

Bohn Park 90% Design Review and Phasing Options Discussion Concerning Year Round Camping, Park Host, Camping/Parking Fees at LaVern Johnson Park

Workshop 5:30 pm – 6:45

DRAFT AGENDA

TOWN OF LYONS

7:00 P.M., TUESDAY, SEPTEMBER 6, 2016

BOARD OF TRUSTEES MEETING

SHIRLEY F. JOHNSON COUNCIL CHAMBER

LYONS TOWN HALL, 432 5TH AVENUE, LYONS, COLORADO

I. Workshop

I.1. WORKSHOP- Bohn Park 90 Percent Design Review Cover

Documents:

[BOHN PARK COVER MEMO 90 PERCENT DESIGN WORKSHOP-SEPT. 6 BOT MEETING.PDF](#)

I.1.a. WORKSHOP- Bohn Park 90 Percent Design Review Power Point

Documents:

[BOHN PARK 90 PERCENT DESIGN PRESENTATION PP-SEPT. 6 BOT WORKSHOP.PDF](#)

I.1.b. WORKSHOP- Year Round Camping, Park Host & Fee Analysis Cover

Documents:

[YEAR ROUND CAMPING, PARK HOST AND FEES AT LAVERN JOHNSON PARK.PDF](#)

I.1.c. LaVern Johnson Park Fee Analysis

Documents:

[SEPT. 6 2016 BOT WORKSHOP-LAVERNJOHNSON FEE ANALYSIS.PDF](#)

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Meeting Date: September 6, 2016

Subject: Bohn Park Final Design and Bid Process, 90% Design Presentation and Workshop

Lyons Board of Trustees September 6, 2016 Packet Memorandum

Following and attached are narratives, design drawings, notes and backup documents developed since the August 1 Lyons BOT meeting to track design decisions that have been made to date. All design decisions have been documented and included in weekly meeting notes. Meeting notes are on the projects website and available for download and review with the following hyperlinks.

90% Plan Submittal

https://securisync.intermedia.net/Web/#/s/login?public_share=s6U8CcewXIELIGWAeaJffs

Project Binder

https://securisync.intermedia.net/Web/#/s/file?public_share=KxTitkbpFrzq2FZYL1TUR0

Weekly Updates

<http://www.lyonsparksmp.com/wp-content/uploads/2015/07/LBP-20160818MM.pdf>

<http://www.lyonsparksmp.com/wp-content/uploads/2015/07/LBP-20160811MM.pdf>

<http://www.lyonsparksmp.com/wp-content/uploads/2015/07/LBP-20160804MM.pdf>

<http://www.lyonsparksmp.com/wp-content/uploads/2015/07/LBP-20160728MM.pdf>

The 90% design submittal on August 16 was a culmination of 8 weeks of design efforts including weekly design meetings with weekly updates, a second public meeting to review the final skate park concept, and close collaboration amongst the design team and Town of Lyons to meet an aggressive schedule and to have critical decisions made in a timely manner. All design decisions, weekly design meeting notes, reports and project information was continually uploaded to the project website for public review and comment. In addition, 90% design plans have been sent for review and comment to Colorado Parks and Wildlife, the St. Vrain Creek Collation, Lyons Ecology Board, Lyons Watershed Board, and the Lyons Parks and Recreation Commission.

Plans have been updated to reflect all comments to date and are progressing based on anticipated schedule and bid requirements for fall 2016 bidding as noted in the original schedule.

All deliverables to date are included in a project binder that is available at Town Hall and as a downloadable pdf. The project binder is quite extensive and provides full detail of all comments and decisions made to date. The

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project binder includes all notes, presentations, concept imagery, budgets and plan submittals as noted at the end of this memo in further detail. 90% plans have been updated and placed online for download as well.

The website remains active for the Town Board of Trustees, various boards and commissions and the general public to review documents, progress and to provide opportunity for comment and feedback. The website is www.lyonsparksmp.com

Original Proposed Schedule as identified beginning February 2015 and in periodic updates to the BOT and public during meetings and the Lyons Parks Flood Recovery Planning Process.

Bohn Park Final Design and Bid Process:
March 2016 through August 2016.

Out to bid for construction:

August 2016 in order to award a contract for construction to begin construction no later than September of 2016 in order to have the park open to the public in the summer of 2017.

It is anticipated that final construction of Bohn Park will be completed no later than September, 2017. The Town of Lyons anticipates restoration to begin late summer/fall of 2016 (August/September).

Anticipated Schedule for Design and Construction

The Bohn Park Final Design and Bid Process began in April 2016 and has extended through the summer and is now extending into early fall 2016. The Lyons Recovery Action Plan (LRAP), Parks Flood Recovery Planning Process and the Request for Proposal (RFP) for the Bohn Park final Design and Bid Process outlined a schedule for the Town to put the project out to bid for construction in late summer/ early fall 2016 in order to award a contract for construction to begin fall/ winter 2016 in order to have the park open to the public in the summer of 2017.

Note:

If the Town of Lyons still anticipates to construct all of or a phase of associated river work for Bohn Park in 2016, it is suggested that current schedules be adjusted so that river work commence by November (December at the latest) and that contractors are out of the river by mid-April to avoid high flows associated with spring runoff. It is expected that the contractor will need approximately 5 months for instream work. Working backwards, it can be estimated that there will be a needed 4 weeks to bid and advertise the project successfully and at least an additional 2 to 4 weeks for review and approval of a contract. This maps out mid-September as the ideal time to bid the project in order to maintain the needed schedule.

UPDATED PROGRESS DESIGNS

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Updated designs have progressed from the 50% and 90% Design phase and have vetted out the technical design requirements with permitting agencies and town staff in order to develop a bid document pending final phasing and cash flow. Some of these efforts from 50% to 90% entailed redesigning site features, additional hydraulic modeling and changes in direction from earlier decisions made during the planning and design phase based on comments received. Updated designs are considered a progression of the DD plans into Final Construction documents (CDs).

90% drawings have been prepared and submitted through the Town permitting process. DHM and our team of consultants have continued developing 90% plans into 100% final bid documents in order to meet deadlines and schedule requirements for fall and winter construction. We anticipate having final bid documents ready for bidding mid-September, 2016.

Phasing/Cash Flow

We understand the BOT is reviewing options for phasing based on cash flow and priorities within the Town. Following are some details for consideration as discussions progress. Phasing of the project has been reviewed and discussed among the design team. We have also contacted Denver Front Range contractors to discuss options for possible phasing based on cash flow. There are essentially 3 ways to bid the project based on cash flow and availability of funds. They are as follows:

- 1) Bid the entire project together
- 2) Phasing of the project based on cash flow under one contract
- 3) Multiple contracts based on cash flow and construction sequencing.

Option 1 would be the least costly scenario where the contractor could determine construction means and methods based on the project schedule. They would be able to stack their subs, have one mobilization cost and be more efficient with their crews and management.

Option 2 would see a cost increase of greater than 5%. The contractor would not be able to stack their subs and they would have to move off site for large periods of time. Scheduling may get drawn out based on their availability. The schedule would extend according to cash flow, availability of crews, weather and timing of work within the channel. Material escalations are unknown and cannot be predicted within the bid. Based on past experience if there are a lot of unknowns the contractor will bid very conservatively to cover their risk which would see a substantial increase in costs. New permits would need to be pulled if the contractor is demobilized for too long. The contractor would be required to spend more time on site maintaining conditions which would lead to more management time.

Option 3 could see costs escalated as much as 50% pending time of year each phase was bid and how busy contractors are. Bidding in low season (typically the fall) is the most ideal time to bid for competitive pricing. Spring and summer bids tend to see a significant increase in costs when contractors are in their high season. There would also be concerns with quality, standard of workmanship and lack of continuity with potentially multiple contractors bidding and constructing the project. The number of mobilizations would greatly increase, the general overhead and bonding costs would increase, and inefficiencies in construction activities would add

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to the increase in construction costs. It would be extremely difficult to control costs and potential change order requests due to the overlap in activities.

BUDGETS/FUNDING STRATEGIES

Significant funding for the Bohn Park Flood Recovery Plan is already in place, and town staff, consultants, and the Board of Trustees will need to prioritize phasing of non-flood related park enhancements in order to complete the park on the timeframe provided. True costs won't be known until the project goes through final design and the town receives bids from contractors.

Budgets have been developed based on park amenities identified in the 90% Design Development plans. Some features were not included in the original budget such as flood control measures in the Marten and Stacy parcels, additional skate park features, the addition of a possible parks office building and other items. It's at this time in the design process we want to have more pointed discussions on funding strategies and what can the Town afford. An overall budget, based on available funding, has been set not to exceed \$7.2 million plus contingency. Additional funding sources may be considered for the overflow channels, the parks building, the skate park and others. Funding opportunities such as Mitigation funds, CDBG-DR funds, pilot programs, GOCO funding, etc. are to be considered.

A few options for assisting with budgets include acquiring donated material, removal of Skate Park from the bid documents, removal of the parks office building, removal of the overflow channels to be paid from a separate allocated fund, removal of topsoil from native areas, limiting irrigation to active park areas. We can also look at removal of tennis courts and shade shelters for future phasing as required. We will provide bid alternates within the bid schedule to allow for flexibility in the contract when bidding the work.

FEMA PW20	Bohn Park	\$3,129,297
FEMA Mitigation		\$3,716
		\$414,151
FEMA PW35	Bohn Park WW Features	
FEMA PW20	2 nd Ave Dog Park	\$86,217
FEMA PW 20	Hwy 7 Trail	\$124,093
FEMA PW 20	Corridor Trail 80%	\$1,275,261
CPW	Fishing is Fun Grant	\$100,000
Rockies Funding / Can'd Aid-Ball Fields		\$80,000
LCF/LCF Trails	Bohn Park	\$10,000/\$14,400

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FEMA PW 20	Bank Reveg 50%Bohn Park	\$477,197
CIRSA	Bohn Park	\$520,792

Total Flood Recovery Funding for Bohn Park w/ CEF Johnson Park **\$6,235,124+carry over funding from LaVern**

Project Binder

The project binder is continually being updated with design drawings, notes and information as it becomes available. The project binder on the project website has been updated and the hard copy of the project binder at town hall has been updated.

Parks Office/Community Building

The park office building is above current budgets and was considered as an option to relocate parks management and maintenance staff to within Bohn Park. This would provide much needed space for storage, maintenance equipment and bulk storage as well as needed office space for parks staff.

A proposal has been secured from the design team to develop designs for the parks office and community building and related site work. Design costs for this building were not included in the original scope for the Bohn Park Final Design and Bid Process. Additional costs for for design of this building will be approximately be \$127, 000. The parks office/community building has not been included as part of the current FEMA versioning to date for the Pilot Project and will require a version and approval prior to moving forward. Versioning with FEMA has been known on other projects in the Town to take up to 6 months or longer to be reviewed.

It is suggested that since the facility is outside current scope, creates significant budget constraints and was not intended in the original vision for the park, perhaps the Town and Board could pursue the Parks Office/Community Building after the scope is completed as submitted and with any remaining funds.

Phasing Options

We understand the BOT is reviewing options for phasing based on cash flow and priorities within the Town. Following are some details for consideration as discussions progress. Phasing of the project has been reviewed and discussed amongst the design team. We have also contacted Denver Front Range contractors to discuss options for possible phasing based on cash flow. The following 4 phasing options have been reviewed and are being presented for consideration by the Board of Trustees. Phasing options considered review of site impacts of visitors using the park, review of impacts to design including (but not limited to) irrigation, utilities/ power, cost effectiveness, maintenance/ operations (based on control of impacts), impacts to revenue generating capabilities, and schedule concerns with construction.

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The following narrative explores the pros and cons of each of the four options.

- 1) Option 1. Build out of entire park
- 2) Option 2. Build out of trail to river including the 2nd Avenue Trailhead/Parking
- 3) Option 3. Build out of just the river improvements and the 4th Avenue Pedestrian Bridge
- 4) Option 4. Build out of the river with various amenities to a certain budget as approved by the BOT

Option 1 would be the least costly scenario where the contractor could determine construction means and methods based on the project schedule. They would be able to stack their subs in a more efficient manner, have one mobilization cost and be more efficient with their crews and management. This would pose the least disturbance by park users and the least impact to design and construction sequencing. Irrigation and utilities would all be constructed at the most ideal time during construction that would limit disruption of service and park use. Revenue generating features would all be constructed and be operational including parking, festival use and camping areas, shelter rental, athletic fields and courts, programmable amenities, etc. Construction schedules would not be a concern with startup and shut down of phases. The construction budget could be utilized as efficient as possible with this option.

Option 2 would be a phased construction approach with the river work, the St Vrain Trail and the 2nd Avenue Trailhead/Parking being constructed as part of phase 1. This would allow for public access to the river and restoration of important habitat and flood mitigation. All other upland recreation amenities and revenue generating features would not be constructed and operations, maintenance and management costs would need to be provided by other means. There may be concerns with erosion of the upland park area as visitor's access and parking within Bohn Park. Future utilities including, water, sewer, irrigation, electrical may disrupt established riparian edges when they become developed. Grading of the additional parking lots and water quality features would damage the established riparian edges and some reworking of the river public access points and St Vrain trail may be necessary. Costs would be greater due to remobilizing, bonding and insurance and reconstructing some of the transition areas between phasing. Temporary irrigation measures would need to be developed for establishment of riparian areas until the irrigation well and pump and irrigation system is to be constructed.

Option 3 would see the least impact to future phases with limited impacts from future utility construction however overflow channels and flood mitigation measures would need to be developed at a future phase which may impact some of the instream work. This option doesn't account for public use and access to the park space and St Vrain. The public would continue to use the park and access the St Vrain as indicated throughout this last summer where it was observed that many families came out to tube, BBQ and picnic along the St Vrain during the summer months. Without a management plan in place with controlled access points we may see a lot of damage to the habitat and riparian and wetland restoration zones including erosion and destabilized streambanks.

Option 4 would have similar concerns with option 3 but would allow for some possible revenue generating features to be developed and allow for public access and management of the park based on phasing of work. Some work would need to be completed in its entirety including all the over lot grading, the overflow channels and reseeding or revegetating all disturbed areas. Some of this work would need to be rebuilt once future phases are constructed.

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With any phased approach we could potentially see a cost increase of greater than 5% for future phases based on escalation of materials and labor costs. The contractor would not be able to stack their subs most efficiently and they would have to move off site for large periods of time. Scheduling may get drawn out based on their availability. The schedule would extend according to cash flow, availability of crews, weather and timing of work within the channel. Material escalations are unknown and cannot be predicted within the bid. Based on past experience if there are a lot of unknowns the contractor will bid very conservatively to cover their risk which would see a substantial increase in costs. New permits would need to be pulled if the contractor is demobilized for too long. The contractor would be required to spend more time on site maintaining conditions which would lead to more management time.

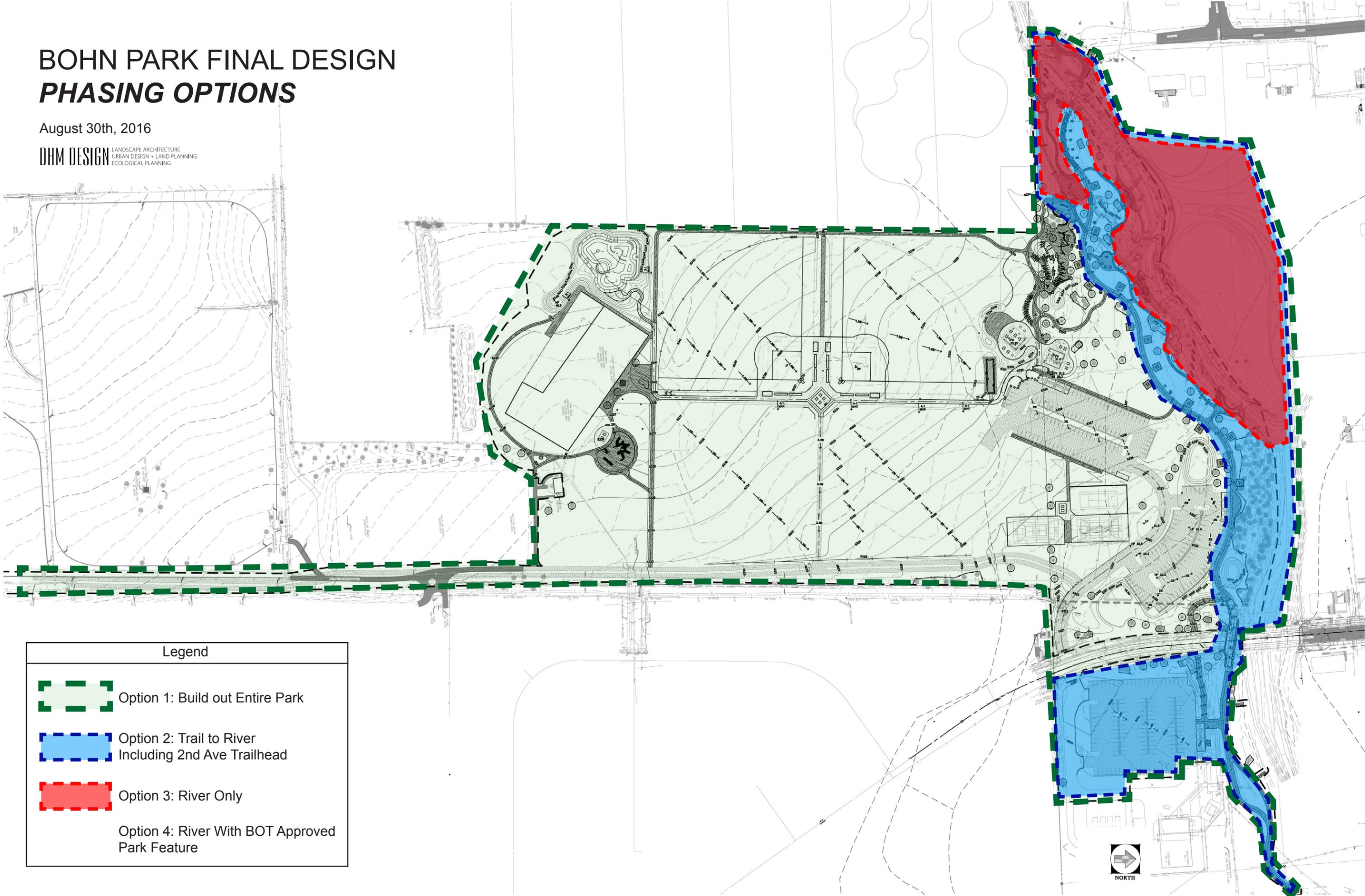
Option 2, 3 and 4 could see costs escalated as much as 50% between phases pending time of year each phase was bid and how busy contractors are. Bidding in low season (typically the fall) is the most ideal time to bid for competitive pricing. Spring and summer bids tend to see a significant increase in costs when contractors are in their high season. There would also be concerns with quality, standard of workmanship and lack of continuity with potentially multiple contractors bidding and constructing the project. The number of mobilizations would greatly increase, the general overhead and bonding costs would increase, and inefficiencies in construction activities would add to the increase in construction costs. It would be extremely difficult to control costs and potential change order requests due to the overlap in activities.

BOHN PARK FINAL DESIGN

PHASING OPTIONS

August 30th, 2016

DHM DESIGN LANDSCAPE ARCHITECTURE
URBAN DESIGN + LAND PLANNING
ECOLOGICAL PLANNING



Legend

-  Option 1: Build out Entire Park
-  Option 2: Trail to River Including 2nd Ave Trailhead
-  Option 3: River Only
-  Option 4: River With BOT Approved Park Feature

Bohn Park Final Design and Bidding Process

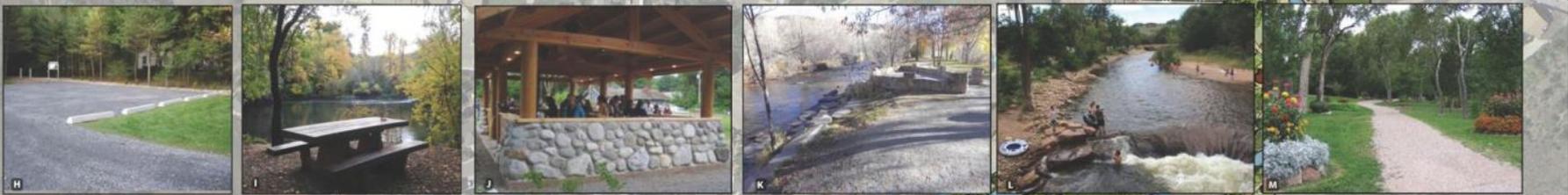
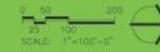
BOT Work Session September 6, 2016

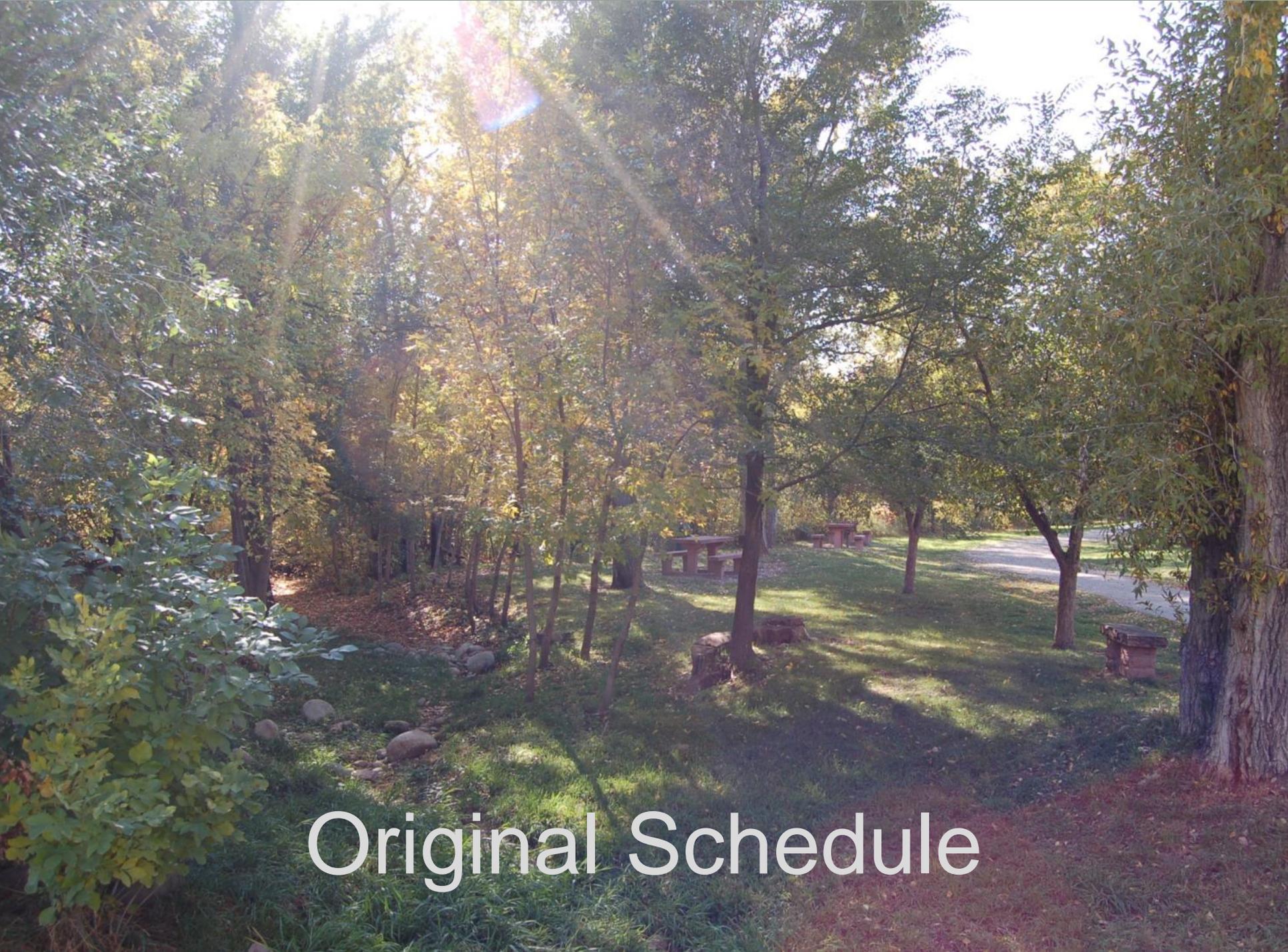


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Photograph courtesy of Ed Bruder





Original Schedule

Original Schedule

Bohn Park Final Design and Bid Process

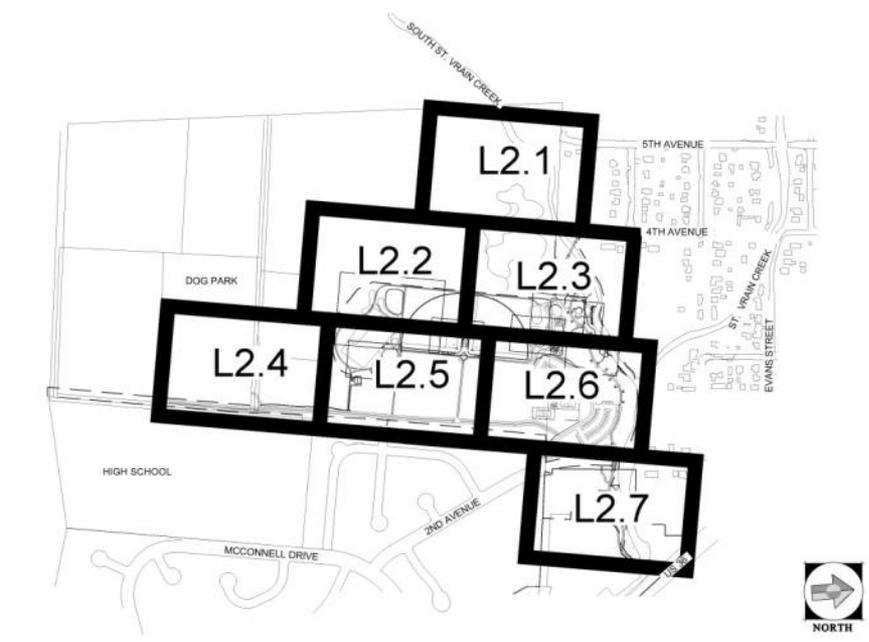
- **As presented** February 2015 and in periodic updates to the BOT and public during meetings and the Lyons Parks Flood Recovery Planning Process.
- March 2016 through August 2016.

Out to Bid for Construction

- August 2016
- Park open to the public summer/ fall of 2017.
- Final construction of Bohn Park will be completed no later than September, 2017.
- Restoration to begin late summer/fall of 2016 (August/September).
-
- **UPDATED SCHEDULE IF WORK IS TO BE COMPLETED IN 2016**
- Be in river by November (December at the latest) and out of the river by mid-April to avoid high flows and spring runoff.
- 4 weeks to bid and advertise and 2 to 4 weeks for BOT review and approval of a contract. This puts us at mid-September for an ideal bidding schedule.



90% Design Set/ Updated
Progress Designs



1 SHEET INDEX MAP

LEGEND

BOUNDARY AND MARKER SYMBOLS

- EXISTING FLOODWAY
- EXISTING 100 YEAR FLOODPLAIN
- EXISTING 500 YEAR FLOODPLAIN
- LIMITS OF CONSTRUCTION
- MATCHLINE

**EXISTING UNDERGROUND AND OVERHEAD UTILITIES
SYMBOLS/ SITE FEATURES**

- EXISTING OVERHEAD ELECTRIC
- EXISTING ELECTRIC LINE
- EXISTING TELEPHONE LINE
- EXISTING FENCE LINE
- EXISTING FIBER OPTIC LINE
- EXISTING GAS LINE
- EXISTING WATER LINE
- EXISTING STORM SEWER LINE
- EXISTING MANHOLE
- EXISTING TREE

LANDSCAPE AND DRAINAGE SYMBOLS

- FLAGSTONE PAVING
- COBBLE PAVING
- CONCRETE PAVING
- CRUSHER FINES PAVING
- GRAVEL PAVING
- FIBAR PLAY SURFACE
- LYONS SANDSTONE BOULDER
- SLABSTONE SEATWALL
- WATER FEATURE BOUNDARY
- PICNIC TABLE
- PUBLIC ART
- FLOWER PLANTER
- TREE PROTECTION
- SPIRAL WOOD BENCH

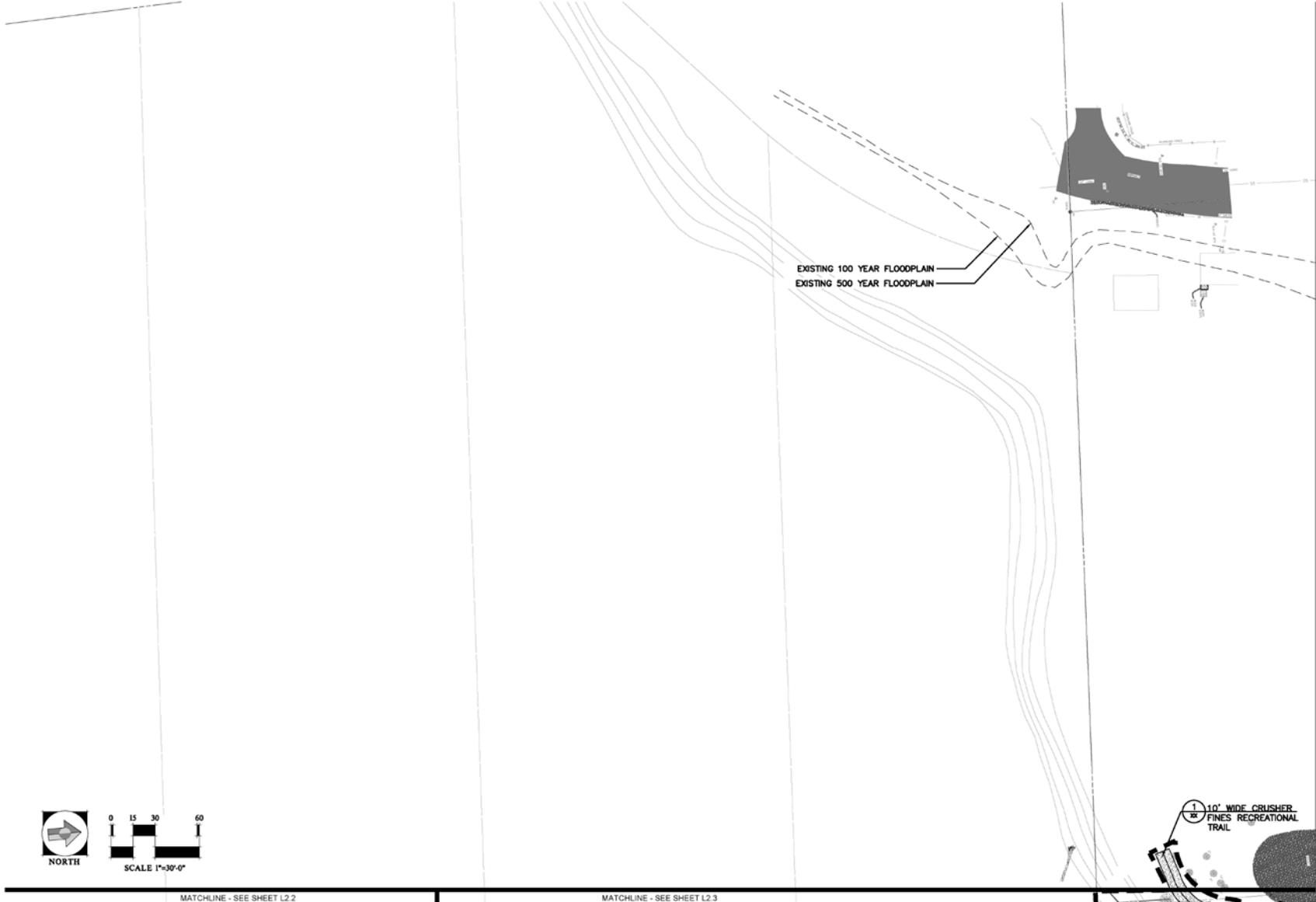
BOHN PARK
2016 FLOOD RECOVERY PROJECT
Lyons, Colorado

PROJECT NUMBER:	DATE:
16044-00	08/12/16
DESIGNED: MWW	
DRAWN: GGG	
CHECKED: MWW	
REVISIONS:	

JOB DESCRIPTION:
90% DESIGN SET

SHEET TITLE:
MATERIALS AND
LAYOUT PLANS
INDEX SHEET

SHEET NUMBER:
L2.0
SHEET X OF XX



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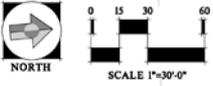
BOHN PARK
2016 FLOOD RECOVERY PROJECT
Lyons, Colorado

PROJECT NUMBER: 16044-00 DATE: 08/12/16
DESIGNED: MWV
DRAWN: GG
CHECKED: MWV
REVISIONS:

JOB DESCRIPTION:
90% DESIGN SET

SHEET TITLE:
MATERIALS AND LAYOUT PLANS

SHEET NUMBER:
L2.1
SHEET X OF XX



MATCHLINE - SEE SHEET L2.2

MATCHLINE - SEE SHEET L2.3

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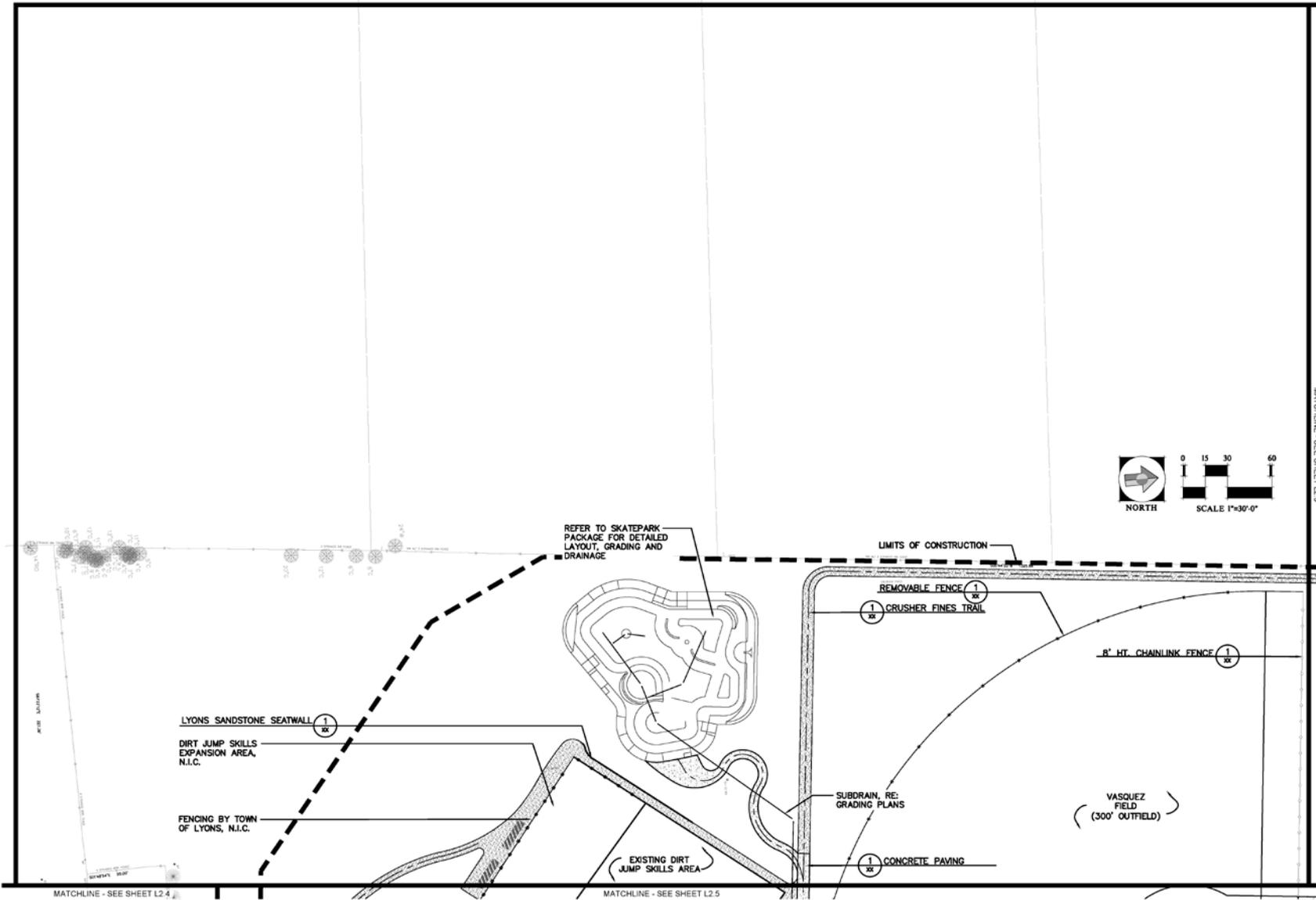
PROJECT NUMBER: 16044-00 DATE: 08/12/16
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DRAWN: GG
CHECKED: MIV
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SHEET NUMBER:

L2.2

SHEET X OF XX



MATCHLINE - SEE SHEET L2.4

MATCHLINE - SEE SHEET L2.5

MATCHLINE - SEE SHEET L2.3



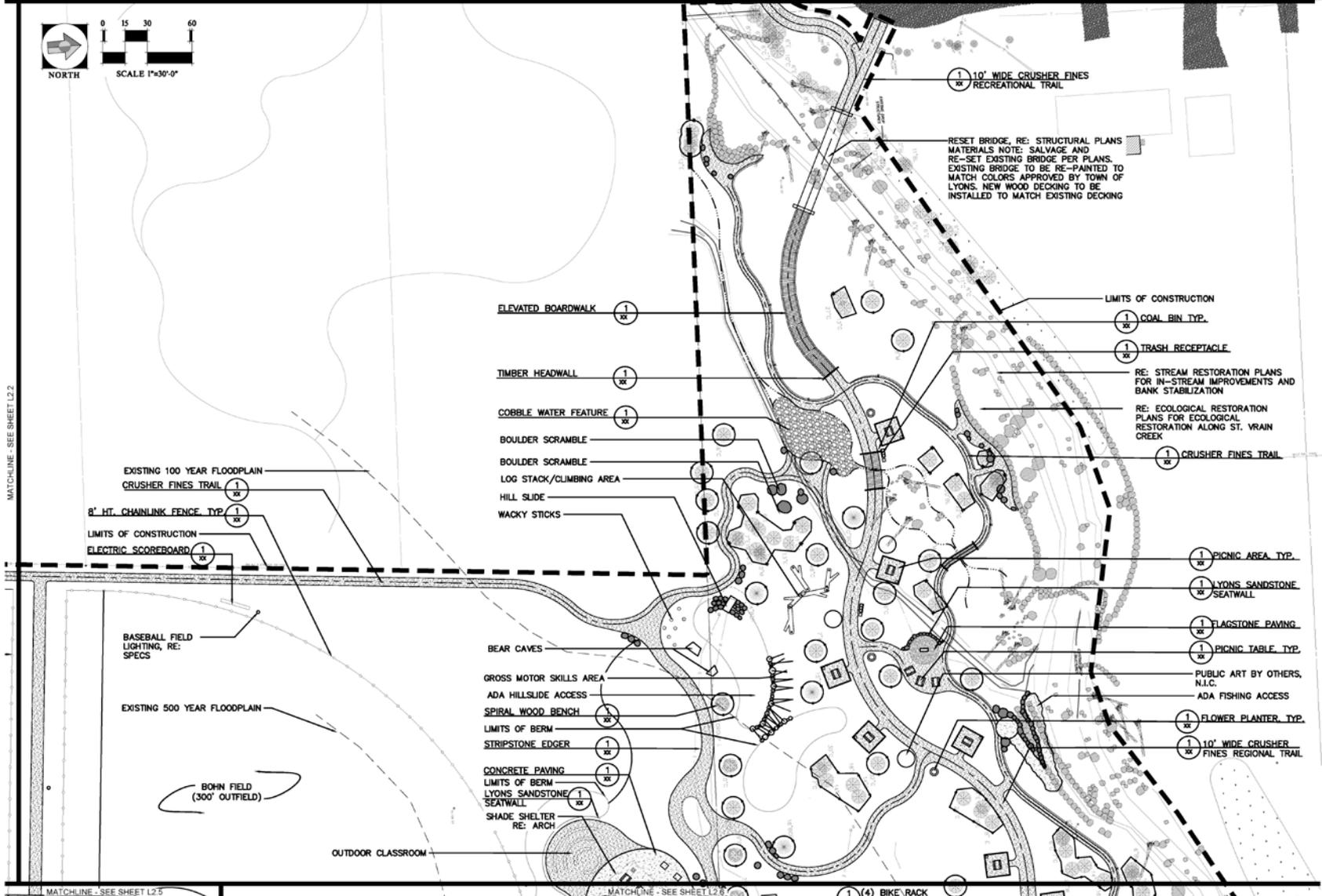
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MATCHLINE - SEE SHEET L2.2



1/XX 10' WIDE CRUSHER FINES RECREATIONAL TRAIL

RESET BRIDGE, RE: STRUCTURAL PLANS
MATERIALS NOTE: SALVAGE AND
RE-SET EXISTING BRIDGE PER PLANS.
EXISTING BRIDGE TO BE RE-PAINTED TO
MATCH COLORS APPROVED BY TOWN OF
LYONS. NEW WOOD DECKING TO BE
INSTALLED TO MATCH EXISTING DECKING

ELEVATED BOARDWALK 1/XX

LIMITS OF CONSTRUCTION

1/XX COAL BIN TYP.

TIMBER HEADWALL 1/XX

1/XX TRASH RECEPTACLE

COBBLE WATER FEATURE 1/XX

RE: STREAM RESTORATION PLANS
FOR IN-STREAM IMPROVEMENTS AND
BANK STABILIZATION

RE: ECOLOGICAL RESTORATION
PLANS FOR ECOLOGICAL
RESTORATION ALONG ST. VRAIN
CREEK

EXISTING 100 YEAR FLOODPLAIN
CRUSHER FINES TRAIL 1/XX

1/XX CRUSHER FINES TRAIL

8" HT. CHAINLINK FENCE TYP. 1/XX

LIMITS OF CONSTRUCTION

ELECTRIC SCOREBOARD 1/XX

1/XX PICNIC AREA TYP.

1/XX LYONS SANDSTONE SEATWALL

BASEBALL FIELD LIGHTING, RE: SPECS

1/XX FLAGSTONE PAVING

1/XX PICNIC TABLE TYP.

EXISTING 500 YEAR FLOODPLAIN

BEAR CAVES

1/XX PUBLIC ART BY OTHERS, N.I.C.

ADA FISHING ACCESS

GROSS MOTOR SKILLS AREA

ADA HILLSIDE ACCESS

SPIRAL WOOD BENCH 1/XX

LIMITS OF BERM 1/XX

STRIPSTONE EDGER 1/XX

CONCRETE PAVING 1/XX

LIMITS OF BERM 1/XX

LYONS SANDSTONE SEATWALL 1/XX

SHADE SHELTER RE: ARCH

1/XX FLOWER PLANTER TYP.

1/XX 10' WIDE CRUSHER FINES REGIONAL TRAIL

BOHN FIELD (300' OUTFIELD)

OUTDOOR CLASSROOM

1/XX (4) BIKE RACK

BOHN PARK
2016 FLOOD RECOVERY PROJECT
Lyons, Colorado

PROJECT NUMBER: 16044-00 DATE: 08/12/16
DESIGNED: MIV
DRAWN: GG
CHECKED: MIV

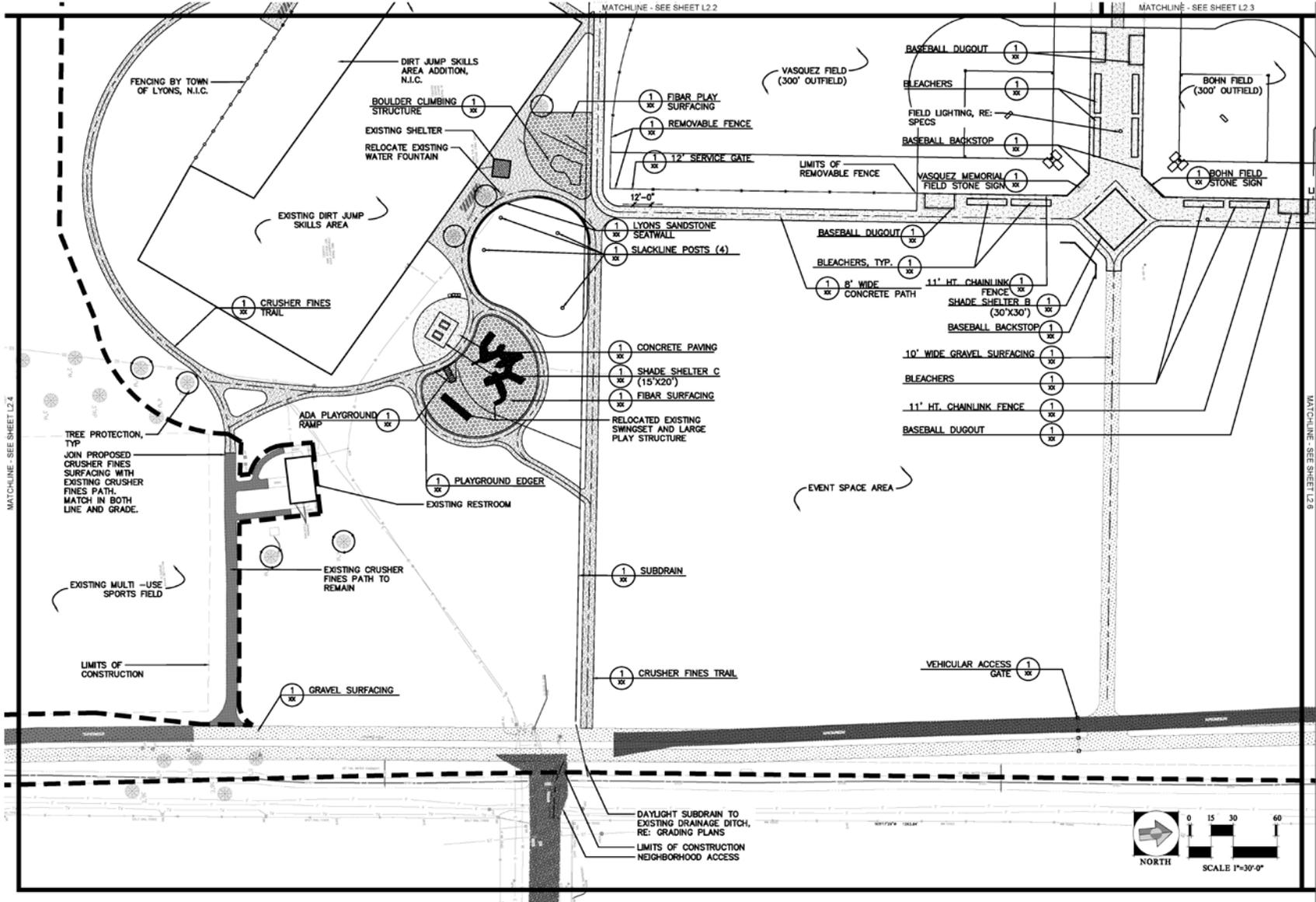
REVISIONS:
JOB DESCRIPTION:
90% DESIGN SET

SHEET TITLE:
MATERIALS AND LAYOUT PLANS

SHEET NUMBER:
L2.3
SHEET X OF XX

MATCHLINE - SEE SHEET L2.5

MATCHLINE - SEE SHEET L2.2



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L2.5
SHEET X OF XX



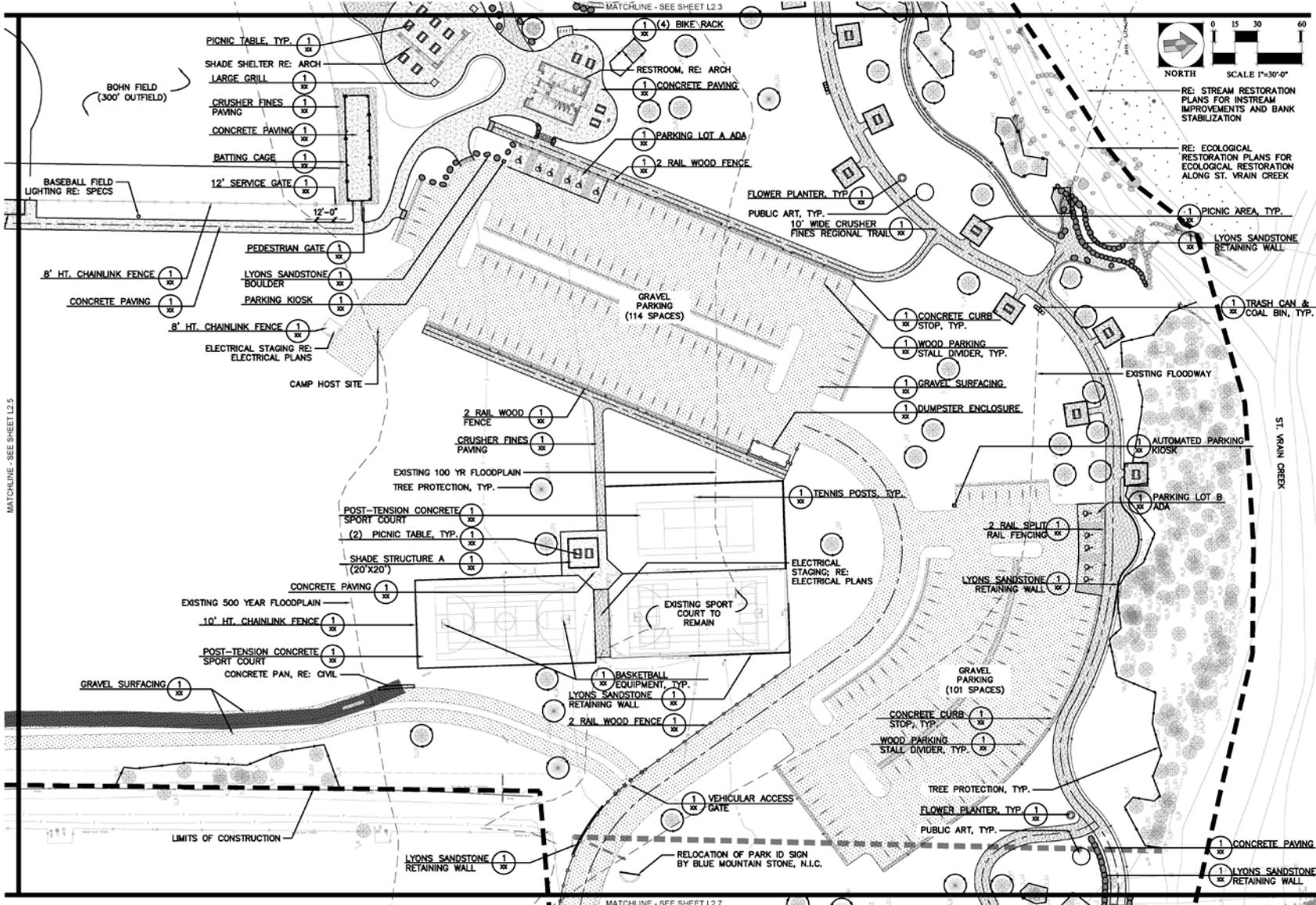
DAYLIGHT SUBRAIN TO EXISTING DRAINAGE DITCH, RE: GRADING PLANS
LIMITS OF CONSTRUCTION NEIGHBORHOOD ACCESS

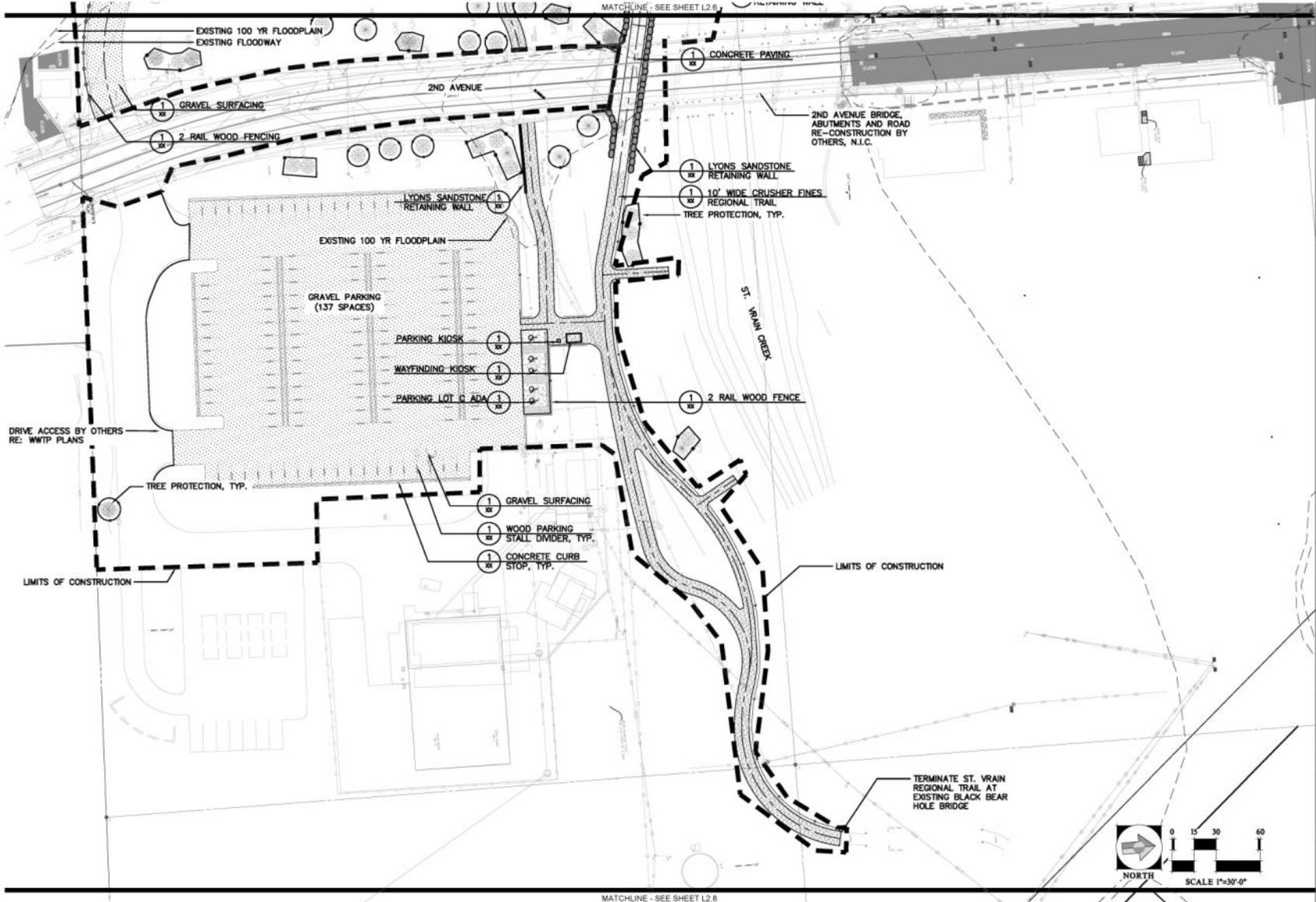
MATCHLINE - SEE SHEET L2.4

MATCHLINE - SEE SHEET L2.2

MATCHLINE - SEE SHEET L2.3

MATCHLINE - SEE SHEET L2.6





MATCHLINE - SEE SHEET L2.6

MATCHLINE - SEE SHEET L2.8

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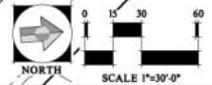
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 Lyons, Colorado

PROJECT NUMBER: 16044-00 DATE: 08/12/16
 DESIGNED: MW
 DRAWN: GG
 CHECKED: MW
 REVISIONS:

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 MATERIALS AND LAYOUT PLANS

SHEET NUMBER:
L2.7
 SHEET X OF XX



DRIVE ACCESS BY OTHERS
 RE: WWTP PLANS

LIMITS OF CONSTRUCTION

LIMITS OF CONSTRUCTION

TERMINATE ST. VRAIN
 REGIONAL TRAIL AT
 EXISTING BLACK BEAR
 HOLE BRIDGE

ST. VRAIN CREEK

2ND AVENUE BRIDGE,
 ABUTMENTS AND ROAD
 RE-CONSTRUCTION BY
 OTHERS, N.I.C.

EXISTING 100 YR FLOODPLAIN
 EXISTING FLOODWAY

2ND AVENUE

1/XX GRAVEL SURFACING

1/XX 2 RAIL WOOD FENCING

1/XX CONCRETE PAVING

1/XX LYONS SANDSTONE
 RETAINING WALL

1/XX LYONS SANDSTONE
 RETAINING WALL

1/XX 10' WIDE CRUSHER FINES
 REGIONAL TRAIL

TREE PROTECTION, TYP.

EXISTING 100 YR FLOODPLAIN

GRAVEL PARKING
 (137 SPACES)

PARKING KIOSK 1/XX

WAYFINDING KIOSK 1/XX

PARKING LOT C ADA 1/XX

1/XX 2 RAIL WOOD FENCE

TREE PROTECTION, TYP.

1/XX GRAVEL SURFACING

1/XX WOOD PARKING
 STALL DIVIDER, TYP.

1/XX CONCRETE CURB
 STOP, TYP.



Balancing Multiple Objectives



Update Progress Designs

- Updated designs have progressed from the 50% and 90% Design phase and have vetted out the technical design requirements with permitting agencies and town staff in order to develop a bid document pending final phasing and cash flow.
-
- 90% drawings have been prepared and submitted through the Town permitting process.
- Continued development of 90% plans into 100% final bid documents in order to meet deadlines and schedule requirements for fall and winter construction.
- Anticipate having final bid documents ready for bidding mid-September, 2016.

Phasing/ Cash Flow

- 1) Bid the entire project together
- 2) Phasing of the project based on cash flow under one contract
- 3) Multiple contracts based on cash flow and construction sequencing.

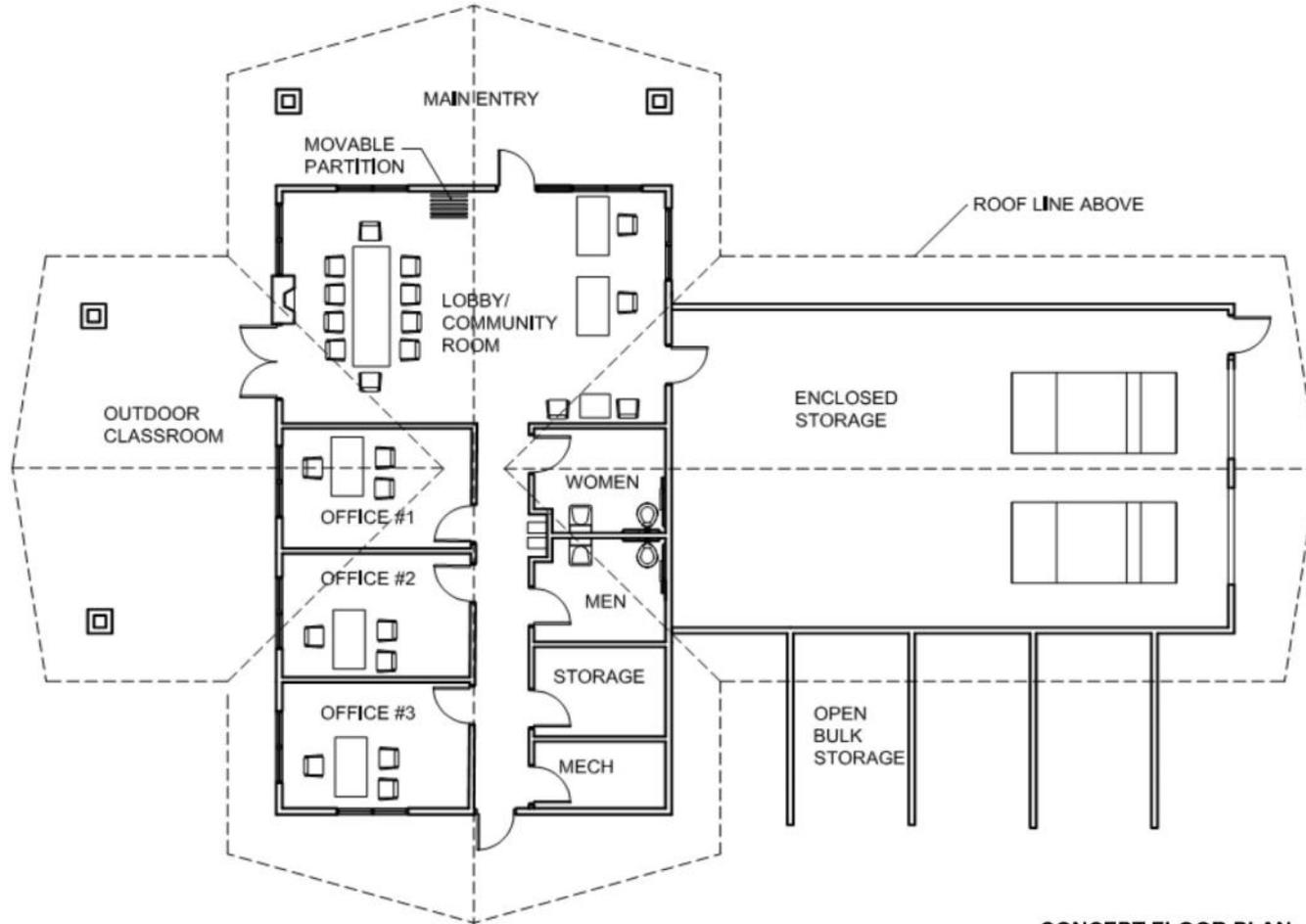


Budgets/ Funding Strategies

- Significant funding for the Bohn Park Flood Recovery Plan is already in place,
- Budgets have been developed based on park amenities identified in the 90% Design Development plans.
- Pointed discussions on funding strategies and what can the Town afford. An overall budget has been set not to exceed \$7.2 million plus contingency.
- Additional funding sources may be considered for the overflow channels, the parks building, the skate park and others. Funding opportunities such as Mitigation funds, CDBG-DR funds, pilot programs, GOCO funding, etc. are to be considered.
-
- The park office building is above current budgets and was considered as an option to relocate parks management and maintenance staff to within Bohn Park.
- A few options for assisting with budgets include acquiring donated material, removal of Skate Park from the bid documents, removal of the parks office building, overflow channels to be paid from a separate allocated fund, removal of topsoil from native areas, limiting irrigation to active park areas.
- Provide bid alternates within the bid schedule to allow for flexibility in the contract when bidding the work.

Park Office/ Community Center Building

- A proposal has been secured from the design team to develop designs for the parks office and community building and related site work. The parks office/community building is not part of the current versioning and will need a version to move forward . Versioning with FEMA has been known on other projects in the Town to take up to 6 months or longer to be reviewed.
-
- Proposed design fees = \$126,883.06



CONCEPT FLOOR PLAN
NOT TO SCALE

Phasing Options

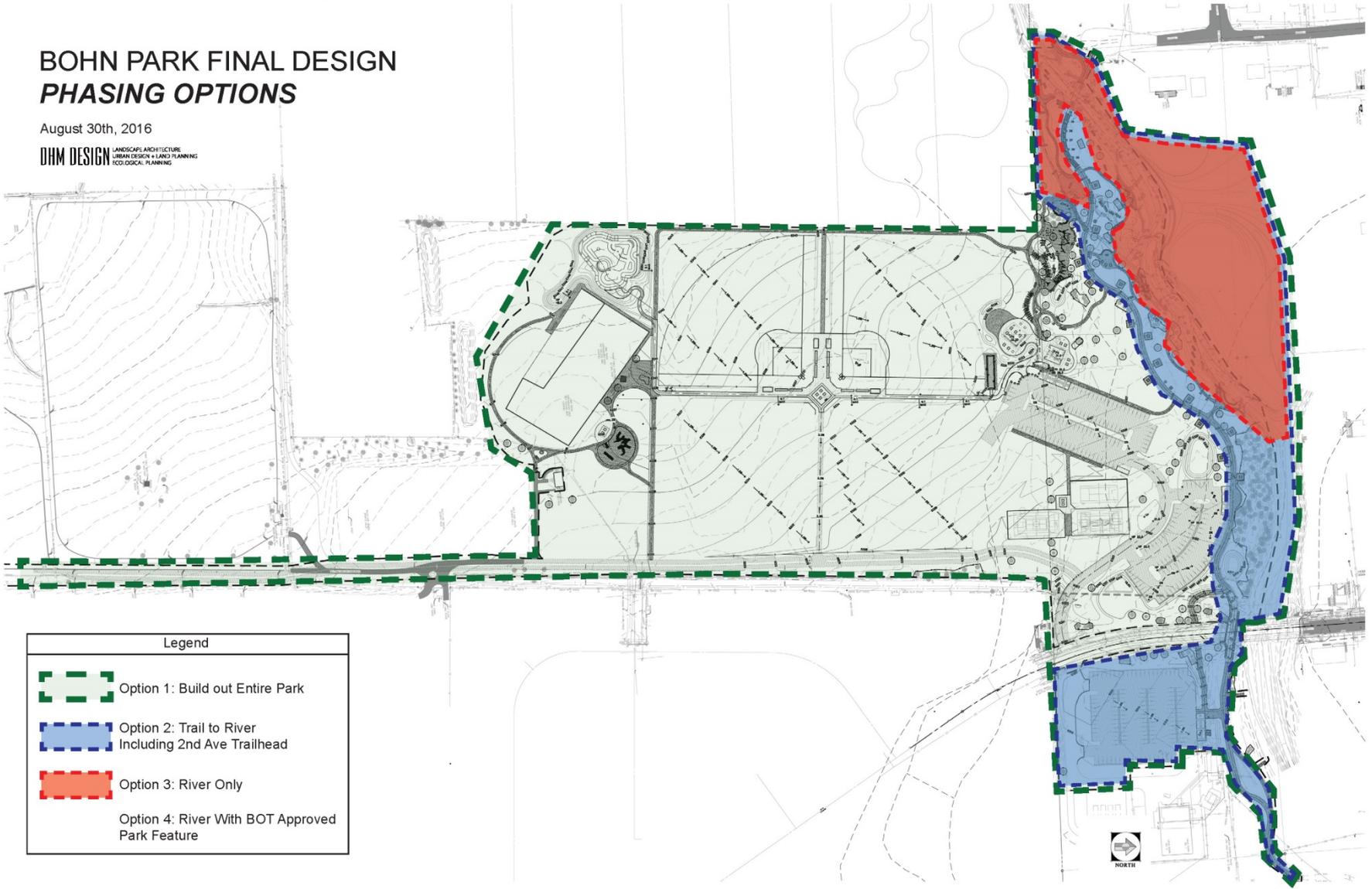
- Phasing options considered review of site impacts of visitors using the park, review of impacts to design including (but not limited to) irrigation, utilities/ power, cost effectiveness, maintenance/ operations (based on control of impacts), impacts to revenue generating capabilities, and schedule concerns with construction.
- Option 1. Build out of entire park
- Option 2. Build out of trail to river including the 2nd Avenue Trailhead
- Option 3. Build out of just the river improvements and the 4th Avenue Pedestrian Bridge
- Option 4. Build out of the river with various amenities to a certain budget as approved by the BOT

Phasing Options

BOHN PARK FINAL DESIGN PHASING OPTIONS

August 30th, 2016

DHM DESIGN LANDSCAPE ARCHITECTURE
URBAN DESIGN + LAND PLANNING
ECOLOGICAL PLANNING



Legend

 Option 1: Build out Entire Park

 Option 2: Trail to River
Including 2nd Ave Trailhead

 Option 3: River Only

 Option 4: River With BOT Approved
Park Feature

Budget

- FEMA PW20 Bohn Park \$3,129,297
- FEMA Mitigation \$3,716
- FEMA PW35 Bohn Park WW features \$414,151
- FEMA PW20 2nd Avenue Dog Park \$86,217
- FEMA PW20 Hwy 7 Trail \$124,093
- FEMA PW20 Corridor Trail 80% \$1,275,261
- CPW Fishing is Fun Grant \$100,000
- Rockies Funding/ Can'D Aid – Ballfields \$80,000
- LCF/ LCF Trails Bohn Park \$10,000/ \$14,400
- FEMA PW20 Bank Reveg 50% Bohn Park \$477,197
- CIRSA Bohn Park \$520,792
- **Total Flood Recovery Funding for Bohn Park with CEF**
- **\$6,235,124+carry over funding from LaVern Johnson Park**

Bohn Park
Final Design

90% Design Cost Estimate
- August 30, 2016 -

Items are currently funded by other sources



ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL
General Conditions / Mobilization (5%)	LS	1	\$ 350,000.00	\$ 350,000.00
Miscellaneous Demolition / Debris Removal	LS	1	\$ 25,000.00	\$ 25,000.00
Clearing and Grubbing	AC	26	\$ 3,500.00	\$ 91,000.00
Earthwork (Complete In Place)	CY	15,000	\$ 13.00	\$ 195,000.00
Earthwork (Import / Fill)	CY	9,000	\$ 30.00	\$ 270,000.00
Civil				
Erosion Control	LS	1	\$ 72,794.50	\$ 72,794.50
Storm Sewer	LS	1	\$ 99,800.00	\$ 99,800.00
Water Quality Pond Structures	LS	1	\$ 39,500.00	\$ 39,500.00
Sanitary Sewer	LS	1	\$ 81,903.00	\$ 81,903.00
Waterline	LS	1	\$ 95,410.00	\$ 95,410.00
			Subtotal	\$ 389,407.50
Electrical				
Electrical Service Distribution	LS	1	\$ 81,500.00	\$ 81,500.00
Site Lighting and Power	LS	1	\$ 143,000.00	\$ 143,000.00
			Subtotal	\$ 224,500.00
River Restoration				
Area 1: Main channel	LS	1	\$ 468,831.00	\$ 468,831.00
Area 2: Southern Overflow	LS	1	\$ 60,278.00	\$ 60,278.00
Additional Excavator Time	LS	1	\$ 8,800.00	\$ 8,800.00
			Subtotal	\$ 537,909.00
Ecological Restoration				
Ecological Restoration	LS	1	\$ 120,623.05	\$ 120,623.05
Bohn Field (Lighted)				
Field Lighting	LS	1	\$ 200,000.00	\$ 200,000.00
Bohn Field Stone Sign (Donated)	LS	1	\$ -	\$ -
Backstop (40' long x 20' high)	EA	1	\$ 11,600.00	\$ 11,600.00
Chainlink Fencing (10' height)	LF	250	\$ 75.00	\$ 18,750.00
Chainlink Fencing (8' height)	LF	959	\$ 50.00	\$ 47,950.00
Pedestrian Gate	EA	4	\$ 250.00	\$ 1,000.00
Fence Padding	LF	1,209	\$ 1.50	\$ 1,813.50
Dugout (PW Athletics)	EA	2	\$ 16,500.00	\$ 33,000.00
Bench	EA	4	\$ 600.00	\$ 2,400.00
Bat Racks	EA	2	\$ 728.00	\$ 1,456.00
Bleachers (PW Athletics 3 row/std with 8" rise)	EA	4	\$ 2,224.00	\$ 8,896.00
Foul Poles	EA	2	\$ 1,733.00	\$ 3,466.00
Bases Package	LS	1	\$ 1,271.00	\$ 1,271.00
Digital Scoreboard	EA	1	\$ 26,000.00	\$ 26,000.00
12' Wide Access Gate	EA	1	\$ 750.00	\$ 750.00
Topsoil	CY	1,443	\$ 35.00	\$ 50,505.00
Bluegrass Sod w/ Soil Prep	SF	77,935	\$ 1.25	\$ 97,418.75
Dirt Infield	SF	13,790	\$ 4.00	\$ 55,160.00
			Subtotal	\$ 561,436.25
Vasquez Field (Non-Lighted)				
Backstop (40' long x 20' high)	EA	1	\$ 11,600.00	\$ 11,600.00
Vasquez Memorial Field Stone Sign (Donated)	LS	1	\$ -	\$ -
Chainlink Fencing (10' height)	LF	250	\$ 75.00	\$ 18,750.00
Chainlink Fencing (8' height)	LF	218	\$ 50.00	\$ 10,900.00
Removable Fencing	LF	730	\$ 75.00	\$ 54,750.00
Pedestrian Gate	EA	4	\$ 250.00	\$ 1,000.00
Fence Padding	LF	1,209	\$ 1.50	\$ 1,813.50
Dugout	EA	2	\$ 16,500.00	\$ 33,000.00
Foul Poles	EA	2	\$ 1,733.00	\$ 3,466.00
Bases Package	LS	1	\$ 1,271.00	\$ 1,271.00
Bench	EA	4	\$ 600.00	\$ 2,400.00
Bat Racks	EA	2	\$ 728.00	\$ 1,456.00
Bleachers (PW Athletics 3row/std with 8" rise)	EA	4	\$ 2,224.00	\$ 8,896.00
12' Wide Access Gate	EA	1	\$ 750.00	\$ 750.00
Topsoil	CY	1,870	\$ 35.00	\$ 65,450.00
Bluegrass Sod	SF	101,006	\$ 1.50	\$ 151,509.00
Dirt Infield	SF	13,790	\$ 4.00	\$ 55,160.00
			Subtotal	\$ 422,171.50

Batting Cage				
Concrete Pad	SF	1,152	\$ 6.50	\$ 7,488.00
Batting Tunnel Structure (PW Athletics)	EA	1	\$ 6,059.00	\$ 6,059.00
Chainlink Fence (8' height)	LF	136	\$ 50.00	\$ 6,800.00
Pedestrian Gate	EA	1	\$ 250.00	\$ 250.00
			Subtotal	\$ 20,597.00
Sports Courts				
Post Tension Concrete Courts	EA	2	\$ 65,000.00	\$ 130,000.00
10' High Chainlink Fence	LF	720	\$ 75.00	\$ 54,000.00
Pedestrian Gate	EA	4	\$ 250.00	\$ 1,000.00
Perimeter Concrete 6" Mow Strip	LF	548	\$ 7.50	\$ 4,110.00
Tennis Net	EA	2	\$ 421.00	\$ 842.00
Tennis Posts	EA	2	\$ 1,407.00	\$ 2,814.00
Basketball Poles- Gared Sports (model GN45)	EA	4	\$ 990.00	\$ 3,960.00
Basketball Goals- Gared Sports (model Titan7550)	EA	4	\$ 314.00	\$ 1,256.00
Basketball Backboards- Gared Sports (model 1750 B)	EA	4	\$ 810.00	\$ 3,240.00
			Subtotal	\$ 201,222.00
Stone Picnic Area				
Pre-Cast Concrete Picnic Table	EA	3	\$ 1,200.00	\$ 3,600.00
3 Bank Grill 24" x 60"	EA	1	\$ 893.00	\$ 893.00
Stone Base for Grill	EA	1	\$ 1,000.00	\$ 1,000.00
Lyons Sandstone Seatwall	LF	35	\$ 150.00	\$ 5,250.00
Lyons Red Flagstone Plaza	SF	310	\$ 25.00	\$ 7,750.00
			Subtotal	\$ 18,493.00
ADA Fishing Access				
Decorative Concrete	SF	458	\$ 8.00	\$ 3,664.00
Sculpted Decorative Concrete	SF	351	\$ 60.00	\$ 21,060.00
			Subtotal	\$ 24,724.00
Natural Play Area				
EWf Safety Surfacing	SF	7,499	\$ 2.70	\$ 20,247.30
Subdrain	LS	1	\$ 2,000.00	\$ 2,000.00
Embankment	LS	1	\$ 15,000.00	\$ 15,000.00
Natural Stone Edger	LF	568	\$ 30.00	\$ 17,040.00
Log Edger	LF	189	\$ 15.00	\$ 2,835.00
Log Climbers	LS	1	\$ 25,000.00	\$ 25,000.00
Tree Cookies	LS	1	\$ 5,000.00	\$ 5,000.00
Fallen Logs	LS	1	\$ 25,000.00	\$ 25,000.00
Stone Boulder Tables	EA	3	\$ 2,000.00	\$ 6,000.00
Wacky Posts	EA	12	\$ 500.00	\$ 6,000.00
Spiral Wood Bench	EA	4	\$ 2,000.00	\$ 8,000.00
Embankment Slide (3' height) w/ sit-down bar	LS	1	\$ 3,500.00	\$ 3,500.00
Willow Tunnel	LS	1	\$ 10,000.00	\$ 10,000.00
Log Teepee	EA	2	\$ 2,000.00	\$ 4,000.00
			Subtotal	\$ 149,622.30
Small Playground				
Play Structure - relocation of existing play equipment	LS	1	\$ 20,120.00	\$ 20,120.00
EWf Safety Surfacing	SF	4,389	\$ 2.70	\$ 11,850.30
Natural Stone Edger	LF	251	\$ 30.00	\$ 7,530.00
ADA Accessible Ramp	EA	1	\$ 800.00	\$ 800.00
Subdrain	LS	1	\$ 2,000.00	\$ 2,000.00
			Subtotal	\$ 42,300.30
Climbing Area				
ID Structures (1 Piece)	LS	1	\$ 75,000.00	\$ 75,000.00
EWf Safety Surfacing	SF	2,258	\$ 2.70	\$ 6,096.60
Natural Stone Edger	LF	186	\$ 30.00	\$ 5,580.00
ADA Accessible Ramp	EA	1	\$ 800.00	\$ 800.00
Subdrain	LF	1	\$ 1,500.00	\$ 1,500.00
			Subtotal	\$ 88,976.60
Bike Park				
Two-rail Fencing (supplied & installed by town)	LF	285	\$ 30.00	\$ 8,550.00
Dirt (supplied & installed by town)	LS	1	\$ 5,000.00	\$ 5,000.00
			Subtotal	\$ 13,550.00
Slackline Area				
Slackline Posts	EA	4	\$ 500.00	\$ 2,000.00
Elevated Boardwalk				
Elevated Boardwalk	LF	172	\$ 750.00	\$ 129,000.00
Steel Cable Railing	LF	344	\$ 75.00	\$ 25,800.00
Timber Headwall	LF	100	\$ 75.00	\$ 7,500.00
			Subtotal	\$ 162,300.00
4th Avenue Pedestrian Bridge				
Bridge Abutments (reset existing bridge)	EA	1	\$ 80,000.00	\$ 80,000.00
			Subtotal	\$ 80,000.00

2nd Avenue Trailhead				
Gravel Parking (Class 6 Gravel Road Base)	SF	55,577	\$ 2.00	\$ 111,154.00
6"x6"x8" Brown Pressure Treated Timbers	EA	100	\$ 185.00	\$ 18,500.00
Concrete Curb Stop	EA	115	\$ 185.00	\$ 21,275.00
Vehicular Grey Concrete Paving	SF	1,296	\$ 7.50	\$ 9,720.00
Parking Kiosk	EA	1	\$ 18,000.00	\$ 18,000.00
Parking Lot Lighting	LS	1	\$ 26,000.00	\$ 26,000.00
2 Rail Wood Fence	LF	232	\$ 30.00	\$ 6,960.00
			Subtotal	\$ 211,609.00
Landscape				
Soil Prep (Native Seed Only)	SF	450,467	\$ -	\$ -
Soil Amendments	CY	2,500	\$ 35.00	\$ 87,500.00
Wood Mulch (Shrub Bed)	SF	10,000	\$ 1.00	\$ 10,000.00
Bluegrass Sod	SF	203,187	\$ 1.25	\$ 253,983.75
Topsoil (sod)	CY	3,763	\$ 35.00	\$ 131,695.28
Native Seed (Hydromulch)	SF	450,467	\$ 0.17	\$ 76,579.39
Shrubs (5 gallon)	EA	200	\$ 50.00	\$ 10,000.00
Evergreen Trees (8'-10" Height B&B)	EA	17	\$ 500.00	\$ 8,500.00
Ornamental Trees (2" Caliper B&B)	EA	54	\$ 450.00	\$ 24,300.00
Deciduous Trees (2.5" Caliper B&B)	EA	75	\$ 525.00	\$ 39,375.00
			Subtotal	\$ 641,933.42
Structures				
Restroom - Custom (1,085 SF)	EA	1	\$ 596,750.00	\$ 596,750.00
Shade Structure 1 - Custom (1,085 SF)	EA	1	\$ 238,700.00	\$ 238,700.00
Shade Shelter A - Craftsman Gable 30' X 30' with square columns and stone wrap	EA	1	\$ 50,000.00	\$ 50,000.00
Shade Shelter B - Craftsman Gable 15' X 20' with square columns	EA	2	\$ 25,000.00	\$ 50,000.00
			Subtotal	\$ 935,450.00
Site Furnishings/Misc.				
Bohn Park Entry Sign (Donated)	EA	1	\$ -	\$ -
Pre-Cast Concrete Picnic Tables	EA	34	\$ 1,200.00	\$ 40,800.00
Park Grill-Large	EA	3	\$ 893.00	\$ 2,679.00
Park Grill-Small	EA	16	\$ 550.00	\$ 8,800.00
Decorative Planters (9" Diameter Circle)	EA	5	\$ 2,500.00	\$ 12,500.00
Dumpster Enclosures (3-8 yd Dumpsters)	LS	1	\$ 10,000.00	\$ 10,000.00
Coal Bins	EA	5	\$ 500.00	\$ 2,500.00
2 Rail Wood Fence	LF	3,108	\$ 30.00	\$ 93,240.00
Vehicular Access Gates	EA	2	\$ 1,500.00	\$ 3,000.00
Backstop (20'x40')	EA	1	\$ 11,600.00	\$ 11,600.00
Parking Kiosk	EA	2	\$ 18,000.00	\$ 36,000.00
Vehicular Grey Concrete Paving	SF	3,888	\$ 7.50	\$ 29,160.00
Standard Grey Concrete Paving	SF	29,858	\$ 6.50	\$ 194,077.00
Crusher Fines	SF	66,940	\$ 1.50	\$ 100,410.00
Gravel Parking (Class 6 Gravel Road Base)	SF	111,320	\$ 2.00	\$ 222,640.00
6"x6"x8" Brown Pressure Treated Timbers	EA	222	\$ 185.00	\$ 41,070.00
Stone Steps	LF	40	\$ 50.00	\$ 2,000.00
Step Railing	LF	20	\$ 50.00	\$ 1,000.00
Steel Edger	LF	133	\$ 12.00	\$ 1,596.00
Stripstone Edger	LF	634	\$ 36.00	\$ 22,824.00
Concrete Curb Stop	EA	231	\$ 185.00	\$ 42,735.00
Lyons Sandstone Landscape Boulder	EA	66	\$ 150.00	\$ 9,900.00
Lyons Sandstone Boulder Seatwall	LF	271	\$ 75.00	\$ 20,325.00
Lyons Sandstone Boulder Retaining Wall	LF	960	\$ 75.00	\$ 72,000.00
			Subtotal	\$ 991,656.00
Irrigation				
Turf Areas	SF	382,128	\$ 0.850	\$ 396,217.13
Native Areas	SF	336,199	\$ 0.65	\$ 360,567.94
Shrub Beds	SF	10,000	\$ 1.25	\$ 35,117.50
Pump Station	EA	1	\$ 55,000.00	\$ 55,000.00
Power Drop	EA	1	\$ 8,250.00	\$ 8,250.00
Controller	EA	1	\$ 3,500.00	\$ 3,500.00
Drilling for new Well	EA	1	\$ 35,200.00	\$ 35,200.00
			Subtotal	\$ 893,852.57

Subtotal \$ 7,665,333.48
10% Contingency \$ 766,533.35

TOTAL \$ 8,431,866.83

Additional Park Enhancements				
Skate Park (8000 SF)	LS	1	\$ 300,000.00	\$ 300,000.00
Area 3: Northern Overflow	LS	1	\$ 109,745.78	\$ 109,745.78
Ecological Restoration	LS	1	\$ 100,000.00	\$ 100,000.00
			Subtotal	\$ 509,745.78

Parks Next Steps...

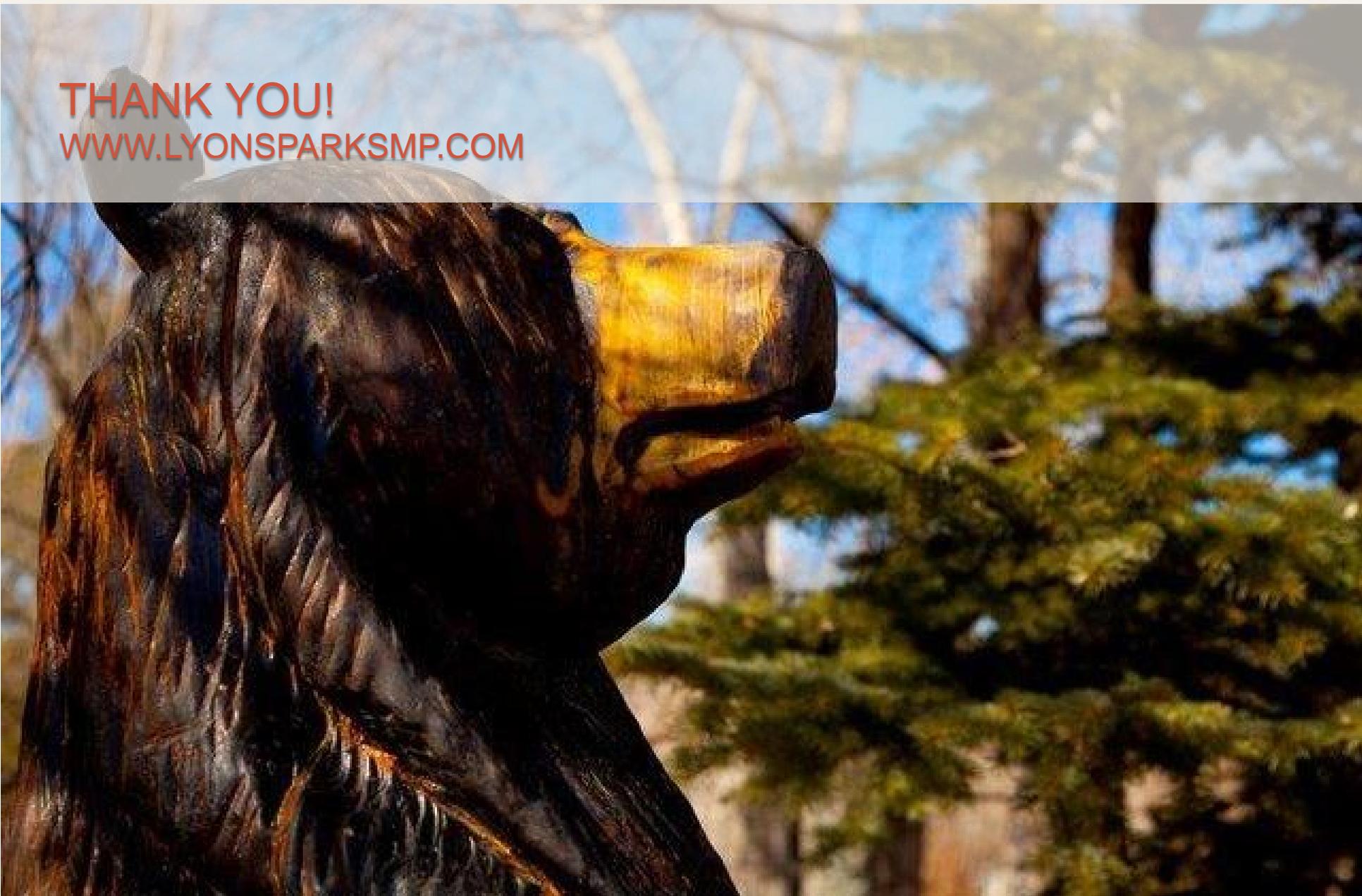
- Project hurdles
 - Floodplain Regulation/ Floodplain Development Permit
 - USACE Permitting
 - Funding
 - Cash flow
 - Bidding Process
 - 1 bid package
 - Phasing based on cash flow
 - Multiple Bid Projects
 - Parks Office/ Community Center Building

Questions and Answers?



THANK YOU!

WWW.LYONSPARKSMP.COM





BOHN PARK - LYONS, COLORADO
Architectural Program & Preliminary Budget



6/10/2016

COMMUNITY CENTER

Item Space	Area	Cost/s.f.	Area Cost	Comments
1.0 Mens Room 1 Toilets 1 Urinals 1 Lavatories	100 nsf	\$400	\$40,000	
1.1 Womens Room 1 Toilets 1 Lavatories	100 nsf	\$400	\$40,000	
1.2 Community Room Training Space Nature Center Conference Center	250 nsf	\$250	\$62,500	
1.3 Offices 3 Staff Offices Lobby / reception Office Storage	700 nsf	\$250	\$175,000	
1.4 Internal Circulation	250 nsf	\$250	\$62,500	
1.5 Storage Office Supplies Sundries and cleaning equipment	80 nsf	\$185	\$14,800	
1.6 Garage Storage (50x20') Janitor sink Large Equipment	1250 nsf	\$165	\$206,250	
1.7 Mechanical/Electrical & Plumbing Chase Systems All electric Year round operations	145 nsf	\$185	\$26,825	
1.8 Outdoor Nature Space / Porch	400 nsf	\$125	\$50,000	
Total Net Area & Cost	3275 nsf		\$677,875	
Contingency		20.0%	\$135,575	
Total Cost			\$813,450	

Meeting Date: 9/6/16

Subject: Discussion Concerning Year Round Camping/Park Host and Fees at LaVern Johnson Park

Presenter: David Cosgrove-Director of Parks, Recreation & Cultural Events

As LaVern Johnson Park enters its final stages of construction and staff prepares for the Grand Opening for the Lyons Community on September 9, 2016, Parks staff is shifting its focus to the management plan for the park. One area that has been discussed during the planning process is the possibility of year round camping and park host staffing. Staff has received many calls from potential park patrons who have voiced interest in weekly and monthly stays over the winter months and staff feels strongly that having a park host presence in the park over the first winter season as the park opens will be critical for many reasons. Staff will work with the park host to ensure that utilities will operate safely during the winter months and offer guests rates comparable to area competition. A spreadsheet of available area winter RV camping sites with fees and other information is attached for your review.

Another area being reviewed by staff is the current fees for parking, camping, shelters and other related items. Staff wants to be certain rates are competitive, reasonable and help to offset needed operations and maintenance based on the construction of the new park. Attached are fees for parking, camping and shelters. Parking fees are currently \$5 per visitor/day. Staff is recommending the rate be modified to \$5 per four hours.

Ultimately, we want to ensure that any needed fees are increased appropriately prior to next season and for budget purposes.

**Fee Analysis-LaVern Johnson Park
Lyons Department of Parks, Recreation & Cultural Events**

The following material is intended to help facilitate discussion and provide comparative data on current camping, parking and shelter rental rates for the Town of Lyons.

With the near completion of LaVern Johnson Park, staff is reviewing fees to be certain rates are competitive, reasonable and help to offset operations and maintenance costs based on the construction of the new park. These rates were last reviewed in 2011 (with earlier revisions made in 2006 and 2009) with regulations and fees adjusted accordingly. Camping, parking and shelter rental opportunities will increase significantly in Lavern Johnson Park once fully open. The RV area has nearly doubled in capacity, jumping from 9 full-size RV sites with full hook-ups to now having 15 sites with full hook ups (2 additional available for dry RV camping), a tenting area that now has 19 sites as compared to 9 pre-flood, and a total of 3 rentable shelters as compared to two prior to the flood. In addition, we now have a total of 122 parking spaces (54 spaces pre-flood) that serve as the main parking for the park in which non-resident park users currently must pay a \$5.00 fee on weekends and holidays (residents will still be issued a parking pass). We have formal permitting systems in place for camping, parking, and shelter permits (attached). New automated kiosks have been installed (which will allow for all forms of payment) and will be operational for pay and display parking and camping payment. A phone line for camping reservations that connects directly to an in-season park host(s) is available, and there is ever-increasing print and web advertising that has leant way to higher in-season usage.

The following is a review of revenues generated from the LaVern Johnson Park campground and parking both pre and post flood:

	<u>Camping</u>	<u>Parking</u>	
2009	\$32,340.00	\$10,496.65	
2010	\$39,889.00	\$12,524.25	
2011	\$43,309.00	\$9,280.51	
2012	\$40,416.65	\$10,214.77	
2013	\$42,256.50	\$11,646.91	*Season ended 1 ½ months early
2014	\$13,131.00	\$0.00	*RV only, season did not start until July/August
2015	\$52,666.50	\$0.00	*Full RV season, minimal tent camping
2016	\$39,777.00	\$0.00	*season did not start until June, not completed

***These figures do not include Planet Bluegrass or special event camping or parking revenues for the years listed.**

Fee Analysis Information

Reserved camp sites are more common in larger national and regional agencies such as the National Forest Service and Colorado State Parks. However, it is becoming more common that municipalities along the foothills and in mountain settings are also providing camping opportunities. Parking/entrance fees to parks can also be charged to maximize revenue and to

control capacity. For the purpose of this study parking fees and park entrance fees are being compared as if they were the same, due to the fact that both constitute a fee for the use of a motorized vehicle. Picnic shelters and pavilions are typically key features in community and regional parks and it is no exception in Lyons. These amenities not only provide a place to congregate, picnic and seek shelter from the elements for park guests, but are also an additional source of revenue for municipalities. Renting these facilities out for family reunions, birthday parties, weddings, corporate outings (i.e. company picnics), and other functions is common practice for municipalities that manage these facilities.

Table 1: Comparable Fees

	Parking/Extra Vehicle Fees	Additional Camper Fee	Camping Fees	Shelter Fee	Shelter Deposit
Town of Lyons	\$5.00 Non-resident and camping extra vehicle	Currently allows 2 people per permit up to 12 per site-\$5 each additional person over 2	Off Season \$15/Day –Tent \$20/Day –RV no hook ups \$33/Day – RV with hook ups Peak Season/Weekends \$20/Day – Tent \$25/Day – RV no hook ups- \$38/Day – RV with hook ups Holidays \$25/Day – Tent \$30/Day – RV no hook ups- \$43/Day – RV with hook ups	See attached fee scale for current and proposed	
City of Loveland		No City Operated Campground	No City Operated Campground	\$60.00 for a 50 person shelter	\$60.00
Town of Mead	N/A	No City Operated Campground	No City Operated Campground	Resident 4 hrs- \$60.00 Nonresident 4 hrs- \$75 Non Profit \$0.00 \$25.00 for electric Fees increases by 50% for holidays	\$100.00
Town of Erie	N/A	No City Operated Campground	No City Operated Campground	Fees are for 2 hours Resident \$40/Non Resident \$50/ Non Profit \$35.00	
Boulder County Parks and Open Space	N/A	N/A	No hookups: \$15 per night/ Electric or Water hookup: \$20 per night/ Electric and Water hookup: \$25 per night	\$35.00 fee	\$0.00
City of Boulder Open Space & Mountain Parks	\$5.00/ day Annual pass \$25	N/A		Capacity 50-150 Range Res. \$50-\$175 Non-res. \$100-\$400	

Colorado State Parks*	N/A	\$5.00 to \$8.00	\$18/Day – no hook ups \$28/ Day – with hook ups	Group Picnic Areas \$100-\$200	
City of Denver Mountain Parks	N/A	Each Person per night \$3.25 Extra Vehicle \$5.00 Pets/ night \$1.00	Rvs 30amp electric \$30/ per night Rvs 50 amp electric \$32.50/ night Rvs With Sewer \$32.50 Tents \$23.00 (Chief Hosa only)	Non Sheltered Areas-\$51 Standard Shelters-\$97 Premium Shelters-\$123 M-Th, \$311-\$397 F, S, Su	
Larimer County	\$7 per day entrance fee (Horsetooth, Carter, Flatiron, Pinewood)		\$15/ per night – no electric (Jan-Dec) \$25/ per night Electric Only (April-Sept.) \$15/ per night Electric Only (October-March)	25 Max Capacity Shelter \$25 50 max Capacity \$50 Hermit Park 175 Max Capacity \$250 ½ day and \$500 full day	
Estes Park KOA	\$6.00 camping extra vehicle/visitors	2 people per site or \$6.00 camping extra vehicle/visitors	\$53/ day with hook ups RV \$29/Day-no hook ups Tent \$36/Day-full hook ups Tent	N/A	N/A
Yogi Bear’s Jellystone of Estes		2 people included, \$5 each additional	\$55/ day RV with hook ups \$35/RV-no hook ups	N/A	N/A
Spruce Lake RV Park-Estes	\$5 camping extra vehicles	2 included, \$5 each additional	\$65/Day-full hook ups	N/A	N/A
Camp Dick-Allenspark-CSFS	N/A	N/A	\$19.50-\$27/Day-no hook ups, no amenities	N/A	N/A
Manor RV Park	N/A	N/A	\$55/ per night no hook ups \$72/ per night no hook ups	N/A	N/A
Longmont Union Reservoir			\$12.00 plus daily park user fee	\$75 per day Other associated fees(Open Water swim, boat fee, alcohol permit, etc.)	

*Fees vary between parks. Fee shown reflect the most common charges.

Fees

The rates charged for camping, parking and shelters depends on several factors such as:

- ◆ Pricing and cost recovery philosophy of the agency;
- ◆ Type of organization renting the facility (i.e. private or non-profit);
- ◆ Size and capacity of the facility;
- ◆ Supporting services (i.e. availability of water, electricity, trash services);
- ◆ Supporting amenities* (i.e. restrooms, BBQ grills, volleyball pits, athletic facilities, playgrounds, camping, showers, etc.).

**It is assumed that picnic tables are a standard amenity and help determine seating capacity.*

Comparable Fees Analysis

Benchmarking is an important tool that allows the comparison of certain attributes of the Town’s

management of public spaces with other similar communities. The Town of Lyons’ fees for camping, parking/extra vehicle and additional camper fees and shelters were compared to fourteen other agencies along the Front Range. Those agencies comprised of:

- Boulder County Parks and Open Space
- Longmont-Union Reservoir
- City of Boulder Open Space and Mountain Parks
- City of Loveland
- Town of Mead
- Town of Erie
- Colorado State Parks
- City of Denver Mountain Parks
- Larimer County
- Manor RV Park
- Estes Park KOA
- Yogi Bear’s Jellystone of Estes
- Spruce Lake RV Park-Estes
- Camp Dick-Allenspark-CSFS

It is very difficult to find exact comparables because each City, Town or Agency has its own unique identity, its own way of conducting business and differences in what they charge for the populations they serve.

This being said the comparable information presented here should be used as a catalyst for the Town of Lyons to continue to research best practices when they are needed.

Parking/ Entrance Fees

The Town of Lyons charges a \$5.00 parking fee which is less (in some cases) than what Colorado State Parks and Larimer County charge (\$6-\$8.00) for entry to their parks. It is the same rate as the City of Boulder Open Space and Mountain Parks parking fees (\$5.00), annual passes may be purchased for \$25.00. Pre-flood data shows the Town of Lyons had the potential to collect around \$10,000 to \$14,000 in parking fees annually in then Meadow Park (excluding any special events or Planet Bluegrass fees). One issue the Town is facing is the over use and overcrowding of its parks. Parking fees could be used as a means of controlling the use and capacity of the parks by raising prices and/or placing a maximum capacity on the park. One concern could be that if fees are raised beyond a certain price point, patrons will no longer park in the park or otherwise pay the fee. This could push traffic and parking to already restricted parking in downtown areas or in neighborhoods, increasing already difficult to overcome enforcement issues. In addition, park users themselves could find other areas of Town where access is available but where fees and enforcement are lacking (i.e. the Black Bear Hole). If it is not solely the goal to control visitation numbers, then monitoring parking fees of other agencies should be done to ensure that the Town’s parking fees are comparable with other agencies. One suggestion is the Town could base its fee on an hourly rate, \$5 per every four hours. Below is a table for parking revenue projections based on both \$5 and \$10 fees and the increased number of parking spaces.

Projected Non-Resident Parking Revenues for LaVern Johnson Park

Total Number of Weekend/Holiday Days-4/1 to 10/15	# of Parking Spaces	Total # of Vehicles @ 100% Capacity	Total # of Vehicles @ 60% Capacity	Total # of Vehicles @ 80% Capacity	Cost Per Parking Space	Total Revenues @ 60% Capacity	Total Revenues @ 80% Capacity	Total Revenues @ 100% Capacity
60	122	7,320	4,392	5,856	\$5	\$21,960	\$29,280	\$36,600
60	122	7,320	4,392	5,856	\$10	\$43,920	\$58,560	\$73,200

**Gross net revenues as maintenance is not calculated. Planet Bluegrass and other special event parking projections not included.

It should be noted that there was and will be significant staffing that goes into the monitoring and enforcement of successful paid parking systems and such was the case of Meadow and Bohn Park pre-flood. Establishing parking and maintaining it does have associated costs to consider as well. Without enforcement measures, it will be difficult to forecast revenues with accuracy from year to year.

Camping Fees

Camping fees charged by the Town look to be in line with what other local area agencies are charging. It should be noted that in addition to charging peak season/weekend and holiday rates, Lyons also charges for each additional person over two per campsite (\$5/each person), and an additional vehicle parking charge for each vehicle over one. In 2013 camping fees generated approximately \$42,000. In 2015, fees continued to increase after opening the new RV park area, generating \$52,666.50. 2013 figures (the most complete pre-flood information, although not a full season as the flood event shortened the season by over a month and a half) and 2015 figures (the most recent post flood information, although camping did not start until after July and it was primarily RV camping only) start to show a good comparison of the park pre and post flood. It can be noted that noticeable increases in overall revenue generated due to the increased number of RV sites added can begin to be seen, even with very minimal park services and virtually no tent camping available.

The camping sites in Lyons with its river frontage, beautiful scenery, and Front Range location make them popular and heavily used. With the development of the new park, its greater number of amenities to serve campers in the eastern portion and throughout the park, a new restroom with multiple showers, playground and fire pits, will continue to make these campsites even more popular.

Campsites are available on a first come first served basis or by an over the phone reservation system that we hope to upgrade to allow via the internet. This would allow for deposits and potential additional charges could be deemed as "Administration Fees."

Shelter Fees

Typically based on size of facility and its available supporting amenities, shelter and park pavilion rental rates vary from agency to agency. Town of Lyons rates currently are based on the number of people using the shelter and residency status. Other agencies utilize similar structures, and may charge using a multitude of variables such as, capacity of the shelter, half or whole day, peak season, use of utilities, etc. Pre-flood shelter rentals typically generated somewhere between \$1,500 and \$3,250 annually for the Town of Lyons Parks Department. The current shelter user fee scale is attached for your review.

In order to increase reservation of these facilities and to increase revenues, staff is suggesting using a condensed flat rate for each facility based on their capacity opposed to our current adjustable rate scale based on estimated group size. Regardless of the size of the group, we still have the operational and maintenance needs for the facilities. We are also suggesting increased rates for peak times/holidays, half/whole day use, costs for utilities, and rates based on residency. Please see a new proposed Shelter User Fee Scale attached.

Supply and Demand

The Town of Lyons has some unique recreational opportunities not available in other municipalities. Water recreation activities associated with the St. Vrain River, access to Boulder County Open Space trails, camping, and beautiful parks attract many users. The demand for these opportunities outweighs the supply during summer months, especially on the weekends. The high demand brings with it problems such as dog control, large un-permitted user groups, overcrowding, and the potential for increased criminal activity. Local residents have expressed that they feel squeezed out during times

of high demand.

The high demand for Town of Lyons parks and recreation facilities may justify increasing fees to offset the maintenance needs. Additionally, increasing fees may also be used to control use and to limit capacity to some degree.

Cost Recovery

A coordinated plan for the upkeep and replacement of recreational facilities is extremely important to establishing a strong financial position for the provision of parks and recreation services. Progressive pricing efforts often go a long way in recovering the direct and indirect operating costs of providing a recreational program. It will be especially important that the Town establish a pricing methodology that reflects the community's values, but also generates adequate revenue. Currently our department operates at a cost recovery rate well above the national average and historically has operated somewhere between 40% to 70% cost recovery. The national average typically fluctuates between 20% to 35% cost recovery.

Current and Recommended Camping Rules and Fees

Copies of current camping fees and rules are attached for your information. Based on these fees, the comparisons done with the above agencies and public feedback, we have found these rates to be competitive and do not recommend any changes at this time. Review of these rates should be done yearly and especially after the first full year of operations of the new park to research the parks impact on utility costs, operations and maintenance and other costs that justify increasing rates. Staff is recommending the Town implement a year round park host policy and allow for year round RV camping in LaVern Johnson Park. Many guests have called requesting these services and staff feels having a park host present in the new park would be good as it first opens. The tables below project how the increases in number of camping spots may impact revenues at various capacities for both RV and tent camping in 2017.

Projected 2017 Camping Revenue for Meadow Park Based Increase Number of Spots/Rates

# of Days	# of RV Camping Sites-full hook ups	Total Camping Days	Total Camping Days @ 60% Capacity	Total Camping Days @ 80% Capacity	Average Cost Per Night-RV Full Hookups	Total Revenues @ 60% Capacity	Total Revenues @ 80% Capacity	Total Revenues @ 100% Capacity
April 1-June 1 44 Days	15	660	396	528	\$33	\$13,068	\$17,424	\$21,780
High Season & Weekends 112 Days	15	1,680	1,008	1,344	\$38	\$38,304	\$51,072	\$63,840
Aug. 15 - Oct. 15 44 Days	15	660	396	528	\$33	\$13,068	\$17,424	\$21,780
Holidays 6 Days	15	90	54	72	\$43	\$2,322	\$3,096	\$3,870
TOTAL	15					\$66,762	\$89,016	\$111,270

**Gross net revenues as maintenance is not calculated.

****Does not include totals for new additional permit charges for vehicles, people or pets.**

# of Days	# of Tent Camping Sites	Total Camping Days	Total Camping Days @ 60% Capacity	Total Camping Days @ 80% Capacity	Average Cost Per Night-Tent Camping	Total Revenues @ 60% Capacity	Total Revenues @ 80% Capacity	Total Rev. @ 100% Capacity
April 1- June 1 44 Days	19	836	501	668	\$15	\$7,515	\$10,020	\$12,540
High Season & Weekends 112 Days	19	2,128	1,276	1,702	\$20	\$25,520	\$34,040	\$42,560
Aug. 15 - Oct. 15 44 Days	19	836	501	668	\$15	\$7,515	\$10,020	\$12,540
Holidays 6 Days	19	114	68	91	\$25	\$1,700	\$2,275	\$2,850
TOTAL						\$42,250	\$56,355	\$70,490

**Gross net revenues as maintenance is not calculated.

****Does not include totals for new additional permit charges for vehicles, people or pets.**

Based on the information provided in the tables above, using current rates and accounting for the increased number of camping and parking sites, it is quite noticeable that an immediate and substantial increase in revenue can be anticipated over historical depending on rate of capacity. At 60% capacity totals for parking at the current rate of \$5 would be \$21,960, nearly double the highest rate collected previously (\$12,524). At 80% capacity revenues could be as much as \$29,280 for parking. If the hourly rate is implemented as recommended, and park users begin to pay the \$10 fee, revenues could be even higher. Tent and RV camping combined at 60% could bring in as much as \$109,012, again doubling the highest total recorded (\$52,666). Recent trends and data show that capacity may be closer to the 80% or higher range indicating totals around \$145,371. Current numbers indicate that we have consistently been increasing our attendance and demand for camping in Meadow Park and should fall somewhere between 60% and 80% capacity in 2017. With increased visibility due to the parks newness and tools such as website and additional advertising, demand should continue to increase steadily.

Staff Recommendation

- 1) Implement hourly parking rates at \$5 every 4 hours
- 2) Keep current camping rates with a yearly review. Adjust accordingly based on park utilities and operation and maintenance needs. Implement year-round, winter camping and park host and monitor success.
- 3) Implement new Shelter Fee Scale

CURRENT SHELTER FEES

TOWN OF LYONS, CO

DEPARTMENT OF PARKS, RECREATION & CULTURAL EVENTS

\$15.00 Application Fee

SHELTER HOUSE FACILITY USER FEE SCALE & INFORMATION

LAVERN JOHNSON PARK---BOHN PARK

<u>EVENT SIZE</u> (# in attendance)	<u>Lyons Resident</u>	<u>Non Resident</u>
1-49	\$30.00	\$55.00
50-99	\$40.00	\$90.00
100-149	\$55.00	\$125.00
150-199	\$70.00	\$160.00
Each additional 50 persons	\$25.00	\$50.00

DEPOSIT

A \$100.00 deposit is required for groups of 100 persons in size or less. A \$150.00 deposit is required for groups larger than 100 persons. All deposits are held by the Town of Lyons until the date of the event and all deposits are fully refundable as long as the user(s) has complied with the terms outlined in the Town of Lyons Facilities Rental and Use Agreement and the facility meets post-event inspection standards. Further Charges may be applied depending on actual damage or cleanliness of the facility.

****Please note that the Town of Lyons relies on the user(s) to estimate group size as accurately as possible. The Park Host will also be monitoring group size, among other things, the day of the event. If it is found that the user's estimation of group size was considerably low, a portion of the damage deposit may be withheld to recover the difference. Please provide all information as accurately as possible so that we may serve you better.**

New Proposed Fees



SHELTER HOUSE FACILITY USER FEE SCALE

PERMIT APPLICATION FEE-\$15.00

LARGE GROUP PERMIT APPLICATION FEE FOR GROUPS OF 30 OR MORE PEOPLE-
\$15.00

	LYONS RESIDENT PEAK SEASON, ALL WEEKENDS AND HOLIDAYS (June 1st-Sept. 10 th)	LYONS RESIDENT OFF SEASON (April 1 st -June 1st) (Sept. 10th-Oct. 15 th)	NON RESIDENT (June 1st- Sept. 10 th)	NON RESIDENT (April 1 st -June 1st) (Sept. 10th- Oct. 15 th)
QUARRY SHELTER MAX CAPACITY 50	½ day: \$30.00 Full Day: \$60.00	½ day: \$25.00 Full Day: \$50.00	½ day: \$55.00 Full Day:\$ 110.00	½ day: \$50.00 Full Day:\$ 100.00
ST. VRAIN SHELTER MAX CAPACITY 50	½ day: \$30.00 Full Day: \$60.00	½ day: \$25.00 Full Day: \$50.00	½ day: \$55.00 Full Day:\$ 110.00	½ day: \$50.00 Full Day:\$ 100.00
WPA SHELTER MAX CAPACITY 80	½ day \$45.00 Full Day: \$90.00	½ day \$40.00 Full Day: \$80.00	½ day \$90.00 Full Day: \$180.00	½ day \$80.00 Full Day: \$160.00

½ DAY TIME SLOTS ARE FROM 9AM-2PM OR 3AM-8PM
FULL DAY TIMES ARE 9AM-8PM

ELECTRICAL FEE \$25.00

STAFF TIME-\$15.00 PER HOUR IF APPLICABLE

DEPOSIT

A \$100.00 deposit is required for groups of 100 persons in size or less. A \$150.00 deposit is required for groups larger than 100 persons. All deposits are held by the Town of Lyons until the date of the event and all deposits are fully refundable as long as the user(s) has complied with the terms outlined in the Town of Lyons Facilities Rental and Use Agreement and the facility meets post-event inspection standards. Further Charges may be applied depending on actual damage or cleanliness of the facility.

**Please note that the Town of Lyons relies on the user(s) to estimate group size as accurately as possible. The Park Host will also be monitoring group size, among other things, the day of the event. If it is found that the user's estimation of group size was considerably low, a portion of the damage deposit may be withheld to recover the difference. Please provide all information as accurately as possible so that we may serve you better.

Town of Lyons Camping Rates

Daily Rates

Campsite	Sun-Thurs April 1st– June 1st	Peak Season & All Weekends	Sun-Thurs Sept. 10th– Oct. 15th	Holiday Rates
Tent	\$15	\$20	\$15	\$25
RV Without Hookups/ Dry Camping	\$20	\$25	\$20	\$30
RV w/Full Hookups	\$33	\$38	\$33	\$43

Weekly Rates

Campsite	April 1st– June 1st	Peak Season & All Weekends	Sept. 10th– Oct. 15th
Tent	\$91	\$126	\$91
RV W/O Hookups	\$126	\$161	\$126
RV w/Full Hookups	\$229	\$252	\$229

All Rates are for 2 people and one vehicle

- \$5 per night for each additional vehicle

- \$5 per night for each additional person over the age of 5

2 tents per site/ and each tent must have a permit. No tents in the RV area.

Maximum of 6 people per permit

*Park Host Designates parking for campers

*Maximum of 2 people per campsite. \$5.00 for each additional person over the age of 5 (five).

*Each site includes parking 1 vehicle. Each additional vehicle is \$5.00 per day and you must park in general overflow parking away from site.

*A three night minimum is required for the 4th of July, Memorial Day, and Labor Day.

*Maximum of 6 (six) people per permit

*Maximum of 1 (one) RV/mobile camping unit or 1 (one) tent per permit

*The maximum stay is 3 (three) nights for tents and RV without hookups and 7 (seven) nights for RV's with hookups. Ask a park host for possible weekly rates.

*"Quiet Time" is from 10pm to 8 am (please have respect for others).

*No campfires are permitted and Charcoal and propane cooking are allowed only in designated grill sites.

*Campers must vacate their site by NOON of the expiration date listed on permit (DATE OUT).

*A Maximum of 2 tents per site and 1 RV per site

**TOWN OF LYONS-PARKS AND RECREATION DEPARTMENT
LARGE GROUP PERMIT - terms and conditions**

Any person wishing to use a Town park facility for an activity, event or program that is expected to have 30 or more attendees MUST submit an application for a Large Group Permit to the Lyons Parks, Recreation & Cultural Events Department at least 30 days prior to the date of the activity, event or program.

Upon receipt of the completed application for Large Group Permit, Town staff will determine the rental fee and damage deposit. The rental fee and damage deposit must be paid in full prior to the issuance of the permit, and no later than 14 days prior to the date of the activity, event or program. Failure to timely pay the amount due will result in denial of the application for permit.

Town staff will monitor group size and activity the day of the event. If attendance at the activity, event or program exceeds the number allowed pursuant to the permit, the permit may be immediately suspended or revoked. In addition, all or part of the damage deposit may be retained by the Town of Lyons.

INSURANCE. User shall provide insurance coverage for the Activity, Event or Program as provided below:

- No insurance is required by the Agreement. The User is encouraged, however, to secure insurance against loss resulting from the Activity, Event or Program including loss resulting from damage to the Facility/Shelter during the Activity, Event or Program. The User's failure to secure adequate insurance to protect against loss or damage shall not limit, preclude or prevent the Town from holding the User liable for loss or damage resulting from the Activity, Event or Program or from breach of this Agreement.

- Prior to the Town's execution of this Agreement, the User shall provide to the Town evidence of liability and property damage coverage and insurance applicable to the Event in the minimum amount of \$_____. Certificate is to read as follows with this **exact** language:
ADDITIONALLY INSURED, TOWN OF LYONS, its OFFICERS, OFFICIALS AND EMPLOYEES

Support Staff: A Facility Supervisor/Technician may be onsite for uses of the park facilities and shelters. In the event Town staff determines that additional staffing is required to monitor the activity, event or program, additional fees will be charged.

Operational Plan: Every permit holder of an activity, event or program of 100 or more attendees, or at the sole discretion of Town staff, any person reserving a park facility and/or shelter, shall submit for approval an Operational Plan which shall address issues to include, but not be limited to, the permit holder supplying additional portable restroom facilities, parking, trash removal. Additional items, as designated by Town staff, may need to be addressed in the Operational Plan.(i.e. Emergency Services, Security, Vendor Information, Electric Requirements, staffing/information, signage, and event layout.)

All terms and conditions of the "Park Facility/Shelter Rules and Regulations" shall apply to Large Group Permits

Additional terms and conditions may be imposed on Large Group Permits, as Town staff deems necessary.

I hereby acknowledge that I have received a copy of the Large Group Permit terms and conditions, that I have read and fully understand the content.

User Name	Date	User Name	Date
Witness - Town Staff		Date	

*** This document will act as the official permit for the user group once issued. The Large Group Permit must be in possession of the group while the site is in use.**

For Office Use Only	Park Host/ Town Staff Notified: _____
User/ Group: _____	Contact Person: _____
Date of Event/ Activity: _____	Time of Event: _____
Park Facility: _____	Number of Persons Allowed: _____

Event Description: _____
Special Uses/ Notes: _____
Approved By: _____

Permit Application & Agreement
Special Use/ Large Group/ Shelter and Park Facilities
Town of Lyons Department of Parks, Recreation & Cultural Events

Application Date: _____

PLEASE DO NOT LEAVE ANY BLANKS (MARK N/A AS APPROPRIATE). Detailed Answers will assist in expediting the processing of applications.

A. Fill in the blanks

Name of Event: _____

Date(s) of Activity, Event or Program: _____

Time(s) of Activity, Event or Program (include start and end time of event): _____

Applicant: Organization Name: _____

E-mail: _____

Applicant Name: _____ Phone: _____

Applicant Mailing Address: _____

Applicant over 18 years of age: yes no

Co-Applicant Name: _____ Phone: _____

Co-Applicant Mailing Address: _____

Applicant over 18 years of age: yes no

Responsible Party for Day of Event: Name: _____

Mobile Phone Number: _____

Number of Attendees _____

Number of Participants: _____ Entry fee per Participant: _____

Number of Vendors: _____ Number of Spectators: _____

*****Application Fees- cash or check is required at the time of submittal.**

\$50.00 Special Use Application Fee
\$15.00 Shelter Permit Application Fee
\$15.00 Large Group Application Fee

For assistance in completing the application please contact the Lyons Department of Parks, Recreation & Cultural Events at 303-823-8250 if needed.

Name of Park Facility/Shelter for reservation/permit: _____

Name, Type, Purpose of Activity, Event or Program (describe in detail the proposed use and activity for the park facility/shelter): _____

B. Vicinity Map/Site Plan

Attach a vicinity map and site plan for each event application.

**List all of the parks, trails, open space, roadways, bridges and other Town property proposed for use at the event.

C. Parking/Traffic Flow

1. Name(s) authorized personnel to direct traffic: _____

2. Are you planning to park on-site? _____ If yes, Where do you plan to park? Inculde a detailed number of vehicles you expect? How Do you intend to park them (i.e. parking plan)? _____

3. Are you planning to park off-site? _____ If yes, Where will you be parking? How will you be moving people to the event site? _____

4. Number of Parking Spaces Required: _____

5. Number of Parking Spaces Provided: _____

Be sure to indicate number of parking spaces and the locations of the following: parking areas, traffic flow, personnel directing traffic, and traffic signage on the site plan.

D. Security/Law Enforcement

Describe the plan for communications to be used in the event of an emergency [i.e. radio (what channels), cell phones, etc.]: _____

1. Will your event involve multiple Law Enforcement Agencies? (list): _____

2. Do you anticipate utilizing uniform deputy services from ground security or traffic direction? If so, from which department/ office (list)? _____

3. Will a private security company be used? _____
4. How will the security personnel be identified? _____
5. Will your event interrupt the normal traffic flow on any roadway? _____
6. Will your event seek to obtain authorization to park vehicles on any roadway? _____

7. Is there any possibility that your event could need the services of the Boulder County Sheriffs Department or the Boulder County Water Rescue Team, Lyons Fire Department? (List & Explain):

***Be sure to indicate locations of security personnel on the site plan. ***

E. Emergency Medical Care

1. Describe Emergency Medical Services arrangements/plan: _____

2. Indicate routes for EMS and Fire Crew access: _____

***Be sure to indicate locations of first aid and emergency services on the site plan. ***

F. Water

Indicate if participants/vendors are providing their own drinking water: _____

If providing water for your participants, describe water source and method of distribution:

***Be sure to indicate locations of water stations on the site plan if applicable. ***

G. Sanitation

1. Are you planning to use Town Restroom Facilities? If so, describe: _____

- Number of Port O Lets that you will be providing: _____
2. Describe disposal plan: _____

3. Drop off/ Pick Up Times: _____

***Be sure to indicate location and number of sanitation facilities on the site plan. ***

H. Food Service

Describe all food services planned for this event and list all vendors: _____

***Be sure to indicate locations of all food service booths on the site plan. ***

I. Alcohol

** Please refer to #10 in the Rules and Regulations.

J. Utilities

1. Describe utilities required for this event: _____

2. Will this event require a sound system/amplification?: _____ If yes, describe system to be used: _____

***Be sure to indicate all electrical sources and lighting locations on the site plan and attach cut sheets of proposed lighting if appropriate. ***

K. Trash Collection/Removal

1. Number of trash receptacles to be provided: _____ Type: _____
2. Will your event have dumpsters on site?: _____
3. Will your event use Town park trash receptacles?: _____
4. Describe trash removal plan/schedule: _____

- 5.. Describe plan to remove hot coals and grease: _____

***Be sure to indicate location of all trash receptacles on the site plan. ***

L. Temporary Road Closure

1. List all roads that may be impacted by your event: _____
How?: _____

2. List the roads that will qualify for a temporary road closure to ensure the health, safety, and welfare of the public or the participants of this event: _____

Be sure to indicate location of all temporary road closures on the vicinity map and/or site plan.

M. Signage

Identify any needed signage and make arrangements with Town Staff for placement _____

Be sure to indicate location of signs on the vicinity map and/or site plan.

N. Please list any other special requirements or potential impacts that this event may incur _____

CONDITIONS OF APPROVAL:

Permit Fee – The applicant may be required to pay a non-refundable permit fee in an amount not-to-exceed one thousand five hundred dollars (\$1500.00). The Lyons Department of Parks, Recreation, & Cultural Events shall conduct a final review of the subject application, additional charges maybe added based upon its consideration of the following criteria:

- Number of participants/ attendees
 - Duration of the Special Use
 - Geographic extent of the event on Town facilities
 - Impacts of the proposed event on Town facilities/ Actual costs of the event to the Town (i.e. labor costs, utilities, etc.)
 - Application Deadlines
 - Damage to Property
 - Amount of processing time required by the Town of Lyons for the event
 - Direct benefit(s) of the event to Town of Lyons residents
- a) Whether the event provides an economic infusion into the Town of Lyons;
b) Whether the event is a fundraiser for a Town of Lyons-based non-profit organization; and c)
Whether the Special Use Participants are comprised mostly of local community members.
Requests and recommendation letters may be included with the application for consideration as to how the proposed event meets the above criteria.

AGREEMENT

THIS AGREEMENT is made between the TOWN OF LYONS, a municipal corporation of the State of Colorado, 432 Fifth Ave., Lyons, Colorado 80540 (“Town”) and _____ (“User”), for the purpose of obtaining short-term use of the PARK FACILITY/SHELTER, as described and provided for in the Agreement. This Agreement is effective following proper execution by the User and on the date of execution by the Town as indicated below.

1. **AGREEMENT TO LEASE AND RENT.** The Town hereby agrees to lease and rent the Park Facility/Shelter to the User for the Activity, Event or Program during the date and time provided above and User agrees to strictly conform to the terms and conditions of this Agreement, and those set forth in the “Lyons Park Facility/Shelter Rules and Regulations.” Failure of the User to fully and timely comply with the terms and conditions of this Agreement and the “Lyons Park Facility/Shelter Rules and Regulations” shall release the Town from any obligation to provide the Park Facility/Shelter to the User as provided in this Agreement.

2. **RENTAL FEE.** A non-refundable rental fee of \$ _____ shall be paid to the Town prior to the Town’s execution of this Agreement. The rental fee is intended to cover reasonable administrative costs of the Town in providing the rental and lease of the Park Facility.

3. **DEPOSIT FOR DAMAGES AND CLEAN-UP.** The User shall pay to the Town prior to the Town’s execution of this Agreement a deposit in the amount of \$ _____. At the sole discretion of the Town, payment of the damage deposit may be required in the form of certified funds or other guaranteed funds. Such damage deposit shall be refunded in full in the event the Town receives written notice of cancellation of the event at least thirty (30) days prior to the scheduled date of the event.

4. **PARK FACILITY/SHELTER DIAGRAM.** The Town may require the User to provide a diagram indicating the proposed physical layout and use of the facility/shelter. The Town shall have authority to approve, disapprove, or modify the physical layout of the event. Once approved by the Town, the diagram shall be incorporated into this Agreement as a representation of the permitted use of the facility/shelter for the event.

5. **CONFORMANCE WITH TOWN ORDINANCES, RULES AND REGULATIONS.** The User shall conduct the Event in accordance with Town ordinances, rules and regulations of the Lyons Department of Parks, Recreation, and Cultural Events.

6. **USER’S OBLIGATION TO SUPERVISE EVENT.** The User shall use every effort to supervise the Activity, Event or Program and ensure conformance with the requirements of this Agreement in the conduct of the Event. The User understands that failure to conduct the Activity, Event or Program in strict accordance with this Agreement will constitute breach of the Agreement and the Town may immediately terminate the Activity, Event or Program for such failure. The User shall be in attendance at all times during the Activity, Event or Program.

7. **ADDITIONAL SERVICES OR ACCOMMODATIONS.** The Town may, at its discretion, require that the User provide for other services or accommodations reasonably necessary to serve the Activity, Event or Program, including but not limited to parking attendants, trash removal and cleaning services, portable restrooms, temporary fencing and signage, or additional trash dumpsters or containers. In the event the Town requires the User to provide such additional services or accommodations as part of this Agreement, such requirements shall be stated in an addendum to this

Agreement acknowledged by the Town and the User and such addendum shall be incorporated into this Agreement.

8. ATTENDANCE. The Town reserves the right to limit the number of persons in attendance at the Activity, Event or Program to the number specified by the User in this Agreement.

9. NO EXCLUSIVE USE. This Agreement does not grant sole and exclusive use of all or any park of the facility/shelter to the User. Unless expressly provided by this Agreement, the Facility shall remain open to the public during the facility/shelter's normal operating hours. The Activity, Event or Program shall not interfere or impede the general public's use and enjoyment of the facility/shelter.

10. LIABILITY AND INDEMNIFICATION. The User shall neither hold nor attempt to hold the Town liable for and will hold harmless and indemnify the Town from and against any and all demands, claims, causes of action or judgments, and any and all expenses (including without limitation, attorney's fees and costs) incurred by the Town in investigating and resisting the same arising from any injury or damage to the property of the User, any other purpose whatsoever, where the injury or damage is caused by the negligence or misconduct of the User, it's agents servants, employees, guests or any other person on or where such injuries are the result of the violation of law, ordinances, governmental orders of any kind, or of any provision of this Agreement.

11. INSURANCE. User shall provide insurance coverage for the Activity, Event or Program as provided below:

- No insurance is required by the Agreement. The User is encouraged, however, to secure insurance against loss resulting from the Activity, Event or Program including loss resulting from damage to the Facility/Shelter during the Activity, Event or Program. The User's failure to secure adequate insurance to protect against loss or damage shall not limit, preclude or prevent the Town from holding the User liable for loss or damage resulting from the Activity, Event or Program or from breach of this Agreement.
- Prior to the Town's execution of this Agreement, the User shall provide to the Town evidence of liability and property damage coverage and insurance applicable to the Event in the minimum amount of \$_____. Certificate is to read as follows with this **exact** language: **ADDITIONALLY INSURED, TOWN OF LYONS, its OFFICERS, OFFICIALS AND EMPLOYEES.**

12. CLEAN-UP OF FACILITY/SHELTER. The User shall restore the Facility/Shelter to the same condition as that existing prior to the Activity, Event or Program and shall clean the facility/shelter of all litter, trash, debris, and shall remove all User's equipment used in conjunction with the Activity, Event or Program. In the event the User fails to adequately clean the facility/shelter or remove all equipment, the Town shall retain the damage deposit. In the event the costs to clean the facility/shelter exceed the amount of the damage deposit, the User shall pay to the Town such additional amounts. Failure to pay such costs within ten days of the date of the written notification of the amount due shall constitute a breach of this Agreement.

13. DAMAGES TO THE PARK FACILITY/SHELTER. In the event any damage occurs to the park facility or shelter during the activity, event or program (including the time before and after to set-up and break down of the event), the actual costs of repair, replacement or remedy of such damage shall be deducted from the User's damage deposit. In the event such costs exceed the amount of the damage deposit, the User shall pay the Town such additional amounts due. Failure to pay such costs within ten days of the date of the written notice of the amount due shall constitute a breach of this Agreement.

14. CONFORMANCE WITH LAWS. Nothing in this Agreement is intended to exempt, waive or otherwise modify the local ordinances and laws of the Town of Lyons.

15. NO WAIVER OF GOVERNMENTAL IMMUNITY. Nothing in this Agreement is intended to exempt, waive or in any way limit the availability or applicability of the Colorado Governmental Immunity Act, C.R.S. 24-10-101, *et seq.*, as amended.

16. NO RESPONSIBILITY FOR PROPERTY. The Town shall not be responsible for loss, theft or damage to property of the User, or agents, guests, customers, invitees, permittees, vendors or suppliers of the User.

17. TERMINATION OF AGREEMENT. This Agreement may be terminated by the Town at any time if the User breaches this Agreement. This Agreement may be unilaterally terminated by the Town or the User upon written notice received by the other party not less than ten days prior to the date of the Activity, Event or Program. In the event the User terminates this Agreement, NO refund of any or part of the fee required by paragraph 2 of this Agreement shall be made by the Town. In the event of termination by the Town for any reason other than breach of the Agreement by the User, the Town shall refund to the User the fee and damage deposit paid by the User.

18. LIMITATION OF TOWN DAMAGES. The Town shall be limited to the amount of the rental fee and damage deposit for breach of this Agreement. Unless otherwise provided by law, the Town shall not pay attorneys fees, or legal costs or expenses resulting from User's enforcement of this Agreement.

19. NO TRANSFER OR ASSIGNMENT. This Agreement shall not be transferred or assigned by the User without the prior written consent of the Town, which may withhold consent for any reason.

20. PARAGRAPH CAPTIONS. The captions of the paragraphs are set forth for convenience and reference of the parties and are not intended in any way to define, limit or describe the scope or intent of this Agreement.

21. INTEGRATION AND AMENDMENT. This Agreement may be amended only in writing signed by User and the Town. If any other provisions of this Agreement are held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Agreement shall continue in full force and effect.

22. DEFAULT. Time is of the essence. If any payment or any other condition, obligation, or duty is not timely made, tendered or performed by either party, then this Agreement, at the option of the party who is not in default, may be terminated by the non-defaulting party, in which case, the non-defaulting party may recover such damages as may be proper. If the non-defaulting party elects to treat this Agreement as being in full force and effect, the non-defaulting party shall have the right to an action for specific performance or damage or both.

23. WAIVER OF BREACH. A waiver by the Town of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by the User.

24. GOVERNING LAW AND VENUE. This Agreement shall be governed by the laws of the State of Colorado. Venue for an action for the enforcement of this Agreement shall be in appropriate court for Boulder County, Colorado.

USER: _____

Date: _____

CO-USER: _____

Date: _____

CO-USER: _____

Date: _____

TOWN OF LYONS

By: _____

ATTEST:

Town Clerk

PARK FACILITY RULES AND REGULATIONS

1. **Park Permit:** A permit is required for any park activity of 30 or more attendees. Application for the permit must be submitted to The Town of Lyons Department of Parks, Recreation and Cultural Events at least 30 days before the date of the event. All fees and deposits must be paid in full at least 14 days prior to the event. The permit must be in the possession of the group while the site is in use. Permits are non-transferable and non-refundable. The Town of Lyons reserves the right to restrict activities in any park at any given time. Any violation of The Town of Lyons Department of Parks, Recreation and Cultural Events policies, rules, regulations or guidelines may result in immediate revocation of the permit.
2. **Usage Priority:** If a site has been permitted, the permit-holder has priority over other users. However, permits do not grant exclusive use of site or facilities. Permittees shall ensure that the rights and privileges of other visitors are recognized and met.
3. **Insurance:** User shall provide insurance coverage for the Activity, Event or Program as provided below:
 - No insurance is required by the Agreement. The User is encouraged, however, to secure insurance against loss resulting from the Activity, Event or Program including loss resulting from damage to the Facility/Shelter during the Activity, Event or Program. The User's failure to secure adequate insurance to protect against loss or damage shall not limit, preclude or prevent the Town from holding the User liable for loss or damage resulting from the Activity, Event or Program or from breach of this Agreement.
 - Prior to the Town's execution of this Agreement, the User shall provide to the Town evidence of liability and property damage coverage and insurance applicable to the Event in the minimum amount of \$_____. Certificate is to read as follows with this **exact** language: **ADDITIONALLY INSURED, TOWN OF LYONS, its OFFICERS, OFFICIALS AND EMPLOYEES.**
4. **Attendee Conduct:** The permit-holder is responsible for his/her actions and the actions of gathering attendees.
5. **Restroom Facilities:** Sites that include restroom facilities are taken on an "as is" basis; the rental fee is for reservation rights only. Permanent structured restrooms and drinking fountains are closed in the fall through the late spring for winterization.
6. **Daily Park Hours:** Lyons' parks are open for public use from 5 a.m. to 10 p.m. Parks are closed for public use from 10 p.m. to 5 a.m.
7. **Vehicle Access:** Motor vehicles are prohibited on park lawns, turf, restricted roadways, bicycle/pedestrian pathways, creek pathway, athletic fields, and where notice is posted. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense. Contact the Parks office or the Park Hosts before your event for special arrangements.
8. **Disposal of Waste Materials:** Trash must be properly disposed of in dumpsters or trash barrels. No trash shall be left outside existing trash containers. Extra trash must be removed from the park facility/shelter upon leaving. In the case of rented dumpsters, they must be removed by the next business day after the reservation. Due to potential damage to vegetation, the sewer system and the river, hot coals and grease must be properly disposed of off-site.

9. **Horse Trailers Prohibited.** The parking and use of horse trailers in all Town Parks is prohibited.
10. **Glass Bottles/Containers:** Glass bottles and containers are prohibited in all parks.
11. **Alcohol Beverages:** No alcohol beverages may be possessed, consumed or provided in any park or park facility, unless the permit holder has been issued a Special Event Permit from the Town of Lyons Liquor Authority and the State Liquor Authority. All provisions of the Colorado Liquor code and local law related to liquor apply to the parks and park facilities.
12. **Amplified Sound:** Amplified sound (i.e.: P.A. system, music) is prohibited unless specifically approved by the Town. Use shall be limited to the specific conditions of approval in the permit.
13. **Canopies and tents:** Canopies and tents may be used upon approval by the Town and may be limited. Structures with side drop panels are prohibited. Staking is prohibited; weights, including water, lead and sand are allowed upon approval.
14. **Signage:** Signs, banners, party decorations, and canopies may not be attached to trees, shelters, light fixtures, or other park structures. Blocking areas, including sidewalks, parking lots, paths, and roadways is prohibited.
15. **Prohibited activities/items:** Prohibited activities/items include, but are not limited to, aircraft, air castles, carnivals, climbing walls, dunk tanks, fireworks, golf, horseback riding, hot air balloons, inflatable games, model boats/airplanes, moon walks, petting zoos, pony rides, hammocks, ropes, search lights. Weapons, including but not limited to such items as knives, firearms, bows and arrows, martial arts weapons, are prohibited, except as permitted at a Town sanctioned event.
16. **Permitted activities:** Permitted activities may vary as deemed appropriate by The Town of Lyons Department of Parks, Recreation and Cultural Events.
17. **Destruction of Property:** It is unlawful for any person, other than authorized personnel, to mark, remove, break, or climb upon or in any way injure, damage or deface the trees, shrubs, plants, turf or any of the buildings, fences, bridges, monuments, fountains, backstops, dugouts, goal posts, or other structures or property within or upon any park, parkway, or other recreational facility.
18. **Responsibility for Damage:** The renter accepts the responsibility to pay any damage repair or any extraordinary cleaning expenses that may occur to the park facility and/or shelter due to the group's use.
19. **Admission:** Charging admission or gate charges for the activity, event or program is prohibited.
20. **Sale of Goods:** Only upon express written approval of the Town of Lyons Department of Parks, Recreation and Cultural Events may goods be sold at an activity or event.
21. **Gambling:** Raffles, gambling, bingo and games where money buys a chance are prohibited.
22. **Grills:** Outside BBQ grills (charcoal, propane, portable fire pits, appliances, etc.) are prohibited. Fires are prohibited. No fire is allowed during a fire ban as established by the Town or the Boulder County Sheriff. Fires and coals in all park grills must be doused and properly disposed of before leaving the site. Use of in park grill is the only permitted use.
23. **Noise violations:** Noise violations will be strictly enforced (amplifiers, stereos, etc.). Violators may be ticketed and fined. Violators may be removed from the park facility by Town staff or the Sheriff's Officer.

24. **Pollution of Waters:** Washing dishes, vehicles or other items in or with water from the river is prohibited. Emptying of waste materials in any manner that pollutes the water is prohibited.

25. **Adult Supervision:** No reservation or permit shall be issued except upon satisfactory assurance that the park facility and/or shelter will be under the direct supervision of an adult (18 years of age or older).

26. **Large Group Permits:** Applications for Large Group Permits (groups of 30 or more attendees) have additional conditions to comply with (detailed in separate form).

27. **Failure to Obey:** Failure to obey park closing times, allowing unruliness by intoxicated members of the group, or harassment of Town staff or volunteers will warrant forfeiture of all reservation deposits.

28. Every attendee shall fully comply with all rules and regulations of the Town of Lyons Department of Parks, Recreation and Cultural Events, and all laws of the Town of Lyons and the State of Colorado.

29. **Damage deposit:** The damage deposit paid by the applicant shall be held by the Town of Lyons until Town Staff is able to inspect the area of the activity, event or program. The permit holder will be notified in writing by mail of any damages resulting from the activity, event or program, and any amounts withheld from the damage deposit to repair such damage (to include removal of trash left).

30. Permits may be immediately suspended, revoked or modified for any reason at the sole discretion of Town staff.

By signing below, I/we hereby acknowledge that I/we have received a copy of the Town of Lyons Department of Parks, Recreation and Cultural Events Rules and Regulations, and that I/we have read and fully understand the content.

I/we release the Town of Lyons from and agree to save and hold harmless, defend and indemnify the Town of Lyons from all claims and damages or liability of any kind that may result from my/our performance of services or use or occupation of the park facility and/or shelter, including claims alleging negligence or other wrongful acts or omissions of the City. I/we agree that neither the Town of Lyons, nor any of its officers, agents, volunteers, assistants, or employees shall be held responsible or made subject to any claims, including any claim for negligence, seeking to assess damages or liability for or arising from personal injury or property damage to self or others in attendance during the use of the park facility and/or shelter. I/we release and agree to save and hold the Town of Lyons harmless for any claims for damages to myself resulting from suspension, revocation or modification of the permit.

Name

Date

Name

Date

Witness – Town Staff

Date