



## AGENDA

### Parks and Open Space Board Meeting

November 28, 2023 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

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*Notice is hereby given that a meeting of the City of Lucas Parks and Open Space Board will be held on Tuesday, November 28, 2023 at 6:30 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed.*

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

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

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

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

#### **Call to Order**

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

#### **Regular Agenda**

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1. Review and provide comments on Chapter 6 (Parks and Open Space) of the City's Comprehensive Plan together with the Trails Master Plan and make recommendations to the City Manager. (CIP Manager Patrick Hubbard)
2. Discuss the creation and distribution of a special events survey to obtain input from Lucas citizens. (Management Analyst Joshua Menhennett)
3. Consider the discontinuation of the Founders Day Parade and evaluate location, options, and ideas regarding a future City of Lucas Parade. (City Manager Joni Clarke)
4. Provide updates on city-maintained parks and recreational facilities including the Lucas Community Park, Kenneth R. Lewis Park, Forest Creek Park, and East Winningkoff Trailhead. (CIP Manager Patrick Hubbard)

5. Provide an update on special events including:
  - A. Public Lands Trail Cleanup
  - B. Movie in the Park
  - C. Arbor Day and Recycling Event
  - D. Country Christmas**(Presenter: Management Analyst Joshua Menhennett)**
6. Discuss Parks and Open Space Board meeting date, time, and frequency. **(Chairman Bill Esposito)**
7. Discuss the 2024 Lucas Farmers Market Season as it relates to:
  - A. Special Events
  - B. Marketing Plan and Strategy
  - C. Volunteers
  - D. Personnel on the Lucas Farmers Market Committee**(Chairman Bill Esposito)**
8. Consider approval of the minutes of the September 26, 2023 Parks and Open Space Board meeting. **(Management Analyst Joshua Menhennett)**
9. 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, Texas 75002 and on the City's website at [www.lucastexas.us](http://www.lucastexas.us) on or before 5:00 p.m. on November 24, 2023.*

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*Joshua Menhennett, Management Analyst*

*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 Management Analyst Joshua Menhennett at 972-912-1214 or by email at [jmenhennett@lucastexas.us](mailto:jmenhennett@lucastexas.us) at least 48 hours prior to the meeting.*



# City of Lucas

## Parks and Open Space Board Request

### September 26, 2023

Requester: Capital Improvement Projects (CIP) Manager Patrick Hubbard

#### **Agenda Item Request**

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Review and provide comments on Chapter 6 (Parks and Open Space) of the City's Comprehensive Plan together with the Trails Master Plan and make recommendations to the City Manager.

#### **Background Information**

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The Parks and Open Space Board maintains a standing item to review the Parks and Open Space section of the City of Lucas Comprehensive Plan. This chapter provides a description of the overall vision of the City of Lucas concerning parks and open space planning and development and is used as the main source of direction for capital project planning for parks, trails and open space projects. The Parks and Open Space Board also maintains a review of the Trails Master Plan as a standing item. This provides a general guideline for the placement of future trails.

Staff would like the Parks Board to consider several revisions to the Trails Master Plan Map:

1. Replacement of existing map image with new version consistent with overall style of Comprehensive Plan.
2. Renaming of trails.
3. Separation of Trinity Trail Connect into the East Winningkoff Trail and Osage Trail.
4. Adjustment of East Winningkoff Trail to show all easement portions and more accurately reflect Trinity Trail location.

These suggested changes do not alter the vision of the plan but do provide more clarity to the reader and greater cohesion with the overall Comprehensive Plan.

Staff would also like to discuss whether or not the inclusion of the Osage Trail is still desired. The Osage Trail was previously identified in an early planning stage as part of the Trails Master Plan as an additional connection point to the Trinity Trail using a combination of an existing power line easement and existing trails within Inspiration that already connect to the Trinity Trail. This was grouped together with the segment proposed to be renamed East Winningkoff Trail and collectively identified as the Trinity Trail Connect.

Staff are also seeking input on the potential addition of a trail along East Lucas Road to establish a connection between Kenneth R. Lewis Park and the Trinity Trail. This follows discussion with the Texas Department of Transportation (TxDOT) about the inclusion of a parallel trail segment to follow beside East Lucas Road if it is expanded. This segment would provide more connectivity between trails inside of Lucas.



# City of Lucas

## Parks and Open Space Board Request

### September 26, 2023

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

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1. City's Comprehensive Plan, Chapter 6, Parks and Open Space
2. Current City of Lucas Trails Master Plan Map
3. Suggested City of Lucas Trails Master Plan Map

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

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Items identified in the Comprehensive Plan and Trails Master Plan are completed as capital projects and include any costs for their construction.

#### **Recommendation**

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This item is presented for discussion and to suggest amendments.

#### **Motion**

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There is no motion required.

# CHAPTER 6

## PARKS, RECREATION AND OPEN SPACE

### INTRODUCTION OF PARKS, OPEN SPACE, AND TRAILS



Lucas is a distinctive community with unique features in design and surrounding natural environments. The city contains a total land area of 10,284 acres and 75 percent (or 7,713 acres) of the land has been developed. The remaining acres of land are vacant or being used for agricultural related purposes. Lucas is primarily comprised of low-density housing, large residential lots, and natural open spaces. Lucas is a hidden gem community with estate style living in the DFW Metroplex that is easily accessible to public parks, trails, recreational activities,

and Lavon Lake. The city's entire eastern boundary borders along Lavon Lake and the Trinity Trail. There are three public parks, one private park, and three public trailheads located in Lucas; however, there is no planned or designated open space system.

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

### PREVIOUS PARKS AND OPEN SPACE MASTER PLANS

**1988** – The first Comprehensive Plan for Lucas was adopted in 1988 and included a section on parks

which indicated there were no recreation areas within the city. The plan revealed there was a lack of open space and recreation areas that needed to be addressed as the city continued to be developed.

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

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

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

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

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

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

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

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

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

## **EXISTING PARKS AND OPEN SPACE**

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



### **LUCAS COMMUNITY PARK**

665 Country Club Road

The city established the Lucas Community Park in 2009 and is located south of City Hall. The park is three acres and offers a five-foot-wide concrete sidewalk that circulates around two adjacent walking loops. The park also includes a pavilion, picnic tables, benches, barbecue grills, fire pit, and a large playground. Lucas residents and non-residents have the option to reserve the pavilion for a fee. There is also the Community Center located on the west area next to a gravel parking lot. The Community Center is only available to Lucas residents to reserve at no cost. The facility provides an opportunity for residents to utilize the event space and rooms for special occasions. There is a public parking lot located between City Hall and the park. Improvements were made to the gravel parking lot to expand parking capacity during special events. Drainage improvements were made to the western park loop to prevent any flooding from that area of the park.



park that is available for walking.

## **KENNETH R. LEWIS PARK**

820 Southview Drive

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



## **FOREST CREEK PARK**

985 Orchard Gap Lane

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

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



## **STONEGATE PARK**

St. James Drive

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

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



## **EAST WINNINGKOFF TRAILHEAD**

745 East Winningkoff Road

In 2017, the city developed the East Winningkoff Trailhead which is located in the northeast section of the city. The trailhead sits on three acres of land with equestrian and pedestrian access to the Trinity Trail. The trail access point connects to an unimproved trail along East Winningkoff Road to

Welborn Lane that connects to the Trinity Trail. The trailhead offers a large gravel parking lot for easy loading and unloading of horses. Additional facilities include a corral, pavilion, restroom, and access to water.



## **BROCKDALE PARK**

1625 Brockdale Park Road

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

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



## **HIGHLAND PARK**

1955 Snider Lane

Similar to Brockdale Park, the U.S. Army COE owns and maintains Highland Park. Highland Park is located at the northeast edge of Lucas and is approximately 59 acres. The park has a parking area and restrooms with relatively minimal services onsite. Highland Park provides a boat ramp at the

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

## **OPEN SPACES AND NATURAL FEATURES**

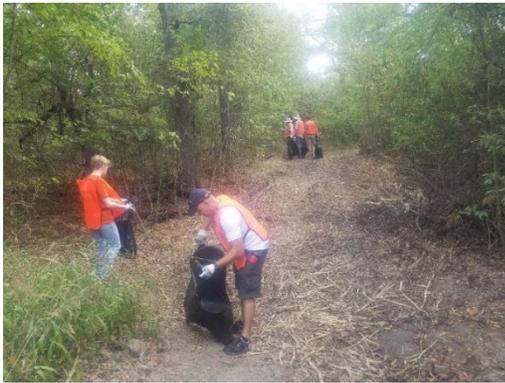
Open space is defined by the U.S. Environmental Protection Agency as any open piece of land that is undeveloped and is accessible to the public. There are no buildings or other structures located on land designated as open space. Open space can include school yards, playgrounds, public seating areas, public plazas, vacant lots, and green space. Green space is land that is partly or completely covered with grass, trees, shrubs, or other vegetation including parks, community gardens, and cemeteries. The city's desire to preserve open space is outlined in the Park Land Dedication Ordinance which includes different options for the handling of park land dedication and the preservation of open space in Lucas.

Lucas also has other forms of open space such as trail easements and federal land surrounding Lake Lavon. The most important natural feature in Lucas is Lake Lavon and its tributary creeks. Lake Lavon was constructed in 1954 and is owned and controlled by the U.S. Army COE. There are 20 acres along the lake designated for park use (Brockdale Park and Highland Park) which are located within the City's boundaries. The public has access to these parks, the trail system, and the lake for recreational activities.

## **EXISTING TRAILS**

The Trinity Trail and the connecting trail from the East Winningkoff Trailhead is currently the only public trail in-use that exists in Lucas. The trail is only open for recreational use to equestrians and hikers. The Trinity Trail is situated along Lake Lavon with scenic views of the lake and surrounding natural landscape. The trail is unpaved and 25.5 miles long located on federal land owned by the U.S.

Army COE. The trail extends from the south at the East Fork Trailhead in Wylie to the north at the Giant Sycamore Loop in Fairview. There is approximately 11 miles of the Trinity Trail that passes through Lucas. This trail enters the city from the south at Collin Park in St. Paul and stretches north along the edge of the lake passing through Brockdale Park and Highland Park.



The Trinity Trail is operated and maintained by the Trinity Trail Preservation Association, a non-profit organization dedicated to the preservation and maintenance of the Trinity Equestrian and Hiking Trail. The city partners with the Trinity Trail Preservation Association and the U.S. Army COE for a Public Lands Trail Cleanup where volunteers pick up trash and debris on sections of the Trinity Trail. The city also entered into a Memorandum of Understanding between Collin County and the U.S. Army COE to work together in coordinating and supporting the

development and operation of a multi-use trail for equestrian and pedestrian use at Lake Lavon. This partnership helps determine goals related to the planning, development, and operation of the Trinity Trail.

## **PROPOSED FUTURE TRAILS**

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

## Central Trail Loop

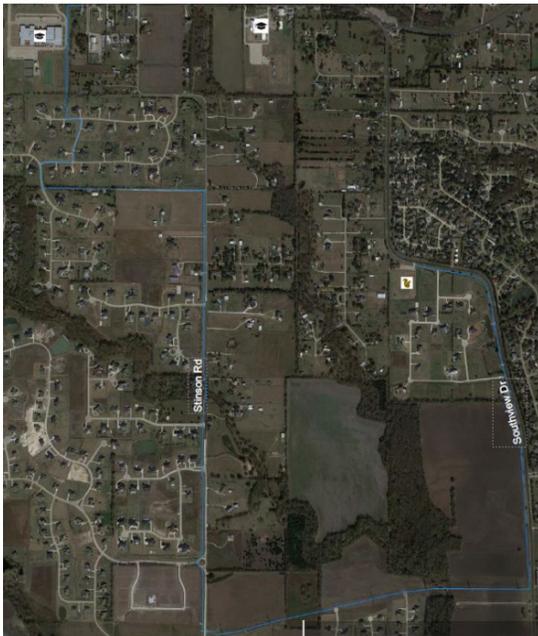
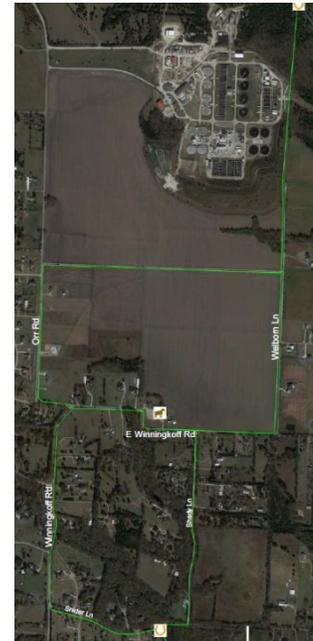


POSB has prioritized the Central Loop in the TMP as the number one trail priority. The Central Loop is a multi-purpose trail focused on connectivity to schools, public facilities, churches, and businesses. There are three major schools located along the Central Loop: Hart Elementary School, Willow Springs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

## Northern Trail (Trinity Trail Connect)

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

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



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

The Southern Trail (also known as Willow Springs Middle School to Southview Drive) is considered third priority in the TMP. This trail would connect the southern neighborhoods to Willow Springs Middle School and Kenneth R. Lewis Park. The trail would begin on the eastern side of Willow Springs Middle School on West Lucas Road and continue south to the back of the school connecting to North Bluffview Drive. The trail would extend south through Hidden Pass Lane, west on South Bluffview Drive, south and east on Bastrop Road connecting to Stinson Road. The trail would continue south along Stinson Road, passing Highland Drive, extend east to Southview Drive, and continues north connecting to Kenneth R. Lewis Park.

It is desirable to develop a small trailhead in the southern trail section but due to undefined development, the location has not yet been identified.

## GOALS AND OBJECTIVES

The City continues to make improvements and pursue special projects to achieve the goals established in the Comprehensive Plan. The goals and objectives were developed in coordination with previous

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

### **GOAL 1.**

Preserve natural environment and native ecosystems.

#### **Objectives:**

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

### **GOAL 2.**

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

#### **Objectives:**

- Continue to update Chapter 6, Parks, Recreation and Open Space of the Comprehensive Plan to meets current preferences and reflection of changing environment in the region.
- Promote trail connections and ensure greenbelt and open space dedication during the development review process.
- Create pedestrian and equestrian trails between residential neighborhoods, linear greenbelts, schools, public administrative facilities, and other activity centers, whenever physically and financially possible.
- Continue to adopt and finalize a detailed plan for necessary open space/trail easements to connect existing and future parks, schools, and neighborhoods into an integrated, low maintenance parks and recreation system.
- Formulate and adopt policies and ordinances that protect the acquired/donated park land and open space easements.

- Utilize trails, wherever possible, to connect schools, parks, and residential areas locally and regionally.
- Design a parks and open space system that is interconnected and multifunctional, which protects important natural, cultural, and visual resources while providing appropriate opportunities for recreation.
- Integrate locally planned trails with the “Collin County Regional TMP” approved by the Collin County Commissioners Court on May 7, 2012.
- Coordinate planning efforts and trail connection points with adjacent cities.

### **GOAL 3.**

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

#### **Objectives:**

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

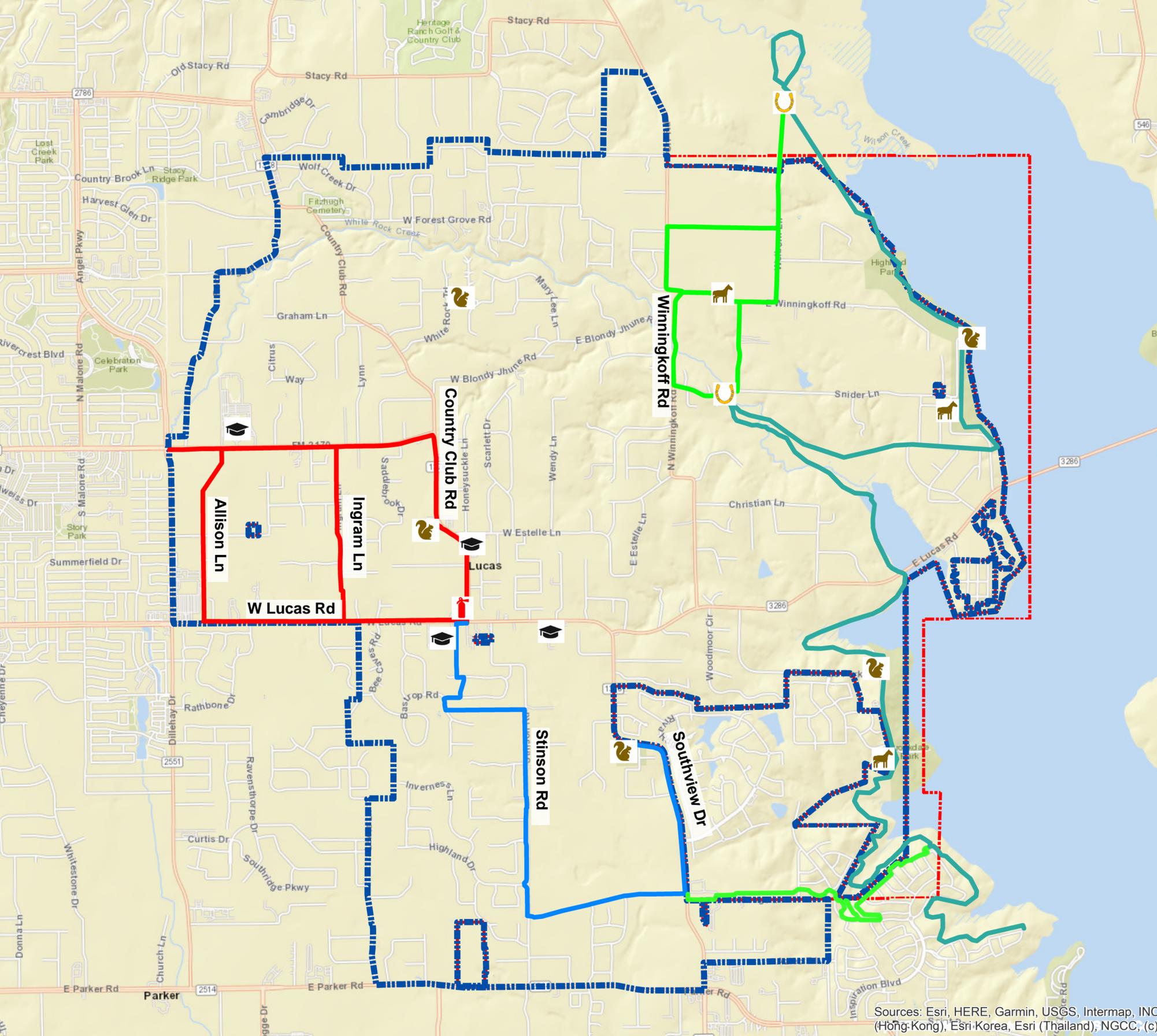
## **PLAN AND RECOMMENDATIONS**

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

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

- Trails (equestrian, hiking and biking), greenbelts, parkways or paths should connect to large recreational areas and provides access to recreational opportunities and scenic views.

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



## LEGEND

**LOCATIONS**

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

**TRAIL SEGMENTS**

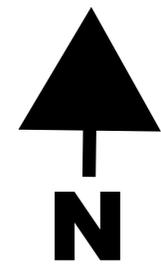
- CENTRAL LOOP
- WSMS TO SOUTHVIEW
- TRINITY TRAIL CONNECT
- TRINITY TRAIL

**BOUNDARIES**

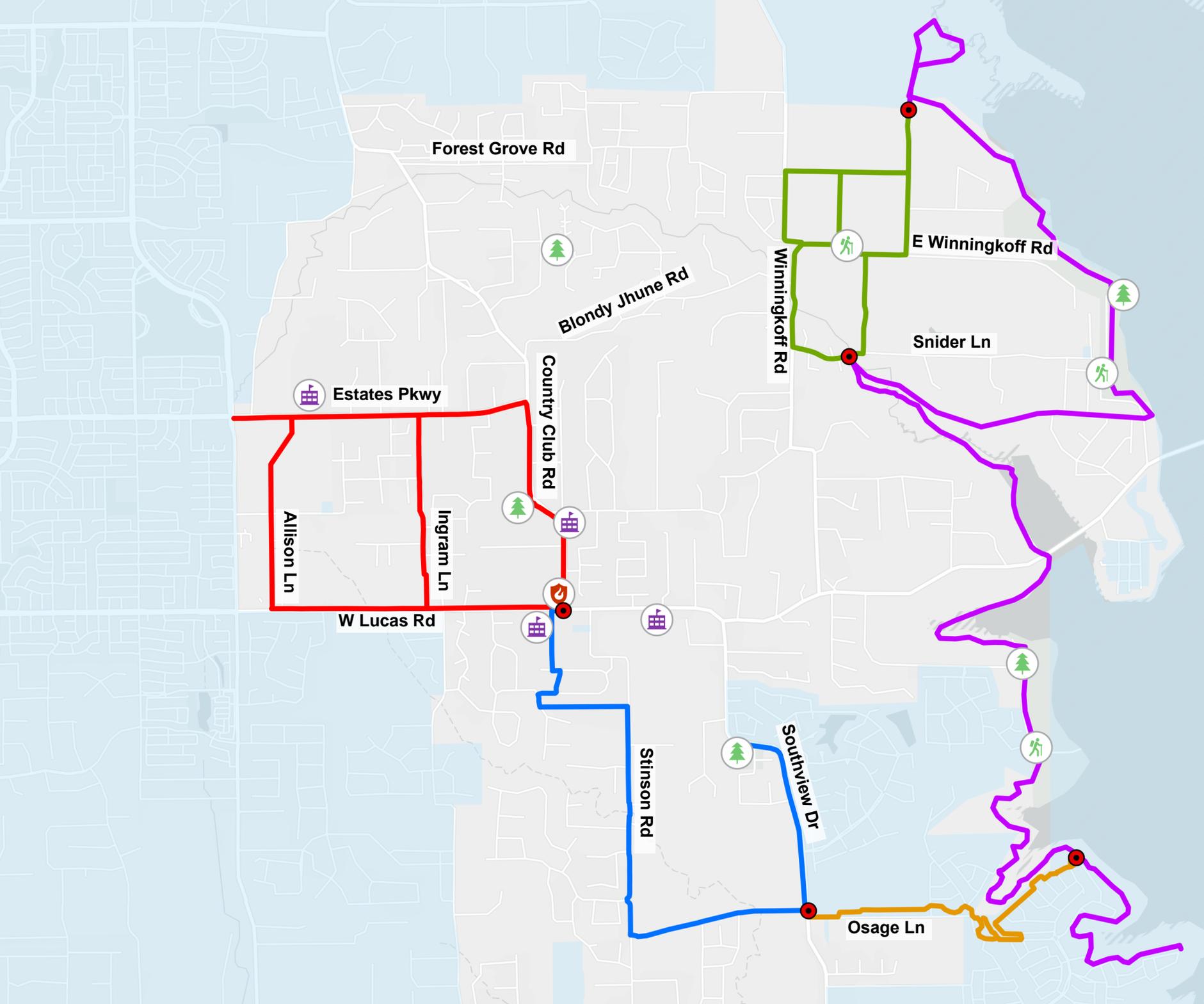
-  CITY LIMITS
-  ETJ LIMITS

# Trails Master Plan City of Lucas 2022

**Revised: July 6, 2022**  
**Adopted: January 19, 2023**



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong-Kong), Esri-Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User



# LEGEND

## LOCATIONS

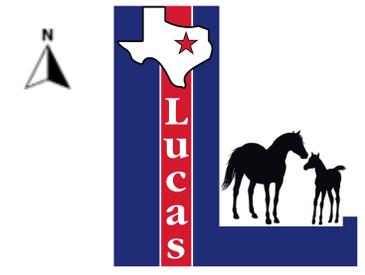
-  FIRE STATION
-  SCHOOL
-  PARK
-  TRAILHEAD
-  TRAIL ACCESS

## TRAIL SEGMENTS

- CENTRAL LOOP TRAIL
- STINSON TRAIL
- EAST WINNINGKOFF TRAIL
- OSAGE TRAIL
- TRINITY TRAIL

# Trails Master Plan City of Lucas 2023

November 15, 2023





# City of Lucas

## Parks and Open Space Board Request

### November 28, 2023

Requester: Management Analyst Joshua Menhennett

#### **Agenda Item Request**

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Discuss the creation and distribution of a special events survey to obtain input from Lucas citizens.

#### **Background Information**

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The Administration team would like to gauge interest and assign goals for our various special events held in the City. A special events survey was suggested in order to decide where public opinion stands on the current City of Lucas special events. This survey would provide information for City Staff to plan special events that fit the community going forward.

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

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NA

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

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NA

#### **Recommendation**

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NA

#### **Motion**

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There is no motion required.



# City of Lucas

## Parks and Open Space Board Request

### November 28, 2023

Requester: Parks and Open Space Board  
City Manager Joni Clarke

#### Agenda Item Request

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Consider the discontinuation of the Founders Day Parade and evaluate location, options, and ideas regarding a future City of Lucas Parade.

#### Background Information

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On October 31, 2023, the City Manager sent an email to the Lucas City Council and the Parks and Open Space Board recommending that we discontinue the Founders Day Parade due to a lack of participation and logistical challenges. At the 2023 parade, there were 3 vehicles, 2 tractors, and 10 horses that signed up and participated in the parade.

This does not include the 5 vehicles that Tony Prutch and Rich Verbal had in the parade that were requested by the City to help promote the car show. The “Country Fair” theme seems to be well received by our community because it is family-friendly, and the kids had a great time. The logistics of the parade are difficult to manage because of the off-site location at Hart Elementary. It may be prudent to spend our energy (and money) on those things that are popular with our citizens (stick horse rodeo, face painting, balloons, petting zoo, silent auction, food trucks and games).

The feedback received from several members of the Lucas City Council agreed that the City should discontinue the parade as part of the Founders Day Event. On November 3, 2023, Mayor Pro Tem Peele met with City Manager Joni Clarke and agreed that having a parade as part of our Founders Day event has its challenges because of its location and logistics.

Mayor Pro Tem Peele volunteered to explore “re-inventing” our parade and the following ideas were discussed:

- Find a better location for the parade that will encourage participation.
- Improve safety/logistics at a new location.
- Have a parade that is animal friendly so everyone can ride a horse, walk a dog, or maybe even bring a goat.
- We love the idea of the parade bringing a “hometown” feel to the Lucas Community.
- Have the parade in mid-October where we could wear costumes and enjoy cooler temperatures.
- Candy! Of Course!!!
- Incorporate partnering with an animal shelter to encourage the adoption of homeless pets.
- Feature winners of the Stick Horse Rodeo in the parade.
- Encourage bands, cheerleaders, etc. from our local school districts to participate.
- Continue to feature our service tree recipients as parade marshals.



# City of Lucas

## Parks and Open Space Board Request

### November 28, 2023

Mayor Olk suggested that perhaps if the City wanted to have a parade in October, we should consider combining it with Homecoming so we can have school band and other school-related organizations as participants. We would likely get much bigger crowd because of the school interaction.

Councilmember Fisher suggested using a parade theme of “Heroes” as she has always wanted to honor our veterans. This approach could provide an opportunity for the community to honor all kinds of heroes from our service tree honorees, veterans, first responders and extending to cartoon characters, teachers, historical figures, etc. She believes it would be fun to encourage attendees as well as parade participants to dress as their favorite hero. Councilmember Fisher also recommended that perhaps the City Council could pass a resolution declaring that day “Heroes Day” in the City of Lucas.

Mayor Pro Tem Peele has some additional recommendations and plans on attending the Parks and Open Space Board meeting to share some of her ideas.

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

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NA

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

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For the Founders Day Parade, the City has typically employed four Collin County Deputies and assigned approximately ten employees from Public Works to manage the logistics and ensure the safety of the parade participants. Staff time is also devoted to preregistration, advertising, and coordination at Hart Elementary School.

#### **Recommendation**

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Mayor Pro Tem Peele has volunteered to assist with this endeavor. The biggest challenge with the parade is finding a suitable location to stage the event and a safe parade route that would encourage participation and viewing of the parade without negatively impacting traffic flow and access to private property.

#### **Motion**

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There is no motion required for this item. This item is for discussion purposes only and to provide guidance to staff regarding any recommendations the Park and Open Space Board would like to present to City Council.



# City of Lucas

## Parks and Open Space Board Request

### November 28, 2023

Requester: Parks and Open Space Board

#### Agenda Item Request

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Provide updates on city-maintained parks and recreational facilities including the Lucas Community Park, Kenneth R. Lewis Park, Forest Creek Park, and East Winningkoff Trailhead.

#### Background Information

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On January 24, 2023, the Parks and Open Space Board agreed to place a standing agenda item at each meeting to provide updates on city-maintained parks and recreational facilities instead of the monthly monitoring program. The Parks and Open Space Board indicated that members should provide updates to staff on areas they see that need improvements at the parks and recreational facilities. CIP Manager Patrick Hubbard will note any updates in an activity log for future maintenance and improvements provided by the Parks and Open Space Board during each meeting.

The activity log will include updates on associated repairs or improvements. This list compiles the reported items under three categories:

1. Imminent Repair or Routine Maintenance
  - Acute issues that staff can either immediately address or are routine park maintenance. The Parks Liaison can immediately refer these tasks to Public Works field staff. For instances such as trash and debris, the Liaison can refer maintenance staff to areas identified by the Board for closer attention.
2. Programmed (funded) Activity
  - Activities that are programmed and funded but are not set to be immediately completed, or activities that have been identified by the Parks Board and likely fit within the scope of current programs but will require further coordination. Some of these are seasonal items such as mulching. The Parks Liaison will seek to provide as accurate of an estimate for their completion as possible.
3. Proposed or Planned (unfunded) Activity
  - Require some further action or a combination of further actions such as research, the development of a design or work proposal, formal Council/Board action, or budgeting.

#### Attachments/Supporting Documentation

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1. Adopt-a-Park Activity Log



**City of Lucas**  
**Parks and Open Space Board Request**  
**November 28, 2023**

**Budget/Financial Impact**

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NA

**Recommendation**

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NA

**Motion**

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There is no motion required.

## Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
1-Routine/Recurring				[Placeholder]			
2-Programmed	Staff	Community Park	11/16/2023	Staining of Pergola	Complete		
2-Programmed	Staff	Kenneth R. Lewis Park	11/16/2023	New Cameras Installed	Complete		11/16/2023
2-Programmed	Staff	Community Park	11/16/2023	Paving of Back Parking Lot	Funding Approved		
2-Programmed	Staff	E Winningkoff Trailhead	11/16/2023	Trail Project	Grant Awarded		
2-Programmed	Staff	E Winningkoff Trailhead	11/16/2023	Addition of trail markers and staking of easements by East Winningkoff Trailhead.	Surveyors have marked limits of easements and staff are preparing to install permanent posts.		
2-Programmed	Joan Phillips	E Winningkoff Trailhead	8/22/2023	East Winningkoff Trailhead needs maintenance and improvements. Picnic tables need to be painted. Tree limbs have fallen down and need to be removed. Septic cover was taken down and broke into pieces and needs to be cleaned and resolved. Camera wires have been cut and unplugged. Restrooms need toilet paper.	Window has been repaired, cameras installed, corral painted, trees trimmed and cleaned up, septic tank lid has been repaired.	Staining of picnic tables and split rail fence still pending.	
3 - Proposed	Bill Esposito	Community Park	1/25/2022	Maintenance to Ceiling of Pavillion (repair of lap boards)	Incomplete	Public Works has evaluated the ceiling and it appears to be in overall working condition. Future refinishing or repair could be completed.	
3 - Proposed	Laura Howard	Forest Creek Park	1/7/2022	Replace Playground Equipment	Grant application submitted	Project to be proposed again with new grant cycle this year.	
3 - Proposed	Kenneth Patterson; Bill Esposito	Kenneth R. Lewis Park	10/7/2021	Upgrades/Expansion of ball field	Requires Funding	Discussion items include: Material of infield, height of pitchers mound, sun and foul ball protection for bleachers, scoreboard, height of dugouts, decomposed granite for infield	
Complete	Staff	(neighboring streets)		Installation of Trinity Trail Signs			9/15/2023
Complete	Joan Phillips	Forest Creek Park	8/22/2023	Items identified in 8/22 meeting including picnic tables and soccer nets.			8/29/2023
Complete	Staff	Community Park	9/9/2023	Removal of wasp nests and addition of watering station signs			9/15/2023
Complete	Staff	Community Center/Park	7/18/2023	Improve water pressure at restrooms in Community Park and Community Center	Construction is Complete	Staff have received public comments and observed limited water pressure in restrooms at the community park and community center. Public Works has installed pumps to improve pressure at these facilities.	8/18/2023
Complete	Staff	Community Park	3/11/2023	Install Dog Water Fountain	Under Construction		8/18/2023

## Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
Complete	Kenneth Patterson; Bill Esposito; Laura Giles	Kenneth R. Lewis Park	10/7/2021	Pavilion Foundation/Concrete Repair	Foundation Repair Complete with Follow-up Items Pending	Repair of foundation is complete pending the repair of masonry.	8/18/2023
Complete	Staff	Community Park	3/11/2023	Install new outdoor lighting at community park parking lot.	Complete	Staff have installed solar power outdoor light fixtures to illuminate the gravel parking lot and have replaced the wooden poles with metal poles.	7/12/2023
Complete	Staff	Community Park	3/11/2023	Concrete Sidewalk Added from Community Center to access parking lot.	Complete		5/18/2023
Complete	Standard	All	3/22/2023	Seasonal mulching of all beds and play areas	Complete		5/18/2023
Complete	GovQA	Community Park	3/15/2023	Inspection of All Electrical Outlets and Path Lights	Complete		5/18/2023
Complete	Standard	All	3/22/2023	Seasonal maintenance in preparation for spring and special events	Complete		5/18/2023
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Restock Toiletries	Complete		3/14/2023
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Reset Socker Net	Complete		3/14/2023
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Assess fire damage to picnic table	Complete		3/14/2023
Complete	Christel Parish	Forest Creek Park	7/15/2022	Weed Control in Play Area	Weed control complete		7/19/2022
Complete	Christel Parish	Forest Creek Park	7/15/2022	Soccer Net has Fallen Loose	Soccer net fixed		7/19/2022
Complete	Laura Howard	Forest Creek Park	1/7/2022	Repair Picnic Table Grafitti	Picnic tables have been removed where necessary	Picnic tables will be inventoried and replaced as needed in the Spring, based on condition	5/5/2022
Complete	David Rhoads	Community Park	11/6/2021	Repair deterioration of picnic table boards	Dilapidated tables removed and replaced	Dilapidated tables were removed before Country Christmas. Picnic tables were inventoried and replaced as needed in the Spring, based on condition.	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Refinish picnic tables	Dilapidated tables removed and replaced	Dilapidated tables were removed before Country Christmas. Picnic tables were inventoried and replaced as needed in the Spring, based on condition.	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Mulching	Mulching has been delivered and will be spread when the ground dries	Public Works will order and distribute a large quantity of mulch in early Spring	4/28/2022
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Unlocking bathrooms during certain hours	Bathrooms will remain unlocked at all times		3/29/2022
Complete	David Rhoads; Bill Esposito	Community Park	11/6/2021	Mulching	Staff spread mulch	Public Works will order and distribute a large quantity of mulch in early Spring	3/25/2022
Complete	David Rhoads	Community Park	11/6/2021	Repair protection cage for sprinkler on gravel parking lot	Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Clean and reposition grill on West end	Grills maintained	Added Retroactively (document created February 2022)	Not Recorded

## Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
Complete	David Rhoads	Community Park	11/6/2021	Lavatory dripping in womens' restroom	Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Pavillion light switch is missing rainproof cover	Cover added	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Address broken pipe between pavilion and rail fence	Pipe repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Refinish park benches	Benches were rebuilt	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Trash General	Park Cleaned	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard	Forest Creek Park	1/7/2022	Replace/Repair Soccer Nets	Net repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Repair tiles on Sports Court	Tile reset	Added Retroactively (document created February 2022)	Not Recorded
Complete	Christel Parish	Forest Creek Park	12/13/2021	Trash General	Park Cleaned	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Weeding around Playground	Lawncare Completed	Added Retroactively (document created February 2022)	Not Recorded
Complete	Christel Parish	Kenneth R. Lewis Park	3/3/2022	Repair damaged portion of chain link fence along ball field	Fence repaired	Public Works repaired the fence during the week of 3/11/2022 and reported the repair to Ms. Parish	3/11/2022
Complete	Laura Giles	Kenneth R. Lewis Park	1/25/2022	Cleanup of Trash on Fenceline	Park Cleaned	I will follow-up with PW staff to make sure that debris is cleaned up.	Not Recorded
Complete	Laura Giles	Kenneth R. Lewis Park	1/25/2022	Beer bottles in trash	Park Cleaned	The trash is emptied regularly by PW Staff. Any unlawful consumption of alcohol at the park could be partially monitored/addressed through improved security systems.	Not Recorded
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Inspect/Repair Irrigation	Leaks Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Address water pooling in the infield	Field Graded	Added Retroactively (document created February 2022)	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Weeds: General	Lawncare Completed	Weeds have been pulled	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Trash: General	Park Cleaned	Trash has been picked up and bags replaced	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Parking Block is damaged	Block Replaced	Damaged parking block removed	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Tree limbs block the parking lot	Tree Trimming Complete	Trees Trimmed	Not Recorded



# City of Lucas

## Parks and Open Space Board Request

### November 28, 2023

Requester: Management Analyst Joshua Menhennett

#### **Agenda Item Request**

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Provide an update on special events including:

- A. Public Lands Trail Cleanup
- B. Movie in the Park
- C. Arbor Day and Recycling Event
- D. Country Christmas

#### **Background Information**

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##### **Item 2A: Public Lands Trail Cleanup**

The Public Lands Trail Cleanup was held on Saturday, September 30, 2023 from 9:00 am to 1:00 pm at the Highland Park Trailhead. Over 80 volunteers from the City of Lucas and surrounding areas cleaned up approximately 2,100 pounds of trash and debris, including large metal canisters, rugs, tires, and glass bottles. City Staff extends a thank you to all of the volunteers, the U.S. Army Corps of Engineers, the Trinity Trail Preservation Association, North Texas Municipal Water Utility District, and the Blackland Prairie Raptor Center for contributing to this event.

##### **Item 2B: Movie in the Park**

Movie in the Park was held on Friday, October 6, 2023 at the Community Park. The event featured The Super Mario Bros Movie and began shortly after 7:00 pm at sunset. Staff worked with three ready-to-eat food vendors to set up under the pavilion and sell food to moviegoers. Over 100 people were in attendance to watch the film.

##### **Item 2C: Arbor Day and Recycling Event**

On Saturday, November 4, 2023, the City held its Arbor Day and Recycling Event in the parking lot of the Community Park. This event is held to promote environmental sustainability through planting trees and responsibly recycling electronics and shredding paper. The Legacy 4-H Club gave away 200 tree saplings and bags of hardwood mulch for participants to plant at home. Over 110 participants stopped by to grab a tree and drop off electronics ranging from TV's, radios, keyboards and other appliances. Approximately 3,000 pounds of these electronics were safely recycled. Thank you to our partners at Legacy 4-H Club and United Electronic Recycling for helping promote beauty and sustainability in Lucas!



# City of Lucas

## Parks and Open Space Board Request

### November 28, 2023

#### **Item 2D: Country Christmas**

Country Christmas will be held from 6:00 pm to 9:00 pm at the Community Park on Friday, December 1, 2023. This year's event will include the holiday tree lighting ceremony, Santa's workshop, ice skating, holiday market, and more. Staff is coordinating to have food trucks and vendors at the event for attendees to purchase food. There will be no public parking at the Community Park. Public parking and shuttle services will be located at Hart Elementary School and Willow Springs Middle School.

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

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NA

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

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##### **Item 2A: Public Lands Trail Cleanup**

Public Lands Trail Cleanup expenses totaled \$5,313.58 which included supplies, food, and the rental of utility vehicles to transport volunteers. These expenses were funded from account 11-6212-452 (Stormwater Management Expense) as budgeted in fiscal year 2022/23. This total cost does not include staff labor costs.

##### **Item 2B: Movie in the Park**

Movie in the Park expenses totaled \$617.96 which included the inflatable movie screen rental, audio/visual equipment, and supplies. These expenses were funded from account 11-6211-448 (Park Events) as budgeted for fiscal year 2023/24.

##### **Item 2C: Arbor Day and Recycling Event**

Arbor Day and Recycling Event was budgeted in account 11-6211-446 (Keep Lucas Beautiful) for fiscal year 2023/24. Legacy 4-H Club provided 200 free tree saplings and bags of mulch to the public at Arbor Day. The estimated cost to provide an onsite drop-off service for electronics recycling and paper shredding is \$1,550.

##### **Item 2D: Country Christmas**

Country Christmas is budgeted in account 11-6211-447 (Country Christmas) at \$15,000 for fiscal year 2023/24. This budget includes the cost for the ice skating rink, tent, light towers, and supplies.

#### **Recommendation**

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NA

#### **Motion**

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There is no motion required.



# City of Lucas

## Parks and Open Space Board Request

### November 28, 2023

Requester: Chairman Bill Esposito

#### **Agenda Item Request**

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Discuss Parks and Open Space Board meeting date, time, and frequency.

#### **Background Information**

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NA

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

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NA

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

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NA

#### **Recommendation**

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NA

#### **Motion**

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NA



# City of Lucas

## Parks and Open Space Board Request

### November 28, 2023

Requester: Chairman Bill Esposito

#### **Agenda Item Request**

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Discuss the 2024 Lucas Farmers Market Season as it relates to:

- A. Special Events
- B. Marketing Plan and Strategy
- C. Volunteers
- D. Personnel on the Lucas Farmers Market Committee

#### **Background Information**

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On September 26, 2023, the Parks and Open Space Board discussed details regarding the upcoming 2024 Lucas Farmers Market season. The Board provided input on scheduling, special events, rules, and vendor applications. The Board was asked to submit recommendations for rule or application changes before the new materials were posted.

On October 14, 2023, the applications and rules for the 2024 Lucas Farmers Market season were posted to the City of Lucas website and made available to current and prospective vendors for the new season. As of November 17, 2023, there have been 9 vendor applicants for the Lucas Farmers Market. This includes 1 youth vendor applicant. According to the Lucas Farmers Market Vendor Coordinator Kathrin Esposito, more vendors register close to the end of the application deadline.

Below are the meetings and milestones related to planning the upcoming market season:

- Monday, October 14, 2023 – Post Updated Rules & Regulations and Vendor Application on Website (**Complete**)
- Tuesday, November 28, 2023 @ 6:30 pm – Establish Market Special Events, Volunteers, and Marketing (Regular Parks Meeting w/ LFMC)
- Friday, January 19, 2024 – Vendor applications due by close of business.
- Tuesday, January 23, 2024 @ 6:30 pm – 2023 Vendor Selection (Regular Parks Meeting w/ LFMC)
- Tuesday, March 26, 2024 @ 6:30 pm – Finalize 2023 Lucas Farmers Market Plans (Regular Parks Meeting w/ LFMC)
- Saturday, April 27, 2024 – First Market of 2024 Season

The following items have yet to be discussed for the 2024 Lucas Farmers Market season:

- Special Events
- Marketing plan and strategy
- Volunteers
- Personnel on the Lucas Farmers Market Committee



# City of Lucas

## Parks and Open Space Board Request

### November 28, 2023

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

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- A. 2024 Lucas Farmers Market Rules and Regulations
- B. 2024 Lucas Farmers Market Vendor Application
- C. 2024 Lucas Farmers Market Vendor Application – Youth
- D. 2024 Lucas Farmers Market Committee Member List
- E. 2024 Lucas Farmers Market Proposed Special Event Schedule

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

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NA

#### **Recommendation**

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NA

#### **Motion**

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NA



*LUCAS FARMERS MARKET  
2024 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 LFMC, a steering committee of citizen volunteers, was established in July 2019 to create the Lucas Farmers Market.

The LFMC will consist of the members of the City of Lucas Parks and Open Space Board and community volunteers. The LFMC will meet when deemed necessary by the Chairs of the City of Lucas Parks and Open Space Board.

**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. The City of Lucas will be responsible for minutes and records management.

Lucas Farmers Market Committee – The LFMC is responsible for the day-to-day operations of the market and maintains primary contact with the vendors and the City. The LFMC leads the marketing efforts and facilitates the creation of a reliable customer base for its vendors. The LFMC operates with officers consisting of a Chair, Vice-Chair, Vendor Coordinator, and up to 5 community volunteers. The City of Lucas Parks and Open Space Board appoints a member from that board to serve as Chair of LFMC. The appointment is effective on January 1, in odd numbered years for a two-year term. To be a member of the LFMC in good standing, you will be required to volunteer at a minimum of six markets or serve in another capacity that provides equitable support of the market.

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

Chair – The City of Lucas Parks and Open Space Board appoints a member from the Board to serve as Chair of the LFMC. The Chair facilitates the logistics of the market including vendor space assignments. Responsible for scheduling LFMC meetings, setting the agenda and facilitating discussion. Oversees the budget pertaining to market expenditures. Appoints subcommittee(s) based on the needs of the market. Maintains the approved vendor list, finalizes the vendors/market, sets the vendor space assignments, and communicates this information along with other market logistics to the vendors.

Vice-Chair – Assist the Chair in preparation of meeting agendas and facilitates the recruitment of volunteers to assist with market logistics and operations on the day of the market. At the discretion of the Chair, may assist or coordinate site visits as needed for vendor approval.

Vendor Coordinator – Assists with recruiting vendors to participate in the market and manages communication between the vendor and the LFMC. Facilitates space assignments with vendors and serves as the liaison regarding vendor relations with the market.

Community Volunteers – Up to five volunteers are appointed by the Chair to serve on the LFMC. These volunteers will serve on an annual basis beginning January 1. To be a member in good standing, these committee members must work in at least six markets.

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

Marketing Committee – The Chair will appoint individuals to the LFM marketing committee to create and implement a marketing plan including but not limited to:

- Website – Promotes the Lucas Farmers Market to ensure an adequate customer base. Provides content for the Lucas Farmers Market webpage 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.
- Marketing and Social Media - Promotes the market through the Lucas Farmers Market Facebook site, social media sites, newsletters, signage, other marketing materials, and assists with recruiting vendors.

Vendor Selection Committee – The City of Lucas Parks and Open Space Board will serve to approve vendor applications for the upcoming year. The Board may approve as needed any vendors deemed necessary after the application period. In the event the board cannot meet in a timely manner, the Chair may approve the vendor application.

Vendor Advisory Council – Consisting of a minimum of a vendor from each category to meet with the City of Lucas Parks and Open Space Board for Q&A, at least one time but not more than two times per year to provide feedback on operational deficiencies and strengths. Members of the Vendor Advisory Council are appointed by the Chair of the LFMC.

## ***MARKET OPERATIONS***

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

Stage I - normal operations - increased space between booths for aesthetic appeal with booths ten feet from walkway.

Stage II - minor adjustments needed for public safety - vendors and customers are required to wear masks, max of two non-family members running each vendor booth, increased space between booths, wash stations provided, and booths are back twenty feet from walkway. Total participation controlled through parking limitations.

Stage III - significant adjustments needed - drive through market. Customers browse and purchase as they drive by the vendor booths. Vendors wear masks and sampling will not be available. A pre-order pre-paid pick-up station will be available for vendors wanting to use this service. The number of booth locations will be limited along the perimeter of the gravel parking lot and along the paved parking lot adjacent to the park. Food suppliers will be prioritized if demand exceeds availability.

Stage IV - significant concern for public safety - a drive through pre-order pre-paid pick-up market only. During this stage, vendor participation will be limited to agricultural producers and value-added vendors that provide primarily food items.

Stage V - extreme concern for public safety - market operations closed.

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

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

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

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

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

**Services provided by LFMC:**

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

**Severe Weather Closure Policies** - The Lucas Farmers Market is open rain or shine. However, when the 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 verbal confirmation from market volunteers or City staff and use good judgement in recognizing threats for severe weather. Vendors should take with them: cash boxes and anything of value that they may carry in their arms in one trip. Vendors should establish ahead of time a system for how to manage their preorders and communicate with customers. The City of Lucas staff and the LFMC will determine whether to close the market for the day. The market will only close if it forecasts persistent severe weather and high likelihood of lightning.

***VENDOR CATEGORIES AND PRODUCT DESCRIPTIONS***

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

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

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 craftsman who produces originally designed hand-crafted products that are unique and of high-quality, to include crafts, artwork, inedible products such as herbal products, personal care, and beauty products. To maintain the farm and food focus of the markets, only a

limited number of artisans will be approved as vendors.

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

- Restaurants
- Concession Stands
- Cottage Food Vendors

Liquid Agriculture – A local winery is the place where the grapes grown in a vineyard are sent to be made into wine. A winery is the place for processing, aging, bottling, and distributing wine. Craft breweries use traditional ingredients such as malts, barely, water, hops, and yeast in craft beer production with interesting and sometimes non-traditional ingredients are added for distinctiveness. The location of the winery or craft brewery must be located in the North Texas region. Samples of local wine and craft beer may be distributed in a one (1) ounce serving cup. Liquid Agriculture vendors are required to follow all Texas Alcoholic Beverage Commission (TABC) rules and regulations, City of Lucas ordinances and Lucas Farmers Market rules and regulations.

## ***RULES AND REGULATIONS***

All Vendors must comply with the following:

1. All products sold at the Lucas Farmers Market must be grown, raised, or produced directly by the vendor. A few exceptions are considered (see Agricultural Producers Rule).
2. All production must take place in North Central Texas and must be performed using land and facilities that the Vendor controls through ownership, lease, rental, or other legal agreement.
3. Products must be produced and sold in compliance with all applicable federal, state, and local laws and regulations.
4. Vendors are responsible for maintaining required permits, licenses, and certifications for all products they produce.
5. Vendors must follow product sampling guidelines as specified by the Collin County Health Department.
6. Vendors are permitted to sell only items that were approved upon application. New products intended for sale by current vendors but not included in 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 allow the sale of beer and wine but does not allow the sale of 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. The LFMC reserves the right to visit any affiliate site, such as: packing warehouses, secondary properties (leased or owned), indoor growing facilities, etc.
2. **Unapproved resell will not be tolerated.** Agricultural Producers may apply to represent

farm and ranch products whose products are not produced at all locally or are not currently produced in sufficient quantity by the existing mix of vendors, provided the product meets all other requirements. Exceptions to this rule will only be considered if full disclosure of the name and contact information of the place of origin is provided. Farm or Ranch of origin may be subject to a site visit. If approved, vendors will be obligated to inform the 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, are not currently produced in sufficient quantity, or merchantable within the North Central Texas region or State of Texas may be considered, in the City of Lucas Parks and Open Space Board's sole discretion, provided the product meets all other requirements. The North Central Texas region includes the following counties: Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise.
4. All items sold as organic must meet the requirements of the National Organic Program.
5. Approved Vendors may sell plants and trees, fresh and dried flowers, herbs, and decorative vegetation grown or legally gathered themselves. Purchased nursery stock must be repotted and grown for a minimum of four weeks before being sold.

#### **Animal Producers**

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

#### **Value-Added Producers**

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

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

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

1. **Smoking and vaping:** Smoking and vaping are prohibited at the Market, including beneath the pavilion and in surrounding green spaces and parking lots.

2. **Alcohol and drugs:** The consumption of alcoholic beverages or drugs is prohibited at the Market. The only consumption allowed is a sample from an approved Liquid Agriculture Vendors in a one (1) ounce cup.
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. Typically, space assignments are in the Community Park and are 10 feet x 10 feet in size and are designated by the Vendor Coordinator. During times of inclement weather and at the discretion of the LFMC, space assignments may be relocated to the pavilion and are typically smaller at approximately 8 feet x 10 feet.
2. Transactions between customers and vendors may only occur within the assigned space.
3. Vendors may request a maximum of two spaces and the request should be made via the application process for consideration by the LFMC.
4. Vendors shall provide all their own equipment and must not exceed the parameters of the assigned space. Tents must be weighted with twenty-five pounds for each corner or staked in a safe manner. The City or the LFM will not provide weights, canopies, tables, chairs, or provide assistance with set-up or tear-down. Vendors shall set up in their assigned space and not request specific spaces.

#### **Signs:**

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

#### **Attendance:**

1. Market dates will be mutually agreed upon by the vendor and LFMC at the start of the season.
2. All vendors are expected to attend Markets on a regular, year-round basis, unless the application was otherwise approved as a part-time or seasonal vendor.
3. Any changes to market attendance should be communicated to the Vendor Coordinator as soon as possible.
4. Cancellations communicated less than two weeks prior to a market are subject to vendor dismissal from the market. Emergency last-minute cancellations should be infrequent and communicated as soon as possible.
5. When a vendor fails to email (farmersmarket@lucastexas.us) the LFMC by 7:00 am on the day of absence, the vendor may be subject to dismissal.
6. In the case of an emergency which prohibits attendance, notify the LFMC as soon as possible.
7. Vendors must have their booths completely set up at least 10 minutes prior to the start of the

Market and not tear down until the market closes.

8. The LFMC will determine vendor locations in the park and provide this information in advance of the market.

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

**Pricing:**

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

**Professional Conduct:**

1. Vendors must represent their products in an honest manner, whether written or verbal.
2. Vendors asked by City Staff to remove products that present a threat to health must do so immediately.
3. Vendors must conduct themselves in a courteous and professional manner at the Market.
4. Vendors must treat customers, staff, volunteers, and fellow vendors with respect.
5. Inaccurate, inappropriate, threatening, or harassing words or statement construed as disparaging or harmful to other vendors, vendor-to-customer relationships or the Market is prohibited and can be grounds for termination.
6. No music other than that provided by the Market is allowed.
7. No disruptive or aggressive promotion is allowed.
8. Vendors are responsible for keeping their area clean during the Market and are responsible for cleaning their space after the Market is over. Unsold products 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, at the discretion of the LFMC, 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** – The Lucas Farmers Market will charge a participation fee of \$20 per market. Fees will be collected on the day of the market. Vendors that reside in the City of Lucas will be exempt from the participation fee.

## ***DISPUTES AND GRIEVANCES***

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

### **On-site Resolution**

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

### **Grievance Process**

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

## ***FEEDBACK***

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

**Attachment A**  
**Chapter 1. GENERAL PROVISIONS**  
**ARTICLE 1.09. PARKS AND RECREATION**

Adopted: February 16, 2023

**§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;
8. To sell, possess or consume any alcoholic beverage; To possess or consume any alcoholic beverage; provided, however, it shall be a defense if the person: (i) was in possession of and/or consumed the alcoholic beverage while in attendance at an event held in the park for which the city has issued a permit or otherwise provided written consent for the sale and/or service of alcoholic beverages in association with the event; and (ii) obtained the alcoholic beverage from the person or entity that was authorized by the city to sell or serve alcoholic beverages.
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.

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.

C. City residents only may reserve the city park facilities for commercial residential activity daily 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 residential activity and may only be reserved by city residents.

D. A city facility use agreement must be completed and submitted to the city manager for consideration along with the required fee as shown in the fee schedule set forth in appendix C. 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. The applicant shall be responsible for any damage to the park facilities.

E. The applicant may reserve the park facility up to two months in advance of the event 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.



Facebook: facebook.com/lucasfarmersmarket  
 Instagram: @lucastxfarmersmarket  
 Website: lucastexas.us/lucas-farmers-market

City of Lucas  
 665 Country Club Road  
 Lucas, Texas 75002  
 972.912.1214  
 farmersmarket@lucastexas.us

## Welcome to the 2024 Lucas Farmers Market

**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 Lucas Farmers Market is from 8 am to Noon at the Lucas Community Park located at 665 Country Club Road. The proposed calendar for the 2024 season continuing with the 2nd and 4th Saturday date selection. There are 13 standard markets plus a Country Christmas Holiday Market. The Lucas Farmers Market 2024 Rules & Regulations are posted on the City of Lucas website at [www.lucastexas.us/lucas-farmers-market](http://www.lucastexas.us/lucas-farmers-market). Please read the rules prior to submitting your vendor application.

To process this application, please ensure that all fields are filled in and all information is accurate. The goal of the City of Lucas Parks and Opens Space Board and the Lucas Farmers Market Committee (LFMC) is to have diversity in the types of products being provided at the market. Vendor must meet the definition of a Farmers Market Vendor as set forth in the rules and regulations pertaining to the City of Lucas Farmers Market and follow all established guidelines by the Texas Department of State Health Services and/or Collin County Health Department.

**The deadline for submitting vendor applications is Friday, January 19, 2024.**

The City of Lucas Parks and Open Space Board will notify vendors by early February of their decision regarding vendor participation in the 2024 season.

<b>2024 Lucas Farmers Market Application</b>		
Name of Business/Vendor:		
Contact Person:		
Address:		
City:	State:	Zip Code:
Business Phone:		Cell Phone:
Vendor Website:		Email:



Facebook: facebook.com/lucasfarmersmarket  
Instagram: @lucastxfarmersmarket  
Website: lucastexas.us/lucas-farmers-market

City of Lucas  
665 Country Club Road  
Lucas, Texas 75002  
972.912.1214  
farmersmarket@lucastexas.us

Social Media Information:

Dates of Market:

Please check the date(s) of the market(s) in which you would like to participate (pending approval from the Lucas Farmers Market Committee).

- April 27
- May 11
- May 25 (Memorial Day weekend)
- June 8
- June 22
- July 13
- July 27
- August 10
- August 24
- September 14
- September 28
- October 12
- October 26
- December 6 - Holiday Market (in conjunction with Country Christmas)

Collin County Food Handler/Health Permit Number:

Type of Vendor:

- Agricultural Producer
- Artisans
- Liquid Agriculture
- Value-Added Producers
- Ready to Eat Foods

**Note: Liquid Agriculture Vendors must attach a copy of their TABC (Texas Alcoholic Beverage Commission) license when submitting this vendor application. Trailers will be limited due to space constraints.**



Facebook: [facebook.com/lucasfarmersmarket](https://facebook.com/lucasfarmersmarket)  
Instagram: [@lucastxfarmersmarket](https://instagram.com/@lucastxfarmersmarket)  
Website: [lucastexas.us/lucas-farmers-market](https://lucastexas.us/lucas-farmers-market)

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[farmersmarket@lucastexas.us](mailto:farmersmarket@lucastexas.us)

**Go Texan Certified Vendor:**

Please check the box if you are a Go Texan Certified Vendor.

Yes, I am a Go Texan Certified Vendor.

Description of products to be sold (**be specific regarding ALL products you intent to sell**):

Will you need electricity (110V):  Yes  No

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.



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farmersmarket@lucastexas.us

The City of Lucas shall not be liable for any loss, damage, or injury of any kind to any person or property arising from the services of the vendor pursuant to this agreement. The vendor hereby waives all claims against the City, its officers, agents and employees (collectively referred to in this section as “city” for damage to any property or injury to, or death of, any person to the extent arising at any time and from any cause other than the negligence or willful misconduct of City or breach of City’s obligations hereunder. the vendor agrees to indemnify and save harmless city from and against liabilities, damages, claims, suits, costs (including court costs, reasonable attorneys’ fees and costs of investigation) and actions of any kind by reason of injury to or death of any person or damage to or loss of property to the extent caused by the vendors negligent performance under this agreement or by reason of any negligent act or omission on the part of professional, its officers, directors, servants, employees, representatives, consultants, licensees, successors or permitted assigns (except when such liability, claims, suits, costs, injuries, deaths or damages arise from or are attributed to negligence of the city, in whole or in part, in which case professional shall indemnify city only to the extent or proportion of negligence attributed to vendor as determined by a court or other forum of competent jurisdiction). An approved application by the Lucas Parks and Open Space Board will serve as the vendor’s permit to participate in the Lucas Farmers Market.

I have read and agree to the above listed terms and conditions. I have also read the Lucas Farmers Market 2024 Rules & Regulations and agree to comply with these procedures.

\_\_\_\_\_  
Signature of Business Owner/Vendor

\_\_\_\_\_  
Date

Completed applications will be reviewed by the City of Lucas Parks and Open Space Board for consideration. All vendors will be notified of the outcome of the evaluation by the City of Lucas Parks and Open Space Board. An approved application by the Lucas Parks and Open Space Board will serve as the vendors permit to participate in the Lucas Farmers Market.

For Official Use Only:

The City of Lucas Parks and Open Space Board has  Approved  Denied this application.



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Websites: lucastexas.us/lucas-farmers-market

City of Lucas  
665 Country Club Road  
Lucas, Texas 75002  
972.912.1214  
farmersmarket@lucastexas.us

## Welcome to the 2024 Lucas Farmers Market Application – Youth Volunteer

**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 City of Lucas Farmers Market will be held from 8 am to Noon at the Lucas Community Park located at 665 Country Club Road on the dates listed below.

To inspire youth to become future participants and to provide youth entrepreneurs with an opportunity to gain valuable business skills, the City of Lucas Parks and Opens Space Board and the Lucas Farmers Market Committee is providing an opportunity for “Youth Booths” at the Lucas Farmers Market to showcase their products.

Please check the date(s) of the market(s) in which you would like to participate pending approval from the Lucas Farmers Market Committee.

### Dates of Market:

- April 27
- May 11
- May 25 (Memorial Day weekend)
- June 8
- June 22
- July 13
- July 27
- August 10
- August 24
- September 14
- September 28
- October 12
- October 26
- December 6 - Holiday Market (in conjunction with Country Christmas)



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City of Lucas  
 665 Country Club Road  
 Lucas, Texas 75002  
 972.912.1214  
 farmersmarket@lucastexas.us

Deadline for submission of the completed application is two weeks prior to the market date.

Completed applications will be considered and reviewed by the City of Lucas Parks and Open Space Board and decisions will be communicated to Youth Volunteers by the Lucas Farmers Market Committee Chairman or designee.

To process this application, please ensure that all fields are filled in and all information is accurate. Youth Volunteers must comply with the rules and regulations pertaining to the City of Lucas Farmers Market and follow all established guidelines by the Texas Department of State Health Services. If your space includes crafts, you will be classified as an Artisan vendor and will need to provide digital photographs or a link to your website or social media page.

Name of Business/Vendor:		
Name of Youth Volunteer:		
Name of Parent or Legal Guardian:		
Address:		
City:	State:	Zip Code:
Phone Number:	Email:	
Collin County Food Handler/Health Permit Number (if applicable):		
Type of Vendor:	<input type="checkbox"/> Agricultural Producer	<input type="checkbox"/> Value-Added Producer
	<input type="checkbox"/> Artisans	<input type="checkbox"/> Ready to Eat
Description of products to be sold:		
Will you need electricity (110V): <input type="checkbox"/> Yes <input type="checkbox"/> No		
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.		





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Lucas, Texas 75002  
972.912.1214  
farmersmarket@lucastexas.us

For good and valuable consideration, including the participation of above-named Minor Participant, in the 2024 Lucas Farmers Market (the “Event”), the undersigned parent or legal guardian for and on behalf of themselves and the Minor Participant, their heirs, representatives and assigns (collectively referred to as the “Undersigned Parent or Legal Guardian”) does hereby release, indemnify and hold harmless the City of Lucas, Texas, its officers, agents, employees, contractors, third party representatives and invitees (collectively referred to as “Lucas”) from any and all claims, damages, causes of action of any kind whatsoever, statutory or otherwise, for personal injury, including death, property damage and lawsuits and judgments, including court costs, expenses and attorneys’ fees, and all other expenses that the Minor Participant has, or might have, known or unknown, now existing or that might arise hereafter, directly or indirectly from his or her participation in the Event, and from any direction or instruction by Lucas personnel during the Event, and from any acts or omissions by any third parties.

I understand and acknowledge that participation in the Event shall include physical activity. By signing below, I affirm that the Minor Participant is in physical condition to participate in this physical activity.

The Minor Participant understands that participation in the Event, shall be under the direction and control of Lucas personnel, and agrees to strictly comply with all Lucas rules, directives, and regulations, written or otherwise, including any personal direction from Lucas personnel any time during the Event. The Undersigned Parent or Legal Guardian of the Minor Participant acknowledges that he or she has read and understands the guidelines for the Event and agrees that Minor Participant shall abide by them.

I further agree that photographs or pictures taken of the Minor Participant during the Event may be used by Lucas for promotional purposes in an activity guide, brochures, flyers, news releases, social media or Lucas Farmers Market/City of Lucas websites.

\_\_\_\_\_  
Undersigned Parent or Legal Guardian of

\_\_\_\_\_  
Minor Participant

\_\_\_\_\_  
Date



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Websites: lucastexas.us/lucas-farmers-market

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665 Country Club Road  
Lucas, Texas 75002  
972.912.1214  
farmersmarket@lucastexas.us

For Office Use Only

The City of Lucas Parks and Open Space Board has taken the following action on this application:

Approved     Denied

There will be a \$20 participation fee per market (excluding the Country Christmas event) unless you reside in the City of Lucas. For Lucas Farmers Market rules and regulations go to <https://www.lucastexas.us/lucas-farmers-market/>.

Amount Due: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

**2024 Lucas Farmers Market Committee (LFMC)  
 (Comprised of Parks Board and LFM Volunteers)  
 Contact List Master - Updated: November 17, 2023**

First Name	Last Name	Area of Interest
Bill	Esposito	Chair, Parks Board
Christel	Parish	Parks Board
Dusty	Kuykendall	City Council/Parks Liaison
Joan	Stanton	Parks Board
Joe	Hilbourn	City Staff/Logistics
John	Elliott	Vice-Chair, Parks Board Marketing/Market Share
Joni	Clarke	City Staff
Joshua	Menhennett	City Staff/Social Media/Marketing
Kathrin	Esposito	LFM Volunteer/Vendor Coordinator
Kent	Souriyasak	City Staff
Laura	Giles	Parks Board/Marketing
Laura	Howard	Volunteer
Lynne	Dodson	Parks Board/Marketing
Michelle	Miller	LFM Volunteer
Patricia	Ewing	LFM Volunteer
Tammy	Duke	LFM Volunteer
Val	Turnbow	LFM Volunteer/Youth Program

**Lucas Farmers Market  
2024 Season  
Proposed Special Event Schedule**

Theme	Date	Music	Event(s)	Location	Time	Coordinator
Spring Gardening	April 27, 2024		Spring Plant Sale Mushroom Foraging Seed Exchange			
Wildlife & Animals	May 11, 2024		Back Yard Chickens Blackland Prairie Raptor Center TTPA Trinity Trail Promotion & Equestrian Event			
Wildlife & Animals	May 25, 2024		Animal Shelter Adoption Van Police Dog Demo Hunting Education			
Summer Fun	June 8, 2024		Ice Cream Crank Off Sidewalk Art Contest	Pavilion		Bill Esposito
Summer Fun	June 22, 2024		Back Yard BBQ / Chef Demo			
Red, White & Blue	July 13, 2024		Patriotic Picnic Watermelon Seed Spiting Contest			City of Lucas
Red, White & Blue	July 27, 2024		Lucas Summer Olympic Games	Community Center		
Education	August 10, 2024	Lovejoy Drum Line	Back to School Dunk Tank			
Education	August 24, 2024		Visual Art Program Art Sale			
Past, Present & Future	September 14, 2024		9/11 and Public Safety Event Historical Presentation	Pavilion Community Center	8 am – 10 am 10 am – 12 pm	LFR & CCSO
Past, Present & Future	September 28, 2024		2 <sup>nd</sup> Annual Robotics Competition	Pavilion		Laura Howard
Fall Harvest	October 12, 2024		Pumpkin Painting Fall Gardens	Pavilion / Lawn		Legacy 4-H Sherrian Jones, Master Gardner
Fall Harvest	October 26, 2024		Trick or Treat with Vendors Kids Costume Contest			



# City of Lucas

## Parks and Open Space Board Request

### November 28, 2023

Requester: Parks and Open Space Board

#### **Agenda Item Request**

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Consider approval of the minutes of the September 26, 2023 Parks and Open Space Board meeting.

#### **Background Information**

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NA

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

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A. September 26, 2023 Parks and Open Space Board Meeting Minutes

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

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NA

#### **Recommendation**

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Staff recommends approval of the minutes as presented.

#### **Motion**

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I make a motion to approve the minutes of the September 26, 2023 Parks and Open Space Board meeting as presented.



# MINUTES PARKS AND OPEN SPACE BOARD MEETING

September 26, 2023 | 6:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

## Call to Order

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The meeting was called to order at 6:30 pm. A quorum was determined to be present, and the Pledge of Allegiance was conducted.

### **Parks Board Members Present:**

Chairman Bill Esposito  
Vice-Chairman John Elliott  
Member Christel Parish  
Alternate Member Joan Phillips  
Alternate Member Lynne Dodson

### **Parks Board Members Absent**

Member Luara Giles

### **Staff Present:**

City Manager Joni Clarke  
Assistant City Manager Kent Souriyasak  
CIP Manager Patrick Hubbard  
Management Analyst Joshua Menhennett

### **City Council Liaison Present:**

Councilmember Dusty Kuykendall

## Regular Agenda

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1. **Discuss planning and updates for the 2024 Lucas Farmers Market season including:**
  - A. **Rules and Regulations**
  - B. **Vendor and Your Vendor Applications**
  - C. **Special Events Schedule**

Chairman Esposito asked for comments on the rules for the 2024 Farmers Market season. Chairman Esposito expressed specific concern for vendors who sign up to be at the Market then the same vendor not showing up.

Kathrin Esposito recommended having vendors get priority in their location, along with a proposed prepayment on vendor fees. Charman Esposito advised keeping track of absentees in order to make decisions going forward.

City Manager Joni Clarke advised that the rules for the 2023 season were posted on October 3, 2022 in preparation for the 2023 season. Ms. Clarke advised that a list of vendors producing similar products be collected in the case that the primary vendor is absent in order to take their spot. Ms. Clarke recommended that the Parks Board send all recommendations to Management Analyst Joshua Menhennett in order to review and get the rules finalized.

Vice Chair Elliott advised that the idea of sending nonparticipators further back in the park would be helpful to limit absentees. Alternate Member Dodson recommended that a maximum number of absences be established.

Chairman Esposito asked for specific consideration on special events that will be hosted during the 2024 Lucas Farmers Market season. Assistant City Manager Kent Souriyasak recommended having a

theme for each in order to market and gather participants who might have shared interest. City Manager Joni Clarke advised that the Special Event calendar will be discussed and finalized at the November Parks and Open Space Board meeting. The Board agreed to rearrange current standing events to fit into a generalized theme for each month and account for the varying temperatures and seasons.

2. **Provide an update on special events including:**
  - A. **Public Lands Trail Cleanup**
  - B. **Movie in the Park**
  - C. **Arbor Day and Recycling Event**
  - D. **Country Christmas**

Management Analyst Joshua Menhennett presented on upcoming special events. Chairman Esposito advised that the maps for both Country Christmas and Arbor Day be published in the Lucas Leader in order to drive traffic.

3. **Review and provide feedback on the 2023 Comprehensive Capital Improvement Plan.**

CIP Manager Patrick Hubbard presented the proposed 2023 Comprehensive Capital Improvement Plan. Chairman Esposito asked if the plan is reviewed and updated every year. Mr. Hubbard advised that is the case.

4. **Review an online draft of the parks survey and discuss next steps to conduct the parks survey.**

Assistant City Manager Kent Souriyasak presented the online draft of the City of Lucas Parks Survey. Chairman Esposito suggested asking what trails that citizens might use outside of the City of Lucas. Chairman Esposito suggested the survey be completed and distributed before the end of the 2023 Lucas Farmers Market season. Mr. Souriyasak advised that the survey would be finalized and published for the October 14, 2023 Lucas Farmers Market.

5. **Provide updates on city-maintained parks and recreational facilities including the Lucas Community Park, Kenneth R. Lewis Park, Forest Creek Park, and East Winningkoff Trailhead.**

CIP Manager Patrick Hubbard gave a presentation on projects finished and maintained since the last Parks Board meeting. City Manager Joni Clarke advised that City staff is doing additional work to maintain cleanliness in City parks.

6. **Consider approval of the minutes of the August 22, 2023 Parks and Open Space Board meeting.**

**MOTION:** A motion was made by Vice Chair Elliott, seconded by Alternate Member Dodson to approve the minutes of the August 22, 2023 Parks and Open Space Board meeting as presented. The motion passed unanimously by a 5 to 0 vote.

**7. Adjournment.**

**MOTION:** A motion was made by Vice-Chairman Elliott, seconded by Member Parish to adjourn the meeting at 7:26 pm. The motion passed unanimously by a 5 to 0 vote.

Adjournment

APPROVE:

ATTEST:

\_\_\_\_\_  
Bill Esposito, Chairman

\_\_\_\_\_  
Joshua Menhennett, Management Analyst