



AGENDA

Steering Committee Meeting #1

June 15, 2017, 6:00pm, City Hall Council Chambers

1. INTRODUCTIONS

2. PROJECT PURPOSE

With less than 6,000 residents and covering an area just over three square miles, West Bountiful City will reach build-out soon. The small-town “vibe” is a major contributing factor to the local sense of place, with community arts, parks and trails providing critical elements of the unique “quality of life”. The small size, the connection with a unique setting and concealed location create a unique allure, making it essential that the city “gets things right” as investment decisions are made regarding the existing and future arts, recreation and parks system.

The city has hired Landmark Design, a planning and landscape architecture firm, to develop the master plan. Major elements of the project scope include interpreting community needs and desires, gathering public input, completing needs analysis, evaluating level of service, determining future needs and their costs, and developing mapping tools that will assist the city now and in the future.

3. SCOPE OF WORK

4. PROJECT SCHEDULE

Task	2017				
	June	July	Aug	Sept	Oct
Task 1: Public Involvement					
Steering Committee Meetings (2)	SC			SC	
Project Web Page					
Survey (Internet)					
Public Scoping Meeting		PS			
Draft Plan Open House					DP
Joint Public Hearing (1)					CC
Task 2: Data Collection					
Existing Plan, Document & Data Review					
Inventory & Evaluation of Existing & Proposed Facilities & Programs					
Task 3: Needs Assessment & Analysis					
Task 4: Trail System Analysis					
Task 5: Acquisition & Construction Costs					
Task 6: Goals, Objectives & Policy Development					
Task 7: Plan Development & Adoption					
Task 8: Final Product					

SC - Steering Committee Meetings
 PS - Public Scoping Meeting
 DP - Draft Plan Open House
 PC - Planning Commission Public Hearing (Joint)
 CC - City Council Public Hearing (Joint)

5. INVENTORY & ANALYSIS

Mapping and Data review

6. PUBLIC SURVEY

Review draft questions

7. PROJECT WEBSITE

<http://www.ldi-ut.com/westbountiful>

8. SCOPING

Key issues, ideas, opportunities and goals

SCOPE OF WORK

TASK 1: PUBLIC INVOLVEMENT

Landmark Design will work closely with West Bountiful City to facilitate a public participation program that provides meaningful opportunities for citizen involvement. It is our intent to provide good information, to make participation easy, to listen carefully to what participants have to say, and to be responsive to comments and input received.

There are several elements of public involvement proposed for the project including the following:

- A Project Steering Committee to guide progress on the plan;
- An initial Scoping Meeting to receive and communicate information about parks and recreation needs and facilities;
- A project web page which will also receive public input and host an informal internet survey; and
- A Draft Plan Open House.

We are also available to present at a joint public hearing during the final review and adoption.

The City will be responsible for assigning a Project Liaison to assist our efforts. This person should be able to schedule meetings, provide notice through community newsletters and mailings, meet regularly, and arrange venues for meetings. Landmark Design will facilitate all public meetings and workshops, document the proceedings, and prepare summary documents for distribution.

Internet Survey

In deference to the limited budget resources available, Landmark Design proposes utilizing a simple on-line survey method to understand needs and preferences, and to provide an opportunity for the public to provide their input as the plan is produced.

Master Plan Steering Committee

Landmark Design proposes the formation of a Steering Committee made-up of City Staff, citizen representatives, those with recreation and arts interests, and representatives of the Planning Commission and City Council. The purpose of this group is to oversee progress on the plan. The committee will meet twice as part of establishing key issues, needs and ideas.

Project Web Page

A project web page will be established as a central clearinghouse for information and input regarding the master plan. The web page will contain general information about the project such as purpose, schedule, and project status, in addition to more specific information such as mapping and draft plan ideas. We will also include contact information and an on-line comment form and polling opportunities, so that people have multiple avenues to provide comment and feedback, to ask questions, and to participate. Landmark Design will be responsible for keeping the project web page current, and West Bountiful City will provide a link to the project web page on the City's website, eliminating the need for the City to post the information on its own website.

Public Meetings

Two Public Meetings are proposed as part of the planning process and are described below.

1. Public Scoping Meeting

The Landmark Design Team, with the assistance of City staff, will conduct a community-wide public scoping meeting at the beginning of the planning process, during which residents will be asked to identify issues, concerns, ideas, and opportunities related to parks, trails, open space, and recreation. Depending on the turnout, participants will either be assembled in small groups facilitated by Team members, or assembled into a larger group for facilitated input. Comments and information will be recorded on large tablets at the meeting, all of which will be analyzed and reviewed in a fair manner. Landmark Design will document and summarize all of the information and make it available to the Management and City staff, and post it on the project web page for review.

2. Draft Plan Open House

The intent of this open house meeting is to present the *Draft Recreation, Arts and Parks Master Plan* to the public and receive as much input as possible. The Open House format allows people to review key maps and information, informally ask questions and receive one-on-one communications with the Planning Team and City staff. We generally have the information displayed on boards and easels, and provide comment forms for individuals to record their thoughts and recommendations. Landmark Design, with the assistance of West Bountiful City staff, will conduct and facilitate the meeting, prepare an analysis of comments received, and in consultation with the City staff and the Project Steering Committee, determine changes or modifications to the Draft Plan which address the concerns and comments received. Comments and responses will be reviewed with the Project Steering Committee and, if appropriate, will be included in the final plan.

3. Public Hearing

Landmark Design will present the Plan to the Planning Commission and the City Council during the approval process, and will make the necessary changes. We will prepare a Power Point presentation summarizing the process, findings, and recommendations. We assume a joint meeting with both the members of the Planning Commission and the City Council will be arranged in an effort to minimize costs.

TASK 2: DATA COLLECTION

Existing Plan, Document & Data Review

Inventory & Evaluation of Existing & Proposed Facilities & Programs

Landmark Design would like to “kick off” the project in a meeting with the Project Steering Committee. We would like to tour the City and informally discuss the issues and concerns that need to be addressed. At this time, we would also like to confirm that all available background information has been provided and is up-to-date, including digital data, maps, existing plans and reports and other documentation.

Based on demographic data and growth projections (provided by the City), the adequacy of existing facilities will be analyzed. Private and public recreational facilities, school facilities and other recreation facilities will be included in the inventory, and will be addressed separately. We will meet with those responsible for recreation programs to receive all information relevant to the project, and identify areas where additional programs may be needed or specific groups may be targeted.

TASK 3: NEEDS ASSESSMENT & ANALYSIS

We will evaluate any existing standards or guidelines, and determine their appropriateness with respect to new information generated through the existing conditions analysis and public participation. This will determine a current level of service (LOS) which may be projected into the future and/or modified for planning purposes. LOS will be expressed as a number of acres per 1,000 persons. Projections for future need and a future LOS will be provided through the year 2025. We will also conduct a Distribution Analysis to help ensure equitable location of facilities, assess recreation needs, and investigate to role of arts in the community.

TASK 4: TRAIL SYSTEM ANALYSIS

Trails serve many purposes. To some they are transportation corridors moving through urban areas between home and work; to others they are a pleasant way to achieve some level of physical fitness; others use trails to take a leisurely walk with friends and as an avenue for engaging with the natural environment; and still others use trails as a means of engaging in a favorite activity for no other purpose than simple fun and enjoyment.

We will analyze the existing trail systems and data, utilizing readily available data and information from West Bountiful City, Wasatch Front Regional Council and others. We will tabulate and prepare relevant maps with the assistance of city staff; and identify and map trails systems that complement those already established. The range of trails will be considered and classified, as well as support facilities adjacent to or incorporated into the trail system. Safety, access to designated open space and other recreation facilities, and other desired destinations will be paramount in the Plan.

TASK 5: ACQUISITION & CONSTRUCTION COSTS

Landmark Design will provide opinions of probable cost for the acquisition and development of parks, recreation and trail facilities that are proposed, and if needed, for those existing facilities that need to be updated or remodeled. The Team will identify known funding sources and tie those sources to program and facility development priorities.

TASK 6: GOALS, OBJECTIVES & POLICY DEVELOPMENT

Landmark Design will prepare goals, objectives and policies to guide implementation of the Plan. The Action Plan will address areas of new growth, costs and funding mechanisms and approaches, development review processes and procedures, and development timing for key elements or facilities identified in the Plan.

TASK 7: PLAN DEVELOPMENT & ADOPTION

Landmark Design will document the planning process and the outcomes in an Administrative Draft for Project Steering Committee review. The general public and others will have opportunities to review the plan at the Draft Plan Open House and on the project web page. Comments and suggested changes received during the Draft Plan Open House meeting and from the web page will be documented and reviewed with the Project Steering Committee, and if appropriate, incorporated into the Final Plan Document.

Landmark Design can present the Final Plan for adoption to the City's Planning Commission and City Council. We have planned for one meeting each with the Planning Commission and City Council, although these tasks can be completed by City staff if desired.

TASK 8: FINAL PRODUCT

Following adoption of the Master Plan, Landmark Design will prepare the final document for publication, and will provide the following to West Bountiful City.

DRAFT PUBLIC SURVEY

1. Do you currently live in West Bountiful?
 - a. Yes
 - b. No

2. To what extent do you currently agree with the following statement: West Bountiful City currently provides an adequate number of recreation, arts, parks and trails opportunities.
 - a. Strongly agree
 - b. Somewhat agree

- c. Neither agree nor disagree
 - d. Somewhat disagree
 - e. Strongly disagree
3. Which of the following West Bountiful Arts, Recreation, Parks or Trails amenities have you used in the last six months?
- a. West Bountiful City Park (Pages Lane)
 - b. Birnam Woods Park
 - c. Charnell Park
 - d. Prospector Trail (DNRG Line North/South)
 - e. Onion Parkway Trail (East/West)
 - f. Legacy Parkway Trail
 - g. Lakeside Golf Course
 - h. Arts Council Friday Night Concert
 - i. Other
4. How are your household leisure and recreational needs met [select up to three]:
- a. West Bountiful City parks, open spaces and trails
 - b. South Davis Recreation District Recreation Center and programs
 - c. Programs offered by other cities Church
 - d. Lakeside Golf Course
 - e. Golf course outside of West Bountiful
 - f. Public lands (Forest Service, ski resorts, trails and roadways, Bureau of Land Management, Great Salt Lake, Reservoirs)
 - g. Programs by schools or community groups
 - h. At home gym
 - i. Private gym
 - j. Needs are not met
5. Which parks, fields, or recreational facilities outside of West Bountiful, if any, do you use most often? (include map if possible)
- a. Mills Park (Woods Cross)
 - b. Bountiful City Park
 - c. Porter Walton Park (Centerville)
 - d. Foxboro North Regional Park (North Salt Lake)
 - e. Bountiful Ridge Golf Course
 - f. Eaglewood Golf Course
 - g. Other (please specify)
6. How often do you use or visit West Bountiful or nearby parks or recreation facilities?
- a. A few times a month or more
 - b. Once a month
 - c. A few times a year
 - d. Once a year
 - e. Never use or visit
7. What is the most important reason that you use your favorite park or recreational facility most often?
- a. Close to home
 - b. Sports fields/courts
 - c. Trails
 - d. Picnic facilities
 - e. Feels safe

- f. Closest to work
 - g. Playground equipment
 - h. Trees, atmosphere
 - i. Other, please specify
8. Should any improvements be made to your favorite park or recreational facility?
- a. No
 - b. Yes (please specify)
9. Which of the following are reasons you do not use or visit West Bountiful parks more often?
- a. Don't have features or facilities I'm interested in
 - b. Don't feel safe in city parks
 - c. Lack of transportation to get to parks
 - d. Belong to private gym that meets my recreation needs
 - e. Too far away, not conveniently located
 - f. Lack of information about available parks or locations
 - g. Not interested, no time
 - h. Other, please specify
10. Are there any parks, fields, or recreational facilities in other cities that you think West Bountiful should emulate? Why? (OR What types of parks or recreation facilities are most needed in West Bountiful?)
- a. Very large natural open space reserves
 - b. Large community parks for multi-use
 - c. Park land for sports fields
 - d. Neighborhood parks
 - e. Linear parks along rivers, drainages and washes
 - f. Specialty parks (i.e. dog park, skate park, BMX, bike skills park)
 - g. Trailhead parks
 - h. Other (please specify)
11. Thinking more generally, in your opinion how important is it to have public parks within walking distance of your home (i.e. within a half mile or 10 minutes)?
- a. Extremely important
 - b. Very important
 - c. Somewhat important
 - d. Not very important
 - e. Not at all important
12. Which of the following sports or recreation programs have you or members of your household participated in during the past 12 months? Select all that apply
- a. Legacy Baseball (little league)
 - b. South Davis Recreation Center League (Jr. Jazz/Flag Football/T Ball)
 - c. Leagues at Lakeside Golf Course (Men's, Ladies, Seniors, Youth)
 - d. Private Leagues (soccer, football, competition baseball)
 - e. Other (please specify)
13. How often do you or members of your household use trails in West Bountiful?
- a. A few times a month or more
 - b. Once a month
 - c. A few times a year
 - d. Once a year

e. Never use or visit

14. Which West Bountiful trail do you use most often?
- Prospector Trail (DNRG Line North/South)
 - Onion Parkway Trail (East/West)
 - Legacy Parkway Trail

15. Which, if any, of the following trail improvements are necessary in West Bountiful? [Select up to three.]
- More trailheads
 - More parking
 - More lighting
 - Open longer during season
 - Restrooms
 - Picnic shelters at trail heads
 - Interpretive trails (environmental education)
 - Increased trail miles
 - Better trail and mile markers
 - Linking neighborhoods with trail system
 - Linking commercial and business areas to improve pedestrian commuting
 - Making trails more complete or connected
 - Pet waste disposal stations
 - Bike Lanes
 - Sidewalks
 - Other (please specify)

Commented [DH1]: Good question – trying to narrow

16. What type of trails should West Bountiful provide, if any?
- Paved asphalt or concrete multi-use trails
 - Separated, paved, on-street bike lanes
 - Sidewalks on major streets
 - Natural surface, primitive, unpaved multi-use trails
 - Striped and/or signed on-street bike routes
 - Equestrian trails
 - None

Commented [DH2]: Good question, but trying to narrow things down

17. Suppose you were given \$100 to spend on additional parks, recreational programs, facilities or trails in West Bountiful. How would you divide your \$100 among the various improvements, enhancements and facilities? (You may spend the \$100 all in one category or divide it up as you please, but the total must be \$100.)
- Athletic fields for games and practice
 - Improved parks and playgrounds
 - New parks
 - Walking and bike trails
 - Preserving natural open spaces
 - Athletic courts (i.e. tennis, pickleball)
 - Recreational programs
 - Equestrian trails and/or facilities
 - Dog parks
 - outdoor water feature (i.e. splash pad)
 - Trailhead parks
 - Additional Restrooms
 - Golf Course Improvements
 - Arts Facilities (i.e. amphitheater)

o. Other (please specify)

18. What about a question along the lines of: IF the area on the City's west side develops, what would you prefer to see come with it:

- a. New park
- b. Natural Open Space
- c. Additional trails
- d. Other (please specify)

19. Please suggest up to five (5) recreational activities, programs, or facilities not currently offered by the City that you feel are most needed in the West Bountiful community.

20. What is your gender?

21. Please indicate your age range

- a. Under 18
- b. 18-24 years
- c. 25-34 years
- d. 35-44 years
- e. 45-54 years
- f. 55-64 years
- g. 65 or over

22. How long have you lived in West Bountiful?

- a. Less than 2 years
- b. 3-5 years
- c. 6-10 years
- d. 11-20 years
- e. 21 or more years

23. Which of the following best describes where you are currently living?

- a. Own or buying my own home
- b. Rent my home or apartment
- c. Other

24. Which part of the City do you live in? (include a map with areas)

25. How many children under the age of 18 live in your home, if any?

- a. 0
- b. 1
- c. 2
- d. 3
- e. 4
- f. 5 or more

Thank you for completing the survey. If you have any comments about this survey or parks and recreation in West Bountiful in general, please enter them here:

Commented [DH3]: Good questions – trying to narrow