



**NOTICE AND AGENDA
CITY COUNCIL
TUESDAY, MAY 6, 2025, 7:00 P.M.
REGULAR CITY COUNCIL MEETING**

Notice is hereby given that the City Council of the City of Glenn Heights, Texas, will hold a Regular City Council Meeting on Tuesday, May 6, 2025, beginning at 7:00 P.M., in the City Hall, City Council Chambers, located at 1938-C South Hampton Road, Glenn Heights, Texas, 75154, as prescribed by Vernon's Texas Civil Statutes, Government Code Section §551.041, to consider and possibly take action on the following agenda items. Items do not have to be taken in the same order as shown in this meeting Notice and Agenda.

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this Agenda.

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at <https://www.glennheightstx.gov/129/Agendas-Minutes>.

This City Council Meeting will be live-streamed at <https://www.glennheightstx.gov/229/City-Council-Meeting-Videos>.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

The public is invited to address City Council on any topic. Speakers should complete a Public Comment form and submit it to the City Secretary prior to the beginning of the meeting. The Texas Open Meetings Act prohibits City Council from discussing or taking action on issues not posted on the agenda; however, the Mayor, City Manager or designee may provide specific factual information, recite an existing policy, or schedule a discussion of the issue for possible placement on a future agenda. Speakers are limited to a maximum of three (3) minutes.

PROCLAMATIONS

- Recognition of Rakiyah Wilson, recipient of the Best Southwest Partnership Scholarship and the Mayoral Initiative Scholarship
- International Firefighters' Day, May 4, 2025
- National Teacher Appreciation Week, May 5 - 9, 2025
- National Nurses Week, May 6 - 12, 2025
- National Police Week, May 11 - 17, 2025

- National EMS Week, May 18 - 24, 2025
- National Public Works Week, May 18-24, 2025
- World IBD Day, May 19, 2025

EVENTS

- Sunset Concert Series featuring the DeSoto and Red Oak Independent School District Jazz Ensembles, May 9, 2025, 7:00 P.M., Glenn Heights City Center, 1938 South Hampton Road, Glenn Heights, Texas
- Mayor's Town Hall Meeting, "Let's Taco Bout It", May 13, 2025, 6:30 P.M., Glenn Heights Community Center, 1938-D South Hampton Road, Glenn Heights, Texas
- Teddy Bear Hospital, May 21, 2025, 5:30 P.M., Glenn Heights Fire Station, 1938-B South Hampton Road, Glenn Heights, Texas
- Glenn Heights Connect, May 23, 2025, 5:30 P.M., Hampton Park Neighborhood, Glenn Heights, Texas

CONSENT AGENDA

Consent Agenda items are considered to be routine in nature and may be acted upon in one motion. Any item requiring additional discussion may be withdrawn from the Consent Agenda by the Mayor, a Council Member, or the City Manager, and acted upon separately.

1. Discussion and take action to approve rescheduling the May 20, 2025, Regular City Council Meeting to May 27, 2025, due to the availability constraints of Council Members and City Staff. (Brandi Brown, City Secretary)
2. Replat Case RP-003-25: Discussion and take action to approve a replat request for an 4.26+/- acre tract of land situated at 300 Ovilla Road, Glenn Heights, Texas to create three lots, Lots 7A-7C Block K from the existing tracts. (Parviz Pourazizian, Director of Planning & Development Services)
3. Replat Case RP-002-25: Discussion and take action to approve a replat request for an 15.599+/- acre tract of land being all of Lot 2A-1, Block B and Lot 1A Block B of Bear Creek Plaza Addition, an addition to the City of Glenn Heights, Dallas County, Texas to create four lots 2A-1R, 1A-1R, 2B-1 and 2B-2 Block B from the existing tracts. (Parviz Pourazizian, Director of Planning & Development Services)

AGENDA

1. Discussion and take action to appoint five (5) Zoning Board of Adjustment (ZBA) members and two (2) alternate Zoning Board of Adjustment members. (Parviz Pourazizian, Director of Planning & Development Services)
2. Site Plan SP-03-25: Discussion and take action to approve a Site Plan for Al-Nejmah Neighborhood Market/Grocery Store at 1714 S. Hampton Road, Glenn Heights, Dallas County, Texas. (Parviz Pourazizian, Director of Planning & Development Services)

3. Discussion and take action to approve Ordinance O-07-25, adopting Standards of Care for Youth Programs offered by the Glenn Heights Parks and Recreation Department. (Second Reading) (Barrett Albright, Parks & Recreation Superintendent)
4. Discussion and take action to appoint/reappoint three (3) members to serve on the Citizens Police Advisory Committee to fill the forthcoming vacancies in Place 1, Place 3, and Place 5. (Dr. Glyn Horn Jr., Chief of Police)
5. Discussion and take action to approve Resolution R-13-25, a Resolution of the City Council of the City of Glenn Heights, Texas, approving an Agreement with Infosend, Inc., for data processing, printing and mailing, electronic billing, presentment and payment, and interactive voice response services. (Keith Moore, Deputy City Manager)

EXECUTIVE SESSION

1. The City Council shall convene into Executive Session:
 - A. pursuant to the Government Code, Section 551.072, Real Property; to deliberate the purchase, exchange, lease or value of real property located at S Uhl Road, Glenn Heights, Texas.
2. The City Council shall reconvene into Open Session and take any action arising from Executive Session.

ADJOURNMENT

In accordance with the Americans with Disabilities Act, If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodations, please contact the City Secretary at least 48 hours in advance of the event at 972-223-1690 ext. 125 or email brandi.brown@glennheightstx.gov. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

I, Brandi Brown, City Secretary, do hereby certify that the above Meeting Notice and Agenda was posted in a place convenient to the Public at Glenn Heights City Hall, 1938-C South Hampton Road, Glenn Heights, Texas by 6:00 P.M. on Saturday, May 3, 2025.

Pursuant to Section 551.071 of the Texas Government Code, the City Council reserves the right to consult in closed session with its attorney at any time during the course of this meeting and to receive legal advice regarding any item listed on this agenda.

Brandi Brown, City Secretary

PROCLAMATION



Office of the Mayor • City of Glenn Heights

**Recognition of Rakiyah Wilson
Recipient of the Best Southwest Partnership Scholarship and
the Mayoral Initiative Scholarship**

- WHEREAS,** Rakiyah Wilson has been named the recipient of the Best Southwest Partnership Scholarship and the Mayoral Initiative Scholarship, prestigious honors that recognize not only academic excellence but a deep commitment to leadership, creativity, service, and community empowerment; and
- WHEREAS,** from a young age, Rakiyah demonstrated an extraordinary passion for storytelling, filling notebooks with ideas, imagining entire scenes, and embracing the power of words and imagination, even when creative pursuits and traditional paths did not exist; and
- WHEREAS,** Rakiyah plans to study Radio, Television, and Film at the University of Texas at Austin, with the bold vision to write, direct, and produce powerful stories that reflect real-life experiences – stories rooted in resilience, representation, and truth; and
- WHEREAS,** Rakiyah is currently working on three novels with protagonists who reflect her identity and upbringing, using literature and media not just to entertain, but to educate, challenge, and uplift; and
- WHEREAS,** beyond the arts, Rakiyah has shown a steadfast dedication to mentorship and education, serving as a student teaching assistant, volunteering in local daycares, and advocating for early access to creativity for young children; and
- WHEREAS,** Rakiyah has excelled in leadership roles such as Choir Manager and Vice President, Thespian President, Student Council Historian, and team manager for both Boys Basketball and Lady Eagle Flag Football, reflecting her belief that leadership thrives both on stage and behind the scenes; and
- WHEREAS,** she has also made a remarkable impact as a NXT Generation GEAR UP Student Ambassador, assisting her peers with college applications, scholarship opportunities, and future planning, while also pursuing entrepreneurship through her businesses, The Metanoia Brand and Shimmer Babes Boutique; and
- WHEREAS,** Rakiyah's vision extends beyond personal success – she is committed to creating a mentorship and media program for Black and low-income youth, ensuring future generations are introduced to the arts early and empowered to dream boldly; and
- WHEREAS,** Rakiyah Wilson represents the very best of our community, and is an inspiring example of talent, purpose, and determination, committed to lifting others as she climbs.

NOW, THEREFORE, I, Sonja A. Brown, Mayor of the City of Glenn Heights, Texas, do hereby recognize and celebrate Rakiyah Wilson, Recipient of the Best Southwest Partnership Scholarship and the Mayoral Initiative Scholarship. I urge all citizens to join me in congratulating her for her achievements and her unwavering commitment to creativity, education, and service. Her story is a testament to the power of vision, leadership, and making space for those yet to come.

IN WITNESS WHEREOF, I have hereunto set my hand this sixth day of May in the year of our Lord two thousand twenty-five.

Sonja A. Brown, Mayor
Glenn Heights, Dallas County, Texas

PROCLAMATION



Office of the Mayor • City of Glenn Heights

International Firefighters' Day May 4, 2025

- WHEREAS,** International Firefighters' Day is observed annually on May 4th to honor the dedication, bravery, and unwavering service of firefighters around the world who risk their lives to protect our communities, property, and natural resources; and
- WHEREAS,** firefighters are first responders who demonstrate exceptional courage and selflessness, often running toward danger to save lives and provide critical assistance in times of emergency, disaster, and crisis; and
- WHEREAS,** we recognize the physical, mental, and emotional demands placed upon firefighters and express our deepest gratitude for their resilience, professionalism, and commitment to public safety; and
- WHEREAS,** International Firefighters' Day provides an opportunity to remember those who have made the ultimate sacrifice in the line of duty, and to honor their legacy by acknowledging the ongoing service of those who continue to protect and serve; and
- WHEREAS,** the firefighters of the City of Glenn Heights exemplify integrity, heroism, and compassion, responding to calls with unwavering dedication and serving as trusted guardians of our neighborhoods; and
- WHEREAS,** it is fitting and proper that we join communities across the globe in recognizing and thanking our firefighters for their tremendous contributions to the safety and well-being of society.

NOW, THEREFORE, I, Sonja A. Brown, Mayor of the City of Glenn Heights, Texas, do hereby recognize May 4, 2025, as **International Firefighters' Day**. I encourage all residents to express their appreciation for the men and women who serve as firefighters. Let us honor their courage, remember their sacrifices, and commit to supporting them in their mission to protect our community.

At this time, the Glenn Heights Fire Department will have a siren Sound Off for 30 seconds, followed by 30 seconds of silence in memory of, and respect for, all firefighters who have been lost in the line of duty or passed on before us.

IN WITNESS WHEREOF, I have hereunto set my hand this sixth day of May in the year of our Lord two thousand twenty-five.

Sonja A. Brown, Mayor
Glenn Heights, Dallas County, Texas

PROCLAMATION



Office of the Mayor ▪ City of Glenn Heights

National Teacher Appreciation Week
May 5-9, 2025

- WHEREAS,** National Teacher Appreciation Week is observed from May 5 through May 9, 2025, as a time to honor and celebrate the contributions of teachers across the nation who dedicate their lives to educating and inspiring our youth; and
- WHEREAS,** teachers play a critical role in shaping the minds and futures of students by fostering academic achievement, character development, creativity, and a lifelong love of learning; and
- WHEREAS,** educators work tirelessly, often beyond the classroom, providing mentorship, guidance, and support to students, while adapting to new challenges and embracing innovation to meet the diverse needs of every learner; and
- WHEREAS,** the strength of our community, our economy, and our future depends on the quality of education provided to our students, and teachers are the cornerstone of that success; and
- WHEREAS,** during National Teacher Appreciation Week, we recognize and express our deepest gratitude to the teachers of DeSoto and Red Oak Independent School Districts, for their dedication, perseverance, and the immeasurable impact they have on the lives of children and families; and
- WHEREAS,** it is fitting to celebrate our educators and acknowledge their efforts in nurturing the next generation of leaders, thinkers, and citizens.

NOW, THEREFORE, I, Sonja A. Brown, Mayor of the City of Glenn Heights, Texas, do hereby recognize May 5-9, 2025, as **National Teacher Appreciation Week**, and today, May 6, 2025, as **Teacher Appreciation Day** in the City of Glenn Heights. I encourage all citizens to join in recognizing and thanking the teachers who work each day to educate, empower, and uplift the students in our community.

IN WITNESS WHEREOF, I have hereunto set my hand this sixth day of May in the year of our Lord two thousand twenty-five.

Sonja A. Brown, Mayor
Glenn Heights, Dallas County, Texas

PROCLAMATION



Office of the Mayor • City of Glenn Heights

National Nurses Week
May 6-12, 2025

- WHEREAS,** National Nurses Week is celebrated annually from May 6th through May 12th to honor the invaluable contributions of nurses and to commemorate the birthday of Florence Nightingale, the founder of modern nursing; and
- WHEREAS,** nurses serve as the backbone of our healthcare system, providing compassionate, high-quality care in hospitals, clinics, schools, long-term care facilities, homes, and community settings; and
- WHEREAS,** the theme of National Nurses Week 2025 recognizes the strength, commitment, and leadership of nurses who consistently go above and beyond to care for patients and support public health; and
- WHEREAS,** throughout history and especially in times of crisis, nurses have demonstrated resilience, bravery, and professionalism – often placing the needs of others before their own to save lives and bring comfort; and
- WHEREAS,** we especially recognize the nurses who reside in our City, as they are essential to the health and well-being of our residents, working with integrity, empathy, and expertise to improve outcomes and strengthen our community; and
- WHEREAS,** it is both fitting and necessary to express our heartfelt gratitude and respect to nurses for the critical role they play in our healthcare system and in the lives of patients and families every day.

NOW, THEREFORE, I, Sonja A. Brown, Mayor of the City of Glenn Heights, Texas, along with the American Nurses Association, recognizes May 6-12, 2025, as **National Nurses Week** in the City of Glenn Heights, and encourage all residents to recognize and celebrate the vital work of nurses, whose care and dedication make a lasting difference in our community and beyond.

IN WITNESS WHEREOF, I have hereunto set my hand this sixth day of May in the year of our Lord two thousand twenty-five.

Sonja A. Brown, Mayor
Glenn Heights, Dallas County, Texas

PROCLAMATION



Office of the Mayor ▪ City of Glenn Heights

National Police Week May 11-17, 2025

WHEREAS, National Police Week is observed from May 11-17, 2025, as a time to honor the brave men and women who serve in law enforcement and to remember those who have made the ultimate sacrifice in the line of duty; and

WHEREAS, law enforcement officers put their lives on the line each day to safeguard our homes, schools, workplaces, and roadways, demonstrating courage, integrity, and an unwavering commitment to public safety; and

WHEREAS, these dedicated public servants uphold the rule of law and serve as protectors of our communities, responding to emergencies, preventing crime, and building positive relationships with residents; and

WHEREAS, National Police Week was established by a joint resolution of Congress in 1962 and signed into law by President John F. Kennedy to pay tribute to fallen officers and express the nation's enduring respect and appreciation for the law enforcement profession; and

WHEREAS, the City of [Insert City Name] is proud to recognize the service and sacrifice of our local police officers, whose tireless efforts make our city a safer and stronger place to live, work, and raise families; and

WHEREAS, it is important to acknowledge the challenges law enforcement officers face and to support efforts that promote officer wellness, professional development, and positive community engagement.

NOW, THEREFORE, I, Sonja A. Brown, Mayor of the City of Glenn Heights, Texas, do hereby recognize May 11-17, 2025, as **National Police Week** in the City of Glenn Heights. I call upon all residents to recognize the valor, service, and dedication of our law enforcement professionals, and to honor the memory of those who gave their lives in the line of duty.

IN WITNESS WHEREOF, I have hereunto set my hand this sixth day of May in the year of our Lord two thousand twenty-five.

Sonja A. Brown, Mayor
Glenn Heights, Dallas County, Texas

PROCLAMATION



Office of the Mayor • City of Glenn Heights

National EMS Week May 18 - 24, 2025

- WHEREAS,** National Emergency Medical Services (EMS) Week is observed from May 18 - 24, 2025, to honor the dedication and service of EMS professionals who provide life-saving care to those in need, often under challenging and high-pressure conditions; and
- WHEREAS,** EMS personnel, including paramedics, emergency medical technicians (EMTs), dispatchers, and support staff, are vital members of our healthcare and public safety systems, responding to emergencies with skill, speed, and compassion; and
- WHEREAS,** the theme for National EMS Week 2025, "Honoring Our Past. Forging Our Future," celebrates the accomplishments of EMS providers throughout history and highlights their evolving role in strengthening community health and emergency response; and
- WHEREAS,** EMS teams serve as a critical link between emergency scenes and healthcare facilities, playing an essential role in improving patient outcomes and saving countless lives each year; and
- WHEREAS,** the City of [Insert City Name] is proud to recognize and express sincere gratitude to the EMS professionals who serve our residents with dedication, professionalism, and courage, often placing the needs of others above their own; and
- WHEREAS,** it is fitting that we take this opportunity to acknowledge the training, teamwork, and sacrifices required to fulfill the duties of EMS personnel and to support the continued growth and advancement of the EMS field.
- NOW, THEREFORE, I, Sonja A. Brown,** Mayor of the City of Glenn Heights, Texas, recognizes May 18 - 24, 2025, as **National EMS Week** in the City of Glenn Heights, and encourage all citizens to join in recognizing and honoring our EMS professionals for their service, sacrifice, and dedication to the health and safety of our community.
- IN WITNESS WHEREOF,** I have hereunto set my hand this sixth day of May in the year of our Lord two thousand twenty-five.

Sonja A. Brown, Mayor
Glenn Heights, Dallas County, Texas

PROCLAMATION



Office of the Mayor • City of Glenn Heights

National Public Works Week May 18-24, 2025

- WHEREAS,** National Public Works Week is observed annually during the third full week of May in 2025, from May 18–May 24, to recognize the essential services provided by public works professionals and the impact they have on our communities every day; and
- WHEREAS,** public works professionals focus on infrastructure, facilities, and services that are vital to sustainable and resilient communities, including water, wastewater, streets, public buildings, parks, solid waste, and emergency management systems; and
- WHEREAS,** this year’s theme, “Advancing Quality of Life for All,” highlights the dedication of public works employees who plan, build, manage, and maintain the infrastructure that supports our day-to-day lives and economic vitality; and
- WHEREAS,** the contributions of public works personnel often go unnoticed but are essential to public health, safety, environmental sustainability, and the overall quality of life enjoyed by residents of the City of Glenn Heights; and
- WHEREAS,** the City of Glenn Heights is proud to recognize the efforts and achievements of its Public Works Department and all who work to improve and maintain the physical framework of our community; and
- WHEREAS,** it is appropriate to honor these hardworking professionals, engineers, and technicians and to raise public awareness of the importance of public works in our society.

NOW, THEREFORE, I, Sonja A. Brown, Mayor of the City of Glenn Heights, Texas, do hereby recognize May 18-24, 2025, as **National Public Works Week** in the City of Glenn Heights. I call upon all residents to join me in recognizing the tireless efforts and vital contributions of our public works professionals who serve our community with excellence and dedication.

IN WITNESS WHEREOF, I have hereunto set my hand this sixth day of May in the year of our Lord two thousand twenty-five.

Sonja A. Brown, Mayor
Glenn Heights, Dallas County, Texas

PROCLAMATION



Office of the Mayor • City of Glenn Heights

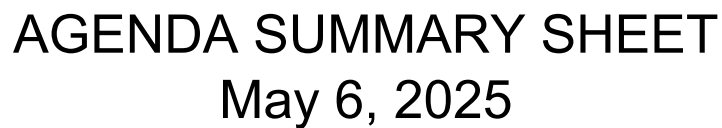
**World IBD Day
May 19, 2025**

- WHEREAS,** World IBD Day is observed annually on May 19th to raise awareness about Inflammatory Bowel Disease (IBD), which includes Crohn's disease and ulcerative colitis – chronic conditions that affect millions of people worldwide; and
- WHEREAS,** IBD is a debilitating disease that causes inflammation of the digestive tract, leading to severe pain, fatigue, and a significant impact on the quality of life for patients and their families; and
- WHEREAS,** more than 10 million people across the globe live with IBD, and while there is currently no known cure, continued research, advocacy, and education are essential to improving treatment options and ultimately finding a cure; and
- WHEREAS,** World IBD Day unites patients, healthcare providers, researchers, and advocates to shine a light on the physical, emotional, and financial challenges associated with living with IBD and to support those affected by this invisible illness; and
- WHEREAS,** the City of Glenn Heights joins cities, countries, and organizations around the world in displaying solidarity with the global IBD community by participating in awareness campaigns and illuminating landmarks in purple - the official color of IBD awareness; and
- WHEREAS,** increased public awareness and education are vital to eliminating stigma, encouraging early diagnosis, promoting access to care, and advancing research efforts.

NOW, THEREFORE, I, Sonja A. Brown, Mayor of the City of Glenn Heights, Texas, do hereby recognize May 19, 2025, as **World IBD Day** in the City of Glenn Heights, and urge all citizens to learn more about Inflammatory Bowel Disease, support those affected by it, and join in efforts to promote research, awareness, and hope for a cure.

IN WITNESS WHEREOF, I have hereunto set my hand this sixth day of May in the year of our Lord two thousand twenty-five.

Sonja A. Brown, Mayor
Glenn Heights, Dallas County, Texas



Discussion and take action to approve rescheduling the May 20, 2025, Regular City Council Meeting to May 27, 2025, due to the availability constraints of Council Members and City Staff. (Brandi Brown, City Secretary)

[illegible]



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: May 6, 2025

SUBJECT

This Agenda Item will allow City Council to reschedule the May 20, 2025, Regular City Council Meeting to May 27, 2025.

DISCUSSION / BACKGROUND

Due to Council Members and Staff attending a conference, the Council Meeting originally scheduled for May 20, 2025, should be rescheduled to May 27, 2025. This adjustment is necessary to ensure full participation and effective discussion on Agenda Items.

PRIOR COUNCIL OR BOARD ACTION

Not applicable.

PUBLIC CONTACT

Public Notices related to the rescheduled meeting will be posted on the City Council's official bulletin board and on the City of Glenn Heights' website.

FINANCIAL IMPACT

Not applicable.

RECOMMENDATION / ALTERNATIVES

Staff recommends rescheduling the May 20, 2025, Regular City Council Meeting to May 27, 2025.

ATTACHMENTS

PREPARED BY

Brandi Brown, City Secretary

REVIEWED BY

AGENDA SUMMARY SHEET

May 6, 2025

CONSENT AGENDA, ITEM 2

Replat Case RP-003-25: Discussion and take action to approve a replat request for an 4.26+/- acre tract of land situated at 300 Ovilla Road, Glenn Heights, Texas to create three lots, Lots 7A-7C Block K from the existing tracts. (Parviz Pourazizian, Director of Planning & Development Services)

Motion	
Second	
For	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Against	Brown, Benford, Mosley, Garrett, Bruton, Hale, and Lightfoot
Abstain	
Approve/ Deny/ Table	

[illegible]



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: May 6, 2025

SUBJECT

Replat Case RP-003-25: Discussion and take action to approve a replat request for an 4.26+/- acre tract of land situated in the Michael McDermont Survey, Abstract Number 743, in the City of Glenn Heights, Ellis County, Texas, being a portion of Lot 7 and Lot 9, Block K, Hollywood Addition Phase II, an addition to the City of Glenn Heights, Ellis County, Texas according to the Instrument thereof recorded in County Clerk Instrument Number 2224204 and Cabinet B, Page 27 of the Official Public Records, Ellis County, Texas to create three lots, Lots 7A-7C Block K from the existing tracts, also commonly known as 300 Ovilla RD, Glenn Heights Texas.

DISCUSSION / BACKGROUND

This area is to be developed for a multi-tenant strip center. The plan is to build three buildings, totaling 31,000 square feet. Each building will be constructed on a separate lot. The purpose of this plat is to create three lots.

PRIOR COUNCIL OR BOARD ACTION

City Council previously approved the SUP and site plan for this site.

PUBLIC CONTACT

Not applicable.

FINANCIAL IMPACT

Not applicable.

RECOMMENDATION / ALTERNATIVES

Staff recommends approval of the Replat.

ATTACHMENTS

1. Presentation - Foxtrot Replat
2. Foxtrot Plat

PREPARED BY

Parviz Pourazizian, Director of Planning and Development Services

REVIEWED BY

Brandi Brown, City Secretary

FOXTROT REPLAT



PARVIZ POURAZIZIAN
DIRECTOR OF PLANNING & DEVELOPMENT SERVICES
APRIL 28, 2025

REPLAT



Discuss and take action to approve a replat request for an 4.26+/- acre tract of land situated in the Michael McDermont Survey, Abstract Number 743, in the City of Glenn Heights, Ellis County, Texas, being a portion of Lot7 and Lot 9, Block K, Hollywood Addition Phase II, an addition to the City of Glenn Heights, Ellis County, Texas according to the Instrument thereof recorded in County Clerk Instrument Number 2224204 and Cabinet B, Page 27 of the Official Public Records, Ellis County, Texas to create three lots, Lots 7A-7C Block K from the existing tracts.

REPLAT



Applicant: Raja Raheel Khanzada

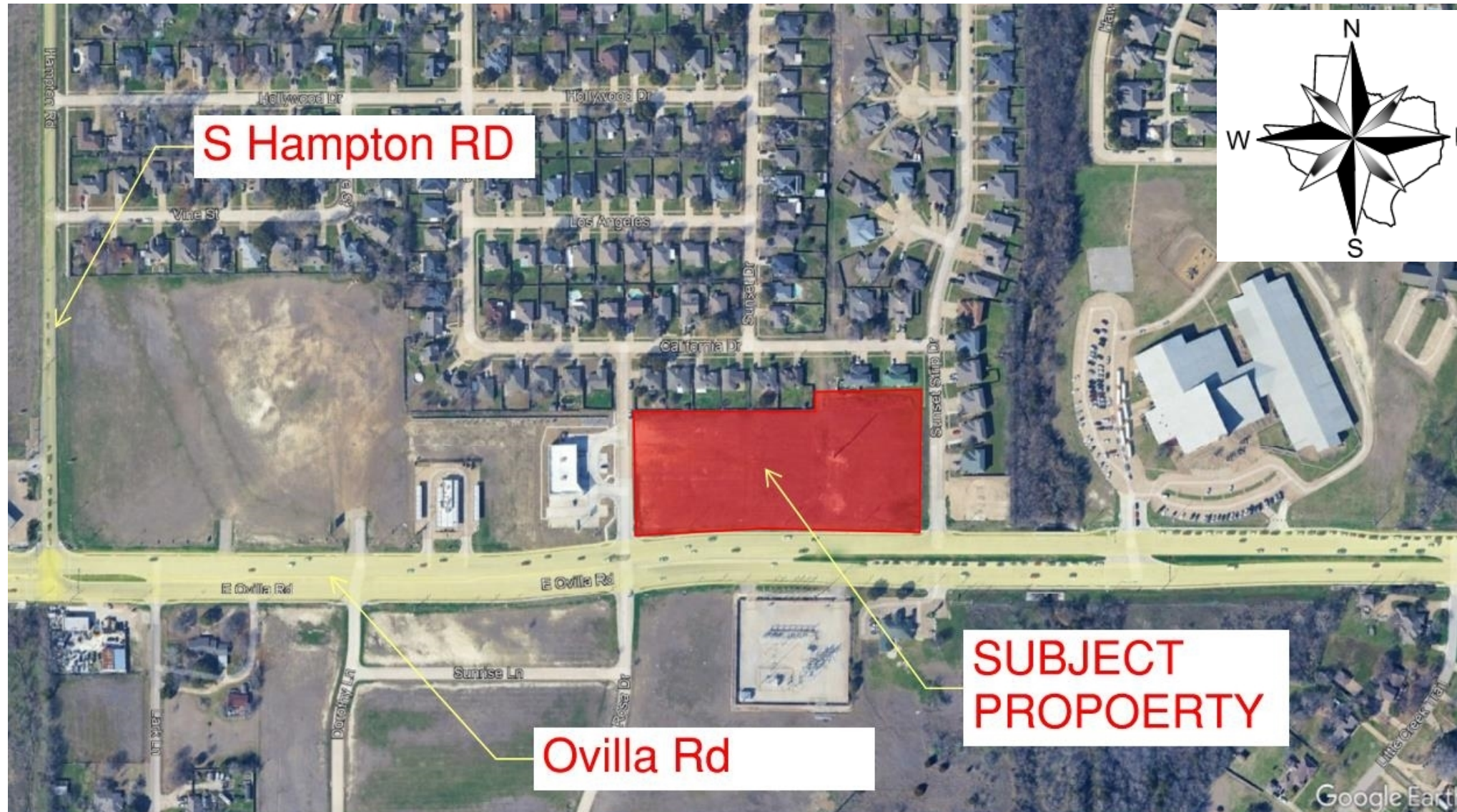
Location: 300 E Ovilla Rd (NE corner of Ovilla Rd @ Santa Rosa)

Request: Replat

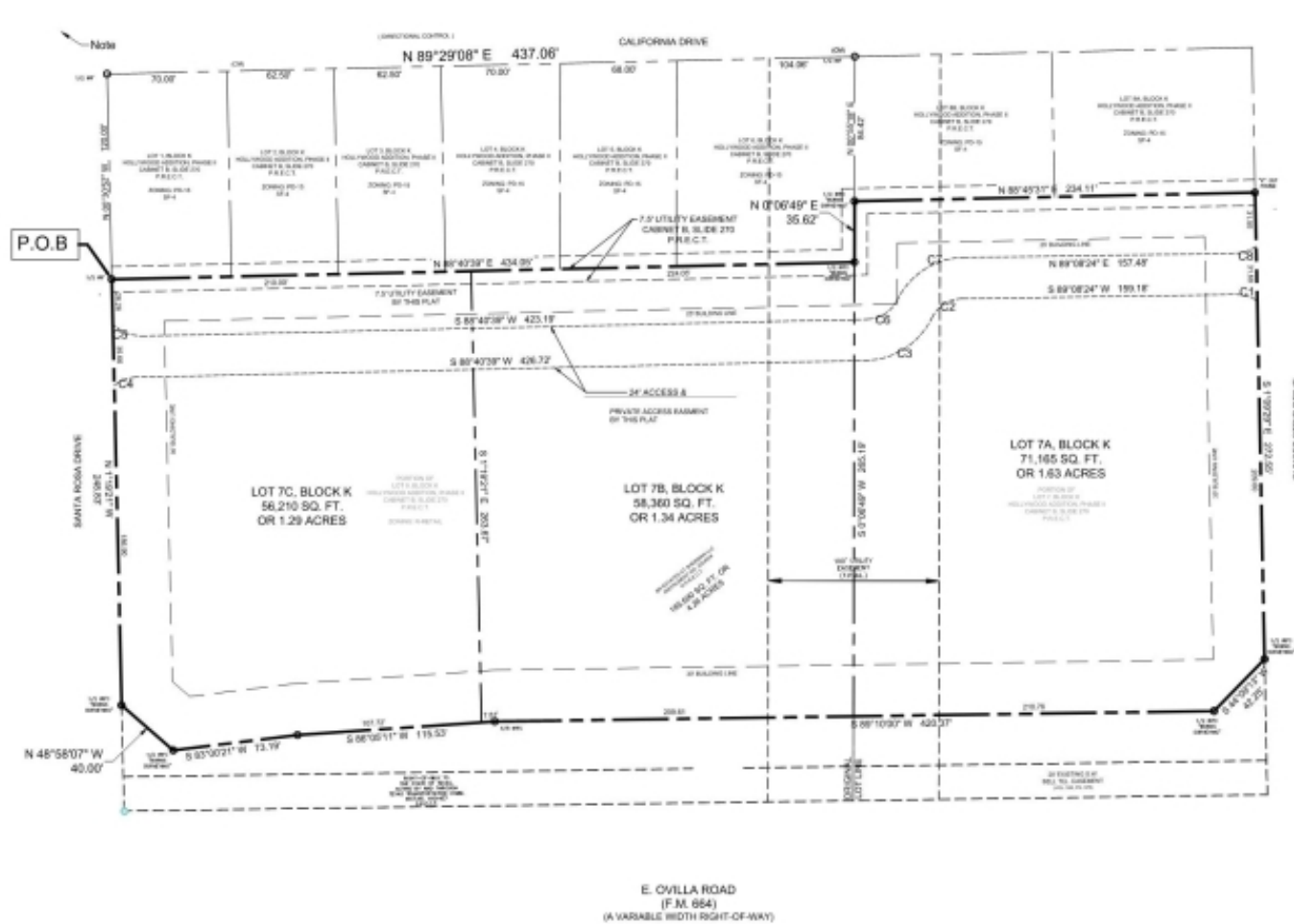
Acres: 4.26+/- Ac.

Zone: Retail "R"

AERIAL VIEW



REPLAT



PARCEL CURVE TABLE					
CURVE #	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
C1	31°57'21"	25.00'	13.94'	N74°52'55"W	13.76'
C2	63°17'46"	20.00'	22.06'	S57°29'31"W	20.99'
C3	62°50'51"	44.00'	48.25'	S57°15'38"W	45.67'
C4	35°17'09"	22.16'	13.65'	S69°25'30"W	13.43'
C5	44°42'59"	25.00'	19.51'	S68°57'52"E	19.62'
C6	62°49'21"	20.00'	21.89'	N57°15'59"E	20.85'
C7	63°17'06"	44.00'	48.60'	N57°29'51"E	46.17'
C8	32°22'57"	25.00'	14.13'	N72°56'40"E	13.94'

RECOMMENDATION



- Staff recommends approval of the replat.

QUESTIONS



COMMENTS

OWNERS'S CERTIFICATE

STATE OF TEXAS ~
COUNTY OF ELLIS ~

WHEREAS BR Estates at Sherman LLC is the sole owner of a 4.26 acre tract of land in the City of Glenn Heights, Ellis County, Texas, being a portion of Lot 7, Block K, Hollywood Addition, Phase II, an addition to the City of Glenn Heights, Ellis County, Texas, according to the plat thereof recorded in Cabinet B, Page 270, Official Public Records, Ellis County, Texas, being all of that certain 4.26 acre tract of land conveyed to BR Estates at Sherman LLC by Special Warranty Deed with Vender's Lien as recorded in Instrument No. 2224204, Official Public Records, Ellis County, Texas, and being more particularly described as follows:

BEGINNING at a 1/2 inch iron rod found for corner at the northwest corner of said Lot 9, Block K, said point being the southwest corner of Lot 1, Block K, Hollywood Addition, Phase II, an addition to the City of Glenn Heights, Ellis County, Texas, according to the plat thereof recorded in Cabinet B, Page 270, Official Public Records, Ellis County, Texas, same point being in the east right-of-way line of Santa Rosa Drive (a public right-of-way), said point being the northwest corner of said 4.26 acre tract of land being described;

THENCE N 88 degrees 40 minutes 39 seconds W, departing the east line of said Santa Rosa Drive and along the common line of said Lot 9 and said Block K, a distance of 434.05 feet to a 1/2 inch iron rod found with cap stamped "Burns Surveying" for corner, said point being the southeast corner of Lot 6, Block K, Hollywood Addition, Phase II, an addition to the City of Glenn Heights, Ellis County, Texas, according to the plat thereof recorded in Cabinet B, Page 270, Official Public Records, Ellis County, Texas, same point being in the west line of said Lot 7, Block K;

THENCE N 00 degrees 06 minutes 49 seconds E, along the common line of said Lot 6, Block K and said Lot 7, Block K, a distance of 35.62 feet to a 1/2 inch iron rod found with cap stamped "Burns Surveying" for corner, said point being the southwest corner of said Lot 8, Block K, Hollywood Addition, Phase II, an addition to the City of Glenn Heights, Ellis County, Texas, according to the plat thereof recorded in Cabinet B, Page 270, Official Public Records, Ellis County, Texas, same point being the northwest corner of said Lot 7, Block K;

THENCE N 88 degrees 45 minutes 31 seconds E, along the common line of said Lot 7, Block K and said Lot 8, Block K, a distance of 234.11 feet to a 1/2 inch iron rod found with cap stamped "Burns Surveying" for corner, said point being the southeast corner of said Lot 8, Block K, same point being the northeast corner of said Lot 7, Block K, said point being in the west line of Sunset Strip Drive (a public right-of-way);

THENCE S 01 degrees 09 minutes 29 seconds E, along the west line of said Sunset Strip Drive, a distance of 272.55 feet to a 1/2 inch iron rod found with cap stamped "Burns Surveying" for corner, said point being the northeast corner of of that certain tract of land conveyed to the State of Texas by deed as recorded in Instrument No. 1601457, Official Public Records, Ellis County, Texas, same point being at the intersection of the west line of said Sunset Strip Drive and the north right-of-way line of said E. Ovilla Road (F.M. 664);

THENCE S 44 degrees 09 minutes 13 seconds W, along the north line of said E. Ovilla Road (F.M. 664), a distance of 42.25 feet to a 1/2 inch iron rod found with cap stamped "Burns Surveying" for corner;

THENCE S 89 degrees 10 minutes 10 seconds W, continuing along the north line of said E. Ovilla Road (F.M. 664) , a distance of 420.37 feet to a 1/2 inch iron rod found with cap stamped "Burns Surveying" for corner;

THENCE S 86 degrees 05 minutes 11 seconds W, continuing along the north line of said E. Ovilla Road (F.M. 664) , a distance of 115.53 feet to a 1/2 inch iron rod found with cap stamped "Burns Surveying" for corner;

THENCE S 83 degrees 00 minutes 21 seconds W, continuing along the north line of said E. Ovilla Road (F.M. 664) , a distance of 73.19 feet to a 1/2 inch iron rod found with cap stamped "Burns Surveying" for corner;

THENCE N 48 degrees 58 minutes 07 seconds W, continuing along the north line of said E. Ovilla Road (F.M. 664) , a distance of 40.00 feet to a 1/2 inch iron rod found with cap stamped "Burns Surveying" for corner, said point being the northwest corner of said State of Texas tract, same point being at the intersection of the north line of said Ovilla Road (F.M. 664) and the east line of said east line of said Santa Rosa Drive;

THENCE N 01degrees 19 minutes 21 seconds W, along the east line of said Santa Rosa Drive, a distance of 248.83 feet to the POINT of BEGINNING and containing 185,690 square feet and 4.26 acre of computed land.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That BR Estates at Sherman LLC acting by and through its duly authorized agents, do hereby adopt this plat, designating the herein described property as, **FOXTROT RETAIL** , an addition to the City of Glenn Heights, Ellis County, Texas, and does hereby dedicate to the public all easements and streets shown hereon.

WITNESS, my hand at Glenn Heights Texas, this the ____ day of _____, 2024.

BR Estates at Sherman LLC

By: _____
RAGHU RAJ REDDY BUCHANNAGARI

STATE OF TEXAS }
COUNTY OF DALLAS }

Before me, the undersigned, a Notary Public in and for the County and State on this day personally appeared RAGHU RAJ REDDY BUCHANNAGARI, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the ____ of _____, 2024.

Notary Public, State of Texas

NOTES:

- 1) Selling a portion of any lot in this addition by metes and bounds is prohibited.
- 2) The detention pond shown hereon shall be maintained by the property owners
- 3) The basis of bearings for this survey is the Texas State Plane Coordinate System Grid, North Central Zone (4202), North American Datum 1983(2011)
- 4) Waiver of Claim for Damages - The Owner and the Developer release the City of Glenn Heights from any and all claims, damages, obligations, or lia-bilities by the establishment of grades, or the alteration of the surface of any portion of the existing streets and al-leys, to conform the grades established in this plat.
- 5) Common Areas - All Common Area Tracts will be owned and maintained by the Homeowner's Association.
- 6) Planned Development - Said Plat shall be subject to all requirements as established by Ordinance
- 7) Private Fire Lane easement is to be maintained by the property owners and not the City of Glenn Heights.

I, Larry Turman, a Registered Professional Land Surveyor, do hereby certify that I prepared this Plat from an actual and accurate survey of the land and that the corner monuments shown thereon shall be properly placed, under my personal supervision, in accordance with the Development Code regulations of the City of Glenn Heights, Texas.

Dated this the ____ day of _____, 2024

Larry Turman, Registered Professional Land Surveyor, No. 1740

STATE OF TEXAS }
COUNTY OF TARRANT }

Before me, the undersigned, a Notary Public in and for the County and State on this day personally appeared Larry Turman, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same for the purpose and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the ____ of _____, 2024.

Notary Public, State of Texas

City of Glenn Heights Signature Block

Chairman, Planning and Zoning Commission Date Mayor Date

I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING PLAT OF _____ ADDITION TO THE CITY OF GLENN HEIGHTS WAS APPROVED THIS DAY OF _____, 20____, BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS.

Mayor Date City Secretary Date

SAID ADDITION SHALL BE SUBJECT TO ALL THE REQUIREMENTS OF THE DEVELOPMENT CODE OF THE CITY OF GLENN HEIGHTS. WITNESS MY HAND THIS ____ DAY OF _____, 20____.

City Secretary

**REPLAT
FOXTROT RETAIL**

4.26 ACRES
LOTS 7A-7C, BLOCK A
BEING A REPLAT OF
OF A PORTION OF
LOT 7, LOT 9, BLOCK K
HOLLYWOOD ADDITION, PHASE II
CABINET B, PAGE 27
OFFICIAL PUBLIC RECORDS, ELLIS COUNTY, TEXAS
3 COMMERCIAL LOTS
OUT OF THE
MICHAEL McDERMOTT SURVEY, ABSTRACT NO 743
CITY OF GLENN HEIGHTS, ELLIS COUNTY, TEXAS

SHEET: 1 OF 2

OWNER/DEVELOPER:
BR ESTATES AT SHERMAN LLC
CONTACT: RAGHU RAJ REDDY BUCHANNAGARI
3716 RUMFORD RD
FRISCO TX 75036-7562

NO.	DATE	REVISION
1.		
2.		
3.		

LARRY TURMAN, RPLS #1740
TBPS No. 10194623

1475 HERITAGE PKWY., STE 217
MANSFIELD, TEXAS 76063

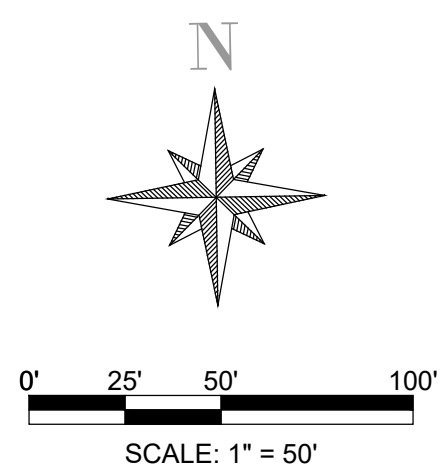
(817) 798-4039 CELL
surveygroup@att.net

JOB NO.:
24-035

DATE:
JULY 3, 2024

SCALE:
1" - 30'

DRAWN BY:
RM



PARCEL CURVE TABLE					
CURVE #	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
C1	31°57'21"	25.00'	13.94'	N74°52'55"W	13.76'
C2	63°17'46"	20.00'	22.09'	S57°29'31"W	20.99'
C3	62°50'01"	44.00'	48.25'	S57°15'38"W	45.87'
C4	35°17'09"	22.16'	13.65'	S69°25'30"W	13.43'
C5	44°42'59"	25.00'	19.51'	S68°57'52"E	19.02'
C6	62°49'21"	20.00'	21.93'	N57°15'59"E	20.85'
C7	63°17'06"	44.00'	48.60'	N57°29'51"E	46.17'
C8	32°22'57"	25.00'	14.13'	N72°56'40"E	13.94'

REPLAT FOXTROT RETAIL

4.26 ACRES
LOTS 7A-7C, BLOCK K
3 COMMERCIAL LOTS
OUT OF THE
MICHAEL McDERMOTT SURVEY, ABSTRACT NO 743
CITY OF GLENN HEIGHTS, ELLIS COUNTY, TEXAS

SHEET: 2 OF 2

OWNER/DEVELOPER:
BR ESTATES AT SHERMAN LLC
CONTACT: RAGHU RAJ REDDY BUCHANNAGAR
3716 RUMFORD RD
FRISCO TX 75036-7562

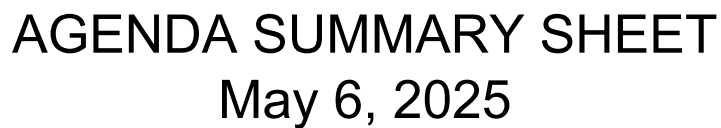
NO.	DATE	REVISION
1.		
2.		
3.		

LARRY TURMAN, RPLS #1740
TBPS No. 10194623

1475 HERITAGE PKWY., STE 217
MANSFIELD, TEXAS 76063

(817) 798-4039 CELL
surveygroup@att.net

JOB NO.:	24-035
DATE:	JULY 3, 2024
SCALE:	1" = 50'
DRAWN BY:	RM



Replat Case RP-002-25: Discussion and take action to approve a replat request for an 15.599+/- acre tract of land being all of Lot 2A-1, Block B and Lot 1A Block B of Bear Creek Plaza Addition, an addition to the City of Glenn Heights, Dallas County, Texas to create four lots 2A-1R, 1A-1R, 2B-1 and 2B-2 Block B from the existing tracts. (Parviz Pourazizian, Director of Planning & Development Services)

[illegible]



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: May 6, 2025

SUBJECT

Replat Case RP-002-25: Discussion and take action to approve a replat request for a 15.599+/- acre tract of land situated in the W.P. Holman Survey, Abstract Number 619, in the City of Glenn Heights, Dallas County, Texas, being all of Lot 2A-1, Block B and Lot 1A Block B of Bear Creek Plaza Addition, an addition to the City of Glenn Heights, Dallas County, Texas according to the plat thereof recorded in County Clerk Instrument Number 201900112593 and 201800034087 of the Official Public Records, Dallas County, Texas, to create four lots 2A-1R, 1A-1R, 2B-1 and 2B-2 Block B from the existing tracts.

DISCUSSION / BACKGROUND

This replat previously received approval from the city. However, during the review of the plans, it was discovered that there is a 17-foot strip of land that legally prevents this lot from accessing the existing driveway.

After further discussion, the developer and the owner of lot "1A" (the liquor store) agreed to transfer ownership to the newly created lot. The property owner of the 11-acre tract also made a few minor adjustments to the plat to fit their long-term goals for potentially having a large retailer on the remainder of the land, including:

- Creation of an easement for the purpose of a future pole/pylon sign to be used by all lots in this plat.
- Expansion of the existing access easement to the mechanic shop to ensure access after the dedication of the right-of-way (ROW) for the E Bear Creek expansion.

PRIOR COUNCIL OR BOARD ACTION

The City Council previously approved this replat. The current version includes a few

adjustments.

PUBLIC CONTACT

Not applicable.

FINANCIAL IMPACT

Not applicable.

RECOMMENDATION / ALTERNATIVES

Staff recommends approval of the Replat.

ATTACHMENTS

1. Presentation - Bear Creek Plaza Replat
2. Replat

PREPARED BY

Parviz Pourazizian, Director of Planning and Development Services

REVIEWED BY

Brandi Brown, City Secretary

BEAR CREEK PLAZA ADDITION REPLAT



PARVIZ POURAZIZIAN, DIRECTOR OF DEVELOPMENT
SERVICES

MAY 6, 2025

REPLAT



Discuss and take action to approve a replat request for an 15.599+/- acre tract of land situated in the W.P. Holman Survey, Abstract Number 619, in the City of Glenn Heights, Dallas County, Texas, being all of Lot 2A-1, Block B and Lot 1A Block B of Bear Creek Plaza Addition, an addition to the City of Glenn Heights, Dallas County, Texas according to the plat thereof recorded in County Clerk Instrument Number 201900112593 and 201800034087 of the Official Public Records, Dallas County, Texas to create four lots "2A-1R" , 1A-1R, 2B-1 and 2B-2 Block B from the existing tracts.

REPLAT



Applicant: Brian Bell

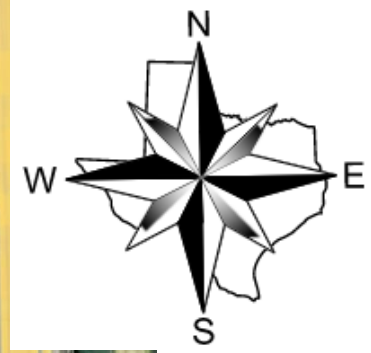
Location: 1709 S Beckley Rd (Replat)

Request: Replat

Acres: 15.559+/- Ac.

Zone: PD-1 , Business Park “BP”

AERIAL VIEW





RECOMMENDATION

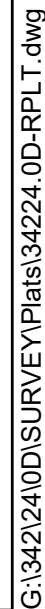


- Staff recommends approval of the replat.

QUESTIONS



COMMENTS



OWNERS CERTIFICATE

STATE OF TEXAS §
COUNTY OF DALLAS §

WHEREAS, We, Margaux Bear Creek Partners, Ltd. and The Strip Skate Park, Inc., are the sole owners of a tract of land situated in the W. P. HOLMAN SURVEY, ABSTRACT NO. 619, in the City of Glenn Heights, Dallas County, Texas, being all of Lot 2A-1, Block B, of Bear Creek Plaza Addition, an addition to the City of Glenn Heights, Dallas County, Texas, according to the Plat thereof recorded in County Clerk's Instrument No. 201900112593, Official Public Records, Dallas County, Texas, and all of Lot 1A, Block B, of Bear Creek Plaza Addition, an addition to the City of Glenn Heights, Dallas County, Texas, according to the Plat thereof recorded in County Clerk's Instrument No. 201800034087, Official Public Records, Dallas County, Texas, and being more particularly described as follows:

BEGINNING at an "X" cut in concrete found for the Southeast corner of Foodmaker Subdivision, an addition to the City of Glenn Heights, Dallas County, Texas, according to the Plat thereof recorded in Volume 97180, Page 2534, Deed Records, Dallas County, Texas, and the most Easterly Northeast corner of said Lot 1A, Block B, on the West right-of-way of Interstate Highway 35-E, a 350-foot right-of-way;

THENCE South 01 degrees 10 minutes 20 seconds East, along the East line of said Lot 2A-1, Block B, and the West right-of-way of said Interstate 35-E, a distance of 259.97 feet to a 1/2-inch iron rod with a red plastic cap stamped "W.A.I. 5714" found for corner;

THENCE South 06 degrees 53 minutes 20 seconds East, continuing along the East line of said Lot 2A-1, Block B, and the West right-of-way of said Interstate 35-E, a distance of 65.48 feet to a 1/2-inch iron rod found for the Southeast corner of said Lot 2A-1, Block B;

THENCE South 88 degrees 55 minutes 40 seconds West, departing the West right-of-way of said Interstate Highway 35-E, along the South line of said Lot 2A-1, Block B, a distance of 1,308.70 feet to a 1/2-inch iron rod found for the Southwest corner of said Lot 2A-1, Block B, and the Southeast corner of Lot 1, Block D, of Gateway Place Addition, an addition to the City of Glenn Heights, Dallas County, Texas, according to the Plat thereof recorded in Volume 91048, Page 2094, Official Public Records, Dallas County, Texas;

THENCE North 01 degrees 04 minutes 20 seconds West, along the West line of said Lot 2A-1, Block B, and the East line of said Lot 1, Block D, a distance of 460.50 feet to a 1/2-inch iron rod with a red plastic cap stamped "W.A.I. 5714" set for the Southwest corner of Lot 3, Block B, of said Bear Creek Plaza Addition;

THENCE North 88 degrees 55 minutes 40 seconds East, departing the East line of said Lot 1, Block D, along the South line of said Lot 3, Block B, and the most Westerly North line of said Lot 2A-1, Block B, a distance of 161.08 feet to a 1/2-inch iron rod with a red plastic cap stamped "W.A.I. 5714" set for the Southeast corner of said Lot 3, Block B;

THENCE North 01 degrees 04 minutes 20 seconds West, along the East line of said Lot 3, Block B, and the most northerly West line of said Lot 2A-1, Block B, a distance of 199.00 feet to a mag-nail with a metal disk stamped "W.A.I. R.P.L.S. 5714" found for the Northeast corner of said Lot 3, Block B, and the most Northerly Northwest corner of said Lot 2A-1, Block B, on the South right-of-way of Bear Creek Road, a variable width right-of-way, as established by right-of-way dedication to the City of Glenn Heights per plat of Bear Creek Plaza Addition, an addition to the City of Glenn Heights, according to the Plat thereof recorded in County Clerk's Instrument No. 201100245528, Official Public Records, Dallas County, Texas, said point being the beginning of a non-tangent curve to the right having a radius of 590.00 feet, a central angle of 06 degrees 26 minutes 58 seconds, a chord bearing of South 72 degrees 12 minutes 39 seconds East, and a chord length of 66.38 feet;

THENCE along the South right-of-way of said Bear Creek Road, the North line of said Lot 2A-1, Block B, and said non-tangent curve to the right, an arc distance of 66.41 feet to a 1/2-inch iron rod with a red plastic cap stamped "W.A.I. 5714" set for corner;

THENCE South 68 degrees 59 minutes 09 seconds East, continuing along the South right-of-way of said Bear Creek Road and the North line of said Lot 2A-1, Block B, a distance of 114.13 feet to a 1/2-inch iron rod with a red plastic cap stamped "W.A.I. 5714" set for corner, said point being the beginning of a curve to the left having a radius of 710.00 feet, a central angle of 16 degrees 43 minutes 32 seconds, a chord bearing of South 77 degrees 20 minutes 54 seconds East, and a chord length of 206.52 feet;

THENCE continuing along the South right-of-way of said Bear Creek Road, the North line of said Lot 2A-1, an arc distance of 207.26 feet to a 1/2-inch iron rod with a red plastic cap stamped "W.A.I. 5714" set for the Northwest corner of a tract of land described in deed to the State of Texas as recorded in County Clerk's Instrument No. 202100316287, Official Public Records, Dallas County, Texas;

THENCE South 01 degrees 10 minutes 20 seconds East, along the East line of said Lot 2A-1, Block B and the West line of said State of Texas tract, a distance of 7.89 feet to a 1/2-inch iron rod with a plastic cap stamped "WAI 5714" set for the Southeast corner of said State of Texas tract, said point being the beginning of a non-tangent curve to the left having a radius of 870.00 feet, a central angle of 08 degrees 41 minutes 39 seconds, a chord bearing of North 85 degrees 44 minutes 13 seconds East, and a chord length of 101.59 feet;

THENCE along said non-tangent curve to the left and the South line of said State of Texas tract, an arc distance of 101.65 feet to a 1/2-inch iron rod with a plastic cap stamped "WAI 5714" set for the East corner of said State of Texas tract, said point being the beginning of a non-tangent curve to the left having a radius of 710.00 feet, a central angle of 24 degrees 00 minutes 09 seconds, a chord bearing of North 74 degrees 05 minutes 32 seconds East, and a chord length of 295.27 feet;

THENCE along the South right-of-way of said Bear Creek Road and the North line of said Lot 1A, Block B, an arc distance of 297.44 feet to a 1/2-inch iron rod with a plastic cap stamped "WAI 5714" set for corner;

THENCE North 62 degrees 04 minutes 54 seconds East, continuing along the South right-of-way of said Bear Creek Road and the North line of said Lot 1A, Block B, a distance of 114.13 feet to a 1/2-inch iron rod with a red plastic cap stamped "W.A.I. 5714" set for corner, said point being the beginning of a curve to the right having a radius of 590.09 feet, a central angle of 01 degrees 17 minutes 42 seconds, a chord bearing of North 62 degrees 43 minutes 45 seconds East, and a chord length of 13.34 feet;

THENCE continuing along the South right-of-way of said Bear Creek Road and along said curve to the right, an arc distance of 13.34 feet to a 1/2-inch iron rod with a red plastic cap stamped "W.A.I. 5714" set for the most Northerly Northeast corner of said Lot 1A, Block B;

THENCE South 01 degrees 10 minutes 20 seconds East, departing the South right-of-way of said Bear Creek Road, along the East line of said Lot 1A, Block B, a distance of 202.28 feet to a 1/2-inch iron rod found for corner;

THENCE North 88 degrees 49 minutes 40 seconds East, continuing along the East line of said Lot 1A, Block B, a distance of 40.00 feet to an "X" cut in concrete found for the Northwest corner of said Foodmaker Subdivision;

THENCE South 01 degrees 10 minutes 20 seconds East, along the West line of said Foodmaker Subdivision, a distance of 150.00 feet to an "X" curve in concrete found for the Southwest corner of said Foodmaker Subdivision;

THENCE North 88 degrees 49 minutes 40 seconds East, along the South line of said Foodmaker Subdivision, a distance of 230.06 feet to the POINT OF BEGINNING;

CONTAINING within these metes and bounds, 15.599 acres or 679,502 square feet of land, more or less.

I hereby certify that the above and foregoing Plat of BEAR CREEK PLAZA ADDITION to the City of Glenn Heights was approved this _____ day of _____, 2025, by the Planning and Zoning Commission of the City of Glenn Heights.

Chairman, Planning and Zoning Commission

Date

Recording Secretary

Date

I hereby certify that the above and foregoing Plat of BEAR CREEK PLAZA ADDITION to the City of Glenn Heights was approved this _____ day of _____, 2025, by the Planning and Zoning Commission of the City of Glenn Heights.

Mayor

Date

Recording Secretary

Date

NOW THEREFORE, NOW ALL MEN BY THESE PRESENTS:

That, Margaux Bear Creek Partners, Ltd. and The Strip Skate Park, Inc. do hereby adopt this plat, designating the above described as **BEAR CREEK PLAZA ADDITION**, an addition to the City of Glenn Heights, Dallas County, Texas and do hereby dedicate, in fee simple, to the public use forever the streets and alleys shown thereon. The easements shown thereon are hereby reserved for the purposes indicated. The utility and fire lane, easements shall be open to the public, fire and police units, garbage and rubbish collection agencies, and all public and private utilities for each particular use. The maintenance of paving on the utility and fire lane easements is the responsibility of the property owner. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed, reconstructed, or placed upon, over or across the easements as shown. Said easements being hereby reserved for the mutual use and accommodation of all public utilities using or desiring to use same. All, and any public utility shall have the right to remove and keep removed all or parts of any building, fences, trees, shrubs or other improvements or growths which in any way may endanger or interfere with the construction, maintenance or efficiency of its respective system on the easements, and all public utilities shall at all times have the full right of ingress and egress to or from and upon the said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone. (Any public utility shall have the right of ingress and egress to private property for the purpose of reading meters and any maintenance or service required or ordinarily performed by that utility). Water main and waste water easements shall also include additional area of working space for construction and maintenance of the systems. Additional easement area is also conveyed for installation and maintenance of manholes, cleanouts, fire hydrants, water services and waste water services from the main to the curb or pavement line, and description of such additional easements herein granted shall be determined by their location as installed.

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

WITNESS, my hand at Dallas, Texas, this the ____ day of ____, 2025 .

By: _____

Brian Bell; Manager

STATE OF TEXAS §
COUNTY OF DALLAS §

BEFORE ME, the undersigned, a Notary Public in and for the State of Texas, on this day personally appeared Brian Bell, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said Margaux Bear Creek Partners, Ltd., and that he/she executed the same for the purpose and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 2025.

(signature of notary public)

Notary Public in and for Dallas County, Texas

My Commission Expires _____

WITNESS, my hand at Dallas, Texas, this the ____ day of ____, 2025 .

By: _____

Mohammad Yousof Hakemy, President

STATE OF TEXAS §
COUNTY OF TARRANT §

BEFORE ME, the undersigned authority, on this day personally appeared Mohammad Yousof Hakemy, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledge to me that they executed the same for the purposes and considerations therein expressed and in the capacity therein and herein set out, and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS _____ day of _____, 2025.

(signature of notary public)

Notary Public in and for Dallas County, Texas

My Commission Expires _____

SURVEYOR'S CERTIFICATE

I, Leonard J. Lueker, a Registered Professional Land Surveyor in the State of Texas, do hereby certify that I have prepared this final plat from an actual on the ground survey of the land and the monuments shown hereon were found and/or placed under my personal supervision in accordance with the platting rules and regulations of the City of Glenn Heights, Texas.

PRELIMINARY – This document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

Leonard J. Lueker (Original signature in red ink)
Registered Professional Land Surveyor
Texas Registration No. 5714
l.lueker@winkelmann.com

Winkelmann & Associates, Inc.
6750 Hillcrest Plaza Drive, Suite 215
Dallas, Texas 75230
(972) 490-7090 www.winkelmann.com

STATE OF TEXAS §
COUNTY OF DALLAS §

BEFORE ME, the undersigned authority, on this day personally appeared Leonard J. Lueker, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledge to me that they executed the same for the purposes and considerations therein expressed and in the capacity therein and herein set out, and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS _____ day of _____, 2025.

(signature of notary public)

Notary Public in and for Dallas County, Texas

OWNER:

The Strip Skate Park, Inc.
2907 Highway 121
Bedford, Texas 76021

OWNER:

Margaux Bear Creek Partners, Ltd.
501 Cherry Street Suite 2355
Fort Worth, Texas 76102

SURVEYOR:

Winkelmann & Associates, Inc.
6750 Hillcrest Plaza Drive
Suite 215
Dallas, Texas 75230
(972) 490-7090

ENGINEER:

Winkelmann & Associates, Inc.
6750 Hillcrest Plaza Drive
Suite 215
Dallas, Texas 75230
(972) 490-7090

REPLAT

LOTS 1A-1R, 2A-1R, 2B-1 & 2B-2, BLOCK B

BEAR CREEK PLAZA ADDITION
BEING 15.599 ACRES (679,502 SQ. FT.) OUT OF THE W. P. HOLMAN, ABSTRACT NO. 619, BEING A REPLAT OF LOT 1A, BLOCK B, OF BEAR CREEK PLAZA ADDITION RECORDED IN CC #201800034087, OFFICIAL PUBLIC RECORDS, DALLAS COUNTY, TEXAS; AND LOT 2A-1, BLOCK B, OF BEAR CREEK PLAZA ADDITION RECORDED IN CC #201900112593, OFFICIAL PUBLIC RECORDS, DALLAS COUNTY, TEXAS, CITY OF GLENN HEIGHTS, DALLAS COUNTY, TEXAS
PREPARED: April, 2025
CASE NO. _____

Winkelmann & Associates, Inc.

CONSULTING CIVIL ENGINEERS ■ SURVEYORS
1500 W. CHERRY STREET, SUITE 215
DALLAS, TEXAS 75201
TEL: (972) 490-7090 FAX: (972) 490-7090
Texas Engineers Registration No. 073102035
COPYRIGHT © 2025, Winkelmann & Associates, Inc.

W. P. HOLMAN SURVEY
ABSTRACT NO. 619
CITY OF GLENN HEIGHTS, DALLAS COUNTY, TEXAS
MARGAUX BEAR CREEK PARTNERS, LTD.
501 CHERRY STREET SUITE 2355, FORT WORTH, TEXAS 76102

REPLAT

BEAR CREEK PLAZA ADDITION
LOTS 1A-1R, 2A-1R, 2B-1 & 2B-2, BLOCK B

Date : 05.07.24

Scale : N/A

File : 34224.0D-RPLT

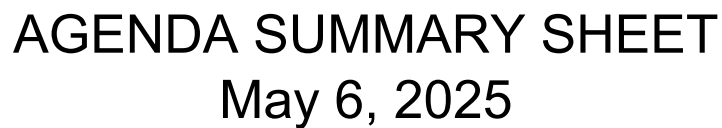
Project No. : 34224.0D

SHEET

2

2

G:\342\2410D\SURVEY\Plats\34224.0D-RPLT.dwg



Discussion and take action to appoint five (5) Zoning Board of Adjustment (ZBA) members and two (2) alternate Zoning Board of Adjustment members. (Parviz Pourazizian, Director of Planning and Development Services).

[illegible]

ZONING BOARD OF ADJUSTMENT APPOINTMENTS



PARVIZ R POURAZIZIAN, DIRECTOR OF PLANNING &
DEVELOPMENT SERVICES

MAY 6, 2025

PLANNING & ZONING COMMISSION APPOINTMENTS



The City has received 7 applications. This board consists of 5 members and 2 alternate members. These members will serve the community for two year terms from the day of appointment until April 30, 2027.

CURRENT COMMISSIONERS



Applicant	Term Start	Term Expiration
Jacqueline Bullock	5/7/2025	4/30/2027
BranDee Hopgood	5/7/2025	4/30/2027
Chasiti McKissic	5/7/2025	4/30/2027
Donna Myles	5/7/2025	4/30/2027
Enrique Salazar	5/7/2025	4/30/2027
Ira Tate	5/7/2025	4/30/2027
Thomas Spigener	5/7/2025	4/30/2027



SECTION II.2.3

In accordance with Chapter 211 of the Texas Local Government Code and Chapter 15 of the Glenn Heights City Ordinance, the Zoning Board of Adjustment("Board") shall consist of **five (5) members appointed by the City Council as set forth by Ordinance-03-20**. At its discretion, the City Council may make nominations for each Board Place and seat an interview panel for purposes of evaluating nominees. The panel shall make recommendations of candidates to the City Council. A simple majority vote of the full City Council shall confirm the appointment of the Commission members. Each Board member shall be a resident citizen, taxpayer, and qualified voter of the City of Glenn Heights. **Each member of the Commission shall hold a designated Place, from Place 1 to Place 5 and two alternate member and each Place shall be appointed to a three (2) year term.**

QUESTIONS



COMMENTS



City of Glenn Heights

Volunteer Application

Zoning Board of Adjustment

Contact Information

Name	Jacqueline Bullock
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Board Information and Required Availability

This board is authorized to make special exceptions or grant variances to the Zoning Ordinance, to hear and decide any appeals that allege error in an order, requirement, decision or determination made by an administrative official in the enforcement of the Zoning Ordinance. This Board meets on an as needed basis.

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.

In my career within the managed care industry, I have over 10 years experience interpreting and applying federal and state policies and procedures. Although, I don't have zoning experience, I do policy interpretation experience which will prove useful in my volunteer role on the Zoning Adjustment Board.

Previous Volunteer Experience

Summarize your previous volunteer experience with the City or other organizations.

I have 4 years experience volunteering at the City of Waco Health Dept. as community health worker. The objective of this role was to work with community leaders and stakeholders to improve the city's immunization rate.

Person to Notify in Case of Emergency

Name	Earl Bullock		
Street Address			
City ST ZIP Code			
Home Phone			
Work Phone			
E-Mail Address			

Agreement and Signature

By submitting this application, I affirm that I am a resident of the City of Glenn Heights and a qualified voter of the City of Glenn Heights.

Name (printed)	Jacqueline Bullock
Signature	<i>Jacqueline Bullock</i>
Date	01-05-2024

Our Policy

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Thank you for completing this application form and for your interest in your service to the City of Glenn Heights.

Please return this form to the Office of the City Secretary. Forms may be completed and emailed to: brandi.brown@glennheightstx.gov or mailed to:

Brandi Brown
City Secretary
1938 S Hampton Road
Glenn Heights, TX 75154

Thank you.

City of Glenn Heights

Volunteer Application



Planning and Zoning Commission

Contact Information

Name	Brandee Hopgood
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

The Planning and Zoning Commission meets on the 2nd Monday of each month, as Planning and Zoning Commission business dictates. The meetings begin at 6:30 p.m.

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.

I have a MPA from the University of Texas at Arlington (2016) currently a Police Sergeant with DART, since 2007, I was chairwoman of the Glenn Heights Park & Rec Board (2014-2016). I also served on the 2015 Bond Advisory Committee. Other organizations I am apart of; Zeta Phi Beta Sorority Inc and Fraternal Order of Police

Previous Volunteer Experience

Summarize your previous volunteer experience with the City or other organizations.

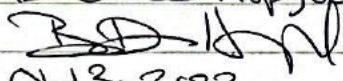
Glenn Heights: Movie in the Park, Family Festival and some others during my term with the Parks Board.
Zeta Phi Beta Sorority Inc: Meals on Wheels, March of Dimes, Senior Care committee
DART Police: Santa Cop, National Night Out, Women Called Moses
The National Multiple Sclerosis: MS Walk (2022)

Person to Notify in Case of Emergency

Name	Chameka Hopgood
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

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Name (printed)	Brandee Hopgood
Signature	
Date	01-13-2023

Our Policy

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Thank you.



City of Glenn Heights

Volunteer Application

Zoning Board of Adjustment

Contact Information

Name	Chasiti McKissic
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Board Information and Required Availability

This board is authorized to make special exceptions or grant variances to the Zoning Ordinance, to hear and decide any appeals that allege error in an order, requirement, decision or determination made by an administrative official in the enforcement of the Zoning Ordinance. This Board meets on an as needed basis.

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.

I am currently the Director of Operations for a fast growing educational organization in Fort Worth, Texas. As the Director, I am directly responsible for a \$16M operational budget that includes payroll and operational expenses for the region. I also manage governance, maintenance & facilities, along with coaching & development. I offer 15 years in the education field and have held various roles, such as Recruiter, Campus Administrator, Grant Manager, to Executive Director of Core Curriculum & Grants. I offer extensive experience with policies and procurement practices, in conjunction with governance and management.

Previous Volunteer Experience

Summarize your previous volunteer experience with the City or other organizations.

I currently serve as the President for the DeSoto Independent School District. In addition, I have served as Recording Secretary, President Elect & President of the Southwest Alliance of Black School Educators (SWABSE). I have also served as Co-Chairman for the Entrepreneurship and Black Dollar Committee, Graphic Committee, and Merchandising Committee. I seek opportunities that allow m to align my personal passion with my educational and professional experiences.

Person to Notify in Case of Emergency

Name	Kendrick McKissic
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that I am a resident of the City of Glenn Heights and a qualified voter of the City of Glenn Heights.

Name (printed)	Chasiti McKissic
Signature	
Date	1/23/24

Our Policy

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Brandi Brown
City Secretary
1938 S Hampton Road
Glenn Heights, TX 75154

Thank you.



City of Glenn Heights

Volunteer Application

Zoning Board of Adjustment

Contact Information

Name	Donna Myles
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Board Information and Required Availability

This board is authorized to make special exceptions or grant variances to the Zoning Ordinance, to hear and decide any appeals that allege error in an order, requirement, decision or determination made by an administrative official in the enforcement of the Zoning Ordinance. This Board meets on an as needed basis.

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.

I worked as an Auditor for the Federal Govt. at the Dept. of Interior for 33 years and a Supervisor for 5 years. My skills consist of extensive Verbal & written communication. Serving the American people by performing audits & collecting monies due to the government and to the Indian Nations. I have recently retired after 38 yrs of service and look forward to servicing my community. My skills involved a lot of decisions making and training others to become the best version of themselves. I am very active in my church as a choir director, Sunday School teacher & Bible Study Teacher. I would love to serve this community that we moved in on February 2024. Thanks.

Previous Volunteer Experience

Summarize your previous volunteer experience with the City or other organizations.

I have recently joined the City of Glenn Heights Gardening Club. We meet on Wednesdays + Sundays.
As a recent retiree, after 38 years working with the government. My purpose at this time is to do more in my community to help others and be of service to others.

Person to Notify in Case of Emergency

Name	Christopher Myles
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that I am a resident of the City of Glenn Heights and a qualified voter of the City of Glenn Heights.

Name (printed)	Donna Myles
Signature	Donna Myles
Date	

Our Policy

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City Secretary
1938 S Hampton Road
Glenn Heights, TX 75154

Thank you.



City of Glenn Heights

Volunteer Application

Zoning Board of Adjustment

Contact Information

Name	Enrique Salazar
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Board Information and Required Availability

This board is authorized to make special exceptions or grant variances to the Zoning Ordinance, to hear and decide any appeals that allege error in an order, requirement, decision or determination made by an administrative official in the enforcement of the Zoning Ordinance. This Board meets on an as needed basis.

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.

Have been in the land development space for about 4 years, working with various jurisdictions on new developments all over the DFW area. Ive been to many P and Z meetings and city council meetings. I have a good understanding for zoning codes ordinances and variances that could possibly benefit new developments. Just recently moved to Glenn Heights and looking to help the community im calling home.

Previous Volunteer Experience

Summarize your previous volunteer experience with the City or other organizations.

Had not had the opportunity to volunteer at another city, ive just had much experience dealing with jurisdictions and doing land development deals. Just moved to texas about 5 years ago and now that we are calling Glenn Heights home it would be great to help out the town. This would be a great to get to know the town and the goals i could possibly contribute to.

Person to Notify in Case of Emergency

Name	Daphne Hicks
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that I am a resident of the City of Glenn Heights and a qualified voter of the City of Glenn Heights.

Name (printed)	Enrique Salazar
Signature	
Date	04/05/2023

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City Secretary
1938 S Hampton Road
Glenn Heights, TX 75154

Thank you.



City of Glenn Heights

Volunteer Application

Zoning Board of Adjustment

Contact Information

Name

Thomas Spigener

Street Address

City ST ZIP Code

Home Phone

Work Phone

E-Mail Address

Board Information and Required Availability

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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.

--

Summarize your previous volunteer experience with the City or other organizations.

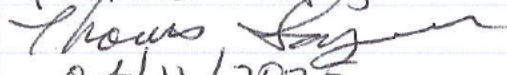
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Person to Notify in Case of Emergency

Name	Kathy Spigener
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that I am a resident of the City of Glenn Heights and a qualified voter of the City of Glenn Heights.

Name (printed)	Thomas Spigener
Signature	
Date	04/11/2025

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Brandi Brown
City Secretary
1938 S Hampton Road
Glenn Heights, TX 75154

Thank you.

30yrs in construction, cabinet maker,
SOTX COACH & volunteer,
TX MASONIC Lodge - Red Oak #461
Retired



City of Glenn Heights

Volunteer Application

Zoning Board of Adjustment

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Board Information and Required Availability

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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.

I retired after 18 years as a Peace Officer in the California prison system. In the last years, prior to my retirement, I was an Appeals Coordinator which required the ability to research all applicable laws and rules that governed lawful treatment of inmates and their right to appeal any mistreatment received within the California prison while ensuring compliance to the California Department of Corrections and Rehabilitation's approved guidelines.

Previous Volunteer Experience

Summarize your previous volunteer experience with the City or other organizations.

My only experience as a volunteer with the City is participation in the Christmas celebration in the park. As a representative of Freedom Church I sang a Christmas song for the community. I've had the opportunity to meet and speak to a few of the Glenn Heights leaders, and hope to become more familiar with them in the future.

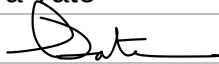
Also, I volunteer to work in the Senior's facility, but after COVID the City's plans to support the senior in Glenn Heights was halted

Person to Notify in Case of Emergency

Name	LaJeanna Cowan
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that I am a resident of the City of Glenn Heights and a qualified voter of the City of Glenn Heights.

Name (printed)	Ira Tate
Signature	
Date	April 11, 2025

Our Policy

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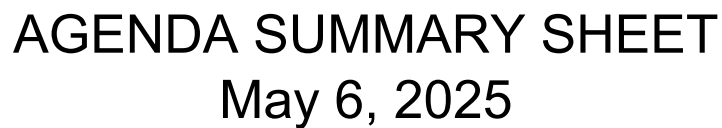
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City Secretary
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Glenn Heights, TX 75154

Thank you.



Site Plan SP-03-25: Discussion and take action to approve a Site Plan for Al-Nejmah Neighborhood Market/Grocery Store at 1714 S. Hampton Road, Glenn Heights, Dallas County, Texas. (Parviz Pourazizian, Director of development Services)

[illegible]

AL – NEJMAH MARKET



PARVIZ POURAZIZIAN
DIRECTOR OF DEVELOPMENT SERVICES

MAY 6, 2025

SPECIFIC USE PERMIT REQUEST



Discuss and taking action regarding a request concerning a Site Plan for Al-Nejmah Neighborhood Market/Grocery Store. The 1.25 acres property is situated in Lot 2, in Block A of Lots 1 and 2 in Block A of Family Dollar Addition, an Addition, being commonly known as 1714 S. Hampton Road, Glenn Heights, Dallas County, Texas.

SPECIFIC USE PERMIT REQUEST



Applicant: Mohammad Allan, on behalf of Al- Nejmah Market

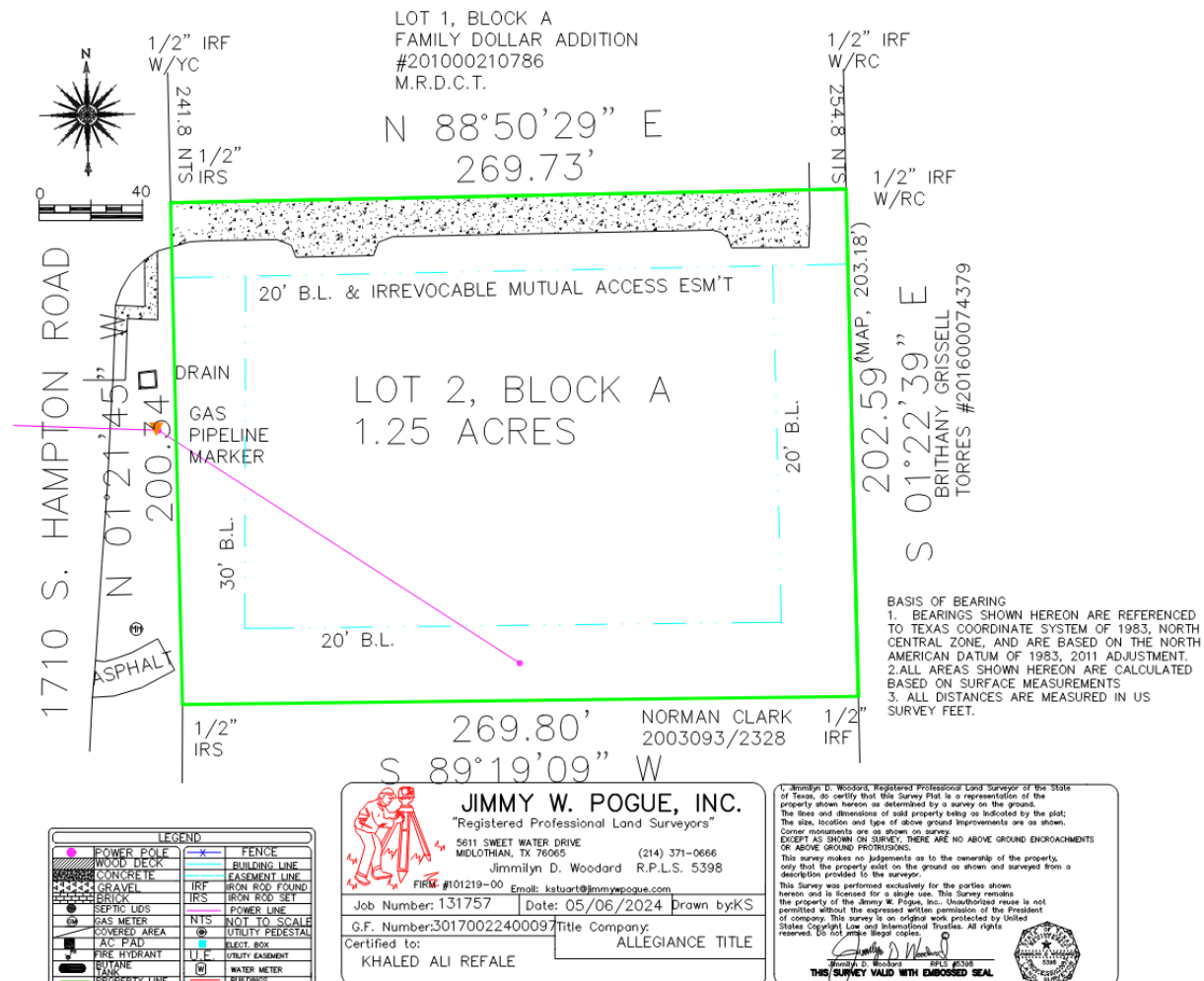
Location: 1714 S Hampton Rd, Glenn Heights

Request: Site Plan

Acres: 1.25-Ac.

COPYRIGHT © DATE 05/06/2024

LOT 2, IN BLOCK A OF LOTS 1 AND 2 IN BLOCK A OF FAMILY DOLLAR ADDITION, AN ADDITION TO THE CITY OF GLENN HEIGHTS, DALLAS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED UNDER CLERK'S FILE NO. 2010-210786, MAP RECORDS, DALLAS COUNTY, TEXAS.





The logo of the City of Glenn Heights is a circular seal. It features a blue outer ring with the text "CITY OF" at the top and "GLENN HEIGHTS" at the bottom, separated by two stars. The center of the seal is white and contains a stylized graphic of a star and a building.

NOTES: IN ACCORDANCE WITH 2011 IRC SECTION 108.1, FIRE RATED DIVISING WALL SHALL BE MARKED AND IDENTIFIED WITH SIGNS WHICH IS LOCATED WITHIN 5 FEET OF END OF EACH WALL AND AT INTERVAL NOT EXCEEDING 30 FEET MEASURED HORIZONTALLY ALONG THE FIRE RATED WALL. SIGN LETTER SHALL NOT BE LESS THAN 5 INCH IN HEIGHT WITH MINIMUM 3/8 INCH STROKE IN A CONTRASTING COLOR IN CORRESPONDING TO THE SUGGESTED WORDING. = 1 HOUR FIRE RATED WALL

GENERAL PLAN NOTES

1. ALL DIMENSIONS ARE TO FINISH FACE OF EXTERIOR WALL, OR TO FACE OF INTERIOR ROOFING, UNLESS NOTED OTHERWISE.
2. TYPICAL WALL THICKNESS SHALL BE 12" UNLESS NOTED OTHERWISE.
3. ALL EXTERIOR GROUNDLEVEL WALLS ARE 238 FINISH, UNLESS NOTED OTHERWISE.
4. ALL POCKET WALLS INCLUDING POCKET DOORS ARE TO BE 12" THICK UNLESS NOTED OTHERWISE.
5. CEILING FINISH SHALL BE 238 FINISH, UNLESS NOTED OTHERWISE.
6. FLOOR, INTERIOR AND EXTERIOR FINISHES ARE TO BE 238 UNLESS NOTED OTHERWISE.
7. DOORS AND WINDOWS SHALL BE 238 UNLESS NOTED OTHERWISE. ALL GLASSBLYT & APPLICES SHOWN ARE REPRESENTATIVE OF WHAT WILL BE USED. IT IS THE RESPONSIBILITY OF THE ARCHITECT TO BE RESPONSIBLE FOR FINAL PRICES & PRODUCT SELECTION.
8. ALL MATERIALS AND INSTALLATIONS SHALL BE IN ACCORDANCE WITH CONNECTIONS FOR COUNTRY AND APPLIANCES REQUIRED.
9. COORDINATE AND FIELD VERIFY LOCATIONS FOR LIGHTING FIXTURES, ELECTRICAL PANELS, OUTLETS, AND OTHER ELECTRICAL DEVICES AND OTHER WALLS & CEILING MOUNTING APPURTEANCES BEFORE FINISHING.
10. COLLING HEIGHT IS 8' 0" IF NOT NOTED OTHERWISE.
11. ALL FINISHES SHALL BE IN ACCORDANCE WITH FINISH SCHEDULE FOR FINISHES FOR COUNTRY (COUNTRY) AND INSTALLATION REQUIREMENTS.
12. ALL FINISHES SHALL BE IN ACCORDANCE WITH FINISH SCHEDULE FOR FINISHES FOR COUNTRY (COUNTRY) AND INSTALLATION REQUIREMENTS.
13. NOT ALL CEILING MOUNTED ELEMENTS ARE SHOWN.
14. ALL CEILING MOUNTED ELEMENTS SHALL BE IN ACCORDANCE WITH FINISH SCHEDULE FOR FINISHES FOR COUNTRY (COUNTRY) AND INSTALLATION REQUIREMENTS.
15. NOT ALL CEILING MOUNTED ELEMENTS ARE SHOWN.
16. ALL CEILING MOUNTED ELEMENTS SHALL BE IN ACCORDANCE WITH FINISH SCHEDULE FOR FINISHES FOR COUNTRY (COUNTRY) AND INSTALLATION REQUIREMENTS.



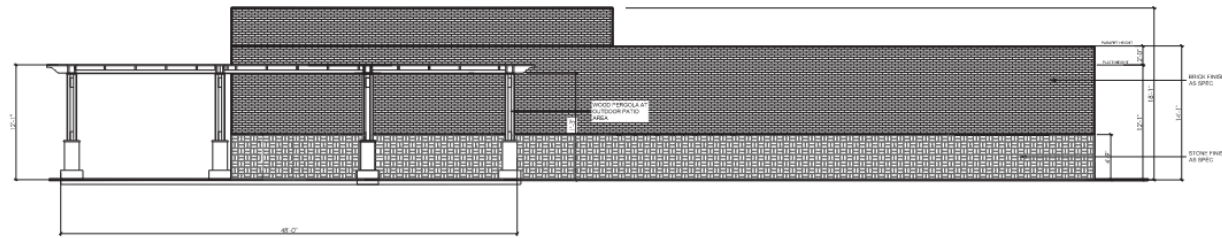
03/14/20
This drawing was electronically
sealed by Robert A. Davis P
Firm F-1585

DRAFTED BY ARTHUR A. ARCHULETA
469.605.5438 arriarchuleta@aol.com

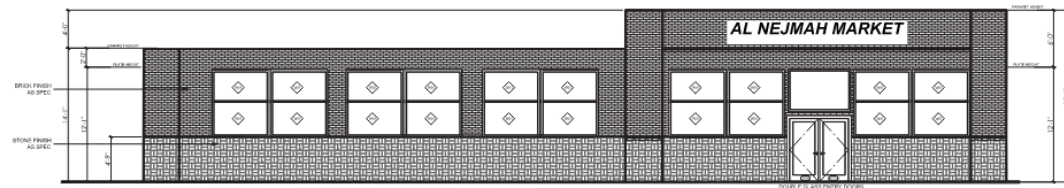
	SQ. FT.
FLOOR PLAN	4500
TOTAL AREA	4500
PERGOLA/PATIO AREA	1122
TOTAL UNDER ROOF	4500

6

ELEVATION PLAN

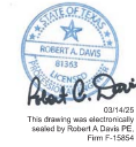


SOUTH ELEVATION



NORTH ELEVATION

CITY STAMP:



SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:

ELEVATIONS

SCALE:

3/16" = 1'-0"

DATE:

3/10/25

SHEET:

A2.00



**ARCHITECTURAL
SERVICES, LLC**

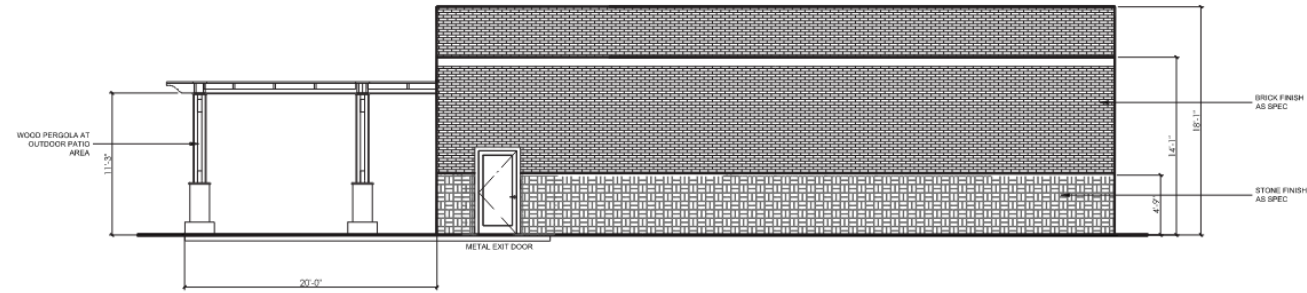
DRAFTED BY ARTHUR A. ARCHULETA
469.695.5438 orarchuleta.a@gmail.com

ELEVATION PLAN

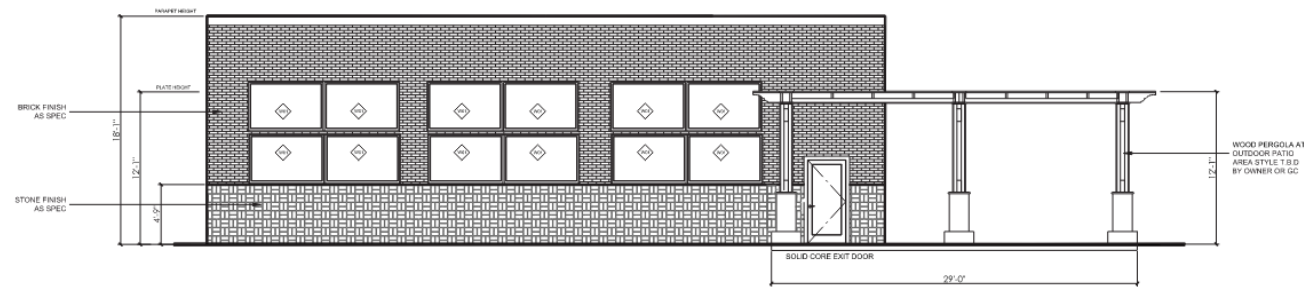


ELEVATION NOTES

1. ALL DIMENSIONS ARE TO FINISH FACE OF EXTERIOR WALL OR TO FACE OF SIPRUM BOARD, UNLESS NOTED OTHERWISE.
2. TYPICAL WALLS NOTES:
 - A. TYPICAL EXTERIOR GROUND LEVEL WALLS ARE 2X4 FRAMING, UNLESS NOTED OTHERWISE.
 - B. ALL PICKET WALLS CONTAINING PICKET DOORS ARE TO BE 2X4 FRAMING, UNLESS NOTED OTHERWISE.
 - C. TYPICAL EXTERIOR WALLS ARE 2X4 FRAMING, UNLESS NOTED OTHERWISE.
 - D. ALL IS CLADDING TO BE 1/2" MIN.
3. DOORS HAVE 4" JAMB OR ARE CENTERED IN ROOM / OPENING, UNLESS NOTED OTHERWISE. DOORS ARE TO BE 2X4 FRAMING, UNLESS NOTED OTHERWISE.
4. IS TO BE INSTALLED REFER TO FINAL SELECTIONS FOR EXACT COORDINATE AND FIELD VERIFY ROUGH OPENINGS, FRAMING, AND CONNECTIONS FOR COUNTRY AND APPLIANCES BEFORE FABRICATION AND INSTALLATION.
5. PANEL ELECTRICAL OUTLETS & SWITCHES, MECHANICAL GRILLES, AND OTHER WALL & CEILING MOUNTED APPLIANCES BEFORE INSTALLATION.
6. CEILING HEIGHT IS 9'-0" AFF ON GROUND LEVEL AND 9'-0" AFF ON L2, UNLESS NOTED OTHERWISE.
7. LIGHT FIXTURES SHOWN ARE GENERIC. REFER TO FINAL SELECTIONS FOR EXACT DIMENSIONS AND INSTALLATION REQUIREMENTS. OWNER IS RESPONSIBLE FOR FINAL FIXTURE & PRODUCT SELECTION. NOT ALL DIMENSIONS SHOWN ARE TO SCALE.
8. ALL GLASS WITH FINISH DOORS TO HAVE 500P JAMB SHOWN. MOTION BRINGS TO BE INSTALLED AT ALL UNDER VARIETY LEADS.

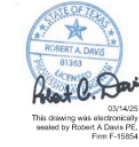


EAST ELEVATION



WEST ELEVATION

CITY STAMP:



SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249

DRAWING CONTENT:

ELEVATIONS

SCALE:

1/4" = 1'-0"

DATE:

3/10/25

SHEET:

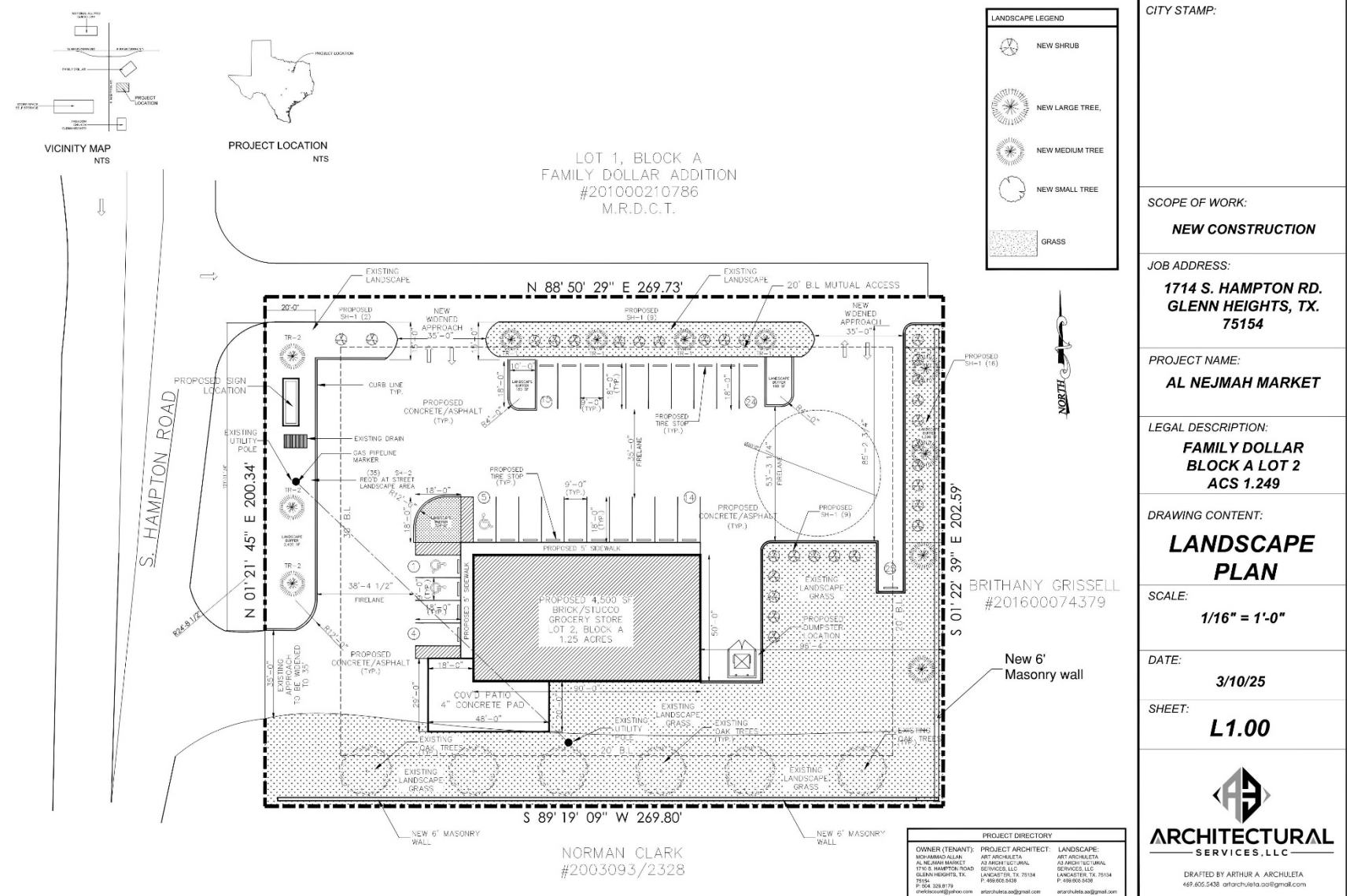
A3.00

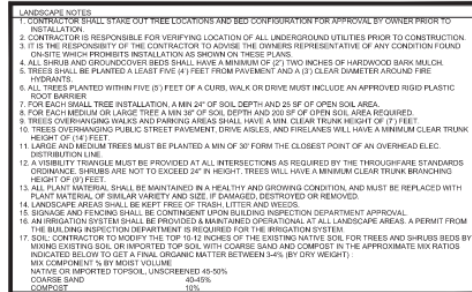


ARCHITECTURAL
SERVICES, LLC

DRAFTED BY ARTHUR A. ARCHULETA
409.605.5438 - arthurchuleta.aad@gmail.com

LANDSCAPE PLAN

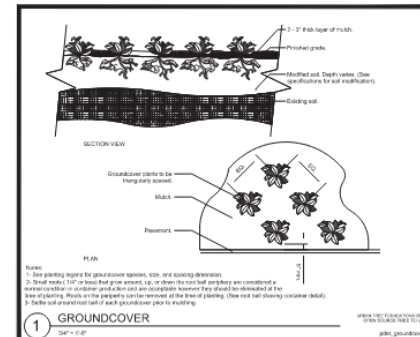
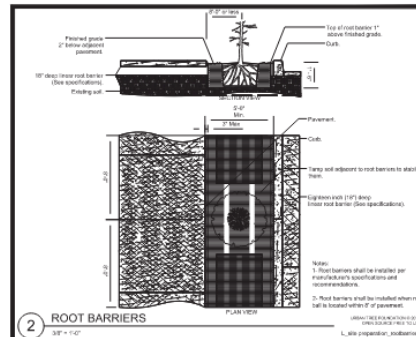




LANDSCAPE LEGEND

	NEW SHRUB
	NEW LARGE TREE.
	NEW MEDIUM TREE
	NEW SMALL TREE
	GRASS

GROUND COVER, SHRUBS AND TREE SCHEDULE								
	MARK	COMMON NAME	SCIENTIFIC NAME	QTY	DESCRIPTION	SPREAD	HEIGHT	CALIPER & HEIGHT @ PLANTING
GRASS-SOD		BERMUDA GRSS	CYNODON DACTYLON		AS NEEDED WHERE ON PLAN			
GROUND COVER	N/A							
SHRUB	SH-1	RED YUCCA	HESPERALOE PARVIFOLIA		3 GALLON EA, 4' OC SHOWN	3 FT	1-3 FT	2 FT
SMALL TREE	TR-1	RED CREPE MYRTLE	LAGERSTROEMIA INDICA	3	1 GALLON EA, SHOWN ON PLAN	6-8 FT	8-25 FT	1" CALIPER/ 5 FT
LARGE TREE	TR-2	PALM TREE	ARECATEAE	2	1 GALLON EA, SHOWN ON PLAN	6-8 FT	8-25 FT	1" CALIPER/ 5 FT



03/14/25
This drawing was electronically
sealed by Robert A Davis PE,
Firm F-15854

NEW CONSTRUCTION

1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154

AL NEJMAH MARKET

**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

LANDSCAPE DETAILS

N.T.S

3/10/25

L2.00

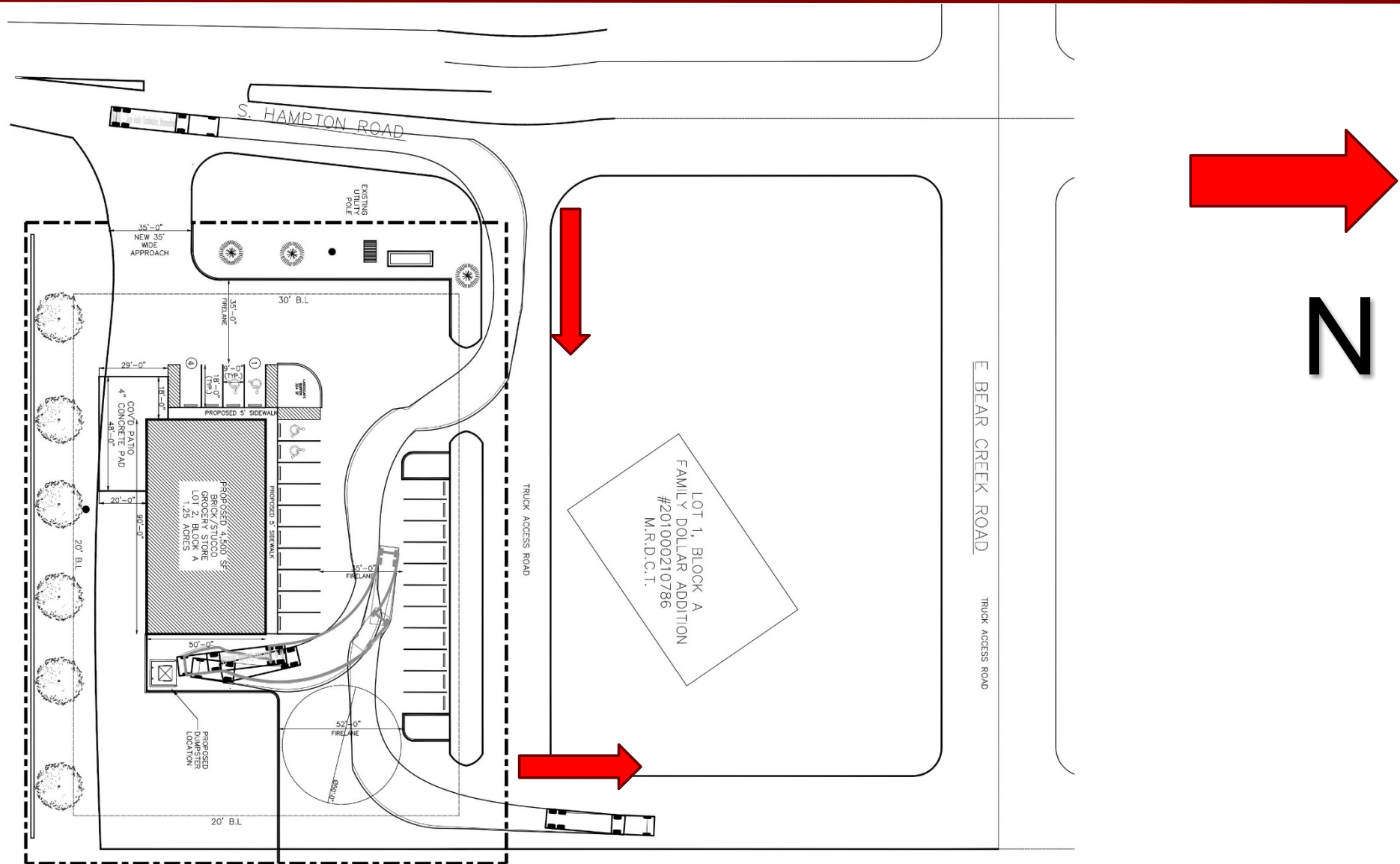


ARCHITECTURAL
SERVICES.LLC

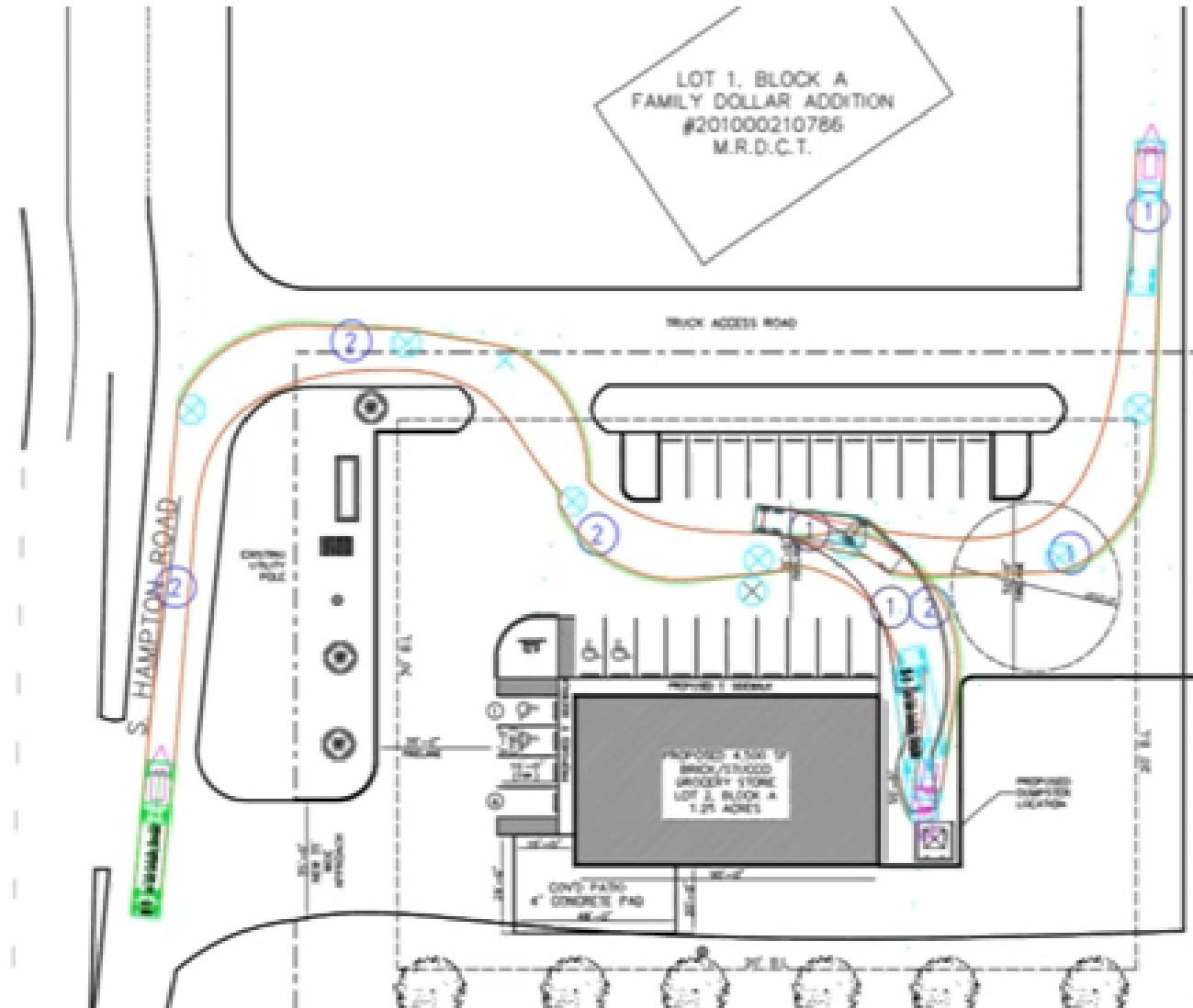
DRAFTED BY ARTHUR A. ARCHULETA
469.605.5438 ariarchuleta.aa@gmail.com

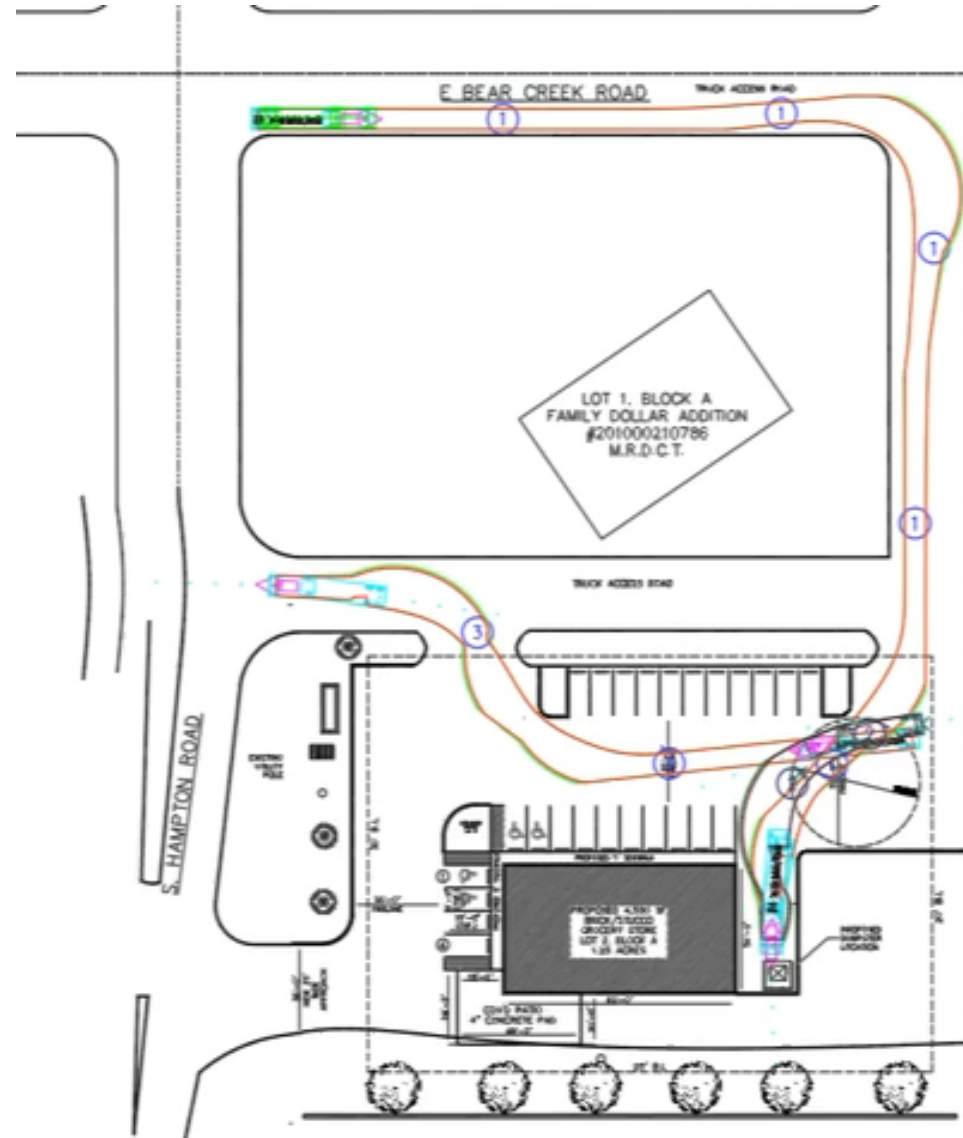
PROJECT DIRECTORY		
OWNER (TENANT): MOHAMMAD ALI AL AL NEJMAH MARKET 1710 S HAMPTON ROAD GLENN HEIGHTS, TX 75154 P: 281.329.8174 photo@artshale.com	PROJECT ARCHITECT: ART ARCHITECTA A3 ARCHITECTURAL SERVICES, LLC LANCASTER, TX 75134 P: 469.600.5438 artshale@a3.us@gmail.com	LANDSCAPE: ART ARCHITECTA A3 ARCHITECTURAL SERVICES, LLC LANCASTER, TX 75134 P: 469.600.5438 artshale@a3.us@gmail.com

Traffic Circulation



Traffic Circulation



The logo of the City of Glenn Heights is a circular seal. It features a blue outer ring with the text "CITY OF" at the top and "GLENN HEIGHTS" at the bottom, separated by two stars. The center of the seal is white and contains a stylized graphic of a star and a building.

Description



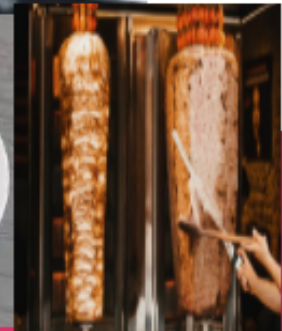
WHAT DO WE OFFER?

- INTERNATIONAL GROCERY
- BAKERY
- FRESH PRODUCE
- HALAL MEAT & POULTRY
- SNACKS & BEVERAGES
- HOT FOOD
- HOURS 8:00-9:00 PM DAILY

Description



KITCHEN MENU EXAMPLES.....



RECOMMENDATION



- ☐ Staff recommends the APPROVAL of this Site Plan requests.
- ☐ Planning and zoning Previously approved the site plan and recommending the approval of the second Driveway.

QUESTIONS



COMMENTS

GENERAL NOTES

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE CODES, ORDINANCES AND ACCEPTED INDUSTRY STANDARDS.
2. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS AND ESTABLISHING THE COMPATIBILITY OF ALL NEW WORK WITH THE EXISTING CONDITIONS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND PAYING FOR ALL PERMITS, LICENSES, ETC. REQUIRED BY REGULATING AUTHORITIES HAVING JURISDICTION.
4. CONTRACTOR SHALL TAKE EVERY PRECAUTION TO MINIMIZE DISRUPTION IN ADJACENT AND NEIGHBORING OCCUPIED SPACE.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND CONTINUOUS MAINTENANCE OF ALL WORK FROM DAMAGE AND SHALL PROTECT THE OWNER'S PROPERTY FROM DAMAGE OR LOSS BY DUST, DIRT, WATER THEFT, FIRE OR ANY OTHER PHYSICAL DAMAGE IN CONNECTION WITH THE CONTRACT.
7. ALL MATERIALS AND ITEMS REMOVED BY THE CONTRACTOR BECOME HIS PROPERTY AND SHALL BE REMOVED FROM THE SITE IN CLOSED CONTAINERS ON A DAILY BASES OR IN A MANNER ACCEPTABLE TO THE OWNER.
8. MAINTAIN EXISTING UTILITIES INDICATED TO REMAIN, KEEP IN SERVICE, AND PROTECT AGAINST DAMAGE DURING ALL WORK. CONTRACTOR SHALL COORDINATE\ CONSTRUCTION AROUND EXISTING EQUIPMENT, CONDUIT CABLING, ETC., WITH OWNER.
9. THOROUGHLY CLEAN ALL AREAS AND SPACES USED TO ACCESS WORK AREAS WITHIN CONTRACT LIMITS AND BROOM CLEAN TWICE DAILY AT A MINIMUM. CONTRACTOR SHALL PROVIDE FIRE RETARDANT DUST MATS AT ALL EXITS AND ENTRANCES TO SPACES UNDER CONSTRUCTION. COORDINATE WITH LOCAL CODE REQUIREMENTS AND ORDINANCES.
10. CONTRACTORS SHALL COORDINATE LOCATION OF ALL UTILITIES WITH EQUIPMENT TO BE INSTALLED BY OTHERS WITH EXISTING CONDITIONS AND THE ENGINEERS' DRAWINGS.
11. THE DRAFTSPERSON SHALL HAVE NO RESPONSIBILITY FOR THE DISCOVERY, PRESENCE, HANDLING, REMOVAL, DISPOSAL, OR EXPOSURE OF PEOPLE TO HAZARDOUS MATERIALS IN ANY FORM, INCLUDING, BUT NOT LIMITED TO, ASBESTOS PRODUCTS, POLYCHLORINATED BIPHENYL (PCB) OR OTHER TOXIC SUBSTANCES.
12. CONTRACTOR SHALL PROVIDE WRITTEN NOTICE OF ANY CHANGES THAT INVOLVE ADDITIONAL COST AND/OR TIME TO THE DRAFTSPERSON AND OWNER WITHIN FIVE DAYS OF ITS DISCOVERY AND BEFORE PROCEEDING WITH THE WORK. THIS SHALL BE SUBMITTED IN THE FORM OF A UNIT COST AND DETAILED LUMP SUM BREAKDOWN. COST EVENTS WITHOUT AN ACCOMPANYING BREAKDOWN WILL NOT BE CONSIDERED FOR REVIEW AND APPROVAL.

APPLICABLE CODES

2021 INTERNATIONAL BUILDING CODE
2021 INTERNATIONAL PLUMBING CODE
2021 INTERNATIONAL MECHANICAL CODE
2021 INTERNATIONAL FIRE CODE
2021 INTERNATIONAL ENERGY CONSERV. CODE
2023 NATIONAL ELECTRIC CODE

TYPE OF WORK

NEW CONSTRUCTION

BUILDING SQ.FT.	4,500 SF
CONSTRUCTION TYPE	TYPE V
OCCUPANT LOAD	30
ZONING	COMMERCIAL

SHEET INDEX

A.00	COVER SHEET
A0.00	SITE PLAN
L1.00	LANDSCAPE PLAN
L2.00	LANDSCAPE DETAILS
S1.00	FOUNDATION PLAN
S2.00	FOUNDATION DETAILS
A1.00	FLOOR PLAN
A2.00	ELEVATIONS
A3.00	ELEVATIONS
M4.00	MECHANICAL
E5.00	ELECTRICAL
P6.00	PLUMBING
P6.10	PLUMBING DETAILS
A7.00	FRAMING PLAN
A8.00	DETAILS SHEET
A9.00	ADA SHEET
G10.00	GAS LINE PLAN

1714 S. HAMPTON ROAD
GLENN HEIGHTS, TX.
75154

VICINITY MAP



EXISTING SITE AREA



CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249

DRAWING CONTENT:

LANDSCAPE
PLAN

SCALE:

1/16" = 1'-0"

DATE:

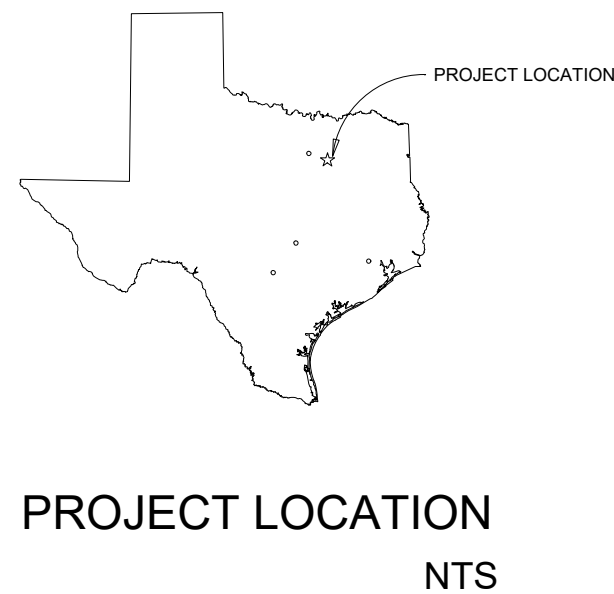
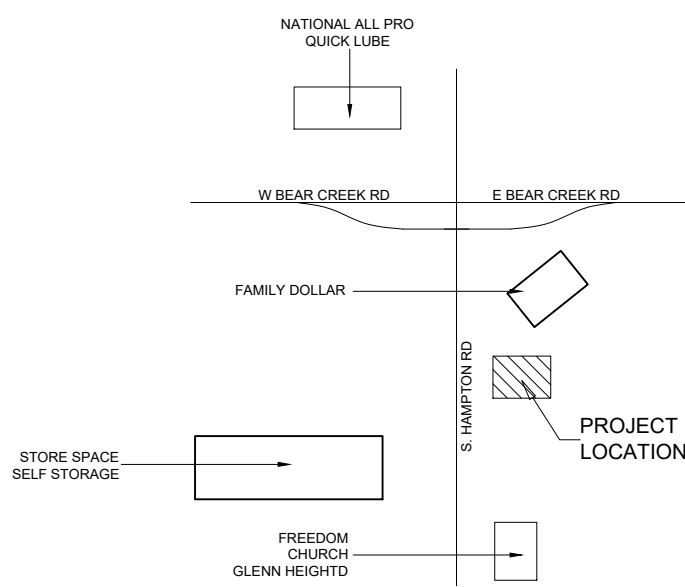
3/10/25

SHEET:

COVER



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469.605.5438 artarchuleta.aa@gmail.com



SITE PLAN GRAPHIC LEGEND

- PROPERTY LINE
- BUILD LINE
- PLATTED LOT LINE

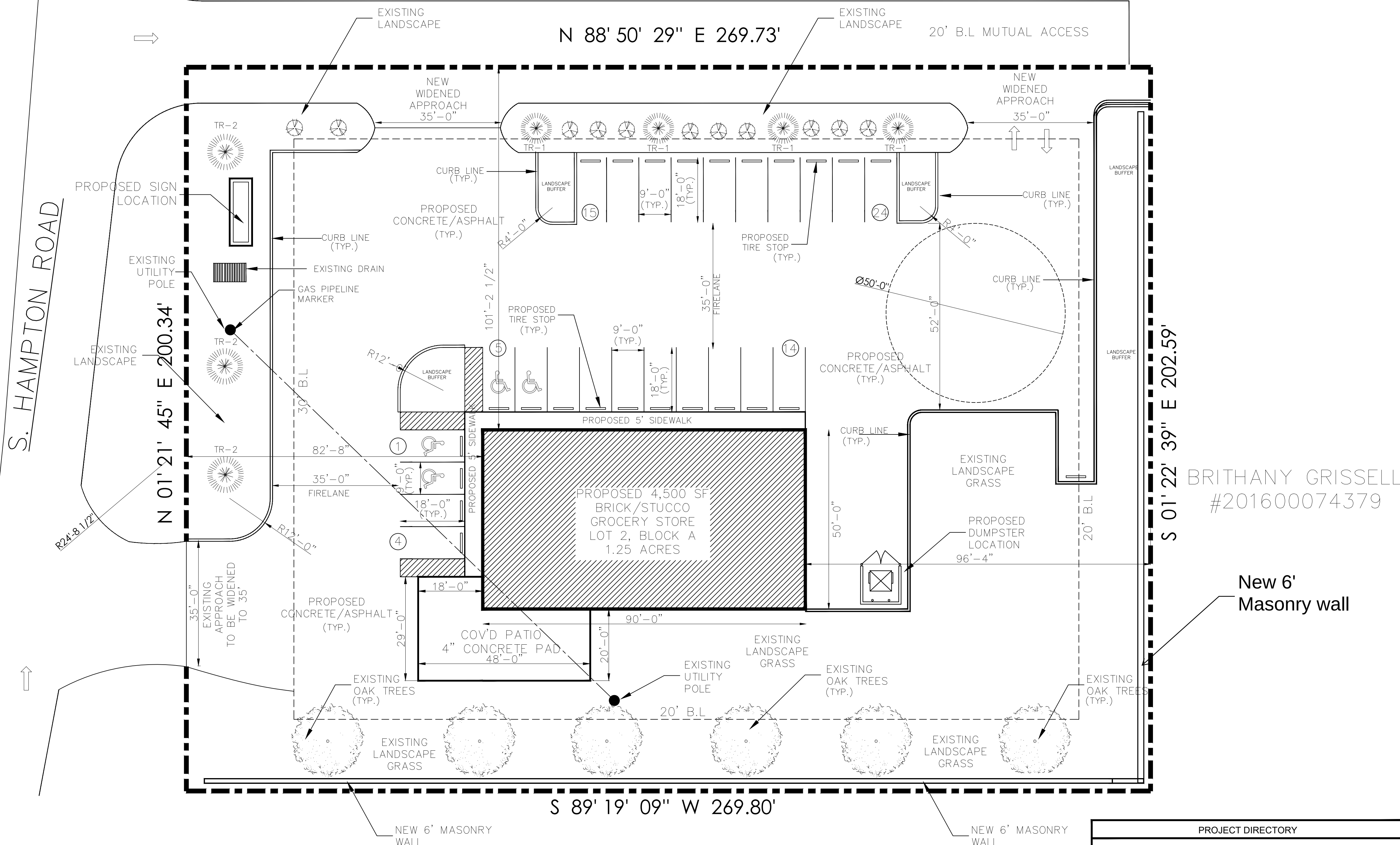
PARKING ANALYSIS RATIO:

SL. NO.	TYPE	SQ. FT.	RATIO	DESCRIPTION
01	PARKING ANALYSIS-A	4,500	11.38	24 SPACES CAR PARKING
02	PARKING ANALYSIS-A	4,500	3.0	3 SPACES HANDICAP PARKING



SITE DATA SUMMARY TABLE	
ZONING (FROM ZONING MAP)	COMMERCIAL
LOT AREA (SQUARE FEET & ACRES)	1,249 ACRES/54,407 SF
BUILDING FOOTPRINT AREA (SQUARE FEET)	4,500 SF
TOTAL BUILDING AREA (SQUARE FEET)	4,500 SF
BUILDING HEIGHT PERMITTED	20'-0"
BUILDING HEIGHT (FEET - DISTANCE TO TALLEST BUILDING ELEMENT)	14'-0"
LOT COVERAGE -	9 %
PARKING	
PARKING RATIO (FROM ZONING ORDINANCE)	3 SPOTS/100 SF
REQUIRED PARKING (# SPACES)	15
PROVIDED PARKING (# SPACES)	29
ACCESSIBLE PARKING REQUIRED (# SPACES)	2
ACCESSIBLE PARKING PROVIDED (# SPACES)	4
PARKING IN EXCESS OF 10% OF REQUIRED PARKING (# SPACES)	0
LANDSCAPE AREA (INCLUDING TURF AREAS, 20% REQUIRED)	3,160 SF REQUIRED
TREES IN FRONT YARD AREA SHALL BE 1/1000 SQUARE FEET	1
SHRUBBERY SHALL BE 1/50 SF	15
GROUND COVER 10% OF LANDSCAPE AREA, THE REST CAN BE GRASSES	
REQUIRED INTERIOR LANDSCAPE AREA (PARKING LOT LANDSCAPING) (SQ. FT.)	
INTERIOR LANDSCAPE AREA PROVIDED (SQUARE FEET)	
TOTAL LANDSCAPE AREA (SQUARE FEET) - EXISTING	25,251 SF
TOTAL LANDSCAPE AREA (SQUARE FEET) - PROPOSED	450 SF
PERMEABLE AREA (NOT INCLUDING LANDSCAPING OF TURF AREAS)	323
PERMEABLE PAVEMENT (SQUARE FEET)	0
OTHER PERMEABLE AREA WITHIN THE LOT NOT INCLUDING LANDSCAPING OR TURF AREAS	0
TOTAL PERMEABLE AREA (SQUARE FEET)	323
IMPERVIOUS AREA	
BUILDING FOOTPRINT AREA (SQUARE FEET)	4,500 SF
AREA OF SIDEWALKS, PAVEMENT & OTHER IMPERVIOUS FLATWORK (SQ. FT.)	19,893 SF
OTHER IMPERVIOUS AREA - DUMPSTER	121 SF
TOTAL IMPERVIOUS AREA	24,514 SF
TOTAL LANDSCAPE + TOTAL PERMEABLE AREA - EXISTING	29,893 SF
SUM OF TOTAL LANDSCAPE AREA + TOTAL PERMEABLE AREA + TOTAL IMPERVIOUS AREA (SQUARE FEET) NOTE: SUM MUST EQUAL LOT AREA	54,407 SF

LOT 1, BLOCK A
FAMILY DOLLAR ADDITION
#201000210786
M.R.D.C.T.



BRITHANY GRISSSELL
#201600074379

New 6'
Masonry wall

PROJECT DIRECTORY		
OWNER (TENANT): MOHAMMAD ALLAN AL NEJMAH MARKET 1710 S. HAMPTON ROAD GLENN HEIGHTS, TX. 75154 P: 504.329.8179 chefsdiscount@yahoo.com	PROJECT ARCHITECT: ART ARCHULETA A3 ARCHITECTURAL SERVICES, LLC LANCASTER, TX. 75134 P: 469.605.5438 artarchuleta.aa@gmail.com	LANDSCAPE: ART ARCHULETA A3 ARCHITECTURAL SERVICES, LLC LANCASTER, TX. 75134 P: 469.605.5438 artarchuleta.aa@gmail.com

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:

SITE PLAN

SCALE:

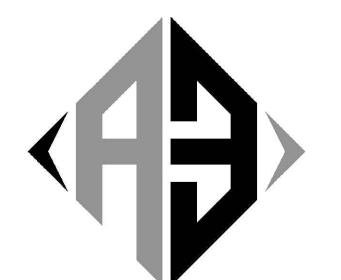
1/16" = 1'-0"

DATE:

3/10/25

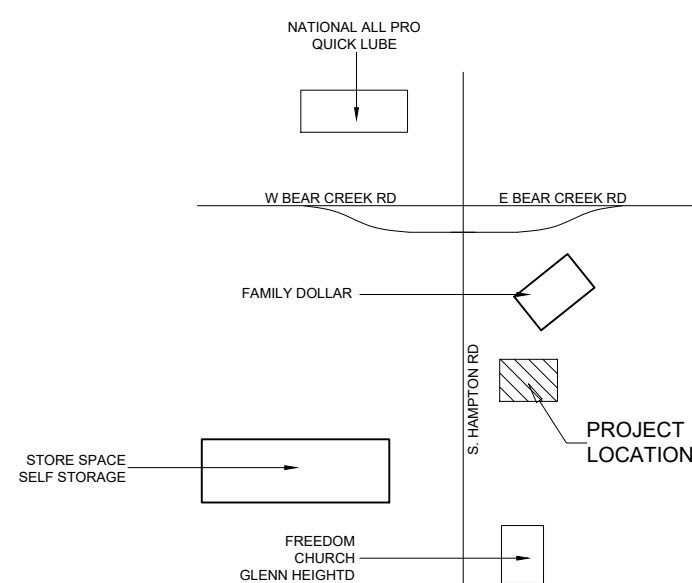
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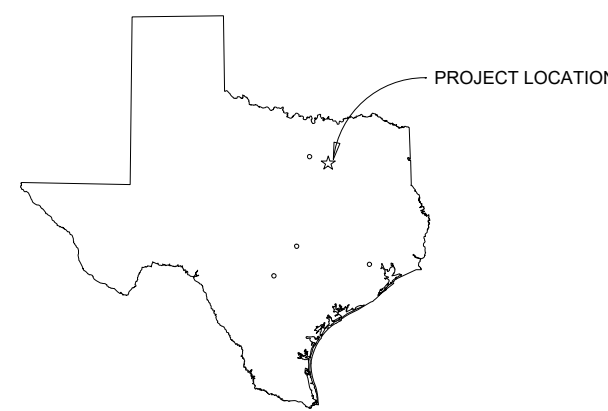


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469.605.5438 artarchuleta.aa@gmail.com



VICINITY MAP
NTS



PROJECT LOCATION
NTS

LOT 1, BLOCK A
FAMILY DOLLAR ADDITION
#201000210786
M.R.D.C.T.

LANDSCAPE LEGEND	
	NEW SHRUB
	NEW LARGE TREE,
	NEW MEDIUM TREE
	NEW SMALL TREE
	GRASS

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:

**LANDSCAPE
PLAN**

SCALE:

1/16" = 1'-0"

DATE:

3/10/25

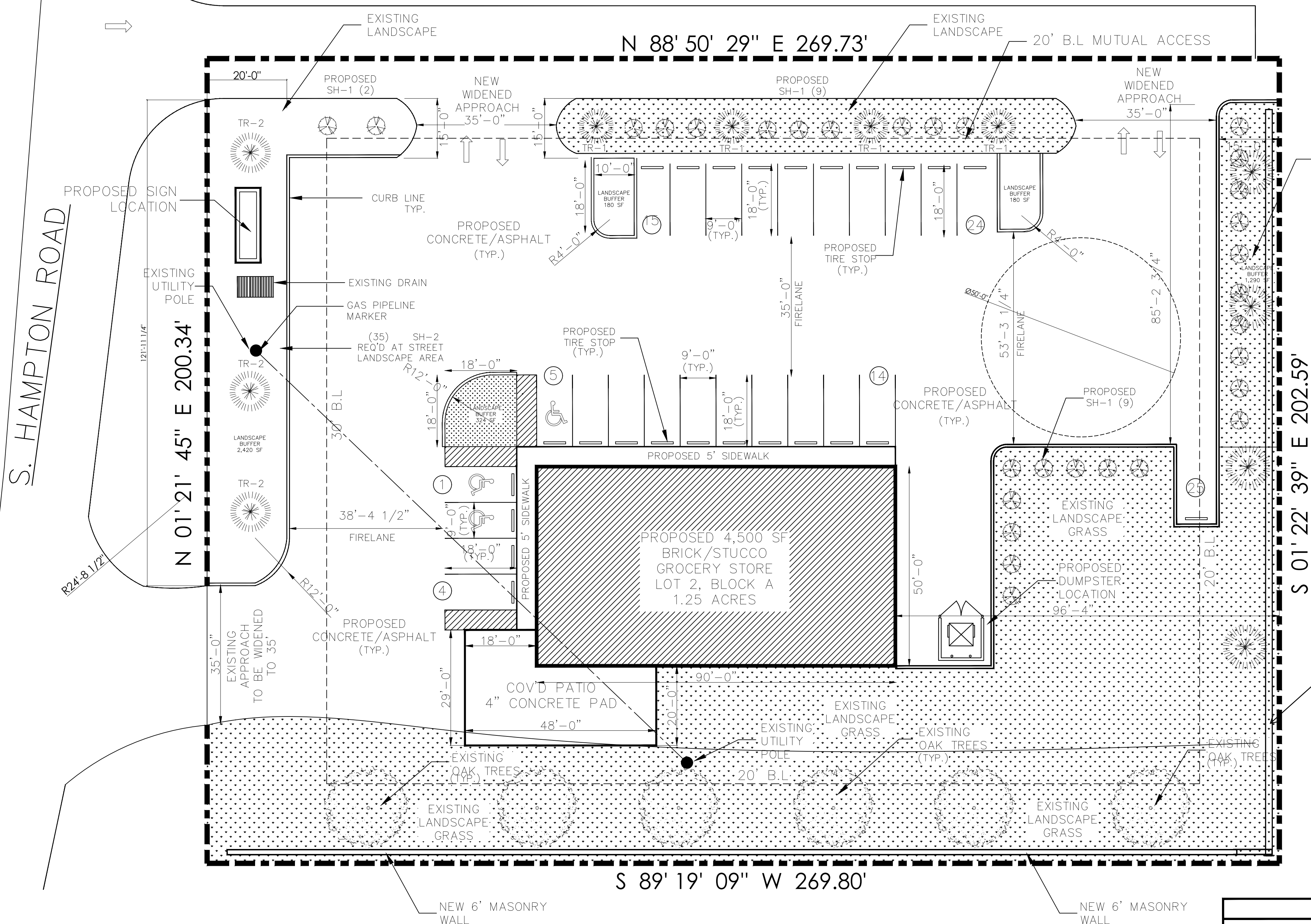
SHEET:

L1.00



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SERVICES, LLC**

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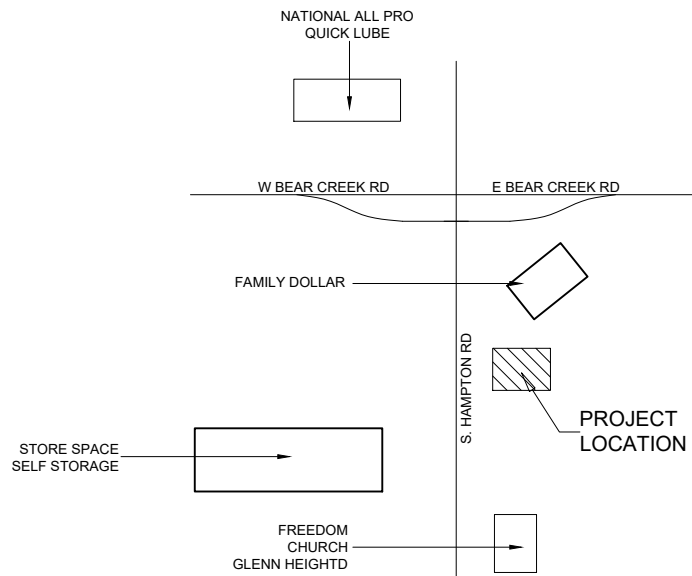


BRITHANY GRISSELL
#201600074379

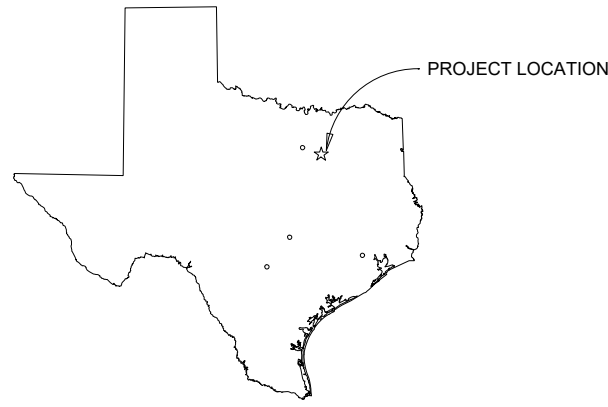
New 6'
Masonry wall

PROJECT DIRECTORY		
OWNER (TENANT): MOHAMMAD ALLAN AL NEJMAH MARKET 1710 S. HAMPTON ROAD GLENN HEIGHTS, TX. 75154 P: 504. 329.8179 cheftdiscourt@yahoo.com	PROJECT ARCHITECT: ART ARCHULETA A3 ARCHITECTURAL SERVICES, LLC LANCASTER, TX. 75134 P: 469.605.5438 artarchuleta.aa@gmail.com	LANDSCAPE: ART ARCHULETA A3 ARCHITECTURAL SERVICES, LLC LANCASTER, TX. 75134 P: 469.605.5438 artarchuleta.aa@gmail.com

NORMAN CLARK
#2003093/2328



VICINITY MAP
NTS



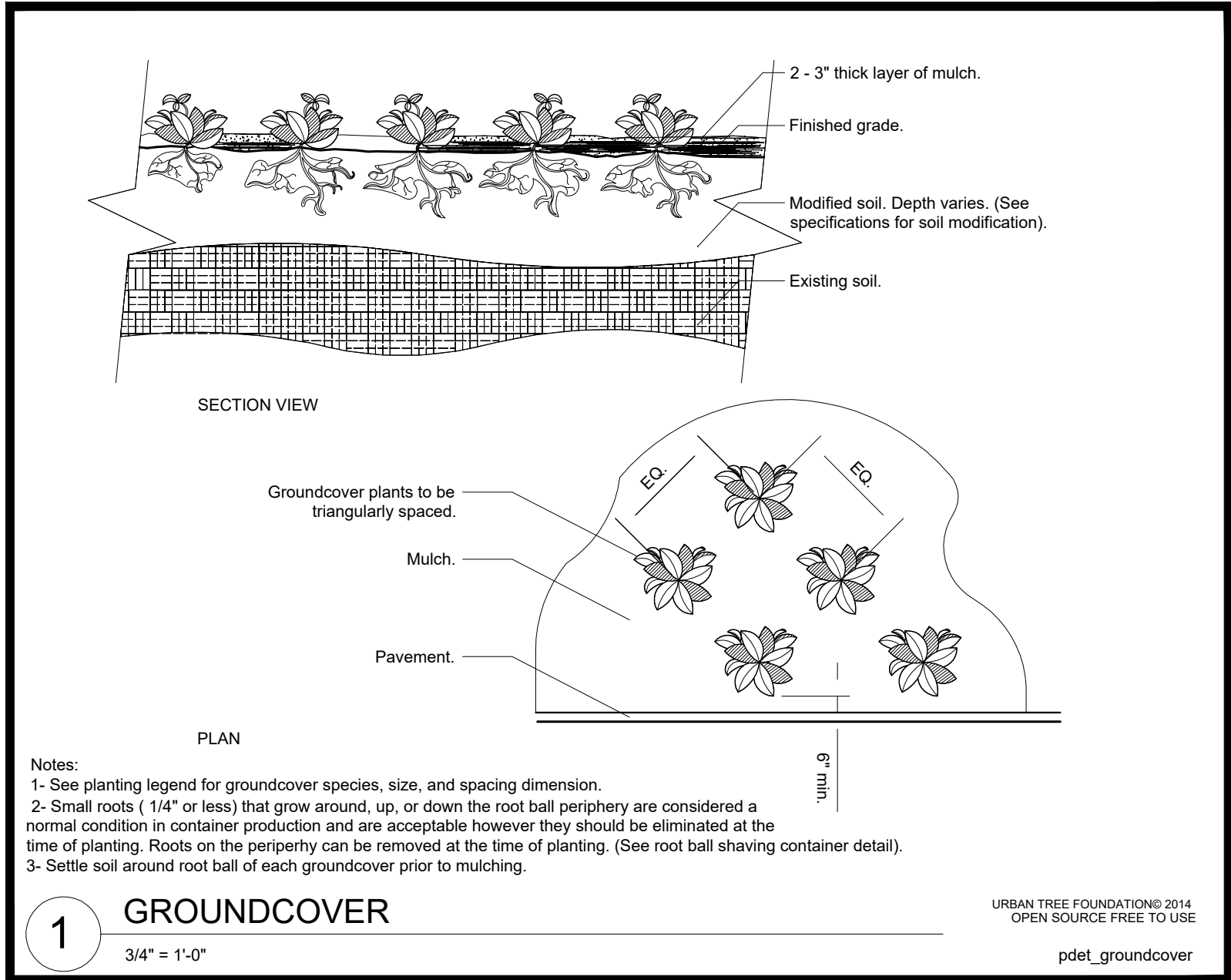
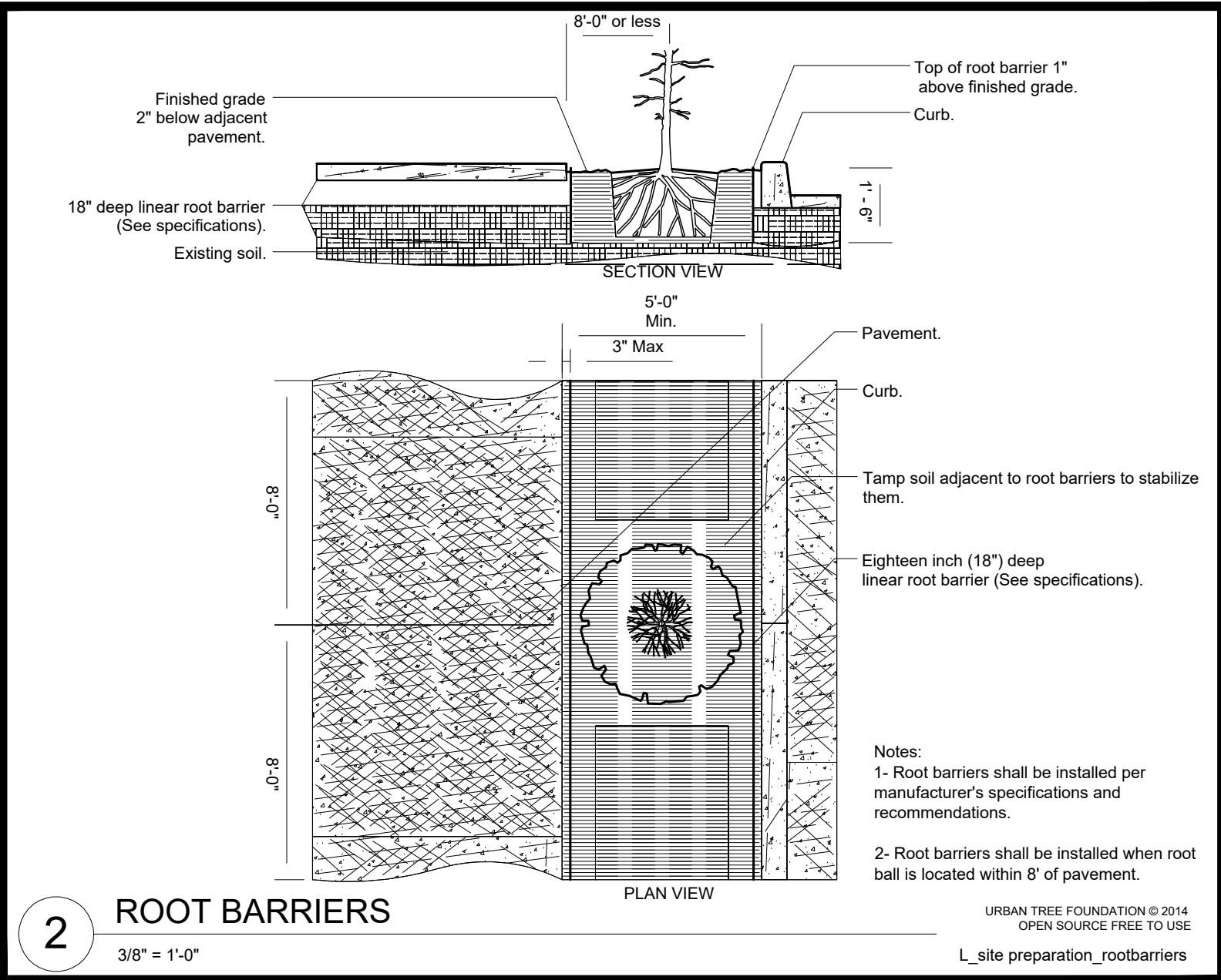
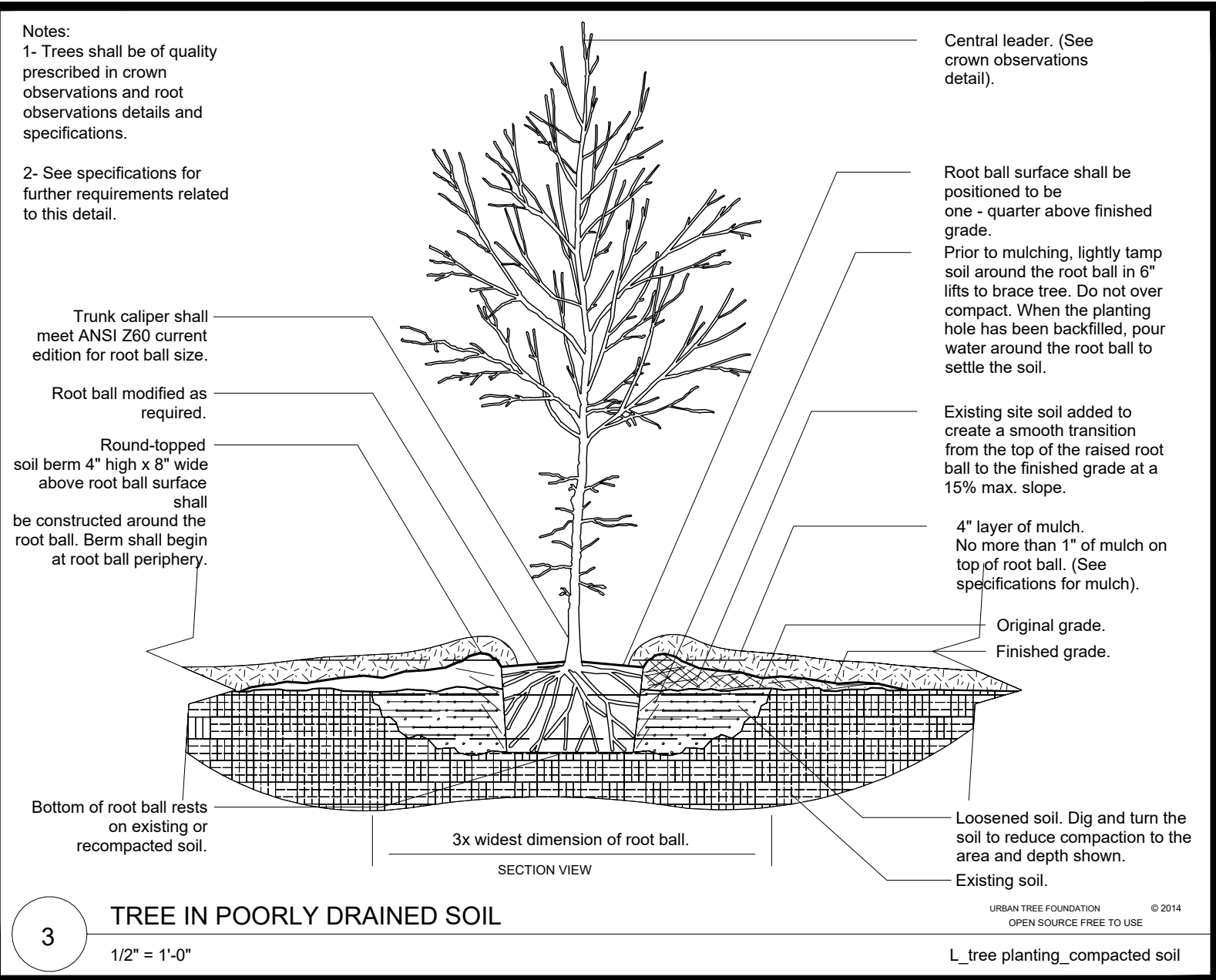
PROJECT LOCATION
NTS

LANDSCAPE REQUIREMENTS:		
MANDATORY PROVISION	REQUIRED:	PROVIDED:
ROW STREETSCAPE BUFFER: MIN OF 6' BETWEEN B.O.C. & SIDEWALK	6'	6'
STREET TREE : 1 MEDIUM SHADE TREE/ 50' OF STREET FRONTAGE	200' FRONTAGE, 24'-0" DRIVE= 324'	3 SMALL TREES/ 2 MEDIUM
STREET LANDSCAPE SHALL HAVE GROUND COVER OR GRASS W/ APPROPRIATE IRRIGATION & MAINTENANCE	GROUND COVER OR GRASS	EXISTING GRASS SPECIFIED
SITE LANDSCAPING		
20% OF SITE SHALL HAVE PERMANENT LANDSCAPE	54,407/ 20% = 10,881 SF	25,251 SF
STREET YARD LESS THAN 10,000 SF	1 TREE / 1000 SF, 5382/1000= 5	0 LARGE TREE
CREDIT FOR EXISTING TREES	10	10
2 ORNAMENTAL TREES MAY BE SUBSTITUTED FOR 1 REQ. LARGE TREE, MAX 50% ALLOWED SUBSTITUTION, 6' HIGH WHEN PLANTED	-	-
SHRUBBERY: 1 SHRUB/ 50 SF OF REQ. LANDSCAPE	15	15
GROUND COVER: MIN 10% OF REQ. LANDSCAPE IS GROUND COVER	N/A	
90% LAWN GRASSES AND MULCH AROUND BEDDING PLANTS	N/A	
30% OF TOTAL REQUIRED LANDSCAPE IN FRONT & SIDE YARD	N/A	
PARKING SCREENING: 10' MIN BUFFER, 3'-4' HEIGHT, MAX 36" OC	10' MIN BUFFER, 3'-4' HGT, MAX 36" OC	10' , 3'-4' HIGH, MAX. 36" OC
AREA OF PARKING SCREENING BUFFER		
INTERNAL PARKING LOT LANDSCAPE	> 75% = 19 SF/PARKING STALL	450 SF
% OF PARKING BETWEEN BLDG FACADE AND ROW	11*19= 209 SF	
PARKING PLANTER ISLAND SHALL CONTAIN: 1 CANOPY TREE OR 2 UNDESTORY/ ACCENT TREE IN, THE REST IN SHRUBS	1	1
NO PARKING SPACE MAY BE LOCATED MORE THAN 80 FEET FROM THE TRUNK OF A LARGE CANOPY TREE	80'	65'-0"

LANDSCAPE LEGEND	
	NEW SHRUB
	NEW LARGE TREE,
	NEW MEDIUM TREE
	NEW SMALL TREE
	GRASS

LANDSCAPE NOTES	
1. CONTRACTOR SHALL STAKE OUT TREE LOCATIONS AND BED CONFIGURATION FOR APPROVAL BY OWNER PRIOR TO INSTALLATION.	
2. CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ADVISE THE OWNERS REPRESENTATIVE OF ANY CONDITION FOUND ON-SITE WHICH PROHIBITS INSTALLATION AS SHOWN ON THESE PLANS.	
4. ALL SHRUB AND GROUND COVER BEDS SHALL HAVE A MINIMUM OF (2") TWO INCHES OF HARDWOOD BARK MULCH.	
5. TREES SHALL BE PLANTED A LEAST FIVE (4') FEET FROM PAVEMENT AND A (3') CLEAR DIAMETER AROUND FIRE HYDRANTS.	
6. ALL TREES PLANTED WITHIN FIVE (5') FEET OF A CURB, WALK OR DRIVE MUST INCLUDE AN APPROVED RIGID PLASTIC ROOT BARRIER	
7. FOR EACH SMALL TREE INSTALLATION, A MIN 24" OF SOIL DEPTH AND 25 SF OF OPEN SOIL AREA.	
8. FOR EACH MEDIUM OR LARGE TREE A MIN 36" OF SOIL DEPTH AND 200 SF OF OPEN SOIL AREA REQUIRED.	
9. TREES OVERHANGING WALKS AND PARKING AREAS SHALL HAVE A MIN. CLEAR TRUNK HEIGHT OF (7') FEET.	
10. TREES OVERHANGING PUBLIC STREET PAVEMENT, DRIVE AISLES, AND FIRELANES WILL HAVE A MINIMUM CLEAR TRUNK HEIGHT OF (14') FEET.	
11. LARGE AND MEDIUM TREES MUST BE PLANTED A MIN OF 30' FORM THE CLOSEST POINT OF AN OVERHEAD ELEC. DISTRIBUTION LINE.	
12. A VISIBILITY TRIANGLE MUST BE PROVIDED AT ALL INTERSECTIONS AS REQUIRED BY THE THROUGHFARE STANDARDS ORDINANCE. SHRUBS ARE NOT TO EXCEED 24" IN HEIGHT. TREES WILL HAVE A MINIMUM CLEAR TRUNK BRANCHING HEIGHT OF (9') FEET.	
13. ALL PLANT MATERIAL SHALL BE MAINTAINED IN A HEALTHY AND GROWING CONDITION, AND MUST BE REPLACED WITH PLANT MATERIAL OF SIMILAR VARIETY AND SIZE, IF DAMAGED, DESTROYED OR REMOVED.	
14. LANDSCAPE AREAS SHALL BE KEPT FREE OF TRASH, LITTER AND WEEDS.	
15. SIGNAGE AND FENCING SHALL BE CONTINGENT UPON BUILDING INSPECTION DEPARTMENT APPROVAL.	
16. AN IRRIGATION SYSTEM SHALL BE PROVIDED & MAINTAINED OPERATIONAL AT ALL LANDSCAPE AREAS. A PERMIT FROM THE BUILDING INSPECTION DEPARTMENT IS REQUIRED FOR THE IRRIGATION SYSTEM.	
17. SOIL: CONTRACTOR TO MODIFY THE TOP 10-12 INCHES OF THE EXISTING NATIVE SOIL FOR TREES AND SHRUBS BEDS BY MIXING EXISTING SOIL OR IMPORTED TOP SOIL WITH COARSE SAND AND COMPOST IN THE APPROXIMATE MIX RATIOS INDICATED BELOW TO GET A FINAL ORGANIC MATTER BETWEEN 3-4% (BY DRY WEIGHT) :	
MIX COMPONENT % BY MOIST VOLUME	
NATIVE OR IMPORTED TOPSOIL, UNSCREENED	45-50%
COARSE SAND	40-45%
COMPOST	10%

GROUND COVER, SHRUBS AND TREE SCHEDULE								
	MARK	COMMON NAME	SCIENTIFIC NAME	QTY	DESCRIPTION	SPREAD	HEIGHT	CALIPER & HEIGHT @ PLANTING
GRASS-SOD		BERMUDA GRSS	CYNODON DACTYLON		AS NEEDED WHERE ON PLAN			
SHRUB	SH-2	HOLLY DWARF YAUPON	LLEX VOMITORIA	35	1.5 GALLON EA, 4' OC SHOWN	2 FT	1- 3 FT	2 FT
SHRUB	SH-1	RED YUCCA	HESPERALOE PARVIFOLIA	36	3 GALLON EA, 4' OC SHOWN	3 FT	1- 3 FT	2 FT
SMALL TREE	TR-1	RED CREPE MYRTLE	LAGERSTROEMIA INDICA	4	1 GALLON EA, SHOWN ON PLAN	6-8 FT	8- 25 FT	1" CALIPER/ 5 FT
MEDIUM TREE	TR-2	LIVE RED OAK	QUERCUS VIRGINIANA	3	1 GALLON EA, SHOWN ON PLAN	8-10 FT	8- 25 FT	1" CALIPER/ 5 FT



PROJECT DIRECTORY		
OWNER (TENANT): MOHAMMAD ALLAN AL NEJMAH MARKET 1710 S. HAMPTON ROAD GLENN HEIGHTS, TX. 75154 P: 504. 329.8179 chefdiscourt@yahoo.com	PROJECT ARCHITECT: ART ARCHULETA A3 ARCHITECTURAL SERVICES, LLC LANCASTER, TX. 75134 P: 469.605.5438 artarchuleta.aa@gmail.com	LANDSCAPE: ART ARCHULETA A3 ARCHITECTURAL SERVICES, LLC LANCASTER, TX. 75134 P: 469.605.5438 artarchuleta.aa@gmail.com

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:

**LANDSCAPE
DETAILS**

SCALE:

N.T.S

DATE:

3/10/25

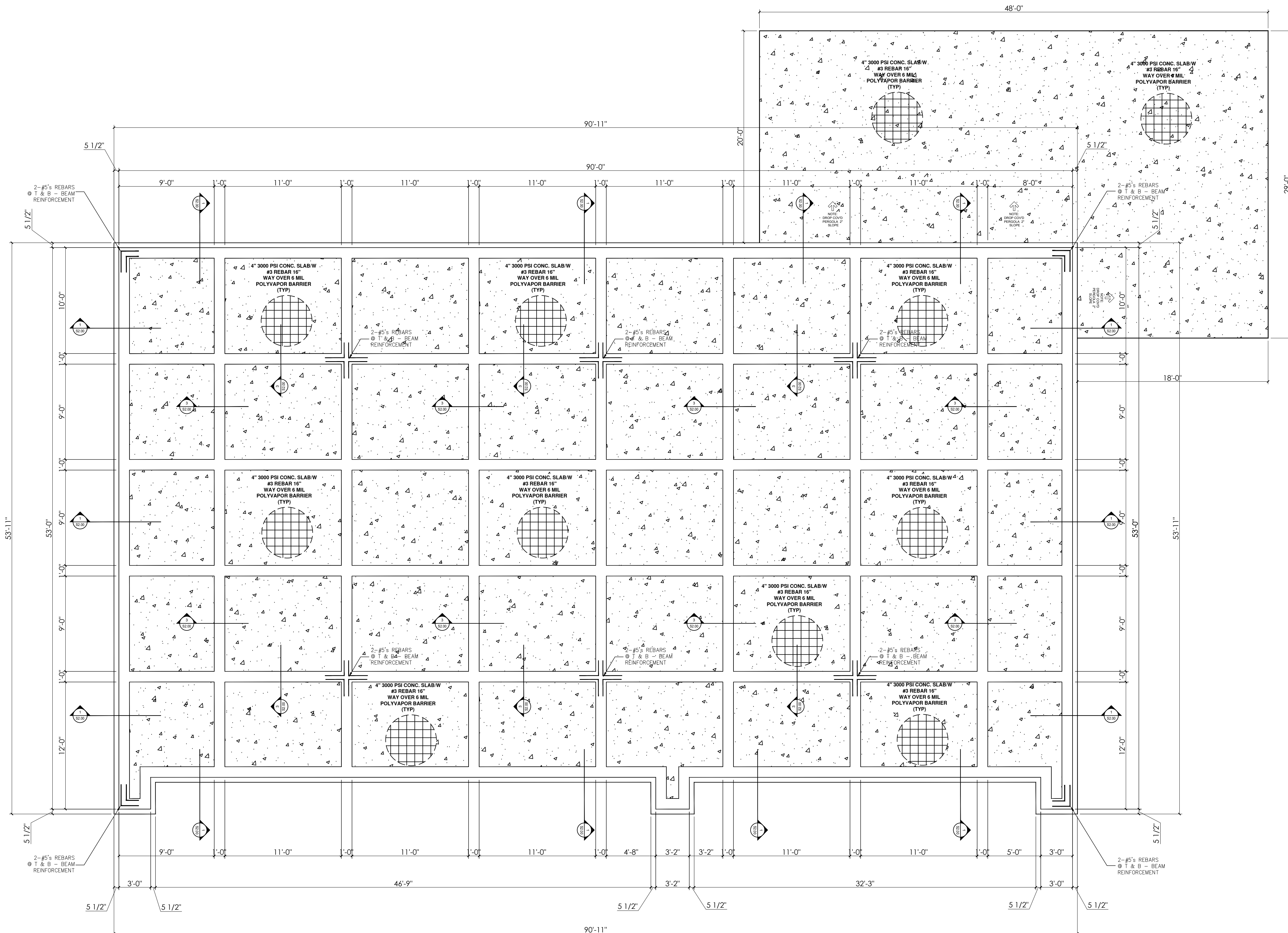
SHEET:

L2.00



**ARCHITECTURAL
SERVICES, LLC**

DRAFTED BY ARTHUR A. ARCHULETA
469.605.5438 artarchuleta.aa@gmail.com



FOUNDATION PLAN

CITY STAMP:

SCOPE OF WORK:
NEW CONSTRUCTION

JOB ADDRESS:
**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:
AL NEJMAH MARKET

LEGAL DESCRIPTION:
**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:
**FOUNDATION
PLAN**

SCALE:
3/16" = 1'-0"

DATE:
3/10/25

SHEET:
S1.00



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CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

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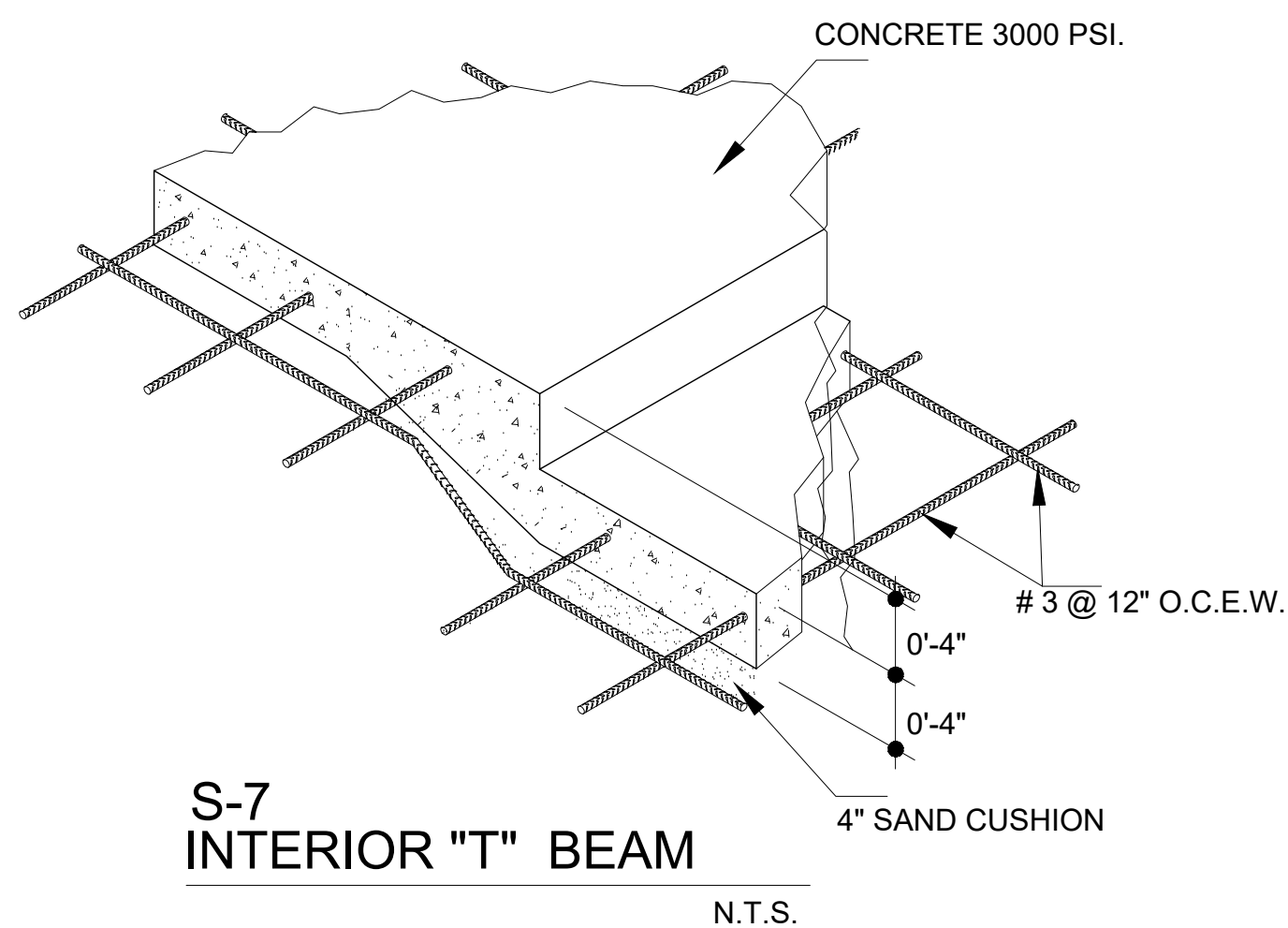
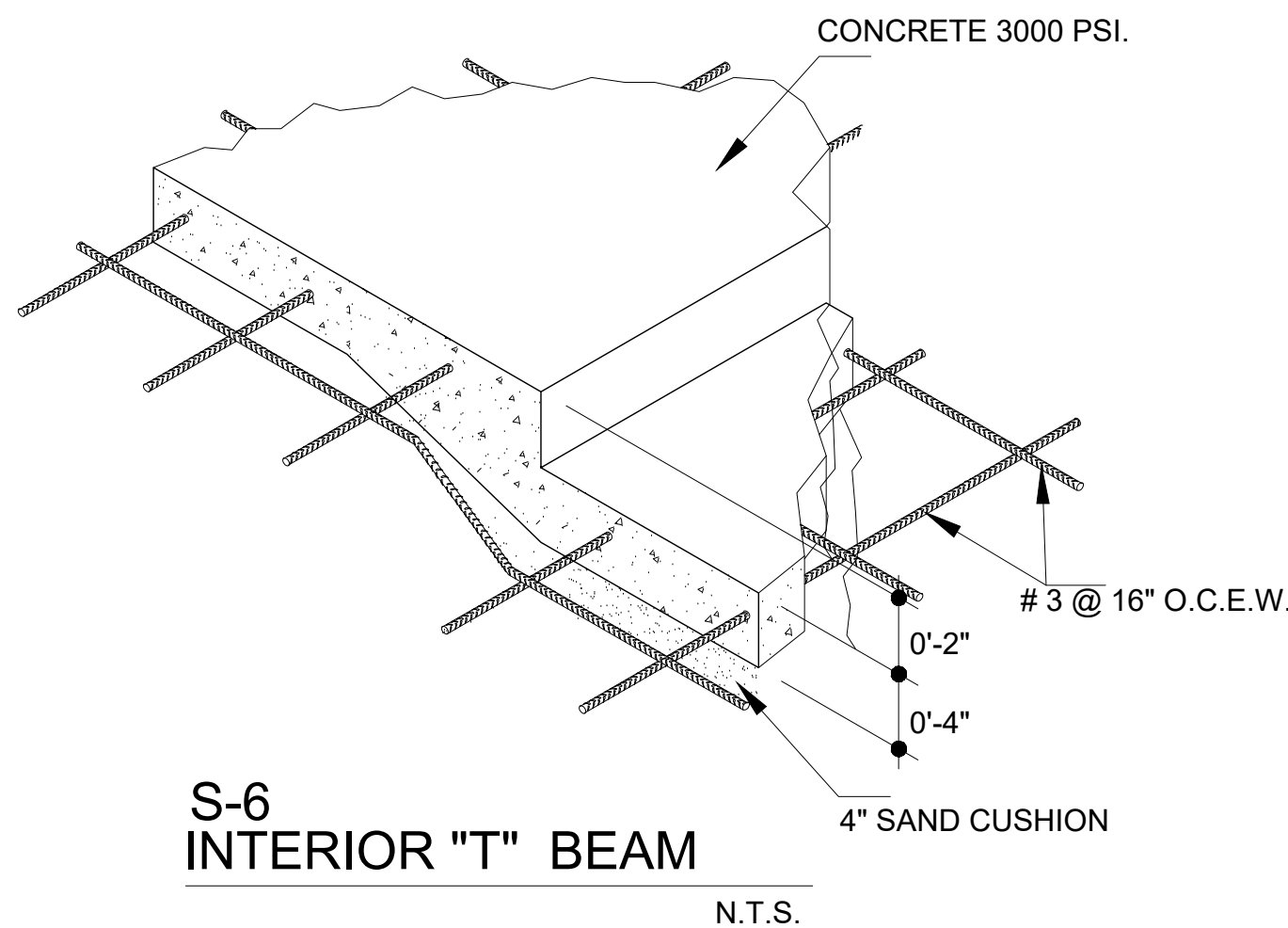
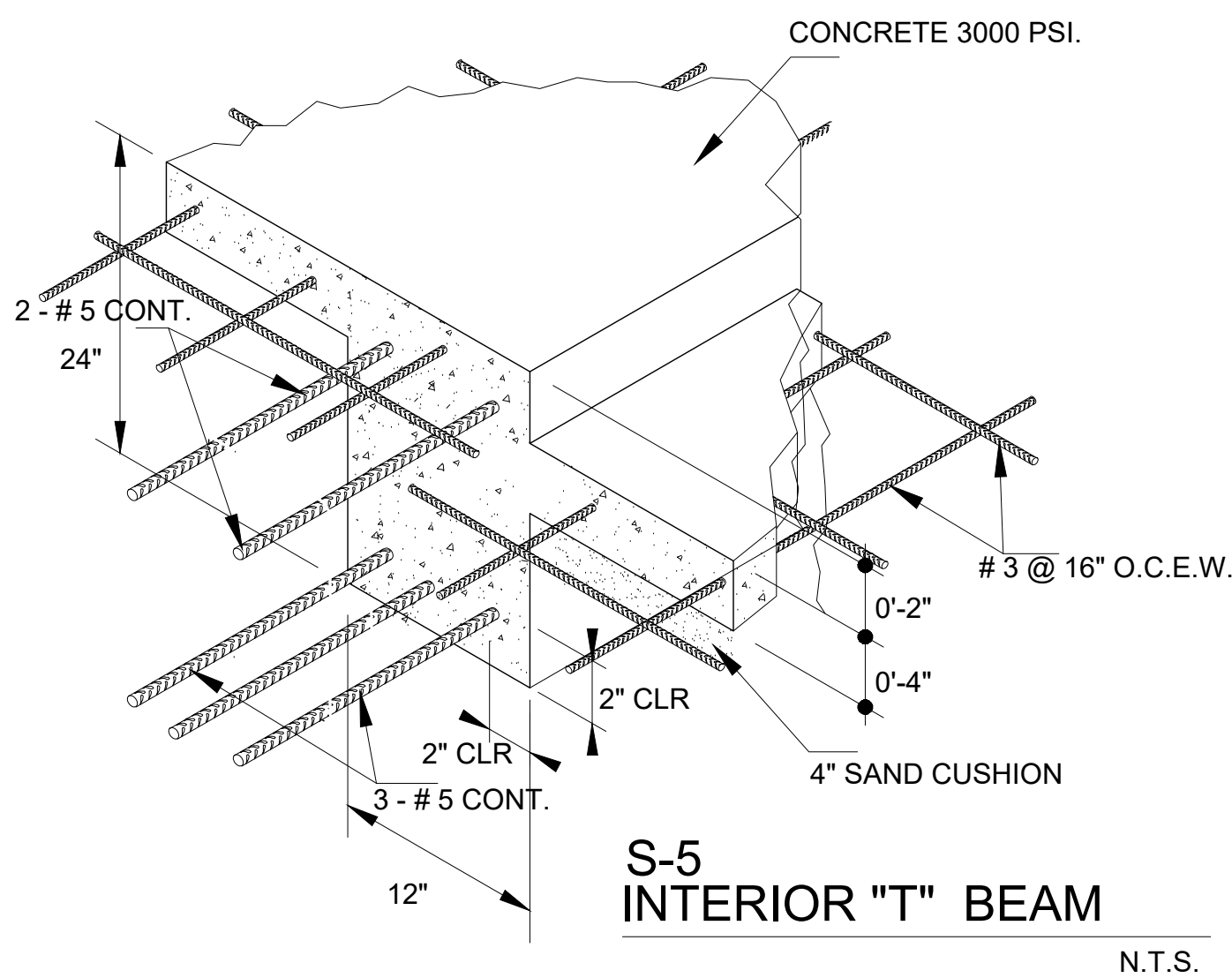
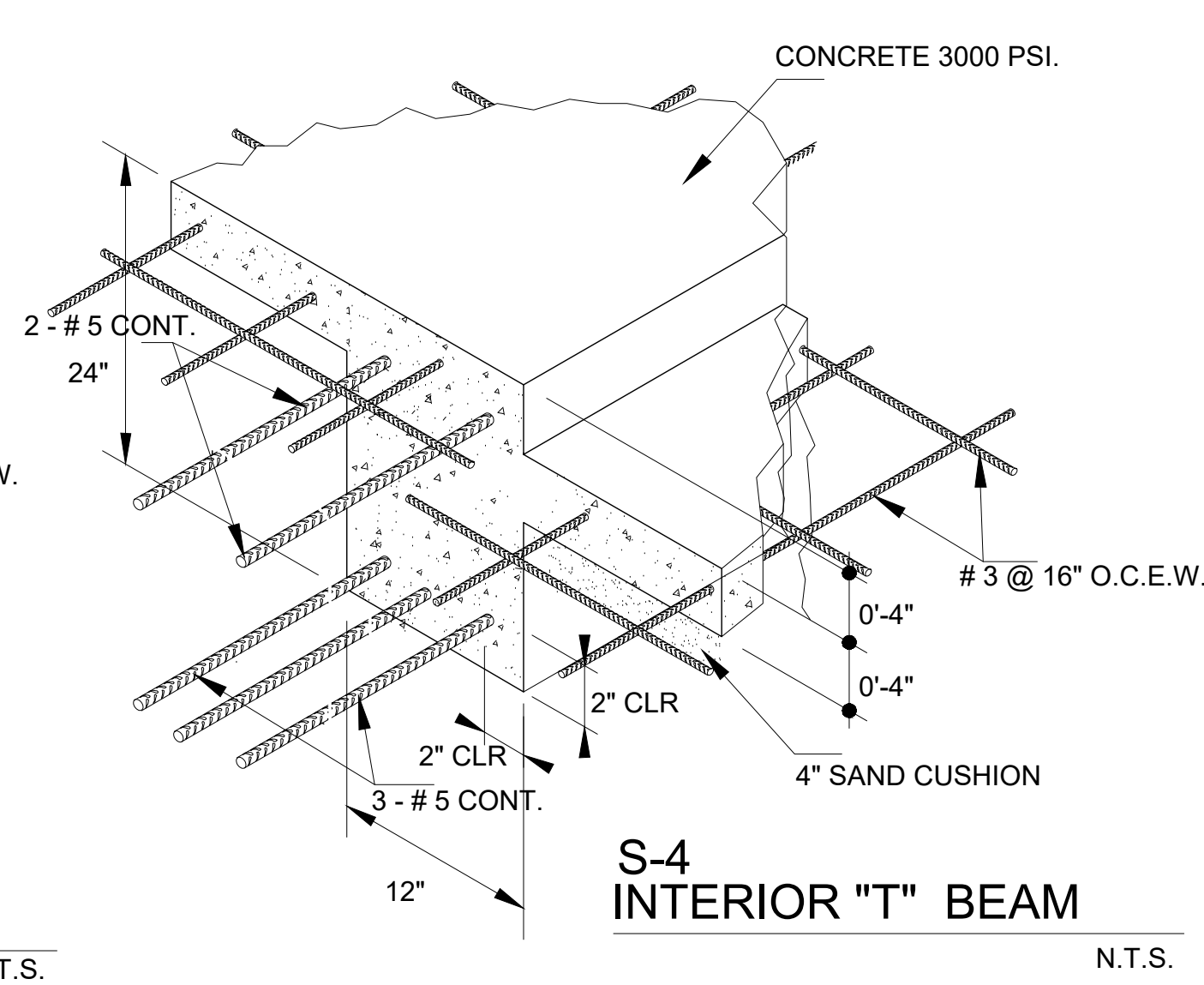
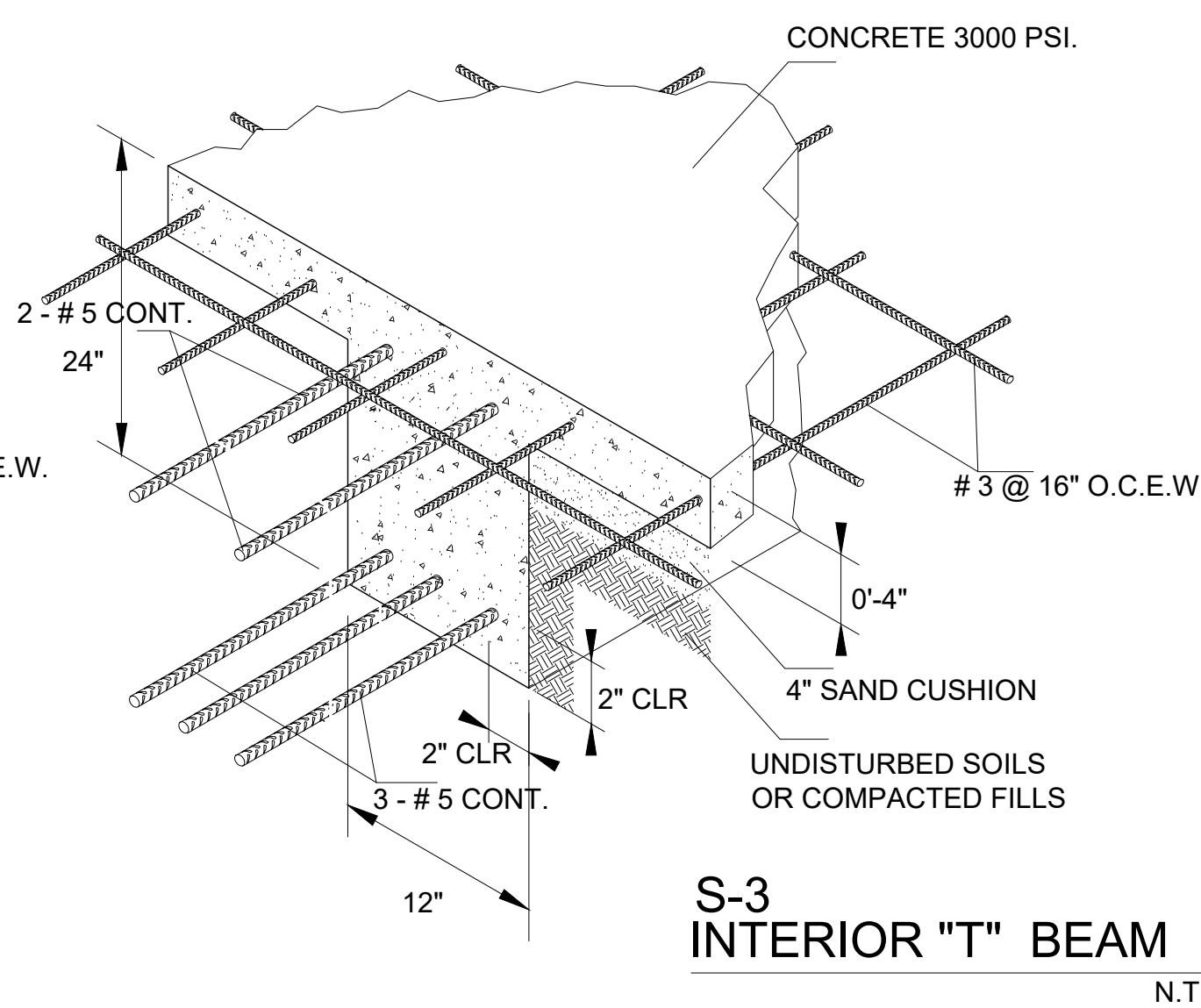
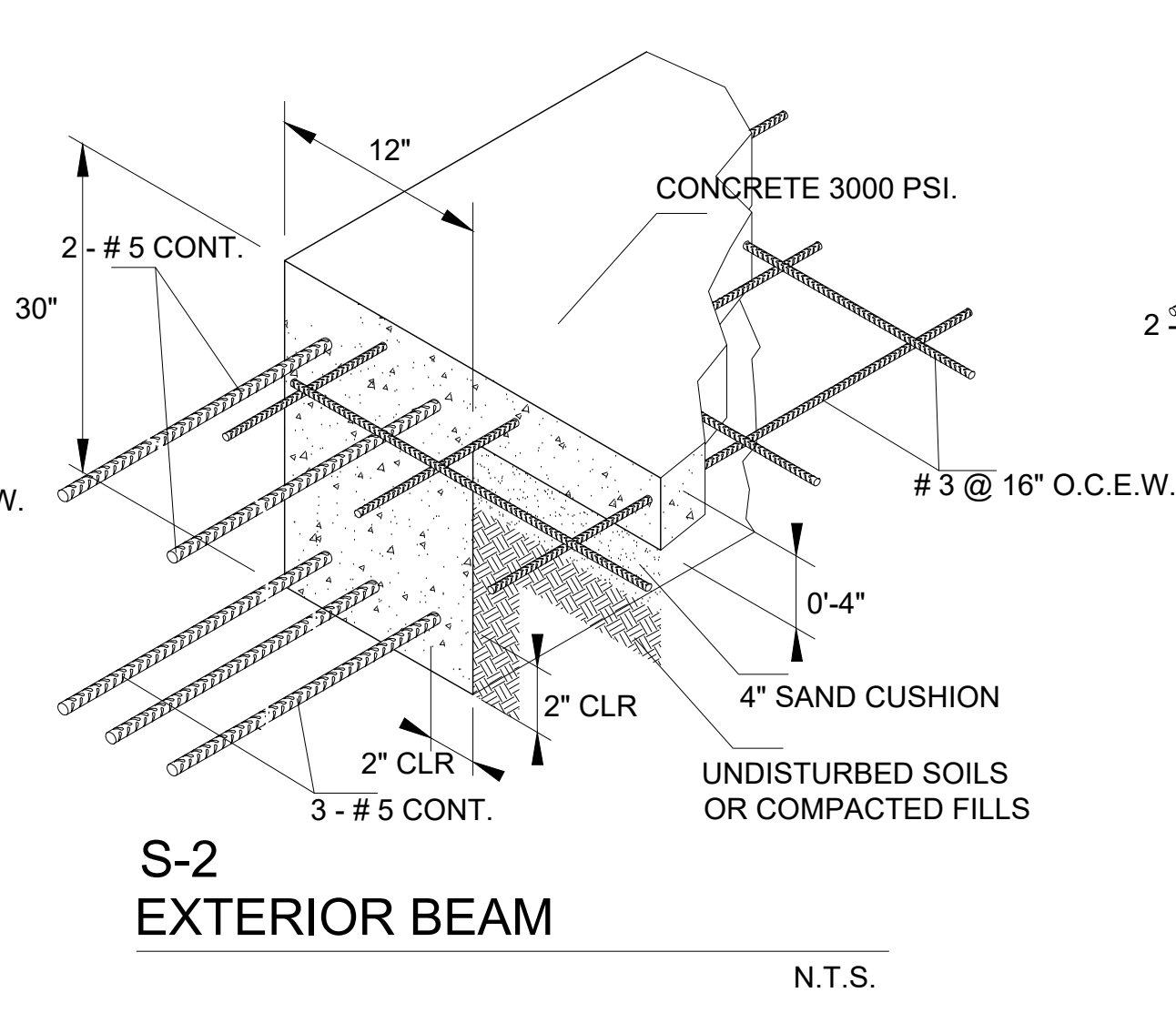
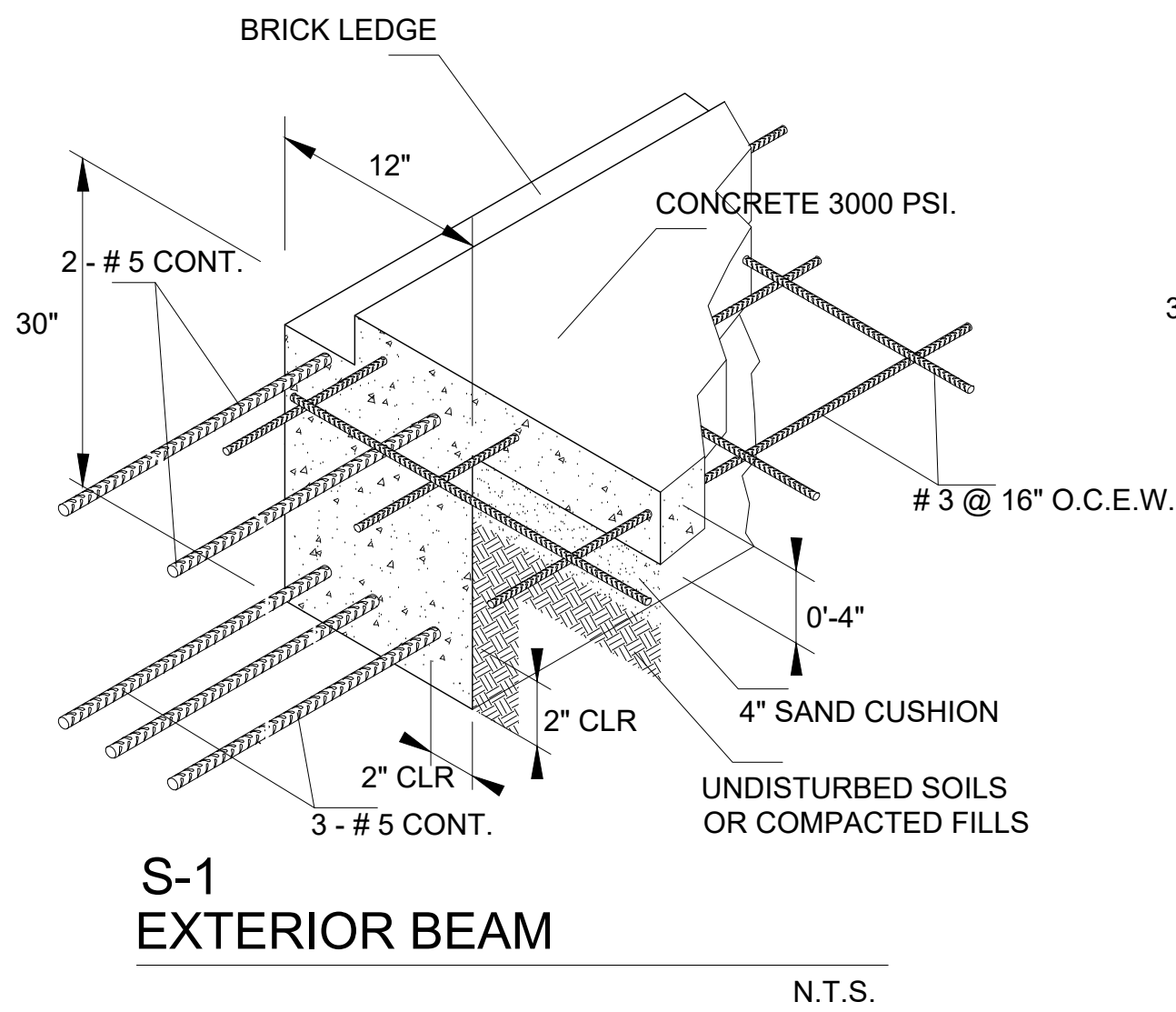
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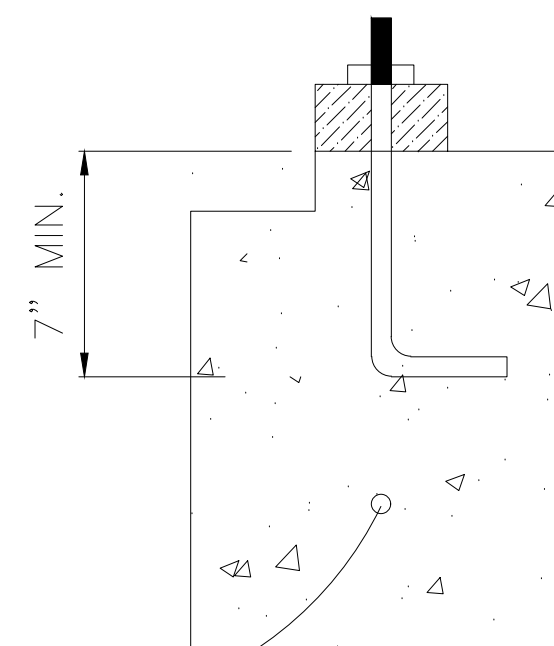
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ANCHOR BOLTS ARE TO BE INSTALLED EVERY 6' O.C. MAX, AND WITHIN 12" OF EACH CORNER EMBEDDED MIN. 7" INTO CONCRETE ATTACHMENT IS REQUIRED WITHIN 4"-12" OF EACH BUTT JOINT IN THE PLATE. MINIMUM 1/2" DIAMETER.



ANCHOR BOLT DETAIL
NOT TO SCALE

CONCRETE NOTES:

FOUNDATION SLAB SHALL BE 4" THICK OF 3,000 PSI REINFORCED CONCRETE .

CONCRETE SLAB S SHALL BE PLACED OVER 4" THICK SAND AND GRAVE CUSHION APPLY LAYER OF 4 MIL THICK VAPOR BARRIER OF POLYETHYLENE BELOW SLAB.

UNDISTURBED SOIL SHALL BE COMPACTED TO 90% PROCTOR PRIOR TO PLACEMEN OF SAND CUSHION.

SLAB REINFORCEMENT SHALL BE #3 BARS AT 16" O.C. EACH WAY IN CENTER OF SLAB.

ALL CONCRETE BEAM S SHALL BE 12" WIDE AND 24" DEEP WITH REINFORCING AS INDICATED ON DETAIL.

AT ALL BEAM INTERSECTIONS. SHALL HAVE #3 CORNER BAR REINFORCING AND SHALL LAP BEAM REINFORCING NOT LESS THAN 18"

ALL CONCRETE SHALL HAVE A MINIMUM 28 DAY, 3,000 PSI COMPRESSIVE STRENGTH.

ADMIXTURES CONTAINING CHLORIDES, SULPHITES, NITRATES AND FLY ASH ARE NOT PERMITTED.

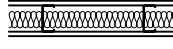
REINFORCING STEEL SHALL BE NEW BILLET STEEL

CONFORMING TO ASTM A-65, GRADE 60, EXCEPT No. 3 BARS MAY BE GRADE 40.

REINFORCING STEEL SHALL BE SUPPORTED AT 36" ON STIRRUPS, OR ALTERNATIVELY, DROP-IN STIRRUPS AS CENTERS MAXIMUM.

SHOWN SHALL BE PLACED AT NO LESS THAN 24" O.C. FOR

No. 3 CORNER REINFORCING BARS SHALL BE INSTALLED AT ALL BEAM INTERSECTIONS. CORNER REINFORCING BARS CORNER REINFORCING BARSShall LAP BEAM BARS NOT LESS THAN 18"

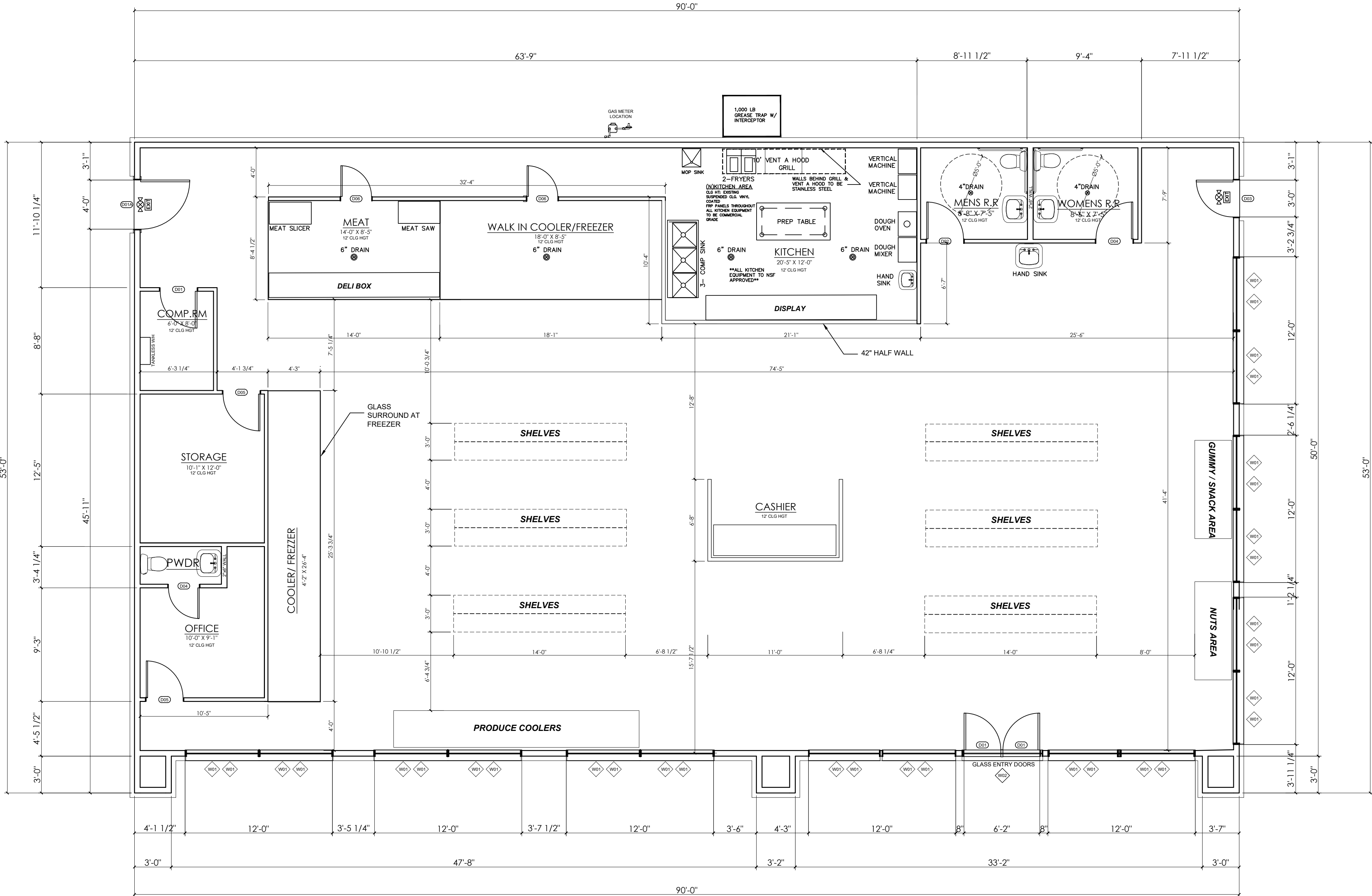
TYPE	PARTITION	GA	HGT	GYF. BD. TYPE	INSULATION
A2	 (U 465)	20	B.O. DECK	5/8" TYPE "X" 6YP. BD. ON 6" MTL. STUDS @24" O.C. ON BOTH SIDES	BATT INSULATION (R14)
A3		25	12'	5/8" WR. 6YP. BD. ON 3 5/8" MTL. STUDS @24" O.C. ON BOTH SIDES	BATT INSULATION (R13) @ TOILET

NOTES: IN ACCORDANCE WITH 2021 IRC SECTION 103.7, FIRE RATED DEMISING WALL SHALL BE MARKED AND IDENTIFIED WITH SIGNS WHICH IS LOCATED WITHIN 15 FEET OF END OF EACH WALL AND AT INTERVAL NOT EXCEEDING 30 FEET MEASURED HORIZONTALLY ALONG THE FIRE RATED WALL. SIGN LETTER SHALL NOT BE LESS THAN 3 INCH IN HEIGHT WITH MINIMUM 3/8 INCH STROKE IN A CONTRASTING COLOR IN CORPORATING THE SUGGESTED WORDING, - 1 HOUR FIRE RATED WALL

ROOM FINISH SCHEDULE										
ROOM NAME	FLOORS			BASE	WALLS			CEILING		NOTES
	EXIST	OPT	LEVEL BED W/ EPOXY PAINT		EXIST	PAINT	FRP	EXIST	NEW ACT	
RR - UNI-SEX		●		●		●			●	
RR - UNI-SEX		●		●		●			●	
SERVICE		●		●		●			●	
KITCHEN AREA		●		●		●	●		●	

- GENERAL PLAN NOTES**
- ALL DIMENSIONS ARE TO FINISH FACE OF EXTERIOR WALL OR TO FACE OF GYPSUM BOARD, UNO.
 - TYPICAL WALLS NOTES:
 - TYPICAL EXTERIOR GROUND LEVEL WALLS ARE 2X6 FRAMING, UNO.
 - ALL POCKET WALLS CONTAINING POCKET DOORS ARE TO BE 2X6 FRAMING.
 - PLUMBING WALLS ARE 2X6 FRAMING, UNO.
 - TYPICAL INTERIOR WALLS ARE 2X4 FRAMING, UNO
 - ALL BLOCKING TO BE 2X12.
 - DOORS HAVE 4" JAMB OR ARE CENTERED IN ROOM / OPENING, UNO. CABINERY & APPLIANCES INDICATED ARE REPRESENTATIVE OF WHAT IS TO BE INSTALLED. REFER TO FINAL SELECTIONS FOR EXACT DIMENSIONING AND INSTALLATION REQUIREMENTS. OWNER IS RESPONSIBLE FOR FINAL FINISH & PRODUCT SELECTION.
 - COORDINATE AND FIELD VERIFY ROUGH OPENINGS, FRAMING, AND CONNECTIONS FOR CABINERY AND APPLIANCES BEFORE FABRICATION AND INSTALLATION.
 - COORDINATE AND FIELD VERIFY LOCATIONS FOR LIGHTING FIXTURES, FANS, ELECTRICAL OUTLETS & SWITCHES, MECHANICAL GRILLES, AND OTHER WALL & CEILING MOUNTED APPARATUS BEFORE INSTALLATION.
 - CEILING HEIGHT IS 14'-0" AFF
 - UNO.
 - LIGHT FIXTURES SHOWN ARE GENERIC. REFER TO FINAL SELECTIONS FOR EXACT DIMENSIONING AND INSTALLATION REQUIREMENTS. OWNER IS RESPONSIBLE FOR FINAL FIXTURE & PRODUCT SELECTION. NOT ALL CEILING MOUNTED ELEMENTS ARE SHOWN.
 - ALL CLOSETS WITH SWING DOORS TO HAVE DOOR JAMB SWITCHES.
 - MOTION SENSORS TO BE INSTALLED AT ALL UNDER VANITY LED'S.

SQ. FT. TABLE	
	SQ. FT.
FLOOR PLAN	4500
TOTAL AREA	4500
PERGOLA/PATIO AREA	1122
TOTAL UNDER ROOF	4500



FLOOR PLAN

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249

DRAWING CONTENT:

FLOOR PLAN

SCALE:

3/16" = 1'-0"

DATE:

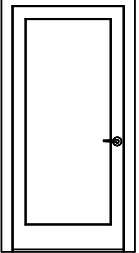
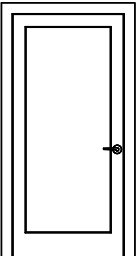
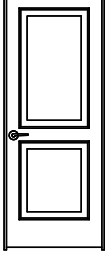
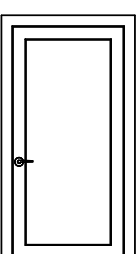
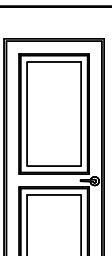
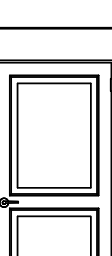
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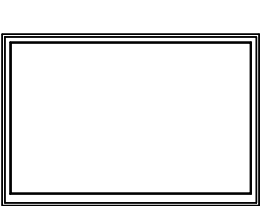
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DOOR SCHEDULE										
3D EXTERIOR ELEVATION	NUMBER	LABEL	QTY	FLOOR	SIZE	R/O	DESCRIPTION	HEADER	CODE	COMMENTS
	D01	3068	2	1	3068 L EX	38"X83"	EXT. HINGED-DOOR F01	2"X6"X41" (2)		GLASS ENTRY
	D01A	4068	1	1	4068 L EX	48"X83"	EXT. HINGED-DOOR F01	2"X6"X41" (2)		SOLID CORE W/ PANIC HARDWARE
	D02	2668	1	1	2668 R IN	32"X82 1/2"	HINGED-DOOR P04	2"X6"X35" (2)		
	D03	3068	1	1	3068 R EX	38"X83"	EXT. HINGED-DOOR F01	2"X6"X41" (2)		SOLID CORE W/ PANIC HARDWARE
	D04	2668	4	1	2668 L IN	32"X82 1/2"	HINGED-DOOR P04	2"X6"X35" (2)		
	D05	3068	2	1	3068 L IN	38"X82 1/2"	HINGED-DOOR P04	2"X6"X41" (2)		

WINDOW SCHEDULE													
3D EXTERIOR ELEVATION	NUMBER	LABEL	QTY	FLOOR	SIZE	R/O	EGRESS	DESCRIPTION	HEADER	CODE	MANUFACTURER	COMMENTS	
	W01	6040FX	32	1	6040FX	73"X49"		FIXED GLASS	2"X10"X76" (2)				
	W02	6756FX	1	1	6756FX	80"X67"		FIXED GLASS	2"X10"X83" (2)				

WINDOW NOTES

- ALL WINDOWS WITH A SILL LESS THAN 24" ABOVE THE FINISHED FLOOR AT THE INTERIOR AND MORE THAN 6'-0" ABOVE FINISHED GRADE AT EXTERIOR SHALL MEET CODE REQUIRED FALL PROTECTION REQUIREMENTS OF THE 2021 INTERNATIONAL RESIDENTIAL CODE AND LOCAL CITY BUILDING CODE.
- EGRESS WINDOWS SHALL MEET SECTION R310 OF THE 2021 INTERNATIONAL RESIDENTIAL CODE/ LOCAL CITY BUILDING CODE REQUIREMENTS FOR EMERGENCY EGRESS OPENINGS. SILL SHALL NOT BE MORE THAN 44" ABOVE THE FINISHED FLOOR AND WIDTH, HEIGHT AND AREA OF OPENING SHALL AT A MINIMUM MEET THE REQUIREMENTS OF THIS SECTION OF THE THE CODE.
- CONTRACTOR SHOULD CONFIRM NECESSARY ROUGH OPENING SIZE AND ALLOWABLE SPACE FOR DEFLECTION OF STRUCTURE ABOVE WINDOWS WITH THE WINDOW COMPANY AND A STRUCTURAL ENGINEER.
- PROPOSED U-VALUE LESS THAN =0.30 AND SHGC = 0.23 AND U-FACTOR LESS THAN 0.30. VERIFY THESE VALUES MEET THE ALLOWABLE/ REQUIRED U-VALUE, SHGC, AND INFILTRATION WITH THIRD PARTY GREEN CERTIFICATION CONSULTANT PRIOR TO PLACING ORDER FOR DOORS AND WINDOWS.
- CONTRACTOR IS RESPONSIBLE FOR SELECTING WINDOWS AND DOORS THAT WILL MEET APPROPRIATE DESIGN PRESSURE AND PERFORMANCE CLASS RATINGS AND ARE CAPABLE OF RESISTING WATER AND AIR INTRUSION FOR THE LOCATIONS AND HEIGHTS WHERE THE WINDOWS ARE TO BE INSTALLED. IF ADDITIONAL TESTING IS REQUIRED IN ORDER TO DETERMINE ADHERENCE WITH THE APPROPRIATE STANDARDS THEN IT IS THE CONTRACTORS RESPONSIBILITY TO PROVIDE FOR SUCH TESTING AS IS NECESSARY PRIOR TO INSTALLATION OF WINDOWS OR DOORS.
- WINDOWS MUST BE TEMPERED GLASS IF ALL OF THE FOLLOWING CRITERIA ARE MET: MORE THAN 9 SQUARE FEET IN ONE SINGLE PIECE OF GLASS THAT IS 18 INCHES OR LESS FROM THE FLOOR AND THE TOP OF THE GLASS IS GREATER THAN 36 INCHES ABOVE THE FLOOR AND HAS A 36-INCH WALKWAY ON EITHER SIDE OF THE GLASS. IF A DOOR SWING IS TOWARDS A WINDOW THEN THE WINDOW THEN THE GLASS SHALL BE TEMPERED.
- WINDOWS ARE TO BE LOW-E WITH U-FACTOR LESS THAN 0.30 AND SHGC BARRIER 0.23 AND U-FACTOR LESS THAN .30.

FOR ANY OPERABLE WINDOWS WITH A SILL BELOW 2'-0" ABOVE THE FINISHED FLOOR AT THE SECOND FLOOR IN A BUILDING COVERED BY THE IRC.

ALL OPERABLE WINDOWS LESS THAN 24" A.F.F. SHALL HAVE WINDOW OPENING CONTROL DEVICES THAT MEET 2021 IRC REQUIREMENTS (ANGEL VENTLOCK OR EQUAL). DEVICES MAY BE RETROFIT. CONSULT WITH MANUFACTURER AND WINDOW MANUFACTURER FOR APPROPRIATE DEVICE FOR THE WINDOW. ONE OPTION FOR THE DEVICE IS DEPICTED BELOW. CONFIRM DEVICES FIT WINDOWS AND ALLOW FREE MOVEMENT OF SASHES.

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:

**SCHEDULE
PLAN**

SCALE:

1/16" = 1'-0"

DATE:

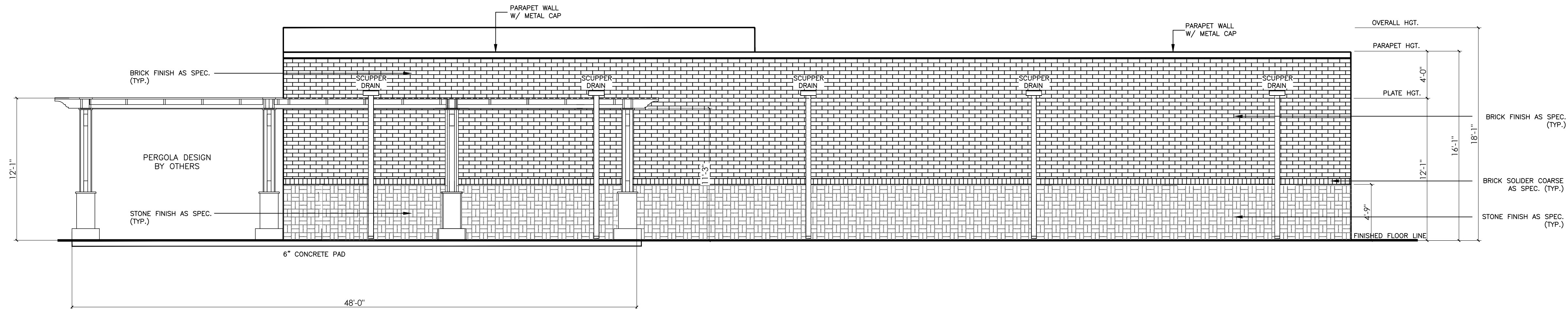
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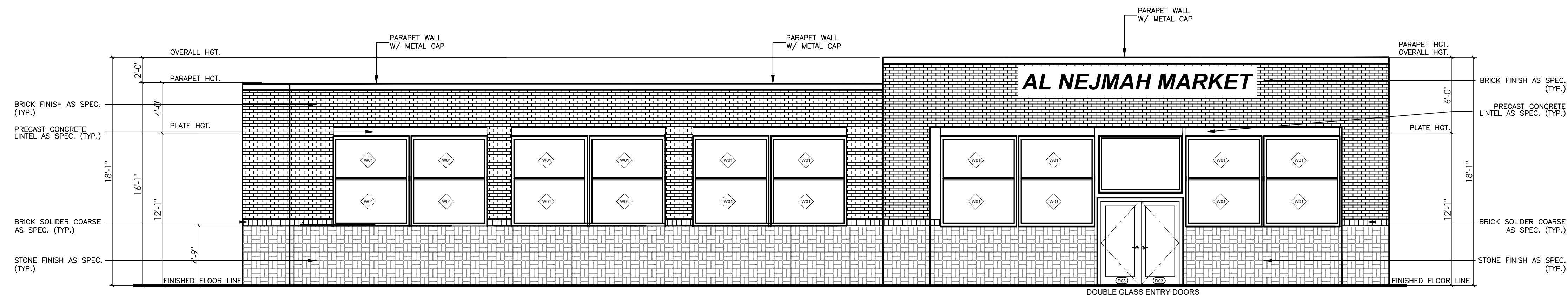
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SOUTH ELEVATION



NORTH ELEVATION

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:

ELEVATIONS

SCALE:

3/16" = 1'-0"

DATE:

3/10/25

SHEET:

A2.00



**ARCHITECTURAL
SERVICES, LLC**

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ELEVATION NOTES

- ALL DIMENSIONS ARE TO FINISH FACE OF EXTERIOR WALL OR TO FACE OF GYPSUM BOARD, UNO.
- TYPICAL WALLS NOTES:
 - TYPICAL EXTERIOR GROUND LEVEL WALLS ARE 2X6 FRAMING, UNO.
 - ALL POCKET WALLS CONTAINING POCKET DOORS ARE TO BE 2X6 FRAMING, UNO.
 - PLUMBING WALLS ARE 2X6 FRAMING, UNO.
 - TYPICAL INTERIOR WALLS ARE 2X4 FRAMING, UNO.
 - ALL BLOCKING TO BE 2X12.
- DOORS HAVE 4" JAMBS OR ARE CENTERED IN ROOM / OPENING, UNO.
- CABINETRY & APPLIANCES INDICATED ARE REPRESENTATIVE OF WHAT IS TO BE INSTALLED. REFER TO FINAL SELECTIONS FOR EXACT DIMENSIONING AND INSTALLATION REQUIREMENTS. OWNER IS RESPONSIBLE FOR FINAL FINISH & PRODUCT SELECTION. COORDINATE AND FIELD VERIFY ROUGH OPENINGS, FRAMING, AND CONNECTIONS FOR CABINETRY AND APPLIANCES BEFORE FABRICATION AND INSTALLATION.
- COORDINATE AND FIELD VERIFY LOCATIONS FOR LIGHTING FIXTURES, FANS, ELECTRICAL OUTLETS & SWITCHES, MECHANICAL GRILLES, AND OTHER WALL & CEILING MOUNTED APPARATUSES BEFORE INSTALLATION.
- CEILING HEIGHT IS 9'-0" AFF ON GROUND LEVEL AND, 9'-0" AFF ON L2, UNO.
- LIGHT FIXTURES SHOWN ARE GENERIC. REFER TO FINAL SELECTIONS FOR EXACT DIMENSIONING AND INSTALLATION REQUIREMENTS. OWNER IS RESPONSIBLE FOR FINAL FIXTURE & PRODUCT SELECTION.
- NOT ALL CEILING MOUNTED ELEMENTS ARE SHOWN.
- ALL CLOSETS WITH SWING DOORS TO HAVE DOOR JAMB SWITCHES.
- MOTION SENSORS TO BE INSTALLED AT ALL UNDER VANITY LED'S.

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249

DRAWING CONTENT:

ELEVATIONS

SCALE:

1/4" = 1'-0"

DATE:

3/10/25

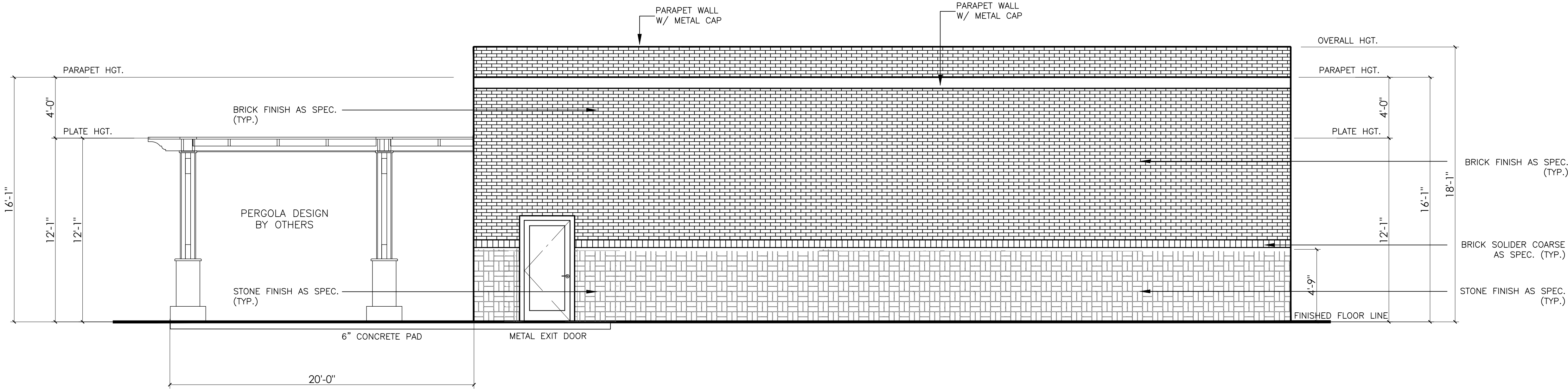
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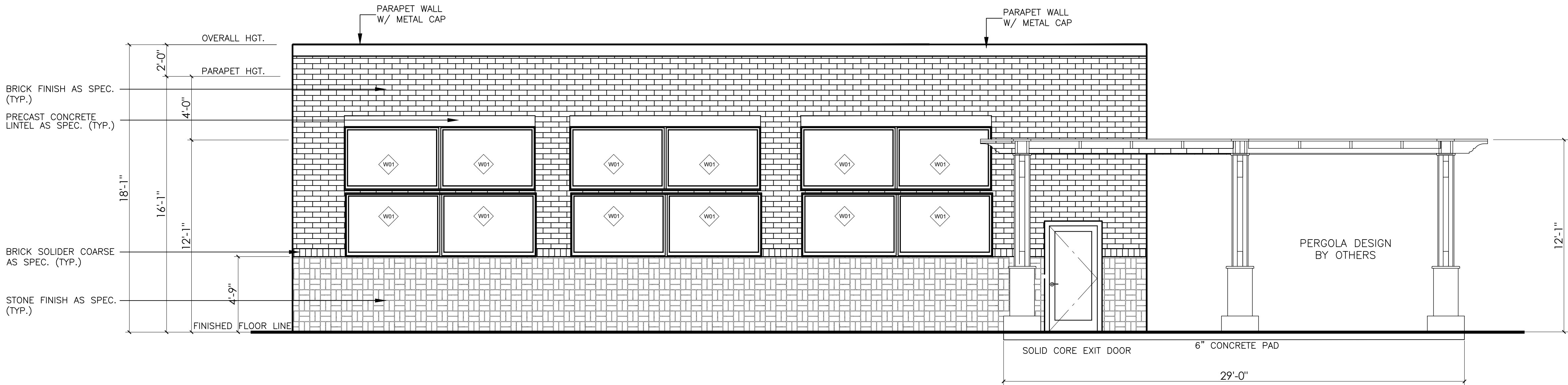


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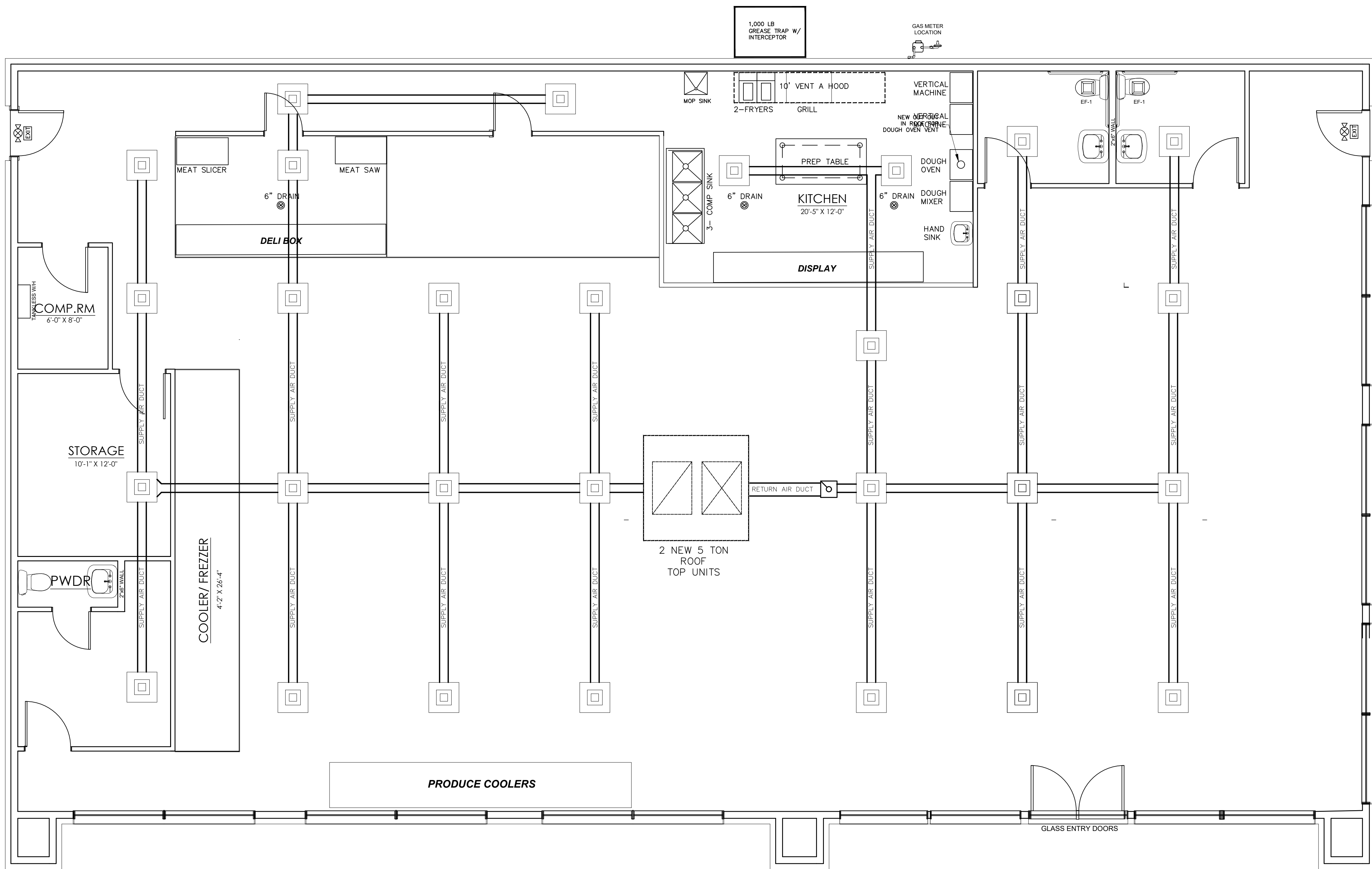
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EAST ELEVATION



WEST ELEVATION



MECHANICAL PLAN

MECHANICAL EQUIPMENT SCHEDULE	
1. EF-1:	RESTROOM EXHAUST FAN 75 CFM CEILING MOUNT.
2. RTU-1:	5 TON ROOF TOP AIR CONDITIONER W/ ROOF CURB 208V/ 3 PHASE ELECT. HEATING.
LEGEND	
	2x2 LAY IN SUPPLY DIFFUSER
	CEILING EXHAUST GRILLE
	RADR RETURN GRILLE
	THERMOSTAT
	SMOKE DETECTOR
MECHANICAL NOTES	
1. ALL MECHANICAL WORK SHALL CONFORM WITH MOST CURRENT EDITION OF THE MECHANICAL CODE AND LOCAL CODE.	
2. ALL DUCTWORK SHALL BE CONFORM TO SMACNA STANDARDS.	
3. SUPPLY AND RETURN AIR DUCTWORK TO BE OF RIGID SHEET METAL CONSTRUCTION WRAPPED WITH 1 1/2" THICK FIBERGLASS INSULATION EXCEPT FINAL CONNECTION INSULATED FLEXIBLE DUCT.	
4. FINAL CONNECTIONS TO ALL GRILLES, REGISTERES AND DIFFUSERS TO BE A MAXIMUM 6" INSULATED CEILING PLAN AND LIGHTING PLAN.	
5. THE LOCATION OF ALL CEILING DIFFUSERS, GRILLES AND REGISTERES SHALL BE COORDINATED WITH THE REFLECTED CEILING PLAN AND LIGHTING PLAN.	
6. THERMOSTAT SHALL HAVE 5 DEG. F DEADBAND, SETBACK TO 95 DEG. F (HEAT) AND 85 DEG. F (COOL), 1-DAY CLOCK, 2 HOUR OCCUPANT OVERRIDE, 0-BACK UP.	
7. PROVIDE MINIMUM R-8 INSULATION FOR SUPPLY AND RETURN AIR DUCTS.	
8. ALL JOINTS, LONGITUDINAL AND TRANSVERSE SEAMS, AND CONNECTIONS IN DUCTWORK MUST BE SEAMLESSLY SEALED.	
9. MECHANICAL FASTENERS AND SEALS, MASTICS OR BASKETS MUST BE USED WHEN CONNECTING DUCTS TO FANS AND OTHER AIR DISTRIBUTION EQUIPMENT.	
10. CONTRACTOR SHALL PROVIDE THE OWNER A COPY OF OPERATION AND MAINTENANCE MANUAL ON ALL MECHANICAL EQUIPMENT.	
11. EACH SUPPLY AIR DIFFUSER & RETURN GRILLES SHALL HAVE ADJUSTABLE DAMPERS FOR ITS OWN AIR BALANCE. MECHANICAL CONTRACTOR SHALL PROVIDE AIR BALANCE REPORT FOR EACH A/C SYSTEM.	
12. PROVIDE SUPPORTS FOR EACH EXHAUST FAN WITH VIBRATION ISOLATORS TO STRUCTURE.	
13. PROVIDE SMOKE DETECTORS IN SUPPLY & RETURN DUCTS OF EACH ROOF TOP A/C UNIT.	
14. BALANCING DAMPERS TO BE INSTALLED IN ALL BRANCH TAKE OFF'S. ALL DAMPERS TO HAVE LOCKING QUADRANTS.	

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

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FAMILY DOLLAR
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DRAWING CONTENT:

MECHANICAL
PLAN

SCALE:

1/4" = 1'-0"

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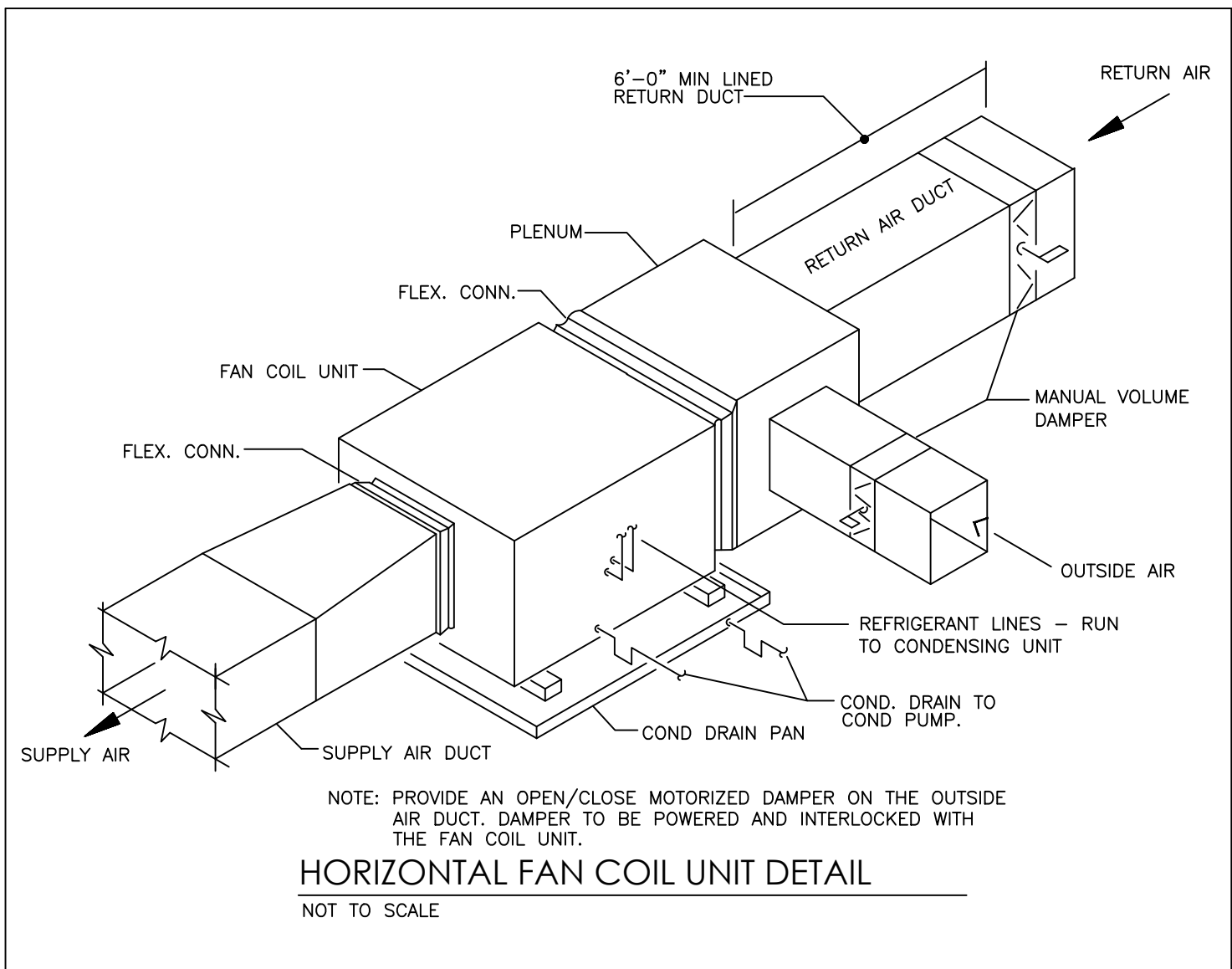
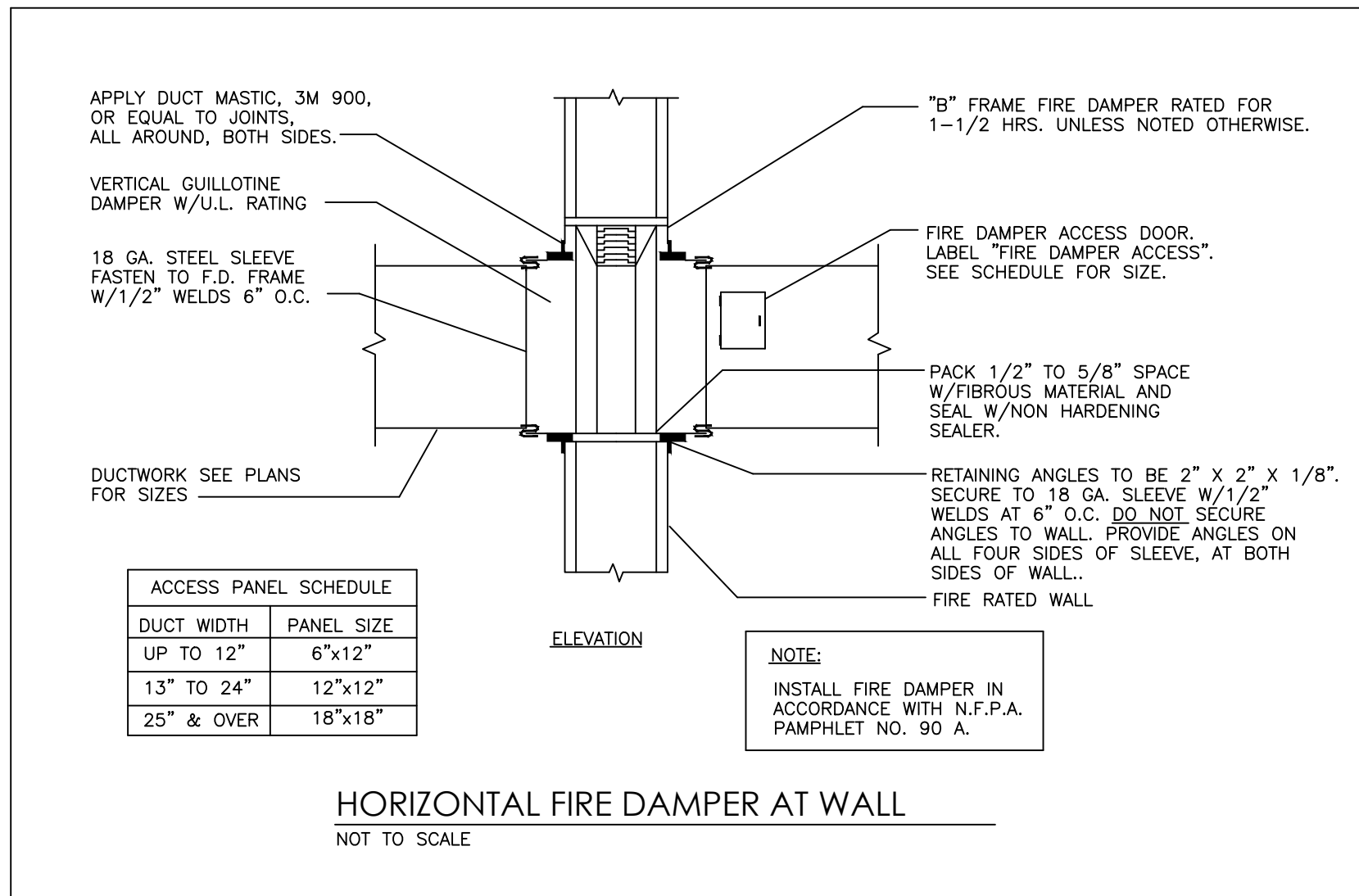
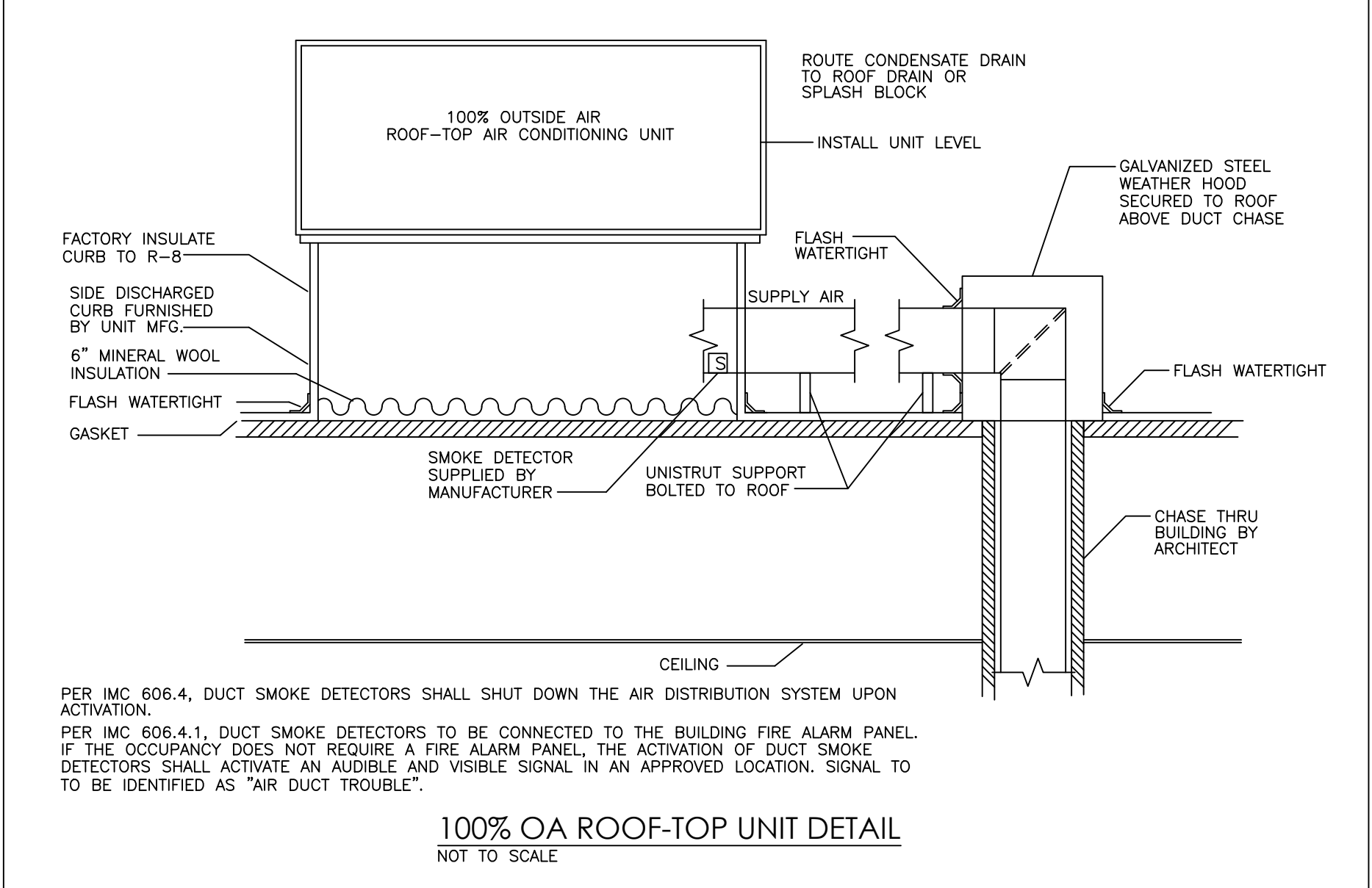
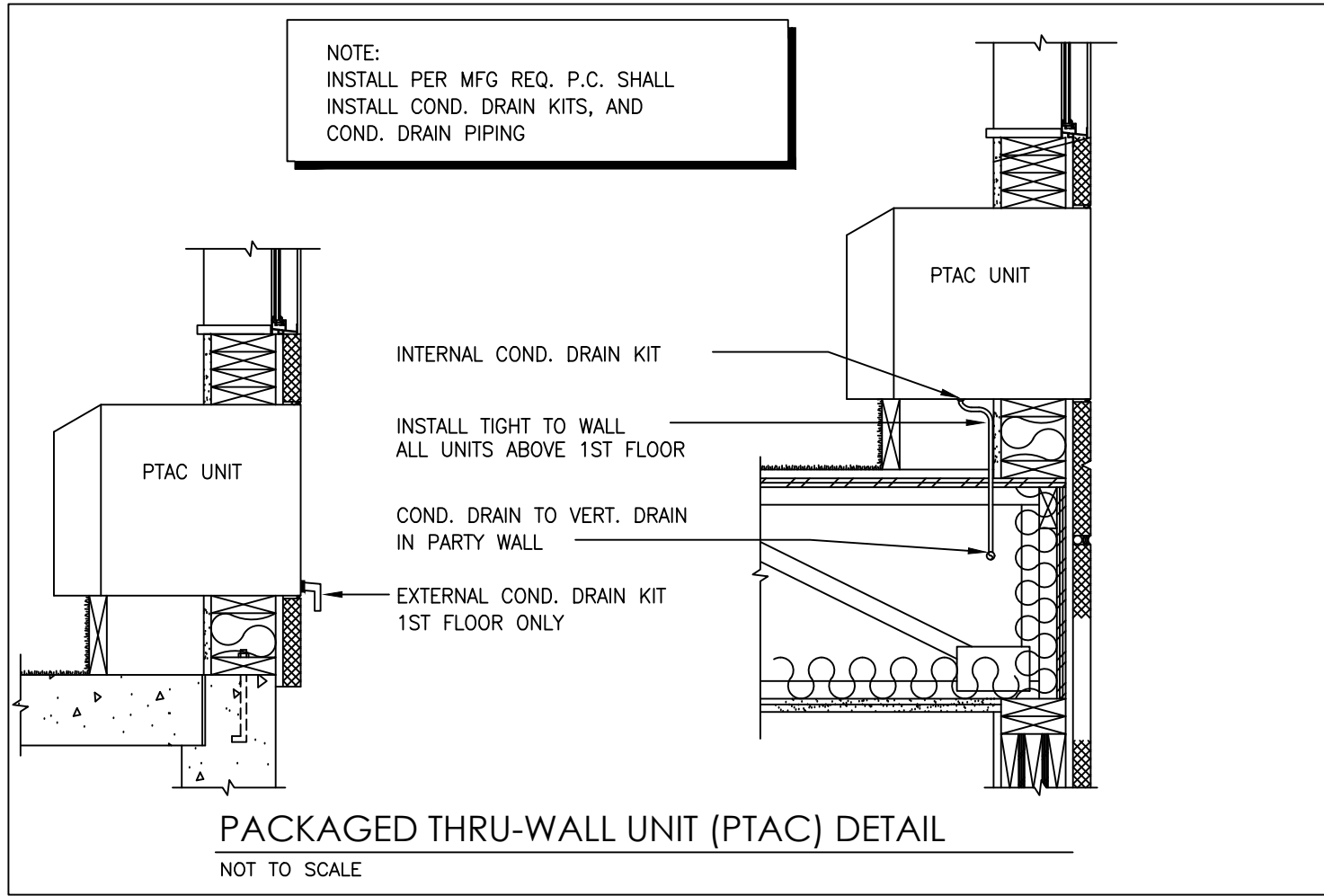
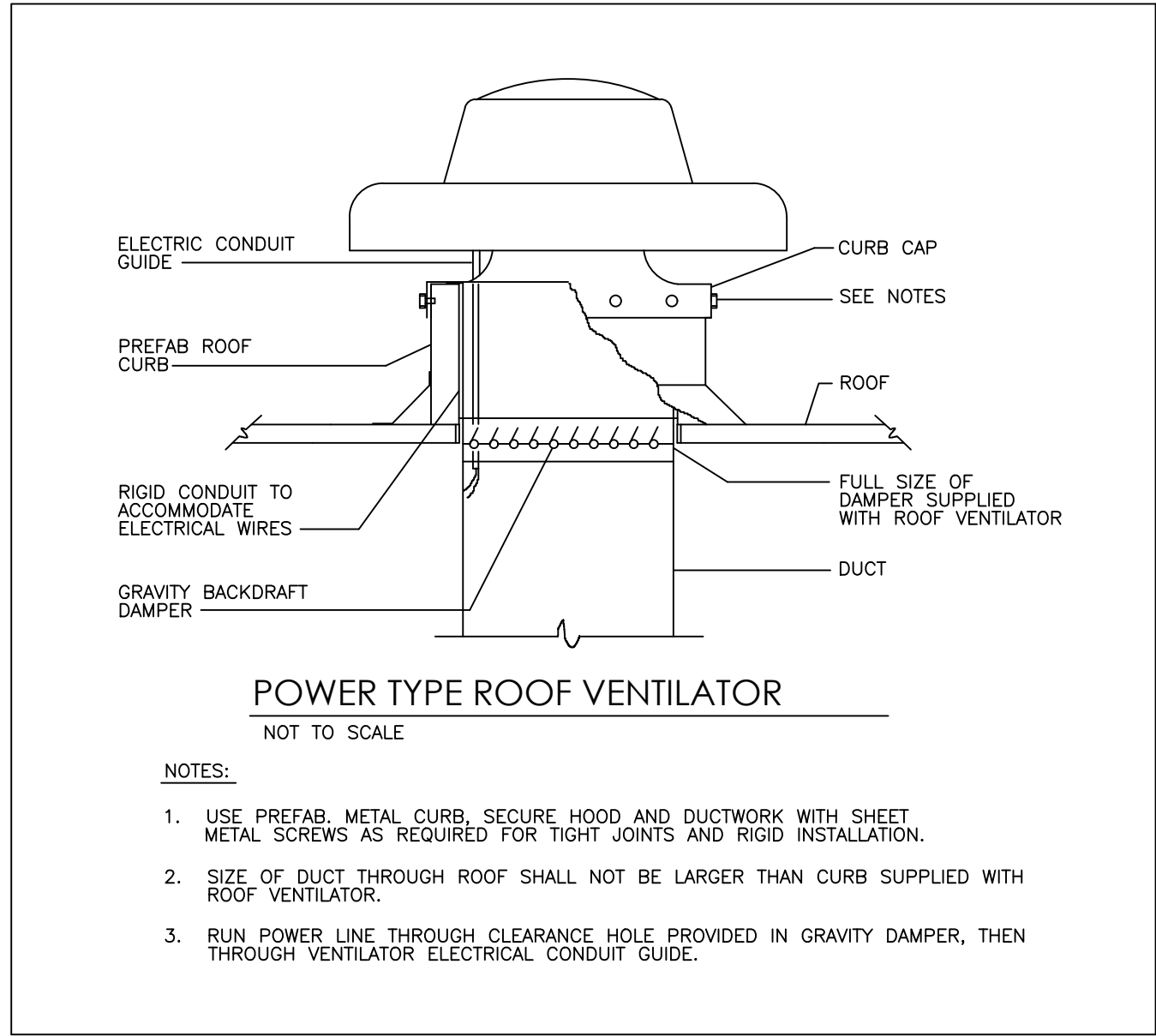
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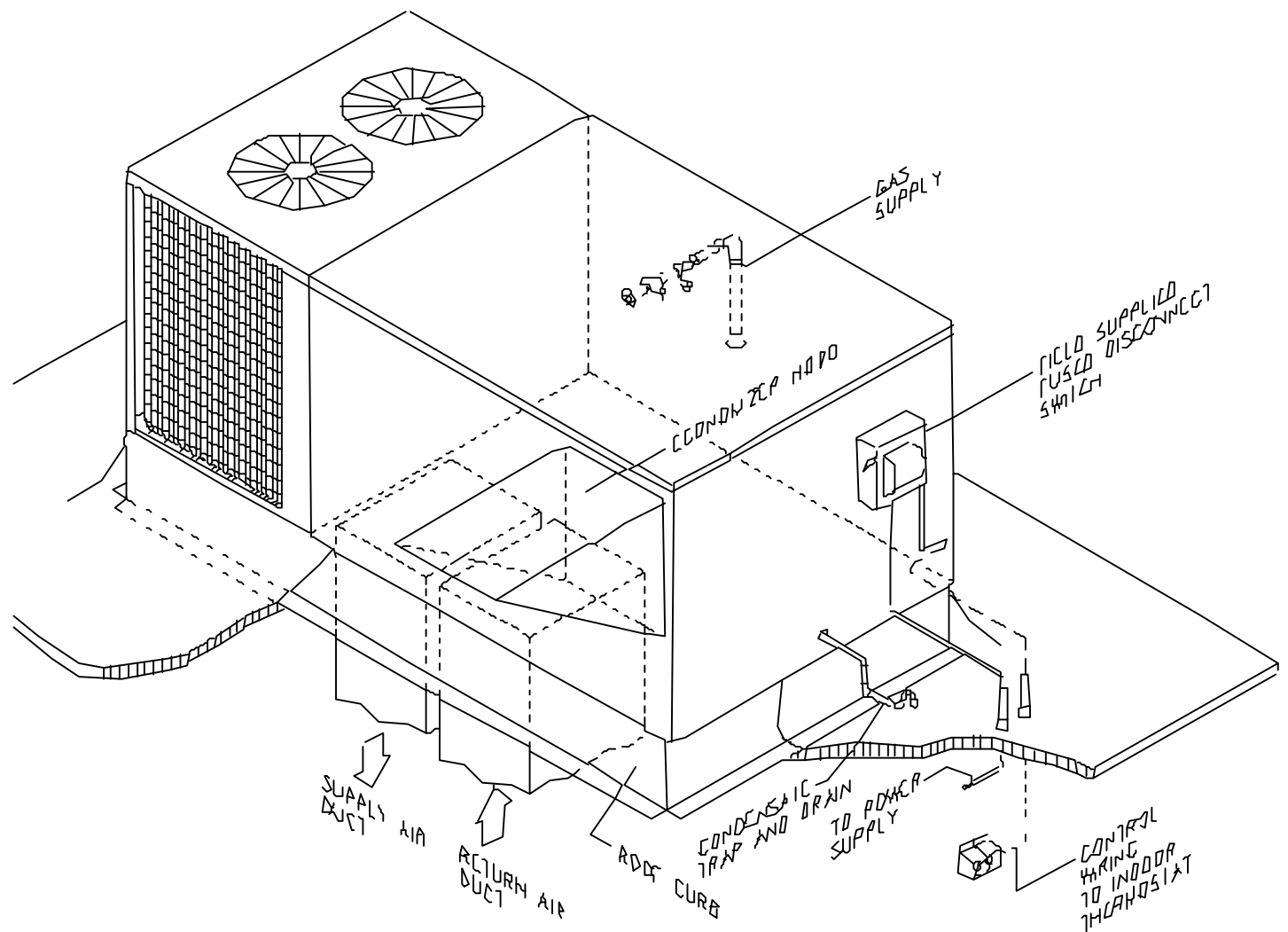
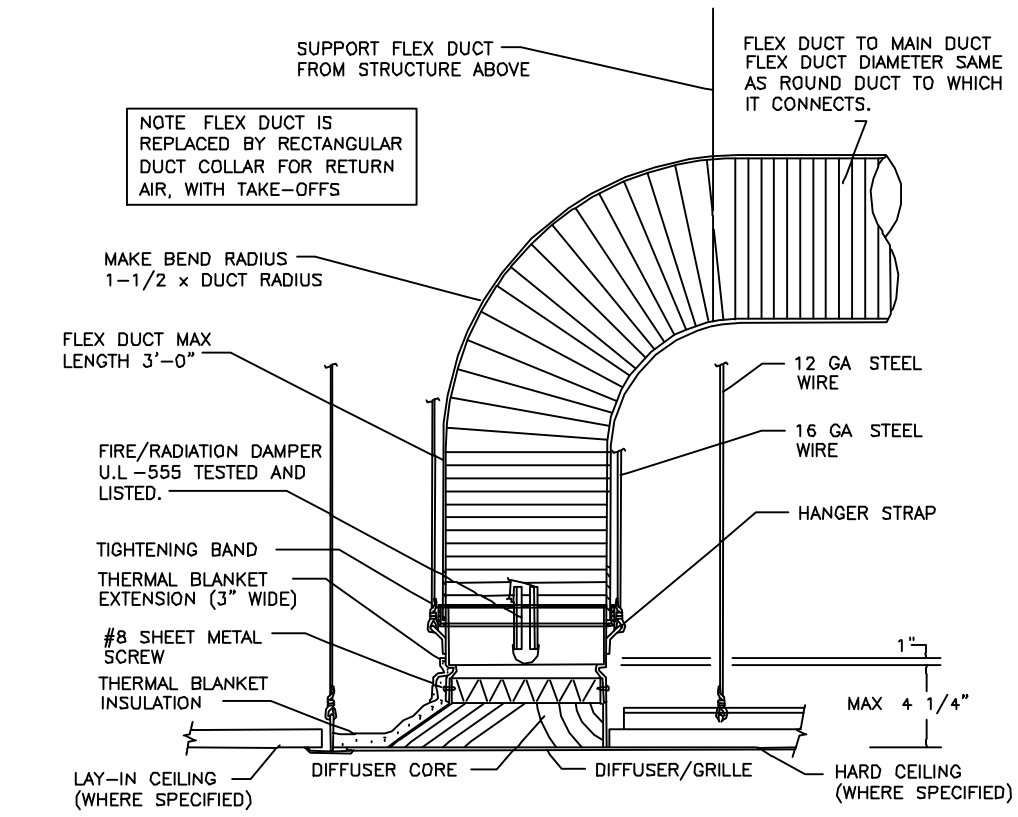
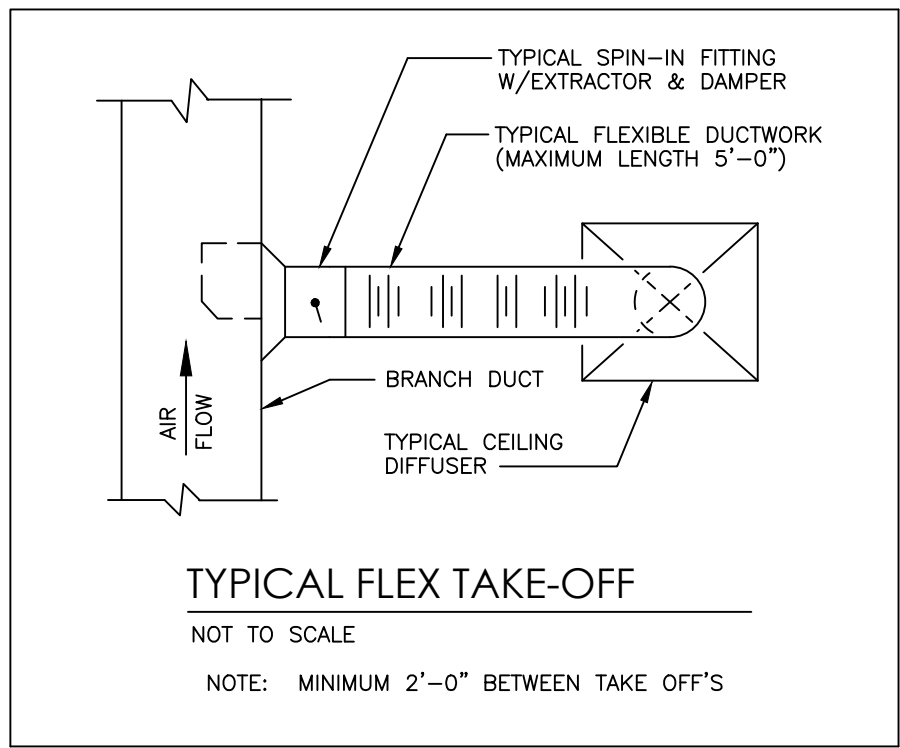
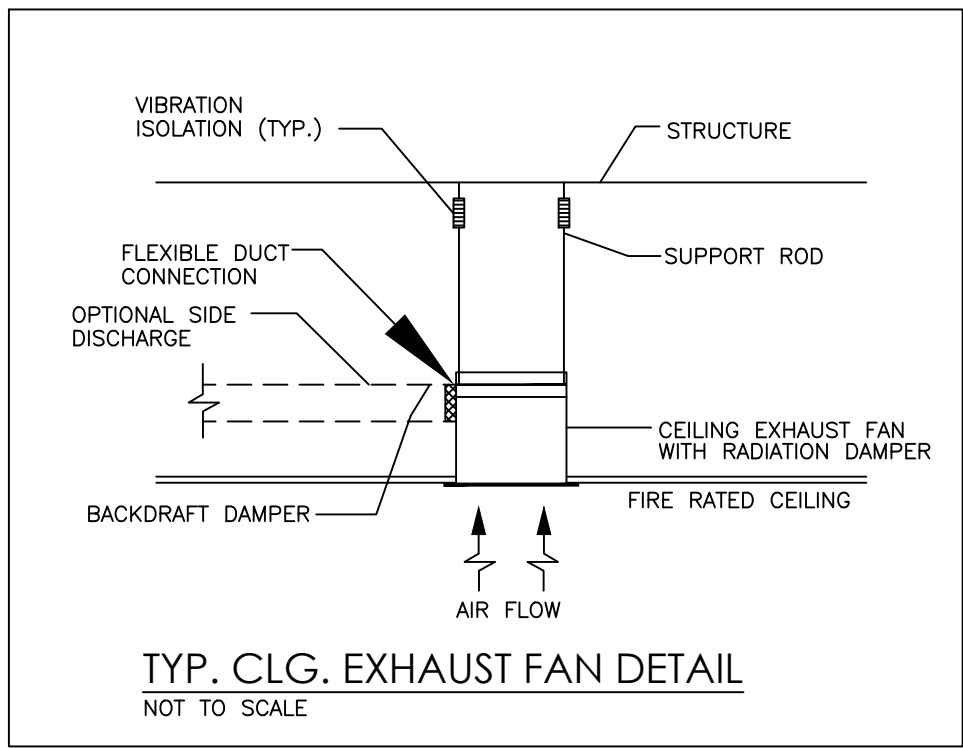
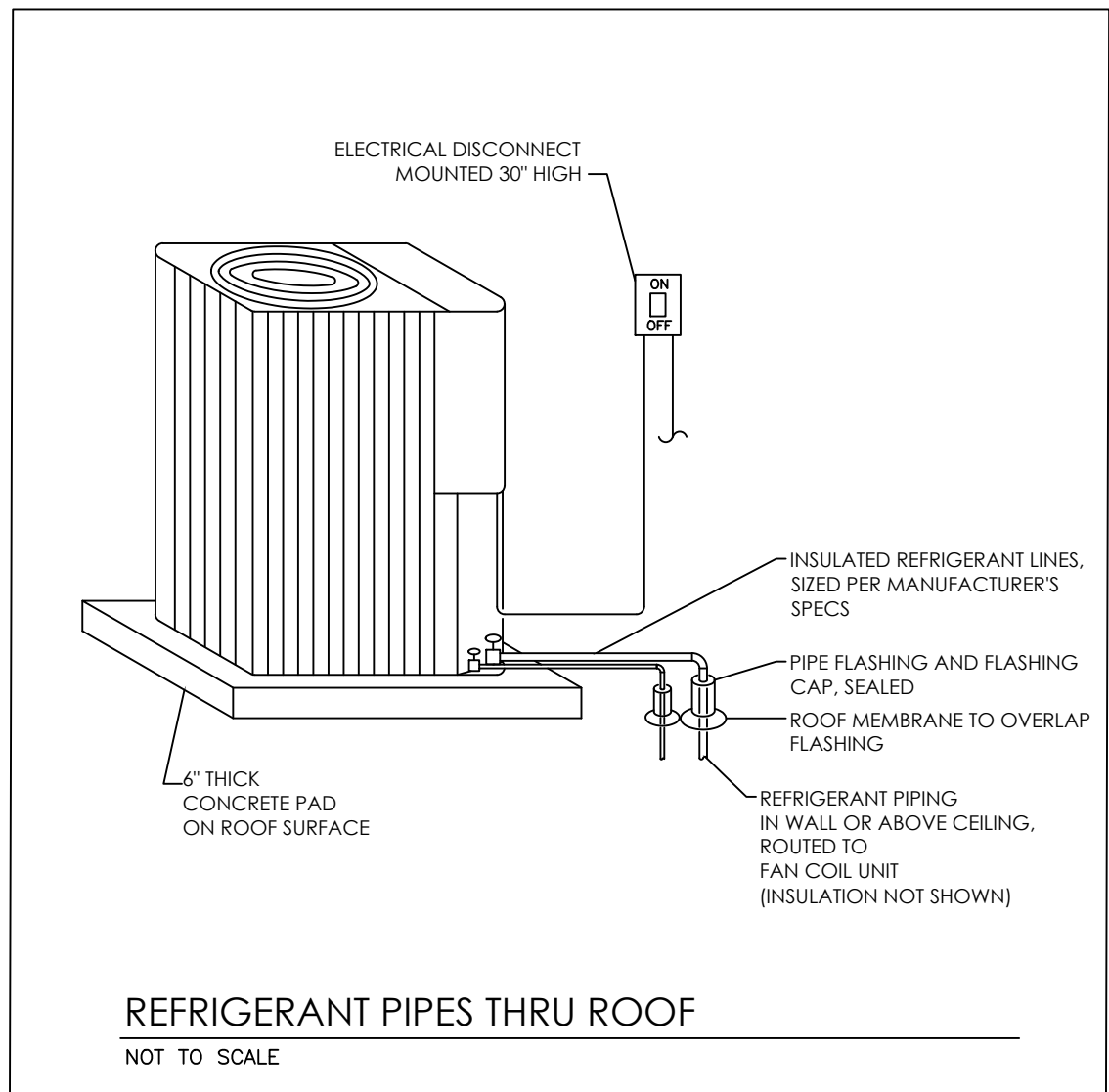
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TYPICAL MAIN DUCT SIZES:	
TYPICAL MAIN DUCT SIZE VS. CFM @ 0.08/800 FOOT:	
6"	180 CFM
8"	275 CFM
10" OR (10" X 8")	380 CFM
12" OR (12" X 10")	575 CFM
14" OR (12" X 12")	900 CFM
16" OR (14" X 14")	1,300 CFM
18" OR (20" X 14")	1,800 CFM
20" OR (24" X 14")	2,300 CFM
24" OR (24" X 20")	3,900 CFM
(24" X 16")	3,000 CFM
(24" X 24")	5,000 CFM
(30" X 18")	4,000 CFM
36" OR (36" X 30")	10,000 CFM

DIFFUSER / REGISTER / GRILL NOTES:			
1. PROVIDE FACE PANEL, FRAME AND BORDER COMPATIBLE WITH BASE MOUNTING SURFACE.			
2. PROVIDE NECK, BRANCH TAP & NECK ADAPTOR SIZED IN ACCORDANCE WITH THE FOLLOWINGS:			
DIFFUSER CFM	NECK	BRANCH TAP	NECK ADAPTOR
UP TO 350	12"x12"	8" DIA.	12"x12" TO 8"
380 TO 475	15"x15"	12" DIA.	18"x18" TO 12"
480 TO 640	18"x18"	14" DIA.	18"x18" TO 14"
3. PROVIDE ALUMINUM BORDER, BLADE AND ALUMINUM OPPOSED BLADE DAMPER			

- OUTDOOR AIR FLOW RATE IN BREATHING ZONE (V_{bz})
 $= R_p (7.5 \times P_z (2)) + R_a (0.12 \times A_z (1284)) = 311$
- ZONE OUTDOOR AIRFLOW (V_{oz})
 $= V_{bz} (311) / E_z (0.8) = 390$
- OUTDOOR AIR INTAKE RATE (V_{ot}) = V_{oz} (390)



CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:

**MECHANICAL
PLAN**

SCALE:

N.T.S

DATE:

3/10/25

SHEET:

M4.10



DRAFTED BY ARTHUR A. ARCHULETA
469.605.5438 artarchuleta.ca@gmail.com

PATENT NUMBERS

AC-PSP (UNITED STATES) - US PATENT 7963830 B2.
AC-PSP WALL (CANADA) - CA PATENT 2820509.
AC-PSP ISLAND (CANADA) - CA PATENT 2520330.

HOOD INFORMATION - JOB#5166499

HOOD NO	TAG	MODEL	MANUFACTURER	LENGTH	MAX COOKING TEMP	TYPE	APPLIANCE DUTY	DESIGN CFM/FT	TOTAL EXH CFM	EXHAUST PLENUM RISER(S)							TOTAL SUPPLY CFM	HOOD CONSTRUCTION	HOOD CONFIG	
										WIDTH	LENG	HEIGHT	DIA	CFM	VEL	SP			END TO END	ROW
1	KH-1	5424 EX-2-PSP-F	ECON-AIR	10' 0"	600 DEG	I	HEAVY	200	2100			4'	14'	2100	1964	-0.882"	1680	430 SS WHERE EXPOSED	ALONE	ALONE

HOOD NO	TAG	OPTION									
1	KH-1	FIELD WRAPPER	18.00'	HIGH	FRONT, LEFT, RIGHT.						
		RIGHT VERTICAL END PANEL	27'	TOP WIDTH,	21'	BOTTOM WIDTH,	80'	HIGH	INSULATED 430 SS.		
		LEFT VERTICAL END PANEL	27'	TOP WIDTH,	21'	BOTTOM WIDTH,	80'	HIGH	INSULATED 430 SS.		

PERFORATED SUPPLY PLENUM(S)

HOOD NO	TAG	POS	LENGTH	WIDTH	HEIGHT	TYPE	RISER(S)				
							WIDTH	LENG	DIA	CFM	SP
1	KH-1	Front	138'	14'	6'	MUA	12"	28"		840	0.209"
						MUA	12"	28"		840	0.209"

SPECIFICATION: CAPTRATE® GREASE-STOP® SOLID FILTER

THE CAPTRATE GREASE-STOP SOLID FILTER IS A SINGLE-STAGE FILTER FEATURING A UNIQUE S-BAFFLE DESIGN IN CONJUNCTION WITH A SLOTTED REAR BAFFLE DESIGN, TO DELIVER EXCEPTIONAL FILTRATION EFFICIENCY.

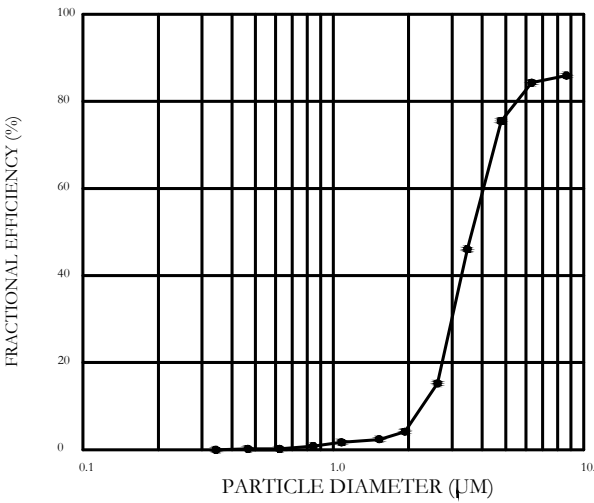
FILTER IS STAINLESS STEEL CONSTRUCTION, AND SIZED TO FIT INTO STANDARD 2-INCH DEEP HOOD CHANNEL(S).

UNITS SHALL INCLUDE STAINLESS STEEL HANDLES AND A FASTENING DEVICE TO SECURE THE TWO COMPONENTS WHEN ASSEMBLED.

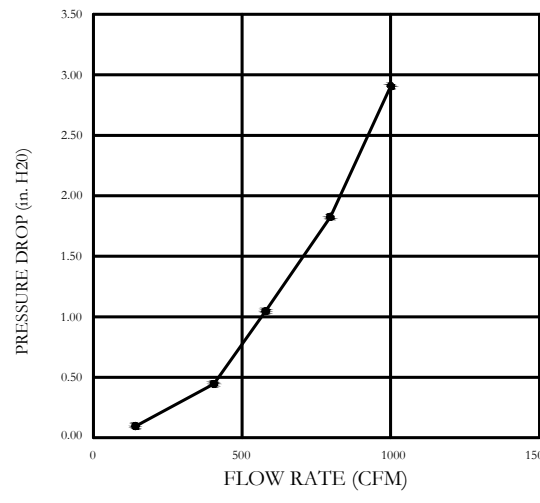
GREASE EXTRACTION EFFICIENCY PERFORMANCE SHALL REMOVE AT LEAST 75% OF GREASE PARTICLES FIVE MICRONS IN SIZE, AND 85% GREASE PARTICLES SEVEN MICRONS IN SIZE AND LARGER, WITH A CORRESPONDING PRESSURE DROP NOT TO EXCEED 1.0 INCHES OF WATER GAUGE.

THE CAPTRATE GREASE-STOP SOLID WAS TESTED TO ASTM STANDARD ASTM F2519-05. MANUFACTURER APPROVED FOR USE IN SOLID FUEL APPLICATIONS AS A SPARK ARRESTER.

EFFICIENCY VS. PARTICLE DIAMETER



PRESSURE DROP VS. FLOW RATE



CAPTRATE FILTERS ARE BUILT IN COMPLIANCE WITH:
NFPA #56.
NSF STANDARD #2.
UL STANDARD #1046.
INT. MECH. CODE (IMC).
ULC-S649.



CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

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EXHAUST HOOD
DETAILS

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ARCHITECTURAL
SERVICES, LLC

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GREASE DUCT & CHIMNEY SPECIFICATIONS:

PROVIDE GREASE DUCT EQUAL TO ECON-AIR MODEL "EDW" ROUND 20 GAUGE 430 STAINLESS STEEL DUCTWORK. MODEL "EDW" IS LISTED TO UL-1978 AND IS INSTALLED USING "V" CLAMP LOCKING CONNECTIONS SEALED WITH 3M FIRE BARRIER 2000 PLUS. MODEL "EDW" DOES NOT REQUIRE WELDING PROVIDING IT HAS BEEN INSTALLED PER THE MANUFACTURES INSTALLATION GUIDE.

PROVIDE RATED ACCESS DOORS AT EVERY CHANGE IN DIRECTION AND EVERY 12' ON CENTER. PER MANUFACTURES LISTING MODEL "EDW" HORIZONTAL RUNS LESS THAN 75 FT. CAN BE SLOPED 1/16" PER 12", HORIZONTAL RUNS MORE THAN 75 FT. CAN BE SLOPED 3/16" PER 12". DUCT SHOULD BE SLOPED AS MUCH AS POSSIBLE TO REDUCE THE CHANCE OF GREASE ACCUMULATION IN HORIZONTAL RUNS.

IF THE DUCT OR CHIMNEY IS WITHIN 18 INCHES OF COMBUSTIBLE MATERIAL, PROVIDE UL-2221 OR UL-103 HT LISTED DOUBLE WALL GREASE DUCT OR DOUBLE WALL CHIMNEY EQUAL TO ECON-AIR MODEL "EDW- 2R, 2R TYPE HT, 3R, OR 3Z" ROUND 20 GAUGE 430 STAINLESS INNER DUCT INSULATED WITH A 24 GAUGE 430 STAINLESS OUTER SHELL.

ECON-AIR RECOMMENDS THE USE OF LISTED, PER-FABRICATED ROUND GREASE EXHAUST DUCT TO REDUCE STATIC PRESSURE IN THE SYSTEM, MINIMIZE INSTALLATION AND INSPECTION TIMES, AND ENSURE DUCT IS LIQUID TIGHT

HVAC DISTRIBUTION NOTE

HIGH VELOCITY DIFFUSERS OR HVAC RETURNS SHOULD NOT BE PLACED WITHIN TEN (10) FEET OF THE EXHAUST HOOD. PERFORATED DIFFUSERS ARE RECOMMENDED.

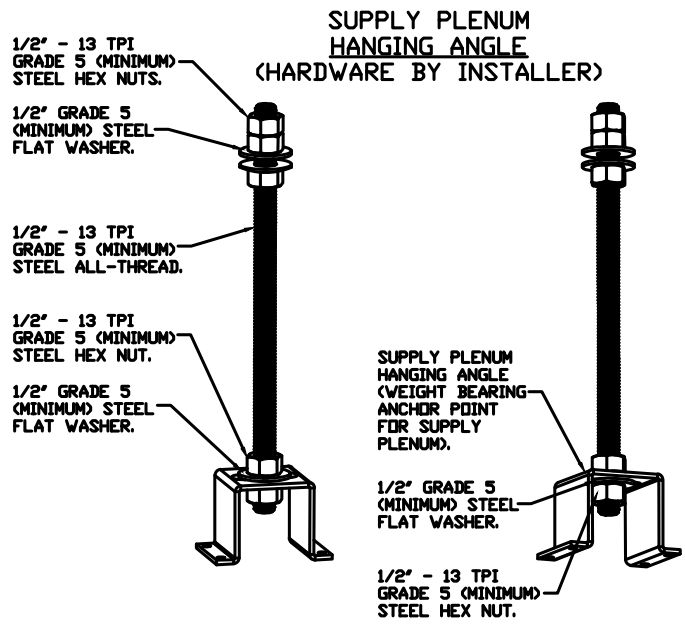
VERIFY CEILING HEIGHT

' - '

HEIGHT REQUIRED TO VERIFY THAT HOOD FITS SPACE AND TO SIZE THE ENCLOSURE PANELS

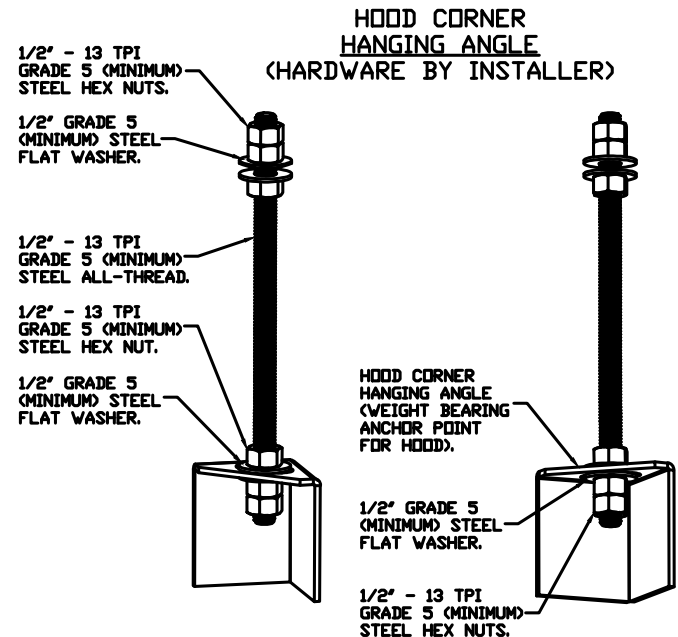
CUSTOMER APPROVAL TO MANUFACTURE:

APPROVED AS NOTED ☐
APPROVED WITH NO EXCEPTION TAKEN ☐
REVISE AND RESUBMIT ☐
SIGNATURE _____
YOUR TITLE _____ DATE _____



ASSEMBLY INSTRUCTIONS

HANGING ANGLE MUST BE SUPPORTED WITH 1/2" - 13 TPI GRADE 5 (MINIMUM) ALL-THREAD. SANDWICH HANGING ANGLES AND CEILING ANCHOR POINTS WITH 1/2" GRADE 5 (MINIMUM) STEEL FLAT WASHERS AND 1/2" - 13 TPI GRADE 5 (MINIMUM) HEX NUTS AS SHOWN. MUST USE DOUBLED HEX NUT CONFIGURATION ABOVE CEILING ANCHORS. SINGLE HEX NUT BENEATH HANGING ANGLE IS ACCEPTABLE FOR PSP HANGING ANGLES. MAINTAIN 1/4" OF EXPOSED THREADS BENEATH BOTTOM HEX NUT. TORQUE ALL HEX NUTS TO 57 FT-LBS.



ASSEMBLY INSTRUCTIONS

HANGING ANGLE MUST BE SUPPORTED WITH 1/2" - 13 TPI GRADE 5 (MINIMUM) ALL-THREAD. SANDWICH HANGING ANGLES AND CEILING ANCHOR POINTS WITH 1/2" GRADE 5 (MINIMUM) STEEL FLAT WASHERS AND 1/2" - 13 TPI GRADE 5 (MINIMUM) HEX NUTS AS SHOWN. MUST USE DOUBLED HEX NUT CONFIGURATION BENEATH HOOD HANGING ANGLES AND ABOVE CEILING ANCHORS. MAINTAIN 1/4" OF EXPOSED THREADS BENEATH BOTTOM HEX NUT. TORQUE ALL HEX NUTS TO 57 FT-LBS.

FIRE SYSTEM PARTS LIST KEY

FIRE SYSTEM NO	TAG	KEY NUMBER - PART DESCRIPTION	QTY BY FACTORY	QTY BY DIST
		0 - 0 - 12-F28021-32144-DT-360 DUCT FIRE THERMOSTAT WITH 12 FOOT WIRE LEADS. NO, CLOSE ON TEMP RISE AT 360°F.	1	0
		0 - 0 - 87-120042-001 SECONDARY ACTUATOR VALVE (SVA) - SINGLE ACTUATOR, REQUIRES PRIMARY RELEASE ACTUATOR, TANK FIRE SUPPRESSION.	1	0
		0 - 0 - 87-120045-001 HOSE, SECONDARY ACTUATOR HOSE, 7.5' BRAIDED STAINLESS STEEL, TANK FIRE SUPPRESSION.	1	0
		0 - 0 - 87-300001-001 TANK - PRESSURIZED TANK USED FOR TANK FIRE SUPPRESSION.	2	0
		0 - 0 - 87-300030-001 PRIMARY ACTUATOR KIT (PAK) - ACTUATOR AND RELEASE SOLENOID ASSEMBLY, ONE NEEDED PER FIRE SYSTEM, SUPERVISED, TANK FIRE SUPPRESSION.	1	0
		0 - 0 - 87-300033-001 DIN CONNECTOR, CANFIELD PART #5J560-201-EU0A, TANK FIRE SUPPRESSION, SUBMINATURE SOLENOID CONNECTION (CED VENDOR 30377).	1	0
		0 - 0 - 87-300152-001 HARDWARE, SVA BOLTS, TANK FIRE SUPPRESSION.	8	0
		0 - 0 - 9055455PC PRO PRESS 1/2 PRESS X PRESS 90 ELBOW LD.	8	0
		0 - 0 - 9097200PC PRO PRESS PC611 1/2 PRESS TEE LD.	6	0
		0 - 0 - 98694A115 HARDWARE, DATANKLOCK LOCKING BRACKET SQUARE NUTS 5/16" ZINC, TANK FIRE SUPPRESSION.	4	0
		0 - 0 - A0034332 JUNCTION BOX FOR MANUAL PULL STATION. 1.5" DEEP BACK BDX, RED COLOR.	1	0
		0 - 0 - BI145 3/8" BLACK IRON 90 ELL.	3	0
		0 - 0 - DATANKLOCK DISCHARGE ADAPTER TANK LOCKING PLATE FOR FIRE SYSTEM TANK INSTALLATION IN UTILITY CABINETS, TANK FIRE SUPPRESSION.	2	0
		0 - 0 - SLP00N-15FT SUPERVISED LOOP CONNECTION KIT. CONTAINS THE PARTS NEEDED TO CONNECT THE SUPERVISED LOOP BETWEEN END TO END HOODS WITH LESS THAN A 14' GAP OR BACK TO BACK HOODS. KIT CONTAINS 17 FEET OF BLACK MG WIRE, 17 FEET OF TAN MG WIRE, 15 FEET OF FLEXIBLE CONDUIT, AND TWO 7/8" CONNECTORS.	1	0
		0 - 0 - TANK STRAP TANK STRAP - USED FOR TANK FIRE SUPPRESSION.	6	0
		0 - 0 - TFS-UCTANKBRACKET TANK BRACKET FOR FIRE SYSTEM TANK INSTALLATION IN UTILITY CABINETS, TANK FIRE SUPPRESSION.	2	0
		0 - 0 - WK-283952-000 DISCHARGE ADAPTER, TANK FIRE SUPPRESSION.	2	0
		16 - 16 - 3070-3/8H-10-SS NOZZLE - TANK PROTECTION APPLIANCE COVERAGE NOZZLE (INCLUDES METAL BLOW OFF CAP, LANYARD, AND CHROME-PLATED PIPE)- 4 FLOW POINTS.	7	0
		16 - 16 - 79210 1/2" X 3/8" NPT MALE ADAPTER, VIEGA.	7	0
		26 - 26 - QSA-3/8 QUIK SEAL - 3/8" (UL).	7	0
		34 - 34 - A0034331 24VDC SINGLE ACTION MANUAL ACTUATION DEVICE (PUSH/PULL STATION) WITH PROTECTIVE COVER, ONE (1) NORMALLY OPEN CONTACT. RED COLOR.	1	0

INCLUDES: FIELD INSTALLATION AND HOOKUP DURING NORMAL BUSINESS HOURS BY CERTIFIED INSTALLERS ONLY IN THE LOCATION NOTED ABOVE, TWO SITE VISITS ONLY (ONE VISIT TO SET PULL STATION & SYSTEM HOOKUP AND ONE VISIT FOR ONE TEST); ADDITIONAL VISITS WILL RESULT IN ADDITIONAL CHARGES); ONE MECHANICAL GAS VALVE PER SYSTEM AT A MAXIMUM SIZE OF 2", PERMIT, AND SYSTEM TEST.
EXCLUDES: UNION LABOR & PREVAILING WAGE (LABOR & WAGES WILL BE ADDED IF APPLICABLE), GAS VALVE INSTALLATION, ELECTRICAL HOOKUP AND CONNECTIONS, HANGING OF FIRE CABINET, SHUNT TRIP, HANDHELD EXTINGUISHER(S), ON-SITE RE-PIPING DUE TO EQUIPMENT LAYOUT CHANGES.

JOB #: 5166499.
JOB NAME: ELOTES LOKOS FT WORTH TX.

SYSTEM SIZE: TANK-SP-2 TOTAL FP REQUIRED: 32.
HOOD # 1 10' 6.00" LONG x 54" WIDE x 24" HIGH.
RISER # 1 SIZE: 0" x 0".

LEGEND - FIRE CABINET TANK SYSTEM

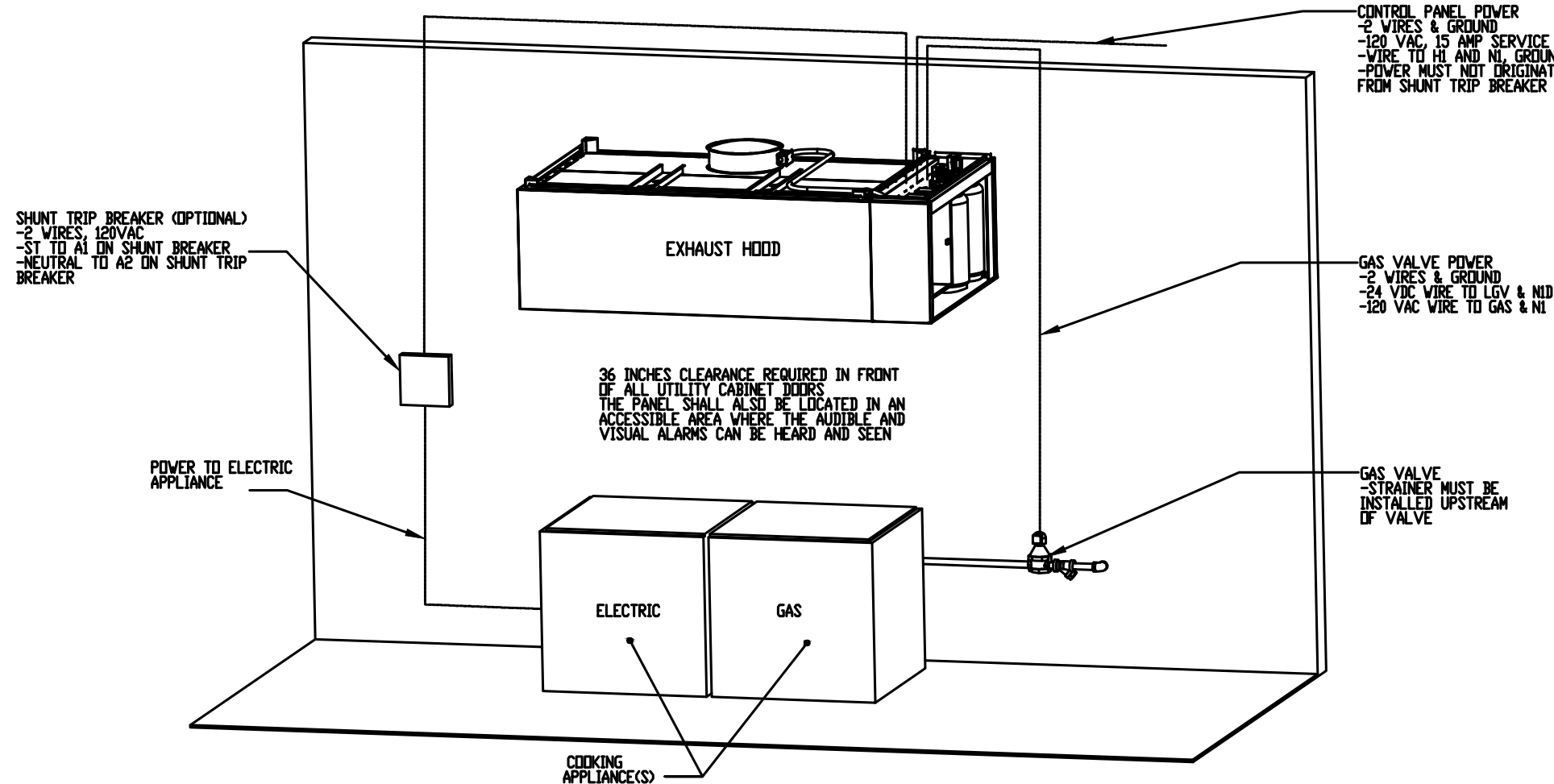
- 4 GALLON TANK.
- PRIMARY ACTUATOR RELEASE.
- SECONDARY ACTUATOR RELEASE.
- PRESSURE SUPERVISION SWITCH.
- PRIMARY HOSE ASSEMBLY.
- SECONDARY HOSE ASSEMBLY.
- REMOTE MANUAL ACTUATION DEVICE.

TANK PROTECTION ELECTRICAL DETAIL

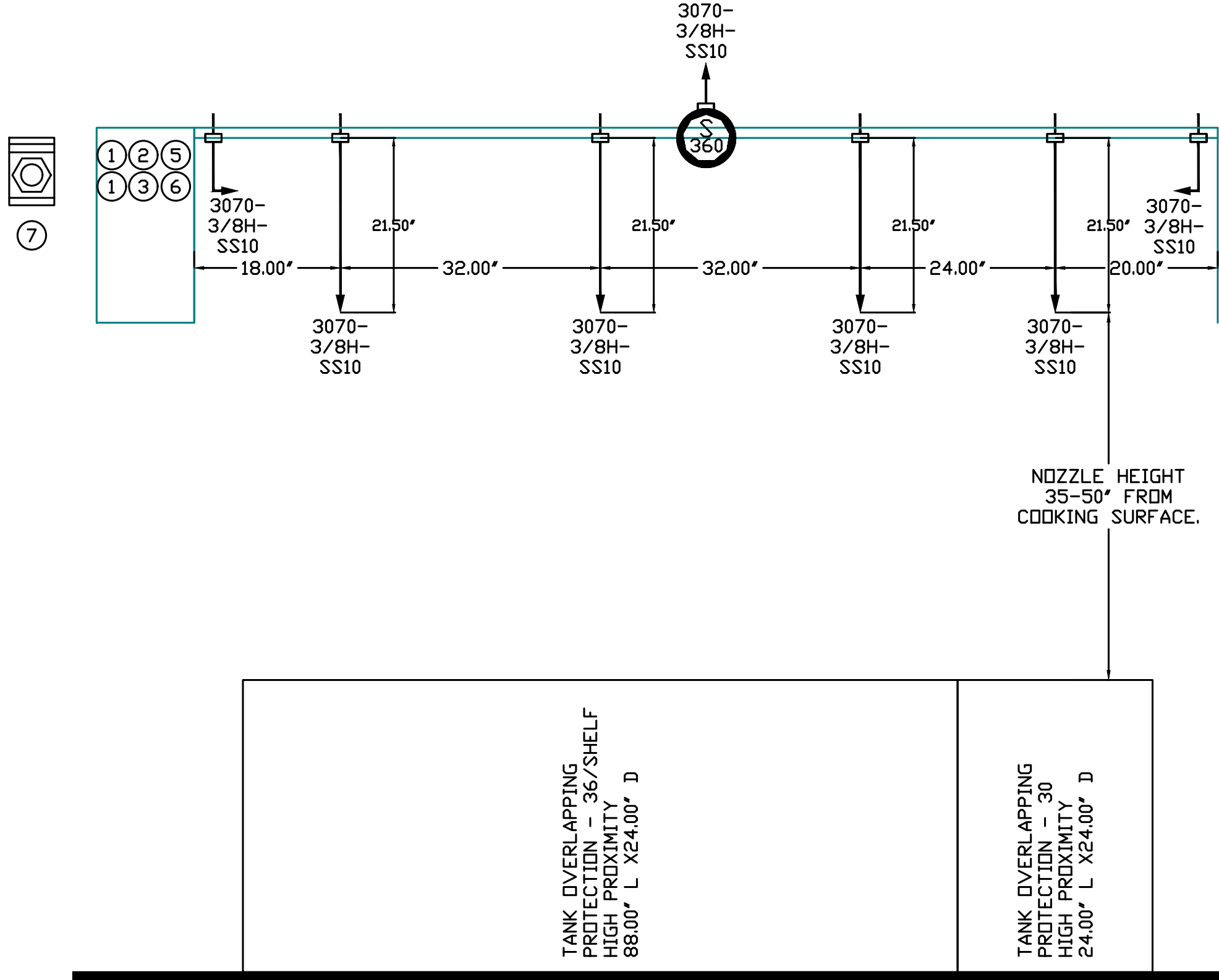
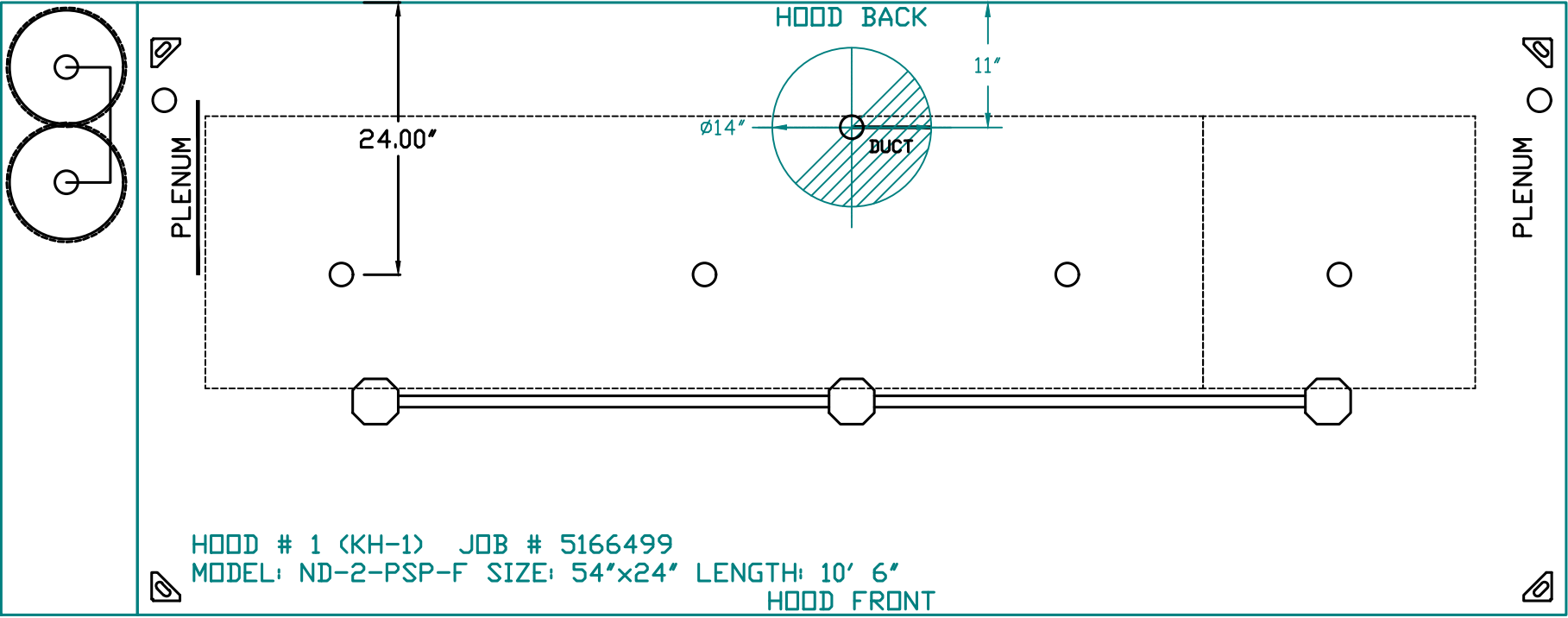
ELECTRICIAN
1. WIRE MAIN CONTROL PANEL PER INCLUDED SCHEMATIC
2. WIRE ALL PANS PER INCLUDED SCHEMATIC
3. WIRE SHUNT TRIP BREAKER (OPTIONAL)
4. WIRE DISCHARGE ADAPTER, IF EQUIPPED (OPTIONAL)
5. WIRE GAS VALVE

ELECTRICAL CONTRACTOR REQUIREMENT					
ITEM	CONNECTION IN PANEL	CONNECTION IN DEVICE	VOLTAGE	AMPERAGE	COMMENTS
SHUNT TRIP BREAKER (OPTIONAL)	ST & NI	BREAKER COIL (UL & ASD)	120 VAC	< 4 AMPS	ST TO AL ON SHUNT BREAKER COIL, AND NEUTRAL TO AE ON SHUNT TRIP BREAKER COIL.
CONTROL PANEL POWER	HI & NI + GROUND	CIRCUIT BREAKER	120 VAC	15 AMPS	CONTROL PANEL POWER MUST NOT BE RUN THROUGH SHUNT TRIP BREAKER.
UBS APPLIANCE KILL SWITCH (OPTIONAL)	KTS & NI	KTS & NI	120 VAC	< 4 AMPS	KILL SWITCH TERMINALS MUST BE IN SERIES WITH OTHER KILL SWITCHES.
REMOTE 120VAC ANSUL AUTOMAN (OPTIONAL)	AUL, AL2	SOLENOID	120 VAC	< 6 AMPS	120V TO AUL, AL2 TO ANSUL. ELECTRIC AUTOMAN, ANSUL, SOLENOID TO NEUTRAL.
GAS VALVE	LEV & NEB OF 24 VDC GAS & NI OF 120 VAC	RED/RED/GREEN	24 VDC OR 120 VAC	< 10 AMPS	IF 24 VDC - 2 WIRES & GROUND, NEB TO RED, LEV TO RED, AND GREEN TO GROUND. IF 120 VAC - 2 WIRES & GROUND GAS TO RED, NI TO RED, AND GREEN TO GROUND.

FS-1: MASTER



NOTES: SEE INSTALLATION, OPERATION, AND MAINTENANCE MANUAL FOR FURTHER INSTRUCTIONS

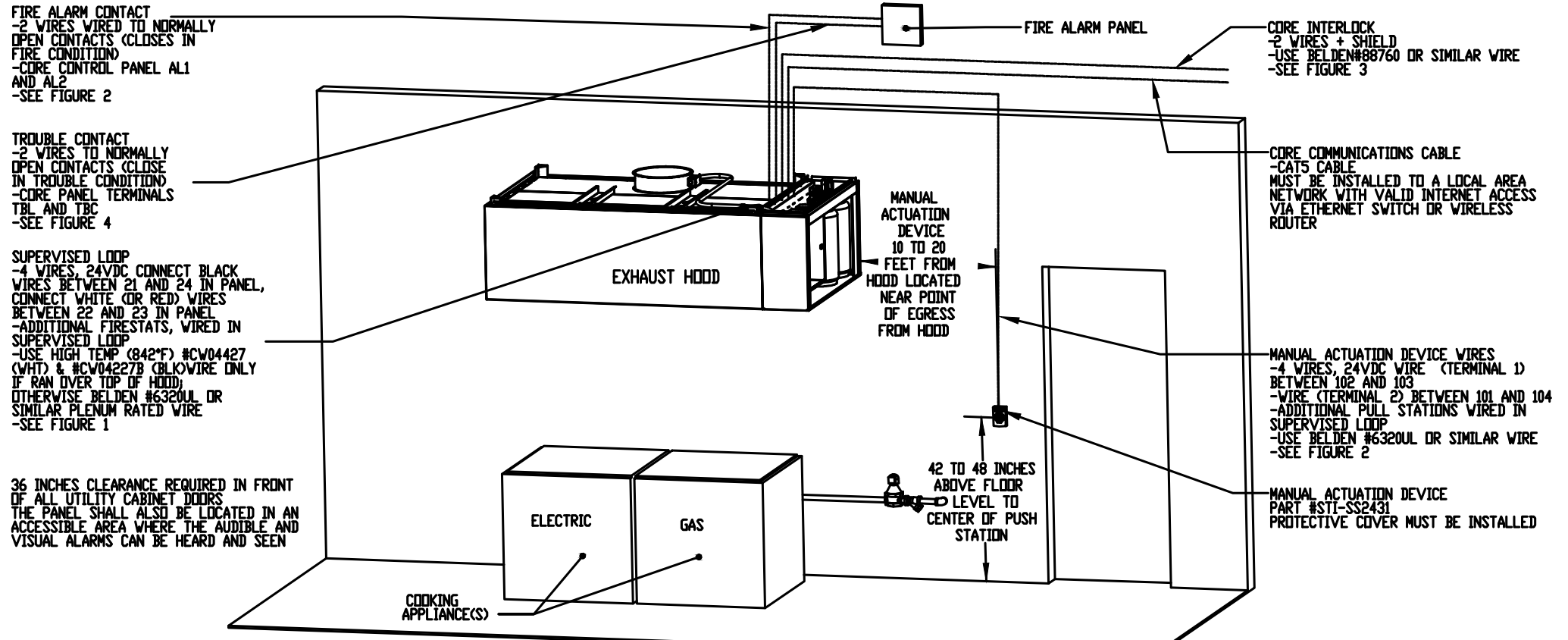


TANK PROTECTION LOW-VOLTAGE DETAIL

ALARM CONTRACTOR
1. WIRE MANUAL ACTUATION DEVICES, REMOTE FIRESTAT(S), CORE INTERLOCK(S), FIRE SENSOR(S) AND FIRE ALARM CONTACTS
2. COMPLETE FINAL HOOKUP OF SYSTEM
3. VERIFY FINAL FIRE SYSTEM TEST

ALARM CONTRACTOR REQUIREMENT					
ITEM	CONNECTION IN PANEL	CONNECTION ON DEVICE	VOLTAGE	AMPERAGE	COMMENTS
MANUAL ACTUATION DEVICES	101 AND 104 102 AND 103	1 & 2	24 VDC	< 10 AMPS	WIRE MANUAL ACTUATION DEVICE TERMINAL 1 BETWEEN CORE PANEL TERMINALS 102 AND 103. WIRE MANUAL ACTUATION DEVICE TERMINAL 2 BETWEEN CORE PANEL TERMINALS 101 AND 104. AMPERAGE 101 TO 104 AND 102 TO 103. IF SURFACE MOUNTED USE REMOTE ACTUATION KIT-SS58.
MANUAL ACTUATION DEVICE COVER	N/A	N/A	N/A	N/A	MANUAL ACTUATION DEVICE COVER MUST BE INSTALLED. IF SURFACE MOUNTED USE REMOTE ACTUATION KIT-SS58.
REMOTE FIRESTAT SENSOR(S)	21 AND 24 22 AND 23	BLACK AND WHITE	24 VDC	< 10 AMPS	WIRE FIRE SENSOR WHITE WIRES BETWEEN HOOD CORE PANEL TERMINALS 22 AND 23. WIRE FIRE SENSOR BLACK WIRES BETWEEN HOOD CORE PANEL TERMINALS 21 AND 24. HIGH TEMP (H42P) KCMV4427 (QNT) & KCMV4427B (BL) WIRES OR SIMILAR ONLY IF PAN COVER TOP (IF HOOD OTHERWISE, NO PAN COVER) OR SIMILAR PLANNED WIRE. SEE FIGURE 1.
FIRE ALARM CONTACT	AL1, AL2	VARIES	50V MAX (AC/DC)	UP TO 1 AMP	FIRE ALARM RELAY CONTACTS FOR BUILDING FIRE ALARM LOCATED IN THE CORE ELECTRICAL CONTROL PANEL.
CORE INTERLOCK(S)	1LA, 1LB, 1LC	1LA, 1LB, 1LC	RS-485 COMMUNICATIONS SIGNAL		CORE SYSTEM (1) 1LA TO CORE SYSTEM (2) 1LA. CORE SYSTEM (1) 1LB TO CORE SYSTEM (2) 1LB. CORE SYSTEM (1) 1LC TO CORE SYSTEM (2) 1LC. USE BELDEN 88760 OR SIMILAR WIRE.
TROUBLE CONTACT	TBC, TBL, TDK	VARIES	MAX 120 VAC	UP TO 6 AMPS	WIRE TO TBL & TBC NORMALLY OPEN CONTACT, CLOSURES IN TROUBLE CONDITION.
CORE COMMUNICATIONS CABLE	RJ-45 Jack	INTERNET CONNECTION	SIGNAL	<10 AMPS	TYPICAL CONNECTION CABLE TO LOCAL AREA NETWORK VIA ETHERNET SWITCH OR WIRELESS ROUTER WITH VALID INTERNET CONNECTION.

FS-1: MASTER



ATTENTION: LOW-VOLTAGE DC OR SIGNALING WIRE SHOULD BE ROUTED IN SEPARATE CONDUIT FROM ALL AC SOURCES
NOTE: SEE INSTALLATION, OPERATION, AND MAINTENANCE MANUAL FOR FURTHER INSTRUCTIONS

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DRAWING CONTENT:

EXHAUST HOOD
DETAILS

SCALE:

N.T.S

DATE:

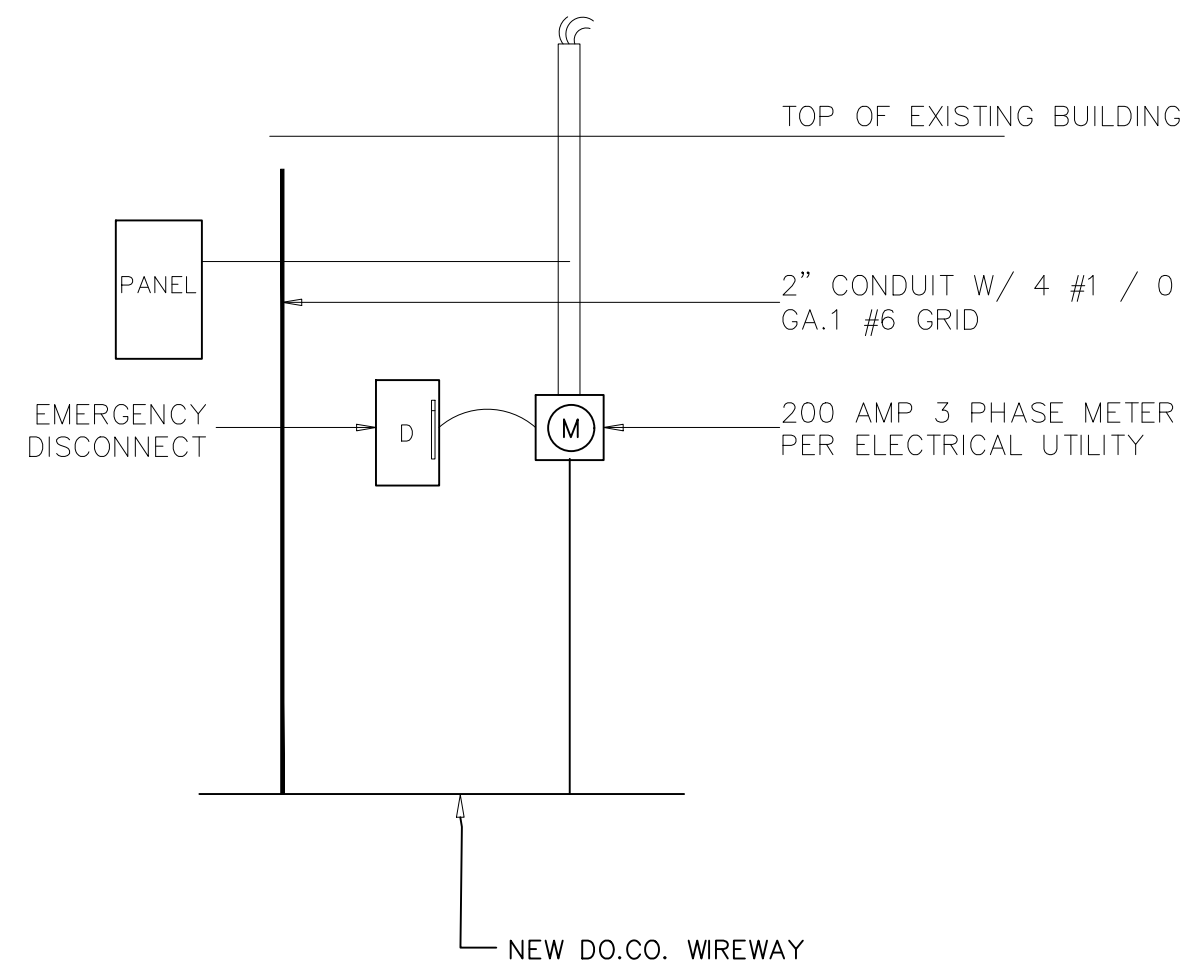
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SHEET:

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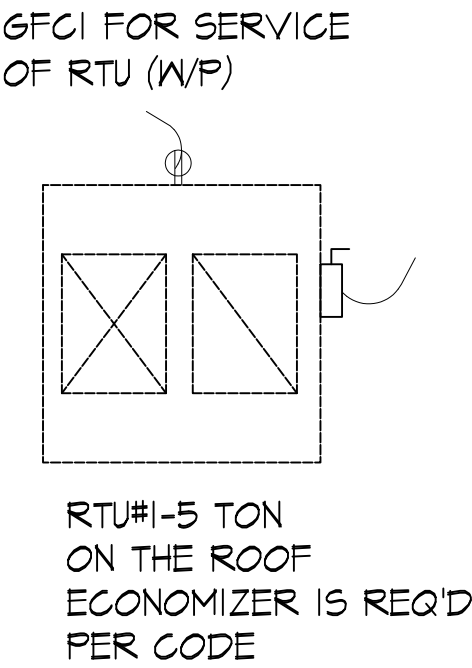


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ELECTRIC RISER PLAN

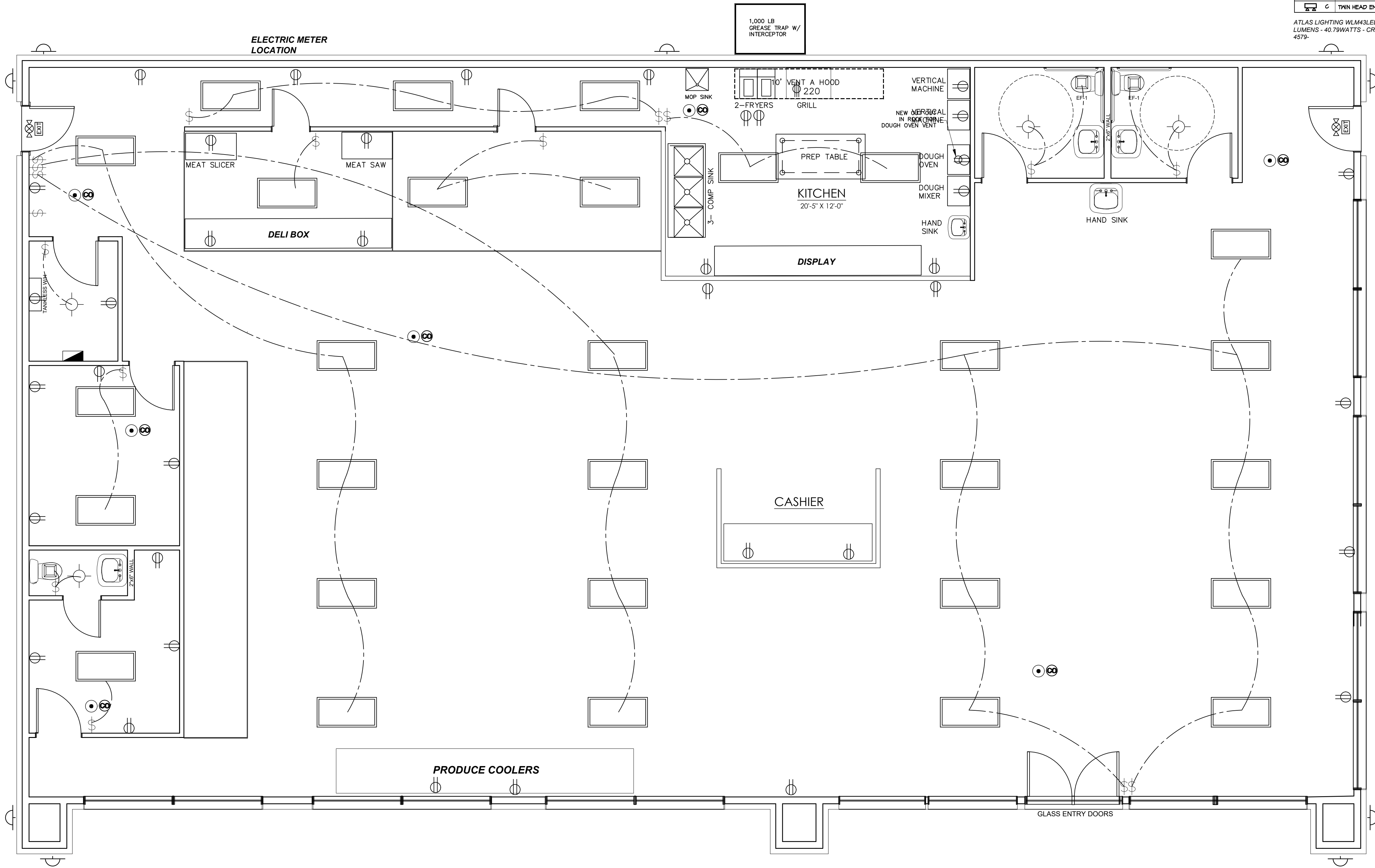
LOAD ANALYSIS:	
LIGHTING	1,000 W
RECEPTACLES	20,000 W
WATER HEATER	4,500 W
AC- ELECT. HEAT	12,000 W
FAN MOTOT @ 125%	1,000 W
SIGN @ 125%	1,500 W
TOTAL	40,000 W
40,000 W / (173X208) = 111 AMPS	



ELECTRICAL LEGEND			
SYMBOL	ITEM DESCRIPTION	SYMBOL	ITEM DESCRIPTION
	110 V. OUTLET (VERIFY HEIGHTS)		SURFACE MOUNTED (2' x 4') FLUORESCENT LIGHT FIXTURE
	220 V. OUTLET (VERIFY HEIGHTS)		INTERIOR SCONCE/WALL LIGHT FIXTURE
	110 V. OUTLET AT CEILING		HANGING/PENDANT LIGHT
	110 V. WATERPROOF 20 AMP GFCI OUTLET		EXTERIOR WALL SCONCE LED AUTO
	110 V. GROUND FAULT CURRENT INTERRUPTER OUTLET		CEILING FAN W/LIGHT COMBO (VERIFY RUMBER)
	2-WAY SWITCH		SMOKE DETECTOR AC/DC
	3-WAY SWITCH		EXHAUST FAN
	HDTV OUTLET		ELECTRICAL PANEL
	LIGHT FIXTURE		WATER-PROOF RECESSED FIXTURE
	RECESSED LIGHT FIXTURE		CARBON MONOXIDE DETECTOR

LEGEND:	
TYPE	FIXTURE DESCRIPTION
A	LED- 2'x4' FLAT (48W) QTY. 29
B	EXIT LIGHT, 5 MATT LED & TWIN HEAD EMERGENCY LIGHT IV BATTERY BACK UP, 120V
C	TWIN HEAD EMERGENCY LIGHT IV BATTERY BACK UP, 120V

ATLAS LIGHTING WLM3LED- 4350 LUMENS - 40.79WATTS - CRI 82.2- CCT 4575



ELECTRICAL PLAN

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ACS 1.249

DRAWING CONTENT:

ELECTRICAL
PLAN

SCALE:

1/4" = 1'-0"

DATE:

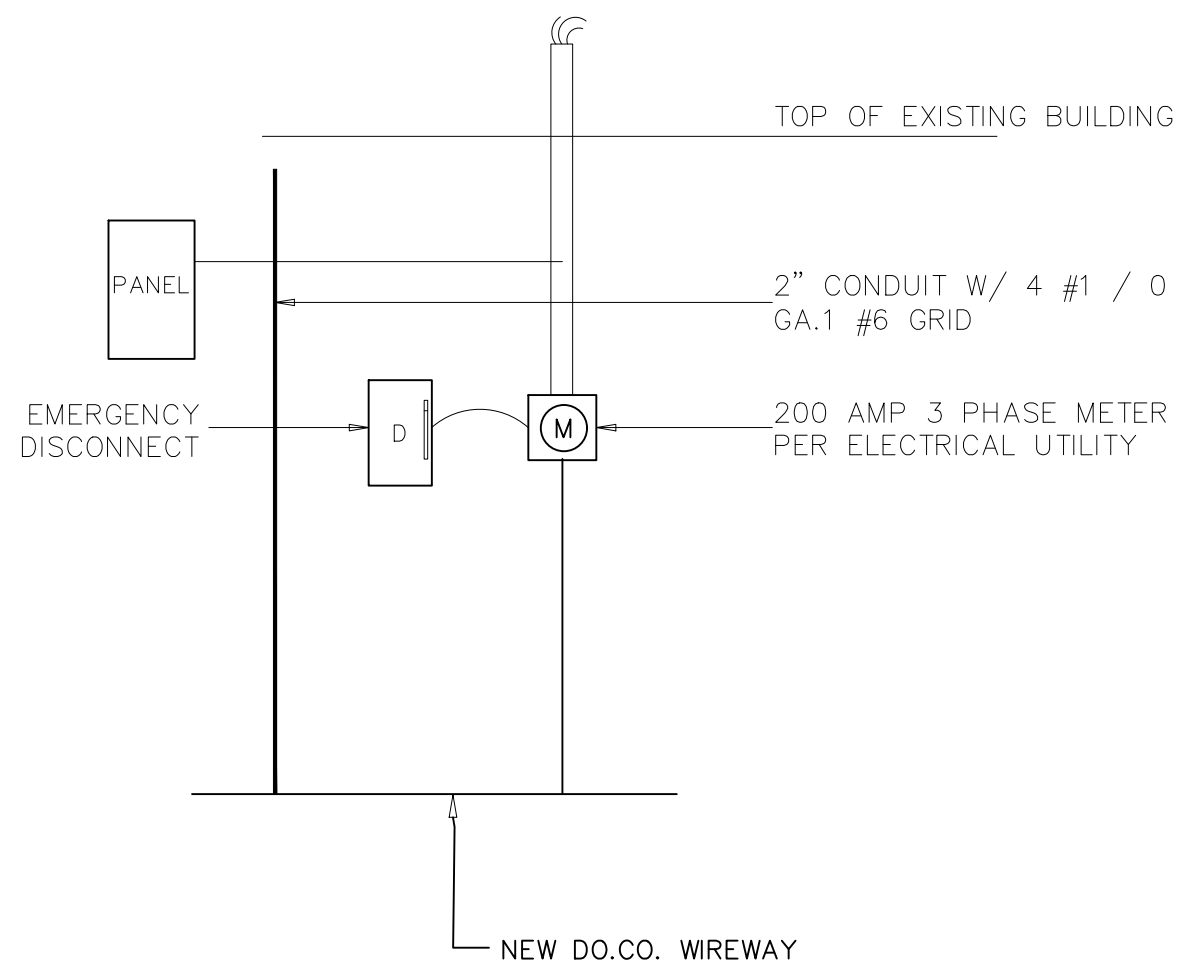
3/10/25

SHEET:

E5.00

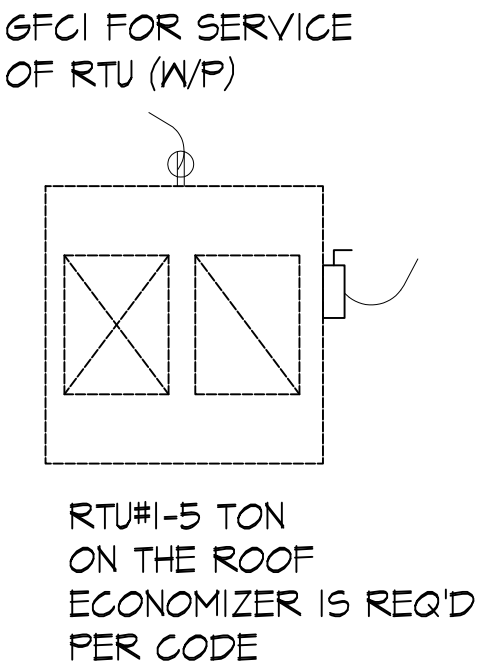


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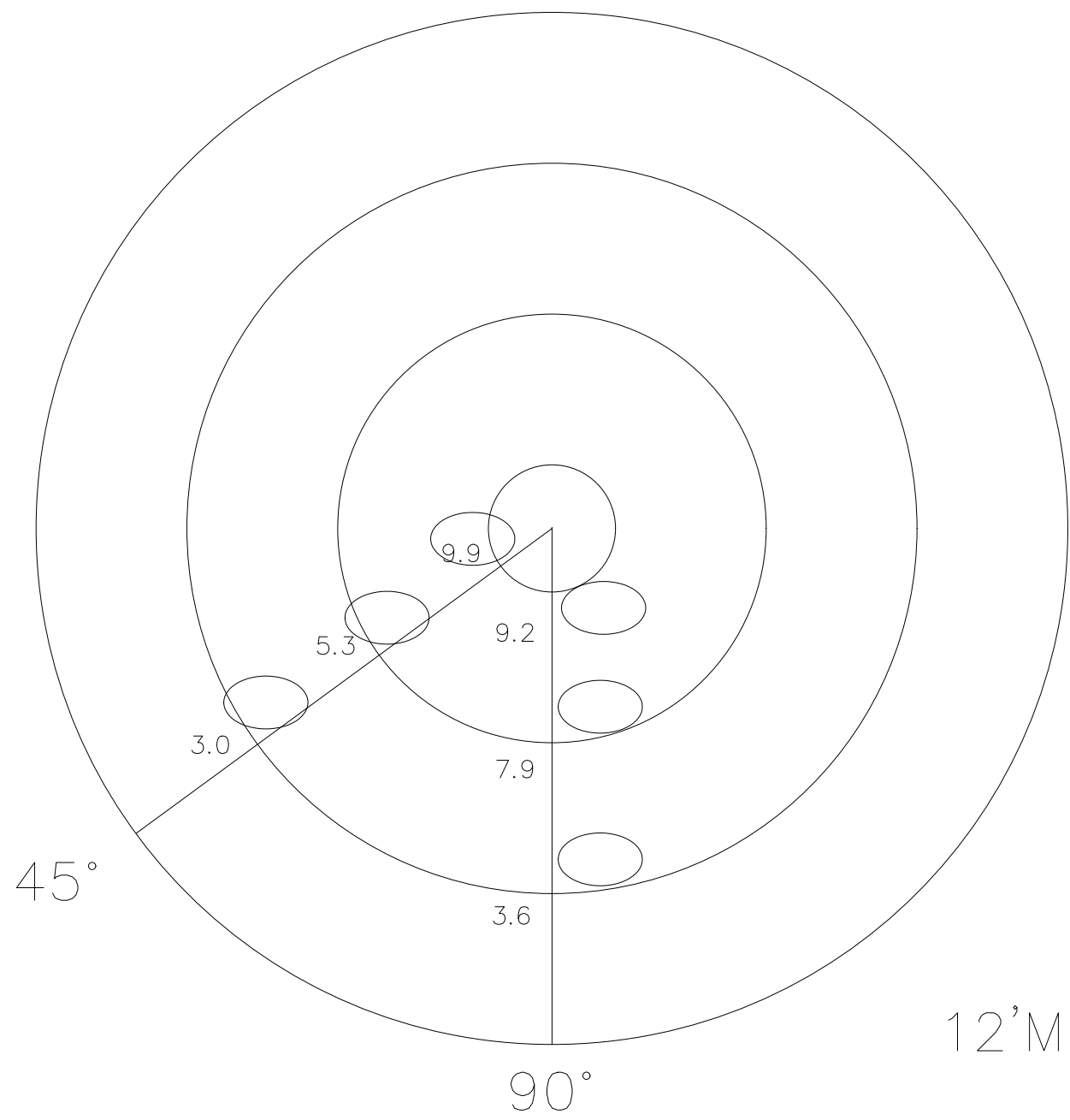
ELECTRICAL RISER PLAN

LOAD ANALYSIS:	
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WATER HEATER	4,500 W
AC- ELECT. HEAT	12,000 W
FAN MOTOT @ 125%	1,000 W
SIGN @ 125%	1,500 W
TOTAL	40,000 W
40,000 W / (173X208) = 111 AMPS	



PHOTOMETRIC PLAN

ATLAS LED WALL LIGHTS
WLM43LED – 4350 LUMENS
40.79 WATTS CRI 82.2
CCT 4579



FOOTCANDLES

12' MOUNTING HEIGHT

ELECTRICAL PLAN

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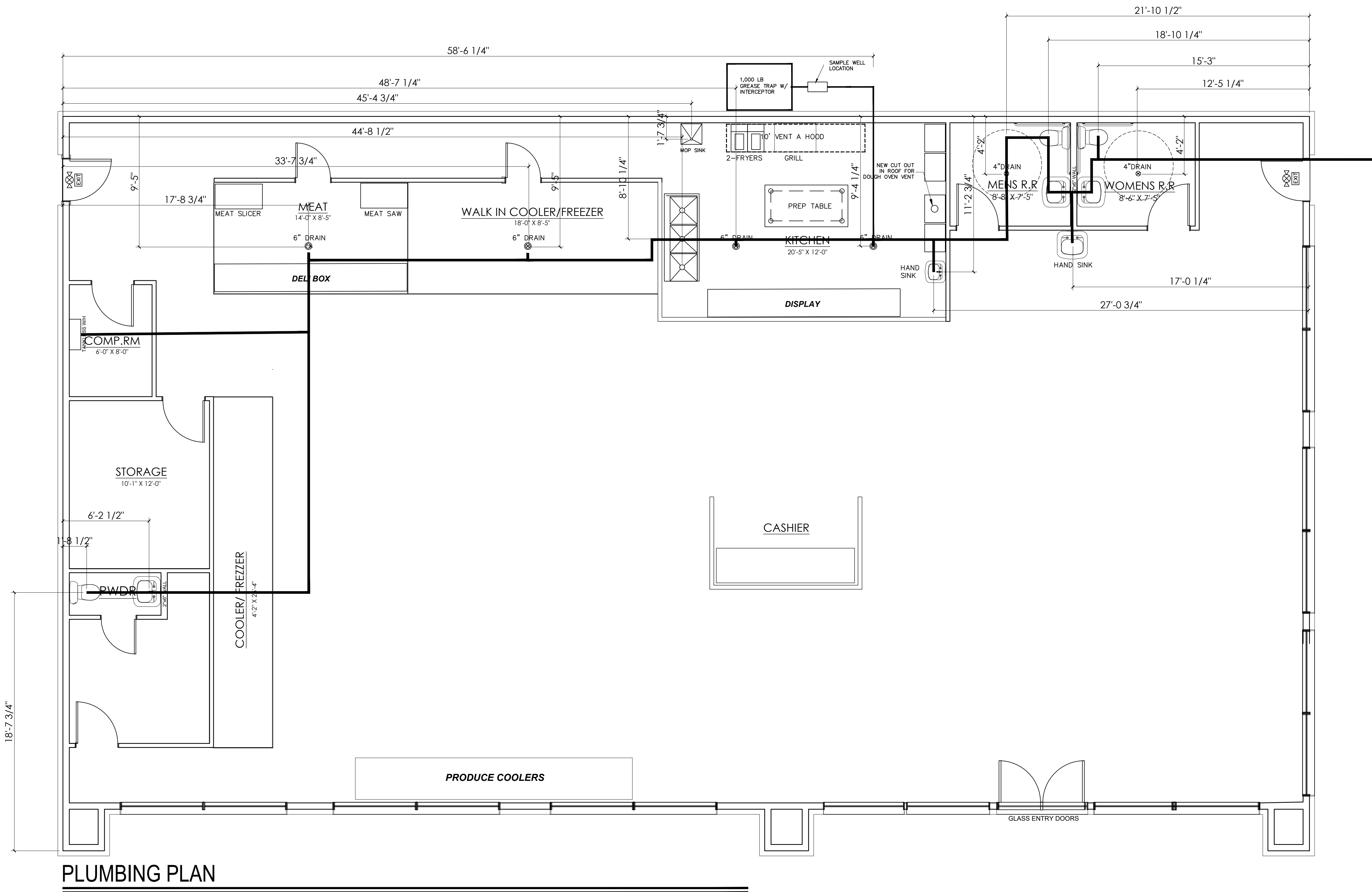
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SHEET:

E5.10



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75154**

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**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:

**PLUMBING
PLAN**

SCALE:

1/4" = 1'-0"

DATE:

3/10/25

SHEET:

P6.00



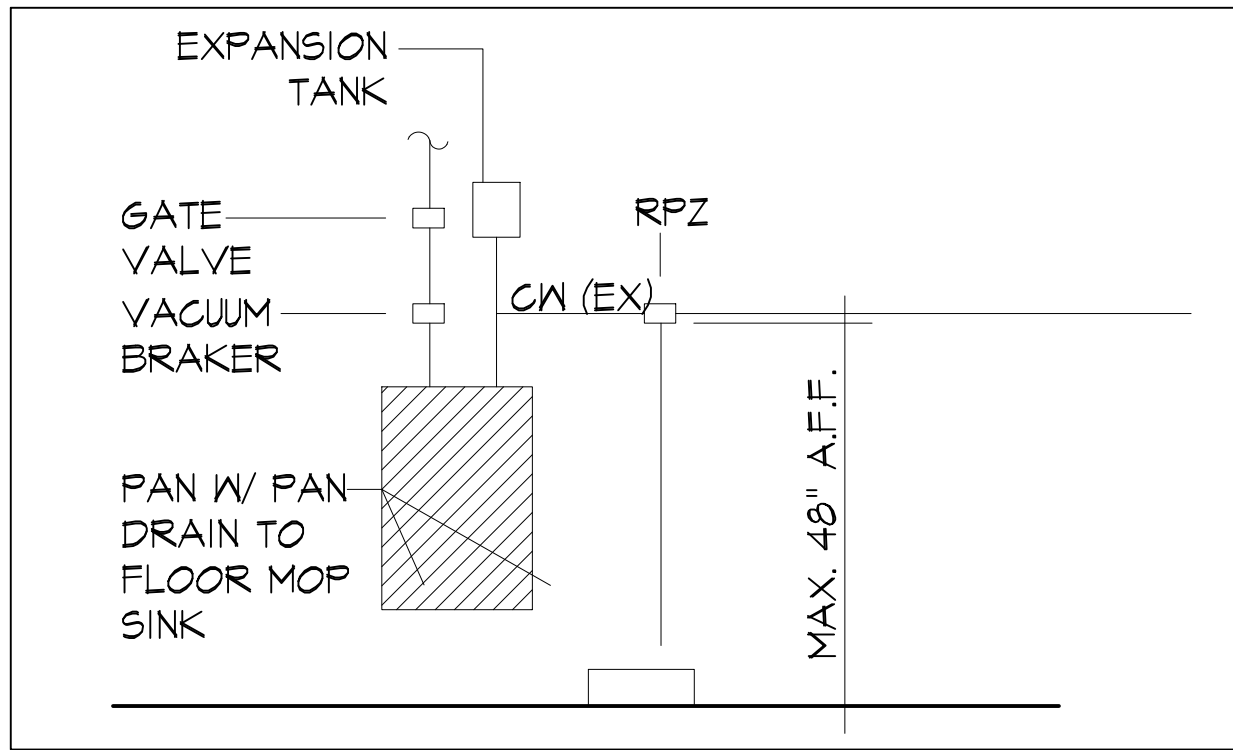
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CONNECT TO
EXISTING
SEWER LINE

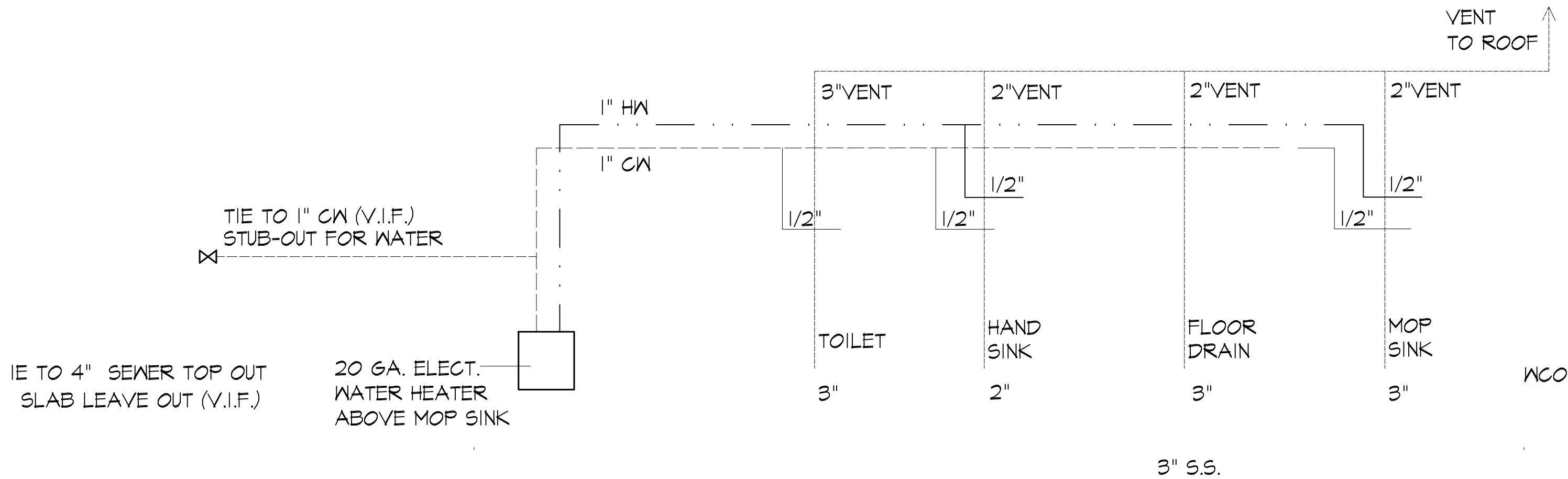
FIXTURE UNIT (F.U.)					
NU.	FIXTURE	(F.U.) FACTOR	UNIT	TOTAL	REMARK
1	TOILET	5	I	3	
2	HAND SINK	3	I	1	
3	PREP. SINK	3	I	1	
4	3 COMP. SINK	4	I	1	
5	MOP SINK	3	I	1	
6	DISH WASHER	2	O	N/A	
7	URINAL	5	O	N/A	
8	WASHER	2	N/A	N/A	
9	DRINING FOUNTAIN	0.25	N/A	N/A	
	TOTAL F.U.			7	
	GPM				MIN. 3/4" CW, 3/4" HW REQ'D

DRAINAGE FIXTURE UNIT (DFU)					
NU.	FIXTURE	(F.U.) FACTOR	UNIT	TOTAL	REMARK
1	TOILET	4	I	3	
2	HAND SINK	1	I	1	
3	PREP. SINK	2	O	1	
4	3 COMP. SINK	2	O	1	
5	MOP SINK	2	I	1	
6	DISH WASHER	2	O	N/A	
7	URINAL	4	O	N/A	
8	F.D/ F.S	2	I		
9	DRINING FOUNTAIN	0.25	N/A	N/A	
10	WASHER	2	N/A	N/A	
	TOTAL DFU			7	
	PIPE SIZE			3"	MIN. 3" SEWER LINE REQ'D



ASSE 1070 APPROVED THERMOSTATIC MIXING VALVES SHALL BE PROVIDED AT ALL LAVATORIES AND HAND WASH SINKS PER 2021 IBC 416.5 RE: P5 FOR DETAIL

RPZ VALVE BACKFLOW PREVENTION SYSTEM ON THE INCOMING WATER LINE PRIOR TO ANY OTHER CONNECTIONS, TEST PER CODE, RE: P3 FOR RPZ DETAIL



PLUMBING KEY NOTES

- ① PROVIDE WATER SUPPLY LINE FROM BUILDING WARE, FIELD VERIFY.
PROVIDE BACKFLOW PREVENTOR IF/AS REQUIRED BY THE CITY.

PLUMBING NOTES

- ALL PLUMBING WORKS AND MATERIALS ARE TO CONFORM WITH PLUMBING CODE, LOCAL AND STATE CODES.
- PLUMBING CONTRACTOR SHALL VERIFY AVAILABILITY WITH LOCATIONS, SIZES OF SEWER, WATER, AND GAS.
- PLUMBING CONTRACTOR SHALL MAKE ARRANGEMENT WITH THE UTILITY COMPANIES FOR SERVICE AND CONNECTIONS, PAY FOR ALL PERMITS, CONNECTION FEES, INSPECTION FEES AND METER CHARGES.
- SOIL AND WASTE PIPING SHALL SLOPE AT 2% MINIMUM.
- ALL VENTS AND FLUES SHALL CLEAR OUTSIDE AIR INTAKES OR OPENING BY MINIMUM OF 10'
- PLUMBING CONTRACTOR SHALL MAKE & COMPLETE ROUGH IN ALL FINAL CONNECTION TO EQUIPMENT PROVIDED BY OTHERS REQUIRING PLUMBING CONNECTIONS.
- PLUMBING CONTRACTOR SHALL PROVIDE FIXTURES, FAUCETS, TRAPS, STOPS, GATE VALVES, GLOBE VALVES, GAS COCKS, WATER HAMMER ARRESTERS, CLEANOUTS, INDIRECT WASTE PIPING, AND ALL NECESSARY TRIMS FOR A COMPLETE PLUMBING SYSTEM.
- INSULATE ALL HOT & COLD WATER LINES ABOVE GRADE WITH 1" FIBERGLASS PIPE INSULATION, WITH VAPOR BARRIER.
- PROVIDE GAS SUPPLY LINE FROM GAS METER.
- VERIFY ALL FINAL CONNECTIONS TO EQUIPMENT WITH EQUIPMENT SUPPLIER. VERIFY ROUGH-IN REQUIREMENTS WITH SAME.
- MATERIAL SHALL BE AS FOLLOWS:
 - WATER PIPING TO BE PEX
 - WASTE PIPING TO BE CAST IRON OR PVC IF ACCEPTED BY CITY.
 - VENTS TO BE CAST IRON OR PVC IF ACCEPTED BY CITY.
 - GAS PIPING TO BE SCHEDULE 40, BLACK STEEL PIPE. PROVIDE GAS SHUT-OFF VALVE TO EACH EQUIPMENT.
 - CONDENSATE DRAIN PIPING TO BE COPPER OR CAST IRON, PROVIDE INSULATION FOR PIPING INSIDE BUILDING.
- ALL INDIRECT WASTES EXCEEDING 24" IN LENGTH SHALL BE TRAPPED.
- PROVIDE CLEANOUTS REQUIRED, AND AT THE BASE OF ALL STACKS.
- ROUTE DRAIN LINES FROM HOT WATER HEATERS TO NEAR BY FLOOR SINK.
- PROVIDE FIXTURE STOPS AT ALL PLUMBING FIXTURES.
- HANDICAP PLUMBING FIXTURES SHALL BE INSULATED IN ACCORDANCE WITH THE ADA REQUIREMENTS & LOCAL STATE BARRIER FREE REQUIREMENT.
- PROVIDE 1" WATER SUPPLY LINE FROM BUILDING WATER, PROVIDE WATER BACKFLOW PREVENTOR PER CITY.

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249

DRAWING CONTENT:

PLUMBING
DETAILS

SCALE:

1/16" = 1'-0"

DATE:

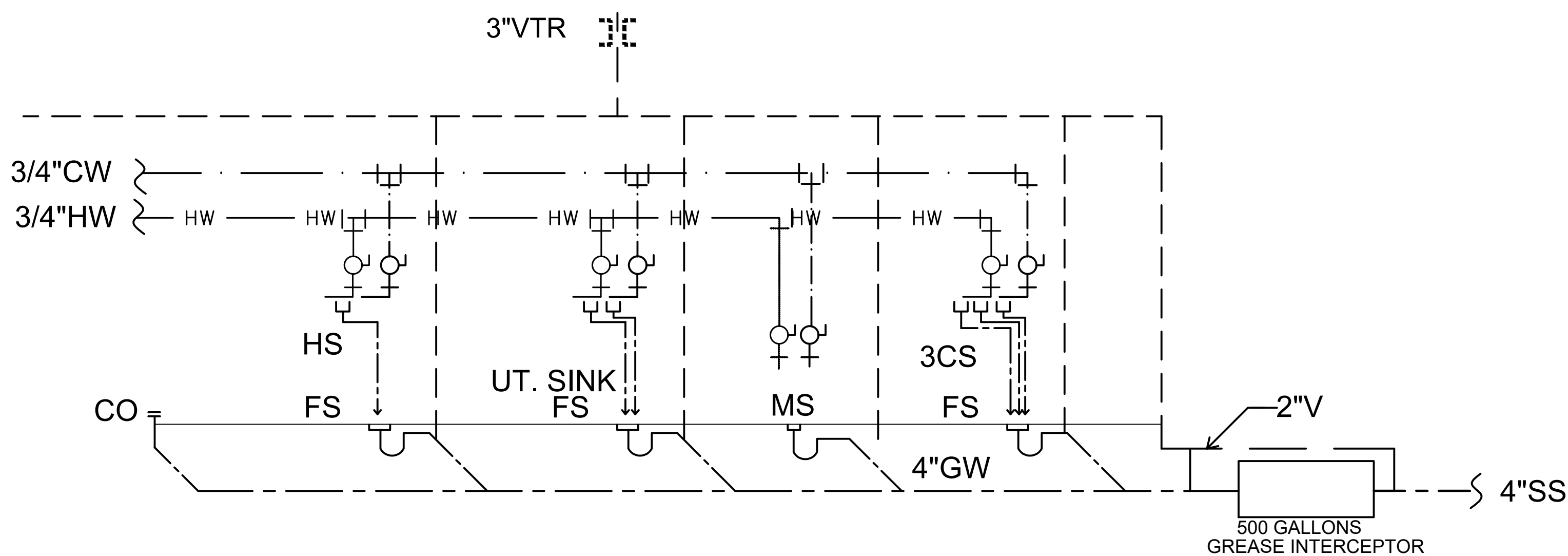
3/10/25

SHEET:

P6.10

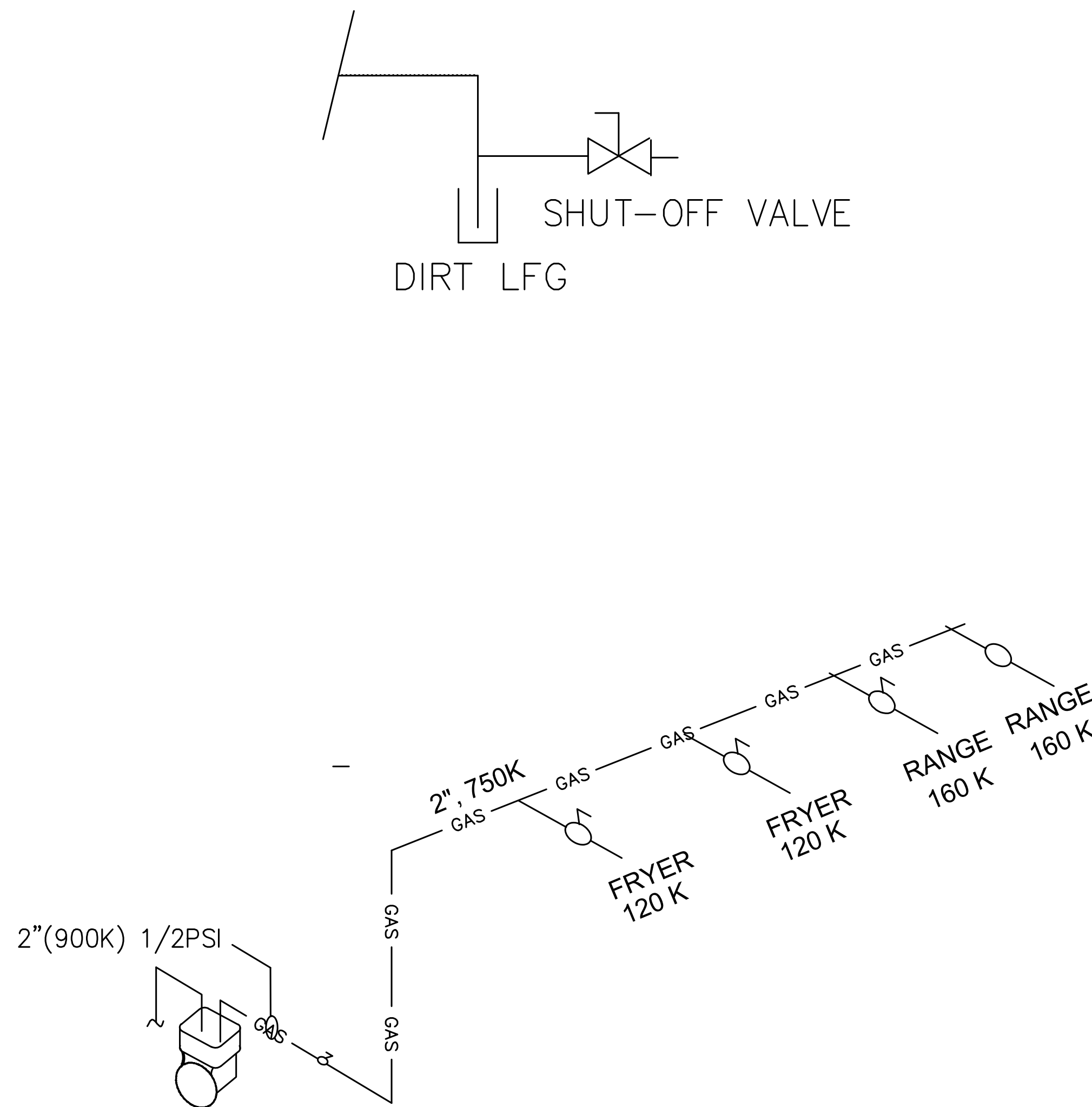


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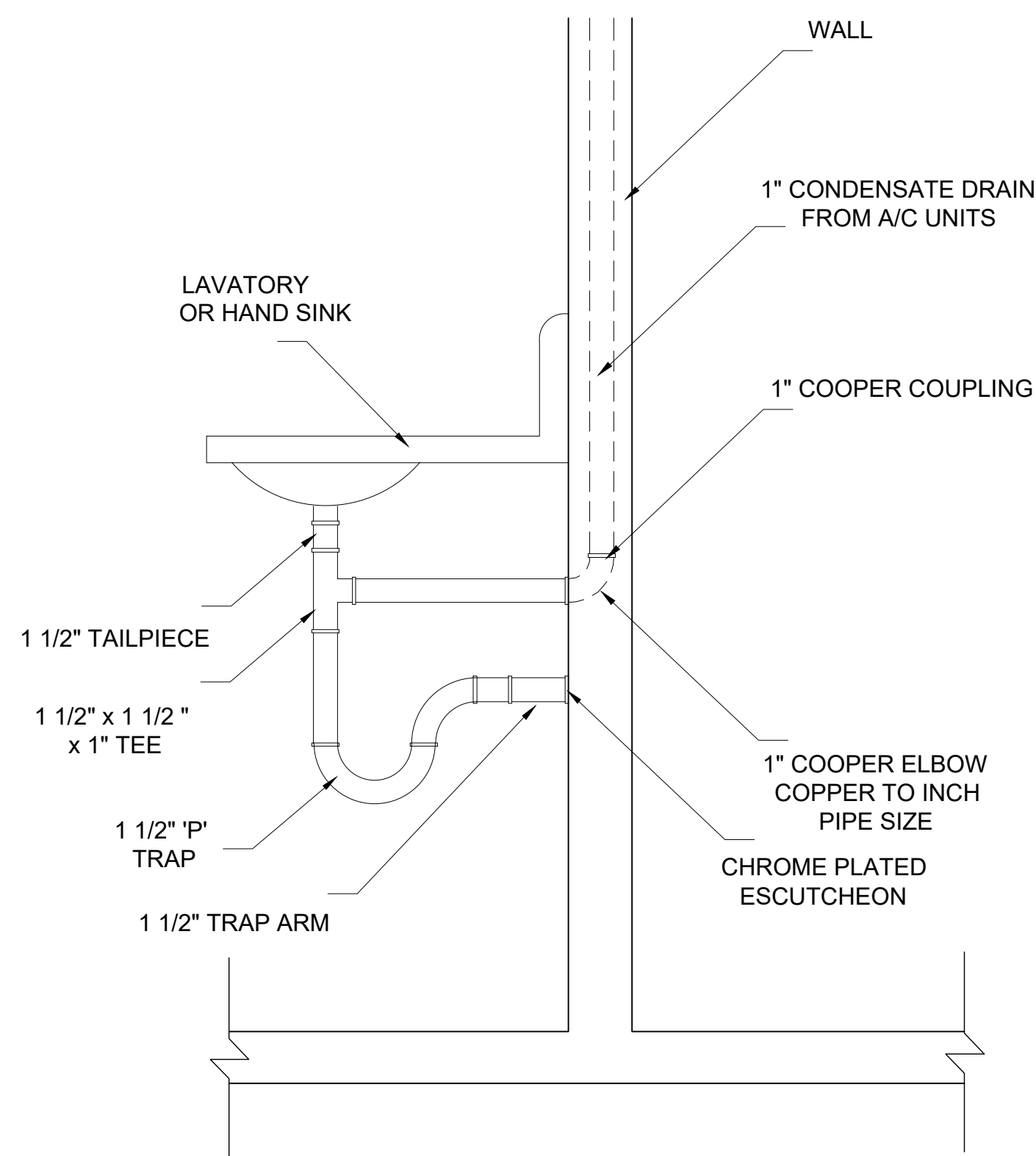
01 PLUMBING RISER

SCALE: NONE



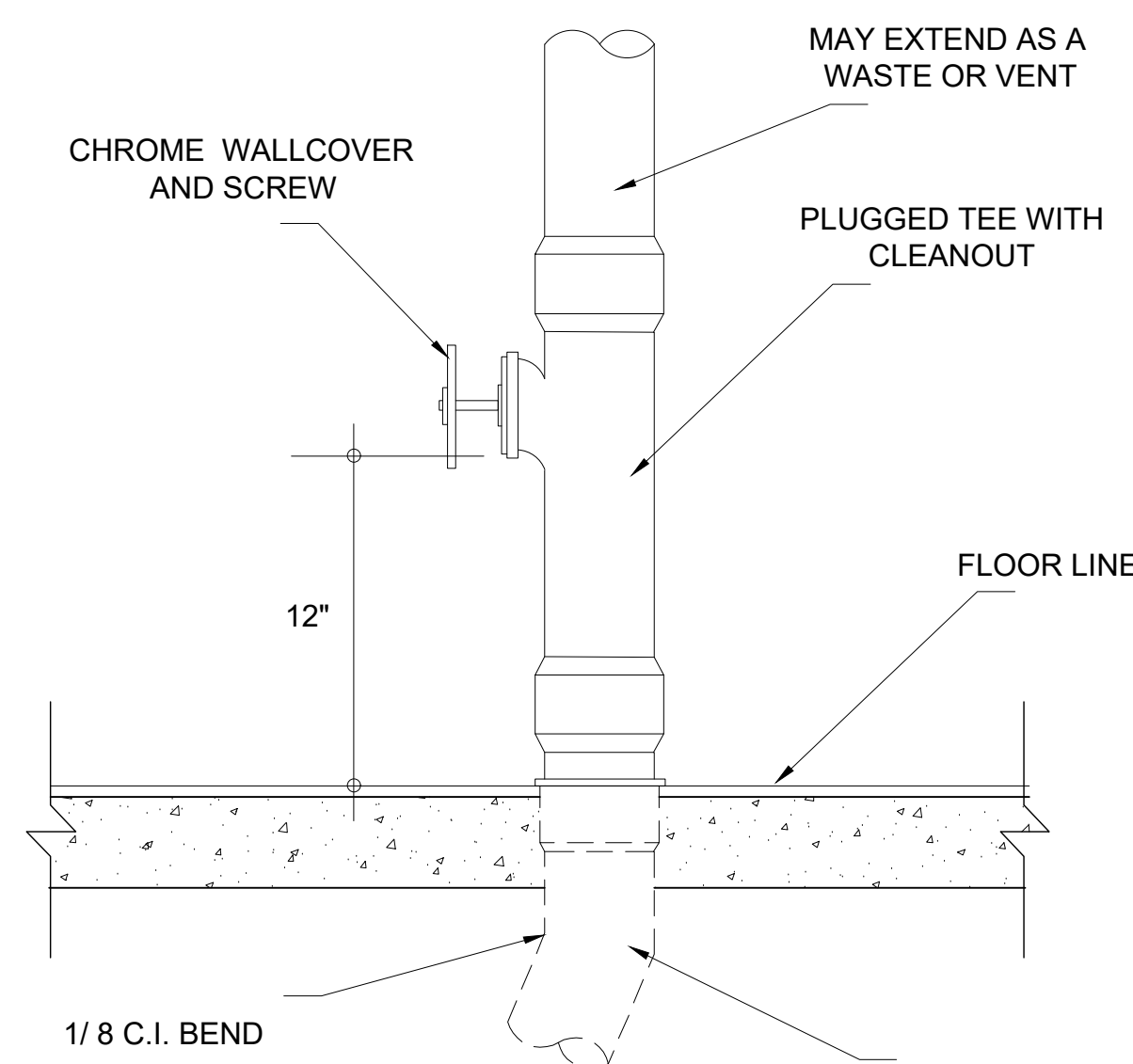
02 PLUMBING GAS RISER

SCALE: NONE



TYP. SINK SECTION

N.T.S.



TYP. WALL CLEAN OUT

N.T.S.

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:

**PLUMBING
DETAILS**

SCALE:

1/16" = 1'-0"

DATE:

3/10/25

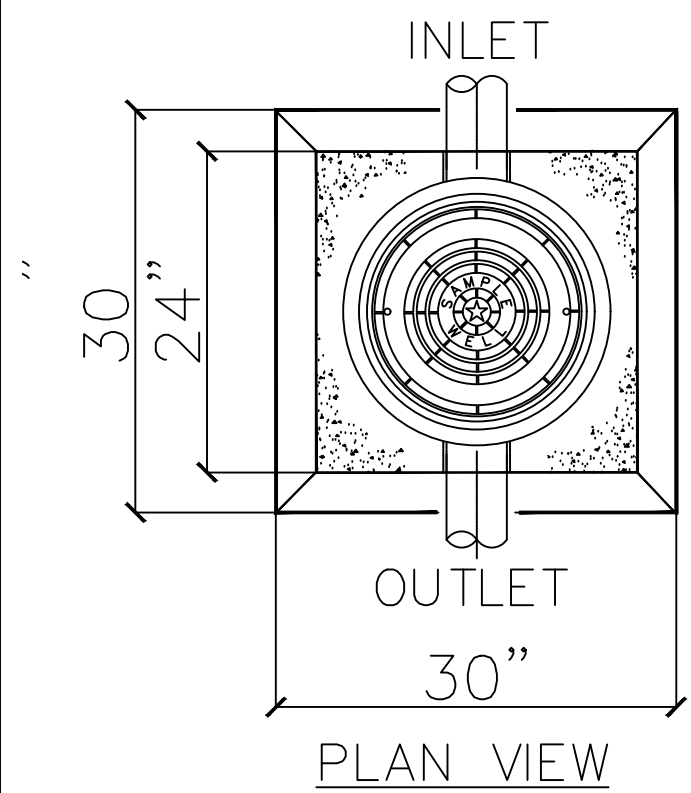
SHEET:

P6.20



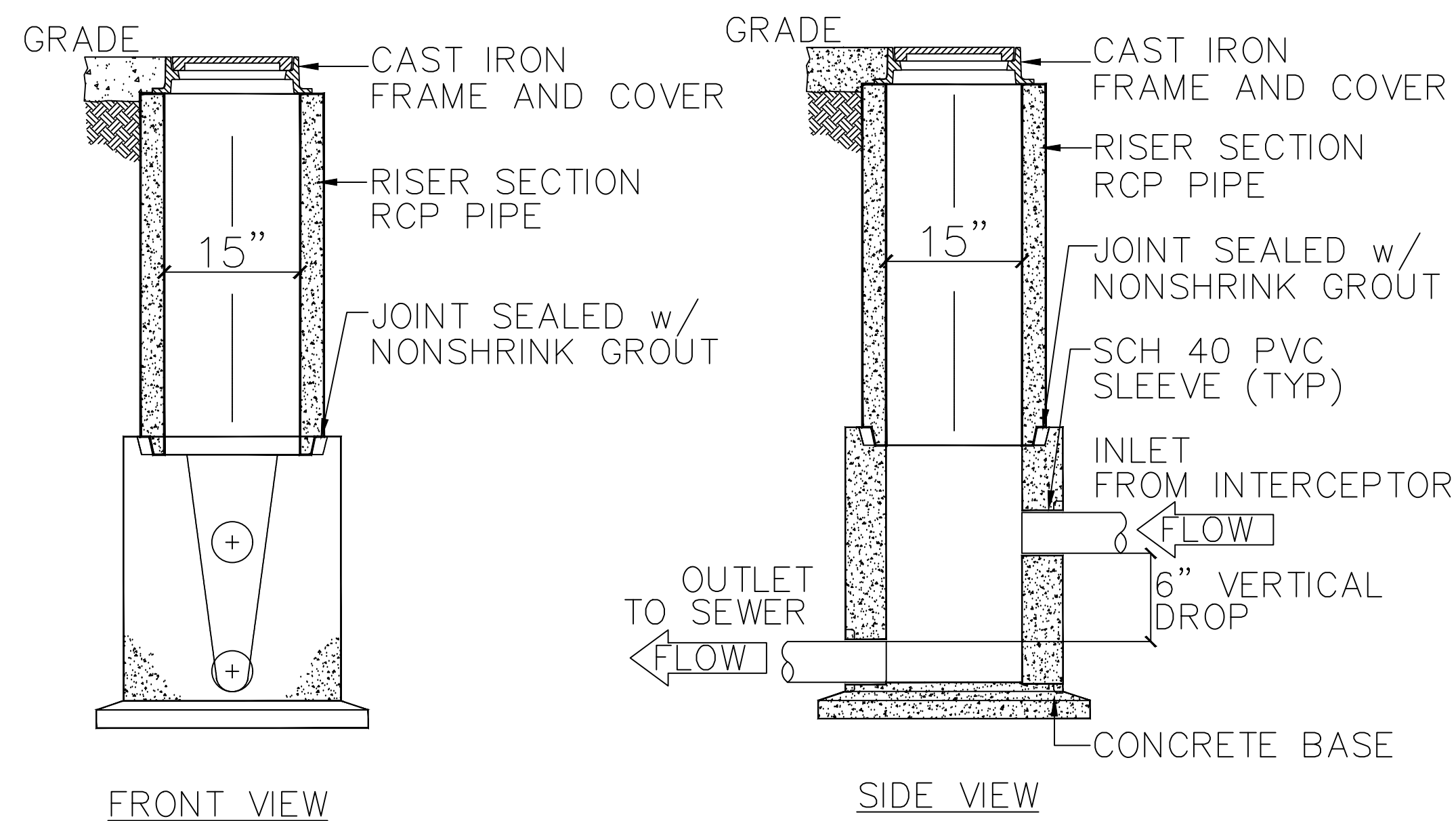
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GREASE INTECEPTOR SIZING							
EQUIPMENT	QUANT.	DIM. WxLxD	CUBIC INCHES	75% CAP.	GAL CAP.	cycles	GPM
DISH WASHER	0	-			2.9	2	0
HAND SINKS	1	12x9.5x7	798X1	598	2.95	10	2.0
DRAINS (3")	0	7.5 gpm hose down for 10mnts					0
3-COMP. SINK	1	24x24x12	20,736x2	31,104	67.32	5	5.72
2-COMP. SINK	1	24x24x15	17,280	34,560	73	5	6.32
MOP SINK	1	24x24x10	5,760	8,640	37.4	2	2.49
TOTAL GPM CAP.							16.44
30 Minutes Flow 30X16.44=493 Gallons							
USE A 500 gallons capacity							

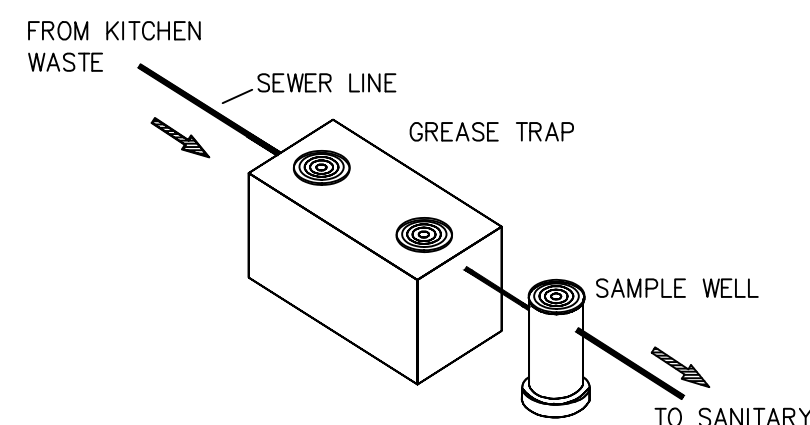
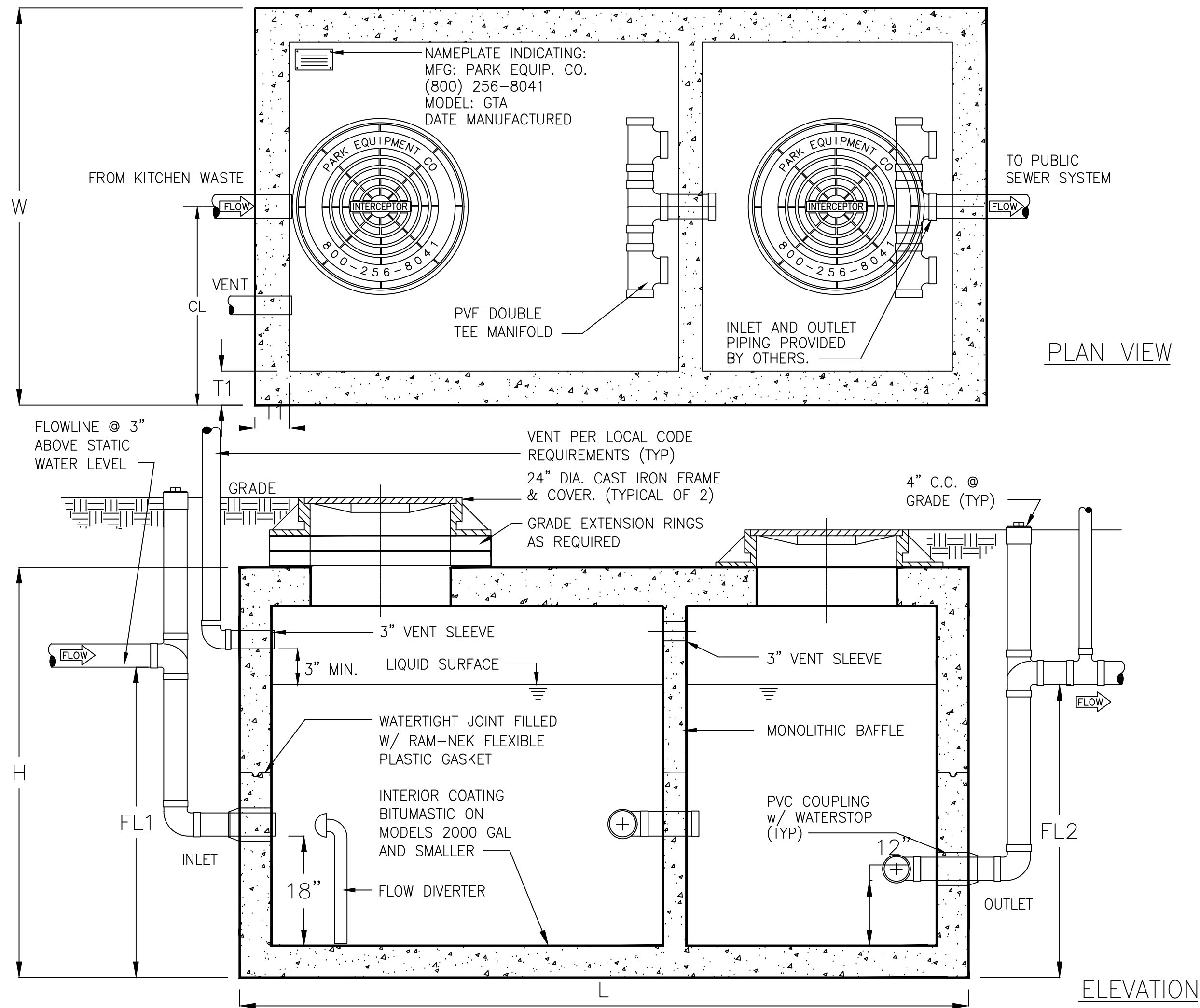


SAMPLE WELL SCHEDULE				
MODEL	DIAMETER "D"	IN & OUT PIPE SIZE	WIDTH "W"	"A"
SWB-154	15"	4"/6"	24"	11"

NOTE: SAMPLE PORTS MUST INCLUDE A MIN. 6" VERTICAL DROP FOR THE GREASE OR OIL INTERCEPTOR DISCHARGE.



03 SAMPLE WELL DETAIL
SCALE: NTS



Typical applications include commercial and industrial food service kitchens where excessive grease may interfere with the proper drainage of the sewer system. The grease interceptor is generally buried below grade for gravity flow sewer systems. A sample well is utilized on the outlet side for sampling by the local water authority.

Specifications

- CONCRETE : Class 1 concrete with design strength of 4500 PSI at 28 days. Unit is of monolithic construction at floor, first stage of wall and baffle with sectional riser to required depth. (Monolithic baffle required, slide-in type is not acceptable)
- REINFORCEMENT: Grade 60 reinforced with steel rebar conforming to ASTM A615 on required centers or equal.
- C.I. CASTINGS: Manhole frames, covers or grates are manufactured of grey cast iron conforming to ASTM A48-76 Class 30. Manhole shall be nominal 24 inch diameter and be traffic duty.

GREASE INTERCEPTOR SCHEDULE								
MODEL NO.	CAPACITY USGal	GREASE CAP. (LBS)	EMPTY WT (LBS)	LENGTH L	WIDTH W	HEIGHT H	INLET FL1	OUTLET FL2
GTA-500	500	1,200	7,000	7'-10"	4'-4"	4'-6"	3'-3"	3'-0"
GTA-750	750	1,700	10,000	7'-10"	4'-4"	6'-0"	4'-5"	4'-2"
GTA-1000	1,000	2,300	13,200	8'-8"	5'-0"	6'-0"	4'-9"	4'-6"
GTA-1250	1,250	2,900	15,500	9'-0"	6'-0"	6'-0"	4'-9"	4'-6"
GTA-1500	1,500	3,500	18,000	9'-0"	6'-0"	7'-0"	5'-9"	5'-6"
GTA-2000	2,000	4,600	19,000	9'-0"	6'-0"	8'-0"	6'-9"	6'-6"
GTA-2500	2,500	5,700	27,000	13'-0"	7'-0"	7'-0"	5'-9"	5'-6"
GTA-3000	3,000	6,900	30,000	13'-0"	7'-0"	8'-0"	6'-9"	6'-6"
GTA-3500	3,500	8,000	38,500	13'-0"	7'-0"	8'-6"	7'-3"	7'-0"
GTA-4000	4,000	9,240	38,500	16'-0"	8'-6"	7'-0"	5'-9"	5'-6"

OTHER SIZES ARE AVAILABLE. CONTACT US FOR MORE INFORMATION

Engineering Data

The grease interceptor is structurally & hydraulically engineered to conform to regional plumbing codes recommended in most cities. Consult with local authorities for specific application requirements.

Shop drawings shall include complete structural & bouyancy calculations certified by a licensed professional engineer.

Consult with Park Equipment Company for exact excavation dimensions & shipping information.

GREASE TRAP SERIES GTA
500 THRU 4000 GALLON CAPACITY

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:

**GREASE TRAP
DETAILS**

SCALE:

1/16" = 1'-0"

DATE:

3/10/25

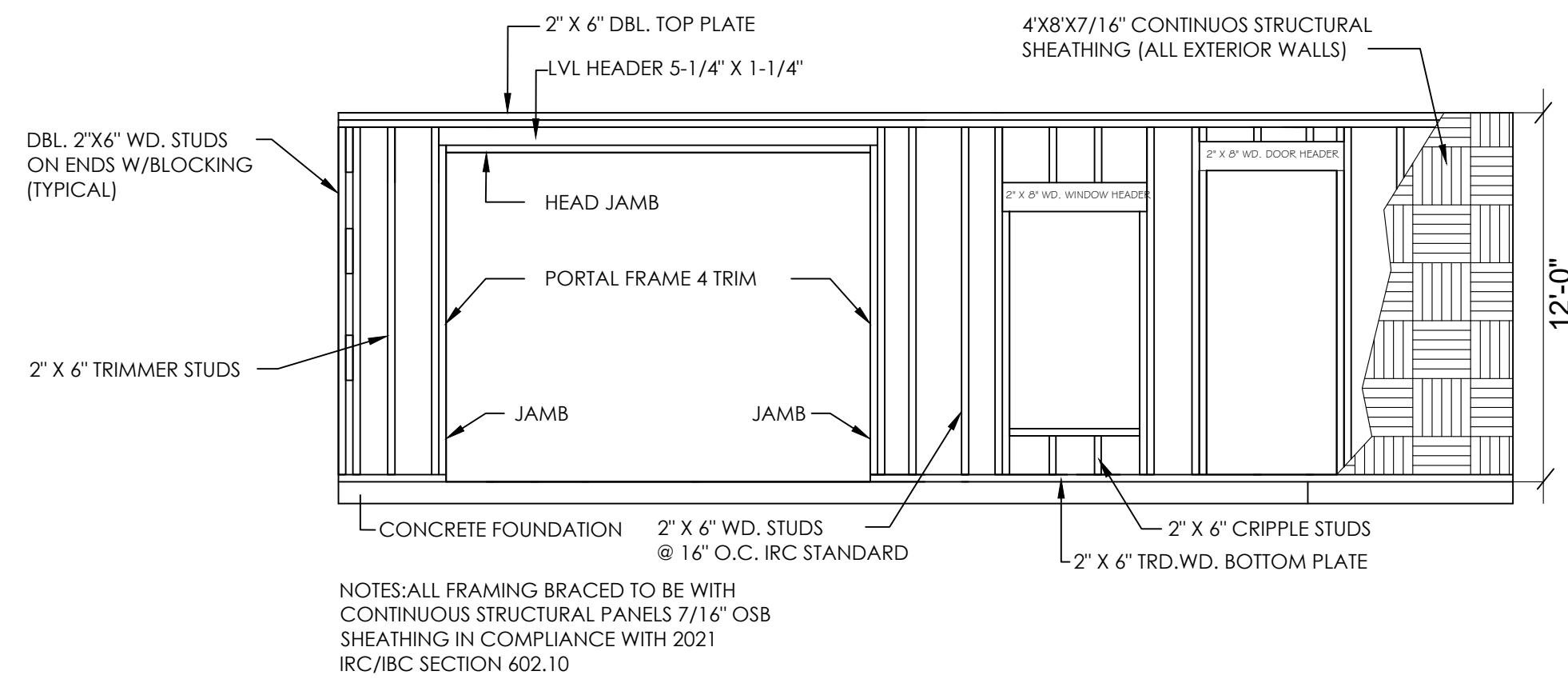
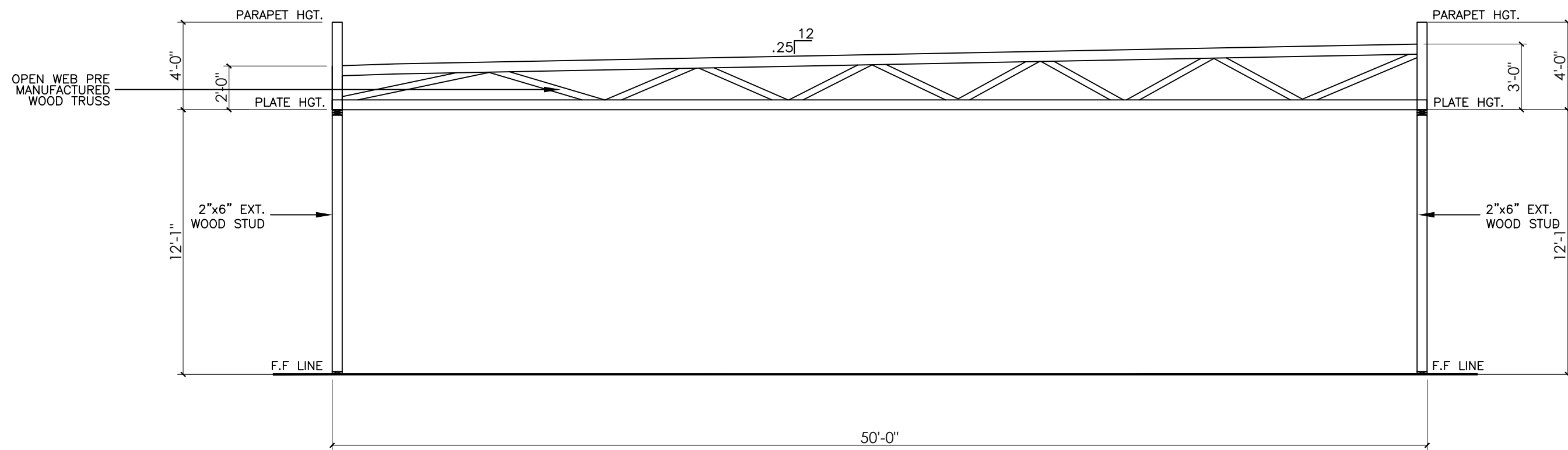
SHEET:

P6.30

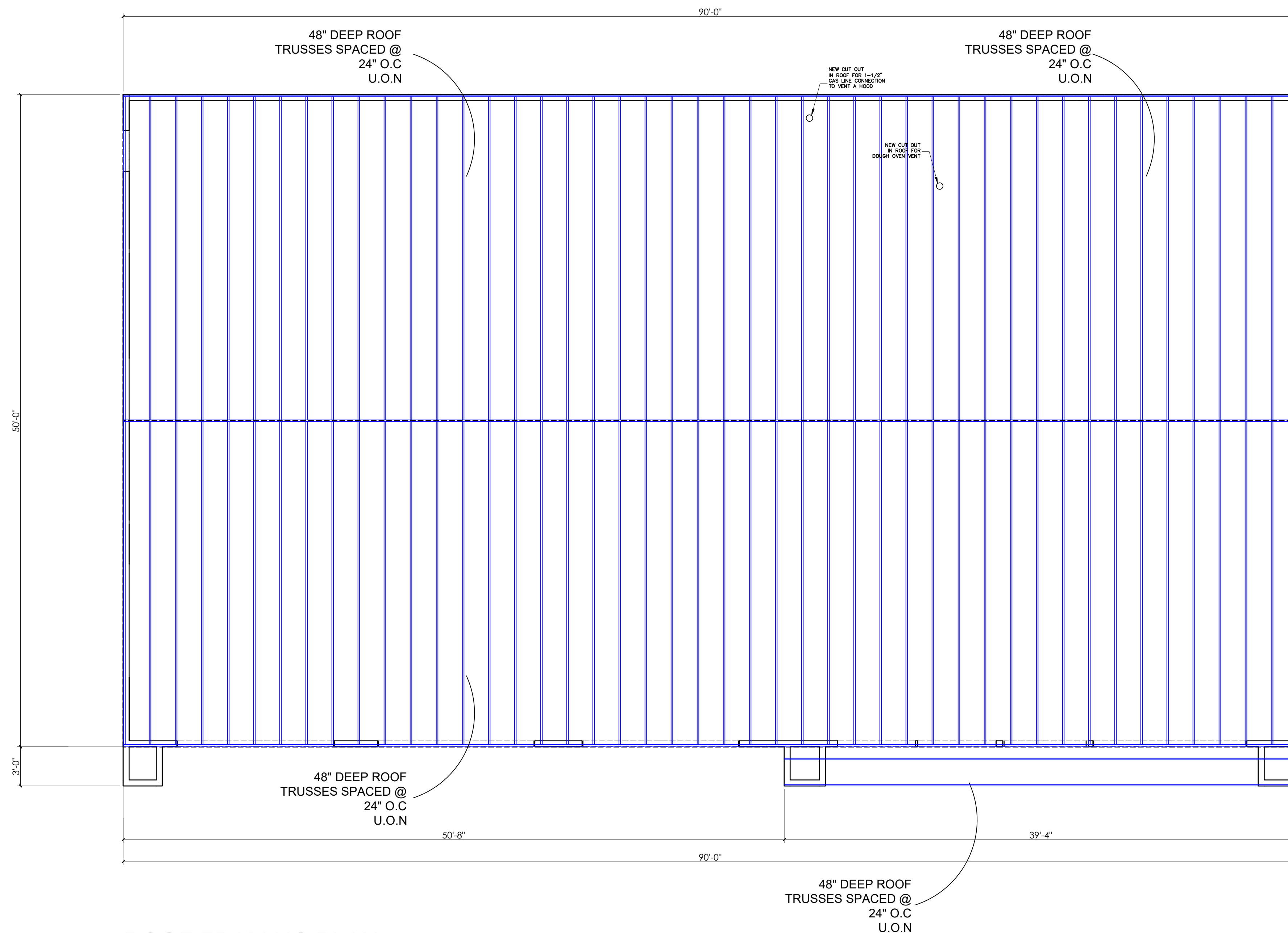


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BRACED WALL FRAMING DETAIL
NOT TO SCALE



ROOF FRAMING PLAN

CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:

**FRAMING
PLAN**

SCALE:

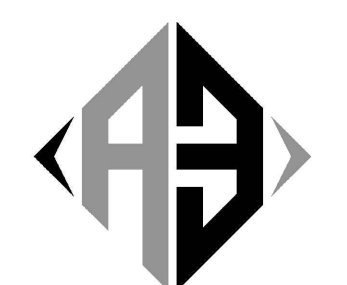
3/16" = 1'-0"

DATE:

3/10/25

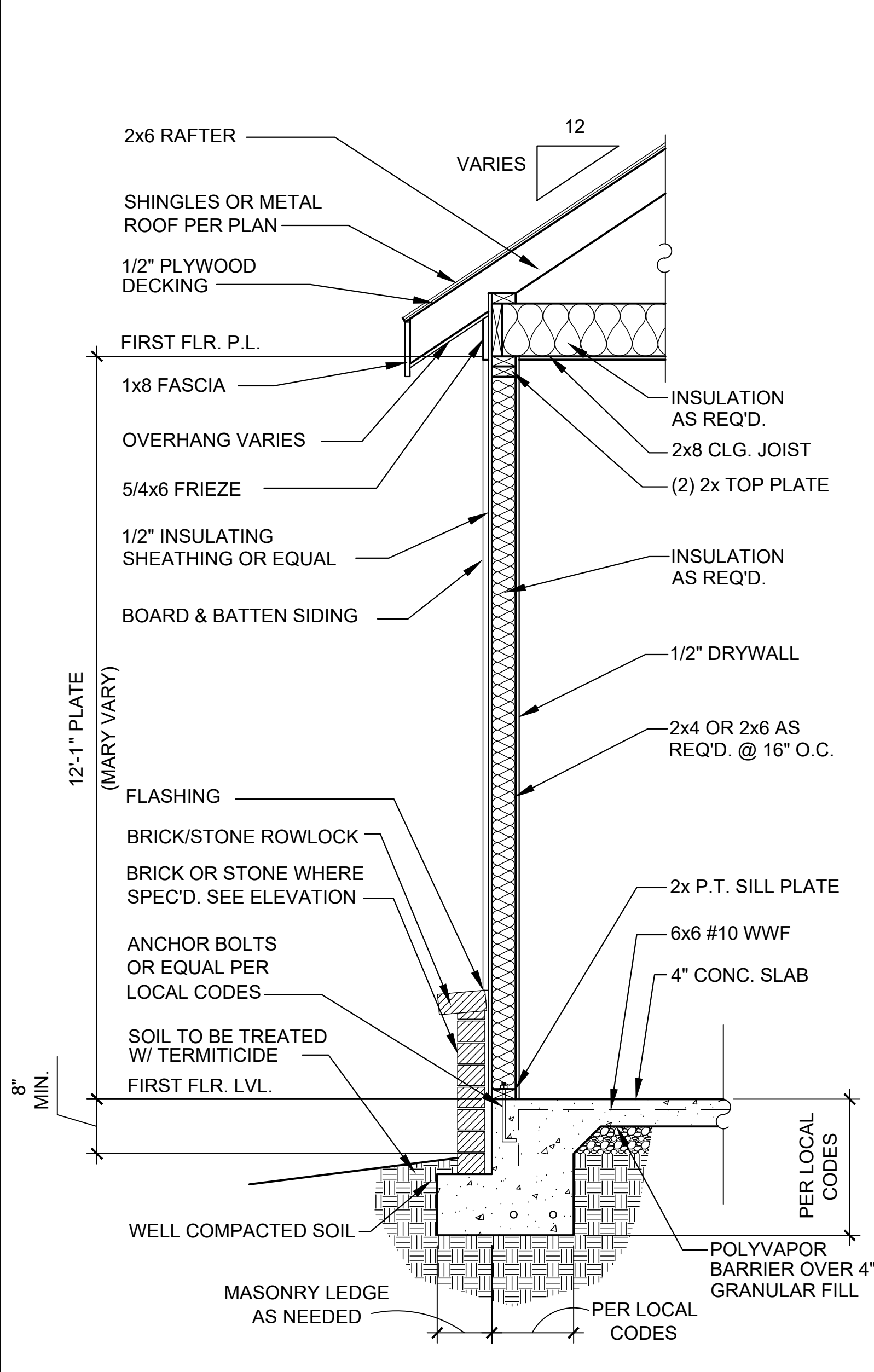
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A7.00

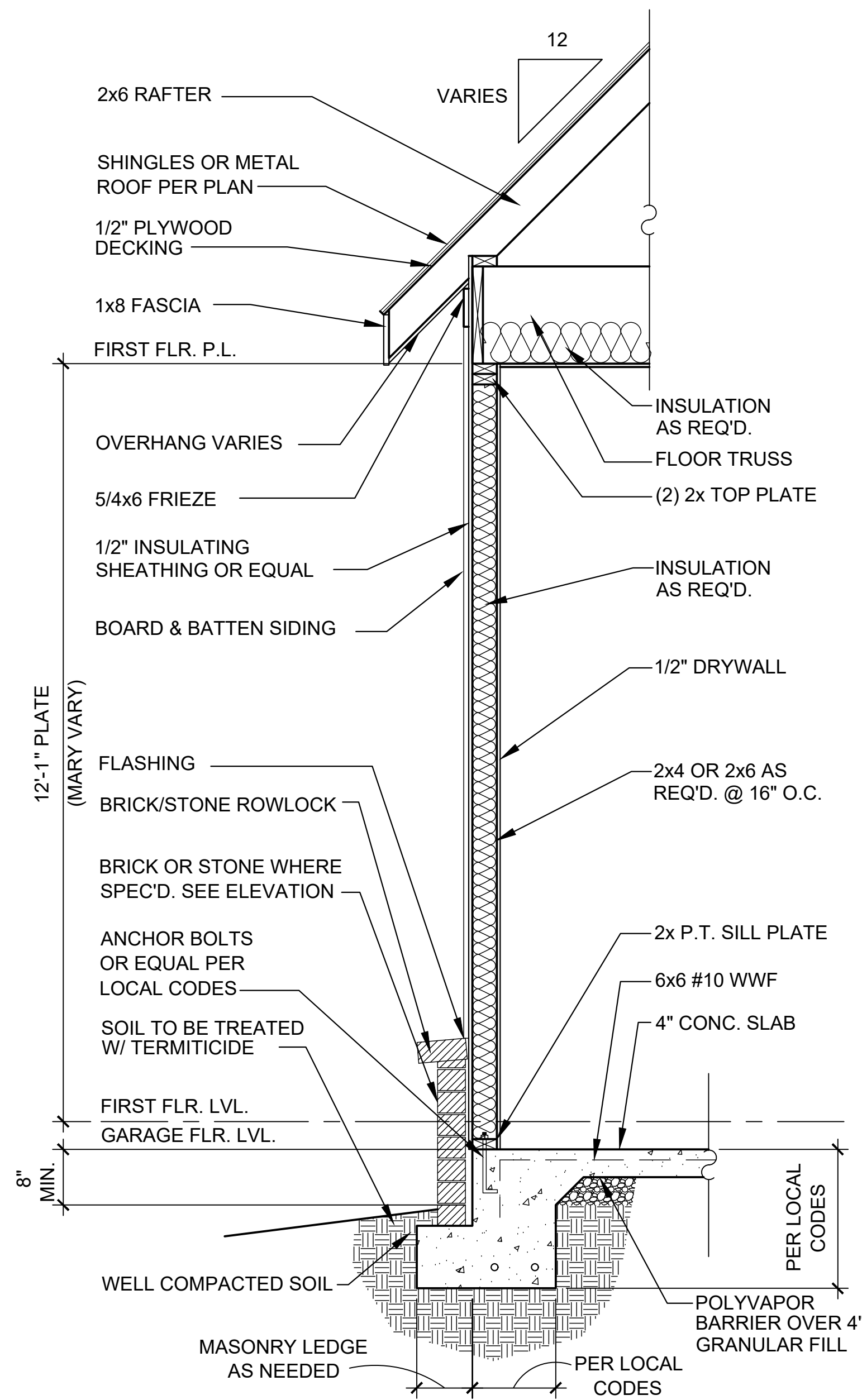


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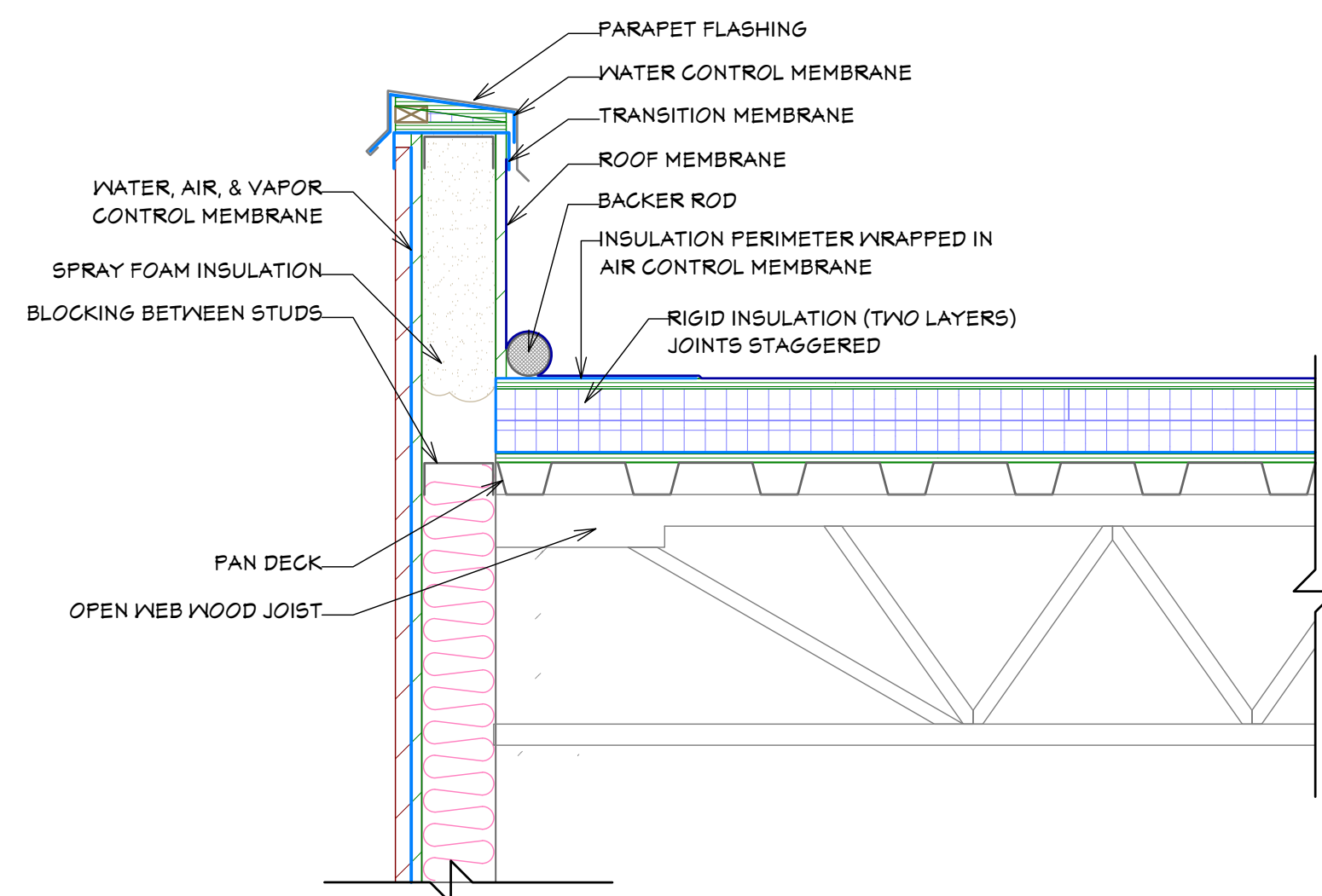
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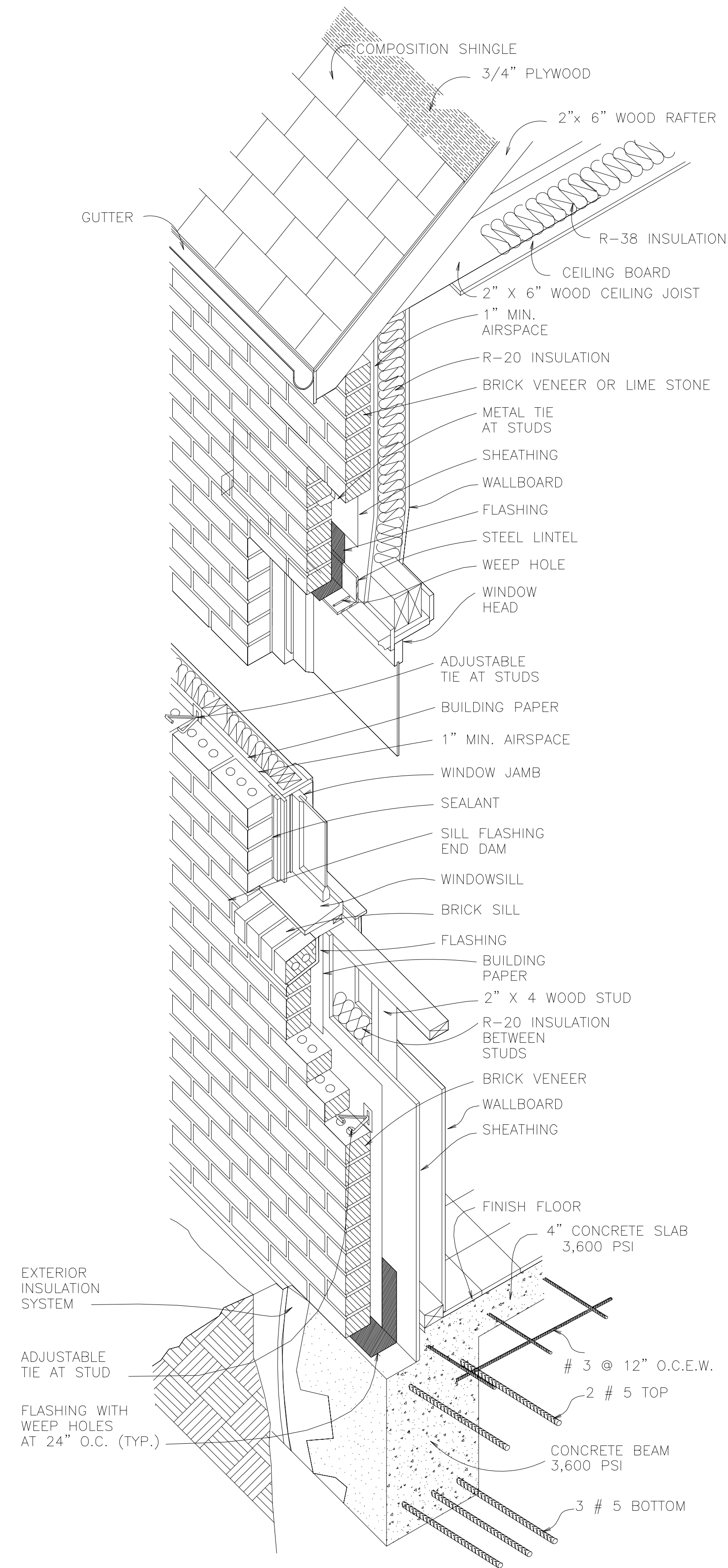
1 TYPICAL WALL SECTION
D1.1 SCALE: 1/2" = 1'-0"



2 TYP. WALL SECTION W/ BONUS
D1.1 SCALE: 1/2" = 1'-0"



PARAPET ROOF
1"=1'



WALL SECTION
NOT TO SCALE

CITY STAMP:

SCOPE OF WORK:
NEW CONSTRUCTION

JOB ADDRESS:
**1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154**

PROJECT NAME:
AL NEJMAH MARKET

LEGAL DESCRIPTION:
**FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249**

DRAWING CONTENT:
DETAIL SHEET

SCALE:
N.T.S

DATE:
3/10/25

SHEET:
A8.00

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CITY STAMP:

SCOPE OF WORK:

NEW CONSTRUCTION

JOB ADDRESS:

1714 S. HAMPTON RD.
GLENN HEIGHTS, TX.
75154

PROJECT NAME:

AL NEJMAH MARKET

LEGAL DESCRIPTION:

FAMILY DOLLAR
BLOCK A LOT 2
ACS 1.249

DRAWING CONTENT:

GAS LINE
PLAN

SCALE:

1/4" = 1'-0"

DATE:

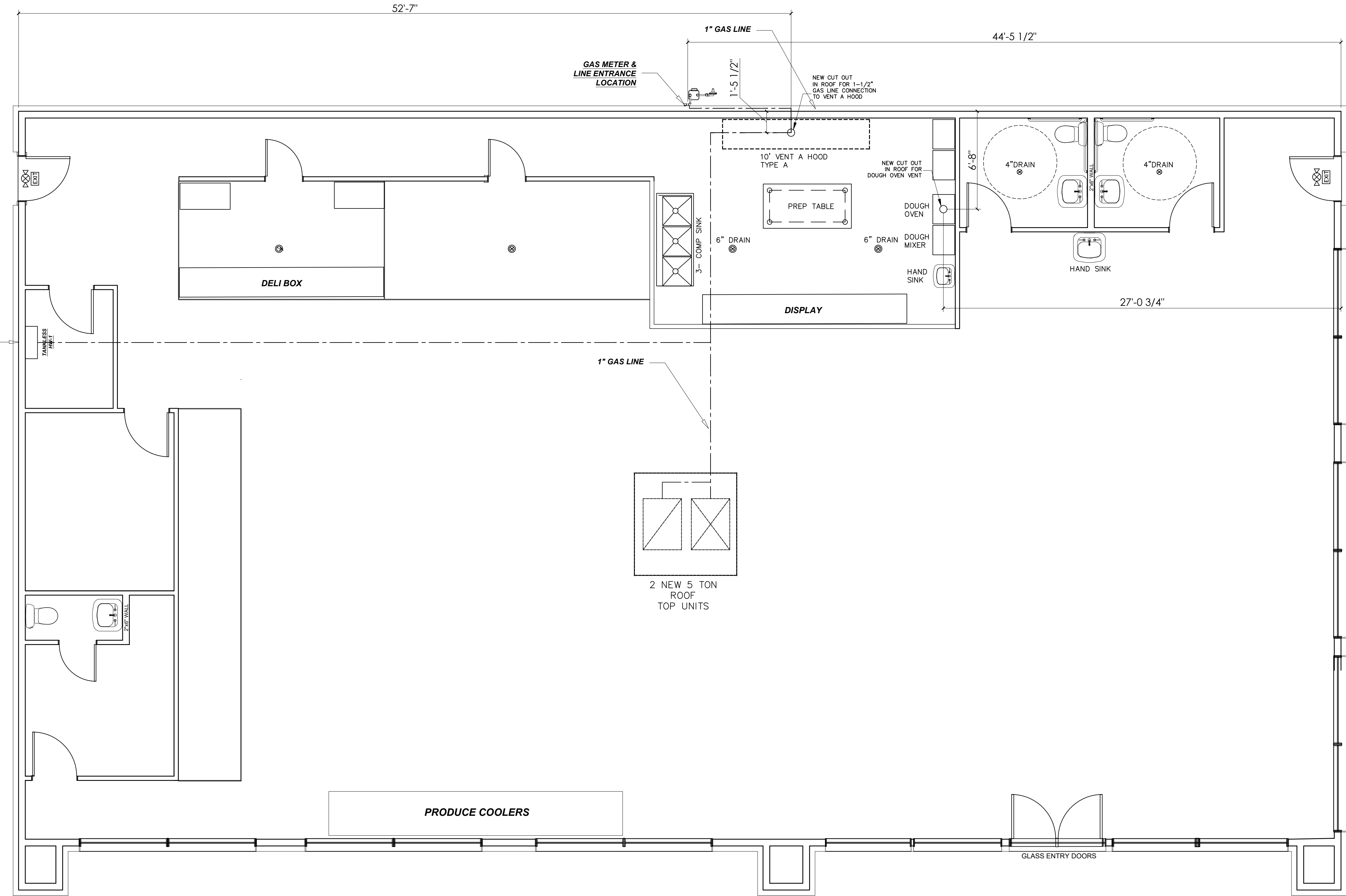
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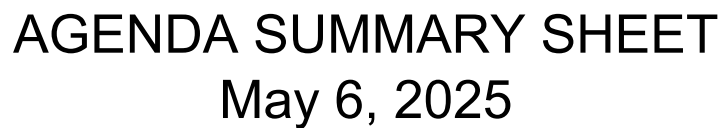
G10.00



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GAS LINE LOCATION PLAN



Discussion and take action to approve Ordinance O-07-25, adopting Standards of Care for Youth Programs offered by the Glenn Heights Parks and Recreation Department. (Second Reading)
(Barrett Albright, Parks & Recreation Superintendent)

[illegible]



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: May 6, 2025

SUBJECT

This agenda item will allow the City Council to adopt an ordinance authorizing the standards of care for youth programs offered by the Glenn Heights Parks and Recreation Department.

DISCUSSION / BACKGROUND

The Youth Program Standards of Care are intended to be the minimum standards by which the City of Glenn Heights Parks and Recreation Department will operate its Day Camp programs for children aged 6 to 12 years old that meet at least two hours a day, three or more days a week. The programs operated by the City's Parks and Recreation Department are recreational in nature and are not licensed by the State of Texas as certified daycare programs. These Standards of Care will be adopted by Ordinance after a Public Hearing has been conducted to receive feedback.

PRIOR COUNCIL OR BOARD ACTION

Not applicable.

PUBLIC CONTACT

Not applicable.

FINANCIAL IMPACT

Not applicable.

RECOMMENDATION / ALTERNATIVES

Staff recommends passing Ordinance O-07-25.

ATTACHMENTS

1. Ordinance O-07-25

PREPARED BY

Barrett Albright, Parks & Recreation Superintendent

REVIEWED BY

Brandi Brown, City Secretary

AN ORDINANCE OF THE CITY OF GLENN HEIGHTS, TEXAS

ORDINANCE NO. O-07-25

**AN ORDINANCE OF THE CITY OF GLENN HEIGHTS, TEXAS,
ADOPTING STANDARDS OF CARE FOR THE CITY'S SUMMER
YOUTH PROGRAMS; PROVIDING A SEVERABILITY CLAUSE; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City, through the Glenn Heights Parks and Recreation Department, has established and operates summer Youth Programs that provide for the physical health and well-being of children; and

WHEREAS, state law, Section 42.041(b)(14) of the Texas Human Resources Code, requires that recreational programs operated by municipalities adopt standards of care providing minimum requirements for health and safety; and

WHEREAS, the City Council, in compliance with the laws of the State of Texas, having held a public hearing and having afforded a full and fair hearing to all interested persons, finds that the standards of care attached hereto are in the best interest of the citizens and youth of the City and should be adopted.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:

SECTION 1. The Youth Program Standards of Care set forth in Exhibit "A," attached hereto and incorporated herein by reference, is hereby adopted as the Glenn Heights Standards of Care applicable to its Summer Youth Programs.

SECTION 2. The City Manager and those to whom he may delegate such authority are hereby authorized to implement, apply and enforce the Standards adopted herein and to take such action as is reasonable and necessary to implement and enforce the policies, programs, and goals set forth in the Standards of Care.

SECTION 3. All provisions of the ordinances of the City of Glenn Heights, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and that all other provisions of the ordinances of the city not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 4. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance, which shall remain in full force and effect.

SECTION 5 This Ordinance shall take effect immediately from and after its passage and the publication of the caption as the law and Charter in such cases provide.

**DULY PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY
OF GLENN HEIGHTS, TEXAS ON THIS THE 6TH DAY OF MAY, 2025.**

APPROVED:

Sonja A. Brown, Mayor

ATTEST:

Brandi Brown, City Secretary

APPROVED AS TO FORM:

David Berman, City Attorney

**CITY OF GLENN HEIGHTS
SUMMER DAY CAMP
2025 STANDARDS OF CARE**

1. GENERAL ADMINISTRATION

1. Organization

- i. The governing body of the City of Glenn Heights's Summer Day Camp Program is the Glenn Heights City Council.
- ii. Implementation of the Summer Day Camp Standards of Care is the responsibility of the Parks & Recreation and Departmental employees.
- iii. The Standards of Care for Summer Day Camp will apply to any Summer Day Camp program, including Day Camp or Parents Night Out.
- iv. Each Summer Day Camp site will have a current copy of the Standards of Care available for public and staff review.
- v. Participants' parents will have access to a current copy of the Standards of Care during the registration process.
- vi. Criminal background checks will be conducted on prospective Summer Day Camp employees. If the results of that criminal check indicate that an applicant has been convicted of any of the following offenses, they will not be considered for employment:
 - a. a felony or misdemeanor classified as an offense against a person or family;
 - b. a felony or misdemeanor classified as public indecency;
 - c. a felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance;
 - d. any offense involving moral turpitude;
 - e. any offense that would potentially put youth participants or the City of Glenn Heights at risk.

1. Definitions

- i. City: City of Glenn Heights
- ii. City Council: City Council of the City of Glenn Heights

- iii. Department: Parks and Recreation Department of the City of Glenn Heights
 - iv. Summer Day Camp: City of Glenn Heights's youth programs consisting of Day Camp and Parents Night Out
 - v. Parent Handbook: Booklet of policies, procedures, and programming information relevant to the Summer Day Camp Program
 - vi. Superintendent: Parks and Recreation Superintendent who will handle administrative responsibility for the City of Glenn Heights's Summer Day Camp Program in the Program Coordinator's absence
 - vii. Program Coordinator: City of Glenn Heights's full-time Coordinator who has been assigned administrative responsibility for the Summer Day Camp Program
 - viii. Program Site: The facilities and surrounding property where the Summer Day Camp Program is held consist of, but are not limited to, the Glenn Heights Community Center and The Family Life Center.
 - ix. Participant: A youth whose parent(s) have completed all required registration procedures and determined to be eligible for the appropriate Summer Day Camp Program
 - x. Parent(s)/Guardian(s): Represents one or both parents or adults who have legal custody and authority to enroll their child(ren) in the Summer Day Camp Program
 - xi. Program Employee(s): People who have been hired to work for the City of Glenn Heights and have been assigned responsibility for managing, administering, or implementing some portions of the Summer Day Camp Program
2. Inspections/Monitoring/Enforcement
- i. The Superintendent will make visual inspections of the Summer Day Camp Programs based on the following schedule:
 - a. The Day Camp Program will be inspected twice during its summer schedule once during its winter break and once during its spring break.
 - ii. Complaints regarding enforcement of the Standards of Care will be directed to the Program Coordinator. The Program Coordinator will be responsible for taking the necessary steps to resolve the problems. The Program Coordinator will record complaints regarding enforcement of the Standards of Care and their resolution. The Superintendent will address serious complaints regarding enforcement of the Standards of Care, and the complaint and its resolution will be noted.
1. Enrollment

- i. Before a child can attend and be signed into a Summer Day Camp Program, a parent(s)/guardian(s) must complete registration forms that contain the Participant's:
 - a. name, address, home telephone number;
 - b. name and address of parent(s)/guardian(s), email address, and telephone number during Program hours;
 - c. the names of people to whom the child may be released;
 - d. a statement of the Participant's special physical, emotional or medical needs (may be required depending on Summer Day Camp program registered for);
 - e. emergency medical authorization (may be required depending on Summer Day Camp program registered for);
 - f. alternate emergency contact information;
 - g. a signed liability waiver.

2. Suspected Abuse

- i. Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code. In the case where a City employee is involved in an incident with a child that could be construed as child abuse, the incident must be reported immediately to the Superintendent. The Superintendent will immediately notify the Police Department and any other agency as may be appropriate.
- ii. Texas state law requires the staff of these youth programs to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. Failure to report suspected abuse is punishable by fines up to \$1,000 and/or confinement up to 180 days. Confidential reports may be made by call 1-800-252-5400.

A. STAFFING – RESPONSIBILITIES AND TRAINING

1. Program Coordinator Qualifications

- i. The Program Coordinator will be a full-time, professional employee of the Glenn Heights Parks and Recreation Department and will be required to have all Program Employee qualifications as outlined in this document.
- ii. The Program Coordinator must be at least 21 years old.
- iii. The Program Coordinator must have a bachelor's degree from an accredited college or university.

- iv. The Program Coordinator must have previous experience planning and implementing recreational activities.
- v. The Program Coordinator must pass a background investigation including testing for illegal substances.
- vi. The Program Coordinator must have current certification in first aid, Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).

2. Program Coordinator's Responsibilities

- i. The Program Coordinator is responsible for administering the Summer Day Camp Programs daily operations in compliance with the adopted Standards of Care.
- ii. The Program Coordinator is responsible for recommending for hiring, supervising, and evaluating Program Employees.
- iii. The Program Coordinator is responsible for planning, implementing, and evaluating programs.

3. Program Employee Qualifications

- i. Program Employees will be part-time or temporary employees of the Parks and Recreation Department.
- ii. Program Employees working with children must be 18 years or older.
- iii. Program Employees should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- iv. Program Employees must relate to children with courtesy, respect, tolerance, and patience.
- v. Program Employees must have current certification in first aid, Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) prior to the start of the Summer Day Camp Program.
- vi. Program Employees must pass a background check including testing for illegal substances.

4. Program Employee's Responsibilities

- i. Program Employees will be responsible for providing Participants with an environment in which they feel safe, enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- ii. Program Employees will be responsible for knowing and following all City, Departmental, and Program standards, policies and procedures that apply to the

appropriate Summer Day Camp Program.

- iii. Program Employees must ensure that Participants are released only to a parent or an adult designed by the Parent(s)/Guardian(s). All Program sites will have a copy of the department-approved plan to verify the identity of a person authorized to pick up a Participant if that person is not known to the Program Employee.

5. Training/Orientation

- i. The Department is responsible for providing training and orientation to Program Employees in working with children and for specific job responsibilities.
- ii. Program Employees must be familiar with the Standards of Care for the Summer Day Camp Program operation as adopted by the City Council.
- iii. Program Employees must be familiar with the Program's policies including discipline, guidance, and release of Participants as outlined in the Parent Handbook.
- iv. Program Employees will be trained in appropriate procedures to handle emergencies.
- v. Program employees will be trained in areas including City, Departmental, and Program policies and procedures, provision of recreation activities, safety issues, and organization.
- vi. Program employees will be required to sign an acknowledgement that they received the required training.

3. OPERATIONS

A. Staff-Participant Ratio

- i. The standard ratio of Participants to Program Employee will be 12 to 1. In the event a Program Employee is unable to report to the Program site, a qualified replacement will be assigned.
- ii. Program Employees are responsible for being aware of the Participants' habits, interests, and special needs as identified by the Participants' Parent(s)/Guardian(s) during the registration process.

B. Discipline

- i. Program Employees will implement discipline and guidance in a consistent manner based on the best interests of program Participants.
- ii. There will be not cruel, harsh or corporal punishment or treatment.

- iii. Program Employees may use brief, supervised separation from the group, if necessary.
- iv. As necessary, Program Employees will initiate discipline reports to the Parent(s)/Guardian(s) of Participants. Parent(s)/Guardian(s) will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- v. A sufficient number and/or severe nature of discipline reports as detailed in the Parent Handbook may result in a Participant being suspended from the Summer Day Camp Program.
- vi. In instances where there is a danger to Participants or Program Employees, offending Participants will be removed from the Summer Day Camp Program immediately.
- vii. Any Participant creating a nuisance, causing a disturbance, or creating an unsafe environment at any Program Site will be subject to expulsion from the site and possible arrest and legal action.

C. Programming

- i. Program Employees will attempt to provide activities for each group according to the Participants' ages, interests, and abilities. The activities must be appropriate to Participants' health, safety, and well-being. The activities also must be flexible and promote the Participants' emotional, social, and mental growth.
- ii. Program Employees will attempt to provide indoor and outdoor time periods that include:
 - a. alternating active and passive activities;
 - b. opportunity for individual and group activities; and outdoor time each day, weather permitting.
- iii. Program Employees will be attentive and considerate of the Participants' safety on field trips and during any transportation provided by the Program.
 - a. During trips, Program Employees supervising Participants must have immediate access to emergency medical forms and emergency contact information for each Participant.
 - b. Program Employees must have a written list of the Participants in the group and must check the roll frequently.
 - c. Program Employees must have first aid supplies and a guide to first aid and emergency care available on field trips.

D. Communication

- i. Each Program Site will have access to a cell phone or telephone for use in contacting the Glenn Heights Community Center or making emergency calls.
 - ii. The Program Coordinator will make accessible the following telephone numbers to all Program Employees:
 - a. Glenn Heights ambulance or emergency medical services;
 - b. Glenn Heights Police Department;
 - c. Glenn Heights Fire Department;
 - d. Glenn Heights Community Center; and
 - e. Number at which Parent(s)/Guardian(s) may be reached.
- E. Transportation
- i. Before a Participant may be transported to and from City-sponsored activities, a medical form and waiver, completed by the Parent(s)/Guardian(s) of the Participant, must be filed with the Program Coordinator.

4. FACILITY STANDARDS

A. Safety

- i. Program Employees will inspect Program Sites daily to detect sanitation and safety concerns that might affect the health and safety of the Participants.
- ii. Buildings, grounds, and equipment on the Program Site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- iii. Program equipment and supplies must be safe for the Participants' use.
- iv. Program Employees must have first aid supplies readily available at each site, during transportation to an off-site activity, and for the duration of any off-site activity. Program Employees must have an immediately accessible guide to first aid and emergency care.
- v. Program air conditioners, electric fans, and heaters must be mounted out of Participants' reach or have safeguards that keep Participants from being injured
- vi. Program porches and platforms more than 30 inches above the ground must be equipped with railings Participants can each.
- vii. All swing seats and Program Sites must be constructed of durable, lightweight, relatively pliable material.

B. Fire

- i. In case of fire, danger of fire, explosion, or other emergency, Program Employee's first priority is to evacuate the Participants to a designated safe

area.

- ii. The Program Site will have an annual fire inspection by the local Fire Department personnel, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Parks and Recreation Superintendent who will review and establish deadlines and criteria for compliance.
- iii. Each Program Site must have at least one fire extinguisher approved by the Fire Marshal readily available to all Program Employees. All Program Employees will be trained in the proper use of fire extinguishers and their location.
- iv. Fire drills will be initiated at Program Sites based on the following schedule:
 - a. Day Camp Program: A fire drill twice during the summer.

C. Health

- i. Illness or Injury
 - a. A Participant who is considered to be a health or safety concern to other Participants or Program Employees will not be admitted to any Summer Day Camp Program.
 - b. Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
 - c. Program Employees will follow plans to provide emergency care for injured Participants with symptoms of an acute illness as specified in the Parent Handbook.
 - d. Program Employees will follow the recommendations of the Texas Department of Health concerning the admission or readmission of any Participant after a communicable disease.
- ii. Program Employees will administer medication only if:
 - a. Participant is registered for Summer Day Camp Day Camp
 - b. Parent(s)/Guardian(s) complete and sign a medication form that provides authorization for staff to dispense medication with details as to time and dosages for prescription and nonprescription medication. The form will include a hold harmless clause to protect the City.
 - c. Prescription medications are in the original containers labeled with the Participant's name, a date, directions, and the physician's name. Program Employees will administer the medication only as stated on the label. Program Employees will not administer medication after the expiration date.

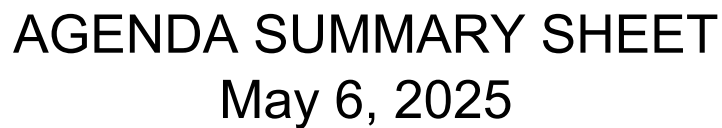
- d. Non-prescription medications are labeled with the Participant's name and the date the medication was brought to the appropriate Summer Day Camp Program. Non-prescription medication must be in the original container. Program Employees will administer it only according to label directions.
- e. Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees. No injections will be administered by the Program Employees.
- f. Program Employees must ensure medications are inaccessible to Participants.

iii. Toilet Facilities

- a. The Program Site will have indoor toilets located and equipped so Participants can use them independently and Program Employees can supervise as needed.
- b. There must be one flush toilet for every 30 children. Urinals may be counted in the ratio of toilets to children, but they must not exceed 50% of the total number of toilets.

iv. Sanitation

- a. The Program Site must have adequate light, ventilation, and heat.
- b. The Program Site must have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the Participants in a safe and sanitary manner.
- c. Program Employees must see that garbage is removed from buildings daily.



Discussion and take action to appoint/reappoint three (3) members to serve on the Citizens Police Advisory Committee to fill the forthcoming vacancies in Place 1, Place 3, and Place 5. (Dr. Glyn Horn Jr., Chief of Police)

[illegible]

Citizens Police Advisory Committee



DR. GLYN HORN JR.
CHIEF OF POLICE
MAY 6, 2025

Ordinance for Terms by Seat



Committee Members are appointed for a term of two (2) years, with three (3) members' terms ending during odd-numbered years and four (4) members' terms ending in even-numbered years.

Three members rotating on odd-numbered years are:

- Place One
- Place Three
- Place Five

Four members rotating on even-numbered years are:

- Mayor
- Place Two
- Place Four
- Place Six

Citizen's Police Advisory Committee Appointees

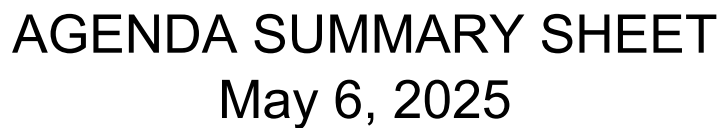


PLACE	COUNCIL MEMBER	NAME	TERM EXPERATION
Mayor	Sonja A. Brown	Arlen Taliferro	June 3, 2026
Place 1	Sherron Mosley	Cartney Slaughter	June 6, 2025
Place 2	Harry A. Garrett	LaKeisha Ayers-Pruitt	June 3, 2026
Place 3	Travis Bruton	Shaleese Neugent	May 16, 2025
Place 4	Stephanne Hale	Matthew Chaffin	June 3, 2026
Place 5	Laymon M. Lightfoot	Dana Williamson	May 16, 2025
Place 6	Cornel Benford II	Margo Spencer	June 3, 2026

QUESTIONS



COMMENTS



Discussion and take action to approve Resolution R-13-25, a Resolution of the City Council of the City of Glenn Heights, Texas, approving an Agreement with Infosend, Inc., for data processing, printing and mailing, electronic billing, presentment and payment, and interactive voice response services. (Keith Moore, Deputy City Manager)

[illegible]



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: May 6, 2025

SUBJECT

Resolution R-13-25 - approving an agreement with InfoSend, Inc. for data processing, printing & mailing, electronic billing, presentment & payment, and interactive voice response services.

DISCUSSION / BACKGROUND

Staff is requesting to change vendors for the utility billing printing and mailing of statements, as well adding InfoSend's electronic billing, payment, and presentment (EBPP) services.

The print and mail side of InfoSend's services should save the City approximately \$17,000 per year for the printing and mailing of utility billing statements and newsletters.

The eBusiness side of InfoSend's services will allow utility customers to pay their bills by phone.

PRIOR COUNCIL OR BOARD ACTION

Not applicable.

PUBLIC CONTACT

Not applicable.

FINANCIAL IMPACT

Print & Mail Services

Utility Bills - Approximately \$16,500 per year excluding postage.

Newsletters – Approximately \$7,300 per year excluding postage.

IVR Services

\$250 per month and \$0.25 per phone payment

RECOMMENDATION / ALTERNATIVES

Staff recommends approval of Resolution/Agreement to secure print and mail services, and to use InfoSend for eBusiness, including the use of Interactive Voice Response (IVR) for utility billing payments.

ATTACHMENTS

1. Presentation - InfoSend
2. Resolution R-13-25
3. Glenn Heights Purchasing Rider
4. 2025-02 Bid Tabulation RFP Utility Billing

PREPARED BY

Sherry Roberts, Finance Director

REVIEWED BY

Brandi Brown, City Secretary

INFOSEND AGREEMENT



MAY 6, 2024

KEITH MOORE

DEPUTY CITY MANAGER

WHY? REASON #1



A screenshot of the InfoSend website. The header includes the InfoSend logo, a phone number (+1 800-955-9330), and links for Careers, Home, and a menu. A navigation bar contains links for SOLUTIONS, ABOUT, CONTACT, and SITE LOGIN. The left sidebar lists services: Data Processing, Print & Mail Services (selected), BillPrint & Mail Service, AdPrint & Mail Service, Direct Communications, Production Technologies, Inserts, Move Updates - NCOA or ACS, and eBusiness Products & Solutions. The main content area is titled "BillPrint & Mail Service" and describes InfoSend as a full billing services provider (BSP). It mentions that billing documents like statements, invoices, and notices are great candidates for outsourcing. It also notes that InfoSend can provide bill design services as part of a Data Processing, Print & Mail solution implementation. There are three sections with images: "Bills" showing a stack of bills, "White 90 GSM" paper, and "Envelopes" showing a stack of envelopes. Each section includes a brief description of the service and its benefits.

1. In order to change our **utility billing print and mail** system to a new company called InfoSend from DataProse

- Changing to InfoSend will save the City ≈\$13,000 year to mail out the newsletters and ≈\$4,000 year to print and mail utility bills.
- The water bills will be two-sided and multicolored.
- Extra space to include more communication to citizens.

ABOUT INFOSEND



- Infosend is based out of Anaheim, California but has relocated their Texas facility from Carrollton to Irving this month. The new building near the DFW Airport will double their square footage.
- InfoSend is a member and support of the Texas Municipal League.
- InfoSend offers electronic billing and payment solutions not provided by our current vendor.

DATA PROCESSING, PRINT, & MAIL SERVICE (DPPM)



Cloud Based Data Processing
High Speed Digital Printing
USPS Compliance & Automation

Dynamic Data Solutions
Fast Service Level Agreements (SLA)
Automated High Speed Inserting

ELECTRONIC BILLING, PAYMENT & PRESENTMENT (EBPP)



Web Payments with Mobile Ready Engagement
SMS Text-to-Pay
Interactive Voice Response (IVR)

Electronic Bank Capture
Outbound SMS & IVR Messaging
Integrated Consumer Analytic Capabilities

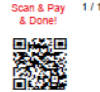
SAMPLE BILL



Customer Service
7:30 AM - 5:00 PM
Monday - Friday
Report a Leak 24/7
805.969.2271

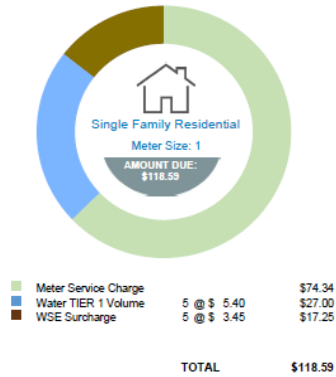
Statement 03/01/2019

Customer Name JOHN DOE
Service Address 123 SAMPLE DR



Account #	Previous Balance	Payment Made	Unpaid Balance	New Charges	Amount Due	Due Date
01-2345-67	\$352.17	\$-352.17	\$0.00	\$118.59	\$ 118.59	03/28/2019

Water Charges

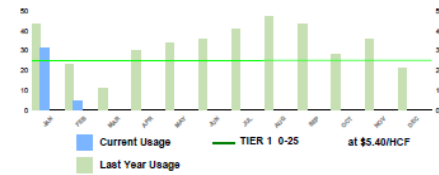


Important Message

SPRING HAS SPRUNG

After nearly a decade of unprecedented drought, the recent rainfall brings hope that conditions are changing. However, a water supply shortage is still in effect. It will take time for supplies to fully recover.

Consumption Comparison (HCF)



Service Period	Meter Number*	Current Read	Previous Read
01/25/2019 to 02/25/2019	12345678	3328	3323

Water Usage	In HCF	In Gallons
Current Usage:	5	3740
Prior Month's Usage:	31	23188

Please return section below with your payment - Please do not send correspondence to payment address



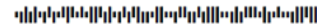
Montecito Water District
583 San Ysidro Road
Montecito, CA 93108



Service Address	Account Number	Payment Due By
123 SAMPLE DR	01-2345-67	03/28/2019
Total Amount Due		Amount Enclosed
\$ 118.59		

☐ Change of address or new contact info?
Check here and complete reverse.

MKT0301A AUTO SCH 5-DIGIT 93103
7000002425 00.0008.0073 2326/1



JOHN DOE
123 SAMPLE DR
SANTA BARBARA CA 93108-2678

New! Now accepting more payment methods!
See reverse or mail check payable to:

MONTECITO WATER DISTRICT
PO BOX 29079
GLENDALE CA 91209-0079

09200500 0011859 8



Statement 03/01/2019

Account Number	Service Period	Customer Name	Service Address
01-2345-67	01/25/2019 to 02/25/2019	JOHN DOE	123 SAMPLE DR

Other Charges Detail (If Applicable)

Multiple Meter Detail (If Applicable)

Understanding Your Bill

Water Rates

Current rates, service schedules, meter read dates, and copies of governing ordinances and resolutions are available at www.montecitowater.com, and will be furnished upon request.

Water Shortage Emergency (WSE) Surcharge

After a noticed public hearing, the District passed Resolution No. 2124 on March 24, 2015 to establish a temporary Water Shortage Emergency (WSE) Surcharge to purchase supplemental water, offset revenue losses, and fund drought related expenses. The current WSE surcharge rate and a copy of the resolution are available through the office or online at www.montecitowater.com.

Meter Reads and Billing Cycle

The District reads meters and bills accounts monthly.

Reading Your Meter

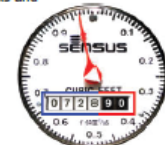
The District recommends tracking your usage with weekly meter reads. This is the quickest way to identify leaks and can help avoid water loss.

How To Track Usage

1. Find your water meter box and remove the small lid. Please use caution as the lid can be heavy.
2. Record the figures shown in white (0728). Subtract your last reading from this reading to determine your usage in hundreds of cubic feet.

How To Check for Leaks

1. FIRST make sure all water devices are shut off inside and outside your property.
2. Look for any dial movement. If the sweep arm or flow indicator is spinning, you may have a leak. (If this is the case, you may wish to double-check that all water devices are off and check the flow indicator again for movement.)



Above: Meter face with red sweep arm and white triangle flow indicator.

Need help with reading your meter or water conservation? Call us!
An on-site consultation with the District Conservation Specialist is available upon request, at no charge to customers.

Water Conservation is a California Way of Life

Payment Methods

Online www.montecitowater.com/paybill

Phone 805.969.2271

Check Payable to: Montecito Water District

Mail / In Person 583 San Ysidro Road, Montecito, CA 93108-2414

Autopay Setup Online



Change of Address? Please complete the form below or contact us

Name / Business: _____
Mailing Address: _____
City, State, Zip: _____
Primary Phone: _____
Alternate Phone: _____
Email Address: _____

Customer Service

Office hours: Mon-Fri 7:30am - 5:00pm
Shop / Field hours*: Mon-Fri 7:30am - 4:00pm
Call: 805.969.2271
Email: customerservice@montecitowater.com
Visit: 583 San Ysidro Road, Montecito, CA 93108
Online: www.montecitowater.com
After Hours Emergency Service call 805.969.2271

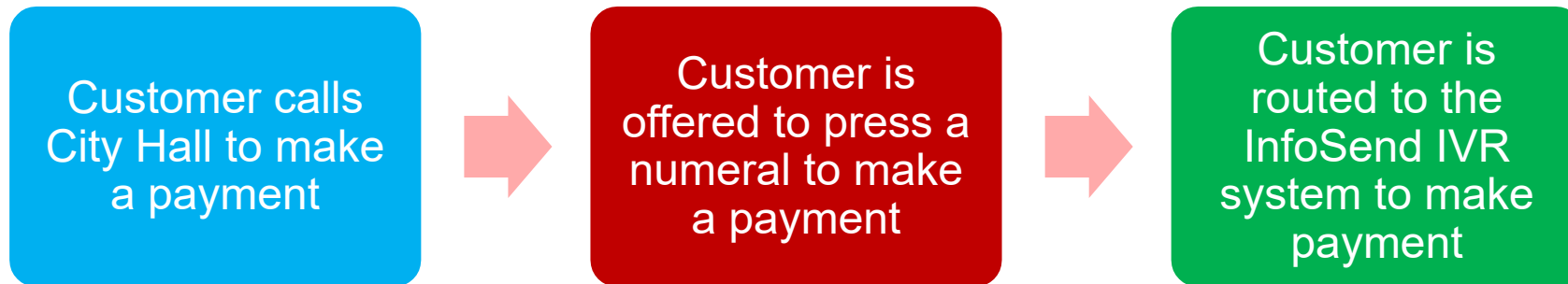
*All service calls outside Shop / Field hours are subject to applicable service charges.

WHY? REASON #2



2. Offer Interactive Voice Response (IVR) payments to our utility billing customers.

- \$250 per month for service
- \$0.25 per payment



QUESTIONS



COMMENTS

RESOLUTION NO. R-13-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, APPROVING AN AGREEMENT WITH INFOSEND, INC., FOR DATA PROCESSING, PRINTING AND MAILING, ELECTRONIC BILLING, PRESENTMENT AND PAYMENT, AND INTERACTIVE VOICE RESPONSE SERVICES; AUTHORIZING THE CITY MANAGER TO EXECUTE NECESSARY OR APPROPRIATE DOCUMENTS, PURCHASE ORDERS AND AMENDMENTS IN FURTHERANCE OF THIS APPROVAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Glenn Heights, Texas, finds and determines that a need exists to procure data processing, printing and mailing, electronic billing, presentment and payment (EBPP) and interactive voice response (IVR) services for city mailing and billing purposes; and

WHEREAS, City staff has completed a competitive bidding and Request for Proposal process whereby the lowest responsible bidder has been shown to be InfoSend, Inc., a California corporation; and

WHEREAS, the Council finds and determines that the proposed agreement with InfoSend should be accepted and that the City Manager, or designee, should be authorized to accept the agreement and accomplish the procurement of the services described therein, which the Council finds and determines are in the best interests of the citizens of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:

SECTION 1. The City Council of the City of Glenn Heights, Texas, does hereby accept and approve the procurement of data processing, printing and mailing, electronic billing, presentment and payment (EBPP) and interactive voice response (IVR) services for city mailing and billing purposes with InfoSend, Inc.

SECTION 2. the City Council does further authorize the City Manager to execute necessary or appropriate documents on the City's behalf in furtherance of this approval, to issue purchase orders in conformance with this resolution, and to accept and approve such contract amendments as the City Manager deems reasonable, necessary, in the public interest, in compliance with applicable law and City policy, and, in the case of an increase in contract price, subject to the availability of funds.

SECTION 3. This Resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED by the City Council of the City of Glenn Heights, Texas, the 6th day of May, 2025.

APPROVED:

Sonja A. Brown, Mayor

ATTEST:

Brandi Brown, City Secretary

APPROVED AS TO FORM:

David Berman, City Attorney



PURCHASING RIDER

By submitting a response to a solicitation or bid, or by entering into a contract for goods or services and/or by accepting a purchase order, the contractor, consultant or vendor agrees that the below terms and conditions shall govern all agreements with the City of Glenn Heights, Texas (City) unless otherwise agreed to by a written amendment separate from the contract or purchase order, provided same is permissible by law. Absent a specific amendment, the below terms are binding and supersede any and all other terms and/or conditions whether oral or written.

As used herein, "Vendor" means the contractor, supplier, licensor, seller, consultant or other party, by whatever description may be used, in its Contract with the City of Glenn Heights, Texas. The "Contract" is the agreement between the Vendor and the City, including all attachments, exhibits, appendices, addenda and other matters that are intended to be a part of the agreement between the parties.

Application. The Contract between the parties includes the Request for Proposal (RFP 2025-02) and the Vendor's response thereto. This Purchasing Rider ("Rider") supplements and amends the Contract between the parties and takes precedence over any conflicting provision in the Contract, including but not limited to provisions in or an attachment to the Response to Solicitation or Bid, Contract, Agreement, Quote, Invoice or Purchase Order, as applicable. Any general terms or conditions proposed by Vendor as a part of its agreement with the City are subordinate to the terms of this Rider where in conflict.

Payment Provisions. The City's payments under the Contract, including the time of payment and the payment of interest on overdue amounts, are subject to Chapter 2251,

Texas Government Code. The City reserves the right to withhold all or part of any payment if a genuine dispute exists as to the goods or services for which the payment is intended. The City will remit any undisputed portion, and the parties will exercise diligence to resolve the dispute. No invoice, quote or purchase order submitted by Vendor will modify any term of this Rider or the Contract.

Multiyear Contracts. If the City Council does not appropriate funds to make any payment for a fiscal year after the City's fiscal year in which the contract becomes effective, funds have not been appropriated, and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution). It is understood and agreed the City shall have the right to terminate the Contract at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to continue the contract, as determined by the City's budget for the fiscal year in question. The City may execute such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

Local Preference. The City Council supports the local preference option for purchasing. In accordance with Chapter 271.9051 of the State of Texas Local Government Code, the City Council may choose to award a competitive bid to a bidder whose principal place of business is in the City limits, provided that this bid is within 5% of the lowest bid price received, provided such action is not prohibited by law.

Abandonment or Default. A Vendor who abandons or defaults the work on the contract and causes the City to

purchase goods, materials or services elsewhere may be charged for any increased cost of goods, materials and/or services related thereto; may be considered disqualified in any re-advertisement of the service; and may not be considered in future bids for the same type of work for a period of three years for the same scope of work, goods or services.

Cancellation. the City reserves the right to cancel the contract without penalty based on the public convenience by providing 30 days prior written notice to the Vendor. Termination under this paragraph shall not relieve the Vendor of any obligation or liability that has occurred prior to cancellation, and the City shall pay Vendor for work performed or materials supplied up to the date of termination. If the City has prepaid, the Vendor shall refund the City's payment, prorated to the date of termination.

Compliance with other laws and certification of eligibility to contract. Any offer to contract with the City shall be considered an executed certification that the Vendor will comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, (as amended during the contracting period) and any orders and decrees of any court, administrative bodies or tribunals in any matter affecting the performance of the Contract, including without limitation, immigration laws, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations.

Liability Limitations. Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision.

Indemnity and Independent Vendor Status of Vendor. Vendor shall indemnify, hold harmless and defend the City, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees and any and all other costs or fees arising out of the performance of the Contract and/or arising out of a willful or negligent act or omission of the Vendor, its officers, agents, and employees. It is understood and agreed that the Vendor and any employee or subcontractor of Vendor shall not be considered an employee of the City. The Vendor shall not be within protection or coverage of the City's workers' compensation insurance, health insurance, liability insurance or any other insurance that the City from time to time may have in force and effect. City specifically reserves the right to reject any and all Vendor's employees, representatives or sub-contractors and/or their employees for any cause, should the presence of any such person on City property or their interaction with City employees be found not in the best interest of the City or is found to interfere with the effective and efficient operation of the City's workplace.

Viruses and Malware. Vendor's indemnity obligations extend to its failure to implement and maintain reasonable measures and precautions to protect the City and the City's facilities from data breaches and the introduction into the City's computer network of any programs, mechanisms, programming devices, malware or other computer code (i) designed to disrupt, disable, harm, or otherwise impede in any manner the operation of any software program or code, or any computer system or network (commonly referred to as "malware", "spyware", "viruses" or "worms"); (ii) that would disable or impair the operation thereof or of any software, computer system or network in any way based on the elapsing of a period of time or the advancement to a particular date or other numeral (referred to as "time bombs", "time locks", or "drop dead" devices); (iii) is designed to or could reasonably be used to permit a party or any third party to access any computer system or network (referred to as "trojans", "traps", "access codes" or "trap door" devices); or (iv) is designed to or could reasonably be used to permit a party or any third party to track, monitor or otherwise report the operation and use of any software program or any computer system or network by the other party or any of its customers. The Vendor will hold harmless, indemnify and defend the City from and against data breaches and malware, ransomware, viruses or other electronic software, routines, programs, codes or devices that may damage or impair the City's computer facilities arising from the Vendor's performance under this Agreement.

Confidentiality. Any provision in the Contract that attempts to prevent the City's disclosure of information that is subject to public disclosure under federal or Texas law is invalid.

Tax Exemption. The City is not liable to Vendor for any federal, state, or local taxes for which the City is not liable by law, including state and local sales and use taxes and federal excise tax. Accordingly, those taxes may not be added to any item. Texas limited sales tax exemption certificates will be furnished upon request.

Sovereign Immunity. Any provision of the Contract that seeks to waive the City's immunity from suit and/or liability is void unless agreed to by specific acknowledgement of the provision within the contract.

Governing Law and Venue. Texas law governs this Contract and any suit on this Contract must be filed in a court of proper jurisdiction in Dallas County, Texas.

Right to trial by Jury. Any provision of the Contract that seeks to waive an aggrieved Party's right to trial by jury is void.

Certificate of Interested Parties (TEC Form 1295). For contracts that require City Council approval or that is for services that would require a person to register as a lobbyist under Chapter 305 of the Texas Government Code, the City may not accept or enter into a contract until it has received from the Vendor a completed and signed Texas Ethics

Commission (TEC) Form 1295 complete with a certificate number assigned by the (TEC), pursuant to Texas Government Code § 2252.908 and the rules promulgated thereunder by the TEC. The Vendor understands that failure to provide said form complete with a certificate number assigned by the TEC may prohibit the City from entering the Contract.

Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC's website, assigned a certificate number, printed, signed and provided to the City. The TEC Form 1295 may accompany the bid or may be submitted separately but must be provided to the City prior to the award of the contract. Neither the City nor its consultants have the ability to verify the information included in a TEC Form 1295, and neither have an obligation nor undertake responsibility for advising any potential Vendor with respect to the proper completion of the TEC Form 1295.

Energy Boycott. In accordance with Chapter 2274, Texas Government Code (Acts 2021, 87th Leg., S.B. 13), the City may not enter into a contract with a company, excluding a sole proprietorship, with 10 or more full-time employees for goods or services valued at \$100,000 or more unless the contract contains a written verification from the company that the company: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract. The signatory executing the Contract on behalf of Vendor verifies Vendor does not boycott energy companies and will not boycott energy companies during the term of the Contract. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code, and does not apply if the City determines the requirements of Subsection 2274.002(b) are inconsistent with the City's constitutional or statutory duties related to the issuance, incurrence or management of debt obligations or the deposit, custody, management, borrowing or investment of funds.

Firearms. In accordance with Chapter 2274, Texas Government Code (Acts 2021, 87th Leg., S.B. 19) the City may not enter into a contract with a company, excluding a sole proprietorship, with 10 or more full-time employees for goods or services valued at \$100,000 or more unless the contract contains a written verification from the company that the company: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. The signatory executing the Contract on behalf of Vendor verifies Vendor does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of the contract against a firearm entity or firearm trade association. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code, and does not apply if the City contracts with a sole-source provider or if the City does not receive any bids, if applicable, from a company that is able to provide the required verification.

Critical Infrastructure. In accordance with Chapter 2274, Texas Government Code, the City may not enter into a contract or agreement with a company, excluding a sole proprietorship, with 10 or more full-time employees for goods or services valued at \$100,000 or more (1) if the company would be granted direct or remote access to or control of critical infrastructure in Texas, excluding access specifically allowed by the City for product warranty and support purposes and (2) if the City knows the company is (A) owned by or the a majority of stock or other ownership interest of the company is held or controlled by (i) individuals who are citizens of China, Iran, North Korea, Russia, or a designated country or (ii) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of such countries, or (B) headquartered in such countries. The signatory executing the Contract on behalf of Vendor represents that neither Vendor nor any of its parent companies, wholly-owned subsidiaries, majority-owned subsidiaries, and other affiliates is a company of which the City may not contract pursuant to Section 2274.0102, Texas Government Code. The foregoing verification is made solely to comply with Section 2274.0102, Texas Government Code.

Anti-Boycott Israel Verification. In accordance with Chapter 2271, Texas Government Code, the City may not enter into a contract with a company, excluding a sole proprietorship, with 10 or more full-time employees for goods or services valued at \$100,000 or more unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The signatory executing the Contract on behalf of Vendor verifies that Vendor and its parent company, wholly-owned subsidiaries, majority-owned subsidiaries, and other affiliates, if any, do not boycott Israel and, to the extent the Contract is a contract for goods or services, will not boycott Israel during the term of the Contract. As used in the foregoing verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. The signatory understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with the signatory and exists to make a profit. This section does not apply to a Vendor which is a sole proprietorship and/or which has less than 10 full-time employees. This section does not apply to a contract valued at less than \$100,000.

Iran, Sudan, and Foreign Terrorist Organizations. The signatory executing the Contract on behalf of Vendor represents that neither Vendor nor any of its parent company, wholly-owned subsidiaries, majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section

2270.0201, Texas Government Code, and posted on any of the following pages of such officer's internet website:

<https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>,
<https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>,
or
<https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>.

The foregoing representation is made solely to comply with Section 2252.152, Texas Government Code, and to the extent such Section does not contravene applicable Federal

law and excludes the entity and each of its parent company, wholly-owned subsidiaries, majority-owned subsidiaries, and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization. The signatory understands "affiliate" to mean any entity that controls, is controlled by, or is under common control with the signatory and exists to make a profit.

Vendor:

InfoSend, Inc.

By: Roxana Weil
(Signature)

Digitally signed by Roxana Weil
DN: cn=Roxana Weil, o=InfoSend, Inc.,
ou, email=roxana.w@infosend.com,
c=US
Date: 2025.04.30 14:25:29 -07'00'

Roxana Weil, EVP

(Type/Print Name and Title)

Date: 04/30/2025

City of Glenn Heights ,Texas

Clifford Blackwell, City Manager

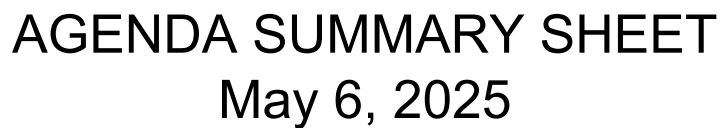
Date: _____

ATTEST:

Brandi Brown, City Secretary

BID TABULATION SHEET
BID NO. 2025-02
CITY OF GLENN HEIGHTS
FY 24/25 RFP/EBPP/IVR SERVICES

Name: Address: City, ST, ZIP				DOXIM		INFOSEND		MATRIX	
				2200 Production Dr.		4301 Cambridge Rd.		1122 W. Bethel Rd.	
				Indianapolis, IN, 46241		Forth Worth, TX, 76155		Coppell, TX, 75019	
Item No.	Description	Quantity	Unit	Unit Price	Unit Total	Unit Price	Unit Total	Unit Price	Unit Total
1	EBPP Setup Fee	1	EA	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ 300.00	\$ 300.00
2	EBPP Monthly Maintenance Cost	1	EA	\$ 250.00	\$ 250.00	\$ 225.00	\$ 225.00	\$ -	\$ -
3	E-Bill Loading Cost	7,000	EA	\$ 0.08	\$ 560.00	\$ 0.01	\$ 70.00	\$ 0.06	\$ 420.00
4	IVR Setup Fee	1	EA		\$ -	\$ -	\$ -	N/A	N/A
5	Second language Cost	1	EA	N/A	N/A	\$ 550.00	\$ 550.00	N/A	N/A
6	IVR Monthly Maintenance Cost	1	EA	\$ 350.00	\$ 350.00	\$ 250.00	\$ 250.00	N/A	N/A
7	IVR Call Cost (5 Minutes)	1	EA	\$ 7.90	\$ 7.90	\$ 0.25	\$ 0.25	N/A	N/A
8	Total Statement Cost	7,000	EA	\$ 0.145	\$ 1,015.00	\$ 0.138	\$ 966.00	\$ 0.1863	\$ 1,304.10
9	Statement Setup Fee	1	EA		\$ -	\$ -	\$ -	\$ -	\$ -
10	Insert Cost	7,000	EA	\$ 0.07	\$ 490.00	\$ 0.01	\$ 70.00	\$ 0.01	\$ 70.00
11	API Monthly Cost	1	EA	\$ 350.00	\$ 350.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 200.00
12	NCOA Cost	1	EA	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.25	\$ 0.25
13	Archival of Documents (12 Months)	7,000	EA	\$ 0.04	\$ 280.00	\$ 0.01	\$ 70.00	\$ 0.03	\$ 210.00
14	Professional Services (per hour)	1	EA	\$ 250.00	\$ 250.00	\$ 150.00	\$ 150.00	\$ 125.00	\$ 125.00
15	Job Run Fee	1	EA	\$ 350.00	\$ 350.00	\$ -	\$ -	\$ -	\$ -
					\$ 13,903.20		\$ 2,451.55		\$ 2,629.35



1. The City Council shall convene into Executive Session:
 - A. pursuant to the Government Code, Section 551.072, Real Property; to deliberate the purchase, exchange, lease or value of real property located at S Uhl Road, Glenn Heights, Texas.
2. The City Council shall reconvene into Open Session and take any action arising from Executive Session.

[illegible]