



**JUSTIN PARKS & RECREATION ADVISORY BOARD &
KEEP JUSTIN BEAUTIFUL COMMITTEE**

FEBRUARY 7, 2023 at 6:00 PM

415 NORTH COLLEGE ST
JUSTIN, TEXAS 76247

COMMITTEE MEMBERS:

Robin Amerine – Chair
Jacqueline Steinbacher – Vice Chair
Juli Cuthbertson
Marcus Gallegos
Megan Doughty

STAFF / COUNCIL LIAISON:

Kira Sedivy – Public Works
John Mounce – City Council

CALL TO ORDER

Invocation and Pledge of Allegiance

CONSENT ITEMS:

- | | |
|---|------------------|
| 1. Consider and take appropriate action to approve minutes dated July 5, 2022 | Pages 1-3 |
| 2. Consider and take appropriate action to approve minutes dated October 4, 2022 | Pages 4-5 |
| 3. Consider and take appropriate action to approve minutes dated November 1, 2022 | Pages 6-7 |
| 4. Consider and take appropriate action to approve minutes dated December 6, 2022 | Pages 8-9 |

PUBLIC COMMENT: To expedite the flow of business and to provide all the citizens the opportunity to speak, the Parks and Recreation Committee Chair may impose a three-minute limitation on any person addressing the board.

STAFF UPDATE

- | | |
|---|--------------------|
| A. Veterans Memorial update | Pages 10-12 |
| B. Tree City USA application submittal update | |

DISCUSSION / ACTION ITEMS

- | | |
|--|--------------------|
| 1. Discuss amendments to the Landscape ordinance | Pages 13-23 |
| 2. Discuss recommendations of park improvements to provide to Public Works | Pages 24-25 |

FUTURE AGENDA ITEMS

ADJOURN

NEXT MEETING: TUESDAY MARCH 7, 2023

I, the undersigned authority, do hereby certify that the above notice of the meeting of the Justin Parks and Recreation Committee is a true and correct copy of the said notice that I posted on the official bulletin board at Justin City Hall, 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 **3rd day of February, 2023 by 5:00 p.m.**, at least 72 hours preceding the scheduled meeting time.

Kira Sedivy

Public Works Administrative Coordinator

MINUTES

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

Justin Parks and Recreation Advisory Board – July 5, 2022

The Justin Parks and Recreation Advisory Board convened into a regular meeting the same being open to the public the 5th day of July at 6:00 p.m. at the Justin Municipal Complex, and notice of said meeting giving the time, place, date, and subject thereof having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Public Works Admin, Kira Sedivy, City Secretary, Brittany Andrews, Councilmember James Clark, and Councilmember John Mounce.

Justin Parks and Recreation Committee Members: Linenkugel, Fry, Gonzales and Cuthbertson in attendance.

CALL TO ORDER

Invocation and Pledge of Allegiance

Member Linenkugel called the meeting to order at 6:03 pm

CONSENT ITEMS

1. Consider and take appropriate action to approve minutes dated April 5, 2022.

Member Cuthbertson moved to approve minutes dated April 5, 2022.

Seconded by: Member Fry

Aye votes: Members Linenkugel, Fry, Cuthbertson, and Gonzales

Motion Carries

2. Consider and take appropriate action to approve minutes dated May 3, 2022.

Member Cuthbertson moved to approve minutes dated May 3, 2022.

Seconded by: Member Fry

Aye votes: Members Linenkugel, Fry, Cuthbertson, and Gonzales

Motion Carries

PUBLIC COMMENT

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

No comment from the Public

STAFF UPDATE

A. Arbor Day 2022 Event

B. Tree City USA

Staff Liaison Kira Sedivy presented updates and information regarding items A and B

DISCUSSION / ACTION ITEMS

1. Discuss and consider the appointment of a Chair to the Parks and Recreation Advisory Board
Member Fry motioned to appoint Member Linenkugel as Chair.
Seconded by: Member Cuthbertson
Aye votes: Members Fry, Cuthbertson, and Gonzales
Motion Carries
2. Discuss, consider and take appropriate action to recommend Park Board applicant for appointment to City Council
Member Fry motioned to recommend Robin Amerine to City Council for appointment.
Seconded by: Member Gonzales
Aye votes: Members Linenkugel, Fry, Cuthbertson, and Gonzales
Motion Carries
3. Discuss, consider and take appropriate action regarding the Veterans Memorial Reviewed quotes from vendors
No Action taken
4. Discuss, consider and take appropriate action regarding Hello Lamp Post
Member Cuthbertson motioned to recommend Jotform over Hello Lamp Post.
Seconded by: Member Fry
Aye votes: Members Linenkugel, Fry, Cuthbertson, and Gonzales
Motion Carried to move forward with Jotform and not Hello Lamp Post
5. Discuss, consider and take appropriate action regarding QR Code account from Jotform.com
Member Cuthbertson motioned to recommend Jotform over Hello Lamp Post.
Seconded by: Member Fry
Aye votes: Members Linenkugel, Fry, Cuthbertson, and Gonzales
Motion Carries

FUTURE AGENDA ITEMS

ADJOURN

Motion to adjourn at 7:22 PM

Passed and approved on the 7th of February 2023.

SEAL:

Kira Sedivy

Public Works Administrative Coordinator

MINUTES

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

Justin Parks and Recreation Advisory Board – October 4, 2022

The Justin Parks and Recreation Advisory Board convened into a regular meeting the same being open to the public the 4th day of October at 6:00 p.m. at the Justin Municipal Complex, and notice of said meeting giving the time, place, date, and subject thereof having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Public Works Admin, Kira Sedivy and Council member John Mounce.

Justin Parks and Recreation Committee Members: Cuthbertson, Gallegos, Doughty and Amerine and in attendance.

CALL TO ORDER

Invocation and Pledge of Allegiance

Member Cuthbertson called the meeting to order at 6:01 pm

CONSENT ITEMS

1. Consider and take appropriate action to approve minutes dated June 21, 2022.

Member Doughty moved to approve minutes dated June 21, 2022.

Seconded by: Member Gallegos

Aye votes: Members Doughty, Gallegos, Cuthbertson and Amerine

Motion Carries

PUBLIC COMMENT

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

No comment from the Public

STAFF UPDATE

A. Arbor Day 2022 Event

B. Veterans Memorial Update

Staff Liaison Kira Sedivy presented updates and information regarding items A and B

DISCUSSION / ACTION ITEMS

1. Discuss, consider and recommend amendments to the Landscape ordinance for distance of canopy trees
Members will research and gather information and provide update at next meeting to consider and recommend
2. Discuss Jotform QR Code and next steps
No action, will revisit later in the year
3. Discuss and recommend relocation ideas for city monument signs
No action, defer to Historical Society or Gaston House to see if they are interested in the signs
4. Discuss and recommend a design and location for a gazebo at Bishop Park
No action, members want to wait to see City Center design before deciding on a gazebo design
5. Discuss a recommendation to City Council to amend the Board Commission Committee Policy Manual to include 2 alternates to City Boards
Member Cuthbertson motioned to approve 2 alternates to City Boards
Seconded by: Member Amerine
Aye votes: Members Cuthbertson, Amerine, Doughty and Gallegos
Motion Carries

FUTURE AGENDA ITEMS

Elect Board Chair
Master Parks Plan

ADJOURN

Motion to adjourn at 7:26 PM

Passed and approved on the 7th of February 2023.

SEAL:

Kira Sedivy

Public Works Administrative Coordinator

MINUTES

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

Justin Parks and Recreation Advisory Board – November 1, 2022

The Justin Parks and Recreation Advisory Board convened into a regular meeting the same being open to the public the 1st day of November at 6:00 p.m. at the Justin Municipal Complex, and notice of said meeting giving the time, place, date, and subject thereof having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Public Works Admin, Kira Sedivy and Council member John Mounce.

Justin Parks and Recreation Committee Members: Steinbacher, Cuthbertson, Gallegos, Doughty and Amerine and in attendance.

CALL TO ORDER

Invocation and Pledge of Allegiance

Member Cuthbertson called the meeting to order at 5:59 pm

CONSENT ITEMS

NONE

PUBLIC COMMENT

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

No comment from the Public

STAFF UPDATE

- A. Arbor Day 2022 Event
 - B. Veterans Memorial Update
- Staff Liaison Kira Sedivy presented updates and information regarding items A and B

DISCUSSION / ACTION ITEMS

1. Discuss and consider the appointment of a Chair to the Parks and Recreation Advisory Board
Member Cuthbertson motioned to appoint Member Amerine as Chair.
Seconded by: Member Doughty
Aye votes: Members Doughty, Cuthbertson, Steinbacher and Gallegos
Motion Carries
2. Discuss amendments to the Landscape ordinance for distance of canopy trees
Members will research and gather information and provide update at next meeting to consider and recommend

FUTURE AGENDA ITEMS

NONE

ADJOURN

Motion to adjourn at 7:17 PM

Passed and approved on the 7th of February 2023.

SEAL:

Kira Sedivy

Public Works Administrative Coordinator

MINUTES

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

Justin Parks and Recreation Advisory Board – December 6, 2022

The Justin Parks and Recreation Advisory Board convened into a regular meeting the same being open to the public the 6th day of December at 6:00 p.m. at the Justin Municipal Complex, and notice of said meeting giving the time, place, date, and subject thereof having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Public Works Admin, Kira Sedivy and Council member John Mounce.

Justin Parks and Recreation Committee Members: Steinbacher, Cuthbertson, Gallegos and Amerine and in attendance.

CALL TO ORDER

Invocation and Pledge of Allegiance

Staff Liaison Kira Sedivy called the meeting to order at 6:01 pm

Staff Liaison Kira Sedivy discussed that the January 2023 Parks Board meeting would be canceled due to it being the day after a city holiday and there would not be much on the agenda

Staff Liaison Kira Sedivy reminded members that when replying to Park Board emails they can not use reply all as that violates the open meetings act. They can only reply to the Staff Liaison

CONSENT ITEMS

NONE

PUBLIC COMMENT

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

No comment from the Public

STAFF UPDATE

- A. Arbor Day 2022 Event Recap
- B. Veterans Memorial Update

Staff Liaison Kira Sedivy presented updates and information regarding items A and B

DISCUSSION / ACTION ITEMS

1. Discuss amendments to the Landscape ordinance for distance of canopy trees
Members decided to revisit the selection of trees at a later date since planting cannot be done until Fall. Staff Liaison is going to provide existing Landscape ordinances from other cities to review
2. Discuss recommendations of park improvements to provide to Public Works
Members discussed a couple of options like lights at the Timberbrook Dog Park, sidewalk improvements and extensions at City Hall, Basketball court near Dog Park in Timberbrook. Members decided they would like to see the Parks Master Plan before making an official recommendations

FUTURE AGENDA ITEMS

Parks Master Plan review

ADJOURN

Motion to adjourn at 6:43 PM

Passed and approved on the 7th of February 2023.

SEAL:

Kira Sedivy

Public Works Administrative Coordinator





CITY OF JUSTIN/MONUMENT SIGN
SIGN 01_OPTION B OVERVIEW

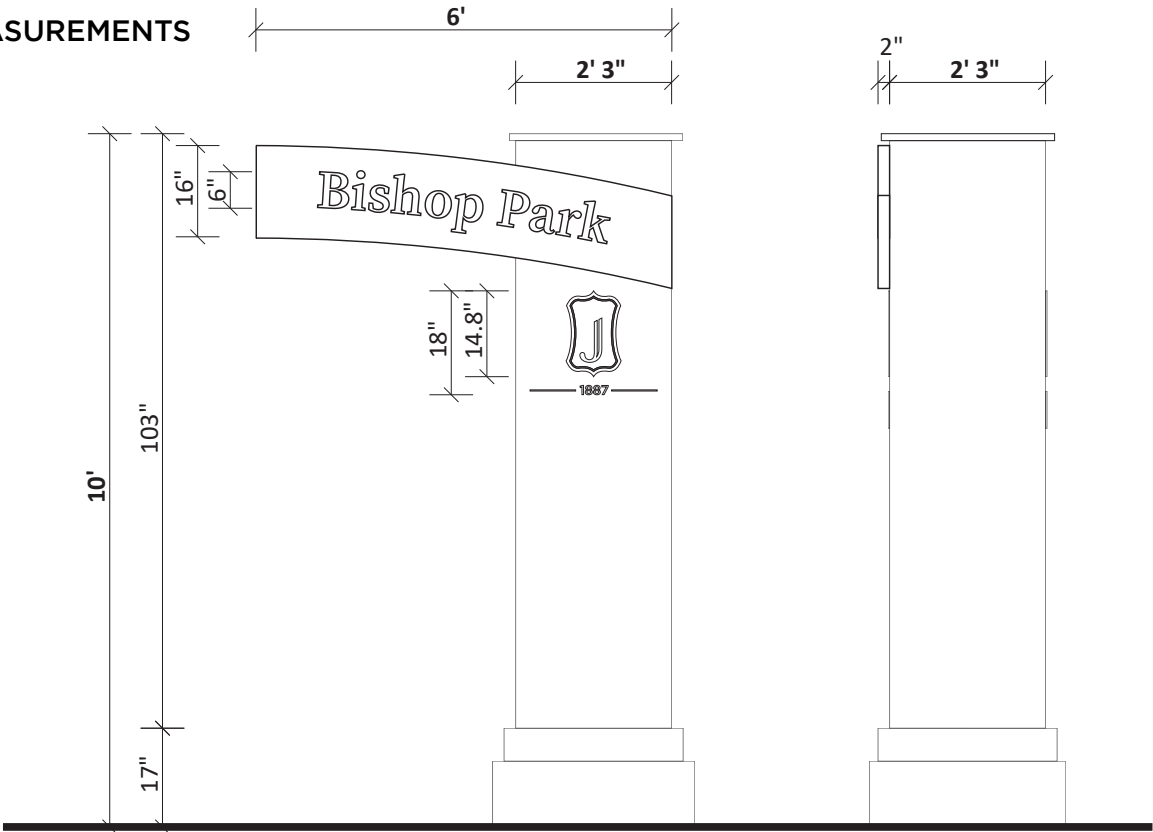
FRONT VIEW



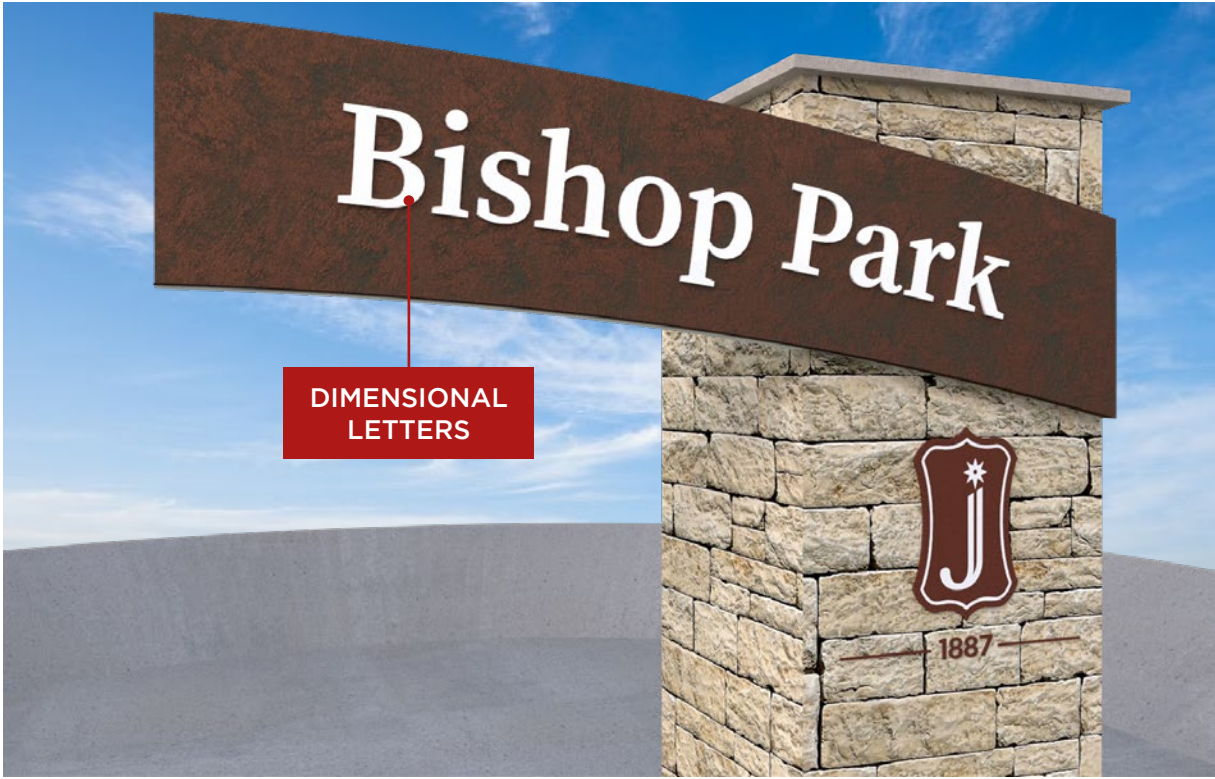
PERSPECTIVE



MEASUREMENTS



DETAIL



ORDER NUMBER: 4077

DESCRIPTION:
Concrete Monument Sign, double-sided, with routed HDU plaque, dimensional letters and faux stone/brick application.

DIMENSIONS:
6' (W) x 10' (H) x 2' 3" (D)
60 SQ FT

FACE COLORS:
FAUX STONE BROWN #6B5240
DIGITALLY PRINTED

EXAMPLE:



CONTACT INFO:
Dick Cassidy
dick@image212.com
214.214.7446
image212.com

Parks and Recreation Advisory Board

February 7, 2023

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #1

Title: Landscape Ordinance

Department: Administration

Contact: Public Works Administrative Coordinator, Kira Sedivy

Recommendation: Discuss amendments to the Landscape ordinance.

Background: Discuss any research or feedback from members since the last meeting.

City Council requested the Parks Board discuss and research appropriate distances for canopy trees and would like us to work with the Master Gardeners or an Arborist to determine which canopy trees are more sustainable in the area.

The city's Tree City USA application was put on hold until we have an ordinance that meets the requirements to apply. Matt Cyr is taking an ordinance that will meet Tree City USA requirements to City Council to be adopted.

City Attorney Review: N/A

Kira Sedivy

From: Matthew Cyr
Sent: Thursday, January 26, 2023 9:36 AM
To: Kira Sedivy
Subject: RE: Landscape Ordinance

February 21st at P&Z
February 28th at CC (1st reading)
March 14th at CC (2nd reading)

This is the timeline if everything goes perfectly. There is always the potential this item is tabled, which could delay the adoption process.

Thanks,

Matt Cyr

Director of Planning and Development
City of Justin
(940)-648-2541 Ext. 106

From: Kira Sedivy <ksedivy@cityofjustin.com>
Sent: Thursday, January 26, 2023 9:25 AM
To: Matthew Cyr <mcyr@cityofjustin.com>
Subject: Landscape Ordinance

What was the timeline again for getting the landscape ordinance adopted? I wanted to give Park Board an update at our next meeting. Thanks



Kira Sedivy
Public Works Administrative Coordinator
217 E 4th St. Justin, TX 76247
ksedivy@cityofjustin.com
Office: 940-648-2541 ext 117 | Cell: 940-279-5681
Public Works Hours 7am - 3:30pm

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF JUSTIN, TEXAS, ADOPTING ARTICLE ____ "PUBLIC TREE CARE" AS AN AMENDMENT TO CHAPTER ____ (_____) OF THE CODE OF ORDINANCES; TO PROVIDE FOR THE CARE OF PUBLIC TREES; TO CREATE A TREE ADVISORY BOARD; TO ESTABLISH PRACTICES GOVERNING THE PLANTING, CARE AND REMOVAL OF TREES ON PUBLIC PROPERTY; TO MAKE PROVISION FOR THE REMOVAL OF DISEASED TREES ON PRIVATE PROPERTY UNDER CERTAIN CONDITIONS; PROVIDING FOR A PENALTY FOR VIOLATIONS; PROVIDING FOR SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of JUSTIN, Texas, recognizes that trees generally protect and enhance the quality of life and general welfare of the town; and

WHEREAS, the citizens of JUSTIN have long valued trees as a natural and often irreplaceable community resource and recognize them as assets for their beauty and service; and

WHEREAS, the City Council of JUSTIN, Texas, has further determined that the protection and care of trees located on city property is essential to the present and future health, safety, and welfare of all citizens, and accordingly, have determined that the adoption and implementation of this "Public Tree Care" ordinance is meritorious and necessary.

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

PART 1: Chapter ____ of the Code of Ordinances of the City of JUSTIN, Texas, is hereby amended to add Article ____ "Public Tree Care" to read as follows:

"Article ____ . PUBLIC TREE CARE

Sec. ____ . Purpose.

To enhance the quality of life and the present and future health, safety, and welfare of all citizens, to enhance property values, and to ensure proper planting and care of trees on public property, the City Council herein delegates the authority and responsibility for managing public trees, creates a Tree Advisory Board, establishes practices governing the planting and care of trees on public property, and makes provision for the emergency removal of trees on private property under certain conditions.

Sec. ____ . Definitions.

As used in this Article, the following words and phrases shall have the meanings indicated:

Damage – any injury to or destruction of a tree, including but not limited to: uprooting; severance of all or part the root system or main trunk; storage of material on or compaction of surrounding soil; a substantial change in the natural grade above a root system or around a trunk; surrounding the tree with impervious paving materials; or any trauma caused by accident or collision.

Nuisance – any tree, or limb thereof, that has an infectious disease or insect; is dead or dying; obstructs the view of traffic signs or the free passage of pedestrians or vehicles; or threatens public health, safety and welfare.

Parkway – the area along a public street between the curb and the sidewalk; or if there is no curb or sidewalk, the unpaved portion of the area between the street right-of-way line and the paved portion of the street or alley.

Public property – all grounds and rights-of-way (ROWS) owned or maintained by the City.

Public tree – any tree or woody vegetation on city-owned or city-maintained property or rights-of-way.

Top or Topping – the non-standard practice of cutting back of limbs to stubs within a tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Sec. _____. Authority and power.

- (a) *Delegation of authority and responsibility.* The _____ and/or his designee, hereinafter referred to as the "Director", shall have the authority and responsibility to plant, prune, maintain and remove trees and woody plants growing in or upon all city streets, rights-of-ways, city parks, and other public property. This shall include the removal of trees that may threaten electrical, telephone, gas, or any municipal water or sewer line, or any tree that is affected by fungus, insect, or other pest disease.
- (b) *Coordination among city departments.* All city departments will coordinate as necessary with the Director and will provide services as required to ensure compliance with this Ordinance as it relates to streets, alleys, rights-of-way, drainage, easements and other public properties not under direct jurisdiction of the Director.
- (c) *Interference.* No person shall hinder, prevent, delay, or interfere with the Director or his agents while engaged in carrying out the execution or enforcement of this Ordinance.

Sec. _____. Tree advisory board.

The City Council hereby creates a "Tree Advisory Board," hereinafter referred to as the "Board."

- (a) *Membership.* The Board shall consist of _____ members approved by City Council. Members of the Board will serve without compensation.
- (b) *Term of office.* Board members shall be appointed for _____ year staggered terms. In the event that a vacancy shall occur during the term of any member, a successor shall be appointed by City Council.
- (c) *Officers.* The Board shall annually select one of the members to serve as chair, may appoint a second member to serve as vice-chair, and may appoint a third member to serve as secretary.
- (d) *Meetings.* The Board shall meet a minimum of _____ times each year. All meetings shall be open to the public. The Board chair may schedule additional meetings as needed.
- (e) *Duties.* The Board shall act in an advisory capacity to the Director and shall:
 - (1) Coordinate and promote Arbor Day activities;
 - (2) Review and update a five-year plan to plant and maintain trees on city property;
 - (3) Support public awareness and education programs relating to trees;
 - (4) Review city department concerns relating to tree care;
 - (5) Submit an annual report of its activities to the city council;
 - (6) Assist with the annual application to renew the Tree City USA designation;
 - (7) Develop of a list of recommended trees for planting on city property; and
 - (8) Other duties that may be assigned by City Council.

Sec. _____. Tree planting and care standards.

- (a) *Standards.* All planting and maintenance of public trees shall conform to the American National Standards Institute (ANSI) A-300 "Standards for Tree Care Operations" and shall follow all tree care Best Management Practices (BMPs) published by the International Society of Arboriculture.
- (b) *Requirements of franchise utility companies.* Franchise utility companies shall provide advance notice to the City of their intended non-emergency tree pruning schedule and location of impacted area. The maintenance of public trees for utility clearance shall conform to all applicable utility industry standards.
- (c) *Tree species list.* The Director shall develop and maintain an official list of desirable tree species for planting on public property in two size classes: Ornamental (20 feet or less in height at maturity) and Shade (greater than 20 feet at maturity). Only trees from this approved list may be planted without written approval from the Director.
- (d) *Planting distances.* The Director shall develop and maintain an official set of spacing requirements for the planting of trees on public property. No tree may be planted within the visibility triangle of a street intersection or within ten (10) feet of a fire hydrant.
- (e) *Planting trees under electric utility lines.* Only trees listed as Ornamental trees on the official city tree species list may be planted under or within fifteen (15) lateral feet of any overhead utility wire.
- (f) *Protection of public trees during construction.* Any person, firm, corporation, or city department performing construction in the area of any public tree must employ appropriate measures to protect the tree, including, but not limited to, placing barriers around the tree to prevent any damage.

Sec. _____. Adjacent owner responsibility.

- (a) The owner of land adjacent to any city street or highway, when acting within the provisions of this Ordinance, may plant and maintain trees in the adjacent parkway area. Property owners are responsible for the reasonable and routine maintenance of trees and other landscaping in the adjacent parkway area.
- (b) No property owner shall allow a tree, or other plant growing on his or her property or within the adjacent parkway to obstruct or interfere with pedestrians or the view of drivers, thereby creating a hazard. If an obstruction persists, the Director shall notify the property owner to prune or remove the tree or plant. If the owner fails to comply with the notice, the City may undertake the necessary work and charge the cost to the property owner.

Sec. _____. Prohibition against harming public trees.

- (a) It shall be unlawful for any person, firm or corporation to damage, remove, or cause the damage or removal of a tree on public property without written permission from the Director.
- (b) It shall be unlawful for any person, firm or corporation to attach any cable, wire or signs or any other object to any street, park, or public tree.
- (c) It shall be unlawful for any person, firm or corporation to "top" any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision at the determination of the Director.

Sec. _____. Certain trees declared a nuisance.

Any tree, or limb thereof, on private property determined by the Director to have contracted a lethal, communicable disease or insect; to be dead or dying; to obstruct the view of traffic signs or the free passage of pedestrians or vehicles; or that threatens public health, safety, and welfare is declared a nuisance and the City may require its treatment or removal. Private property owners have the duty, at their own expense, to remove or treat nuisance trees on their property. The City may remove such trees at the owner's expense if the owner does not comply with treatment and/or removal as specified by the Director within the written notification period.

Sec. _____. Violations and penalty.

Any person, firm or corporation violating any provision of this Ordinance shall be deemed guilty of a misdemeanor and shall be subject to a fine not to exceed five hundred dollars (\$500.00) for each offense.

Sec. _____. Appeals.

All appeals to a violation shall be heard by City Council.”

PART 2. Savings/repeal.

That all ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of such conflict.

PART 3. Severability.

That should any word, sentence, clause, paragraph or provision of this Ordinance be held to be invalid or unconstitutional the remaining provisions of this Ordinance shall remain in full force and effect.

PART 4. Effective date.

That this Ordinance shall become effective after its passage and publication according to law.

PASSED, APPROVED and ADOPTED by the City Council of _____ JUSTIN _____, Texas,
on this ____ day of _____, ____.

Mayor

ATTEST:

APPROVED AS TO FORM:

City Secretary

City Attorney

Chapter 4

Landscaping and Buffering

Rev. 08/21/2018

Section 4.1 Purpose of This Chapter

The purpose of this Chapter is to establish rules and regulations for the minimum placement of landscaping materials in certain zoning districts.

Section 4.2 Authorization for Adoption of This Chapter

The regulations contained in this Chapter have been adopted under the authority of *Chapter 51 – General Powers of Municipalities of the Texas Local Government Code*, which authorizes a municipality to adopt ordinances, rules, or police regulations that are for the good government, peace, or the trade and commerce of the municipality. This Chapter is also adopted under the authority of *the Home Rule Charter of the City of Colleyville*, which authorizes the City Council to exercise all powers granted to municipalities by the Constitution or the laws of the State of Texas.

Section 4.3 Applicability of This Chapter

The provisions of this Chapter shall be applicable as follows:

1. For all new construction; or,
2. When an existing building is proposed for remodeling, alteration, addition, or expansion, and the proposed construction value exceeds fifty (50%) percent of the current appraised value of the existing structures, excluding the value of the land; or,
3. When an existing building is proposed for an addition that will increase the square footage of the existing building by twenty (20%) percent or greater; or,
4. As a requirement of the approval of a Special Use Permit or Planned Unit Development.
5. For purpose of this regulation, the value shall be that shown on the most recent tax roll of the Tarrant Appraisal District.

Section 4.4 Variances and Appeals

Any person seeking approval of a development as required by this Land Development Code may request a variance from a requirement contained in this Chapter, or appeal a decision of an Administrative Official by submitting a request to the Administrative Official. The City Council, after review and recommendation by the Planning and Zoning Commission, shall have the authority to consider requests for a waiver or to hear and decide an appeal from an administrative decision on a regulation. The City Council may approve, disapprove or modify such a request provided that such approval or modification will not be detrimental to the public safety, health, or welfare or injurious to other property. The applicant shall provide information to support a claim that there are extraordinary hardships or practical difficulties which may result from strict compliance with the regulation or that the public interest may be better served by an alternative proposal.

Section 4.5 Definitions

Definitions applicable to this Chapter may be found in *Chapter 2 – Definitions* of this Land Development Code.

Section 4.6 Required Landscaping

For zoning districts "CPO, CN, CC1, CC2, CC3, ML, PUD-C, PUD-I" and institutional uses including churches, schools and governmental facilities in any district.

1. Intent -The intent of this ordinance is that landscaping shall not be limited to only the application of turf or grass; but landscaping shall include the coordinated planting (or retention) of grass, shrubs, ground cover, flowering plants, and trees and the grading or moving of earth to form a visually aesthetic and pleasing environment. The review of all site plans will consider the applicant's efforts in coordinating a variety of plant materials with the physical features of the property.
2. Landscaping Completed Prior to Issuance of Certificate of Occupancy - All landscaping shall be installed prior to the issuance of a Certificate of Occupancy. A permanent Certificate of Occupancy will be issued only when it is determined by the building official that all landscaping has been installed in accordance with the approved landscape plan. If it is determined, by the Building Official that planting of live material is hindered by adverse weather conditions, a temporary Certificate of Occupancy may be issued for a period up to three months.
3. Required Landscape Mixture - Twenty percent (20%) of the total land area in any proposed development shall be landscaped. At least fifty percent (50%) of the total landscaped area shall be located in the street yard(s) (Exhibit "4-A"). In order to insure for a variety of plant materials the following minimum requirements for grass, shrubs, and trees shall be provided:
 - a. All ground surfaces not used for buildings, sidewalks, roadways or other impermeable surfaces shall be covered with live grass, turf, shrubbery, trees, ground cover, flowering plants or appropriate mulching.
 - b. Shrubs: Shrubs shall be provided such that one 18" in height plant or five (5) gallon plant shall be planted on-site for each five (5) linear feet of public street rights-of-way located adjacent to the property.
 - c. Trees: Landscaping shall include the retention or planting of one (1) three (3) inch caliper tree per each forty (40) feet of street frontage on collector streets, or larger, as shown on the Master Thoroughfare Plan, which shall be included in the twenty (20) percent required landscaping. These trees are to be planted along the street frontage.
 - d. Landscape Plans Required: Prior to the issuance of a building permit for any non-residential use, a Landscape Plan shall be submitted, as an element of the required site plan, to the City Manager or his appointed designee. The City Manager or his appointed designee, which may be either a staff member or other official body of the City, shall review such plans and shall approve same if the plans are in accordance with the criteria of these regulations. If the plans are not in accordance, they shall be disapproved and shall be accompanied by a written statement setting forth the changes necessary for compliance.
 - e. Content of Landscaping Plans: Landscaping Plans shall be prepared by a Texas Licensed landscape architect. Landscape Plans shall contain the following information:
 1. Minimum scale of one inch equals 40 feet except as approved by the City Manager or his approved designee;
 2. Location of all trees to be preserved;
 3. Location of all plants and landscaping material to be used including paving, benches, screens, fountains, statues, or other landscape features;
 4. Species of all plant material to be used;
 5. Size of all plant material to be used;
 6. Quantity and spacing of plant material where appropriate;
 7. A general layout and description of irrigation, sprinkler or water systems, including placement of water sources as designed by a licensed irrigator;

8. Description of maintenance provisions for the Landscape Plan;
 9. All Landscape Plans to be sealed by a Texas Licensed Landscape Architect;
 10. Provide planting and irrigation specifications as part of the Landscape Plan;
 11. Provide name and address of the owner, location of the subject property, surrounding zoning, utility lines, water mains and easements, public or private streets and drives;
 12. Provide a general grading and drainage plan.
- f. Description of Planting Material: Landscape plant material may be selected from the following list, however the applicant may use other plant material not listed if it is determined to be an appropriate and functional element of the landscape plan.

1. **Over-story Trees (Range from 30 to 60 feet)**

Common Name	Botanical Name
Bald Cypress	<i>Taxodium distichum</i>
Cedar Elm	<i>Ulmus crassifolia</i>
Lacebark Elm	<i>Ulmus parvifolia</i>
Pecan	<i>Carya illinoensis</i>
Chinese Pistache	<i>Pistacia chinensis</i>
Bur Oak	<i>Quercus macrocarpa</i>
Red Oak	<i>Quercus shumardii</i>
Sweet Gum	<i>Liquidambar styraciflua</i>
Green Ash	<i>Fraxinus pennsylvanica</i>
Live Oak	<i>Quercus virginiana</i>

Common Name	Botanical Name
Western soapberry	<i>Sapindus drummondii</i>
Post Oak	<i>Quercus stallata</i>
Black Jack Oak	<i>Quercus marilandica</i>
Eastern Red Cedar	<i>Juniperus virginiana</i>
Southern magnolia	<i>Magnolia grandiflora</i>
Slash pine	<i>Pinus elliotii</i>
Japanese black pine	<i>Pinus thunbergii</i>
Austrian pine	<i>Pinus nigra</i>
Afgan pine	<i>Pinus eldarica</i>

2. **Accent Trees (Range from 10 to 20 feet)**

Common Name	Botanical Name
Redbud	<i>Cercis canadensis</i>
Crape myrtle	<i>Lagerstroemia indica</i>
Yaupon holly	<i>Ilex vomitoria</i>
Bradford pear	<i>Pyrus calleryana</i>
Texas sophora	<i>Sophora affinis</i>
Wild plum	<i>Prunus americana</i>

Common Name	Botanical Name
Crab apple	<i>Malus augustifolia</i>
Deciduous holly	<i>Illex decidua</i>
Flameleaf sumac	<i>Rhus copallina</i>
Cherry-laurel	<i>Prunus caroliniana</i>
Chase tree	<i>Vitex angus-castus</i>

3. **Shrubs (Range from 3 to 5 feet)**

Common Name	Botanical Name
Dwarf crape myrtle	<i>Lagerstroemia indica nana</i>
Dwarf buford holly	<i>Illex cornuta 'barfordii Nana'</i>
Dwarf Chinese holly	<i>Illex cornuta 'rotunda'</i>
Dwarf yaupon holly	<i>Illex vomitoria 'nana'</i>
Fraser's photinia	<i>Photinia Fraseri</i>
Purple sage	<i>Leucophyllum frutescens</i>

Common Name	Botanical Name
Purple leaf japanese barberry	<i>Berberis thunbergii 'atropurpurea'</i>
Pampus grass	<i>Cortaderia selloana</i>
Nandina	<i>Nandina domestica</i>
Juniper	<i>Juniperus chinensis spp</i>
Fountain grass	<i>Pennisetum spp</i>

4. Ground Cover (Ranges from 18 inches)

Common Name	Botanical Name
Juniper supp.	<i>Juniperus horizontalis</i> or <i>procumbens</i>
Periwinkle	<i>Vinca major</i>
Monkey Grass	<i>Liriope muscaria</i> spp
Asian jasmine	<i>Trachelospermum asiaticum</i>
Confederate Star Jasmine	<i>Trachelospermum jasminoides</i>
Monkey grass	<i>OP hipogon</i>

5. Vines

Common Name	Botanical Name
Coral honeysuckle	<i>Lonicera sempervirens</i>
Carolina yellow jasmine	<i>Gelsemium semper</i>
Lady banksia rose	<i>Rosa baksiae</i>
Cross vine	<i>Bignonia capreolata</i>
Sweet autumn clematis	<i>Clematis paniculata</i>
Virginia creeper	<i>Parthenocissus quinquefolia</i>
Boston ivy	<i>Parthenocissus tricuspidata</i>

6. Perennial and Annual Flowers

Common Name	Botanical Name
Chrysanthemum	<i>Chrysanthemum</i> spp
Canna	<i>Canna generalis</i>
Copper leaf	<i>Acalyophya Wilkesiana</i>
Periwinkle	<i>Catharanthus roseus</i>
Iris	<i>Iris</i> supp.
Lantana	<i>Lantana Camera</i>
Daffodil	<i>Narcissus Jonquil,</i> <i>Tazetta, & King Alfred</i>

Common Name	Botanical Name
Petunia	<i>Petunia hybrida</i>
Marigold	<i>Tagetes</i> spp
Tulip	<i>Tulipa</i> spp
Zinnia	<i>Zinnia</i> spp
Caladium	<i>Caladium hortulanum</i> <i>'candidum' 'pink beauty'</i>
Moss rose or portulaca	<i>Portulaca gandiflora</i>
Wild Flowers	

- g. Landscaping Credit: Landscape credits may be applied to the overall landscape requirement, as indicated in *Section 4.6.3 Required Landscape Mixture*. However, in no instance shall the credits reduce the total amount of landscaping on a lot to less than fifteen (15) percent of the total land area. Credits will only be allowed if they are maintained as a permanent element of the landscape plan. Credits may be obtained as follows:

1. For each two (2) square foot of area that is landscaped in the public street right-of-way, one (1) square foot of landscape credit will be applied to the overall landscaping requirement.
2. For each one (1) square foot of area that is landscaped with flowering seasonal color, two (2) square foot of landscape credit will be applied to the overall landscaping requirement.
3. Over and above the required shrub planting, for each newly planted shrub 18" in height or contained in a five (5) gallon container, which is maintained in a living and growing condition, fifteen (15) square feet of landscape credit will be applied to the overall landscape requirement.

4. Over and above the required tree planting, for each newly planted or existing tree of at least three (3) inches in trunk diameter, measured twelve (12) inches above grade, which is maintained in a living and growing condition, one hundred (100) square feet of landscape credit will be applied to the overall landscape requirement. Planting of two (2) ornamental trees of eight (8) feet in height shall receive the same landscape credit as one (1) three (3) inch caliper tree.
 5. Over and above the required tree planting, for each newly planted or existing tree of at least six (6) inches in trunk diameter, measured twelve (12) inches above grade, which is maintained in a living and growing condition, two hundred fifty (250) square feet of landscape credit will be applied to the overall landscape requirement. Each additional one (1) inch diameter of tree over twelve (12) inches shall receive twenty (20) square feet of landscape credit.
- h. Maintenance of Landscaping: All landscaping maintenance shall be the responsibility of the property owner. The following minimum standards shall be required:
1. All landscaping shall be permanently maintained and shall have an underground irrigation system installed by a licensed irrigator and must meet all applicable requirements of the City.
 2. Irrigation systems may be buried on public street rights-of-way. The City or any franchised utility will not be responsible for damage to any landscaping material or equipment while performing repairs of maintenance to its system. However, landscaped right-of-ways shall be irrigated;
 3. Landscaped areas shall be kept free of trash, litter, weeds and other such material or plants not a part of the landscaping;
 4. All plant materials shall be maintained in a healthy and growing condition as is appropriate for the season of the year;
 5. Plant materials which die shall be replaced with plant material of similar variety and size within a six (6) month period; and
 6. The maintenance requirement contained in this section shall be applicable regardless of the tenant occupancy status of any buildings on the property. (Ord. O-03-1408 / 07/15/03)
- i. Landscaping of Parking Lots: it is the intent of this section to encourage design and construction of parking areas in a manner whereby areas within the parking lot are landscaped as well as areas considered unusable for parking or maneuvering space. The following minimum requirements shall be observed:
1. Parking lots shall contain a minimum of one hundred forty (140) square feet of landscaped island per each eighteen (18) contiguous parking spaces required. This landscape island is to include one (1) three (3) inch caliper tree. In any case, no parking space shall be located further than ninety (90) feet to a tree within a landscaped island.
 2. Landscaped islands shall be irrigated by an underground system as indicated in *Paragraph h - Maintenance of Landscaping*. Irrigation of all landscaped areas adjacent to any parking and/or driving surfaces shall be accomplished such that a minimum amount of water is applied to parking and/or driving surfaces.
 3. All shrubbery, flowering plants, and trees planted in parking lot islands or adjacent to parking lots shall be set back three (3) feet from any curb and that provides for "head-in" automobile parking (Exhibit "4-B").

Kira Sedivy

From: Brittany Andrews
Sent: Wednesday, January 25, 2023 10:01 AM
To: Kira Sedivy
Subject: council presentation

Kira,

Council would like for the Parks Board Chair, or other member to come and present at the March 14th City Council meeting. This can be short and sweet, just to update them on current projects, plans and future discussions. One key thing you might want to include would be the current boards park priorities. Mayor was pretty adamant that she wanted them to start recommending improvements and areas for improvements ie: Reatta Park: Shade covers, Community Park: shade over bleachers, City Hall Park: new playground equipment, sidewalk repairs, additional parking around park, etc.

The board will need to come up with some smaller improvements and maybe a large or two that can be worked towards with some of this budget and next. This does not have to be in a power point, but visuals are always helpful, and knowing the costs of the improvements ahead of time would be helpful in council discussions. Let me know if you have any questions.

Thank you,

Brittany Andrews, City Secretary TRMC
City of Justin
415 N. College Ave.
Justin, TX 76247

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Kira Sedivy

From: Elizabeth Woodall
Sent: Thursday, January 19, 2023 12:51 PM
To: robinamerine@gmail.com
Cc: Kira Sedivy; John Mounce; Josh Little
Subject: Parks improvements

Robin

With your board will you please come up with a list of potential projects for each of the city parks? Council set aside money last budget and I'd like to get projects planned and initiated before it gets too hot. I've already reached out to Josh Little to get an idea from his perspective what could be done but would also like to hear from your board. We may either need to pick multiple smaller projects or 1-2 larger projects depending on the scope but I'd like each of the parks to at least have potential projects listed.

Please reach out to me if you have questions.

Thank you,

Liz Woodall
Mayor, City of Justin
LWoodall@cityofjustin.com