



PLANNING & ZONING COMMISSION MEETING MINUTES

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

Tuesday, April 18, 2023 at 6:00 PM

CALL TO ORDER

Meeting called to order at 6:02 p.m. by Vice-Chair, Rodney Wilkins.

DETERMINATION OF QUORUM

Quorum confirmed.

PRESENT

Rodney Wilkins
Billy Weikert
Scott Smith
Zac Walker

ABSENT

Jared Fowler
Sharon Bruton

Staff Present: Toni Fisher, Planning & Development Director

Vice-Chair Wilkins provided well wishes to Commissioner Fowler who had back surgery two weeks ago, and was due to be out for eight weeks.

APPROVAL OF MEETING MINUTES

1. Approval of P&Z Meeting Minutes for 2/21/23.

Motion made by Smith, Seconded by Weikert.

Voting Yea: Wilkins, Weikert, Smith, Walker

PUBLIC HEARING

- 2. PUBLIC HEARING to consider a request for Special Use Permit regarding the placement of a temporary free-standing off-premise sign on Lot S PT 1, Block 1; Trinity Meadows Subdivision, in the City of Willow Park, Parker County, Texas.**

Open Public Hearing:

Close Public Hearing:

Public Hearing Opened at: 6:05 p.m.

No comments.

Public Hearing Closed at: 6:05 p.m.

ITEMS TO BE CONSIDERED AND ACTED UPON:

- 3. NOMINATION & ELECTION: Planning & Zoning Board Chairperson and Vice-Chairperson positions.**

Commissioner Smith nominated Chair: Jared Fowler, and Vice-Chair: Rodney Wilkins.

Commissioner Weikert elected Chair - Jared Fowler and Vice-Chair - Rodney Wilkins.

Motion made by Smith, Seconded by Weikert.

Voting Yea: Wilkins, Weikert, Smith, Walker

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

Commission Smith asked Brittni Lee of the Canvas for the duration of sign would be removed by May [2024] and who would be responsible for removal. Ms. Lee responded that as soon the Canvas is fully rented, which is hopeful by end of 2023, the sign would be removed by the Canvas.

Motion made by Weikert, Seconded by Walker.

Voting Yea: Wilkins, Weikert, Smith, Walker

- 5. CONSIDERATION & ACTION: Final Plat for Lot 1, Block 1, Willow Park Water Reclamation Area, being 8.610 acres, Wesley Franklin Survey, Abstract No. 468, in the City of Willow Park, Parker County, Texas.**

Motion made by Walker, Seconded by Smith.

Voting Yea: Wilkins, Weikert, Smith, Walker

6. CONSIDERATION & ACTION: Final Plat for Lots 1-5, Block 1, Nolte Addition, being 29.99 acres, David Addington Survey, Abstract No. 21, in the Extraterritorial Jurisdiction of the City of Willow Park, Parker County, Texas.

Commissioner Smith questioned the items that he asked about on the Preliminary Plat with regard to the county easement for access to Lot 5 between Lots 1 & 2; and, the availability of water and sewer to all lots.

Fisher responded that water and sewer was shown to be accessible to all lots, but these would not be shown on the Final Plat. She stated that she was not familiar with the width of the county's easement, which Commissioner Smith said was 60', leaving less than 10' to access Lot 5. Commissioner Weikert commented that, although narrow, a 9' wide driveway could still be created.

Fisher also stated that the Applicant was presented with Staff comments not yet addressed or shown on the Plat: 1) there is a drive labeled Bankhead Cove on Google maps, but it is not shown on the Plat, so an inquiry was made as to its legitimacy or abandonment; and 2) question as to whether the property owner want to give an additional 15' right-of-way for, what will likely be, the future expansion and widening of E. Bankhead Hwy. Fisher explained that, according to the Thoroughfare Plan in the City's Comprehensive Plan, E. Bankhead Hwy is to be a minor arterial road, which will call for 90' right-of-way; the Final Plat shows the current county road right-of-way requirement of 60'. Fisher recommended that the Commissioners approve the Final Plat with right-of-way conditions.

Commissioner Smith made the motion to approve the Final Plat with conditions of the additional right-of-way, and for consideration of the Lot 5 access, dependent on Fisher's research.

Motion made by Smith, Seconded by Weikert.

Voting Yea: Wilkins, Weikert, Smith, Walker

ADJOURNMENT

As authorized by Section 551.127, of the Texas Government Code, one or more Council Members or employees may attend this meeting remotely using video conferencing technology.

Meeting was adjourned by Vice-Chair Wilkins at 6:31 p.m.

Any member of the public has the right to appear at the Public Hearing. Please contact the Development Department at 817-441-7108 or tfisher@willowpark.org with any questions.

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 120 El Chico Trail, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: APRIL 14, 2023, at 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

APPROVAL OF MINUTES:

_____	_____
Jared Fowler, Chairperson	Date
Rodney Wilkins, Vice-Chairperson	