



WESTMINSTER

Planting Strip Transformation Program Packet

This document provides all the useful and required information for participation in the City's Planting Strip Transformation Program. Staff will be closely involved with the selected projects providing technical assistance, structure, guidance, and provide a rebate after project completion.



STEP 01: ENGAGE

Discuss with your HOA if your community is a good fit for the Program. If so, please submit a letter of interest!



STEP 02: MEET

Staff will schedule a virtual meeting to discuss the program specifics and the HOA's project location. A follow-up site visit might be necessary.



STEP 03: GATHER

HOA will collect bids from preferably QWEL-certified landscape contractors to perform work, select a bid, and provide it to the City.



STEP 04: COMMIT

Sign and turn in the Planting Strip Transformation Commitment Form, along with the required filled out information found within the Planting Strip Transformation Packet provided by the City to secure your rebate allocation.



STEP 05: ODP

Apply for an administrative ODP to track the change to the originally approved landscape plans. City staff will provide technical assistance with no fees required.



STEP 06: START

Begin your project and schedule the following meetings,

- Project planning and roles and responsibilities meeting
- Soil and irrigation inspections
- Project establishment and final approval inspection



STEP 07: REBATE

Collect Your rebate will be issued after the ODP amendment has been completed and after the final approval inspection occurs.

Program Administrator: Stephanie Ashmann
sashmann@westminsterco.gov
 303-658-2104

Planting Strip Transformation Program Requirements

The City of Westminster is administering a planting strip transformation program for HOAs within the City of Westminster's boundaries. These projects are an ecologically supportive and water efficient option available to HOAs within underutilized grassy areas between the street and sidewalk. Planting strip transformation projects frequently result in water savings up to 50% over conventionally irrigated Kentucky bluegrass. These beautiful transformations can revitalize older struggling landscapes to improve appearance and allow appropriate allocation of water and maintenance resources towards higher priority areas.

Participation Process

- Review the step-by-step process guide and respond with a Letter of Interest with a request to participate. We will contact you to schedule a virtual consultation and possible follow-up site visit.
- To participate in the program within the year, the **Letter of Interest is due not later than July 1st**.
- If the HOA would like to proceed, provide and complete the Planting Strip Transformation Program Commitment Form and packet with the required information.

Eligibility Criteria

Participant requirements:

- Funding is available to project partners who are located within the municipal boundaries of the City of Westminster and have active irrigation accounts.
- All utility account(s) must be current and non-delinquent (i.e., no past due balances) prior to issuance of any rebates.
- Projects must replace high-water-use turfgrass, some examples include Kentucky bluegrass, including blends and hybrids, Tall or Fine Fescues, or Texas Hybrid grasses or cool season Fescue blends with water-wise landscaping. Plants must be native or regionally native and appropriate for the Colorado Front Range climate. City staff is ready to assist with plant selections.
- The use of [QWEL](https://www.qwel.net/hire-a-qwel-pro) certified landscape contractors is preferred, or certification equivalent for the project. QWEL certified landscapers may be found at <https://www.qwel.net/hire-a-qwel-pro>.
- Project applicants must attend a consultation with City of Westminster before applying. Please contact planning@westminsterco.gov to request a consultation.
- Gated communities will not receive funds, and should neighborhoods become gated in the future all municipal funds associated with landscape transformation must be refunded to the City of Westminster.
- There shall be no existing, unresolved Official Development Plan (ODP) violations in areas that are the HOA's responsibility.

- Program participants must apply for an ODP amendment as part of their project and follow the designs, notes, and details provided within the approved ODP. City Staff will assist with the ODP process.
- Participants must include a separate irrigation line to existing trees, depending on the species.

Project Requirements:

- Project partners must use the pre-approved landscape templates provided by the City and follow all of the technical requirements therein.
- Project partners may use another design, if it was created by a landscape architect, has the same level of detail, and achieves City requirements as demonstrated within the pre-approved templates.
- Templates must be used in a place that is clearly visible within the community. Right-of-way visibility is preferred.
- Landscape must be installed by a professional landscape contractor.
- All plant material must be planted within the same year as the commitment form is signed, and shall go no later than mid-October.

City of Westminster Indemnification Clause

City of Westminster – Planting Strip Transformation Program

As a condition of participating in the City of Westminster’s (the “City”) landscape transformation program (the “Program”) and using the City-approved planting strip templates or recommended seed species, the undersigned property owner(s) or homeowners association, referred to hereinafter as the “Participant”, hereby acknowledges and agrees to the following:

1. Assumption of Risk

The Participant assumes all risk associated with the installation, maintenance, and performance of any plant material or landscape elements selected from or based on the City’s approved planting strip templates.

2. Indemnification

To the fullest extent permitted by law, the Participant shall indemnify, defend, and hold harmless the City, and its officers, employees, agents, and contractors, from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses (including reasonable attorney fees) arising out of or resulting from:

- Damage to private property resulting from the use, installation, or maintenance of plant material required or recommended for the Program;
- The failure, decline, or unsuitability of plant material included in the City’s approved planting strip templates; and
- Any injury or harm to persons or property caused by the installation, presence, or condition of the planting strip areas.

3. No Warranty or Guarantee

The City did not develop the Program as a commercial product. Consequently, the City makes no warranty, expressed or implied, as to the survivability, suitability, or performance of any plant material or design elements included in the approved planting strip templates. The use of City-provided templates does not constitute a City endorsement or guarantee of outcomes. The City explicitly disclaims any representations and warranties, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose. The City assumes no liability for any decisions made or actions taken through participation in the Program, regardless of how caused. Participation in the Program indicates the Participant’s unconditional acceptance of all risks associated with the work undertaken by the Participant pursuant to the Program.

4. Responsibility for Maintenance

It is the sole responsibility of the Participant to ensure the proper installation, care, and ongoing maintenance of the planting in accordance with applicable City standards. The City shall not be liable for any costs associated with the replacement or repair of plant material or landscape features.

Description

To help ensure a successful project, review the charts below and identify who is responsible for each task. Keep in mind that the Site Management Contractor and Installation Contractor could be the same company.

PROJECT PLANNING	<i>Project Committee</i>	<i>Installation Contractor</i>	<i>Site Management Contractor</i>	<i>City of Westminster</i>
<i>Project Planning Checklist (Project Decisions)</i>				
<i>Pre-Construction Irrigation System Assessment</i>				
<i>Statement of Work Development (Request for Quote)</i>				
<i>Letter of Interest Submittal Communications (Signage, Updates, etc.)</i>	X			X
<i>Finalize Schedule</i>				
<i>Create Weed Management Plan</i>				

INSTALLATION AND ESTABLISHMENT	<i>Project Committee</i>	<i>Installation Contractor</i>	<i>Site Management Contractor</i>	<i>City of Westminster</i>
<i>Existing Vegetation Removal</i>				
<i>Soil Amendment and Till</i>				
<i>Soil Moisture Checks During Establishment</i>				
<i>Weed Management</i>				
<i>Fertilizer Applications</i>				

IRRIGATION MANAGEMENT DURING INSTALLATION & ESTABLISHMENT	<i>Project Committee</i>	<i>Installation Contractor</i>	<i>Site Management Contractor</i>	<i>City of Westminster</i>
<i>Verify Boundary of Irrigation Zones</i>				
<i>Measure Precipitation Rate with Catch-can Test</i>				
<i>Make Necessary Irrigation Efficiency Upgrades</i>				
<i>Repair Leaks/ Make Adjustments Site Irrigation Management</i>				
<i>Schedule Irrigation for Establishment</i>				

LONG TERM MAINTENANCE	<i>Project Committee</i>	<i>Installation Contractor</i>	<i>Site Management Contractor</i>	<i>City of Westminster</i>
<i>Updated Site Management Contract</i>				
<i>Spring Clean-up Schedule</i>				
<i>Weed Management Plan</i>				
<i>Irrigation Scheduling Adjustments After Establishment</i>				
<i>Fertilizer Applications</i>				

PROJECT APPROVAL/REBATE	<i>Project Committee</i>	<i>Installation Contractor</i>	<i>Site Management Contractor</i>	<i>City of Westminster</i>
<i>Mid-Summer Establishment Check (6 Weeks After Planting)</i>				X
<i>Establishment Check (Month of November at the latest)</i>				X
<i>Final Approval</i>				X

Program Checklist

- Commitment Form
 - Fill out and provide to City Staff
 - As part of the commitment to participate in the program, apply for official development plan amendment
 - Review City Indemnification Clause
- Roles and Responsibilities Matrix
 - Fill out and provide the included Roles and Responsibilities Matrix. This matrix should be filled out with all members of the project team in attendance to fully understand the scope of the project.
- Expected timelines and schedule should include
 - Provide a schedule that identifies project milestones and anticipated completion date.
 - Grass removal method (herbicide or cut out)
 - Soil amendment, irrigation, and plant installation dates
 - Irrigation schedule
 - Weed treatment schedule
- Budget
 - Provide an itemized project budget showing a cost breakdown of materials and labor, including any available estimates from contractor(s). Detail the total amount requested from the City of Westminster and the applicant's total cash-match funding in the budget.
- Vendor Setup
 - Provide W-9 (2024 form)
 - Provide address to for city to send the rebate funds