



PARKS, RECREATION, OPEN SPACES AND TRAILS ADVISORY BOARD MEETING

Meeting Agenda

April 9, 2025

6:00 PM

Location: Leeper Center Community Room

Join Zoom Webinar Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83317874726?pwd=QktQMkFaMWUzeHNObWpvRVY0UVNoQT09>

Or One tap mobile:

+17193594580,83317874726

+17207072699,83317874726 US (Denver)

Webinar ID: 833 1787 4726

Passcode: 586406

- A. Roll Call
- B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit of 3 minutes per person).
- C. CONSIDERATION OF MINUTES
 - a. March 12, 2025
- D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS
 - a. Guest Speaker: Town of Wellington Planning – Cody Bird, Brittany Lenoir
 - i. Sage Farm Filing 1: Planning and Concepts
 - b. Volunteers
 - c. Events
 - i. Arbor Day
 - ii. Kids to Park Day
 - iii. 4th of July
 - d. PROST Master Plan and Community Center Feasibility Study Update
 - e. WCP Memorial

- i. Update and Fundraising
- f. Park Maps
- g. Future Calendar

E. ANNOUNCEMENTS (Parks, Recreation, Open Spaces and Trails)

- a. Town Staff
 - i. Parks
 - ii. Recreation
 - iii. Open Spaces
 - iv. Trails
- b. Board of Trustee Liaison
- c. PROST Board Members
 - i. Park Updates

ADJOURNMENT



PARKS, RECREATION, OPEN SPACES AND TRAILS ADVISORY BOARD MEETING

Meeting Notes

March 12, 2025

Location: Leeper Center Community Room

Meeting Recording Available

PROST Meeting Notes and Agenda

Date: March 12, 2025

Time: 6:05pm – 8:00pm

Attendees: John Evans, Aaron McConnell, Lorilyn Bockelman, Sarah Braun, Jessi Roper, Billy Cooksey, Eric Henschel, Rebekka Dailey (all in person)

Virtual: N/A

Absent: Joe Burke, Robert Sausaman

A. Roll Call

- Completed

B. Public Comment on Non-Agenda Items

- **Mark Parton:** Discussed painting murals and business goals of supporting local community.
- **Kate Parton:** Mentioned involvement with Main Street Board and plans for a storefront in Wellington.

C. Consideration of Minutes

- **February 12, 2025**
- Edits: Add Robert to "attended." Typo on page 2.
- Motion to approve by Sarah, seconded by Lorilynn.

D. Board Review and Discussion/Action Items

- **Guest Speaker: Alexis Kennedy**
 - Community Garden Feasibility Study: still time for edits, please make recommendations
 - Survey results showed strong community support.
 - PROST Discussion on best site for the garden considering security and accessibility.
 - Next steps: Hold as Draft, wait for direction from PROST or BOT

- **Upcoming Events**
 - **St. Paddy's Day:**
 - Shamrock .5k Fun Run, parade, beer garden, and various activities. Volunteer needs and planning for day-of support.
 - **Arbor Day:**
 - Scheduled for April 26 at Harvest Park with tree planting, yard games, inflatables. Volunteer, opportunity to promote the Master Plan.
 - **Kids to Park Day:**
 - Wellville, Library Park, Viewpoint. Expansion to multiple parks with activities like treasure hunts and summer reading programs. PROST members should attend for visibility & promotion opportunities.
 - **4th of July:**
 - Construction will not impact this year. Parade, festival, and fireworks all to take place with volunteer support needed.
 - PROST should have representation- a float? Distribute map flyers, Veterans Garden promotion, attach candy.
 - **Additional Town Events:**
 - Movies in the Park, partnering with local businesses.
 - **Dock Ceremony:**
 - Schedule to be confirmed, possibly before the Fishing Derby. Kevan available.
 - Billy/Town to confirm date asap to promote.
 - **WCP Memorial:**
 - Naming change approved, awaiting if Board of Trustees needs to approve
 - Space at WCP looks great so far.
 - Request for project plan with proposed cost, to begin mapping donation tiers & fundraising efforts (external to PROST/TOW)
 - Discussion about new 501c3 "Friends of Wellington"- nonprofit status pending; founded by Jessi Roper, Sarah Braun, Rebekka Dailey. Already have community interest, verbal commitment for Brewfest collaboration in support of Veterans Garden at WCP. Social media, promotion underway, more information to come.
 - **Park Tours:**
 - Agreement to use event time for assessments and discussions.
 - Fridays still available if needed.
- **PROST Master Plan and Community Center Feasibility Study:**
 - Updates on the review committee and contracting phase
 - Narrowed to two firms, in person interviews conducted last week
 - April 8 BOT meeting to present contract for award
 - PROST participation has been very valuable
- **Outreach and Marketing:**
 - Still see a need for a centralized method for communicating upcoming events/town activities

- Build a list of contacts for event promotion.- Jessi to start
- Discussion about text notifications through TOW
- Perhaps Friends of Wellington can assist?
- **Library Shade:**
 - Discussion on options for shaded structures and additional amenities.
 - Board makes recommendations for type of shade for longest term impact
 - Bike rack, additional signage? May need BOT to approve
- **Future Calendar Notes**
 - Grants will be postponed for now
 - April 19 meeting- Cody- Sage II Filing, developer presentation for PROST to help guide amenities and recommendations

E. Announcements

- **Town Staff:** Updates on parks, recreation, open spaces, and trails
 - Water turned on some areas; tree trimming; Spring Sports, Dock installed; Wellville Dog Park after Spring Break (John can support)
- **Board of Trustee Liaison:** Annual report and community investment updates, PROST very visible. Updates around Chamber of Commerce, Welcome Wagon- opportunity for PROST collaboration for promotion; CSU Week of Democracy: visible engagement & interest in community building and bringing people together
- **PROST Board Members:** No issues

Adjournment

- Meeting adjourned at 8:00pm.

PROST Board Meeting
April 9, 2025
Staff Memo - Sage Farms Filing 1

The Sage Farms Annexation is a 293.5-acre site on the southwest corner of Wellington. The Sage Farms Annexation and Planned Unit Development (PUD) Overlay Zoning District was approved by the Board of Trustees on January 23, 2024 (Ordinance No. 02-2024). This Board action allows the applicant, FC Farm Holding, LLC and Sipes Farm Holding, LLC, to begin a preliminary plat application with the Town to develop construction drawings for the project site. The Sage Farms development is proposed as a phased development plan, meaning it will be presented for review and development over multiple applications and over a period of time. Each phase of the development is intended to reflect and make progress towards meeting the overall conceptual master plan for the community. The conceptual master plan for the development is included as *Attachment A*.

The first phase of this development, Sage Farms Filing 1, is for a preliminary plat to subdivide a portion of the site to create 241 single-family lots for single-family residential homes and two pocket parks. Additionally, five outlots will be designated for future development, which will consist of a mix of single-family, multi-family, and commercial developments.

Pursuant to the Parks and Open Space section of the Land Use Code (Sec. 15-5-60) and the PUD standards, one centrally located pocket park is required for every 200 residential units. As this phase of the project is for 241 units, two pocket parks are required. A pocket park is meant to be a designated gathering space that is incorporated into the neighborhood. Some examples of pocket parks can be pools, clubhouses, landscaped seating areas, playgrounds, and contemplative garden areas. In addition to the pocket parks, the PUD includes specific language that pedestrian paths and trails be within parks and open space areas, and link the residential, commercial, and open space areas together.

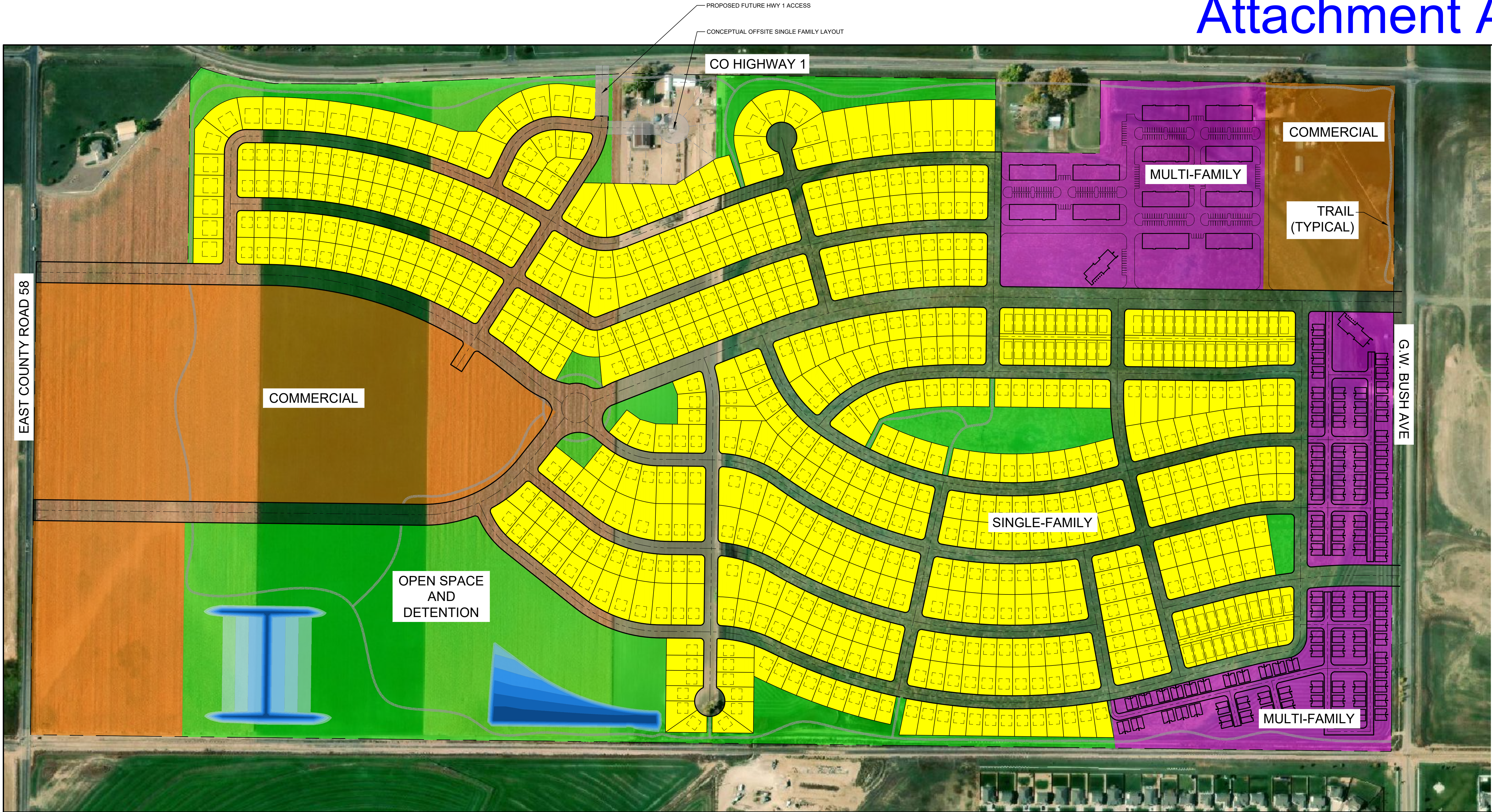
The landscape, trails, and open space plan details have been included as *Attachment B*. The plans show a north-south trail leading from GW Bush Avenue through the two proposed pocket parks. This trail system will connect to the existing trails in Sage Meadows and will extend south to the future phases of the Sage Farms development. To ensure safe pedestrian crossings, shortened walkways have been incorporated at streets B and H (shown on sheet L-6). The trail will also be located between the neighborhood blocks and will abut the backyards of the single-family residential lots. The landscaped area adjacent to the trail at the block between street H and I is a swale for stormwater purposes (sheets L-5 and L-6). One of the proposed parks consists of open space for reflection and includes general seating adjacent to a pond with landscaping and trail connections. The other park has a playground and covered picnic area. An example of the type of play structure for the playground is included as *Attachment C*. The applicant anticipates making final design decisions on the play structures as part of the final development plan design process. The proposed pocket parks and trails with this phase of the development will be

maintained by the private developer and HOA. At later phases of the Sage Farms development there will be larger regional and community parks which will likely be Town owned and maintained.

Staff has reviewed the proposed preliminary plat and recommends that the proposed plans meet the purpose and intent of the subdivision regulations, including required dedications for parks, open space and trails. The PROST Board is asked to review the plans included as *Attachment B* and provide feedback to the applicant team on the preliminary plat for the trails, parks, and open space.

Attachments:

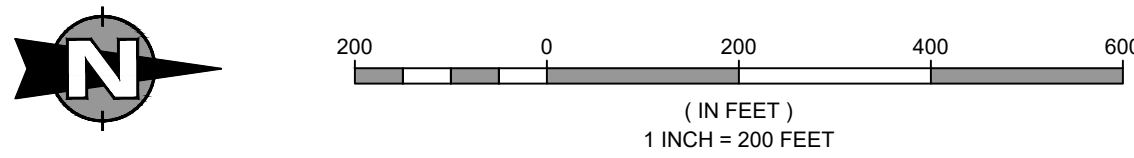
- A) Conceptual Master Plan for Sage Farms PUD
- B) Landscape and Trail Plan Details
- C) Playground Example



LAND USE DATA

Land Use Type	Area (acres)	Maximum Density (units/acre)	Maximum GLA (sq. ft.)	Percent of Total Area (%)
Single Family - A	141.8	6.0		48.7%
Single Family - B	17.8	3.0		6.1%
Single Family - C	3.7	3.0		1.3%
Multi-Family	36.0	12.0		12.4%
Commercial	58.2	16.0	585,000	20.0%
Public/Private Parks & Open Space	33.6			11.5% (of Total) 16.8% (of Residential)
On-Site Total	291.0			100.0%

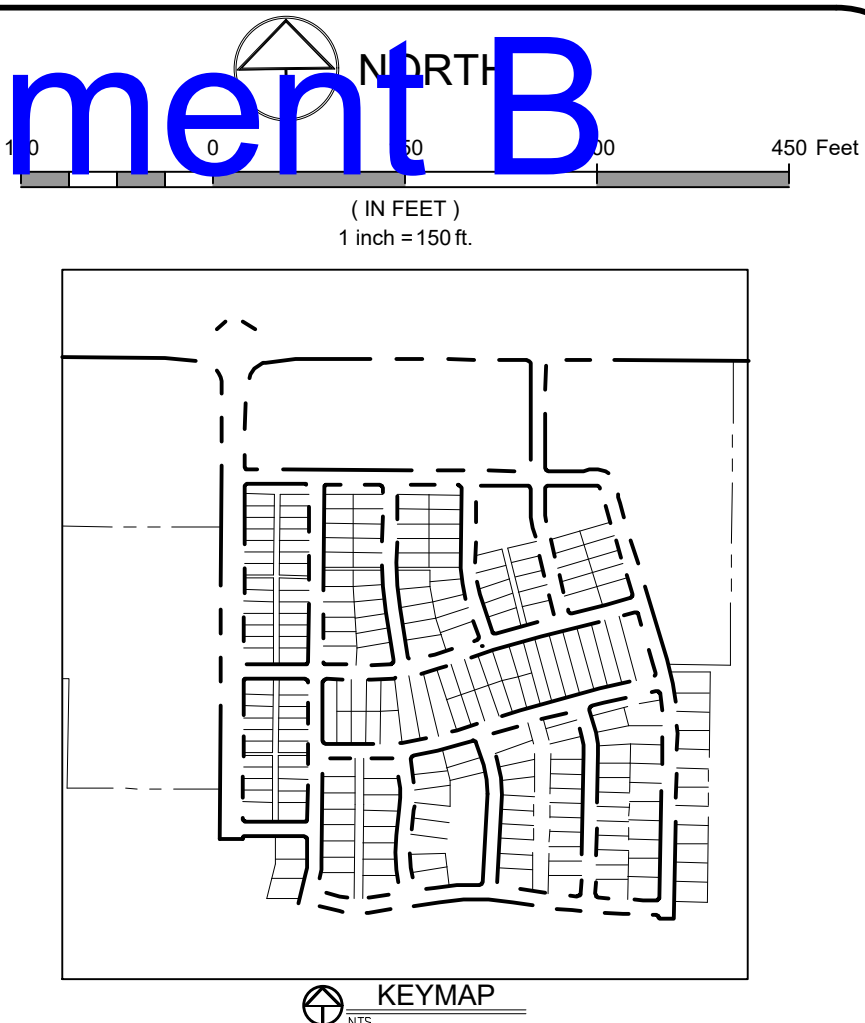
NOTE: THIS MASTER PLAN IS A CONCEPTUAL ILLUSTRATION AS TO HOW THE PROPERTY COULD DEVELOP AND IS SUBJECT TO CHANGE AT THE TIME OF PLATTING



LEGEND

	MUTLI-FAMILY RESIDENTIAL
	OPEN SPACE
	SINGLE FAMILY RESIDENTIAL
	COMMERCIAL

Attachment B



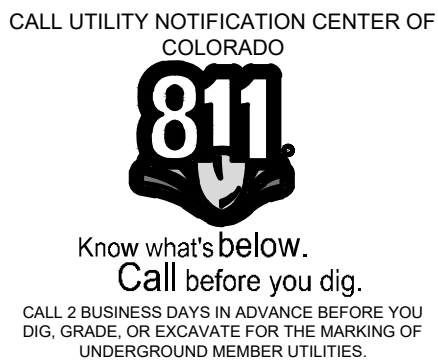
LEGEND:

- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- PROPOSED STORM INLET
- PROPOSED CONTOUR
- EXISTING CONTOUR
- PROPOSED SWALE
- PROPOSED GRADE BREAK
- PROPOSED CURB & GUTTER
- PROPERTY BOUNDARY
- EXISTING LOT LINE
- EXISTING RIGHT OF WAY
- PROPOSED LOT LINE
- PROPOSED RIGHT OF WAY
- PROPOSED SPOT ELEVATION
- EXISTING SPOT ELEVATION
- PROPOSED SLOPES
- PROPOSED CONCRETE CROSS PAN (TYP.)
- LOT TYPE

NOTES:

- THE SIZE, TYPE AND LOCATION OF ALL KNOWN UNDERGROUND UTILITIES ARE APPROXIMATE WHEN SHOWN ON THESE DRAWINGS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE EXISTENCE OF ALL UNDERGROUND UTILITIES IN THE AREA OF THE WORK. BEFORE COMMENCING NEW CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES AND SHALL BE RESPONSIBLE FOR ALL UNKNOWN UNDERGROUND UTILITIES.
- REFER TO THE PLAT FOR LOT AREAS, TRACT SIZES, EASEMENTS, LOT DIMENSIONS, UTILITY EASEMENTS, OTHER EASEMENTS, AND OTHER SURVEY INFORMATION.
- ALL PROJECT DATA IS ON VERTICAL DATUM, NAVD88. SEE COVER SHEET FOR BENCHMARK REFERENCES.
- ALL CURB SPOTS SHOWN ARE FLOWLINE ELEVATIONS. ALL OTHER SPOTS ARE FINISHED GRADE ELEVATIONS.
- LOT GRADING IS DESIGNED FOR TYPICAL RECTANGULAR FOOTPRINT WITH DIMENSIONS AS SHOWN HEREON. SHOULD BUILDING FOOTPRINT CHANGE, GRADING SHALL BE ADJUSTED BY PLOT PLAN FOR THE SPECIFIC FOOTPRINT. ALL MINIMUM OPENINGS SHALL BE A MINIMUM OF 18" ABOVE FRONT LOT ELEVATIONS AND PLOT PLAN DESIGN SHALL MEET FHA GRADING GUIDELINES AND BUILDING CODE REQUIREMENTS.

- 10' TRAIL
- 10' SIDEWALK



SAGE FARMS FILING 1

OVERALL GRADING PLAN

Sheet
16 of 55

PROJECT: 24-0103

DATE: MARCH 12, 2025

DESIGNED BY: A. ORTIZ

SCALE: 1" = 150'

DRAWN BY: M. MOKYTS

PROJECT MANAGER: B. MATHISEN

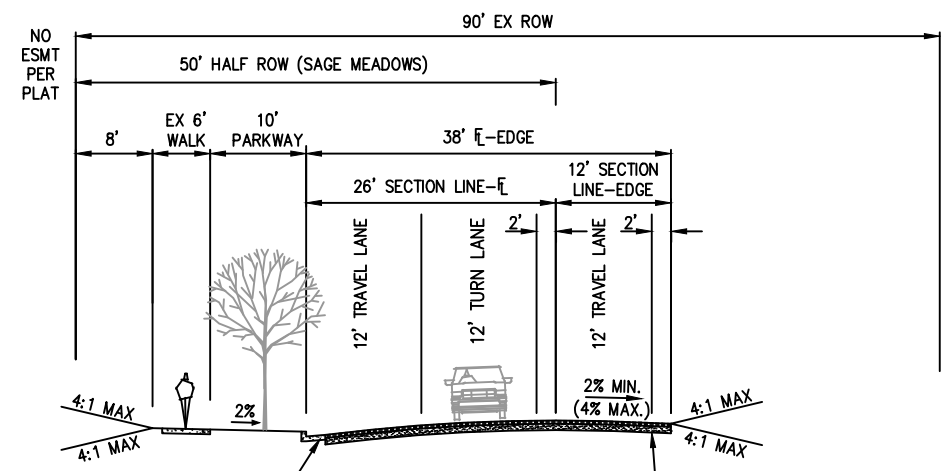
Revisions: No. By: DATE

REVIEW SET
NOT FOR CONSTRUCTION
03/12/2025

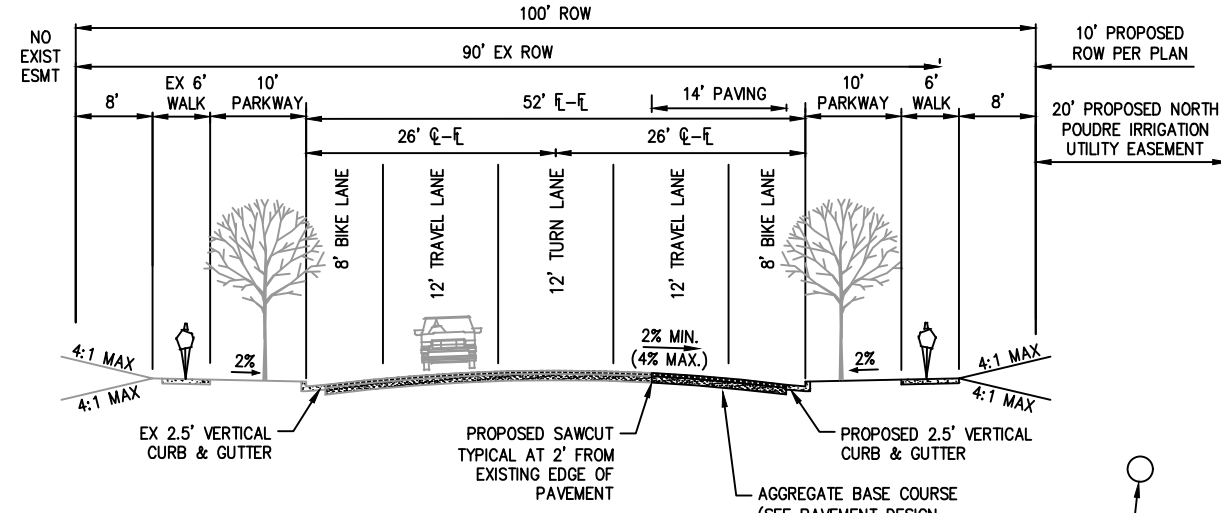
These drawings are provided by Northern Engineering Services, Inc. and are not to be used for any other project without the express written consent of a Professional Engineer in the employ of Northern Engineering Services, Inc.

northernengineering.com
NORTHERN ENGINEERING
NORTH PHOENIX, ARIZONA

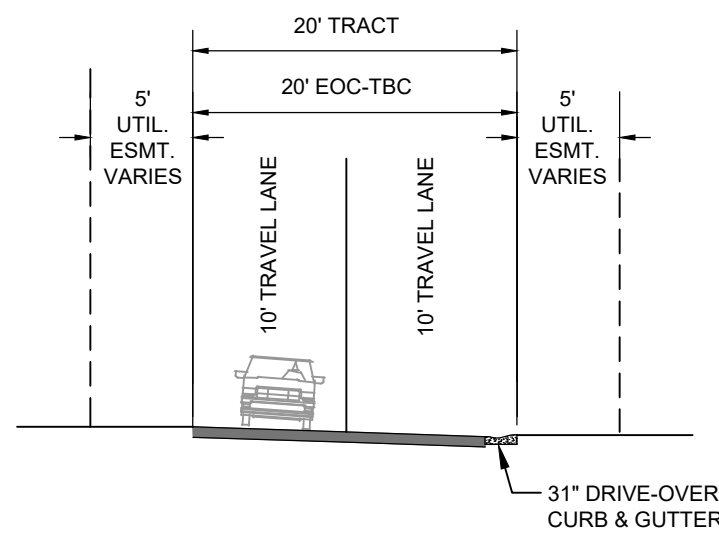
EPS GROUP
970.221.4138
PORT COLLINS, COLORADO



EXISTING G.W. BUSH AVENUE (EAST COUNTY ROAD 60)
(100' RIGHT-OF-WAY - ARTERIAL)

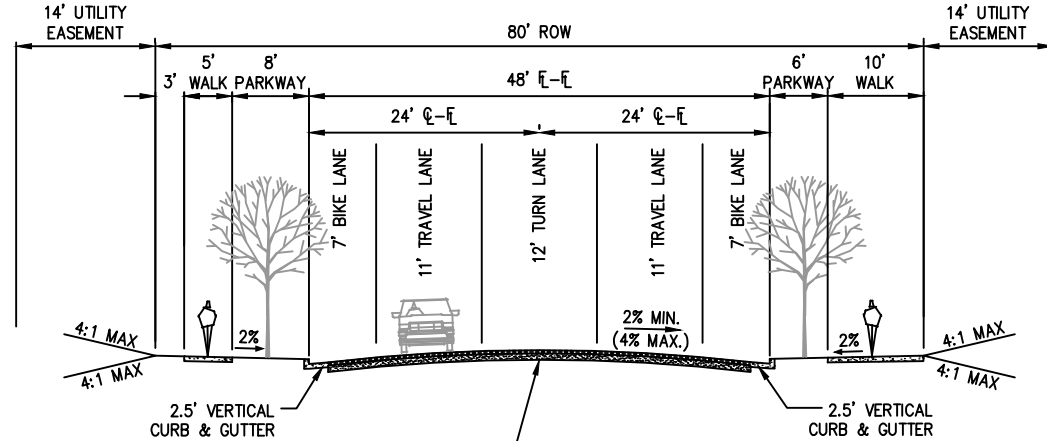
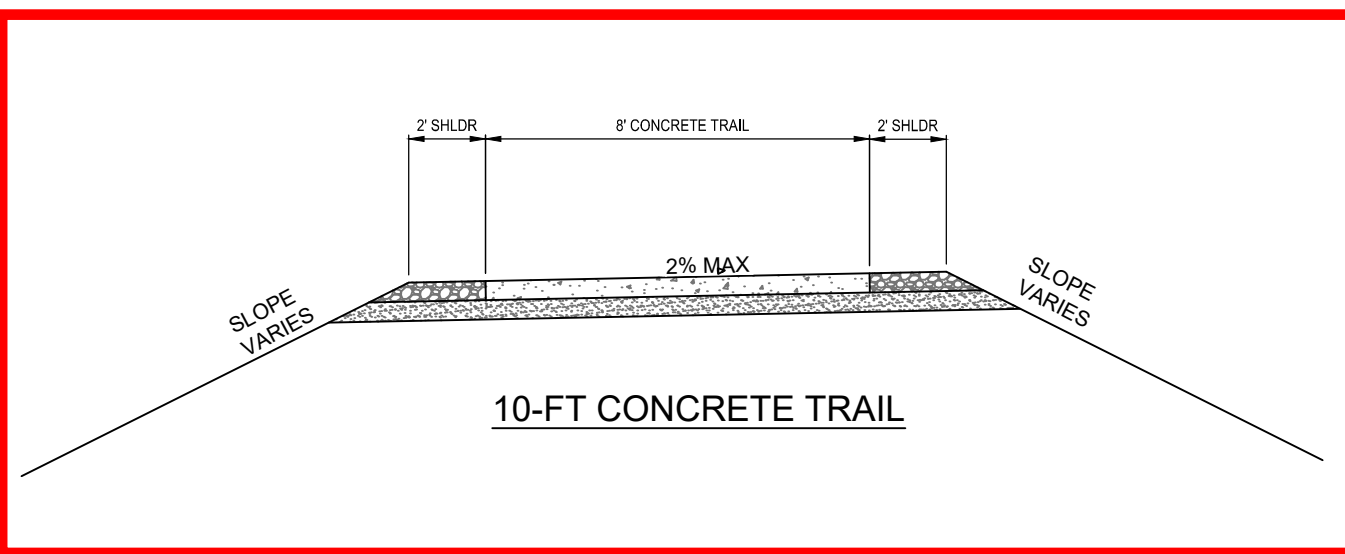


G.W. BUSH AVENUE (EAST COUNTY ROAD 60) FULL BUILD-OUT
(100' RIGHT-OF-WAY - ARTERIAL)



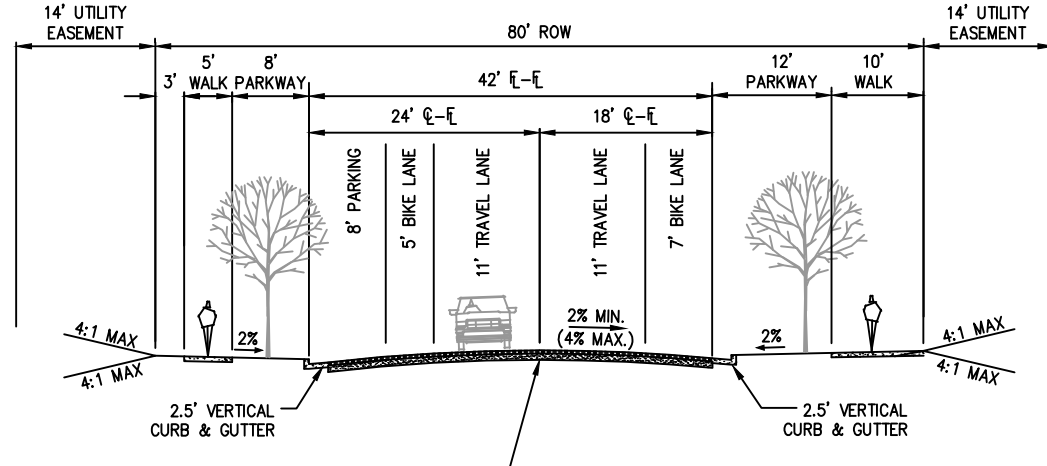
ALLEY OPTION B - FROM PUD

ALLEY A
ALLEY B



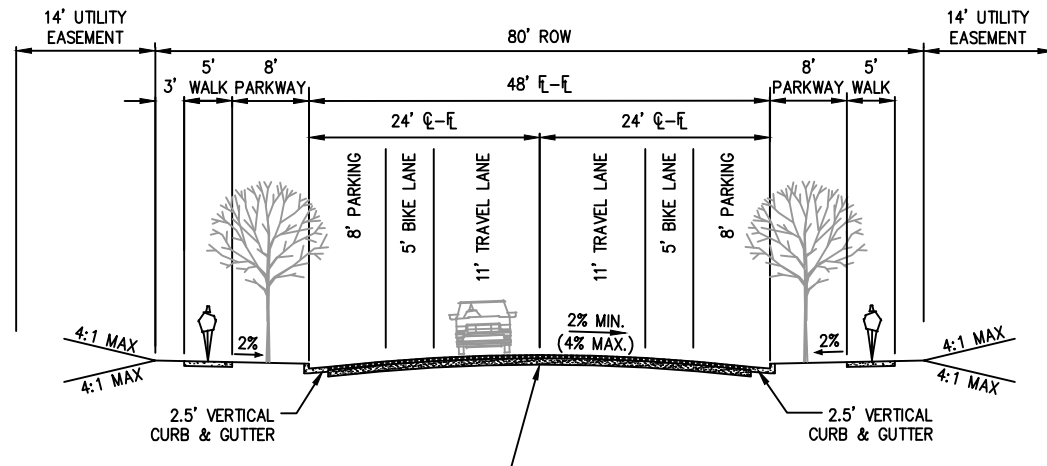
MINOR COLLECTOR STREET - FROM PUD
INTERSECTIONS
(80' RIGHT-OF-WAY)
(SOUTHBOUND)

- WILD GRASS LN (STA:10+00.00 - 14+57.00)



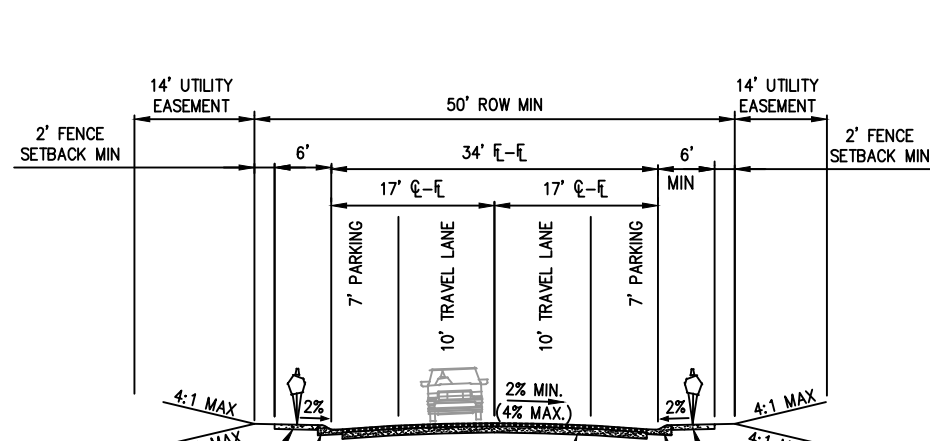
MODIFIED MINOR COLLECTOR STREET
(80' RIGHT-OF-WAY)
(SOUTHBOUND)

- WILD GRASS LN (STA:14+57.00 - 25+32.13)



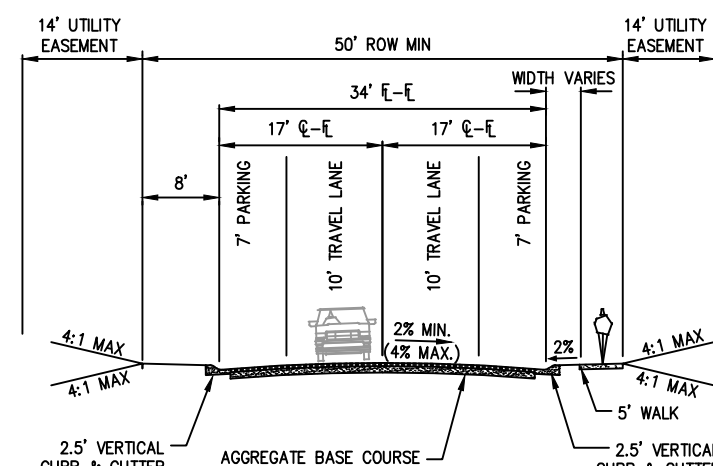
MINOR COLLECTOR STREET - FROM PUD
(80' RIGHT-OF-WAY)
(SOUTHBOUND)

- WILD GRASS LN (STA:25+32.13 - 27+04.73)



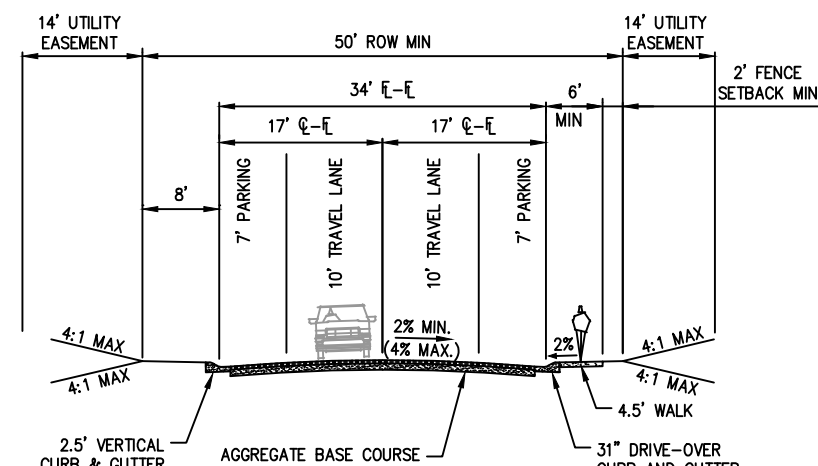
RESIDENTIAL LOCAL STREET - FROM PUD
ATTACHED SIDEWALK
(50' RIGHT-OF-WAY)

- STREET G (STA:29+49.92 - 38+14.15)
- STREET B
- STREET D
- STREET E
- STREET F
- SAGE MEADOWS DR



MODIFIED RESIDENTIAL LOCAL STREET
DETACHED SIDEWALK
(50' RIGHT-OF-WAY)
(EASTBOUND)

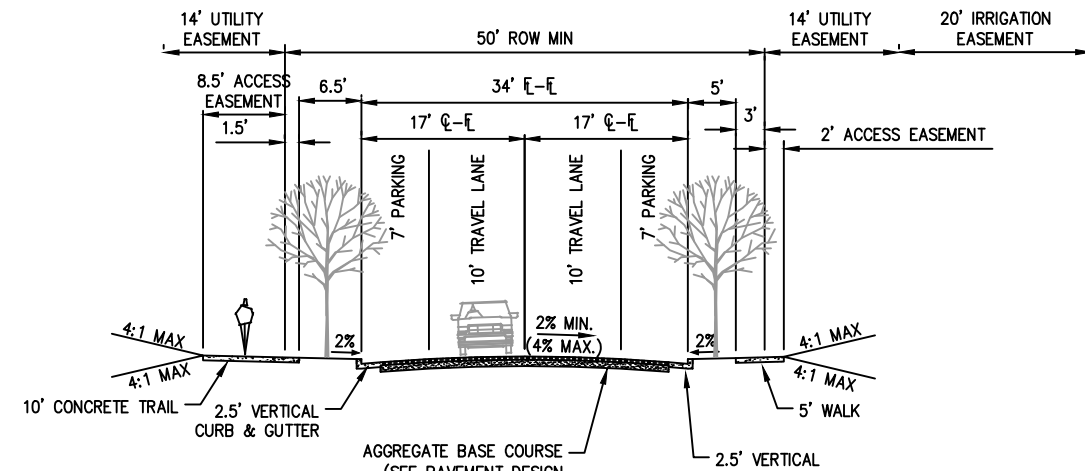
- STREET A (STA: 10+00.00 - 22+93.04)



MODIFIED RESIDENTIAL LOCAL STREET
DETACHED SIDEWALK
(50' RIGHT-OF-WAY)
(SOUTHBOUND)

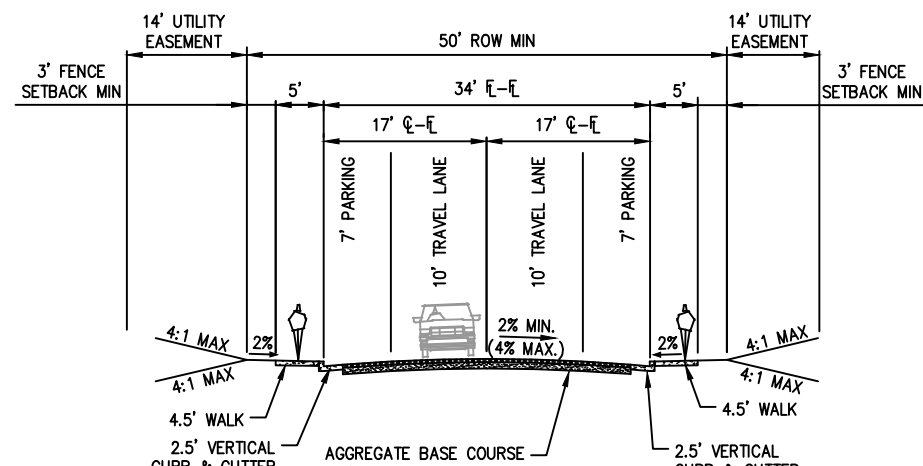
- STREET G (STA: 22+93.04 - 29+49.92)

CRITERIA:
ROADWAY WIDTH: 34' WIDE (WITH PARKING).
RIGHT OF WAY WIDTH: 50' MIN. (PLUS 26' (MIN.) UTILITY EASEMENT).
BIKE LANES: SHARE STREET.
PARKING: TWO LANES 7' WIDE SHARED WITH BIKES.
PARKWAY: NOT REQUIRED; 8' MIN. WIDTH WHERE USED.
SIDEWALK: 9' (MIN.) WIDTH ATTACHED OR DETACHED. ADDITIONAL WIDTH MAY BE REQUIRED WITHIN AND LEADING TO ACTIVITY AREAS.
MEDIAN: NONE. ADDITIONAL WIDTH REQUIRED FOR DEVELOPMENT REQUESTING MEDIANS.
DESIGN SPEED: 25 MPH.
SPEED LIMIT: 15 MPH.
ACCESS: NO LIMIT.
FENCES: SETBACK A MINIMUM OF 2' FROM THE EDGE OF THE SIDEWALK.
PARKWAY LANDSCAPING: TREE, LAWN, MEDIAN, AND BUFFER AREA LANDSCAPING SHALL BE THE RESPONSIBILITY OF THE ADJACENT PROPERTY OWNER OR HOA.
CURB AND GUTTER: VERTICAL, ROLL-OVER, OR DRIVEOVER.



RESIDENTIAL LOCAL STREET - ENTRY
(50' RIGHT-OF-WAY)

- SAGE MEADOWS DR



RESIDENTIAL LOCAL STREET -
VERTICAL CURB BOTH SIDES
(50' RIGHT-OF-WAY)

- STREET C

PLANT SCHEDULE

SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	SIZE	WATER USE	MATURE HEIGHT	MATURE WIDTH
DECIDUOUS TREES							
	36	<i>Catalpa speciosa</i>	Western Catalpa	2" B&B	Low - Medium	40 - 65ft. ht.	25 - 40ft. w.
	7	<i>Celtis occidentalis</i>	Common Hackberry	2" B&B	Low - Medium	40 - 65ft. ht.	40 - 65ft. ht.
	22	<i>Gleditsia tniacanthos</i> `Shademaster` TM	Shademaster Locust	2" B&B	Low - Medium	40 - 65ft. ht.	25 - 40ft. w.
	23	<i>Gleditsia tniacanthos</i> var. <i>inermis</i> `Skycole` TM	Skyline Thornless Honey Locust	2" B&B	Low - Medium	40 - 65ft. ht.	25 - 40ft. w.
	11	<i>Gymnocladus dioica</i> `Espresso`	Kentucky Coffeetree	2" B&B	Low - Medium	40 - 65ft. ht.	25 - 40ft. w.
	21	<i>Quercus macrocarpa</i>	Burr Oak, Mossycup Oak	2" B&B	Low	25 - 40ft. ht.	40 - 65ft. w.
	45	<i>Quercus robur</i>	English Oak	2" B&B	Medium	40 - 65ft. ht.	40 - 65ft. w.
	35	<i>Ulmus americana</i> `Valley Forge`	Valley Forge American Elm	2" B&B	Medium	40 - 65ft. ht.	40 - 65ft. w.
	39	<i>Ulmus</i> x 'Morton Glossy'	Triumph™ Elm	2" B&B	Medium	40 - 65ft. ht.	25 - 40ft. w.

EVERGREEN TREES

	1	Juniperus scopulorum	Rocky Mountain Juniper	#15 CNT.	Low - Medium	25 - 40ft. ht.	10 - 15ft. w.
	12	Picea pungens glauca	Colorado Blue Spruce	6" B&B	Medium	40 - 65ft. ht.	25 - 40ft. w.
	16	Pinus edulis	Pinon Pine	6" B&B	Low	15 - ft. ht.	10 - ft. w.
	3	Pinus nigra	Austrian Black Pine	6" B&B	Medium	40 - 65ft. ht.	25 - 40ft. w.
	11	Pinus ponderosa	Ponderosa Pine	6" B&B	Very low - Medium	> 65ft. ht.	25 - 40ft. w.

ORNAMENTAL TREES

	6	Acer tataricum 'GarAnn'	Hot Wings® Tatarian Maple	6' Clump B*B	Low - Medium	15 - 25ft. ht.	15 - 25ft. w.
	19	Amelanchier canadensis	Shadblow Serviceberry	6' Clump B*B	Medium	15 - 25ft. ht.	10 - 15ft. w.
	3	Crataegus virens 'Winter King'	'Winter King' Hawthorn	1 - 1/2" B*B	Medium	15 - 25ft. ht.	15 - 25ft. ht.
	13	Malus x 'Thunderchild'	Thunderchild Crab Apple	1 - 1/2" B*B	Medium	15 - 25ft. ht.	10 - 15ft. w.
	3	Prunus x 'POO2S'	Sucker Punch® Chokecherry	1 - 1/2" B*B	Medium	15 - 25ft. ht.	15 - 25ft. w.

SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER	WATER USE	MATURE HEIGHT	MATURE WIDTH
DECIDUOUS SHRUBS							
	1	Artemisia tridentata	Big Sagebrush	#5 CNT	Very low - Low	3 - 6ft. ht.	3 - 6ft. w.
	28	Berberis thunbergii 'Crimson Pygmy'	Crimson Pygmy Barberry	#5 CNT.	Low - Medium	18 - 36in. ht.	1 - 3ft. w.
	21	Berberis thunbergii 'Rose Glow'	Rose Glow Barberry	#5 CNT.	Low - Medium	3 - 6ft. ht.	3 - 6ft. w.
	14	Caryopteris x londonensis 'Dark Knight'	Dark Knight Bluebeard	#5 CNT	Very low - Low	18 - 36in. ht.	1 - 3ft. w.
	10	Chrysothamnus nauseosus nauseosus	Dwarf Blue Rabbitbrush	#5 CNT	Very low - Low	18 - 36in. ht.	1 - 3ft. w.
	3	Fallugia paradoxa	Apache Plume	#5 CNT	Very low - Low	3 - 6ft. ht.	3 - 6ft. w.
	6	Lonicera x 'Honeyrose'	Honeyrose Honeysuckle	#5 CNT.			
	3	Physocarpus opulifolius 'Diablo'	Diablo Ninebark	#5 CNT.	Low	6 - 10ft. ht.	6 - 10ft. w.
	21	Rhus aromatica 'Gro-Low'	Gro-Low Fragrant Sumac	#5 CNT.	Very low - Medium	3 - 6ft. ht.	3 - 6ft. w.
	7	Spiraea x bumalda 'Neon Flash'	Neon Flash Spiraea	#5 CNT	Medium	18 - 6ft. ht.	1 - 3ft. w.
	7	Syringa x hyacinthiflora 'Mount Baker'	Mount Baker Lilac	#5 CNT.	Low - Medium	10 - 15ft. ht.	
EVERGREEN SHRUBS							
	2	Cytisus purgans 'Spanish Gold'	Spanish Gold Broom	#5 CNT	Very low - Medium	18 - 6ft. ht.	3 - 6ft. w.
	17	Juniperus horizontalis 'Blue Chip'	Blue Chip Juniper	#5 CNT.	Low - Medium	6 - 18in. ht.	6 - 10ft. w.
	7	Yucca filamentosa 'Bright Edge'	Bright Edge Adam's Needle	#5 CNT	Very low - Medium	18 - 36in. ht.	3 - 6ft. w.

GRASSES

•	7	Bouteloua gracilis `Blonde Ambition`	Blonde Ambition Blue Grama	#1 CNT.	Very low - Low	18 - 36in. ht.	1 - 3ft. w.
•	25	Panicum virgatum `Shenendoah`	Burgundy Switch Grass	#1 CNT.	Low	6 - 10ft. ht.	

PERENNIALS

•	3	Achillea x 'Moonshine'	Moonshine Yarrow	#1 CNT.	Low	6 - 18in. ht.	1 - 3ft. w.
•	7	Artemisia x 'Powis Castle'	Powis Castle Artemisia	#1 CNT.	Low	18 - 36in. ht.	3 - 6ft. w.
•	12	Eriogonum umbellatum aureum 'Psdowns'	Kannah Creek® Sulphur Buckwheat	#1 CNT	Low - Medium	6 - 18in. ht.	1 - 3ft. w.
•	20	Nepeta x 'Little Trudy'	Little Trudy Catmint	#1 CNT.	Low - Medium	6 - 18in. ht.	1 - 3ft. w.
•	8	Ratibida columnifera	Prairie Coneflower	#1 CNT	Low - Medium	18 - 36in. ht.	1 - 3ft. w.
•	3	Tanacetum x 'Robinson's Pink'	Tansy	#1 CNT	Low - Medium	18 - 36in. ht.	

GROUND COVERS

58	<i>Cerastium tomentosum</i>	Snow In Summer	#1 CNT.	Very low - Low	6 - 18in. ht.	1 - 3ft. w.
22 sf	<i>Zinnia grandiflora</i> 'Gold On Blue'	Gold On Blue Rocky Mountain Zinnia	#1 CNT.	Very low - Medium	< 6in. ht.	< 1ft. w.

SEED/SOD

	105,920 sf	Low Water Turf	Dryland Pasture Mix	Seed	Very low - Low		
	146,855 sf	Moderate Water Turf	Dura Turf Plus Mix	Sod	Medium - High		
	399,384 sf	Native <i>Seed</i>	Upland <i>Seed</i> Mix	<i>Seed</i>	Very low - Low		
	57,519 sf	Native <i>Seed</i>	Detention Basin <i>Seed</i> Mix	<i>Seed</i>	Very low - Low		

SEEDING NOTES:

1. PREPARE SOIL AS NECESSARY AND APPROPRIATE FOR NATIVE SEED MIX SPECIES THROUGH LOOSENING AND ADDITION OF AMENDMENTS THAT PROMOTE WATER ABSORPTION AND RELEASE. THEN SEED IN TWO DIRECTIONS TO ACHIEVE SEED MIX DISTRIBUTION. HAND DRILL SEED ALL INDICATED AREAS AS SOON AS POSSIBLE AFTER COMPLETION OF GRADING OPERATIONS.
2. IF CHANGES ARE TO BE MADE TO SEED MIX BASED ON SITE CONDITIONS THEN APPROVAL MUST BE PROVIDED BY CITY ENVIRONMENTAL PLANNER.
3. FOR NATIVE SEED: APPROPRIATE NATIVE SEEDING EQUIPMENT WILL BE USED (STANDARD TURF SEEDING EQUIPMENT OR AGRICULTURE EQUIPMENT SHALL NOT BE USED).
4. DRILL SEED APPLICATION RECOMMENDED PER SPECIFIED APPLICATION RATE TO NO MORE THAN 1/2 INCH DEPTH. FOR BROADCAST SEEDING INSTEAD OF DRILL SEEDING METHOD DOUBLE SPECIFIED APPLICATION RATE. REFER TO NATIVE SEED MIX TABLE FOR SPECIES, PERCENTAGES AND APPLICATION RATES.
5. TREAT NATIVE SEED MIX AREA PRIOR TO INSTALLATION OF SEED WITH APPROPRIATE HERBICIDE TO PROACTIVELY MITIGATE HERBACEOUS WEED SPECIES GROWTH DURING ESTABLISHMENT PERIOD THEN AFTER APPROPRIATE TIME PERIOD APPLY NATIVE SEED AS CALLED FOR ON APPROVED PLANS.
6. AFTER SEEDING THE AREA SHALL BE COVERED WITH CRIMPED STRAW OR OTHER APPROPRIATE METHODS AND PERMANENT TEMPORARY EROSION CONTROL IS ESTABLISHED. AN EROSION CONTROL BLANKET SHALL BE INSTALLED AS NOTED ON THE LANDSCAPE PLAN. EROSION CONTROL BLANKET MAY BE USED AS AN ALTERNATE TO CRIMPED STRAW AREAS THAT ARE INACCESSIBLE TO EQUIPMENT. THE EROSION CONTROL BLANKET SHALL BE, WESTERN EXCELSIOR CORPORATION, EXCEL SR-1 ALL NATURAL, OR EQUAL.
7. CONTRACTOR SHALL MONITOR SEEDED AREA FOR PROPER IRRIGATION, EROSION CONTROL, GERMINATION AND RE-SEEDING AS NEEDED TO ESTABLISH COVER.
8. THE APPROVED SEED MIX AREA IS INTENDED TO BE MAINTAINED IN A NATURAL LIKE LANDSCAPE AESTHETIC. IF AND WHEN MOWING OCCURS IN NATIVE GRASS SEED MIX AREAS DO NOT MOW LOWER THAN 6 TO 8 INCHES IN HEIGHT TO AVOID INHIBITING FUTURE GROWTH.
9. PROVIDE SUPPLEMENTAL WATERING OF SEEDED AREAS AS NEEDED TO MAINTAIN PROPER MOISTURE. GERMINATION, MONITOR IRRIGATION APPLICATION AND FREQUENCY TO PREVENT SOIL EROSION. SUPPLEMENTAL IRRIGATION TO BE APPLIED BY PORTABLE SPRINKLER OR TEMPORARY IRRIGATION SYSTEM.

LOW WATER TURF MIX - DRYLAND PASTURE MIX - (AS AVAILABLE FROM ARKANSAS SEED COMPANY)

TETRAPLOID PERENNIAL RYE	20%
SMOOTH BROME, LINCOLN	20%
PAIUTE ORCHARDGRASS	15%
HYCREST CRESTED WHEATGRASS	15%
PUBESCENT WHEATGRASS	15%
DAHURIAN WILDRYE	15%
SEED RATE: 5 LBS / 1,000 SF	

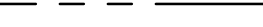
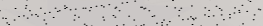
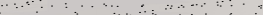
DETENTION BASIN MIX

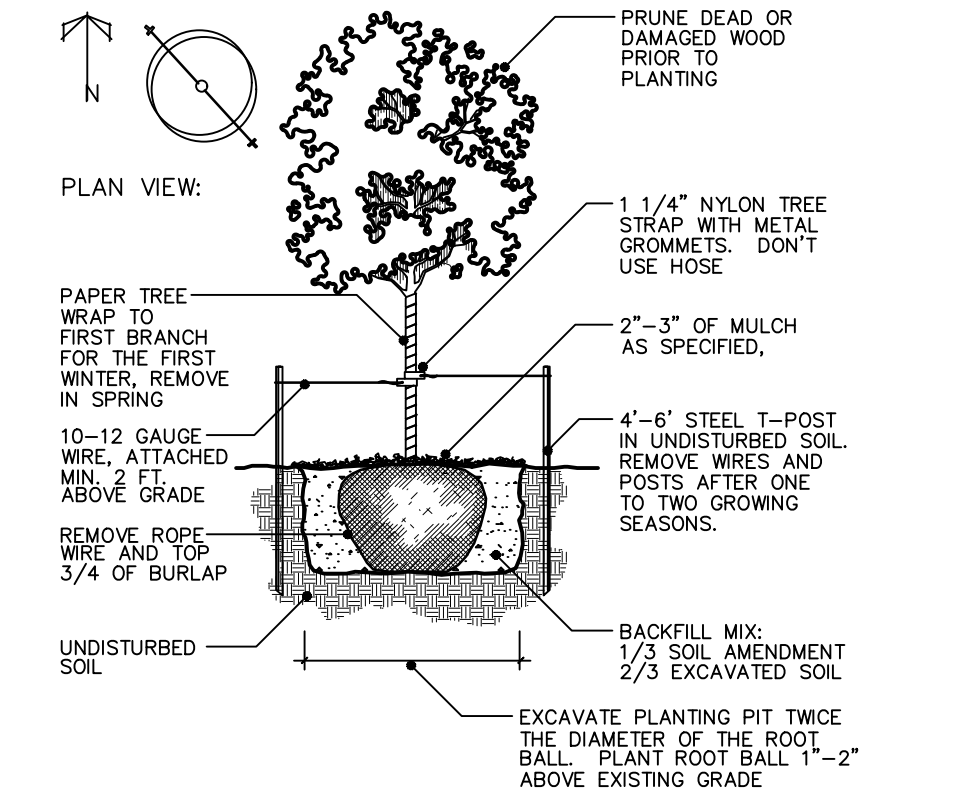
COMMON NAME	SCIENTIFIC NAME	LBS/PLS/ ACRE
INDIAN RICEGRASS	ACHNATHERUM HYMENOIDES	1.
SIDEOTS GRAMA	BOUTELOUA CURTIPENDULA	1.
BUFFALOGRASS	BOUTELOUA DACTYLOIDES	0.
BLUE GRAMA	BOUTELOUA GRACILIS	0.
INLAND SALTGRASS	DISTICHIS STRICTA	0.
BOTTLEBRUSH SQUIRRELTAIL	ELYMUS ELYMOIDES	0.
STREAMBANK WHEATGRASS	ELYMUS LANCEOLATUS SSP. LANCEOLATUS	1.
PRAIRIE JUNEGRASS	KOeleria MACRANTHA	0.
WESTERN WHEATGRASS	PASCOPYRUM SMITHII	1.
LITTLE BLUESTEM	SCHIZACHYRIUM SCOPARIUM	0.
TOTAL FOR DETENTION BASIN MIX		10.85 LBS/PLS/ACRE

UPLAND MIX

COMMON NAME	SCIENTIFIC NAME	LBS/PLS/ACR
INDIAN RICEGRASS	ACHATHERUM HYMENOIDES	1.0
SIDEOTS GRAMA	BOUTELOUA CURTIPENDULA	1.0
BUFFALOGRASS	BOUTELOUA DACTYLOIDES	3.0
BLUE GRAMA	BOUTELOUA GRACILIS	0.0
BOTTLEBRUSH SQUIRRELTAIL	ELYMUS ELYMOIDES	0.0
PRAIRIE JUNEGRASS	KOELERIA MACRANTHA	0.0
GREEN NEEDLEGRASS	NASSELLA VIRIDULA	1.0
SWITCHGRASS	PANICUM VIRGATUM	0.0
WESTERN WHEAT	PASPOCYRUM SMITHII	1.0
SAND DROPSEED	SPOROBOLUS CRYPTANDRUS	0.0
TOTAL FOR UPLAND MIX 10.20 LBS/PLS/ACR		

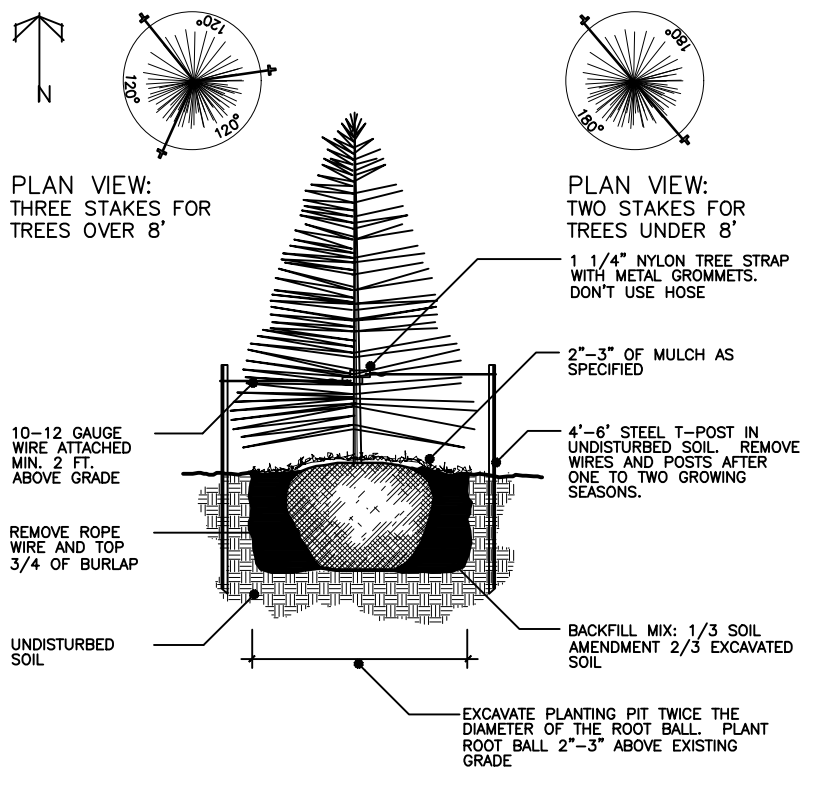
REFERENCE NOTES SCHEDULE

SYMBOL	DESCRIPTION
	EDGING
	ROCK MULCH / PLANTING BED
	IRRIGATION POND
	PARK BENCH
	BOULDER SEAT ROCK
	PLAYGROUND CHIPS



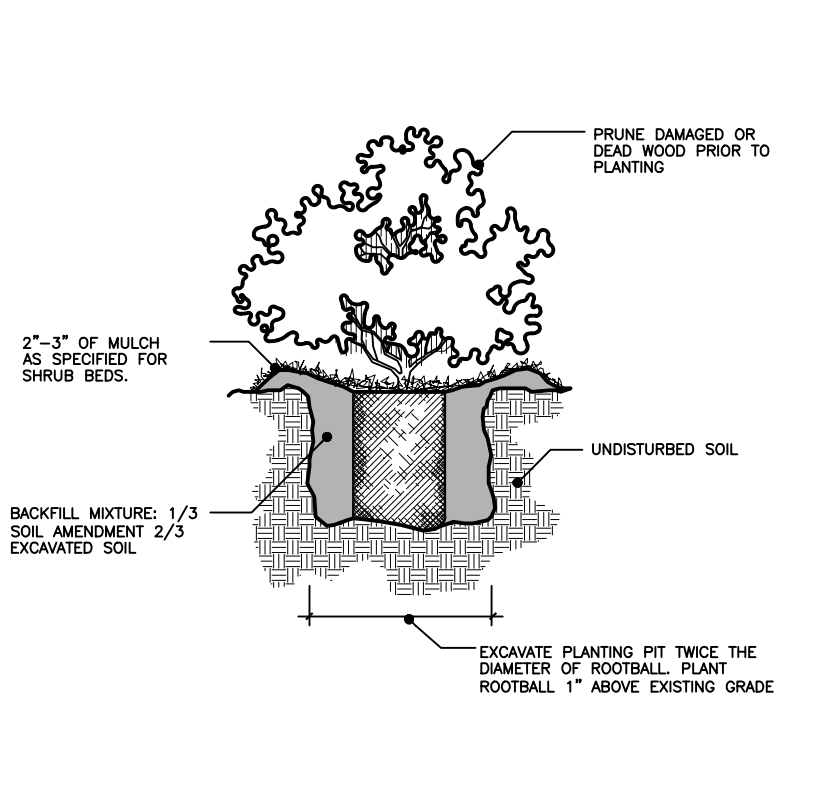
1 DECIDUOUS TREE PLANTING

329343.39-01



CONIFEROUS TREE PLANTING

329343.39-02



SHRUB PLANTING

329333.13-04

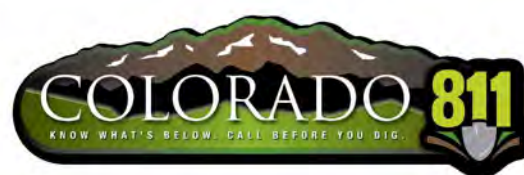
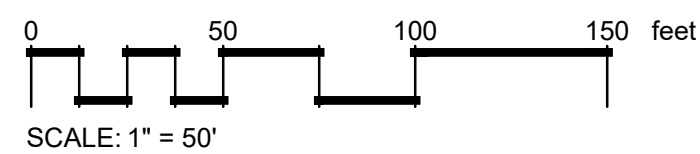
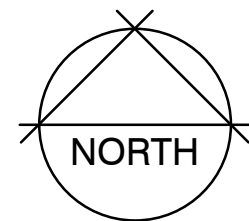
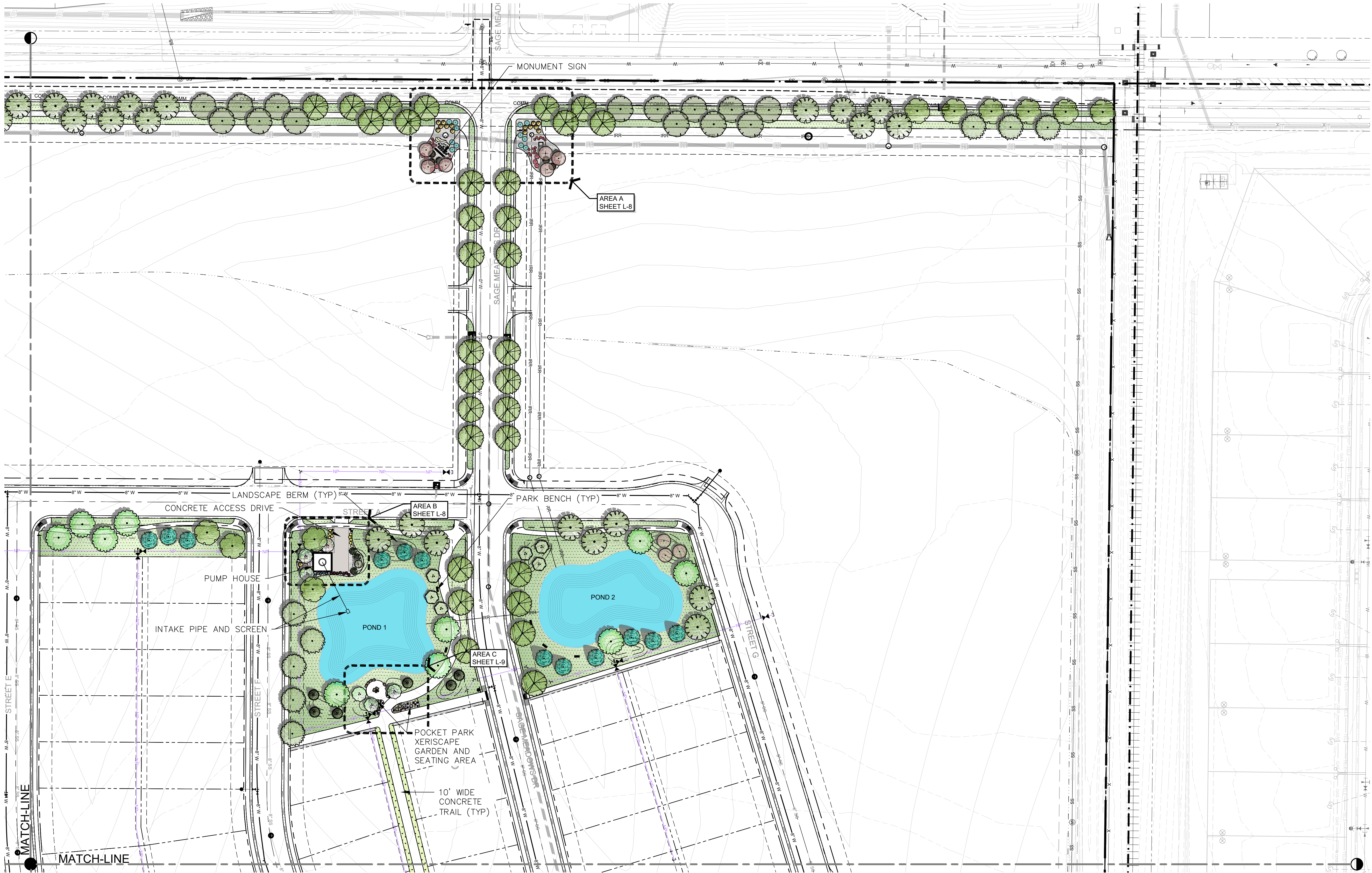
GENERAL NOTES:

1. FINAL GRADE SHALL MAINTAIN SMOOTH FLOWING LAND FORMS, FREE OF VEGETATION, SURFACE DEBRIS, BUMPS, AND/OR DEPRESSIONS.
2. REQUIRED PLANT MATERIALS SHALL BE GROWN IN A LICENSED NURSERY IN ACCORDANCE WITH PROPER HORTICULTURAL PRACTICE. PLANTS SHALL BE HEALTHY, WELL-BRANCHED, VIGOROUS STOCK WITH A GROWTH HABIT NORMAL TO THE SPECIES AND VARIETY AND FREE OF DISEASES, INSECTS AND INJURIES.
3. ALL PLANTS SHALL CONFORM TO STANDARDS FOR MEASUREMENTS, GRADING, BRANCHING, QUALITY, BALL AND BURLAPPING AS STATED IN THE AMERICAN STANDARD FOR NURSERY STOCK, 1990 EDITION, AMERICAN ASSOCIATION OF NURSERIES, INC. (ANNA) AND THE COLORADO NURSERY ACT OF 1986 (CNA).
4. MINOR CHANGES IN PLANT SPECIES AND LOCATION MAY BE MADE DURING CONSTRUCTION, AS REQUIRED BY SITE CONDITIONS AND PLANT AVAILABILITY. THE QUALITY AND QUANTITY OF PLANT MATERIAL SHALL BE CONSISTENT WITH THE APPROVED LANDSCAPE PLAN. IN THE EVENT OF CONFLICT BETWEEN PLANT QUANTITIES IN THE PLANT SCHEDULE AND SPECIES ILLUSTRATED, THE SPECIES AND QUANTITIES ILLUSTRATED SHALL BE PROVIDED.
5. CONTACT THE UTILITY NOTIFICATION CENTER OF COLORADO, AT LEAST (3) BUSINESS DAYS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES IN THE FIELD PRIOR TO EXCAVATION / DIGGING.
6. ALL LANDSCAPING SHALL BE IRRIGATED WITH AN EFFICIENT, AUTOMATED UNDERGROUND IRRIGATION SYSTEM AS REQUIRED FOR PLANT ESTABLISHMENT AND MAINTENANCE.
 - 6.1. USE OF UNTREATED (NON-POTABLE) WATER FOR IRRIGATION IS REQUIRED IF A PERMANENT, SUITABLE SUPPLY IS AVAILABLE.
 - 6.2. TEMPORARY ABOVE GROUND IRRIGATION MAY BE USED TO ESTABLISH NATIVE GRASSES AND VEGETATION BUT MUST BE REMOVED FOLLOWING THE SECOND GROWING SEASON AFTER INSTALLATION.
 - 6.3. ALL IRRIGATION SYSTEMS SHALL CONSIST OF EFFICIENT EQUIPMENT SUCH AS:
 - 6.3.1. CONTROLLERS TIED TO A WEATHER APPLICATION TO ENSURE SYSTEM EFFICIENCY;
 - 6.3.2. RAIN SENSORS; AND/OR
 - 6.3.3. EFFICIENT SPRAY HEADS SUCH AS THE HUNTER MP ROTATOR
- 6.4. GUARANTEE OF INSTALLATION. REQUIRED LANDSCAPE IMPROVEMENTS SHALL BE INSTALLED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY (CO) FOR ALL NEW CONSTRUCTION AND REDEVELOPED SITES. IF WEATHER CONDITIONS PREVENT INSTALLATION, THE DEVELOPER SHALL POST A FINANCIAL GUARANTEE FOR THE INSTALLATION OF THE REMAINING HUNDRED PERCENT (100%) OF THE REMAINING LINE-ITEM COST ESTIMATE. THE GUARANTEE SHALL BE RELEASED UPON COMPLETION OF THE INSTALLATION OF THE LANDSCAPING AND ACCEPTANCE BY THE TOWN.
- 6.5. MAINTENANCE. TO PROVIDE FOR THE ONGOING HEALTH AND APPEARANCE OF LANDSCAPE IMPROVEMENTS, ALL LANDSCAPING SHALL BE MAINTAINED AND REPAIRED BY THE DEVELOPER OR OCCUPANT AS NECESSARY. UNLESS THE TOWN HAS SPECIFICALLY AGREED IN A DEVELOPMENT AGREEMENT TO TAKE OVER MAINTENANCE OF LANDSCAPING, THE LANDOWNER OR OCCUPANT IS RESPONSIBLE FOR MAINTENANCE.
7. LANDSCAPING SHALL BE NO MORE THAN THIRTY (30") INCHES HIGH WHEN LOCATED IN A SIGHT DISTANCE TRIANGLE.
8. TREES MAY NOT BE LOCATED WITHIN FIVE FEET (5') OF GAS, ELECTRIC, AND CABLE LINES.
9. TREES SHALL NOT BE LOCATED WITHIN TEN FEET (10') OF WATER AND SEWER LINES.
10. ORNAMENTAL TREES SHALL NOT BE LOCATED WITHIN FIFTEEN FEET (15') OF STREETLIGHTS.
11. SHADE TREES SHALL NOT BE LOCATED WITHIN FORTY FEET (40') OF STREETLIGHTS.

LANDSCAPE CONSTRUCTION NOTES

1. PLANTING BED - SHREDDED WOOD MULCH - SHREDDED REDWOOD AT A 4" DEPTH. WOOD MULCH TO COMPRISE A MINIMUM OF 60% OF THE PLANTING BED AREA. COBBLE MULCH - 3"-6" LOCAL RIVER COBBLE ACCENTS OVER BORDER AROUND THE PERIMETER OF THE PLANTING BED (12"-25" WIDE IRREGULAR BORDER). PLACE ABOVE WEED BARRIER FABRIC.
2. TREE RINGS - ALL TREES IN TURF, NATIVE SEED AND COBBLE MULCH AREAS SHALL HAVE A 4-FOOT DIAMETER RING OF 4" DEEP WOOD CHIP MULCH.
3. SHRUB / PERENNIAL RINGS - ALL SHRUBS / PERENNIALS IN COBBLE AREAS SHALL RECEIVE A 4" DEPTH OF SHREDDED REDWOOD MULCH, UNDER THE DRIPLINE OF THE PLANT.
4. BOULDER RETAINING & OUTCROPPINGS TO BE COLORADO BUFF FLAGSTONE - AS AVAILABLE FROM ARKINS PARK STONE, LOVELAND, COLORADO. 20% TO BE 1 TON, 50% TO BE 0.75 TONS, AND 30% TO BE 0.5 TON. HEIGHT RANGE TO BE 18"-30".
5. STEEL EDGING - PRO-STEEL EDGING - PS14-14 GAUGE, OR APPROVED EQUIVALENT. INSTALL BETWEEN SOD SEED & MULCH / COBBLE / MOW STRIP, AS SHOWN ON THE LANDSCAPE PLAN.
6. WEED BARRIER - ALL COBBLE AND WOOD MULCH AREAS SHALL RECEIVE TYPE1 WEED BARRIER FABRIC OR APPROVED EQUIVALENT INSTALLED UNDER THE MULCH. OVERLAP SEAMS A MINIMUM OF 6". AT OVERLAP LOCATIONS AND AT WALLS, WALLS, STRUCTURES, PAVEMENTS AND EDGING, WEED BARRIER SHALL BE SECURED WITH 11-GAUGE, 6-INCH LONG STAPLES AT 18 INCHES O.C. AT ALL EDGES.
7. SOIL PREPARATION- ALL LANDSCAPE AREAS SHALL BE AMENDED WITH ORGANIC COMPOST AT A RATE OF FOUR CUBIC YARDS PER ONE THOUSAND SQUARE FEET (4 CU YDS/1,000 SF), TILED INTO THE TOP EIGHT INCHES (8") OF SOIL. AREAS PLANTED WITH NATIVE GRASS SEED MIXES CAN REDUCE THE COMPOST RATE TO TWO CUBIC YARDS PER ONE THOUSAND SQUARE FEET (2 CU YDS/1,000 SF)
8. SOIL BACKFILL FOR ALL PLANTINGS SHALL BE AMENDED WITH DAIRY COMPOST (OR APPROVED EQUAL) AT A RATE OF 1/3 COMPOST TO 2/3 SOIL EXCAVATED FROM THE PLANTING PIT.

WATER USE ESTIMATE			
Landscape Type	Irrigated Area (sq. ft.)	Average Water Use (gal/sf/yr)	Water Budget (gallons)
High Water Use	146,855	11.20	1,644,776
Moderate Water Use	9,114	9.25	84,305
Low Water Use	105,920	6.25	662,000
Xeric Water Use	456,903	1.10	502,593
TOTAL	718,792	4.03	2,893,674



SAGE FARMS PUD
Wellington, Colorado

Landscape Plan

SHEET:

L-2

PREPARED FOR:

PROJECT NUMBER:
C530

NO. REVISIONS:

DATE:

All drawings and written material appearing herein are the property of Centennial Design, LLC and shall remain unpublished work of the Architect / Irrigation Designer and shall not be duplicated, reproduced, or used in any way without the written consent of the Landscape Architect.

Centennial
Design, LLC
Irrigation • Landscape
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Berthoud, Colorado 80513
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centennialdesign@hotmail.com

Attachment C



Sage Meadows Playground - Option 1

STRUCTURE SP022021-081

For illustration purposes only. Colors may vary.

NATURE TRAIL

Posts | Brown
Metals | Spring Green
Plastics | Iced Coffee
Panels | Orange
Sandwich Panels | SG / White / SG

Post Caps | Spring Green
Decks | Brown
Table Frames | N/A
Table Top / Seats | N/A
Roof | Iced Coffee



PARKS AND RECREATION UPCOMING EVENTS

**APRIL
26** **ARBOR DAY
CELEBRATION**

Harvest Park
3720 Ronald Reagan Avenue

**MAY
17** **KIDS TO PARKS DAY**

Wellville Park
4200 Halleck Lane

**JUNE
7** **MOVIE IN THE PARK**

Wellington Community Park
8760 Buffalo Creek Parkway

**JULY
4** **FOURTH OF JULY
CELEBRATION**

Wellington Community Park
8760 Buffalo Creek Parkway

**JULY
18** **MOVIE IN THE PARK**

Centennial Park
3815 Harrison Avenue

**AUGUST
8** **MOVIE IN THE PARK**

Centennial Park
3815 Harrison Avenue



Wellington Parks and Recreation Summer Programs



Youth & Adult

- **Baseball**
Age 4 T-Ball, Modified T-Ball and Coach/Player Pitch
- **Soccer**
10U, 12U and 15U
- **Taekwondo**
Ages 4+, Saturdays
- **Tennis Lessons**
Ages 10+
Tuesdays and Thursdays

Upcoming Events

- **Try-It-Out Pickleball**
Saturday, May 17th at Wellington Community Park Tennis Courts
- **Kids to Parks Day**
Tuesday, May 20th at Wellville Park
- **Movie in the Park**
Saturday, June 7th at Wellington Community Park



(970) 568-7410



8225 3rd Street, Wellington, CO.



Recreation@wellingtoncolorado.gov

**Monday - Thursday 7:30 AM - 5:00 PM,
Friday 8:00 AM - 12:00 PM**

ARBOR DAY

CELEBRATION

SATURDAY, APRIL 26TH
10AM TO 2PM



LOCATED AT HARVEST PARK

3720 RONALD REAGAN AVENUE, WELLINGTON, CO

JOIN US FOR

**A TREE PLANTING DEMONSTRATION,
KID ACTIVITIES, YARD GAMES & INFLATABLES**



NATIONAL KIDS TO PARKS DAY

WELLINGTON PARKS AND RECREATION

PARK N' PLAY

Starts at 8 AM
Saturday, May 17TH

Located at Wellville Park
4200 Halleck Lane



TOWN OF

WELLINGTON
PARKS AND RECREATION

*In Partnership with the
Kiwanis Club Fishing Derby



**CHEER ON OUR
RECREATION ATHLETES!**

GAME DAYS

SATURDAYS



YOUTH SOCCER

LIBRARY PARK OR HARVEST PARK



YOUTH FLAG FOOTBALL

VIEWPOINTE PARK

MARCH 29TH - MAY 17TH



**TOWN OF
WELLINGTON**
PARKS AND RECREATION



TUESDAYS & THURSDAYS
9 AM - 10 AM

LOCATED AT THE LEEPER CENTER



TOWN OF
WELLINGTON
PARKS AND RECREATION





BECK'S MARTIAL ARTS

TAEKWONDO CLASSES

Tiger: Ages 4-6

Junior: 7-12

Teen & Adult: 13+

\$80 for a 4-week session

Saturdays at the Leeper Center

**CHECK OUT OUR CLASSES
FOR MAY AND JUNE!**



TOWN OF
WELLINGTON
PARKS AND RECREATION



TENNIS

LESSONS

\$70/SESSION

TUESDAYS AND THURSDAYS

YOUTH 10-13: 6 PM-7 PM

YOUTH 14-16: 7 PM-8 PM

ADULT: 8 PM-9 PM



TWO-WEEK SUMMER SESSIONS

TUESDAY, JUNE 17TH – THURSDAY, JUNE 26TH

TUESDAY, JULY 8TH – THURSDAY, JULY 17TH

TUESDAY, JULY 29TH – THURSDAY, AUGUST 7TH

WELLINGTON COMMUNITY PARK
TENNIS COURTS

SCAN ME



Project Work Plan

Below and on the following pages, we present our work plan intended to achieve the Town's goals and objectives for this important initiative. We look forward to discussing our approach with the Town and further customizing our work plan to best accommodate the Town's master planning needs.

1

PHASE 1: DISCOVERY AND INTERNAL REVIEW

1.1 CONDUCT VIRTUAL INITIAL PROJECT PLANNING. We will conduct an initial project planning and discovery session to identify stakeholder groups, project team members, project milestones, and expectations. We will discuss our proposed project schedule, project work plan, and roles and responsibilities. Outcomes of this discussion will be used to develop the Project Work Plan and Schedule in Task 1.2.

1.2 DEVELOP A PROJECT WORK PLAN AND SCHEDULE. We will develop a Project Work Plan and Schedule, which will outline our communication and scope; review a timeline to schedule project meetings; and confirm stakeholder groups. In addition, the Project Work Plan will incorporate agreed-upon procedures between BerryDunn and the Town related to project control, including quality management and deliverable submission/acceptance management.

Deliverable 1

Project Work Plan and Schedule

1.3 CONDUCT A DATA REVIEW. One of the most important elements of this process will be our team's ability to gain a breadth of knowledge about plans, structure, operations, and systems, as well as the Town's staff and community. To start the process, we will submit an information request to the Town's project team to gather applicable documents and data. We may request recent and current planning work, such as copies of the Town's:

- ▶ Existing local and regional studies
- ▶ Current policies (e.g., Land Use Code)

- ▶ Plans (i.e., Town of Wellington Comprehensive Plan, 2015 Parks Master Plan)
- ▶ Agreements
- ▶ Geospatial data
- ▶ Amenity inventory

The Town will only be asked to provide documents and data that is available; we will not ask the Town to produce any new documentation to satisfy the request. All information gathered will be reviewed by our team to inform our understanding of the current environment, glean insights from work completed to date, and minimize impacts to Town staff during the work effort.

1.4 FACILITATE A KICKOFF PRESENTATION. We will conduct an on-site kickoff presentation with the Town's project team that will serve as an opportunity to introduce our project team members, discuss project goals, present our project approach and methodology, review the final schedule of key project dates, and answer any questions the Town's project team may have. While on-site, we will also tour areas of the system and relevant parks, recreation facilities, open space, and trails resources. This tour will give us a grounded exposure to physical resources, user experience, and staff environments.

1.5 CONDUCT STATUS UPDATE MEETINGS. We will conduct status update meetings with the Town's project manager on a weekly or biweekly cadence to communicate current and anticipated project management needs, provide updates on project

progress and the schedule, and discuss potential risks and issues.

PHASE 2: NEEDS ASSESSMENT

2.1 CREATE A DETAILED ENGAGEMENT STRATEGY. To reach a broader section of community members, we have proposed a hybrid approach for this master planning project. We chose this approach for the following reasons:

- ▶ An interactive, virtual project site can give residents a “home base” to give opinions and check on ongoing events. This consistent access to project communication will support our stated goal to engage the community throughout the engagement.
- ▶ In-person events will play a key role in reaching disconnected community groups or groups with limited access to technology.
- ▶ Multiple channels of engagement will support efforts to include users and non-users within the Town’s system.

As we develop a Detailed Engagement Strategy with the Town, we will discuss both virtual and in-person options, identify and describe methods of community involvement, identify key stakeholders,

create a schedule for public input events and surveys, develop a schedule for the promotion and coordination of stakeholder input events, and identify specific stakeholder interview and focus group questions. The Detailed Engagement Strategy will also be developed with the Town's culture and identity in mind.

Deliverable 2

Detailed Engagement Strategy for External Community Input Analysis



2.2 DEVELOP A PROJECT WEBSITE AND ENGAGEMENT PORTAL.

We will work with Town staff to create a customized project website that will keep the community informed of the project. The Town's customized engagement site will also provide community members a means to share valuable input. This interactive online tool helps strengthen the Town's relationship with its stakeholders, resulting in a diverse collection of feedback and better-informed planning outcomes.

We will collaboratively determine which tools will best serve the desired outreach outcomes. We anticipate that the Town will see value in utilizing surveying, mapping tools, forums, and ideas walls, and we look forward to discussing and customizing this site to reflect the needs and desires, goals and objectives, and community culture of the Town.

Note: Our team will plan to maintain the project website throughout the planning process to keep residents and staff up to date on project progress and promote any participatory events.

Deliverable 3

Online Engagement Platform
Development and Administration

2.3 CONDUCT INTERNAL LEADER AND STAFF ACTIVITIES.

Internal engagement with the Town will include interviews and focus groups with leadership, management, and staff to conduct fact-finding activities, focusing on recreation programs, services, and facility operations. We anticipate three meetings with:

- ▶ Town leadership
- ▶ Programmers
- ▶ Senior Programs Committee
- ▶ Administrative team members
- ▶ Key full- and part-time staff
- ▶ Other Town staff as needed

These meetings will provide internal stakeholders an opportunity to provide input related to the future direction of the Town's parks, trails, pathways, green spaces, open spaces, and associated recreation centers and facilities improvements and needs. Staff perspectives are extremely important, and our approach intentionally involves staff throughout the



Inclusive Engagement

BerryDunn and our local team members will engage in targeted outreach to underrepresented communities, including but not limited to communities of color, low-income communities, immigrant and refugee communities, communities facing health disparities, elderly residents, and more. To help ensure recommendations promote equitable outcomes, we must not only lower barriers to participating in the planning process but also actively prioritize engagement of entities working with communities facing the highest barriers to accessing parks, recreation, and natural areas. We will conduct demographic research and identify priority communities and geographies for targeted outreach. Results will serve as the foundation for community engagement efforts moving forward. We commonly use a hybrid approach to engagement, using in-person and digital strategies to reach more members of the community. We partner with local groups—including sports organizations, faith-based groups, and other community leaders—to meet community members where they are and encourage broader participation.

entire process, as they will have responsibility for implementing the recommendations.

2.4 FACILITATE STAKEHOLDER MEETINGS. To gather information related to needs and interests, we will hold three meetings with key stakeholders composed of community leaders from the Town, school district representatives, user groups, homeowner associations, neighborhood associations, friends groups, alternative providers, and other groups or individuals as identified.

2.5 HOST PUBLIC INPUT SESSIONS. Our team will facilitate four public focus groups to collect input from key community stakeholders. We will seek input from businesses, nonprofits, public agencies, and volunteer partners, as well as any neighborhood alliances and representatives. Further, we will routinely reach out to representatives of identified under-represented population groups and engage them in the assessment and recommendations development process, helping to ensure an inclusive and equitable engagement process.

The assigned groups, community activities, and locations are suggestions; we anticipate working with the Town to identify which groups and individuals will participate in engagement activities.

Our team aims to anticipate obstacles to participation, which might include technology barriers, special needs, childcare, language barriers, and work schedules. During our strategy development, we will work with the Town to organize events that are child-friendly; physically accessible for those with hearing, vision, or mobility challenges; and scheduled at a variety of times to widen attendance. Additionally, we will leverage Social Pinpoint's language feature to provide multiple language options on the project site.

2.6 CONDUCT A STATISTICALLY VALID SURVEY. BerryDunn is a strong proponent of including surveys as part of all planning projects to reflect the quantitative needs of a community most accurately. While stakeholder meetings, focus groups, and public meetings allow us to draw in interested parties and users, a statistically valid survey is the only defensible mechanism that provides feedback from non-users, who are most likely taxpayers.



We will work with ETC to create a geographically diverse survey to be mailed to a representative sample of households within the Town. The survey will provide critical information in determining community values, satisfaction levels, needs and priorities, preferred marketing channels, level of awareness, current usage levels, and demographic information for long-range planning efforts.

Deliverable 4

Statistically Valid Community Survey

2.7 PREPARE AN ENGAGEMENT FEEDBACK SUMMARY. Our team will provide a summary of insights gleaned through the engagement process. Key findings generated from the staff engagement and community engagement activities will be assessed in relationship to each other. We will identify the common themes woven throughout the meetings, electronic engagement tools, and potential service gaps, as well as any pertinent observations garnered through the feedback. This assessment of community needs will help inform recommendations. Finally, we will include an executive summary and clear, actionable recommendations. We will present engagement findings in a public meeting to promote transparency and buy-in for the process and project outcomes.

Deliverable 5

Engagement Feedback Summary

2.8 CONDUCT A MARKET ASSESSMENT. Conducting a market assessment involves a structure approach to gather, analyze, and interpret data about a specific market. This task is crucial for understanding the current market conditions, identifying opportunities, and making informed decisions. We will assess the community by:

- **Analyzing Demographics and Population Projections.** To provide insight into the potential market for the Town's parks, facilities, open space, and trails, we will conduct a demographic analysis and market profile of the Town. Our team will utilize all information available from previous planning

efforts, County, the U.S. Census Bureau, Esri, and other national and local sources. We will work directly with Town leadership to help document growth, redevelopment areas, and land use changes. A detailed demographic analysis based on service areas will outline trends and information that could affect the need for land acquisition, development, and regional planning.

- **Gathering mobility data and user geo-analysis.** To delve deeper into community data, BerryDunn uses software powered by artificial intelligence (AI) to analyze mobile data for our clients.

We utilize an advanced foot traffic analytics platform that leverages mobile location data to better understand current and potential users, usage patterns, and local and national competitors. This data provides detailed insight into how people move in and out of physical spaces such as parks, recreation centers, stores, shopping malls, and other public spaces. These insights can be used to help the Town optimize operations by recognizing usage and travel patterns and use data-driven decisions for future programming and facilities. These powerful analytics



capabilities are made possible by a proprietary machine learning algorithm that processes billions of location data points. The data is collected based on high level mobile data and does not collect any sensitive user information such as actual home or work locations or names.

Deliverable 6 Market Assessment

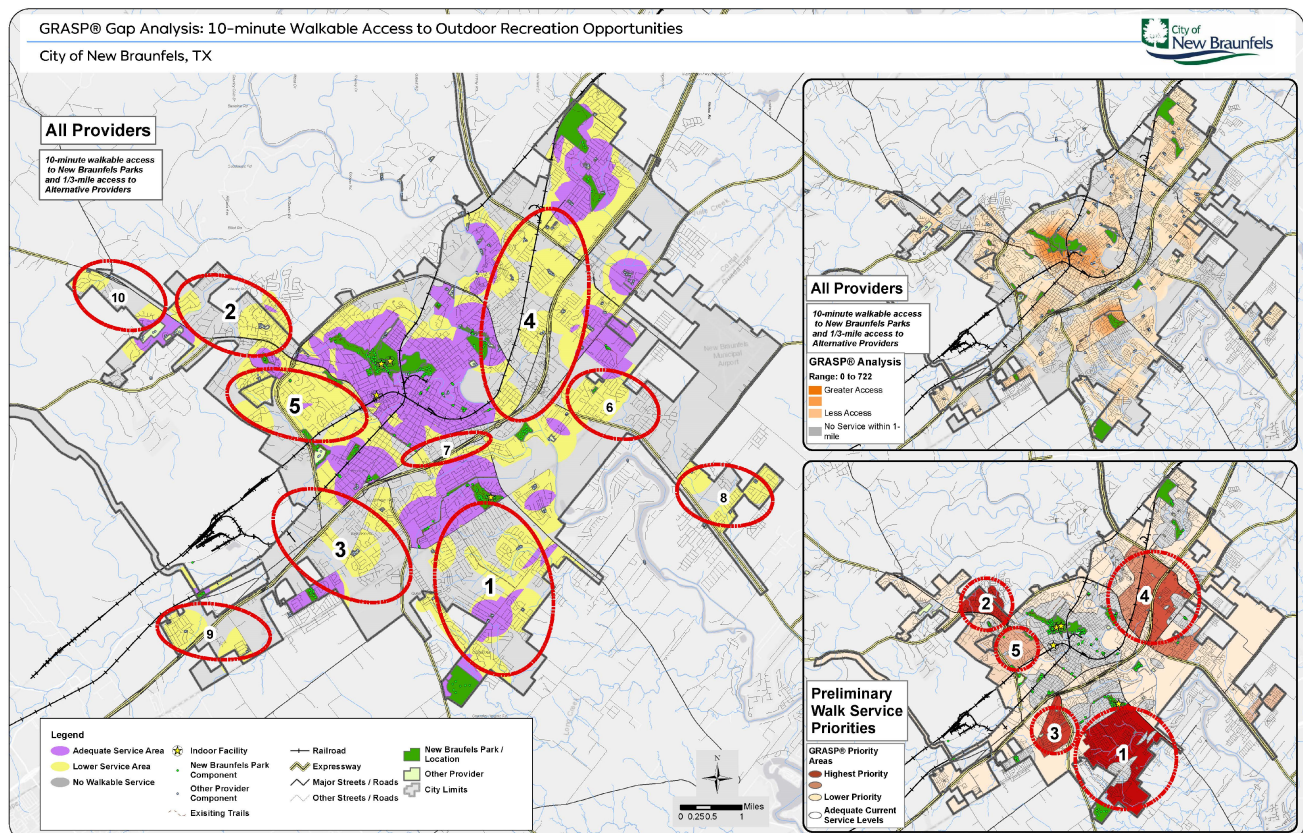
2.9 CONDUCT GEOSPATIAL AND PROST ANALYSIS, FACILITY INVENTORY, AND RESOURCE MAPPING. Our team will utilize all available base GIS materials to compile an updated assessment of parks, outdoor facilities, trails, and park amenities within the Town. We will start with a review of findings from the 2015 Parks and Recreation Master Plan. We will supplement the inventory with various tasks including, but not limited to research, mapping, and personal inspection, conditions of key parks, open spaces, and trails. We will also evaluate all geographic data to assess the connectivity and diversity of amenities.

The available capacity-style approach will be enhanced with on-site component data collection and analysis to create a complete data set and determine current conditions for:

- ▶ Quantity of all relevant system components
- ▶ Quality of components (three-point scaling along with aesthetic attributes)
- ▶ Functionality of components for their intended purpose for this plan life cycle

This component-based analysis builds upon the traditional capacity analysis but is unique in its ability to analyze both the quantity (capacity) and quality of individual components of an entire system. The process has been developed to provide detailed, customized analyses of the Town's system—based on the unique assets of the community—to determine how effectively the current system is serving residents and visitors.

We will collect and classify park components. Using this predetermined list allows us to compare the Town to other agencies for whom we have completed component-based level of service



analysis and allows for a very efficient and budget-minded inventory process. We are happy to share a complete list of common components in advance if requested.

By combining these metrics with demographics information and findings from other tasks, we will tailor our deliverables to target issues, needs, and community goals specific to the Town.

Deliverable 7

Geospatial and PROST Analysis

2.10 CONDUCT LEVEL OF SERVICE ANALYSIS. Using the Town's community demographic profile, stakeholder engagement results, and inventory, we will assess the quality and quantity of parks, open spaces, trails, and park facilities provided by the Town. We will evaluate the adequacy based on size and location in relation to existing and future population. We will also make recommendations for minimizing duplication and/or enhancing possibilities for collaborative partnerships where appropriate.

2.11 COMMUNITY CENTER FEASIBILITY ANALYSIS. Our frequent collaborator BRS has joined the team to provide value with a broad spectrum of indoor recreation design expertise to consider programming from an upfront planning and long-term operational perspective. BRS' role is to assist with the community center feasibility analysis, programming, planning, and cost review. In the process, the BRS team will actively review existing shared facilities and services as well as engage staff regarding their opinions on the needs of the community. BRS will also assist with community engagement and outreach, stakeholder interviews, and surveys, and leveraging their knowledge of the Northern Colorado indoor recreation environment along with national trends. BRS' goal is to provide guidance for future recreation improvements for current facilities/programs and recommendations for a community center to meet the needs of the changing environment. In addition to the work that BRS will do, RVi will assist BRS and BerryDunn with the community center feasibility analysis. This feasibility analysis will involve the following tasks:

- ▶ **Conditions of Existing Shared Facilities.** BRS has developed several tools, including a high-level assessment form for determining the condition of existing facilities and a detailed assessment form that integrates with a summary matrix identifying each facility and giving it a grade. This summary form allows the Town to understand each facility's overall condition and then combine them for a broader systemwide approach.
- ▶ **Community Engagement.** In collaboration with BerryDunn, BRS and RVi will assist with understanding the needs of the community through staff and stakeholder interviews, outreach efforts, and surveying. We will share best-value options that foster participation through thoughtful and creative information-gathering methods as well as questions that promote interaction and engagement from the public. Our goal is to educate and share opportunities for the future of indoor recreation in the Town that is right-sized for the community.
- ▶ **Facility Standards.** Having worked with many Front Range communities, BRS will assist in setting facility standards for a community center based on benchmarking and best practices. Along with BerryDunn, BRS will identify users based on demographics, uses, and trends to determine programming needs and an appropriate scale for the center. We will establish metrics for the Town to right-size the center to fit your needs with a detailed understanding of the capital costs to construct the facility.
- ▶ **Programming and Capital Cost Analysis.** Based on the findings from the community engagement and facility standards analysis, the combined team of BerryDunn, BRS, and RVi will develop a program summary noting the key activities and programs for participants, area requirements, and adjacencies. We will provide recommendations for best practices and a potential layout for the future community center. Instrumental in this process is the understanding of the capital costs of

each of the potential spaces of the facility. BRS will use their expert knowledge of the cost of each recreation space type, size, and features to make sure that the program proposed for the center is in line with the budget of the Town. Through a team process based on prioritization and refinement we will ensure your needs and goals are met.

- ▶ **Location Analysis.** RVi will conduct a location analysis to evaluate potential sites for the community center based on site needs and utility needs.

- ▶ **Conceptualization.** As part of the community center planning process, BRS will create a conceptual design that will illustrate the potential for the facility that will be unique to Wellington. We will work with the team in developing conceptual representations that are unique to the Town and are reflective of the people, place, and pace of life in the community. Concept graphics will highlight the potential for the center in 2D and 3D graphics and visualization.

Deliverable 8 Community Center Feasibility Analysis

3

PHASE 3: PROGRAM MASTER PLAN

3.1 PREPARE AN INVENTORY AND ANALYSIS OF PROGRAMS.

We will develop an inventory of existing programs for youth, adults, and seniors and subsequently compare the inventory to feedback collected. This will help ensure program offerings are aligned appropriately with community needs. The program and services inventory will be matched up to the parks and open space inventory and analysis to help ensure there are appropriate spaces for the future program menu. We will also compare current program offerings with identified community needs expressed in the engagement process.

The analysis process will begin with an interactive workshop with Town staff to review issues, challenges, strengths, and weaknesses of programs and services. An inventory of core programs will be developed and analyzed according to program life cycle distribution, gap analysis, and age segment analysis. Other areas of review may include:

- ▶ Listing of the program inventory for the most recent year
- ▶ Program alignment with community need
- ▶ Programming trends within offerings as well as regional and national trends
- ▶ Assessing an equitable distribution of programs
- ▶ Developing key performance measures based on national best practice approaches

We will review program performance trends and consider their impact on the Town, and we will conduct a participation analysis and financial performance review. These activities will help establish the level of equitable distribution of programs as well as alignment with community need. Based on our data review, we will develop mapping visuals illustrating where the Town's programs and services are offered, with the intent of informing our gap analysis. We will compare our findings to community feedback gathered on recreation programming and desired changes or improvements. This feedback will help inform our recommendations for future program offerings. This work will also inform the development of a program plan that meets Commission for Accreditation of Parks and Recreation Agencies (CAPRA) requirements.

We will create a Programs Plan that will include the following information:

- ▶ Inventory or list of programs of interest
- ▶ Amenities required for programs of interest
- ▶ Plans of private or Town administered programs
- ▶ Costs for programs
- ▶ Cost recovery benchmarks

3.2 DEVELOP POLICY CRITERIA. We will develop a detailed set of policy criteria to guide program planning and decision-making. These criteria will incorporate, but are not limited to, the following: utilizing survey data to identify and inventory programs of interest; determining appropriate levels of service for identified programs; establishing benchmarks for evaluating the viability and sustainability of future offerings; addressing accessibility factors or barriers to participation, such as program costs, cultural considerations, and transportation challenges. Additionally, the criteria will consider the balance between specialized and generalized programs, the community benefit of each, program costs, and cost recovery models. They will also assess the availability of critical resources, including staffing, funding, and facilities, as well as the competitive landscape and other program offerings within the community.

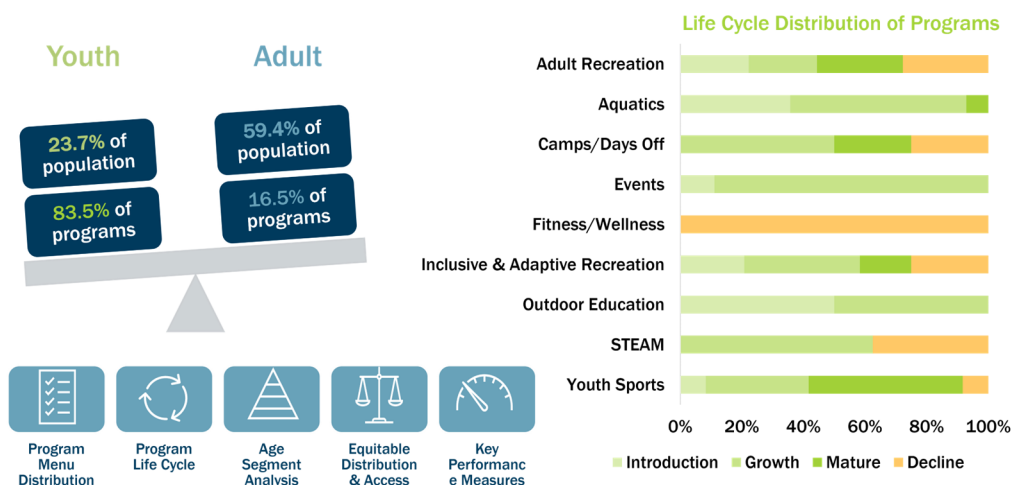
3.3 CONDUCT REGIONAL REVIEW. To help ensure the Town and its community have an understanding of the key topics and trends shaping the coming years, we will analyze comparative trends and benchmarks in areas such as financial sustainability, asset management, programs and services, and related planning considerations. Additional areas of focus may be identified to address and prioritize other community concerns. These could include sustainability and resilience, social equity and affordability, and other emerging industry trends, ensuring the Town remains aligned with best practices and responsive to evolving community needs.

3.4 INTERNAL CHANGES. Based on the findings from the internal review and needs assessment, the Master Plan will encompass a comprehensive staffing plan, along with policies, strategies, and projects aimed at sustaining and enhancing the Town's programs and services. It will also include detailed budget support and funding mechanisms tailored to address short-term, mid-term, and long-term goals, helping ensure the Town's offerings remain robust and aligned with community needs over time.

3.5 DEVELOP PROST MODEL. We will develop a detailed list of action items based on the priorities and needs identified by residents. These action items will be refined into well-defined goals, actionable plans, measurable objectives, and clear policy statements. Together, they will create a cohesive vision and strategic "road map" to guide the Parks and Recreation Department's growth, development, and operations in alignment with community expectations.

3.6 ANALYZE FEES. We will perform a thorough fees analysis encompassing all relevant fees associated with implementing the PROST Master Plan. This analysis will evaluate current fee structures, compare them with industry benchmarks, and consider factors such as cost recovery, affordability, and community accessibility to help ensure the financial sustainability and equity of the plan's implementation.

Deliverable 9 Program and Service Analysis



4

PHASE 4: VISIONING

4.1 CONDUCT VISIONING WORKSHOPS. We will conduct visioning sessions with internal staff and the PROST Board to help ensure we achieve the right pace and generate momentum in the process. The first session will be focused on park and facility level of service. In this session, we will discuss recommendations for needs regarding land acquisition, and the development of parks, trails, green space, and recreation facilities. In the sessions that follow, we will discuss level of service for maintenance and operations, trails, recreation, operations, and future funding. In these sessions, we will seek to collaboratively develop a clear plan for the future of the Town's parks and recreation system, based on standards and demand analysis and furthering the Town's goals. We will also identify possible providers and potential partnerships in achieving the desired state of the Town.

Deliverable 10
Visioning Workshops



PHASE 5: PROST MASTER PLAN IMPLEMENTATION AND ACTION PLAN DEVELOPMENT

5

5.1 DEVELOP AN ACTION PLAN. We will develop an in-depth Action Plan outlining specific projects, policy changes, and other critical actions required to implement the Master Plan effectively. This plan will address not only the development of new facilities and programs for the community but also the maintenance and enhancement of existing parks, open spaces, recreation facilities, programs, and events.

High-priority projects will focus on initiatives needed within the next five years, while lower-priority

projects will target a 6- to 10-year time frame. Each action item will include detailed information such as estimated costs, responsible parties, potential funding or implementation sources, and defined community triggers. These triggers will serve as benchmarks or indicators for project implementation and may include factors like population milestones, demonstrated community demand, funding availability, or other successful criteria observed in similar agencies. This approach ensures a proactive,

responsive, and well-structured pathway for advancing the Town's Parks and Recreation system.

Deliverable 11 Action Plan

5.2 PREPARE A CAPITAL IMPROVEMENT PLAN. Our team will develop the Capital Improvement Plan (CIP) including development of a long-range prioritized capital projects list and recommendations for developing a capital replacement program. The CIP development will incorporate identified priorities for parkland acquisitions, as well as current capital costs for components and elements provided by BerryDunn as recommendations in the master plan including operational issues, program development, and maintenance needs. Our team will assess current park impact fee calculations and methodology in relation to probable capital project costs.

Deliverable 12 Comprehensive Budget Analysis and Recommendations

5.3 PREPARE A DRAFT PLAN. We will summarize and synthesize all research and stakeholder input and develop recommendations and priorities into a Draft

Parks, Recreation, Open Space, and Trails Master Plan. We will work with the Town's project team to prioritize recommendations, balancing needs and cost/benefit analyses, capacity of the Town, and potential budgetary realities. The result will be a set of recommendations phased into immediate, near-term, and long-term time frames that address goals and action strategies. We will conduct three presentations of the Draft Master Plan (e.g., staff, Council, and Board).

Deliverable 13 Draft Parks, Recreation, Open Space, and Trails Master Plan

5.4 FINALIZE THE PLAN. After implementing edits and submitting to the Town for review after our presentation, we will develop the Final Parks, Recreation, Open Space, and Trails Master Plan. We will present to Council and the Board. The final plan will be placed on the Town's website for public access, and we will encourage additional public announcement and communication with residents about ongoing implementation updates to continue progress toward the Town's desired future.

Deliverable 14 Final Parks, Recreation, Open Space, and Trails Master Plan

6

PHASE 6: IMPLEMENTATION

Following adoption, we will facilitate an on-site implementation workshop that will provide a detailed sequence of steps needed for successful implementation, as well as review techniques to effectively deploy the plan with the Town:

- ▶ Securing funding sources
- ▶ Capital project review
- ▶ Identification of a plan champion or team of champions
- ▶ Visual management techniques
- ▶ Ongoing employee engagement

- ▶ Reporting mechanisms and communication
- ▶ Internal marketing
- ▶ Institutionalizing the process by documenting the steps in the process and continuous improvement of the process
- ▶ Ongoing plan adjustments
- ▶ Connection to the community, Town management and elected officials, and employees

POTENTIAL ADDITIONAL SCOPE TO CONSIDER

A potential scope to consider for this project not listed in the RFP includes the development of a master plan of the Community Center site as an overall park development. Many communities are now developing community centers/recreation centers within a larger parks site, that enables the community to enjoy indoor and outdoor recreation as well as passive recreation. The scope would be important if there is larger land available that could not only house a community center, but also other park programs that are identified as being needed in the area or relocate other uses from other parks in the network. The outreach from the plan can help inform potential outdoor program items that could be part of the new park and co-exist with the Community Center. The Master Plan scope would include a collaborative approach. This process would include:

- ▶ Wellington staff and consultant team meetings specific to the Community Center Park Master Plan
- ▶ Park conceptual studies with two to three overall site concepts for location of a Community Center and other park program items with an emphasis on easy circulation and access, for multi-modal access, and connectivity to the trail system
- ▶ Outreach on plans and program and precedent imagery
- ▶ A preferred conceptual plan and imagery that promotes the new park experience and organization
- ▶ Cost estimates
- ▶ Review and input
- ▶ Final Community Center Park Master Plan

Town of Wellington PROST Master Plan & Community Center Feasibility Study

Project Fixed Fee

Our proposed fixed-fee cost to complete the Town's desired project is **\$174,539**, broken down by phase in *Table 1* and by deliverable in *Table 2*. We propose a firm, fixed fee inclusive of all time, materials, and travel. These costs were developed based on the following factors:

- Our detailed work plan narrative presented in our proposal
- Our staffing plan and resource allocation, which provides the Town with the appropriate number of resources and the ideal level of expertise to complete the tasks defined in the scope of work
- Our experience conducting projects of similar scope and size

Table 2: Proposed Strategic Planning Costs by Phase

Phase	Costs
Phase 1: Discovery and Internal Review	\$ 8,939
Phase 2: Needs Assessment	\$ 94,353
Phase 3: Program Master Plan	\$ 17,227
Phase 4: Visioning	\$ 5,543
Phase 5: PROST Master Plan, Implementation, and Action Plan Development	\$ 46,065
Phase 6: Implementation	\$ 2,412
Total	\$ 174,539

Table 2: Proposed Strategic Planning Costs by Deliverable

Phase	DI. #	Deliverable Title	Cost	Notes
1	1	Work Plan & Schedule, Discovery & Review	\$ 8,939	
2	2	Detailed Engagement Strategy	\$ 9,588	
2	3	Online Engagement Platform	\$ 3,774	Discovery and engagement work supports master plan, feasibility study, and add-on landscape design
2		External/Internal Engagements, Meetings, Focus Groups	\$ 20,142	
2	4	Statistically Valid Survey	\$ 11,500	
2	5	Engagement Feedback Summary	\$ 1,524	
2	6	Market Assessment	\$ 3,020	
2	7	Geospatial and PROST Analysis, including Level of Service	\$ 9,405	
2	8	Community Center Feasibility Analysis	\$ 52,627	Majority of Feasibility Study Scope
3	9	Program and Service Analysis		
4	10	Visioning Workshops	\$ 5,543	
5	11	Action Plan	\$ 6,260	
5	12	Budget Analysis and Recommendations	\$ 13,942	
5	13	Draft Plan	\$ 17,834	
5	14	Final Plan	\$ 8,029	
6		Implementation Workshop	\$ 2,412	
Project Total			\$ 174,539	
+	+	Add-On: Community Center Park Landscape Design (RVi)	\$ 35,000	* Scope dependent