

**Parks, Trails and Recreation Commission Agenda**

Thursday, Feb. 9, 2023 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 – Nov. 10<sup>th</sup>, 2022
6. Unfinished Business
7. New Business
  - a. Spring Event
  - b. Bench Donation Guidelines Review
8. Reports
  - a. Chair
  - b. Commissioners
  - c. Staff
    - i. Digital Meeting Packets
    - ii. Quincy Farm
    - iii. Sidewalk/Bicycle Gap Study
9. Adjournment

Minutes of the  
Parks, Trails & Recreation Commission of the  
City of Cherry Hills Village, Colorado  
Held on Thursday, November 10, 2022, at 5:30 p.m.

**PARKS, TRAILS AND RECREATION COMMISSION REGULAR MEETING**

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

**ROLL CALL**

Chair Fred Wolfe, Vice-Chair Aron Grodinsky, and Commissioners Kate Murphy, Tory Leviton, and Stephanie Dahl. Also present were Emily Black, Parks and Recreation Coordinator, Paul Workman, Planning Manager, and Jeff Roberts, Parks Operations Supervisor.

Commissioners Rob Eber and Chelsea Scott were absent.

**PLEDGE OF ALLEGIANCE**

The PTRC conducted the Pledge of Allegiance.

**AUDIENCE PARTICIPATION**

None

**CONSENT AGENDA**

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

- a. Approval of Minutes – September 8, 2022

The motion passed unanimously.

**NEW BUSINESS**

- a. High Line Canal Conservancy Tree Donation Program – Adoption of Existing Trees

The Commission elected to review this item first out of respect to the presenter.

Coordinator Black explained that 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; this program was unfortunately put on hold due to current conversations with Denver Water. The Conservancy had hoped to partner with Cherry Hills Village on new fall tree plantings; they are now proposing that Cherry Hills Village allow for the adoption of up to ten of the existing trees along the west side of the Canal north of Belleview. Coordinator Black noted that the Conservancy will ask donors for a donation of \$500 per tree, and these funds will support the tree care program generally as well as cover costs associated with management of the program; Executive Director LaMair also offered that the Conservancy could allocate a portion of the \$500 donation to the City if needed.

Coordinator Black stated that staff is supportive of allowing the Conservancy to adopt existing trees within the City for their program. She explained that since 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. Ms. Black clarified that this proposal does not interfere with the City's own Tree Donation Program, which is specific to newly planted trees in other parks and trails. She introduced Lindsay Moery, Director of Development for the High Line Canal Conservancy, who was available for questions.

Vice Chair Grodinsky asked what the required donation amount was for the City's existing tree donation program and whether it was consistent with the Conservancy's \$500 amount.

Coordinator Black replied that it was \$1,000, but the City's program involves purchasing and establishing a new tree; the Conservancy's proposed program involves adopting an existing tree. Ms. Moery noted that the Conservancy's price will be closer to the City's once the Conservancy is able to plant new trees.

Chair Wolfe stated he walked the High Line Canal every day and noted there was a standing dead tree at a sharp curve and asked whether there was a plan to remove it.

Ms. Moery stated she couldn't speak to a specific tree, but described the 2016 tree survey of the High Line Canal and noted only hazard trees were slated for removal; if it hasn't been removed, it may be in a location that does not pose a risk to people or property or it may be stable enough to leave standing as a habitat tree.

Chair Wolfe asked the caliper of tree being planted; Coordinator Black clarified that the Conservancy in this request is only adopting existing trees. Chair Wolfe asked if irrigation must be extended to each tree.

Coordinator Black explained that is the practice the City uses, but some other jurisdictions use truck watering for their trees. There was discussion about the pros and cons of irrigation versus truck watering.

Commissioner Dahl asked whether the City has plans to plant more trees. Coordinator Black explained staff did have a plan for more trees but it was on hold at this time due to the negotiations with Denver Water about the City taking over maintenance of the High Line Canal.

Commissioner Dahl asked if the intention is to transfer the trees to the City; Coordinator Black explained the trees are remaining in the City's care, the adoption process by individuals is temporary.

Ms. Moery explained that this is primarily a tribute and memorial program to "adopt" a recently planted tree; a temporary (3-6 months) tag will be placed on the tree and the memorial will be shown on the High Line Canal Conservancy's website for the tree's lifetime.

Chair Dahl asked if there was a priority or requirement for residency of a jurisdiction.

Ms. Moery stated that the program hasn't officially launched yet, but at this time there was no requirement; the calls she has received so far are generally residents of that jurisdiction where they would like the tree to be located.

The Commission thanked Ms. Moery for her time.

### **UNFINISHED BUSINESS**

#### a. Master Plan Update – Paul Workman, Planning Manager

Paul Workman presented a final update summarizing the city Master Plan. He explained that the Planning & Zoning Commission voted yesterday to approve the document for City Council subject to some minor changes and City Council is scheduled for their final review and approval for the plan on December 14<sup>th</sup>. Manager Workman stated his last appearance before PTRC was in May; he summarized the public input and drafting process that led to this final version and that he was pleased with the response rate and engagement.

Chair Wolfe clarified that the response rate represented about 10% of the Village and he thought that was low.

Manager Workman replied that, having done master plan processes in the past, statistically 10% is tremendous – a 2% result is enough to draw conclusions from statistically speaking. He also explained that beyond the number of responses, the time that folks took to give written feedback was another unique characteristic of the community.

Chair Wolfe asked if the responses had been broken down geographically; Mr. Workman explained how location information had been collected.

Mr. Workman reviewed the community vision, guiding principles, goals, and action items contained in the final Master Plan draft. He specifically reviewed the Parks chapter of the plan for PTRC's benefit.

Commissioner Leviton asked if there was any discussion of changing the Parks, Trails, and Recreation Commission's name to the Parks, Trails, and Open Space Commission; Manager Workman stated not as part of the Master Plan process. Mr. Workman explained the names and structures of commissions are laid out in the municipal code.

Chair Wolfe asked if the Commission could ask questions that don't pertain to parks. Manager Workman confirmed. Chair Wolfe asked about cell phone reception and whether that was part of the infrastructure goals.

Manager Workman responded yes, the plan acknowledges the desire of the community to improve coverage. He explained in the first survey, cell coverage was one of the number-one priorities. In the second survey, one of the questions asked what options the community would support to fund new coverage; the survey results leaned more towards working with providers rather than levying new taxes or spending existing city funds. However, recently it has been announced that American Rescue Plan Act funds can be used for this purpose, so the Planning & Zoning Commission has changed the language of the master plan to acknowledge that funding may become available.

The Commission expressed general frustration with cell coverage.

Mr. Workman noted this was a Council issue that they are currently working on and encouraged the Commission to watch the recording of the Nov. 1<sup>st</sup> study session, where H.R. Greene presented to Council on this problem. He continued that the first step is understanding where the gaps are, and Council has given the green light for staff to commission a study.

Coordinator Black stated that the Request for Proposals for the study is currently posted on the City's website and closes on Dec. 6<sup>th</sup>.

Commissioner Dahl asked whether Planning & Zoning had considered changing the tree preservation ordinance to match the goals of the master plan.

Manager Workman stated there is language in the Master Plan about enforcing the current tree preservation ordinance. He explained City Council held a study session on the issue in August and provided direction that they did not want to make major changes to the tree preservation ordinance (though they agree that what happened at Quincy & Franklin is not a reflection of the values of the community), since it is already more restrictive than most other jurisdictions for residential development.

The Commission expressed their continued disbelief that the removal of all of the trees at the lot at Quincy & Franklin falls within the existing tree preservation ordinance.

Manager Workman explained the three scenarios when tree mitigation applies; he reiterated that following their study session, Council did not want to make major changes; he explained a major issue for City Council was private property rights and they felt that a handful of bad actors did not represent the rest of the Village. He clarified that the only direction they provided was for staff to remove the maximum caliper size requirement that had been included in the code, and that that code change would appear before Council for consideration on Dec. 14<sup>th</sup>.

Vice Chair Grodinsky clarified that that change would allow for people to plant more mature trees; Manager Workman confirmed.

Chair Wolfe asked where Quincy Farm appears in the Master Plan; Manager Workman explained it was mostly within the Parks chapter.

Chair Wolfe asked if the Master Plan addressed budget considerations and how to make sure there is money within the budget for the necessary maintenance of Quincy Farm.

Manager Workman explained that budget is ultimately a Council decision, but it was important to the Planning and Zoning Commission that Quincy Farm be funded and maintained as a City-owned asset.

Manager Workman reviewed that City Council will vote on the plan on Dec. 14<sup>th</sup>; provided they accept the plan, it will become effective immediately.

There was discussion about timing; Manager Workman explained it was important to him that this Council have the opportunity to vote on the plan, as they budgeted for it and restarted the process following its pause due to Covid. He thanked the Commission and encouraged them to read the Master Plan itself, which was only the first 50 pages of the document that they had received.

Chair Wolfe asked what Paul Workman personally thought the top three priorities for improvement within the City should be.

Manager Workman stated cell service was the number one area people have raised for improvement; undergrounding utilities, which is more of an aesthetic choice; and drainage, drainage impacts, and opportunities for combining stormwater management and open space.

The Commission thanked Mr. Workman.

b. Final 2023 PTRC Projects & Priorities

Vice Chair Grodinsky moved, seconded by Commissioner Dahl, to approve the 2023 PTRC Projects & Priorities.

The motion passed unanimously.

## **NEW BUSINESS**

### b. Bench Donation Guidelines Review

This item was tabled to the next regularly scheduled meeting.

## **REPORTS**

### a. Chair Report

Chair Wolfe reported that there are eighteen isolated trail segments in the village and he has come up with names for them; he stated there are a few trails that dead-end, and he thought the Commission should discuss those in the future. He specifically referenced the dead-end trail off of South Vine Way close to Little Dry Creek.

Coordinator Black explained staff had commissioned a survey of that area and the creek had migrated into the trail easement; unless the city were to build a very long boardwalk over the creek, it is unlikely that trail could be connected in the future.

### b. Commissioners

There were no commissioner reports.

### c. Staff Report

Coordinator Black reported that the Winter Celebration would be held on Friday, Dec. 9<sup>th</sup> from 6pm-8pm, should any of the Commissions like to attend or volunteer during the event.

Ms. Black also pointed out the sculpture models on the side of the dais; the Cherry Hills Village Art Commission is planning a series of three sculptures by artist Joe Norman for installation in John Meade Park. City Council will approve the sculptures at their meeting on December 14<sup>th</sup>, 2022.

Vice Chair Grodinsky asked about the timing of the installation; Ms. Black explained the current timeline was fall 2023.

## **ADJOURNMENT**

The meeting was adjourned at 6:40 p.m. The next meeting is scheduled for January 12<sup>th</sup> at 5:30 p.m.

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Chair Fred Wolfe

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Emily Black  
Parks and Recreation Coordinator

CHERRY HILLS VILLAGE  
COLORADO

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Village Center  
Telephone 303-789-2541  
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ITEM: 7a

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**MEMORANDUM**

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

**FROM:** EMILY BLACK, PARKS PROJECT & OPERATIONS MANAGER

**SUBJECT:** SPRING EVENT

**DATE:** FEBRUARY 9, 2023

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**ISSUE**

Considering the addition of a new City event to take the place of the Car Show.

**DISCUSSION**

The Cherry Hills Village Police Foundation successfully held the annual Car Show in 2022 and has agreed to continue to hold this event to benefit the Foundation in future years. Staff is fully supportive of the Foundation taking ownership of this event as a fundraiser going forward. It will continue to be held in September or October each year.

To take the place of the car show, staff would like to add a spring event to the city's calendar. Existing events and programs currently include:

- Tree Planting Program – Feb.-April
- Spring Cleanup – May
- Movie Night – August
- Winter Celebration – December

Staff has considered the best time of year to add an additional event. Based on past experience and other city events, staff suggests holding a Spring Festival to complement the Winter Celebration. Ideas include:

- Saturday morning event in April (could be Saturday, April 1<sup>st</sup>, 2023)
- A variety of springtime activities for kids:
  - Offer tiny flowerpots that kids can decorate with stickers, with soil and seeds so they can plant flowers to take home
  - Egg hunts for various ages
  - Help Parks staff plant a tree or trees in the Park (weather dependent)
- Have a coffee cart for parents (third-party)



- City will provide:
  - donuts
  - juice boxes and snacks for kids

At their January 30<sup>th</sup> meeting, the Cherry Hills Village Art Commission indicated that they would like to be involved in a spring event as they continue their fundraising for the ‘Resilience’ sculpture series for John Meade Park. Their ideas included:

- having a table where visitors could view the maquettes
- selling special, large eggs with candy or prizes inside to fundraise
- selling special pollinator plants to fundraise (relating to the hummingbird and monarch sculptures)

#### **BUDGET IMPACT**

Staff plans to use the existing special events budget for this event. Car Show spending was typically between \$3,000-\$4,000. The majority of the expense was providing free food (hotdogs and hamburgers) at the event. A Spring Festival will easily fall within this budget.

#### **STAFF RECOMMENDATION**

Staff requests PTRC’s feedback on the addition of a spring event.

#### **RECOMMENDED MOTION**

No motion is required for this item.

#### **EXHIBITS**

None

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ITEM: 7b

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**MEMORANDUM**

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

**FROM:** EMILY BLACK, PARKS PROJECT & OPERATIONS MANAGER

**SUBJECT:** BENCH DONATION GUIDELINES REVIEW

**DATE:** FEBRUARY 9, 2023

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**ISSUE**

Reviewing the guidelines for the Bench Donation Program.

**DISCUSSION**

At the August 11<sup>th</sup>, 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
- 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 City's Tree Donation Program, as well as the High Line Canal Conservancy's bench and tree donation programs, there is less pressure on bench locations since there are multiple other options available to residents.

**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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Colorado**

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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.