

Town of Parachute

2022 Trails Plan

Project Management Strategy

Introduction:

The Town of Parachute (the “Town”) 2022 Trails Plan is a planning document providing a framework for the future implementation and expansion of trails within the Town. The 2022 Trails Plan demonstrates a commitment to delivering trails in the Parachute community. One of the many factors considered when the Town is applying for construction or land acquisition assistance is a trail plan that demonstrates that adjacent property owners have been included in the planning process and are aware of the proposed trail alignments. The 2022 Trails Plan will provide a list of potential trail projects, including a prioritized list of projects, the responsible party, a list of coordinating agencies, a list of properties or easements needed, and the level of difficulty to implement.

Background:

The Town has completed the 2022 Comprehensive Plan (the “Comp Plan”), and one of the recommendations of the Comp Plan is to create a trails plan. The Town also obtained a \$50,000 grant from Garfield County to develop the 2022 Trails Plan. The goal is to complete the 2022 Trails Plan by December 2022.

The Plan Will:

- Serve as an overarching document that establishes trail alignments and priorities guiding the construction and installation of trails and the allocation of Parachute capital and programmatic budget.
- Provide a framework for evaluating development applications adjacent to trail alignments and for obtaining any easements through the development application process.

Project Management Strategy Overview:

This Project Management Strategy serves as a roadmap for developing the 2022 Trails Plan and lays out the approach below for the creation and completion of the document. However, the process is continuous, cyclical, and interactive, and the tasks will inform each other and overlap. The process allows the 2022 Trails Plan’s goals, policies, actions, and performance measures to be detailed and responsive to community desires and interested stakeholders' expertise.

Task 1: Kickoff and Plan Development:

Typically, the project management strategy’s first task is for the Community Planning Strategies (“CPS”) team to become intimately knowledgeable of the Parachute community. However, CPS worked with the Town and the Comp Plan was adopted in June 2022, which has a chapter covering Parks, Trails, and Open Space. Therefore, the 2022 Trails Plan is a detailed dive into the overview provided in the Comp Plan. The CPS team will take the information gathered as part of the Comp Plan and expand it in the 2022 Trails Plan. The outcome of this task is to develop maps, designs, construction standards, and narratives for the Town staff, appointed, and elected officials to review.

1.1 Kickoff Meeting:

The kickoff meeting with the Town took place on April 28, 2022. The kickoff meeting is summarized below:

ATTENDEES

Travis Elliot, Manager, Town of Parachute
Brandon Burke, Community Development Specialist, Town of Parachute
Mark King, Public Works Director, Town of Parachute
TJ Dlubac, Principal, CPS
Kris Valdez, Sr. Community Planner, CPS

AGENDA

Coordination of Comp Plan and Trails Plan

1. Park projects in the Comp Plan
2. Map of trail connections in the Comp Plan
3. Trails projects in the Trails Plan
4. Trailhead project in the Trails Plan
5. Trail signage in the Trails Plan
6. Trail specifications and types in the Trails Plan
7. Project List
 - Prioritize the list of projects
 - Responsible party
 - List of coordinating agencies
 - List of properties/easements needed
 - Level of difficulty to implement

Public Process

1. Kick-off with Planning Commission and Town Council
2. Community meetings
 - How many community meetings are appropriate?
 - How many work sessions with Planning Commission and Town Council are appropriate?
3. Adoption hearings

Notes

- Per the grant, the Trails Plan needs to be kicked off by June 1, 2022
- The meeting today is the official kick-off for Garfield County
- TJ covered the budget, specifically what has been spent on the trails plan through the comp plan and what is remaining for the stand-alone trails plan
- The Trails Plan will provide detailed information on the areas that are identified in the 2022 Comp Plan
- There are wayfinding signs in the Town of Parachute (Town), and the Town will provide specifications for the signage
- The Town would like a stakeholder group or a steering committee to work through the plan
- The Town would like regular check-ins with Planning Commission and Town Council
- The Town desires a graphics-heavy Trails Plan

- Looking at a June 2022 adoption date for the Comp Plan with an update to Town Council on May 19, 2022, but the Trails Plan doesn't need to wait until the Comp Plan is adopted
- CPS will deliver a final draft of the 2022 Comp Plan a week before it is due to Planning Commission and Town Council
- The Trails Plan should be ready for adoption by November 2022 because there are no Planning Commission and Town Council meetings in December.
- Contracts under \$50,000 do not need to go to Town Council for signature.

Action Items and Next Steps

1. The Town will provide CPS with the specifications for the wayfinding signage currently used in the Town.
2. The Town will create a list of people to serve on the Steering Committee, including Town residents.
3. CPS will develop a cost estimate, timeline, and project management, including deliverables and timelines documents, and deliver it to the Town by May 5, 2022.

Deliverables

1. Meeting notes
2. Project scope, budget, and tentative schedule
 - a. **Deliverables completed in April 2022**
 - i. **Updated Project Scope provided on July 14, 2022.**

Task 2: Develop Trail Plan and Maps:

2.1 Proposed Elements of the 2022 Trails Plan:

Introduction with Executive Summary

Chapter 1: Trail Assessment of Existing Trails and Shared Roadways

Chapter 2: Vision and Goals for Trails and Shared Roadways

Chapter 3: Project List and Priorities for Shared Roadways

Appendix: Trails and Shared Roadway Design and Maintenance Standards

2.2 Stakeholder Group:

The Stakeholder Group is currently being developed by the Town. A list of invitees has been provided to CPS. CPS will begin reaching out to people identified as part of the Stakeholder Group after the scope of work and project management strategy are presented to the Town Council by Town Staff on July 21, 2022.

The Stakeholder Group will be forwarded email updates once concepts and drafts are reviewed by Town staff (see 2.3 Town Staff Meeting/Deliverables). Feedback and comments are welcomed through the course of the project from this group. Additionally, they will be asked to participate in two strategically scheduled meetings. The first will be in Task 2 and the second will be during Task 3. Specific dates and times will be determined at a future date. The focus of each meeting is as follows:

- **Task 2:** CPS will present the draft trail alignments and trails standards to the Stakeholder Group and seek feedback and input from the Stakeholder Group.

- **Task 3:** CPS will present the draft project list to the Stakeholder Group and seek feedback and input on whether the priorities meet the community's needs.

2.3 Town Staff Meetings/Deliverables:

Start or Delivery Date	Comment Due Date	Topic or Task
July 19, 2022	Requesting response by August 1, 2022	<ul style="list-style-type: none"> • Deliver the Project Management Strategy • Request comments on the process, timeline, and elements of the Project Management Strategy.
August 30, 2022	September 6, 2022	<ul style="list-style-type: none"> • Provide the Trail Assessment of Existing Trails and Shared Roadways • Update on Community Engagement efforts
September 20, 2022	September 27, 2022	<ul style="list-style-type: none"> • Provide the Vision and Goals for Trails and Shared Roadways • Update on Community Engagement
October 11, 2022	October 18, 2022	<ul style="list-style-type: none"> • Provide the Project List and Priorities for Shared Roadways • Provide Trails and Shared Roadway Design and Maintenance Standards • Update on Community Engagement
November 15, 2022	November 22, 2022	<ul style="list-style-type: none"> • Provide a draft of the 2022 Trails Plan • Update on Community Engagement
December 6, 2022	December 13, 2022	<ul style="list-style-type: none"> • Provide the final plan for adoption • Produce a final report on Community Engagement

2.4 Town Council and Planning Commission Meetings

Start or Delivery Date	Comment Due Date	Topic or Task
July 21, 2022	August 1, 2022	<ul style="list-style-type: none"> • Project Management Strategy presented by Town Staff to Town Council • Requesting comments on the Project Management Strategy by August 1, 2022
January 12, 2022	Not applicable	<ul style="list-style-type: none"> • Planning Commission Public Hearing for the adoption of the plan • Produce a final report on Community Engagement
January 19, 2023	Not applicable	<ul style="list-style-type: none"> • Town Council Public Hearing for the adoption of the plan

		<ul style="list-style-type: none">• Produce a final report on Community Engagement
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2.5 Community Engagement

Goals:

The 2022 Trails Plan has five goals for community engagement:

1. **Interactive:** Information is accessible, easily found, understandable, and digestible while using simple language—no planning jargon.
2. **Storytelling:** The brand is friendly, graphic-heavy, and incorporates a broad range of tools for storytelling, including internal and external photos and video.
3. **Integrated Social Media:** Utilize the existing social media channels in the Town. Obtain all social media channel possibilities, both formal and informal, from the Town. Create a hashtag in the branding for the project. Ideally, there is a weekly social media post.
4. **Current Information:** Information on the website is easy to update, shows a clear progression of the project, and provides information on how to get involved either in person or online. The website will be organized and easy to navigate.
5. **Bi-Lingual:** The website will have Google Translate for multiple languages. Community engagement materials can be translated into Spanish by the Town. CPS will provide all community engagement materials in Word format for ease of translation.

Audience:

1. Stakeholder Group
2. Garfield County
3. Town Residents
4. Battlement Mesa Residents
5. Visitors

Website Strategy:

- Website pages:
 - [Background](#) - narrative on the landing page - why are we doing this?
 - [Get Involved](#) – link to how people can get involved in the plan
 - Link to social media channels
 - Calendar - opportunities for engagement
 - Project Timeline - where is the project at?
 - Forums for public comments, ideas, and stories
 - Polls
 - [Glossary of Terms](#) – defining planning jargon
 - [FAQ](#)
 - [Documents](#)
 - Update memos
 - Draft plan elements for comments, including maps
 - [About Us](#)
 - [Contact Us](#)

Task 3 – Develop Project List:

3.1 Project List

Once the trail alignments and typology are developed, CPS will develop a project list and construction/design standards. The project team will hold one more stakeholder meeting to present the project list to accomplish the goals identified in Trail Plan.

1. Deliver a project list with each project's scope, timeline, responsible parties, and performance measures.
2. Create trail types, possible acquisition or property needs, and physical land factors which should be considered for future design phases for each project.
3. The Stakeholder Group will be enlisted to provide feedback on the draft project list and design considerations.

Task 4 – Finalize and Adopt Plan:

4.1 Finalize and Adopt Plan

The CPS team and subs will finalize the plan, including content, graphics, maps, and document layout. The final draft document will be presented to the public in a community open house meeting and then presented to the Planning Commission and Town Council for adoption in December.

1. The adoption process will include appropriate public notice and scheduled hearings with presentations and public comment periods.
2. A Public Draft of the 2022 Trails Plan will be provided for public review and comment.
3. Following feedback from the Town Staff and constituents, an electronic version of the 95% full Draft Plan will be distributed to Town Staff, the Planning Commission, and Town Council for adoption.
4. The 2022 Trails Plan will be presented for adoption by the Planning Commission and Town Council.
5. Following adoption, CPS will make any final edits to the document needed, get the desired number of copies produced as described in the contract.