

## 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, February 8, 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, 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.

Absent: Commissioner Liesje Johnson

### **AUDIENCE PARTICIPATION PERIOD**

None

### **CONSENT AGENDA**

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

1. Approval of Minutes – January 11, 2018

The motion passed unanimously.

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

None

### **NEW BUSINESS**

#### **a. Olson Trail Vacation and Dedication**

Ms. Black presented the Olson Trail Vacation and Dedication proposal. Staff has been working with the property owners of the four lots located within the Olson Subdivision on several issues including drainage, encroachments and bridle paths due to construction of a new home on lot two. When the Olson Subdivision was first approved by the City all four lots were owned by a single individual. A plan has since been developed that meets the drainage needs of the four lots and the City's desire to have a more connected trail system.

Ms. Black presented a map describing the proposed plan. The plan includes vacating the 16' bridle path easement between lots three and four and adding a new 16' bridle path easement on the east boundary of lot four that creates a continuous north-south trail connection to Belleview Avenue. The new easement completes a link between Belleview Avenue and the intersection of existing bridle paths 5048 and 5049. As part of the agreement, the property owners on lot four are responsible for grading and fencing the new trail easement prior to the City assuming responsibility for routine maintenance. The property owner has already installed a split rail fence on both sides of the trail. The City will incur minimal expenses that will be paid from the 2018 budget.

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Community Development Director Rachel Granrath added that there has been public input on the proposal and residents have favored this trail connection.

The PTRC is being asked to review the proposed trail vacation and make a recommendation. The proposal will also go before the Planning and Zoning Commission for a recommendation before being presented to City Council.

The Commission asked if City staff disclosed the fence code with regard to City trails to the property owners.

Ms. Granrath responded that a split rail fence has already been installed along the trail that meets the current fence code. She confirmed that property owners are subject to fencing restrictions along the trail.

Commissioner Sutherland moved, seconded by Commissioner Kozlowski to recommend to the Planning and Zoning Commission and to City Council, the approval of a vacation of the bridle path easement between lots 3 and 4 and the dedication of a 16-foot trail easement on the east side of lot 4 of the Olson Subdivision.

The motion passed unanimously.

### **b. Roles for PTRC Members**

Ms. Black discussed the idea of each PTRC member taking on a specialized role within the Commission to become an advocate for the group on specific issues. Ms. Black created a list of ideas where members could serve.

Commissioner Kozlowski asked about the status of organizing special events while City Hall is under construction.

Ms. Black confirmed that a decision was made to postpone special events until 2019 when City Hall is complete. The Commission was asked to create other ways to engage the community in 2018 such as the Trail Passport Program.

The Commission suggested that an article should be written in the Crier explaining that the City's special events are not permanently going away and they will be held again in 2019. Articles should also be written to promote other ideas for community gatherings.

Commission members decided on the following roles:

- High Line Canal
  - Commissioner DiCarlo
- Outreach (Village Crier and City website)
  - Commissioner Kozlowski
- Quincy Farm Committee representative
  - Chair Eber
- Trail Passport Program
  - Commissioner Johnson, Chair Eber
- Parks Improvements
  - Commissioner Sutherland
- Trails Improvements
  - Commissioner Wolfe, Commissioner Clark
- John Meade Park
  - Commissioner Kozlowski
- Wildlife Spotting Map
  - Will be combined with the Trail Passport Program

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### UNFINISHED BUSINESS

#### **a. Trail Passport Program**

Ms. Black suggested that a subcommittee be formed to work out the details of the Trail Passport Program. She shared some initial ideas such as holding a kickoff event around May 12th with a closing date around October 1<sup>st</sup>. The closing date offers an incentive to complete the program and could include a prize program. This also allows an opportunity to review and plan for the next round.

Additional ideas were discussed including “milestone” prizes to keep the enthusiasm high. The idea is to have interim prizes that are awarded based on how many trails the individual completes. Small prizes could be given for completing 10 trails and a larger prize for completing 20 trails. Grand prize drawings could be given for people that complete all of the trails.

The Commission proposed delineating the trails on the map to include trail suggestions for children under 5, recommended running trails, etc.

Commissioner Wolfe suggested mapping out a route that starts at the Village Center and ends at the Village Center. The route could be marked out to include a 5-mile trail and a 10-mile trail that never crosses busy streets for safety purposes. The route would be organized so people would know when they completed 5 miles or 10 miles.

Commissioner Kozlowski suggested giving kids a compass to use on the trail as one of the prizes that can be used as an interactive tool.

Ms. Black will organize subcommittee meetings to plan the event in the near future.

### REPORTS

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

Chair Eber reported that planning John Meade Park is an important task for the Commission and has dominated the Commission’s attention. He would like the Commission to also focus on open discussions on other pieces of open space in the Village. He thanked the Commission for taking on specific roles that will add value to projects and sharing of information.

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

There was nothing to report on this subject

#### **c. City Council Report**

Councilor Gallagher reported that City Council reviewed Kent Denver’s Expanded Use Application and continued the discussion to the next Council meeting. PTRC’s recommendation to put a memory bench in Three Pond Park was well received and approved by City Council.

Councilor Gallagher encouraged Commission members to get the word out to the community to sign up for the City Email System. He reported that only 250 residents are currently signed up and it is a great communication tool especially for residents that have no homeowners association. Residents can sign up on the City’s website or contact Jessica Sager for assistance. The system is of value to residents to receive information on meetings, events, police activity, etc. Residents can pick and choose what information they want to receive.

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Councilor Gallagher encouraged the Commission to visit the new Public Works Facility. The new building is nearing completion and Public Works is expected to move to the new location in March. He also announced that the Request for Bid (RFB) for construction of the new City Hall was posted today.

**d. Staff Report**

**(i) John Meade Park**

Ms. Black reported that the timeline for the 95% CD's from Mundus Bishop for John Meade Park has been pushed back. There is a lot of overlap with the team working on the City Center design and John Meade Park. Ms. Black expects to present the report at the March or April PTRC meeting.

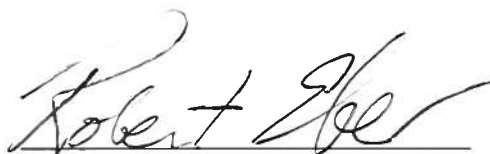
Ms. Black reported that the Quincy Farm Committee discussed PTRC's idea of having individual plots for a community garden at Quincy Farm. The Committee suggested putting a community garden where the tree nursery is on Meade Lane since there is already water and the nursery is being moved to the new Public Works Facility in the near future.

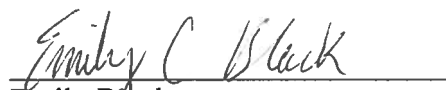
Ms. Black mentioned that Boulder County is in the process of going through the Public Comment process for ebikes on its trails. She has a schedule of the upcoming meetings if Commission members are interested in attending. She is planning to attend one of the public comment sessions to determine what other jurisdictions have decided.

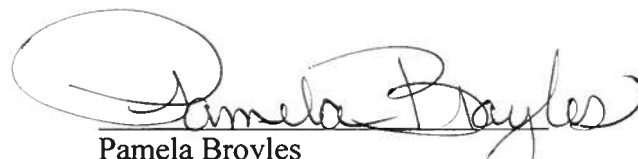
Ms. Black reported that the City of Greenwood Village is constructing a parking lot for the Highline Canal at 4200 Belleview. The lot will provide 10 to 15 parking spaces.

**ADJOURNMENT**

The meeting adjourned at 7:40 p.m.

  
Robert Eber, Chairman

  
Emily Black  
Parks and Recreation Coordinator

  
Pamela Broyles  
Administrative Assistant