AGENDA
CITY COUNCIL MEETING

December 2, 2021 | 6:30 PM Executive Session | 7:00 PM Regular Meeting
Council Chambers | Video Conference
City Hall | 665 Country Club Road, Lucas, Texas

Notice is hereby given that a meeting of the Lucas City Council will be held on Thursday, December 2, 2021, beginning at 6:30 pm with Executive Session and 7:00 pm Regular Meeting at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651 and by video conference, 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.

To join the meeting via Zoom, please click this URL:
https://us06web.zoom.us/s/95534828374?pwd=ZkJ5cTZkVWNEL3o0WFNCQXBjQ0RvZz09
and enter your name and email address.
Join by phone: 1-346-248-7799
Webinar ID: 955 3482 8374
Passcode: 712285

If you would like to watch the meeting live, and not participate via Zoom, you may go to the City's live streaming link at https://www.lucastexas.us/live-streaming-videos/.

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.

Speak Remotely Via Zoom: If you would like to attend a meeting remotely and speak via Zoom, email the City Secretary at shenderson@lucastexas.us by 4:00 pm noting the item you wish to speak on and noting your attendance will be remote. Please note, any requests received after 4:00 pm will not be included at the meeting.

Submit Written Comments: If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email the City Secretary at shenderson@lucastexas.us by no later than 4:00 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 4:00 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

Executive Agenda – 6:30 pm

1. The City Council will convene into Executive Session as permitted under the Texas Government Code, Section 551.074, Personnel Matters, to conduct an interview of a Board of Adjustment applicant and discuss Board of Adjustment appointments.

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

Regular Meeting Begins – 7:00 pm

Citizen Input

3. 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.

4. Items of Community Interest

Consent Agenda

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.

5. Consent Agenda:

   A. Approval of the minutes of the November 18, 2021, City Council meeting. **(City Secretary Stacy Henderson)**

Public Hearing Agenda

6. Public hearing to consider adopting Ordinance 2021-12-00941 approving the request by Ron Lacock on behalf of Lucas Country Corner for a change in zoning from Residential 2-acre (R-2) to Commercial Business (C) on a parcel of land consisting of 5.831 acres situated in the James Anderson Survey, Abstract No. 17, Collin County, Texas, and being a part of a called 10.262-acre and a 0.54-acre tract of land leaving a remainder of 4.971 +/- tract of land R-2 more commonly known as the Lewis property at the intersection of East Lucas Road and West Lucas Road. **(Development Services Director Joe Hilbourn)**

   A. Presentation by Development Services Director Joe Hilbourn
   B. Conduct public hearing
   C. Take action on the proposed zoning change request

Regular Agenda

7. Consider the request by James Peters on behalf of Good Shepherd United Methodist Church for approval of a final plat for the property situated in the Benjamin Sparks Survey, ABS A0813, Tract 73, being 4.0-acres located at 750 West Lucas Road. **(Development Services Director Joe Hilbourn)**

8. Consider the 2021 Lucas Farmers Market Annual Report and authorize the Lucas Farmers Market Committee to proceed with the 2022 season of the Lucas Farmers Market. **(Lucas Farmers Market Committee Chair/Parks Board Member Bill Esposito, Councilmember Tim Baney, City Manager Joni Clarke, Assistant to the City Manager Kent Souriyasak)**

9. Consider updating Chapter 7 (Streets and Drainage) of the City of Lucas Comprehensive Plan dated March 2017 and the City of Lucas 2017 Master Thoroughfare Plan. **(Development Services Director Joe Hilbourn, Public Works Director Scott Holden)**

10. Discuss amending the City of Lucas Fee Schedule to cover costs associated with a builder or landowner proceeding with work prior to the issuance of a building permit from the City. **(Mayor Pro Tem Kathleen Peele)**

11. Consider cancelling the January 6, 2022, City Council meeting. **(Mayor Jim Olk)**

12. Adjournment.

Certification

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 on or before 5:00 p.m. on November 24, 2021.

_____

Stacy Henderson, 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 Stacy Henderson at 972.912.1211 or by email at shenderson@lucastexas.us at least 48 hours prior to the meeting.

Item No. 01

City of Lucas
City Council Agenda Request
December 2, 2021

Requestor: Mayor Jim Olk

Agenda Item Request

Executive Session.

The City Council will convene into Executive Session as permitted under the Texas Government Code, Section 551.074, Personnel Matters, to conduct an interview of a Board of Adjustment applicant and discuss Board of Adjustment appointments.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA

City of Lucas
City Council Agenda Request
December 2, 2021

Item No. 02

Requester: Mayor Jim Olk

Agenda Item Request

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

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA

Item No. 03

City of Lucas
City Council Agenda Request
December 2, 2021

Requester: Mayor Jim Olk

Agenda Item Request

Citizen Input

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA

Item No. 04

City of Lucas
City Council Agenda Request
December 2, 2021

Requester: Mayor Jim Olk

Agenda Item Request

Items of Community Interest

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA

Item No. 05

City of Lucas
City Council Agenda Request
December 2, 2021

Requester: City Secretary Stacy Henderson

Agenda Item Request

Consent Agenda:

A. Approval of the minutes of the November 18, 2021, City Council meeting.

Background Information

NA

Attachments/Supporting Documentation

1. Minutes of the November 18, 2021 City Council meeting.

Budget/Financial Impact

NA

Recommendation

City Staff recommends approval of the Consent Agenda.

Motion

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

MINUTES
CITY COUNCIL REGULAR MEETING
November 18, 2021 | 7:00 PM
Council Chambers | Video Conference
City Hall | 665 Country Club Road, Lucas, Texas

City Councilmembers Present:
Mayor Jim Olk
Mayor Pro Tem Kathleen Peele
Councilmember Tim Johnson *(attending remotely)*
Councilmember Tim Baney
Councilmember David Keer
Councilmember Debbie Fisher

City Staff Present:
City Manager Joni Clarke
City Secretary Stacy Henderson
Development Services Director Joe Hilbourn
Public Works Director Scott Holden

City Councilmember Absent:
Councilmember Phil Lawrence

The regular City Council meeting was called to order at 7:00 pm.

Citizen Input

1. Citizen Input

There was no citizen input at this meeting.

Community Interest

2. Items of Community Interest

Mayor Olk discussed upcoming community events related to Country Christmas, service tree award nominations, and upcoming farmers market meetings to discuss the 2022 season. Condolences were expressed on the passing of CCAD board member Wayne Mayo.

Consent Agenda

3. Consent Agenda:

A. Approval of the minutes of the November 4, 2021, City Council meeting.

MOTION: A motion was made by Mayor Pro Tem Peele, seconded by Councilmember Fisher to approve the Consent Agenda as presented. The motion passed unanimously by a 6 to 0 vote.

Regular Agenda

4. **Receive a presentation from Chris Meszler, BCC Engineering, on the status of the medians and drainage easements for West Lucas Road Reconstruction Project from South Angel Parkway (F.M. 2551) to Country Club Road, and provide direction to the City Manager, if desired**.

Chris Meszler, BCC Engineering discussed the location of proposed median openings on West Lucas Road and possible median designs that included:

1. Grass median with 5-inch raised curb
2. Standard two-way left turn consisting of concrete pavement with yellow pavement markings.
3. Standard median break used with or without left turn lanes, no delineation with markings
4. Colored textured concrete flush with the concrete that was visually distinct
5. Colored textured concrete with mountable 2-inch curb
6. Concrete traffic separator with 5-inch raised curb, plain concrete that matches the roadway

Mr. Meszler shared with the Council discussions that were taking place with Lovejoy ISD regarding moving the schools driveway further to the west for better internal stacking on school property rather than West Lucas Road.

Councilmember Johnson suggested reflectors be added at the end of turn lane and/or median to create better visibility at night.

The City Council was in agreement to use Option No. 4, colored textured concrete flush with the concrete that was visually distinct. The City Council also wanted to use xeriscape landscaping in the medians that required less irrigation. The addition of sleeves would also be installed allowing for irrigation and a meter box.

There was no formal action on this item, direction to the engineering firm was given.

5. Provide direction to staff on submitting a grant application to be considered for the Texas Recreational Trails Program by the Texas Parks and Wildlife Department.

Development Services Director Joe Hilbourn asked for direction regarding the submittal of a grant application for the construction of new trails as part of the Trails Master Plan. Project sponsors would be reimbursed up to 80 percent of allowable costs, 20 percent of the project cost would come from matching funds.

The City Council discussed loop sections of the trail, starting on Estates and working towards Ingram Lane from the high school. The Council discussed materials to be used for the trail and creating walkable trails for neighborhoods.

MOTION: A motion was made by Councilmember Baney, seconded by Councilmember Keer to direct staff to proceed with filing grant application. The motion passed unanimously by a 6 to 0 vote.

6. Consider adopting Ordinance 2021-11-00940 approving amendments to the City's Code of Ordinances, Chapter 13, Utilities, Article 13.02 Water System.

Public Works Director Scott Holden discussed with the City Council amendments made to Chapter 13.

MOTION: A motion was made by Councilmember Fisher seconded by Councilmember Johnson to approve adopting Ordinance 2021-11-00940 approving amendments to the City's Code of Ordinances, Chapter 13, Utilities, Article 13.02 Water System. The motion passed unanimously by a 6 to 0 vote.

7. Consider the process to acquire the services of a qualified solid waste and recycling service provider, identify the services to be provided to the citizens of Lucas, and provide guidance to the City Manager.

The City Council gave the following direction regarding acquiring a solid waste and recycling service provider:

- Prepare RFP to obtain proposals from multiple vendors
- Focus on residential services only
- Specify size of vehicle and include an alternate option for various size trucks to be used. Include language that smaller trucks are preferred, but not required
- Concierge service allowing access to homeowners driveway to pick up trash closer to the home and the associated fee
- Include trash and recycling as part of proposal, recycling would not go into effect until 2023.
- Include residential brush pickup, larger than 6 cubic yards, offered more than once a month
- Extra residential brush pickup service and associated fee
- Storm cleanup services and associated fees

The City Council asked that administrative and franchise fees from other cities be reviewed to determine how much is being charged along with how billing for services was handled.

City Manager Joni Clarke stated she would update the RFP and bring back for Council consideration.

8. Consider dismissal of Parks and Open Space Board member Tommy DeWitt and consider filling vacancy.

Parks and Open Space Board member Tommy DeWitt informed City staff that he had moved out of the city limits of Lucas and therefore resigned his position.

MOTION: A motion was made by Mayor Olk, seconded by Councilmember Baney to accept the resignation of Parks and Open Space Board member Tommy DeWitt. The motion passed unanimously by a 6 to 0 vote.

Councilmember Tim Baney recommended appointing Laura Howard to the Parks and Open Space Board. After some discussion with Councilmembers, the following motion was made.

MOTION: A motion was made by Councilmember Baney, seconded by Mayor Olk to promote Pam Poteete from Alternate Member 1 to a Regular Member position and appoint Laura Howard as Alternate Member 1. The motion passed unanimously by a 6 to 0 vote.

9. Consider approving Resolution R 2021-11-00523 and cast votes for the Collin Central Appraisal District Board of Directors.

After some discussion, the City Council would like to show their support and cast all seven votes for Ed Standridge.

MOTION: A motion was made by Councilmember Fisher, seconded by Mayor Pro Tem Peele approving Resolution R 2021-11-00523 casting all seven votes for Ed Standridge for the Collin Central Appraisal District Board of Directors. The motion passed unanimously by a 6 to 0 vote.

10. Discuss update from City Attorney regarding the Global Opioid Settlement and consider approving Resolution R 2021-11-00522 adopting the Texas Term Sheet and its intrastate allocation schedule regarding the global opioid settlement and authorizing the City Manager to execute any other necessary documents for such settlement.

City Attorney Joe Gorfida discussed with the Council the City of Lucas' portion of the settlement and how the funds could be used related to EMS type services.

The City Council discussed with the City Attorney the methodology used to disburse funds and asked that further information be gathered regarding that formula.

MOTION: A motion was made by Councilmember Fisher, seconded by Councilmember Baney to approve Resolution R 2021-11-00522 adopting the Texas Term Sheet and its intrastate allocation schedule regarding the global opioid settlement and authorizing the City Manager to execute any other necessary documents for such settlement. The motion passed unanimously by a 6 to 0 vote.

Executive Agenda

11. Executive Session.

An Executive Session was not held at this meeting.

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

An Executive Session was not held at this meeting.

13. Adjournment.

MOTION: A motion was made by Councilmember Johnson seconded by Mayor Olk to adjourn the meeting at 8:43 pm. The motion passed unanimously by a 6 to 0 vote.

APPROVED:

Mayor Jim Olk

ATTEST:

City Secretary Stacy Henderson

Item No. 06

City of Lucas
City Council Agenda Request
December 2, 2021

Requester: Development Services Director Joe Hilbourn

Agenda Item Request

Public hearing to consider adopting Ordinance 2021-12-00941 approving the request by Ron Lacock on behalf of Lucas Country Corner for a change in zoning from Residential 2-acre (R-2) to Commercial Business (C) on a parcel of land consisting of 5.831 acres situated in the James Anderson Survey, Abstract No. 17, Collin County, Texas, and being a part of a called 10.262-acre and a 0.54-acre tract of land leaving a remainder of 4.971 +/- tract of land R-2 more commonly known as the Lewis property at the intersection of East Lucas Road and West Lucas Road.

A. Presentation by Development Services Director Joe Hilbourn
B. Conduct public hearing
C. Take action on the proposed zoning change request

Background Information

This is the second public hearing of the two required public hearings for zoning consideration for Lucas Country Corner.

This project is located within the City of Lucas and is currently zoned R-2. The request proposes to rezone 5.831 acres of land including two tracts that totals 10.802 acres from R-2 to Commercial Business leaving the remaining 4.971 +/- tract of the property zoned R-2. The 5.831 acres is recommended for Commercial Business in the Comprehensive Plan and the request generally complies with the Comprehensive Plan. There is also an approved Development Agreement for this property.

Attachments/Supporting Documentation

1. Legal Description
2. Depiction
3. Public Notice
4. Location Map
5. Approved Development Agreement
6. Ordinance 2021-12-00941

Budget/Financial Impact

NA

Item No. 06

City of Lucas
City Council Agenda Request
December 2, 2021

Recommendation

City Staff recommends approval of the request as presented. The Planning and Zoning Commission unanimously recommended to approve the request to rezone Lucas Country Corner from R-2 to Commercial Business.

Motion

I make a motion to approve/deny adopting Ordinance 2021-12-00941 changing the zoning for Lucas Country Corner from Residential 2-acre (R-2) to Commercial Business (C) on a parcel of land consisting of 5.831 acres situated in the James Anderson Survey, Abstract No. 17, Collin County, Texas, and being a part of a called 10.262-acre and a 0.54-acre tract of land leaving a remainder of 4.971 +/- tract of land R-2 more commonly known as the Lewis property at the intersection of East Lucas Road and West Lucas Road.

COMMERCIAL ZONING REQUEST
PROPERTY DESCRIPTION

SITUATED in the State of Texas, County of Collin, City of Lucas, being part of the James Anderson Survey, Abstract No. 17, and being part of a called 10.262 acre tract as recorded under County Clerk No. 20190723000865510 of the Collin County Land Records, with said premises being more particularly described as follows:

BEGINNING at a Roome capped iron rod set marking the southeast corner of a called 0.54 acre tract as recorded in Volume 5259, Page 2576 of the Collin County Land Records, an interior ell corner of said 10.262 acre tract, and the herein described premises, from which a 60d nail with washer found in a leaning wood fence corner post bears South 78°30'36" West, 0.93 feet;

THENCE with the east line of said 0.54 acre tract, and a west line of said 10.262 acre tract, North 00°24'23" West, 105.18 feet to a "SPARR SURVEYS" capped iron rod found in the curving south right-of-way line of F.M. 3286 (E. Lucas Road, variable width right-of-way), marking the most northerly northwest corner of said 10.262 acre tract, and said premises;

THENCE with the south right-of-way line of F.M. 3286, same being the north line of said 10.262 acre tract, and said premises as follows: southeasterly along said curve to the right having a central angle of 06°55'21", for an arc distance of 50.44 feet, with a radius of 417.47 feet (chord = South 84°58'04" East, 50.41 feet) to the end of curve; South 81°30'22" East, 60.93 feet to a point marking the beginning of a curve to the left;

THENCE continuing with the south right-of-way line of F.M. 3286, and crossing through said 10.262 acre tract, same being the north line of said premises as follows: southeasterly along said curve having a central angle of 12°54'05", for an arc distance of 350.59 feet, with a radius of 1,557.00 feet (chord = South 79°59'51" East, 349.85 feet) to a point marking an exterior ell corner; South 03°33'07" West, 17.70 feet to a point marking the beginning of a curve; southeasterly along said curve to the left having a central angle of 04°59'28", for an arc distance of 137.17 feet, with a radius of 1,574.70 feet (chord = South 88°56'38" East, 137.13 feet) to a point in the east line of said 10.262 acre tract, the west line of a called 2.9785 acre tract being described under County Clerk No. 20090327000355630 of the Collin County Land Records, and marking the northeast corner of said premises, from which a "SPARR SURVEY" capped iron rod found bears North 00°08'45" West, 6.32 feet, said corner marking the original northeast corner of said 10.262 acre tract, and the northwest corner of said 2.9785 acre tract;

THENCE crossing through said 10.262 acre tract, same being the east line of said premises as follows: South 64°42'29" West, 190.48 feet to an angle break; South 18°56'01" West, 212.81 feet to an angle break; South 35°37'04" West, 173.79 feet to a point marking the southeast corner of said premises;

THENCE continuing to cross through said 10.262 acre tract, and with the south line of said premises, North 89°34'43" West, 170.14 feet a 1" iron pipe found for an interior ell corner of said 10.262 acre tract, the northeast of Lot 1, Block A of Cook County Place Addition as recorded in Volume E, Page 27 of the Collin County Map Records;

THENCE with the south line of said 10.262 acre tract, said premises, and the north line of said Lot 1, North 89°34'43" West, 232.16 feet to a TxDOT monument found in the east right-of-way line of F.M. 1378 (Southview Drive, Variable width right-of-way), and marking the southwest corner of said premises;

THENCE continuing to cross through said 10.262 acre tract, same being the east right-of-way line of F.M. 1378, and a west line of said premises, North 02°32'17" West, 430.77 feet to a Roome capped iron rod set in the south line of the aforementioned 0.54 acre tract, a north line of said 10.262 acre tract, and marking the most westerly northwest corner of said premises;

THENCE with the common line of said 10.262 and 0.54 acre tracts, same being a north line of said premises, South 83°22'38" East, 174.74 feet to the place of beginning and containing 5.831 acres of land.

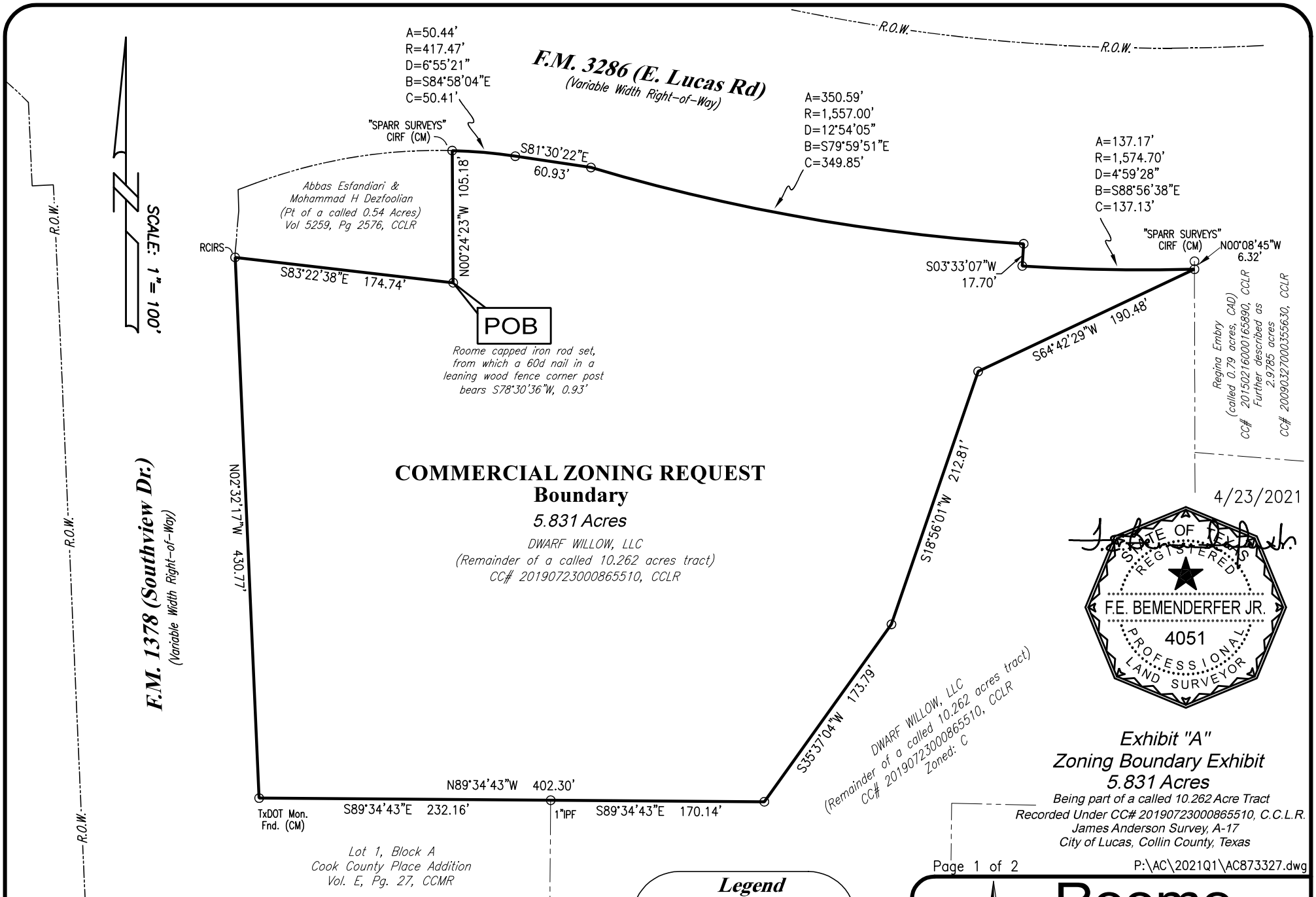
04/23/2021

STATE OF TEXAS
REGISTERED
F.E. BEMENDERFER JR.
4051
PROFESSIONAL
LAND SURVEYOR

Exhibit "A"
Zoning Boundary Description
5.831 Acres
Being part of a called 10.262 Acre Tract
Recorded Under CC# 20190723000865510, C.C.L.R.
James Anderson Survey, A-17
City of Lucas, Collin County, Texas

P:\AC\2021Q1\AC873327.dwg

Roome
Land Surveying
2000 Avenue G, Suite 810
Plano, Texas 75074
Phone (972) 423-4372 / Fax (972) 423-7523
www.roomesurveying.com / Firm No. 10013100


F.M. 3286 (E. Lucas Rd)
(Variable Width Right-of-Way)
R.O.W.
A=50.44'
R=417.47'
D=6°55'21"
B=S84°58'04"E
C=50.41'
"SPARR SURVEYS" CIRF (CM)
S81°30'22"E 60.93'
A=350.59'
R=1,557.00'
D=12°54'05"
B=S79°59'51"E
C=349.85'
A=137.17'
R=1,574.70'
D=4°59'28"
B=S88°56'38"E
C=137.13'
"SPARR SURVEYS" CIRF (CM)
N00°08'45"W 6.32'
Abbas Esfandiari & Mohammad H Dezfoolian (Pt of a called 0.54 Acres) Vol 5259, Pg 2576, CCLR
N00°24'23"W 105.18'
RCIRS
S83°22'38"E 174.74'
POB
Roome capped iron rod set, from which a 60d nail in a leaning wood fence corner post bears S78°30'36"W, 0.93'
S03°33'07"W 17.70'
S64°42'29"W 190.48'
Regina Embry (called 0.79 acres, CAD) CC# 20150216000165890, CCLR
Further described as 2.9785 acres CC# 20090327000355630, CCLR
SCALE: 1" = 100'
COMMERCIAL ZONING REQUEST
Boundary
5.831 Acres
DWARF WILLOW, LLC
(Remainder of a called 10.262 acres tract)
CC# 20190723000865510, CCLR
N02°32'17"W 430.77'
S18°56'01"W 212.81'
S35°37'04"W 173.79'
DWARF WILLOW, LLC
(Remainder of a called 10.262 acres tract)
CC# 20190723000865510, CCLR
Zoned: C
4/23/2021
STATE OF TEXAS
REGISTERED
F.E. BEMENDERFER JR.
4051
PROFESSIONAL
LAND SURVEYOR
F.M. 1378 (Southview Dr.)
(Variable Width Right-of-Way)
N89°34'43"W 402.30'
TxDOT Mon. Fnd. (CM)
S89°34'43"E 232.16'
1"IPF
S89°34'43"E 170.14'
Lot 1, Block A
Cook County Place Addition
Vol. E, Pg. 27, CCMR
Legend
IRF Iron Rod Found
RCIRS Roome Capped Iron Rod Set
CCLR Collin County Land Records
POB Point of Beginning
R.O.W. Right of Way
Exhibit "A"
Zoning Boundary Exhibit
5.831 Acres
Being part of a called 10.262 Acre Tract
Recorded Under CC# 20190723000865510, C.C.L.R.
James Anderson Survey, A-17
City of Lucas, Collin County, Texas
Page 1 of 2
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Roome
Land Surveying
2000 Avenue G, Suite 810
Plano, Texas 75074
Phone (972) 423-4372 / Fax (972) 423-7523
www.roomesurveying.com / Firm No. 10013100

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, November 11, 2021 at 7:00 p.m. and City Council will conduct a second public hearing on Thursday, December 2, 2021 at 7:00 p.m. at Lucas City Hall, 665 Country Club, Lucas, Texas to consider a request for a change in zoning from R-2 to C on a parcel of land consisting of 5.831 acres for a tract of land situated in the James Anderson Survey, Abstract No. 17, Collin County, Texas, and being a part of a called 10.262 and a .54 acre tract of land leaving a remainder of 4.971 +/- tract of land R-2 more commonly known as the Lewis property at the intersection of East Lucas Road and West Lucas Road described as follows:

SITUATED in the State of Texas, County of Collin, City of Lucas, being part of the James Anderson Survey, Abstract No. 17, and being part of a called 10.262 acre tract as recorded under County Clerk No. 20190723000865510 of the Collin County Land Records, with said premises being more particularly described as follows:

BEGINNING at a Roome capped iron rod set marking the southeast corner of a called 0.54 acre tract as recorded in Volume 5259, Page 2576 of the Collin County Land Records, an interior ell corner of said 10.262 acre tract, and the herein described premises, from which a 60d nail with washer found in a leaning wood fence corner post bears South 78°30'36" West, 0.93 feet;

THENCE with the east line of said 0.54 acre tract, and a west line of said 10.262 acre tract, North 00°24'23" West, 105.18 feet to a "SPARR SURVEYS" capped iron rod found in the curving south right—of—way line of F.M. 3286 (E. Lucas Road, variable width right—of—way), marking the most northerly northwest corner of said 10.262 acre tract, and said premises;

THENCE with the south right—of—way line of F.M. 3286, same being the north line of said 10.262 acre tract, and said premises as follows: southeasterly along said curve to the right having a central angle of 06°55'21", for an arc distance of 50.44 feet, with a radius of 417.47 feet (chord = South 84°58'04" East, 50.41 feet) to the end of curve; South 81°30'22" East, 60.93 feet to a point marking the beginning of a curve to the left;

THENCE continuing with the south right—of—way line of F.M. 3286, and crossing through said 10.262 acre tract, same being the north line of said premises as follows: southeasterly along said curve having a central angle of 12°54'05", for an arc distance of 350.59 feet, with a radius of 1,557.00 feet (chord = South 79°59'51" East, 349.85 feet) to a point marking an exterior ell corner; South 03°33'07" West, 17.70 feet to a point marking the beginning of a curve;

southeasterly along said curve to the left having a central angle of 04°59'28", for an arc distance of 137.17 feet, with a radius of 1,574.70 feet (chord = South 88°56'38" East, 137.13 feet) to a point in the east line of said 10.262 acre tract, the west line of a called 2.9785 acre tract being described under County Clerk No. 20090327000355630 of the Collin County Land Records, and marking the northeast corner of said premises, from which a "SPARR SURVEY" capped iron rod found bears North 00°08'45" West, 6.32 feet, said corner marking the original northeast corner of said 10.262 acre tract, and the northwest corner of said 2.9785 acre tract;

THENCE crossing through said 10.262 acre tract, same being the east line of said premises as follows: South 64°42'29" West, 190.48 feet to an angle break; South 18°56'01" West, 212.81 feet to an angle break; South 35°37'04" West, 173.79 feet to a point marking the southeast corner of said premises;

THENCE continuing to cross through said 10.262-acre tract, and with the south line of said premises, North 89°34'43" West, 170.14 feet a 1" iron pipe found for an interior ell corner of said 10.262 acre tract, the northeast of Lot 1, Block A of Cook County Place Addition as recorded in Volume E, Page 27 of the Collin County Map Records;

THENCE with the south line of said 10.262-acre tract, said premises, and the north line of said Lot 1, North 89°34'43" West, 232.16 feet to a TxDOT monument found in the east right—of—way line of F.M. 1378 (Southview Drive, Variable width right—of—way), and marking the southwest corner of said premises;

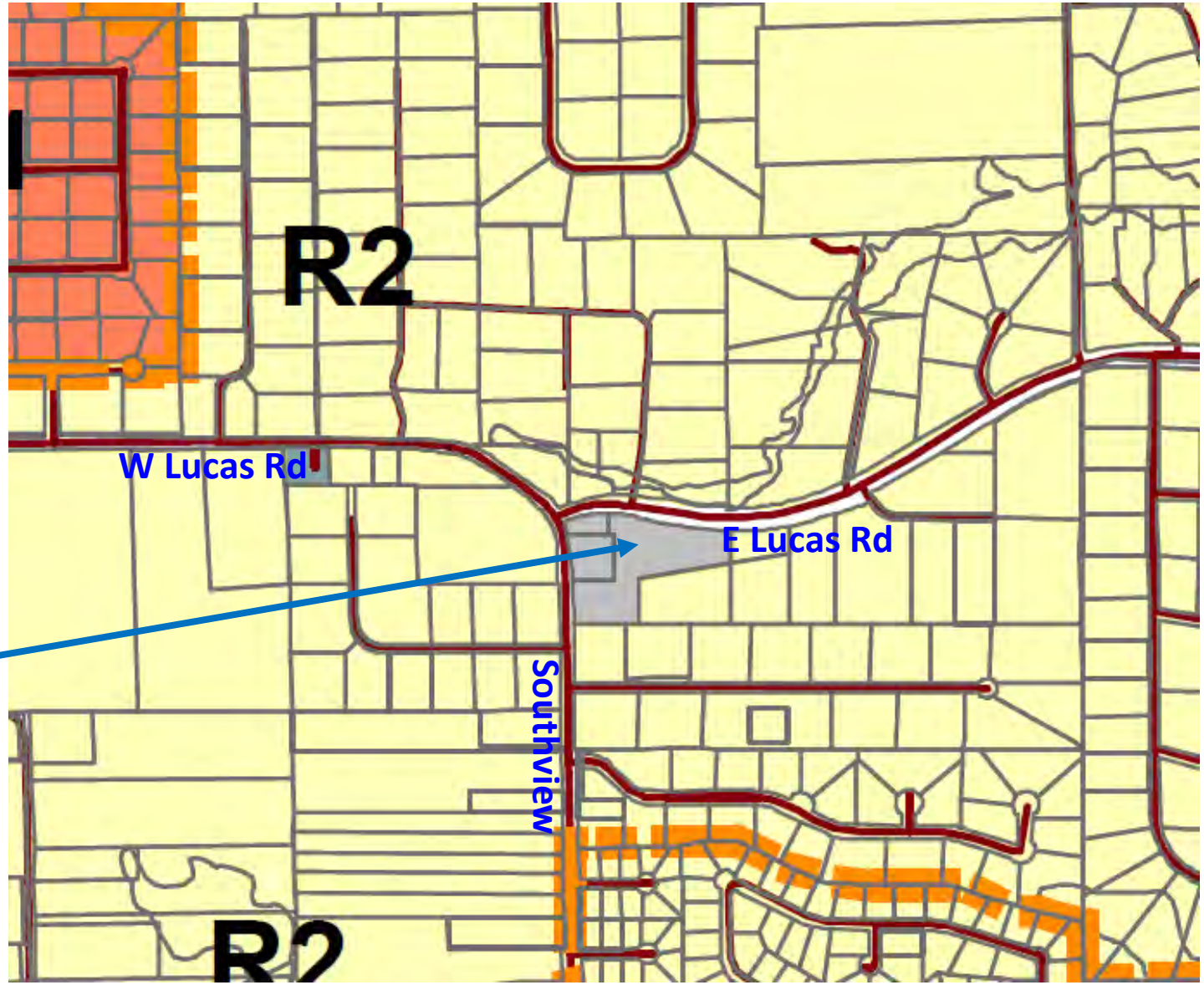
THENCE continuing to cross through said 10.262-acre tract, same being the east right—of—way line of F.M. 1378, and a west line of said premises, North 02°32'17" West, 430.77 feet to a Roome capped iron rod set in the south line of the aforementioned 0.54 acre tract, a north line of said 10.262 acre tract, and marking the most westerly northwest corner of said premises;

THENCE with the common line of said 10.262 and 0.54 acre tracts, same being a north line of said premises, South 83°22'38" East, 174.74 feet to the place of beginning and containing 5.831 acres of land.

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, email shenderson@lucastexas.us and it will be presented at the hearing. If you have any question about the request, contact Joe Hilbourn at jhilbourn@lucastexas.us.

Location Map

Proposed Location of
Lucas Country Corner



STATE OF TEXAS §
§
COUNTY OF COLLIN §

ECONOMIC DEVELOPMENT AGREEMENT

This Economic Development Agreement (the "Agreement") is entered into this 7 day of October 2021, by and between the City of Lucas, Texas ("City'), whose place of business for purposes of this Agreement is 665 Country Club Road, Lucas, Texas 75002, and Dwarf Willow LLC, a Texas Limited Liability Company, whose place of business for purposes of this Agreement is 906 Santiago Trail, Wylie, Texas (the "Dwarf Willow" or "Owner"). City and Owner are sometimes referred to herein together as the "Parties" and individually as a "Party".

RECITALS:

WHEREAS, Dwarf Willow is the owner of the real property commonly known as Lucas Country Corner which is more particularly depicted and described in the attached Exhibit "A" (the "Property"); and

WHEREAS, the Texas Department of Transportation ("TxDOT") will reconstruct the intersection of Southview Drive and East Lucas Road. which will hinder left turn traffic into 175 Southview Drive; and

WHEREAS, the City Council finds that the fire lane/cross access roads shown on the attached Exhibit "B" (On-Site Improvements") will allow safe and effective access for the flow of traffic from Southview Drive and East Lucas Road to 175 Southview Drive; and

WHEREAS, City has adopted programs for promoting economic development, including a Chapter 380 Economic Development Program; and

WHEREAS, City is authorized by Article III, Section 52-a of the Texas Constitution and Texas Local Government Code Chapter 380, to provide economic development grants to promote local economic development and to stimulate business and commercial activity in City; and

WHEREAS, City has determined that making economic development grants to Company in accordance with this Agreement will further the objectives of City, will benefit City and City's inhabitants, and will promote local economic development and stimulate business and commercial activity in City; and

WHEREAS, Owner intends to develop the Property and the City agrees to participate in the costs off the On-Site Improvements; and

WHEREAS, Chapter 252 of the Texas Local Government Code provides for competitive bidding procedures and Section 252.022 therein provides general exemptions to such competitive bidding requirements for City purchases. Once such exemption provides that competitive bidding requirements do not apply to an expenditure for payment under a contract by which a developer

participates in the construction of a public improvement as provided by Subchapter C, Chapter 212 of the Local Government Code; and

WHEREAS, Subchapter C, Chapter 212 of the Local Government Code provides that the City may make a contract with a developer of a land in the City to construct public improvements without complying with Chapter 252 competitive bidding procedures if the project cost limits participation by the City in an amount not to exceed thirty percent (30%) of the total contract price; and

WHEREAS, the City Council has determined that it is in the best interest of the public to provide access to the abutting property.

THEREFORE, and in consideration of ten dollars ($10.00), the mutual covenants and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

Article I
Term

1.1 This Agreement shall commence on the last date of execution hereof ("Effective Date") and shall terminate on the date that is the earlier date of (1) the expiration of fifteen (15) years after City acceptance of the On-Site Improvements; or (2) the date the Owner has fully satisfied all of the terms and conditions herein; or (3) June 18, 2035 ("Expiration Date"); or (4) unless sooner terminated herein.

1.2 This Agreement is contingent upon the Property being zoned as Commercial Business District ("CB") by the City as reflected in the Comprehensive Plan. In the event the Property is not approved for Commercial Business District, this Agreement shall be terminated with no further responsibilities of the Parties.

Article II
Definitions

Unless the context requires otherwise, the following terms shall have the meanings hereinafter set forth:

"Approved Construction Plans" means the plans and specifications for the On-Site Improvements approved by the City Manager, or designee. The Approved Plans shall be in reasonable conformance with the preliminary plans submitted by the Owner and attached as Exhibits "B" and "D", and the approval shall not be unreasonably withheld.

"City Manager" means the City Manager of the City of Lucas, or designee.

"Effective Date" shall mean the last date of execution of this Agreement.

"Event of Bankruptcy or Insolvency" shall mean insolvency, appointment of receiver for any part of Owner's property and such appointment is not terminated within ninety (90) days after such appointment is initially made, any general assignment for the benefit of creditors, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Owner and such proceeding is not dismissed within ninety (90) days after filing thereof.

"Force Majeure" shall mean any contingency or cause beyond the reasonable control of Owner, as applicable, including, without limitation, acts of God or the public enemy, war riot, civil commotion, insurrection, adverse weather, government or de facto governmental action or inaction (unless caused by negligence or omissions of Owner), fires, explosions or floods, strikes, slowdowns or work stoppages, shortage of materials and labor, or delays by the City.

"Impact fees" shall mean all fees assessed by the City of Lucas, Texas, pursuant to Chapter 395 of the TEXAS LOCAL GOVERNMENT CODE and/or Chapter 402 of the TEXAS LOCAL GOVERNMENT CODE which shall include storm water drainage fees, water, parks and roadway.

"On-Site Improvements" shall mean construct the fire lanes as defined under the City of Lucas Fire Apparatus Access Roads Sections 503.1 to 503.6, from 175 Southview Drive to the proposed northern entrance on East Lucas Road and the proposed western entrance on Southview Drive of the Lucas Country Corner, including the approach sections as depicted in Exhibit "B".

Article III
On-Site Improvements

3.1 Access Agreement. Owner agrees to provide an Access Easement for 175 Southview Drive for cross access traffic from East Lucas Road and from Southview Drive Road until a final plat is filed and approved.

3.2 Construction and Cost Participation of On-Site Improvements. The City agrees to participate in the costs of the On-Site Improvements through the reimbursement of Impact Fees collected for the Property.

(a) City's Cost. If Owner develops the Property before the City has completed installation of the On-Site Improvements, the City will reimburse the Owner for the actual cost of the construction of the On-Site Improvements. However, in no event shall the reimbursement exceed the cost of Impact Fees collected for the Property. The Owner agrees to competitively bid the installation of the On-Site Improvements to at least three (3) contractors.

(b) Invoices. Owner shall submit invoices to the City in an amount not to exceed Eighty Thousand Dollars ($80,000.00). The City shall reimburse Owner as for the actual costs of the construction of the On-Site Improvements as provided in this Article. Any errors, discrepancies or the invoicing of work not completed may result in a delay in payment.

(c) Owner agrees to design and install the On-Site Improvements in accordance with the applicable standards, ordinances and regulations adopted by the City ("City Standards"). The roads labeled as Approach and Cross Access Easement in Exhibit "B" (On Site Improvements) will be built to Lucas Fire Lane specifications as per Section 503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 24 feet (7315 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 14 feet (4267 mm).

(d) Owner shall submit Approved Construction Plans for the design and construction of the On-Site Improvements to the City for review and approval by the City Administrator. The Approved Construction Plans shall include the estimated cost of design and installation of the On-Site Improvements. The On-Site Improvements shall be constructed in accordance with the Approved Construction Plans.

(e) If Owner does not develop the Property any time prior to or after the completion of the TxDOT intersection, the City has the right, at its sole cost, to construct the On-Site Improvements in compliance with Exhibit "B" or the most current Construction Plans for Lucas Country Corner which have been approved by the City.

3.3 Masonry Walls. The City agrees to allow existing fences and living screens in lieu of masonry walls in the locations described below and depicted in Exhibit "D" (Masonry Wall). Owner commits that the living screens will be perpetually maintained.

Hamlin Tract – Lot 1, Block A, Cook County Country Place Edition, Vol. E Pg 27 MRCCT. Border adjoining Lucas Country Corner shall be 6' Masonry wall per Lucas City Code Section 3.8.045.

Dwarf Willow Residential Tract – Southern Portion as of ABS A0017 James Anderson Survey, Sheet 1, Tract 8 as depicted on Exhibit "D". Current fencing and living screen shall be utilized in lieu of fencing and screening requirements. Living screens to be added (except in 'creek') as depicted in Exhibit "D" (Masonry Wall).

Bierschwale Tract – Lot 2, Block A, Cook County Country Place Edition, Vol. E Pg 27 MRCCT. Current fencing and living screen shall be utilized in lieu of fencing and screening requirements.

Embry Tract – Called 2.985 Acres, John Joseph Lanzillow, Jr., Bessie J Lanzillo &, Regina Embry, Clerk's File Number 20090327000355630, DRCCT. Current fencing and living screen shall be utilized in lieu of fencing and screening requirements.

3.4 Restricted Businesses. Owner agrees that no business that is restricted under Section 14.03.352 of the City of Lucas Ordinances shall be allowed including bars and night clubs, sexually oriented businesses, and vape shops, or any business listed in the attached Exhibit "E". No sexually oriented adult massage parlors. Massage therapy allowed if licensed by the state.

3.5 Pond. The Owner agrees to keep and maintain a minimum of 24,000 square feet at pool level of the pond generally depicted in Exhibit "B".

3.6 Lighting. Owner agrees to use directional LED lighting as required under the Commercial Business District's requirements to mitigate neighborhood light. Lucas City Ordinance Chapter 14, Article 14.04, Division 7 – Lighting. No luminaire shall create a glare at the property line.

3.7 Lucas Country Corner Design Standards and Materials List. Owner and City agree to the following design standards in an attempt to recreate period correct buildings (1870 to 1920) for the property. Lucas Country Corner may contain two types of building designs, "Period Buildings" defined as those intended to represent period or historical buildings or use period or historical elements; and "Traditional Buildings" defined as traditional masonry commercial buildings. All buildings on site shall share similar design characteristics and should use complementary building materials and colors to adjacent buildings within the development. Lucas Country Corner Design Standards:

Exterior Finish Materials:

Period Buildings shall be allowed to be built with building materials that are representative of those buildings. These materials may be reclaimed or new and may be brick, stone, plaster, concrete, stucco, wood, metal, modern materials that represent period finishes, or other materials intended to represent these period buildings.

Traditional Buildings shall be finished with at least 50% masonry. Acceptable masonry finishes are brick, natural stone, stucco, and limestone. The area of exterior finish shall be calculated exclusive of doors and windows. The balance of the exterior finish materials shall be masonry, wood or cementitious siding (no vinyl siding), metal, and/or window/door glazing as per Exhibit "F" (Pattern Book).

Colors:

90% of all colors will be natural material colors or earth tones. Exceptions would be artistic Murals, awnings, doors, trim, and signs.

Roof Treatment:

Long uninterrupted roof lines that are seen from public right-of-way or oriented to residential properties shall be broken into smaller segments using appropriately scaled gables, dormers, change in height of parapet wall, change in roof form, typically these would correspond to offsets in the building façade.

Parapet roof lines shall have well defined cornice treatment or another similar architectural element to visually cap the building.

Period Buildings can vary from these requirements if the variation is in line with the intent of the period building.

Building Massing:

At a minimum, elevations that are 70 feet or longer in horizontal length shall be interrupted by an offset of at least 18" in depth. This offset could be on the same floor level or on a floor level above or below. Period Buildings can vary from these requirements if the variation is in line with the intent of the period building.

3.8 Maximum Square footage. Owner agrees to build no two-story building larger than 16,000 square feet and no one story building larger than 12,000 square feet. The maximum square footage of the development will be 56,000 square feet. Two story buildings will be limited to the shaded zone depicted in Exhibit "G" Two Story Zone.

3.9 Hours of Operation. Owner agrees that the hours of business will be limited to run from 6:00 a.m. to 10:00 p.m. unless approval is provided by the City of Lucas via SUP.

3.10 Commitment to residential areas. Owner agrees that that the 2-acre residential lot on Carey Lane and the 2 acres around the pond will always remain residential.

Article IV
Notice

Any notice to be given or to be served upon a Party hereto in connection with this Agreement must be in writing and may be given by hand delivery or by certified or registered mail and shall be deemed to have been given and received two (2) business days after a certified or registered letter containing such notice, properly addressed with postage prepaid, is deposited in the United States mail, and if given otherwise than by certified or registered mail, it shall be deemed to have been given and delivered to and received by the Party (or such Party's agent or representative) to whom it is addressed when actually received by the intended recipient. Such notice shall be given to the Parties hereto at the address set forth below. Any Party hereto may, at any time by giving two (2) days written notice to the other parties, designate any other of which such notice shall be given.

If to City

Joni Clarke, City Manager
City of Lucas
665 Country Club Road
Road Lucas, Texas 75002

With Copy to

Joseph J. Gorfida, Jr.
Nichols, Jackson, Dillard, Hager & Smith, L.L.P.
500 N. Akard, Suite 1800
Dallas, Texas 75201

If to Owner:

Ron Lacock
Dwarf Willow LLC
906 Santiago Trail
Wylie, Texas 75098

Article V
Termination

5.1 This Agreement shall terminate upon any one of the following:

(a) the written agreement of the Parties;
(b) the Expiration Date;
(c) the election by either Party in the event the other Party breaches any of the terms or conditions of this Agreement and such breach is not cured within thirty (30) days after written notice thereof to the breaching party;
(d) the election by the City, if Owner suffers an Event of Bankruptcy or Insolvency;
(e) the election by the City, if any Impositions owed to the City or the State of Texas by Owner shall become delinquent (provided, however the Owner retains the right to timely and properly protest and contest any such Impositions); or
(f) the election by the City, if any subsequent Federal or State legislation or any decision of a court of competent jurisdiction declares or renders this Agreement invalid, illegal or unenforceable.

Article VI
Miscellaneous

6.1 Assignment of Agreement. This Agreement must be assigned by Owner to any future owner(s) of this property. This Agreement may not be assigned, in whole or in part, by City.

6.2 Venue. This Agreement shall be construed under and in accordance with the laws of the State of Texas and is specifically performable in Collin County, Texas. Exclusive venue shall be in state district court in Collin County, Texas.

6.3 Savings/Severability. In case any one or more provisions contained in this Agreement shall be for any reason held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and it is the intention of the Parties to this Agreement that in lieu of each provision that is found to be illegal, invalid, or unenforceable, a provision be added to this Agreement which is legal, valid, and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid, or unenforceable.

6.4 Authority. Each of the Parties represents and warrants to the other that they have the full power and authority to enter into and fulfill the obligations of this Agreement.

6.5 Entire Agreement. This Agreement contains the entire agreement of the Parties with respect to the matters contained herein and may not be modified or terminated except upon the provisions hereof or by the mutual written agreement of the Parties to this Agreement.

6.6 Consideration. This Agreement is executed by the Parties hereto without coercion or duress and for substantial consideration, the sufficiency of which is forever confessed.

6.7 Counterparts. This Agreement may be executed in a number of identical counterparts, each of which will be deemed an original for all purposes.

6.8 Representations. Each signatory represents this Agreement has been read by the Party for which this Agreement is executed, and that such Party has had an opportunity to confer with its legal counsel.

6.9 Miscellaneous Drafting Provisions. This Agreement shall be deemed drafted equally by all Parties hereto. The language of all parts of this Agreement shall be construed as a whole according to its fair meaning, and any presumption or principle that the language herein is to be construed against any Party shall not apply. Headings in this Agreement are for the convenience of the Parties and are not intended to be used in construing this document.

6.10 Binding Effect. This Agreement will be binding upon and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and authorized assigns. This Agreement only inures to the benefit of, and may only be enforced by, the Parties and their respective heirs, executors, administrators, legal representatives, assignees, lender, successors, and City. No other person or entity is a third-party beneficiary of this Agreement.

6.11 No Joint Venture. It is acknowledged and agreed by the Parties that the terms hereof are not intended to and shall not be deemed to create a partnership or joint venture among the Parties, or to cause City to be deemed to be a constituent partner of the Owner.

6.12 Multiple Counterparts and Duplicate Originals. This Agreement may be executed in any number of multiple counterparts and/or duplicate originals, each of which shall be deemed an original and all of which considered together shall be deemed one and the same Agreement.

(signature page to follow)

EXECUTED this 7 day of October, 2021

City of Lucas, Texas

By: _____
Jim Olk, Mayor

Approved as to form:

By: _____
Joseph J. Gorfida, Jr., City Attorney
(09-24-2021:TM 124982)

STATE OF TEXAS §
§
COUNTY OF COLLIN §

Before me, the undersigned authority, on this 7 day of October, 2021, personally appeared Jim Olk, Mayor of the City of Lucas, Texas, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

[Seal] STACY HENDERSON
Notary Public, State of Texas
Comm. Expires 09-10-2023
Notary ID 950019

By: Stacy Henderson
Signature of Notary Public, State of Texas

My Commission Expires: 9-10-2023

EXECUTED this 22 day of October, 2021.

Dwarf Willow LLC
a Texas Limited Liability Company

By: _____
Darren Printz, Manager, Dwarf Willow LLC

STATE OF ~~TEXAS~~ Arkansas §
COUNTY OF ~~COLLIN~~ Washington §

Before me, the undersigned authority, on this 22 day of October, 2021, personally appeared Darren Printz, Manager of Dwarf Willow LLC, a Texas Limited Liability Company, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

[Seal]

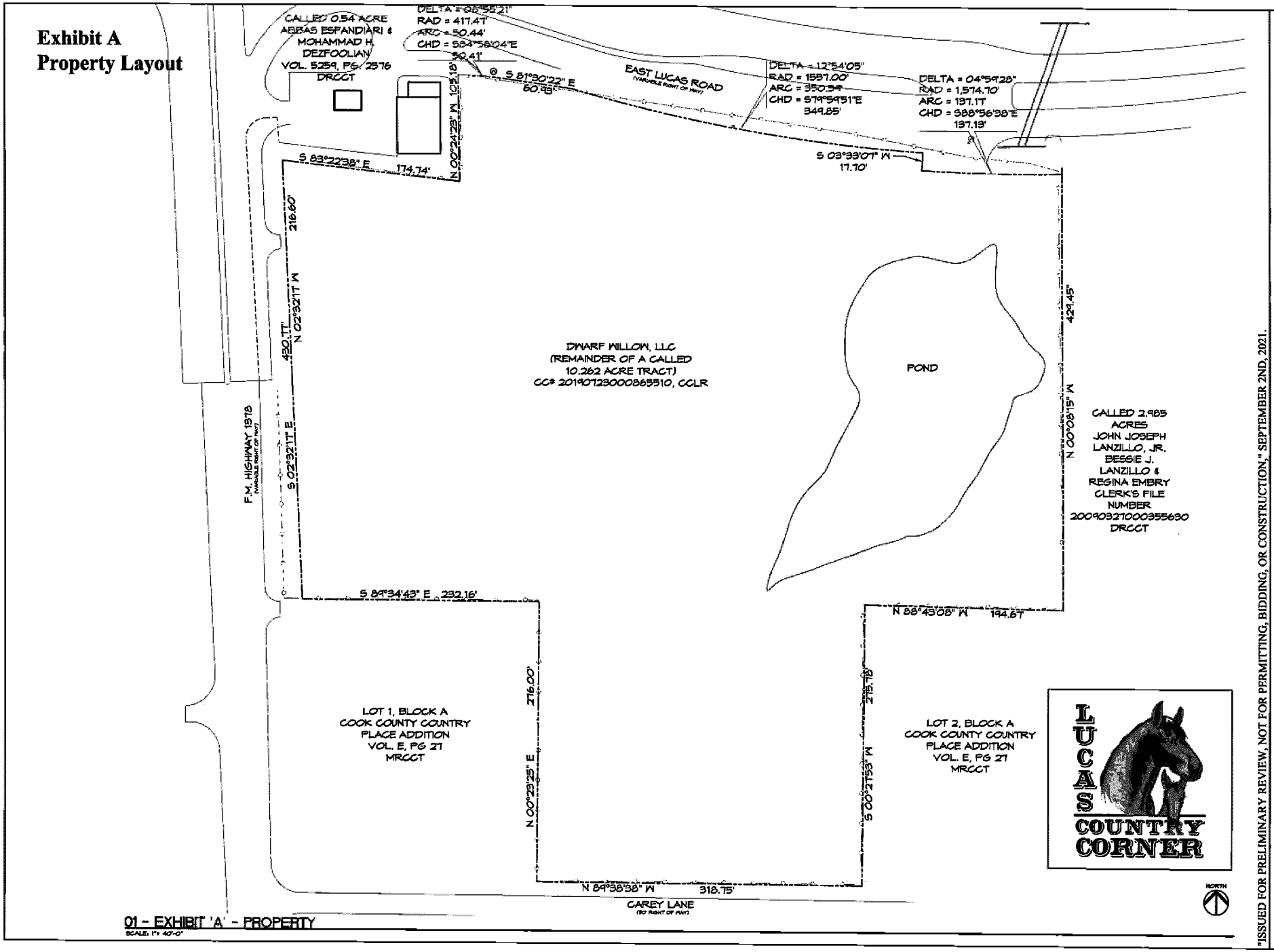
ERIN TURNER
MY COMMISSION EXPIRES 07-15-2029
NOTARY PUBLIC
COMM. # 12708274
SEBASTIAN COUNTY - ARKANSAS

By: Erin Turner
Signature of Notary Public, State of Texas

My Commission Expires: 07-15-2029

EXHIBITS A THRU G

Exhibit A
Property Layout



01 - EXHIBIT 'A' - PROPERTY
SCALE: 1" = 40'-0"

"ISSUED FOR PRELIMINARY REVIEW, NOT FOR PERMITTING, BIDDING, OR CONSTRUCTION," SEPTEMBER 2ND, 2021.

A NEW PROJECT FOR DWARF WILLOW, LLC

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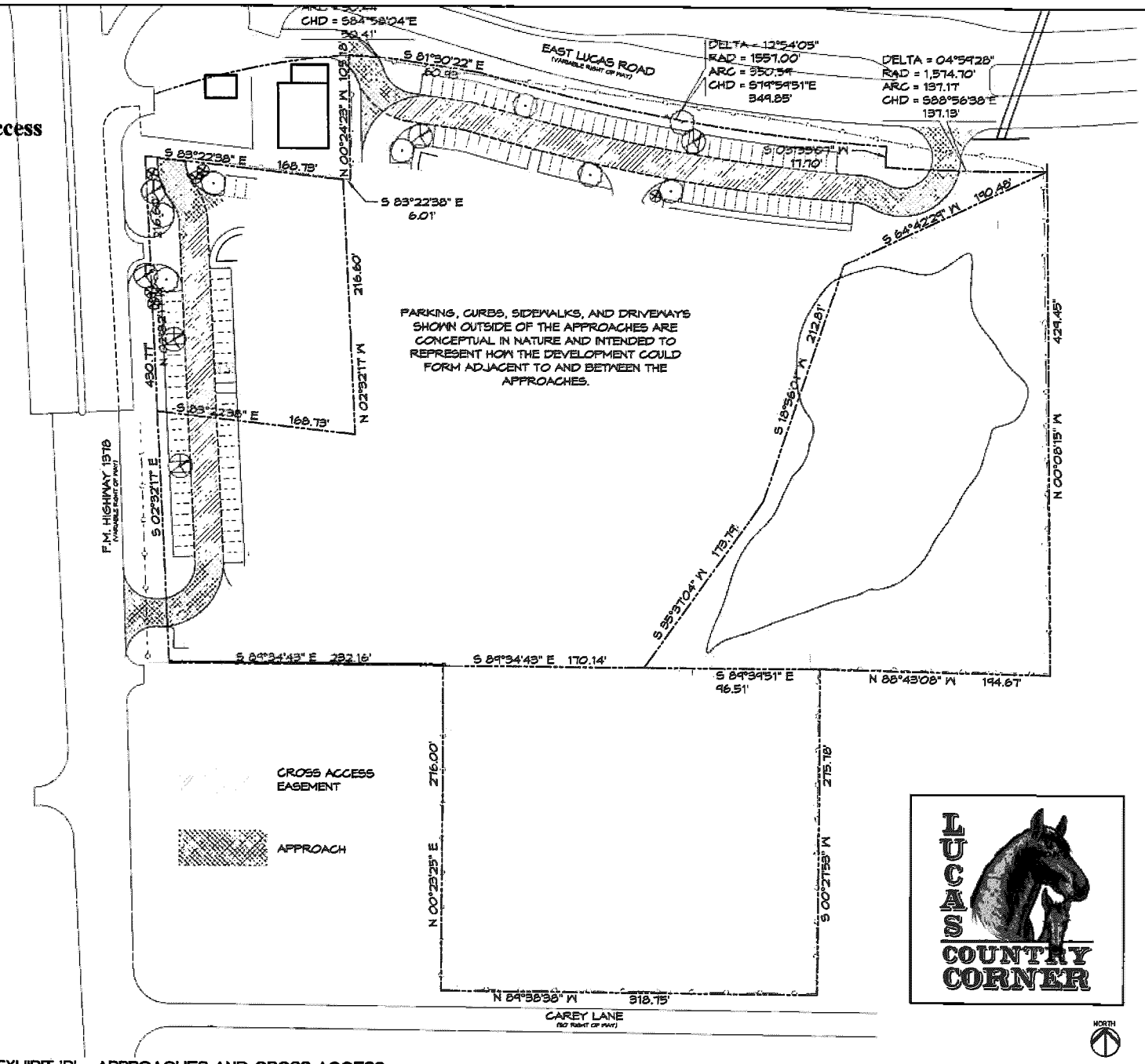
Exhibit B
Approaches and Cross Access



01 - EXHIBIT 'B' - APPROACHES AND CROSS ACCESS
SCALE: 1" = 40'-0"

"ISSUED FOR PRELIMINARY REVIEW, NOT FOR PERMITTING, BIDDING, OR CONSTRUCTION," SEPTEMBER 2ND, 2021.

A NEW PROJECT FOR DWARF WILLOW, LLC

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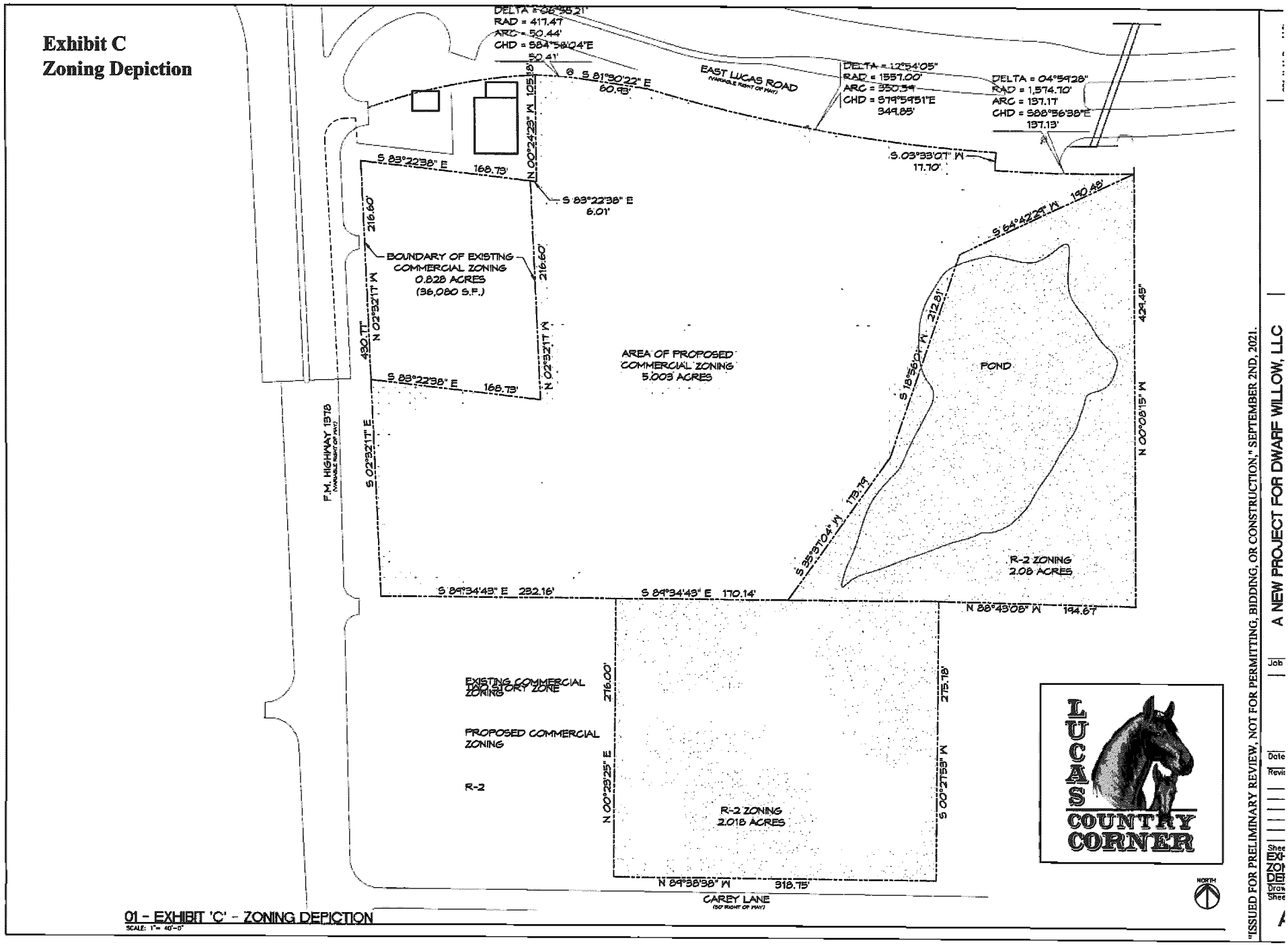
Exhibit C
Zoning Depiction



01 - EXHIBIT 'C' - ZONING DEPICTION
SCALE: 1"= 40'-0"

"ISSUED FOR PRELIMINARY REVIEW, NOT FOR PERMITTING, BIDDING, OR CONSTRUCTION," SEPTEMBER 2ND, 2021.

A NEW PROJECT FOR DWARF WILLOW, LLC

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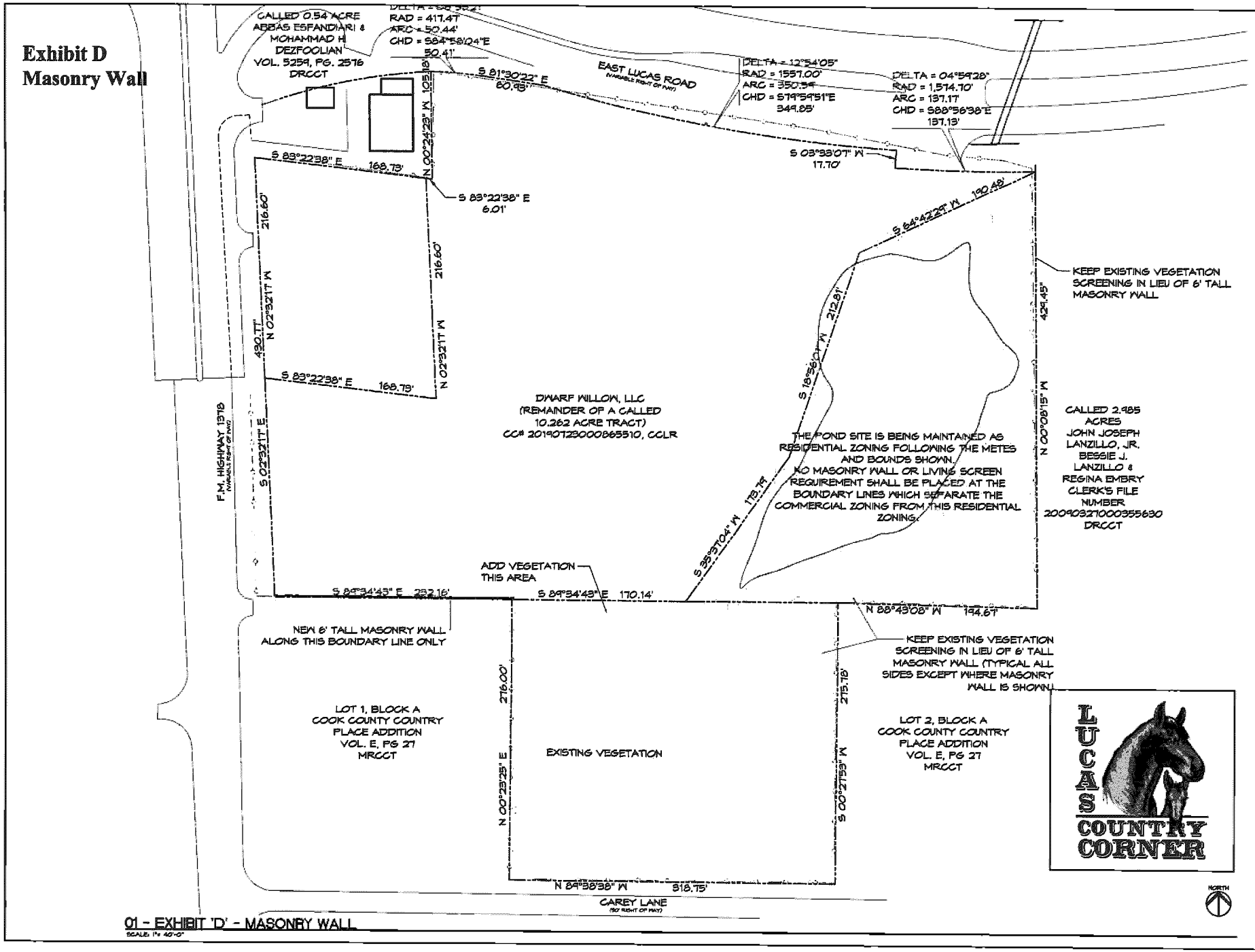
Exhibit D
Masonry Wall



01 - EXHIBIT 'D' - MASONRY WALL

SCALE: 1"= 40'-0"

"ISSUED FOR PRELIMINARY REVIEW, NOT FOR PERMITTING, BIDDING, OR CONSTRUCTION," SEPTEMBER 2ND, 2021.

A NEW PROJECT FOR DWARF WILLOW, LLC

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EXHIBIT "E"
Prohibited Businesses

Business Not Allowed:

I. Sexually oriented businesses. - Article 4.02
   1. Adult Arcade
   2. Adult Bookstore or Video Store
   3. Adult Theater
   4. Adult cabaret
   5. Adult Motel
   6. Escort Agencies
   7. Nude model studio
   8. Condom Shops
   9. Adult Massage Parlors

II. Vape Shops

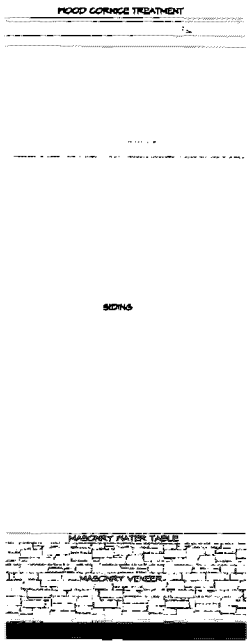
III. Bars/Night Clubs

IV. Liquor Stores

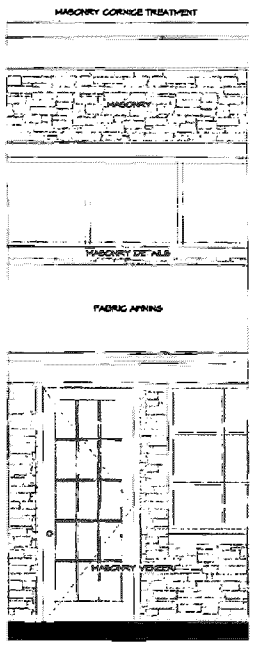
Non-Inclusive list of Business Encouraged:

Insurance	**Nail Salon**
Coffee Shop	**Prepared Food Store**
Restaurant	**Specialty Food Stores**
Organic Food Stores	**Donut Shop**
Dry Cleaning	**Financial Store**
Computer/Phone Store	**Pharmacy**
Music Store	**Barber Hair/Salon**
Medical / Dental Office	**Bicycle Shop**
Camera Studio	**Yoga Studio**
Professional Business Offices	**Bakery**
Child Care	**Vet Office**
Tack and Saddle Shop	**Quilt/Fabric Shop**
Bank	**Art / Hobby Store**
Music Store	**Antique Stores**
Book Store	**Game/Magic Stores**

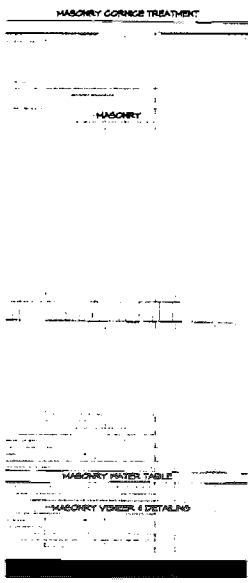
Exhibit F
Conceptual Elevation Patterns



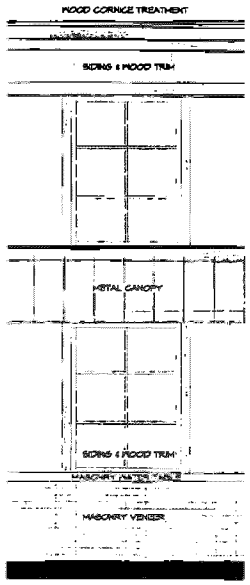
8 - SIDE/REAR ELEV.
1/2" = 1'-0"



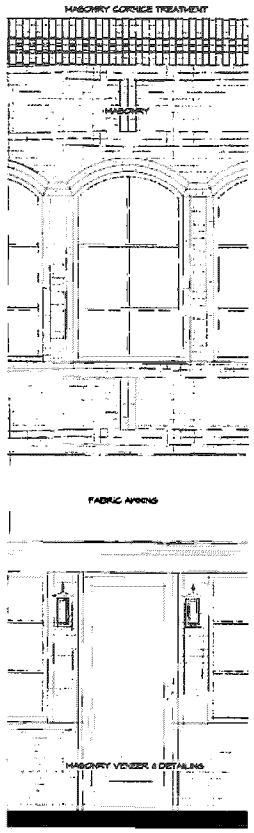
7 - FRONT ELEVATION
1/2" = 1'-0"



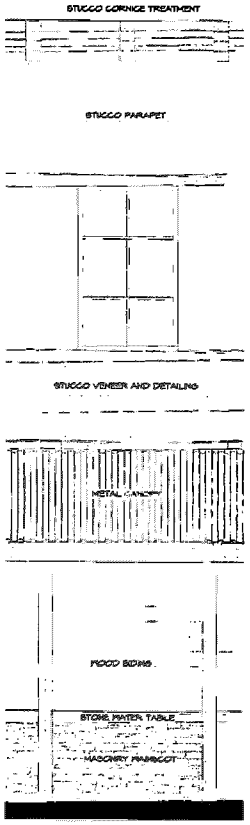
6 - SIDE/REAR ELEV.
1/2" = 1'-0"



5 - FRONT ELEVATION
1/2" = 1'-0"

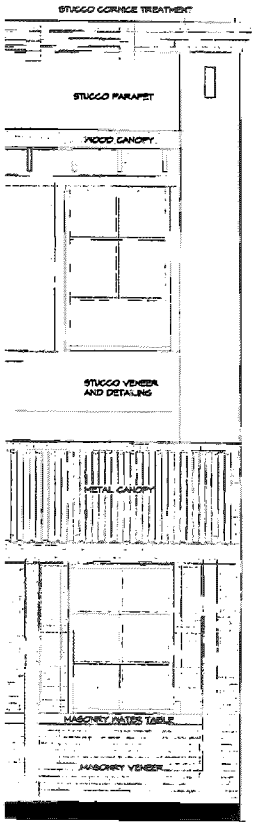


4 - FRONT ELEVATION
1/2" = 1'-0"



3 - FRONT ELEVATION
1/2" = 1'-0"

2 - SIDE/REAR ELEV.
1/2" = 1'-0"



1 - FRONT ELEVATION
1/2" = 1'-0"

"ISSUED FOR PRELIMINARY REVIEW, NOT FOR PERMITTING, BIDDING, OR CONSTRUCTION" SEPTEMBER 2, 2021.

A NEW PROJECT FOR DWARF WILLOW, LLC

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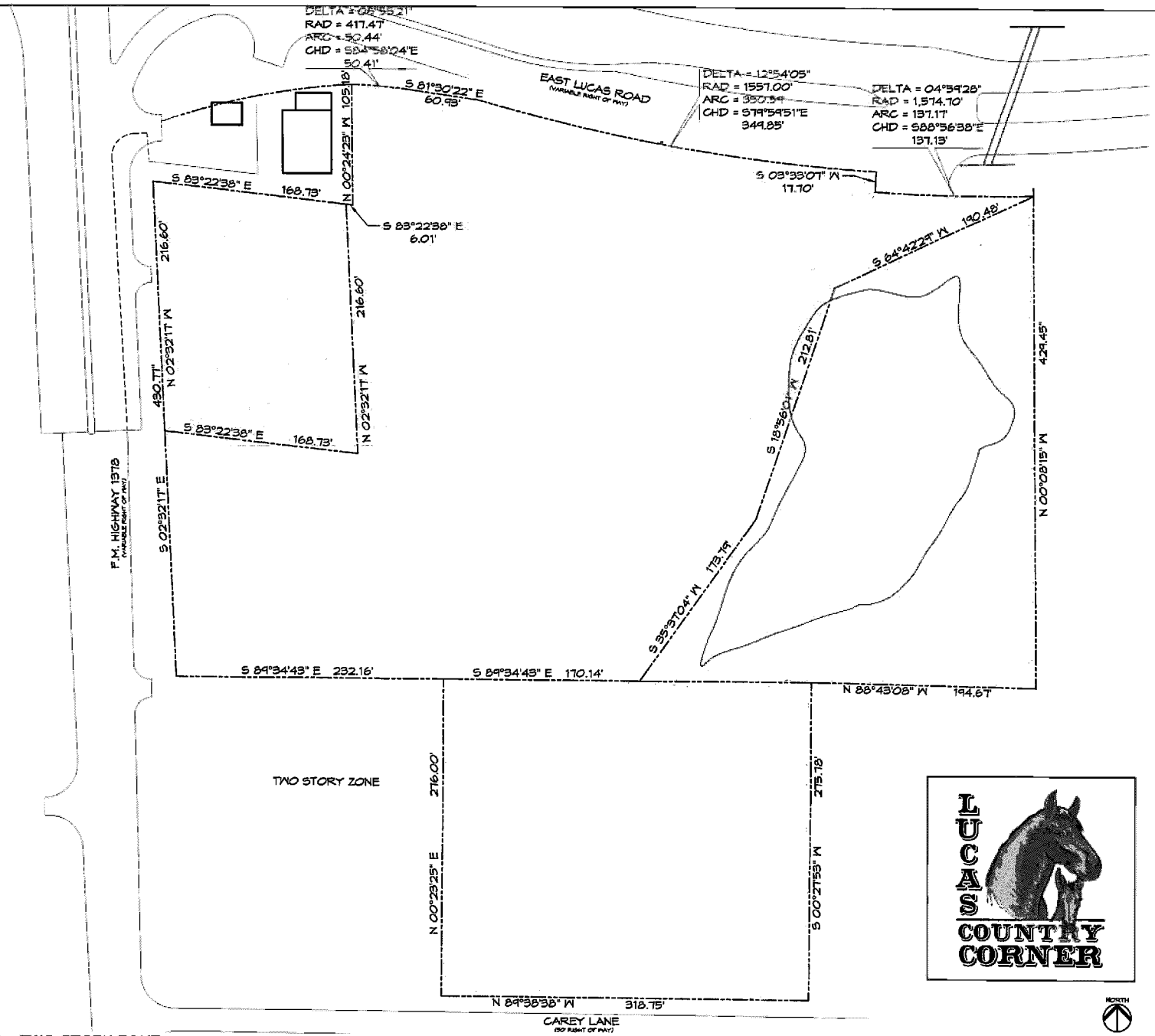
Exhibit G
Two Story Zone



01 - EXHIBIT 'G' - TWO STORY ZONE
SCALE: 1"= 40'-0"

LUCAS COUNTRY CORNER

"ISSUED FOR PRELIMINARY REVIEW, NOT FOR PERMITTING, BIDDING, OR CONSTRUCTION," SEPTEMBER 2ND, 2021.

A NEW PROJECT FOR DWARF WILLOW, LLC

Job

Date

Revis

Shee

EXH

TWO

ZON

Draw

Shee

A

Filed and Recorded
Official Public Records
Stacey Kemp, County Clerk
Collin County, TEXAS
10/29/2021 10:10:31 AM
$98.00 DFOSTER
20211029002210350

ORDINANCE 2021-12-00941
[CHANGE IN ZONING – INTERSECTION OF EAST LUCAS ROAD AND WEST LUCAS ROAD (±5.831 ACRES)]

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 SINGLE FAMILY RESIDENTIAL 2-ACRE (R-2) TO COMMERCIAL BUSINESS (CB), ON A PARCEL OF LAND CONSISTING OF ±5.831 ACRES SITUATED IN THE JAMES ANDERSON SURVEY, ABSTRACT NO. 17, BEING PART OF A CALLED 10.262 ACRE AND A 0.54 ACRE TRACT OF LAND LEAVING A REMAINDER OF ±4.971 ACRE TRACT OF LAND (R-2), MORE COMMONLY KNOWN AS THE LEWIS PROPERTY, LOCATED AT THE INTERSECTION OF EAST LUCAS ROAD AND WEST LUCAS ROAD, LUCAS, COLLIN COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AND DEPICTED ON EXHIBIT "A" AND EXHIBIT "B" ATTACHED HERETO; 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 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 to Single Family Residential 2-Acre (R2) to Commercial Business (CB) , on a parcel of land consisting of ±5.831 acres situated in the James Anderson Survey, Abstract No. 17, being part of a called 10.262 acre and a 0.54 acre tract of land leaving a remainder of ±4.971 acre tract of land (R-2), more commonly known as the Lewis property, located at the intersection of East Lucas Road and West Lucas Road, Lucas, Collin County, Texas, and being more particularly described and depicted on Exhibit "A" and Exhibit "B", attached hereto and made part hereof for all purposes.

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 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 4. 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 5. 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 6. 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 7. 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 COUNSEL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, ON THIS 2nd DAY OF DECEMBER, 2021.

APPROVED:

_____
Jim Olk, Mayor

APPROVED AS TO FORM:

_____
Joseph J. Gorfida, Jr.
(11-18-2021:TM 126103)

ATTEST:

_____
Stacy Henderson, City Secretary

EXHIBIT "A"
Legal Description

COMMERCIAL ZONING REQUEST
PROPERTY DESCRIPTION

SITUATED in the State of Texas, County of Collin, City of Lucas, being part of the James Anderson Survey, Abstract No. 17, and being part of a called 10.262 acre tract as recorded under County Clerk No. 20190723000865510 of the Collin County Land Records, with said premises being more particularly described as follows:

BEGINNING at a Roome capped iron rod set marking the southeast corner of a called 0.54 acre tract as recorded in Volume 5259, Page 2576 of the Collin County Land Records, an interior ell corner of said 10.262 acre tract, and the herein described premises, from which a 60d nail with washer found in a leaning wood fence corner post bears South 78°30'36" West, 0.93 feet;

THENCE with the east line of said 0.54 acre tract, and a west line of said 10.262 acre tract, North 00°24'23" West, 105.18 feet to a "SPARR SURVEYS" capped iron rod found in the curving south right-of-way line of F.M. 3286 (E. Lucas Road, variable width right-of-way), marking the most northerly northwest corner of said 10.262 acre tract, and said premises;

THENCE with the south right-of-way line of F.M. 3286, same being the north line of said 10.262 acre tract, and said premises as follows: southeasterly along said curve to the right having a central angle of 06°55'21", for an arc distance of 50.44 feet, with a radius of 417.47 feet (chord = South 84°58'04" East, 50.41 feet) to the end of curve; South 81°30'22" East, 60.93 feet to a point marking the beginning of a curve to the left;

THENCE continuing with the south right-of-way line of F.M. 3286, and crossing through said 10.262 acre tract, same being the north line of said premises as follows: southeasterly along said curve having a central angle of 12°54'05", for an arc distance of 350.59 feet, with a radius of 1,557.00 feet (chord = South 79°59'51" East, 349.85 feet) to a point marking an exterior ell corner; South 03°33'07" West, 17.70 feet to a point marking the beginning of a curve; southeasterly along said curve to the left having a central angle of 04°59'28", for an arc distance of 137.17 feet, with a radius of 1,574.70 feet (chord = South 88°56'38" East, 137.13 feet) to a point in the east line of said 10.262 acre tract, the west line of a called 2.9785 acre tract being described under County Clerk No. 20090327000355630 of the Collin County Land Records, and marking the northeast corner of said premises, from which a "SPARR SURVEY" capped iron rod found bears North 00°08'45" West, 6.32 feet, said corner marking the original northeast corner of said 10.262 acre tract, and the northwest corner of said 2.9785 acre tract;

THENCE crossing through said 10.262 acre tract, same being the east line of said premises as follows: South 64°42'29" West, 190.48 feet to an angle break; South 18°56'01" West, 212.81 feet to an angle break; South 35°37'04" West, 173.79 feet to a point marking the southeast corner of said premises;

THENCE continuing to cross through said 10.262 acre tract, and with the south line of said premises, North 89°34'43" West, 170.14 feet a 1" iron pipe found for an interior ell corner of said 10.262 acre tract, the northeast of Lot 1, Block A of Cook County Place Addition as recorded in Volume E, Page 27 of the Collin County Map Records;

THENCE with the south line of said 10.262 acre tract, said premises, and the north line of said Lot 1, North 89°34'43" West, 232.16 feet to a TxDOT monument found in the east right-of-way line of F.M. 1378 (Southview Drive, Variable width right-of-way), and marking the southwest corner of said premises;

THENCE continuing to cross through said 10.262 acre tract, same being the east right-of-way line of F.M. 1378, and a west line of said premises, North 02°32'17" West, 430.77 feet to a Roome capped iron rod set in the south line of the aforementioned 0.54 acre tract, a north line of said 10.262 acre tract, and marking the most westerly northwest corner of said premises;

THENCE with the common line of said 10.262 and 0.54 acre tracts, same being a north line of said premises, South 83°22'38" East, 174.74 feet to the place of beginning and containing 5.831 acres of land.

04/23/2021

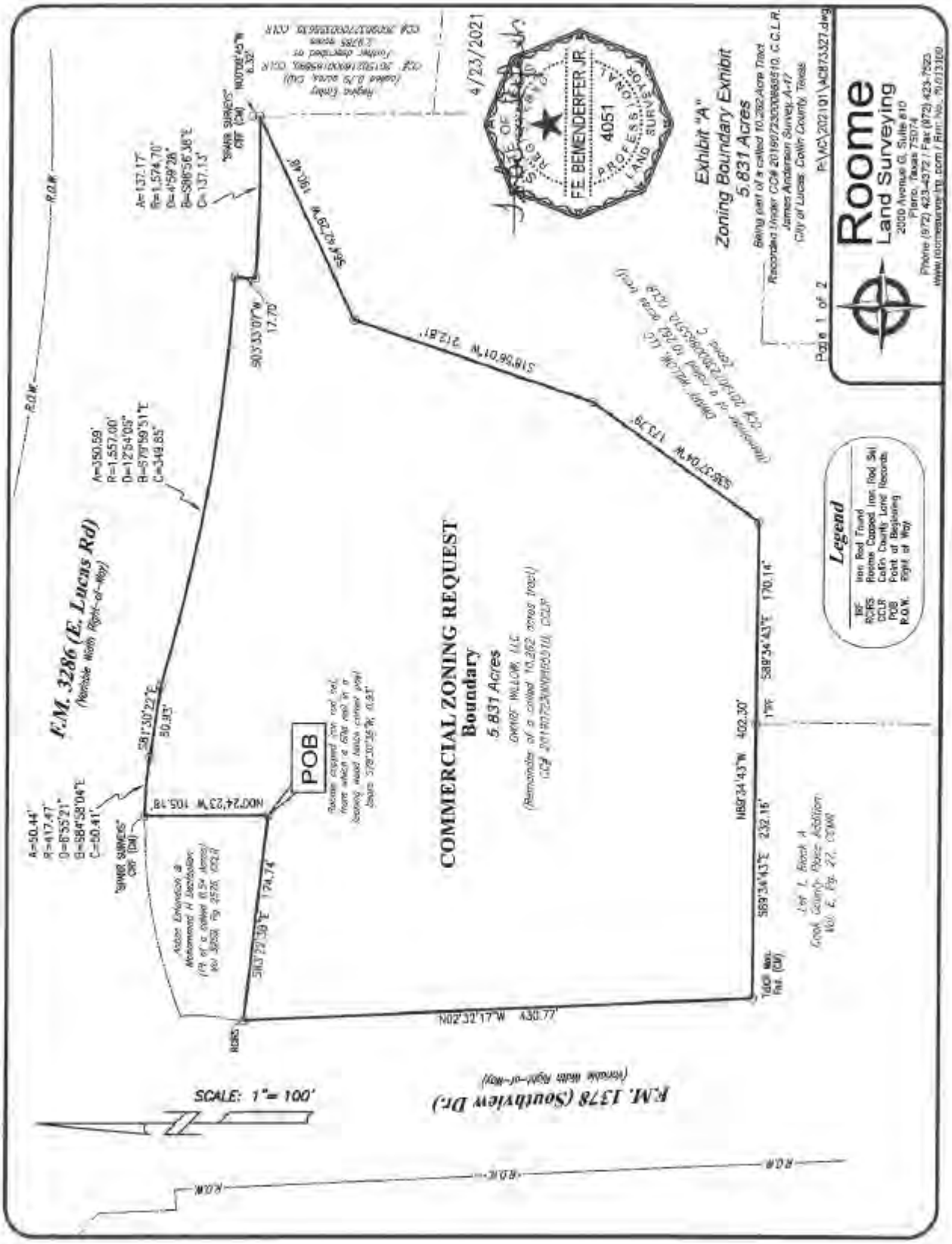
STATE OF TEXAS REGISTERED F.E. BEMENDERFER JR. 4051 PROFESSIONAL LAND SURVEYOR

Exhibit "A"
Zoning Boundary Description
5.831 Acres
Being part of a called 10.262 Acre Tract
Recorded Under CC# 20190723000865510, C.C.L.R.
James Anderson Survey, A-17
City of Lucas, Collin County, Texas

Page 2 of 2 P:\AC\202101\AC873327.dwg

Roome Land Surveying
2000 Avenue G, Suite 810
Plano, Texas 75074
Phone (972) 423-4372 / Fax (972) 423-7823
www.roomesurveying.com / Firm No. 10013100

EXHIBIT "B"
DEPICTION



Item No. 07

City of Lucas
City Council Agenda Request
December 2, 2021

Requester: Development Services Director Joe Hilbourn

Agenda Item

Consider the request by James Peters on behalf of Good Shepherd United Methodist Church for approval of a final plat for the property situated in the Benjamin Sparks Survey, ABS A0813, Tract 73, being 4.0-acres located at 750 West Lucas Road.

Background Information

This parcel of land is currently zoned Residential 2-acre (R-2) and the site is currently being used for religious services by Good Shepherd United Methodist Church. The purpose of the plat is to create an official lot of record from a tract of land.

Attachments/Supporting Documentation

1. Plat Application
2. Checklist
3. Final Plat
4. Location Map

Budget/Financial Impact

NA

Recommendation

Staff recommends approval of the final plat. The Planning and Zoning unanimously recommends approval.

Motion

I make a motion to approve/deny the final plat for Good Shepherd United Methodist Church for the property situated in the Benjamin Sparks Survey, ABS A0813, Tract 73, being 4.0-acres located at 750 West Lucas Road.

PLATTING APPLICATION

Physical Location of Property: 750 W Lucas Rd, +/-740' East of Country Club Rd
(Address and general location – approximate distance to nearest existing street intersection)

Legal Description of Property: 4.00 acres out of the B. Sparks Survey, Abstract No. 813
(Survey/ Abstract Number and Tracts/Platted Subdivision Name with Lots/Block – Must attach metes and bounds description)

Comprehensive Zoning Designation(s): R2

Existing Zoning Designation(s): R2

Description of Project Use: Church and Parsonage

Acreage: 4.00 | Existing # of Lots/Tracts: 2

OWNERS NAME: Good SHePheed UMC Contact Number: 214-912 9345
Applicant/Contact Person JAMES PETERS Title: TRUSTEE CHAIR
Company Name GOOD SHEPHERD UMC
Street Address 750 W LUCAS RD
Mailing Address 750 W LUCAS RD LUCAS TX 75002
Phone: 972 4290295 Fax: —— Email: [redacted]

OWNERS NAME: Contact Number:
Applicant/Contact Person Title:
Company Name
Street Address
Mailing Address
Phone: Fax: Email:

ENGINEER REPRESENTATIVE: Eagle Surveying Contact Number: 940-222-3009
Applicant/Contact Person Tyler Rank Title:
Company Name Eagle Surveying
Street Address 210 S Elm St, Suite 104
Mailing Address Denton, TX 76201
Phone: 940-222-3009 Fax: Email: tyler.rank@eaglesurveying.com

Read before signing below: If there is more than one property owner complete a separate sheet with the same wording as below. The City requires all original signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (notaries are available)

ITEMS REQUIRED PRIOR TO FINAL PLAT APPROVAL:

ALL APPLICATIONS MUST BE COMPLETE, ACCOMPANIED BY THE APPLICABLE CHECKLIST AND TAX CERTIFICATE SHOWING TAXES PAID BEFORE BEING SCHEDULED ON THE P&Z AGENDA. It is the applicant's responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning & Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be required from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements. Drawings will not be returned to applicant.

ALL PARCELS/PROPERTIES MUST MATCH IN ACREAGE ALL OTHER DOCUMENTS SUBMITTED WITH NO AMBIGUITY.

SUBMISSIONS: Failure to submit all materials to the City with this application will result in delays scheduling the agenda date.

NOTICE OF PUBLIC RECORDS: The submission of plans/drawings with this application makes such items public record, and the applicant understands that these items may be viewed by the public unless they are copyrighted.

PLATTING APPLICATION

- Applicant agrees to pay any and all monies due to the City including but not limited to Park Site fee, Tree Removal Permit fee, 3% of Construction cost (developer to provide contracts for verification) and including but not limited to other fees that may be required prior to final plat approval.
- Maintenance Bond for City Improvements, 2 year – 10% Bond to be verified by submitting contract.
- Construction as-built record drawings (mylar)
- Engineering construction test reports.
- Walk-through with Public Works personnel completed with satisfactory outcome.
- HOA (covenants, conditions & restrictions) documentation approved by City Attorney before submittal to Planning & Zoning.

By signing this application, staff is granted access to your property to perform work related to your case. I waive the statutory time limits in accordance with Texas Local Government Code, Section 212.

STATE OF TEXAS }

COUNTY OF COLLIN }

BEFORE ME, a Notary Public, on this day personally appeared James Peters the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (**proof must be attached, e.g. "Power of Attorney**) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."

Owner / Agent (*circle one*)

SUBSCRIBED AND SWORN TO before me, this the 12 day of July, 2021.

Notary Public in and for the State of Texas: Jamie A Hinkel

NOTARY PUBLIC STATE OF TEXAS
Jamie A Hinkel
My Commission Expires
06/08/2024
ID No. 132511717

Official Use Only:

Planning & Zoning: _____ Date: _____

City Council: _____ Date: _____

Applicant Withdrew: Yes or No Date: _____
Applicant Made a Written Withdrawal: Yes or No Date: _____

FINAL PLAT
Minimum Requirements Checklist

Project Name Good Shepherd Addition **Preparer** Eagle Surveying

This checklist is provided to assist you in addressing the minimum requirements for final plat submission. An application is incomplete unless all applicable information noted below is submitted to the Development Services Department. Confirm that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue**.

This completed form must be returned at the time of application submittal. If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approving body. Additional information may be required. Reference the specific requirement. All exception/modification requests must also be specifically listed on the plans.

Plans are expected to be submitted complete in all detail as included by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes. **If a preliminary plat was not required, a Tree Survey/Preservation Plan is required as part of the submittal requirements with and at the time of submittal of the final plat. Refer to the Development Plan Application for the needed application and checklist.**

Items to be Included:

- ☒ All information required for a Preliminary Plat.
- ☒ Record drawings, construction plans including one set of mylars and a digital copy in DWG or DGN format, and two sets of bluelines, where applicable.
- ☒ All information required for a preliminary plat.
- ☒ The improvement agreement and security if required, in a form satisfactory to the city attorney and in an amount established by the city council upon recommendation of the city engineer and shall include a provision that the owner shall comply with all the terms of the final plat approval as determined by the commission.
- ☐ Formal irrevocable offers of dedication to the public of all streets, alleys, utilities, easements and parks in a form approved by the city attorney.
- ☐ An owner may, at the discretion of the commission, obtain approval of a phase of a subdivision for which a preliminary plat was approved provided such phase meets all the requirements of this article in the same manner as is required for a complete subdivision.
- ☐ If applicable, copy of agreements, covenants and restrictions establishing and creating the homeowners' association approved by the commission based on recommendation of the city attorney.
- ☒ I have made the decision NOT to waive the statutory time limits (30 days) in accordance with section 212 of the Texas Local Government Code. I understand and acknowledge that the City may DENY my Plat Application if not complete as determined by staff within the 30-day time period.
- ☒ Location map clearly showing the location of the proposed final Plat with cross streets is included. Indicate scale or not to scale (NTS) and provide north arrow.
- ☒ Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
- ☒ Abstract lines, survey lines, corporate boundaries are shown and clearly labeled.
- ☒ A title block is provided in the lower right corner that includes large, boldly printed
  (SUBDIVISION NAME)
  FINAL PLAT (or REPLAT, AMENDING PLAT, MINOR PLAT as applicable)
  LOT(S) _____, BLOCK(S) _____
  (survey, abstract and tract number)
  If a replat, include:
  REPLAT OF LOT(S) _____, BLOCK(S) _____

- ☒ The owner and surveyor's name, address and phone number, gross and net areas as applicable, submission date, and a log of submittal/revision dates since submitted to the City.

FINAL PLAT
Minimum Requirements Checklist

- ☒ Location of property lines, owner or subdivision name(s) and recording information of abutting properties is shown.
- ☒ Abutting properties are indicated by a light solid line.
- ☒ Existing boundary of street rights-of-way adjacent to the property and boundaries of right-of-way dedication are indicated by a medium weight solid line, intermittent with two dashed lines, and widths are dimensioned.
- ☒ Existing and proposed internal alleys and streets ROW are indicated by a medium weight solid line, intermittent with two dashed lines.
- ☒ Streets are named and ROW dimensioned.
- ☒ Streets and alleys ROW within 200 feet of the subject property boundary are accurately located, dimensioned, and named/labeled.
- ☒ Residential minor streets shall be designed and platted so that no street segment shall have a straight line for more than 1,000 feet before altering its course by at least 20 degrees.
- ☒ The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information:
  - Curve number
  - Delta
  - Radius
  - Tangent length
  - Tangent offset
  - Arc length
  - Chord
- ☒ The description and location of all survey monuments placed in the subdivision or immediately adjacent to it are shown.
- ☒ In all subdivisions, corners are established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than three-quarter inches (3/4") in diameter and twenty-four inches (24") deep, flush with the top of the sidewalk or other paving, surface, etc. All lot corners shall be installed prior to the final inspection of the subdivision.
- ☒ Lot corner monuments are placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less than one-half inch (1/2") and eighteen inches (18") deep set flush with the top of the sidewalk. All lot corners shall be installed prior to the final inspection of the subdivision.
- ☒ Curve point markers are established using the same specifications as lot corners. All lot corners shall be installed prior to the final inspection of the subdivision.
- ☒ Internal lot lines are clearly indicated and shown to scale.
- ☒ Each lot is dimensioned with bearings and distances, as applicable, and the square footage of each lot is indicated.
- ☒ Each lot is numbered, and block groups are assigned a letter.
- ☒ The location of flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
- ☒ Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose, and County recording information.
- ☒ Proposed easements are indicated by a medium weight, dashed line and labeled indicating dimension and purpose.
- ☒ Required cross access or ingress/egress easements are shown, dimensioned, labeled, and properly tied down.
- ☒ Existing zoning of the subject property is indicated.
- ☒ Location and area of parks, drainage ways, and open space is indicated. Open space/Homeowner's Association (HOA) areas are to be labeled with tract number/s.
- ☒ A legal description/metes and bounds description is included.
- ☒ Include any notes required by the various affected agencies/utilities.
- ☒ Sites to be reserved or dedicated for parks, playgrounds and/or other private or public use are indicated.
- ☒ A note is included that states whether or not the property is in the 100-year flood plain, with the F.I.R.M. Community Panel reference number and map date indicated.

FINAL PLAT
Minimum Requirements Checklist

- ☒ Applicable notes have been added to the plat. Any change from the wording shown herein shall be approved by the City of Lucas.
- ☐ The Improvement Agreement and security, if required, in a form satisfactory to the City Attorney and in an amount established by the City Council upon recommendation of the City Engineer and should include a provision that the owner will comply with all the terms of the final plat approval as determined by the Commission.
- ☐ At the discretion of the Commission, obtain approval of a phase of a subdivision for which a Preliminary Plat was approved provided such phase meets all the requirements of the subdivision ordinance.
- ☐ Copy of agreements, covenants and restrictions establishing and creating the homeowners' association approved by the Commission based on recommendation of the City Attorney. (if applicable)
- ☐ The purpose of a Replat or Amending Plat is specifically noted on the face of the drawing.
- ☐ Homeowner Association Covenants, Conditions, and Restrictions (CCR's) are submitted for review and include statements for perpetual maintenance and provisions for maintenance by City of Lucas should the homeowner's association (HOA) dissolve.
- ☐ The Improvement Agreement and security, if required, in a form satisfactory to the City Attorney and in an amount established by the City Council upon recommendation of the City Engineer and should include a provision that the owner will comply with all the terms of the final Plat approval as determined by the Commission.
- ☒ The following certificates shall be placed on the final plat in a manner that will allow them to be clearly visible on the final plat.

APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF LUCAS, TEXAS, ON THE
_____ DAY OF_____, _____.

ATTEST:

_____
Chairperson, Planning and Zoning Commission

_____
Zoning Secretary

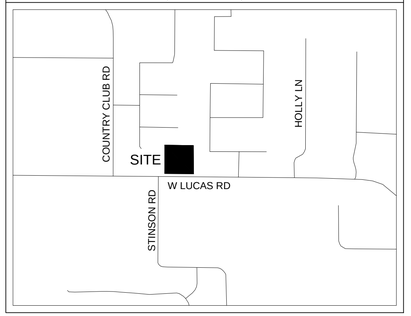
"APPROVED FOR PREPARATION OF FINAL PLAT"

_____
Chairman, City of Lucas Date
Planning and Zoning Commission

_____
Development Services Director Date

_____
Director of Public Works Date

VICINITY MAP
(NOT TO SCALE)



GENERAL NOTES

1.) The purpose of this plat is to create an official lot of record from a tract of land.

2.) This property is located in "Non-shaded Zone X" according to the F.E.M.A. Flood Insurance Rate Map dated June 2, 2009 as shown on Map Number 48085C0405J.

3.) The grid coordinates shown on this plat are based on GPS observations utilizing the AllTerra RTK Network. North American Datum of 1983 (Adjustment Realization 2011).

4.) Selling a portion of this addition by metes and bounds is a violation of City Ordinance and State Law, and is subject to fines and/or withholding of utilities and building permits.

5.) All interior property corners are marked with a 1/2-inch iron rod with a green plastic cap stamped "EAGLE SURVEYING" unless noted otherwise.

6.) The bearings shown on this plat are based on GPS observations utilizing the AllTerra RTK Network. North American Datum of 1983 (Adjustment Realization 2011).

7.) The existing building is termed legal non-conforming. Any additions or alterations will require the building be brought into compliance with the city's regulations for the R-2 zoning district.

CERTIFICATE OF SURVEYOR

STATE OF TEXAS §
COUNTY OF DENTON §

I, **MATTHEW RAABE**, Registered Professional Land Surveyor, do hereby certify that this plat was prepared from an actual survey made on the ground and that the monuments shown hereon were found or placed with 1/2-inch iron rods with green plastic caps stamped "EAGLE SURVEYING" under my direction and supervision in accordance with the current provisions of the Texas Administrative Code and the Ordinances of the City of Lucas, Collin County, Texas.

PRELIMINARY
this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document

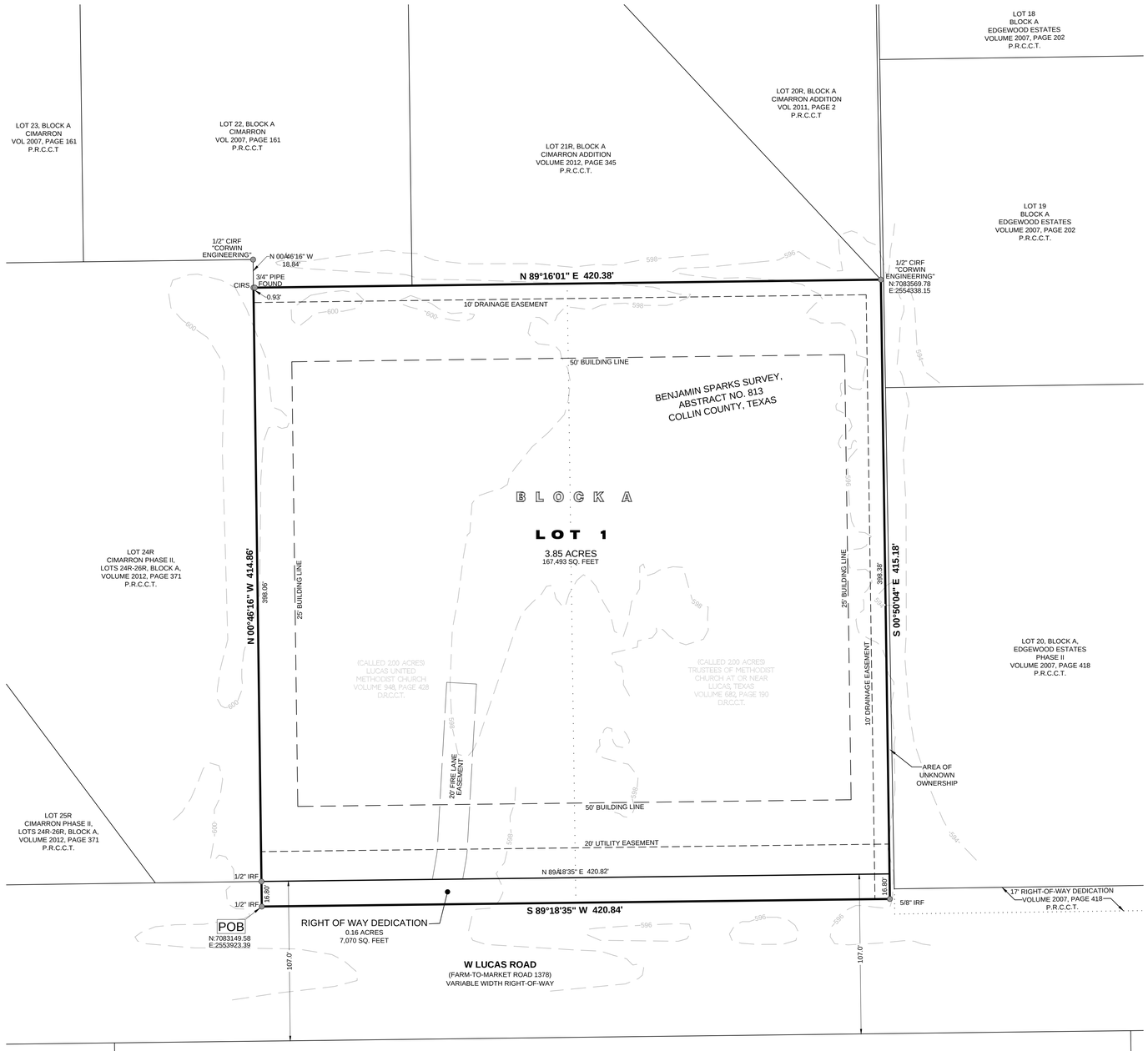
_____ _____
Matthew Raabe, R.P.L.S. # 6402 Date

STATE OF TEXAS §
COUNTY OF DENTON §

BEFORE ME, the undersigned authority, on this day personally appeared **MATTHEW RAABE**, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this _____ day of _____, 2021.

_____
Notary Public in and for the State of Texas



OWNER'S CERTIFICATE & DEDICATION

STATE OF TEXAS §
COUNTY OF COLLIN §

WHEREAS, **LUCAS UNITED METHODIST CHURCH, LUCAS, TEXAS,** and **METHODIST CHURCH AT OR NEAR LUCAS, TEXAS**, are the owners of a 4.00 acre tract of land out of the BENJAMIN SPARKS SURVEY, ABSTRACT NO. 813, situated in the City of Lucas, Collin County, Texas and being all of a called 2.00 acre tract of land conveyed to Lucas United Methodist Church by deed of record in Volume 948, Page 428 of the Deed Records of Collin County, Texas, also being all of a called 2.00 acre tract of land conveyed to the Methodist Church at or near Lucas, Texas by deed of record in Volume 682, Page 190 of the Deed Records and being more particularly described by metes and bounds as follows:

BEGINNING, at a 1/2 inch iron rod found in the North right-of-way line of Farm to Market Road 1378 (W Lucas Road - right-of way varies), being the Southwest corner of said Lucas United Methodist Church tract and hereof;

THENCE, N00Á46'16"W, along the West line of said Lucas United Methodist Church tract, being in part, the common North right-of-way line of Farm to Market Road 1378 and in part, the common East line of Lot 24R, Block A of Cimarron Phase II, Lots 24R-26R, Block A, a subdivision of record in Volume 2012, Page 371 of the Plat Records of Collin County, Texas, passing at a distance of 16.80 feet, a 1/2 inch iron rod found at the Southeast corner of said Lot 24R and continuing a total distance of 414.86 feet to a 1/2 inch iron rod with green plastic cap stamped ŕEAGLE SURVEYINGò set in the South line of Lot 22, Block A of Cimarron, a subdivision of record in Volume 2007, Page 161 of said Plat Records, for the Northwest corner of said Lucas United Methodist Church tract and hereof, from which a 1/2 inch iron rod with yellow plastic cap stamped ŕCORWIN ENGINEERINGò found at the Northeast corner of said 24R bears, N00Á46'16"W, a distance of 18.84 feet;

THENCE, N89Á16'01"E, leaving the East line of said Lot 24R, along the North lines of said Lucas United Methodist Church tract and said Methodist Church at or near Lucas, Texas tract, being in part, the common South line of said Lot 22, and in part, the common South line of Lot 21R, Block A of Cimarron Addition, a subdivision of record in Volume 2012, Page 345 of said Plat Records, passing at a distance of 0.93 feet, a 3/4 inch pipe found, and continuing a total distance of 420.38 feet to a 1/2 inch iron rod with yellow plastic cap stamped ŕCORWIN ENGINEERINGò found at the Southeast corner of said Lot 21R, being the Northeast corner of said Methodist Church at or near Lucas, Texas tract and hereof;

THENCE, S00Á50'04"E, along the East line of said Methodist Church at or near Lucas, Texas tract, a distance of 415.18 feet to a 5/8 inch iron rod found in the North right-of-way line of Farm to Market Road 1378, being the Southeast corner of said Methodist Church at or near Lucas, Texas tract and hereof;

THENCE, S89Á18'35"W, along the North right-of-way line of Farm to Market Road 1378, being the common South lines of said Methodist Church at or near Lucas, Texas tract and said Lucas United Methodist Church tract, a distance of 420.84 feet to the **POINT OF BEGINNING** and containing an area of 4.00 Acres, or (174,563 Square Feet) of land, more or less.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:

THAT, **LUCAS UNITED METHODIST CHURCH, LUCAS, TEXAS, and METHODIST CHURCH AT OR NEAR LUCAS, TEXAS,** does hereby adopt this plat, designating herein described property as **GOOD SHEPHERD ADDITION,** an addition to the City of Lucas, Collin County, Texas, and does hereby dedicate to public use forever all streets, alleys, parks, watercourses, drains, easements and public places thereon shown for the purpose and consideration therein expressed. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the drainage and utility easements as shown. Said drainage and utility easements being hereby reserved for the mutual use and accommodation of all public utilities desiring to use same. All and any public utility shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on the drainage and utility easement and all public utilities shall at all times have the full right of ingress and egress to or from and upon the said drainage and utility easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone.

OWNER: **LUCAS UNITED METHODIST CHURCH, LUCAS, TEXAS**

BY: _____ _____
Representative Date

STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this _____ day of _____, 2021.

_____
Notary Public in and for the State of Texas

OWNER: **METHODIST CHURCH AT OR NEAR LUCAS, TEXAS**

BY: _____ _____
Representative Date

STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this _____ day of _____, 2021.

_____
Notary Public in and for the State of Texas

LEGEND

PG =	PAGE
VOL =	VOLUME
POB =	POINT OF BEGINNING
CIRS =	CAPPED IRON ROD SET
CIRF =	CAPPED IRON ROD FOUND
DOC. NO. =	DOCUMENT NUMBER
P.R.D.C.T. =	PLAT RECORDS, COLLIN COUNTY, TEXAS
O.P.R.C.C.T. =	OFFICIAL PUBLIC RECORDS, COLLIN COUNTY, TEXAS

CERTIFICATE OF APPROVAL

The Director of Public Works of the City of Lucas, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Code of Ordinance and with engineering construction standards and processes adopted by the City of Lucas, Texas as to which his/her approval is required.

_____ _____
Director of Public Works Date

The Director of Planning and Community Development of the City of Lucas, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Code of Ordinance, or as may have been amended or modified, as allowed, by the Planning and Zoning Commission as to which his/her approval is required.

_____ _____
Director of Planning & Community Development Date

P&Z CERTIFICATE OF APPROVAL

APPROVED by the City of Lucas Planning and Zoning Commission on this _____ day of _____, 2021.

_____
Planning and Zoning Chairman

ATTEST:

_____
City Secretary

Project	2012.039-03
Date	06/18/2021
Drafter	TAR

EAGLE SURVEYING, LLC
210 S. Elm Street, Suite: 104
Denton, TX 76201
(940) 222-3009
TX Firm #10194177

SURVEYOR
Eagle Surveying, LLC
Contact: Tyler Rank
210 S. Elm Street, Suite: 104
Denton, TX 76201
(940) 222-3009

OWNER
Lucas United Methodist Church, Lucas, Texas
and Methodist Church at or near Lucas, Texas
750 West Lucas Road
Allen, TX 75002

FINAL PLAT
GOOD SHEPHERD ADDITION
LOT 1 , BLOCK A
ZONED: R2
06/18/2021
BEING 4.00 ACRES OF LAND SITUATED IN THE
BENJAMIN SPARKS SURVEY, ABSTRACT No. 813,
CITY OF LUCAS, COLLIN COUNTY, TEXAS

Location Map

Good Shepherd United Methodist Church (750 West Lucas Road)

Item No. 08

City of Lucas
City Council Agenda Request
December 2, 2021

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

Agenda Item Request

Consider the 2021 Lucas Farmers Market Annual Report and authorize the Lucas Farmers Market Committee to proceed with the 2022 season of the Lucas Farmers Market.

Background Information

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.

Planning efforts by the LFMC for the 2020 season included a series of 11 stand-alone markets and an additional two markets associated with existing City events (Founders Day and Country Christmas). However, many challenges associated with the pandemic occurred leading to the cancellation of five markets. In response to the ongoing challenge of the pandemic, the LFMC created strategies to address public health concerns by creating multiple market scenarios to meet changing safety requirements.

Following the 2019 trial markets and 2020 modified markets, the Lucas Farmers Market finally held its first full season in 2021. The 2021 season included 12 stand-alone markets and two markets in conjunction with Founders Day and Country Christmas. 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 Lucas Farmers Market introduced new features (Market Share, Youth Booth, Live Music, and Lucas Historical Exhibit) and special events (Live Chief Demonstration, 20th Anniversary Commemoration of 9/11, Ice Cream Crank Off, and Pumpkins/Decorations) during the 2021 season. The LFMC also conducted a customer survey and vendor survey to receive feedback on the markets.

At the Parks and Open Space Board meeting on November 16, 2021, the Parks Board discussed the 2021 season and goals to help improve the Lucas Farmers Market for the 2022 season. The Parks Board and LFMC will be meeting on December 7, 2022, to finalize the application process, rules/regulations, and planning preparations for the 2022 season.

The 2021 Lucas Farmers Market Annual Report includes a comprehensive review of the 2021 season, customer survey results, vendor survey results, and previous annual reports.

Item No. 08

City of Lucas
City Council Agenda Request
December 2, 2021

Attachments/Supporting Documentation

1. 2021 Lucas Farmers Market Annual Report

Budget/Financial Impact

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 labor for City staff.

The 2021 Lucas Farmers Market Annual Report includes a review of expenses during the 2021 season. In fiscal year 2020/21, the market's operating expenses totaled $4,279.42 and the labor costs for non-exempt staff totaled $4,403.85. Exempt staff are not included in the labor costs.

During the 2021 season, the Lucas Farmers Market began collecting vendor fees. Vendors were 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. The vendor fees collected during the 2021 season totaled $4,820.

Recommendation

The City's Parks and Open Space Board, the Lucas Farmers Market Committee and City staff recommend moving forward with the 2022 season.

Motion

I make a motion to approve/deny authorizing the Lucas Farmers Market Committee to proceed with the 2022 season of the Lucas Farmers Market.

FARMERS MARKET

Lucas

2021 ANNUAL REPORT

LUCAS FARMERS MARKET
2021 Annual Report

BACKGROUND

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. The LFMC worked on establishing 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."

The LFMC developed guidelines for market operations such as maintaining a vendor mix that includes 50% agricultural producers, 30% value added/cottage food vendors, and 20% artisan vendors. 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. Due to public health concerns associated with COVID-19, the City of Lucas canceled the markets scheduled for the months of April and May in 2020. After holding a successful market on June 13, 2020, the public health concern continued leading Governor Greg Abbott to improve additional restrictions due to COVID-19. The City of Lucas subsequently canceled the markets scheduled on June 27, 2020, and July 11, 2020. 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 which supported and furthered the mission of the Lucas Farmers Market.

2021 SEASON OF LUCAS FARMERS MARKET

In preparation for the 2021 season of the Lucas Farmers Market, the Lucas Farmers Market Committee (LFMC) held a 2020 season wrap-up meeting on October 13, 2020, to discuss possible recommendations to improve the market. This included recommendations to increase membership/volunteers, streamline tasks, reduce work burden on city staff, recruit vendors, continue social media marketing, update market rules and regulations as necessary, and active involvement of the Parks and Open Space Board.

The following is a timeline of pre-planning for the 2021 season of the Lucas Farmers Market:

- **October 13, 2020** – The LFMC held a 2020 season wrap-up meeting to discuss possible recommendations and changes for the 2021 season.

- **November 5, 2020** – The Lucas City Council approved the Lucas Farmers for the 2021 season and adopted a vendor fee schedule of $20 per event for non-residents and no fee for Lucas residents.

- **November 17, 2020** – The Parks and Open Space Board appointed Bill Esposito as the LFMC Chairman.

- **January 12, 2021** – The LFMC met to discuss roles, expectations, volunteer training, market operations, vendors, marketing, and market rules and regulations.

- **February 2, 2021** – The LFMC selected vendors to participate in the 2021 season based on criteria including a variety of products, need for agricultural products such as vegetables and fruits, Lucas residency, returning and reliable vendors, and vendors able to participate in all markets for consistency.

The Lucas Farmers Market schedule for the 2021 season included 12 regular markets and two special markets in conjunction with City of Lucas special events. The market dates for the 2021 season included:

- April 24, 2021
- May 8 (Founders Day) and May 22, 2021
- June 12 and June 26, 2021
- July 10 and July 24, 2021
- August 14 and August 28, 2021
- September 11 and September 25, 2021
- October 9 and October 23, 2021
- December 3, 2021 (Holiday Market at Country Christmas)

The LFMC members, volunteers, and city representatives for the 2021 season included:

Name	Role
Bill Esposito	LFMC Chair/Parks Board
Kathrin Esposito	Vendor Coordinator
Lynne Dodson	Marketing/Website
Jennifer Gerber	Secretary/Volunteer Coordinator
Laura Giles	Social Media/Parks Board
John Elliott	Volunteer
Patricia Ewing	Volunteer
Nora Eyle	Volunteer
Mark Gerber	Volunteer
Joan Stanton	Volunteer
Lolly Stone	Volunteer
Val Turnbow	Volunteer
Sean Watts	Volunteer
Tim Baney	City Council
Joni Clarke	City Staff
Joe Hilbourn	City Staff
Kent Souriyasak	City Staff
David Rhoads	Parks Board
Kenneth Patterson	Parks Board
Pam Poteete	Parks Board

For fiscal year 2020/21, the Lucas City Council approved a budget of $5,000 for the Lucas Farmers Market in account 11-6211-448 Parks Events. Below are expenses related to the farmers markets in fiscal year 2020/21:

Purpose	Expense
Marketing[1]	$188.15
Music	$791.46
Signs and Flags	$1,454.38
Special Activities/Miscellaneous[2]	$620.34
T-Shirts	$995.00
Website	$230.09
Total	**$4,279.42**

Notes:

1. Marketing includes logo redesign and business cards.
2. Special Activities/Miscellaneous include the ice cream crank off, pumpkins for decorating, and chalkboard design.

VOLUNTEERS & CITY STAFF

In the 2021 season, the Lucas Farmers Market Committee (LFMC) sought to increase volunteer participation from current LFMC members and new volunteers. The purpose of increasing volunteerism is to help fulfill roles previously held by City staff. City staff would act as a leader to provide guidance to volunteers at each market. This was aimed to streamline efforts where possible such as removing certain tasks and use committed, dependable volunteers to help City staff with the market. The LFMC encouraged volunteers to help with market setup, vendor coordination, parking, and tear down at each market. City staff helped in preparing the market layout, collecting vendor fees, and managing traffic safety during market operations.

The following table includes information on attendance, volunteers, and staffing at each market.

Date	# Vehicles	# Volunteers	# Exempt Staff	# Non-Exempt Staff	Labor Cost[2]
April 24, 2021	450	7	3	2	$242.00
May 8, 2021[1]	Unknown	4	N/A	N/A	N/A
May 22, 2021	383	6	2	2	$305.56
June 12, 2021	289	5	2	2	$298.25
June 26, 2021	Unknown	4	2	2	$246.52
July 10, 2021	337	3	3	2	$246.33
July 24, 2021	Unknown	6	2	1	$149.12
August 14, 2021	393	6	2	2	$337.64
August 28, 2021	309	5	3	3	$496.08
September 11, 2021	310	5	3	4	$557.98
September 25, 2021	Unknown	7	2	3	$555.59
October 9, 2021	278	4	2	3	$487.80
October 23, 2021	340	6	3	3	$480.98
Total Labor Cost					**$4,403.85**

Notes:

1. May 8, 2021 (Founders Day) does not include staffing numbers since the market was included with Founders Day.
2. Labor Cost consists only of non-exempt staff including Wages, Medicare, and TMRS for the 2021 season. Exempt staff (Joni Clarke, Joe Hilbourn, and Kent Souriyasak) are not included in the labor cost.

VENDOR PARTICIPATION & 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 2021 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.

The following table shows the total number of vendors that participated at each market followed by a breakdown of Lucas Local and non-Lucas vendors:

Date	Total Vendors	# Lucas Local Vendors	# Non-Lucas Vendors	Fees Collected
April 24, 2021	41	14	27	$540
May 8, 2021[1]	17	17	0	N/A
May 22, 2021	39	15	24	$480
June 12, 2021	34	15	19	$380
June 26, 2021	37	14	23	$460
July 10, 2021	32	11	21	$420
July 24, 2021	29	11	18	$360
August 14, 2021	32	14	20	$400
August 28, 2021	28	11	17	$340
September 11, 2021	31	13	18	$360
September 25, 2021	31	14	17	$340
October 9, 2021	30	12	18	$360
October 23, 2021	30	11	19	$380
December 3, 2021[2]	N/A	N/A	N/A	N/A
			Total Fees Collected	**$4,820**

Notes:

1. No vendor fees are collected at the markets on May 8, 2021 (Founders Day) and December 3, 2021 (Country Christmas).
2. It is anticipated that approximately 30 vendors will participate in the Holiday Market at Country Christmas on December 3, 2021.

NEW FEATURES

MARKET SHARE

For the 2021 season, 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. The continuing pandemic, exacerbated by the Texas Winter Storm event, have pushed even more local families to seek assistance.

Market Share is a dedicated booth hosted by Lucas Farmers Market volunteers to benefit Collin County food pantries and shelters. Shoppers can share canned goods, essential supplies, or purchase items from market vendors to donate. Market Share operates on a rotation basis with new partners featured at the farmers market throughout the season. This year's participating partners include the Samaritan Inn, Minnie's Pantry, and All Community Outreach (ACO). These nonprofit organizations benefited from food donations to feed people in need.

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. The Lucas Farmers Market raised $619 in addition to food donations to be provided to The Samaritan Inn.

Minnie's Food Pantry is a nonprofit organization located in Plano, Texas, that provides numerous programs to help families gain long-term food security and to break the generational curse of people in low-income areas not having access to fresh fruits and vegetables. The Lucas Farmers Market helped contribute to this charity by providing food donations through Market Share.

All Community Outreach, formerly known as Allen Community Outreach, 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 Lucas Farmers Market raised $357 in addition to food donations that filled a trailer to be donated to ACO. The partnerships with Market Share have developed a philanthropic bridge between the Lucas Farmers Market, supporting local food vendors, and local charities who give back to the community.

YOUTH BOOTH

The Lucas Farmers Market also featured a youth booth during the 2021 season. The purpose of the youth booth was to give local entrepreneur youth an opportunity to showcase their goods at the farmers market. The participants of the youth booth had to adhere to the same rules as our regular vendors and were limited to number of markets they could attend. The participants of this season's youth booth included Beads by Boo (handmade jewelry and home accessories by Amelie Vuong), Three Brothers' Bookmarks (homemade back-to-school bookmarks by Donovan, Sean and Ryan Eyle), and One's Cupcakery (homemade cake push pops by Oakley Nish). This new feature of youth booths at the farmers market helped encourage local youth to showcase their goods to the community while gaining important skills in entrepreneurship.

LIVE MUSIC

The Lucas Farmers Market added live music to various markets throughout the 2021 season. Live music at a market depended on the availability of the performers. Live music was provided by two performers: Joel Scarbrough and the Heart Soul Band. Joel Scarbrough is a solo performer who provided music with vocals, guitar, banjo, and mandolin. The Heart Soul Band is a duo band who specialized in an interactive musical experience that allowed children to play instruments as part of the performance. The live music performances were well received by the public. During markets where live music was not available, the City of Lucas utilized speakers to project country music to help enhance the community social atmosphere of the market.

LUCAS HISTORICAL EXHIBIT

A new recurring addition to the Lucas Farmers Market was the Lucas Historical Exhibit that was on display at each farmers market. To further help educate the community on the history of Lucas, Lucas City Councilmember Debbie Fisher assembled a historical display for each market highlighting various subjects that are indicative of the community. Each display represented a different theme at each market such as the history of Lucas, local schools and churches, Lucas being an animal-friendly community, Lucas Fire-Rescue, special city events that bring the community together, and other related themes.

SPECIAL EVENTS

LIVE CHEF DEMONSTRATION

The Lucas Farmers Market introduced its first Live Chef Demonstration at the market held on August 14, 2021. The live demonstration featured Chief Joel Orsini who demonstrated how to use locally sourced food for a true "farm-to-fork" meal. Chief Orsini is a renowned Dallas-area chef who attended the Culinary Institute of America. He has held positions in kitchens throughout New York City gaining expertise that he would eventually bring back to his home state of Texas. His focus is on suffusing dishes with careful attention to create memorable meals. Chief Orsini describes his dishes as hyper-seasonal and plan meals based on the freshest ingredients available at the time. The live demonstration added a unique perspective on utilizing local foods and provided an educational experience for markets goers.

20TH ANNIVERSARY COMMEMORATION OF SEPTEMBER 11, 2001

A special 20th Anniversary Commemoration of September 11, 2001 (9/11) was held at the Lucas Farmers Market on September 11, 2021. Fire Chief Ted Stephens led the commemoration to honor the victims and survivors of the attacks, as well as share the history and ongoing repercussions of 9/11 to a new generation. The commemoration featured special guest speaker Ron Parker, who is a retired firefighter of the New York City Fire Department who responded to Ground Zero and is dedicated to serving and protecting others. The fire engine and other apparatus were also onsite where the engine horn and bell were used to mark the significant timeline of events during 9/11. The 20th Anniversary Commemoration of 9/11 was a special observance in remembrance of 9/11 and to honor the victims.

ICE CREAM CRANK OFF

The Lucas Farmers Market held the Ice Cream Crank Off on September 25, 2021. This special activity allowed community members to show off their best ice cream recipes at the farmers market. Market goers casted their votes for the best ice cream recipes using dollars to be donated to the All Community Outreach (ACO) Thanksgiving Turkey Dinner Food Donation Drive. Winners of the Ice Cream Crank Off were:

1st Place – Lemons Family with a Banana Nut Bread Ice Cream
2nd Place – Fisher Family with Cinnamon Delight Ice Cream
3rd Place – Andres Family with Vanilla Ice Cream

All proceeds from the Ice Cream Crank Off totaled $350 which were donated to ACO. This special activity was a great opportunity to highlight the talented cooks who live in Lucas and give back to local families in need through the ACO Thanksgiving Turkey Dinner Food Donation Drive.

PUMPKINS & DECORATIONS

At the last farmers market on October 23, 2021, pumpkins were given away to children ages 12 and under. Children also had the opportunity to decorate their pumpkins onsite at the farmers market before they took them home. The Lucas Farmers Market purchased pumpkins from market vendor Lovesick Farms to give away to children at the last market. This was a very popular activity with families and children attending the market. It a was wonderful way to end the 2021 season of the Lucas Farmers Market.

CUSTOMER SURVEY

The Lucas Farmers Market administered a customer survey to obtain feedback from market attendees on their experiences at the markets. The customer surveys were administered electronically (QR Code Survey) and in paper format which were distributed at the farmers markets on August 28 and September 11, 2021. There were 81 customer surveys submitted and below is a summary of the survey results.

Question 1: How many times have you visited the market this year?

Answers	# Responses
5+ times	22
3-4 times	24
1-2 times	35

Question 2: Please rank your overall market experience, 5 being the best.

Answers	# Responses
5	52
4	24
3	5
2	0
1	0

Question 3: What City do you live in?

Answers	# Responses
Allen	18
Bonham	1
Fairview	2
Lucas	41
McKinney	3
Parker	5
Plentywood	1
Princeton	3
Plano	1
Wylie	5
No Answer	1

Question 4: How do you feel about the variety of products, 5 being the best?

Answers	# Responses
5	34
4	31
3	16
2	0
1	0

Question 5: Are you happy with the quality of products offered, 5 being the best?

Answers	# Responses
5	61
4	15
3	2
2	0
1	0

Customers also had the opportunity to provide comments in the survey regarding products they would like to see and how did they hear about the Lucas Farmers Market. The majority of customers indicated they would like to see more produce, products, and vendors at each market. The majority of customers also indicated they heard about the market from signs around the City, friends, word of mouth, and social media. The Lucas Farmers Market has social media accounts on Facebook, Instagram, Nextdoor, and Twitter. On Facebook, there are currently 2,409 likes and 2,683 followers. On Instagram, there are currently 551 followers. On Nextdoor, there are currently 28 likes. On Twitter, there are 7 followers. The complete results of the customer survey are attached in the appendix.

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 2021 season. The results of the vendor survey were received between October 7, 2021, and November 2, 2021. There were 35 vendor surveys submitted and below is a summary of the survey results.

Question 1: Vendor Name

Answers
Along Came Tamale
The Amazing Dip Company
Bare Naked Bee Company
Bees and Blossoms Soaps LLC
Bomb Ass Beef Jerky
Bustos Creations
Carey Lynn Creates
Chimmy Teas
Coffee Experience
Creative Collection
Crunchies
From My Heart Creations
Hendrix Family Farms
J. Foster Farms
Julie's Sweet Ideas
Kona Ice
Legacy 4-H Club
Lost Ruby Ranch
Love That Gluten Free
Love Sick Farms
Lucky Hooves Art
Mill Creek Honey Bee Farm
Nana's Baked Goods
Nora's Signs
North Texas Plumerias
Oven Love Bake Shop
POKS Foods LLC
Prairie Farmstead
Royal Roost Farm

(continue)

(continued)

S&J Canning
The Stitched Mason
Susie's Snack Shop
Texas Forest Farm
Uniquely Yours Creations by Val Turnbow
Wagford Cattle Company

Question 2: Booth Placement – Sometimes circumstances make it necessary for us to change up placement.

Answers	# Responses
I would prefer to be in the same spot or area at each market.	32
I prefer a different booth and area at each market.	3

Question 3: Vendor Mix

Answers	# Responses
Lucas Farmers Market has a good mix of vendors.	29
LFM should adjust (please specify).	6

Vendor comments included there are too many vendors of the same products, need for produce, and adding more vendors.

Question 4: Do you plan on returning next year as a vendor?

Answers	# Responses
Yes	29
No	1
Maybe (please specify)	5

Vendor comments included attendance depends on other commitments, distance and packing/unpacking difficulties, and the market does not pull enough profit to justify the cost of having an employee work at the market.

Question 5: Do you or your company participate in other markets in other cities?

Answers	# Responses
1 other market	9
2 or more markets	12
None- This is the only market	14

Question 6: "IF" LFM at some point in the future were to move to an every week market, would that interest you?

Answers	# Responses
Not at all	5
Might increase my participation a little	12
I would certainly attend more, but not all	9
I am all in – every market!	9

Question 7: How organized was the event?

Answers	# Responses
Extremely organized	19
Very organized	15
Somewhat organized	1
Not so organized	0
Not at all organized	0

Question 8: How would you rate the venue/location?

Answers	# Responses
Excellent	22
Very good	11
Good	1
Fair	1
Poor	0

Question 9: In what way can we improve the vendor experience at the LFM? Please be specific.

Below is summary of the vendor comments:

- Love the market as is
- Use covered area (pavilion) as a food court
- Posting market maps on Facebook
- Special events is a good idea
- Bringing vendor space closer together
- Spread out vendors with same product types
- More vendors to fill in gaps between space
- Keep vendors in the same space
- More marketing and advertising
- More customer traffic
- Bottled water or coffee available for vendors to purchase

Question 10: Any last comments or input you wish to provide.

Below is summary of the vendor comments:

- Enjoyed being part of the market
- Thank you for all the hard work
- Fill empty vendor spots for variety
- Encourage vendors to advertise the LFM
- Love the market
- Everything is very organized
- Great job volunteers
- "Shop Lucas Local" is very discriminating and discouraging for those who drive over an hour to be a part of the market
- Draw towards the pavilion area
- Adjust market times (sales tend to pick up around 9:30 am)
- More advertising of the market
- Every week market
- Strong performance when market first started but lost money most weeks this year

The complete results of the vendor survey are attached in the appendix.

GOALS FOR THE 2022 SEASON

The Parks and Open Space Board reviewed the 2021 season and identified planning preparations for the 2022 season to discuss with the Lucas Farmers Market Committee (LFMC) on December 7, 2021. The Parks and Open Space Board also discussed goals for the 2022 season including:

- To retain good vendors and obtaining a good mix of new vendors
- To retain current quality of volunteers and add a few more volunteers
- Consider designating the pavilion as a food court area
- Improve traffic and parking safety
- Add new signs, banners, cones, traffic counter, and other supplies for the market
- Establish a dog station with water and waste bags available to the public
- Consider special events and activities at each farmers market
- Allow volunteers to take ownership of their proposed special event/activity in planning and preparation for the farmers market
- Continue with the Market Share based on success from the 2021 season
- Reexamine and update information related to the Youth Booth
- Continue having a Lucas Historical Exhibit at each farmers market
- Add a display of the Trails Master Plan at each farmers market
- Finalize the vendor application and rules/regulations at the LFMC and Parks and Open Space Board meeting on December 7, 2021

APPENDIX

A. Customer Survey Results
B. Vendor Survey Results
C. 2021 Rules & Regulations
D. 2020 Lucas Farmers Market Annual Report
E. 2019 Lucas Farmers Market Annual Report

CUSTOMER SURVEY - 2021 LUCAS FARMERS MARKET

How many times visited	Overall rating	City	Variety of products rating	Variety of products comments	Quality of products rating	Quality of products comments	Other products comments	How did you hear about LFM
5+	5	Lucas	5	Love to see more but I understand	5		More crafty	Facebook/flags
1 - 2	5	Lucas	5		5		crafy, bakers, more veggie, olive oil, vinegar	Stephanie Hertwick
1 - 2	4	Plano	3	Not enough produce	5	nice products	Produce-looking for cream peas	online
5+	5	Allen	4		5	Yes-love the market	I don't know	Internet
1 - 2	5	McKinney	5		5		Popcorn, macroons, Soho ginger beer	word of mouth
5+	5	McKinney	4	More vegtables-love the meat options	5			Facebook
1 - 2	5	Lucas	5		5	Arts & Crafts		Facebook
1 - 2	5	Lucas	4		4			
5+	4	Lucas	3	Like to see more/purchase more produce	5			Signs, Lucas Newsletter, Been coming since it 1st started
1 - 2	5	Allen	4	Need more variety	5		Cheese and more produce	Signs
3 - 4	5	Lucas	4		5		Baked goods	Road signs
1 - 2	5	Princeton	5	Wonderful variety	5		More produce, holistic products	Friend
1 - 2	5	Allen	4		5		Bershire Farms- get them back	Just heard about by living here
3 - 4	4	Wylie	4		4		We have loved this market. W/playground for kids. Love the space	Facebook
3 - 4	5	Lucas	5	All kinds of great stuff	5		Beef, Gluten Free stuff, veggies- variety is great -keep It up	Live close
3 - 4	5	Allen	4	Not as many vendors	5		More produce	Long time cust
5+	5	Lucas	3	Used to be better-more farmers, Fairview has a grocery store	5		Produce - Breads	Water bill
5+	5	Lucas	4		5			Drive by sign- love the market!
	5				4		More local	Live nearby
5+	3	Lucas	5	Need more consistancy	5		pasta,oils, vinegars, chocolate	Signs
3 - 4	4	Lucas	3		4		Fruit, baked goods	Water bill
1 - 2	4	Parker	3		5		More fresh produce	Nextdoor
3 - 4	4	Lucas	3		5		More vegetable varieties	City newsletter
3 - 4	4	Parker	5		5		more plants for indoor/outdoor	Friend
3 - 4	5	Lucas	3	I wish there were more booths-maybe artists	5		more fruit	city website / facebook
1 - 2	5	Lucas	5	I was expecting only veggies I enjoyed the variety	5		First time -really enjoyed it!	Newsletter
3 - 4	4	Lucas	3	More produce	4		More food, canned goods & produce vendors. Crafts are okay just not too many.	Facebook and Lucas city newsletter.
5+	4	Lucas	3	More crafts, more produce. I was sad to see that Diaz wasn't out there today.	4		Add more vendors and I'm ok with them not all being out of Lucas. I was disappointed by the trash talk on Facebook	Facebook, newsletter
3 - 4	5	Allen	5	More veggies	5		Love the set up and the variety! Hoping more vendors come!	Facebook
5+	5	Fairview	5	Jewelry and pottery	5		Food trucks and interactive activities	Friends
1 - 2	4	Allen	4	Meat	4			Instagram
3 - 4	5	Lucas	4	Food trucks?	5		More vendors	Road signs
1 - 2	5	Allen	5	Produce(i know its hard to do), CBD, hot sauces (we love the salsas!)	5		Water	My mother cathy
5+	4	Allen	3	More meat products!	5		More local vendors. I love the signs identifying them	Debbie Fisher

CUSTOMER SURVEY - 2021 LUCAS FARMERS MARKET

How many times visited	Overall rating	City	Variety of products rating	Variety of products comments	Quality of products rating	Quality of products comments	Other products comments	How did you hear about LFM
5+	5	Lucas	3	More variety	4		Adding vendors from outside areas to increase competition and variety.	I live in Lucas
1 - 2	4	Allen	3	More cheese	4		Loved it as is, but we need to remember to bring bags	A vendor - bare naked bees co
1 - 2	4	Princeton	4		5		More bendors	Fb post
1 - 2	5	Bonham	4	Animal	5		More stands	Family
1 - 2	5	Lucas	5	Milk, elderberry, pork	5		It's was a great experience.	Facebook post
3 - 4	5	Lucas	4	More produce and a wider variety	5		More vendors with wider variety of product's	Social media and city newsletter
5+	5	Lucas	5	More crafts	5		Letting more vendors in with less restrictions. Let the market do its own curtailing.	Involved with the city and see the mayor's newsletter
5+	5	Lucas	5	Anything made locally	5			Driving by
5+	3	Lucas	3	More produce, more vendors	3		So this isn't really a farmers market— this is a cottage industries market.. a farmers market Has produce that is in season and only available for a limited time.. given the Texas growing seasons.. this would mean it would be held every week during prime gardening season - gardens don't produce around farmers markets.. and there has to be enough of a crowd to bring the vendors out to make money.. If this is a cottage industry market.. then 1x a month is fine - I can only eat so many pickles, burn some many candles, use so many soap bars ..etc.	Common knowledge — Facebook, signs
3 - 4	4	Lucas	4	I'm not sure!	5		I would say target surrounding areas. I have visited other markets and they were definitely successful because they had folks from near and far.	City advertisement in the newsletter.
5+	4	Allen	4	More variety	5		meat	Live up the street
3-4	5	Fairview	4		5		love to see flowers and plants and jams and jellies	Signage on steet and word of mouth
1-2	5	Allen	5	great	5	yes	oil purfumes -more veggies - candy apples	sign
1-2	5	Lucas	4		5		jewelry	drive by
first time	4	Allen	4		5		jewelry	Saw sign at Bank of America
1-2	4	Allen	4				jewelry	yard sign
3-4	5	Lucas	5	Nice variety	5			Word of mouth
1-2	4	Allen	4		4		More produce	On-line
3-4	4.5	Allen	4.5	Glad some of the same but would like a few more	5	Always friendly	Cita Salas Garnet cheese	Internet
1-2	5	Plentywood MT	5		5			Advertisment
1-2	5	Lucas	4		4			
1-2	5	McKinney	5	Everything was nicely displated, enjoyable folks that are selling	5	no pressure sales people	more plants	My friend who lives close
5+	4	Princeton	5	More produce	5			Son and daughter here with beef
1-2	5	Lucas	5		5		Jewelry	Sister in law
1-2	4	Wylie	5		5		More clothing	friend

CUSTOMER SURVEY - 2021 LUCAS FARMERS MARKET

How many times visited	Overall rating	City	Variety of products rating	Variety of products comments	Quality of products rating	Quality of products comments	Other products comments	How did you hear about LFM
3-4	5	Wylie	5		5		Kids interactive booth	live close
3-4	5	Lucas	5		5		Crafts and food trucks	Marketing signs
1-2	5	Lucas	5		5			Friend
1-2	5	Lucas	5		5			Live in Lucas-would like to see preference give to Lucas Residents
1-2	4	Parker	4		4		I am interested in produce	Signage at Angel
3-4	5	Lucas	5		5		Additional Produce options	Signage
3-4	5	Lucas		Variety is good-I would like to see more markets during the year (thru winter)		Love Salsa Texan		Community yard signs
5+	5	Parker	4		5		More Locally Grown produce	Live here
1-2	4	Wyle	5	I ate eggrolls, boa beef and veggie	5		Milk	My wife she googled wylie Farmers Market
3-4	5	Lucas	4	more fruits & veggies	5		more fruit & veggies	Live close and lucas newsletter
1-2		Lucas						Facebook
3-4	5	Lucas	4					Email
1-2	5	Allen	5		5			Drive by
1-2	4	Parker	3		5		more fruit & veggies	Google Search
1-2	4	Allen	3	Produce	4		Produce	friends
5+	5	Lucas	4		5	Love the mix of products	More Vegetables!	Local Signage
5+	3	Wylie	3	More vegetables and greens	3	Sometimes it’s too hot, too crowded especially during coronavirus. And people don’t seem to care about that. I wish the micro greens would come back and the lettuce people.		
5+	5	Lucas	5		5	Maybe a kid's craft or game or activity- even if it is a paid activity		City newsletter and signage
1-2	5	Parker	5	More keto food	5	Not sure		Sign
3-4	5	Lucas	4	Gluten dairy free options, more veggies venders, brewery’s	5			Foster farms- Jennifer Foster
3-4	3	Allen	1	More produce		Get more actual farmers in with their fresh produce, herbs and eggs. If you can't do that don't call it a farmers market, that name implies fresh farm items		Facebook
1-2		Lucas	5	Jewelry	5	Love it!		Sign on Country Club at country Brook

CUSTOMER SURVEY - 2021 LUCAS FARMERS MARKET

How many times visited	Overall rating	City	Variety of products rating	Variety of products comments	Quality of products rating	Quality of products comments	Other products comments	How did you hear about LFM
5+	3	Lucas	4	Vendors with kid related items (crafts, activities, etc)	4	Once a month makes it more desirable to attend		My husband is a vendor. We live in Lucas

VENDOR SURVEY - 2021 LUCAS FARMERS MARKET

Vendor Name	Booth Placement - Sometime circumstances make it necessary for us to change up placement.	Vendor Mix		Do you plan on returning next year as a vendor		Do you or your company Participate in other Market in other Cities			"IF" LFM 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 LFM? Please be specific.	Any last comments or input you wish to provide.
Open-Ended Response	Response	Response	LMF should adjust (please specify)	Response	Maybe (please specify)	1 other market	2 or more Markets	None- This is the only Market	Response	Response	Response	Open-Ended Response	Open-Ended Response
The Amazing Dip Company	I would prefer to be in the same spot or area at each market	LMF should adjust (please specify)	As always, more fresh produce	Yes			2 or more Markets		I am all in - every Market !	Very organized	Very good	Use the covered area as a food court sort of way; have the food and produce vendors outline the pavilion and move the rest of the market closer in.	Best year yet!
Wagford Cattle Company, LLC	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes		1 other market			Might increase my participation a little	Extremely organized	Excellent	I don't think that I will attend the Founders Day event again.	Is there any chance that small individual butane pot burners will be allowed for cooking?
Love That♡GlutenFree	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes				None- This is the only Market	I would certainly attend more, but not all	Extremely organized	Excellent	Seriously cannot think of anything that would make it better at this point. You all have done an amazing job and have answered our concerns whenever some have arisen. Good job! We appreciate all your hard work!	Seriously cannot think of anything that would make it better at this point. You all have done an amazing job and have answered our concerns whenever some have arisen. Good job! We appreciate all your hard work!
Carey Lynn creates	I would prefer to be in the same spot or area at each market	LMF should adjust (please specify)	It would be nice to have a "last minute fill in" list. Many markets we were half empty and that would have been good opportunity to try out new vendors for a market.	Yes		1 other market			Might increase my participation a little	Extremely organized	Excellent	Maybe posting the maps to the booth on Facebook. Having a "last minute" makers area to bring in additional makers that didn't really fit the full cycle but offer unique goods.	I thoroughly enjoyed being part of the market. I felt there was a lot of nice people involved. I just wish we could have filled up those empty spots. Even me, when I had surgery I knew a few other vendors who could have done well. I think they more variety of quality creations the better :-)
Mill Creek Honey Bee Farm	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes				None- This is the only Market	Might increase my participation a little	Very organized	Excellent	"Special Events" as you have done is a good idea.	Encourage vendors to advertise the LFM thru other channels.
Bomb Ass Beef Jerky	I prefer a different booth and area at each market	Lucas Farmers Market has a good mix of Vendors		Yes				None- This is the only Market	I am all in - every Market !	Extremely organized	Excellent	It made me answer this question but everything y'all do is great but Move us around ever so often	Thank you for having us

VENDOR SURVEY - 2021 LUCAS FARMERS MARKET

Vendor Name	Booth Placement - Sometime circumstances make it necessary for us to change up placement.	Vendor Mix		Do you plan on returning next year as a vendor		Do you or your company Participate in other Market in other Cities			"IF" LFM 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 LFM? Please be specific.	Any last comments or input you wish to provide.
Open-Ended Response	Response	Response	LMF should adjust (please specify)	Response	Maybe (please specify)	1 other market	2 or more Markets	None- This is the only Market	Response	Response	Response	Open-Ended Response	Open-Ended Response
J. Foster Farms	I would prefer to be in the same spot or area at each market	LMF should adjust (please specify)	We personally feel that more than 2 beef vendors at a market is a little much. Also, the placement with the chicken vendor in between is good. It is more difficult when all beef vendors are right next to each other.	Yes				None- This is the only Market	I would certainly attend more, but not all	Very organized	Excellent	I think you have done a great job at making it a good experience for us personally and I appreciate that. Again, I would say that having more than 2 beef vendors at a time is a little much. If there are 2 or more then we do need to be separated and not right next to each other. It worked well for us and Hendrix to be separated by the Lonestar Chicken vendor. I would suggest that set up should continue next year.	I liked the set up for the trailers in the spring when it was too wet to drive on the grass. Thank you for doing that. I think in those situations that set up should continue. Thank you for all your hard work.
Oven Love Bake Shop	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes				None- This is the only Market	Might increase my participation a little	Very organized	Very good	Maybe have more vendors so we aren't spread out so far with gaps in between.	We love the market and look forward to coming back!
Kona Ice	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes			2 or more Markets		I am all in - every Market !	Extremely organized	Excellent	Love it as it is.	It's all fantastic! We are grateful!
Love Sick Farms	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes				None- This is the only Market	I am all in - every Market !	Very organized	Very good	None	Thank you!
Hendrix Family Farms	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes		1 other market			I am all in - every Market !	Extremely organized	Excellent	It was our first year to participate and we loved the market and all the people we met there!	Everything was great!
Crunchies	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Maybe(please specify)	Attendance will depend on TX State Fair tasks.	1 other market			I would certainly attend more, but not all	Extremely organized	Excellent	Prefer to remain in 1 location for our customers.	none

VENDOR SURVEY - 2021 LUCAS FARMERS MARKET

Vendor Name	Booth Placement - Sometime circumstances make it necessary for us to change up placement.	Vendor Mix		Do you plan on returning next year as a vendor		Do you or your company Participate in other Market in other Cities			"IF" LFM 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 LFM? Please be specific.	Any last comments or input you wish to provide.
Open-Ended Response	Response	Response	LMF should adjust (please specify)	Response	Maybe (please specify)	1 other market	2 or more Markets	None- This is the only Market	Response	Response	Response	Open-Ended Response	Open-Ended Response
Bustos Creations	I prefer a different booth and area at each market	Lucas Farmers Market has a good mix of Vendors		Yes				None- This is the only Market	Not at all	Extremely organized	Excellent	If we have a good location, we'd like to stay in the same spot. But I like being next to different vendors each time...get to know more people and brings different traffic to our booth.	I love the hours 8-12. It's perfect. No need to be any longer. I enjoyed being under the covered pavilion earlier this spring. I would like to participate in Founder's Day, even though we do not live in Lucas. Everything is very organized and makes for an easy market day. Great job volunteers!!!
Susie's Snack Shop	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes			2 or more Markets		Not at all	Very organized	Very good	Keeping vendors, especially those of us who have supported this market from the beginning, in the same space. Customers find it very difficult to navigate the market when vendors are moved every week.	As much as I support the "shop local" aspect, the "Shop Lucas Local" is very discriminating and discouraging those of us who drive over an hour to be a part of your market. We are all there for the same purpose, to sell our wares and for some vendors to be charged a $20 fee and others not, makes it seem very unfair.
Chimmy Teas	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes		1 other market			Might increase my participation a little	Very organized	Very good	2021 we haven't been able to attend because short of people, we hope and plan to be there 2022	N/A
Bare Naked Bee Company	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes			2 or more Markets		Not at all	Very organized	Excellent	No complaints	Y'all are doing a fantastic job! I have heard from others that more draw towards the pavilion area would be appreciated, especially for the fresh meat and veggie farmers in the back of it. Thank you for all you do!

VENDOR SURVEY - 2021 LUCAS FARMERS MARKET

Vendor Name	Booth Placement - Sometime circumstances make it necessary for us to change up placement.	Vendor Mix		Do you plan on returning next year as a vendor		Do you or your company Participate in other Market in other Cities			"IF" LFM 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 LFM? Please be specific.	Any last comments or input you wish to provide.
Open-Ended Response	Response	Response	LMF should adjust (please specify)	Response	Maybe (please specify)	1 other market	2 or more Markets	None- This is the only Market	Response	Response	Response	Open-Ended Response	Open-Ended Response
Along Came Tamale	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes			2 or more Markets		I am all in - every Market !	Extremely organized	Excellent	As a vendor on the opposite end of the pavilion, traffic could be better on our end. Sometimes it feels we are too spread out. I understand COVID had a lot to do with that, but it is a long walk all the way around the path to get to us.	I think the market should be from 9a to 1p. Our sales tend to pick up around 9:30a and then again at around 11:30a. All in all, this is a wonderful market to work and everyone has been a joy to work for/with/around. I appreciate the opportunity to sell here.
Lucky hooves Art	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes		1 other market			Might increase my participation a little	Extremely organized	Excellent	Better advertising signs up in neighboring cities and on all main road intersections leading into Lucas	This years committee did an excellent job!! Thank you
Prairie Farmstead	I would prefer to be in the same spot or area at each market	LMF should adjust (please specify)	Too many vendors of the same products	Yes				None- This is the only Market	Might increase my participation a little	Somewhat organized	Good	Space out vendors of the same product types, vs. product specific areas.	Thank you for all your efforts to organize and operate the market
Creative Collection	I prefer a different booth and area at each market	Lucas Farmers Market has a good mix of Vendors		Maybe(please specify)	As I am getting older, I'm not sure if I'll be able next year.		2 or more Markets		Might increase my participation a little	Extremely organized	Excellent	Everyone has been so good to us and so kind. Thank you for all the hard work that makes this market wonderful.	Really I don't mind wherever my booth is place, or whether it's moved or not. And my participation depends on if I am still able.
Bees and Blossoms Soaps LLC	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes				None- This is the only Market	I would certainly attend more, but not all	Very organized	Very good	Nothing that I can think of.	No.
POKS Foods LLC	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes				None- This is the only Market	I would certainly attend more, but not all	Very organized	Very good	More marketing even if not Lucas local? I believe market has potential to become very big!	Great job to the team and the hardwork! LFM has been a great way for us to build our customer base and we look forward to it.
Coffee Experience	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes		1 other market			Not at all	Very organized	Excellent	N/a	Going to every week will make it hard to participate in. Not impossible but it's going to be harder to staff. I feel like I just got every other week set. Could maybe make it work but it's gonna be fun again.

VENDOR SURVEY - 2021 LUCAS FARMERS MARKET

Vendor Name	Booth Placement - Sometime circumstances make it necessary for us to change up placement.	Vendor Mix		Do you plan on returning next year as a vendor		Do you or your company Participate in other Market in other Cities			"IF" LFM 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 LFM? Please be specific.	Any last comments or input you wish to provide.
Open-Ended Response	Response	Response	LMF should adjust (please specify)	Response	Maybe (please specify)	1 other market	2 or more Markets	None- This is the only Market	Response	Response	Response	Open-Ended Response	Open-Ended Response
North Texas Plumerias	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Maybe(please specify)	Covid put pressure on us getting our product. Distance is factor and the packing and unpacking hard for us.		2 or more Markets		I would certainly attend more, but not all	Very organized	Very good	Would like a time change to 10 to 1 or 2	Would like more advertising of market. More presence on Facebook Marketlace. Need early specials from vendors to force more early traffic.
From my Heart Creations (Courtney R.)	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes			2 or more Markets		I would certainly attend more, but not all	Extremely organized	Excellent	I don't have any suggestions.	None at this time
Nana's Baked Goids	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes				None- This is the only Market	Might increase my participation a little	Extremely organized	Excellent	We think LFM staff and volunteers do a fine job!	Thank you for offering this market to the community!
Val Turnbow	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Maybe(please specify)	I'd like to but may do fewer shows due to Fall is busy with boys and sports			None- This is the only Market	Not at all	Extremely organized	Excellent	Have social activities at both ends of the vendor areas it was hard to hear the music or the presentations if you were on other side of the park. Put food vendors	Thank everyone for their hard work and time put into this market. It truly is nice to have a community event like this.
Nora's Signs	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		No				None- This is the only Market	I would certainly attend more, but not all	Extremely organized	Excellent	The Lucas Farmers Market has been one of the better ones I have ever been a part of. As a vendor I absolutely appreciated Kathrin's detailed map and locations. She did a wonderful job assigning booths and working with vendor last minute changes.	I think the Lucas Farmers Market is affordable. I did not really the one kind of wood policy because I thought that the kinds of wood products were very different but since I could not make too many markets it worked okay. Overall just a great experience. Volunteers were very helpful and other vendors were nice. I absolutely loved the Youth Vendor opportunity and am grateful to the Market Staff for allowing Three Brothers'' Bookmarks to sell their products.

VENDOR SURVEY - 2021 LUCAS FARMERS MARKET

Vendor Name	Booth Placement - Sometime circumstances make it necessary for us to change up placement.	Vendor Mix		Do you plan on returning next year as a vendor		Do you or your company Participate in other Market in other Cities			"IF" LFM 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 LFM? Please be specific.	Any last comments or input you wish to provide.
Open-Ended Response	Response	Response	LMF should adjust (please specify)	Response	Maybe (please specify)	1 other market	2 or more Markets	None- This is the only Market	Response	Response	Response	Open-Ended Response	Open-Ended Response
S&J Canning	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes			2 or more Markets		I am all in - every Market !	Very organized	Very good	I think Weekly would be better than Semi-monthly. Also increasing the food to craft vendor ratio. Bring in some food trucks every week to drive the lunch crowd.	Thank you all for hosting such an amazing event.
Julie's Sweet Ideas LLC	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes		1 other market			I would certainly attend more, but not all	Very organized	Very good	Would love to still have markets in Nov and Dec	Love you guys. Thank you for all the hard work you put in.
Jennifer Fraser (The Stitched Mason)	I would prefer to be in the same spot or area at each market	LMF should adjust (please specify)	I love the mix of vendors, but adding a few more vendors to each market would be wonderful! Any thoughts on adding food trucks? It might draw people to know they could grab breakfast at the market, and as a vendor I am definitely up for having the option to purchase breakfast.	Yes		1 other market			Might increase my participation a little	Extremely organized	Excellent	Would there be a way to have bottled water and coffee available for the vendors, even if it was available for purchase?	I absolutely love this market. It is organized, the communication is great, and all of the volunteers are always so friendly and kind. I would love to see a few more booths added at each market to give shoppers a bigger variety. I think the placement of booths around the grass circle area is perfect, and people seem to enjoy being able to spread out and walk. I have had several customers tell me that they didn't even realize Lucas had a farmers market. Wondering if there are community newsletters in Wylie, Murphy, Plano, Allen, etc that could be targeted for advertising? Or communicating with some of the local Moms
Lost Ruby Ranch	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes			2 or more Markets		I am all in - every Market !	Extremely organized	Excellent	More customers the merrier	Every week please

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Open-Ended Response	Response	Response	LMF should adjust (please specify)	Response	Maybe (please specify)	1 other market	2 or more Markets	None- This is the only Market	Response	Response	Response	Open-Ended Response	Open-Ended Response
Royal Roost Farm	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Maybe(please specify)	The market does not pull in enough profit for us to justify the cost of having an employee work for us. We need to consider other options.		2 or more Markets		Might increase my participation a little	Very organized	Fair	The market just needs more traffic. Accessibility is problematic, and navigating the parking situation during setup is challenging.	We saw such strong performance when this market first started, but have lost money most weeks this year. We want to continue to support this market, but it has to make financial sense for us to be there.
Texas Forest Farm	I would prefer to be in the same spot or area at each market	Lucas Farmers Market has a good mix of Vendors		Yes			2 or more Markets		I am all in - every Market !	Extremely organized	Excellent	more live music	more ads to let community know we have farmers market
Legacy 4-H	I would prefer to be in the same spot or area at each market	LMF should adjust (please specify)	more produce	Yes				None- This is the only Market	Might increase my participation a little	Extremely organized	Very good	good market	great volunteers-i think they work very hard and the city does a great job with the parking

LUCAS FARMERS MARKET
2021 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, that 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 and Secretary. 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 position of Secretary will be appointed by the members of the LFMC and the appointments is effective on January 1, in even numbered years and serve a two-year term.

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

- Chair – Serves as the liaison to the City 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.

- Secretary – Assist Chair in the preparation of meeting agendas and composes minutes for LFMC meetings including the attendance. Also serves as the Volunteer Coordinator by assisting in the recruitment of volunteers to serve on the LFMC and facilitating volunteer assignments to ensure the successful operation of the market.

- 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 who have participated in past markets and vendors located in the City of Lucas receiving preference.

- Marketing/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.

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 10 feet from walkway.

- Stage II - minor adjustments needed for public safety - vendors and customers are required to wear masks, max of 2 non-family members running each vendor booth, increased space between booths, wash stations provided, and booths are back 20 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 generally 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 handle 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 LFMC to sell their product(s). Vendors are divided into three main categories:

- Agricultural Producers

- Value-Added Producers
- Artisans

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. *In order to maintain the farm and food focus of the markets, only a limited number of artisans will be approved as 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 by 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 farms whose products are not produced at all 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 farm of origin is provided. Farm 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 may be considered, in the committee'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 kept off the ground at all times and be in a safe and sound 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 (a copy is attached). 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 LFMC. Space options includes the pavilion which is 8 x 10 or space in the Community Park which is 10 x 10.
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 of their own equipment and must not exceed the parameters of the assigned space. Tents must be weighted with 25 pounds for each corner or staked in a safe manner. The City or the LFM will not provide weights, canopies, tables or 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. Start date for new vendors will be mutually agreed upon by the vendor and LFMC.
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. The LFMC will determine vendor locations in the park and provide this information in advance of the market.
4. 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.
5. Vendors must give at least a 7-day notice to the LFMC of their intent to return to Market from an absence of more than 4 weeks.
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. Vendors who commit to attending a full season and are absent more than 5 market days may be subject to dismissal.

Parking: Vendors are prohibited from parking in spaces designated for customers with the exception of 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 Market and are responsible for cleaning their space after 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

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 work with staff to reach a resolution. After gathering all available information, the Chair and City Staff will make a determination 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 so as 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. 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 time 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 contact the Lucas Farmers Market Committee, please send an email to 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;

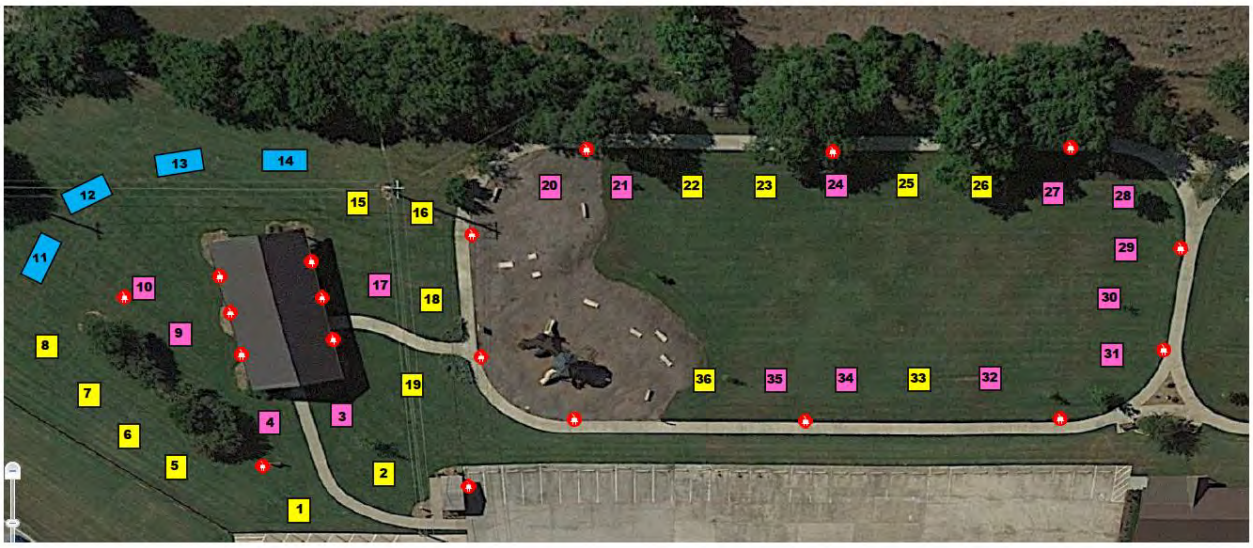
(17) To make or kindle a fire except in public stoves, grills, fire pits, or designated areas provided for that purpose. Fires shall not be left unattended and must be extinguished prior to departure. The city manager may prohibit all fires in public parks during those periods that he, in his sole discretion, 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.

Attachment B – Community Park Site Map

2021 ~ LUCAS FARMERS MARKET



Electrical Outlet | Truck/Trailer Space | 10 X 10 Booth Space | 10 X 10 Booth Space with Electric

2021 ~ LUCAS FARMERS MARKET

Electrical Outlet | 10 X 10 Booth Space | 10 X 10 Booth Space with Electric

Updated: 3/26/21

LUCAS FARMERS MARKET
Fiscal Year 19/20 Annual Report

Background:
At the May 21, 2019 Parks and Open Space Board meeting, the members began exploring a variety of projects in preparation for the annual budget process including the creation of a farmer's market. In the July 2019 Lucas Leader, an article seeking volunteers to provide their expertise in determining the feasibility of a farmer's market was published. At the July 23, 2019 Parks and Open Space Board meeting, the Board took action to create a Farmers Market Subcommittee to explore the possibility of creating the Lucas Farmers Market with the first meeting of the Lucas Farmers Market Committee (LFMC) being held on July 30, 2019 at 5:30 pm.

Lucas Farmers Market Trial Markets 2019:
The LFMC worked to plan for two trial markets on October 12 and November 2, 2019. (Please see Attachment A for a detailed report on these trial markets.) The LFMC created a mission statement and guidelines for the operation of the market. The LFMC agreed to maintain a vendor mix that includes 50% agricultural producers, 30% value added/cottage food vendors, and 20% artisan vendors. Debra Guillemaud was selected as the LFMC Interim Chair and there were 32 vendors at the October 12 market and 47 vendors at the November 2 market. Together we learned a lot and the trial markets made necessary adjustments to ensure the success of future markets.

Lucas Farmers Market First Season in 2020:
The Farmers Market schedule that was approved by the City Council included the following dates in 2020:

- First Market of the 2020 Season on April 25 (Fourth Saturday in April)
- May 9 (Second Saturday in conjunction with Founders Day) and May 23 (Fourth Saturday)
- June 13 (Second Saturday) and June 27 (Fourth Saturday)
- July 11 (Second Saturday) and July 25 (Fourth Saturday)
- August 8 (Second Saturday) and August 22 (Fourth Saturday)
- September 12 (Second Saturday and September 26 (Fourth Saturday)
- October 10 (Second Saturday)
- November (no market scheduled)
- December 4 (First Friday indoor Holiday Farmers Market at Country Christmas)

However, the most difficult of times occurred when the pandemic began to impact our way of life. In light of public health concerns associated with COVID-19, the City of Lucas cancelled the Farmers Market scheduled for the months of April and May. With a revised 2020 schedule, the LFMC once again began its quest to create a community event by planning to hold the Lucas Farmers Market.

Revised 2020 Schedule:

- June 13 (Second Saturday) and June 27 (Fourth Saturday)
- July 11 (Second Saturday) and July 25 (Fourth Saturday)
- August 8 (Second Saturday) and August 22 (Fourth Saturday)
- September 12 (Second Saturday) and September 26 (Fourth Saturday)
- October 10 (Second Saturday)
- November (no market scheduled)
- December 4 (First Friday Holiday Farmers Market at Country Christmas)

Unfortunately, after holding a wildly successful market on June 13, the public health concern continued leading Governor Abbott to impose additional restrictions due to COVID-19. The City subsequently cancelled the June 27 and July 11 markets.

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.

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 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
- Stage II - minor adjustments needed for public safety – masks required, wash stations provided, logistic modifications to ensure safe distancing.
- 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. The number of booth locations will be limited along the perimeter of the gravel parking lot with vendor preference to food suppliers.
- 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

For the July 25 market, the City Council implemented Stage III restrictions and the LFMC held a drive through market (See Appendix B for details). Following this event, Mayor Olk implemented Stage II restrictions for future markets with continued evaluation based on observations and data received regarding COVID-19 cases.

2020 Season Snapshot:

Date	Status	Vehicles	Vendors	# Staff	Labor Cost
April 25	Cancelled	N/A	N/A	0	N/A
May 9	Cancelled	N/A	N/A	0	N/A
May 23	Cancelled	N/A	N/A	0	N/A
June 13	No restrictions	?	44	3	636.24
June 27	Cancelled	N/A	N/A	0	N/A
July 11	Cancelled	N/A	N/A	0	N/A
July 25	Stage III	160	17	1	144.88
August 8	Stage II	264	42	5	1,318.78
August 22	Stage II	306	39	5	1,151.33
September 12	Stage II	473	38	2	625.63
September 26	Stage II	444	42	4	854.92
October 10	Stage 2	430	38	3	657.23

Total nonexempt labor costs (including wages, Medicare, and TMRS) for the 2020 season was $5,389.01 with an average nonexempt labor cost of $769.86 per market. Exempt staff (Joe Hilbourn and Joni Clarke) were not included in the labor cost.

LFMC Recommendations and Goals for the 2021 Season:
The following schedule is a proposed calendar for the 2021 season continuing with the second and fourth Saturday date selection with one more date being added (October 23). This schedule provides 12 standard markets plus a Founders Day and Country Christmas Holiday Market:

- April 24
- May 8 (Founders Day)
- May 22
- June 12
- June 26
- July 10
- July 24
- August 14
- August 28
- September 11
- September 25
- October 9
- October 23
- December 3 (Holiday Market in conjunction with Country Christmas)

Consistency in the schedule is important for vendors and customers. The LFMC realizes that if we have this many markets, we need a plan to ease the burden on City staff and the LFMC volunteers. The LFMC and the City are evaluating if any of the set-up tasks can be simplified, transferred to the vendors, or perhaps even stopped with a goal of having a successful market using less staff.

The following volunteers served as members of the LFMC and have expressed an interest in continuing to serve:

First Name	Last Name	Area of Interest
Tim	Baney	City Council
Joni	Clarke	City Staff
Lynne	Dodson	Marketing/Website
Bill	Esposito	Parks Board
Mark	Gerber	Volunteer/Vendor
Jennifer	Gerber	Volunteer/Vendor
Laura	Giles	Social Media
Joe	Hilbourn	City Staff
Kenneth	Patterson	Parks Board
David	Rhoads	Parks Board
Joan	Stanton	Volunteer
Sean	Watts	Volunteer

The LFMC is discussing 2021 membership/volunteer recruitment and possibly requiring committee members fulfill roles previously held by City staff but under the guidance of a leader from City staff at each market. The LFMC would like to streamline efforts were possible such as removing certain tasks and use committed, dependable volunteers to help one or two city employees with the market in 2021.

An important goal of the LFMC is to publicize and recruit vendors in order to provide market customers with the best selection possible. The LFMC recommends 35 to 40 vendors at each market. The LFMC will also be evaluating web-based software to help manage market vendors.

The LFMC will review and update Market Rules and Regulations, as necessary. Vendor applications will need to be updated and posted on the City's website no later than early December 2020. Social media will continue to be used to publicize vendors participating in the Lucas Farmers Market.

The LFMC proposes to continue to spread vendors throughout the park. This is a safety enhancement, but it also provides for a pleasant experience. The pavilion will continue to be a place where attendees can rest or enjoy a tasty treat purchased at the market. Vendors and attendees alike have been typically been great and respectful of the park disposing of trash appropriately.

City staff anticipates that each market will require two staff members from Public Works or Development Services to assist with logistics and parking from 6:30 am until 12:30 pm (6 hours) with an approximate cost of $630 per market. Two of the markets will be in conjunction with another City-sponsored event (Founders Day and Country Christmas) so no additional cost will be incurred. The projected cost necessary for staffing the markets would be $630 per market * 12 markets = $7,560.

The LFMC does not support assessing a vendor fee as it adds to the complexity of managing the market and creates additional work for City staff. Once the market was re-established after COVID-19 restrictions, the event was drawing an estimated 900-1,000 customers/event. We hope to maintain this level in 2021 bringing over 10,000 people into the park for the 12 regular markets. This provides the City of Lucas with 12 popular community events for $7,560. The vendors are essentially the entertainment and are paid whatever they bring in.

The planning for the Holiday Market is underway. There will be up to 30 vendors in the park with festive booths and we believe at this point, all vendor slots have been filled.

The LFMC is proud to support local, small businesses and especially at a time where their economic future is uncertain. The City graciously budgeted $5,000 for operational expenses associated with the market in the Parks budget. This budget is for improved signage, t-shirts for volunteers, and miscellaneous supplies.

The City's Parks and Open Space Board is discussing becoming more active and volunteering in support of the Lucas Farmers Market. David Rhoads, Bill Esposito, and Ken Patterson attended the 2020 season wrap-up meeting held on October 13, 2020.

Vendor Feedback:

Debra,

I wanted to let you know we had our best 4 hour market in company history! Thanks for everything you and the committee have done in this tough time.

Best regards,
Marcus

Marcus Wentrcek
The Amazing Dip Company

Customer Comments and Social Media:

Throughout the season, members of the LFMC received customer comments. Although we did not capture names and dates, some of the comments shared with the LFMC members include:

- How much they are enjoying coming to the park for the Farmers Market. Most mentioned they either didn't realize the park was there or knew it was there but hadn't used the park before.
- Even in COVID-19 times, many mentioned how much they enjoyed coming to a community event even if they couldn't really socialize as much as they would without social distancing.
- The Lucas Farmers Market is a "legitimate" market
- WOW! The Lucas Farmers Market has more produce than McKinney.

Lucas Farmers Market
@lucasfarmersmarket

Build Your Business

Post | Photo | Promote | View As

Farmers Market in Lucas, TX

Audience

1,794
Total Page Likes
76 last 28 days

Phil Galofaro, Tedra Johnson and 1.8K other people like your Page

37 Posts | 246 Followers | 366 Following

Lucas Farmers Market
The Lucas Farmers Market was established in 2018, by the Lucas Farmers Market Committee, with backing by the City of Lucas, Texas.
#lucasfarmersmarket
lucasfarmersmarket.com/
665 Country Club Road, Lucas, Texas 75002

Events

SEE MORE

Your events reached 7,458 people in the last 28 days.

469
Event Responses
560 last 28 days

UPCOMING EVENTS

Lucas Holiday Farmers Market...
Fri Dec 4, 6:00pm

Reach	10.6K
Responses	741

Page Activity

Your Page was visited 478 times in the past 28 days.

New Page Likes	76
New Followers	80
Clicks to your Website	10
Phone Number Clicks	0
Get Directions Clicks	0
Page Button Clicks	4

Discovery

8,311	478
Page Reach	Page Views
4.1K last 28 days	570 last 28 days

WHERE YOUR CONTENT IS REACHING PEOPLE

Posts	8,248
Stories	172

Sep 28 - Oct 25 | Last 28 days

Post Reach	Post Engagements	New Page Likes
8,248	1,448	76
4k	1.1k	161

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.

Top Fan
Abena Foli
Wohooo! Can't wait.
4w Care Reply 1

Lucas Farmers Market Abena Foli us t...

Tim Taylor
We went for the first time this past weekend and enjoyed it very much! I hope the vendors are doing well. We bought from several of the booths.
4w Care Reply 1

Lucas Farmers Market Tim Taylor so g...

Hayden Thompson
Is this the last one of the year?
4w Like Reply

Lucas Farmers Market Hayden last o...

Top Fan
Abena Foli
First time vendor this year. Really enjoyed the market especially the sampling part.
2w Care Reply 1

Susan Batiz Jackson
I really liked having the vendors spread out around the entire park.
1w Care Reply 1

Jennie Senn
Loved the market. But for a farmers market there really weren't enough produce vendors, only one poultry and eggs vendor, and NO meat vendors! I would choose to do most of my food shopping there, if the vendors with food basics came. (Most of the market was specialty foods and craft items, and while those are nice they shouldn't be the main focus unless it's a craft fair/ market.) But yours' is a new market and hopefully you will try to recruit

Jennie Senn
Loved the market. But for a farmers market there really weren't enough produce vendors, only one poultry and eggs vendor, and NO meat vendors! I would choose to do most of my food shopping there, if the vendors with food basics came. (Most of the market was specialty foods and craft items, and while those are nice they shouldn't be the main focus unless it's a craft fair/ market.) But yours' is... See More

1w Care Reply 1

Author
Lucas Farmers Market
Jennie Senn we had chicken, pork and beef vendors. Processing plants were closed/ backlogged during early covid so it made it hard for farmers all over the country to continue to bring proteins to market. (Quite a few processors around here are already booked out past next May.) Thank you for your

Karen Erz
I really liked how you made changes to make the market work during this pandemic. My only suggestion would be to keep the vendors in the same spots each time if possible.

2w Care Reply 5

Andi Tyler Kingsbury
Karen Erz Yes! I had the same thought. If I need to pop by quickly for a specific item, it would be awesome to know exactly where the vendor is located.

1w Like Reply 1

Top Fan
Abena Foli
Thank you Lucas Farmers Market for all you do vendors!
4w Care Reply 1

Karen Erz
Great job by all involved in finding a safe way to make this event go on!
4w Care Reply 1

Rhonda Twitty Joynt
We visited for the first time last month. We loved it!!
1w Care Reply 1

Tex Phillip David Weber
Don't turn into McKinney Farmer's Market foremost! Ughh. Keep Vendor pricing for spots low. Don't deny anyone. At least if like 4 groups sell honey, maybe just spread out. Or Crafts one one end, Food on other, etc. Demonstration? Those old Hit & Miss gas engines are always really cool to watch work. Maybe incorporate a few old tools and tractors that actually work? Cordone off an area for them? Anyone have a Llama that likes attention? Or a miniature donkey? Something that city people don't see too often. Show and Tell? Or an informative display? I have some old Bit & Brace tools and some timber that kids like to drill holes in. It's safe.
1w Care Reply 1

Tina Fast
Half the fruit I bought didn't even make it home... my kids devoured it. So good.
4w Care Reply 1
Tammy Douglas Graves
How do you become a vendor? I sell homemade Salsa. My current market is ending at the end of October
1w Care Reply 1
View 2 previous replies...
Lucas Farmers Market Tammy Dougla...
Sheila Newton
Loved the market! Wish it continued through the cool weather!
1w Care Reply 3
Sarah Proctor
I love, love, love the samples. I bought several things specifically because I tasted or tested them and thought they were worth the money.
1w Care Reply 1
Rhonda Twitty Joynt
We visited for the first time last month. We loved it!!

Appendix A – 2019 Farmers Market Report

Report Summary:

The Lucas Farmers Market Committee (LFMC) held two trial markets on October 12 and November 2 at the Community Park in 2019. A special holiday market is currently planned to be held in the Community Center during Country Christmas on December 6. At the October 12 market, there were 32 vendors who participated in the first trial market. At the November 2 market, there were 47 vendors who participated in the second trial market. There are currently 33 vendors scheduled to participate in the special holiday market during Country Christmas. The LFMC estimated over 1,000 visitors attended each trial run of the Farmers Market, and it is anticipated that attendance and vendor participation will increase in 2020.

The direct costs incurred by the City totaled $5,725.49 for the October 2 and November 12 Farmers Markets. The direct costs include overtime for non-exempt staff and supplies for both markets. The indirect costs totaled $3,337.28 which includes time for exempt staff who assisted at both markets. Although the indirect costs do not include additional work hours, planning meetings and City resources used at both markets, these factors should also be considered in contributing to significant staff time. The total event cost for direct and indirect expenses is $9,062.77. The breakdown for the direct and indirect costs can be seen on the tables of the following pages.

The LFMC primarily consisted of 11 active volunteer members, with active being defined as volunteers who participated in more than two LFMC planning meetings. The LFMC held seven meetings starting in July through October and developed the mission statement and guidelines for the Farmers Market. Debra Guillemaud was selected as the LFMC Interim Chair during the initial trial period and worked with City Manager Joni Clarke and Development Services Director Joe Hilbourn regarding logistics for each Farmers Market. Additional duties included preparing meeting agendas and summaries, establishing rules and regulations, communicating information to vendors, determining vendor locations and managing late vendor changes.

The LFMC members attended other regional markets to recruit vendors as well as pursued other communication outreach tactics for additional vendor recruitment. The LFMC members also helped promote the Farmers Market through social media, designed the logo, signage and photo booth, wrote articles, and provided volunteering assistance at both trial markets. City staff was involved throughout the process and was active during market setup and hours of operation. City staff helped create the market rules and regulations, posted information on the City's website, purchased signage, created and updated vendor maps, prepared the Community Park for market days, developed additional parking, created the hospitality booth, and established permits, licenses and certification requirements for vendors.

Primary Feedback from the Farmers Markets:

- Continual assistance from City staff to set up the electricity in advance, turn on the lights, help park vendors with food trucks or trailers on the grass, assist with customer traffic flow and put out additional garbage cans.
- Recommend a minimum of one volunteer at vendor setup that can deal with any issues such as vendor locations.
- Develop new market layout for 2020 to show vendor locations and avoid barriers in the park.
- Separate vendor assignment from the layout map so the market manager can update as needed.
- Ensure the vendor map and information on the City's website is updated.
- Establish clear parking guidelines for market vendors prior to the start of the event.
- Improved lighting since it is still dark when vendors arrive at 6:30 am.

- Consider weather impact strategy in the event of inclement weather and moving food trucks to the concrete area.
- Improve congestion along walking areas and limiting vendors to one side to allow more available walking space.
- Accessibility concerns of electric for vendors who need it for set up and operations.
- Consider additional parking needs as attendance is anticipated to increase.
- Consider three additional staff members to direct traffic.
- Safety concerns with pedestrians crossing Country Club Road.
- Improve lighting at the pavilion.
- Consider how to manage vendors that do not show up to participate at the market.
- Post only the market map on the City's website and do not include a separate vendor list.
- Determine if the hospitality table is needed due to increasing costs of coffee, donuts, candy and additional expenses.
- Consider plastic bags with logo for consumers at the market and supplying water for the event.
- Establish review process of the permits, licenses and training needs by vendor type.
- Recommend the City to stop filing permits and certifications that vendors send in and instead, inform the vendors to have their documents on hand at the marker should they be requested.
- Set a deadline for vendor applications and making selections after the deadline to allow the LFMC to review all applicants together.
- Local artisan vendors were denied because the percentage of artisan vendors were maxed out early. Explore how to manage this in 2020 and determine if preference should be given to vendors located in Lucas.

Lucas Farmers Market Schedule:

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

Lucas Farmers Market Committee (LFMC)	**Number**
Active Volunteers	11
City Staff Liaison	2
City Council Liaison	1
TOTAL	**14**

Farmers Market Cost Breakdown:

Direct Costs	Amount
Supplies	
Apple Cider for October 12 Farmers Market	$24.95
Apple Cider for November 2 Farmers Market	$29.28
Business Cards	$72.86
Candy for Hospitality Table	$117.24
Coffee for October 12 Farmers Market	$153.36
Coffee for November 2 Farmers Market	$230.00
Decorations for Hospitality Booth	$121.69
Donuts for October 12 Farmers Market	$46.51
Donuts for November 2 Farmers Market	$45.91
Logo	$167.84
Shirts for LFMC members	$959.50
Signage	$870.00
Total Cost	$2,839.14
Non-exempt City Staff Overtime (includes compensation and benefits)	
October 12 Farmers Market	
Anthony Aguinaga (8.5 hours)	$339.85
Scott Dejong (8.5 hours)	$455.08
Jose Quiles (8.5 hours)	$260.41
Jacob Tassan (8.5 hours)	$281.22
November 2 Farmers Market	
Anthony Aguinaga (8.5 hours)	$339.85
Marcus Chaney (8 hours)	$264.68
Scott Dejong (8.5 hours)	$455.08
Cesar Guevara (8 hours)	$245.09
Jose Quiles (8 hours)	$245.09
Total Cost	$2,886.35
TOTAL DIRECT COSTS	**$5,725.49**

Indirect Costs	Amount
Exempt City Staff Time (includes compensation and benefits)	
October 12 Farmers Market	
Joni Clarke (6 hours)	$732.59
Joe Hilbourn (8.5 hours)	$689.53
November 2 Farmers Market	
Joni Clarke (6 hours)	$732.59
Stanton Foerster (5.5 hours)	$493.04
Joe Hilbourn (8.5 hours)	$689.53
TOTAL INDIRECT COSTS	**$3,337.28**

October 12 Farmers Market Breakdown:

Market Vendors	Confirmed Participants
Agricultural Producers (Farmers, Ranchers, Other) Bare Naked Bee Company Berkshire Farms Fairview Farms Fieldsong Farm Gentlesoll Farm Kelly Family Farms Lovejoy High School Organic Permaculture Club Mill Creek Honey Bee Farm Nisan Farm Honey Printz Farms Royal Roost Farm Sunken Boot Honey Two Rivers Family Farm	13
Value Added Producers (Prepared Food Vendors, Cottage Food Vendors) Always Cookin' for 10 Buttermilk Sky Pie Cita's Salsa Cupid's Candies Julie's Sweet Ideas Love That! Gluten Free Lucas Cookie Company Oven Love Baked Goods Quaattro Grain R'Achelle's Rockin Juice Something from the Oven Spice and Tea Merchants Wisdom Health	13
Artisans (Artist, Craftsperson) Ah-Mazing Doors Body Artisan Cande Wrapperz MCLWood Rocky Creek Candy Company Woodshop Stop	6
TOTAL PARTICIPANTS	**32**

November 2 Farmers Market Breakdown:

Market Vendors	Confirmed Participants
Agricultural Producers (Farmers, Ranchers, Other) Bare Naked Bee Company Berkshire Farms Buck Creek Meats Fairview Farms Fieldsong Farm Gentlesoll Farm Kelly Family Farms Lime Ridge Farm Lovejoy High School Organic Permaculture Club Mill Creek Honey Bee Farm Nisan Farm Honey On the Grow Rockin' SJS Farm/Raintree Ranch Royal Roost Farm Sunken Boot Honey Two Rivers Family Farm	16
Value Added Producers (Prepared Food Vendors, Cottage Food Vendors) Always Cookin' for 10 Amazing Dip Company Buttermilk Sky Pie Chimmy Tea Cita's Salsa Cross My Heart and Hope for Pie Cupid's Candies Dippin' Darlin's Igknighted Kitchen Julie's Sweet Ideas Lettuce Indulge Line Drinks Love That! Gluten Free Lucas Cookie Company Mix It Up Oven Love Baked Goods Quaattro Grain Something from the Oven Spice and Tea Merchants Spicemart Grocers and Caterers Susie's Snack Shop Sweet Life Baking and Canning Twisted Cake Balls Wisdom Health	24
Artisans (Artist, Craftsperson)	7

Bees and Blossoms Soaps Body Artisan Cande Wrapperz MCLWood Ranch Hand Originals Rocky Creek Candle Company Woodshop Stop	
TOTAL PARTICIPANTS	**47**

December 6 Holiday Farmers Market Breakdown:

Market Vendors	Scheduled Participants
Agricultural Producers (Farmers, Ranchers, Other) Bare Naked Bee Company Buck Creek Meets Fieldsong Farm Gentlesoll Farm Kelly Family Farms Mill Creek Honey Bee Farm Nisan Farm Honey Royal Roost Farm Sunken Boot Honey	9
Value Added Producers (Prepared Food Vendors, Cottage Food Vendors) Always Cookin' for 10 Amazing Dip Company Chimmy Tea Igknighted Kitchen Julie's Sweet Ideas Love That! Gluten Free Lucas Cookie Company Mix It Up Oven Love Baked Goods Quaattro Grain Something from the Oven Spice and Tea Merchants Susie's Snack Shop Sweet Life Baking and Canning Twisted Cake Balls Wisdom Health	16
Artisans (Artist, Craftsperson) Ah-Mazing Doors Bees and Blossoms Soap Body Artisan Cande Wrapperz Canticle Farms MCLWood Ranch Hand Originals Woodshop Stop	8
TOTAL PARTICIPANTS	**33**

Appendix B -- Drive Through Farmers Market on July 25, 2020

The Lucas Farmers Market Committee held its first drive through market (Stage III) on July 25, 2020. Market personnel that assisted with the management of the market included:

- Joan Stanton (LFMC)
- Ron Lacock (LFMC)
- Jennifer Gerber (LFMC)
- Joe Hilbourn (Development Services)
- Eduardo Gaudron (Public Works)
- Kent Souriyasak (Administration)
- Joni Clarke (Administration)
- Deputy Noel (Collin County Sheriff's Office)

When the Lucas Farmers Market is operating at Stage III, significant adjustments are needed and a drive through market option is implemented. 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 food suppliers will be prioritized if demand exceeds availability.

The following vendors participated in the event:

1. Along Came Tamale
2. Bare Naked Bee Co
3. Bomb Ass Beef Jerky
4. Bustos Creations
5. Fieldsong Farms
6. Julie's Sweet Ideas
7. Kona Ice
8. MCL Wood
9. Nana's Home Baked Goods
10. North Texas Pecans
11. Oven Love Bake Shop
12. POKs Spices
13. Rocky Creek Candle Company
14. S & J Canning
15. Smokin' Hot Chix
16. Sunken Boot Honey
17. Susie's Snack Shop

The majority of the vendors that members of the LFMC talked to were very happy with how the day went. A couple of them said they sold more than they usually would have. It seems that participating vendor enthusiasm is high.

It was interesting to see how interested people were to try out the drive through market. Customers comments were very positive and several stated that due to their age or physical condition they could not have attended a normal market. We told people they were welcome to pull out of the line and pass cars if they wanted to but most of them said they just wanted to follow the line and enjoy the experience. And they did.

Out of the 160 cars that came through only 3 or 4 turned around after entering the market because they did not have the time to participate in the drive through market.

We only had two customers get out of their cars all day. The vendors all faithfully wore their masks.

Also, the reaction via social media has been very positive, and we had several vendors interested in watching to see how it works so we may see more join for August.

The drive through Lucas Farmers Market is giving people the ability to attend a market and get fresh items when other markets are still too crowded. It could be a very niche spot for us especially since some markets are not enforcing people to wear masks.

<u>Challenges with Drive Through Market</u>:

1. Vendor recruitment has been negatively impacted by previous market closures. In particular, produce vendors had to find other avenues in which to sell their products due to limited shelf life. They need notification to harvest and to arrange for staffing of markets.
2. Stage III market will need to be limited to approximately 20 vendors to avoid congestion and to be able to effectively manage traffic flow.

3. While this drive through concept was very functional, it did not provide for the social aspect reflected in the mission statement adopted by LFMC "To create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists."
4. Not visible from Country Club Road.
5. We need to round the corners so cars can more easily pull up beside the corner booths.
6. We need to ensure that we rotate the vendors each Farmers Market. There is an advantage in being the first vendor with a particular product.
7. Encourage more vendor preorders. The vendors who had preorders did especially well.
8. We cannot fit more than a few more vendors in the loop in the back lot, especially if we round the corners. More space is good with that many cars involved.
9. We had a few customers comment that it would have been a lot easier for them if the vendors were on the driver's side of the car. Interestingly enough they were usually alone in the car. Those with passengers did not mention that.
10. We need more produce.
11. People love local honey. Maybe Councilmember Baney can help us learn how to really know if honey is 100% local, or mixed, etc.
12. We feel the need to keep with only local produce, at least as much as possible. And at least always give local producers first priority. However, a large number of customers wanted to know where to buy peaches, watermelons, avocados, etc.

Opportunities with Drive Through Markets:

1. Some individuals who had physical limitations that would not allow them to participate in a market that requires walking were able to enjoy the drive through market. Also, some enjoyed shopping from their air conditioned vehicles.
2. Logistical layout worked well with plenty of area for stacking of cars.
3. Easier set up and break down with not as many personnel required.
4. Safe alternative to regular market. Majority of customers chose to wear masks or put them on as they drove into the City Hall parking lot.

Vendor Feedback:

- Along Came Tamale – Sales amazing, sold out. Very pleased with turnout and overall market.
- Bare Naked Bee Co – Pleasantly surprised. Much preferred this approach than to shutting down completely. One con was the flow with bottleneck areas.
- Bomb Ass Beef Jerky – Had repeat customers and compared to open-aired market where 80 bags were sold; they sold 35 at this market and very pleased.
- Bustos Creations – Fantastic market, sold 85+% of what was brought. They actually love the drive through format better than an open market.
- Julie's Sweet Ideas, LLC – Better than expected – not as busy as our open market. Suggest spacing out more due to the bottleneck areas. She mentioned mixed reviews from customers.
- MCL Wood – MCL Wood called me back regarding feedback requested. He stated that they did not do well and his product may not be for drive-thru. He thought everything went smoothly, with no issues.
- North Texas Pecans – Vendor is interested in adding additional products from other farmers. Sales were not as good, and he did not like the traffic bottleneck – thought sales may have been lost due to cars in line and moving too slow.

- Oven Love Bake Shop – Things went smoothly for this vendor. She did not think we had a huge turnout but overall good.
- POKs Spices – Stated some customers did not know it was a drive through market. Concerns with traffic flow and bottlenecks. Happy to have the market even as a drive through.
- Rocky Creek Candle Company – Loved the market over $700 in sales. She enjoyed seeing elderly people being able as passengers to get the opportunity to shop. She is thrilled to be a part of the market. She actually sold out and had to get replacements brought in. She was concerned with the last booth which was the lady selling honey. She loved her spot – it helped that she was next to the tamale stand.
- S & J Canning – He suggested that we have a handout of vendors and their offerings at the entrance to City Hall. Had good sales. He thought that the first 4 vendors in line were getting all of the majority of the looks/business and felt shoppers were leaving the market because of the bottlenecks. He also mentioned that the last booth (lady with honey) was not getting anyone to stop because of the other vendors with honey.
- Susie's Snack Shop – Thought we had a good idea and did a fantastic job!!! She also thought a Vendor Offering List should be handed out. She was skeptical but put a $ threshold on what she should sell to participate. She succeeded.

The schedule for the remaining 2020 season includes:

- August 8 (Second Saturday)
- August 22 (Fourth Saturday)
- September 12 (Second Saturday)
- September 26 (Fourth Saturday)
- October 10 (Second Saturday)

(Note: On December 4 there will be an indoor Holiday Farmers Market at Country Christmas.)

In evaluating vendor applications, requests to participate in the August 8 market include 18 agricultural producers, 25 value-added vendors and 11 artisans. Because customers at the July 25 market demonstrated a willingness to wear masks, the LFMC is requesting the City Council consider Stage II for the remainder of the season and allow operational adjustments to be provided by Mayor Olk. Stage II includes the following safety procedures:

Minor adjustments needed for public safety - vendors required to wear masks, max of 2 people running each vendor booth, no samples, increased space between booths, wash stations provided, pedestrian flow in one direction, a pre-order pre-paid pick-up station will be available for vendors wanting to use this service. Control access to the park to 2 families per vendor booth. Estimate the max would be 120 families in the park at a time.

In addition to the above-referenced protocols, LFMC is willing to implement any additional recommendations the City Council recommends. City staff will incorporate a layout that would enhance distancing between vendors.

2019 Farmers Market Report

Report Summary:

The Lucas Farmers Market Committee (LFMC) held two trial markets on October 12 and November 2 at the Community Park in 2019. A special holiday market is currently planned to be held in the Community Center during Country Christmas on December 6. At the October 12 market, there were 32 vendors who participated in the first trial market. At the November 2 market, there were 47 vendors who participated in the second trial market. There are currently 33 vendors scheduled to participate in the special holiday market during Country Christmas. The LFMC estimated over 1,000 visitors attended each trial run of the Farmers Market, and it is anticipated that attendance and vendor participation will increase in 2020.

The direct costs incurred by the City totaled $5,725.49 for the October 2 and November 12 Farmers Markets. The direct costs include overtime for non-exempt staff and supplies for both markets. The indirect costs totaled $3,337.28 which includes time for exempt staff who assisted at both markets. Although the indirect costs do not include additional work hours, planning meetings and City resources used at both markets, these factors should also be considered in contributing to significant staff time. The total event cost for direct and indirect expenses is $9,062.77. The breakdown for the direct and indirect costs can be seen on the tables of the following pages.

The LFMC primarily consisted of 11 active volunteer members, with active being defined as volunteers who participated in more than two LFMC planning meetings. The LFMC held seven meetings starting in July through October and developed the mission statement and guidelines for the Farmers Market. Debra Guillemaud was selected as the LFMC Interim Chair during the initial trial period and worked with City Manager Joni Clarke and Development Services Director Joe Hilbourn regarding logistics for each Farmers Market. Additional duties included preparing meeting agendas and summaries, establishing rules and regulations, communicating information to vendors, determining vendor locations and managing late vendor changes.

The LFMC members attended other regional markets to recruit vendors as well as pursued other communication outreach tactics for additional vendor recruitment. The LFMC members also helped promote the Farmers Market through social media, designed the logo, signage and photo booth, wrote articles, and provided volunteering assistance at both trial markets. City staff was involved throughout the process and was active during market setup and hours of operation. City staff helped create the market rules and regulations, posted information on the City's website, purchased signage, created and updated vendor maps, prepared the Community Park for market days, developed additional parking, created the hospitality booth, and established permits, licenses and certification requirements for vendors.

Primary Feedback from the Farmers Markets:

- Continual assistance from City staff to set up the electricity in advance, turn on the lights, help park vendors with food trucks or trailers on the grass, assist with customer traffic flow and put out additional garbage cans.
- Recommend a minimum of one volunteer at vendor setup that can deal with any issues such as vendor locations.
- Develop new market layout for 2020 to show vendor locations and avoid barriers in the park.

- Separate vendor assignment from the layout map so the market manager can update as needed.
- Ensure the vendor map and information on the City's website is updated.
- Establish clear parking guidelines for market vendors prior to the start of the event.
- Improved lighting since it is still dark when vendors arrive at 6:30 am.
- Consider weather impact strategy in the event of inclement weather and moving food trucks to the concrete area.
- Improve congestion along walking areas and limiting vendors to one side to allow more available walking space.
- Accessibility concerns of electric for vendors who need it for set up and operations.
- Consider additional parking needs as attendance is anticipated to increase.
- Consider three additional staff members to direct traffic.
- Safety concerns with pedestrians crossing Country Club Road.
- Improve lighting at the pavilion.
- Consider how to manage vendors that do not show up to participate at the market.
- Post only the market map on the City's website and do not include a separate vendor list.
- Determine if the hospitality table is needed due to increasing costs of coffee, donuts, candy and additional expenses.
- Consider plastic bags with logo for consumers at the market and supplying water for the event.
- Establish review process of the permits, licenses and training needs by vendor type.
- Recommend the City to stop filing permits and certifications that vendors send in and instead, inform the vendors to have their documents on hand at the marker should they be requested.
- Set a deadline for vendor applications and making selections after the deadline to allow the LFMC to review all applicants together.
- Local artisan vendors were denied because the percentage of artisan vendors were maxed out early. Explore how to manage this in 2020 and determine if preference should be given to vendors located in Lucas.

Lucas Farmers Market Schedule:

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

Lucas Farmers Market Committee (LFMC)	**Number**
Active Volunteers	11
City Staff Liaison	2
City Council Liaison	1
TOTAL	**14**

Farmers Market Cost Breakdown

Direct Costs	Amount
Supplies	
Apple Cider for October 12 Farmers Market	$24.95
Apple Cider for November 2 Farmers Market	$29.28
Business Cards	$72.86
Candy for Hospitality Table	$117.24
Coffee for October 12 Farmers Market	$153.36
Coffee for November 2 Farmers Market	$230.00
Decorations for Hospitality Booth	$121.69
Donuts for October 12 Farmers Market	$46.51
Donuts for November 2 Farmers Market	$45.91
Logo	$167.84
Shirts for LFMC members	$959.50
Signage	$870.00
Total Cost	$2,839.14
Non-exempt City Staff Overtime (includes compensation and benefits)	
October 12 Farmers Market	
Anthony Aguinaga (8.5 hours)	$339.85
Scott Dejong (8.5 hours)	$455.08
Jose Quiles (8.5 hours)	$260.41
Jacob Tassan (8.5 hours)	$281.22
November 2 Farmers Market	
Anthony Aguinaga (8.5 hours)	$339.85
Marcus Chaney (8 hours)	$264.68
Scott Dejong (8.5 hours)	$455.08
Cesar Guevara (8 hours)	$245.09
Jose Quiles (8 hours)	$245.09
Total Cost	$2,886.35
TOTAL DIRECT COSTS	**$5,725.49**

Indirect Costs	Amount
Exempt City Staff Time (includes compensation and benefits)	
October 12 Farmers Market	
Joni Clarke (6 hours)	$732.59
Joe Hilbourn (8.5 hours)	$689.53
November 2 Farmers Market	
Joni Clarke (6 hours)	$732.59
Stanton Foerster (5.5 hours)	$493.04
Joe Hilbourn (8.5 hours)	$689.53
TOTAL INDIRECT COSTS	**$3,337.28**

October 12 Farmers Market Breakdown

Market Vendors	Confirmed Participants
Agricultural Producers (Farmers, Ranchers, Other) Bare Naked Bee Company Berkshire Farms Fairview Farms Fieldsong Farm Gentlesoll Farm Kelly Family Farms Lovejoy High School Organic Permaculture Club Mill Creek Honey Bee Farm Nisan Farm Honey Printz Farms Royal Roost Farm Sunken Boot Honey Two Rivers Family Farm	13
Value Added Producers (Prepared Food Vendors, Cottage Food Vendors) Always Cookin' for 10 Buttermilk Sky Pie Cita's Salsa Cupid's Candies Julie's Sweet Ideas Love That! Gluten Free Lucas Cookie Company Oven Love Baked Goods Quaattro Grain R'Achelle's Rockin Juice Something from the Oven Spice and Tea Merchants Wisdom Health	13
Artisans (Artist, Craftsperson) Ah-Mazing Doors Body Artisan Cande Wrapperz MCLWood Rocky Creek Candy Company Woodshop Stop	6
TOTAL PARTICIPANTS	**32**

November 2 Farmers Market Breakdown

Market Vendors	Confirmed Participants
Agricultural Producers (Farmers, Ranchers, Other) Bare Naked Bee Company Berkshire Farms Buck Creek Meats Fairview Farms Fieldsong Farm Gentlesoll Farm Kelly Family Farms Lime Ridge Farm Lovejoy High School Organic Permaculture Club Mill Creek Honey Bee Farm Nisan Farm Honey On the Grow Rockin' SJS Farm/Raintree Ranch Royal Roost Farm Sunken Boot Honey Two Rivers Family Farm	16
Value Added Producers (Prepared Food Vendors, Cottage Food Vendors) Always Cookin' for 10 Amazing Dip Company Buttermilk Sky Pie Chimmy Tea Cita's Salsa Cross My Heart and Hope for Pie Cupid's Candies Dippin' Darlin's Igknighted Kitchen Julie's Sweet Ideas Lettuce Indulge Line Drinks Love That! Gluten Free Lucas Cookie Company Mix It Up Oven Love Baked Goods Quaattro Grain Something from the Oven Spice and Tea Merchants Spicemart Grocers and Caterers Susie's Snack Shop Sweet Life Baking and Canning Twisted Cake Balls Wisdom Health	24
Artisans (Artist, Craftsperson) Bees and Blossoms Soaps Body Artisan Cande Wrapperz MCLWood Ranch Hand Originals Rocky Creek Candle Company Woodshop Stop	7
TOTAL PARTICIPANTS	**47**

December 6 Holiday Farmers Market Breakdown

Market Vendors	Scheduled Participants
Agricultural Producers (Farmers, Ranchers, Other) Bare Naked Bee Company Buck Creek Meets Fieldsong Farm Gentlesoll Farm Kelly Family Farms Mill Creek Honey Bee Farm Nisan Farm Honey Royal Roost Farm Sunken Boot Honey	9
Value Added Producers (Prepared Food Vendors, Cottage Food Vendors) Always Cookin' for 10 Amazing Dip Company Chimmy Tea Igknighted Kitchen Julie's Sweet Ideas Love That! Gluten Free Lucas Cookie Company Mix It Up Oven Love Baked Goods Quaattro Grain Something from the Oven Spice and Tea Merchants Susie's Snack Shop Sweet Life Baking and Canning Twisted Cake Balls Wisdom Health	16
Artisans (Artist, Craftsperson) Ah-Mazing Doors Bees and Blossoms Soap Body Artisan Cande Wrapperz Canticle Farms MCLWood Ranch Hand Originals Woodshop Stop	8
TOTAL PARTICIPANTS	**33**

Item No. 09

City of Lucas
City Council Agenda Request
December 2, 2021

Requester: Development Services Director Joe Hilbourn
Public Works Director Scott Holden

Agenda Item Request

Consider updating Chapter 7 (Streets and Drainage) of the City of Lucas Comprehensive Plan dated March 2017 and the City of Lucas 2017 Master Thoroughfare Plan.

Background Information

At the October 21, 2021, City Council meeting, Birkhoff, Hendricks, and Carter L.L.P. gave a presentation regarding the hydraulic model of the City's existing water distribution system. Additional items considered as part of the City's water distribution system included:

- Water Master Plan
- Water Demand Study
- Impact Fee Update (water and roadway)
- 10-Year Capital Improvement Plan

Chapter 395 of the Texas Local Government Code describes the procedures Texas cities must follow to implement impact fees. The last City of Lucas Roadway and Water Impact Fee update was approved by City Council on November 1, 2018, when it adopted Ordinance 2018-11-00886. The land use assumptions (contained in the Comprehensive Plan) and Capital Improvement Plan upon which impact fees are based shall be updated at least every five years. Because the Comprehensive Plan, Capital Improvement Plan and impact fee calculation are all interdependent, staff is recommending a review and update as necessary of the City of Lucas Comprehensive Plan.

Per the City's Code of Ordinances, Chapter 10, Article 10.02 Definitions, members of the Planning and Zoning Commission and the representatives appointed by the City Council as required by the enabling legislation for this article are members of the Capital Improvement Advisory Committee. The Capital Improvement Advisory Committee must have one member that represents the real estate, development, or building industry.

At the Planning and Zoning Commission meeting on November 11, 2021, the Commission agreed to start the review process of the City of Lucas Comprehensive Plan. The following table proposes a timeline for review and completion of the Comprehensive Plan review and update:

	Meeting to Discuss	Comments to City Secretary for Incorporation	Back to P&Z for finalization
Chapters 1, 2 and 3	December 9, 2021	December 20, 2021	January 13, 2022
Chapters 4, 5 and 6	January 13, 2022	January 24, 2022	February 10, 2022
Chapters 7 and 8	February 10, 2022	February 21, 2022	March 10, 2022

Item No. 09

City of Lucas
City Council Agenda Request
December 2, 2021

Chapter 6 of the Comprehensive Plan (Parks, Recreation and Open Space) was reviewed by the Parks and Open Space Board along with the Trails Master Plan at their meeting on November 16, 2021. The Parks and Open Space Board scheduled a workshop on December 13, 2021, to further review Chapter 6 and the Trail Master Plan. City staff will bring any recommendations from the Parks and Open Space Board to the Planning and Zoning Commission for consideration.

Because transportation and drainage has been at the forefront of many City Council discussions, staff is bringing Chapter 7 before the City Council allowing Planning and Zoning to focus on other Chapters. The process to update the Comprehensive Plan will be incorporating amendments recommended by the Planning and Zoning Commission and then bringing those revisions before City Council. Once the City Council has completed its review and revision process, staff will request the two required public hearings to be scheduled.

Attachments/Supporting Documentation

1. Chapter 7 (Streets and Drainage) of the City of Lucas Comprehensive Plan dated March 2017
2. City of Lucas 2017 Master Thoroughfare Plan

Budget/Financial Impact

NA

Recommendation

Review and update as necessary Chapter 7 (Streets and Drainage) of the City of Lucas Comprehensive Plan dated March 2017 and the City of Lucas 2017 Master Thoroughfare Plan. City staff will bring any recommendations from the City Council to the Planning and Zoning Commission for incorporation.

Motion

NA

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 outside the city, 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. Roadways and other rights-of-ways occupy more than 13% of the total developed area and allow for circulation between all areas within the City. 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, have additional right-of-way dedicated, have improved drainage facilities installed, and have appropriate road materials used in construction.

DRAINAGE

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 designed, sized, and properly maintained. Storm drainage facilities include inlets, culverts, bridges, concrete lined channels, natural drainage channels, swales, creeks, rivers, retention and detension 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 erodes the road base and causes sections of road to fail, and can also lead to loss of traction on the road. Currently roadway drainage is primarily handled via open ditches and culverts. Maintenance in these ditches is needed to avoid over growth of trees and other vegetation. Over growth can make roads difficult to drain, and roots can undermine the structural stability of the pavements. As a result, the drainage system is discussed in conjunction with the streets system in this chapter.

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. However, the Texas Department of Transportation (TxDOT) controls several traffic signals at these intersections:

- 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, which are classified as arterials including (Type A and B), neighborhood connectors (Type C), and local streets (Type D). All of these roadways provide different levels of access and serve varying levels of the traffic volumes.

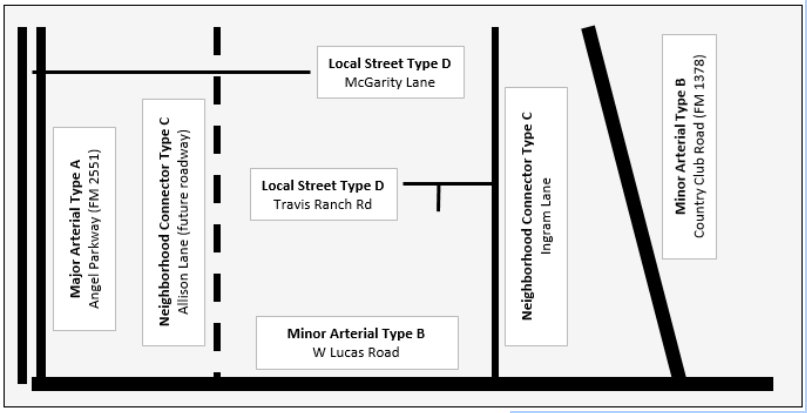


Figure 7.1– Roadway Classification

The highest level of roadway in the City of Lucas is the arterial, which carries varying amounts of traffic based upon the number of lanes, with limited access connections. Most of these are owned and maintained by the County or State.

The neighborhood connector carries less traffic for mostly local trips and has a higher level of access. Whereas, local streets have direct access to every parcel and carries a more limited volume of traffic. These are owned and maintained by the City. Figure 7.1 shows the relation between different levels of roadways.

Presently, Angel Parkway, Country Club Road, Estates Parkway, Lucas Road, Parker Road, and Southview Drive function as arterial streets in the City allowing traffic movement to cities such as Allen, Fairview, McKinney, Parker, Plano, and Wylie.

The neighborhood connectors in the City are Blondy Jhune Road, Brockdale Park Road, East Winningkoff Road, Forest Grove Road, Highland Drive, Ingram Lane, Lewis Lane, Orr Road, Snider Lane, Stinson Road, Winningkoff Road, Snider Lane, and Stinson Road. The remaining streets in the City function as local streets. Figure 7.2 represents the street network in City of Lucas located in the Appendix.

The geometric configuration of the street system in Lucas is adequate to meet current vehicle circulation demands.

STREET SYSTEM EVALUATION

Before beginning major improvements to roadways, it is essential that the City have a street condition assessment and management system in place. This system will help 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. 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 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 was performed. This evaluation included collecting data on the existing conditions and rating evaluated elements for adequacy.

The criteria for the condition assessment are based on criteria which was adapted to the City needs. Table 7.1 describes the ratings used in the assessment of the neighborhood connectors. Figure 7.3 summarizes the present ratings of the neighborhood connectors in Lucas.

This condition assessment assists in identifying roadways that are in need of repair or where a total reconstruction is needed.

EXISTING STREET CONDITIONS

The results of the data from the streets observation and the assessments of the neighborhood connectors combined with data obtained from the City of Lucas were utilized to identify areas in need of remedial action. These are ranked according to priority as follows:

Table 7.1 Rating Description

Rating	Description
A Good	Good riding surface with no noticeable wear or obvious defects.
B Acceptable	Good riding surface, but has some minor surface defects and wear indications. Some minor cracking or patch repairs may exist.
C Fair	Slightly rough riding surface, edges beginning to break down, some moderate cracking, small areas of spalling, pavement, shoulder drop-offs, and cut repairs beginning to require attention.
D Poor	Uncomfortable and/or badly worn riding surface, extensive spalling, cracks, paving failures, poor patches and/or cut repairs, edge breakdown, and severe shoulder drop-offs.
E Unacceptable	Very rough and/or uneven ridding surface, drainage problems, large surface in bad condition, many unsatisfactory patches and cut repairs, and safety hazards.

1) Street Paving
A large number of streets in the City that are paved, have acceptable pavement width and are in fair to good condition, and most of the concrete sections of roadway are in good condition as well. A number of the asphalt streets are demonstrating signs of failure due to inadequate road bases and poor soil condition 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 bar ditches along some roadways, as well as the silted or undersized culverts. These ditches and culverts allow water to sheet across roadways causing premature damage. Potholes, cracks, and slumped pavement are examples of what can happen when the road base is allowed to erode.

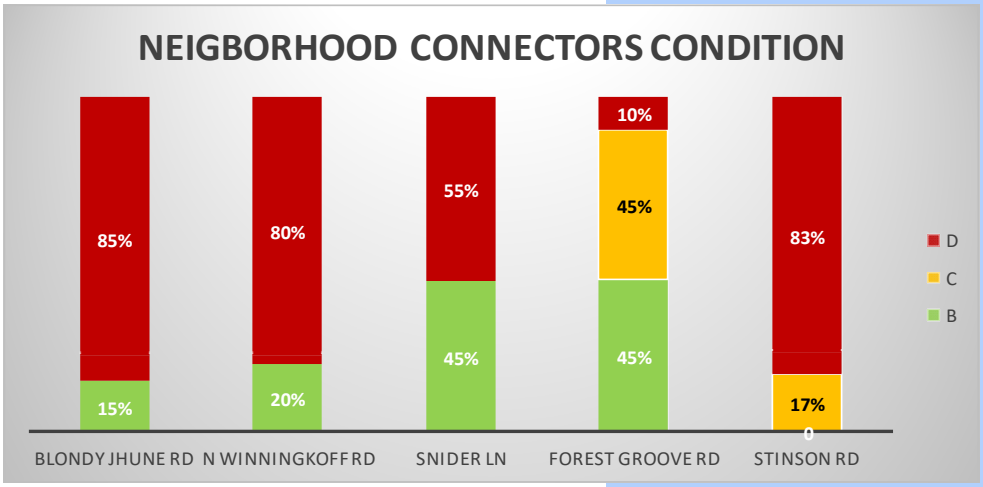


Figure 7.3 Neighborhood Connector Condition

3) Street Right-of-Way
Many of the roadways appear to need further additional right-of-way to address drainage issues. Existing bar ditches are too close to the road base, allowing water to impact road conditions. These narrow rights-of-way also allow trees to grow too close to the road ways, when the right-of-way is not cleaned or maintained, roots from these trees have been found to burrow under the roadway causing damage to the pavement.

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

5) Street Width
Undersized roadways in the City can hamper vehicular circulation. Design consideration should be given for new and newly reconstructed roadways.

TYPES OF STREET IMPROVEMENTS

There are several different methods of maintaining streets within a City. The appropriate choice depend 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 seal-coating 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 removes the existing pavement, and new asphalt pavement is installed. The existing road pavement can also be replaced with a new reinforced concrete pavement. The goal is to construct pavement that lasts at least 20 years.

DRAINAGE SYSTEM ANALYSIS

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

Annual precipitation is approximately 42 inches per year. The rains are heaviest in spring and fall. The streets in the City are crowned to promote open ditch drainage on each side.

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 100-year floodway defines the area where buildings are not eligible for flood insurance, while those located in the 100-year floodway fringe are eligible once flood proofing is implemented. The goal of this program is to curtail development in flood plains, thereby reducing damage to structures and minimizing the danger to people during flooding. The City of Lucas is a participating city in the National Flood Insurance Program (NFIP).

Collin County, TxDOT, and US Army Corps of Engineers 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

All creeks are subject to flooding at some point. However, most large channels have had their flood carrying capacity as indicated by FEMA, as shown 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.

Bar Ditches and Water Channels

A significant portion of the flooding that occurs in the City is associated with bar ditches 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 ditches, some are not able to deal with the intense storm water flows brought on by heavy rains. As a result, water is often left standing in intersections and yards of homes after rain has subsided.

Street System

Some structures in the street system do not lend themselves to adequate drainage since the facilities exist perpendicular to the natural flow lines. In cases where culvert passage is silted, undersized or not provided, the storm water 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 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 in the City.

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 would be futile.

The City has adopted specific street section designs based on the classification of the roadway. 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. Whether increased traffic due to growth, new commercial, and changes in City; maintenance practices can change 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.

Street Name	Type of Repair
Blondy Jhune Road	Reconstruction
Forest Grove Road	Reconstruction
Snider Lane and Bridge	Reconstruction
Stinson Road and Culvert	Reconstruction
Winningkoff Road	Reconstruction

Table 7.2 - Recommended Roads for Reconstruction, City of Lucas, Texas

Proposed improvements should be based on the street analysis, focusing on the improvements that impact safety, 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. This excludes the state roads since they are maintained by TxDOT. 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.

PROPOSED IMPROVEMENTS

As part of the Street Plan, recommended roads for reconstruction are presented in Table 7.2. Possible funding sources has been developed and is presented below.

POSSIBLE FINANCIAL SOURCES FOR STREETS

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

POSSIBLE FINANCIAL SOURCES FOR DRAINAGE IMPROVEMENTS

The following is a listing of sources which may be utilized to assist with future drainage projects:

- The General Fund
- General Obligation Bonds
- Certificates of Obligation
- Grants through the Office of Rural Community Affairs
- Special Fees/User Fees

ADDITIONAL FINANCIAL SOURCES

- Grants through the Office of Rural Community Affairs/Texas Community Development Program can be used to re-pave and repair streets. However, while streets are eligible, it is unlikely that a street project alone would be funded. Therefore, it might be possible to incorporate some street work into another, more fundable activity such as water line construction where streets must be torn up to bury line.
- The Texas Department of Transportation (TxDOT) has a program designed to maintain and improve on- and off-system roadways.
- The Texas Department of Transportation (TxDOT) also has a landscaping cost sharing program through which the department will provide landscaping materials up to 50% of the project cost. The city's contribution may be in-kind in the form of installation of materials. The city must provide the design plan for approval by the department over and above the city's in-kind contribution. Finally, the city must commit to maintaining the landscaping improvements
- Loans from the Texas Department of Agriculture. These low interest loans can be utilized in place of bank loans and the issuing of bonds.
- In an Assessment Paving Program, the City may follow carefully prescribed procedures of notices, public hearings and bidding, begins making the street improvements, assessing a portion of the costs against the adjacent property owners. The City may have to advance the cost of the projects, but eventually, the property owners will pay their fair share of the costs. This procedure is governed by the Texas Civil Statutes.

WATER SYSTEM

INTRODUCTION

The City of Lucas owns and operates Lucas Waterworks that serves the residents inside and outside its current Certificate of Convenience and Necessity (CCN) site map. The Lucas Waterworks serves residents outside the city limits and outside the Lucas extraterritorial jurisdiction (ETJ), but the City does not supply water to all residents within the Lucas ETJ. The Seis Lagos Utility District, the Wylie Northeast Special Utility District and the City of Allen supply water to a portion of residents inside the Lucas city limits and within the Lucas ETJ.

The City's water system is a vital part of the City owned infrastructure. The purpose of this section on the water system is to update the Comprehensive Plan by providing a description of the current water system, identifying the criteria for determining future additions to the water system, and providing a description of the capital improvements needed for the future water system.

EXISTING WATER SYSTEM

Water Supply

The City purchases water from the North Texas Municipal Water District (NTMWD). Water is delivered to the City at two delivery points. One of the delivery points 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 Pump Station site located on McGarity Lane just east of Angel Parkway. The delivery point at the McGarity Pump Station site is the newer of the two delivery sites. It was established when the first facilities were constructed at that site in 2004/2005.

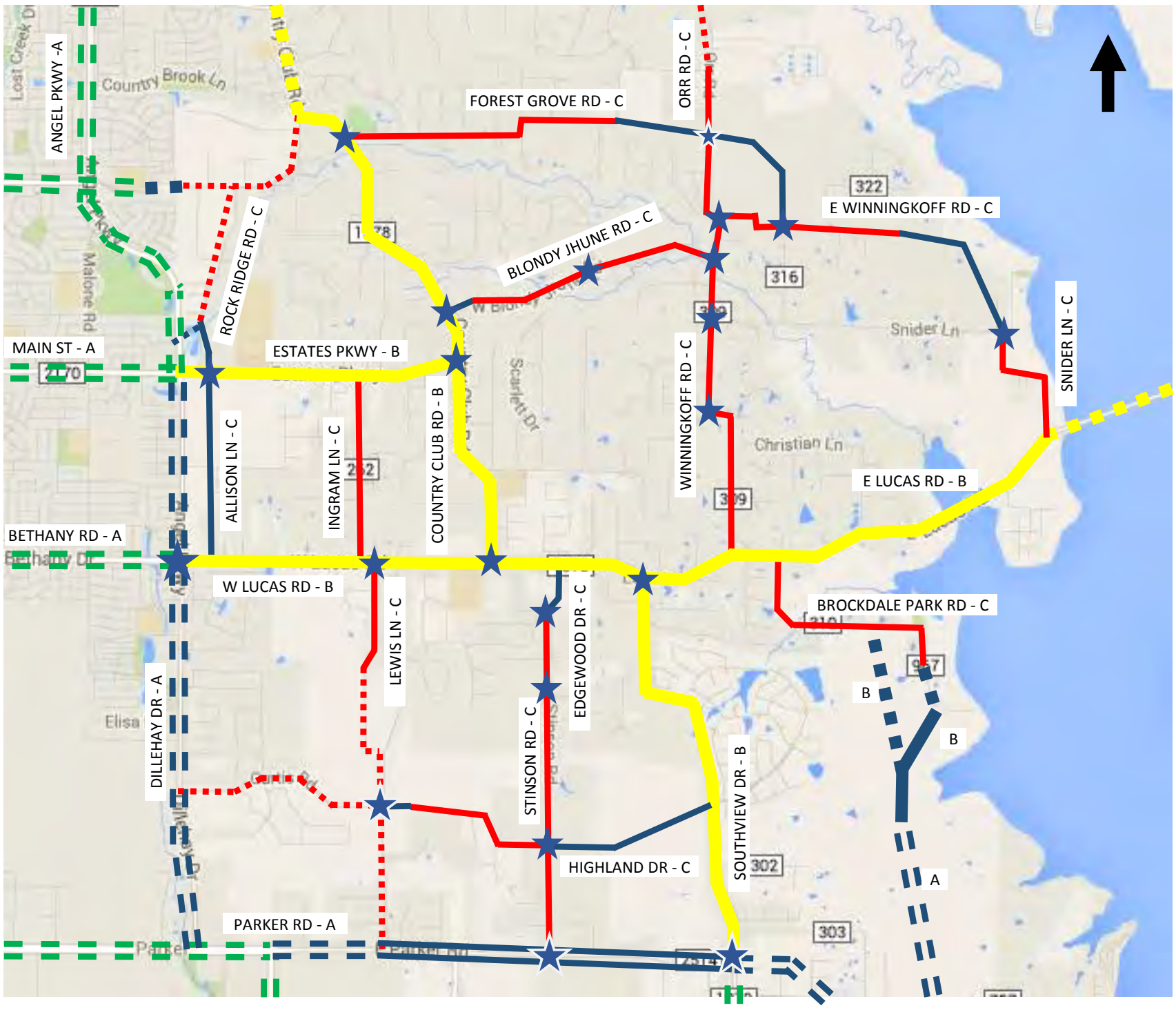
Existing System Facilities

The principal facilities in the existing water system include ground storage tanks, elevated storage tanks, and pump stations. The storage tanks and pump stations are all located at the McGarity Pump Station, the North Pump Station and the Winningkoff elevated tank site. Following is a summary of the principal facilities in the existing water system:

Ground Storage:

McGarity Pump Station	200,000 gallon tank
	350,000 gallon tank
North Pump Station	500,000 gallon tank
	750,000 gallon tank
Total	1,800,000 gallons

2017 Master Thoroughfare Plan



Legend

Solid lines are thoroughfares within the city.
Dashed lines are thoroughfares outside the city.
Blue lines are proposed thoroughfares.
★ Blue stars are proposed intersection improvements locations.
Thoroughfare name is followed by thoroughfare type.

Thoroughfare Type	No. of Lanes	Divided Roadway	Pavement Width (Feet)	Right-of-Way or Easement Width (Feet)
A	Six	Yes	78 Plus a 16-Foot Median	120
B	Four	No	52 to 54	60
C Neighborhood Connector	Two	No	24 to 28	50
D (Not Shown)	Two	No	24	50

2/13/2017

Item No. 10

City of Lucas
City Council Agenda Request
December 2, 2021

Requester: Mayor Pro Tem Kathleen Peele

Agenda Item Request

Discuss amending the City of Lucas Fee Schedule to cover costs associated with a builder or landowner proceeding with work prior to the issuance of a building permit from the City.

Background Information

As new building, building additions, and remodels continue to increase there have been instances where the builder or landowner proceeds without obtaining required permits. Once the City becomes aware of the situation the option is to obtain a cease-and-desist order. Unfortunately, this has not always resulted in compliance and thus City Council has in the past questioned how sharper 'teeth' could be added to our ordinances or fee structure to make non-compliance a less likely possibility.

As one option, we could follow other Cities that have implemented doubling fees for a permit when work starts prior to obtaining the permit. Here is an example from the City of Richardson.

"DOUBLE FEES. When work for a permit is required and such work is started prior to obtaining said permit, the fees specified herein may be doubled. The payment of such fees shall not relieve any person from fully complying with the requirements of the applicable codes or ordinances in the execution of the work nor from any other penalties prescribed in such codes or ordinances."

Along with a "cease and desist" order, the doubling of the permit fee would be a strong additional deterrent for the offending party.

Attachments/Supporting Documentation

1. City of Richardson Fee Schedule

Budget/Financial Impact

NA

Recommendation

Mayor Pro Tem Peele recommends approval of doubling permit fees when work is begun without a permit.

Motion

I make a motion to approve/deny the writing of an ordinance that would amend the City of Lucas Fee Schedule to cover costs associated with a builder or landowner proceeding with work prior to the issuance of a building permit from the City.

COMMUNITY SERVICES DEPARTMENT

BUILDING PERMIT FEE SCHEDULE

EFFECTIVE - JUNE 3, 2019

1. Single family dwelling $1,200.00
2. Duplex dwelling $1,200.00
3. Multi-family buildings (cost per unit) $500.00
4. Detached building and/or structure greater than 150 sq. ft. $100.00
5. Detached building and/or structure 150 sq. ft. or less $50.00
6. Swimming pool $200.00
7. Spa, hot tub, or above ground pool $100.00
8. To erect, alter, replace, or relocate a permanent sign $100.00
9. Temporary sign $50.00
10. Sign repair $75.00
11. Fence permit (Residential) $30.00
    Fence permit (Commercial) $50.00
12. Antenna permit (Residential) $30.00
    Antenna permit (Commercial) $50.00
13. Certificate of Occupancy when no building permit has been issued $100.00
    - No fee with the completion of work under a building permit
14. Utility Release (Commercial) $100.00
15. Moving permit $75.00
16. Demolition permit $50.00
17. Reinspection fee $50.00
18. Temporary building permit $50.00
19. Concrete permit (Residential) $50.00
    Concrete permit (Commercial) $50.00
20. Miscellaneous permit (Residential) $50.00
    (for work not included in a building permit)
21. Miscellaneous permit (Commercial) $75.00
    (for work not included in a building permit)
22. Contractor Registration Fee $100.00
23. Filing fee for appeals to the Sign Control Board $250.00

24. Residential - Additions, alterations, repairs, remodeling, fire damage, etc.
    - (Not to exceed the permit fee for new complete structures.)

Building Area (Sq. Ft.)	Permit Fee
0 to 500	$50.00 Minimum Fee
501 and up	$50.00 + $0.10 / sq. ft.

25. Commercial - Additions, alterations, repairs, remodeling, fire damage, etc.
    One Percent (1.00%) of actual total market value
    - (Not to exceed the permit fee for new complete structures.)

    Minimum permit fee. (Commercial) $75.00

26. New non-residential use buildings - all buildings except those specifically mentioned above.

(A) NEW FINISHED BUILDINGS

Building Area (Sq. Ft.)	Permit Fee
0 to 2,500	$1,200.00 Minimum Fee
2,501 to 10,000	$200.00 + $0.40 / sq. ft.
10,001 to 50,000	$400.00 + $0.37 / sq. ft.
50,001 to 100,000	$1,400.00 + $0.35 / sq. ft.
100,001 to 300,000	$2,400.00 + $0.34 / sq. ft.
300,001 and up	$8,400.00 + $0.32 / sq. ft.

(B) NEW SHELL BUILDINGS

Building Area (Sq. Ft.)	Permit Fee
0 to 2,500	$950.00 Minimum Fee
2,501 to 10,000	$200.00 + $0.30 / sq. ft.
10,001 to 50,000	$400.00 + $0.27 / sq. ft.
50,001 to 100,000	$1,400.00 + $0.25 / sq. ft.
100,001 to 300,000	$2,400.00 + $0.24 / sq. ft.
300,001 and up	$8,400.00 + $0.22 / sq. ft.

(C) INTERIOR FINISH OF SHELL BUILDINGS

Building Area (Sq. Ft.)	Permit Fee
0 to 2,500	$250.00 Minimum Fee
2,501 and up	$0.10 / sq. ft.

27. Residential Roof Recovering
    Permit fee. (Residential) $100.00

28. Commercial Roof Recovering
    One Percent (1.00%) of actual total market value
    Minimum permit fee. (Commercial) $150.00

REFUNDS. There will be no refunds of fees except in the following instances:

1. When it is determined that the permit was issued due to an error by the Building Inspection Department. A full refund may be authorized in this case.
2. When it is determined that a permit cannot be legally issued; or
3. When a permit has been issued and no portion of the work has been commenced. The City will retain $50.00, or the total amount paid if less than $50.00, in these cases.

FEE EXEMPTION. No permit fee is required for work involving buildings or structures; the title of which is directly vested in the U. S. Government, the State of Texas, the Counties of Collin and Dallas, the City of Richardson, or the public school districts. This fee exemption shall not be construed as exempting any work from permits and inspections or any regulation of the City of Richardson.

DOUBLE FEES. When work for a permit is required and such work is started prior to obtaining said permit, the fees specified herein may be doubled. The payment of such fees shall not relieve any person from fully complying with the requirements of the applicable codes or ordinances in the execution of the work nor from any other penalties prescribed in such codes or ordinances.

VALUATION ESTIMATE. The valuation estimate is not used to determine the permit fee for new construction (building area is used), but it is used for remodeling, additions and alterations.

The dollar value of the proposed work is important to accurately report the total building activity in the City of Richardson. It should be the present best estimate of the total market value (all of the owner's costs including contractor's overhead and profit, but excluding raw land costs) of the proposed construction work. Permit fees on applications with undervalued estimations will be calculated on nationally published building valuation data.

NEW BUILDING PERMIT FEE. A new building permit fee includes all fees for the building, electrical, plumbing, mechanical, and concrete work included on the plans submitted and performed during the new construction. Construction work not submitted on the plans and/or commenced after the final inspection will require additional permits for repairs, alterations, additions or finishing of shell buildings or miscellaneous work. *All Fire Systems are permitted and fees transacted through the Richardson Fire Marshal's Office (972)744-5750.*

Item No. 11

City of Lucas
City Council Agenda Request
December 2, 2021

Requester: Mayor Jim Olk

Agenda Item Request

Consider cancelling the January 6, 2022, City Council meeting.

Background Information

Due to the holiday schedule and no agenda items scheduled for the January 6, 2022, City Council meeting, it is proposed this meeting be cancelled.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to approve/deny cancelling the January 6, 2022, City Council meeting.