



CHERRY HILLS VILLAGE COLORADO

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Cherry Hills Village, CO 80113
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City meetings are now being conducted in-person at City Hall. The meetings will be held in conformance with public health orders and guidelines from the Colorado Department of Public Health and Environment and the Tri-County Health Department. In order to maintain social distancing requirements and ensure the safety of the public, elected officials, and City staff, attendance at City meetings will be limited to 20 members of the public. If attendance exceeds 20 members of the public, the meeting may need to be cancelled and rescheduled to preserve the public nature of the meeting and the health, safety and welfare of all involved.

Parks, Trails and Recreation Commission Agenda

Thursday, July 9, 2020 at 5:30 p.m.
2450 E. Quincy Avenue, Cherry Hills Village, CO 80113
City Hall

To attend in person: All attendees must wear a mask in City Hall. There is no need to sign up to attend; if you'd like to speak during Audience Participation, there will be a sign-up sheet at the podium.

To watch virtually (no participation):

- 1) City website – [City Council Videos, Agendas, Packets, Minutes](#)
- 2) City YouTube channel – [City of Cherry Hills Village YouTube](#)

To participate virtually/speak during Audience Participation: Please email Parks and Recreation Coordinator Emily Black **by 5:00 p.m. on July 9th** at eblack@cherryhillsvillage.com with your full name, home address, and that you plan to speak during Audience Participation. You will receive an email with the meeting information.

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 – June 11th, 2020
6. Unfinished Business
 - a. Grand Opening/75th Anniversary Event
7. New Business
 - a. Election of Chair and Vice-Chair

Notice: Agenda is subject to change.
If you will need special assistance in order to attend any of the City's public meetings, please notify the City of Cherry Hills Village at 303-789-2541, 72 hours in advance.

CHERRY HILLS VILLAGE
COLORADO

8. Reports
 - a. Chair
 - b. Commissioners
 - c. Staff
 - i. John Meade Park Construction – Play Area
 - ii. Quincy Farm Master Plan
 - iii. Trail Speed Limit Information

9. Adjournment

Minutes of the
Parks, Trails & Recreation Commission of the
City of City of Cherry Hills Village, Colorado
Held on Thursday, June 11, 2020 at 5:30 p.m.
at the City Center

PARKS, TRAILS AND RECREATION COMMISSION REGULAR MEETING

Chair Robert Eber called the meeting to order at 5:31 p.m.

ROLL CALL

Chair Robert Eber, Vice-Chair Fred Wolfe, Commissioners Aron Grodinsky, Tory Leviton, Stephanie Dahl and Chelsea Scott. Also present were Emily Black, Parks and Recreation Coordinator and Pamela Broyles, Administrative Assistant.

Commissioner Kate Murphy joined the meeting virtually.

PLEDGE OF ALLEGIANCE

The PTRC conducted the Pledge of Allegiance.

COMMISSIONER PETER SUTHERLAND RECOGNITION

Commissioner Sutherland has served on the Parks, Trails and Recreation Commission (PTRC) for the past three years. Chair Eber commended Mr. Sutherland for his participation and support of the City's special events and for his service on the Commission. The Commission thanked Mr. Sutherland for his commitment to staff and the community and wished him well in his future endeavors.

Commissioner Sutherland thanked the Commission and stressed the importance of PTRC overseeing the City's greatest assets.

AUDIENCE PARTICIPATION PERIOD

Eric Jamrich
8 Blackmer Road

Mr. Jamrich stated that he is here to share concerns that the community has about the process of requesting, accepting, and integrating into the public the Quincy Farm project. Mr. Jamrich expressed his disappointment with communication between the community and the Quincy Farm Committee. He stated that until recently his neighborhood was not aware of the decisions and choices being made regarding the project. He believes there was no mechanism for discussion with the community and no mechanism to deal with input, which has led to frustration.

Mr. Jamrich commented on the open house on January 21st where the public was invited to comment on the preliminary plan for Quincy Farm. He said people were encouraged to put sticky notes with their comments on the plan. He pointed out that one of the comments expressed concern about safety with the proposed firepit. He said he and a neighbor also expressed their concerns over the firepit and multiple other issues in a letter to the Committee and also in person at the February Quincy Farm Committee meeting. Mr. Jamrich noted that PTRC also expressed concern with the firepit at its March meeting stating that firepits are prohibited in City parks. He asserted that there was no mention of these concerns at the Quincy Farm Committee meetings and on June 3rd the Master Plan was presented with no discussion or changes. He said no one has discussed the need for a firepit to be placed between two wooden buildings that are on the National Register of Historic Places and a conservation easement whose purpose is to protect natural habitat and to preserve open space and historically important structures. Mr. Jamrich said the process needs to change so there is a dialogue between the community and the committee.

Mr. Jamrich also expressed concern that the process suddenly appears to be forced and rushed. He said the Quincy Farm Committee meeting was moved up to June 9th and the plan was not released until the afternoon of June 3rd giving the public only 5 days to review.

Natalie Anderson
160 S. Pennsylvania Street

Ms. Anderson introduced herself as the granddaughter of Cat Anderson. She said she spoke at the Quincy Farm Committee meeting but wanted to also speak with PTRC about the Master Plan process as PTRC will also be reviewing the plan. Ms. Anderson specifically noted that her name appears on Page 5 of the Master Plan along with her family as participating stakeholders. She confirmed that her family has not endorsed this plan and she has requested that her name and comments be removed. She has also requested that Candy Gray's name and comments be removed.

Ms. Anderson said her family is excited for the day when the Farm can be shared with the community, but said it is important that the stakeholders be listened to. She said the comments made at the last Quincy Farm Committee meeting should be taken to heart because the current plan missed the mark for the vision of her grandmother.

John Leer
16 Parkway Drive

Mr. Leer shared with the Commission that he lives in the Village with his family and he is passionate about gardening and farming. He said his dad had him selling vegetables when he was 5 years old and he started a lawn mowing business at the age of 9 that he sold after college. He said he believes it is important to understand where your food and animals come from. His neighbors encouraged him to talk to Chair Eber about the opportunity for community gardens in locations such as Quincy Farm. Mr. Leer referred to the documentary "The Biggest Little Farm" and said it sparked an idea to do some fun

things in the community with kids and families. He believes the Village is the perfect spot to implement a program that could include partnerships with the local schools and community involvement. He said there is also opportunity to work with Denver Water to install irrigation. Mr. Leer offered to spearhead a program based on his passion and experience if the community is interested.

Vice-Chair Wolfe asked Mr. Leer if he is proposing a community garden.

Mr. Leer responded that he is promoting a community garden and community farming to include vegetables and animals such as chickens, sheep, and horses. He said it would be a great educational opportunity to teach kids and the community at large about old school farming practices.

Vice-Chair Wolfe shared that he and his wife saw the documentary and they both thought of Quincy Farm. He said this is how he visualizes Quincy Farm, but the process has been disappointing because most suggestions for the Farm are denied by Colorado Open Lands. He believes that Quincy Farm could be the kind of community farm Mr. Leer is talking about as all the pieces are there.

Chair Eber welcomed additional comments from the audience but noted that as a result of the comments that were heard at the last Quincy Farm Committee meeting, no decisions will be made tonight about the Quincy Farm Master Plan. He said the Quincy Farm Committee will have additional discussion and additional meetings to make sure that everyone is heard and incorporated into the process.

Ms. Anderson encouraged everyone to listen to the audio of the comments that were made at the Quincy Farm Committee meeting. She said the message is consistent with what was just shared including the opportunity for animals and for children to learn where their food comes from in an authentic way not a manufactured way. She would like to see less focus on signage and statues that make Quincy Farm feel like a park and embrace the Farm the way it is.

Jeri Neff
4400 East Quincy Avenue

Ms. Neff shared that she has lived in the Hopkins House on Quincy Farm for the past 21 years. She said she researched and wrote the history of the Farm and along with her mother worked to get the Farm on two national registers. She said she also envisions the Farm as was described in this meeting. Ms. Neff read a brief summary of what she shared at the Quincy Farm Committee meeting. She referenced Page 5 of the Master Plan that lists the stakeholders that contributed to the plan and said she was not made aware that her name would appear attached to this plan. She said she has many unanswered questions from the preliminary plan that were never addressed. She also requested that her name and comments be removed from the plan.

Ms. Neff read information about historical places and how it pertains to Quincy Farm. She shared quotes from The National Register of Historic Places and its purpose of

preserving historical sites. She encouraged the Community to look at the future of Quincy Farm and to consider how the Farm will transition through the years and will it retain the spirit of Cat Anderson

Ms. Neff referred to Page 41 of the plan and referenced several errors. She said there are numerous areas with reference to the historic designation and it is important to note that the property is not just listed on the National Historical Register of Historic Places but also on the Colorado State Register of Historic Properties. She noted that Quincy Farm is designated on the National Register and Colorado Register under two different criteria and it is misleading to say that the Farm is designated as a district when that is only half of the listing. She provided more details and background about the National Historic Register and suggested specific edits to the historic information contained in the plan.

Ms. Neff concluded that the Village has repeatedly made the statement that Quincy Farm is a City property that needs to be open to the public as a lot of money has been spent on it. She believes that this is not a good vision for developing a great plan for the Farm and for the legacy that Cat Anderson left.

Chair Eber thanked participants for their comments.

CONSENT AGENDA

Commissioner Aron Grodinsky moved, seconded by Commissioner Stephanie Dahl to approve the following items on the Consent Agenda:

1. Approval of Minutes – March 12, 2020

The motion passed unanimously.

UNFINISHED BUSINESS

- a. High Line Canal – Halfway Mile Marker

Coordinator Black reported that at its March meeting the Commission discussed the idea of a halfway mile marker on the High Line Canal Trail, adjacent to Three Pond Park. She introduced the High Line Canal Conservancy Executive Director Harriet Lamair and Director of Planning and Implementation Josh Phillips who joined the meeting via video.

Mr. Phillips announced that they have made significant progress on the High Line Canal Sign Project since last speaking to the Commission. He presented a mockup of the halfway mile marker describing the material as a red granite stone. He noted that the orientation of the halfway mile marker will be oriented differently than all other mile markers along the trail. He said there will be 71 new mile markers along the Canal that are made with a red sandstone. He said the idea with the halfway mile marker is to differentiate the material and the orientation facing the trail. Mr. Phillips shared images of samples of the red granite material that is local to Colorado. He welcomed feedback from the Commission.

Executive Director Lamair commented that the High Line Canal Conservancy is excited to have this important halfway mile marker right in the heart of the Village. She said she is excited that the material being proposed is Colorado based. Director Lamair voiced her appreciation for Mr. Phillips who has done a lot of work to coordinate materials and plans in the interests of all jurisdictions.

Executive Director Lamair thanked PTRC for their commitment to the Quincy Farm dialogue that is an important conversation for the community. She recognized the volunteer work that has been done by the Quincy Farm Committee Chair Lucinda Greene and others who have been involved in the process. She remarked that it is not a lack of commitment and dedication to move the Quincy Farm project along, but it is a very complex effort for the community.

Executive Director Lamair also thanked Chair Eber for meeting with her and Mr. Phillips to discuss the stormwater transition and its complexities. She thanked Chair Eber for inviting her and Mr. Phillips to do a quick presentation for PTRC at an appropriate time.

Chair Eber asked for confirmation where the halfway mile marker will be located.

Executive Director Lamair confirmed that the marker will be near Three Pond Park where the bridge crosses.

Vice-Chair Wolfe asked if the halfway mile marker will have anything on it that says the marker is the halfway point between 71 miles of trail. He would like something that points out the starting point 35.5 miles to the north and the ending point 35.5 miles to the south, so people have a sense of what the halfway marker really means.

Mr. Phillips pointed out that there will be a kiosk sign with this information near the parking area of Three Pond Park that will include this information. He said the other mile markers do not have a lot of information on them as the group decided less text is more.

Executive Director Lamair commended the Commission for pointing out the significance of recognizing the halfway mile marker. She suggested they could look at adding a little more information on the marker.

Vice-Chair Wolfe said he passes a lot of people on the trails that question how to get to the High Line Canal. Once they are on the Canal they want to know where they end up if they go right or left. He said the maps will provide a lot of education for people on the High Line Canal.

Mr. Phillips shared a slide of what the kiosk sign will look like including the map. He noted that the two kiosk signs being proposed will be at Three Pond Park and the Dahlia trailhead, which are the two most popular access points along the trail.

Executive Director Lamair said the next step is to add an app that would be accessible on phones when people are on the trail.

Vice-Chair Wolfe mentioned that he saw a book and a map of the High Line Canal while in the REI store. He said the City should have these available at City Hall.

Coordinator Black confirmed that the High Line Canal maps are available and can be picked up at the City Center front counter or in the vestibule in the front entry.

Executive Director Lamair said the High Line Canal Conservancy would be happy to have the City sell the books. She added that the maps will be great for the upcoming fall event “Let’s get Colorado Moving Walk-A-Thon 71 Miles in 71 Days.”

Commissioner Dahl shared that she loves the halfway mile marker and she agrees that less text is better since there will also be interactive maps showing how large the High Line Canal Trail is. She said she likes the simplicity of the design.

Executive Director Lamair asked Commission members if there is consensus that additional detail on the halfway mile marker is not necessary since there will be kiosk signs.

Commissioner Dahl agreed that the simpler the better as the marker is for the purpose of pointing out the halfway point and not necessarily an instructional marker.

Chair Eber stated that he likes Commissioner Dahl’s idea of simple and easy, but at the same time it is interesting to understand that the mid-point is between Waterton Canyon and goes all the way towards DIA. He would like to see the end points of the Canal incorporated so people do not have to go to the larger map to understand where the Canal starts and ends. He agrees that it should be done in a non-intrusive way.

Commissioner Scott stated that she likes the idea of the halfway mile marker because it is a subtle way to realize that you are 35.5 miles in and indicates that there is a lot of trail to the north and the south. She agreed the simpler the better.

Executive Director Lamair said she and Josh will talk to the designers to see if they can incorporate information in a non-intrusive way.

Coordinator Black asked Mr. Phillips to state the size of the mile marker for the audience.

Mr. Phillips stated that the mile marker is 3 ½’ tall and 6” wide.

Vice-Chair Wolfe asked how far off the trail the sign will be placed.

Mr. Phillips responded that mile markers are typically 3-6 feet off the trail for safety reasons.

Chair Eber stated that part of his Chair report is to discuss the stormwater ideas.

Executive Director Lamair and Mr. Phillips said they will prepare a presentation and share a video on stormwater at the July PTRC meeting.

NEW BUSINESS

a. Donation of John Meade Park Play Area

Coordinator Black reported that in April the City received a phone call regarding a donor who is interested in anonymously contributing to the redevelopment of John Meade Park. She said she worked with the donor's representative on various levels of funding opportunities and the donor was most interested in providing a donation for the play area. Coordinator Black explained that the City received a \$500,000 grant from Arapahoe County for the play area so the majority of that was funded. However, staff and PTRC's decision to substitute a feature in the play area with a sideways street climber resulted in some additional expense that was not covered in the original Arapahoe County Grant. She explained that the additional cost for the play feature is \$26,421.29 and the funds were going to come out of the Parks fund, so it is one funding option that she presented to the donor. She reported that in late May the donor's representative confirmed that they would like to donate the \$26,421.29 for the play feature.

Coordinator Black confirmed that the donation offer will be submitted to City Council on June 16th for approval. She said staff is asking for PTRC's recommendation prior to that meeting as it is a donation for the park.

Coordinator Black noted that it is important to recognize that the Parks Division and the City has not received any favors or offered any favors in exchange for this donation. She said the contribution would be deposited into Parks Fund 30 and would offset a portion of the amount originally authorized by City Council for the park. Coordinator Black stated that staff is recommending that PTRC recommend that City Council accept an anonymous donation on behalf of the Cherry Hills Parks Division for the redevelopment of John Meade Park.

Commissioner Leviton asked if there is any reason not to accept the donation.

Coordinator Black replied that staff has no reason not to accept the donation.

Commissioner Tory Leviton moved, seconded by Commissioner Stephanie Dahl to recommend that City Council accept an anonymous donation on behalf of the Cherry Hills Parks Division for the redevelopment of John Meade Park.

The motion passed unanimously.

b. Trail Speed Limit Signs (Vice-Chair Wolfe)

Vice-Chair Wolfe reported that over the last couple weeks he has had 8 electric bikes (e-bikes) come past him that caused him to familiarize himself with the Municipal Code in Cherry Hills Village. He provided the language of the code in *Sec. 11-3-80. – Operation*

of motor vehicles, which states that you cannot operate a motorized bicycle on any of the City's bridle trails. He asserted that if the municipal code says it is against the law to operate an e-bike on our trails then signs need to be posted to let people know that e-bikes are not allowed. He said people are not going to refer to the municipal code, so he is suggesting that PTRC direct Jay Goldie in Public Works to design an e-bike sign to be placed at all access points of the trails.

Coordinator Black suggested that since e-bike legislation is complicated on a state level and another nuisance problem is cyclists speeding on the trails, it would be more effective to put up speed limit signs rather than e-bike signs because it will address both speeding issues.

Vice-Chair Wolfe said other jurisdictions are addressing this issue of e-bikes on trails and asked if we know what other jurisdictions are doing.

Coordinator Black shared Boulder County's e-bike policy that shows they allow Class 1 and Class 2 e-bikes in certain parts of their trails and are prohibiting them in others. She said they are doing a year-long study.

Chair Eber brought up that it has been an agenda item in the past and the Commission deferred an involved decision pending the outcomes of other jurisdictions. He said Boulder is about 5-6 months into their study and other jurisdictions such as Jefferson County have allowed e-bikes on more of their open space trails. He pointed out that e-bikes are considered a non-motorized bike under State Law as long as they are under a certain battery power. He said the City knows there are e-bikes on our trails and there are speed limits that are already in place, but it comes down to available resources to be able to patrol the bridle trails. Chair Eber said the Commission can elevate the issue as one of its agenda items. He said he is not in favor of having signs posted specific to e-bikes and would rather reinforce the prohibited use of e-bikes through the Crier and website using tools we already have.

Coordinator Black noted that since the pandemic started officers have been patrolling the High Line Canal on bikes as frequently as they are available. She said they have been relying on public warnings and have not issued any tickets.

Chair Eber asked what the speed limit is on the trails.

Coordinator Black confirmed that the speed limit is 15 mph. She also pointed out that the new signs planned for the High Line Canal Trail will have the speed limit posted. The mile markers will be installed this summer and the other signs in the fall.

Chair Eber asked Vice-Chair Wolfe if e-bikes are a problem mainly on the High Line Canal or all trails.

Vice-Wolfe responded that he has seen them on bridle trails and there is no regard for other trail users.

Commissioner Leviton asked if there is technology to enforce the speed limit without manpower such as radar.

Coordinator Black responded that there is no technology that can be used at this time.

Chair Eber asked the Commission if they want to go forward with signs or ramp up an information campaign for e-bikes.

Commissioner Grodinsky said he is hesitant to add more signs on Village Trails. He would like it to be a last resort and recommended starting with a Village publication information program.

Commissioner Scott asked if the signs would be temporary or permanent. She brought up that temporary signs were recently placed on the trails for social distancing. She said she read something in the Master Plan about possibly separating equestrian traffic and pedestrian traffic on City Trails. She asked if this idea would apply to the High Line Canal as well and would there be information on bikes.

Coordinator Black confirmed that this idea is not being proposed in the Master Plan but is a survey question for a survey that the Planning and Zoning Commission is still developing. She said a draft of the survey for the Master Plan does address if there is any interest in the community to have separate equestrian trails versus pedestrian trails. She responded to Commissioner Scott's question and confirmed that the signs being discussed would be permanent not temporary.

Vice-Chair Wolfe expressed that the right sign could be placed on existing posts to let people know that e-bikes are not allowed. He is concerned that no one is going to enforce a 15-mph speed limit and if you specifically state that no e-bikes are allowed then people know they cannot ride them in the Village.

Chair Eber noted that under the ADA rules there will be motorized or electric vehicles on the Canal. He said this would include very few people and the focus is on the recreational user.

Commissioner Dahl commented that she interprets the municipal code to read that e-bikes are prohibited and asked if there is a different way that this can be interpreted.

Coordinator Black responded that under the current City Code you cannot ride an e-bike on any City trail.

Commissioner Dahl asked what communication has been done to bring awareness to e-bikes on trails.

Coordinator Black responded that she does not believe the City has done any public awareness campaign for anything related to e-bikes since the Commission's position was to watch for the results of the Boulder County study of e-bikes. She said most of the recent public awareness campaigning for parks and trails has been Covid-19 related.

Coordinator Black said the City could put together a social media campaign with a post in the Crier and a more prominent position on the website to try and increase the level of awareness.

Commissioner Dahl asked if we know whether the people on e-bikes using City trails are Village residents or outside visitors. She said we can communicate to our residents that e-bikes are not allowed but if they are not Village residents on the trails with e-bikes then the outreach would not be effective. Commissioner Dahl shared that her personal opinion is to start with communication before adding permanent signs and determine what level of enforcement needs to happen to make sure residents are safe on the trails. She said the City needs to be protective and thoughtful in how the issued is approached.

Chair Eber commented that since e-bikes are being used on bridle trails as well as the High Line Canal it is a safe assumption that citizens are riding e-bikes on trails, but not exclusive. He said he hopes an increased awareness plan might address some of the concerns.

Vice-Chair Wolfe asserted that if nothing is done the language in the code is meaningless.

Commissioner Leviton commented that he does like the idea of public awareness as it is a step forward. He said he understands Vice-Chair Wolfe's concern as people consistently break speed limits. He believes raising awareness to educate people how to use the trail system is a deterrent that provides more time to come up with better solutions.

Chair Eber asked staff to check with other staff to see if they have record of any injuries as a result of e-bikes on the trail system. He said everyone agrees with public safety but is this a fear of an injury happening or have injuries actually occurred.

Coordinator Black responded that staff will look into enforcement related activities on trails.

Commissioner Dahl asked if information could be obtained on how fast e-bikes can go and also how fast an actual cyclist can go. She said this would help determine if it is an e-bike issue or a speed enforcement issue.

Commissioner Grodinsky stressed that it is important to treat this topic as two different issues that are closely related. He said you can easily go above the speed limit on a regular bike and you can easily obey the speed limit even on the most powerful e-bike.

Chair Eber noted that the High Line Canal is increasingly becoming a regionally used asset where people are commuting. He perceived that with the completion of the Hampden underpass and people using the Canal from other jurisdictions the correct way to manage speed on any trail needs to be addressed.

Commissioner Scott suggested adding temporary signage because it addresses the urgency and the uncertainty. She said there is increased traffic right now that may not continue in the future. She believes people recognize something new and when the social distancing signs were first put up, they made an impact. She suggested temporary signs could be a temporary solution with the possibility of something permanent in the future.

Commissioner Grodinsky added that there is a lot of data that temporary signs, such as the flashing sign on Belleview going east towards University that flashes if you go over the speed limit does change people's behavior. The signs can be moved and put up at different times. He agrees that doing something on a temporary basis could have an impact.

Chair Eber implied that the signs are generally geared for paved roadways. He asked the Commission if they want to recommend that City Council make a periodic effort to have the radar signs on the trails to get people's attention and couple that with the amped up education program to see what the impact is.

Commissioner Dahl added that the radar signs also record data that would be helpful to see if speeding is a daily problem or once every couple weeks. She said it would also provide the Commission with better data to take to City Council to show how often this is happening and why it is an urgent problem.

Chair Eber asked Vice-Chair Wolfe if he is ok with temporary signs and public outreach that makes it clear that e-bikes are not allowed on public trails.

Vice-Chair Wolfe responded that he is fine with the plan to raise awareness.

Coordinator Black noted that staff has fielded calls recently about the use of e-bikes on City trails and informed people they are prohibited. She said she will work on a public information campaign and will bring more information back to the Commission at its next meeting.

REPORTS

a. PTRC Chair Report

Chair Eber welcomed Chelsea Scott as the newest member to the PTRC and asked her to share a little about herself.

Commissioner Scott shared that she is excited to be on the Commission. She said her background is in real estate, mainly analyst roles and market studies for communities who are thinking about development. She approached the City about wanting to be more involved and she has a passion for the environment so when the Parks position was posted she applied. She is also on the board of The Park People, which is a City and County of Denver initiative to help grow trees in the City and County of Denver. She said she is also involved in the CLAW Club (Clean Air, Land, and Water) at Cherry Hills Village Elementary school as a parent liaison for that initiative to help with the green and

sustainability movement within the City. She said she is a huge fan of the farming and community garden idea.

Chair Eber took the opportunity to wish the Village a Happy 75th Birthday and pointed out that maintaining a rural atmosphere through the years has been a great accomplishment. He reported that the Village is updating the Master Plan and has established the Citizen Advisory Taskforce to provide recommendations to the Planning and Zoning Commission who by statute is the entity to review the Master Plan. He urged the Commission to become involved in the Master Plan process. He identified the High Line Canal as the main recreational asset in terms of use and noted that the City is one of the few places along the High Line Canal where Quincy Farm actually owns a portion of the Canal.

Chair Eber reported that the High Line Canal Conservancy is moving toward implementing a plan to have the High Line Canal become an important holder of water during the stormwater process so it can continue to have a rich tree canopy and wildlife experience. He said he will continue to be the liaison for PTRC for stormwater issues. He explained that the High Line Canal Conservancy is anticipating having check dams throughout the Canal in a way to help stormwater runoff be detained and safely dissipated. He expressed the ability to have water in the High Line Canal is a wonderful possibility for the Village and a wonderful opportunity for stormwater. He stressed the importance of stormwater becoming a component of the Master Plan.

Chair Eber commented that Quincy Farm is also going through its own Master Plan process. He noted that it has been a multi-year process and there have been a number of public meetings and publications throughout the process. He said it is important for the community to be involved in the process.

Chair Eber recognized Lucinda Greene who currently chairs the Quincy Farm Committee for the many hours she has worked on behalf of the Quincy Farm Committee and the Village to keep Quincy Farm moving in the right area.

Chair Eber recognized City Staff for their effort in maintaining the trails so the City has this wonderful amenity. He also encouraged trail users to pick up after themselves and their pets.

Chair Eber said he has been approached by a number of people asking if the City can offer environmental programming. He has referred several people to the Cherry Hills Land Preserve and encouraged Commissioner Leviton to continue working on programming activities such as bee keeping and chicken coops.

b. Commission Members Report

Commissioner Leviton addressed Mr. Leer about the Farm idea and encouraged him to reach out to private residences in addition to Quincy Farm. He said he applauds his efforts and supports his ideas.

Commissioner Dahl shared she met with Emily Black, Laura Christman and Pamela Broyles about the 75th Anniversary Celebration and John Meade Park Grand Opening. She said the event is scheduled for September 26th and it will be an outdoor event. The Committee will continue to watch health information that is in place at the time of the event. Commissioner Dahl said she will share the details of what the event will look like as she gets more information.

Vice-Chair Wolfe reported that prior to the Covid outbreak he presented the trails plan to City Council. He said there are 8 distinct trails within the Village and the signage has been completed for half the trails. Once the virus is past the additional signs will be posted to identify the 8 trails.

Commissioner Murphy welcomed Commissioner Chelsea Scott.

c. Staff Report

(i) July 9th Commissioner Availability

Coordinator Black asked the Commission for their availability at the July 9th meeting as there are several items to be addressed.

The Commission confirmed that they are available, and the meeting will be held at 5:30 p.m. on July 9th.

(ii) John Meade Park Construction

Coordinator Black reported that the John Meade Park Construction is moving along well. She said Alan Hutto Memorial Commons is almost complete and might be available to the Community in advance of the Park construction. She reported that the on the park side the restroom is in place and the shelter will go up over the next few weeks along with the observation tower. She said the fishing piers and boardwalk are complete and the project is on track to be completed prior to the grand opening in September.

(iii) Hampden Underpass

Coordinator Black gave an update on the Hampden and Colorado underpasses. She said the Colorado underpass is anticipating full weekend closures of Colorado Boulevard the weekend of June 19th through June 22nd and June 26th through June 29th. The Hampden closures are anticipated for July.

Coordinator Black reported that the City's project to create the path from the Hampden underpass to connect across the High Line Canal will be going out to bid shortly.

(iv) Possible Tree Donation Program

Coordinator Black reported that she and Parks Operations Supervisor Jeff Roberts will be presenting a possible tree donation program at the July meeting since the City is running out of places to put memorial benches.

Chair Eber commented that the City has several benches in parks but not many along the bridle trails. He noted that the newly signed Village Trail has no benches. He asked if the City has a policy that disallows benches along bridle trails and if benches are allowed on trails can people be encouraged to consider these locations.

Coordinator Black responded that there are no policies disallowing benches on trails, but the interest has been in a park or somewhere prominent and not tucked away.

Chair Eber suggested that when we do outreach, we can let people know that bench donations are allowed along our bridle trails in addition to our parks.

(v) Quincy Farm Master Plan

Coordinator Black reported that Tuesday was the first time that the Quincy Farm Committee met together to discuss the first draft of the Master Plan. She said they received a lot of feedback at that meeting and will take the time to go through the feedback and synthesize their thoughts at the next meeting scheduled for June 30th at 8:15 a.m.

ADJOURNMENT

The meeting adjourned at 7:28 p.m. The next PTRC meeting is scheduled for July 9th at 5:30 p.m.

Robert Eber, Chairman

Emily Black
Parks and Recreation Coordinator

Pamela Broyles
Administrative Assistant



**CHERRY HILLS VILLAGE
COLORADO**

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ITEM: 6A

MEMORANDUM

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

FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR

SUBJECT: JOHN MEADE PARK GRAND OPENING/75TH ANNIVERSARY CELEBRATION

DATE: JULY 11, 2020

ISSUE

To provide an update on the 75th Anniversary Committee's plans and receive PTRC's feedback on ideas for the John Meade Park Grand Opening and 75th Anniversary celebration.

DISCUSSION

The City's 75th Anniversary was on May 10, 2020. City Council appointed members to the 75th Anniversary Committee to determine the scope and plan City sponsored events related to the anniversary.

Joint Event

The expected completion of John Meade Park is in September. The 75th Anniversary Committee and PTRC had determined that they would collaborate to hold a joint 75th Anniversary Celebration when PTRC holds the grand opening for John Meade Park. The event is currently scheduled for Saturday, September 26th from 10am-3pm. A description of the event ideas can be found in Exhibit A. As planning progresses, staff will continue to monitor information from Tri-County Health to ensure it is safe to hold an event, and that it complies with health guidance in place at that time.

STAFF RECOMMENDATION

PTRC should provide feedback on the 75th Anniversary Committee's ideas for the event. No motion is necessary for this item.

ATTACHMENTS

Exhibit A: John Meade Park Grand Opening/75th Anniversary Celebration Planning

John Meade Park Grand Opening / 75th Anniversary Celebration

Saturday, Sept. 26th 10am - 3pm

Schedule:

- 10:30am Ribbon cutting John Meade side
- 11:00am Dedication Alan Hutto side by the Huttos; music to start afterward
- Schedule for Alan Hutto performances TBD following consultation with Niedermans & Huttos

Activities:

- Trail ride beginning 9am around Village Trail
- Youth performances/music at Alan Hutto Memorial Commons (Staff published call for submissions in the July issue of the Village Crier)
- Pre-packaged food would be best for safety & cost

Notes from call with Stephanie Dahl and Laura Christman 3/24/20:

-Laura suggested doing the dedication for the John Meade side, then the dedication of Alan Hutto separately and having the Huttos themselves do the dedication of that side, and then music can start right after

-Preference to have all food available for free (rather than food trucks). Plan on something simple: catered sliced up subs, and we can buy/provide chips, drinks, ice cream, etc. Have the flyer/adverts say "Food will be available but feel free to bring your own picnic!"

-Fun Run idea: Suggestion of a Fun Run on the Village Trail: separate into a new event, possibly Oct. 24th, have a table to sign up for the Fun Run at the JMP event, have it be Halloween-themed and have kids and dogs in costumes

Category	Item	Est. Cost
Promotion		
	Yard Signs	\$ 220
Food		
	Costco - ice cream, lemonade, chips	\$ 400
	Meal - sandwiches, etc.	TBD
Entertainment		
	Frisbees (giveaway)	\$ 300
	Band/music	TBD
	TOTAL	\$ 920

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ITEMS: 7A

MEMORANDUM

TO: MEMBERS OF THE PARKS, TRAILS, AND RECREATION COMMISSION
FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR
SUBJECT: ELECTION OF CHAIR AND VICE-CHAIR
DATE: JULY 11, 2019

ISSUE

Electing a Chair and Vice-Chair for the Parks, Trails, and Recreation Commission.

DISCUSSION

The Rules of Procedure for the Parks, Trails, and Recreation Commission provide direction for the election of Chair and Vice Chair at the first regular meeting following the third Tuesday of May. (Staff apologizes that the item was missed at the regular June meeting.) The relevant section of the rules is copied below, and the full Rules of Procedure are attached for reference as Exhibit A.

Since Mr. Eber has served as Chair for two successive years, he is not eligible to be re-elected Chair at this time. He is still eligible to be elected Vice Chair. Mr. Wolfe has served as Vice Chair for one year and is eligible for re-election.

Excerpt from PTRC Rules of Procedure:

“Article V. Officers

- a) The members of the Commission shall annually elect from their membership a Chair and a Vice Chair. The election of a Chair and Vice Chair shall be held at the first regular meeting following the third Tuesday of May. No member of the Board shall hold the same office for more than two successive years (24 months).
- b) Upon nomination and second by any Commission member, a nomination for Chair shall be considered. A majority voice vote of members present and constituting a quorum shall be required to elect a Chair. If the prevailing candidate is present and does not

decline, the new Chair will assume office immediately. The same procedure will be utilized in the election of the Vice Chair.

- c) In the election of officers, each Commission member shall be entitled to only one vote. There shall be no proxy voting.”

RECOMMENDATION

Staff recommends that the Commission elect the positions of Chair and Vice Chair according to the Rules of Procedure.

ATTACHMENTS

Exhibit A – Rules of Procedure of the City of Cherry Hills Village Parks, Trails, and Recreation Commission - Adopted October 3, 2006; Amended December 12, 2018

**RULES OF PROCEDURE OF
THE CITY OF CHERRY HILLS VILLAGE
PARKS, TRAILS AND RECREATION COMMISSION
Adopted October 3, 2006
Amended December 12, 2018**

Article I. Adoption and Amendment of Rules

These Rules are adopted in accordance with Section 2-8-30(c) of the Municipal Code and shall govern the procedures of the Parks, Trails and Recreation Commission. These Rules may only be amended upon adoption and approval of the City Council in accordance with Section 2-8-30(c) of the Municipal Code.

Article II. Name of the Commission

The name of the Commission shall be the Parks, Trails and Recreation Commission.

Article III. Purpose of the Commission

- a) The Parks, Trails and Recreation Commission has been established to advise City Council on matters related to parks, trails, recreation and open space within the community. The Commission shall meet at the direction of City Council for the following specific reasons:
- (1) To make recommendations with the purpose of improving and maintaining the City's park and open space system consistent with the provisions of Chapter 11, Article III of the Code;
 - (2) To evaluate and make recommendations concerning the acquisition of additional trails, trail connections, pocket parks, wildlife refuge areas, protected view areas, open space parks and recreational parks;
 - (3) To make recommendations with the purpose of protecting and maintaining the streams and water features that exist in the City;
 - (4) To review and make recommendations on the Recreation Reimbursement Program to meet the recreation needs of the community;
 - (5) To make recommendations to the Planning and Zoning Commission concerning the adoption of that portion of a Master Plan concerning park and trail development;
 - (6) To recommend annual budget priorities to the City Council for capital projects related to parks, trails, open space and recreation;
 - (7) To develop and recommend an annual recreation and event program and budget to the City Council; and
 - (8) To recommend long-range financing plans for open space acquisition;
- b) The Commission shall meet in accordance with the provisions of the Municipal Code to:
- (1) Review and make comments and recommendations on preliminary plat subdivision development applications concerning the dedication of land, in accordance with Chapter 17 of this Code; and
 - (2) Act in accordance with any other duties as required by other provisions of this Code as enacted by the City Council from time to time.
- c) In addition, the Parks, Trails and Recreation Commission shall have such other duties as assigned by the City Council, by motion, from time to time.

Article IV. Membership and Terms

- a) The Parks, Trails and Recreation Commission shall consist of seven (7) members: one (1) from each Council district; and one (1) member appointed by the City Council on an at-large basis; provided, however, that if the City Council is not reasonably able to appoint one (1) member from each Council district, the City Council may appoint one (1) or more members of the Commission on an at-large basis. Each member shall have one (1) vote.
- b) On the date of appointment, each member shall be a resident of the City for at least three (3) years immediately preceding the date of appointment. Each member shall be a resident of the district on the date of appointment and throughout his or her term of office. Each member shall be appointed by the City Council. The term of each member shall be three (3) years, and the terms shall be staggered.
- c) Terms of office shall expire on the third Tuesday of May in each respective year.

Article V. Officers

- a) The members of the Commission shall annually elect from their membership a Chair and a Vice Chair. The election of a Chair and Vice Chair shall be held at the first regular meeting following the third Tuesday of May. No member of the Board shall hold the same office for more than two successive years (24 months).
- b) Upon nomination and second by any Commission member, a nomination for Chair shall be considered. A majority voice vote of members present and constituting a quorum shall be required to elect a Chair. If the prevailing candidate is present and does not decline, the new Chair will assume office immediately. The same procedure will be utilized in the election of the Vice Chair.
- c) In the election of officers, each Commission member shall be entitled to only one vote. There shall be no proxy voting.
- d) In the event that the duly-elected Chair becomes unable to complete their term of office, the Vice Chair shall automatically assume the position of Chair until the completion of the term, and a new Vice Chair shall be elected at the next regular meeting in accordance with the provisions of these Rules. In the event that the Vice Chair is unable to complete the term, an election shall be held at the next regular meeting to fill the vacancy. Said election shall be in accordance with the provisions of these Rules.

If neither the Chair nor the Vice Chair is present, any member in attendance shall call the meeting to order, and the Commission shall immediately elect by majority vote of members present and constituting a quorum a Chair Pro-Tem to preside at the meeting. The entrance of the Chair or Vice Chair terminates such office.

Article VI. Duties of Officers

Chair: It is the responsibility of the Chair to conduct formal Parks, Trails and Recreation Commission meetings in accordance with accepted principles of decorum, applicable laws of the State of Colorado including the Colorado Open Meetings Law and City of Cherry Hills Village, and the rules of order adopted in these Rules. The Chair shall be a voting member of the Commission and is accorded the same rights and privileges accorded other members of the Commission.

Vice Chair: In the event that the Chair is temporarily unable to act due to the absence from the City, illness, conflict of interest in any matter coming before the Commission, or any other cause, the Vice Chair shall act in the Chair's place. In this instance, the Vice Chair shall be accorded the same privileges and responsibilities as the Chair.

Article VII. Compensation

Members of the Commission shall receive no compensation. Commissioners may be reimbursed for pre-authorized expenses incurred in the discharge of their duties upon submission of a proper claim to the Parks and Recreation Coordinator.

Article VIII. Quorum and Voting Requirements

A quorum of the Commission shall be present in order to conduct any meeting of the Commission. A quorum shall consist of four (4) members. Any recommendation or other official action of the Commission shall require the affirmative vote of a majority of the Commission members present, voting, and constituting a quorum.

Article IX. Removal of Members

The members of the Commission shall be subject to removal by action of the City Council. The Council shall make appointments to fill vacancies for unexpired terms. Any member of the Commission absent for three consecutive regular meetings or four regular meetings during a calendar year without being excused by the Commission may be removed by City Council.

Article X. Meetings

Regular meetings will be held once a month in the City Council chambers or such other location as agreed by the Commission members. The meeting night shall be the 2nd Thursday of every month at 5:30 p.m. or at such other time as approved by unanimous vote of the entire Commission. Meetings may be cancelled if there are no agenda items. In the event of a conflict with holidays or other events, the Chair may change the date with proper notice. All meetings shall be open to the public.

Article XI. Correspondence

The agenda for each meeting of the Commission shall be set by the City Manager or their designee. Commission members shall receive an agenda and packet of corresponding materials no later than the Monday prior to a regularly scheduled meeting.

Article XII. Conduct of Meetings

The Commission shall conduct meetings in a manner it deems efficient, and at each regularly scheduled meeting:

- a) The Chair shall call the meeting to order and determine whether a quorum exists.
- b) Minutes of the previous meeting shall be reviewed, and may be adopted as written, or corrected, by a majority vote of the Commission members. Staff will provide a copy of the minutes to be approved in agenda packets.
- c) The Chair shall conduct the business as presented on the agenda.
- d) Audience Participation:
 - 1) The Chair shall request that any member of the public who wishes to speak identify themselves and provide complete addresses.
 - 2) The Chair shall allow any member of the public adequate opportunity to be heard on any issue within the Commission's jurisdiction and charge. The Chair in its discretion may limit the time allowed for discussion.

- 3) After presentation by any member of the public, the Commission may vote to make a recommendation to the City Council, make no recommendation to City Council, or to conduct further investigation on any proposed recommendation.
- e) Staff may make a recommendation concerning any matter coming before the Commission.
 - f) Conflicts of Interest:
 - 1) Any Commission member, who actually or potentially has a conflict of interest concerning any recommendation before the Commission or whose participation would otherwise violate the appearance of fairness, shall disqualify himself or herself from voting or participating in the discussion and in any motion concerning such recommendation. When a Commission member has been so disqualified, the member shall neither sit on nor preside over the Commission during the discussion and voting on the matter.
 - 2) A potential conflict of interest or violation of the appearance of fairness exists when a Commission member has a direct or indirect interest in any business or undertaking which may be directly and substantially affected to its economic benefit or detriment by a decision to be made by the Commission; provided, however, that no benefit or detriment that is common to that of the general public shall constitute a conflict of interest or violation of the appearance of fairness for purposes of this Article.
 - g) Any question or issue regarding the proper procedure for conducting business at any Parks, Trails and Recreation Commission meeting which is not resolved by the foregoing Rules of Procedure of the City of Cherry Hills Village Parks, Trails, and Recreation Commission shall be resolved by reference to the relevant portions of Robert's Rules of Order.
 - h) Subcommittees are created via the vote of the Commission.
 - i) Public Hearings shall be conducted in accordance with the City Council Rules of Procedure.