

# REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION

**TUESDAY, OCTOBER 15, 2024** 

## ADDISON CONFERENCE CENTER 15650 ADDISON ROAD, ADDISON, TX 75001

6:00 P.M. REGULAR MEETING

The Planning and Zoning Commission meeting and public hearing will be held at the Addison Conference Center, 15650 Addison Road, Addison, Texas 75001 on Tuesday, October 15, 2024 at 6:00 pm. For more information on the meeting location and ways to view and/or present comments, please contact Lesley Nyp prior to 3:00 pm on the day of the meeting at 972-450-2823 or by emailing <a href="mailto:zoninginput@addisontx.gov">zoninginput@addisontx.gov</a>. For more detailed instructions on how to participate in this meeting, visit our Agenda Page. The meeting will be live streamed on Addison's website at <a href="https://www.addisontexas.net">www.addisontexas.net</a>.

Call Meeting to Order

Pledge of Allegiance

Planning & Zoning Commission Purpose Statement

Consent Agenda: All items listed under the Consent Agenda are considered routine by the Planning and Zoning Commission and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.

1. Consider Action on the minutes from the September 17, 2024 Planning and Zoning Commission Meeting.

# Regular Agenda:

- 2. Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 4950 Belt Line Road, Suite 180, that is currently zoned Planned Development (PD), through Ordinance No. O01-002, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption. Case 1919-SUP/4950 Belt Line Road, Suite 180 (The Office Bar).
- 3. Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit Amendment (SUP) to allow modifications to the development plans for a new Private School and to allow temporary structures to serve as a storm shelter on a portion of an 8.67± acre property located south of Proton Drive and approximately 600 feet west of Midway Road (14295 Midway Road), that is currently zoned Planned Development (PD), through Ordinance No. 625. Case 1924-SUP/14295 Midway Road (Westwood Montessori Amendment).

Citizen Comments: At this time citizens will be allowed to speak on any matter other than personnel matters under litigation, for a length of time not to exceed three minutes. No P&Z action or discussion may take place on any matter until such matter has been placed on an agenda and posted in accordance with law.

# Adjourn Meeting

NOTE: The Planning & Zoning Commission reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the City). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH DISABILITIES. PLEASE CALL (972) 450-7017 AT LEAST 48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.

POSTED BY:	
	Lesley Nyp, Director of Development & Neighborhood Services
DATE POSTED:	

TIME POSTED:	
DATE REMOVED FROM BULLETIN BOARD:	
REMOVED BY:	

# **Planning & Zoning Commission**

**Meeting Date:** 10/15/2024

# **Agenda Caption:**

Consider Action on the minutes from the September 17, 2024 Planning and Zoning Commission Meeting.

## **Staff Report:**

The minutes from the September 17, 2024 Planning and Zoning Commission Meeting have been prepared for consideration.

## Recommendation:

Administration recommends approval.

#### **Attachments**

Minutes of the September 17, 2024 Planning & Zoning Commission Meeting

1.

# DRAFT

# OFFICIAL ACTIONS OF THE ADDISON PLANNING AND ZONING COMMISSION

September 17, 2024 6:00 P.M. - Council Chambers Addison Conference Center, 15650 Addison Road

\*Note: Chair Denise Fansler attending the meeting virtually. Vice Chair Diane Chavez conducted the meeting.

Present: Chair Denise Fansler; Vice Chair Diane Chavez; Commissioner Jimmy Barker; Commissioner Tom Braun; Commissioner EJ Copeland; Commissioner Chelsey Smith; Commissioner Tyler Sommers

Call Meeting to Order

Vice Chair Chavez called the meeting to order.

Pledge of Allegiance

Vice Chair Chavez led the Pledge of Allegiance.

Planning & Zoning Commission Purpose Statement

Vice Chair Chavez recited the Planning and Zoning Commission Purpose Statement.

Consent Agenda: All items listed under the Consent Agenda are considered routine by the Planning and Zoning Commission and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.

1. Consider Action on the minutes from the August 20, 2024 Planning and Zoning Commission Meeting.

2. Present, discuss, and consider action on a Replat for Greenhill School Addition, Lot 1R, Block 1, for an existing private school on 72.86± acres located at the northwest corner of Midway Road and Spring Valley Road, addressed as 4141 Spring Valley Road. Case R2024-02/Greenhill School Addition.

Motion: Recommend approval, as presented.

Moved by Commissioner Tom Braun, Seconded by Commissioner Chelsey Smith

AYE: Chair Denise Fansler, Vice Chair Diane Chavez, Commissioner Jimmy Barker, Commissioner Tom Braun, Commissioner EJ Copeland, Commissioner Chelsey Smith, Commissioner Tyler Sommers

**Passed** 

## Regular Agenda:

3. Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 5312 Belt Line Road, that is currently zoned Planned Development (PD), through Ordinance No. 496, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption. Case 1920-SUP/5312 Belt Line Road (Hachi Restaurant).

Lesley Nyp, Director of Development & Neighborhood Services, presented a request for a Special Use Permit (SUP) for property located at 5312 Belt Line Road, that is currently zoned Planned Development (PD), through Ordinance No. 496, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption.

With this request, Hachi proposes interior and exterior alterations to the suite and the addition of a new covered patio. The covered patio will be constructed what is currently 5 parking spaces. The proposed restaurant will provide seating for approximately 89 individuals (69 indoor and 20 patio seats). The interior floor plan is comprised of kitchen and service areas, a bar, a robata bar, and table, booth, and bar seating throughout. The restaurant will utilize the existing solid waste facilities at the rear of the building.

Staff recommends approval of these requests, with the following condition:

• There shall be no amplified noise, including speakers, instruments, or other amplifying sound devices used for the outdoor patio that generate audible noise beyond the property line past 10:00 PM.

Public Hearing: No individuals provided input during the public hearing.

Motion: Recommend approval of the SUP, Case 1920-SUP/5312 Belt Line Road (Hachi Restaurant), as presented.

Moved by Commissioner Chelsey Smith, Seconded by Commissioner EJ Copeland

AYE: Chair Denise Fansler, Vice Chair Diane Chavez, Commissioner Jimmy Barker, Commissioner Tom Braun, Commissioner EJ Copeland, Commissioner Chelsey Smith, Commissioner Tyler Sommers

Passed

4. Hold a public hearing, present, discuss, and consider action on a request to amend Special Use Permit (SUP), Ordinance No. 022-26, for property located at 4580 Belt Line Road, that is currently zoned Local Retail (LR), to allow modifications to the development plan. Case 1921-SUP/4580 Belt Line Road (Toasted Yolk SUP Amendment).

Lesley Nyp, Director of Development & Neighborhood Services, presented a request to amend Special Use Permit (SUP), Ordinance No. 022-26, for property located at 4580 Belt Line Road, that is currently zoned Local Retail (LR), to allow modifications to the development plan.

With this request, Toasted Yolk Café proposes to construct a new patio structure to cover their existing 632 square foot outdoor patio. The restaurant currently uses table umbrellas for shade. The patio structure will be open on all sides and have ceiling fans to make the dining experience more comfortable year-round. The patio is not proposed to have lights or a sound system. The patio space is currently delineated with a metal railing, which will remain. This proposal does not increase the usable square footage of the restaurant and therefore has no effect on the provided seating (100 indoor and 44 patio seats).

Staff recommends approval of the request.

Public Hearing: No individuals provided input during the public hearing.

Motion: Recommend approval of the SUP, Case 1921-SUP/4580 Belt Line Road (Toasted Yolk SUP Amendment), as presented.

Moved by Commissioner Jimmy Barker, Seconded by Commissioner Tom Braun

AYE: Chair Denise Fansler, Vice Chair Diane Chavez, Commissioner Jimmy Barker, Commissioner Tom Braun, Commissioner EJ Copeland, Commissioner Chelsey Smith, Commissioner Tyler Sommers

Passed

5. Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 5100 Belt Line Road, Suite 410A, that is currently zoned Planned Development (PD), through Ordinance No. O23-03, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption. Case 1922-SUP/5100 Belt Line Road, Suite 410A (Landmark Grill).

Lesley Nyp, Director of Development & Neighborhood Services, presented a request for a Special Use Permit (SUP) for property located at 5100 Belt Line Road, Suite 410A, that is currently zoned Planned Development (PD), through Ordinance No. O23-03, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption.

With this request, Landmark proposes to remodel the existing 3,725 square foot suite and expand the restaurant with a new 1,450 square foot building addition. The building addition will significantly change the exterior appearance of the suite. The proposed restaurant will provide indoor seating for approximately 186 individuals. The interior floor plan is comprised of a kitchen, service areas, a bar, and dining area with table, booth, and bar seating. The restaurant will utilize the solid waste facilities within the existing service yard, east of the suite.

Staff recommends approval of these requests.

Public Hearing: No individuals provided input during the public hearing.

Motion: Recommend approval of the SUP, Case 1922-SUP/5100 Belt Line Road, Suite 410A (Landmark Grill), as presented.

Moved by Commissioner Tom Braun, Seconded by Commissioner Chelsey Smith

AYE: Chair Denise Fansler, Vice Chair Diane Chavez, Commissioner Jimmy Barker, Commissioner Tom Braun, Commissioner EJ Copeland, Commissioner Chelsey Smith, Commissioner Tyler Sommers

Passed

6. Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 5100 Belt Line Road, Suite 732, that is currently zoned Planned Development (PD), through Ordinance No. O23-03, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption. Case 1923-SUP/5100 Belt Line Road, Suite 732 (Nouveau).

Lesley Nyp, Director of Development & Neighborhood Services, presented a request for a Special Use Permit (SUP) for property located at 5100 Belt Line Road, Suite 732, that is currently zoned Planned Development (PD), through Ordinance No. O23-03, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption.

With this request, Nouveau proposes utilize the existing 3,984 square foot suite. The applicant has proposed some interior modifications; however, the suite layout will largely remain as is. This suite has an existing 600 square foot patio space that is separated from the public realm by an existing metal fence, which is proposed to remain. The proposed restaurant will provide indoor seating for approximately 77 individuals. The interior floor plan is comprised of a kitchen, service areas, a bar, and dining area with table, booth, and bar seating. The restaurant will utilize the solid waste facilities within the existing service yard, east of the suite.

Public Hearing: No individuals provided input during the public hearing.

Motion: Recommend approval of the SUP, Case 1923-SUP/5100 Belt Line Road, Suite 732 (Nouveau), as presented.

Moved by Commissioner Tyler Sommers, Seconded by Commissioner EJ Copeland

AYE: Chair Denise Fansler, Vice Chair Diane Chavez, Commissioner Jimmy Barker, Commissioner Tom Braun, Commissioner EJ Copeland, Commissioner Chelsey Smith, Commissioner Tyler Sommers

Passed

Citizen Comments: At this time citizens will be allowed to speak on any matter other than personnel matters under litigation, for a length of time not to exceed three minutes. No P&Z action or discussion may take place on any matter until such matter has been placed on an agenda and posted in accordance with law.

No citizens requested to address the Commission.

# Adjourn Meeting

There being no further business before the Commission, the meeting was adjourned.

NOTE: The Planning & Zoning Commission reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the City). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

**Meeting Date:** 10/15/2024

## **Agenda Caption:**

Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 4950 Belt Line Road, Suite 180, that is currently zoned Planned Development (PD), through Ordinance No. 001-002, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption. Case 1919-SUP/4950 Belt Line Road, Suite 180 (The Office Bar).

#### **Recommendation:**

Administration recommends approval.

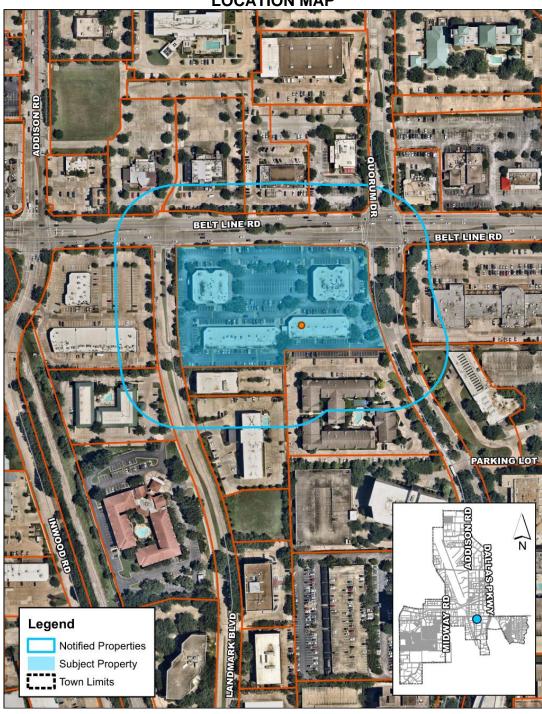
#### **Attachments**

1919-SUP Staff Report 1919-SUP Letter of Intent 1919-SUP Plans

# 1919-SUP

**PUBLIC HEARING** Case 1919-SUP/4950 Belt Line Road, Suite 180 (The Office Bar and Lounge). Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 4950 Belt Line Road, Suite 180, that is currently zoned Planned Development (PD), through Ordinance No. O01-002, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption.

#### **LOCATION MAP**





October 15, 2024

#### STAFF REPORT

RE: Case 1919-SUP/4950 Belt Line Road, Suite

180 (The Office Bar)

LOCATION: 4950 Belt Line Road, Suite 180

REQUEST: Approval of a Special Use Permit for a

restaurant and the sale of alcoholic beverages for on-premises consumption.

(Application Date: 07/18/2024)

APPLICANT: Haileyesus Workye

#### **DISCUSSION:**

<u>Background</u>: The subject property is located at 4950 Belt Line Road, Suite 180. The proposed restaurant, The Office Bar, would occupy a space within the existing building that was formerly combined with the adjacent suite and used as a restaurant. The original suite was subdivided, and this portion of the space has remained vacant for many years. The other half of the suite is currently occupied by Tasty Tails. The site is zoned Planned Development (PD), <u>Ordinance No. 001-002</u>. This site also has several Special Use Permits (SUP) to allow the existing restaurants.

The Office Bar is a full-service restaurant and bar that offers a variety of food offerings like wings, slides, and flatbreads. Addison will be the first location for this concept. The applicant proposed operating hours of  $2:00 \ PM - 2:00 \ AM$ , seven days a week. The restaurant proposes to include interior seating and the addition of a new kitchen and service areas. The Office Bar would also offer alcohol sales for on-premises consumption and hookah for customers.

The PD Ordinance allows restaurants and the sale of alcoholic beverages for on-premises consumption through the approval of an SUP. The proposed use complies with the ordinance.

<u>Proposed Plan</u>: With this request, The Office Bar proposes to utilize an 1,880 square foot suite for a new restaurant. The proposed restaurant will provide seating for 67 individuals. The interior floor plan is comprised of existing kitchen and service areas, a bar, and dining area. Table and bar seating are proposed to be provided within the dining area.

<u>Parking</u>: With this request, there are no modifications proposed to the parking. PD, Ordinance No. 001-002, adopted the parking requirements established within the Local Retail (LR) zoning district, with the following modifications:

Use	Parking Ratio
Restaurant	1 space per 160 square feet
Restaurant with designated valet parking	1 space per 100 square feet

The shopping center is occupied by a variety of retail, personal services, and restaurants. The only establishment that utilizes valet parking is The Addison Improv. The Office Bar is not proposing to offer valet to customers. Based upon the current uses, the shopping center exceeds the required parking by one (1) space.

<u>Exterior Facades</u>: With this request, there are no modifications proposed to the exterior facades.

<u>Landscaping and Open Space</u>: With this request, there are no modifications proposed to the landscaping and open space.

#### RECOMMENDATION: APPROVAL

The Office Bar will occupy a currently vacant suite that was formerly used as a restaurant. The center has a diverse mix of uses, including entertainment, restaurants, retail, and personal services, and this business will continue to expand the offerings.

Staff recommends approval of the request.



#### THE OFFICE BAR AND LOUNGE

Prepared by: Haileyesus Workye

4950 Beltline Rd Suite 180 Addison, Texas 75254 (214) 290-6713 Workeyehanna@gmail.com

#### I EXECUTIVE SUMMARY

The Office Bar & Lounge is intended to be established as a Sole Proprietorship at 4950 Beltline Rd Suite 180, Addison, Texas 75254.

The Office Bar & Lounge has the expectation of rapid expansion in the selling of a wide range of soft drinks, alcoholic beverages, bar foods and hookah.

#### **Business Description**

The Company shall be formed as Sole Proprietorship under Texas state laws and headed by Haileyesus Workye.

#### **Business Mission**

To deliver our 5 years unique experience to our customers through great food, drinks and hookah attentive and friendly service, excellent pricing, and a welcoming presence.

#### New Service

The Office Bar & Lounge is prepared to introduce the following service to the market. A family bar and restaurant offering a warm welcome, a wide selection of beverages, and an excellent menu. We will be offering fine beers, wines, spirits, cocktails, soft drinks and a coffee menu. In addition to the usual bar and restaurant fayre, we would also look to add a variety of hookah flavors to the menu.

#### **Ambiance**

We want to promote a real family-friendly atmosphere, and to encourage people of all walks of life and all areas to come to our bar and restaurant. We want to promote a real community spirit that unites people, starts conversations, offers customers a great day or a memorable night out, which also encourages customers to share their experience with others. The Office Bar & Lounge offers some amazing attributes to the area. It's warm and welcoming atmosphere, great food, drinks and hookah. People can come to us in the afternoon for drinks and stay with us through dinner and up until closing time if they wish. We will also look at new ways of attracting customers and we will remain competitive and try to maintain a good reputation.

#### **Operating Hours**

Our proposed operating hours are seven days a week from 2:00 pm to 2 am. We are also open to flexibility for special events or seasonal adjustments to accommodate the dynamic needs of the establishment.

## **Opportunities**

We would look at employing a good quality staff (10) to establish ourselves as one of the leading bars and restaurants in the community.

#### **Business Goals and Objectives**

#### Short Term:

Serving quality food and service, increase monthly net restaurant sales, increase daily net restaurant sales, improve employee productivity, to improve the top- selling items, and to test new menu items.

#### Long Term:

To achieve outstanding customer service, to expand and open another chain, drink and food items to be the top-rated restaurant in the area. Increase revenue to \$500,000 a year and improve margins to 20% with cost management initiatives.

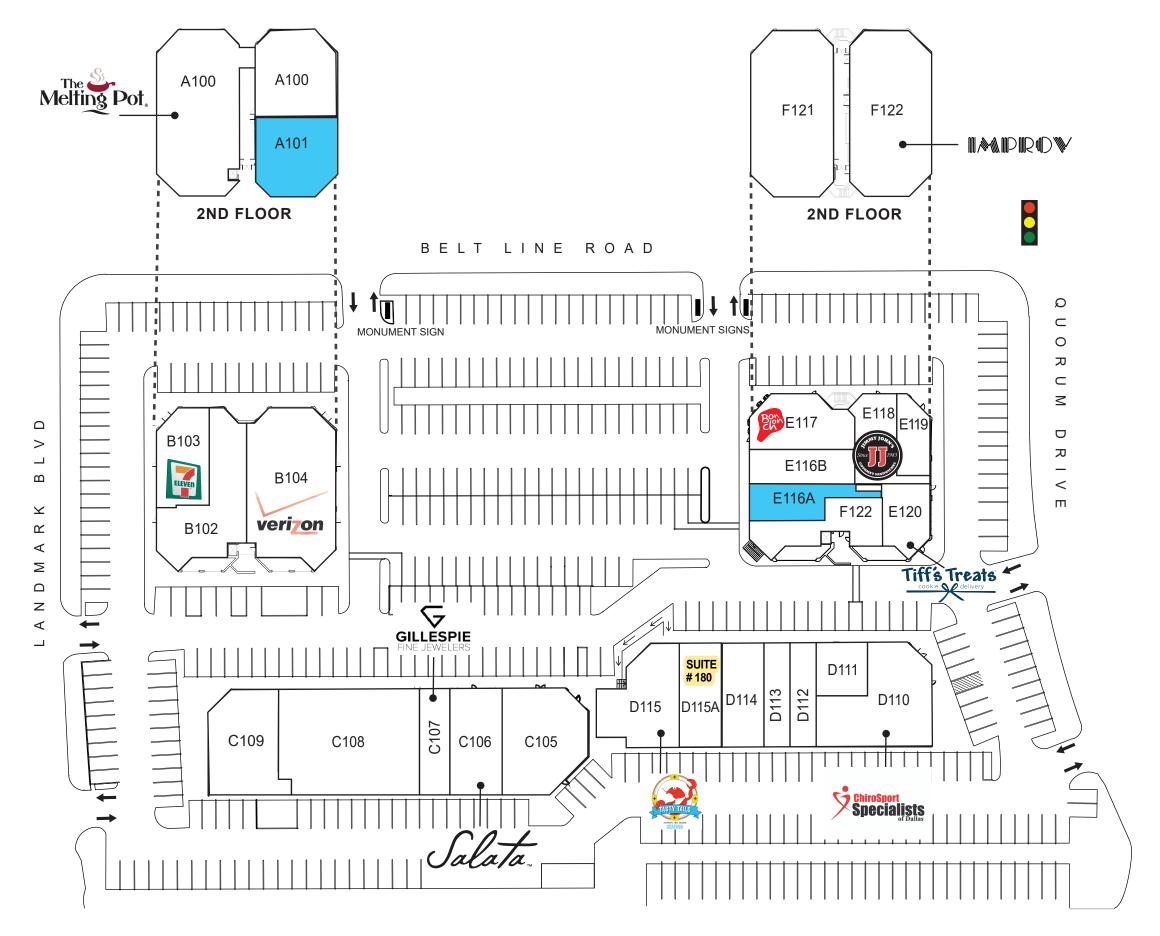
#### MARKETING SUMMARY

The Company's major target markets are as follows. Our key customers will consist of people of all age groups except miners, from 21-100 years old. Our target market will consist of local customers, new local customers, people visiting the area, and passing trade.

# QUORUM II PLAZA

4900 Belt Line Road Addison, TX 75254

Suite	Tenant		<b>GLA SF</b>
A100	The Melting Pot		9,225
A101	Available		3,000
B102	Hawaiian Nail Bar		3,527
B103	7-Eleven		2,181
B104	Verizon Wireless		5,740
C105	Bushi Bushi		3,600
C106	Salata Restaurant		2,500
C107	Gillespie Jewelers		1,400
C108	Addison Salons		6,237
C109	Thai Orchid		3,425
D110	Chirosport Specialists		4,148
D111	Sellinger's Power Golf		1,160
D112	Addison Reflexology Spa		1,188
D113	Zoya Salon		1,200
D114	Adrins Sports Barbershop		1,657
D115	Tasty Tails	The Office	2,546
D115A	The Office Bar & Lounge	Bar &	1,/03
E116A	Available		2,074
E116B	Artisan Vapor Company	Lounge:	1,250
E117	Bonchon Chicken	Suite #180	2,200
E118	Jimmy John's Sandwiches		1,725
E119	Zalat Pizza		1,211
E120	Tiff's Treats		1,300
F121	The Alley		5,659
F122	The Improv		7,403







LANDSCAPE ARCHITECT
STUDIO GREEN SPOT, INC.
1782 W. McDERMOTT DR.
ALLEN, TEXAS 75013
(469) 369-4448

(469) 369-4448 CHRIS@STUDIOGREENSPOT.COM



EXISTING LANDSCAPE PL 4900 BELT LINE CITY OF ADDISON DALLAS COUNTY, TEXA

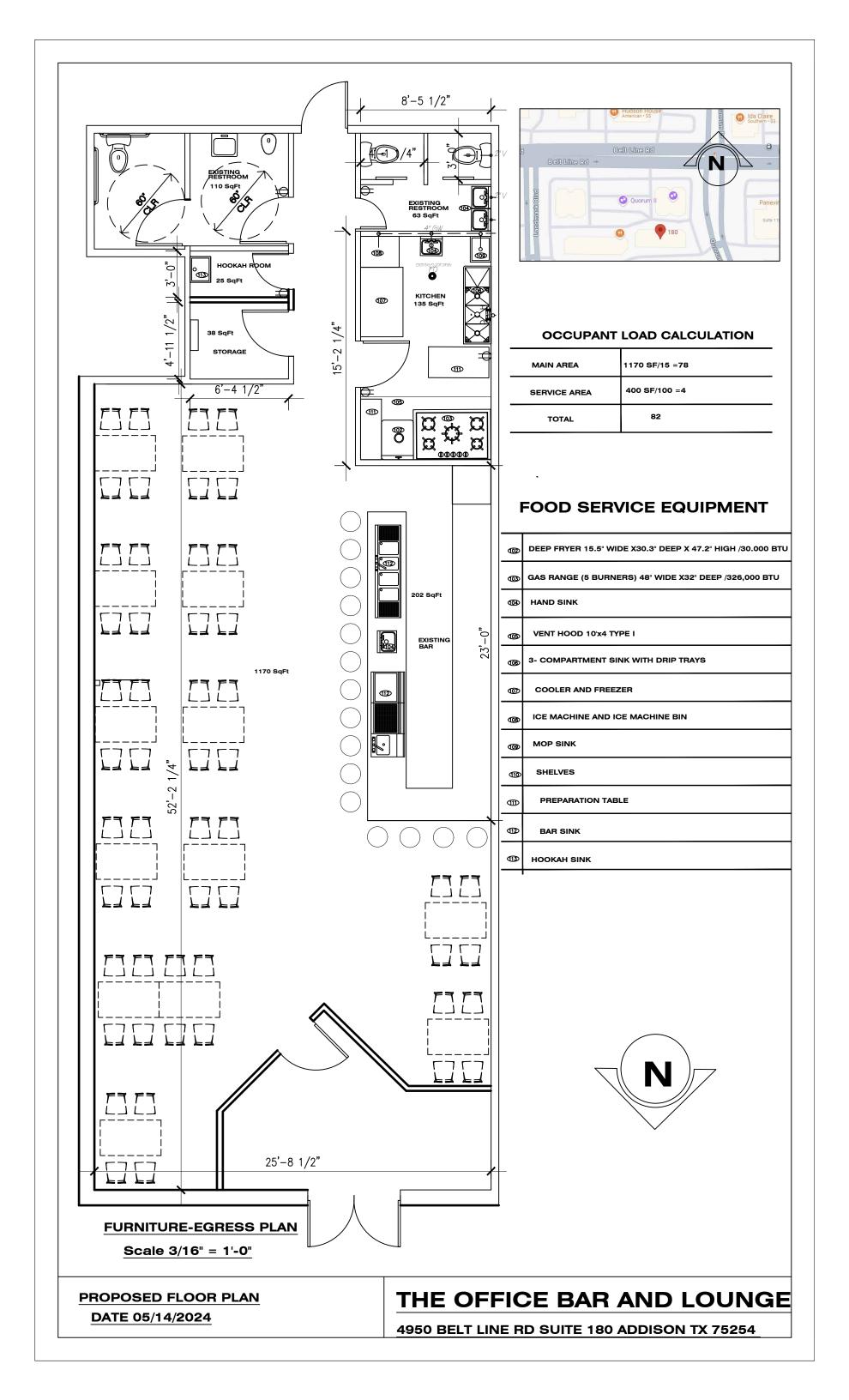
ISSUE: FOR APPROVAL: 07.24.2023

**DATE:** 07.24.2023

SHEET NAME: EXISTING LANDSCAPE PLAN

SHEET NUMBER:

L.1



Meeting Date: 10/15/2024

### **Agenda Caption:**

Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit Amendment (SUP) to allow modifications to the development plans for a new Private School and to allow temporary structures to serve as a storm shelter on a portion of an 8.67± acre property located south of Proton Drive and approximately 600 feet west of Midway Road (14295 Midway Road), that is currently zoned Planned Development (PD), through Ordinance No. 625. Case 1924-SUP/14295 Midway Road (Westwood Montessori Amendment).

#### Recommendation:

Administration recommends approval with the following conditions:

- A photometric plan shall be submitted with the Building Permit for staff review for the new gymnasium structure. Exterior lighting shall be directed and shielded in such a manner to not emit light beyond the west property line, onto residential property.
- Perimeter playground security fencing shall be constructed of iron and be 6-8 feet in height.
- Approval of the three temporary storm shelter structures shall expire 18 months from the date of approval.

#### **Attachments**

1924-SUP Staff Report

1924-SUP Letter of Intent

1924-SUP Plans

1924-SUP Storm Shelter Specifications

Westwood School Profile

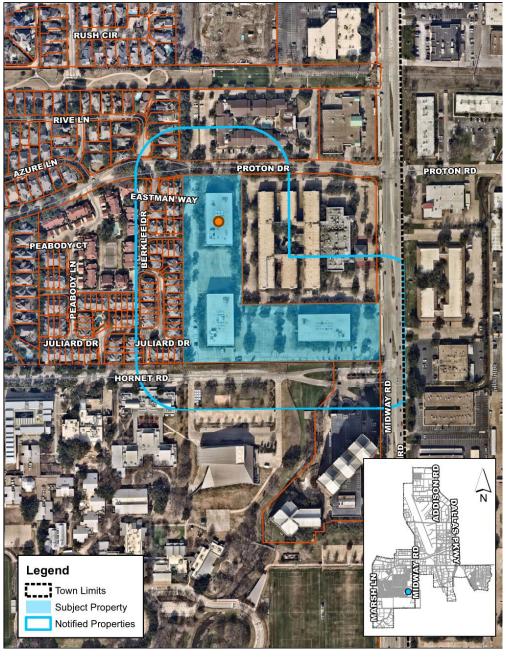
Westwood School Business Plan

Westwood School Strategic Plan

# 1924-SUP

PUBLIC HEARING Case 1924-SUP/14295 Midway Road (Westwood Montessori Amendment). Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit Amendment (SUP) to allow modifications to the development plans for a new Private School and to allow temporary structures to serve as a storm shelter on a portion of an 8.67± acre property located south of Proton Drive and approximately 600 feet west of Midway Road (14295 Midway Road), that is currently zoned Planned Development (PD), through Ordinance No. 625.

#### **LOCATION MAP**





March 19, 2024

#### STAFF REPORT

RE: Case 1924-SUP/14295 Midway Road (Westwood

Montessori Amendment)

LOCATION: 14295 Midway Road

REQUEST: Approval of a Special Use Permit (SUP) Amendment to

modify the development plans for a private school and to allow temporary storm shelter structures on the

subject property (Application Date: 09/24/2024).

APPLICANT: Annamarie Taylor, Kimley-Horn, on behalf of Westwood

Montessori School

#### **DISCUSSION:**

<u>Background</u>: The subject property is Midway Atriums, a three-building office campus generally located southwest of the Midway Road and Proton Drive intersection. This request is specific to the office building located immediately south of Proton Drive, addressed as 14295 Midway Road. The property is currently zoned Planned Development (PD), <u>Ordinance No. 625</u>.

At the April 9, 2024, City Council meeting, the Westwood Montessori School received approval of a Special Use Permit (SUP) to convert the existing office building into a school and construct a new gymnasium/storm shelter structure. The applicant has requested to phase the construction to account for project delays. Phasing the project created violations with the International Code Council (ICC) standards, which require storm shelters for schools.

Additionally, the applicant reevaluated the drop-off/pick-up lane and is requesting reconfiguration to allow preservation of additional trees on site. This also preserves more open space to be used for playground area for students.

<u>Westwood School</u> is a private, nonsectarian, co-educational. Montessori Method-Internal Baccalaureate (IB) institution. The school was founded in 1986. The school currently operates at two different campuses (upper school and lower school) within Farmers Branch, east of Midway Road. They have operated at their current location since 2000.

The school has begun construction to allow consolidation of the two campuses within an existing office building at 14295 Midway Road. The improvements also include the construction of a new gymnasium and associated open space and site improvements. The school currently has a school population of 289 students ranging from toddler to 12<sup>th</sup> grade.

The Addison Zoning Ordinance allows private schools and portable structures for schools through the approval of an SUP in any district. The proposed use complies with the ordinance. <u>Proposed Plan</u>: With this request, the approved development plans for the Westwood School would be slightly modified to account for a new drop-off/pick-up lane location and to temporarily place portable storm shelters on the subject property for the duration of construction of the permanent storm shelter (the gymnasium). There are no modifications proposed to the converted office structure. The school will occupy the existing 95,304 square foot office building and construct a new 10,695 square foot gymnasium to allow the consolidation of the upper and lower school campuses into one location. Construction is currently underway to convert the office building into a school. The gymnasium construction has not yet begun as it is awaiting civil and building permit approval.

The student population will be subdivided by grade per floor. The interior will consist of classrooms, offices, indoor movement spaces, restroom facilities, and storage. The gymnasium will include a full-size court, bleachers, student locker rooms, restroom facilities, and storage. The school will not offer lab or shop space that impacts fire or building code requirements. Additionally, the school does not have a kitchen or cafeteria area as all students supply their own meals.

Two outdoor recreational areas are proposed on site, one located between the school and gymnasium buildings and the second along the north and northwest side of the school. Play equipment and other student amenities, such as benches and patio tables, are proposed to be installed in the future. The outdoor recreation areas are proposed to be secured by a perimeter fence.

The school will be in session Monday through Friday, 8:15 AM to 3:30 PM, from August through May. The school utilizes drop-off and pick-up lines for students as identified on the site plan. All drop-off and pick-up operations will be conducted onsite.

The school plans to occasionally host extra-curricular activities, such as athletic events, school dances, and theatrical performances on site. These after school events typically occur on weeknights and conclude by 10:00 PM.

<u>Parking</u>: PD, Ordinance No. 625, states that parking regulations set forth for the Local Retail district shall be used. The Local Retail district of the Town's Zoning Ordinance does not establish a parking ratio for private schools. Staff evaluated parking demand for the school based upon information provided within the Traffic Impact Analysis (TIA), Traffic Management Plan (TMP), and the current and projected student population.

The current upper school campus provides 20 reserved parking spaces for students. It was observed that 15 spaces were utilized. The remaining students were dropped off and picked up from the site. The current lower school campus does not have reserved parking for students as those students are not yet driving age. The current faculty population is 55 across both campuses. The TIA did not observe students utilizing other modes of transportation, including walking, or cycling.

With the site changes, the applicant proposes 132 parking spaces, including 4 compact spaces, to serve the school. This is a 14-space decrease to what was previously approved. The observed parking demand across the two campuses is 70 spaces, including students and faculty. This results in a 62-space surplus at the new site. With the maximum student capacity of 385 at this location, staff believes the parking demand can be accommodated with the 62-space surplus.



The school intends to utilize the existing access lanes and student loading/unloading zone for supply delivery. It is anticipated the school will have approximately one delivery per week via a pickup truck for various dry goods and paper supplies. The school does not provide meals for students and does not offer food preparation facilities on site, so a high frequency of deliveries is not expected.

<u>Traffic Generation:</u> Given that schools often generate a significant amount of activity during peak hours, the Town required that the applicant provided a Traffic Impact Analysis (TIA) and a Traffic Management Plan (TMP) to determine the impact of the proposed use. This exercise observed current traffic, parking, and queueing generated at the school's existing campuses and generated anticipated traffic demands at the proposed location.

TIAs are based on traffic engineering standards and best practices. It is common practice to utilize traffic data assumptions published by the Institute of Transportation Engineers (ITE), which combines multiple studies of actual traffic counts from different uses to establish the average number of one-way trips that similar uses can be expected to generate in a day, as well as in the AM peak hour, midday peak hour, and PM peak hour. Based upon that information, anticipated trip generation was providing for full capacity of the existing office building and the proposed school with current and future enrollment:

Use	Size / Amount	Average Weekday Daily Trips
Private School (K-12) (Current)	289 Students	717
Private School (K-12) (Future)	385 Students	955
General Office	95,304 SF	1,417

An increase in site traffic is anticipated due to the current vacancy and underutilization of the subject property, however, the TIA determined that the current roadway network has sufficient capacity to serve the school at full capacity. The analysis did not recommend traffic mitigation measures. The proposed private school would result in a 462 trip decrease from anticipated office trip generation at full capacity.

To mitigate impacts on the area, the designed circulation of the site directs one-way traffic to enter the site at the easternmost access point on Proton Drive, meander around the school and gymnasium buildings, and utilize the western access point as an exit. To discourage westbound traffic into the single-family neighborhood to the west of the subject property, a right-out-only exit with a mountable curb is proposed at the westernmost driveway along Proton Drive.

The modified drop-off/pick-up lane results in a slight decrease in on site stacking available from 880 feet (39 vehicles) to approximately 860 feet (38 vehicles). To provide efficient drop off and pick up operations and to decrease demand, the school staggers the start times between the lower and upper elementary school as follows:

- Upper Elementary School Drop Off 7:45 AM
- Lower Elementary School Drop Off 8:15 AM
- Lower Elementary School Pick Up 3:15 PM
- Upper Elementary School Pick Up 3:30 PM



An analysis of the existing operations identified that the average queuing for drop off was 200-feet and 555-feet for pick up, which can be fully accommodated on site with the proposed changes. Additionally, the site provides a 771-foot clear-out queue in the event an emergency occurs during pick up and drop off times.

The analysis was conducted by Kimley-Horn and Associates. The analysis was reviewed by Town staff and traffic engineers at Cobb, Fendley and Associates. Kimley-Horn's traffic engineering group typically provides traffic engineering and transportation planning services to the Town, which includes development of the Town's Master Transportation Plan. Due to a conflict of interest, the Town requested that Cobb, Fendley and Associates, the Town's contracted reviewengineer, review the analysis. Based on their review, Cobb, Fendley and Associates determined that the applicant's traffic impact assessment and management plan was accurate.

<u>Exterior Facades</u>: There are no proposed modifications to the exterior elevations for the school building or gymnasium that were previously approved. The school proposes to maintain the existing design and character of the office building. Minor alterations are proposed to provide a new building entrance on the south façade and make improvements to the proposed primary entrance of the school on the west façade. The existing office building is 52 feet tall.

The gymnasium structure was designed to be compatible with the existing office buildings on the site by using similar materials and color palette. The façade will consist of masonry, glazing, and metal accents. The 35-foot-tall building will be located immediately south of the proposed school building and will be substantially screened from Proton Drive.

A new dumpster enclosure will be constructed southwest of the gymnasium to serve the school. The enclosure will be 8-feet tall and constructed of masonry to be consistent with the gymnasium.

<u>Landscaping and Open Space</u>: PD, Ordinance No. 625, requires a minimum of 10% open space on site. Westwood School has met or exceeded Town requirements for the provision of landscape area, landscape buffer, tree plantings, and parking lot interior landscaping. The subject area currently has 17.1% open space. The proposed landscape plan would provide a 1.9% increase, for a total landscape coverage of 19%.

The new gymnasium is proposed to be located within an existing paved parking area, resulting in minimum disturbance to existing open space. There are existing parking lot islands, which resulted in the loss of several trees. Most of the existing landscaping and mature trees surrounding the office building and at the perimeter of the site were able to be preserved.

With the proposed changes, the applicant was able to preserve six additional trees. The new proposal includes the removal of 178.5 caliper inches. The applicant proposed to install nineteen 4-caliper inch trees on site for 76 inches of onsite mitigation. The remaining 102.5 caliper inches are proposed to be mitigated by payment into the tree mitigation fund at a rate of \$192 per caliper inch, for a total amount of \$19,680.

The proposed landscape plan has been reviewed by Town staff to ensure that standards are met. Given the existing conditions and limitations on site, Staff believes the landscape plan achieves an appropriate balance between parking and landscape.

Security fencing is proposed around the outdoor playground areas. The school does not intend to have security on site; however, the property management group has contracted security for the entire Midway Atriums site.

<u>Temporary Storm Shelters</u>: In order for the school to operate and receive a Certificate of Occupancy, the school must demonstrate compliance with all applicable building codes. It is a requirement for schools to provide storm shelters for students and faculty. The proposed gymnasium structure will eventually serve as the required permanent storm shelter; however, construction is not anticipated to be completed for several months.

To allow the school to begin operating at their new location and maintain compliance with building codes, the applicant is requesting approval to place three temporary portable storm shelters on the subject property. The structures are proposed to be located within an existing parking area along the east property boundary. During this time, 21 parking spaces will be occupied and unavailable for use. The temporary storm shelters are 10 feet wide, 40 feet long and 8 feet tall. The total capacity of the three shelters is 399 individuals, which will accommodate for the student population and faculty.

The applicant anticipates construction to be completed in 9 months. The temporary structure would need to remain until the permanent storm shelter is completed while the school is operating.

#### RECOMMENDATION: APPROVAL WITH CONDITIONS

The proposed development plan modifications are minor in nature and are unlikely to create negative impacts. The changes will allow additional preservation of mature trees. The change will also allow slight increase in outdoor recreation area for the school.

The placement of three temporary storm shelter structures is unlikely to create negative site impacts concerning parking or site access and will allow the school to begin operating at their new location much earlier. The remaining parking will account for the student population and faculty. The increased demand will likely occur during extra-curricular events, which will not occur on site until the gymnasium is completed.

Staff recommends approval of the request, with the following condition:

- A photometric plan shall be submitted with the Building Permit for staff review for the new gymnasium structure. Exterior lighting shall be directed and shielded in such a manner to not emit light beyond the west property line, onto residential property.
- Perimeter playground security fencing shall be constructed of iron and be 6-8 feet in height.
- Approval of the three temporary storm shelter structures shall expire 18 months from the date of approval.



#### NARRATIVE LETTER

To: Town of Addison

Development Services 16801 Westgrove Drive Addison, TX 75001

From: Annamarie Taylor, P.E. (TX)

Kimley-Horn and Associates, Inc.

Date: September 23, 2024

Subject: Special Use Permit – Westwood Montessori

14295 Midway Road, Addison, TX 75001

#### Dear sir or madam:

The subject property is located at 14295 Midway Road in Addison, TX. The site is known as Tract 1, Lot 1, Block A, Huie Addition and is 8.66 acres. The portion of the site that contains the proposed improvements is the northwest portion that is adjacent to Proton Drive.

The site is currently used as an office. The proposed use of the site is a school, with 95,304 SF of existing building area and 10,878 SF of additional building area for the school gym. Approximately 15,000 SF is being proposed for an outdoor playground area adjacent to the two buildings. The intent is to combine The Westwood School's Lower and Upper school campuses into one location.

The Westwood School is a private, nonsectarian, co-educational, Montessori Method-International Baccalaureate (IB) institution, offering a Montessori education throughout the elementary years and International Baccalaureate program in secondary school. The mission of the school is to develop character, foster community, and promote academic excellence in a welcoming, supportive environment. It is accredited by Cognia and International Montessori Council and is a member of Texas Association of Private and Parochial Schools (TAPPS). In addition to Montessori and IB curriculums, Westwood School activities include city and camping trips, student theatrical performances, gardening, field trips, peer to peer mentoring, athletics, Homecoming, Prom, and similar social events. Westwood is beginning to see the return of Westwood graduates seeking teaching jobs at Westwood as well as alumni whose own children now attend the school. All these people are purchasing homes, renting apartments, dining out, and shopping specifically in the Town of Addison as a direct result of attending The Westwood School. Please reference the attached School Profile, Business Plan, and Strategic Plan for additional information.

The school has a current attendance of 289 students with a projected growth number of 385 students by 2033. There are 55 faculty and staff members. School is in session Monday to Friday from late August to the end of May. Lower elementary classes run from 8:30 AM to 3:15 PM while upper elementary, middle, and high school runs from 8:15 AM to 3:30 PM. For drop off and pick up operations, primary and toddler parents park and come into the building with their children. Lower elementary students are dropped off in the morning from the car and parents park in the afternoon. Upper elementary utilizes a carline from 7:45 – 8:15 AM and from 3:30 to 4:00 PM. Middle school and high school do not utilize a carline and are quickly dropped off at the door. Enrollment per

grade and the ages of students is attached as a table at the end of this letter.

In the existing building, the first floor will be for Toddler and Primary classrooms, the second floor for Elementary classrooms, the third floor for Middle School classrooms, and the fourth floor for High School classrooms. All classrooms will be "right sized;" increasing all rooms to appropriate sizes for the students and use. In addition, the school will have additional rooms for childcare, a school store, Elementary Mandarin and Spanish rooms, parent education seminar room, tutoring spaces and additional indoor movement spaces. There are no proposed labs or shops that would affect fire code requirements. There is no kitchen or cafeteria as all students bring their own lunch. 15 students drive to school in 2023. This number is projected to grow to 23 by 2030. With 55 faculty and 15 student drivers, the 146 parking spots on site will provide ample storage. Two outdoor recreation spaces and playgrounds are proposed. The site will be fenced and gated to provide security. The gates will meet Addison Fire Code with a Knox Rapid Entry System and back up manual release.

The existing site currently has drainage and utility infrastructure to serve the site and the building. The proposed site and building have no expected changes to the current drainage patterns or overall flow on site. Existing utility infrastructure that is currently serving the existing building is planned to be utilized in the proposed building as well. An 8" water loop will be added for additional hydrants.

Temporary storm shelters are also being proposed to allow for the school to move into the existing building while the gym (which will ultimately serve as the storm shelter) is being constructed. There will be three temporary storm shelters, sized 10' wide x 40' long x 8' high, to accommodate the required capacity. The capacity of these three shelters totals to 399. Their proposed locations are shown on the Site Plan and the spec sheet for the proposed shelters is attached. The spec sheet shows what the temporary shelters look like as well as lists the certifications and third-party testing. These shelters are located greater than 52.5' away from any existing building to be out of the fall zone. The temporary storm shelters will be removed once the gym is complete and available for occupancy. They will be on site for an estimated nine months.

Further information regarding parking, site security, drop-off/pick-up, and fire lanes are outlined in the Site Plan. Landscaping Plans, Elevations, Floor Plans, and Traffic Impact Analysis and Traffic Management Plan are also provided. The proposed site driveways provide an appropriate level of access to the development. The proposed site discourages trips to the west by installing a "No-Left Turn" sign and a curbed (mountable) median at the west driveway. Other than the proposed driveway modifications to the West Drive, no improvements are needed for the site and the projected drop-off and pick-up queues are contained onsite. Additionally, a proposed 771' emergency clearout queue has been identified on the TMP for vehicles to queue in if the fire lane near the school needs to be accessed by emergency vehicles. Educational materials regarding the Emergency Queue Clearout will be provided to the parents/guardians and staff members will be stationed to operate the queue for this plan to be successful.

Please feel free to reach out with any questions.

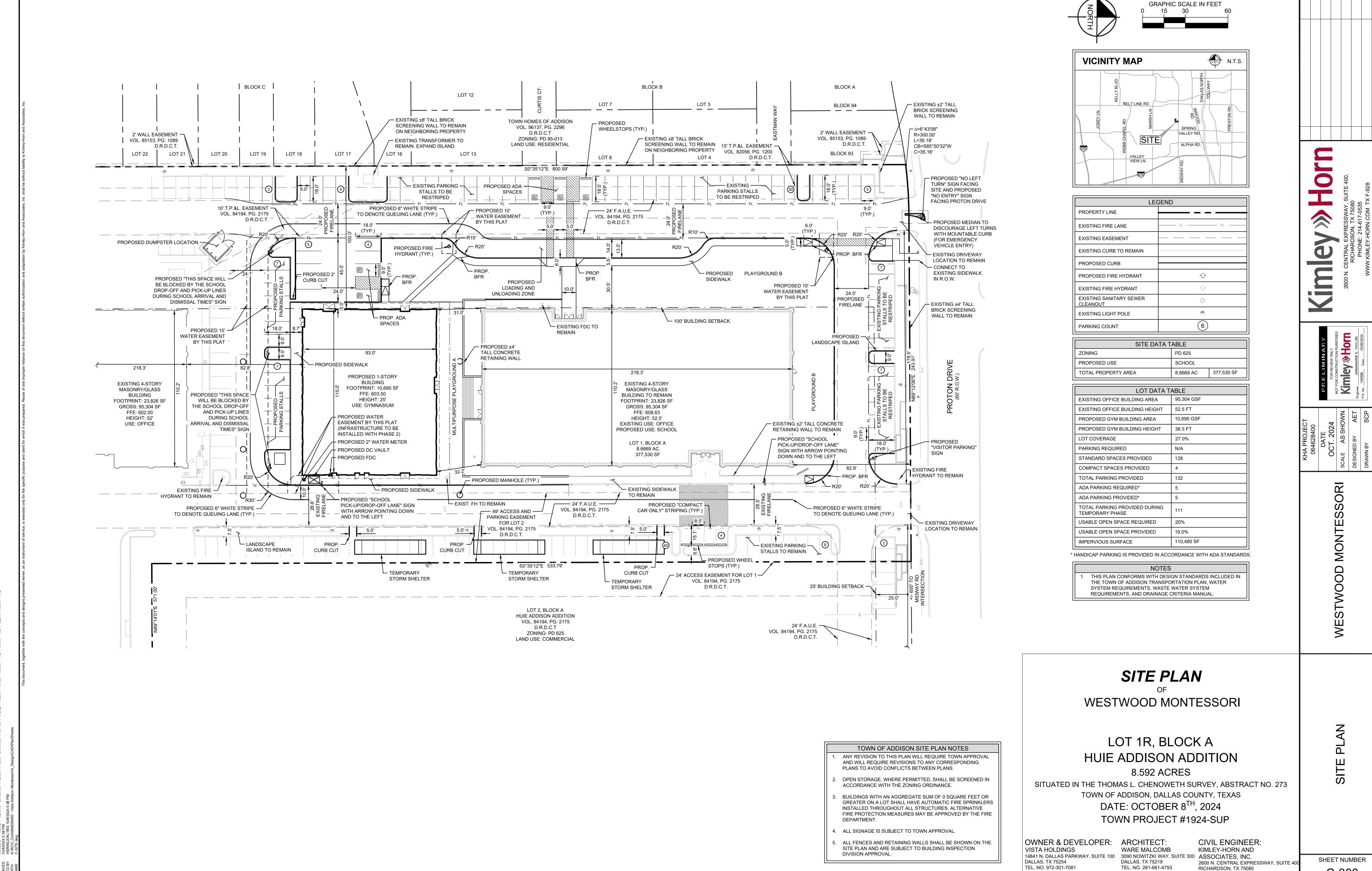
Sincerely,

Annamarie Taylor, P.E. (TX)

Project Manager

Sprom Tyl

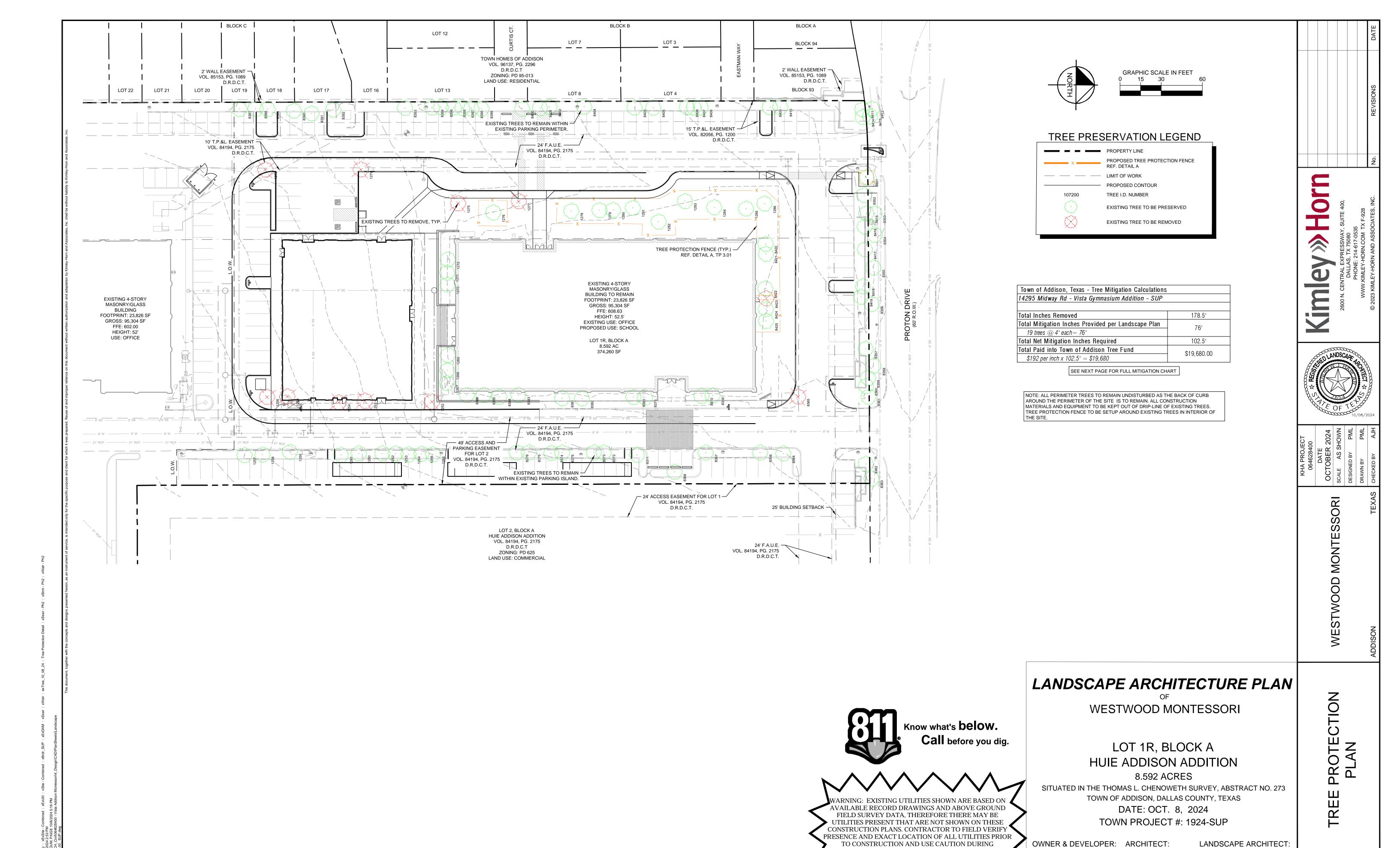
Year	Early Toddler	Toddler	Pri 1	Pri 2	Kinder	1	2	3	4	5	6	7	8	9	10	11	12
Ages	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
2022	0	25	24	23	23	19	17	23	18	16	18	21	9	17	16	15	16
2023	2	16	30	24	24	22	20	13	18	17	11	17	19	4	17	18	16
2024	8	22	15	30	24	24	22	20	13	18	17	11	17	19	4	17	18
2025	8	24	22	15	30	24	24	22	20	13	18	17	11	17	19	4	17
2026	8	24	24	22	15	30	24	24	22	20	13	18	17	11	17	19	4
2027	8	24	24	24	22	15	30	24	24	22	20	13	18	17	11	17	19
2028	8	24	24	24	24	22	15	30	24	24	22	20	13	18	17	11	17
2029	8	24	24	24	24	24	22	15	30	24	24	22	20	13	18	17	11
2030	8	24	24	24	24	24	24	22	15	30	24	24	22	20	13	18	17
2031	8	24	24	24	24	24	24	24	22	15	30	24	24	22	20	13	18
2032	8	24	24	24	24	24	24	24	24	22	15	30	24	24	22	20	13
2033	8	25	25	25	25	24	24	24	24	24	22	15	30	24	24	22	20



C-300

CONTACT: ANNAMARIE TAYLOR, P.E.

CONTACT: SARAH CATHERINE ALFORD CONTACT: JACLYN THOMFORDE TEL. NO. 469-917-1190



CONSTRUCTION. NOTIFY ENGINEER AND OWNER OF AN

VISTA HOLDINGS

TEL. NO. 972-301-7081

14841 N. DALLAS PARKWAY, SUITE

WARE MALCOMB

TEL. NO. 281-661-4793

DALLAS, TX 75219

CONTACT: SARAH CATHERINE ALFORD CONTACT: JACLYN THOMFORDE TEL. NO. 972-460-6858

3090 NOWITZKI WAY, SUITE

KIMLEY-HORN AND

2500 PACIFIC AVENUE, SUITE 1100

CONTACT: ANDY HARCAR, P.L.A.

SHEET NUMBER

TP 1.00

300 ASSOCIATES, INC.

DALLAS, TX 75226

TAG#	DBH	COMMON NAME	SCIENTIFIC NAME	CONDITION	MULTIPLE- STEMMED	STATU
1252	24.4	Live Oak	Quercus virginiana	Healthy	Single	Remove
1253	14.8	Live Oak	Quercus virginiana	Healthy	Single	Remove
1254	22.7	Live Oak	Quercus virginiana	Healthy	Single	Remove
1255	17.5	Shumard Oak	Quercus shumardii	Healthy	Single	Remove
1256	11.8	Live Oak	Quercus virginiana	Healthy	Single	Remove
1257	11.3	Yaupon	llex vomitoria	Healthy	Multi	Keep
1258	35.3	Live Oak	Quercus virginiana	Healthy	Forked	Keep
1259	12.2	Yaupon	llex vomitoria	Healthy	Multi	Keep
1260	19.8	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1261	21.0	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1262	11.2	Live Oak	Quercus virginiana	Healthy	Single	Keep
1263	8.1	Live Oak	Quercus virginiana	Healthy	Single	Keep
1264	15.5	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1265	10.3	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1266	13.3	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1267	12.4	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1268	6.5	Crape Myrtle	Lagerstroemia indica	Healthy	Single	Keep
1269	11.6	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1270	13.6	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1271	18.1	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1272	18.2	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1273	15.7	Live Oak	Quercus virginiana	Healthy	Single	Remove
1274	13.6	Live Oak	Quercus virginiana	Healthy	Single	Remove
1275	17.0	Cedar Elm	Ulmus crassifolia	Healthy	Single	Remove
1276	14.3	Cedar Elm	Ulmus crassifolia	Healthy	Single	Keep
1277	20.2	Cedar Elm	Ulmus crassifolia	Healthy	Single	Remove
1278	9.9	Crape Myrtle	Lagerstroemia indica	Healthy	Forked	Кеер
1279	13.2	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1280	10.7	Crape Myrtle	Lagerstroemia indica	Healthy	Multi	Keep
1281	18.1	Live Oak	Quercus virginiana	Healthy	Single	Кеер
1282	21.9	Live Oak	Quercus virginiana	Healthy	Single	Кеер
1283	14.2	Live Oak	Quercus virginiana	Healthy	Single	Кеер
1284	21.1	Cedar Elm	Ulmus crassifolia	Healthy	Single	Кеер
1285	24.6	Cedar Elm	Ulmus crassifolia	Healthy	Single	Кеер
1286	14.0	Cedar Elm	Ulmus crassifolia	Healthy	Single	Кеер
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	14.2	live oak	Quercus virginiana	Healthy	Single	Keep
8353	5.5	crape myrtle	Lagerstroemia indica	Healthy	Multi	Keep
8354	16.5	shumard oak	Quercus shumardii	Healthy	Single	Keep
8355	6.8	crape myrtle	Lagerstroemia indica	Healthy	Multi	Keep
8356	14.1	cedar elm	Ulmus crassifolia	Healthy	Single	Keep
8357	14.0	cedar elm	Ulmus crassifolia	Healthy	Single	Keep
8358	11.1	cedar elm	Ulmus crassifolia	Healthy	Single	Keep
8359	13.2	crape myrtle	Lagerstroemia indica	Healthy	Multi	Keep
8360	10.1	crape myrtle	Lagerstroemia indica	Healthy	Multi	Keep
8361	23.7	live oak	Quercus virginiana	Healthy	Single	Keep
8362	15.2	cedar elm	Ulmus crassifolia	Healthy	Single	Keep
8363	9.0	yaupon	llex vomitoria	Healthy	Multi	Keep
8364	15.9	live oak	Quercus virginiana	Healthy	Single	Keep
8365	16.1	live oak	Quercus virginiana	Healthy	Single	Remove
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	1					
8400	23.0	live oak	Quercus virginiana	Healthy	Single	Keep
8401	25.4	live oak	Quercus virginiana	Healthy	Single	Keep
8402	11.6	live oak	Quercus virginiana	Healthy	Single	Keep
8403	15.6	crape myrtle	Lagerstroemia indica	Healthy	Multi	Keep
8404	10.0	crape myrtle	Lagerstroemia indica	Healthy	Multi	Keep
8405	15.2	cedar elm	Ulmus crassifolia	Declining	Single	Keep
8406	13.1	yaupon	llex vomitoria	Healthy	Multi	Keep
8407	9.1	yaupon	llex vomitoria	Healthy	Multi	Keep
8408	17.5	yaupon	llex vomitoria	Healthy	Multi	Keep
8409	19.8	cedar elm	Ulmus crassifolia	Healthy	Single	Keep
8410	20.6	live oak	Quercus virginiana	Healthy	Single	Keep
8411	15.5	cedar elm	Ulmus crassifolia	Healthy	Single	Keep
8412	20.0	live oak	Quercus virginiana	Healthy	Single	Keep
8413	7.9	yaupon	llex vomitoria	Healthy	Single	Keep
8414	7.4	yaupon	llex vomitoria	Healthy	Multi	Keep
8415	10.9	crape myrtle	Lagerstroemia indica	Healthy	Multi	Keep
8416	16.1	crape myrtle	Lagerstroemia indica	Healthy	Multi	Keep
8417	16.8	live oak	Quercus virginiana	Healthy	Single	Keep
8418	7.1	yaupon	llex vomitoria	Healthy	Forked	Keep
8419	5.4	yaupon	llex vomitoria	Healthy	Single	Keep
8420	11.1	crape myrtle	Lagerstroemia indica	Healthy	Single	Keep
8421	13.9	crape myrtle	Lagerstroemia indica	Healthy	Multi	Keep
8422	22.1	live oak	Quercus virginiana	Healthy	Single	Keep
8423	4.7	crape myrtle	Lagerstroemia indica	Healthy	Single	Remove
8424	7.8	crape myrtle	Lagerstroemia indica	Healthy	Forked	Keep
8425	9.1	crape myrtle	Lagerstroemia indica	Healthy	Forked	Keep

NOTE: ONLY EXISTING TREES WITHIN THE DEVELOPMENT IMPACT AREA ARE INCLUDED IN THE TREE SURVEY AND CHART.

Town of Addison, Texas - Tree Mitigation Calculations	
14295 Midway Rd - Vista Gymnasium Addition - SUP	
Total Inches Removed	178.5"
Total Mitigation Inches Provided per Landscape Plan	76"
19 trees @ 4" each= 76"	70
Total Net Mitigation Inches Required	102.5"
Total Paid into Town of Addison Tree Fund	¢10 600 00
\$192 per inch x 102.5" = \$19,680	\$19,680.00

# TREE PROTECTION NOTES: TREE MANAGEMENT NOTES: TREES THAT ARE TO BE REMOVED SHALL BE FLAGGED PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITY. THE CRITICAL ROOT ZONE OF ALL PRESERVED TREES SHALL BE PROTECTED BY A 4' TALL FENCE PER TOWN OF ADDISON STANDARDS DURING SITE PREPARATION AND REFER TO THE TREE PRESERVATION PLAN FOR TREE LOCATIONS TO BE PRESERVED. EXISTING TREE SHOWN TO REMAIN ARE TO BE PROTECTED DURING EXISTING TREE SHOWN TO REMAIN ARE TO BE PROTECTED DURING CONSTRUCTION. ORANGE SAFETY FENCE (MIN. 4'-0" HEIGHT) SHALL BE INSTALLED AT THE DRIP LINE OF ALL TREES OR TREE GROUPS TO REMAIN. TREE PROTECTION ZONE SIGNAGE SHALL BE POSTED ON EACH TREE OR GROUP OF TREES TO REMAIN. DISPOSAL OF ANY WASTE MATERIAL SUCH AS, BUT NOT LIMITED TO PAINT, ASPHALT, OIL SOLVENTS, CONCRETE, MORTAR, ETC. WITHIN THE CANOPY AREA OF THE EXISTING TREES SHALL NOT BE ALLOWED. NO ATTACHMENTS OR WIRES OF ANY KIND, OTHER THAN THOSE OF A PROTECTIVE NATURE, SHALL BE ATTACHED TO ANY TREE. NO FILL OR EXCAVATION OF ANY NATURE SHALL OCCUR WITHIN THE DRIP LINE OF A TREE TO BE PRESERVED, UNLESS THERE IS A SPECIFIED WELL OR RETAINING WALL SHOWN ON THE APPROVED GRADING PLAN. NO MATERIALS SHALL BE STORED WITHIN THE DRIP LINE AREA OF A TREE TO BE PRESERVED. THE AREA WITHIN THE PROTECTIVE FENCING MUST NOT BE USED FOR PARKING VEHICLES OR EQUIPMENT, FOR MATERIALS STORAGE, OR CHEMICAL WASH-OUT AREAS. FENCE TO BE MAINTAINED AND REPAIRED AS NEEDED DURING CONSTRUCTION. REMOVE ALL TREE PROTECTION FENCING UPON COMPLETION OF PROJECT. CONSTRUCTION, WITH TREE PROTECTION ZONE SIGNAGE REFER TO LANDSCAPE PLAN FOR REPLACEMENT TREE LOCATIONS. - 4FT HIGH PLASTIC ORANGE/YELLOW SAFETY OR APPROVED EQUAL

TOWN OF ADDISON TREE PROTECTION DETAIL



SHEET NUMBER TP 1.01

LANDSCAPE ARCHITECTURE PLAN WESTWOOD MONTESSORI Call before you dig.

Know what's **below.** 

AVAILABLE RECORD DRAWINGS AND ABOVE GROUND

FIELD SURVEY DATA, THEREFORE THERE MAY BE

UTILITIES PRESENT THAT ARE NOT SHOWN ON THESE CONSTRUCTION PLANS. CONTRACTOR TO FIELD VERIFY PRESENCE AND EXACT LOCATION OF ALL UTILITIES PRIOR

# LOT 1R, BLOCK A **HUIE ADDISON ADDITION**

8.592 ACRES

SITUATED IN THE THOMAS L. CHENOWETH SURVEY, ABSTRACT NO. 273 TOWN OF ADDISON, DALLAS COUNTY, TEXAS

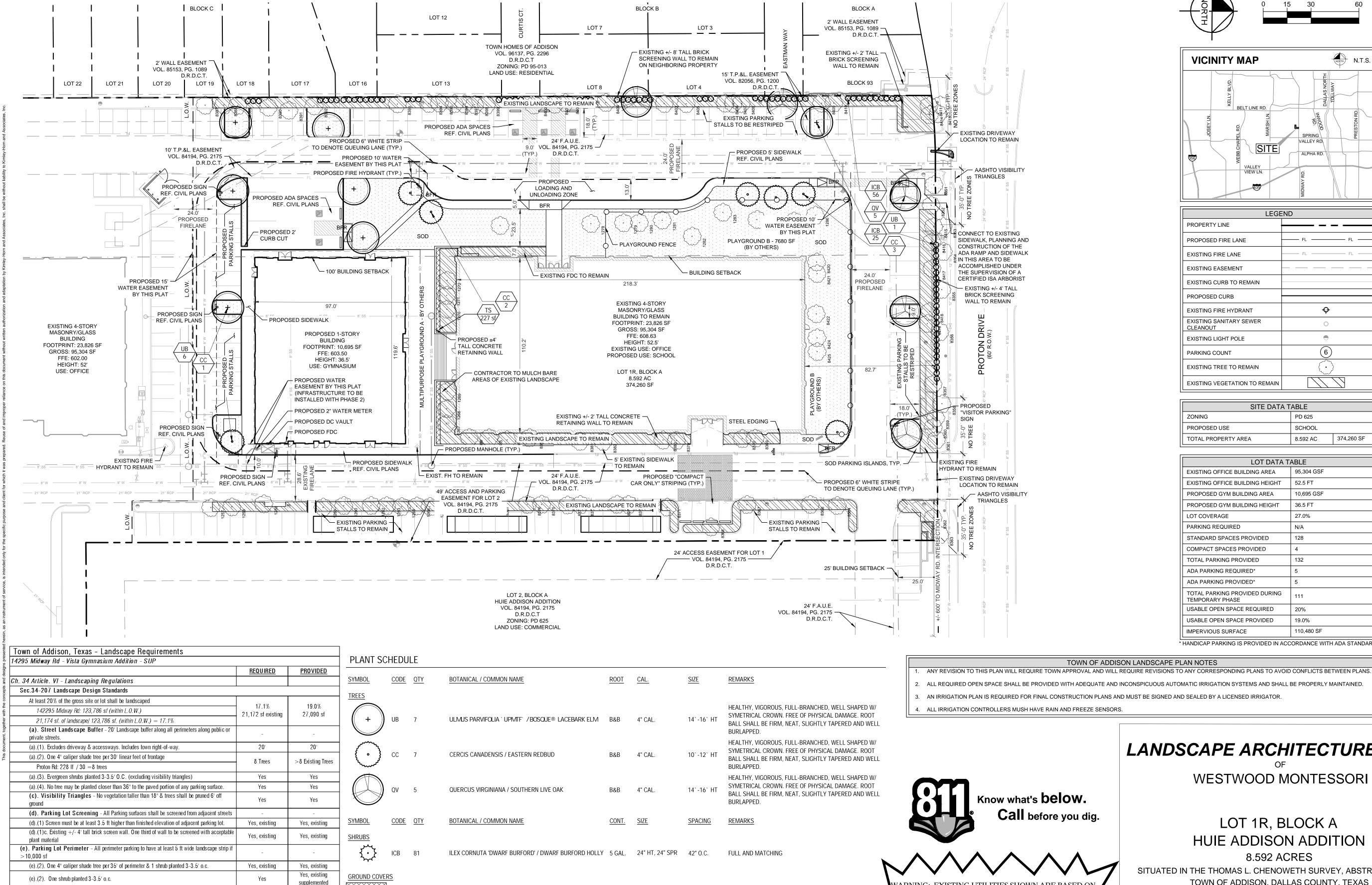
DATE: OCT. 8, 2024 **TOWN PROJECT #: 1924-SUP** 

OWNER & DEVELOPER: ARCHITECT: VISTA HOLDINGS TEL. NO. 972-301-7081

WARE MALCOMB DALLAS, TX 75219 TEL. NO. 281-661-4793

LANDSCAPE ARCHITECT: KIMLEY-HORN AND 2500 PACIFIC AVENUE, SUITE 1100 DALLAS, TX 75226

TO CONSTRUCTION AND USE CAUTION DURING CONSTRUCTION. NOTIFY ENGINEER AND OWNER OF ANY 14841 N. DALLAS PARKWAY, SUITE 100 3090 NOWITZKI WAY, SUITE 300 ASSOCIATES, INC. CONTACT: SARAH CATHERINE ALFORD CONTACT: JACLYN THOMFORDE TEL. NO. 972-460-6858



TRACHELOSPERMUM ASIATICUM / ASIAN JASMINE

SOD 16,488 SF CYNODON DACTYLON / BERMUDAGRASS

STEEL EDGING

(f). Parking Lot Interior - Required % of interior lot landscaped

(f).(5). All parking islands to be 9' wide

(f).(6). One shade tree per 10 parking spaces

(f).(2). 76,169 sf interior = 8% Required interior landscaping

(f).(3). Building foundation planting can be credited to meet the interior planting requirement

 $(\sim 6,100 \text{ sf})$ 

foundation planting

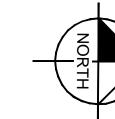
Yes, existing

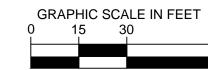
 $(\sim 17,416 \text{ sf})$ 

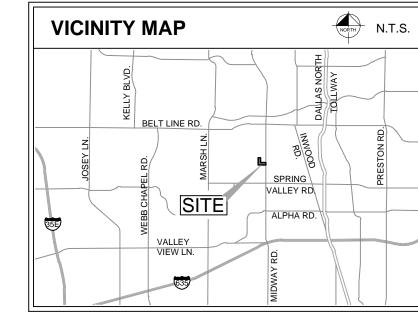
Yes, existing

foundation planting

Yes, existing







LEGEND						
PROPERTY LINE	_	_				
PROPOSED FIRE LANE	—— FL ———	FL				
EXISTING FIRE LANE	—— FL ——	—— FL ———				
EXISTING EASEMENT						
EXISTING CURB TO REMAIN						
PROPOSED CURB						
EXISTING FIRE HYDRANT	Ф					
EXISTING SANITARY SEWER CLEANOUT	0					
EXISTING LIGHT POLE	•					
PARKING COUNT	6	)				
EXISTING TREE TO REMAIN	<u></u>	}				
EXISTING VEGETATION TO REMAIN						

SITE DATA TABLE						
ZONING	PD 625					
PROPOSED USE	SCHOOL					
TOTAL PROPERTY AREA	8.592 AC	374,260 SF				

LOT DATA T	ABLE
EXISTING OFFICE BUILDING AREA	95,304 GSF
EXISTING OFFICE BUILDING HEIGHT	52.5 FT
PROPOSED GYM BUILDING AREA	10,695 GSF
PROPOSED GYM BUILDING HEIGHT	36.5 FT
LOT COVERAGE	27.0%
PARKING REQUIRED	N/A
STANDARD SPACES PROVIDED	128
COMPACT SPACES PROVIDED	4
TOTAL PARKING PROVIDED	132
ADA PARKING REQUIRED*	5
ADA PARKING PROVIDED*	5
TOTAL PARKING PROVIDED DURING TEMPORARY PHASE	111
USABLE OPEN SPACE REQUIRED	20%
USABLE OPEN SPACE PROVIDED	19.0%
IMPERVIOUS SURFACE	110,480 SF

\* HANDICAP PARKING IS PROVIDED IN ACCORDANCE WITH ADA STANDARDS.

AVAILABLE RECORD DRAWINGS AND ABOVE GROUND FIELD SURVEY DATA, THEREFORE THERE MAY BE UTILITIES PRESENT THAT ARE NOT SHOWN ON THESE CONSTRUCTION PLANS. CONTRACTOR TO FIELD VERIFY PRESENCE AND EXACT LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION AND USE CAUTION DURING CONSTRUCTION. NOTIFY ENGINEER AND OWNER OF ANY DISCREPANCIES.

SOD TO HAVE TIGHT, SAND FILLED JOINTS AND BE FREE

WEEDS

# LANDSCAPE ARCHITECTURE PLAN

LOT 1R, BLOCK A

SITUATED IN THE THOMAS L. CHENOWETH SURVEY, ABSTRACT NO. 273 TOWN OF ADDISON, DALLAS COUNTY, TEXAS

DATE: OCT. 8, 2024 **TOWN PROJECT #: 1924-SUP** 

OWNER & DEVELOPER: ARCHITECT: VISTA HOLDINGS WARE MALCOMB 14841 N. DALLAS PARKWAY, SUITE 3090 NOWITZKI WAY, SUITE DALLAS, TX 75219

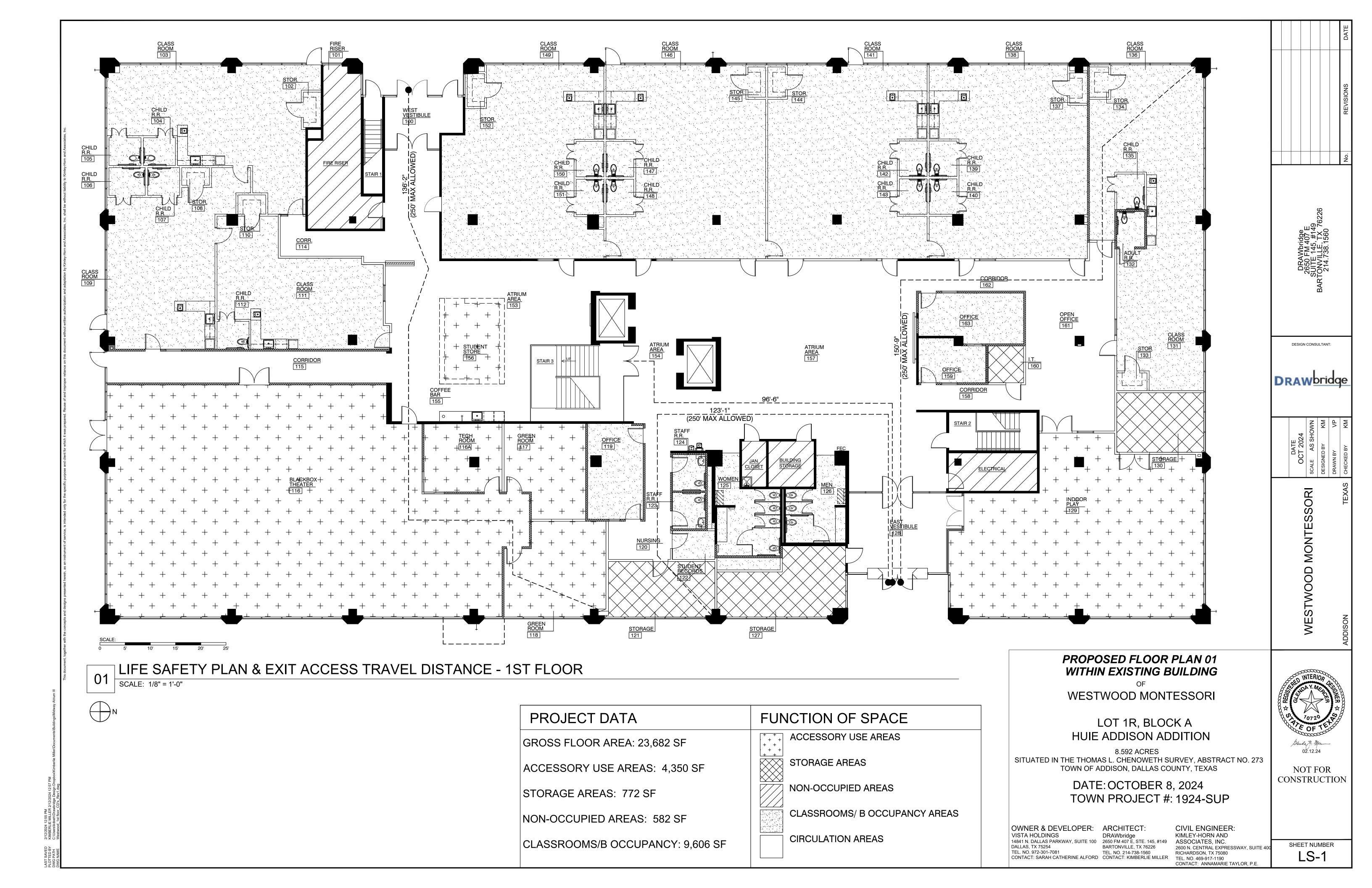
TEL. NO. 972-301-7081

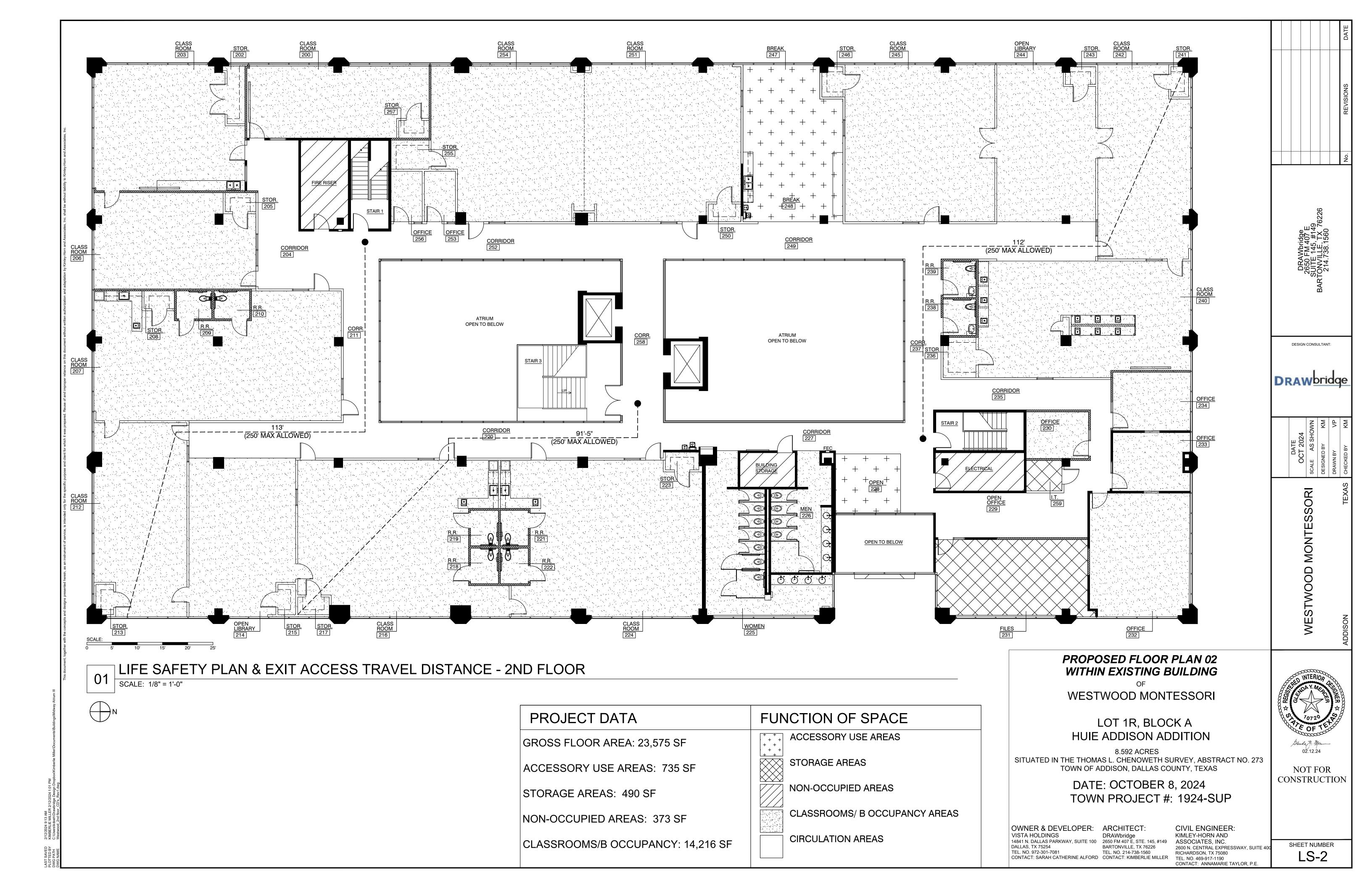
LANDSCAPE ARCHITECT: KIMLEY-HORN AND 300 ASSOCIATES, INC. 2500 PACIFIC AVENUE, SUITE 1100 TEL. NO. 281-661-4793 DALLAS, TX 75226 CONTACT: SARAH CATHERINE ALFORD CONTACT: JACLYN THOMFORDE TEL. NO. 972-460-6858 CONTACT: ANDY HARCAR, P.L.A.

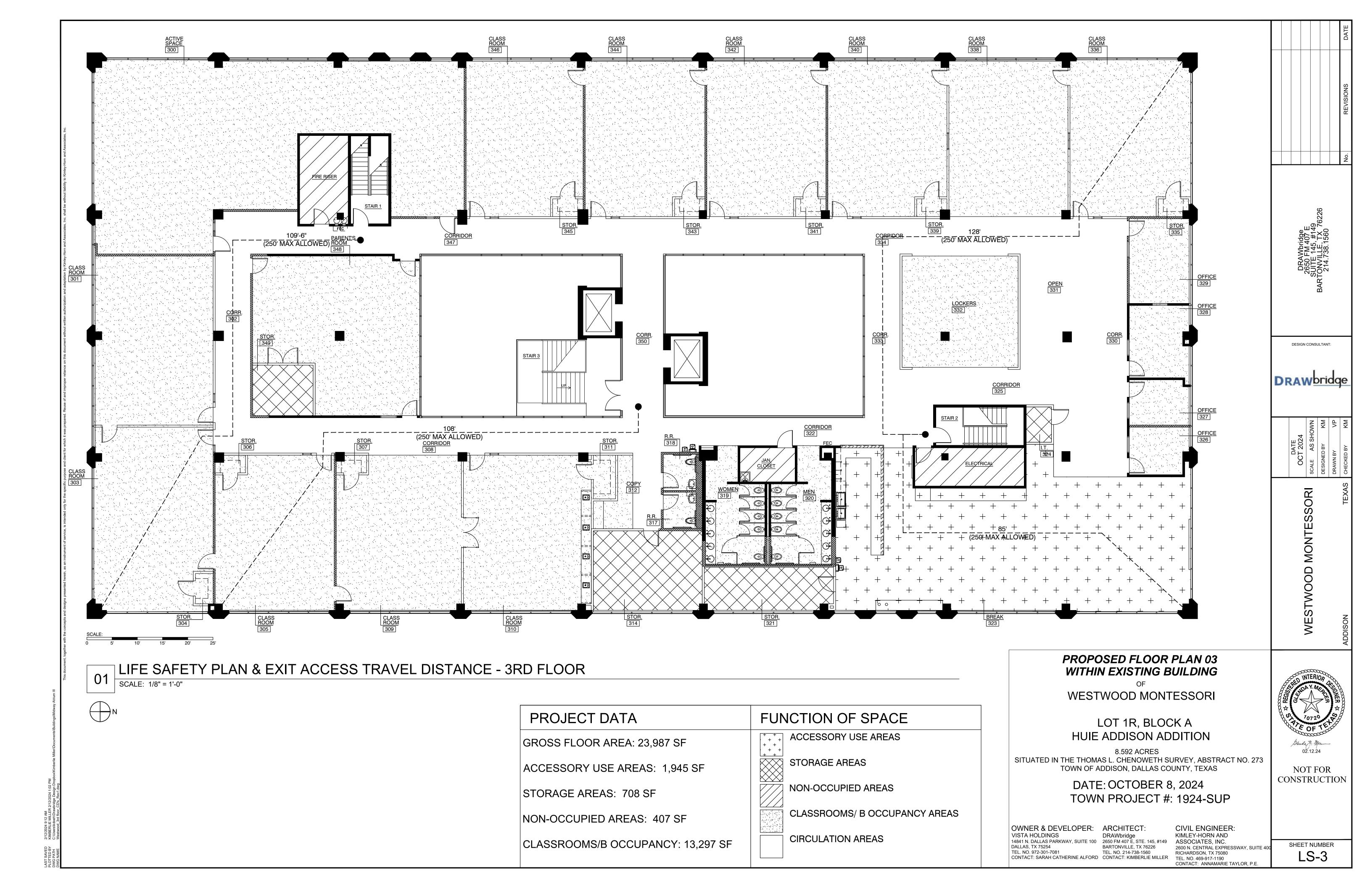
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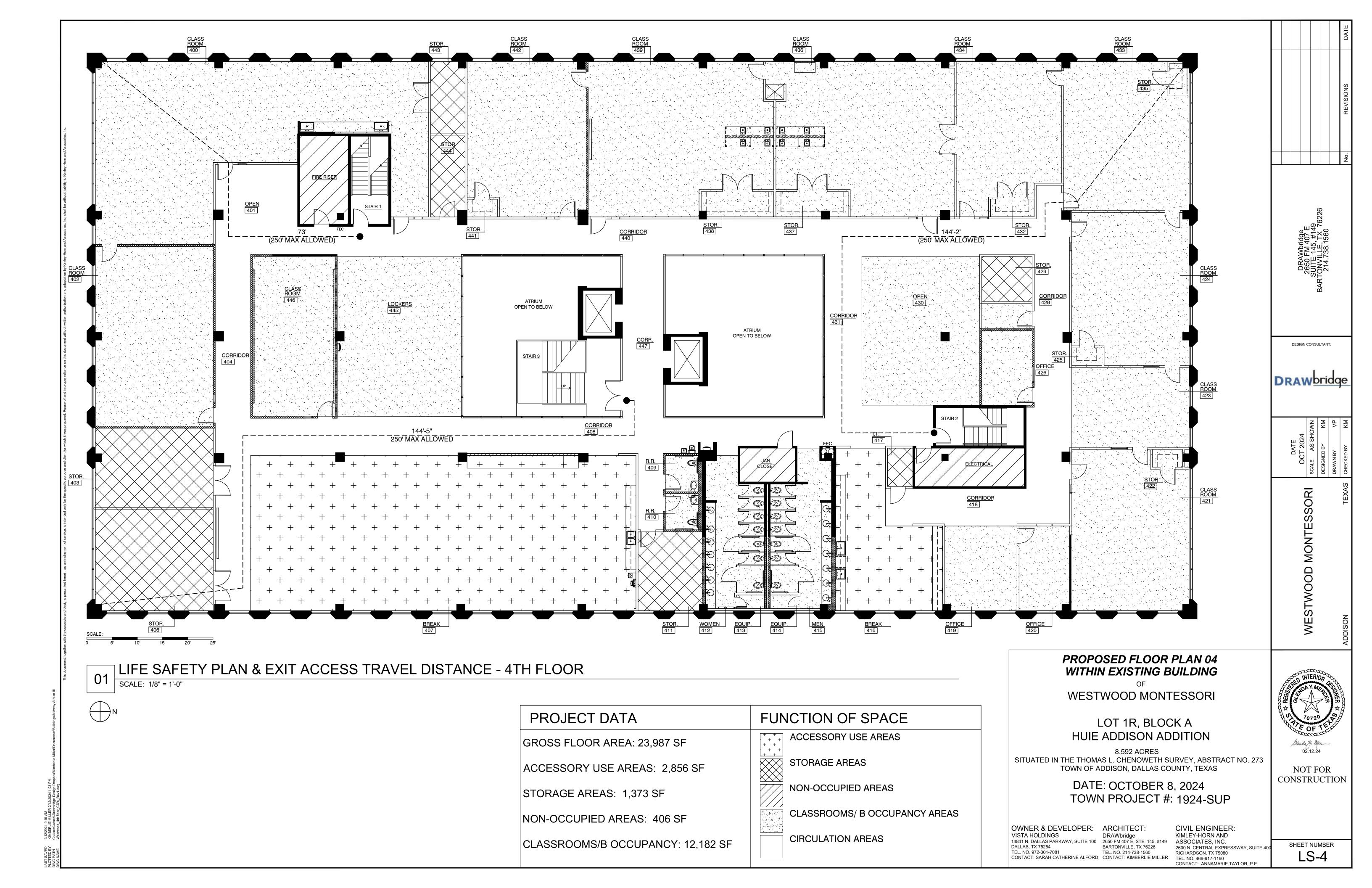
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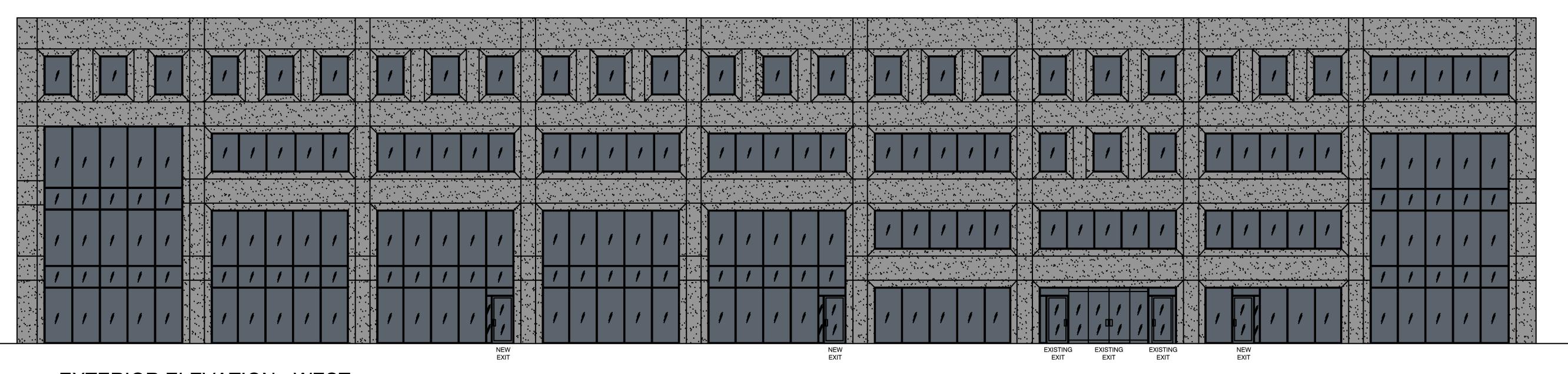
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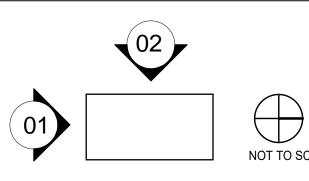


**EXTERIOR ELEVATION - WEST** O2 | SCALE: 1/8" = 1'-0"



**EXTERIOR ELEVATION - SOUTH** O1 | SCALE: 1/8" = 1'-0"

KEY PLAN



# PROPOSED EXTERIOR ELEVATION OF EXISTING BUILDING

WESTWOOD MONTESSORI

LOT 1R, BLOCK A **HUIE ADDISON ADDITION** 

8.592 ACRES

SITUATED IN THE THOMAS L. CHENOWETH SURVEY, ABSTRACT NO. 273 TOWN OF ADDISON, DALLAS COUNTY, TEXAS

> DATE: OCTOBER 8, 2024 TOWN PROJECT #: 1924-SUP

OWNER & DEVELOPER: ARCHITECT: VISTA HOLDINGS DALLAS, TX 75254

DRAWbridge 14841 N. DALLAS PARKWAY, SUITE 100 2650 FM 407 E, STE. 145, #149 ASSOCIATES, INC.

DALLAS, TX 75254 BARTONVILLE, TX 76226 2600 N. CENTRAL EXPRESSWAY, SUITE 400 BARTONVILLE, TX 76226 TEL. NO. 214-738-1560 TEL. NO. 972-301-7081 CONTACT: SARAH CATHERINE ALFORD CONTACT: KIMBERLIE MILLER

CIVIL ENGINEER: KIMLEY-HORN AND RICHARDSON, TX 75080 TEL. NO. 469-917-1190 CONTACT: ANNAMARIE TAYLOR, P.E.

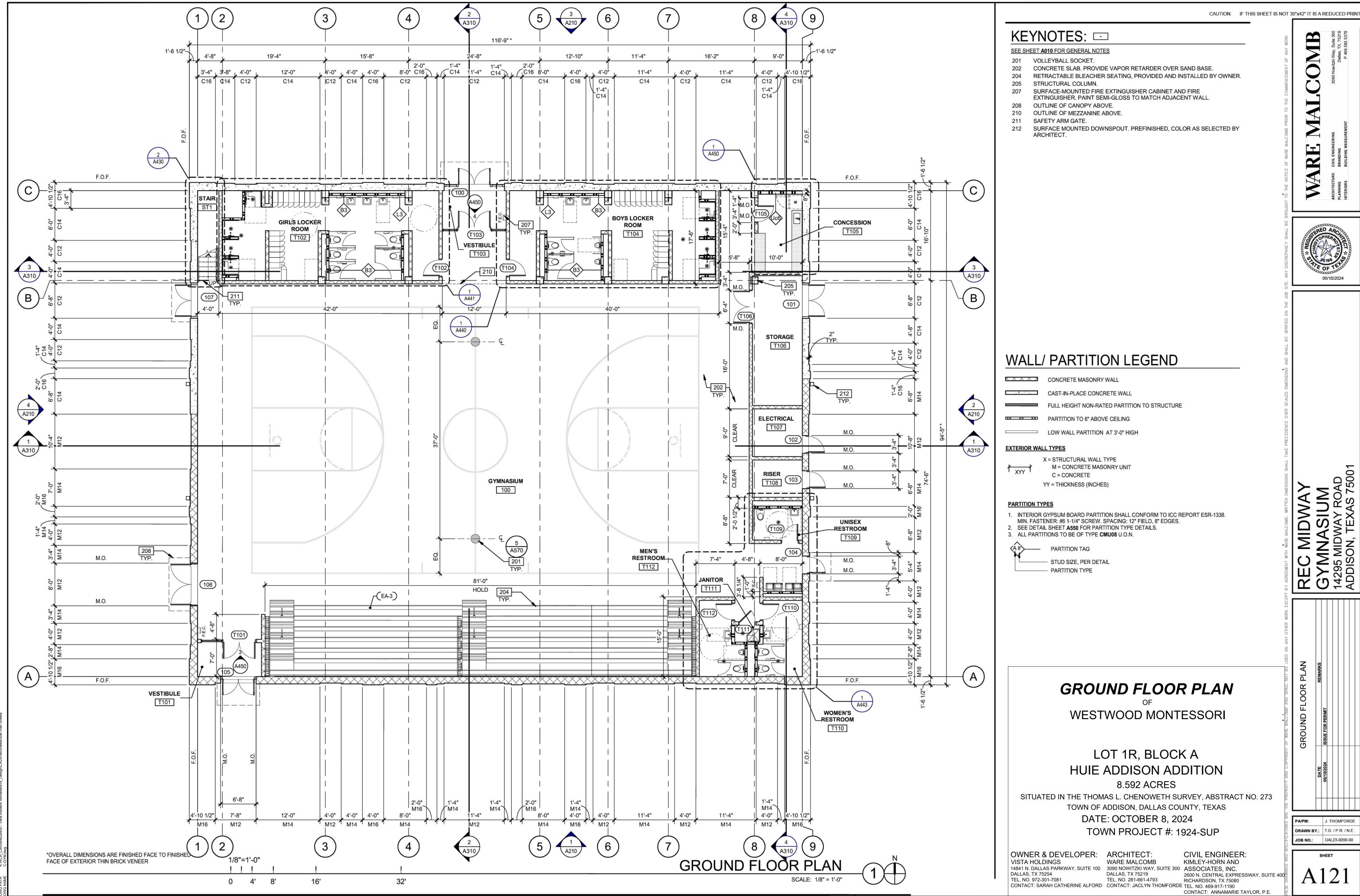
NOT FOR CONSTRUCTION

02.12.24

DESIGN CONSULTANT:

**DRAW**bridge

SHEET NUMBER EL-1





PA/PM: J. THOMFORDE DRAWN BY.: T.D. / P.R. / N.E. JOB NO.: DAL23-0090-00

SHEET



# FACADE PLAN

WESTWOOD MONTESSORI

# LOT 1R, BLOCK A **HUIE ADDISON ADDITION**

8.592 ACRES

SITUATED IN THE THOMAS L. CHENOWETH SURVEY, ABSTRACT NO. 273 TOWN OF ADDISON, DALLAS COUNTY, TEXAS

DATE: OCTOBER 8, 2024 TOWN PROJECT #: 1924-SUP

OWNER & DEVELOPER: ARCHITECT: VISTA HOLDINGS

WARE MALCOMB

CIVIL ENGINEER: KIMLEY-HORN AND 14841 N. DALLAS PARKWAY, SUITE 100
DALLAS, TX 75254
TEL. NO. 972-301-7081

CONTACT: CARDAL CATUERINE ALEXBR CONTACT: SARAH CATHERINE ALFORD CONTACT: JACLYN THOMFORDE TEL. NO. 469-917-1190 CONTACT: ANNAMARIE TAYLOR, P.E.



# Easy to transport and install

**SHELTERS** 

FEMA Rated 16-80 person capacity with up to 133 per shelter\*

**Available sizes:** 8x10, 8x20, 8x30, 8x40, 8x50, 10x10, 10x20, 10x30, 10x40, 10x50



# **US Hazmat – Community Shelter Specifications**

US Hazmat Tornado Shelters are engineered and designed for life safety and shelter during severe weather events for large groups. Our premium community storm shelters are fabricated from solid-weld 1/4" plate steel, and are reinforced with heavyduty 4" x 6" structural steel frame. Our sheltered system has been engineered to meet or exceed FEMA 320 & 361 structural design requirements, ICC-500 structural design requirements, and IBC design structural requirements. Our storm shelter walls and access doors have been tested, certified, and rated for protection up to a F5 Tornado by the National Wind Institute (NWI) at Texas Tech University. This design has surpassed 250 MPH windspeed impact testing, ensuring safety and protection from debris during a severe weather event or tornado. Concrete anchor bolts connect the shelter to a concrete foundation. Each unit is designated with permanent bench-seating around the perimeter of the structure and center isle seating in each larger structure. US Hazmat Tornado Shelters include adequate shielded ventilation and all units come with standard lighting, storm safe doors, and three stainless steel sliding security locks on each Storm Safe Access Door. They are compatible with optional equipment including emergency restroom with enclosed chemical toilet, mechanical ventilation, climate control, electrical load center, battery backup, generator, video, telecommunications, and more.

### Third-Party Certified

**CERTIFICATIONS:** 

- F5 250 MPH Tornado Rated
- 100 MPH Missile Impact Tested
- FEMA 320/361, ICC-500, & IBC











**CALL FOR PRICING & AVAILABILITY:** 

828-414-6765 www.ushazmatrentals.com

# **Tornado Shelter Description**

Quarter-Plate (1/4") Solid Steel Fabrication
Professionally Designed and Engineered Tornado Safe Community Shelter

- EF-5 250 MPH Wind Tested and Approved Design
- Encased in solid steel with industrial steel structural framing for maximum protection
- Customizable for any of your needs and number of persons you plan to protect
- Risk management for groups, communities, schools, towns, businesses, and remote construction sites
- Versatile uses include warm-up and cool-down rooms, with Power and Climate Control
- Easy Accessibility to safe Tornado and severe weather shelter for large groups
- Restroom with Chemical Toilet or optional Plumbing for Emergency Planning
- Optional Turn-key installation available Ask for details

### The National Wind Institute (NWI] Third-Party Tested & Certified

Designed, engineered, and manufactured to FEMA 320, FEMA 361, and ICC 500 Standards. Our storm shelters were tested and certified by Texas Tech National Wind Institute in strict accordance to FEMA 320 (2014), FEMA P-361 (2015), and ICC-500 (2014) standards for wind rated impact of 250 mph ground speed tornado events.

- FEMA 320 Structural Design Compliant
- FEMA P-361 Structural Design Compliant
- ICC-500 Structural Design Compliant
- IBC Structural Design Compliant
- 250 Ground Speed Missile Impact
- Protection Up To F5 Tornado









The use of the TTU NWI DIF logo signifies that the complete shelter structure was tested and successfully passed debris impact resistance tests at TTU NWI DI

# **US Hazmat Tornado Shelters Base Configuration**

All units come standard with Perimeter Bench Seating, Ventilation, and Adequate Lighting. Additional accessories optional.

### 8' wide x 10' long x 8' high

Capacity Certified For: 16 - Max. Capacity: 26

• 1 US Safe Room - Storm Safe Access Door

#### 8' wide x 20' long x 8' high

Capacity Certified For: 32 - Max. Capacity: 53

• 1 US Safe Room - Storm Safe Access Door

### 8' wide x 30' long x 8' high

Capacity Certified For: 48 – Max. Capacity: 80

- 1 US Safe Room Storm Safe Access Door
- · Private Restroom with Chemical Toilet

### 8' wide x 40' long x 8' high

Capacity Certified For: 64 – Max. Capacity: 106

- 2 US Safe Room Storm Safe Access Doors
- · Private Restroom with Chemical Toilet

### 8' wide x 50' long x 8' high

Capacity Certified For: 80 - Max. Capacity: 133

- 2 US Safe Room Storm Safe Access Doors
- · Private Restroom with Chemical Toilet

### 10' wide x 10' long x 8' high

Capacity Certified For: 20 - Max. Capacity: 33

- 1 US Safe Room Storm Safe Access Door
- Center Isle Bench Seating

#### 10' wide x 20' long x 8' high

Capacity Certified For: 40 - Max. Capacity: 66

- 1 US Safe Room Storm Safe Access Doors
- · Center Isle Bench Seating

### 10' wide x 30' long x 8' high

Capacity Certified For: 60 – Max. Capacity: 100

- 1 US Safe Room Storm Safe Access Doors
- · Center Isle Bench Seating
- · Private Restroom with Chemical Toilet

#### 10' wide x 40' long x 8' high

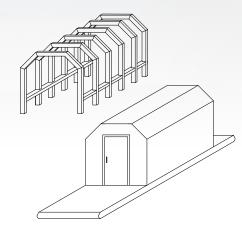
Capacity Certified For: 80 – Max. Capacity: 133

- 2 US Safe Room Storm Safe Access Doors
- · Center Isle Bench Seating
- Private Restroom with Chemical Toilet

### 10' wide x 50' long x 8' high

Capacity Certified For: 100 – Max. Capacity: 166

- 2 US Safe Room Storm Safe Access Doors
- · Center Isle Bench Seating
- · Private Restroom with Chemical Toilet









### **DELIVERY DETAILS:**

Flat-bed delivery with roll-off positioning allows for simple installation without the need of heavy equipment or cranes.



\*Maximum occupancy based on 3 Sqft/person. Total capacity of standing, seated, or handicap occupancy is determined by shelter needs, by design, and applicable authority having jurisdiction.





# THE WESTWOOD SCHOOL PROFILE









### THE WESTWOOD SCHOOL

### THE LOWER SCHOOL ADDRESS

14340 Proton Road Dallas, TX 75244

#### THE UPPER SCHOOL ADDRESS

14240 Midway Road, Ste. 100 Dallas, TX 75244

Phone: (972) 239-8598 Fax: (972) 239-1028 www.westwoodschool.org

SCHOOL FOUNDER
Ms. Pam Butler

HEAD OF SCHOOL Mrs. Heather Lourcey

DEAN OF UPPER SCHOOL Mr. Shaun Dalrymple

IB DP COORDINATOR

Ms. Gail Macalik

### COLLEGE COUNSELOR

Ms. Maegan McElroy mmcelroy@westwoodschool.org



# SCHOOL DESCRIPTION

Founded in 1986, The Westwood School is a private, nonsectarian, co-educational, Montessori Method-International Baccalaureate (IB) institution, offering a Montessori education throughout the elementary years and further developing student independence in secondary school culminating in the International Baccalaureate program. Our mission is to develop character, foster community, and promote academic excellence in a welcoming, supportive environment. Our vision, as teachers and parents, is to encourage students in responsible citizenship so each can make a positive, personal contribution and actively participate in the national and global community.

# ACCREDIDATION

CFFB Code 441710

Accredited by Cognia
IB World School # 2562
Authorized IB Diploma Programme
Accredited by International Montessori Council
Member of Texas Association of Private and
Parochial Schools (TAPPS)
TEPSAC #057-292-002



# SCHOOL POPULATION

### 289 STUDENTS FROM TODDLER-12TH GRADE

- 198 Lower School Students
- 36 Middle School Students
- 55 High School Students
- 42 Nationalities and minorities representing international/exchange student programs.

UPPER SCHOOL STUDENT-TEACHER RATIO OF 5:1

# CLASS OF 2023

Average Weighted GPA: 4.70 Class Size: 15 Students 100% College Bound

Post High School: 100% of graduates matriculate to 4-

year institutions of higher education.









# HIGH SCHOOL GRADUATION REQUIREMENTS

- Students must take four International Baccalaureate
- courses and have the option to attempt the full IB Diploma.
   All students must satisfy the
- equivalent of Texas standards for a High School Diploma:
   4 English Credits
   3 Math Credits including Algebra I and Geometry
- 3 Science Credits including Biology
   3 Social Studies Credits
  - 3 Social Studies Credits including US History II, World
- History, and Government & Economics
  - 2 Language Acquisition
  - 1 P.E. Credit
  - 1 Fine Arts
  - 5 Elective Credits 10 half credits

# IB DIPLOMA REQUIREMENTS

- In addition to completing the Westwood graduation requirements, students who want to earn their IB Diplomas must complete the following:
- Students must earn a cumulative IB DP score of 24 or more on their IB DP exams.
   Students must achieve a
- passing grade on the Extended Essay evaluated by an exteral IB DP grader.
  - Students must successfully complete the IB **Theory of**
- Knowledge (TOK) course
   Students must fulfill the
   requirements of Creativity,
   Activity & Service (CAS) by
   maintaining a portfolio of their
   extracurricular experiences.

# UPPER SCHOOL GRADING SCALE

Letter Grade	Unweighted Grade	Weighted Grade
A	4.0	5.0
Α-	3.5	4.5
В	3.0	4.0
В:	2,5	3.5
C	2.0	3.0
C-	1.5	2.5
D	1.0	2.0
P-	No credit	No credit

Westwood reports letter grades against eight possible levels of achievement. Letter grades can be converted to a weighted grade point value (GPV) or an unweighted GPV. All required academic classes are taught at an honors level and receive a weighted GPV. Less rigorous courses receive an unweighted GPV or are scored as Pass/Fail. Westwood calculates both weighted and unweighted grade point averages (GPA) based on all graded classes. Pass/Fail classes are not calculated into the GPA.

The Westwood School does not publish class rank, but can inform the highest ranking graduate's universities of that status.

# CURRICULUM GRADES 7-10

English Pre-Algrebra Algebra I Mandarin Algebra II Spanish **US History** Geometry World History Music Civics & US Gov't. Theatre **Fconomics** Visual Arts Physical Biology **Education Technology Physics Explorations Portfolio** 

### **ELECTIVES & CLUBS**

Chemistry

STFM

Public Speaking & Debate Yearbook Re Engineering Fill Grand Strategy Gaming Mu Model UN Club Ne Gardening Club

Multicultural Club Recreational French Film Music Composition Newspaper Club

Independent Project

# IB DIPLOMA PROGRAM (DP): GRADES 11-12

IB DP English A: Literature (SL and HL)

IB DP Spanish B (SL and HL)

IB DP Mandarin B (SL ab initio)

IB DP History (SL and HL)

IB DP Philosophy (SL and HL)

IB DP Biology (SL and HL)

IB DP Physics (SL and HL)

IB DP Mathematics: Analysis & Approaches (SL and HL)

IB DP Mathematics: Applications & Interpretation (SL and HL)

IB DP Computer Science (SL)

IB DP Theatre (SL and HL)

IB DP Visual Art (SL and HL)

IB DP Extended Essay

IB DP Theory of Knowledge

IB DP Creativity, Activity, and Service

# COLLEGES ATTENDED

American University Austin College **Baylor University** Colorado State University Georgetown University Hardin-Simmons University **Howard University** Loyola University New Orleans Michigan Tech University New Jersey Institute of Technology **New York University** Ohio University Oklahoma State University **Rhodes College** Pitzer College Savannah College of Art & Technology School of Visual Arts in New York Southern Methodist University

Texas A&M University

Texas State University

The Citadel
Trinity University
University of Arkansas
University of Colorado, Boulder
University of Houston
University of North Texas
University of Oklahoma
University of Oregon
University of Texas
University of Texas
University of Texas, Plan II
Vanderbilt University
Xavier University of Louisiana

International Universities
Georgetown University, Qatar
Franklin University of Switzerland
University of British Columbia
University of Essex
University of Kent
The European Institute of Design

### The Westwood School Business Plan 2023-2024

### Introduction

In 1986, Westwood's Head of School, Pam Butler, realized a personal dream when she purchased a small Montessori school located on Allencrest Road and committed herself to the development of an environment that promoted student character, fostered a sense of community and enabled the highest academic excellence – hence the school's motto: *character*, *community*, *excellence*. Always forward thinking, Ms. Butler embraced new ideas in education while maintaining the best of Montessori educational practices. From the outset, Westwood taught students ages 3 to 12 years.

After moving from the original location, Westwood spent a decade on Gamma Road. In 1999, the school expanded to offer Montessori Toddler classes for students ages 18 months to 3 years. This decade was a period of growth and expansion which led to another move to Proton Road in 2000.

In 2008, Westwood began its first High School classes with both freshmen and sophomores; expanding each year until the 1st class graduated in 2011. School administration embraced the mission and vision of the International Baccalaureate Programme as a seamless and excellent transition from the Lower School primary use of the Montessori Method to the Upper School more traditional educational approach ending with students participating in the IBO Diploma Programme. Due to space issues, Upper School grades 7 to 12 moved to a 2nd campus on Midway Road.

Westwood currently serves approximately 300 students. Over these past 37 years, The Westwood School has grown into a warm, loving community of students, families and teachers committed to a world-class education.

Westwood is now poised to begin an exciting third chapter in its history for the 2024-2025 school year by recombining its Lower School and Upper School campuses into a single campus located in building III of the Midway Atriums in Addison, Texas. In addition to expanding classroom sizes and the addition of some specialty classrooms such as a sensory gym and school store, Midway Atriums will be building a stand alone gymnasium next to the renovated school building space.

# **Our Mission**

Westwood develops character, fosters community, and promotes excellence in a welcoming supportive environment.

# Our Vision

Our vision, as teachers and parents, is to encourage students in responsible citizenship so they can make a positive, personal contribution and actively participate in the national and global community.

# <u>International Baccalaureate Organization Mission</u>

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

# **Economic Necessity**

From 2010 to 2011, the Harold Simmons Foundations conducted a study to learn more about Montessori-International Baccalaureate schools for students from age 2 to age 18 in North America. It turned out that The Westwood School was the first such school in all of North America. There are now more schools who have discovered what a wonderful match Montessori philosophy is to the International Baccalaureate Programme, but not as many as one might think. According to Private School Review, sixty-one percent of Dallas private schools are religiously affiliated and that some Dallas private schools have as low as a twenty percent acceptance rate. Those odds make it difficult for the approximately 16,000 students applying to one of 43 private schools in Dallas.

The Westwood School is a secular, co-ed school for students as young as 12 months old to those graduating from High School. Since becoming an International Baccalaureate school in 2008, Westwood is an international school currently representing 47 countries. Westwood is an independent school having no affiliation with any particular organization nor receiving financial support from any group or individual. Westwood can and does issue I-20 visas for international students. Westwood offers a small environment with low teacher: student ratios to families seeking an alternative yet college preparatory school experience. For the 200+ families the school serves, Westwood provides a special school experience for out of the box thinkers.

Appendix A - Westwood Family/Staff Heat Map

# The Opportunity

The current landscape of Dallas private school world is traditional, high tuition, primarily religious schools. Westwood provides an alternative option to these traditional, public and even home-school choices. As described in the next section, Montessori and International Baccalaureate curriculums focus on a different set of outcomes - innovators ready to make a positive difference in our community.

# The Curriculum

### 37 Years Montessori & 17 Years International Baccalaureate



From the American Montessori website: Montessori education is student-led and self-paced but guided, assessed, and enriched by knowledgeable and caring teachers, the leadership of their peers, and a nurturing environment. Within the community of a multi-age classroom—designed to create natural opportunities for independence, citizenship, and accountability—children embrace multi-sensory learning and passionate inquiry. Individual students follow their own curiosity at their own pace, taking the time they need to fully understand each concept and meet individualized learning goals. Given the freedom and support to question, probe deeply, and make connections, Montessori students grow up to be confident, enthusiastic, and self-directed learners and citizens, accountable to both themselves and their community. They think critically, work collaboratively, and act boldly and with integrity.

To be true to our Montessori philosophy, Westwood hires Montessori certified teachers, provides multi-age group classrooms, uses specialized Montessori learning materials, and ensures individualized learning during an uninterrupted work period. In addition to the four core subjects - Language Arts, Mathematics, Humanities and Science, all Westwood students experience visual & performing arts, music, Mandarin, Spanish and Physical Education. Students in grade 1 and up also take Technology classes. From the International Baccalaureate website: The International Baccalaureate (IB) is a global leader in international education—developing inquiring, knowledgeable, confident, and caring young people. Our programs empower school-aged students to take ownership in their own learning and help them develop future-ready skills to make a difference and thrive in a world that changes fast. The IB program differs from traditional Middle School and High School education in that the learning emphasis is placed on

inquiry skills (not rote learning), communication skills including speaking and writing (not testing) and character development. In addition to expected courses, Westwood Diploma students are also required to write a 4000 word Extended Essay, take the Theory of Knowledge course and participate in Creativity, Action and Service activities.

Other important Westwood school activities include: annual city and camping Adventure Leadership Trips beginning in grade 6 annual student theatrical performances gardening field trips and classroom visitors Middle School IBeanery Coffee Shop peer to peer mentoring athletics (cross country, volleyball, soccer, basketball, cheer and track-n-field) Homecoming, Prom and similar social events



Educate the "Whole Child" by guiding and practicing skills they will use for a lifetime.

Appendix B - Westwood website - www.westwoodschool.org

Appendix C - Westwood School Profile

Appendix D – Westwood Lookbook

# **Students**

Westwood students are as diverse in their personalities and learning styles as they are in race, religion and cultural background. Westwood welcomes all families who desire a small, community oriented school. Westwood serves both gifted and learning difference students. All students have opportunities and are encouraged to participate in athletics, fine arts, school clubs and leadership positions.

# **Economic Value**

Westwood employs approximately 55 faculty and staff members. Each year Westwood teaches approximately 300 students from over 200 families that will be traveling directly to Addison every school day, many weekend school activities and weekly summer camps. Westwood provides morning and afternoon childcare for dual income and single parent families all over the Dallas area. One hundred percent of Westwood graduates have attended college. Many return to the Dallas area after graduation. Westwood is beginning to see the return of Westwood graduates seeking teaching jobs at Westwood as well as alumni whose own children now attend the school. All of these people are purchasing homes, renting apartments, dining out and shopping specifically in the Town of Addison as a direct result of attending The Westwood School.

# Campus and Facilities

Westwood will be combining the 2 current campuses (Proton Lower School and Midway (Upper School) into one campus at Midway Atrium III - 14295 Midway Road. The building is 4 stories with 88,000 square feet. The first floor will be for Toddler and Primary classrooms. The second floor will be for Elementary classrooms. The third floor will be for Middle School classrooms. And the fourth floor will be for High School classrooms. The space allows for a 3,400 square foot Black Box Theater which is double the size of the school's current theater. All classrooms will be "right sized;" increasing all rooms to appropriate sizes for the students and use. In addition, the school will have additional rooms for childcare, a school store, Elementary Mandarin and Spanish rooms, parent education seminar room, tutoring spaces and additional indoor movement spaces. Classrooms will be outfitted with appropriate electrical outlets, closet storage and water.

Outdoor space immediately adjacent to the building will include gardening, Elementary playground, Toddler/Primary playground, Middle School gaga ball pit and High School eating/lounging areas. Westwood will have slightly less outdoor space but will make up for that with the additional indoor movement spaces and a new gymnasium. The Gymnasium will be built just to the building's south side. The gym will be a regulation size basketball/volleyball court and include locker rooms and gym storage. The gym will also be built to federal standards to act as a storm shelter for Westwood.

The Westwood School is not affiliated with any religious organization, is not funded beyond tuition and currently does not have any endowment fund. As such playground and interior building design will come as the school can afford and through annual family donations to Westwood's few fundraising endeavors including a student dance-a-thon, annual fund drive and auction.

# **Strategy and Implementation**

Westwood thrives as a school in tune with the needs of its students, families and staff. Growth is experienced organically, through open dialogue and strategic processes. The school evaluates annual surveys, collects feedback from both large and small community gatherings and strategic plans developed from the schools various accrediting organizations. Westwood's most recent Strategic Plan was developed out of the Spring 2023 Cognia Accreditation.

Appendix E Strategic Plan

# Student Recruitment

After spending the past 13 years as 2 campuses, the Westwood community feels strongly that the new combined campus and gymnasium will bring about the next phase of Westwood's development. Even though Westwood has had athletic Upper School teams since the second year of the program, a gymnasium is a mental check point for parents and students to believe in the school's athletic program during the admission process. Being in a single facility allows younger students and their families to envision their future at Westwood on a daily basis as well as anticipating milestone events such as theater productions, Middle School IBeanery, Homecoming Week and more.

Westwood staff work to keep high student retention rates while also working with individual marketing professionals, such as Theresa Savoy-Main, and companies such as Niche.com. Through Parent Education, Community Open House events and individual tours, administration and faculty tell the story of Westwood and invite those families who are a good match for this school.

We plan to reach our current goal of graduating classes of 20 to 25 students in the next ten years. Achieving that goal will raise enrollment from almost 300 students to almost 400 hundred students. By reaching those goals, Westwood will continue to be self-sustaining, offer competitive salaries and employee benefits and provide an excellent education for our students.

Appendix F Enrollment Predictions

# **Faculty**

The Westwood School staff of 50 full-time and 4 part-time members are highly dedicated to the ideals set forward by the school philosophy. The average Lower School teacher classroom experience is 15 years and 25% of the Lower School staff hold post-graduate degrees. At Westwood's Upper School Campus, the average faculty classroom experience is 13 and 1/2 years and 41% of the staff holds post-graduate degrees. Each faculty member reports to the Academic Coordinator of their level and in turn the AC's report to a Dean on each campus. Whenever possible promotions occur within the organization and all staff members have the opportunity for leadership positions as well as professional growth. New staff members undergo orientation and are assigned mentors their first year at Westwood. Continued professional development is required each year.

# <u>Accreditation</u>

Westwood holds licenses, accreditations and authorizations from the following organizations:

**Texas State Licensing** 

Association Montessori International (AMI) Teachers of Texas Licensing

International Montessori Council (IMC) Accreditation

Cognia (formerly Southern Association of Colleges and Schools) Accreditation

International Baccalaureate Diploma Programme Authorization

These organizations hold Westwood to the very highest standards.

# Financial Overview

### <u>Income</u>

Tuition and estimated fees have been included based on projected student enrollment. In addition to school year tuition, Westwood provides childcare before and after school and for certain school closures such as Parent/Teacher/Student Conference Days. Summer Camp provides another revenue stream.

The school's parent group, Parents at Westwood School (PAWS), raises funds each year through various initiatives including an Annual Spring Auction. These funds provide the "extras" each year - perhaps adding a piece of playground equipment, theater draping or STEM equipment.

As a private school, Westwood can also receive approximately \$20,000 from Region 10 which helps faculty attend annual professional development and funds toward play rights, art clay, field trips, etc.

# **Expenditures**

Salary and benefits make up 78% of Westwood's annual budget. The next highest portion of Westwood's budget is for Operating Expenses. The school has very little debt including two school vans which will be paid next fall and a \$500,000 SBA loan from during the COVID pandemic. The school also has \$1.1 million dollars in savings along with approximately \$85,000 in the PAWS group fund.

Appendix E Financials

### Governance

Westwood received non-profit status in 2006 and has since been overseen by a Board of Directors composed of anywhere from 3 to 8 members. As the School Founder, Ms. Pam Butler will hold a voting chair until her retirement. The Head of School is hired by the Board and attends Board Meetings as a non-voting member. New Board members are recommended by current Board members. In addition to the Board Chair and other at large members, the Board seeks to obtain representation from Westwood's alumni group and also another non-voting, current parent representative. In addition to the hiring of the Head of School, the Board of Directors approves the school's annual budget and is held responsible for maintaining the mission and vision of the school. The school's mission and vision statements along with other policies and procedures are reviewed annually.

The current Board includes:

Pam Butler, Founder

Lesa Adair, President

Susan Drusler

Mary Anne Lucas

Sami Smith (alumni)

Amber Bonlie (current parent representative)

Heather Lourcey, Head of School

# The Westwood School Strategic Plan 2023

Westwood will gain a full-size basketball/volleyball gym by the beginning of the fall 2024 sports season. A building search team consisting of Heather Lourcey, Larry Lourcey and Shaun Dalrymple will continue to search for various possibilities including:

- Combined lower and upper school campus in a new location
- Retrofitting gymnasium into the current Midway campus
- Locating land to build or appropriate freestanding building to house school gymnasium

Westwood finance team (Janet Cardona, Heather Lourcey and Alex Adiguzel) will write and execute a financial plan to include:

- Savings account to equal 3 months of regular spending (\$1.2 million dollars)
- 401K investment account to offer employee matches by the 2025-2026 school year
- Plan and execute staff raises over the next 3 teacher contract years (23-24, 24-25 and 25-26) to fall within a written staff pay scale. Pay scale will be written and published by Heather Lourcey in spring 2023.

Westwood Administration will establish a written Calendar of Procedures commencing Spring 2023 to include:

- Annual check of written school documents by or directed by Monique Tromblay
  - Standardized test scores
  - School handbooks, policies and procedures
  - Employee records including Professional Development
- Regular stakeholder surveys by Community/Marketing staff members currently Kathryn Fitzsimmons, Kelly Nelson and Kim Worthen.

Westwood Athletics Program will establish a strong Lower School sports program led by school Athletic Directors, Larry Lourcey and Terence Whitaker, and assisted by Marketing Team, Kathryn Fitzsimmons. A committee will be formed by the above and Parent Liaison, Kelly Nelson, to determine needs to make the program successful including possible funds from the school budget. Success will be measured by the majority of Westwood elementary students participating on a Westwood sports team and a steady "feeder" system beginning at the elementary level and flowing into Middle School and High School athletic teams that fill every season. Sports will include, but are not limited to, running, soccer, volleyball and basketball.

The Westwood community will establish a comprehensive program to promote understanding of the "bridge" between Lower School Montessori Method and Upper School transition to more

traditional school and the Diploma Programme. Leaders of this initiative will include the Head of School, Heather Lourcey, school deans, Shaun Dalrymple and Kim Moffett, Parent Liaison, Kelly Nelson and school marketing team including, Kathryn Fitzsimmons.

- Complete "Walk with Me" experiences at all school levels and execute annually
- Establish parent buddy program from level to level
- Investigate other avenues to promote understanding of each level and the student transition process from one level to the next level

Success will be defined by Westwood maintaining an 85% matriculation from each level to the next from the 23-24 school year to the 24-25 school year.

Westwood Faculty will write a Grace and Courtesy Curriculum led by Founder, Pam Butler, School Deans, Shaun Dalrymple and Kim Moffett, Director of Community, Kim Worthen, Academic Coordinators and the School Counselor. Curriculum will be ready for execution in fall 2023 and will be annually evaluated. The curriculum will include:

- Character lessons derived from <u>The Children's Book of Virtues</u> and the International Baccalaureate Programme Learner Profile.
- Written philosophy of behavioral expectations of all community members
- Mindfulness and Self-Care

Westwood will open an Infant level and develop a strong Infant Toddler program under the direction of Infant/Toddler Montessori certified faculty by fall 2023. The committee to accomplish this task will be the current Toddler faculty, Dean of Lower School, Kim Moffett, and Director of Admission, Debra Giorgini.