



City of Castle Pines, Colorado

PARKS AND RECREATION ADVISORY BOARD MEETING AGENDA

Thursday, February 18, 2021

VIEWING THE PUBLIC MEETING: THE FEBRUARY 18, 2021 PARKS AND RECREATION ADVISORY BOARD MEETING WILL BE CONDUCTED AS AN ELECTRONIC VIRTUAL MEETING. TO REGISTER TO WATCH THE 4:00 P.M. VIRTUAL MEETING FROM YOUR COMPUTER OR SMARTPHONE CLICK [HERE](#)

1. CALL TO ORDER

2. ROLL CALL

3. INTRODUCTIONS

4. BACKGROUND ON PARKS AND RECREATION ADVISORY BOARD ORDINANCE AND COUNCIL PROTOCOLS AND RULES OF ENGAGEMENT

- a Ordinance 19-09, An Ordinance of the City Council of the City of Castle Pines, Colorado Creating the City of Castle Pines Parks and Recreation Advisory Board, Setting Forth the Terms of Office for Members of the Board and Delegating Certain Responsibilities Thereto
[Ordinance 19-09, Parks and Recreation Advisory Board.pdf](#)
- b Resolution 20-06, A Resolution of the City Council of the City of Castle Pines, Colorado Adopting City Council Procedures and Rules of Order, City Council Boards and Commissions Protocols, and 2020-2021 City Council Guiding Principles
[Resolution 20-06 Adopting Council Procedures, Rules of Order, 2020-2021 Guiding Principles.pdf](#)
- c Parks and Recreation Comprehensive Plan 2017
[Castle Pines 2017 Parks and Recreation Plan.pdf](#)

5. ORGANIZATION

- 5a Discussion of Meeting Times and Virtual or In-Person
- 5b Discussion of Board Bylaws and Rules of Procedure
- 5c Discussion of the Role of Board Chair and Vice Chair and Call for Nominations
- 5d Discussion of Date and Time for March Meeting

6. ADJOURN

City Council Meetings are held on the second and fourth Tuesday of each month at the Douglas County Library, 360 Village Square Lane, Castle Pines, CO 80108. Please call City Offices, (303) 705-0210 a minimum 48 hours prior to the Council meeting if you believe you will need special assistance or any reasonable accommodation to be in attendance or participate in any such meeting.

THIS AGENDA IS SUBJECT TO CHANGE

ORDINANCE NO. 19-09

**AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF CASTLE PINES, COLORADO CREATING THE CITY OF
CASTLE PINES PARKS AND RECREATION ADVISORY BOARD,
SETTING FORTH THE TERMS OF OFFICE FOR MEMBERS OF THE
BOARD AND DELEGATING CERTAIN RESPONSIBILITIES THERETO**

WHEREAS, the City of Castle Pines has the legal authority, capacity and desire to provide parks and recreation services to the community; and

WHEREAS, the City is authorized pursuant to Article IX of its home rule charter to create boards and commissions by resolution or ordinance; and

WHEREAS, the City desires to create the City of Castle Pines Parks and Recreation Advisory Board.

**THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO,
ORDAINS:**

Section 1. Chapter 2 of the Castle Pines Municipal Code is hereby amended to add a new Article 10 to read in full as follows:

Article 10 Castle Pines Parks and Recreation Advisory Board

Sec. 2-10-10. Creation of the Castle Pines Parks and Recreation Advisory Board.

There is hereby created the City of Castle Pines Parks and Recreation Advisory Board composed of seven (7) members to interpret the needs and desires of the community for recreation and park services.

Sec. 2-10-20. Powers and Duties.

The Castle Pines Parks and Recreation Advisory Board is established by the City Council to provide the following advisory duties as directed by City Council:

(a) Act in an advisory capacity to the City Council in matters pertaining to parks and recreation programs and services.

(b) Consider the annual budget for parks and recreation programs during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager.

(c) Advise in the planning of parks and recreation programs for the residents of the City, promote and stimulate public interest therein.

(d) Recommend policies for the acquisition, development and improvement of recreation, parks and play facilities subject to the rights and powers of the City Council.

(e) Recommend legislative policies to the City Council regarding parks and recreation.

(f) Review and assist in updating the City's Parks and Recreation Comprehensive Plan.

(g) Make other recommendations as requested by the City Council.

Sec. 2-10-30. Membership; Terms of appointment; removal.

(a) Membership and qualifications. The Parks and Recreation Advisory Board shall consist of seven (7) members as follows: (a) one (1) ex officio non-voting member who shall be a member of and selected by City Council; (b) one (1) ex officio non-voting member who shall be the City Manager or their designee; (c) four (4) at large members; and (d) one youth at large member between the ages of fourteen (14) and seventeen (17) years of age at the time of appointment. The four adult at large members and one youth member shall be appointed by City Council and shall be residents of the City. The at-large adult members shall represent a wide cross-section of the community to adequately represent the interests of all age groups and Council districts.

(b) Terms. Voting members, except the youth member, shall serve for two-year terms, or until their successors are appointed and qualified. The youth member shall serve a term of at least one-year up to a two-year term. A maximum of three consecutive two-year terms is allowed. The terms of voting members shall be staggered, with initial terms being two and three years.

(c) Removal; vacancies. The City Council may remove a Parks and Recreation Advisory Board member at any time for any reason. City Council may fill any vacancy by appointment.

Sec. 2-10-40. Meetings; stipend.

(a) Meetings of the Parks and Recreation Advisory Board shall be open to the public and shall be held in coordination with the City Manager to ensure administrative support is provided.

(b) Board members may be entitled to a meeting stipend for meeting attendance in an amount established by resolution of the City Council.

Sec. 2-10-50. Rules of procedure.

The Parks and Recreation Advisory Board may adopt and from time to time amend bylaws or rules of procedure for their proper operation as the members deem expedient, which shall be consistent with the laws of the State and the City. A copy of the bylaws or rules and any amendments thereto shall be made available on the City's website and provided to the City Council promptly after adoption. The City Council shall have the right to establish, amend, alter or modify the bylaws or rules of the Parks and Recreation Advisory Board.

Sec. 2-10-60. Relationship to City Departments.

The Parks and Recreation Advisory Board is charged with recommending policies in an advisory role and is not authorized to be directly involved in the administration or operation of any City parks and recreation facilities and properties. The City Manager and designated staff shall be responsible for the administration and operation of the City's parks and recreation facilities and properties.

Section 2. Severability. If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect, in accordance with Section 6.8 of the Charter.

Section 3. No Existing Violation Affected. Nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any ordinance hereby repealed or amended by this Ordinance, or any just or legal right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 4. Repeal of Previous Ordinances. Any and all ordinances or codes or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such ordinance or code or part thereof shall not revive any other section or part of any ordinance or code heretofore repealed or superseded and this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Ordinance.

Section 5. Codification Amendments. The codifier of the City's Municipal Code is hereby authorized to make such numerical and formatting changes as may be necessary to incorporate the provisions of Section 1 of this Ordinance within the Castle Pines Municipal Code.

Section 6. Safety Clause. The City Council hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Castle Pines, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The City Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained.

Section 7. Publication and Effective Date. The City Clerk is hereby directed to cause publication of this Ordinance in accordance with Section 6.5 of the Charter. This Ordinance shall be effective thirty (30) days after final publication on the City's official website and posted at the City Clerk's office pursuant to Section 1-3-40 of the Municipal Code.

INTRODUCED, READ, AND PASSED ON FIRST READING, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO, the 27th day of AUGUST, 2019.

READ, PASSED, AND ADOPTED ON SECOND READING, FOLLOWING A PUBLIC HEARING, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO the 10th day of SEPTEMBER, 2019.



DocuSigned by:
Tera Stave Radloff
0E0C8E8278DC478...
Tera Stave Radloff, Mayor

ATTEST:

Approved as to form:

DocuSigned by:
Tobi Basile
AC03A3B02032499...
Tobi Basile, CMC, City Clerk

DocuSigned by:
Linda C. Michow
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Linda C. Michow, City Attorney

CERTIFICATION OF PUBLICATION

I hereby attest and certify that the within and foregoing Ordinance was introduced and read on first reading on August 27, 2019; published by title only in the *Denver Post*, together with the statement that "[t]he complete text of the ordinance is available through the City Clerk's office and on the City's official website with second reading and public hearing to be held on September 10, 2019"; and finally passed and adopted by the City Council on September 10, 2019, following a duly noticed public hearing and published on the City's official website and posted at the City Clerk's office on August 28, 2019.

ATTEST:

DocuSigned by:
Tobi Basile
AD03A3B02092489...
Tobi Basile, CMC, City Clerk

**CITY OF CASTLE PINES
RESOLUTION NO. 20-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES,
COLORADO ADOPTING CITY COUNCIL PROCEDURES AND RULES OF ORDER,
CITY COUNCIL AND BOARDS AND COMMISSIONS PROTOCOLS, AND 2020-2021
CITY COUNCIL GUIDING PRINCIPLES**

WHEREAS, the City Council is authorized to adopt procedures and guidelines to govern the conduct of Council business; and

WHEREAS, in accordance with Section 3.9 of the Castle Pines Home Rule Charter, the City Council is directed to prescribe procedures and rules of order governing Council meetings; and

WHEREAS, the City Council previously adopted Council procedures and rules of order which have not been updated in recent years; and

WHEREAS, the City Council desires to update its procedural rules and provide uniform protocols to guide Council as well as other City boards and commissions; and

WHEREAS, the City Council further desires to adopt guiding principles regarding its commitment to work together for the benefit of the community of Castle Pines; and

WHEREAS, the City Council's intention in adopting the documents identified in Section 1 of this Resolution is to promote good governance in every aspect of City government.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO:

Section 1. The City Council hereby adopts the following documents and authorizes City staff to publish such documents on the City's website:

1. City Council Procedures and Rules of Order;
2. City Council and Boards and Commissions Protocols; and
3. 2020-2021 City Council Guiding Principles.

Section 2. This Resolution is effective upon adoption.

**INTRODUCED, READ AND ADOPTED AT A REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO** by a vote of 6 in favor, 0 against this 10th day of March, 2020.



ATTEST:

DocuSigned by:

Tobi Basile

AC03A3802152498

Tobi Basile, CMC, City Clerk

BY:

DocuSigned by:

Tera Stave Radloff

8E0C8EB279DC178

Tera Stave Radloff, Mayor

Approved as to form:

DocuSigned by:

Linda C. Michow

5211DE99B8EF444

Linda C. Michow, City Attorney

ATTACHMENT 1
CITY COUNCIL PROCEDURES AND RULES OF ORDER



CITY COUNCIL RULES OF ORDER AND PROCEDURES

The Council hereby adopts the following rules of order and procedures under the authority of Section 3.9 of the Castle Pines Home Rule Charter. The purpose of these procedures is to establish a framework for the orderly conduct of meetings. As provided in Roberts Rules of Order Newly Revised, 'the application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion'.

These procedures, in conjunction with Robert's Rules of Order Newly Revised, shall govern the conduct of all Council Meetings; however, in handling routine business, Council may, by general consent, use a more informal procedure than that set forth in this procedure. Council may suspend these rules of procedure at any given time by a vote of four Council members or two-thirds of Council members present, whichever is greater.

I. Legislative Body and Officers

- a) City Council
The City Council is the legislative and governing body of the City. Each member shall be addressed as Council Member (last name).
- b) Mayor – Presiding Officer
The Mayor shall be the Presiding Officer at meetings of the Council and shall be addressed as Mr./Ms. Mayor or Mayor (last name). The Mayor is a member of the City Council.
- c) Mayor Pro Tem
The Council shall elect one of its members to serve as Mayor Pro Tem. The Mayor Pro Tem is nominated and appointed, by a majority vote of Council members present, at the organizational meeting in January following a regular City election.
- d) Temporary Chair
 - 1. In the event of the absence or disability of both the Mayor and Mayor Pro Tem that would prevent them from attending any meeting of the City Council, the City Clerk shall call the meeting to order and call the roll. The Council shall then proceed to elect, by a majority vote of those present, a temporary chair of the meeting.
 - 2. The temporary chair serves as Presiding Officer until the arrival of the Mayor or Mayor Pro Tem. Upon conclusion of the agenda item or business currently before the Council, the Temporary Chair relinquishes the chair

II. Meetings

a) Regular Meetings

1. The City Council shall conduct regular meetings on a regular day and time as set by the City Council. When a regular meeting date falls on a holiday or a day of special observance that is officially recognized by the City, the regular meeting shall be canceled and the City Council may, at the Council's discretion, reschedule the meeting for another date and time.
2. When a regular meeting must be canceled due to unforeseen or unanticipated circumstances, such as but not limited to emergency, absence of a quorum, or failure of a required public notice, the Mayor is authorized to instruct staff to cancel the regular meeting and the Mayor may reschedule the meeting to another date and time. The City Clerk shall prepare notice of the rescheduled meeting and shall cause the notice to be delivered, at least 24 hours in advance of the rescheduled meeting date, by electronic mail, to each member of City Council, the City Manager, City Attorney, and posted at the City's designated posting place.

b) Special Meetings

1. Special meetings of the City Council may be called by the Mayor or any three (3) members of the Council by notice to each Council Member via electronic mail. Such advance written notice shall set forth the date, hour, place, and purpose of such meeting. The City Clerk shall prepare the notice and cause the notice to be delivered by electronic mail to each member of City Council, the City Manager, City Attorney, and posted at the City's designated posting place.
2. A special meeting may also be called and notice thereof given by majority consent of Council present at any regular meeting subject to the time and notice requirements set forth hereinabove; however, that further written notice of such special meeting will not be necessary for those Council members present.

c) Study Sessions

The Council may conduct study sessions. Study sessions shall be limited to the presentation of information to the Council and the Council's discussion of the information. Public comment shall not be taken at study sessions. Council may offer and accept reports, direct City administrative staff, and provide general guidance concerning public business under discussion. A quorum of Council is not required in order to hold a study session. No official business shall occur during a study session.

d) Quorum

A majority of the members of the Council in office shall constitute a quorum for the transaction of business at all Council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later date and time. The City Clerk shall prepare and deliver to each member of Council timely notice setting forth the date and hour to which such a meeting has been adjourned.

e) Meetings to be Public

All regular meetings, study sessions, or special meetings of the City Council shall be open to the public as required by the Colorado Open Meetings Law, and the

public shall have a reasonable opportunity to be heard as provided by these *Rules of Order and Procedures*.

f) City Attorney

The City Attorney or the City Attorney's designated representative shall attend all regular and or special meetings of the City Council and shall attend such other meetings and sessions of the City Council as requested by the Council.

g) City Clerk / Minutes

1. The City Clerk shall attend and shall keep the minutes of each regular or special meeting of the City Council.
2. The minutes of meetings shall record what action was taken rather than what was said.
3. At any time prior to the City Clerk's certification of the minutes as approved by the Council, the Clerk may change the minutes to correct spelling or typographical errors, provided that such change does not alter the substance or meaning of the minutes. Council is encouraged to provide non-substantive changes to the City Clerk outside of Council meetings and prior to Council approval of the minutes.
4. Upon acceptance of the minutes to Council, the City Clerk and the Mayor shall sign the minutes.

h) Public Comment

Public Comment is a time set aside for citizens to address the Council concerning City business not otherwise on the agenda for a public hearing. To accommodate all persons wishing to speak, speakers are requested to sign up in advance and limit comments to no more than three (3) minutes for an individual or five (5) minutes for a person representing a group. Staff and Council responses to citizen comments are highly discouraged at the meeting, except for referral to the staff for further analysis and Council discussion on a future agenda.

i) Consent Agenda

Subject to Council approval, items placed on the Consent Agenda may be moved to the agenda prior to the adoption of the Consent Agenda by any Council Member present at the meeting. Items moved from the Consent Agenda will be considered in order following the remaining General Business items.

j) General Business

Presentations by outside organizations, updates, consideration of Ordinances, Resolutions, and Motions are all a part of General Business. Items where substantial public comment is expected are generally placed first on the agenda, but critical items or items of extreme public interest may be placed first when deemed appropriate by the City Manager.

k) Attendance and Absences

1. All Council members are expected to attend all regular, special, and study session meetings.

2. In the event any Council Member is unable to attend any meeting of the City Council, such member shall advise the Mayor, City Manager or City Clerk in advance of the meeting.
3. The Presiding Officer shall excuse an absence of any member where:
 - i. the Council member contacted the Mayor, City Manager or City Clerk in advance of the meeting regarding the reason for the absence; and
 - ii. the reason for the absence is due to circumstances that were unforeseeable or unavoidable, such as but not limited to, emergency, illness, vacations scheduled well in advance of a meeting, or last-minute familial obligations.

III. Agenda

- a) Items are placed on the agenda by the City Manager in consultation with the Mayor. Council members who have items for future agendas should contact the City Manager and request that the agenda item be added.
- b) Order of agenda
The staff will set the order of agenda, which will be generally as follows:
 1. Call to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. Approval of Agenda
 5. Public Comment
 6. Presentation of Minutes
 7. Consent Agenda
 8. General Business
 9. City Manager's Report
 10. Council Member Reports
 11. Mayor's Report
 12. Executive Session (as needed)
 13. Adjournment

IV. Rules of Speaking

- a) To be recognized, a Council member or staff member addresses the Mayor. The Mayor shall recognize Council members or staff.
- b) The Mayor recognizes by calling out the Council Member's name. Only one person may have the floor at a time. A person shall not speak while another has the floor except in the case where a Council member makes a "Point of Order." A "Point of Order" relates to conduct that would not be considered appropriate conduct of the meeting; for example, if the Presiding Officer moved on to a vote on a motion that permits debate without allowing discussion or debate. After a Council member finishes

speaking, the Mayor generally recognizes the next person who first asks for the floor after it has been relinquished.

- c) Questions and/or comments are rotated. Each individual Council member is given the opportunity to ask questions or make comments before Council members are allowed to speak for a second time, except in circumstances when responding to a question from a fellow Council member.
- d) The Mayor may intervene in Council debate in order to determine whether the Council wishes to postpone the Council action if more information or staff work appears to be warranted to facilitate a Council decision.
- e) Any Council Member may appeal a ruling of the Presiding Officer to the Council. If the appeal is seconded, the member making the appeal may briefly state their reason for same, and the Presiding Officer may briefly explain their ruling but there shall be no debate on the appeal. The Presiding Officer shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of Council Members present vote "Yes," the ruling of the Chair is sustained; otherwise it is overruled.

V. Procedure in Handling Motions (general/most common usage motions)

a) Classes of Motions

When an item is before the Council, the following types of motions shall govern.

1. **Main:** Basic motions introduce items of business before Council. A basic motion might be: "I move to approve Resolution Number...."
2. **Motions to Amend:** A main motion may be changed by moving to amend it. A motion to amend takes the main motion that is currently before the Council and seeks to change it in some way. A motion to amend might state: "I move to amend the motion approving Resolution Number ____ to add a new condition of approval as follows:...."
3. **Motions to Substitute:** A motion to substitute has the effect of doing away with the main motion and proposing a new, different or "substitute" motion.

b) Debate on Motions

Motions are subject to discussion. Each of the foregoing classes of motions is subject to discussion and debate subject to the decision of the Presiding Officer to move on and take action. Non-debatable motions are those motions that, when made, must be immediately called on by the Presiding Officer for a vote by the Council without debate or discussion. Motions that are not debatable include:

- Motion to adjourn to the next regularly scheduled meeting;
- Motion to recess, with the Presiding Officer determining the length of recess;

- Motion to fix the time to adjourn;
- Motion to table an item;
- Motion to withdraw a motion; or
- Motion to limit debate.

c) Majority and Supermajority Votes

- Voting ultimately decides all questions and items before Council. Most decisions and motions require a simple majority to pass. A simple majority means the majority of Council members present if a quorum exists (e.g., 3 out of 4, if only 4 members are present). Certain decisions require a super-majority to pass.
- Emergency ordinances require the concurrence of three-fourths of the City Council present;
- Motion to limit debate or to move the question requires the concurrence of two-thirds of the Council members present to pass;
- Motion to suspend these Rules of Order and Procedures requires the concurrence of two-thirds of the Council members present to pass.

d) Tie Votes; Abstentions

In the case of a tie vote, the motion fails. Council Members may not abstain from voting. A Council Member may be recused if such member has a conflict of interest, in which case the member shall declare the conflict, and leave the City Council chambers while the item is being considered.

e) Motions to Reconsider.

A motion to reconsider a decision previously passed upon may only be made at the same meeting or at the next regular Council meeting. The motion must be made by a Council Member who voted in the majority on the original motion. A member who voted in the minority cannot make a motion to reconsider.

VI. Procedure in Handling Ordinances and Resolutions

- a) All ordinances require two readings with publication required.
- b) On second reading of an ordinance, the Mayor reads the title of the item set forth on the agenda and opens the public hearing, followed by staff presentation. After the presentation, Council has an opportunity to ask questions of staff. The Mayor will then open the public comment portion of the public hearing. After public comment is heard, the Mayor will close the public comment and the public hearing. The Mayor then requests an appropriate motion. Once seconded, the Mayor restates the question or may ask the

Clerk to restate the motion, followed by a discussion by Council. The City Manager, City Attorney and staff may respond to questions raised by Council, if any. After any discussion, the Mayor restates the question and requests a vote. After a vote is taken by the City Clerk, the City Clerk shall declare the ordinance adopted, defeated, or continued.

- c) Resolution titles are read by the Mayor and followed by a staff presentation if requested. The Mayor will ask for a motion. Once seconded, the Mayor restates the question, followed by a discussion by Council. The City Manager, City Attorney and staff may respond to questions raised by Council, if any. After any discussion, Mayor restates the question and requests a vote. After a vote is taken by the City Clerk, the City Clerk shall declare the resolution adopted, defeated, or continued.

VII. Voting

Council may vote by means of a roll call voice vote or an electronic voting system.

VIII. Parliamentary Procedure

Except as otherwise provided herein, all matters of procedure are governed by Robert's Rules of Order Newly Revised.

IX. Amendments

These Rules of Order and Procedures may be amended by a majority vote of the Council Members present at a Council meeting at which a quorum exists. Any proposed amendments shall be submitted in writing to each member of Council at least ten (10) days in advance of the City Council meeting at which such amendments are to be considered.

**ATTACHMENT 2
CITY COUNCIL AND BOARDS AND COMMISSIONS PROTOCOLS**



CITY COUNCIL AND BOARDS/COMMISSIONS PROTOCOLS

I. Purpose and Intent

Public servants have a responsibility to carry out their duties with integrity. In order to preserve the confidence and trust of the public, the Castle Pines City Council has adopted these Protocols to provide uniform guidelines to direct the conduct of the City's Council and Planning and Zoning Commission as well as any future boards or commissions the City Council may create hereinafter referred to as Boards.

Non-substantive changes to this document may be made and then distributed to Council.

II. Meeting Protocols

- a. Council/Boards shall make the public feel welcome and refrain from partiality, prejudice or disrespect toward any individual participating in or attending a public forum. Members of City Council/Boards will be fair and impartial in listening to public testimony.
- b. If necessary, public comments received during a public meeting will be followed up by staff at a later time or as directed by the Council/Board. It is not anticipated nor expected for Council or staff to respond during that meeting unless specifically requested by the Council/Board.
- c. Written comments to City Council must include the name and address of the sender. Written comments included in the City Council's packets must be received by the City Clerk no later than 1 p.m. on the Wednesday before the Tuesday meeting. Any correspondence received by the City Clerk by noon on the Monday before a public hearing will be disseminated to City Council via email. Any documents received after the noon deadline will be disseminated the night of the Council meeting
- d. Council expects civility among and between Council, Boards, and members of the public while in meetings. Any person who makes threatening or obscene remarks or becomes disruptive or who makes threats against any person or against public order and security while in the Council Chamber shall be removed from the meeting at the direction of the presiding officer unless permission to remain is granted by the majority vote of the Council members present.
- e. Council/Boards shall always show respect for each other.
- f. Members of the Council/Boards, staff, and the public shall refrain from sidebar conversations.
- g. Council expects all Council/Board members to keep an open mind without prejudgment, to work collaboratively, openly discuss and evaluate options, and listen to the concerns of other Council/Board members.
- h. Council/Boards are expected to attend meetings having reviewed all the materials.
- i. To attain efficiency, Council/Board members should simply state, "I agree", rather than restating a point.
- j. Council/Board members should ask the mayor/chair to intervene if the discussion becomes repetitive.

- k. Members should feel comfortable communicating the reasoning for their voting decision. After the decision has been made, members should support the body's decision and move forward.
- l. It is improper for any Council/Board member to state or attempt to state the vote or sentiments of any absent Council/Board member.
- m. Council/Boards agree to bring non-substantive changes to items on the agenda to staff outside of a public meeting and retain substantive items for public discussion with Council/Boards.
- n. The City Council is responsible for making policy. The City staff is responsible for implementing policy.

III. Confidential Information

Council members will be provided with information that is confidential within an executive session or through written communication. Disclosure of confidential information to individuals outside parties is a violation of the confidential attorney-client or other legal privilege. The privilege is held by the City Council as a whole. Only the City Council acting at an open meeting can waive this privilege. It is a breach of these protocols and a violation of public duty for any individual Council or Board member to provide confidential information to an outside third party. This protocol shall not be construed as prohibiting the City Manager and City Attorney from distributing confidential information to other City management staff to the extent reasonably necessary to implement Council direction or fulfill their responsibilities to the organization. Any other person receiving such information is also subject to the privilege and may not waive the privilege.

IV. Making Public Statements

- a) When giving a written or oral opinion concerning issues facing or involving the City, all Council/Board members shall refrain from making statements on behalf of the City or the body upon which he or she serves unless such person has explicitly been authorized by the respective body.
- b) Any comments made by a Council/Board member at a meeting of another Board must be disclaimed to be the Council/Board member's personal views or opinions and not the official position of the Council/Board unless stated otherwise.
- c) Council reports at meetings are intended to communicate to other Council members about meetings and information that are of value and beneficial to the body as a whole.

V. Council/Boards and City Employee Communications

- a) Council/Board members will receive information that is relevant to the Council/Board's policymaking authority.
- b) All City Council/Board members shall use City email for email communication on any City issues. Email communications by and among Council/Board members are subject to the Colorado Open Meetings and Open Records laws, and therefore, may be subject to disclosure. Council/Board members are reminded to refrain from communicating on public business items among three or more members to avoid potential violations of the Open Meetings law.
- c) Council/Boards should seek direction from the City Manager if there is any doubt regarding the appropriate level of contact with City employees.

- d) Council/Boards should notify the appropriate City staff members in advance of public meetings about key questions and discussion points they would like addressed during the public meeting.
- e) For routine questions or requests (e.g., code complaints, questions regarding agenda items), Council/Boards should contact the City Manager's office or the appropriate City department director with information about the request.
- f) It is the responsibility of staff to ensure evenness of information when Council members submit questions related to any aspect of Council business. The City Manager will ensure all Council are communicated to evenly.
- g) Legal questions shall be initiated through the City Attorney's office.
- h) Any Council member's request for additional information that would take a significant amount of staff time/resources shall be referred back to the Council/Board and receive a majority opinion that it merits an investment of City resources.
- i) Critical comments about staff shall only be made to the City Manager. And only through correspondence or conversation outside the public setting.

VI. Council Conduct with Boards

- a) The City Council may establish various Boards and Commissions as a means of gathering more community input and recommendations to Council. Council members shall refrain from having any ex-parte communications with Boards concerning issues and/or applications before any quasi-judicial body.
- b) Since the attendance of three or more Council members constitutes a legal Council meeting, the Council members should advise the City Clerk at least 24 hours in advance of their planned attendance at another function where discussion of City business is anticipated so the appropriate and timely public notice can be prepared and posted.

VII. Council Meetings with Boards and Commissions

- a) Council may meet with the Council-appointed Boards on an as-needed basis.
- b) The Mayor may appoint a Council liaison to any Board as deemed appropriate. The role of the liaison shall be to convey current and relevant information on Council activities and to provide input as requested. This is not a voting position, nor shall the liaison participate in the business of the Board.

**ATTACHMENT 3
2020-2021 CITY COUNCIL GUIDING PRINCIPLES**



2020/21 City Council Guiding Principles

Our Vision

Castle Pines is an inclusive and unified Colorado community that embraces our unique neighborhood character, creates outdoor and active lifestyle living amenities, and supports conscientious development where we live, work, play, and shop.

Our Action

We will take a proactive approach to implement our vision through thoughtful and intentional actions.

Our Strategic Objectives

We will honor our past while ensuring a successful future through excellence in:

Actions to ensure long-term **financial resiliency and vitality**

Constructing **reliable and safe infrastructure**

Building our community through **intentional and responsible development**

Continuous outreach and engagement to **foster a united community**

Supporting **high performing operations** through our top-notch city government

Attracting a wide variety of top-tier business to maximize our **economic strength**

OUR ROLE

As elected officials of a Home Rule Council/Manager form of government, we are the legislative and governing body of the City. As a group, we set policy and adopt laws, ordinances, resolutions and an annual budget as we deem appropriate. The City Charter enables the City Manager and their staff to manage the day-to-day activities of our municipal government, such as preparing the annual budget, hiring staff, enforcing laws and regulations and carrying out Council policy directives.

OUR COMMITMENT TO WORK TOGETHER

As elected officials, we will:

Listen - We will listen to what fellow Council Members, community members, visitors, and staff have to say. Listening with an open mind builds trust.

Seek Consensus - We will seek common ground among competing interests and strive for consensus.

Disagree Agreeably - We may disagree with each other but will treat the opinions of others with respect. Our disagreements can lead to constructive solutions to real problems.

Respect the Will of the Majority - While we may not all agree with the Council's final decision, we will support the decision of the majority and not undermine it. If we want to affect change, we will do so in a constructive manner consistent with Council policies and procedures.

Respect the Rights of the Minority - We will be sensitive to the feelings and concerns of those who do not agree with the majority. We will respect their position and refrain from criticizing them for disagreeing with the remainder of the Council.

Treat Everyone with Respect - We will not publicly embarrass or humiliate our fellow Council Members, citizens or staff. While disagreements are expected and acceptable, we will maintain an atmosphere of good will and respect. We will focus on ideas and suggestions rather than question motives, intelligence or integrity.

Treat Staff as Professionals – We respect the role of staff as professionals and depend on the City Manager to manage staff performance.

Share information – In order for all Council Members to have the same information, we will share relevant information and use the Council Update on our agenda as the primary vehicle to share information.

Make Decisions in the Open - We will be transparent and conduct our business, not just by the letter of the Open Meetings law, but with the spirit of it as well.

Communicate the Decisions of Council - We will accurately communicate the majority decisions of the City Council, even if we disagree with the decision; and by so doing, affirm the respect and integrity of our decision-making process.

Nurture the Value of the Individual and Recognize the Strength of the Team - We believe the Council's legal and political strength is maximized when we work as a team. Constituents expect their elected officials will work together for the common good of the City and our constituents.

Trust Your Judgment; Make Tough Decisions - The voters elected us to make informed decisions. We realize some of the most difficult decisions are those that represent the greater good, sometimes against the wishes and desires of individual citizens.

PERSONAL CITY COUNCIL COMMITMENT:

To ensure we are committed to working together for the greater good of the Castle Pines community, each member of City Council adheres to the following personal expectations:

Responsibility.

- I understand that the community expects me to serve with dignity and respect and be an agent of the democratic process.
- I avoid actions that might cause the public to question my independent judgment.
- I do not use my office or the resources of the city for personal or political gain.
- I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the city and its citizens.

Fairness.

- I promote consistency, equity, and non-discrimination in public agency decision-making.
- I make decisions based on the merits of an issue, including research and facts.
- I encourage diverse public engagement in decision-making processes and support the right of the public to have access to public information concerning the conduct of the city's business.

Respect.

- I treat my fellow city officials, staff, board and commission members and the public with patience, courtesy, civility, and respect, even when we disagree on what is best for the community and its citizens.

Integrity

- I am honest with all elected officials, staff, board and commission members, and the public.
- I am prepared to make decisions for the best interest of the public whether those decisions are popular or not.
- I take responsibility for my actions even when it is uncomfortable to do so.



PARKS AND RECREATION COMPREHENSIVE PLAN 2017

RATIFIED: RESOLUTION NO. 19-12

ACKNOWLEDGMENTS

CITY COUNCIL

Jeffrey Huff, *Mayor*

Tera Radloff, *Ward 1*

Melissa Coudeyras, *Ward 1*

Ben Price, *Ward 2*

Joshiah Dodge, *Ward 2*

Geoff Blue, *Ward 3*

Roger Addlesperger, *Ward 3*

Gregg Fisher, *Treasurer*

Rex Lucas (former Ward 2)

Edward "Ned" Wilt (former Ward 3)

CITY STAFF

Don Van Wormer, *City Manager*

Sam Bishop, AICP, *Community Development Director*

Jan Ferrell, *Deputy Treasurer*

Brad Meyering, *Public Works Program Manager*

Sharon Washington, *City Clerk*

CONSULTANT TEAM

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Jeremy Call, AICP, PLA, *Logan Simpson*

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Kristy Bruce, GISP, *Logan Simpson*

Brooke Seaman, *Logan Simpson*

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Jeff King, *Ballard*King*

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Dave Hammel, AIA, LEED AP, *Barker Rinker Seacat Architecture*

Jeff Haugen, *Left Brain Concepts, Inc.*

Kim Newcomer, *Slate*

Elizabeth Cassi, *Slate*

SPECIAL THANKS TO THE CITIZENS OF CASTLE PINES

May 2017

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THE PLAN AT A GLANCE

- The PaRC Plan articulates community priorities garnered through robust public outreach including statistically valid survey results.
- This Plan should be used by anyone who desires to promote the community's health, safety, and welfare - not just for City of Castle Pines staff and elected officials.
- The Castle Pines community treasures scenic beauty and active lifestyles made possible by a connected system of trails, open space, and quality parks.
- This Plan reinforces the vision established in the 2016 Comprehensive Plan to add 30 miles of trails and triple the amount of open space, improve pedestrian and bike connectivity from Daniel's Park to Rueter-Hess Reservoir, and provide 300+ acres of community farm land and 100+ acres of new public park land.
- The top community priority in the 2012, 2015, and 2016 surveys is a recreation center.
- The PaRC Plan outlines strategies to accomplish these community priorities.



CHAPTER ONE

INTRODUCTION

PURPOSE OF THE PLAN

The Parks and Recreation Comprehensive Plan (PaRC Plan):

- Provides an opportunity for community leaders and agencies to gather input on the community's vision.
- Addresses community-driven needs and desires for recreational facilities, trails, open spaces, and recreation programs throughout Castle Pines.
- Develops an action plan for potential future projects that identifies timelines, potential costs, and responsibilities.

PLAN OBJECTIVES

CITY COUNCIL PRIORITIES

In 2015, the City Council defined the City's core values and vision. Through a review process of the previously established vision and goals, Castle Pines leadership reaffirmed and revised goals to support the City's long-term vision. This workshop resulted in six goals that represent the top priorities for the City. This plan fulfills the City's 2015 goal to create a comprehensive plan for parks, trails and open space.

2016 COMPREHENSIVE PLAN

The City of Castle Pines Comprehensive Plan, adopted in April 2016, represents another step in the City's ongoing efforts to build and maintain a balanced, unified, and sustainable community (see Figure 1). This plan is for a 20-year period and is a resource for community leaders to use in formulating future policies for the City and to guide growth and development. It sets forth the vision for the future of the community, identifies goals and objectives to help guide development decisions, and proposes implementation strategies to bridge the gap.

This PaRC Plan reinforces the community's deep value in quality natural and recreation opportunities. It outlines the intent to expand the trail system, provide adequate public park land, and it assesses the needs, potential programs, and locations for a recreation center that would serve City residents and a secondary service area (see Figure 2). The following vision, goals and policies in the Comprehensive Plan provided guidance for the planning process, analyses and recommendations contained in this document.

Parks, Recreation and Amenities Vision

Parks, recreation and amenities that encompass new recreational facilities, a variety of park types, natural areas, high-quality schools, and regional recreational amenities through an integrated citywide network of open space, greenways, parks, and trails that are accessible to all residents of the City.

Parks and Recreation Goals and Policies

Goal 1: Provide recreation, community, and educational facilities that serve the City's population and support a healthy and active community.

- 1.1 Support the creation of a recreation or community center to connect residents with recreation opportunities, holistic wellness, and education and to provide a community gathering place for residents of all ages.
- 1.2 Locate any future recreation or community centers in central and prominent areas to provide equitable access and connectivity for all residents.
- 1.3 Maintain a cooperative approach to planning for educational facilities.
- 1.4 Ensure safe, accessible, and prominent schools in the community.

CITY COUNCIL VISION

Enhance our unique character by ensuring excellent infrastructure, safe neighborhoods, a strong sense of community and conscientious development that balances open space, residential and commercial uses.

CITY COUNCIL GOALS

REVENUE & FISCAL HEALTH:

Develop an accurate projection of future costs and revenues based on reasonable assumptions.

INFRASTRUCTURE:

Further develop and implement the long-term capital improvement program.

ECONOMIC DEVELOPMENT:

Proactively influence the vitality of Castle Pines' gateway commercial area.

PARKS, TRAILS & OPEN SPACE:

- ✓ Provide a comprehensive parks, trails, and open space system throughout the City that also provides regional connectivity.

TRANSPARENCY & ACCOUNTABILITY:

Be transparent and accountable.

COMMUNITY:

Create opportunities and physical places to foster a sense of belonging and personal investment in Castle Pines.

THIS PaRC PLAN HELPS TO FULFILL CITY COUNCIL'S VISION

ENHANCING OUR UNIQUE CHARACTER



ENSURING EXCELLENT INFRASTRUCTURE



SAFE NEIGHBORHOODS



A STRONG SENSE OF COMMUNITY



CONSCIENTIOUS DEVELOPMENT THAT BALANCES OPEN SPACE, RESIDENTIAL, AND COMMERCIAL USES



Goal 2: Provide areas for open space, parks, trails, and wildlife corridors in all new developments that are accessible to all residents.

- 2.1 Expand the range of recreational facilities, programs, parks, paths, and open space accessible to residents of all ages, incomes, and abilities.
- 2.2 Demonstrate adequate provision of neighborhood and community parks, trails, and recreational facilities in all new residential developments.
- 2.3 Coordinate with Denver Parks and Douglas County to connect and enhance accessibility to the regional trail and open space networks.
- 2.4 Conserve wildlife habitats, wildlife movement corridors, and habitat linkages through the provision of significant open space.

Goal 3: Conserve and maintain quality of resources and natural assets.

- 3.1 Coordinate regionally and locally on initiatives to improve air quality and to protect water quality.
- 3.2 Minimize use of energy and resources in residential and nonresidential construction, operation, and landscaping.
- 3.3 Ensure that new development maintains and improves water quality in accordance with all adopted clean water regulations.
- 3.4 Use “best management practices” (BMP) to control soil-erosion sediments.
- 3.5 Support opportunities for alternative and renewable energy utilization.

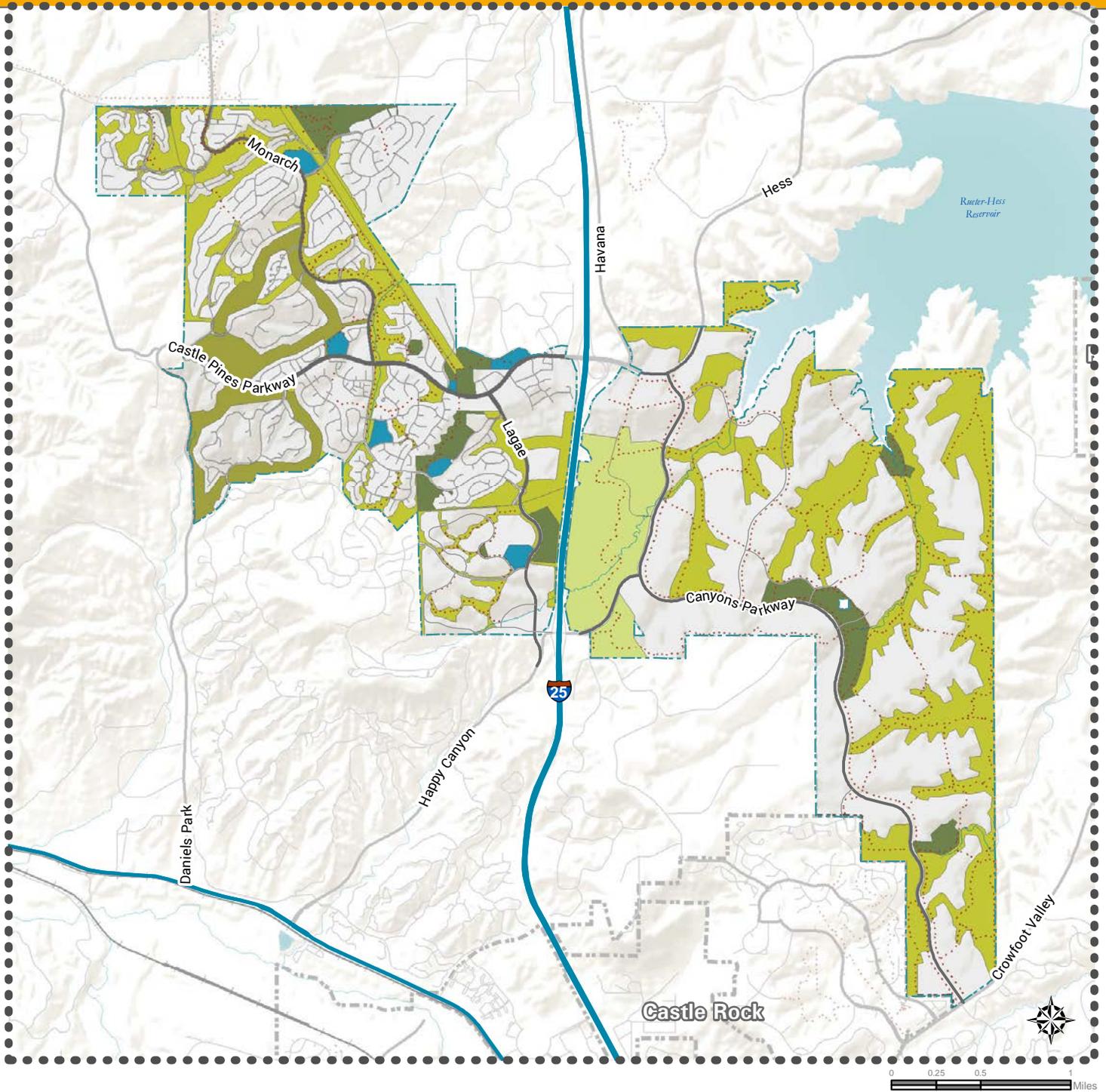
Goal 4: Consistently manage high quality of facilities and efficient delivery of recreation and water services.

- 4.1 Establish inter-agency coordination to ensure efficiency and to reduce redundancy.
- 4.2 Create consistent set of high standards for parks and open space.

LOCAL PARK AND RECREATION PROVIDERS

The Castle Pines community is unique because of the number of agencies responsible for overlapping services. Parks, trails, and open space are constructed and maintained by multiple entities (see Table 1 and Figure 2). Developed by the Castle Pines community, this PaRC Plan helps all service providers understand what the community priorities are. Note that no agency (nor any nonprofit organization) offers indoor recreation within the Castle Pines area. Several youth sports organizations offer outdoor recreational and competitive athletics.

PARKS, RECREATION + AMENITIES FRAMEWORK



Legend		Recreation	Civic Amenities
Castle Pines	Railroad	Multi-Use Trails	Public/Quasi Public
Other Municipalities	Interstate	Park	
Streams	Major Road	Golf Course	
Lakes	Local Road	Open Space	
		Farm	

Figure 1. Parks, Recreation, and Amenities Framework Map from the 2016 Comprehensive Plan

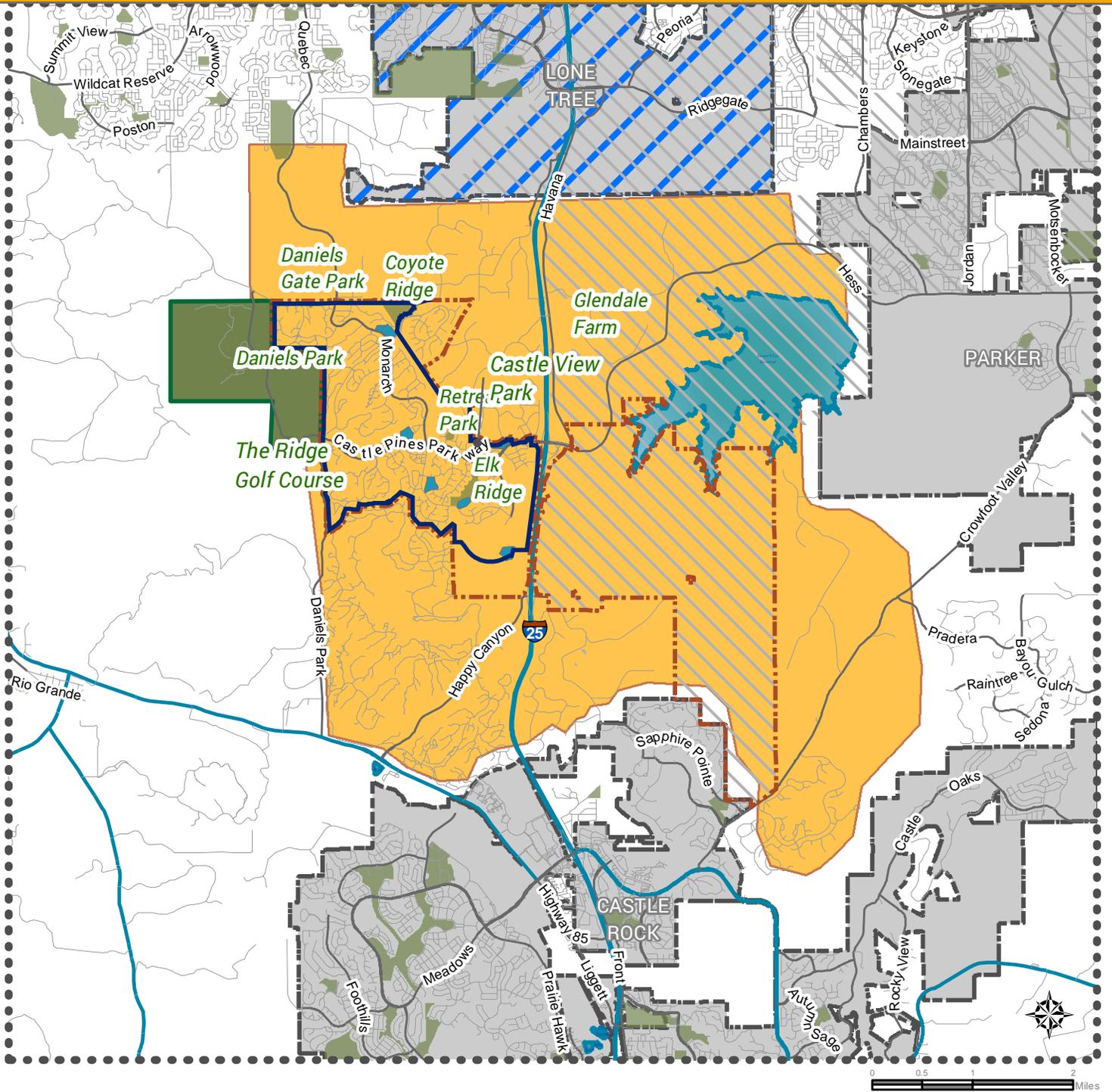
Table 1. Local Parks and Recreation Service Providers

PROVIDERS	CURRENT SERVICES				DESCRIPTION
	Parks	Recreation*	Open Space	Trails	
City of Castle Pines	✓				The City owns and operates Elk Ridge Park and oversees the construction of all new parks within the city limits.
Castle Pines North Metro District	✓		✓	✓	Located in the western portion of Castle Pines, the Metro District provides three parks and a trails and open space system for its residents.
Rueter-Hess Recreation Authority			✓	✓	Working with regional partners, the Recreation Authority prepared a conceptual master plan to provide public recreational opportunities at Rueter-Hess Reservoir. Open space and trails will largely be constructed and maintained through partner funding.
Castle Pines Parks Authority	✓				The Parks Authority allocates funds for capital park and recreation projects on public property owned by the City of Castle Pines or Castle Pines North Metro District. It has a finite budget and does not generate revenue.
For-Profit Companies		✓			Castle Pines Athletics offers outdoor park programming for ages 11 and under. CrossFit Castle Pines is the only indoor recreation company within the City, with nearly ten other private companies within a 15 minute drive.
Adjacent Providers					
Douglas County	✓		✓	✓	The county contributes to parks, open space, and trails of regional significance within and adjacent to Castle Pines on a county-wide basis. It maintains a number of regional parks, such as Bluffs Regional Park in Lonetree and Highland Heritage Regional Park in Highlands Ranch, and an extensive trail system. In addition, the Douglas County Fairgrounds and Events in Castle Rock has an indoor events center, arena, and other amenities.
South Suburban Parks and Recreation District	✓	✓	✓	✓	The district is a full-service parks and recreation agency. It manages a large number of parks, trails, outdoor pools, golf courses, ice rinks, indoor turf facility, and recreation centers.
City of Lone Tree					The city contracts with South Suburban for all park and recreation services (see above).
City and County of Denver			✓	✓	Denver owns Daniel's Park, one of its premier mountain parks, and shares maintenance responsibilities with Douglas County. The 1,000-acre historic ranch is known for its bison herd, dramatic view of the mountains, historic ranch buildings, and Tallbull Memorial Grounds. Denver does not offer indoor recreation facilities or any recreation programs at the park.
City of Parker	✓	✓	✓	✓	The city maintains 250 acres of developed parkland and more than 900 acres of open space, including 14 public parks, a sports complex, soccer fields and a new dog park. The city also offers sports and recreation programs at the Parker Recreation Center and Parker Fieldhouse.
Town of Castle Rock	✓	✓	✓	✓	Castle Rock manages 20 developed parks, 5,800 acres of open space, and nearly 75 miles of trails. The city also owns the Red Hawk Ridge Golf Course, a Recreation Center and the Miller Activity Complex at Philip S. Miller Park.
Highlands Ranch Metro District	✓	✓	✓	✓	The district owns and manages 25 parks, 70 miles of trails, and 2,200 acres of natural open space areas in the community. Additionally, the district provides sports and recreation programs at the local park facilities.

* Recreation means recreation programs, which are often offered in tandem with an indoor recreation/community center

Figure 2.

EXISTING PARKS + RECREATION PROVIDERS



Transportation

- Railroad
- Interstate
- Major Road
- Local Road

Service Areas

- Primary Service Areas**
 - Castle Pines
 - CPN Metro District
 - Parker Water and Sanitation
 - South Suburban Parks and Recreation District
 - Municipalities
- Secondary Service Area**
 - Secondary Service Area

Natural Features

- Lakes
- Open Space
- Parks

Facilities

- Daniels Park (Douglas County/Denver Mountain Parks)
- Rueter-Hess Reservoir IGA (Park Water & Sanitation District)
- School Sites (Douglas County SD)



PUBLIC PROCESS

The PaRC Plan process examined current recreation satisfaction levels, and future needs and priorities regarding recreation in our community. Through this process, the City of Castle Pines and its consultants gathered information about the City's current recreation facilities and resident preferences in order to make recommendations on what recreation projects should be pursued in the future.



✓ **CITYWIDE COMMUNITY SURVEY**

APRIL - MAY 2016
MAIL-IN AND ONLINE SURVEY

✓ **STAKEHOLDER INTERVIEWS**

JUNE - AUGUST 2016

✓ **FOOD TRUCK FRENZY**

JUNE 4, 2016, 4:00 - 8:00 PM
ELK RIDGE PARK (7005 MIRA VISTA LANE)

✓ **PUBLIC WORKSHOP #1**

JUNE 18, 2016, 3:00 - 6:00 PM
CASTLE PINES LIBRARY (360 VILLAGE SQUARE LANE)

✓ **CITY COUNCIL STUDY SESSION**

JUNE 28, 2016
CASTLE PINES LIBRARY (360 VILLAGE SQUARE LANE)

✓ **AUGUST EVENTS**

AUGUST 26, 2016 - VINO IN THE VILLAGE
AUGUST 27, 2016 - PARTY IN THE PINES
AUGUST 28, 2016 - RUN WILD
ONLINE SURVEY

✓ **CITY COUNCIL ADOPTION**

MAY 9, 2017
CASTLE PINES LIBRARY (360 VILLAGE SQUARE LANE)

POPULATION DISTRIBUTION, DEMOGRAPHICS AND GROWTH

Castle Pines residents are generally well-educated professionals that earn over twice the national median household income. Families are mostly married couples, and more than half of these families have children at home. The community is quite active and values access to parks and recreation opportunities.

The City of Castle Pines (as well as the surrounding area) is projected to grow over the next 5 to 10 years, from its current population of 10,600 to over 20,000. Most of this population growth will occur east of Interstate 25. Overall, these new housing units are anticipated to attract a similar market of educated, middle- to upper-income families. With minimal variation of demographic characteristics, the needs of the community today will likely continue to be the needs of the growing community in the future.

A complete demographic and recreation center market analysis can be found in Appendix B.

Household Income

The 2014 median household income in Castle Pines was estimated at \$137,426, with the median family income at \$158,398. The median household income of Castle Pines is almost \$35,000 more than that of Douglas County and \$78,000 more than that of Colorado. A higher household income is indicative of a higher disposable income and capacity for increased spending on local goods and services.

Household budget expenditures, and recreation expenditures specifically, can provide a snapshot of the spending patterns of Castle Pines residents. Recreation expenditures include sports participation, recreational lessons, club memberships, and exercise or sports equipment. The level of spending for Castle Pines residents is at least double the level for Colorado residents and, in some areas, triple the level nationally. Generally, both residents of Castle Pines and secondary service areas to the south proportionally spend the same for these expenditures as the average Colorado resident, though the total dollar amount is significantly higher.

Education

There is a strong correlation between higher education and increased earning potential, which may help explain Castle Pines' higher median household income compared to the region and state. With 66% of residents older than 25 holding a bachelor's degree or higher, the Castle Pines population has a higher educated population than both Douglas County (60%) and the state (37%).

Home Value

Median home value is another useful metric for evaluating lifestyle interests and expectations within a community. While a range of values exists within any community, the median value provides a useful way of comparing the affordability of different locations.

Based on the 2014 American Community Survey estimates, the median home value in Castle Pines was \$454,300. Just under 50% of the homes in the City were estimated between \$300,000 and \$500,000, with another 33% valued between \$500,000 and \$1 million. An additional 6.5% are estimated to value over \$1,000,000.

DEMOGRAPHIC CHARACTERISTICS

- The City of Castle Pines population is relatively small at just under 11,000. However, substantial growth is projected in the next 5 to 10 years, with the population nearly doubling in size.
- The family-oriented community is made up of well-educated professionals.
- There is very little ethnic diversity within the population.
- The income levels in the greater Castle Pines area are very high, which results in a significant Spending Potential Index for recreation services.

DEMOGRAPHICS IN RELATION TO RECREATION FACILITIES

- A new recreation center must draw from a secondary service area from outside the city limits to have enough participants to support the facility.
- There are a large number of families in the market, and they are frequent users of indoor recreation centers.
- Other than the relatively small population base, the demographic characteristics are ideal for the support and use of a new recreation center in Castle Pines.



CHAPTER TWO

COMMUNITY PRIORITIES

PUBLIC OUTREACH SUMMARY

The public engagement process used three methods to garner input from Castle Pines residents and stakeholders: one-on-one and small group interviews, community surveys, and public meetings.

Residents and stakeholders were invited to provide their feedback throughout the plan development process, as well as their input on the community's current and future parks and recreation issues and opportunities.

Residents were notified of outreach events and surveys through different online and print media, including the following: project website, Notes & News e-newsletter, Facebook updates, press releases published in *Castle Pines Connection*, Nextdoor

posts, save-the-date postcards, and an email distributed to the City's homeowners' association contact list.

This section summarizes the following outreach efforts:

- Citywide Community Survey
- Public Survey #2
- Stakeholder Interviews
- Food Truck Frenzy
- Public Open House
- Party in the Pines Events
- City Council Study Sessions

CITYWIDE COMMUNITY SURVEY

A citywide survey was conducted to help guide the PaRC Plan and build off the recently adopted Castle Pines Comprehensive Plan. The results helped to identify residents' needs and desires specific to parks and recreation, as well as to gauge the support for additional recreation and park facilities.

The survey was mailed to all residents via U.S. postal service in April and May 2016. Residents could either complete and return the survey by mail or complete it electronically using the Internet address listed on the print version. A total of 699 surveys were completed: 403 via mail and 296 electronically. A full survey analysis and report was created by Left Brain Concepts and is found in Appendix A.

Highlights

- Castle Pines residents are extremely satisfied with the quality of the existing parks and recreational opportunities in and around Castle Pines.
- The biggest need in Castle Pines, as voiced by residents, is a community/ recreation center. Almost all of the recreation activities that people feel are lacking in Castle Pines can be provided by a community/recreation center.
- Castle Pines can also better serve residents and improve their quality of life by adding to the trails system.
- Residents are amenable to an increase in their property taxes to pay for construction of the community/recreation center and an increase in sales taxes to help cover the operating costs of the facility. Based on current sentiment, both issues may pass in a future election.
- Since more than half of the respondents said they would use an indoor lap swimming pool, an indoor leisure pool with slides and other amenities, and an indoor wellness pool, pool features will need to be carefully selected during the design phase because pool construction and operation are expensive.
- The results mirror Castle Pines' demographics. Younger residents engage in a wider range of activities than older residents; residents who have children are more interested in services that support their families; and residents aged 50 and older are more interested in walking and senior activities. Regardless of age group, however, responses indicated that Castle Pines residents are overwhelmingly in support of building a community/recreation center.

COMMUNITY SURVEY RESULTS

RESIDENTS ARE VERY SATISFIED WITH OUR REGIONAL PARK AND RECREATION OPPORTUNITIES

54% OF RESIDENTS STATED THAT A LACK OF FEATURES IS THE PRIMARY REASON FOR NOT USING CASTLE PINES FACILITIES MORE.

44% OF RESIDENTS SAID THAT THE KEY REASON FOR USING FACILITIES OUTSIDE CASTLE PINES IS PROXIMITY.

WHERE ARE RESIDENTS CURRENTLY GOING FOR PARK AND RECREATION FACILITIES?

47% SOUTH SUBURBAN PARKS AND RECREATION DISTRICT

46% PRIVATE HEALTH AND FITNESS CLUBS

37% TOWN OF CASTLE ROCK

STAKEHOLDER INTERVIEWS

Small group and individual interviews were held with a cross-section of community leaders and representatives to get a clear understanding of priorities and goals for parks, recreation, and trails in Castle Pines; market demands; challenges and opportunities in providing facilities; and what would make this PaRC Plan successful. Representatives from the following agencies, organizations, and groups participated in interviews:

- Castle Pines Athletics
- Developers of The Canyons
- City Council
- Rueter-Hess Advisory Board
- Castle Pines North Metro District
- Castle Pines Foundation
- Castle Pines Parks Authority
- Local real estate professionals
- Property managers of homeowners' associations (HOAs), including master HOAs

The interviews established a baseline understanding of the current condition of parks and recreation facilities, maintenance, and needs for the future. Conversations at the beginning of the process opened the channels of communication and collaboration between responsible agencies. The following sections summarize the ideas and comments articulated during the stakeholder interviews.

Recreation Center

- There is a need for a strong community gathering place to reinforce sense of community. A future recreation center should be full service and should offer lifestyle classes, hold events, and provide community/meeting rooms and year-round indoor sports.
- Carefully consider what amenities/facilities are needed; some kinds may not be needed, while others may be needed to fill a void.
- Location should be central and unifying. Potential locations include Castle View Park, The Canyons, or near the library.
- Compared to neighboring communities, Castle Pines residents are underserved, have to travel longer distances, and pay a premium price for nonresident status.
- As a community of over 10,000 people today, it may not be cost effective for Castle Pines to invest in a recreation center. This could change when The Canyons start developing.
- From a real estate point of view, a recreation center is a huge asset and a selling point for new residents, as long as taxes are not ridiculous.
- Convenience is a big draw; if there were a local recreation center, then people would probably use it over facilities in other communities or private fitness centers.

PARC PLAN IN THE MEDIA



Article in the *Denver Post* on September 1, 2016.

Parks

- Neighborhood parks are keeping pace with population growth.
- Facilities should be diversified for other sports besides football and soccer.
- Important to design parks for all generations – families and seniors.
- HOA managers get a lot of requests for tennis courts and pools, especially in HOA communities that do not have existing facilities.
- Not a lot of residents are aware of Daniel's Gate Park or Coyote Ridge Park.
- The parks in Castle Pines are already great; the City probably does not need more parks to serve the developed neighborhoods.
- Residents have high expectations for the City to provide a range of recreation options for all ages, including therapy pools for seniors and playgrounds for toddlers.
- Off-leash dog parks are in high demand, since there are no dog parks in Castle Pines and that is where many people socialize.

Open Space and Trails

- Trails are some of the City's most attractive amenities.
- Increase the number of soft-surface trails and connect to natural areas and regional facilities. East-west connections are a high priority.
- Rueter-Hess will be an important regional destination, but convenient access points are not guaranteed.
- Castle Pines has done a good job of integrating trails in the neighborhoods, but it needs more connections to the business area and to regional recreation.
- Should have an intergovernmental agreement to allow mutual use of nearby trails (Highlands Ranch).

Implementation and Coordination

- Unity between existing public agencies and metro districts is desired, though seen as a challenge.
- Potentially develop a partnership between Castle Pines Athletics and City regarding shared facilities.
- City's role may or may not be to develop parks; consider joining South Suburban or defining roles with existing entities.
- Set up phasing and funding mechanisms to ensure future operating and maintenance costs.
- Collaborate with City and developers to build new parks and trail system.
- Provide clear and transparent funding options and costs.
- Perception that Castle Pines is already at the top end of property tax spectrum relative to neighboring communities.



PUBLIC EVENTS

Food Truck Frenzy

Castle Pines kicked off the PaRC Plan process at the annual Food Truck Frenzy on Saturday June 4 at Elk Ridge Park. Approximately 100 people stopped by the tent to talk about recreation opportunities, look at a map of community parks and open space, and sign up for email plan updates. All residents were invited to attend an upcoming public meeting and were given a postcard with the event information.

Children and adults alike were invited to write a wish list of recreation and park facilities on a chalkboard; their responses are summarized below:

- Not enough parks or basketball courts
- Something for teens
- Ball courts
- Gymnastics or art
- Recreation center
- Restrooms open year-round
- More water features
- More play equipment
- Sport equipment
- Working drinking fountains
- Something for little kids

Additionally, many residents were interested to know what kind of facilities were being planned for new development areas, including The Canyons, Lagae Ranch, and Town Center. Others asked about the results to the citywide community survey, as well as the level of detail that the PaRC Plan will provide in terms of realistic funding and market analysis.



Public Open House

The Public Open House event was designed to welcome residents to discuss current and future needs for parks and recreation facilities. It was a fun summer barbecue with approximately 75 participants, including both newer and longtime residents and families, filling the second-floor terrace of the newly opened library. Input provided at this event guided further discussions with park and recreation providers, lists of future projects, and implementation recommendations.

The event was organized into three stations: (1) Parks & Recreation of Today, (2) Parks & Recreation of Tomorrow, and (3) Community Center. Key results from the citywide community survey were shared throughout. The Parks & Recreation of Today station asked participants to provide specific opportunities and challenges for the existing parks. The Parks & Recreation of Tomorrow station provided an opportunity to comment on future desires and locations of park and recreation facilities, along with how parks, trails, and open spaces should be operated and maintained in the future. The Community Center station presented the top 12 recreation features that would be most used by residents, as identified from the survey. Participants provided the following feedback on the unique aspects and programming of these features and how a potential community center would be funded:

- **HISTORY BETWEEN GOVERNMENTAL AGENCIES.** Parks, trails, and open space are currently constructed and maintained by multiple entities. Many participants were aware of competing needs in the area and were somewhat confused about all of the various district entities. Based on the conversations during the open house, most participants felt that the City of Castle Pines, rather than other governmental entities, developers, or special districts, should be operating and maintaining parks, trails, and open space. Future shared-use agreements and/or intergovernmental agreements may be a key implementation strategy.
- **CONTINUED DESIRE FOR A COMMUNITY/RECREATION CENTER.** Many young families spoke about the importance of a community center in their community, while other residents were less enthusiastic. Ideas for a location of a community center included reuse of the old Safeway, in the downtown, or near the existing Castle Pines North Metro District building. Some residents desire that a community recreation center be a part of a larger vision for a consolidated gathering place and hub for the community.
- **FINANCIAL VIABILITY OF COMMUNITY RECREATION CENTER.** Many alternatives to fund construction and operations were offered. As an alternative to a center that is constructed and operated entirely by the City of Castle Pines, suggestions included a private/public partnership with developers for constructing and maintaining a community center with a special recreation district providing the operation and programming.
- **COMPETING NEEDS FOR IMPROVEMENT.** Several people mentioned that there are competing needs between improving existing parks, improving roads and landscaping, and building a new recreation center. There may be limitations to what the City can reasonably fund.
- **PUBLIC OUTREACH.** More than half of the attendees indicated that they participated in the citywide survey, by mail or online.



Party in the Pines

The three-day event kicked off on Friday, August 26, 2016, with Vino in the Village. Attendees were generally excited about the possibility of a recreation center and analyzed the funding options in detail (see Chapter 5). They understood that if they lived in Castle Pines they would be asked to fund it using some form of taxes.

On Saturday, the City's booth at Party in the Pines was a popular stop for residents. Many conversations centered on a future recreation center, and attendees were curious about the different funding options.

On Sunday, more than 500 postcard questionnaires were distributed as part of the RunWild race packets.

Below are highlights from conversations at the Friday and Saturday events and from the questionnaire responses.

Highlights

- There is strong community support for existing parks and excitement around future recreation facilities.
- Of those that participated, enthusiasm for a new recreation center in Castle Pines is nearly universal. A few participants were satisfied with other nearby recreation centers and did not see a need for a new center in Castle Pines.
- There was strong support for the City's role at Elk Ridge Park; the City is already doing a really good job maintaining the park.
- New ideas were brought up, including interest in an all-inclusive community/recreation/performing arts center, an ice rink, and lap pools.
- In general, residents were very curious about the funding options for a future recreation center. People generally liked the property tax or sales tax options. There was also some interest in being part of South Suburban but also a real fear of losing control of what is best for Castle Pines.
- Residents preferred the west side of Interstate 25 as a location for a future recreation center. Those more familiar with the community's growth projections (real estate agents, and developers) could conceive that a center would work equally well on the east side.



PUBLIC SURVEY #2

A second survey was conducted to give further direction on programming, facilities, funding, and roles. The results will help inform the recommendations for existing and future parks and recreation programming, maintenance, and funding.

The survey was conducted at the Party in the Pines three-day events. Residents could either complete and submit the survey at the event or complete it electronically using the Internet address listed on the print version. A total of 333 surveys were completed and submitted during and shortly after the Party in the Pines events. Almost all respondents were City residents, and about a fifth identified as a senior or young person. Below are highlights from the survey results.

Highlights

- When asked what new recreation activities or facilities does the community need, almost half of the respondents specifically mentioned the need for some kind of indoor recreation/community center in Castle Pines. Tennis courts and swimming pools were also frequent recommendations. A total of 84% of respondents indicated that they support a recreation center. This is consistent with the statistically valid community survey, which found that 83% of respondents supported a community/recreation center as one of the top two financial priorities.

- When asked where respondents are more likely to spend their leisure time, the most popular facilities were recreation/ community centers, parks and the library. Over 75% indicated that they are likely to spend their leisure time at a recreation/ community center.
- There was a lot of support for a single organizational entity to be in charge of all parks, recreation, and trails development and maintenance. While a majority of respondents indicated that this role could be filled by the City, many were unsure or indicated that the HOAs or Metro District may be better options. Residents valued consistency in quality, efficiency, and facilities that serve the entire community.
- A large majority of respondents recognized the need for a combination of funding sources for a future recreation center. A Parks and Recreation Fee, often in combination with two to three other sources, was the preferred funding source of 44% of the respondents. Of the few respondents that chose only one funding source, preference was split between South Suburban and Private/Non-Profit Facility.
- Of the five options presented for the location of a future recreation center, respondents' first preference was for Castle Pines Parkway next to the Castle Pines North Metro District office. The second and third preferences were both on the west side of Interstate 25 (adjacent to Elk Ridge Park and in the future development on south Lagae Road). This was a predictable response since all residents currently live west of Interstate 25.



CITY COUNCIL INVOLVEMENT

During the first phase of the process, all City Council members participated in the stakeholder interviews. Many Council members also attended the public events and outreach efforts throughout the process, including the Food Truck Frenzy, Public Open House, and Party in the Pines.

The first City Council study session focused on the community priorities that came out of the statistically valid citywide community survey. As a community recreation center was found to be the highest priority, the Council was introduced to the potential programs and services that this facility could offer.



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CHAPTER THREE

PARKS, OPEN SPACE + TRAILS

EXISTING CONDITIONS AND NEEDS

CASTLE PINES' GOLD STANDARD

The community's input is clear: residents have a high expectation for outdoor and indoor recreation, are extremely active, and take advantage of year-round opportunities, and are quick to associate the quality of parks, trails, and open space with their quality of life. They want the opportunities that other cities offer their residents – such as the Phillip S. Miller Complex or the Lone Tree Recreation Center – yet they want to retain Castle Pines' own distinctiveness and fiscal health. From this, the City's essential role is fourfold:

- 1. Conservation:** Because parks and open space are critical to preserving natural resources and generating real economic advantages, the City is the voice for protecting open space, connecting children to nature, and providing facilities and programming that helps residents engage in environmentally sustainable ways of living.
- 2. Healthy Lifestyles:** The City is an essential partner in improving the overall wellness of residents by supporting healthy choices for physical activity and academic success.
- 3. Social Equity:** Universal access to parks and recreation by the oldest, the youngest, and least advantaged members of the community requires equal distribution of parks and trails and consistency in design quality and maintenance.
- 4. Operational Efficiency:** The number of overlapping park and recreation service providers requires strategic investments with an eye towards filling gaps and managing long-term operational costs.

PAST COLORADO GOLD MEDAL WINNERS

CITIES LESS THAN 30,000 POPULATION:

- City of Lafayette (2002, 2014)
- Town of Erie (2013)
- City of Durango (2012)
- City of Golden (2010)
- City of Evans (2004)
- Town of Parker (2000, 2011)
- Commerce City (1998)

Three of these pillars – conservation, health and wellness, social equity – are also the foundation for the National Parks and Recreation Association (NPRA). Each year the NPRA and American Academy for Park and Recreation Administration (AAPRA) award a Gold Medal for Park and Recreation Management to local parks and recreation programs, the highest national award available. This award recognizes exceptional long-range planning, resource management and innovative and creative approaches to designing and delivering outstanding park and recreation services through fiscally sound business practices. Many small Colorado communities have been honored with the Gold Medal since its inception in 1966.

The Gold Medal is symbolic of this PaRC Plan's vision. There is no single level of service or level of facility standard for the winning communities. Instead, the judging criteria are based on a qualitative description of the positive impacts that the park and

recreation facilities and services provide to the community. Creativity, resourcefulness, and thoughtful long-range and strategic planning are paramount.

This chapter documents current and future demands and recommends specific improvements to each existing and future park. Areas of the community that do not have convenient, safe access to parks are also identified. Chapter 4 addresses indoor recreation facilities and programs.

EXISTING AND PLANNED PARKS INVENTORY

A comprehensive inventory and assessment of parks, recreation, trails, and open space facilities and services was developed to determine current conditions. Four developed local parks serve the community and are each described under Park Recommendations at the end of this chapter (see Table 2 and Figure 3). Only Elk Ridge Park is owned and maintained by the City. These parks are highly regarded and in good condition, though some features are in need of maintenance or replacement.

BENEFITS OF AN INTEGRATED SYSTEM OF PARKS, TRAILS, AND OPEN SPACE:

INCREASED PROPERTY VALUES:

Homes near parks can sell for up to \$2,262 more than homes without parks nearby.

INCREASED PHYSICAL ACTIVITY:

The more parks there are in a community, the more people exercise. People who live closer to parks exercise more.

INCREASED MEDICAL SAVINGS:

A study found that for every \$1 spent on trails, there was almost \$3 in savings in direct medical costs.

SAFE ROUTES TO EVERYWHERE:

People who live in walkable neighborhoods are 2 times more likely to get the recommended amount of physical activity compared to those who live elsewhere.

ACADEMIC ACHIEVEMENT:

Physical activity improves attention and concentration, classroom behavior, graduation rates, GPA, and educational aspirations.

INCREASED MENTAL HEALTH:

People who live closer to parks report better mental health even if they do not actually exercise there.

Source: www.activelivingresearch.org and www.tpl.org

Table 2. Anticipated Active and Passive Parks and Open Space

NAME	OWNER	ACTIVE PARKS (acres)	PASSIVE OPEN SPACE (acres)	NOTES
Castle View Park	Castle Pines North Metro District	21.9	N/A	Reserved as parkland.
Elk Ridge Park (Phase 2)	City	13.2	75.8	The original Lagae Ranch planned development dedicated 39.9 acres, much of which was used for Elk Ridge Park Phase 1.
Parkland in Town Center PD (unnamed)	City (own and operate neighborhood parks); Developer/HOA (own/maintain interior trails, pocket parks and open space)	35.3	56.3	Includes community park (20 acres) and a network of local parks/trails (15 acres).
Dedicated Parkland in The Canyons PD (unnamed)	City (own and operate neighborhood parks); Developer/HOA (own/maintain interior trails, pocket parks and open space)	112.5	1,398.6	Includes 112.5 acres across 3 parks, and 20 acres for civic/community land that is the City's responsibility to construct and maintain.
Total		182.9	1,530.7	

Ultimately, allocating parkland does not depend on a quantifiable level of service alone but on careful judgment regarding the 1) equitable distribution of facilities throughout the community (park access), 2) logical parkland dedication (usable park acreage), and 3) qualitative public desires for needed park features.

Table 3. Parks and Trails Peer Comparison

	HIGHLANDS RANCH (Metro District and Community Association)	LONE TREE (South Suburban Parks and Recreation District)	CASTLE ROCK (City)	CASTLE PINES (City and Castle Pines North Metro District)	COLORADO BENCHMARK (2016 NRPA Field Report+ of park agencies across Colorado)
Population	101,350	12,328	51,802	10,796	Of 12 reporting cities
Acres of Developed Parks	478	79	352	74	N/A
Parks Acreage per 1,000 Residents*	4.7	6.4	6.8	6.9 ¹	8
Number of Developed Parks	25	9	22	4	N/A
Adopted Level of Service Standard	N/A	N/A	8 acres per 1,000 residents	Proposed: 6.5 acres per 1,000 residents	N/A
Number of Full-Time Park Staff	42 (32 FTE park and 10 FTE open space staff in 2015)	N/A	5	0.25 (City contracts for park maintenance services) N/A for District	14 full-time staff members per 10,000 residents

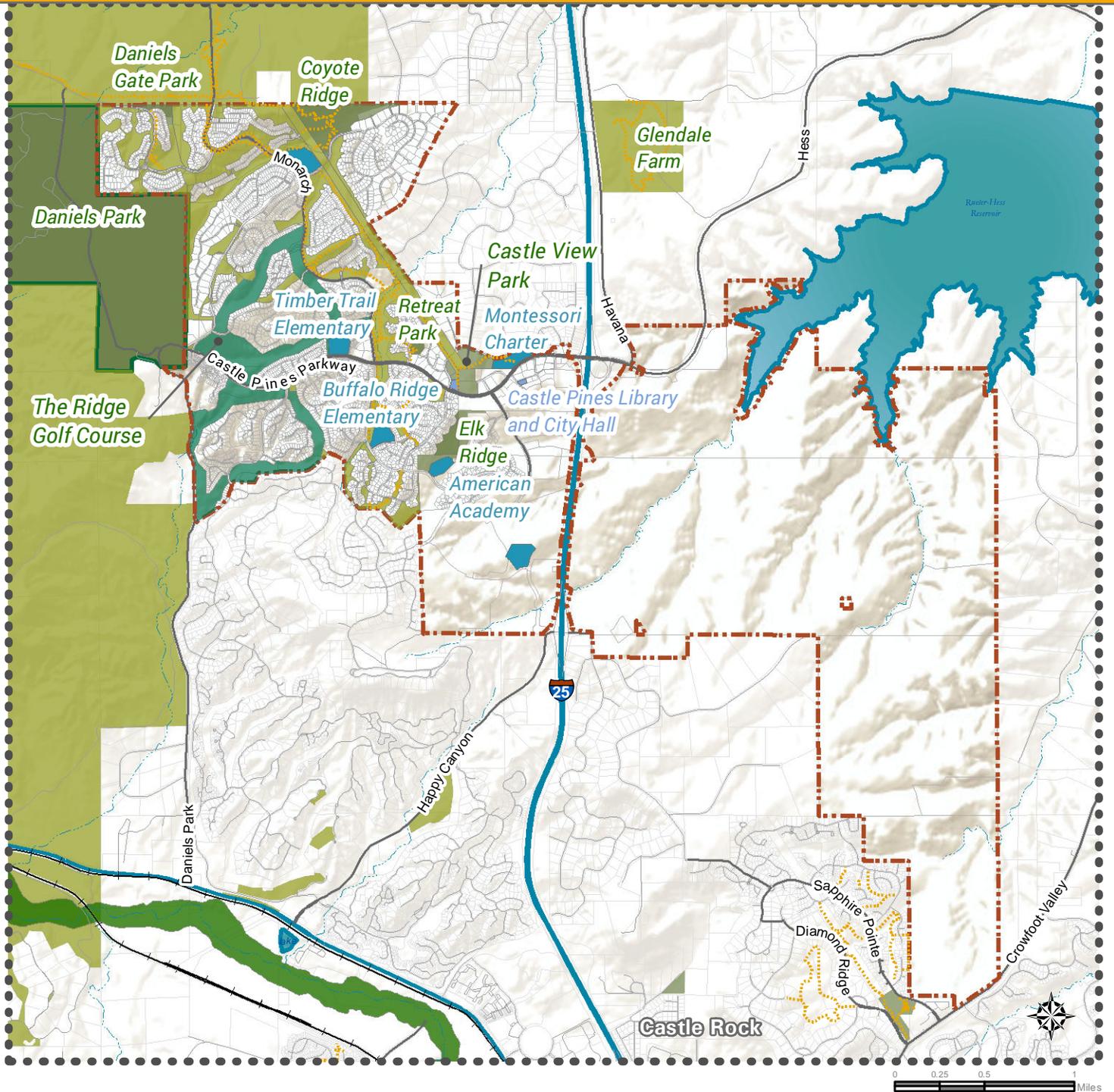
*Population based on 2014 American Community Survey 5-Year Estimates

+Based on National Recreation and Parks Association, 2016

¹ Based on total acreage, not usable acreage

Figure 3.

EXISTING PARKS, RECREATION + AMENITIES



Transportation

- Railroad
- Interstate
- Major Road
- Local Road

Boundaries

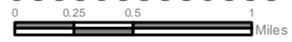
- Parcels
- Castle Pines

Natural Features

- Streams
- Lakes
- Open Space
- Parks
- Golf Course
- Riparian
- Conservation

Amenities

- Existing Trails (CPNMD or HOA)
- Daniels Park (Douglas County/Denver Mountain Parks)
- Rueter-Hess Reservoir IGA (Park Water & Sanitation District)
- School Sites (Douglas County SD)
- Library and City Hall



EXISTING OPEN SPACE

Open spaces interwoven throughout Castle Pines are treasured for scenery, natural habitat, and wildlife-viewing opportunities, in addition to passive recreation. As the backbone for a community trails system, open spaces feature 14 miles of 8-foot-wide paved concrete trails for residents to use for recreational activities, including bicycling, jogging, and skating. Ensuring connectivity and continuity of trails and open space is an important value for the community.

Existing open space in the Castle Pines community is owned by the Castle Pines North Metro District (351 acres) and HOAs (209 acres). Future planned developments at Lagae Ranch, Town Center, and The Canyons have made commitments to triple this number—for a total of 2,090 acres. On the eastern edge of Interstate 25, The Farm open space at The Canyons will be dedicated at 310.8 acres. This PaRC Plan does not address The Ridge Golf Course, a private facility, at 218 acres.

On the western boundary of Castle Pines, residents enjoy convenient access to Daniel’s Park, a 1,000-acre historic ranch that is owned and managed by Denver Mountain Parks. Douglas County is partnering with Denver Mountain Parks on substantial trail, trailhead, and road improvements. Many residents view Daniels Park, as well as other regional open space facilities, as an extension of the trails and neighborhood open space found within Castle Pines.

On the northeastern boundary lies Rueter-Hess Reservoir. A final plan was approved in 2016 to open the reservoir to passive recreational uses such as hiking trails, picnic areas, kayaking, stand-up paddleboarding, and fishing. Capital construction dollars and maintenance expectations for recreation have yet to be defined through the Rueter-Hess Recreation Authority, an intergovernmental partnership with Castle Pines, Parker Water and Sanitation, Town of Parker, Castle Rock, Douglas County, and the City of Lone Tree. The City should continue to work to secure recreational access to the south side of the reservoir.

Table 4. Trail Design Criteria

DESIGN CRITERIA	DESCRIPTION
Width	<ul style="list-style-type: none"> 8 feet is the minimum allowed for a two-way shared-use path and is only recommended for low-traffic situations. 10 feet is recommended in most situations. 12 feet is recommended for heavy-use situations with high concentrations of multiple users.
Lateral Clearance	<ul style="list-style-type: none"> A 2-foot or greater shoulder on both sides of the path should be provided. An additional foot of lateral clearance (total of 3 feet) is required by the Manual on Uniform Traffic Control Devices for the installation of signage or other furnishings.
Overhead Clearance	<ul style="list-style-type: none"> Clearance to overhead obstructions should be 8 feet minimum, with 10 feet recommended.
Striping	<ul style="list-style-type: none"> When striping is required, use a 4-inch dashed yellow centerline stripe with 4-inch solid white edge lines. Solid centerlines can be provided on tight or blind corners and on the approaches to roadway crossings.
Materials and Maintenance	<ul style="list-style-type: none"> The use of concrete for paths has proven to be more durable than asphalt over the long term. Saw-cut rather than troweled concrete joints improve the experience for trail users.
Additional References and Guidelines	<ul style="list-style-type: none"> AASHTO. Guide for the Development of Bicycle Facilities. 2012. NACTO. Urban Bikeway Design Guide. See entry on Raised Protected bike lanes. 2012.

TRAIL DESIGN STANDARDS

“Trails” in this plan are defined as two-way facilities that are off-street and shared by many types of non-motorized users, including bicyclists, pedestrians, joggers, skaters, people in wheelchairs, and equestrians.” Located in an independent right-of-way through open space, utility easements, drainages and parks, conflicts with motorized vehicles are minimized, and the recreational experience is greatly different than sidewalks along roadways.

All future trails constructed in Castle Pines should offer the following qualities:

- Frequent access points from the local road network including culs-de-sac.
- Direct connections from neighborhoods to parks.
- Directional signs to direct users to and from the path.
- A limited number of at-grade crossings with streets or driveways (except side paths).
- Terminating the path where it is easily accessible to and from the street system.
- Separate tread for pedestrians and bicyclists when heavy use is expected. With heavy volumes, a separate soft-surface track (5-foot minimum) for exclusive pedestrian or jogging use is encouraged.
- Amenities such as dark-sky lighting, interpretive signage, and wildlife-friendly fencing (where appropriate).

As a guideline, all future trails should meet the design standards in Table 4. Asphalt is the most traditional surface for shared-use paths, but it requires frequent replacement and patching and can be uneven due to tree roots and soil settling. Future trails should be constructed with concrete, which has proven to be more durable and accessible than asphalt over the long term. Soft-surface trails should be limited to routes with a low level of expected use, such as short nature trails that loop off of a concrete trail spine.

PARK ACCESSIBILITY ANALYSIS

Well-distributed and connected parks and trails provide opportunities for physical activity and can help people of all ages lead a more active lifestyle. Simply put, people who live near parks or who can comfortably reach a park on foot or by bike are more likely to be active. Making recreational facilities accessible in all communities is a critical strategy for increasing physical activity and mental acuity and for preventing obesity.

These planned park areas are distributed in undeveloped areas of the City, including in the Town Center and The Canyons planned developments. Figure 5 shows an accessibility analysis of the Castle Pines parks and trails system. A 0.5-mile walking distance was used to identify a 10-minute walk to parks along roads and trails and to identify underserved areas. The robust trail and sidewalk system provides park access to 65% of the currently developed residential parcel acres in Castle Pines. With plans for future parks, schools, and residential development, proposed roadways and trails will serve 71% of Castle Pines' parcels on the west side of Interstate 25.

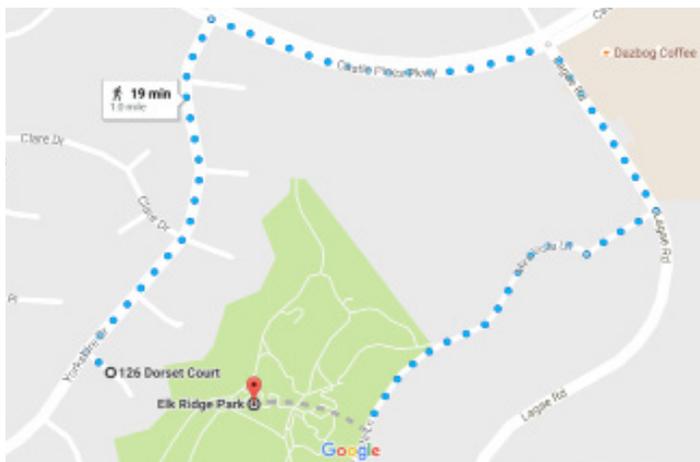
The subdivisions with current and anticipated future gaps include Castle Pines North, Forest Park, Glen Oaks, and the south portion of Esperanza, and Tapestry Hills.

The cul-de-sac street pattern prevalent throughout Castle Pines west of Interstate 25 significantly limits pedestrian and bike connectivity, where trail easements are absent (see Figure 4). The internally oriented street and trail pattern surrounding Elk Ridge Park and American Academy, for instance, cuts off all connectivity to the adjacent residential neighborhoods—making what could otherwise be a 200-foot trip into a 1-mile drive. Unfortunately, there are limited opportunities to increase connectivity once neighborhoods are established. The best opportunity is during the subdivision platting process.

HOA clubhouses and outdoor pools (not shown in Figure 5) and private golf-course neighborhoods also help fulfill the lifestyle requirements of many residents in some neighborhoods lacking active parks. In secluded neighborhoods, the HOA is responsible for providing neighborhood park amenities.

Opportunities exist to improve residents' ability to participate in outdoor recreational activities by adding trail spurs, exercise equipment, natural play spaces, small playgrounds, pump-track elements, or shade shelters and benches along open space trails in underserved neighborhoods.

Figure 4. Example of Long Walking Distance to Adjacent Park due to Subdivision Design



GAP RECOMMENDATIONS

“Low hanging fruit” trail projects that are relatively easy or inexpensive to implement should be considered for implementation as soon as funding is available in order to complete the network. These include the following:

- Elk Ridge Park to Castle Pines Parkway (social trail), 450 feet
- Elk Ridge Park to Monarch Boulevard (social trail), 1,300 feet
- Hyland Hills Road sidewalk/trail to King Soopers, 350 feet
- Daniels Gate Park trail to Turquoise Terrace Street, 150 feet
- Trails through open space surrounding The Ridge at Castle Pines North Golf Course to Daniels Park and Timber Trail Elementary School, 2,500 feet
- Country Club Drive north of Handies Peak Court, 500 feet

There are numerous spur-trail opportunities, or short neighborhood connections to a trail spine, that can be undertaken by neighborhood HOAs.

Perhaps the most important low hanging fruit would be for redevelopment projects and future development in The Canyons and Town Center planned developments to create a more connected street system with trail easements between homes so that every home is within a 0.5-mile walking distance from active parks. The subdivision platting process is the opportunity for the community to integrate wildlife corridors, open space, farms, parks, and trails into new development.

Longer-term and higher-cost connectivity projects include the following:

- Interstate 25/Castle Pines Parkway interchange gateway project to add bike lanes and sidewalks to the highway bridge
- Interstate 25 pedestrian bridge south of the Castle Pines Parkway interchange
- Interstate 25/Happy Canyon Road interchange to add bike lanes and sidewalks to the highway bridge

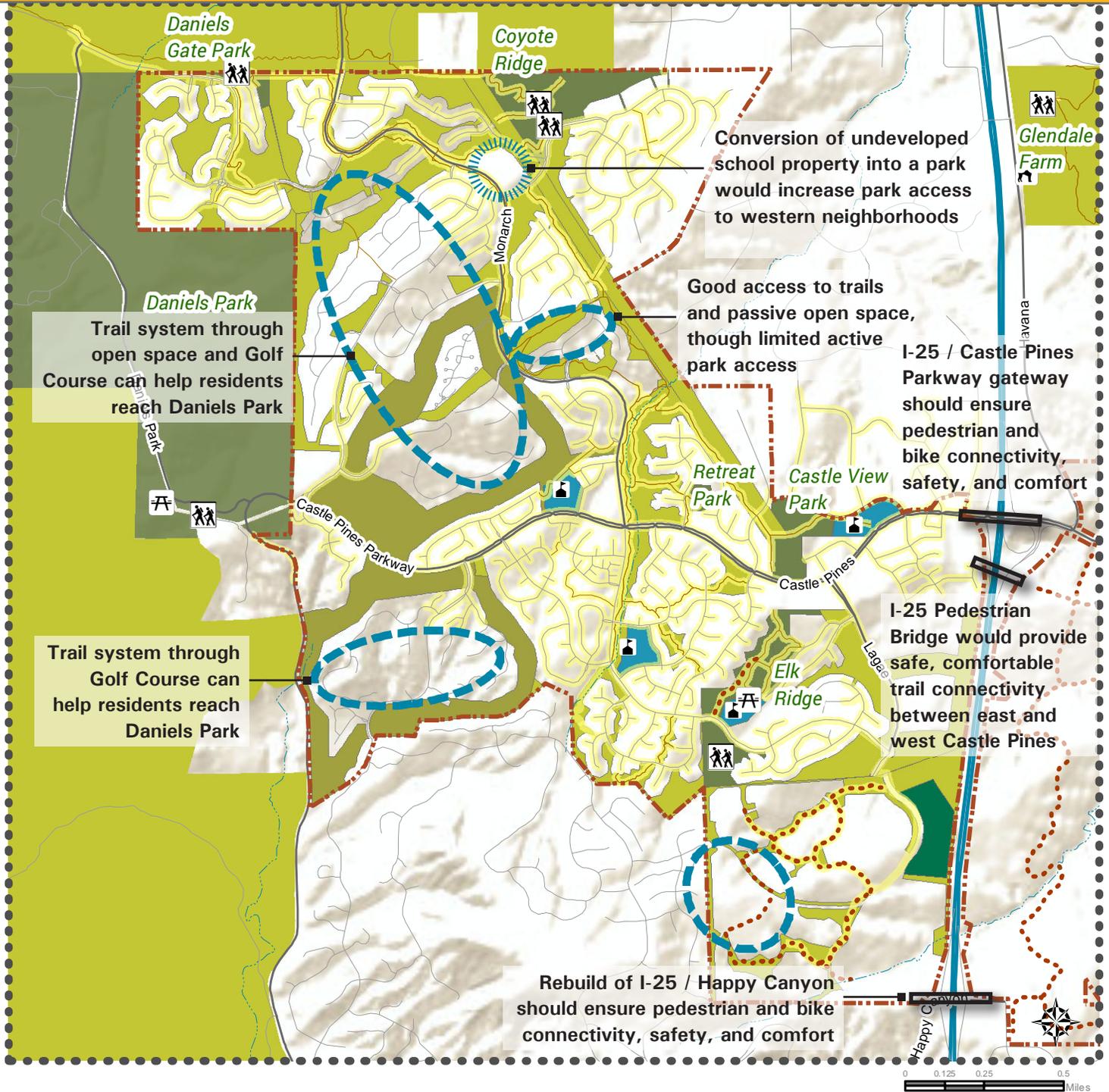


A simple walking path provides a place to exercise for people of all ages. Free outdoor exercise equipment attracts new users to parks, encourages former park users to return to parks, and increases the amount of physical activity that occurs in parks—even among visitors who do not use the equipment.

Source: www.tpl.org

Figure 5.

PARKS & RECREATION FUTURE ACCESS



Transportation

- Railroad
- Interstate
- Major Road
- Local Road

Boundaries

- Parcels
- Castle Pines
- Other Municipalities

Natural Features

- Streams
- Lakes
- Open Space
- Parks
- Golf Course
- Future Park

Recreation

- Dog Park
- Tree Nursery
- Picnic Area
- Trailhead
- Schools

- Proposed
- Existing
- 1/2 Mile Walk to Parks, Recreation Sites, & Schools
- No Access to Existing or Future Parks Within 1/2 Mile

PARK RECOMMENDATIONS

LEVEL OF SERVICE STANDARDS

Level of service (LOS) standards —defined as the provision of parks and facilities per the population (number of acres or facilities/1,000 people)— are one measure of how well community needs are being met. Park needs are based on the projected population at build-out. The recommended level of service standard for neighborhood parks is 2 usable acres per 1,000 population and for community parks, 4.5 usable acres per 1,000 population. This standard is consistent with many communities along the Colorado Front Range. As growth continues, these park standards can serve as a demand threshold to indicate when to build parks. As the population increases, it is recommended to not fall below this standard.

In 2016, the City offered a total of 74 acres to a population of 10,796, or a current LOS of 6.9 acres per 1,000 residents. This number does not include school facilities, which often serve as neighborhood parks and playgrounds through joint-use agreements. Nor does it include HOA clubhouses, pools, or pocket parks which are exclusively available to HOA members. However, this calculation includes the unbuildable and/or steep terrain within each park boundary which can be substantial. For example, less than one-half of Coyote Ridge Park is usable for necessary park facilities due to steep slopes, a narrow configuration, and a natural drainage. Therefore, the 6.5 acres per 1,000 standard is not met in terms of usable acres. In the future, only the usable acreage for park features should be considered towards parkland dedication requirements and the level of service.

A second quantitative standard is a target facility level of service for athletic facilities and park amenities (number of athletic facilities/1,000 population, see Table 5). For most facilities, the quantity needed is proportional to the population that will be served by that feature. This is a fairly easy calculation when facilities are programmed for use. The programming determines how many people will be using the facilities over a period of time. Sports fields and courts fall into this category. For other features, the ratio of facilities to the population may vary, depending upon the capacity of the feature and the participation levels within the community for that activity. Skate parks and group picnic facilities fall into this category.

It is important to understand the specific acreage requirements for large athletic facilities like sports fields, courts, and associated parking which can then be translated into total usable acreages required to accommodate those facilities. The facilities in greatest need are athletic courts and fields —there are no basketball courts, tennis courts, dog parks, or large baseball/softball fields and only one large soccer/football field offered by the City or CPNMD today. To compound matters, the remaining future parks on the west side of Interstate 25 are not suitably sized or sited on gentle enough terrain to accommodate the number of courts and fields in demand. The need for these facilities will need to be met on the east side of Interstate 25.

Fortunately, large planned developments already anticipate the need for adequate parkland. The City estimates that the level of service standard for usable park acres will be met once all residences and parks are constructed. A build-out population of 22,000+ would generate the need for approximately 73 acres of usable parkland dedication in addition to the current 74 acres. Table 2 shows that by build-out, 183 acres of dedicated parks would be added to today's 74 acres. So long as 70% of the dedicated parkland is usable for active recreation facilities then the level of service standard will be achieved at build-out.

PARKLAND DEDICATION STANDARDS

Castle Pines' Subdivision Ordinance recognizes that because active parks are specifically set apart for the recreational use of the public, they must be usable in terms of configuration, access, and building constraints. For potential parks to count toward a developer's parkland dedication requirement and to be usable for active park purposes, this plan recommends that less than 30% of the total area be located:

- in the 100-year floodplain, reservoirs, ponds or wetlands;
- in areas encumbered by overhead or underground utility lines, surface drainage easements or easements of any other type which might limit the opportunity for park and recreation development; or
- with slopes greater than 5% or unusual topography which renders it unusable for organized recreational activities.

✓ POLICY PR-4.2

The design guidelines and level of service standards fulfill the Comprehensive Plan Policy to “create consistent set of high standards for parks and open space.”

✓ POLICY PR-2.1

The recommendations for parks, trails, and open space fulfill the Comprehensive Plan Policy to “expand the range of recreational facilities, programs, parks, paths, and open space accessible to residents of all ages, incomes, and abilities.”

✓ POLICY PR-2.2

The recommendations for parks, trails, and open space fulfill the Comprehensive Plan Policy to “demonstrate adequate provision of neighborhood and community parks, trails, and recreational facilities in all new residential developments.”



Dedicated parkland must have ready access to at least two public streets to offer on-street parking and visibility. The City will not accept parkland dedication sites encumbered by hazardous or waste materials or dump sites.

Dedications will only be accepted after evaluation of an environmental constraints map and on-site inspection of the property in the field by City staff to determine site suitability and identification of any hazards or impediments to park development and use. During the subdivision platting process, the Planning and Zoning Commission will make a recommendation to the City Council regarding acceptance or rejection

of parkland. The developer may be required to initiate specific environmental studies or assessments if the visual inspection of the site or other evidence gives rise to the belief that an environmental problem may exist on the site. The City may, in its sole discretion, accept or reject voluntary dedications of parkland and/or additional park improvements.

Where no suitable land is available in a residential or non-residential development, cash-in-lieu of land or of equivalent full market value in the donation of recreational facilities may be substituted at the City's discretion.

Table 5. Park Features Inventory Compared with Colorado Benchmarks

	CASTLE PINES		COLORADO (2016 NRPA Field Report of park and recreation agencies across Colorado)	
	City/CPNMD Facilities Available Today	Additional Facility Needs at Buildout	Agencies Offering this Facility	Median Number of Residents per Facility
Playgrounds	4	3	91%	3,000
Basketball Courts	0	3	85%	8,666
Tennis Courts (outdoor only)	0	6	61%	4,382
Volleyball Courts (outdoor only)	0	1	N/A	N/A
Diamond Fields: Baseball/Softball	2 (small)	6	58%	2,500
Rectangular Fields: Multipurpose	4 (small)	0	50%	11,000
Rectangular Fields: Football, Lacrosse, Soccer	1	6	37%	3,200
Skate Park	1	1	N/A	N/A
Spray Pad	1	1	N/A	N/A
Dog park	0	3	N/A	N/A
BMX / Pump track	0	1	N/A	N/A

Note: No fields today are lighted.

PARK AND OPEN SPACE CLASSIFICATIONS

Pocket Parks

Pocket parks are an important supplement to the neighborhood park system and provide neighborhood gathering spaces and visual relief within the urban landscape. However, they are not substitutes for adequately sized neighborhood parks. As an amenity to the immediate neighbors rather than the larger neighborhood, pocket parks and other HOA recreational facilities are the responsibility of a developer or HOA to construct and operate, and do not count towards parkland dedication requirements. Table 6 lists the specific standards for pocket parks.

Table 6. Pocket Park Standards

ACREAGE AND SITE CHARACTERISTICS	PURPOSE/FUNCTION
<p>Pocket Park</p> <p>½ - 1 acre usable park area</p> <p>Should be located as an accessible gathering space for a neighborhood. Typically located adjacent to HOA common areas and HOA recreation facilities such as swimming pools.</p> <p>Should be accessible via walkways, paths at the end of cul-de-sacs, or trails.</p> <p>At least half of the park/ two sides should be bordered by a street in order to provide easy public access, visual surveillance and parking.</p>	<p>Serves residents within a one-quarter mile walking distance of the park. Should serve as a common area for neighbors of all ages to gather, socialize and play.</p> <p>Due to limited size, may only contain a few of the elements typical of a standard neighborhood park. Typical features may include a paved, multi-purpose area for court games or tennis court(s), small multi-purpose turf field, and child play equipment, shaded areas for picnics and sitting within a landscaped setting that is a blend of xeriscaping and full irrigation for active uses. In most cases there are no programmed sports activities beyond HOA or neighborhood managed gatherings. All features should meet ADA requirements. On-street parking is typically adequate.</p>

Neighborhood Parks

Neighborhood parks should be adequately sized and have gentle terrain to provide space for a variety of activities. Ideally a minimum of 4 acres, they should be centrally located within the residential area they serve and adjacent to an elementary or middle school or other community facility if possible. As a key destination and social gathering spot, neighborhood paths and trails should connect to neighborhood parks. In order to be compatible with surrounding residential land uses, programmed sports activities in neighborhood parks are typically limited to practices. Exceptions may be necessary if no other facilities exist, or if the use does not severely impact the neighborhood. The City of Castle Pines will own and manage neighborhood parks after they are dedicated and constructed. Table 7 lists the specific standards for neighborhood parks.

Table 7. Neighborhood Park Standards

ACREAGE AND SITE CHARACTERISTICS	PURPOSE/FUNCTION	LEVEL OF SERVICE STANDARD
<p>Neighborhood Park</p> <p>A minimum of 5-10 acres; slightly smaller size may be acceptable if adjacent to other schools or open space while accommodating larger neighborhood park purposes/functions.</p> <p>Should be located adjacent to greenway, open space, elementary or junior high schools when possible, and centrally located within the area served.</p> <p>Should be accessible via sidewalks, paths at the ends of cul-de-sacs, or trails. The site should have 5% slopes or less to accommodate fields and facility development.</p> <p>At least half of the park/ two sides should be bordered by a street in order to provide easy public access, visual surveillance and parking. Surrounding the site with the back property lines of houses is strongly discouraged.</p>	<p>Provides nearby recreation and leisure opportunities within walking distance (½ mile) of residential areas. Should serve as a common area for neighbors of all ages to gather, socialize and play. Typically would include a paved, multi-purpose area for court games/in-line skating or two tennis courts, a large multi-purpose play field with backstop, play equipment, ADA accessible trails, and shaded areas for picnics and sitting within a landscaped setting that is a blend of xeriscaping and full irrigation for active uses. In most cases, programmed sports activities should be limited to practices. On-street parking is typically adequate, and separate parking lots are discouraged.</p> <p>Trailheads can serve as portions of neighborhood parks when integrated with features such as interpretive signs, water bodies, overlooks, bike pump/maintenance equipment, group shelters, restrooms, drinking fountains, and areas of natural vegetation with sufficient off-street parking.</p>	<p>2 usable acres / 1,000 population</p>

Community Parks / Sports Complexes

Community parks should be adequately sized and have adequate areas of gentle slope to accommodate a variety of diverse activities. They are typically 25 to 75 acres in size, and often combine developed parkland for self-directed or programmed activities (festivals, performances, fitness trails, sports fields and courts, group rentals, stake parks, disc golf courses, picnic shelters, etc.) with natural areas or other interesting elements (water features, arboreta, or gardens). They should be centrally located and accessible to everyone in the community. Community parks are programmed for evening and weekend sports events and community festivals. A community park developed primarily as a sports complex to meet needs for large and intensely programmed field contain lighted fields and should be located and designed to minimize impacts with surrounding residential land uses. An off-street trail system should connect to community parks, allowing for non-motorized access. The City of Castle Pines will own and manage neighborhood parks after they are dedicated and constructed. Public or private golf courses do not count towards parkland dedication requirements. Table 8 lists the specific standards for community parks.

Table 8. Community Park / Sport Complex Standards

ACREAGE AND SITE CHARACTERISTICS	PURPOSE/FUNCTION	LEVEL OF SERVICE STANDARD
<p>Community Park/Sports Complexes</p> <p>A minimum of 25-75 acres.</p> <p>A majority of the site should have 5% or less slope to accommodate fields and facility development.</p> <p>Special site features, such as streams, lakes, forests, rock outcrops, historic or archaeological sites, and other interesting elements may add to the unique character of the park.</p> <p>Strategically locate to fill service gaps for specialized sports facilities.</p> <p>Ideally, will have good access from a collector or arterial street and off-street parking.</p> <p>Direct access to the primary community trail system.</p> <p>Sports complexes should be relatively flat to accommodate sports fields and located away from residential areas to avoid traffic, light, and noise conflicts.</p>	<p>Provides opportunities for community-wide activities and facilities. Should maintain a balance between programmed sports facilities and other community activity areas, such as urban forests, gardens, trailheads, historic features, water features, performance areas, festival spaces, plazas, etc., and have features that appeal to the broader community.</p> <p>Sports complexes are not always considered complete community parks as they are very special-purpose. However, they contribute to the overall level of service for community parks. They provide opportunities for community-wide programmed and self-directed sports such as baseball, softball, soccer, tennis, in-line hockey, and skateboarding in higher intensity use facilities. They offer only limited areas for passive recreation uses and other features that appeal to the broader community.</p> <p>Community parks should generally be located to provide all residents access to a community park within 1- 2 miles of their home. Community parks may also serve as the local neighborhood park for residential areas within ½ mile.</p>	<p>4.5 usable acres / 1,000 population</p>

Open Space and Community Trail Corridors

Open space areas, natural drainages and greenbelt corridors protect natural values and provide opportunities for trail and habitat connections as well as agriculture. Existing open space is frequently located on hillsides, along stream corridors or historically ranched lands. Although natural resource management is the primary concern, some park-like uses and amenities, such as trails, benches, shelters, picnic sites, interpretation, and trail-side individual fitness equipment are often integrated into these areas.

The majority of open space parcels remaining after the subdivision platting process are small and unsuitable for recreation given their locations on steep slopes and along drainageways. Many are also perceived as a maintenance and management challenge due to their small size and geographic dispersion. To promote neighborhood stewardship and reduce long-term operations costs to taxpayers, dedication of small and discontinuous open space to the City is discouraged. Greenbelts and open space buffers between residential neighborhoods, detention/water quality ponds, and narrow trail corridors are the responsibility of the developer to construct and the HOA to maintain.

Land may be required in addition to parkland dedication requirements as defined in the Subdivision Ordinance. Natural landscapes are considered open space when conserved in perpetuity through deed restrictions, conservation easements, or dedication to the City of Castle Pines, a special district or a land trust. The City of Castle Pines can hold conservation easements jointly with land trusts, but should not be the primary conservation easement holder as long-term monitoring responsibilities are better performed by a land trust or other conservation organization.

The criteria to be used by the City in determining whether to accept open space dedications (and thereby become responsible for maintenance in perpetuity) are as follows:

- Educational, cultural, scenic, or scientific (geologic or wildlife habitat) values of community-wide or regional significance;
- Unique recreational experience beyond that of traditional trails and passive facilities;
- Opportunity to serve as a community buffer; or
- Minimum contiguous size of 100 acres

There is not an adopted level of service or standards for open space. Table 9 lists the common characteristics for open spaces and greenbelt corridors.

No credit is given for trails against the park land dedication requirements. Provision of local trails is considered a normal element of an appropriately planned development. Generally, local trails are built and maintained by the developer, a special district or homeowner's association.

Table 9. Open Space and Community Trail Corridors

ACREAGE AND SITE CHARACTERISTICS	PURPOSE/FUNCTION
<p>Open Space</p> <p>Varied acreage</p> <p>Emphasis on resource protection or preservation with some public access provided.</p> <p>Limited site area can be dedicated to park-like uses, such as roads, parking areas, trails, environmental education/interpretive areas, picnic sites, and visitor support facilities.</p> <p>Off-site stormwater flows are mitigated so as to avoid stream downcutting in the open space.</p>	<p>Protects natural values on smaller parcels and conserves steep hillsides from development. Often located along stream corridors. Provides opportunities for nature-oriented, outdoor recreation, which may include multi-purpose trails.</p> <p>Relocating fill from adjacent development to open space is prohibited.</p>

RECOMMENDATIONS FOR DEVELOPMENT REQUIREMENTS

Castle Pines' Subdivision Ordinance, initially adopted from the Douglas County, outlines dedication requirements for park land for new development. To work toward achieving gold-level standards in parks and recreation management, the City needs to update the County's requirements to include the above provisions for park and open space conservation, universal access, trail design criteria, and level of service standards. It will be essential to retain and further elaborate on the dedication requirements; specifically the requirement for sufficient flat acreage is indispensable to implementing the desired park facilities and working toward an award-winning park system.

All of the vacant land in Castle Pines is entitled for a specific use through previous agreements, and significant additional annexation is unlikely. Therefore, changes in land use will require amending agreements with developers through a transparent public process.

All planned developments anticipate multiuse trails to be constructed in a variety of materials (such as soft-surface crusher fines or hard-surface asphalt, concrete, pervious surface or recycled materials) with widths as small as 5 feet. This PaRC Plan recommends that hard-surface, multi-use trails be built with concrete for durability and functionality, such as for rollerblading or wheelchair use. The recommended width is 10 feet for two-way trails, in most situations. Designs should follow recommendations in Table 4 (Trail Design Criteria). Existing trails that do not meet this criteria should be systematically upgraded as funding allows.

Weaknesses in current agreements that should be clarified or monitored in The Canyons planned development are as follows:

- Open Space Active, Open Space Limited, and Farm allow for the following permitted uses by special review: Fire station, neighborhood commercial center (<30,000 SF, in Active Planning Area I only), K-8 school, and major utility facility. Should these facilities be placed in more than 20% of the dedicated land they would risk achieving the active and passive recreational and agricultural purposes for which the land were set aside.
- Open Space Active and Open Space Limited allow for construction of a golf course as a principal use. With four golf courses within a five minute drive of Castle Pines, an additional private golf course may not be the highest and best use of dedicated open space and parkland unless the golf course is public and is located in Open Space Limited.
- Open Space Active and Open Space Limited allow for construction of a cemetery as a principal use. A cemetery should be considered a use by special review if it exceeds 20 acres.
- Open Space Limited and Farm allows for alternative energy solar and wind system not part of a primary structure as a use by special review without any size restrictions. The City of Castle Pines supports appropriately sited and designed alternative energy generation. Siting any solar or wind power plant that disturbs an area greater than five acres would not meet the intent of this use designation and should be discouraged.

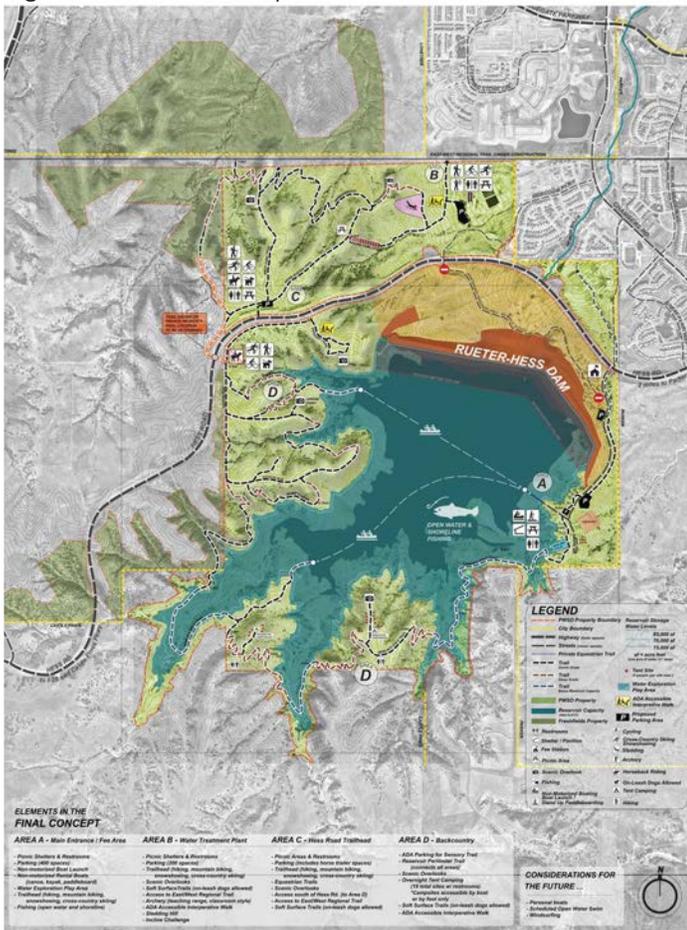
POTENTIAL PARK PROGRAMS

Two parks are expected to be developed as funding and development timing allows: (1) Elk Ridge Park Phase 2, located south of Monarch and owned by the City of Castle Pines, and (2) Castle View Park, located north of Castle Pines Parkway and owned by Castle Pines North Metro District.

The program for future parks beyond Elk Ridge Phase 2 is somewhat speculative, given that the needs of the community may change as the demographics change. However, the housing type and price points proposed in The Canyons and Town Center developments are largely similar to existing residences, so it is assumed that the needs will also be fairly similar. Table 10 proposes how the additional park facilities needed for a population of 22,000+ would be met.

Equitable distribution of parks and recreational facilities is an important consideration when developing the facility program for parks. The City should adjust these level of service targets and suggested locations for facilities as park designs progress, and input from stakeholders is obtained. Typically, when developers construct parks there is limited input from the public because few people live in the subdivision when the parks are built, therefore proactive outreach to the broader community and consideration of existing and future needs will be very important.

Figure 6. Final Conceptual Reservoir Master Plan



Final Conceptual Reservoir Master Plan
Rueter-Hess Reservoir Recreation Master Planning

April 20th, 2016

Table 10. Typical Park Construction Costs

ITEM	UNIT COST (2016 \$)	UNIT
Basketball Court	\$ 80,000.00	EA
Skate Park (12k SF)	\$ 500,000.00	EA
Neighborhood Playground	\$ 120,000.00	EA
Picnic Shelter (20'x20')	\$ 40,000.00	EA
Group Picnic Shelter	\$ 200,000.00	EA
Small Restroom (pit)	\$ 100,000.00	EA
Large Restroom (full utilities)	\$ 300,000.00	EA
Parking Lot Lighting	\$ 35,000.00	EA
Pedestrian Lighting	\$ 5,000.00	EA
Parking Lot	\$ 8.00	SF
Picnic Tables	\$ 2,000.00	EA
Bicycle Racks	\$ 850.00	EA
Benches	\$ 1,750.00	EA
Trash Containers	\$ 1,200.00	EA
Irrigation System Upgrade	\$ 1.25	SF
Concrete Multiuse Path (8')	\$ 80.00	LF
Soft Surface Trail (6')	\$ 30.00	LF
Native Landscape Restoration	\$ 1.00	SF
Park Landscape	\$ 5.00	SF
Deciduous Trees (2.5" cal)	\$ 500.00	EA
Dog Park (fenced, non-irrigated)	\$ 100,000.00	Acre
Turf Fields (diamond or rectangular)	\$ 200,000.00	Acre
Splash Pad	\$ 600,000.00	EA

A NEW REGIONAL RESERVOIR PARK IN OUR FUTURE BACKYARD

A recreation plan for Rueter-Hess Reservoir was finalized in 2016 and momentum is growing. The City of Castle Pines has committed - along with the Towns of Parker and Castle Rock, Douglas County, and the City of Lone Tree - to create a partnership (the Rueter-Hess Recreation Authority) which will bring this project to life in years to come. Discussions regarding funding, budgeting, staffing, management and phasing are ongoing.

Table 11. Potential Programs for Future Parks

	Additional Facility Needs at Buildout	FUTURE PARKS							
		Elk Ridge Phase 2	Castle View Park ³	Town Center Community Park	Town Center 3 Local Parks	The Canyons Community Park I	The Canyons Active Park M	The Canyons Active Park K	The Canyons: Planning Area E, F, N (3 Parks)
Construction/Maintenance/Ownership Responsibility		City	CPMND	City	Developer or Assigns	City	City	City	Developer or Assigns
Acres		13.2	21.9	20.25	15.09	74.1	18.2	14.9	54.3
Park Classification		Comm.	Neighb.	Comm.	Neighb.	Neighb.	Neighb.	Neighb.	Neighb.
Neighborhood Playgrounds	N/A	1			3			1	3
Community Playgrounds¹	3			1		1	1		
Basketball Courts	3			1		1		1	
Tennis/Pickleball Courts (outdoor only)	6	2		2			2		
Volleyball Courts (outdoor only)	1			1					
Diamond Fields: Baseball/Softball	6			2		4			
Rectangular Fields: Multipurpose/Practice	0								
Rectangular Fields: Football, Lacrosse, Soccer²	6	1				3	1	1	
Skate Park	2				1				1
Spray Pad	1					1			
Dog Park	3	1						1	1
BMX/Pump Track	1								1

¹ Community playgrounds should be destinations sized to suit the needs of the overall community, not solely the neighborhood.

² The majority of rectangular fields in Castle Pines are small (nonstandard) multipurpose and serve as practice fields. Rectangular fields not listed as multipurpose should be large (standard) size for the exclusive use of that activity.

³ This PaRC Plan recommends Castle View Park as the preferred location for a recreation center (see Chapter 4). Should an alternative recreation center location be determined, a program would be developed for Castle View Park through a community meeting, online survey, and public hearing.

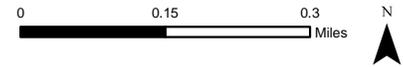
Adult fields should be lighted.

ELK RIDGE PARK

TYPE: Community Park
SIZE: 39.3 acres
LOCATION: Mira Vista Ln.
AGENCY: City of Castle Pines
PARK CLASSIFICATION: Community

Features

- Bicycle or Pedestrian Path
- Native Landscaping Area
- 2 Parking Lots
- Drinking Fountain
- Picnic Area/Tables
- 4 Pavilions (3 rentable)
- 1 Multipurpose Athletic Field
- Playground
- Restrooms
- Splash Pad



Community Wish List

- Connect paved and natural surface trails to surrounding neighborhoods, to Castle Rock, and Castle Pines Parkway
- Add a baseball field or multipurpose field
- Tennis or basketball courts
- Consider overflow parking lot for events; even with two parking lots, parking is a challenge
- More community events
- Summer Camp Programs
- Additional swing sets
- Additional drinking fountains and restrooms
- Additional artistic features
- Keep bathrooms open year-round

Satisfaction Ranking (from 2016 Community Survey)



Plan Recommendations:

Phase 2 Future Park Development south of Monarch Blvd. should contain:

- Multipurpose practice field (1.5 acres, or 350 feet x 200 feet)
- 2 tennis/pickleball courts
- 1 basketball court
- Neighborhood playground, including swing sets
- Off-leash fenced dog park, non-irrigated (2 acres)
- Paved multiuse and natural-surface trails (2,500 feet)
- Drinking fountain and vault restroom
- 75 parking spaces

Estimated Capital Cost:

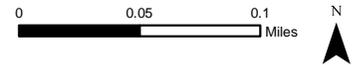
- \$1,680,000 to \$2,137,000 (2016 dollars)

RETREAT PARK

TYPE: Neighborhood Park
SIZE: 3.7 acres
LOCATION: Tangleoak Ln.
AGENCY: Castle Pines North Metro District
PARK CLASSIFICATION: Neighborhood

Features

- Baseball/Softball
- Bicycle or Pedestrian Path
- 1 Parking Lot
- Picnic Area/Tables
- 1 Pavilion
- 1 Multipurpose Athletic Field
- Playground
- Drinking Fountain
- Restrooms
- Play Field (informal)

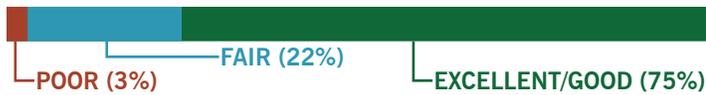


Community Wish List

- Walking path around the park
- Replace exercise equipment
- Add basketball courts (to at least one public park)

Satisfaction Ranking

(from 2016 Community Survey)



Plan Recommendations:

- Paved sidewalk/walking path around park perimeter (1,000 feet)
- Replacement of exercise equipment

Estimated Capital Cost:

- \$140,000 to \$200,000 (2016 dollars)



COYOTE RIDGE PARK

TYPE: Community Park
SIZE: 40.5 acres
LOCATION: Serena Dr. and Hidden Point Blvd.
AGENCY: Castle Pines North Metro District
PARK CLASSIFICATION: Community

Features

- Baseball/Softball
- Bicycle or Pedestrian Path
- 2 Parking Lots
- Picnic Area/Tables
- 3 Pavilions
- 2 Multipurpose Athletic Fields
- Playground
- Drinking Fountain
- Restrooms
- Skate Park
- Play Field (informal)



Community Wish List

- Add basketball courts (at least one public park)
- Bleachers/seating to watch games on baseball fields or soccer fields
- Address vandalism and graffiti; improve maintenance, cleanup, and security; consider courtesy patrols

Satisfaction Ranking

(from 2016 Community Survey)



Plan Recommendations:

- Paved sidewalk/trail connection and crosswalk between the skate park and playground (400 feet)
- 1 basketball court adjacent to either parking lots
- Mountain-biking skills course (0.5 acre)
- 30 shade trees near playground and sports fields for spectators
- Natural-surface trail connection to east end at Crossing Drive, including pedestrian bridge over creek (2,000 feet)
- Neighborhood watch program

Estimated Capital Cost:

- \$330,000 to \$430,000 (2016 dollars)



DANIEL'S GATE PARK

TYPE: Pocket Park
SIZE: 3.6 acres
LOCATION: Grig's Rd.
AGENCY: Castle Pines North Metro District
PARK CLASSIFICATION: Neighborhood

Features

- 1 Parking Lot
- 1 Multipurpose Athletic Field
- Playground
- Restrooms
- Drinking Fountain
- Play Field (informal)

Community Wish List

- Mountain biking skills course
- Connect path at north of soccer field
- Natural surface running trails
- Only serves adjacent neighborhood, due to isolated location

Plan Recommendations:

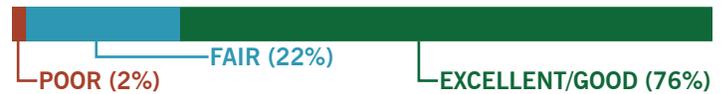
- Connect multi-use trail north of soccer field (200 feet)
- Connect multi-use trail from neighborhood (Turquoise Terrace St.) to southeast of soccer field (275 feet)
- Formalize natural surface running trails adjacent to multi-use trails (900 feet)

Estimated Capital Cost:

- \$50,000 to \$65,000 (2016 dollars)



Satisfaction Ranking (from 2016 Community Survey)





CHAPTER FOUR

COMMUNITY/ RECREATION CENTER

EXISTING CONDITIONS AND NEEDS

An indoor recreation facility has been of interest to the area for over a decade. In 2002-2003, a feasibility study was conducted for a community center at Castle View Park. The incorporation initiative in the mid-2000s promoted an expectation that a new city government would be able to fund a new recreation center.

This assessment is based on the intention of serving Castle Pines residents. Therefore, the city boundaries have been identified as the primary service area for the purposes of this PaRC Plan. A larger secondary service area has also been identified that includes most of the unincorporated areas of Douglas County south of Lone Tree, west of Parker, north of Castle Pines, and east of Daniels Park (see Figure 2).

RECREATION PROVIDERS

One of the greatest impacts on the market feasibility for a possible recreation center in Castle Pines is the presence of other similar centers in the area. Within the greater Castle Pines market area, there are a significant number of indoor sports, recreation, and fitness facilities to serve the population base.

South Suburban Parks and Recreation District

- The Lone Tree Recreation Center is located within 10-15 minutes of Castle Pines. It features a large indoor leisure pool, gymnasium, walk/jog track, racquetball courts, fitness area, aerobics/dance studio, arts and crafts room, and a 160-seat multipurpose room.
- Also located at the southern end of the district is the Family Sports Center; it has two ice sheets, as well as a large indoor turf field known as the Sports Dome.

Town of Parker

- The Parker Recreation Center has a variety of amenities, including a lap and recreation pool, gymnasium, walk/jog track, fitness area, and classroom/multipurpose space. It has recently undergone a significant expansion.
- The Parker Fieldhouse features a turf field, in-line rink, gymnasium, fitness area, batting cages, and a climbing wall.

Town of Castle Rock

- The Castle Rock Recreation Center features a 25-yard 7-lane pool, leisure pool, gym, fitness center track, racquetball courts, and banquet and meeting rooms. The facility also houses the senior center.
- Castle Rock recently opened the Miller Activity Complex in Philip Miller Park which has a large leisure pool, a full-sized turf field, a smaller half field, indoor playground, trampoline court, and golf simulator. The facility, as well as the park, focuses on adventure or nontraditional sports.

There are several youth sports organizations that provide a variety of competitive-sports programs for the community, including Castle Pines Athletics, Arapahoe Youth League, Real and Storm Soccer, Castle Rock Swimming, and Colorado Stars. However, there are no non-profit recreation facilities in the greater Castle Pines area.

The YMCA also provides some programming in Founders Village and The Ridge at Founders Village. There are a number of private community (HOA) facilities in the market area, including Castle Pines Village, as well as a number of private health clubs in the area. Private fitness clubs typically serve very different clientele and usually do not compete head-to-head for the same users. It is conservatively estimated that over 50% of the users of a public facility have never been to a private club and would have no interest in joining such a center.

A RECREATION/
COMMUNITY
CENTER IS
CONSISTENTLY
THE TOP RATED
RECREATION NEED
IN 2012, 2015,
AND 2016.

ALL OF CASTLE PINES' PEER
COMMUNITIES HAVE AT LEAST
ONE RECREATION CENTER.

23,000 PEOPLE
IS A LARGE ENOUGH MARKET
TO SUPPORT A MODERATE-
SIZED CENTER.

PUBLIC RECREATION CENTERS
ATTRACT
20%-30%
OF THE MARKET POPULATION.

UP TO **50%** OF THE
COMMUNITY COULD VISIT THE
CENTER DURING THE COURSE
OF A YEAR.

BY **2021** THE
CENTER COULD HAVE **3,450**
PASS HOLDERS.

78% OF RESIDENTS
REPORTED THEY ARE MORE
LIKELY TO SPEND LEISURE
TIME AT A RECREATION/
COMMUNITY CENTER THAN
OTHER COMMUNITY SPACES.

RECREATION CENTER BENCHMARKING

As part of an inventory of existing lands, trails, open space, facilities, and programs offered by public and private entities in the immediate and surrounding community, a benchmark analysis was completed for recreational centers. This analysis compared Castle Pines with similar neighboring cities and with the national benchmark for cities with populations less than 20,000 people.

Table 12 indicates that all of the communities that are near Castle Pines have at least one recreation center and that most have more than one facility.

Table 12. Recreation Center Benchmarking

	HIGHLANDS RANCH (Metro District and Community Association)	LONE TREE (South Suburban Parks and Recreation District)	CASTLE ROCK (City)	CASTLE PINES (City and Castle Pines North Metro District)	NATIONAL BENCHMARK (Communities less than 20,000)
Population	101,350	12,328	51,802	10,796	<20,000
Number of Recreation Centers	4	1	2	0	1
Average Square Footage of Recreation Center	82,250	54,000	72,500	0	Most full-service recreation centers are between 40,000 and 55,000 square feet
Participation	16,791 recreation program participants (2011); 450,000 visits to recreation center (2015)	83,000 daily drop-in fee users (minus the pool) 20,000 daily drop-in fee users for the pool 500 monthly passes 250 annual passes 62,000 fitness class users (2015 data)	300,000 annual visits to recreation center (2014); 900 members at senior center; 6,670 participants in athletic program (2014, before opening Miller Activity Center)	0	Often average over 600 visits a day and sell 800 to over 1,500 annual passes. As much as 50% of a community could use the center at least once during the course of a year.

*Population based on 2014 American Community survey 5-Year Estimates.

Additional benchmark information:

- Most centers need a population based of at least 50,000 to even have the possibility of being able to cover operating expenses with revenues.
- Most centers in smaller markets recover between 50% and 70% of operating expenses with revenues.
- Most centers are open an average of 105 hours a week.

RECREATION CENTER MARKET ANALYSIS

With any proposed recreation center, the issue of the size and qualification of the market for such a facility comes to the forefront. Reviewing the characteristics of the various markets indicates the following:

- With a population base of approximately 11,000 in Castle Pines, there is a small market base of existing residents for a new recreation center. However, the City's population could reach nearly 15,500 by 2021 and the secondary service area could add another 7,500, for a total of 22,000+ people at build-out. This could provide a market area large enough to support a moderate-size center. Once the City hits full build-out at 22,000 plus residents, the market will be strengthened even further.
- Private-sector facilities capture between 10% and 15% of a market area (generally in a 3- to 5-mile radius of the facility), while public-sector facilities target 20% to 30% of a market area within a 10- to 15-minute driving distance. Nonprofit facilities have a market draw somewhere between these two.
- It is conceivable that over the course of a year, more than 50% of a community's population will have visited a public center for some use, function, or activity. However, due to their program and service option limitations, public centers generally sell fewer annual passes than do private or nonprofit facilities. On the other hand, it is not uncommon for individuals and families with memberships at private or nonprofit facilities to access public centers for services that either are not offered through their memberships or are not offered in a manner that meets their needs.
- The ability of a fitness, sports, or recreation facility to capture a market share is largely based on the number and variety of amenities available, the size of the facility, and the fees being charged.

Estimates

Based on the information noted above, the following estimates are possible:

- There are approximately 17,500 individuals in the secondary service area. If 7% are captured by private-sector recreation providers, this would result in approximately 1,225 memberships.
- If 10% of the market is captured by private recreation providers, that leaves a 20% difference between the public and private market rate. Since there are a number of public recreation centers in the area but none in Castle Pines, it is estimated that these facilities capture another 5% of the market share. That potentially leaves at least 15% for a recreation center in Castle Pines. Capturing 15% of the secondary service area market would yield approximately 2,625 users that could be potential annual pass holders. By 2021, this could grow to 3,450 pass holders.

MARKET CONCLUSIONS

The following are some of the market opportunities and challenges of a possible recreation center in Castle Pines.

Opportunities

- The secondary service area by 2021 will have a large enough population base to support a more comprehensive multipurpose recreation center.
- The demographic characteristics in both service areas indicate a number of households made up of families with young children. This is the strongest user group of community recreation center amenities.
- The area has a high median household income level.
- The population will continue to grow at a fast pace.
- There is no public recreation center in the immediate Castle Pines area to support community indoor recreational needs.
- Other than the relatively small population base, the demographic characteristics are ideal for the support and use of a new recreation center in Castle Pines.
- A public recreation center can improve a community's quality of life and can often help unify a diverse population base.
- A public recreation center can have a positive economic impact on a community by increasing property values.

Challenges

The City of Castle Pines has a rather small population base that will require any significant recreation center facility to attract a large number of users from the secondary service area.

- The demographics of the service areas will show a significant increase in the senior population in the coming years. The rate of participation in fitness and recreational activities is generally lower among this age group.
- There are a number of other public recreation centers as well as private health/fitness clubs in the greater market area.
- The City of Castle Pines has a limited focus on recreation services (primarily special events) at this time, making it more difficult to take on the role of operating a multifaceted recreation center in the future.
- Funding not only the development but also the operation of a recreation center will have to be clearly defined. This effort is likely to require at least one equity partner.

Conclusion

The City of Castle Pines has excellent demographic characteristics to support a recreation center but it will be 2021 until the size of the population in the market area will be large enough for a center.

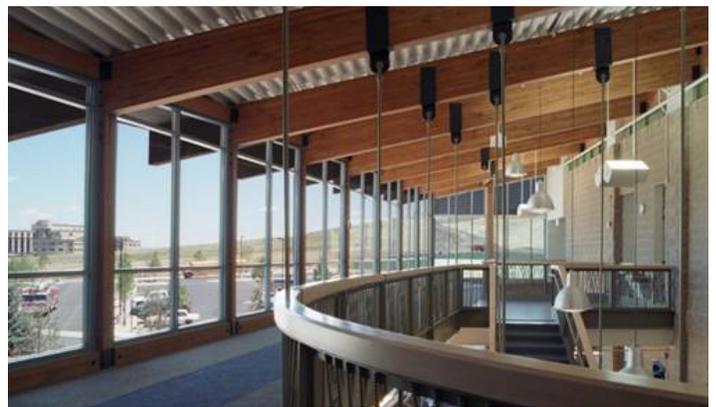
RECREATION CENTER COMPARISON FACILITIES

Lone Tree Recreation Center

Opened: 2004
Size: 54,000 square feet
Cost: \$11.7 million
2019: \$28.4 million

Features

- Combined Leisure & Lap Pool
- Fitness Atrium, Gym
- Indoor Track
- Medium Community Room with Stage
- Arts and Crafts

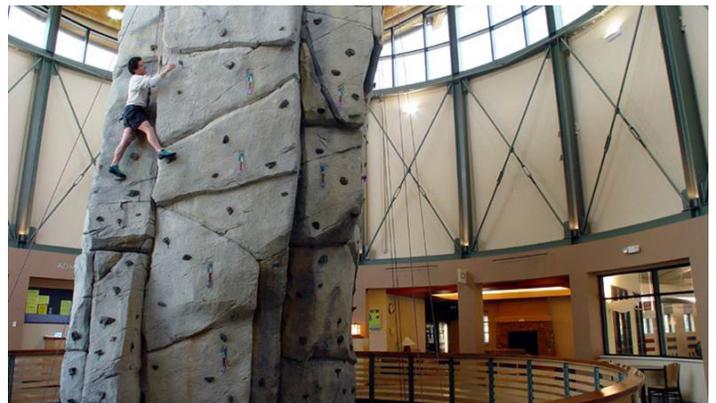


Buchanan Park Recreation Center – Evergreen, CO

Opened: 2003
Size: 31,000 square feet
Cost: \$5.8 million
2013: \$15.2 million

Features

- Climbing Pinnacle
- Family Pool
- Multipurpose
- Fitness



Cortez Recreation Center

Opened: 2004

Size: 46,000 square feet

Cost: \$8.0 million

2013: \$20.1 million

Features

- 2 Pools
- Fitness Mezzanine, Gym
- Racquetball, Indoor Track
- Small Community Room



Gypsum Recreation Center

Opened: 2006

Size: 59,000 square feet

Cost: \$11.0 million

2019: \$23.3 million

Features

- Multi-activity/ Gymnastics Gym
- Community Lounge
- Combined Leisure and Lap Pool
- Fitness Mezzanine, Indoor Track
- Medium Community Room
- Children's Space



RECOMMENDED RECREATION CENTER FEATURES

The top features identified through extensive public input include the following.

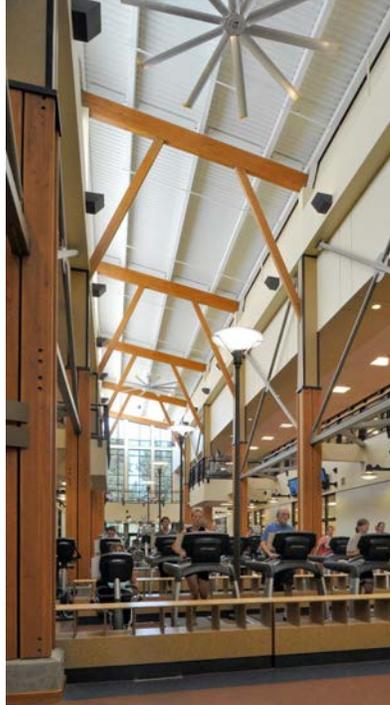
1. WEIGHT ROOM/CARDIOVASCULAR EQUIPMENT AREA

CARDIO TRAINING EQUIPMENT

CIRCUIT RESISTANCE EQUIPMENT

FREE WEIGHTS

STRETCHING AREA



2. INDOOR WALKING/JOGGING TRACK

WALKING

JOGGING

VIEWS TO OTHER ACTIVITIES



3. AEROBICS/DANCE/SPINNING STUDIOS

YOUTH PROGRAMS

ADULT PROGRAMS

GROUP EXERCISE



4. INDOOR RECREATION POOL

FAMILY SWIMMING POOL

WATER SLIDE

LAZY RIVER

SPRAYS + JETS

**ZERO DEPTH ENTRY/
DECK AREA**



5. GYMNASIUM

BASKETBALL

VOLLEYBALL

BADMINTON

PICKLEBALL

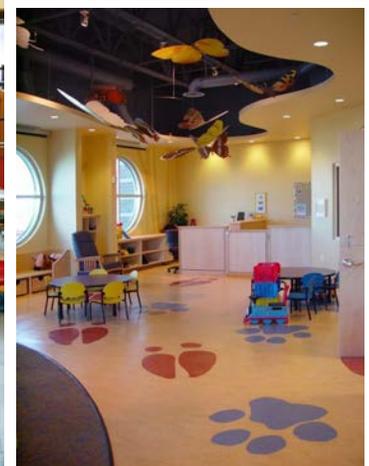


6. CHILDWATCH/BABYSITTING

**SHORT-TERM
BABYSITTING**

**CONVENIENCE FOR
PARENTS DURING
WORKOUT**

**TOYS, GAMES,
BOOKS, VIDEOS**



7. SENIOR ADULT LOUNGE

LOUNGE

CLASSES

**SOCIAL
GATHERING**



8. INDOOR PLAYGROUND

CLIMBING

BOULDERING

CORPORATE TRAINING

SPECTATOR EVENT



<http://businessinsider.com>

<https://www.raleighnc.gov/parks/>

POTENTIAL SITES

Five potential sites were identified through analysis of available land and land use. These sites were presented at the Party in the Pines events and on the public survey #2. Residents were asked, “If the community supports the construction of a new recreation center, where should it be built?” Over half of respondents indicated preference toward the vacant park land adjacent to the Castle Pines North Metro District office.

There are benefits and drawbacks to each of these sites that will need to be analyzed further if the community decides to move forward with the construction of a recreation center. Below is a brief discussion of these trade-offs.

✓ POLICY PR-1.2

All five of these options fulfill the Comprehensive Plan Policy to “Locate any future recreation or community centers in a central and prominent areas to provide equitable access and connectivity for all residents.”

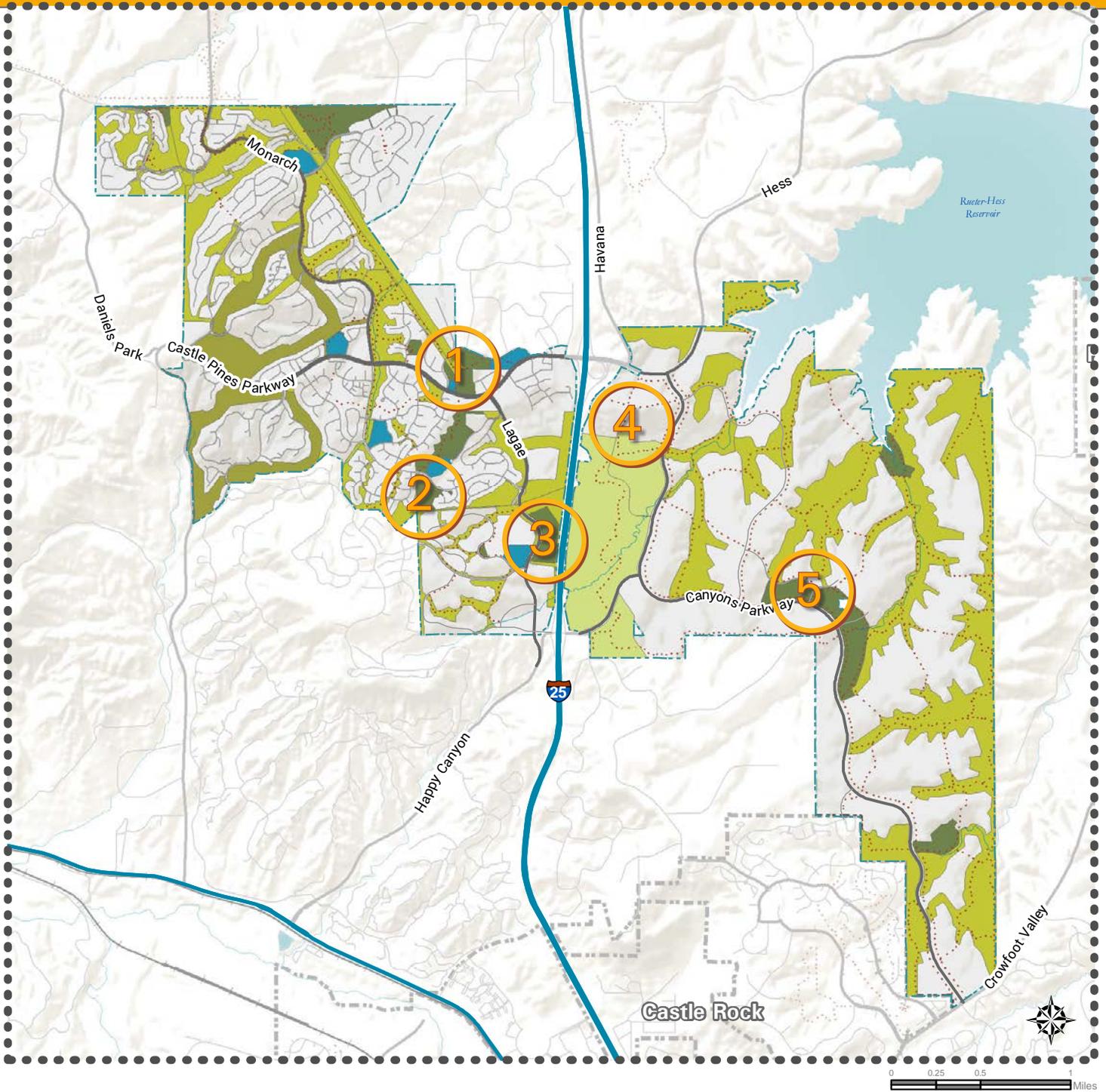
Sites 1, 3 and 4 are the most central.

Table 13. Pros and Cons of Potential Recreation Center Sites

SITE	SIZE, OWNER	DESIGN CRITERIA	PROS	CONS
1. Castle View Park (On Castle Pines Parkway next to the District office)	~20 acres, Castle Pines North Metro District	Architectural character to tie into the architectural context of the District office and commercial district.	Central location to current Castle Pines residents.	City does not own land; therefore, a partnership would be required between City and District.
2. Elk Ridge Park (Undeveloped park land southwest of American Academy)	~7 acres, City	Recreation Center could be anchor to community park. 7 acres may be too constrained for a 2-story recreation center.	City-owned land, dedicated as part of Lagae Ranch Planned Development. Adjacent to Elk Ridge Park and a school.	Developable land would only allow for a small recreation center. Sufficient parking for Elk Ridge Park is already an issue.
3. Town Center (Future development on south Lagae Road west of Interstate 25)	~20 acres, LS Partners, LLC	Architectural “wow” characteristics from Interstate 25.	Closer to center of secondary service area. Land to be dedicated to the City.	Timing depends on development of Town Center. Less visible from major arterials. Less accessible to future development east of Interstate 25.
4. The Canyons Marketplace (Northwest portion of The Canyons development east of Interstate 25)	Size undetermined, The Canyons	Needs to be in mixed-use area, north of Farm as a transition between commercial and open space.	Potential public-private partnerships as part of future funding strategy. Central location to final build-out of Castle Pines. The Canyons will dedicate 20 acres for civic/ community uses in addition to 112.5 acres of park land.	Current residents prefer the locations on the west side of Interstate 25.
5. The Canyons Community Park (Southeast portion of The Canyons development east of Interstate 25)	70+ acres, The Canyons	Architectural character to tie into The Canyons residential style.	Land to be dedicated to the City.	Current residents prefer the locations on the west side of Interstate 25.

Figure 7.

PREFERRED RECREATION CENTER SITES



Legend

- | | | | |
|----------------------|------------|------------------|---------------------------------------|
| Castle Pines | Railroad | Multi-Use Trails | Civic Amenities |
| Other Municipalities | Interstate | Park | Potential Recreation Center Locations |
| Streams | Major Road | Golf Course | |
| Lakes | Local Road | Open Space | |
| | | Farm | |

IF THE
COMMUNITY
SUPPORTS
CONSTRUCTION
OF A NEW
RECREATION
CENTER, WHERE
SHOULD IT BE
BUILT?

SURVEY SAYS:

48% CASTLE VIEW
PARK

19% ELK RIDGE
PARK

11% TOWN CENTER
PARK

10% THE CANYONS
MARKETPLACE

2% THE CANYONS
COMMUNITY PARK

RECREATION CENTER RECOMMENDATIONS

Community outreach and building consensus among a diverse group of residents are critical for a well-run master planning process and successful outcome for a community project such as a potential recreation center for Castle Pines. This process was accomplished through public engagement such as a citizen survey and dot-ocracy exercises with the public. With this real-time feedback from the end user of the potential recreation center, the planning team:

1. Identified the top program components (rooms within a building).
2. Considered appropriate capacities for those rooms (to arrive at a net and gross area in square feet).
3. Identified trade-offs, such as adding an indoor playground and not building an indoor turf field.
4. Multiplied area by a unit cost per square foot (in October 2019 midpoint of construction dollars).
5. Summed the line item to understand the probable capital construction costs of this type of project.

While an allowance for site development was added to this estimate, the planning team further recommends a detailed site selection process, with the identification of site issues such as zoning changes, utility access, drainage, and environmental concerns to be addressed in a future recreation center feasibility process.

PRELIMINARY PROGRAM

The preliminary program of spaces totaling 51,910 gross square feet is based on the statistically valid program responses and public input from Castle Pines residents with required building support areas. As shown in Table 7, the program features the following:

FACILITY ADMINISTRATION SPACES

Includes offices for facility manager, membership manager, and two full-time staff members; workstations for five recreation programmers and coordinators; work room; staff break room; and a 12-seat conference room. A computer-server room and office storage are also included.

SUPPORT SPACES

Includes a main-entry vestibule, a pre-control lobby, and a reception welcome desk and a casual-activities lounge with soft seating, tables, games, and vending machine niche. Men's and women's restrooms, custodial closets, maintenance office, receiving area, and electrical rooms round out this category of spaces.

LOCKER ROOMS

Includes men, women, and family cabanas for showering and changing, as well as a first-aid room.

CHILD WATCH ROOM

Provides a short-term play area for children 5 years and younger, with supervision by center staff for a nominal fee; also includes a tot toilet, entry check in, and stroller corral, plus storage.

INDOOR PLAYGROUND

Includes a themed play structure for climbing, exploring, education, and youth activities. An age-appropriate restroom and storage are also included.

CLASSROOM / PARTY ROOM

Provides a dual room dividable into two 360-square-foot spaces, plus a storage area. When joined as one room, it can accommodate 30-35 people. This space would be located adjacent to the natatorium (indoor swimming pool) for maximum flexibility and revenue-generating potential.

COMMUNITY MULTIPURPOSE ROOM

Seats 110-people for meetings, conferences, and special events. The room is dividable into two 850-square-foot spaces, plus a 300-square-foot storage area.

GYMNASIUM

Includes resilient maple flooring and is striped for basketball (50-foot x 84-foot high-school feature court and two 42-foot x 74-foot middle-school cross courts with divider curtain between courts). Also accommodates two volleyball courts, four pickleball courts, and a storage area.

ELEVATED WALK/JOG TRACK

Consists of a 1/10-mile track with three 9-foot-wide lanes, plus stretching area above the gymnasium.

FITNESS AND WEIGHTS AREA

Provides 67 equipment stations for cardio, circuits, and weights.

AEROBICS/DANCE STUDIO

Accommodate 30-35 people for group exercise classes such as aerobics, body pump, Zumba, tai chi, martial arts, kickboxing, and spinning. A large storage room associated with this space is critical to the quick turnover between classes.

AQUATICS SUPPORT AREAS

Includes a lifeguard room, aquatic supervisor office, first aid, and vending at the pool deck.

RECREATION ACTIVITY POOL

Includes an 8,420-square-foot natatorium (containing 3,600 square feet of water) with waterslides, spray features, a lazy river, whirlpool spa, UV sanitation, regenerative media filtration, heating, and a chemical equipment room.

SOLAR HOT-WATER SYSTEM

Pre-heats pool and provides domestic hot water.

Sustainability for a High-Performance Building

While the City of Castle Pines has not decided to formally pursue a LEED (Leadership in Energy and Environmental Design) certification process, it has expressed the future design of the recreation center be a high-performance building and incorporate sustainable design and energy-efficient systems where possible (and cost effective) in the project. Preliminarily, an allowance of 3% has been applied to the budget for sustainable design options equal to LEED silver certification, but this will be investigated during future design phases. Options could include:

- The building oriented to take advantage of passive solar practices.
- The natatorium roof to be configured to allow solar thermal panels to be integrated into the building design. These will allow for solar heating of the pool and domestic water.
- Roof materials to be chosen to provide minimum off-gassing and durability.
- All materials used in the new building to be chosen in part because they are durable and long-lasting.
- Interior materials to be chosen to contain recycled products where possible to minimize off-gassing.
- All windows in the building will be double pane and low-emissivity to reduce mechanical loads.
- The window placement and size to be considered in part to allow the building to be naturally lit where appropriate.
- Artificial lighting to be designed to be highly efficient and to minimize electrical and heat loads.
- Collection of rainwater for site irrigation to be investigated, though not currently legal under Colorado water law.



POLICY PR-1.1

The programming for a potential future Community Recreation Center fulfills the Comprehensive Plan Policy to “Support the creation of a recreation or community center to connect residents with recreation opportunities, holistic wellness, education, and provide a community gathering place for residents of all ages.”

Table 14. Preliminary Recreation Center Program.

Additional study is needed to determine a final program, floor plans, and cost. Source: 2016 Barker Rinker Seacat Architecture. Cost estimated based on similar recently constructed recreation centers around the US and indexed to the Castle Pines region based on mid-point of construction of October 2019.

TOTAL	
Average Cost/SF	\$344
Gross Area	51,910
Total Gross Area	51,910
Total Building Program	\$17,838,209
Other Development Costs, Site, Design, & Contingency	\$ 10,471,029
Total Project Cost	\$ 28,309,238

PROGRAM SPACES		NET TOTAL	GROSS AREA	BUDGET	NOTES
Support	Facility Administration Spaces	1,968	2,263	\$583,000	Offices, Workstations, work rm, conf, IT, Storage
	Lobby and Support Spaces	3,528	4,375	\$1,015,950	Lobby, lounge, control desk, toilets, maint, rec, elec
	Locker Spaces	1,279	3,016	\$1,174,238	Men's, Women's, Family Cabanas, first aid
Community	Child Watch	1,320	1,518	\$459,000	Short-term play area, tot toilet, entry corral, storage
	Indoor Playground	1,265	1,455	\$452,000	Playground, climbing, youth activities, restroom, storage
	Poolside Classroom/Party Room	800	920	\$255,000	Class size 30-35, dividable into two 360 sf rms plus storage
	110 Person Multipurpose Room	2,000	2,300	\$676,000	Seats 110, dividable into two 850 sf rms plus 300 sf of storage
Recreation	Gym 3- High School or 2 Middle School	12,696	13,331	\$3,886,000	One 50 x 84 + two 42x74 Bball, 2 Vball, 4 Pickleball, storage
	10 Laps/Mile Elevated Walk/Jog Track	5,252	5,515	\$932,000	3 Lanes x 1/10 mile, plus stretching area
	4,000 Fitness & Weights	4,750	5,225	\$1,540,000	67 total equipment stations (cardio, circuits, wts)
	30-35 Person Aerobics/Dance Studio	2,000	2,300	\$640,000	Group exercise studio plus storage
Aquatics	Aquatics Support	851	851	\$234,000	Lifeguard room, aquatic super, first aid, vending at pool deck
	3,600 Recreation Activity Pool	8,841	8,841	\$5,198,000	Pool, slides, sprays, lazy river, whirlpool spa, UV, equipment
Other	Solar Hot Water System			\$250,000	Solar system to pre-heat pool and domestic hot water
	Silver LEED			\$542,021	High performance/LEED

Preliminary Construction and Total Project Budget

The 51,910-gross-square-foot program of spaces is anticipated to cost approximately \$17,838,209 in building construction in the mid-point of construction preliminarily scheduled for October 1, 2019. Recreation centers in small towns with similar sized space programs are cataloged on the following pages. With this budget as a basis, the planning team created an allowance in the total project budget of \$28,309,238 to include the following items:

Table 15. Construction Budget

50%	Total Building Program	Support, Community, Recreation, Aquatics, and Other Spaces shown on Table 14.	
4%	Off-Site Construction Allowance of \$713,528 to include areas in the public right-of-way, not in the property boundary	Paving	<ul style="list-style-type: none"> • Accel / Decel Lanes • Parking • Roads
		Walks and Trails	<ul style="list-style-type: none"> • Landscaping • Turf & Irrigation • Landscape & Irrigation • Open Space (not irrigated)
		Other Items possible, but not included:	<ul style="list-style-type: none"> • Traffic Signal • Upgrades to ROW Storm, Water, Waste • Street Lighting • Off-Site Furnishing, Ped Lighting, Signage, Etc.
11%	Site Construction of \$1,962,203 to include on-site development costs not included in Programmed Areas for approximately 12 acres with site preparation, 150-car parking, landscaping, furnishing, fencing, and lighting. Land acquisition is not included.	Paving	<ul style="list-style-type: none"> • Internal Roadways / Fire Lanes • Plazas & Patios • Walks and Trails
		Landscaping	<ul style="list-style-type: none"> • Turf & Irrigation • Landscape & Irrigation • Open Space (not irrigated) • Gardens & Irrigation
		Site Amenities	<ul style="list-style-type: none"> • Site Preparation and Grading • Fencing, Site Furnishings, Screens, Walls, Etc. • Site Electrical & Lighting • Standard Site Utilities & Drainage
20%	Development Costs of \$4,102,788 to include:	Professional Fees and Reimbursable Expenses	<ul style="list-style-type: none"> • LEED Certification Fees • Architecture, Interiors & Engineering Fees • Plant Investment / Sewer & Water Tap Fees • Survey, Geotechnical, Construction Testing • Plan Review & Permit Fees • Commissioning (Cx) Fees
		Furniture Fixtures & Equipment (FF&E):	<ul style="list-style-type: none"> • Site furnishings • General building FF&E • Computer equipment • Indoor playground equipment • Exercise equipment • No kitchen equipment
		Not included in this budget:	<ul style="list-style-type: none"> • Owner's Representative • CMAR Preconstruction Services • Fundraising Expenses • Public Art Allocation • Operational Subsidy • Financing Costs
15%	Owner, Design & Construction Contingency of \$3,692,509 to include:	Owner's Discretionary Contingency (10%)	
		Design and Construction Contingency (5%)	

HOW MUCH WOULD OPERATING A RECREATION CENTER COST? WHAT WOULD BE ITS RETURN ON INVESTMENT (ROI)?

A DECISION TO CONSTRUCT AND OPERATE A RECREATION CENTER IS DRIVEN FIRST BY COMMUNITY PRIORITIES AND BENEFITS, NOT AS A MONEY-MAKING ENDEAVOR. THE COMMUNITY MUST DETERMINE THE BEST WAY TO RECOVER THE OPERATING SHORTFALL.

EXPENSES = \$1,930,887

REVENUES = \$1,297,899

DIFFERENCE = (\$632,988)

COST RECOVERY = 0.67

2/3RDS OF THE COST TO OPERATE A 54,000 SF RECREATION CENTER WOULD BE RECOVERED IN REVENUES.

THE MOST IMPORTANT ROI IS THE MOST DIFFICULT TO MEASURE: INCREASED PHYSICAL AND MENTAL HEALTH, REDUCED MEDICAL COSTS, STRONGER FAMILIES AND SOCIETAL COHESION, PLACEMAKING, BUSINESS ATTRACTION, AND OVERALL QUALITY OF LIFE.

RECREATION CENTER OPERATIONS ANALYSIS

A full-year operations analysis has been completed for the proposed Castle Pines Community Recreation Center. Details and assumptions regarding the operations analysis can be found in Appendix C. Basic parameters include the following:

- The first year of operation will be 2020 or later. This budget represents the first full-year of operation.
- The center would operate for 110 hours/week, and may vary with the seasons.
- The presence of other providers in the market will remain the same.
- User fees would be charged on par with comparable facilities in nearby cities at a projected rate for 2020.
- The center will be operated by the City of Castle Pines.
- A reasonably aggressive approach to estimating use and revenues from pass sales and programs taking place at the facility has been used for this pro-forma. The center will need to draw well from the Secondary Service Area on a consistent basis. It is projected that approximately 30% of the user of the center will come from the Secondary Service Area.
- This operations estimate is based on the program for the facility as developed by Barker Rinker Seacat Architects.
- Full-time staff rates are based on similar rates for the same basic positions in the Denver metro area, inflated to 2020. Part-time rates are based on a minimum wage projection of \$12 an hour by 2020.
- This operations estimate should be updated once a concept plan is developed for the facility and again prior to beginning construction of the center.
- The admission fees for the center are comparable to other facilities in the market (primarily the Lone Tree, Castle Rock and Parker Recreation Centers) for the amenities that are available.

Table 16. Recreation Center Operations Revenues Estimate

Category	Facility
Fees	
Daily Admissions	\$ 104,400.00
10 Visit Admissions	\$ 11,000.00
3 Month Pass	\$ 52,600.00
Monthly Annuals*	\$ 516,834.00
Annuals	\$ 265,250.00
Group/Corporate	\$ 10,000.00
Aquatic Rentals	\$ 5,000.00
General Facility Rentals	\$ 38,415.00
Total	\$ 1,003,499.00
Programs**	
Aquatics	\$ 80,764.00
Fitness/General	\$ 187,636.00
Total	\$ 268,400.00
Other	
Resale items	\$ 6,000.00
Child Watch	\$ 10,000.00
Special events	\$ 2,000.00
Vending	\$ 8,000.00
Total	\$ 26,000.00
Grand Total	\$ 1,297,899.00

Table 17. Recreation Center Operations Expenses Estimate

Category	Facility
Personnel (new positions)	
Full-time	\$ 618,975.00
Part-time	\$ 822,412.80
Total	\$ 1,441,387.80
Commodities	
Office supplies (forms, ID film)	\$ 8,000.00
Chemicals	\$ 20,000.00
Maintenance/repair/materials	\$ 16,000.00
Janitor supplies	\$ 16,000.00
Recreation supplies	\$ 40,000.00
Uniforms	\$ 3,500.00
Printing/postage	\$ 20,000.00
Concession food	\$ -
Items for Resale	\$ 4,000.00
Other Misc. expenses	\$ 2,000.00
Total	\$ 129,500.00
Contractual	
Utilities (\$4.00 SF)	\$ 208,000.00
Water/sewer	\$ 20,000.00
Insurance (Colorado Insurance Pool; property & liability)	\$ 10,000.00
Communications (phone)	\$ 5,000.00
Contract services	\$ 45,000.00
Rental equipment	\$ 2,000.00
Advertising	\$ 10,000.00
Training	\$ 4,000.00
Conference	\$ 3,000.00
Trash Pickup	\$ 3,500.00
Dues/subscriptions	\$ 1,500.00
Bank charges	\$ 20,000.00
Other	\$ 3,000.00
Total	\$ 335,000.00
Capital	
Replacement fund	\$ 25,000.00
Grand Total	\$ 1,930,887.80

Alternative Operating Arrangements

This operations analysis is based on a traditional model where the City would operate the facility. Over the last ten years there have been many other creative arrangements developed, each with its respective trade-offs. Beyond continuing to rely on other providers, creative approaches include:

- Operating partnership with South Suburban Parks and Recreation District.
- Lease to non-profit operators such as the YMCA, or for-profit companies such as Lifetime Fitness.
- Incentives for for-profit fitness companies to locate to Castle Pines.

Similarly, there are a number of creative public financing methods beyond the traditional property tax model. These are described further in the next chapter.



CHAPTER FIVE

IMPLEMENTATION

RESPONSIBILITIES

It is natural for the cities and agencies to take on a growing number of responsibilities as they mature and public demands increase.

Recognizing the number of overlapping service providers, a consistent theme in public feedback was a desire for a single organizational entity in charge of all parks, recreation, and trails development and maintenance. While a majority of survey respondents indicated that this role could be filled by the City, many were unsure or indicated that the HOAs or Castle Pines North Metro District may be better options. Ultimately, residents value consistency in quality, efficiency, and facilities that serve the entire community.

FUTURE DELIVERY OF RECREATION PROGRAMS AND SERVICES

While the community has a number of parks, the City has a very limited role in providing actual park and recreation programs and services to the existing community. This is partly due to the following:

- Castle Pines North Metro District has constructed and maintains all non-HOA park, trail, and open space facilities except Elk Ridge Park, and will likely continue to provide that service going forward.
- Castle Pines is a relatively new city and does not have an internal parks and recreation department. The public works director oversees park construction and maintenance contracts.
- There are other public providers in the area where residents can go for park and recreation services (Castle Pines North Metro District, Parker, Castle Rock, and South Suburban).
- There are a number of nonprofit providers (primarily youth sports organizations) and private for-profit providers (Castle Pines Athletics) of recreation services in the area.
- Other community groups have taken on the responsibility for some outdoor programming in the community, such as Castle Pines Athletics for 4- to 11-year-old and the Master HOA for outdoor movies and concerts.
- The City has no indoor location for programming, resulting in a lack of facilities.

The City of Castle Pines helps provide a number of special events to the community, but it relies on other organizations for most of its recreation programming. Moving forward, the City will need to determine the role that it wants to take in providing park maintenance and recreation services. There are a number of possible options for the role that the City can play in the future:

1. Continue to rely primarily on other providers and organizations for most services in the existing community (status quo).
2. Establish a direction for recreation programs and services in cooperation with existing providers. This could be accomplished through a management contract with one or more existing public providers.
3. Establish a parks and recreation department that offers some park maintenance and recreation programs by City staff with most continuing to be offered by other providers through contract with the City.
4. Consider establishing an independent parks and recreation district.
5. Join the South Suburban Parks and Recreation District.

Each of these options has certain pros and cons, as shown in Table 18.

✓ POLICY PR-4.1

Working with existing service providers fulfills the Comprehensive Plan Policy to “establish interagency coordination to ensure efficiency and reduce redundancy.”

✓ POLICY PR-2.1

Establishing a parks and recreation department or forming a new parks and recreation district fulfills the Comprehensive Plan Policy to “expand the range of recreational facilities, programs, parks, paths, and open space accessible to residents of all ages, incomes, and abilities.”

✓ POLICY PR-2.2

Establishing a parks and recreation department or forming a new parks and recreation district fulfills the Comprehensive Plan Policy to “demonstrate adequate provision of neighborhood and community parks, trails, and recreational facilities in all new residential developments.”

Table 18. Options for Delivery of Services

OPTIONS	PROS	CONS
<p>Rely on other providers such as CPNMD, SSPRD, Castle Pines Athletics, etc. (status quo)</p>	<ul style="list-style-type: none"> Responsibility for recreation programs and services is borne by others (i.e., CPNMD continues to operate their parks; the City manages parks in new developments). The City has little to no financial responsibility for providing programs and services. Groups and organizations that are already in place can deliver services. 	<ul style="list-style-type: none"> Determination of the programs and services to be offered is out of the City's control. The growth and development of new programs and services is likely to be slower and rather disjointed. Other providers will need to rely on some City facilities (parks) for the delivery of services. Will likely require residents to leave the City for many recreation services.
<p>Manage maintenance and recreation programs through a contract with an existing provider</p>	<ul style="list-style-type: none"> The City is able to manage the direction of recreation programs and services to some extent. The City will have no direct responsibility for the actual delivery of services. There is limited financial responsibility for providing recreation services. Groups and organizations that are already in place can deliver services. More services will be available within the City of Castle Pines proper. 	<ul style="list-style-type: none"> There will need to be a viable and willing contract provider. The City will need to commit staff time and resources to managing the contract(s) with the other provider(s). The other providers will still be dependent on City facilities (parks) for the delivery of services. The City will have limited impact or control of the quality of actual programs and services. Will still likely require residents to leave the City for some recreation services.
<p>Establish a parks and recreation department within the city</p>	<ul style="list-style-type: none"> Will allow for the City to manage recreation programs and services that will directly meet the needs of its residents. Will allow for most recreation services to be available within the City itself; and reduce the need to leave the City for services. By contracting for individual programs and services, the City will still be utilizing some of the existing providers for services. 	<ul style="list-style-type: none"> Will require a significant commitment of staff and financial resources over time to support a parks and recreation department. The City may not have the funding required for this level of commitment. Will likely require the expansion of facilities (both parks and indoor facilities) to provide recreation programs. The CPNMD will likely continue to be a provider of parks within a portion of the city.
<p>Establish an independent parks and recreation district</p>	<ul style="list-style-type: none"> The City will have no leadership, capital or operational financial obligations but would be a stakeholder and could have seats on the board. The district could be established with boundaries that are larger than the City limits which would expand the tax base. The district governing board could be comprised of City Council, thus maintaining a leadership role. 	<ul style="list-style-type: none"> Forms another layer of government. The new district will have to be voted in by the residents. There are limited taxing options (property tax). The City will have no input or control over the recreation programs and services that are offered by the district. Transfer of existing parks assets to the district is probable. CPNMD is already in place in a portion of the City.
<p>Join the South Suburban Parks and Recreation District</p>	<ul style="list-style-type: none"> The City will have virtually no leadership, capital or operational financial obligations. The District is much larger than the City limits which expands the tax base dramatically. 	<ul style="list-style-type: none"> South Suburban has to be willing to expand its district into Castle Pines. Forms another layer of government. Joining South Suburban will have to be voted in by the residents. There are limited taxing options (property tax). The City of Castle Pines will make up a very small portion of the District and programming, management, and development decisions will be made based on the needs of the entire district, not just the City. The City has little influence on the recreation programs and services that are offered by the district. Transfer of existing parks assets to the district is probable. CPNMD is already in place in a portion of the City.

Recommendations

The City of Castle Pines should take an incremental approach to providing park maintenance and recreation services to the community. This means the following:

- Need to make a conscious decision to increase the level of parks and recreation services that are available to Castle Pines residents based on the findings of the community input portion of the PaRC Plan. The method of delivery will need to be determined (see below).
- Recognize that the desire for an indoor recreation center is a priority for the community. Continue to explore possible equity partners for the development and operation of the center.
- Formalize a partnership with Castle Pines Athletics and other organizations and agencies to increase the level of recreation programming with a realization that in the future there will likely be a public recreation center in the community. This will require additional staff time and the possible hiring of a recreation coordinator. Expanded recreation programming should have an emphasis on the following:

CORE PROGRAM AREAS:

- Youth sports
- Fitness and wellness (emphasizing outdoor activities)
- Special events
- Self-directed activities

SECONDARY PROGRAM AREAS:

- Adult sports
- General interest programs
- Youth (non sport activities)
- Cultural arts
- Outdoor education
- Special needs

Programming for fitness and wellness (indoor based), aquatics, and teens/seniors would largely depend on the development of the recreation center in the future.

- Determine the most effective and efficient method for long-term delivery of recreation services to Castle Pines residents in the future:
 - Direct and manage existing providers in the existing City, such as mutually agree on the services that the City and CPNMD provide.
 - Establish a parks and recreation department within the City.
 - Explore the viability of joining South Suburban Parks and Recreation District.
 - Explore the viability of establishing a separate parks and recreation district for all portions of the City except that covered by CPNMD.

Cooperation with existing providers is a viable alternative for the short term (3-5 years), but it is not a long-term option, because it is unlikely to provide the LOS needed and expected in Castle Pines. Joining into South Suburban is not recommended as an option, because Castle Pines residents would have limited input and control over future programs and facilities in their community.

Therefore, the most viable options are establishing a parks and recreation department or forming a new parks and recreation district.

HOW WOULD YOU FUND A COMMUNITY CENTER?

61% OF RESIDENTS REPORTED THAT THEY WOULD SUPPORT AN INCREASE OF \$200 TO \$250 IN THEIR PROPERTY TAXES TO FUND THE CONSTRUCTION OF AN INDOOR RECREATION FACILITY.

55% OF RESIDENTS SAID THAT THEY WOULD SUPPORT AN INCREASE IN SALES TAX.

FUNDING

HOW MUCH MONEY TOTAL WILL BE NEEDED?

To update the four existing parks described in Chapter 3 and to construct a new recreation center, as described in Chapter 4, the community would need approximately \$31,000,000. Current funding for capital projects is allocated by the City and Castle Pines North Metro District on a case-by-case basis.

Recreation Center Capital Construction

A combination of funding sources may be needed to fund construction of a recreation center. Some form of tax will have to fund 75% or more of the project, unless the recreation center is built by a private company (with incentives and subsidies provided by the City). Partnering with other organizations and entities could lower the tax load for Castle Pines residents. These cost projections are based on a \$27 million project budget on a 30-year bond at 3.5% interest for 30 years. The yearly bond payment is estimated at approximately \$1.5 million.

Public input shows that a large majority of respondents recognized the need for a combination of funding sources for a future recreation center. Of the few respondents that chose only one funding source, the choice was split between South Suburban and Private/Non-Profit Facility. The preferred funding source of 44% of respondents was a Parks and Recreation Fee, often in combination with 2-3 other sources. A total of 16% of respondents indicated that they do not support a recreation center. This is consistent with the statistically valid survey #1, which found that 83% of respondents supported a community/recreation center as one of the top two financial priorities.

Table 19. Recreation Center Funding Analysis—Capital

CAPITAL FUNDING SOURCES	POSSIBLE AMOUNT	PERCENTAGE OF PROJECT
A. Property Tax Increase	\$200-\$250/residence x 5,000 (2021) = \$1 million to \$1.25 million annually	67% to 83%
B. Raise Sales Tax from 2.75% to 4%, No Groceries Tax	\$500,000 annually	33%
Raise Sales Tax from 2.75% to 4% and Tax Groceries	\$1.1 million annually	73%
Keep Sales Tax at 2.75% but Tax Groceries	\$770,000 annually	50%
C. City Use Tax Increase	\$533,333 annually	36%
D. Park & Recreation Fee on New Residences	\$100/unit x 3,000 units = \$300,000 \$300/unit x 3,000 units = \$900,000	8% to 25%
E. Private/Public Partnership	The Canyons: \$5 million to \$10 million	19% to 37%
F. Douglas County	Unsure: \$1 million to \$2 million	4% to 7%
G. National Guard Partnership	Unlikely: \$2 million	7%
H. South Suburban (join the district)	Up to \$27 million	75% to 100%
I. Private/Non-Profit Facility	Up to \$25 million	70% to 92%

Note: sales tax numbers do not include any new additional sales tax generating businesses.

Figure 8. Public Survey #2 Results on Preferred Capital Funding Options (333 responses)

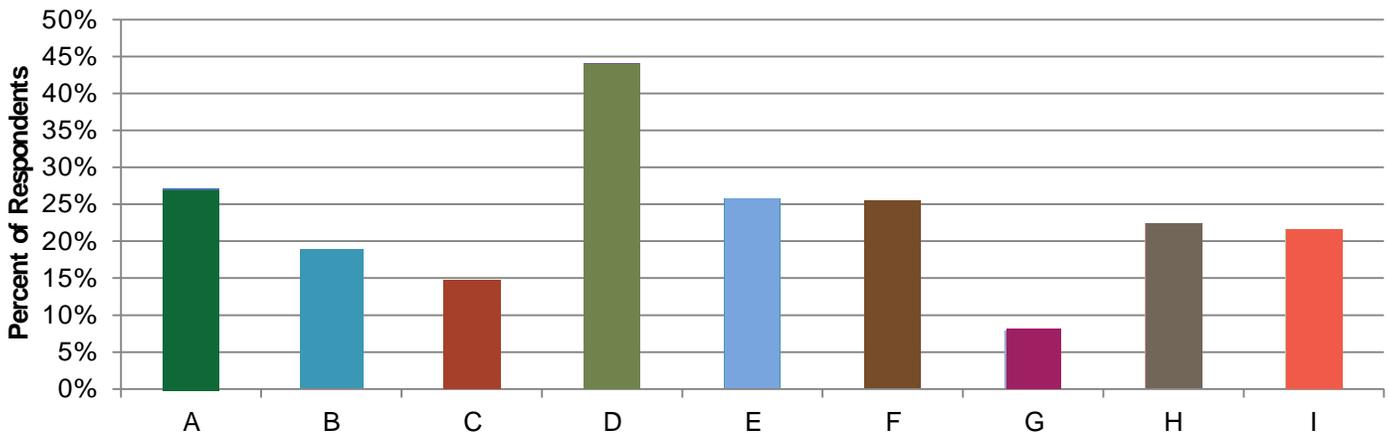
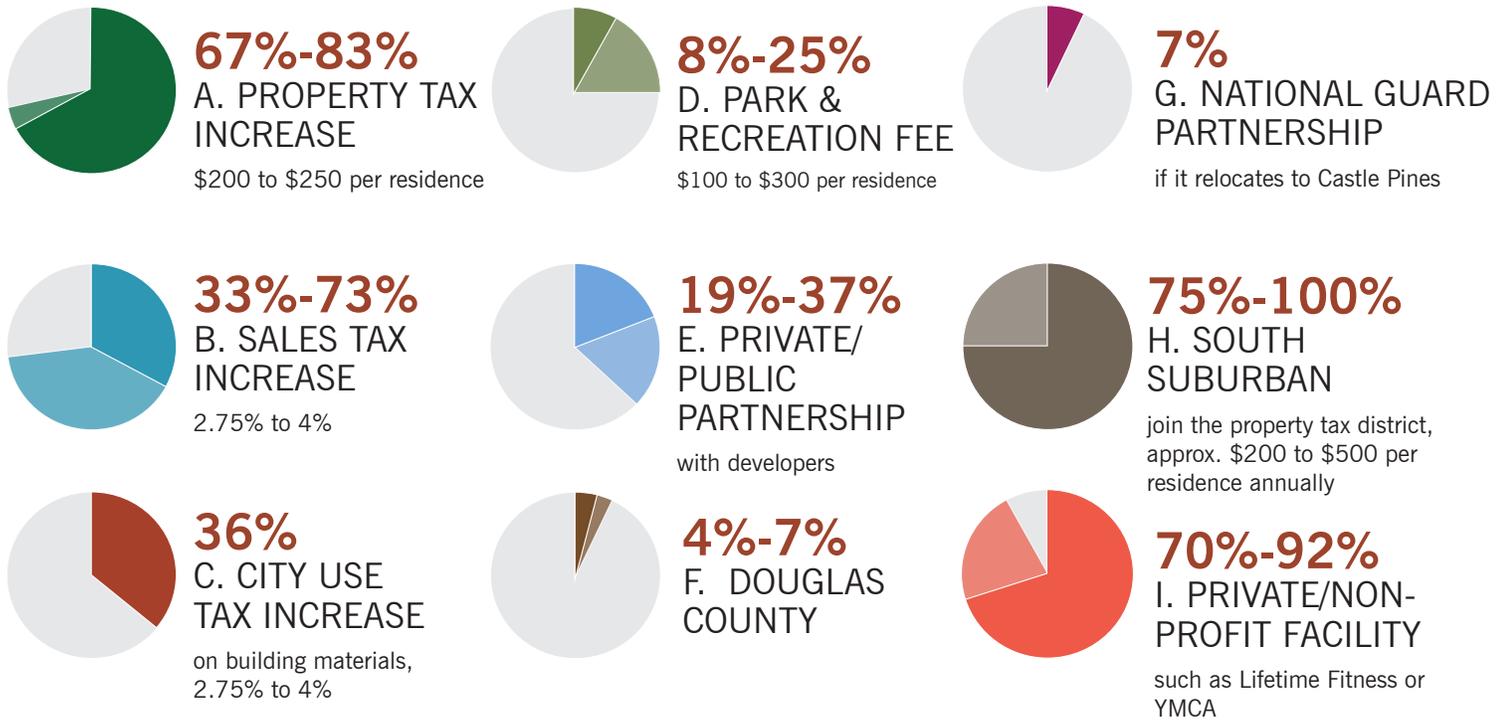


Figure 9. Possible Funding Sources



Projections are based on a \$27 million project budget on a 30-year bond at 3.5% interest for 30 years.

Recreation Center Operations Funding

User fees should be expected to cover approximately 2/3rds of the cost of operating the facility regardless of the operating entity, see Chapter 4 and Appendix B. Again, funding sources will need to be combined, and tax sources are the most common way to pay the balance. The other option has a quarterly dues or assessment per housing unit paying the cost of operation of the facility with class and rental fees paying the balance.

Table 20. Recreation Center Funding Analysis—Operations

OPERATIONS FUNDING SOURCES	POSSIBLE AMOUNT	PERCENTAGE OF PROJECT
User Fees	\$500,000 to \$1 million annually	50% to 70%
Partnership with Operator	\$500,000 to \$1 million annually	50% to 70%
Property Tax	\$300,000 to \$500,000 annually	30% to 70%
Quarterly Dues/Assessment	\$1 million to \$1.5 million annually	75% to 90%
Private/Contract Operation	\$500,000 to \$1 million annually	50% to 70%



APPENDIX A

JUNE 2016 COMMUNITY SURVEY



APPENDIX B

RECREATION CENTER MARKET STUDY



APPENDIX C

**RECREATION
CENTER
OPERATIONS
BUDGET**

OPERATIONS ANALYSIS

OPERATIONAL ASSUMPTIONS

The following operations analysis has been completed for the proposed Castle Pines Community Recreation Center. The following are the basic parameters for the project:

- The first year of operation will be 2020 or later. This budget represents the first full year of operation.
- The presence of other providers in the market will remain the same.
- The center will be operated by the City of Castle Pines.
- This operations estimate is based on the program for the facility as developed by Barker Rinker Seacat Architects.
- Full-time staff rates are based on similar rates for the same basic positions in the Denver metro area, inflated to 2020. Part-time rates are based on a minimum wage projection of \$12/hour by 2020.
- The admission fees for the center are comparable to other facilities in the market (primarily the Lone Tree, Castle Rock, and Parker Recreation Centers) for the amenities that are available.
- A reasonably aggressive approach to estimating use and revenues from pass sales and programs taking place at the facility has been used for this pro-forma. The center will need to draw well from the secondary service area on a consistent basis. It is projected that approximately 30% of the recreation center users will come from the secondary service area.
- This operations estimate should be updated once a concept plan is developed for the facility and again prior to beginning construction of the center.

HOURS OF OPERATION: The projected hours of operation of the Castle Pines Community Recreation Center will be as indicated in the table to the right.

Hours usually vary by season (longer hours in the winter, shorter during the summer), by programming needs, by use patterns, and for special-event considerations.

DAYS	HOURS
Monday - Friday	5:00 - 10:00pm
Saturday	7:00 - 8:00pm
Sunday	8:00 - 8:00pm
Total Hours Per Week	110

PROJECTED FEE SCHEDULE: Revenue projections and attendance numbers were calculated from this fee model. The table below presents the projected rates for 2020 (or later) based on the possible opening date for the recreation center.

	DAILY	10 ADMISSION	3 MONTH	ANNUAL	MONTHLY EFT
Adult (18 up)	\$7.00	\$53	\$185	\$500	\$45
Youth (2-17)	\$5.00	\$38	\$130	\$350	\$32
Senior (65+)	\$5.00	\$38	\$130	\$350	\$32
Household ¹	N/A	N/A	\$335	\$900	\$78

¹Includes 2 adults and up to 3 youth, each additional adult would be \$95/\$250 and each additional youth \$40/\$95.

3-MONTH AND ANNUAL PASS BENEFITS: Basic fitness classes (including water based classes) are included.

NOTE: Monthly EFT (electronic funds transfer) is not another form of admission but rather represents the cost of an annual pass broken down on a monthly basis (with a fee for monthly transactions) and withdrawn from the pass holder's bank account on an automatic basis. This would be a month-to-month commitment only, but cancellation and reactivation would require prepayment equal to 2 months.

Fitness \$9.00 Daily fee per class



CITY OF CASTLE PINES • 360 VILLAGE SQUARE LANE, SUITE B • CASTLE PINES, CO 80108

**City Council Communication Form
Action Item**

To: Mayor Radloff and Members of City Council
From: Tobi Basile, City Clerk
Date: February 18, 2021
Item: General Business – Discussion of Meeting Times and Virtual or In-Person

Policy Question: N/A

Background: N/A

Staff Recommendation: N/A

Proposed Motion: N/A

Staff Analysis: N/A

Fiscal Impact: N/A

Attachments



CITY OF CASTLE PINES • 360 VILLAGE SQUARE LANE, SUITE B • CASTLE PINES, CO 80108

**City Council Communication Form
Action Item**

To: Mayor Radloff and Members of City Council
From: Tobi Basile, City Clerk
Date: February 18, 2021
Item: General Business – Discussion of Board Bylaws and Rules of Procedure

Policy Question: N/A

Background: N/A

Staff Recommendation: N/A

Proposed Motion: N/A

Staff Analysis: N/A

Fiscal Impact: N/A

Attachments



CITY OF CASTLE PINES • 360 VILLAGE SQUARE LANE, SUITE B • CASTLE PINES, CO 80108

**City Council Communication Form
Action Item**

To: Mayor Radloff and Members of City Council

From: Tobi Basile, City Clerk

Date: February 18, 2021

Item: General Business – Discussion of the Role of Board Chair and Vice Chair and Call for Nominations

Policy Question: N/A

Background: N/A

Staff Recommendation: N/A

Proposed Motion: N/A

Staff Analysis: N/A

Fiscal Impact: N/A

Attachments



CITY OF CASTLE PINES • 360 VILLAGE SQUARE LANE, SUITE B • CASTLE PINES, CO 80108

**City Council Communication Form
Action Item**

To: Mayor Radloff and Members of City Council
From: Tobi Basile, City Clerk
Date: February 18, 2021
Item: General Business – Discussion of Date and Time for March Meeting

Policy Question: N/A

Background: N/A

Staff Recommendation: N/A

Proposed Motion: N/A

Staff Analysis: N/A

Fiscal Impact: N/A

Attachments