NOTICE OF A REGULAR PLANNING & ZONING MEETING

VIA TELEPHONE/VIDEO CONFERENCE



City of Willow Park
Capital Improvements Advisory Committee
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, February 16, 2021 at 6:30 p.m.

NOTICE IS HEREBY GIVEN in accordance with order of the Office of the Governor issued March 16, 2020, the Planning and Zoning Commission of the City of Willow Park will conduct, Regular Meeting scheduled for 6:00 p.m, such meeting to be conducted Virtual meeting via video conference, hosted through ZOOM ONLY, on February 16, 2021, in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location described above.

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at WillowPark.org

The public dial-in number and meeting information to participate in the telephonic/video meeting is hosted through ZOOM, is as follows:

Join Zoom Meeting

https://us02web.zoom.us/j/84422118461

Meeting ID: 844 2211 8461

One tap mobile: +13462487799,,84422118461# US (Houston)

Dial in: +1 346 248 7799 US (Houston)

Meeting ID: 844 2211 8461

Find your local number: https://us02web.zoom.us/u/kj3KaDuFN

The public will be permitted to offer public comments telephonically on any agenda item and as permitted by the presiding officer during the meeting.

A recording of the telephone/video meeting will be made and will be available to the public in accordance with the Open Meetings Act within 24 hours, after the end of the meeting.



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

Call to Order

Determination of Quorum

Items to be considered and acted upon

 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 February 11, 2021 at 5:00 pm.

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:	Department:	Presented By:
February 16, 2021	Development Services	Betty Chew

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 IN	FO:
	Cost	\$ N/A
	Source of	\$ N/A
	Funding	

RESOLUTION	
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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.

City of Willow Park

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

ATTEST:	Doyle Moss, Mayor
Alicia Smith, City Secretary	



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 fist step in the impact fee process is adopting/approving the CIP & Land Use Assumptions
- The Capital Improvement Advisory Reviews and Recommends to Council
- The CIP was completed in 2017 and updated in 2019
- The Future Land Use Plan was included in the City's Compehensive 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

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\$ 1,800,376.50

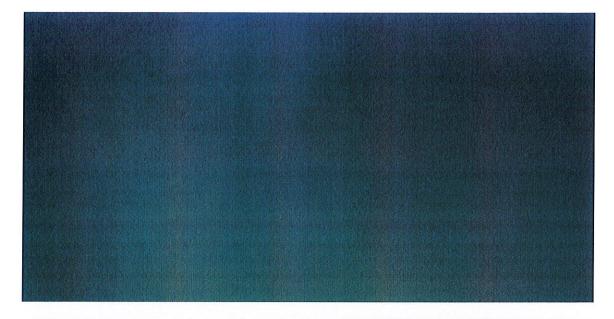
TOTAL

\$ 3,329,162.50

\$16 Ranch House Rd – Willow Park, Toxas 76087
www.willowpark.org – (817)441-7108

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

