

Minutes of the Parks, Trails & Recreation Commission
City of Cherry Hills Village, Colorado
Thursday, March 14, 2013
at the Village Center

Commission members in attendance: Bill Lucas, Jeff Ferrell, Jeff Welborn, Karen Barsch, Jim Fairbairn, Robert Eber, Colleen Dougherty, Councilor Katy Brown.
Employees present: Ryan Berninzoni, Parks, Trails and Recreation Administrator, Matt Krebsbach, Parks Crew Chief, Pamela Broyles, Administrative Assistant.

CALL TO ORDER

Chairman Bill Lucas called the meeting to order at 6:34 p.m.

APPROVAL OF THE FEBRUARY 13, 2013 MINUTES

Mr. Jeff Welborn moved to approve the February 13, 2013 minutes as presented. Mr. Robert Eber seconded the motion and it passed unanimously.

AUDIENCE PARTICIPATION

There was no audience participation.

PRESENTATION ON ZONING ORDINANCE OPTIONS FOR THE O-1

APPROVALS: ROB ZUCCARO, COMMUNITY DEVELOPMENT DIRECTOR

Mr. Zuccaro addressed the Commission based on direction from the PTRC to draft a few options that would alter the approval process for Public Recreation Facilities in the O-1 Zone District. Currently there is a public hearing requirement for any public or private recreation facility including playground equipment in a City Park. Based on the current code a proposal would have to go before the Planning and Zoning Commission (P&Z) and then City Council for an additional public hearing and final approval. The purpose of amending this process is that it seems onerous that the PTRC, P&Z and City Council are required to review potential projects.

Mr. Zuccaro reviewed the following three options:

- The first option would make a Public Recreation Facility a permitted use in the O-1 Zone District. There would be no public hearing required.
- The second option would eliminate the P&Z review and public hearing process altogether and the proposed project would go directly to City Council for a public hearing.
- The third option would be to replace the current P&Z review and public hearing process with a PTRC process. The PTRC would make a recommendation to City Council and hold a follow-up public hearing at City Council for their final approval.

Mr. Ferrell noted that the initial question for the PTRC was whether they could streamline the process by not having a requirement for a second public hearing before P&Z and then a third public hearing before City Council. He stated that the third option seems to be more in line with the Commission's thoughts where the PTRC would maintain oversight and have the opportunity for public comment before sending it to City Council.

The Commission also discussed the option of one public hearing with the PTRC and final approval through City Council at a public meeting. City Council would have the discretion on whether to hold a public hearing.

Mr. Zuccaro confirmed that if the code references a public hearing then a public hearing must be held. If there is no mention of a public hearing then City Council would have the option whether to hold a public hearing.

Mr. Zuccaro outlined the following requirements to hold a public hearing:

- The public hearing needs to be published in the Villager Newspaper
- If it is property specific a sign must be posted on the property giving notice of a public hearing facing a public roadway
- Notice must be mailed to all adjacent property owners.

Mr. Zuccaro confirmed that all options require a change to the code and the Commission will need to go before P&Z for their recommendation and then before City Council as a Council Bill for a first and second reading to include a public hearing. P&Z can also choose to hold a public hearing.

The Commission discussed potential challenges for City Council if only one public hearing is held at the PTRC level.

Mr. Lucas stated that he understands the need for a two step process, but he is frustrated that a minor modification currently requires three hearings.

The Commission discussed the terminology and definition of minor versus major modifications. The Commission agreed that the terminology should provide some flexibility.

Mr. Zuccaro referred to Article 20 and the approval process and agreed that the definition of a modified facility could be amended to be more specific. He stated that this would be the place for the Commission to provide a better definition.

Mr. Ferrell asked if the code could be changed to say a public hearing is necessary, but not specify where the public hearing has to be. He said all of these public hearings are burdensome for the public as well as the Commission and City staff. He indicated that the more public hearings there are the lower the turnout seems to be because the process is frustrating for the public.

Mr. Zuccaro cautioned that by not defining where the public hearing will be and how many hearings to have it could be seen as treating certain projects different than others and may cause some legal ramifications. He suggested that the benefit of having more than one public hearing is that neighbors can come and give their comments and the Commission can address their comments at a second public forum.

Mr. Zuccaro indicated that there may be a distinction to be made on public input meetings versus public hearings. A public hearing is designed to take evidence into the record in decision making whereas a public input meeting is to acquire public input, but it is not legally defined as a public hearing is.

Mr. Lucas indicated that the Commission seems to agree that the process should eliminate P&Z and go straight to City Council. The PTRC wants to be a stronger advocate to City Council and establish more relevance as a Commission.

The Commission discussed a variation between option two and three that would require a public hearing at the Council level and at a minimum require a public input meeting at the PTRC level.

Mr. Zuccaro confirmed that what he is hearing from the Commission is that they like option three, but instead of a required hearing they want similar language that is currently used by P&Z for a zone change. The PTRC would have the discretion to hold a public hearing or a public meeting, but the PTRC would not be skipped in the process. At a minimum there would be two public forums.

The Commission discussed the advantages and disadvantages of holding a public hearing versus a public meeting and the flexibility to reach more homeowners. The Commission agreed that they would like the option to hold a public hearing.

Mr. Zuccaro stated that he could redraft option three to give the PTRC the discretion to hold a public meeting or decide by a motion and a vote of the majority to hold a public hearing. Mr. Zuccaro suggested that to be consistent with code, notices of a public hearing should be sent to adjacent homeowners to meet the minimum requirements, but it would not limit the PTRC from giving additional notice to the Community.

Mr. Eber suggested that a representative from the PTRC should approach the PAZ Commission to discuss what the PTRC is proposing.

Mr. Lucas agreed to contact P&Z Chair Laura Christman and welcomed other PTRC members to join him.

The Commission asked Mr. Zuccaro to present the proposed changes at the April PTRC meeting.

Councilor Katy Brown also encouraged the Commission to address the need to better define the term "Modification" as they move forward.

Mr. Zuccaro asked the Commission to define what they would like to see in the modification definition.

The Commission discussed the importance of protecting open space and trees and keeping in line with the City's Master Plan when defining modifications to City Parks. The Commission discussed criteria for determining a minor versus a major modification and the impact on adjacent property owners.

Mr. Zuccaro agreed to draft some criteria for minor and major modifications and present the draft at the next PTRC meeting.

Mr. Eber suggested changing the code under Section 16-19-20 to add PTRC after P&Z and to also amend any similar sections in the code.

2013 Parks Division Projects and Priorities Presented by Parks Crew Chief Matt Krebsbach

Mr. Krebsbach introduced himself as the new Parks Crew Chief and shared his previous experience. He prepared two Power Point presentations on the Parks Division completed projects for 2012 and the projected projects for 2013.

Mr. Krebsbach reviewed the following items that were completed in 2012:

- Annex Berm irrigation system
- Dahlia Hollow irrigation system
- Stage 2 of Concrete Replacement
- New Parks Signs installed at all open space parks
- Pruning done at Three Pond Park, Woodie Hollow Park and John Meade Park
- A new Tree Nursery at 90 Meade Lane to include approximately 35 trees and new irrigation.

Mr. Krebsbach stressed that routine maintenance is key to the Parks Division. Routine maintenance includes, watering, trash cleanup, replenishing bollards, horse arena maintenance, irrigation, mowing and trimming, sweeping trails, tree and turf maintenance, fence replacement and snow removal.

Mr. Krebsbach reviewed the Parks Division Goals for 2013:

- In January the portable restroom was installed at Three Pond Park with a new trash container and dog dispenser. Staff will add trees, shrubs and a bench in the spring.
- Continue with tree pruning.
- Install two ramps at John Meade Park and replace gravel at the playground with rubber or mulch to meet ADA requirements.
- Work on the entry feature at Clarkson and Quincy and install drip irrigation.

- Continue to enhance the GIS program through the new GPS system. Staff will map trees for maintenance needs and will include benches and trash cans in the near future. The Streets Department will use the system to update all of their signs throughout the City.
- Continue with 5 year plan to replace Split Rail Fence throughout the City.
- Weed Management Control - Staff is working on a written Weed Management Policy including rules and regulations and a timetable.
- Continue with concrete replacement and annual repairs.
- Repair worn bridges within the City that were listed on the City's insurance inspection as needing work. The two bridges are located at Woodie Hollow Park off of Cherryvale and the bridge at Dahlia Hollow Park that connects to the Highline. Damaged wood will be replaced and staff will redesign the railing system.
- Continue with replacing wood benches throughout the City with stone benches to help with long term maintenance. New plaques will also be placed on the benches.
- Irrigation projects to include the entry feature at Holly and Belleview and similar upgrades at Happy Canyon and Quincy.

Mr. Krebsbach also reviewed a project that he is working on to improve the trail system by improving the turf on the trails. He is also familiarizing himself with the Quincy Farm Property.

Another project the Parks Division is working on is the Highline Canal irrigation and tree planting program.

Mr. Krebsbach reported that there will be water restrictions this year and the City will conserve water any way they can.

Mr. Welborn pointed out that the City is losing the footing on the Highline Canal Trail. He said the trail needs a new road base and new crusher fine at some point in the near future. He also mentioned that the Fairfax Bridge is in bad need of repair.

Mr. Krebsbach responded that staff will make some minor repairs to the bridge, but they will need to contact the City Engineer before doing any additional repairs.

The Commission made the following suggestions as staff moves forward with maintenance:

- Consider using thistle bugs to help control the weed problem.
- Consider more economical and maintenance free options for replacing fence.
- Continue to replace three rail fence with two rails.
- Use xeriscape landscaping when possible.
- Consider a City compost pit

SUBCOMMITTEE DISCUSSIONS

a. Summary Sheet

Trail Enhancement Update

There was nothing to report on this subject.

Special Events Update

Ms. Dougherty reported that the Special Events Committee is meeting next week to discuss upcoming events and to establish dates for the events.

Communications/Crier Article

Mr. Welborn requested that any time there is something to report in the Community to put it in the Village Crier even if it is just a heads up with few details and is subject to change.

General Updates

Mr. Lucas presented Commission members with a schedule to attend City Council Meetings. There will be an opportunity at each City Council meeting for the PTRC to provide brief updates.

Mr. Ferrell provided an update on the status of the Quincy Farm Visioning Committee (QFVC). The first meeting was held on February 13th with presentations by the three consultants that were hired through the Arapahoe County Open Space Grant and an introduction by Colorado Open Lands who holds the Conservation Easement. There was extensive analysis on the civil infrastructure, trees and the pond at Quincy Farm. Mr. Charles Maguire will Chair the Committee and a Request for Proposal (RFP) has been circulated for a facilitator to lead the group. Mr. Lucas addressed City Council and requested approval to extend the deadline of a final report to December 31, 2013.

b. Parks, Trails and Recreation Enhancement

There was nothing to report on this subject.

REPORTS

a. Parks Division Maintenance Log

There was nothing to report on this subject.

b. City Council Report

There was nothing to report on this subject.

ADJOURNMENT

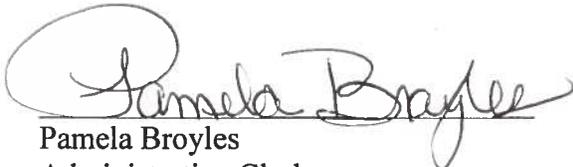
There being no further business the meeting was adjourned at 8:50 p.m.
The next scheduled PTRC meeting is April 11, 2013.



Bill Lucas
Committee Chair



Ryan Berninzoni
Parks, Trails and Recreation Administrator



Pamela Broyles
Administrative Clerk