, 2021 at 5:00 pm.

Director of Development Services



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



P&Z AGENDA ITEM BRIEFING SHEET

Meeting Date: February 16, 2021	Department: Development Services	Presented By: Betty Chew
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AGENDA ITEM: 1

The Planning and Zoning Commission has been appointed by the City Council to serve as the “Capital Improvement Advisory Committee” to advise the City Council on matters related to the Stormwater Impact Fee.

Derek Turner, City Engineer will present the Committee with the Willow Park CIP and discuss the Land Use Plan as it relates to the Master Drainage Plan and Improvements.

EXHIBITS:

Resolution
CIP and Land Use Power Point

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

RESOLUTION _____

A RESOLUTION OF THE CITY OF WILLOW PARK, TEXAS, CREATING THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE AND APPOINTING ITS MEMBERS, ESTABLISHING AND ADOPTING THE PROCEDURAL RULES FOR AND DUTIES ASSOCIATED THEREWITH IN ACCORDANCE WITH CHAPTER 395 OF THE TEXAS LOCAL GOVERNMENT CODE REGARDING IMPACT FEES; MAKING VARIOUS FINDINGS AND PROVISIONS RELATED TO THE SUBJECT OF IMPACT FEES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Texas Local Government Code Chapter 395 (the "Impact Fee Statute") authorizes political subdivisions, including the City of Willow Park, Texas ("City"), to enact and impose impact fees on land within their corporate boundaries or extraterritorial jurisdictions to finance capital improvements associated with new development; and

WHEREAS, the Impact Fee Statute prescribes a process and methodology by which the City must conduct public hearings concerning the consideration and approval of the Land Use Assumptions ("LUAs") and Capital Improvement Plan ("CIP"), the adoption of the impact fees, and the ongoing periodic review and reporting requirements associated with the impact fees once adopted; and

WHEREAS, the Impact Fee Statute requires the City's governing body (the "City Council") to appoint a Capital Improvement Advisory Committee (the "Committee") to advise the City Council on certain matters related to the impact fee consideration and adoption procedures required by the Impact Fee Statute; and

WHEREAS, the Impact Fee Statute also requires the City Council to adopt procedural rules for the Committee to follow in the execution of its duties; and

WHEREAS, the City Council deems it to be in the public's best interest to create the Capital Improvement Advisory Committee in conjunction with the City's consideration of impact fees to finance capital improvements association with new development in the City.

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

Section 1. Findings.

The findings and recitations set out in the preamble to this Resolution are found to be true

and correct and are hereby adopted by the City Council and made a part hereof for all purposes.

Section 2. Capital Improvement Advisory Committee

The City Council hereby establishes the Capital Improvement Advisory Committee as follows:

- a. *Establishment.* The City of Willow Park Capital Improvement Advisory Committee ("Committee") is an advisory board whose purpose shall be to advise and make recommendations to the City Council regarding the study, consideration, development and adoption of impact fees pursuant to the Impact Fee Statute.
- b. *Membership, Compliance & Appointment.*
 - i. The City Council hereby appoints the City's Planning and Zoning Commission to serve as the Committee, to wit: Jared Fowler, Rodney Wilkins, Joe Lane, Billy Weikert, Sharon Brutron, and Scott Smith.
 - ii. The City Council finds that one member of the City's Planning and Zoning Commission is from the real estate, development or building industry and further finds that this member is not either an employee or official who serves a political subdivision or governmental entity.
 - iii. The City Council reserves the right to appoint additional members to the Committee if required to replace a member due to a resignation or for any other purpose as may be required to comply with the Impact Fee Statute.
- c. *Committee Functions and Duties.*
 - i. The Committee shall serve in an advisory capacity;
 - ii. The Committee shall advise and assist the City in adopting LUAs;
 - iii. The Committee shall review the CIP and file written comments for the benefit of the City Council;
 - iv. The Committee shall monitor and evaluate the implementation of the CIP;
 - v. The Committee shall file semi-annual reports with respect to the progress of the CIP and report to the City Council any inequities, actual or perceived, in implementing the CIP or imposing the impact fees;
 - vii. The Committee shall advise the City Council of the

need to update or revise the LUAs, CIP, or impact fees; and

- viii. The Committee shall fulfill any other duties or obligations that may be required of it in accordance with the Impact Fee Statute.

d. *Committee Conduct.*

- i. The Committee shall appoint one member as its Chairperson and one member as its Vice-Chairperson at its first meeting following the approval this Resolution.
- ii. The Chairperson shall preside over all meetings of the Committee and in the absence of the Chairperson, the Vice-Chairperson shall preside.
- iii. The Committee shall appoint a Secretary who shall be responsible for recording the minutes of the Committee's meetings and posting notice of meetings in accordance with City ordinances and state law.
- iv. The Committee shall conduct Committee business only when a quorum of members is present. A quorum is defined as a majority of the membership of the Committee. A majority vote of the quorum shall be required for any action to be taken by the Committee. The Committee shall follow the Texas Open Meetings Act.
- v. The Committee shall meet at sufficient intervals so as to fulfill its functions and duties in a reasonably timely manner.
- vi. The Committee shall meet as directed by the City Council to conduct business.
- vii. The Chairperson or any two (2) Committee members may call a meeting as necessary to conduct business. Meetings shall be held at Willow Park City Hall.
- viii. The Committee shall provide Committee Reports to the City Council that include comments and recommendations regarding the LUAs, CIP and impact fees.

e. *Committee Reports.* The Committee shall provide Committee Reports to the City Council that include comments and recommendations regarding the LUA's, CIP and impact fees, which shall be submitted as follows:

- i. Before the fifth (5th) business day before the date of the public hearing on the proposed LUA'S and CIP;
- ii. Before the fifth (5th) business day before the date of the public hearing on the proposed impact fees;

- iii. Before the fifth (5th) business day before the date of the public hearing on any proposed amendments to the LUA's, CIP and impact fees; and
- iv. At any other such time as the Committee or City Council shall deem appropriate or necessary.

Section 3. Supporting Reports and Studies

The City Council and City Staff shall make available to the Committee any professional reports regarding the development or implementation of land use assumptions, capital improvement plans, utility financial analyses, or any other information that may be available and relevant to the study, consideration, development and adoption of impact fees pursuant to the Impact Fee Statute.

Section 4. Severability Clause

In the event any clause, phrase, provision, sentence or part of this Resolution or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Willow Park, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any part thus declared to be invalid or unconstitutional.

Section 5. Effective Date.

This Resolution shall be effective upon its passage and approval by City Council.

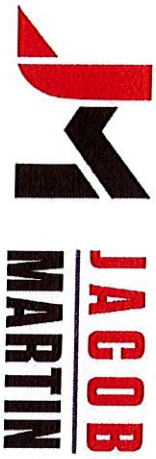
PASSED, APPROVED, and ADOPTED this ___ day of January, 2021

CITY OF WILLOW PARK, TEXAS

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary
City of Willow Park



Willow Park
Capital
Improvement Plan
& Land Use
Discussion

DEREK TURNER, P.E.



Background

- ▶ The City is proposing to create a stormwater utility and institute impact fees
- ▶ The first step in the impact fee process is adopting/approving the CLP & Land Use Assumptions
- ▶ The Capital Improvement Advisory Reviews and Recommends to Council
- ▶ The CLP was completed in 2017 and updated in 2019
- ▶ The Future Land Use Plan was included in the City's Comprehensive Plan in 2014 – these assumptions were not changed for the impact fee study

Capital Improvement Plan

- ▶ The City's CIP includes drainage
- ▶ Applicable sections were included in the impact fee study

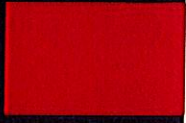


Table 5: Cost Allocation for Proposed Capital Improvements

CIP #	Location	Structure	Existing Size (ln)	Length (ft)	Upsize to/Add	CIP (\$/LF)	Extended Piping Cost	Pavement (\$/SY)	Pavement (\$/SY)	Extended Pavement Cost	Total Est. Cost	Percent Utilization			Impact Fee Eligible
												2019	2029	2019-2029	
1	White Settlement Rd	22.1	3-24"	30	8'x15'	\$ 2,500.00	\$ 82,500.00	60.00	\$ 75.00	\$ 4,500.00	\$ 217,500.00	2019	2029	2019-2029	\$ 202,275.00
2	Emley Dr	U-16	24"	35	7'x7'	\$ 900.00	\$ 34,650.00	50.00	\$ 75.00	\$ 3,750.00	\$ 96,000.00	24%	73%	49%	\$ 47,040.00
3	El Chico Trl	6.42	2-48"	40	48"	\$ 360.00	\$ 15,400.00	30.00	\$ 75.00	\$ 2,250.00	\$ 44,125.00	28%	93%	65%	\$ 28,681.25
4	Surrey Ln	6.21	2-48"	40	36"	\$ 250.00	\$ 11,000.00	20.00	\$ 75.00	\$ 1,500.00	\$ 31,250.00	33%	93%	60%	\$ 18,750.00
5	Scenic Trl	5.34	2-55"	55	6'x6'	\$ 750.00	\$ 45,375.00	55.00	\$ 75.00	\$ 4,125.00	\$ 123,750.00	39%	93%	54%	\$ 66,825.00
6	Ranch House Rd	19.33	66"	55	36"	\$ 260.00	\$ 15,125.00	30.00	\$ 75.00	\$ 2,250.00	\$ 43,437.50	28%	53%	25%	\$ 10,859.38
7	Sam Bass & Pleasant Ridge										\$ 275,000.00	33%	93%	60%	\$ 165,000.00
8	133 Sam Bass Rd										\$ 30,000.00	48%	58%	10%	\$ 3,000.00
9	I-20 and Chudkewagon Trl										\$ 130,000.00	28%	73%	45%	\$ 58,500.00
10	Valley Ct and El Chico Trl										\$ 500,000.00	24%	100%	76%	\$ 380,000.00
11	Castlemont										\$ 100,000.00	28%	64%	36%	\$ 36,000.00
12	Vista Dr										\$ 200,000.00	30%	63%	33%	\$ 66,000.00
13	Live Oak										\$ 80,000.00	29%	64%	35%	\$ 28,000.00
14	Cedar Elm Dr	19.12	12"	25	24"	\$ 180.00	\$ 4,500.00	15.00	\$ 75.00	\$ 1,125.00	\$ 15,187.50	30%	63%	33%	\$ 5,011.88
15	Stargate Trl	6.56	12"	20	24"	\$ 180.00	\$ 3,960.00	10.00	\$ 75.00	\$ 750.00	\$ 11,775.00	27%	93%	66%	\$ 7,771.50
16	Chaparral Ct	6.100	12"	20	24"	\$ 180.00	\$ 3,960.00	10.00	\$ 75.00	\$ 750.00	\$ 11,775.00	29%	93%	64%	\$ 7,395.00
17	Willow Park Dr	6.5	12"	50	18"	\$ 150.00	\$ 8,250.00	25.00	\$ 75.00	\$ 1,875.00	\$ 25,312.50	38%	53%	15%	\$ 3,795.88
18	Apalooosa/Tumbleweed	5.81	12"	35	24"	\$ 180.00	\$ 6,930.00	16.00	\$ 75.00	\$ 1,200.00	\$ 20,335.00	30%	93%	63%	\$ 12,804.75
19	Live Oak Ct	5.64	12"	35	30"	\$ 200.00	\$ 7,000.00	20.00	\$ 75.00	\$ 1,500.00	\$ 23,000.00	24%	54%	30%	\$ 6,800.00
20	Cook Rd	21.2	12"	30	30"	\$ 200.00	\$ 6,600.00	20.00	\$ 75.00	\$ 1,500.00	\$ 20,250.00	26%	58%	32%	\$ 6,480.00
21	Cook Rd	21.3	18"	40	30"	\$ 200.00	\$ 8,800.00	25.00	\$ 75.00	\$ 1,875.00	\$ 26,687.50	29%	93%	68%	\$ 18,147.50
22	Ranch House/Canyon Ct	5.3	12"	30	18"	\$ 150.00	\$ 5,775.00	16.00	\$ 75.00	\$ 1,200.00	\$ 17,437.50	29%	50%	21%	\$ 3,651.88
23	Crown Rd	19.19	15"	35	18"	\$ 150.00	\$ 5,775.00	16.00	\$ 75.00	\$ 1,200.00	\$ 17,437.50	28%	83%	55%	\$ 9,590.63
24	Post Oak Ct	19.27	15"	20	24"	\$ 180.00	\$ 3,960.00	10.00	\$ 75.00	\$ 750.00	\$ 11,775.00	29%	93%	66%	\$ 7,771.50
25	Fox Hunt Trl	6.108	15"	45	24"	\$ 180.00	\$ 8,100.00	20.00	\$ 75.00	\$ 1,500.00	\$ 23,550.00	25%	58%	33%	\$ 6,652.00
26	Live Oak Rd	20.56	15"	40	24"	\$ 180.00	\$ 7,920.00	20.00	\$ 75.00	\$ 1,500.00	\$ 23,550.00	9%	33%	24%	\$ 7,771.50
27	Queensway Rd	10.40	15"	40	24"	\$ 180.00	\$ 7,920.00	20.00	\$ 75.00	\$ 1,500.00	\$ 23,550.00	10%	34%	24%	\$ 7,725.00
28	Royal View Dr	10.36	15"	40	36"	\$ 250.00	\$ 11,000.00	25.00	\$ 75.00	\$ 1,875.00	\$ 32,187.50	10%	54%	24%	\$ 13,793.25
29	Clearfork Cir	12.114	15"	45	24"	\$ 180.00	\$ 8,100.00	20.00	\$ 75.00	\$ 1,500.00	\$ 26,025.00	20%	73%	53%	\$ 13,793.25
30	Squaw Creek Rd	17.39	15"	40	24"	\$ 180.00	\$ 7,920.00	20.00	\$ 75.00	\$ 1,500.00	\$ 23,550.00	60%	73%	12%	\$ 2,826.00
31	Queensway Rd	16.21	15"	40	36"	\$ 250.00	\$ 11,000.00	25.00	\$ 75.00	\$ 1,875.00	\$ 32,187.50	50%	68%	18%	\$ 5,793.75
32	Regent Row	15.110	15"	40	36"	\$ 250.00	\$ 11,000.00	25.00	\$ 75.00	\$ 1,875.00	\$ 32,187.50	10%	48%	38%	\$ 8,806.50
33	Queensway Rd	10.41	15"	40	42"	\$ 300.00	\$ 13,200.00	35.00	\$ 75.00	\$ 2,625.00	\$ 39,562.50	9%	40%	40%	\$ 15,825.00
34	Kings Gate/Royal View	10.37	15"	40	24"	\$ 180.00	\$ 7,920.00	20.00	\$ 75.00	\$ 1,500.00	\$ 23,550.00	11%	48%	37%	\$ 8,713.50
35	Queensway Rd	10.49	15"	40	24"	\$ 180.00	\$ 7,920.00	20.00	\$ 75.00	\$ 1,500.00	\$ 23,550.00				

CIP #	Location	Structure	Existing Size (ln)	Length (ft)	Upsize to/Add	CIP (\$/LF)	Extended Piping Cost	Pavement (\$/SY)	Extended Pavement Cost	Total Est. Cost	2019	2029	2019-2029	Impact Fee Eligible
37	Vista Dr	21.30	18"	35	24"	\$ 180.00	\$ 6,330.00	\$ 75.00	\$ 1,500.00	\$ 21,075.00	28%	73%	45%	\$ 9,483.75
38	Vista Dr	20.29	18"	40	24"	\$ 180.00	\$ 7,200.00	\$ 75.00	\$ 1,500.00	\$ 23,550.00	29%	74%	45%	\$ 10,597.50
39	Nichols Rd	20.7	18"	30	30"	\$ 200.00	\$ 6,000.00	\$ 75.00	\$ 1,350.00	\$ 19,875.00	30%	73%	43%	\$ 8,546.25
40	Cook Rd	20.44	18"	35	24"	\$ 180.00	\$ 6,330.00	\$ 75.00	\$ 1,350.00	\$ 20,700.00	30%	74%	44%	\$ 9,108.00
41	Buena Vista Dr	20.60	18"	40	24"	\$ 180.00	\$ 7,200.00	\$ 75.00	\$ 1,500.00	\$ 23,550.00	29%	73%	44%	\$ 10,362.00
42	Squaw Creek Rd	13.21	18"	35	36"	\$ 250.00	\$ 8,850.00	\$ 75.00	\$ 1,650.00	\$ 28,187.50	27%	53%	26%	\$ 7,328.75
43	Jett Ridge	6.14	18"	45	24"	\$ 180.00	\$ 8,100.00	\$ 75.00	\$ 1,500.00	\$ 21,075.00	36%	83%	47%	\$ 16,916.25
44	Russell Rd	12.19	18"	35	24"	\$ 180.00	\$ 6,330.00	\$ 75.00	\$ 1,500.00	\$ 20,000.00	30%	73%	43%	\$ 9,906.25
45	Cook Ct	19.35	18"	25	36"	\$ 250.00	\$ 6,275.00	\$ 75.00	\$ 1,125.00	\$ 20,000.00	30%	73%	43%	\$ 8,600.00
46	King's Gate Rd	10.22	18"	40	24"	\$ 180.00	\$ 7,200.00	\$ 75.00	\$ 1,500.00	\$ 21,262.50	32%	78%	46%	\$ 9,780.75
47	Peedl Dr	U-28	18"	35	24"	\$ 180.00	\$ 6,330.00	\$ 75.00	\$ 1,500.00	\$ 21,262.50	32%	78%	46%	\$ 9,780.75
48	Misty Meadow Dr	12.140	2-18"	35	24"	\$ 180.00	\$ 6,330.00	\$ 75.00	\$ 1,375.00	\$ 21,262.50	33%	79%	46%	\$ 9,555.50
49	Bluff View Dr	15.5	18"	35	24"	\$ 180.00	\$ 6,330.00	\$ 75.00	\$ 1,350.00	\$ 21,075.00	33%	79%	46%	\$ 9,555.50
50	Willow Crest Dr	14.45	18"	35	24"	\$ 180.00	\$ 6,330.00	\$ 75.00	\$ 1,500.00	\$ 21,075.00	33%	84%	51%	\$ 10,557.00
51	Fairway Dr	14.16	18"	35	24"	\$ 180.00	\$ 6,330.00	\$ 75.00	\$ 1,500.00	\$ 21,075.00	33%	84%	51%	\$ 10,557.00
52	Stagecoach/Willow Park Dr	6.64	18"	35	30"	\$ 200.00	\$ 7,000.00	\$ 75.00	\$ 1,500.00	\$ 21,075.00	14%	90%	76%	\$ 16,017.00
53	Ranch House Rd	19.2	18"	25	24"	\$ 180.00	\$ 4,500.00	\$ 75.00	\$ 1,125.00	\$ 15,187.50	5%	94%	70%	\$ 16,100.00
54	Crown Rd	21.25	24"	35	36"	\$ 250.00	\$ 8,850.00	\$ 75.00	\$ 1,875.00	\$ 28,750.00	5%	84%	79%	\$ 22,712.50
55	Vista Dr	21.59	24"	35	42"	\$ 300.00	\$ 11,550.00	\$ 75.00	\$ 1,875.00	\$ 33,562.50	24%	74%	50%	\$ 16,781.25
56	Stagecoach/Chaparral Ct	6.69	24"	15	36"	\$ 250.00	\$ 4,125.00	\$ 75.00	\$ 900.00	\$ 12,562.50	20%	88%	63%	\$ 8,542.50
57	Surrey Ct	5.106	24"	45	36"	\$ 250.00	\$ 12,375.00	\$ 75.00	\$ 1,875.00	\$ 35,625.00	25%	68%	43%	\$ 15,318.75
58	Stagecoach/Pritchfork Trl	7.28	24"	45	36"	\$ 250.00	\$ 12,375.00	\$ 75.00	\$ 1,875.00	\$ 35,625.00	25%	68%	43%	\$ 15,318.75
59	Ranch House/Bankhead	4.10	2-24"	55	42"	\$ 300.00	\$ 18,150.00	\$ 75.00	\$ 3,000.00	\$ 52,875.00	25%	73%	36%	\$ 12,825.00
60	White Settlement Rd	22.7	24"	35	36"	\$ 250.00	\$ 8,850.00	\$ 75.00	\$ 1,550.00	\$ 28,187.50	5%	98%	93%	\$ 39,656.25
61	Pritchfork Trl	7.8	24"	30	36"	\$ 250.00	\$ 9,625.00	\$ 75.00	\$ 1,550.00	\$ 28,187.50	5%	98%	93%	\$ 39,656.25
62	Crown Ln	11.13	24"	20	42"	\$ 250.00	\$ 8,250.00	\$ 75.00	\$ 1,125.00	\$ 24,000.00	40%	74%	34%	\$ 8,160.00
63	Willow Crest Dr	14.59	24"	40	30"	\$ 200.00	\$ 8,000.00	\$ 75.00	\$ 1,875.00	\$ 26,687.50	15%	73%	58%	\$ 11,201.25
64	Live Oak/Crown Rd	20.56	30"	60	48"	\$ 350.00	\$ 23,100.00	\$ 75.00	\$ 3,750.00	\$ 67,125.00	24%	84%	60%	\$ 40,275.00
65	Fairway Dr	14.93	30"	35	36"	\$ 250.00	\$ 9,625.00	\$ 75.00	\$ 1,500.00	\$ 27,812.50	35%	54%	19%	\$ 5,284.38
66	Saddle Trl	9.6	30"	45	42"	\$ 300.00	\$ 14,850.00	\$ 75.00	\$ 2,625.00	\$ 43,687.50	15%	63%	48%	\$ 16,740.00
67	Squaw Creek Rd	U-9	36"	35	42"	\$ 300.00	\$ 11,550.00	\$ 75.00	\$ 2,625.00	\$ 43,687.50	24%	58%	34%	\$ 14,855.75
68	Squaw Creek/Royal View Dr	13.18	36"	45	42"	\$ 300.00	\$ 14,850.00	\$ 75.00	\$ 2,625.00	\$ 43,687.50	24%	58%	34%	\$ 14,855.75
69	Squaw Creek Rd	U-11	None	35	30"	\$ 200.00	\$ 7,000.00	\$ 75.00	\$ 1,650.00	\$ 23,375.00	30%	100%	100%	\$ 4,675.00
70	Stormwater Fee Studies									\$ 40,000.00				\$ 40,000.00

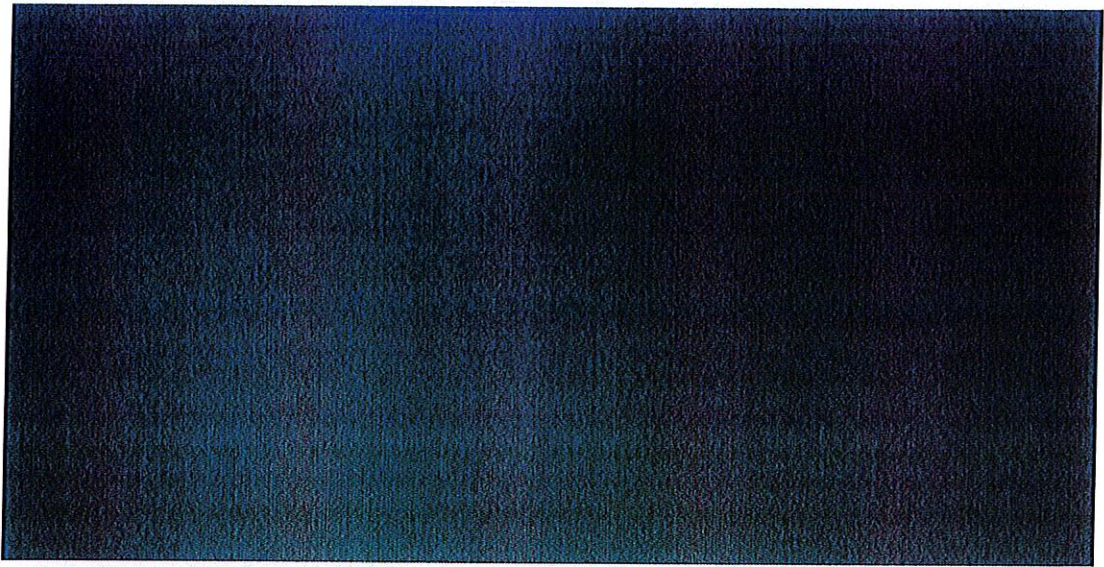
TOTAL \$ 3,329,162.50

\$ 1,800,376.50

Land Use Assumptions

- ▶ The land use assumptions were included in the City's Comp Plan
- ▶ These assumptions were used, unchanged, in the impact fee study





Future Land Use Plan

Future Land Use Map

