

Parks, Trails and Recreation Commission Agenda

Thursday, Nov. 10, 2022 at 5:30 p.m.

This meeting will be held in-person at City Hall with no electronic participation.

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Audience Participation Period (limit 5 minutes per speaker)
5. Consent Agenda
 - a. Approval of Minutes – Sept. 8th, 2022
6. Unfinished Business
 - a. Master Plan Update – Paul Workman
 - b. Final 2023 PTRC Projects & Priorities
7. New Business
 - a. High Line Canal Conservancy Tree Donation Program – Adoption of Existing Trees
 - b. Bench Donation Guidelines Review
8. Reports
 - a. Chair
 - b. Commissioners
 - c. Staff
 - i. Quincy Farm
 - ii. Winter Celebration – Dec. 9th
9. Adjournment

Minutes of the
Parks, Trails & Recreation Commission of the
City of Cherry Hills Village, Colorado
Held on Thursday, September 8, 2022, at 5:30 p.m.

PARKS, TRAILS AND RECREATION COMMISSION REGULAR MEETING

Chair Fred Wolfe called the meeting to order at 5:35 p.m.

ROLL CALL

Chair Fred Wolfe, Commissioners Stephanie Dahl, Rob Eber and Chelsea Scott. Also present were Emily Black, Parks and Recreation Coordinator, Jay Goldie, Deputy City Manager and Public Works Director, and Jeff Roberts, Parks Operations Supervisor.

Vice-Chair Aron Grodinsky and Commissioners Kate Murphy and Tory Leviton were absent.

PLEDGE OF ALLEGIANCE

The PTRC conducted the Pledge of Allegiance.

AUDIENCE PARTICIPATION

None

CONSENT AGENDA

Commissioner Eber moved, seconded by Commissioner Dahl to approve the following items on the Consent Agenda:

- a. Approval of Minutes – August 11, 2022

The motion passed unanimous.

UNFINISHED BUSINESS

- a. Draft 2023 PTRC Projects and Priorities

The Commission tabled this item to the October 13, 2022 meeting.

NEW BUSINESS

- a. High Line Canal Stormwater Study Presentation – Troy Carmann, Icon Engineering

Coordinator Black introduced Troy Carmann of Icon Engineering to present the Stormwater Report.

Mr. Carmann reviewed a draft of the High Line Canal Stormwater Conversion Design Report that was included in the Commission's packet. He stated that the purpose of the study was to look at the hydraulics, downstream flood risks and potential upstream contributions to the Canal.

Mr. Carmann noted that the study is limited to the City limits and is unique to Cherry Hills Village. He described the importance of how the upstream watersheds work through existing connections to the Canal with no portions of the upstream watersheds going under or over the Canal. He noted that Cherry Hills Village is very unique in that these watersheds are untouched and drain into the Canal through natural water sources and swales. He said hydraulics are the biggest portion of this design to make sure the Canal can handle the water entering it. He stated it is important to understand the risks downstream when converting the Canal to a stormwater feature.

Josh Eldridge with Matrix Design Group reported on the character of vegetation along the High Line Canal. He stated that what was created by the Canal would not have been here naturally and because of that there are a lot of non-native species. He reported that the vegetation survey found that the vast majority of flowering species were non-native or noxious species. He said there is opportunity to enhance the overall ecological value of the Canal by eliminating some of the existing vegetation and creating more native seed mixes that will increase the function overall. He also suggested reducing the density in the Canal corridor by thinning the canopy of trees to improve wildlife habitat.

The Commission discussed crossing opportunities along the Canal with the proposed stormwater study.

Director Goldie noted that this study includes adding a footbridge at Mansfield and the High Line Canal by using the infrastructure that will be installed for the water quality berm.

Harriet LaMair, Executive Director of the High Line Canal Conservancy stated that she is thrilled with the study and the use of the structure to not only manage stormwater but to improve recreation. She said once local governments start making progress towards this conversion Denver Water may be more flexible on the type of bridge the City puts in.

Director Goldie noted that the report utilized the model that the High Line Canal Conservancy and Urban Drainage put together for the baseline, taking into account the entire hydrology of the Canal. He noted that when determining the locations of stormwater improvements, staff made sure to limit the number of trees that will be affected.

Commissioner Eber referred to the model on inflow into the system and asked if during a major event is the City just getting water from Greenwood Village or from the entire southside of the system and is all of that extra water going to be dumped onto their projects so that Cherry Hills Village is only dealing with a consistent level of water.

Mr. Carmann responded that it is important to note that these inflows have been draining into the High Line Canal in the City for over 100 years. He said in terms of risk estimation this system has worked very well for over 100 years in taking that runoff, absorbing it, moving it in the Canal and moving it downstream. He noted that the High Line is very efficient at moving water slowly through the whole system and we don't want to do anything to destroy that. He said there is no new flood risk in Cherry Hills Village because we are not adding any new water.

Director Goldie added that the larger study answers this question based on the inlets and outlets all the way from Waterton Canyon to make sure that the flood risk is not increasing.

Commissioner Dahl asked for clarification on whether the design will increase the floodplain and if homeowners along the Canal be required to get flood insurance.

Mr. Carmann responded that the flood boundary will not change with the flows that are being discussed. He said the big storm events are already accounted for in FEMA's floodplain studies.

Commissioner Scott asked if the City is in a 100-year floodplain or a 500-year floodplain and is the City prepping for a significant flood.

Mr. Carmann responded that the City is in the 100 and 500 year floodplain. He said the 500-year floodplain studies are nonregulatory and extremely rare, but it was determined that there is enough risk in the 100-year floodplain to plan for that to likely happen. He said this study includes all frequencies up to that 500-year event.

Chair Wolfe asked how many days per year the Canal will have water in it.

Mr. Carmann said the irrigation runs in the High Line Canal is on its way out and we are relying on mother nature to fill the Canal. He said with roughly 12-inches of rain per year they anticipate at least that much going into the Canal.

Chair Wolfe asked about homes along the Canal that have a retaining pond and what impact this will have on them.

Mr. Carmann responded that as people develop or redevelop a piece of land, they are required to adhere to water laws that cannot affect the quantity, quality, or manner of flow onto downstream neighbors. He said these elements still have to be met and detention ponds have been the answer to complying with that water law. He said a large pond will still be required to capture the water and release it at a slower rate, but the advantage is that it can be released into the Canal.

Commissioner Eber asked if tree maintenance is necessary for flood control.

Mr. Carmann clarified that tree maintenance has more to do with embankment safety so if tree roots have compromised the embankment, it becomes a target in respect of preserving the safety of the embankment.

Commissioner Eber asked if the costs for maintenance in the study includes the area outside of the Canal so the City understands what they are taking on. He said he is also concerned that raising the Canal creates a safety risk for people falling off the edge.

Director Goldie clarified that the maintenance costs are based on the entire width of the High Line Canal right-of-way and not just the trail.

Commissioner Eber commented that clearing the vegetation out is a tradeoff because it creates a private feeling and helps wildlife.

Mr. Eldridge explained that the clearing would not be applied to the entire corridor. He said he understands people love the trees and he is talking about a small reduction not a full scale clearing.

The Commission thanked Mr. Carmann for his report.

b. Bench Donation in Memory of Rhea J. Miller

The City received a request for a bench donation in memory of Rhea Miller by her grandson. The location of the bench will be on the bridle trail alongside S. Monroe Lane where Ms. Miller lived for many years.

Commissioner Dahl moved, seconded by Commissioner Scott to recommend City Council approval of the bench donation in memory of Rhea J. Miller.

The motion passed.

c. Bench Donation Guidelines Review

Discussion tabled to the October 13, 2022 meeting.

REPORTS

a. Chair Report

Parks & Trails Commission
09/08/2022

Chair Wolfe reported that an acquaintance who lives on the High Line Canal had an experience where a homeless woman showed up at her door. She believes the woman came into the Village via the High Line Canal. He said he hopes that the Police Department will reinstitute patrols on the High Line Canal for safety purposes.

b. Commissioners

Commissioner Eber reported that he attended the annual Outdoor Movie Night event and thanked staff for putting on the event. He also announced that the annual Car Show is scheduled for September 11th to benefit the Police Foundation.

c. Staff Report

There was nothing to report.

ADJOURNMENT

The meeting adjourned at 6:47 p.m. The next meeting is scheduled for October 13th at 5:30 p.m.

Chair Fred Wolfe

Emily Black
Parks and Recreation Coordinator

MEMORANDUM

TO: CHAIR WOLFE AND MEMBERS OF THE PARKS, TRAILS, AND RECREATION COMMISSION

FROM: PAUL WORKMAN, PLANNING MANAGER

SUBJECT: 2022 MASTER PLAN

DATE: NOVEMBER 10, 2022

ISSUE

The final draft of the 2022 Cherry Hills Village Master Plan (**Exhibit A**).

BACKGROUND

Section 2-6-10 of the Cherry Hills Village Municipal Code (Code) requires the Planning and Zoning Commission (P&Z) to maintain a Master Plan (sometimes called a Comprehensive Plan). This is an advisory policy document that jurisdictions use to help inform policy decisions ranging from capital improvement projects to land use decisions. A Master Plan is a long-range document that looks at time horizons between 20 and 30 years. Cherry Hills Village's first Master Plan was adopted in 1970 and has been amended over the years. The most recent version of the Master Plan was approved by City Council (Council) in 2008. Section 2-6-10 also requires the Planning & Zoning Commission to review the Master Plan as often as it deems appropriate, but no less frequently than once every 10 years, which aligns with standard planning practices. Following any review of the Master Plan, P&Z is required to submit to Council findings, recommendations, and amendments, if any, which Council may adopt, modify, or reject.

In the fall of 2019, Council, the Commission, and staff commenced an update to the City's Master Plan. Included in this effort was a Request for Proposals (RFP) for the City to hire a consultant to help with this project. After interviewing respondents to the RFP, the City selected RICK Engineering + Design (RICK). In February of 2020, the City and Rick executed a professional services agreement and the project officially started. As the Commission may recall, the COVID-19 pandemic began in March of 2020. During the pandemic, RICK was able to conduct much of the "behind the scenes" work such as the analysis of existing conditions including the City's demographics, income, population, etc. However, the project got to a point where the next steps were public input and that was unable to happen due to local, state, and federal emergency orders related to the pandemic. As a result, Council temporarily suspended the project in October of 2020. As restrictions on in-person gatherings loosened, Council

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approved the restart of the project in June of 2021. The plan before the Commission is the culmination of almost three years' worth of work.

PLAN ELEMENTS

Update of the 2008 Plan

One thing that became clear in the early parts of the public outreach was that the residents of the Village like the community in which they live and do not want wholesale changes. As a result, the 2008 version of the Master Plan was a guide in developing the 2022 Master Plan. For example, the 2008 Vision for the community was:

“The Village – a safe, low-density, residential community.

It is the desire of the citizens of Cherry Hills Village to maintain the established character of the community through the implementation of the Village’s planning goals and strategies, regulations and decisions.

This vision for Cherry Hills Village is defined by:

- *Semi-rural character, views and open feel of the Village; while*
- *Strategically addressing issues and pursuing Village policy in a fiscally sound manner”*

The 2022 Vision for the community is:

“A safe, serene, low-density residential community. It is the desire of the citizens of Cherry Hills Village to maintain and enhance the established character of the community through the implementation of the Village’s planning goals and actions, regulations, and decisions.

The Village is defined by:

- *A character defined by natural open space, views, and a safe and serene environment; while*
- *Strategically addressing issues and pursuing Village policy in a fiscally sound manner.”*

The Vision is the aspiration that the community desires to achieve with the implementation of the goals and actions in the plan. As such, each guiding principle, goal, and action in the Master Plan points back to this Vision.

Chapters Added

While the 2008 Master Plan didn't have defined chapters, it did have different topics. One of the goals of the 2022 Master Plan was to have specific chapters with guiding principles, goals, and actions. The table below shows the topics that were discussed in the 2008 Master Plan versus the chapters in the 2022 Master Plan.

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2008 Topic	2022 Chapter
Vision	Community Vision
Land Use/Development	Community Character
Village Character	Land Use
Open Space, Parks, Trails, Recreation	Transportation
Village Center	Parks, Trails, and Open Space
Transportation	Infrastructure/Facilities
Utilities/Infrastructure	Sustainability and Resiliency
Community Services	Implementation

The individual chapters help to organize the document, make the document more user friendly, and create an easy to reference document.

Within each chapter there are:

- Guiding principles that reflect the community’s overarching vision for each chapter. Guiding principles are the broadest statements and generally not specific.
 - Goals that are qualitative statements of a desired direction or future condition. Goals are the first layer below a guiding principle.
 - Actions that summarize the recommended initiatives that the City should pursue to achieve the goals identified in each chapter. Actions are the most specific items in the Master Plan.

Implementation

New in the 2022 Master Plan is the implementation chapter. This chapter was added to provide a hierarchy of goals and actions to achieve the Vision stated in the Master Plan. The implementation chapter serves as a guide for Council, appointed officials, City staff, and residents to monitor progress over the course of time to implement the Plan’s Vision. The specific timeframes of short, medium, and long-term actions are intended to help prioritize City resources and should not be taken as a specific year over year work plan. The City should remain nimble enough to respond to opportunities and constraints as they arise.

PUBLIC INPUT

Over the course of the Master Plan project, there has been robust public outreach and public input through a variety of opportunities. As stated in the Plan:

- 635 Completed Community Surveys
- 75 Attendees at 3 Open House Events
- 7 Citizen Advisory Taskforce Meetings
- 12 Planning and Zoning Commission Study Sessions
- 3 City Council Study Sessions
- 3,900+ Visits to the Project Website

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Citizen's Advisory Taskforce (CAT):

A critical point of input through the project has been the CAT. Since September of 2021, there have been seven CAT meetings. This group, comprised of residents of the community, was instrumental in making recommendations to the Commission on topics ranging from document organization, to evaluating and interpreting public input, and making recommendations regarding the content of each chapter. Staff would like to formally thank the members of the CAT in this staff report. A big thank you to: Scott Roswell, Chair, Jennifer Miller, Vice Chair, Alex Brown, Bill Lucas, Bob Serotta, Britta Miles, Doris Kaplan, Doug Robinson, Earl Hoellen, Janney Carpenter, Jeff Welborn, Laura Christman, Mike LaMair, Rob Eber, Sandy Rothe, Thomas Barsch, and Tiffany Sullivan.

Technical Advisory Group (TAG):

Another important group that provided input in the process was the TAG. This group was comprised of community stakeholders that are not residents. This group included the private clubs, churches, water districts, fire district and many more. This group also communicated that they like Cherry Hills Village the way that it is and do not desire major changes.

Community Surveys:

As a part of the process, there were three public surveys that asked for input from the community. The first survey, in the fall of 2021, was mailed to every property owner in the Village and was focused on a broad variety of topics to get a sense of what the community liked, supported, did not like, etc. This information was used to create some of the initial guiding principles that the Commission developed. The second survey, in the spring of 2022, was focused on some follow-up questions from the first round of community input as well as testing some guiding principles and early versions of the goals. This feedback was used to finalize the guiding principles and goals while also identifying some draft actions. The third community survey, in the fall of 2022, was primarily focused on implementation and prioritization of goals and actions. This information was used to create the hierarchy of the implementation chapter.

Open Houses:

In coordination with the community surveys, there were three open houses (fall of 2021, spring of 2022, and fall of 2022). The open house activities provided residents an opportunity to talk about the project in person and relay their thoughts and wishes to specific members of the project team. There were also exercises, such as pinning comments on maps and placing dots on boards to provide feedback on what the community desires.

Project Website:

Due to the virtual nature of the world today and in an effort to capture the input of another segment of the community, the consultant team maintained a project website where people could see the status of the project, provide input, and stay informed. This tool was important because it provided an additional opportunity to contribute input to the project for residents that do not have time for a survey, may not want to participate in person, or just prefer a website option.

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PLANNING AND ZONING COMMISSION STUDY SESSIONS

Since the project began in the spring of 2020, there have been seven study sessions with the Planning & Zoning Commission to discuss the project. These study sessions ranged from discussing public outreach strategies, to document content, to document structure. The document before the Commission represents the collective direction that the Commission has given to date.

CITY COUNCIL STUDY SESSIONS

Staff has conducted two study sessions with Council since the project was restarted in June of 2021. One study session was held in early 2022 and the second study session was held in the summer of 2022. These study sessions were strategically timed to check-in at critical points in the process. The study session in January of 2022 was intended to obtain input from Council regarding an early version of the guiding principles and the goals for each chapter. The study session in August of 2022 provided Council with a draft of the document and offered an opportunity to see the plan and provide input prior to the finalization of the text for discussion with the Commission and the CAT. During both study sessions, Council was complimentary of the work that had been done and the content of the document and indicated support for the project's direction.

RECOMMENDED MOTION

None

ATTACHMENTS

Exhibit A: [2022 Master Plan](#) (link only; printed copy not included in packets due to length)

CHERRY HILLS VILLAGE
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2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

City Hall
Telephone 303-789-2541
FAX 303-761-9386

ITEM: 6b

MEMORANDUM

TO: MEMBERS OF THE PARKS, TRAILS, AND RECREATION COMMISSION

FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR

SUBJECT: 2023 PTRC PROJECTS & PRIORITIES

DATE: NOVEMBER 10, 2022

ISSUE

Reviewing the 2023 projects and priorities for Parks and PTRC.

DISCUSSION

Staff has prepared the 2023 budget for City Council's review on November 15th. It is helpful to establish the Parks, Trails, and Recreation Commission's priorities for next year to ensure they are accounted for (**Exhibit B**). Staff has also included a list of other 2023 Parks projects that are planned for completion but do not directly involve the Commission. Also attached is the Projects and Priorities list from 2022 for PTRC's reference (**Exhibit A**).

STAFF RECOMMENDATION

Staff recommends PTRC approve the attached Projects & Priorities document for 2023.

RECOMMENDED MOTION

"I move to approve the Parks, Trails, and Recreation Commission Projects & Priorities for 2023."

EXHIBITS

Exhibit A: PTRC 2022 Projects & Priorities

Exhibit B: Draft 2023 PTRC Projects & Priorities

**PARKS, TRAILS AND RECREATION COMMISSION
2022 Priorities**

<u>Project</u>	<u>Goals</u>
Improvements / Recreational Programming in City Parks and Trails (\$10,000)	Funds can be used for various Park or Open Space improvements, including: play equipment, shelter improvements, horse arena upgrades, etc. or for programming in City parks
Special Events (\$21,500)	Estimate includes Movie Night, Car Show, Winter Celebration, Spring Clean Up
Trail Signing Project (\$10,000)	Continue renaming and re-signing City trails
City Master Plan (\$0 from Parks)	Work with CAT and P&Z on relevant sections
Visioning (\$0)	To be determined

Additional 2022 Parks Projects

<u>Project</u>	<u>Goals</u>
High Line Canal Stormwater Study (\$25,000) – continuing from 2021	Exploring potential for stormwater infrastructure in the High Line Canal
High Line Canal Irrigation Project (\$55,000) – continuing from 2021	Extending pilot project already in place; planned location is immediately north of Belleview

**PARKS, TRAILS, AND RECREATION COMMISSION
2023 Priorities**

<u>Project</u>	<u>Goals</u>
Improvements / Recreational Programming in City Parks and Trails (\$10,000)	Funds can be used for various Park or Open Space improvements, including: play equipment, shelter improvements, horse arena upgrades, etc. or for programming in City parks
Special Events (\$21,500)	Estimate includes Spring Event, Movie Night, Winter Celebration, Spring Clean Up
New Trail Maps (\$25,000)	Design and print new trail maps once trail renaming is complete
<u>Visioning/Additions</u> <u>(\$0)</u>	<u>Potential additions of Parks and Open Space</u> <u>Study parks not designated in City Code</u>

Additional 2023 Parks Projects

<u>Project</u>	<u>Goals</u>
High Line Canal Stormwater Infrastructure (\$ TBD)	Possible addition of stormwater infrastructure in the High Line Canal
Quincy Farm Improvements (\$ 49,550)	Based on Cherry Hills Land Preserve’s Annual Plan for the Farm. Projects include signage and construction documents for adapting the Big Barn into classroom space

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Cherry Hills Village, CO 80113
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Village Center
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FAX 303-761-9386

ITEM: 7a

MEMORANDUM

TO: MEMBERS OF THE PARKS, TRAILS, AND RECREATION COMMISSION
FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR
SUBJECT: HIGH LINE CANAL TREE DONATION PROGRAM
DATE: NOVEMBER 10, 2022

ISSUE

Reviewing a request from the High Line Canal Conservancy regarding their Tree Donation Program.

DISCUSSION

Executive Director Harriet LaMair has requested to partner with Cherry Hills Village for the High Line Canal Conservancy's tree program, Tree Line the High Line. Information from Director LaMair is below:

"Thanks for the conversation about partnering with CHV on our Tree Tribute Program: Tree Line the High Line. As mentioned, this program was unfortunately put on hold due to the current conversations with Denver Water. We anticipate launching the new tree plantings and full program for those tree tributes in the spring in select communities.

We had hoped to partner with CHV on new fall tree plantings and have a few CHV folks hoping to honor their families through this program this year. We are so hopeful that we don't have to wait until the spring to accommodate these tributes. We are interested to partner with CHV on the existing tree tribute part of the program this fall. Thanks for your willingness to present the adoption of existing trees to the PTRC for consideration.

We propose that CHV allow for the adoption of up to 10 of the existing trees along the west side of the Canal North of Bellevue. We will ask donors for a donation \$500 per tree. These funds will support the tree care program generally as well as cover costs associated with management of the program, including the tree hugger order, placement and removal after one month, GIS map, annual tree photography, communications, and more.

HLCC can allocate a portion of the \$500 to CHV if needed.

If one of these trees failed, we would support the planting of replacement trees or adoption of an adjacent tree, as needed”

Staff is supportive of allowing the Conservancy to adopt existing trees within the City for their program. (To be clear, these are the young trees along the Canal immediately north of Belleview planted a few years ago when irrigation was installed in this area.) Funds are already budgeted to care for these trees and the City will continue to maintain them regardless of their adopted status; staff does not find it necessary to divert part of the donation for their care. This proposal does not interfere with the City’s own Tree Donation Program, which is specific to newly planted trees in parks and trails.

STAFF RECOMMENDATION

Staff recommends permitting the High Line Canal Conservancy to adopt existing young trees along the High Line Canal within the City for their program.

RECOMMENDED MOTION

No motion is necessary for this item; the Commission should provide feedback for the Conservancy.

EXHIBITS

None

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ITEM: 7b

MEMORANDUM

TO: MEMBERS OF THE PARKS, TRAILS, AND RECREATION COMMISSION

FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR

SUBJECT: BENCH DONATION GUIDELINES REVIEW

DATE: NOVEMBER 10, 2022

ISSUE

Reviewing the guidelines for the Bench Donation Program.

DISCUSSION

At the August 11th, 2022 meeting, PTRC requested to review the guidelines for the Bench Donation Program (**Exhibit A**). Ideas discussed at that meeting included:

- Creating a defined policy on when to accept a donation
- Updating the policy to define the level of connection to the Village to qualify for a memorial bench.
- Adding qualifications such as a requirement to be a resident, limiting the number of benches for each park and the distance between benches.

To provide context, the Parks Division typically receives only a few requests per year:

- 2022 – 3 bench donations; 1 tree donation (as of Sept. 1; includes donations in process)
- 2021 – 0 bench donations; 1 tree donation
- 2020 – 1 bench donation
- 2019 – 3 bench donations
- 2018 - 2 bench donations

With each of these requests, staff has been able to determine an appropriate location that is not too close to other benches. Staff does not recommend pre-determining available bench locations, since there are many options still available and each request is unique to that family. With the recent addition of the Tree Donation Program, there is less pressure on bench locations since there is another option available to donors.

STAFF RECOMMENDATION

Staff has no recommended changes to the current bench donation guidelines.

RECOMMENDED MOTION

(Only necessary if the Commission agrees on a change to the guidelines:) “I move to approve the updated Bench Donation guidelines with the following changes: (____).”

EXHIBITS

Exhibit A: Bench Donation Guidelines (updated 2018)

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Parks, Trails, and Recreation Bench Donations/Dedications

Guidelines:

- * Cherry Hills Village uses sandstone benches throughout the City.
- * Dedications must fit on a bronze plaque (three by six inches) affixed to the bench.
- * The person to whom the bench is dedicated must have some connection to Cherry Hills Village.
- * Required donation amount: \$1,500.00 (fee includes: cost of bench, plaque and long term maintenance of the bench).

Process:

- * Check with the Parks Operations Supervisor for possible locations, keeping in mind that there are some restrictions due to maintenance, traffic, and jurisdiction issues. New sites along the High Line Canal are no longer available.
- *The Parks, Trails, and Recreation Commission (PTRC) will then make a recommendation to City Council.
- * Provide the name and contact information of a person for any upkeep/updating conversations. If there is no contact person, the Parks Division will make replacement decisions to replicate the original design as closely as possible.

Maintenance:

- * The Parks Division will maintain the bench, if needed. The City will accept donations toward such costs. For bench maintenance, please provide the name and contact information for any upkeep / updating communications. If there is no contact person, the Parks Division will make replacement decisions to replicate the original design as closely as possible.