

**RECORD OF PROCEEDINGS**

Minutes of the Parks & Trails Commission  
City of Cherry Hills Village, Colorado  
June 21, 2007  
at the Village Center

**Call to Order**

Ms. Theresa Gilpatrick called the meeting to order at 7:03 p.m.

**Roll Call of Members**

The following Commissioners were present: Ann Gallagher, Jane Soderberg, Theresa Gilpatrick, Bill Callison, Phyllis Hayutin and Heidi Schmidt Hammell.

The following City staff members were present: Paul Burkholder - Parks & Trails Administrator and Jessica Sager - Administrative Clerk.

**Approval of Minutes**

Mr. Bill Callison requested a correction to page 9 of the draft minutes where it indicated he said there was a possibility of the St. Clair silhouettes being stolen if placed in Woodie Hollow Park. He asked the line be removed from the minutes as he was not the commissioner that expressed that concern.

Ms. Phyllis Hayutin moved to approve the May 10, 2007 minutes and Ms. Ann Gallagher seconded the motion. The motion passed unanimously with the minor correction.

**Audience Participation**

Klasina VanderWerf  
5250 East Chenango  
Littleton, CO 80121

Councilmember Klasina VanderWerf stated she was speaking on behalf of Kat Anderson who believes there is a need for restroom facilities near the Dahlia Street parking area.

Ms. Hayutin commented she does not know where a restroom could be placed.

Ms. Theresa Gilpatrick stated it also brings up maintenance issues.

Councilmember VanderWerf said she wanted to bring it forward for the commission's consideration.

**Klasina VanderWerf – City Master Plan (Parks element)**

Councilmember VanderWerf said the City might want to look at starting a land purchase fund for parks and open space. She stated there has been a lot of support for this concept after the exclusion of South Suburban. She has been trying to come up with a concept for the best way to use the limited resources the City has. She said the City is currently using resources for land, a new Village Center and the University overpass. She believes the City could commit to a small amount of money to the fund to be used as leverage and is hoping the commission could give some input as the project goes along.

Ms. Jane Soderberg commented when a property is subdivided the applicants pay a \$5500 fee and asked Mr. Paul Burkholder what fund the money went into. She thought the money went into an open space account.

Mr. Burkholder answered he was unsure what account the money went into.

**RECORD OF PROCEEDINGS**

Councilmember VanderWerf suggested that residents have the option of donating their recreation reimbursement money into an open space fund. She also suggested placing a percentage of the sales tax into an open space fund as well.

Ms. Gilpatrick suggested the possibility of adding a transfer tax to the sale of properties and the money could go towards open space.

Councilmember VanderWerf stated the Master Plan process would help decide how people would like to fund the account.

Ms. Gilpatrick commented the retail business in the City is slim, but suggested putting together events such as a 5 k fun run.

Councilmember VanderWerf stated another part of the Master Plan process is to consider the future possibilities of Little Dry Creek with regards to landscaping and bank stabilization. She walked the trail with Robert Searns, who is working on the parks and trails element of the Master Plan, and Jim Muhm and they identified some potential challenges and opportunities. She asked the commission to consider if they would like to go forward with the Little Dry Creek Corridor plan because it is not part of the original Master Plan process and would require additional funding.

Ms. Gilpatrick asked if Councilmember VanderWerf knew how much his fee would be.

Councilmember VanderWerf stated she did not know what the fee would be.

Ms. Gilpatrick asked the commission what they would like to do in light of the budget discussion they had during their working session.

Ms. Hayutin commented the idea is worth their consideration.

Ms. Gallagher asked Councilmember VanderWerf what the goal of the plan would be.

Councilmember VanderWerf stated the goal is to preserve the habitat and to keep a natural feel.

Ms. Hayutin asked what the procedure would be and if the neighbors would be contacted to get their opinion.

Councilmember VanderWerf explained if the commission approves the plan, they would need to go to Council and ask to move forward. Mr. Searns would then gather background information and identify who the stakeholders are and then would try to conceptualize what they want.

Mr. Burkholder commented there is a Little Dry Creek Master Plan line item of \$15,000 in the current budget.

Ms. Gallagher asked where the easements or property lines were.

Mr. Burkholder answered the City has land from Belleview Avenue north to Quincy Avenue and a good portion along the river.

Councilmember VanderWerf stated during a meeting trying to procure a legacy grant from GoCo they identified the need for a trail along Little Dry Creek.

Mr. Burkholder stated there is money in the budget, but the commission needs to identify what the priorities are.

Ms. Soderberg asked if Mr. Searns could provide a timeline and his fee in writing for the commission to review.

Mr. Callison suggested Mr. Searns put together a conceptual plan showing what the trail would look like and how it works for the homeowners to review.

Councilmember VanderWerf stated she would speak with Mr. Searns and see what he suggests; as he has had experience dealing with similar matters.

### **Subcommittee Discussions**

#### Park Benches

Ms. Gallagher and Ms. Hayutin presented the guidelines for donating a bench to the commission for their review.

Ms. Soderberg suggested negating wood as an option for material, as it would require maintenance.

The commission discussed viable materials for park benches.

Ms. Heidi Schmidt Hammell asked what the commission would like to do with the existing benches.

The commission discussed implementing a procedure for replacing the existing donated benches. They also discussed the different style options for existing and new park bench donations.

Ms. Gilpatrick asked Ms. Gallagher to make the corrections to the guidelines and e-mail her a copy so she can present it to City Council.

#### City Logo

Ms. Schmidt Hammell asked if the trail numbers should be added in Braille at the bottom of the signs.

Mr. Burkholder said he would have to speak with Fast Signs to see if that is even an option.

Ms. Soderberg made a motion to move forward with the new logo and Ms. Gallagher seconded it. The motion passed unanimously.

#### Long Term Budgeting and System Planning

Mr. Callison and Mr. Burkholder agreed to meet before the next scheduled commission meeting.

#### Conservation Easement Subcommittee

Ms. Soderberg distributed a copy of the conservation easement ordinance that she had been working on and Mr. Burkholder distributed a copy of the ordinance that was passed upon second reading at the June 19<sup>th</sup> City Council meeting. He explained how the ordinance pertains to the City parks.

#### Recreation and Events Subcommittee Special Events Form update

Ms. Gilpatrick stated she is going to City Council on the consent agenda and said all the items the commission discussed are going before Council for approval with the exception of the part-time coordinator position.

Mr. Burkholder commented the Interim City Manager, Eric Ensey, has not viewed the special events form, but all corrections will be e-mailed to Ms. Soderberg before the Council meeting.

ReportsVolunteer Park Update

Mr. Burkholder reported the deadline to finish the park has passed and Ms. Heather Ramussen, the new Horticulturist, is going to plant a garden.

Little Dry Creek Master Plan

Nothing was reported on this subject.

Trail Dedication – Mr. Michael Leede (Quincy and Franklin)

Mr. Burkholder reported the application was passed at the Planning and Zoning meeting and now has to go before City Council for final approval.

Annex tree planting

Mr. Burkholder asked the commission members how they would like to respond to the request from Mrs. Vigoda to plant trees in the public land at Cherry Lane Drive annex.

Ms. Hayutin put together a form to use to respond to residents who come forward with this type of request.

The commission discussed the wording of the form, if a form was even necessary and the procedure for such requests.

Ms. Schmidt Hammell advised the commission of her discussion with Mrs. Vigoda and what her specific request was. She volunteered to schedule a meeting for the neighbors to get their ideas for the space at Cherry Lane Drive. She also volunteered to call Mrs. Vigoda to give her an update on the commission's discussion.

Ms. Gallagher volunteered to write Mrs. Vigoda a letter explaining the commission's decision.

St. Clair Silhouette Donations

Mr. Burkholder reported that City Council accepted the silhouettes, but the bank informed him that Mr. St. Clair does not have the authority to donate anything to the City at this time.

Adopt-a-Street and Trail program

Ms. Gilpatrick stated the Adopt-a-Street program is a national program with basic guidelines that most cities follow and to deviate from that would set a precedence.

Ms. Schmidt Hammell commented she researched some Adopt-a-Street programs after the last meeting and came to the determination that they are all pretty much the same and it is a privilege to adopt a trail.

Ms. Gilpatrick asked Ms. Gallagher to draft a letter to Ms. Laura Christman advising her at this time the Parks, Trails and Recreation Commission is going to follow a more traditional Adopt-a-Street program.

Mr. Burkholder noted that he does not see how the recommended Adopt-a-Street program was of benefit to the City.

One year anniversary accomplishments

Ms. Gilpatrick commented she is going to bring the list of accomplishments to the City Council meeting.

**RECORD OF PROCEEDINGS**Maintenance Log Update

Mr. Burkholder explained the maintenance procedure and the maintenance log that was included in the packets.

City Council

Mr. Burkholder gave the commission an update on the 2007 Arapahoe County Shareback program. He stated the City will be receiving \$126,000 from that program; as well as \$240,600 for the Big Dry Creek Trail project, but the money requested for the phase two trail overlay program was not granted. He advised the commission that City Council reviewed the University Overpass/Underpass and will be making a decision at a later date.

Adjournment

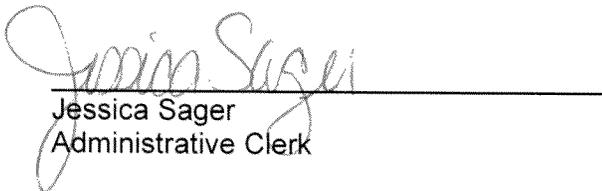
The meeting was adjourned at 9:03 p.m.



Theresa Gilpatrick  
Committee Chair



Paul Burkholder  
PTR Administrator



Jessica Sager  
Administrative Clerk