



**AGENDA**  
**JUNE 1, 2021**  
**LAVON CITY COUNCIL**  
**CITY HALL, 120 SCHOOL ROAD, LAVON, TEXAS**  
**REGULAR MEETING**  
**6:00 PM**

1. **PRESIDING OFFICER TO CALL THE MEETING TO ORDER AND ANNOUNCE THAT A QUORUM IS PRESENT**

2. **PLEDGE OF ALLEGIANCE AND INVOCATION**

3. **WORK SESSION**

Discussion regarding potential projects relating to the Capital Improvements Plan.

4. **RECOGNITION**

Mike Shepherd - Community Independent School District School Board

5. **CITIZENS COMMENTS**

*Citizens may provide comments (3-minute time limit/person). The City Council 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.*

6. **ITEMS OF INTEREST/COMMUNICATIONS**

*Members may identify community events, functions, and other activities.*

7. **CONSENT AGENDA**

*Consent 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 May 18, 2021 meeting.

B. Approve the second of two readings of Resolution No. **2021-06-01** authorizing the Lavon Economic Development Corporation to expend funds for the purchase of property and development of a building on a tract of land being approximately 0.60 acre at the southwest corner of Lake Road and Business Route 78 (Main Street) being Collin County Tax Property ID 2718718; and providing an effective date.

8. **ITEMS FOR CONSIDERATION**

A. Public hearing, discussion, and action regarding the application of Niju Shrestha for a conditional use permit (CUP) in a Retail (R) District to operate a vapor/vape shop within which smoking and vaping will be prohibited at 440 South SH 78, Suite #220, Lot 4R, Lavon Business Park (CCAD Property ID 2581656), Lavon, TX.

1) Presentation of request.

2) **PUBLIC HEARING** to receive comments regarding the request.

3) Discussion and action regarding the request and accompanying Ordinance No. **2021-06-01**

B. Discussion and action regarding Resolution No. **2021-06-02** approving and authorizing the Mayor to execute an interlocal agreement with the North Central Texas Council of Governments for the creation of digital aerial photography.

C. Public hearing, discussion, and action regarding Ordinance No. **2021-06-02** amending Section 9.01.001 Public Works Construction, Section (a) Adoption of Standards of the City of Lavon Code of Ordinances to add Section (a)(3) to adopt a Drainage Design Manual; providing a repealer clause; providing a savings clause; providing a severability clause; providing for a penalty of fine not to exceed the sum of two thousand dollars (\$2,000.00); and providing for an effective date.

Lavon City Hall will provide reasonable accommodations for persons attending meetings. Please contact the City Secretary at 972-843-4220 no later than 48 hours prior to a meeting if you require special assistance | WiFi password: Guest2014

- 1) Presentation of regulations.
  - 2) **PUBLIC HEARING** to receive comments regarding the regulations.
  - 3) Discussion and action regarding Ordinance No. **2021-06-02**.
- D.** Discussion and action regarding orders and regulations, programming, city facilities and operations related to COVID-19.
- E.** Discussion and action regarding Board and Commission appointments – Planning and Zoning Commission, Parks and Recreation Board, and Lavon Volunteer Fire Department (LVFD) Board of Directors.

## 9. 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 this chapter: (i) for the provision of municipal services in an unincorporated area; and (ii) Elevon Development Agreement.

## 10. RECONVENE INTO REGULAR SESSION

Consider and take any action necessary as a result of executive session.

## 11. CITY COUNCIL TO SET FUTURE MEETINGS AND AGENDAS


*Council Members and staff may request items be placed on a future agenda or request a special meeting.*

June 15, 2021 – Regular Meeting – 6:00 p.m.

## 12. PRESIDING OFFICER TO ADJOURN THE CITY COUNCIL MEETING

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.

This is to certify that this Agenda was duly posted on the City's website at [www.cityoflavon.com](http://www.cityoflavon.com) and at City Hall and on or before 6:00 PM on May 28, 2021.



Rae Norton, City Secretary



## CITY OF LAVON Agenda Brief

**MEETING:** June 1, 2021

**ITEM:** 3

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**Item:**

WORK SESSION

Discussion regarding potential projects relating to the Capital Improvements Plan.

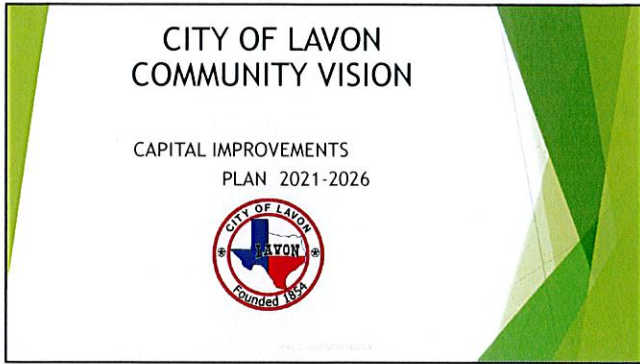
**Background:**

In advance of the FY 2021-22 budget preparation, the CIP is scheduled to be reviewed and adjusted as needed.

The city staff and city engineer have discussed the priorities expressed by the City Council in the April work session and reviewed current project needs.

The city engineer will present information and lead the work session.

**Attachment:** Presentation from 4-20-2021 Work Session



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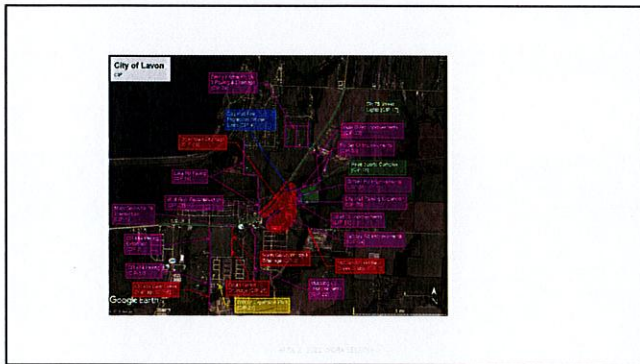
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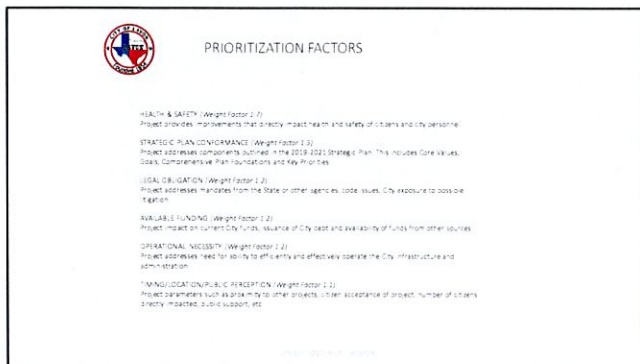
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### AVAILABLE FUNDING RANKING

**Project impact on current City funds, issuance of City debt and availability of funds from other sources.**

- North Green/Windmill Drainage
- CR 483 Paving
- Bear Creek WWT Expansion Ph 4
- Clyde Park & Trail Improvements
- CR484 Paving
- FOPD Facility Expansion - Lake Road Paving
- Municipal System Fiber Upgrade
- Public Works Facility Expansion
- Bettyamma Ph 1 & 2 Paving & Drainage
- City mail fire protection (water main)
- CR484/Bear Creek Bridge
- Man/Geren/2778 Improvements
- McLendon Rd (2755)/Bear Creek Bridge
- South Green Drainage
- Box 2/Act Improvements
- Boyd Dr Improvements
- City Mail Paving Expansion
- CR484 Paving Expansion to GH Signal
- Downman Dr Bridge
- FOPD Complex
- Junco Dr Improvements, Gracy Rd Improvements, Mustang Ct Improvements, Rees Sports Complex
- Scopio Rd Improvements, SH 78 Street, gns
- WorkRun Reconstruction

Rating: 100% (100%)

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### OPERATIONAL NECESSITY RANKING

**Project addresses need for ability to efficiently and effectively operate the City infrastructure and administration.**

- FOPD Complex
- Municipal System Fiber Upgrade
- Public Works Facility Expansion
- Bear Creek WWT Expansion Ph 4
- Clyde Park
- City mail fire protection (water main), City Mail Paving Expansion, CR484/Bear Creek Bridge
- McLendon Rd (2755)/Bear Creek Bridge
- Bettyamma Ph 1 & 2 Paving & Drainage
- Box 2/Act Improvements
- Boyd Dr Improvements
- Clyde Park & Trail Improvements
- CR 483 Paving
- CR484 Paving
- Downman Drainage
- Junco Dr Improvements
- Lake Road Paving
- Gracy Rd Improvements
- Man/Geren/2778 Improvements
- Mustang Ct Improvements
- North Green/Windmill Drainage
- Rees Sports Complex
- Scopio Rd Improvements
- SH 78 Street Lights
- South Green Drainage
- WorkRun Reconstruction

Rating: 100% (100%)

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### TIMING/LOCATION/PUBLIC PERCEPTION RANKING

**Project parameters such as proximity to other projects, citizen acceptance of project, number of citizens directly impacted, public support, etc.**

- Clyde Park & Trail Improvements
- Man/Geren/2778 Improvements
- Public Works Facility Expansion
- Clyde Park
- CR484 Paving
- FOPD Facility Expansion
- Municipal System Fiber Upgrade
- Bear Creek WWT Expansion Ph 4
- CR484/Bear Creek Bridge - Lake Road Paving
- North Green/Windmill Drainage
- Bettyamma Ph 1 & 2 Paving & Drainage
- Box 2/Act Improvements, Boyd Dr Improvements
- City mail fire protection (water main), CR 483 Paving
- Downman Drainage
- Junco Dr Improvements
- Gracy Rd Improvements
- McLendon Rd (2755)/Bear Creek Bridge
- Mustang Ct Improvements
- Rees Sports Complex
- Scopio Rd Improvements
- SH 78 Street, gns
- South Green Drainage, WorkRun Reconstruction
- City Mail Paving Expansion
- CR484 Paving Expansion to GH Signal
- FOPD Complex

Rating: 100% (100%)

15

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NEXT STEPS

- PREPARE COST ESTIMATES
- PREPARE DRAFT REPORT
- PRESENT TO CITY COUNCIL CITY
- COUNCIL APPROVA:
- REVISE FOR NEXT BUDGET CYCLE

2021-2022 BUDGET

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## **CITY OF LAVON, TEXAS**

### **CERTIFICATE OF APPRECIATION**

**WHEREAS**, Lavon resident Michael Shepard has faithfully served the Community Independent School District since May 2009, first as a Trustee and then as President for the last nine years; and

**WHEREAS**, Mr. Shepard's guidance and his collaborative skills contributed to increased experiences, programs, and opportunities for high-quality instruction and more productive interactions between students and staff, and;

**WHEREAS**, with wisdom and dedication, Mr. Shepard has been an outstanding leader and mentor to the students and staff of Community Independent School District.

**NOW THEREFORE**, with profound respect, We the Council of the City of Lavon do hereby recognize and express our extreme appreciation for

#### **LAVON RESIDENT MICHAEL SHEPARD**

for your compassionate service to the students and staff of  
Community Independent School District.

**IN WITNESS WHEREOF**, I have hereunto set my hand and have caused the Seal of the City of Lavon, Texas, to be affixed this 1<sup>st</sup> day of June 2021.

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Vicki Sanson, Mayor



**MINUTES  
MAY 18, 2021  
LAVON CITY COUNCIL  
REGULAR MEETING  
CITY HALL, 120 SCHOOL ROAD, LAVON, TEXAS  
7:00 P.M.**

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ATTENDING: VICKI SANSON, MAYOR  
                  JOHN KELL, PLACE 1  
                  MIKE COOK, PLACE 2  
                  KAY WRIGHT, MAYOR PRO TEM, PLACE 3  
                  MINDI SERKLAND, PLACE 5  
ABSENT:      TED DILL, PLACE 4

1. **MAYOR SANSON CALLED THE MEETING TO ORDER AT 7:00 P.M. AND ANNOUNCED A QUORUM PRESENT.**

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

3. **PRESENTATIONS**

Mayor Sanson presented certificates of recognition in honor of Community High School Student of the Year Caroline Cook and NeSmith Elementary Student of the Year Jackson Higgins.

4. **CITIZENS COMMENTS**

There were no citizens comments.

5. **ITEMS OF INTEREST/COMMUNICATIONS**

- Lavon EDC \$20 coupon mailed to all residents in the 75166 zip code in May 2021.
- Congratulations on the retirement of Mike Shepard who served 12 years on the CISD School Board.
- City of Lavon On-site Covid Vaccine May 22, 2021 10am-1pm.
- Small Business Bazaar Saturday May 22 9am-4pm.

6. **CONSENT AGENDA**

- A. **Approve the minutes of the May 4, 2021 meeting.**
- B. **Approve the minutes of the May 10, 2021 meeting.**
- C. **Approve Resolution No. 2021-05-05 approving and authorizing the city administrator to execute an interlocal contract for cooperative purchasing with Houston-Galveston Council.**
- D. **Ratify an agreement with Everbridge, Inc. – Nixle for automated notification services for City of Lavon residents.**
- E. **Receive Quarterly Investment Report.**

**MOTION: APPROVE THE CONSENT AGENDA.**

MOTION MADE: KELL

SECONDED: WRIGHT

APPROVED: UNANIMOUS (Absent: Dill)

7. **ITEMS FOR CONSIDERATION**

- A. **Presentation, discussion, and action regarding the selection of AG|CM for the provision of professional project management consulting services for improvements to the existing public safety-public works complex (CIP-9 PD/FD Facility Expansion), and approving Resolution No. 2021-05-06 authorizing the Mayor to negotiate and execute a contract subject to the City Attorney's approval.**

City Administrator Kim Dobbs provided information regarding the Request for Qualifications (RFQ) process and noted submittals were received from four firms. The selection committee consisting of the city engineer, director of public works and city administrator interviewed the two highest scoring firms and recommended selection of AG|CM to move forward with in negotiation of a contract. AG|CM representatives Paul Kullman, AIA, Senior Program Manager and Sean Spyres, Program Manager provided information regarding the firm's experience and qualifications. Ms. Dobbs noted that the Resolution authorized the Mayor to execute a contract subject to the city attorney's approval.

**MOTION: SELECT AG|CM FOR THE PROVISION OF PROFESSIONAL PROJECT MANAGEMENT CONSULTING SERVICES FOR IMPROVEMENTS TO THE EXISTING PUBLIC SAFETY-PUBLIC WORKS COMPLEX (CIP-9 PD/FD FACILITY EXPANSION), APPROVE RESOLUTION NO. 2021-05-06 AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A CONTRACT SUBJECT TO THE CITY ATTORNEY'S APPROVAL.**

MOTION MADE: WRIGHT  
SECONDED: SERKLAND  
APPROVED: UNANIMOUS (Absent: Dill)

- B. Discussion and action regarding Resolution No. 2021-05-07 approving and authorizing the Mayor to execute a Municipal Services Agreement with DPB Investments L.P., for the purpose of offering municipal services for property consisting of 2.9647 acres described as W. A. S. Bohannan Survey, Abstract No. 0121, Tract 19 (CCAD Property ID 2671476), south of the intersection of SH 205 and Endeavor Drive, Collin County, Texas and the portion of SH 205, and the right-of-way adjacent to and abutting the property to be annexed into the corporate limits of the City of Lavon, Texas; calling for a public hearing.**

Ms. Dobbs provided information regarding the annexation process, written services agreement, and property location. Pam Mundo, Director of the Lavon Economic Development Corporation (LEDC) provided information regarding the owner's cooperation regarding an LEDC project to construct sanitary sewer services in the vicinity. Ms. Dobbs explained that the owner wished to zone the property and that the annexation public hearing would be scheduled simultaneously.

**MOTION: APPROVE RESOLUTION NO. 2021-05-07 APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE A MUNICIPAL SERVICES AGREEMENT WITH DPB INVESTMENTS L.P., FOR THE PURPOSE OF OFFERING MUNICIPAL SERVICES FOR PROPERTY CONSISTING OF 2.9647 ACRES DESCRIBED AS W. A. S. BOHANNAN SURVEY, ABSTRACT NO. 0121, TRACT 19 (CCAD PROPERTY ID 2671476), SOUTH OF THE INTERSECTION OF SH 205 AND ENDEAVOR DRIVE, COLLIN COUNTY, TEXAS AND THE PORTION OF SH 205, AND THE RIGHT-OF-WAY ADJACENT TO AND ABUTTING THE PROPERTY TO BE ANNEXED INTO THE CORPORATE LIMITS OF THE CITY OF LAVON, TEXAS; CALLING FOR A PUBLIC HEARING.**

MOTION MADE: KELL  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Dill)

- C. Discussion and action regarding the first of two readings of Resolution No. 2021-06-01 authorizing the Lavon Economic Development Corporation to expend funds for the purchase of property and development of a building on a tract of land being approximately 0.60 acre at the southwest corner of Lake Road and business route 78 (main street) being Collin County Tax Property ID 2718718; and providing an effective date.**

Pam Mundo, Director of the LEDC, presented information regarding the proposed project and related activity and recommendation of the LEDC Board of Directors. Ms. Dobbs noted the state law requirements for two readings of the resolution.

**MOTION: APPROVE THE FIRST READING OF RESOLUTION NO. 2021-06-01 AUTHORIZING THE LAVON ECONOMIC DEVELOPMENT CORPORATION TO EXPEND FUNDS FOR THE PURCHASE OF PROPERTY AND DEVELOPMENT OF A BUILDING ON A TRACT OF LAND BEING APPROXIMATELY 0.60 ACRE AT THE**

**SOUTHWEST CORNER OF LAKE ROAD AND BUSINESS ROUTE 78 (MAIN STREET)  
BEING COLLIN COUNTY TAX PROPERTY ID 2718718; AND PROVIDING AN  
EFFECTIVE DATE.**

MOTION MADE: SERKLAND  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Dill)

- D. Discussion and action regarding Ordinance No. 2021-05-02 amending Chapter 10, Article 10.04 “Right-Of-Way Management” of the Code of Ordinances to amend Section 10.04.017 “General standards for right-of-way use and construction”, to revise and clarify Subsection (C) (1) “Underground construction and use of poles”; providing a conflict clause; providing a severance clause; and setting an effective date.**

Ms. Dobbs provided information regarding the proposed amendments to Chapter 10 of the Code of Ordinances and the participation of Oncor in drafting specific code language.

**MOTION: APPROVE ORDINANCE NO. 2021-05-02 AMENDING CHAPTER 10, ARTICLE 10.04 “RIGHT-OF-WAY MANAGEMENT” OF THE CODE OF ORDINANCES TO AMEND SECTION 10.04.017 “GENERAL STANDARDS FOR RIGHT-OF-WAY USE AND CONSTRUCTION”, TO REVISE AND CLARIFY SUBSECTION (C) (1) “UNDERGROUND CONSTRUCTION AND USE OF POLES”; PROVIDING A CONFLICT CLAUSE; PROVIDING A SEVERANCE CLAUSE; AND SETTING AN EFFECTIVE DATE.**

MOTION MADE: WRIGHT  
SECONDED: KELL  
APPROVED: UNANIMOUS (Absent: Dill)

- E. Discussion and action regarding Ordinance No. 2021-05-03 amending the fee schedule to adjust the building permit application fee approved and adopted by Ordinance No. 2020-09-05 for the fiscal year October 1, 2020 through September 30, 2021 and providing an effective date.**

Ms. Dobbs provided information regarding a proposed pilot program to be launched by the Public Works Department to provide an additional inspection to the residential building inspection process for the video clearance for a new home’s sanitary sewer line. City Engineer Mark Hill spoke in favor of the program noting it would serve as a prudent preventative measure.

**MOTION: APPROVE ORDINANCE NO. 2021-05-03 AMENDING THE FEE SCHEDULE TO ADJUST THE BUILDING PERMIT APPLICATION FEE APPROVED AND ADOPTED BY ORDINANCE NO. 2020-09-05 FOR THE FISCAL YEAR OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 AND PROVIDING AN EFFECTIVE DATE.**

MOTION MADE: WRIGHT  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Dill)

- F. Discussion and action regarding Ordinance No. 2021-05-04 amending Ordinance No. 2020-09-02, that approved and adopted a Budget for the city for the fiscal year October 1, 2020 through September 30, 2021 to amend adopted revenues and expenditures of the budget; and declaring an effective date.**

Ms. Dobbs provided reviewed the financial report of revenues and expenditures to date and provided information regarding the first budget amendment of the fiscal year.

**MOTION: APPROVE ORDINANCE NO. 2021-05-04 AMENDING ORDINANCE NO. 2020-09-02, THAT APPROVED AND ADOPTED A BUDGET FOR THE CITY FOR THE FISCAL YEAR OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 TO AMEND ADOPTED REVENUES AND EXPENDITURES OF THE BUDGET; AND DECLARING AN EFFECTIVE DATE.**

MOTION MADE: KELL  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Dill)

**G. Discussion and action regarding acceptance of city hall paving and drainage improvements (CIP-12) construction project.**

City Engineer Mark Hill, Freeman Millican, LLC, provided information regarding the parking lot and drainage project.

**MOTION: ACCEPT CITY HALL PAVING AND DRAINAGE IMPROVEMENTS (CIP-12) CONSTRUCTION PROJECT.**

MOTION MADE: SERKLAND

SECONDED: WRIGHT

APPROVED: UNANIMOUS (Absent: Dill)

**H. Discussion and action regarding orders and regulations, programming, city facilities and operations related to COVID-19.**

Ms. Dobbs provided information regarding open facilities implementation, programming, and city programs.

**I. Discussion and action regarding Board and Commission appointments – Planning and Zoning Commission.**

Ms. Dobbs noted the anticipated vacancy. No action was taken.

**8. STAFF REPORTS**

**A. Police Services** – Police Chief Mike Jones provided information and referenced the provided reports regarding traffic stops, calls for service and call breakout information.

**B. Fire Services** – Fire Chief Danny Anthony provided the LVFD call report which indicated 38 calls and answered questions.

**C. Public Works** – David Carter provided general information regarding public works, street maintenance including mowing and trash collection, the placement of the shared UTV in service, and code enforcement.

**D. Administration** – Ms. Dobbs directed the Council to reports in the meeting packet regarding the Building Permits Report; CWD Recycling Report; Collin County Monthly Tax Collection Report, Financial Report; Comprehensive Plan Update Report; TxDOT SH 205 Report; and general staff reports.

**9. EXECUTIVE SESSION**

There was no Executive Session.

**10. RECONVENE INTO REGULAR SESSION**

**11. CITY COUNCIL TO SET FUTURE MEETINGS AND AGENDAS.**

- June 1, 2021 Regular Meeting at 6:00 p.m. – CIP Work Session

**12. MAYOR SANSON ADJOURNED THE CITY COUNCIL MEETING AT 8:39 P.M.**

**DULY PASSED and APPROVED** by the City Council of Lavon, Texas, on this 1<sup>st</sup> day of June 2021.

\_\_\_\_\_  
Vicki Sanson  
Mayor

**ATTEST:**

\_\_\_\_\_  
Rae Norton  
City Secretary



# CITY OF LAVON

## Agenda Brief

**MEETING: June 1, 2021**

**ITEM: 7 - B**

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**Item:**

CONSENT AGENDA

Approve the second of two readings of Resolution No. **2021-06-01** authorizing the Lavon Economic Development Corporation to expend funds for the purchase of property and development of a building on a tract of land being approximately 0.60 acre at the southwest corner of Lake Road and Business Route 78 (Main Street) being Collin County Tax Property ID 2718718; and providing an effective date.

**Background:**

On May 18, 2021, the City Council approved the first reading of Resolution No. **2021-06-01** authorizing the Lavon Economic Development Corporation to expend funds for the purchase of property and development of a building on a tract of land being approximately 0.60 acre at the southwest corner of Lake Road and Business Route 78 (Main Street) being Collin County Tax Property ID 2718718; and providing an effective date.

**PROJECT DESCRIPTION**

Attached are two draft concept plans developed to date for the building and site. The Board of Director is considering the feasibility of financing the project in two phases, with Phase 1 being the purchase of land and architectural/sign design, Phase 2 being the construction costs. Phase 1 will be a cost not to exceed \$400,000. Phase 2 construction costs are to be determined and will depend on the design developed during Phase 1.

The Local Government Code provides that a Type B economic development corporation may undertake a project with the City Council's approval.

***Code Excerpt:***

**TEXAS LOCAL GOVERNMENT CODE**

**Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES.**

(a) For a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, "project" also includes the land, buildings, equipment, facilities, expenditures, targeted infrastructure, and improvements found by the corporation's board of directors to promote new or expanded business development.

(b) A Type B corporation may not undertake a project authorized by this section that requires an expenditure of more than \$10,000 until the governing body of the corporation's authorizing municipality adopts a resolution authorizing the project after giving the resolution at least two separate readings.

Pursuant to the state law, two readings of the resolution are required. This is the second and final of the two readings.

**Financial Implications:**

The LEDC has consulted with the city attorney and city's financial advisor to identify appropriate funding options.

***Staff Notes:***

Approval of the second reading is recommended.

- Attachments:**
- 1) Proposed Resolution
  - 2) Project Information

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2021-06-01**

LEDC – Project Main Street

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS AUTHORIZING THE LAVON ECONOMIC DEVELOPMENT CORPORATION TO EXPEND FUNDS FOR THE PURCHASE OF PROPERTY AND DEVELOPMENT OF A BUILDING ON A TRACT OF LAND BEING APPROXIMATELY 0.60 ACRE AT THE SOUTHWEST CORNER OF LAKE ROAD AND BUSINESS ROUTE 78 (MAIN STREET) BEING COLLIN COUNTY TAX PROPERTY ID 2718718.**

**WHEREAS**, on March 8, 2021, the Board of Directors of the Lavon Economic Development Corporation (LEDC) held a public hearing and voted unanimously to approve the project; and

**WHEREAS**, the LEDC legally advertised the project on March 10,2021; and

**WHEREAS**, no citizen petitions have been received by the Board of Directors of the Lavon Economic Development Corporation in objection to the project; and

**WHEREAS**, the Texas Local Government Code, Section 505.158 establishes the authority for the LEDC to undertake certain projects with the City Council’s approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS, THAT:**

**SECTION 1.** That the City Council does hereby authorize the Lavon Economic Development Corporation to expend funds for the purchase of property and development of a building on a tract of land being approximately 0.60 acre at the southwest corner of Lake Road and Business Route 78 (Main Street).

**SECTION 2.** That this resolution shall take effect from and after the date of the second reading.

**FIRST READING:** May 18, 2021

**SECOND READING:** June 1, 2021

**DULY PASSED and APPROVED** by the City Council of the City of Lavon, Texas, on the 1<sup>st</sup> day of June 2021.

\_\_\_\_\_  
Vicki Sanson, Mayor

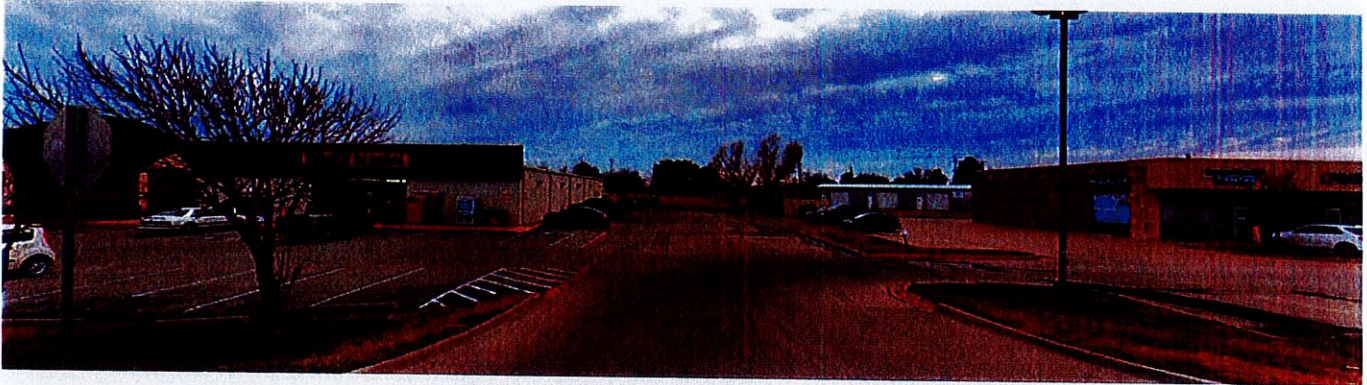
**ATTEST:** \_\_\_\_\_  
Rae Norton, City Secretary



Business 78 (Main St) / Lake Road  
Retail Building – Concept  
05/06/2021

ArchQAS





FUTURE ACCESS ROAD/ EASEMENT – NORTH SIDE



EXISTING BUILDINGS - WEST & NORTH SIDE OF THE PROPERTY



RESIDENTIAL BUILDING – SOUTH SIDE

26 Apr 2021  
ArchQAS

ADJACENT BUILDINGS / ARCHITECTURE  
MAIN STREET & LAKE Rd, LAVON TX 75166





TYPICAL ELEVATION

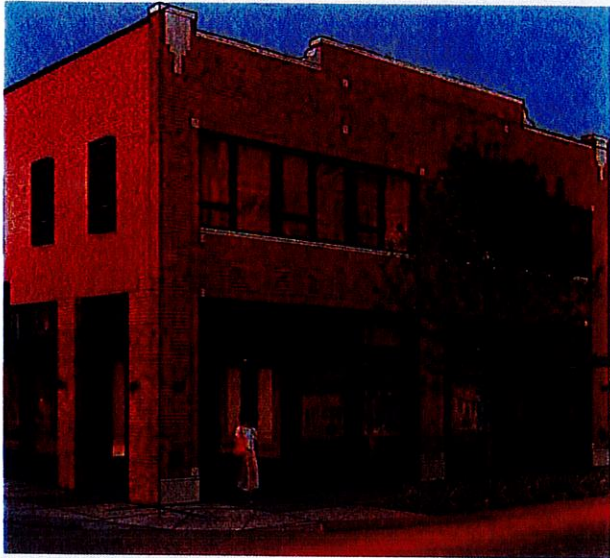


PATIO OPTION

26 Apr 2021  
ArchQAS

BUILDING DESIGN IDEAS – ONE - STORY  
MAIN STREET & LAKE Rd, LAVON TX 75166

LAVON  
EDC 



TWO STORY

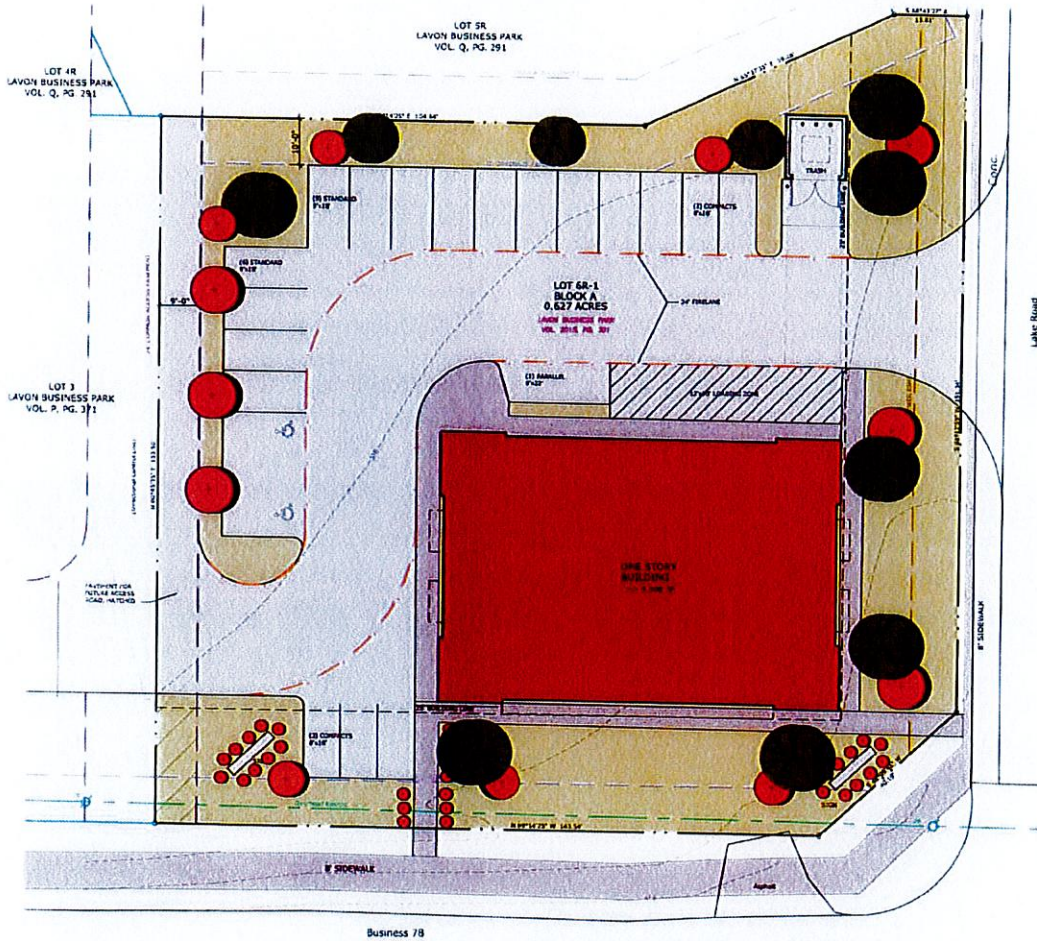


TWO STORY W/ ROOF TOP

26 Apr 2021  
ArchQAS

BUILDING DESIGN IDEAS – TWO STORY  
MAIN STREET & LAKE Rd, LAVON TX 75166

LAVON  
EDC 

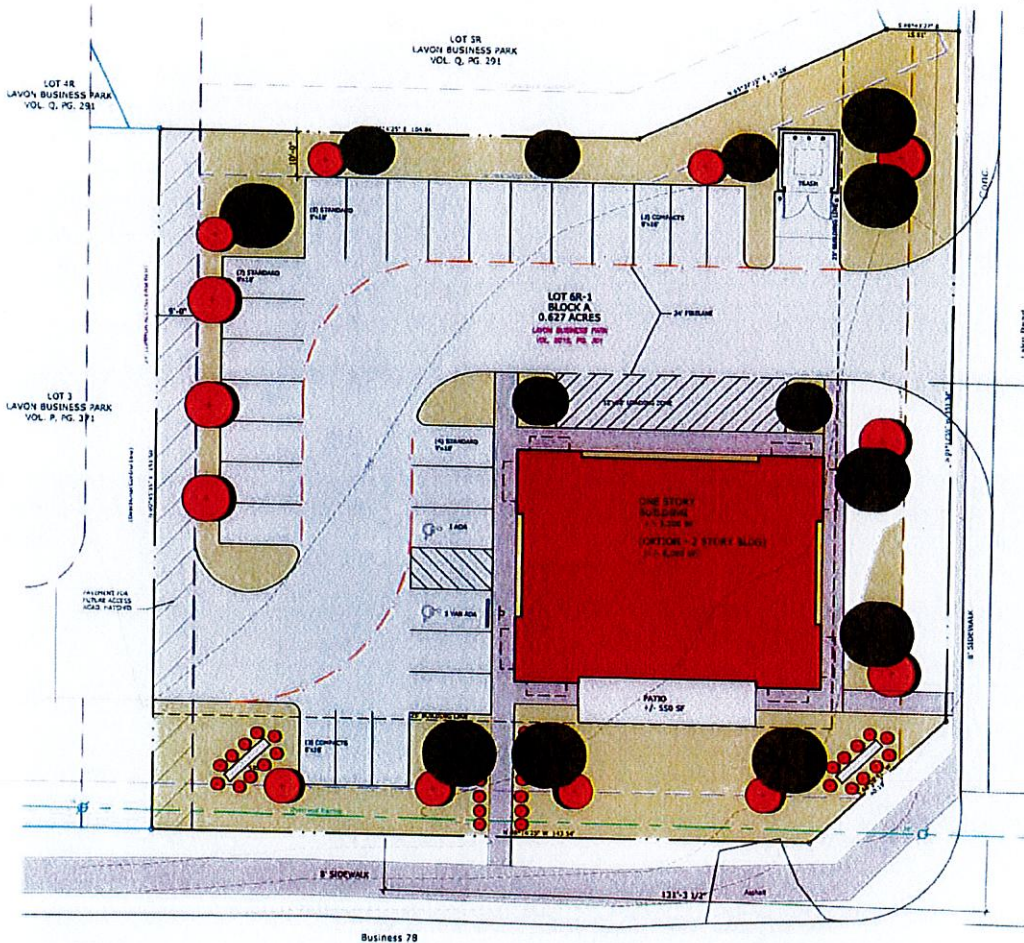


SITE DATA	
EDC CODE	INTERNATIONAL BUILDING CODE 2019
CITY OF LAVON LOCAL ORDINANCES	
USE	
EXISTING ZONING	R-1 (RESIDENTIAL)
PROPOSED USE	RETAIL - GENERAL MERCHANDISE
LAND AREA	0.627 ACRES
DEVELOPABLE AREA	0.627 ACRES
MIN. FRONT YARD	25'
MIN. SIDE YARD (CORNER LOT)	10'
MIN. SIDE YARD	5'
MIN. REAR YARD	5'
MAX. GROUND COVERAGE	75% (22,142 SQ FT)
MIN. COVERABLE FRONT YARD	10% (2,812 SQ FT)
MIN. STREET FRONT PORCH	10'
SCREENING STRUCTURE MAX. HEIGHT	10'
PARKING REQUIREMENTS	
RETAIL (1,376 SQ FT)	10 SP
PARKING PROVIDED	27 SP
(INCLUDING 2 ACCESSIBLE PARKING SPACES)	
(1 TRUCK/CLUTCH, 1 PARALLEL)	
(20 SPACES CAN BE RENTED FOR \$100/SP)	
NOTES	
1. PROVIDE MIN. 10' ACCESSIBLE ZONE (MIN. 5' WALKWAY)	
2. 20% MAX. ALLOWABLE OFF-PART PARKING SPACES	
3. PARKING DECK - 10' CLEARANCE, 8' X 12' CONCRETE	
CITY OF LAVON OFF STREET PARKING REQUIREMENTS	
1. RETAIL	10 SP
2. OFFICE	1-10 SP
3. RESTAURANT	1 SP, 3 SEAT SPACES MIN + 1 SP/100 SQ FT FLOOR

3 May 2021  
ArchQAS

CONCEPTUAL SITE PLAN - Option 4  
MAIN STREET & LAKE Rd, LAVON TX 75166





**SITE DATA**

61504-0004  
 INTERNATIONAL BUILDING CODE 2008  
 CITY OF LAVON LOCAL ORDINANCES

ZONING	
EXISTING ZONING	R (RESIDENTIAL)
PROPOSED ZONING	RETAIL (RETAIL)
AREA UNDER	27,104 SF (6,200 SF)
BUILDING AREA	12,858 SF
A.S. (MAX. PARK)	25
MT. (MAX. SIDE OF CLEARANCE)	75
M.S. (MAX. PARK)	2
M.S. (MAX. PARK)	5
MAX. (MAX. HEIGHT)	35' (MAX. HEIGHT)
LOT COVERAGE (MAX. AREA)	45% (MAX. HEIGHT)
MAIN STREET PARK HEIGHT	45'
ACCESS (MIN. PARK HEIGHT)	14'
PARKING REQUIREMENTS	
RETAIL (1,200 SF)	11 SF
SPRINKLER PROVIDED	27 SF
TOTAL (1,200 SF) ACCESSIBLE PARKING (R) (1,200 SF)	27 SF
TO BE MAINTAINED	27 SF
TOTAL (1,200 SF) ACCESSIBLE PARKING (R) (1,200 SF)	27 SF

NOTES:  
 1. PROVIDE 10% SIDEWALK ACCESS, INCLUDING LOW WALLS  
 2. 20% MAX. ALLOWABLE TOPS, 1 PARKING SPACES  
 3. PARKING SIGN, TOPS, SIDEWALK AREA CONTRACT

26 Apr 2021  
ArchQAS

CONCEPTUAL SITE PLAN  
MAIN STREET & LAKE Rd, LAVON TX 75166





**GOVERNMENT CAPITAL**

**CORPORATION**

345 MIRON DRIVE SOUTHLAKE, TEXAS 76092 817 421 5400

[WWW.GOVCAP.COM](http://WWW.GOVCAP.COM)

**LAVON EDC**

**Preliminary Term Sheet**

May 11, 2021

**FINANCING STRUCTURE:** Taxable 4B Note

**PROJECT:** Land Acquisition

**SPECIAL TAX COUNSEL:** Naman, Howell, Smith & Lee, PLLC

**ESTIMATED SOURCES AND USES OF FUNDS:**

<b>Source:</b>	Note Proceeds	\$ 367,683.75
<b>Total Sources</b>		<b>\$ 367,683.75</b>
<b>Uses:</b>	Estimated Project Costs	<b>\$ 362,250.00</b>
	*Issuance Costs (0.015)	\$ 5,433.75
<b>Total Uses</b>		<b>\$ 367,683.75</b>

\* The above issuance cost represents total issuance costs necessary for closing the transaction as contemplated. Issuance Cost Allocation includes Special Tax Counsel, Private Placement and Filing Fees.

<b>QUARTERLY TERM:</b>	<u>80 Payments (20 Yrs)</u>	<u>80 Payments (20 Yrs)</u>
<b>INTEREST RATE</b>	<b>2.88%**</b>	<b>4.08%***</b>
<b>PAYMENT AMOUNT</b>	\$ 6,062.16 (P&I)	\$ 6,745.62 (P&I)
<b>PAYMENT DATES:</b>	90 Days from closing and Quarterly thereafter	90 Days from closing and Quarterly thereafter
<b>ESTIMATED CLOSING:</b>	June 25, 2021	

\*\* Fixed interest rate for the first five years, then indexed to the five-year Treasury in the fifth year and each fifth-year anniversary thereafter.

\*\*\*Fixed rate option for the life of the transaction and is available for early payoff after the 10<sup>th</sup> year anniversary.

**ADDITIONAL NOTES:**

- ✓ This note will be secured by a pledge of sales tax receipts and there will be no liens required on the real estate. Additionally, this will eliminate traditional real estate closing costs including title policy, appraisal, survey, environmental, etc.
- ✓ The closing dates above are provided as an example and will be subject to slight modifications once actual close dates are known.
- ✓ The above proposal is subject to audit analysis, bank qualification and mutually acceptable documentation. The terms outlined herein are based on current market conditions. Final rates and terms may be locked up to 30 days prior to closing.

Best,

*Lisa Hott*

Lisa Hott  
Government Capital Corporation  
817-722-0238

*The transaction described herein is an arm's length, commercial transaction between you and Government Capital Corporation ("GCC"), in which GCC: (i) is acting solely for its own financial and other interests that may differ from yours; (ii) is not acting as your municipal advisor or financial advisor, and has no fiduciary duty to you with respect to this transaction; and (iii) is not recommending that you take an action with respect to this transaction.*



# CITY OF LAVON

## Agenda Brief

MEETING: June 1, 2021

ITEM: 8 - A

---

**Item:**

Public hearing, discussion, and action regarding the application of Niju Shrestha for a conditional use permit (CUP) in a Retail (R) District to operate a vapor/vape shop within which smoking and vaping will be prohibited at 440 South SH 78, Suite #220, Lot 4R, Lavon Business Park (CCAD Property ID 2581656), Lavon, TX.

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

**Background:**

**Application Information**

**Owner(s):** A & A Lavon Plaza, LLC  
**Applicant:** Niju Shrestha  
**Location:** 440 South S.H. 78, Suite #220  
**Description:** Lavon Business Park, Lot 4R  
Lavon, Collin County, TX; CCAD Property ID 2581656  
**Current Zoning:** Retail (R)  
**Request:** Conditional Use Permit

**Request Details**

The applicant is seeking a conditional use permit (CUP) to operate a vapor/vape shop in the commercial center located on the south side of SH 78 west of the intersection of SH 78 and Lake Road. Pursuant to Section 09.03.131, vapor smoking services is a permitted use in the R district with an approved CUP.

**Code Excerpts:**

**CITY OF LAVON – ZONING ORDINANCE**

**9.03.131 RETAIL DISTRICT (R)**

- (c) Conditional uses  
(15) Vapor smoking services

The applicant noted that the proposed store will be similar to an establishment that he owns and operates in Rockwall at 876 W. Rusk Street in a commercial center near the intersection of SH 66 and N. Lakeshore Drive. The applicant stated that smoking and vaping will not be allowed, video game machines will not be located in the store, loitering will not be permitted, and the area will have 24/7 CCTV surveillance.

***Planning and Zoning Commission Report:***

**MOTION: RECOMMEND APPROVAL OF THE APPLICATION OF NIJU SHRESTHA FOR A CONDITIONAL USE PERMIT (CUP) IN A RETAIL (R) DISTRICT TO OPERATE A VAPOR/VAPE SHOP WITHIN WHICH SMOKING AND VAPING WILL BE PROHIBITED AT 440 SOUTH S.H. 78, SUITE #220, LOT 4R, LAVON BUSINESS PARK (CCAD PROPERTY ID 2581656), LAVON, COLLIN COUNTY, TEXAS.**  
MOTION MADE: COKER  
SECONDED: NABORS  
APPROVED: UNANIMOUS (Absent: Rosenquist, Smith)

***Staff Notes:***

The requisite public hearing notice was posted, published and nine (9) neighbor notices were mailed to the owners of properties located within 200 feet of the subject property. One notice was returned in favor of the request and one notice was returned in opposition to the request.

**Attachments**

- 1. Application
- 2. Location Exhibits and Store Concepts
- 3. Neighbor Notices
- 4. Draft Ordinance

## **Conditional Use Permit Commercial (CUPC)**

### **Project Description:**

This is a new project for the City of Lavon and it includes setting up of a retail business for vape products in a commercial building of 1500sq.ft. No exterior construction would be required and minor decoration would be performed inside. The retail business specialize in a relatively new market segment which include Vaping devices(mod), Vaping eliquid, Juices (0mg, 3mg, 6mg, 18 mg, 36mg, and 50mg of Nicotine content), Delta8 disposables, cartridges( less than 0.3% THC), CBD, Kratoms, glass pipes and etc. These products are currently legal in the State of Texas, should that change, would be removed. This retail business would not be a place for selling drug paraphernalia but will be one stop for the items mentioned above and be compliant with state and federal law. The premises will be strictly used for retail purpose only and to achieve this goal, customers will not be allowed to vape or smoke within the perimeter and also no game machine will be installed for customers to stay and play.

### **About the product:**

Vape products are liquids which people use for puffing using a special device that converts liquid to vapor. Those vapor comes in wide ranges including only flavors with zero nicotine content for recreation or flavor with different levels of nicotine content for consumption of nicotine. Those puffs are free of any kind of tobacco and are alternative to smoking tobacco products with comparatively less health effect than tobacco products.

Delta8 products are derivatives of hemp and contain less than 0.3% of THC (Tetrahydrocannabinol) which is a legal limit in the State of Texas as of this writing. It is a cannabinoid derived from hemp plants. Proper usage of delta8 can cause euphoria, happiness, sedation, symptom relief, and much more positive benefits.

CBD is a cannabidiol derived from hemp plant and is legal. CBD are available in the form of CBD water, CBD gummies, CBD oils, CBD creams, and many more.

Glass Pipes are used for vaping CBD oils.

Kratom is a tropical tree (*Mitragyna speciosa*) native to Southeast Asia, with leaves that contain compounds that can have psychotropic (mind-altering) effects. Kratom is not currently an illegal substance and has been easy to order on the internet. It is sold as an extract or gum. Most people take kratom as a pill or capsule. Some people chew kratom leaves or brew the dried or powdered leaves as tea. Sometimes the leaves are smoked or eaten in food. Two compounds in kratom leaves, mitragynine and 7- $\alpha$ -hydroxymitragynine, interact with opioid receptors in the brain, producing sedation, pleasure, and decreased pain. People use kratom as an herbal alternative to medical treatment in attempts to control withdrawal symptoms and cravings caused by addiction to opioids or to other addictive substances such as alcohol.

**Benefits for City:**

This retail business is completely new of a kind and with the establishment of this business, many residents will benefit and the city will also not lose a tax paid by the customer when they make purchases in nearby cities. Currently nearby cities Wylie, Sachse, Royse city, Rockwall, and Rowlett have multiple Vape shops that carry the above mentioned item whereas the city of Lavon is missing a Vape Store. The establishment of the Vape shop will allow the residents a quick short trip to the Vape shop and can also will help tobacco users to explore vaping options which are less harmful than tobacco with easy access to the product in their city. The premises will be strictly used for retail purpose only and to achieve this goal, customers will not be allowed to vape or smoke within the perimeter and also no game machine will be installed for customers to stay and play. Loitering will strictly be enforced and the area will be under 24/7 CCTV surveillance.

**Reason for Request:**

The City of Lavon currently does not have any vape shop and being a completely different business, a CUPC is required. Upon the approval of CUPC, a Vapor/Vape Shop will be established and will conduct a business which is limited to selling of products only and would not be established as a lounge. No vaping and smoking within the premises will be allowed but rather quick purchase and leave. Further, on exploring the city we noticed stores who are currently selling limited vape products and CBD.

- ▶ HOME
- ▼ PROJECTS
  - All **337**
  - Active 230
  - Requested 0
  - Expired 0
  - Expiring 2
  - Pending Docs 3
  - Pending Archive 1
  - Archived 107
  - Suspended 0
  - On Hold 0
  - Manager Load
- ▶ REVIEWS
- ▶ INSPECTIONS
- ▶ INVOICES
- ▶ TOOLS

**Company Making Submission Information**

**Name** Niju Shrestha

**Address** 2217 Petunia Ln, Rowlett, TX - 75089

**Phone** 9727620292

**Fax #**

**Authorized Person** Niju Shrestha

**Owner Information**

**Name** Rajendran Krishnadas

**Phone #** 4697334414

**Address** 6601 Gatewick Dr. Frisco, TX-75035

**Representative or Agent Information**

**Name** Beam Real Estate LLC (Jose Thankachan)

**Phone Number** 2145294565

**Existing Zoning** CUPC

**Reason for Request**  
 (Include the type of conditional use requested, dimensions, materials and elevations. Attach a separate sheet if necessary and include supporting documentation.)

**Reason**  
 (Include the type of conditional use requested, dimensions, materials and elevations. Attach a separate sheet if necessary and include supporting documentation.)  
 The City of Lavon currently does not have any vape shop and being a completely different business, a CUPC is required. Upon the approval of CUPC, a Vapor/Vape Shop will be established and will

[Details](#) | [Activity](#) | [Map](#) | [Edit](#)

for vape products in a commercial building of 1500sq.ft. No exterior construction would be required and minor decoration would be performed inside. The retail business specialize in a relatively new market segment which include Vaping devices(mod), Vaping eliquid, Juices (0mg, 3mg, 6mg, 18 mg, 36mg, and 50mg of Nicotine content), Delta8 disposables, cartridges( less than 0.3% THC), CBD, Kratoms, glass pipes and etc. These products are currently legal in the State of Texas, should that change, would be removed. This retail business would not be a place for selling drug paraphernalia but will be one stop for the items mentioned above and be compliant with state and federal law. The premises will be strictly used for retail purpose only and to achieve this goal, customers will not be allowed to vape or smoke within the perimeter and also no game machine will be installed for customers to stay and play.

- ▶ HOME
- ▼ PROJECTS
  - All 337
  - Active 230
  - Requested 0
  - Expired 0
  - Expiring 2
  - Pending Docs 3
  - Pending Archive -1
  - Archived 107
  - Suspended 0
  - On Hold 0
  - Manager Load
- ▶ REVIEWS
- ▶ INSPECTIONS
- ▶ INVOICES
- ▶ TOOLS

[Project Steps](#) | [Information Fields](#) | [Fees](#) | [Credentials](#) | [Correction Items](#)

[Manage Information Fields](#)

Field Name:

Value:

**Site Address**

*Please put the address of project.*

440 State Highway 78 Suite 220, Lavon, TX - 75166

**Company Making Submission Information**

**Name**

Niju Shrestha

**Address**

2217 Petunia Ln, Rowlett, TX - 75089

**Phone**

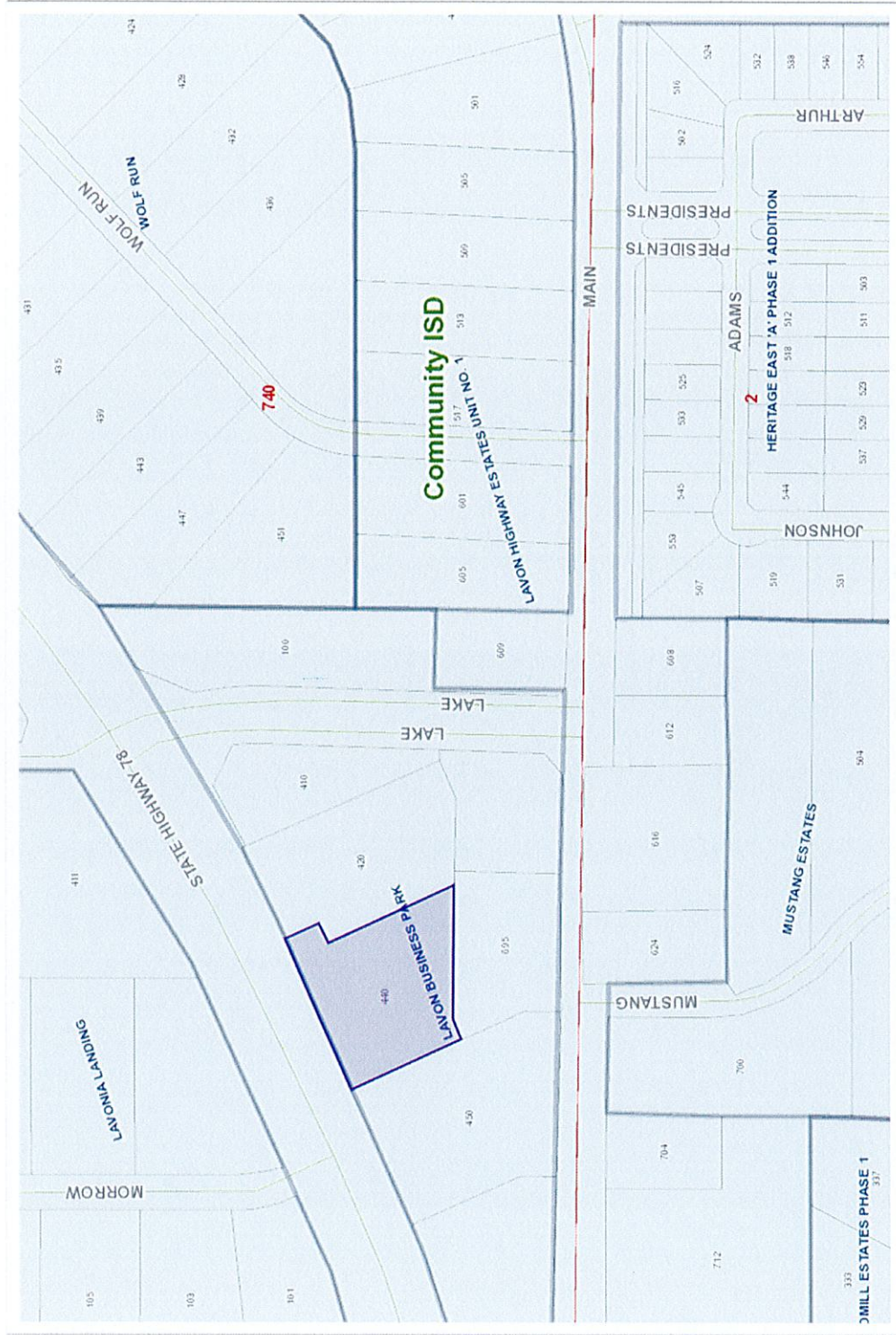
9727620292

**Fax #**

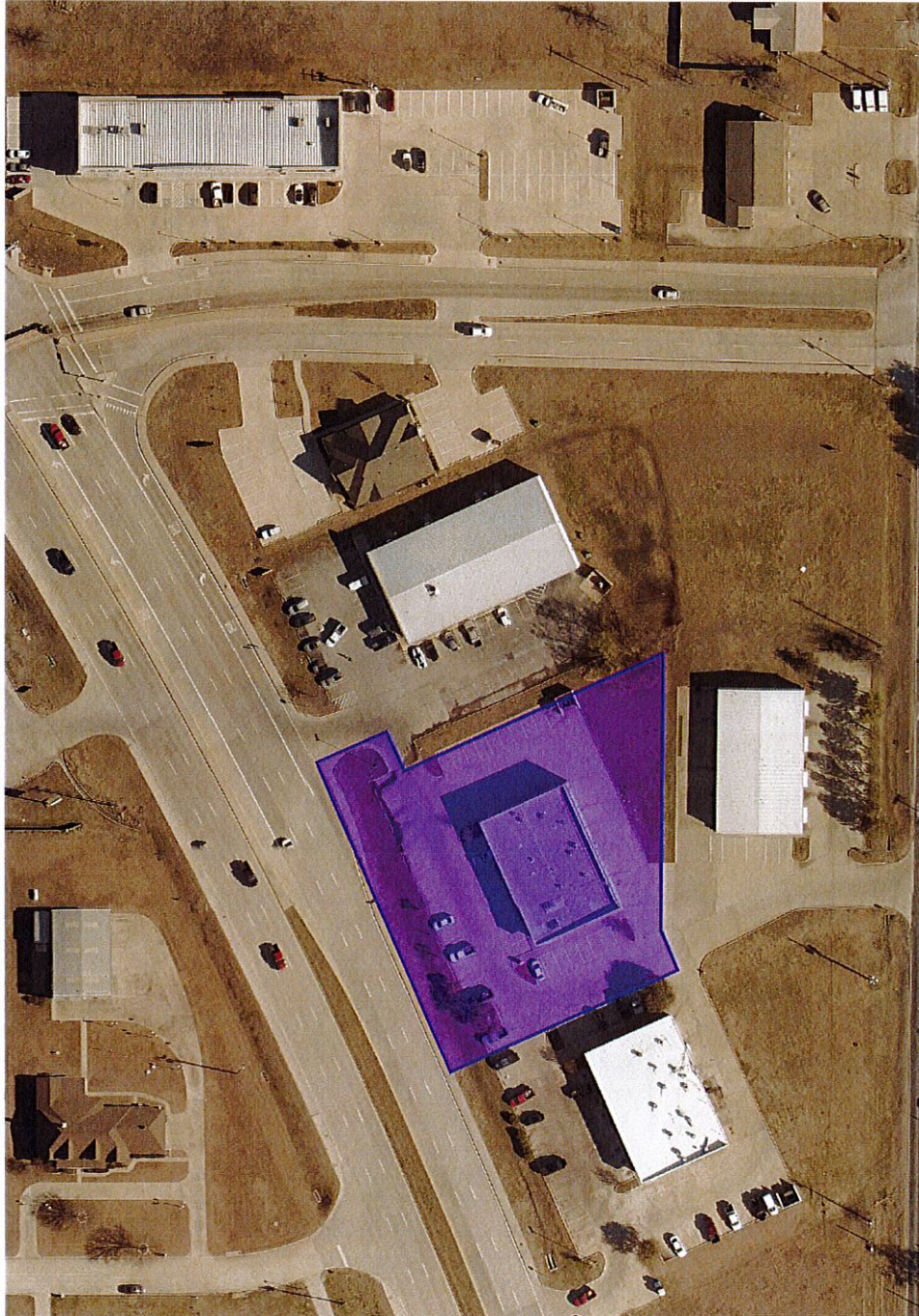
**Authorized Person**

Niju Shrestha

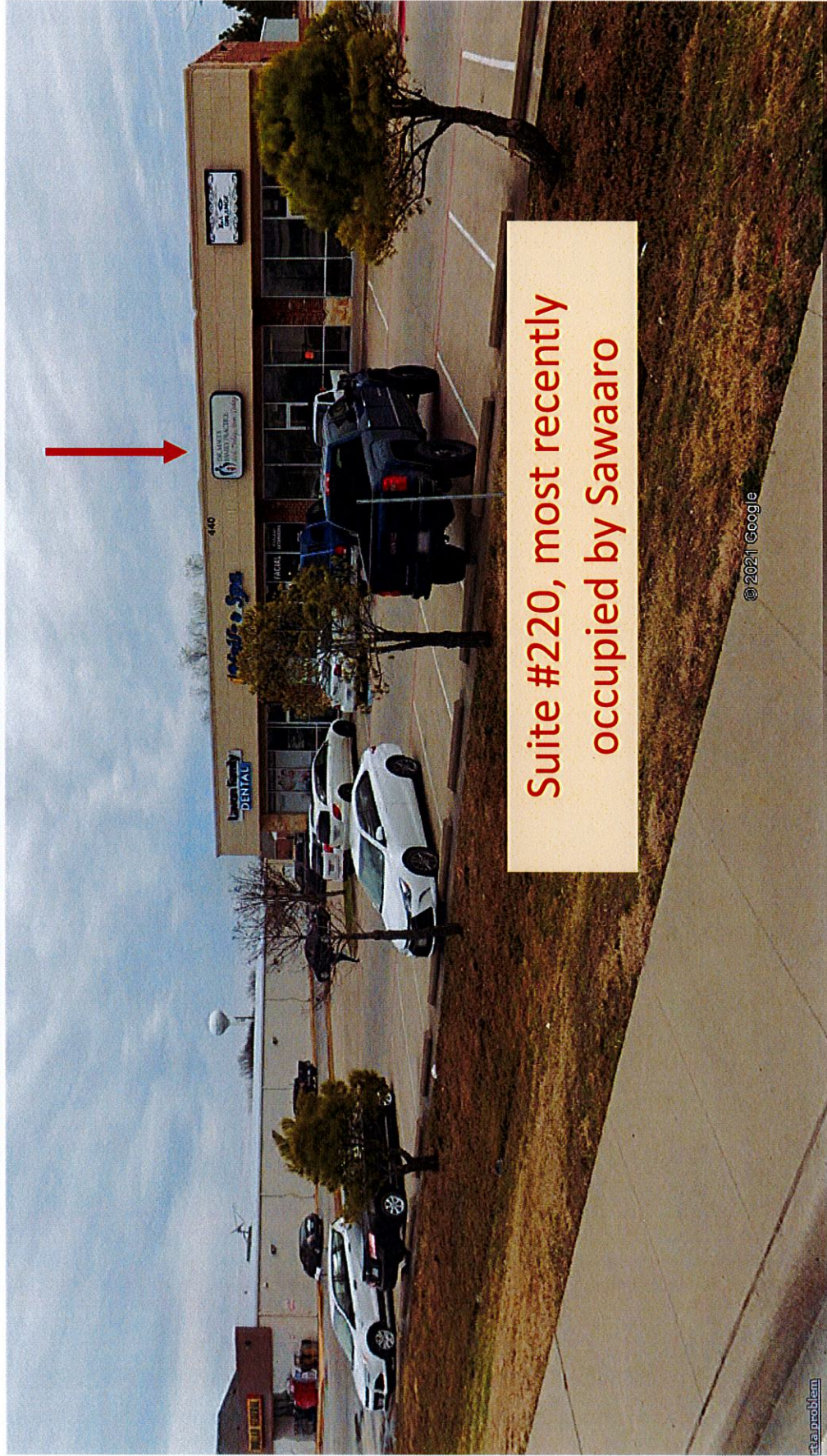
# Conditional Use Permit at 440 SS. SH 78 – Location Exhibit



Conditional Use Permit at 440 SS. SH 78 – Location Exhibit

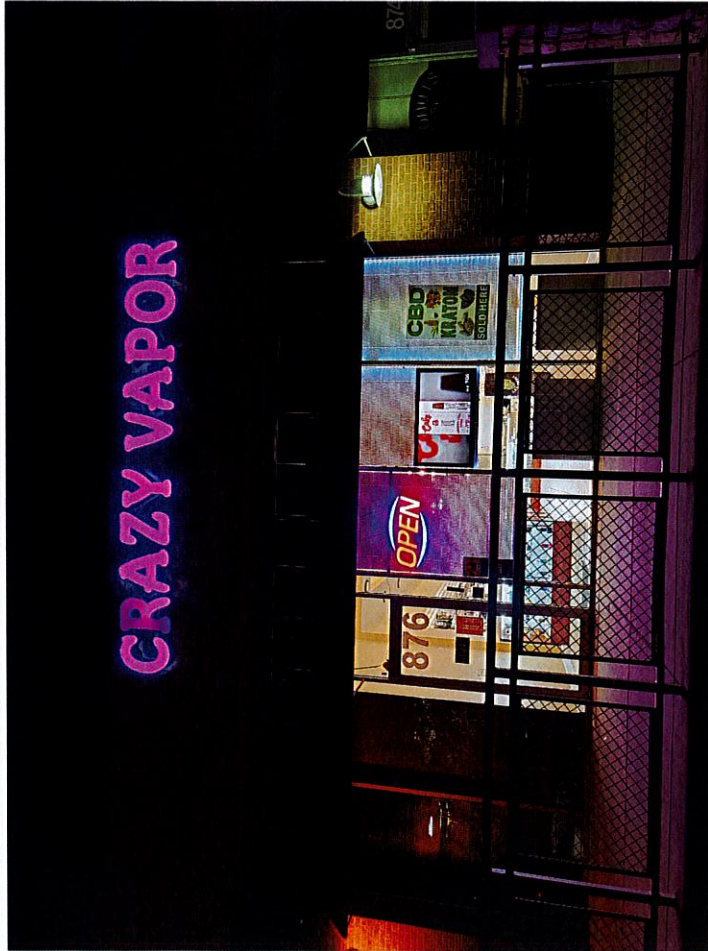


Conditional Use Permit at 440 SS. SH 78 – Location Exhibit



Suite #220, most recently  
occupied by Sawaaro

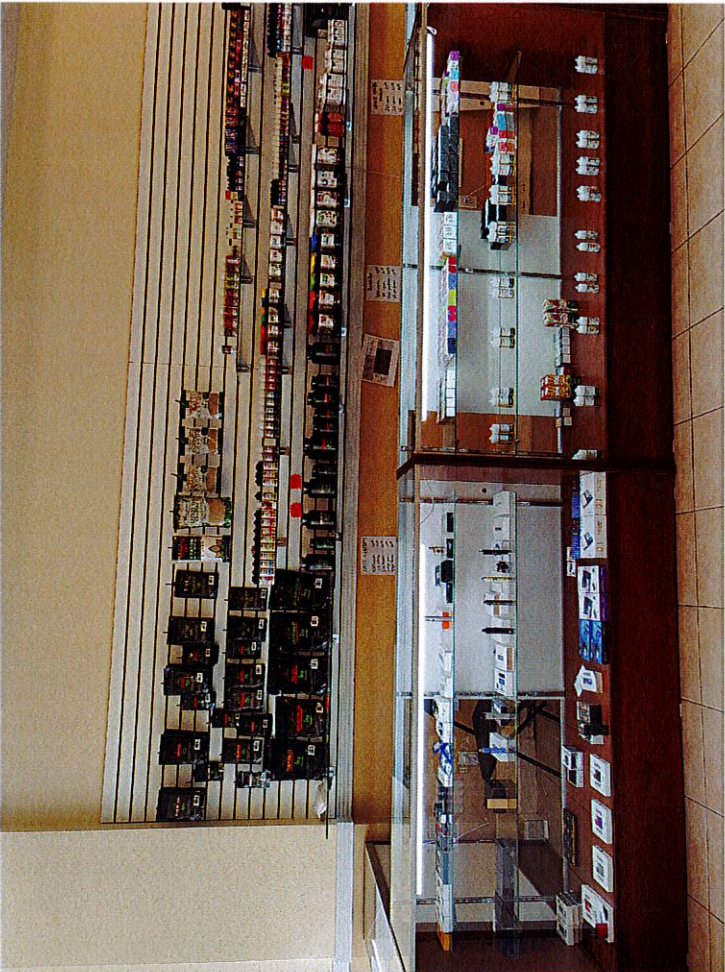
Applicant's store at 876 W. Rusk St. Rockwall, TX



**Applicant's store at 876 W. Rusk St. Rockwall, TX**



Applicant's store at 876 W. Rusk St. Rockwall, TX





RECEIVED

MAY 24 2021

CITY OF LAVON

**CITY OF LAVON, TEXAS  
NOTICE OF PUBLIC HEARINGS BEFORE THE  
PLANNING AND ZONING COMMISSION  
AND THE CITY COUNCIL**

Notice is hereby given that the **Planning and Zoning Commission** will hold a public hearing at a meeting starting at 7:00 PM on **May 25, 2021** at Lavon City Hall, 120 School Road, Lavon, Texas. Further notice is given that a second public hearing is scheduled where the request and the recommendation of the Planning and Zoning Commission will be considered by the **City Council** at a meeting starting at 7:00 PM on **June 1, 2021** at Lavon City Hall, 120 School Rd, Lavon, TX. In the event that the P&Z Commission or City Council will be unable to meet in person at City Hall, the City will post on its website, [www.cityoflavon.com](http://www.cityoflavon.com), information for persons to attend the meeting by telephone, teleconference or other electronic means.

**Request:** At such times and place, the Commission and the Council will consider testimony and act on the application of Niju Shrestha for a conditional use permit (CUP) in a Retail (R) District to operate a vapor/vape shop within which smoking and vaping will be prohibited.

**Property Description:** 440 South S.H. 78, Suite #220, Lot 4R, Lavon Business Park  
CCAD Property ID 2581656, Lavon, Collin County, Texas


Information regarding the request may be obtained at [cityhall@lavontx.gov](mailto:cityhall@lavontx.gov) or at 972-843-4220. You are receiving this notice because the subject property is located within 200 feet of your property. A public hearing may be continued should an applicant so request. Interested citizens are invited to attend the public hearing and participate in the same.

*Optional: The following may be filled out and returned to Lavon City Hall before the hearing date.*

**Check one:**  I am in favor of the request.  I am opposed to the request.

Reasons: (attach separate sheet(s) as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: Rajendran Krishnasdas / Ushakumar; Nani 

Name (printed): RAJENDRAN KRISHNASDAS

Address: 6601 Galenick Dr. Frisco, TX 75031

Phone/Email Address (optional): 469 733 4414

You may return this form to: **City of Lavon** via email [CityHall@lavontx.gov](mailto:CityHall@lavontx.gov)  
**P.O. Box 340**  
**Lavon, Texas 75166**



**CITY OF LAVON, TEXAS  
NOTICE OF PUBLIC HEARINGS BEFORE THE  
PLANNING AND ZONING COMMISSION  
AND THE CITY COUNCIL**

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**Check one:**     I am in favor of the request.     I am opposed to the request.

Reasons: (attach separate sheet(s) as needed)

They will start selling bong and other pipes that will look bad for the community.

Signature: *M. Froten*

Name (printed): Mohammed Froten

Address: 411 Hwy 78 Lavon TX 75166

Phone/Email Address (optional): 469-233-4815

You may return this form to:    City of Lavon    via email [CityHall@lavontx.gov](mailto:CityHall@lavontx.gov)  
P.O. Box 340  
Lavon, Texas 75166

**RECEIVED**  
**MAY 17 2021**  
**CITY OF LAVON**

## CUP Letters for 440 S. SH 78 #220

Name	Mailing Address	City	State	Zip	Physical Add	City	State	Zip	Abstract Lot
McLavon Properties LLC	618 Arcadia Way	Rockwall	TX,	75087	410 St. Hwy 78	Lavon	TX,	75166	Lavon Business Park, BLKA, Lot 6R2; Replat
Trotter Trust Ghazala R. Trotter	1851 Via Aracena	Camarillo	CA,	93010-7430	420 S. St. Hwy 78	Lavon	TX,	75166	Lavon Business Park, BLKA, Lot 5R; Replat
A&A Lavon Plaza LLC	6601 Gatewick Dr.	Frisco	TX,	75035-7798	440 S. St. Hwy 78	Lavon	TX,	75166	Lavon Business Park, BLKA, Lot 4R, Replat
Main Street Lavon JV	4724 Greenville Ave Ste A	Dallas	TX,	75206-4129	695 S. Main St.	Lavon	TX,	75166	Lavon Business Park, BLKA, Lot 3
Lavon 78 JV	4724 Greenville Ave Ste A	Dallas	TX,	75206-4129	Lavon Business Park	Lavon	TX,	75166	Lavon Business Park, BLK A, Lot 6R1; Replat
KWZ Inc.	2110 W. 7th Ave	Corsicana	TX,	75110-4960	450 S. St. Hwy 78	Lavon	TX,	75166	Lavon Business Park, BLKA, Lot 2
Larry Dale & Lana L Hawkins	101 Morrow Lane	Lavon	TX,	75166	101 Morrow Lane	Lavon	TX,	75166	Lavonia Landing, BLKA, Lot1
Charles E. Beeler Beeler Living Trust	100 Morrow Lane	Lavon	TX,	75166	100 Morrow Lane	Lavon	TX,	75166	Lavonia Landing, BLKB, Lot1
Mohammed N. & Molly Frotan	2352 Windsong Ln	Allen	TX,	75013-5833	411 S. St. Hwy 78	Lavon	TX,	75166	Lavonia Landing, BLKB, Lot8

**CITY OF LAVON, TEXAS**

**ORDINANCE NO. 2021-06-01**

Conditional Use Permit – 440 S. SH 78, Suite #220 – Vape Shop

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS, AMENDING CHAPTER 9, ZONING ORDINANCE, OF THE CODE OF ORDINANCES, AS HERETOFORE AMENDED SO AS TO GRANT A CONDITIONAL USE PERMIT IN A RETAIL (R) DISTRICT TO OPERATE A VAPOR/VAPE SHOP WITHIN WHICH SMOKING AND VAPING WILL BE PROHIBITED AT 440 SOUTH SH 78, SUITE #220, LOT 4R, LAVON BUSINESS PARK (CCAD PROPERTY ID 2581656), LAVON, TX; PROVIDING FOR A PENALTY OF A FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2000.00) DOLLARS AND THAT A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED ON EACH DAY OF VIOLATION; PROVIDING SEVERABILITY AND CUMULATIVE CLAUSES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, a conditional use permit for a third accessory structure has been requested by Niju Shrestha, on behalf of the owner of the property described in Exhibit “A” in accordance with the conditions set forth in Exhibit “B” attached hereto; and

**WHEREAS**, the Planning and Zoning Commission and the governing body of the City of Lavon, Texas, in compliance with the laws of the State of Texas and the ordinances of the City of Lavon, have given the requisite notices by publication and otherwise, and have held public hearings and afforded a full and fair hearing to all property owners generally, and to all persons interested in and situated in the affected area and in the vicinity thereof, the governing body in the exercise of its legislative discretion has concluded that Chapter 9, Zoning Ordinance of the City of Lavon Code of Ordinances be amended as follows:

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS THAT:**

**SECTION 1. Findings.**

It is hereby officially determined that the findings and recitations contained above in the preamble of this ordinance are true and correct and are incorporated herein by reference.

**SECTION 2. Authorization.**

That Chapter 9, Zoning Ordinance, of the City of Lavon Code of Ordinances as heretofore amended, and the same is hereby amended so as to grant a Conditional Use Permit in a Retail (R) District to operate a vapor/vape shop within which smoking and vaping will be prohibited at 440 South SH 78, Suite #220, Lot 4R, Lavon Business Park (CCAD Property ID 2581656), Lavon, TX. That the above-described property shall only be used in the manner and for the purpose provided for in the Zoning Code of the City of Lavon as heretofore amended by granting of this conditional use permit and as may be amended in the future.

**SECTION 3. Severability Clause.**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City

Council without the incorporation of this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 4. Cumulative/Repealer Clause.**

This ordinance shall be cumulative of all provisions of State or Federal law and other ordinances of the City of Lavon, Texas, whether codified or uncodified, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed to the extent of such conflict.

**SECTION 5. Penalty Clause.**

Any person, firm or corporation violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, in the municipal court of the City of Lavon, Texas, shall be punished by a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense, and each and every day any such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 6. Savings Clause.**

Should any word, phrase, sentence or section contained herein be found to be invalid, such validity shall not affect any other portion of this ordinance.

**SECTION 7. Effective Date.**

This ordinance shall be in full force and effect from and after its passage and publication as required by law and it is so ordained.

**DULY PASSED AND APPROVED** by the City Council of the City of Lavon, Texas, this 1<sup>st</sup> day of June 2021.

\_\_\_\_\_  
Vicki Sanson  
Mayor

**ATTEST:**

\_\_\_\_\_  
Rae Norton  
City Secretary

**CITY OF LAVON, TEXAS**  
**ORDINANCE NO. 2021-06-01**

**EXHIBIT A**

440 South SH 78, Suite #220  
Lot 4R, Lavon Business Park  
Lavon, Texas

**EXHIBIT B**

The applicant may operate a vapor/vape shop within which  
smoking and vaping will be prohibited.



# CITY OF LAVON

## Agenda Brief

**MEETING: June 1, 2021**

**ITEM: 8 – B**

---

**Item:**

Discussion and action regarding Resolution No. 2021-06-02 approving and authorizing the Mayor to execute an interlocal agreement with the North Central Texas Council of Governments for the creation of digital aerial photography.

**Background:**

The North Central Texas Council of Governments (NCTCOG) of which the City of Lavon is a member offers participation in a regularly scheduled project to provide updated and detailed aerial photography. The City has not participated in the program in at least the past five years, if ever.

The mapping features derived from the project will be beneficial to planning and capital improvements programming.

**Financial Considerations:**

The Agreement provides for more favorable pricing as a cooperative effort than if the City independently obtained the digital photography. Funding for the project may be allocated from the proceeds of the 2020 Certificates of Obligations.

***Staff Notes:***

Approval is recommended.

**Attachments:** 1) Resolution and Agreement  
2) Project information

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2021-06-02**

Interlocal Agreement – NCTCOG Orthophotography

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS FOR CREATION OF DIGITAL AERIAL PHOTOGRAPHY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code (the “Act”), provides the authority to political subdivisions for contracts by and between each other to facilitate the governmental functions and services of said political subdivisions under the terms of the Act, and

**WHEREAS**, the City of Lavon and the North Central Texas Council of Governments (NCTCOG) have the authority to enter into this Agreement under the Act; and

**WHEREAS**, upon full review and consideration of the Interlocal Contract and all matters related thereto, the City Council is of the opinion and finds all the terms and conditions thereof should be approved, and that the Mayor should be authorized to execute the Interlocal Contract on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS, THAT:**

**SECTION 1.** The City Council does hereby approve and authorize the Mayor to execute an interlocal agreement with NCTCOG, attached hereto as Exhibit A.

**SECTION 2.** That this resolution shall take effect from and after the date of its passage.

**DULY PASSED AND APPROVED** by the City Council of the City of Lavon, Texas on the 1<sup>st</sup> day of June 2021.

\_\_\_\_\_  
Vicki Sanson  
Mayor

ATTEST:

\_\_\_\_\_  
Rae Norton  
City Secretary

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2021-06-02**

**EXHIBIT A**

**INTERLOCAL AGREEMENT**



**North Central Texas Council of Governments**

**INTERLOCAL AGREEMENT BETWEEN  
THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS AND  
CITY OF LAVON**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a voluntary association of, by and for local governments and has an interest in providing information to its members to support planning, engineering, public safety, and municipal management activities; and,

**WHEREAS**, the City of Lavon (Entity), wishes to have its map-based information system include the 2021 digital orthophotography and/or LiDAR and/or derivative data and has determined that the creation of this resource provides information for a multitude of uses throughout the Entity and thus serves a valid public purpose; and,

**WHEREAS**, the Entity requires this information to accomplish this purpose and has determined that NCTCOG can provide this information; and,

**WHEREAS**, this Agreement is authorized by Chapter 791 of the Texas Government Code; and,

**WHEREAS**, NCTCOG and Entity are local governments as that term is defined in Section 791.003(4) of the Texas Government Code; and,

**WHEREAS**, Section 791.025 of the Texas Government Code authorizes local governments to agree with another local government to purchase goods and services; and,

**WHEREAS**, a local government that purchases goods and services under Section 791.025 of the Texas Government Code satisfies the requirement of the local government to seek competitive bids for the purchase of goods and services; and,

**WHEREAS**, NCTCOG and Entity, acting by and through their respective governing bodies, adopt the foregoing premises as findings of said governing bodies.

**NOW, THEREFORE**, the parties, Entity and NCTCOG, agree to the following terms and conditions regarding the creation of digital aerial photography.

## I. LICENSE AGREEMENT

The personnel specified in Appendix A will serve as points of contact for their respective organizations. The following provisions are a license agreement between NCTCOG and the Entity with respect to data products that are identified in section II. NCTCOG is the owner of and has the right to grant a license to use the said data products free of all liens, claims, encumbrances, and other restrictions and without otherwise violating any rights of any third party, including any patent, copyright, trade secret, or other proprietary rights.

The NCTCOG data product may be distributed to the Entity on CD-ROM, DVD, or portable hard drive. The Entity will need to install and operate the NCTCOG data product on properly configured and compatible computer equipment running third party system and application software supplied by the Entity. The Entity will also need to ensure that any required data not supplied by NCTCOG is in proper format and no other software or equipment having an adverse impact on the NCTCOG product is present.

### A. *Licensed Operating Environment*

- (1) Operating Equipment. In exchange for monetary consideration listed in section II, the Entity will be granted an exclusive operation license to install, store, load, execute, and display (collectively, "Use") the NCTCOG data product on as many local area networks and/or end-user workstations as the Entity reasonably needs in support of its own operation (the "Licensed Operating Environment"). Any software components of the NCTCOG data product are provided in machine-readable executable format only.
- (2) Authorized Users. Unless otherwise agreed in writing, the NCTCOG data product will be used by Entity officials, officers, employees, and authorized contractors only ("Authorized Users"). A contractor shall be deemed authorized to Use the data products by the Entity or NCTCOG if such Use is incidental to a larger relationship between the contractor and the Entity, and is used for purposes no greater than reasonably needed to achieve the objectives of an actual project undertaken in connection with that relationship. The contractor must agree in writing to be bound by the provisions of this Agreement.

### B. *Permitted Uses*

- (1) Use of NCTCOG Products. The Entity's Authorized Users may Use the NCTCOG data product in the Licensed Operating Environment for any use that furthers the Entity's internal operations or in furtherance of the Entity's mission.
- (2) Use of Generated Output or Other Data. Except as stated, the Entity will own all original works of authorship it may independently create. Digital output from the Entity's Use of the NCTCOG Data Product may be resized as desired and printed on black and white, color printers, or map plotters. Such printed hardcopies may be distributed to the Entity's officers, employees, citizens, contractors, or other persons in the regular course of business for their internal use or in connection with an actual transaction. Such printed output may be further copied, photographed, or reproduced digitally on the Internet. The Entity may charge a fee for such hardcopy printouts that exceed the actual direct cost of production. Without the prior written consent of NCTCOG, the Entity may not otherwise provide copied, digitized, reproduced, transmitted or disseminated, in whole or in part, any of the original digital data product in any form.

## II. OBLIGATIONS

NCTCOG agrees to provide the Product(s) listed below for Entity's use consistent with the terms herein. Upon delivery of the Product(s), NCTCOG shall invoice Entity in the amount(s) provided and Entity agrees to pay NCTCOG.

Remote Sensing Product	Amount
3" Orthophotography	
6" Orthophotography	283.50
6" Oblique Photography	
LiDAR <input checked="" type="checkbox"/> 0.5M <input type="checkbox"/> Single Photon <span style="background-color: yellow;">From 2018</span>	1,584.00
<b>Total</b>	

Aerial & LiDAR Derivative Product	Amount
1' Contours (no breaklines)	
2' Contours (no breaklines)	
2' Contours (hydrology breaklines)	
1' Contours (hydrology & transportation breaklines)	
2' Contours (hydrology & transportation breaklines)	
3D Planimetrics	
Change Detection Mapping	
Impervious Surface	
Landcover/Landuse	
Solar Mapping Potential	
<b>Total</b>	

Aerial Derivative Product - 2D Planimetrics	Amount
Discounted Bundle A – Building footprints, road edges, parking lots, bridges & sidewalk centerlines	
Discounted Bundle B – Building footprints, road edges, parking lots, bridges & sidewalk edges	
Building footprints	
Bridges	
Driveways	
Fences	
Lake edges	
Parking lots	
Pavement pads	
Paved road centerlines	
Paved road edges	
Stream centerline	
Stream edges	

Swimming pools	
Sidewalk centerlines	
Sidewalk edges	
Tree canopy	
Unpaved road edges	
<b>Total</b>	

<b>SDCP 2021 Project Total</b>	<b>\$1,867.50</b>
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You have agreed to the payment terms listed below and have secured the total amount with purchase order (PO) number 9999 (Please enter a PO number if blank. If you have not yet secured a PO, please enter 9999).

Invoice Date

**Fiscal Year** or  **After Delivery**

Payment Years

FY 2021

If your payment is spread across two fiscal years you will be invoiced 50% of the total amount each year. Upon receipt of the first invoice, the Entity has thirty (30) days to review the products and pay said invoice or the remaining amount owed to the North Central Texas Council of Governments (NCTCOG).

### III. TERMINATION

The parties agree that the Entity may terminate this Agreement by providing thirty (30) days' written notice to NCTCOG. Such notice shall be given to NCTCOG at the address set forth under its signature below. In the event of such termination, NCTCOG shall reimburse to the Entity pro-ratable portion of the contracted amount for services rendered. The Entity shall reimburse NCTCOG for staff time billed to the project up to termination at a rate of \$95.00/hour. Reimbursed amount shall not exceed the total project amount in Section II.

#### IV. MISCELLANEOUS

**Entirety of Agreement** The terms and provisions of this Agreement constitute the entire agreement of the undersigned parties and in the event of a conflict between this Agreement and any attachment thereto, the terms of this Agreement shall prevail.

**Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of Texas and venue shall lie exclusively in Tarrant County, Texas. In performing its obligations hereunder, each party shall operate and perform in accordance with all applicable state and federal laws.

**Severability.** In the event that one or more provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability of the Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein, and shall not affect the remaining provision of this Agreement, which shall remain in force and effect.

**Assignment.** No party to this Agreement may assign or otherwise transfer any of its interest in this Agreement without the express written consent of the other party.

**Immunity.** It is expressly understood and agreed that in the execution of this Agreement, that the parties, either individually or jointly, do not waive, nor shall they be deemed to waive, any immunity or defense that would otherwise be available to each against claims arising in the exercise of its powers or functions.

**Non-appropriation of Funds.** Each party paying for the performance of governmental functions in this Agreement must make those payments from current revenues available to the paying party. In the event no funds or insufficient funds are appropriated by the Entity in any fiscal period for any payments due hereunder, Entity will notify NCTCOG of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the Entity of any kind whatsoever, except as to the portions of the payments herein agreed upon for which funds shall have been appropriated.

**Force Majeure.** The Entity and NCTCOG shall exercise their best efforts to meet their respective duties and obligations as set forth in this Agreement, but shall not be held liable for any delay or omission in performance due to force majeure or other causes beyond their reasonable control. (force majeure), including, but not limited to, compliance with any government law, ordinance or regulation, acts of God, acts of the public enemy, fires, strikes, lockouts, natural disasters, wars, riots, material or labor restrictions by any governmental authority, transportation problems and/or any other similar causes.

**Certification.** The undersigned are properly authorized to execute this Agreement on behalf of the parties. and each party certifies to the other that any necessary resolutions extending such authority have been fully passed and are now in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**



5/18/2021

Mike Eastland  
Executive Director  
616 Six Flags Drive  
Arlington, Texas 76011

Date

City of Lavon

\_\_\_\_\_  
Signature Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

**APPENDIX A**

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**

	MAIN CONTACT	ADDITIONAL CONTACT
<b>Name:</b>	Shelley Broyles	Brian Lister
<b>Title:</b>	GIS Project Coordinator	Senior Research Data Analyst
<b>Department</b>	Research and Information Services	Research and Information Services
<b>Organization:</b>	NCTCOG	NCTCOG
<b>Street Address:</b>	616 Six Flags Drive	616 Six Flags Drive
<b>City, State, Zip</b>	Arlington, Texas 76011	Arlington, Texas 76011
<b>Phone/Fax:</b>	(817) 695-9156      (817) 640-4428	(817) 695-9153      (817) 640-4428
<b>E-mail:</b>	sbroyles@nctcog.org	blister@nctcog.org

**Kim Dobbs**

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**Subject:** FW: SDCP - 2021 Orthophotography & LiDAR Project Update - Last Call for 2021 Derivative Product Orders

**From:** Shelley Broyles <[SBroyles@nctcog.org](mailto:SBroyles@nctcog.org)>

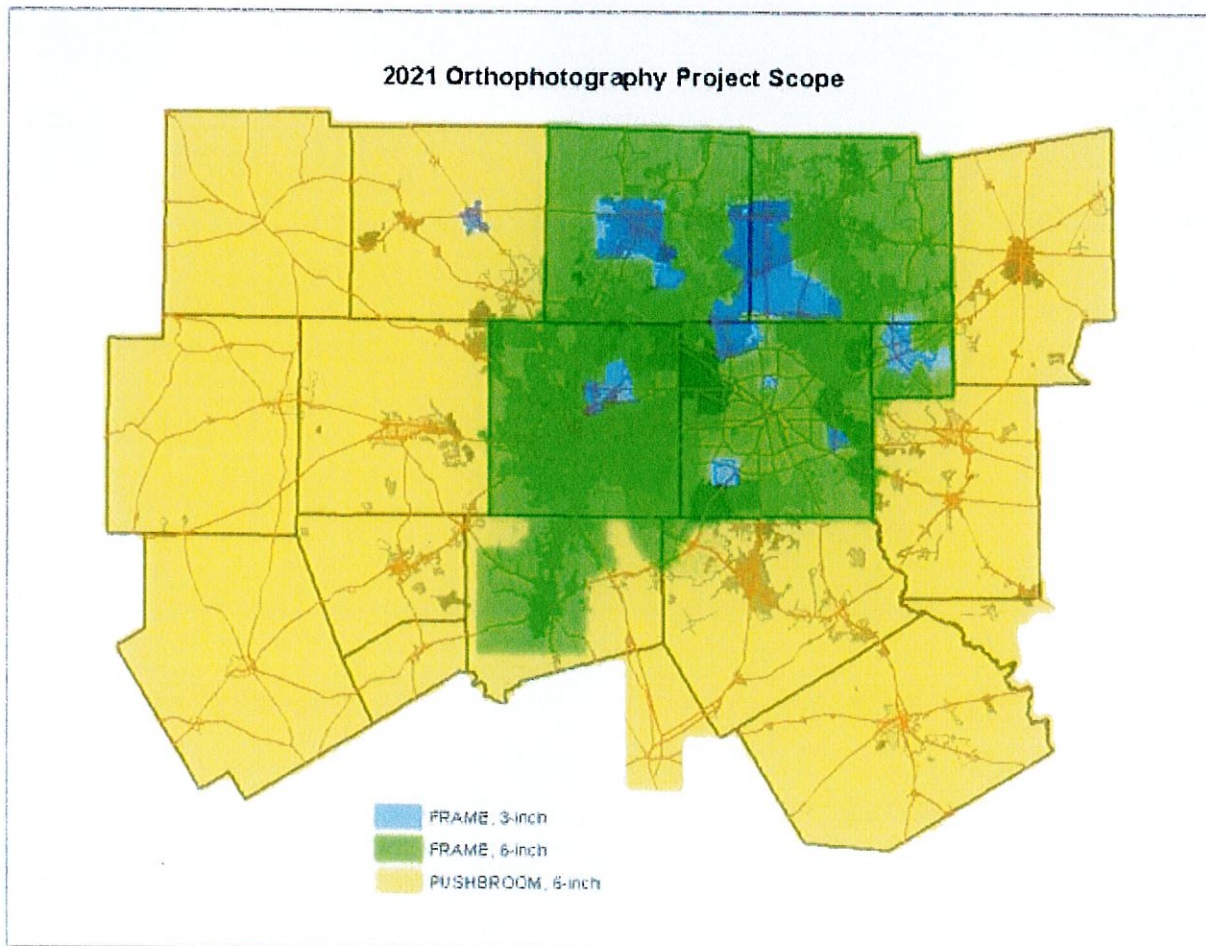
**Sent:** Wednesday, April 14, 2021 2:00 PM

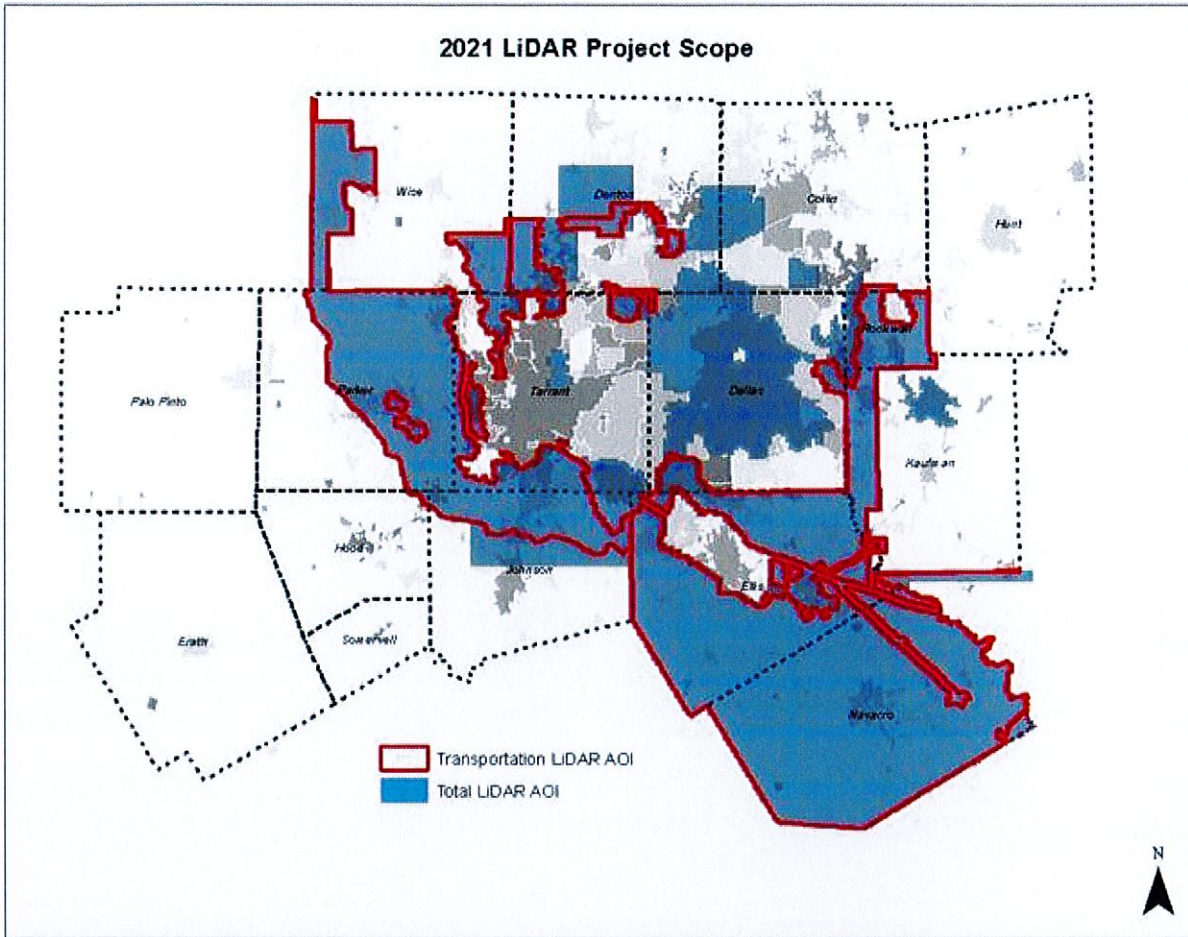
**Subject:** SDCP - 2021 Orthophotography & LiDAR Project Update - Last Call for 2021 Derivative Product Orders

Hello friends and colleagues –

If you participated in the 2021 orthophotography & LiDAR projects, the flights completed in early March and the projects are well into the processing phase!

Both projects covered a lot of ground this year. If you are interested in having a derivative product created from the 2021 orthophotography and/or LiDAR (and did not already sign up through the 2021 form last Fall), respond to this email and I'll send you a quote. Below are images of the 2021 ortho & LiDAR scopes and a list of the possible derivatives and their product contingencies. Information can be found on the derivatives at [https://www.nctcog.org/regional-data/spatial-data-cooperative-program-\(sdcp\)/derivative-products](https://www.nctcog.org/regional-data/spatial-data-cooperative-program-(sdcp)/derivative-products).





<b>1' Contours (LiDAR derived, engineering grade)</b>	<b>3" imagery &amp; LiDAR</b>
<b>2' Contours (LiDAR derived, engineering grade)</b>	<b>3" or 6" imagery &amp; LiDAR</b>
<b>1' Contours (LiDAR derived)</b>	<b>LiDAR</b>
<b>2' Contours (LiDAR derived)</b>	<b>LiDAR</b>
<b>Basic landcover/Landuse</b>	<b>3" or 6" imagery &amp; LiDAR</b>
<b>Enhanced Landuse/Landcover</b>	<b>3" or 6" imagery &amp; LiDAR</b>
<b>Impervious Surface Mapping</b>	<b>3" or 6" imagery &amp; LiDAR</b>
<b>3D Planimetrics</b>	<b>3" or 6" imagery &amp; LiDAR</b>
<b>2D Planimetrics</b>	<b>3" or 6" Imagery</b>

Thanks!

**Shelley Broyles** | GIS Project Coordinator

Research and Information Services | North Central Texas Council of Governments | Arlington, TX

817.695.9156 | [sbroyles@nctcog.org](mailto:sbroyles@nctcog.org) | [www.nctcog.org](http://www.nctcog.org)



## CITY OF LAVON Agenda Brief

MEETING: June 1, 2021

ITEM: 8 - C

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**Item:**

Public hearing, discussion, and action regarding Ordinance No. 2021-06-02 amending Section 9.01.001 Public Works Construction, Section (a) Adoption of Standards of the City of Lavon Code of Ordinances to add Section (a)(3) to adopt a Drainage Design Manual; providing a repealer clause; providing a savings clause; providing a severability clause; providing for a penalty of fine not to exceed the sum of two thousand dollars (\$2,000.00); and providing for an effective date.

- 1) Presentation of regulations.
- 2) **PUBLIC HEARING** to receive comments regarding the regulations.
- 3) Discussion and action regarding Ordinance No. 2021-06-02

**Background:**

To provide for minimum standards and uniformity in the design and construction of stormwater drainage facilities, a Drainage Design Manual has been prepared for the City Council's consideration.

**Financial Consideration:**

Professional engineers who design drainage facilities regularly seek guidance and are accustomed to working within the reasonable design guidelines provided by a City. The guidelines are such that it is not anticipated that additional professional services will be required in order to implement the standards.

**Staff Notes:**

The City Engineer, in consultation with other engineering professionals, prepared the manual and approval is recommended.

**Attachments:** Proposed Ordinance and Drainage Design Manual

**CITY OF LAVON, TEXAS**  
**ORDINANCE NO. 2021-06-02**

Drainage Design Manual

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS AMENDING SECTION 9.01.001 PUBLIC WORKS CONSTRUCTION, SECTION (A) ADOPTION OF STANDARDS OF THE CITY OF LAVON CODE OF ORDINANCES TO ADD SECTION (A)(3) TO ADOPT A DRAINAGE DESIGN MANUAL; PROVIDING A REPEALER CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00); AND PROVIDING FOR AN EFFECTIVE DATE, PROVIDING A REPEALER CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00); AND PROVIDING FOR AN EFFECTIVE DATE.**

**Whereas**, the City Council of the City of Lavon, Texas, recognizes the important relationship between stormwater quantity, stormwater quality; and adequate public facilities; and

**Whereas**, pursuant to Texas Pollutant Discharge Elimination System (TPDES) as regulated by the Texas Commission on Environmental Quality, the City of Lavon is required to adhere to the Municipal Separate Storm Sewer System (MS4) permit regulating municipal stormwater system; and

**WHEREAS**, the standards are adopted to facilitate proper construction and design activities relating to stormwater drainage facilities within the City of Lavon, Texas advancing the public safety, health and general welfare; and

**WHEREAS**, the City Council conducted a public hearing on June 1, 2021 to receive input regarding the proposed regulations;

**WHEREAS**, the City Council finds it is in the best interested of the residents of the City of Lavon to adopt drainage design regulations.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS, THAT:**

**SECTION 1. ADOPTION OF STANDARDS**

The City Council of the City of Lavon hereby adopts the Drainage Design Manual dated May 28, 2021 Exhibit "A" (hereinafter referred to as "Standards").

**SECTION 2. PENALTIES**

That any person or corporation violating any of the provisions of the Standards adopted by this ordinance shall upon conviction be fined a sum not to exceed two thousand dollars (\$2,000.00) per day and each and every day that the provisions of the Standards are violated shall be constituted a separate and distinct offense.

**SECTION 3. REPEAL OF CONFLICTING ORDINANCES**

All ordinances or parts of an ordinance inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

**SECTION 4. SEVERABILITY**

In the event any clause, phrase, provision, sentence, or any part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provisions hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Lavon, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

**SECTION 5. OPEN MEETING.**

It is hereby officially found and determined that all notice required by law has been given and notice of this Ordinance was posted and the Ordinance passed in accordance with the Open Meeting Act.

**SECTION 6. EFFECTIVE DATE.**

This Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

**DULY PASSED and APPROVED** by the City Council of the City of Lavon, Texas, on the 1<sup>st</sup> day of June 2021.

\_\_\_\_\_  
Vicki Sanson  
Mayor

**ATTEST:**

\_\_\_\_\_  
Rae Norton  
City Secretary

**CITY OF LAVON, TEXAS**  
**ORDINANCE NO. 2021-06-02**

**EXHIBIT A**

**DRAINAGE DESIGN MANUAL**



# CITY OF LAVON DRAINAGE DESIGN MANUAL

MAY 28, 2021

## **PART 1:GENERAL**

### 1.01 PURPOSE

- A. The purpose of the Drainage Design Manual is to provide a set of minimum standards for designing drainage facilities and preparing construction plans for such facilities that are to be owned, operated and/ or maintained by the City of Lavon, Texas. These standards will be used by the City Staff and consulting engineers employed by the City for the above described improvement projects, and engineers for private developments in the City of Lavon. Unusual circumstances or special designs requiring a variance from the standards in this manual may be approved by the City Administrator or designated authority.

### 1.02 STANDARDS OF DESIGN

- A. The Standards of Design, as adopted by the City of Lavon, are set forth herein. These standards shall be considered as the minimum requirements, and it shall be the responsibility of the developer to determine if more stringent requirements are necessary for a particular development. It is not intended that the Standards of Design cover all aspects of a development. For those elements omitted, the developer will be expected to provide designs and facilities in accordance with good engineering practice and to cause to be constructed facilities utilizing first class workmanship and materials.

## **PART 2:DRAINAGE DESIGN**

### 2.01 STORM DRAINAGE SYSTEM

- A. The City of Lavon has adopted the North Central Texas Council of Governments iSWM Technical Manual, latest edition, to be used for design and construction of drainage facilities. Manuals adopted include: Planning, Water Quality, Hydrology, Hydraulics, Site Development Controls, Construction Controls, Construction Control Standard Details, Landscape, and Revisions to Manuals. Questions related to the use of the design methods to be used shall be determined by the City Engineer. These manuals are available from NCTOG at <http://iswm.nctcog.org/>.
- B. Drainage facilities shall be designed and constructed at such locations and of such size and dimensions to adequately serve the development and the contributing drainage area above the development. The developer shall provide all the necessary easements and right-of-ways required for drainage structures including detention ponds, storm drains and open channels, lined or unlined. Easement widths for storm drain pipelines shall not be less than fifteen (15') feet, and easement widths for open channels shall be at least twenty-five (25') feet wider than the top width of the channel. In all cases, easements shall be of an adequate size to allow proper maintenance, including unobstructed access to the easements.
- C. The design flows for the drainage system shall be calculated in accordance with the referenced iSWM methods referenced in this document. Curbs, inlets,

manholes, etc., shall be designed and constructed in accordance with the Standard Details. Materials and construction procedures shall conform to the requirements of the Standard Specifications for Construction.

- D. The developer shall comply with all requirements of the Environmental Protection Agency, the U.S. Army Corps of Engineers, State and Local Agencies and shall obtain all permits required by these agencies.**
- E. The developer shall provide plans and specifications and design calculations for all drainage structures. The drainage facility requirements will depend on the type of street used within the subdivision as follows:
1. All storm water shall be carried within the paved street surface or in an enclosed pipe system or both.
  2. Where an enclosed pipe system is required, a rock gabion lined open channel may be substituted for the pipe system when the equivalent pipe size exceeds 66-inches. For flows that exceed the capacity of an equivalent 84-inch pipe, an unlined open channel with a concrete pilot channel constructed in accordance with City Design Standards may be used. All open channels that are not rock gabion lined shall be designed to prevent erosion. The methods used to prevent erosion specifically shall be approved by the City Engineer.
  3. The design, size, type and location of all storm drainage facilities shall be subject to the approval of the City Engineer. The requirements set forth herein are considered minimum requirements. The developer and his engineer shall bear the total responsibility for the adequacy of design. The approval of the facilities by the City Engineer in no way relieves the developer of this responsibility.
  4. The developer shall be responsible for the necessary facilities to provide drainage patterns and drainage controls such that properties within the drainage area, whether upstream or downstream of the development, are not adversely affected by storm drainage from facilities on the development.
  5. Storm drainage released from the site will be discharged to a natural water course of an adequate size to control the peak runoff expected after development.

## 2.02 HYDROLOGY

### A. Design Criteria

1. In the iSWM Hydrology Manual, Table 1.1 Applications of the Recommended Hydrologic Methods, outlines the applicability of the various methods available to calculate rainfall runoff. The specific site characteristics shall be utilized to select the proper method of analysis.

## B. Rainfall Intensities

1. In the iSWM Hydrology Manual, Section 5.0 Rainfall Tables provides rainfall intensities to be used for applicable hydrology methods.
2. The minimum storm frequency used will be according to the facility to be designed as listed in Table 3-1. Emergency overflows where used are to be located at sags and T-intersections of streets and designed to prevent erosion and surface water damage.

TABLE 1  
DESIGN STORM FREQUENCY

Drainage Facility	Storm Frequency
Pipe storm sewers with emergency overflow to give a combined capacity of 100-year frequency	10 years
Pipe storm sewer with no emergency overflow	100 years
All open channels with a minimum of 2 feet freeboard above to the top of the bank	100 years
Culverts (pipe or concrete box)	100 years
Bridges, low point of bridge beams or similar bridge deck supporting structure to be 2 feet above 100-year storm or highest flood recorded, whichever is greater	100 years

## C. Rational Method

1. Refer to the iSWM Hydrology Manual, Table 1.1 Applications of the Recommended Hydrologic Methods, for details of the use of the Rational and Modified Rational Methods.

## D. Unit Hydrograph Method

1. Refer to the iSWM Hydrology Manual, Table 1.1 Applications of the Recommended Hydrologic Methods, for details on the unit hydrograph method.

## E. Design According to FEMA-FIA Requirements

1. All streams that have floodway or flood plains designation by FEMA-FIA must be designated to meet the requirements of these agencies.

## 2.03 RUNOFF COEFFICIENTS AND TIME OF CONCENTRATION

- A. Runoff coefficients and time of concentration calculations to be per the appropriate iSWM methodology.

## 2.04 DESIGN OF DRAINAGE FACILITIES

A. In the iSWM Hydraulics Manual, the following information can be found related to design of street drainage, closed conduit drainage, storage/detention design, open channels, culverts, bridges, and energy dissipation.

### 1. Flow in Gutters and Inlet Locations

- a. Storm drain conduits shall begin at the point where the depth of flow based on the 100-year storm frequency reaches a point not greater than the top of curb elevation. For pavement sections that do not have curbs, including alleys, the 100-year storm shall be contained within the right-of-way. Inlets are then located as necessary to remove the flow based on a 10-year storm frequency. If, in the judgment of the Engineer, the flow in the gutter would be excessive under either of these conditions, then consideration should be given to extending the storm sewer to a point where the gutter flow can be intercepted by more reasonable inlet locations. Multiple inlets at a single location are permitted in extenuating circumstances. Where possible, inlets should be placed upstream from an intersection to prevent large amounts of water from running through intersections. Inlets should also be located on the approach street to an intersection and in alleys where necessary to prevent water from entering these intersections in amounts that would cause the allowed street capacity to be exceeded.

B. The use of the street for carrying storm water shall be limited to the following:

### 1. SPREAD OF WATER – 10-YEAR STORM FREQUENCY

- a. Class 1 Streets with curbs and gutters – One traffic lane on each side to remain clear.
- b. Class 2 Street – One traffic lane to remain clear.

### 2. SPREAD OF WATER – 100-YEAR STORM FREQUENCY

- a. Notwithstanding the requirements above, all storm water in the 100-year storm frequency shall be contained within the street or alley right-of-way or within the drainage easement. The water depth shall not be greater than any top of curb elevation

## 2.05 CAPACITY OF STREETS AND ALLEYS

A. Figure 1.2 in the iSWM Hydraulics Manual provides flow in triangular channels that may be used for computing the capacity of streets and alleys having a straight cross slope. The capacity of streets with parabolic crowns may be calculated from this nomograph using the composite section that most closely approximates the parabolic section. All street and alley capacities shall be calculated using a roughness coefficient of  $n = 0.0175$

2.06 CAPACITY OF SWALES

- A. The capacity of swales shall be calculated according to the Manning Equation. All calculations shall be made using a roughness coefficient from Table 3.5 of the iSWM Hydraulic Manual.

2.07 VALLEY GUTTERS

- A. The use of valley gutters to convey storm water across a street intersection is subject to the following criteria:
  1. A Class 1 street shall not be crossed with a valley gutter.
  2. Wherever feasible, a Class 2 street shall not be crossed with a valley gutter.
  3. At any intersection, perpendicular valley gutters will not be permitted and parallel valley gutters should cross only the lower classified street.

2.08 ALLEY CAPACITIES

- A. In residential areas where the standard alley section capacity is exceeded, curbs may be used to provide needed capacity. However, all storm drainage shall be contained in the alley right-of-way and may not encroach onto private property especially at connecting driveways.

2.09 SIZING AND LOCATION OF INLETS

- A. For determining the size and locations of inlets, the following shall be used as a minimum:

TABLE 2  
INLET OPENING  
REQUIREMENTS

Street Grade	Length of Inlet Opening for Each C.F.S. of Gutter Flow
Sags	0.6 Feet
Less than 2%	1.0 Feet
Greater than 3.5%	2.0 Feet

- B. Inlets shall be spaced no closer than 300 feet apart without special permission from the City. The maximum length of an inlet at one location shall be 20 feet on each side of the street.
- C. No more than 5 cfs can cross intersections in residential areas and no bypass of storm water across major intersections shall be allowed.

2.10 HYDRAULIC GRADIENT OF CONDUITS

- A. After the computation of the quantity of storm runoff entering each inlet, the size and gradient of pipe required to carry off the design storm are to be determined.

All hydraulic gradient calculations shall begin at the outfall of the system. The following are the criteria for the starting elevation of the hydraulic gradient:

1. The 100-year water surface elevation in a creek, stream or other open channel is to be calculated for the time of peak pipe discharge in the same storm and that elevation used for beginning the hydraulic gradient.
2. When a proposed storm sewer is to be connected to an existing storm sewer system that has a design flow less than the proposed, the hydraulic gradient for the proposed storm sewer should start at the elevation of the existing storm sewers hydraulics gradient based on the proposed design year of the upstream system.

## 2.11 HYDRAULIC DESIGN OF CLOSED CONDUITS

- A. All closed conduits shall be hydraulically designed for full flow as shown in Section 1 of the iSWM Hydraulics Manual.
- B. The crown of the pipe should be near the elevation of the hydraulic gradient, in most cases to eliminate excessive excavation. The hydraulic gradient shall not be designed above the top of any inlet. The permissible difference between the hydraulic gradient and top of curb is normally 2 feet or  $1.5 V^2 / 2g$  where V is the velocity in feet per second and g is 32.2 feet per second. The hydraulic gradient in the inlet shall not be higher than 1 foot below the top of the inlet.
- C. Velocity in Closed Conduits
  1. Pipe grade shall be set to produce a velocity of not less than 3 feet per second (fps) when flowing full. Grades producing velocities of less than 3 fps will not be allowed. All storm sewer pipe and driveway culverts shall be a minimum of 18 inches in diameter. Discharge velocity shall be calculated with a tailwater depth not greater than the lesser of the top of the pipe at the pipe outlet or the actual 100-year water surface elevation in the channel.
  2. Table 3 shows the maximum allowable velocities in closed conduits:

TABLE 3  
RECOMMENDED MAXIMUM VELOCITY

Type of Conduit	Maximum Velocity
Culverts	15.0 fps
Inlet Laterals	15.0 fps
Storm Sewers	12.5 fps

3. Discharge velocities cannot exceed the permitted velocity of the channel or conduit at the outfall.

#### D. Roughness Coefficients for Conduits

1. The recommended value for the roughness coefficient "n" for concrete conduits with smooth joints and good alignment is 0.013. Where engineering judgment indicates a value other than 0.013 be used, the appropriate adjustments should be made in the calculations and the variance noted.

#### E. Head Losses

1. The use of pipe bends is discouraged and will be allowed only in special situations with the permission of the City Engineer.
2. Head losses and gains for wyes and pipe size changes will be calculated by the formulas:

$$\text{Where } V_1 < V_2 \qquad H_1 = V_2^2/2g - V_1^2/2g$$

$$\text{Where } V_1 > V_2 \qquad H_1 = V_1^2/4g - V_2^2/4g$$

Where:

$H_1$  = the head loss in feet measured at the point of wye or pipe size change

$V_1$  = upstream velocity

$V_2$  = downstream velocity

3. Head losses and gains for inlets, manholes and junction boxes will be calculated by the formula:

$$H_1 = V_2^2/2g - K(V_1^2/2g)$$

Where:

$H_1$  = the head loss in feet measured from the downstream water surface elevation

$V_1$  = upstream velocity or velocity in the lateral

$V_2$  = downstream velocity

$K$  = 0.50 for Inlet or junction box on main line

$K$  = 1.25 for Manhole or inlet at beginning of line

$K$  = 0.60 for 60° Wye Connection

$K$  = 0.75 for 45° Wye Connection

$K$  = 0.95 for 22.5° Wye Connection

4. Head losses for pipe bends will be calculated by the formula:

$$H_1 = V^2/2g$$

Where:

$H_1$  = the head loss in feet measured at the upstream end of the bend

$V$  = the pipe velocity

$K = 0.50$  for 90° Bend

$K = 0.43$  for 60° Bend

$K = 0.35$  for 45° Bend

$K = 0.20$  for 22.5° Bend

5. In the case where the inlet is at the very beginning of a line, the equation becomes the following without any velocity of approach:

Where:  $K_1 = 1.25$

$$H_1 = V^2/2g$$

6. The minimum head loss to be used at wyes, junctions, manholes, and pipe size changes for design of storm drainage system is 0.10 foot.

## 2.12 OPEN CHANNELS

- A. Open channels may be used to convey storm waters where closed conduits are not justified economically. A wide variety of lined, partially lined or unlined channels are permitted except that lined channels may not be constructed in single family, multi-family or City housing residential developments. All lined channels must be screened by continuous adjacent landscaping of at least 4 feet in height. In general, the use of existing channels in their natural condition is encouraged. Low flow pilot channel lining of earthen channels will be required for any earthen channel carrying more than the capacity of an equivalent 84" diameter pipe. The design of the low flow pilot channel shall conform to City Design Standards.
- B. For residential developments, no more than two barrel box culverts will be permitted for stream crossings, except in unusual conditions. For unlined channel sections, the maximum side slopes are 4:1 and the maximum permitted mean velocity in the channel is 6 feet per second. Channel side slopes that are steeper than 5:1 shall be hydromulched in accordance with sections 202.6 of the NCTCOG Specifications. Temporary erosion control per Section 201 of the NCTCOG specifications is required for all channels.
- C. For lined portions of channel sections, the sides may be vertical if the height of vertical wall does not exceed 3 feet. Paved and rip-rapped slopes are to have a side slope of 2:1 maximum. Permitted velocities in totally lined channels are 15 feet per second for finished concrete and 10 feet per second for rock rip-rap. Discharge velocities from lined channels may not exceed 6 feet per second. The

minimum velocity in any channel shall be greater than 2 fps, including roadway ditches.

#### 2.13 HYDRAULIC DESIGN OF OPEN CHANNELS

- A. The water surface as designed in an open channel is to be a minimum of 1 foot below the top of the channel section for concrete lined channels and 2 feet below the top of the channel section for rock rip-rap and earthen channels to provide a margin of safety for channel obstructions and for flows that exceed the design storm frequency.
- B. Special care must be taken at entrances to closed conduits and culverts to provide the headwater requirements.
- C. On all channels the water surface elevation, which is coincident with the hydraulic gradient, shall be calculated and shown on the construction plans.
- D. Maximum allowable velocities and roughness coefficients for open channels are shown in Section 3.2.3 of the iSWM Hydraulics Manual. When the normal available grade would cause velocities in excess of the maximums, it may be necessary to design special drops or channel retards.

#### 2.14 HYDRAULIC DESIGN OF CULVERTS

- A. In the design of culverts, the Engineer shall keep head losses and velocities within reasonable limits while selecting the most economical structure. This normally requires selecting a structure that creates a head water condition and has a velocity of flow safely below the allowed maximum.
- B. The vertical distance between the upstream design water surface and the roadway or bridge elevation is termed "freeboard". The dimension is included as a safety factor to protect against unusual clogging of the culvert and to provide a margin for future modifications in surrounding physical conditions. Normally, a minimum of 2 feet shall be considered a reasonable freeboard when the structure is designed to pass a design storm frequency of 100-years. Unusual surrounding physical conditions may be cause for a change in this requirement. Hydraulic design of culverts shall be in accordance with Chapter 3, iSWM Hydraulics Manual.
- C. Headwalls and Entrance Conditions
  - 1. Headwalls are to be used to protect the embankment from erosion and the culvert from displacement. Sloped headwalls conforming to the minimum slope specified in this Design Manual shall be constructed at the end of all pipe drainage facilities and vertical headwalls with wingwalls and aprons shall be constructed for all rectangular shaped hydraulic structures.
  - 2. Special headwalls and wingwalls may be required at the entrance of all hydraulic structures where approach velocities are in excess of 8 feet per second. Culvert exit and headwall shall be designed such as the flow line of

the culvert is coincident with the flow line of the stream or channel into which the culvert discharges.

3. The maximum exit velocity from the culvert is limited to the maximum velocity allowed in the stream or channel. Concrete rip-rap is to be used to protect the stream bed from scour and erosion. The rip-rap shall be reinforced and have toe walls to prevent undermining.

#### D. Headwalls and Exit Conditions

1. Headwalls are used to protect the embankment from erosion and the culvert from displacement. The headwalls, with or without wingwalls and aprons, shall be constructed in accordance with the standard drawings as required by the physical conditions of the particular installation.
2. Culvert exits and headwalls shall be designed such that the flow line of the culvert is coincident with the flow line of the stream or channel into which the culvert discharges. The maximum exit velocity from the culvert is limited to the maximum velocity allowed in the stream or channel.
3. Due to the geometry of the culvert-stream intersection, turbulence or other conditions may tend to produce erosion. Concrete rip-rap will be used to protect the stream bed from scour and erosion. The rip-rap shall be reinforced and have toe walls to prevent undermining.

#### E. Bridge Design Hydraulics

1. Once a design discharge and a downstream depth of flow have been determined, the size of the bridge opening can be determined. Determination of head losses through bridge structures shall be calculated.
2. The City of Lavon has the following policy with regard to the hydraulic design of bridge structures:
  - a. Minor head loss due to the structure is allowed. Normal losses due to channel cross sections are allowable.
  - b. Excavation of the natural channel is not normally allowed as compensation for loss of cross sectional area.
  - c. Channelization upstream or downstream of the proposed bridge will normally not be permitted.
  - d. Hydraulic design for bridges shall conform to the requirements of Chapter 3, iSWM Hydraulics Manual
  - e. Two feet of freeboard is required between the 100-Year water surface and the bottom of the lowest beam.
  - f. Bridge design shall meet all FEMA requirements when a designated floodway is crossed.

#### F. Detention

1. Detention will be required to prevent adverse impact up and downstream of new projects. The methods outlined in iSWM will be used to evaluate the

impact and necessary detention. In addition, to demonstrate no adverse impact, iSWM methods will be followed for those determinations.

## 2.15 CONSTRUCTION PLANS PREPARATION

### A. Drainage Area Map

1. The drainage area map shall have a minimum scale of 1" = 200', and show the street right-of-way. For large drainage areas, a map having a minimum scale of 1" = 2000' is usually sufficient.
2. The following items/information shall be included:
  - a. Acres, coefficient, and intensity for each drainage sub-area;
  - b. Inlets, their size and location, the flow bypass for each, the direction of flow as indicated by flow arrows, the station for the centerline of the line;
3. Existing and proposed storm sewers;
4. Sub-areas for alleys, streets, and off-site areas;
5. Points of concentration;
6. Runoff to all inlets, dead-end streets, and alleys or to adjacent additions and/or lots;
7. A table for runoff computations;
8. Flow arrows to indicate all crests, sags and street and alley intersections;
9. North arrow;
10. Any off-site drainage shall be included;
11. Street names shall be included;
12. 100-year floodplain shall be indicated on the drainage area map.
13. When calculating runoff, the drainage area map shall show the boundary of the drainage area contributing runoff into the proposed system. This boundary should be determined from a map having a maximum contour interval of two (2) feet. The area shall be further divided into sub-areas to determine flow concentration points or inlet locations. The centerline of all streets (except Residential of Local Streets) will normally be a boundary of a drainage area, to insure that inlets are sized and positioned to fill the need without depending on storm water crossing over the street crown for proper drainage.
14. In residential areas, the centerline of the street will only be used as a drainage area boundary if the flow in either gutter has not exceeded the street crown elevation.

15. Direction of flow within streets, alleys, natural and man-made drainage ways, and at all system intersections, shall be clearly shown on the drainage area map and/or paving plans. Existing and proposed drainage inlets, storm sewer pipe systems and drainage channels shall also be clearly shown and identified on the drainage area map. Storm sewers shall show and mark station ticmarks at 100-foot intervals. Plan-profile storm sewer or drainage improvement sheet limits and match lines shall be shown with pipes and channels identified.
16. The drainage area map should show enough topography to easily determine its location within the City.

## B. Plan-profile Sheets

### 1. Inlets

- a. Inlets shall be given the same number designation as the area or sub-area contributing runoff to the inlet. The inlet number designation shall be shown opposite the inlet. Inlets shall be located at or immediately downstream of drainage concentration points. At intersections, where possible, the end of the inlet shall be ten feet from the curb return P.T., and the inlet location shall also provide minimum interference with the use of adjacent property. Inlets in residential areas should be located in streets and alleys so the driveway access is not prohibited to the lots. Inlets located directly above storm sewer lines, as well as lateral passing through an inlet, shall be avoided. Drainage from abutting properties shall not be impaired, and shall be designed into the storm drainage system.
- b. Data opposite each inlet shall include paving or storm sewer stationing at centerline of inlet, size and type of inlet number or designation, top of curb elevation and flow line of inlet as shown on construction plans.

### 2. Laterals

- a. Inlet laterals leading to storm sewers, where possible, shall enter the inlet and the storm drain main at a 60-degree angle from the street side. Laterals shall be four (4) feet from top of curb to flow line of inlet, unless utilities or storm sewer depth requires otherwise. Laterals shall not enter the corners or bottoms of inlets. Lateral profiles shall be drawn showing appropriate information including the hydraulic gradient and utility crossings. Short lateral (30 feet or less) crossings utility lines will be profiled.

### 3. Storm Sewer

- a. In the plan view, the storm sewer designations, size of pipe, and length of each size pipe shall be shown adjacent to the storm sewer. The sewer plan shall be stationing at one hundred (100) foot intervals, and each sheet shall begin and end with even or fifty (50) foot stationing. All storm sewer components shall be stationing.

- b. The profile portion of the storm sewer plan-profile sheet shall show the existing and proposed ground profile along the centerline of the proposed sewer, the hydraulic gradient of the sewer, the proposed storm sewer, and utilities that intersect the alignment of the proposed storm sewer. Also, shown shall be the diameter of the proposed pipe in inches, and the physical grade in percent. Hydraulic data for each length of storm sewer between interception points shall be shown on the profile. This data shall consist of pipe diameter in inches, the 100-year design storm discharge in cubic feet per second, slope of hydraulic gradient in percent, Manning capacity of the pipe flowing full in cubic feet per second, velocity in feet per second, and  $V^2/2g$ . Also, the head loss at each interception point shall be shown.
- c. Elevations of the flow line of the proposed storm sewer shall be shown at one hundred (100) foot intervals on the profile. Stationing and flow line elevations shall also be shown at all pipe grade changes, pipe size changes, lateral connections, manholes and wye connections. All soffits shall be connected.

#### 4. Plan Profile and Details Sheets

- a. All plan sheets shall be drawn on 24"x36" or 22"x34" sheets, to a standard engineering scale, and shall be clearly legible when sheets are reduced to half scale. After each review, all review comments shall be addressed, additional data incorporated, and drafting of plans completed. Each plan-profile sheet shall have a benchmark shown.

## 2.16 CHECK LIST FOR STORM DRAINAGE PLANS

### A. Drainage Area Map

1. Normally, use 1" = 200' scale for on-site, and 1" = 400' for off-site. Show match lines between any two (2) or more maps.
2. Show existing and proposed storm drains and inlets with designations.
3. Indicate sub-areas for alley, street, and off-site areas.
4. Indicate contours on map for on and off-site.
5. Use design criteria as shown in design manual.
6. Indicate zoning on drainage area map.
7. Show points of concentration and their designations.
8. Indicate runoff at all inlets, dead-end streets and alleys, or to and from adjacent additions or acreage.

9. Provide runoff calculations for all areas showing acreage, runoff coefficient, and inlet time. (Q = CIA table)
10. For cumulative runoff, show calculations.
11. Indicate all crests, sags, and street and alley intersections with flow arrows.
12. Identify direction of north to top page or the left.
13. Show limits of 100-year fully developed flood plain on drainage area map.

#### B. Storm Sewers

1. Diversion of flow from one natural drainage area to another will not be allowed.
2. Show plan and profile of all storm sewers.
3. Specify Class III Reinforced Concrete Pipe (RCP) or High-Density Polyethylene Pipe (HDPE) unless otherwise approved by the City Engineer in private drainage easements maintained by other than the City of Lavon.
4. Use heavier than Class III pipes where crossing streets, railroads, areas of deep fill and areas subjected to heavy loads.
5. Specify concrete strength for all structures. The minimum allowable is 4000 psi.
6. Provide inlets where street capacity is exceeded. Provide inlets where alley or driveway runoff exceeds intersecting street capacity.
7. Do not allow storm water flow from streets into alleys.
8. Do not use high velocities in storm sewer design. A maximum discharge velocity of six (6) fps at the outfall is required. Velocity dissipation may be necessary to reduce erosion.
9. Flumes may not be allowed unless specifically designated, and will not be allowed on Class 1 & 2 thoroughfares.
10. Provide headwalls and aprons for all storm sewer outfalls. Provide rip-rap around headwalls where slopes exceed 4:1.
11. Discharge flow lines of storm sewers to be two (2) feet above the flow line or creeks and channels, unless channel lining is present. Energy dissipation shall be provided when specified by the City Engineer.
12. Where fill is proposed for trench cut in creeks or outfall ditches, compaction shall be 95% of the maximum density as determined by ASTM D 698.

13. Investigations shall be made by the engineer to validate the adequacy of the storm sewer outfall to a major stream.
14. Outfall area must have adequate capacity to carry the discharge. Provide erosion control facilities with hydraulic data.
15. Any off-site drainage work or discharge to downstream property will require an easement. Easements shall be sized such that the developed flows can be conveyed within the easement. Submit field notes for off-site easement that may be required (Private development only).

#### C. Plan and Profile

1. Indicate property lines and lot lines along storm sewers, and show easements with dimensions.
2. If necessary, provide separate plan and profile of storm sewers, the storm drain pipes should also be shown on paving plans with a dashed line, and on sanitary sewer profiles showing the full pipe section
3. Tie storm sewer system stationing with paving stations.
4. Show pipe sizes in plan and profile.
5. Show hydraulics on each segment of pipe profile to include:  $Q_{10}$ ,  $Q_{100}$ ,  $C$  = Manning full flow capacity,  $S$ ,  $V$ ,  $V^2 / 2g$ .
6. Show curve data for all storm sewer system.
7. Show all existing utilities in plan and profile. On storm sewer profiles, as a minimum, the sanitary sewer profile will be shown.
8. Indicate existing and proposed ground line and improvements on all street, alley, and storm sewer profiles.
9. Show future streets and grades where applicable.
10. Where connections are made to existing storm sewer show computations on existing system when available. HGL will be calculated from the outfall to the connections point including the designed flows of the added on systems.
11. Indicate flow line elevations of storm sewers on profile, show pipe slope (percent grade). Match top inside of pipe where adjacent to other size pipe.
12. Intersect laterals at sixty (60) degrees with trunk line.
13. Show details of all junction boxes, headwalls, storm sewers, flumes, and manholes, when more than one pipe intersects the drainage facility or any other item that is not a standard detail.

14. Pipe direction changes will be curves using radius pipe unless approved by the City Engineer.
15. Bends in pipe may be used in unusual circumstances with approval of the City Engineer. No bend at one location may exceed thirty (30) degrees.
16. Do not use 90-degree turns on storm sewers or outfalls. Provide good alignment with junction structures or manholes (for small systems).
17. Profile outfall with typical flat bottom section.
18. Show all hydraulics, velocity head changes, gradients, and computations.
19. Show water surface at outfall or storm drain.
20. On all dead-end streets and alleys and storm sewer outfalls, show grade out to "daylight" for drainage on the profiles and provide erosion control. Show typical section and slope of "daylight" drainage. Side slopes shall not exceed 4H:1V.
21. At sags in pavement, provide a positive overflow (paved sidewalk in a swale) to act as a safety path for failure of the storm drain system. Minimum finished floor elevations will be shown on the plat to protect building against flooding should the positive overflow be used.
22. Where quantities of runoff are shown on plans or profiles, indicate storm frequency design.
23. Provide sections for road, railroad and other ditches with profiles and hydraulic computations. Show design water surface on profile.
24. For drainage ditches located in street right-of-way running parallel to street paving, show the size of each driveway culvert on the ditch profile. Assume the maximum number and width of driveways allowed for each lot. Show the hydraulic grade lines as required herein.

#### D. Laterals

1. Show laterals on trunk profile with stations.
2. Provide lateral profiles for laterals exceeding thirty (30) feet in length.
3. Where laterals tie into trunk lines, place at sixty (60) degree angles with centerlines. Connect them so that the longitudinal centers intersect.
4. Calculate hydraulic grade line for laterals and inlets to insure collection of storm water. Check  $1.5V^2 / 2g$ , using trunk line velocity on laterals less than 80-feet long. The H.G. at the gutter or inlet lip by adding the  $1.5 V^2 / 2g$  to the

hydraulic gradient of the trunk line at the lateral connection. For all inlets, provide HGL and hydraulic data on profile for all profiled laterals. Lateral longer than eight (80) feet require special analysis.

5. All inlets shall have a minimum eighteen (18) inch laterals.

#### E. Inlets and Intakes

1. Provide inlets where street capacity is exceeded. Provide inlets where runoff from alley causes the capacity of the intersecting street to be exceeded.
2. Indicate runoff concentrating at all inlets and direction of flow. Show runoff for all stub outs, pipes and intakes.
3. On plan view, indicate size of inlet, lateral size, flow line, top-of-curb elevations, paving station, and inlet designation number.
4. Use standard curb inlets in streets. Use recessed inlets in divided streets. Use combination inlets in alleys when on a straight run. Do not use grate or combination inlet unless other solution is not available (special situation).
5. Use type "Y" or special "Y" inlets in ditches or swales. No "Glory Holes" allowed as intake for a storm sewer or at a culvert. A three (3) foot concrete apron shall be constructed around "Y" inlets.

#### F. Paving

1. Provide six (6) inch curb on alleys parallel to creek or channel on creek side of alley.
2. For a proposed driveway turnout, curb return P.T. must be 10 feet upstream from any existing or proposed inlet, or 5 feet downstream of a standard inlet.
3. Check the need for curbing at all alley turns and "T" intersections. Flatten grades ahead of turns and intersections.
4. Where inlets are placed in an alley, provide curbing for 10 feet on each side of combination inlets.

#### G. Detention Basins

1. Provide drainage area map and show all computations for runoff affecting the detention basin.
2. Provide a plot plan with existing and proposed contours for the detention basin and plan for structural measures.
3. Where earth embankment is proposed for impoundment, furnish a typical embankment section and specifications for fill include profile for the structural outflow structure and geotechnical report.

4. Provide structural details and calculations for any item not a standard detail.
5. Provide detention basin volume calculations and elevation versus storage curve.
6. Provide hydraulic calculations for outflow structure and elevation versus discharge curve.
7. Provide routings or modified rational determination of storage requirements demonstrating that critical duration is used as allowed by iSWM.
8. Fencing may be required around detention area.

#### H. Bridges

1. Clear the lowest member of the bridge by 2 feet above the design water surface, unless otherwise directed by the City Engineer.
2. Show geotechnical soil boring information on plan.
3. Show bridge sections upstream and downstream.
4. Provide structural details and calculations with dead load deflection diagram.
5. Provide vertical and horizontal alignment.
6. Show soil erosion protection measures and concrete rip-rap.



# CITY OF LAVON

## Agenda Brief

**MEETING: June 1, 2021**

**ITEM: 8 - D**

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**Item:**

Discussion and action regarding orders and regulations, programming, city facilities and operations related to COVID-19.

**Background:**

This standing item is continued on the agenda to allow for the City Council to discuss and act without delay on updates relating to COVID-19 orders and regulations.

**REGULATORY UPDATE**

On May 18, 2021, Governor Abbott issued Executive Order GA-36 relating to the prohibition of governmental entities and officials from mandating face coverings or restricting certain activities.

The [Office of Governor's website](#) provides information regarding orders, proclamation, press releases and updates. The Governor's Office website also contains a TDEM [link to testing locations](#) and a TSHS [link with vaccination information](#).

The City Attorney continues to monitor the Orders and commentaries to ensure that the City regulations in the form of Ordinance No. 2020-04-01 and Ordinance No. 2020-04-05 are sufficient and appropriate. The severability clauses in the city's ordinances contemplate provisions that may be precluded by updated Orders and Proclamations.

**American Rescue Plan Act (ARPA) *From TML COVID-19 Update (No. 188)***

**Treasury Releases Information about Small City Recovery Funds**

The U.S. Treasury Department has released a web page with American Rescue Plan Act information expressly for small cities, technically referred to as non-entitlement units of local government (NEUs), which are those typically serving populations of less than 50,000. While the city officials in smaller cities should review all the information on the page, it is technically more of a guide for states, through which these funds will distributed. Treasury's guidance on NEUs provides a step-by-step guide for states to allocate and distribute funds to their NEUs.

State governments must affirmatively request the funds from Treasury and are then responsible for distributing them to their NEUs. Award amounts are based on the population of the NEU, and the Act prohibits the state from placing restrictions on spending. (Of course, Treasury guidance

on the last round of funding did so as well, but TDEM limited the use of that money anyway.) Treasury will send the funds to the state in two tranches, with the second tranche payment to be made no earlier than 12 months after the date after the first. Once received, the state has 30 days to distribute the funds.

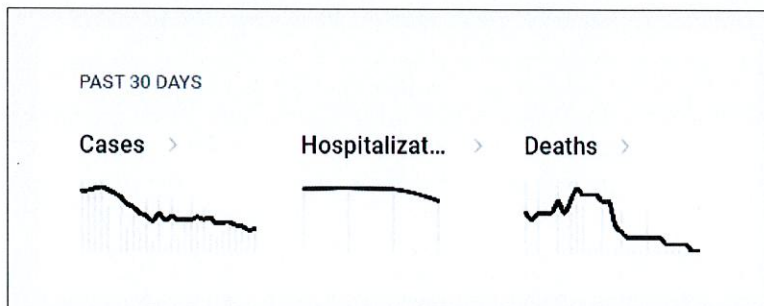
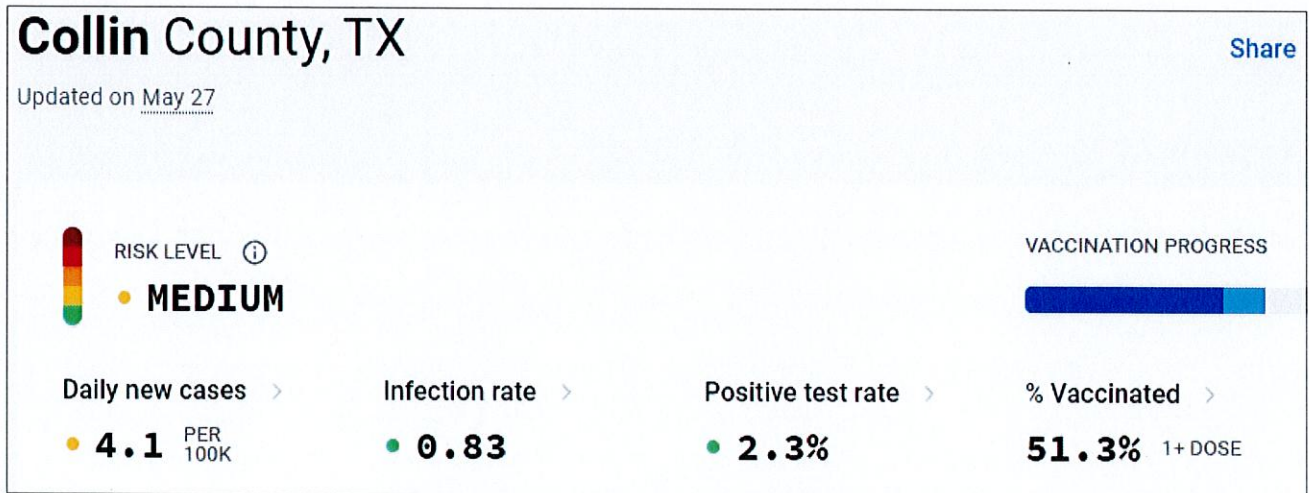
**Neither the governor's office nor TDEM has provided any information as to the timeline or process they will use to request and distribute funds.**

The City of Lavon has taken all recommended steps in preparation to receive the ARPA funds. Under the Act, up to \$19.53 billion will be allocated to non-metro cities with less than 50,000 residents (Lavon's category) using a simple per-capita calculation, with total grant size for NEUs capped at 75% of the locality's most recent budget as of January 27, 2020.

As of April 30, 2021, the National League of Cities (NLC) Funding Allocation tool showed that Lavon may possibly receive up to \$811,976 ARPA relief funding, which is within the 75% of budget cap.

### CASE UPDATE

Information from [Covid Act Now](#) relating to case, tests and vaccinations in Collin County indicates that as of May 27, 2021 in Collin County, the Vulnerability Level and Overall Risk Level are both Medium, remaining unchanged from two weeks ago.



The site provides the following recommendations:

## Recommendations



**Indoor gatherings** should be avoided with people outside the immediate household, unless you are fully vaccinated. See [guidance for vaccinated individuals](#). Outdoor gatherings with masks and distancing are a safer alternative.



**Schools** can safely offer in-person learning only when [these infection control measures](#) are in place.



**Masks** should be worn for public, indoor activities. For outdoor activities, the need to wear a mask depends on the activity and your vaccination status. See [guidance on masks](#)



**Travel** should be avoided unless it is necessary or you are fully vaccinated.

## OPERATIONS UPDATE

### Vaccinations & Testing

Collin County Healthcare Services: [information and registration link](#)

Collin CARES: [information for testing](#)

USA Mobile Drug Testing (USAMDT) conducted a successful free vaccination and testing event at Lavon City Hall on May 22, 2021 from 10:00 a.m. - 1:00 p.m. At the clinic, Pfizer vaccinations were administered and teenagers were eligible to receive them. A clinic to administer the second doses is scheduled for June 12, 2021 from 12:00 - 1:00.

For more information and to sign up go to [www.texasvaccinations.com](http://www.texasvaccinations.com).

### City Operations

City Hall, Municipal Court and Police Department operations have been adjusted and modified per the directions provided by the City Council. The Texas Supreme Court issued the [38<sup>th</sup> Emergency Order](#), extending the 36<sup>th</sup> Emergency Order as amended relating to [best practices recommendations](#) for court proceedings, including municipal courts.

**Attachments:** 1) Governor Abbott's Order GA-36



GOVERNOR GREG ABBOTT

May 18, 2021

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
12:15 PM

MAY 18 2021  
*[Signature]*  
Secretary of State

The Honorable Ruth R. Hughs  
Secretary of State  
State Capitol Room 1E.8  
Austin, Texas 78701

Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

Executive Order No. GA-36 relating to the prohibition of governmental entities and officials from mandating face coverings or restricting activities in response to the COVID-19 disaster.

The original executive order is attached to this letter of transmittal.

Respectfully submitted,

*[Signature]*  
Gregory S. Davidson  
Executive Clerk to the Governor  
GSD/gsd

Attachment

POST OFFICE BOX 12428 AUSTIN, TEXAS 78711 512-463-2000 (VOICE) DIAL 7-1-1 FOR RELAY SERVICES

# Executive Order

BY THE  
GOVERNOR OF THE STATE OF TEXAS

Executive Department  
Austin, Texas  
May 18, 2021

EXECUTIVE ORDER  
GA 36

*Relating to the prohibition of governmental entities and officials from mandating face coverings or restricting activities in response to the COVID-19 disaster.*

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WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, I issued Executive Order GA-34 on March 2, 2021, to open Texas 100 percent and remove face-covering requirements; and

WHEREAS, since then, COVID-19 hospitalizations and the rate of new COVID-19 cases have continued their steady decline; and

WHEREAS, Executive Order GA-34 specifically provides that "no person may be required by any jurisdiction to wear or to mandate the wearing of a face covering," and, notwithstanding that order, some local governmental entities have caused confusion by nonetheless purporting to require face coverings; and

WHEREAS, Executive Order GA-34 also provides that "there are no COVID-19-related operating limits for any business or other establishment," that any "conflicting order issued by local officials in response to the COVID-19 disaster" is superseded, and that all relevant statutes are suspended to the extent necessary to preclude inconsistent local orders; and

WHEREAS, to further ensure statewide uniformity, and based on the continued improvement of conditions in Texas, revised standards are appropriate to achieve the least restrictive means of combatting COVID-19; and

WHEREAS, in the Texas Disaster Act of 1975, the legislature charged the governor with the responsibility "for meeting ... the dangers to the state and people presented by disasters" under Section 418.011 of the Texas Government Code, and expressly granted the governor broad authority to fulfill that responsibility; and

WHEREAS, under Section 418.012, the "governor may issue executive orders ... hav[ing] the force and effect of law;" and

WHEREAS, under Section 418.016(a), the "governor may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business ... if strict compliance with the provisions ... would in any way prevent, hinder, or delay necessary action in coping with a disaster;" and

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MAY 18 2021

WHEREAS, under Section 418.018(c), the "governor may control ingress and egress to and from a disaster area and the movement of persons and the occupancy of premises in the area;" and

WHEREAS, under Section 418.173, the legislature authorized as "an offense," punishable by a fine up to \$1,000, any "failure to comply with the [state emergency management plan] or with a rule, order, or ordinance adopted under the plan;"

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby order the following on a statewide basis effective immediately:

1. No governmental entity, including a county, city, school district, and public health authority, and no governmental official may require any person to wear a face covering or to mandate that another person wear a face covering; provided, however, that:
  - a. state supported living centers, government-owned hospitals, and government-operated hospitals may continue to use appropriate policies regarding the wearing of face coverings; and
  - b. the Texas Department of Criminal Justice, the Texas Juvenile Justice Department, and any county and municipal jails acting consistent with guidance by the Texas Commission on Jail Standards may continue to use appropriate policies regarding the wearing of face coverings.
2. Notwithstanding the above, public schools may continue to follow policies regarding the wearing of face coverings to the extent reflected in current guidance by the Texas Education Agency, until June 4, 2021. The Texas Education Agency shall revise its guidance such that, effective 11:59 p.m. on June 4, 2021, no student, teacher, parent, or other staff member or visitor may be required to wear a face covering.
3. This executive order shall supersede any face-covering requirement imposed by any local governmental entity or official, except as explicitly provided in paragraph numbers 1-2. To the extent necessary to ensure that local governmental entities or officials do not impose any such face-covering requirements, I hereby suspend the following:
  - a. Sections 418.1015(b) and 418.108 of the Texas Government Code;
  - b. Chapter 81, Subchapter E of the Texas Health and Safety Code;
  - c. Chapters 121, 122, and 341 of the Texas Health and Safety Code;
  - d. Chapter 54 of the Texas Local Government Code; and
  - e. any other statute invoked by any local governmental entity or official in support of a face-covering requirement.

Pursuant to the legislature's command in Section 418.173 of the Texas Government Code and the State's emergency management plan, the imposition of any such face-covering requirement by a local governmental entity or official constitutes a "failure to comply with" this executive order that is subject to a fine up to \$1,000, beginning at 11:59 p.m. on May 21, 2021.

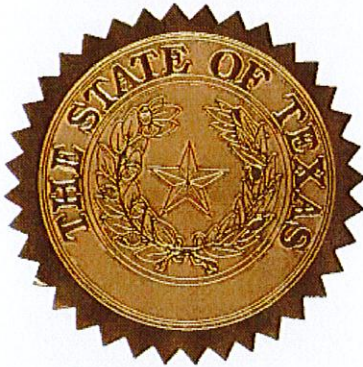
4. Under Executive Order GA-34, business activities and legal proceedings are free to proceed without COVID-19-related limitations imposed by local governmental entities or officials, in all counties not in an area of high hospitalizations as defined in that executive order. Executive Order GA-34 also superseded any conflicting local order in response to the COVID-19 disaster, and directed that all relevant laws

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MAY 18 2021

are suspended to the extent necessary to preclude any such inconsistent local orders. Pursuant to the legislature's command in Section 418.173 of the Texas Government Code and the State's emergency management plan, the imposition of any conflicting or inconsistent limitation by a local governmental entity or official constitutes a "failure to comply with" this executive order that is subject to a fine up to \$1,000, beginning at 11:59 p.m. on May 21, 2021.

This executive order supersedes subparagraph numbers 1(b) and 2(c)(iii) of Executive Order GA-34, but does not otherwise supersede Executive Orders GA-10, GA-13, GA-34, or GA-35. This executive order shall remain in effect and in full force unless it is modified, amended, rescinded, or superseded by the governor. This executive order may also be amended by proclamation of the governor.



Given under my hand this the 18th  
day of May, 2021.

Handwritten signature of Greg Abbott in black ink.

GREG ABBOTT  
Governor

ATTESTED BY:

Handwritten signature of Ruth R. Hughs in black ink.

RUTH R. HUGHS  
Secretary of State

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SECRETARY OF STATE  
12:15pm O'CLOCK

MAY 18 2021



## CITY OF LAVON Agenda Brief

**MEETING:** June 1, 2021

**ITEM:** 8 - E

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**Item:**

Discussion and action regarding Board and Commission appointments – Planning and Zoning Commission, Lavon Volunteer Fire Department Board of Directors, and Parks and Recreation Board.

**Background:**

In addition to the elected City Council, several appointed boards and commissions provide invaluable contributions to the City through their service. The members of these boards are appointed by the City Council for specific terms of service.

The Seat 3 Planning and Zoning (P&Z) Commissioner whose term expired June 1 agreed to serve until a replacement could be appointed. Former P&Z Commissioner Brad Tiegs who is also a current member of the Parks and Recreation Board has expressed a willingness to serve on the Planning and Zoning Commission. A volunteer application has been received from a resident expressing interest in serving on the Parks and Recreation Board.

The regular term for Seat 2 of the Lavon Volunteer Fire Department (LVFD) Board of Directors expires in June and the appointee is willing to be reappointed.

**Attachments:** Spreadsheet – Boards & Commissions  
Volunteer Application

## City of Lavon Boards & Commissions

June 2021

Place	Elected / Appointed	Name	Term Expires	Appointment Notes
<b>City Council Members</b>				Elected
Mayor	6/19/2018	Vicki Sanson	11/2021	
Place One	6/19/2018	John Kell	11/2022	
Place Two	11/7/2017	Mike Cook	11/2021	
Place Three	11/21/2016	Kay Wright	11/2022	
Place Four	1/15/2019	Ted Dill	11/2021	
Place Five	11/21/2016	Mindi Serkland	11/2022	
<b>Economic Development Corp Board of Dir - Type B</b>				7 members; 4 CC/staff; county resident
Place 1, Chair	3/1/2009	Kay Wright	7/15/2022	
Place 2	7/17/2018	Manzelle Williams	7/15/2021	
Place 3	9/19/2017	Vicki Sanson	7/15/2022	
Place 4	7/16/2019	Rachel Dumas	7/15/2021	
Place 5	9/17/2019	Joe Serpette	7/15/2022	
Place 6	7/18/2017	John Kell	7/15/2021	
Place 7	5/4/2021	Jordan Williams	7/15/2022	
<b>Planning &amp; Zoning Commission</b>				5 members, residency req
Seat 1	5/4/2021	Cody Bedell	6/1/2023	
Seat 2	7/19/2016	Deborah Nabors	6/1/2022	
Seat 3	9/6/2016	Cynthia Coker	6/1/2023	<i>serving until appt of replacement</i>
Seat 4	7/16/2019	Michael Smith	6/1/2022	
Seat 5, Chair	8/16/2011	David Rosenquist	6/1/2023	
	ex officio	Vicki Sanson	6/1/2023	
<b>Parks &amp; Recreation Board</b>				5 members; residency req
Seat 1	4/17/2012	Mike Gulino	1/1/2023	
Seat 2	1/16/2018	Kelly Turk	1/1/2022	
Seat 3	7/16/2019	Leon Marshall	1/1/2023	
Seat 4	3/17/2020	Jennifer White	1/1/2022	
Seat 5	2/2/2021	Joe Serpette	1/1/2023	
Alternate	3/16/2021	Brad Tieg	1/1/2022	
<b>IFC Building Board of Appeals</b>				8 members
Seat 1		vacant	9/1/2022	
Seat 2	9/18/2018	Tom Paroski	9/1/2021	
Seat 3	9/18/2018	Jeff Donaldson	9/1/2022	
Seat 4	9/18/2018	Paul Slay	9/1/2021	
Seat 5		vacant	9/1/2022	
Seat 6	9/18/2018	Micki Hollien	9/1/2021	
Seat 7	9/18/2018	Richard Hollien	9/1/2022	
Seat 8, Chair	7/16/2019	Jason Browning	---	Fire Marshal - Ex Officio
<b>LVFD Board of Directors</b>				3 members
Seat 1	6/19/2018	Mindi Serkland	6/19/2022	
Seat 2	6/19/2018	Mike Jones	6/19/2021	<i>desires reappointment</i>
Seat 3	6/19/2018	Kelly Turk	6/19/2022	
<b>Comprehensive Plan Advisory Committee</b>				<i>meets ad hoc</i>
Planning and Zoning Commission appointed on January 19, 2021				

**Volunteer/Board & Commission Application**

**Lindsey Hedge**



**950 Corn Silk Dr**

**Lavon, TX 75166**

**(214)957-8651**

**Contact Information**

Name

Street Address

City ST ZIP Code

Home Phone

Work Phone

E-Mail Address

**Lindseyhedge@gmail.com**

**Occupational Information**

Current Occupation

Company Name

Work Phone

Work Email Address

**N/A**

**Educational Information**

High School/Ged

**High school diploma**

Higher Education

Organization or Group

Memberships

**2 yr certificate community tech college**

**Special Skills or Qualifications**

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports and community activities.

- I have always been involved in different groups. I enjoy organizing and following through on events. I enjoy meeting new people and seeing how we can all better our community. We have 2 young children, and I think I have a lot of valuable input.

**RECEIVED**

**MAY 26 2021**

**CITY OF LAVON**

Please complete front and back of this form

Text

**Previous Volunteer Experience**

Summarize your previous volunteer experience. Please include Boards or Commissions on which you previously served.

NeSmith PTO  
Secretary.

**Board Interest**

Thank you for your interest in serving the City of Lavon. Please indicate below your area of interest and carefully consider your obligation before making a selection. If possible, attach a resume and/or other information to assist with the selection process. In addition to regular scheduled board meetings, members may be required to attend training, work sessions and joint meetings.

- Economic Development
- Planning & Zoning
- Parks & Recreation
- Any Sub Committee

ALL

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. Appointees and incumbents may be required to file a Statement of Economic Interest, as required by the City Council or the Mayor. The statement may require a declaration that you have no interest in conflict with the City of Lavon.

If selected as a board member, I understand that information on this application is subject to the Texas Public Information Act and may be disclosed to anyone requesting this information. I understand that the act does not allow a governmental body to choose whether to allow public access to the information in the custody of the body that relates to the home address, home phone number, or that reveals whether the board member has family members.

If selected as a board member of the City of Lavon I choose to  allow  not allow public access to my home address, home phone number or whether I have family members.

Name (printed)  
Signature  
Date

Lindsey Hedge  
5/25/2021

**Additional Information**

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with The City of Lavon.

Please return completed application to the City Secretary, City of Lavon, 120 School Road, Lavon, TX 75166. (All applications will be retained by the City of Lavon for a period of one year.)

**Please complete front and back of this form**