

Jay Beasley  
Paul Bunch  
PJ Laxmidas  
Michael Pokorski



Elijio Serrano  
Mark Uffhausen  
Jocelyn Vincent

**Notice is Hereby Given of a Regular Meeting of the Parks and Greenspace Board of Spring Valley Village, Texas, 1025 Campbell Road, Spring Valley Village, Texas, in the Council Chambers, February 18, 2025, beginning at 6:00 PM. For the Purpose of Considering and Acting upon the Following Items of Business:**

The meeting agenda and agenda packet are posted online at [www.springvalleytx.com](http://www.springvalleytx.com).

The video link to this meeting is <https://us02web.zoom.us/j/84500391600>

The public toll-free dial-in numbers to participate in the telephonic meeting are 1-346-248-7799 (Houston), 1-253-215-8782 (US), and 1-301-715-8592 (US); enter the Meeting ID: 828 9450 0077 and #.

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the telephonic meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

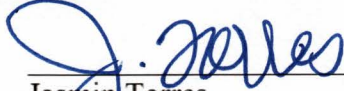
- 1. CALL THE ROLL AND ANNOUNCE A QUORUM IS PRESENT**
- 2. NEW BUSINESS**
  - 2.1 CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Election of a Parks and Greenspace Board Chairperson
  - 2.2 DISCUSSION CONCERNING:** Roles, Responsibilities, and Rules of the Parks and Greenspace Board
  - 2.3 DISCUSSION CONCERNING:** Planning of Future City Events and Activities

**3. ADJOURNMENT**

The Parks and Greenspace Board reserves the right to convene in executive session from time to time as deemed necessary during this meeting to discuss any of the matters listed in the agenda.

In compliance with the Americans with Disabilities Act, this facility is wheelchair-accessible and accessible parking spaces are available. To better serve attendees, requests for accommodations or interpretive services should be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-465-8308 or [by email](#) for further information.

Attest:



Jasmin Torres  
City Secretary



In compliance with the Americans with Disabilities Act, this facility is wheelchair accessible and accessible parking spaces are available. To better serve attendees, requests for accommodations or interpretive services should be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-465-8308, Fax 713-461-7969, or [Email Jasmin Torres](mailto:Jasmin.Torres@springvalleyvillage.com) for further information.



**Spring Valley Village Parks and  
Greenspace Board  
Agenda Item Data Sheet**

<b>MEETING DATE:</b>	February 18, 2025
<b>SUBMITTING STAFF:</b>	Abbey Anderson, Assistant to the City Administrator
<b>SUBJECT:</b>	<b>CONSIDERATION AND POSSIBLE ACTION CONCERNING:</b> Election of a Parks and Greenspace Board Chairperson

<b>BACKGROUND:</b>	According to Article 14.101 in the City's Code of Ordinances, a Chairperson must be elected. The elected Chairperson shall serve a two (2) year term or until his or her successor is elected and qualified. The Chairperson for the Parks and Greenspace Board will be the presiding officer over meetings and discussions.
--------------------	--

<b>ATTACHMENTS:</b>	<u>  </u> 14.101 <u>  </u> Board <u>  </u> appointed
---------------------	--

<b>FUNDING:</b>					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

<b>RECOMMENDATION:</b>	Staff recommends the election of a Chairperson for the Parks and Greenspace Board.
------------------------	--

---

### **§ 14.101 Board appointed**

- (a) There is hereby created a park and greenspace board which shall consist of seven (7) residents of the City of Spring Valley Village, Texas. The members of the park and greenspace board shall be appointed by the city council for a term of two (2) years. Board members shall be eligible for reappointment. The board shall elect its chairperson from among its members, and he or she shall serve for two (2) years, or until his or her successor is elected and qualified. All members of the board shall serve without pay, and the board shall adopt such rules of procedure and other rules as may be necessary for the regulation of its business and affairs.
- (b) Members shall serve at the pleasure of city council and are subject to removal by the city council at any time, with or without cause, and shall have no expectation of continued service either in the position or on the board. A member who is absent from three (3) consecutive meetings of the board shall be subject to removal by city council.

(Ordinance 2024-05 adopted 3-26-24)



## Spring Valley Village Parks and Greenspace Board Agenda Item Data Sheet

<b>MEETING DATE:</b>	February 18, 2025
<b>SUBMITTING STAFF:</b>	Abbey Anderson, Assistant to the City Administrator
<b>SUBJECT:</b>	<b>DISCUSSION CONCERNING:</b> Roles, Responsibilities, and Rules of the Parks and Greenspace Board

<b>BACKGROUND:</b>	<p>The Parks and Greenspace Board was created to help guide the City's efforts in maintaining and improving City parks, greenspaces, and overall community appearance. The Board comprises seven (7) residents appointed by City Council, each serving a two-year term. Members serve on a volunteer basis and elect a chairperson to help lead discussions and keep meetings organized.</p> <p>The Board is advisory, meaning its role is to provide recommendations to the City Council and the City Administrator on things such as park improvements, beautification projects, and other ways to enhance public spaces within the City. A big part of this is engaging residents and encouraging public use of City parks. The Board meets at least every other month and submits an annual report with recommendations.</p> <p>Members serve at the pleasure of City Council and can be removed at any time, with or without cause. Additionally, if a member of the Board misses three (3) consecutive meetings, they may be subject to removal.</p>
--------------------	--

<b>ATTACHMENTS:</b>	CHAPTER_14__PARKS_AND_GREENSPACE
---------------------	----------------------------------

<b>FUNDING:</b>					
Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description

<b>RECOMMENDATION:</b>
------------------------



## CHAPTER 14 PARKS AND GREENSPACE

### ARTICLE 14.100 GENERAL

#### § 14.101 Board appointed

- (a) There is hereby created a park and greenspace board which shall consist of seven (7) residents of the City of Spring Valley Village, Texas. The members of the park and greenspace board shall be appointed by the city council for a term of two (2) years. Board members shall be eligible for reappointment. The board shall elect its chairperson from among its members, and he or she shall serve for two (2) years, or until his or her successor is elected and qualified. All members of the board shall serve without pay, and the board shall adopt such rules of procedure and other rules as may be necessary for the regulation of its business and affairs.
- (b) Members shall serve at the pleasure of city council and are subject to removal by the city council at any time, with or without cause, and shall have no expectation of continued service either in the position or on the board. A member who is absent from three (3) consecutive meetings of the board shall be subject to removal by city council.

(Ordinance 2024-05 adopted 3-26-24)

#### § 14.102 Advisory board

- (a) The board shall serve in an advisory capacity to the city council and the city administrator. The board and the city administrator, or his or her designee, shall meet no less than once every other month, and at such other times as the board may, by resolution, determine. The board shall submit to the city council an annual report of its operations, together with its recommendations for the improvement of the park, greenspace, and recreation program as it may deem appropriate.

(Ordinance 2024-05 adopted 3-26-24)

#### § 14.103 Duties

- (a) The board shall endeavor to stimulate public interest in the development and maintenance of the city park, playgrounds, and a well-rounded community-wide greenspace program, it shall endeavor to interpret the work of the city in these areas and promote close cooperation between the city and all private citizens, institutions, and agencies, to the end that all park and recreational facilities and resources within, or controlled by, the city may make their maximum contribution to the public welfare.
- (b) The board shall also be responsible for making recommendations to the city council and the city administrator regarding issues and ordinances related to community appearance, beautification and the environment of the city, and the entrances into the city.

(Ordinance 2024-05 adopted 3-26-24)

## ARTICLE 14.200 RULES AND REGULATIONS OF CITY PARKS

### § 14.201 Definitions

As used in this article, the following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

City shall mean the City of Spring Valley Village, Texas.

City administrator means the city's city administrator or his or her designee.

Motor vehicle or motorized equipment means a self-propelled vehicle or equipment.

Motorcycle means a motor vehicle, other than a tractor, that is equipped with a rider's saddle or seat and designed to have, when propelled, not more than three (3) wheels on the ground.

Person means any individual, person, firm partnership, association, corporation, or organization of any kind.

Public gathering means a planned (long term or spontaneously planned) event that includes a minimum of fifty (50) people in a public park for a specific purpose.

Public park or park means any land designated, used, obtained or acquired by the city for use as a public park, recreation, or playground area and any building or facility thereon operated by the city as a public park whether or not such area(s) has been formally dedicated for such purposes. Hike and bike paths are specifically excluded from the coverage of this article.

Trailer means a vehicle, with or without motive power:

- (1) Designed to be drawn by a motor vehicle and to transport persons or property; and
- (2) Constructed so that no part of the vehicle's weight and load rests on the motor vehicle.

Vehicle means a device that can be used to transport or draw persons or property on a street, road, alley, drive, highway, or other type of thoroughfare.

(Ordinance 2024-05 adopted 3-26-24)

### § 14.202 Purpose

It is the purpose of this article to establish rules and regulations governing the use of and conduct in public parks of the City of Spring Valley Village.

(Ordinance 2024-05 adopted 3-26-24)

### § 14.203 Offenses

- (a) Public Parks. Within the limits of any public park in the city limits, it shall be unlawful for any person to do or perform any of the acts specified below, except as otherwise may be provided:
  - (1) Operate and/or use any motor vehicle or motorized equipment in and/or upon a public park except in certain areas, drives and pathways specifically designated or authorized for such purpose, including, but not limited to: automobiles, airplanes, drones, motor bikes, motorcycles, all-terrain vehicles (ATVs), mopeds, go-carts, or motorized models.

- 
- (2) Operate any motor vehicle or motorized equipment in areas designated for the operation of such motor vehicles or motorized equipment in willful or wanton disregard for the safety of persons or property.
  - (3) Park any motor vehicle or motorized equipment upon the grass, lawn, or any other areas within a public park that have not been designed for parking purposes.
  - (4) Park any motor vehicle or motorized equipment in any parking lot or parking area so as to obstruct, block or hinder ingress or egress of such parking lot or parking area.
  - (5) Permit or allow any child under the age of ten (10) years of age to make use of a public park without adult supervision.
  - (6) Place or leave trash, refuse, or litter except in receptacles furnished for that purpose by the city.
  - (7) Permit animal(s), other than domestic dog(s) and domestic cat(s) on a leash, within a public park.  
In addition to this prohibition, it shall be an additional offense for any person who permits any animal within a public park boundary and fails to remove any waste left by such animal.
  - (8) Fail to notify a city official at the city hall or the police department of:
    - a. A defective or dangerous condition at a public park; or
    - b. Any injury or damage to persons or property occurring at a public park.
  - (9) Possess within or bring any alcoholic beverage(s) into a public park.
  - (10) Possess within or bring any glass container(s) into a public park.
  - (11) Offer anything for sale or barter, or to exhibit anything, or to conduct any amusement, recreational activity, sports event, or other business for which any participation or admission fee is charged or revenue is otherwise derived in a public park without first obtaining the required permit as provided in this article.
  - (12) Allow a public gathering in a public park without first obtaining the required permit as provided in this article.
- (b) Nothing herein shall be construed to prohibit motor vehicles or motorized equipment used for the purpose of maintenance or for other public purposes performed by or at the direction of the city.

(Ordinance 2024-05 adopted 3-26-24)

### **§ 14.204 Hours**

Public parks shall be closed at night between the hours of 10:00 p.m. and 6:00 a.m. It shall be unlawful for any person to use or be in a public park when it is closed between the hours of 10:00 p.m. and 6:00 a.m.

(Ordinance 2024-05 adopted 3-26-24)

### **§ 14.205 Signage**

- (a) The city administrator or his/her designee is hereby authorized and directed to erect and place appropriate signs in areas of public parks to inform persons:
  - (1) Where parking is allowed.
  - (2) Where motor vehicles, motorized equipment or other vehicles may be operated.

- 
- (3) Where motor vehicles, motorized equipment, other vehicles and/or trailers are prohibited.
  - (4) Hours of operation for a public park.
  - (5) Other information signs that may be required.

(Ordinance 2024-05 adopted 3-26-24)

### **§ 14.206 Use of public parks; permits**

- (a) **General Duties of the City Administrator.** It shall be the duty of the city administrator to direct, control and manage all public parks, athletic facilities, hike and bike trails, parkways, playgrounds and recreation buildings and other improvements on park and playground property belonging to or under the control of the city and such other grounds as may be placed under the city administrator's control from time to time by the mayor and city council, and to direct the improvement and maintenance of all such properties.
- (b) **Authority of the City Administrator.** The city administrator shall have authority to prescribe written rules and regulations for the administration of and orderly government and use of the public parks, provided that such regulations do not conflict with valid laws or ordinances. A copy of such rules and regulations shall be maintained for public inspection in the offices of the city secretary and on the city's website. Without limitation, the city administrator is authorized to include provisions that govern the use of public parks by the public and may prescribe such rules and regulations that promote the healthful and generalized use of public parks.
- (c) **No Sales of Goods or Activities for which a Fee is Charged in Parks.** No person shall have the right to offer anything for sale or barter, or to exhibit anything, or to conduct any amusement, recreational activity, sports event, or other business for which any participation or admission fee is charged or revenue is otherwise derived, within any public park without first obtaining a permit as provided in this section.
- (d) **No permit shall be required to use a public park except in the following circumstances:**
  - (1) Use of any park building or park facility for which a rental fee is imposed by the city pursuant to this code;
  - (2) Use of any other improved and specially maintained area so designated by a rule or regulation promulgated pursuant to this code;
  - (3) Use of a public park for the sale of goods or activities for which a fee is charged; or
  - (4) Use of a public park for a public gathering.
- (e) **Use of a public park pursuant to subsection (d) shall be on a first-come, first-served basis.** The city administrator shall cause all completed written applications received to be immediately time-stamped upon their actual receipt by his or her office. The first in time shall be the first in right, provided that if two (2) or more conflicting applications are received simultaneously, then preference shall be given to Spring Valley Village residents. If two (2) or more conflicting applications are received simultaneously from two (2) Spring Valley Village residents or two (2) non-Spring Valley Village residents, then the precedence shall be determined by an impartial means of chance.
- (f) **Application for Permit.** Any person desiring the permission required in subsection (c) shall make written application to the city administrator setting forth the following information:
  - (1) The date of application;
  - (2) The designated area or facility desired;
  - (3) The date and time period for use of the designated area or facility;

- 
- (4) The name, address, and phone number of the applicant;
  - (5) Whether the applicant is a resident of the City of Spring Valley Village;
  - (6) The name of the person reserving the designated area or facility;
  - (7) The estimated attendance;
  - (8) The type or purpose of the function;
  - (9) The type of sound system, if any;
  - (10) The special effects or features, if any; for example, gun salutes (blanks only), fireworks, bands, etc.;
  - (11) Whether the function sponsored is for profit or nonprofit;
  - (12) Whether goods will be sold or fees charged.
- (g) Reasons for Permit Denial. Upon receiving such written application, the City Administrator must grant permission to use the designated area or facility unless:
- (1) The designated area or facility has been previously reserved;
  - (2) The applicant refuses to pay any applicable fees imposed by the city pursuant to this code;
  - (3) The applicant refuses to obtain concession consent pursuant to this code, if applicable;
  - (4) The size and nature of the function is inappropriate for the public park area or facility requested or will substantially interrupt the safe and orderly movement of traffic or police, fire, or ambulance emergency vehicles and/or equipment on streets adjacent to, running through or around the public park; or
  - (5) The proposed function would be disruptive to or incompatible with, or cause an adverse effect on the use of the public park area or facility by others.
- (h) Circumstances Where Security Precautions Necessary. If the city administrator determines that the use of a public park for an event and/or public gathering may reasonably cause severe injury to persons or property or create a riot or disturbance detrimental to the health, safety and welfare of the public, he/she may require that additional security precautions be taken to permit the requested use of the public park. In such event, the city administrator may grant the permit with a condition that the applicant must submit a written proposal for security and obtain the city administrator's approval thereof prior to the event and/or public gathering. Such proposal shall be subject to review, approval and appeal in the same manner as a permit application under this section.
- (i) Procedure of City Administrator Upon Permit Denial. If the city administrator denies the permit, then the city administrator must notify the applicant of the denial and the reasons therefor by letter mailed to the applicant within ten (10) business days of the date of the receipt of the application. Such letter shall be addressed to the applicant at the address stated on the application. If the city administrator fails to mail such a letter within such ten-day period, such failure shall be deemed a granting of permission to use the public park area or facility as requested. If the denial is based upon subsections (g)(4) or (g)(5) above, the city administrator shall advise the applicant of alternative public park areas, if any, capable of handling a public gathering of the requested size and nature.
- (j) Procedure of City Council Upon Permit Denial. In the event the city administrator denies any applicant permission to use a public park, the applicant may appeal the decision of the city administrator to the city council. The applicant must submit an appeal in writing to the city secretary within five (5) business days of the denial. The city secretary shall place the appeal of the city administrator's denial of permission to use a public park on the next city council meeting agenda and notify the applicant in writing of the date on which

---

the city council will hear the appeal. The city council shall render a decision upon the appeal city administrator's denial, and such decision by the city council shall be final and conclusive.

(Ordinance 2024-05 adopted 3-26-24)

### **§ 14.207 Park user fees**

- (a) Fees and charges for parks concessions, rentals, admissions, vending licenses and permits, as well as athletics and recreation classes sponsored by the city or a private vendor (collectively denoted "park user fees") shall be established by the city council. A copy of the schedule of park user fees shall be maintained for public inspection in the office of the city secretary.
- (b) It shall be the responsibility of the city administrator to submit to the city council, as appropriate, revisions to the schedule of park user fees.
- (c) The city administrator shall establish uniform procedures relating to reservations, deposits, and the manner for paying park user fees.
- (d) The city administrator may waive park user fees for any city-sponsored or cosponsored function or event. For purposes of this section, the city administrator is authorized to declare "city sponsorship."

(Ordinance 2024-05 adopted 3-26-24)

## **ARTICLE 14.300 CITY PARK FUND**

### **§ 14.301 Special fund created; limitations on disbursement**

The city council of the City of Spring Valley Village creates this special fund, in accordance with Section 101.004 of the Texas Local Government Code, as amended, for the purpose specified in the following section of this article. The special fund shall be maintained and shall only be disbursed for the purpose or purposes for which this special fund is created. Any disbursement of this special fund shall require the express authorization of the city council.

(Ordinance 2024-05 adopted 3-26-24)

### **§ 14.302 Special purpose**

The special fund created by this article shall be maintained and shall be disbursed and used only for the following purpose(s):

The city may receive, through donation or gift (in accordance with the city policy for receipt of donations and gifts), or through any lawful fund-raising activities authorized by the city council, amounts to be placed in the special fund entitled "The City of Spring Valley Public Park and Public Park Improvement Fund," which may be shortened for recordkeeping purposes to "City Park Fund." The purpose of the fund shall be any public purpose connected with public parks and their improvement, in accordance with state law, in which the City of Spring Valley may engage. (Ordinance 93-11, Book V, adopted 10-14-93)

(Ordinance 2024-05 adopted 3-26-24)

## **ARTICLE 14.400 RULES AND REGULATIONS OF CITY GREENSPACE**

---

### **§ 14.401 Greenspace defined**

As used in this article, the term "greenspace" and "city greenspace" shall mean the following areas of land maintained by the city as greenbelt or other open area:

- (1) All that land owned by the State of Texas adjacent to and immediately north of the sound wall that is constructed along the Interstate 10 right-of-way between Campbell Road and Voss Road.

(Ordinance 2024-05 adopted 3-26-24)

### **§ 14.402 Purpose**

It is the purpose of this article to establish rules and regulations governing the use of, and the conduct of persons in, the greenspace in the city.

(Ordinance 2024-05 adopted 3-26-24)

### **§ 14.403 Regulations**

It shall be unlawful for any person to:

- (1) Permit or allow any child under the age of ten (10) years to use of the city greenspace without adult supervision;
- (2) Use any motorized equipment or vehicle, including, but not limited to, automobiles, motor bikes, motorcycles, mopeds, go carts, or motorized models in the greenspace; provided, however, nothing herein shall be construed to prohibit (1) motorized equipment used for the purposes of maintenance or for other public purposes, done by or at the discretion of the city or (2) a handicapped person to operate a powered "scooter" on trails in the greenspace;
- (3) Use, operate, or ride bicycles, tricycles, skateboards, rollerblades, skates, or other similar devices in the greenspace; provided, however such devices may be walked without riders through the greenspace;
- (4) Place or leave trash, refuse, or litter in the greenspace, except in receptacles furnished for that purpose by the city;
- (5) Permit or possess any animal, except for dogs and cats on leashes and under control, within the boundaries of the city greenspace;
- (6) Fail to remove any waste left by such animal in the greenspace;
- (7) Fail to notify a city official at the city hall or the police department of any injury or damage to persons or property occurring in such greenspace;
- (8) Possess or bring any glass container into a city greenspace;
- (9) Damage, deface, vandalize, or remove any greenspace amenity, structure, or apparatus such as but not limited to signs, water fountains, benches, bicycle racks, and trash cans;
- (10) Possess fireworks of any kind, including sparklers, in the greenspace;
- (11) Have an open fire of any kind in the greenspace;
- (12) Disturb wildlife or remove nesting in the greenspace;
- (13) Damage, disturb, deface, vandalize, or remove any trees, plants, shrubs, flora, fauna, or rocks in the greenspace;

- 
- (14) Plant anything in the greenspace without written approval by the city administrator;
  - (15) Leave or otherwise abandon domesticated animals in the greenspace;
  - (16) Smoke any product such as cigarettes, cigars, and pipes in the greenspace; or
  - (17) Possess or use an air gun or paint gun in the greenspace.

(Ordinance 2024-05 adopted 3-26-24)

#### **§ 14.404 Hours of operation**

The city greenspace shall be closed at night between one (1) hour after sundown and one (1) hour before sunrise. It shall be unlawful for any person to use or be in a city greenspace when it is closed.

(Ordinance 2024-05 adopted 3-26-24)

#### **§ 14.405 Reservations**

Facilities in the greenspace may not be reserved.

(Ordinance 2024-05 adopted 3-26-24)

#### **§ 14.406 Signs and handouts**

The city administrator, and his or her designated representatives, are authorized to place, or have placed, signs to inform persons of these greenspace rules and regulations, and to make handouts available at the city hall for the same purpose.

(Ordinance 2024-05 adopted 3-26-24)



## Spring Valley Village Parks and Greenspace Board Agenda Item Data Sheet

<b>MEETING DATE:</b>	February 18, 2025
<b>SUBMITTING STAFF:</b>	Abbey Anderson, Assistant to the City Administrator
<b>SUBJECT:</b>	<b>DISCUSSION CONCERNING:</b> Planning of Future City Events and Activities

**BACKGROUND:** Over the past several years, the City has worked to host a variety of community events. While some events have been well received, turnout and engagement could be improved. The Parks and Greenspace Board will play a vital role in helping to shape these events by providing insight into what residents would like to see and ensuring that the City's efforts align with community interests. To help guide future planning, we would like to discuss the following:

- 1. Music in the Park:** The City last hosted this event in October of 2024, and there is interest in bringing it back this spring. The proposed schedule is Friday evenings at 7 PM. City Staff would like to explore different options including, but not limited to, identifying musicians or bands interested in performing, exploring opportunities for local groups to sell or provide drinks or concessions during the event, and determining what factors would improve the event experience.
- 2. Trash Cans in the Park:** While trash cans are currently available, they are spread out, and some areas may benefit from additional placements.
- 3. Christmas Lights:** There is an idea to add light-up holiday decor along the walkway in front of the gazebo.
- 4. Movie Night:** This was an event the City hosted in the past but has not been done in recent years. Before moving forward, City Staff would like to gauge interest and discuss whether this could be a successful addition.
- 5. Additional Park Events/Ideas:** City Staff would like to hear from the Board on what else could be beneficial

to the City.

**ATTACHMENTS:** None

**FUNDING:**

Amount Available	Account No.	Additional Appropriation Required	Project No.	Amount Budgeted	Account Description
------------------	-------------	-----------------------------------	-------------	-----------------	---------------------

**RECOMMENDATION:** No Action Recommended. This agenda item invites Board members to share feedback on previous events, propose new ideas and activities, and discuss roles moving forward.