



Built On What Matters

Town of Frederick PROST Commission Agenda

Bella Rosa Golf Course
5830 Bella Rosa Parkway
Frederick, CO 80504
Wednesday, April 8, 2026

6:30 PM

Call to Order – Roll Call

Approval of Agenda

Public Comment

This portion of the agenda is provided to allow members of the audience to provide comments to the PROST Commission. Please sign in and you will be called. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

Action Agenda

- A. March 2026 Minutes -
Colby Johnson, Parks and Open Space Director
- B. Resolution of Support for the Adoption of the Intergovernmental Agreement
between Frederick and CVPRD -
Colby Johnson, Parks and Open Space Director

Discussion Items

- C. Golf Course Management Plan Preview -
Tim Schwartz, Golf Course General Manager
- D. Parks, Open Space and Trails Design Guidelines Discussion -
Sara Barnard, Parks Planning and Development Coordinator

Staff Reports

- E. April 2026 Staff Report -

Colby Johnson, Parks and Open Space Director

Commissioner Reports

Adjournment



Built On What Matters

TOWN OF FREDERICK

Parks, Recreation, Open Space & Trails Commission Staff Report

Matt Hickman, Chairperson

Erin Fosdick, Vice Chairperson
Alan Gill, Commissioner
Kristen Davis, Commissioner

Luke Bolinger,
Commissioner
Susan Pilon, Commissioner

March 2026 Minutes

Agenda Date: PROST Commission April 8, 2026

Attachments: 1. PROST Minutes 03112026

Reviewed By:

Action Type

2) Administrative: Actions of routine nature that implement policies/directions or effectuate the functioning of government; such as contract approvals/granting of licenses and permits/etc.

Strategic Plan Alignment:



EFFECTIVE, EFFICIENT & STRATEGIC GOVERNMENT OPERATIONS - As an employer of choice, the Town of Frederick will lead the region in a culture of efficiency, innovation, and strategic partnerships in all municipal services to far exceed the community's expectations and exemplify the fact that Frederick is Built on What Matters, its people.

Summary Statement:

Commission's consideration of approval of the Minutes from the March 2026 Regular Meeting.

Detail of Issue/Request:

The Minutes from the Regular Meeting of the PROST Commission on March 11, 2026 are presented for the Commission's consideration of approval. Staff is recommending approval with no changes.

Legal Comments:

N/A

Alternatives/Options

The Commission may request minor conditions of approval or they may deny the approval of the Minutes.

Financial Considerations

N/A

Staff Recommendation

Staff recommends approval of the March Minutes as presented.

Community Impact



Town of Frederick PROST Commission

Meeting Minutes

March 11, 2026

Call to Order – Roll Call: All Commissioners and Trustee Lamach were present, along with Colby Johnson, Sara Barnard, Mike Harris, Kylie Couch and Jordan Davison.

Approval of Agenda: The Agenda was approved without changes.

Public Comment: There were no members of the community present.

Action Agenda:

February 2026 Minutes: The Minutes were approved without changes.

Discussion Items:

Water Shortage Contingency Plan Update: Kylie Couch, Civil Engineer with the Town's Public Works and Engineering Department was present to give an update on the Town's Water Shortage Contingency Plan. Commissioners asked several questions about the process to develop this updated plan and how it would be communicated to the community.

Open Space Management Plan Update: Jordan Davison, Open Space and Trails Manager gave the first presentation on the Open Space Management Plan, a component program under Go Outdoors Frederick. The intent of this plan is to identify and prioritize opportunities and projects within the Town's managed natural areas, trail corridors and pocket open spaces, specifically but not limited to vegetative management and improvements. Generally, our Asset Lifecycle Replacement (Maintenance) projects are identified utilizing the Asset Management Program, but that's difficult for vegetative spaces we manage. Additional plans and programs serve to fill in those gaps in our short and long-range planning so that all lands and facilities are prioritized accordingly. Jordan's second presentation, covering the details of the Plan, will occur later this spring.

Parks and Open Space Municipal Code Update Discussion: Colby Johnson, Parks and Open Space Director gave an update on draft proposed updates to the Frederick Municipal Code, generally governing trail usage and parks and open spaces. Commissioners emphatically expressed a desire to continue researching and engaging the community on certain classes of e-bikes and their usage on Town trails before initiating any updates to the Code in those areas. They also expressed general support for updating regulations in other areas, including but not limited to Special Event Permitting, Open Fires, Curfew, Equine Riding and Shelter Reservations.

Frederick & CVPRD IGA Discussion: Colby Johnson, Parks and Open Space Director presented a draft Resolution of Support regarding the Board of Trustee's consideration of adoption of the Intergovernmental Agreement between the Town and the Carbon Valley Parks and Recreation District. The Commission offered minor comments and Staff will bring the Resolution of Support back for formal action at the April Regular Meeting.

Commissioner Reports: Colby Johnson, Parks and Open Space Director gave an update on agenda topics for the April Regular Meeting of the Commission, which

included consideration of adoption of the Resolution of Support for the Town & CVPRD's IGA, additional discussion on updates to Frederick's Municipal Code, the first presentation for the updated Golf Course Management Plan and the second presentation on the Parks, Open Space and Trails Design Standards.

Adjournment: The Meeting adjourned at 8:16pm.



Built On What Matters

TOWN OF FREDERICK

Parks, Recreation, Open Space & Trails Commission Staff Report

Matt Hickman, Chairperson

Erin Fosdick, Vice Chairperson
Alan Gill, Commissioner
Kristen Davis, Commissioner

Luke Bolinger,
Commissioner
Susan Pilon, Commissioner

Resolution of Support for the Adoption of the Intergovernmental Agreement between Frederick and CVPRD

Agenda Date: PROST Commission April 8, 2026

Attachments:

1. Resolution - CVPRD FRED IGA
2. Frederick and CVPRD IGA - 2026 - Final Draft

Reviewed By:

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:



COMMUNITY AND ECONOMIC VITALITY– Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities. Frederick celebrates its downtown and regards it as a gem in the region.



FISCALLY RESPONSIBLE GOVERNANCE– The Town of Frederick plans for, identifies, leverages, and utilizes resources that reflect exemplary stewardship for those who live in Frederick and those who will seek out Frederick in the future.

Summary Statement:

The Commission will consider a Resolution of Support to the Frederick Board of Trustees for their adoption of the Intergovernmental Agreement between the Town and the Carbon Valley Parks and Recreation District.

Detail of Issue/Request:

The purpose of this memorandum is to provide an overview of the proposed Intergovernmental Agreement (IGA) between the Town of Frederick and the Carbon Valley Parks and Recreation District and to highlight key elements of the partnership in advance of the Commission's consideration of adoption of a Resolution of Support for this IGA.

Timeline of the Agreement's Drafting

- Existing IGA expired on December 31, 2024, with the Town and the District continuing existing services under that Agreement's general terms without disruption.
- District Staff and Town Staff have jointly reviewed the Agreement on multiple occasions, with all conditions jointly resolved prior to this work session and consideration for adoption.
- The PROST Commission and CVPRD Board of Director's held a joint work session in October 2025 to discuss this IGA and other outdoor recreational partnerships moving forward.
- The PROST Commission is scheduled to adopt a Resolution of Support for the Board of Trustees to adopt this IGA on **April 8, 2026**.
- CVPRD's Board of Directors is tentatively scheduled to adopt this IGA on **April 15, 2026**.
- The Board of Trustees will receive this information at a Work Session scheduled for **May 6, 2026** and at a tentatively scheduled Action Agenda on **June 3, 2026**.

Purpose of the Agreement

- Establishes a formal partnership between the Town and the District to coordinate parks, recreation facilities, and programming.
- Aims to maximize community benefit while avoiding duplication of services, costs, and efforts.
- Reflects a unique shared-service model between two public entities serving the same residents and taxpayers.

Overall Partnership Structure

- Defines complementary roles:
 - **Town:** Focus on parks, trails, open space development, and maintenance.

- **District:** Focus on recreation programming, scheduling, and activity management.
- Reinforces continued collaboration while allowing each entity to operate within its core expertise.
- Supports long-term coordination in planning, service delivery, and capital improvements.

Shared Use of Facilities

- Establishes a framework for **joint use of Town-owned parks and facilities** for recreation activities.
- Enables District programming (youth, adult, and community events) to occur on Town facilities.
- Clarifies that the Town maintains ownership and primary control of facilities.

Roles and Responsibilities (High-Level)

- **Town Responsibilities:**
 - Maintain parks and physical infrastructure (e.g., landscaping, irrigation, capital assets).
 - Coordinate development and ensure new areas are referred for incorporation into the District when appropriate.
- **District Responsibilities:**
 - Manage recreation programming, events, and scheduling coordination.
 - Provide operational support during events (e.g., staffing, setup, cleanup).
 - Both parties coordinate on planning, communication, and service alignment.

Scheduling and Use Priorities

- Town retains **first priority** for facility use (e.g., Town events).
- District has **second priority** for recreation programming and events.
- Remaining availability is open to third-party use through Town processes (e.g., Special Event Permits, Park Shelter Reservations).
- Encourages coordination to minimize conflicts and optimize facility use.

Financial and Operational Approach

- No direct exchange of funds for routine use; each party funds its respective responsibilities.
- District retains revenues from its programming unless otherwise agreed.
- Emphasizes **efficient use of shared public resources** to benefit taxpayers.

Employee Wellness Benefit

- District provides **free access to recreation facilities** for eligible Town employees and dependents.
- Supports employee wellness and may help reduce long-term healthcare costs.

Capital Planning and Coordination

- Requires ongoing coordination on future capital improvements and potential joint projects.
- Encourages joint planning discussions and collaboration on grant opportunities.

Liability and Risk Management

- Each party is responsible for its own operations and activities.
- Mutual indemnification provisions and insurance requirements are established to manage risk.

Term and Flexibility

- Agreement runs through **December 31, 2030**, with the option to extend for an additional five-year term.
- Subject to annual review and can be terminated with notice under defined conditions.
- Allows for future amendments and additional agreements as needed.

Key Takeaway

- This IGA formalizes a **collaborative, efficient, and complementary partnership** that reflects the unique relationship between the Town and the District.
- Positions both entities to better serve shared residents through coordinated services, strategic planning, and responsible use of taxpayer resources.

Legal Comments:

This Resolution has been reviewed by the Town Attorney.

Alternatives/Options

The Commission may choose to approve this Resolution of Support with conditions, or they may choose to deny approval.

Financial Considerations

N/A

Staff Recommendation

Staff recommends approval of this Resolution of Support as drafted.

Community Impact

**TOWN OF FREDERICK, COLORADO
PARKS, RECREATION, OPEN SPACE AND TRAILS (P.R.O.S.T.) COMMISSION
RESOLUTION OF SUPPORT**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO P.R.O.S.T.
COMMISSION SUPPORTING THE ADOPTION OF THE INTERGOVERNMENTAL
AGREEMENT BETWEEN THE TOWN OF FREDERICK AND THE CARBON VALLEY
PARKS AND RECREATION DISTRICT**

WHEREAS, in accordance with the Bylaws of the Parks, Recreation, Open Space and Trails Commission, the Commission shall advise the Board of Trustees and Town Staff on all areas pertaining to the Town's outdoor recreation and natural resources; and,

WHEREAS, an Intergovernmental Agreement outlines roles and responsibilities governing the cooperative use of Town parks, specifically athletic fields ; and,

WHEREAS, the P.R.O.S.T. Commission supports the cooperative use of Town parks for the purposes of local youth, adult and senior recreation; and,

WHEREAS, the P.R.O.S.T. Commission encourages Parks and Open Space Department staff to seek partnerships where possible to advance outdoor recreation participation and natural resource preservation; and,

WHEREAS, the P.R.O.S.T. Commission supports continued financially sustainable approaches to local government, including the cooperative use of existing resources to promote the above; and,

WHEREAS, the P.R.O.S.T. Commission highlights the economic development opportunities presented by recreational usage of Town lands, particularly those in Downtown Frederick such as Centennial Park.

NOW THEREFORE BE IT RESOLVED BY THE PARKS, RECREATION, OPEN SPACE AND TRAILS COMMISSION OF THE TOWN OF FREDERICK, COLORADO, AS FOLLOWS:

1. The P.R.O.S.T. Commission offers this Resolution of Support to the Mayor and Board of Trustees and recommends adoption of the Intergovernmental Agreement between the Town of Frederick and the Carbon Valley Parks and Recreation District dated June 3, 2026, generally governing the cooperative use of Town lands for local recreational programming.
2. The P.R.O.S.T. Commission further recommends the Carbon Valley Parks and Recreation District Board of Directors continue to seek advantageous partnerships with the Town of Frederick for the long-term betterment of the community, in particular in the areas of outdoor recreational opportunities and financial stewardship.

INTRODUCED, READ, PASSED AND SIGNED THIS 8th DAY OF APRIL, 2026.

TOWN OF FREDERICK

By: _____
Matt Hickman, Chairperson

ATTEST:

By: _____
Colby Johnson, Parks and Open Space Director

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF FREDERICK,
COLORADO AND THE CARBON VALLEY PARKS AND RECREATION DISTRICT FOR THE
SHARED USE OF FACILITIES**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into this _____, 2026, by and between the Town of Frederick, ("Town") a Colorado statutory town whose address is 401 Locust Street, Frederick, CO 80530, and the Carbon Valley Parks and Recreation District ("District"), a Colorado special district whose address is _____. The above-named entities may be collectively referred to herein as the "Parties" and individually as a "Party." The effective date of this agreement shall be _____, 2026 ("Effective Date").

1. Recitals

- 1.1 The Town and District are desirous of effecting a cooperative relationship that will achieve maximum community benefits while avoiding duplication of services, expenses, and efforts wherever possible, as more fully set forth below.
- 1.2 The District acknowledges that the Town has expertise in the areas of parks, trails, and open space maintenance, and as such, it is appropriate for the District to rely upon the Town's expertise in these areas.
- 1.3 The Town acknowledges the expertise of the District in the areas of recreation programming, scheduling, and management, and therefore, it is appropriate for the Town to rely upon the expertise of the District in these areas.
- 1.4 The Town acknowledges and specifically encourages the role the District plays in the management of recreational activities. The Town recognizes the benefits to the public of the on-going viability of the District, and the Town acknowledges that it does not intend to be actively involved in recreation management, scheduling, or administration in the areas that include, but are not limited to youth, senior, and adult recreation programming.
- 1.5 The District was duly formed to provide recreation facilities and services to the residents within the taxable authority of the District's boundaries and is duly authorized by state law to provide such facilities and services.
- 1.6 Areas of the Town are included within the boundaries of the District.
- 1.7 The Town is authorized to provide outdoor recreation facilities and services, and owns

and continues to actively plan and develop a comprehensive park, recreation, open space, and trail system for the benefit of the Town and its residents.

- 1.8 The Town shall continue its policy of requiring that all new annexation to the Town or developments within the Town petition for inclusion into the District.
- 1.9 The Parties find that it is in the best interests of the residents of the Town and of the District that the Parties enter into this Agreement to set forth certain mutual understandings with respect to the provision of recreational facilities and services.
- 1.10 Pursuant to Colorado Constitution Article XIV, Section 18(2)(a), and Colorado Revised Statutes § 29-1-201, *et seq.*, the Town and the District may cooperate or contract with each other to provide any function, service, or facility lawfully authorized to each.
- 1.11 The Parties find they each have the authority to enter into the agreements set forth herein.
- 1.12 The Parties find that it is beneficial to the taxpayers and residents of the Parties to cooperate with respect to the provision of recreation facilities and services, and that such cooperation will enhance efficient provision of such facilities and services.
- 1.13 The Parties find that it is beneficial to the taxpayers and residents of the Parties to invest in wellness programming for Town employees in order to reduce medical and insurance claims, thus resulting in lower costs for providing Town employee healthcare, which provides savings to taxpayers.
- 1.14 The Parties find that the efficient provision of such facilities and services will be enhanced through this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises hereinafter set forth, the Parties hereto agree as follows:

2. Scope of Agreement

This Agreement is intended to set forth certain general understandings of the Parties regarding their relationship and their provision of recreation facilities and services to residents within the Town and the District. This Agreement is also intended to set forth the Parties' specific responsibilities concerning the use, management, operation, and maintenance of certain Town-owned facilities (listed below) that are jointly used for recreation services. This Agreement is not intended to preclude additional agreements between the Parties

subsequent to this Agreement.

3. General Responsibilities of the Town

The Town will have the following general responsibilities with respect to the following matters of mutual interest to the Parties.

- 3.1 The Town will add a condition of approval to any Resolution or Ordinance approving a development application for any property that is not already within the District requiring a valid petition for inclusion be submitted to the District. Such best efforts shall not require that the Town commence or join in any litigation regarding the enforcement of this provision.
- 3.2 So that the District will have the opportunity to comment on development proposals, the Town will (or require applicant to) provide to the District a referral package on all new developments within the Town pursuant to Town Land Use Code; provided, however, that should the Town or applicant for development inadvertently fail to mail such referral, such failure shall not constitute a breach of this Agreement or require the delay or cancellation of any scheduled Planning Commission or Town Board public hearing regarding the subject development.
- 3.3 The Town will develop or require to be developed parks, open spaces, and trails within the Town. The Town generally requires new parks, open spaces, and trails to be owned and maintained by a Homeowner's Association or Metropolitan District. The Town is not required to provide for programming at parks, open space, or trails that the Town does not own or manage.
- 3.4 The Town shall provide the District a list of eligible employees who may access District Facilities pursuant to the wellness program set forth in Paragraph 4.5 below.

4. General Responsibilities of the District

The District will have the following general responsibilities with respect to the following matters of mutual interest to the Parties.

- 4.1 The District will provide and maintain a current contact for a District representative(s) to be contacted in the case of emergency related to any District activity or event within the Town. The District shall provide the contact list to the Town annually, or upon changes of designated representative(s) or their contact information.

- 4.2 Representatives of the District shall provide the Town with regular updates that include information on current and planned services and facilities, and other issues related to implementation of this Agreement, and other matters of mutual interest.
- 4.3 The District shall update its service plan or other necessary filing, as may be necessary, to ensure it can include properties into the District that may be annexed into the Town of Frederick.
- 4.4 The District shall not enter into any agreement with City of Dacono, Town of Firestone, Town of Frederick, or properties in unincorporated Weld County to provide specific facilities or services without notification to the Town.
- 4.5 The District shall assist the Town in providing employee wellness programming and activities, which will include:
- A. Free access to District Facilities for Town employees and employees' dependents for benefitted employees, and access to Town employees only, if they are a non-benefitted employee. Town will provide its employees a form to obtain a pass for access to the District facilities. Town employees will be responsible to provide this form to the District for processing. The Town will then report any changes of employment status to the District within 10 days or sooner as may be practical, so that such passes may be revoked; and
 - B. Fitness/Wellness tips and tour of District facilities.
- 4.6 The Parties will continue to work collaboratively to assess additional wellness programming opportunities.

5. Terms of Joint Use for Parks/Fields/Town-Owned Properties

5.1 Parks and Uses

The provisions of this Section are intended to govern the Parties' use, management, operation, and maintenance of certain Town-owned properties that are to be utilized jointly by the District and Town for the provision of District-scheduled recreation activities, Town events, and other uses. The provisions of the Agreement apply to all Town-owned and managed properties (hereinafter referred to individually as a "Facility," or collectively as the "Facilities").

5.2 ***Concessions***

Any concessions operated at District events shall obtain applicable permits through the Town and any other required sales tax or applicable health department licensure.

5.3 ***Restroom Facilities***

The District may, at no cost to the Town, arrange and be responsible for the placement, operation, maintenance, and upkeep of port-a-lets at Facilities used for District uses. The District shall coordinate with the Town for placement of port-a-lets in locations designated by the Town. Town restroom facilities will be provided, weather and operationally dependent.

5.4 ***Site Supervisor***

The District shall, at no cost to the Town, provide a site supervisor for all District uses of, and tournaments at, the Facilities. The site supervisor shall be a representative of the District. The site supervisor shall be responsible for locking/unlocking Facilities and fields where required, and ensure trash pick-up and general maintenance after each function. The site supervisor and other District representative shall be easily identifiable (with either District uniforms or name tags) during District functions conducted on Town-owned fields. The District shall be solely responsible for the hiring, supervision, and evaluation of the site supervisor(s) and all District employees while utilizing the parks for District purposes, including without limitation the provision of all compensation and all workers compensation and other coverages. No employment relationship, express or implied, shall exist between the Town and such persons.

5.5 ***Maintenance***

The Town shall provide for general maintenance for the Facilities, to include, mowing, watering, fertilization, weeding, and provision of necessary utilities. The Town will maintain grass at heights the Town deems appropriate for the conditions then existing. The Town is responsible for maintaining capital assets of the Facilities, such as fences, gates, buildings, structures, irrigation systems, lighting, playground equipment, restroom facilities (not including port-a-lets placed at the Facilities by the District in accordance with this Agreement), and parking lots.

5.5.1 Level of Service – The District may identify the need for an increase in the service level at the Facilities such as proper mowing heights and surface conditions – eliminate low spots, fill in slide areas, and back fill pitching mounds – and provide such information to the Town. The Town in its sole discretion will maintain Facilities at a level it deems appropriate based upon best practices, available labor, and budgetary

restraints. Nothing herein will prevent the Parties from working jointly together to implement the increased level of service at the Facilities. As the Facilities and other parks, fields, and Town-owned properties in the Town are developed, the Parties will identify those facilities that are to be utilized as “game” facilities and those that are primarily used as “practice” facilities.

5.5.2 Damages to Facilities – Aside from normal wear and tear, the District shall be responsible to repair damages that occur to Town Facilities during or as a direct result of the District’s use of Town Facilities.

5.6 *District Equipment*

Any District equipment proposed to be stored at the Facilities shall be stored in structures and/or locations approved by the Town. The Town shall have no responsibility, liability, or obligation with respect to the safety or security of any stored District equipment of other District property placed or located on, at, or in the Facilities, it being acknowledged and understood by the District that the safety and security of any such property is the sole responsibility and risk of the District. District equipment shall be removed during Town events. The District may request to display or install banners, flyers, and signs, and the Town shall have sole discretion on the placement location, sign types, and placement duration.

5.7 *Capital Improvements*

The District shall not make any capital improvements to the Facilities without the prior written consent of the Town, as evidenced by a writing signed by the Town Mayor or Town Manager following approval of the Town Board. The Town and District may utilize addenda to this Agreement to memorialize Town consent for and the Parties’ agreement concerning the completion, ownership, maintenance, and financing of any capital improvements. Unless otherwise provided in such an addendum, all capital improvements shall be owned by the Town.

5.8 *Capital Improvements Planning*

The District and the Town will meet prior to annual budget preparation to discuss any planned capital improvement projects for the following year. Any projects discussed that require joint funding shall be subject to approval by both the Town and District during their respective budget approval process.

The District and the Town’s Parks, Recreation, Open Space and Trails Advisory Commission will coordinate a regular cadence of a joint meeting or work session to discuss future planning

and potential capital improvements.

5.9 ***Grant Applications and Awards***

The District and the Town will make their best efforts to coordinate grant applications to assist with any planned capital improvements.

5.10 ***Rules on Use of Parks***

During District uses, District staff and its contractors shall ensure the Facilities are used in compliance with applicable rules. Incidents of vandalism or other conduct that may be in violation of law or use rules shall be reported to the Frederick Police Department, or the Parks and Open Space Department, as appropriate.

5.11 ***District Events***

District sponsored practices, games, tournaments, one-time events, adult and youth activities, or any other such related public use, referred to hereafter as “District Events,” shall be subject to the following additional requirements. In the event of any conflict between the provision of this subsection and the other provisions of Section 5, the subsection shall control:

5.11.1 Under Terms of this Agreement, all revenues will be retained by the District, unless a separate agreement between the Town and the District is executed for specific District Events.

5.11.2 The District is responsible for cleaning and stocking restrooms during and/or after such District Events, beyond the regular maintenance as may be provided by the Town at its sole discretion.

5.11.4 The District is responsible for ensuring appropriate and adequate trash containers are available at all Facilities throughout the duration of all District Events.

5.11.5 The District is responsible for preparing all fields prior to and between games including chalking and/or painting lines, repairing surface condition from that day’s usage, and goals, flags, cones, and other devices designating fields of play. At the request of the Town, the District shall re-orient sports fields to prevent excessive turf damage, to the extent possible within a Facility.

5.11.6 The District shall be responsible for cleaning viewing areas, stands, dugouts, and removing all trash from the Facility created from the given use.

5.11.7 The District shall return the Facility to the same or better condition than existed prior to the event.

6. Scheduling

The Town shall be responsible for maintaining and administering the scheduling of Town Facilities for the Town, District, and third-party use. The Parties will work together to provide timely scheduling information to one another and resolve scheduling conflicts.

6.1 *Town Use*

The Town has first priority for the use and scheduling of Town Facilities. The Town shall determine the dates for priority use and shall communicate those dates to the District by December 1st for the following calendar year, or as soon as possible after the events are scheduled. The Town reserves the right to supersede any pre-approved dates of District events at its sole discretion for the purposes of Town-sponsored events.

6.2 *District Use*

The District has second priority for the use and scheduling of Town Facilities. Subject to Town use above, the District shall determine the dates for secondary use and shall communicate those dates to the Town by February 1st of each year, or as soon after as the events are proposed.

6.3 *Third-Party Use*

The remaining dates for Facility use shall become available on a rolling basis, where other entities or individuals can request and make reservations for Facility use. Such use shall be in compliance with Town codes and shall be on a first-come, first-served basis utilizing the established Park Shelter Reservation or Special Event Permit process in place at the time of reservation.

While the Town reserves the right to govern the use of Facilities at its sole discretion, the Town shall not intentionally enter into any Agreement with a third-party that offers services or events similar to the District, without prior notification of the District.

7.0 Liability

7.1 The District shall require participants in its programming or events to sign liability

waivers that release the Town of Frederick and all respective affiliates, subsidiaries, insurance companies, successors in interest, agents, employees, representatives, assignees, officers, directors of the Town of Frederick, and their affiliated entities from liability arising from such activity or event. The District shall provide the Town a copy of these documents annually.

7.2 To the extent permitted by law, the Town agrees to indemnify and hold harmless the District, agents, and employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage that arise out of or are connected with the Town's use, operation, maintenance, or management of the Facilities pursuant to this Agreement, or that are caused by, or claimed to be caused by, the act, omission, or other fault of the Town, its agents, and employees.

7.3 To the extent permitted by law, the District agrees to indemnify and hold harmless the Town and its officers, agents, and employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage that arise out of or are connected with the District's or District Contractor's use, operation, maintenance, or management of the Facilities, or that are caused by, or claimed to be caused by, the act, omission, or other fault of the District, its officers, agents, and employees.

7.4 ***Insurance***

The District and the Town agree that each shall also maintain the following insurance types with the following minimum policy limits:

Workers' Compensation insurance to cover obligations imposed by the Workers' Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of work at the Facilities with a minimum limit of ONE MILLION DOLLARS (\$1,000,000).

General Liability insurance with minimum combined single limits of ONE MILLION, TWO HUNDRED THOUSAND DOLLARS (\$1,200,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include public liability coverage for any injury or death, and property damage, fire, burglary, and theft. The policy shall contain a *severability of interests* provision.

Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect to each owned, hired, and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a *severability of interests* provision.

7.5 Nothing contained within this Agreement is intended to be a waiver of the immunity of either Party pursuant to Colorado Governmental Immunity Act, C.R.S. 24-10-101, *et seq.*

8. Choice of Law

The laws of the State of Colorado (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its interpretation, construction, performance, and enforcement.

9. Notices

9.1 *Requirement of a Writing.* Permitted Methods of Delivery. Each Party giving or making any notice, request, demand, or other communication (each, a “Notice”) pursuant to this Agreement shall give the Notice in writing and use one of the following methods of delivery, each of which for purposes of this Agreement is a writing: personal delivery, Registered or Certified Mail (in each case, return receipt requested and postage prepaid), nationally recognized overnight courier (with all fees prepaid), facsimile, or e-mail.

9.2 *Addressees and Addresses.* Any Party giving a Notice shall address the Notice to the appropriate person at the receiving Party (the “Addressee”) at the address listed on the first page of this Agreement or to another Addressee or another address as designated by a Party in a Notice pursuant to this section.

9.3 *Effectiveness of a Notice.* Except as provided elsewhere in this Agreement, a Notice is effective only if the Party giving the Notice has complied with subsections a) and b) and if the Addressee has received the Notice.

10. Communications

The Parties shall designate authorized representatives and all communications related to the performance of duties defined in this Agreement shall be conducted solely between the representatives so designated. Additionally, the key Town and District staff involved in providing the shared services described in this Agreement shall report as needed to the Board.

11. Term

This Agreement is subject to annual review but will remain in effect until December 31, 2030 unless sooner terminated by mutual written agreement or as provided in this Section. The

Parties may mutually renew this Agreement by written amendment for up to one additional five-year term. Either party may terminate this Agreement upon sixty (60) days' prior written notice in the event of a material breach if such breach is not cured with sixty (60) days of written notice of breach. Any notice of breach shall state with particularity the alleged breach, and the applicable cure period may run concurrently with the 60-day period for notice of termination.

The Parties may agree to mutually terminate this agreement upon one hundred twenty (120) days' written notice, signed by both parties.

12. Miscellaneous Provisions

12.1 This Agreement is made solely for the benefit of the Parties hereto and is not intended to nor shall it be deemed to confer rights to any persons or entities not named as parties hereto.

12.2 **No Assignments.** Neither Party may assign any of its rights, duties, or obligations arising under this Agreement without the prior written consent of the other Party.

- *Ramifications of Purported Assignment.* Any purported assignment of the rights, duties, or obligations of either Party without the express written consent of the other Party shall be void.

12.3 **Applicable Law, Jurisdiction, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado with venue in Weld County, Colorado.

12.4 **Compliance with Law.** The Town and the District shall comply with any and all otherwise applicable and valid state, federal, or local laws or regulations in relation to this Agreement.

12.5 **Severability.** If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction as to either party or as to both Parties, such invalidity and unenforceability shall not affect the other provisions of this Agreement, except that any similar right or obligation of the other party shall be deemed invalid and unenforceable. Further, with respect to any provision so held or deemed invalid or unenforceable, the Parties agree to take such actions as may be necessary to achieve to the greatest degree possible the intent of the affected provision.

12.6 **Amendments.** This Agreement may be amended in writing only by mutual agreement

of the governing bodies of the Parties.

12.7 **TABOR Compliance.** This Agreement is not intended and shall not be construed to create any debt or multiple fiscal-year obligations of either of the Parties, or to require or compel the appropriation of funds of either of the Parties.

12.8 **Future Facilities.** The District shall make reasonable effort to work with the Town to engage for future District facilities on Town-owned property, and shall make recommendations forthwith and shall pursue reasonable and necessary community and ballot initiatives as is required.

12.9 **Future Construction.** The District shall not construct or operate recreation facilities in unincorporated areas of the County unless the unincorporated area is included within the District and notice is provided to the Town as described in Sections 4.3, 4.4, and 9.

12.10 **Headings.** Section and subsection titles or captions contained in this Agreement are inserted only as a matter of convenience and for reference. Such titles and captions in no way define, limit, extend, or describe the scope of this Agreement nor the intent of any text following the title or caption.

12.11 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all such counterparts taken together shall be deemed to constitute one and the same instrument.

12.12. **Merger.** This Agreement constitutes the final agreement between the Parties. It is the complete and exclusive expression of the Parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the Parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement. The provisions of this Agreement may not be explained, supplemented, or qualified through evidence of trade usage or a prior course of dealings. In entering into this Agreement, neither Party has relied upon any statement, representation, warranty, or agreement of the other Party except for those expressly contained in this Agreement. There are no conditions precedent to the effectiveness of this Agreement other than those expressly stated in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

APPROVED this _____ day of _____, 20__.

TOWN OF FREDERICK

**CARBON VALLEY PARKS AND
RECREATION DISTRICT**

Traci Crites, Mayor

_____, Board President

ATTEST:

ATTEST:

Tricia David, Town Clerk

_____, District Secretary

Approved as to Form

Town Attorney



Built On What Matters

TOWN OF FREDERICK

Parks, Recreation, Open Space & Trails Commission Staff Report

Matt Hickman, Chairperson

Erin Fosdick, Vice Chairperson
Alan Gill, Commissioner
Kristen Davis, Commissioner

Luke Bolinger,
Commissioner
Susan Pilon, Commissioner

Golf Course Management Plan Preview

Agenda Date: PROST Commission April 8, 2026

Attachments: None

Reviewed By:

Action Type

4) Information: Items that require no specific action and are provided for informational purposes only.

Strategic Plan Alignment:



COMMUNITY AND ECONOMIC VITALITY– Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities. Frederick celebrates its downtown and regards it as a gem in the region.



FISCALLY RESPONSIBLE GOVERNANCE– The Town of Frederick plans for, identifies, leverages, and utilizes resources that reflect exemplary stewardship for those who live in Frederick and those who will seek out Frederick in the future.

Summary Statement:

Town Staff will be presenting the first look at the Golf Division's updated Golf Course Management Plan.

Detail of Issue/Request:

Tim Schwartz, Golf Course General Manager will present a preview of the updated Golf Course Management Plan, a component program of Go Outdoors Frederick - the first in a series of three ongoing presentations and discussions for input, similar to other programs of GOF 2050.

Bella Rosa Golf Course has operated under a Management Plan for several years and those efforts have led to record setting visitation, revenues and has brought the operation to over 90% operational cost recovery. This updated Management Plan will answer the question, "what's next."

Staff are looking for initial input from the Commission on the outline of the updated Management Plan as staff works to finalize the narrative draft of that effort in the near future. Staff plan to bring the final narrative draft back for Commission input in July 2026.

Legal Comments:

NA

Alternatives/Options

No formal action is required on this item.

Financial Considerations

NA

Staff Recommendation

Staff are seeking feedback on the presented items.

Community Impact



Built On What Matters

TOWN OF FREDERICK

Parks, Recreation, Open Space & Trails Commission Staff Report

Matt Hickman, Chairperson

Erin Fosdick, Vice Chairperson
Alan Gill, Commissioner
Kristen Davis, Commissioner

Luke Bolinger,
Commissioner
Susan Pilon, Commissioner

Parks, Open Space and Trails Design Guidelines Discussion

Agenda Date: PROST Commission April 8, 2026

Attachments: 1. POST Design Standards-DRAFT-PROST

Reviewed By:

Action Type

4) Information: Items that require no specific action and are provided for informational purposes only.

Strategic Plan Alignment:



COMMUNITY AND ECONOMIC VITALITY– Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities. Frederick celebrates its downtown and regards it as a gem in the region.



STRATEGIC, RELIABLE & SUSTAINABLE INFRASTRUCTURE– Frederick is dedicated to investing in existing and future transportation, water, storm water, and technology while planning for sustainable growth and development.



SAFE & SECURE– Residents of Frederick experience safety and peace of mind knowing they live in the safest community in Colorado for sustainable growth and development.

Summary Statement:

Town Staff will be presenting the second update to the Commission on the new Parks, Open Space and Trails Design Guidelines, which is a regulatory guidance document governing public lands development under Frederick's newly adopted Land Use Code.

Detail of Issue/Request:

Sara Barnard, Parks Planning and Development Coordinator, will be presenting the second discussion regarding the Parks, Open Space and Trails Design Guidelines.

The Parks, Open Space, and Trails Design Guidelines are intended to establish a clear, consistent framework for the planning, design, and implementation of the Town's outdoor recreation and natural resource system as an integrated component of the built environment. These guidelines define the minimum expectations for how parks, natural areas, and trail networks are located, connected, and constructed in coordination with development, under the broader goals and framework of Go Outdoors Frederick and the Land Use Code.

The document is grounded in the principle that parks, open space, and trails are not standalone amenities, but essential public infrastructure that support recreation, ecological function, community connectivity, and long-term municipal sustainability. As such, these guidelines are intended to emphasize early integration of open space systems into the land planning and development process, rather than late-stage accommodation, as desired by Parks Staff and the PROST Commission.

A primary objective of this document is to provide predictable, clearly defined standards that reduce uncertainty during development review while ensuring desired outcomes. By establishing minimum requirements for vegetation, amenities, trail connectivity, and preservation, Parks Staff seeks to minimize case-by-case negotiation and promote consistency across projects.

These guidelines are also intended to align Parks and Open Space planning with engineering and infrastructure systems, recognizing the multi-functional role of public lands. Where applicable, requirements will be coordinated with Town engineering standards to ensure that open space systems contribute to, and do not conflict with, long-term infrastructure performance and maintenance, as those engineering standards are updated by the new Public Works and Engineering Department in the near future.

Ultimately, this document supports a development pattern in which outdoor recreation and natural resource systems are planned first and designed intentionally, shaping growth in a manner that is resilient, connected, and maintainable over time.

This document represents the Town's initial effort to formalize expectations for parks, open space, and trail systems within the development process. While it does not address every condition or design scenario, it is intentionally focused on establishing the most critical priorities and non-negotiable elements that shape long-term system performance and connectivity. The Town recognizes that these Guidelines will evolve over time and anticipates periodic updates to reflect best practices, local experience, and continued alignment with the Land Use Code and the Public Works and Engineering design standards.

Staff intent to bring back a final narrative draft of these Guidelines in May with a final draft for adoption in June, as the new Land Use Code becomes effective June 1st.

Legal Comments:

NA

Alternatives/Options

No formal action is required at this time.

Financial Considerations

NA

Staff Recommendation

Staff are seeking input from the Commission on these Guidelines.

Community Impact

Parks, Open Space, and Trails Design Standards

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Introduction

A. Purpose

The purpose of the Parks, Open Space, and Trails Design Standards is to support the purposeful planning, design, and implementation of parks, open spaces, and trails that offer lasting value and provide high-quality recreational and environmental experiences.

The Parks, Open Space and Trails Design Standards should be considered a living document that will evolve as the community changes over time. The standards are intended to be reviewed and adjusted regularly to reflect changing community needs.

B. Applicability

The Design Standards will be used by Town Staff, designers, and developers to guide the planning, design and construction of parks, open space and trails. The standards shall also inform the design of new municipal parks and renovation of existing parks as repair and maintenance is planned in the future.

These standards apply to:

1. All developer-constructed parks, open space, and trails.
2. Any park land, open space, or trail intended for Town acceptance, ownership, or maintenance.
3. All new parks, open space, and trails full renovations installed in Town-owned or Town-maintained park and open space lands.
4. All asset replacements that replace 50% or more of the components of the asset in Town-owned or Town-maintained park or open space lands.

C. Design Standards and Quality Framework

The Design Standards establish both qualitative and quantitative requirements for the planning and design of parks, open spaces, and trails.

Qualitative design guidelines provide overarching direction to ensure high-quality, cohesive design. They support the vision for purposeful and meaningful spaces and reflect the intended character and function of parks, open spaces, trails, and their associated amenities.

Quantitative design requirements provide more detailed, site-specific criteria, establishing baseline expectations for amenities and improvements within parks, open spaces, and trails

Within the context of parks and open space, quality is defined by the extent to which a space is:

1. Functional in its design and performance
2. Safe for all users
3. Consistent with the intent and requirements of the Land Use Code
4. Responsive to and aligned with stakeholder priorities
5. Effectively serves its intended purpose and function

6. Designed to enhance and prioritize the user experience
7. Durable and maintainable over time

Design Principles

The design principles are the overarching goals that all new or renovated park developments should aim to achieve. The following standards, applicable to all park, open space, and trail improvements, are established to ensure that each element within a park or open space is purposeful and that all components of the design function cohesively to support and realize these principles.

- 1. Support a healthy and thriving community**
 - a. Provide rich and diverse experiences
 - b. Design for people, safety, and connectivity
 - c. Enhances the identity of the community
 - d. Plant health / ecological health
- 2. Foster connection and belonging**
 - a. Design for accessibility (ADA)
 - b. Incorporate intergenerational play and recreation
 - c. Provide opportunities for social and environmental connections
- 3. Create sustainable and functional places**
 - a. Financial sustainability
 - b. Maintainable
 - c. Responsible use of water
 - d. Prioritize environmental preservation and stewardship
 - e. Places are usable for people and/or serve as habitat

Park Design Guidelines

A. Intent

The purpose of the following guidelines are to ensure park areas are intentionally planned and designed to integrate into their surroundings, facilitate purposeful and functional recreational opportunities and prioritize the experience of user.

These guidelines are intended to inform:

- a. The development of new parks
- b. The periodic evaluation of existing Town owned parks to determine if they are functioning as intended
- c. The design of park improvements and renovations

B. Planning Framework

The organization of park zones, access points, connectivity and site context shall demonstrate clear and functional relationships.

1. Context

- a. Parks shall be planned, designed, and constructed to integrate with surrounding land uses and natural features, and the broader community fabric.
- b. Design should prioritize seamless physical and visual connections to adjacent public spaces and the street network. Where streets do not extend through a park, continuity should be reinforced through aligned pathways, clear sightlines, and defined gateways.

2. Functional Zones

Functional zones are defined areas within a park differentiated by their intended uses and programmed activities. The organization of these zones across a site reinforces cohesive design concepts, establishes clear functional relationships between uses, and plays an important role in how visitors move through and experience the park.

- a. **Active Recreation Zone**
Active recreation zone refers to areas that are designed for physical activity and accommodate more intensive use. These areas typically include sport courts, athletic fields, or outdoor fitness elements.
- b. **Passive Recreation Zone**
Passive recreation zone refers to areas that are designed for a lower intensity of use or unstructured play. These zones may include areas for sitting or picnicking, landscaped areas, or unprogrammed light activity.
- c. **Play Area**
Play area or playground refers to a dedicated, safe, and soft-surface area with play equipment for children such as swings, play structures, slides, and climbing elements.
- d. **Core / Gathering Zone**
The gathering zone refers to the primary gathering area of a park - often serving as a focal point or considered the heart of the park. This zone is intended to accommodate social interactions and informal gatherings, and located to provide clear connections to surrounding amenities.
- e. **Natural / Open Space Zone**
Native, open space zones refer to areas that are set aside to protect and/or reflect the site's natural environment. These areas typically have minimal amenities and may serve as a transition zone to dedicated open space, protect view corridors, provide habitat, support passive recreation, or serve as buffers to adjacent park zones and amenities.
- f. **Pathways and Trails**

Pathways and trails serve as the primary circulation network within a park, connecting visitors to the surrounding development and to various zones within the park.

g. **Specialized Areas**

Specialized areas refers to specific zones that are site-specific or tailored to accommodate specific uses or programs such as community gardens, performance areas, dog off-leash areas, or splash pads.

3. Access and Connectivity

- a. Parks shall be designed to maximize public access and community benefit.
- b. Provide a range of connections that support multiple modes of travel, including walking, biking, and transit.
- c. All routes, crossings, connections should prioritize safety and universal accessibility, including well-designed crossings at key intersection and access points.

C. Application of the Guidelines

Placeholder intended for plan graphic(s) of parks

D. Pocket Park Amenity Requirements

Developed Pocket Parks are required to include a combination of the following components in accordance with the standards in this document.

Refer to Pocket Park Required Amenities list.

E. Neighborhood Park Amenity Requirements

Developed Neighborhood Parks are required to include a combination of the following components in accordance with the standards in this document.

Refer to Neighborhood Park Required Amenities list.

F. Community Park Amenity Requirements

Developed Community Parks are required to include a combination of the following components in accordance with the standards in this document.

Refer to Community Park Required Amenities list.

G. Playground Equipment

1. Safety and Accessibility Requirements

Playgrounds shall comply with the Department of Justice (DOJ) 2010 Standards for Accessible Design and Consumer Product Safety Commission (CPSC) Guidelines where applicable.

2. Safety Surfacing

The play system layout for each site shall include a safety surface area surrounded by a playground curb. The Protective Surfacing within the use zone of each play structure must

meet or exceed ASTM F-1292-18e1 and ASTM F-1951-14, where applicable. A sub-surface drainage system shall be installed under each protective surface area.

Safety surfacing materials are intended to support inclusive play while minimizing long-term maintenance needs. Acceptable surfacing options include poured-in-place rubber (tiles are not permitted), artificial turf for playgrounds, and engineered wood fiber (EWF). Engineered wood fiber may only be used at fitness equipment areas or beneath climbing boulders and requires approval from the Director of Parks and Open Space.

- a. Approved Protective Surfacing:
 - i. Poured-in-place (PIP) rubber safety surfacing
 - a) Poured-in-place rubber safety surfacing shall meet the following requirements to ensure durability and minimize long-term maintenance and repair:
 1. Comply with ASTM F2479-17
 2. Use an aliphatic urethane binder (or approved equal if superior) for all surfacing.
 3. Apply a protective topcoat/sealant as part of the initial installation to protect against weathering and wear.
 4. Minimum 10-year warranty covering materials and installation.
 - ii. Artificial turf for playgrounds
 - a) Artificial turf systems designed for playground use shall include turf, shock pad, and infill and meet the following requirements:
 1. The complete system (turf, shock pad, and infill) shall meet Head Impact Criteria (HIC) safety requirements.
 2. Select turf materials that comply with ADA accessibility standards and are antimicrobial.
 3. Rubber infill is not permitted. Use coated silica sand (e.g. Envirofill) or other approved non-toxic, non-flammable infill.
 4. System shall be IPEMA certified.
 5. Install an underdrain system in accordance with the turf manufacturer's recommendations.
 6. System shall be suitable for fall heights up to 12 feet.
 7. Minimum 8-year warranty covering materials and installation.
- b. Prohibited Protective Surfacing
 - i. Rubber tiles
 - ii. Engineered wood fiber (EWF)
 - iii. Pea gravel
 - iv. Sand
 - v. Shredded recycled rubber mulch

3. Play Equipment

Playground equipment shall be selected to maximize long-term play value, with consideration given to durability, maintenance requirements, and resistance to vandalism.

Playground equipment shall be submitted to the and approved by the Town prior to installation. Provide product details and 3D renderings of the proposed play equipment, including color schemes, for review and approval.

- a. New Play Equipment shall meet the following requirements:
 - i. Provide commercial-grade play equipment that complies with all applicable ADA, CPSC, and IPEMA standards. Install all equipment in accordance with the manufacturer's specifications and current playground safety standards.
 - ii. All play components shall comply with current applicable ASTM standards, including ASTM F1487, and the 2010 DOJ Standards for Accessible Design where applicable.
 - iii. Provide play equipment constructed of durable, high-quality materials designed to resist wear and environmental degradation. Steel decks shall have a perforated surface, and all steel components shall be finished with a baked polyester powder coating.
 - iv. All plastic and similar materials subject to ultraviolet (UV) degradation shall be protected against UV and free of polyvinyl chloride (PVC).
 - v. Contractor shall furnish and install all required components, including posts, kickplates, fittings, clamps, railings, protective barriers, fasteners, and other appurtenances necessary to complete the structure and installation in accordance with the construction drawings.
- b. Prohibited Play Equipment
The following play equipment items are prohibited, in addition to those not meeting ASTM 1487-11:
 - i. Metal slides of any dimension and shape, regardless of finishing
 - ii. Spring rockers
 - iii. Log rolls
 - iv. Equipment constructed of wood unless otherwise approved by the Director of Parks and Open Space

4. Universal & Inclusive Play

Universal Design will be a consideration when the Town is reviewing design plans for all new parks. Because Universal Design principles should be integrated throughout the park, it is not possible to establish a minimum quantitative criteria for each design principle. However, park designs and the play area shall incorporate inclusive play equipment to support a high degree of play richness and to the extent reasonably feasible, reinforce key concepts of inclusive design.

Refer to the Universal Play Elements Examples list

5. Safety Standards and Inspections

Park Landscape Design Standards

A. Intent

Landscaping within parks should reflect a cohesive planting aesthetic that reinforces the overall park design concept while creating visually engaging, socially meaningful environments that enhance the user's experience. The landscape should provide ecological value, promote public safety, and support active and passive recreation opportunities.

All areas of the park that are not specifically designated for built amenities or programmed facilities shall be fully landscaped in accordance with the standards outlined below.

B. Landscape Design Guidelines

1. Plant Selection:

- a. All plants shall be carefully chosen to provide for seasonal interest, texture, variety, drought tolerance, zone hardiness, and to promote year-round use.
- b. Park landscape shall be designed to minimize water demand, maintenance, and the need for chemical fertilizers.

2. Plant Placement / Arrangement:

- a. Plant material shall be distributed throughout the park and placed to define space, provide shade, and/or buffer or highlight views or uses.
- b. Trees / landscape shall be used to buffer park activities from nuisances, unsightly views, or intensive uses. Additional trees may be required to achieve adequate buffering.
- c. Shrubs shall be clustered within planter beds and placed to define space, highlight activities, and guide patrons through the park.
- d. Species that have poisonous parts or thorns shall not be located near playgrounds or adjacent to other amenities where children typically congregate.
- e. Design for the microclimates on site

3. Irrigation

C. Required Plant Material

1. Plant Material

All parks shall provide the following plant material:

- a. Minimum Required Landscaping
 - i. Streetscape Perimeter Landscape
Streetscape perimeter landscape refers to the landscape area adjacent to any roadway frontage, measured from the back of curb to the face of trail.
 - a) Trees: Trees shall be provided at a rate of one (1) deciduous tree per forty (40) linear feet of road frontage

- b) Shrubs: Shrubs shall be provided at a rate of one (1) shrub per one hundred (100) square feet of streetscape perimeter landscape area. Shrub planting shall generally comprise of shrubs, perennials, and/or ornamental grasses.
 - c) Native Grass: Native, warm season and climate adapted grasses are permitted up to a maximum of sixty-six percent (66%) of the streetscape perimeter landscape area.
 - d) Nonfunctional turf is prohibited within the streetscape perimeter landscape area.
 - ii. Site Landscape
 - a) Trees: Trees shall be provided at a rate of sixteen (16) trees per acre of park area. Trees shall generally be distributed as:
 - 50% Deciduous Trees
 - 25% Ornamental Trees
 - 25% Evergreen Trees
 - b) Shrubs: Shrubs shall be provided at a rate of one hundred seventy-five (175) shrubs per acre of total park area. Shrub planting shall generally comprise of:
 - 50% Shrubs
 - 25% Perennials
 - 25% Ornamental Grasses
 - iii. Functional turf shall be provided as defined in the *Park Amenities Table*. Functional turf should be sized and located to maximize its functional use.
 - iv. Nonfunctional turf should be minimized to the extent reasonably feasible, while balancing recreational needs and supporting the park's intended programming.
 - v. Biodiversity. No one species may exceed twenty-five percent (25%) of the total plant palette.
- b. Size Requirements
 - i. All deciduous and ornamental trees shall be one and one-half (1.5) inch caliper or larger. Caliper measurement shall be taken six (6) inches above the root flare if four (4) inches or less and twelve (12) inches above the root flare for larger tree sizes.
 - ii. All evergreen trees shall be a minimum of six (6) feet tall or larger. Height dimensions refer to the main body of the tree, from the root collar and above.
 - iii. Shrubs shall be a five (5) gallon container or larger. When landscaping more than an two (2) acres of land area, fifty percent (50%) of the required shrubs may be two and one-half (2 1/2) gallon container distributed throughout the site, if approved by the Parks and Open Space Department and as noted in the approved landscape plan.
 - iv. Perennials, ornamental grasses and groundcovers shall be a one (1) gallon container or larger.
- c. Quality

- i. Trees shall be typical of their species and/or variety. Plant materials shall be live, healthy, vigorous, structurally sound, and free of disease and insect infestations.
- ii. Trees shall have symmetrical form as typical for the species/cultivar. Trees must be self-supporting and shall have a single, relatively straight central leader and tapered trunk, free of co-dominant stems and vigorous, upright branches that compete with the central leader. The tip of the dominant leader shall be the tallest part of the tree
- iii. Branches shall be distributed radially around and vertically along the trunk, forming a symmetrical crown typical for the species. Branches shall be no larger than two-thirds ($\frac{2}{3}$) the diameter of the trunk. The attachment of scaffold branches shall be free of included bark. Evergreens shall have branches that extend to the ground. Trees shall be free of twig and/or branch dieback
- iv. Plants shall exhibit good annual growth and buds shall be plump and well fitted for the species. Foliage shall be full and display a healthy and consistent color when in leaf. Evergreen foliage will be good intense color.
- v. Trees shall be free of wounds (except properly-made pruning cuts), disfiguring knots, sunscald injury, evidence of previous or current disease or insect infestations, fungal fruiting-bodies, wood cracks, and bleeding areas.
- vi. Plant tags stating the correct plant name and size will be securely attached to all plant materials. Plants shall be true to their name as specified.
- vii. Balled and burlapped trees shall have a solid ball of earth of minimum or greater specified size (see enclosed chart below) firmly wrapped with burlap or similar materials and held in place securely bound with twine or rope. No balled plant will be planted if the ball is broken, either before or during the planting process. Any plant that is loose in the ball will be removed from the site and replaced.
- viii. Container grown trees shall be well rooted and established in the container in which they are growing. They shall be grown in the container for a sufficient length of time for the root system to hold the earth when taken from the container, but not long enough to become pot bound. They should have few, if any, roots on the outside surface of the media. The root collar and large roots shall be free of circling and/or kinked roots. The upper-most roots or root collar shall be within one (1) inch above or below the soil surface. The soil level should be within two (2) inches of the top of the container. Containers shall be stable and not deteriorated to a degree that will cause breaking up of the root ball during the planting operations.
- ix. The minimum ball size for B & B trees is as follows: ****Insert Table**
- x. Bare-root trees shall have a heavy fibrous root system that has been developed by proper cultural treatment, transplanting and root pruning. The spread of the root system shall be twelve (12) times the trunk diameter (caliper) in inches, plus an additional six (6) inches. Any damaged, injured, or broken roots shall be cut with sharp, clean pruning shears, leaving no damaged, frayed, or splintered cut surfaces.

- xi. Plant materials not meeting these standards are subject to rejection.
 - xii. All required and approved vegetation shall be maintained in healthy condition. Dead or diseased plants shall be removed immediately and replaced by the next growing season. New Plants shall meet minimum size requirements.
- d. Spacing
- i. Near Buildings and Hardscape. All trees shall be placed a minimum of **ten (10) feet** from all buildings and hardscapes (sidewalks, trails, curbs, fences, walls, columns, etc.) When space is limited or a special design effect or function is desired, closer spacing may be approved by the Parks and Open Space Department.
 - ii. Adjacent to or within sidewalks, pathways, trails, plazas, and other routes or gathering spaces. Plant material shall maintain sidewalk clearance requirements for accessibility per the provisions of the Americans with Disabilities Act.
 - iii. Site Triangles. Landscaping shall meet all site triangle requirements as defined in the approved version of the Town of Frederick Design Standards and Construction Specifications and be maintained as such for public safety.
 - iv. Near Utilities. No trees shall be planted within fifteen (15) lateral feet of any underground water or sewer mainline or gas collection line, or within six (6) feet from water, sewer, gas, or electric service line. Additionally, no trees shall be planted under or within ten (10) lateral feet of any overhead electrical, telephone, or other utility wire or line.
 - v. Near Fire Hydrants. No street trees shall be planted within ten (10) feet of any fire hydrant.
- e. Approved Trees and Shrubs
- i. Refer to the ***Town of Frederick Approved Plant List*** for acceptable species. Species not listed on the Approved Plant List may be submitted for consideration, provided they are not on the ***Town's Prohibited Plant List***.
- f. Prohibited Trees and Shrubs
- i. Trees and shrubs listed by the State of Colorado as noxious or invasive, poisonous shrubs, or identified on the ***Town of Frederick Prohibited Tree List*** are prohibited from being planted in parks and open space areas.

Open Space Design Standards

- A. Intent
- B. Open Space Design Guidelines
- C. Open Space Amenity Requirements
- D. Required Plant Material

Trail Design Guidelines

A. Purpose

The purpose of the Town's trail system is to enhance public health, support economic vitality, and improve overall community livability by providing accessible corridors for transportation and recreation. Trails are intended to connect neighborhoods with schools, parks, businesses, and other key destinations. They are intended to support a variety of uses and help create safer and well connected community. The trail system also promotes environmental stewardship, encourages active lifestyles, and facilitates local and regional connections.

All paths, trails, and trailheads shall be planned, designed and constructed in accordance with the goals, strategies, and criteria established in the Town of Frederick Parks, Open Space and Trails Master Plan and Parks, Open Space and Trails Design Standards.

B. Trail Guidelines for New Development

1. Location of Trails

- a. Trail corridors identified as part of the Frederick Central Loop Trail within the Trails Master Plan shall be prioritized for implementation as new development occurs.
- b. To the extent reasonably feasible, trails should be located and aligned to generally follow ditch corridors, particularly along the Boulder and Weld County Ditch, Lower Boulder Ditch and the Stanley Ditch.
- c. Trails shall be located to facilitate crossings at street intersections over mid-block crossings.
- d. New developments shall implement a loop trail(s) generally encircling the exterior of the development and facilitate purposeful connections to existing and/or future developments.

2. Alignment of Trails

- a. Trails should be generally sinuous in nature and purposefully meander to protect or highlight natural features, view corridors, and add interest.

- b. Trails should be thoughtfully integrated with site topography, incorporating vertical variation and articulated grading, including berming adjacent to the trail.
- c. Trail intersections shall be as perpendicular as possible.
- d. All trail intersections shall have a radii to assist maintenance vehicles, pedestrians, and cyclists navigate the turn.

3. Trail Materials

- a. Concrete
 - i. Trails shall be designed with a minimum thickness of six (6) inches of CDOT Class B or D Portland cement concrete.
 - ii. Concrete finish to be a consistent light broom finish perpendicular to the trail alignment.
- b. Crusher Fines
 - i. Crusher fines shall be tan or grey colored, depending on project requirements.
 - ii. 100% of crusher fines are to pass through a 3/8" screen; no larger material shall be included within the crusher fines mixture.

4. Trail Grade and Drainage

- a. All walks and trails shall be designed to meet all current ADA standards and guidelines.
- b. Slopes:
 - i. Shoulders maximum slope 1:6.
 - ii. The cross slope across surface shall not exceed 2%.
 - iii. Running slope is not to exceed 5%.
- c. Trails shall be designed to prevent standing water. Where drainage across trails is anticipated, a chase drain or other approved diversion method shall be provided.

5. Utilities

- a. Manholes, valve boxes, and other utility appurtenances shall not be located within trail pavement. At-grade utility structures shall be set back a minimum of two (2) feet from the edge of pavement, while above-grade structures shall be set back a minimum of four (4) feet to maintain user safety and trail functionality.

6. Bridges

- a. Pedestrian bridges are required where crossings of a waterway are necessary to allow logical and continuous trail alignments.
- b. All bridge designs must be stamped and certified by a licensed Engineer and be approved by the Town Engineer or designee. Shop drawings must be submitted for approval.

- c. Bridges must conform to all current standards, including the ASSHTO Guide Specifications for Design of Pedestrian Bridges, the ASSHTO Standard Specifications for Highway Bridges, and the CDOT Standard Specifications for Road and Bridge Construction.
- d. Bridges must meet all current ADA accessibility guidelines.
- e. Bridges shall be of steel construction.
- f. Bridges shall have a minimum clear width of **ten (10)** feet measured from inside dimension of railings.
- g. Bridges must accommodate a minimum load weight of 10,000 pounds for maintenance vehicles. Depending upon location, higher load weights may be required.
- h. Concrete decking is preferred, however, ironwood decking is also acceptable in three (3) inch minimum planks.
- i. Bridges to include railing to eliminate drop off areas at abutment or along approach pathways where needed. Railing to match bridge rails and accommodate turning movement of maintenance/emergency vehicles turning onto bridge.
- j. Bridges shall be located above 10% of the 100-year floodplain elevation unless larger flows are required by the Town Engineer or designee.
- k. Each bridge shall have a sign indicating maximum load rating at each end of bridge. Signs shall not protrude into the bridge or path clearance zone.
- l. A steel safety plate is to be mounted on the bridge deck as needed to fill gaps over one half (1/2) inch at abutment. Plate is to be mounted to bridge only, and will slide over abutment with expansion movement of bridge. Plate is to run entire width of decking and extend onto abutment sufficiently to cover the gap completely. Plate edges to be beveled to lessen trip hazard or bump.

C. Types of Trails

1. Frederick Central Loop Trail

The Frederick Central Loop Trail is a public recreational trail and easement. It is intended to meander between neighborhoods while following existing landscape features, such as creek corridors and drainage ditches, ultimately forming a continuous loop and facilitating connections between key community destinations. The Frederick Central Loop Trail shall be interconnected to the Town's trail system and accommodate a variety of activities, including bicycling, walking, hiking, running, or skating.

- a. Frederick Central Loop Trail corridors shall meet the following requirements:
 - i. Minimum ten (10) foot wide concrete trail with a four (4) foot crusher fines path directly adjacent.
 - ii. Provide a 50-foot easement dedicated to the Town. The trail shall meander within the easement.
- b. Landscape

- i. Landscaping shall respond to the surrounding context in which the trail is located. Where applicable, group and locate trees to create purposeful pockets of shade along the trail, frame and buffer views, and reinforce the concept of a greenway.
 - ii. **Provide a minimum XX trees per XX linear feet of trail corridor.**
 - iii. Trees shall be set back a minimum of ten (10) feet from the edge of trail where possible.
- c. Site Furnishings and Rest Areas
 - i. **Refer to the Town of Frederick Comprehensive Plan (pg 53)**
 - ii. Provide a minimum of one (1) bench, trash receptacle, and dog waste station per one-half mile to one mile of trail corridor. Locations of site furnishings shall consider adjacent land uses and travel length to the next rest station or trail head.
- d. Ownership and Maintenance
 - i. The Town shall own and maintain the hardscape surfaces (concrete and decomposed granite) of the Frederick Central Loop Trail. The landscaping located adjacent to the trail and within the easement shall be maintained by the Developer, HOA, or Metro District.

2. Regional Trail *Major Trail in Comp Plan

A regional trail is a public trail that provides essential connections across regional planning areas and municipalities. These trails are typically part of a larger, interconnected network and are designed for shared use. Regional trails accommodate a variety of activities, including bicycling, walking, hiking, running, or skating.

- a. Regional trail corridors shall meet the following requirements:
 - i. Minimum ten (10) foot wide concrete trail with a four (4) foot crusher fines path directly adjacent.
 - ii. Provide a 30-foot easement dedicated to the Town. The trail shall meander within the easement.
- b. Ownership and Maintenance
 - iii. Regional trails shall be owned and maintained by the Town. The landscaping located adjacent to the trail and within the easement shall be maintained by the Developer, HOA, or Metro District.

3. Local Trail *General Trail in Land Use Plan

A local trail is a public trail system that provides connections within and between neighborhoods, parks, and open spaces. Compared to regional trails, local trails are typically shorter in length, narrower in width, and accommodate lower user volumes. These trails are generally designed for shared use and support similar non-motorized recreational activities, including walking, bicycling, and other light recreational uses.

- a. Local trail corridors shall meet following requirements
 - i. Minimum eight (8) foot wide concrete.

- ii. Generally no easement is required unless site specific conditions necessitate a need for an easement for access.
- b. Ownership and Maintenance
 - i. Local trails shall be owned and maintained by Developer, HOA, or Metro District.

D. Shared Use Paths

The planning and design of shared use paths shall consider the Town of Frederick Trails Master Plan to ensure trail connections are cohesive and create a functional, integrated network. Refer to the Town of Frederick Transportation Master Plan and the Design Standards and Construction Specifications for specifics.



Built On What Matters

TOWN OF FREDERICK PROST Commission Staff Report

Tracie Crites, Mayor

Kevin Brown, Mayor Pro Tem
Dan March, Trustee
Mark Lamach, Trustee

Adam Mahan, Trustee
Windi Padia, Trustee

April 2026 Staff Report

Agenda Date: PROST Commission April 8, 2026

Attachments: None

Reviewed By:

Action Type

4) Information: Items that require no specific action and are provided for informational purposes only.

Strategic Plan Alignment:



EFFECTIVE, EFFICIENT & STRATEGIC GOVERNMENT OPERATIONS - As an employer of choice, the Town of Frederick will lead the region in a culture of efficiency, innovation, and strategic partnerships in all municipal services to far exceed the community's expectations and exemplify the fact that Frederick is Built on What Matters, its people.

Summary Statement:

Staff's April 2026 Report

Detail of Issue/Request:

PROST Commission Agenda Preview - May 2026

- Municipal Code Update and adoption of a Resolution of Support - will not include regulations pertaining to e-Bikes, as that will incur additional community engagement and education throughout the summer.
- Open Space Management Plan Discussion #2 - The final narrative draft of the Open Space Management Plan for the Commission's input before finalization and adoption this summer.
- Parks, Open Space and Trails Design Guidelines Discussion #3 - The final narrative of these Guidelines before finalization and adoption in June.
- Parks Water Management Plan Discussion #1 - The first preview of the Department's short-term water management plan, which highlights steps already taken to conserve our water resources such as smart water controllers, which are in place at all irrigated Town sites as well as integrating water conservative landscapes requirements into the Land Use Code and Design Guidelines, in addition to future priorities, including turf conversions and partnership opportunities with the Frederick Water Utility.

Discuss PROST Commission Meeting Dates in May, June and July 2026

- Community Tour and Talk is scheduled for the 2nd Wednesday of May, June and July in 2026. If the Commission desires, those Meeting Dates could be moved to the 4th Wednesday of each month, which would be May 27, June 24 and July 22. This may impact meeting location, as Golf may already have obligations those evenings, but we have alternative locations available. There don't appear to be any other major Town impacts to moving those dates.

Tree Program Update

- As of April 3, the external Tree Program has received about 325 applications. The program closes on April 15th.

Legal Comments:

NA

Alternatives/Options

NA

Financial Considerations

NA

Staff Recommendation

NA

Community Impact

