

Wesley Chapel, Parks and Recreation Committee

COMMITTEE CHARTER

APPROVED MAY 14, 2012

**Committee Members
7 members and 2 alternates**

Members:	John Lepke - Chairperson Marnie Holland – Co Chair Janet Brower Julie Brown Pat Utley Jerry Davis
Alternates:	Gayla Adams John Balles
Council Liaisons:	Kim Ormiston Elaine Rosoff

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Introduction

The Village of Wesley Chapel was incorporated in 1998. At the time of its inception, Wesley Chapel covered 2,500 acres and contained 1,100 residents. During the 10 years after its inception, those numbers burgeoned to over 5,000 acres and 7,500 residents due to internal development and voluntary annexation. Wesley Chapel is located in the western half of Union County, which was ranked as one of the fastest growing counties in the nation in 2008.

In 2007, the Wesley Chapel Village Council partnered with the staff and students from the University of North Carolina at Charlotte (UNCC) to compile and produce a Master Plan to steer the growth and development of the Village. As a result of the Master Plan, several committees were formed to help council pursue and implement initiatives resulting from the survey. The Wesley Chapel Parks and Recreation committee was established in 2008. The committee is a standing committee which shall provide recommendations to the village council with regards to parks, greenways, recreational programming and opportunities for the residents of Wesley Chapel.

Assumptions

The section below shall be used to assist the Committee in understanding the circumstances and factors assumed to be true for the committee.

Assumption	Description
Researchers and Advisors to Village Council	Research, seek resident input, evaluate, explore, identify, design, and propose to council the development of parks, greenways, recreational opportunities, park and recreational venues, park amenities, and other recreational opportunities.
Committee Participation	Committee members are expected to actively participate in monthly meetings and other P&R functions
Partner with Other Village Committees	This will be done on an as needed basis to assist other committees with events, activities, festivals and other park and recreational opportunities.
Finances	Committee may request from Council an annual budget. Committee will make recommendations for expenditures. All purchases are to be made per the Village Purchasing Policy.

Committee Charge

The following goals and objectives are to guide the committee to ensure recreational opportunities are made available to the citizens of Wesley Chapel. These goals and objectives may be adjusted as needed with approval from Council. All applicable local and state laws must be followed by this committee.

Goals	Objectives
Design, Construction and Completion of Dogwood Park	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain grants, village funding and explore private funding to pay for park and park amenities <input type="checkbox"/> Solicit public input if and when needed on public desires, amenities and priorities of park construction and venue implementation. <input type="checkbox"/> Creation of park master plan and construction implementation phases as dictated by available funds <input type="checkbox"/> Form and direct volunteers to assist with any work for the creation and use of the park
Design and Construct Greenway	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain grants from Carolina Thread Trail, private funding and village funding. <input type="checkbox"/> Determine phases of trail creation. This is a major undertaking and will need to be done in a phased approach. <input type="checkbox"/> Identify potential properties and easements. <input type="checkbox"/> Work with developers to set aside land for greenways. <input type="checkbox"/> The LARTP provides a guide for greenway routes in Wesley Chapel. Two of the segments in the plan were designated Carolina Thread Trail Routes. <input type="checkbox"/> Inform the Carolina Thread Trail and volunteer trail easement program of any development projects that could have impact on the creation of trails or greenways.
Continuation of Recreation Opportunities	<ul style="list-style-type: none"> <input type="checkbox"/> Research and present additional park, recreational, greenway, and hiking trail opportunities and present to council <input type="checkbox"/> Solicit input from public <input type="checkbox"/> Develop recreational programs and events for youth and adults in our community on an ongoing basis.
Recreational Venues, Festivals, and Amenities	<ul style="list-style-type: none"> <input type="checkbox"/> Partner with Festival, Town Hall, and Planning committees <input type="checkbox"/> Explore and propose recreational venues at parks and other locations <input type="checkbox"/> Solicit and research additional park and town recreation amenities

Committee Deliverables and Milestones

Committee Deliverables

The major Park and Recreation committee deliverables are as follows:

- A multi-use passive park as directed by public input and surveys
- Creation and direction of park activities and uses
- Development of greenways, other recreational opportunities and participation with Carolina Thread Trail

Milestone Schedule

COMMITTEE MILESTONES	DUE DATE	DELIVERABLE
Milestone 1 : Creation of Committee	September 2008	Council forms and approves committee
A. Committee member recruitment	October 21, 2008	Appointment of members, alternate members, and council liaison
Milestone 2 : Develop, Conduct, Analyze, and Present Results of Park and Recreation Survey	Spring 2009	
A. Develop a survey	Complete	Research, develop and create a survey to determine the desired amenities of a park by the citizens of Wesley Chapel. Consult with PARTF members to determine if the survey provides PARTF with the information necessary to be awarded a PARTF grant.
B. Distribute survey to citizens of Wesley Chapel	Complete	The survey was distributed to citizens of Wesley Chapel. To get a sample consistent with Wesley Chapel demographics, the survey was distributed to a random sample of Weddington High School students to capture the youth demographic. Although some of the High School students were non Wesley Chapel residents, the committee and the PARTF committee felt this was representative of the youth of Wesley Chapel. A total of 524 responses were received which represented 16% of Wesley Chapel households.
C. Enter, compile and analyze survey data	Complete	Determined and prioritize the desired amenities by the citizens of Wesley Chapel.
D. Create park design layouts	Complete	Created 4 different park designs (Small park, Passive Park on donated land, active park and a larger passive park) based on survey results to get citizen feedback on desired park.

COMMITTEE MILESTONES	DUE DATE	DELIVERABLE
<p>E. Provide public information sessions to report survey results and park design layouts.</p>	<p>Complete</p>	<p>Receive citizen and council feedback regarding the results of the survey and the proposed park layouts. Public information sessions are one of the criteria for PARTF grant.</p>
<p>Milestone 3 : Create Park and Recreation Master Plan</p>		
<p>A. Create Master Plan</p>	<p>Complete</p>	<p>Created a document showing the comprehensive Parks and Recreation plan based on the survey results and citizen feedback from information sessions. This plan will also help acquire grant funding.</p>
<p>Milestone 4 : Locate, Design, Fund, Purchase and Develop Future Park Land</p> <p><i>Note: Steps 1 -4 were done for another property, Price Mill Pond, that was originally selected for the park because the land was donated to the village. The costs to fix the dam made this project cost prohibitive.</i></p>		
<p>A. Research and propose properties for first park</p>	<p>Complete</p>	<p>Research and propose possible park properties for council approval</p>
<p>B. Hired Consultant/Design Architect for park design and completion of the PARTF grant.</p> <p><i>Note: Haden Stanziale was a consultant selected to help with the design and completion of the PartF grant with Price Mill Park. The grant was received for that park, but due to the costs to fix the dam, Council rejected the grant and advised the committee to find another property for the park. Wirth & Associates was selected to design Dogwood Park.</i></p>	<p>Complete</p>	<p>Create a design of the park based on citizen input, construction of the park and the PARTF application.</p>
<p>C. Conduct public information sessions regarding park design</p>	<p>Complete</p>	<p>Obtain feedback from community regarding the park. Also, public information sessions are one of the criteria for PARTF grants.</p>

COMMITTEE MILESTONES	DUE DATE	DELIVERABLE
D. Seek outside funding for the park	Ongoing	<p>Applied for the following grants in 2011: PARTF, Water Resources Development Project, Adopt A Trail, Recreational Trails Program, and Coca Cola/Keep American Beautiful Bin grant. Application of and approval for PARTF park state funding (500,000), Council approves matching funds. Received \$100,000 for Water Resources Development Grant. Receive \$5,000 for Adopt a Trail Grant.</p> <p><i>Note: For Page Price Park received \$500,000 for PARTF grant. Received \$100,000 for Water Resourced Development Project Grant. Received \$4,425 for Adopt a Trail Grant. Same grants were received for Dogwood Park.</i></p>
E. Park property purchase	Complete	Negotiated and closed by village council.
F. Select Consultant for park design, completing the CUP application, writing construction documents, and overseeing the construction of the park	Tentative completion date of construction Spring 2013	Committee recommends Gary Wirth and Associates and council approves.
G. Conduct public information sessions showing park design	Complete	Obtain feedback from community regarding the park. Public information sessions are one of the criteria for PARTF grants.
H. Identify, organize and oversee volunteer days to assist with the construction of the park	Ongoing	Assist with construction of the project, reduce construction/maintenance costs and promote the first park to Wesley Chapel residents.
I. Complete CUP application	Complete	CUP application delivered to Planning Board for approval.
J. Develop and Complete Park	Spring 2013	Conduct the bidding process in summer 2012, construction Fall 2012, and conduct Grand Opening Celebration before or by Summer 2013
K. Coordinate Programs at Park	Beginning as early as park opening and ongoing	Research, evaluate, and plan recreational programs and events for the citizens of Wesley Chapel

COMMITTEE MILESTONES	DUE DATE	DELIVERABLE
Milestone 5 – Carolina Thread Trail	June 2011	Council approves participation in Carolina Thread Trail
A. Council signs resolution of support	Complete	Work with neighboring communities and with the Carolina Thread Trail to plan, design, and build trails that will create a countywide Greenway Master Plan.
B. Select Wesley Chapel representatives	Complete	Marnie Holland, Wesley Chapel Park and Recreation Committee, and Joshua Langen, Wesley Chapel Planner selected.
C. Greenway Master Plan created and provided to municipal governments	Complete	Master plan vetted by Council.
D. Evaluate, Plan, and Implement CTT Routes in Wesley Chapel	Ongoing	Work with citizens, Council, and the Carolina Thread Trail Organization to continue the efforts to bring the plan to fruition in our community.

Additional steps/notes (Carolina Thread Trail) as they are related to Committee participation:

- Wesley Chapel Council adopts the CTT Master Plan.
- Initial Steering Committee Meeting held to Discuss plan to get community input to assist with coming up with proposed trails linking together many of the existing trails, parks, town centers, historic sites and natural features in Union County.
- Telephone Poll Conducted a polling firm of 403 people in Union County to determine residents' general attitudes toward trails and the outdoors. Also survey participants indicated destinations for connecting via trails.
- Participants at 4 public input meetings discussed benefits and concerns associated with trails. Residents also drew on maps to indicate where they wished to see trails or destinations
- Technical Advisory Team Meeting resulted in the determination of routes for the Union County Greenway linking existing trails, parks, town centers, historic sites and natural features based on feedback by the citizens.
- Open House and Online Survey regarding the proposed CTT routes conducted where residents provided feedback ranking the trail segments and destinations in terms of importance. Citizens also indicated trail type.
- Steering Committee Meeting finalizes CTT route in Union County proposed final route.

Financial Estimates

Committee Budget Summary for Dogwood Park	
Dogwood Park Land Cost	\$1,050,000
Dogwood Park Design, Development, and Construction Oversight Cost	\$ 508,000
Grants Total	\$605,000
Village of Wesley Chapel Allocation	\$1,000,000
TOTAL Funds to be Spent by 2013	\$1,600,000
Ongoing annual park operation & programming	\$70,000

Committee Scope and Procedures

Scope Management and Knowledge Coordination Procedures

- The Park and Recreation Committee shall choose a chairperson and vice chairperson.
- The committee shall select a secretary to handle all administrative paperwork and record meeting minutes as needed.
- A committee member (both full and alternate) absent from three consecutive meetings or more than 25% of the regularly scheduled meetings in a calendar year without cause may be asked to resign in order to allow another interested citizen the opportunity to serve. Changes will be made based upon majority vote of the committee members and final removal must be approved by the Mayor.
- Upon adoption of this charter, the committee chair and vice chair positions shall serve 4 year terms. All other permanent committee positions shall serve three year terms. Alternate positions will not have terms.
- Upon vacancy of a permanent committee position, the longest serving alternate shall be recommended to the Mayor for appointment into that position. The second alternate shall then take the place of the first alternate. The alternate vacancy shall be filled by the first citizen on the wait list or by recommendation of the committee. If a permanent committee position is vacated, the term for the incumbent shall begin upon appointment to the position.
- The committee secretary will review the committee waiting list with the town clerk before regularly scheduled meetings to confirm the current list of citizens that have applied to serve on the Park and Recreation committee, and will report this information back to the committee. Applicants will be called upon in the order in which applications are received, and this list will be maintained by the Village Clerk.
- The committee shall follow Village Rules and Procedures for Committees and all local and state applicable laws.

- The committee shall make recommendations to Council regarding; Potential park property purchases, park design and implementation companies, construction companies, hiking trail programs and locations, park programs and amenities, and usage and rules of parks.
- Any expenditure of funds for potential projects by the Park and Recreation Committee must be approved by council.

Reporting Procedures

Date	Time and Location	Attendees	Purpose
3 rd Monday of each month	7:00pm at town hall or otherwise announced location	All Committee members and alternates	Monthly Committee Meeting
2 nd Monday of each month	7:00pm at town hall or otherwise announced location	Chairperson	Monthly council update and approval of expenditures and park and recreation committee projects and proposals

Related Committees

The below ‘related’ committees may have an indirect relationship to the Park and Recreation Committee at some point during its duration.

Committee	Dependencies	POTENTIAL IMPACT
<ul style="list-style-type: none"> • Festival Committee • Town Hall Committee • Planning Committee • Youth Council Committee 	<ul style="list-style-type: none"> • Locations, properties, and types of events • Activity type, space required 	<ul style="list-style-type: none"> • Parking, noise, safety: Quality of Life for Wesley Chapel residents • Staffing, Funds • Volunteers from Committee