



TOWN COUNCIL STUDY SESSION AGENDA

April 24, 2023

5:00 PM

I. Study Session Items

1. Investment Advisory Committee Update – Brown/Scott Prickett - 45 minutes
2. Parks, Trails, Open Space & Streetscape Design and Construction Manual - Hord/Coplan/Macht/Collins/Munekata - 45 minutes
3. Alcohol at Town Sponsored 5K Races & Master Plan/Projects Update - Colton - 20 minutes
4. Bike & Pedestrian Master Plan Update - Fettig/Munekata - 30 minutes

II. Staff Updates

III. Town Council Updates/Items

IV. Study Session Follow-Up Items to Council

These items are not intended for discussion but are another resource to provide follow-up information to the Town Council and public.

1. March Contracts Memo - Engineering and Public Works



MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Mary Lou Brown, Finance Director
DATE: April 24, 2023
SUBJECT: Investment Advisory Committee Update

ISSUE:

Investment Portfolio Performance

FISCAL/BUDGET IMPACT:

Performance impacts the Town's overall investment earnings which are included in revenue.

BACKGROUND:

Chandler Asset Management invests approximately \$59 million of Town cash in various investments. The investments are in compliance with the Town Investment Policy and are reviewed periodically with the Investment Advisory Committee that consists of two Town citizens, one Town Council member, the Town Manager and the Finance Director. Scott Prickett, Co-Chief Investment Officer will provide an update on asset performance, discuss current economic conditions and provide an opportunity for Town Council to ask questions.

RECOMMENDATION:

The performance review is informational only.

REQUESTED DIRECTION:

This is a performance review of the Town assets that are part of the Chandler Asset Management portfolio. The presentation is informational in nature.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Councilmembers

FROM: Brett Collins, Projects Administrator
Mary Munekata, Senior Planner

DATE: April 24, 2023

SUBJECT: Parks, Trails, Open Space & Streetscape Design and Construction Manual

ISSUE:

The Parks, Trails, Open Space & Streetscape Design and Construction Manual project is a follow-on to the Land Development Ordinance (LDO) 2019 adoption of revised standards for parks, trails and open space for new residential development. New and clear design guidelines are now needed to supplement and illustrate these newer parks and open space standards. Additionally, the Town's current Construction Specifications and Design Considerations for Parks, Trails and Streetscapes manual which provides technical guidance for the design and construction of these improvements, is also in need of updating. Community Development and the Parks & Recreation department are joint partners on this project.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

Parks, trails and open space play a significant role in the Town of Parker residents' quality of life and are a priority of the Town Council. In 2019, the Town updated the LDO's parks, trails and open space standards for new residential development. These standards govern the number and type of parks provided, as well as the types of amenities required for new residential development. The standards support the Town's goal of having new residential development incorporate adequate parks and recreational amenities. New and revised design standards are needed to supplement the LDO standards for parks, trails, open space, and streetscapes to assist developers with planning and design while helping them envision a full range of options for meeting Town expectations for quality development.

In addition to the new design standards above, the Town's current *Construction Specifications and Design Considerations for Parks, Trails and Streetscapes* manual which provides the technical guidance for the design and construction of these improvements needs updating. This project is a rewrite of the current document and incorporates the revised parks and open space standards into a single comprehensive document for the design and construction of parks, trails, open space and streetscapes.

The revised manual will assist staff when working with developers on parks and open space planning and design by providing clarity about requirements. It will also provide flexibility to support the Town's goal of promoting the highest quality development with amenitized parks in

new residential neighborhoods. The manual will provide specific guidance on parks, trails and open space, including but not limited to:

- Alignment with the *Parks, Recreation and Open Space Master Plan*, *Open Space, Trails and Greenways Master Plan*, *Land Development Ordinance*, and the *Parker 2035 Master Plan*
- Clear definitions of parks and park amenities
- Best practices for parks & open space site planning and design
- Title II Americans with Disabilities Act Guidelines
- Standard construction specifications and details

As a stand-alone document, the manual will be more easily updated to stay current and enable technical requirements to incorporate best practices and reflect changing community needs. Also, the development community will benefit with better guidance and predictability of Town parks and open space requirements and expectations. The new draft manual is comprehensive, user-friendly, illustrative, and includes the following components:

1. **Section 01** | Introduction
2. **Section 02** | Parks, Trails, & Open Space
3. **Section 03** | Streetscape
4. **Section 04** | Parks, Trails, Open Space, & Streetscape Amenities
5. **Section 05** | Parks, Trails, Open Space, & Streetscape Materials
6. **Section 06** | Signage Standards
 - Appendix A | Standard Construction Details
 - Appendix B | Standard Construction Specifications

Staff and project consultant Hord|Coplan|Macht provided the Town Council with a project update at their study session on October 24, 2022. At that time, the Council directed staff to move forward on the project and a draft manual. Staff and the consultant will update the Town Council on the current project status and the newly developed **public draft** of the Parks, Trails, Open Space & Streetscape Design and Construction Manual. The public draft is now available for Council's review and comment at www.letstalkparker.org/parks-design-and-construction. Staff is taking public comment until May 13, 2023.

RECOMMENDATION:

Informational update. Town Council to provide any input and direction on the project.

REQUESTED DIRECTION:

Staff requests the Town Council's input and direction on the public draft and to move forward on development of a final adoption draft.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Mary Colton, Parks and Recreation Director
DATE: April 24, 2023
SUBJECT: Alcohol at Town Sponsored 5K races and Master Plan/Projects Update

ISSUE:

The Parks and Recreation Department is seeking direction on offering a beer garden at the "So Long to Summer" 5K/10K race, along with providing updates on the status of current capital projects, and the recommendation to change the title page of the Department's Master Plan for CAPRA accreditation purposes.

FISCAL/BUDGET IMPACT:

There will be minimal budget impact due to hiring an event planning company to oversee the beer garden security area.

BACKGROUND:

Alcohol at Town Sponsored 5K Races:

The Parks and Recreation Department has offered 5k/10k race events for the past 15 years. These four popular events annually attract between 300 and 2,500 participants per event. Historically, registration fees for these events have included timing, commemorative items such as T-shirts and hats, sponsor giveaways and the very popular pancake breakfast. It has become common among other Colorado race organizers to offer beer gardens at their events to add a more festive appeal and potentially attract more runners. Many of our neighboring parks and recreation agencies, including South Suburban Parks and Recreation and the Town of Castle Rock offer beer gardens at races and have seen an increase in participation. We have received numerous requests and survey feedback for a beer garden in the past several years and would like to explore the possibility of offering this activity at the 2023 So Long to Summer 5K/10K.

Master Plan Update:

In 2018, the Town's Parks, Recreation and Open Space Department (PROS) applied to the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and became accredited. CAPRA accredits park and recreation agencies for excellence in operation and service. In 2023, the PROS Department is working on getting reaccredited as the five year original accreditation period ends in 2023. There are 154 standards required for national accreditation. To achieve reaccreditation, an agency must comply with all 36 Fundamental Standards and 112 Non-Fundamental Standards.

One of the Fundamental Standards is having a current parks, recreation and open space master plan (The Plan). The current Plan was adopted with a date range (2018-2022), although the Plan was intended to span 5 to 10 years. Due to the COVID 19 Pandemic, many of the planned

projects were delayed for two years as funding was put on hold pending the outcome of the financial impact on the Town. Upon evaluating the current Plan, staff determined that many of the goals and strategic actions are still relevant and need to be completed before making any updates to the current master plan document. The next update to the Town of Parker Parks, Recreation & Open Space Master Plan will be a major update, with the timing to be determined based on the completion of goals and strategies within the current Plan.

To meet the Fundamental CAPRA Standard for having an updated master plan, staff recommends removing the 2018-2022 date range on the cover of the Plan to reflect the intent of the Plan and to adjust for the pandemic impacts. This will be taken to both the Planning Commission for a Public Hearing and Town Council for approval in May.

Capital Projects Update:

- Salisbury North - Hord Coplan Macht was selected to design the project, anticipated contract going for Council approval in May/June.
- Trails at Crowfoot - Final walk-through scheduled for summer, the park is open but we are still waiting on installation of the vault restroom. The windscreen and cabana benches are scheduled for installation on the pickleball courts in May/June
- O'Brien Streetscape - PCS will have construction drawings for Town Council's review in April.

RECOMMENDATION:

Staff recommends offering a beer garden for the So Long to Summer 5k/10K race and recommends a title change to the existing Master Plan for CAPRA reaccreditation purposes.

REQUESTED DIRECTION:

We are seeking the Town Council's input on offering a beer garden at a Town-sponsored race event and will be providing other brief updates for Council's information (Master Plan title change and capital projects status).

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Jeremiah Fettig, Associate Planner
Mary Munekata, Senior Planner
DATE: April 24, 2023
SUBJECT: Bike & Pedestrian Master Plan Update

ISSUE:

Community Development staff will provide an update to the Town Council on the draft Bike and Pedestrian Master Plan. This project is a collaborative effort of the Community Development, Public Works/Engineering, and Parks and Recreation Departments.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

The draft Bike and Pedestrian Master Plan (the Plan) is being prepared as an element of the Town of Parker Transportation Master Plan. The new Plan will include recommendations to establish a consolidated approach to bike and pedestrian mobility and replace the Town's current Bike Lane Plan adopted in 2005. Staff last presented an update on the Plan to the Town Council at the November 14, 2022 Study Session and received direction to proceed to a final draft at that time.

Community engagement and public participation have been integral elements of the planning process throughout the preparation of the draft Bike and Pedestrian Master Plan. Community engagement is important to the preparation of the Plan to ensure the public has an opportunity to provide input, identify issues, and communicate with staff about goals and objectives. The community engagement opportunities for the Plan have been frequent and included in-person open houses, a virtual open house, Let's Talk Parker project website, two (2) public surveys, articles in the Talk of the Town, and an online interactive mapping tool.

The Plan supports and references existing Town policy documents such as the Complete Streets Policy, Roadway Design & Construction Criteria Manual, and the Construction Specifications and Design Considerations for Parks, Trails, and Streetscapes.

The Bike and Pedestrian Master Plan is expected to:

- **Align Town policy** and regulations with the community's vision & goals for an active transportation plan
- **Provide guidance** for future development of the bike and pedestrian infrastructure
- **Advance interconnectivity** of the bike and pedestrian transportation network

- **Improve mobility** choices and opportunities for walking and biking
- **Identify gaps** in infrastructure to effectively allocate resources
- **Enhance** the overall quality of life for Parker residents

The planning approach for the Plan has included the following main components, all of which have informed the development of this plan and specific chapters:

- Data Collection, Existing Conditions, and Analysis
- Community Engagement
- Visions, Goals, and Strategies
- Recommendations and Implementation

It is the proposed vision of the Plan that Parker will continue to develop a robust, interconnected bike and pedestrian transportation network that links destinations while being safe, comfortable, and accessible for users of all ages and abilities. The Plan Goals and Strategies listed below are the guiding framework for future bike and pedestrian mobility.

- **Goal 1: Policy** – Develop policies, standards, and specifications to promote biking and pedestrian mobility in Parker.
- **Goal 2: Accessibility** – Promote and enhance accessibility for all users to encourage people to bicycle or walk to work, shops, and services.
- **Goal 3: Connectivity** – Create connectivity between trails, sidewalks, and bike lanes, allowing for safe and efficient bicycle and pedestrian movement.
- **Goal 4: Health & Safety** – Provide a safe and comfortable bike and pedestrian network that adds to Parker's healthy lifestyle and quality of life.
- **Goal 5: Increase Use** – Increase usage of the multimodal transportation network to expand travel choices and, where feasible, provide residents with an alternative to vehicular transportation, especially for local travel.
- **Goal 6: Implementation** – Ensure planning processes and funding are allocated on a consistent basis to expand the active transportation network.

The recommendations presented in the Plan focus on these goals and strategies as the methods by which the Town of Parker will accomplish the advancement and promotion of safe and efficient bicycle and pedestrian travel. Recommendations were developed by analyzing community input, collaboration among the participating departments, review of best practices, and assessing local needs.

The Bike and Pedestrian Master Plan has been advanced to a final draft and posted for public review and comment on the Let's Talk Parker project website. It has also been provided to the Planning Commission and Town Council via a website link for review and comment. Staff recently presented the draft Plan to the Planning Commission for their review and comment. The Commission expressed its support for the draft Plan.

The next steps for completion of the Plan include revising it based on Town Council, staff, and public comments; issuing the public hearing draft of the Plan; and scheduling a public hearing of the Planning Commission and Town Council for adoption in Q3 2023.

RECOMMENDATION:

Staff requests Town Council input and direction on the draft Bike and Pedestrian Master Plan.

REQUESTED DIRECTION:

Staff requests Town Council input on the draft Bike and Pedestrian Master Plan and direction to finalize the draft Plan with departmental partners for public hearing in Q3 2023.

ATTACHMENT:

None



MEMORANDUM

TO: Mayor and Town Council

FROM: Tom Williams, PE, Director of Engineering/Public Works 

THROUGH: Michelle Kivela, Town Manager 

DATE: April 3, 2023

SUBJECT: March Contracts

The following contracts (over \$50,000 under \$100,000) were approved in March 2023:

Trade Contract Agreement for 2023 Stormwater Utility Routine Maintenance Program with Elite Industries Inc. dated March 24, 2023.

The contract is for the mowing, trimming, trash & debris removal for approximately 102 drainage facilities located within the Town of Parker.

Project Cost: \$53,085.89