

Jacqueline Steinbacher, Vice Chair
Mark Allen, Member
Gary Foree, Member



Marcus Gallegos, Member
Amy Shadowens, Member
Alwyn Dowell, Member

Robin Amerine, Chair
CITY OF JUSTIN
PARKS AND RECREATION ADVISORY BOARD AGENDA
JUNE 10, 2025
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247
6:00 PM

CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

Texas Flag: *"Honor the Texas Flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible"*

PUBLIC COMMENT

In order to expedite the flow of business and to provide all the citizens the opportunity to speak, the Park and Recreation Committee Chair may impose a three-minute limitation on any person addressing the board.

DISCUSSION / ACTION ITEMS

1. Park and Street Scaping Design Standard Manual

CONSENT

2. Consider and act on meeting minutes from May 13, 2025

FUTURE AGENDA ITEMS

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Ave, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this _____ by _____ p.m., at least 72 hours preceding the scheduled meeting time.

Joshua Little

Joshua Little, Public Works Director



Parks and Recreation Advisory Board Coversheet

June 10, 2025

415 NORTH COLLEGE AVE

JUSTIN, TEXAS 76247

Agenda Item: 1. (DISCUSSION / ACTION ITEMS)

Title: Park and Street Scaping Design Standard Manual

Department: Public Works

Contact: Joshua Little, Public Works Director

Recommendation:

Consider approval of the proposal for the Parks and Street Scaping Design Manual by Westwood Engineering.

Background:

On May 23, 2024, the City Council officially adopted the Parks, Recreation, and Open Space (PROS) Plan, which outlines a comprehensive vision and strategic framework for the long-term development, enhancement, and sustainability of Justin's parks, recreational facilities, and open space network. This plan provides critical direction for future park investments and strengthens the City's ability to compete for grants and other funding opportunities. It also offers updated guidance to the Parks Board in shaping the community's recreational assets.

Following the plan's adoption, the Parks Board engaged in a discussion to identify the tools necessary for its successful implementation. A key recommendation emerging from that discussion was the creation of a Parks Design Standard Manual. Such a manual would serve to establish uniform design principles and aesthetic guidelines for the development of future park and street scaping projects across the city, ensuring consistency, quality, and alignment with the PROS Plan's vision.

City staff met with Dorothy Witmeyer of Westwood Engineering to explore the feasibility of developing this manual. Westwood has submitted a proposal for the creation of a Parks & Streetscaping Design Manual.

Tonight's discussion is intended to review the proposal, evaluate its alignment with the PROS Plan, and determine the next steps for proceeding with the development of the manual. The Parks Board's input and direction will be essential in shaping how the City of Justin moves forward with this initiative, which represents a foundational component in the realization of the community's park and open space goals.

City Attorney Review: N/A

Attachments:

1. 0068712.00_2025-05-05_Proposal - Draft

May 05, 2025
Project No.: 0068712.00

Mr. Joshua Little
Public Works Director
CITY OF JUSTIN
415 North College Avenue
Justin, Texas 76247

Re: Professional Landscape Architecture Services
CITY OF JUSTIN PARKS & RECREATION GUIDELINES
Justin, Denton County, Texas

Dear Mr. Little:

Westwood Professional Services, Inc. is pleased to submit this proposal to provide professional landscape architecture services relating to the referenced project. It is our understanding the project consists of Landscape Design Guidelines for the City of Justin's Parks and Recreation facilities with an additional section that addresses standards for streetscape design. The guidelines are to be based on the existing parks systems, future parks, and stakeholder feedback..

Based on our preliminary discussions and the information received to date, our perception of the project is described in the attached documents:

- **General Conditions of Agreement;**
- Exhibit A – Scope of Services;
- Exhibit B – Compensation and Method of Payment;
- Exhibit C – Insurance

Westwood Professional Services, Inc. is pleased to have this opportunity to submit this proposal and look forward to working with you on this project. If the proposed agreement is acceptable to you as presented, please execute one copy of the agreement form and return one original copy to our office. If you have any questions or would like any additional information, please do not hesitate to call us at your convenience.

Sincerely,

Dorothy J. Witmeyer, P.L.A.

DJW/jla

EXHIBIT ‘A’ – SCOPE OF SERVICES

CITY OF JUSTIN PARKS & RECREATION GUIDELINES

PROJECT DESCRIPTION:

The project consists of Landscape Design Guidelines for the City of Justin’s Parks and Recreation facilities with an additional section that addresses standards for streetscape design. The guidelines are to be based on the existing parks systems, future parks, and stakeholder feedback. (PROJECT).

BASIC SERVICES:

LANDSCAPE ARCHITECTURE ASSUMPTIONS AND EXCLUSIONS

Below are shown the assumptions and qualifiers for the landscape architecture scope of work found herein.

Assumptions:

- The project will be delivered via a pdf digital copy and up to five (5) 8.5” x 11” bound hard copies.
- The project will be delivered in one document and address landscape items only for Park Facilities and Streetscapes.

Exclusions:

- Presentations, documents, or plans required for “Special Exceptions”, Variances or Zoning changes required by the architectural or civil design solutions chosen by the Owner.
- Final Ordinance Documents.
- Existing Park Assessments.
- Field identification or location of trees.
- Multiple design alternatives beyond those described herein, or significant revisions following acceptance at each given phase of review documents.
- Vehicular paving.
- Utility Design.
- Architectural design guidelines.
- Construction Documents.
- Conceptual Plans.
- Construction Details.
- Regular owner/Architect/Contractor (OAC) project coordination meetings during construction.

PLAN SUBMITTALS & COORDINATION MEETINGS

A Landscape Architect from Westwood will attend meetings and or presentations to coordinate with other team members and the owner during the design phase. Document drafts will be submitted as outlined for Owner review in the submittals outlined below.

EXHIBIT A to Agreement between
the City of Justin, Texas (“Client”) and
Westwood Professional Services, Inc.,
 (“Westwood”) for Consulting Services

Included in this item:

- Up to five (5) team coordination or presentation meetings during the design phase of the project.
- Official review submittals as follows:
 - One (1) draft document outline submittal. Deliverables include:
 - Digital pdf of proposed overall document outline with precedent images of design intent.
 - One (1) 60% draft document submittal. Deliverables include:
 - Digital pdf of draft document to a 60% level, will include the majority of the final sections.
 - Presentation materials for any stakeholder meetings to be approved by staff.
 - One (1) (90%) draft document submittal. Deliverables include:
 - Advancement and refinement of 60% digital pdf.
 - Three (3) draft hard copies.
 - All final sections of the document including any stakeholder feedback from the 60% draft.
 - One (1) Final draft document. Deliverables include:
 - One (1) digital pdf copy
 - Three (3) draft hard copies.
 - One (1) Final document. Deliverables include:
 - One (1) digital pdf copy
 - Up to Five (5) 8.5” x 11” bound hard copies.

LANDSCAPE DESIGN GUIDELINES

Westwood will provide Landscape Design Guidelines for the City of Justin’s Parks and Recreation facilities with an additional section that addresses standards for streetscape design. The guidelines are to be based on the existing parks systems and stakeholder feedback.

Included in this item:

- A draft guideline demonstrating format and intent in providing each topic of the guidelines.
- Guidelines showing the types of items allowed in the landscape. Guidelines sections include:
 - Access.
 - Grading and Drainage.
 - Green Infrastructure & Sustainability.
 - Plant Materials.
 - Irrigation Systems.
 - Fences and Rails.
 - Pedestrian Pavements.
 - Picnic Pavilions and Shelters.
 - Playgrounds and Play Elements.
 - Programming Requirements.
 - Restrooms and Concession Stands (Limited to prefabricated structures).

EXHIBIT A to Agreement between
the City of Justin, Texas (“Client”) and
Westwood Professional Services, Inc.,
 (“Westwood”) for Consulting Services

- Safety Surfacing.
- Signage & Way-finding.
- Site Lighting.
- Site Furnishings.
- Sports Fields.
- Trails and Walkways.
- Turf.
- Landscape Maintenance.
- Revisions to the above-described guidelines following client comment and input as described in the 'Plan Submittals and Coordination Meetings' section. Any additional revisions shall be at hourly rates.

Not included in this item:

- Design standards for any section not specifically identified in this section.
- Three dimensional renderings, site plan layouts or construction details.
- Meetings, presentations or work sessions not specifically described above.
- Other items, revisions, meetings or services can be provided as an additional service at the request of the client.

STAKEHOLDER INVOLVEMENT/VISIONING SERVICES

Westwood will provide design services that include working with a stakeholder group selected by City staff to determine contextual materials and standards to be incorporated into the guidelines.

Included in this item:

- A concept work session where Westwood staff will show ideas, images, design elements and concepts for reaction and input from the stakeholders.
- Taking the input from the concept work session, Westwood staff will develop a preferred outline and present it at a second meeting for input and revisions that will be incorporated into the final guidelines.

Services not included in this contract:

- *Construction inspection services*
- *Construction documents*
- *Public hearings or City Council/Commission meetings*
- *Utility coordination*
- *Concept plans*
- *Environmental Site Assessments*
- *Floodplain studies*
- *Boundary and topographic surveying*
- *Preliminary and final platting*
- *Zoning change assistance*
- *Site Plan layout*
- *Traffic and parking studies*

END OF EXHIBIT ‘A’

EXHIBIT B to Agreement between
the City of Justin, Texas (“Client”) and
Westwood Professional Services, Inc.,
 (“Westwood”) for Consulting Services

EXHIBIT ‘B’ – COMPENSATION AND METHOD OF PAYMENT

CITY OF JUSTIN PARKS & RECREATION GUIDELINES

COMPENSATION:

For all professional services included in EXHIBIT ‘A’, Scope of Services, Westwood shall be compensated a lump sum fee of \$55,600.00 as summarized below. The total lump sum fee shall be considered full compensation for the services described in EXHIBIT ‘A’, including all labor materials, supplies, and equipment necessary to deliver the services.

Basic Services

A. Plan Submittals & Coordination Meetings	\$10,000.00
B. Landscape Design Guidelines	\$40,000.00
C. Stakeholder Involvement/Visioning Services	<u>\$5,600.00</u>
TOTAL	\$55,600.00

METHOD OF PAYMENT:

Westwood shall be paid monthly payments as described in Article 3 of the AGREEMENT. The cumulative sum of such monthly partial fee payments shall not exceed the total current project budget including all approved Amendments. Each invoice shall be verified as to its accuracy and compliance with the terms of this Agreement by an officer of Westwood.

Monthly statements for reimbursable services performed by sub consultants will be based upon the actual cost to Westwood plus ten percent (10%). Direct expenses for services such as printing, express mail, fees, mileage and other direct expenses that are incurred during the progress of the project will be billed at 1.1 times Westwood’s cost.

END OF EXHIBIT ‘B’

EXHIBIT C – INSURANCE

A. *Insurance.* Westwood shall, during the life of this Agreement, maintain the following insurances:

1. Commercial General Liability (occurrence form not less than):
 - \$2,000,000 General Liability
 - \$2,000,000 Products and Completed Operations Aggregate
 - \$1,000,000 Personal and Advertising Injury
 - \$1,000,000 Each Occurrence
 - \$10,000 Medical Expense
2. Commercial Automobile Liability (all scheduled auto, hired and non-owned autos):
 - \$1,000,000 Combined Single Limit
3. Umbrella
 - \$5,000,000 Aggregate
 - \$5,000,000 Each Occurrence
4. Workers Compensation
 - \$1,000,000 Each Accident
 - \$1,000,000 Policy Limit
 - \$1,000,000 Each Employee

Professional Liability Errors and Omissions Insurance. Westwood shall carry Professional Liability Errors and Omissions insurance with limited contractual liability in the amount of \$2,000,000 per claim and in the aggregate for the duration of this Agreement.

END OF EXHIBIT 'C'



Parks and Recreation Advisory Board Coversheet
June 10, 2025
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 2. (CONSENT)

Title: Consider and act on meeting minutes from May 13, 2025

Department: Administration

Contact: Joshua Little, Public Works Director

Recommendation:

Staff recommends the Parks Board approve the May 13, 2025, minutes

Background:

Attached are the proposed Parks Board meeting minutes from the May 13, 2025, meeting for review and approval.

City Attorney Review: N/A

Attachments:

1. 5-13-25 Minutes

Jacqueline Steinbacher, Vice Chair
Mark Allen, Member
Gary Foree, Memeber



Marcus Gallegos, Member
Amy Shadowens, Member
Alwyn Dowell, Member

Robin Amerine, Chair

MINUTES

**State of Texas
County of Denton
City of Justin**

Justin Parks and Recreation Advisory Board Meeting - May 13, 2025

CALL TO ORDER

The meeting was called to order at 6:00PM by Parks Board Chair Robin Amerine.

Convene into Session:

Invocation

Pledge of Allegiance

American Flag Texas Flag: *"Honor the Texas Flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible"*

Present

Parks Board Members, Chair Robin Amerine, Vice Chair Jacqueline Steinbacher, Mark Allen, Gary Foree and Amy Shadowens

City Staff Liasion

Public Works Director Joshua Little

PUBLIC COMMENT

No Public Comment

WORKSHOP

1. Discuss Butterfly Garden

Workshop Item #1

Parks Board Chair, Robin Amerine discussed a Butterfly Garden she had visited. Marcus stated he loved the idea of adding a Butterfly Garden and was able to provide some valuable insight on a possible partnership with the Elm Folk Chapter of the Texas Naturalist. Marcus would send contact information to Joshua Little for further research.

2. Discuss Interpretive Signage

Workshop Item #2

Parks Board members discussed Interpretive Signage at Community Park. Robin and Amy requested information on the historical significance of Community Park and Peterson Park sites.

DISCUSSION / ACTION ITEMS

3. Discuss and consider appointment for an Alternate Parks Board position.

Action Item #3

Jason Palmer was present at the meeting. Jason addressed the Parks Board and talked about his passion for the outdoors. Parks Board Member Amy Shadowens asked Jason, "What is your favorite park?" Jason replied, "Community Park." Parks Board Member Marcus Gallegos asked, "What would you hope to accomplish by being on the Parks Board?" Jason responded by saying, "I would like to help create something. I want a place for people to go."

Parks Board Member Gary Foree made a motion to recommend the approval of Jason Palmer to the Parks Board alternate position, Place #8. Second by: Parks Board Member Mark Allen. Aye Votes: Members Steinbacher, Allen, Foree, Amerine, Gallegos, Shadowens & Dowell
Motion Carries

4. Discuss and take appropriate action on Peterson Park construction plans.

Action Item #4

Parks Board members discussed the construction plans for the new Peterson Park. Parks Board Member Amy Shadowens asked about the concrete amphitheater pad vs. DG and if electricity would be provided to the area. The comments will be provided to the developer.

Parks Board Member Alwyn Dowell made a Motion to approve the construction plan for the new Peterson Park.

Second by: Parks Board member Gary Foree Aye Votes: Members Steinbacher, Allen, Foree, Amerine, Gallegos, Shadowens & Dowell
Motion Carries

CONSENT

Parks Board Member Marcus Gallegos made a Motion to approve the Minutes from the April 14, 2025, Parks Board Meeting.

Second by: Parks Board member Alwyn Dowell Aye Votes: Members Steinbacher, Allen, Foree, Amerine, Gallegos, Shadowens and Dowell Motion Carries

5. Consider and act on meeting minutes from April 14, 2025

FUTURE AGENDA ITEMS

Parks Board Member Amy Shadowens requested some historical information about the Community Park & Peterson Park sites.

ADJOURN

The Parks Board Chair, Robin Amerine, adjourned the meeting at 7:10 p.m.

Joshua Little

Joshua Little, Public Works Director

Seal:

