



# WESTMINSTER

## Staff Report

TO: The Mayor and Members of the City Council

DATE: April 28, 2011

SUBJECT: Study Session Agenda for May 02, 2011

PREPARED BY: J. Brent McFall, City Manager

*Please Note: Study Sessions and Post City Council meetings are open to the public, and individuals are welcome to attend and observe. However, these meetings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.*

Looking ahead to next Monday night's Study Session, the following schedule has been prepared:

*A light dinner will be served in the Council Family Room* 6:00 P.M.

### CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

SPECIAL MEETINGS OF CITY COUNCIL AND WEDA 6:30 P.M.

### PRESENTATIONS

1. Bicycle Master Plan
2. Water Supply Update

6:45 P.M.

### EXECUTIVE SESSION

1. Discuss strategy and progress on potential sale, acquisition, trade or exchange of certain water supply and storage rights and the City's position relative thereto, pursuant to WMC 1-11-3(C)(2) and 1-11-3(C)(7).

### INFORMATION ONLY ITEMS

1. Westminster Grange - Rodeo Market Plaza Construction

Additional items may come up between now and Monday night. City Council will be apprised of any changes to the Study Session meeting schedule.

Respectfully submitted,

J. Brent McFall  
City Manager





## Staff Report

May 2, 2011



SUBJECT: Bicycle Master Plan

PREPARED BY: Mike Normandin, Transportation Engineer

### Recommended City Council Action:

Provide feedback on the proposed 2030 Westminister Bicycle Master Plan that was distributed to City Council on April 11, 2011.

### Summary Statement:

- In order to give City Council enough time to review, the proposed Westminister 2030 Bicycle Master Plan was distributed to City Council on April 11, 2011. City staff would like to obtain City Council's feedback prior to formal adoption of the 2030 Bicycle Master Plan.
- The City was awarded \$952,800 from the Energy Efficiency & Conservation Block Grant (EECBG) program funded through the American Recovery & Reinvestment Act of 2009. City staff prepared an Energy Efficiency and Conservation Strategy (EECS) as required by the Department of Energy (DOE) that was approved by the City Council in June 2009 and by the DOE on September 30, 2009. Included within the EECS, DOE approved the City's proposal to utilize \$50,000 towards the creation of a community-wide Bicycle Master Plan. The Master Plan is intended to help address the need for a coordinated, connected, and convenient bicycle transportation network within the City.
- City staff hired a consultant to study the existing network of trails and to create a strategy to improve bicycle transportation throughout the City. Public input was solicited from the general public and community bicycle activists. The Plan identifies potential bike lane and bike route opportunities. The Plan also considers arterial sidewalks which, if wide enough, will attract bicycle usage and promote connectivity in the City. The Plan provides a starting point for the consideration of future construction, lane re-striping, trail connections and educational opportunities to make this form of alternative transportation more viable in the City.
- Staff has briefed and received input from City Council on the Bicycle Master Plan at two previous study sessions on April 19, 2010, and September 29, 2010. The proposed Bicycle Master Plan includes modifications reflecting City Council input received at those two study sessions.

**Expenditure Required:** \$0

**Source of Funds:** N/A



## **Policy Issue**

Should the City finalize and formally adopt a Bicycle Master Plan?

## **Alternatives**

- 1) City Council could choose not to finalize and formally adopt a Bicycle Master Plan. This alternative is not recommended since the expectations of the citizens that have participated in the public involvement process are that the City is developing a Bicycle Master Plan.
- 2) Council could identify further modifications to the Plan before it is presented for formal adoption at a later date.

## **Background Information:**

Over the years, inquiries have been made by bicycling enthusiasts about the possibility of creating a more bicycle-friendly environment within the City. In response to these requests, City staff pursued and was awarded a \$50,000 grant from the Department of Energy for the preparation of a Bicycle Master Plan for Westminster. A consulting firm, The Street Plans Collaborative, was hired in April 2010 to prepare the Plan. Over the past twelve months, the consultant has interviewed multiple stakeholders, toured the entire network of existing trails and major thoroughfares throughout the City, held public meetings, evaluated potential connections to neighboring jurisdictions and completed the preparation of the proposed Bicycle Master Plan.

The proposed Bicycle Master Plan document addresses the following objectives:

- Provides an Executive Summary
- Summarizes the public involvement process
- Analyzes the existing bikeway network
- Provides a 2030 Bikeway Network plan that includes short term, medium term and long term priorities
- Provides a Bicycle Parking plan
- Provides a Way-Finding plan
- Provides an Education, Encouragement and Enforcement plan

Salient, proposed features of the Bicycle Master Plan include the following:

- 132 miles of bikeway network
- Bike facilities on 28% of the City's existing streets
- 122 connection points to the existing off-street trail system
- 5 miles of shared use path (U.S. 36 bike trail) - (4% of network total)
- 46 miles of bicycle lanes – (35% of network total)
- 27 miles of side paths (arterial street sidewalks) – (20% of network total)
- 14 miles of signed bicycle routes – (11% of network total)
- 40 miles of signed bicycle routes with shared lane use markings – (30% of network total)

The initial draft of the Bicycle Master Plan that was distributed to City Council and City Staff in September 2010 was an aggressive plan. Staff has re-evaluated the plan and revised it to reflect a more economical approach to the actual implementation and maintenance of various elements of the plan. For example, the draft plan recommended bicycle lanes on several local residential streets. The bike lane designations have been converted to bike routes that still achieve the overall goal but are less costly to install and maintain. Another part of the plan that was substantially revised was the Education, Encouragement, Enforcement and Evaluation component. The initial draft contained 48 action items under these categories. The final plan contains less than half of the actions previously identified but still provides the basics for advancing education, encouragement, and enforcement and evaluation efforts. In addition, these basic efforts can be provided with existing staffing levels.

It is important to note that there is no funding identified in the 2011 or 2012 budget to construct significant portions of the Bicycle Master Plan. However, modestly priced components that could logically be included with previously budgeted street overlay or reconstruction projects over the next two years, such as the restriping of 112<sup>th</sup> Avenue between Sheridan Boulevard and Westminster Boulevard to achieve on-street bicycle lanes, can be pursued. Funding for the further implementation of the Bicycle Master Plan will be evaluated in future budget processes to determine how bicycle facilities rank with other needs in the City. City Staff will also evaluate and make recommendations to Council on any potential external funding opportunities that may arise.

The development of a community-wide Bicycle Master Plan supports the City Council's goals of Vibrant Neighborhoods And Livable Communities and Beautiful And Environmentally Sensitive City by promoting a desirable, energy-efficient and healthy means of travel throughout the City.

Respectfully submitted,

J. Brent McFall  
City Manager



## Staff Report

Information Only Staff Report  
May 2, 2011



SUBJECT: Update on Comprehensive Water Supply Plan Implementation

PREPARED BY: Josh Nims, Water Resources Engineering Coordinator  
Stu Feinglas, Water Resources Analyst  
Mary Jay Vestal, Senior Water Resources Engineer

### Summary Statement

- In 2009, Water Resources Staff presented Council with a Comprehensive Water Supply Plan (CWSP) to eliminate the anticipated water supply/demand gap by buildout.
- One significant component of the CWSP is developing water supply through agricultural water share purchases.
- Over the past year, the City undertook a large-scale water purchasing program aimed at Farmers Reservoir and Irrigation Company (FRICO) shares in the Standley Lake Division. This program was very successful, and exceeded Staff's expectations, gaining 63% of the overall water purchases yield goal.
- Another significant component of the CWSP is water conservation and Staff is working with Aquacraft, Inc. to develop a Water Conservation Plan.
- Aquacraft, Inc. is also performing a Water Conservation Study as a primary step in outlining a strategy for developing the Water Conservation Plan and reaching the water conservation goals of the CWSP.
- Water Resources Staff will give a presentation at this study session and will be available to answer any questions.

### Background Information

In October 2008, Staff presented Council with projections of buildout water demand based on the City's Comprehensive Land Use Plan (CLUP). Staff then compared this with the planned buildout yield of the City's water supply system to define a buildout water supply/demand gap. With the purpose of eliminating this gap in an appropriate time frame for buildout of the City, Staff developed the City's Comprehensive Water Supply Plan and presented it to Council in August 2009 for direction.



The CWSP is a portfolio intended to eliminate the buildout water supply/demand gap by expanding key components of the City's existing water supply system and by constructing needed new capital projects. The CWSP components include active water conservation efforts, expansion of the reclaimed water system, water rights purchases, system improvements and installation of a non-potable irrigation system in conjunction with redevelopment of South Westminster.

To begin work on the most urgent component of the CWSP, the water rights purchases, Water Resources Staff undertook a Council-approved year-long purchasing program beginning in March 2010. This program was aimed specifically at Farmers Reservoir and Irrigation Company (FRICO) shares in the Standley Lake Division for the storage capacity in Standley Lake these shares provide. Staff hired a water broker, offered an aggressive price for the shares and offered optional long-term leasebacks of the water based on knowledge that many shareholders were reluctant to sell before their retirement or without a premium price.

During the water purchase program, the City acquired over 60% of the CWSP water purchases yield goal, doing away with a significant portion of the uncertainty in the CWSP. Council support of the purchasing strategy developed by Staff enabled the City to acquire nearly twice as much FRICO water as deemed reasonably available. The success of this program is especially notable considering that the window of opportunity to acquire shares in the Clear Creek basin has been rapidly declining.

Another component of the CWSP that is not as urgent, but will require a similar effort of careful strategizing, is the water conservation component. Efforts on this component of the CWSP have begun by way of a study evaluating water use and conservation practices within the City's water service area. In October 2010, a survey was sent to 1,000 homes; and in December 2010 a selection of 60 respondents had dataloggers attached to their water meters for a two-week period to provide specific water use data. Results of the study will be used in the development of a State-approved Water Conservation Plan, as well as to define the strategy by which the City meets its buildout conservation goals.

Progress has been made on other components of the CWSP (i.e., expansion of the reclaimed water treatment plant and engineering for preliminary planning of a South Westminster non-potable system). Staff is in the process of updating the overall CWSP to reflect this progress, as well as tracking changes to the City's Comprehensive Land Use Plan, and will return to Council later in 2011 for further updates.

In conclusion, the water purchase program was highly successful due to the aggressive and judicious strategy embraced and supported by City Council. Through this program, City Council has made huge strides towards its goal of "Financially Sustainable City Government Providing Exceptional Services" as these water acquisitions are critical for the City to secure and develop long-term water supply.

Respectfully submitted,

J. Brent McFall  
City Manager



# WESTMINSTER

## Staff Report

Information Only Staff Report  
May 2, 2011



SUBJECT: Westminster Grange-Rodeo Market Plaza Construction

PREPARED BY: Tony Chacon, Senior Projects Coordinator

### Summary Statement

This report is for City Council information only and requires no action by City Council.

- The City of Westminster acquired the Rodeo Market property with the intent of eventually merging the building on the site with the adjacent Westminster Grange to create a cultural and arts based community center.
- Conceptual development plans for the community center were prepared incorporating a structural addition tying the two buildings together and creating an entry off of a plaza adjacent to 73<sup>rd</sup> Avenue. This plan was presented to City Council at a study session in December, 2006.
- As an interim step towards creating the community center, the City converted the Rodeo Market building into a community-based art center and gallery operated by the South Westminster Arts Group.
- The area designated for the plaza currently presents a visual blight for persons visiting the Grange and Rodeo Market facilities and pedestrians walking along 73<sup>rd</sup> Avenue.
- Given the visually unappealing condition of the area, Staff proceeded to prepare a plan for the plaza that could be implemented in two phases so as to preserve the ability to construct the building addition in the future without adversely effecting any initial plaza improvements.
- The plaza would include pavers to match the existing pavers on 73<sup>rd</sup> Avenue, flower and shrub beds, pedestals for art sculptures, and seating benches.
- Staff is preparing to proceed with the first phase of development within the next several weeks to coincide with the City's 100 year anniversary activities.
- Staff estimates the construction cost for Phase One to be in the range of \$22,000 to \$25,000.
- Phase Two of the plaza improvements would coincide with the construction of the structural addition to the buildings, which will not occur until funding is identified and Council concurs that this phase should move forward.
- Funding was budgeted and is available for these Phase One improvements.



## **Background Information**

In 2001, the Westminster City Council adopted the South Westminster Strategic Revitalization Plan that includes a strategy to “preserve, restore and/or publicize the historic context of the area through physical improvement to facilities, structures and sites.” As a means of implementing this strategy, the Plan further recommends the advancement of the following activities:

- Improvement to the 73<sup>rd</sup> Avenue/Bradburn commercial area to attract small business entrepreneurs and artisans to reestablish the area as a community attraction and gathering place;
- Preservation and restoration of facilities and structures, such as commercial buildings, houses and the Harris Park Ditch; and,
- Physical improvement to areas having historic significance such as 73<sup>rd</sup> Avenue and the Career Enrichment Park.

In furtherance of these goals, City staff envisioned the creation of a community center focusing on arts and culture as a means of promoting economic and social activity in South Westminster, and more particularly the historic Harris Park commercial area. The historic Westminster Grange and Rodeo Market buildings became the cornerstone for the creation of the community center. In 2004, the Westminster Housing Authority, on behalf of the City of Westminster, acquired the Rodeo Market property at 3915 W. 73<sup>rd</sup> Avenue so as to preserve it for integration into the community center.

Following the acquisition of the Rodeo Market building, the City proceeded with the preparation of a conceptual development plan (Attachment A) for the community center. The plan provided for the Westminster Grange and Rodeo Market buildings to be physically connected with the construction of a new addition between and to the rear of the existing buildings. The addition would be recessed back approximately 40 feet from 73<sup>rd</sup> Avenue thereby creating an area for a plaza serving as the primary entry into the community center.

The significant cost to develop the community center has posed a financial challenge to implement the full scope of the proposed improvements. Given the financial limitations, the City proceeded to make incremental improvements to both the Westminster Grange and Rodeo Market properties to begin establishing an informal community center until such time as the full improvements can be attained. Improvements have included the following to date:

- City applied for and received a grant from the State Historical Fund that was used to restore the exterior of the Westminster Grange building.
- The City made improvements to the interior and exterior of the Rodeo Market building for the purpose of creating a community art center and gallery operated by the South Westminster Arts Group. A grant from the State Historical Fund was used to restore the historic integrity of the buildings front building façade.
- The City funded the improvements to the park area immediately east of the Rodeo Market building, including the installation of several art pedestals used in conjunction with revolving sculpture sale sponsored annually by the South Westminster Arts Group.

These improvements have dramatically changed the visual and functional character of the area to the better which in turn is attracting more people to visit the facilities and participate in community events. Additional work remains to be done to further enhance the public image of the two facilities. Of particular concern is the proposed plaza area between the buildings that currently is visually unappealing (Attachment B). Accordingly, Staff proceeded to prepare a development plan (Attachment C) for the plaza space between the Westminster Grange and Rodeo Market buildings. The completed plan calls for the installation of pavers to match the existing pavers on 73<sup>rd</sup> Avenue, flower and shrub beds, pedestals for art sculptures, and seating benches.



The plan was also designed to allow the improvements to be built in two phases. The Phase One improvements will be installed in a manner that will not negatively impacted the construction of the building addition in the future. Phase Two improvements would be installed in conjunction with construction of the structural addition.

With the plaza plan completed, Staff is prepared to proceed with construction of Phase One improvements. The cost to construct Phase One is estimated between \$22,000 and \$25,000. Funding for the improvements will come from the South Westminster Revitalization CIP account. If Council has any concerns with the plans please contact the City Manager's Office before Friday, May 6.

The proposed improvements meet the City's strategic goal of "Vibrant Neighborhoods and Commercial Areas" with the objective of preserving and restoring historic assets and developing Westminster as a cultural art community. Proceeding with improvements to the plaza area will further move the Westminster Grange and Rodeo Market facilities towards being a culture and arts based community center.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment(s)

ATTACHMENT A

Westminster Grange and Rodeo Market Concept Facilities Plan

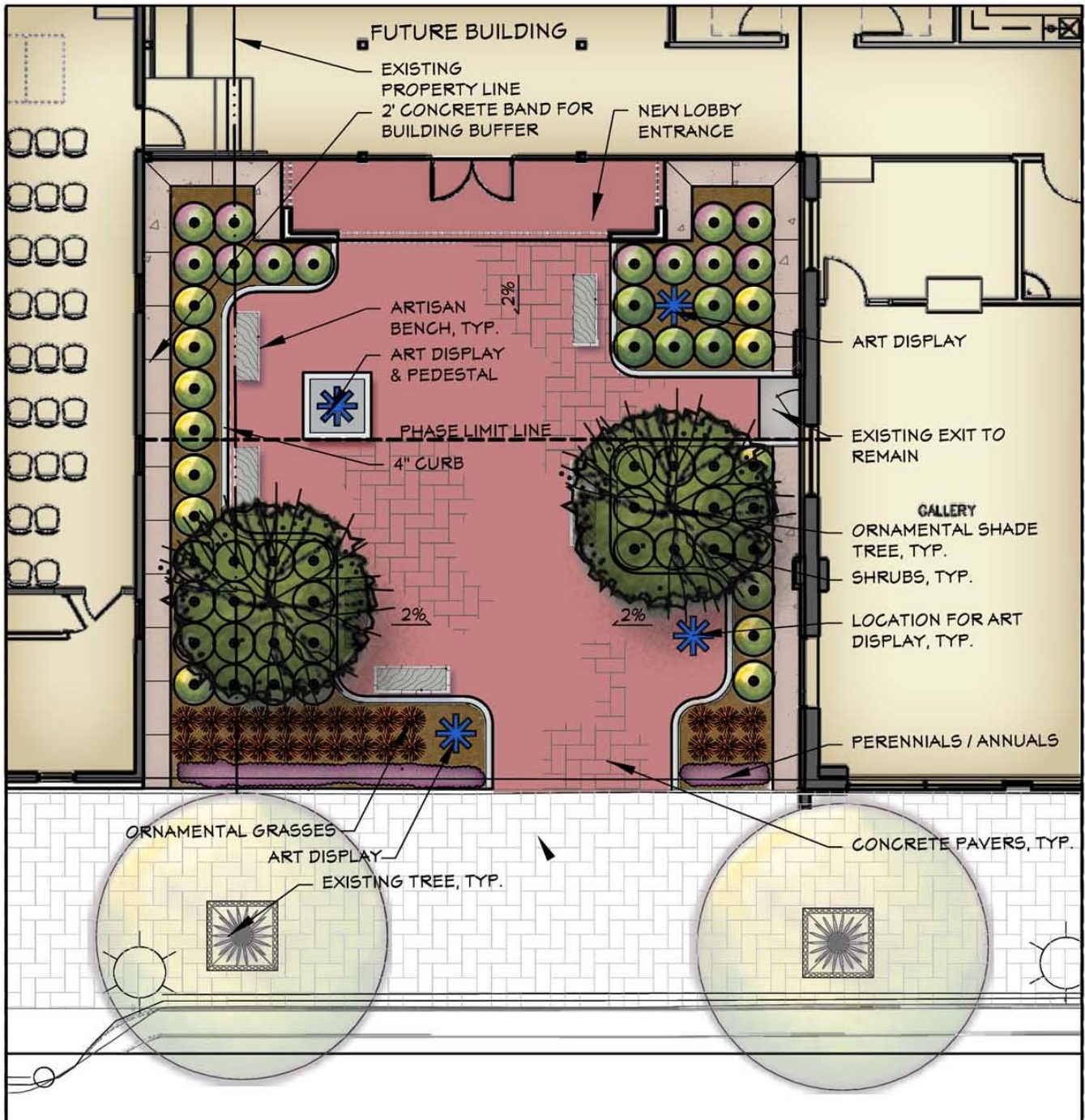


ATTACHMENT B

Existing Condition Photos of Planned Plaza Area



ATTACHMENT C  
CONCEPTUAL PLAZA DEVELOPMENT PLAN



SCALE: 1"=10'

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PLANNING &  
LANDSCAPE  
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**Grange Hall  
Entry Plaza**  
**Final Schematic Design**

Final  
Build Out  
Date  
11/15/2010