

## RECORD OF PROCEEDINGS

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Minutes of the  
Parks, Trails & Recreation Commission of the  
City of City of Cherry Hills Village, Colorado  
Held on Thursday, January 11, 2018 at 6:30 p.m.  
at the Village Center

Chair Robert Eber called the meeting to order at 6:30 p.m.

### **ROLL CALL**

Chair Robert Eber, Commissioners Joshua DiCarlo, Fred Wolfe, Liesje Johnson, Sarah Kozlowski, Peter Sutherland, Craig Clark and Councilor Gallagher were present. Also present were Emily Black, Parks and Recreation Coordinator, Jeff Roberts, Parks Operation Supervisor and Pamela Broyles, Administrative Assistant.

### **AUDIENCE PARTICIPATION PERIOD**

None

### **CONSENT AGENDA**

Commissioner Liesje Johnson moved, seconded by Commissioner Fred Wolfe to approve the following items on the Consent Agenda:

1. Approval of Minutes – November 9, 2017

The motion passed unanimously.

### **ITEMS REMOVED FROM CONSENT AGENDA**

None

### **UNFINISHED BUSINESS**

#### **a. Quincy Farm 10-Year Master Plan Update**

Ms. Black gave an update on the decisions made by the Quincy Farm Committee at their December 2017 meeting. The meeting focused on the 10-year Quincy Farm Management Plan and the areas that the City has control over at this time. Ms. Black provided Commission members with a printed outline of the decisions made.

One of the biggest decisions was to make the garage into an activity center with restrooms accessible from the outside. This will prevent people from having to access the main house to use the restrooms. Changing the garage into an activity center was determined as the first priority to activate the property. The garage is not on the National Historic Register designation. The focus is to establish a space for kid activities.

The Quincy Farm Committee discussed maintaining the Hopkins House as the historic home on the property with a goal to take the house back to its original history and appearance.

The Committee also agreed that there should be a caretaker at the East side farm house upon termination of the existing residential leases. The idea is that the caretaker will rotate every 2-3 years to attract a variety of people who could specialize in art, history, agriculture, etc. The caretaker will also take care of the animals.

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Commissioner Wolfe questioned the use of the main house on the property. He suggested that the Highline Canal Conservancy group would be a natural fit for office space at the main house. The group's presence would give more activity to the house.

Ms. Black explained that the Quincy Farm Committee agreed not to have offices in the main house at this time. She explained that the parking is extremely limited and cannot be expanded. The City would be required to abide by a host of requirements including, installing elevators for ADA compliance, new wiring, restrooms and asbestos abatement all of which would create a huge expense for the City. The City can activate the house sooner if access is not allowed upstairs.

Commissioner Kozlowski asked about the plan for programming the property and hiring a part time staff person to oversee the programming.

Ms. Black responded that the Quincy Farm Committee is mainly focused on getting sewer connected to the house and installing gardens and trails. The Committee will probably not get to the programming phase this summer as the property will be under construction making it a safety concern. The long term plan is to have the caretaker oversee the programming for Quincy Farm.

Chair Eber asked about the idea behind the orchard and if there are historic trees that could be planted in keeping with the historic nature of the property.

Emily responded that there was an orchard on the Farm in the past. The Quincy Farm Committee did not go into great detail about what would be planted.

Chair Eber also suggested that the demonstration garden should be historic in nature. He asked if the gardens would be flowers or vegetables.

Ms. Black responded that the Committee's idea is to grow vegetable gardens that could possibly be used for cooking classes in the kitchen. She suggested that vegetables such as heirloom tomatoes could be grown in keeping with the historic value.

Ms. Black mentioned that the Farm will have animals so kids can have the experience of seeing farm animals and interacting with them. The focus will be on agriculture and what the animals did for the farmers.

Commissioner Wolfe expressed his hope that the Farm is not just a place where people go and look at things, but that there is a real sense of community involvement with the Farm. He would like to see a community garden where residents can have their own plot to plant and take care of.

Commissioner Johnson added that the City has an incredible resource of master gardeners that could bring diversity to the gardens. She would like to create a learning experience so visitors can see how other people garden and be inspired by what they could do at their own homes. She suggested that the Passport Program could include visiting the gardens to give people a perspective on growing flowers, vegetables, or learning about honey bees.

Ms. Black reported that she will communicate the Commission's community garden ideas with the Quincy Farm Committee at their next meeting.

Commissioner DiCarlo noted that the City is looking at significant funding to refurbish or rebuild the garage. He suggested that working on some kind of parking solution needs to

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be a priority. Activating the garage and addressing parking issues is something that the City can do now.

Commissioner Sutherland asked if a designated trail system will be added to encourage activities such as bird watching that would virtually be at no cost.

Ms. Black responded that the Cherry Hills Land Preserve donated \$10,000 to install nature trails on the property. Staff has walked the path and established a plan for signage. The Quincy Farm Committee will review the plan at their next meeting.

The Commission discussed the resolution establishing the Quincy Farm Committee.

Ms. Black noted that the open house to present the trail and gardens to the public will be around August or September once the sewer is installed and the gardens are more established.

### **NEW BUSINESS**

#### **a. Revision of Projects and Priorities List**

Ms. Black reported that she is requesting a few changes to the 2018 Projects and Priorities list to more accurately reflect the projects coming up this year. The first change is to add specific goals under the John Meade Park priority. Ms. Black is also requesting that the Master Planning process for the City Parks and Open Space be delayed until the completion of John Meade Park. She would like the Commission to focus their time and energy on Community Engagement, formerly special events, including the proposed Passport Program.

The Commission expressed concern with cancelling all community events in 2018 due to construction on the City Center. The Commission discussed options for having City events offsite. The main issue is parking and a lack of space to hold the events.

Chair Eber encouraged Commission members to come up with ideas on activities that engage the community while the traditional events are on hold.

The Commission agreed to approve the proposed changes to the 2018 Projects and Priorities to include moving the City Parks and Open Space Master Plan to 2020 after John Meade Park is developed.

Chair Eber suggested keeping a placeholder for the Commission to consider what the term "Semi-rural" means in the Village today. This question has surfaced over the past several years and the term needs to be better defined.

Chair Eber also encouraged Commission members to think of a project they would like to get involved with in 2018. He reminded the Commission that the PTRC and Cherry Hills Land Preserve can work hand in hand on projects and events.

#### **b. Trail Passport Program**

Commissioner Johnson shared ideas for the Trail Passport Program and proposed that the Cherry Hills Land Preserve would be a great resource to help with the event. The purpose of the event is for the community to learn about trails throughout the Village.

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There was discussion on ideas for promoting the event. The idea is to have a kickoff date and have a start and completion date for the event. The Commission also discussed ideas for prizes including t-shirts. Commission members suggested the Passport system will engage participants where stickers could be used by participants to mark each trail they complete.

Ms. Black encouraged the Commission to be involved with incentives and provide as much input as possible to make the event successful.

Chair Eber asked Commission members to share their ideas for the event with Commissioner Johnson.

Councilor Gallagher mentioned that it is important to make sure staff has the time to commit to making the event successful.

### **c. Bench Donation**

Mr. Jeff Roberts reported that the City received a request for a bench donation in Three Pond Park. The bench donation is in memory of a longtime resident who was a regular user of the trail system including the trail through Three Pond Park. Mr. Roberts shared a map that displayed all of the benches in the Park including the proposed bench location in the southeast corner near the fence. Mr. Roberts noted that Denver Water is not allowing any additional benches on the Highline Canal Trail at this time. He will be meeting with Denver Water in the near future and will have more information on the purpose for no additional benches on the Canal.

Mr. Roberts is looking for approval from the Commission to allow the memorial bench to be placed in Three Pond Park.

The Commission unanimously approved allowing the memorial bench to be placed in its proposed location in Three Pond Park.

## **REPORTS**

### **a. PTRC Chair Report**

Chair Eber reported that as the Commission continues to move forward with John Meade Park and Alan Hutto Commons, there are additional projects that the Commission should be involved with regarding open space.

Chair Eber also encouraged the Commission to stay involved and become knowledgeable with the proposed flight path changes by the FAA that will have a negative impact on open space and wildlife in the community.

### **b. Committee Members Report**

Commissioner DiCarlo stated that there is a significant buildout on Pond Road where trail #5145 dead ends and leads to nowhere. There was discussion on whether the City has any use for this trail.

Staff will continue to provide input as information becomes available.

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**c. City Council Report**

Councilor Gallagher thanked the Commission for volunteering their time on the Parks and Trails Commission.

Councilor Gallagher gave an update on the three capital projects and the timelines:

1. Public Works Facility – This project will cost roughly \$4 million, which includes purchasing the lot in Sheridan. A new building with offices and locker space is currently being built on the site. The project also includes a washing station for fleet vehicles, parking and storage areas. The project is expected to be completed by March 1<sup>st</sup> and is currently under budget.
2. City Center - Council will review the plans for 90% construction drawings and approve the bidding process for new construction at the next City Council meeting. The project is expected to go out for bid the beginning of February. Council will approve the bid in March and construction should begin in April. The old fire station has been retrofitted to temporarily house staff until the City Center is complete. The duration to build the City Center is expected to be one year.
3. John Meade Park - Staff will move into the new City Center upon completion and construction will begin on John Meade Park. The playground and shelter area are where the old fire station is currently located.

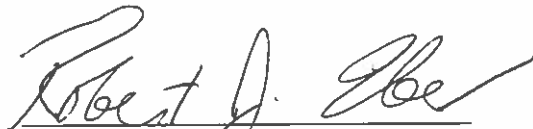
Councilor Gallagher encouraged Commission members to attend other meetings to bring firsthand knowledge back to the PTRC. The Quincy Farm Committee, Cherry Hills Land Preserve and Highline Canal Conservancy meet on a regular basis. He also encouraged the Commission to attend City Council meetings. He stressed the importance of communication between all groups.

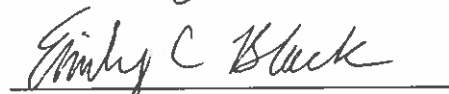
**d. Staff Report**

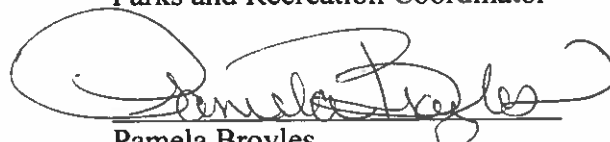
Staff reported that the 2017 Winter Celebration was a successful event. The Commission thanked staff for their work on the event.

**ADJOURNMENT**

The meeting adjourned at 8:18 p.m.

  
Robert Eber, Chairman

  
Emily Black  
Parks and Recreation Coordinator

  
Pamela Broyles  
Administrative Assistant