

**MEMORANDUM**

February 21, 2018

**Project:** CP18-001, Ordinance No. 1060-A, Amendment to the City of Southlake Parks, Recreation & Open Space / Community Facilities Master Plan, an element of the Southlake 2030 Comprehensive Plan.

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**Action**

**Requested:** Final Memo

**Background****Information:**

Beginning in May 2017 City staff and the Southlake Parks and Recreation Board began holding Work Sessions to discuss existing recommendations within and potential amendments to the Southlake 2030 Parks, Recreation & Open Space / Community Facilities Master Plan, originally adopted by City Council as Ordinance No. 1060 on March 19, 2013.

A joint meeting of the City Council, Southlake Parks Development Corporation Board, Parks and Recreation Board, and the Planning and Zoning Commission was held on December 11, 2017 where staff was directed to amend the Southlake 2030 Parks, Recreation & Open Space / Community Facilities Master Plan to remove Safety Town as a priority project, evaluate the long term use of the old senior center building/Parkwood property, and evaluate Liberty Park at Sheltonwood in terms of utilization of the existing residential structures and parking. Staff also utilized this planning process to evaluate a request from Cooper & Company for possible improvements to McPherson Park, formulate ideas for the activation of Central Park and to make a recommendation on a future location for a Skate Park.

A complete update of the Parks, Recreation & Open Space / Community Facilities Master Plan (Southlake 2035 Plan) is scheduled to begin next fiscal year (FY 2019). In the meantime, the proposed amendments to the current plan need to be discussed so that resources can be allocated to their pursuit prior to the adoption of the Southlake 2035 Parks, Recreation & Open Space / Community Facilities Master Plan.

**Staff**

**Recommendation:** Recommend approval of proposed ordinance amendments (Ord. No. 1060-A).

**Citizen Input:**

January 23, 2018; SPIN meeting held to inform the public of proposed amendments to the Southlake 2030 Parks, Recreation & Open Spaces / Community Facilities Master Plan  
[Link to SPIN Meeting Report](#)

**Joint Meeting:** December 11, 2017; City Council, Southlake Parks Development Corporation Board, Parks and Recreation Board, and the Planning and Zoning Commission held a joint meeting where a status update was provided on the Parks, Recreation & Open Space / Community Facilities Master Plan, in addition to a discussion on potential amendments to this plan.

**Parks and Recreation Board:**

The Parks and Recreation Board conducted six (6) work sessions on the development of the proposed amendments to the Southlake 2030 Parks, Recreation & Open Space / Community Facilities Master Plan. The dates of these works sessions are as follows:

- May 8, 2017;
- June 12, 2017;
- August 14, 2017;
- September 11, 2017;
- October 9, 2017; and,
- November 13, 2017.

January 8, 2018; Recommended approval (4-0) of the amendments to the Southlake 2030 Parks, Recreation & Open Space/Community Facilities Master Plan; however, on Page 93, Item 4B, the Board would like to add that there is signage noting that the spaces available are park spaces.

**Planning & Zoning Commission:**

January 18, 2018; Recommended approval (5-0) of the amendments to the Southlake 2030 Parks, Recreation & Open Spaces / Community Facilities Master Plan

**City Council:**

February 6, 2018; Approved on consent (6-0)

February 20, 2018; Approved subject to the staff report dated February 13, 2018 (7-0)

**Supporting Documents:**

Exhibit "A" Summary of 1060-A Recommendations  
Exhibit "B" Amendments to the Southlake 2030 Parks, Recreation & Open Space / Community Facilities Master Plan  
Exhibit "C" Ordinance No. 1060-A

**Staff Contact:**

Kenneth M. Baker, AICP – (817) 748-8621  
Chris Tribble – (817) 748-8184

Exhibit "A"  
*Summary of 1060-A Amendments*

- Page 33 **Central Park** (Located in front of Central Market) – The recommendations to this park focus on possible amenity and design improvements to activate the park by making it more inviting to the public.
- Page 55 **Liberty Park at Sheltonwood** – The recommendations focus on providing additional parking to support the use of the pavilion and adding amenities and trails that will improve pedestrian connectivity and enhance the park experience.
- Page 75 **Southlake Sports Complex** – Recommended the location of the skate park at this facility.
- Page 78 **McPherson Park (Town Square)** – Recommendations focus on a number of improvements to activate the park including the reshaping of the pond area, the installation of a promenade and adding additional hardscape and tree plantings.
- Page 86 **Citywide Recommendation** – Added a recommendation that the City would consider either a skate park owned or operated privately or developed by the City.
- Page 87 **Citywide Recommendation** – Added a recommendation to promote dual frontage on retail and restaurant buildings adjacent to City parks.
- Page 100 **Safety Town** – Eliminate the Safety Town project for the Community Facilities recommendation.
- Page 101 **Southlake Activities Center (Parkwood and FM 1709)** – Recommendations focus on the long term use of the property and the existing structure on the site.

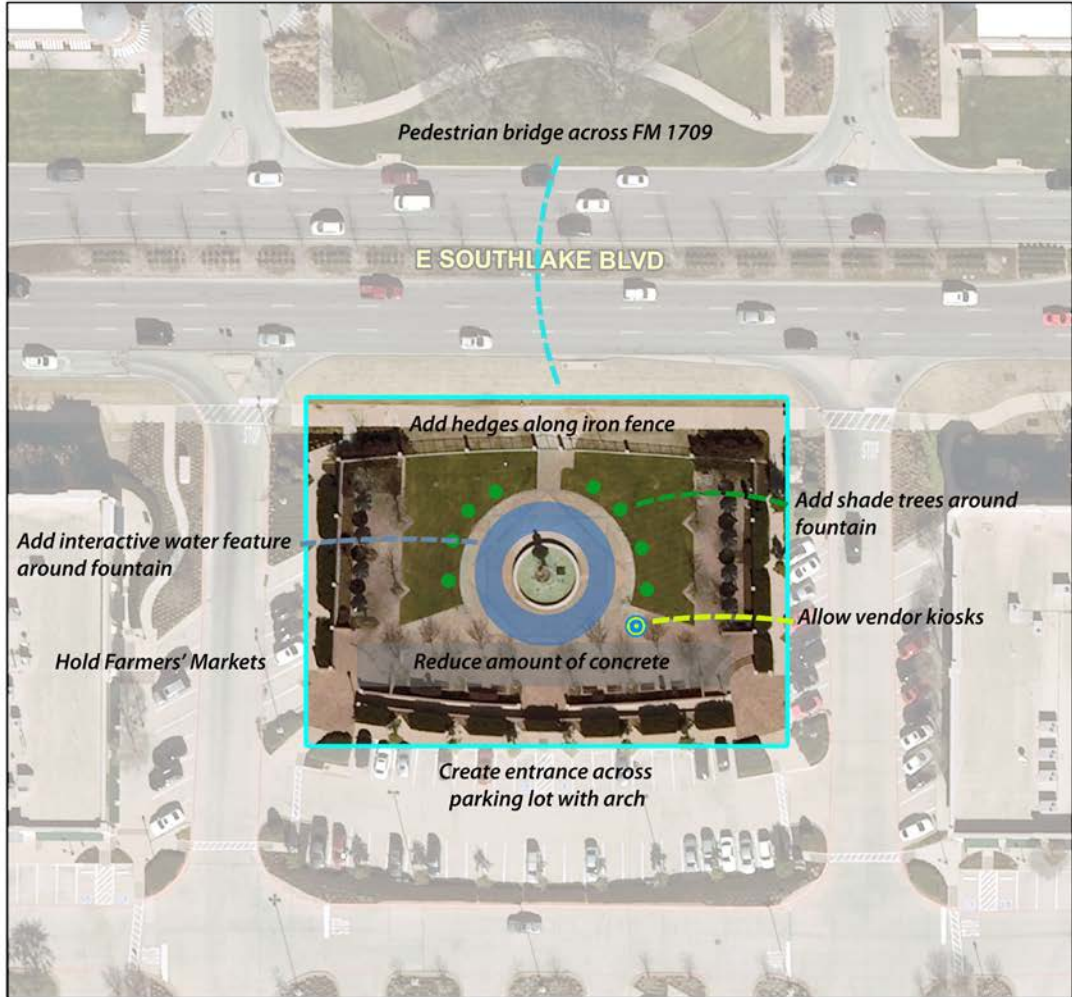
Exhibit "B"  
 Amendments to the Southlake 2030 Parks, Recreation & Open Space / Community Facilities Master Plan

CENTRAL PARK					
Recommendation	Forced Ranking	Priority Tier	Department Responsible	Strategic Link	VGO
1. Develop a concept plan that for the park that incorporates the improvements to the park listed in this table.*		Tier 1	CS		
2. Work with the adjacent property owner (Shops of Southlake) to create new arched central entrance into the park from the south parking area that results in improved accessibility and makes the park area more inviting to the public.		Tier 1	CS	Quality Development, C3	1.5, 1.9, 4.6
3. As part of the development of the park concept plan evaluate the addition of an interactive water feature around the fountain.		Tier 1	CS	Quality Development, C3	
4. Install shade trees around the fountain area.		Tier 1	CS	Quality Development, C3	
5. Add hedges along the iron fence to the north.		Tier 1	CS	Quality Development, C3	
6. Consider farmers market type use for the park.		Tier 1	CS	Quality Development, C3	
7. Consider allowing vendor kiosks within the park. Work with property management at the Shops of Southlake.		Tier 1	PDS	Partnerships and Volunteerism & Performance Management and Service Delivery, C3, C5	
8. Evaluate the feasibility of a pedestrian bridge across FM1709 from Central Park to Rustin Park.		Tier 3	CS	Quality Development, C3	
<del>9. Consider the addition of decorative interactive large scale chess pieces for children at Central Park.</del>		<del>Tier 3</del>	<del>CS</del>	<del>Quality Development, C3</del>	

CS = Community Services Department

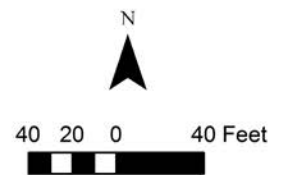
PDS = Planning & Development Services Department

\*A concept plan for Central Park that incorporates the amenity improvement recommendations listed in the table above will be developed and approved by City Council (following a recommendation by the Park Board) prior to any construction. The City will work with the adjacent property owner (Shops of Southlake) in the development of the plan.



# CENTRAL PARK

## Conceptual Master Plan

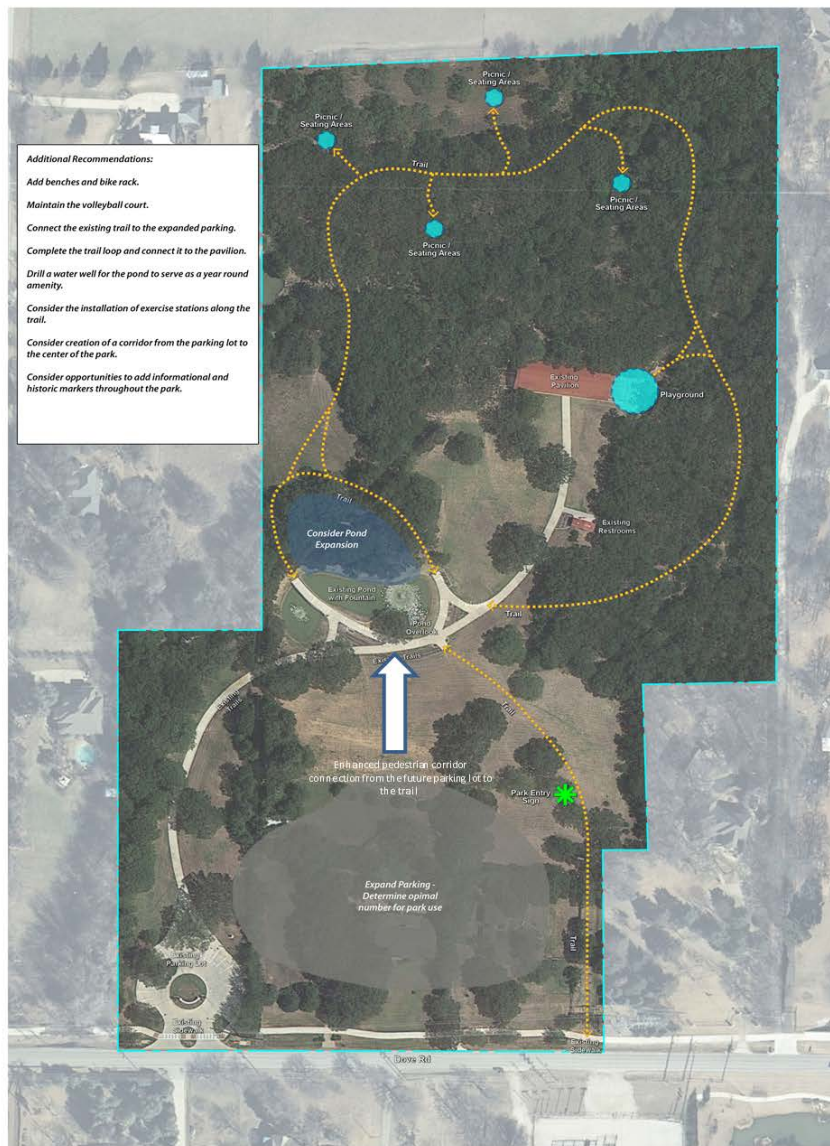


**LIBERTY PARK AT SHELTONWOOD**

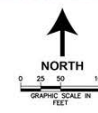
Recommendation	Forced Ranking	Priority Tier	Department Responsible	Strategic Link	VGO
1. Explore and evaluate the purchase of properties adjacent to the park along Dove Road and the potential to convert existing structures into community/meeting rooms in the future. <b>COMPLETE</b>	9	Tier 1	CS	Quality Development, Performance Management & Service Delivery, C3, F2	1.2, 3.3, 4.4, 4.11, 4.12, 8.1, 10.1
2. Evaluate vehicle accessibility during events that are leased at the pavilion. <b>COMPLETE</b>	9	Tier 1	CS	Mobility, C2	
3. Consider the creation of a pavilion/park policy for leased events. <b>COMPLETE</b>	9	Tier 1	CS	Quality Development, Performance Management & Service Delivery, C3, F2	
4. Conduct a study to determine the future use of the Shelton Residence. <b>COMPLETE</b>	x	Tier 1	CS	Quality Development, C3	
5. Add park amenities such as benches and a bike rack.		Tier 1	CS	Quality Development, C3	
6. Maintain the volleyball court.		Tier 1	CS	Quality Development, C3	
7. Evaluate and implement the installation of a children's playground within the park. Install a children's playground (small/medium sized) adjacent to the pavilion.	9	Tier 1	CS	Quality Development, C3	
8. Evaluate the ability to expand/add parking for the park. Conduct a study to determine the optimal number of parking spaces needed to support the use of the park. Construct new parking per the recommendations of the study. Design the parking expansion such that it results in the minimal impact to quality trees.	9	Tier 1	CS	Quality Development, C3	
9. Provide pedestrian connectivity from the new expanded parking to the park trail system.	9	Tier 1	CS	Quality Development, C3	
10. Complete the trail loop (concrete/decomposed granite) and connect it to the pavilion per the conceptual master plan.	9	Tier 1	CS	Quality Development, C3	
11. Drill water well for the pond to serve as a year round amenity.	9	Tier 3	CS	Quality Development, C3	
12. Consider expansion of the existing pond.	9	Tier 3	CS	Quality Development, C3	
13. Consider installation of exercise stations along the trail.	9	Tier 3	CS	Quality Development, C3	

**LIBERTY PARK AT SHELTONWOOD**

Recommendation	Forced Ranking	Priority Tier	Department Responsible	Strategic Link	VGO
14. Consider creation of an enhanced pedestrian corridor from the parking lot to the center of the park.	9	Tier 3	CS	Quality Development, C3	
15. Consider opportunities to add informational and historic markers throughout the park.	9	Tier 1	CS	Quality Development, C3	
16. Consider adding amenities to the park, such as but not limited to, benches along the paved pathways, a sand volleyball court and tetherball.	9	Tier 3	CS	Quality Development, C3	



**LIBERTY PARK AT SHELTONWOOD**  
Conceptual Master Plan



SOUTHLAKE SPORTS COMPLEX					
Recommendation	Forced Ranking	Priority Tier	Department Responsible	Strategic Link	VGO
18. Consider the development of a skate park in a location that minimizes the impact on adjacent residential properties.		Tier 3	CS	Quality Development, C3	

TOWN SQUARE PARKS					
Recommendation	Forced Ranking	Priority Tier	Department Responsible	Strategic Link	VGO
1. Consider the redevelopment of McPherson Park as per the conceptual master plan. Any potential partnership related to the redevelopment will be considered by the City Council.		Tier 3	CS	Quality Development, C3	1.5, 1.9, 4.6
2. Consider the addition of monuments or statues at all four corners of Family Park.	*	Tier 3	CS	Quality Development, C3	

*x = Not included in Forced Ranking Activity*

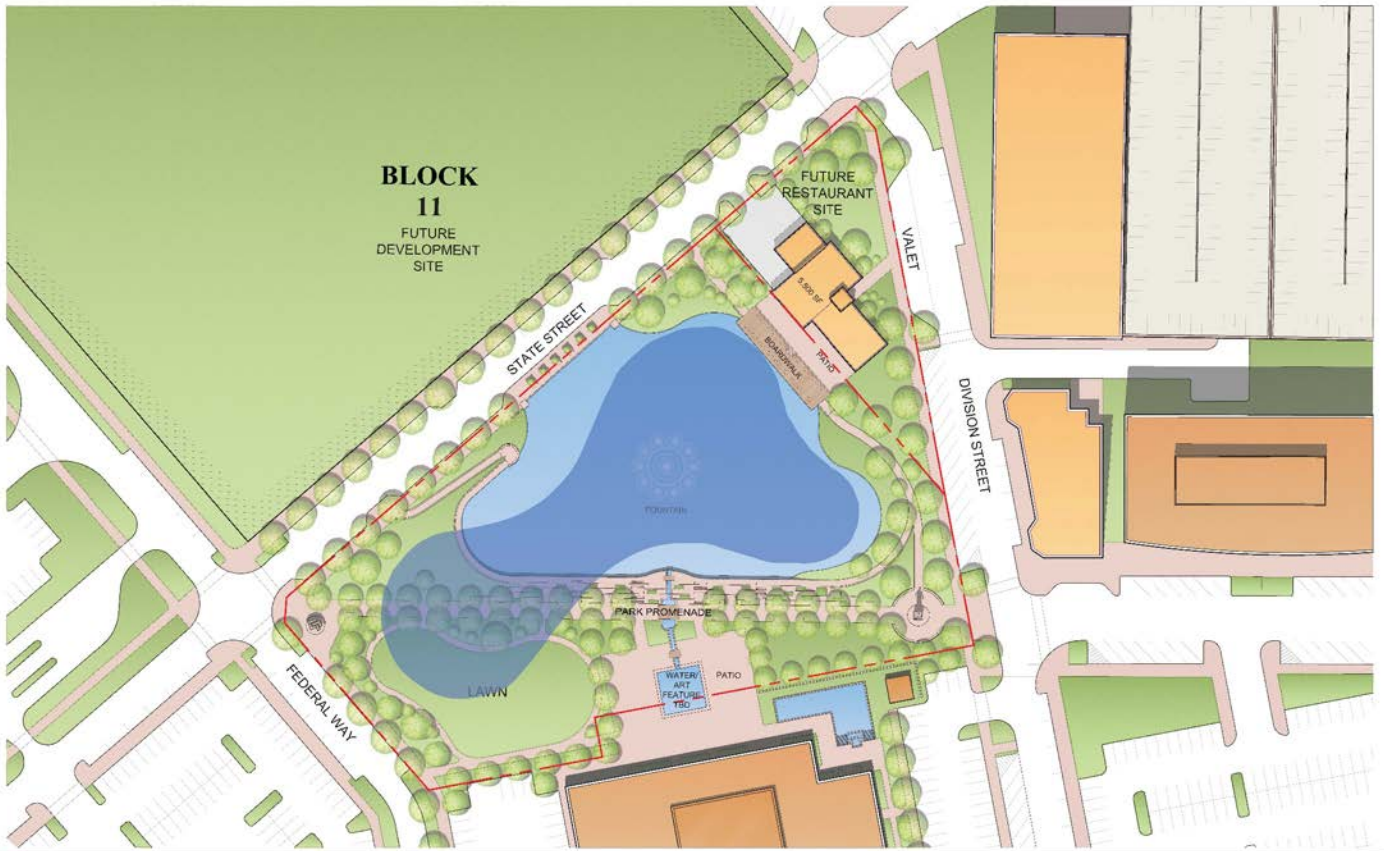
MCPHERSON PARK					
Recommendation	Forced Ranking	Priority Tier	Department Responsible	Strategic Link	VGO
1. Reshape the pond to increase usable park space.		Tier 3	CS	Quality Development, C3	1.5, 1.9, 4.6
2. Consider the addition of a promenade on the east side of the pond between Federal Way and Division Street – a wide walkway framed by a double row of trees, bench seating and ambiance lighting.		Tier 3	CS	Quality Development, C3	
3. Consider the installation of design features at the State Street/Federal Way and the Division Street gateway entries.		Tier 3	CS	Quality Development, C3	
4. Revise/improve the hardscape path that connects around the pond's edge. Consider a seat wall along some or all of the land side of the path and one or more sitting areas at the end of the pond-edge path.		Tier 3	CS	Quality Development, C3	
5. Consider the installation of terraced steps down to the pond to create additional area to gather. Terraces could be all hardscape, all grass, or a mixture to include a series of planted area of varying sizes to break up the hardscape.		Tier 3	CS	Quality Development, C3	



**MCPHERSON PARK**

Recommendation	Forced Ranking	Priority Tier	Department Responsible	Strategic Link	VGO
6. Add a “great lawn” in the area south of the hotel for added gathering and function space. This might include a crushed stone path along the perimeter with some benches along the outer edge of the path. This lawn space would preserve a footprint for a hotel conference center expansion/performing arts space if ever needed.		<b>Tier 3</b>	CS	Quality Development, C3	
7. Connect the promenade to the hotel with an expanded patio area, allowing room for table seating and trees/landscape. Consider installation of a water feature, sculpture, or other installation to center the space.		<b>Tier 3</b>	CS	Quality Development, C3	
8. Consider the installation of a feature fountain to the pond.		<b>Tier 3</b>	CS	Quality Development, C3	
9. Enhance access and parking in and around the park. Add a sidewalk along State Street to provide a direct connection between State Street and Division Street. A mid-block bump-out would provide a viewing area and access into the park from State Street.		<b>Tier 3</b>	CS	Quality Development, C3	

*Note: The future restaurant site shown on the conceptual plan will be considered separately by City Council and is not a part of the Parks, Recreation & Open Space/Community Facilities Master Plan.*



 DAVID M. SCHWARZ ARCHITECTS

**MCPHERSON PARK**  
SOUTHLAKE, TX



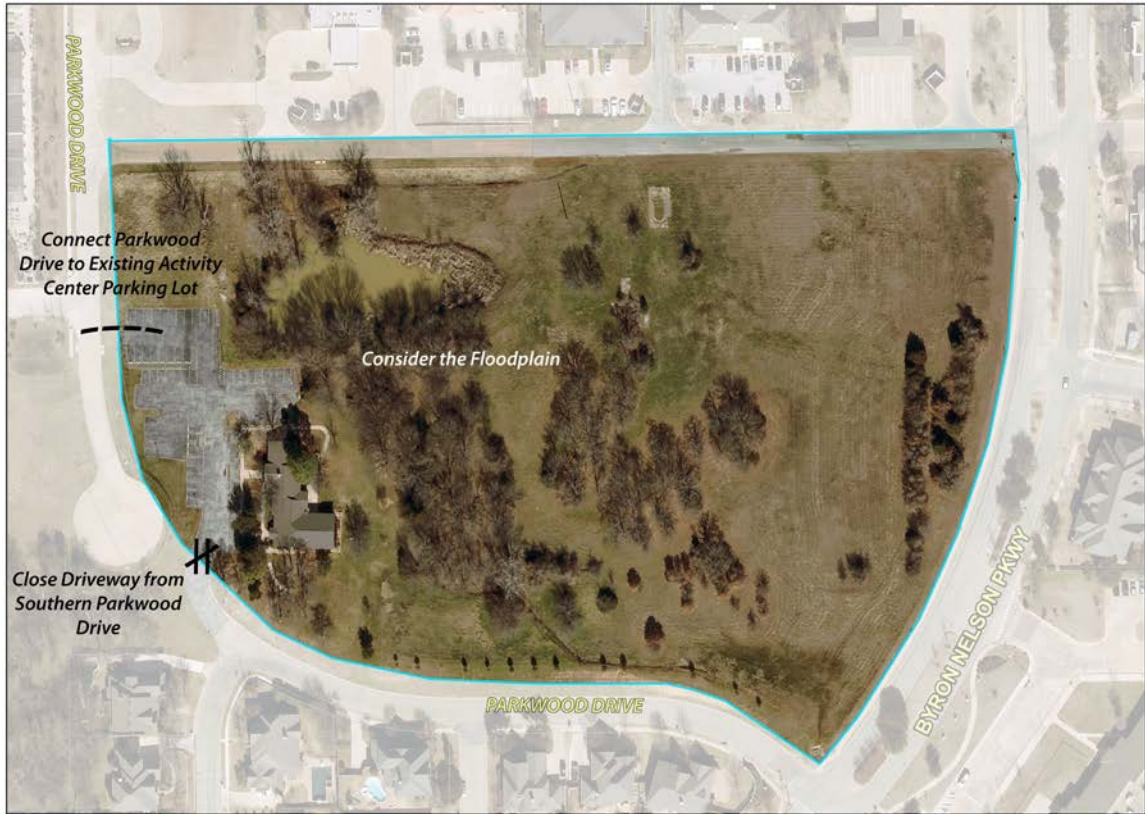
## CITY-WIDE RECOMMENDATIONS/POLICY MATRIX

Park Policy No.	Recommendation	Implementation Metric	Priority Tier	Department Responsible	Strategic Link	VGO
<b>P17</b>	City would be receptive to a skate park owned and operated privately, or developed by the City.	Consider the installation of a skate park if proposed by a private owner and operator, or developed by the City.	<b>Tier 3</b>	CS	Quality Development, C3	4.5
<b>P19</b>	Promote dual frontage on retail and restaurant buildings adjacent to City parks.	Consider working with developers to promote dual frontage on developments adjacent to City parks where appropriate. Include signage designating the park area as City park property.	<b>3</b>	PDS/CS	Quality Development, C3	4.1

PW = Public Works Department

## COMMUNITY FACILITIES RECOMMENDATIONS MATRIX

Community Facility	Recommendation	Priority Tier	Department Responsible	Strategic Link	VGO
<b>Safety Town</b>	<del>Explore opportunities to incorporate a Safety Town at an existing City facility or park.</del>	<b>Tier 3</b>	DPS, CS	<del>Performance Management &amp; Service Delivery</del>	<del>8-1, 8-3, 10-1</del>
<b>Southlake Activities Center</b>	1. Continue to utilize the existing facility (home on site) as a rental and meeting space.	<b>Tier 1</b>	CS	Quality Development, C3	1.5, 1.9, 4.6
<b>Southlake Activities Center</b>	2. The City should retain the property and utilize as open space and a passive park.	<b>Tier 1</b>	CS	Quality Development, C3	
<b>Southlake Activities Center</b>	3. Consider installation of park amenities such as benches, bike racks, etc.	<b>Tier 3</b>	CS	Quality Development, C3	
<b>Southlake Activities Center</b>	4. Consider wayfinding signage if a pedestrian trail is installed.	<b>Tier 3</b>	CS	Quality Development, C3	
<b>Southlake Activities Center</b>	5. Consider connecting Parkwood Drive to the existing Activity Center parking lot from the north, and closing the existing Parkwood Drive entrance from the south.	<b>Tier 3</b>	CS	Quality Development, C3	
<b>Southlake Activities Center</b>	6. Clean-up areas overgrown with non-desirable vegetation (i.e. poison oak) if the property is utilized as a passive park.	<b>Tier 3</b>	CS	Quality Development, C3	



**SOUTHLAKE ACTIVITIES CENTER**  
*Conceptual Master Plan*

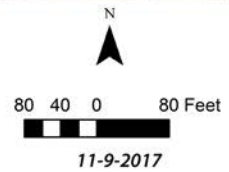


Exhibit "C"

**ORDINANCE NO. 1060-A**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTHLAKE, TEXAS, AMENDING THE ADOPTED SOUTHLAKE 2030 PARKS, RECREATION & OPEN SPACE / COMMUNITY FACILITIES MASTER PLAN TO INCLUDE THE ADDITION OF NEW RECOMMENDATIONS TO THE EXISTING PLAN; TO REMOVE CERTAIN RECOMMENDATIONS FROM THE EXISTING PLAN; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Southlake, Texas is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, Section 11.05 of the Southlake City Charter provides for the adoption and updating of a Comprehensive Master Plan and its components, including the Parks, Recreation, and Open Space Plan (known as the Parks, Recreation & Open Space / Community Facilities Master Plan); and

**WHEREAS**, the Planning and Zoning Commission has forwarded a recommendation that the Parks, Recreation & Open Space / Community Facilities Master Plan be amended as set forth herein below and the City Council having conducted a public hearing on the proposed changes.

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

**SECTION 1**

Pursuant to Section 11.05 of the Southlake City Charter, the Comprehensive Master Plan, of which the Parks, Recreation & Open Space / Community Facilities Master Plan is a component, may be submitted in whole or in part from time to time to the Council for their adoption, accompanied by a

recommendation by the Planning and Zoning Commission, and shall contain a planning consideration for a period of at least ten (10) years. The proposed amendments to the Parks, Recreation & Open Space / Community Facilities Master Plan which include the following and are noted by written description in **Exhibit “A”** and attached hereto and incorporated herein, are hereby approved.

## **SECTION 2**

The different elements of the Comprehensive Master Plan, as adopted and amended by the City Council from time to time, shall be kept on file in the office of the City Secretary of the City of Southlake, along with a copy of the minute order of the Council so adopting or approving same. Any existing element of the Comprehensive Master Plan which has been heretofore adopted by the City Council shall remain in full force and effect until amended by the City Council as provided herein.

## **SECTION 3**

This ordinance shall become effective on the date of approval by the City Council and subject to the City Council motion as indicated on **Exhibit “B”**.

**PASSED AND APPROVED on the 1<sup>st</sup> reading the 6<sup>th</sup> day of February, 2018.**

CITY OF SOUTHLAKE

By:

\_\_\_\_\_  
Laura Hill, Mayor

ATTEST:

\_\_\_\_\_  
Carol Ann Borges – TRMC  
City Secretary

**PASSED AND APPROVED on the 2<sup>nd</sup> reading the 20<sup>th</sup> day of February, 2018.**

CITY OF SOUTHLAKE

By:

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Laura Hill, Mayor

ATTEST:

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Carol Ann Borges – TRMC  
City Secretary

APPROVED AS TO FORM:

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City Attorney  
City of Southlake, Texas

## “EXHIBIT A”

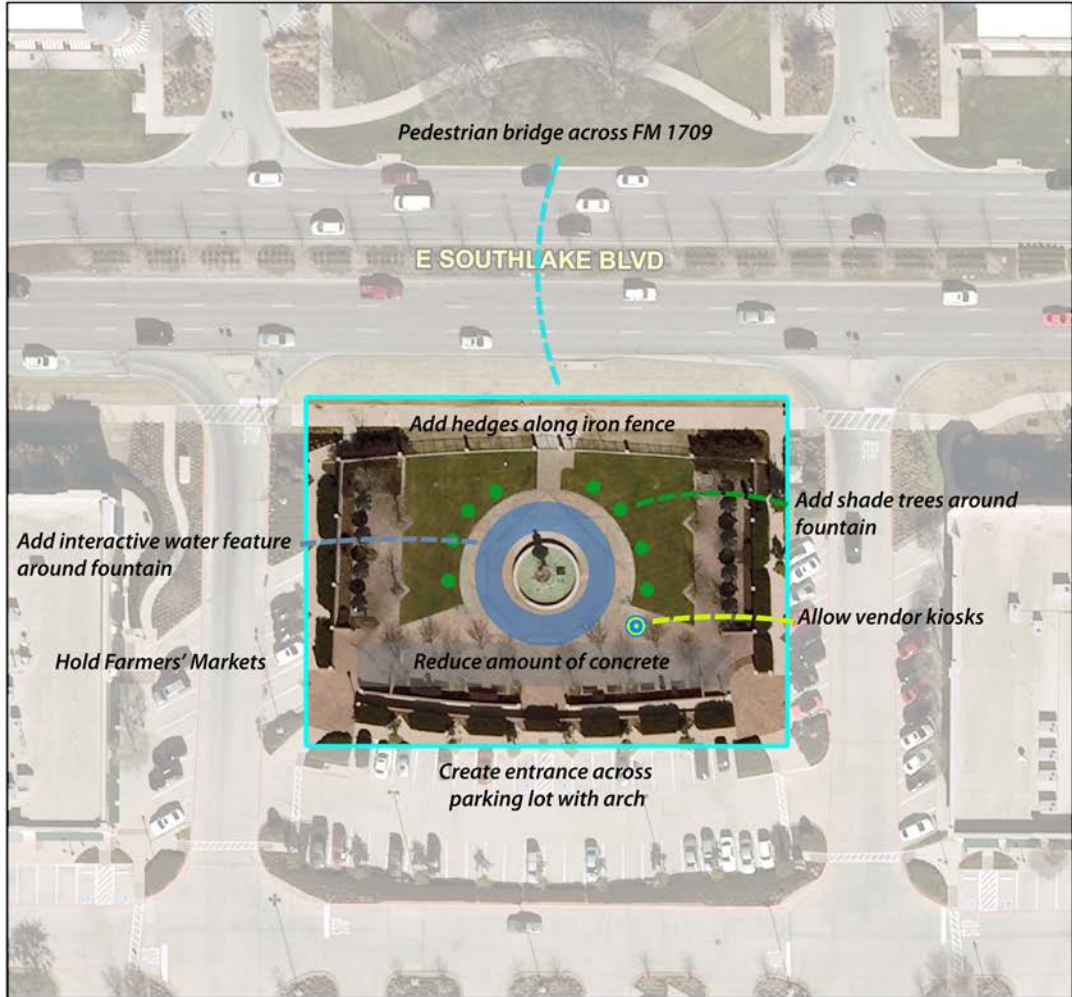
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2. Work with the adjacent property owner (Shops of Southlake) to create new arched central entrance into the park from the south parking area that results in improved accessibility and makes the park area more inviting to the public.		Tier 1	CS	Quality Development, C3	1.5, 1.9, 4.6
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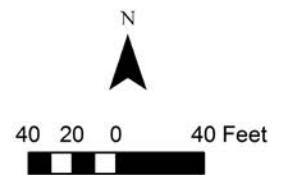
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# CENTRAL PARK

## Conceptual Master Plan

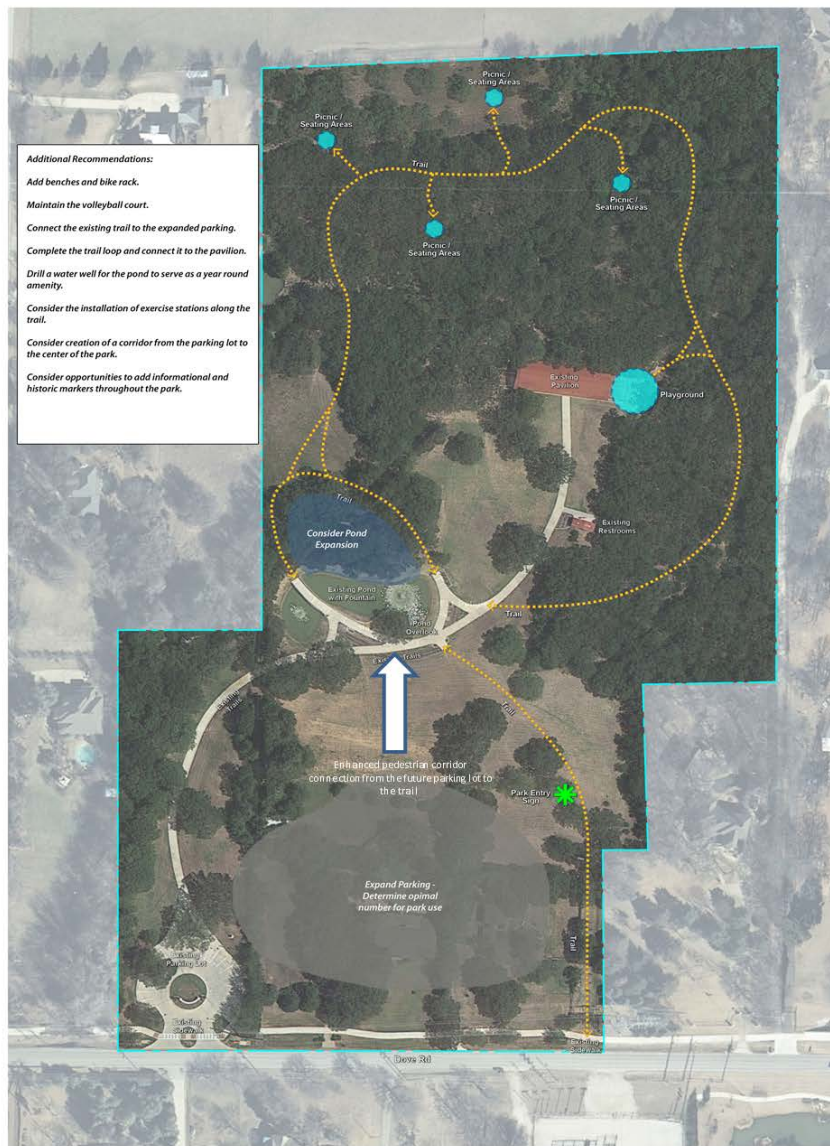


**LIBERTY PARK AT SHELTONWOOD**

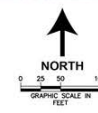
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6. Maintain the volleyball court.		Tier 1	CS	Quality Development, C3	
7. Evaluate and implement the installation of a children's playground within the park. Install a children's playground (small/medium sized) adjacent to the pavilion.	9	Tier 1	CS	Quality Development, C3	
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**LIBERTY PARK AT SHELTONWOOD**

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**LIBERTY PARK AT SHELTONWOOD**  
Conceptual Master Plan



**SOUTHLAKE SPORTS COMPLEX**

Recommendation	Forced Ranking	Priority Tier	Department Responsible	Strategic Link	VGO
18. Consider the development of a skate park in a location that minimizes the impact on adjacent residential properties.		<b>Tier 3</b>	CS	Quality Development, C3	

**TOWN SQUARE PARKS**

Recommendation	Forced Ranking	Priority Tier	Department Responsible	Strategic Link	VGO
1. Consider the redevelopment of McPherson Park as per the conceptual master plan. Any potential partnership related to the redevelopment will be considered by the City Council.		<b>Tier 3</b>	CS	Quality Development, C3	1.5, 1.9, 4.6
2. <del>Consider the addition of monuments or statues at all four corners of Family Park.</del>	*	<b>Tier 3</b>	CS	Quality Development, C3	

*x = Not included in Forced Ranking Activity*

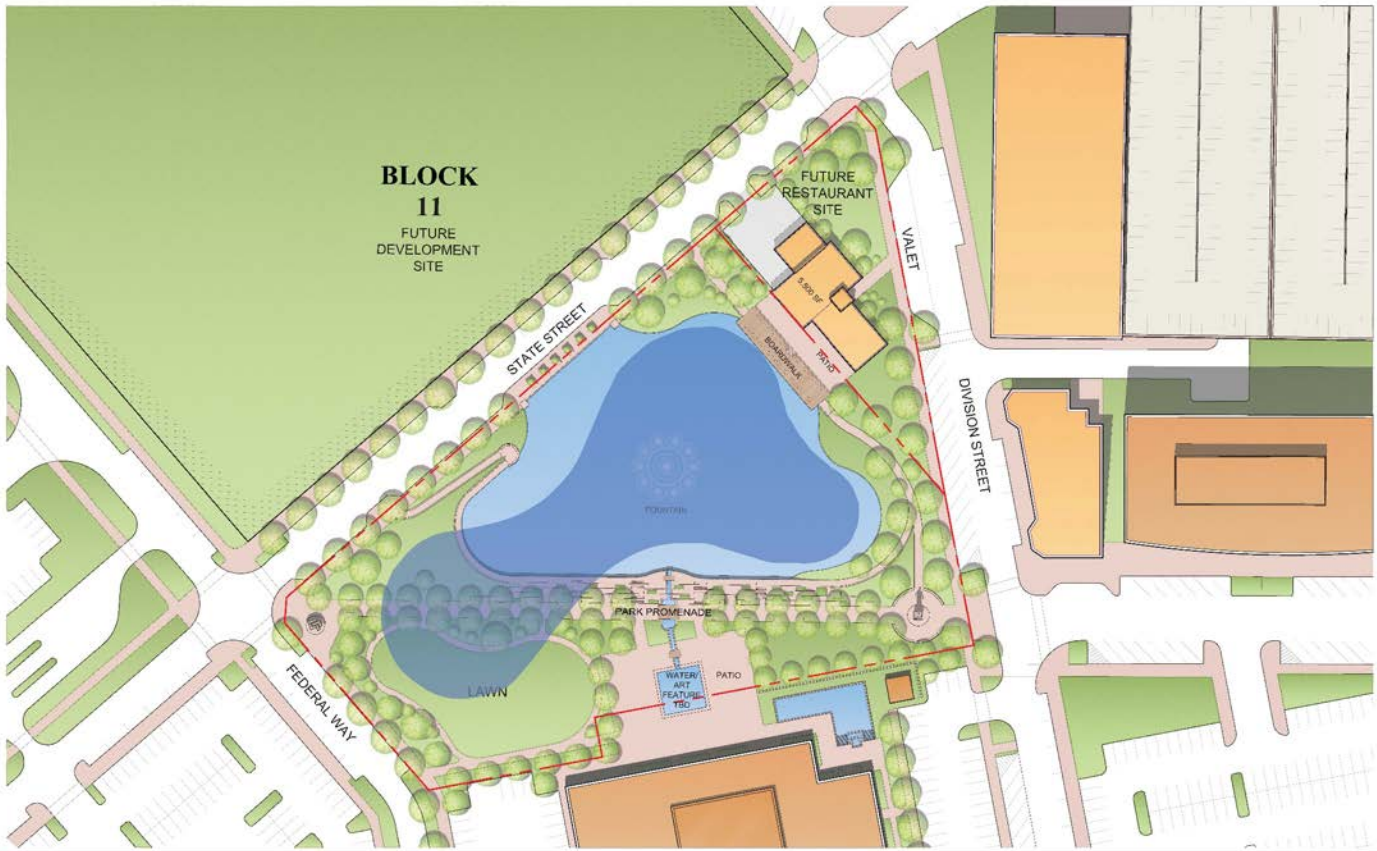
**MCPHERSON PARK**

Recommendation	Forced Ranking	Priority Tier	Department Responsible	Strategic Link	VGO
1. Reshape the pond to increase usable park space.		<b>Tier 3</b>	CS	Quality Development, C3	1.5, 1.9, 4.6
2. Consider the addition of a promenade on the east side of the pond between Federal Way and Division Street – a wide walkway framed by a double row of trees, bench seating and ambiance lighting.		<b>Tier 3</b>	CS	Quality Development, C3	
3. Consider the installation of design features at the State Street/Federal Way and the Division Street gateway entries.		<b>Tier 3</b>	CS	Quality Development, C3	
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5. Consider the installation of terraced steps down to the pond to create additional area to gather. Terraces could be all hardscape, all grass, or a mixture to include a series of planted area of varying sizes to break up the hardscape.		<b>Tier 3</b>	CS	Quality Development, C3	

**MCPHERSON PARK**

Recommendation	Forced Ranking	Priority Tier	Department Responsible	Strategic Link	VGO
6. Add a “great lawn” in the area south of the hotel for added gathering and function space. This might include a crushed stone path along the perimeter with some benches along the outer edge of the path. This lawn space would preserve a footprint for a hotel conference center expansion/performing arts space if ever needed.		<b>Tier 3</b>	CS	Quality Development, C3	
7. Connect the promenade to the hotel with an expanded patio area, allowing room for table seating and trees/landscape. Consider installation of a water feature, sculpture, or other installation to center the space.		<b>Tier 3</b>	CS	Quality Development, C3	
8. Consider the installation of a feature fountain to the pond.		<b>Tier 3</b>	CS	Quality Development, C3	
9. Enhance access and parking in and around the park. Add a sidewalk along State Street to provide a direct connection between State Street and Division Street. A mid-block bump-out would provide a viewing area and access into the park from State Street.		<b>Tier 3</b>	CS	Quality Development, C3	

*Note: The future restaurant site shown on the conceptual plan will be considered separately by City Council and is not a part of the Parks, Recreation & Open Space/Community Facilities Master Plan.*



 DAVID M. SCHWARZ ARCHITECTS

MCPHERSON PARK  
SOUTHLAKE, TX



## CITY-WIDE RECOMMENDATIONS/POLICY MATRIX

Park Policy No.	Recommendation	Implementation Metric	Priority Tier	Department Responsible	Strategic Link	VGO
<b>P17</b>	City would be receptive to a skate park owned and operated privately, or developed by the City.	Consider the installation of a skate park if proposed by a private owner and operator, or developed by the City.	<b>Tier 3</b>	CS	Quality Development, C3	4.5
<b>P19</b>	Promote dual frontage on retail and restaurant buildings adjacent to City parks.	Consider working with developers to promote dual frontage on developments adjacent to City parks where appropriate. Include signage designating the park area as City park property.	<b>3</b>	PDS/CS	Quality Development, C3	4.1

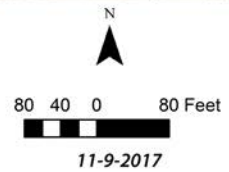
PW = Public Works Department

## COMMUNITY FACILITIES RECOMMENDATIONS MATRIX

Community Facility	Recommendation	Priority Tier	Department Responsible	Strategic Link	VGO
<del><b>Safety Town</b></del>	<del>Explore opportunities to incorporate a Safety Town at an existing City facility or park.</del>	<del><b>Tier 3</b></del>	<del>DPS, CS</del>	<del>Performance Management &amp; Service Delivery</del>	<del>8-1, 8-3, 10-1</del>
<b>Southlake Activities Center</b>	1. Continue to utilize the existing facility (home on site) as a rental and meeting space.	<b>Tier 1</b>	CS	Quality Development, C3	1.5, 1.9, 4.6
<b>Southlake Activities Center</b>	2. The City should retain the property and utilize as open space and a passive park.	<b>Tier 1</b>	CS	Quality Development, C3	
<b>Southlake Activities Center</b>	3. Consider installation of park amenities such as benches, bike racks, etc.	<b>Tier 3</b>	CS	Quality Development, C3	
<b>Southlake Activities Center</b>	4. Consider wayfinding signage if a pedestrian trail is installed.	<b>Tier 3</b>	CS	Quality Development, C3	
<b>Southlake Activities Center</b>	5. Consider connecting Parkwood Drive to the existing Activity Center parking lot from the north, and closing the existing Parkwood Drive entrance from the south.	<b>Tier 3</b>	CS	Quality Development, C3	
<b>Southlake Activities Center</b>	6. Clean-up areas overgrown with non-desirable vegetation (i.e. poison oak) if the property is utilized as a passive park.	<b>Tier 3</b>	CS	Quality Development, C3	



**SOUTHLAKE ACTIVITIES CENTER**  
*Conceptual Master Plan*





**“EXHIBIT B”**

**City Council motion at 1<sup>st</sup> Reading:**

February 6, 2018; Approved on consent (6-0)

**City Council motion at 2<sup>nd</sup> Reading:**

February 20, 2018; Approved subject to the staff report dated February 13, 2018 (7-0)