



**NOTICE OF WORK SESSION MEETING**  
**(In compliance with Sec. 551.041, Et. Seq., Tex. Gov't. Code)**

NOTICE is hereby given that the City of Jersey Village City Council of the City of Jersey Village, Texas will conduct a work session meeting at 6:00 p.m. on March 8, 2018, at the Jersey Meadow Golf Course Clubhouse, 8502 Rio Grande Street, Jersey Village, Texas 77040.

ITEM(S) to be discussed and acted upon at this meeting is/are listed on the attached agenda.

**AGENDA**

- A. Call to Order and Announcement of Quorum. *Justin Ray, Mayor*
- B. Discuss and take appropriate action regarding the scope/design criteria for the Jersey Meadow Golf Course Clubhouse and other City facilities. *Austin Bless, City Manager*
- C. Adjourn

**CERTIFICATION**

I, the undersigned authority, do hereby certify in accordance with the Texas Open Meeting Act, the Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located at City Hall, 16327 Lakeview, Jersey Village, TX 77040, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: March 5, 2018 at 3:30 p.m. and remained so posted until said meeting was convened.

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Lorri Coody, City Secretary

In compliance with the Americans with Disabilities Act, the City of Jersey Village will provide for reasonable accommodations for persons attending public meetings. Request for accommodations must be made to the City Secretary by calling 713 466-2102 forty-eight (48) hours prior to the meetings. Agendas are posted on the Internet Website at [www.jerseyvillage.info](http://www.jerseyvillage.info).



# CITY COUNCIL - CITY OF JERSEY VILLAGE, TEXAS - AGENDA REQUEST

**AGENDA DATE:** March 8, 2018

**AGENDA ITEM:** B

**AGENDA SUBJECT:** Discuss and take appropriate action regarding the scope/design criteria for the Jersey Meadow Golf Course Clubhouse and other City facilities.

**Department/Prepared By:** Austin Bless, City Manager  
Jason Alfaro, Parks and Recreation

**Date Submitted:** 3/5/18

**EXHIBITS:** [Estimated square foot needs](#)  
[Designs of other club houses](#)

<b>BUDGETARY IMPACT:</b>	Required Expenditure:	\$
	Amount Budgeted:	\$
	Appropriation Required:	\$

**CITY MANAGER APPROVAL: AB**

## **BACKGROUND INFORMATION:**

Since the Council meeting we have come up with a rough estimate of what we believe is needed in order to construct a new club house in such a manner that is not only appealing for golf activities but also for wedding receptions, business meetings, tournaments, etc. The breakdown of these ideas/needs is listed below.

Additionally, we have gathered several sample layouts of club house buildings to help guide the conversation for what Council would like to see in the new club house. These samples have some great ideas for layouts, locker rooms, board rooms for meetings, etc.

This information will serve as a starting point for discussing layout ideas and what Council would like to see included in this project. Once we understand Council's ideas for design/layout the next step is to go out for an RFQ for design services to help plan the building in more specific detail.

When considering the scope/design of the golf course club house project, it is important to not only consider it in the context of other building projects that the City currently has underway, but also in conjunction with projects being considered in the near future. For example, we are currently in the design phase for a new public works building, and the CIP for the upcoming budget year lists design work for a new city hall. Accordingly, it is prudent to include these projects in tonight's discussions in order to accurately assess the needs of the City and make the best overall decision to accomplish all tasks in the most efficient and effective manner.

In considering the public works building, we all agree that there are some major challenges with the Taylor Road site. This site is approximately 1.4 acres, and we are looking to build a 6,000 square foot facility on that location. The area consistently floods even during nominal rain events, making it difficult to get to/from this location when it is raining. In addition to flooding concerns, all of the City's Parks and Recreation equipment is stored at the Taylor Road site and staff currently spends a lot of time moving equipment from Taylor Road to this side of US HWY 290 in order to maintain City property.

In considering the construction of a new City Hall, it is important to note that this project has been listed in the CIP for several years as needing to be replaced. The 2016 Comprehensive Plan stated the building is in poor condition, and noted several deficiencies. The plan recommends that City Hall should be replaced.

In an effort to accommodate all three projects in the most efficient and effective manner, we should look first at the option of combining City Hall with the Golf Course Club House into one project.

Staff believes that one state of the art building that is energy efficient, meets our needs, and serves two or more purposes will better serve the tax payers in the long run. In considering this combination, the golf course club house area could be housed on the first floor, and the upper floors could house city offices and the city council chambers. It would likely need to be a three floor building.

In the option of combining the City Hall and Golf Course Club House, the club house banquet room could replace our existing civic center, eliminating it as a competing spaces, and providing the ability to host events such as weddings, conferences, or large public meetings. Additionally, the board room could be rented out for private meetings, smaller gatherings, and could also be used as the Executive Session room for the council. The City Council chambers could be properly sized and made into an efficient use of space.

Municipal office space could be located on the second and third floors of the building. Assuming a 9,000 sq. foot club house, would mean approximately 18,000 sq. feet for city hall functions which would be enough room for city hall.

In combining the City Hall with the Golf Course Club House, we could then consider moving the Public Works activities to and building a new facility for public works at the current City Hall location and forgo building a new construction at the Taylor Road location. The City Hall parcel is approximately 3.6 acres.

In this scenario, we would want the Public Works building to have a nice front façade so it fits the neighborhood and the other city buildings at this location. All of the trucks and parking would be housed to the rear of the building bordering the car lots. Given the noise levels that already occur with the collision center right behind City Hall, this should add no extra noise to the area. It would also not be operating on the weekends, or into the evening. Shrubs, fencing, and other means could be taken to address any visual concerns.

Moving public works to the current City Hall location would allow for all storage and equipment to be on this side of 290. The efficiencies of not having to move equipment back and forth every day would add up quickly. This move also eliminates flooding concerns.

Moving Public Works activities to the current City Hall location opens up the possibility of selling the Taylor Road property, and the proceeds from that sale could offset the construction costs of the public works building. We would also save some money on the construction of the building since we would not have to haul in as much fill and earth work would be less.

There are concerns about moving municipal court to the golf course and all of the extra traffic that it would generate in the area. This concern could be mitigated by building/incorporating the required space for Municipal Court with the new public works building. We estimate 3,000 – 4,000 sq. feet of space for Court operations. If a public works and court building were built new it could be done in an L-Shape building that would further limit sight from the street or neighbors of public works vehicles. There are several other options that could work as well to make sure aesthetically the public works facility would not be a detriment to the neighborhood areas.

In closing, this is an opportunity for the city to take a broader look at projects we have underway and projects that are upcoming. Looking at all of the possibilities that we have for this project will allow for us to make the best and most responsible decision.

**RECOMMENDED ACTION:** Decide on scope and basic details of club house so staff can seek RFQ's from design professionals.

Room Type	Length	Width	Sq. feet
Pro Shop	32	32	1024
Office 1	12	10	120
Office 2	10	10	100
Office 3	10	10	100
Storage (Merch.)	15	15	225
Mechanical (A/C, I.T.)	30	10	300
Utility Room (Jantr.)	10	10	100
Banquet Hall	55	55	3025
Banquet Hall Storage	20	12	240
Banquet Restrooms	20	30	600
Kitchen	30	30	900
Bar/Grill	50	20	1000
Bathrooms	20	30	600
Board Room	20	25	500
Activity Room	20	25	500
Outdoor Rstrm x2 ??	8	8	64

**Total**

**9398**

Notes

Current is 30.5x22.5  
currently pros share 305 feet

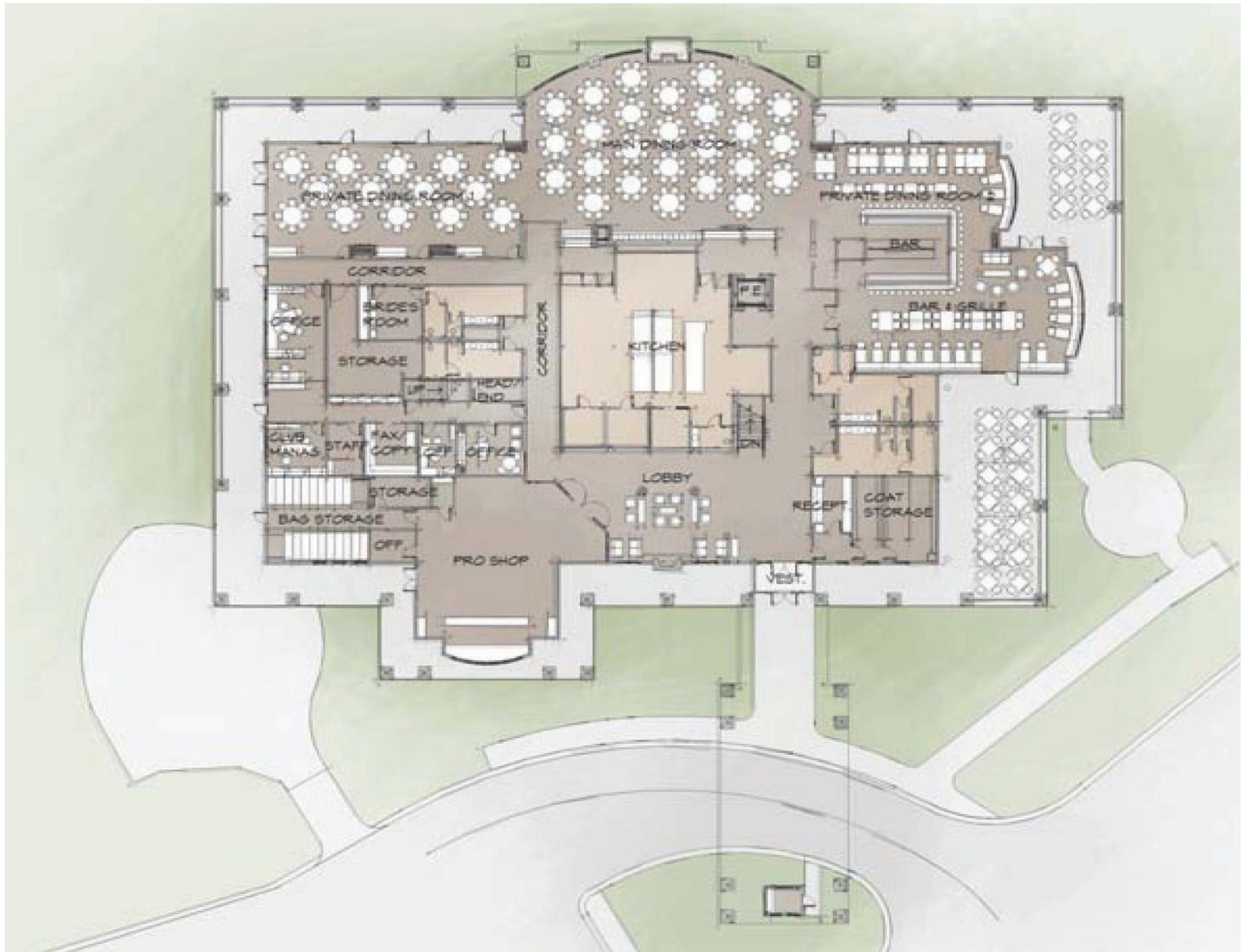
Currenty have 373 ft.

EAGLE LAKES  
GOLF CLUB

CLUBHOUSE

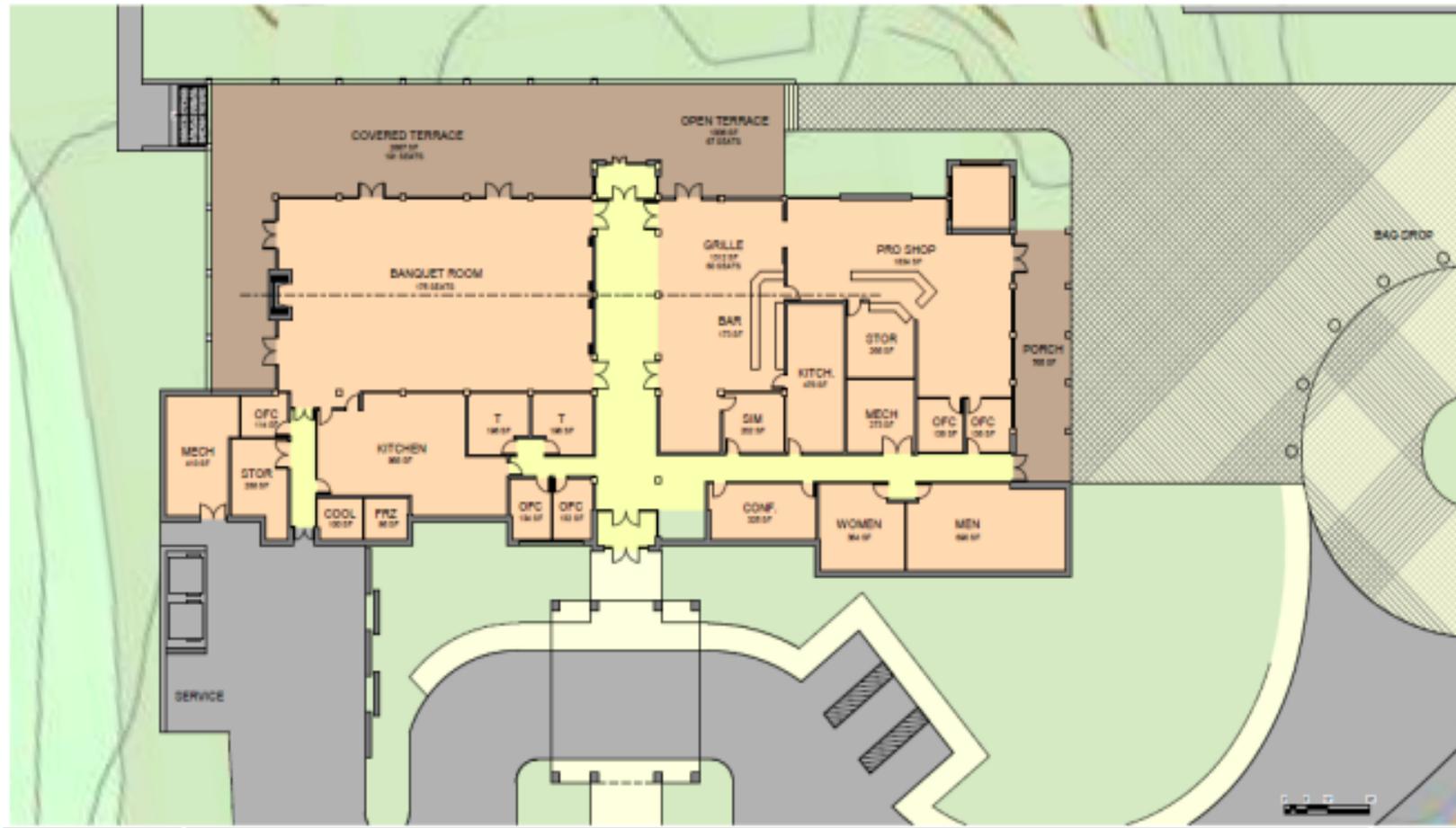
11,381 SQ. FT. UNDER AIR







# Clubhouse Floor Plan



**COLIMORE**  
ARCHITECTS

10000 Highway  
Beltsville, Maryland 21051-2200  
301.261.1200

**Chesapeake Hills Golf Clubhouse**  
Calvert County, Maryland

PROJECT	STNS
DATE	7/2/00
REVISION	
<b>SCH-1A</b>	

# Forest Park Clubhouse Floor Plan

