



AGENDA
FLOWER MOUND PARKS BOARD
REGULAR MEETING

APRIL 5, 2018

FLOWER MOUND TOWN HALL
2121 CROSS TIMBERS ROAD
FLOWER MOUND, TEXAS

6:30 P.M.

AN AGENDA INFORMATION PACKET IS AVAILABLE FOR PUBLIC INSPECTION
ONLINE AT WWW.FLOWER-MOUND.COM/AGENDA/AGENDA.PHP

All pagers and cell phones must be turned off in the Council Chambers.

A. CALL REGULAR MEETING TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG AND TO THE TEXAS FLAG

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

D. PUBLIC PARTICIPATION

Please fill out an "Appearance before Parks Board" form in order to address the Board, and turn the form in prior to Public Participation to Administrative Secretary Jade Olson. Speakers are normally limited to three minutes. Time limits can be adjusted by the Chair to accommodate more or fewer speakers.

The purpose of this item is to allow the public an opportunity to address the Parks Board on issues that are not the subject of a public hearing. Any item requiring a Public Hearing will allow the public to speak at the time that item appears on this agenda as indicated as a "Public Hearing". Parks Board members may not deliberate and may only cite facts or current policy in response to public comments. Issues regarding daily operational or administrative matters should first be dealt with at the administrative level by calling the Parks and Recreation Division at 972.874.6300 during business hours.

E. DIRECTOR'S REPORT

- Update and status report related to Parks and Recreation issues.

F. CONSENT AGENDA – Consent Items

This agenda consists of non-controversial or "housekeeping" items required by law. Items may be removed from the Consent Agenda by any Board member by making such request prior to a motion and vote on the Consent Agenda.

1. Consider approval of minutes from a regular meeting of the Parks Board held on March 1, 2018.

G. REGULAR ITEMS

2. Consider recommending to Planning and Zoning Commission and Town Council Park Land Dedication and Park Development Fee requirements for Pepper Creek Ranch residential development generally located north of Cross Timbers Road (FM 1171) and west of Montalcino Blvd.
3. Consider recommending approval for Town Council consideration the naming of the park property located on the 3.3 acre tract adjacent to the Flower Mound Public Library.
4. Consider approval of a recommendation of parks projects to be funded by the Community Development Corporation in fiscal year 2018-2019 using 4B sales tax revenue, and incorporate park projects for FY 2020-2023 into the Town's Five Year Capital Improvement Projects list.

H. RECESS REGULAR MEETING

I. CALL WORK SESSION TO ORDER

J. WORK SESSION ITEMS

5. Presentation and discussion regarding the Flower Mound Board and Commission Input Process, to include an exchange of ideas and discussion on parks related initiatives for the Town Council to consider for the next fiscal year strategic plan.

K. ADJOURN – WORK SESSION

L. RECONVENE REGULAR MEETING

M. COORDINATION OF CALENDARS AND FUTURE AGENDAS/MEETINGS

- The next regular meeting of the Parks Board is scheduled for May 3, 2018.

N. ADJOURN REGULAR MEETING

I do hereby certify that the Notice of Meeting was posted on the bulletin board in Town Hall of the Town of Flower Mound, Texas, 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 2, 2018, at 5:00 p.m. at least 72 hours prior to the scheduled time of said meeting.



Jade Olson, Administrative Secretary



Parks Board AGENDA ITEM NO: 1

DATE: April 5, 2018

FROM: Jade Olson, Administrative Secretary

ITEM: Consider approval of minutes from a Regular Meeting of the Parks Board held on March 1, 2018.

I. SUMMARY:

The Parks Board held a Regular Meeting on March 1, 2018.

II. BACKGROUND INFORMATION:

N/A

III. FISCAL IMPACT:

N/A

IV. LEGAL REVIEW:

N/A

V. ATTACHMENTS:

1. Draft minutes from the March 1, 2018, Regular Meeting of the Parks Board.

VI. RECOMMENDED MOTION OR ACTION:

Move to approve the minutes from a Regular Meeting of the Parks Board held on March 1, 2018.

THE TOWN OF FLOWER MOUND PARKS BOARD REGULAR MEETING HELD ON THE 1st DAY OF MARCH 2018, IN THE FLOWER MOUND TOWN HALL, LOCATED AT 2121 CROSS TIMBERS ROAD IN THE TOWN OF FLOWER MOUND, COUNTY OF DENTON, TEXAS AT 6:30 P.M.

The Parks Board met in a regular session with the following members present:

Gloria Jones	Place 1 – Chair
Michael Kelly	Place 2
Jodi Seay	Place 5
Ann Handren	Place 6
Ike Winfield	Place 7
Mark Mayer	Place 9 – Alternate

The following Board members were not in attendance:

Teresa Thomason	Place 3 – Vice Chair
Rick Kenyon	Place 4
Firoz Vohra	Place 10 – Alternate

The following members of Town Staff were in attendance:

Chuck Jennings	Director of Parks and Recreation
Gary Sims	Executive Director of Community Services
Clayton Litton	Parks Superintendent
Kari Biddix	Park Development Manager
John Habern	Park, Trails and Landscape Specialist
Sue Ridnour	Director of Library Services
Mark Long	Twin Coves Park Manager
Jade Olson	Administrative Secretary
Anu Nair	Administrative Secretary

- A. CALL REGULAR MEETING TO ORDER – 6:30 P.M.**
- B. INVOCATION – Mike Liles**
- C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG AND THE TEXAS FLAG**
- D. PUBLIC PARTICIPATION**

Jim Linker, 2504 Cross Haven Dr – wanted to encourage the Board to include a tennis center high on the CIP list.

E. DIRECTOR'S REPORT

Chuck Jennings, Director of Parks and Recreation reported the following:

- Dean Construction will begin extending some of the concrete drives in the RV area on Monday, March 5.

- Staff expects completion of all the ADA updates that were identified in the TDLR inspections by the end of March.
- Boy Scout Jack Stanley replaced 50 feet of wood railings on the North Shore Trail as part of his Eagle Scout Project. Staff is very pleased with the final product.
- Jillian Rash will present Twin Coves Park with a new AED and storage cabinet as part of her Gold Medal Project. The presentation will take place at the Monday, March 5 the Town Council meeting.
- Recreation staff will be hiring a new summer track and field coach and will be entertaining interested candidates throughout the month of March. Interested candidates can learn more about the job by visiting the Town's Parks and Recreation webpage or by calling the Athletics Supervisor.
- Inclement weather has postponed almost all of our spring outdoor athletic activities involving both youth and adult leagues and practices.
- All the trees have been re-potted to 25 gallon pots at the Green Acres tree nursery.
- The Hound Mound Dog Park has been closed for the last week and a half and will remain closed until the area has a chance to dry out.
- Rheudasil Pond is now at 100% capacity. Fountains and fish will be delivered as soon as the pond banks are dry enough to drive on.
- The Flower Mound Senior Center has 1,957 members. During the month of February, we had 2,892 membership card scans.
- The SIM program recently received two awards: one from the National Institute of Senior Centers runner up in the Special Events category and two from TRAPS Leisure & Aging division Outstanding Senior for Paul Middour.
- 175 SIM members attended the Fat Tuesday party where they enjoyed lunch and a performance by the Dixieland Swing Band.

Kari Biddix, Park Development Manager reported the following:

- Heritage Park Phase 4 construction will begin once Phase 3 is complete and the expected completion date of Phase 4 is October 2018.
- Rheudasil Park pond is at 100% capacity. Once the new sod dries out the fish will be restocked. The fountain is being worked on and a new light kit will be installed on it. Once that is done the fountains at both Rheudasil and Wilkerson ponds will be installed.
- The Heritage Park Phase 3 splash pad is still underway. A pool company subcontractor to Vortex is installing a few components and will finish up the splash pad next week. A water meter will be set and there will be 2 -3 weeks of testing and cleanup before this area is done. The pavilion area is having fencing and dumpster gates installed next week. Some additional landscaping and irrigation around the cistern will be completed in the next 2 weeks. The ribbon cutting is scheduled for the last week of April.
- Oak Park playground is complete and Bluebonnet Park will be done once the surfacing is rolled out.

F. CONSENT AGENDA

1. **Consider approval of minutes from a regular meeting of the Parks Board held on February 1, 2018.**

Board Deliberation

Board member Seay moved to approve the minutes of a regular meeting of the Parks Board held on February 1, 2018. Board member Mayer seconded the motion.

VOTE ON THE MOTION

AYES: Mayer, Seay, Winfield
NAYS: None
ABSTAINS: Kelly, Handren

G. REGULAR ITEMS

2. Consider recommending to Planning and Zoning Commission and Town Council Park Land Dedication and Park Development fee requirements for Tinley Park residential development generally located south of Flower Mound Rd. and west of Duncan Ln.

Staff Presentation

John Habern – Park, Trails and Landscape Specialist

Rembert Enterprises

Reggie Rembert Jr.

Board Deliberation

Board member Handren moved to recommend approval to Planning and Zoning Commission and Town Council cash, in the amount of \$235,872.00, be accepted in lieu of the otherwise required Park Land Dedication, and Park Development Fees in the amount of \$54,132.00 for the Tinley Park residential development generally located south of Flower Mound Rd. and west of Duncan Ln. Board member Mayer seconded the motion.

VOTE ON THE MOTION

AYES: Winfield, Handren, Seay, Mayer
NAYS: Kelly

3. Consider recommending to Planning and Zoning Commission and Town Council Park Land Dedication and Park Development fee requirements for Magnolia Court residential development generally located north of Spinks Rd. and west of Gerault Rd.

Staff Presentation

John Habern – Park, Trails and Landscape Specialist

Board member Mayer moved to recommend approval to Planning and Zoning Commission and Town Council cash, in the amount of \$263,088.00, be accepted in lieu of the otherwise required Park Land Dedication, and Park Development Fees in the amount of

\$80,504.00 for the Magnolia Court residential development generally located north of Spinks Rd. and west of Gerault Rd. Board member Kelly seconded the motion.

VOTE ON THE MOTION

AYES: Kelly, Mayer, Seay, Handren, Winfield
NAYS: None

4. Consider approval of the commissioning of three custom-made life-size animal sculptures from Sweety Bowman, and purchase of nine additional sculptures chosen from quotes provided by companies that supply bronze sculptures.

Staff Presentation

Sue Ridnour – Director of Library Services

Board Deliberation

Board member Handren moved to approve the commissioning of three custom-made life size animal sculptures from Sweety Bowman, and the purchase of nine additional sculptures chosen from quotes provided by companies that supply bronze sculptures. Board member Winfield seconded the motion.

VOTE ON THE MOTION

AYES: Winfield, Handren, Seay, Mayer, Kelly
NAYS: None

H. RECESS REGULAR MEETING

I. CALL WORK SESSION TO ORDER

J. WORK SESSION ITEMS

5. Review and discuss a recommendation of park projects for FY 2019 – 2023 to be incorporated in to the Town's Five Year Capital Improvement Projects list.

Staff Presentation

Chuck Jennings – Director of Parks and Recreation provided the Board with a list of items on the Five Year Capital Improvement Projects list.

Board Deliberation

K. ADJOURN – WORK SESSION

L. RECONVENE REGULAR MEETING

M. COORDINATION OF CALENDARS AND FUTURE AGENDAS/MEETINGS

- The next Parks Board Regular Meeting is scheduled for April 5, 2018.

N. ADJOURNMENT

Board Member Seay made a motion to adjourn the meeting. Board member Handren seconded the motion.

Chair Gloria Jones adjourned the Regular Meeting at 7:57 p.m.

TOWN OF FLOWER MOUND, TEXAS

Gloria Jones, Chair

ATTEST:

Jade Olson, Administrative Secretary



Parks Board AGENDA ITEM NO. 2

DATE: April 5, 2018

FROM: John Habern, Parks, Trails and Landscape Specialist

ITEM: Consider recommending to Planning and Zoning Commission and Town Council Park Land Dedication and Park Development Fee requirements for Pepper Creek Ranch residential development generally located north of Cross Timbers Road (FM 1171) and west of Montalcino Blvd.

Background Information: The proposed development has two applications in with the Town: a Zoning Planned Development (ZPD18-0002) and a Development Plan (DP18-0002) in order to develop a residential subdivision. The maximum residential density within the proposed development is 50 single family dwelling units to be developed under the cluster development standards (Minimum lot size of ½ acres).

Alternatives or Options: The Board may wish to recommend land be dedicated for park use within the proposed development or receive cash in lieu of land.

Park Land Dedication and Park Development Fees:

Park Land Dedication is determined as follows:

- 3.36 acres of land per 100 dwelling unit lots = 0.0336 acres/dwelling unit lot
- 0.0336 acres/dwelling unit lot X **50** dwelling unit lots = **1.68 acres of Park Land Dedication required**

Conservation and Cluster Development Incentives are as follows:

- 50% reduction in Park Land Dedication. **1.68** acres of Park Land Dedication X 50% = **.84 acres of Park Land Dedication**

Payment of cash in lieu of the otherwise dedicated park land is determined as follows:

- **\$65,500.00** per acre is the fair market value of land within the development as determined by the Town and the developer
- **\$65,500.00** per acre X .84 acres = **\$55,020.00** payment of cash in lieu of land to satisfy Park Land Dedication

The Park Development Fees are determined as follows:

- \$1,388.00 fee per dwelling unit lot X **50** dwelling unit lots = **\$69,400.00** in Park Development Fees

For further details of the Town's Land Development Regulations regarding Park Land Dedication and Park Development Fees, please review The Flower Mound Code of Ordinances; Subpart B - Land Development Regulations; Chapter 90 – Subdivisions; Article VI. – Standards; Division 8. - Parks and Recreational Areas; Sections 90-441 through 90-448.



Parks Board AGENDA ITEM NO. 2

Link to the Flower Mound Code of Ordinances:

<http://library.municode.com/index.aspx?clientId=13329&stateId=43&stateName=Texas>

Fiscal Impact: N/A

Legal Issues: N/A

Attachment:

1. Pepper Creek Ranch Conceptual Plan

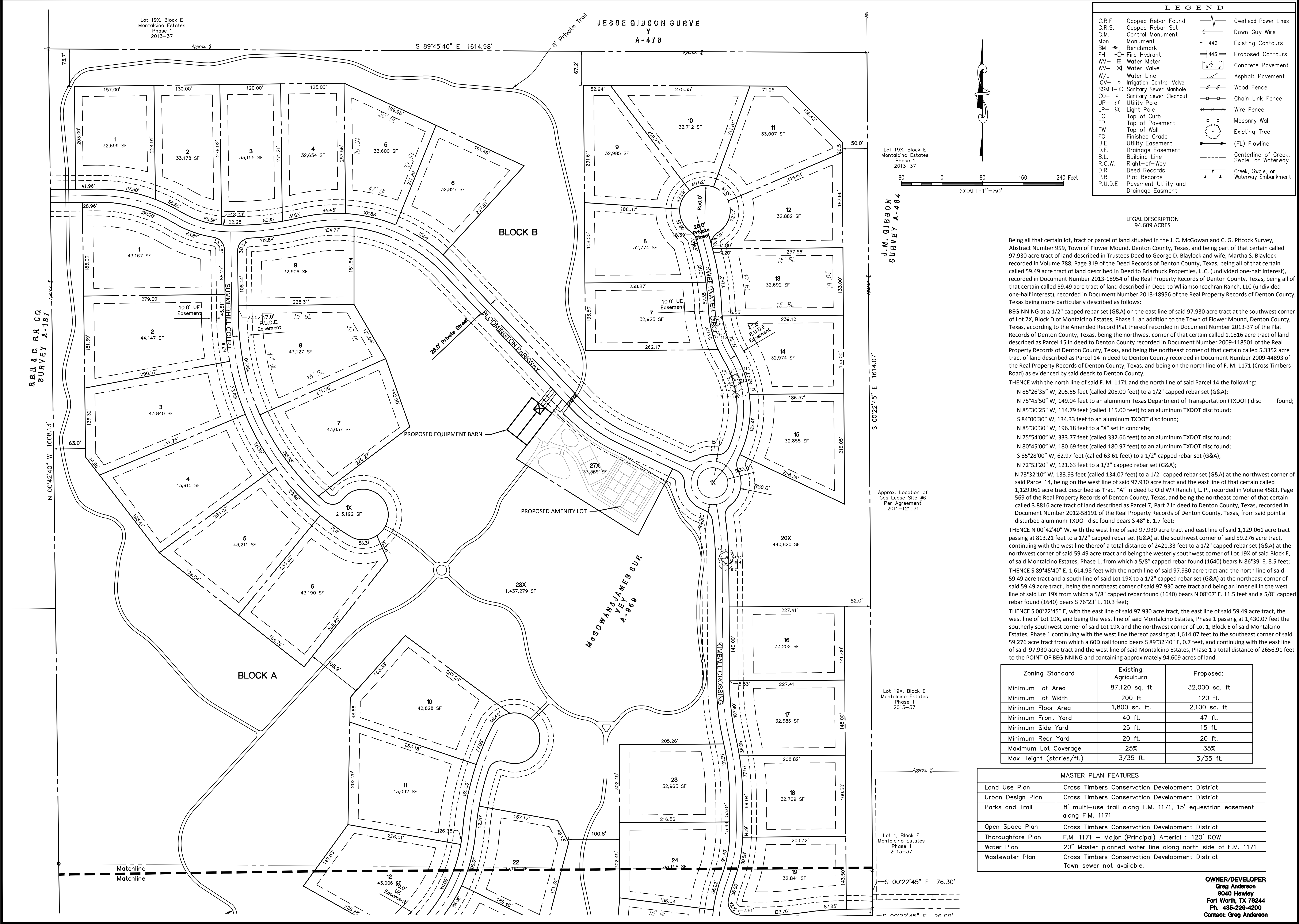
Draft Motion:

Move to recommend approval to Planning and Zoning Commission and Town Council Park Land Dedication of **.84 acres of land** and Park Development Fees in the amount of **\$69,400.00** for the Pepper Creek Ranch residential development generally located north of Cross Timbers Rd. (FM 1171) and west of Montalcino Blvd.

- OR -

Move to recommend approval to Planning and Zoning Commission and Town Council **cash**, in the amount of **\$55,020.00**, be accepted **in lieu of** the otherwise required Park Land Dedication, and Park Development Fees in the amount of **\$69,400.00** for the Pepper Creek Ranch residential development generally located north of Cross Timbers Rd. (FM 1171) and west of Montalcino Blvd.

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Printed: 2/23/2018 10:35 AM, by: P:\1014\171960.dwg, Scale: 1/8"=80'



LEGEND

C.R.F.	Capped Rebar Found	Overhead Power Lines
C.R.S.	Capped Rebar Set	Down Guy Wire
C.M.	Control Monument	443 Existing Contours
Mon.	Monument	445 Proposed Contours
BM	Benchmark	Concrete Pavement
FH	Fire Hydrant	Asphalt Pavement
WM	Water Meter	Wood Fence
WV	Water Valve	Chain Link Fence
W/L	Water Line	Wire Fence
ICV	Irrigation Control Valve	Masonry Wall
SSMH	Sanitary Sewer Manhole	Existing Tree
CO	Sanitary Sewer Cleanout	(FL) Flowline
UP	Utility Pole	Centerline of Creek, Swale, or Waterway
LP	Light Pole	Creek, Swale, or Waterway Embankment
TC	Top of Curb	
TP	Top of Pavement	
TW	Top of Wall	
FG	Finished Grade	
U.E.	Utility Easement	
D.E.	Drainage Easement	
B.L.	Building Line	
R.O.W.	Right-of-Way	
D.R.	Deed Records	
P.R.	Plat Records	
P.U.D.E.	Pavement Utility and Drainage Easement	

LEGAL DESCRIPTION
94.609 ACRES

Being all that certain lot, tract or parcel of land situated in the J. C. McGowan and C. G. Pitcock Survey, Abstract Number 959, Town of Flower Mound, Denton County, Texas, and being part of that certain called 97.930 acre tract of land described in Trustees Deed to George D. Blaylock and wife, Martha S. Blaylock recorded in Volume 788, Page 319 of the Deed Records of Denton County, Texas, being all of that certain called 59.49 acre tract of land described in Deed to Briarback Properties, LLC, (undivided one-half interest), recorded in Document Number 2013-18954 of the Real Property Records of Denton County, Texas, being all of that certain called 59.49 acre tract of land described in Deed to Williamsconchran Ranch, LLC (undivided one-half interest), recorded in Document Number 2013-18956 of the Real Property Records of Denton County, Texas being more particularly described as follows:

BEGINNING at a 1/2" capped rebar set (G&A) on the east line of said 97.930 acre tract at the southwest corner of Lot 7X, Block D of Montalcino Estates, Phase 1, an addition to the Town of Flower Mound, Denton County, Texas, according to the Amended Record Plat thereof recorded in Document Number 2013-37 of the Plat Records of Denton County, Texas, being the northwest corner of that certain called 1.1816 acre tract of land described as Parcel 15 in deed to Denton County recorded in Document Number 2009-118501 of the Real Property Records of Denton County, Texas, and being the northeast corner of that certain called 5.3352 acre tract of land described as Parcel 14 in deed to Denton County recorded in Document Number 2009-44893 of the Real Property Records of Denton County, Texas, and being on the north line of F. M. 1171 (Cross Timbers Road) as evidenced by said deeds to Denton County;

THENCE with the north line of said F. M. 1171 and the north line of said Parcel 14 the following:

N 85°26'35" W, 205.55 feet (called 205.00 feet) to a 1/2" capped rebar set (G&A);

N 75°45'50" W, 149.04 feet to an aluminum Texas Department of Transportation (TXDOT) disc found;

N 85°30'25" W, 114.79 feet (called 115.00 feet) to an aluminum TXDOT disc found;

S 84°00'30" W, 134.33 feet to an aluminum TXDOT disc found;

N 85°30'30" W, 196.18 feet to a "X" set in concrete;

N 75°54'00" W, 333.77 feet (called 332.66 feet) to an aluminum TXDOT disc found;

N 80°45'00" W, 180.69 feet (called 180.97 feet) to an aluminum TXDOT disc found;

S 85°28'00" W, 62.97 feet (called 63.61 feet) to a 1/2" capped rebar set (G&A);

N 72°53'20" W, 121.63 feet to a 1/2" capped rebar set (G&A);

N 73°32'10" W, 133.93 feet (called 134.07 feet) to a 1/2" capped rebar set (G&A) at the northwest corner of said Parcel 14, being on the west line of said 97.930 acre tract and the east line of that certain called 1,129.061 acre tract described as Tract "A" in deed to Old WR Ranch I, L. P., recorded in Volume 4583, Page 569 of the Real Property Records of Denton County, Texas, and being the northeast corner of that certain called 3.8816 acre tract of land described as Parcel 7, Part 2 in deed to Denton County, Texas, recorded in Document Number 2012-58191 of the Real Property Records of Denton County, Texas, from said point a disturbed aluminum TXDOT disc found bears S 48° E, 1.7 feet;

THENCE N 00°42'40" W, with the west line of said 97.930 acre tract and east line of said 1,129.061 acre tract passing at 813.21 feet to a 1/2" capped rebar set (G&A) at the southwest corner of said 59.276 acre tract, continuing with the west line thereof a total distance of 2421.33 feet to a 1/2" capped rebar set (G&A) at the northwest corner of said 59.49 acre tract and being the westerly southwest corner of Lot 19X of said Block E, of said Montalcino Estates, Phase 1, from which a 5/8" capped rebar found (1640) bears N 86°39' E, 8.5 feet; THENCE S 89°45'40" E, 1,614.98 feet with the north line of said 97.930 acre tract and the north line of said 59.49 acre tract and a south line of said Lot 19X to a 1/2" capped rebar set (G&A) at the northeast corner of said 59.49 acre tract, being the northeast corner of said 97.930 acre tract and being an inner ell in the west line of said Lot 19X from which a 5/8" capped rebar found (1640) bears N 08°07' E. 11.5 feet and a 5/8" capped rebar found (1640) bears S 76°23' E, 10.3 feet;

THENCE S 00°22'45" E, with the east line of said 97.930 acre tract, the east line of said 59.49 acre tract, the west line of Lot 19X, and being the west line of said Montalcino Estates, Phase 1 passing at 1,430.07 feet the southerly southwest corner of said Lot 19X and the northwest corner of Lot 1, Block E of said Montalcino Estates, Phase 1 continuing with the west line thereof passing at 1,614.07 feet to the southeast corner of said 59.276 acre tract from which a 60D nail found bears S 89°32'40" E, 0.7 feet, and continuing with the east line of said 97.930 acre tract and the west line of said Montalcino Estates, Phase 1 a total distance of 2656.91 feet to the POINT OF BEGINNING and containing approximately 94.609 acres of land.

Zoning Standard	Existing: Agricultural	Proposed:
Minimum Lot Area	87,120 sq. ft	32,000 sq. ft
Minimum Lot Width	200 ft	120 ft.
Minimum Floor Area	1,800 sq. ft.	2,100 sq. ft.
Minimum Front Yard	40 ft.	47 ft.
Minimum Side Yard	25 ft.	15 ft.
Minimum Rear Yard	20 ft.	20 ft.
Maximum Lot Coverage	25%	35%
Max Height (stories/ft.)	3/35 ft.	3/35 ft.

MASTER PLAN FEATURES	
Land Use Plan	Cross Timbers Conservation Development District
Urban Design Plan	Cross Timbers Conservation Development District
Parks and Trail	8' multi-use trail along F.M. 1171, 15' equestrian easement along F.M. 1171
Open Space Plan	Cross Timbers Conservation Development District
Thoroughfare Plan	F.M. 1171 – Major (Principal) Arterial : 120' ROW
Water Plan	20" Master planned water line along north side of F.M. 1171
Wastewater Plan	Cross Timbers Conservation Development District Town sewer not available.

OWNER/DEVELOPER
Greg Anderson
9040 Hawley
Fort Worth, TX 76244
Ph. 436-229-4200
Contact: Greg Anderson

SITE PLANNING CIVIL ENGINEERING PLATING

CONSULTANTS, LLC

LAND SURVEYING LANDSCAPE ARCHITECTURE

111 Hillside Drive • Lewisville, TX 75057
P: 972.436.9712 • F: 972.436.9715
144 Old Town Blvd. North, Ste 2 • Argyle, TX 76226
P: 940.240.1012 • F: 940.240.1028
TBPES Firm No. 1798 TBPES Firm No. 10047700

PEPPER CREEK RANCH

94.61 Acres

McGOWAN & JAMES SURVEY, ABSTRACT NO. 959

TOWN OF FLOWER MOUND

DENTON COUNTY, TEXAS

Zoning Concept Plan

PRELIMINARY PLANS

THIS DOCUMENT IS FOR INTERIM REVIEW AND IS NOT INTENDED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES. G&A CONSULTANTS, F-1798 ROBERT JOHN DOLLAH, JR., P.E. #86898 DATE 3/23/2018

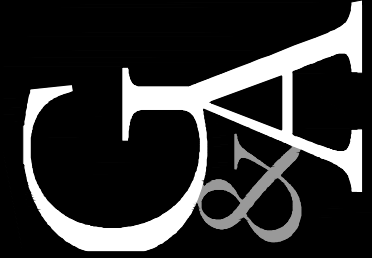
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Revisions:
2/19/18

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ZCP

SITE PLANNING CIVIL ENGINEERING PLANNING
CONSULTANTS, LLC
LAND SURVEYING LANDSCAPE ARCHITECTURE
111 Hillside Drive • Lewisville, TX 75057
P: 972.436.9712 • F: 972.436.9715
144 Old Town Blvd. North, Ste 2 • Argyle, TX 76226
P: 940.240.1012 • F: 940.240.1028
TBPES Firm No. 1798 TBPES Firm No. 10047700



PEPPER CREEK RANCH
94.61 Acres
in the
McGOWAN & JAMES SURVEY, ABSTRACT NO. 959
TOWN OF FLOWER MOUND
DENTON COUNTY, TEXAS

Zoning Concept Plan

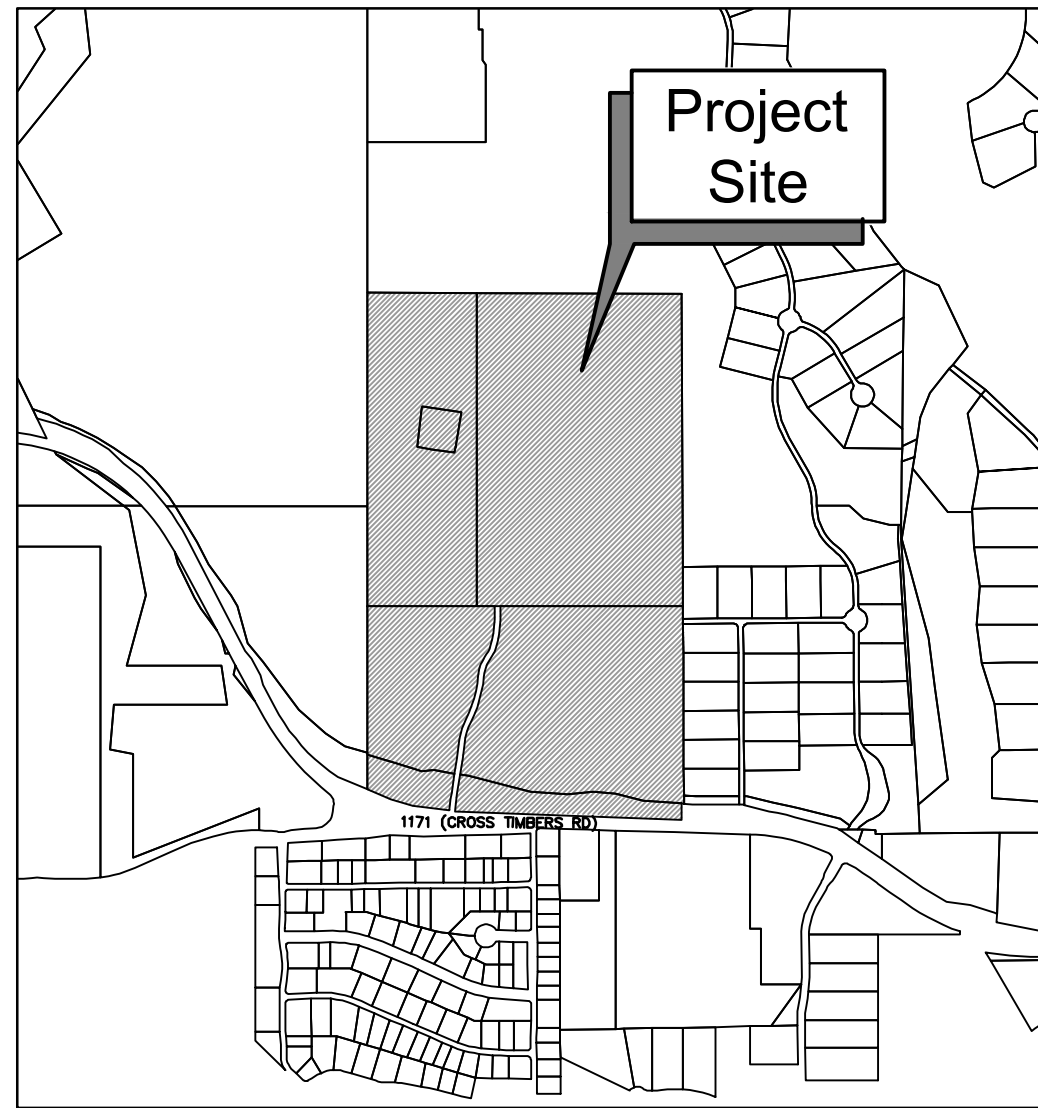
PRELIMINARY PLANS
THIS DOCUMENT IS FOR
INTERIM REVIEW AND IS
NOT INTENDED FOR
CONSTRUCTION, BIDDING,
OR PERMIT PURPOSES.
G&A CONSULTANTS, F-1798
ROBERT JOHN DOLLAH, JR.,
P.E. #86898
DATE 3/23/2018

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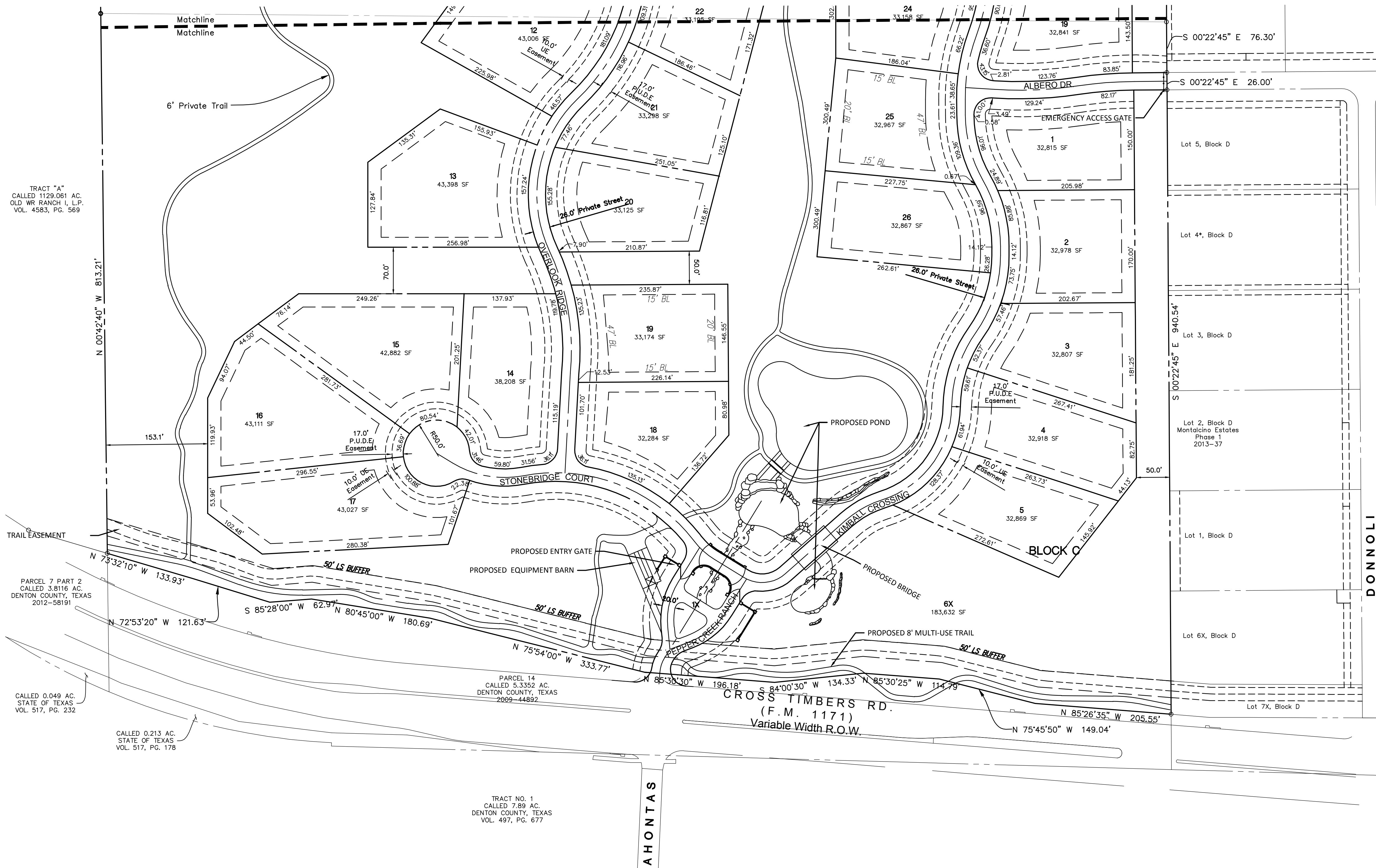
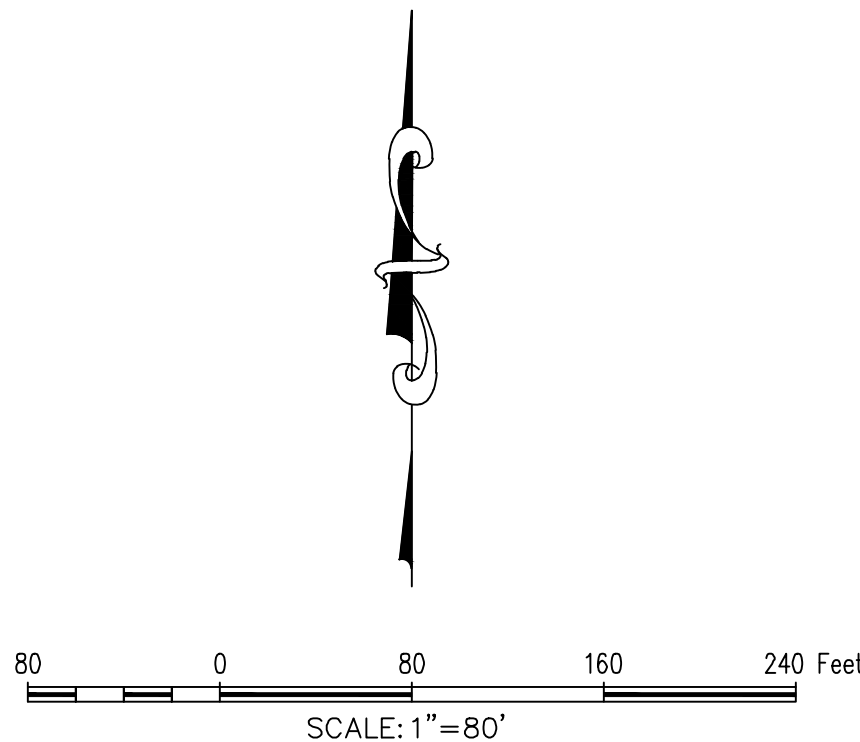
17286

ZCP

OWNER/DEVELOPER
Greg Anderson
9040 Hawley
Fort Worth, TX 76244
Ph. 436-229-4200
Contact: Greg Anderson



Vicinity Map 1"=1000'



PROJECT DATA TABLE	
Gross Site Area:	94.61 A; 4,121,212 SF
Lot 27X, Block A (Amenity Center)	.858 A; 37,369 SF
Open Space Lots:	
Lot 28X, Block A	32,995 A; 1,437,279 SF
Lot 20X, Block B	10,120 A; 440,820 SF
Lot 6X, Block C	4,216 A; 183,632 SF
Total Open Space:	47,331 A; 2,061,731 SF
Private Street:	4,896 A; 213,129 SF
Proposed Lots:	
Residential	50
Open Space	4
Total:	54
Smallest Residential Lot:	.741 A; 32,284 SF
Largest Residential Lot:	1.020 A; 45,915 SF
Average Residential Lot:	0.812 A; 35,406 SF

LOT / BLOCK ANALYSIS			
LOT	BLOCK	SQUARE FEET	ACRES
1	BLOCK A	43,167	0.991
2	BLOCK A	44,147	1.013
3	BLOCK A	43,840	1.006
4	BLOCK A	45,915	1.054
5	BLOCK A	43,211	0.992
6	BLOCK A	43,190	0.992
7	BLOCK A	43,037	0.988
8	BLOCK A	43,127	0.990
9	BLOCK A	32,906	0.755
10	BLOCK A	42,828	0.983
11	BLOCK A	43,092	0.989
12	BLOCK A	43,006	0.987
13	BLOCK A	43,398	0.996
14	BLOCK A	38,208	0.877
15	BLOCK A	42,882	0.984
16	BLOCK A	43,111	0.990
17	BLOCK A	43,027	0.988
18	BLOCK A	32,284	0.741
19	BLOCK A	33,174	0.762
20	BLOCK A	33,125	0.760

LOT / BLOCK ANALYSIS			
LOT	BLOCK	SQUARE FEET	ACRES
21	BLOCK A	33,298	0.764
22	BLOCK A	33,195	0.762
23	BLOCK A	32,963	0.757
24	BLOCK A	33,158	0.761
25	BLOCK A	32,967	0.757
26	BLOCK A	32,867	0.755
27X	BLOCK A	37,369	0.858
28X	BLOCK A	1437,279	32.995
1	BLOCK B	32,699	0.751
2	BLOCK B	33,178	0.762
3	BLOCK B	33,155	0.761
4	BLOCK B	32,654	0.750
5	BLOCK B	33,600	0.771
6	BLOCK B	32,827	0.754
7	BLOCK B	32,925	0.756
8	BLOCK B	32,774	0.752
9	BLOCK B	32,985	0.757
10	BLOCK B	32,712	0.751
11	BLOCK B	33,007	0.758
12	BLOCK B	32,882	0.755

LOT / BLOCK ANALYSIS			
LOT	BLOCK	SQUARE FEET	ACRES
13	BLOCK B	32,692	0.751
14	BLOCK B	32,974	0.757
15	BLOCK B	32,855	0.754
16	BLOCK B	33,202	0.762
17	BLOCK B	32,686	0.750
18	BLOCK B	32,729	0.751
19	BLOCK B	32,841	0.754
20X	BLOCK B	440,820	10.120
1	BLOCK C	32,815	0.753
2	BLOCK C	32,978	0.757
3	BLOCK C	32,807	0.753
4	BLOCK C	32,918	0.756
5	BLOCK C	32,869	0.755
6X	BLOCK C	183,632	4.216

GENERAL NOTES:

- PURSUANT TO THE ORDINANCE NO. 36-92 OF THE TOWN OF FLOWER MOUND, TEXAS A MANDATORY HOMEOWNERS ASSOCIATION SHALL BE ESTABLISHED AND CREATED TO ASSUME AND BE RESPONSIBLE FOR THE CONTINUOUS AND PERPETUAL OPERATION MAINTENANCE AND/OR SUPERVISION OF DRAINAGE EASEMENTS, LANDSCAPING SYSTEMS OR THEIR PHYSICAL FACILITIES OF GROUND HELD IN COMMON AND NECESSARY OR DESIRABLE FOR THE WELFARE OF THE AREA OF SUBDIVISION OR THAT ARE OF COMMON USE OR BENEFIT. SAID MANDATORY HOMEOWNER'S ASSOCIATION SHALL BE RESPONSIBLE FOR THE CONTINUOUS AND PERPETUAL OPERATION MAINTENANCE AND/OR SUPERVISION OF THE LANDSCAPE SYSTEMS, FEATURES OR ELEMENTS LOCATED IN PARKWAY COMMON AREA, BETWEEN SCREENING WALLS OR LIVING SCREENS AND ADJACENT CURBS OR STREET PAVEMENT EDGES, ADJACENT TO DRAINAGE WAYS OR DRAINAGE STRUCTURES, OR AT SUBDIVISION ENTRYWAYS.
- ALL "X" LOTS ARE OPEN SPACE LOTS DEDICATED TO AND MAINTAINED BY THE HOMEOWNER'S ASSOCIATION.
- ENVIRONMENTAL PROTECTION PLAN IS REQUIRED.
- ANY FENCE CONSTRUCTED ADJACENT AND/OR PARALLEL TO OPEN SPACE SHALL CONSIST OF WROUGHT IRON OR TUBULAR STEEL.
- AN OPEN SPACE MANAGEMENT PLAN IS REQUIRED.



Parks Board AGENDA ITEM NO. 3

DATE: April 5, 2018

FROM: Chuck Jennings, Parks and Recreation Director

ITEM: **Consider recommending approval for Town Council consideration the naming of the park property located on the 3.3 acre tract adjacent to the Flower Mound Public Library.**

Background Information: The naming or renaming of Town parks is the responsibility of the Parks Board. The process for determination of a name for recommendation to the Town Council is specified in Town Ordinance Sec. 54-1. The 3.3-Acre tract was purchased by the Town in January of 2017, and a conceptual master plan for the park will be developed at a later date. Per the Town's code of ordinances, names for new parks shall typically be established within 90 days from the date of land acquisition or at the earliest possible time.

At the February 1, 2018 regular meeting, the Vice Chair of the Parks Board appointed a Committee that was tasked with recommending a name for the new park. The Committee consisted of board members Gloria Jones, Mark Mayer, and Jodi Seay. The committee met on March 8, 2018, at Salerno's. The Naming Committee looked at a variety of different options that took the following into consideration: streets, geographical locations, ecological features, historical figures, events, concepts, local, state or national leaders, or in memoriam for public servants or residents who perished in the line of duty. The Denton County Historical Commission provided the committee with a history of the ownership of the land.

Utilizing all of the information provided, the Committee recommends that the Board consider Peters Colony Memorial Park. With the park being located along Peters Colony Rd., and taking into consideration that in the 1840's Peters Colonists began moving to Flower Mound in search of good farm land; the committee felt this name would be appropriate. With the park being adjacent to the Library and on a heavily treed parcel of land, the park will be very passive and could have different areas within the park to memorialize residents, first responders, and fallen military heroes.

The Parks Board naming recommendation will be sent to the Town Council for consideration at their April 16, 2018, Regular meeting.

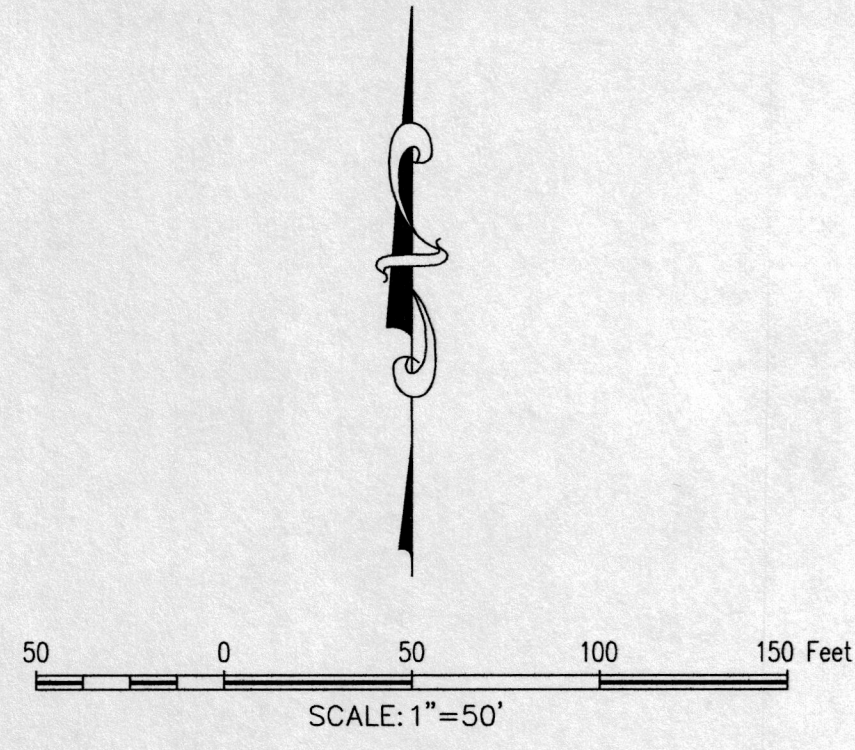
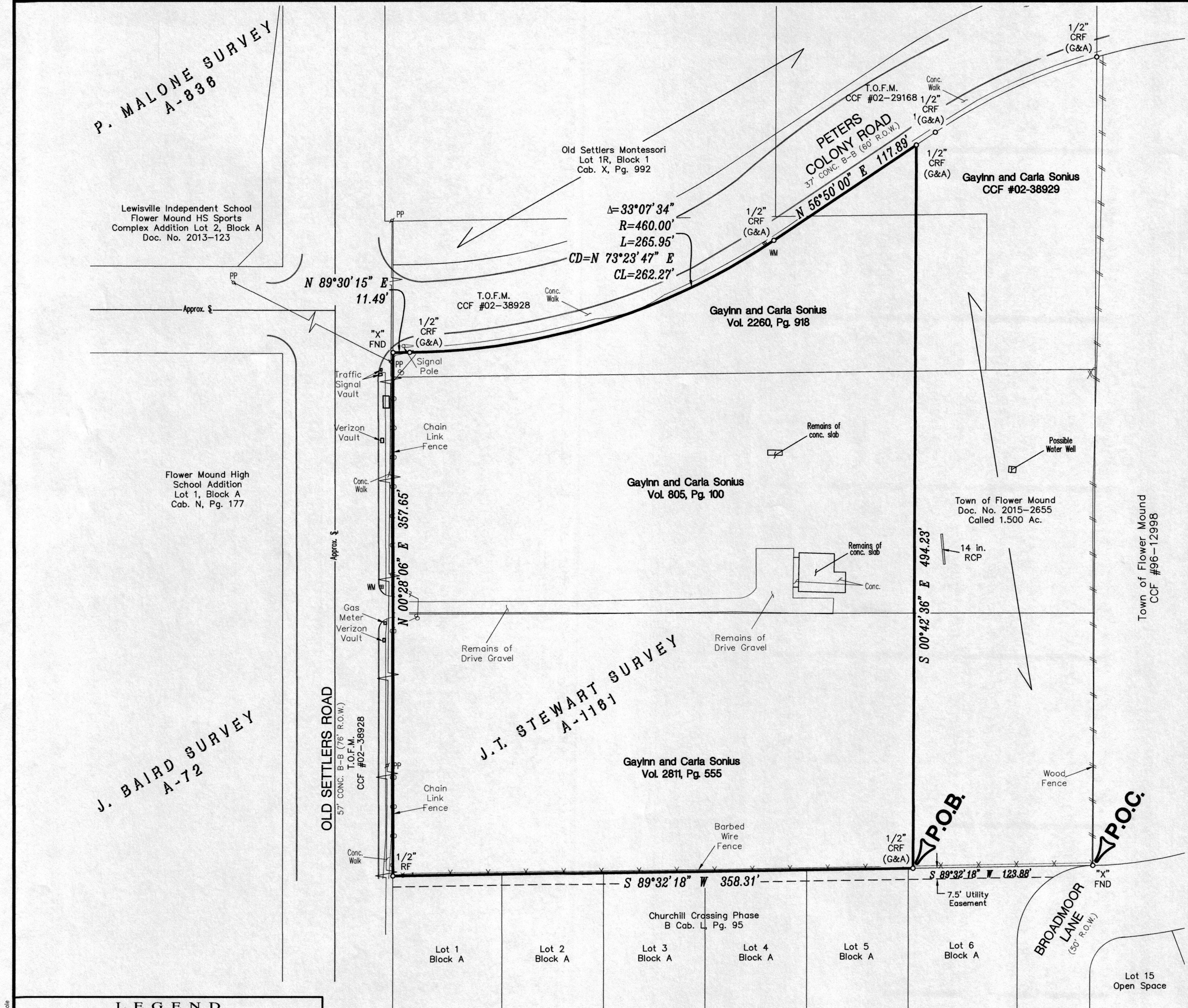
Fiscal Impact: N/A

Legal Issues: N/A

Attachments:

1. Survey Plat of the property
2. History of the land

Recommendation: Move to approve for Town Council consideration the naming of the park property located on the 3.3 acre tract adjacent to the Flower Mound Public Library as Peters Colony Memorial Park.



LEGAL DESCRIPTION
3.315 Acres

Being all that certain lot, tract or parcel of land situated in the J. T. Stewart Survey, Abstract Number 1161, Town of Flower Mound, Denton County, Texas, being part of that certain tract of land described in deed to Gaylnn Sonius and Carla Sonius recorded in Volume 2811, Page 555 of the Real Property Records of Denton County, Texas, part of that certain tract of land described in deed to Gaylnn Sonius and Carla Sonius recorded in Volume 2260, Page 918 of the Real Property Records of Denton County, Texas, and being part of that certain tract of land described in deed to Gaylnn Sonius and Carla Sonius recorded in Volume 805, Page 100 of the Deed Records of Denton County, Texas, and part of that certain called 0.456 acre tract of land described in deed to Gaylnn Sonius and Carla Sonius recorded in Document Number 2002-38929 of the Real Property Records of Denton County, Texas, and being more particularly described as follows:

COMMENCING at an "X" in concrete found at the southeast corner of the first cited Sonius tract, being the southwest corner of that certain called 4.0000 acre tract of land described in deed to Town of Flower Mound recorded in Document Number 1996-12998 of the Real Property Records of Denton County, Texas, and being the southeast corner of that certain called 1.500 acre tract of land described in deed to Town of Flower Mound, and being the northeast corner of Block A, Churchill Crossing Phase B, an addition to the Town of Flower Mound according to the plat thereof recorded in Cabinet L, Page 95 of the Plat Records of Denton County, Texas;

THENCE S 89°32'18" W, 123.88 feet, with the south line of said Sonius tract recorded in Volume 2811, Page 555, the south line of said 1.500 acre Town of Flower Mound tract and the north line of Block A, Churchill Crossing Phase B, to a 1/2" capped rebar set (G&A Consultants) at the POINT OF BEGINNING being the southwest corner of said 1.500 acre Town of Flower Mound tract;

THENCE S 89°32'18" W, 358.31 feet, with the south line of said Sonius tract recorded in Volume 2811, Page 555 and the north line of Block A, Churchill Crossing Phase B, to a 1/2" rebar found at the northwest corner thereof, being the southwest corner of said Sonius tract recorded in Volume 2811, Page 555, and being on the east line of that certain tract of land described in deed to Town of Flower Mound recorded in Document Number 2002-38928 of the Real Property Records of Denton County, Texas;

THENCE N 00°28'06" E, with the east line of said Town of Flower Mound tract and the east line of said Sonius tract recorded in Volume 2811, Page 555 passing the northwest corner thereof and the southwest of said Sonius tract recorded in Volume 805, Page 100, and continuing with said line passing the northwest corner thereof, being the southeast corner of said Sonius tract recorded in Volume 2260, Page 918 and continuing for a total distance of 357.65 feet to a "4" found at the southwest corner of that certain tract of land described in deed to Town of Flower Mound recorded in Document Number 2002-38928 of the Real Property Records of Denton County, Texas;

THENCE N 89°30'15" E, 11.49 feet with the south line of said Town of Flower Mound recorded in Document Number 2002-38928 to a 1/2" capped rebar found (G&A);

THENCE Northeasterly, continuing with said Town of Flower Mound recorded in Document Number 2002-38928 and with the arc of said curve to the left having a radius of 460.00 feet, a central angle of 33°07'34", whose chord bears N 73°23'47" E, 262.27 feet, an arc length of 265.95 feet, to a 1/2" capped rebar found (G&A);

THENCE N 56°50'00" E, with the south line of said Town of Flower Mound tract recorded in Document Number 2002-38928 passing the easterly corner thereof, the north line of said Sonius Tract recorded in Volume 2260, Page 918, and the westerly southeast corner of that certain tract of land described in deed to Town of Flower Mound recorded in Document Number 2002-29168 of the Real Property Records of Denton County, Texas, and continuing with the south line thereof for a total distance of 117.89 feet to a 1/2" capped rebar found (G&A) at the northwest corner of said 1.500 acre Town of Flower Mound tract;

THENCE S 00°42'36" W, with the west line of said 1.500 acre Town of Flower Mound tract, through said Sonius' Tracts, 494.23 feet, to the POINT OF BEGINNING and containing approximately 3.315 acres of land.

SURVEY PLAT
3.315 Acres
in the
J.T. STEWART SURVEY, ABSTRACT NO. 1161
TOWN OF FLOWER MOUND
DENTON COUNTY, TEXAS

Revisions:
01/06/2016

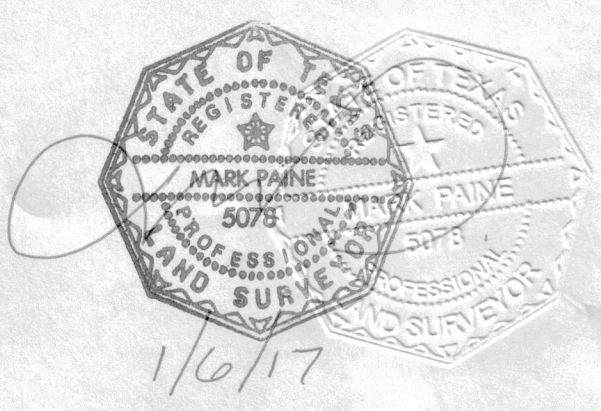
G&A
CONSULTANTS, LLC
LAND SURVEYING LANDSCAPE ARCHITECTURE

111 Hillside Drive • Lewisville, TX 75057 • P: 972.436.9712 • F: 972.436.9715
144 Old Town Blvd. North, Ste 2 • Argyle, TX 76226 • P: 940.240.1012 • F: 940.240.1028
TBPE Firm No. 1798 TBPLS Firm No. 10047700

DRAWN BY: MP DATE: 12/07/2016 SCALE: 1"=50' JOB. No. 16341

LEGEND	
RF	= REBAR FOUND
CRS	= CAPPED REBAR SET
BL	= BUILDING LINE
UE	= UTILITY EASEMENT
CRF	= CAPPED REBAR FOUND
P.O.B.	= POINT OF BEGINNING
CM	= CONTROLLING MONUMENT
G&A	= G&A CONSULTANTS, INC.
PRDCT	= PLAT RECORDS, DENTON COUNTY, TEXAS
RPRDCT	= REAL PROPERTY RECORDS DENTON COUNTY, TEXAS
MAE	= MUTUAL ACCESS EASEMENT
SSE	= SANITARY SEWER EASEMENT
WLE	= WATER LINE EASEMENT
PE	= PIPELINE EASEMENT
CO	= CLEANOUT
LP	= POWER POLE
WP	= WATER VALVE
WM	= WATER METER
FH	= FIRE HYDRANT
SSMH	= SANITARY SEWER MANHOLE
STMH	= STORM SEWER MANHOLE

- NOTES:
- 1.) Bearings based on Texas Coordinate System, North Central Zone (4202), NAD '83.
 - 2.) This survey was prepared in connection with the Real Estate transaction related to Stewart Title Guaranty Company, File No. 00440-3064. Commitment effective November 07, 2016. G & A Consultants, LLC shall not be held liable for any unauthorized use hereof. Declaration is made to original purchaser and is not transferable to additional institutions or subsequent owners.
 - 3.) Surveyor has made no investigation or independent search for easements of record, restrictive covenants, ownership title evidence, or any other facts that and accurate abstract of title may disclose.
 - 4.) No flood zone area analysis has been performed by G&A Consultants, LLC, on the subject property.
 - 5.) Unable to locate easement to Denton County Electric Cooperative, Inc., recorded in Volume 403, Page 1765, D.R.D.C.T.



File: Z:\2016\16341\Drawings\Survey\16341_Survey_Plat.dwg
Plotted: 1/6/2017 11:20 AM, by Cole Carpenter, Saved: 1/6/2017 11:19 AM, by cole

From: [Kim Cupit](#)
To: [Chuck Jennings](#)
Subject: RE: Flower Mound park naming
Date: Monday, March 05, 2018 1:31:34 PM

Chuck

I have not been able to find much on this property. The original land grant belonged to Jeremiah Taylor Stewart. He was a Peters Colonist originally from Kentucky. He married Tabitha Medlin who was part of the Medlin family that came as a Peters Colonist from the Missouri Colony. I like that it is at the corner of Peters Colony and Old Settlers Road. Unfortunately I do not have much information regarding Jeremiah.

Kim

From: Chuck Jennings
Sent: Wednesday, February 21, 2018 11:06 AM
To: Kim Cupit
Subject: Flower Mound park naming

Hi Kim,

The Town is in the process of naming a 3.3 acre park parcel next to the library. I wanted to see if there was any interesting facts or history related to the property or the area. If there is anything you can provide before the naming committee meets on March 8, it would be greatly appreciated. See attached survey for exact location of the park.

We appreciate the county's help! Please let me know if you need any additional information from the Town to help with this request.

Thanks,
Chuck

Chuck Jennings, CPRP
Director of Parks and Recreation
Town of Flower Mound
972-874-6273



Parks Board AGENDA ITEM NO. 4

DATE: April 5, 2018

FROM: Chuck Jennings, Parks and Recreation Director

ITEM: **Consider approval of a recommendation of parks projects to be funded by the Community Development Corporation in fiscal year 2018-2019 using 4B sales tax revenue, and incorporate park projects for FY 2020-2023 into the Town's Five Year Capital Improvement Projects list.**

Background Information: The Community Development Corporation (CDC) was organized to expend revenues collected from the 4B sales tax. Each year the Parks Board recommends a list parks projects to the CDC to be funded utilizing the 4B sales tax revenues. In FY 2017-2018, \$2,703,700 was authorized by the CDC for park projects, debt service, and operations & maintenance (O&M) expenses:

- Park and Trails Amenities \$ 50,000
- Twin Coves Park Debt Service \$ 253,700
- O&M expenses \$ 200,000
- Heritage Park Phase IV \$2,200,000

It is projected that approximately \$3 million dollars in funding will be available for FY 2018-2019. The proposed projects for next fiscal year, as well as FY20-23, were reviewed by the Board at their March 2018 regular meeting to be considered as part of the Town's Five Year CIP Plan. These projects were selected from a list of projects that were identified through the 2017 Parks and Trails Master Plan, requested by citizens, and Town Council initiatives.

Staff has prepared the following list of park projects for recommendation to the CDC for funding in FY 2018-2019:

- Park and Trail Amenities \$ 50,000
- Bakersfield Park Restroom & Concrete Walkway \$ 500,000
- Rheudasil Improvements \$ 200,000
- Playground Replacements (Lakewood, Stone Creek, Thrush, & Gerault) \$1,000,000
- Lakewood Park - Add Pavilion \$ 75,000
- Canyon Falls - Park Design \$ 150,000
- Bella Lago Master Plan \$ 50,000
- Master Plan for Park Property by Library \$ 50,000
- Cortadera Park - Loop trail, irrigation, fencing, basketball improvements \$ 200,000

Total: \$2,275,000

These projects will be designed and/or developed after October 1, 2018.

The CIP is a vital tool used in projecting capital projects and expenditures in the near future. Only projects in FY 2018-2019 will be considered by both the CDC and Town Council for funding and construction, as only the first year of the 5-Year CIP is adopted on an annual basis. This process allows for annual review of the projects to determine current needs of the community. The remaining four years (FY 2020-2023) are included in the attachment for review and approval.



Parks Board AGENDA ITEM NO. 4

Fiscal Impact: N/A

Legal Issues: N/A

Attachment:

1. Proposed Five Year CIP for FY2019-2023

Recommendation: Move to approve a recommendation of parks projects to be funded by the Community Development Corporation in fiscal year 2018-2019 using 4B sales tax revenue, and incorporate park projects for FY 2020-2023 into the Town's Five Year Capital Improvement Projects list.

Draft Recommended - CIP 4B Park Funding/Projects

PARK PROJECTS	Prior Years	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
Park & Trail O&M		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Park & Trail Amenities		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Twin Coves Park Debt Service		\$270,100	\$271,250	\$272,300	\$273,250	\$270,950	\$1,357,850
The Heritage Park - Phase 4	\$2,400,000						\$2,400,000
Bakersfield Park Restroom and concrete walkway		\$500,000					\$500,000
Rheudasil Improvements	\$200,000	\$200,000	\$1,600,000				\$2,000,000
Playground Replacements (Lakewood, Stone Creek, Thrush, Gerault)		\$1,000,000					\$1,000,000
Playground Replacements (Chinn Chapel, Pecan Orchard)			\$350,000				\$350,000
Individual Park Improvements (Bluebonnet, Colony, & Lakewood)				\$425,000			\$425,000
Individual Park Improvements (Shadow Ridge, Grand, Culwell and Parker Square)					\$300,000		\$300,000
Trails Master Plan			\$300,000				\$300,000
Lakewood Park - Add Pavilion		\$75,000					\$75,000
Canyon Falls - Park Design		\$150,000					\$150,000
Bella Lago Master Plan		\$50,000					\$50,000
Master Plan for Park Property by Library		\$50,000					\$50,000
Playground Replacements (Grand, Cortadera, Wilkerson, Possum)				\$1,000,000			\$1,000,000
Heritage Park Improvements - Utilities, lighting improvements; restrooms at Dog Park; Upgrade surface at Fort Wildflower Playground				\$800,000			\$800,000
Bakersfield Park Improvements Phase I - Add sports field lighting to the 5 acre multipurpose field, retro fit parking lot lights to LED, and retro fit soccer sports lights to LED					\$1,100,000		\$1,100,000
Bakersfield Park Improvements Phase II - Upgrade Lighting to LED at baseball fields (1-8)						\$1,200,000	\$1,200,000
Playground Replacements (Peacock)					\$250,000		\$250,000
Gerault Park - Pavilion Update, Electricity, grill and trash receptacles						\$250,000	\$250,000

Draft Recommended - CIP 4B Park Funding/Projects

PARK PROJECTS	Prior Years	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total
Wilkerson Park - Lighting upgrade to LED; landscape and irrigation improvements					\$175,000		\$175,000
Dunham Ranch Master Plan						\$150,000	\$150,000
Leonard Johns Park - ADA accessibility & Lighting upgrade to LED for tennis courts					\$185,000		\$185,000
Tealwood Oaks Park - ADA accessibility; upgrade bridges & amenities						\$350,000	\$350,000
Cortadera Park - Loop trail; irrigation; fence upgrades and basketball pad improvements		\$200,000					\$200,000
Dixon Park - Add Picnic pavilion and amenities; Signage						\$150,000	\$150,000
Glenwick Park - Lighting Upgrade to LED for baseball and tennis, landscape and irrigation improvements					\$200,000		\$200,000
Annual Funding	\$2,600,000	\$2,745,100	\$2,771,250	\$2,747,300	\$2,733,250	\$2,620,950	\$16,217,850



Parks Board AGENDA ITEM NO. 5

DATE: April 5, 2018

FROM: JP Walton, Assistant to the Town Manager

WORK SESSION ITEM: **Presentation and discussion regarding the Flower Mound Board and Commission Input Process, to include an exchange of ideas and discussion on parks related initiatives for the Town Council to consider for the next fiscal year strategic plan.**

Background Information: The next Council Strategic Planning Session (SPS) is anticipated to occur this July, therefore, the process of soliciting input from the various boards and commissions has begun in accordance with the Flower Mound Board and Commission Input Process, implemented by the Town in October of 2014 (attached).

The purpose of this work session is to refresh the Parks Board on the input process, and to narrow down and clarify any parks related initiatives for the Town Council to review and consider during its SPS. Below are a variety of topics that may be discussed, but does not require the Board to discuss each topic listed. Discussion may include parks and recreation goals, objectives, and programs, the parks and recreation planning process, the promotion of parks and recreation participation, the recruitment of volunteers, parks and recreation policies, the services and programs provided or sponsored by the community services department, the promotion of the benefits of community services' facilities, programs, and activities, and any additional parks and recreation related strategic planning topics.

Due to the range of possible topics under the purview of the Board, staff may not have information readily available at the work session to supplement every discussion or to immediately respond to every question. Certain topics may require further research before being forwarded to the Council for consideration.

Additionally, some topics may be introduced which are beyond the purview of the Board. Those topics will be forwarded to the appropriate department/board for comment prior to being forwarded to the Council. The Board will be provided the response in a summary document.

Fiscal Impact: N/A

Legal Issues: N/A

Attachments:

1. Board Input Process

Draft Motion: This item is for discussion purposes only.



It is vital to the Town's strategic planning and communication efforts to solicit Board and Commission ("Board") input on various programs and initiatives. It is equally important that the various programs and initiatives created, reviewed, recommended, and acted on by the Town's Boards are consistent with Town Council goals and strategic planning efforts. Ensuring consistency provides for the most effective use of the Boards' and Town's collective resources. Communication of this input over the past several years has occurred numerous ways. The purpose of this document is to facilitate an input communication plan, providing guidelines to collect input in a consistent manner from the Town's various Boards.

The focus of this document is the timing by which Boards should provide input to the Town Council in order for the Council to provide feedback or direction on any given topic. Generally, the timing should occur prior to the Council's late winter/early spring Strategic Planning Session (SPS). However, timing may change depending on the circumstance.

Unique circumstances are inevitable. This document cannot account for every situation that may necessitate board input or action. However, it does cover four different scenarios. The first is providing typical feedback prior to the SPS, the second is providing input on a special project, the third is providing input during a joint work session with the Town Council, and the fourth is providing feedback on an initiative that does not fall under the three stated above.

Scenario 1 – Typical Feedback

Some Boards are accustomed to providing input during a work session discussion each winter. These work sessions are broadcasted live and available for online streaming which is recommended for transparency. These are akin to "brainstorming" sessions where ideas are exchanged and forwarded to the Town Manager by the Board liaison. The information is then provided to the Town Council during the following SPS.

In this scenario, the staff liaisons are informed of the SPS date ahead of time in order to prepare the Board for a work session discussion on any initiatives it would like direction or feedback.

Scenario 2 – Special Project

A few Boards have been part of this scenario, and an example is a development project. If the project is large and unique, several work sessions have been conducted to gain board feedback and comments on the project. The Boards typically involved include the Planning and Zoning Commission (P&Z), the Parks, Arts, and Library Services Board (PALS), the Transportation Commission (TRC), and the Environmental Conservation Commission (ECC).

In this scenario, the large project, or initiative is handled on a case-by-case basis, and the appropriate Boards are requested to conduct a work session to provide feedback during or shortly following the work session.



Scenario 3 – Joint Work Session

Several Boards (P&Z, PALS, ECC, and TRC) have conducted a joint work session with the Town Council to discuss ongoing or potential major projects. These work sessions are typically called by the Town Council on an as needed basis.

In this scenario, the appropriate Board is invited to a joint work session with the Town Council and help set the agenda. Typically, the Board liaison works with the Town Secretary to draft the agenda.

Scenario 4 – Other

A Board may wish to pursue an initiative during a given year. It is important the Board has clear direction from the Town Council, the initiative's goals are agreed on, and the initiative is in line with the Town Council's goals and strategic plan.

In this scenario, the Board would discuss the initiative during a regular meeting or work session. The Board liaison would provide details to the Town Manager who then forwards to the Town Council. The Council may also discuss the initiative during a regular meeting or work session where the staff liaison and/or Board members are invited to attend. The Council may also choose to conduct a joint work session with the Board.

Below are the Town Boards this process would impact:

1. Animal Services Board
2. Environmental Conservation Commission
3. Parks, Arts, and Library Services Board
4. Planning and Zoning Commission
5. SMARTGrowth Commission
6. Transportation Commission