



*Easy to Find.
Hard to Leave.*

Melissa Parks and Recreation Master Plan

PARKS AND RECREATION MASTER PLAN
For
CITY OF MELISSA



PREPARED

By

MELISSA'S PARKS BOARD

Draft – March 2004
Version 1.0

TABLE OF CONTENT

| | |
|--|----------|
| SECTION I - INTRODUCTION..... | 1 |
| Purpose | 1 |
| Previous Plans | 1 |
| Population..... | 1 |
| History..... | 1 |
| 2000 Census Data | 2 |
| Population Growth..... | 2 |
| General Demographic Characteristics..... | 3 |
| Topographical Features | 3 |
| Roads..... | 3 |
| Creeks..... | 3 |
| SECTION II - PLAN DEVELOPMENT PROCESS | 4 |
| General..... | 4 |
| Park Board Meeting | 4 |
| City Council Briefed/Approve Action Plan..... | 4 |
| Final Draft Coordination..... | 4 |
| Melissa Citizens Reviews | 4 |
| Final Master Plan | 4 |
| Data Collection and Analysis | 4 |
| Plan Development | 5 |
| Plan Review and Adoption..... | 6 |
| SECTION III - GOALS AND OBJECTIVES..... | 7 |
| GOAL # 1..... | 7 |
| GOAL # 2..... | 7 |
| GOAL # 3..... | 7 |
| GOAL # 4..... | 8 |
| GOAL # 5..... | 8 |
| SECTION IV - PARK CLASSIFICATION SYSTEM AND DEVELOPMENT GUIDELINE | 9 |
| General..... | 9 |
| Park Classification Data | 9 |
| Classification Guidelines | 9 |
| Street frontage..... | 9 |
| Adjacent Land Use..... | 10 |

| | |
|--|-----------|
| Setbacks | 10 |
| Cost..... | 10 |
| POCKET PARK | 11 |
| Pocket Parks Definition | 11 |
| Guidelines | 11 |
| NEIGHBORHOOD PARK..... | 13 |
| Neighborhood Parks Definition | 13 |
| Guidelines | 13 |
| COMMUNITY PARK..... | 15 |
| Community Park Definition..... | 15 |
| Guidelines | 15 |
| CITY PARK | 17 |
| City Park Definition..... | 17 |
| Guidelines | 17 |
| REGIONAL PARK | 19 |
| Regional Park Definition..... | 19 |
| Guidelines | 19 |
| LINEAR/GREENBELT PARK..... | 21 |
| Linear/Greenbelt Park Definition | 21 |
| Guidelines | 21 |
| SPECIAL PURPOSE PARK..... | 23 |
| Special Purpose Definition | 23 |
| Park Reserve/Natural Area Guidelines | 23 |
| Plaza or Square Park Guidelines..... | 24 |
| Cultural or Historical Park Guidelines..... | 25 |
| LAND BY PARK TYPE & FACILITIES STANDARDS..... | 26 |
| EXISTING PARK TRANSITION GUIDELINES | 28 |
| Applicability | 28 |
| Reworking Parks..... | 28 |
| Nonconforming Facilities | 28 |
| SECTION V - CITY PARKS SYSTEM | 29 |
| SECTION VI - PARK SYSTEM NEEDS..... | 30 |
| PART 1 - CRITERIA FOR DETERMINING NEEDS..... | 30 |
| General..... | 30 |
| Standard-Based | 30 |
| Demand-Based..... | 30 |
| Surveys | 30 |
| Mathematical Models | 30 |
| Advisory Councils..... | 31 |
| Resourced-Based | 31 |
| PART II - CATEGORIES OF NEEDS..... | 32 |

| | |
|---|-----------|
| Land Acquisitions | 32 |
| Park Development..... | 32 |
| Recreational Facilities | 32 |
| Park Maintenance Facilities/Staff..... | 32 |
| SECTION VII - PLAN IMPLEMENTATION..... | 33 |
| General..... | 33 |
| Prioritization Guidelines | 33 |
| Parks..... | 33 |
| Parklands | 33 |
| Linear Park – Hike & Bike | 34 |
| Funding Sources..... | 34 |
| Public Sources | 34 |
| Private Sources..... | 34 |
| Priorities | 35 |
| APPENDIX A – MELISSA CITY MAPS/SURVEYS..... | 36 |
| APPENDIX B..... | 37 |
| SURVEY RESULTS AND SAMPLE SURVEY FORM..... | 37 |
| PARKS AND RECREATION SURVEY..... | 38 |
| APPENDIX C - TRPA Park, Recreation, and Open Space Master Plan | |
| Guidelines..... | 40 |

SECTION I – INTRODUCTION

1. **Purpose.** The City of Melissa is preparing this master plan to update the previous Melissa's 1997 Recreation Open Space Master Plan and to guide future growth and development of the City's parks and recreation system. This effort has been initiated in accordance with the approval of the City Council. This plan will identify multi-year priorities for park acquisition, maintenance, program administration and management of other services. A primary section of this plan will identify, assess and prioritize park and recreational facility needs. The completed Plan, upon adoption by the City Council, will meet the requirements of the Texas Parks and Wildlife Commission for Melissa to be considered for matching state funds for park acquisition and improvements. The plan covers the entirety of Melissa's existing corporate limits and Extra Jurisdictional Limits, and addresses a minimum planning period of five to ten years.

2. **Previous Plans.** See Chapter 6, Recreation and Open Space, Melissa's Comprehensive Development Plan, Volume 1, dated August 1997.

3. **Population.**

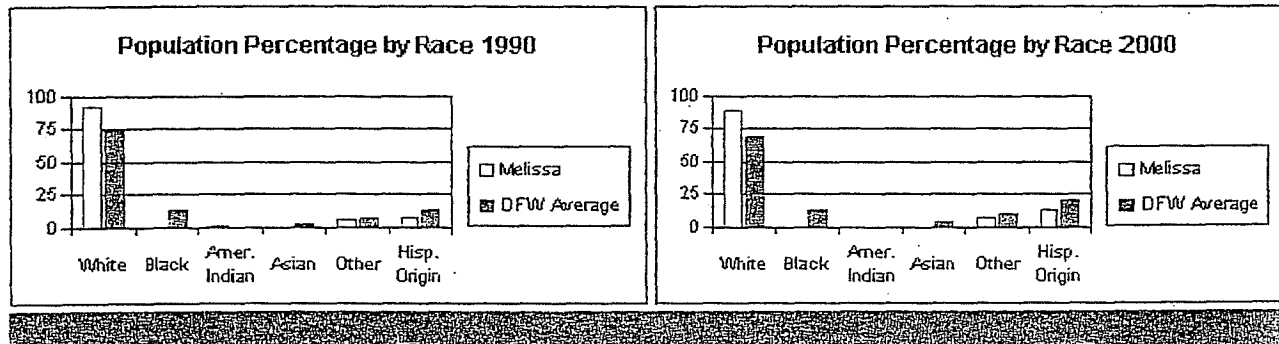
a. **History.** Melissa is located seven miles northeast of McKinney just off State Highway 75, in north central Collin County. A Post Office was established on September 9, 1853. The location of the Post Office was located at Foster Crossing about 3 miles north of Melissa. On May 16, 1873, James R. Rogers was appointed to be Melissa's first Postmaster. By 1914 its population had reached 400. Unlike many rural communities in Texas, Melissa had electric lights, a telephone exchange, and paved roads before 1920. It also had five churches, a large school, and a number of businesses, including a bank. On April 13, 1921, a tornado struck the town, killing thirteen people, injuring fifty-four, and demolishing many homes and businesses. Eight years later, August 8, 1929, a fire destroyed many of the buildings that had been rebuilt after the tornado. The Great Depression, the mechanization of farming, and job opportunities in the Dallas metropolitan area after World War II further slowed community growth. The population of Melissa declined from a high of 500 in 1925 to 285 in 1949. In 1966 it was 375. Melissa was incorporated in the early 1970s. In 1980 it had a population of 604 and nine businesses. In 1990 its population was 557.

City of Melissa's Parks and Recreation Master Plan – Draft v1.0

b. 2000 Census Data are provided in Figure 1.1 below.

Total Population by Race and Hispanic Origin

| | 1990 | | 2000 | | Change 1990-2000 | |
|--|------------|------------|--------------|------------|------------------|---------------|
| | Persons | % of Total | Persons | % of Total | Change | % Change |
| Total Population by Race (Hispanics included in all races) | 557 | | 1,350 | | 793 | 142.4% |
| White | 516 | 92.6% | 1,210 | 89.6% | 694 | 134.5% |
| Black | 2 | 0.4% | 7 | 0.5% | 5 | 250.0% |
| American Indian | 7 | 1.3% | 6 | 0.4% | -1 | -14.3% |
| Asian or Pacific Islander | 2 | 0.4% | 7 | 0.5% | 5 | 250.0% |
| Other Race** | 30 | 5.4% | 103 | 7.6% | 73 | 243.3% |
| Two or More Races* | N/A | N/A | 17 | 1.3% | N/A | N/A |
| | | 100% | | 100% | | |
| Hispanic Origin (Any Race) | 45 | 8.1% | 180 | 13.3% | 135 | 300.0% |



c. **Population Growth.** Below is a build out schedule for Melissa's residential area within the next three (3) to seven (7) years. See Appendix A for map with location of Planned Developments.

| Development | Single Family Lots | Multi Family Units | Population |
|---|--------------------|--------------------|---------------|
| 1 Country Ridge (240 Lots) | 50 | | 175 |
| 2 Berry Farms (148 Lots) | 50 | | 175 |
| 3 Hunter Ridge (380 Lots) | 300 | | 1050 |
| 4 North Creek PD | 1000 | | 3500 |
| 5 Liberty PD | 1500 | 700 | 6370 |
| 6 North Texas Waste | 0 | | 0 |
| 7 Winchester Farms | 400 | | 1400 |
| 8 Harlan Property (FM 545) | 600 | | 2100 |
| 9 Harlan Property (CR 418) | 430 | 200 | 1825 |
| 10 Stone Ridge PD (East Tract) | 1000 | | 3500 |
| 11 Stone Ridge PD (West Tract) | 2000 | 600 | 7960 |
| Total New Dwelling Units/Residents | 7,330 | 1,500 | 28,055 |

d. General Demographic Characteristics.

(1) **Sex.** 690 males comprised 51.1% of the 1,350 populace and 660 females comprised 48.9%.

(2) **Age.** A distinctive aspect of the population is its relatively young age. Predominately there are two age groupings. Ages 5-19 is comprise 349 young people which represent 26% of the population. Ages 25-54 is comprised of 603 adults who represent 47 % of the population. 11.3 % are aged 25-34, when they typically marry and begin families, which partly explain the relatively large number of children with respect to total population. Ages 65 and over is comprised of 108 senior citizens which represents 7% of the population. The median age for a citizen is 35.3 years.

(3) **Race.** Melissa's population is primarily white represented by 1210 or 79%. Second largest racial grouping is Hispanic/Latino with 360 or 24%. Black or African Americans and American Indians both together represent less than 1% of the population.

(4) **Household/Family Characteristics.** In 2000 there were a total of 472 households. 77% or 366 of these were classed as family households with 39% with children under 18 years of age. Non-family households accounted for 22.5% or 106 with 18% of the householder living alone. 82% of the housing units were owner-occupied and the average household size was 2.86 persons.

4. Topographical Features. Roads and natural drainages are the two principal features on a relative flat terrain.

a. **Roads.** Major thoroughfares in the city include U.S. Highway 75, State Highways 121, 5, and 545, Farm Road 2933, and County Road 280. Collin County Thoroughfare Plan, dated Sep 2002, projects a Multimodal Trans Corridor on the northern edge of Melissa, Berry Road being upgraded to a Major 4 Lane Divided Road, and Melissa Road being a Major 6 Lane Divided Road on the west side of Hwy 75.

b. **Creeks.** Drainages within Melissa are the Throckmorton Creed in the Northwest Sector, East Fork of the Trinity River along the West boundary, Fitzhugh Branch in South Central Sector, Clements Creek which drains the Central Sector, and Stiff Creek located the East Sector as well as Sister Grove Creek drainage area.. Large drainage way on the west side of US Highway 75 is the only physical feature in the city that is likely to direct growth in another direction. Many of the creeks can be developed into future parks and open space for the city.

SECTION II - PLAN DEVELOPMENT PROCESS.

1. **General.** Public involvement is a critical element of the park planning process. Success of the Plan dictates that resident's needs and desires are identified and incorporated. Issues important to residents provide the city with concerns which must be addressed in future planning. The rapid growth and projected trend line dictates updating the previous plan developed in 1997. The process used to develop this master plan was comprised of data collection and analysis, plan development and plan review and adoption. Outlined below are the actions and timelines in development and approval of the Plan.

- a. **Park Board Meeting.** At the February 11, 2004, Park Board Meeting, the Board President established the revision of the Melissa Park and Recreation Master Plan as a priority action. Following that meeting a review of the City of Southlakes, Plano, Frisco, McKinney, and Houston Park and Recreation Master Plan was accomplished and a "strawman" plan was develop for Melissa. During the March Park Board Meeting the entire board was briefed on the "strawman" and workshops were scheduled to develop a draft master plan.
- b. **City Council Briefed/Approve Action Plan.** At ___ April 2004 City Council Meeting, the Park Board briefed the City Council on the draft Melissa's Park and Recreation Plan to include the need to conduct a survey of City residents to gain their input on park and recreation needs and uses. With detailed data collected from the survey the Park Board finalized the draft master plan to include needs and implementation sections.
- c. **Final Draft Coordination.** The final draft was coordinated with the city staff and then presented to the City Council at the July 2004 meeting. City Council approved hiring a consultant to review/validate the draft master plan and host follow-up reviews with the residents.
- d. **Melissa Citizens Reviews.** The final draft was presented to a Park Board Meeting and public hearing on August ____, 2004
- e. **Final Master Plan.** With input from Melissa Citizens and consultant, the Park Board finalized the Plan.
 - i. The Plan was submitted to the Texas Parks and Wildlife Department (TPWD) staff for their review and comment.
 - ii. After completion of the review by TPWD the Plan was submitted to the Mayor and City Council for their review and official adoption.
 - iii. Resubmitted the Plan to TPWD for their final approval.

2. **Data Collection and Analysis.** Information collection was made from the following sources:

- a. **City Documents.**
 - i. City Boundary Maps.
 - ii. Existing and planned land uses through the City, namely single family, and multi family residential.
 - iii. Existing City park locations.

- b. Reviewed various planning documents including:
 - i. Collin County Thoroughfare Plan
 - ii. Melissa Build-Out Plan.
 - iii. Proposed Subdivision Development Plans.
 - iv. Commercial Building Development Plan.
 - v. Melissa Comprehensive Development Plan.
 - vi. City of Southlake 2001 Parks, Recreation & Open Space Master Plan.
 - vii. City of McKinney 2004 Parks and Recreation Master Plan.
 - viii. City of Frisco 1998 Parks, Recreation and Open Space Master Plan.
 - ix. City of Richardson 1998 Parks, Recreation and Open Space Master Plan.
 - x. City of Plano 2000 Parks and Recreation Element of Comprehensive Plan.
 - xi. City of Houston 2001 Parks and Recreation Master Plan.
 - xii. Collin County Parks and Open Space Strategic Plan 2001.
- c. Reviewed reference materials prepared by the following organizations:
 - i. Texas Park and Wildlife Commission.
 - ii. National Recreation and Park Association.
 - iii. Trust for Public Land.
 - iv. Urban Land Institute.
- d. Researched city demographic data that addresses:
 - i. Current and past population estimates.
 - ii. Socio-economic make-up.
 - iii. School enrollment figures, past, present, projected.
 - iv. Population projections.
- e. Identified existing park and recreational facilities throughout the city and made site verification visits.
- f. Received public input through the following:
 - i. Citywide distribution of a survey which was also posted on the City's website. Survey results and sample copy of the survey can be found at Appendix B.
 - ii. Community meeting records held as part of the Master Plan development process.
 - iii. Ongoing neighborhood planning between Homeowner Associations and the City.
 - iv. Consultation with leaders of organizations which are "stakeholders" in use of the City's Parks and Recreation facilities.
- g. Investigated park and recreation issues within North Texas cities (McKinney, Allen, Frisco and Richardson) on topics including:
 - i. Park planning and development.
 - ii. Recreation facilities and programming.
 - iii. Maintenance operations.

3. Plan Development. The Plan Development Phase includes the following steps:

- a. Established goals and objectives that address:
 - i. The park system.
 - ii. Park system planning and development.

- iii. Recreational facilities.
- iv. Park maintenance.
- b. Prepared park standards to include:
 - i. Park classification system.
 - ii. Park development guidelines.
 - iii. Transition guidelines for existing parks.
 - iv. Facility standards.
- c. Assessed needs for parkland and for park and recreation facilities by using:
 - i. Standard-based criteria including those set forth by the National Recreation and Park Association, the Urban Land Institute and the Texas Outdoor Recreation Plan.
 - ii. Demand-based information derived from citizen input and local planning documents.
- d. Identify natural resources and other resource-based opportunities for inclusion in the park system.
- e. Recommend specific needs city-wide in the following categories:
 - i. Land acquisition.
 - ii. Park development.
 - iii. Recreational facilities.
 - iv. Park maintenance facilities.

4. Plan Review and Adoption. The third and final phase for developing the Master Plan includes the following steps:

- a. Present the plan to the general public at public meetings.
- b. Submit the Plan to Texas Park and Wildlife Department (TPWD) for their review and commend.
- c. Submit the Plan to the Mayor and City Council for their review and official adoption.
- d. Submit the Plan to TPWD for their final approval.

SECTION III - GOALS AND OBJECTIVES

1. **GOAL # 1. Provide parks and common open spaces adequate in size, distribution, and conditions to serve all citizens.**
 - a. Objectives:
 - i. Include within the entire park system, a combination of pocket parks, neighborhood parks, Linear/Greenbelt parks, and community parks.
 - ii. Utilize alternative sources of land such as school sites, other City departments' vacant or under-utilized land, existing street right-of-way and joint City/County purchases or lease to lessen land acquisition costs.
 - iii. Develop a visible and accessible Linear/Greenbelt park system through layout and design of the surrounding roadway network.
 - iv. Work with the appropriate governmental and other organizations to coordinate parkland acquisition with long range growth and development planning.

2. **GOAL # 2. Provide recreational facilities and activities to meet the leisure interests and health needs of Melissa citizens.**
 - a. Objectives:
 - i. Encourage civic participating in the ongoing development, implementation, and evaluation of recreational facilities and programming.
 - ii. Develop facilities in areas which are underserved and assure their equitable distribution with regard to population characteristics and density.
 - iii. Coordinate Linear/Greenbelt park development with other governmental organizations for a comprehensive bikeway.

3. **GOAL # 3. Use the park^K system to preserve and protect environmentally significant areas for public enjoyment and education.**
 - a. Objectives:
 - i. Enhance and expand the Linear/Greenbelt park system along creeks and streams in cooperation with Collin County and the Collin County Flood Control District.
 - ii. Limit use within environmentally sensitive areas to passive recreation.

4. GOAL # 4. Maintain, secure and manage parks in a manner which encourages their appropriate use.

a. Objectives:

- i. Continue restoration of existing parks through the Parks to Standard Program.
- ii. Ensure that Melissa's parks and recreational facilities are safe and accessible for all users.
- iii. Redefine the neighborhood park to provide a more even balance of passive and active uses.
- iv. Continue established public participation opportunities to assist in park and recreational facility redevelopment activities.
- v. Recognize that park and recreation needs evolve over time with changes in the population characteristics of surrounding service areas.
- vi. Design parks that are durable, easily maintained and are not detrimental to surrounding uses.

5. GOAL # 5. Maximize public/private partnerships to assist in all aspects of park and recreation planning and development.

a. Objectives:

- i. Utilize partnerships, wherever appropriate, to help develop, manage, and maintain parks and recreation facilities.
- ii. Seek new ways to involve communities and organizations in public finance strategies to accelerate park system improvements.
- iii. Encourage sharing of facilities owned by the City, County, school districts, other public agencies and private institutions and organizations.

SECTION IV - PARK CLASSIFICATION SYSTEM AND DEVELOPMENT GUIDELINE

1. **General.** The City's park classifications are very similar to those recommended by the National Recreation and Park Association (NRPA). The Park, Recreation, Open Space and Greenway Guidelines published by the NRPA in 1996 have been a principal reference source. The park system outlined in this Plan includes the following classifications:
 - a. Pocket Park.
 - b. Neighborhood Park.
 - c. Community Park.
 - d. City Park.
 - e. Linear/Greenbelt Park.
 - f. Special Purpose Parks.
 - i. Park Reserve/Natural Areas.
 - ii. Plaza or Square.
 - iii. Cultural or Historical Park.
2. **Park Classification Data.** For each type, a general description is given along with the following development guidelines:
 - a. Size.
 - b. Service Area.
 - c. Location and Access.
 - d. Use Hours.
 - e. Parking.
 - f. Typical Development.
 - g. Optional Facilities.
 - h. Facility Setbacks.
 - i. Park Lighting.
 - j. Estimated Development Cost.
3. **Classification Guidelines.** The guidelines address the data items provided in paragraph 2 above. Of special note are the location and access, facility setbacks, and development guidelines. Size and developing are important factors; however, the most important are location and access. They play a key role in good park visibility and the quality of the park environment. Below are guidelines which amplification of impact of other factors.
 - a. **Street frontage.** Considerable emphasis must be placed on the need to reduce the potential for crime at parks by landscape, lighting, and amenity design as well as increasing surveillance opportunities.

Poorly configured park sites with adequate street frontage increase the potential for crime. With better exposure to adjoining streets, security is enhanced and the park becomes a more visible and appreciated asset to the community. Ensure this requirement is implemented with development of Melissa's parks, minimum street frontage for neighborhood, community and City parks.

- b. **Adjacent Land Use.** The quality of a park environment is strongly influenced by adjacent land uses and the type of adjoining streets. The neighborhood park, for example, should ideally be surrounded by residential uses on quiet residential streets. However, a City park, especially one with lighted athletic fields, would be best located adjacent to a major thoroughfare and away from homes. The classification system provides guidance in this regard for each park type.
- c. **Setbacks.** Facility setbacks are recommended to establish the minimum desired distance between certain park uses and perimeter property line or street rights-of-way. Setbacks provide an additional means to evaluate the feasibility of desired uses in a park site under consideration for acquisition. Moreover, properly sized setbacks can reduce grounds maintenance cost by sizing areas for maintenance with larger equipment which will decrease the need for hand-mowing and trimming. Park development setbacks for Melissa are specified for the following reasons.
 - i. Safety – Example is playground setbacks from streets.
 - ii. Respect for adjacent properties – Example is basketball pavilion setbacks from single family homes.
 - iii. Aesthetics – Example is parking lot setbacks from streets.
- d. **Cost.** Site acquisition costs are not included in the Development Guidelines but are addressed in the Implementation Guidelines. The guidelines define “ideal” parks, and providing needed parks and open spaces will require flexibility because of actual conditions and land availability.

POCKET PARK

1. **Pocket Park Definition.** A pocket park is the smallest park classification and should be considered as an alternative where providing a typical neighborhood park is impractical. Pocket parks provide a means to provide open space and meet recreational needs in densely populated urban neighborhoods. The site should be residential in character and afford a quiet setting for park use. Development should have a strong emphasis on passive uses such as picnic areas and sitting areas. Providing shade is important. All portions of the site should be readily visible from adjoining streets to provide a more secure environment. Neighborhood resident input during the planning process is essential.

2. **Guidelines.**

- a. Size. $\frac{1}{2}$ to 1 acre.
- b. Service Area. Usually less than $\frac{1}{2}$ mile.
- c. Location and Access.
 - i. Central location within the neighborhood and/or easily accessed by residents.
 - ii. Frontage required on one street is preferred on two (collector or local streets only).
 - iii. Minimum street frontage is 100 feet.
 - iv. Prefer adjacent residences to face or side on the park site of instead of backing.
- d. Use Hours. Daytime to early evening through sunset.
- e. Parking. None required or desired.
- f. Typical Development:
 - i. Picnic tables (2-3 maximum)
 - ii. Small playground.
 - iii. Support facilities (benches, bike racks, trash receptacles, drinking fountains, signage, etc).
 - iv. Tree plantings.
- g. Optional Facilities.
 - i. Gazebos or similar shade structures.
 - ii. Special horticultural plantings or gardens (maintained by residents)
 - iii. Basketball/tennis/multi-use court) must occupy no more than 25% of park area).
 - iv. Public works of art, monuments/statues, and decorative fountains.
- h. Inappropriate Facilities.
 - i. Multi-use sports pavilion.
 - ii. Restrooms.
 - iii. Swimming pool.
- i. Setbacks.
 - i. Playground: 15' from street ROW.
 - ii. Multi-use court: 15' from street ROW and 25' from residential property lines.

- j. Parking Lighting. Security and safety only.
- k. Development Costs. Can range from \$50,000 to \$200,000 depending on scope of development as influenced by neighborhood input.

NEIGHBORHOOD PARK

1. Neighborhood Parks Definition. A neighborhood park is the basic unit of the park system and should serve as the recreational focus of an individual neighborhood. Surrounding uses should predominately focus of an individual neighborhood. Wherever possible, neighborhood parks are combined with schools to maximize the use of both facilities. Playgrounds, trails, and useable open spaces are normally high priorities. Park development should achieve a balance between active use areas such as sports fields and game courts, and passive use areas intended for sitting, picnicking, and relaxing. As a general rule, about half of the park's area should be planned for passive activities and comprised of natural features. Active recreational facilities should be used mostly in an informal and unstructured manner. Uses requiring chain link fencing should be minimized in order to make the park visually attractive. With the possible exception of limited use by youth teams, neighborhood parks are not intended for programmed activities that attract users from outside the neighborhood or encourage overuse, or create noise, glare, parking problems, or street congestion. All areas of the park should be readily visible from adjoining streets in order to provide a secure environment. Opportunities for neighborhood input should be provided regarding park development or redevelopment given the wide variety and changing character of Melissa's residential neighborhoods.

2. Guidelines.

- a. Size. 1 to 10 acres, 5 acres optimum.
- b. Service Area. $\frac{1}{2}$ mile desirable to 1 mile maximum radius, preferably uninterrupted by major thoroughfares and other major physical barriers..
- c. Location and Access.
 - i. Central location within the neighborhood and/or easily accessed by residents and if possible combined with schools.
 - ii. Frontage required on at least 2 collector and/or local streets; major thoroughfare frontage is undesirable.
 - iii. Minimum street frontage is 500 feet. (Approximately equals the mathematical square root of 5 acres x 43,560 sq ft per acre.)
 - iv. Prefer adjacent residences to face park site of instead of backing.
 - v. Access to adequate water, sewer and electric service.
- d. Use Hours. Daytime to early evening through sunset.
- e. Parking. Street or curbside parking. On-site parking should be provided only where required by City parking ordinance or where adjoining streets are not curbed and guttered to encourage mostly pedestrian access. Consideration should be given to improving the street instead of constructing on-site parking.
- f. Typical Development:
 - i. Playground.
 - ii. Passive recreational open spaces.
 - iii. Sports field(s) for practice or non-league play (unlighted).

- iv. Trails (1/4 mile increments preferred).
- v. Picnic tables (5-6 maximum).
- vi. Support facilities (benches, bike racks, trash receptacles, drinking fountains, signage, etc).
- vii. Tree plantings.
- g. Optional Facilities:
 - i. Picnic shelters.
 - ii. Basketball/multi-use court.
 - iii. Tennis courts (1-2).
 - iv. Special horticultural plantings or gardens (principally maintained by neighborhood residents)
 - v. Swimming pool (if nearest public pool is more than two miles away).
- h. Inappropriate Facilities:
 - i. Lighted athletic fields.
 - ii. Recreation center.
 - iii. Multi-use sports pavilion.
 - iv. Restrooms.
- i. Setbacks.
 - i. On-site parking. 10' from street ROW and 25' from family residential properties.
 - ii. Playground. 25' from street ROW & 25' from property line.
 - iii. Multi-use court or swimming pool. 25' from street ROW and 50' from family residential properties.
- j. Parking Lighting.
 - i. Generally intended for security and safety.
 - ii. Very limited facility lighting, preferably lighted tennis courts only with no glare to adjoining residential uses.
- k. Development Costs.
 - i. Can range from \$100,000 to \$300,000 depending on existing site conditions and scope of development as influenced by neighborhood input.
 - ii. A neighborhood park will likely include most, but not necessarily all the typical facilities listed above.

COMMUNITY PARK

1. Community Park Definition. Community parks are typically larger in size than a neighborhood park and serve several neighborhoods with both active and passive recreational facilities. Group activities are well accommodated. They may include highly used recreational facilities such as programmed athletic sports fields, swimming pools and recreation centers, which are less appropriate in neighborhood parks. Community Parks and may also contain large passive open space areas or preserve unique landscapes. About 25-50% should be planned as undeveloped green space. They provide needed visual breaks in the City, particularly when located along major thoroughfares. Most of the park should be visible from adjoining streets. Site located contiguous to Linear/Greenbelt Parks provide the opportunity to connect with multiple residential neighborhoods via hike and bike trails. Neighborhood Park facilities may also be provided within a community park to serve a specific neighborhood.

2. Guidelines.

- a. Size. 10 - 50 acres.
- b. Service Area. 1 – 3 miles.
- c. Location and Access.
 - i. Adjacent to, or in close proximity to, predominately single-family and multi-family residential areas.
 - ii. Frontage required on collector streets (not local neighborhood streets).
 - iii. Direct access to major thoroughfare desirable or within ¼ mile.
 - iv. Park access by public transit or designated bikeway desirable.
 - v. Minimum street frontage of 700 feet. Approximately equals the mathematical sq root of 10 acres x 43,560 sq ft per acre.
 - vi. Access to adequate water, sewer and electric service.
- d. Use Hours. Daytime and evening use.
- e. Parking.
 - i. As required by City parking ordinance for traditional facilities.
 - ii. Parking lots located just off-street; vehicular traffic prohibited within park.
 - iii. Optional gates at parking lot entrance.
- f. Typical Development:
 - i. Medium to large playground.
 - ii. Passive recreational open spaces.
 - iii. Sports fields lighted for practice or league play
 - iv. Basketball/multi-use court.
 - v. Trails (1/4 mile increments preferred).
 - vi. Picnic area with up to 15 tables.
 - vii. Group picnic facility (open-air pavilion with 4-5 tables on concrete slab and large grill).
 - viii. Support facilities (benches, bike racks, trash receptacles, drinking fountains, signage, etc).
 - ix. Landscaping..
- g. Optional Facilities:

- i. Community Center.
 - ii. Recreation center with gym, multi-use meeting and activity spaces, offices, restrooms, kitchen and optional weight/exercise room.
 - iii. Tennis courts (2-4 lighted).
 - iv. Multi-use pavilion (e.g., basketball, lighted)
 - v. Swimming pool with bathhouse.
 - vi. Visually screened portable toilets.
- h. Setbacks.
 - i. On-site parking. 10' from street ROW and 50' from family residential properties.
 - ii. Playground. 25' from street ROW & 25' and other property line.
 - iii. Multi-use pavilion. 25' from street ROW and 100' from any residential properties.
 - iv. Recreation Center. 25' from street ROW and 50' from any single family residential properties.
 - v. Swimming Pool. 25' from street ROW and 50' from single family residential properties.
 - vi. Tennis Court. 25' from street ROW and 10' from other property lines.
- i. Parking Lighting.
 - i. Facility lighting at ball fields, pavilions, courts, etc, and associated parking.
 - ii. Security lighting at playgrounds, trails, and exterior perimeters of park structures.
 - iii. Avoid glare to adjoining residential uses.
- j. Development Costs.
 - i. Can range from \$500,000 to \$4,000,000 depending on existing site conditions and scope of development as influenced by neighborhood input.
 - ii. A community park will likely include most, but not necessarily all the typical facilities listed above.

CITY PARK

1. City Park Definition. City parks supplement neighborhood and community parks, serving broader based recreation needs in addition to those addressed by smaller parks. The increased size permits large-scale development of both passive and active facilities providing a wide range of recreational pursuits. City parks should include sizeable areas of undeveloped land with natural vegetation and/or water features. Where possible, major thoroughfares should be routed around City parks rather than through them.

2. Guidelines.

- a. Size. 50-200 acres.
- b. Service Area. Up to 5 miles.
- c. Location and Access.
 - i. Some residential development may be within a short walking distance of the site, but high use activity areas should be segregated from adjacent residential areas.
 - ii. Frontage required on major thoroughfares and collector streets.
 - iii. Park access by public transit or designated bikeway desirable.
 - iv. Minimum street frontage of 1,500 feet. Approximately equals the mathematical sq root of 50 acres x 43,560 sq ft per acre.
 - v. Multiple access points to adequate water, sewer and electric service preferred.
- d. Use Hours. Daytime through late evening use; some facilities open 24 hours.
- e. Parking.
 - i. One or more parking lots (i.e., 100-300 cars each) possibly serviced by internal roads.
 - ii. Gates located at parking lot entrances.
- f. Typical Development:
 - i. Recreation Centers.
 - ii. Aquatics Center.
 - iii. Large playground.
 - iv. Passive recreational open spaces and reserves.
 - v. Sports complexes (lighted) with 3 or more fields per sport and concession building.
 - vi. Basketball/multi-use court.
 - vii. Trails (1/2 mile increments with distance signage).
 - viii. One or more picnic areas with up to 15 tables in each area.
 - ix. One or more picnic pavilions of varying size.
 - x. Support facilities (benches, bike racks, trash receptacles, drinking fountains, signage, etc).
 - xi. Landscaping.
- g. Optional Facilities:
 - i. Amphitheater
 - ii. 18-hole golf course and clubhouse.
 - iii. Tennis courts (2-8, lighted)

- iv. Tennis center.
- v. Swimming pool with bathhouse.
- vi. Screened portable toilets/restrooms.
- vii. Multi-use pavilion (e.g., basketball, lighted)
- viii. Natatorium (indoor pool).
- ix. Nature trails or nature areas.
- x. Multi-purpose center for recreational use and other City services (e.g., health, library, etc).
- xi. Senior citizens center.
- xii. Fishing access sites (e.g., decks, piers)
- h. Setbacks.
 - i. On-site parking. 10' from street ROW and 50' from family residential properties.
 - ii. Playground. 25' from street ROW & 25' and other property line.
 - iii. Multi-use pavilion. 25' from street ROW and 100' from any residential property lines.
 - iv. Recreation Center. 25' from street ROW and 50' from any single family residential properties.
 - v. Swimming Pool. 25' from street ROW and 50' from single family residential properties.
 - vi. Tennis Court. 25' from street ROW and 10' from other property lines.
- i. Parking Lighting.
 - i. Facility and security lighting similar to Community Park.
 - ii. Park drives and major entrance points.
 - iii. Trail lighting – optional.
- j. Development Costs. Can range from \$4,000,000 to \$25,000,000 depending on existing site conditions.

REGIONAL PARK

1. **Regional Park Definition.** A Regional Park is a large park with a regional draw and may be used to supplement community and city parks. This type park can be employed to join with other communities to create a park to serve collective populations. It will enable the communities to share cost and minimize redundant recreational facilities. The increased size permits large-scale development of both passive and active facilities providing a wide range of recreational pursuits. Regional Parks should include sizeable areas of undeveloped land with natural vegetation and/or water features. Where possible, major thoroughfares should be routed around Regional Parks rather than through them.

2. Guidelines.

- k. Size. 50-200 acres.
- l. Service Area. Up to 5 miles.
- m. Location and Access.
 - i. Some residential development may be within a short walking distance of the site, but high use activity areas should be segregated from adjacent residential areas.
 - ii. Frontage required on major thoroughfares and collector streets.
 - iii. Park access by public transit or designated bikeway desirable.
 - iv. Minimum street frontage of 1,500 feet. Approximately equals the mathematical sq root of 50 acres x 43,560 sq ft per acre.
 - v. Multiple access points to adequate water, sewer and electric service preferred.
- n. Use Hours. Daytime through late evening use; some facilities open 24 hours.
- o. Parking.
 - i. One or more parking lots (i.e., 100-300 cars each) possibly serviced by internal roads.
 - ii. Gates located at parking lot entrances.
- p. Typical Development:
 - i. Recreation Centers.
 - ii. Aquatics Center.
 - iii. Large playground.
 - iv. Passive recreational open spaces and reserves.
 - v. Sports complexes (lighted) with 3 or more fields per sport and concession building.
 - vi. Basketball/multi-use court.
 - vii. Trails (1/2 mile increments with distance signage).
 - viii. One or more picnic areas with up to 15 tables in each area.
 - ix. One or more picnic pavilions of varying size.
 - x. Support facilities (benches, bike racks, trash receptacles, drinking fountains, signage, etc).
 - xi. Landscaping.

- q. Optional Facilities:
 - i. Amphitheater
 - ii. 18-hole golf course and clubhouse.
 - iii. Tennis courts (2-8, lighted)
 - iv. Tennis center.
 - v. Swimming pool with bathhouse.
 - vi. Screened portable toilets/restrooms.
 - vii. Multi-use pavilion (e.g., basketball, lighted)
 - viii. Natatorium (indoor pool).
 - ix. Nature trails or nature areas.
 - x. Multi-purpose center for recreational use and other City services (e.g., health, library, etc).
 - xi. Senior citizens center.
 - xii. Fishing access sites (e.g., decks, piers)
- r. Setbacks.
 - i. On-site parking. 10' from street ROW and 50' from family residential properties.
 - ii. Playground. 25' from street ROW & 25' and other property line.
 - iii. Multi-use pavilion. 25' from street ROW and 100' from any residential property lines.
 - iv. Recreation Center. 25' from street ROW and 50' from any single family residential properties.
 - v. Swimming Pool. 25' from street ROW and 50' from single family residential properties.
 - vi. Tennis Court. 25' from street ROW and 10' from other property lines.
- s. Parking Lighting.
 - i. Facility and security lighting similar to Community Park.
 - ii. Park drives and major entrance points.
 - iii. Trail lighting – optional.
- t. Development Costs. Can range from \$4,000,000 to \$25,000,000 depending on existing site conditions.

LINEAR/GREENBELT PARK

1.Linear/Greenbelt Park Definition. Linear/Greenbelt Parks are greenways of open space that offer scenic beauty and allow safe, uninterrupted pedestrian or bicycle movement along natural or man-made corridors. They are generally located along creeks and streams, and /or in association with major thoroughfares or boulevards. When combined with a planned bikeway system, Linear/Greenbelt Parks can link various other parks, residential neighborhoods, schools, libraries, and businesses. Pedestrian and bicycle trails can accommodate both recreational and purposeful trips. Linear/Greenbelt Parks provide breaks in the urban development pattern, conserve ecologically unique areas along creeks and streams, and provide long stretches of open space well suited for trails. Existing tree cover within natural corridors should be protected. This park's definition and guidelines applies to creeks listed in Section I, para 4b, as well as their tributaries that drain 75 acres or more.

2. Guidelines.

- a. Size. Preserve existing 100 year flood plans with minimum width of 50 feet; length is variable.
- b. Service Area. City quadrant to citywide.
- c. Location and Access.
 - i. Determined by resource availability, linkage need, and opportunities for public access utilizing the resource.
 - ii. The design of new subdivisions for adjacent private land should be encouraged to facilitate visibility, access, safety, and access for maintenance. Long stretches of lots backing to the corridor should be avoided. Adjacency to parallel streets, looped streets, and cul-de-sacs is preferred. Better visibility and access provides a more secure environment and allows the Linear/Greenbelt Park to become a community-wide asset.
- d. Use Hours. Daytime to early evening use. Trails may be open 24 hours..
- e. Parking. On-street parking preferred, except along major thoroughfares. Parking lots for trail users should be small and infrequent (1 + mile spacing).
- f. Typical Development:
 - i. Pedestrian trails and/or bike paths with minimum width of 6 feet.
 - ii. Support facilities (benches, bike racks, trash receptacles, drinking fountains, signage, etc.
 - iii. Landscaping.
- g. Optional Facilities:
 - i. Small picnic areas.
 - ii. Small playground.
 - iii. Screened portable toilets.
 - iv. Exercise stations.
 - v. Public works of art, monuments/statues, and decorative fountains.
- h. Setbacks. Trails paralleling major thoroughfares should generally be setback at least 10' from the edge of the street curb.

- i. Parking Lighting.
 - i. Security night lighting at picnic areas, playgrounds, and trails.
 - ii. Where adjacent to streets, make dual use of street light poles to supplement park lighting.
- j. Development Costs. Bike paths and usual support facilities average \$50 per Linear/Greenbelt foot according to the Comprehensive Bikeway Plan.

SPECIAL PURPOSE PARK

1. Special Purpose Definition. This category addresses a wide variety of special places or facilities, which focus on locally unique or significant natural, historic, or cultural resources. They can be individual sites or part of larger parks. Natural areas, wildlife preserves and other park reserves are intended for both conservation and public enjoyment/education. Access to environmentally sensitive areas may be restricted to protect vegetation or wildlife habitat. Site development is limited and strictly passive. Motorized vehicular and bicycle traffic may be prohibited within the park. Special purpose parks include the following:

- a. Park Reserve/Natural Area.
- b. Plaza or square.
- c. Cultural or Historical Park.

2. Park Reserve/Natural Area Guidelines.

- a. Size. 10+ acres.
- b. Service Area. Non-applicable.
- c. Location and Access. Location is resourced based and access is dependent upon nature of park.
- d. Use Hours. Daytime only.
- e. Parking.
 - i. Street parking preferred.
 - ii. Limited on-site parking at park perimeter only.
- f. Typical Development:
 - i. Unpaved trails.
 - ii. Wildlife observation stations, with benches.
 - iii. Drinking fountains at trail heads.
 - iv. Fishing access at ponds or lakes.
 - v. Park identification and sign regulations.
 - vi. Interpretive/direction signage along trails..
- g. Optional Facilities: Visually screened portable toilets at safe locations.
- h. Setbacks. Not-applicable.
- i. Lighting. Generally, none.
- j. Development Costs. Limited, usually less than \$75,000.

3. Plaza or Square Park Guidelines.

- a. Size. Less than 10 acres (most are less than five acres).
- b. Service Area. Highly visible – can range from surrounding neighborhood to entire city.
- c. Location and Access.
 - i. Urban areas; mostly within the Central Business District and environs.
 - ii. Generally on major streets with excellent street access.
- d. Use Hours.
 - i. Varies, but usually daytime to early evening.
 - ii. Downtown sites may have late evening use for special events.
- e. Parking. Limited on-site parking at park perimeter only.
- f. Typical Development:
 - i. Focal Points:
 - (1) Decorative fountains or waterscapes
 - (2) Monuments.
 - (3) Public art.
 - (4) Banners, flags, etc.
 - ii. Special or enhanced paving.
 - iii. Extensive horticultural plantings.
 - iv. Decorative site furniture (benches, trash receptacles, etc.)
 - v. Support facilities (drinking fountain, signage, etc.)
- g. Optional Facilities:
- h. Small stage area for public presentations and performances
- i. Gazebos or similar shade structures.
- j. Setbacks. Not-applicable.
- k. Lighting.
 - i. General site lighting, frequently with decorative light fixtures
 - ii. Accent lighting of focal points.
- l. Tree up/down-lighting.
- m. Development Costs. Highly variable, but often includes private cost participation and substantial community input with regard to the development program.

4. Cultural or Historical Park Guidelines.

- a. Size. Varies, generally 25 acres or less.
- b. Service Area. Community to citywide.
- c. Location and Access.
 - i. Varies.
 - ii. More than 50% of the site boundaries adjoin public streets..
- d. Use Hours.
 - i. Generally, daytime use only.
 - ii. Evening use associated with special events or activities.
- e. Parking.
 - i. On site or adjacent parking lots as well as curbside parking.
 - ii. Areas for tour or school bus loading or unloading.
- f. Typical Development:
 - i. Focal Points:
 - (1) Decorative fountain.
 - (2) Monuments.
 - (3) Public art.
 - (4) Historical buildings or structures.
 - ii. Special signage:
 - (1) Historical markers.
 - (2) Interpretative/informational signage.
 - iii. Streetscape furnishings.
 - iv. Landscaping
 - v. Optional Facilities:
 - vi. Picnic areas.
 - vii. Visitor information centers.
- g. Setbacks. None, other than those required by the City Code or private deed restrictions..
- h. Lighting.
 - i. General site lighting, frequently with decorative light fixtures
 - ii. Accent lighting of focal points.
 - iii. Tree up/down lighting.
- i. Development Cost. Variable, depending on the extent of cultural or historical resources to be presented.

LAND BY PARK TYPE & FACILITIES STANDARDS

Parkland and Facilities Standards. City of Melissa standard for parkland is 25 acres per 1,000 citizens which is in line with the new standards adopted by cities (e.g., McKinney) in the North Texas Area. The average standard for parkland in the Dallas/Fort Worth Metroplex is 11 acres per 1,000 residents. This also reflects the new statewide standard established in the Texas Parks & Wildlife Plan for the 21st Century (TP&W) published in 2001 which is also 25 acres per 1,000 population. These standards must be viewed as guidelines rather than hard and fast requirements. During the implementation and execution, these guidelines will undergo changes to reflect the unique needs and desires of the residents as the City of Melissa builds out.

| Park Classification | Existing Level of Service | City of Melissa Standard | City of McKinney Standard | City of Southlakes Standard |
|----------------------------|----------------------------------|---------------------------------|----------------------------------|------------------------------------|
| Pocket Parks | | 1/1,000 | 0.1/1,000 | None |
| Neighborhood Parks | | 2/1,000 | 1.5/1,000 | 2/1,000 |
| Community Parks | | 4/1,000 | 2/1,000 | 4/1,000 |
| City Parks | | 3/1,000 | None | 3/1,000 |
| Regional Parks | | None | 5/1,000 | None |
| Greenbelts/Linear Parks | | 14/1,000 | 16.4/1,000 | 12/1,000 |
| Special Use Facility | | 1/1000 | 2/1,000 | 1/1,000 |
| Totals | | 25/1,000 | 25/1,000 | 21/1,000 |

City of Melissa's Parks and Recreation Master Plan – Draft v1.0

| Facility Classification | Existing Level of Service | Melissa Standard | McKinney Standard | Southlakes Standard |
|--------------------------------------|----------------------------------|-------------------------|--------------------------|----------------------------|
| Amphitheater | | 1:25,000 | 1:75,000 | 1:25,000 |
| Aquatics Center | | 1:35,000 | 1:50,000 | 1:35,000 |
| Batting Cage (Stall) | | 1:4,000 | 1:15,000 | 1:4,000 |
| Baseball Diamond (Practice) | | 1:2,250 | 1:6,000 | 1:2,250 |
| Baseball Diamond (Game) | | 1:3,600 | 1:8,000 | 1:3,600 |
| Baseball Diamond (Game - Lighted) | | 1:3,600 | None | 1:3,600 |
| Basketball Court (Outdoor) | | 1:5,000 | None | 1:5,000 |
| Bench | | 1:500 | See Note 1 | 1:500 |
| Campsite | | None | 1:10,000 | None |
| Community Center | | 1:35,000 | 1:100,000 | 1:35,000 |
| Dog Park | | None | 1:90,000 | None |
| Fishing Pier/Dock | | 1:10,000 | 1:75,000 | 1:10,000 |
| Fitness Course (Equipment) | | None | 1:100,000 | None |
| Football Field | | None | 1:20,000 | None |
| Game Tables | | None | 1:10,000 | None |
| Golf Course(18 Holes) | | None | 1:300,000 | None |
| Golf Driving Range | | None | 1:300,000 | None |
| Grill | | 1 per Table | See Note 2 | None |
| Horseshoe Pit | | 1:10,000 | 1:8,000 | 1:10,000 |
| Inline Hockey Rink (Lighted) | | 1:25,000 | 1:100,000 | 1:25,000 |
| Lacrosse Field | | 1:10,000 | None | 1:10,000 |
| Multi-purpose Court | | 1:5,000 | 1:5,000 | None |
| Nature Center (Bldg) | | 1:40,000 | 1:100,000 | 1:40,000 |
| Pavilion | | 1:2,500 | 1:5,000 | 1:2,500 |
| Picnic Shelter | | 1:3,000 | 1:100,000 | 1:3,000 |
| Picnic Table | | 1:500 | 1:300 | 1:500 |
| Playground | | 1:4,000 | 1:4,000 | 1:4,000 |
| Recreation Center | | 1:75,000 | 1:75,000 | None |
| Remote Control Aircraft | | None | 1:300,000 | None |
| Senior Center | | 1:35,000 | 1:100,000 | 1:35,000 |
| Skateboard Park | | None | 1:100,000 | None |
| Soccer Field (Practice) | | 1:2,500 | 1:2,500 | 1:2,500 |
| Soccer Field (Game) | | 1:1,500 | 1:8,000 | 1:1,500 |
| Soccer Field (Game - Lighted) | | 1:2,800 | None | 1:2,800 |
| Softball Diamond (Practice) | | 1:4,500 | 1:7,500 | 1:4,500 |
| Softball Diamond (Game) | | 1:9,000 | 1:7,500 | 1:9,000 |
| Softball Diamond (Game - Lighted) | | 1:9,000 | None | 1:9,000 |
| Tennis Center with Pro Shop | | 1:35,000 | None | 1:35,000 |
| Tennis Courts | | 1:1,500 | 1:10,000 | 1:1,500 |
| Trail, Hiking/Equestrian (miles) | | 1:10,000 | N/A | 1:10,000 |
| Trail, Equestrian (system) | | None | 1:200,000 | None |
| Trail, Nature (system) | | None | 1:100,000 | None |
| Trail, Off-road Biking (system) | | None | 1:200,000 | None |
| Trailhead, Equestrian | | 1:12,000 | | 1:12,000 |
| Trail, Nature (soft or interpretive) | | 1:10,000 | 1:200,000 | 1:10,000 |
| Trail, Paved (miles) | | 1:5,000 | 1:3,500 | 1:5,000 |
| Volleyball Court (Sand) | | 1:15,000 | 1:25,000 | 1:15,000 |
| Water Playground | | None | 1:85,000 | None |

EXISTING PARK TRANSITION GUIDELINES

1. **Applicability.** While the park classification system and development guidelines easily apply to acquiring and developing new park sites, their applicability to existing parks can present a greater challenge. This is especially true to the neighborhood park level where parks are in the development states with some facilities which attract users from areas outside the immediately surrounding neighborhood. Accordingly it becomes important to identify the nonconforming parks and establish methods to change them into facilities that meet the standard classification system if possible.
2. **Reworking Parks.** Reworking parks to the newer standards requires further, individual assessment using the steps outlined below. Completing this assessment will set the parameters for future development or redevelopment of the park and its eventual transition into one that meets the standard classification system. Assessments of existing parks can occur at any time but most logically as they are scheduled for renovation and redevelopment.
 - j. Step 1: Evaluate the park site and determine its best classification based on location, neighboring uses and access factors rather than its acreage or current facilities.
 - k. Step 2. Identify nonconforming uses and facilities within the park based on its classifications as established in Step 1.
 - l. Evaluate whether the park has sufficient visibility and access, appropriate for its size, from adjoining streets.
 - m. Seek remedies to alleviate the nonconforming uses including mitigation.
3. **Nonconforming Facilities** There may be situations where nonconforming facilities will remain in place. Measures may be needed to mitigate negative impacts on adjacent homes or surrounding neighborhood. Mitigation of nonconforming facilities should be based on site conditions and discussed with affected residents.

SECTION V - CITY PARKS SYSTEM

The City of Melissa currently has three parks with 31 acres of parkland. Only the Melissa Zadow Park is fully developed. The Park System assets include the following:

| | Parks | Acres | Shelter | Rest Room | Picnic Tables | Play-ground | Athletic Fields | Basket Ball Courts | Volleyball Courts | Tennis Courts |
|---|----------------------|-------|---------|-----------|---------------|-------------|-----------------|--------------------|-------------------|---------------|
| 1 | Melissa Zadow | 13.5 | 1 | 2 | 8 | 1 | 3 | 2 | 1 | 0 |
| 2 | Bob Miller | 4.5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| 3 | Hunter Ridge | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total | 31 | 1 | 2 | 8 | 2 | 3 | 2 | 1 | 0 |

| | Parks | Pools | Trail Miles | Soccer Fields | Irrigation | Nature Area | Pond Fishing | Rec Center | Parking | Horse Shoe Pits |
|---|----------------------|-------|-------------|---------------|-----------------|-------------|--------------|------------|---------|-----------------|
| 1 | Melissa Zadow | 0 | 0.5 | 0 | Yes | Yes | 0 | 0 | 161 | 2 |
| 2 | Bob Miller | 0 | 0.5 | 0 | Partial | 0 | 0 | 0 | 46 | 0 |
| 3 | Hunter Ridge | 0 | 0 | 0 | Partial Planned | Yes | 0 | 0 | 28 | 0 |
| | Total | 0 | 1 | 0 | N/A | 0 | 0 | 0 | 235 | 2 |

SECTION VI - PARK SYSTEM NEEDS

PART 1 - CRITERIA FOR DETERMINING NEEDS

1. **General.** A combination of three approaches will be used to assess and identify park and recreation needs. These three approaches are (1) Standard-based, (2) Demand-based, and (3) Resource-based. The old rule-of-thumb used to estimate the amount of parkland needed has been 10 acres per 1,000 population plus at least an equal amount of acreage in parkways, large parks, forest, and the like either within or adjacent to the city.
2. **Standard-Based.** The NRPA standards are echoed by the Urban Land Institute, which recommends 25.5 acres of parkland per thousand residents. Below Figure reflects the Traditional NRPA Standards.

| Park Type | Recommended Acres per 1000 Population |
|------------------------------|---------------------------------------|
| Neighborhood | 1.25 to 2.5 |
| Community & Linear/Greenbelt | 5 to 8 |
| City/Metro | 15 to 20 |
| Total | 21.25 to 30.5 |

3. **Demand-Based.**
 - a. **Surveys.** Public opinion surveys conducted as part of the master plan development process revealed the top ten city-wide park and recreational facilities needs (EXAMPLES) to be as follows:
 - i. Bicycle, jogging and exercise trails
 - ii. Playgrounds
 - iii. Athletic Fields
 - iv. Open play areas
 - v. Etc.
 - b. **Mathematical Models.** Several mathematical demand-based methods are available to calculate facilities quantities. One is the Level of Service (LOS) Standard set forth by the NRPA. A second method is the Outdoor Recreation Capacity Analysis developed by the Texas Parks and Wildlife Department as part of the 1990 Texas Outdoor Recreation Plan (TORP). The TORP method employs a series of calculations to determine the number of facilities needed per activity to meet anticipated future demand. The calculations require multiple sets of assumptions and projections integrated with data about existing facility availability, usage, and capacity. Despite the complexity of TORP, the analysis does not consider the geographic distribution within a given area. While a

mathematical basis is not necessarily needed to calculate future demand for facilities such as picnic tables, it would be helpful to determine more precisely the number of athletic fields/facilities required once Melissa population has reached a certain point.

- c. **Advisory Councils.** Demand for certain type of facilities on a park-by-park basis is well defined through the parks standard and community meetings associated with each project. Park Advisory Councils (PAC's) comprised of local citizens representing their community are an excellent source of information and assistance in determining demand.
4. **Resourced-Based.** A major aspect of a park planning document should be to identify significant natural or historical resources and seek their inclusion in the park system. Currently Melissa has no natural or historical resources identified and while this Master Plan does not identify specific natural and historical resources-based sites or structures, pressure for inclusion of some of these assets in the park system should be expected and accommodated in the future.

PART II - CATEGORIES OF NEEDS

Outlined below are Melissa's park system needs reflective of the standard-based, demand-based, and resource-based criteria used to assess needs. **EXAMPLE ONLY**

1. Land Acquisitions.

- a. 1st Priority
- b. 2d Priority
- c. Etc.

2. Park Development.

- a. Linear/Greenbelt Park System Delineation and Development
- b. Bob Miller Park
- c. Hunter Ridge.
- d. Etc.

3. Recreational Facilities.

- a. Sports Fields.
- b. Tennis.
- c. Etc.

4. Park Maintenance Facilities/Staff.

- a. Equipment.
- b. New Site.
- c. Etc.

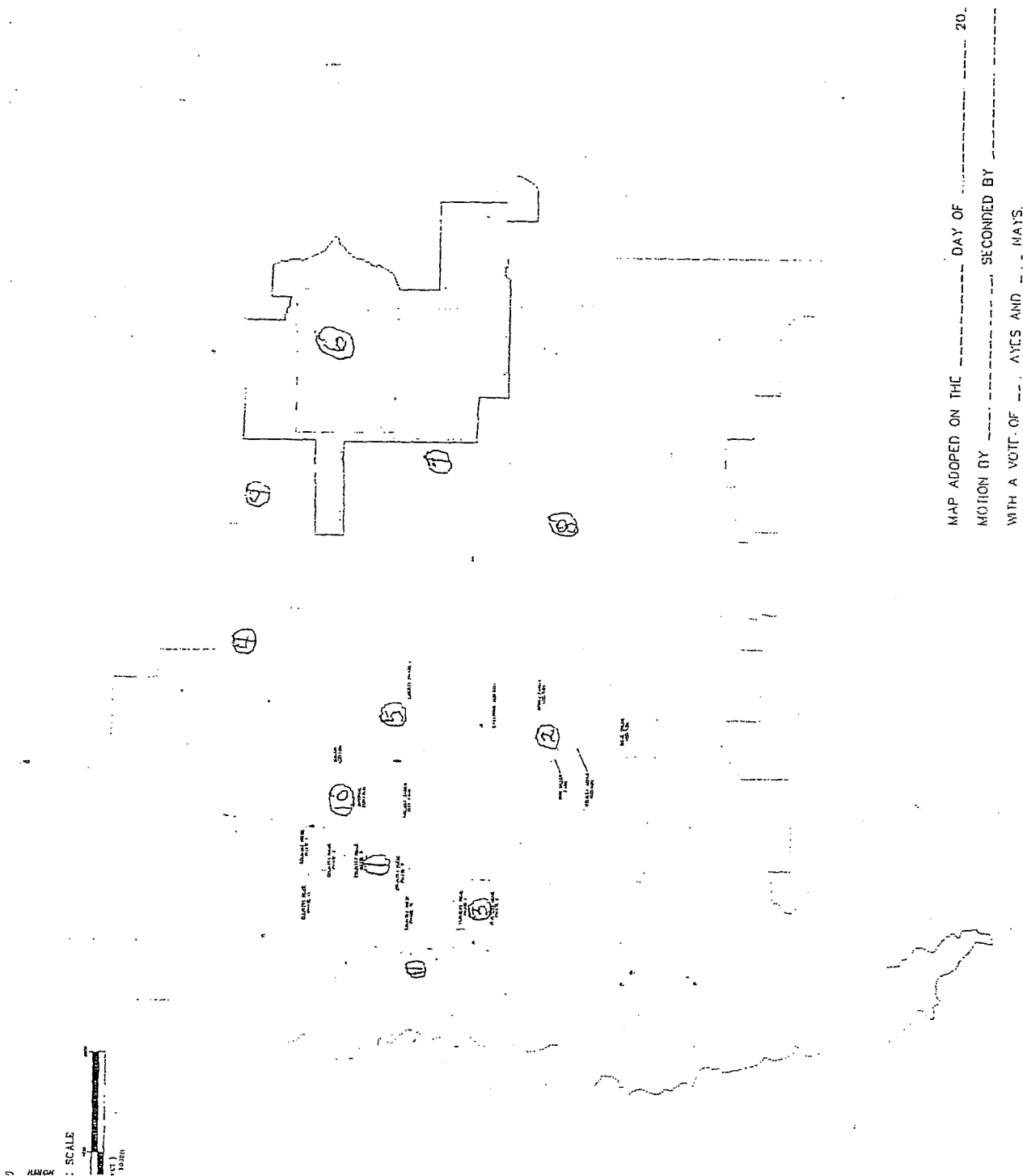
SECTION VII - PLAN IMPLEMENTATION

1. **General.** Considerable effort has been taken in seeking public input to establish priorities. As part of the master planning process, a public survey was conducted and community meetings were held. The number one priority of almost all geographic areas was to _____. For neighborhood parks, typical improvements will include _____, _____ & _____.
2. **Prioritization Guidelines.**
 - a. **Parks.** The following criteria will be used to help prioritize individual projects:
 - i. Proximity of other parks already brought to standards.
 - ii. Conformity of the site with the Transition Guidelines regarding street frontage.
 - iii. Condition of facilities and their appropriateness for the park type.
 - iv. Park and/or facility usage.
 - v. Opportunities for financial assistance from alternative public or private sources.
 - vi. Presence of adjacent land uses that are detrimental to a quality park environment.
 - vii. Changes in land-use within a park environs: specifically residential to nonresidential.
 - viii. Population density of area.
 - ix. Population characteristics of an area.
 - x. Changes in the school-age population from 2000.
 - b. **Parklands.** The following criteria will be used to prioritize parkland needs.
 - i. Land availability.
 - ii. Land development activity.
 - iii. Partnering opportunity with other public/semi-public agency.
 - iv. Expressed citizen support.
 - v. Population density of neighborhood.
 - vi. Park type.
 - vii. Proximity to existing parks.
 - viii. Usage levels of existing facilities.
 - ix. Survey Results.
 - x. Visibility and impact of acquisition
 - xi. Basis for need as measured by standard, demand and/or resource criteria.
 - xii. Access and security issues.
 - xiii. Proximity to other proposed land acquisitions.

3. **Linear/Greenbelt Park – Hike & Bike.** Linear/Greenbelt park development with hike and bike trail construction will continue to be implemented according to the Comprehensive Bikeway Plan adopted in _____. Overall construction timing depends on the availability of funds and the demand for bikeways, as well as future growth and development patterns. The Plan outlines phases based on a set criteria with individual projects prioritized in one of four groups:
 - a. Priority 1 – years 1 and 2.
 - b. Priority 2 – years 3 to 5.
 - c. Priority 3 – years 5-10.
 - d. Priority 4 – Years 10 and beyond.
4. **Funding Sources.** Listed below are potential public and private sector sources for financial assistance and/or participation to implement this Master Plan.
 - a. **Public Sources.**
 - i. City capital improvement bond funds.
 - ii. Community venue bonds.
 - iii. County capital improvement program for acquisition and development of City parks.
 - iv. Park and Recreation Department Operating Budget with annual allocations to address the most urgent needs.
 - v. City's Public Works CIP for street paving projects.
 - vi. Community Development Block Grants (CDBG)
 - vii. State matching grants through Texas Parks and Wildlife Department.
 - viii. Resources of land owned by other public entities (i.e., school districts, counties, other City departments, etc.)
 - ix. Collin County Flood Control District, regarding Linear/Greenbelt parks and storm water detention facilities.
 - x. Intermodal Surface Transportation Efficiency Act (ISTEA) regarding bikeways.
 - xi. Revenues from concessions, tournaments at athletic facilities, special events, and other recreational activities.
 - xii. User Fees.
 - b. **Private Sources.**
 - i. Foundation grants and donations of money or land coordinated through the Melissa Park Board.
 - ii. Corporation grants and donations coordinated through the Melissa Park Board.
 - iii. Private individual donations.
 - iv. Trust for Public Land (TPL) regarding land acquisition.
 - v. Fundraising activities by the Friends of Melissa Park and other similar organizations.
 - vi. Community sports associations.
 - vii. Joint venture partners (e.g., community improvement associations).

5. **Priorities.** Listed below are the top priorities for the City.

APPENDIX A – MELISSA CITY MAPS/SURVEYS



APPENDIX B

SURVEY RESULTS AND SAMPLE SURVEY FORM

1. **Needs.** The public opinion survey conducted as part of the master plan development process revealed the top ten city-wide park and recreational facility needs are as follows:
 - a. Bicycle, jogging and exercise trails.
 - b. Security lighting.
 - c. Nature areas.
 - d. Community centers.
 - e. Playgrounds.
 - f. Tree plantings.
 - g. Covered picnic pavilions.
 - h. Open play areas.
 - i. Swimming pools.
 - j. Soccer fields.

2. **Priorities.** The public opinion survey conducted as part of the master plan development process revealed the top ten city-wide priorities are as follows:
 - a. Restore and improve existing parks.
 - b. Provide more facilities and programs for teenagers and young adults.
 - c. Improve underdeveloped park sites within existing neighborhoods.
 - d. Buy more parkland in areas that are currently poorly served.
 - e. Develop additional smaller parks used by neighborhood and community residents.
 - f. Preserve environmentally sensitive areas.
 - g. Provide more facilities and programs for younger children.
 - h. Utilize school system for recreational facilities.
 - i. Provide more facilities and programs for senior citizens.
 - j. Set aside more open space within parks.

CITY OF MELISSA

PARKS AND RECREATION SURVEY

The City of Melissa's Park Board has drafted a Master Plan to guide park and recreational development over the next five to ten years. Your input is needed to help assess and prioritize needs. Please take a moment this evening to complete this survey, or if you prefer, you may take the survey home with you and return it by mail to: Melissa Park Board, PO Box 409, Melissa, TX 75454. Please do not write your name on the survey in order to ensure confidentiality.

1. From the list below, please rate what you believe are the top ten park and recreational facility needs **for your neighborhood**, with number 1 being the most needed

____ Baseball Fields
____ Softball Fields
____ Indoor Basketball Courts
____ Outdoor Basketball Courts
____ Covered, Outdoor Basketball Courts
____ Bicycle Trails
____ Jogging and Exercise Trails
____ Soccer Fields
____ Football Fields
____ In-Line Skating Park
____ Security Lighting
____ Playground

____ Tennis Courts
____ Swimming Pools
____ Golf Courses
____ Community Centers
____ Volleyball Courts
____ Covered Picnic Pavilions
____ Picnic Tables
____ Nature Areas
____ Open Play Areas
____ Tree Plantings
____ Other: _____

2. From the list below, please rate what you believe are the top ten parks and recreational facility needs **for the entire City**, with number 1 being the most needed.

____ Baseball Fields
____ Softball Fields
____ Indoor Basketball Courts
____ Outdoor Basketball Courts
____ Covered, Outdoor Basketball Courts
____ Bicycle Trails
____ Jogging and Exercise Trails
____ Soccer Fields
____ Football Fields
____ In-Line Skating Park
____ Security Lighting
____ Playground

____ Tennis Courts
____ Swimming Pools
____ Golf Courses
____ Community Centers
____ Volleyball Courts
____ Covered Picnic Pavilions
____ Picnic Tables
____ Nature Areas
____ Open Play Areas
____ Tree Plantings
____ Other: _____

City of Melissa's Parks and Recreation Master Plan – Draft v1.0

3. From the list below, please circle the places that you and your household use most frequently for recreation. If a Public Park or school, please name.

Public Park: _____ Health or Fitness Club
 Public School: _____ Country Club
 Homeowners Association Park Golf Course
 Community Center Other: _____

4. Please circle the level of priority which should be given by the City for the following statements:

| | High | | Low | |
|---|------|---|-----|---|
| a. Provide more facilities and programs for younger children. | 1 | 2 | 3 | 4 |
| b. Provide more facilities and programs for teenagers and young adults. | 1 | 2 | 3 | 4 |
| c. Provide more facilities and programs for senior citizens. | 1 | 2 | 3 | 4 |
| d. Provide more special events in parks. | 1 | 2 | 3 | 4 |
| e. Provide a City swimming pool. | 1 | 2 | 3 | 4 |
| f. Develop baseball, softball and soccer fields as needed. | 1 | 2 | 3 | 4 |
| g. Develop sports complexes for baseball, softball and soccer. | 1 | 2 | 3 | 4 |
| h. Utilize school system for recreational facilities. | 1 | 2 | 3 | 4 |
| i. Develop more smaller parks for neighborhoods. | 1 | 2 | 3 | 4 |
| j. Develop larger parks for the community. | 1 | 2 | 3 | 4 |
| k. Improve existing parks with additional facilities. | 1 | 2 | 3 | 4 |
| l. Buy more parkland in areas currently poorly served. | 1 | 2 | 3 | 4 |
| m. Improve undeveloped park sites within existing neighborhoods. | 1 | 2 | 3 | 4 |
| n. Set aside more open space within parks. | 1 | 2 | 3 | 4 |
| o. Preserve environmentally sensitive areas. | 1 | 2 | 3 | 4 |

5. What programs/facilities would you like to see provided that are currently not available?

6. Additional Comments: _____

7. Would you support a bond referendum for additional park facilities/land?

Yes _____ No _____

8. How many in your household are:

Less than 6 years old _____ 25-44 _____
 6-17 _____ 45-64 _____
 18-24 _____ 65 or older _____

Thank you for participating in our survey!!!

APPENDIX C - TRPA Park, Recreation, and Open Space Master Plan Guidelines

(Revised December 2001)

The following guidelines have been developed to help local governments prepare park, recreation, and open space master plans in accordance with the Texas Recreation & Parks Account Program (TRPA) *Procedural Guide*. Points can be received through the "TRPA Project Priority Scoring System" for projects which meet priorities identified in Department-approved, locally-endorsed parks, recreation, and open space master plans. **Please note that a master plan is not required to participate in the grant program, nor does Texas Parks & Wildlife approval of a plan guarantee that points will be awarded for any project.**

As a minimum, all master plans must meet the requirements below for approval. These guidelines are effective July 31, 2001. For questions or assistance, please contact the Recreation Grants office at 512/912-7124.

Submit ONE COPY of plans for Recreation Grants review as early as possible, but no later than sixty days before the application deadline: by November 30th for the January 31st deadline and by May 31st for the July 31st deadline. Because of the large number of review requests, early submission of master plans for review and approval is strongly encouraged. It is also recommended that plans be reviewed by Recreation Grants prior to submission to the applicable governing body for final approval. This precludes the sponsor from having to go back to the governing body in the event the review finds changes to the plans are needed. Plans must be approved or in an approvable format (including resolution of adoption) by the November 30 and May 31 deadlines to be eligible for project priority points during that particular review cycle. Please provide the name and address of the contact person in the local government submitting the plan as well as the name and address of the preparer, if other than the sponsor.

PROOF OF ADOPTION

Once plans are complete, the applicable governing body (city council, county commissioner's court, district or authority board) must pass a formal resolution (or ordinance) adopting the plan and list of priority needs.

JURISDICTION-WIDE PLAN

Plans must be comprehensive and include the sponsor's entire area of jurisdiction, i.e., the entire city, county, or district, etc. Plans may be broken into planning areas, regions, districts or precincts, as needed for larger communities or counties. All planning areas, regions, districts, or precincts must be included in the plan as partial plans are unacceptable. Plans must address the present and future needs of the community or area, not merely short-term needs. Plans that justify only one grant project will not be approved.

TIME PERIOD FOR IMPLEMENTATION

Plans must cover at least five years, but time frames longer than 10 years are discouraged. **Plans must be updated every two years to remain eligible.** Updates should include a summary of accomplishments, most recent inventory data, and an updated priority list and implementation plan. Priorities should be updated as high priority items are accomplished and lower priorities move up. A new resolution is not required when updating priorities; however if you change or revise your priorities, submit a new resolution adopting the new priorities. **A completely new plan is required every five years.**

PLAN CONTENTS

All master plans must meet the following minimum requirements.

I INTRODUCTION

This section should discuss the unit of government for which the plan is created. Include socioeconomic data; demographics on ethnicity, age, and income as a minimum; current and projected population figures and their source; growth or non-growth patterns; and the government's or agency's role in providing parks and recreation opportunities.

II. GOALS AND OBJECTIVES

Identify your parks and recreation service goals and follow with specific objectives for each goal. These should be given careful thought. State the time period of the plan.

III. PLAN DEVELOPMENT PROCESS

This section is very important so that we can understand how you identified and prioritized your needs. Describe who wrote the plan and when the process began. Discuss planning committees utilized and public input received through hearings, meetings, and surveys. Be brief, but thorough.

IV. AREA AND FACILITY CONCEPTS AND STANDARDS

This section of the plan is also very important and contributes directly to the assessment and identification of needs. You cannot properly identify needs without establishing local standards and concepts.

Area/Facility standards should be determined locally. Local standards are influenced by preferences and available economic and natural resources. A good source of information on this topic can be found in the National Recreation & Park Association's Park, Recreation, Open Space & Greenway Guidelines publication (formerly the Recreation, Park & Open Space Standards & Guidelines). All of the guidelines identified in this document may or may not apply to your community or county. Adjustments to those standards may be necessary to reflect your needs and resources. Contact the NRPA at 703/858-2190 to obtain a copy of this publication.

V. INVENTORY OF AREAS AND FACILITIES

Assess what parks, recreation and open space areas and facilities are currently within your system. You should also include school and private recreational facilities that are open to the public. If inventory data are broken out by park, include a summary table for all parks and facilities. This inventory information is essential for assessing needs.

VI. NEEDS ASSESSMENT AND IDENTIFICATION

The following three approaches may be employed in determining parks and recreation needs: (1) demand-based, (2) standard-based, and (3) resource-based. A combination of these approaches may help you more accurately assess your needs. The demand-based approach relies on information gathered from participation rates, surveys, and other information that indicates how much of the population wants certain types of facilities. The standard-based approach uses established standards to determine facilities and park areas needed to meet the needs of a given population size. The standards may be based on demand studies, the professional judgment of park and recreation planners and designers, etc. The resource-based approach examines the assets and resources of the area for open space, parks and recreation facilities, and defines how these resources can be utilized. For example – the availability of a lake or river within an area is a resource which can be utilized in developing a park system.

Agencies with large jurisdiction areas may wish to divide their jurisdiction into planning areas, regions, districts or precincts. Specific needs can then be assessed and identified within each planning increment.

Clearly identify needs and explain the methodology for determining them. Consider both outdoor and indoor needs, if applicable.

VII. PLAN IMPLEMENTATION AND PRIORITIZATION OF NEEDS

Include one priority list of needs ranked in order from highest to lowest priority, and state when the needs will be met. If your plan is broken into specific planning areas, regions, districts or precincts, you may prioritize needs within each of the planning regions.

Priority needs should include both indoor and outdoor needs, be area and/or facility specific, and be ranked according to priority order (i.e.,: Priority #1 = Trails; Priority #2 = Acquisition of neighborhood park in southeast area of town; Priority #3 = Restrooms in Nature Park; Priority #4 = Adult Softball Fields; Priority #5 = Tennis Courts; etc.).

Identify resources for meeting your needs (e.g., city funds, in-house labor, bonds, grants, donations, etc.), and include a proposed timeline for accomplishing the plan's priorities. **CAUTION!** Do not just focus on short-term needs and actions. Plan for the future also.

VIII. ILLUSTRATIONS, MAPS, SURVEYS, ETC.

Required: City or county map or map of jurisdiction, as appropriate.

Include maps, surveys, charts, plates, graphics, and photographs in the plan which help explain and support your planning process and conclusions.

Specific areas intended for open space acquisition and preservation should be located on a map, identified as a need, and prioritized in your plan.