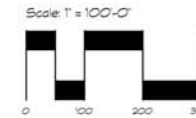


# West End Regional Park Master Site Plan Pre-Final Design

Chestnuthill Township, Monroe County, Pa  
December 2006



Prepared for:  
Chestnuthill, Eldred,  
Polk and Ross  
Townships

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# West End Regional Park

## Master Plan Report

Chestnuthill Township  
Monroe County, PA  
March 2008



# West End Regional Park Master Plan

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Chestnuthill, Ross, Eldred, and Polk Townships  
Monroe County, Pennsylvania  
March 2008

## Prepared for:

West End Parks and Open Space Commission  
Chestnuthill Board of Supervisors

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*This Project was financed in part by a grant from the Community Conservation Park Partnership Program Keystone Recreation, Park and Conservation Fund, under the administration of the Department of Conservation and Natural Resources, Bureau of Recreation and Conservation.*

# West End Regional Park

## Master Plan

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# ***Executive Summary***



# Introduction

West End Regional Park is a 244-acre natural area located in the northeastern quarter of the West End Region in Monroe County, Pennsylvania.

The purchase of the park site and initiation of the master plan was undertaken as a cooperative effort of Chestnuthill, Eldred, Polk, and Ross Townships. The four Townships formed the West End Parks and Open Space Commission, and participated in the creation of the West End Open Space and Recreation Plan in 2002. The Open Space and Recreation Plan recommend developing the 244 acre tract on Merwine-Hilltop Road in Chestnuthill Township as a central multi-use recreation facility.

The Chestnuthill Board of Supervisors initiated this planning project in cooperation with Eldred, Polk, Ross Townships, and the Pleasant Valley School District to develop a Master Plan to create a vision for West End Regional Park. Throughout the park planning process Polk and Eldred Townships deferred decisions to Chestnuthill and Ross Townships and did not participate.

## West End Regional Park Vision

West End Regional Park is a model of conservation and public recreation for people who live, work, and visit Chestnuthill, Eldred, Polk and Ross Townships in Monroe County. It offers public access to a variety of recreation opportunities; premiere community sports facilities, indoor recreation, and special events space. As an inviting and secure destination, the parks' success is rooted in high quality facilities, programming and maintenance. The park enhances the quality of life for the entire region and serves as a catalyst for economic development.

The recommendations, mission and goals contained in the Master Plan report are the result of an extensive public participation process and may continue to evolve as the West End Parks and Open Space Commission works toward its implementation. These include:

- Develop a park that meets the recreation needs of the region.
- Develop a park that provides recreation opportunities for people of all ages, families, groups, and teams.
- Develop a park that provides a diverse variety of recreation opportunities to serve people of differing interests and abilities.
- Protect and preserve the natural resources of the site.

## West End Regional Park Mission

The West End Parks and Open Space Commission will plan, design, develop, program, and maintain West End Regional Park with the spirit and resources necessary to conserve the priceless legacy of the natural and culturally significant property as a public park.



## The Planning Process

Chestnuthill Township retained Yost Strodoski Mears (lead consultant), Toole Recreation Planning, and RETTEW Associates to develop the master plan. With expertise in landscape architecture, park design, recreation planning, ecology, and public participation, the planning team undertook a year-long planning study.

The planning process was rooted in extensive public involvement in the form of a study committee, key person interviews, sports user forum and, public meetings. Comprehensive field investigation, inventory, and analysis were completed to gain an understanding of the site's natural resources.

The planning process considered potential park visitors; site characteristics; adjacent and nearby land uses; leisure needs and trends; and the desires and concerns of the West End communities. Based on the findings, the planning team developed alternative designs with different approaches to site goals and potential improvements. Following reviews of alternative designs, a final Master Plan for West End Regional Park was developed with detailed proposals for improvements to the park site, suggested phase implementation, and cost analysis. With the recognition that park operations are the most significant lifetime cost of a park, the study also explored maintenance management, park financing, partnerships, and alternative funding sources.

## The West End Regional Park Master Plan

The West End Regional Park Master Plan presents the overall vision for the property and the physical configuration of facilities and activity areas. The plan provides a blueprint for the park that can be implemented in various phases over time.

## Proposed Park Design and Features

The design for West End Regional Park provides recreation facilities and creates areas that target community recreation needs, accommodate special events, and provide opportunities for enjoyment of the outdoor setting and natural areas. The design concentrates the development of recreation facilities within existing open areas while retaining and enhancing natural areas. The design provides facilities and activity areas for sports teams, families, seniors, adults, teens, youth, and tots.

The facilities are distributed between the two park parcels based on land characteristics and functional goals. Trails traverse both park parcels. The northern parcel has emerged as a center for athletic field activities. The southern parcel offers community facilities and areas that accommodate special events and community celebrations. A court hub is established in this area as well. The majority of the site is retained as a natural park, preserving large stands of vegetation for future generations to experience and enjoy.

The Master Plan recommends the following improvements and features:



**Community Center, and Associated Buildings** – A community center hub is proposed off of Hillcrest Drive. The community center building offers year-round recreation facilities for people of all ages and interests. Support buildings in the community center area include a maintenance facility located at the back of the community center building and a Grand Pavilion. The Grand Pavilion supplements the community center with additional meeting rooms for special events and private gatherings as well as restrooms for daily park users.

**Athletic Fields and Courts** – The West End Park Master Plan proposes numerous recreation facilities. North of Merwine Hilltop Drive a football field and two full size multi-purpose fields are developed for soccer, lacrosse, or rugby. A baseball/softball complex is proposed with four youth baseball/softball fields in a convenient pinwheel configuration, and one adult baseball/softball field. The ball field complex includes field lights and central building with restrooms, concession area, announcers' booth, and storage.

South of Merwine Hilltop Drive a community lawn is proposed. The lawn is sized to accommodate large crowds for special events or two full size soccer fields. A Game Court Hub includes a skate park, four basketball courts, two inline skating ovals, four sand volleyball courts, a pavilion, and sitting/gathering areas.

**Playgrounds** – A premier destination playground is proposed with a waterfeature/splash pad and age-segregated playground near the community center. A second age-segregated playground compliments athletic fields north of Merwine Hilltop Drive.

**Dog Park** – A three-acre area dedicated to off-leash dog use is developed north of Merwine Hilltop Drive. The dog park offers three enclosed areas for large and small dogs and areas for dog owners to socialize.

**Natural Areas** – A variety of natural settings are maintained and enhanced throughout the park. The existing wooded areas retained in the design equates to 120-acres and provide numerous ecological and recreational benefits to the park and community.

**Picnic Areas** – Picnic areas are provided throughout the site. The picnic areas typically consist of a pavilion adjacent to open lawn areas with picnic amenities.

**Trails** – A comprehensive system of paved, aggregate, and earthen trails has been developed throughout the park to link the various park facilities, meet ADA accessibility standards, and provide walking, jogging, bicycling, in-line skating, and horseback riding opportunities where appropriate.

**Support Facilities** – To accommodate park visitors, restrooms and other comfort and convenience facilities will need to be developed through out the Park.

**Sustainability and Green Design** – The development of a park site provides an opportunity to incorporate green design techniques and features.

Integration of green design principals and products for construction of the park site is encouraged to minimize the impact on the site's natural resources, promote sustainable development, and provide demonstration elements that further public education regarding sustainability and green initiatives. Best Management Practice principles will be implemented to promote stormwater infiltration on site and reduce site disturbance.

## Cost and Implementation Analysis

West End Regional Park will be an investment in the active and passive recreation opportunities for residents of Chestnuthill, Eldred, Polk and Ross Townships. These opportunities will require the investment of significant capital expenditures and dedication of municipal staff to realize the vision established in this master plan. The development of West End Regional Park will occur in phases over several years. To guide the development of the park, cost estimates have been prepared to correspond to proposed development phases. A summary of the phased costs are outlined below:

West End Regional Park Probable Construction Cost Opinions	
Phase 1	\$286,013
Phase 2	\$2,724,060
Phase 3	\$2,879,671
Phase 4	\$2,863,607
Phase 5	\$2,954,095
Phase 6	\$655,865
Phase 7	\$1,718,435
<b>Sub Total</b>	<b>\$14,081,746</b>
Community Center Alternative (Phase 8)	\$24,593,274
<b>TOTAL</b>	<b>\$38,675,020</b>

## Operations, Management, and Financing

Maintenance is the single largest recurring expenditure in parks and recreation. The operations, management, and financing plan sets forth a strategy for managing the park once it is developed. Work sessions with the West End Open Space Advisory Board, township officials, and the Study Committee contributed to the formulation of the core values and guiding principles for the West End Regional Park management plan. The following statements summarize the core values and guiding principles:

- The mission, enhancements, and opportunities for public use of all areas of the West End Park and Open Space Commission will be regularly communicated.
- Our goal is to manage Parks and Recreation in the best interests of the community and in a manner that contributes to its high quality of life.



- Opportunities in the park will be identified, encouraged, and publicized for volunteer involvement. All of the municipal open space assets will be managed as an integrated system that is interconnected by physical linkages, management, operational, programmatic policies, shared staff, facilities, and resources.
- The West End Parks and Open Space Commission will seek out, encourage, and participate in partnerships that can provide funding, advocacy, or stewardship assistance or whose open space properties, programs, or activities can enhance the effectiveness of the overall park, recreation and open space system.
- The West End Parks and Open Space Commission's events, activities, and programs, will be accessible to all residents and visitors.
- The Circuit Rider, through the West End Parks and Open Space Commission, will work to ensure all park and recreation sites provide the appropriate recreation opportunities and conservation of resources in keeping with the Commission's overall vision and mission.
- The West End Parks and Open Space Commission will collaborate with, as appropriate, overall municipal planning, the Public Works/Maintenance Departments, and other regional, county and community organizations.
- Staff, equipment, scheduling, and programming will be coordinated at a system level to ensure the most efficient use of funding, personnel, and management resources.
- The West End Parks and Open Space Commission will be interpreted and promoted to educate the public about the Commission's unique resources.
- Development of facilities and programming of activities at each regional and municipal park or school district recreation facility as well as system-wide land maintenance and management policies will be conservative of sensitive natural, scenic, and heritage features.
- The West End Parks and Open Space Commission will be a model for responsible land management policies, utilizing and demonstrating best management practices at each facility within the system to preserve and protect the most sensitive and desirable landscape resources.
- Sufficient capital and operating funds shall be consistently provided to safely, efficiently, and effectively manage and maintain the community park and recreation system with general access to open space properties free of charge but special use facilities and programs fee-based as appropriate.

### Parks and Recreation Mission Statement

The West End Parks and Open Space commission preserves the natural and cultural resources and values of the region and provides recreational facilities and opportunities for the enjoyment, education and inspiration of this and future generations. It is a professionally managed, multi-faceted public service of Chestnuthill, Ross Polk, Eldred townships and the Pleasant Valley School District.

The West End Parks and Open Space Commission cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout the region and the county. We empower people to conserve natural resources and create outdoor recreation opportunities.

## Park Maintenance

Maintenance standards set forth the level of care, park and recreation facilities receive. The National Recreation and Park Association<sup>1</sup> offer a maintenance standard classification system with six modes. Modes refer to the “way of maintenance” ranging from most intensive to least intensive. The beauty of the system of modes is that maintenance is planned at an appropriate level for each facility.

By assigning the combination modes to the park, forecasting the maintenance requirements and costs can be achieved with time and experience. This information would be used to chart the workload and costs over a year to determine how they should be adjusted for planning, operational, and budgeting purposes.

## Budgeting

Maintenance budget projections should be made based upon local experience; national standards; and costs for labor, materials, and equipment. A maintenance workload/cost tracking system should be developed and computerized to make the tracking and data treatment easier.

West End Regional Park will require a per acre cost of about \$366 per acre overall. This per acre cost includes developed and undeveloped areas and is about one fifth of the minimal per acre cost of similar parks elsewhere in Pennsylvania.

## Revenue

Potential revenues sources for West End Regional Park will vary by the nature of the programs, and the policies and fees that West End Parks and Open Space Commission set forth. The fees depend upon having a Circuit Rider/professional recreation program planning staff in place. They also depend on high quality maintenance of ball fields for which field use fees would be dedicated.

<sup>1</sup> National Recreation and Park Association. (1986). **Park Maintenance Standards**. Alexandria, VA. 59p.



Typical revenue generators in parks overall include ball field use fees, tournaments, special events, ice rinks, swimming pools, camping, and recreation programs. Based upon the type of park and facilities that comprise West End Regional Park, revenue projections will not cover operating costs and will require municipal support. The Friends of the Park program would also require a dedicated volunteer to cultivate and sustain the organization. This group could also be a spin off organization of the West End Parks and Open Space Commission and headed up by a dedicated volunteer.

## Recommendations for West End Regional Park Management and Maintenance

1. Reconstitute the Study Committee as the West End Regional Park Advisory Board. This could be a sub-committee of the regional parks and recreation system.
2. Designate the Chestnuthill Township Manager as the main contact for delegating work to the Road Department regarding park maintenance as the park is initiated.
3. Assign the role of park coordination and communication to the Circuit Rider to coordinate with the Township Manager regarding the management and operation of the park.
4. Continue to contract out tasks such as landscaping maintenance, especially tree work.
5. Explore the alternatives suggested in this plan regarding sources and payment for labor.
6. Continue to use students for projects to maintain or improve the park.
7. For every park phase or major improvement, use the Maintenance Impact Statement to plan the labor, equipment, and materials requirements as well as potential sources of labor, money, and in-kind services.
8. Establish a professional image for West End Parks and Open Space Commission by providing quality uniforms for park maintenance and programming personnel.
9. Create an employee development program that identifies training needs along with the budget support and time necessary for employees to partake in the training.
10. Develop policies and operating procedures for the park.
11. Contact PRPS for help. PRPS offers training, workshops and conferences as well as sponsoring a Recreation and Parks Technical Assistance program (RecTap) in conjunction with PADCNR. RecTap is designed to help organizations get expert advice with recreation and park problems.



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Chapter 1

# ***Planning the Park***



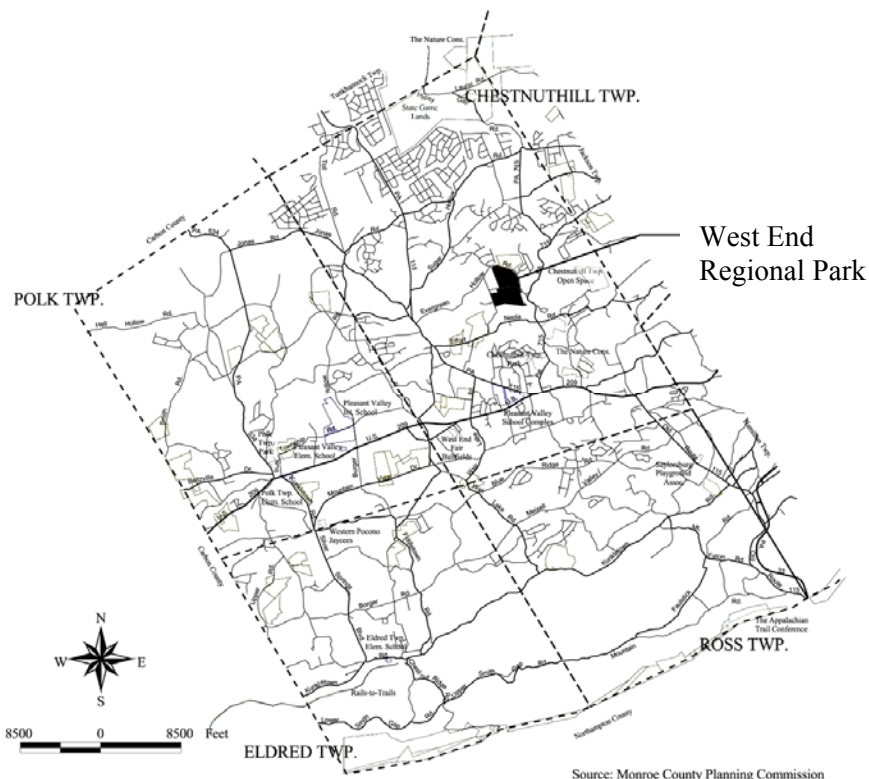
## Introduction

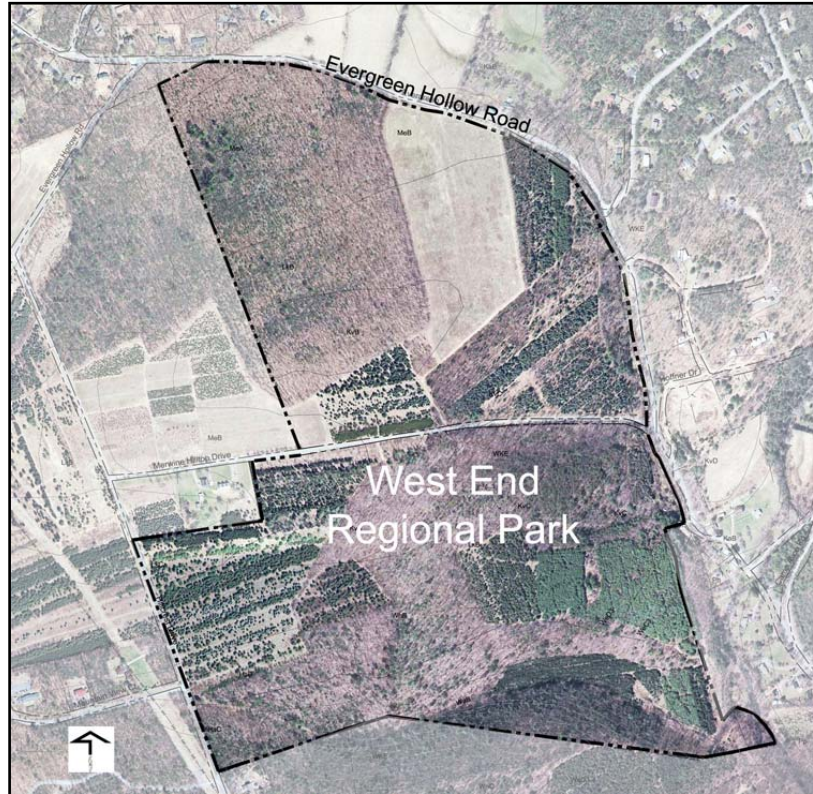
West End Regional Park is a 244-acre natural area located in the northeastern quarter of the West End Region in Monroe County, Pennsylvania. The park was the former Romascavage property and portions of the site were previously used for growing nursery stock. The property is currently enrolled in the PA Game Commission Public Access Program, a cooperative agreement with public and private landowners to provide access to public and private lands for public hunting, trapping and other wildlife related recreational activities. The property has substantial landholdings adjacent to the site designated as permanently protected lands.

The purchase of the park site and initiation of the master plan was undertaken as a cooperative effort of Chestnuthill, Eldred, Polk, and Ross Townships. The four townships teamed to form a regional recreation committee. Throughout the park planning process Polk and Eldred Townships deferred decisions to Chestnuthill and Ross Townships and did not participate.

## Master Plan Location

The map below locates the park within the region, in the center of Chestnuthill Township, which is in the northeastern quarter of the West End Region in Monroe County, Pennsylvania. The aerial photograph on the following page shows the area immediately surrounding the park site. The park is located south and west of Evergreen Hollow Road and is traversed by Merwine Hilltop Drive.





## Background and History of West End Regional Park

### Monroe County

Established in 1836, Monroe County is located in northeastern Pennsylvania, directly west of the State of New Jersey. Northampton County is to the south, Carbon County to the west, Luzerne and Lackawanna Counties border the northwest, Wayne County is north and Pike County to the northeast. The Delaware River forms Monroe County's eastern border. The County's heritage is based in agriculture, lumber, and tourism.

Through the early 1900s, Monroe County benefited from urban and suburban tourists and firmly established itself as a popular East Coast resort. With its' close proximity to Philadelphia and New York City, the region is a popular vacation destination enjoyed for scenic beauty and the recreation amenities of the Pocono Mountains. The second half of the 20th century saw Monroe County relying almost exclusively on a tourist-based economy, with the character of the County transitioned to more suburban residential around the small towns and villages with the more densely populated areas in closest proximity to City of Stroudsburg.

According to the Monroe 2020 Comprehensive Plan, adopted in 1999, open space is the most distinguishing feature of Monroe County. In



2001 the County Commissioner approved the Monroe County Open Space Plan, which sets the County's conservation priorities. The plan promoted the vision of 'forever green' – featuring an open space system linked by a network of preserved land and trails.

## West End Open Space and Recreation Plan

The West End communities of Chestnuthill, Eldred, Polk, and Ross Townships participated in the creation of the Open Space and Recreation Plan in 2002. The recreation and open space needs of each community and the region as a whole were considered during a series of interviews, community meetings, and discussions held with a variety of people who plan, oversee and implement recreation services in the region. The interviews and discussions resulted in a variety of ideas and comments noted below.

**Open Space Preservation:** many people interviewed expressed a need to preserve the following types of features.

- Forest/wooded areas.
- Stream corridors.
- Lakes, springs, and other water features.
- Wetlands.
- Water supply watersheds.
- Farmland.
- Scenic vistas.

**Areas Suggested for Preservation or Acquisition:** specific types of land interviewees would like to see preserved.

- Unused pasture land for recreation, so prime cropland is not taken out of production.
- Ground water supply areas, floodplains, and areas along creeks.
- Large blocks of land.
- Various specific tracts suggested such as, the Haney tract, the Lorraine Everett parcel, land near Hideaway Hills Golf Course and others, etc.
- Wooded land along the abandoned railroad bed.
- Historic sites with open space.

**Comments Regarding Recreation in the West End Region:** the majority of comments received pertained to insufficient recreation areas and facilities in the West End Region, while a minority felt that there were enough facilities.

- Common requests were additional soccer fields, baseball fields, softball fields, and multipurpose fields.

### West End Open Space and Recreation Plan

"This Plan works to carry out Monroe County's vision of protecting environmental resources, creating greenways and establishing new parkland. This Open Space and Recreation Plan is a strategy for preserving and enhancing the natural environment of the West End."

Source: West End Open Space and Recreation Plan 2002

- Passive recreation such as hiking, biking, and walking trails.
- An indoor community recreation facility to increase interaction between groups and serve as a location for dance, theater, music and other programs.
- A park to serve family members of different ages and interests in a singular location.
- Many people endorsed the proposal to build a West End YMCA.
- Indoor swimming facilities.
- Outdoor public swimming pool.
- Provide parks that accommodate persons with disabilities.
- Alternative recreation such as in-line skating, rollerblading, skateboarding, and rock climbing facilities.
- Open trails for horseback riding and programs to teach people about horses.
- One person felt each township should have its own public park.
- Recreation fields should be developed in a central location, with walking trails around the site.

## Public Opinion Survey

In the spring of 2001 an opinion survey was sent to 1,200 households. The response rate was 12.3% or 142 of the surveys were completed and returned. The following summarizes the results of the survey from all four Townships combined.

Specific types of land interviewees would like preserved.

- 43.7% - Public lands primarily preserved as natural areas.
- 37.0% - Public lands with a mix of sports facilities and natural areas.

The facilities cited most often as needed were:

- 40.1% Natural trails.
- 34.8% Indoor pool.
- 26.2% Outdoor pool.
- 25.5% Indoor recreation center.
- 23.9% Playgrounds.
- 23.4% Picnic areas.
- 23.2% Public fishing access.

Most needed facilities by municipality were:

- Chestnuthill: 38.1% Natural trails.

- Eldred: 50.5% Playgrounds
- Polk: 42.9% Natural trails, indoor pool.
- Ross: 43.3% Natural trails.

Facilities cited least often were:

- 4.3% Basketball courts (indoor).
- 4.2% Volleyball courts.
- 3.5% Golf courses.
- 2.8% Football fields.

Groups in most need of additional sports activities:

- 56.0% Teens (13-19)
- 33.8% Young Adults (20-44)
- 33.3% -Young Children (6-12)
- 31.9% Middle-age Adults (45-64)

Groups in most need of additional recreational activities, other than sports:

- 52.5% Teens (13-19)
- 33.8% Middle-age Adults (45-64)
- 32.4% Seniors (65 and older)
- 27.7% Young Adults (20-44)

Types of additional recreational programs most needed in the area:

- 24.6% Environmental education
- 21.8% Music
- 18.3% Senior citizens activities
- 18.3% Arts & Crafts

Additional Comments to consider from the surveys:

- Recreation facilities accessible for people with disabilities.
- Areas allowing leashed dogs and/or a gated Dog Park.
- Clear signage in existing and proposed parks.
- Limit or prohibit the use of ATV's and motorcycles within parks.

## Recommendations of the Open Space and Recreation Plan

The Open Space and Recreation Plan recommend developing the 244 acre tract on Merwine-Hilltop Road in Chestnuthill Township as a central multi-use recreation facility. The following summarizes the main recommendations from the Open Space and Recreation Plan:

- Prohibit motorized vehicles, such as ATV's, to minimize the impact on the natural environment.
- The Plan did not identify any scenic, historic and /or cultural resources on this site.
- The McMichael creek has been identified as "Exceptional Value", and is a 'High Yield Ground Water Area'.
- Make improvements in logical phases according to a Master Site Plan.
- Emphasize this site as a community park serving the West End. Incorporate new active recreation facilities while preserving the woodlands and trails.
- Submit joint grant applications with other Townships to seek State funding for improvements.

## West End Regional Park Demographics

The 2000 U.S. Census population for Monroe County was 138,687, an increase of 34.3-percent from 1990. The West End Region 2000 population was 29,051, an increase of over 51-percent from 1990. The West End Region has approximately an eight and half percent minority population, while Monroe County has approximately an eleven percent minority population.

The 2000 median household income for Monroe County was \$46,257 which is above the Commonwealth of Pennsylvania's median income of \$40,106 per household. West End Region's median household income ranges from \$46,250 in Polk Township to \$55,058 in Chestnuthill Township with over 85-percent in owner occupied housing.

The significant populations of Monroe County residents include 33,004 (23.8 percent) children and youth ages 5-19 years old. This group of school age students will make up a large percentage of the West End Regional Park visitors. Residents 20-44 years old represent 47,741 (34.4 percent) of the population. Together these two age groups from 5 years to 44 years old are typically high users of recreation facilities. They comprise 58.2 percent of Monroe County residents, demonstrating the need to continue maintaining and preserving open space for current and future residents. There are 17,036 adults over 65 years old, approximately 12.2 percent of the total Monroe County population. The median age of the County is 37.2 years old.

These statistics illustrate the extensive base from which the West End Regional Park will draw its visitors. A full Demographic Profile Table is provided in Appendix A.



# West End Regional Park Master Planning Process

The West End Regional Park planning process included five parts:

1. Inventory and Assessment
2. Public Participation
3. Development of Conceptual Alternatives and Pre-Final Master Plan
4. Final Master Plan
5. Operations, Management, and Financing

## 1. Inventory and Assessment

The analysis of the site's natural resources and existing features guided the development of the master plan. Landscape architects, ecologists, and a recreation planner, visited the park throughout the planning process to evaluate the site characteristics, observe site opportunities, and understand the impact on the surrounding land uses. Chapter 3 – Resources of West End Regional Park documents the findings of the inventory and assessment phase of the planning process.

## 2. Public Participation

To assure that the design for the park is community based, broad citizen input was critical to the planning process. Public input was gathered by working with a study committee, completing key person interviews, and holding a sports forum and public meetings.

## 3. Development of Conceptual Alternative Designs

Three conceptual alternative designs for the West End Regional Park were developed. The alternatives presented differing approaches to site goals and potential improvements. Following review of the alternative designs, a Pre-Final Master Plan for West End Regional Park was developed.

## 4. Final Design

The final design involved the preparation of detailed proposals for improvements to the park site. Detailed cost estimates were completed in this phase of work.

## 5. Operations, Management, and Financing

Park operations are the most significant lifetime cost of a park. This plan includes recommendations for programs, staffing, and maintenance management. Park financing was explored with an emphasis on partnerships and alternative funding sources.

## Conclusion

The West End Regional Park Master Plan promotes a future for the park that respects and protects the sites natural environment while providing active and passive recreation opportunities and enjoyment of the outdoors. The master plan provides a blueprint for the park which can be implemented in phases over time.



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Chapter 2

# ***Public Participation and Research***

Public participation was a key component of the West End Regional Master Plan planning process. Public participation was important for the following reasons:

1. Local residents, municipal staff, and elected officials have useful and insightful information to contribute to the development of the plan.
2. It provides a forum in which concerns and ideas could be identified, aired, and addressed.
3. Stewardship and trust are established through community interaction and involvement.

Public input was gathered by working with the study committee, completing key person interviews, and holding a sports forum and public meetings.

## Public Participation Process

### Study Committee

A Study Committee was formed to help steer the development of the master plan and work with the project consultants. The committee consists of representatives of the West End Parks and Open Space Commission, Chestnuthill Township staff, Ross Township representatives, and neighbors to the park site. Representatives of Polk and Eldred Townships were invited to join the study committee as well, but declined to participate.

The 244-acre site was purchased to provide the West End area residents with an active recreation facility fulfilling the various community needs. With this goal as guidance the study committee provided input at the outset of the project by brainstorming other goals and ideas for the park. The questions and discussions are outlined below:

#### Question No. 1: *Who are the anticipated Park users?"*

- West End Little League.
- Pleasant Valley football.
- Youth soccer.
- 4H.
- Hikers.
- Equestrians.
- Dog owners.
- Trail users – non-motorized
- Picnickers
- Nature lovers
- Birders.



- Fishermen.
- Families.
- Students.
- Scout groups.
- School district.

**Question No. 2:** *What facilities and activity areas should be considered for development at the Park?*

- Equestrian arena and trails.
- Environmental education facilities.
- Adult softball field.
- Tennis courts.
- Restrooms.
- Meeting/community room.
- Picnic areas/pavilions.
- Indoor multi-purpose arena.
- Dog walking area.
- Ice skating/winter sports.
- Multi-use trails – non-motorized.
- Indoor/outdoor swimming pool.
- Playground.
- Parking areas.
- Natural areas.
- Skateboard facility.
- Basketball court.
- Signage/trail markers.
- Electric service.
- Horseshoe pits.
- Night use facilities.

**Question No. 3:** *What concerns do you have about development of the Park site?*

- Vehicular access, safe park entrances, and increased traffic on local roads.
- Security.
- Maintenance.
- ATV use.
- Trash removal.

- Coordination and cooperation between municipalities.
- Impact on neighbors.

**Question No. 4:** *What opportunities do you see regarding the Park development?*

- Partnerships.
- Revenue generation.
- Special events and planning.
- After school programming.
- Volunteer work force.
- Grant funding opportunities.
- Advertisement, publicity and marketing.
- School project area.
- Establishment of an intern program.

The committee provided input throughout the planning process through review of the site analysis and alternative master plan designs, consideration of project and site opportunities, and evaluation of operations and management strategies.

## Key Person Interviews

The consulting team conducted a series of key person interviews to obtain additional input regarding West End Regional Park. Citizens and persons with specific insight into the facility were contacted. Input was gathered from consultants throughout the West End Region and included Monroe County Recreation and Park Commission, Girl and Boy Scout affiliates, sports organizations, equestrian enthusiasts, residents and neighbors familiar with the site, and others.

General information about the West End Regional site and the goals established were provided to the interviewees. Interviewees were questioned about ideas they had for passive and active recreation park needs in the community, environmental education opportunities specific to the park's location and region, and improvements they would like to see in West End Regional Park. The interviews resulted in a variety of ideas and comments noted below:

**Question No. 1:** *What facilities and activity areas should be considered for development at the Park?*

- Large multi use structure for large scale events such as; equestrian events, concerts, flea markets, scout groups, etc.
  - 120' x 200' size.
  - 75 to 100 people.
  - Restrooms.
  - Concession/kitchen area.

- Canvas top structure.
- Multi-use trails for non-motorized vehicles.
- Shared trails - equestrians, mountain bikes, walkers, hikers, nature enthusiasts, cross-country skiers, etc.
- Equestrian presence offers security, and maintenance.
- Equestrian parking area – separated with trailer parking to minimize conflict.
- Open field - informal group play.
- Orienteering course.
- Bird/wildlife blind.
- Enhanced habitat to attract wildlife.
- Baseball/softball fields.
  - Adult (90' baseline).
  - Youth (60' baseline).
- Lacrosse - up and coming, plan for future.
- Indoor facility/meeting rooms.
  - 100 to 150 people.
  - Consider a divided room, to allow multiple groups to meet at the same time.
- Primitive camping areas.
- Soccer Fields.
- Basketball - indoor facility – four courts minimum.
- Basketball – outdoor courts.
- Little League / softball fields.
- Well lighted activity areas.

**Question No. 2: *What opportunities does the Park site offer?***

- Boy scouts.
  - Completing scout projects within the Park.
  - Currently use Chestnuthill Park.
- Chamber of Commerce sub groups using the Park.
  - Environmental committee.
  - Quality of life committee, etc.
- Pleasant Valley Youth Basketball.
  - Indoor and outdoor court space.
  - Meeting space for sports forums.
- Pleasant Valley School District.

- Soccer fields.
- Ball fields.
- Gymnasium space.

**General Information:** *Considerations for the Park site.*

- Boy scouts enroll approximately 60 children from Chestnuthill, Eldred, Polk, and Ross Townships, with the majority from Chestnuthill Township.
- Girl scouts enroll approximately 400 children in the West End Area and/or Pleasant Valley School District.
- Local little league has a high need for fields.
- Pleasant Valley Youth Basketball has 600 participants and could attract 300-400 more if they had the gymnasium or outdoor court space (in summer) to run an intramural program. The league currently uses the school district facilities and travels as far as New Jersey to play.

## Sports Forum

On October 5, 2006 a sports forum was held at the Chestnuthill Township Municipal Building to review and discuss issues and opportunities common to youth sports providers, and ideas for the West End Regional Park. A variety of sports programs were represented including: West End Little League, Pleasant Valley Cubs Football, Pleasant Valley Community Basketball League, West End Soccer League as well as Ross Township Park Committee and West End Parks and Open Space Committee members. Several questions were asked of each group represented and the following documents the findings that relate to West End Regional Park.

**West End Soccer League (WESL):** *Considerations for the Park site.*

- Soccer is played in the spring and fall.
- WESL had 1,100-1,200 participants in 2006 in a recreation program and travel program.
- Season extends through November.
- Indoor space to extend the season through winter would be ideal. Gym space is booked by other sports.
- Field lighting could extend outdoor use.
- WESL is currently using 5 ½ large fields, all at the schools for the recreation program and 2 fields for the travel program.
- YMCA is using the schools for recreation programming. The Athletic Director coordinates the schedule.
- Could lose three fields at the school property if expansion continues.



- Field lights incorporated into the new fields.
  - All of the group representatives felt lights would be appropriate and compatible with the West End Regional Park site.
- A pavilion near the soccer fields to provide shade and cover for foul weather.
- A storage area - currently rent storage units for their equipment.
- Soccer is looking for additional 3 or 4 fields.
- A permanent concession stand.
  - Currently they set up canopies.
  - Revenues from concessions are important to the program.
- The WESL group can generate funds for lighting. They suggest wiring the field now even if lights are implemented at a future time.

**West End Little League (WELL): *Considerations for the Park site.***

- Baseball is played in the spring and fall.
- WELL had 1,000 participants in 2006 in a recreation program, there is no travel program at this time. There is a waiting list for kids to join.
- League is associated with Little League in Williamsport.
- Season extends through November.
- WELL is using 13 different fields throughout the community plus 5 fields at the schools.
- No fields are owned by a municipality nor do the municipalities of the West End provide funding contributions. WELL uses church fields, private fields, Jaycees Park fields, Fairground fields, and other fields to accommodate their programs.
- Any proposed lighting must meet Little League standards.
- Concession stand is needed – current leases prohibit concession stands at any of the fields.
- Several fields that WELL currently uses could be lost.
- Immediate projected need of 5 fields (2 girls softball, 2 minor fields with 60' baselines and grass infield, and 1 junior/senior field with 90' baseline and grass infield)
- Future needs - additional five fields.
- A pin-wheel layout for fields would be OK with a concession in the center.
- WELL rents storage units to store equipment.

- WELL has no permanent home so can not develop facilities/amenities like concession stands or allow advertising on signs on the outfield fence. Signs and concessions are important sources of revenue.
- WELL does use the gyms for training as available.
- Field maintenance is a major issue and cost for WELL - currently maintains all of the fields they use at a cost of approximately \$5,000/field.

**Pleasant Valley Cubs Football (PVCF):** *Considerations for the Park site.*

- PVCF has 300 participants with 170 in football and 130 in cheerleading, for youth 5-14 years old.
- There is a waiting list for participating.
- Lack of facilities – can’t grow the program.
- Currently use one lighted field at Pleasant Valley High School for games and practices. Four (4) groups using the same field.
- Football adapted their practice and game schedule to share the field with soccer.
- PVCF needs one field for Saturday games and a building for storage, concessions, restrooms, and announcer booth.
- Building would be used for weigh-ins. Cheerleading needs storage for their mats. They now use the high school
- Concession stand revenues are important to the program.
- School district policies prohibit advertising signs on fencing.

**Pleasant Valley Community Basketball League (PVCBL):** *Considerations for the Park site.*

- PVCBL has 400 participants on 24 teams; primarily a travel league with 4 instructional teams.
- PVCBL uses all gyms available at the schools. Need 48-gym spots/week to accommodate two practices and/or games per week. Currently have 40 slots.
- PVCBL holds tournaments and use all of the school gyms; at times they lose gyms at the last minute due to re-scheduling.
- Great potential for a summer basketball league.
- Four (4) outdoor basketball courts has worked well were summer leagues exist.
- Program could grow if it gym space available.

- There is no basketball recreational/intramural league because no gym time available.
- A community building in the park with a full size gymnasium for basketball use would be ideal.

**Question No. 1:** *What concerns do you have about development of the Park site?*

- Youth sports organizations have run out of space to hold programs and are stepping all over each other.
- No one is in charge of coordinating fields. Each organization is scheduled individually.
- There are at least three adult softball leagues in the area. Adult leagues are using fields without permits or permission.
  - Damage has occurs on fields.
  - Authorized events where cars park on sports fields causes extensive damage.
  - Expense of repairs and improvements falls on the organizations.
- Spin-off leagues are taxing limited field space. Example: The West End Warriors Babe Ruth Team is a spin-off league.
- Safe access to the site from Route 715 is a problem when turning onto Evergreen Hollow Road.
- Getting volunteers is becoming more difficult for activities such as field maintenance and coaching.
- Lacrosse and field hockey are not factors yet in the area. Interest is growing with the success of the school programs.

**Question No. 2:** *What opportunities do you see regarding the Park development?*

- There is potential and interest for the development of a track club.
- Tournaments could be a revenue generator and would require features such as a concession stand, restrooms, and design in accordance with sanctioning organizations.
- Ongoing mechanism for regular communication among leagues.

**Question No. 3:** *What do you envision within a Community Building at the West End Regional Park site?*

- Open hall for large gatherings and dances.
- Indoor swimming pool.

- Kitchen.
- Concession stand.
- Meeting area.
- Gymnasiums with 2-4 full basketball courts.
- An auxiliary gym for aerobics, wrestling, training, and clinics.
- Storage areas.
- Restrooms.
- Intergenerational facility.
- The community buildings in Fork Township and Palmer Township in Northampton County were cited as examples of buildings close to the area.

#### **Additional ideas generated:**

- Cross country running course.
- Cross country skiing trails.
- Volleyball courts.
- Fishing pond.
- Natural areas.
- Equestrian trails.
- Playground area.
- Skate park.
- Ice hockey.
- Trails (no motorized vehicles).
- Amphitheater.
- All organizations deemed the forum a success, and a suggestion was made to hold future meetings for the purpose of communicating and collaborating on issues and opportunities of common concern.

## **Public Meetings**

Three public meetings were held to present project findings to the public and solicit input at various stages of the design process. Polk and Eldred Townships were notified and invited to each of the public meetings. The first meeting was held on October 11, 2006 to present an overview of the findings of the Study Committee, key person interviews, sports forum, and the site analysis of the West End Regional Park site. The meeting was attended by 43 equestrian enthusiasts, six (6) residents, six (6) youth sports organizers and members of the Study Committee. Attendees were separated into groups for breakout brainstorming sessions. Two questions were asked of attendees and the responses were recorded and ranked by highest priority items by voting. Focusing on ideas, opportunities,



and concerns for the Park site the responses are tabulated and noted below.

**Question No. 1:** *What are the ideas and the opportunities you see for the Park development?*

- Horse complex (multi-use indoor/outdoor structure, meeting rooms, walking area, secure, separate parking.)
- Equestrian cross-country course.
- Natural walking trails.
- Baseball complex.
- Sports fields (soccer).
- Recreation building with kitchen.
- Natural areas.
- Multi-use trails (non motorized vehicles).
- Amphitheater.
- Dog park.
- Meeting area.

**Question No. 2:** *What are your concerns about the Park development?*

- Infrastructure and traffic.
- Security.
- Destruction of the natural setting.
- Impact to neighbors.
- Cost.
- Appropriate trail surface.
- Lighting.
- Noise levels.
- Night time use, vandalism.
- Separate parking areas.
- Maintenance.

A second public meeting was held on January 22, 2007 to present the Pre-Final Master Plan to the Study Committee and residents, and to receive input. The agenda provided an overview of the project and work completed to date as well as the presentation of the Pre-Final Master Plan. Discussion of the presentation is summarized in Chapter 4 – Alternative Designs.

The final public meeting to present the Master Plan was held during a regularly scheduled and advertised Chestnuthill Township Board of Supervisors meeting on March 28, 2007. Discussion of the

presentation is summarized in Chapter 5 – Master Plan. All public meetings were advertised locally through newspaper articles and notices encouraging citizens to attend and view the work in progress on the West End Regional Park Master Plan.

In addition to the three public meetings, two meetings were held with elected officials. These meetings were specially advertised meetings and representatives of the West End communities and the Pleasant Valley School District were invited to attend.

## Vision, Mission, and Goals for West End Regional Park

The input from the public participation process was translated into a vision, mission statement, and specific goals for the park. The vision, mission, and goals guided the master plan and may continue to evolve as the Study Committee works toward implementation.

### Vision West End Regional Park

West End Regional Park is a model of conservation and public recreation for people who live, work, and visit Chestnuthill, Eldred, Polk and Ross Townships in Monroe County. It offers public access to a variety of recreation opportunities; premiere community sports facilities, indoor recreation, and special events space. As an inviting and secure destination, the parks' success is rooted in high quality facilities, programming and maintenance. The park enhances the quality of life for the entire region and serves as a catalyst for economic development.



The mission statement of the West End Regional Park promotes recreation and stewardship.

### Mission West End Regional Park

The West End Parks and Open Space Commission will plan, design, develop, program, and maintain West End Regional Park with the spirit and resources necessary to conserve the priceless legacy of the natural and culturally significant property as a public park.



**Goal 1: *Develop a park that meets the recreation needs of the region.***

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**Objectives:**

- Provide athletic fields and recreation facilities to meet the needs of the community and region.
- Create a year-round park that allows for winter sports as well as popular summer recreation activities.
- Provide facilities to accommodate various group sizes.

**Goal 2: *Develop a park that provides recreation opportunities for people of all ages, families, groups, and teams.***

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**Objectives:**

- Provide recreation opportunities that can be programmed for team use or utilized by individuals.
- Provide recreation facilities that can accommodate large groups, family gatherings, and individual park users.
- Provide a variety of recreation opportunities that can be enjoyed by users throughout their lifetime.

**Goal 3: *Develop a park that provides a diverse variety of recreation opportunities to serve people of differing interests and abilities.***

---

**Objectives:**

- Provide open space and unprogrammed space for self-directed recreation.
- Plan recreation facilities that appeal to users of all abilities.
- Utilize the results of the public participation process to determine the facilities to be included in the park.
- Provide a year round park with a variety of active recreation activities.

**Goal 4: *Protect and preserve the natural resources of the site.***

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**Objectives:**

- Promote environmental education of the site's natural features and encourage respect and stewardship.
- Identify interesting and unique features of the park that could be interpreted through nature study activities and interpretive signage.
- Enhance and protect the site's natural resources and habitat areas.
- Limit introduction of public uses that would conflict with natural resource protection.

- Develop resource management strategies to address invasive species, over population of deer, and other issues.
- Promote “green design” in future improvements.

## West End Regional Park User Groups

West End Regional Park will be a popular destination for many user groups. Primary among the user groups are sports clubs and teams, outdoor enthusiasts, school students, nearby residents, and the general public.

### Sports Groups

Local sporting teams such as the West End Soccer League (WESL), the West End Little League (WELL), the Pleasant Valley Cubs Football (PVCF), the Pleasant Valley Community Basketball League (PVCBL), and others are limited in their current facilities and fields. West End Regional Park provides an opportunity for facility development to meet many of the identified active recreation needs of these groups.

### Outdoor Enthusiasts

The pallet of natural resources and the park setting will make West End Regional Park a popular destination for those who enjoy spending time outdoors.

#### *Walkers*

Trails traverse wooded areas and open meadow and provide access throughout the park. The trails offer recreation opportunities for the casual walker as most are moderately sloped.

#### *Nature Lovers*

The forest cover, meadows, creek, wetlands, and wildlife, draw many people to the site throughout the year. Users can enjoy exploring the trails, observing the sites ecology and habitats, birding, or just relaxing in its natural setting.

### Scout Groups

Boy and Girl Scouts will be able to visit West End Regional Park to complete requirements for scout badges and service requirements.

### Equestrians

Equestrian use is envisioned on the existing paths south of Merwine Hilltop Drive.

## General Public

The casual users of West End Regional Park may come to the site to walk the trails, exercise, enjoy the natural setting, and watch sporting events. Residents from Chestnuthill, Ross, Eldred, and Polk Townships and other nearby locales are anticipated as the primary visitors to the site.





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Chapter 3

# ***Resources of West End Regional Park***

## Introduction

West End Regional Park offers diverse landscapes including natural areas, landscape nursery plantation, agricultural fields, and woodlands. This master plan was developed to provide a blueprint for the future of the site as a regional park. Through the planning process, an extensive inventory and analysis of the site was completed to gain an understanding of the site's natural resources. The inventory and analysis is critical for the following reasons:

- To evaluate the site's natural resources and determine appropriate protection and enhancement strategies.
- To evaluate the ability of the site's resources to sustain and thrive with the introduction of public use.
- To explore natural resources that contributes to the visitor's experience.
- Good design is born of good analysis.
- To become familiar with the context of the region and the site.
- Development costs are greatly influenced by the ease of construction and compatibility of the proposed development with the natural systems of the site.

The Site Analysis Map on page 3-3 documents the observations of site visits, conclusions of the site analysis, and information previously documented regarding the site. Existing information provided by Monroe County included the topographic and boundary line information from GIS mapping. A wetland investigation for the park was completed in August 2006 by Rettew Associates, Inc.

## Site Description

West End Regional Park is a 244 acre natural park located west of Evergreen Hollow Road, and east of Hillcrest Drive in the center of Chestnuthill Township, in the northeastern quarter of the West End region in Monroe County, Pennsylvania. The property is currently two parcels of land divided by Merwine Hilltop Road (T-453) and it is enrolled in the PA Game Commission Public Access Program, a cooperative agreement with public and private landowners to provide access to public and private lands for public hunting, trapping and other wildlife related recreational activities. The property has substantial landholdings adjacent to the site designated as permanently protected lands.

The primary ingress and egress to the park site is located on Merwine Hilltop Road. Additional access points are off of the northern section of Evergreen Hollow Road and Hillcrest Drive on the west side of the site, opposite Mountain View Circle are also available. The existing park is primarily a mix of mature hardwood and mixed coniferous woods, abandoned coniferous plantations, and fallow agricultural fields. There are earthen trails throughout, grass meadows, and wooded hedgerows.

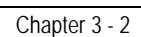
Chestnuthill Township  
Monroe County  
Pennsylvania  
September 2006

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LEGEND	
	Deciduous Forest
	Evergreen Forest / Plantation
	Residential Area
	Protected Agricultural Easement
	Open Meadow
	Vehicular Roads
	Water/Drainage Course
	Gas Easement
	Buffer Required
	Viewsheds
	Distinct Land Unit





# SOILS LEGEND

Symbol	Soil	Slopes	Bedrock Depth	Drainage Class
HaB	Hartleton Channery Silt Loam	2% - 8%	Deep	Well Drained
KaB	Kendron Silt Loam	2% - 8%	Deep	Well Drained
KvB	Klinesville Channery Silt Loam	3% - 8%	Very Deep	Moderately Well Drained
KvC	Klinesville Channery Silt Loam	8% - 15%	Deep	Somewhat Excessively Drained
KvD	Klinesville Channery Silt Loam	15% - 25%	Deep	Somewhat Excessively Drained
LkB	Lack Kill Channery Silt Loam	2% - 8%	Deep	Well Drained
LkC	Lack Kill Channery Silt Loam	8% - 15%	Deep	Well Drained
MeA	Meckesville Gravelly Loam	0% - 3%	Very Deep	Well Drained
MeB	Meckesville Gravelly Loam	3% - 8%	Very Deep	Well Drained
MeC	Meckesville Gravelly Loam	8% - 15%	Very Deep	Well Drained
MeD	Meckesville Very Stony Loam	8% - 25%	Very Deep	Well Drained
Ph	Philo Silt Loam	0% - 3%	Deep	Well Drained
Pp	Pope Silt Loam	0% - 3%	Very Deep	Well Drained
WaB	Watson Silt Loam	2% - 8%	Very Deep	Moderately Well Drained
WeC3	Welkert Channery Silt Loam Eroded	8% - 15%	Deep	Somewhat Excessively Drained
WeD3	Welkert Channery Silt Loam	15% - 25%	Deep	Somewhat Excessively Drained
WhB	Welkert-Hartleton Channery Silt Loam	3% - 8%	Deep	Well Drained
WvC	Welkert-Hartleton Channery Silt Loam	8% - 15%	Deep	Well Drained
WvD	Welkert-Hartleton Channery Silt Loam	15% - 25%	Deep	Well Drained
WKE	Welkert and Klinesville Soils Steep	25% - 80%	Deep	Somewhat Excessively Drained

NOTE: PER MONROE COUNTY

# SLOPES LEGEND

	0%-5% SLOPES
	5%-10% SLOPES
	10%-20% SLOPES
	20%< SLOPES

# West End Regional Park Slope Analysis

Chestnuthill Township  
Monroe County  
Pennsylvania  
September 2006

Prepared for:

Chestnuthill, Eldred,  
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## Surrounding Land Use

<i>Eastern Boundary:</i>	There are single family rural residential properties bordering the eastern property, all are obscured by woodland.
<i>Western Boundary:</i>	The area is dominated by mature woods and agricultural fields from Evergreen Hollow Road to Merwine Hilltop Road. Along Mountain View Circle are low density residential properties.
<i>Southern Boundary:</i>	One single family residential property borders the southern property line with the remaining lands in woodland forest stands.
<i>Northern Boundary:</i>	Low density single family residential properties border the park to the northwest. The northeast property is protected agricultural lands.

## Natural Resources

### Water Resources

Wetlands, man-made ponds, and stream channels are regulated by the United States Army Corps of Engineers (USACOE) and the Pennsylvania Department of Environmental Protection (PADEP) and any encroachments, fills or crossing of these areas will require the proper State and Federal permits.



**Wetlands** – Two wetland areas are identified on the park site outlined by RETTEW Associates, Inc.

*Wetland #1* occurs along an intermittent stream channel and associated fringe wetlands flow, along Evergreen Hollow Road on the east side of the site. The stream continues through a culvert under Merwine Hilltop Drive onto the east side of the southern parcel. The stream channel enters several broad (20-50') wetland areas along the roadway.

These wetland areas are dominated by *Acer rubrum* (red maple), *Fraxinus pennsylvanica* (green ash), *Hamamelis virginiana* (witch-hazel), and *Lindera benzoin* (spicebush) on the woody fringes of the wetlands. *Impatiens capensis* (jewelweed), *Polygonum sagittatum* (tearthumb), *Phalaris arundinacea* (reed canary-grass), *Sambucus canadensis* (elderberry), *Onoclea sensibilis* (sensitive fern), *Epilobium coloratum* (willow-herb), and *Chelone glabra* (turtlehead) in the open, emergent portions of the wetland.

The open wetland just north of Merwine Hilltop Road included an old stone embankment on the down side slope of the wetland. This area appears to be an old impoundment that has filled with sediment to become an emergent wetland feature.

*Wetland #2* occurs along the southeast corner of the site and includes similar habitat to the wetlands described above. The wetland drains into a small intermittent, bed and bank stream channel that meanders down slope to converge with the unnamed tributary to McMichael Creek on the southeast tip of the site.

**Streams** – An unnamed tributary to McMichael Creek flows in a southerly direction adjacent to Evergreen Hollow Road along the eastern edge of the two parcels. Three watercourse draws exist on the park site flowing toward the unnamed tributary to McMichael Creek. McMichael Creek flows south along the site, continuing through Chestnuthill Township. The McMichael Creek in the area of the park site is under the ownership of a private fishing club that prohibits access by local residents.

- The stream widens out into wetlands at three or four distinct areas ranging from 20-50' in width. These wetland habitats are described above.
- McMichael Creek is known to support wild trout reproduction in a stream section downstream of this site. It is unclear whether this portion of the basin is Exceptional Value (EV) or High Quality- Cold Water Fishery (HQ-CWF), but in either case, impacts to the streams and wetlands on the site will be difficult to permit.



## Land Resources

**Vegetation** – From a vegetative stand point, West End Regional Park offers a diverse palette of vegetation. Meadow areas exist as well as agriculture fields, riparian corridor vegetation, abandoned coniferous plantations, fallow agricultural fields, and wetlands.

- Open Fields and Meadows – approximately 21 acres of an open meadow in Area B in the central northern area of the site was previously a cultivated field allowed to go fallow. This field is periodically mowed and is dominated by typical fallow field species including *Solidago* sp. (goldenrods), *Centaurea maculosa* (spotted knapweed) and *Daucus carota* (Queen Anne's lace).
- Woodland and Edges – The western half of the northern parcel is dominated by mature maple-oak woods. White pines are common on the north and west sides of these woods. Dominant species found in this area included *Quercus rubra* (red oak), *Q. alba* (white oak), *Q. montana* (chestnut oak), *Acer rubrum* (red maple), *Nyssa sylvatica* (black gum), *Pinus strobus* (white oak), *Vaccinium corymbosum* (high-bush blueberry) and *Kalmia latifolia* (mountain laurel). The perimeter of these woods included some successional and invasive species including *Sassafras albidum* (sassafras), *Populus grandidentata* (big-tooth aspen), *P. tremuloides* (quaking aspen), *Prunus avium* (sweet cherry) and *Dennstaedtia punctilobula* (hay-scented







fern). These species are limited to a rather thin band around the edges of the mature woods.

The south and east sides of the Northern Parcel are dominated by overgrown spruce, fir, and yew plantations. These areas are becoming overgrown with typical successional woods species including *Betula populifolia* (gray birch), *Acer rubrum* (red maple), *Prunus avium* (sweet cherry), *Rosa multiflora* (multiflora rose), *Elaeagnus umbellata* (autumn-olive) and *Solidago* sp. It is probable these species will grow to dominate the area as the coniferous species die out over time.

The southern and east-central portions of the Southern Parcel are dominated by mature maple-oak woods similar to the mature woods described above for the Northern Parcel. A steep *Tsuga canadensis* (eastern hemlock) dominated hillside lies on the southeast corner of the site. Other dominant species found in these mature woods (besides those listed above) included *Fagus grandifolia* (American beech), *Carya* sp. (hickory), *Betula lenta* (sweet birch) and *Cornus florida* (flowering dogwood).

Overgrown plantations are found on the western and east-central sides of the Southern Parcel. The vegetative communities of these areas are similar to those described under the Northern Parcel. The east-central portion of this parcel includes an exclusively-white pine plantation which forms a unique feature for the park. This stand will grow larger, and live longer than the other coniferous communities found on the site.

- Invasive Species – As with most park sites, the threat of invasive species is a constant concern and resource management issue. Aggressive competitors for space and nutrients, they crowd out native species and cause the decline of native wildflowers, grasses, and other plants. They adversely affect many native animal species, which depend on a diverse and healthy native flora for their survival. Once invasive species get a foothold on a site they often propagate rapidly, taking over and covering valuable land and natural resources. The longer invasive species occupy a site the more costly and time consuming it is to eradicate them and reclaim the land.

The invasive plants present tend to be restricted to the margins of the mature woods and in clearing within the overgrown plantations. Invasive plants found on the site included *Alliaria petiolata* (garlic mustard), *Elaeagnus umbellata*, *Rosa multiflora*, *Prunus avium*, *Berberis thunbergii* (Japanese barberry) and *Celastrus orbiculatus* (Oriental bittersweet). The site does not currently appear to have significant problems with invasive plants.

- **Riparian Corridor Vegetation** – Riparian corridor vegetation occurs along the unnamed tributary to McMichaels Creek which traverses the site north to south. Riparian buffers provide important landscape functions and should be maintained and enhanced.

**Wildlife Habitat** – The park site offers diverse landscapes for various species of mammals and birds. The site is well suited for bird watching and attracts hawks and many passerine and migratory species.

- The site is home to many small and large mammals that are typically found throughout eastern Pennsylvania. There are white tail deer in the woodlands. Other species noted at the site include squirrels, rabbits, foxes, raccoons, and other small mammals. Wild turkeys have been seen on the site.
- Any park which has cultivated or large mowed areas, Canadian geese may seek refuge and the populations need to be managed to prevent degradation of the site.

**Threatened and Endangered Species** – An online Pennsylvania National Diversity Inventory (PNDI) search conducted for the site indicated the site had no known impacts on species of special concern. Monroe County is listed as a bog turtle county by the United States Fish and Wildlife Service (USFWS). Based upon the brief investigation, the wetlands found on the site did not appear to constitute suitable bog turtle habitat. If the project includes any impacts to streams or wetlands, further coordination with the United States Fish and Wildlife Service (USFWS) and Pennsylvania Fish and Boat Commission (PAFBC) will be necessary.

**Soils** – The U.S. Department of Agriculture (USDA), Soil Conservation Service, Soil Survey for Monroe County, Pennsylvania indicates the site has twenty one soil classifications. The majority of the northern parcel is considered prime agricultural soils. The site soils are stable, well drained with adequate depth to bedrock and few development restrictions. The low-lying channels, stream, and wetland areas do contain soft, periodically wet soils. The Site Analysis Map on page 3-3 identifies the locations of soils.

#### Benefits of Riparian Buffers

- **Stabilize Streambanks** – Deep-rooted vegetation binds the soil along streambanks, stabilizing the banks and preventing erosion during periods of high runoff.
- **Improve Water Quality** – Vegetation along streams traps sediment, nutrients, and pollutants before they enter the stream or groundwater.
- **Enhance Wildlife Habitats** – Trees, shrubs, and grasses along streams provide habitat and travel corridors for many wildlife species.
- **Reduce Flooding and Sedimentation** – Vegetation retains stormwater runoff longer, improves infiltration, and filters sediment from flowing downstream during floods.
- **Keep Streams Cooler and Healthier** – Shade from riparian buffers cools the stream waters, increasing the food and oxygen for aquatic life.
- **Enhance Scenery** – Vegetation along streams adds beauty and diversity to the landscape.

West End Regional Park Soils Characteristics					
Soil Legend	Soil Type	Slopes	Bedrock Depth	Drainage	Septic Field Suitability
HaB	Hartleton Channery Silt Loam	2% - 8%	Deep	Well Drained	Somewhat Limited
HaC	Hartleton Channery Silt Loam	8% - 20%	Deep	Well Drained	Somewhat Limited
KaB	Kendron Silt Loam	2% - 8%	Very Deep	Moderately Well Drained	Very Limited
KvB	Klinesville Channery Silt Loam	3% - 8%	Deep	Somewhat Excessively Drained	Somewhat Limited
KvC	Klinesville Channery Silt Loam	8% - 15%	Deep	Somewhat Excessively Drained	Somewhat Limited
KvD	Klinesville Channery Silt Loam	15% - 25%	Deep	Somewhat Excessively Drained	Very Limited
LkB	Leck Kill Channery Silt Loam	2% - 8%	Deep	Well Drained	Somewhat Limited
LkC	Leck Kill Channery Silt Loam	8% - 15%	Deep	Well Drained	Somewhat Limited
MeA	Meckesville Gravelly Loam	0% - 3%	Very Deep	Well Drained	Very Limited
MeB	Meckesville Gravelly Loam	3% - 8%	Very Deep	Well Drained	Very Limited
MeC	Meckesville Gravelly Loam	8% - 15%	Very Deep	Well Drained	Very Limited
MfC	Meckesville Very Stony Loam	8% - 25%	Very Deep	Well Drained	Very Limited
Ph	Philo Silt Loam	0% - 3%	Deep	Well Drained	Very Limited
Pp	Pope Silt Loam	0% - 3%	Very Deep	Well Drained	Somewhat Limited
WaB	Watson Silt Loam	2% - 8%	Very Deep	Moderately Well Drained	Very Limited
WeC3	Weikert Channery Silt Loam Eroded	8% - 15%	Deep	Somewhat Excessively Drained	Very Limited
WeD3	Weikert Channery Silt Loam	15% - 25%	Deep	Somewhat Excessively Drained	Very Limited
WhB	Weikert-Hartleton Channery Silt Loam	3% - 8%	Deep	Well Drained	Very Limited
WhC	Weikert-Hartleton Channery Silt Loam	8% - 15%	Deep	Well Drained	Very Limited
WhD	Weikert-Hartleton Channery Silt Loam	15% - 25%	Deep	Well Drained	Very Limited
WKE	Weikert and Klinesville Soils	25% - 80%	Deep	Somewhat Excessively Drained	Very Limited

## Man-Made Resources and Influences

### Transportation Routes and Access

Roadways surround the West End Regional Park. Main access roadways in the area of the site include:

***Evergreen Hollow Road*** – This road carries local traffic traveling in a northwest-southeast direction from Long Woods Drive to

Route 715 (SR0715) in Chestnuthill Township. West End Regional Park fronts on Evergreen Hollow Road for approximately 2,600 -feet along the north, to eastern property line. Adequate sight distance is available along the frontage; with access into the open field Area B approximately 700 feet southeast of Long Woods Drive.

**Merwine Hilltop Drive** – This road carries local traffic in an east-west direction from Hillcrest Drive to Evergreen Hollow Drive, bisecting the site into two parcels. There are approximately 1,400 -feet of frontage onto Merwine Hilltop Drive between parcels in the center of the site. Adequate sight distance is available in both directions.

**Hillcrest Drive** – This road carries local traffic in a north-south direction from Evergreen Hollow Drive to Effort Neola Road along the west property line of the parcel. There is approximately 450 feet of frontage onto Hillcrest Drive, with adequate site distance in both directions.



## Utilities in the Area of West End Regional Park

Public utilities are sporadically available in the area of West End Regional Park including public water, public sewer, and electric service.

**Water** – There is no public water available at the site.

**Sewer** – There is no public sewer available at the site. On-lot septic systems provide sewer at surrounding residential properties.

**Electric** – PECO Energy supplies electric service to the area residences.

**Gas** - A major gas pipeline traveling north and south exists immediately west of the park site.

## Structures

There are no existing structures or buildings located on the West End Regional Park site.

## Summary of Site Analysis Findings by Area

Site analysis was performed in each of the four seasons for the West End Regional Park site. The site analysis findings are keyed to the Site Analysis Map on 3-3. Findings are organized by geographic area depicted on the Site Analysis Map.

### Area A – West End Regional Park off of Evergreen Hollow Road (northwestern most portion of the site)

- Area A is mature woodland consisting of approximately 50 acres.
- The woodlands are gently sloping from a high point in the southwest corner.
- Slopes vary from 2 to 5-percent.
- The area is dominated by mature maple-oak woods. White pines are more common on the north and west sides of these woods. Dominant species found in this area included *Quercus rubra* (red oak), *Q. alba* (white oak), *Q. montana* (chestnut oak), *Acer rubrum* (red maple), *Nyssa sylvatica* (black gum), *Pinus strobus* (white oak), *Vaccinium corymbosum* (high-bush blueberry) and *Kalmia latifolia* (mountain laurel).
- The perimeter of these woods included some succession and invasive species including *Sassafras albidum* (sassafras), *Populus grandidentata* (big-tooth aspen), *P. tremuloides* (quaking aspen), *Prunus avium* (sweet cherry) and *Dennstaedtia punctilobula* (hay-scented fern). These species were limited to a rather thin band around the edges of the mature woods.
- The wooded area contains approximately 1,100 linear feet of frontage on Evergreen Hollow Road (T-378), a Township road.
- Adequate site distance is achievable along Evergreen Hollow Road, but limited near the subtle bends in the road.
- Adjacent property is protected agricultural land.

### Area B – Open Field along Evergreen Hollow Road (northeast location of the site)



- Area B is a large open fallow field.
- The field is approximately 1,400' x 650' or approximately 21 acres.
- The field is periodically mowed and is dominated by typical fallow field species including *Solidago* sp. (goldenrods), *Centaurea maculosa* (spotted knapweed) and *Daucus carota* (Queen Anne's lace).
- The area has 700 linear feet of frontage to Evergreen Hollow Road.
- Sight distance is problematic in the area of the adjacent barn due to road geometry.
- The area gently slopes from west to east.
- Slopes vary between 4 to 8-percent
- Adjacent property is protected agricultural land.

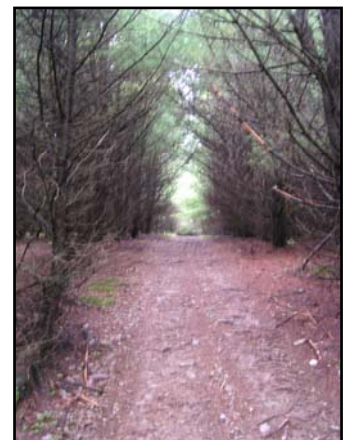
## Area C – Plantation Area (eastern portion of northern parcel)

- Area C is approximately 28 acres.
- Slopes varying from 10 to 30-percent. The slopes increase in the southeast corner.
- Area C contains frontage on Merwine Hilltop Drive to the south and Evergreen Hollow Road to the east.
- Access is limited to upper portions of Merwine Hilltop Drive due to steep roadside slopes and wetland areas.
- Area C is dominated by overgrown spruce, fir, and yew plantations. The northern uplands are succession forest while the steep southern slopes are a dominate pine forest. These areas are becoming overgrown with typical succession woods species including *Betula populifolia* (gray birch), *Acer rubrum*, *Prunus avium* (sweet cherry), *Rosa multiflora* (multiflora rose), *Elaeagnus umbellata* (autumn-olive) and *Solidago* sp. It is probable that these species will grow to dominate the area as the coniferous species die out over time.
- The adjacent land uses are residential which are visually screened with thick vegetation.
- An intermittent stream channel and associated fringe wetlands flow along Evergreen Hollow Road on the east side of the site. The stream continues through a culvert under Merwine Hilltop Drive onto the east side of the southern parcel. The stream channel enters several broad (20-50') wetland areas along the roadway, see "Wetlands" above for a full description.
- Steep slopes border the stream/wetland on the western side.



## Area D – Plantation Field (southwest area of northern parcel)

- Area D is approximately 8 acres and is mainly overgrown spruce, fir, and yew plantations.
- The north and south extents are extremely dense and overgrown, with significant dieback in the lower canopy and succession species increasing.
- Slopes vary from 5 to 12-percent. Steeper slopes appear in the southeast corner of the parcel along Merwine Hilltop Drive.
- The central area is less dense with some specimen vegetation remaining.
- An open meadow, approximately 200' x 300' exists in the western portion of Area D. The meadow is gently sloping





and maintains good access to Merwine Hilltop Drive with adequate sight distance at the high point.

- The adjacent land use on the western boundary is agricultural.

### **Area E – Cultivated Field (west area of southern parcel)**



- Area E consists of approximately 28 acres.
- Gently sloping from north to south at 4 to 6-percent.
- The site contains 400 feet of frontage along Hillcrest Drive (T-460), and 300 feet along Merwine Hilltop Drive.
- Site distance on Hillcrest Drive is limited to the highpoint and directly across the street from Mountain View Court.
- A wide earthen road accesses the plantation from Merwine Hilltop Drive near the highpoint and offers adequate sight distance.
- This area is dominated by overgrown coniferous plantations with numerous specimen trees.
- The plantations rows are wide, defined, periodically mowed.
- Numerous holes from removed nursery stock exist.
- There is a debris pile with abandoned cars and farm equipment.
- In the northwest corner of Area E, a residential property, believed to be the parent farmhouse, is located adjacent to the park property, and is buffered by existing vegetation.
- The adjacent land use to the north property line is residential with mature vegetation separating the properties with very little understory vegetation for screening.

### **Area F – Ridges and Valleys (northeastern, central and southwestern area of the southern parcel)**



- Area F is 65 acres in size, containing a series of ridges and valleys running east to west.
- Slope varies from 2% to 25%.
- Runoff discharges into the unnamed tributary to McMichael Creek paralleling the eastern boundary of West End Regional Park.
- McMichael Creek stream channel enters several broad (20-50') wetland areas along the eastern boundary, see "Wetlands" above for a full description.
- The upland portions of this parcel are dominated by mature maple-oak woods similar to the mature woods described in Area A.

- Invasive and non-native species are present in the draws in the eastern portion of the Area F.
- A series of trails traverse the area, increasing in frequency in the steeper portions of the east.
- Numerous trails are perpendicular to the slope, creating erosion.
- Access is limited to upper portions of 700 feet of frontage on Merwine Hilltop Drive due to steep roadside slopes and wetland areas.
- The adjacent land uses to the east are residential with mature vegetation and heavy understory plants separating the properties.
- Frontage on Hillcrest Drive is 200 feet with inadequate site distance for access into the site.
- A major gas pipeline traveling north and south exists immediately west of Hillcrest Drive.



### **Area G – White Pine Plantation (eastern area of the southern parcel)**

- Area G is 13-acres in size.
- An exclusively-white pine plantation forms a unique feature. This stand will grow larger, and live longer than the other coniferous communities found on the site.
- This area is predominately a ridge running east and west, with steep side slopes draining to the adjacent valleys.
- A residential property is located between the park parcel and the downstream McMichael's tributary. The residential property is visible from the park and the boundary of the park property is not evident.
- Slope varies from 2% to 25%.



### **Area H – Southern Draw Area (southeastern area of the southern parcel)**

- Area H consists of approximately 30 acres.
- The area is characterized by a large draw running from west to east. The draw is deep with steep vegetated side slopes ranging from 2% to over 25%.
- The western portion of the draw is stony and stable.
- The lower, eastern area is experiencing erosion.
- There is significant erosion caused by heavy trail use in the eastern area near the discharge into McMichael Creek.
- The low point of the draw is being used as a trail.



- The low point extends through the park property for approximately 500 linear feet, from west to east.
- A second unnamed tributary originates in a small emergent wetland on the southeast corner of the site. The tributary meanders down slope to converge with McMichael Creek. This stream has been seriously degraded by the ATV activity in this area.
- McMichael Creek borders the south eastern tip of the site. Convenient creek access is provided. Severe erosion near the creek is evident.
- Significant views from the upper hillside are provided to the creek below in the east.
- The southern and east-central portions of this area are dominated by mature maple-oak woods similar to the mature woods described above for Area A. A steep *Tsuga canadensis* (eastern hemlock) dominated hillside lies on the southeast corner of the site. Other dominant species found in these mature woods (besides those listed above) included *Fagus grandifolia* (American beech), *Carya* sp. (hickory), *Betula lenta* (sweet birch) and *Cornus florida* (flowering dogwood).

## Conclusions

The site analysis provided valuable information that guided the final master plan for West End Regional Park. Conclusions include:

### *General Conclusions :*

- The park site is centrally located within Chestnuthill Township, which is located north and east of the other three participating municipalities.
- The large 21-acre open field in Area B offers the best opportunity for development and active recreation. Lack of vegetation, gentle slope, good soils, convenient access, and significant views provide good development opportunity.
- The woodlands and the upper reaches of Area F are gently sloped and of high value offering habitat and provide a premier example of a mature natural succession forest.
- Areas D and E may be considered for additional active recreation opportunity. These areas are gently sloped and contain overgrown vegetation of low environmental quality.
- The ridges and valleys of Areas F, G and H offer diverse terrain and setting. The existing trails and soils throughout these areas appear to be well suited for high impact (mountain, biking or equestrian) recreational use.

- Improvements should consider water bars on the trails to deflect stormwater onto adjacent uplands and limit future erosion,
- Remove/relocate trails on steep inclines and soft soils, and eliminate trails in the low-lying wetland areas.
- Significant degradation to the wetlands and low-lying areas are occurring. Portions of the trails near the wetlands and stream channels should be closed to ATV or other high impact trail use. Some restoration may be useful to repair these areas (especially on the southeast corner of the site).
- Consider a native grass meadow/prairie habitat on the southwest corner of Area D by either totally removing the coniferous plantation species or selectively thinning to create a unique native habitat for birds and mammals and an interesting area for walkers to enjoy. This could be maintained by the Township through prescribed burning and could be a training activity for the local fire department.
- Connection of the two park parcels across Merwine Hilltop Drive should occur in the central portion of the site to maximize visibility and safe crossing and minimize earth disturbance.
- Township personnel should be educated on the invasive species that are present on the site and recommend removal, primarily by physical removal before seed dispersal.
- Adjacent residential properties must be respected in the design.
- The white pine plantation in Area G offers a unique landscape. Of all the remnant plantations, the white pine will continue to grow into an effective landscape. Other coniferous plantation vegetation will eventually die out over time and be replaced with succession forest.
- Overgrown coniferous plantations offer limited environmental value and could be considered for removal and reuse.
- Numerous tree pits from the former nursery operations exist throughout the plantation areas. These pits should be backfilled to alleviate associated hazards.
- The McMichael Creek and associated tributaries should be protected and preserved. Additional buffers should be established to fortify the natural vegetative filter. Controlled public access to the sensitive water features should be considered for scenic views and environmental education opportunity without degradation to the resource.
- Adjacent roads are narrow (20' wide) with limited shoulders. Vehicular access should consider sight distance and not disturb steep slopes or sensitive stream/wetland areas. Safe ingress and egress to the site must be provided.

- Connections to surrounding residential properties should be explored.
- The existing gas line easement traversing the southwest corner of the site should be considered for trail/greenway connections through Chestnuthill and Ross Townships.
- Pedestrian circulation routes must meet the requirements of the ADA to provide like opportunities for physically challenged persons to experience the natural areas.

***Resource Protection:***

- Public access to the 244 acre park should be carefully balanced with resource protection objectives.
- The Park's natural areas should be protected and conserved.
- Maintenance practices (mowing, clearing) should involve Best Management Practices to enhance water quality.
- Steep slopes but must be protected and respected with any improvements to minimize erosion and align with the requirements of the ADA.
- Invasive species should be eradicated to promote native vegetation and habitat for wildlife.
- Wildlife habitats should be preserved and enhanced through planting of native vegetation to supply food and shelter.
- Connectivity of the forest vegetative cover should be promoted to bridge the gap for wildlife movement and minimize edge areas where invasive species could be introduced.
- Involve surrounding landowners in stewardship initiatives.



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Chapter 4

# ***Alternative Designs***



The three conceptual alternatives for West End Regional Park have been designed to achieve the following goals:

- Develop a park that meets the recreation needs of the region.
- Develop a park that provides a diverse variety of recreation opportunities to serve people of all ages, interests, and abilities.
- Protect and preserve the natural resources of the site.

## Conceptual Alternative A

*Guiding Concept* – Offer public access to a diverse variety of recreation opportunities; premiere community sports facilities, indoor recreation and special events space to serve people of differing interests and abilities. The focal point is a community building off of Hillcrest Drive. Access to the site is from Hillcrest Drive, Merwine Hilltop Drive, and Evergreen Hollow Road with new parking areas introduced adjacent to all three roads. A vehicular connection is established between Hilltop Drive and Merwine Hilltop Drive through the use of a midway lined with stately trees.

Trails traverse the site to explore the diverse vegetative communities. Picnic pavilions, open lawn, and restrooms are established on the site for the convenience of users. The design reflects organization of activities and facilities which happen on the site. Compatible activity areas are congregated with clearly defined vehicular and pedestrian flow patterns. Conceptual Alternative A includes the following:

### **East of Hillcrest Drive and South of Merwine Hilltop Drive:**

- The main feature is a community center building with an orientation area for visitors, meeting rooms, gymnasium, indoor pool, programming space and office space. There are 180 parking spaces associated with the center.
- A nine (9) acre event lawn is adjacent to the center for community programming.
- An event tent and an equestrian corral is located on the south side of the 9 acre event lawn for a variety of activities.
- A midway – pedestrian access way lined with trees connects Hillcrest Drive to Merwine Hilltop Drive and provides access through the southern parcel of the site.
- A large pavilion with a paved plaza is located at the midpoint of the midway for gathering.
- The existing vegetative buffer is maintained between the site and the existing residence to the north.
- A splash pad and water park is located east of community building.



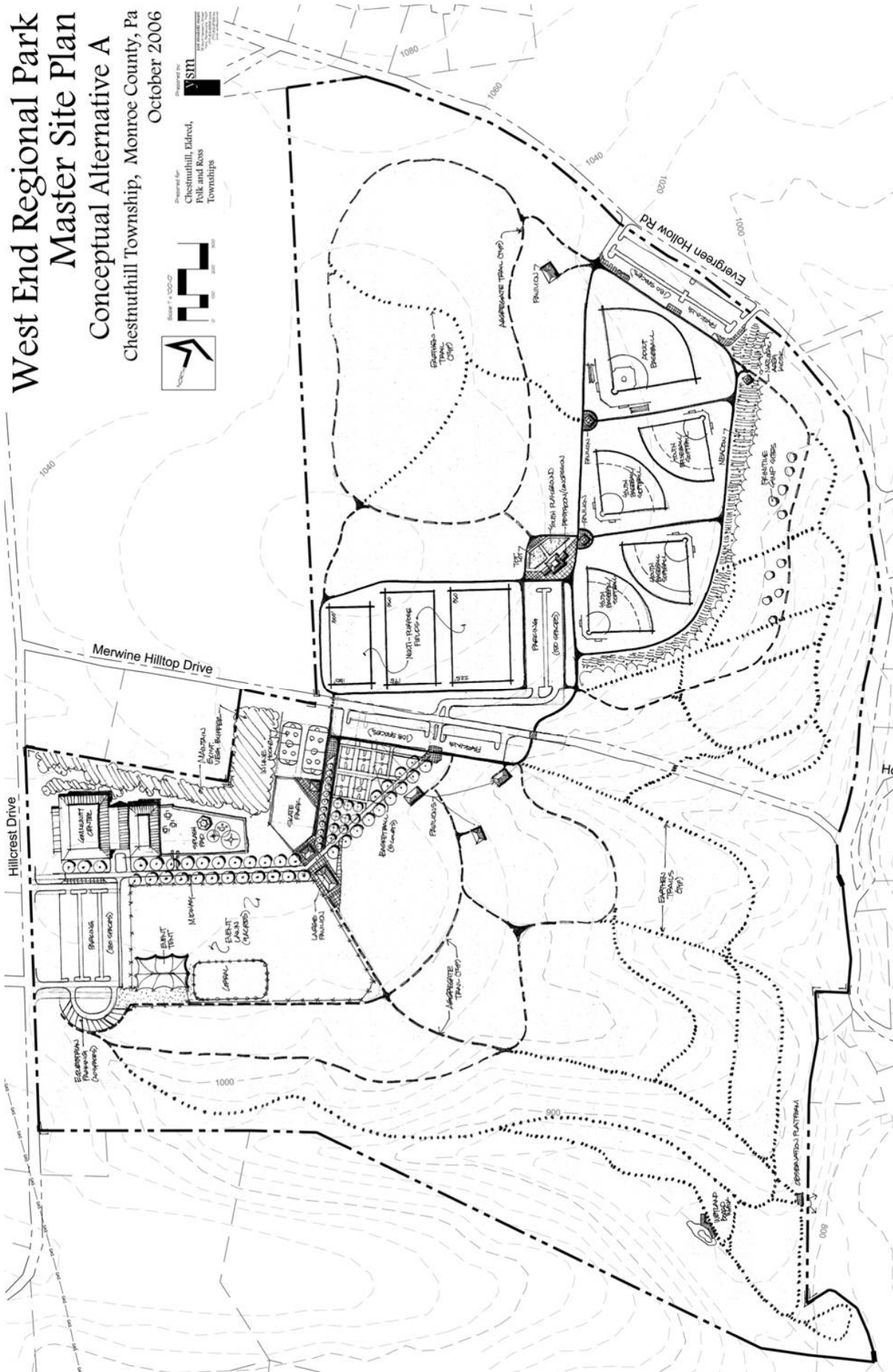
- A skate park, and two (2) in line hockey rinks are located near other sports courts.
- Five (5) basketball courts are placed convenient to parking with 108 spaces off of Merwine Hilltop Drive.
- Three (3) medium picnic pavilions are placed within the wooded area along aggregate trails.
- A small wetland boardwalk and interpretative area is provided in the southeast corner of the parcel.
- Observation platform overlook McMichaels Creek and the surrounding area.
- Earthen and aggregate trails are developed throughout the plantation and natural areas for equestrian and pedestrian use.

**North of Merwine Hilltop Drive:**

- Three (3) multi purpose fields (sizes 150'x300', 195'x360', 225'x360') are developed adjacent to Merwine Hilltop Drive.
- East of the multi-purpose fields is a parking lot with 150 spaces providing central access into the northern parcel.
- Four (4) youth baseball/softball fields and one (1) adult baseball field are located in the open field area spanning from the parking area to Evergreen Hollow Road.
- Two (2) small pavilions are provided near baseball/softball fields.
- A concession building with restrooms is located at the hub activity area between the flat multi-purpose fields and ball fields.
- A tot lot and youth playground is located within the hub area.
- Parking for 180 vehicles off of Evergreen Hollow Road is provided to service the baseball complex and as a trailhead in the northern portion of the parcel.
- A small natural area kiosk is placed east of the adult baseball field along the trail leading to ten (10) primitive campsites in the eastern area of the site.
- One (1) medium pavilion is located west of the parking lot for gathering and picnicking.
- Aggregate and earthen trails traverse the site to explore the agricultural, natural, and cultural resources retained and enhanced for educational and leisure enjoyment.

# West End Regional Park Master Site Plan Conceptual Alternative A

Chestnut Hill Township, Monroe County, Pa  
October 2006



## Conceptual Alternative B

*Guiding Concept* – Provide large community center with a variety of recreation opportunities, both indoor and outdoor, with special events space to serve people of differing interests and abilities is the main focus of the southern parcel. Picnic pavilions, open lawn, an amphitheater, and restrooms are established on the site for the convenience of users. Trails traverse the site to explore the diverse setting. An active recreation hub is developed on the northern parcel with baseball/softball fields, multi-purpose fields, and courts. The southern parcel focuses on community events and the northern parcel to focuses on recreation. Conceptual Alternative B includes the following:

### **East of Hillcrest Drive and South of Merwine Hilltop Drive:**

- The main feature is a community center building with meeting rooms, gymnasium, indoor pool, programming and office space, an orientation area for visitors, and provides 180 parking spaces.
- A nine (9) acre event lawn with an amphitheater pavilion is located east of the community center for community programming.
- Complimenting the community center, and located adjacent to the south entrance are a sand volleyball court, medium pavilion and splash pad areas.
- An open lawn large enough for youth soccer events and leisure activities is located east of the community building.
- Tot lot and youth playgrounds with a small pavilion provide family and children activities central to the open lawn and community building.
- A large pavilion for gathering within a plaza is located east of the parking area. The plaza connects the parking with the event lawn.
- The existing vegetative buffer is maintained between the site and the existing residence to the north.
- A 120'x200' multi-purpose building intended for a variety of uses ranging from equestrian events to family reunions is developed adjacent to the event lawn.
- A corral is provided for equestrian staging south of the multi-purpose building.
- Parking for 120 vehicles and 20 equestrian parking spaces is provided for direct access to the event lawn and multi-purpose building.
- A small pavilion is located adjacent to the parking lot and along the edge of the event lawn.
- An overlook area is developed adjacent to McMichael Creek.

- Wetland enhancements include a boardwalk for exploring the ecosystem in the southeast corner of the site.
- Earthen and aggregate trails extend throughout the plantation and natural areas for equestrian and pedestrian use.

#### **North of Merwine Hilltop Drive:**

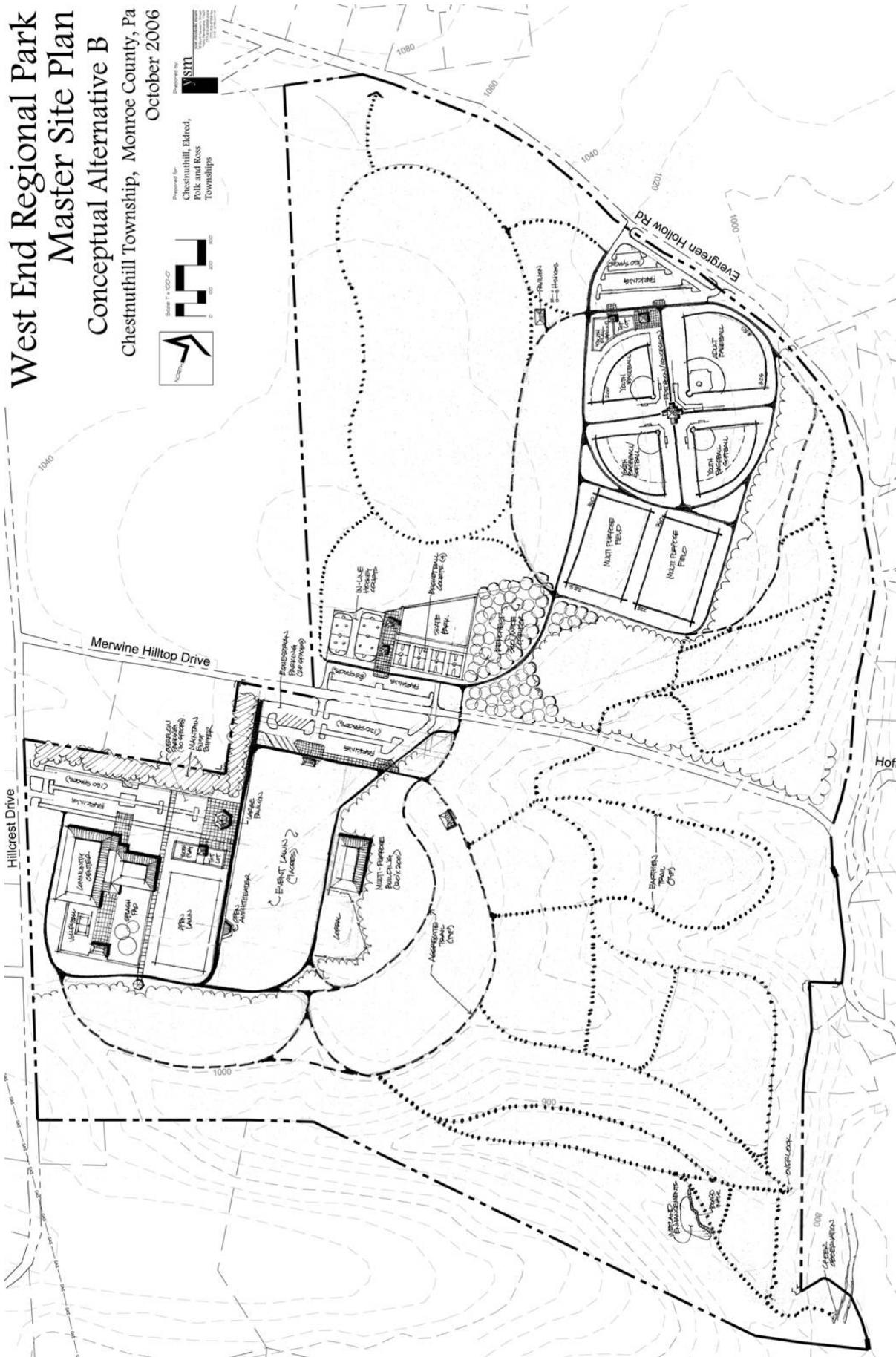
- A court sports hub is created.
- A parking area for 10 vehicles located adjacent to Merwine Hilltop Drive.
- Two (2) in line hockey rinks located north of the parking area.
- A plaza with two (2) small pavilions is located east of the hockey rinks to provide gathering space and shade.
- Four (4) basketball courts located adjacent to the parking area and east of the plaza.
- A skate park is developed north of the basketball courts.
- A 300' wide reforested corridor is provided to link the northwest wooded area with the southeast natural area of the northern parcel.
- Aggregate walking trails that connect the court sports hub with the northern baseball/softball hub.

#### **South of Evergreen Hollow Road:**

- An athletic field recreation hub is developed with baseball/softball fields, and multi-purpose fields for sports such as soccer, lacrosse, and football where large open fields are required.
- A parking lot with 150 spaces located adjacent to Evergreen Hollow Road.
- Three (3) youth baseball/softball fields and one (1) adult baseball field in a pinwheel pattern to maximize space with a multi-purpose building in the center to house concessions, announcers' booth, restrooms and storage of equipment.
- A medium pavilion is located between the parking lot and baseball fields for gathering.
- A tot-lot and youth playground with a small pavilion complements the athletic field hub, and is located convenient to the parking.
- A medium pavilion provides a gateway to numerous trails throughout the sites wooded area.
- Earthen and aggregate trails are located throughout the plantation and natural areas for equestrian and pedestrian.

# West End Regional Park Master Site Plan Conceptual Alternative B

Chestnut Hill Township, Monroe County, Pa  
October 2006



## Conceptual Alternative C

**Guiding Concept** – The alternative design offers public access to a diverse variety of recreation opportunities to include premiere community sports facilities, indoor recreation and special events space to serve people of differing interests and abilities. The focal point on the northern parcel is a community building off of Evergreen Hollow Road. A recreation hub is developed on the southern parcel providing a range of active recreation opportunities.

Trails traverse the site to explore the diverse vegetative communities. Picnic pavilions, open lawn, and restrooms are established on the site for the convenience of users. Compatible activity areas are congregated with clearly defined vehicular and pedestrian flow patterns. Conceptual Alternative C includes the following:

### **South of Evergreen Hollow Road:**

- A community center building with an orientation area for visitors, indoor pool, gymnasium, fitness center, programming office space, and meeting rooms.
- Parking area for 180 spaces adjacent to Evergreen Hollow Road and the community building.
- An outdoor pool and splash pad area located south of the community building.
- A tot lot and youth playground with a small pavilion is developed adjacent to the parking area.
- Between the splash pad/pool area and the playgrounds is a paved plaza leading to an event lawn with a restroom and concession pavilion overlooking the lawn.
- A community lawn area, large enough to accommodate two multi-purpose fields (225'x360') for youth sports is located centrally on the northern tract.
- An amphitheater at the eastern edge of the community lawn is developed for community plays or concerts.
- A small pavilion located at the south edge of the lawn area accommodates picnicking and leisure activities.
- A natural area pavilion is stationed east of the parking lot and is a departure point for the many earthen trails traversing the native grass meadow and the reforested southeastern plantation area.
- A wetland enhancements with a small board walk for exploring the ecosystem is located in the southeast area of the site.
- Located west of the community building are a series of aggregate trails exploring the hardwood forest, the trails lead to the high point of the site where a pavilion is provided.

- A parking area for 25 vehicles on the north side of Merwine Hilltop Drive provides access to the trail system and to the five (5) acre dog park.
- A traffic calming island constructed in Merwine Hilltop Drive slows vehicles and facilitates pedestrian crossing between the northern and southern parcels of the park.

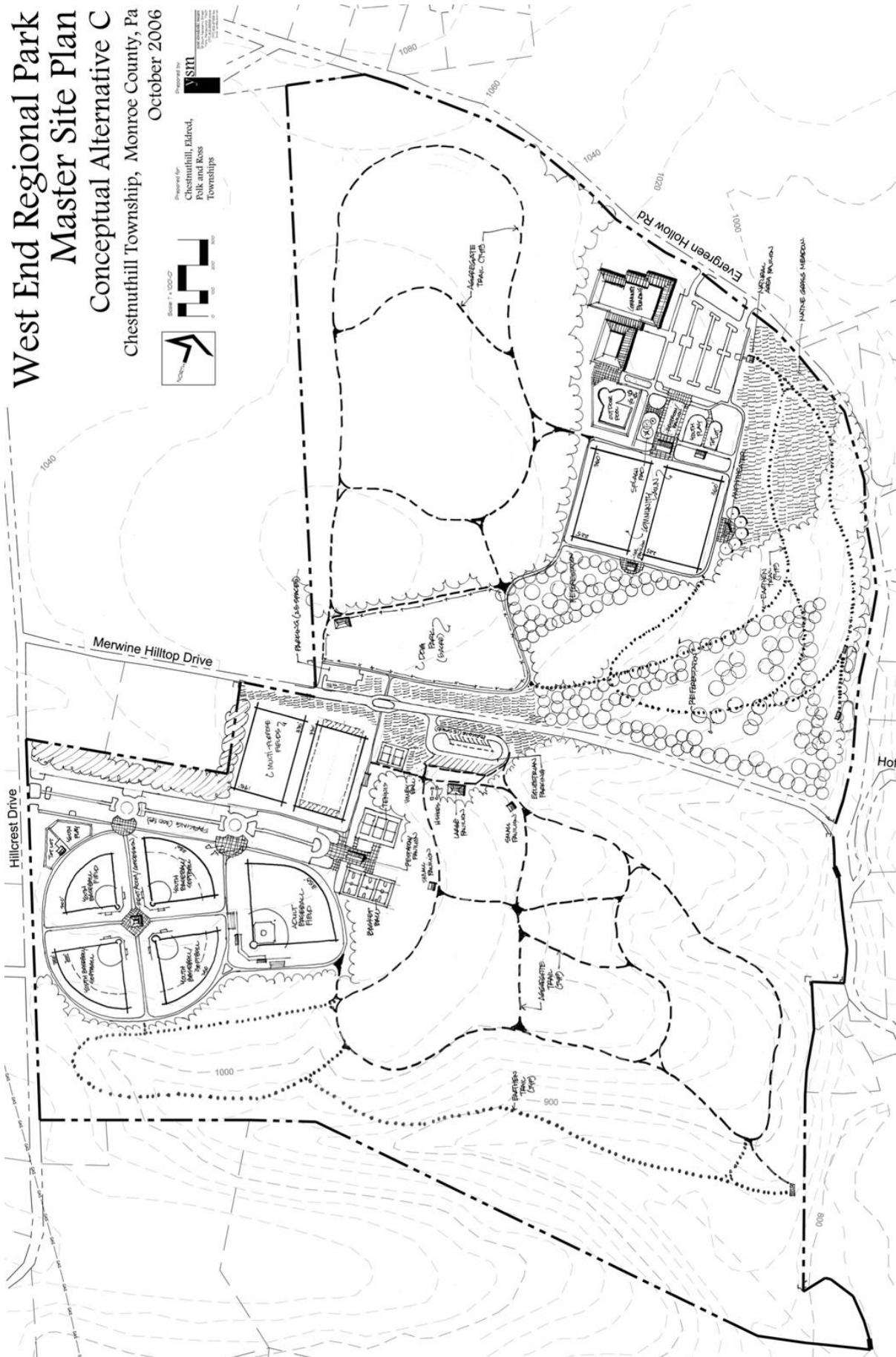
#### **East of Hillcrest Drive:**

- An active recreation hub is developed adjacent to Hillcrest Drive with baseball/softball fields in a pinwheel configuration.
- A parking area for 300 vehicles in a linear pattern west to east has access from Hillcrest Drive. Multiple drop-off locations are provided for park visitors to explore the park.
- A multi-purpose building located in the center of the fields provides concessions, announcers' booth, restrooms and storage of equipment.
- A tot-lot and youth playground with a small pavilion is located northwest of the pinwheel fields.
- East of the pinwheel fields is an adult baseball field.
- The existing vegetative buffer is maintained between the parking area and the existing residence to the north.
- Two (2) multi-purpose fields (195'x330') are located adjacent to Merwine Hilltop Drive. The fields are developed for sports that require large fields such as soccer, lacrosse, rugby and football.
- At the eastern end of the parking area is a plaza area with a pavilion/restroom facility servicing three (3) basketball courts and three (3) tennis courts.
- Two (2) sand volleyball courts are located north of the tennis courts adjacent to a paved walkway connecting to Merwine Hilltop Drive.
- Adjacent to Merwine Hilltop Drive is a parking area for 10 equestrian vehicles and 15 vehicles situated to provide access to the aggregate and earthen trails .
- A large pavilion is provided adjacent to the parking area. The pavilion is complemented with horseshoe pits and has easy access to the aggregate trail system.
- Two (2) small pavilions are located along aggregate trails for picnicking and small gatherings.
- Earthen and aggregate trails throughout the existing plantation and natural areas are provided for equestrian and pedestrian use.
- A small platform is developed at the overlook to McMichael Creek at the far eastern edge of the site.



# West End Regional Park Master Site Plan Conceptual Alternative C

Chestnut Hill Township, Monroe County, Pa  
October 2006



## Study Committee Meeting to Review the Conceptual Alternative Plans

A study committee meeting was held on October 25, 2006 to present and discuss the three conceptual alternative designs for West End Regional Park and receive input. Members of the Study Committee, Chestnuthill Township staff, Ross Township Open Space Committee, and residents attended the meeting. Following the presentation, the meeting was opened for public discussion. The following comments summarizing the public input:

- Maximizing athletic fields is a priority. Athletic fields are in high demand with the baseball community which consists of a variety of different leagues. Approximately 10 to 15 fields are needed and five (5) fields are considered a minimum, to help offset the current shortage.
- The pinwheel design for the baseball fields is preferred to maximize space. The central announcer's booth/scoreboard tower should accommodate this field layout.
- The pinwheel should only be used if the fields are lighted for nighttime use.
- The hub area developed on the north parcel of Alternative A was well received.
- Alternative C contains limited equestrian facilities. An equestrian structure could be provided in the wooded area.
- An agricultural theme was suggested throughout the design. Consideration of a silo structure for the center of the pinwheel to reflect the areas agricultural heritage to the design was made.
- A concern regarding a proposed pool was raised. An outdoor pool was not seen as a viable option. The indoor pool also raised skepticism. Other pool ventures in the area did not succeed, although existing indoor pools are fully scheduled.
- The idea of connecting the woodlands throughout the park as much as possible was viewed as a good idea.
- The introduction of a pond was suggested. The pond could add scenic beauty, provide a picturesque backdrop for special events, and be used for ice skating in the winter. There was discussion about a water well to feed the pond since there is no natural water source on the site.
- Consideration for winter sports was suggested. A sledding hill was suggested.
- The 5-acre dog park, proposed on Alt. C was seen as too large. A scaled down (3-acre) dog park was recommended.
- The development of an amphitheater was well received.

- Football requires its own designated field with lights.
- Alternative A was preferred for soccer with three fields.

## Conclusions

- Generally, the committee preferred Alternative A with the following revisions:
  - Develop a pinwheel for the baseball area to maximize the land use.
  - Maximize the soccer fields.
  - Provide a separate football field.
  - Athletic fields should have lights.
  - The central hub with concession/restroom building and playground area is desired. Additional areas should be strategically placed, as necessary, to be convenient to all facilities.
  - No outdoor pool should be developed.
  - Four basketball courts, two in-line courts, and a skate park should be developed.
  - Tennis courts were not seen as a need, based on available courts in the surrounding area.
  - Provide an area for primitive camping.
  - Provide an amphitheater.
  - Designate a sledding hill.
  - Incorporate a playground at the community center.
  - Develop an aggregate trail through the woodlands.
  - Develop a group of sand volleyball courts that could serve as an ice skating area in the winter.

## Pre-Final Master Plan

Guided by the Study Committee discussion of the three conceptual alternatives the Pre-Final Master Plan was developed. The Pre-Final Master Plan is a marriage of the three alternative designs, and input from the study committee to create one cohesive plan.

***Guiding Concept*** – Provide a diverse variety of recreation opportunities to serve people of differing interests and abilities to meet the recreation needs of the region. Retain the natural resources of the site and provide trail opportunities throughout the park to explore the natural environment. A community center is established off of Hillcrest Drive as the hub of recreation planning and programming for the region.

The Pre-Final Master Plan includes the following recreation amenities on the southern parcel of the park site:

- The main access drive to a community hub is from Hillcrest Drive. A drive separates two parking areas; one provides 12 equestrian spaces and the other with 180 vehicular spaces serving the community building and surrounding recreation facilities.
- A community center building anchors the western end of the southern half of the site.
- A series of sidewalks from the parking area and community building lead to a community lawn area.
- An equestrian riding/event building is proposed on the south side of the event lawn with access from the parking area via trails for pedestrians and horses.
- On the eastern end of the event lawn is an amphitheater for concerts or plays in the park. Lawn seating is provided on the community lawn.
- A formal paved path leads east from the community building to a medium pavilion with a tot lot, youth playground and splash pad. Adjacent to it a sun deck area connects the community building and playground hub east of the building.
- Continuing east along the paved path is large pavilion and restroom facility.
- The existing vegetative buffer between the parking lot and the existing residence to the north is maintained and enhanced.
- North of the large pavilion are four (4) basketball courts, two (2) in-line hockey rinks; one 75'x165' and 85'x185'.
- Located south of Merwine Hilltop Drive is a linear 110 vehicle parking lot.
- Four (4) sand volleyball courts are provided in the court area. The four courts are banked together to use the sand as a leveling area for a portable ice rink in winter.
- There is a skate park in the court area with a small pavilion.
- A board walk is located near the wetland area to explore this ecosystem.
- A small platform at the overlook to McMichaels Creek is provided at the far eastern edge of the site.
- Trails traverse the site to explore the agricultural, natural, and cultural resources retained and enhanced for educational and leisure enjoyment.

North of Merwine Hilltop Drive an active recreation hub is created with multi-purpose fields for sports activities and trails to explore the surrounding natural areas. Recreation improvements include:

- A lighted football field is located on the western edge of the property near the high point.
- A parking lot for 100 vehicular spaces is located convenient to the football field and multi-purpose fields.
- A medium pavilion with concessions and restrooms at the northern end of the parking is provided as an access point into trails.
- Two (2) multi-purpose fields, (225'x360') for soccer, lacrosse, or rugby are located east of the parking lot.
- The entrance drive into the site continues east terminating at a paved drop off area south of the baseball/softball pinwheel. This parking lot has 180 vehicular spaces.
- A meeting room/restroom building is located between the flat fields and ball fields creating a central hub for the northern tract.
- A tot lot, youth playground and small pavilion are located in this hub area.
- A series of aggregate trails traverse the hardwood forest.
- East of the access drive is a small pavilion for gathering and picnics.
- A walkway leading to a large pavilion and amphitheater area takes advantage of the natural slope for performance viewing.
- Adjacent to the amphitheater on the north side is a three (3) acre dog park extending through the plantation field.
- A paved sidewalk leads from the parking drop-off area to the baseball/softball pinwheel and central concession/restroom building.
- Four (4) youth baseball/softball fields are located in a pinwheel design. A building in the center houses concessions, announcers' booth, restrooms, and storage of equipment.
- North of the pinwheel fields is an adult baseball field.
- A small vehicular parking lot with 20 spaces has access from Evergreen Hollow Road to accommodate hikers and users of the adult baseball field.
- A medium picnic pavilion is provided at the north end of the hardwood forest.
- A second larger parking lot for 105 vehicles with a drop off and turn around area is provided off of Evergreen Hollow Road in the northeast area of the site for the convenience of

players and spectators using the youth baseball/softball pinwheel facility.

- A small pavilion is located south of the parking lot at the entrance to the dog park facility.

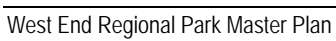


Scale: 1" = 100'-0"

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December 2008



## Public Officials Meeting to Review the Pre-Final Master Plan

A public meeting was held on December 13, 2006 to present the Pre-Final Master Plan to the residents and receive input. The meeting agenda provided an overview of the project and work completed to date, and presentation of the Pre-Final Master Plan. Members of the Study Committee, Chestnuthill Township staff, Ross Township Open Space Committee, and residents attended the meeting. Following the presentation the meeting was opened for discussion with the following comments summarizing the meeting:

- An area for primitive camping should be added to the plan.
- Maintenance facilities should be considered and added to the plan as appropriate.
- Sanitary sewer facilities should be investigated. The plan assumes on-lot methods for sanitary sewage treatment. Soils and other limiting factors shall be evaluated to determine the sewage treatment locations and requirements.
- Sledding areas should be added to the plan.
- Solar orientation of the baseball fields was questioned.
  - The adult baseball field is properly oriented.
  - The pinwheel fields contain two fields with correct orientation.
  - While the remaining two fields of the pinwheel are not a desirable orientation, they will be lighted, maximizing their playability.
  - The rectangular athletic fields and courts are all oriented in the desired north/south configuration.
- The facilities proposed in the community center were discussed. The building footprint illustrated is sized to include a large (2 basketball court) gymnasium, small gymnasium, indoor aquatic center with pool, fitness room, multi-purpose meeting rooms/classrooms, office space, and a maintenance area.
- The grand pavilion is illustrated at 120' x 200' feet based on input from the equestrian groups. The pavilion is envisioned as an open air pavilion for equestrian events.
- Trail hierarchy.
  - A variety of hard and soft surface trails and earthen trails are developed throughout the park.
  - Hard surface trails are located in close proximity to the active areas, soft surface trails are in the upper, gently sloped areas, while earthen trails extend deeper into the wooded areas.

- Trail maps and signage should be developed to identify appropriate user groups for each trail.
- Equestrian trails are envisioned on the southern parcel, where more stable soils exist.
- Traffic issues.
  - The park will generate additional traffic.
  - The master plan will identify the suggested traffic facilities within the park. Future development of the park will occur in phases.
  - As with any land development, the park plans would be required to meet the local municipal ordinances.
  - Traffic studies, if required, would be addressed at the time of development.
  - It was noted that directional signage identifying the park can help deter traffic from undesirable areas, such as low capacity local roads and hazardous intersections.

## Public Meeting to Review the Pre-Final Master Plan

A public meeting was held on January 22, 2007 to present the Pre-Final Master Plan to the residents and receive input. The meeting agenda provided an overview of the project and work completed to date, and presentation of the Pre-Final Master Plan. Members of the Study Committee, Chestnuthill Township staff, Ross Township Open Space Committee, and approximately 8 residents attended the meeting. Following the presentation the meeting was opened for discussion with the following comments summarizing the meeting:

- Parking area surfacing was questioned. The parking areas may be developed as aggregate or bituminous.
- A suggestion was made to incorporate fitness stations along the trails.
- A concern was raised regarding safe access to the park from the surrounding residential properties.
- The indoor community center building was questioned.
  - The needs assessment findings illustrate the need for year-round indoor recreation opportunity.
  - The community center building proposed is sized to accommodate facilities such as a swimming pool, gymnasiums, fitness center, meeting rooms, office and maintenance areas.
  - Additional study is required to determine proposed facilities for the community center.

- Visual access to proposed facilities was stressed as important.
- Fencing was questioned. It is not the intent to fence the park. Fencing may be used throughout the park as necessary to accommodate proposed uses.
- Length of equestrian trails was questioned. The park offers a variety of multi-use trails. A successful equestrian park requires a minimum amount of trail length to become a feasible destination.
- The trails will be designed to accommodate a variety of users.
  - Some trails may not be available to all users, based on field conditions, topography and proximity to activity areas.
  - The trails will not permit motorized vehicles.
- A suggestion was made to consider an indoor turf facility for athletic fields.
- A suggestion was made to develop a tower, north of the proposed soccer fields, to take advantage of the sunset and long views the site has to offer.
- Park phasing was discussed.



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Chapter 5

# ***West End Regional Park Master Plan***

The Master Plan for West End Regional Park presents the overall vision for the property, the physical configuration of facilities, and strategies for resource enhancements. The West End Regional Park Master Plan was developed in its final form after careful consideration of study committee and public input, project goals, and site opportunities.

## Park Design Concept

The design for West End Regional Park provides recreation facilities and creates areas that target community recreation needs, accommodate special events, and provide opportunities for enjoyment of the outdoor setting and natural area. The design maximizes the development of recreation facilities concentrated within existing open areas and former tree plantation areas while retaining and enhancing natural resources. The design provides facilities and activity areas for sports teams, families, seniors, adults, teens, youth, and tots.

The facilities are distributed between the two park parcels, as appropriate, based on land characteristics and functional goals. The northern parcel has emerged as a center for athletic field activities.

The southern parcel offers community facilities and areas that accommodate special events and community celebrations. A court hub is established in this area as well. The majority of the site is retained as a natural park, preserving the large stands of vegetation for future generations to experience and enjoy.

Trails traverse both park parcels, exploring natural areas and providing access to facilities and activity areas.

## West End Regional Park Improvements

### Recreation Facilities

**Multipurpose Fields:** Two full size (225' x 360') flat athletic fields are developed north of Merwine Hilltop Drive. The recommended thirty-foot minimum clearance on all sides has been provided and the preferred north-south orientation is accommodated. The fields should be developed with 1.5-2 percent slopes for positive surface drainage. A pavilion with restrooms and parking are located adjacent to the fields and lights are proposed for night use.

Soil tests should be performed to determine the soil amendment requirements for turf grass development and proper field drainage for the multi-purpose fields and all other athletic fields. Lighting is proposed for the fields to extend the hours of play. The multi-purpose fields could accommodate a variety of sports as noted in the table on the following page. All field sizes are in accordance with the layout requirements and standards of the National Federation of State High School Association.



Field Type	Field Size	Minimum Sideline Clearances
Field Hockey	180' x 300'	15', 30' on player's side
Soccer	225' x 360'	10'
Football	160' x 360'	25'
Lacrosse	180' x 330'	18'

**Football Field:** A football field has been developed on the north side of Merwine Hilltop Drive near the multi-purpose fields. The field is regulation size at 360 x 160' and has the preferred north-south orientation. This field is conveniently located near the aforementioned pavilion/restroom building and parking area and will have lights for night use.

**Baseball/Softball Complex:** The baseball/softball complex includes four youth baseball/softball fields (60' baselines, 250' outfields) in a convenient pinwheel design, and one adult baseball/softball field (90' baseline, 325' sidelines, 350' centerfield pocket). The complex includes field lights and central building with restrooms, concession area, announcers' booth, and storage. A 105-car parking area is developed east of the baseball complex and 180 parking spaces are provided to the south. Both parking areas provide convenient access to the field complex and have drop off/turn around areas.

The pin wheel layout for ball fields is an efficient configuration from a land standpoint but optimum field orientations can not be achieved on all four fields. As depicted for West End Regional Park, two fields, #1 and #4 have optimum field orientation. Field #3 is less than optimum because the pitcher can be somewhat affected by the setting sun in the evenings and the batter can be somewhat affected by morning sun. Field #2 is not typically acceptable because the batter is looking west into the setting sun and the pitcher is facing the morning sun.

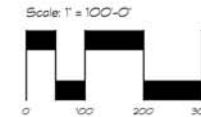
Field orientation for fields #2 and #3 are mitigated in the layout by the existing mature woodland to the west and tree cover to the east and southeast buffering the sun at its harshest angle. Additionally, the proposed field lighting allows evening play where solar orientation is not a factor. The amount that the existing woods block the sun should be field verified to maximize the benefit. Scheduling games on these two fields to avoid the hours of direct sun at sunrise and sunset will also mitigate the concern regarding orientation. Solar orientation must be measured on-site during the various sport seasons to consider not only the affects of the existing vegetation but also the slope of the site.



# West End Regional Park Master Site Plan

Chestnuthill Township, Monroe County, Pa

January 2008



Prepared for:  
Chestnuthill  
Township (Owner)  
and Ross, Eldred,  
& Polk Townships

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## Legend

- PAVED TRAIL
- AGGREGATE TRAIL
- EARTHEN TRAIL
- PAVEMENT
- SPECIAL PAVEMENT OR CONCRETE
- DECIDUOUS TREE
- CONIFEROUS TREE



**Community Lawn and Viewing Area:** An area approximately 375 x 525-feet has been designated as a community lawn. The lawn is located central to the community center, the grand pavilion, amphitheater, and playground area. The rectangular shaped area is intended as a viewing area for the amphitheater and open area for special events associated with the community center and grand pavilion. The area and associated amenities will serve large events such as Community Days and summer concert series with evening performances with the sun setting in the west at the backs of the audience. The lawn can also accommodate two full size soccer fields (225'x360') with the preferred north-south orientation. The overall area should be developed with 1.5-2 percent slopes to maintain the flexibility of programming the area.

**Game Court Hub:** A hub of hard surface courts will be developed south of Merwine Hilltop Drive. This hub, geared for teens, will include a skate park, four basketball courts, two inline skating rinks, a pavilion, and sitting/gathering areas. The courts are described below:

**Skate Park:** The skate park proposes a modular ramp system surrounded by an 8-foot high fence with gate to control access and secure the area. "No Skate" zones should be delineated and various areas defined to challenge different skill levels and abilities. It is important to note that there are no specific design standards and/or criteria in developing skate parks. Each park must be tailored to meet the individual needs and budget of the community and its skateboarders. Therefore, it is imperative that the local skateboarders be involved in the design and development of the skateboard park. Lighting is proposed for the skate park.

**Basketball Courts:** The four basketball courts are developed at 50' x 84', which meets the minimum layout requirements of the National Federation of State High School Associations. A ten-foot unobstructed area is provided on all sides, as recommended. The court should be developed with 1.25-1.5 percent slope for proper surface drainage with a north-south orientation. Lighting is proposed for the courts. A small pavilion with restrooms is proposed near the courts for resting and gathering in a shaded area between games.

**Volleyball Courts:** Four courts are developed with the preferred north-south orientation for recreational and league use. The courts are conveniently located near the parking area and skate park. The courts are developed to standard size of 30' x 60' with 20' between courts. A sand playing surface is proposed, and should extend 10' beyond the limits of the playing area on all sides. The four courts are located in a contiguous sand pit to provide the option of placing a portable ice rink on the sand for winter use. The sand will function as a leveling bed for the ice rink. The volleyball posts must be removable and placed in sleeves to accommodate the ice rink.

**Picnic Areas:** Picnic areas are provided throughout the site. These picnic areas typically consist of a pavilion located adjacent to open

lawn areas and are provided with picnic tables and grills. The pavilion will provide picnic opportunities for informal gatherings, and shelter from foul weather for outdoor programs and events.

**Dog Park:** An area dedicated to off-leash dog use is developed on the northern tract. The dog park offers an enclosed area, approximately three acres in size, for dog owners to take their dogs for off leash exercise and socializing. This dog park will consist of two areas; one area for large dogs and one area for small dogs. Each area is defined with and separated by a five-foot fence with a double gate entrance to secure dogs from inadvertently escaping the designated area. The entrance space is developed with signage displaying rules and regulations for the dog park and equipped with pet waste disposal system. A small pavilion is suggested in the dog park to provide shade and a gathering area for dog caretakers.

What is a Dog Park?
<p>A dog park is a contained public area where dog owners may allow their dogs to run off-leash.</p> <p><b>Benefits of Dog Parks</b></p> <ul style="list-style-type: none"> <li>▪ Dog parks designate an area where dog owners can allow their animals to run off-leash.</li> <li>▪ Dog parks introduce an added attraction to parks and can sometimes be revenue generators.</li> <li>▪ Dog parks are more accommodating for physically disabled persons and senior citizens who cannot always walk with their dogs.</li> <li>▪ Dog parks create unique recreational and social outlets for dogs and owners.</li> <li>▪ Dog parks promote behavioral socialization for dogs and responsible pet ownership for owners.</li> <li>▪ Some dog parks have discouraged delinquent activity in inner city parks.</li> <li>▪ Dog parks have offered an alternative for dog owners who are no longer permitted to walk their dogs' on-leash in areas where dogs present ecological hazards to the park environment.</li> </ul> <p>- <i>National Recreation and Park Association – Planning Parks For Pets</i></p>

**Destination Playground:** A premier destination playground is proposed with a water feature/splash pad and age-segregated play areas near the community building. A second age-segregated playground is developed north of Merwine Hilltop Drive located between the multi-purpose fields and the baseball/softball field area. The playgrounds include tot lots for ages two to five years old and youth playgrounds for ages six to twelve years old. The tot lots and youth playgrounds must be developed within areas of safety surfacing and located as recommended for safe play. Reference should be made to the following:

- American Society for Testing and Materials F1487-05.
- Consumer Product Safety Commission Guidelines for Public Playground Safety.

The playgrounds should be accessible to physically challenged children via accessible pathways and play equipment and should offer play options for physically challenged children. A pavilion is provided at each playground site.

### What is a Good Playground?

*Play is the work of children.* Through play, children learn skills to develop into happy and well-adjusted human beings. Playgrounds provide a valuable resource for this process. Playgrounds typically focus on the narrow gross motor skills: running, climbing, and swinging. Important skills such as socialization, language, creativity, and conceptualization are less likely to be developed on play equipment typically available such as swings, climbers, seesaws, and merry-go-rounds.

**Elements of a Good Playground—** Play areas designed according to the development needs of specific age groups: (2-5 year olds, 6-12 year olds). Playground equipment must conform to the Consumer Product Safety Commission guidelines. This includes safe equipment, design for safety through proper layout, and safe surfaces. Playgrounds should be designed and located within the spirit and standards of the Americans with Disabilities Act.

**Superstructure—** A play superstructure provides a wide range of experiences not possible in traditional equipment with a singular purpose. Every time a child steps onto a superstructure, a variety of choices are presented. Components of superstructures include decks, bridges, ladders, and climbers. Superstructures are sized to accommodate numerous children at once.

**Tire Swing—** In contrast to the traditional belt swing, tire swings can accommodate up to three children at once. This encourages children to develop a sense of cooperation and teamwork.

**Sand Area—** Children love to play in sandboxes. Sand play fosters cooperative and creative play.

**Dramatic Play Structures—** Structures that resemble items such as houses, town buildings, trains, cars, etc., provide the vehicle for children to develop linguistic and conceptual skills. These structures encourage imagination and social skills. They become props for adventures and activities.

**Paths and Walkways—** Paths for tricycles, in-line skates, or wheelchairs provide a way for children to experience independence. Paths with curves provide physical and cognitive challenges for balancing, steering, and turning, and a sense of the body in motion.

**Trees and Gardens—** Trees and shade are essential components of a playground. Relief from the hot summer sun is important. When supervision is possible, gardens provide learning landscapes for appreciation of the environment and nature.

**Sitting Areas—** Benches and shade are necessary for people using a playground. Adults supervising children need a relaxing place to sit. Sitting areas provide a gathering place for socialization and story telling. Seating can be imaginative with cutouts in hills, walls designed for seating, etc.

**Water Play Features—** Water play is a favorite activity of pre-schoolers. If the playground has supervision, a water play area would be an asset. Water spray fountains near sand play areas add to the imaginative play opportunities.

## Buildings and Structures

**Community Center:** The proposed community center provides the community with year-round recreation facilities for people of all ages and interests. Additional studies need to be completed to determine the facilities and services the community building would include. The study would determine if a gymnasium, fitness and wellness facilities, swimming pool, meeting rooms, and other facilities are desired by the public. The building shall be designed to comply with the ADA.

**Maintenance Building:** The building is part of the community center and is located on the north side of the building with adjacent parking. A separate drive provides access to the maintenance portion of the community center building. This area is removed from the public eye and offers ample space for a two bay garage building with office space,

maintenance equipment, and storage yard. This facility is convenient to the park use areas, but hidden from public view.

**Grand Pavilion and Meeting Rooms:** A 200' x 150' building with meeting rooms will be located to the south of the community lawn. This is designed to be a large open pavilion to serve large events and gatherings such as weddings, reunions, and equestrian events. The western end of the building is developed with restrooms to serve the events as well as daily park users visiting the playground, natural area, and trails. The facility will be fully accessible to meet the requirements of the ADA.

**Wetlands Boardwalk:** A boardwalk through the wetland area is designed to provide observation and environmental educational opportunities.

**Overlook Area:** A deck overlooking the McMichael Creek is proposed on the eastern edge of the southern property. This area will allow visitors to view the creek and its habitat without approaching the stream, which is held by a private fishing club.

**Tower Outlook:** A tower is proposed at the site's high point near the football field to take advantage of scenic views. A feasibility study should be performed to determine height, architecture, and type of construction for the proposed structure.

**Restroom/Concession/Storage Buildings:** One restroom/concession building is proposed to accommodate the baseball/softball field area. The building is conveniently located at the center of the baseball/softball pinwheel complex area. The restrooms should be designed to align with the Restroom Equity Regulations Act of 1990. The concession amenities have not been defined. Many concessions are developed as a "plug-in" facility without areas for food preparations while others have grills, fryers, and ventilation systems and can be rented or leased to concessionaires interested in serving food and drink. The facility design and use should be developed to comply with the local health department requirements for food handling and preparation. Depending upon the level of improvements, permits may be required. Additionally, consideration should be given to having a storage area in the structure and perhaps accommodations for an announcer's booth. The building must be designed to comply with the ADA.

**Pavilions:** Open pavilions of various sizes are proposed throughout the park. Pavilions should be outfitted with picnic tables and grills as appropriate. Access to the medium and large pavilions will have controlled vehicular access for event set-up and drop-off via paved trails. Access will require coordination with park staff to remove the re-moveable bollards at trail access points to permit controlled access. Pavilions are proposed to complement other use areas as follows:

South of Merwine Hilltop Drive:

- **Small Pavilion at the Playground:** A small pavilion (12-30 people) is located near the community lawn and playground to



provide a gathering space with shade and picnic opportunity for typical park use.

- **Amphitheater/Stage at the Community Lawn:** A large pavilion (75-100+ people) is located at the eastern edge of the community lawn to provide a shelter for plays, concerts, and wedding ceremonies. The level of facility development will be determined by the proposed level of programming and activities. The building must be designed to comply with the ADA.
- **Large Pavilion/Restroom at the Community Lawn:** A large pavilion (75-100+ people) with restrooms is located at the community lawn to provide a picnic facility for large groups and programming during special events held on the community lawns. The pavilion anchors the northeast corner of the community lawn and is easily accessible for users of the teen hub.
- **Small Pavilion at the Teen Hub:** A small pavilion (12-30 people) is provided at the teen hub to provide users a sheltered meeting/gathering space. Its proximity to the basketball courts will promote use by teams.
- **Small Pavilion within Skate Park:** A small pavilion (12-30 people) is located within the skate park area to provide storage and check-in space for the facility.
- **Medium Pavilions in woodland areas:** Three medium pavilions (25-75 people) provide users with picnic areas in a natural setting. The pavilions can also serve as outdoor classrooms for school groups.

#### North of Merwine Hilltop Drive:

- **Large Pavilion/Restroom at Football Field:** A large pavilion (75-100+ people) is located between the football and multi-purpose fields to provide comfort facilities and picnic area. The pavilion has a convenient drop off loop from the parking area for easy access.
- **Large Pavilion at the Playground Hub:** A large pavilion (75-100+ people) is located near the multi-purpose fields and playground to provide a gathering space with shade, and picnic opportunity for typical park use. This pavilion will have meeting rooms for teams, scout groups, and room for storage.
- **Amphitheater/Pavilion Stage:** A medium pavilion (25-75 people) is located at the eastern edge of the loop trail for picnic facilities and smaller performances. The level of facility development will be determined by the proposed level of programming and activities. The building must be designed to comply with the ADA.
- **Small Pavilion at Dog Park:** A small pavilion within the dog park provides a gathering socializing space for visitors.

- Medium Pavilion in woodland area: One medium pavilion (25-75 people) provides users with a natural picnic opportunity near the parking areas off of Evergreen Hollow Road.

## Support Facilities

**Entrance/Access and Parking:** The access drive to the community center aligns with Mountainview Court. The drive provides access to an equestrian parking area directly to the south accommodating twelve (12) vehicles with trailers. The drive terminates at the community center in a parking area providing approximately 150 spaces with a drop off directly in front of the building. An access drive and small, 6 car parking area is provided north of the building to serve the maintenance portion of the facility.

Merwine Hilltop Drive is developed with traffic signage to highlight the entrances to the park, slow traffic, and provide a safe crossing for pedestrians between the northern and southern parcels of the park. Two additional parking areas serve the southern parcel; a 65 and 45 space parking area with access off of Merwine Hilltop Drive. Directly across Merwine Hilltop Drive is an access drive to two parking facilities serving the north parcel of the park. The western lot has a 100 space parking area serving the football and multi-purpose fields, and the 180 space parking area serves the ball field complex.

Separate access to the northern parcel is provided from Evergreen Hollow Road. The drive connects to a 105 space parking area serving the baseball/softball complex, dog park, pavilions, and amphitheater. A small 20 space parking lot is provided to serve the picnic pavilion and trailheads that access the eastern woodland portion of the site. A total of 671 spaces are developed throughout the park. Parking should be developed in accordance with applicable ordinances and include handicap parking spaces in each area.

There are 405 parking spaces available on the north tract to serve the athletic fields. Assuming 15 players per team and two teams per field, then 30 spaces are needed for each field. The eight athletic fields will require 240 spaces. An additional 165 spaces are provided to address the other facilities and the overlap between scheduled games.

**Utilities:** Currently, public water and sewer do not serve the park site. On-lot sewage disposal is proposed for the park restroom buildings. On-site well water wells are proposed to provide water for drinking fountains, restrooms, and concession stands throughout the remainder of the park. A water treatment system may be necessary to create potable water, safe for human consumption.

The parking areas, sports fields and courts, concession/restroom buildings, pavilions, and community lawn special events will require electrical connections. The park is envisioned to accommodate night use. Sport fields and courts will be lighted. Associated facilities such as parking area, restrooms, and walkways serving night-use facilities require lights. Security lighting will be required

for the pavilions, entry drive, and parking areas beyond normal park hours.

<b>Alternative Waste Water Systems</b>			
Ideally, park restroom facilities should be connected to public sewer and water facilities, where practical. However, when public sewer and water are not readily available, the following options should be considered:			
<b>Type</b>	<b>Costs</b>	<b>Function/Maintenance</b>	<b>Notes</b>
On lot Septic System	\$	Waste is conveyed to a drain field where solids are separated out and stored. The undigested solids must be periodically pumped out. Liquids are conveyed to a separate leach or seepage field and are infiltrated into the ground via perforated pipes and chambers.	Traditional residential design. Water is required. Soils will dictate size of seepage field. Above ground systems are becoming more common and can be a visual impediment.
Spray Irrigation	\$\$\$\$	Waste is collected and treated. Treated waste water is sprayed onto available lawns meadows or woodlands where it is absorbed and recycled as groundwater. Storage lagoons are required to hold waste water when ground is saturated or frozen.	Well draining soils are critical for proper function. Storage lagoons and spray fields require a significant land area for storage and spray. Waste water is treated prior to spraying, therefore; area of spray is typically considered safe for human use.
Waterless Vault System	\$\$	Liquids and solids are conveyed to a large underground tank which stores the waste. The tank must be periodically pumped out.	Vaults are vented to reduce foul odor. Water is not required. Electricity is required for small fan operation, however, solar options are available.
Waterless Composting System	\$\$	Liquids and solids are conveyed to an underground tank. Waste material is aerobically broken down through various methods, additives, and patents. Waste removal is typically minimal and depends on use and manufacturer.	Short periods of high use can overburden system and cause foul odor. Typically a small fan is used to facilitate composting, so electric is required. Solar power options are available.
Costs vary widely based on actual site conditions.      \$= least expensive    \$\$\$\$ = most expensive			

## Trails

A comprehensive system of paved, aggregate, and earthen trails has been developed throughout the park to link the various park facilities and provide walking, jogging, bicycling, and in-line skating opportunities. The trails are illustrated on the master plan. An eight to ten-foot wide paved trail system encircles most facilities providing a variety of loop options. Soft surface aggregate and earthen surface trails extend throughout the wooded areas to provide a natural experience. The aggregate trails are proposed at six-foot wide with stone dust surface.

The trails explore the site and offer a variety of experiences and degrees of difficulty. All trails near sensitive natural resources should be located in the field to minimize disruption to vegetation, removal of mature trees, and other negative impacts. The idea of

### ADA in Outdoor Setting

The *Recommendations for Accessibility Guidelines: Outdoor Developed Areas* require compliance with the ADA but permit departures from the specific technical provisions where at least one of the following conditions exists:

- Where compliance would cause substantial harm to cultural, historic, religious, or significant natural features or characteristics; or,
- Where compliance would substantially alter the nature of the setting or the purpose of the facility, or portion of the facility; or,
- Where compliance would require construction methods or materials that are prohibited by Federal, state, or local regulations or statutes; or,
- Where compliance would not be feasible due to terrain or the prevailing construction practices.

designating a cross country trail loop for use by the school district track team was discussed and could be implemented in partnership with the school district. Trail loops will be developed with mile markers and benches periodically placed for resting and enjoying the park setting.

Bike use is anticipated and equestrian use will be accommodated as long as user conflicts do not emerge. Where practical, the trails follow the existing clearings and are along hedgerows. Paved and stone dust trail systems must be developed to meet the design requirements of the Americans with Disabilities Act (ADA). The U.S. Architectural and Transportation Barriers Compliance Board adopted specific guidelines for accessibility for natural areas titled: *Recommendations for Accessibility Guidelines: Outdoor Developed Areas*. These guidelines apply to all newly design and constructed pedestrian trails. They require compliance with the ADA but permit departures from the specific technical provisions where certain conditions exist. The trails will be designed to accommodate emergency and maintenance vehicles as necessary. Removable bollards should be placed at all walk entries to limit access to authorized vehicles. Guidelines for sustainable trail construction can be found in “*Building Better Trails, Designing, Constructing, and Maintaining Outstanding Trails*” published by the International Mountain Bicycling Association. Sustainable trails:

- Support current and future use with nominal impact to the area’s natural systems.
- Produce negligible soil loss or movement while allowing vegetation to inhabit the area
- Recognize that pruning or removal of certain plants may be necessary for proper maintenance.
- Do not adversely affect the area’s wildlife.
- Accommodate existing use while allowing only appropriate future use.
- Require little re-routing and minimal long-term maintenance.

**Trail Connections:** Monroe County and Chestnuthill Township have evaluated trail opportunities to provide links between the West End communities and the surrounding region. *The West End Open Space and Recreation Plan* of 1992 identified the West End Regional Park tracts as a ‘Proposed Trail Greenway’ between two preserved conservation corridors. A proposed conservation corridor follows the McMichael Creek east of West End Regional Park site. A second preserved conservation corridor runs north-south, along a portion of PA Route 115 west of the park. *The West End Open Space and Recreation Plan* identifies the preserved conservation corridors as linear areas of protected natural resources, not specifically intended for public use or trail development. The proposed trail greenway includes trails within the proposed park and extends offsite to the southwest.

## Natural Areas

A variety of areas are maintained and designated as natural areas throughout the park. The natural areas provide a quiet setting for resting and enjoying the outdoor setting. The natural areas provide food and shelter for wildlife and should be maintained and protected as illustrated on the Master Plan. These natural areas are accessed by aggregate and earthen trails. These trails could be enhanced with interpretive signage, where appropriate, that provides environmental education information about the park's natural resource areas.

The existing woodlands, hedgerows, and plantation plantings are maintained and enhanced in the design. The existing wooded areas cover over 120-acres of the park site and provide numerous ecological as well as recreational benefits to the park and community. A Forest Management Plan should be conducted to identify what can be done to manage, enhance, and protect the woodlands. Invasive species management and control strategies should be included in the plan.

Although, the strip of land that accesses the McMichael Creek is not available for public use, the parkland immediately upland of the stream should be protected as riparian buffer. The tributaries to the McMichael Creek should also be maintained and enhanced with riparian buffer plantings. These vegetative buffers are critical to the water quality of water courses. Mature, native vegetation is maintained, and the width of the riparian corridor should be widened, where possible, to maximize the function of filtering pollutants. Areas adjacent to the tributaries without filter strips should be planted to establish a sturdy root system.

## Site Amenities and Development Considerations

**Landscaping:** Landscaping should be introduced to solve problems and enhance the visual image and function of West End Regional Park. Buffers should be established between public use areas and sensitive natural resource areas. Landscaping should be placed to buffer adjacent residential properties and incompatible uses, direct visitors to public areas, and transition from high use areas to natural areas.

The use of native plant material should be promoted throughout the park. Plant material native to Monroe County is adapted to the geographic location and, as a result, will require less maintenance, withstand the extremes in climate change, be less susceptible to disease and pests, and propagate naturally. Native plant material will provide needed habitat and food for small mammals and birds. The introduction of native plants and enhancement of native plant areas will help reduce the opportunity for exotic species to establish a foothold on the site. Native plant material is readily available from low cost sources such as the Pennsylvania Game Commission and County Conservation District.

**Site Furnishings:** The developed area of the site should be convenient for users and create a welcoming environment. Benches should be provided at gathering places and periodically along trails. Trash receptacles are not recommended due to the proposed “carry in carry out” policy. Furnishings should consider the needs of seniors and persons with disabilities such as picnic tables that accommodate wheel chairs.

**Park Architecture:** Implementation of the park master plan recommendations will require the development of new buildings. The architecture of park structures at West End Regional Park can be a unifying factor within the park if buildings are developed with similar design and complementary qualities. All buildings and structures must be developed under the guidance of a registered architect and must comply with various local, State, and Federal codes and guidelines. Restrooms should be designed to align with the Restroom Equity Regulations Act of 1990. Structures serving food and beverage should be developed to comply with the local health department requirements for food handling and preparation. Park architecture guidelines noted below are recommendations to guide the development of park structures.

Park Architecture Guidelines
<b>Unifying Design</b> – Buildings throughout the site should be similar in design and detail, while responding to function and site characteristics. Building materials should be incorporated in other park elements, i.e., stone used for site walls or sign bases.
<b>Style</b> – The style of building should complement and mimic the main residence and barn structures. Building materials of native rock, wood, and timber framing with an earth tone color pallet that blends with the surrounding landscape should be used, as appropriate.
<b>Aesthetically Pleasing</b> – The buildings should be clean and bright and provide an inviting atmosphere. Well-maintained bathrooms provide an attractive appearance that will encourage visitors to return.
<b>Complement the Setting</b> – The buildings should relate to the topography and character of the setting, becoming an integral part of the site and not forced upon the landscape.
<b>Human Scale</b> – The buildings should be human scale with wide roof overhangs to protect open spaces from the elements.
<b>Vandal Resistant</b> – Interior and exterior materials should be vandal resistant. Restrooms should have vandal resistant fixtures such as stainless steel; pavilion trusses should be closed to public access and bird nesting.
<b>ADA Compliance</b> – Public buildings must comply with the Americans with Disabilities Act requirements.

**Signage System:** A comprehensive signage and wayfinding system is important for West End Regional Park to guide visitors to the park and inform and direct visitors once they are at the park site. Wayfinding means knowing where you are, knowing your destination, following the best route, recognizing your destination, and finding your way back.<sup>1</sup> As a regional park and a destination for athletic tournaments and special events, visitors may be traveling from a wide area to visit West End Regional Park, beyond the boundaries of Chestnuthill Township. Clear informative signs located along major travel routes will be necessary to guide visitors to the destination.

<sup>1</sup> [Carpman Grant Associates, wayfinding.com](http://CarpmanGrantAssociates.wayfinding.com)



Once in the parks, effective signage must be provided that directs visitors to the park's many recreation destinations. "You Are Here" maps, available at the main buildings and kiosks in various locations will greatly aid visitor orientation. A comprehensive system of signs should be developed for West End Regional Park.

Park Signage System for West End Regional Park		
Sign Type	Sign Purpose	Sign Location
Regional Park Signs	Direct visitors to the park.	Strategic locations along State and other local roads that lead to the parks.
Park Entrance Signs	Identify the park's main entrances.	Entrances to activity areas.
Information Kiosks	Provide information about the parks such as park policies, park and trail maps, special events and program calendar, etc.	At parking drop-offs, activity areas and major trailheads.
Directional Signs	Identify direction and distance to points of interest.	At parking drop-offs, trailheads and activity area access points.
Trail signs – trail blazes and directional signs	Identify official trails of the park.	At all trail intersections to guide users and identify cross trails.
Mile Markers	Identify location on a trail (mile indication visible from both sides of the marker). Facilitate safety on the trail by providing a trail location system.	At one-quarter mile intervals along trails.
Interpretative Signs	Provide environmental education, historic, cultural and general interest information.	At points of interest in the park and along the trails.
Park Boundary Bollards	Identify the park property. (Bollard painted one color on the park side and a second color on the private property side to identify park boundary.)	Along the park boundary line.
Traffic Signs	Warn motorists of park activity areas and trail/road crossings.	Along the entrance drives.
Safety Signs	Warn visitors of safety issues.	Strategically located as necessary.

The table below offers guidelines for development of signs in a park setting.

Park Sign Guidelines	
Vandal Resistant	Utilize materials such as phenolic resin panels (no frame required) or fiberglass embedded panels (frame required) which resist abrasions, graffiti, solvents, etc.
Weather Resistant	Utilize materials that will not fade or otherwise degrade from sunlight, moisture, or the freeze/thaw cycle.
Meet PennDOT Regulations	Along PennDOT roadways use standard signs.
Promote Consistent Image	Develop a "family" of graphics (logo, font, colors, etc.) that will be used on signs throughout the park to unify the park. Work with professional graphic artists to create a layout template for each sign type and park logo.
Graphics	Utilize maps, graphic illustrations and photographs, and text to communicate the intended message.
Positive Message	Research indicates that positive messages are far more effective in reducing depreciative activities (littering) than negatively worded messages. <sup>2</sup>
Sign Illumination	Park identification signs located at the main entrances should be illuminated so they are visible at night, fostering awareness of the parks.

**Stormwater Management:** Stormwater facilities will be required to accommodate the stormwater runoff from the park. Stormwater collection, and conveyance facilities shall be designed to comply with the Monroe County and Chestnuthill Township Stormwater Management Ordinances. Best Management Practice principles should be incorporated into the stormwater management design as possible. Stormwater management facilities, such as detention and retention facilities, to reduce peak flows have not been located on the park site but the 244 acre site and master plan configuration provide sufficient areas to accommodate stormwater facilities.

**Best Management Practices:** The sites' natural resources are valuable assets and should be protected. Development of the park as conceived in this master plan will involve earthwork and construction activities. Best Management Practices are encouraged throughout the construction process to protect the resources and stabilize them through creative design. Best Management Practices will promote a stable future for the site. Examples of Best Management Practices are noted below.

Best Management Practices		
BMP	Purpose	Application
Constructed Treatment Wetlands	Remove a wide variety of pollutants such as suspended solids, nutrients, and organic pollutants.	Shallow water-filled basins planted with emergent plant vegetation. Place at stream/drainage-way outfall to water bodies.
Critical Area Planting	Stabilize slope, improve wildlife habitat, slow storm water run-off	Areas of erodable soils and/or steep slope and at the edge of the stream and perimeter of pond.
Filter Strip	To trap sediment and convey run-off from paved surfaces to storm water channels and reduce run-off velocity	Adjacent to impervious surfaces and on gentle slopes with sheet flow. Adjacent to springs, streams, and ponds to filter sediment.
Grass Swales	Run-off conveyance, pollution, and sediment filtering device and increased ground water infiltration.	Where natural drainage ways can be incorporated into the storm water design in lieu of piped conveyance.
Level Spreader	To reduce the erosion effects of concentrated run-off and promote infiltration	Adjacent to paved surfaces and at pipe and channel discharge points.
Stream bank Stabilization	Protect critical sections of a stream bank where standard vegetative practices are not feasible or offer insufficient protection.	Banks of springs, streams or swales that need to be stabilized due to unstable soil and steep banks.
Minimize Site Clearing	Minimize disruption to the site's natural systems and preserve the natural stabilizing and filtering vegetation of the site.	Where development is proposed.
Reduce Impervious Infrastructure	Reduce storm water run-off and promote infiltration.	Where development is proposed. Reduce driveway width, parking area dimensions, and paved areas to minimum dimensions. Utilize coarse aggregate porous surface in lieu of impervious pavement. Utilize stabilized turf for overflow parking.
Best Management Plan for Construction Activities	To prevent soil erosion, sediment, and other pollutants from entering springs, streams, ponds, etc.	Where development is proposed. Utilize during construction and post- construction period.

### **Sustainability and Green Design Considerations for Park Development:**

Sustainability is a widely accepted concept that is often integrated into park development. Sustainability recognizes the impact of human actions on the natural world and promotes actions that align with conservation principles.

West End Regional Park presents opportunities to demonstrate and share environmental concepts and educate the general public about their role in the environment. Many park sites have embraced the concept of sustainability and have been developed with a sustainable site design approach that incorporates strategies that are ecologically based and compatible with the natural systems of the site. Sustainable park development additionally strives to repair and restore site systems and respect the function and process of the natural world. Andropogon Associates, Ltd developed the “Valdez Principles for Site Design” which promote a sustainable ecological model for site development.<sup>3</sup> The principles include:

- Recognition of Context.
- Treatment of Landscapes as Interdependent and Interconnected.
- Integration of the Native Landscape with Development.
- Promotion of Biodiversity.
- Reuse of Already Disturbed Areas.
- Making a Habit of Restoration.

The development of the park site provides an opportunity to incorporate green design techniques and features. Integration of green design principals and products for construction is encouraged to minimize the impact on natural resources and promote sustainable development.

#### **Sustainable Design**

*Sustainable design is a concept that recognizes human civilization is an integral part of the natural work and nature must be preserved and perpetuated if the human community is to sustain itself indefinitely. Sustainable design is the philosophy that human development should exemplify the principles of conservation, and encourage the application of those principles in our daily lives.*

Green Design Considerations		
Consideration	Intent	Application
Erosion and sedimentation control	Reduce negative impact on air and water quality	Provide erosion control measures and best management practices (BMP's) during new construction activities. Eliminate impact to steep slope areas.
Reduce site disturbance	Limit development to appropriate sites to reduce the impact on the landscape and habitat.	Construct improvements within existing clearings or developed areas.
Develop sustainable trails	Limit erosion attributed to inappropriate trail placement.	Develop trails that follow the contour of the land. Use switchbacks to navigate steep terrain, where necessary. Eliminate highly erodable trails.
Stormwater management	Limit disruption and pollution of natural water courses, reduce increased runoff and promote infiltration.	Minimize crossings at water courses. Where crossings are necessary, provide measures for efficient passage of water. Utilize porous pavement to promote infiltration of stormwater runoff. Size parking areas to meet park need and provide turf overflow parking for high use occurrences and special events.
Reduce heat islands	Minimize impact of microclimate.	Provide plantings in the large, expansive parking areas to break up the hard surface and promote infiltration. Dawn to dusk policy where appropriate.
Reduce light pollution	Improve night sky visibility and reduce impact on nocturnal environments.	Limit lighting within the park. Where night lighting is necessary for safety and security, provide shields or specify full cut-off fixtures and only specify the necessary lumens.
Innovative wastewater treatment	Reduce the generation of wastewater and potable water demand	Provide self mulching or other environmentally friendly treatment alternatives.
Recycled building materials	Limit the use of consumptive building materials	Utilize recycled plastic and building materials in new construction.
Local materials and suppliers	Support the local economy and reduce the environmental impact resulting from transportation	Purchase products locally produced.
Maximize solar orientation	Reduce electric needs through proper building orientation.	Orient buildings to take advantage of natural light and heat.
Energy consumption	Minimize use of fossil fuels.	Install a ground source geothermal heat pump system for heating and cooling of buildings. Plant deciduous trees to cool buildings in the summer and allow solar access in winter. Layout and orient buildings and outdoor use areas to take advantage of cooling summer breezes. Connect park sites to regional trail systems so that non-motorized transportation modes can be used to access the site. Install solar powered amenities/features.
Promote water conservation	Reduce water use to lower burden on supply.	Select native and drought tolerant plants to reduce watering and maintenance demands. Mulch landscape areas to retain moisture and minimize the need to water plants.
Use water efficiently	Maximize water collection to reduce burden on supply.	Collect rainwater and runoff in rain barrels for watering landscaping and maintenance needs. Direct rainwater to rain gardens to promote groundwater recharge. Use high efficiency fixtures and composting toilets to reduce demand. Use re-circulating and water treatment systems for splash pads and spray features.

Green Design Considerations, continued		
Consideration	Intent	Application
Use water efficiently	Maximize water collection to reduce burden on supply.	Collect rainwater and runoff in rain barrels for watering landscaping and maintenance needs. Direct rainwater to rain gardens to promote groundwater recharge. Use high efficiency fixtures and composting toilets to reduce demand. Use re-circulating and water treatment systems for splash pads and spray features.
Emphasize and promote recycling	Reduce the amount of new materials required and lower the demand for new materials to be produced.	Reuse existing buildings, materials and infrastructure. Build with salvaged materials whenever available,
Participate in LEED system.	Employ the Leadership in Energy and Environmental Design (LEED) Green Building Rating System on site as the national standard for Green Design.	Use the LEED project checklist for all aspects of design from erosion & sedimentation control to green power and materials.



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Chapter 6

# ***Cost and Implementation Analysis***

## West End Regional Park Cost and Implementation Analysis

West End Regional Park will be an investment in the active and passive recreation opportunities for residents of Chestnuthill, Eldred, Polk and Ross Townships. These opportunities will require the investment of significant capital expenditures and dedication of municipal staff to realize the vision established in this master plan. The development of West End Regional Park will occur in phases over several years. To guide the development of the park, cost estimates have been prepared to correspond to proposed development phases.

West End Regional Park Master Plan has been divided into seven phases of construction as discussed with the Study Committee. The proposed phases are based on logical sequence of construction and park function. These phases should be viewed as recommendations only. As funding becomes available or needs change in the region, the sequence of development may change. An alternate cost for a community center building is provided. A community center, as shown on the master plan, will require additional study. The costs provided in this estimate are generic, on a square foot basis.

The following estimates of probable construction costs have been completed using DCNR format for use in future grant-funding applications. Costs are based on Pennsylvania prevailing wages for year 2007 construction prices. A fifteen percent contingency is included in each cost. No increase or adjustments for inflation have been accounted for between phases. A summary of the costs is outlined below:

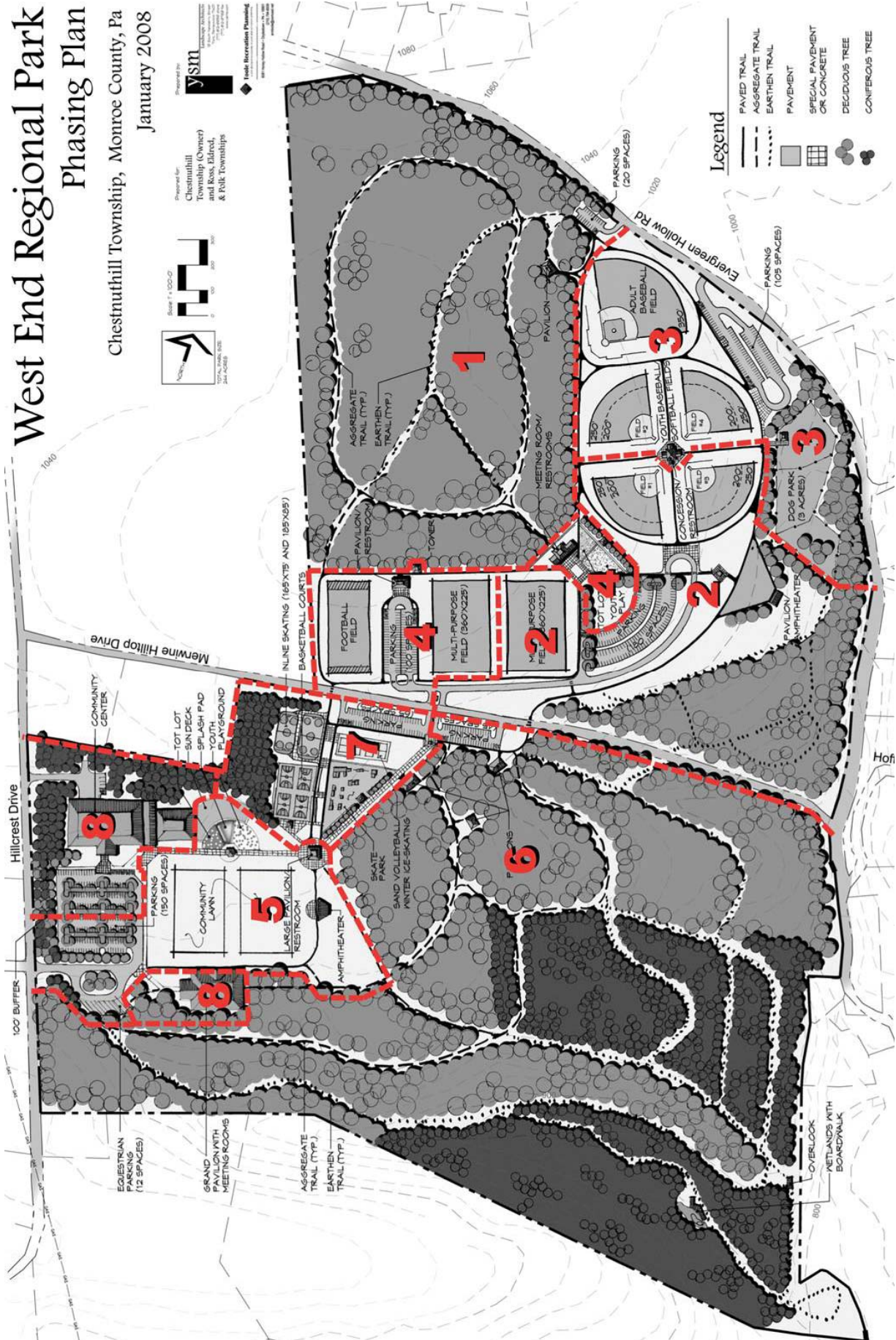
West End Regional Park Probable Construction Cost Opinions	
Phase 1	\$286,013
Phase 2	\$2,724,060
Phase 3	\$2,879,671
Phase 4	\$2,863,607
Phase 5	\$2,954,095
Phase 6	\$655,865
Phase 7	\$1,718,435
<b>Sub Total</b>	<b>\$14,081,746</b>
Community Center Alternative (Phase 8)	\$24,593,274
<b>TOTAL</b>	<b>\$38,675,020</b>



# West End Regional Park

## Phasing Plan

Chestnuthill Township, Monroe County, Pa  
January 2008



## Implementation Tasks

The creation of the park as depicted on the final master plan will require numerous approvals and permits. The following list outlines the implementation tasks that may be required for development of West End Regional Park. This list is provided for planning purposes and additional tasks, approvals, and permits may be required.

- Prepare land development plans for submission and review by Chestnuthill Township and Monroe County, as required.
- Complete environmental permits for the proposed improvements that will impact waters of the Commonwealth.
- Develop construction documents. Construction documents shall detail and engineer the proposed improvements and associated amenities. Prepare a project manual including specifications for bidding.
- Prior to construction, Chestnuthill Township must obtain approvals from the various governing agencies. The following is a listing of typical approvals for a development of this nature but may not be all-inclusive.
  - Municipal and County approval for land development plans, if required.
  - Monroe County Conservation District approval for erosion and sedimentation control plans and NPDES Permit.
  - Pennsylvania Department of Transportation approval for any work within a PennDOT right-of-way.
  - Pennsylvania Department of Environmental Protection approval for any work within the waters of the Commonwealth including delineated wetlands and stream encroachments.
  - Water well testing for quantity and potable water.
  - Pennsylvania Department of Environmental Protection for sewage planning module approval.
  - On lot testing for septic field suitability for proposed restrooms facilities, unless a self-composting restroom or public sewer are utilized.
  - Pennsylvania One Call. Pennsylvania law requires three working days notice for construction phase and ten working days in design stage.
  - Approval from public utilities required for development such as electric service extensions.
- Each of the above permits and approval are typically involved and will require advance planning to facilitate the process. Adequate preparation and review time should be allotted.
- Upon approval of all required approvals and permits and completion of the construction documents, the project should be publicly bid for construction.

**Commonwealth of Pennsylvania**  
**Department of Conservation and Natural Resources**  
**Bureau of Recreation and Conservation**

**PROBABLE DEVELOPMENT CONSTRUCTION COST OPINION**

**West End Regional Park - Phase 1**

Applicant: Chestnuthill, Eldred, Polk, and Ross Townships

Date Prepared 3/14/2008

Project Title: West End Regional Park Master Plan

DCNR Project No.

Item No.	Phase 1 - Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition/Site Preparation</b>			<b>\$30,500</b>
	A. Clear and Grub Trails	7,000 LF	4.00	\$28,000
	B. Clear and Grub Parking Area	0.5 AC	5000.00	\$2,500
2	<b>Earthwork</b>			<b>\$18,879</b>
	A. Strip/Stockpile/Replace Topsoil	750 CY	1.95	\$1,463
	B. Grading Operations	6,220 CY	2.80	\$17,416
3	<b>Erosion Control Measures</b>			<b>\$17,100.00</b>
	A. Silt Fence	400 LF	3.00	\$1,200.00
	B. Temporary Diversion Swale	200 LF	5.00	\$1,000.00
	C. Stabilized Construction Entrance	1 EA	1,000.00	\$1,000.00
	D. Rock Filter Outlet	4 EA	350.00	\$1,400.00
	E. Outlet Protection	9 EA	500.00	\$4,500.00
	F. BMP Allowance	1 LS	8,000.00	\$8,000.00
4	<b>Stormwater Management</b>			<b>\$16,180.00</b>
	A. Trail culverts	8 EA	900.00	\$7,200.00
	B. Inlets/Structures	3 EA	1,200.00	\$3,600.00
	C. Swale/Slope Lining	110 SY	8.00	\$880.00
	D. Rip Rap Apron	9 EA	500.00	\$4,500.00
5	<b>8' Aggregate Trail (5000 LF)</b>			<b>\$47,970</b>
	A. Excavation	990 CY	3.00	\$2,970
	B. 1" Stone Dust Choke Course	4,500 SY	2.00	\$9,000
	C. 6" 2A Coarse Aggregate	4,500 SY	8.00	\$36,000
6	<b>8' Bituminous Trail (442 LF)</b>			<b>\$7,860</b>
	A. Excavation	131 CY	\$3	\$393
	B. 1" ID2 Wearing Course	393 SY	\$5	\$1,965
	C. 2" ID2 Binder Course	393 SY	\$5	\$1,965
	D. 8" 2A Coarse Aggregate	393 SY	\$9	\$3,537
7	<b>Access Drive and Parking</b>			<b>\$20,214</b>
	A. 1" ID2 Wearing Course	1,056 SY	5.00	\$5,280
	B. 2" ID2 Binder Course	1,056 SY	5.00	\$5,280
	C. 8" Coarse Aggregate	1,056 SY	9.00	\$9,504
	D. Handicap parking striping and signage	1 SP	150.00	\$150
8	<b>Signage</b>			<b>\$6,500</b>
	A. Entrance Sign	1 EA	4000.00	\$4,000
	B. Wayfinding/Directional Signage allowance	1 LS	2500.00	\$2,500
9	<b>Site Amenities</b>			<b>\$5,800</b>
	A. Benches	4 EA	1000.00	\$4,000
	B. Trash Receptacle	1 EA	800.00	\$800
	C. Bollards	4 EA	250.00	\$1,000
10	<b>Buildings and Pavilions</b>			<b>\$38,000</b>
	A. Medium Picnic Pavilion with Pad	1 EA	\$38,000	\$38,000
11	<b>Landscaping</b>			<b>\$10,350</b>
	A. Seeding	20,000 SF	0.07	\$1,400
	B. Evergreen Trees	5 EA	250.00	\$1,250
	C. Shade Trees	12 EA	350.00	\$4,200
	D. Flowering Trees	7 EA	250.00	\$1,750
	E. Shrubs	35 EA	50.00	\$1,750

12	<b>Contingency</b> A. 10% Contingency	1 LS	17100.25	<b>\$17,100</b> \$17,100
13	<b>Bond Mobilization and Layout</b> A. Bond Mobilization and Layout (12%)	1 LS	28374.33	<b>\$28,374</b> \$28,374
14	<b>Professional Fees</b> A. Design and Engineering (8%)	1 LS	21186.17	<b>\$21,186</b> \$21,186
	<b>Total</b>			<b>\$286,013</b>

**Cost estimate does not include any utility connection fees, utility location and/or relocation, improvements to existing roads and intersections, electric system or distribution, soil amendments, rock excavation, and construction inspection fees.**

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**Commonwealth of Pennsylvania**  
**Department of Conservation and Natural Resources**  
**Bureau of Recreation and Conservation**

**PROBABLE CONSTRUCTION COST OPINION**

**West End Regional Park - Phase 2**

Grantee: Chestnuthill, Eldred, Polk, and Ross Townships  
Project Title: West End Regional Park Master Plan

Date Prepared 3/14/2008  
DCNR Project No.

Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition/Site Preparation</b>			<b>\$25,000</b>
	A. Clear and Grub	5 AC	\$5,000	\$25,000
2	<b>Earthwork</b>			<b>\$509,150</b>
	A. Strip/Stockpile/Replace Topsoil	17,000 CY	\$2	\$33,150
	B. Grading Operations	170,000 CY	\$3	\$476,000
3	<b>8' Bituminous Trail (4475 LF)</b>			<b>\$80,500</b>
	A. Excavation	1,500 CY	\$3	\$4,500
	B. 1" ID2 Wearing Course	4,000 SY	\$5	\$20,000
	C. 2" ID2 Binder Course	4,000 SY	\$5	\$20,000
	D. 8" 2A Coarse Aggregate	4,000 SY	\$9	\$36,000
4	<b>Multi-Purpose Field (1)</b>			<b>\$12,115</b>
	A. Excavation Fine Grade and Compaction	2,220 CY	\$3	\$7,215
	B. Goals and Corner Markers	1 Field	\$2,500	\$2,500
	C. Players Benches	4 EA	\$600	\$2,400
5	<b>Youth Baseball/Softball Fields (2 - 250-foot outfield)</b>			<b>\$58,350</b>
	A. Excavation Fine Grade and Compaction	4,600 CY	\$3	\$14,950
	B. Infield Mix	400 TON	\$18	\$7,200
	C. Backstop	2 LS	\$7,500	\$15,000
	D. Players Benches	8 EA	\$600	\$4,800
	E. Bases	2 SET	\$600	\$1,200
	F. Sideline Fencing	400 LF	\$38	\$15,200
6	<b>Concrete Walks/Plaza Areas</b>			<b>\$49,275</b>
	A. Concrete Pavement	5,475 SF	\$6	\$32,850
	B. Decorative Concrete (assume 15% of pvmt)	1,825 SF	\$9	\$16,425
7	<b>Access Drive and Parking</b>			<b>\$214,000</b>
	A. 1" ID2 Wearing Course	11,200 SY	\$5	\$56,000
	B. 2" ID2 Binder Course	11,200 SY	\$5	\$56,000
	C. 8" Coarse Aggregate	11,200 SY	\$9	\$100,800
	D. Handicap parking striping and signage	8 SP	\$150	\$1,200
	E. Concrete Curb	0 LF	\$18	\$0
8	<b>Signage</b>			<b>\$7,500</b>
	A. Information Kiosk	1 EA	\$5,000	\$5,000
	B. Wayfinding/Directional Signage allowance	1 LS	2500.00	\$2,500
9	<b>Stormwater and E&amp;S Facilities</b>			<b>\$308,000</b>
	A. Stormwater management	28 AC	\$5,000	\$140,000
	B. E&S Controls	28 AC	\$6,000	\$168,000
10	<b>Water Line</b>			<b>\$93,000</b>
	A. Water Well	1 EA	\$12,000	\$12,000
	B. Water Pipe and Appurt	1800 LF	\$45	\$81,000
11	<b>Sanitary Sewer</b>			<b>\$123,000</b>
	A. Community Septic Field	1 EA	\$18,000	\$18,000
	B. Sanitary Sewer Pipe	3000 LF	\$35	\$105,000

12	<b>Site Amenities</b> A. Picnic Tables B. Benches C. Trash Receptacle D. Water Fountain E. Bicycle Rack F. Flagpole G. Grills	10 EA 12 EA 8 EA 3 EA 1 EA 1 EA 2 EA	\$750 \$1,000 \$800 \$5,000 \$500 \$5,000 \$400	<b>\$47,200</b> \$7,500 \$12,000 \$6,400 \$15,000 \$500 \$5,000 \$800
13	<b>Buildings and Pavilions</b> A. Small Picnic Pavilion with Pad D. Pavilion/Stage	1 EA 1 EA	\$24,000 \$40,000	<b>\$64,000</b> \$24,000 \$40,000
14	<b>Site Electrical</b> A. Site Electric and distribution B. Parking area lighting B. Softball/Baseball Field Lighting C. Low level trail lighting	1 LS 1 LS 2 EA 1 LS	\$0 \$75,000 \$100,000 \$20,000	<b>\$295,000</b> \$0 \$75,000 \$200,000 \$20,000
15	<b>Landscaping</b> A. Seeding B. Evergreen Trees C. Shade Trees D. Flowering Trees E. Shrubs	900,000 SF 0 EA 12 EA 12 EA 40 EA	\$0.07 \$250 \$350 \$250 \$50	<b>\$72,200</b> \$63,000 \$0 \$4,200 \$3,000 \$2,000
16	<b>Contingency</b> A. 15% Contingency	1 LS	\$293,744	<b>\$293,744</b> \$293,744
17	<b>Bond Mobilization and Layout</b> A. Bond Mobilization and Layout (12%)	1 LS	\$270,244	<b>\$270,244</b> \$270,244
18	<b>Professional Fees</b> A. Design and Engineering (8%)	1 LS	\$201,782	<b>\$201,782</b> \$201,782
	<b>Total</b>			<b>\$2,724,060</b>

**Cost estimate does not include any utility connection fees, utility location and/or relocation, improvements to existing roads and intersections, electric system or distribution, soil amendments, rock excavation, and construction inspection fees.**

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**Commonwealth of Pennsylvania**  
**Department of Conservation and Natural Resources**  
**Bureau of Recreation and Conservation**

**PROBABLE CONSTRUCTION COST OPINION**

**West End Regional Park - Phase 3**

Grantee: Chestnuthill, Eldred, Polk, and Ross Townships  
Project Title: West End Regional Park Master Plan

Date Prepared 3/14/2008  
DCNR Project No.

Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition/Site Preparation</b>			<b>\$40,000</b>
	A. Clear and Grub	8 AC	\$5,000	\$40,000
2	<b>Earthwork</b>			<b>\$475,300</b>
	A. Strip/Stockpile/Replace Topsoil	14,000 CY	\$2	\$27,300
	B. Grading Operations	160,000 CY	\$3	\$448,000
3	<b>8' Aggregate Trail (5000 LF)</b>			<b>\$48,600</b>
	A. Excavation	1,200 CY	\$3	\$3,600
	B. 1" Stone Dust Choke Course	4,500 SY	\$2	\$9,000
	C. 6" 2A Coarse Aggregate	4,500 SY	\$8	\$36,000
4	<b>10' Bituminous Trail (3,400 LF)</b>			<b>\$74,900</b>
	A. Excavation	900 CY	\$3	\$2,700
	B. 1" ID2 Wearing Course	3,800 SY	\$5	\$19,000
	C. 2" ID2 Binder Course	3,800 SY	\$5	\$19,000
	D. 8" 2A Coarse Aggregate	3,800 SY	\$9	\$34,200
5	<b>Earthen Trail (3,600 LF)</b>			<b>\$0</b>
	A. Clear and Grub	0 AC	\$0	\$0
6	<b>Adult Baseball Field (350-foot outfield)</b>			<b>\$68,520</b>
	A. Excavation Fine Grade and Compaction	3,000 CY	\$3	\$9,750
	B. Infield Mix	390 TON	\$18	\$7,020
	C. Backstop	1 LS	\$8,000	\$8,000
	D. Players Benches	4 EA	\$600	\$2,400
	E. Bases	1 SET	\$600	\$600
	F. Outfield Fencing	500 LF	\$38	\$19,000
	G. Foul Post	1 PR	\$2,750	\$2,750
	H. Sideline Fencing	500 LF	\$38	\$19,000
7	<b>Youth Baseball/Softball Fields (2 - 250-foot outfield)</b>			<b>\$58,350</b>
	A. Excavation Fine Grade and Compaction	4,600 CY	\$3	\$14,950
	B. Infield Mix	400 TON	\$18	\$7,200
	C. Backstop	2 LS	\$7,500	\$15,000
	D. Players Benches	8 EA	\$600	\$4,800
	E. Bases	2 SET	\$600	\$1,200
	F. Sideline Fencing	400 LF	\$38	\$15,200
8	<b>Dog Park</b>			<b>\$77,500</b>
	A. Fencing	2,100 LF	\$35	\$73,500
	B. Signage and Amenities	1 LS	\$4,000	\$4,000
9	<b>Concrete Walks/Plaza Areas</b>			<b>\$15,480</b>
	A. Concrete Pavement	2,040 SF	\$6	\$12,240
	B. Decorative Concrete (assume 15% of pvmt)	360 SF	\$9	\$3,240
10	<b>Access Drive and Parking (105 Spaces)</b>			<b>\$123,807</b>
	A. Excavation	1,870 CY	\$3	\$5,610
	B. 1" ID2 Wearing Course	5,613 SY	\$5	\$28,065
	C. 2" ID2 Binder Course	5,613 SY	\$5	\$28,065
	D. 8" Coarse Aggregate	5,613 SY	\$9	\$50,517
	E. Handicap parking striping and signage	5 SP	\$150	\$750
	F. Concrete Curb	600 LF	\$18	\$10,800



11	<b>Signage</b> A. Information Kiosk B. Entrance Sign	1 EA 1 EA	\$5,000 \$4,000	<b>\$9,000</b> \$5,000 \$4,000
12	<b>Stormwater and E&amp;S Facilities</b> A. Stormwater management B. E&S Controls	17 AC 17 AC	\$5,000 \$6,000	<b>\$187,000</b> \$85,000 \$102,000
13	<b>Water Line</b> A. Water Well B. Water Pipe and Appurt	0 EA 800 LF	\$12,000 \$45	<b>\$36,000</b> \$0 \$36,000
14	<b>Site Amenities</b> A. Picnic Tables B. Benches C. Trash Receptacle D. Water Fountain E. Bicycle Rack F. Bollards G. Horseshoe pits H. Grills I. Pet Waste Disposal	8 EA 6 EA 8 EA 3 EA 3 EA 6 EA 2 EA 2 EA 4 EA	\$750 \$1,000 \$800 \$5,000 \$500 \$250 \$800 \$400 \$175	<b>\$39,500</b> \$6,000 \$6,000 \$6,400 \$15,000 \$1,500 \$1,500 \$1,600 \$800 \$700
15	<b>Buildings and Pavilions</b> A. Small Picnic Pavilion with Pad @ Dog Park C. Restroom/Concession Building (Baseball)	1 EA 2,500 SF	\$22,000 \$150	<b>\$397,000</b> \$22,000 \$375,000
16	<b>Site Electrical</b> A. Site Electric and distribution B. Parking area lighting C. Softball/Baseball Field Lighting D. Low level trail lighting	1 LS 1 LS 3 EA 1 LS	\$0 \$36,000 \$100,000 \$20,000	<b>\$356,000</b> \$0 \$36,000 \$300,000 \$20,000
17	<b>Landscaping</b> A. Seeding B. Evergreen Trees C. Shade Trees D. Flowering Trees E. Shrubs F. Perennials / Grasses	750,000 SF 0 EA 12 EA 12 EA 50 EA 1 LS	\$0.07 \$250 \$350 \$250 \$50 \$1,000	<b>\$63,200</b> \$52,500 \$0 \$4,200 \$3,000 \$2,500 \$1,000
18	<b>Contingency</b> A. 15% Contingency	1 LS	\$310,524	<b>\$310,524</b> \$310,524
19	<b>Bond Mobilization and Layout</b> A. Bond Mobilization and Layout (12%)	1 LS	\$285,682	<b>\$285,682</b> \$285,682
20	<b>Professional Fees</b> A. Design and Engineering (8%)	1 LS	\$213,309	<b>\$213,309</b> \$213,309
	<b>Total</b>			<b>\$2,879,671</b>

**Cost estimate does not include any utility connection fees, utility location and/or relocation, improvements to existing roads and intersections, electric system or distribution, soil amendments, rock excavation, and construction inspection fees.**

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**Commonwealth of Pennsylvania**  
**Department of Conservation and Natural Resources**  
**Bureau of Recreation and Conservation**

**PROBABLE CONSTRUCTION COST OPINION**

**West End Regional Park - Phase 4**

Grantee: Chestnuthill, Eldred, Polk, and Ross Townships  
Project Title: West End Regional Park Master Plan

Date Prepared 3/14/2008  
DCNR Project No.

Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition/Site Preparation</b>			<b>\$20,000</b>
	A. Clear and Grub	4 AC	\$5,000	\$20,000
2	<b>Earthwork</b>			<b>\$117,689</b>
	A. Strip/Stockpile/Replace Topsoil	7,225 CY	\$2	\$14,089
	B. Grading Operations	37,000 CY	\$3	\$103,600
3	<b>10' Bituminous Trail (2,600 LF)</b>			<b>\$58,700</b>
	A. Excavation	1,200 CY	\$3	\$3,600
	B. 1" ID2 Wearing Course	2,900 SY	\$5	\$14,500
	C. 2" ID2 Binder Course	2,900 SY	\$5	\$14,500
	D. 8" 2A Coarse Aggregate	2,900 SY	\$9	\$26,100
4	<b>Multi-Purpose Field (1)</b>			<b>\$12,115</b>
	A. Excavation Fine Grade and Compaction	2,220 CY	\$3	\$7,215
	B. Goals and Corner Markers	1 Field	\$2,500	\$2,500
	C. Players Benches	4 EA	\$600	\$2,400
5	<b>Football Field</b>			<b>\$22,250</b>
	A. Excavation Fine Grade and Compaction	1,800 CY	\$3	\$5,850
	B. Goals	1 Pair	\$4,000	\$4,000
	C. Players Benches	4 EA	\$600	\$2,400
	D. Bleachers	1 LS	\$10,000	\$10,000
6	<b>Concrete Walks/Plaza Areas</b>			<b>\$43,275</b>
	A. Concrete Pavement	5,075 SF	\$6	\$30,450
	B. Decorative Concrete (assume 15% of pvmt)	1,425 SF	\$9	\$12,825
7	<b>Access Drive and Parking</b>			<b>\$89,900</b>
	A. 1" ID2 Wearing Course	4,700 SY	\$5	\$23,500
	B. 2" ID2 Binder Course	4,700 SY	\$5	\$23,500
	C. 8" Coarse Aggregate	4,700 SY	\$9	\$42,300
	D. Handicap parking striping and signage	4 SP	\$150	\$600
	E. Concrete Curb	0 LF	\$18	\$0
8	<b>Signage</b>			<b>\$16,500</b>
	A. Information Kiosk	1 EA	\$5,000	\$5,000
	B. Entrance Sign	1 EA	\$4,000	\$4,000
	C. Wayfinding/Directional Signage allowance	1 LS	\$7,500	\$7,500
9	<b>Stormwater and E&amp;S Facilities</b>			<b>\$88,000</b>
	A. Stormwater management	8 AC	\$5,000	\$40,000
	B. E&S Controls	8 AC	\$6,000	\$48,000
10	<b>Tot Lot (Ages 2-5) (north parcel)</b>			<b>\$39,758</b>
	A. Play Equipment	1 LS	\$20,000	\$20,000
	B. Play Equipment Installation	1 LS	\$5,000	\$5,000
	C. Excavation Fine Grade and Compaction	160 CY	\$3	\$528
	D. Concrete Curbing Edging	260 LF	\$18	\$4,680
	E. Underdrain	100 LF	\$10	\$1,000
	F. Safety Surface (engineered mulch)	4,300 SF	\$1	\$4,300
	G. Stone Base and Filter Fabric	500 SY	\$9	\$4,250

11	<b>Youth Playground (Ages 5-12)(north parcel)</b>			<b>\$60,822</b>
	A. Play Equipment	1 LS	\$30,000	\$30,000
	B. Play Equipment Installation	1 LS	\$7,500	\$7,500
	C. Excavation Fine Grade and Compaction	290 CY	\$3	\$957
	D. Concrete Curbing Edging	330 LF	\$18	\$5,940
	E. Underdrain	150 LF	\$10	\$1,500
	F. Safety Surface (engineered mulch)	7,700 SF	\$1	\$7,700
	G. Stone Base and Filter Fabric	850 SY	\$9	\$7,225
12	<b>Site Amenities</b>			<b>\$42,400</b>
	A. Picnic Tables	8 EA	\$750	\$6,000
	B. Benches	10 EA	\$1,000	\$10,000
	C. Trash Receptacle	7 EA	\$800	\$5,600
	D. Water Fountain	3 EA	\$5,000	\$15,000
	E. Bicycle Rack	0 EA	\$500	\$0
	F. Flagpole	1 EA	\$5,000	\$5,000
	G. Grills	2 EA	\$400	\$800
13	<b>Buildings and Pavilions</b>			<b>\$1,070,000</b>
	A. Restroom/Storage Building (Football)	2,000 SF	\$150	\$300,000
	B. Meeting Room/Restroom	4,000 SF	\$180	\$720,000
	C. Observation Tower	1 EA	\$50,000	\$50,000
14	<b>Site Electrical</b>			<b>\$344,000</b>
	A. Site Electric and distribution	1 LS	\$0	\$0
	B. Multi-Purpose/Football Field Lighting	3 EA	\$100,000	\$300,000
	C. Parking area lighting	1 LS	\$36,000	\$36,000
	D. Low level trail lighting	1 LS	\$8,000	\$8,000
15	<b>Landscaping</b>			<b>\$33,200</b>
	A. Seeding	350,000 SF	\$0.07	\$24,500
	B. Evergreen Trees	0 EA	\$250	\$0
	C. Shade Trees	12 EA	\$350	\$4,200
	D. Flowering Trees	12 EA	\$250	\$3,000
	E. Shrubs	20 EA	\$50	\$1,000
	F. Perennials / Grasses	1 LS	\$500	\$500
16	<b>Contingency</b>			<b>\$308,791</b>
	A. 15% Contingency	1 LS	\$308,791	\$308,791
17	<b>Bond Mobilization and Layout</b>			<b>\$284,088</b>
	A. Bond Mobilization and Layout (12%)	1 LS	\$284,088	\$284,088
18	<b>Professional Fees</b>			<b>\$212,119</b>
	A. Design and Engineering (8%)	1 LS	\$212,119	\$212,119
	<b>Total</b>			<b>\$2,863,607</b>

**Cost estimate does not include any utility connection fees, utility location and/or relocation, improvements to existing roads and intersections, electric system or distribution, soil amendments, rock excavation, and construction inspection fees.**

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**Commonwealth of Pennsylvania**  
**Department of Conservation and Natural Resources**  
**Bureau of Recreation and Conservation**

**PROBABLE CONSTRUCTION COST OPINION**

**West End Regional Park - Phase 5**

Grantee: Chestnuthill, Eldred, Polk, and Ross Townships  
Project Title: West End Regional Park Master Plan

Date Prepared 4/25/2007  
DCNR Project No.

Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition/Site Preparation</b>			<b>\$100,000</b>
	A. Clear and Grub	20 AC	\$5,000	\$100,000
2	<b>Earthwork</b>			<b>\$193,350</b>
	A. Strip/Stockpile/Replace Topsoil	13,000 CY	\$2	\$25,350
	B. Grading Operations	60,000 CY	\$3	\$168,000
3	<b>8' Aggregate Trail (700 LF)</b>			<b>\$10,100</b>
	A. Excavation	1,200 CY	\$3	\$3,600
	B. 1" Stone Dust Choke Course	650 SY	\$2	\$1,300
	C. 6" 2A Coarse Aggregate	650 SY	\$8	\$5,200
4	<b>10' Bituminous Trail (1200 LF)</b>			<b>\$26,610</b>
	A. Excavation	320 CY	\$3	\$960
	B. 1" ID2 Wearing Course	1,350 SY	\$5	\$6,750
	C. 2" ID2 Binder Course	1,350 SY	\$5	\$6,750
	D. 8" 2A Coarse Aggregate	1,350 SY	\$9	\$12,150
5	<b>Community Lawn</b>			<b>\$19,500</b>
	A. Excavation Fine Grade and Compaction	6,000 CY	\$3	\$19,500
6	<b>Tot Lot (Ages 2-5) (south parcel)</b>			<b>\$110,565</b>
	A. Play Equipment	1 LS	\$30,000	\$30,000
	B. Play Equipment Installation	1 LS	\$7,500	\$7,500
	C. Excavation Fine Grade and Compaction	250 CY	\$3	\$825
	D. Concrete Curbing Edging	390 LF	\$18	\$7,020
	E. Underdrain	150 LF	\$10	\$1,500
	F. Safety Surface (Rubber)	6,400 SF	\$9	\$57,600
	G. Stone Base and Filter Fabric	720 SY	\$9	\$6,120
7	<b>Youth Playground (Ages 5-12)(south parcel)</b>			<b>\$186,634</b>
	A. Play Equipment	1 LS	\$48,000	\$48,000
	B. Play Equipment Installation	1 LS	\$12,000	\$12,000
	C. Excavation Fine Grade and Compaction	430 CY	\$3	\$1,419
	D. Concrete Curbing Edging	490 LF	\$18	\$8,820
	E. Underdrain	210 LF	\$10	\$2,100
	F. Safety Surface (Rubber)	11,500 SF	\$9	\$103,500
	G. Stone Base and Filter Fabric	1,270 SY	\$9	\$10,795
8	<b>Splash Pad</b>			<b>\$125,000</b>
	A. Play/Water Equipment	1 LS	\$65,000	\$65,000
	B. Water Distribution System	1 LS	\$25,000	\$25,000
	C. Matting, Adhesive, and conc. pad	1 LS	\$35,000	\$35,000
9	<b>Concrete Walks/Plaza Areas</b>			<b>\$154,800</b>
	A. Concrete Pavement	20,400 SF	\$6	\$122,400
	B. Decorative Concrete (assume 15% of pvmt)	3,600 SF	\$9	\$32,400
10	<b>Access Drive and Parking</b>			<b>\$124,100</b>
	A. 1" ID2 Wearing Course	6,500 SY	\$5	\$32,500
	B. 2" ID2 Binder Course	6,500 SY	\$5	\$32,500
	C. 8" Coarse Aggregate	6,500 SY	\$9	\$58,500
	D. Handicap parking striping and signage	4 SP	\$150	\$600
	E. Concrete Curb	0 LF	\$18	\$0

11	<b>Signage</b> A. Information Kiosk B. Entrance Sign	1 EA 1 EA	\$5,000 \$4,000	<b>\$9,000</b> \$5,000 \$4,000
12	<b>Stormwater and E&amp;S Facilities</b> A. Stormwater management B. E&S Controls	20 AC 20 AC	\$5,000 \$6,000	<b>\$220,000</b> \$100,000 \$120,000
13	<b>Water Line</b> A. Water Well B. Water Pipe and Appurt	1 EA 800 LF	\$12,000 \$45	<b>\$48,000</b> \$12,000 \$36,000
14	<b>Sanitary Sewer</b> A. Septic Field B. Sanitary Sewer Pipe	1 EA 500 LF	\$12,000 \$35	<b>\$29,500</b> \$12,000 \$17,500
15	<b>Site Amenities</b> A. Picnic Tables B. Benches C. Trash Receptacle D. Water Fountain E. Bicycle Rack F. Bollards G. Pet Waste Disposal	6 EA 10 EA 8 EA 1 EA 2 EA 4 EA 2 EA	\$750 \$1,000 \$800 \$5,000 \$500 \$250 \$175	<b>\$28,250</b> \$4,500 \$10,000 \$6,400 \$5,000 \$1,000 \$1,000 \$350
16	<b>Buildings and Pavilions</b> A. Small Picnic Pavilion with Pad B. Restroom Building C. Amphitheater	2 EA 1,600 SF 1,800 SF	\$22,000 \$180 \$150	<b>\$602,000</b> \$44,000 \$288,000 \$270,000
17	<b>Site Electrical</b> A. Site Electric and distribution B. Parking area lighting C. Low level trail lighting	1 LS 1 LS 1 LS	\$0 \$54,000 \$12,000	<b>\$66,000</b> \$0 \$54,000 \$12,000
18	<b>Landscaping</b> A. Seeding B. Evergreen Trees C. Shade Trees D. Flowering Trees E. Shrubs F. Perennials / Grasses	780,000 SF 0 EA 24 EA 15 EA 50 EA 1 LS	\$0.07 \$250 \$350 \$250 \$50 \$1,000	<b>\$70,250</b> \$54,600 \$0 \$8,400 \$3,750 \$2,500 \$1,000
19	<b>Contingency</b> A. 15% Contingency	1 LS	\$318,549	<b>\$318,549</b> \$318,549
20	<b>Bond Mobilization and Layout</b> A. Bond Mobilization and Layout (12%)	1 LS	\$293,065	<b>\$293,065</b> \$293,065
21	<b>Professional Fees</b> A. Design and Engineering (8%)	1 LS	\$218,822	<b>\$218,822</b> \$218,822
<b>Total</b>				<b>\$2,954,095</b>

**Cost estimate does not include any utility connection fees, utility location and/or relocation, improvements to existing roads and intersections, electric system or distribution, soil amendments, rock excavation, and construction inspection fees.**

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**Commonwealth of Pennsylvania**  
**Department of Conservation and Natural Resources**  
**Bureau of Recreation and Conservation**

**PROBABLE CONSTRUCTION COST OPINION**

**West End Regional Park - Phase 6**

Grantee: Chestnuthill, Eldred, Polk, and Ross Townships  
Project Title: West End Regional Park Master Plan

Date Prepared 4/25/2007  
DCNR Project No.

Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition/Site Preparation</b>			<b>\$10,000</b>
	A. Clear and Grub	2 AC	\$5,000	\$10,000
2	<b>Earthwork</b>			<b>\$12,663</b>
	A. Strip/Stockpile/Replace Topsoil	750 CY	\$2	\$1,463
	B. Grading Operations	4,000 CY	\$3	\$11,200
3	<b>8' Aggregate Trail (5000 LF)</b>			<b>\$48,600</b>
	A. Excavation	1,200 CY	\$3	\$3,600
	B. 1" Stone Dust Choke Course	4,500 SY	\$2	\$9,000
	C. 6" 2A Coarse Aggregate	4,500 SY	\$8	\$36,000
4	<b>10' Bituminous Trail (400 LF)</b>			<b>\$9,800</b>
	A. Excavation	100 CY	\$3	\$300
	B. 1" ID2 Wearing Course	500 SY	\$5	\$2,500
	C. 2" ID2 Binder Course	500 SY	\$5	\$2,500
	D. 8" 2A Coarse Aggregate	500 SY	\$9	\$4,500
5	<b>Earthen Trail (9,600 LF)</b>			<b>\$0</b>
	A. Clear and Grub	0 AC	\$0	\$0
6	<b>Access Drive and Parking</b>			<b>\$38,680</b>
	A. 1" ID2 Wearing Course	2,020 SY	\$5	\$10,100
	B. 2" ID2 Binder Course	2,020 SY	\$5	\$10,100
	C. 8" Coarse Aggregate	2,020 SY	\$9	\$18,180
	D. Handicap parking striping and signage	2 SP	\$150	\$300
	E. Concrete Curb	0 LF	\$18	\$0
7	<b>Signage</b>			<b>\$16,500</b>
	A. Information Kiosk	1 EA	\$5,000	\$5,000
	B. Entrance Sign	1 EA	\$4,000	\$4,000
	C. Wayfinding/Directional Signage allowance	1 LS	\$7,500	\$7,500
8	<b>Stormwater and E&amp;S Facilities</b>			<b>\$55,000</b>
	A. Stormwater management	5 AC	\$5,000	\$25,000
	B. E&S Controls	5 AC	\$6,000	\$30,000
9	<b>Water Line</b>			<b>\$54,000</b>
	A. Water Well	0 EA	\$12,000	\$0
	B. Water Pipe and Appurt	1200 LF	\$45	\$54,000
10	<b>Site Amenities</b>			<b>\$69,250</b>
	A. Picnic Tables	20 EA	\$750	\$15,000
	B. Benches	4 EA	\$1,000	\$4,000
	C. Trash Receptacle	8 EA	\$800	\$6,400
	D. Water Fountain	2 EA	\$5,000	\$10,000
	E. Bicycle Rack	2 EA	\$500	\$1,000
	F. Bollards	2 EA	\$250	\$500
	G. Horseshoe pits	6 EA	\$800	\$4,800
	H. Grills	8 EA	\$400	\$3,200
	I. Boardwalk/observation decks	1 LS	\$24,000	\$24,000
	J. Pet Waste Disposal	2 EA	\$175	\$350
11	<b>Buildings and Pavilions</b>			<b>\$120,000</b>
	A. Medium Picnic Pavilion with Pad	2 EA	\$38,000	\$76,000
	B. Large Picnic Pavilion with Pad	1 EA	\$44,000	\$44,000

12	<b>Site Electrical</b> A. Site Electric and distribution B. Parking area lighting	1 LS 1 LS	\$0 \$18,000	<b>\$18,000</b> \$0 \$18,000
13	<b>Landscaping</b> A. Seeding B. Evergreen Trees C. Shade Trees D. Flowering Trees E. Shrubs F. Wetland Renovation	30,000 SF 0 EA 8 EA 6 EA 12 EA 1 LS	\$0.07 \$250 \$350 \$250 \$50 \$12,000	<b>\$19,000</b> \$2,100 \$0 \$2,800 \$1,500 \$600 \$12,000
14	<b>Contingency</b> A. 15% Contingency	1 LS	\$70,724	<b>\$70,724</b> \$70,724
15	<b>Bond Mobilization and Layout</b> A. Bond Mobilization and Layout (12%)	1 LS	\$65,066	<b>\$65,066</b> \$65,066
16	<b>Professional Fees</b> A. Design and Engineering (8%)	1 LS	\$48,583	<b>\$48,583</b> \$48,583
	<b>Total</b>			<b>\$655,865</b>

**Cost estimate does not include any utility connection fees, utility location and/or relocation, improvements to existing roads and intersections, electric system or distribution, soil amendments, rock excavation, and construction inspection fees.**

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**Commonwealth of Pennsylvania**  
**Department of Conservation and Natural Resources**  
**Bureau of Recreation and Conservation**

**PROBABLE CONSTRUCTION COST OPINION**

**West End Regional Park - Phase 7**

Grantee: Chestnuthill, Eldred, Polk, and Ross Townships  
Project Title: West End Regional Park Master Plan

Date Prepared 4/25/2007  
DCNR Project No.

Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition/Site Preparation</b>			<b>\$45,000</b>
	A. Clear and Grub	9 AC	\$5,000	\$45,000
2	<b>Earthwork</b>			<b>\$72,450</b>
	A. Strip/Stockpile/Replace Topsoil	7,000 CY	\$2	\$13,650
	B. Grading Operations	21,000 CY	\$3	\$58,800
3	<b>10' Bituminous Trail (1300 LF)</b>			<b>\$32,100</b>
	A. Excavation	1,200 CY	\$3	\$3,600
	B. 1" ID2 Wearing Course	1,500 SY	\$5	\$7,500
	C. 2" ID2 Binder Course	1,500 SY	\$5	\$7,500
	D. 8" 2A Coarse Aggregate	1,500 SY	\$9	\$13,500
4	<b>Basketball Courts (4)</b>			<b>\$85,266</b>
	A. Fine Grading and Compaction	1,005 CY	\$3	\$3,266
	B. Stone Base	3,000 SY	\$9	\$27,000
	C. Binder Coarse	3,000 SY	\$5	\$15,000
	D. Wearing Coarse	3,000 SY	\$5	\$15,000
	E. Color Coat	3,000 SY	\$5	\$15,000
	F. Chain Link Fence	- LF	\$38	\$0
	G. Posts/Goals and Nets	8 EA	\$1,250	\$10,000
5	<b>In-Line Hockey Rink (2)</b>			<b>\$259,410</b>
	A. Fine Grading and Compaction	1,320 CY	\$3	\$4,290
	B. Stone Base	3,130 SY	\$9	\$28,170
	C. Binder Coarse	3,130 SY	\$5	\$15,650
	D. Wearing Coarse	3,130 SY	\$5	\$15,650
	E. Color Coat	3,130 SY	\$5	\$15,650
	F. Dasher Board System	1 EA	\$85,000	\$85,000
	G. Dasher Board System	1 EA	\$95,000	\$95,000
6	<b>Volleyball Courts (4)</b>			<b>\$31,990</b>
	A. Sand	1,780 SY	\$9	\$15,130
	B. Timber Edging	560 LF	\$7	\$3,920
	C. Excavation Backfill and Compaction	640 CY	\$3	\$2,080
	D. Net and Posts	4 SET	\$1,200	\$4,800
	E. Geotextile Material	1,780 SY	\$2	\$3,560
	F. Underdrain	250 LF	\$10	\$2,500
7	<b>Skate Park</b>			<b>\$248,994</b>
	A. Fine Grading and Compaction	1,475 CY	\$3	\$4,794
	B. Stone Base	4,200 SY	\$9	\$37,800
	C. Binder Coarse	4,200 SY	\$5	\$21,000
	D. Wearing Coarse	4,200 SY	\$5	\$21,000
	E. Modular Skate Park Equipment	1 LS	\$120,000	\$120,000
	F. 10 Foot High Fencing	1,000 LF	\$44	\$44,000
	G. Gates	2 EA	\$200	\$400
8	<b>Concrete Walks/Plaza Areas</b>			<b>\$32,250</b>
	A. Concrete Pavement	4,250 SF	\$6	\$25,500
	B. Decorative Concrete (assume 15% of pvmt)	750 SF	\$9	\$6,750

9	<b>Access Drive and Parking</b> A. 1" ID2 Wearing Course B. 2" ID2 Binder Course C. 8" Coarse Aggregate D. Handicap parking striping and signage E. Concrete Curb	2,500 SY 2,500 SY 2,500 SY 2 SP 0 LF	\$5 \$5 \$9 \$150 \$18	<b>\$47,800</b> \$12,500 \$12,500 \$22,500 \$300 \$0
10	<b>Signage</b> A. Information Kiosk B. Entrance Sign	1 EA 1 EA	\$5,000 \$4,000	<b>\$9,000</b> \$5,000 \$4,000
11	<b>Stormwater and E&amp;S Facilities</b> A. Stormwater management B. E&S Controls	11 AC 11 AC	\$5,000 \$6,000	<b>\$121,000</b> \$55,000 \$66,000
12	<b>Water Line</b> A. Water Well B. Water Pipe and Appurt	0 EA 600 LF	\$12,000 \$45	<b>\$27,000</b> \$0 \$27,000
13	<b>Site Amenities</b> B. Benches C. Trash Receptacle D. Water Fountain E. Bicycle Rack F. Bollards	8 EA 8 EA 2 EA 4 EA 4 EA	\$1,000 \$800 \$5,000 \$500 \$250	<b>\$27,400</b> \$8,000 \$6,400 \$10,000 \$2,000 \$1,000
14	<b>Buildings and Pavilions</b> A. Small Picnic Pavilion with Pad	2 EA	\$22,000	<b>\$44,000</b> \$44,000
15	<b>Site Electrical</b> A. Site Electric and distribution B. Basketball court lighting C. In-Line Hockey court lighting D. Skate Park lighting E. Parking area lighting F. Low level trail lighting	1 LS 4 EA 2 EA 1 LS 1 LS 1 LS	\$0 \$13,000 \$16,000 \$24,000 \$18,000 \$8,000	<b>\$134,000</b> \$0 \$52,000 \$32,000 \$24,000 \$18,000 \$8,000
16	<b>Landscaping</b> A. Seeding B. Evergreen Trees C. Shade Trees D. Flowering Trees E. Shrubs F. Perennials / Grasses	100,000 SF 0 EA 12 EA 12 EA 50 EA 1 LS	\$0.07 \$250 \$350 \$250 \$50 \$1,000	<b>\$17,700</b> \$7,000 \$0 \$4,200 \$3,000 \$2,500 \$1,000
17	<b>Contingency</b> A. 15% Contingency	1 LS	\$185,304	<b>\$185,304</b> \$185,304
18	<b>Bond Mobilization and Layout</b> A. Bond Mobilization and Layout (12%)	1 LS	\$170,480	<b>\$170,480</b> \$170,480
19	<b>Professional Fees</b> A. Design and Engineering (8%)	1 LS	\$127,291	<b>\$127,291</b> \$127,291
	<b>Total</b>			<b>\$1,718,435</b>

**Cost estimate does not include any utility connection fees, utility location and/or relocation, improvements to existing roads and intersections, electric system or distribution, soil amendments, rock excavation, and construction inspection fees.**

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**Commonwealth of Pennsylvania**  
**Department of Conservation and Natural Resources**  
**Bureau of Recreation and Conservation**

**PROBABLE CONSTRUCTION COST OPINION**

**West End Regional Park - Phase 8**

Grantee: Chestnuthill, Eldrid, Polk, and Ross Townships  
Project Title: West End Regional Park Master Plan

Date Prepared 4/25/2007  
DCNR Project No.

Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1	<b>Demolition/Site Preparation</b>			<b>\$10,000</b>
	A. Clear and Grub	2 AC	\$5,000	\$10,000
2	<b>Earthwork</b>			<b>\$40,425</b>
	A. Strip/Stockpile/Replace Topsoil	3,500 CY	\$2	\$6,825
	B. Grading Operations	12,000 CY	\$3	\$33,600
3	<b>Concrete Walks/Plaza Areas</b>			<b>\$20,700</b>
	A. Concrete Pavement	1,200 SF	\$6	\$7,200
	B. Decorative Concrete (assume 15% of pvmt)	1,500 SF	\$9	\$13,500
4	<b>Access Drive and Parking</b>			<b>\$86,100</b>
	A. 1" ID2 Wearing Course	4,500 SY	\$5	\$22,500
	B. 2" ID2 Binder Course	4,500 SY	\$5	\$22,500
	C. 8" Coarse Aggregate	4,500 SY	\$9	\$40,500
	D. Handicap parking striping and signage	4 SP	\$150	\$600
	E. Concrete Curb	0 LF	\$18	\$0
5	<b>Buildings and Pavilions</b>			<b>\$17,400,000</b>
	A. Grande Pavilion (120'x240')	24,000 SF	\$75	\$1,800,000
	B. Community Center Building	78,000 SF	\$200	\$15,600,000
6	<b>Signage</b>			<b>\$4,000</b>
	A. Entrance Sign	1 EA	\$4,000	\$4,000
7	<b>Stormwater and E&amp;S Facilities</b>			<b>\$33,000</b>
	A. Stormwater management	3 AC	\$5,000	\$15,000
	B. E&S Controls	3 AC	\$6,000	\$18,000
8	<b>Water Line</b>			<b>\$0</b>
	A. Water Well	0 EA	\$0	\$0
	B. Water Pipe and Appurt	0 LF	\$45	\$0
9	<b>Sanitary Sewer</b>			<b>\$0</b>
	A. Septic Field	0 EA	\$0	\$0
	B. Sanitary Sewer Pipe	0 LF	\$35	\$0
10	<b>Site Amenities</b>			<b>\$12,600</b>
	A. Benches	4 EA	\$1,000	\$4,000
	B. Trash Receptacle	2 EA	\$800	\$1,600
	C. Bicycle Rack	2 EA	\$500	\$1,000
	D. Bollards	4 EA	\$250	\$1,000
	E. Flagpole	1 EA	\$5,000	\$5,000
11	<b>Site Electrical</b>			<b>\$54,000</b>
	A. Site Electric and distribution	1 LS	\$0	\$0
	B. Parking area lighting	1 LS	\$54,000	\$54,000
12	<b>Landscaping</b>			<b>\$18,950</b>
	A. Seeding	125,000 SF	\$0.07	\$8,750
	B. Evergreen Trees	0 EA	\$250	\$0
	C. Shade Trees	12 EA	\$350	\$4,200
	D. Flowering Trees	12 EA	\$250	\$3,000
	E. Shrubs	40 EA	\$50	\$2,000
	F. Perennials / Grasses	1 LS	\$1,000	\$1,000

13	<b>Contingency</b> A. 15% Contingency	1 LS	\$2,651,966	<b>\$2,651,966</b> \$2,651,966
14	<b>Bond Mobilization and Layout</b> A. Bond Mobilization and Layout (12%)	1 LS	\$2,439,809	<b>\$2,439,809</b> \$2,439,809
15	<b>Professional Fees</b> A. Design and Engineering (8%)	1 LS	\$1,821,724	<b>\$1,821,724</b> \$1,821,724
	<b>Total</b>			<b>\$24,593,274</b>

**Cost estimate does not include any utility connection fees, utility location and/or relocation, improvements to existing roads and intersections, electric system or distribution, soil amendments, rock excavation, and construction inspection fees.**

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Chapter 7

# ***Operations, Management, and Financing***

The regional park established by Chestnuthill, Ross, Eldred and Polk Townships is a model in Pennsylvania. With the assistance of Monroe County, the four municipalities and the Pleasant Valley School District jointly acquired the property that became West End Regional Park. Furthermore, Chestnuthill Township, Ross Township and the Pleasant Valley School District have agreed to continue collaborating on the park in terms of development, management, programming, and maintenance. This section of the master plan suggests an approach to the management, operation and financing of West End Regional Park.

## Background

This project is the culmination of a series of planning projects launched by the Monroe County Commissioners over ten years ago. **Monroe 2020** set the stage for land conservation, parks and recreation as the comprehensive plan for the county. This plan recommended an open space program, which included \$25 million in funding for the preservation of open space. The plan also spurred the creation of the **Monroe County Open Space Plan, Forever Green**. The open space plan set forth the rationale for the amount, location, size, configuration and management of parks throughout Monroe County. It also put into motion the development of five regional park, recreation and open space plans in which municipalities worked together to develop one joint plan instead of many individual plans. As a result of the regional plan in the west end of Monroe County, the four townships and the school district collaborated using funds from the Monroe County Open Space Program, Pennsylvania Department of Conservation and Natural Resources (PADCNR) and local resources to acquire the West End Regional Park site.

Another significant aspect of this park partnership is the support of the Pennsylvania Department of Conservation and Natural Resources in examining how to organize and manage parks and recreation regionally. The Pennsylvania Department of Conservation and Natural Resources provided funding for a Peer Study. In this study, a parks and recreation professional worked with the community to determine how to organize staff, and support parks and recreation in this region of Monroe County. The study resulted in the recommendation to move ahead with an application to Pennsylvania Department of Conservation and Natural Resources for a Circuit Rider. The Circuit Rider is a parks and recreation professional who works with multiple communities on a unified park, recreation and open space system. Pennsylvania Department of Conservation and Natural Resources will fund the salary for this position in decreasing amounts over four years as the local share of the salary increases. By year five, the goal is to have a stable parks and recreation system in place that is supported through a combination of tax and no-tax dollars and partnerships.

The Circuit Rider was recently hired. The Circuit Rider will have the chief responsibility for the planning, directing, and managing parks and recreation in the West End, including the management and operation of West End Regional Park. This position requires a high degree of collaboration and communication given the number of public bodies and

private entities that are working in common on improving the quality of life in Monroe County through parks, recreation and open space conservation.

## Purpose of the Operations and Management Plan

Chestnuthill and Ross Townships have wisely chosen to plan for the maintenance and management of West End Regional Park during the master-planning phase. Advance planning will help to insure the park will be a safe, clean, attractive community destination, reflecting the values and resources of the region.

Maintenance is the single largest recurring expenditure in parks and recreation. Over the lifetime of a park, about 75 percent of its cost is in maintenance while only about 25 percent is in acquisition, development, design and construction (Lay, 1978).<sup>1</sup>

This operations and maintenance plan sets forth a strategy for managing the parks once they are developed. The plan should serve as a working document to be used, based upon the history of park maintenance in recent years and revised as the park is improved through the phases proposed. Recreation opportunities and maintenance functions will be addressed in this chapter.

### Economic Development and Parks

Developers for new condominiums along the Schuylkill River in Conshohocken are advertising them on the basis of the convenient access to bike trails and the Schuylkill River (2006).

When a potential business sent officials to look at the former Pennsylvania House plant in Lewisburg, PA, the officials saw the newly developed premiere park/playground and the rejuvenated state-of-the-art public pool next door. A few weeks later, the officials returned with their families to enjoy the recreation facilities as part of their exploration of locating there (2006).

The York Heritage Rail Trail generates over \$10,000,000 in the local economy annually through the spending of those who use the trail and the businesses that emerged to provide support services. (2004).

## Public Support for the Park Planning

A major factor in the successful operation and management of parks is the level of public support. The Township has been assessing public recreation needs for the last several years through this project as well as in the regional Park, Recreation and Open Space Plan. The assessment included key person interviews, focus groups, public meetings, and a citizens' study committee for each project.

In terms of the needs of major providers of parks and recreation services in the community, the public participation process found that there is a great need for sports fields and indoor recreation

<sup>1</sup> Lay, Francis. 1978. Management of Grounds or Site Operations Manual, **Manual of Site Management**, Environmental Design Press. p4.



facilities principally a gymnasium in the community. There are not enough sports fields to meet the present needs much less the growing needs projected for expanding sports leagues and year round play. Other needs include trails, picnic areas, pavilions, and public gathering spaces. Having access to attractive outdoor recreation facilities will help the citizens to lead active healthy lifestyles.

## Recreation Opportunities

By securing a grant from the Pennsylvania Department of Conservation and Natural Resources to undertake this park master plan, Chestnuthill and Ross Townships seized the opportunity to investigate how West End Regional Park could offer a wide range of recreation opportunities to serve the citizens and community organizations that offer recreational activities. The primary goal was to develop a community based plan that would serve the citizens throughout their lifetime with a park design that would foster a wide variety of organized and self-directed uses. As the process unfolded, many organizations and citizens provided input and ideas. Through a series of meetings and public conversations, the West End Regional Park Study Committee, municipal officials, community organizations, citizens, and the planning team carved out a consensus on how the park could be developed to serve the public most effectively. The park's mission, vision, and guiding principles provide the foundation for how the park is planned, developed, and operated. The range of public recreation desires and opportunities is listed below.

**Natural Resource Conservation:** West End Regional Park preserves important and valuable resources and scenery as public parkland. The park provides access to the beautiful wooded areas evocative of the mountain community that houses this park. Fully two-thirds of this park will remain undeveloped due to topography and site resources.

**Athletic Facilities:** West End Regional Park will serve as a park with premiere sports facilities. It will offer space for both games and practice along with the support facilities needed for leagues. This includes parking, restrooms, and lights. The design and construction of fields are intended to be of a high caliber in order to attract tournaments and sports camps for revenue generating purposes. Lighting is proposed for the playing fields and game courts as well as for park security. The area needs fields for baseball, softball, football, and soccer immediately. It is anticipated that lacrosse and field hockey will come into play in the future. Field lighting would help in seasons with limited daylight. Based on participation and trends, it is projected the municipalities may need more fields than presently exist or are being designed based on what this site can accommodate.

**Trails and Trail Hubs:** Walking is the chief form of exercise in the United States. The Center for Disease Control has called upon communities to develop safe and attractive pathways for people to use throughout their lifetime. This will help people of all ages to engage in a

healthy activity that will extend their lives and enable them to be healthier, happier, and more productive citizens. The park could serve as a trail hub for a future regional trail network.

**Equestrian Support:** The park will offer areas for parking for horse trailers. While the trails on the south side of the park could be used by equestrians, the trails are rather short for horseback riding; it is not envisioned the park will become a destination for horseback riding but that it could be used for shorter rides locally. With 244 acres the site is limited for long distance equestrian trails that are most customarily placed in large county parks.

**Fitness/Wellness:** Fitness extends lives, improves self-image, reduces health care costs, reduces isolation, and makes people happier. According to the U.S. Surgeon General, the top public health issue is the lack of activity among the American public. One of the most important things communities can do to help in this cause is to provide attractive, accessible areas for people to walk jog and run. West End Regional Park will offer some of the finest walking trails in the area.

**Family Play:** According to a survey by **Money** magazine, traditional goals for health and money are taking a back seat to the desire to spend more time with the people we love. The top goals for 2006 among those surveyed included:

- Spend more time with family and friends (30 %).
- Get healthier (19%).
- Manage money better (18%).
- Pursue enjoyable activities (17%).
- Improve career (12%).

The plan for West End Regional Park addresses this public desire. An age segregated playground, for pre-school and youth, is expected to be a destination for people of all ages from young children to grandparents for visits with their grandchildren. Expected playground visitors include citizens using the tot lot on a daily basis, people in the groups reserving pavilions, day care centers, school groups, and families coming to the park for team sports. It should be a design unique to Monroe County and the Pocono's and something not seen anywhere else in Pennsylvania. A design tied to the strong landscape and cultural heritage and values of the area will foster community stewardship and provide lifetime memories for park visitors based upon the sense of place the playground will provide.

**Pavilions and Restrooms:** Seven pavilions will provide covered space for community and family gatherings as well as shelter for organized sports and drop-in park visitors.

**Amphitheaters:** Two amphitheaters will provide the venue for cultural and performing arts. The large amphitheater has the potential to be a "signature" piece in the regional park system. Consideration should be given to its design as a park hub that is important in appearance when it is in use for performances or not in actual use, which is most of the time.

It offers the opportunity for a separate group to work on the planning; development; operation, and funding for the performing arts much in the same vein community sports organizations organize league play.

**Community Center:** An indoor recreation facility continues to be a pressing need in the West End. Year round facilities for people of all ages and interests are important. A gym, fitness and wellness facilities, activity and meeting rooms, large multi-purpose spaces, and areas for teens and senior adults are needed. The plan establishes a “footprint” for a potential Community Center.

Prior to the development of a community center PA DCNR requires a feasibility study to determine usage and financial feasibility. This study is necessary to be eligible for PA DCNR funding for development.

**Self-Directed Activities:** With the hectic lives we all lead, having a place to go on our own is important. West End Regional Park offers an important respite for people to enjoy on their own terms at their own pace whenever they want. The park is especially important in terms of its beautiful views, trees, and natural areas.

**Restrooms:** Support facilities are important to park visitors. Clean, bright restrooms are crucial to positive public perception about parks in terms of desirability and safety. When the restrooms are clean, people tend to value the park. The importance of the design and maintenance of this facility cannot be overstated. Having restrooms on-site will greatly expand the potential to offer programs and environmental education here.

#### **Benefits of Park and Recreation in the West End**

***Economic benefits*** of attracting and retaining businesses in the West End; increasing property values through parks, trails, natural resource conservation, and scenic beauty; and contributing to a more productive work force.

***Environmental benefits*** of protecting natural areas, open space, enhancing water and air quality, and contributing to overall community livability.

***Social benefits*** of building strong families, reducing alienation and loneliness, promoting racial and cultural harmony, providing equitable opportunities to all people in the community regardless of their financial abilities, and providing positive alternatives to anti-social behavior.

***Individual benefits*** of strengthening self-esteem and self-image, improving fitness and wellness, and reducing stress.

## **Park Maintenance Management in the West End**

Maintenance operations represent significant recurring costs. Just as park development will be phased in, maintenance requirements would be added commensurately. The new park requires sufficient maintenance support to protect the capital investment, offer quality recreation experiences to park visitors and provide the level of service the citizens expect – all with respect to the human and financial resources available.

The appearance of public parks in terms of cleanliness, attractiveness, and safety plays a significant role in the citizens' positive perception of overall local government services and the quality of life here - especially the regional parks & recreation system as it is established with the Circuit Rider. Parks are frequently one of the few contacts people have with municipal services. They often provide the standard by which citizens judge their satisfaction with their local government.

## **Maintenance Management Protects the Investment**

Maintenance management is the process by which the West End Region will plan, direct, and control the care of the parks and recreation facilities. West End Regional Park should reflect the level of service and park appearance desired in tandem with the reality of fiscal and human resource limitations. The ultimate goal is the health, safety, and welfare of the citizens and the protection of public property. With a maintenance plan in place, there will be a clearly defined direction for the maintenance goals and operations. Making a repair in an emergency, unscheduled basis costs seven times as much as it does to perform the task on a routine basis. It is far more efficient and effective to perform park maintenance on a planned and scheduled basis. On-going maintenance also prevents the need for costly rehabilitation that results from deferred maintenance.

## **Maintenance Challenges and Opportunities**

Parks represent a major long-term undertaking. Currently, park maintenance in the West End is provided by municipal maintenance or public works departments. The Pleasant Valley School District maintains sports fields that are used for both educational and recreational purposes. There are several challenges in maintaining the new park. No dedicated staff or departments are in place for park maintenance.

Responsibilities will include the regular maintenance tasks such as litter pick-up, mowing, trimming, sports field maintenance, custodial services for the restrooms and pavilions, and emergency repairs. The park will also require the management of natural resources as about two thirds of the park will remain in a natural state. Other tasks include citizen outreach, volunteer supervision, issuing of permits and facility scheduling, programming, budgeting, personnel, procurement, policy development, and a host of other unforeseeable tasks.

**Continued Need for Partnerships:** While Chestnuthill and Ross Townships will undertake the lion's share of the development and operation of West End Regional Park, the Townships cannot, nor should be expected to, do all park maintenance, management, and programming on their own. Partnerships should be considered for the ball fields, natural areas, environmental education, the amphitheatres, and the park in general. Groups such as organized sports, adopt-a-park, performing arts, environmental groups, trail users, and

neighborhood watches can provide valuable resources while building community stewardship for the park.

As evident in the West End, partnerships take work, some more than others. Work with existing partners such as the community sports organizations is already ongoing. However, the developing and sustaining partnerships with new organizations will require additional staff time and should be phased in to make sure the partnership can be supported over time. This should be a prime function of the future Circuit Rider.

**Volunteers:** Volunteers for parks and recreation such as the organized sports associations and the equestrians have emerged throughout this planning process. Volunteers are often considered the means to managing parks and recreation at the least cost. Although volunteers are important, they are not free. Volunteers for defined tasks or programs often require recruiting, training, supervision, coordination, support, and recognition. Someone has to be in charge of overseeing volunteers and volunteer organizations.

Policies need to guide volunteerism to mesh with the public good and the fact that the parks belong to the community not to individual groups. As the park is developed and before it is officially open, effective policies need to be in place regarding park operations and use. This will go a long way in facility care, preventing user conflicts and assuring equitable use of public space. It is also important to note volunteers are not substitutes for park maintenance expertise and staff. West End Regional Park will require reliable, dependable, knowledgeable workers in the area of sports turf management, natural resource management, park security, and related services. Volunteers usually cannot perform to the level required due to their time limitations and demands in their own lives.

**Funding Challenges:** The major challenge for West End Regional Park is the ongoing funding for operations and maintenance. Obtaining funding to build new facilities is relatively easier than getting support to pay for park maintenance and operations. Revenues from the park buildings, the potential concessions, and programs all can contribute to offsetting park operating costs.

## **The Foundation for West End Regional Park Management**

It is crucial for the West End to look at parks as a system. West End Regional Park is not the only park in these municipalities. But because of its size and management demands, it could serve as the model for how all parks in the area are maintained. With the development of the largest and most significant park on the drawing board, it would be easy for the townships to render the other parks somehow less important. For this reason the following core values and principles have been developed. They provide a global perspective for the parks and recreation system as a whole, which will serve as the foundation for the management of all municipal parks.

Park maintenance is now largely a response to a task-oriented philosophy such as the grass needs to be cut, the litter picked up and others. However, West End Regional Park offers the opportunity to take a step back to figure out how parks can contribute not only to parks and recreation but also to the central role they play in the overall quality of life in Monroe County. This will spur the evolution of park maintenance from task performance into premier management. In order for this to make sense, park management needs to be rooted in a system of core values. A work session with the Study Committee contributed to the formulation of the core values and guiding principles for West End Regional Park.

## Core Values and Guiding Principles

The following statements include the core values and guiding principles upon which the management plan for West End Regional Park is based.

### Core Values: Plan Foundation

1. The plan will be centered on serving the citizens of the West End. That is, the plan will focus on the overall good of the public, rising above individual or special interests, for the long-term betterment of the community through parks and recreation.
2. The plan will focus on launching the parks and recreation system for citizens of today as well as for citizens for many generations far into the future.

### Guiding Principles: West End Regional Park

The following statements comprise the guiding principles to channel the development and operation of West End Regional Park holistically with all other parks, recreation facilities, trails, and natural resource connections.

1. The mission, enhancements, and opportunities for public use of all areas of the West End Parks and Open Space Commission will be regularly communicated by newsletters, website, and other methods to ensure widespread awareness and understanding of the system's many public, recreational, and environmental benefits.
2. Our goal is to manage Parks and Recreation in the best interests of the community and in a manner that contributes to its high quality of life. We will work to exceed expectations of our citizens and the public and private sectors by understanding, anticipating and fulfilling their needs, and to provide a rewarding and challenging professional experience for the employees.
3. Opportunities in the park will be identified, encouraged, and publicized for volunteer involvement such as site improvement projects, ongoing stewardship activities, "friends" groups, fundraising, and special events. All of the municipal open space assets (parks, recreation facilities, natural areas, trails, and

greenways) will be managed as an integrated system that is interconnected by physical linkages, management, operational, programmatic policies, shared staff, facilities, and resources.

4. The West End Parks and Open Space Commission will seek out, encourage, and participate in partnerships with other public agencies, non-profit, and educational organizations, the business and corporate community, volunteer organizations, and other individuals and groups that can provide funding, advocacy, or stewardship assistance or whose open space properties, programs, or activities can enhance the effectiveness of the overall park, recreation, and open space system.
5. The West End Parks and Open Space Commission's events, activities, and programs, will be accessible to all residents and visitors, providing reasonable accommodation through physical access as appropriate to the individual sites physical features, mission, and landscape character, and educational and interpretive materials.
6. The Circuit Rider, through the West End Parks and Open Space Commission, will work to ensure all park and recreation sites provide the appropriate recreation opportunities and conservation of resources in keeping with the Commission's overall vision and mission. The mission of each individual site, and the facilities, and programs offered, will enhance and coordinate with missions, programs, and facilities at the other sites within the system.
7. The West End Parks and Open Space Commission will collaborate with, as appropriate, overall municipal planning, the Public Works/Maintenance Departments, and other regional, county, and community organizations.
8. Staff, equipment, scheduling and programming will be coordinated at a system level to ensure the most efficient use of funding, personnel, and management resources.
9. The West End Parks and Open Space Commission will be interpreted and promoted to educate the public about the Commission's unique resources.
10. Development of facilities and programming of activities at each regional and municipal park or school district recreation facility as well as system-wide land maintenance and management policies will be conservative of sensitive natural, scenic, and heritage features.
11. The West End Parks and Open Space Commission will be a model for responsible land management policies, utilizing and demonstrating best management practices at each facility within the system to preserve and protect the most sensitive, and desirable landscape resources.
12. Sufficient capital and operating funds shall be consistently provided to safely, efficiently, and effectively manage and maintain the community park and recreation system with general



access to open space properties free of charge but special use facilities and programs fee-based as appropriate.

## Modeling West End Regional Park, Development and Operation

Based upon the core values and guiding principles of the municipal park, recreation and open space system, the West End Parks and Open Space Commission could consider adopting the model of great park systems in the United States in order to achieve its own status in this classification. This includes:

1. **Mission statement** Adopt and follow the mission statement as shown in **Figure 7-1**.
2. **Show leadership.** Develop strong leadership to articulate the potential and importance of parks and recreation in an assertive fashion.
3. **Listen and respond to the community.** Be highly responsive to community needs. Continue to involve key stakeholders in the planning process and in undertaking projects.
4. **Build the parks and recreation constituency.** Develop a base of public supporters with individuals, community organizations, business, social service organizations, the schools, and other private and public organizations.
5. **Work with others!** Cooperate fully with other community organizations and boards.
6. **Adopt a business-like approach for parks and recreation.** Collect data, document facts and figures, use organizations for data collection, report and disseminate facts and figures to key stakeholders.
7. **Implement the West End Regional Park Master Plan and subsequent park master plans.** Carry out the actions to be accomplished with a schedule for implementation, who will be responsible and how the partnership will secure the resources to undertake the action.
8. **Establish accountability.** Adopt practices that insure accountability of tax dollars and other resources as well as that document the clear benefits of the West End Regional Park and others to elected and appointed officials, the citizens, community groups, the business community, and state and regional organizations such as Monroe County.
9. **Be action-oriented.** Move quickly and take advantage of emerging opportunities and changing needs. Make the case to move ahead with park development strategically on the basis that they are tied directly to the future quality of life in the West End.

**Figure 1**  
**Parks and Recreation Mission Statement**

The West End Parks and Open Space Commission preserves the natural and cultural resources and values of the region and provides recreational facilities and opportunities for the enjoyment, education and inspiration of this and future generations. It is a professionally managed, multi-faceted public service of Chestnuthill, Ross Polk, Eldred Townships and the Pleasant Valley School District.

The West End Parks and Open Space Commission cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout the region and the county. We empower people to conserve natural resources and create outdoor recreation opportunities.

## **Key Elements of a Successful Maintenance Management Plan**

To put into practice a planned maintenance management program, the following steps are needed:

- Adoption of the proposed mission statement for the park.
- Allocation of sufficient resources phased in over time as the park is developed.
- Development and establishment of park policies.
- A working relationship with community groups who will use the park.

## ***Maintenance Goals***

The following action steps could guide the park's maintenance operations:

1. All maintenance tasks will be performed as quickly and economically as possible without any loss in efficiency.
2. All equipment and materials will be operated and maintained in such a way as to insure safe, effective use, and long life.
3. Preventive maintenance will be used in a continuing effort to avoid major problems and correct minor ones.
4. Maintenance tasks will be accomplished in a way that does not endanger the health or safety of the employees or the public.
5. Work will be scheduled in such a manner as to avoid duplication of effort and make the most use of the resources of the municipal departments and community organizations.
6. All maintenance will be accomplished in a manner displaying respect and concern for the environment as well as public and private property.
7. All maintenance work will be performed with a sense of pride.

### **Maintenance Goals**

The goal of park maintenance is: to provide a clean, orderly and attractive appearance of West End Regional Park for the conservation and natural and cultural resources as well as the healthful, safe, and enjoyable use by the community through implementation of an efficient and effective management program.

## Maintenance Standards

Maintenance standards set forth the level of care, park and recreation facilities receive. The National Recreation and Park Association<sup>2</sup> offer a maintenance standard classification system with six modes. Modes refer to the “way of maintenance” ranging from most intensive to least intensive. The beauty of the system of modes is that maintenance is planned at an appropriate level for the facility.

The modes are not a measure of a grade such as a Grade A being excellent versus a Grade C being average. The modes reflect the level of maintenance suitable for the specific park, natural area or recreation facility. It is perfectly acceptable and it makes a good deal of sense to establish different modes of maintenance for different parks and even within parks. It enables a community to direct resources towards where the need is greatest and the benefit the most. The modes range as follows:

Mode I - State of the Art Maintenance: is usually reserved for high quality diverse landscapes. Given the nature of the area and the resources available, park maintenance should feature a combination of modes. This would be the most efficient way to guide the standard of maintenance for the parks.

Mode II - High Level Maintenance.

Mode III - Moderate Level Maintenance.

Mode IV - Moderately Low Level Maintenance.

Mode V - High Visitation Natural Areas.

Mode VI - Minimum Level Maintenance.

By assigning the combination modes to the park, forecasting the maintenance requirements and costs can be achieved with time and experience. This information would be used to chart the workload and costs over a year to determine how they should be adjusted for planning, operational, and budgeting purposes. The following standards are based on a combination of modes:

**Turf Care:** Turf care for the park would include: ball fields and general park areas.

- *Sports fields - Mode I* - Mowed every five working days typically with variation given to rainy and dry season. Aeration is done at least three times annually. Seeding, fertilization, and weed control are practiced with a goal of not more than five percent weeds.
- *Park areas - Mode II* - Mowed every five working days but only receives annual aeration. Weed control is done through

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<sup>2</sup> National Recreation and Park Association. (1986). **Park Maintenance Standards**. Alexandria, VA. 59p.

pre-emergent products and seeding done when bare spots are present.

- *Natural Areas – Mode V* – Only mowed or cut to prevent threats to health and safety.

**Litter Control:** The policy is “carry it in –carry it out”. This policy will require public education and signage. No trash cans will be provided. This will eliminate about \$10,000-12,000 annually in labor costs. A dumpster can be provided for groups to deposit their trash with trash bags and holders provided by West End Parks and Open Space Commission to permit holders. This program is successfully underway in federal, state, and some county and municipal parks. The exception to this policy would be trash barrels provided for any facility or event under the auspices of West End Parks and Open Space Commission. Examples of the exceptions would include a concession stand or an event such as a concert.

**Pruning:** *Mode III* - Pruning would be done when the health or appearance of the tree or shrub would require it. A policy on forestry management should be developed for long-term care of the woodlands and natural areas.

**Disease and Insect Control:** Modes would vary by facilities.

- *Sports fields - Mode I* - In Mode I, problems with disease and pests would be anticipated and prevented through a scheduled program of disease and pest control. If damage appears, corrective action would be taken.
- *Natural Areas - Mode V working towards Mode I* - Disease and insect control is done only to insure public safety or when a serious problem discourages public use in initial stages of park development. The West End Parks and Open Space Commission will pursue the development of a natural resource management system as part of the development of a formal park maintenance management system.
- *Park Areas - Mode III* - When the health or survival of plant materials is threatened or there is an issue of comfort of park visitors, control measures may be taken. Disease and insect control is done usually on a complaint basis.

**Lighting:** *Mode I* - When fixtures are observed as not working, they would be replaced. Consideration should be given to a regular replacement schedule according to manufacturer’s guidelines.

**Viewing Area/Amphitheater:** *Mode I and Mode II* - Since the viewing area will bring in citizens that would not use the park otherwise, its appearance is crucial to the image of the park overall. During the season of peak use it should be maintained at a Mode I level. During the off season, it can be moved into Mode II care.

**Surfaces and Trails:** *Mode I* - Before appearance has noticeably deteriorated the surfaces should be cleaned, and repaired in the main park hub areas. **Repairs:** *Mode II* - When safety, appearance or

function is an issue, repairs are made in the more remote areas of the park.

**Inspections:** *Mode I* - Park inspection of the active areas and all areas that are revenue producers should be done daily during peak season. *Mode II* along the riverfront should be inspected weekly. *Mode V* should be done every other week in the natural areas.

**Floral Planting:** *Mode V* - Floral planting should only be introduced where there is a community group to maintain them in accordance with a written agreement.

**Restrooms:** *Mode I* - Should be done at least once per day. Special events or times of high use may warrant more than one service per day.

## Estimating a Maintenance Budget

In order to estimate a budget for maintaining West End Regional Park, projections should be made based upon national standards, local experience, and cost tracking for labor, materials, and equipment. A maintenance workload/cost tracking system should be developed and computerized to make the tracking and data treatment easier. This would help to project costs by parks, recreation facilities, and tasks to assist in making more informed decisions about allocating resources.

### *Cost Basis*

In any mathematical estimation, adjustments need to be made, as more specific information about work hours, task time, and equipment becomes known through the Commission's experience. The following information is presented as an estimate and departure point for formalizing a maintenance management plan as the eight phases of the park are constructed over time.

Table 1 presents the wage rates and benefits for the workers from Chestnuthill Township who would be responsible for maintenance of Phase I of West End Regional Park. As the park is developed and West End Parks and Open Space Commission and the Circuit Rider gain experience and generate figures through workload and cost tracking for maintenance, these wage rates could change as a planned park maintenance management system goes into place. These figures are being used as the best estimate at this time of hourly rates and benefits for park maintenance.

Table 1 Chestnuthill Township Maintenance Wage Rates			
Position	Hourly Rate	Benefits/Payroll Taxes/% of wage in benefits	Total hourly rate
Road Master	\$26.63	\$11.51/66.79%	\$38.14
Mechanic/Crew Leader	\$19.39	\$12.95/43.24%	\$32.34

Equipment rates are projected based on Penn DOT specifications at \$12 per hour for small equipment and \$33 per hour for major equipment. Equipment costs are estimated and should be changed as the Chestnuthill Township and eventually West End Parks and Open Space Commission's method for equipment depreciation and operational costs are calculated for park maintenance. Establishing real costs for park maintenance helps in negotiating agreements, establishing facility use policies, and setting program fees.

### Undeveloped Areas of the Park

West End Regional Park includes 244 acres of parkland. Most of the site will remain undeveloped in keeping with the local values of natural resource conservation and scenic beauty. Cost projections have been made for Phase I construction. However approximately 230 acres of the park will remain natural after Phase I until Phase II is launched.

It is important to consider that natural areas are still the responsibility of West End Park and Open Space Commission and require monitoring and an appropriate level of care. This level of care is principally related to protection of the natural resources, insuring visitor safety, and resolution of problems and emergency situations. Just because an area is left in a natural state does not mean there are no costs for care. Analysis of similar regional type parks elsewhere shows an annual cost of about \$500 an acre in well-established park and recreation systems. Given the fact West End Regional Park is a new type of park in Monroe County and in the West End and that there is no information about costs from which to project, we are recommending an estimate of \$100 per acre be used to cover conservation, resource protection, and related visitor services and emergencies. Once the park is under operation and a workload cost tracking system is developed, the per acre cost of undeveloped areas could be re-formulated. This would total \$23,000.

### Potential Alternatives

Parks are traditionally maintained by public work forces. Since Phase I of the park development is focused on ball fields, some alternatives could be explored. It is most important to note these ball fields are being designed as premiere sports facilities and as such require ongoing care of the highest caliber. No matter which alternative is pursued, it is essential that park maintenance follows the guiding principles of this maintenance plan and the quality

standards of care be upheld for the park. Potential alternatives include the following:

1. Burnley Workshop - For more than 40 years, Burnley Workshop Employment and Rehabilitation Services has provided work opportunities to area residents with mental handicaps. The participants have the opportunity to be working, be productive, and earn a paycheck. They're a contributing individual to a community and they're proud of it, and there's a feeling of acceptance." About 70 workers are at the workshop daily. Monroe County Parks Department uses the Burnley Workshop workers to maintain the county park.
2. Partnerships with Community Sports Organizations – Public park systems often form partnerships with community sports organizations regarding sports field maintenance. It is essential to include a number of points in such an arrangement including the following:
  - There must be fair and equitable access to the park by the general public. No one group can “own” public facilities.
  - Standards of care must be agreed to and applied to maintenance practices.
  - A written Memorandum of Understanding should be in place outlining tasks, responsibilities, and roles.
3. Partnership with the Pleasant Valley School District – A joint venture regarding sports field maintenance could be explored. Sharing personnel, equipment, and expertise may benefit all public entities and result in high quality facilities at less cost than anyone organization could do independently.
4. Contracting out – Some of the sports leagues operating in the West End contract out ball field maintenance. This is a viable option for West End Regional Park Maintenance. Tasks that are most feasible for contracting out are those that are clearly definable, repetitive in nature, and which have a clearly expected and quantifiable outcome. Mowing is an excellent example of a task that can be outsourced.
5. Alternative Revenue Sources – Using alternative revenues instead of tax dollars for ballfield maintenance is a growing trend. These include field maintenance fees assessed by player, by team or by number of games; sponsorships; partnerships.



<p align="center"><b>Table 2</b>  <b>West End Regional Park</b>  <b>Maintenance Task Budget: Labor and Equipment</b></p>						
Maintenance Task	Units	Units/Hour	Total Hours/Task	Frequency x Hours	Hourly* Rate	Total Cost
<b>Multipurpose Field for league sports and sports camps</b>						
Mow flat field – 30 cuts/once weekly						
Labor	1 fields	1 field/2 hrs	2	30 X 2= 60	\$33	1,980
Equipment	"	"	"	"	\$33	1,980
Total mowing of flat field						3,960
Slit/Seed flat field - August						
Labor	1 field	1 field/16 hrs	16	1 X 16= 16	\$33	528
Equipment	"	"	"	"	\$33	528
Total slit/seeding flat field						1,056
Fertilize flat fields – April, June, August, October						
Labor	1 field	1 field/1 hr	1	4 X 1= 4	\$33	132
Equipment	"	"	"	"	\$33	132
Total fertilization of flat fields						264
Field Turf Aeration , repair, regrade – 1 multipurpose field						
Labor	1 fields	1 field/6 hrs.	6	4 X 6 = 24	\$33	792
Equipment	"	"	"	"	\$33	792
Total Aeration						1,584
Picking up trash and restoring desirable appearance of flat fields & surrounding areas – fields, fan and player areas						
Labor	3 fields	1 field/2 hrs	6	30 X 6 = 180	Permit responsibility	
Total						0
<b>Baseball Fields</b>						
Repair, regrade baseball fields – 2 fields						
Labor	2 fields	1 field/8 hrs	16	1 X 16= 16	\$33	528
Equipment	"	"	"	"	\$33	528
Total regrade, repair						1,056
Mow baseball fields – 2 fields						
Labor	2 fields	1 field/2 hrs	4	30 X 4= 120	\$33	3,960
Equipment	"	"	"	"	\$33	3,960
Total mowing						7,920
Seed baseball fields – 2 fields						
Labor	2 fields	1 field/3 hrs	6	1 X 6= 6	\$33	198
Equipment	"	"	"	"	\$33	198
Total seeding						396
Fertilize baseball fields – 2 fields						
Labor	2 fields	1 field/1 hr	2	2 X 2= 4	\$33	132
Equipment	"	"	"	"	\$33	132
Total fertilizing						264
Drag baseball fields						
Labor	2 fields	1 field/.75 hrs	1.5	16 weeks X 3 times weekly = 48 48 X 1.5 = 72	\$33	2,376
Equipment	"	"	"	"	\$33	2,376
Total dragging						4,752

\* Hourly rates are rounded up to the next dollar for cost projection purposes. Projections are also based on wage & benefit rates for Roads Workers and not the Road Master.

Table 2 (continued) West End Regional Park Maintenance Task Budget: Labor and Equipment						
Maintenance Task	Units	Units/Hour	Total Hours/Task	Frequency x Hours	Hourly Rate	Total Cost
Baseball Fields (Continued)						
Line and rake fields						
Labor	1 fields	1 field/1.25 hrs			Permit Responsibility	
Equipment	"	"				
Litter Control						
Pick-up & Removal			No Trash Cans: Carry It In-Carry It Out Policy			
Tree & Shrub Care						
Contract	Park Area	Cyclic	10% of planting budget		Contract	\$7,200
Bituminous Trail						
Annual Prep - Labor	.7 mi	1/18 hr	.7 X 18 = 12.6	1 X 13 = 13	\$33	429
Equipment	"	"	"	"	\$33	429
Routine - Labor	.7 mi	1/5 hr	.7 X 5 = 3.5	4 X 4 = 16	\$33	528
Equipment"		"	"	"	\$33	528
Total Trail - Bituminous						1,914
Site Furnishings						
Bicycle Racks Annual Preparation	2	1/5 hr	2 X 5 = 10	1 X 10 = 10	\$33	330
Routine	2	1.25	2 X 1.25 = 2.5	10 X 2.5 = 25	\$33	825
Park Benches Annual Preparation	4	1 / 4 hr	4 X 4 = 16	1 X 16 = 16	\$33	528
Routine	4	1/. 25 hr	4 X .25 = 1	30 X 1 = 30	\$33	528
Flag Pole Annual Preparation	1	1 / 2 hr	1 X 2 = 2	1 X 2 = 2	\$33	66
Routine	1	1/.25	1 X .25 = .25	12 x .25 = 3	\$33	99
Bollards - routine	4	1/..25	4 x .25 = 1	12 X 1 = 12	\$12	396
Total Site Furnishings						2,772
Paved Surfaces						
Inspection, Sweeping, Cleaning - labor	11,200 sy	1,000/.1 hr.	11.2K sy X .1 = 1.12 hrs	6 X 2 = 12 hrs.	\$33	396
Equipment	25,000 sy	1,000/.1 hr.	25K sy X .1 = 2.5 hrs	6 X 2 = 12 hrs.	\$33	396
Total paved surfaces						792
Undeveloped Areas of West End Regional Park						
Labor and Equipment	230 Acres	230/annual	Variable	Annual Care	\$100/acre/ year	23,000
Subtotal						23,000
Sub-Total Labor – Developed Area					405 hours	13,365
Sub-Total Equipment					405 hours	13,365
Sub-Total Contracts					Lump sum	7,200
Sub-Total Labor & Equipment – Undeveloped Area				10 hours per week overall – concentrated time for emergencies or major tasks	About 500 hours plus equipment	23,000
Total						56,930

## Cyclic Maintenance

In addition to daily, monthly, seasonal, and annual repairs, the park requires cyclic maintenance as shown in the following table. Cyclic maintenance deals with the normal replacement of a capital item such as a roof. Cyclic repairs are a function of weather, use, and other circumstances such as natural events. The cyclic repairs are shown in the following table. Because the time frame is years away, projecting actual costs is not possible.

The American Public Works Association recommends budgeting two to four percent of the development costs annually to establish as a capital reserve account for cyclic repairs. Advances in technology will also impact the future costs based upon changes in design and materials. Table 3 presents facilities for all phases of West End Regional Park that typically need cyclic repairs.

Table 3 West End Regional Park Cyclic Repairs	
Item	Time frame
Pavilions	20 years
Re-paving	15 years
Playgrounds	10 years
Furniture	15 Years

## Projected Park Maintenance Budget

As shown in Table 4, personnel are the largest on-going expenditure in park maintenance. In addition to personnel wages and benefits, the budget should include line items for materials and supplies, utilities, vehicles, employee training, uniforms, outside contracts, and contingency or emergency repairs.

Table 4 West End Regional Park Projected Operating Budget	
Personnel – wages and benefits – Developed Areas	\$13,365
Equipment	13,365
Insurance part of township coverage	0
Labor & Equipment – Undeveloped Areas	23,000
Patrolling – State Police, Potential Park Watch or Site Watch	0
Park Material and Supplies	20,000
Landscaping Contract	7,200
Porta-Potty Rental	League responsibility
Park Lighting – depends on final configuration; to be offset by user fees	TBD – fee offset
Employee Training	2,000
Sub-Total	2,000
Contingency	10,000
<b>TOTAL</b>	<b>\$90,930</b>
CIP Reserve Budget – 2% of development costs annually in fund dedicated to cyclic repairs and park improvements. Phase 1.	\$36,000
Building Maintenance – should be determined based upon a feasibility study for the Recreation Building in the proposed phases. Operating costs should be based on the actual building program and determined in conjunction with the feasibility study. Long term, the majority of the costs of a community recreation building are in operations.	TBD

This represents a per acre cost of about \$366 per acre overall. This per acre cost includes developed and undeveloped areas. It is about one fifth of the minimal per acre cost of similar parks elsewhere in Pennsylvania. Generation of fees as shown below would help to offset the maintenance costs.

## Potential Revenue Sources

Table 5 presents potential revenues sources for West End Regional Park. The fees are presented conservatively and will vary by the nature of the programs, and the policies and fees that West End Parks and Open Space Commission set forth. The fees depend upon having a Circuit Rider/professional recreation program planning staff in place. They also depend on high quality maintenance of ball fields for which field use fees would be dedicated.

Typical revenue generators in parks overall include ball field use fees, tournaments, special events, ice rinks, swimming pools, camping, and recreation programs. Based upon the type of park and facilities that comprise West End Regional Park, revenue projections will not cover operating coats and will require municipal support. The Friends of the Park program would also require a dedicated volunteer to cultivate and sustain the organization. This group could also be a spin off organization of the West End Parks and Open Space Commission and headed up by a dedicated volunteer.

<p>Table 5 West End Regional Park Potential Revenue Sources Phase I</p>	
Item	Projection
Field Use Fees	TBD
Friends of West End Regional Park 100 memberships @\$25	2,500
Sponsorships – 10 Sponsorships ranging from \$200 to \$1,000	5,000
Potential program fees from programs and two special events. Sports & Summer Camps. Could go higher with more events. Requires professional program staff.	8,000
<b>TOTAL Projections</b>	<b>\$15,500</b>

## Security for West End Regional Park

The protection of visitors and public property is an important goal of every park system. Liability is a major concern of governmental and private organizations. The best way to reduce exposure to liability is to have a planned maintenance management system in place. By performing tasks on a scheduled routine basis and providing a documented record of regular task performance as well as resolution of emergency repairs will demonstrate the municipal commitment to safety. The Solicitor should review and approve all forms used to document reports, accident reports, forms to be signed by the public, and all park signage.

Since there is no police force in the West End, the municipalities rely on the State Police. Chestnuthill Township should coordinate with the State Police regarding West End Regional Park. Other potential means for providing on-site presence include the following:

- Generating significant park visitation helps to deter negative or anti-social behavior in the park.
- Formation of a Park Watch in a similar fashion as Town Watches.
- Formation of a Site Watch Program. This is an award-winning program sponsored by Upper Dublin in Montgomery County. The Parks & Recreation Department operates this program with a budget of about \$30,000, which is 100 percent generated from permits and fees charged from users of the Township's park athletic facilities. Under Site Watch, uniformed park personnel provide an on-site positive presence in the parks and on school sites during peak use hours. The program has reduced improper and illegal use of parks as well as increased the quality of experience for park visitors overall.

## Recommendations for West End Regional Park Management and Maintenance

1. Reconstitute the Study Committee as the West End Regional Park Advisory Board. This could be a sub-committee of the regional parks and recreation system.
2. Designate the Chestnuthill Township Manager as the main contact for delegating work to the Road Department regarding park maintenance as the park is initiated. This role should evolve and decrease over time. As the Township Manager's role decreases, the Park Advisory Committee's role will increase in park management and operations. It is important to have a continuous dialog as roles and responsibilities are set into place and evolve over time.
3. Assign the role of park coordination and communication to the Circuit Rider to coordinate with the Township Manager regarding the management and operation of the park. It is essential that a line of communication be formalized in terms of park maintenance, the assignment of tasks, work scheduling, reporting, and evaluation.
4. Continue to contract out tasks such as landscaping maintenance, especially tree work.
5. Explore the alternatives suggested in this plan regarding sources and payment for labor.
6. Continue to use students for projects to maintain or improve the park.
7. For every park phase or major improvement, use the MIS (Maintenance Impact Statement) shown in Figure 2 to plan the labor, equipment, and materials requirements as well as potential sources of labor, money, and in-kind services. This was done for Phase I as shown in this Operations and Maintenance Chapter.

Determine the contributions of each township, the School District and potential partners for identified tasks, work force, outside contracting, and financial contributions.
8. Establish a professional image for West End Parks and Open Space Commission by providing quality uniforms for park maintenance and programming personnel. Conveying the high quality mandated by the level of investment in land and facilities is essential. Whatever means West End Parks and Open Space Commission can muster to promote that image in a highly visible fashion will help to build support and stewardship for the growing parks and recreation system.
9. Create an employee development program that identifies training needs along with the budget support and time necessary for employees to partake in the training. Training should be a mandatory aspect of the workers' duties and responsibilities.

Training should be viewed as a longer-term three to five year program.

10. Develop policies and operating procedures for the park. The Appendix of this plan contains a Tool Box, which includes sample policies for eight major areas of park and recreation management. These can be used as the foundation for West End Parks and Open Space Commission to develop policies tailored to their own needs and conditions. Policy development requires time, discussion and “buy-in” from all parties. It is well worth the effort in terms of building harmonious use of facilities and preventing undesirable conditions. As the revenue policy in the Appendix shows, the development process for this policy took about eight months with the policy development committee meeting ten times over six months prior to adoption.

These policies should include but not be limited to:

- Field use.
- Fees & Charges.
- Revenues.
- Gifts, donations, and contributions.
- Trash: Carry It In – Carry It Out as discussed on page 7-14.
- Naming of the facilities.
- Advertising.
- Use of revenue generating facilities such as snack bars.
- Tournaments.
- Rules & Regulations.
- Municipal and partner roles, responsibilities, and support.
- Communication within the municipal operating entities, partners and the public.

11. Where to go for help: PRPS (Pennsylvania Recreation & Park Society) offers training, workshops, and conferences, which present state-of-the art information about parks and recreation. PRPS has a WEB site, [www.prps.org](http://www.prps.org), with information.

PRPS also sponsors a RecTAP program in conjunction with PADCNr. RecTAP, the Recreation and Parks Technical Assistance Program, is designed to help organizations get expert advice with recreation and park problems. RecTAP matches recreation and park professionals with Pennsylvania municipalities to provide advice and assistance on specific issues that can be addressed within a limited amount of time.

RecTAP is a state-wide technical assistance service focused on helping municipal recreation and park agencies that do not have the in-house expertise or time to resolve specific questions or problems. RecTAP’s team of professionals has extensive knowledge and experience in recreation and parks at all levels of



government. RecTAP offers a \$1,500 grant with no match required for a community to address a specific problem or issue. Site Watch may be a good topic in West End Parks and Open Space Commission. Assistance is available in such areas:

- Recruiting, screening, and interviewing staff.
- Getting started – how to begin providing recreation and parks services.
- Mission and vision statements.
- Strategic planning.
- Board training.
- Budget and fiscal management.
- Advantages of intergovernmental cooperation.
- Partnership development.
- Cultural and diversity issues.
- Greenways and trails.
- ADA compliance.
- Swimming pools.
- Building public awareness.
- Community centers.
- Skate park facilities.
- Program guide formats.
- Organizational image.
- Computer applications.
- Volunteer management.
- Marketing and public relations.
- Recreation programming.
- Citizen surveys.
- Park planning and development.
- Customer service audits.
- Revenue sources.
- Contracts and specifications
- Park and facility maintenance
- Playground safety.
- Benefits of parks and recreation.... and many other topics.

**Figure 2**  
**MIS**  
**Management Impact Statement**

**Purpose**

1. To assess the impact of a proposed project (either facility or major program/event) in terms of capital and operating costs including cost, human resources required and effect on other parks and recreation facilities and services.
2. To use this information to make an informed decision about moving ahead with the proposed project.

**Method**

*Determine:*

1. Capital cost of the proposed project.
2. Operating costs for the proposed project. Include:
  - Number of staff hours required
  - Cost of the staff hours
  - Cost of materials and supplies
  - Miscellaneous costs
3. Impact on other facilities and programs should the proposed project/service be implemented.
  - Will the project/program/event require funds needed for other facilities/programs?
  - Will the project/program/event require staff time needed for other services/programs?
  - How will the project impact the quality of service that WEPOSC has set as a goal?
4. Revenue Sources
  - Grants
  - Donations
  - Township(s) funds – additional appropriation
  - Township(s) funds – within current budget
  - School District funds
  - County funds
  - Non-tax funds to be generated from the project/program

**Decision-Making**

Based upon the above information, does WEPOSC have the resources to move ahead with this project?

Appendix A

# ***Demographics***

Demographic Profile					
	Chestnuthill Township	Eldred Township	Polk Township	Ross Township	Monroe County
Population Statistics					
2000 Population	14,418	2,665	6,533	5,435	138,687
- Under 5	955	143	393	322	8,280
- 5-19	3,686	584	1,547	1,362	33,004
- 20-44	4,881	864	2,185	1,868	47,741
- 45-64	3,271	685	1,492	1,358	32,626
- 65+	1,625	389	916	525	17,036
1990 Population	8,798	2,202	4,517	3,696	95,709
Population Growth 1990-2000 *	63.9%	21.0%	44.6%	47.0%	34.3%
Gender	Male – 49.9% Female – 50.1%	Male – 49.9% Female – 50.1%	Male – 49.2% Female – 50.8%	Male – 50.7% Female – 49.3%	Male – 49.4% Female – 50.6%
Race/Ethnicity **	92.3% White 4.9% Hispanic 4.1% African American	97.7% White 1.8% Hispanic 0.5% African American	96.4% White 1.8% Hispanic 1.8% African American	96.6% White 2.3% Hispanic 1.1% African American	88.2% White 6.0% Hispanic 5.8% African American
Median Age	36.8	39.2	38.0	37.9	37.2
Household and Housing Statistics					
Family Households	3,906 or 79.6%	719 or 76.4%	1,809 or 78.6%	1,518 or 81.0%	36,459 or 73.7%
Persons Per Household Average	2.91 persons	2.72 persons	2.81 persons	2.87 persons	2.73 persons
Owner Occupied	86.3%	84.9%	85.9%	89.2%	78.3%
Housing Units	4,906	941	2,301	1,875	49,454
Median House Value	\$133,400	\$115,200	\$117,400	\$133,700	\$125,200
Socio-Economic Characteristics					
Median Household Income	\$55,058	\$46,875	\$46,250	\$52,639	\$46,257
Per Capita Income	\$20,017	\$18,079	\$20,090	\$20,002	\$20,011
Employment (top 3 categories by %)	-Management, professional 31.6% -Service 14.5% -Sales, office 23.0% -Construction, extraction, maintenance 11.7% -Production, transportation, material moving 19.2%	-Management, professional 21.5% -Service 11.8% -Sales, office 22.8% -Construction, extraction, maintenance 15.8% -Production, transportation, material moving 27.8%	-Management, professional 24.2% -Service 13.7% -Sales, office 28.8% -Construction, extraction, maintenance 16.2% -Production, transportation, material moving 16.8%	-Management, professional 28.6% -Service 15.3% -Sales, office 25.4% -Construction, extraction, maintenance 11.1% -Production, transportation, material moving 19.4%	-Management, professional 29.5% -Service 16.5% -Sales, office 27.4% -Construction, extraction, maintenance 11.2% -Production, transportation, material moving 16.1%

\* US Census 1990, 2000

Appendix B

***Tool Box***

The Appendix serves as a toolbox for WEPOSC to develop policies. The policies are a collection of examples of those developed in Pennsylvania as well as across the country. Policies serve to guide decision-making and provide a common reference for elected and appointed officials, citizens, community organizations and the private sector. These policies represent commonly used policies of parks and recreation systems and are by no means exhaustive. Networking in Pennsylvania with other departments, Internet searches, and the National Recreation and Park Association's on-line network available to members can yield other examples on these and other topics.

The Tool Box includes the following:

Policy	Source
Revenue Policy	South Middleton Township, Cumberland County, PA
Field Usage and League Sanctioning Policy	Lower Makefield, Bucks County, PA
Park Rules & Regulations	Maple Grove, Minnesota
Advertising Policy	Batavia, Illinois
Fees and Charges Policy	Cary, North Carolina
Parks & Recreation Naming Policy	Seattle, WA
Donations Policy	Boulder, CO
Group Usage and Rental Policies	Upper Dublin, Montgomery County, PA

**SOUTH MIDDLETON  
RECREATION AND PARKS**

**REVENUE POLICY**

**ADOPTED**

**SOUTH MIDDLETON  
RECREATION AND PARKS  
4 FORGE ROAD  
BOILING SPRINGS, PA 17007**

*Michael Cochenmann, Director*

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## REVENUE POLICY COMMITTEE MEMBERS

### **Art Creelman -**

Art is a member of the Parks and Recreation Board and lives on Shirley Lane with his wife Sarah. Besides his service on the Parks and Recreation Board, Art has been very active in many other community groups and organizations. He presently works for the Bureau of State Parks, division of Forest Fire Protection.

### **Randy Diehl -**

Randy is a member of the Parks and Recreation Board. He resides on Shirley Lane with his wife Nancy and two sons, Matt and Brian. Randy has been very active in the South Middleton Soccer Association and the South Middleton Youth Baseball Association. He has served both organizations as a volunteer coach and association officer. Randy works for United Telephone in the Revenue Division.

### **Mike Eschenmann -**

Director of Parks and Recreation for South Middleton Township.

### **Carol Kilko -**

Carol is a new member of the Parks and Recreation Board representing South Middleton School District, as she is also a School Board Director. Carol lives on Fourth Street with her husband Tom and their two children Tommy and Jodi. Carol has been very involved with several school organizations and presently is working at Penn State Harrisburg as an Economic Development Planner.

### **Cheryl McMahon -**

Cheryl is a citizen representative to the committee who resides on Kauffman Street with her husband Tom and their four children, Jenny, Patrick, Heather and Kristine. Besides helping her husband with the family business, Terranetti's Bakery, Cheryl has been active in many school and community organizations. For the past three years she has coordinated the concession operation for the Youth Baseball Association. Over the years all of her children have been very involved in many of our Programs.

### **Laliene McManus -**

Laliene is a senior citizen representative to the committee who lives on Second Street in Boiling Springs with her husband Marlin. Laliene has been an active participant in our programs utilizing her golden pass card.

### **Ellie Swank -**

Ellie is a citizen representative to the committee who lives on Shughart Avenue with her husband Chet and their two children Ty and Tara. Ellie has been involved in Parks and Recreation Department Programs as both an instructor and a participant. Besides her involvement with the Recreation Department she has a very strong background in the human service field. Presently she is working for the Salvation Army as the Case Manager for the Emergency Shelter Program and the Transition to Permanency for Families Program Grant.

## REVENUE POLICY COMMITTEE MEETING DATES

February	3,	6:00 p.m.
February	19,	7:00 p.m.
March	26,	7:00 p.m.
April	14,	7:00 p.m.
April	28,	7:00 p.m.
May	13,	7:00 p.m.
May	27,	7:00 p.m.
June	4,	7:00 p.m.
June	29,	7:00 p.m.
July	13,	7:00 p.m.

**SOUTH MIDDLETON PARKS & RECREATION  
REVENUE POLICY**

**I. STATEMENT OF NEED:**

Recognizing government's responsibility to provide public open space and leisure opportunities, the Department of Parks and Recreation has been offering diversified recreational services to our citizens since 1975. Because of the increasing demands for existing and additional services, and due to limited tax revenue, it becomes more difficult to maintain present levels of service, much less provide new services. Consequently, it is necessary for the Department to develop a sound and consistent revenue policy which will serve as a tool for evaluating and establishing fees and charges.

**II. AUTHORITY AND RESPONSIBILITY:**

This Revenue Policy will be formally adopted by the South Middleton Township Board of Supervisors, the South Middleton Board of School Directors and the Parks and Recreation Board. The Parks and Recreation Board is charged with overseeing the implementation of the policy. The Director of Parks and Recreation shall establish the appropriate procedures to administer the policy's goals and guidelines. All fees will be developed and implemented by the Director with the concurrence of the Parks and Recreation Board.

**III. STATEMENT OF PHILOSOPHY:**

The basic philosophy of South Middleton's Parks and Recreation program is to offer year-round diversified recreational services, ensuring that all citizens have equal opportunity for participation. Since the demand upon the Department is greater than the available public funds to support that demand, it is necessary to charge fees and pursue other supplementary revenues and resources.

A system of fees and charges must supplement other resources available to the Parks and Recreation Department, not replace them or be used to diminish government's responsibility to provide public open space and leisure opportunities; therefore, fees and charges must be viewed as a method to continue or expand our ability to provide basic services on an equitable basis.

Fees and charges for services provided must be reasonable, practical and economical. The collection of fees and charges must also be practical and economical.

#### IV. GOALS AND GUIDELINES:

##### A. Basic Services:

1. South Middleton Township will continue to provide basic park and recreation services in order to protect and conserve natural and historical properties and to promote the physical and mental well-being of its citizens.
2. Public funds will be used to manage and maintain all park lands and whenever possible supplement money from the Recreation Area Ordinance Fund to acquire and improve any new or existing park land. No fees will be charged for the entrance into parks, comfort stations, greenways, trails, play areas, or any future non-revenue producing recreation facilities.
3. Fees will be charged on a cost recovery basis consistent with South Middleton's philosophy of ensuring all citizens equal opportunity to participate.

##### B. General Guidelines:

1. Charging program fees is an equitable method of recovering a portion or all costs of specialized or personal recreation services.

2. Rental fees will be charged for the privilege of exclusively using tangible public property without consuming or damaging it in any way.
3. User fees may be charged for the use of a facility or participation in specialized activities.
4. Costs for equipment and/or materials necessary for programs that are intended to become property of the user will be calculated into program fees or sold to the user at the Department's cost.
5. Permit fees may be charged when deemed applicable.
6. Vending and exhibitor fees will be required for certain special events.
7. Special service fees will be charged for supplying extraordinary articles, commodities, activities or services.
8. Commercial use of facilities such as company picnics, etc. will be charged at a commercial rate based on number of attendees.
9. Admission fees will be charged to attend special performances or events requiring high-cost talent, equipment and extra supervisory and maintenance personnel or where the profits are used to extend the activity.
10. Charging fees may also serve an independent function to control activities or facilities with limited available space, aid in discipline and promote respect for an activity.
11. Parking fees may be charged at South Middleton Recreational facilities to control overcrowding and subsequent damage to grounds or facilities, minimize vandalism, and provide additional patron safety.

C. Recovering Direct Costs:

Direct costs are those Parks and Recreation Department expenses relating to the operation of each program which would not be incurred if the program were not conducted.

1. Fees will recover the direct costs or a portion of those costs for services and facilities based upon the following categories (See Appendix A):

- a. Public Programs - Programs made available to the public, usually at no fee, providing community-wide benefits.
- b. Merit Programs - Programs which directly benefit those who participate and may provide some indirect benefit to the community. Fees will be charged to recover some or all of the direct costs.
- c. Participant Programs - Programs which benefit the participant exclusively. Fees will be charged to cover all direct costs.

D. Revenue-Producing Facilities:

Revenue-producing facilities may be developed in the future to provide South Middleton residents additional recreational opportunities.

1. Fees collected from revenue-producing facilities will be used to cover facility personnel, operation and maintenance costs and whenever possible provide surplus revenue.

E. Differential Fees: Special Situations and Groups

Consistent with our philosophy of ensuring all citizens equal opportunity to participate in Parks and Recreation activities, this policy recognizes that paying fees may result in inequities for certain individuals, groups, or situations. Therefore, this policy will be flexible and will be implemented according to the following guidelines:

1. This policy provides discounts for township residents based on either age or financial need.



- a. Due to the fixed income of many residents over the age of sixty, special rates will be incorporated into the fee schedule (See Appendix B) for senior residents of South Middleton township only.
  - b. South Middleton residents who live on a limited or reduced income may be considered for reduced user fees, same as senior citizens.
  - c. Residents in categories a. and b. above must be able to substantiate to the Parks and Recreation Director proof of age or financial need, whichever is appropriate. All information provided will be confidential and used only for establishing eligibility for reduced fees. Residents meeting these requirements will be issued a use card indicating entitlement to reduced user fees. The cards will be signed by the Director and will indicate the date of expiration.
2. Special discounts may be considered for multiple registrations from a single family for the same activity on a program-by-program basis.
  3. Special interest groups shall be granted no special considerations in the form of reduced rates or free services.
  4. Non-residents use South Middleton recreation services but make no tax contribution to help support these services. It is not equitable for these non-residents to enjoy our facilities and services while South Middleton residents are taxed for their maintenance and operation. Therefore, it is reasonable to incorporate into the fee schedule (See Appendix B) a service charge for non-resident participation in and use of recreational programs, facilities and services.

F. Waivers:

On rare occasions fees and charges may be reduced or waived completely when such action is determined by the Director to be in the best interest of the township or a specific program.

G. Refunds:

1. Requests for refunds will be made to the Director of Recreation and any special circumstances will be determined by the Director.
2. If the Parks and Recreation Department cancels a program, participants will receive a full refund. A service charge will be deducted from those who withdraw prior to the first session.
3. No refunds will be approved after the first scheduled session of any program.
4. In lieu of a refund, the Parks and Recreation Department will encourage participants to accept a credit slip good for twelve months from the date of issuance. The credit slip may be applied to the cost of any activity offered by the department. No service charge will be deducted when a credit slip is accepted by the participant.

V. GRANTS, GIFTS AND BEQUESTS:

A. Township

The Parks and Recreation Department may accept grants, gifts, service in kind, bequests or donations to the township for the purpose of park land acquisition, planning, development, maintenance, operations, and administration of parks and recreation facilities and programs.



1. The Board of Supervisors authorizes the Director of Parks and Recreation to accept non-governmental grants; service in kind; and gifts, donations or bequests of cash or personal property valued at \$1,500 or less. The solicitation, acceptance and use of these revenues and/or gifts must be consistent with state laws, local ordinances, township procedures and be in the best interest of present and future township residents.
2. Gifts, grants, service in kind, donations or bequests valued at more than \$1,500 must have Parks and Recreation Board endorsement and Board of Supervisors approval.
3. Any gifts or bequests of real estate and all government grants should be endorsed by the Board of Parks and Recreation and approved by the Board of Supervisors.
4. All gifts, bequests, and donations of personal property or real estate and all grants will be held, used or disposed of in accordance with the terms and conditions under which the gift, bequest, donation, or grant is made and accepted in accordance with state law. The Director of Parks and Recreation or the Board of Supervisors may reject any gift, bequest, or service in kind for just cause.

B. School District

The Parks and Recreation Department's acceptance of any grants, gifts, service in kind, bequests or donations which directly affect school district property or programs should be endorsed by the District Administration and be approved by the Board of School Directors.

C. Community Groups

Upon recommendation of the Director, with approval from the Board of Supervisors, fund-raising events, solicitations, sales or benefits may be conducted for a specific department program or facility by organized and recognized community groups. Such fund-raising events may be conducted independently or as part of a Department-sponsored event like Super Saturday. Recognized groups include, but are not limited to, civic associations, homeowners associations, scout organizations, P.T.O.'s, etc.

- a. Funds collected in this manner remain the property of the organizations overseeing the collection until they officially deposit funds with the Township through normal operating procedures of the Parks and Recreation Department. This transfer should occur within 60 days of a scheduled event.
- b. The Department and its employees are not responsible in any manner for these funds. However, organizations receiving or handling funds during Department-sponsored programs must follow the prescribed rules of the Township for providing accountability of all funds to the general public. Organizations will keep all funds in a checking account in the name of the organization. Copies of all records, bank statements, cancelled checks, receipts, invoices and authorizations relevant to the purpose of said fund-raising project, will be available for Department review upon request.

## VI. CONTRACTUAL RECEIPT GUIDELINES:

### A. Concessions

1. The Parks and Recreation Department is authorized upon approval by the Board of Supervisors to permit concessionaires to sell products and/or provide services for patrons at Department parks and special facilities. Products and services rendered would include such items as food, drinks, coin lockers, rental equipment, etc. Contracts may be awarded for one to three years.
2. For the privilege of selling products or services on public park land, the Department may, if in the best interest of the township, receive a percentage of the gross revenues generated from the concession operation. Percentages will be established on a contract-by-contract basis.
3. The process of awarding contracts will follow the township's standard bidding procedures.

### B. Leases:

Upon approval of the Board of Supervisors and the Board of Parks and Recreation the Department may enter into lease agreements for undeveloped park land. Agreements would only be entered into in the best interest of the township for such purposes as agricultural uses, ball fields, etc.

1. The process of leasing land will be awarded according to the township standard procedures.
2. Terms of each lease agreement will be established on a lease-by-lease basis.

## VII. COMPULSORY RESOURCES: DEDICATION ORDINANCES

The Township has established requirements for the dedication of land or a fee in lieu of such dedication to be imposed upon sub-dividers and land developers as authorized by the Municipalities Planning Code. This ordinance ensures that present and future residents of the township will have available to them adequate parks, recreational areas and facilities. All land so dedicated or fees collected in lieu thereof shall be used only for the purpose of providing accessible park or recreational facilities. The amount of land dedication or payment in lieu of such dedication is established by ordinance and resolution, respectively.

### A. Fees in Lieu of Fund:

All monies received as a result of this ordinance will be deposited into a separate interest-bearing account. These funds can only be expended for the purpose of acquisition and development of Parks and Recreation facilities as established by the ordinance and the Municipalities Planning Code.

## VIII. ACCOUNTING FOR ALL REVENUES:

South Middleton Parks and Recreation Department will be collecting fees and charges, gifts of land or personal property and grant revenues as a result of this policy. The collection control, record keeping, expenditures and accountability of all revenues and property will follow state statutes, local ordinance and township procedures.

A. Parks and Recreation Dedicated Fund:

As the department becomes more dependent upon fund raising for special projects, it will be necessary for a Dedicated Fund to be established. Monies raised will be placed into this account and earmarked for specific projects. In some circumstances it may take more than one year to obtain sufficient funds to accomplish certain projects. With this in mind, monies in the dedicated fund will be carried over annually until the project can be funded and completed.

IX. ANNUAL REVIEW:

The Parks and Recreation Board shall review annually this revenue policy and all fee schedules to ensure equitable services to the public. In setting fees and charges, the Department will avoid creating annoyances to the public. The fees must be easily collected and the cost of collection should be reasonable.

SOUTH MIDDLETON RECREATION & PARKS  
PROGRAM INVENTORY & NUMBER OF PARTICIPANTS  
PARTICIPANT PROGRAMS

PROGRAM NAME	CLASS- IFICATION	CATE- GORY	# PARTICIPANTS	# GOLD PASS	# NON/ RES.
GYMNASTICS CAMP - GRADES	I	PA	28	0	6
YOUTH SOCCER CAMP	I	PA	36	0	2
TENNIS CAMP JUNE 17 - 20	I	PA	8	0	2
INSTRUCTIONAL FOOTBALL CA	I	PA	34	0	3
CHEERLEADING CAMP	I	PA	19	0	8
BOYS BASKETBALL CAMP SUMM	I	PA	89	0	23
SPANISH CAMP LEVEL I	I	PA	18	0	8
SPANISH CAMP LEVEL II	I	PA	9	0	2
ART & PTG CAMP SES. GRD 1	I	PA	24	0	5
ART & PTG CAMP GRD 4-9 SE	I	PA	25	0	5
SUPER CHEFS	I	PA	15	0	6
GIRLS BASKETBALL CAMP	I	PA	30	0	4
KIDS GOLF CAMP	I	PA	21	0	4
TENNIS CAMP AUG 5 - 9	I	PA	12	0	3
GOLF INSTRUCTION	I	PA	11	0	4
CRACKER BASKET	I	PA	6	1	0
STARS & STRIPES BASKET	I	PA	21	2	3
PEG BASKET	I	PA	7	1	1
ACRYLIC PAINTING	I	PA	5	2	1
LITTLE MUSIC MAKERS	I	PA	23	0	0
CHILDREN'S TENNIS LESSONS	I	PA	14	0	2
ADULT TENNIS LESSONS	I	PA	8	0	1
ADULT TENNIS CAMP - JUNE	I	PA	8	0	0
ADULT TENNIS CAMP - AUGUS	I	PA	9	0	3
PRE-SCHOOL CHALLENGE PLAY	I/R	PA	31	0	6
ROLLER SKATING	RC	PA	100	0	0
AEROBICS	RC	PA	24	0	8
MEN'S OPEN GYM	RC	PA	18	0	0
SUMMER TICKET SALES	SE	PA	474	0	0
W/S DECORATE CAKE	I	PA	6	0	2
W/S MUSIC W/PEOPLE 1	I	PA	4	0	1
W/S SPG FIELD HOCKEY	I	PA	89	0	0
W/S THIRD GRADE B-BALL	I	PA	34	0	2
W/S CHEERLEADING	I	PA	53	0	1
PRE-SCHOOL HOLIDAY CRAFT	I	PA	11	0	2
CHILDREN'S HOLIDAY WORKSH	I	PA	6	0	0
FALL - CHEERLEADING	I	PA	48	0	2
GIRL'S VOLLEYBALL - FALL	I	PA	34	0	0
W/S T-TWO'S 9:30 SES 1	I/R	PA	17	0	3
W/S PRE-SCHOOL M&W 9:00 1	I/R	PA	43	0	19
W/S PRE-SCHOOL M&W 11AM 2	I/R	PA	60	0	24
W/S T-TWO'S 9:30 2	I/R	PA	24	0	6
FALL T-TWO'S 9:30 AM	I/R	PA	27	0	9
FALL PRE-SCHOOL M&W 9:00	I/R	PA	59	0	17
GIRLS BASKETBALL 1991/92	L	PA	37	0	2
BOY'S BASKETBALL 1991/92	L	PA	68	0	4
MOTHERS TIME TO SHOP	SE	PA	20	0	1
W/S DEC. PTG. 1	I	PA	9	3	1
W/S LOG CABIN PINEAPPLE	I	PA	4	0	1
W/S VICTORIAN STAR	I	PA	6	1	3
W/S AMISH BROKEN STAR	I	PA	4	1	1
W/S DEC PTG. 2	I	PA	9	3	3
W/S HEART BASKET	I	PA	9	1	2
W/S MELON BASKET	I	PA	6	1	0
W/S MINI MARKET BASKET	I	PA	7	2	0
W/S COUNTRY WALL BASKET	I	PA	4	0	1

KEY: CLASSIFICATION - RC-RECREATIONAL, RN-RENTAL, SE-SPECIAL EVENT, L-LEAGUE,  
T-TOURNAMENT, I-INSTRUCTIONAL, I/R-INSTRUCTIONAL/RECREATIONAL  
CATEGORY - PU-PUBLIC PROGRAM, PA-PARTICIPANT PROGRAM, M-MERIT PROGRAM



**SOUTH MIDDLETON PARKS AND RECREATION  
SCHEDULE OF FEES AND CHARGES**

**I. RENTAL FEES****A. Pavilion Rental**

Reservations will be accepted from residents on the first business day of January. All other reservation requests will be accepted on the first business day of February. Reservations will be accepted for that calendar year only. Rental fees must be paid prior to use of facilities.

	Per Table	Non-Commercial Complete Pavilion	Commercial 0-75 Attendees	Commercial 75 & Over Attendees
Pavilion #1	\$1.75	\$31.50	\$75.00	\$150.00
Pavilion #2	\$1.75	\$31.50	\$75.00	\$150.00
Pavilion #3	\$1.75	\$21.00	\$50.00	\$100.00

Pavilions may not be used for profit making activities by any non-commercial or commercial business, group, organization, etc.

**B. Park Softball Field Rental**

Providing there are no other conflicts with Department scheduled use, youth baseball games, or church league games, the softball field may be reserved Monday through Friday for 1 1/2 hours up to seven days in advance for a fee of \$3.00. The same team may reserve the field a maximum of twice per week. Weekend use of the field, after any department scheduled games, is on a first-come first-served basis.

**II. PARTICIPANT PROGRAMS****A. Adult Programs**

Fees will be established based upon all Parks and Recreation Department Direct Costs plus up to 15%, to be divided by a minimum number of participants.\*

**B. Children's Programs**

Fees will be established based upon all Parks and Recreation Department Direct Costs plus up to 10% to be divided by a minimum number of participants.\*

**III. MERIT PROGRAMS .**

Fees will be established based upon all Parks and Recreation Department Direct Costs, divided by a minimum number of participants.\* At the discretion of the Director, and when in the best interest of the township, Merit Programs may be conducted with a minimum of 80% of the Direct Costs covered.

\*The minimum number of participants would be determined by the Director based upon average participation records from previous or similar classes, programs, etc.

#### IV. PUBLIC PROGRAMS

In most circumstances public programs will be offered free of charge. However, donations may be accepted and/or nominal fees may also be charged.

#### V. DISCOUNTS/SPECIAL SITUATIONS

##### A. Senior Citizens

Residents over the age of sixty who provide proof of age may sign-up for programs and receive a 25% fee reduction.

##### B. Economically Disadvantaged

Residents who provide proof of living on a limited or reduced income (According to U.S. Department of Health and Human Services Poverty Guidelines) may sign-up for programs receiving a 25% fee reduction.

##### C. Multiple Family Member/Youth Program Discounts

On a program-by-program basis, a 20% discount will be considered for the second and subsequent registrations from a single family for the same youth activity.

#### VI. NON-RESIDENT FEES

Non-residents of South Middleton township may register for Department-sponsored programs and activities. Non-resident fees will be based upon the regular program fee plus 20%.



**REVENUE POLICY COMMITTEE  
REFERENCE MATERIALS**

- South Middleton Parks and Recreation 1991 Program Inventory & Number of Participants.
- West Shore Recreation and Leisure Services Profile, Establishing Program Costs, Statistical Review Finance Report 1991, Winter/Spring 1992 Brochure.
- Hampden Township Recreation Department Policy for Registration and Payment of Fees and Charges, Facility Reservation Policy, Facilities Rental Fees and Charges, Summer 1992 Brochure.
- Department of Community Affairs Bureau of Recreation and Conservation Materials:
  1. City of Kettering, Ohio - Community Parks and Recreation ... An overview of philosophy, fee structure and future and operating principals.
  2. New Castle County, Delaware - Department of Parks and Recreation - Statement of Policy Fees and Charges.
  3. Los Angeles County Department of Parks and Recreation - Department Manual of Fees, Charges and Other Revenue-Producing Activities.
  4. North Carolina State University Revenue Sources Management School - Fees and Charges Policy Model and Sample Fees and Charges Policy.
- National Recreation and Parks Association National Congress for Parks and Recreation, October 1991, Baltimore, MD, Director Mike Eschenmann attended an educational session entitled "Developing a Revenue Policy". Session was conducted by Ralph Cryder, Director Long Beach Parks and Recreation Department, Long Beach, California and Sondra Kirsch, Associate Professor and Director of Revenue Sources Management School, North Carolina State University, Raleigh, North Carolina.
- Revenue Policy Manual - Ten steps in Developing a Public Policy by Ralph Cryder and Sondra Kirsch.

## **Lower Makefield Township Policy Organizational Usage of Township Parks**

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The Lower Makefield Township Board of Supervisors on June 20, 1994 adopted a resolution developing a policy statement for Park and recreation within the township. This policy statement instituted and organizational usage fee as below:

- Leagues and organizations are charged a usage fee based on participation
- Usage fee is collected on a seasonal basis, one based on spring registration and one based on fall registration.
- Effective July 2004, the usage fee amount is \$12 per residents and \$24 per non-resident

Lower Makefield also has specific fees as below:

- Rental of lights: \$16 per hour as permitted to organization
- Special event field fee, \$150 per field (tournaments, camps)
- Special event reimbursement for personnel support:
  - Police - \$45/hour, minimum of four hours
  - Park crew -\$30 per hour
  - Township administrative assistance -\$20 per hour
- Special event security deposit: \$500 plus certificate of insurance
- Rental of picnic grove: \$10 per two hour block plus \$50 security deposit

Organizational usage fees generated approximately \$92,000 in 2006.

Volunteers are responsible for field set-up and lining of fields/setting goals for soccer and lacrosse. The township also purchases goals. Baseball backstops and football uprights are permanent park fixtures provided by the township. Lower Makefield Township park crew is responsible for township repairs and maintenance, including mowing, fertilizing and slit seeding.

### **League or Organization Sanctioning**

An organization applying to offer "league" use and/or the scheduling of township facilities must be sanctioned by the Department of Parks & Recreation. To facilitate the department's review of organizations offering services to the township's residents, the following criteria must be met by any organization applying for sanctioning by the Department of Parks & Recreation:

1. Show proof of non-profit status with the Internal Revenue Service or that an application for such status is pending;
2. Submit a list of the Board of Directors and officers of the organization;
3. Submit a Certificate of Insurance showing general liability coverage in the amount of one million dollars naming Lower Makefield Township as an additional insured;
4. Submit the by-laws of the entity and a mission statement of the organization;
5. Submit financial information itemizing any fees charged, the yearly operating budget of the organization and any associated costs with running the organization. Also organizations shall provide their current balance sheets, income statements and copies of IRS submissions;
6. Show proof that the financial officer of the organization is bonded;
7. Submit a recap of membership statistics; see below – B;
8. Submit copies of training courses offered to coaches;
9. Submit player rosters with names, ages, addresses, and municipality of the registrants for a given playing season. All rosters shall be submitted for each division within the organization. These

- rosters must be submitted to the department no later than two weeks after the league's registration;
10. For an organization offering a youth athletic program to have priority useage of township facilities and be considered *sanctioned* by the township, it must have a bona fide intramural program and it may also have a travel program. Intramural programs are considered to be instructional and moderately competitive in nature, increasing in competitive level increasing as the age of participants increases; they should stress fundamentals, good sportsmanship and team play. To be considered a bona fide intramural program, competition must involve a number of different teams in different and appropriate age groups. Unless inappropriate, registration should be offered irrespective of gender, or separate programs should be offered for boys and girls. A minimum of 80 percent of all intramural program participants shall be Lower Makefield Township residents. Residency content may be quantified on an organizational basis, not necessarily on a team-by-team basis;
  11. Travel programs are highly competitive in nature, involve intensive skill training and player commitment and should be geared to participants wishing to play at a very high level. Travel program should be separate from intramural programs. If travel players are allowed to play in intramural programs within the organization, a practice that is not encouraged, there must be a clear division between travel and intramural teams, involving different coaches and plainly different levels of instruction from the travel level to the intramural level and substantially different rosters. For example, it is not acceptable for a travel league to simply have the same or most of the same players in and "intramural league". There must be a separate and clearly distinguishable travel and intramural opportunity offerings. To be sanctioned, a travel program must consist of at least 50% Lower Makefield Township residents. Organizations, which offer travel participation only, or which offer "intramural" programs that are not bona fide, will not be sanctioned. Residency content may be quantified on an organizational basis not necessarily on a team-by-team basis;
  12. For all organizations offering an adult athletic program to have priority usage of township facilities and be considered sanctioned by the township, a minimum of 60% of all program participants shall be Lower Makefield Township residents, residency may be quantified on an adult or organizational basis, not necessarily on a team-by-team basis.

**Rules and Exceptions governing the sanctioning of an organization:**

- A. The Department of Parks and Recreation will not be able to sanction any organization without the above criteria having been met. All information is required to be submitted on a yearly basis for each organization. In the discretion of the Department of Parks & Recreation an exception may be made for school teams representing duly accredited schools attended by Lower Makefield residents.
- B. Newly formed organizations offering a youth athletic program shall meet all criteria above with the exception of #7. A new organization will be given a one-year period to implement an intramural program to comply with the criteria of paragraphs 10 and 11 above.
- C. Any organization meeting the sanctioning criteria will be given fair treatment in gaining access to and scheduling of playing facilities, but the Department of Parks and Recreation shall be guided by the Mission Statement in receiving conflicting demands for limited resources, and have the discretion to consider the existing organization of current good standing which have historically served the township and the on-going requirements of their program.

# City of Maple Grove Minnesota

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## Park Rules and Regulations

- Park hours are from 6:00 a.m. - 11:00 p.m.
- Liquor is not allowed in any parks without prior Board authorization.
- Smoking is prohibited on park and school district property.
- Boats cannot be docked, rolled or dragged.
- Swimming is allowed only in designated locations when lifeguards are on duty.
- Fires are allowed only at designated picnic grills and must be completely extinguished upon departure.
- Litter must be placed in designated containers and no yard waste can be dumped.
- Motor vehicles are prohibited from park property except on designated roads and parking lots.
- All vegetation including tress, shrubs, cattails and other natural growth cannot be cut or otherwise damaged.
- Personal property cannot be stored.
- No golfing or trapping is allowed.
- Lewd/nuisance activities which disturb the peace are prohibited.
- Pets are welcome on trails as long as you pick up after them and keep them "under restraint". Do keep pets out of active play areas.

## PARK RULES



- **Pets allowed only on trails.**
- **Pets must be leashed/under restraint.**
- **Must always have in possession a means to pick up feces.**
- **Must always pick up feces.**

12800 Arbor Lakes Pkwy N  
 P.O. Box 1180  
 Maple Grove, MN 55311  
 763.494.6000

Hours: Monday - Friday  
 8:00 a.m. to 4:30 p.m.

For questions about a specific regulation or additional regulation information contact the Parks Department or call 763-494-6504.

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## Advertising Policy

## Advertising Opportunities

### Fun Guide Advertising Terms

Fun Guide Brochure Advertising

Advertising Policy

Sponsorship Opportunities

### Conditions and Contract Regulations

1. Advertising opportunities are extended to any local, national or international business, non-profit agency and government agency that have or wish to have a presence in Batavia. Subject to the Batavia Park District's terms for accepting advertising, contracts will be accepted on a first-come, first-served basis.
2. Advertising opportunities will not be extended to any organization whose mission or goal is in conflict with the Batavia Park District's mission statement. The Batavia Park District values and promotes accessibility, excellence, optimal experience, unity through diversity, wholesomeness, and accountability.
3. The Batavia Park District reserves the right to refuse any advertising from organizations or companies that offer competing programs and/or facilities.
4. The Batavia Park District is a municipal corporation created by state authority and authorized by referendum for the purpose of acquiring, maintaining and operating parks and leisure activities and as such does not support any one political party or viewpoint. Therefore, the Batavia Park District will not accept political advertising of any kind.
5. The Batavia Park District reserves the right to revise, reject or omit any ad at any time without notice. Any camera-ready advertising submitted that does not conform to the publication's mechanical requirements will be enlarged, reduced or floated at the discretion of the marketing department. The Batavia Park District shall not be responsible for damages if an advertisement fails to be published for any reason.
6. The Batavia Park District reserves the right to determine and/or change the placement of ads without notice.
7. Advertisers and advertising agencies are liable for all content of advertisements (including copy, representation, and illustrations) and shall indemnify and save harmless the Batavia Park District, without limitation against, for any and all claims made thereof against losses sustained by the Batavia Park District, its commissioners or employees.
8. The advertiser and its agency, if there is one, each represent that they are fully authorized and licensed to use: 1. The names, portraits, and/or pictures of living persons; 2. Any copyrighted or trademarked materials; and 3. Any testimonials contained in any advertisement submitted by or on behalf of the advertiser and published in any of the Batavia Park District publications, and that such advertisement is neither libelous or defamatory, an invasion of privacy, or otherwise unlawful to a third party. The advertiser and its agency each agree to indemnify and save harmless the Batavia Park District against all losses, liability,

damage and/or expenses arising from the copying, printing, or publishing of any such advertisement.

9. No conditions printed or otherwise, appearing on contracts, orders, or copy instructions, which conflict with the Batavia Park District policies, will be binding on the Batavia Park District.
10. The Batavia Park District shall not be responsible for any damages caused by acts of God, fires, strikes, accidents or other occurrences beyond the control of the publisher or the Batavia Park District.
11. Any drawings, artwork, and copy submitted for reproduction are accepted at the risk of the advertiser. Credit for errors shall be at the Batavia Park District's sole discretion and is limited to first insertion and shall not exceed the cost of space in which errors occur. No allowance is granted for errors that do not materially affect the value of an advertisement.
12. Failure to fulfill contract terms for multiple insertions will result in additional charges equal to the discount allowed.
13. The Batavia Park District will not return any items submitted for advertising, unless otherwise mentioned.

### **Rate Protection**

The Batavia Park District reserves the right to revise advertising rates. However, this will not affect existing signed and written advertising agreements. All advertising placed without a signed advertising agreement is subject to the rates that apply at the time of publication.

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**Policy Statement 25**  
**Parks, Recreation and Cultural Resources Fees and Charges Policy**

Prepared by: Mary G. Henderson, Director of Parks, Recreation and Cultural Resources  
Approved by Council: 6/23/2005  
Effective Date: 7/1/2005  
Supersedes: 10/23/1986

**Purpose**

To adopt an official policy to establish a set of fees for charges that are fair and equitable for the use of facilities and equipment and the participation in programs sponsored by the Cary Parks, Recreation and Cultural Resources Department.

The Department's mission is to serve, educate, and enhance the quality of life for the citizens of Cary. Our professional staff plans and provides a variety of enjoyable and cost effective recreation, sports, environmental, historical, and cultural arts programs and services. We acquire, develop, beautify, conserve, and maintain a system of parks, greenways, and recreation facilities which will assure quality leisure opportunities for all Cary residents.

**Coverage**

This policy, upon adoption by the Town Council, shall be applicable to all individuals for the use of facilities and equipment and the participation in programs conducted by the Parks, Recreation and Cultural Resources Department until such time as it is altered, modified, or rescinded by the Town Council.

**Policy**

The Cary Town Council hereby establishes the following Parks, Recreation and Cultural Resource fees and charges policy:

- I. **Statement of Need:** Due to the demand for services, operating and capital cost, and the amount of available tax revenues, meeting the level of Parks, Recreation and Cultural Resources Services requested by Cary citizens is a continuing challenge. Therefore, it is necessary for the Town to develop a sound and consistent policy of fees and charges for Parks, Recreation and Cultural Resources services that are both fair and equitable. This policy will enable the Town of Cary to continue to provide quality recreation programs and make necessary program expansions which would not otherwise be possible.
- II. **Statement of Philosophy:** A sound policy provides the guiding principles for managing fees and charges while maintaining flexibility to accommodate with new programs, changing demographics and circumstances. The following guiding principles provide the foundation for the Town's philosophy for Parks, Recreation and Cultural Resources Fees and Charges:
  - A. To efficiently manage operations in order to provide affordable and diversified services to ensure all Cary citizens equal opportunities.
  - B. To enhance the quality of life for each individual through recreation opportunities.
  - C. To provide and maintain facilities for use by the general public.
  - D. To provide trained and qualified personnel for supervision and instruction in programs and activities.
  - E. To welcome and actively seek public input in planning and evaluating programs, activities, and facilities.
  - F. To provide the opportunity for all Cary citizens to participate in a variety of programs and activities and to fully utilize the facilities of the department.

- G. To ensure that Cary citizens receive the benefit of lower fees and priority registration.
- H. To establish revenue recovery rates that consider market conditions and the cost of providing programs and services.
- I. To supplement fees and charges with tax dollars, grants, donations, sponsorships, scholarships, etc.

### III. Service Level Definitions

- A. **Basic Services:** Basic Services tend to preserve and promote physical and mental well-being of the community, provide patron safety, and offer an opportunity for Parks, Recreation and Cultural Resources services, facilities, greenways, and open space to be used by the general public. Typically basic services are available to all Cary citizens on an equal basis and there is little consumptive use of services. Basic services and facilities shall be offered to Town residents at minimal or no charge.
  - i. Basic Services provide general use of parks and outdoor areas such as basketball slabs, open play areas, ball fields, picnic areas, playgrounds, greenways, comfort stations, and satellite tennis courts.
  - ii. Basic services provide for indoor facilities and amenities to include but not limited to community centers, senior, nature, arts, and history facilities.
  - iii. Basic services include but are not limited to town-wide special events and celebrations, program and facility information, community assistance, program planning, public art access and administrative support.
  - iv. Cost of basic services and facilities shall be primarily borne by the general tax base.

#### Criteria for Establishing Fees and Charges for Basic Services

- i. Charging a fee aids in the provision of activities of a special interest nature that extends beyond the normal operation. Basic services will continue to support citizen's need with none or minimal charges and not on the propensity to generate revenue for services provided.
  - ii. When basic services are used, any fees charged for the use of the public recreation facility shall be viewed as a method to continue to provide basic services.
  - iii. Charging an entry or admission fee to a special event allows for revenues collected to be used in expanding or enhancing the special event.
  - iv. Charging fees may also serve as an independent function to ration limited activities and aid in discipline or control.
- B. **Supplemental Services:** Supplemental Services provide traditional parks and recreation activities that benefit the individual and the community as a whole. Supplemental services are available to Cary citizens on an equitable basis; however, participation is limited based on program and space availability. Supplemental services provide an extended level of benefit for users.
    - i. Supplemental Services require facilities, supplies, equipment, and/or considerable staff planning and supervision specific to the service. These types of services benefit both the participant and the community due to their educational, cultural, or physical value.
    - ii. Some examples of Supplemental Services include but are not limited to instructional programs, summer day camp, senior programs, teen programs, concerts, open gym, performances, and youth/adult athletics programs.
    - iii. The user shall share in the cost of providing supplemental services to offset tax dollar support.



### Criteria for Establishing Fees and Charges for Supplemental Services

- i. The determination to assign a fee for a supplemental service shall be based upon one or more of the following conditions.
    - a. The cost per user hour of the service is higher than basic service.
    - b. The service uses consumable materials.
    - c. The service requires added preparation or clean-up.
    - d. The service requires contracted services or instruction at an additional cost.
    - e. A fee supports the provision of activities of a special interest nature that extends beyond the normal basic service.
    - f. Fees shall be charged to recover supply costs directly related to the supplemental services.
  - ii. Use of the service tends to be limited to a relatively few individuals or special interest groups of a private nature. Whenever the benefit to the general citizen population is limited, a fee may be assessed
- C. **Special Services and Facilities:** Special Services and Facilities are beyond the scope of traditional leisure services. They primarily provide exclusive benefit to individuals based on public demand and population served.
- i. Special services include but are not limited to organized tournaments, trips, private group programs and retail operations.
  - ii. Special facilities include but are not limited to reserved areas, lighted ball fields, Tennis Center, picnic shelters, Skate Park, ropes course, soccer/ball field complexes, amphitheater, and specialized reserved equipment.
  - iii. Fees and charges are often established based on local market demand.
  - iv. Special services and facilities shall recover costs through policies that minimize public tax dollar support.

### Criteria for Establishing Fees and Charges for Special Services and Facilities

- i. The fee charged for use of public recreation facilities shall be comparable to the market rates and current fees being charged for like services in the local area.
- ii. Identify staffing requirements, costs of material, supplies, contracted services, other Town of Cary departmental support and facility operational expenses.
- iii. Identify any incremental revenues that the Special Service or Special Facility generates beyond normal daily operating revenues and expenses.
- iv. **License Agreement:** Special Services and Facilities which are organized, promoted and conducted by an individual, agency, or any other entity shall require a written Agreement outlining the specific services and the responsibilities of the Town and Licensee. The License Agreement will contain fees and charges estimated to recover all direct costs and a portion of the estimated indirect costs.
- v. **Town's Co-Sponsored Event:** Services that are organized, promoted and conducted in part by an outside agency, organization, or individual(s) and are the negotiated responsibilities of both parties as defined by a written Agreement. Any fees assessed to the outside group for facility use shall be

established to recover the Town's direct cost at minimum.

- vi. Economic Impact: Facilities and special services attracting events that generate visitor spending and/or media exposure, or both such as tournaments and championships is a benefit to both the Town and local economy.
- vii. SAS Soccer Park, Cary Tennis Center and Other Special Facilities- SAS Soccer Park and Cary Tennis Center recognized as Special Facilities, under this policy have developed fees and charges specific to these facilities. Facilities which are classified as special facilities will develop and formulate fees and charges policies relative to the special facility. Agreements entered into by the Town for operation of any special facility for management by a private sector entity will specifically address fees and charges within the management agreement.
- viii. Fees and charges shall support other resources available to the Parks, Recreation and Cultural Resources Department, not replace them or be used to reduce the Town's responsibility to provide public open space and leisure opportunities. They provide a means to continue, and expand as necessary, and the ability to offer, basic, special services and special facilities to Cary citizens. Any surplus revenue from one program may be utilized to offset costs for other programs or activities within the.

#### IV. Rental Fees and Usage

- A. Special Facilities (i.e. SAS Soccer Park, Cary Tennis Center, Koka Booth Amphitheatre) when not in use for department sponsored or Town co-sponsored activities, may be reserved by organizations and the general public in accordance with established policies and procedures, specific to each Special Facility.
- B. When not in use for department sponsored or Town co-sponsored activities, designated areas, facilities and equipment may be reserved by organizations and the general public in accordance with established policies and procedures.
  - i. Area and facility reservation rates will be computed by compiling the applicable personnel costs, hourly utility cost, and any other related cost for the facility being reserved. The fee charged for use of public recreation facilities shall be comparable to commercial or market rates.
  - ii. Equipment reservation rates will be based upon the fair market value reservation rates as established within the local area. As defined in the annual budget ordinance, equipment reservation rates are in addition to the facility rental rates.
- C. Charitable Organizations (Non-Town Sponsored Events)
  - i. Charitable, non-profit IRS 501C(3) recognized organizations, Cary based, community serving organizations who conduct an event on Town property for the purpose of raising funds must pay the established reservation fee calculated to cover the costs to the Town for use of said facility. Reduction in the reservation fee may be discounted as outlined in the adopted Town of Cary Annual Operating Budget.
  - ii. The charitable organization must provide evidence of comprehensive general liability insurance sufficient to protect the Town against risk. Such evidence must name the Town as an additional insured under the organizations policy.
- D. Charitable Organizations (Town Sponsored Events)
  - i. Charitable, non-profit (IRS 501C (3) recognized organizations, Cary based, community serving organizations who are participating in Town sponsored events with the Parks, Recreation and Cultural Resources Department, may be exempt from facility reservation policies when determined in the best interest of the Town.

- ii. Recognized charitable organizations participating in Town sponsored events may be exempt from liability insurance requirements.
- E. Commercial Activities: Profit making commercial entities will not be permitted in any public facility or upon park lands with the exception of SAS Soccer Park, Cary Tennis Center, Koka Booth Amphitheatre and other specialized facilities unless approved in writing by the Director, Parks, Recreation and Cultural Resources.
- F. School and Town-Owned Facilities
  - i. As agreed in Town of Cary and Wake County Public School Systems no charges are assessed by either party for use of outdoor areas, fields or courts. Availability of all facilities is based upon the primary owner having priority use and the secondary user requesting access during available periods. Request for use of outdoor areas and facilities must be in written form and approved prior to secondary user authorized access.
  - ii. Town of Cary and Wake County Public School Systems will require payment of established reservation fees for indoor facilities by secondary users unless defined otherwise in the joint use agreement(s).

**V. Special Consideration for Fees and Charges Variances**

- A. Established fees and charges may be waived or reduced by the Director of Parks, Recreation and Cultural Resources if in the Director's judgment it would be in the best interest of the individual(s) or specific program.
- B. Persons with disabilities: A system of reduced rates shall be available to residents who by virtue of a permanent disability are financially disabled or restricted in wage earning ability. These reduced user fees shall be established on a case by case basis by the Director of Park, Recreation and Cultural Resources or their designated representative.
- C. Senior citizens: Special rates shall be determined for the Department's facilities for residents 55 years and older. Rates shall be determined as defined in the Town Operational Policy for Cary Senior Center, Programs Registration and Fees subsection.
- D. Entities or individuals shall not be permitted to use park facilities for financial gain or profit except by waiver or approval in writing of the Director, Parks, Recreation and Cultural Resources. Park facilities are designed to serve the general public on a non-profit basis.
- E. Special interest groups or individuals shall be granted no special consideration in the form of reduced rates or free services with the exception of those groups who are affiliated with the Department.
- F. Participants may be granted volume discounts for multiple purchases of services or when temporary price adjustments may be beneficial to stimulate and encourage activity.
- G. Non-residents shall pay an additional non-resident fee for participating in most programs and the reservation of facilities. These fees shall be assessed to those non-resident individuals who use Cary Parks, Recreation and Cultural Resource services, but make no tax contribution to offset the cost of programs or facilities.
- H. Consistent with the Town's philosophy of ensuring all citizens equal opportunity to participate in recreation, this policy recognizes that paying fees may result in inequities for certain individuals, groups, or situations. Therefore, the Department's policy will be flexible and will be implemented according to the following guidelines:
  - i. Financial relief will be available for Town residents who are restricted in wage earning power. Residents must be able to substantiate to the Park, Recreation and Cultural Resources Director or designee, proof of financial need.

- ii. All information provided will be confidential and used only for the purpose of establishing eligibility for any fee reductions.
- iii. PRCR Scholarship Programs: The Town provides citizens the opportunity to apply for scholarships and/or reduction of fees for Parks, Recreation and Cultural Resources' programs. In order for a citizen to be considered for a scholarship and /or reduction of fees, a Fee Waiver request form must be completed for review. There are three options for consideration in the PRCR Scholarship Program.
  - a. PRCR Scholarships may be awarded for full costs and all fees waived.
  - b. PRCR Scholarships may be awarded with a reduction of fees with the citizen paying a portion and the remaining balance paid from the Scholarship fund.
  - c. A payment plan agreed upon between the citizen and the PRCR Department may be implemented.

#### VI. Customer Satisfaction

- A. Cary Parks, Recreation and Cultural Resources Department continually strives to provide quality programs. We offer a satisfaction guarantee policy for programs in which customers participate.
- B. In the event that the customer is not satisfied, the Town shall offer three options for the customer.
  - (i) Repeat the program at no charge, or;
  - (ii) Receive a credit that can be applied to any other program, or;
  - (iii) Receive a refund (processing takes approximately 2 weeks)
- C. This satisfaction guarantee is based on our goal of providing quality programs. To obtain a Satisfaction Guarantee request form, contact any Parks, Recreation and Cultural Resources facility. You will be asked to share the reason for your request. Requests must be made in writing no later than 10 days after the completion of the program. We encourage you to contact us with your suggestions and comments:

Cary Parks, Recreation and Cultural Resources Department  
P.O. Box 8005  
Cary, NC 27512-8005  
(919) 469-4061
- D. Adult sport leagues, trips, consumable program supplies, retail sales, daily admissions, facility memberships, facility rentals, special events or tickets to entertainment or sporting events are exempt from the Satisfaction Guarantee. The Town of Cary reserves the right to limit use of this Guarantee by an individual or group on a case-by-case basis after thorough review of circumstances and/or history.

#### VII. Retail Sales of Merchandise

- A. The Cary Parks, Recreation and Cultural Resources Department provides items for sale to the general public for a variety of reasons. Three types of resale operations have been identified currently within the department:
  - i. Retail Sales Operations
  - ii. Concessions Operation
  - iii. Sale of retail items at cost as a Programs Service
- B. Retail Sales Operation are purchased wholesale and priced accordingly to comparable market prices within the local area. For the purpose of retail sales operations, sales are available as a customer convenience and not for the sole purpose of being competitive with local merchants and retailers.
- C. Concessions Operations are purchased at wholesale and sold at retail prices established as comparable market

prices within the local area. In arrangements through Concession Agreement with vendors, prices are set by vendors and approved by the Town.

- D. For various programs offered by the Department, program supplies are purchased at retail and sold to the program participant at the same retail price. When items are typically purchased in bulk by the Town at retail price such as clay for use in classes, product price may be increased to recover studio usage such as wheels, firing, and glazes.

#### VIII. **Alternative Sources of Revenue**

##### A. Grants

- i. Employees of the Department or Town are encouraged to investigate the possibilities of securing a grant or sources of outside funding for departmental facilities and programs.
- ii. The Director of Parks, Recreation and Cultural Resources or their designated representative(s) shall act as the initial contact for all grants and funding sources relative to Parks, Recreation and Cultural Resources.
- iii. All grant applications, donations or alternative funding sources must be approved by the Director of Parks, Recreation and Cultural Resource, Town Manager, Town Finance Department and Cary Town Council as required.

##### B. Unrealized Revenue for Parks, Recreation and Cultural Resources

- i. With proper authorization, solicitations, sponsorships, sales, benefits, donations or gifts, may be received in, during, or as a part of Town sponsored programs.
- ii. Receipt of any non-programmed or unrealized revenue must be previously approved by the Director.
- iii. Funds collected in any manner during a Town sponsored program or event shall be handled in accordance with established Town or Department policies and procedures. A clear and definite audit trail for handling all funds must be maintained according to policy and procedure.

IX: **Computation of Fees and Charges:** For parks, recreation and cultural activities offered by the Town on a fee basis, fees computed on a percentage basis shall be rounded downward to the nearest dollar when the result ends in .01-.49 and upward to the nearest dollar when the result ends in .50-.99.

X. **Evaluation of Policy and Fees:** In January of each year, or at intervals deemed appropriate by the Director, administrative fees and charges for the various programs and related fee schedules shall be reviewed. All recommendations for policy changes or fee adjustments shall be approved by the Town Council prior to implementation.

###



# Department Policy & Procedure



Subject:  <b>Parks and Recreation Naming Committee</b>		Number 060-P 1.4.1
		Effective January 21, 2003
		Supersedes October 1, 1985
Approved:	Department: Parks & Recreation	Page 1 of 3

## 1.0 PREAMBLE:

Seattle Parks and Recreation has had a naming policy since 1969 to guide the naming of parks and recreation properties and facilities. This update re-emphasizes the criteria to be used in considering parks and recreation facility names and the permanence of a name once it is conferred.

## 2.0 ORGANIZATIONS AFFECTED:

- 2.1 Seattle Parks and Recreation
- 2.2 Seattle Board of Park Commissioners
- 2.3 Seattle City Council committee that considers parks and recreation issues

## 3.0 REFERENCES:

- 3.1 Seattle Municipal Code 18.08.010 and 18.08.020, Park Naming Procedures.
- 3.2 Seattle Parks and Recreation Naming Committee Policy adopted December 4, 1969, and amended February 4, 1971, May 16, 1974, October 30, 1974, June 6, 1985, and January 21, 2003.
- 3.3 Seattle Parks and Recreation Corporate Sponsorship Policy, #060-P 2.13.1 and P 1.4.2
- 3.4 Seattle Parks and Recreation Gift Acceptance and Donor Recognition Policy, #060-P 1.4.1

## 4.0 POLICY:

- 4.1 It is the policy of Seattle Parks and Recreation to name *newly acquired or developed* or as-yet unnamed parks and recreation facilities, after following the procedures outlined here.

## 5.0 DEFINITIONS:

- 5.1 Seattle Parks and Recreation Naming Committee – created by Ordinance 99911, consists of the Superintendent of Parks and Recreation, the Chair of the Board of Park Commissioners, and the Chair of the city Council committee that considers parks and recreation issues, or their designated representatives.

- 5.2 Board of Park Commissioners – a citizen board created by the city Charter to advise the Superintendent of Parks and Recreation, the Mayor, City Council and other city departments with respect to park and recreation matters.
- 5.3 Parks and Recreation Facilities – all properties and facilities in the park and recreation system of the City under ownership, management and/or control of Seattle Parks and Recreation.

6.0 RESPONSIBILITY:

- 6.1 The Superintendent of Parks and Recreation, with the advice of the board of Park Commissioners, is authorized to designate the names of parks and recreation facilities from names submitted for consideration the Seattle Parks and Recreation Naming Committee, of which he is a member.
- 6.2 The Seattle Parks and Recreation Naming Committee is authorized to establish a criteria and procedures to be followed in selecting names to be submitted to the Superintendent.

7.0 PROCEDURES:

- 7.1 The Seattle Parks and Recreation Naming Committee will meet as necessary and may elect its own Chair. The Superintendent of Parks and Recreation will provide staff support.
- 7.2 The Naming Committee will use the media and appropriate signage to solicit suggestions for names from organizations and individuals. The Committee will acknowledge and record for consideration all suggestions, solicited or not.
- 7.3 After considering the names and applying the criteria set forth in 7.5 below, the Committee will recommend names to the Superintendent, and provide the historical or other supportive information as appropriate to justify the recommendations.
- 7.4 The Superintendent, with the advice of the Board of Park Commissioners, has final authority to designate names for parks and recreation facilities. Upon designating a name for a park or recreation facility, the Superintendent will, within ten days, notify the Mayor and the Chair of the city Council committee dealing with parks and recreation matters, and will file the name designation with the office of the City Clerk, at which time the name will become official.

7.5 CRITERIA:

- 7.5.1. To avoid duplication, confusing similarity, or inappropriateness, the Committee, in considering name suggestions, will review existing park and facility names in the park system.
- 7.5.2. In naming a park or facility, the Committee will consider geographical location, historical or cultural significance, distinctive natural or geological features, and the wishes of the community in which it is located.

- 7.5.3. In naming community centers and other facilities, the committee will give considerable weight to the names that reflect the geographic location that gives identity to the community.
- 7.5.4. Parks and recreation facilities may be named for a person subject to the following conditions: the person must have been deceased for a minimum of *three* years, and the person must have made a significant positive contribution to parks, recreation, or culture in the community where the facility is located. The City will bear the cost of the plaque or monument indicating the name of the individual for whom the facility is named.
- 7.5.5. The Superintendent of Parks and Recreation may accept or reject the Naming Committee's recommendation.
- 7.5.6. As a general rule, portions of a park or recreation facility will not have a name other than that of the entire facility. The Committee may consider exceptions in cases where, as a revenue or fundraising opportunity, a nomination is submitted to name a room within a community center after a corporate sponsor or in cases where an area within a park is distinctive enough, in the view of the Committee, to merit its own name.
- 7.5.7. Because temporary "working" designations tend to be retained, the Superintendent will carry out the naming process for a new park facility as early as possible after its acquisition or development. Facilities will bear number designations until the naming process results in adoption of a name.
- 7.5.8. A name, once bestowed, is permanent.



# **Boulder Colorado Donations Policy**

## **Purpose**

The Parks and Recreation Department of the City of Boulder provides the opportunity for members of our community to donate memorials to loved ones within our park system. In order to allow for a coordinated and consistent program for soliciting and recognizing contributions, we have established an introductory letter and the following guidelines. The guidelines were developed based on research on the best practices of similar agencies nationwide, the needs and resource capabilities of the Parks and Recreation Department and the desire of citizens to recognize loved ones through monetary contributions providing for specific lasting memorials.

## **Scope**

The Parks and Recreation Department memorial donation guidelines allow for several types of memorial opportunities. We encourage citizens to contact the department to discuss ideas for locations of memorials, however final memorial locations will be dependent on the needs of the department and planning processes already underway. Donations to the City of Boulder may be tax deductible. (Please see your tax advisor.) Memorials will be accepted in the following categories:

- Memorial Tree Donations. Living memorial donations will be accepted in the form of tree plantings in city parks.

- Memorial Bench and Other Park Amenity Donations. Memorial bench donations will be considered within the city park system.

- General Memorial Donations. Donations for general park and recreation purposes are accepted and encouraged.

- Memorial Statues, Fountains, Plazas, Gardens, etc. Donations of statues, fountains, plazas, gardens, etc. may be accepted under specific circumstances. The Department will determine placement of all such memorials.

- Park Naming Opportunities. Naming of a park as a memorial may be submitted under the Parks and Recreation Department's Park Naming Policies.

For additional information, or to pursue a memorial donation, please call the Parks and Recreation Department at 303-441-4406.



UPPER DUBLIN TOWNSHIP  
DEPT. OF PARKS & RECREATION (UDP&R)  
(215) 643-1600 x3443

## MONDAUK COMMON

### 2007 GROUP USAGE & RENTAL POLICIES

**Thank you** for selecting Mondauk Common for your group outing. Upper Dublin residents take great pride in this 50-acre community park and provide ongoing support for its maintenance and operation. (Maintained by UDP&R)

**Please read this brochure prior to your visit** to become familiar with UDP&R policies, procedures and the park.

#### A. MAKING RESERVATIONS

1. **Reservation requests** for group use permits are made through the UDP&R office. Current year requests are taken beginning the **first business day in March**.
2. UDP&R issues **PERMITS** for guaranteed use of Mondauk Common facilities. **SIGN** the permit. **RETURN** the **WHITE COPY** to UDP&R with full payment and security deposit. As the permit holder, bring the **PINK COPY** of the permit with you to the park. The white copy is held in the UDP&R office. Copies are also provided to the Upper Dublin Police, UDP&R SiteWatch and the Mondauk Common Park Attendant.
3. **The permit indicates the facilities that have been scheduled for your use.** Please check this information for **accuracy - especially the day, date, time and "max. # in group."** **THIS INFORMATION DETERMINED THE COST OF THE PERMIT.** Please call UDP&R to make corrections or to request changes.
4. If you need to **increase the "max. # in group,"** additional pre-payment is required no later than the business day prior to your group's use of the park. However, once payment is received in the UDP&R office, refunds are not made if the **"max. # in group"** number is **reduced**.

#### B. LARGE GROUP USE

1. Upper Dublin Township Ordinance No. 977 requires organizers of large events to gain pre-approval from the UD Police Department. Forms are available from UD Police or at our web site, [www.upperdublin.net](http://www.upperdublin.net) under Documents & Forms/Police.
2. For the purposes of Mondauk Common rentals, sponsors of **groups of 100 or more people** are also required to submit an "Application for Large Group Use of Mondauk Common" to UDP&R. Forms are available at our web site, [www.upperdublin.net](http://www.upperdublin.net) under Documents & Forms/Parks & Rec. or at the UDP&R office. Your date will be held for two weeks, but is not guaranteed until UDP&R reviews and approves the application.
3. **Rental of Mondauk Common is limited to groups of not more than 400 people.** The park is generally not available for carnivals, concerts or major fund raising activities where the number of guests cannot be determined in advance.
4. Large groups may incur an additional SiteWatch fee. This will be discussed with you and the additional amount shown on your permit.

#### C. RENTAL PERIODS & FEES

##### 1. BASE RENTAL PERIOD - 4 HOURS

	WEEKDAYS	WEEKENDS & HOLIDAYS
1	any 4 hours between 10 a.m. and 3 p.m.	any 4 hours between 9 a.m. to 2 p.m.
2	any 4 hours between 3 p.m. to dusk*	any 4 hours between 3 p.m. to dusk*

\*dusk is defined seasonally - see permit for exact time

2. The time frame listed on the permit **includes SET UP AND CLEAN UP.** Please do not arrive prior to the time listed on your permit. It is important that your group is cleaned up and ready to leave by the ending time noted.

##### D. FEE SCHEDULE based on expected attendance

Business Outing (cost per pavilion)	Located in U.D. Twp.	Located outside U.D. Twp.	Extra Hours	Alcohol Beverage Permit	Extra Hours for Alc. Bev. Permit
0-25	\$ 75	\$100	\$ 20	\$ 25	\$ 5
26-50	\$150	\$200	\$ 40	\$ 50	\$ 10
51-75	\$225	\$300	\$ 60	\$ 75	\$ 15
76-100	\$300	\$400	\$ 80	\$100	\$ 20
101-125	\$375	\$500	\$100	\$125	\$ 25
126-150	\$450	\$600	\$120	\$150	\$ 30
151-175	\$525	\$700	\$140	\$175	\$ 35
176-200	\$600	\$800	\$160	\$200	\$ 40

Any non-company sponsored business outing is charged the **non-resident rate** (regardless of where the business is located), even if the individual arranging for and/or paying for the outing is an Upper Dublin resident.

All Other Groups (per pavilion)	U.D. Twp. Resident	Non-Twp. Resident	Extra Hours	Alcohol Beverage Permit	Extra Hours for Alc. Bev. Permit
0-25	\$ 50	\$ 75	\$ 10	\$ 25	\$ 5
26-50	\$100	\$150	\$ 20	\$ 50	\$ 10
51-75	\$150	\$225	\$ 30	\$ 75	\$ 15
76-100	\$200	\$300	\$ 40	\$100	\$ 20
101-125	\$250	\$375	\$ 50	\$125	\$ 25
126-150	\$300	\$450	\$ 60	\$150	\$ 30
151-175	\$350	\$525	\$ 70	\$175	\$ 35
176-200	\$400	\$600	\$ 80	\$200	\$ 40

1. **Rentals crossing into a second base rental period** are charged one base rate plus the hourly rate for added hours.
2. **All rates are doubled** for rentals **encompassing two full rental periods.**
3. There is a penalty for groups using pavilions/grills **before or after times listed on permit.** The permit holder will be charged **double** the additional amount of **all fees** impacted by the extra hours.
4. Groups **exceeding the number of guests listed on the permit** will be charged **double** the additional amount of **all fees** impacted by the actual number.
5. No refund issued if number of guests is less than expected.

#### E. FEE & SECURITY PAYMENTS

1. A **SECURITY DEPOSIT**, in the form of a credit card number, is required in order for a date to be reserved and a permit written.
2. Permits are mailed out for reservations occurring at least two weeks in the future. In-person reservation with payment or telephone reservation with credit card payment **is required for permits requested less than two weeks before the event.**

- ### F. FIELDS & COURTS RENTALS

- ### G. CANCELLATIONS

3. CANCELLATIONS FOR REASONS *OTHER THAN*  
INCLEMENT OR THREATENING WEATHER:

# of business days before date of event	cancellation fee
5 business days or less	\$ 50
6 to 10 business days	\$ 25
11 or more business days	\$ 5

- #### H. PARK ATTENDANTS

UDP&R PARK ATTENDANTS are scheduled on site **weeknights from 4:30 p.m. to dusk\*** from May through September and **on weekends from 9 a.m. to dusk\*** from mid-April through October. \*Dusk is determined seasonally.

## I. EQUIPMENT ON LOAN

- #### J. USE OF PARK FACILITIES, GRILLS & UTILITIES

- All other facilities in the park will remain OPEN TO THE GENERAL PUBLIC.**

- DO NOT THROW FOOD SCRAPS ON THE GROUND OR INTO THE WOODS** - it attracts animals and insects.

You may bring additional charcoal or gas grills to the park with special permission and if authorized on the permit.

**For safety, any additional grills must be placed next to park grills!** Grills and/or tables may NOT be placed near ballfields, volleyball courts, basketball courts or under a pavilion.

3. **ELECTRICITY** is available to groups using the Central Pavilion to power items such as crock pots, coffee urns and small portable radios. **You must provide your own heavy duty OUTDOOR EXTENSION CORD.** Please do not use outlets in the rest rooms.  
Appliances such as hot-dog grillers, popcorn or cotton candy machines require special permission and payment of an additional fee.
4. Access to **large quantities of WATER** from the Central Pavilion spigot is limited.

## K. PARK USE REGULATIONS

READ CAREFULLY TO AVOID PENALTIES  
AGAINST YOUR SECURITY DEPOSIT...

1. The following are strictly enforced:
  - a. \*\*\* NO SMOKING \*\*\* (*new Township ordinance*)
  - b. NO GLASS BOTTLES or CONTAINERS
  - c. NO DOGS
  - d. NO NAILS OR TACKS ON PAVILION POLES
  - e. NO WATER BALLOONS OR GUNS

**f. NO BIKES, SCOOTERS, SKATEBOARDS or ROLLER BLADES**

2. **ALCOHOLIC BEVERAGE** consumption is limited to people in your group who are 21 years of age and older and only when an alcoholic beverage permit has been secured by UDP&R (as indicated on the permit).
  - a. **ONLY BEER, WINE and WINE COOLERS** in CANS or CARTONS are permitted
  - b. **NO GLASS BOTTLES**
  - c. **NO HARD LIQUOR** is permitted in the park
  - d. **NO KEGS or BEER BALLS – beer or soda**
  - e. alcohol must be stored in **covered coolers** under the pavilion
  - f. coolers at ball fields must be **at least 25' from track**
  - g. **alternate non-alcoholic beverages** must be available (again, no glass bottles)
3. **SPECIAL PERMISSION MUST BE GRANTED BY UDP&R TO HAVE or USE ANY OF THE FOLLOWING** -permission will be noted on the permit and may require proof of insurance and/or incur an additional fee:

- fund raising activities; items for sale
- grills for cooking fires, open fires
- food vendors or caterers
- amusement vendors (i.e. moon bounce, rock wall)
- hot-dog cookers or grinders, popcorn or cotton candy machines, or similar
- live music or DJ's; Public Address systems
- pets or other domestic animals
- fireworks, bottle rockets
- signs in ground
- tarps, tents, canopies or banners erected on site
- activity before 9 a.m. or after dusk
- dunk tanks or baby pools
- vehicles on the track, fields or maintenance road

**L. ENFORCEMENT OF RULES**

**Park Attendants** and **SiteWatch** staff are UDP&R's representatives at Mondauk Common. Compliance is expected with any directives issued by the Park Attendant, SiteWatch, UDP&R staff or the Upper Dublin Police.

**SiteWatch** employees provide supervision of Township and School District field and facility use under the direction of the Department of Parks & Recreation. **SiteWatch** employees have the full authorization of the Township and School District to check compliance with permits as well as inform group users and the general public of Township and School District regulations regarding use.

Violation of rules or directives results in a penalty. (See **Standard Infraction Penalties** list)  
All guests in permit holder's group must follow these rules.

**M. STANDARD INFRACTION PENALTIES**

It is the responsibility of each permit holder (*the person whose name appears on the permit as the "Contact Name"*) to know and understand the rules and regulations for use of the permitted facility. These rules and regulations accompany every issued permit in three forms: (1) specific information written on the front of the permit, (2) a brochure mailed/distributed with the permit and (3) general rules printed on the back of the permit.

It is the responsibility of the permit holder to inform and enforce facility use regulations among those attending their event or activity or risk being penalized.

When Upper Dublin Township staff\* becomes involved in enforcing regulations, penalty fees are assessed against the Security Deposit on file in the UDP&R Office. A list of Standard Penalties follows. There may be situations that call for an adjustment to the listed fines (more or less severe). The decision to alter the listed fine rests with the Director of Parks & Recreation after incident reports and shift reports are reviewed.

\* Upper Dublin Township Staff = UDP&R professional or maintenance staff; SiteWatch; Mondauk Common Park Attendants; Robbins Park Site Supervisors or the Upper Dublin Police

Infraction	Penalty (Single Use Permit)
1. Smoking	\$ 25 1 <sup>st</sup> notification to group \$ 50 2 <sup>nd</sup> notification to group \$200 if Police intervention needed
2. Dog in park with group	\$ 25 if removed on 1 <sup>st</sup> request \$ 50 need 2 <sup>nd</sup> request \$200 if Police intervention needed
3. Glass containers / bottles brought in by group	\$ 25 if removed on 1 <sup>st</sup> request \$ 50 need 2 <sup>nd</sup> request \$200 if Police intervention needed
4. Keg or Ball with tap (beer or soda)	\$ 50 if removed on 1 <sup>st</sup> request \$100 need 2 <sup>nd</sup> request \$200 if Police intervention needed
5. Alcohol w/o permit or hard liquor	\$ 50 if removed on 1 <sup>st</sup> request \$100 need 2 <sup>nd</sup> request \$200 if Police intervention needed
6. Illegal substances or underage drinking	Loss of \$200 Security Deposit plus Police intervention
7. Number in group exceeds number on permit	Assessed 2X the cost of the additional people. \$200 if Police intervention needed
8. Group arrives early or stays beyond time listed on permit	Assessed 2X the cost of the additional time. \$200 if Police intervention needed
9. Trash not: (a) cleaned up or (b) properly disposed of in containers provided	\$50 - \$200 assessed depending on the number of township staff and length of time needed to clean up
10. Illegal parking	Warning if moved on 1 <sup>st</sup> request \$ 50 need 2 <sup>nd</sup> request \$200 if Police intervention needed
11. Vandalism, Theft, Damage	Group assessed cost of repairs or replacement; must be paid within two weeks of invoice
12. Other infractions	Handled on a case-by-case basis



## MONDAUK COMMON PHONES

Office phone (emergency use only) (215) 646-5850

### DIRECTIONS TO MONDAUK COMMON

- 1. FROM PA TURNPIKE EAST/WEST/309 NORTH:** Exit turnpike at #339 (old #26)/FORT WASHINGTON (toll). Take 1st ramp onto 309 NORTH. Take first exit, HIGHLAND AVE. At end of ramp, bear RIGHT onto HIGHLAND AVE. LEFT at 1st traffic light onto FORT WASHINGTON AVE. Continue to 1st traffic light - turn RIGHT onto SUSQUEHANNA ROAD. Make 2nd LEFT onto DILLON ROAD. Main lot is 2<sup>nd</sup> lot on right.
- 2. FROM 309 SOUTH/MONTGOMERYVILLE:** Exit at BUTLER PIKE. At end of ramp, bear RIGHT onto BUTLER PIKE. LEFT at 1st traffic light onto SUSQUEHANNA ROAD. Cross first signalized intersection at Ft. Washington Ave.; make 2nd LEFT onto DILLON ROAD. Main lot is 2<sup>nd</sup> lot on right.
- 3. FROM RT. 73/BUELL & SKIPPAK and CHESTNUT HILL/BETHLEHEM PIKE:** Rt. 73 EAST to intersection with BETHLEHEM PIKE (St. Thomas' Church). Make a HARD LEFT onto BETHLEHEM PIKE. Follow Bethlehem Pike to 1st traffic light at the gas station across from the "Beef & Ale"; RIGHT onto PENNSYLVANIA AVE. Make quick LEFT onto FORT WASHINGTON AVE. Follow Fort Washington Ave. to 2nd traffic light; RIGHT onto SUSQUEHANNA ROAD; then 2nd LEFT onto DILLON ROAD. Main lot is 2<sup>nd</sup> lot on right.

