



AGENDA
MARCH 3, 2026
LAVON CITY COUNCIL
CITY HALL, 120 SCHOOL ROAD, LAVON, TEXAS
REGULAR MEETING
6:30 PM

- 1. PRESIDING OFFICER TO CALL THE MEETING TO ORDER AND ANNOUNCE THAT A QUORUM IS PRESENT**
- 2. PLEDGE OF ALLEGIANCE AND INVOCATION**
- 3. ITEMS OF INTEREST/COMMUNICATIONS**
Members may identify community events, functions, and other activities.
- 4. CITIZENS COMMENTS**
Citizens may provide comments (3-minute time limit/person). The response regarding items that are not on the agenda may be to request items be placed on a future agenda or referred to city staff.
- 5. CONSENT AGENDA**
Consent agenda items are considered routine or non-controversial and will be voted on in one motion unless a separate discussion is requested by a member.
 - A.** Approve the minutes of the February 17, 2026 meeting.
 - B.** Approve the acceptance of the public infrastructure of the Elevon Section 2, Phase 2-F Addition.
- 6. ITEMS FOR CONSIDERATION**
 - A.** Staff report regarding noise mitigation efforts related to the city’s sanitary sewer system.
 - B.** Receive an update regarding the Comprehensive Plan feedback and vision, and provide direction for next steps.
 - C. PUBLIC HEARING TO BE CONTINUED TO APRIL 7, 2026** Open and continue to April 7, 2026 at 6:30 p.m. a public hearing regarding an application to amend Article 9.03 Zoning Ordinance to change the zoning from Planned Development District (PD), in the Grand Heritage PD established by Ordinance No. **2004-09-05**, as amended, to a new PD for mixed uses for commercial and multifamily development on approximately 110.12 acres of land out of the W.A.S. Bohannon Survey, Abstract No.121 and the Drury Anglin Survey Abstract No. 2, situated southeast of the intersection of SH 205 and SH 78, bound by SH 205, SH 78, Geren Drive, and Traditions Drive for which an associated amendment of the Comprehensive Plan may also be considered, City of Lavon, Collin County, Texas (CCAD Property IDs: 2614352, 2624070, 2614673, and 2110476).
 - D.** Public hearing, discussion and action regarding an amendment to Article 9.03 Zoning Ordinance Division 2 “Districts and Zoning District Map” Section 9.03.032 “Permitted use table” and Division 8 “Off-Street Parking and Loading Regulations” Section 9.03.173 “Off-street parking requirements” generally to amend minimum parking requirements and add the parking requirements to the Permitted Use Table; an amendment to Division 2 “Districts and Zoning District Map” Section 9.03.034 “Amendments to the official zoning ordinance and zoning district map” generally to amend subject property notification sign requirements; and an amendment to Division 3 “Definitions” Section 9.03.061 “General” generally to add and amend use definitions.
 - 1) Presentation of proposed amendment.
 - 2) **PUBLIC HEARING** to receive comments regarding the proposed amendment.
 - 3) Discussion and action regarding the proposed amendment and accompanying Ordinance.
 - E.** Discussion and action regarding the revised site plan and landscape plan of the Retail & Restaurant project at 635 S. SH 78 on Lot 4, Block A of the 78 East Commercial Addition in the Grand Heritage

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Planned Development District northwest of the intersection of SH 78 and Burnett Drive, City of Lavon, Collin County, Texas (CCAD Property ID 2614649).

- F. Discussion and action regarding Ordinance No. **2026-03-02** amending Ordinance No. **2025-08-06**, that approved and adopted a budget for the City for the fiscal year October 1, 2025 through September 30, 2026 to amend adopted revenues and expenditures; affirming that the budget amendment will have no direct impact on property taxes; and declaring an effective date.
- G. Presentation and discussion of Organizational Structure Assessment: Summary.

7. EXECUTIVE SESSION

In accordance with Texas Government Code, Chapter 551, Subchapter D, the City Council may recess into Executive Session (closed meeting) pursuant to Section 551.071 (2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act regarding the 1) Elevon Public Improvement District, 2) Reinvestment Zone #2, and 3) Elevon Amended and Restated Development Agreement; Section 551.087 (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from business prospect(s) that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offers of a financial or other incentive to business prospects described by Subdivision (1) regarding the projects Chalkboard 27, Ignite, and Pathways in proximity to SH 78.

8. RECONVENE FROM EXECUTIVE SESSION

Consider and take any action necessary as a result of each item listed in executive session.

9. SET FUTURE MEETINGS AND AGENDA

Requests may be made for items to be placed on a future agenda or for a special meeting.

March 17, 2026 – Regular Meeting

10. PRESIDING OFFICER TO ADJOURN THE MEETING

This is to certify that this Agenda was duly posted on the City’s website at www.cityoflavon.com and at City Hall on or before 6:00 PM on February 25, 2026.

/ Rae Norton /

Rae Norton, City Secretary

Budget Summary on page 3 of 3

1. Notice is hereby given that members of the City Council, Economic Development Corporation Board, Planning and Zoning Commission, and Parks and Recreation Board may attend the meeting.
2. The body reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the City); §551.072 (discussing purchase, exchange, lease or value of real property); §551.074 (discussing personnel or to hear complaints against personnel); and §551.087 (discussing economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

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FY2026 BUDGET NOTICE FOR THE CITY OF LAVON

The following is a summary of the adopted budget.

SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ALL OPERATING AND CAPITAL FUNDS

FISCAL YEAR 2025-2026 BUDGET

	GENERAL FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS	UTILITY FUND	TOTAL ALL FUNDS
ESTIMATED BEGINNING BALANCES	8,379,533	519,475	4,138,018	5,950,000	9,366,585	28,353,611
REVENUES:						
Ad Valorem Taxes	3,690,820	2,217,505	230,000	-	-	6,138,325
Sales Taxes	1,660,000	-	1,685,000	-	-	3,345,000
Franchise Fees	300,000	-	-	-	-	300,000
Intergovernmental	-	-	-	-	-	-
Grants	227,990	-	-	-	-	227,990
Licenses & Permits	3,042,900	-	-	-	-	3,042,900
Fines & Forfeitures	133,500	-	10,500	-	-	144,000
Services	205,000	-	-	-	7,105,000	7,310,000
Investment Income	100,000	8,000	1,500	-	-	109,500
Miscellaneous	1,000	-	-	-	-	1,000
TOTAL REVENUES	9,361,210	2,225,505	1,927,000	-	7,105,000	20,618,715
Transfers from Other Funds	1,432,600	-	-	-	-	1,432,600
Issuance of Long Term Debt	-	-	-	-	-	-
TOTAL AVAILABLE RESOURCES	19,173,343	2,744,980	6,065,018	5,950,000	16,471,585	50,404,926
EXPENDITURES:						
General Government	2,378,821	168,350	-	-	-	2,547,171
Police	3,758,209	-	-	-	-	3,758,209
Fire	2,981,505	-	150,000	-	-	3,131,505
Municipal Court	99,830	-	8,400	-	-	108,230
Parks & Recreation	15,000	-	-	-	-	15,000
Development Services	1,670,091	-	25,000	-	-	1,695,091
Public Works	1,052,182	-	500,000	-	-	1,552,182
Utilities	-	-	-	-	2,971,700	2,971,700
Debt Service	-	2,049,200	-	-	-	2,049,200
Economic Development	-	-	2,296,464	-	-	2,296,464
Capital Projects	-	-	1,350,150	15,891,000	4,400,000	21,641,150
TOTAL EXPENDITURES	11,955,638	2,217,550	4,330,014	15,891,000	7,371,700	41,765,902
Transfers to Other Funds	-	-	-	-	1,432,600	1,432,600
ENDING FUND BALANCE	7,217,705	527,430	1,735,004	(9,941,000)	7,667,285	7,206,424
						TOTAL REVENUES/TRANSFERS IN 22,051,315
						NET DECREASE (INCREASE) IN FUND BALANCE 21,147,187
						TOTAL APPROPRIABLE FUNDS 43,198,502

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**MINUTES
FEBRUARY 17, 2026
LAVON CITY COUNCIL
CITY HALL, 120 SCHOOL ROAD, LAVON, TEXAS
REGULAR MEETING**

ATTENDING: VICKI SANSON, MAYOR
MIKE SHEPARD, PLACE 1, MAYOR PRO TEM
MIKE COOK, PLACE 2
TRAVIS JACOB, PLACE 3
RACHEL DUMAS, PLACE 4
LINDSEY HEDGE, PLACE 5

1. MAYOR SANSON CALLED THE MEETING TO ORDER AT 6:30 P.M. AND ANNOUNCED A QUORUM PRESENT.

2. MAYOR SANSON LED THE RECITATION OF THE PLEDGE OF ALLEGIANCE AND DELIVERED THE INVOCATION.

3. ITEMS OF INTEREST/COMMUNICATIONS

- March 3, 2026 - Primary Election and Early Voting February 17-February 27, 2026
- March 28, 2026 Breakfast with the Bunny

4. CITIZENS COMMENTS

Andrew Fox, Gavin Smits, Brian Huddleston, Laci Korsberg, Daniel Testa, Erick Haskell, Loyd Johns, Karen Jacob and Michelle Tannehill expressed concerns regarding noise at the Elevon-North Wastewater Treatment Plant. City Engineer Mark Hill, Freeman Millican, Inc. provided an update regarding the sound mitigation efforts at the plant and planned actions.

5. PROCLAMATION

Mayor Sanson and the City Council presented a Proclamation bringing awareness to American Health Month.

6. CONSENT AGENDA

- A. Approve the minutes of the February 3, 2026 meeting.**
- B. Approve Resolution No. 2026-02-05 authorizing continued participation with the Steering Committee of Cities served by Oncor; and authorizing the payment of eleven cents per capita to the Steering Committee to fund regulatory and legal proceedings and activities related to Oncor Electric Delivery Company, LLC.**
- C. Approve Resolution No. 2026-02-06 approving and authorizing execution of minor contract amendments with Traylor & Associates relating to Administration/Professional Services for the Hazard Mitigation Grant Program, Project No(s). DR 4485-0014 / DR 4485-0101 / DR 4485-0102 for generators.**
- D. Approve the final plat of the Lavon Landing Addition consisting of 5 commercial lots on 5.508 acres at 358 N. SH 78, S. M. Rainer Survey, Abstract No.740, City of Lavon, Collin County, Texas (CCAD Property ID 2542827), subject to the final review and approval of the city engineer and planner.**
- E. Approve the preliminary plat of the Elevon Northeast Commercial Addition consisting of 6 lots on 11.764 acres out of the Samuel M. Rainer Survey, Abstract No. 740, located northeast of the intersection of Elevon Parkway and SH 78, City of Lavon, Collin County, Texas (CCAD**

Property ID's 2868716, 1290542, and 1290533), subject to the final review and approval of the city engineer and planner.

- F. Approve the final plat of the Elevon Northeast Commercial Addition consisting of 6 lots on 11.764 acres out of the Samuel M. Rainer Survey, Abstract No. 740, located northeast of the intersection of Elevon Parkway and SH 78, in the City of Lavon, Collin County, Texas (CCAD Property ID's 2868716, 1290542, and 1290533), subject to the final a review and approval of the city engineer and planner.
- G. Approve the acceptance of Bently Farms Phase 2 Paving and Storm Drain (CIP-43) construction project improvements.
- H. Receive Quarterly Investment Report.
- I. Approve Resolution No. 2026-02-07 approving and adopting the March 2026 Collin County Emergency Operations Plan.

City Manager Kim Dobbs requested that Item G be removed from the consent agenda because the contractor had not provided the required documents when committed.

MOTION: APPROVE THE CONSENT AGENDA REMOVING ITEM "G" FROM THE MOTION.

MOTION MADE: COOK
SECONDED: SHEPARD
APPROVED: UNANIMOUS

7. ITEMS FOR CONSIDERATION

- A. Public hearing, discussion and action regarding an application to change the zoning from temporary Agriculture (A) to Elevon Planned Development District as provided by Ordinance No. 2022-02-08 in Elevon, Section 3 consisting of residential, commercial/mixed use, and parks/open space areas, on approximately 360 acres of land, generally on the north side of County Road 541 and east of Elevon, Section 2 and the Lavon Ranchettes Addition, described as part of the 472.8955 acre tract in the Samuel M. Rainer Survey, Abstract No. 740, City of Lavon, Collin County, Texas (CCAD Property IDs 2961759, 1290034, 1290132, 1290169 and Elevon, Section 3, Phase 3B-1 and Phase 3B-2).

Presentation of proposed application

Ms. Dobbs provided information regarding the application to change the zoning from temporary Agriculture to Elevon Planned Development District. John Marlin, MA Partners, was available for questions.

PUBLIC HEARING continued from February 3, 2026 to receive comments regarding the proposed application.

Mayor Sanson reopened the public hearing at 7:13 p.m. and invited questions and comments in favor of or opposition to the proposed ordinance. There being no comments, Mayor Sanson closed the public hearing at 7:13 p.m.

Discussion and action regarding the proposed application and accompanying Ordinance.

Ms. Dobbs reported that the item comes forward with a unanimous recommendation for approval from the Planning & Zoning Commission.

MOTION: APPROVE AN APPLICATION TO CHANGE THE ZONING FROM TEMPORARY AGRICULTURE (A) TO ELEVON PLANNED DEVELOPMENT DISTRICT AS PROVIDED BY ORDINANCE NO. 2022-02-08 IN ELEVON, SECTION 3 CONSISTING OF RESIDENTIAL, COMMERCIAL/MIXED USE, AND PARKS/OPEN SPACE AREAS, ON APPROXIMATELY 360 ACRES OF LAND, GENERALLY ON THE NORTH SIDE OF COUNTY ROAD 541 AND EAST OF ELEVON, SECTION 2 AND THE LAVON RANCHETTES ADDITION, DESCRIBED

AS PART OF THE 472.8955 ACRE TRACT IN THE SAMUEL M. RAINER SURVEY, ABSTRACT NO. 740, CITY OF LAVON, COLLIN COUNTY, TEXAS SUBJECT TO CITY ENGINEER AND PLANNER APPROVAL.

MOTION MADE: SHEPARD
SECONDED: DUMAS
APPROVED: UNANIMOUS

- B. Public hearing, discussion and action regarding an application to change the zoning from Planned Development as established by Ordinance No. 2004-09-05, as amended, that established the PD District regulations for the Commercial Planning Area in the Grand Heritage development project to Retail (R) for the property on 1.067 acres of land southeast of the intersection of SH 78 and Atlantis Blvd. adjacent to and in the vicinity of 9930 S. SH 78, out of the WAS Bohannan Survey, Abstract 121, Sheet 3, Tract 101, City of Lavon, Collin County, Texas (CCAD Property ID 2826863).**

Presentation of proposed application

Ms. Dobbs provided information regarding the application. The applicant's representative was available for questions.

PUBLIC HEARING continued from February 3, 2026 to receive comments regarding the proposed application.

Mayor Sanson reopened the public hearing at 7:16 p.m. and invited questions and comments in favor of or opposition to the proposed ordinance. Chris Cyr, expressed concerns regarding the effectiveness of the existing screen fencing between residential property and the possible retail development. There being no further comments, Mayor Sanson closed the public hearing at 7:16 p.m.

Discussion and action regarding the proposed application and accompanying Ordinance.

Ms. Dobbs reported that the item comes forward with a unanimous recommendation for approval from the Planning & Zoning Commission.

MOTION: APPROVE AN APPLICATION TO CHANGE THE ZONING FROM PLANNED DEVELOPMENT AS ESTABLISHED BY ORDINANCE NO. 2004-09-05, AS AMENDED, THAT ESTABLISHED THE PD DISTRICT REGULATIONS FOR THE COMMERCIAL PLANNING AREA IN THE GRAND HERITAGE DEVELOPMENT PROJECT TO RETAIL (R) FOR THE PROPERTY ON 1.067 ACRES OF LAND SOUTHEAST OF THE INTERSECTION OF SH 78 AND ATLANTIS BLVD. ADJACENT TO AND IN THE VICINITY OF 9930 S. SH 78, OUT OF THE WAS BOHANNAN SURVEY, ABSTRACT 121, SHEET 3, TRACT 101, CITY OF LAVON, COLLIN COUNTY, TEXAS.

MOTION MADE: SHEPARD
SECONDED: COOK
APPROVED: UNANIMOUS

- C. Public hearing, discussion and action regarding an application for a conditional use permit as specified in Article 9.03 Zoning, of the Code of Ordinances, Section 9.03.131 Retail District (R) (c)(4) for drive-through sales activity for a coffee shop at 963 S. SH 78, on a proposed 0.60 acres portion of Lot 2, Block 1 of the Lavon 7-Eleven Addition, situated northeast of the intersection of SH 78 and SH 205, City of Lavon, Collin County, Texas (CCAD Property ID 2796752).**

Presentation of proposed application

Ms. Dobbs provided information regarding the application to change the zoning from temporary Agriculture to Elevon Planned Development District. The applicant was not present for the item.

PUBLIC HEARING continued from February 3, 2026 to receive comments regarding the proposed application.

Mayor Sanson reopened the public hearing at 7:23 p.m. and invited questions and comments in favor of or opposition to the proposed ordinance. There being no comments, Mayor Sanson closed the public hearing at 7:24 p.m.

Discussion and action regarding the proposed application and accompanying Ordinance.

Ms. Dobbs reported that the item comes forward with a unanimous recommendation for approval from the Planning & Zoning Commission.

MOTION: APPROVE AN APPLICATION FOR A CONDITIONAL USE PERMIT AS SPECIFIED IN ARTICLE 9.03 ZONING, OF THE CODE OF ORDINANCES, SECTION 9.03.131 RETAIL DISTRICT (R) (C)(4) FOR DRIVE-THROUGH SALES ACTIVITY FOR A COFFEE SHOP AT 963 S. SH 78, ON A PROPOSED 0.60 ACRES PORTION OF LOT 2, BLOCK 1 OF THE LAVON 7-ELEVEN ADDITION, SITUATED NORTHEAST OF THE INTERSECTION OF SH 78 AND SH 205, CITY OF LAVON, COLLIN COUNTY, TEXAS WITH CONDITIONS AS FOLLOWS: BUILDING ELEVATIONS SHALL GENERALLY COMPLY WITH PROVIDED EXHIBITS IN TERMS OF BUILDING MATERIALS, LIGHTING AND EXTERIOR WALL COLORS, THE LUMENS OF THE ACCENT LIGHTS ON THE FAÇADE WILL NOT EXSCEED A LIMIT TO BE ESTABLISHED BY CITY PLANNER, OUTDOOR AMPLIFIED SOUND, INCLUDING DRIVE-THRU ORDERING SPEAKERS SHALL NOT EXCEED 55 DECIBELS, ALL EXTERIOR SPEAKER SYSTEMS SHALL BE DIRECTIONAL AND AIMED AWAY FROM ADJACENT RESIDENTIAL USES, EQUIPPED WITH AN AUTOMATIC VOLUME-LIMITING DEVICE, NOT AUDIBLE BEYOND THE PROPERTY LINE DURING OVERNIGHT HOURS.

MOTION MADE: DUMAS
SECONDED: JACOB
APPROVED: UNANIMOUS

D. Discussion and action regarding the site plan and landscape plan of the Lavon Retail Project at 616 Cedar Street on Lot 4, Block F of the Replat of Lake Breeze Estates Block A, Lot 32C Addition on 1.22 acres out of the Samuel M. Rainer Survey, Abstract No. 740, northwest of the intersection of S.H. 78 and Cedar Street, City of Lavon, Collin County, Texas (CCAD Property ID 2918093).

Ms. Dobbs presented information regarding the site and landscape plans and a representative from Claymoore Engineering was available for questions.

MOTION: APPROVE THE SITE PLAN AND LANDSCAPE PLAN OF THE LAVON RETAIL PROJECT AT 616 CEDAR STREET ON LOT 4, BLOCK F OF THE REPLAT OF LAKE BREEZE ESTATES BLOCK A, LOT 32C ADDITION ON 1.22 ACRES OUT OF THE SAMUEL M. RAINER SURVEY, ABSTRACT NO. 740, NORTHWEST OF THE INTERSECTION OF S.H. 78 AND CEDAR STREET, CITY OF LAVON, COLLIN COUNTY, TEXAS.

MOTION MADE: COOK
SECONDED: DUMAS
APPROVED: UNANIMOUS

E. Discussion and action regarding the site plan and landscape plan for a commercial project at 783 S. SH 78 on Lot 4R2, Block A of the SB Lavon Addition Replat, a 2.08 acre lot northwest of the intersection of S. SH 78 and Grand Heritage Blvd., City of Lavon, Collin County, Texas (CCAD Property ID 2938319).

Ms. Dobbs provided information regarding the site and landscape plans for the project.

MOTION: APPROVE THE SITE PLAN AND LANDSCAPE PLAN FOR A COMMERCIAL PROJECT AT 783 S. SH 78 ON LOT 4R2, BLOCK A OF THE SB LAVON ADDITION REPLAT, A 2.08 ACRE LOT NORTHWEST OF THE INTERSECTION OF S. SH 78 AND GRAND HERITAGE BLVD., CITY OF LAVON, COLLIN COUNTY, TEXAS.

MOTION MADE: DUMAS
SECONDED: HEDGE

APPROVED: UNANIMOUS

- F. Discussion regarding Ordinance No. 2026-02-04 to amend the fee schedule adopted by Ordinance No. 2025-08-09, as amended, for the Fiscal Year October 1, 2025 through September 30, 2026 to address cash transactions that end in increments of less than five cents.

Ms. Dobbs provided information regarding the amendment.

MOTION: APPROVE ORDINANCE NO. 2026-02-04 TO AMEND THE FEE SCHEDULE ADOPTED BY ORDINANCE NO. 2025-08-09, AS AMENDED, FOR THE FISCAL YEAR OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2026 TO ADDRESS CASH TRANSACTIONS THAT END IN INCREMENTS OF LESS THAN FIVE CENTS.

MOTION MADE: SHEPARD
SECONDED: DUMAS
APPROVED: UNANIMOUS

- G. Discussion and action regarding Resolution No. 2026-02-08 awarding the construction project bid for the City of Lavon Bently Farms Paving and Drainage Improvements, Phase 3 (CIP-44) and approving and authorizing the negotiation and execution of a construction contract with Pridemore Construction LLC in an amount not to exceed \$740,587.53 with 120 days to construct.

Ms. Dobbs provided information regarding the bid process.

MOTION: APPROVE RESOLUTION NO. 2026-02-08 AWARDING THE CONSTRUCTION PROJECT BID FOR THE CITY OF LAVON BENTLY FARMS PAVING AND DRAINAGE IMPROVEMENTS, PHASE 3 (CIP-44) AND APPROVING AND AUTHORIZING THE NEGOTIATION AND EXECUTION OF A CONSTRUCTION CONTRACT WITH PRIDEMORE CONSTRUCTION LLC IN AN AMOUNT NOT TO EXCEED \$740,587.53 WITH 120 DAYS TO CONSTRUCT.

MOTION MADE: HEDGE
SECONDED: JACOB
APPROVED: UNANIMOUS

- H. Discussion and action regarding Resolution No. 2026-02-09 awarding the construction project bid for the City of Lavon – Lavon Trail Parkway Paving and Drainage Improvements, (CIP-40) and approving and authorizing the negotiation and execution of a construction contract with Vlex Construction LLC in an amount not to exceed \$1,204,664 with up to 180 days to construct.

Ms. Dobbs provided information regarding the bid process.

MOTION: APPROVE RESOLUTION NO. 2026-02-09 AWARDING THE CONSTRUCTION PROJECT BID FOR THE CITY OF LAVON – LAVON TRAIL PARKWAY PAVING AND DRAINAGE IMPROVEMENTS, (CIP-40) AND APPROVING AND AUTHORIZING THE NEGOTIATION AND EXECUTION OF A CONSTRUCTION CONTRACT WITH VLEX CONSTRUCTION LLC IN AN AMOUNT NOT TO EXCEED \$1,204,664 WITH UP TO 180 DAYS TO CONSTRUCT.

MOTION MADE: COOK
SECONDED: HEDGE
APPROVED: UNANIMOUS

- I. Discussion and action regarding proposed expenditures relating to Municipal Court security, enhanced budget software, City Hall workspace improvements, Hazard Mitigation Grant Program matching funds for generators, and sewer facility and equipment repair/replacement.

Controller Patty Parks provided details regarding a request for funding for proposed expenditures. The City Council directed Ms. Dobbs and Ms. Parks to prepare a budget amendment for the items discussed and for housekeeping items.

8.

9. DEPARTMENT REPORTS

- A. Police Services** – Police Captain Roger Myers referenced provided information regarding reports, programs, and current activities and offered to obtain answers if there were questions.
- B. Fire Services** – Fire Chief Danny Anthony provided information regarding reports, programs and current activities including announcing the newly appointed ESD Board Members.
- C. Public Works** – Director of Public Works David Carter provided general information regarding the public works operations.
- D. Administration** – Ms. Dobbs referenced reports in the meeting packet including building permits; CWD service; Collin County tax collection; sales tax; finance report; administration, and staff report.

10. EXECUTIVE SESSION

At 8:10 p.m. in accordance with Texas Government Code, Chapter 551, Subchapter D, the City Council recessed into Executive Session (closed meeting) to discuss the following pursuant to Section 551.087 (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1) regarding the extension of public infrastructure.

11. RECONVENE FROM EXECUTIVE SESSION

In accordance with the Texas Government Code, Section 551.001, et seq., Mayor Sanson reconvened the regular meeting at 8:57 p.m., stating no action was taken in the executive session

12. SET FUTURE MEETINGS AND AGENDA

March 3, 2026 – Regular Meeting

11. MAYOR SANSON ADJOURNED THE CITY COUNCIL MEETING AT 9:00 P.M.

DULY PASSED and APPROVED by the City Council of Lavon, Texas, on this 3rd day of March 2026.

Vicki Sanson, Mayor

ATTEST:

Rae Norton, City Secretary



CITY OF LAVON

Agenda Brief

MEETING: March 3, 2026

ITEM: 5 – B

Item:

CONSENT AGENDA

Approve acceptance of the public infrastructure for the Elevon, Section 2, Phase 2-F addition.

Background:

The developer of the Elevon Section 2, Phase 2-& Addition has completed construction of the public infrastructure improvements. The Code of Ordinances provides that prior to recording a final plat the City Council will accept the dedication of the public infrastructure.

Code Excerpt

City of Lavon Code of Ordinances

Article 9.02 Subdivision Ordinance

Section 9.02.006 Record Drawings (as-built plans)

Prior to the acceptance of the subdivision and within thirty (30) days of the completion of the subdivision, the engineer for the developer shall submit to the City a complete set of reproducible construction drawings twenty-four by thirty-six inches (24" x 36") of the paving, drainage, water and sanitary sewer improvements with all changes made in the plans during construction and containing on each sheet and [an] "As Built" stamp bearing the signature of the engineer and the date.

Within ten (10) days of the receipt of the "record drawings," the City Engineer shall make a recommendation for acceptance or non-acceptance of the subdivision to the City Council and a determination of review cost and the receipt of the required maintenance bond.

No final acceptance of the subdivision will be made by the City Council until these requirements have been made to the satisfaction of the City.

The City Engineer has inspected and recommended acceptance of the subdivision infrastructure.

Staff Notes:

Acceptance of the dedication of infrastructure is recommended per the City Engineer's letter.

- Attachments:**
- 1) City Engineer Letter
 - 2) Final Plat

February 27, 2026

Ms. Kim Dobbs
City of Lavon
120 School Road
Lavon, TX 75166

Re: Elevon Section 2, Phase 2F
Final Acceptance

Dear Ms. Dobbs:

On Friday, February 20, 2026, a final walkthrough of the Development was conducted with representatives of the Developer, Contractor, City Inspector and City Engineer. A "punch list" was created to identify items that required completion prior to final acceptance.

All major punch list items have been satisfactorily addressed. Additional erosion control measures are currently underway.

All Maintenance bonds have been provided.

A copy of Nevada SUD acceptance has been provided.

A copy of Bear Creek SUD acceptance has been provided.

Record Drawings have been provided.

A copy of correspondence from Oncor relating to streetlights is attached.

We recommend acceptance of Elevon Section 2, Phase 2F.

The 2-year Maintenance Warranty period will commence upon acceptance of the Development.

If there are any questions, please contact me at 214-503-0555 x115 or by email at mdhill@fmi-dallas.com.

Sincerely,
FREEMAN-MILLICAN, INC.



Mark D. Hill, P.E.
Consulting City Engineer

Attachments

Cc: David Carter, Matt Policano

F:\17024 - LAV General Servies\9 - Review\Elevon\Section 2\Phase 2F\Elevon Ph 2, Sec 2F - Final Acceptance.docx



February 20, 2026

KCK Utility Construction, INC
2104 FM 1827
McKinney, TX 75071
(972) 547-9152

RE: "Acceptance Letter"

KCK Utility Construction INC,

This letter is to certify that:

Nevada Special Utility District has inspected and approved the "Improvement to Public Water" project hereby known as Elevon Section 2 Phase 2F. Therefore, Nevada Special Utility District accepts and takes ownership of the said waterline.

The above-mentioned waterline improvement project is located on the north side of County Road 541 east of FM 540 in Lavon Texas located in Collin County. The said waterlines are located within the certificated service area (CCN # 12175) of Nevada Special Utility District.

As per Nevada Special Utility District guidelines, this "acceptance" letter is specific in nature to the stated section of Elevon Section 2 Phase 2F listed above. This letter can be forwarded to the appropriate officials as it may be necessary for the city/ developer/ contractor to complete their agreements/ requirements.

If there are any questions or concerns, please let me know.

Sincerely,

Johnny Rudisill
Johnny Rudisill
General Manager

Bear Creek Special Utility District

Telephone 1-972-843-2101 • P.O. Box 188
Lavon, Texas 75166

February 27, 2026

Ryan Burton
MA Partners, LLC
2121 Midway Road
Suite 240
Carrollton, TX 75006

Re: Elevon – Section 2 Phase 2F.

Dear Mr. Burton:

On February 18, 2026, representatives from Bear Creek Special Utility District met onsite with all parties to perform a walk-through of the above project.

The only outstanding item is a copy of the filed plat. All other requirements of Bear Creek Special Utility District have been met.

This letter serves as our recommendation of acceptance of the improvements for the Elevon Section 2 Phase 2F.

Respectfully,



Richard Nelson
Bear Creek SUD
(972)843-2101
rnelson@bearcreeksud.com

Mark Hill

From: Ryan Burton <rburton@madev.com>
Sent: Tuesday, February 24, 2026 2:37 PM
To: Daniel Dewey; Mayra Godinez; David Howell
Subject: Fw: Elevon Phase 2F

Update from Oncor below.

Thanks

Ryan

From: Rooney, Charles <Charles.Rooney@oncor.com>
Sent: Thursday, February 19, 2026 2:28 PM
To: Ryan Burton <rburton@madev.com>; Cody Whitton <cwhitton@missionsiteservices.com>
Cc: David Howell <dhowell@madev.com>
Subject: RE: Elevon Phase 2F

Ryan,

Note from construction services:

UG - equipment delivered on 2/16/2026 but not set, Transformers have been delivered but not put on the pad, letting Mission charge unit TS5040I to get these transformers on the pads. about 2 weeks of work--- every thing has been order and Oncor is working on it

From: Cody Whitton <cwhitton@missionsiteservices.com>
Sent: Wednesday, February 11, 2026 4:56 PM
To: Rooney, Charles <charles.rooney@oncor.com>
Cc: Ryan Burton <rburton@madev.com>
Subject: Elevon Phase 2F

Hi Charles,

The developer is requesting written confirmation that the street light poles are currently on back order so the City can proceed with their final walk-through inspection. I've cc'd the developer on this email for visibility.

Would Oncor be able to provide something in writing confirming the back-order status for the walk-through?

Please let me know if you need any additional information.

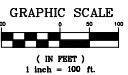
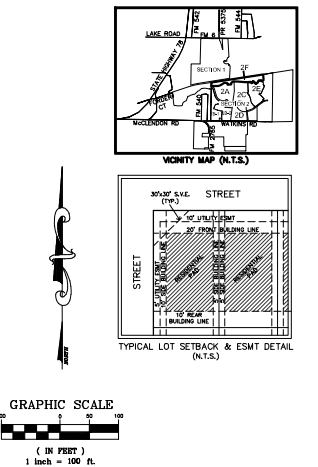
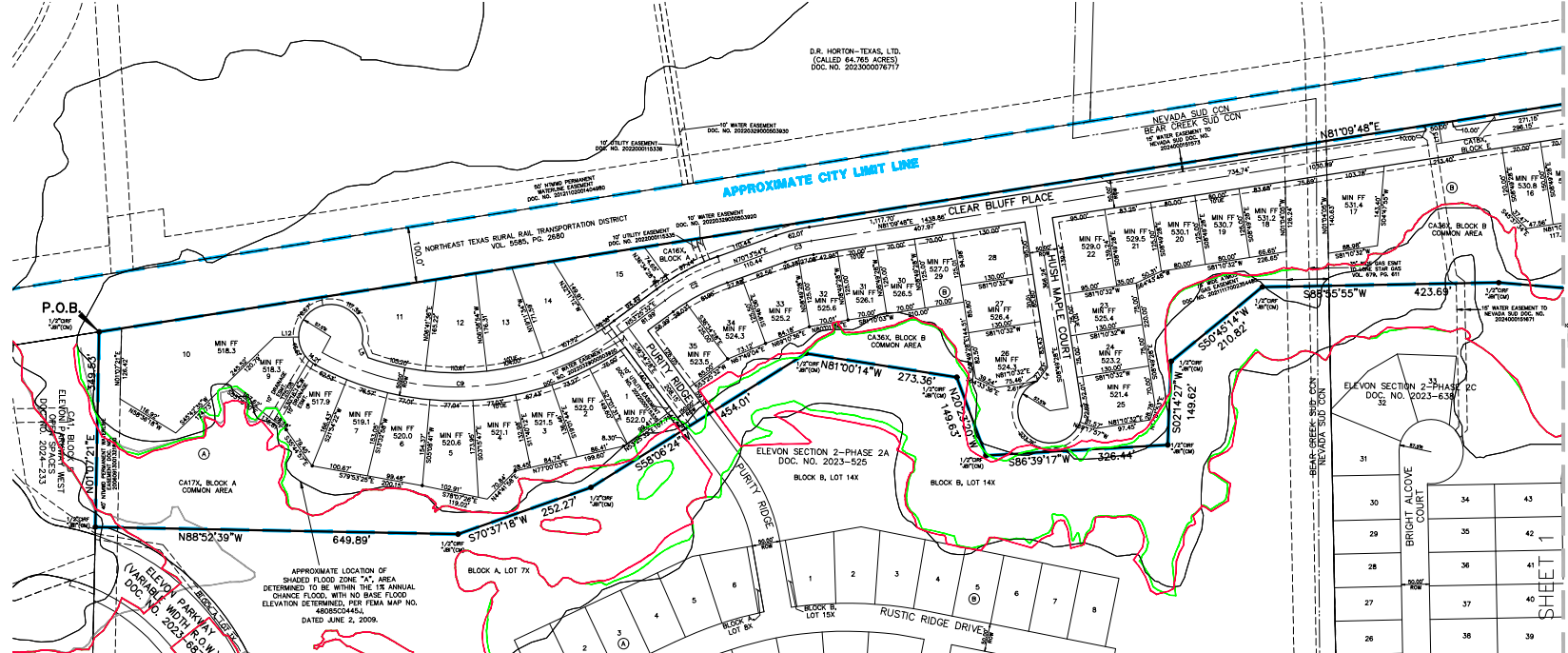
Thank you

Cody Whitton

Mission Site Services

469-815-9310

Confidentiality Notice: This email message, including any attachments, contains or may contain confidential information intended only for the addressee. If you are not an intended recipient of this message, be advised that any reading, dissemination, forwarding, printing, copying or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately by reply message and delete this email message and any attachments from your system.



- LEGEND**
- P.O.B. POINT OF BEGINNING
 - IRF IRON PIPE FOUND
 - IRF CAPPED IRON ROD FOUND
 - CIRS CAPPED IRON ROD SET
 - CM CONTROL MONUMENT
 - ROW RIGHT-OF-WAY
 - AC ACRES
 - UCL UNDERGROUND LINE
 - FOC FIBER OPTIC CABLE
 - PED PEDESTAL
 - TELE TELECOMMUNICATIONS
 - MHW MANHOLE WATERS
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 - WM WATER METER
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 - STREET NAME CHANGE
 - 100 YR PRE-FULLY DEVELOPED FLOODPLAIN AS SHOWN IN THE LOWER REQUEST SUBMITTED TO FEMA BY HYDROLINK ENGINEERING ON JULY 30, 2024.
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LINE TABLE

NO.	BEARING	LENGTH
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L2	S63°02'13"E	12.00'
L3	S15°53'22"E	13.34'
L4	S36°52'46"W	30.54'
L5	N23°20'30"W	27.75'
L11	N81°00'32"E	52.89'
L12	N82°07'41"E	44.29'
L13	N85°00'12"W	35.00'

CURVE TABLE

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C1	102.76'	098°57'27"	59.50'	69.61'	S27°23'01"W	90.46'
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C3	57.24'	01°05'53"	300.00'	28.71'	S75°41'51"W	57.15'
C4	122.97'	02°07'50"	350.00'	62.13'	N88°46'16"W	122.34'
C5	122.90'	02°07'08"	350.00'	62.09'	S88°46'54"E	122.27'
C6	79.22'	00°04'41"	500.00'	39.69'	S86°42'52"W	79.14'
C7	346.79'	05°46'12"	350.00'	189.13'	S37°12'34"E	332.78'
C8	28.49'	002°06'42"	800.00'	14.74'	N64°32'19"W	28.48'
C9	569.80'	06°51'19"	500.00'	320.41'	N86°04'14"E	539.54'

LOT AREA TABLE		LOT AREA TABLE		LOT AREA TABLE		LOT AREA TABLE		LOT AREA TABLE	
BLOCK-LOT	SQUARE FEET ACRES	BLOCK-LOT	SQUARE FEET ACRES	BLOCK-LOT	SQUARE FEET ACRES	BLOCK-LOT	SQUARE FEET ACRES	BLOCK-LOT	SQUARE FEET ACRES
A-1	12,503 0.287	B-4	11,149 0.256	B-24	9,750 0.224	C-8X	243,934 5.600	E-8	9,078 0.208
A-2	11,947 0.274	B-5	16,135 0.370	B-25	12,276 0.282	D-1	9,831 0.226	E-9	9,077 0.208
A-3	10,173 0.234	B-6	15,575 0.358	B-26	13,022 0.299	D-2	9,088 0.209	E-10	10,374 0.238
A-4	13,421 0.308	B-7	13,300 0.305	B-27	11,154 0.256	D-3	9,089 0.209	E-11	10,371 0.238
A-5	14,485 0.333	B-8	12,543 0.288	B-28	12,349 0.283	D-4	9,090 0.209	E-12	10,072 0.208
A-6	13,450 0.308	B-9	10,693 0.245	B-29	8,751 0.201	D-5	9,092 0.209	E-13	9,071 0.208
A-7	13,968 0.321	B-10	9,974 0.229	B-30	8,751 0.201	D-6	9,093 0.209	E-14	9,070 0.208
A-8	12,170 0.279	B-11	10,500 0.241	B-31	8,750 0.201	D-7	8,754 0.201	E-15	9,069 0.208
A-9	11,879 0.273	B-12	9,800 0.225	B-32	8,787 0.202	D-8	20,730 0.476	E-16	8,917 0.205
A-10	42,982 0.987	B-13	11,752 0.270	B-33	11,875 0.275	D-9	15,921 0.320	E-17	13,527 0.311
A-11	19,351 0.444	B-14	10,812 0.248	B-34	11,525 0.265	D-10	15,190 0.323	E-18X	11,676 0.268
A-12	15,593 0.358	B-15	10,502 0.241	B-35	10,704 0.246	D-11	10,150 0.233	E-19X	9,804 0.220
A-13	14,858 0.341	B-16	10,164 0.233	B-36X	367,538 8.437	D-12	13,707 0.315	F-1	10,300 0.234
A-14	14,495 0.333	B-17	13,431 0.308	C-1	12,857 0.295	E-1	10,287 0.236	F-2	9,600 0.220
A-15	17,328 0.398	B-18	9,452 0.216	C-2	9,927 0.228	E-2	9,094 0.209	F-3	8,400 0.193
A-16X	20,512 0.471	B-19	10,056 0.230	C-3	9,927 0.228	E-3	9,083 0.209	F-4	8,400 0.193
A-17X	132,491 3.042	B-20	10,004 0.230	C-4	9,927 0.228	E-4	9,082 0.208	F-5	10,048 0.231
B-1	11,175 0.257	B-21	11,251 0.258	C-5	8,686 0.199	E-5	9,081 0.208	F-6	10,800 0.248
B-2	14,018 0.322	B-22	13,229 0.304	C-6	8,686 0.199	E-6	9,080 0.208	F-7	11,365 0.261
B-3	13,612 0.312	B-23	9,750 0.224	C-7	11,167 0.256	E-7	9,079 0.208	F-8	10,060 0.231

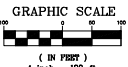
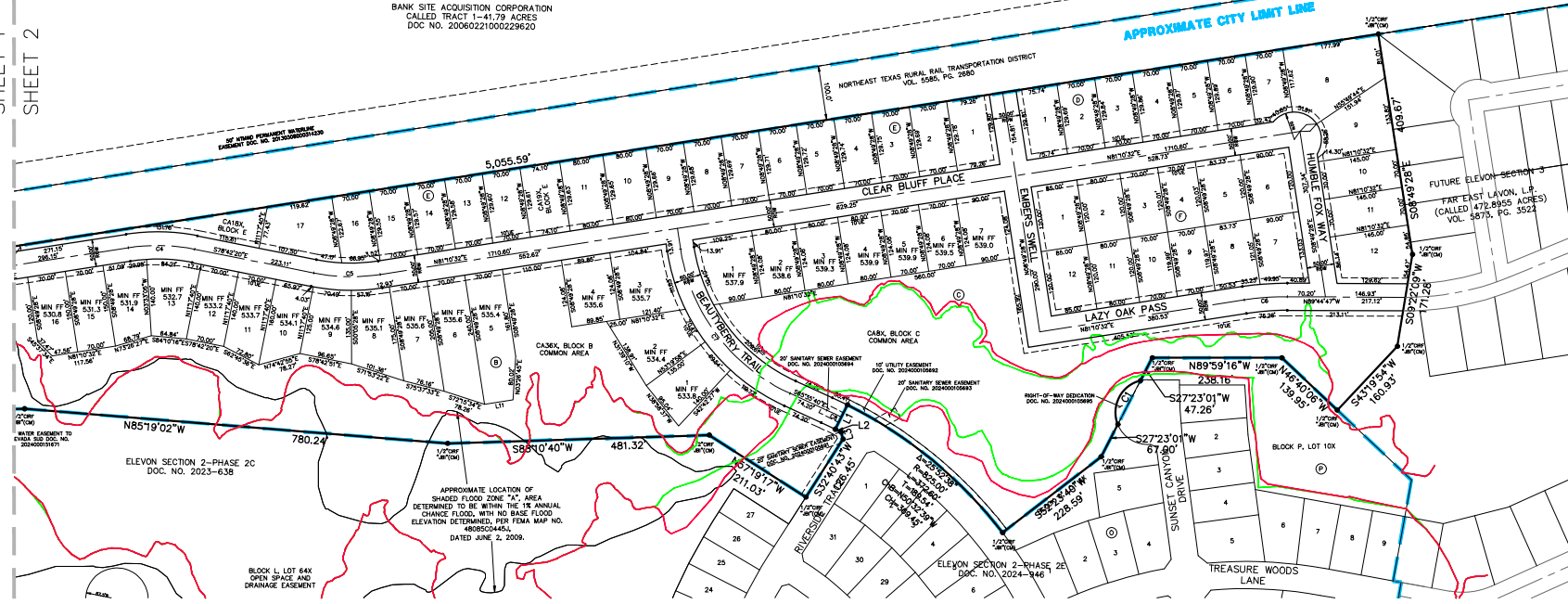
- NOTES:**
- FLOOD STATEMENT: ACCORDING TO COMMUNITY PANEL NO. 4508504443, DATED JUNE 2, 2009 OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY, NATIONAL FLOOD INSURANCE PROGRAM MAP, A PORTION OF THIS PROPERTY IS WITHIN SHADED FLOOD ZONE "A", (AREAS DETERMINED TO BE WITHIN THE 1% ANNUAL CHANCE FLOOD (100-YEAR FLOOD), WITH NO BASE FLOOD ELEVATIONS DETERMINED.
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ELEVON SECTION 2
PHASE 2F
 98 SINGLE FAMILY RESIDENTIAL LOTS
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 104 TOTAL LOTS
 BEING 52.033 ACRES OUT OF
 THE SAMUEL M. RAINIER SURVEY, ABSTRACT NO. 740,
 CITY OF LAVON ETJ,
 COLLIN COUNTY, TEXAS

MA ELEVON 429, LLC **OWNER**
 2121 Midway Road, Suite 240 (972) 751-6420
 Carrollton, Texas 75006

JBI PARTNERS, INC. **SURVEYOR/ENGINEER**
 2121 Midway Road, Suite 300 (972) 248-7676
 Carrollton, Texas 75006
 TPCE No. F-438 TBPLS No. 10076000

BANK SITE ACQUISITION CORPORATION
CALLED TRACT 1-41.79 ACRES
DOC NO. 200602100029620



- LEGEND**
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 - IRF IRON ROD FOUND
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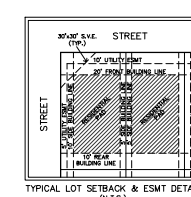
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6 COMMON AREA LOTS
104 TOTAL LOTS
BEING 52.033 ACRES OUT OF
THE SAMUEL M. RAINIER SURVEY, ABSTRACT NO. 740,
CITY OF LAVON ETJ,
COLLIN COUNTY, TEXAS

MA ELEVON 429, LLC **OWNER**
2121 Midway Road, Suite 240 (972) 751-6420
Carrollton, Texas 75006

JBI PARTNERS, INC. **SURVEYOR/ENGINEER**
2121 Midway Road, Suite 300 (972) 248-7676
Carrollton, Texas 75006
TBP# No. F-438 TBP#LS No. 10076000

Date: December 11, 2024 Sheet 2 of 3

Drawing: H:\Projects\MA1029-Elevon Section 2\Surveying\Wg\MA1029-Plat2-Final.dwg Saved by: mgarcia Date: 12/11/2024 1:51 PM Plotted by: mgarcia Plot Date: 12/11/2024 1:52 PM

LEGAL DESCRIPTION

Being a parcel of land located in Collin County, Texas, a part of the Samuel M. Rainer Survey, Abstract Number 740, and being a part of that called 429.321 acre tract of land described in deed to MA Elevation 429, LLC as recorded in Document Number 20211116002336450, Official Public Records of Collin County, Texas, and being further described as follows:

BEGINNING at a one-half inch iron rod with yellow cap stamped "JBI" found at the northwest corner of said 429.321 acre tract, said point also being in the south right-of-way line of that tract of land described in deed to Northeast Texas Rural Rail Transportation District as recorded in Volume 5585, Page 2680, Official Public Records of Collin County, Texas;

THENCE North 81 degrees 09 minutes 48 seconds East, 5,055.59 feet along the north line of said 429.321 acre tract and along the south right-of-way line of said Northeast Texas Rural Rail Transportation District to a one-half inch iron rod with yellow cap stamped "JBI" found for corner at the northeast corner of said 429.321;

THENCE along the east line of said 429.321 acre tract as follows: South 08 degrees 49 minutes 28 seconds East, 409.67 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 09 degrees 22 minutes 09 seconds West, 171.28 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 43 degrees 19 minutes 54 seconds West, 100.93 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner, said point being in the north line of Lot 10X, Block P Elevation Section 2-Phase 2E, an addition to the City of Lavan, as recorded in Document Number 2024-946, Official Public Records of Collin County, Texas;

THENCE along the north line of said Elevation Section 2-Phase 2E as follows: North 46 degrees 40 minutes 06 seconds West, 139.95 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; North 89 degrees 59 minutes 16 seconds West, 238.16 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 27 degrees 23 minutes 01 seconds West, 47.26 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; the northwest right-of-way line of Sunset Canyon Drive;

THENCE Southwesterly along the northwest right-of-way line of said Sunset Canyon Drive, 102.76 feet along a curve to the left, having a central angle of 98 degrees 57 minutes 27 seconds, a radius of 59.50 feet, and whose chord bears South 27 degrees 23 minutes 01 seconds West, 90.46 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner in the north line of Lot 6X, Block O said Elevation Section 2-Phase 2E;

THENCE along the north line of said Elevation Section 2-Phase 2E as follows: South 27 degrees 23 minutes 01 seconds West, 67.00 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 52 degrees 23 minutes 40 seconds West, 228.59 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; Northwestery, 372.60 feet along a curve to the left, having a central angle of 25 degrees 52 minutes 38 seconds, a radius of 825.00, a tangent of 189.54 feet and whose chord bears North 50 degrees 32 minutes 39 seconds West, 369.45 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 28 degrees 31 minutes 02 seconds West, 50.00 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 63 degrees 02 minutes 13 seconds East, 12.06 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 15 degrees 53 minutes 22 seconds East, 13.34 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 32 degrees 40 minutes 43 seconds West, 126.45 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner, said point being in the north line of Lot 64X, Block L, Elevation Section 2-Phase 2C, an addition to the City of Lavan as recorded in Document Number 2023-638, Official Public Records of Collin County, Texas;

THENCE along the north line of said Lot 64X as follows: North 57 degrees 19 minutes 17 seconds West, 211.03 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 88 degrees 10 minutes 40 seconds West, 481.32 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; North 85 degrees 19 minutes 02 seconds West, 780.24 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 88 degrees 55 minutes 55 seconds West, 423.69 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner in the north line of Lot 14X, Block B, Elevation Section 2-Phase 2A, an addition to the City of Lavan as recorded in Document Number 2023-525, Official Public Records of Collin County, Texas;

THENCE along the north line of said Lot 14X as follows: South 50 degrees 45 minutes 14 seconds West, 210.82 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 02 degrees 14 minutes 27 seconds West, 149.62 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 86 degrees 39 minutes 17 seconds West, 326.44 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; North 20 degrees 23 minutes 20 seconds West, 149.63 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; North 81 degrees 00 minutes 14 seconds West, 273.36 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; South 58 degrees 06 minutes 24 seconds West, 454.01 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner, said point being in the North line of said Lot 7X of said Elevation Section 2-Phase 2A;

THENCE along the north line of said Lot 7X as follows: South 70 degrees 37 minutes 18 seconds West, 252.27 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner; North 88 degrees 52 minutes 39 seconds West, 649.89 feet to a one-half inch iron rod with yellow cap stamped "JBI" found for corner, said point being in the west line of said 429.321 acre tract, said point being at the northwest corner of Lot 1X, Block A, Elevation Parkway, an addition to the City of Lavan as recorded in Document Number 2023-687, Official Public Records of Collin County, Texas, said point also being in the east line of Common Area 1, Block B, Elevation Parkway West Open Spaces, an addition to the City of Lavan as recorded in Document Number 2024-233, Official Public Records of Collin County, Texas;

THENCE North 01 degrees 07 minutes 21 seconds East, 349.53 feet along the west line of said 429.321 acre tract and along the east east line of said Common Area 1 to the POINT OF BEGINNING and containing 2,266,567 square feet or 52.033 acres of land.

BASES OF BEARING: The basis of bearing is based on the coordinate system (North Central Zone 4202 State Plane Coordinates, NAD83), distances shown hereon are grid distance values.

DEDICATION STATEMENT

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That MA Elevation 429, LLC, acting herein by and through its duly-authorized officers, does hereby adopt this plat designating the herein above described property as ELEVATION SECTION 2, PHASE 2F, an addition to the City of Lavan ETJ, Collin County, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets, alleys, and public use areas shown hereon, and does hereby dedicate the easements shown on the plat for the purposes indicated to the public use forever, said dedications being free and clear of all liens and encumbrances, except as shown herein. No buildings, fences, trees, shrubs, or other improvements shall be constructed or placed upon, over, or across the easements on said plat. Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to a particular utility or utilities, said use by public utilities being subordinate to the public's and City of Lavan use thereof. The City of Lavan and any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on any of these easements and the City of Lavan or any public utility shall at all times have the right of ingress and egress to and from and upon any or said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or part of its respective system without the necessity of any time of procuring the permission of anyone.

All utility easements dedicated by this plat shall also include an additional area of working space for construction, reconstruction, additions, enlargements, and maintenance of manholes, cleanouts, fire hydrants, water services and wastewater services from the main to the curb of pavement line.

- 1. The water system located within the Bear Creek Special Utility District (BCSUD) CCN is owned and operated by BCSUD and construction related to water service shall be done per BCSUD's specifications and general notes. The water system located within the Nevada Special Utility District (NSUD) CCN is owned and operated by NSUD and construction related to water service shall be done per NSUD's specifications and general notes.
2. The easements and public use areas, as shown are dedicated for the public use, including specifically for the City of Lavan, BCSUD and NSUD, forever for purposes indicated on this plat.
3. The City of Lavan, BCSUD and NSUD are not responsible for replacing any improvements in, under or over any easements caused by maintenance or repair.
4. Utility easements may also be used for the mutual and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities as being subordinate to the public, City of Lavan, BCSUD and NSUD.
5. The City of Lavan, BCSUD, NSUD, and public utilities shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which may in any way endanger or interfere with construction, maintenance, or efficiency of their respective systems in the easements.
6. City of Lavan, BCSUD, NSUD and public utilities shall at all times have the full right of ingress and egress to and from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, respective systems without the necessity of any time of procuring permission from anyone.
7. All modifications to this document shall be by means of plat and approved by the City of Lavan unless said modifications pertain to BCSUD and/or NSUD facilities, at which time BCSUD and NSUD shall also review and approve.

MA Elevation 429, LLC, does hereby bind itself, its successors and assigns to forever warrant and defend, all and singular, the above-described streets, alleys, easements and rights unto the public, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Lavan.

WITNESS MY HAND THIS ____ DAY OF _____, 2024.

MA Elevation 429, LLC,

a Texas limited liability company

By: MA Partners, LLC,

a Texas limited liability company, its Manager

Name: _____

Title: _____

STATE OF TEXAS §

COUNTY OF DALLAS §

Before me, the undersigned authority, a Notary Public in and for the said County and State on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated and as the act and deed therein stated.

Given under my hand and seal of office, this ____ day of _____, 2024.

Notary Signature _____

This plat correctly presents the required easements and certifications required by Bear Creek Special Utility District for this development.

BEAR CREEK SPECIAL UTILITY DISTRICT

Name/TITLE: _____

Date: _____

SURVEYOR'S CERTIFICATE §

KNOW ALL MEN BY THESE PRESENTS:

That I, Mark W. Harp, R.P.L.S., do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as set were properly placed under my personal supervision in accordance with the Subdivision Ordinance of the City of Lavan.

Dated this ____ day of _____, 2024.

Mark W. Harp, R.P.L.S. No. 6425

STATE OF TEXAS §

COUNTY OF DALLAS §

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Mark W. Harp, Land Surveyor, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office this ____ day of _____, 2024.

Notary Public in and for the State of Texas _____

Recommended for Approval:

Date: _____

Chairman, Planning and Zoning Commission

City of Lavan, Texas

Approved for Construction: _____

Date: _____

Mayor, City of Lavan, Texas

Accepted: _____

Date: _____

Mayor, City of Lavan, Texas

The undersigned, the city secretary of the City of Lavan, Texas, hereby certifies that the foregoing this plat of the Elevation Section 2-Phase 2F subdivision or addition to the City of Lavan was submitted to the city council on the ____ day of _____, 20____ and the council, by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public places and water and sewer lines as shown and set forth in and upon said plat and said council further authorized the mayor to note the acceptance thereof by signing his or her name as here in above subscribed.

Witness my hand this ____ day of _____, AD, 20____

City Secretary, City of Lavan, Texas

FINAL PLAT
ELEVATION SECTION 2
PHASE 2F

98 SINGLE FAMILY RESIDENTIAL LOTS
6 COMMON AREA LOTS
104 TOTAL LOTS

BEING 52.033 ACRES OUT OF
THE SAMUEL M. RAINER SURVEY, ABSTRACT NO. 740,

CITY OF LAVAN ETJ,
COLLIN COUNTY, TEXAS

MA ELEVATION 429, LLC OWNER
2121 Midway Road, Suite 240 (972) 751-6420
Carrollton, Texas 75006

JBI PARTNERS, INC. SURVEYOR/ENGINEER
2121 Midway Road, Suite 300 (972) 248-7676
Carrollton, Texas 75006
TBPE No. F-438 TBPLS No. 10076000

Date: December 11, 2024 Sheet 2 of 3



CITY OF LAVON

Agenda Brief

MEETING: March 3, 2026

ITEM: 6 - A

Item:

Staff report regarding noise mitigation efforts related to the city's sanitary sewer system.

Background:

The staff and city engineer will provide a report regarding the actions taken and planned to resolve the noise issues at the Lavon North Wastewater Treatment Plant and within the system in general.



CITY OF LAVON Agenda Brief

MEETING: March 3, 2026

ITEM: 6 - B

Item:

Receive an update regarding the Comprehensive Plan feedback and vision, and provide direction for next steps.

Background:

To pursue best planning practices and make informed decisions regarding Lavon's future, the Comprehensive Plan is being updated. The Update will provide an accurate perspective of Lavon's needs today, an updated Vision for what the City desires to become, and a roadmap on how to achieve that Vision.

Since the Comprehensive Plan's adoption four years ago, much has changed in Lavon, making the Update necessary to ensure the strategies remain relevant and applicable to the City's desired look, design, and operations. The City Council engaged LJA Engineering to perform the Update.

The primary goal of the Update is to refine Lavon's 25-year Vision through community engagement and supporting recommendations. In addition, the Comprehensive Plan Update will explore how this Vision may evolve as Lavon continues to develop. The Update will address existing conditions, future opportunities, and implementation strategies, with detailed consideration of physical infrastructure and the economic impacts of future development.

To recap the progress on the project to date:

On September 2, 2025, the City Council kicked off "Horizon Lavon" an update of the Comprehensive Plan and the Strategic Plan.

A Comprehensive Plan Advisory Committee (CPAC) was appointed and held their first meeting with LJA and the staff technical advisory committee (TAC) on Monday, October 6, 2025.

A Community Survey was conducted online and comments closed on October 15, 2025.

An open house come-and-go Community Forum for community engagement was conducted on November 8, 2025 at City Hall.

The CPAC and TAC met on February 23, 2025.



CITY OF LAVON

Agenda Brief

MEETING: March 3, 2026

ITEM: 6 - C

Item:

PUBLIC HEARING TO BE CONTINUED TO APRIL 7, 2026 Public hearing, discussion and action regarding an application to amend Article 9.03 Zoning Ordinance to change the zoning from Planned Development District (PD), in the Grand Heritage PD established by Ordinance No. 2004-09-05, as amended, to a new PD for mixed uses for commercial and multifamily development on approximately 110.12 acres of land out of the W.A.S. Bohannon Survey, Abstract No.121 and the Drury Anglin Survey Abstract No. 2, situated southeast of the intersection of SH 205 and SH 78, bound by SH 205, SH 78, Geren Drive, and Traditions Drive for which an associated amendment of the Comprehensive Plan may also be considered, City of Lavon, Collin County, Texas (CCAD Property IDs: 2614352, 2624070, 2614673, and 2110476).

Application Information

Owner(s): Bear Creek Commercial Properties, L.P.

Applicant: Bear Creek Commercial Properties, L.P.

Location: Southeast of the intersection of SH 205 and SH 78, bound by SH 205, SH 78, Geren Drive, and Traditions Drive.

Description: Approximately 110.12 acres of land out of the W.A.S. Bohannon Survey, Abstract No.121 and the Drury Anglin Survey Abstract No. 2, City of Lavon, Collin County, Texas (CCAD Property IDs: 2614352, 2624070, 2614673, and 2110476).

Current Zoning: Planned Development, established by Ordinance No. 2004-09-05 - West Flex B

Request: Planned Development – PD

Request

The applicant submitted a request for the public hearing to be continued to the next meeting for them to be able to answer some outstanding questions and refine the development plans. There is no recommendation from the Planning and Zoning Commission.

It is recommended that the public hearing be opened and continued to April 7, 2026.

Attachments: 1. Request to Continue Public Hearing
2. Location Exhibit

2101 CEDAR SPRINGS RD., STE 600
ROSEWOOD COURT
DALLAS, TEXAS 75201



TEL. 214-880-8400
Fax 214-880-7171

February 20, 2026

To Whom It May Concern:

Bear Creek Commercial Properties, LP requests a continuance to our forthcoming Planning and Zoning Commission public hearing scheduled for February 24, 2026.

Our group is continuing to work with City of Lavon staff to answer some outstanding questions and further refine our development plan. Our intention is to be prepared to present in the March 24, 2026 Planning and Zoning Commission meeting.

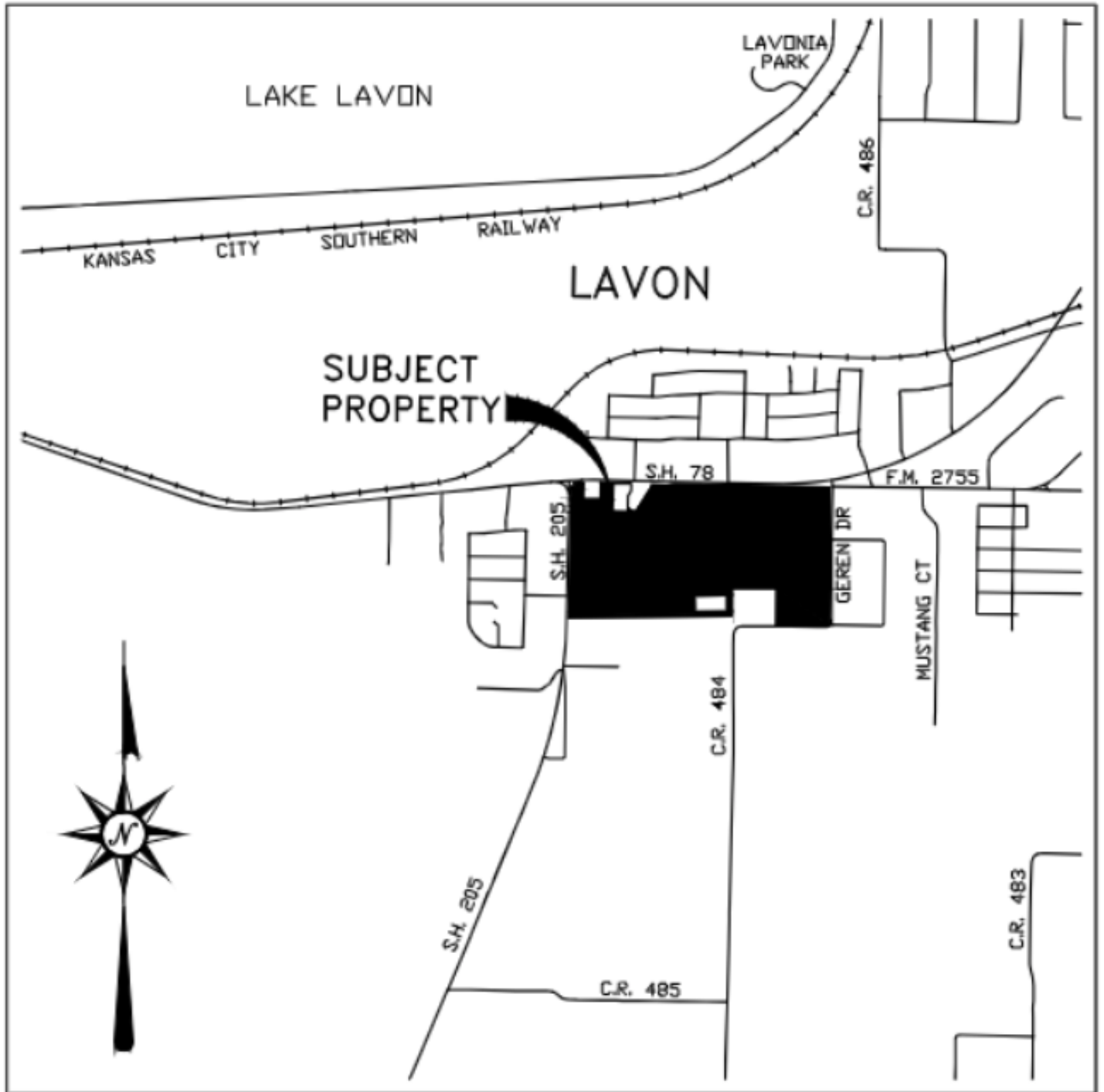
We look forward to the opportunity to present at a future meeting, what we believe to be a compelling development for the property.

Best Regards,

Matthew Johnson
Owner's Representative



LOCATION EXHIBIT
HERITAGE SQUARE PROJECT





CITY OF LAVON

Agenda Brief

MEETING: March 3, 2026

ITEM: 6 – D

Item:

Public hearing, discussion and action regarding an amendment to Article 9.03 Zoning Ordinance Division 2 “Districts and Zoning District Map” Section 9.03.032 “Permitted use table” and Division 8 “Off-Street Parking and Loading Regulations” Section 9.03.173 “Off-street parking requirements” generally to amend minimum parking requirements and add the parking requirements to the Permitted Use Table; an amendment to Division 2 “Districts and Zoning District Map” Section 9.03.034 “Amendments to the official zoning ordinance and zoning district map” generally to amend subject property notification sign requirements; and an amendment to Division 3 “Definitions” Section 9.03.061 “General” generally to add and amend use definitions.

- 1) Presentation of proposed amendment.
- 2) **PUBLIC HEARING** to receive comments regarding the proposed amendment.
- 3) Discussion and action regarding the proposed amendment and accompanying ordinance.

Background:

Summary of Proposed Zoning Amendment

This amendment reorganizes and clarifies the Zoning Ordinance as it relates to permitted uses, parking requirements, property notification signage, and definitions.

Key updates include:

- **Parking Standards Consolidated:** Existing parking ratios are moved from the Off-Street Parking section into the Permitted Use Table so that each use and its required parking are shown together for clarity and ease of administration.
- **Parking Ratio Modifications and Additions:** Select parking requirements are clarified or adjusted, and parking ratios are added for uses that previously did not have specified standards, to improve consistency and eliminate gaps.
- **Use Table Corrections:** Uses that were included in the Off-Street Parking section but missing from the Permitted Use Table have been added to ensure alignment between sections.
- **Residential CUP Signage Update:** Property notification signs will no longer be required for residential Conditional Use Permits. All other zoning cases will continue to require posted signage in accordance with existing standards.
- **Definitions Added:** Definitions have been added or refined for uses listed in the Permitted Use Table to strengthen clarity and enforceability.

This amendment is primarily administrative in nature and is intended to synchronize and organize the current ordinance without changing existing use entitlements. A future code amendment will include more substantive updates to evaluate and refine permitted uses, associated parking requirements, and definitions to reflect current policy direction.

Planning and Zoning Commission Report:

MOTION: RECOMMEND APPROVAL OF AN AMENDMENT TO ARTICLE 9.03 ZONING ORDINANCE DIVISION 2 “DISTRICTS AND ZONING DISTRICT MAP” SECTION 9.03.032 “PERMITTED USE TABLE” AND DIVISION 8 “OFF-STREET PARKING AND LOADING REGULATIONS” SECTION 9.03.173 “OFF-STREET PARKING REQUIREMENTS” GENERALLY TO AMEND MINIMUM PARKING REQUIREMENTS AND ADD THE PARKING REQUIREMENTS TO THE PERMITTED USE TABLE; AN AMENDMENT TO DIVISION 2 “DISTRICTS AND ZONING DISTRICT MAP” SECTION 9.03.034 “AMENDMENTS TO THE OFFICIAL ZONING ORDINANCE AND ZONING DISTRICT MAP” GENERALLY TO AMEND SUBJECT PROPERTY NOTIFICATION SIGN REQUIREMENTS; AND AN AMENDMENT TO DIVISION 3 “DEFINITIONS” SECTION 9.03.061 “GENERAL” GENERALLY TO ADD AND AMEND USE DEFINITIONS.

MOTION MADE: CLIFTON
SECONDED: ROSENQUIST
APPROVED: UNANIMOUS (absent Vallejo, McClendon)

Staff Notes:

The requisite public hearing notice was published in the newspaper and posted on the website. The proposed amendments are consistent with the Future Land Use Plan and the Comprehensive Plan.

Approval is recommended.

Attachment: 1) Redline text proposed amendment

CITY OF LAVON
ORDINANCE NO. 2026-03-01

Zoning Amendment – Parking, Definitions, Res CUP Notification

AN ORDINANCE OF THE CITY OF LAVON, TEXAS, AMENDING ARTICLE 9.03 ZONING ORDINANCE DIVISION 2 “DISTRICTS AND ZONING DISTRICT MAP” SECTION 9.03.032 “PERMITTED USE TABLE” AND DIVISION 8 “OFF-STREET PARKING AND LOADING REGULATIONS” SECTION 9.03.173 “OFF-STREET PARKING REQUIREMENTS” GENERALLY TO AMEND MINIMUM PARKING REQUIREMENTS AND ADD THE PARKING REQUIREMENTS TO THE PERMITTED USE TABLE; AN AMENDMENT TO DIVISION 2 “DISTRICTS AND ZONING DISTRICT MAP” SECTION 9.03.034 “AMENDMENTS TO THE OFFICIAL ZONING ORDINANCE AND ZONING DISTRICT MAP” GENERALLY TO AMEND SUBJECT PROPERTY NOTIFICATION SIGN REQUIREMENTS; AND AN AMENDMENT TO DIVISION 3 “DEFINITIONS” SECTION 9.03.061 “GENERAL” GENERALLY TO ADD AND AMEND USE DEFINITIONS; PROVIDING A PENALTY; SAVING AND SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lavon, Texas (hereinafter referred to as “**City**”) is a Home Rule Municipality operating under the laws of the State of Texas; and

WHEREAS, the City Council of the City (the “**City Council**”), is authorized and empowered by law, in accordance with Chapter 211 of the Texas Local Government Code, to adopt zoning regulations governing the use of land within the City; and

WHEREAS, the City Council adopted Chapter 9, Article 9.03 of its Code of Ordinances, the same being the Comprehensive Zoning Ordinance of the City, which governs the use and development of land in the City (the “**Zoning Ordinance**”); and

WHEREAS, this proposed zoning change is in accordance with the adopted comprehensive plan of the City; and

WHEREAS, the Planning and Zoning Commission of the City and the City Council, in compliance with the laws of the State of Texas, have given the requisite notices by publication and otherwise, and have held due hearings and afforded a full and fair hearing to all property owners generally and to all persons interested, and the City Council is of the opinion and finds that said changes would provide for and would be in the best interest of the health, safety, morals and general welfare.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Lavon, Texas, as follows:

SECTION 1. Incorporation of Premises. That all of the above recitals are found to be true and correct and are incorporated into the body of this ordinance as if fully set forth herein.

SECTION 2. Zoning Amendment. The Zoning Ordinance is hereby amended as provided in Exhibit “A” attached hereto and incorporated herein.

SECTION 3. Compliance Required. The Property shall be used only in the manner and for the purposes provided for in this Ordinance and the Comprehensive Zoning Ordinance of the City, as amended.

SECTION 4. Severability Clause. Should any section, subsection, sentence, clause, or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 5. Savings/Repealing Clause. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 6. Penalty. It shall be unlawful for any person to violate any provision of this Ordinance, and any person violating or failing to comply with any provision hereof shall be fined, upon conviction, in an amount not less than One Dollar (\$1.00) nor more than Two Thousand Dollars (\$2,000.00), and a separate offense shall be deemed committed each day or part of a day during or on which a violation occurs or continues.

SECTION 7. Open Meeting. It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required by law, and that public notice of the time, place, and purpose of said meeting was given all as required by Section 551.041 of the Texas Government Code.

SECTION 8. Publication and Effective Date. That this Ordinance shall be in full force and effect immediately upon its adoption and its publication as required by law.

DULY PASSED and APPROVED by the City Council of the City of Lavon, Texas, on this 3rd day of March 2026.

Vicki Sanson, Mayor

ATTEST:

Rae Norton, City Secretary

ORDINANCE NO. 2026-03-01

EXHIBIT "A"

CITY OF LAVON
ORDINANCE NO. 2026-03-01

Zoning Amendment – Parking, Definitions, Res CUP Notification

AN ORDINANCE OF THE CITY OF LAVON, TEXAS, AMENDING ARTICLE 9.03 ZONING ORDINANCE DIVISION 2 “DISTRICTS AND ZONING DISTRICT MAP” SECTION 9.03.032 “PERMITTED USE TABLE” AND DIVISION 8 “OFF-STREET PARKING AND LOADING REGULATIONS” SECTION 9.03.173 “OFF-STREET PARKING REQUIREMENTS” GENERALLY TO AMEND MINIMUM PARKING REQUIREMENTS AND ADD THE PARKING REQUIREMENTS TO THE PERMITTED USE TABLE; AN AMENDMENT TO DIVISION 2 “DISTRICTS AND ZONING DISTRICT MAP” SECTION 9.03.034 “AMENDMENTS TO THE OFFICIAL ZONING ORDINANCE AND ZONING DISTRICT MAP” GENERALLY TO AMEND SUBJECT PROPERTY NOTIFICATION SIGN REQUIREMENTS; AND AN AMENDMENT TO DIVISION 3 “DEFINITIONS” SECTION 9.03.061 “GENERAL” GENERALLY TO ADD AND AMEND USE DEFINITIONS; PROVIDING A PENALTY; SAVING AND SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lavon, Texas (hereinafter referred to as “City”) is a Home Rule Municipality operating under the laws of the State of Texas; and

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WHEREAS, the City Council adopted Chapter 9, Article 9.03 of its Code of Ordinances, the same being the Comprehensive Zoning Ordinance of the City, which governs the use and development of land in the City (the “Zoning Ordinance”); and

WHEREAS, this proposed zoning change is in accordance with the adopted comprehensive plan of the City; and

WHEREAS, the Planning and Zoning Commission of the City and the City Council, in compliance with the laws of the State of Texas, have given the requisite notices by publication and otherwise, and have held due hearings and afforded a full and fair hearing to all property owners generally and to all persons interested, and the City Council is of the opinion and finds that said changes would provide for and would be in the best interest of the health, safety, morals and general welfare.

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SECTION 5. Savings/Repealing Clause. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

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SECTION 7. Open Meeting. It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required by law, and that public notice of the time, place, and purpose of said meeting was given all as required by Section 551.041 of the Texas Government Code.

SECTION 8. Publication and Effective Date. That this Ordinance shall be in full force and effect immediately upon its adoption and its publication as required by law.

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Vicki Sanson, Mayor

ATTEST:

Rae Norton, City Secretary

ORDINANCE NO. 2026-03-01

EXHIBIT "A"

**City of Lavon Zoning Amendment
February 2026**

**Permitted Use Table and Parking Regulations, Property Notification Sign Standards, and
Definitions**

Purpose:

- To move existing parking ratios from the Off-street parking requirements section to the Permitted Use Table
- To modify parking ratios for select existing uses
- To add parking ratios for uses not included in the Off-street parking requirements section
- To add uses, within the Off-street parking requirements section, that were missing from the Permitted Use Table
- To add definitions for uses in the Permitted Use Table not already defined
- To amend the property notification sign requirement for residential Conditional Use Permits

Proposed standards:

DIVISION 2 DISTRICTS AND ZONING DISTRICT MAP

...

§ 9.03.032 Permitted use table.

Figure 9.1.2.2								
PERMITTED USE AND PARKING TABLE								
P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
RESIDENTIAL USES	A	SF-1	SF-2	SF-4	R	M	B	
Single family (SF) detached dwelling	P	P	P	P	--	P	--	Two covered parking spaces for each dwelling unit located behind the front yard building line and not within the side yard.
Home based business within a SF dwelling (i.e. home occupation)	P	P	P	P	--	P ¹	--	<u>Zero spaces required</u>
Single family - zero lot line	--	--	--	--	--	--	--	<u>Two covered parking spaces for each dwelling unit located behind the front yard building line and not within the side yard.</u>
Single family attached - townhomes	--	--	--	--	--	P	--	<u>Two covered parking spaces for each dwelling unit located behind the front yard building line and not within the side yard.</u>
Duplex	--	--	--	--	--	--	--	<u>Two covered parking spaces for each dwelling unit located behind the front yard building line and not within the side yard.</u>

Figure 9.1.2.2

PERMITTED USE AND PARKING TABLE								
P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
RESIDENTIAL USES	A	SF-1	SF-2	SF-4	R	M	B	
<u>Community Home (including Group Home)</u>	P	P	P	P	--	--	--	Four parking spaces <u>per home</u> .
Multi-family dwelling	--	--	--	--	--	C	--	Two parking spaces for each dwelling unit. <u>Reference additional off-street parking requirements in Section 9.03.173.</u>
Real estate model home	--	C	C	C	--	--	--	<u>Two parking spaces per home</u>
Bed and Breakfast	--	--	--	--	--	C	--	One parking space for each <u>guest sleeping</u> room.
Manufactured home detached dwelling park of two or more dwellings	C	--	--	--	--	--	--	Two parking spaces per single residential unit <u>plus</u> One community parking space within a community parking area for every two residential units.
<u>Manufacturer home park development</u>	C	--	--	--	--	--	--	Two parking spaces per single residential unit <u>plus</u> One community parking space within a community parking area for every two residential units.
Guest house, caretaker or security quarters for SF dwelling	P	P	--	--	--	--	--	<u>One space per dwelling unit</u>
Accessory structure with restrictions	P	P	P	P	--	--	--	<u>Zero spaces required</u>
Accessory uses within residential districts (parking garage, swimming pool, hobby shed, tennis court, unlit sports court)	P ²	P ²	P ²	P ³	--	--	--	<u>Zero spaces required</u>

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE								
P = Permitted Use	C = Conditional Use				-- = Not Permitted			
RETAIL, COMMERCIAL, PERSONAL SERVICE USES	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
	A	SF-1	SF-2	SF-4	R	M	B	
Alcohol: mixed beverage sales (on-premises consumption) ¹	--	--	--	--	P ⁴	P ⁴	P ⁴	One parking space for every 200 square feet of building floor area.
Alcohol: wine and malt beverage sales (on-premises consumption) ¹	--	--	--	--	P ⁴	P ⁴	P ⁴	One parking space for 200 square feet of building floor area.
Alcohol: mixed beverage package store (on- and/or off-premises consumption)	--	--	--	--	C ⁴	--	--	One parking space for every 200 square feet of building floor area.
Alcohol: wine and malt beverage package store (on- and/or off-premises consumption)	--	--	--	--	C ⁴	--	--	One parking space for every 200 square feet of building floor area.
Amusement establishment	--	--	--	--	C	C	--	(A) One parking space for 200 square feet of building floor area. (B) Two parking spaces for every outside or inside game court. (C) One parking space for each four seats of outdoor assembly bleachers or indoor seating. (D) 70 spaces for every playing field used for league play. (E) Two parking spaces for every golf course green or driving range tee. (F) Five parking spaces for every bowling alley.
Animal boarding, kennel or shelter	C	--	--	--	--	--	--	<u>One parking space for every 300 square feet of building floor area.</u>
<u>Auditorium or similar gathering assembly</u>	--	--	--	--	--	--	--	One parking space for every four seats.
Automobile fueling and gasoline filling station	--	--	--	--	C	--	--	<u>One parking space for every 200 square feet of building floor area.</u>
Automobile service establishment	--	--	--	--	C	--	P	<u>One parking space for every 200 square feet of building floor area.</u>
Bakery/confectionery retail establishment	--	--	--	--	C	C	--	<u>One parking space for every 200 square feet of building floor area.</u>

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
RETAIL, COMMERCIAL, PERSONAL SERVICE USES	A	SF-1	SF-2	SF-4	R	M	B	
Building material sales	--	--	--	--	C	--	--	One parking space for every 1,000 square feet of building floor area.
Business service and sales	--	--	--	--	P ¹	P ¹	--	One parking space for every 300 square feet of floor space.
Carwash	--	--	--	--	C	--	--	Four stacking spaces per automated wash tunnel, plus One space per 500 square feet of indoor floor area (not including wash tunnel).
Cash and retail lending service establishment	--	--	--	--	C ⁵	--	--	One parking space for every 200 square feet of building floor area.
Commercial greenhouse or nursery (wholesale and retail)	C	--	--	--	--	--	--	One parking space for every 200 square feet of building floor area.
Commercial stable	C	C	--	--	--	--	--	One space per two stalls.
Dry-cleaning retail establishment with no processing on site	--	--	--	--	C	C	--	One parking space for every 200 square feet of building floor area.
Exercise and sports establishment	--	--	--	--	C	C	--	(A) One parking space for every two hundred square feet of building floor area. (B) Two parking spaces for every outside or inside game court. (C) One parking space for each four (4) seats of outdoor assembly bleachers or indoor seating. (D) Seventy spaces for every playing field used for league play. (E) Two parking spaces for every golf course green or driving range tee. (F) Five parking spaces for every bowling alley.
Financial institution	--	--	--	--	P ¹	P ¹	--	One parking space for every 2300 square feet of floor area.
General Office	--	--	--	--	--	--	--	One parking space for every 300 square feet of floor space.

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
RETAIL, COMMERCIAL, PERSONAL SERVICE USES	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
	A	SF-1	SF-2	SF-4	R	M	B	
<u>Hospital or medical/health care facility</u>	--	--	--	--	--	--	--	One parking space for every two patient beds <u>plus</u> One parking space for every <u>430 square feet of floor area</u> <u>1.5 employees.</u>
Hotel	--	--	--	--	C	--	--	One parking space for each <u>guest-sleeping</u> room <u>plus</u> One parking space for every 300 square feet of meeting or commercial assembly floor area.
Insurance	--	--	--	--	P ¹	P ¹	--	<u>One parking space for every 300 square feet of floor space.</u>
Medical and state licensed health services	--	--	--	--	P ¹	P ¹	--	<u>One parking space for every 200 square feet of floor area.</u>
<u>Medical office or clinic</u>	--	--	--	--	--	--	--	One parking space for every 200 square feet of floor area.
Merchandise rental	--	--	--	--	C	--	--	<u>One parking space for every 200 square feet of floor area.</u>
Nursery, garden, landscape material sales	--	--	--	--	C	--	--	<u>One parking space for every 200 square feet of building floor area.</u>
<u>Retail Office/showroom/warehouse</u>	--	--	--	--	--	--	--	One parking space per employee <u>and plus</u> One space for each <u>500-300</u> square feet of showroom space.
Outdoor, drive-in or drive-thru sales or service activity, including rear yard patios	--	--	--	--	C	C ⁶	--	<u>One space per 200 square feet, plus</u> <u>Six stacking spaces from the point where the order is placed, plus</u> <u>Three stacking spaces for mobile order windows</u>
Personal services	--	--	--	--	P ¹	P ¹	C	One parking space for every 200 square feet of floor area.
Pet grooming and care services	--	--	--	--	C	C	--	<u>One parking space for every 300 square feet of building floor area.</u>
Pharmacy	--	--	--	--	P ¹	P ¹	--	<u>One parking space for every 200 square feet of building floor area.</u>

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
RETAIL, COMMERCIAL, PERSONAL SERVICE USES	A	SF-1	SF-2	SF-4	R	M	B	
Private clubs and organizations (indoor)	--	--	--	--	C	--	--	One space per 200 square feet of building floor area.
Professional service and sales	--	--	--	--	P ¹	P ¹	--	One parking space for every 300 square feet of floor area.
Recreational vehicle park of two or more vehicles	C	--	--	--	--	--	--	One parking space per vehicle, plus additional spaces based on accessory uses
Real estate	--	--	--	--	P ¹	P ¹	--	One parking space for every 300 square feet of floor space.
Restaurant	--	--	--	--	P	P	--	One parking space for every 100 square feet of building floor area three (3) seats with a minimum of eight (8) parking spaces provided and one and one-half (1-1/2) parking spaces per employee.
Retail sales	--	--	--	--	P ¹	P ¹	--	One parking space for every 2500 square feet of building floor area.
Second-hand/used goods/pawn shop	--	--	--	--	C ⁵	--	--	One parking space for every 200 square feet of building floor area.
Smoke/tobacco/CBD store	--	--	--	--	C	C	--	One parking space for every 200 square feet of building floor area.
Storage, self-service	--	--	--	--	C	--	P ¹	One parking space per employee, and plus One parking space for each 300 square feet of office and showroom space.
Tattoo service and similar body artwork	--	--	--	--	C ⁵	--	--	One parking space for every 200 square feet of building floor area.
Technical service and sales	--	--	--	--	P ¹	P ¹	--	One parking space for every 300 square feet of building floor area.
Theater	--	--	--	--	C	C	--	One space per every four seats
Vapor smoking services	--	--	--	--	C	C	--	One parking space for every 200 square feet of building floor area.

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
RETAIL, COMMERCIAL, PERSONAL SERVICE USES	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
	A	SF-1	SF-2	SF-4	R	M	B	
Vehicle display and sales	--	--	--	--	--	--	--	One parking space for every 200 square feet of building floor area
Vehicle parking garage	--	--	--	--	--	--	--	Parking ratio equivalent to the sum of the uses associated with the parking garage. If standalone, not associated with use, zero spaces required.
Vertically mixed-use and residential	--	--	--	--	P	P	--	(A) Residential uses: One space per dwelling unit, of which, a minimum 75% of the spaces shall be covered. Enclosed parking may be provided in lieu of covered spaces. (B) Non-residential uses: Spaces as required by proposed land use
Veterinarian service, animal clinic	C	--	--	--	C	C	--	One parking space for every 300 square feet of building floor area.

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
INSTITUTIONAL & CIVIC USES	A	SF-1	SF-2	SF-4	R	M	B	
Cemetery or mausoleum	P	P	P	--	--	--	--	cemetery parking requirement at a rate of 2.5 percent of the cemetery site shall be dedicated to off-street parking. For a cemetery gathering building, room or public structure the parking requirement shall be a minimum of plus One parking space for each 300 square feet of cemetery gathering building, room or public structure space. The interior roadways (non-public streets and roadways) of the cemetery may act to meet the cemetery parking requirement except for the building parking space requirement which shall be at a rate of 300 per square feet. Reference additional off-street parking requirements in Section 9.03.173.
Church or place of worship	P	P	P	P	P	P	P	One parking space for every 300 square feet of floor area, except that for assembly areas plus one space shall be provided for every four seats in an assembly area.
<u>Civic Center</u>	--	--	--	--	--	--	--	One parking space for every 300 square feet of floor area, except that for assembly areas plus one space shall be provided for every four seats in an assembly area.

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE								
P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
INSTITUTIONAL & CIVIC USES	A	SF-1	SF-2	SF-4	R	M	B	
Community recreational use	--	C	C	C	--	--	--	(A) One parking space for every two hundred square feet of building floor area. (B) Two parking spaces for every outside or inside game court. (C) One parking space for each four seats of outdoor assembly bleachers or indoor seating. (D) Seventy spaces for every playing field used for league play. (E) Two parking spaces for every golf course green or driving range tee. (F) Five parking spaces for every bowling alley.
Community swimming pool	--	C	C	C	--	--	--	10 parking spaces
Country club	--	C	C	C	--	--	--	(A) One parking space for every two hundred square feet of building floor area. (B) Two parking spaces for every outside or inside game court. (C) One parking space for each four seats of outdoor assembly bleachers or indoor seating. (D) Seventy spaces for every playing field used for league play. (E) Two parking spaces for every golf course green or driving range tee. (F) Five parking spaces for every bowling alley.

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
INSTITUTIONAL & CIVIC USES	A	SF-1	SF-2	SF-4	R	M	B	
Day care and educational facility - privately-owned	C	C	C	C	P	P	--	One parking space for every 250 square feet of building floor area, plus Three stacking spaces per drive through/pick-up lane if provided
Educational facility - public	P	P	P	P	--	--	--	One parking space per each employee, plus one parking space for every four classrooms for elementary levels, plus one parking space for every four students for secondary and higher levels of education.
Federal, state or city owned or controlled facilities or utilities	P	P	P	P	P	P	P	One parking space for every 300 square feet of building floor area
Franchise-holding facilities and utilities holding a franchise under the authorization of the city	C	C	C	C	C	C	P	One parking space per employee
Golf course	--	C	C	C	--	--	--	Two parking spaces for every golf course green or driving range tee.
Library	--	--	--	--	--	--	--	One parking space for every 400 square feet of floor area.
Municipal uses	P	P	P	P	P	P	P	One parking space for every 300 square feet of floor area.
Nursing home or assisted living facility	--	--	--	--	C	C	C	One space for every five beds
Open Space Preserves	P	P	P	P	P	P	P	Zero spaces required

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
INSTITUTIONAL & CIVIC USES	A	SF-1	SF-2	SF-4	R	M	B	
Public parks and playgrounds	--	P	P	P	P	P	P	(A) <u>One parking space for every two hundred square feet of building floor area.</u> (B) <u>Two parking spaces for every outside or inside game court.</u> (C) <u>One parking space for each four seats of outdoor assembly bleachers or indoor seating.</u> (D) <u>Seventy spaces for every playing field used for league play.</u> (E) <u>Two parking spaces for every golf course green or driving range tee.</u> (F) <u>Five parking space per playground or dog park.</u>
Public recreational facilities	--	P	P	P	P	P	P	(A) One parking space for every two hundred square feet of building floor area. (B) Two parking spaces for every outside or inside game court. (C) One parking space for each four seats of outdoor assembly bleachers or indoor seating. (D) Seventy spaces for every playing field used for league play. (E) Two parking spaces for every golf course green or driving range tee. (F) Five parking spaces for every bowling alley. (G) <u>One parking space per acre.</u>
Wind energy, utility or telecommunication tower	C	C	C	C	--	--	P	<u>Zero spaces required</u>

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted				
		RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
AGRICULTURAL USES		A	SF-1	SF-2	SF-4	R	M	B	
Animal husbandry, livestock	P	P	--	--	--	--	--	--	<u>Zero spaces required</u>
Crop cultivation, forestry, farming	P	P	--	--	--	--	--	--	<u>Zero spaces required</u>
Uses related to animal husbandry and raising of crops on unplotted land	P	P	--	--	--	--	--	--	<u>Zero spaces required</u>
Dairy farm	P	--	--	--	--	--	--	--	<u>Zero spaces required</u>
Wholesale plant nursery	P	--	--	--	--	--	--	--	<u>Zero spaces required</u>
Horse stables, riding academies and equestrian boarding	P	C	--	--	--	--	--	--	<u>One parking space per 500 square feet</u>

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
INDUSTRIAL USES	A	SF-1	SF-2	SF-4	R	M	B	
Alcohol: brewpub (on- and/or off-premises consumption)	--	--	--	--	C ⁴	--	C ⁴	One parking space for every 200 square feet of retail or event area for businesses including on-premises consumption, <u>plus</u> one parking space per employee on the largest shift.
Alcohol: manufacturing and distribution (on- and/or off-premises consumption)	--	--	--	--	--	--	C ^{1.4}	(A) For businesses including on-premises consumption, one parking space for every 200 square feet of retail or event area <u>plus</u> one parking space per employee on the largest shift. (B) For b Businesses within this use without on-premises consumption, one parking space per employee and one <u>parking</u> space for each 500 square feet of showroom space.
Auto, tool or equipment rental	--	--	--	--	--	--	--	<u>One parking space for every 200 square feet of building floor area</u>
Automobile and truck repairs and service	--	--	--	--	--	--	P ¹	<u>One parking space for every 300 square feet of building floor area.</u>
Commercial cleaning or laundry plant	--	--	--	--	--	--	--	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
INDUSTRIAL USES	A	SF-1	SF-2	SF-4	R	M	B	
Data center and software design	--	--	--	--	--	--	--	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>
Information assembly, broadcasting, carriers	--	--	--	--	--	--	P ¹	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>
Information data processing	--	--	--	--	--	--	P ¹	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>
Information distribution, publication, production	--	--	--	--	--	--	P ¹	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>
Information telecommunication, sellers	--	--	--	--	--	--	P ¹	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>
Machinery, heavy equipment, truck sales and service	--	--	--	--	--	--	--	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
INDUSTRIAL USES	A	SF-1	SF-2	SF-4	R	M	B	
Manufacturing - appliance, instrument, controller	--	--	--	--	--	--	P ¹	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>
Manufacturing - device, parts, vehicle	--	--	--	--	--	--	P ¹	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>
Manufacturing - die, tooling, equipment, machinery	--	--	--	--	--	--	P ¹	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>
Manufacturing - other	--	--	--	--	--	--	C ¹	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>
Materials bending, cutting, machining, molding, welding	--	--	--	--	--	--	P ¹	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>
Medical or scientific laboratory	--	--	--	--	--	--	--	<u>One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.</u>

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
INDUSTRIAL USES	A	SF-1	SF-2	SF-4	R	M	B	
Open storage and open processing operations	--	--	--	--	--	--	C ^{1,7}	One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.
Outside sales and storage	--	--	--	--	--	--	--	One parking space for every 200 square feet of building floor area.
Packaging of parts and materials prev manufactured	--	--	--	--	--	--	P ¹	One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.
Parts assembly, materials sorting prev manufactured	--	--	--	--	--	--	P ¹	One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet. one and one half (1-1/2) parking spaces for every one (1) employee for businesses with two (2) or more work shifts; one (1) parking space per employee for businesses with one (1) work shift.
Professional, scientific and technical services	--	--	--	--	--	--	P ¹	One parking space for every 300 square feet of floor space.
Storage of flammable liquids and materials	--	--	--	--	--	--	C ¹	One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.
Temporary concrete batch plant	--	C ⁸	C ⁸	C ⁸	--	--	--	None required
Trade contractor office and dispatch	--	--	--	--	--	--	--	One parking space for every 300 square feet of floor space.

Figure 9.1.2.2

PERMITTED AND PARKING USE TABLE

P = Permitted Use	C = Conditional Use				-- = Not Permitted			
	RESIDENTIAL DISTRICTS				NONRESIDENTIAL & SPECIAL DISTRICTS			PARKING ⁹
INDUSTRIAL USES	A	SF-1	SF-2	SF-4	R	M	B	
Warehousing and distribution facilities	--	--	--	--	--	--	P ¹	One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.
Wholesale enterprises w/o materials storage and distrib	--	--	--	--	--	--	P ¹	One space per 1,000 square feet of lot area up to 20,000 square feet, plus One space for each 2,000 square feet of lot area over 20,000 square feet.

¹ Conducted entirely within the interior of a building.

² Two accessory uses customarily associated with a single family detached dwelling and limited to parking garage, swimming pool, unlit tennis court, unlit sports court, and hobby shed.

³ One accessory use customarily associated with a single family detached and limited to parking garage, swimming pool, unlit tennis court, unlit sports court, and hobby shed.

⁴ Selling, storing, dispensing, or otherwise handling of alcoholic beverages for on-premises consumption shall be incidental and secondary to a use on the same premises (ex. hotel, restaurant, winery, etc.), which shall be construed to mean that at least 40 percent of the gross receipts of such business shall be from non-alcohol, food sales, or off-premises consumption. Alcohol-related uses shall meet all requirements for distance as specified in division 10 (use regulations).

⁵ Provided the lot on which a similar establishment is located is more than one thousand feet from the location of the proposed use; the one thousand foot distance shall be measured between the lots and along the public street.

⁶ Any outdoor, drive-in or drive-through sales or service activity including rear yard patios requires limited service hours and limited noise/entertainment levels and limited hours.

⁷ Open storage and open processing operations, including on-site sand and gravel processing and storage, sand blasting or similar uses provided said particulate matter shall not leave the property nor be transported across the boundary property line of the tract on which the use is located.

⁸ Temporary concrete batch plants shall be limited to no more than six months, however the limit on the temporary permit may be extended for one additional six month period, by the building official as necessary to complete construction for the project under which the temporary permit was granted; the location of the batch plant is subject to the approval of the building official.

⁹[Reference additional off-street parking requirements in Section 9.03.173.](#)

The table does not supersede the zoning ordinance. There may be restrictions for permitted and conditional uses.

Uses not identified as permitted or conditional are prohibited.

§ 9.03.034 Amendments to the official zoning ordinance and zoning district map.

...

(e) Notices and notifications. Zoning and rezoning requests shall be scheduled for public hearings before the planning and zoning commission and the city council and noticed in accordance with this section as follows:

...

(2) Subject property notification signs. Notification signs shall meet the following requirements:

(A) The city manager or their designee shall have the authority to determine if the notice posting on the subject property met the intent of the requirements contained herein.

(B) The applicant shall post the required number of notification signs, on the subject property, at least seven days prior to the date of the public hearing before the planning and zoning commission as follows:

(i) Sign requirements: A minimum of one (1) sign shall be posted on the subject property, along each of its public road frontages, at a minimum spacing of one (1) sign per five hundred (500) linear feet of frontage or portion thereof.

(ii) The sign shall contain legible information and specifications as detailed in the city's notification sign requirements.

(iii) The applicant shall provide time-stamped photos of the required notification signs, as posted on the subject property, between 8:00 a.m. on Monday and 12:00 p.m. (noon) on Wednesday, the week before the scheduled planning and zoning commission meeting. The applicant shall provide the following photos:

- a. One legible photo of a sign showing the required information meeting the standards as provided on the signs;
- b. One photo of each public road frontage showing that the signs are facing the right-of-way; and
- c. An informal exhibit showing the location of the signs along the rights-of-way.

[\(C\) Notification signs for residential Conditional Use Permits are not required.](#)

DIVISION 3 DEFINITIONS

§ 9.03.061 General.

Abutting or adjacent property lines. Property lines adjacent and in common for a minimum distance of twenty-four (24) feet or district lines.

Accessory structure with restrictions. See *Accessory use, unit, structure, or building.*

Accessory uses within residential districts (parking garage, swimming pool, hobby shed, tennis court, unlit sports court). See *Accessory use, unit, structure, or building.*

Accessory use, unit, structure, or building.

- (1)** A building, structure, or use which is subordinate to and serves a primary use or principal structure;
- (2)** A building, structure, or use which is subordinate in footprint on the lot, subordinate in area, extent, use or purpose to the primary use, building or structure served;
- (3)** A building, structure, or use which contributes to the comfort, convenience, or necessity of occupants of the primary use served;
- (4)** A building, structure, or use which is located within the same zoning district as the primary use; or
- (5)** A building, structure, or use which in residential districts is not used for commercial purposes other than legitimate home occupations/home based business, and is not rented to or utilized by other than bona fide servants employed on the premises or members of the family of the occupant(s) of the principal structure. Examples of accessory buildings, structures, or uses include, but are not limited to private garages, greenhouses, servant's quarters, tool sheds, hobby shed, storage buildings, greenhouses, or bathhouses adjoining a swimming pool, swimming pool, sports court and tennis court. Persons are related within the meaning of this provision if they are related within the first or second degree of consanguinity or affinity.
 - (A)** Attached accessory structure - a structure that shares an attached or common roof with the primary structure.
 - (B)** Detached accessory structure - a structure that does not share an attached or common roof with the primary structure.

Agricultural uses. Agricultural uses include activities that raise, produce or keep plants or animals. Examples include but are not limited to breeding or raising of fowl or other livestock animals; dairy farms; stables; riding academies; equestrian boarding facilities; farming, truck gardening, forestry, tree farming; and wholesale plant nurseries.

Alcohol: brewpub (on- and/or off-premises consumption). A business to brew, bottle, can, package, and/or label malt beverages with potential sale of the malt beverages it produces to ultimate consumers at the business for on- or off-premises consumption.

Alcohol: manufacturing and distribution (on- and/or off-premises consumption). A business relating to the manufacturing and/or distribution of alcohol beverages, also including storing, importing, transferring, selling, and/or distributing of malt beverages, wine, and/or distilled spirits for on- and/or off-premises consumption.

Alcohol: mixed beverage package store/retailer (on- and/or off-premises consumption). A business selling distilled spirits, wine, and/or malt beverages to consumers for on- and/or off-premises consumption, including the

possible transportation of its inventory between its other licensed locations within the same county, transportation/delivery of alcoholic beverage orders to its end-consumer customers, conducting product tastings on the package store premises, and/or other related sales activity.

Alcohol: mixed beverage sales (on-premises consumption). A business including the incidental or secondary sale of malt beverages, wine, and/or distilled spirits for on-premises consumption.

Alcohol: wine and malt beverage package store/retailer (on- and/or off-premises consumption). A business selling wine and/or malt beverages (no distilled spirits) to consumers for on- and/or off-premises consumption, including the possible transportation of its inventory between its other licensed locations within the same county, transportation/delivery of alcoholic beverage orders to its end-consumer customers, conducting product tastings on the package store premises, and/or other related sales activity.

Alcohol: wine and malt beverage sales (on-premises consumption). A business including the incidental or secondary sale of malt beverages and/or wine (no distilled spirits) for on-premises consumption.

Alley. An “alley” is a public right-of-way or thoroughfare which is not less than Eighteen Feet (18') wide and affords only a secondary means of access to abutting property.

Alter. To change the size, shape or physical outline, copy, nature of message, intent or type of an entity including signs and buildings.

Amusement establishment. An indoor or outdoor amusement or recreation enterprise offering entertainment or games of skill. Amusement establishment facilities include indoor or outdoor recreation areas, bowling alley, skating rink, trampoline park, and performance venue.

Animal boarding. See kennel.

Animal husbandry, livestock. See agricultural uses.

Apartment. An “apartment” is a room or group of rooms used as a dwelling for one family or household being one (1) dwelling unit, said unit being equipped for the preparation of food.

Apartment building. A building or portion of a building used or intended to be used as a dwelling for three (3) or more families or households, each household living independently of each other, with each unit equipped for preparation of food.

Auditorium or similar gathering assembly. A location in which concerts, rodeos, sports events, or other large-scale gatherings can be housed.

Auto, tool or equipment rental. Establishments engaged in the rental of automobiles, tools, tractors, construction equipment, agricultural implements, and similar industrial equipment.

Automobile and truck repairs and service. The use of a site for the repair of automobiles, non-commercial trucks, motorcycles, motorhomes, recreational vehicles, boats, or other similar uses, including the sale, installation, and servicing of equipment and parts.

Automobile fueling and gasoline filling station. A facility for the retail dispensing and sale of vehicle fuels, including gasoline, gas/oil mixtures, diesel fuel, ethanol, or electricity through fixed dispensing equipment, operated by customers or employees.

Automobile service establishment. Minor repair or replacement of parts, tires, tubes, and batteries; diagnostic services; minor motor services such as grease, oil, spark plug, and filter changing; tuneups; emergency road service; replacement of starters, alternators, hoses, brake parts, automobile washing and polishing; performing state inspections and making minor repairs necessary to pass said inspection; normal servicing of air conditioning systems; and other similar minor services for motor vehicles except heavy load vehicles.

Bakery/confectionery retail establishment. An establishment primarily engaged in the retail sale of baked products for consumption offsite.

Barn, commercial or private. See stable, commercial or private.

Basement. A story (or portion of a story) partly or totally below ground level, with less than one-half of its height (measured from floor to ceiling) above ground level.

Bed and breakfast inn.

(1) Traditional. A residential structure where three (3) or fewer rooms are rented to transient paying guests on an overnight basis with no more than one meal served daily, where no cooking facilities are provided in the rooms and where the total number of permanent and transient occupants does not exceed six (6) at any one time. The owner-operator of a traditional bed and breakfast resides at that place. This is classified as a normal home occupation.

(2) Non-traditional. A residential structure where more than two (2) rooms are rented to transient paying guests on an overnight basis with no more than one (1) meal served daily, where no cooking facilities are provided in the rooms and where the total number of permanent and transient occupants does not exceed four (4) at any one time. The owner-operator may or may not reside there.

Block. A tract of land bounded by streets (or street rights-of-way) or a combination of streets and public parks.

Brick. Includes kiln fired clay or shale brick manufactured to ASTM C216 or C652, Grade SW, can include concrete brick if the coloration is integral, shall not be painted, and it is manufactured to ASTM C1634; minimum thickness of two and one quarter inches when applied as a veneer, and shall not include unfired clay or shale brick.

Buffer zone. An unimproved area required between adjacent property lines or adjacent structures.

Building. Any structure which is affixed to the land, has one (1) or more floors and a roof, and is bounded by either open area or the lot lines, and is designed for human use or habitation, shelter for animals, chattels, records or other moveable property[.] A building shall not include such structures as billboards, fences or communication towers or structures with interior surfaces not normally accessible for human use, such as tanks, smoke stacks, grain elevators, and oil cracking towers or similar structures.

Building line. The line established by the required yard.

Building material sales. Facilities for the wholesale or retail sale of building materials, tools and hardware customarily used in the construction of buildings and other structures.

Building official. Is the officer or other designated authority charged with the administration and enforcement of the city's building codes. Subtitle, [sic] or the duly authorized representative.

Building setback line. The line defining an area on the lot between the street right-of-way and all other property lines and the building line within which no building or structure shall be constructed, encroach or project except:

- (1) Sidewalks;
- (2) Fences that conform to the fence ordinance regulations;
- (3) Driveways;
- (4) Retaining walls;
- (5) Fountains and other landscaping elements;
- (6) Light poles if fed from underground utilities;
- (7) Flag poles;
- (8) Mail boxes; and
- (9) Signs that conform to the sign ordinance regulations.

Building front setback line. A line parallel to the street right-of-way line, which the building faces and from which it takes its primary access.

Building rear setback line. A line parallel to an adjacent lot, alley or street in the case of double frontage lots, which the building backs up to and from which it has its rear or secondary access.

Business service and sales. An establishment providing services to business establishments on a fee or contract basis, including but not limited to advertising services, business equipment and furniture sales or rental, or protective services.

Building side setback line. A line parallel to an adjacent lot or street right-of-way on a corner lot, up to which the building sides.

Carwash. A self-service or full-service facility for washing, cleaning and drying vehicles including automobiles, motorcycles, buses, or recreational vehicles. This definition excludes facilities that serve semi-trailer trucks with at least 3 axles that are designed to tow trailers.

Cash and retail lending service establishment. An establishment providing loans to individuals in exchange for personal checks as collateral.

CBD. Cannabidiol in the form of a consumable hemp product, as that term is defined in section 443.001 of the Texas Health and Safety Code, that may be lawfully sold in accordance with state and federal laws.

Cemetery or mausoleum. A use, structure or place designated for burial of the dead.

Civic center. A use, building or structure that is owned, managed or operated in whole or in part by a public governmental agency for governmental, cultural, recreational, athletic, convention or entertainment uses and activities.

Commercial cleaning or laundry plant. A facility equipped for commercial laundry and dry cleaning operations. Solvents and cleaning compounds may be stored on the premises.

Commercial greenhouse or nursery (wholesale and retail). An establishment for the growth, display, and/or sale of plants, shrubs, trees, and materials used in indoor or outdoor planting, conducted within or outside an enclosed building.

Commercial stable. See agricultural uses.

Common area or common property. A parcel or parcels of land, together with the improvements to the land, the use and enjoyment of which are shared by the owners and occupants of the individual building sites in a subdivision[.]

Community home. A building, structure or use providing food and shelter, personal guidance, care, rehabilitation services or supervision for not more than 6 disabled persons, regardless of their legal relationship to one another and 2 supervisory personnel. A group home is a community-based residential home operated in accordance with the Texas Human Resource Code chapter 123 and the Texas Department of Mental Health and Mental Retardation Act. A group home is a use by right that is authorized in any district zoned residential.

Community recreational use. Any establishment or area with the purpose of providing the public opportunity for recreation or leisure.

Community swimming pool. Any swimming pool other than a private swimming pool, including publicly and privately owned pools open to the public.

Conditional use. A use, building and structure allowed upon issuance of a permit after additional review and regulation to ensure compatibility between uses and for developing conditions which allow for compatibility with adjacent uses.

Country club. A privately owned club, with restricted membership. Such a club may include a golf course, swimming pool, cabanas, tennis courts and facilities for dining, entertainment, and other recreational uses.

Court (for building purposes). An open, unoccupied space bounded on more than two (2) sides by the walls of a building.

Church. A use, building or structure used for religious activities, education and worship.

Crop cultivation, forestry, farming. See agricultural uses.

Dairy farm. See agricultural uses.

Data center and software design. A facility whose primary service is data processing or storage and is used to house computer systems and associated components such as telecommunications and storage systems.

Day care - commercial. Any facility or premises where a total of seven (7) or more children under fourteen (14) years of age, and/or elderly adults, regularly attend for all or a portion [of] the twenty-four (24) hour day for purposes of custody, care, or instruction; and which children or elderly adults are not members of the immediate nuclear family of any natural person actually operating the facility or premises.

Day care - in-home. Any occupied private residence utilized for purposes of custody, care, or instruction; and which persons are not members of the immediate nuclear family living in the residence, pursuant to and as further defined by chapter 42 of the Texas Human Resources Code.

Decorative concrete block. Includes highly textured finish, such as split faced, indented, hammered, fluted, ribbed or similar architectural finish; coloration shall be integral to the masonry material and shall not be painted; minimum thickness of two and five-eighths inches (2-5/8") when applied as a veneer; shall include light weight and featherweight concrete block or cinder block units.

Distilled spirits. A liquor or similar alcoholic beverage distilled from grains, fruits, or other fermentable ingredients. Much stronger than beer and wine, distilled spirits (ex. brandy, gin, rum, tequila, whiskey, vodka, bourbon, etc.) and various flavored liqueurs.

District. Any section or area of the city for which the city council has adopted zoning regulations governing the use of buildings and premises, the height of buildings, the size of yards, the intensity of use, and other land use matters.

Dry-cleaning retail establishment with no processing on site. A facility used for picking up individual consumer's laundry and/or dry cleaning without dry cleaning equipment located on the premises.

Drive-in or drive-through service or sales. A retail transaction or the serving of a patron while in a motor vehicle or the permitting of consumption of food or drink while in a motor vehicle parked on the premises.

Duplex dwelling unit. A residential structure providing complete, independent living facilities for two (2) separate families, including permanent provisions for living, sleeping, cooking, eating, and sanitation in each unit.

Dwelling. Any building or portion of a building constructed for use by or occupied exclusively by one (1) family with culinary and sanitary conveniences provided for their use.

Dwelling unit (DUs). A structure, constructed on the site of its location, designed for a person or family to live in, in an individual or private state, and to be occupied as a home for an occupant, or the occupant and the family, if any, and not designed to be occupied by more than one (1) family.

E-cigarette. The term as defined in Tex. Health & Safety Code § 161.081(1-a).

Educational facility - public. An educational institution regulated by the state and operated by an independent school district. Curriculum includes kindergarten, elementary, and secondary education, but does not include private, business, commercial, trade, or craft schools.

Erect. To build, construct, attach, hand, [hang] place, suspend or affix, and when used in reference to signs, such term shall also include the painting of signs on the exterior surface of a building or structure, and shall also include the painting or affixing of signs to the exterior or interior surface of windows and shall include signs located interior to a building but readily visible from the exterior.

Exercise and sports establishment. Any facility where members or nonmembers use equipment or space or receive instruction for the purpose of physical exercise, fitness, flexibility, and/or weight control. Facilities may include amenities such as whirlpools, saunas, swimming pools, massage rooms, and sports courts, as well as locker rooms, and showers.

Exterior architectural feature. Any building or portion of a building that, due to its design, adornment, decoration or unique features, is of interest to the general public as an important asset to the community.

Family. Any number of individuals occupying a dwelling unit and living together as a single housekeeping unit, in which not more than three (3) individuals are unrelated by blood, marriage, adoption, or guardianship; the term includes a single individual.

Farm animals. Domestic animals generally used or raised on a farm for profit, including but not limited to cattle, horses, cows, sheep, bulls, stallions, jacks, swine, goats and all domesticated fowl used for eggs or food.

Federal, state, or city owned or controlled facilities or utilities. Any facility, including but not limited to, buildings, property, recreation areas, and utilities, which are leased or otherwise operated or funded by a governmental body or public entity.

Financial institution. An establishment that provides retail banking services, mortgage lending, or similar financial services to individuals and businesses. This classification includes credit unions, savings institutions, and Automated Teller Machines (ATMs).

Floodplain. Property that has a history of inundation or is determined to be subject to flood hazard, specifically identified by the Federal Emergency Management Agency on its flood hazard boundary maps (FHBM) for the city. Within the floodplain, no development or alteration of the floodplain due to dumping, excavation, storage, filling or mining operations shall be conducted without a development permit approved by the city. Note that the fact that land may not be classified as floodplain shall not be interpreted as assurance that such land or area is not subject to periodic local flooding.

Floor Area Ratio. The ratio of the gross floor area of a building or buildings in relations to the required lot area. The floor area ratio (FAR) may be expressed as a percent of the lot area.

Franchise-holding facilities and utilities holding a franchise under the authorization of the city. An establishment or organization that has a formal agreement with the city to use public property for installations, service delivery, or other related purposes.

Frontage. All of the property on one side of a street between two intersecting streets (crossing or terminating) measured parallel along the line of the street, or if the street is a dead-end, then such term shall mean all of the property abutting on one side between an intersecting street and the dead-end of the street; additionally, “frontage” shall mean all of the property on one side of a street between two lot lines.

Garage, private. An accessory building designed or used for the storage of not more than four (4) motor-driven vehicles owned by the occupants of the building to which it is accessory. Not more than one (1) of the vehicles may be a commercial vehicle of not more than a two (2) ton capacity.

Garage, public. A building or portion thereof, other than a private garage, designed or used for equipping, servicing, repairing, hiring, selling, or storing motor-driven vehicles.

General office. Administrative, executive, professional, or managerial premises providing direct services to consumers.

Golf course. A facility providing a private or public golf recreation area designed for executive or regulation play along with accessory golf support facilities but excluding miniature golf.

Guest house, caretaker or security quarters for SF dwelling. An attached or detached accessory building used to house guests, a caretaker, or security personnel for the occupants of the principal building, and which is not rented or leased.

Height. The vertical distance of a building, structure or portion thereof, measured from the mean level of the ground surrounding the building to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the mean height level between eaves and ridge for gable, hip or gambrel roofs.

Hobby shed. An accessory use and structure not used for commercial purposes nor rented to others as defined under accessory use item (5) [sic]

Home based business. A home occupation or use for profit or non-profit involving business, art or hobby activities including the selling to, production of, and provision of services to others not part of the on-site single family residential use.

Home occupation. Any occupation or activity carried on or occurring in a dwelling unit by a member of the immediate family, residing on the premises, in connection with which there is used no sign other than a name plate as allowed by the city's sign ordinance attached to the building, and no display that will indicate from the exterior that the building is being utilized in part for any purpose other than that of a dwelling; and, no mechanical equipment is used except that which is of a type similar in character to that normally used for purely domestic or household purposes. Retail sales from the home to walk up or drive up customers, cafes, or diners and barber or beauty shops are not considered a home occupation. Examples of home occupations include crafts; woodworking; dressmaking; custom cakes or other small scale catering that uses no commercial type or size equipment; professional services such as bookkeeping, handling of telephone orders, technology or electronic communication; traditional bed and breakfasts limited to three (3) rooms for rent, and day care for six (6) or fewer persons.

Horse stables, riding academies and equestrian boarding. See agricultural uses.

Hospital or medical/health care facility. An institution or place where sick or injured patients are provided medical or surgical care.

Hotel. A structure or building or group of structures or buildings whose principal function or use is to provide rooms for temporary lodging where entrance to reach room is from a completely enclosed area and which structure may also contain a restaurant, conference rooms and retail uses or personal service uses.

Information assembly, broadcasting, carriers. Establishments primarily engaged in the provision of broadcasting and other information relaying services accomplished through the use of electronic and telephonic mechanisms.

Information data processing. An establishment primarily involved in the compiling, storage, and maintenance of documents, records, and other types of information in digital form.

Information distribution, publication, production. The creation or development of informational content and the dissemination of the content to the public through print, electronic, digital, broadcast, or other media formats.

Information telecommunication, sellers. Any facility, and its accessory uses or structures, utilized for the broadcast or reception of electro-magnetically transmitted information.

Insurance. A financial institution that provides risk management services by offering insurance policies to individuals, businesses, and organizations.

Kennel. Any location where four (4) or more dogs or cats aged six (6) months or older and other household pets are groomed, bred, boarded, trained or sold. Pet retail stores where animals are offered for sale as a secondary use, and where grooming, small animal medicine, surgery and/or training is conducted as secondary to the retail selling of pet goods and supplies are not included within the definition of kennel.

Library. A public facility for the use, but not sale, of literary, musical, artistic, or reference materials.

Loading space. A paved all weather impervious surface area, enclosed or unenclosed, sufficient in size to store a one (1) ton truck or larger truck and a passenger bus, with a paved surface driveway connecting the loading space with the public street or alley and permitting ingress and egress.

Lot. A lot is the smallest physical and undivided tract or portion of land as shown on a duly recorded plat, having frontage on a public street.

Lot, corner. A lot that has an interior angle of less than one hundred and thirty-five (135) degrees at the intersection of two (2) street lines. A lot abutting upon a curved street shall be considered a corner lot if the tangents of the curbs at the points of intersection of the side lot lines intersect at an interior angle of less than one hundred and thirty-five (135) degrees.

Lot coverage. The percent of the lot covered with structures as compared to open space. Structures include all buildings, parking lots and driveways. See definition of open space.

Lot, double frontage. A lot having a frontage on two (2) parallel streets.

Lot, interior. A building lot other than a corner lot.

Lot area. The area of a lot between lines, including any portion of an easement that may exist within such lot lines.

Lot of record. A lot which is part of a subdivision, the map or plat of which has been recorded in the office of the County Clerk of Collin County; or a parcel of land, the deed of which was recorded in the office of the County Clerk of Collin County.

Machinery, heavy equipment, truck sales and service. Establishment primarily engaged in the sale or service of tools, trucks, tractors, construction equipment, agricultural implements, and similar industrial equipment.

Manufactured home. A structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, transportable in one or more sections, which, in the traveling mode, is eight (8) body feet or more in width or forty (40) body feet or more in length, or, when erected on site, and which is built on a permanent chassis and designed to be used as a dwelling and shall have a permanent concrete foundation, connected to public water and sanitary sewer utilities, and includes plumbing, heating, air-conditioning, and electrical systems. The term does not include a recreational vehicle as that term is defined by 24 Code of Federal Regulations, section 3282.8(g). The manufactured home is not constructed with a permanent hitch or other device allowing transport of the unit other than for the purpose of delivery to a permanent site and which does not have wheels or axles permanently attached to its body or frame.

Manufactured home lot. A parcel of land in a manufactured home park for the placement of a single HUD-code manufactured home and the exclusive use of its single family occupants.

Manufactured home park. A parcel of land designed as an area for manufactured homes to be installed as residences containing individual lots of record for the permanent placement of a manufactured home on an individual lot of record with roads, utilities, and drainage in accordance with all applicable provisions of the City's Code of Ordinances and other regulations governing a manufactured home park.

Manufacturing – appliance, instrument, controller. Establishments primarily engaged in manufacturing appliances, instruments, controllers, and/or related materials.

Manufacturing – device, parts, vehicle. Establishments primarily engaged in manufacturing devices, parts, vehicles, and/or related materials.

Manufacturing – die, tooling, equipment, machinery. Establishments primarily engaged in manufacturing dies, tools, equipment, machinery, and/or related materials.

Manufacturing – other. The mechanical or chemical transformation of materials or substances into new products, including the assembling of component parts, the creation of products, and the blending of materials.

Materials bending, cutting, machining, molding, welding. An establishment conducting various methods of material fabrication and alteration.

Medical and state licensed health services. An establishment where patients receive consultation, diagnosis, and treatment by doctors, dentists, or similar practitioners, and is authorized to operate under state law. This use includes medical services offered exclusively on an outpatient basis, including emergency services such as urgent care centers, and licensed facilities offering substance abuse treatment, blood banks, and plasma centers.

Medical office or clinic. A facility, other than hospitals, where patients are admitted for examinations and treatment by one or more physicians, on either a "walk-in" or appointment basis. Patients are treated on an outpatient basis and are not admitted for overnight treatment or observation.

Medical or scientific laboratory. A facility that conducts research to promote the general base of knowledge or to create new or improved products.

Merchandise rental. An establishment where merchandise such as furniture, appliances, and electronic equipment may be rented for personal use.

Minor. A person under 21 years of age.

Model home. A dwelling unit within a residential development used for the purpose of display of amenities and marketing the sale of homes within the residential development and functioning as a sales office until sold to a third party buyer.

Motel. A structure or building or group of structures or buildings whose principal function or use is to provide rooms for temporary lodging in which the rooms are directly accessible from an outdoor parking area.

Multi-family dwelling. See multi-unit dwelling.

Multi-unit dwelling. A residential structure providing complete, independent living facilities for three (3) or more families or households living independently of each other and including permanent provisions for living, sleeping, cooking, eating, and sanitation in each unit. Condominiums are included in this definition.

Municipal uses. Any building, structure, or facility owned, leased, or operated by the City.

Nonconforming use. The use of land or a building, or portion thereof, which does not conform with the use regulations of the district in which it is situated and which use was legally in existence prior to the effective date of this division and any subsequent amendments.

Nursery, garden, landscape material sales. The retail handling of any article, substance, or commodity related to the planting, maintenance, or harvesting, of garden plants, shrubs, trees, packaged fertilizers, soils, chemicals, or other nursery goods, and related products in small quantities to the consumer.

Nursing home. A building, or portion thereof, used or designed for medical services for the housing of the aged, and/or mentally or physically challenged persons who are under daily medical, psychological, or therapeutic care; including assisted living centers; provided that this definition shall not include rooms in any residential dwelling, hotel, or apartment hotel not ordinarily intended to be occupied by said persons.

Occupancy. The use or intended use of land or buildings by owners, occupants, proprietors or tenants.

Off-street parking. An area for storage of an automobile that is entirely on private property.

Office/showroom/warehouse. A facility or portion of a facility used for administrative, professional, or clerical operations, the display and demonstration of products to customers or clients without on-site manufacturing, and/or for the storage, distribution, and handling of goods.

Open space. The part of a building lot, including courts or yards, which are open and unobstructed from its lowest level to the sky, which is accessible to all residents or users upon a building lot, which is not part of a roof, driveway, parking area, and which does not include any structures.

Open space reserve. Open space reserve shall mean an open area, a minimum size of five (5) acres, which is designed and intended to be used for outdoor recreation. An area of usable open space reserve shall include Texas native or natural landscaping, walks, water features and decorative objects such as artwork or fountains. Open space reserves shall not include recreational equipment or recreational sports fields, or buildings, except those buildings designed specifically for maintenance of the open space reserve. Open space reserves may include parking areas and driveways.

Open space preserves. See open space reserve.

Open storage and open processing operations. The storage of materials outside the principal or accessory buildings on a property as well as processing operations that are conducted outdoors.

Outdoor, drive-in or drive-thru sales or service activity, including rear yard patios. An establishment open to the public where food and beverages are prepared and served to customers in motor vehicles. Food or drink may also be served for off-premises consumption as carry-out orders at drive-in or drive-through points of service.

Outdoor storage. The keeping, in an unenclosed area, of any goods, items, material or merchandise in the same place for more than twenty-four (24) hours and not actively being sold.

Outside sales and storage. The placement of commodities, materials, goods, equipment, vehicles, merchandise, or other personal property that are immediately available for sale or rent outside of a building.

Packaging of parts and materials prev manufactured. The packaging of parts, previously manufactured, by means of fasteners, nuts and bolts, screws, glue, welding, or other similar technique.

Parking space. A paved all weather impervious surface area, enclosed or unenclosed, sufficient in size to store one (1) automobile, with a paved surface driveway connecting the parking space with the public street or alley and permitting ingress and egress of an automobile.

Parts assembly, materials sorting prev manufactured. The fitting or joining of parts of a mechanism, previously manufactured, by means of fasteners, nuts and bolts, screws, glue, welding, or other similar technique.

Personal services. Establishments primarily engaged in providing care and services for people's needs, such as barbershops, beauty salons, spas, businesses offering classes for small groups or individuals, and permanent

cosmetics. A beauty salon may offer permanent cosmetics services, as long as such services are in conjunction with the beauty salon and are limited to parts of the body above the neck and are generally for cosmetic or reconstructive purposes.

Pet grooming and care services. See kennel.

Pharmacy. An establishment where drugs and medicines are prepared and dispensed.

Place of worship. A building or structure, or group of buildings or structures that by design and construction are primarily intended for conducting organized religious services and associated accessory uses.

Planned unit. A land area, which (1) has individual building sites and common property such as a park and (2) is designed to be capable of satisfactory use and operation as a separate entity without necessarily having the participation of other building sites or other common property. The ownership of the common property may either be public or private.

Planned unit development. A single planned unit as initially designed; or such a unit as expanded by annexation of additional land areas; or a group of continuous planned units, whether as separate entities or merged into a single consolidated entity.

Planning commission. The planning and zoning commission of the City of Lavon, Texas.

Private clubs and organizations (indoor). A nonprofit membership organization that holds regular meetings and pursues a common interest, usually cultural, civic, religious, or social, and has formal written membership rules along with the requirement for members to pay dues. A "club or lodge" may, subject to other regulations controlling such uses, maintain dining facilities; engage professional entertainment for the enjoyment of members and their guests; or store, sell, possess, or serve any alcoholic beverage permitted by the law of the State of Texas. This definition does not include any form of sleeping accommodation.

Professional, scientific and technical services. Work done for others, predominately on the premises of the office, by someone trained and engaged in such work for a career; e.g., doctors, lawyers, accountants.

Professional service and sales. A business that offers any type of personal service to the public which requires as a condition of such service the obtaining of a license or other legal authorization. By way of example, and without limiting the generality of this definition, professional services include services rendered by certified public accountants, engineers, architects, and attorneys at law.

Public parks and playgrounds. Open space owned and operated by a public agency that is available to the public for active play and recreation. May contain sports courts and/or a play apparatus.

Public recreational facilities. A recreation facility or park owned and operated by a public agency and available to the public.

Real estate. Administrative, executive, professional, or managerial premises providing real estate and related services.

Real estate model home. A dwelling unit temporarily used for the purpose of display and marketing for the sale of residential development.

Recreation vehicle. A vehicle designed for human habitation for recreational purposes and capable of being used on a highway. Recreational vehicles shall include a motor home, travel trailer, and camping trailer, but shall not include a mobile home or manufactured home.

Recreational vehicle park. Any area or tract of land where two or more recreational vehicle lots or spaces are rented or held for rent.

Repair. The reconstruction or renewal of any part of an existing building for the purposes of maintenance. The word repair shall not apply to structural alterations.

Restaurant. An eating/drinking establishment that is open to the public, where food and beverages are prepared, served, and primarily consumed within the primary building, or sold for off premises consumption. Outdoor patios ancillary to an indoor restaurant use may be permitted.

Retail sales. Establishments engaged in selling goods, commodities, or merchandise to the public.

Right-of-way. The area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the city has an interest.

Roof line. The height which is defined by the intersection of the roof of the building and the wall of the building. For mansard-type roofs, the roof line shall be defined as the top of the lower slope of the roof. Roofs with parapet walls completely around the building and not exceeding four (4) feet in height may be considered as the roof line.

Second-hand/used goods/pawn shop. A retail establishment engaged in selling used merchandise, such as clothing, furniture, books, shoes, or household appliances, on consignment. Merchandise is brought to the establishment and processed by marking, cleaning, sorting, and storing as a major part of the principal use. Such stores do not include those selling vehicles, auto parts, scrap, or waste.

Servants quarters. Living spaces for domestic servants, gardeners or childcare, adult /elder care or health specialists that have the same utility connections as the main house.

Setback or building line. A line, which marks the setback distance from the property line and establishes the minimum required front, side, or rear yard space of a lot.

Single dwelling unit including a manufactured home. Any building or portion of a building constructed for use by or occupied exclusively by one family with culinary and sanitary conveniences provided for their use. This structure may be designed and built in a factory in compliance with the standards of the United States Department of Housing and Urban Development.

Single family attached - townhomes use. A single-family dwelling unit constructed in a series or a group of attached units with property lines separating such units, usually with the dividing wall between units falling on the property line.

Single family (SF) detached dwelling. A dwelling unit designed and constructed for occupancy by one family and located on a single lot or tract that has no physical connection to a building located on any other lot or tract.

Single family – zero lot line. A dwelling unit designed and constructed for occupancy by one family and located on a single lot or tract, with one side of the unit built along the property line, and has no physical connection to a building located on any other lot or tract

Site plan. A Plan showing use of the land, to include locations of buildings, drives, sidewalks, parking areas, drainage facilities, and other structures to be constructed.

~~*Servants quarters.* Living spaces for domestic servants, gardeners or childcare, adult /elder care or health specialists that have the same utility connections as the main house.~~

~~*Setback or building line.* A line, which marks the setback distance from the property line and establishes the minimum required front, side, or rear yard space of a lot.~~

Smoke/tobacco/CBD store. Any premises dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco, tobacco products, tobacco paraphernalia, or CBD or hemp-derived products, except:

(1) A pharmacy selling FDA approved cannabis and cannabis-derived products; and

(2) Any grocery store, supermarket, convenience store or similar retail use that sells conventional cigars, cigarettes, tobacco, or CBD or hemp-derived products as an ancillary sale, meaning the store uses for the display, sale, distribution, delivery, offering, furnishing, or marketing of conventional cigars, cigarettes, tobacco or CBD or hemp product:

(A) No more than two percent (2%) or 200 square feet of its gross floor area (whichever is less); or

(B) For a retail store consisting of 250 square feet or less, no more than five (5) square feet.

Stable, commercial or private. Commercial barn or stable shall mean a boarding facility used for the rental of stall space or for the sale or rental of horses, mules or similar large animals. Private barn or stable shall mean a facility used solely for the owner's private purposes for the boarding, sale or keeping of horses, mules or ponies, and not kept for remuneration, hire or sale.

Stone. Includes naturally occurring granite, marble, limestone, slate, river rock, and other similar hard and durable all weather stone that is customarily used in exterior building construction; may also include cast or manufactured stone product, provided that such product yields a highly textured stone-like appearance, its coloration is integral to the masonry material and shall not be painted, and it is demonstrated to be highly durable and maintenance free; natural or manmade stone shall have a minimum thickness of two and five-eighths (2-5/8) inches when applied as a veneer.

~~*Storage of flammable liquids and materials.* A structure storing any liquid or material which has a flash point of 70 degrees Fahrenheit.~~

Storage, self-service. A structure containing separate, individual, and private storage spaces of varying sizes.

Storage garage. A "storage garage" is any premises and structure used exclusively for storage of more than five (5) automobiles.

Story. That portion of a building, other than a basement, included between the surface of any floor and the surface of the floor next above it or, if there be no floor above it, the space between the floor and the ceiling next above it.

Street. A way for vehicular traffic or parking, whether designated as a highway or as any of the following types:

(1) Residential street: serves a residential neighborhood and may be a cul-de-sac, loop or short street.

(2) Collector street: serves to collect traffic from multiple residential streets.

(3) Arterial street: a through traffic street, generally aligned in the direction of major traffic movement carrying such traffic into or out of the city.

(4) Parkways and boulevards: across-city traffic thoroughfares, for movement of great amounts of traffic.

(5) Commercial streets: serve both business and industrial areas.

Structural alterations. Any change which would tend to modify the life of a supporting member of a structure such as bearing walls, columns, beams, or girders.

Structure. Anything constructed, the use of which requires permanent location on the ground or attachment to something having a permanent location on the ground.

Stucco. Stucco shall be defined as traditional three (3) step hard coat stucco applied over a masonry or concrete backing.

Tattoo service and similar body artwork. Establishments producing an indelible mark or figure on the human body by scarring or inserting pigments under the skin using needles, scalpels or other related equipment to license with the Department of State Health Services, not to include permanent cosmetics services. Also includes establishments creating an opening in a person's body, other than the earlobe, to insert jewelry or another decoration to license with the Department of State Health Services, including studios that perform implants.

Technical service and sales. A business that offers any type of personal service to the public which require technical expertise and skills, often related to technology or engineering. By way of example, and without limiting the generality of this definition, technical services include software development, engineering design, and technical consultancy.

Temporary concrete batch plant. An on-site manufacturing plant utilized for a limited period of time as allowed in this division where concrete is mixed before being transported to a construction site ready to be poured.

Theater. A structure providing live or taped entertainment with fixed seating.

Tobacco. Any preparation of the nicotine-rich leaves of the tobacco plant, which are cured by a process of drying and fermentation for use in smoking, chewing, absorbing, dissolving, inhaling, snorting, sniffing, or ingesting by any other means into the body.

Tobacco paraphernalia. Any paraphernalia, equipment, device, or instrument that is primarily designed or manufactured for the smoking, chewing, absorbing, dissolving, inhaling, snorting, sniffing, or ingesting by any other means into the body of tobacco, tobacco products, or other controlled substances as defined in the Tex. Health and Safety Code. Items or devices classified as tobacco paraphernalia include but are not limited to the following: pipes, punctured metal bowls, bongs, water bongs, electric pipes, e-cigarettes, e-cigarette juice, buzz bombs, vaporizers, hookahs, and devices for holding burning material. Lighters and matches shall be excluded from the definition of tobacco paraphernalia.

Tobacco product. Any product in leaf, flake, plug, liquid, or any other form, containing nicotine derived from the tobacco plant, or otherwise derived, which is intended to enable human consumption of the tobacco or nicotine in the product, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. For the purposes of this chapter, the term "tobacco product" excludes any product that has been specifically approved by the United States Food and Drug Administration (FDA) for sale as a tobacco/smoking cessation product or for other medical purposes, where such product is marketed and sold solely for such an approved purpose.

~~*Townhouse.* A single-family dwelling unit constructed in a series or a group of attached units with property lines separating such units, usually with the dividing wall between units falling on the property line.~~

~~*Trade contractor office and dispatch.* A mobile trailer or any other temporary structure used by a construction contractor for office/headquarters purposes at the site of and for the duration of the construction of a structure or building project. This use also includes equipment storage, portable lavatories permitted on or adjacent to the construction site, or on lots or parcels owned or controlled by the owner of the lot or parcel on which the construction is taking place.~~

Transmission tower. A wireless telecommunications support structure designed primarily of the support and attachment of a wireless telecommunications facility. Transmission towers include:

- (1) Monopole tower** -A self-supporting structure composed of a single spire used to support telecommunications antenna and/or related equipment.
- (2) Lattice tower** -A self-supporting three (3) or four (4) sided, open, steel frame structure used to support telecommunications antenna and/or related equipment;
- (3) Guyed tower** -An open, steel frame structure that requires wires and anchor bolts for support.
- (4) Stealth tower** - A manmade tree, clock tower, church steeple, bell tower, utility pole, light standard, identification pylon, flagpole, or similar structure, that is camouflaged to be unrecognizable as a telecommunications facility, designed to support or conceal the presence of telecommunication antennas and blends into the surrounding environment.

Use. The purpose or activity for which the land or building thereon is designed, arranged, or intended, or for which it is occupied or maintained, and shall include any manner or performance of such activity with respect to the performance standards of this division.

Use permits. Permits authorized by the city council upon recommendation of the planning and zoning commission allowing certain uses in zoning districts.

- (1) Conditional uses** are uses which are generally compatible with those uses permitted by right in a zoning district, but which require individual review of their location, design, configuration, density and intensity. These are granted to the land and will continue to be valid with sale or transfer of property.
- (2) Specific uses** are uses which are not generally compatible with those uses permitted by right in the zoning district, but by the unusual circumstances (existing uses and historic uses) in the area, consideration of the use is advisable. These are granted to a person and do not transfer with change of ownership of the property unless such change is by inheritance.

~~*Uses related to animal husbandry and raising of crops on unplotted land.* See agricultural uses.~~

Utility facility. Infrastructure services and structures necessary to deliver basic utilities essential to the public health, safety, and welfare. This includes all lines and facilities provided by a public or private agency and related to the provision, distribution, collection, transmission or disposal of water, storm and sanitary sewage, oil, gas, power, information, telephone cable, electricity and other services provided by the utility. This does not include wireless telecommunication facilities.

Vapor smoking services. A retail use that provides vapor smoking services on-site.

Variance. A legal modification in the application of specific zoning district regulations such as yard, lot width and yard depth, signs, set back and off-street parking, and loading regulations granted due to the special conditions or circumstances peculiar to a particular parcel of property.

Vehicle display and sales. Any establishment that sells or leases new or used automobiles, trucks, vans, trailers, recreational vehicles, boats, motorcycles or other similar motorized transportation vehicles. May maintain an inventory of the vehicles for sale or lease either on-site or at a nearby location and may provide on-site facilities for the repair and service of the vehicles sold or leased.

Vehicle parking garage. A structure composed of one or more levels for the parking or storage of motor vehicles.

Vertically mixed use commercial and residential. A building or connected buildings that contain both residential and commercial uses.

Veterinarian service, animal clinic. See Kennel.

Warehousing and distribution facilities. An establishment engaged in the receipt, storage, and distribution of goods, products, cargo, and materials to retailers, wholesalers, agents, brokers, or to industrial, commercial, institutional, or professional business users and may include an office incidental to the primary use.

Wholesale enterprises w/o materials storage and distrib. An establishment or place of business primarily engaged in selling and/or distributing merchandise to retailers; to industrial, commercial, institutional, or professional business users, or to other wholesalers; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such individuals or companies. This is not considered a general commercial use.

Wholesale plant nursery. See agricultural uses.

Wind energy, utility or telecommunication tower. Facilities that provide for the transmission, transfer, and distribution of telephone service and related activities that are not part of a commercial utility facility. Also includes a machine by which energy supplied by the wind is changed to electric energy.

Wireless telecommunication facility. An unstaffed facility operating for the transmission and reception of low-power radio signals consisting of an equipment shelter or cabinet, a support structure, antennas, and related equipment.

Yard. An open space open from its lowest point to the sky unobstructed at grade between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward, except for the ordinary projection of sills, belt courses, cornices, chimneys, buttresses, ornamental features and eaves and as otherwise provided herein.

Yard, front. A yard extending across the front of a lot between the side lot lines, and being the minimum horizontal distance between the street line and the main building including any projections of the usual uncovered steps, uncovered balconies, or uncovered porches. On corner lots, the front yard shall be considered as parallel to the street upon which the lot has its least dimension.

Yard, rear. A yard extending across the rear of a lot and being the required minimum horizontal distance between the rear lot line and the rear of the main building including any projections thereof other than the projections of uncovered steps, unenclosed balconies, or unenclosed porches. On all lots, the rear yard shall be in the rear of the front yard.

Yard, side. A yard between the main building and side line of the lot, and extending from the required front yard to the required rear yard, and being the minimum horizontal distance between a side lot line and the side of the main buildings or any projections thereof.

Definitions not expressly described herein are to be construed in accordance with customary usage in municipal planning and engineering practices. Words used in the masculine or feminine shall also be construed to mean the other.

(Ordinance 2018-03-02, ch. 3, adopted 3/20/18; Ordinance 2022-07-02 adopted 7/19/22; Ordinance 2023-03-03 adopted 3/7/2023; Ordinance 2023-10-03 adopted 10/17/2023)

DIVISION 8 OFF-STREET PARKING AND LOADING REGULATIONS

§ 9.03.173 Off-street parking requirements.

...

(b) Parking requirements:

~~(1) Alcohol: brewpub (on- and/or off-premises consumption) - one (1) parking space for every two hundred (200) square feet of retail or event area for businesses including on-premises consumption, plus one (1) parking space per employee on the largest shift.~~

~~(2) Alcohol: manufacturing and distribution (on- and/or off-premises consumption) - one (1) parking space for every two hundred (200) square feet of retail or event area for businesses including on-premises consumption, plus one (1) parking space per employee on the largest shift. Businesses within this use without on-premises consumption, one (1) parking space per employee and one (1) space for each five hundred (500) square feet of showroom space.~~

~~(3) Alcohol: mixed beverage package store/retailer (on- and/or off-premises consumption) - one (1) parking space for every two hundred (200) square feet of building floor area.~~

~~(4) Alcohol: mixed beverage sales (on-premises consumption) - one (1) parking space for every two hundred (200) square feet of building floor area.~~

~~(5) Alcohol: wine and malt beverage package store/retailer (on- and/or off-premises consumption) - one (1) parking space for every two hundred (200) square feet of building floor area.~~

~~(6) Alcohol: wine and malt beverage sales (on-premises consumption) - one (1) parking space for every two hundred (200) square feet of building floor area.~~

~~(7) Auditorium or similar gathering assembly - one (1) parking space for every four (4) seats.~~

~~(8) Bank or financial institution - one (1) parking space for every three hundred (300) square feet of floor area.~~

~~(9) Cemetery or mausoleum - cemetery parking requirement at a rate of 2.5 percent of the cemetery site dedicated to off street parking. For a cemetery gathering building, room or public structure the parking requirement shall be a minimum of one (1) parking space for each 300 (three hundred) square feet of building or structure space. The interior roadways (non-public streets and roadways) of the cemetery may act to meet the cemetery parking requirement except for the building parking space requirement which shall be at a rate of 300 per square feet.~~

~~(10) Church - one (1) parking space for every three hundred (300) square feet of floor area, except that for assembly areas one (1) space shall be provided for every four (4) seats in an assembly area.~~

~~(11) Civic center - one (1) parking space for every three hundred (300) square feet of floor area, except that for assembly areas one (1) space shall be provided for every four (4) seats in an assembly area.~~

~~(12) Educational facility - one (1) parking space per each employee plus one (1) parking space for every four (4) classrooms for elementary levels, plus one (1) parking space for every four (4) students for secondary and higher levels of education.~~

~~(13) General office - one (1) parking space for every three hundred (300) square feet of floor space.~~

~~(14) Group home - four (4) parking spaces.~~

~~(15) Home based bed and breakfast business – one (1) parking space for each sleeping room.~~

~~(16) Hospital or medical/health care facility – one (1) parking [space] for every two (2) patient beds plus one (1) parking space for every one and one-half (1-1/2) employees.~~

~~(17) Hotels and motels: one (1) parking space for each sleeping room plus one (1) parking space for every three hundred (300) square feet of meeting or commercial assembly floor area.~~

~~(18) Library – one (1) parking space for every four hundred (400) square feet of floor area.~~

~~(19) Manufacturer home park development – two (2) parking spaces per single residential unit and one (1) community parking space within a community parking area for every two (2) residential units.~~

~~(20) Manufacturing and assembly – one and one half (1-1/2) parking spaces for every one (1) employee for businesses with two (2) or more work shifts, one (1) parking space per employee for businesses with one (1) work shift.~~

~~(21) Medical office or clinic – one (1) parking space for every two hundred (200) square feet of floor area.~~

~~(22) Multifamily dwellings.~~

~~(A) Two (2) parking spaces for each dwelling unit.~~

~~(B) A minimum thirty (30) percent of required off-street parking spaces shall be enclosed in a garage. As part of the site plan approval process, enclosed parking space requirement for multifamily dwelling uses may be reduced from thirty (30) percent of the units having an enclosed parking space to no less than twenty (20) percent of the units having an enclosed parking space, if the proposed project satisfies the following:~~

~~(i) Provide trees at a ratio of one tree per twenty (20) feet in the street and adjacency buffers; and~~

~~(ii) Provide usable public open space (minimum 3,000 contiguous square feet, not encumbered by floodplain, and with pedestrian/recreation amenities such as benches, water fountains, playground, etc.).~~

~~(C) No garage doors shall face a public street.~~

~~(D) No covered parking spaces and/or detached garages may be placed between a multifamily building and a public street.~~

~~(E) Detached garages shall be a minimum of twenty (20) feet from any residential building.~~

~~(F) Stacking spaces (tandem spaces between the garage door and fire lane) shall not be counted towards required parking spaces.~~

~~(G) A minimum twenty (20) percent of required off-street parking spaces shall be covered using a canopy structure(s).~~

~~(H) Covered parking shall be designed to have decorative posts and masonry accents, so they are architecturally compatible with the home architecture.~~

~~(I) Areas dedicated for parking of boats, trailers, and RVs shall be separated from vehicle parking and shall be located in a designated area which is screened from the street and adjacent residential property. Boats, trailers, and RVs may not be parked in required parking spaces, and areas dedicated for these vehicles may not be counted toward required off-street parking.~~

~~(23) Personal services including spas, beauty and barber shops, one (1) parking space for every two hundred (200) square feet of floor area.~~

~~(24) Recreational, amusement, health club, country clubs, and similar membership uses – public or private:~~

- ~~(A) One (1) parking space for every two hundred (200) square feet of building floor area.~~
- ~~(B) Two (2) parking spaces for every outside or inside game court.~~
- ~~(C) One (1) parking space for each four (4) seats of outdoor assembly bleachers or indoor seating.~~
- ~~(D) Seventy (70) spaces for every playing field used for league play.~~
- ~~(E) Two (2) parking spaces for every golf course green or driving range tee.~~
- ~~(F) Five (5) parking spaces for every bowling alley.~~

~~(25) Retail sales uses, including general merchandise and/or grocery store – one (1) parking space for every two hundred and fifty (250) square feet of building floor area.~~

~~(26) Restaurants – one (1) parking space for every three (3) seats with a minimum of eight (8) parking spaces provided and one and one-half (1-1/2) parking spaces per employee.~~

~~(27) Service providers to the general public other than listed in this division – one (1) parking space for every three hundred (300) square feet of building floor area.~~

~~(28) Single dwelling unit including a manufactured home – two (2) covered parking spaces for each dwelling unit located behind the front yard building line and not within the side yard.~~

~~(29) Warehousing/distribution center – one (1) parking space per each employee on one (1) shift and one and one half (1-1/2) parking spaces per employee for two (2) or more work shifts.~~

~~(A) Mini-warehouses, self-storage – one (1) parking space per employee and one (1) parking space for each three hundred (300) square feet of office and showroom space.~~

~~(B) Retail showroom/warehouse – one (1) parking space per employee and one (1) space for each five hundred (500) square feet of showroom space.~~

~~(30) Unclassified use – for uses not included above, one (1) parking space for each three hundred (300) square feet of floor area.~~

(c) Rules for computing number of parking spaces. In computing the number of parking spaces required for each of the above uses the following rules shall govern:

(1) The term “floor area” means the gross floor area of the specific use.

(2) Where fractional spaces result, the parking spaces required shall be constructed to be the next higher whole number.

(3) Whenever a building or use is changed or enlarged in floor area, number of employees, number of dwelling units, seating capacity, or otherwise, to create a need for an increase in the number of existing parking spaces, such spaces shall be provided on the basis of the enlargement or change. Whenever any building is enlarged to the extent of 50 percent or more in floor area or in the area used, said building or use shall then and thereafter comply with the parking requirements set forth herein.

(4) In the case of mixed uses, the parking spaces required shall equal the sum of the requirements of the various uses computed separately.

(5) In the case of potential conflicts between parking requirements in computation of requirements, the requirement resulting in the most required spaces shall apply.



CITY OF LAVON Agenda Brief

MEETING: March 3, 2026

ITEM: 6 – E

Item:

Discussion and action regarding the revised site plan and landscape plan of the Retail & Restaurant project at 635 S. SH 78 on Lot 4, Block A of the 78 East Commercial Addition in the Grand Heritage Planned Development District northwest of the intersection of SH 78 and Burnett Drive, City of Lavon, Collin County, Texas (CCAD Property ID 2614649).

Application Information

- Owner(s):** TX 78, LLC
- Applicant:** Kiew Kam, Triangle Engineering, LLC
- Location:** 635 S. SH 78, located northwest of the intersection of SH 78 and Burnett Drive.
- Description:** Lot 4, Block A of the 78 Commercial East Addition in the Grand Heritage Planned Development District (CCAD Property ID 2614649).
- Current Zoning:** Planned Development – Ord. No. 2004-09-05 and Ord. No. 2023-08-10
- Request:** REVISED Site Plan and Landscape Plan

Request Details

The applicant is seeking approval of the REVISED site plan and landscape plan, previously approved on May 6, 2025, for a site containing two multi-tenant commercial buildings, each being approximately 10,670 square feet in area.

When initially approved, for the combined area of 21,340 square feet for the two buildings, the applicant proposed approximately 16,645 square feet for retail use and 4,695 square feet for restaurant use. The revised submittal provides for one of the buildings to be an emergency medical care facility and the other building to be 50% retail and 50% restaurant uses without a drive-through.

The site will be developed in accordance with the Grand Heritage Planned Development District regulations, Ordinance No. 2004-09-05, as amended that established the Planned Development zoning for the property.

No major changes are proposed to the building materials, façades, or photometric plans.

Code Excerpt:

**LAVON CODE OF ORDINANCES – ZONING ORDINANCE
DIVISION 7 – SITE PLAN**

9.03.151 PURPOSE

The purpose of this Section is to regulate the manner in which land in the City of Lavon is used and developed, minimize adverse effects on surrounding property or the general public, protection from fire, protection of adjacent uses from obstructions to light, air and visibility plus provision of adequate storm water drainage facilities, transportation, water and sanitary sewage facilities.

9.03.154 CRITERIA FOR APPROVAL

- a) All applicable City of Lavon Comprehensive Master Plan and Ordinance requirements shall have been met as a condition of site plan approval.
- b) All applicable Site Plan requirements of this Subtitle shall have been met as a condition of site plan approval.
- c) The adequate capacity of public or private facilities for water, sewer and access to, from and through the development shall be met as a condition of site plan approval. City reserves the right to deny approval of a site plan based upon insufficient capacity of any public facility or facilities.

Zoning: The property is zoned Planned Development (PD). The proposed development of the property is permitted. The site plan and landscape plan are generally prepared in conformance with the approved zoning requirements.

Platting: The property is platted.

Access: Access is provided SH 78 and via cross access easements. The applicant prepared an update to the Traffic Impact memorandum for the revised site plan and uses.

Utilities: The site will be served water by the Bear Creek Special Utility District and sanitary sewer by the City of Lavon.

Screening and Landscaping: Screening and landscaping are generally provided in accordance with the zoning requirements.

The proposed application was reviewed by the planning consultant, fire plan reviewer, and city engineer.

Planning and Zoning Commission Report:

MOTION: RECOMMEND APPROVAL OF THE REVISED SITE PLAN AND LANDSCAPE PLAN OF THE RETAIL & RESTAURANT PROJECT AT 635 S. SH 78 ON LOT 4, BLOCK A OF THE 78 EAST COMMERCIAL ADDITION IN THE GRAND HERITAGE PLANNED DEVELOPMENT DISTRICT NORTHWEST OF THE INTERSECTION OF SH 78 AND BURNETT DRIVE, CITY OF LAVON, COLLIN COUNTY, TEXAS.

MOTION MADE: ROSENQUIST
SECONDED: CLIFTON
APPROVED: UNANIMOUS (absent Vallejo, McClendon)

Staff Notes:

Approval of the revised site plan and landscape plan are recommended.

- Attachments:**
1. Application and Site Plan; Building Elevations
 2. Landscape Plan
 3. Location exhibits
 4. Planning and Engineering Review comments



CITY OF LAVON

SITE PLAN APPLICATION

P.O. Box 340 120 School Rd., Lavon, TX 75166
Office (972) 843-4220 Fax (972) 843-0397

APPLICATION INFORMATION

Name: TX 78 LLC

Address: 550 Westcott Street, Suite 449 Houston, Texas 77007

Telephone Number: 281-300-6881

Email Address: ravi@thakkardc.com

LEGAL DESCRIPTION: (Lot, Block, Subdivision, or CAD Tract No, Survey, Abstract, Address)

LOT 4, BLOCK A 78 COMMERCIAL EAST

SUBDIVISION NAME: (*approved plat is prerequisite*) _____

ZONING: PD-1 GRAND HERITAGE

LEGAL OWNER OF PROPERTY INVOLVED: 78 COMMERCIAL EAST, LP

If Applicant is NOT the Owner, Relationship to Owner: CIVIL CONSULTANT

I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE ABOVE STATEMENTS AND REPRESENTATIONS HEREIN ON BEHALF OF THE OWNER.

Signature: KIEW KAM 01-15-2026
Owner / Authorized Agent Date

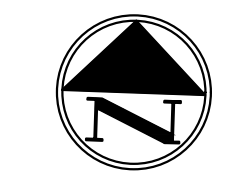
Printed Name: KIEW KAM
Owner / Authorized Agent

Title: PROJECT MANAGER

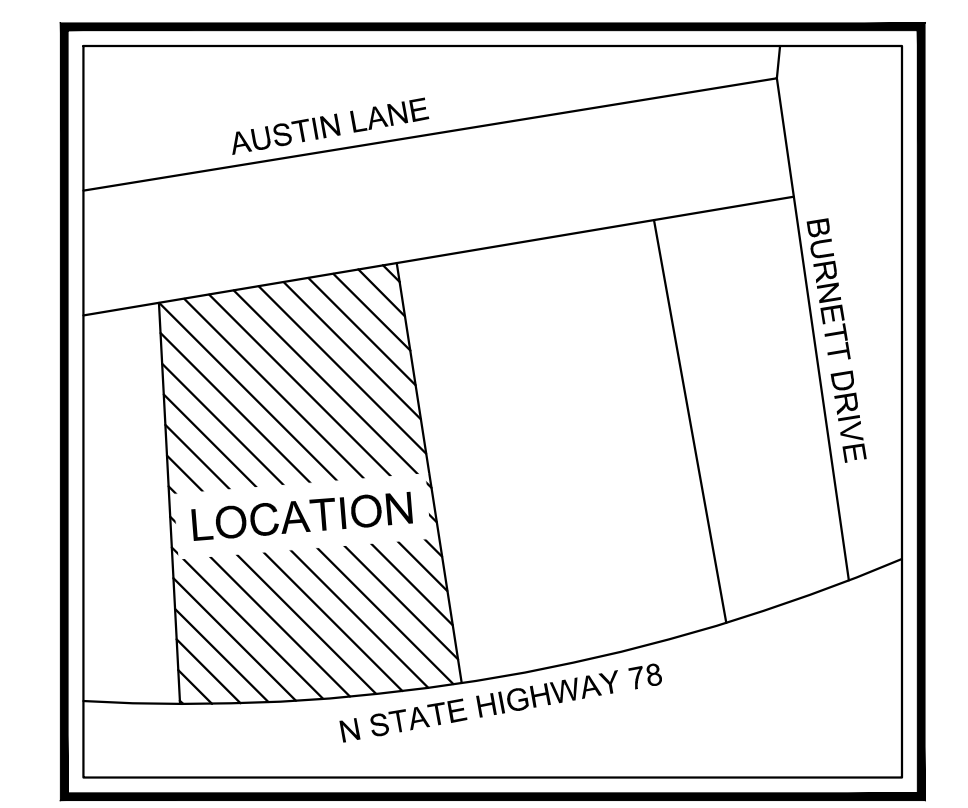
Company: TRIANGLE ENGINEERING LLC

City Office Use Only:

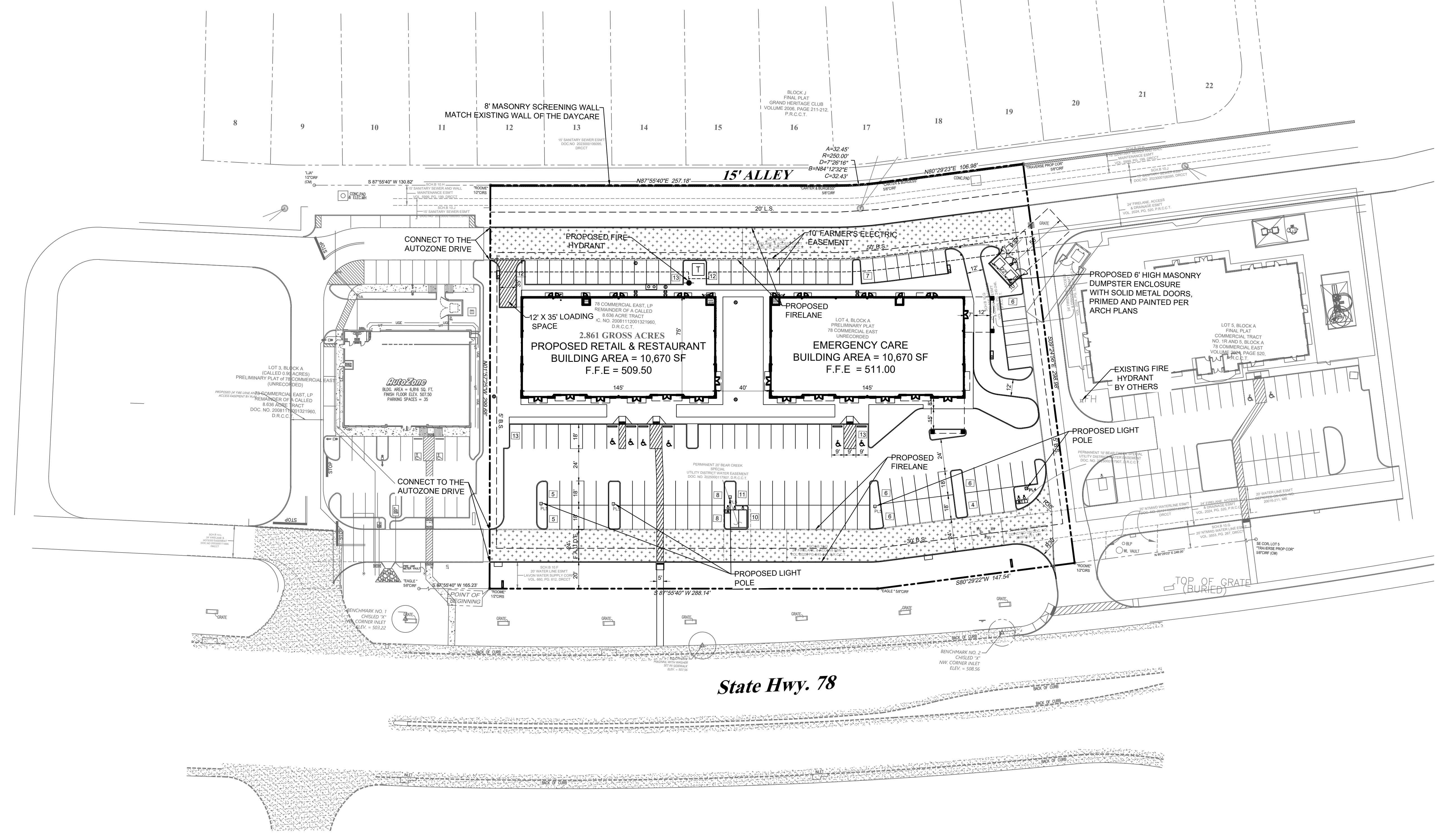
	Amount:	Check #	or Cash _____
Fee paid (<i>due at time of application</i>)			
Cost plus admin fee - \$500 deposit			
Required items submitted			
Development Engineer Comments			
Development Review Committee Comments			
Comments Addressed by Applicant			
Planning & Zoning Action			
City Council Action			



Scale: 1" = 40' Feet



VICINITY MAP
N.T.S.



SITE GENERAL NOTES

1. ALL CONSTRUCTION SHALL BE IN STRICT ACCORDANCE WITH THE CITY OR LOCAL JURISDICTION STANDARDS.
2. THE LOCATION OF UNDERGROUND UTILITIES INDICATED ON THE PLANS IS TAKEN FROM AS-BUILTS, UTILITY PLANS OR SURVEY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAKE ARRANGEMENTS WITH THE OWNERS OF SUCH UNDERGROUND UTILITIES PRIOR TO WORKING IN THE AREA TO CONFIRM THEIR EXACT LOCATION AND TO DETERMINE WHETHER ANY ADDITIONAL UTILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT. THE CONTRACTOR SHALL PRESERVE AND PROTECT ALL UNDERGROUND UTILITIES. IF EXISTING UNDERGROUND UTILITIES ARE DAMAGED, THE CONTRACTOR WILL BE RESPONSIBLE FOR THE COST OF REPAIRING THE UTILITY.
3. WHERE EXISTING UTILITIES OR SERVICE LINES ARE CUT, BROKEN OR DAMAGED, THE CONTRACTOR SHALL REPLACE OR REPAIR THE UTILITIES OR SERVICE LINES WITH THE SAME TYPE OF ORIGINAL MATERIAL AND CONSTRUCTION, OR BETTER, UNLESS OTHERWISE SHOWN OR NOTED ON THE PLANS, AT HIS OWN COST AND EXPENSE. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER AT ONCE OF ANY CONFLICTS WITH UTILITIES.
4. ALL EXCAVATIONS, TRENCHING AND SHORING OPERATIONS SHALL COMPLY WITH THE REQUIREMENTS OF THE U. S. DEPARTMENT OF LABOR, OSHA, CONSTRUCTION SAFETY AND HEALTH REGULATIONS AND ANY AMENDMENTS THERETO.
5. THE CONTRACTOR SHALL RESTORE ALL AREAS DISTURBED BY CONSTRUCTION TO ORIGINAL CONDITION OR BETTER. RESTORED AREAS INCLUDE, BUT ARE NOT LIMITED TO TRENCH BACKFILL, SIDE SLOPES, FENCES, DRAINAGE DITCHES, DRIVEWAYS, PRIVATE YARDS AND ROADWAYS.
6. ANY CHANGES NEEDED AFTER CONSTRUCTION PLANS HAVE BEEN RELEASED, SHALL BE APPROVED BY THE CITY ENGINEER. THESE CHANGES MUST BE RECEIVED IN WRITING.
7. THE CONTRACTOR SHALL PROVIDE "RED LINED" MARKED PRINTS TO THE ENGINEER PRIOR TO FINAL INSPECTION INDICATING ALL CONSTRUCTION WHICH DEVIATED FROM THE PLANS OR WAS CONSTRUCTED IN ADDITION TO THAT INDICATED ON THE PLANS.
8. ALL CURB RADIUS TO BE 10' OR 2' UNLESS OTHERWISE NOTED ON THE SITE PLAN.

State Hwy. 78

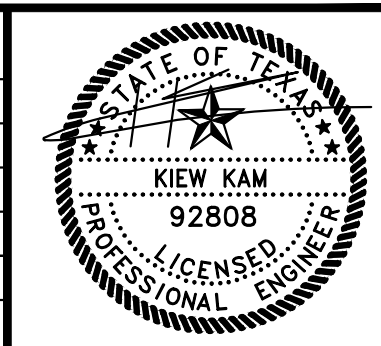
SITE DATA SUMMARY TABLE	
SITE ACREAGE:	2.861 ACRES
ZONING:	PD-1 GRAND HERITAGE
PROPOSED USE:	MEDICAL, RETAIL AND RESTAURANT
BUILDING COVERAGE:	17.12%
TOTAL BUILDING AREA:	21,340 S.F.
PARKING REQUIRED:	75% (RETAIL & URGENT CARE) 25% RESTAURANT
URGENT CARE AND RETAIL (1 PER 200)	80
RESTAURANT (1 PER 100)	53
TOTAL PARKING REQUIRED:	133 SPACES
TOTAL PARKING PROVIDED:	133 SPACES
MAX. BUILDING HEIGHT OF RETAIL & RESTAURANT:	24'
MAX. BUILDING HEIGHT OF EMERGENCY CARE:	24'

SITE LEGEND	
CONCRETE CURB	---
SAW-CUT LINE	- - - - -
FENCE	x x x x x
FIRE LANE	
STRIPING	
PARKING SPACES	[X]
PROPOSED FIRELANE AREA
WHEEL STOPS	—
HANDICAP LOGO	♿
HANDICAP SIGN	♿
RAMP	▭
FIRE HYDRANT	⬮
DUMPSTER	♻️
SANITARY SEWER MANHOLE	⊙
SANITARY SEWER CLEANOUT	⊙
SANITARY SEWER DOUBLE CLEANOUT	⊙
SANITARY SEWER SAMPLE PORT	⊙
GREASE TRAP	⊙
DOMESTIC WATER METER WITH BACKFLOW PREVENTOR	⊙
IRRIGATION METER WITH BACKFLOW PREVENTOR	⊙
OCTAVE MASTER METER ASSEMBLY WITH BACK FLOW PREVENTOR BY PARK USA (DETAIL C-9.1)	⊙
TRANSFORMER	⊕

EASEMENT/SETBACK LEGEND	
BUILDING SETBACK	B.S.
LANDSCAPE SETBACK	L.S.



NO.	DATE	DESCRIPTION	BY
1	01-27-26	REVISED CONSTRUCTION DRAWINGS	KK
2	.	.	.
3	.	.	.
4	.	.	.
5	.	.	.
6	.	.	.
7	.	.	.
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10	.	.	.



REVISED SITE PLAN
RETAIL & RESTAURANT
 STATE HIGHWAY 78
 CITY OF LAVON
 TEXAS
 WILLIAM H. MOORE SURVEY, ABSTRACT NO. 638

TRIANGLE ENGINEERING LLC
 T: 469.331.8566 | F: 469.213.7145 | E: info@triangle-engr.com
 W: triangle-engr.com | O: 1782 W. McDermott Drive, Allen, TX 75013

Planning | Civil Engineering | Construction Management

P.E.	DES.	DATE	SCALE	PROJECT NO.	SHEET NO.
KK	RAD	02-07-25	SCALE BAR	016-25	C-3.0

TX. P.E. FIRM #11525

THAKKAR

DESIGN + CONSTRUCTION

The Shops of Lavon

655 / 635 S State Hwy 78

Lavon, TX 75166



The Shops of Lavon - Building A

655 S State Hwy 78
Lavon, TX 75166



SOUTH ELEVATION



EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION

The Shops of Lavon - Building B

635 S State Hwy 78
Lavon, TX 75166



SOUTH ELEVATION



EAST ELEVATION



NORTH ELEVATION



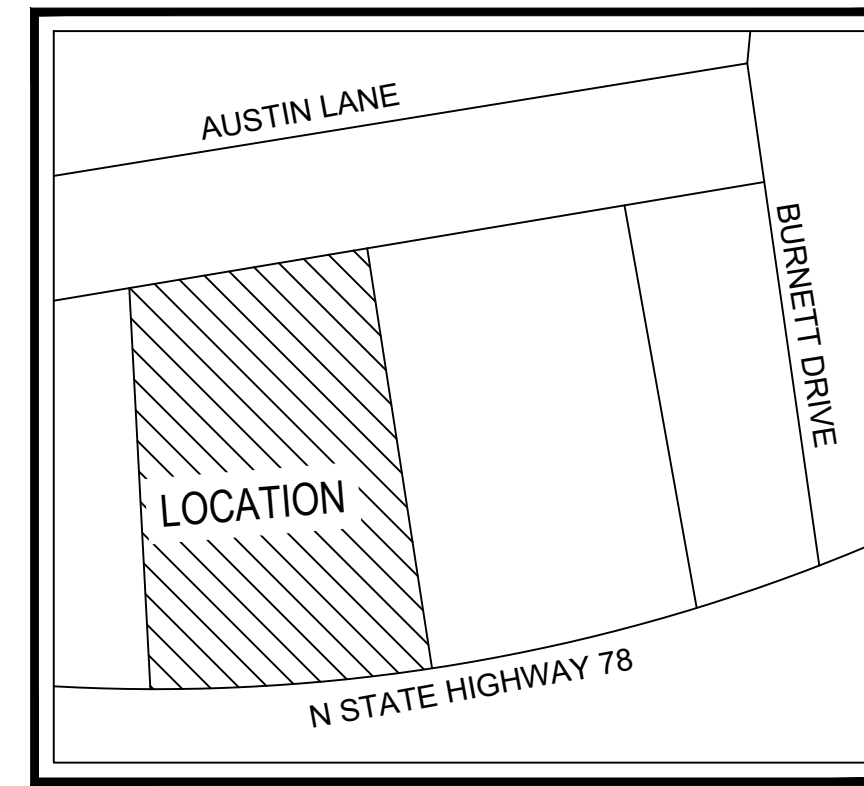
WEST ELEVATION



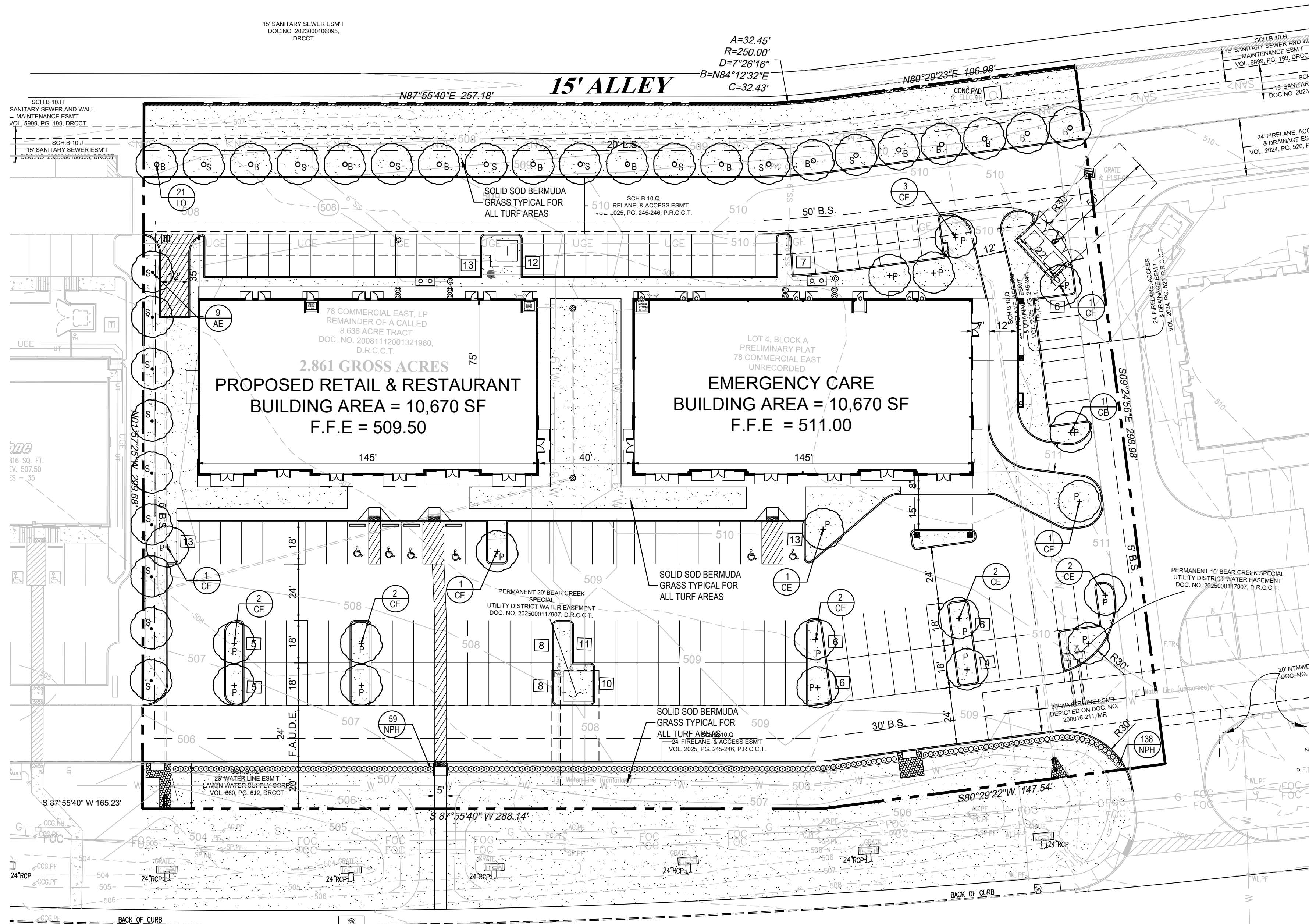
LANDSCAPE ARCHITECT
STUDIO GREEN SPOT, INC.
1782 W. McDERMOTT DR.
ALLEN, TEXAS 75013
(469) 369-4448
CHRIS@STUDIOGREENSPOT.COM



01.12.2026



VICINITY MAP
N.T.S.



State Hwy. 78

LANDSCAPE LEGEND

-
-
-
-
-

LANDSCAPE NOTES

1. CONTRACTOR SHALL VERIFY ALL EXISTING AND PROPOSED SITE ELEMENTS AND NOTIFY ARCHITECT OF ANY DISCREPANCIES. SURVEY DATA OF EXISTING CONDITIONS WAS SUPPLIED BY OTHERS.
2. CONTRACTOR SHALL LOCATE ALL EXISTING UNDERGROUND UTILITIES AND NOTIFY ARCHITECT OF ANY CONFLICTS. CONTRACTOR SHALL EXERCISE CAUTION WHEN WORKING IN THE VICINITY OF UNDERGROUND UTILITIES.
3. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL REQUIRED LANDSCAPE AND IRRIGATION PERMITS.
4. CONTRACTOR TO PROVIDE A MINIMUM 2% SLOPE AWAY FROM ALL STRUCTURES.
5. ALL PLANTING BEDS AND LAWN AREAS TO BE SEPARATED BY STEEL EDGING. NO STEEL TO BE INSTALLED ADJACENT TO SIDEWALKS OR CURBS.
6. ALL LAWN AREAS TO BE SOLID SOD BERMUDAGRASS, UNLESS OTHERWISE NOTED ON THE DRAWINGS.

LANDSCAPE TABULATIONS

LANDSCAPE AREA:
REQUIREMENT: 20% OF THE SITE TO BE LANDSCAPE AREA.
LOT AREA: 124,627 S.F.

REQUIRED	PROVIDED
24,925 S.F. (20%)	29,820 S.F. (24%)

STREET TREES:
REQUIREMENT: A MINIMUM OF ONE (1) CANOPY TREE, 4\"/>

REQUIRED	PROVIDED
17 TREES (4\"/>	

STATE HWY 78 - 436 L.F.

REQUIRED	PROVIDED
17 TREES (4\"/>	

PERIMETER LANDSCAPE:
REQUIREMENT: MINIMUM ONE (1) CANOPY TREE PER 30 L.F. OF THE PERIMETER LENGTH AND 20' LANDSCAPE BUFFER.

NORTH PROPERTY LINE: 397 L.F.

REQUIRED	PROVIDED
13 CANOPY TREES	13 CANOPY TREES

PARKING LOT LANDSCAPE:
REQUIREMENT: PARKING ROWS SHALL BE SCREEN WITH EVERGREEN SHRUBS (2' HT). ONE CANOPY TREE IS REQUIRED PER 7 PARKING SPACES. EVERY PARKING SPACE SHALL BE A MAXIMUM 65 FEET FROM A TREE.

TOTAL PARKING: 131 SPACES

REQUIRED	PROVIDED
EVERGREEN SHRUBS (2' HT.)	EVERGREEN SHRUBS (2' HT.)
19 CANOPY TREES	19 CANOPY TREES

TREE CLASSIFICATIONS:

- S - STREET TREE - 17
- B - PERIMETER TREE - 13
- P - PARKING LOT TREE - 19

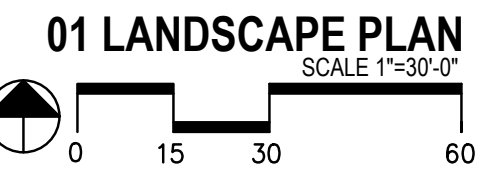
PLANT MATERIAL SCHEDULE

TREES				
TYPE	QTY	COMMON NAME	BOTANICAL NAME	REMARKS
AE	9	Allee Elm	<i>Ulmus parvifolia</i> 'Allee'	4" cal. B&B or container, 12 ht., 4' spread, 5' clear straight trunk
CE	19	Cedar Elm	<i>Ulmus crassifolia</i>	4" cal. container, 12 ht., 4' spread, 5' clear straight trunk
LO	21	Live Oak	<i>Quercus virginiana</i>	4" cal. container, 12 ht., 4' spread, 5' clear straight trunk
SHRUBS				
TYPE	QTY	COMMON NAME	BOTANICAL NAME	REMARKS
NPH	197	Needlepoint Holly	<i>Ilex cornuta</i> 'Needlepoint'	5 gal. container, 24" ht., 20" spread
GROUNDCOVERS				
TYPE	QTY	COMMON NAME	BOTANICAL NAME	REMARKS
		Bermudagrass '419'	<i>Cynodon dactylon</i> '419'	solid sod refer to notes

NOTE: Plant list is an aid to bidders only. Contractor shall verify all quantities on plan. All heights and spreads are minimums. All plant material shall meet or exceed remarks as indicated. All trees to have straight trunks and be matching within varieties.

SOLID SOD NOTES

1. FINE GRADE AREAS TO ACHIEVE FINAL CONTOURS INDICATED. LEAVE AREAS TO RECEIVE TOPSOIL 3\"/>
2. ADJUST CONTOURS TO ACHIEVE POSITIVE DRAINAGE AWAY FROM BUILDINGS. PROVIDE UNIFORM ROUNDING AT TOP AND BOTTOM OF SLOPES AND OTHER BREAKS IN GRADE. CORRECT IRREGULARITIES AND AREAS WHERE WATER MAY STAND.
3. ALL LAWN AREAS TO RECEIVE SOLID SOD SHALL BE LEFT IN A MAXIMUM OF 1\"/>
4. CONTRACTOR TO COORDINATE WITH ON-SITE CONSTRUCTION MANAGER FOR AVAILABILITY OF EXISTING TOPSOIL.
5. PLANT SOD BY HAND TO COVER INDICATED AREA COMPLETELY. INSURE EDGES OF SOD ARE TOUCHING. TOP DRESS JOINTS BY HAND WITH TOPSOIL TO FILL VOIDS.
6. ROLL GRASS AREAS TO ACHIEVE A SMOOTH, EVEN SURFACE. FREE FROM UNNATURAL UNDULATIONS.
7. WATER SOD THOROUGHLY AS SOD OPERATION PROGRESSES.
8. CONTRACTOR SHALL MAINTAIN ALL LAWN AREAS UNTIL FINAL ACCEPTANCE. THIS SHALL INCLUDE, BUT NOT LIMITED TO: MOWING, WATERING, WEEDING, CULTIVATING, CLEANING AND REPLACING DEAD OR BARE AREAS TO KEEP PLANTS IN A VIGOROUS, HEALTHY CONDITION.
9. CONTRACTOR SHALL GUARANTEE ESTABLISHMENT OF AN ACCEPTABLE TURF AREA AND SHALL PROVIDE REPLACEMENT FROM LOCAL SUPPLY IF NECESSARY.
10. IF INSTALLATION OCCURS BETWEEN SEPTEMBER 1 AND MARCH 1, ALL SOD AREAS TO BE OVER-SEEDDED WITH WINTER RYEGRASS, AT A RATE OF (4) POUNDS PER ONE THOUSAND (1000) SQUARE FEET.



01 LANDSCAPE PLAN
SCALE 1"=30'-0"

RETAIL & RESTAURANT DEVELOPMENT

WILLIAM H. MOORE SURVEY, ABSTRACT NO. 638
STATE HWY 78
CITY OF LAVON, TEXAS

ISSUE:
FOR APPROVAL 03.11.2025
CITY COMMENTS 04.04.2025
CITY COMMENTS 01.12.2026

DATE:
01.12.2026

SHEET NAME:
LANDSCAPE PLAN

SHEET NUMBER:

L.1



LANDSCAPE ARCHITECT
STUDIO GREEN SPOT, INC.
1782 W. McDERMOTT DR.
ALLEN, TEXAS 75013
(469) 369-4448
CHRIS@STUDIOGREENSPOT.COM



01.12.2026

SECTION 02900 - LANDSCAPE

PART 1 - GENERAL

1.1 REFERENCED DOCUMENTS

Refer to bidding requirements, special provisions, and schedules for additional requirements.

1.2 DESCRIPTION OF WORK

Work included: Furnish all supervision, labor, materials, services, equipment and appliances required to complete the work covered in conjunction with the landscaping covered in these specifications and landscaping plans, including:

- Planting (trees, shrubs, and grass)
- Bed preparation and fertilization
- Notification of sources
- Water and Maintenance until final acceptance
- Guarantee

1.3 REFERENCE STANDARDS

- A. American Standard for Nursery Stock published by American Association of Nurserymen: 27 October 1980, Edition, by American National Standards Institute, Inc. (Z60.1) – plant material.
- B. American Joint Committee on Horticultural Nomenclature: 1942 Edition of Standardized Plant Names
- C. Texas Association of Nurserymen, Grades and Standards.
- D. Hortis Third, 1976 - Cornell University

1.4 NOTIFICATION OF SOURCES AND SUBMITTALS

- A. The Contractor shall, within ten (10) days following acceptance of bid, notify the Architect/Owner of the sources of plant materials and bed preparation required for the project.
- B. Samples: Provide representative quantities of sandy loam soil, mulch, bed mix material, gravel, and crushed stone. Samples shall be approved by Architect before use on project.
- C. Product Data: Submit complete product data and specifications on all other specified materials.
- D. Submit three representative samples of each variety of ornamental trees, shrubs, and groundcover plants for Architect's approval. When approved, tag, install, and maintain as representative samples for final installed plant materials.
- E. File Certificates of Inspection of plant material by state, county, and federal authorities with Architect, if required.
- F. Soil Analysis: Provide sandy loam soil analysis if requested by the Architect.

JOB CONDITIONS

- A. General Contractor to complete the following punch list: Prior to Landscape Contractor initiating any portion of landscape installation, General Contractor shall leave planting bed areas three (3") inches below finish grade of sidewalks, drives and curbs as shown on the drawings. All lawn areas to receive solid sod shall be left one (1") inch below the finish grade of sidewalks, drives, and curbs. All construction debris shall be removed prior to Landscape Contractor beginning any work.
- B. General Contractor shall provide topsoil as described in Section 02200 - Earthwork.
- C. Storage of materials and equipment at the job site will be at the risk of the Landscape Contractor. The Owner cannot be held responsible for theft or damage.

1.6 MAINTENANCE AND GUARANTEE

- A. Maintenance:
 - The Landscape Contractor will be held responsible for the maintenance of all work from the time of planting until final acceptance by the Owner. No trees, shrubs, groundcover or grass will be accepted unless they show a healthy growth and satisfactory foliage conditions.
 - Maintenance shall include watering of trees and plants, cultivation, weeding, spraying, edging, pruning of trees, mowing of grass, cleaning up and all other work necessary of maintenance.
 - A written notice requesting final inspection and acceptance should be submitted to the Owner at least seven (7) days prior to completion. An on-site inspection by Owner and Landscape Contractor will be completed prior to written acceptance.
 - After final acceptance of installation, the Landscape Contractor will not be required to do any of the above listed work.
- B. Guarantee:
 - Trees shall be guaranteed for a twelve (12) month period after acceptance. Shrubs and groundcover shall be guaranteed for twelve (12) months. The Contractor shall replace all dead materials as soon as weather permits and upon notification of the Owner. Plants, including trees, which have partially died so that shape, size, or symmetry has been damaged, shall be considered subject to replacement. In such cases, the opinion of the Owner shall be final.
 - Plants used for replacement shall be of the same size and kind as those originally planted and shall be planted as originally specified. All work, including materials, labor and equipment used in replacements, shall carry a twelve (12) month guarantee. Any damage, including ruts in lawn or bed areas, incurred as a result of making replacements shall be immediately repaired.
 - At the direction of the Owner, plants may be replaced at the start of the next year's planting season. In such cases, dead plants shall be removed from the premises immediately.
 - When plant replacements are made, plants, soil mix, fertilizer and mulch are to be utilized as originally specified and inspected for full compliance with Contract requirements. All replacements are to be included under "Work" of this section.

- 2. The Owner agrees that for the guarantee to be effective, he will water plants at least twice a week during dry periods and cultivate beds once a month after final acceptance.
- 3. The above guarantee shall not apply where plants die by acceptance because of injury from storms, hail, freeze, insects, diseases, injury by humans, machines or theft.
- 4. Acceptance for all landscape work shall be given after final inspection by the Owner provided the job is in a completed, undamaged condition, and there is a stand of grass in all lawn areas. At this time, the Owner will assume maintenance on the accepted work.

- C. Repairs: Any necessary repairs under the Guarantee must be made within ten (10) days after receiving notice, weather permitting, and in the event the Landscape Contractor does not make repairs accordingly, the Owner, without further notice to Contractor, may provide materials and men to make such repairs at the expense of the Landscape Contractor.

1.7 QUALITY ASSURANCE

- A. General: Comply with applicable Federal, State, County and Local regulations governing landscape materials and work
- B. Personnel: Employ only experienced personnel who are familiar with the required work. Provide full time supervision by a qualified foreman acceptable to Landscape Architect.
- C. Selection of Plant Material:
 - Make contact with suppliers immediately upon obtaining notice of contract acceptance to select and book materials. Develop a program of maintenance (pruning and fertilization) which will insure the purchased materials will meet and/or exceed project specifications.
 - Landscape Architect will provide a key identifying each tree location on site. Written verification will be required to document material selection, source and delivery schedules to site.
 - Owner and/or Architect shall inspect all plant materials when reasonable at place of growth for compliance with requirements for genus, species, cultivar/variety, size and quality.
 - Owner and/or Architect retains the right to further inspect all plant material upon arrival at the site and during installation for size and condition of root balls, limbs, branching habit, insects, injuries, and latent defects.
 - Owner and/or Architect may reject unsatisfactory or defective material at any time during the process of work. Remove rejected materials from the site immediately. Plants damaged in transit or at job site shall be replaced.

1.8 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Preparation:
 - Balled and Burlapped (B&B) Plants: Dig and prepare shipment in a manner that will not damage roots, branches, shape, and future development.
 - Container Grown Plants: Deliver plants in rigid container to hold ball shape and protect root mass.

2.2 SOIL PREPARATION MATERIALS

- A. Sandy Loam:
 - Friable, fertile, dark, loamy soil, free of clay lumps, subsoil, stones and other extraneous material and reasonably free of weeds and foreign grasses. Loam containing Dallisgrass or Nutgrass shall be rejected.
 - Physical properties as follows:
 - Clay – between 7-27 percent
 - Silt – less than 50 percent
 - Sand – less than 25 percent
 - Organic matter shall be 3%-10% of total dry weight.
 - If requested, provide a certified soil analysis conducted by an approved soil testing laboratory verifying that sandy loam meets the above requirements.
- B. Organic Material: Compost with a mixture of 80% vegetative matter and 20% animal waste. Ingredients should be a mix of course and fine textured material.
- C. Premixed Bedding Soil as supplied by Vital Earth Resources, Gladewater, Texas; Professional Bedding Soil as supplied by Living Earth Technology, Dallas, Texas or Acid Gro Municipal Mix as supplied by Soil Building Systems, Dallas, Texas or approved equal.
- D. Sharp Sand: Sharp sand must be free of seeds, soil particles and weeds.
- E. Mulch: Double Shredded Hardwood Mulch, partially decomposed, dark brown. Living Earth Technologies or approved equal.
- F. Organic Fertilizer: FertiLaid, Sustane, or Green Sense or equal as recommended for required applications. Fertilizer shall be delivered to the site in original unopened containers, each bearing the manufacturer's guaranteed statement of analysis.
- A. Commercial Fertilizer: 10-20-10 or similar analysis. Nitrogen source to be a minimum 50% slow release organic Nitrogen (SCU or UF) with a minimum 8% sulphur and 4% iron, plus micronutrients.
- B. Peat: Commercial sphagnum peat moss or partially decomposed shredded pine bark or other approved organic material.

2.3 MISCELLANEOUS MATERIALS

- A. Steel Edging: Shall be Ryerson "Estate Curbing", 1/8" x 4" with stakes 4" on center.
- B. Staking Material for Shade Trees:
 - Post: Studded T-Post, #1 Armooc with anchor plate, 6'-0" length, paint green.
 - Wire: 12 gauge, single strand, galvanized wire.
 - Rubber hose: 2 ply, fiber reinforced hose, minimum 1/2 inch inside diameter. Color: Black.
- C. Gravel: Washed native pea gravel, graded 1 in. to 1-1/2 in.
- D. Filter Fabric: Mirafi 140N by Celanese Fibers Marketing Company, available at Lottland Co., (214) 631-6250 or approved equal.

PART 3 - EXECUTION

3.1 BED PREPARATION & FERTILIZATION

- A. Landscape Contractor to inspect all existing conditions and report any deficiencies to the Owner.
- B. All planting areas shall be conditioned as follows:
 - Prepare new planting beds by scraping away existing grass and weeds as necessary. Till existing soil to a depth of six (6") inches prior to placing compost and fertilizer. Apply fertilizer as per manufacturers recommendations. Add six (6") inches of compost and till into a depth of six (6") inches of the topsoil. Apply organic fertilizer such as Sustane or Green Sense at the rate of twenty (20) pounds per one thousand (1,000) square feet.
 - All planting areas shall receive a two (2") inch layer of specified mulch.
 - Backfill for tree pits shall be as follows: Use existing top soil on site (use imported topsoil as needed) free from large clumps, rocks, debris, caliche, subsoils, etc., placed in nine (9") inch layers and watered in thoroughly.
- C. Grass Areas:
 - Areas to be Solid Sod Bermudagrass: Blocks of sod should be laid joint to joint, (staggered joints) after fertilizing the ground first. Roll grass areas to achieve a smooth, even surface. The joints between the blocks of sod should be filled with topsoil where they are evidently gaped open, then watered thoroughly.
 - Areas to be Hydromulch Common Bermudagrass: Hydromulch with bermudagrass seed at a rate of two (2) pounds per one thousand (1,000) square feet. Use a 4' x 8' satter board against the bed areas.

3.2 INSTALLATION

- A. Maintenance of plant materials shall begin immediately after each plant is delivered to the site and shall continue until all construction has been satisfactorily accomplished.
- B. Plant materials shall be delivered to the site only after the beds are prepared and area ready for planting. All shipments of nursery materials shall be thoroughly protected from the drying winds during transit. All plants which cannot be planted at once, after delivery to the site, shall be well protected against the possibility of drying by wind and sun. Balls of earth of B & B plants shall be kept covered with soil or other acceptable material. All plants remain the property of the Contractor until final acceptance.
- C. Position the trees and shrubs in their intended location as per plan.
- D. Notify the Landscape Architect for inspection and approval of all positioning of plant materials.
- E. Excavate pits with vertical sides and horizontal bottom. Tree pits shall be large enough to permit handling and planting without injury to balls of earth or roots and shall be of such depth that, when planted and settled, the crown of the plant shall bear the same relationship to the finish grade as it did to soil surface in original place of growth.

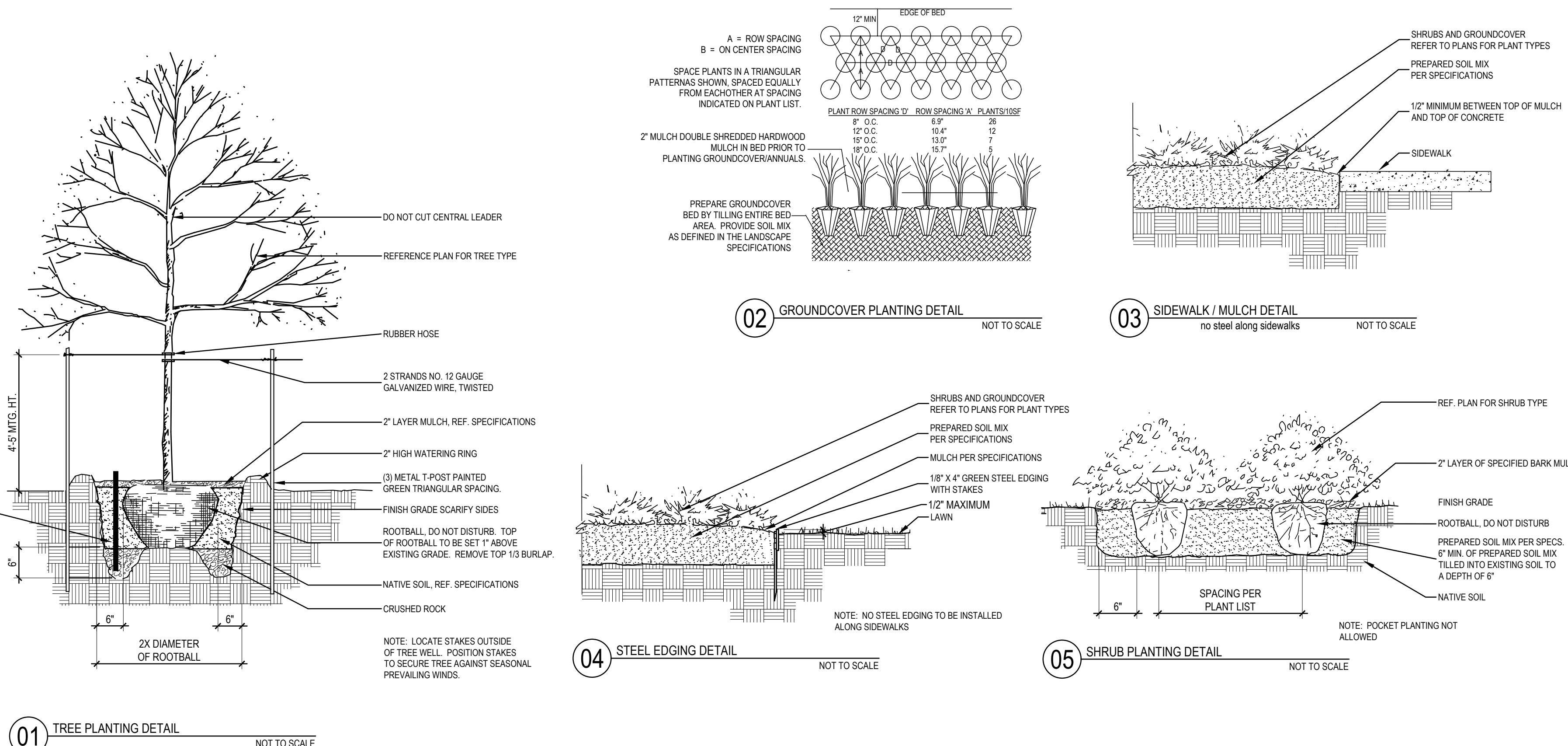
- F. Shrub and tree pits shall be no less than two (2') feet, twenty-four (24") inches, wider than the lateral dimension of earth ball and six (6") inches deeper than its vertical dimension. Remove and haul from site all rocks and stones over one (1") inch in diameter. Plants should be thoroughly moist before removing containers.
- G. Dig a wide, rough sided hole exactly the same depth as the height of the ball, especially at the surface of the ground. The sides of the hole should be rough and jagged, never slick or glazed.
- H. Percolation Test: Fill the hole with water. If the water level does not percolate within 24 hours, the tree needs to move to another location or have drainage added. Install a PVC stand pipe per tree planting detail as approved by the Landscape Architect.
- I. Backfill only with 5 parts existing soil or sandy loam and 1 part bed preparation. When the hole is dug in solid rock, topsoil from the same area should not be used. Carefully settle by watering to prevent air pockets. Remove the burlap from the top 1/3 of the ball, as well as all nylon, plastic string and wire mesh. Container trees will usually be pot bound, if so follow standard nursery practice of "root scoring".
- J. Do not wrap trees.
- K. Do not over prune.
- L. Mulch the top of the ball. Do not plant grass all the way to the trunk of the tree. Leave the area above the top of the ball and mulch with at least two (2") inches of specified mulch.
- M. All plant beds and trees to be mulched with a minimum settled thickness of two (2") inches over the entire bed or pit.
- N. Obstruction below ground: In the event that rock, or underground construction work or obstructions are encountered in any plant pit excavation work to be done under this section, alternate locations may be selected by the Owner. Where locations cannot be changed, the obstructions shall be removed to a depth of not less than three (3) feet below grade and no less than six (6") inches below the bottom of ball when plant is properly set at the required grade. The work of this section shall include the removal from the site of such rock or underground obstructions encountered at the cost of the Landscape Contractor.
- O. Trees and large shrubs shall be staked as site conditions require. Position stakes to secure tree against seasonal prevailing winds.
- P. Pruning and Mulching: Pruning shall be directed by the Architect and shall be pruned in accordance with standard horticultural practice following Fine Pruning, Class 1 pruning standards provided by National Arborist Association.
 - Dead wood or suckers and broken badly bruised branches shall be removed. General topping of the branched is not permitted. Do not cut terminal branches.
 - Pruning shall be done with clean, sharp tools.
 - Immediately after planting operations are completed, all tree pits shall be covered with a layer of organic material two (2") inches in depth. This limit of the organic material for trees shall be the diameter of the plant pit.

- Q. Steel Curbing Installation:
 - Curbing shall be aligned as indicated on plans. Stake out limits of steel curbing and obtain Owner's approval prior to installation.
 - All steel curbing shall be free of kinks and abrupt bends.
 - Top of curbing shall be 3/4" maximum height above grade.
 - Stakes are to be installed on the planting bed side of the curbing, as opposed to the grass side.
 - Do not install steel edging along sidewalks.
 - Cut steel edging at 45 degree angle where edging meets sidewalk.

3.3 CLEANUP AND ACCEPTANCE

- A. Cleanup: During the work, the premises shall be kept neat and orderly at all times. Storage areas for all materials shall be so organized that they, too, are neat and orderly. All trash and debris shall be removed from the site as work progresses. Keep paved areas clean by sweeping or hosing at end of each days work.

END OF SECTION



RETAIL & RESTAURANT DEVELOPMENT

WILLIAM H. MOORE SURVEY, ABSTRACT NO. 638
STATE HWY 78
CITY OF LAVON, TEXAS

ISSUE:
FOR APPROVAL 03.11.2025
CITY COMMENTS 04.04.2025
CITY COMMENTS 01.12.2026

DATE:
01.12.2026

SHEET NAME:
LANDSCAPE SPECIFICATIONS

SHEET NUMBER:

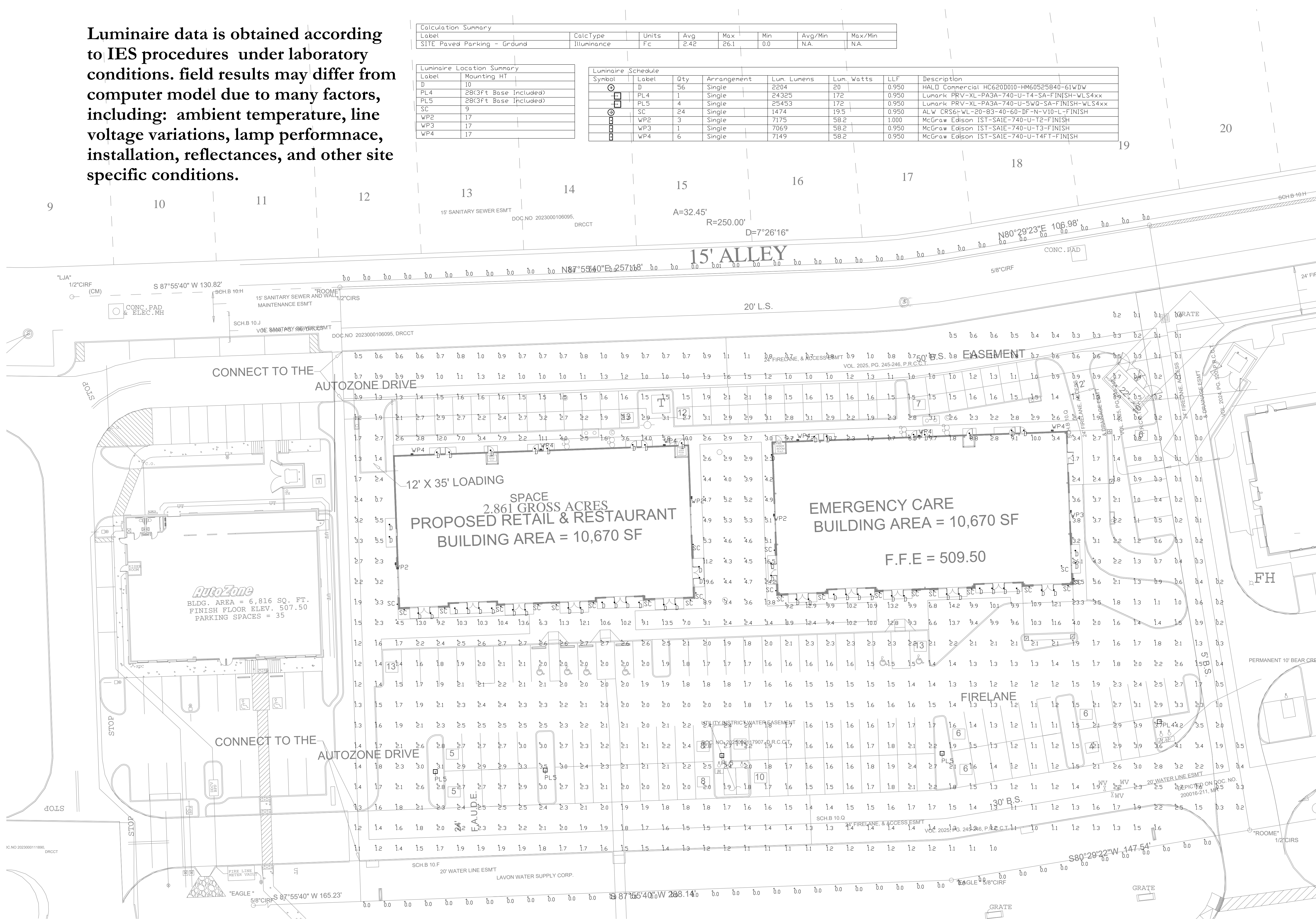
L.2

Luminaire data is obtained according to IES procedures under laboratory conditions. field results may differ from computer model due to many factors, including: ambient temperature, line voltage variations, lamp performance, installation, reflectances, and other site specific conditions.

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
SITE Paved Parking - Ground	Illuminance	Fc	2.42	26.1	0.0	N.A.	N.A.

Luminaire Location Summary	
Label	Mounting HT
D	10
PL4	28'3ft Base Included
PL5	28'3ft Base Included
SC	9
WP2	17
WP3	17
WP4	17

Luminaire Schedule							
Symbol	Label	Qty	Arrangement	Lum. Lumens	Lum. Watts	LLF	Description
⊙	D	56	Single	2204	20	0.950	HALO Commercial HC620D010-HM60525840-61WDW
□	PL4	1	Single	24325	172	0.950	Lumark PRV-XL-PA3A-740-U-T4-SA-FINISH-WLS4xx
□	PL5	4	Single	25453	172	0.950	Lumark PRV-XL-PA3A-740-U-5WQ-SA-FINISH-WLS4xx
⊙	SC	24	Single	1474	19.5	0.950	ALW CRS6-FWL-20-83-40-60-DF-N-V10-L-FINISH
□	WP2	3	Single	7175	58.2	1.000	McGraw Edison IST-SAIE-740-U-T2-FINISH
□	WP3	1	Single	7069	58.2	0.950	McGraw Edison IST-SAIE-740-U-T3-FINISH
□	WP4	6	Single	7149	58.2	0.950	McGraw Edison IST-SAIE-740-U-T4FT-FINISH



SITE PHOTOMETRIC CALCULATION

SCALE: 1"=20'-0"

**BJGA
DESIGNS LLC
ENG. FIRM F-12766**

Copyright 2025 BJGA DESIGNS, LLC
Drawings, calculations and specifications are instruments of service and shall remain property of BJGA Designs, LLC. They are not to be used on other projects or extensions to this project except by agreement in writing and with appropriate compensation to BJGA Designs, LLC. Contractor is responsible for confirming and correlating existing conditions at the job site. BJGA Designs, LLC will not be responsible for construction means, techniques, sequences or procedures, or the safety precautions and programs in connection with this project.

PROJECT NAME:
Shell Construction
Commercial Development

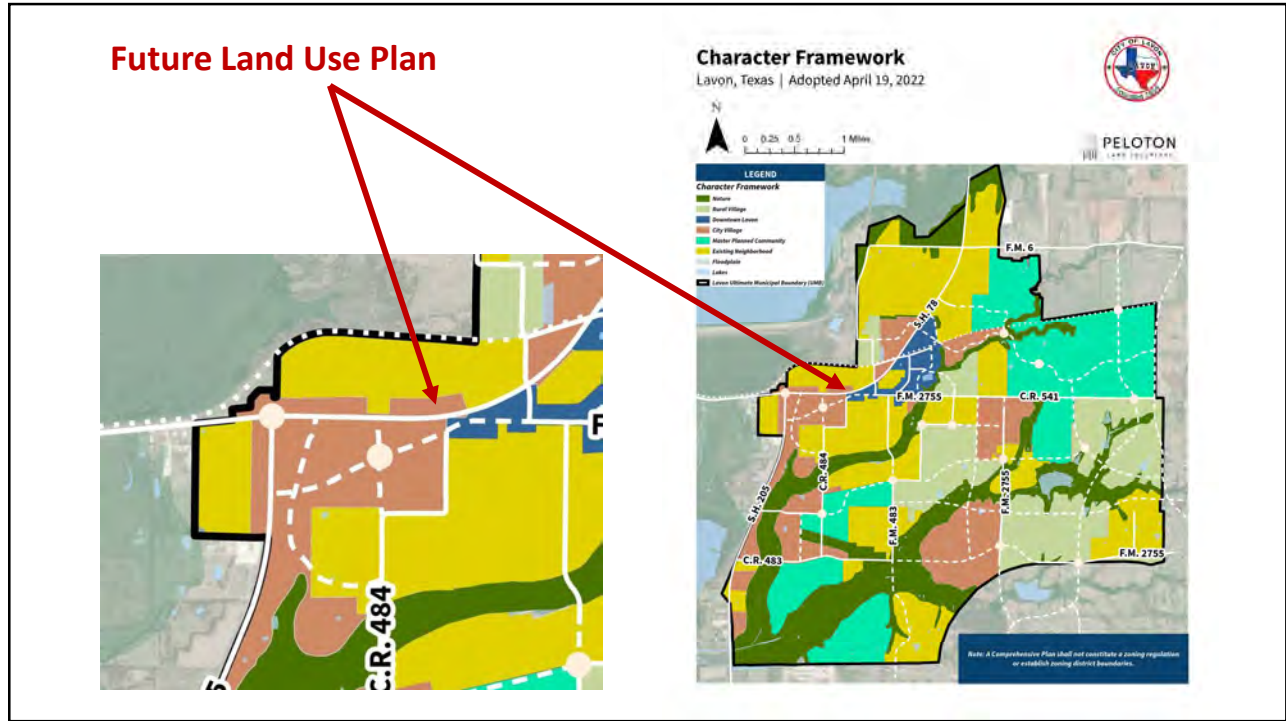
PROJECT ADDRESS:
State Highway 78
Lavon, TX

DEVELOPER:
THAKKAR
550 Westcott Street
Suite 449
Houston, TX 77007

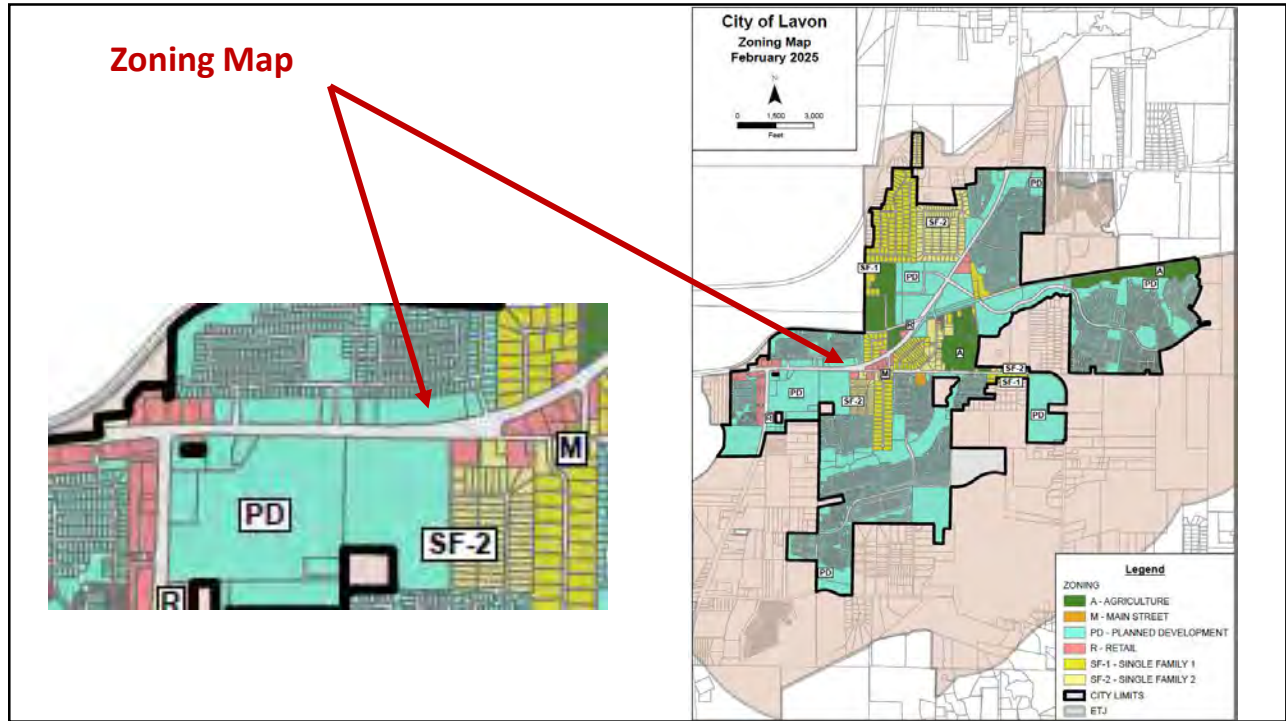
ISSUES & REVISIONS:
REV. 1: ISSUED FOR PERMIT 3/12/2025
REV. 1: RE-ISSUED FOR PERMIT 4/14/25
REV. 2: UPDATED PHOTOMETRIC 1/5/26



**SITE
PHOTOMETRIC
CALCULATION
E-0.00**



21

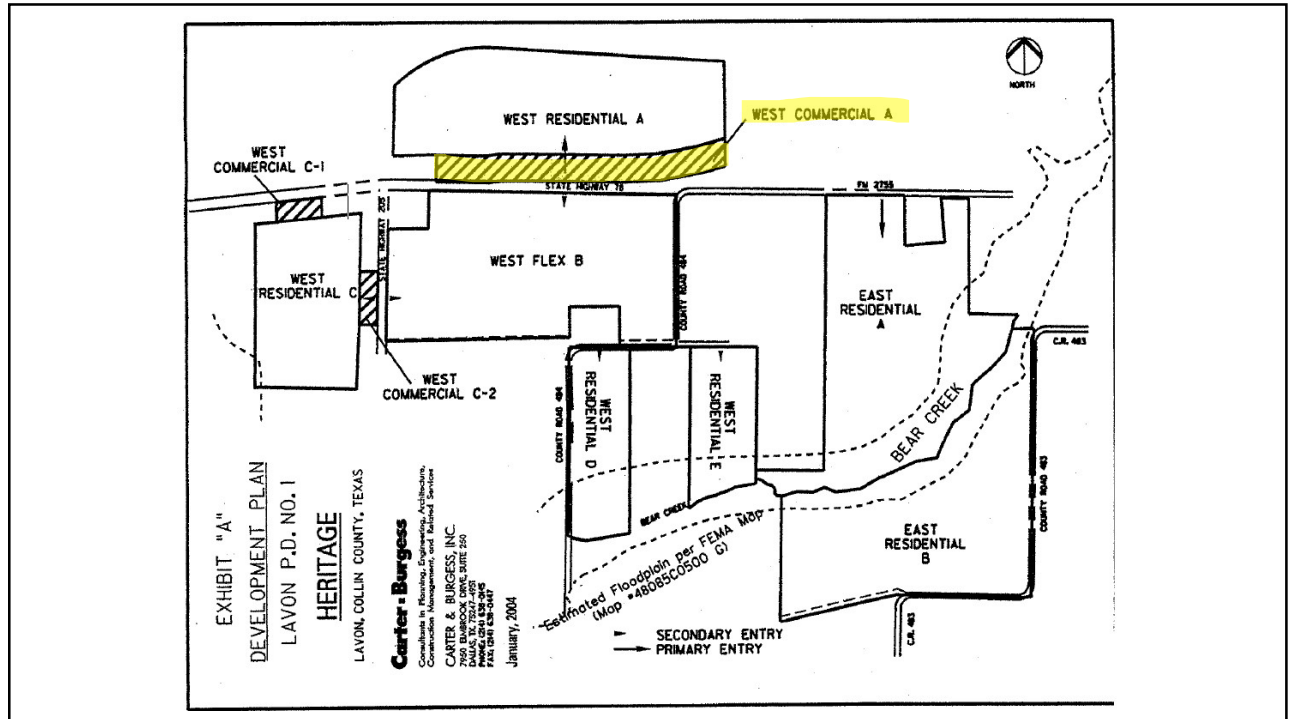


22

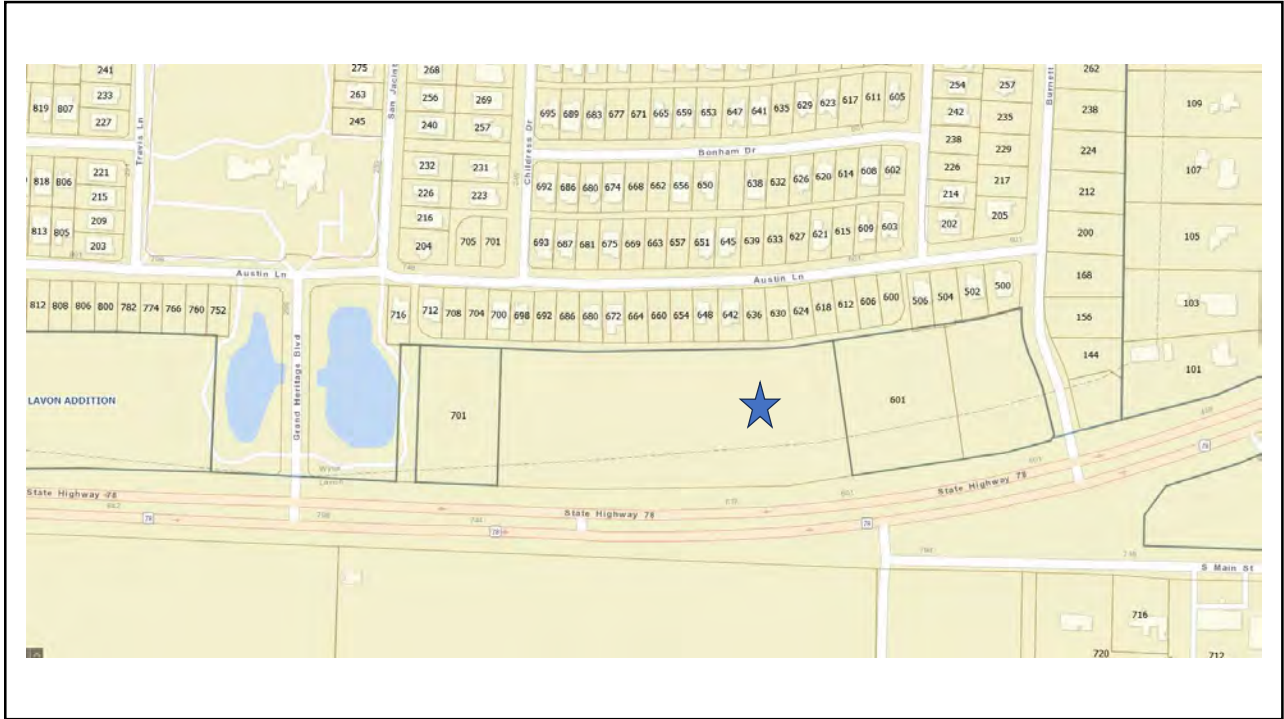
Grand Heritage PD Land Plan Exhibit



23



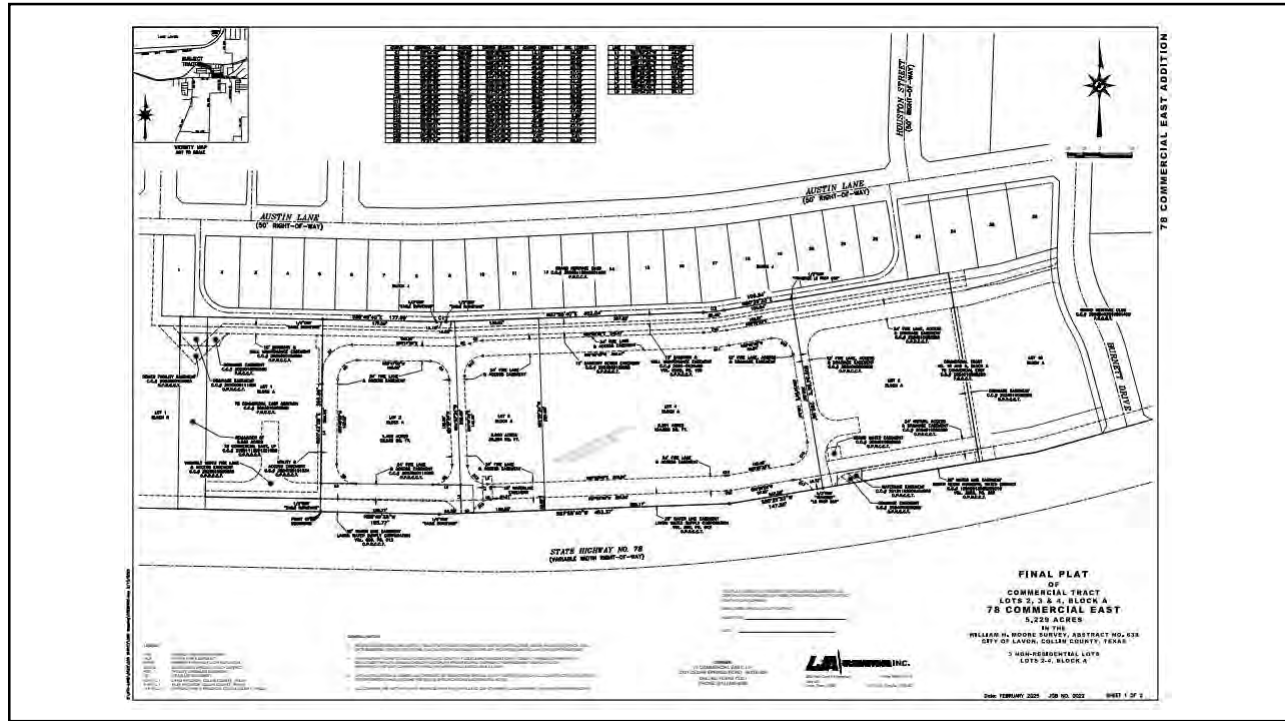
24



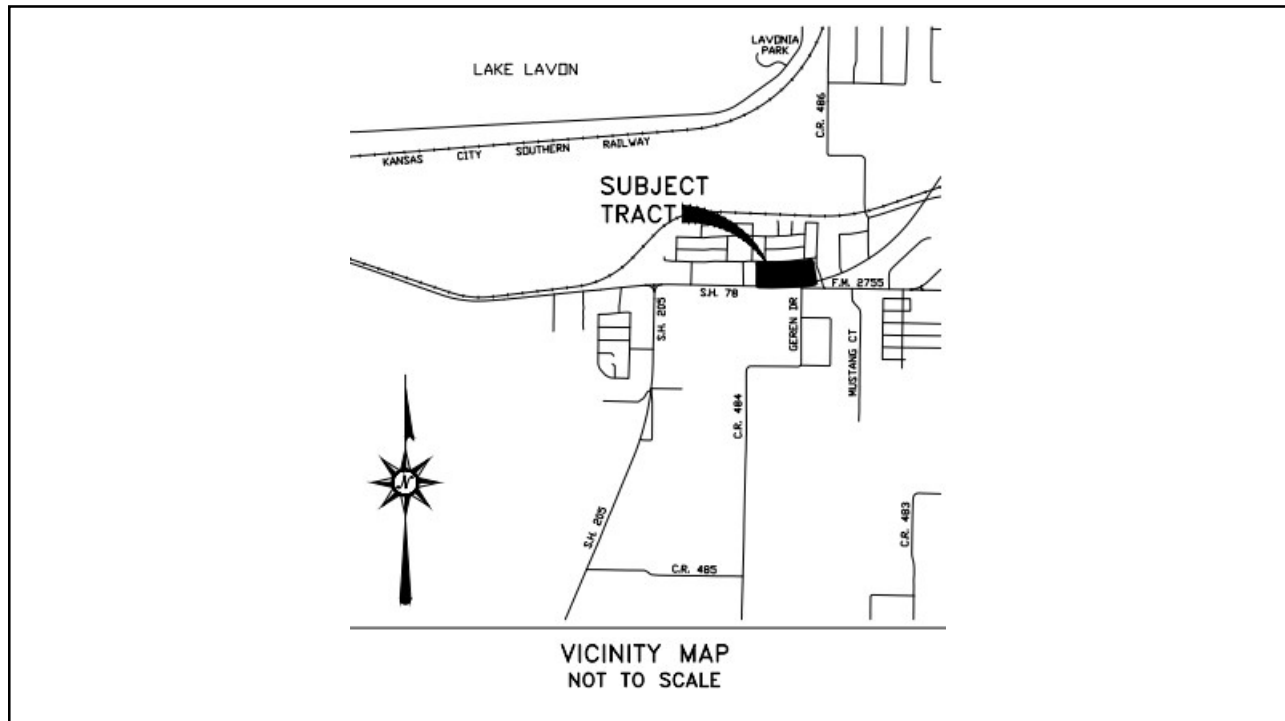
25



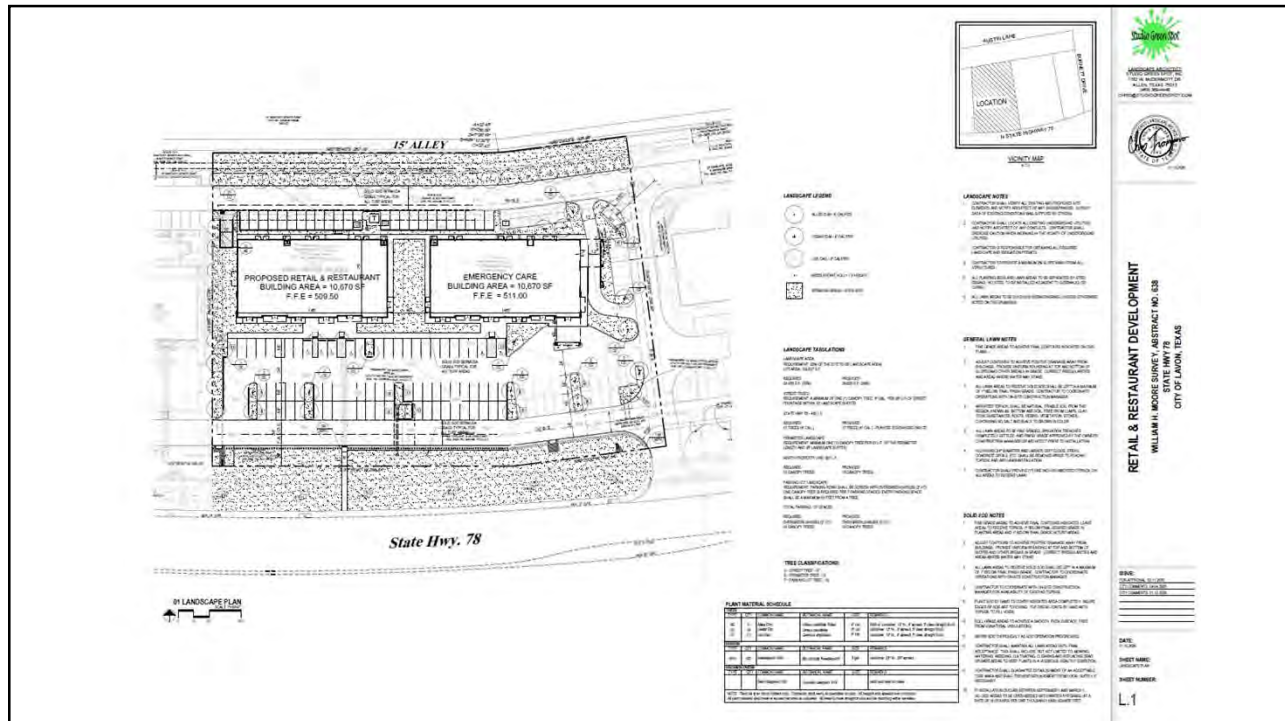
26



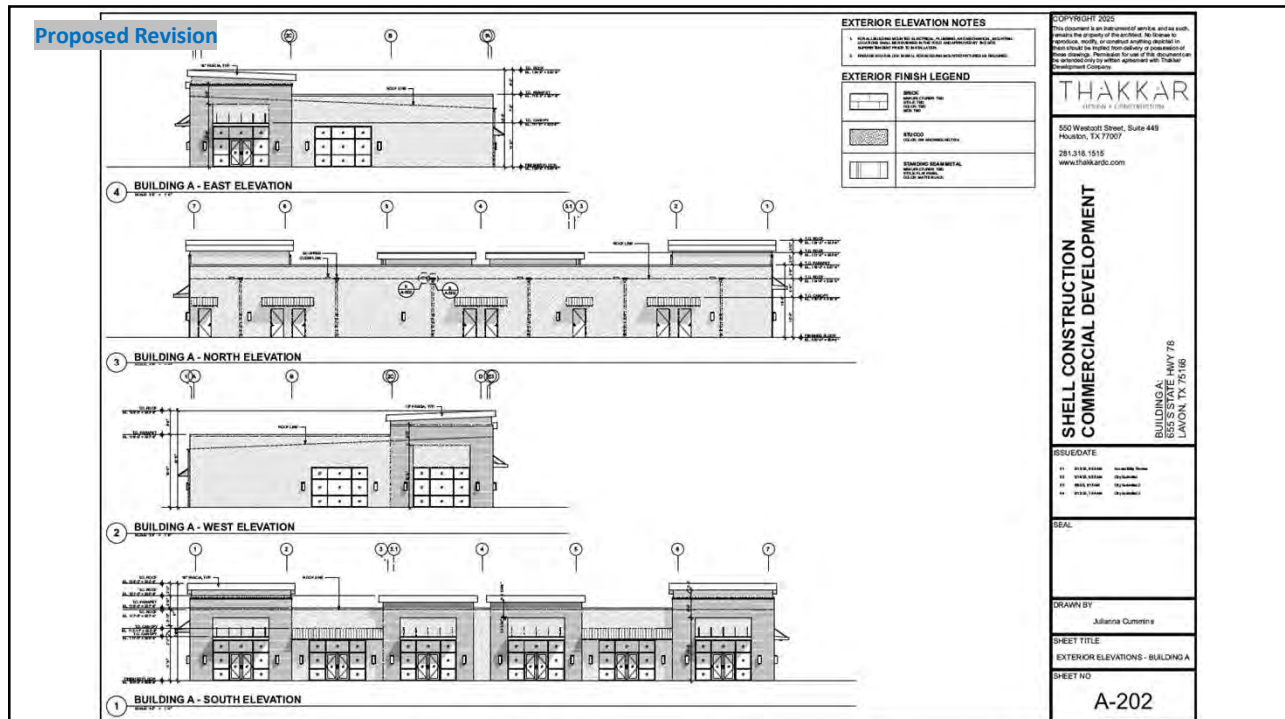
27



28



31



32

Proposed Revision

4 BUILDING B - EAST ELEVATION

3 BUILDING B - NORTH ELEVATION

2 BUILDING B - WEST ELEVATION

1 BUILDING B - SOUTH ELEVATION

EXTERIOR ELEVATION NOTES

- THIS DRAWING IS FOR INFORMATION ONLY. IT IS NOT TO BE USED FOR CONSTRUCTION WITHOUT THE APPROVAL OF THE ARCHITECT.
- THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THIS DRAWING.

EXTERIOR FINISH LEGEND

[Symbol]	BRICK
[Symbol]	CONCRETE
[Symbol]	GLAZED ALUMINUM
[Symbol]	STAINLESS STEEL METAL

COPYRIGHT 2025

THAKKAR
ARCHITECTS & ENGINEERS, P.C.

550 Westcott Street, Suite 448
Houston, TX 77057

281.515.1515
www.thakkarpc.com

**SHELL CONSTRUCTION
COMMERCIAL DEVELOPMENT**

BUILDING A:
8555 STATE HWY 78
LAWON, TX 75116

ISSUE DATE

01	11.18.2025	Issue for Review
02	12.15.2025	Issue for Review
03	01.15.2026	Issue for Review
04	02.15.2026	Issue for Review

SEAL

DRAWN BY
Julianne Cummins

SHEET TITLE
EXTERIOR ELEVATIONS - BUILDING B

SHEET NO
A-204

33

Previously Approved

34

Previously Approved



BUILDING A - EAST ELEVATION



BUILDING A - NORTH ELEVATION



BUILDING A - WEST ELEVATION



BUILDING A - SOUTH ELEVATION

EXTERIOR FINISH LEGEND

	Exterior Wall
	Roof
	Window Frame
	Door Frame
	Accent Wall

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THAKKAR
ARCHITECTS

100 Westcott Street, Suite 400
Houston, TX 77002
832.338.3339
www.thakkararch.com

**SHELL CONSTRUCTION
COMMERCIAL DEVELOPMENT**
STATE HIGHWAY 78
LAYTON, TX

PROJECT NO:

DATE:

NOT FOR CONSTRUCTION

COMPILED BY: *Shobana Chaitanya*

PROJECT TITLE:
COLOR ELEVATIONS - BUILDING A

SHEET NO:
A-202

LAVON RESTAURANT AND RETAIL DEVELOPMENT LAVON, TX TRAFFIC IMPACT ANALYSIS

LJA Project No. NT6408-2501

Stephanie Taylor, PE, PTOE
LJA Engineering, Inc.



6060 N Central Expressway, Suite 440
Dallas, Texas 75206
Phone: 469.621.0710
www.ljaengineering.com
TBPE Firm F-3186

February 2026

LAVON RESTAURANT AND RETAIL DEVELOPMENT TRAFFIC IMPACT ANALYSIS

February 3, 2026

LJA Project No. NT6408-2501

EXECUTIVE SUMMARY

This report presents the summary of findings for the Traffic Impact Analysis (TIA) prepared by LJA Engineering, Inc. (LJA) for the proposed Lavon Restaurant and Retail development in Lavon, Texas.

This development will consist of 21,340 total square feet divided evenly between a restaurant and retail area and an emergency care facility. Construction for this development is expected to be completed in 2027. The study horizon for this TIA is year 2032. The objective of this study is to analyze the impacts of the traffic generated by the proposed development on the performance of the surrounding roadway network and to determine if mitigation measures to address any resulting deficiencies are recommended.

The study area for this TIA includes the street network located within a mile from the proposed development's access points and includes the following intersections:

1. SH 78 at Grand Heritage Boulevard
2. SH 78 at Burnett Drive

For this study, the AM and PM peak hours were analyzed for each of the following scenarios:

1. Existing conditions (2025)
2. Build-out year (2027) – background traffic growth rate only
3. Build-out year (2027) – all background traffic
4. Build-out year (2027) – combined traffic
5. Horizon year (2032) – background traffic growth rate only
6. Horizon year (2032) – all background traffic
7. Horizon year (2032) – combined traffic

Peak hour traffic and 24-hour link data were collected on December 6, 2022. Based on previous discussions with city staff, an average annual growth rate of 4.0 percent was used to project future traffic volumes. This growth rate was then applied to the traffic counts to bring them to present day volumes. This growth rate was applied to the existing traffic volumes in order to determine the future background traffic volumes for the years 2027 and 2032. In addition to the growth rate, development volumes from Bear Creek Phases 3-6, the Lavon Tract, Crestridge Meadows, Bear Creek Commercial South, and future commercial development along the north side of SH 78 were added as background traffic.

The overall proposed development is expected to add 847 daily vehicle trips with 54 vehicle trips (29 in, 25 out) during the AM peak hour and 83 vehicle trips (41 in 42 out) during the PM peak hour. These traffic volumes were distributed to the surrounding roadway network according to the existing travel patterns within the study area.

All analyses in this study were completed using standard traffic engineering practices based on the methodology outlined in the *Highway Capacity Manual - 6th Edition* (HCM6). Level of Service analyses for intersections were completed using Synchro 11 traffic analysis software.

With the continued growth of background traffic volumes, the existing roadway system and intersections are already at or over capacity during the peak hours. The addition of development related traffic adds to the already high delay. Thus, several improvements are recommended to help accommodate the traffic growth.

- Eastbound and northbound protected-permitted overlap right-turns at Grand Heritage Boulevard and SH 78
- Eastbound right-turn lane on SH 78 at Grand Heritage Boulevard

The following is a list of improvements recommended as a result of the development:

- Westbound right turn lane on SH 78 at Drive A

February 12, 2026

Ms. Kim Dobbs
City of Lavon
120 School Road
Lavon, TX 75166

Re: 78 Commercial East Addition, Lot 4, Block A (Retail & Restaurant), 1 lot, 2.861 Acres
Site Development Plans Review

Dear Ms. Dobbs:

As requested, we have reviewed the revised Site Development Plans dated January 27, 2026 as prepared by Triangle Engineering, LLC for the above referenced property. The property is generally located east of AutoZone and west of the Montessori School within the 78 Commercial East Addition, Block A, Lot 4. Our comments are as follows:

GENERAL

1. The development consists of two (2) buildings identified as retail & restaurant use. The revised Site Plan shows a modification of one building to be an emergency medical use with side ambulance access and front drop off area.
2. The total area of the buildings is 21,340 sq. ft., of which 5,335 sq. ft. is designated as restaurant (25%).
3. Water service to be provided by Bear Creek SUD.
4. An updated TIA was provided to show the impact of changing the use of the building to emergency medical services. Although there are some comments to be addressed on the TIA, the analysis does show that the traffic generation will be less than what was shown for the previous site plan uses.

Site Development Plans

5. All previous comments have been satisfactorily addressed.

This concludes our review of the above referenced revised Site Development Plans. **We recommend APPROVAL of the Site Development Plans.**

The review conducted by FMI was for the limited purpose of code and ordinance compliance review for the exclusive benefit of the City of Lavon. The above referenced documents were not reviewed as to their quality or for errors on the part of the surveyor or engineer.

Ms. Kim Dobbs
78 Commercial East Addition, Lot 4, Block A – Site Development Plans
February 12, 2026
Page 2 of 2

If there are any questions, please contact me at 214-503-0555 x115 or by email at mdhill@fmi-dallas.com.

Sincerely,
FREEMAN-MILLICAN, INC.

A handwritten signature in blue ink that reads "Mark D. Hill, P.E." with a stylized flourish at the end.

Mark D. Hill, P.E.
Consulting City Engineer

F:\17024 - LAV General Servies\9 - Review\78 Commercial East\Retail & Restaurant\78 Commercial East - Retail & Restaurant - Civil Plans - Rev 1.docx

February 9, 2026

Kim Dobbs
City of Lavon, TX
Via Email Delivery to kdobbs@lavontx.gov

Re: Highway 78 Commercial East, Lot 4 Retail & Restaurant
Site Plan Review
LJA Job No. NTP-40467
Email Submittal: January 28, 2026

LJA Engineering, Inc. has reviewed the submittal referenced above, per your request, for planning- and design-related requirements.

We have no further comments and recommend approval.

Please do not hesitate to let us know if you have any questions.

Thank you,



Abra R. Nusser, AICP
Senior Director at LJA
Email: anusser@lja.com
Phone: 972.339.8186
On behalf of the City of Lavon, TX

January 22, 2026

Kim Dobbs
City of Lavon, TX
Via Email Delivery to kdobbs@lavontx.gov

Re: Highway 78 Commercial East, Lot 4 Retail & Restaurant
Site Plan Review
LJA Job No. NTP-40467
Email Submittal: January 15, 2026

LJA Engineering, Inc. has reviewed the submittal referenced above per your request. We **recommend approval with the following conditions:**

1. Revise that Proposed Use in the Site Data Summary Table to include Medical, Retail and Restaurant use and add the building height. **COMMENT ACKNOWLEDGED AND UPDATED**

2. Revise the dumpster enclosure to meet the size requirements for a double container. Inside wall measurements must be a minimum of 25.5 feet wide by 14 feet deep.
THE DUMPSTER IS REVISED AS PER COMMUNITY WASTE DISPOSAL SHEET

3. Staff recommends providing wheel stops, on the spaces that are adjacent to the building, to prevent car overhang on the sidewalk.

WE HAVE AMPLE SPACE OF CLEARANCE FOR PEDESTRIANS AND IT MEETS TDLR CLEARANCE

4. Please confirm porte cochere configuration and clearance with Fire Marshal (even though fire lane does not traverse under this drive aisle).

COMMENT CKNOWELDGED.

5. It appears that there is space between the buildings for a small outdoor dining area. Please consider that is a desired feature.

THE SPACE BETWEEN THE BUILDING WILL BE UTILIZED AS A SAMM OUTDOOR DINING AREA DPENDING ON THE TENANT THE OWNER WILL HAVE IN FUTURE.

Thank you,



Abra R. Nusser, AICP
Director of Placemaking + Resilience at LJA
Email: anusser@lja.com
Phone: 972.339.8186
On behalf of the City of Lavon, TX

January 22, 2026

Kim Dobbs
City of Lavon, TX
Via Email Delivery to kdobbs@lavontx.gov

Re: Highway 78 Commercial East, Lot 4 Retail & Restaurant
Site Plan Review
LJA Job No. NTP-40467
Email Submittal: January 15, 2026

LJA Engineering, Inc. has reviewed the submittal referenced above per your request. We **recommend approval with the following conditions:**

1. Revise that Proposed Use in the Site Data Summary Table to include Medical, Retail and Restaurant use and add the building height.
2. Revise the dumpster enclosure to meet the size requirements for a double container. Inside wall measurements must be a minimum of 25.5 feet wide by 14 feet deep.
3. Staff recommends providing wheel stops, on the spaces that are adjacent to the building, to prevent car overhang on the sidewalk.
4. Please confirm porte cochere configuration and clearance with Fire Marshal (even though fire lane does not traverse under this drive aisle).
5. It appears that there is space between the buildings for a small outdoor dining area. Please consider that is a desired feature.

Thank you,



Abra R. Nusser, AICP
Director of Placemaking + Resilience at LJA
Email: anusser@lja.com
Phone: 972.339.8186
On behalf of the City of Lavon, TX



CITY OF LAVON Agenda Brief

MEETING: March 3, 2026

ITEM: 6 - F

Item:

Discussion and action regarding Ordinance No. 2026-03-02 amending Ordinance No. 2025-08-06, that approved and adopted a budget for the City for the fiscal year October 1, 2025 through September 30, 2026 to amend adopted revenues and expenditures; affirming that the budget amendment will have no direct impact on property taxes; and declaring an effective date.

Background:

The amendment is prepared to generally incorporate revenues that have exceeded projected levels and expenditures that have been incurred or will be incurred at the direction of City Council to expand current services or opportunities, and that may have otherwise been necessary and incidental to general or routine operations.

Some amended accounts provide for carryover items that were budgeted but not completed in the prior fiscal year.

Financial Implications:

The proposed amendment represents and allocates funding appropriately.

Staff Notes:

Approval is recommended.

Attachments: 1) Proposed Ordinance

CITY OF LAVON, TEXAS
ORDINANCE NO. 2026-03-02

Budget Amendment #1 - Fiscal Year 2025-2026

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS AMENDING ORDINANCE NO. 2025-08-06, THAT APPROVED AND ADOPTED A BUDGET FOR THE CITY FOR THE FISCAL YEAR OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2026, TO AMEND ADOPTED REVENUES AND EXPENDITURES OF THE BUDGET; AFFIRMING THAT THE BUDGET AMENDMENT WILL HAVE NO DIRECT IMPACT ON PROPERTY TAXES; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lavon, Texas has adopted and approved a budget of the expenditures and revenues of all City Departments, Divisions and Offices for the Fiscal Year 2025-26; and

WHEREAS, pursuant to the Home Rule Charter of the City, the laws of the State of Texas and Section 102.010 of the Local Government Code, the City Council has determined that it will be beneficial and advantageous to the citizens of Lavon to amend the City's 2025-26 fiscal year budget, as amended and as set forth herein for municipal purposes; and

WHEREAS, the City Council upon full consideration of the matter, has determined that the amendment to the budget hereinafter set forth is proper and should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAVON, COLLIN COUNTY, TEXAS:

Section 1. That the chart of accounts, revenues and appropriations as designated for the payment of expenses for the operation of the City government, hereinafter itemized by a true and correct copy of the Budget Document hereto attached as **Exhibit A**, are hereby approved.

Section 2. That the expenditures during the fiscal year shall be made in accordance with the budget approved by this ordinance, unless otherwise authorized by a duly enacted ordinance of the City, said budget document being on file for public inspection in the office of the City Secretary.

Section 3. That the budget amendment will have no direct impact on property taxes.

Section 4. That the necessity for making and approving a budget for the fiscal year, as required by the laws of the State of Texas, requires that this ordinance shall take effect immediately from and after its passage, as the law in such case provides.

Section 5. It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required by law.

DULY PASSED and APPROVED by the City Council of the City of Lavon, Texas, on the 3rd day of March 2026.

Vicki Sanson, Mayor

ATTEST:

Rae Norton, City Secretary

ORDINANCE NO. 2026-03-02

EXHIBIT A

General Fund
Municipal Court Building Security & Technology Fund
FEMA Grant Fund (new)
Utility Fund

City of Lavon

Budget Amendment 1

3/3/2026

	Amended 2025-26	Proposed Amendment	Change
General Fund			
Revenue	10,793,810	10,793,810	-
Expenses	11,955,637	13,563,107	1,607,470
Interest & Sinking			
Revenue	2,225,505	2,225,505	-
Expenses	2,217,550	2,217,550	-
Street Repairs Fund - Sales Tax Funded			
Revenue	825,000	825,000	-
Expenses	825,000	825,000	-
Municipal Court Building Security & Technology Fund			
Revenue	10,500	10,500	-
Expenses	8,400	17,800	9,400
TIRZ 2 Fund			
Revenue	231,500	231,500	-
Expenses	25,000	25,000	-
Public Safety Fees Fund			
Revenue	-	-	-
Expenses	150,000	150,000	-
FEMA Grant			
Revenue	-	307,107	307,107
Expenses	-	307,107	307,107
Utilities			
Revenue	7,105,000	7,105,000	-
Expenses	8,804,300	8,864,300	60,000
Economic Development Corp			
Revenue	585,000	585,000	-
Expenses	2,021,464	2,021,464	-
EDC Construction Fund			
Revenue	-	-	-
Expenses	1,025,150	1,025,150	-

GENERAL FUND		Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
ESTIMATED BEGINNING RESOURCES					
	Est. Beginning Resources - Unrestricted	2,656,193	2,656,193		
	Est. Beginning Resources - Assigned for Capi	5,723,340	5,723,340		
REVENUES					
Taxes					
10-00-4001	Property Taxes	3,834,470	3,834,470	-	
10-00-4040	Sales & Use Tax	1,650,000	1,650,000	-	
10-00-4045	Mixed Beverage Sales Tax	10,000	10,000	-	
10-00-4060	Franchise Fees	300,000	300,000	-	
10-00-48xx	Transfer Property Taxes to TIRZ 2	(143,650)	(143,650)	-	
	Total Taxes	5,650,820	5,650,820	-	
Other General Government					
10-00-4500	Interest Income	100,000	100,000	-	
10-00-4799	Miscellaneous Revenue	1,000	1,000	-	
	Total Other General Government	101,000	101,000	-	
Transfers In					
10-00-4801	Transfer from Utility Fund - Sewer	700,000	700,000	-	
10-00-4802	Transfer from Utility Fund - Solid Waste	149,000	149,000	-	
10-00-4808	Transfer from Utility Fund - Sewer (Debt)	583,600	583,600	-	
	Total Transfers	1,432,600	1,432,600	-	
Administration					
10-10-4101	PID Administrative Services	30,000	30,000	-	
	Total Administration	30,000	30,000	-	
Municipal Court					
10-25-4215	Court Fees	5,000	131,750	126,750	reclass from Police
10-25-4219	Court - Payment Plan Fees	750	750	-	
10-25-4220	Mun Court Omnibase Reimb	-	-	-	
	Total Municipal Court	5,750	132,500	126,750	
Police Department					
10-45-4195	Program Fees	1,000	1,000	-	
10-45-4240	Police - Fines/Fees	125,000	-	(125,000)	reclass to Mun Ct
10-45-4245	Police - Warrant Fees/Fines	1,750	-	(1,750)	reclass to Mun Ct
10-45-4602	Donations - Police	-	-	-	
	Total Police Department	127,750	1,000	(126,750)	
Fire Department					
10-55-4160	Fire Service Contract	150,000	150,000	-	
10-55-4161	Surefire Reimbursements	25,000	25,000	-	
10-55-4455	Grant Revenue	227,990	227,990	-	
10-55-4602	Donations	-	-	-	
	Total Fire Department	402,990	402,990	-	
Parks & Rec Department					
10-65-4130	Facility Rental	-	-	-	
	Total Parks & Rec Department	-	-	-	
Development Services					
10-75-4271	Residential Rental Property Registration	35,000	35,000	-	
10-75-4305	General Permits	400,000	400,000	-	
10-75-4310	Land Use Application Fees	100,000	100,000	-	
10-75-4315	New Building Permits	2,000,000	2,000,000	-	
10-75-4325	Food Service Inspection Permits	7,500	7,500	-	
10-75-4350	OSSF Permits	400	400	-	
10-75-4355	Infrastructure Inspection Fees	500,000	500,000	-	
	Total Development Services	3,042,900	3,042,900	-	
Total General Fund Revenues		10,793,810	10,793,810	-	
Total Source of Funds		19,173,343	19,173,343		

GENERAL FUND		Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
EXPENDITURES					
Administration Services					
10-10-5000	Salaries & Wages	500,860	500,860	-	
10-10-5001	Part-time Wages	48,140	48,140	-	
10-10-5011	Overtime	1,000	1,000	-	
10-10-5025	Health Insurance	75,960	75,960	-	
10-10-5030	Payroll Taxes	42,075	42,075	-	
10-10-5035	Retirement	109,509	109,509	-	
10-10-5040	Texas Workforce Commission	1,202	1,202	-	
10-10-5045	Workers Comp	1,875	1,875	-	
10-10-5100	Office Supplies	4,500	4,500	-	
10-10-5101	Council Supplies	1,500	1,500	-	
10-10-5107	Community Event Supplies	25,000	25,000	-	
10-10-5190	Furniture & Office Equipment	3,000	3,000	-	
10-10-5401	Attorney	45,000	45,000	-	
10-10-5410	Auditor	20,000	20,000	-	
10-10-5425	Tax Assessor/Collector	6,000	6,000	-	
10-10-5430	Central Appraisal District	37,000	37,000	-	
10-10-5440	Professional Services - Other	50,000	50,000	-	
10-10-5510	Advertising & Legal Notices	27,000	27,000	-	
10-10-5520	SAAS Contracts (software/app service)	13,000	13,000	-	
10-10-5545	Election Services	9,500	9,500	-	
10-10-5700	Membership Dues & Fees	6,500	6,500	-	
10-10-5720	Travel & Meals	3,500	3,500	-	
10-10-5725	Training & Licenses	4,500	4,500	-	
10-10-5730	Staff Development	6,000	6,000	-	
10-10-5735	Council Training & Travel	7,500	7,500	-	
	Total Administration Operations	1,050,121	1,050,121	-	
Admin Capital Outlay					
10-10-9103	Improvements	-	-	-	
	Total Admin Capital Outlay	-	-	-	
	Total Admin Services	1,050,121	1,050,121	-	

GENERAL FUND		Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
Non-Departmental					
10-15-5035	Retirement	1,127,700	1,127,700	-	
10-15-5100	Office Supplies	8,000	8,000	-	
10-15-5200	Phone, Internet	8,000	8,000	-	
10-15-5210	Electricity	6,000	6,000	-	
10-15-5220	Natural Gas	6,500	6,500	-	
10-15-5230	Water	2,000	2,000	-	
10-15-5305	Building Maintenance	15,000	15,000	-	
10-15-5310	Grounds Maintenance	2,000	2,000	-	
10-15-5440	Professional Services - Other	10,000	10,000	-	
10-15-5460	Insurance - Management Liability	8,000	8,000	-	
10-15-5470	Insurance - Facilities	41,000	41,000	-	
10-15-5475	Insurance - Vehicles & Equipment	36,000	36,000	-	
10-15-5520	SAAS Contracts (software/app service)	19,000	40,600	21,600	budget software
10-15-5525	Technology Services Contract	25,000	25,000	-	
10-15-5540	Cleaning Service	7,500	7,500	-	
10-15-5601	Office/Equipment Leases	7,000	7,000	-	
	Total Non-Departmental Operations	1,328,700	1,350,300	21,600	
Non-Departmental Capital Outlay					
10-15-9103	Improvements	-	24,820	24,820	security, generator
10-15-9104	Furnishings	-	10,000	10,000	workspace upgrades
	Total Non-Departmental Capital Outlay	-	34,820	34,820	
	Total Non-Departmental	1,328,700	1,385,120	56,420	
Municipal Court Services					
10-25-5000	Salaries & Wages	47,000	47,000	-	
10-25-5011	Overtime	1,000	1,000	-	
10-25-5025	Health Insurance	12,660	12,660	-	
10-25-5030	Payroll Taxes	3,672	3,672	-	
10-25-5035	Retirement	9,898	9,898	-	
10-25-5040	Texas Workforce Commission	100	100	-	
10-25-5045	Workers Comp	250	250	-	
10-25-5100	Office Supplies	2,000	2,000	-	
10-25-5190	Furniture & Office Equipment	500	500	-	
10-25-5402	Judge	8,500	8,500	-	
10-25-5403	Prosecutor	13,000	13,000	-	
10-25-5515	Credit Card Contract	-	6,500	6,500	new expense
10-25-5546	Jury Service	250	250	-	
10-25-5725	Training & Licenses	1,000	1,000	-	
	Total Municipal Court	99,830	106,330	6,500	

GENERAL FUND		Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
Police Services					
10-45-5000	Salaries & Wages	1,844,530	1,844,530	-	
10-45-5011	Overtime	50,000	50,000	-	
10-45-5025	Health Insurance	291,180	291,180	-	
10-45-5030	Payroll Taxes	144,932	144,932	-	
10-45-5035	Retirement	384,674	384,674	-	
10-45-5040	Texas Workforce Commission	14,387	14,387	-	
10-45-5045	Workers Comp	68,506	68,506	-	
10-45-5100	Office Supplies	10,000	10,000	-	
10-45-5103	Community Policing Supplies	13,000	13,000	-	
10-45-5105	Child Abuse Interlocal - Supplies	1,500	1,500	-	
10-45-5125	Operating Supplies	8,500	8,500	-	
10-45-5155	Uniforms	26,500	26,500	-	
10-45-5160	Personal Protection Equipment	19,200	19,200	-	
10-45-5190	Furniture & Office Equipment	15,000	15,000	-	
10-45-5195	Tools & Equipment - not cap	30,000	30,000	-	
10-45-5200	Phone, Internet	48,000	48,000	-	
10-45-5210	Electricity	12,000	12,000	-	
10-45-5230	Water	1,000	1,000	-	
10-45-5240	Fuel	51,500	51,500	-	
10-45-5305	Building Maintenance	8,000	8,000	-	
10-45-5315	Vehicle Maintenance	45,500	45,500	-	
10-45-5325	Equipment Maintenance	5,000	5,000	-	
10-45-5465	Insurance - Law Enforcement Liability	19,300	19,300	-	
10-45-5520	SAAS Contracts (software/app service)	147,000	147,000	-	
10-45-5530	Medical Services	2,000	2,000	-	
10-45-5540	Cleaning Service	13,000	13,000	-	
10-45-5548	Dispatch Service	115,000	115,000	-	
10-45-5551	Inmate Boarding Contract	12,000	12,000	-	
10-45-5552	Animal Control Service	7,000	7,000	-	
10-45-5560	Contract Labor	-	1,000	1,000	new expense
10-45-5700	Membership Dues & Fees	2,500	2,500	-	
10-45-5720	Travel & Meals	7,000	7,000	-	
10-45-5725	Training & Licenses	19,500	19,500	-	
	Total Police Operations	3,437,209	3,438,209	1,000	
Police Capital Outlay					
10-45-9103	Improvements	-	9,100	9,100	generator - FEMA
10-45-9220	Vehicle	321,000	321,000	-	
10-45-9221	Equipment	-	25,100	25,100	carryforward - drone
	Total Police Capital Outlay	321,000	355,200	34,200	
	Total Police Services	3,758,209	3,793,409	35,200	

GENERAL FUND		Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
Fire Services					
10-55-5000	Salaries & Wages	1,359,150	1,359,150	-	
10-55-5001	Part-time Wages	157,170	157,170	-	
10-55-5011	Overtime	60,000	60,000	-	
10-55-5025	Health Insurance	215,220	215,220	-	
10-55-5030	Payroll Taxes	120,588	120,588	-	
10-55-5035	Retirement	283,932	283,932	-	
10-55-5040	Texas Workforce Commission	10,601	10,601	-	
10-55-5045	Workers Comp	46,693	46,693	-	
10-55-5100	Office Supplies	5,000	5,000	-	
10-55-5125	Operating Supplies	25,000	25,000	-	
10-55-5130	EMS Supplies	55,000	55,000	-	
10-55-5155	Uniforms	41,500	41,500	-	
10-55-5160	Personal Protection Equipment	71,000	71,000	-	
10-55-5190	Furniture & Office Equipment	4,000	4,000	-	
10-55-5195	Tools & Equipment	40,000	40,000	-	
10-55-5200	Phone, Internet	7,500	7,500	-	
10-55-5210	Electricity	10,000	10,000	-	
10-55-5220	Natural Gas	5,000	5,000	-	
10-55-5230	Water	2,500	2,500	-	
10-55-5240	Fuel	20,000	20,000	-	
10-55-5305	Building Maintenance	10,000	10,000	-	
10-55-5315	Vehicle Maintenance	6,000	6,000	-	
10-55-5316	Apparatus Maintenance	85,000	85,000	-	
10-55-5325	Equipment Maintenance	21,000	21,000	-	
10-55-5330	Storm Siren O&M	2,000	2,000	-	
10-55-5440	Professional Services - Other	3,000	3,000	-	
10-55-5520	SAAS Contracts (software/app service)	40,000	40,000	-	
10-55-5530	Medical Services	25,000	25,000	-	
10-55-5536	Ambulance Service	177,000	177,000	-	
10-55-5540	Cleaning Service	3,900	3,900	-	
10-55-5547	Fire Marshal Contract	2,000	2,000	-	
10-55-5549	Fire Alarm Monitoring Service	1,000	1,000	-	
10-55-5560	Contract Labor	30,000	30,000	-	
10-55-5700	Membership Dues & Fees	5,000	5,000	-	
10-55-5720	Travel & Meals	9,250	9,250	-	
10-55-5725	Training & Licenses	21,500	21,500	-	
	Total Fire Operations	2,981,505	2,981,505	-	
Fire Capital Outlay					
10-55-9103	Improvements	-	10,310	10,310	generator - FEMA
10-55-9220	Vehicle	-	10,000	10,000	carryforward - Tahoe
10-55-9223	CIP-19 Fire Engine	-	1,414,000	1,414,000	carryforward
10-55-9225	CIP-22 Warning Siren Improvements	-	75,040	75,040	carryforward
	Total Fire Capital Outlay	-	1,509,350	1,509,350	
	Total Fire Services	2,981,505	4,490,855	1,509,350	

GENERAL FUND		Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
Parks & Rec Department					
10-65-5310	Grounds Maintenance	15,000	15,000	-	
	Total Parks & Rec Operations	15,000	15,000	-	
Parks & Rec Capital Outlay					
10-65-9103	Improvements	-	-	-	
	Total Parks & Rec Capital	-	-	-	
	Total Parks & Rec Department	15,000	15,000	-	
Development Services					
10-75-5000	Salaries & Wages	154,525	154,525	-	
10-75-5011	Overtime	4,000	4,000	-	
10-75-5025	Health Insurance	25,320	25,320	-	
10-75-5030	Payroll Taxes	13,458	13,458	-	
10-75-5035	Retirement	29,451	29,451	-	
10-75-5040	Texas Workforce Commission	919	919	-	
10-75-5045	Workers Comp	2,567	2,567	-	
10-75-5155	Uniforms	1,250	1,250	-	
10-75-5190	Furniture & Office Equipment	2,000	2,000	-	
10-75-5200	Phone, Internet	600	600	-	
10-75-5240	Fuel	3,000	3,000	-	
10-75-5315	Vehicle Maintenance	3,000	3,000	-	
10-75-5415	Engineer	150,000	150,000	-	
10-75-5440	Professional Services - Other	175,000	175,000	-	
10-75-5520	SAAS Contracts (software/app service)	16,000	16,000	-	
10-75-5565	Code Enforcement Services	10,000	10,000	-	
10-75-5570	Inspection Services - Buildings	900,000	900,000	-	
10-75-5571	Inspection Services - Infrastructure	50,000	50,000	-	
10-75-5572	Inspection Services - Food Service	25,000	25,000	-	
10-75-5589	Sales Tax Incentive Rebate	100,000	100,000	-	
10-75-5720	Employee Travel	2,000	2,000	-	
10-75-5725	Employee Training	2,000	2,000	-	
	Total Development Services Operations	1,670,091	1,670,091	-	
Development Services Capital Outlay					
10-75-9103	Improvements	-	-	-	
	Total Development Services Capital Outlay	-	-	-	
	Total Development Services	1,670,091	1,670,091	-	

GENERAL FUND		Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
Public Works Services					
10-80-5000	Salaries & Wages	390,675	390,675	-	
10-80-5001	Part-time Wages	16,000	16,000	-	
10-80-5011	Overtime	5,000	5,000	-	
10-80-5025	Health Insurance	88,620	88,620	-	
10-80-5030	Payroll Taxes	31,493	31,493	-	
10-80-5035	Retirement	79,521	79,521	-	
10-80-5040	Texas Workforce Commission	1,895	1,895	-	
10-80-5045	Workers Comp	20,203	20,203	-	
10-80-5100	Office Supplies	1,000	1,000	-	
10-80-5102	MS-4 Educational Supplies	250	250	-	
10-80-5125	Operating Supplies	4,000	4,000	-	
10-80-5155	Uniforms	6,500	6,500	-	
10-80-5190	Furniture & Office Equipment	500	500	-	
10-80-5195	Tools & Equipment	6,000	6,000	-	
10-80-5200	Phone, Internet	5,000	5,000	-	
10-80-5210	Electricity	8,000	8,000	-	
10-80-5211	Electricity - Street Lights	160,000	160,000	-	
10-80-5230	Water	1,500	1,500	-	
10-80-5240	Fuel	18,000	18,000	-	
10-80-5305	Building Maintenance	3,000	3,000	-	
10-80-5310	Grounds Maintenance	17,000	17,000	-	
10-80-5315	Vehicle Maintenance	10,000	10,000	-	
10-80-5325	Equipment Maintenance	15,000	15,000	-	
10-80-5335	Street Maintenance	20,000	20,000	-	
10-80-5340	Sign Maintenance	10,000	10,000	-	
10-80-5355	Drainage Maintenance	100,000	100,000	-	
10-80-5385	Mosquito Control	22,000	22,000	-	
10-80-5395	Septic System Maintenance	800	800	-	
10-80-5530	Medical Services	575	575	-	
10-80-5700	Membership Dues & Fees	150	150	-	
10-80-5720	Travel & Meals	1,500	1,500	-	
10-80-5725	Training & Licenses	8,000	8,000	-	
	Total Public Works Operations	1,052,182	1,052,182	-	
Public Works Capital Outlay					
10-80-9221	Equipment	-	-	-	
	Total Capital Outlay	-	-	-	
	Total Public Works Services	1,052,182	1,052,182	-	
Total General Fund Expenditures		11,955,637	13,563,107	1,607,470	
Change in Financial Position		(1,161,827)	(2,769,297)		
ESTIMATED ENDING RESOURCES (Net)		7,217,706	5,610,236		

DEBT SERVICE (I&S) FUND		Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
ESTIMATED BEGINNING RESOURCES		519,475	519,475		
REVENUE					
50-00-4005	Property Taxes - I&S	2,303,855	2,303,855	-	
50-00-4517	Interest - IB I&S	8,000	8,000	-	
50-00-48xx	Transfer Property Taxes to TIRZ 2	(86,350)	(86,350)	-	
Total Revenues		2,225,505	2,225,505	-	
EXPENDITURES					
50-10-5790	Debt Administration	168,350	168,350	-	
50-10-5822	2020 CO Principal	590,000	590,000	-	
50-10-5823	2020 CO Interest	471,400	471,400	-	
50-10-5824	2023 CO Principal	230,000	230,000	-	
50-10-5825	2023 CO Interest	757,800	757,800	-	
Total Expenditures		2,217,550	2,217,550	-	
Change in Financial Position		7,955	7,955		
ESTIMATED ENDING RESOURCES (Net)		527,430	527,430		

STREET FUND	Maintenance/Construction	Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
ESTIMATED BEGINNING RESOURCES		407,613	407,613		
Street Repair Fund Revenue					
17-00-4041	Sales Tax - Dedicated Streets	825,000	825,000	-	
Total Street Repair Fund Revenue		825,000	825,000	-	
Street Repair Fund Expenditure					
17-80-5335	Street Maintenance	500,000	500,000	-	
17-80-xxxx	Available for Capital Improvement Projects	325,000	325,000	-	
Total Street Repair Expenditure		825,000	825,000	-	
ESTIMATED ENDING RESOURCES (Net)		407,613	407,613		

MUNICIPAL COURT BUILDING SECURITY & TECHNOLOGY FUND		Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
ESTIMATED BEGINNING RESOURCES		3,765	13,821		
REVENUE					
34-25-4212	Court - Technology	4,500	4,500	-	
34-25-4217	Court - Building Security Fees	6,000	6,000	-	
Total Revenues		10,500	10,500	-	
EXPENDITURES					
34-25-5100	Office Supplies	1,000	1,000	-	
34-25-5526	Technology Expenses	5,000	5,000	-	
34-25-5560	Contract Labor - Bailiffs	2,400	2,400	-	
34-25-9103	Improvements	-	9,400	9,400	security
Total Expenditures		8,400	17,800	9,400	
ESTIMATED ENDING RESOURCES (Net)		5,865	6,521		

TIRZ/TIF FUND	Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
ESTIMATED BEGINNING RESOURCES	179,226	185,233		
TIRZ/TIF Fund Revenue				
24-00-4001 Property Taxes	230,000	230,000	-	
24-00-4519 Logic - Interest	1,500	1,500	-	
Total TIRZ/TIF Fund Revenue	231,500	231,500	-	
TIRZ/TIF Fund Expenditure				
24-00-5440 Professional Services - Other	25,000	25,000	-	
Total TIRZ/TIF Expenditure	25,000	25,000	-	
ESTIMATED ENDING RESOURCES (Net)	385,726	391,733		

PUBLIC SAFETY FEES FUND	Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
ESTIMATED BEGINNING RESOURCES	1,085,800	1,085,800		
Public Safety Fees Fund Revenue				
33-00-4360 Elevon Public Safety Fee	-	-	-	
33-00-4361 Trails of Lavon Public Safety Fee	-	-	-	
Total Public Safety Fees Fund Revenue	-	-	-	
Public Safety Fees Fund Expenditure				
33-55-5548 Dispatch Services	150,000	150,000	-	
Total Public Safety Fees Expenditure	150,000	150,000	-	
ESTIMATED ENDING RESOURCES (Net)	935,800	935,800		

FEMA GRANT	Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
ESTIMATED BEGINNING RESOURCES	-	-		
TIRZ/TIF Fund Revenue				
36-15-4455 Grant Revenue	-	132,462	132,462	
36-45-4455 Grant Revenue	-	81,882	81,882	
36-55-4455 Grant Revenue	-	92,763	92,763	
Total TIRZ/TIF Fund Revenue	-	307,107	307,107	
TIRZ/TIF Fund Expenditure				
36-15-9428 HMGP: Generator	-	132,462	132,462	
36-45-9428 HMGP: Generator	-	81,882	81,882	
36-55-9428 HMGP: Generator	-	92,763	92,763	
Total TIRZ/TIF Expenditure	-	307,107	307,107	
ESTIMATED ENDING RESOURCES (Net)	-	-		

UTILITY FUND	Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
ESTIMATED BEGINNING RESOURCES/TRANSFERS IN	9,366,585	9,366,585		
ESCROW FOR TRAILS OF LAVON WWTP (BEAR CREEK V	1,930,000	1,930,000		
UTILITY FUND REVENUE				
Administration				
20-00-4520 Interest - IB Utility	40,000	40,000	-	
20-00-4521 Interest - IB Sewer Tap	85,000	85,000	-	
20-10-4130 Facility Rental	-	-	-	
20-10-4240 Police - Fines/Fees	-	-	-	
Total Administration	125,000	125,000	-	
Sanitary Sewer				
20-85-4110 Sewer Charges	2,500,000	2,500,000	-	
20-85-4202 Administration Fee	125,000	125,000	-	
20-85-4230 Sewer Tap Fee	3,000,000	3,000,000	-	
20-85-4232 Sewer Infrastructure Fees	30,000	30,000	-	
20-85-4299 Late Fees	50,000	50,000	-	
20-85-4330 Online Permit Pmts	-	-	-	
Total Sanitary Sewer	5,705,000	5,705,000	-	
Solid Waste				
20-86-4115 Solid Waste Income	1,275,000	1,275,000	-	
Total Solid Waste	1,275,000	1,275,000	-	
Total Revenue	7,105,000	7,105,000	-	

UTILITY FUND	Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
ESTIMATED BEGINNING RESOURCES/TRANSFERS IN	9,366,585	9,366,585		
ESCROW FOR TRAILS OF LAVON WWTP (BEAR CREEK V	1,930,000	1,930,000		
UTILITY FUND EXPENDITURES				
Sanitary Sewer				
20-85-5210 Electricity	120,000	120,000	-	
20-85-5260 Sludge Disposal	-	15,000	15,000	new expense
20-85-5325 Equipment Maintenance	-	45,000	45,000	sewer jet repair
20-85-5390 Sewer System Maintenance	50,000	50,000	-	
20-85-5440 Professional Services - Other	20,000	20,000	-	
20-85-5590 WWTP O&M Contract	1,097,000	1,097,000	-	
20-85-5xxx Package Plant Lease	300,000	300,000	-	
20-85-5725 Training & Licenses	2,500	2,500	-	
20-85-5801 Transfer to General Fund (overhead)	700,000	700,000	-	
20-85-5808 Transfer to General Fund (debt)	583,600	583,600	-	
20-85-9412 CIP-21 Bear Creek WWTP Exp 4	2,000,000	2,000,000	-	
20-85-9419 CIP-38 Elevon/Lavon North WWTP	2,000,000	2,000,000	-	
20-85-9423 Sewer System Improvements	100,000	100,000	-	
20-85-9424 CIP-42 Lavon East WWTP	400,000	400,000	-	
Total Sanitary Sewer	7,373,100	7,433,100	60,000	
Solid Waste				
20-86-5100 Office Supplies	4,200	4,200	-	
20-86-5104 Billing Supplies	36,000	36,000	-	
20-86-5190 Office Furniture & Equipment	500	500	-	
20-86-5515 Credit Card Contract	5,400	5,400	-	
20-86-5520 SAAS Contracts	8,500	8,500	-	
20-86-5595 Solid Waste Contract	1,130,500	1,130,500	-	
20-86-5785 Sales Tax	97,100	97,100	-	
20-86-5802 Transfer to General Fund (overhead)	149,000	149,000	-	
Total Solid Waste	1,431,200	1,431,200	-	
Total Expenditure	8,804,300	8,864,300	60,000	
Change in Financial Position	(1,699,300)	(1,759,300)	(60,000)	
ESTIMATED ENDING RESOURCES (Net)	9,597,285	9,537,285		

ECONOMIC DEVELOPMENT CORPORATION		Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
ESTIMATED BEGINNING RESOURCES		1,436,464	1,396,023		
Economic Development Corp Revenues					
30-30-4040	Sales & Use Tax	860,000	860,000	-	
30-30-4500	Interest - South State Bank	-	-	-	
30-30-4519	Interest - LOGIC	-	-	-	
30-30-4522	Interest - TexStar	-	-	-	
30-30-4799	Miscellaneous Revenue	-	-	-	
30-30-4876	EDC Transfers to Investments	(275,000)	(275,000)	-	
30-30-4879	EDC Transfers from Bank	-	-	-	
30-30-4950	Debt Proceeds	-	-	-	
Total Economic Development Corp Revenues		585,000	585,000	-	
Economic Development Corp Expenses					
Operations					
30-30-5100	Office Supplies	6,000	6,000	-	
30-30-5190	Furniture & Office Equipment	8,500	8,500	-	
30-30-5401	Attorney	20,000	20,000	-	
30-30-5416	Executive Director EDC	72,000	72,000	-	
30-30-5440	Professional Services - Other	33,000	33,000	-	
30-30-5510	Advertising (Legal)	-	-	-	
30-30-5520	Website & SAAS (software as a service)	6,000	6,000	-	
30-30-5525	IT Services	26,000	26,000	-	
30-30-5700	Dues & Fees	4,500	4,500	-	
30-30-5720	Travel	8,000	8,000	-	
30-30-5725	Training	6,000	6,000	-	
30-30-5799	Miscellaneous Expense	5,000	5,000	-	
Promotional Expenses					
30-30-5770	Promotional - General Expenses	38,000	38,000	-	
30-30-5771	Promotional - Advertising	20,000	20,000	-	
30-30-5772	Promotional - Aerial Maps	8,000	8,000	-	
30-30-5773	Promotional - Video Development	20,000	20,000	-	
30-30-5775	Promotional - Carryforward	29,000	29,000	-	
Capital Projects					
30-30-8900	Direct Business Incentives	744,379	744,379	-	
30-30-8901	Infrastructure Projects	400,000	400,000	-	
30-30-8902	Community Development	200,000	200,000	-	
30-30-8903	Project Main Street	200,000	200,000	-	
Debt Service					
30-30-5TBA	Debt Reserve payment	-	-	-	
30-30-5880	Main Street Debt - Principal	24,479	24,479	-	
30-30-5881	Main Street Debt - Interest	-	-	-	
30-30-5882	Government Capital - Principal	142,606	142,606	-	
30-30-5883	Government Capital - Interest	-	-	-	
Total Economic Development Corp Expenses		2,021,464	2,021,464	-	
Change in Financial Position		(1,436,464)	(1,436,464)		
ESTIMATED ENDING RESOURCES (Net)		-	(40,441)		

EDC CONSTRUCTION FUND	Adopted/ Amended 2025-26	Proposed Amendment	Change	Notes
ESTIMATED BEGINNING RESOURCES	1,025,150	915,002		
Economic Development Corp Revenues				
35-30-4500 Interest - South State Bank	-	-	-	
35-30-4950 Debt Proceeds	-	-	-	
Total Economic Development Corp Revenues	-	-	-	
Economic Development Corp Expenses				
35-30-8903 Project Main Street	1,025,150	1,025,150	-	
Total Economic Development Corp Expenses	1,025,150	1,025,150	-	
Change in Financial Position	(1,025,150)	(1,025,150)		
ESTIMATED ENDING RESOURCES (Net)	-	(110,148)		



CITY OF LAVON

Agenda Brief

MEETING: March 3, 2026

ITEM: 6 - G

Item:

Presentation and discussion of Organizational Structure Assessment: Summary.

Background:

In August 2025, the City engaged DC Municipal Consulting to perform an organizational structure assessment to help guide human resource planning, decision making, and budgeting.

The firm interviewed department directors and other staff members as a part of the study. The planning horizon focused on three to five years.

The study draft report provides current and future organizational chart suggestions as well as positions recommended to be hired.

The Study Conclusions are snipped below:

Conclusion

This organizational assessment was completed to identify opportunities for improved service delivery through reorganization, functional realignment, and to plan for the growth of the City. The recommendations outlined in this report were suggested to ensure the City of Lavon provides the best service to the community.

Positions retitled in the future organizational structure:

- Controller to Finance Director
- File Clerk to Administrative Assistant
- Fire Lieutenant to Fire Captain
- Police Captain to Assistant Police Chief
- Public Works Facility Technician to Maintenance Worker
- Senior Planner to Development Services Director/City Planner

Conclusion

Continued

Positions created in the future organizational structure:

- Priority 1:
 - Assistant Fire Chief
 - Assistant to the City Manager
 - Human Resources Generalist
 - Maintenance Worker I
 - Public Works Administrative Assistant
- Priority 2:
 - Building Maintenance Technician
 - CID Sergeant
 - Code Enforcement Officer (FTE)
 - Crew Leader
 - Custodian
 - Finance Director
 - Maintenance Worker II
 - Police Officer
 - Wastewater Operator

Note: The EMS Firefighter/Paramedics shown on the future organization chart will be added if/when EMS services become a City operation.

This report provides recommendations to assist the Lavon Leadership to move the organization forward over the next five years. It should be reviewed before implementation to confirm the assumptions made at the time of drafting are still applicable in the current environment.

Attachment: Executive Summary



Organizational Structure Assessment: Summary

September 2025

Respectfully submitted by:



Katie Corder, Partner
Molly Deckert, Partner

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Executive Summary

In August 2025, the City of Lavon engaged DC Municipal Consulting (DCMC) to review the City's current organizational structure to identify the organizational structure needed to handle the demands of growth and development, while maintaining current services at satisfactory levels over the next three to five years. Additionally, DCMC was tasked with looking for opportunities for succession planning for key City leadership roles. The project was designed to be fluid and a collaborative effort between the City's Leadership Team and DCMC.

The project utilized the City Council's Core Purpose and the Two Year Goals from the City Council's 2023 Strategic Plan.

The City organization exists to:

- Ensure a safe and secure community;
 - Serve as stewards of planning, infrastructure, and investment;
 - Provide a family-oriented place for generations to stay and grow;
 - Establish and foster relationships within the community;
 - Communicate relevant information in a timely manner; and
 - Continuously improve the quality of life in Lavon.
-
- Lavon, where we...
 - Plan & design our community
 - Invest in Lavon's future
 - Protect what's important
 - Communicate with each other
 - Nurture our relationships
 - Enjoy family fun
 - Distinguish ourselves from the rest

Included in the summary are future organizational charts for the City. DCMC recommends the organizational charts act as a guide for the City of Lavon to maintain efficiency and effectiveness of service delivery. The organizational structure may be implemented over the next five plus years and can be adjusted due to unplanned position vacancies, changes in anticipated growth projections, and/or City priorities.

City staff shared insights on changes that could be made to enhance service delivery and DCMC has captured these insights and helped prioritize them. These organizational enhancements should be used as a guide, adapting as the needs and priorities of the City change.

Like the organizational structures, the findings and recommendations in this report are dynamic and may need to adjust over time due to finances, growth of the community and staff, a shift in City priorities, and service delivery adjustments.

Data Collection

City Core Functions and Contract Management Responsibilities

Working with the City staff, DCMC identified a list of core functions and areas of contract management for the City of Lavon.

The core functions identified include:

- Accounting
- Audit
- Budget
- Building Maintenance
- Building Permits/Inspection
- CIP Planning/Implementation
- City Council and Board support
- Code Enforcement
- Communication
 - External Communication
 - Website
 - Newsletter
 - Social Media
 - Marketing
 - Media Requests
- Comprehensive Planning
- Contract Management
- Customer Service
- Development Plan Review
- Drainage
- Economic Development
- Equipment Maintenance
- Facility Rentals
- Facilities Maintenance
- Fire Services
 - EMS
 - Fire Prevention
 - Fire Suppression
- Human Resources
- Investments
- Land Use
- Municipal Court
- Parks Maintenance
- Police Services
 - Crime Prevention
 - Criminal Investigations
 - Evidence
 - Patrol
 - Special Programs
 - Traffic
- Public Information
- Purchasing
- Records Management
- Rental Registrations
- Right-of-Way Management
- Special Events
- Stormwater Management
- Strategic Planning
- Streets Maintenance
- Traffic Signs Maintenance
- Treasury
- Utility Billing
- Vehicle Maintenance
- Volunteer Management
- Wastewater
- Zoning

The areas of contract management identified include:

- Ambulance Services (Fire)
- Animal Services (Police)
- City Attorney (Administration)
- City Engineer (Administration)
- City Judge (City Council)
- City Prosecutor (City Council)

- Dispatch (Fire-Police)
- Elections (Administration)
- Engineering (Administration)
- Fire Inspections (Fire)
- Health Inspections (Administration)
- IT (Administration)
- Public Safety Radio (Fire-Police)
- Solid Waste (Administration)
- Wastewater Treatment (Public Works)
- Wastewater Admin (Admin)

The core functions and areas of contract management were utilized to build the organizational charts for the City.

DCMC also requested and reviewed department data on service delivery, goals and objectives, and future planning documents, if available. The data provided varied between the departments, but was utilized in the creation of the three to five year organization charts.

DRAFT