



# AGENDA CITY COUNCIL MEETING

January 19, 2023 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

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*Notice is hereby given that a meeting of the Lucas City Council will be held on Thursday, January 19, 2023, beginning at 6:30 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed. As authorized by Section 551.071 of the Texas Government Code, the City Council may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting. Pursuant to Texas Government Code 551.127, one or more members of the governing body may appear via videoconference call. The presiding officer and a quorum of the City Council will be physically present at this meeting.*

If you would like to watch the meeting live, you may go to the City's live streaming link at <https://www.lucastexas.us/departments/public-meetings/>.

## **How to Provide Input at a Meeting:**

**Speak In Person:** Request to Speak forms will be available at the meeting. Please fill out the form and give to the City Secretary prior to the start of the meeting. This form will also allow a place for comments.

**Submit Written Comments:** If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email City Secretary Erin Day at [eday@lucastexas.us](mailto:eday@lucastexas.us) by no later than 3:30 pm the day of the meeting. The email must contain the person's name, address, phone number, and the agenda item(s) for which comments will be made. Any requests received after 3:30 pm will not be included at the meeting.

## **Call to Order**

- Roll Call
- Determination of Quorum
- Reminder to turn off or silence cell phones
- Pledge of Allegiance

## **Citizen Input**

1. Citizen Input.

## **Community Interest**

*Pursuant to Section 5510415 of the Texas Government Code, the City Council may report on the following items: 1) expression of thanks, congratulations or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders about upcoming City Council events; 5) information about community events; and 6) announcements involving imminent threat to public health and safety.*

2. Items of Community Interest.

## **Public Hearing**

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3. Conduct a public hearing and consider adjusting the water and wastewater rates for a five-year period beginning March 1, 2023, through September 30, 2026.
  - A. Conduct public hearing
  - B. No action necessary, discussion item only
4. Conduct a public hearing and consider adopting Ordinance 2023-01-00965 approving a request by the City of Lucas to rezone a tract of land on the Southeast corner of the intersection of Estelle Lane and Country Club Road from Commercial Business to ED (Estates District) and revoke an expired SUP (Specific Use Permit) that permits a 3000 square foot commercial business, situated in the Ben Sparks Survey, Abstract No. A0813, Tract 74, 0.95 acres. **(Cancelled)**
5. Conduct a public hearing and consider adopting Ordinance 2023-01-00966 approving the updates to the City of Lucas Comprehensive Plan, including Chapters 1 through 8, the Wastewater System Master Plan, Water Distribution Master Plan, Thoroughfare Plan, Future Land Use Map, Zoning Map, and Trails Master Plan.
  - A. Presentation by Development Service Director Joe Hilbourn
  - B. Conduct public hearing
  - C. Take action on Ordinance

## **Consent Agenda**

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*All items listed under the consent agenda are considered routine and are recommended to the City Council for a single vote approval. If discussion is desired, an item may be removed from the consent agenda for a separate vote.*

6. Consent Agenda:
  - A. Approval of Resolution R 2023-01-00538 scheduling a Public Hearing to consider amendments to the Land Use Assumptions and Capital Improvement Plan under which an Impact Fee may be amended for water and roadways within the City. **(CIP Manager Patrick Hubbard, Public Works Director Scott Holden)**
  - B. Approval of Resolution R 2023-01-00539 designating the official newspaper of the City of Lucas for 2023 beginning January 19, 2023 through December 31, 2023. **(City Secretary Erin Day)**
  - C. Approval of the minutes of the January 5, 2023 City Council meeting. **(City Secretary Erin Day)**

## **Regular Agenda**

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7. Presentation to the City of Lucas Finance Department for receiving the 2022 Certificate of Achievement for Excellence in Financial Reporting Award from the Government Finance Officers Association. **(Mayor Jim Olk)**
8. Consider nominations for the 2023 Service Tree Award Program. **(Service Tree Committee, City Council)**

9. Consider adopting Ordinance 2023-01-00967 amending the City’s Code of Ordinances, Chapter 3, Building Regulations by adding Article 3.22 Minimum Maintenance Standards. (Development Services Director Joe Hilbourn)
10. Receive a presentation of the 2022 Lucas Farmers Market Annual Report and plans for the 2023 market season. (Lucas Farmers Market Committee Chair/Parks Board Member Bill Esposito, Councilmember Tim Baney, City Manager Joni Clarke, Assistant City Manager Kent Souriyasak)

## **Executive Session**

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11. Executive Session:

As authorized by Section 551.074 of the Texas Government Code, the City Council may convene into closed Executive Session for the evaluation of the City Manager. This meeting is closed to the public as provided in the Texas Government Code.

12. Reconvene from Executive Session and take any action necessary as a result of the Executive Session.
13. Adjournment.

## **Certification**

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*I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, TX 75002 and on the City’s website at [www.lucastexas.us](http://www.lucastexas.us) on or before 5:00 p.m. on January 13, 2023.*

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*Erin Day, City Secretary*

*In compliance with the American with Disabilities Act, the City of Lucas will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services should be directed to City Secretary Erin Day at 972.912.1211 or by email at [eday@lucastexas.us](mailto:eday@lucastexas.us) at least 48 hours prior to the meeting.*



# City of Lucas

## City Council Agenda Request

### January 19, 2023

Item No. 01

Requester: Mayor Jim Olk

#### **Agenda Item Request**

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Citizen Input.

#### **Background Information**

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NA

#### **Attachments/Supporting Documentation**

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NA

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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NA

#### **Motion**

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NA



# City of Lucas

## City Council Agenda Request

### January 19, 2023

Requester: Mayor Jim Olk

#### **Agenda Item Request**

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Items of Community Interest.

#### **Background Information**

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NA

#### **Attachments/Supporting Documentation**

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NA

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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NA

#### **Motion**

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NA



# City of Lucas

## City Council Agenda Request

### January 19, 2023

Requester: Finance Director Liz Exum  
Jeff Snowden, Capex Consulting Group

#### Agenda Item Request

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Conduct a public hearing and consider adjusting the water and wastewater rates for a five-year period beginning March 1, 2023, through September 30, 2026.

- A. Conduct public hearing
- B. No action necessary, discussion item only

#### Background Information

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Staff contracted with Capex Consulting Group to complete an updated water and wastewater rate study for Fiscal Year 2021-2022 and for a forecast period of five years. The purpose of this study will be to design and implement a rate plan that will enable the water fund to meet operating and capital expenditure requirements for a five-year period beginning in Fiscal Year 2022-2023. The rate study includes the use of the following funding resources to address the \$7,500,000 capital improvement immediate needs identified in the Birkhoff Hendricks & Carter (BHC) Water Master Plan update:

- \$1,474,040                      2019 Certificates of Obligation Funding
- \$2,119,314                      American Recovery Plan Act (ARPA) Funding
- \$1,116,461                      Partial Funding set aside for the water tower project
- \$790,185                         Water Fund Reserves
- \$5,500,000                      Total potential funding sources

This study also takes into account that our wholesale provider, North Texas Municipal Water District, is increasing our wholesale water rates by 13 percent. The study considers each customer class (residential or commercial) to make sure any rate structure is just and reasonable. It also reflects national and industry standards for ratemaking as well as making sure our rates are competitive with other water providers in the area. The City Council approved the results of this study at the City Council meeting held on November 17, 2022.

Section 10.03, Regulation of Rates in the City of Lucas Home Rule Charter, calls for a public hearing for consideration of any change to rates. The date to adopt the ordinance for water and wastewater rates will be February 02, 2023.

#### Attachments/Supporting Documentation

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1. Water Rate Tables
2. Wastewater Rate Tables

#### Budget/Financial Impact

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Varies according to usage.



**City of Lucas**  
**City Council Agenda Request**  
**January 19, 2023**

**Recommendation**

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This is a public hearing only. No action is required. The meeting for the City Council to pass an ordinance adopting the water and wastewater rates is scheduled for Thursday, February 02, 2023.

**Motion**

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N/A

# CITY OF LUCAS

## PROPOSED WATER RATES:

Effective:

	Current	3/1/23	10/1/23	10/1/24	10/1/25	10/1/26
<b>Residential Inside</b>						
<u>Min. Charge - 0 Gallons</u>						
5/8 & 3/4" Meter - R1	\$23.80	\$25.04	\$26.28	\$27.52	\$28.76	\$30.00
1" Meter - RI1	\$37.90	\$39.87	\$41.85	\$43.82	\$45.80	\$47.77
1 1/2" Meter - RI3	\$43.24	\$45.49	\$47.75	\$50.00	\$52.25	\$54.50
2" Meter - RI2	\$88.42	\$93.03	\$97.63	\$102.24	\$106.85	\$111.45
<u>Consumption Charge - K Gal</u>						
2,001	\$6.96	\$7.31	\$7.67	\$8.06	\$8.46	\$8.88
3,001	\$6.96	\$7.31	\$7.67	\$8.06	\$8.46	\$8.88
4,001	\$6.96	\$7.31	\$7.67	\$8.06	\$8.46	\$8.88
5,001	\$7.40	\$7.77	\$8.16	\$8.57	\$9.00	\$9.45
6,001	\$7.40	\$7.77	\$8.16	\$8.57	\$9.00	\$9.45
7,001	\$7.40	\$7.77	\$8.16	\$8.57	\$9.00	\$9.45
10,001	\$7.75	\$8.14	\$8.55	\$8.97	\$9.42	\$9.89
11,000	\$7.75	\$8.14	\$8.55	\$8.97	\$9.42	\$9.89
16,000	\$7.75	\$8.14	\$8.55	\$8.97	\$9.42	\$9.89
20,000	\$7.75	\$8.14	\$8.55	\$8.97	\$9.42	\$9.89
21,000	\$7.75	\$8.14	\$8.55	\$8.97	\$9.42	\$9.89
25,000	\$7.75	\$8.14	\$8.55	\$8.97	\$9.42	\$9.89
30,000	\$7.75	\$8.14	\$8.55	\$8.97	\$9.42	\$9.89
50,000	\$8.10	\$8.51	\$8.93	\$9.38	\$9.85	\$10.34
50,001 Greater	\$8.70	\$9.14	\$9.59	\$10.07	\$10.58	\$11.11



**CITY OF LUCAS**

**PROPOSED WATER RATES:**

	Effective:					
	Current	3/1/23	10/1/23	10/1/24	10/1/25	10/1/26
<b>Residential Outside</b>						
<u>Min. Charge - 0 Gallons</u>						
5/8 & 3/4" Meter - R2	\$35.70	\$37.56	\$39.42	\$41.28	\$43.14	\$45.00
1" Meter - RO1	\$56.86	\$59.82	\$62.78	\$65.75	\$68.71	\$71.67
1 1/2" Meter - RI3	\$64.85	\$68.23	\$71.61	\$74.99	\$78.37	\$81.75
2" Meter - RI2	\$132.64	\$139.55	\$146.47	\$153.38	\$160.29	\$167.20
<u>Consumption Charge - K Gal</u>						
2,001	\$11.42	\$11.99	\$12.59	\$13.22	\$13.88	\$14.57
3,001	\$11.42	\$11.99	\$12.59	\$13.22	\$13.88	\$14.57
4,001	\$11.42	\$11.99	\$12.59	\$13.22	\$13.88	\$14.57
5,001	\$12.14	\$12.75	\$13.39	\$14.06	\$14.76	\$15.50
6,001	\$12.14	\$12.75	\$13.39	\$14.06	\$14.76	\$15.50
7,001	\$12.14	\$12.75	\$13.39	\$14.06	\$14.76	\$15.50
10,001	\$12.71	\$13.35	\$14.02	\$14.72	\$15.45	\$16.23
11,001	\$12.71	\$13.35	\$14.02	\$14.72	\$15.45	\$16.23
16,001	\$12.71	\$13.35	\$14.02	\$14.72	\$15.45	\$16.23
20,001	\$12.71	\$13.35	\$14.02	\$14.72	\$15.45	\$16.23
21,001	\$12.71	\$13.35	\$14.02	\$14.72	\$15.45	\$16.23
25,001	\$12.71	\$13.35	\$14.02	\$14.72	\$15.45	\$16.23
30,001	\$13.28	\$13.95	\$14.65	\$15.38	\$16.15	\$16.95
50,001	\$14.27	\$14.98	\$15.73	\$16.52	\$17.35	\$18.21

**CITY OF LUCAS  
PROPOSED WATER RATES:**

		Effective:					
		Current	3/1/23	10/1/23	10/1/24	10/1/25	10/1/26
<b>Commercial Inside</b>							
<u>Min. Charge - 0 Gallons</u>							
5/8 & 3/4" Meter - CI		\$24.98	\$26.28	\$27.58	\$28.88	\$30.19	\$31.49
1" Meter - CI1		\$40.35	\$42.45	\$44.55	\$46.66	\$48.76	\$50.86
1 1/2" Meter - CI5		\$58.95	\$62.02	\$65.09	\$68.16	\$71.24	\$74.31
2" Meter - CI2		\$124.80	\$131.30	\$137.80	\$144.31	\$150.81	\$157.31
3" Meter - CI3		\$198.00	\$208.32	\$218.63	\$228.95	\$239.26	\$249.58
4" Meter - CI4		\$369.00	\$388.23	\$407.45	\$426.68	\$445.90	\$465.13
6" Meter		\$544.00	\$572.34	\$600.69	\$629.03	\$657.37	\$685.71
8" Meter		\$1,094.00	\$1,151.00	\$1,208.00	\$1,264.99	\$1,321.99	\$1,378.99
<u>Consumption Charge - K Gal</u>							
2,001	3,000	\$7.28	\$7.75	\$8.26	\$8.79	\$9.36	\$9.97
3,001	4,000	\$7.28	\$7.75	\$8.26	\$8.79	\$9.36	\$9.97
4,001	5,000	\$7.28	\$7.75	\$8.26	\$8.79	\$9.36	\$9.97
5,001	6,000	\$7.73	\$8.23	\$8.77	\$9.34	\$9.95	\$10.59
6,001	7,000	\$7.73	\$8.23	\$8.77	\$9.34	\$9.95	\$10.59
7,001	10,000	\$7.73	\$8.23	\$8.77	\$9.34	\$9.95	\$10.59
10,001	11,000	\$8.09	\$8.61	\$9.17	\$9.77	\$10.40	\$11.08
11,001	16,000	\$8.09	\$8.61	\$9.17	\$9.77	\$10.40	\$11.08
16,001	20,000	\$8.09	\$8.61	\$9.17	\$9.77	\$10.40	\$11.08
20,001	21,000	\$8.09	\$8.61	\$9.17	\$9.77	\$10.40	\$11.08
21,001	25,000	\$8.09	\$8.61	\$9.17	\$9.77	\$10.40	\$11.08
25,001	30,000	\$8.09	\$8.61	\$9.17	\$9.77	\$10.40	\$11.08
30,001	50,000	\$8.44	\$8.99	\$9.58	\$10.20	\$10.86	\$11.57
50,001	100,000	\$8.60	\$9.16	\$9.76	\$10.39	\$11.07	\$11.78
100,001	Greater	\$8.86	\$9.44	\$10.05	\$10.70	\$11.40	\$12.14

**CITY OF LUCAS  
PROPOSED WATER RATES:**

Effective:

	Current	3/1/23	10/1/23	10/1/24	10/1/25	10/1/26
<b>Commercial Outside</b>						
<u>Min. Charge - 0 Gallons</u>						
5/8 & 3/4" Meter - CO	\$37.47	\$39.42	\$41.37	\$43.33	\$45.28	\$47.23
1" Meter - RI1	\$60.53	\$63.68	\$66.83	\$69.99	\$73.14	\$76.29
1 1/2" Meter - RI3	\$88.43	\$93.03	\$97.64	\$102.25	\$106.85	\$111.46
2" Meter - RI2	\$187.20	\$196.95	\$206.71	\$216.46	\$226.21	\$235.97
3" Meter - CO3	\$297.00	\$312.47	\$327.95	\$343.42	\$358.90	\$374.37
4" Meter	\$553.50	\$582.34	\$611.18	\$640.01	\$668.85	\$697.69
6" Meter	\$816.00	\$858.51	\$901.03	\$943.54	\$986.06	\$1,028.57
8" Meter	\$1,641.00	\$1,726.50	\$1,811.99	\$1,897.49	\$1,982.99	\$2,068.49
<u>Consumption Charge - K Gal</u>						
2,001	\$11.94	\$12.71	\$13.54	\$14.42	\$15.36	\$16.35
3,001	\$11.94	\$12.71	\$13.54	\$14.42	\$15.36	\$16.35
4,001	\$11.94	\$12.71	\$13.54	\$14.42	\$15.36	\$16.35
5,001	\$12.68	\$13.50	\$14.38	\$15.32	\$16.31	\$17.37
6,001	\$12.68	\$13.50	\$14.38	\$15.32	\$16.31	\$17.37
7,001	\$12.68	\$13.50	\$14.38	\$15.32	\$16.31	\$17.37
10,001	\$13.26	\$14.13	\$15.04	\$16.02	\$17.06	\$18.17
11,001	\$13.26	\$14.13	\$15.04	\$16.02	\$17.06	\$18.17
16,001	\$13.26	\$14.13	\$15.04	\$16.02	\$17.06	\$18.17
20,001	\$13.26	\$14.13	\$15.04	\$16.02	\$17.06	\$18.17
21,001	\$13.26	\$14.13	\$15.04	\$16.02	\$17.06	\$18.17
25,001	\$13.26	\$14.13	\$15.04	\$16.02	\$17.06	\$18.17
30,001	\$13.85	\$14.75	\$15.71	\$16.73	\$17.81	\$18.97
50,001	\$14.11	\$15.02	\$16.00	\$17.04	\$18.15	\$19.33
100,001	\$14.53	\$15.47	\$16.48	\$17.55	\$18.69	\$19.91

# CITY OF LUCAS

## PROPOSED WASTEWATER RATE STRUCTURE

		Effective:					
		Current	03/01/23	10/01/23	10/01/24	10/01/25	10/01/26
<b>Commercial Inside</b>							
<u>Min. Charge - 0 Gallons</u>							
	SC50 - 5/8" Meter	\$31.47	\$33.38	\$35.28	\$37.19	\$39.09	\$41.00
	SC50 - 1" Meter	\$41.67	\$44.19	\$46.72	\$49.24	\$51.76	\$54.29
	SC50 - 1 1/2" Meter	\$78.71	\$83.47	\$88.24	\$93.01	\$97.77	\$102.54
	SC50 - 2" Meter	\$125.48	\$133.08	\$140.68	\$148.28	\$155.88	\$163.48
	SC50 - 3" Meter	\$152.91	\$162.17	\$171.43	\$180.69	\$189.95	\$199.22
	SC50 - 4" Meter	\$354.35	\$375.81	\$397.27	\$418.74	\$440.20	\$461.66
	SC50 - 6" Meter	\$431.37	\$457.49	\$483.62	\$509.74	\$535.87	\$562.00
	SC50 - 8" Meter	\$801.64	\$850.19	\$898.74	\$947.29	\$995.85	\$1,044.40
<u>Consumption Charge - K Gal</u>							
	2,001 Greater	\$6.10	\$6.40	\$6.72	\$7.06	\$7.41	\$7.78



# City of Lucas

## City Council Agenda Request

### January 19, 2023

Item No. 04

Requester: Development Services Director Joe Hilbourn

#### **Agenda Item Request – Cancelled**

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Conduct a public hearing and consider adopting Ordinance 2023-01-00965 approving a request by the City of Lucas to rezone a tract of land on the Southeast corner of the intersection of Estelle Lane and Country Club Road from Commercial Business to ED (Estates District) and revoke an expired SUP (Specific Use Permit) that permits a 3000 square foot commercial business, situated in the Ben Sparks Survey, Abstract No. A0813, Tract 74, 0.95 acres.

- A. Presentation by Development Services Director Joe Hilbourn
- B. Conduct public hearing
- C. Take action on Ordinance

#### **Background Information**

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The City of Lucas acquired an interest in the subject property when the property was struck off the taxing entities by Collin County, Texas for delinquent taxes. This property is located at the southeastern corner of Estelle Lane and Country Club Road in front of Hart Elementary. The tract of land is currently zoned Commercial Business and was granted a SUP to allow a 3000 square foot commercial building on December 7, 1987. Commercial Business is no longer appropriate zoning for this tract as the surrounding properties have developed into single-family residences and a school. If, for any reason, this parcel of land should ever leave the possession of the City, commercial business would add more traffic to an already congested intersection. Therefore, the City of Lucas is requesting to rezone the parcel of land from Commercial Business to Estates District and the revocation of the expired SUP.

#### **Attachments/Supporting Documentation**

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1. Ordinance 2023-01-00965
2. Public Notice
3. Location Map
4. Legal Description

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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NA



**City of Lucas**  
**City Council Agenda Request**  
**January 19, 2023**

**Motion**

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I make a motion to adopt Ordinance 2023-01-00965 approving the rezoning of a tract of land on the Southeast corner of the intersection of Estelle Lane and Country Club Road from Commercial Business to ED (Estates District) and revoke an expired SUP (Specific Use Permit) that permits a 3000 square foot commercial business, situated in the Ben Sparks Survey, Abstract No. A0813, Tract 74, 0.95 acres.



**ORDINANCE # 2023-01-00965**

[CHANGE IN ZONING – ±.95 ACRES SOUTHEAST CORNER OF INTERSECTION  
OF ESTELLE LANE AND COUNTRY CLUB ROAD]

**AN ORDINANCE OF THE CITY OF LUCAS, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP OF THE CITY OF LUCAS, AS HERETOFORE AMENDED, SO AS TO GRANT A CHANGE IN ZONING CLASSIFICATION FROM COMMERCIAL BUSINESS (CB) TO ESTATES DISTRICT, (ED), ON A PARCEL OF LAND CONSISTING OF ±.95 ACRES SITUATED IN THE BEN SPARKS SURVEY, ABSTRACT NO. A0813, TRACT 74, LOCATED AT THE SOUTHEAST CORNER OF THE INTERSECTION OF ESTELLE LANE AND COUNTRY CLUB ROAD, LUCAS, COLLIN COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AND DEPICTED ON EXHIBIT “A”; PROVIDING A CONFLICTS CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lucas acquired an interest in the subject property by virtue of the property being stricken off the taxing entities by Collin County for delinquent taxes, and

**WHEREAS**, the subject property was never developed as a commercial business in accordance with the commercial business zoning with an SUP allowing a 3,000 square foot commercial business building, and

**WHEREAS**, the current commercial business zoning is no longer appropriate for the area; and the SUP has expired by its terms, and

**WHEREAS**, the Planning and Zoning Commission of the City of Lucas, Texas and the City Council of the City of Lucas, Texas, in compliance with the laws of the State of Texas with reference to the granting of zoning classifications and changes, have given the requisite notices by publication and otherwise, and have held due hearings and afforded a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof, and the City Council of the City of Lucas, Texas is of the opinion and finds that said zoning change should be granted and that the Comprehensive Zoning Ordinance and Map should be amended;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS:**

**Section 1.** The Comprehensive Zoning Ordinance and Map of the City of Lucas, Texas, are hereby amended to grant a change in zoning from Commercial Business (CB) to Estates District (ED), on a parcel of land consisting of ±.95 acres situated in the Ben Sparks Survey, Abstract No. A0813, Tract 74, located on the southeastern corner of the intersection of Estelle Lane and Country Club Road, Lucas, Collin County, Texas, and being more particularly described on Exhibit “A”, attached hereto and made part hereof for all purposes.

**Section 2.** The Specific Use Permit allowing a 3,000 square foot commercial business building to be constructed on the property has expired by its terms and is hereby revoked.

**Section 3.** To the extent of any irreconcilable conflict with the provisions of this Ordinance and other Ordinances of the City of Lucas governing the use and development of the Property and which are not expressly amended by this Ordinance, the provisions of this Ordinance shall be controlling.

**Section 4.** That all Ordinances of the City of Lucas in conflict with the provisions of this Ordinance shall be, and same are hereby, repealed, provided, however, that all other provisions of said Ordinances are not in conflict herewith shall remain in full force and effect.

**Section 5.** That should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance or of the City of Lucas Code of Ordinances, as amended hereby, be adjudged or held to be voided or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinances or the City of Lucas Code of Ordinances, as amended hereby, which shall remain in full force and effect.

**Section 6.** An offense committed before the effective date of the Ordinance is governed by prior law and the provisions of the City of Lucas Code of Ordinances in effect when the offense was committed, and the former law is continued in effect for this purpose.

**Section 7.** That any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Code of Ordinances, as amended, and upon conviction in the municipal court shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense, and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**Section 8.** That this Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Lucas, and it is accordingly so ordained.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, ON THIS 19th DAY OF JANUARY, 2023.**



APPROVED:

---

Jim Olk, Mayor

APPROVED AS TO FORM:

ATTEST:

---

Joseph J. Gorfida, Jr.  
(01-10-2023:TM 133087)

---

Erin Day, City Secretary

**EXHIBIT "A"**  
**Legal Description**

SITUATED in the State of Texas, County of Collin, City of Lucas, being part of the Benjamin Sparks Survey, Abstract No. 813, being all of a called 0.950 acre tract to the City of Lucas as per Constable's Deed recorded under County Clerk No. 20180206000152250, and being described in Special Warranty Deed recorded in Volume 4846, Page 2806 of the Deed Records of Collin County, Texas with said premises being more particularly described as follows:

BEGINNING at a 1/2" iron rod found in the east right-of-way line of Country Club Road, (90' Right-of-Way), with the intersection of the south line of Estelle Lane, marking the northwest corner of said 0.950 acre tract, and the northwest corner of the herein described premises;

THENCE departing Country Club Road and with the south line of Estelle Lane, same being the north line of said 0.950 acre tract, North 89°43'35" East, 332.66 feet to a Roome capped iron rod set in the west line of a called 10 acre tract as recorded in Volume 4058, Page 100 of the Deed Records of Collin County, Texas, marking the northeast corner of said 0.950 acre tract and the northeast corner of said premises;

THENCE with the east line of said 0.950 acre tract, same being the west line of said 10 acre tract, South 00°44'18" East, 315.92 to a 1/2" iron rod found in the curving east right-of-way of Country Club Road, marking the southeast corner of said 0.950 acre tract, said premises, and being an angle point on the west line of said 10 acre tract;

THENCE with the southwest line of said 0.950 acre tract, same being east right-of-way of Country Club Road as follows: northwesterly along a non-tangent curve to the left, having a central angle of 32°20'06", for an arc distance of 294.86 feet, with a radius of 522.47 feet (chord = North 40°58'10" West, 290.96 feet) to a TxDOT concrete monument found marking the end of curve; North 57°02'53" West, 173.94 feet to the place of beginning and containing 0.953 acres of land.



## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Planning & Zoning Commission of the City of Lucas, Texas, will conduct a Public Hearing on Thursday, January 12, 2023, 2022 at 6:30 p.m. and City Council will conduct a second Public Hearing on Thursday, January 19, 2023 at 6:30 p.m. at Lucas City Hall, 665 Country Club Road, Lucas, Texas to consider a request for a change in zoning from CB, Commercial Business, to ED, Estate District, and abandon an existing SUP (Specific Use Permit) that permits a 3000 square foot commercial business on a parcel of land described as follows:

SITUATED in the State of Texas, County of Collin, City of Lucas, being part of the Benjamin Sparks Survey, Abstract No. 813, being all of a called 0.950 acre tract to the City of Lucas as per Constable's Deed recorded under County Clerk No. 20180206000152250, and being described in Special Warranty Deed recorded in Volume 4846, Page 2806 of the Deed Records of Collin County, Texas with said premises being more particularly described as follows:

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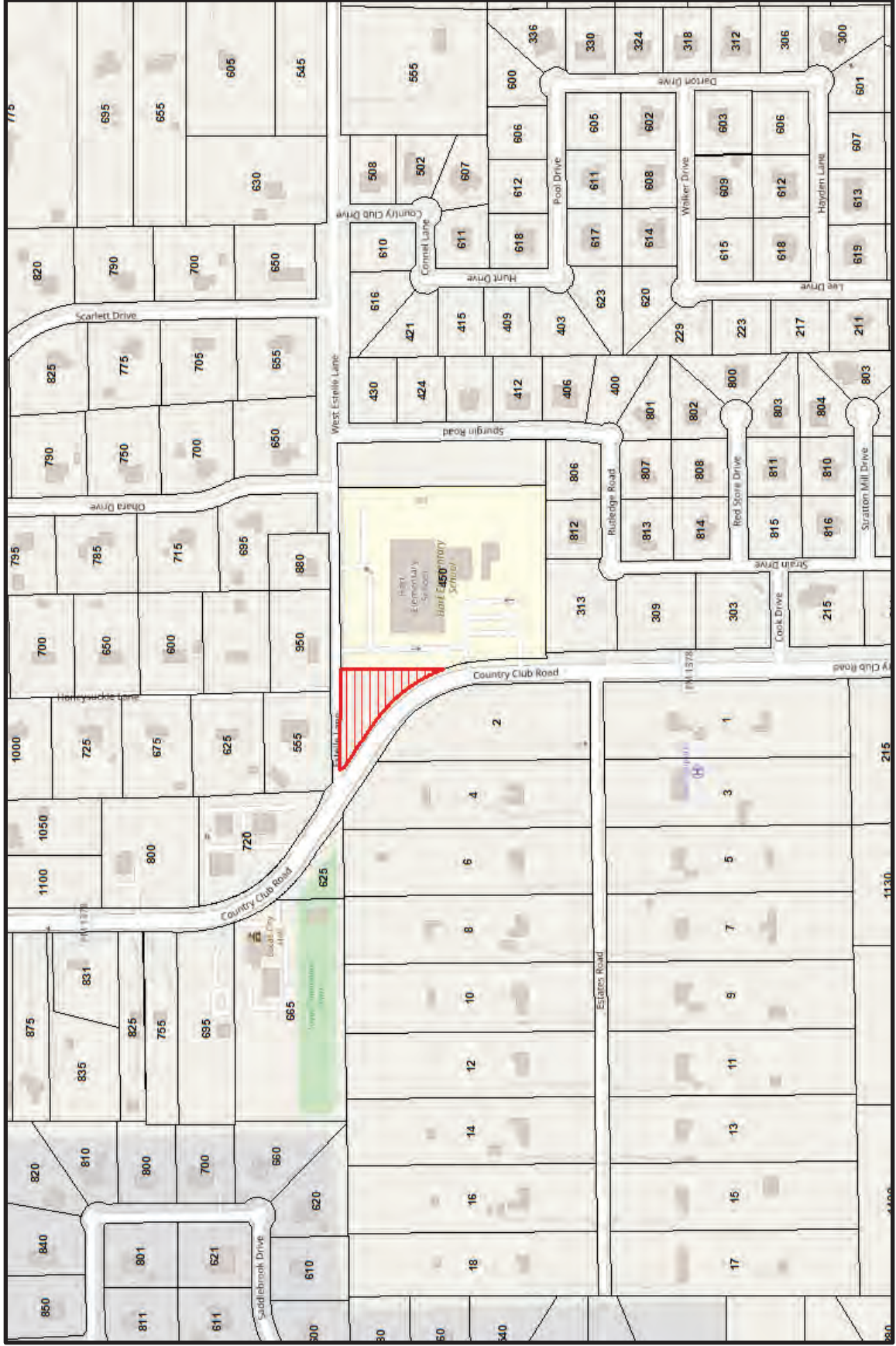
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Otherwise known as the SE corner of Estelle and Country Club.

Those wishing to speak for or against the above item are invited to attend. If you are unable to attend and have comments, you may send them to City of Lucas, Attention: City Secretary, 665 Country Club Road, Lucas, Texas 75002, or email [eday@lucastexas.us](mailto:eday@lucastexas.us) and it will be presented at the hearing. If you have any questions about the request, please contact Joe Hilbourn at [jhilbourn@lucastexas.us](mailto:jhilbourn@lucastexas.us).



# LOCATION MAP: BEN SPARKS SURVEY, TRACT 74, .95 ACRES



## PROPERTY DESCRIPTION

SITUATED in the State of Texas, County of Collin, City of Lucas, being part of the Benjamin Sparks Survey, Abstract No. 813, being all of a called 0.950 acre tract to the City of Lucas as per Constable's Deed recorded under County Clerk No. 20180206000152250, and being described in Special Warranty Deed recorded in Volume 4846, Page 2806 of the Deed Records of Collin County, Texas with said premises being more particularly described as follows:

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# City of Lucas City Council Agenda Request January 19, 2023

Item No. 05

Requester: Development Services Director Joe Hilbourn

## **Agenda Item Request**

---

Conduct a public hearing and consider adopting Ordinance 2023-01-00966 approving the updates to the City of Lucas Comprehensive Plan, including Chapters 1 through 8, the Wastewater System Master Plan, Water Distribution Master Plan, Thoroughfare Plan, Future Land Use Map, Zoning Map, and Trails Master Plan.

- A. Presentation by Development Services Director Joe Hilbourn
- B. Conduct Public Hearing
- C. Take action on Ordinance

## **Background Information**

---

The Planning and Zoning Commission began the process of updating the City’s Comprehensive Plan in January 2022, with recommended revisions being forwarded to City Council for review. The following updated table outlines a status timeline of the review process of the City of Lucas Comprehensive Plan:

Chapters	Planning and Zoning Review	City Council Review
Chapter 1 <i>(complete)</i>	January 13	February 17
Chapter 2 <i>(complete)</i>	January 13	February 17
Chapter 3 <i>(complete)</i>	January 13	February 17
Chapter 4 <i>(complete)</i>	February 10	March 3
Chapter 5 <i>(complete)</i>	February 10	March 3
Chapter 6 <i>(complete)</i> (including Trails Master Plan)	March 10	April 7
Chapter 7 <i>(complete)</i> (Including Master Thoroughfare Plan)	April 14	May 5
Land Use Map and Zoning Map <i>(complete)</i>	May 12	June 2
Chapter 8 <i>(complete)</i> (including existing Water System Map)	June 9	July 7

At the December 1, 2022 City Council meeting, the City Council requested several changes, including revisions to the Zoning Map, the Future Land Use Map, the Wastewater Map and the Master Thoroughfare Plan.

At the January 12, 2023 Planning and Zoning Commission meeting, the Commission recommended the following changes:

- Page 35 – Remove the extra “a” in the last sentence of the second paragraph which states, “It was a previously a gravel road.”



# City of Lucas

## City Council Agenda Request

### January 19, 2023

Item No. 05

- Page 44 – Remove the last sentence at the bottom of the page that states, “Included in Appendix is a water system map showing the existing dead end water lines.”
- Future Land Use Map – Designate the tract of land that is Hart Elementary School and the adjacent triangle lot as R2 (Residential 2 Acre).
- Zoning Map – Update the parcel of land at Stinson Road and Parker Road to reflect the recent zoning change from R1.5 (Residential 1.5 Acre) to R1 (Residential 1 Acre) that was approved at the January 5, 2023 City Council meeting.

Staff has made the recommended changes.

### **Attachments/Supporting Documentation**

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1. Public Notice
2. Ordinance # 2023-01-0966
3. Exhibit A: City of Lucas Comprehensive Plan

### **Budget/Financial Impact**

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NA

### **Recommendation**

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City staff recommends approving the updates to the City of Lucas Comprehensive Plan.

### **Motion**

---

I make a motion to approve/deny adopting Ordinance 2023-01-0966 approving the updates to the City of Lucas Comprehensive Plan, including Chapters 1 through 8, the Wastewater System Master Plan, Water Distribution Master Plan, Thoroughfare Plan, Future Land Use Map, Zoning Map, and Trails Master Plan.



## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Planning & Zoning Commission of the City of Lucas, Texas, will conduct a Public Hearing on Thursday, January 12, 2023 at 6:30 p.m., and the City Council of the City of Lucas, Texas will conduct a Public Hearing on January 19, 2023 at 6:30 p.m., at Lucas City Hall, 665 Country Club Road, Lucas, Texas to consider updates to the City of Lucas Comprehensive Plan more particularly described as follows:

- Chapter 1 – Introduction
- Chapter 2 – Population
- Chapter 3 – Housing
- Chapter 4 – Land Use
- Chapter 5 – Economic Development
- Chapter 6 – Parks, Recreation & Open Space
- Chapter 7 – Streets and Drainage
- Chapter 8 – Water System
- Wastewater System Master Plan
- Water Distribution Master Plan
- Thoroughfare Plan
- Future Land Use Plan
- Zoning Map
- Trails Master Plan

Those wishing to speak for or against the above item are invited to attend. If you are unable to attend and have comments, you may send them to City of Lucas, Attention: City Secretary, 665 Country Club Road, Lucas, Texas 75002, or email [eday@lucastexas.us](mailto:eday@lucastexas.us) and it will be presented at the hearing.





**ORDINANCE # 2023-01-00966**  
[ADOPTING 2022 COMPREHENSIVE PLAN]

**AN ORDINANCE OF THE CITY OF LUCAS, TEXAS, ADOPTING THE CITY OF LUCAS COMPREHENSIVE PLAN UPDATED 2022 TO SERVE AS A GUIDE FOR ALL FUTURE CITY COUNCIL ACTION CONCERNING LAND USE AND DEVELOPMENT REGULATIONS; PROVIDING MAPS DESCRIBING FUTURE LAND USES, ESTABLISHING GOALS AND RECOMMENDED POLICIES; PROVIDING A CONFLICTS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 213 of the Texas Local Government Code authorizes the governing body of a municipality to adopt a comprehensive long-range plan for the sound and orderly development of the municipality that promotes public health, safety and welfare, and

**WHEREAS**, the City of Lucas staff and the Planning and Zoning Commission undertook a thorough review of the City of Lucas 2017 Comprehensive Plan (the “2017 Plan”) and made substantial changes to it to create the City of Lucas Comprehensive Plan Updated 2022 (the “2022 Plan”), and

**WHEREAS**, the 2022 Plan is intended to be a long-range planning tool that defines the overall vision for future growth and development and serves as a basis for decision making by staff, as well as election and appointed officials, and the general public, and

**WHEREAS**, the 2022 Plan provides population projections through 2035 and includes provisions for land use, economic development, parks, recreation and open space, streets and drainage and water systems consistent with the population projections, and

**WHEREAS**, the Planning and Zoning Commission of the City of Lucas and the governing body of the City of Lucas in compliance with the laws of the State of Texas and the City Charter and Ordinances of the City of Lucas, have given requisite notice by publication and otherwise, after holding due hearings and affording a full and fair hearing to all persons interested, and in the exercise of its legislative discretion in the best interests of the health, safety and welfare of the citizens of the City of Lucas, have concluded that a new comprehensive plan, attached hereto as Exhibit “A” and incorporated herein by reference, should be adopted;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS:**

**Section 1.** That the City of Lucas shall and does hereby adopt the “Comprehensive Plan of the City of Lucas, Texas Updated 2022” which is attached hereto as Exhibit “A”. The 2022 Plan shall and does hereby serve as the master plan for the physical development of the City to provide recommendations for the growth, development and beautification of the City and its extraterritorial jurisdiction. The 2022 Plan shall also serve as the master plan of the City as a guide to all future city council action concerning land use and development regulations. Nothing herein shall be construed to prohibit amendments to the 2022 Plan by simple majority vote except as may otherwise be required by law.

**Section 2.** To the extent of any irreconcilable conflict with the provisions of this ordinance and other ordinances of the City of Lucas governing the use and development of the Property and which are not expressly amended by this ordinance, the provisions of this ordinance shall be controlling.

**Section 3.** That should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance or of the City of Lucas Code of Ordinances, as amended hereby, be adjudged or held to be voided or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinances or the City of Lucas Code of Ordinances, as amended hereby, which shall remain in full force and effect.

**Section 4.** That this Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Lucas, and it is accordingly so ordained.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, ON THIS 19th DAY OF JANUARY, 2023.**

APPROVED:

\_\_\_\_\_  
Jim Olk, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Joseph J. Gorfida, Jr.  
(01-11-2023:TM 133110)

\_\_\_\_\_  
Erin Day, City Secretary

## **EXHIBIT “A”**



# CITY OF LUCAS COMPREHENSIVE PLAN

Updated 2022



Silver Certified City for the Keep Lucas Beautiful Program through the Scenic Texas Organization



Governor's Community Achievement Award from TxDOT and Keep Texas Beautiful



ISO Class 1 Rating  
Highest Public Protection  
Classification Rating Achievable



Lucas Farmers Market  
International City/County  
Management Association's 2022  
Community Partnership Award

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# CHAPTER 1 INTRODUCTION

## PURPOSE

The Comprehensive Plan is a long-range planning tool that defines the overall vision for future growth and development in the city. This, in turn, serves as a basis for decision making by staff, elected and appointed officials, and the general public. The original plan, adopted in the late 1980's, initiated the framework for the City of Lucas. Over the years it has been reviewed and updated as growth dictated. Having this comprehensive framework will assist in evaluating proposed actions, decisions concerning changes in local economic and demographic conditions and resources, and will assist in guiding future planning scenarios for Lucas.

The State of Texas has established laws that specifically regulate the way incorporated cities such as Lucas can ensure the health, safety, and welfare of their citizens. It gives cities the power to regulate the use of land, but only if such regulations are based on a Comprehensive Plan. Lucas strives to guide future development without sacrificing the unique character of the city.

In basic terms, the primary objectives of a Comprehensive Plan are to:

- Manage growth in an orderly manner,
- Minimize potential conflicts between land uses,
- Provide for efficient and cost-effective delivery of public services,
- Maintain a high quality of life for its citizens, and
- Establish a rational and reasonable basis for making decisions about the community.

This updated version of the Comprehensive Plan will address the preservation of the country atmosphere of Lucas by identifying the growth and future needs relating to population, housing, land use, economic development, parks, streets, drainage, water, thoroughfares, and capital improvements.

## LOCATION

Lucas is located in Collin County just northeast of the Dallas-Fort Worth Metroplex, 30 miles north of downtown Dallas. The city is positioned 10 miles east of the DART Parker Road Station, 30 miles north of the Dallas Love Field Airport, and 40 miles east of the Dallas-Fort Worth International Airport. Lucas is bordered by the City of Allen to the west, Parker to the southwest, Wylie to the south, St. Paul to the southeast, Lake Lavon to the east, and Fairview to the northwest as shown in Figure 1.1.

The population is estimated at 8,631 in 2021 and contains a total land area of 10,323 acres within the city limits.

Lucas has experienced significant growth in recent years as a result of its unique features including:

- Appealing rural atmosphere
- Animal friendly neighborhoods

# CHAPTER 1 INTRODUCTION

- Exceptional educational systems
- Proximity to services and shopping
- Low crime rate
- High quality housing
- Large lot sizes
- Nearby recreational facilities

The City of Lucas' location outside the pressures and restrictions of intense urban life, combined with its convenient position relative to local and regional economic and recreational centers, makes Lucas a stable and attractive community.

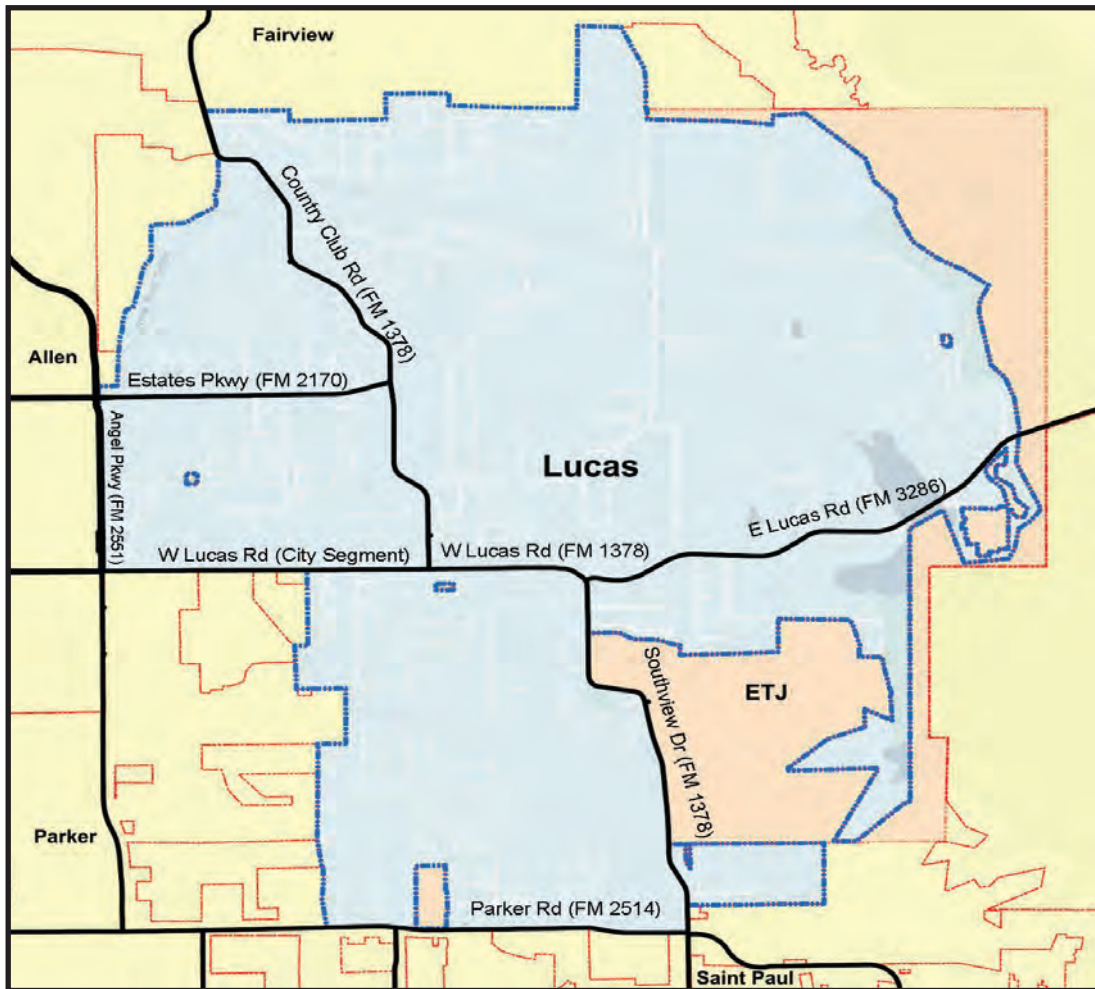


Figure 1.1—City of Lucas, Texas

## CHAPTER 2 POPULATION

One of the most important elements of the planning process is the analysis and projection of the population. The purpose of projecting population is to provide a general scale for future development that will be compatible with the prospects and the potentials of the city. Population growth is primarily driven by construction of new housing and the annexation of land.

The population estimates reported in this plan are based on the US Census Bureau, the North Central Texas Council of Governments (NCTCOG) Databases on Demographics, and other state agencies. Over the next 25 years the North Central Texas population is expected to grow by five million people. It is assumed the City of Lucas will also experience significant growth if the local and regional economies remain stable.

After estimating the size and density of the future population, it becomes possible to determine the future level of demand for facilities and to develop indices for issues which typically confront those persons who are actively involved in making decisions related to the planning process. Projected population demand is a rational basis for projecting infrastructure needs and establishing the timing of capital expenditures.

### **POPULATION TRENDS**

The population of Lucas has increased dramatically from 540 in 1970 to 8,631 in 2021. This represents an annual growth rate of 9.2% and reflects the desire of many people to live in a rural or "small town" environment while keeping close to major urban centers. Continued population growth in Lucas is supported by forecast data for Collin County. The population of Collin County is expected to increase by almost 54 percent by 2035. The age composition of the Lucas population provides a profile illustrating when and where the greatest need for various types of public expenditures will be required in order to meet citizen demand.

### **POPULATION PROJECTIONS**

Population projections provide the most basic planning assumptions required for strategically meeting future public needs. Six significant assumptions specific to Lucas help form the basis from which to project future populations, and are listed below:

1. The density and character of development in Lucas will not change appreciably.
2. Lucas will experience in-migration from larger urban areas causing the local population to increase.
3. The average household size will remain 3.22 persons per household.
4. Population can be estimated based on the number of existing houses; the calculation of potential number of houses that can be built on developable land based on projected future land use, and subdivision of land tracts.
5. The City of Lucas is estimated to be built out in 2035. Based upon all the foregoing assumptions, future population projections for both Lucas and the area within its extra-territorial jurisdiction (ETJ) are shown in Figure 2.1 and illustrated in Figure 2.2.



## CHAPTER 2 POPULATION

6. Whether the projected population occurs five years early or five years later, the city will require the same number of facilities for the projected number of people.

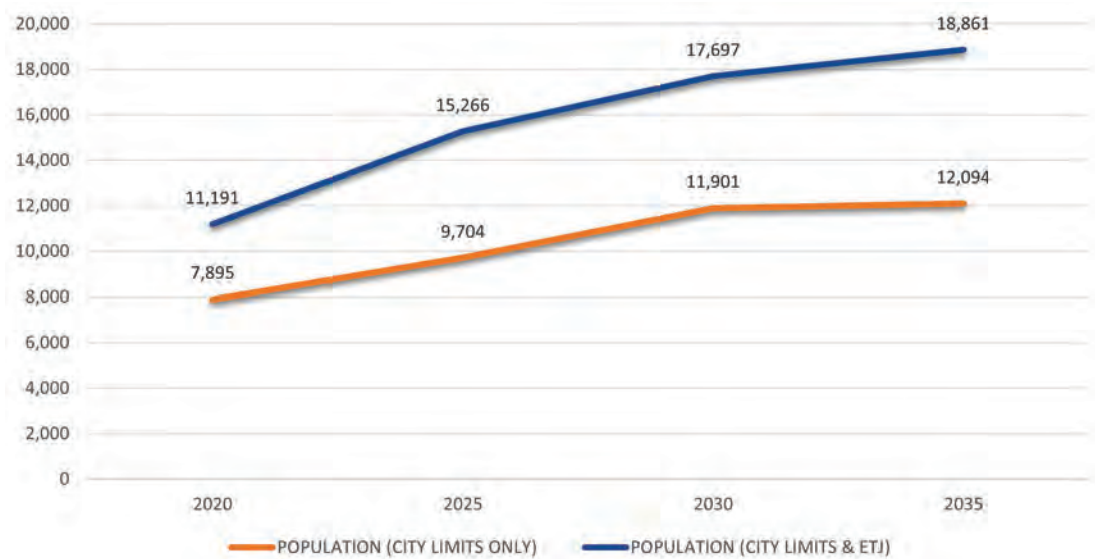
The anticipated population growth will place additional demands on the City’s infrastructure and resources:

- Streets and bridges
- Water and wastewater system (wastewater serves non-residential uses only)
- Stormwater management
- Parks and recreational facilities
- Environmental, educational, safety and health services
- Public Safety

Lucas should set goals for both the desired population levels and facilities necessary to accommodate the resulting demands. Most of these topics will be discussed in the following chapters of this Comprehensive Plan.

YEAR	POPULATION (CITY LIMITS ONLY)	PERCENT GROWTH	ANNUAL GROWTH RATE	POPULATION (ETJ)	POPULATION (CITY LIMITS & ETJ)	PERCENT GROWTH	ANNUAL GROWTH RATE
2020	7,895	14.8%	3.5%	3,296	11,191	22.7%	5.2%
2025	9,704	11.1%	2.22%	4,862	15,266	18%	4.5%
2030	11,901	18.5%	3.7%	5,796	17,697	16.2%	3.24%
2035	12,094	1.6%	1.6%	5,951	18,861	6.2%	1.24%

*Figure 2.1 - City of Lucas Population Projections*



*Figure 2.2 - Lucas Population Projections*

# CHAPTER 3 HOUSING

## INTRODUCTION

There are four generally recognized determinants of the level of effective demand for housing units as follow:

1. The physical sources of housing demand which includes the number and type of family units in an area and the need for replacing existing units.
2. The level of wealth in an area and the distribution of that income.
3. Mortgage rates.
4. The supply price of housing which is the cost of providing the residents of an area with appropriate housing facilities.

The complex interaction of these four considerations works to determine whether adequate housing of the appropriate types is available to the residents of Lucas.

## EXISTING HOUSING ANALYSIS

As of January 1, 2021, housing inventory in Lucas is:

- 2,680 Single family housing units
- 24 Semi or non-permanent housing units (e.g. Assisted Living Facilities)
- 1,210 ETJ single family housing units
- 3,914 Total housing units

## HOUSING GOALS AND OBJECTIVES

Although Lucas will add dwelling units through new construction, existing units must be adequately maintained to meet the local housing demand and foster a stable housing environment. It should be assumed that all housing and properties within the community are maintained in a reasonable (or sound), safe and sanitary condition for their useful service life. To enable the city to direct its efforts in developing housing with the highest and best use, the following specific goals and objectives should be followed:

### GOAL 1

Encourage suitable development of land with adequate lot sizes, paved streets and utilities.

#### Objectives:

- Establish and maintain subdivision ordinances to ensure that new infrastructure meets or exceeds minimum city requirements.
- Encourage high-quality construction through the continued enforcement of city ordinances and adopted building codes.
- Alleviate maintenance and service issues by upgrading existing infrastructure (water service, streets and drainage) to meet or exceed minimum standards.

# CHAPTER 3 HOUSING

## GOAL 2

A sufficient choice of adequate housing should be provided to meet the needs of individuals.

### Objectives:

- Zone land to promote long-term neighborhood stability.
- Maintain moderate density housing in suitable locations on the periphery of the city.

## FUTURE HOUSING REQUIREMENTS

To provide an indication of the future demand for housing in Lucas, it is necessary to project the number of housing units which will be needed. These projections are based upon the assumption that the average household size would remain at 3.22 persons during this planning period. Allowing for a five percent vacancy rate and reflecting anticipated future population levels, the future total housing needs for Lucas are estimated and illustrated in Figure 3.1. Lucas should encourage the maintenance or rehabilitation of older homes so they remain habitable over the planning period and beyond. As the population ages, provision must be considered for proper accessibility for an increasing elderly and disabled population. Attention to building design and adaptability can achieve a solution to this challenge.

## HOUSING ACTIONS

Housing needs and some of the potential housing issues within the City have been identified above. The prevention of housing issues in Lucas will require the development and implementation of an effective housing program. Although this will be an ongoing process, specific actions for the next five years have been developed. These actions, which will be of negligible cost to the city, are listed below.

### Action Items:

1. Beginning with those units in worst condition, complete the rehabilitation of housing units in the City by using one or a combination of the following methods:
  - Strict enforcement of the City's ordinances and building codes.
  - Establish or coordinate with existing community groups such as Habitat for Humanity to help those lacking the means to rehabilitate their property.
2. Review zoning ordinance for compliance of development within the city.

# CHAPTER 3 HOUSING

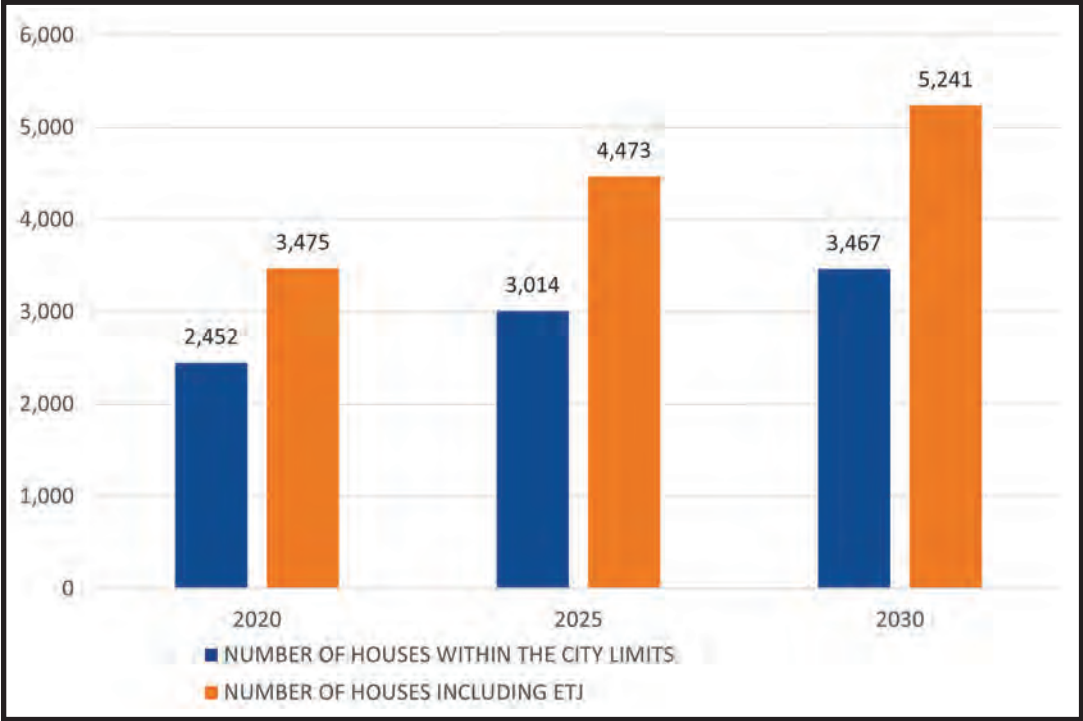


Figure 3.1 – Projected number of housing unit needs for City of Lucas and extra territorial jurisdiction.

# CHAPTER 4 LAND USE

## INTRODUCTION

The land use analysis provides both statistical and graphical information concerning the various types, amount and intensity of land use within Lucas and identify problems which have arisen as a result of conflicting land use patterns or inappropriate land uses. An updated future land use plan can then be produced enabling Lucas to better guide land development in a manner which reflects local goals and objectives.

The total corporate limits of Lucas comprise 10,323 acres of land while the actual developed area of the city covers 9,008 acres. ETJs cover an additional 1,315 acres. Lucas has annexed all of the pockets of ETJ previously surrounded by corporate limits and the remaining ETJ tracts, excluding those located in the Seis Lagos Utility District for which there are no plans for future annexation, have a development agreement in place providing a timeframe for annexation.

## ANALYSIS OF EXISTING LAND USE

### Residential Land Use

Residential land use consists of 6,045 acres of single-family land use and 43 acres of manufactured homes land use, or 58.98 percent of the gross land area of Lucas. This is the most important land use classification in Lucas. Most single-family development lies in the central portions of Lucas, taking advantage of gentle topography which is out of floodplain areas. Although there are some scattered commercial uses intermingled with single-family uses, most neighborhoods contend only with vacant lots as the only other use present. Manufactured homes account for 0.55 percent of total developed land area.

### Commercial Land Use

Commercial land use covers 505 acres or 4.89 percent of the gross land area of Lucas. Access to public sewer facilities is allowed only in areas designated by metes and bounds that have been zoned for commercial use.

Lucas families are served by six independent school districts. The majority and central portion of Lucas are served by Lovejoy ISD with significant portions of the perimeter of the city split between the other districts but no other district having campuses within city limits. Lovejoy ISD has 3 campuses within Lucas. These are Hart Elementary School, Willow Springs Middle School, and Lovejoy High School. Lucas Christian Academy serving grades K-12 is also based in Lucas and serves area families. The public-school districts partially located in Lucas are as follows:

- Allen ISD
- Lovejoy ISD
- McKinney ISD
- Plano ISD

## CHAPTER 4 LAND USE

- Princeton ISD
- Wylie ISD

Most of the remaining commercial land uses within the city are in close proximity to the major roadway system. At present, there appears to be minimal conflict between commercial and adjacent land uses.

### **Industrial Land Use - (These parcels are zoned Light Industrial)**

Industrial land use covers seven acres or 0.07 percent gross land area of the city and consists of light industrial uses along the north side of West Lucas Road. These light industrial uses have potential for conflict with adjacent future residential uses.

### **Streets and Rights-of-Way**

Land utilized for streets and utilities comprises 971 acres, or 9.41 percent of the gross land area of Lucas. Streets do not pose any conflicts with other land uses in Lucas.

### **Public/Semi-Public Land Use**

Public and semi-public land use within Lucas covers 29 acres, or 0.28 percent of the gross land area. Most of this land is utilized for city facilities, cemeteries, and public utilities such as water towers.

### **Parks Land Use**

Parks land use covers 153 acres, or 1.48 percent of the gross land area of the city. This includes three neighborhood parks, the Lucas Community Park, and two parks located adjacent to Lake Lavon. In general, parks are compatible with their surrounding land uses.

### **Agricultural and Open Space Land Use**

The remaining land use types, including agricultural and open spaces, are located at various locations throughout the city. Agricultural and open spaces cover 2,570 acres or 24.9 percent of the gross land in the City of Lucas. This also includes those areas which are usually subdivided into lots with access to potable water facilities and paved streets or where surrounding development densities make agriculture or ranching less practical. This also includes land located in flood plains.

## **SOCIO-ECONOMIC AND MAN-MADE INFLUENCES AFFECTING LAND USE**

An analysis of the existing development activity in Lucas should examine the following basic influences: population growth, housing availability, public utilities and facilities, transportation, and

## CHAPTER 4 LAND USE

development constraints posed by both the natural and man-made environment. This can then be used to better determine the influences which will define future land development in the city.

### **Housing**

Lucas is comprised of primarily single-family housing units. With a steady growth in population, it is anticipated that the demand for well-constructed and well-maintained housing will continue to increase. Therefore, more units will need to be built to provide adequate and safe housing for the growing population. As the city's development approaches a "built out" condition, the increase in tax revenue due to new housing should be expected to diminish.

### **Infrastructure**

Future growth and appropriate levels of service depends upon the city's water supply and distribution system, street system, and drainage system at suitable capacities and operational levels to meet demands. Various elements of Lucas' water, streets, and drainage systems will need improvement in the coming years.

### **Public/Semi-Public Facilities**

Public facilities in Lucas include a City Hall, community center, parks, cemeteries, fire station and utility sites. As the future population increases, there will be a corresponding increase in the demand for these public facilities.

### **OTHER SERVICES**

Lucas has approximately 5.85 acres of commercial land use per 100 inhabitants (excluding the schools). To avoid conflict with adjacent residential uses and minimize negative traffic impacts, future commercial uses should generally continue to be confined to peripheral areas of the city.

### **ETJ AND FUTURE ANNEXATIONS**

The ETJ of Lucas includes:

- Land adjacent to Lake Lavon
- A municipal utility district in the southeast corner of the city
- Several pieces of land adjacent to the city

# CHAPTER 4 LAND USE

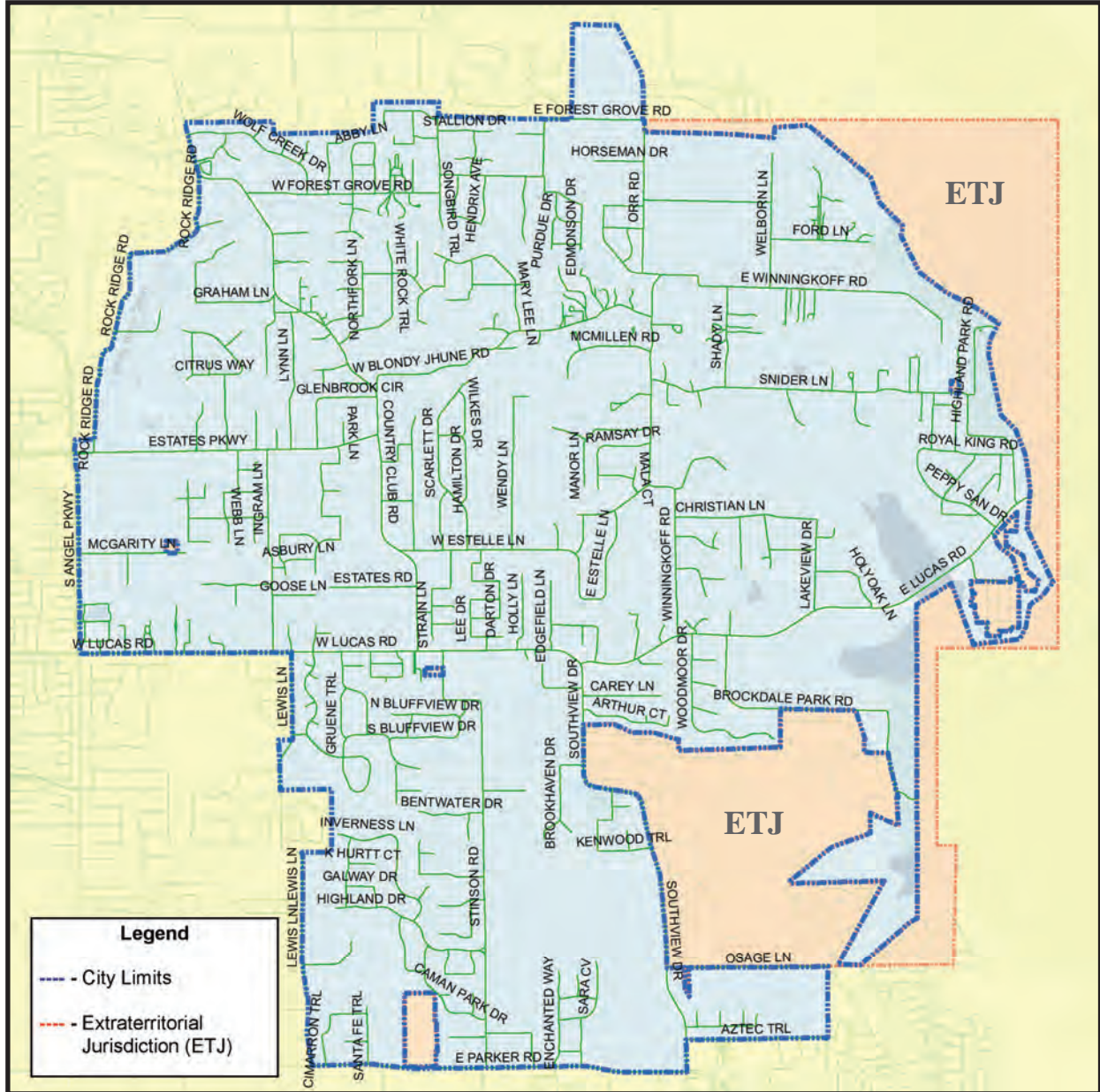


Figure 4.1- City Limits and Extraterritorial jurisdictions (ETJ)



## CHAPTER 4 LAND USE

The composition of the ETJ area is presented in table 4.3 and figure 4.4. It should be noted that development agreements are in place which preclude some of the ETJ areas from annexation at the time of preparation of this Comprehensive Plan and that some areas of the ETJ are currently located in Municipal Utility Districts that cannot be partially annexed and are not entirely within the Lucas ETJ, thereby preventing them from being annexed. The only available area for annexation at this time, excluding those with a development agreement or Municipal Utility District (MUD), is Trinity Park.

LAND USE	ACRES	% OF GROSS
SINGLE FAMILY — MANUFACTURED HOUSING	1,100.02	83.65
COMMERCIAL	37.44	2.85
INDUSTRIAL	0	0
PARKS	32.39	2.46
PUBLIC/ SEMI-PUBLIC	2.15	0.16
STREETS	103	7.83
AGRICULTURAL AND OPEN SPACE	40	3.04
TOTAL	1,315.00	100

Figure 4.2 - Allocation of Existing ETJ Land Use

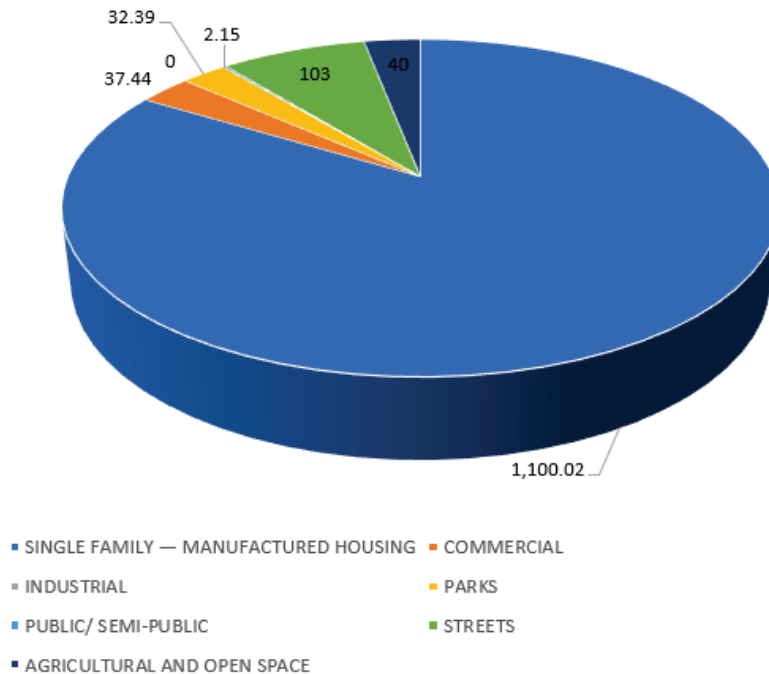


Figure 4.3- Allocation of Existing ETJ Land Use

# CHAPTER 4 LAND USE

## ZONING AND SUBDIVISION REGULATIONS

Lucas has previously adopted zoning and subdivision ordinances. Subdivision Ordinances provide the city with control over development practices within both the city and to a far more limited extent, the ETJ. Zoning ordinances are used to regulate land uses that can occur within the city limits. The continued monitoring of these ordinances is important to ensure future development activities are consistent with the city's development objectives.

## LAND USE GOALS AND OBJECTIVES

The overall goal of Lucas' land use policy is to optimize land use in order to improve the quality of life of Lucas residents. To achieve this, Lucas needs to avoid traffic congestion, inadequate or obsolete utilities or services and the location of incompatible land uses adjacent to one another. The proper planning and use of land will result in well-ordered land uses and development patterns as the city progresses.

To achieve this overall goal, the City of Lucas has carried forward the same goals and objectives established in the past Comprehensive Plan.

## LOCAL GOALS AND OBJECTIVES AFFECTING DEVELOPMENT

### GOAL 1.

Develop the community in a manner which preserves and maintains property values and is consistent with the city's ability to serve existing and future development.

#### **Objectives:**

- Plan for reasonable demand with regard to water, street circulation and neighborhood connectors.
- Maintain the present rural atmosphere with a majority of large-lot residential development.

### GOAL 2.

Preserve the residential and rural small-town atmosphere of the community while encouraging quality commercial development.

#### **Objectives:**

Utilize the "Survey of selected business" as a guideline for attracting business to the community.

- Ensure that commercial and other "high activity" uses are adjacent to designated neighborhood connectors to maintain acceptable fire/emergency response times.
- Preserve peripheral areas to the south and west for future limited commercial and moderate density residential development.

## CHAPTER 4 LAND USE

- Regularly review, update (if necessary) and enforce the zoning and subdivision ordinances to minimize the intrusion of incompatible land uses.
- Promote the general health and safety of the community residents.

It is important to understand that the Land Use Plan for Lucas is intended to serve as a general guide for the future development of the city. It should be considered flexible in nature, rather than a rigid blueprint for future land use. The population, housing, infrastructure and land use data contained in sections of this Comprehensive Plan serve to establish the determinants for land use projections.

### FUTURE LAND USE

#### Land Use Planning Principles and Process

The following principles are considered applicable to the proper designation of land for residential use:

- Residential land should be well drained and free from danger of floods.
- Residential land should be readily accessible from, but not necessarily facing, arterial or collector streets.
- Residential land should be free from encroaching incompatible land uses.
- Residences should be able to access community facilities such as parks, schools, playgrounds and commercial facilities serving everyday needs.

Factors relating to the designation of land for commercial uses include:

- Must be located to maximize the use of major neighborhood connectors while minimizing excessive traffic impacts on residential roads and neighborhoods.
- Should be limited and compact.
- Must allow for safe automobile/pedestrian access and circulation.
- Must be designed to avoid blighting effects on adjacent residential land and must be kept from encroaching on other sensitive land uses.

The proposed locations for commercial activities on the periphery of the community is acceptable in terms of decreasing traffic stresses on central area roadways while providing accessibility to area customers. Commercial areas, if properly developed with landscaping programs and a developed access route to remove consumer traffic from through traffic, can be an asset to a community. It is with these factors in mind that the following principles were established for the planning of commercial areas:

- Commercial land uses should be formed into compact developments, avoiding "strip commercial" growth.

## CHAPTER 4 LAND USE

- Avoid the occurrence of scattered commercial development along major highways. Commercial activities should be consolidated into a few well-organized areas to take maximum advantage of utilities and services and to promote the economic well-being of the total business community.
- Adequate off-street parking and access should be utilized for commercial areas to decrease potential congestion and safety hazards.

As the City of Lucas grows, future fire stations and emergency sites should be located to minimize the response time in accordance with national standards.

In order to formulate, adopt and implement a plan that accomplishes the foregoing overall goals and objectives, it is important to incorporate certain basic planning principles and processes into the local future land use planning effort. The Future Land Use Plan expresses projections that are based on sound planning principles, recognizing and supporting existing land uses, community facilities and physical features.

The plan for Lucas suggests that certain areas be reserved and developed for various land uses. Selecting the pattern and distribution of future land use is best accomplished through:

1. analysis of existing land use characteristics
2. effects of existing infrastructure
3. location of existing neighborhood connectors
4. application of recognized planning principles

These characteristics and principles establish a process by which to judge the most optimum and best land use based on local and community-wide standards. There are two advantages of going through such a process. First, it results in a land use plan for the city as represented by the Future Land Use Map. The Future Land Use Map can be used to assure that individual decisions follow a comprehensive pattern. It also helps in the sensitive but necessary evaluation of change with respect to public and private benefits. Second, the establishment of this planning process provides the city with a method of logically making subsequent land use decisions.

### **RECOMMENDED ASSIGNMENT OF LAND USES**

#### **Residential Land Use Requirements**

The assignment of land uses is then based upon the goals, objectives and planning principles previously stated. It is anticipated that new residential uses will be built as (1) new subdivisions close to or within current city limits, as (2) larger lot development in sparsely populated areas adjacent to Lake Lavon and the ETJs, and as (3) in-fill development/redevelopment. As one moves further west and south, residential densities transition from larger lots of two or more acres, to lots of one and one-half acres, and one acre. Establishing this hierarchy of development density will result in a more cohesive distribution of land uses throughout the city.

## CHAPTER 4 LAND USE

### **Commercial Land Use Requirements**

Future commercial land use allocations in Lucas should focus on peripheral locations to minimize traffic impacts on residential areas, reduce the potential for incompatible land uses, and minimize subsequent potential adverse effects. These locations will serve local needs with limited impacts to commuter and passerby highway traffic.

### **Industrial Land Use Requirements**

No provision is made for future industrial development in Lucas. There are no apparent benefits to the city in preserving areas for industrial development.

### **Parks Requirements**

With respect to parks and open space, local opportunities for residents exist in Lucas. Expanded recreation options can be a benefit if operating and maintenance costs are held to manageable levels. Refer to Chapter 6 for detailed information on Parks and Open Spaces.

### **RECOMMENDED LAND USE PLAN**

The Future Land Use Map must be continually updated to reflect changes in the Future Land Use Plan as they take place. A current delineation of existing conditions in both graphic and tabular form will not only allow for an up-to-date analysis of needs but will also allow for a measurement of success in achieving the Plan. Further, the Future Land Use Map should be used as a guide to keep incremental changes of the community in perspective. The individual decisions which shape the community, however, should be evaluated with respect to the characteristics and principles discussed throughout this document. Exceptions to this plan can be made and can be acceptable on a case-by-case basis where the greater good of the community is enhanced.

# CHAPTER 5

## ECONOMIC DEVELOPMENT

### INTRODUCTION

Economic Development can be defined as the basis by which a community maximizes or preserves the quality of life for its citizens. Economic development is a complex process vital to a community's pursuit of greater prosperity. Successful community development is a result of a well-executed economic development process that is given high priority by local leadership and supported by residents. Moreover, economic development provides local employment and investment opportunities that generate these revenues. These revenues pay for public improvements, services, and facilities, as well as offset increases in property taxes. However, for the City of Lucas, it is important to understand that economic development is only supported when it sustains the overall livability of Lucas. What does the term livability mean regarding city planning? Many intangibles make a city livable, such as a sense of community, a strong sense of place in particular areas, city pride, and the friendliness of neighbors. However, there are also tangible aspects which can nurture livability. Therefore, the aspects of livability that this chapter will embrace include:

- Creation of trail network that connects neighborhoods;
- Creation of neighborhood identity, and areas with a strong “sense of place”;
- Aesthetic quality of the neighborhoods and community;
- Proximity to open space and recreational opportunities;
- Ease of access to and quality of retail and restaurants;
- Traffic flow and managing the impact of development and the associated increase in traffic on neighborhoods;
- Sustainability in buildings and development pattern; and
- Accessibility to natural areas

### DEVELOPMENT CHARACTERISTICS AND POLICIES

#### Regional Context

Many aspects of regional development and demographic trends have a significant influence on economic potential. State, national, and international economics influence the regional and local economic potential, as well as contribute to the underlying assumptions for conducting regional and local economic analysis. Lucas, with a current population estimate of 8,631 persons in 2021, contains a total land area of approximately 10,323 acres. An additional 1,922 acres is located within the ETJs. The city's location in Collin County places it on the northeastern edge of the Dallas/Fort Worth Metroplex, convenient to most major employment centers.

#### Physical Growth Patterns

The Future Land Use Plan (Figure 4.5) depicts future land development characteristics for Lucas. Lucas is a traditional bedroom community with primarily large single-family lots and open spaces located through the core of the city with commercial located on the periphery. Residential development is served by on-site sewerage facilities (OSSF), which requires a minimum of one acre for

## CHAPTER 5

# ECONOMIC DEVELOPMENT

a residential home site. Most commercial development is served as defined by the Wastewater Master Plan. Commercial development is planned in two primary areas of the city. Both of these areas have been planned and have all necessary services installed for development. Unlike residential development, most of these areas for commercial development have access to sanitary sewer infrastructure installed with capacity available to meet future demand for these services.

In the past, the majority of commercial establishments consisted of small retail providers catering generally to local trade. In recent years major commercial growth has occurred along the western city limit boundary near the City of Allen, between West Lucas Road and Estates Parkway. In addition to development of commercial establishments near the western city limit, future commercial growth is anticipated near the southern city limit boundary in an area west of Southview Drive. Since Lucas foresees itself in the future as a community of primarily low-density residential uses, the city will focus on appropriate, smaller scale commercial development, which will generate an acceptable level of sales tax revenues while effectively serving the needs of the local population base.

### **Local Regulations and Development Policies**

The local regulations are reflected in the City's subdivision and zoning ordinances. Both ordinances must effectively direct development activities in a manner which reflects local goals and objectives while recognizing realistic development standards. These regulations are not intended to discourage growth but rather to ensure that any new development provides for quality facilities and services.

### **Economic Base Study**

The majority of all workers living in Lucas tend to be employed in occupations which require a higher or higher/moderate skill level. According to the US Census Bureau estimates for 2016-2020, the median household income in City of Lucas is \$174,500, which is almost three times the \$63,826 median household for the State of Texas.

### **Utility Services**

The City of Lucas is the retail provider of water for its residents and businesses and its water wholesaler is the North Texas Municipal Water District (NTMWD). Details regarding the water system are described in Chapter 8 (Water) of this planning document. TXU and Grayson/Collin Electric provide electrical distribution. Natural gas, supplied by CoServe, is available in limited areas of the city.

### **Industrial Sites**

Presently, there is no industrial development in Lucas. The high land costs in the area, compared to the Dallas/Fort Worth Metroplex, zoning restrictions, the limited sanitary sewer system and the emphasis on Lucas remaining a low-density residential community are factors which make future industrial development in Lucas unlikely. The proximity of Lucas to major employment centers

## CHAPTER 5 ECONOMIC DEVELOPMENT

makes the issue of local job creation less important. Residential development is and will continue to be the most dominant land use along with minor ancillary development.

### **Commercial Sites**

Lucas has a total of 505 acres of commercial development. By excluding land reserved for schools, 375 acres are directly reserved for commercial land uses. Future commercial sites will be located on the periphery of the city to minimize intrusive traffic volumes on interior neighborhoods. Details are provided in the Land Use Section of this planning document.

### **Community Assessment**

It is important to note there is a critical link between economic development and comprehensive planning. Economic development is impacted by:

- Land use;
- Zoning;
- Accessibility to utilities;
- Access via transportation systems and infrastructure; and
- Demographics

Characteristics of the City of Lucas include:

1. A property tax rate among the lowest in cities in Collin County and for cities in the DFW region. (\$0.268016 in 2022)
2. The city has had a fiscally conservative City Council that places an emphasis on providing balance between necessary services with low taxes.
3. Skilled labor represents a high percentage of the Lucas work force.
4. Commercial land availability along FM 2551 and the southeast quadrant of the city (FM 1378 and Parker Road).
5. Vacant land for additional housing.
6. Available sewer service in commercially zoned areas as defined by the Wastewater Master Plan.
7. Land prices are higher than regional or state averages.

It is important for Lucas to realize its potentials and liabilities in terms of future economic development. Because of its location, Lucas has more potential for developing as a quality residential area than it does in becoming a significant economic center. However, it is important for Lucas to develop some commercial areas to meet the needs of residents.

While it is possible to operate primarily upon property taxes, doing so may require undesirable constraints on future spending. It is important Lucas not become dependent solely upon property taxes as the only revenue source for local government operations. Lucas needs a healthy mix of ad valorem and sales tax revenue. Ad valorem taxes should be used generally for day-to-day operations while sales tax revenue should be used for capital projects.



## CHAPTER 5

# ECONOMIC DEVELOPMENT

Decisions regarding business location will come from the business owner and their willingness to invest in a particular site, however, the city's development environment as conveyed through its development codes will have a major impact on where and what type of business activity takes place.

### **ECONOMIC DEVELOPMENT PLAN**

Economic development in Lucas should have two major thrusts: (1) maintain appropriate housing development and (2) attract businesses that are appropriate for the community. Commercial development has benefitted the city with increased tax revenue. Balancing the financial well-being of the city and its ability to provide essential services with the citizens' desire to maintain the features and attributes of the city is paramount. Therefore, it is important to emphasize citizen feedback during public meetings regarding economic development.

### **HOUSING SUPPLY**

The demand for quality, upscale housing in Lucas is expected to continue. Lucas should focus on quality housing to ensure that community values are maintained, and the city continues as a desirable place to live.

### **ATTRACTING NEW BUSINESSES**

Attracting appropriate new businesses to Lucas will increase tax revenues and fund city-provided services. There is attractive land available for new businesses in the western and southern city limit boundaries with infrastructure in place or in the planning stages. The western area is accessible through three arterial roadways including West Lucas Road, Estates Parkway and Angel Parkway. The area in southern part of city is similarly accessible through two major arterial roadways, East Parker Road and Southview Drive.

The citizen's preferable commercial businesses survey conducted by the city in 2015 should be utilized to attract businesses desired by its citizens. The top five responses from the survey include:

- Sit Down Family Restaurant
- Farmers Market
- Garden/Nursery
- Grocery Store
- Feed Store

These types of retail establishments typically generate good sales tax revenues. It is anticipated that planning for the development of similar businesses in the western and southern part of the city in commercial zoning areas will continue.

# CHAPTER 5 ECONOMIC DEVELOPMENT

## **ECONOMIC DEVELOPMENT GOALS AND OBJECTIVES**

Based on input from Lucas citizens, boards, commissions, City Council and staff, the following economic development goals and implementation strategies are recommended:

### **GOAL 1**

Support business endeavors that are in harmony with the rural characteristics and unique environment.

### **GOAL 2**

Improve and maintain the infrastructure to support growth in the tax base and sustain a sound financial future through the adoption and implementation of a capital improvement program.

### **GOAL 3**

Attract businesses to Lucas that serve the local population and promote the livability and a high quality of life for our citizens.

# CHAPTER 6 PARKS, RECREATION AND OPEN SPACE

## INTRODUCTION OF PARKS, OPEN SPACE, AND TRAILS

Lucas is a distinctive community with unique features in design and surrounding natural environments. The city contains a total land area of 10,323 acres and 75 percent (or 7,742 acres) of the land has been developed. The remaining acres of land are vacant or being used for agricultural related purposes. Lucas is primarily comprised of low-density housing, large residential lots, and natural open spaces. Lucas is a hidden gem community with estate style living in the DFW Metroplex that is easily accessible to public parks, trails, recreational activities, and Lavon Lake. The city's entire eastern boundary borders along Lavon Lake and the Trinity Trail, which is a 25-mile trail designated for equestrian and pedestrian use only. There are three public parks, one private park, and three public trailheads located in Lucas; however, there is no planned or designated open space system.

The City Council appoints a Parks and Open Space Board (POSB) that serves in an advisory capacity to the City Council in all matters relating to parks and open space. The POSB makes recommendations on the implementation of beautification programs and projects to enhance the natural beauty of Lucas. During this update of the Comprehensive Plan, the city worked with POSB on making necessary revisions to help provide guidance on future planning for parks, open space, and trails. This collaboration has also led to an update of the Trails Master Plan (TMP) where new trail sections have been added to show the connectivity between neighborhoods, public parks, facilities, and the Trinity Trail. The updated Parks, Open Space, and Trails Master Plan (POSTMP) continue to place an emphasis on providing public access to recreational opportunities while preserving the natural environment of Lucas.

## PREVIOUS PARKS AND OPEN SPACE MASTER PLANS

**1988** – The first Comprehensive Plan for Lucas was adopted in 1988 and included a section on parks which indicated there were no recreation areas within the city. The plan revealed there was a lack of open space and recreation areas that needed to be addressed as the city continued to be developed.

**2003** – The City Council adopted Ordinance No. 2003-11-00490 entitled Park Land Dedication to provide requirements for park land dedication in new residential and mixed-use subdivisions and to provide for necessary planning for open space preservation and park development. The Ordinance states the following requirements for park land dedication:

- The city shall create and maintain a master park plan.
- The master park plan shall designate the size of the parks and the park zones that are to be supportive of these parks.
- Dedication of park land shall be in accordance with the master park plan.
- The city will determine the park location based on land suitability.
- This master park plan may be, from time to time, updated and amended at the discretion of the city.

## CHAPTER 6 PARKS, RECREATION AND OPEN SPACE

**2004** – The city completed an update to the Comprehensive Plan which included a section on parks and open space. A community survey was conducted to determine interest regarding parks, open space, and recreational amenities.

**2005** – Lucas moved forward with developing the POSTMP. The city conducted another citizen survey to verify the accuracy of past survey results. The survey findings suggested that citizens were most interested in multi-purpose trails (walking, hiking, and biking), undeveloped open space, picnicking/pavilions, fishing piers, and equestrian trails/arena. These top preferences can be attributed to the rural character of Lucas and its proximity to Lake Lavon.

Public workshops and meetings were held to obtain additional public input where the citizen concerns were also found to be consistent with the citizen survey results. The citizen group agreed that Lake Lavon was a major resource for Lucas. This led to recommendations to preserve park land along the lake and that the trail system should also link residential neighborhoods to the lake.

**2006** – The POSMP was adopted by the City Council and serves as the master plan for the physical development of the city to provide recommendations for its growth, development, and beautification.

**2015** – The City began efforts to update the Comprehensive Plan and the POSMP. These efforts included town hall meetings and workshops to receive citizen feedback about local parks, recreation, and open space priorities. POSB took on an active role in recommending updates including developing the TMP.

**2017** – The City Council approved the Comprehensive Plan which included the TMP and updated POSMP. The Trails Master Plan designates all trails east of FM 1378 (Country Club Road) to be equestrian and hiking trails. All trails west and south of FM 1378 are designated as multi-purpose trails.

**2021** – In this newly updated Comprehensive Plan, POSB recommends new changes to the TMP located in the southern trail section (Willow Springs Middle School to Southview Drive) and northern trail section (Trinity Trail Connect). POSB has prioritized sections of the TMP based on connectivity to schools, public facilities, and access points to the Trinity Trail. The POSB has also expressed an interest in the expansion of existing parks to accommodate more visitors as the population grows.

### EXISTING PARKS AND OPEN SPACE

The City of Lucas operates three public parks in addition to having preserved considerable open space and accessibility through the development process. The City's public parks are the Lucas Community Park, Kenneth R. Lewis Park, and Forest Creek Park. There is a private park which is located in the Stonegate subdivision. Brockdale Park and Highland Park are also located in Lucas; however, the parks are located on land owned by the U.S. Army Corps of Engineers (USACE). Lucas has three accessible trailheads available to the public: East Winningkoff Trailhead, Brockdale

## CHAPTER 6 PARKS, RECREATION AND OPEN SPACE

Trailhead, and Highland Park Trailhead. The city owns and maintains the East Winningkoff Trailhead which provides trail access in the northern area of Lucas. The USACE owns and maintains the Highland Park and Brockdale Park Trailheads which provide trail access on the eastern areas of Lucas.



### **LUCAS COMMUNITY PARK**

665 Country Club Road

The city established the Lucas Community Park in 2009 and is located south of City Hall. The park is three acres and offers a five-foot-wide concrete sidewalk that circulates around two adjacent walking loops. The park also includes a pavilion, picnic tables, benches, barbecue grills, fire pit, and a large playground. Lucas residents and non-

residents have the option to reserve the pavilion for a fee. There is also the Community Center located on the west area next to a gravel parking lot. The Community Center is only available to Lucas residents to reserve at no cost. The facility provides an opportunity for residents to utilize the event space and rooms for special occasions. There is a public parking lot located between City Hall and the park. Improvements were made to the gravel parking lot to expand parking capacity during special events. Drainage improvements were made to the western park loop to prevent any flooding from that area of the park.

### **KENNETH R. LEWIS PARK**

820 Southview Drive

Kenneth R. Lewis dedicated park land to the city in 1989. The park became known as Kenneth R. Lewis Park and is situated on five acres. Two-thirds of the park is open space and undeveloped for use with recreational activities. The park includes a baseball/softball field with a dugout, soccer fields, pavilion, restroom facilities, and public parking. There is also a concrete pathway surrounding the park that is available for walking.



### **FOREST CREEK PARK**

985 Orchard Gap Lane

Forest Creek Park is a neighborhood park located near the subdivisions of Forest Creek Estates, White Rock Creek Estates and Northfork Ranch in the northern section of Lucas. The public can access the park from Country Club Road via Orchard Gap Lane off Norfolk Lane or White Rock

## CHAPTER 6 PARKS, RECREATION AND OPEN SPACE

Trail. The park is two-acres consisting of a parking area, pavilion, two playgrounds, open space, sport court, and soccer field with goals. The city made park improvements to remove dilapidated structures which accumulated within the vicinity of the park. As part of the park renovations, the city also added a sport court, soccer goals, pavilion, and picnic tables.



### **STONEGATE PARK**

St. James Drive

Stonegate Park is a private park located within the gated neighborhood of Stonegate in the northern section of Lucas. The park does not have a property address, but it is situated between 150 and 250 St. James Drive. Stonegate Park is only accessible to residents within the Stonegate neighborhood. This is a very small neighborhood park

occupying less than one acre adjacent to one of the tributaries of White Rock Creek. The park offers a traditional multiuse playground, small gazebo, picnic tables, and two-foot-wide concrete sidewalk that passes through the park. The sidewalk connects to a concrete trail that continues alongside the tributary of White Rock Creek.

### **EAST WINNINGKOFF TRAILHEAD**

745 East Winningkoff Road

In 2017, the city developed the East Winningkoff Trailhead located in the northeast section of the city. The trailhead sits on three acres of land with equestrian and pedestrian access to the Trinity Trail. The trail access point connects to an unimproved trail along East Winningkoff Road to Welborn Lane that connects to the Trinity Trail. The trailhead offers a large gravel parking lot for loading and unloading of horses. Additional facilities include a corral, pavilion, restroom, and access to water.



### **BROCKDALE PARK TRAILHEAD**

1625 Brockdale Park Road

Brockdale Park was established in 2005 and is located on the eastern edge of Lucas next to Lavon Lake. This park is situated on land owned by the USACE. Brockdale Park is 127 acres which includes the Brockdale Park Trailhead, boat ramp, and the Blackland Prairie Raptor Center. The Brockdale Park Trailhead provides recreational trail access to the Trinity Trail along

## CHAPTER 6 PARKS, RECREATION AND OPEN SPACE

Lake Lavon. The trailhead includes parking, equestrian loading/unloading area, riding arena, restroom facility, pavilion, corral, and access to water. The Brockdale Park boat ramp is located east of the trailhead which allows access to Lake Lavon. The boat ramp has public parking available for vehicles, trailers, and boats. This provides access to recreational activities on the lake for those who enjoy boating and fishing activities. The Blackland Prairie Raptor Center is a non-profit organization that is located on the land area of Brockdale Park. The Blackland Prairie Raptor Center is dedicated to environmental preservation through public education and the conservation of birds of prey and wildlife in their natural habitat.



### **HIGHLAND PARK TRAILHEAD**

1955 Snider Lane

Similar to Brockdale Park, the USACE owns and maintains Highland Park. Highland Park is located at the northeast edge of Lucas and is approximately 59 acres. The park has a parking area and restrooms with relatively minimal services onsite. Highland Park provides a boat ramp at the north end of the park for boating and fishing activities on

Lavon Lake. The entrance to the boat ramp is through Highland Park Road which is located north of Snider Lane. The boat ramp is concrete with ample parking for trailers and vehicles. Trinity Trail passes through Highland Park and provides access points to the trail. A section of the Trinity Trail continues north past the limit of Highland Park to the northern section of Lucas near the NTMWD Treatment Plant. The Highland Park Trailhead is located south of Highland Park where the public can load and unload their horses to utilize the trail system. The trailhead includes facilities such as a loading/unloading area, ADA compliant restrooms, one pavilion, and a watering place for horses.

### **OPEN SPACES AND NATURAL FEATURES**

Open space is defined by the U.S. Environmental Protection Agency (EPA) as any open piece of land that is undeveloped and is accessible to the public. There are no buildings or other structures located on land designated as open space. Open space can include school yards, playgrounds, public seating areas, public plazas, vacant lots, and green space. Green space is land that is partly or completely covered with grass, trees, shrubs, or other vegetation including parks, community gardens, and cemeteries. The city's desire to preserve open space is outlined in the Park Land Dedication Ordinance which includes different options for the handling of park land dedication and the preservation of open space in Lucas. Lucas also has other forms of open space such as trail easements and federal land surrounding Lake Lavon. The most important natural feature in Lucas is Lake Lavon and its tributary creeks. Lake Lavon was constructed in 1954 and is owned and controlled by the USACE. There are 20 acres along the lake designated for park use (Brockdale Park and Highland Park) located within the City's boundaries. The public has access to these parks, the trail system, and the lake for recreational activities.

## CHAPTER 6 PARKS, RECREATION AND OPEN SPACE

### EXISTING TRAILS

The Trinity Trail and the connecting trail from the East Winningkoff Trailhead is currently the only public trail in-use that exists in Lucas. The trail is only open for recreational use to equestrians and hikers. The Trinity Trail is situated along Lake Lavon with scenic views of the lake and surrounding natural landscape. The trail is unpaved and 25.5 miles long located on federal land owned by the U.S. Army COE. The trail extends from the south at the East Fork Trailhead in Wylie to the north at the Giant Sycamore Loop in Fairview. There is approximately 11 miles of the Trinity Trail that passes through Lucas. This trail enters the city from the south at Collin Park in St. Paul and stretches north along the edge of the lake passing through Brockdale Park and Highland Park.

The Trinity Trail is operated and maintained by the Trinity Trail Preservation Association, a non-profit organization dedicated to the preservation and maintenance of the Trinity Equestrian and Hiking Trail. The city partners with the Trinity Trail Preservation Association and the USACE for a Public Lands Trail Cleanup where volunteers pick up trash and debris on sections of the Trinity Trail. The city also entered into a Memorandum of Understanding between Collin County and the USACE to work together in coordinating and supporting the development and operation of a multi-use trail for equestrian and pedestrian use at Lake Lavon. This partnership helps determine goals related to the planning, development, maintenance, and operation of the Trinity Trail, Brockdale Park Trailhead and Highland Park Trailhead.

### PROPOSED FUTURE TRAILS

During development of the POSMP, the city conducted a community survey and held public meetings to collect feedback from residents related to parks and open space. Residents ranked trails as the number one interest for parks and open space in the community survey. When the city began updating its Comprehensive Plan, POSB worked towards developing the TMP which focuses on three primary trail sections within Lucas: 1) Central Loop, 2) Northern Trail (Trinity Trail Connect), and 3) Southern Trail (Willow Springs Middle School to Southview Drive). In order to ensure the safety of all users along the trail system, the TMP designates all trails east of FM 1378 (Country Club Road) as equestrian and hiking trails. The trails west and south of FM 1378 are designated as multi-purpose trails to prevent potential safety risks between horse riders, bicyclists, walkers, and hikers.

#### Central Trail Loop

POSB has prioritized the Central Loop in the TMP as the number one trail priority. The Central Loop is a multi-purpose trail focused on connectivity to schools, public facilities, churches, and businesses. There are three major schools located along the Central Loop: Hart Elementary School, Willow Springs Middle School, and Lovejoy High School. The loop also connects to City Hall, the Fire Station, and the Lucas Community Park. The trail loop would begin at West Lucas Road/Allison Lane, extend east to and north on Country Club Road, west onto Estates Parkway, and south on Allison Lane returning to West Lucas Road. There would also be a trail connection through Ingram Lane to connect West Lucas Road and Estates Parkway. As the Texas Department of Transportation (TxDOT) works on the roadway expansion along Angel Parkway, the city may



## CHAPTER 6 PARKS, RECREATION AND OPEN SPACE

want to consider a potential trail connection from the Central Loop. This would allow residents to connect to retail and dining establishments in the main commercial area of Lucas.

### **Northern Trail (Trinity Trail Connect)**

The Northern Trail (also known as Trinity Trail Connect) is considered second priority on the TMP. The Trinity Trail Connect is an equestrian and pedestrian trail that connects to the East Winningkoff Trailhead and has access points to the Trinity Trail. This trail consists of two loops which are centrally connected to the East Winningkoff Trailhead. These two loops would allow recreational access for residents who live in the northern area of the city. Public parking is available at the East Winningkoff Trailhead where users could walk or ride horses on the trail and connect to the Trinity Trail through access points.

The first trail loop extends west from Welborn Lane, south on Orr Road, east on Winningkoff Road, and returns north onto Welborn Lane. The second trail loop creates a connecting southern section that extends south from East Winningkoff Road onto Shady Lane, west on Snider Lane, and north on Winningkoff Road.

### **Southern Trail (Willow Springs Middle School to Southview Drive)**

The Southern Trail (also known as Willow Springs Middle School to Southview Drive) is considered third priority in the TMP. This trail would connect the southern neighborhoods to Willow Springs Middle School and Kenneth R. Lewis Park. The trail would begin on the eastern side of Willow Springs Middle School on West Lucas Road and continue south to the back of the school connecting to North Bluffview Drive. The trail would extend south through Hidden Pass Lane, west on South Bluffview Drive, south and east on Bastrop Road connecting to Stinson Road. The trail would continue south along Stinson Road, passing Highland Drive, extend east to Southview Drive, and continues north connecting to Kenneth R. Lewis Park. It is desirable to develop a small trailhead in the southern trail section but due to undefined development, the location has not yet been identified.

## **GOALS AND OBJECTIVES**

The City continues to make improvements and pursue special projects to achieve the goals established in the Comprehensive Plan. The goals and objectives were developed in coordination with previous comprehensive and community planning. The POSTMP help outline a prioritized plan for the development of parks, open space, and trails in Lucas. Since 2017, the city has taken major efforts to achieve these goals such as the development of the East Winningkoff Trailhead, renovation at Forest Creek Park, maintenance at Kenneth R. Lewis Park, and improvements at Lucas Community Park. The city has submitted trail grant applications to be considered for TxDOT Safe Routes to Schools Project, Texas Parks and Wildlife Department Recreational Trails Grant, and Collin County Parks and Open Space Project Funding Assistance Program. The city continues to monitor for new grant application opportunities and identify potential special projects

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# PARKS, RECREATION AND OPEN SPACE

that would be deemed eligible. Lucas supports the following goals and objectives when considering new projects for parks, open space, and trails.

### **GOAL 1**

Preserve natural environment and native ecosystems.

#### **Objectives:**

- Conserve and protect ecologically sensitive and naturally beautiful areas (e.g., floodplains along creeks, wetlands, high points with scenic views toward Lake Lavon, etc.).
- Establish and/or enhance green space and natural areas along flood plains, and promote public access to green belt areas with trail systems, equestrian/hiking trails, etc.
- Encourage and promote water conservation using native plant materials, Smartscape techniques, and other methods.
- Maintain high standards for groundwater quality due to the proximity of Lake Lavon.
- Encourage development types which minimize impacts upon the community's natural resources and visual appeal.

### **GOAL 2**

Provide a comprehensive TMP to include green belt and open space that is compatible with the environment and compatible with residential neighborhoods.

#### **Objectives:**

- Continue to update Chapter 6, Parks, Recreation and Open Space of the Comprehensive Plan to meets current preferences and reflection of changing environment in the region.
- Promote trail connections and ensure greenbelt and open space dedication during the development review process.
- Create pedestrian and equestrian trails between residential neighborhoods, linear greenbelts, schools, public administrative facilities, and other activity centers, whenever physically and financially possible.
- Continue to adopt and finalize a detailed plan for necessary open space/trail easements to connect existing and future parks, schools, and neighborhoods into an integrated, low maintenance parks and recreation system.
- Formulate and adopt policies and ordinances that protect the acquired/donated park land and open space easements.
- Utilize trails, wherever possible, to connect schools, parks, and residential areas locally and regionally.
- Design a parks and open space system that is interconnected and multifunctional, which protects important natural, cultural, and visual resources while providing appropriate opportunities for recreation.
- Integrate locally planned trails with the “Collin County Regional TMP” approved by the Collin County Commissioners Court on May 7, 2012.
- Coordinate planning efforts and trail connection points with adjacent cities.

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### GOAL 3

Develop and maintain the new Lucas parks and open space system.

#### Objectives:

- Determine actual maintenance cost currently needed to maintain existing parks.
- Undertake the necessary effort to determine maintenance costs and capital investment costs associated with acquiring and/or developing new parks and open space as well as the expansion and redevelopment of existing park facilities
- Allocate sufficient funding to maintain existing parks, open space, and trails.
- Formulate and adopt policies and ordinances that protect existing park facilities, open spaces, and trails.
- Explore cost sharing options such as local, state, and federal grant opportunities.

### PLAN AND RECOMMENDATIONS

The purpose of this plan and recommendations are to provide community direction in a constantly changing environment. The city collaborates with community stakeholders when considering new projects related to public parks, open space, and trails. As the Lucas population continues to increase, the POSB recommends focusing on the expansion of existing parks to accommodate visitors and additional space. Lucas Community Park is a popular park used by the city for large-scale special events and it has become evident that public parking is limited. Special events at the park have become large community gatherings where the city may want to consider expansion in the future. In addition to parks and open space, the City has updated its TMP by examining practical trail locations that would not impede on a resident's property.

POSB has developed an adopt-a-park program where each board member visits a city park on a rotational basis to help recommend park improvements to the city. To further help achieve the goals in this plan, the city's Keep Lucas Beautiful program continues to promote the beautification and natural preservation of Lucas. As the city considers future planning and decision making related to parks, open space, and trails, the following recommendations are intended as a guide for the POSTMP.

- Trails (equestrian, hiking and biking), greenbelts, parkways or paths should connect to large recreational areas and provides access to recreational opportunities and scenic views.
- Prioritization of the TMP beginning with the Central Loop, Northern Trail (Trinity Trail Connect), and Southern Trail (Willow Springs Middle School to Southview Drive).
- Expansion of existing parks to accommodate additional space and public parking during special events.
- Municipal recreational facilities should be used to serve the community and prevent the construction of redundant facilities.
- School recreational facilities are encouraged to make their facilities available to the public when practical. If possible, school recreational areas should include parking, drinking fountains, restrooms, and remain open on weekends and during the summer months.

# CHAPTER 7

## STREETS AND DRAINAGE

### STREETS

The livelihood of a community is, to a very large extent, dependent upon convenient and efficient access to nearby major trade centers, major national travel routes and transportation terminals of national importance outside of the city. It is likewise dependent upon efficient circulation of people within the city. Local streets should provide safe, reliable access to work, schools, shopping, and homes. A street network, therefore, is of vital importance as it ties a community together and links it to the outside world.

The primary function of a street network is the safe and efficient movement of vehicles and people. The street network of any city operates, in effect, as the skeleton of that city, providing access in varying degrees to all properties abutting the network. In addition to moving traffic, streets provide access to and drainage for abutting properties, open space between buildings, and right-of-way for various utilities. In this way, the street network is a primary factor in the determination of appropriate land use locations.

When adequate streets and drainage facilities are constructed, they can represent the largest single required expenditure of a city. As roads age they are affected by many factors: the quality of the soil under the road base, the type of pavement surface; type of preventative maintenance; and drainage conditions in the area (related to topography).

Repairing the roads to proper standards for long term durability can require roads to be raised or lowered to improve drainage, dedicate additional right-of-way, install improved drainage facilities, and use appropriate road construction materials.

### DRAINAGE

To protect property from flooding, it is imperative to facilitate drainage through natural and designed drainage systems. The topography of Lucas consists of both level and rolling terrain. As a result, localized flooding can occur, especially where culvert and drainage ditches are obstructed with vegetation or debris.

Many factors directly affect the surface storm drainage. To minimize property damage from flooding during periods of intense rainfall, the drainage system for a community should be properly designed, sized, constructed, and maintained. Storm drainage facilities include inlets, culverts, bridges, concrete lined channels, natural drainage channels, swales, creeks, retention and detention ponds, and lakes.

Drainage can have significant effects on structural durability of streets and travel safety. Level ground and poor drainage allows water to collect in some areas, which can erode the road base, cause sections of roadway to fail, and lead to loss of traction on the road. Currently roadway drainage is primarily handled via open channels and culverts. Maintenance in these channels is needed to avoid overgrowth of trees and other vegetation. Overgrowth can make roads difficult to drain and roots can undermine the structural stability of the pavements. As a result, the drainage

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## STREETS AND DRAINAGE

system is discussed in conjunction with the streets system in this chapter.

### **BRIDGES/CULVERTS**

Bridges and culverts are important parts of the infrastructure in the city. Both provide passage for transportation, usually over running water. While there are technical differences between bridges and culverts, for the purpose of thoroughfare planning, the road segment is the object of analysis independent of the engineering design characteristics of crossings, insofar as the decision to maintain such connections determines major traffic routes regardless of how the crossing is ultimately achieved. The City of Lucas has the following bridges/culverts over waterways along city-maintained thoroughfares:

- West Blondy Jhune Bridge
- East Blondy Jhune Bridge
- Snider Lane Bridge
- Stinson Culvert
- Winningkoff Bridge

By maintaining these bridges/culverts, Lucas maintains connection across the locations where these segments span. The decision to define these segments as thoroughfares necessitates the maintenance of these drainage/roadway assets. Additional roadways exist over waterways along local streets. These are not included in the thoroughfare plan because they do not carry through traffic and may be added, removed or modified by individual developments at a smaller scale.

The Texas Department of Transportation (TxDOT) maintains additional crossings over watercourses at the state's discretion so, while the same principle concerning the street segments does apply, the city has no direct ownership or control over these crossings.

### **STREET SYSTEM ANALYSIS**

#### **General Street Statistics**

Within the city, traffic control is achieved primarily with signage. The city does not own, operate, or monitor any traffic signals to control traffic flow. TxDOT controls the traffic signals at these intersections:

- West Lucas Road and Southview Drive
- West Lucas Road and Country Club Road
- Country Club Road and Estates Parkway

### **STREET CONFIGURATION AND FUNCTIONAL CLASSIFICATION**

The roadways in Lucas are classified as arterials (Type A and B), neighborhood connectors (Type C), and local streets (Type D). All of these roadways provide different levels of access and serve

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varying levels of traffic volume.

The highest level of roadway in Lucas is the arterial, which carries larger volumes of traffic based upon the number of lanes, with limited access connections. Most of these arterial roads are classified as Farm to Market (FMs) roads. Established in Texas through legislation in 1949, Farm to Market Roads exist as secondary state highway transportation systems connecting rural or agricultural areas to towns and city centers. The FMs have become an integral part of many Texans' daily commute. TxDOT maintains the state's FMs within the City of Lucas which consist of the following:

- FM 1378 Country Club Road and Southview
- FM 2514 Parker Road
- FM 3286 East Lucas Road
- FM 2551 Estates Parkway

The City of Lucas maintains one portion of Class B arterial street, the segment of West Lucas Road connecting Angel Parkway to Country Club Road. Lucas assumed maintenance of this road from Collin County in the 1990's. It was previously a gravel road.

The neighborhood connector carries less traffic utilized for mostly local trips and has a higher level of access. These neighborhood connector streets are owned and maintained by the city and consist of the following:

- Blondy Jhune Road
- Forest Grove Road
- Ingram Lane
- Lewis Lane (the City manages 600 feet of the northern section that is within the City of Lucas)
- Orr Road
- Rock Ridge Road (the City manages 300 feet of the southern section within the City of Lucas)
- Stinson Road
- Snider Road
- Winningkoff Road

Additional neighborhood connectors for consideration to serve future development and public safety consist of:

- The construction of Allison Lane from West Lucas Road to Estates Parkway

Additional residential/local streets (Type D) include:

- Highland Drive from Stinson Road to Southview Drive.
- Completion of northern loop from Orr Road to the east, heading south to East Winningkoff Road.

## CHAPTER 7 STREETS AND DRAINAGE

The remaining streets in the city function as local streets. Local streets have direct access to every parcel and carry a more limited volume of traffic. The 2022 Master Thoroughfare Plan representing the street network in the City of Lucas is located in the Appendix.

### **STREET SYSTEM EVALUATION**

Like other elements of public infrastructure, a street system should be understood as a portfolio of capital assets and must be managed accordingly. Therefore, it is essential that the city have a street condition assessment and management system in place before beginning major improvements to roadways. This system helps to ensure that streets in the existing developed areas of Lucas are improved in a uniform and orderly manner. It is through such a system that completed city projects will provide maximum benefits and will become an integral part of the future city infrastructure. This should assist in the elimination of duplicate expenditures and assure that possible early obsolescence of improvements can be avoided.

A system inventory as part of a street management system helps to identify different segments of the roadway system. Condition evaluation of the roadway segments is the first step in planning improvement. Such a system will provide a continuous evaluation of the street system inventory. It will also help to detect developing problems and determine the proper corrective action needed. If a road is found to be adequate for its present service, it should be re-evaluated in detail every five to 10 years to determine the trend of changes affecting its future adequacy. A complete evaluation of the roadway system would include all arterials, neighborhood connectors, and local streets in the city. As part of the condition assessment, an extensive visual evaluation of the pavement surface conditions, drainage, traffic control devices, and environmental conditions would be performed. This evaluation includes collecting data on the existing roadway conditions and rating evaluated elements for adequacy.

The criteria for the condition assessment are based on criteria which was adapted to the city needs. This condition assessment assists in identifying roadways that are candidates for maintenance, repair or total reconstruction.

### **EXISTING STREET CONDITIONS**

In 2022, the city conducted a pavement condition assessment to gather data to better prepare maintenance and rehabilitation planning. This initial assessment gathered data from approximately 75 miles of city-maintained roadways and assigned ratings using a 5-tier rating model based on the Pavement Surface Evaluation and Rating (PASER) system, a system developed to evaluate the condition of road segments. The city will update this data collection annually for initiative-taking maintenance planning, preservation activities towards maintaining an acceptable rating, and use resources effectively by identifying segments most in need of repair to help extend the life cycle of the city's roadways. See Figure 7.1 Pavement Condition Rating and Percentage.

# CHAPTER 7 STREETS AND DRAINAGE

Future road project are ranked according to priority as follows:

### 1) Street Paving

A large number of streets in the city are paved, have acceptable pavement width and are in fair to good condition. A number of asphalt streets are demonstrating signs of potential failure due to inadequate road bases, poor soil condition, heavy traffic volumes, age, and drainage issues.

### 2) Street Drainage

Some of the street system has been affected by poor drainage flow. The key areas that need to be addressed are silted and improperly sloped open channels along some roadways as well as the silted or undersized culverts. These channels and culverts allow water to flow across and under roadways causing premature damage. Potholes, cracks, and slumped pavement are examples of what can happen when the road base is allowed to erode.

### 3) Street Right-of-Way

Many of the roadways appear to need additional right-of-way to address drainage issues. Existing channels are too close to the road base, allowing water to impact road conditions. These narrow rights-of-way allow trees to grow too close to the roadways. When the right-of-way is not cleared or maintained, tree roots have been found to burrow under the roadway causing damage to the pavement.

### 4) Surface Conditions

Surface distresses may appear on city streets. Asphalt pavement related distresses that are most common included: longitudinal and transverse cracking, potholes and patch deterioration, rutting, shoving and corrugation, alligator cracking, shoulder/pavement edge drop-offs, and deterioration.

Pavement Condition Rating		Maintenance Methods
1	Excellent	New Pavement
2	Very Good	Crack has been sealed
3	Good	Crack Seal/Chip Seal/Routine Maintenance
4	Fair	Minor Rehabilitation
5	Poor	Major Rehabilitation

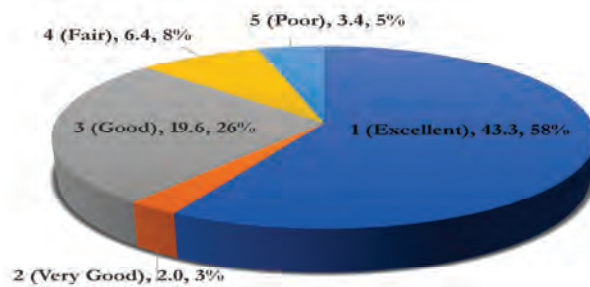


Figure 7.1 - Pavement Condition Rating and Percentage



# CHAPTER 7

## STREETS AND DRAINAGE

### 5) Street Width

Undersized roadways in the city can hamper vehicular circulation. Design consideration should include proper street widths for new and newly reconstructed roadways.

### **TYPES OF STREET IMPROVEMENTS**

There are several different methods of maintaining streets within a city. The appropriate choice depends upon the condition of roadway, the anticipated traffic load, and available funds.

Recommended street maintenance alternatives can include the following.

- Point Repairs -- Excavation of failed pavement sections and repair pavement surfaces (pothole repair).
- Level-Up -- Leveling of depressions in pavement with hot/cold mix asphalt concrete. This is used to even out roadway surface.
- Seal-Coat -- Application of asphaltic cement covered with uniform size of aggregate and rolling the aggregates after application. Ideally used once every three to five years to maintain streets and forestall more costly repairs. It should be noted that sealcoating does not address the structural deficiencies and it is only effective when the roadway base is in relatively good structural condition.
- Overlay -- Depending on the severity of wear, approximately one inch of surface is milled off the existing roadway. The remaining surface material is then overlaid with hot mix asphaltic concrete followed by a surface treatment. This is used to completely replace the surface material of a street to address pavement deterioration and extend street life.
- Reclaim -- Scarifying existing pavement and base material while adding cement to create a recycled asphalt-enhanced roadway base. The base is then compacted and overlaid with a new asphaltic concrete pavement. Streets receiving this treatment might last five years depending on the traffic load and environmental conditions.
- Reconstruction -- Roadway reconstruction options remove the existing pavement and new asphalt, or reinforced concrete pavement is installed. The goal is to construct pavement that has a minimum 20 year life span.

### **DRAINAGE SYSTEM ANALYSIS**

The entire city relies on stormwater drainage to be carried on the surface. The storm drainage system of Lucas currently consists of a system of channels and culverts. These facilities carry stormwater run-off within Lucas to the eventual terminus outside the city limits in Lake Lavon or Lake Ray Hubbard.

Annual precipitation in Lucas is approximately 42 inches per year. Rains are heaviest in spring and fall. City streets are crowned to promote open channel drainage on each side of the street.

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The Federal Emergency Management Agency (FEMA) provides flood insurance rate maps that depict the 100-year and 500-year flood plains. These flood plains cover those areas that would most likely be inundated with storm water during the heaviest rains. The floodway defines the area where buildings are not eligible for flood insurance, while those located in the flood fringe may be eligible once floodproofing is implemented, but development should still be avoided in these locations in favor of alternatives. The goal of this program is to curtail development in floodplain areas, thereby reducing damage to structures and minimizing the danger to people during flooding events. Lucas is a participating city in the National Flood Insurance Program (NFIP).

Collin County, TxDOT, and USACE control some of those facilities in the extraterritorial jurisdiction and some of the roadways in and around the city. Most of the necessary seasonal maintenance is the responsibility of the adjacent individual property owners. Initial design along with poor maintenance can cause negative drainage issues and impact road quality.

### **GENERAL DRAINAGE PROBLEMS**

#### **Creeks**

Creeks are the natural drainage courses that stormwater will follow and will generally flood during storms. Most large channels have their flood carrying capacity indicated by FEMA on their respective floodway maps. It is important to note that creeks that have not been mapped by FEMA are still subject to high water flows. In theory, any property has some chance of flooding given enough rainfall. Flood ways fill first followed by each level of floodplain, then non-floodplain areas.

#### **Water Channels**

A significant portion of the flooding that occurs in the city is associated with open channels and culverts being inundated with rainwater flowing off adjacent properties while following the natural topographical lay of the city. Despite the proper construction and operation of the majority of these channels, it is possible for it to take several days for stormwater to fully drain or dry out in some locations. These channels are designed to convey surface water. Certain facilities, such as detention or retention ponds, are intentionally built to slow down water flowing through them so that downstream channels do not overflow. Impervious surfaces and changes to drainage patterns can cause issues, so these facilities must be actively maintained.

#### **Culverts**

Some structures in the street system do not lend themselves to adequate drainage when the facilities exist perpendicular to the natural flow lines. It is necessary to construct culvert pipes under roadways to allow a path for drainage under those roadway segments. In cases where culvert passage is silted, undersized or not provided, stormwater can cause premature damage to roadways and major safety problems.

### **PLAN AND RECOMMENDATIONS**

#### **Purpose**

The purpose of the Streets and Drainage section of the Comprehensive Plan is to assist the city in

## CHAPTER 7 STREETS AND DRAINAGE

appropriating public funds in a manner which maximizes benefit. The plan identifies those street and drainage improvements which are needed in order to provide an efficient transportation system as well as minimizing property damage from flooding during periods of intense rainfall.

### **STREET RECOMMENDATIONS**

The most important consideration when developing a plan for street rehabilitation is to ensure that all plans for roadway construction also include plans for drainage improvements. All plans for road reconstruction must consider the size and slope needs for drainage. Any program for street improvements without drainage improvements is not recommended.

The city has adopted specific street section designs based on roadway classification. Different rights-of-way widths, pavement widths, and base thicknesses are required for roadways that are expected to serve differing levels of traffic. This is especially useful when enforcing street quality standards and minimums for residential subdivision developments.

If several years lapse before projects are undertaken, a new assessment may be necessary to ensure that data is current. Increased traffic due to growth, new commercial development, and changes in city maintenance practices can revise the recommendations made in this report. Street maintenance and repair plans should be reviewed annually to adjust for cost and changes in the road conditions.

Proposed improvements should be based on the street analysis, focusing on improvements that impact safety, are the most cost effective in the long term, are most in need, or will benefit the most people. High priority projects including highly traveled roadways in poor condition or first-time paving should be considered as soon as the city is able to finance the repairs. For this plan, improvements should be phased. Phasing of improvements is designed to help minimize the financial impact on the community while still realizing the need to make necessary improvements.

### **POSSIBLE FINANCIAL SOURCES FOR IMPROVEMENTS**

The City should pursue funding sources that will make fiscal sense to assist in providing necessary street improvements, including but not limited to:

- The General Fund
- General Obligation Bonds
- Certificates of Obligation
- City Sales Tax
- Special Fees/User Fees
- Grants
- Cost Sharing (e.g., Collin County, TxDOT, NCTCOG)
- Development Fees

# CHAPTER 8 WATER SYSTEMS

## INTRODUCTION

One of the most essential services provided by the City of Lucas is delivering safe drinking water to the community. The City of Lucas owns and operates its water system that consists of elevated storage tanks, ground storage tanks, pumps, water lines, hydrants, valves, etc. A Certificate of Convenience and Necessity (CCN No. 10193 amended on April 5, 2019) was issued by the State of Texas Public Utility Commission (PUC) to the City of Lucas to define its water service area and grant exclusive retail service rights. Because the CCN does not follow city boundaries, there are areas that are not in the city limits of Lucas but receive water from Lucas such as the area west of Rock Ridge Road that is located in the City of Allen’s extraterritorial jurisdiction (ETJ) and Trinity Park that is located in unincorporated Collin County. The Seis Lagos Utility District (SLUD), the Wylie Northeast Special Utility District (WNSUD), and the City of Allen supply water to a portion of residents inside the Lucas city limits and ETJ.

The city’s water system is a vital part of the city-owned infrastructure. The purpose of this section is to provide a description of the current water system, identifying criteria for determining future improvements to the water system, and providing a description of the water system capital improvements needed to meet future demand.

## EXISTING WATER SYSTEM

### Water Supply

The City of Lucas purchases water from the North Texas Municipal Water District (NTMWD). Water is delivered to the city at two delivery points. One delivery point is at the North Pump Station site located on Country Club Road between West Lucas Road and Estates Parkway. The other delivery site is at the McGarity site located on McGarity Lane just east of Angel Parkway. The delivery point at the McGarity site is the newer of the two delivery sites, established in fiscal year 2004/2005.

### Existing System Facilities

The following information describes the location and description of the city’s water infrastructure:

#### Ground Storage:

McGarity Site	200,000-gallon tank 350,000-gallon tank
North Pump Station	500,000-gallon tank 750,000-gallon tank

**Total: 1,800,000 gallons**

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### Elevated Storage:

McGarity Site	300,000-gallon tank
Winningkoff Site	300,000-gallon tank

**Total: 600,000 gallons**

### McGarity Pumping Facilities:

Building No. 1 Pump No. 1 – 1,100 gallons per minute (gpm)
Pump No. 2 – 1,100 gpm
Building No. 2 Pump No. 1 – 750 gpm
Pump No. 2 – 750 gpm
Pump No. 3 – 750 gpm

**Total: 4,450 gpm**

### North Pump Station Pumping Facilities:

Pump No. 1 – 900 gpm
Pump No. 2 – 900 gpm
Pump No. 3 – 900 gpm
Pump No. 4 – 900 gpm
Pump No. 5 – 900 gpm

**Total: 4,500 gpm**

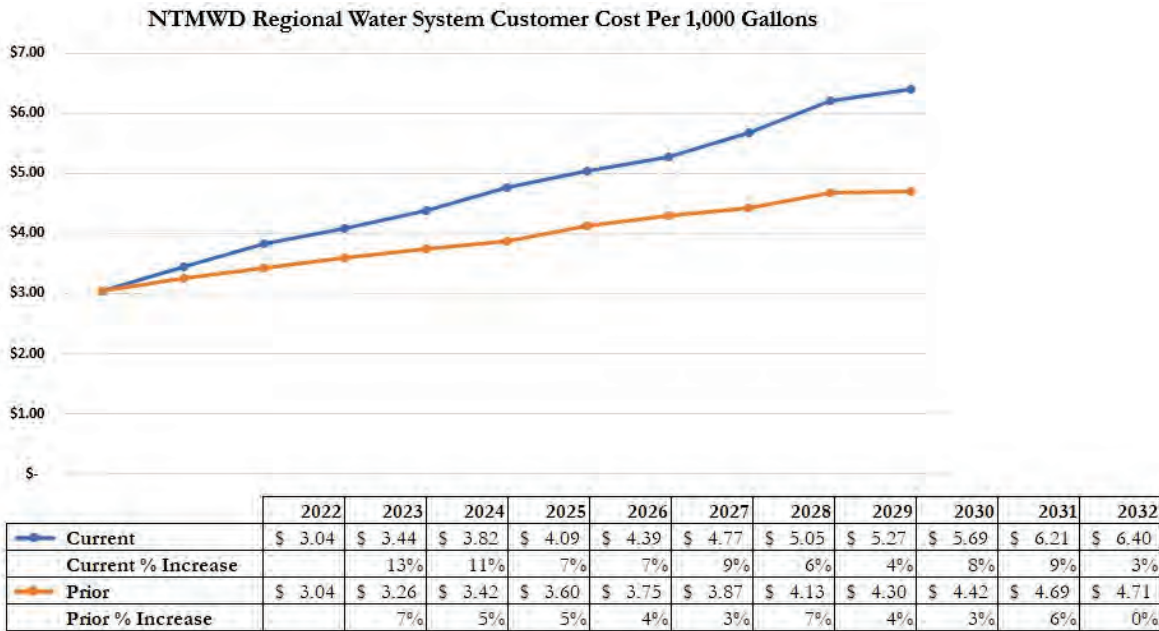
## **FINANCIAL**

The water system is funded by the fees adopted by ordinance and paid by the rate payers within the service area. Approximately every five years, the City of Lucas conducts a rate study to ensure the financial stability of the water system. The objectives of the rate study are to:

- Benchmark the City of Lucas water rates against surrounding communities for the purpose of assessing the regional rate equity.
- Review and forecast operational and maintenance costs and evaluate debt service and future capital investment.
- Develop fair and equitable rate structure for each defined customer class and create a phased approach to rate adjustments.

# CHAPTER 8 WATER SYSTEMS

The graph below illustrates the projected wholesale water rate over a ten-year period. The City must include the cost of its water infrastructure and operational cost to determine the retail water rate for its water customers.



## PARAMETERS FOR FUTURE FACILITIES

Typically, the two principal factors that determine the size and capacity of future water system facilities are the anticipated water demand in the water system and certain facilities design criteria. In the case of the Lucas water system, other factors will also have an impact on the future water system facilities. These factors are staging the additions to the water system to account for development, the need to reduce the number of dead-end water lines in the system, and the ability of the NTMWD to supply water.

### Water Demand

Water demand is a function of the number of people living in the service area and their water usage. The population to be served by the water system will include the build-out population of 13,274, plus an estimated population of 250 people currently being served by the water system that live outside the city limits. Accordingly, an estimated population of 13,442 located within the proposed service area will be utilized for determining the water demand, size and capacity of future system facilities that will eventually need to be met by the water system.

Since water demand in the water system service area is based on the population and their water usage, historical water usage is used to determine per capita per day usage. Based on this historical data, the water usage is approximately 250 gallons per capita per day, the maximum day to average

## CHAPTER 8 WATER SYSTEMS

day ratio is 2.5, and the peak hour to maximum day ratio is 1.8. With a build-out population of 13,442 in the service area, this water usage will result in an average daily demand of 3.75 million gallons per day (mgd), a maximum day demand of 8.4 mgd, and a peak hour demand of 15.12 mgd for the water system at build-out.

### **Design Criteria**

Different design criteria can be used to determine the size and capacity needed for future system facilities. Minimum requirements for determining the size of storage and pumping facilities are provided by the Texas Commission on Environmental Quality (TCEQ). Per the TCEQ, the water system needs to have at least 200 gallons of ground storage and 100 gallons of elevated storage per connection. More stringent design criteria have been utilized, per previous analysis, for the present water system. This design criteria are based on providing elevated storage to meet peak hour demands in the system. Based on these criteria, the elevated storage needs to have enough capacity to provide for peak hour demand with a reserve of one-third of the total elevated storage capacity for fire flow. The ground storage requires sufficient capacity to meet a specified portion of the maximum day demand. The pumping capacity in the system needs to be sufficient to meet a specified portion of the maximum day demand. It is recommended that the more stringent design criteria, which has been used in the past for the existing water system, continue to be utilized for system facilities.

### **Pressure Planes**

The existing water system operates on two pressure planes. The upper pressure plane is located primarily in the northwest part of the service area. The lower pressure plane serves the rest of the service area. The McGarity pump station pumps water to the McGarity tower. The McGarity tower has an elevation of 792 feet which is the upper pressure plane. The North Pump Station pumps water to the Winningkoff tower. The Winningkoff tower has an elevation of 723 feet which is the lower pressure plane.

### **Dead End Water Lines**

There are a large number of dead-end water lines in the existing water system. Dead-end water lines have to be periodically flushed per TCEQ requirements in order to keep sufficient disinfection levels in the water lines. The City has to devote resources and funds to accomplish this purpose. It is the city's goal to reduce the number of dead-end water lines thru the addition of water lines that will provide loops to eliminate the longer dead-end water lines. Looping lines will eliminate the need to flush the lines, improve the dependability of the system in the area, and enhancing fire protection.

# CHAPTER 8 WATER SYSTEMS

## PROPOSED WATER SYSTEM

In 2021, the City acquired the services of an engineering firm, Birkhoff, Hendricks & Carter, LLP (BHC), to prepare an existing water distribution system hydraulic computer model and evaluation.

To conduct the existing waters system demand analysis, the following was evaluated:

- Hourly Pumping, Elevated and Ground Storage Levels
- NTMWD Supply Meter Data
- Customer Retail Billing Records

The findings of the demand analysis illustrated the following:

- Residential Maximum Day Unit Demand:  
495 gallons per capita per day (gpcd)
- Residential Maximum Hour Unit Demand:  
891 gpcd
  - Maximum Day Demand (4.3 MGD)
  - Maximum Hour Demand (7.7 MGD)
  - Minimum Hour Demand (0.98 MGD)

The existing water system hydraulic model included the following information:

- Base Map: Collin Central Appraisal District Lots
  - All known water lines in the system create network
  - Junction Nodes (Elevations and System Demands)
  - Existing System Pressure Plans (or Service Areas)
    - 792 Service Area (High Zone – McGarity Pump Station and EST)
    - 723 Service Area (Low Zone- North Pump Station and EST)
  - Pump Stations and Ground Storage Reservoirs
  - McGarity Pump Station: 5 Pumps = 4.82 MGD
  - North Pump Station: 5 Pumps = 5.20 MGD
- Total = 10.02 MGD**

<b>Existing System Pumping Recommendations</b>					
Service Area	Population Served	Estimated Number of Connections	TCEQ Min. Pumping (0.6 gpm/Conn.)	BHC Pumping Requirements	Total Existing Pumping
723 Service Area	5356	1706	1.47 MGD	2.72 MGD	5.20 MGD
792 Service Area	2711	863	0.75 MGD	1.58 MGD	4.82 MGD
<b>System Totals</b>	<b>8067</b>	<b>2569</b>	<b>2.22 MGD</b>	<b>4.30 MGD</b>	<b>10.02 MGD</b>



# CHAPTER 8 WATER SYSTEMS

<b>Existing System Storage Recommendations</b>							
Service Area	Population Served	Estimated Number of Connections	TCEQ Minimum Volume Elev. Storage	BHC Elevated Storage Requirements	Total Existing Elevated Storage	BHC Ground Storage Recommendation	Total Existing Ground Storage
723 Service Area	5356	1706	0.34 MG	0.54 MG	0.30 MG	0.68 MG	1.25 MG
792 Service Area	2711	863	0.17 MG	0.32 MG	0.30 MG	0.40 MG	0.55 MG
<b>System Totals</b>	<b>8067</b>	<b>2569</b>	<b>0.51 MG</b>	<b>0.86 MG</b>	<b>0.60 MG</b>	<b>1.08 MG</b>	<b>1.80 MG</b>

The general conclusions identified the strengths of the water system to include:

1. The Water Distribution System has adequate and modern ground storage and high service pumping capacity.
2. The Distribution System layout and sizing is generally adequate and meets the needs of the current system demands, even under a severe test.

The improvements recommended:

1. Additional Elevated Storage Capacity is recommended in the 723 System.
2. The pressure boundary divide could be shifted to provide better and more stable pressures for some customers in the system.
3. Maintenance on the EST at McGarity is difficult (but not impossible) without a second EST in the 792 Service Area.
4. Carefully monitor the operational condition of the new pumps at both the McGarity Pump Station and North Pump Station.

The long-term recommendations include:

1. Develop a Water Distribution Master Plan.
2. Coordinate with NTMWD on long-term water supply needs.
3. Consider a second elevated storage tank for the 792-service area.

### **Proposed System Facilities**

A number of system improvements will need to be made for the future water system based on water demand, the design criteria for improvements, and the other criteria mentioned in the previous section.

As indicated in the long-term recommendations, the City of Lucas has engaged the engineering firm of Birkhoff, Hendricks & Carter, LLP (BHC) to create a Water Distribution Master Plan which will include the following:

## CHAPTER 8 WATER SYSTEMS

Project Component	Total Capital Cost (\$)*
<b>Proposed 0.5 MG EST &amp; Parallel 12-Inch Water Line</b>	
Proposed 0.75 MG EST (723 SA)	\$5,500,000
Parallel 10-in. Water Line	\$2,000,000
<b>TOTAL:</b>	<b>\$7,500,000</b>

1. Review the water capital improvement projects included in the last impact fee report.
2. Review, update, and add where necessary capital projects eligible for recovery in the impact fee program.
3. Update the impact fee models for the years 2022 and 2032 based on population and land use absorption provided by the City. Water models will be 72-hour extended period simulation models for maximum hourly demand conditions. Impact fee models will be compared to the Master Plan buildout models to determine excess capacity in impact fee water lines and facilities.
4. Update the 10-year capital improvement program, including opinions of probable costs and implementation schedule. The 10-year Capital Improvement Program will be based on land use and growth assumptions provided by the City of Lucas.
5. Inventory new and existing water and wastewater projects eligible for the impact fee program.
6. For each project identified, analyze the capacity currently utilized, total capacity available, and the capacity utilized over the impact fee period.

The principal facilities needed for build-out conditions within the water system service area include the following:

Opinion of Cost Include:

- Construction
- Engineering
- Easements
- 20% Contingency

# APPENDIX

**Maps included in the Comprehensive Plan are as follows:**

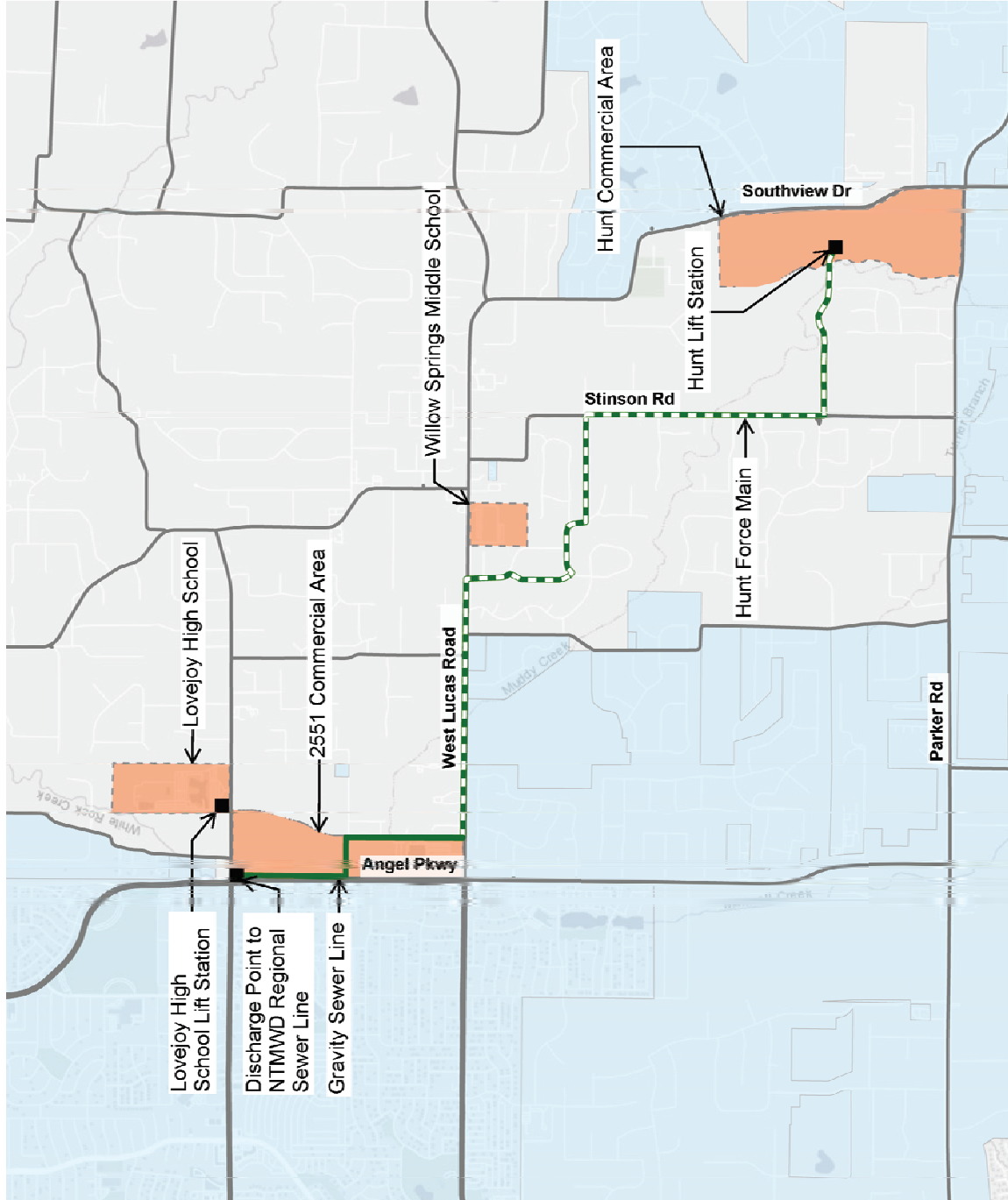
- Wastewater System Master Plan Map
- Water System Map
- Thoroughfare Plan Map
- Land Use Map
- Zoning Map
- Trails Master Plan

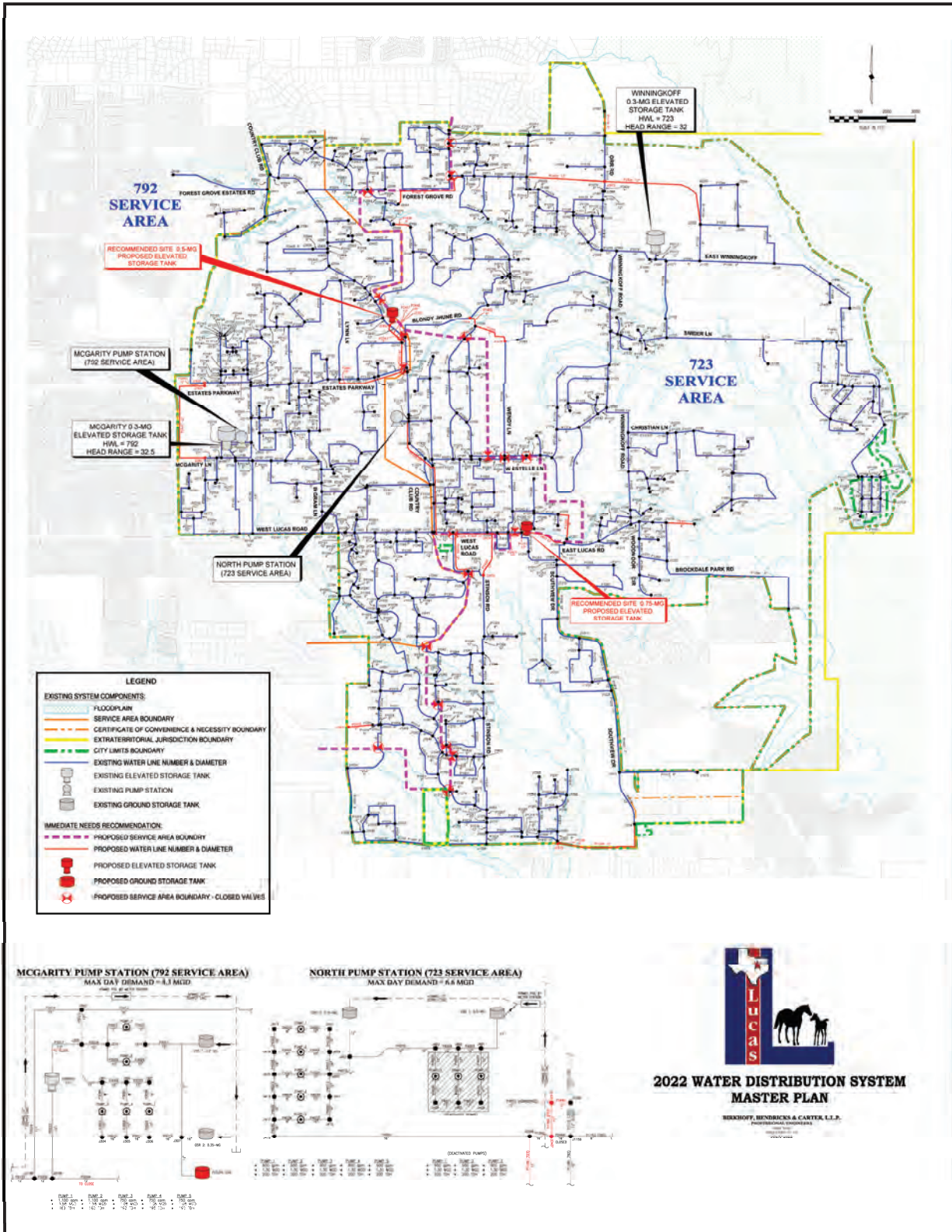
**Notes:**

1. Gravity Sewer Line is presently in service.
2. Hunt Force Main is constructed and out of service pending future development.
3. Lovejoy ISD sewer lines are not maintained by City of Lucas.
4. Willow Springs Middle School is served by City of Parker.
5. The blue shaded area is outside of Lucas City Limits.

# Wastewater Plan City of Lucas 2022

Revised: December 1, 2022  
Adopted: \_\_\_\_\_





**792 SERVICE AREA**

RECOMMENDED SITE 0.5-MGD PROPOSED ELEVATED STORAGE TANK

MCGARITY PUMP STATION (792 SERVICE AREA)

MCGARITY 0.3-MGD ELEVATED STORAGE TANK HML = 792 HEAD RANGE = 32.5

NORTH PUMP STATION (723 SERVICE AREA)

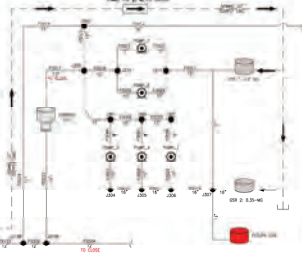
WINNINGOFF 0.3-MGD ELEVATED STORAGE TANK HML = 723 HEAD RANGE = 32

**723 SERVICE AREA**

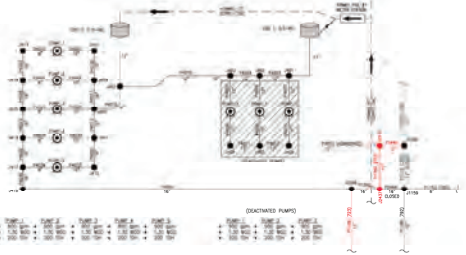
RECOMMENDED SITE 0.75-MGD PROPOSED ELEVATED STORAGE TANK

- LEGEND**
- EXISTING SYSTEM COMPONENTS:**
- FLOODPLAIN
  - SERVICE AREA BOUNDARY
  - CERTIFICATE OF CONVENIENCE & NECESSITY BOUNDARY
  - EXTRATERRITORIAL JURISDICTION BOUNDARY
  - CITY LIMITS BOUNDARY
  - EXISTING WATER LINE NUMBER & DIAMETER
  - EXISTING ELEVATED STORAGE TANK
  - EXISTING PUMP STATION
  - EXISTING GROUND STORAGE TANK
- IMMEDIATE NEEDS RECOMMENDATION:**
- PROPOSED SERVICE AREA BOUNDARY
  - PROPOSED WATER LINE NUMBER & DIAMETER
  - PROPOSED ELEVATED STORAGE TANK
  - PROPOSED GROUND STORAGE TANK
  - PROPOSED SERVICE AREA BOUNDARY - CLOSED VALVES

**MCGARITY PUMP STATION (792 SERVICE AREA)**  
MAX DAY DEMAND = 4.1 MGD



**NORTH PUMP STATION (723 SERVICE AREA)**  
MAX DAY DEMAND = 4.8 MGD



**2022 WATER DISTRIBUTION SYSTEM MASTER PLAN**

HEIDHOFF, HENDRICKS & CARTER, L.P.  
PROFESSIONAL CORPORATION

LEGEND				
Type	Width	# of Lanes	Detail	Proposed Right-of-Way Width (ft)
A	11.5V	6	Y&B	75 x 10ft Median 120
B	9V	4	V&B	32.5ft 90
C	7V	2	Nly	24.25ft 90
D	5V	2	Nly	24ft 90
Proposed	Blue		As Labeled (As Labeled) (As Labeled)	

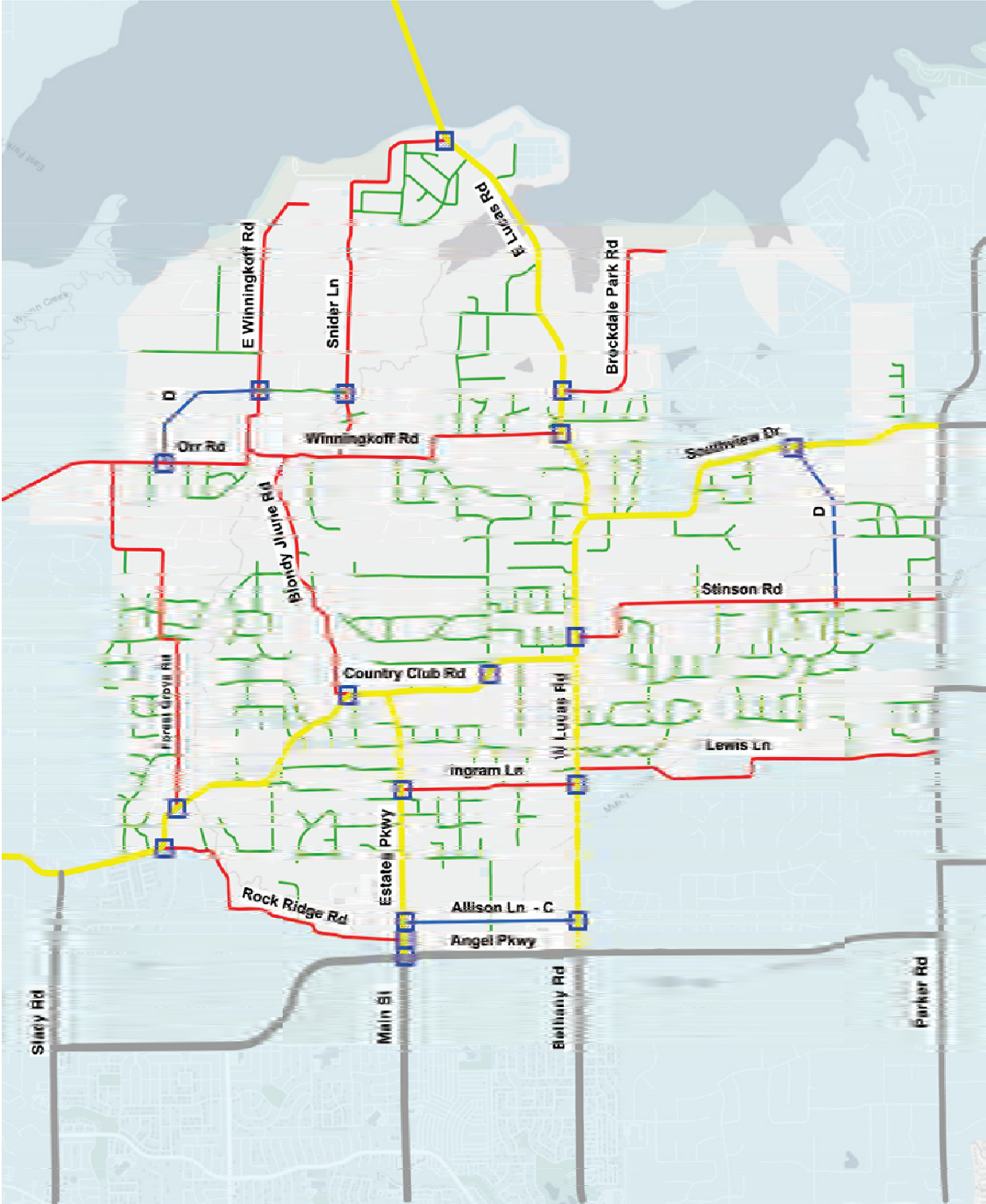
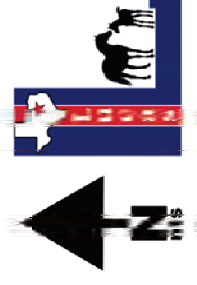
**Proposed Intersection Improvement**

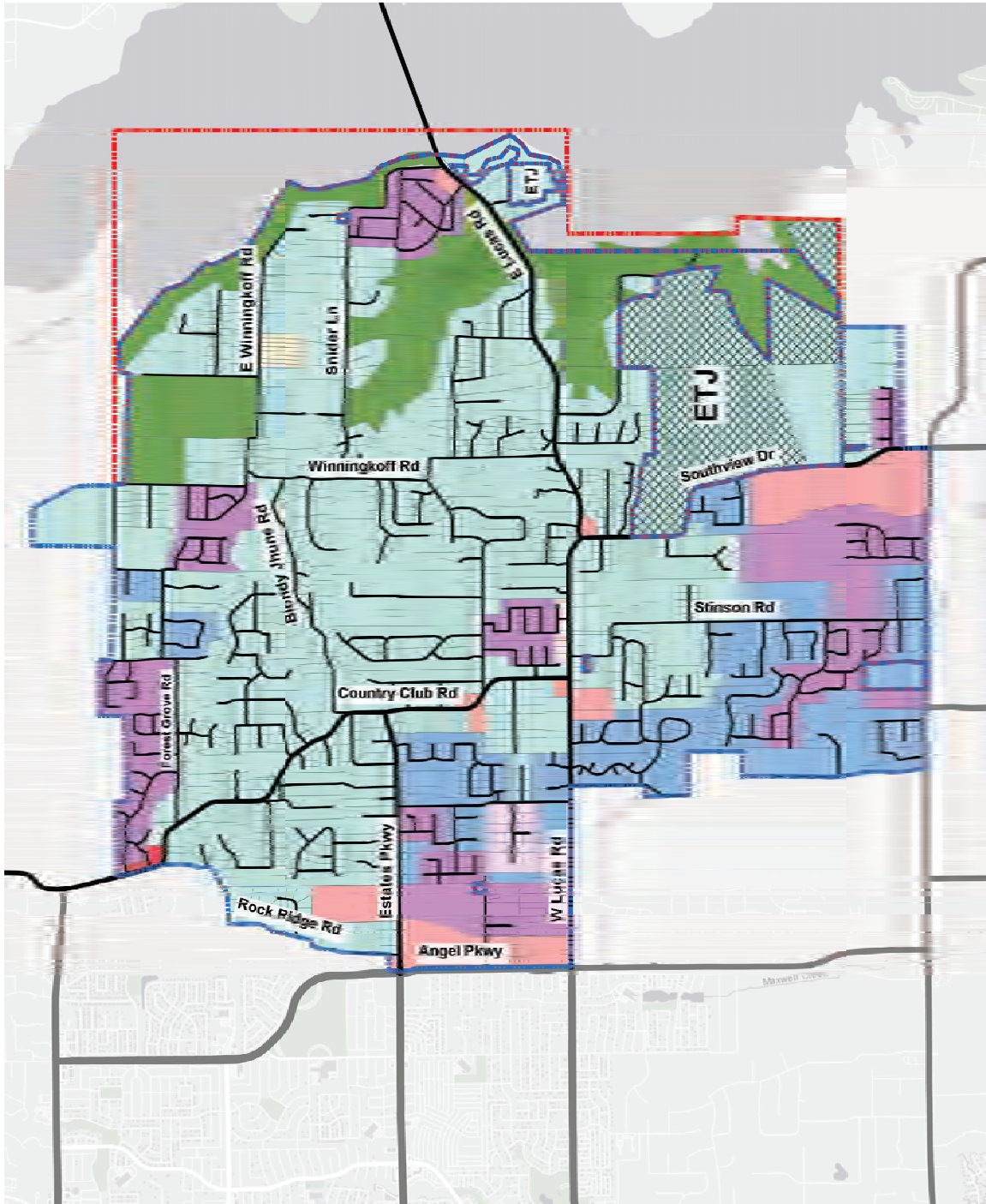
**Notes:**

1. Type D roads are shown for reference only and are not modified by this plan.
2. Private roads and driveways generally are not shown except where valuable for realiability.
3. The blue shaded area is outside of City Limits.
4. Only the Northern 2,300 ft (approx) of Lewis Lane is Lucas maintained.
5. Only the Southern 300 ft (approx) of Rock Ridge Rd is Lucas maintained.

# Thoroughfare Plan City of Lucas 2022

Revised: December 1, 2022  
Adopted:





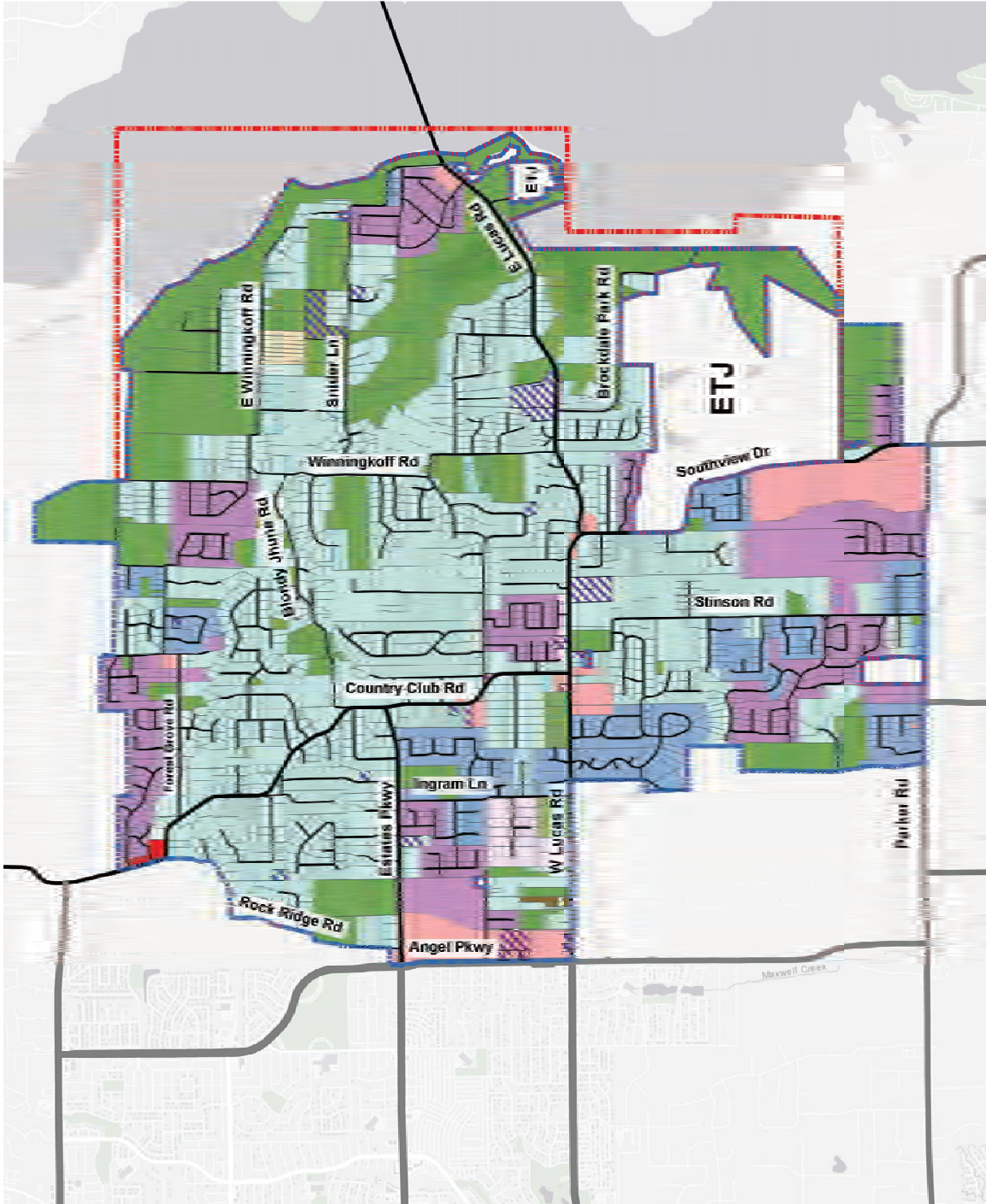
LEGEND	
<b>Land Use</b>	
	R2 (Single Family Residential 2 Acre Lots)
	R1 (Single Family Residential 1.5 Acre Lots)
	R1 (Single Family Residential 1 Acre Lots)
	ED (Estate Development District)
	MFD (Manufactured Housing)
	Commercial
	Village Center
	Open Space
<b>Boundaries</b>	
	Corporate Boundary (City Limit)
	ETJ Boundary (Extrajurisdictional Jurisdiction)
<b>Overlays</b>	
	Areas Managed by Municipal Utility District

# Future Land Use Plan City of Lucas 2022

Revised: January 13, 2023  
Adopted:



As required by Texas Local Government Code, Title 7, Subtitle A, Chapter 213, Sec. 213.005, "A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries."



**LEGEND**

Zoning	
	R2 (Single Family Residential 2 Acre Lots)
	R1.5 (Single Family Residential 1.5 Acre Lots)
	R1 (Single Family Residential 1 Acre Lots)
	ED (Estate Development District)
	MHC (Manufactured Housing District)
	CB (Commercial Business)
	VC (Village Center)
	AO (Agriculture)
	OS (Open Space)
	LI (Light Industrial)

Boundaries	
	Corporate Boundary (City Limit)
	ETJ Boundary (Extrajurisdictional Jurisdiction)

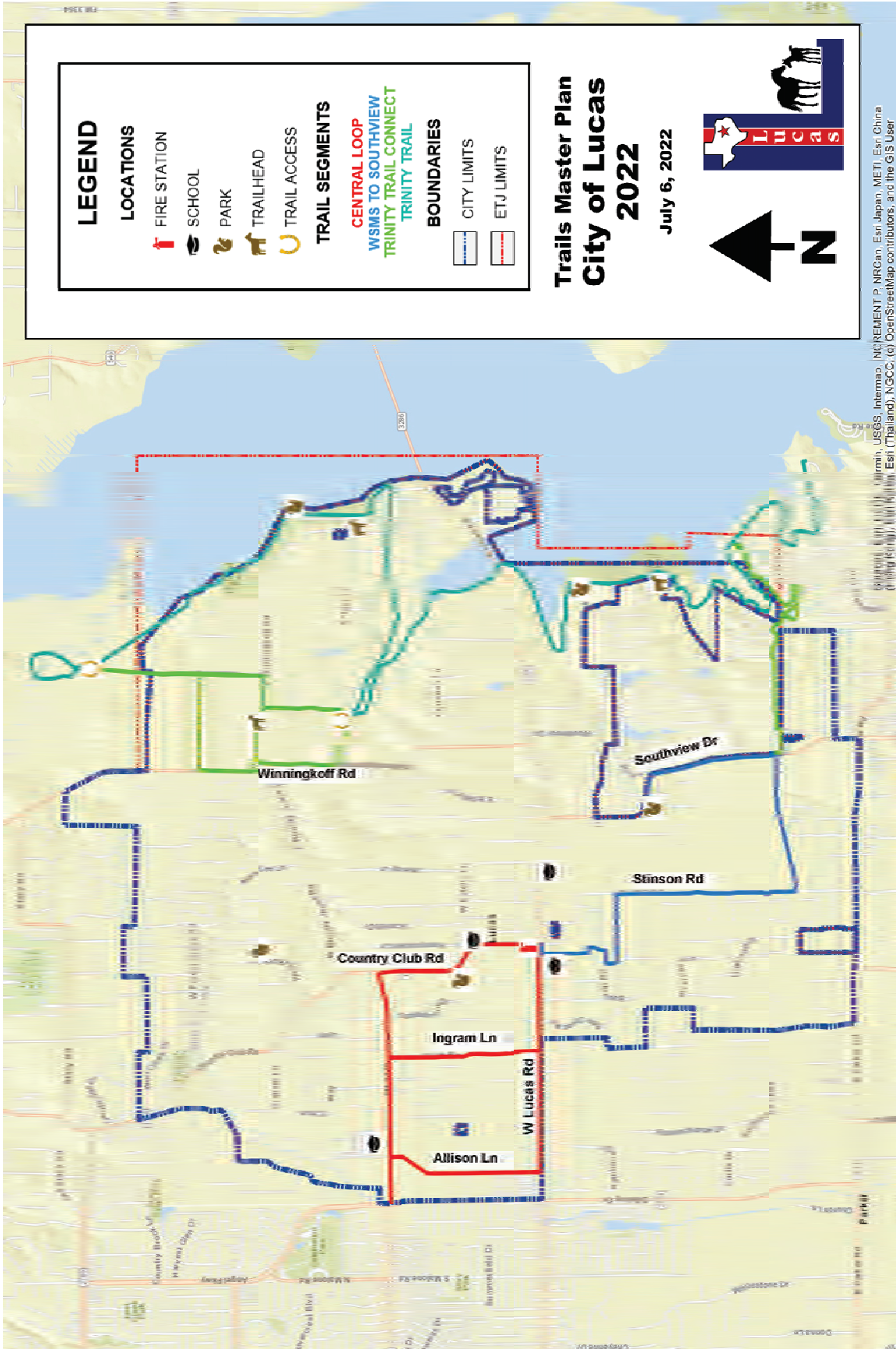
Overlays	
	SUP (Specific Use Permit)

# Zoning Map City of Lucas 2022

Revised: January 13, 2022  
Adopted:












**LEGEND**



**LOCATIONS**

-  FIRE STATION
-  SCHOOL
-  PARK
-  TRAILHEAD
-  TRAIL ACCESS

**TRAIL SEGMENTS**

-  **CENTRAL LOOP**
-  **WSMS TO SOUTHVIEW**
-  **TRINITY TRAIL CONNECT**
-  **TRINITY TRAIL**

**BOUNDARIES**

-  CITY LIMITS
-  ETJ LIMITS

**Trails Master Plan  
City of Lucas  
2022**

July 6, 2022



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# City of Lucas

## City Council Agenda Request

### January 19, 2023

Item No. 06

Requester: City Secretary Erin Day  
CIP Manager Patrick Hubbard  
Public Works Director Scott Holden

#### **Agenda Item Request**

---

Consent Agenda:

- A. Approval of Resolution R 2023-01-00538 scheduling a Public Hearing to consider amendments to the Land Use Assumptions and Capital Improvement Plan under which an Impact Fee may be amended for water and roadways within the City.
- B. Approval of Resolution R 2023-01-00539 designating the official newspaper of the City of Lucas for 2023 beginning January 19, 2023 through December 31, 2023.
- C. Approval of the minutes of the January 5, 2023 City Council meeting.

#### **Background Information**

---

Agenda Item 6A:

The next step in the process for approving the amendments to the Impact Fee Land Use Assumptions, Roadway Capital Improvement Plan, Water Capital Improvement Plan and/or 2022-2032 Impact Fee Update is to approve a resolution to set a Public Hearing date. This item accomplishes this step. Discussion on this item will occur during the Public Hearing.

Agenda Item 6B:

Section 3.17 of the City of Lucas City Charter states, “The City Council shall designate by resolution a newspaper of general circulation in the City as the official newspaper of the City as provided by State law.”

Resolution R 2023-01-00539 will designate the *Allen American* as the official newspaper for the City of Lucas for a term beginning January 19, 2023 through December 31, 2023.

#### **Attachments/Supporting Documentation**

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1. Resolution R 2023-01-00538: Setting public hearing date for Impact Fee amendments
2. Impact Fee Update Schedule
3. Recommendation Letter
4. Resolution R 2023-01-00539: Designating official newspaper for the City of Lucas
5. Minutes of the January 5, 2023 City Council meeting



# City of Lucas

## City Council Agenda Request

### January 19, 2023

#### **Budget/Financial Impact**

---

N/A

#### **Recommendation**

---

City staff recommends approval of the Consent Agenda.

#### **Motion**

---

I make a motion to approve the Consent Agenda as presented.



**RESOLUTION R 2022-11-00538**

[Setting a Public Hearing]

**A RESOLUTION OF THE CITY OF LUCAS, TEXAS, SCHEDULING A PUBLIC HEARING TO CONSIDER AMENDMENTS TO THE LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENT PLAN UNDER WHICH AN IMPACT FEE MAY BE AMENDED FOR WATER AND ROADWAYS WITHIN THE CITY; DIRECTING THE CITY SECRETARY TO PUBLISH NOTICE OF SAID PUBLIC HEARING; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 395, Tex. Loc. Government Code, provides procedures for amending the Land Use Assumptions, Capital Improvement Plan and modification to water and roadway impact fees within the city limits and service area boundaries; and

**WHEREAS**, the City of Lucas has found it necessary and appropriate to employ qualified professionals to prepare amendments to the Land Use Assumptions and Capital Improvement Plan for water and roadway facilities; and

**WHEREAS**, the City of Lucas appointed a Citizens Advisory Committee which is charged to review and evaluate its current land use assumption and advise the City Council on amendments to the Land Use Assumptions and Capital Improvement Plan for water and roadway facilities; and

**WHEREAS**, the City Council of the City of Lucas now desires to schedule a public hearing on the amendments to the Land Use Assumptions and Capital Improvement Plan and modification to water and roadway impact fees in accordance with Chapter 395;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS, THAT:**

**SECTION 1.** In accordance with Chapter 395 of the Texas Local Government Code, the City Council has employed qualified professionals to prepare amendments to the Land Use Assumptions and Capital Improvement Plan for the modification of water, wastewater, and roadway impact fees within the City limits and service area boundaries.

**SECTION 2.** The City Council hereby schedules a public hearing on the amendments to the Land Use Assumptions and Capital Improvement Plan for the possible modifications of water, wastewater, and roadway impact fees on Thursday, March 2, 2023, beginning at 6:30 p.m. at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75502-7651.

**SECTION 3.** The City Secretary is directed to have notice, as attached hereto, of such

public hearing published in the Allen American, on Sunday, January 22, 2023. The City Secretary is further directed to send notice of hearing by certified mail to any person who has given written notice to the City Secretary requesting notice of such hearing.

**SECTION 4.** Copies of the Land Use Assumptions and Capital Improvement Plan for water, wastewater and roadway facilities shall be on file in the office of the City Secretary.

**SECTION 5.** This Resolution shall take effect immediately from and after its passage and publication of the caption, as the law and Charter in such case provide.

**DULY RESOLVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS, ON THE 19TH DAY OF JANUARY, 2023.**

**CITY OF LUCAS, TEXAS**

**APPROVED:**

\_\_\_\_\_  
Jim Olk, Mayor

**ATTEST:**

\_\_\_\_\_  
Erin Day, City Secretary  
(11-14-2022:TM 132361)

## City of Lucas, TX

### 2022-2032 Water and Roadway Impact Fee Update Adoption Schedule

**Notes:**

- 1 The Impact Fee Advisory Committee meets on the same day as the Planning and Zoning Commission (2nd Thursdays of the Month)
- 2 City Council Meets on the 1st and 3rd Thursday of the Month

City Staff/Consultant Meetings	Impact Fee Advisory Committee Meetings	City Council Meeting	Meeting/Action	Agenda and Action Items Required
September 8, 2022			Staff Meeting	Impact Fee Update Kick-off Meeting with City Staff Agenda: a) Service Areas b) Impact Fee Land Use and Growth Assumptions c) Capital Recover Project Data d) Water, Sewer and Roadway Capital Improvement Plans
October 13, 2022			Staff Meeting	Present Impact Fee Capital Improvement Plan and Preliminary Impact Fee Calculations
	October 13, 2022		Impact Fee Advisory Meeting	Initial Meeting with Advisory Committee Draft Review of Impact Fee Land Use and CIP
November 1, 2022			City Staff	Publish Impact Fee Advisory Meeting Notice and Agenda (Sec. 395.055)
	November 10, 2022		Impact Fee Advisory Committee Meeting	Advisory Committee Meeting (Sec. 395.056) a) Review of CIP Update b) Review of Impact Fee Updates c) Advisory Committee Recommendation Letter to City Council
		November 17, 2022		City Council to set a Public Hearing on Amendments to Land Use Assumptions, Capital Improvement Plan, or Impact Fee (Sec. 395.053) for January 5, 2023
December 5, 2022			Notice of Public Hearing	Deadline for Publication of Notice of Public Hearing on January 5, 2023 in local newspaper (Sec. 395.055; 395.044(b))
December 5, 2022			Final Impact Fee Update Report	Final Impact Fee Update Report Published and made available for public review (Sec. 395.054)
	December 8, 2022		Advisory Committee Recommendations	If not completed at Nov. 10th Advisory Committee Meeting, last day for publication of written recommendation to City Council (Sec. 395.056)
		January 5, 2023	City Council Public Hearing	Public Hearing on Amendments to Land Use Assumptions, Capital Improvement Plan, or Impact Fee
			Possible Council Action	Approve, Reject or take no action on Amendments to Land Use Assumptions, Capital Improvement Plan or Impact Fees (Sec. 395.057(a)) <b>NOTE: Council has 30-calendar days to take action</b>
<b>POSTPONED BY CITY</b>				
		January 19, 2023	Possible Council Action	If council action on 01/05/2023, then Approve, Reject or Table Amendments to Land Use Assumptions, Capital Improvement Plan or Impact Fees (Sec. 395.057)
			Possible Council Action	If Impact Fee Amendments are approved, adopt and ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))
		February 2, 2023	Possible Council Action	If no council action on 01/19/2023, then last council meeting to Approve, or Reject Amendments to Land Use Assumptions, Capital Improvement Plan or Impact Fees (Sec. 395.057)
			Possible Council Action	If Impact Fee Amendments are approved, adopt and ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))

January 3, 2023			City Staff	Publish Impact Fee Advisory Meeting Notice and Agenda (Sec. 395.055)
	January 12, 2023		Impact Fee Advisory Committee Meeting	Advisory Committee Meeting (Sec. 395.056) a) Review of Roadway CIP Update b) Review of Roadway Impact Fee Updates c) Advisory Committee Recommendation Letter to City Council
January 16, 2023			City Staff	Finalize Impact Fee Update Report
		January 19, 2023		City Council to set a Public Hearing on Amendments to Land Use Assumptions, Capital Improvement Plan, or Impact Fee (Sec. 395.053) for March 2, 2023
On or Before February 2, 2023			Notice of Public Hearing	Deadline for Publication of Notice of Public Hearing on March 2, 2023 in local newspaper (Sec. 395.055; 395.044(b))
February 2, 2023			Final Impact Fee Update Report	Final Impact Fee Update Report Published and made available for public review (Sec. 395.054)
		March 2, 2023	City Council Public Hearing	Public Hearing on Amendments to Land Use Assumptions, Capital Improvement Plan, or Impact Fee
			Possible Council Action	Approve, Reject or take no action on Amendments to Land Use Assumptions, Capital Improvement Plan or Impact Fees (Sec. 395.057(a)) <b>NOTE: Council has 30-calendar days to take action</b>
			Possible Council Action	If Impact Fee Amendments are approved, adopt and ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))
		March 16, 2023	Possible Council Action	If council action on 03/02/2023, then Approve, Reject or Table Amendments to Land Use Assumptions, Capital Improvement Plan or Impact Fees (Sec. 395.057)
			Possible Council Action	If Impact Fee Amendments are approved, adopt and ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))



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1/12/2023

Re: Water and Roadway Impact Fee Update  
Impact Fee Advisory Committee Recommendation

Honorable Mayor Olk and the City of Lucas City Council:

The City of Lucas Impact Fee Advisory Committee, established in accordance with Section 395.058 of the Texas Local Government Code, met on this date for reviewing the 2022-2032 Roadway and Water impact fee update.

The Impact Fee Advisory Committee reviewed both the 2022-2032 updated Impact Fee Roadway and Water Land Use Assumptions prepared by the City of Lucas Planning and Development Staff; and the calculated Maximum Roadway and Water Impact Fees prepared by Birkhoff, Hendricks & Carter, L.L.P. Professional Engineers.

On behalf of the Advisory Committee, we find the updated Impact Fee Roadway and Water Land Use Assumptions to be consistent with the City's current Comprehensive Plan.

Sincerely,

Chris Bierman, Vice-Chairman,  
Capital Improvements Advisory  
Committee





## RESOLUTION R 2023-01-00539

[Designating Official Newspaper]

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS, DESIGNATING THE *ALLEN AMERICAN* AS THE OFFICIAL NEWSPAPER OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, FOR 2023 BEGINNING JANUARY 19, 2023 THROUGH DECEMBER 31, 2023; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 3.17 of the City Charter states that the City Council pursuant to state law shall designate by resolution a newspaper of general circulation in the City as the official newspaper of the City as provided by State law; and

**WHEREAS**, the City Council of the City of Lucas, Texas, therefore, designates the *Allen American* as the official newspaper of the City;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS:**

**SECTION 1.** That the City Council of Lucas, Texas, hereby designates the *Allen American*, a public newspaper in and for the City of Lucas, Collin County, Texas, as the official newspaper of the City, the same to continue as such until another is selected, and shall cause to be published therein all ordinances, notices and other matters required by law or by ordinance to be published.

**SECTION 2.** This Resolution shall become effective from and after its passage.

**DULY PASSED** by the City Council of the City of Lucas, Texas, on this the 19th day of January, 2023.

CITY OF LUCAS, TEXAS:

ATTEST:

---

Jim Olk, Mayor

---

Erin Day, City Secretary



**City Councilmembers Present:**

Mayor Jim Olk  
Mayor Pro Tem Kathleen Peele  
Councilmember Tim Johnson  
Councilmember Phil Lawrence (*remote*)  
Councilmember David Keer  
Councilmember Debbie Fisher

City Councilmembers Absent:  
Councilmember Tim Baney

**City Staff Present:**

City Manager Joni Clarke  
Assistant City Manager Kent Souriyasak  
Public Works Director Scott Holden  
Development Services Director Joe Hilbourn  
CIP Manager Patrick Hubbard  
City Secretary Erin Day  
Deputy Nicholas Noel

The regular City Council meeting was called to order at 6:30 pm.

**Citizen Input**

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**1. Citizen Input**

There were no citizens wishing to address the City Council.

**Community Interest**

---

**2. Items of Community Interest**

Mayor Olk gave items of community interest including:

- Upcoming public hearing dates for the Comprehensive Plan and Proposed Water and Wastewater Rate Increases.
- Lucas Farmers Market vendor information.
- Information about the new online GovQA Service Request Center.
- Information about the Founders Day Country Fair.
- Councilmember Fisher thanked the Lucas Christian Church for donating a historical plate to the City from the church.

**Public Hearing**

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- 3. Continuation of a Public Hearing to consider adopting Ordinance 2022-12-00963 approving the rezoning request made by Sudhir Sakaria with 3R Land Properties L.C., property owner, to rezone 4 parcels of land on the north side of Parker Road from Residential 1.5 acres to Residential 1 acre, situated in the Lewis P. Turner Survey, Abstract No. 901, Tract 4, 2.280 acres and Tract 5, 3.9943 acres, and the John Gray Survey, Abstract No. 349, Tract 6, 8.5 acres and Tract 7, 10.296 acres.**

Mayor Olk advised this is a continuation of the public hearing from the December 15, 2022 City Council meeting. Development Service Director Joe Hilbourn gave information regarding the zoning request, advising it received a negative recommendation by the Planning and Zoning Commission, and therefore, for the City Council to approve the request, it would require a supermajority vote. The City Council asked Mr. Hilbourn questions regarding roadways, rights-of-way, if during the platting process all ordinances would be required to be followed, septic systems, and detention ponds.

Jack Dunaway, 2 Santa Fe Trail, spoke in opposition due to the increased density, increased traffic, lower property values, and decreased quality of life for residents.

Joseph Ferdo, 6 Cimmaron Trail, spoke in opposition due to the developer's plan to put odorous, aerated septic systems on the lots and it would increase the density in the area.

Mayor Olk closed the public hearing at 6:48 p.m.

Mayor Olk gave information regarding the process of an appeal after the Planning and Zoning Commission recommends denial on a request. He explained that this property is proposed as R1 (Residential 1 Acre) in the Comprehensive Plan, and therefore the City has limited options when it comes to denying the request.

The City Council gave comments advising the public that their concerns are heard, however the Comprehensive Plan has to be followed, and encouraged the public to come to the upcoming public hearings to review the Comprehensive Plan so that issues like this are avoided in the future.

**MOTION:** A motion was made by Mayor Jim Olk, seconded by Mayor Pro Tem Peele, to approve adopting Ordinance 2022-12-00963, approving the rezoning request made by Sudhir Sakaria with 3R Land Properties L.C., property owner, to rezone 4 parcels of land on the north side of Parker Road from Residential 1.5 acres to Residential 1 acre, situated in the Lewis P. Turner Survey, Abstract No. 901, Tract 4, 2.280 acres and Tract 5, 3.9943 acres, and the John Gray Survey, Abstract No. 349, Tract 6, 8.5 acres and Tract 7, 10.296 acres. The motion passed unanimously by a 6 to 0 vote, with Councilmember Baney absent.

4. Public Hearing to consider amendments to the Land Use Assumptions and Capital Improvement Plan under which an Impact Fee may be amended for water and roadways within the City of Lucas. **(Cancelled)**

This public hearing was cancelled.

## **Consent Agenda**

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### **5. Consent Agenda:**

- A. Approval of the minutes of the December 15, 2022 City Council meeting.
- B. Approval of Amendment No. 1 to the Interlocal Agreement between Collin County and the City of Lucas for Law Enforcement Services.

**MOTION:** A motion was made by Councilmember Johnson, seconded by Councilmember Lawrence, to approve the Consent Agenda as presented. The motion passed unanimously by a 6 to 0 vote, with Councilmember Baney absent.

## **Regular Agenda**

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**6. Consider adopting Ordinance 2023-01-00964 amending the City’s Code of Ordinances, Chapter 8, Offenses and Nuisances, Article 8.02 Junked Vehicles.**

Development Services Director Joe Hilbourn gave a presentation explaining that our City Attorney has reviewed this ordinance and has suggested changes to fix errors in the ordinance and to add language regarding watercrafts and aircrafts.

### **Council Comments**

Councilmember Fisher advised she is glad to see the City going through the ordinances and getting them updated. Councilmember Johnson clarified that this ordinance does not mean that citizens cannot have junked vehicles, just that they cannot be seen by the public or be a nuisance. Councilmember Lawrence asked if this ordinance addresses all types of junked vehicles. Mr. Hilbourn advised it does.

**MOTION:** A motion was made by Councilmember Fisher, seconded by Councilmember Johnson, to approve adopting Ordinance 2023-01-00964 amending the City’s Code of Ordinances, Chapter 8, Offenses and Nuisances, Article 8.02 Junked Vehicles as presented. The motion passed unanimously by a 6 to 0 vote, with Councilmember Baney absent.

**7. Discuss the West Lucas Road Reconstruction Project regarding the impacts of the alternative design and provide direction to the City Manager.**

Mayor Olk gave information regarding the history of this reconstruction project, explaining the barriers the City has regarding what Collin County will allow. He presented to the City Council options put together by staff and explained the financial implications of each option.

### **Council Comments**

Mayor Pro Tem Peele advised she is in favor of asking the county to widen the easement or to have the road reconstructed by the City itself without help from the county. Mayor Olk advised he could sit down with the County Commissioner to see if the matter could be taken back to Commissioner’s Court. Councilmember Fisher advised she is opposed to taking away land from Lucas residents. Mayor Olk advised he would like to see left-turn lanes that would make the road safer. The City Council discussed the options and gave direction for the Mayor to schedule meetings with the County Commissioner to attempt to get the matter to go back to Commissioner’s Court.

**MOTION:** There was no motion needed for this item.

**8. Discuss the location requirements related to the installation of utility structures on public right-of-way or easements and provide direction to the City Manager.**

Councilmember Fisher gave information regarding a light pole on Christian Road that was too close to the road and was presenting a safety hazard. She advised she would like to see some standards put in place to prevent utility companies from placing poles too close to the pavement and gave examples of challenges that the City may face in trying to set regulations regarding distance from the pavement.

### **Council Comments**

Mayor Pro Tem Peele asked if measurements on a map should be added to our permitting process. Councilmember Fisher advised that there were requirements in place already, but that the issue is that the further back the light poles are moved, they will eventually be in someone's property, and that utility and water lines that are already existing have to be taken into account.

Mayor Olk directed staff to come up with some safe standards to follow regarding distance from the pavement, property line, other utility lines and water lines.

**MOTION:** There was no motion needed for this item.

- 9. Consider the 88th Legislative Session and discuss any proposed bill or significant resolution that may have an impact on the City of Lucas and provide guidance to the City Attorney and City Manager.**

City Attorney Gorfida asked that the City Council give him a list of bills that are top priority that they would like him to gather more information on and he would set up meetings with them to discuss his findings. Mayor Olk asked Mr. Gorfida if there were any hot-topic issues that the Council should be aware of. Mr. Gorfida and the Council discussed bills of interest such as bills related to election laws, ETJ's, authority of home-rule cities, limiting of construction materials, zoning bills, and any bills that relate to MUD districts.

**MOTION:** There was no motion needed for this item.

- 10. Consider appointing City Council liaisons to the City's boards, commissions, and committees, as well as outside local organizations.**

**MOTION:** A motion was made by Mayor Olk, seconded by Mayor Pro Tem Peele, to appoint; Mayor Pro Tem Kathleen Peele as City Council Liaison to the Board of Adjustment, Councilmember Tim Baney as City Council Liaison to the Parks and Open Space Board, Councilmember Debbie Fisher as City Council Liaison to the North Texas Municipal Water District, Mayor Jim Olk as City Council Liaison to the North Central Texas Council of Governments and the Planning and Zoning Commission, and Councilmembers Debbie Fisher, David Keer, and Tim Johnson as City Council Liaisons to the Service Tree Committee. The motion passed unanimously by a 6 to 0 vote, with Councilmember Baney absent.

### **Executive Agenda**

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- 7. Executive Session:** There was no Executive Session during this meeting.
- 8. Reconvene from Executive Session and take any action necessary as a result of the Executive Session.**
- 9. Adjournment.**

**MOTION:** A motion was made by Councilmember Johnson, seconded by Councilmember Lawrence, to adjourn the meeting at 7:46 pm. The motion passed unanimously by a 6 to 0 vote, with Councilmember Baney absent.

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor Jim Olk

\_\_\_\_\_  
Erin Day, City Secretary



# City of Lucas City Council Agenda Request January 19, 2023

Requester: Mayor Jim Olk

## **Agenda Item Request**

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Presentation to the City of Lucas Finance Department for receiving the 2022 Certificate of Achievement for Excellence in Financial Reporting Award from the Government Finance Officers Association.

## **Background Information**

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The City of Lucas has received the Certificate of Achievement for Excellence in Financial Reporting Award for the September 30, 2021 Annual Comprehensive Financial Report. This is the 12th year in a row the City has received this award by the Government Finance Officers Association of the United States and Canada (GFOA). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government entity and its management.

## **Attachments/Supporting Documentation**

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NA

## **Budget/Financial Impact**

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NA

## **Recommendation**

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NA

## **Motion**

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There is no motion required for this item.



# City of Lucas

## City Council Agenda Request

### January 19, 2023

Requester: Service Tree Committee, City Council

#### **Agenda Item Request**

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Consider nominations for the 2023 Service Tree Award Program.

#### **Background Information**

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The City accepted Service Tree nomination applications from October 1 through December 31, 2022. The City Secretary's office received one nomination for Bill and Kathrin Esposito that has been shared with the Service Tree Committee members, Councilmembers Debbie Fisher, David Keer, and Tim Johnson.

Past Service Tree Award recipients include:

2015 – First Lucas City Council, Rebecca Mark, Charlie Gaines, Suzanne Christian Calton and Shirley Biggs Parker

2016 – Don Kendall, Lee Bauer

2018 – Tracy Matern, Tonda Frazier

2019 – Lee Ford, Peggy Rusterholtz

2020 – David Rhoads, Craig Zale

2021 – Larry Abston, Andre and Debra Guillemaud, Former Councilmember Steve Duke

2022 – Tammy Duke, Gary Johnson, Harry Freshcoln III

#### **Attachments/Supporting Documentation**

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1. Service Tree Nomination (sent under separate attachment)

#### **Budget/Financial Impact**

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The Service Tree Program (Account 6211-445) has \$7,000 budgeted for the 2022-23 fiscal year.

#### **Recommendation**

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The Service Tree Committee will provide a recommendation to the City Council.





**City of Lucas**  
**City Council Agenda Request**  
**January 19, 2023**

**Motion**

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I make a motion to nominate \_\_\_\_\_ as a Service Tree recipient for 2023.



# City of Lucas

## City Council Agenda Request

### January 19, 2023

Requester: Development Services Director Joe Hilbourn

#### **Agenda Item Request**

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Consider adopting Ordinance 2023-01-00967 amending the City's Code of Ordinances, Chapter 3, Building Regulations by adding Article 3.22 Minimum Maintenance Standards.

#### **Background Information**

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The City Attorney has reviewed Chapter 3, Building Regulations and added Article 3.22 Minimum Maintenance Standards to the City of Lucas Code of Ordinances. The City Attorney recommends the following additions:

Proposed maintenance standards for:

- Exterior grounds and premises
- Exterior of structures
- Interior of structure
- Handrails
- Extermination
- Plumbing in all structures and premises
- Fire safety
- Fire protection systems
- Vacant dwelling units, structures, and land

#### **Attachments/Supporting Documentation**

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1. Ordinance 2023-01-00967 Amending Code of Ordinances Chapter 3, Building Regulations, Article 3.22 Minimum Maintenance Standards

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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Staff recommends approval of the proposed changes to Chapter 3, Building Regulations adding Article 3.22 Minimum Maintenance Standards.

#### **Motion**

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I make a motion to adopt Ordinance 2023-01-00967 amending the City's Code of Ordinances, Chapter 3, Building Regulations by adding Article 3.22 Minimum Maintenance Standards.



**ORDINANCE # 2023-01-00967**

**AN ORDINANCE OF THE CITY OF LUCAS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 3 TITLED "BUILDING REGULATIONS" BY ADDING ARTICLE 3.22 TITLED "MINIMUM MAINTENANCE STANDARDS"; PROVIDING FOR A REPEALING CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED TWO HUNDRED DOLLARS (\$2000.00); AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, maintaining and preserving commercial, industrial, and residential structures in a safe and sanitary condition encourages pride in the community, promotes the social and economic welfare of the community, and increases property values, and

**WHEREAS**, the City of Lucas is a growing community that places emphasis on community pride and has a high quality of life standard, and

**WHEREAS**, establishing minimum property standards promotes and protects property owners by providing due process of law and equal protection in enforcing property maintenance criteria, and

**WHEREAS**, in an effort to maintain the high quality of life Lucas residents are accustomed to, as well as protect the health and safety of the community in a fair and lawful manner, the City Council has determined it is in the best interest of the City to adopt minimum maintenance standards for residential, accessory and commercial structures.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS:**

**SECTION 1.** That the City of Lucas Code of Ordinances is amended by amending Chapter 3 titled "Building Standards", by adding Article 3.22 titled "Minimum Maintenance Standards", to read as follows:

**Sec. 3.22.001. Compliance with article provisions.**

Each owner, owner's authorized agent, occupant or other person responsible for the premises within the city shall comply with the applicable provisions of this Article. The standards established in this article shall be the minimum standards for the continued use and occupancy of all structures and premises regardless of when they were constructed. Any structure or premise that is in violation of these standards is hereby declared to be in violation of this article and may be ordered to be one (1) or more of the following: vacated, secured, repaired, removed, or demolished.

**Sec. 3.22.002. Owner's, occupants, and other responsible persons general responsibilities.**

The owner, owner's authorized agent, occupant or other person responsible for the premises shall maintain the structures and premises in compliance with these minimum standards. A person shall not occupy or permit another person to occupy premises which are not in a sanitary and safe condition, and which do not comply with the requirements of this article. The standards of this article are intended to complement the requirements of any other applicable code or ordinance of the City of Lucas and shall not be deemed to lower any more restrictive standard required by the codes at time of original construction or subsequent remodeling. The duty of an owner, owner's authorized agent, occupant or other person responsible to maintain premises in compliance with this article is not affected by any duty this article creates upon the occupants thereof, even if the owner or manager has, by agreement, imposed upon the occupants the duty of maintaining the premises and complying with this article.

**Sec. 3.22.003. All structures and premises.**

a) *Exterior grounds and premises.* The owner, owner's authorized agent, occupant or other person responsible for the premises shall maintain all exterior grounds and premises in a clean, safe, and sanitary condition, including, but not limited to, as follows:

- 1) Maintain parking lots, fire lanes, driveways, sidewalks, porches, patios, and other paved areas free from deterioration, holes, excavations, sharp protrusions, or any other object or condition which may cause injury to a person;
- 2) Provide and maintain legible parking and fire lane markings;
- 3) Cover and maintain all exposed ground with pavement, stone screenings, other solid or semi-pervious material, or vegetative growth that is capable of eliminating soil erosion and dust, and that is free of holes and depressions that may injure a person or property;
- 4) Maintain wells, cesspools, cisterns, and on-site sewage facilities securely covered or closed;
- 5) Maintain trees and tree limbs in accordance with Article 6.03;
- 6) Maintain fences, gates, and screening walls in good condition; and
- 7) Maintain all exterior property and premises free from garbage, junk and refuse in accordance with Article 6.02.

b) *Exterior of structures.*

- 1) The owner, owner's authorized agent, occupant, or other person responsible for the premises shall maintain the exterior of all structures and equipment thereon in good condition, structurally sound, and in a sanitary condition, so as not to pose a threat to the public health, safety, or welfare including, but not limited to, as follows:
  - i. Maintain all exterior surfaces, including, but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks, and fences in good condition. Exterior wood surfaces, other than decay resistant woods,

- shall be protected from the elements and decay by painting or other protective covering or treatment. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and watertight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion;
- ii. Maintain all structural members free from deterioration, and capable of safely supporting the imposed dead and live loads;
  - iii. Maintain all foundation walls plumb and free from open cracks and breaks in such condition so as to prevent the entry of rodents and other pests;
  - iv. Provide mechanical ventilation or screened cross-ventilation openings of not less than one and one-half (1½) square feet for each twenty-five (25) linear feet of wall in each basement, cellar, and crawl space;
  - v. Maintain all exterior walls free from holes, breaks, and loose or rotting materials;
  - vi. Maintain all exterior walls and exposed surfaces of metal or wood to protect them from the elements and against decay or rust by periodic application of weather coating materials, such as paint or similar surface treatment;
  - vii. Maintain the roof and flashing sound, tight and without defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters, and downspouts shall be maintained in good condition and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance;
  - viii. Maintain all cornices, belt courses, corbels, trim, wall facings, and similar decorative features in good condition with proper anchorage and in a safe condition;
  - ix. Maintain all overhang extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes, and exhaust ducts in good condition and properly anchored so as to be kept in a sound condition. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment;
  - x. Maintain every exterior stairway, deck, porch, and balcony, and all appurtenances attached thereto, structurally sound, in good condition, with proper anchorage and capable of supporting the imposed loads;
  - xi. Maintain all chimneys and similar appurtenances structurally safe and sound, and in good condition;
  - xii. Maintain every window, skylight, door, and frame in sound condition, good condition, and weather tight:
    1. All glazing materials shall be maintained free from cracks and holes;
    2. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware; and

- xiii. Maintain all exterior doors, door assemblies, and hardware in good condition. Locks at all entrances to dwelling units shall tightly secure the door.
- 2) Security devices. The owner and manager of all residential rental property shall comply with the Texas Property Code Chapter 92, Residential Tenancies, Subchapter D, Security Devices.
- 3) Storm drainage. The owner, owner's authorized agent, occupant or other person responsible for the premises shall provide and maintain drainage of roofs and paved areas, yards and courts, and other open areas on the premises in a way so as not to be discharged in a manner that creates a public nuisance.

c) *Interior of structure.*

- 1) The owner, owner's authorized agent, occupant or other person responsible for the premises shall maintain the interior of a structure and equipment therein in good condition, structurally sound, and in a sanitary condition, including, but not limited to, as follows:
  - i. Maintain all structural members structurally sound, and capable of supporting the imposed loads;
  - ii. Maintain foundation systems firmly supported by footings and are plumb and free from open cracks and breaks, and are properly anchored with connections capable of resisting all load effects.
  - iii. Maintain all interior surfaces, including windows and doors, in good, clean, and sanitary condition. Peeling, chipping, flaking, or abraded paint shall be repaired, removed, or covered. Cracked or loose plaster, decayed wood, and other defective surface conditions shall be corrected;
  - iv. Maintain every stair, ramp, landing, or other walking surface in sound condition and good condition;
  - v. Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers, or tracks as intended by the manufacturer of the attachment hardware; and
  - vi. Every dwelling unit that contains a kitchen shall meet the following requirements:
    - 1. Food-contact surfaces shall be smooth and easily cleanable and free from areas which are inaccessible to cleaning and inspection;
    - 2. Surfaces for equipment not intended for contact with food but which are exposed to splash or food debris or which otherwise require frequent cleaning shall be smooth, washable, readily accessible for cleaning; and constructed of such material in such repair as to be easily maintained in a clean and sanitary condition;
    - 3. Grease extracting ventilation hoods shall be provided which are readily removable and listed by a recognized testing laboratory.

- vii. Fuel burning equipment. The owner, owner's authorized agent, occupant or other person responsible for the premises shall maintain all fuel burning equipment in accordance with Article 3.10 and provide and maintain:
  - 1. That fuel burning heating and cooking devices be properly vented to the outside;
  - 2. That all fuel supply lines and fuel containers be securely installed to avoid accidental displacement;
  - 3. All required clearances to combustible materials;
  - 4. All safety controls for fuel-burning equipment be in effective operating condition; and
  - 5. A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment.
  
- viii. Mechanical. The owner, owner's authorized agent, occupant or other person responsible for the premises shall provide and maintain heating and cooling facilities in all dwellings in accordance with Article 3.05 and to the following a minimum standards:
  - 1. Heating facilities shall be capable of maintaining a room temperature of sixty-eight (68) degrees Fahrenheit in all habitable rooms, bathrooms, and toilet rooms at any point measured a distance of not more than three (3) feet above floor level, and not more than two (2) feet from an exterior wall;
  - 2. Cooking appliances shall not be used to provide space heating to meet the requirements of this subsection;
  - 3. Cooling facilities shall be capable of maintaining a room temperature of at least fifteen (15) degrees cooler than the outside temperature, but in no event higher than eighty-five (85) degrees, in all habitable rooms, bathrooms, and toilet rooms at any point measured a distance of not less than five (5) feet above floor level, and not more than three (3) feet from an exterior wall;
  - 4. All rooms, and all other enclosed spaces, shall be ventilated in a manner sufficient to keep them free of excessive heat, steam, condensation, vapors, offensive odors, smoke, and fumes; and
  - 5. Intake and exhaust air ducts shall be maintained in such a manner as to prevent the entrance of dust, dirt, and any other contaminating material.
  
- ix. Electrical. The owner, owner's authorized agent, occupant or other person responsible for the premises shall properly install and maintain all electrical equipment, wiring, and appliances in a safe manner and in accordance with Article 3.07, which includes, but is not limited to:
  - 1. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with the National Electrical Code;

2. Artificial light fixtures with protective shields capable of preventing broken glass from falling in areas where food may be exposed and where equipment or utensils may be stored; and
  3. Ground-fault circuit-interrupter protected receptacles shall be provided for the following locations:
    - a. Bathrooms;
    - b. Kitchens where the receptacles are installed to serve the countertop surfaces; and
    - c. Laundry, utility, and wet bar sinks where the receptacles are installed within six (6) feet of the outside edge of the sink.
- x. Egress required. The owner, owner’s authorized agent, occupant or other person responsible for the premises shall ensure that every bedroom has at least one (1) window or opening facing directly to the outdoors which is capable of being opened far enough to permit egress by any adult.
1. It is an affirmative defense to this subsection that the windows conform to all applicable laws at the time of their construction and have been adequately maintained and upgraded to current building code requirements in response to any alteration, fire damage, repair, or addition.
  2. When an unsafe condition exists through lack of, or improper location of exits, the building official, code enforcement officer, or fire chief may require the owner and manager to install additional exits.
- d) *Handrails*. The owner, owner’s authorized agent, occupant or other person responsible for the premises shall provide and maintain every exterior and interior flight of stairs having more than four risers with a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than thirty (30) inches above the floor or grade below with guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
- e) *Extermination*. The owner, owner’s authorized agent, occupant or other person responsible for the premises shall maintain all structures free from insect and rodent infestation.
- f) *Plumbing in all structures and premises*.
- 1) The owner, owner’s authorized agent, occupant or other person responsible for a residential or commercial unit shall provide and maintain the following plumbing facilities, as applicable, connected to approved water and sewer systems in compliance with Chapter 13 of this code and so as not to pose any health or sanitation hazard:
    - i. Kitchen sink, lavatory basin, and either a bathtub or shower all of which are provided with both hot and cold water;
    - ii. Flush toilet; and



- iii. Water heating equipment adequate to supply hot water to every kitchen sink, lavatory basin, and bathtub or shower at a temperature of not less than one hundred ten (110) degrees Fahrenheit.
  - iv. The owner, owner's authorized agent, occupant or other person responsible for the premises shall maintain all occupied areas and all plumbing equipment and facilities in a clean, sanitary condition at all times.
- 2) The owner, owner's authorized agent, occupant or other person responsible for the premises shall take immediate action to clear stoppages and partial blockages of all sanitary sewer systems.
- 3) The owner, owner's authorized agent, occupant or other person responsible for the premises shall notify the code enforcement director and the public works director of sewer overflows immediately, but in no case later than twenty-four (24) hours, after the overflow.
- 4) The owner, owner's authorized agent, occupant or other person responsible for the premises shall maintain access points (i.e., cleanouts and manholes) to sanitary sewer piping closed and tightly capped at all times. It is an affirmative defense that there is construction, cleaning, inspection, or repair actively occurring.
- g) *Fire safety.* The owner, owner's authorized agent, occupant or other person responsible for the premises shall provide and maintain a safe, continuous, and unobstructed path of travel from any point in a structure to the public way. Means of egress shall comply with Chapter 5 of this code and shall include but not be limited to:
  - 1) At least one (1) emergency escape window or door shall be provided for each non-sprinklered bedroom;
  - 2) When an unsafe condition exists due to the provision of an insufficient means of egress system or emergency escape opening, the city may require the owner or manager to comply with this section.
- h) *Fire protection systems.* The owner and manager shall provide and maintain all systems, devices, and equipment to detect a fire, smoke, or carbon monoxide, actuate an alarm, or suppress or control a fire or any combination thereof in operable condition at all times in accordance with the International Fire Code, including, but not limited to, as follows:
  - 1) Smoke alarms shall be installed and maintained on the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms and in each room used for sleeping purposes. It is an affirmative defense to this subsection that the bedroom or sleeping room was constructed prior to August 29, 1991; and
  - 2) Smoke alarms shall receive their primary power from the building wiring and shall be equipped with a battery backup. It is an affirmative defense to this subsection that battery backup is not required for smoke alarms legally installed prior to August 29, 1991. It is an affirmative defense to this subsection that smoke alarms are permitted to be solely battery operated if the alarm was legally installed prior to February 1, 1979.

- i) *Vacant dwelling units, structures, and land.* In addition to the other requirements of this section, the owner and manager shall maintain:
  - 1) All vacant units, structures, and premises thereof or vacant land in a clean, safe, secure, and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety; and
  - 2) All vacant or unoccupied structures or parts of structures completely secure from unauthorized entry.
  - 3) In the event that a structure becomes unsecure after compliance with the standards in this section, the owner and manager shall resecure immediately and maintain said building in a secure manner.

**Sec. 3.22.004. Substandard structures.**

- a) A structure does not meet the minimum standards of this article if it is in violation of any applicable law, or:
  - 1) Is dilapidated, substandard, or a hazard to the public health, safety, and welfare;
  - 2) Is unfit for human habitation because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or hearing facilities, or other essential equipment requested by this article, or because the location of the structure constitutes a hazard to the occupant of the structure or to the public;
  - 3) Is unoccupied by its owners, lessees, or other invitees and unsecured from unauthorized entry to the extent that it could be entered or used by vagrants or other uninvited persons as a place of harborage or could be entered or used by children;
  - 4) Is boarded up, fenced, or secured, but
    - i. Constitutes a danger to the public even though secured from entry; or
    - ii. The means used to secure the building are inadequate to prevent unauthorized entry or use of the building by vagrants, children, or other uninvited persons;
  - 5) There exist conditions caused by accumulations or refuse, vegetation, or other matter that create breeding and living places for insects and rodents; or
  - 6) The condition, use, or appearance of property is in violation of The Code of Ordinances of the City of Lucas, Texas.
- b) A structure is unsafe and dangerous if its structural condition presents a substantial hazard to its occupants, adjoining property, or other persons by not providing minimum safeguards to protect or warn occupants in the event of fire, or because the structure contains unsafe equipment or is so damaged decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation, that partial or complete collapse is possible or that has any of the structural deficiencies listed in Sec. 3.1.001.

- c) The fire chief, building official, or other authorized law enforcement personnel shall be authorized to order the immediate evacuation of any structure which in his or her opinion is unsafe due to hazardous conditions that present imminent danger to the structure's occupants.
- d) Upon failure of the owner, owner's authorized agent or person responsible to comply with the provisions requiring a substandard or dangerous structure to be repaired, demolished the Code Official shall post on the premises of the substandard or dangerous structure a placard bearing the word "Condemned" and a statement of the penalties for occupying the premises or removing the placard.

**SECTION 2.** To the extent of any irreconcilable conflict with the provisions of this Ordinance and other ordinances of the City of Lucas and which are not expressly amended by this Ordinance, the provision of this Ordinance shall remain be controlling.

**SECTION 3.** That should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of the remaining portions of this Ordinance or the City of Lucas Code of Ordinances, as amended hereby, which shall remain if full force and effect.

**SECTION 4.** An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Ordinances of the City of LUCAS, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

**SECTION 5.** That this Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Lucas, and it is accordingly so ordained.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, ON THIS 19th DAY OF JANUARY, 2023.**

APPROVED:

\_\_\_\_\_  
Jim Olk, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Joseph J. Gorfida, Jr., City Attorney  
(12-7-2022: TM 132803)

\_\_\_\_\_  
Erin Day, City Secretary



# City of Lucas

## City Council Agenda Request

### January 19, 2023

Requester: Lucas Farmers Market Committee Chair/Parks Board Member Bill Esposito  
Councilmember Tim Baney  
City Manager Joni Clarke  
Assistant City Manager Kent Souriyasak

#### **Agenda Item Request**

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Receive a presentation of the 2022 Lucas Farmers Market Annual Report and plans for the 2023 market season.

#### **Background Information**

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The Lucas Farmers Market is a city-sponsored special event recommended by the Lucas Parks and Open Space Board and approved by the Lucas City Council. With the support of the City of Lucas, the Lucas Farmers Market Committee (LFMC), a steering committee of citizen volunteers, was established in 2019 to create the Lucas Farmers Market. There were two trial markets and a special holiday market held in 2019 that were well received by the Lucas community. In 2020, there were many challenges associated with the pandemic that impacted market operations during that season. The Lucas Farmers Market finally held its first full season in 2021. The market added new features including special events, youth vendors, Lucas Historical Exhibit, and Market Share donations to local charitable organizations.

The 2022 season proved to be another success with new activities at each market such as the Ice Cream Crank Off, Memorial Day Picnic, Chef Demonstration, Back-to-School Event, and World Food Day. The Lucas Farmers Market held 13 regular markets and two special markets in conjunction with Founders Day and Country Christmas. The City utilized a traffic counter during the season to help determine customer attendance based on car counts. The market's success is due in large part to the strong partnership between the City and the residents who serve on the LFMC to create a special experience benefiting the entire community.

The International City/County Management Association (ICMA) acknowledged the City as the recipient of the Community Partnership Award in recognition of the Lucas Farmers Market. This prestigious award honors an outstanding local government program demonstrating innovation, excellence, and success in multi-participant involvement between a local government, businesses, individuals, and nonprofit agencies to improve the quality of life for residents.

In preparation for the 2023 season, the Parks and Open Space Board and the LFMC has held meetings to plan for the upcoming season which includes vendor recruitment, special events, and marketing. The Parks and Open Space Board has appointed Bill Esposito as Chair and Laura Giles as Vice-Chair of the LFMC. There are currently 13 regular markets and one holiday market at Country Christmas scheduled in 2023.



# City of Lucas

## City Council Agenda Request

### January 19, 2023

#### **Attachments/Supporting Documentation**

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1. 2022 Lucas Farmers Market Annual Report
2. 2023 Lucas Farmers Market Schedule

#### **Budget/Financial Impact**

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For fiscal year 2021/22, the Lucas Farmers Market is budgeted at \$5,000 in account 11-6211-448 Special Events. This does not include the cost of staff labor.

The 2022 Lucas Farmers Market Annual Report includes a review of expenses during the 2022 season. In fiscal year 2021/22, the market's operating expenses totaled \$5,181.58 and the labor costs for non-exempt staff totaled \$8,591.79. Exempt staff are not included in the labor costs.

During the 2022 season, the Lucas Farmers Market continued collecting vendor fees. Vendors were charged a participation fee of \$20 per market. Vendors that reside in the City of Lucas are exempt from the participation fee. The vendor fees collected during the 2022 season totaled \$6,400.

The Lucas Farmers Market was approved in the fiscal year 2022/23 budget for \$5,000 in account 11-6211-448 Special Events.

#### **Recommendation**

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N/A

#### **Motion**

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There is no motion required.

# 2022 LUCAS FARMERS MARKET *Annual Report*





# LUCAS FARMERS MARKET

## 2022 Annual Report



### EXECUTIVE SUMMARY

The Lucas Farmers Market is a city-sponsored special event recommended by the Lucas Parks and Open Space Board and approved by the Lucas City Council. With support from the City of Lucas, the Lucas Farmers Market Committee (LFMC), a steering committee of citizen volunteers, was established in 2019 to create the Lucas Farmers Market. The LFMC established rules and regulations and created the mission statement: ***“The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.”***



There were two trial markets that were held on October 12, 2019, and November 2, 2019. A special holiday market was also held during Country Christmas on December 6, 2019. The LFMC evaluated feedback from the trial markets related to setup, logistics, operations, staffing, vendor selection, marketing, and communications. Necessary adjustments were made to ensure the success of future markets.

The 2020 season of the Lucas Farmers Market was approved by the City Council; however, the most difficult of times occurred when the pandemic began to impact our way of life. In response to the ongoing challenge of COVID-19, the LFMC created strategies to address public health concerns by creating multiple market scenarios to meet changing safety requirements during the pandemic. Restrictions were in place for the remaining markets in 2020 with continued evaluation based on observations and data received regarding COVID-19 cases.

Following the 2019 trial markets and 2020 modified markets, the Lucas Farmers Market finally held its first full season in 2021. The Lucas Farmers Market was able to move towards holding markets at an expanded capacity as public health restrictions began to loosen in Texas during the pandemic. The 2021 season expanded with the introduction of Market Share, special events, and new activities for marketgoers.

The 2022 season was enhanced with scheduled special events at each market, continuing Market Share to support local food pantries and charities, youth booths to encourage young entrepreneurs, and Lucas historical exhibits highlighting different community topics. The market’s success is due in large part to the strong partnership between the City and the residents who serve on the LFMC to create a special experience benefiting the entire community. The International City/County Management Association (ICMA) recognized the City with the Community Partnership Award in recognition of the Lucas Farmers Market which is an outstanding local government program demonstrating innovation, excellence, and success in multi-participant involvement between a local government, businesses, individuals, and nonprofit agencies to improve the quality of life for residents.

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The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.



# LUCAS FARMERS MARKET

## 2022 Annual Report



### 2022 LUCAS FARMERS MARKET SEASON

In preparation for the 2022 season, the LFMC and Parks and Open Space Board held various meetings to plan the upcoming market season and discuss possible improvements. The discussions included vendor recruitment, youth vendors, customer and vendor surveys, volunteerism, roles and expectations, marketing, programs, and special events for each market.

The planning timeline for the 2022 season included:

- **November 16, 2021** – The Parks and Open Space Board held a kick-off meeting to discuss the planning process for the 2022 season.
- **December 7, 2021** – The LFMC and Parks and Open Space Board held a planning meeting which included reviewing customer and vendor survey results, roles and expectations of volunteers, rules and regulations, marketing, vendor recruitment, youth vendors, special events, and programs such as Market Share and Go Texan.
- **January 4, 2022** – The LFMC and Parks and Open Space Board held a workshop to create a schedule of special events to help boost market attendance, increase vendor recruitment, formulate a marketing plan, encourage volunteerism, involvement of youth vendors, and consideration of the Go Texan program.
- **January 25, 2022** – The Parks and Open Space Board held a meeting which included an update on the upcoming season, vendor applications received, and market preparations.
- **February 1, 2022** – The LFMC and Parks and Open Space Board held a workshop to select vendors for the market.
- **March 1, 2022** – The LFMC and Parks and Open Space Board held a workshop to consider additional vendor applications, vendor vetting process, vendor recruitment, and market layout, special events, marketing, and volunteer coordination.
- **April 5, 2022** – The LFMC held a vendor meet and greet potluck in preparation for kicking off the first market of the 2022 season.

The 2022 season concluded with 13 regular markets and two special markets in conjunction with the City’s special events. The market dates for the 2022 season included:

April 9 and 23	August 13 and 27
May 14 (Founders Day) and 28	September 10 and 24
June 11 and 25	October 8 and 22
July 9 and 23	December 2 (Holiday Market at Country Christmas)

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The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.





# LUCAS FARMERS MARKET

## 2022 Annual Report



### 2022 LUCAS FARMERS MARKET SEASON

The LFMC members, volunteers, and city representatives for the 2022 season included:

Name	Committee Represented
Tim Baney	City Council
Joni Clarke	City Staff
Tammy Duke	LFMC
John Elliott	Parks and Open Space Board
Patricia Ewing	LFMC
Bill Esposito	LFMC Chair/Parks and Open Space Board
Kathrin Esposito	LFMC Vendor Coordinator
Laura Giles	Parks and Open Space Board
Christel Parish	Parks and Open Space Board
Kenneth Patterson	Parks and Open Space Board
Pam Poteete	Parks and Open Space Board
David Rhoads	Parks and Open Space Board
Joan Stanton	LFMC
Kent Souriyasak	City Staff
Val Turnbow	LFMC
Sean Watts	LFMC

For fiscal year 2021/22, the Lucas City Council approved a budget of \$5,000 for the Lucas Farmers Market in account 11-6211-448 Parks Events. The following are expenses related to the farmers markets in fiscal year 2021/22:

Purpose	Expense
Business Cards	\$182.91
Event Supplies	\$1,079.93
Shirts	\$1,389.41
Signs	\$1,806.46
Website	\$468.88
Miscellaneous (Music, Dropbox, etc.)	\$253.99
<b>Total</b>	<b>\$5,181.58</b>

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The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.



# LUCAS FARMERS MARKET

## 2022 Annual Report



### MARKET VENDORS AND FEES

On November 5, 2020, the City Council approved to adopt a vendor fee schedule beginning with the 2021 season of the Lucas Farmers Market. Vendor fees were included in the Lucas Farmers Market 2022 Rules & Regulations in which vendors are charged a participation fee of \$20 per market. Vendors that reside in the City of Lucas (also known as “Lucas Local” vendors) are exempt from the participation fee. Vendor fees are collected on the day of each market.

In order to help recruit vendors early for the 2022 season, the Lucas Farmers Market opened the vendor application process on December 7, 2021, with a deadline of January 31, 2022.

The following table shows the total number of Lucas vendors, non-Lucas vendors, total vendors, and total vendor fees collected during the 2022 season:

Date	Lucas Vendors	Non-Lucas Vendors	Total Vendors	Vendor Fees
4/9/2022	20	34	54	\$760
4/23/2022	11	27	38	\$520
5/28/2022	9	31	40	\$620
6/11/2022	13	26	39	\$500
6/25/2022	18	26	44	\$520
7/9/2022	10	23	33	\$460
7/23/2022	8	19	27	\$380
8/13/2022	8	21	29	\$420
8/27/2022	9	17	26	\$340
9/10/2022	13	23	36	\$460
9/24/2022	12	21	33	\$400
10/8/2022	11	27	38	\$540
10/22/2022	11	23	34	\$480
<b>Total Vendor Fees</b>				<b>\$6,400</b>

**Notes:**

1. Vendor fees are not collected at Founders Day (May 14, 2022) and Country Christmas (December 9, 2022) and vendor information is not included in the above table.
2. Some vendors paid a larger sum of the vendor fee in advance for their selected market dates.
3. Some vendors did not pay during the market due to cash shortage or no availability of a check. These vendors eventually paid at a later date or market.



# LUCAS FARMERS MARKET

## 2022 Annual Report



### CITY STAFF AND VOLUNTEERS

During the 2022 season, the LFMC worked on increasing volunteer participation to help fulfill duties such as market setup, parking safety, special event planning, and cleanup. City staff assists with preparing the market layout, vendor fee collection, and traffic during market operations. At each market, city staff is present onsite assisting with the event and providing direction to volunteers to perform necessary duties. Several Lucas citizens became regular volunteers who committed to helping at the markets throughout the season. The LFMC continues to seek more volunteers with the market to help reduce burnout from city staff and volunteers.



The following table includes information on city staffing and labor costs at each market.

Date	Exempt Staff	Non-Exempt Staff	Labor Cost
4/9/2022	3	3	\$641.07
4/23/2022	2	3	\$400.71
5/28/2022	3	3	\$651.37
6/11/2022	2	2	\$480.38
6/25/2022	2	2	\$454.61
7/9/2022	5	2	\$1,230.77
7/23/2022	2	3	\$500.02
8/13/2022	2	3	\$512.77
8/27/2022	2	3	\$360.65
9/10/2022	4	3	\$1,022.32
9/24/2022	4	2	\$1,022.32
10/8/2022	3	3	\$848.61
10/22/2022	2	2	\$466.19
<b>Total Labor Cost</b>			<b>\$8,591.79</b>

**Notes:**

1. Staffing and labor costs related to the special markets at Founders Day (May 14, 2022) and Country Christmas (December 9, 2022) are not included in the above table.
2. Labor cost consists only of non-exempt staff including wages, Medicare, and TMRS for the 2022 market season.
3. Exempt staff (City Manager Joni Clarke, Assistant City Manager Kent Souriyasak, and Development Services Director Joe Hilbourn) are not included in the labor cost.

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The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.



# LUCAS FARMERS MARKET

## 2022 Annual Report



### TRAFFIC COUNTS

City staff utilized a traffic counter and performed manual vehicle counts to help determine the number of customers who attended each market. Vehicle counts were measured per hour from 8:00 am to 12:00 pm at each market. In 2022, a traffic counter was used for the first time to measure vehicle counts on an hourly basis. There were some discrepancies with the traffic counter initially, but city staff was able to reset the dwell speed to 5 miles per hour. This was the most appropriate speed to calculate accurate vehicle counts based on comparison to manual counts.

Date	8:00 am – 9:00 am	9:00 am – 10:00 am	10:00 am – 11:00 am	11:00 am – 12:00 pm	Total
4/9/2022	113	110	96	73	392
4/23/2022	82	108	139	67	396
5/28/2022	90	125	113	66	394
6/11/2022	91	140	105	54	390
6/25/2022	105	123	98	56	382
7/9/2022	90	81	72	40	283
7/23/2022	94	86	93	47	320
8/13/2022	79	108	113	44	344
8/27/2022	62	107	79	36	284
9/10/2022	51	98	82	40	271
9/24/2022	71	68	76	50	265
10/8/2022	50	71	82	40	243
10/22/2022	39	69	84	43	235

**Notes:**

1. Traffic counts related to the special markets at Founders Day (May 14, 2022) and Country Christmas (December 9, 2022) are not available nor included in the above table.




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The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.



# LUCAS FARMERS MARKET

## 2022 Annual Report



### SPECIAL EVENTS

The City and LFMC worked together to plan a special event at each market in 2022. Every special event featured a different activity ranging from educational presentations to pure family fun. The purpose of holding a special event at each market is to help increase public attendance while still providing a unique social experience for the community. The special events were very well-received by the public and there are plans to continue with popular events such as the crowd favorite Ice Cream Crank Off and Memorial Day Picnic.

The following table outlines the 2022 special events that were held at each market.

Date	Special Event
4/9/2022	Plant Sale by Bluebonnet Country Garden Starts and Gardening 101 with Sherrian Jones (Collin County Master Gardeners)
4/23/2022	Backyard Chickens with Cathey Gleason
5/28/2022	Memorial Day Picnic with Hot Dogs, Watermelon, and Seed Spitting Contest
6/11/2022	Ice Cream Crank Off
6/25/2022	Yoga and Kids Crafts
7/9/2022	Summer Picnic with Hot Dogs, Popsicles, and Hula Hoop Contest
7/23/2022	Chef Demonstration with Bill Esposito
8/13/2022	Lovejoy ISD Back to School Event with Lovejoy Marching Band and Dunk Tank
8/27/2022	Canceled (Texas Parks & Wildlife Gun Safety and Hunting Regulations)
9/10/2022	Lucas Fire-Rescue 9/11 Ceremony
9/24/2022	Lovejoy Orchestra and Bee Demo (Collin County Hobby Beekeepers Association)
10/8/2022	World Food Day
10/22/2022	Pumpkin Decorations



*Gardening 101 with Sherrian Jones*



*Backyard Chickens with Cathy Gleason*

The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.



# LUCAS FARMERS MARKET

## 2022 Annual Report



### SPECIAL EVENTS



*Memorial Day Picnic*



*2nd Annual Ice Cream Crank Off  
1<sup>st</sup> Place Winners: The Fisher Family*



*Kids Craft*



*Hula Hoop Contest*



*Chef Demonstration  
with Bill Esposito*



*Back to School Event*

The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.

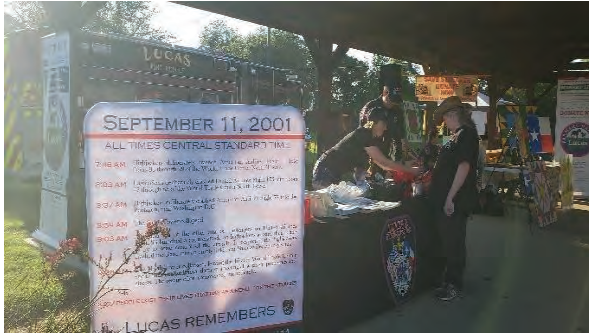


# LUCAS FARMERS MARKET

## 2022 Annual Report



### SPECIAL EVENTS



*Lucas Fire-Rescue 9/11 Ceremony*



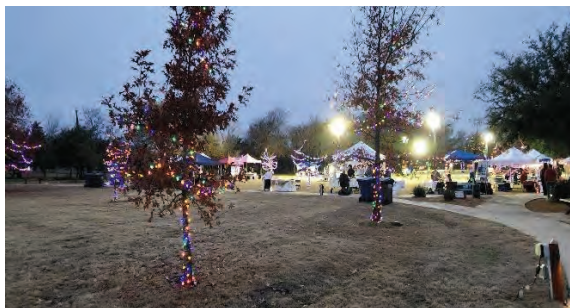
*Lovejoy Orchestra*



*World Food Day*



*Bee Demo with  
Collin County Hobby Beekeepers Association*



*Holiday Market at  
Country Christmas*



*Pumpkin Decorations*

The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.



# LUCAS FARMERS MARKET

## 2022 Annual Report



### MARKET FEATURES

#### MARKET SHARE

In 2021, the Lucas Farmers Market launched Market Share in partnership with local food pantries and charities so the community can easily share with those in need. Market Share was continued in 2022 where a dedicated booth and donation basket was present at each market. Shoppers could easily drop off donations including money, gift cards, canned goods, essential supplies, or purchase items from market vendors to donate. Market Share operates on a rotation basis featuring different partners at the farmers market throughout the season.

**All Community Outreach (ACO)** and **The Samaritan Inn** were participating partners in the Market Share program in 2022. ACO is located in Allen, Texas, and is the sole local provider of free comprehensive human services in Collin County. ACO offers essential and human and social services such as food and case management for families in crisis, expanding to communities throughout Collin County. The Samaritan Inn is located in McKinney, Texas, and is the largest homeless shelter in Collin County. The Samaritan Inn offers a comprehensive homeless program that helps willing people gain dignity and independence.

To help encourage donations for Market Share, the Lucas Farmers Market provided donation opportunities during special events to benefit ACO and The Samaritan Inn. Special events, such as the Memorial Day Picnic where the City gave away free hot dogs and the Lovejoy ISD Back to School Event with the dunk tank, provided opportunities for the public to donate money that would benefit the participating partners of Market Share. These new ideas to promote Market Share were successful and will be continued in 2023 season to benefit local charitable organizations.



The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.





# LUCAS FARMERS MARKET

## 2022 Annual Report



### MARKET FEATURES

#### YOUTH VENDORS

The Lucas Farmers Market continued to include youth vendors during the 2022 season. To inspire youth to become future participants and to provide youth entrepreneurs with an opportunity to gain valuable business skills, the Parks and Open Space Board and LFMC provides an opportunity for “youth booths” at the Lucas Farmers Market to showcase their products. Youth vendors ranged from students in elementary school to high school, and they participate throughout the season.

Youth vendor participants had to adhere to the same rules as our regular vendors and were limited to number of markets they could attend. The Lucas Farmers Market continues to encourage youth vendors to apply and participate in the 2023 season.



#### LUCAS HISTORICAL EXHIBIT

After a successful introduction in 2021, the Lucas Farmers Market continued to feature the Lucas Historical Exhibit at each market during the 2022 season. Lucas City Councilmember Debbie Fisher worked countless hours in preparing a new exhibit for every market to help educate the public about the Lucas community.

The exhibits focused on different themes such as the City’s history, special events, and Lucas animals. All of the various themes are tied together to represent this special, unique community. Back by popular demand, Councilmember Fisher will continue with curating the recurring exhibits at each market during the 2023 season.



The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.



# LUCAS FARMERS MARKET

## 2022 Annual Report



### VENDOR SURVEY

The Lucas Farmers Market administered a vendor survey to obtain feedback from vendor participants on their experiences at the markets. The vendor surveys were administered electronically to all vendors who participated in the 2022 season. Results from the vendor survey were submitted during the month of November 2022. There were 29 vendors who submitted the survey and a summary of the results are below with survey responses in red.

#### Question 1: Vendor Name

KRAVS Pie  
School Bus Farm  
Da Fiamme Llc  
Lucas Local Authors  
POKS Foods LLC  
S&J Canning  
Olukemi Olunowo (Gather Around Cookies)  
Mill Creek Honey Bee Farm  
A&A Sales  
Uniquely Yours by Val  
Amazing Dip Company  
The Stitched Mason  
Lovejoy High School Organic Permaculture Club  
Beautiful Fun Foods by Infinte  
Bees and Blossoms Soaps  
Dirty B  
Katy Portillo  
NaNa's Homemade Baked Goods  
Rose Jewelry ( Annabelle Rose Designs)  
Rose Woods  
From my Heart Creations  
Half Acre Farm  
Julie's Sweet Ideas LLC  
Jolly Acres Farms Caramel  
KAO Snacks  
Thistle and Thunder  
Bustos Creations  
Bare Naked Bee Co  
LoveThat♥GlutenFree



# LUCAS FARMERS MARKET

## 2022 Annual Report



### VENDOR SURVEY

**Question 2: What social media do you maintain for your company?**

Facebook	27 responses
Instagram	20 responses
Twitter	4 responses
TikTok	6 responses
Other	1 response

- Google

**Question 3: Does your company make social media posts before every market?**

Always	10 responses
Sometimes	15 responses
Never	0 response
Other	3 responses

- I participated only in the last market
- Leading up to but not the morning/day of
- We typically do. However, we're in between social media managers

**Question 4: Is your company Go Texan certified?**

Yes	4 responses
No	25 responses

**Question 5: If you are NOT Go Texan certified, would you like more information on how to become Go Texan certified?**

Yes	17 responses
No	10 responses

**Question 6: Vendor Mix**

A) Lucas Farmers Market has a good mix of vendors.	27 responses
B) Lucas Farmers Market should adjust the mix of vendors.	2 responses



# LUCAS FARMERS MARKET

## 2022 Annual Report



### VENDOR SURVEY

**Question 7:** If you selected B above, please specify how Lucas Farmers Market should adjust the mix of vendors.

- Asking the customers that regularly attend the market would give the best answer to this question. I checked B, but honestly have no opinion on the mix other than it should try and meet the customers needs.
- We need to get more variety and more vendors period. We used to be full and now we have 15 to 20 and I think that has hurt business.

**Question 8:** Do you plan on returning next year as a vendor?

Yes 26 responses  
No 3 responses

**Question 9:** If you selected No above, please explain why you are not planning to return next year as a vendor.

- Didn't do well. We seemed to have competition for popcorn and lemonade so our business didn't thrive as much. Also, it was our first time and we weren't profitable after renting the popcorn machine.
- Unfortunately, Susie's Snacks is changing up our business model in the new year to focus more on our manufacturing/ wholesale division and pulling back on our face to face in person markets. We have truly loved being a part of the Lucas Farmers Market since its inception and wish nothing but luck and success for the future!
- I had to leave early due to lack of eggs. I'd love to come back next year just need to make sure i have something to offer before i commit.

**Question 10:** Do you or your company participate at markets in other cities?

Yes, 1 other market 3 responses  
Yes, 2 or more markets 11 responses  
No, this is the only market 15 responses

**Question 11:** If the Lucas Farmers Market at some point in the future were to move to an every week market, would that interest you?

I would be interested in an every week market. 7 responses  
I would certainly participate more, but not at all. 3 responses  
It might increase my participation. 10 responses  
Not at all. 6 responses

---

The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.



# LUCAS FARMERS MARKET

## 2022 Annual Report



### VENDOR SURVEY

**Question 12: How organized was the event?**

<b>Extremely organized</b>	28 responses
<b>Somewhat organized</b>	1 response
<b>Not organized</b>	0 response

**Question 13: How would you rate the venue/location?**

<b>Excellent</b>	20 responses
<b>Very Good</b>	8 responses
<b>Good</b>	1 responses
<b>Poor</b>	0 responses

**Question 14: In what way can we improve the vendor experience at the Lucas Farmers Market? Please be specific.**

- More marketing, more customers coming in.
- Better marketing/advertising will help drive traffic to the market. The summers tend to be very hot and can be difficult as vendors to be outdoors. Maybe considering in doors during the summer may help - not sure if that option is available. Perhaps having weekly markets in the spring and fall, and bi weekly in the summer may help vendors make up for traffic loss during the summer.
- The last market was my first time and I had a great time! I don't have enough information to comment accurately on this question.
- Advertisement - flyer in the water bill specifically for the Farmer's Market. Advertise in other surrounding cities publications if they have one. Work with other cities that have markets. Advertise their markets if they are willing to advertise the Lucas market. And More vendors.
- Spread the food/beverage vendors across the market map some on one end others on the other end.
- It was a great market.
- Group food vendors near the pavilion where the tables are.
- Not sure. Everyone is so helpful and kind.
- Limiting the number of vendors with similar products is one suggestion that I received from customers this season. It doesn't necessarily improve the vendor experience, but it is something that garnered comments this season that I haven't received in previous seasons.

[continue]



# LUCAS FARMERS MARKET

## 2022 Annual Report



### VENDOR SURVEY

[continued]

- I as a vendor have been very vocal about this from when you all started doing this a few years ago, it is very discouraging as a vendor who is not "Lucas Local" that I am required to pay the \$20 vendor fee and they are not. Markets are a community/family and it should be fair across the board.
- No improvements needed in my opinion.
- I was only a vendor for 3 markets. My experience was great.
- You guys are very helpful, can't ask for more.
- I've been very happy at the market. It was a great success for me & loved how helpful & organized it was.
- I feel that if this was a weekly, year round market like McKinney, more people would stop by. The fact that it is on the second and fourth Saturdays is confusing from the feed back I have gotten from people. In McKinney, during the colder months, they start at 9am and go until 1pm and during the warmer months it is 8am to Noon.
- Shuttle events sometimes can be tough on sales.
- Y'all have always done a great job. Very creative ways in getting shopper interest and you're always so accommodating to us.
- July/Aug should end at 11:30. It is just Beyond hot by the time the market is over and one loads and packs up to go..."almost heat stroke material". 🤔 😊 🙏 🤝 🙌

#### Question 15: Do you have any last comments or input you wish to provide?

- Overall market was great. I will do this again.
- Thanks for including us at end of 2022. Our customers were very happy to get these healthy bars in Lucas, close to home as they did not have to drive to other markets.
- I think you all have done a stellar job and we have enjoyed working with you immensely and look forward to continuing to work with you!
- THANK YOU! Thank you for all your hard work and all you do for the market!
- Online Payment Options
- None.
- The events that you all plan at the markets is a good idea. Keep it up.
- Thank you for the experience.
- Thank you to all who have put so much volunteer hours in making it successful.
- Customers complain that the market is too spread out.
- I enjoy the Lucas Farmers Market experience.
- We really enjoy the sense of community at this market!

[continue]



# LUCAS FARMERS MARKET

## 2022 Annual Report



### VENDOR SURVEY

[continued]

- Again, thank you for all you all have done to make this market what it is today. We will truly miss all of the volunteers/ committee members who helped make this market great!
- Y'all are doing a great job!!
- We love coming and think it's very well run!
- See y'all next season.
- I know it takes an army to get these set up, thank you for everything you guys do.
- This year I attempted to do multiple markets with my helper. My helper didn't last & that left me scrambling to attend markets in some cases. In 2023 the goal is to only attend Lucas for my Sat. markets (if accepted again).
- Let me know if there is anything I can do to grow the market.
- It's such an awesome market and we love that there are activities planned that brings in more traffic.
- I really enjoyed the extras this year... hot dogs, watermelon, etc. That was nice for us.
- Such great fun family activities. No wonder y'all won the award! You deserve it!



The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.



# LUCAS FARMERS MARKET

## 2022 Annual Report



### AWARDS AND RECOGNITION

The Lucas Farmers Market continues to follow its mission statement which has resulted in the success of each market season. 2022 proved to be an incredible year for the market that provided the Lucas community with access to local food and artisan products, opportunities to donate to charitable organizations, fun activities designed to bring families together, and educational features to engage customers. The Lucas Farmers Market is a community partner working with citizens, businesses, and nonprofit organizations to create a one-of-a-kind social experience. The immense efforts of the Lucas Farmers Market have drawn up recognition on a state, national, and international level.

The International City/County Management Association (ICMA) advances professional local government worldwide with a mission to create excellence in local governance by developing and fostering professional management to build livable communities that improve people’s lives. The City of Lucas was honored by ICMA as the recipient of the Community Partnership Award. Nominations were evaluated by an independent, 13-person panel of ICMA members. ICMA recognized the unique partnerships and innovative approach to creating and sustaining the Lucas Farmers Market. Our market demonstrated the involvement between the City, private sector businesses, individuals serving in the capacity of the Parks and Open Space Board members and volunteers of the Lucas Farmers Market Committee to improve the quality of life for residents.



In addition to this distinguished honor, ICMA featured the Lucas Farmers Market as an award winner on the ICMA website and in a publication of Public Management, an official award-winning magazine. The Lucas Farmers Market also received significant recognition on a state level. Representative Candy Noble presented the City with a State of Texas Resolution congratulating the Lucas Farmers Market on its success and prestigious award honor. On a national level, Congressman Van Taylor presented the Lucas Farmers Market with a Certificate of Congressional Recognition from the U.S. House of Representatives.



The Lucas Farmers Market is now an internationally recognized community program for its innovative approach to creating community partnerships. Lucas continues to be a special hidden gem in the Dallas metroplex, and the Lucas Farmers Market represents what makes the community a special place to live. As we move forward with the 2023 season, the Lucas Farmers Market strives to become even better and provide more unique experiences for the community to share with families and friends.

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The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.





# LUCAS FARMERS MARKET

## 2022 Annual Report



### APPENDIX

- A. Public Magazine Article: Community Partnership Award for Lucas Farmers Market
- B. 2022 Lucas Farmers Market Vendor Survey Results
- C. 2022 Rules & Regulations

# COMMUNITY *Partnership*

Under 10,000 Population

## LUCAS FARMERS MARKET

### Lucas, Texas

Joni Clarke, ICMA-CM, City Manager

Kent Souriyasak, Assistant to the City Manager



Joni Clarke,  
ICMA-CM



Kent  
Souriyasak

Lucas, Texas, was originally home to several farming communities and has developed into a bedroom community (population 8,631) in the Dallas-Fort Worth metroplex. Despite this evolution, Lucas still has agricultural producers who are passionate about local produce and meats.

Discussions about a farmers market began as early as 2005, but limited resources and inactive involvement delayed its creation for 14 years. In 2019, residents made a collective, organized effort to establish the market in partnership with the city to provide the community with local access to agricultural products, value-added products, artisanal products, and ready-to-eat foods. The city

council and the city’s Parks and Open Space Board approved the creation of the market, and residents led an initiative to form a committee to establish rules and regulations, recruit vendors, plan operations, prepare marketing, and coordinate volunteers. The city contributed such resources as staffing, supplies, setup, teardown, and traffic safety.

The mission of the market is to create a safe and pleasant social experience for the community and visitors by providing access to local farmers, food producers, and artists. The city held two successful trial markets in 2019 and developed plans for a full season in 2020. Each trial market attracted an average of 39 vendors and more than 1,000 customers, and the city incurred direct costs of \$5,725 and indirect costs of \$3,337 for staffing and supplies. To guide future improvements, the city and the committee gathered and evaluated feedback about logistics, operations, staffing, vendor selection, and marketing.

The most difficult period occurred during the COVID-19 pandemic. Because of public health concerns, the city canceled most of the markets scheduled for the spring and summer of 2020



and worked with the market committee to meet changing public health and safety requirements. They outlined five stages to guide operations, starting with normal operations adjusted to provide more spacing (stage 1) and ending with complete closure of the market (stage 5). Stages 2, 3, and 4 imposed increasingly strict restrictions, including masking, parking and crowd limitation, and drive-through purchasing only.

The pandemic spurred a reexamination of needs, resources, and opportunities and set the stage for the 2021 season. The 20-member committee, with active involvement of the Parks and Open Space Board, discussed ways to increase volunteers, streamline tasks, reduce the work burden for city staff, recruit vendors, improve marketing, and adjust rules and regulations as necessary. The city approved \$5,000 to fund market operations and adopted a vendor fee of \$20 per market for nonresidents. The 2021 season offered 12 regular markets and two additional markets in conjunction with the city’s special events. It was very successful, with an average of 343 vehicles and 686 visitors per market.

Several new programs and activities support the market’s mission. A Market Share program assists underserved communities by partnering with local food pantries and charities, allowing residents to easily donate and share food with those in need. The continuing pandemic, exacerbated by Winter Storm Uri, pushed even more local families to seek assistance. Market Share collected a trailer of food donations and raised more than \$1,000 to benefit the local charities.

Additional market programs have included youth booths, which give young entrepreneurs an opportunity to showcase their goods and gain important business skills; a Lucas historical exhibit; a live chef demonstration; an ice cream competition; pumpkin decorations; and the twentieth anniversary commemoration of 9/11.

The success of the Lucas Farmers Market is due in large part to the strong partnership between the city and the residents who serve on the market committee. Together, they identify needs and resources, address safety concerns, and resolve any conflicts. They have invested countless hours in the partnership to create a special experience benefitting the entire community. **PM**



North Liberty, Iowa, answered by establishing the Neighborhood Ambassadors program to close the information gap between the city and its residents and strengthen community connections by partnering with on-the-ground volunteer leaders. Before implementation, City Administrator Ryan Heiar asked the city leadership team to buy into a plan intended to enhance a sense of community safety, increase city information equity, increase positive engagements between city staff and residents, develop future local government leaders, and increase neighborhood-level problem solving, such as parking, barking, shoveling, mowing, and fireworks concerns.

The initial challenge was to increase communication with a diversity of residents. As city leaders approached this problem, they realized that they needed to address an even deeper challenge—how to build authentic connections between the city and its residents and build strong community among residents.

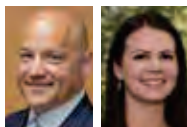
The challenge isn’t unique to North Liberty, but it was exacerbated by several factors that tended to decrease ties between residents and the local community and discourage civic engagement—for example, residents living in new neighborhoods

10,000-49,999 Population

NEIGHBORHOOD AMBASSADORS

North Liberty, Iowa

Ryan Heiar, ICMA-CM, City Administrator  
 Jillian Miller, Community Engagement Coordinator



Ryan Heiar, ICMA-CM  
 Jillian Miller

Community pride starts at a neighborhood level, and quality of life improves when residents feel safe and connected to those who live around them. Good neighbors create great neighborhoods and, ultimately, a strong community. So, how can the city foster that connection?



ID	Vendor Name	What social media do you maintain for your company?	Does your company make social media posts before every market?	Is your company Go Texan certified?	If you are NOT Go Texan certified, would you like more information on how to become Go Texan certified?	Vendor Mix	If you selected above, please specify how Lucas Farmers Market should adjust the mix of vendors.	Do you plan on returning next year as a vendor?	If you selected No above, please explain why you are not planning to return next year as a vendor.	Do you or your company participate at markets in other cities?	If the Lucas Farmers Market at some point in the future were to move to an every week market, would that interest you?	How organized was the event?	How would you rate the venue/location?	In what way can we improve the vendor experience at the Lucas Farmers Market? Please be specific.	Do you have any last comments or input you wish to provide?
1	KRAVS Pie	Facebook;Instagram;	Sometimes	No	No	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	I would certainly participate more, but not all.	Extremely organized	Excellent		Overall market was great. I will do this again.
2	School Bus Farm	Facebook;Instagram;TikTok;	Always	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 2 or more markets	I would be interested in an every week market.	Extremely organized	Excellent	More marketing, more customers coming in.	
3	Da Fiamme LLC	Facebook;Instagram;TikTok;	Sometimes	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 2 or more markets	I would certainly participate more, but not all.	Extremely organized	Excellent		Thanks for including us at end of 2022. Our customers were very happy to get these healthy bars in Lucas, close to home as they did not have to drive to other markets
4	Lucas Local Authors	Facebook;Instagram;TikTok;	Sometimes	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 1 other market	It might increase my participation.	Extremely organized	Excellent		I think you all have done a stellar job and we have enjoyed working with you immensely and look forward to continuing to work with you!
5	POKS Foods LLC	Instagram;Facebook;TikTok;	Sometimes	Yes	No	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	It might increase my participation.	Extremely organized	Excellent	Better marketing/advertising will help drive traffic to the market. The summers tend to be very hot and can be difficult as vendors to be outdoors. Maybe considering in doors during the summer may help - not sure if that option is available. Perhaps having weekly markets in the spring and fall, and bi weekly in the summer may help vendors make up for traffic loss during the summer.	THANK YOU! Thank you for all your hard work and all you do for the market!
6	S&J Canning	Facebook;Instagram;	Sometimes	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 2 or more markets	I would be interested in an every week market.	Extremely organized	Very Good		Online Payment Options
7	Olukemi Oluonwo (Gather Around Cookies)	Facebook;Instagram;	I participated only in the last market.	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	I would be interested in an every week market.	Extremely organized	Excellent		The last market was my first time and I had a great time! I don't have enough information to comment accurately on this question.

ID	Vendor Name	What social media do you maintain for your company?	Does your company make social media posts before every market?	Is your company Go Texan certified?	If you are NOT Go Texan certified, would you like more information on how to become Go Texan certified?	Vendor Mix	If you selected B above, please specify how Lucas Farmers Market should adjust the mix of vendors.	Do you plan on returning next year as a vendor?	If you selected No above, please explain why you are not planning to return next year as a vendor.	Do you or your company participate at markets in other cities?	If the Lucas Farmers Market at some point in the future were to move to an every week market, would that interest you?	How organized was the event?	How would you rate the venue/location?	In what way can we improve the vendor experience at the Lucas Farmers Market? Please be specific.	Do you have any last comments or input you wish to provide?
8	Mill Creek Honey Bee Farm	Facebook;	Sometimes	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	I would be interested in an every week market.	Extremely organized	Very Good	Advertisement - flyer in the water bill specifically for the Farmer's Market. Advertise in other surrounding cities publications if they have one. Work with other cities that have markets. Advertise their markets if they are willing to advertise the Lucas market. And More vendors.	The events that you all plan at the markets is a good idea. Keep it up.
9	A&A Sales	Facebook;	Sometimes	No	No	A) Lucas Farmers Market has a good mix of vendors.		No	Didn't do well. We seemed to have competition for popcorn and lemonade so our business didn't thrive as much. Also, it was our first time and we weren't	No, this is the only market	Not at all.	Extremely organized	Excellent	Spread the food/beverage vendors across the market map some on one end others on the other end.	Thank you for the experience
10	Uniquely Yours by Val	Facebook;	Always	No	No	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	Not at all.	Extremely organized	Very Good	It was a great market.	Thank you to all who have put so much volunteer hours in making it successful.
11	Amazing Dip Company	Facebook;	Sometimes	Yes		A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 2 or more markets	It might increase my participation.	Extremely organized	Very Good	Group food vendors near the pavilion where the tables are	Customers complain that the market is too spread out
12	The Stitched Mason	Facebook;Instagram;	Sometimes	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 1 other market	I would certainly participate more, but not all.	Extremely organized	Excellent		
13	Lovejoy High School Organic Permaculture Club	Instagram;	Sometimes	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	I would certainly participate more, but not all.	Extremely organized	Very Good		
14	Beautiful Fun Foods by Infinte	Facebook;Instagram;	Always	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 2 or more markets	I would certainly participate more, but not all.	Extremely organized	Very Good	Not sure. Everyone is so helpful and kind.	I enjoy the Lucas Farmers Market experience.
15	Bees and Blossoms Soaps	Facebook;Instagram;TikTok;	Always	No	Yes	B) Lucas Farmers Market should adjust the mix of vendors.	Asking the customers that regularly attend the market would give the best answer to this question. I checked B, but honestly have no opinion on the mix other than it should try and meet the customer's needs.	Yes		Yes, 2 or more markets	It might increase my participation.	Somewhat organized	Very Good	Limiting the number of vendors with similar products is one suggestion that I received from customers this season. It doesn't necessarily improve the vendor experience, but it is something that garnered comments this season that I haven't received in previous seasons.	

ID	Vendor Name	What social media do you maintain for your company?	Does your company make social media posts before every market?	Is your company Go Texan certified?	If you are NOT Go Texan certified, would you like more information on how to become Go Texan certified?	Vendor Mix	If you selected above, please specify how Lucas Farmers Market should adjust the mix of vendors.	Do you plan on returning next year as a vendor?	If you selected No above, please explain why you are not planning to return next year as a vendor.	Do you or your company participate at markets in other cities?	If the Lucas Farmers Market at some point in the future were to move to an every week market, would that interest you?	How organized was the event?	How would you rate the venue/location?	In what way can we improve the vendor experience at the Lucas Farmers Market? Please be specific.	Do you have any last comments or input you wish to provide?
16	Dirty B	Facebook;Instagram;TikTok;	Always	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 1 other market	I would certainly participate more, but not all.	Extremely organized	Excellent	IMO, it would be nice if there was 1 market in November, say on the 2nd Saturday.	We really enjoy the sense of community at this market!
17	Katy Portillo	Facebook;Instagram;	Always	No	No	A) Lucas Farmers Market has a good mix of vendors.		No	Unfortunately, Susie's Snacks is changing up our business model in the new year to focus more on our manufacturing/wholesale division and pulling back on our face to face in person markets. We have truly loved being a part of	Yes, 2 or more markets	Not at all.	Extremely organized	Good	I as a vendor have been very vocal about this from when you all started doing this a few years ago. It is very discouraging as a vendor who is not "Lucas Local" that I am required to pay the \$20 vendor fee and they are not. Markets are a community/ family and it should be fair across the board.	Again, thank you for all you all have done to make this market what it is today. We will truly miss all of the volunteers/ committee members who helped make this market great!
18	NaNa's Homemade Baked Goods	Facebook;	Sometimes	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	Not at all.	Extremely organized	Excellent		
19	Rose Jewelry (Annabelle Rose Designs)	Facebook;	Sometimes	No	No	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	I would certainly participate more, but not all.	Extremely organized	Excellent		Y'all are doing a great job!!
20	Rose Woods	Facebook;Instagram;	Sometimes	No	No	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	I would certainly participate more, but not all.	Extremely organized	Excellent		We love coming and think it's very well run!
21	From my Heart Creations	Facebook;Instagram;TikTok;		No	No	A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 2 or more markets	I would certainly participate more, but not all.	Extremely organized	Excellent	No improvements needed in my opinion.	
22	Half Acre Farm	All of them ;	Leading up to but not the morning/day of	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		No	I had to leave early due to lack of eggs. I'd love to come back next year just need to make sure I have	No, this is the only market	It might increase my participation.	Extremely organized	Excellent	I was only a vendor for 3 markets. My experience was great.	See y'all next season
23	Julie's Sweet Ideas LLC	Facebook;	Always	No	Yes	B) Lucas Farmers Market should adjust the mix of vendors.	We need to get more variety and more vendors period. We used to be full and now we have 15 to 20 and I think	Yes		No, this is the only market	It might increase my participation.	Extremely organized	Excellent	You guys are very helpful, can't ask for more	I know it takes an army to get these set up, thank you for everything you guys do.

ID	Vendor Name	What social media do you maintain for your company?	Does your company make social media posts before every market?	Is your company Go Texan certified?	If you are NOT Go Texan certified, would you like more information on how to become Go Texan certified?	Vendor Mix	If you selected above, please specify how Lucas Farmers Market should adjust the mix of vendors.	Do you plan on returning next year as a vendor?	If you selected No above, please explain why you are not planning to return next year as a vendor.	Do you or your company participate at markets in other cities?	If the Lucas Farmers Market at some point in the future were to move to an every week market, would that interest you?	How organized was the event?	How would you rate the venue/location?	In what way can we improve the vendor experience at the Lucas Farmers Market? Please be specific.	Do you have any last comments or input you wish to provide?
24	Jolly Acres Farms Caramel	Facebook;Instagram;	We typically do. However, we're in between social media managers.	Yes		A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 2 or more markets	I would be interested in an every week market.	Extremely organized	Excellent	I've been very happy at the market. It was a great success for me & my helper didn't last & that loved how helpful & organized it was.	This year I attempted to do multiple markets with my helper. My helper didn't last & that left me scrambling to attend markets in some cases. In 2023 the goal is to only attend Lucas for my Sat. markets (if accepted again).
25	KAO Snacks	Facebook;	Sometimes	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	I would be interested in an every week market.	Extremely organized	Very Good	I feel that if this was a weekly, year round market like McKinney, more people would stop by. The fact that it is on the second and fourth Saturdays is confusing from the feed back I have gotten from people. In McKinney, during the colder months, they start at 9am and go until 1pm and during the warmer months it is 8am to Noon.	Let me know if there is anything I can do to grow the market.
26	Thistle and Thunder	Facebook;Instagram;Google;	Always	No	No	A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 2 or more markets	I would be interested in an every week market.	Extremely organized	Excellent	Shuttle events sometimes can be tough on sales.	It's such an awesome market and we love that there are activities planned that brings in more traffic.
27	Bustos Creations	Facebook;	Sometimes	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	Not at all.	Extremely organized	Excellent		I really enjoyed the extras this year... hot dogs, watermelon, etc. That was nice for us.
28	Bare Naked Bee Co	Facebook;Instagram;	Always	Yes	No	A) Lucas Farmers Market has a good mix of vendors.		Yes		Yes, 2 or more markets	Not at all.	Extremely organized	Excellent	Y'all have always done a great job. Very creative ways in getting shopper interest and you're always so accommodating to us	
29	LoveThatGlutenFree	Instagram;Facebook;	Always	No	Yes	A) Lucas Farmers Market has a good mix of vendors.		Yes		No, this is the only market	I would certainly participate more, but not all.	Extremely organized	Excellent	July/Aug should end at 11:30. It is just beyond hot by the time the market is over and one loads and packs up to go... "almost heat stroke material"	Such great fun family activities. No wonder y'all won the award! You deserve it!



## ***LUCAS FARMERS MARKET***

### ***2022 Rules & Regulations***

#### ***GENERAL INFORMATION***

**Mission Statement** – To create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.

#### **Lucas Farmers Market Resources:**

- Volunteers to assist with tasks on the day of the market.
- Lucas Farmers Market Committee (LFMC)
- Lucas Parks and Open Space Board
- City of Lucas staff including but not limited to the City Manager, Director of Development Services and Public Works and Development Services Staff

**Organization** - The Lucas Farmers Market is a city-sponsored special event recommended by the Lucas Parks and Open Space Board and approved by the Lucas City Council. With the support of the City of Lucas, the Lucas Farmers Market Committee (LFMC), a steering committee of citizen volunteers, which was established in July 2019 to create the Lucas Farmers Market.

The Lucas Farmers Market Committee will meet quarterly or more frequently as deemed necessary by the Chair.

#### **Areas of Responsibility**

**City of Lucas** – The City provides liability insurance, logistical support/site management, and administers all matters relating to public safety and health. The City provides a liaison to the Lucas Farmers Market Committee to support the relationship between the Committee and the City. Providing funding for market-related expenditures will be at the discretion of Lucas City Council.

**Lucas Farmers Market Committee** – The LFMC is responsible for the day-to-day operations of the market and maintains primary contact with the vendors and the City. The LFMC leads the marketing efforts and facilitates the creation of a reliable customer base for its vendors. The LFMC operates with officers consisting of a Chair, Vice-Chair, and Vendor Coordinator. The City of Lucas Parks and Open Space Committee appoints a member from that board to serve as Chair of LFMC and the appointment is effective on January 1, in odd numbered years for a two-year term. The City of Lucas will be responsible for minutes and records management. To be a member of the LFMC in good standing, you will be required to volunteer at a minimum of six markets or serve in another capacity that provides equitable support of the market.



The following describes the duties associated with each appointed officer position of the LFMC:

- Chair – Serves as the liaison to the City Of Lucas Parks and Open Space Board and facilitates the logistics of the market including vendor space assignments. Responsible for scheduling LFMC meetings, setting the agenda and facilitating discussion. Oversees the budget pertaining to market expenditures. Appoints subcommittee(s) based on the needs of the market. Maintains the approved vendor list, finalizes the vendors/market, sets the vendor space assignments, and communicates this information along with other market logistics to the vendors.
- Vice-Chair – Assist the Chair in preparation of meeting agendas and facilitates the recruitment of volunteers to assist with market logistics and operations on the day of the market. At the discretion of the Chair, may assist or coordinate site visits as needed for vendor approval.
- Vendor Coordinator – Assists with recruiting vendors to participate in the market and manages the communication between the vendor and the LFMC. Facilitates space assignments with vendors and serves as the liaison regarding vendor relations with the market.

The following describes the duties associated with Committees of the LFMC:

- Marketing Committee – The Chair will appoint individuals to the LFM marketing committee to create and implement a marketing plan including but not limited to:
  - Website – Promotes the Lucas Farmers Market to ensure an adequate customer base. Maintains the Lucas Farmers Market website and provides articles for the Lucas Leader and other publications. Acts as the point of contact for press inquiries and generates information for the media.
  - Social Media - Promotes the market through the Lucas Farmers Market Facebook site and other social media sites and assists with recruiting vendors.
- Vendor Selection Committee – The City of Lucas Parks and Open Space Board will serve to approve vendor applications for the upcoming year. The Board may approve as needed any vendors deemed necessary after the application period. In the event the board cannot meet in a timely manner, the Chair may approve the vendor application.
- Appointment of a Vendor Advisory Council – Consisting of a minimum of a vendor from each category to meet with the City of Lucas Parks and Open Space Board for Q&A, at least one time but not more than two times per year.

## **MARKET OPERATIONS**

**Restrictions due to COVID-19** - The Lucas Farmers Market Committee developed multiple market scenarios to meet changing safety requirements during these uncertain COVID-19 times. The scenarios are described in phases and the described details will be adjusted as needed to stay in line with evolving state and local requirements. Below is a summary of the stages:

- Stage I - normal operations – increased space between booths for aesthetic appeal with booths ten feet from walkway.
- Stage II - minor adjustments needed for public safety - vendors and customers are required to wear masks, max of two non-family members running each vendor booth, increased space between booths, wash stations provided, and booths are back twenty feet from walkway. Total participation controlled through parking limitations.
- Stage III - significant adjustments needed - drive through market. Customers browse and purchase as they drive by the vendor booths. Vendors wear masks and sampling will not be available. A pre-order pre-paid pick-up station will be available for vendors wanting to use this service. The number of booth locations will be limited along the perimeter of the gravel parking lot and along the paved parking lot adjacent to the park. Food suppliers will be prioritized if demand exceeds availability.
- Stage IV - significant concern for public safety - a drive through pre-order pre-paid pick-up market only. During this stage, vendor participation will be limited to agricultural producers and value-added vendors that provide primarily food items.
- Stage V - extreme concern for public safety - market operations closed.

The City of Lucas will monitor local COVID-19 case counts along with state and local requirements. The Mayor will provide a decision on which stage the LFMC needs to implement for all markets with consideration to have this done with enough notice so that vendors can plan. Participation in the Lucas Farmers Market is conditional on following established guidelines. Vendors who do not comply, will be asked to vacate the Market.

**Market Dates** - The schedule will be determined by the LFMC and will typically be held on the second and fourth Saturday during the season.

**Market Hours** - The Market is open from 8 am – Noon.

**Schedule** – The following schedule is established to assist vendors.

6:00	On-Site Volunteers begin setup
6:30-7:50	Vendor setup
7:55	All vendor vehicles must be relocated to the vendor parking area
8:00	Market is open
12:00-1:00	Breakdown
1:00	Vendors must be out

### **Services provided by LFMC:**

- Off-loading dollies shared between vendors for ease of set up
- 120v electrical
- Restrooms

**Severe Weather Closure Policies** - The Lucas Farmers Market is open rain or shine. However, when threat of lightning is detected or other severe weather, the market will close immediately. The LFMC will rely on the City's Emergency Management Coordinator for weather-related information and make public safety a priority. Vendors should NOT wait for a verbal confirmation from market volunteers or City staff and use good judgement in recognizing threats for severe weather. Vendors should take with them: cash boxes and anything of value that they may carry in their arms in one trip. Vendors should establish ahead of time a system for how to manage their preorders and communicate with customers. The City of Lucas staff and the LFMC will determine whether to close the market for the day. The market will only close if it forecasts predict persistent severe weather and high likelihood of lightning.

### ***VENDOR CATEGORIES AND PRODUCT DESCRIPTIONS***

A vendor is defined as any Lucas Farmers Market participant that submits a vendor application and is approved as a vendor by the Parks and Open Space Board to sell their product(s). Vendors are divided into four main categories:

- Agricultural Producers
- Value-Added Producers
- Artisans
- Ready to Eat Foods

**Agricultural Producers** - Any vendor who grows, raises, and/or wild-harvests a food product.

- Farmers – Growers of vegetables, herbs, fruits, nuts, mushrooms, cactus, nursery products, grains, flowers, and other horticultural crop
- Ranchers – Producers of animal-based products, including meat, eggs, and dairy products
- Other – Producers of other raw, unprocessed products that are grown or raised on a farm or ranch or wild-harvested in accordance with relevant regulations, to include honey, seafood, and foraged foods.

**Value Added Producers** - Any vendor who uses one or more ingredients to create a product by processing, blending, packaging, or altering using other preparation methods.

- Prepared Food Vendors – Any vendor who prepares foods in an approved production facility to be consumed off-site or to be used as an ingredient.
- Cottage Food Vendors – Producer of foods prepared under the Texas Cottage Food Law (Texas Department of State Health Services, Health and Safety Code, Title 6, Chapter 437).

**Artisans** - Artist or craftsperson who produces originally designed hand-crafted products that are unique and of high-quality, to include crafts, artwork, inedible products such as herbal products, personal care, and beauty products. \*To maintain the farm and food focus of the markets, only a limited number of artisans will be approved as vendors.

Ready To Eat Food – Commercially licensed or legal to produce food under the Texas Cottage Laws serving “ready to eat” foods at the market. Ready to eat vendors may also have refrigerated or frozen food to sell for off-premise consumption.

- Restaurants
- Concession Stands
- Cottage Food Vendors

## ***RULES AND REGULATIONS***

All Vendors must comply with the following:

1. All products sold at the Lucas Farmers Market must be grown, raised, or produced directly by the vendor. A few exceptions are considered (see Agricultural Producers Rule).
2. All production must take place in North Central Texas and must be performed using land and facilities that the Vendor controls through ownership, lease, rental, or other legal agreement.
3. Products must be produced and sold in compliance with all applicable federal, state, and local laws and regulations.
4. Vendors are responsible for maintaining required permits, licenses, and certifications for all products they produce.
5. Vendors must follow product sampling guidelines as specified by the Collin County Health Department.
6. Vendors are permitted to sell only items that were approved upon application. New products intended for sale by current vendors but not included on the most recently approved application must be approved prior to their sale at Market. Vendors may amend their application to reflect product changes and must be approved by the Lucas Farmers Market Committee.
7. All vendors may be subject to a site visit upon admittance, and additional visits as noted in the rules specified for each vendor type.
8. The City of Lucas does not allow the sale of beer, wine, or liquor at the Lucas Farmers Market.

### **Agricultural Producers**

1. All farms and ranches may be visited prior to or upon admittance. Furthermore, Agricultural producers may be subject to site visits annually. We reserve the right to visit any affiliate site, such as: packing warehouses, secondary properties (leased or owned), indoor growing facilities, etc.
2. **Unapproved resell will not be tolerated.** Agricultural Producers may apply to represent farm and ranch products whose products are not produced at all locally or are not currently produced in sufficient quantity by the existing mix of vendors, provided the product meets all other requirements. Exceptions to this rule will only be considered if full disclosure of the name and contact information of the place of origin is provided. Farm or Ranch of origin may be subject to a site visit. If approved, vendor will be obligated to inform public of the name and location of farm of origin; this information must either: 1) be posted on a sign that correlates directly with the sourced product, or 2) noted on the product label.
3. Application from Agricultural Producers whose products are not produced at all or are not currently produced in sufficient quantity within the North Central Texas region or State of

Texas may be considered, in the City of Lucas Parks and Open Space Board's sole discretion, provided the product meets all other requirements. The North Central Texas region includes the following counties: Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise.

4. All items sold as organic must meet the requirements of the National Organic Program.
5. Approved Vendors may sell plants and trees, fresh and dried flowers, herbs, and decorative vegetation grown or legally gathered themselves. Purchased nursery stock must be repotted and grown for a minimum of four weeks before being sold.

### **Animal Producers**

1. All vendors may be subject to one site visit prior to or upon admittance. Furthermore, Animal Producers may be subject to one site visit annually.
2. Animals used in production of products for sale at Market must be raised and managed using humane husbandry practices and environmentally sound methods.
3. Live animals for sale are not allowed on site. Animal producers may take orders for the sale of animals.

### **Value-Added Producers**

1. All vendors may be subject to one site visit prior to or upon admittance. Furthermore, Value Added Producers may be subject to one site visit annually.
2. Value-Added products must be processed and packaged by the vendor in their own facility or created and developed by the vendor and produced in a processing facility under the direction of the vendor.
3. In reviewing new vendor applications, special consideration will be given to those producers who can verify the use of local ingredients or local production.
4. Vendors must, when required, obtain, maintain, and display necessary permits or licenses.
5. All items intended for human consumption must be always kept off the ground and be in a safe condition. The producer/seller will be solely responsible for damages resulting from the sale of unsound goods.

### ***ONSITE MARKET RULES***

All vendors and attendees must comply with Section 1.09.062 Conduct Prohibited in Parks in the City of Lucas Code of Ordinances (Attachment A). In addition, it is important to comply with the following:

1. **Smoking and vaping:** Smoking and vaping are prohibited at the Market, including beneath the pavilion and in surrounding green spaces and parking lots.
2. **Alcohol and drugs:** The consumption of alcoholic beverages or drugs is prohibited at the Market.
3. **Accessibility:** Pre-determined fire lanes and ADA pathways cannot be blocked.
4. **Soliciting:** Soliciting is prohibited at market by unapproved vendors.

### **Space Assignments:**

1. Space assignments will be based on attendance, product mix and logical constraints as determined by the LPMC. Typically, space assignments are in the Community Park and are 10 feet x 10 feet in size and are designated by the Vendor Coordinator. During times of

inclement weather and at the discretion of the LFMC, space assignments may be relocated to the pavilion and are typically smaller at approximately 8 feet x 10 feet.

2. Transactions between customers and vendors may only occur within the assigned space.
3. Vendors may request a maximum of two spaces and the request should be made via the application process for consideration by the LFMC.
4. Vendors shall provide all their own equipment and must not exceed the parameters of the assigned space. Tents must be weighted with twenty-five pounds for each corner or staked in a safe manner. The City or the LFM will not provide weights, canopies, tables, chairs, or provide assistance with set-up or tear-down. Vendors shall set up in their assigned space and not request specific spaces.

**Signs:**

1. Vendors shall post a sign with the name of their business and business location.
2. Vendors are encouraged to post a price list.
3. Signage must be accurate and truthful in claims of production practices, sourcing, or other claims.
4. Signs outside of the space will be reviewed and approved by the LFMC prior to displaying if they do not restrict movement or physically interfere with the sale of another vendor.
5. Banners Inside the Pavilion: a.) Mounting a banner in between neighboring pavilion stalls is not permitted. b.) When a sign is mounted on the back side of a booth, the materials (rope, bungee cords, etc.) may not span outside of the vendor's space. c.) Mounting a banner to table fronts is acceptable.

**Attendance:**

1. Market dates will be mutually agreed upon by the vendor and LFMC at the start of the season.
2. All vendors are expected to attend Markets on a regular, year-round basis, unless the application was otherwise approved as a part-time or seasonal vendor.
3. Any changes to market attendance should be communicated to the Vendor Coordinator as soon as possible.
4. Cancellations communicated less than two weeks prior to a market are subject to vendor dismissal from the market. Emergency last minute cancellations should be infrequent and communicated as soon as possible.
5. When a vendor fails to email (farmersmarket@lucastexas.us) the LFMC by 7:00 am on the day of absence, the vendor may be subject to dismissal.
6. In the case of an emergency which prohibits attendance, notify the LFMC as soon as possible.
7. Vendors must have their booths completely set up at least 10 minutes prior to the start of Market and not tear down until the market closes.
8. The LFMC will determine vendor locations in the park and provide this information in advance of the market.

**Parking:** Vendors are prohibited from parking in spaces designated for customers except for set-up and tear-down. Vendors with physical limitations or disabilities are exempt from this rule.

**Pricing:**

1. Vendors will determine the prices of their own products.
2. The sale or likely sale of goods at less than fair value (dumping) is prohibited.

**Professional Conduct:**

1. Vendors must represent their products in an honest manner, whether written or verbal.
2. Vendors asked by City Staff to remove products that present a threat to health must do so immediately.
3. Vendors must conduct themselves in a courteous and professional manner at the Market.
4. Vendors must treat customers, staff, volunteers, and fellow vendors with respect.
5. Inaccurate, inappropriate, threatening, or harassing words or statements construed as disparaging or harmful to other vendors, vendor-to-customer relationships or the Market is prohibited and can be grounds for termination.
6. No music other than that provided by the Market is allowed.
7. No disruptive or aggressive promotion is allowed.
8. Vendors are responsible for keeping their area clean during the Market and are responsible for cleaning their space after the Market is over. Unsold product and packing boxes must be carried off site.

**Natural Gas and Propane Use:** Natural Gas and Propane use is prohibited at the market.

**Electric Use:** Please be aware of overloading our breakers. Always inform City staff of power outages so that an electrician can be contacted. Space heaters (electric and propane) are prohibited and electric use for personal comfort is prohibited.

***VIOLATIONS***

Vendors will be notified of violations of the rules and regulations by one of two methods:

1. A verbal notification on a market day from the LFMC representative or City Staff, followed by an email verification; or
2. By written notice from the LFMC.

If a vendor fails to cease or remedy a violation within the time specified, the vendor may, in the Committee's discretion, be subject to any of the following:

1. Relocation of space; or
2. Dismissed from the Market

The LFMC may, in its discretion, terminate a vendor's participation in the Market for repeated violations of which the vendor has been notified.

***VENDOR FEES***

**Application Fee** – The Lucas Farmers Market does not charge an application fee.

**Participation Fee** – Beginning with the 2021 season, the Lucas Farmers Market will charge a participation fee of \$20 per market. Fees will be collected the day of the market. Vendors that

reside in the City of Lucas will be exempt from the participation fee.

### ***DISPUTES AND GRIEVANCES***

The following procedures are in place to provide any vendor with a clear process for settling a dispute or addressing a complaint or grievance.

#### **On-site Resolution**

Notifying the LFMC is the first step in addressing any matter. The LFMC will make every effort to resolve an issue. Vendors are asked to provide the Chair with a clear explanation of an issue, and to collaborate with staff to reach a resolution. After gathering all available information, the Chair and City Staff will decide regarding the issue based on their interpretation of the best interest of the Market as a whole and the specific circumstances. Vendors must abide by the determination on that Market day to maintain order in the Market. If a vendor disagrees with the determination, the formal Grievance Process is in place.

#### **Grievance Process**

A vendor should send written statement of the grievance to the Chair of the LFMC within thirty (30) days of the incident. Written statement can be sent to [farmersmarket@lucastexas.us](mailto:farmersmarket@lucastexas.us). The Chair of the Committee shall use best efforts to resolve the grievance within fourteen (14) working days of receiving the written statement. At the end of this period, the Chair of the Committee shall issue a written response to the grievant with either the resolution or next steps if additional time is needed to address the issue. The Chair of the Committee shall issue a final written response to the grievant within thirty (30) days of the initial complaint.

### ***FEEDBACK***

Input and feedback from vendors, customers, and all Lucas Farmers Market stakeholders is valued. If you would like to share any thoughts, please send an email to [farmersmarket@lucastexas.us](mailto:farmersmarket@lucastexas.us).



**Attachment A** - City of Lucas Code of Ordinances, Article 1.09 Parks and recreation, Section 1.09.062 Conduct Prohibited in parks:

As used in this division, “city park” or “park facility” shall mean any area in the city owned or used by the city, or by the city jointly with any other governmental or private entity, devoted to active or passive recreation, and includes but is not limited to athletic fields, recreation areas, community center property, and those areas designated as city parks. The following acts, omissions or conduct are prohibited within the limits of all city parks and no person, firm or corporation shall engage in, commit, cause, or suffer the following acts, omissions, or conduct:

- (1) To enter or remain in any park facility between the hours of 11:00 p.m. and 5:00 a.m. unless different hours for the park facility have been designated. All soft surface trails shall be closed from dusk until dawn where on-site signage is posted, unless different hours have been posted.
- (2) To allow any pet or animal to run at-large or fail to keep a pet or animal restrained by a leash, chain, or cord not more than six (6) feet long.
- (3) To dump or litter any park. All persons shall use receptacles provided for the deposit of refuse.
- (4) To tie or restrain an animal by attaching its leash to fencing, trees, benches, bleachers, pole, or other park facility infrastructure.
- (5) To operate a motor vehicle within any city park in any area not designated as a roadway for vehicular traffic (for the purposes of this subsection, “motorized vehicle” means any vehicle or conveyance which is self-propelled) which would exclude electronic wheelchairs or electric scooters for the disabled.
- (6) To use or ride on a skateboard within a city park.
- (7) To possess, use, discharge or employ any fireworks, firearm, BB gun, air gun, bow and arrow, or slingshot is prohibited with the exception of licensed holders who are authorized to carry firearms in accordance with state law; (Ordinance 2016-05-00838 adopted 5/19/16)
- (8) To sell, possess or consume any alcoholic beverage.
- (9) To erect, post, distribute, or place any advertising material, sign, circular, or handbill without the prior permission of the city.
- (10) (A) To practice, conduct, or carry on any commercial activity, trade or business activity unless said commercial activity has been approved through a facility use agreement issued by the city manager or designee.
- (10) (B) In approving a facility use agreement for a commercial activity, the city manager or designee shall consider whether such activity is classified as a recreational activity that enhances the overall well-being of participants and includes but is not limited to the provision

of physical fitness classes, athletic sports activities and services that promote healthy lifestyles. It does not include the sale of products and/or goods. While this activity may serve nonresidents, the provider must make the provision of recreational programming to city residents a priority. The number of city residents served may be taken into consideration on future applications for use of park facilities.

- (10) (C) City park facilities may be reserved for commercial recreational activity from 5:00 a.m. through 8:00 a.m. and from 7:00 p.m. through 9:00 p.m. The community center is not available for use for commercial recreational activity and may only be used by city residents.
- (10) (D) A city facility use agreement must be completed and submitted together with the required fee to the city manager for consideration. The applicant must provide documentation demonstrating the vendor's liability insurance coverage in the amount of \$1,000,000.00 and must name the city as an additional insured on the certificate of insurance.
- (10) (E) The applicant may reserve the park facility for up to two months and must reapply for any subsequent use. If any park facility is left in a condition that is unacceptable to the city, the city reserves the right to not allow the vendor to use any of its facilities in the future.
- (11) To cause, create or maintain any nuisance or engage in any conduct or activity that unreasonably disturbs persons of ordinary sensibilities.
- (12) To use any type of sound amplification devices which include but are not limited to loudspeakers, amplifiers, or microphones without the written permission of the city.
- (13) To ascend, descend, operate, or launch any aircraft, including but not limited to hot air balloons, airplanes, paraplanes, ultralight aircrafts, helicopters, drones, remote/radio-controlled devices, and gliders.
- (14) To hit golf balls of any type in a park facility.
- (15) To camp overnight in or upon any park facility.
- (16) To enter onto a reserved facility or area, or a location where scheduled activities are occurring, during the period that the area or facility is reserved or during the scheduled activity and remain or return there after the person has been given notice to leave. Reserved facilities and areas, and scheduled activities, include but are not limited to athletic fields and pavilions.
- (17) To make or kindle a fire except in public stoves, grills, fire pits, or designated areas provided for that purpose. Fires shall not be left unattended and must be extinguished prior to departure. The city manager may prohibit all fires in public parks during those periods that he, in his sole discretion, determines that extreme dry weather, high winds or other conditions endanger public health and safety.
- (18) To use or consume any tobacco products within a park facility.
- (19) To destroy, damage, deface or remove shrubbery, trees, soil, grass, turf or other vegetation, rock, minerals or any other personal or real property.



# Lucas Farmers Market

## 2023 Schedule



<u>Date</u>	<u>Time</u>
April 22, 2023	8:00 am - 12:00 pm
May 13, 2023	8:00 am - 12:00 pm
May 27, 2023	8:00 am - 12:00 pm
June 10, 2023	8:00 am - 12:00 pm
June 24, 2023	8:00 am - 12:00 pm
July 8, 2023	8:00 am - 12:00 pm
July 22, 2023	8:00 am - 12:00 pm
August 12, 2023	8:00 am - 12:00 pm
August 26, 2023	8:00 am - 12:00 pm
September 9, 2023	8:00 am - 12:00 pm
September 23, 2023	8:00 am - 12:00 pm
October 14, 2023	8:00 am - 12:00 pm
October 28, 2023	8:00 am - 12:00 pm
December 1, 2023	6:00 pm - 9:00 pm (Holiday Market at Country Christmas)



**City of Lucas**  
**City Council Agenda Request**  
**January 19, 2023**

Item No. 11

Requester: Mayor Jim Olk

**Agenda Item Request**

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Executive Session:

As authorized by Section 551.074 of the Texas Government Code, the City Council may convene into closed Executive Session for the evaluation of the City Manager. This meeting is closed to the public as provided in the Texas Government Code.

**Background Information**

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NA

**Attachments/Supporting Documentation**

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NA

**Budget/Financial Impact**

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NA

**Recommendation**

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NA

**Motion**

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NA



**City of Lucas**  
**City Council Agenda Request**  
**January 19, 2023**

Item No. 12

Requester: Mayor Jim Olk

**Agenda Item Request**

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Reconvene from Executive Session and take any action necessary as a result of the Executive Session.

**Background Information**

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NA

**Attachments/Supporting Documentation**

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NA

**Budget/Financial Impact**

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NA

**Recommendation**

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NA

**Motion**

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NA