



**TOWN BOARD JOINT WORK SESSION MEETING
WITH PARKS, RECREATION & CULTURE ADVISORY BOARD**

June 20, 2015 – 6:00 P.M.

Town Board Chambers

301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the public in attendance who have a question related to an agenda item are requested to allow the Town Board to discuss the topic and then be recognized by the Mayor prior to asking their question.

AGENDA

1. Boardwalk Park Master Plan
2. Parks, Recreation and Culture Legacy Plan
3. Future Meetings Agenda



MEMORANDUM

Date: July 20, 2015
To: Mayor, Town Board & Parks, Recreation & Culture Advisory Board
Via: Kelly Arnold, Town Manager
From: Wade Willis, CPRP, Parks and Open Space Manager
Andrew Dunehoo, Art & Heritage Manager
Re: Boardwalk Park Master Plan Update
Item #: Work Session - 1

Background / Discussion:

At the June 8, 2015 work session regarding the Boardwalk Park Redesign, Root House Studio (RHS) provided information and conceptual designs for developing a permanent structure for performances. The board also inquired about another possible option of placing the venue at the north end of the park. RHS will present this concept as well as provide a brief summary of the concepts and provide a recommendation to the boards.

Tonight will be an opportunity to further discuss the merits of each location and to select which concept or which elements from the proposed concepts should be implemented. Further, staff is seeking guidance regarding the schedule for implementation of the proposed plan.

Financial Impact:

N/A at this time

Relationship to Strategic Plan:

Goal 2.A.

Recommendation:

For discussion and provide direction to staff regarding further development and implementation of part or all of the presented master plan concepts.

Attachments:

NA



MEMORANDUM

Date: July 20, 2015
To: Mayor, Town Board & Parks, Recreation & Culture Advisory Board
Via: Kelly Arnold, Town Manager
From: Wade Willis, CPRP, Parks and Open Space Manager
Re: Legacy Plan
Item #: WKS Item 2.a. (Legacy Plan)

Background / Discussion:

Through a competitive bidding process staff has selected GreenPlay, LLC to develop a Legacy Plan for the Parks, Recreation and Culture Department. This plan will be utilized as a supporting document to existing Town of Windsor guiding documents and will provide a long range vision for level of services and sustainability for the department for the next 15 to 20 years. As such, this plan will focus more on the growth of the community rather than the operations of the department. For this evening's meeting GreenPlay will lead a discussion regarding the Legacy Plan process, comparisons and direction as the plan moves forward.

Financial Impact:

\$50,000 for the Legacy Plan was allocated in the 2015 budget.

Relationship to Strategic Plan:

Goal 1.A, B, C, D, E, F, G, H, 2. A,B, 4. B

Recommendation:

For discussion only

Attachments:

- b. GreenPlay LLC staff memo (note: "***Gaining Input Section***")
- c. Current Park Land Dedication Strategy
- d. Park Land Dedication Flow Chart



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Email: Info@GreenPlayLLC.com; Web: www.GreenPlayLLC.com

Memo to: Wade Willis, Project Manager, Town of Windsor
Melissa Chew, Director of Parks, Recreation, and Culture
Tara Fotsch, Manager of Recreation
Andrew Dunehoo, Manager of Arts and Culture

From: Dylan Packebush, Project Manager, GreenPlay, LLC

Date: July 15, 2015

Subject: Town of Windsor Parks, Recreation, and Culture Legacy Plan – Initial “fit”

The goal of this memo is to establish a consistent message from the project team that will be delivered to Town Board and Parks, Recreation and Culture Advisory Board during our July 20th work session. It is important to **give credit** to the work already completed by the Town, **describe the concept and fit** of the Legacy Plan with other planning documents, **identify tangible methods** for implementation, and **gain input** from each Board member as to their desires for the Legacy Plan as it evolves.

Giving Credit for the Foundation of the Legacy Plan

Through the leadership of the Town Board, its Advisory Boards, and Staff, the Town of Windsor has been building a parks and recreation legacy for many years. It has demonstrated its capacity and commitment to a high quality of life for residents, its workforce and visitors, even in the face of very challenging circumstances such as the recent recession. Planning is comprehensive and current, and infrastructure and amenities have kept pace with citizen desires. It is the goal of this plan to assure that this legacy sustains into the future.

In this spirit, the Legacy Plan will define ways to incorporate existing and established effective practices of the Parks, Recreation, and Culture Department along with the vision and recommendations of all related plans in order to evolve with the flexibility to meet the constantly changing needs of Windsor. The plan will establish a way for the Town of Windsor to continuously share its story with its community to establish a sustainable legacy for the next 15-20 years.

“Sustainability” is a very popular and perhaps overused word these days. Often, the users have in mind only one of the three basic elements of sustainability – Financial or Economic, Environmental, and Social or Recreational - making it very challenging to come to any kind of consensus when others may be focusing on one of the other elements. In order to manage the system of parks and recreation, economic or financial, environmental, and social or recreational sustainability must be balanced. The financial resources must be adequate to maintain the system into the future; the environment and our amenities that we love so dearly cannot be “loved to death;” and the people must be allowed appropriate use of the system to properly connect to and understand the value represented, creating stewardship while promoting the other benefits of physical activity and mental/emotional engagement. When all three are attended to, a dynamic, yet sustainable system is possible.

Previous and Current Planning Efforts

The following documents were reviewed with the goal of determining the initial fit of the Legacy Plan with the existing planning documents that guide the Town of Windsor.

- Comprehensive Plan
- Town of Windsor Strategic Plan, 2014 – 2016 Update
- Our Lands, Our Future
- Trails Master Plan, 2014 Update
- 2015 Budget
- Public Art Plan

- 2015 – 2019 Town of Windsor Capital Improvement Program
- Museum Interpretive Landscape Master Plan
- Conservation Easement Standards
- National Citizens' Survey

It is clear that the Town of Windsor is committed to providing Parks, Recreation, and Culture programming and experiences as a pillar of its development. Common themes across documents arose that will guide the Project Team as we begin the public and community engagement portions of this project. Those themes include:

- Preserving and highlighting the history of the Town of Windsor, but evolving with the expansion of the area.
- Preserving and highlighting the natural amenities that make the Town of Windsor unique.
- Providing recreational opportunities to citizens through multiple outlets including centers, open space, park and trail development and connectivity, and arts and culture.

Examples of the commitment to these themes are:

- Dedicated funding streams through the Town of Windsor, such as sales taxes, impact fees, and grants.
- Expansion of existing recreation center.
- Expansion of museum assets.
- Acceptance of the Public Art Plan.
- Increased bike trail connectivity to parks and development of on-street trail.
- Development of parks at Windsor Lake, Coyote Gulch, and Boardwalk.
- Development of policies regarding open space, natural areas, and wildlife.

Identifying Tangible Methods

The concept and fit is important to guide the Project Team through the legacy planning process, but tangible methods and recommendations for implementation are imperative to its success. These goals and recommendations will be driven by and impact:

- Level of service policies
- Funding policies and strategies
- Growth and acquisition policies
- Partnership opportunities, both internally and externally
- Operational plan development

Ensuring alignment with these tangible methods of implementation will allow the Legacy Plan to provide an impact on the Town of Windsor for the next 20 years, and establish a standard for generations to come.

Gaining Input

To ensure that the Legacy Plan is telling the right story and is consistent with the planning efforts of the rest of the Town, gaining input from the Town Board and Parks, Recreation and Culture Advisory Board is a key step in our process. Gaining their input will acknowledge previous efforts, ensure our efforts are headed in the right direction, and begin to develop the story of the legacy of Parks, Recreation, and Culture in the Town of Windsor.

After a brief introduction to the Plan and the initial phases of the process, the Project Team will facilitate a conversation with the Town Board and Parks, Recreation and Culture Advisory Board. Potential questions include:

- Considering Parks, Recreation, and Culture, what makes Windsor unique to the area?
 - How is different? What is it known for? What does it want to be known for?
- What is the story that needs to be told? What is the story that has not been told?
- How do the goals and objectives of the current Boards align with this legacy planning effort?



PARK DEVELOPMENT STRATEGY

Currently Park Development is funded by the Park Improvement Fund (PIF). Included on each residential building permit is a community park fee of \$1,204.00 and a neighborhood park fee of \$3,562.00. These fees accrue in the PIF and by ordinance can only be utilized for the development of each respective type of park land. Park land is typically acquired through the development process; each residential subdivision is required to dedicate park land based on the number of residential dwelling units platted in the subdivision. The parkland dedication formula is: *Dwelling Units X 2.73 Residents X .0055 acres = acres required for land dedication*

Example: $200DU \times 2.73 \times .0055 = 3$ acres required

Depending on a number of factors such as water availability, other recreational amenities in the area and size of the community, the Town might accept "Payment in lieu of Park Land Dedication" at a rate of \$48,434 per acre. If so, these funds can only be utilized for land acquisition in the future.

All of the fees listed above are adjusted annually per the Denver Boulder CPI.

The standard adopted in the 2007 Master Plan prefers park sites that are typically 3-6 acres. Staff has found that a minimum 3 acre to maximum 5 acre site is adequate for including standard park elements.

Trail development occurs utilizing our Trails Master Plan as a guiding document. Where appropriate, development is responsible for constructing trails.

The following funds can and historically have been utilized for either park land development or trail development as approved by ordinance and state regulation. Park Improvement Fund (PIF), Larimer County Open Space (LCOS), Conservation Trust Fund (CTF), Grants (Dola, State Trails, GOCO, Etc), and Capital Improvement Fund (CIF). LCOS and CTF funds are also suitable to be used for maintenance.

Below are the current anticipated end of FY 2015 fund balance for funds dedicated to Park and Trail Development:

Neighborhood Park Fund	\$601,385
Community Park Fund	\$1,485,202
LCOS	\$314,022
CTF	\$528,503

The Town currently has two dedicated neighborhood parks that are undeveloped, Wayne Miller Park (7.5 acres) and Jacoby Farm Homestead Park (2 acres). Two community parks are undeveloped or partially undeveloped including Tacincalla (25 acres) and Diamond Valley at 100 total acres, (86 undeveloped acres).

Based on the contract awarded for Coyote Gulch Park, the cost of development per acre is around \$211,000 per acre.

Currently maintenance and daily operations of the parks department is through the General Fund.

Mr. Smith, a developer, brings a proposal to the Town of Windsor to build 500 homes and one set of 10 town homes in the “Corn Field Estates” subdivision.

Equals 510 proposed units.

Code Sec. 18-1-60 requires park land to be dedicated at a ratio of .0055 acres per resident, and that 2.73 residents live in each dwelling unit.

The Town needs a park in this area.

Mr. Smith would have a 7.66 acre total dedication requirement.

The Town cannot have a park in this area as need is met in adjacent neighborhood or due to poor soils and no water source for irrigation; Mr. Smith pays fees in lieu. Code Sec. 18-1-70 requires payment of \$48,434* / acre.

How much is Mr. Smith required to pay for fees in lieu of park land?

However the Town only desires a 3 acre site, the remainder will be paid as fees in lieu of land dedication.

How much is Mr. Smith required to pay the Town in lieu?

How and when does the 3 acre park get built?

At \$48,434.00 /acre the 2015 Payment in lieu of Park Land Dedication multiplied by 4.66 acres = \$225,588.62.

Where do these funds go and how can they be used?

At \$48,434.00 /acre the 2015 Payment in lieu of Park Land Dedication multiplied by 7.66 acres = \$371,004.44.

Where do these funds go and what are they used for?

Fees in Lieu go into the Park Improvement Fund and can be utilized exclusively for parkland acquisition per Code Sec. 18-1-70.

As builders apply for building permits to build the homes, there is both a Community Park Impact Fee and a Neighborhood Park Impact Fee charged with each permit. This provides funds exclusively for development of Park Land called the Park Improvement Fund per Code Sec. 18-1-80 (b). These fees increase annually with the Colorado CPI. The development then enters the Town’s prioritization list for construction. Each site is prioritized based on percentage of total build out of the subdivision.

* 2015 costs; increases annually in conjunction with CPI estimates.



FUTURE TOWN BOARD MEETINGS

Work Sessions & Regular Meetings will be held in the Board Chambers unless otherwise noted.

July 27, 2015 6:00 p.m.	Town Board Work Session Economic Development Update
July 27, 2015 7:00 p.m.	Town Board Meeting
August 3, 2015 5:30 p.m.	Town Board Work Session COGCC Outreach Meeting Events Center at the Weld County Administration Building, 1150 O Street, Greeley
August 10, 2015 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting
August 10, 2015 7:00 p.m.	Town Board Meeting
August 17, 2015 6:00 p.m.	Town Board Work Session Capital Improvement Plan
August 24, 2015 6:00 p.m.	Town Board Work Session
August 24, 2015 7:00 p.m.	Town Board Meeting
August 31, 2015	Fifth Monday
September 7, 2015	Labor Day
September 14, 2015 5:30 p.m./1 st floor conference room	Board/Manager/Attorney Monthly Meeting
September 14, 2015 7:00 p.m.	Town Board Meeting Kern Board Meeting
September 21, 2015 6:00 p.m.	Town Board Work Session Construction Defects
September 28, 2015 6:00 p.m.	Town Board Work Session
September 28, 2015 7:00 p.m.	Town Board Meeting
October 5, 2015	Town Board Work Session

6:00 p.m. Downtown Development Authority Work Session

October 12, 2015 Board/Manager/Attorney Monthly Meeting
5:30 p.m./1st floor conference room

October 12, 2015 Town Board Meeting
7:00 p.m.

October 19, 2015 Town Board Work Session
6:00 p.m.

October 26, 2015 Town Board Work Session
6:00 p.m.

October 26, 2015 Town Board Meeting
7:00 p.m.

Additional Events

July 22, 2015 Chamber Annual Dinner; Island at Water Valley
Attending: Melendez, Adams

July 24, 2015 Community Recreation Expansion Groundbreaking
Attending: Vazquez, Morgan, Baker, Melendez, Adams

July 28, 2015 Weld County/Windsor CPA

October 10, 2015 Budget work session

Future Work Session Topics

None