

# IMPLEMENTABLE COMPREHENSIVE PLAN FOR THE TOWN OF MCCANDLESS 2019



## A McCANDLESS CONVERSATION APPENDICES

The Town of McCandless Council voted Aug. 26, 2019, to adopt this comprehensive plan.  
(Resolution No. 22 of 2019)



# Additional Resources

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|---|---|
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# About this Implementable Comprehensive Plan

## HOW THIS PLAN CAME TOGETHER

When the Town of McCandless sought to update its comprehensive plan – the previous update dating to 2005 – it chose to undertake an Implementable Comprehensive Plan because it would focus on real issues in the community and implementation. The McCandless Council selected Pashek+MTR as consultant and named a steering committee in fall 2017.

Work on the plan was divided into phases:

- Phase 1: Understanding the community's needs (December 2017-July 2018)
- Phase 2: Divide practical and workable solutions (August 2018-March 2019)

Neighboring communities, the North Allegheny School District and Allegheny County Economic Development Division of Planning reviewed the draft plan during a 45-day window in April and May 2019. The Planning Commission reviewed the final draft plan in June 2019, and recommended that Council adopt it. Town Council held a public hearing and voted on the plan in August, 2019.

## SUMMARY OF PUBLIC INPUT OPPORTUNITIES

TYPE OF COMMUNITY ENGAGEMENT	NUMBER
Steering Committee meetings with consultant	7
Public meetings (Open House and Ice Cream Social)	2
Community Day tabling by consultant	1
Pop-up tabling events by steering committee	2
Steering Committee meetings or subcommittee meetings independent of consultant	1
Public hearing as part of adoption	1
Participants in focus group on connectivity and active transportation	29
Key person interviews	22
Extended key person interviews (1 hour) on specialty topics	2

## PHASE 1 REPORT

The report from the first half of this project is presented on the following pages.

## Town of McCandless Implementable Comprehensive Plan Phase I Report

### Summary of Public Input and Selection of Key Issues

#### Understanding the Community's needs

Please see Attachment #1 – for a Scope of Work task list distributed to the steering committee at their first meeting.

1. Meetings with the Steering Committee
2. Prepare an online Questionnaire
3. Provide information to the Town's Facebook account
4. Conduct Interviews with Town Stakeholders
5. Community Day
6. Facilitate public meetings
7. Update Council
8. Present to Planning Commission
9. Pop-up Events facilitated by Steering Committee
10. Identify Key Issues for Phase II

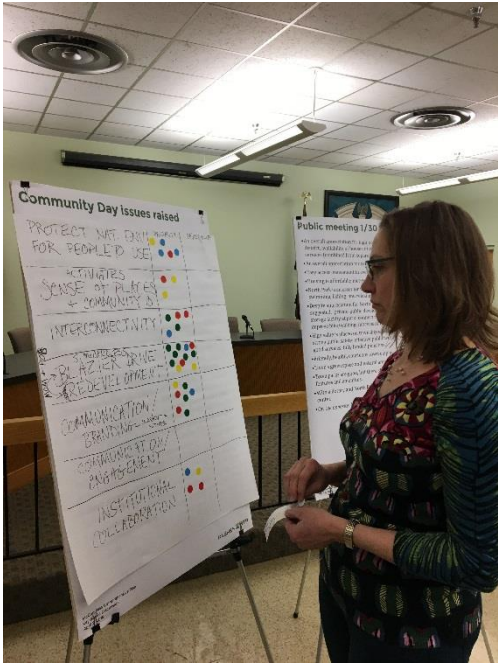
#### Steering Committee Meetings

Meetings were held on the following dates with annotations regarding the meeting. Please see Attachment #2,3,4 and 5 for minutes of those meetings.

December 6, 2017 – Aspirations for the plan, ideas for the January public meeting, and information that should be included in a questionnaire were discussed.

March 8, 2018 – Public input including community day, steering committee meeting 1, public meeting in January and preliminary information from the questionnaire responses were reviewed. Interviews were conducted and plans for spring “pop-up” events were planned. Results of a review of previous planning documents was presented.

April 2, 2018 – Discussion about key issues and prioritizing those issues. After ranking the topics, the top issues according to the steering committee were Infill and redevelopment and improve non-motorized transit (both with 11 votes) community branding (7 votes) and protecting the environment, enhance interconnectivity, and community center (all with 5 votes).



May 8, 2018 – Key Issues discussion continued with more information about what each issue contained. The committee ranked as the top issues this time as: Active transportation and connectivity (13 votes), community “brand” (12 votes), natural places and sustainability (10 votes), and Redevelopment of existing sites including Blazier Drive (9 votes).

## Online Questionnaire

A digital community quality of life questionnaire was announced in January via a postcard sent to every household, posting on the Town Facebook and other means of letting residents know about the link. There were 1,746 tabulated surveys representing about 5,600 residents or about 20% of the population. There were a higher percentage of responses to the questionnaire from people older than 45 than the same age group as represented in the 2016 Census.

Attachment 6 is a summary of responses for each question. A digital copy of the survey results for review in an Excel spreadsheet with 67 columns and 1747 rows has been provided to the Town.

## Providing information to the Town’s Facebook page

Information was provided and posted to the Town’s Facebook page throughout this process.



## Conduct Interviews with Town Stakeholders

We interviewed the following people:

Andy Baechle, Allegheny County Parks Department  
 Jim Boltz, Pittsburgh North Chamber of Commerce  
 Ron Brown, Solicitor for the McCandless Township Sanitary Authority  
 Lydia Cessna, Manager, McCandless Corporation Center  
 Ed Chesmar, C&W Automotive  
 Daniel Cohen, Communications attorney  
 Grace Coleman, Crisis Center North  
 Michael Dillon, Allegheny County DPW  
 Kevin Dougherty, McCandless Crossing  
 Sister Candace Introcaso, Laroche University  
 Dave Martin, UPMC Passavant  
 Gretchen Mullin-Sawicki, CCAC President  
 Ann Ogoreuc, Allegheny County Transportation Engineer  
 Gordon Ott, Elder at Pittsburgh Chinese Church  
 Joel Perkovich, Allegheny County Parks Department  
 Cindy Potter, former Council member  
 Roger Krey, former council member  
 Scott Russell, School Board VP  
 Bob Scherrer, School District Superintendent  
 Jeff Thomas, CCAC Dean of North Campus (tech)  
 Sharon Wolf, NH Community Outreach

Attachment 7 is a summary of their comments.

## Public Meetings

### Community Day, 2017

On September 9, a booth was provided the consultant. As people passed the booth, we asked people what they liked about the Town of McCandless or what could be improved or was needed. Each person wrote their comment on a small white board and had their picture taken. We assembled the comments into common themes including:

Connectivity and Transportation  
 Recreation  
 Collaboration  
 Property maintenance/Code Enforcement  
 Commercial and Economic Development

Please see Attachment 8 for greater detail.



### Public Meeting No. 1 – January 30, 2018

A public workshop-like meeting was held in the Powers Assembly Room to solicit input from residents. Thirty-five people signed in at the beginning of the meeting. Residents were asked to identify what they liked about the Towns of McCandless and what could be improved. From those ideas, common themes were clustered into the following topics:

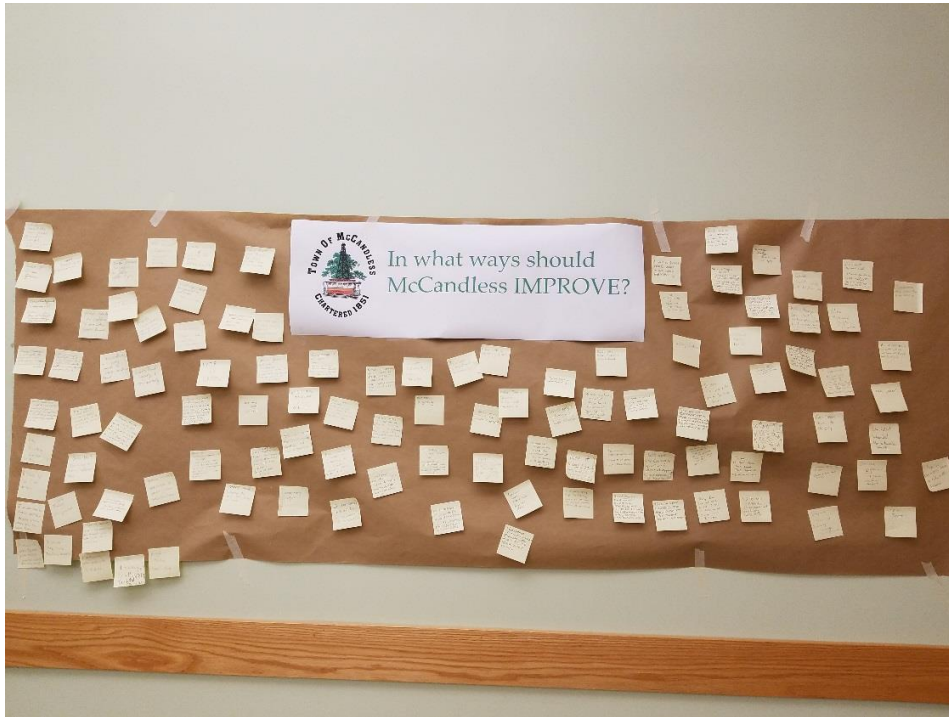
#### Under “What I like about McCandless....”

- Parks, Recreation, Open Space
- Community Services
- Township Government
- Family Life

#### Under “Things to improve about McCandless.....”

- Parks, Recreation, Open Space
- Transportation, Traffic, Safety
- Government and Community Services
- Redevelopment, Zoning and Code Enforcement
- Community Center/Rec Center
- Business and Economic Development

Please see Attachment 9 for greater detail.



## Public Meeting No. 2 – June 19, 2018

A public workshop-like meeting was held at Carson Middle School to report back on the ideas developed as part of this process and seek further input. Steering Committee members were stationed around the room to discuss the key issues this plan will undertake. The issues are:

- Active Transportation and Connectivity
- Community Gathering Space
- Redevelopment and infill Opportunities
- Greenway Corridors and Sustainability
- Community Identity and Public Engagement
- Recreation Programs and Special Events

42 citizens plus steering committee members and McCandless officials attended the public meeting. Citizens reported feeling grateful for the free ice cream from Handel's as well as the meeting itself.

Please see Attachment 10 for greater detail.



## Council Updates

There were two Council updates provided. The first one on April 9, 2018, was after the results of the questionnaire were available and after the first public meeting. The second update was on May 14, 2018, where the formation of the key issues was addressed and input from Council provided on their preferences.

Please refer to Council meeting minutes on these updates.

## Pop-up Events conducted by the Steering Committee

The steering committee was interested in building on this public process by talking to more residents about what they liked and what could be improved in the Town. They staffed a table near the entrance of the library on two occasions to talk to residents. Another table was staffed at Whole Foods. Those Steering Committee members participating in the pop-ups shared their impressions of the information with the entire Steering Committee.



Please see Attachment 11 for additional information on the pop-up events.



## **Review of previous planning studies**

The firm reviewed previous studies involving McCandless.  
Please see Attachment 12 for additional information.

## **Presentation to the Planning Commission of Phase I**

At the regularly scheduled meeting of the Planning Commission on July 3, a summary of the work completed to date for Phase I was presented.

Please refer to the Planning Commission's meeting minutes for this presentation.



# Key Issues

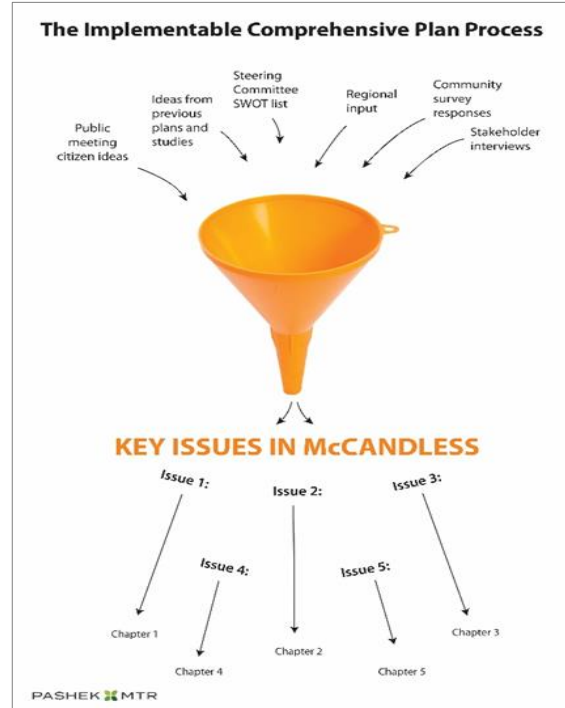
Based on the many layers of public input described above, the Steering Committee, Consultant and Council blended their thoughts on Key Issues into the following:

## TIER 1:

Two Key Issues will get the most amount of planning effort in Phase II and will be referred to as Tier I Key Issues:

**Active Transportation and Connectivity** – walking and biking safely to destinations in the Town and beyond

**Community Gathering Space** - An assessment of facilities and space utilization in the area to help determine the support for and what type of facility might be proposed



## TIER 2:

Four additional Key Issues will be developed is less detail than the above issues, Tier II Key Issues:

**Redevelopment** - focusing on Southern Route 19 corridor and to a lesser degree the Blazier Drive site

**Greenway corridors** - how we can protect and possibly use those sites for future generations, and other recommendations to make the community more sustainable

**Community Identity and public engagement** – two-pronged approach, one dealing with the Town’s image and thoughts on additional opportunities for community engagement

**Recreation programs and special events** - a review of services and events, and recommendations to fill gaps in offerings based on comparable communities.

## TIER 3:

Additional Issues that have come up in the public input process, Tier III issues are:

- Traffic congestion
- Internet connectivity and other technology issues
- Public transit
- Property maintenance

## *Scope of Work Tasks*

### *Implementable Comprehensive Plan for McCandless*

#### **Understanding the community's needs**

1. Meet with steering committee for kickoff meeting/workshop
2. Prepare online questionnaire
3. Develop blog/Facebook page
4. Conduct key informant interviews
5. Review prior planning efforts
6. Tour community with staff
7. Meet with steering committee
8. Prepare presentation and facilitate public meeting
9. Update for council
10. Summarize public input
11. Meet with steering committee to review input, focus areas
12. Consolidate issues into four key issue focus areas
13. Meet with steering committee to review and affirm key issue areas
14. Update council
15. Prepare presentation and facilitate public meeting
16. Present progress to planning commission

#### **"Drilling down" for solutions**

1. Work on each area of focus:
  - A. Research background data, including mapping
  - B. Photograph the community
  - C. Review best practices
  - D. Convene focus group
2. Meet with steering committee to update/discuss focus areas
3. Develop strategies for implementation
4. Conduct more interviews related to implementation
5. Meet with steering committee to review progress
6. Continue to develop implementation detail
7. Meet with steering committee to review draft plan
8. Update council
9. Compile report
10. Prepare presentation and facilitate public meeting / celebration
11. Revise the draft plan
12. Distribute plan report for official reviews
13. Meet with steering committee to review comments
14. Present the plan to planning commission
15. Present plan summary at public hearing
16. Deliver copies of final report

## Implementable Comprehensive Plan for the Town of McCandless

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### Meeting Notes

**Date, Time, and Location:** Wednesday, December 6, 2017, at 7:30 p.m., Assembly Room, Municipal Building, 9955 Grubbs Road, McCandless, PA15090

**Attendees:** Steering Committee, Toby Cordek, Town Manager, Andrew Hartwell, Allegheny County, Jim Pashek and Elaine Kramer, Pashek+MTR

### Discussion Items:

1. Jim Pashek introduced the consulting team working on this Implementable Comprehensive Plan. Jim Pashek will be involved in all phases of the project. Elaine Kramer is project manager and will be responsible for the day-to-day activities of the project. Heather Cuyler will be involved with Park and Recreation issues and will provide planning support.
2. The traditional comprehensive plan was described and additional information was provided about the Implementable Comprehensive Plan that the Town of McCandless was about to undertake. The Implementable Comprehensive Plan:
  - i. Is developed around key issues that are important to the Town of McCandless, and not based on topics that may or may not be relevant to the needs of the community.
  - ii. The plan focuses on a few prominent issues, which allows the consultant to give further time to developing more detailed recommendations that should provide step-by-step strategies.
  - iii. The plan is a process, not a book. This process should consider ways to increase municipal capacity through volunteers.
  - iv. It is important to engage elected officials so that there is ownership in the plan.
3. Jim reviewed the Scope of Work (attachment #1). The process is divided into two phases, tasks related to "Understanding the community's needs," and the second phase, "Drilling down for solutions."
4. The Role of the Steering Committee is to:
  - i. Be enthusiastic and listen to others

- ii. Be prepared to attend all the steering committee meetings (about 10-12 over a year or so), public meetings and, if needed, additional meetings.
  - iii. Be succinct with your comments during the meeting.
- 5. Elaine provided an opportunity for each steering committee member to provide an aspiration for the plan or the community as we all consider the future. She started the discussion off by asking members to complete the following sentence: “The Town of McCandless is a place that ...” Attachments #2 and 3 list comments as originally described, along with a second list, which combines similar themes with minor adjustments to wording for consistency.
- 6. Each steering committee member then offered their thoughts on the key issues of the Town of McCandless. A list of those issues, attachment #4, is attached, along with a list that combines those issues under thematic titles, with some minor word changes and consolidation, attachment #5.
- 7. The group suggested that the initial public meeting about the comprehensive plan take the form of an “open house,” rather than a sit-down-and-listen meeting. That way, more people might be able to attend, as it will take place over a longer timeframe, and will be less formal, enabling families to attend.
- 8. Jim described various means of collecting public input – public meetings, the steering committee, interviews, special-topic/research focus groups, and a community quality of life questionnaire. He asked for input regarding the types of information the steering committee would like a questionnaire to yield. See list, attachment #6. The steering committee also provided ideas for how to conduct outreach/publicity about the questionnaire.
  - i. Neighborhood associations
  - ii. Thursday “envelope” from elementary schools
  - iii. Target older H.S. students
  - iv. Make sure hard copies are available at central locations such as library
  - v. Include QR code links where possible
  - vi. Social media, North Hills Journal, postcard, Savvy Citizen
  - vii. Explore phone call blast

The questionnaire will be hosted by Survey Monkey and a link will be provided to the Town.

- 9. To keep our promise to the steering committee to end the meeting at 9pm, Jim suggested that there be additional communications between the consultant and steering committee on the following topics included in the agenda:
  - i. The date of the public meeting in January, once municipal and school board schedules are reviewed
  - ii. Listing of potential planning studies completed in the Municipality that have taken place in the past 5-10 years
  - iii. The date of the next steering committee meeting in February based on a

doodle poll circulated to the steering committee

**Next Steps:**

10. Pashek+MTR will begin to draft the community quality of life questionnaire next week and will send it out for feedback, probably twice, with the goal of a solid final draft before the end of the year.
11. Pashek+MTR will send out a doodle poll asking steering committee members to choose among likely dates for the next steering committee meeting.
12. Pashek+MTR will send out a meeting invitation for the first public meeting (NOTE: Tuesday, Jan. 30, 2018, was later selected based on room availability, consultant availability and no major conflicts with school district or town calendars.)
13. Pashek+MTR will work with the town to begin getting word out about the plan in general, the initial public meeting and the upcoming questionnaire.

The information contained in these minutes was recorded by Pashek + MTR and represents our interpretation and understanding of the discussions that occurred during the meeting. Please notify Pashek + MTR within one week of distribution.

Prepared by: Jim Pashek  
Date Prepared: 12.12.17  
Distributed to: Attendees, Mary Lopus, Heather Cuyler



## Aspirations for McCandless

(As noted at 12/6/17 meeting)

### McCandless is a place that ....

Is very diverse but no central identity. More cohesive, more identity. Untapped potential.

Health care, education and technology leader for the North Hills

Well-located, most affordable housing. Continue this.

Citizens of all ages and abilities are able to thrive. Attract all.

Up and coming place – appeals to all, especially younger generations. McCandless Crossing is example of way to make it appealing. Also Community Day and other events with themes.

Connected. Via all modes of transportation

Kids stay and elders return. Best Place to Live.

Improve identity. Recognize different types of areas throughout community. Keep the great things about it.

Recognize and improve assets – North Park, I-79, McCandless Crossing

Values life-long learning for everyone. Includes all forms of learning, such as past cultural learning, the bookstore, experiential learning.

Improve the visual appeal, such as at Wexford Flats. Eliminate overhead power lines and implement design standards.

Encourages structure so citizens can communicate and have an opportunity to know each other. Avoid parochialism.

Open to small business.

My kids want to come back to, with affordable housing and attractive location.

Greater sense of community. Greater quality of life via clean air, green space, clean water.

Poised to sustain quality we have – to build and improve a vibrant community.

Hub of North Hills, a destination. Bus lines help to create a stable municipality. Look at neighboring communities and find a fit.

Can live your whole life here, aided by public transit access, which also reduces pollution and consumes less gas. Consider circulator routes.

## Aspirations for McCandless (Consolidated list)

### COMMUNITY IDENTITY AND CITIZEN INVOLVEMENT

McCandless is a place with a strong local identity rooted in its diversity and the potential of all citizens.

McCandless is a place with a strong town identity that embraces the distinctive characters of its individual neighborhoods.

McCandless is committed to effective two-way communication to enhance engagement and a sense of community.

### ATTRACTING AND RETAINING RESIDENTS

McCandless is a conveniently located place with housing choices that are attainable by working and professional people.

McCandless attracts and retains residents through all stages of life, providing both needed services and appealing amenities.

McCandless is a town that attracts citizens of all ages and abilities, and helps them to thrive.

McCandless is an up-and-coming town that appeals to all, but especially younger generations to ensure future prosperity.

McCandless is the “Best Place to Live” in the North Hills, where kids want to return and elders choose to stay.

McCandless is a place sought out by young families as affordable, attractive and convenient.

### LOCATION, SERVICES AND CONNECTIVITY

McCandless is a place with well-developed connectivity for users of all modes of transportation.

McCandless is a place that builds on the strength of its location near I-79 and I-279, North Park and a thriving commercial corridor.

McCandless is a place that sustains its high-quality services and amenities by building upon and improving its vibrant neighborhoods and commercial areas.

McCandless is a stable business, residential and public transit hub of the North Hills and an important destination for people in nearby communities.

McCandless is a place that is the health-care, education and technological leader in the North Hills.

McCandless supports a thriving small-business sector.

## OTHER ASPIRATIONS

McCandless is a place whose visually appealing places and spaces help to attract and retain residents and businesses.

McCandless creates a sense of community and improves quality of life through clean air, green space and clean water.

McCandless is a place that highly values and facilitates life-long learning for diverse groups of citizens.

## Key issue brainstorming

(As noted at 12/6/17 meeting)

- ID assets and create partnerships – North Park OTB restaurant is an example. Public-private partnerships.
- Blighted properties – home values and aesthetics
- Walkability
- Communication to citizens
- Place to give birth in North Hills – traditional and holistic birth centers
- Tie neighborhoods and areas together, along with business corridor and park
- Community-building through community gardens, block parties, area to have parties
- Compatibility of commercial areas with residential zones
- Ingomar Road needs turn lanes – PennDOT issue
- Lack of public transit
- Eliminate power poles and overhead wires (expensive but these are eyesores)
- Figure out parking – where and how it should be
- Traffic increases during school rush hours, particularly at certain drop-off areas
- North Park is a great asset but isn't incorporated with McCandless
- No center to the community, no sense of community
- Pockets and areas are ripe for redevelopment
- Traffic safety, such as Ingomar Heights Road and Highland Road
- More recreation programming
- Value individual neighborhoods, such as Ingomar
- Lack of real, local restaurants
- Traffic roundabouts are needed at Ferguson Road and Thompson Run
- Schools and town should work together
- High-speed internet providers are limited to just Comcast and Verizon. Need more options.
- Identify town assets and communicate about them (parks, EAC, green spaces, churches). Brag!
- Bring back the flea market
- More local retailers
- Community center

## Key issues brainstorming (Consolidated list)

### VISUAL APPEARANCE

Blighted properties – home values and aesthetics

Eliminate power poles and overhead wires (expensive but these are eyesores)

### GROWTH, BUSINESS DEVELOPMENT, TRAFFIC AND SAFETY

Compatibility of commercial areas with residential zones

Ingomar Road needs turn lanes – PennDOT issue

Figure out parking – where and how it should be

Traffic increases during school rush hours, particularly at certain drop-off areas

High-speed internet providers are limited to just Comcast and Verizon. Need more options.

Pockets and areas of town are ripe for redevelopment

Traffic safety, such as Ingomar Heights Road and Highland Road

Lack of real, local restaurants

Traffic roundabouts are needed at Ferguson Road and Thompson Run

Place to give birth in North Hills – traditional and holistic birth centers

More local retailers

### CONNECTIVITY

Tie neighborhoods and areas together, along with business corridor and park

Walkability

North Park is a great asset but isn't incorporated with McCandless

Lack of public transit

(more)



## COMMUNITY-BUILDING

Community-building through community gardens, block parties, area to have parties

ID assets and create partnerships – North Park OTB restaurant is an example. Public-private partnerships.

Communication to citizens

No center to the community, no sense of community

Value individual neighborhoods, such as Ingomar

Schools and town should work together

More recreation programming

Identify town assets and communicate about them (parks, EAC, green spaces, churches). Brag!

Bring back the flea market

Community center

## Implementable Comprehensive Plan for the Town of McCandless

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### Meeting Notes

**Date, Time, and Location:** Thursday, March 8, 2018, at 7:30 p.m., Assembly Room, Municipal Building, 9955 Grubbs Road, McCandless, PA 15090

**Attendees:** Steering Committee; Toby Cordek, Town Manager; Andrew Hartwell, Allegheny County; and Jim Pashek, Pashek+MTR

#### Discussion Items:

##### 1. Introductions:

After introductions and reviewing the Agenda for the meeting, Jim Pashek described the planning process and how tonight's meeting fits into the big picture. The process for this project involves two phases:

Phase I – Determining the Community's Needs

Phase II – Drilling Down for Solutions

Phase I includes:

- Public Outreach

- Defining and prioritizing Key Issues

- Presenting the Steering Committee's recommendations to the public

##### 2. Review of Public Input:

###### A. Community Day

- Lots of recreation-oriented suggestions
- Interest in Community Center
- Connections to North Park
- Trees are valuable

###### B. Steering Committee Brainstorming Key Issues on December 6, 2017

- Visual Appearance of the Town
- Growth, Business Development, Traffic and Safety
- Connectivity
- Community Building

C. *Public Meeting on January 30, 2018*

- What I like about the Town of McCandless:  
Parks and Recreation  
Community Services  
Township Government  
Family Life
- Things that could be improved:  
Parks, Recreation and Open Space  
Transportation, Traffic and Safety  
Government and Community Services  
Redevelopment, Zoning and Code Enforcement

D. *Questionnaire status as of 3-5-2018:*

- 1,698 completed and submitted digitally via surveymonkey.com, a free software platform. 79 more submitted since 3-5-18, and more hard copy versions that were turned into Township have not been digitally entered (but will be by the deadline).
- School Superintendent Bob Scherrer said the North Allegheny School District would try to encourage additional responses via email blast flyer to elementary schools in McCandless and to older students via the student newspaper.
- Through a review of the responses, it became obvious that someone(s) had entered multiple times. Easy to identify. 218 identified as invalid and will be removed from the tabulation at the end. All of the invalid submissions were against the Town's getting involved in developing a community center.
- After subtracting the invalid responses and adding the responses entered since 3-5-18, we have about a 13% response rate community-wide.
- 61% of respondents have lived in McCandless for 15 or more years. The response of the questionnaire may be skewed toward an older segment of the population than is represented by Census. A more thorough review of the respondents' ages as compared to Census data will be done once the questionnaire is closed.
- Most of the responses were fairly predictable, with reasons why they like McCandless being its convenient location, School District, North Park.
- On the Community Center Question 11, as of 3-5-18, 55% thought additional room or a community center was a good idea, and 45% thought there was no need.
- More information was provided in a handout to the Steering Committee. Once the questionnaire closes on March 16, we will prepare a complete tabulation for distribution.

E. *Interviews*

- Seventeen of the people identified for interviewing have discussed McCandless with us.
- Renee Waibel provide an additional contact person at St. Alexis. Township will provide contact info interviewees at the police department and public works.
- Jim provided a few brief highlights from the interviews with more information to be provided the Steering Committee after the interviews have been concluded.

F. *Additional Public Input:*

Deawna Alfonsi volunteered to coordinate a few more public input initiatives in the

next month. She, Renee, Debbie Sagan and Nicole Hanson offered to staff a table in the lobby of the Library. They have tentatively set 9:30-12:30 on Tuesday, March 20 and Wednesday, March 21 from 5-8pm. Pashek will develop a poster for use at the table. Those representing the steering committee will be asking people what they like about the Town of McCandless and what could be improved. There was discussion about doing a similar event at CCAC. Ted Meinert will contact the appropriate person at CCAC. Renee will ask the Pine Creek Giant Eagle manager if the steering committee may solicit input in or near the store.

### 3. Review of Prior Studies:

#### A. 2005 Comprehensive Plan

Many of the recommendations were accomplished. Most were traffic oriented. In addition to the few remaining recommendations, Jim included for reference only the 2005 Community Development Objectives.

#### B. Planning efforts regarding the Harmony Trail

Planning has been ongoing for a trail from Wall Park on the southwestern portion of the Town northward to Pine Township. Recent planning under the auspices of the Town's EAC. Bruce Betty hoped that the Harmony Trail would extend to a trail connecting into North Park eventually.

### 4. In closing:

- Remember to encourage residents to complete the questionnaire up to March 16.
- Review the material provided at this meeting in preparation for the next Steering Committee meeting on April 2, 2018. We will spend the entire meeting developing key issues and prioritizing them. This will be an important discussion that will form the basis for the Implementable Comprehensive Plan.
- **Please try to attend the next Steering Committee meeting on Monday, April 2 at 7:30 pm.**

The information contained in these minutes was recorded by Pashek + MTR and represents our interpretation and understanding of the discussions that occurred during the meeting. Please notify Pashek + MTR within one week of distribution.

Prepared by:	Jim Pashek
Date Prepared:	3-8-2018
Distributed to:	Attendees plus those steering committee members that could not attend, Mary Lopus, Heather Cuyler, Elaine Kramer

## Implementable Comprehensive Plan for the Town of McCandless

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*Please note the following adjustments considered after the meeting on April 2, 2018*

Key Issues were developed during this steering committee meeting. As these were broad in scope, with little detail as to what was specifically included under any one issue, the steering committee naturally found it difficult to assign levels of feasibility for each. For example, a potential community center could be part of “a Sense of Place” or part of “Parks and Recreation.” The community center could be a large facility with indoor/outdoor pools costing many millions of dollars, or a few added meeting and performance rooms attached to an existing structure like the municipal building.

Jim and Elaine suggest that we be allowed to further clarify and cluster topics – consistent with all public input and discussion at the steering committee on April 2. Then the committee could continue the conversation about the key issues at a steering committee meeting to be scheduled in May, instead of in the June-July time frame as stated at the April 2 meeting. This should better allow the committee to be comfortable with the key issues before they are discussed at a public meeting in June.

We have contacted Town staff to identify a meeting date for that fourth steering committee meeting, and will get that information out the committee as soon as possible. The following meeting notes have been modified to reflect that change in plans: moving the next steering committee meeting to May.

### Meeting Notes

**Date, Time, and Location:** Monday, April 2, 2018, at 7:30 p.m., Assembly Room, Municipal Building, 9955 Grubbs Road, McCandless, PA 15090

**Attendees:** Steering Committee; Toby Cordek, town manager; and Jim Pashek and Elaine Kramer, Pashek+MTR

#### I. Setting the Stage:

1. Jim Pashek provided a handout showing the firm’s scope of work for the project as an illustration of how tonight’s meeting fits into the planning process. Phase 1 is almost complete. In this phase, the consultant and the steering committee have been striving to identify the community’s “Key Issues.” During Phase 2, the consultant will develop and provide strategies and specific steps for addressing the Key Issues.
2. Recapping the role of a comprehensive plan, Jim outlined how communities are expected to update their long-term plans every 10 year. Pashek+MTR roots the focus of the plan in strong public involvement and an interest in solving problems or building on strengths. While there might be many, many ideas a community could pursue, our goal with this

planning process is to narrow down the list and emphasize high priorities and what is feasible.

## II. Key Issues Discussion

1. Elaine Kramer reviewed the forms of public input so far
  - a. Citizens at Community Day
  - b. Steering committee at first meeting
  - c. Public meeting
  - d. Questionnaire
  - e. Key Person Interviews
  - f. Pop-ups (one of three or more is finished)
2. The steering committee listed the issues it saw as themes that ran through many of the means of community input.
3. The steering committee then reflected which issues it felt were priorities for citizens, using dots as indicators.
4. The goal of this Key Issues discussion was to establish a baseline understanding of Issues that are high-priority and high-feasibility as a means of suggesting which issues should be addressed in the comprehensive plan. Pashek+MTR will review the list, continue grouping like topics, and add feasibility to the thought process. Concurrently, the Steering Committee should mull over the list in the next month in preparation for the next steering committee meeting in May.
5. This chart reflects the steering committee's input:

Topic	Priority (# of dots)
Protect the natural environment, and add sustainable development so these areas can be accessed and used	5
Create activities and places that foster a sense of community and cohesion	3
Enhance interconnectivity	5
Pursue infill and redevelopment, with a particular focus on Blazier Drive, South McCandless and other specific locations, and foster <i>local</i> businesses	11
Identify a community "brand," and improve communications around this brand to create sense of identity for current and future residents	7
Engage citizens in civic life through improved two-way communications	1
Improve collaboration with community institutions (private, public, non-profit, education, etc.) and neighboring communities	4
Address traffic congestion issues, particularly at specific intersections and at specific times of day	3
Add/improve transit, trails, sidewalks and bike lanes	11
Develop community center(s)	5
Add recreation programs and activities	3
Protect the highly valued mix of commercial and housing, including varied types of both	3

## III. What's next

1. Group will wrap up public input in April with a few more "popup" opportunities.
2. Jim will update Council on April 9 and sometime in May-June, and will provide a Planning Commission update.
3. The steering committee will meet in May.
4. A public meeting will be scheduled as we wrap up Phase 1, possibly June 19, and possibly at a school cafeteria. The group expressed interest in conceiving this as a community ice cream social, and listed many ways it should be publicized. Several people didn't see/receive the postcards about the questionnaire, so there's doubt on the part of some about postcards' effectiveness. Other suggested means for publicizing the community meeting were: electronic sign at McCandless Crossing; yard signs; school district; houses-of-worship bulletins; robocalls; normal Town communication channels.

## IV. Pashek+MTR will provide a written summary of Phase 1

The information contained in these minutes was recorded by Pashek + MTR and represents our interpretation and understanding of the discussions that occurred during the meeting. Please notify Pashek + MTR within one week of distribution.

Prepared by: Elaine Kramer and Jim Pashek  
 Date Prepared: 4-3-2018  
 Distributed to: Attendees plus those steering committee members that could not attend, Mary Lopus, John Bojarski, Heather Cuyler

## Town of McCandless Implementable Comprehensive Plan

Steering Committee No. 4 – May 8, 2018, 7:30-9:00pm – CCAC Room 3024

### Meeting notes

#### Key Issues Discussion: (50 minutes)

##### 1. Pop-ups

1.1 Volunteers from the popup events at Library and Whole Foods reported on their discussions with residents:

- Overarching sense that residents appreciated being asked their opinion, and it was a positive experience for the volunteers. It also created good vibes for the Town.
- Some input was contradictory from one person to the next, and overall the input reiterated the themes we've been hearing. People might say, "I want a community center," but they don't really know what they wanted it to be.
- Some non-residents commented: "I wish my township would do this."
- Some residents took the opportunity to dive deeper into issues, with answers backed by additional thought.
- The volunteers were able to tout McMail, Savvy Citizen, other communications channels, and many residents were not aware of these
- The volunteers noted that many people don't seem to know what town they are in, with "Ingomar" and "Wexford" being cited as town names

1.2 These suggestions arose in reaction to the report from volunteers

- Toby Cordek suggested a "Five Zips, One Community" campaign
- Elaine said more input into Phase 1 of the comp plan isn't needed at this time, but maybe the steering committee can collect reactions to Phase 2
- Toby thought an ongoing effort would be terrific, such as a feedback booth at Community Day. He also suggested brief videos about the comp plan that could be posted.

##### 2. Key Issues finalists lists

Jim and Elaine presented about the 6 finalists for Key Issues, with Jim showing images of how similar projects have been tackled in other communities. Please refer to attachments for details

2.1 Active transportation and connectivity

- Why isn't traffic/congestion included?
- What about public transit?
- Jim: These can be part of the "other" chapter, and dealt with in far less detail. Pashek+MTR's understanding is that the Town staff and engineer maintain constant list of trouble spots or complaints and where improvements are needed on Town-owned roads. There is a long-term plan that the Town updates and coordinates with Southwestern PA Commission, which is the clearinghouse body for PennDOT improvements, or Allegheny County for county-owned roads.



## 2.2 Community gathering space

- A gap analysis and survey of space utilization would be useful
- Create a kind of Air BnB for spaces, listed in one place
- This part of the plan would provide the Town with enough information for the community to make a decision on this issue.

## 2.3 A plan for Blazier Drive parcels

- Why just Blazier Drive? There are other places that need redevelopment
- Toby and Bruce Betty noted that the owners are developing plans/proposals for the developable areas of Blazier Drive and their work could overtake the timing of this plan.
- Previous work, including 2013 traffic study and other review by Pitt engineering students, both concluded there were insufficient incentives to make developers want to proceed.
- Make this topic “redevelopment and infill” in a more general way.
- What if the comp plan created a process to help the developer stay engaged with the community, with very public act of asking “What do you want to see happen here?”
- Jim said the topic will change to be more broadly focused on redevelopment.

## 2.4 Natural places and features, community sustainability

- This should build on the previous natural resources inventory.
- It could help create long-desired routes, such as the east-west linkage from Duncan Ave to North Park

## 2.5 A community “brand”

- Does this include strategies for implementing the brand?
- It might be good to hold random focus groups as a way to continue hearing from citizens.
- Elaine and Jim related how it worked in Jeannette.
- Make this topic include “engagement.”

## 2.6 Recreation programs and activities

- How is this different from Natural places and features or Community gathering space?
- Jim discussed how this is the effort to create and implement activities and “what to do,” whereas the other two topics are the locations and facilities, or the “where to do.”

## 2.7 Other

- What about topics that residents don’t know they should be thinking about? This could include technology?
- Jim noted that those are still important but will be covered in less depth in the “Other Topics” chapter.
- The two topics from the finalist list that do not become Key issues in the plan also get moved to the “Other Topics” chapter, and are covered in less depth.

## 3. Voting and discussion

The group voted with these results:

Active transportation and connectivity	13
Community gathering space	6
A plan for Blazier Drive parcels and redevelopment	9
Natural places and features, community sustainability	10
A community “brand” and engagement	12
Recreation programs and activities	2

A lengthy and thoughtful discussion ensued about a concern that “Community gathering space” is not on the Key Issues list though it has been a highly contentious and publicized issue in the community. Some key points were:

- Differentiating between what steering committee members feel is important to the community vs. what they feel the consultant should be spending time on
- Asking whether items can be combined (Jim said that both dilutes the issues but also represents more time and fee than is in the budget)
- Whether there could be 5 instead of 4 Key Issues (Jim priced another key issue at \$10,000)
- The upshot of the discussion was that the group asked Jim to attend an upcoming Council meeting on Monday 5/14 to explain the situation publicly. Jim in turn asked that the committee members to please be in attendance to help explain the situation. *NOTE: A subsequent discussion amongst Toby, Bruce and Kim Zachary yielded the decision that since “Community/Rec Center Analysis” had been part of the RFP, this should be one of the Key Issues.*

4. The group briefly discussed the public meeting planned for June 19, 6 p.m. at the Carson Middle School Lobby and Cafeteria. The meeting may be delayed due to the discussion mentioned above. When the meeting takes place, these individuals volunteers for these tasks: Amy and Deb on photos; Renee and Ted on sign-ins; others “floating. Bruce is to look into getting the ice cream.

Consultant Contacts: Elaine Kramer, Pashek+MTR  
412-321-6362 x 108  
[ekramer@pashekmtr.com](mailto:ekramer@pashekmtr.com)

## Notes and observations about the questionnaire results:

1746 tabulated once invalid responses were deleted. By making a guess as to how many people the respondent represented in Q2, we estimate that the responses to this questionnaire represents about 5,600 residents or about 20% of the population.

### #1 How long residents have lived in McCandless: National Average

4 years or less	12.2%	49%
5 to 15 years	25.6%	29%
More than 15 and all my life	62.2%	22%

### #2 Type of person filling out the questionnaire:

Single Person living alone	15%
18+ young adult living w/parents	1%
Young adult roommates	<1%
Family w/children	36%
3 generations	1%
Adult couple	41%
Other	4%

### #3: Age range of respondents 2016 Census Respondents of this questionnaire

25-44	23.4%	24.8%
45-64	28.9%	45.17%
65+	19.6%	29.5%

### #4 Top 4 reasons why you are living in McCandless based on a weighted average (numbers closest to 1 = strongly agree)

1. It is a convenient location relative to places I go frequently (1.46)
2. The school district is high quality (1.46)
3. It is a safe and healthy place to live (1.53)
4. It is near North Park (1.53)

### #5 Of the 311 that provided other reasons in question 5, the top three reasons were"

1. Close to major highways – easy commute
2. Close to Pittsburgh
3. Safe Communities, low crime rates, great place to raise a family

- #6 We listed a variety of services and facilities and asked respondents to express their satisfaction. The closer the weighted number is to 1, the higher the level of satisfaction. A score of 3 would be equally between very satisfied and not satisfied. The following are ranked from most satisfying.

- Fire and Emergency protection (1.36)
- Police Protection (1.47)
- Access to Library resources, programs and services (1.51)
- Access to trails, parks and green space (1.72)
- Housing types available (1.80)
- Refuse collection and recycling (1.99)
- Organized outdoor recreation opportunities; exp. parks and sports (2.08)
- Visual appearance of town (2.09)
- Road maintenance (2.14)
- Special events exp. Community day, block parties, fun run, fireworks (2.15)
- Availability of information via digital technology (2.17)
- A feeling that I can become involved in community life if I choose (2.30)
- Property maintenance requirements and enforcement (2.31)
- Ease of communications with Town staff and officials (2.32)
- Traffic management (2.42)
- Organized indoor recreation opportunities (2.57)
- Safe Routes for walking and biking (2.70)

- #7. The top 3 “Other aspects of McCandless life that were not listed in #6” included:

- Affordability of living
- Access to shopping/restaurants/entertainment
- Safety

- #8. Current issues were ranked from Very important to Not Important. They were ranked based on a weighted average with those closer to 1 being most important.

- Protect Streams and wetlands (1.71)
- Ease traffic congestion (1.72)
- Protect residential areas from commercial growth or intrusion (1.72)
- Support existing and new small businesses (1.74)
- Guide future development (1.77)
- Emphasize sustainable practices (1.98)
- Improve the appearance of commercial areas (2.12)
- Improve bicycle and pedestrian connectivity (2.23)

#9. For “other significant issues” 315 people responded with the top 3 issues:

1. Community Center/Senior Center (34)
2. Develop Trader Horn/Rave lot (32)
3. Improve traffic flow/enforce speed limits (28)

#10. We asked if a tax increase is required for a community center, how much would your household be willing to pay? 1722 respondents answered this question out of 1,746

\$0	-	41%
\$1-1,000	-	59%

#11 Regarding the need for a community center or additional room for meetings, performances or activities (1,667 responded to this question):

For additional community spaces	52%
Does not need additional space	48%

Cross tabulations between Q11 and several other questions:

	All responses to Q11	Responses who have lived >15 years in Town (Q1)	Responses who listed adult couple to Q2	Responses who listed families w/ child. to Q2	Responses to those ages 25-44 to Q3	Responses to those ages 45-64 to Q3	Responses to those ages 65-79 to Q3
For add'l space	52%	50%	44%	65%	64%	50%	45%
Add'l. space not needed	48%	50%	56%	35%	36%	50%	55%

#12 What amenities should a community center have if built in McCandless? 841 respondents answered this open-ended question with the following top 4 listed:

Meeting/activity rooms (rented)	-	207
Indoor/outdoor pools	-	139
Fitness Room	-	129
Indoor walking track	-	99

- #13 Regarding Zoning and Land Development issues in the Town, the following were ranked to their importance. A weighted average closer to 1 means the respondent strongly agrees that this issue is important. A score of 3 is equally between strongly agree and strongly disagree.
- The mix of commercial and residential land uses is about right (1.52)
  - Residential areas are sufficiently buffered from light, noise and traffic (2.42)
  - More housing types should be allowed (3.11)
  - Mixed uses (housing above shops and offices) should be encouraged (3.17)
  - Additional big box retail should be encouraged (3.64)
- #14 When given the opportunity to add other comments regarding zoning and land development, 375 entered an opinion with the following top 4 issues recorded:
- No further commercialization (56)
  - More parks and green space (43)
  - Bring Walmart/box stores (27)
  - Improve Rave/Trader Horn lot (18)
- #15 Communications, citizen engagement and inclusion have been discussed recently. The following is the level of agreement to the following statements. They are ranked by their weighted average with the lowest numbers representing more agreement and anything above 3.00 represents disagreement with the statement.
- The Town of McCandless communicates effectively about things to do (2.11)
  - The Town of McCandless communicates effectively about services provided (2.49)
  - The Town of McCandless communicates effectively about public safety issues (2.57)
  - The Town of McCandless communicates effectively about public meetings (2.64)
  - The Town of McCandless engages citizens at public meetings (2.68)
- #16 When offered the opportunity to provide additional comments about communications, 181 offered suggestions with the top 4 being:
- Better communications between council and citizens (34)
  - Town agendas/contacts for board or council members should be easier to find (29)
  - Town agenda points should be sent in emails/mailling several days in advance (14)
  - More frequent emails (10)

#17 The following are the ways respondents get information regarding what is going on in Town, in descending order:

- McCandless website (57%)
- McMail (51%)
- The Town Calendar (49%)
- The Town Crier (42%)
- North Hills Journal (40%)
- Word of mouth (35%)
- North Allegheny communications (24%)
- McCandless official Facebook page (23%)
- Pittsburgh TV news (21%%)
- Other Facebook group (19%)
- Savvy Citizen (15%)
- Other newspaper (14%)
- Town Council or other public meetings (8%)
- Nextdoor social media network (7%)
- Neighborhood Association (6%)
- Local access cable broadcasts (3%)

#18 We asked for those interested in being involved in planning for the future of McCandless to provide contact info. 219 did so.

#19 People were asked what communities McCandless should benchmark itself against. The top 3 were:

- Pine (215)
- Hampton (143)
- Franklin Park (124)

#20 Other comments? An amazing 428 offered comments. The top 2 were:

- They love McCandless (24)
- Need to develop Blazier Drive (21)



## Summary of key points from interviews

1. Some supported a Community/Recreation Center, some did not.
2. The Blazier Drive Site was mentioned by a number of people, suggesting commercial and park uses.
3. Non-vehicular connection to North Park was mentioned by several although other connections were also mentioned like those between residential plans. Several talked about the need for more sidewalks.
4. Several people talked about the importance of parks.
5. The lack of bus service was mentioned by several people.
6. McCandless Crossing was mentioned as an asset to the community.
7. One leading community figure expressed concern about the disharmony and lack of civility in the community, mentioning specifically community Facebook sites that foment discord rather than constructive dialog.

## Community Day comments September 9, 2018

“What do you like about McCandless? What would you like to see planned for McCandless? What Concerns do you have?”

### Connectivity and Transportation

- Walkability, bike lanes and access to North Park (6x)
- Public transportation
- Well maintained roads, especially during the snow

### Recreation

- Canoeing and various activities in North Park (2x)
- Disc golf
- Community Center (6x)
- Awesome playground
- Pickle Ball Courts
- Community garden
- Neighborhood parks (2x)
- More history center
- Fishing area on Pine Creek/ADA
- Kayak access near bike rental
- Indoor soccer field
- Trampoline park
- Amusement park
- Dog park
- Basketball court, Ingomar north
- Walmart property – fishing tie into North Park
- Heated outdoor pool
- Northland library meets so many needs
- Backyard small farm animals
- No smoking signs at ball fields



## Collaboration

- People friendly
- Everyone has a voice - encouraged

## Property Maintenance/Code Enforcement

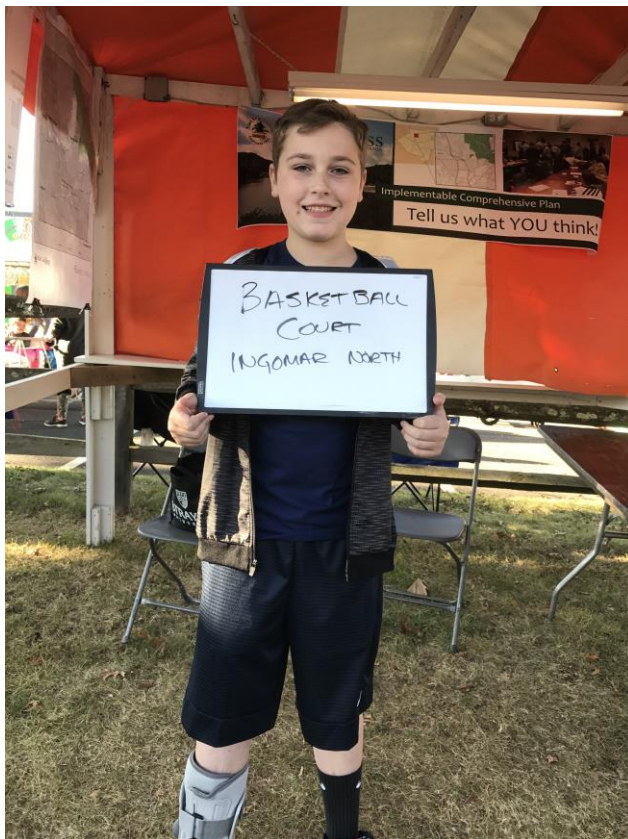
- Building codes

## Sustainability

- Protect wooded areas, plant more trees, trees are awesome (3x)
- Don't pave previous surfaces

## Commercial and Economic Development

- Mall
- Local restaurants, not chains
- McCandless Crossing
- Commercial redevelopment planning/policy
- Great restaurants
- Better job planning what goes where
- Blazier Drive corridor brought back to life



## Citizen Input

### McCandless Public Meeting for Comprehensive Plan

Jan. 30, 2018

#### What I like about McCandless...

##### Parks and Recreation

- We like the playgrounds at North Park.
- Plenty of green space.
- North Park pool.
- Trying to improve green spaces.
- North Park.
- North Park.
- North Park access and other good community parks.
- North Park is very nice.
- North Park.
- Awesome playground.
- Natural beauty.
- Basketball courts.
- Access to public recreation.

##### Community Services

- Great library.
- Great schools.
- Roads are well maintained.
- With a library and North Park, do not see the need for a community center.
- We have so many wonderful facilities that already provide what a community center would give.
- Nice sidewalks, good library.
- Top tier school district.
- Great library that is accessible even by walking or riding a bike.
- A great residential community with great schools and churches.
- Limited commercial businesses.
- Very good school district.
- The number of community schools.
- Ingomar Elementary school – it's a good school and they have movie night.
- Top notch school system.
- School district.
- Schools, hospital, services.
- Good mass transit.

**Township Government**

- Wonderful police – very helpful.
- No debt.
- The police, great public works, feel safe in a growing township.
- Good services – fire, police, etc.
- Fully funded pensions.
- Friendly, helpful, courteous town employees.
- McCandless Day
- Police that truly help residents and are not on an ego/power trip.
- Debt free.

**Family Life**

- Great mix of commercial and residential.
- Great schools, great neighbors – a place you enjoy living in.
- Nice quiet and safe place to live.
- Easy access to stores, recreation, healthcare – everything commonly needed for everyday life.
- Good neighborhoods.
- Affordability of housing.
- Love the heritage center!
- Residential character and proximity to downtown.
- Great place to raise a family – environment continues to improve.
- Great community for walking or biking.
- Friendly neighbors (for the most part).
- A wealth of talented residents in all areas of expertise.
- Proximity to major interstates.
- It doesn't get much better than this!
- Access to downtown.
- It has always been my home!
- Having LA Fitness in our community.
- Having Target in our town.
- One website once called McCandless a “park-like” community. So, we moved here! What happened?

## Things to improve about McCandless...

### Parks, Recreation, Open Space

- Nerf gun battle place where you can build forts.
- Place to see and do magic
- Soft indoor playground.
- More green space.
- Place to play Splatoon paint battles (paintball safe for the very young).
- Ninja Turtle Nerf gun play area.
- Cartoon world with mascots and rides.
- Lego building contest for all.
- Historic sites in North Park (e.g.: water tower).
- Bike storage facility in North Park so people don't need to drive their bikes to the park (as it is dangerous to ride bikes from McCandless to North Park).
- Bike and walking trails along the creek from McKnight down to the lake – beautify the trail.
- Spray for emerald ash borer – it's killing our trees.
- Upgrade/repair North Park facilities: pool and pool house.
- Make Ingomar Road through North Park a “parkway” and ban commercial traffic.
- Connect ballfield/pool with lake area.
- Deer – too many! Need to talk to Mt. Lebanon.
- Indoor bathrooms at playground by North Park pool.
- Activities for teenagers: a skate park (where Rave Cinemas were – it doesn't matter if it floods).
- Improve skating rink in North Park – it's the same as it has been for 30 years.
- Park or green space where Trader Horn is.
- The Lodge at North Park needs some TLC. Beautiful building – just needs some updates.
- Deer – let's consider a cull.
- Sidewalks to connect houses in North Park.
- Hiking and biking extensions: 1) get bikers off major two lane roads (Ingomar Rd) and 2) use Harmony Short Line (if available) to connect Pittsburgh to Pine Township through McCandless Township.
- More bike paths and sidewalks.
- More parks!
- More places to go skiing.
- Prepare a list that tells residents what indoor recreation space is available. (Schools, perhaps?)
- Need more park space – North Park is not in McCandless.
- Green space developed into a park where the old Trader Horn is located – tear those buildings down.

**Transportation, Traffic, Safety**

- Repair problem at Wittner and Highland.
- Intersection signal hell – please synchronize lights and get sensors working for low-traffic times.
- Red light installed at the bottom of Sloop and Highland.
- Turn Blazier Drive into a model “town center” – a social gathering place via public/private partnership.
- Bring the left turn arrow at North Park intersection by cannon and lake.
- Left turn arrow by Luciano’s Pizza off of Peebles – both directions.
- Connectivity and safety need to work hand-in-hand.
- Private, electric car chargers.
- Sidewalk on Ingomar Road around the Kuhns area.
- Need a roundabout or 4-way stop at intersection of Ingomar-Highland-Ingomar Heights Roads.
- 4-way stop sign at the intersection of Highland, Ingomar and Brandt School roads.
- Roundabout or stoplights at the intersection of Highland, Ingomar and Brandt School roads.
- The open creek on Olive St should be filled in or repaired – big water problem during big storms.
- Help Ross and PennDot synchronize McKnight signals – current “optimized” system is worse than before.
- Connectivity and class of roads – speed/safety.
- Grubb Road safety and connectivity.
- Development of Blazier Drive – commercial and/or wetlands.
- Connectivity of some of the old roads that have no room for sidewalks or bike lanes as it is hard to get from place to place outside of a car.
- Better transportation.
- Mass transit access to the City.
- Bus service for the half-day kindergarten.
- Public transportation dedicated to go from McCandless to downtown areas like the Casino, museums, sports stadiums, etc.
- Police staffed to monitor speed limits.

**Government and Community Services**

- Spell out the steps required to do the plan – expectations.
- Anything that would enhance the residents’ quality of life.
- More firework nights in McCandless.
- Could be a more diverse population.
- Base decisions on facts, not emotions.
- This questionnaire is not worth a damn: 1) no way to validate, 2) raw data should be available, 3) not statistically accurate and 4) can lead to the wrong conclusion
- Disaster preparedness – organizing various community resources (library, schools, NHCO, etc.) ahead of the need.



- Encourage a more diverse population.
- Improve sense of identity: signage and community activities.
- How do you benchmark the township's performance against other townships?
- Improve communications, especially on strategic projects that have long-term effects on the town.
- With the wealth of talent available, limit a person to one committee.
- Improve taxes!
- Prepare multi-year financial history vs. year over year.
- Council must give citizens legitimate opportunities to participate.
- Staffing increase for police.
- Republicans must stop the dirty politics.
- Create review process for progress on plan after 5 years.

### **Redevelopment, Zoning and Code Enforcement**

- Zoning D-2? Start a plan to rezone "Walmart" issue.
- Concern that some people are on multiple commission bodies.
- Overdevelopment of commercial properties – policies for tax abatement or commercial development.
- Keep it green.
- Flood ways should be preserved as wetlands at the old Rave Cinema.
- Zoning changes that better deal with development of difficult-to-develop sites and redeveloped/repurposed sites.
- Parking ordinance redo/update to prevent another McCandless Crossing.
- Development comes at the price of the environment (e.g.: trees cut down for McCandless Crossing).
- Zoning laws should be reviewed and brought up to date like other townships.
- Balance opportunities for development driven by zoning.
- Better zoning – that Crossing was *never* in our last 10-year plan.
- Zoning/planning to anticipate the expansion of alternative energy sources (wind and solar).
- Control rundown homes and buildings.
- Ken Dougherty is not the only good developer.
- Green spaces in balance with buildings. Use them rather than just have them there.
- Improve neighborhood feel – tighten zoning restriction on development.
- Enforce trash laws.
- Enforce ordinances strictly.

**Community Center / Rec Center Idea**

- More public gathering places.
- Better utilization of the grass mall at McCandless Crossing – have each restaurant sponsor a weekend.
- Don't build a new public facility that competes with existing private ones.
- Community center.
- Community center with pool.
- Don't think recreation building is a good idea – costs and competing available facilities already exist.
- Community center modeled after Ross and Hampton.
- Ask the county to “give” us a piece of property for our community center within our border.
- Plan needs to support the township's mission.
- How does the town council measure if the plan's components are being implemented?
- Community center.
- Build a “virtual community center” cataloging all the recreational and social opportunities both private and public that exist in the town.

**Business and Economic Development**

- A close, safe place for women to give birth.
- A candy shop – where you can get candy.
- Disappointed in McCandless Crossing – just a big box clone – what happened to the Town Center concept?
- Keep it park-like and residential – go to the city for your entertainment.
- Too much chain development – need to encourage local businesses.
- More family friendly recreational businesses.
- A comedy club.
- Encourage independent businesses.
- Need walk-able, small business retail centers (Ingomar, Perry Hwy, Wexford Flats) with walking connections to adjoining neighborhoods.
- A plush shop (sells stuffed animals).

## Citizen Input

### McCandless Public Meeting No. 2 for Comprehensive Plan

June 19, 2018

The following summarizes public input at the second meeting regarding the focus of the plan.

### Active Transportation and Connectivity

Walking and biking safely to destinations in the Town and beyond

- Bruce Beatty and Jim Radock got participants to draw their current and desired walking and biking routes on a map of McCandless. This can form a basis for active transportation planning that we develop further in the comprehensive plan.

- Elaine Kramer & Heather Cuyler

### Community Gathering Space

An assessment of facilities and space utilization in the area to help determine the support for and what type of facility might be proposed

Amy Steele and Deb Sagan asked citizens what facilities in the region they currently use and what they feel is missing.

Existing Outdoor Amenities	
Bradford Woods Reserve	3
Hartwood Acres	17
Knob Hill Comm. Park	8
Linbrook Park	3
McCandless Swim Club	3
Old Orchard Park	1
Potter Park	6
Vestal Field	5
Vincentian Rec Complex	4
Warrendale Comm. Park	1
Windwood Pool	1
Carson Trail	5
Rachel Carson Trail	6
Wall Park	
School running tracks	
North Park ropes course	
Pie Traynor field North Park	
Concerts at Hartwood Acres	
Dog Park	

Existing Indoor Amenities	
Shaler North Hills Library	6
Pure Athletex	1
Northland Public Library	29
North Hills Art Center	4
LaRoche College	11
Holy Trinity Center	3
Goldfish Swimming	3
Cranberry Twp Comm. Center	6
CCAC-North	13
Bradford Woods Borough Bldg	3
Avalon Public Library	2

Indoor and Outdoor Amenities	
Avenworth Comm. Park	4
Baierl Center	9
Baierl Family WMCA	4
Blueberry Hill Park	14
Evergreen Park	3
McCandless Town Hall	19
Millvale Sportsman's Club	3
North Park	31
North Park Pool (duplicate?)	3
North Side Sportsman's Club	1
Oxford Athletic Club	3
Pine Community Center	3
Robert Morris Island Sports Ctr.	6
Ross Municipal Center Park	6
The Woodlands	2

Missing in McCandless	
Community gathering spaces for all	2
Teaching kids about jobs. Fireman/policeman	
Community Center	5
Bicycle paths	
Potter Park (Hidden gem!)	
Places to meet	
Gathering for home school	
Teen gathering spaces (to bring food, relax, play games, large enough for more than one group. Foosball, pool table)	2
Place for cooking classes	
Theater/amphitheater	
Moms' space - networking	
Preschool play area - playdates	
Community WiFi	
Ice skating rink	
Paint ball	

- The one thing that stood out for me was the number of folks looking for places to meet. It was interesting that as people marked the places they currently use, they were pretty passionate about them with very positive comments made, but at the same time, as they skipped over items they don't use, most were quick to pass right by them. There were some people who would stop and ask, what is that, or where is that.

North Park was hugely popular, with folks wanting to separate out the various features at the park that they use – I'm sure you saw that on the lists.

Most folks I spoke with felt that McCandless was fortunate that there was access to so many great assets in the immediate area.

A number of folks were very enthusiastic about wanting a community center. Some mentioned the meeting space, others classes/programs. Some still couldn't pinpoint what they wanted; they liked the concept of all (many) of the things on the list being available at one place. Several referenced the concept of a place to be the center of the community where folks could gather and hang out and visit with neighbors while participating in various activities.

Several commented that they were pleased that McCandless was asking for their input. They seemed to enjoy the evening.

- Amy Steele

- I tried to capture all of the comments I could on the sheets that were on the table, but I want to share one comment that I don't think I wrote on the sheet. It was about North Park being an asset particularly for those that exercise or like nature, especially in the fair-weather months. However, winter is a long season and foul weather is common here, so it would be useful to have places to gather and pursue activities out of the harsh weather too.

I did have someone who was at the Open House approach me later with a comment that “a Community Center would be the best way to develop an identity for McCandless and the citizens. Far more useful than street signs with the Town's name on them.” Thought that was an interesting point of view.

- Deb Sagan

- There is an over-arching interest in having a community center. I personally would like to see the plan specifically use the term “community center” because this is the exact phrase that residents use over and over again. People also seem to immediately agree and understand that not everyone shares the same definition of “community center.” They seemed more than happy to offer more specifics when asked. Along this line, people expressed the lack of opportunity for free or low-cost meeting spaces for groups to hold meetings, events and for residents to hold events for personal reasons as well (i.e. family reunions, showers, receptions, etc). People would like to have more options than just North Park—especially for inclement weather and/or wanting something less rustic/cleaner, etc. Also, people really like the Ross Community Center and that seems to be a model that people admire. I’ve heard that countless times.

- Deawna Alfonsi

## Recreation Programs and Special Events

A review of services and events, and recommendations to fill gaps in offerings based on comparable communities. Mike Rapach and Deawna Alfonsi.

- Based on my time at the tables Tuesday night, I had a lot of conversations around a community center. The driving need seems to be meeting space and event space for small groups. Examples that were given to me were bridal showers, places for small parties, space for kids to work on school projects together, those types of things. It really helped clarify what the needs and interests were for me. There seems to be an opportunity to create availability of space for these types of things, and there may be ways to leverage the space that already exists through the school district, the parks, and other means.

The other thing that came across, and it may have been the audience we received, was the needs for active seniors that aren't being met currently. There seems to be a lot there, and it seems a ripe area for more exploration as well.

- Mike Rapach

- We also thought the Recreation/Programs board and notepad reflected an interest in community events particularly – community garden, Easter Egg hunt, car show, art fest, movie night in the park. Those types of things and, to your point, activities for Seniors.

- Elaine Kramer & Heather Cuyler

- As far as people seeming to prefer events over programs, I'm not sure I take away the same thing. I think that because the pictures themselves represented events versus programs, they gave their feedback on that. If we had offered more examples of programs, I think we would have gotten more feedback on programs as well.

As far as additional take-aways for me:

- I was surprised at the popularity of the garden. People especially like the idea of using gardens to help food banks as opposed to just gardening in general.
- Movies in the park (kid-friendly)

- Deawna Alfonsi

## Redevelopment and Infill

Focusing on Southern Route 19 corridor and to a lesser degree the Blazier Drive site.

- At last night's ice cream social, I was involved with the Blazier Drive and Infill boards. The following are some comments that I heard:
  - Develop Blazier Drive site as partly natural and partly commercial.
  - No new mental health care facilities.
  - We need a modern design for whatever is built. Most buildings in McCandless look dated.
  - It doesn't really matter. Nobody really listens to the public.
  - Include bio-swales and sidewalks in whatever is built.
  - Use site for a community center, including new office and police facilities.

- Ted Meinert

## Greenway Corridors

How we can protect and possibly use those sites for future generations, and other recommendations to make the community more sustainable.

- I worked with Jason on the Greenway Corridors. Jason noted to those at our station that 20% of McC was considered "Green Space". Those I talked to were very pleased and seemed glad that North Park was a major part of their lives. Many walked in the park and enjoyed the lake. We noted that the Wall Park trail was coming together and those who walked were looking forward to its completion. Many were glad that the area at Harmony

and Highland would be an area with parking for walkers and be put back to a natural site with plantings, etc.

The biggest question I had was what is the town going to do with the Blazer Drive area. Most felt it should be returned to nature, some thought that “low impact” buildings would be okay with lots of green included.

One other item that probably half of the folks mentioned to me was that their area was overrun with deer; what can the Town do to slow that growth?

- **Dick Schnupp**

- My conversations were about the same as Dick’s, but I would like to add a few other items that I talked to visitors about.
  - Most people were unsure of what to call “greenspace”. Some wanted it to be all tree’ d areas, some thought only publicly accessible (Parks) were greenspace. It was an item that people had interest in but did not understand exactly how to classify it.
  - No one personally talked directly to me about sustainability, however it was talked about in second hand efforts about preserving areas and creating trail systems; as well as recreational uses for the town owned properties.
  - One resident was concerned about ticks and the use of trails in these areas. She was concerned trails added risk to those using the areas. She wasn’t concerned about the deer, more about educating the citizens of what to look for. She was wanting the town to do more education and outreach about ticks/Lyme disease. I have also invited her to attend our upcoming EAC meeting.
  - One resident was unhappy to not see blighted and/or abandoned houses a topic of concern.

- **Jason Singer**

People did like Greenspace issues.

- 200 acres of green space in Town. 191 acres plus a 20-acre site. Open to people. Listed farms and forest reserve properties
- Parks, Town owned properties, part of school properties, not the Memorial Park cemetery or LaRoche or CCAC
- 144 acres are tax-advantage properties, including Eichner farm is reserved
- 1790 acres of North Park is in McCandless.

- **Brian Moreth**



## Community Identity and public engagement

Two-pronged approach: one dealing with the Town's image and thoughts on additional opportunities for community engagement

- Brian and I manned the Community Identity and Public Engagement table. As you know we did pretty well; we had 25 comments. Brian asked everybody not to list NA schools, but most people did at least comment on the school district being a factor.

Some people might not have known how to exactly answer the question and were somewhat answering with comments of what they liked about the Town. This can be used to help form an identity. Surprisingly, there were some comments on how nice it was to have different smaller neighborhoods within the Town (Ingomar North, Breeze Wood, Indian Village, etc.). It reminded them of the city with individual districts. On the other hand, there were comments of why there isn't just one zip code for the whole Town. Why Wexford, Ingomar, Allison Park & Pittsburgh? All and all, I think the general consensus was that McCandless is a safe, well maintained area that is in the heart of the North Hills and is convenient to shopping, entertainment, health care and the city.

- **Dennis Blakley**

- Community Identity: People would stand at our station, read the list and say, "I agree with those." There was some negativity and some good ideas.

- **Brian Moreth**

The transcribed list:

1. Other than NASD and North Park – only negative things
2. Close to shopping and nice residential homes
3. Residential neighborhoods
4. Deer (too many)
5. No downtown – need a gather place other than shopping
6. Very dated visually – 1960-70 images
7. Route 19 needs a unifying identity – South Ingomar – landscape, lighting, signs, sidewalks
8. Low taxes, good public works service (leaf pickup and plowing), low crime, peaceful neighborhoods
9. Neighborhood Identities – sense of inclusion/being part of something
10. Accessible to Pgh. Some parts by PAT could be better served.
11. Very green space
12. Small-town feel in some areas
13. Community togetherness – multiple opportunities. Friendly people!
14. Great neighborhoods. Very convenient to shopping, recreation, education, medical (Wish we had a "real downtown.")
15. Great Town structure. Services, green space, convenience of amenities.
16. Smaller community with good access to city, shopping, but needs better restaurants. Like the wooded feel.
17. Beautify 19 South
18. Great utilities-sewers, and well thought out.
19. Agree with No. 16. Older demographic. Car-dependent.
20. Great schools, access to downtown and major roads, North Park

21. Convenient to all major highways
22. Center of North Hills
23. Has a little bit of everything!
24. Streamlined communication/interaction with residents. Many do not know about McMail, Savvy Citizen, etc.
25. Green spaces good.
26. Well-kept properties

- Probably half of the folks I talked to were pleased that the Town had the open house, the other half only heard about it from friends or neighbors. We've got to continue to get the word out in some way about the communications formats that are in place!

Thanks for the great format and setup, I think the attendees were impressed, at least those I talked to!

- Dick Schnupp

## Pop-up Event Reports

### What Do You Like About McCandless

Great Schools: 8

Like it the way it is/Great place to live: 4

Great Services

Friendly people

Location – convenient to shopping, hospitals, entertainment, airport & downtown: 4

McCandless Crossing – like the restaurants there: 3

Good balance of residential & business: 2

Good place to raise a family: 2

Glad Walmart didn't go in: 3

Traffic better than Mt. Lebanon

Taxes are low- keep them low & a balanced budget: 2

Love North Park (trails): 2

Improved Kummer Rd. & Ingomar Rd.

### How Should McCandless Improve

Community Center for programs, gathering, meetings: 2

Too many deer: 4

Concerned about deer ticks and disease: 2

Too many potholes (especially at Pine Creek Road & Brandt school Road) 1

Enforce residential speed limits

Better salaries for teachers to keep NA schools good – help with recruitment especially for special education teachers

Concerned about residential lawn spraying & environment (notification should be required)

Don't like parking at Rave lot or McCandless Crossing: 2

Provide ongoing education regarding Opioid epidemic & abuse and resources including help for local EMS: 2

Make green space where Park 'n Ride is (Blazier Drive)

More green space/be better with the environment

No shooting range: 2

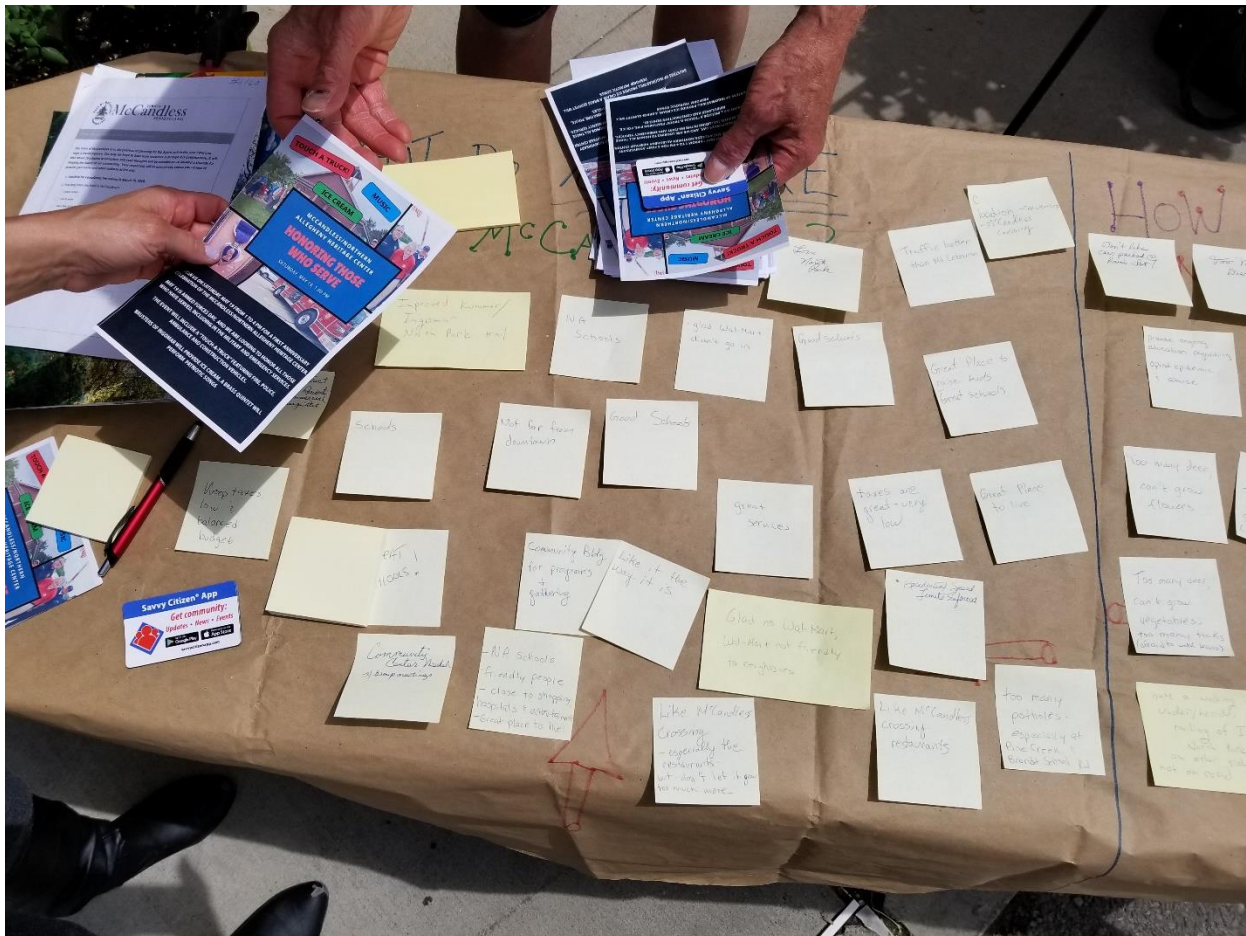
Road improvements, Need wider roads for growth, Better Traffic safety from northbound McKnight to Perry Hwy (up to Wexford Flats), synchronize Rt. 19 lights in Wexford: 2

Taxes are too high

Police sitting watching too much on Ingomar Rd. – wasteful

## More resident input & transparency in big decisions (Wal-Mart)

Walking trail on Ingomar Rd in North Park improvements good, but not good enough, move trail to other side of railing (not road side.)







From Library Day #2

### Improve:

It would be nice to have a community center for family activities, classes, etc.

Can we please get one more Park and Ride and more accessibility for public transportation?

No more Cell Towers! If they are necessary, please disguise them so the landscape isn't degraded, and the lights are so annoying.

More kid/toddler activities please!!

Would like for McCandless to preserve the quietness and tranquility of the environment. Limited development to preserve the suburban "feel."

It would be nice to have a family community center

Community overall is great.

Improve Leaf pickup>>more often >>hard to walk in street with leaves on edges and no sidewalks.

I wish there was more opportunity for community involvement on Town Council geared to working professionals.

McCandless is a great community as it has all good restaurants, library and all in one service for everything. I would love to have a good Community Center and kids' area too. Thanks.

I'd like to see a community center like Cranberry. Lots of activities.

A real Parks and Rec. Department that works with North Park. Provide services like a pool for seniors.

More night life and cool events for adults like shows and music.

We need a Walmart HAHA.... COMMUNITY CENTER

POSSIBLE PARK IN AND AROUND THE OLD SHOWCASE /PARK AND RIDE.

## LIKES

\*WHAT I LIKE ABOUT MCCANDLESS:

1. SENSE OF COMMUNITY
2. CONVIENCE AND ACCESSIBILITY
3. SUPPORT FROM TOWN COUNCIL, WARD 2 BILL KIRK
4. SUPPORT FROM MC. PD CHIEF DISANTI
5. NORTH PARK

\*LOVE THE PARK, SCHOOLS & NOW SHOPPING CENTERS

CANNOT THIK OF ANYTHING FOR IMPROVEMENTS

\*EXCELLENT PLACE TO LIVE 2. NORTH PARK 3. GREAT LIBRARY

\*CENTRALLY LOCATED AND PARKS ARE WONDERFUL

\*I JUST MOVED HERE AND I LOVE IT. VERY CONVENIENT TO ABSOLUTELY EVERYTHING!!

\*WE LOVE THE SCHOOLS AND THE PEOPLE. CONVENIENT TO NEW SHOPPING, FIRE AND HOSPITAL SERVICES

\*WE LIKE THAT MCCANDLESS IS A REAL COMMUNITY WITH COMMUNITY ACTIVITIES AND COMMUNITY BUILDINGS (LIBRARY, TOWN HALL HISTORY MUSEUM) WE ALSO LOVE MCKNIGHT.

\*BUSINESSES ARE CONVENIENT TO RESIDENTS

\*VERY CONVENIENT TO EVERYTHING

\*GOOD SCHOOL SYSTEM

\*BASEBALL FIELDS

\*PERFECT BALANCE OF RESIDENCE AND BUSINESS

\*LIKE OPEN SPACES—TREES AND SUCH

I LIKE THE AREA, NORTHPARK, SCHOOLS N.A.

\*IT'S BEAUTIFUL PLACE TO RAISE YOUR KIDS. GOOD BALANCE OF COMMERCIAL AND SOCIAL AMENITIES

\*NORTHLAND LIBRARY, NORTH PARK, VERSATILE SHOPPING, FAMILY FRIENDLY.

\*GREAT PLACE TO LIVE – AWESOME COMMUNITY TO RESIDE A FAMILY (GREAT SCHOOLS!)

**FROM A PERSON IN MY BOOK CLUB:**

McCandless Twp. has everything one needs within 5 or 10 minutes:

good restaurants, banks, post office, fabulous school district, police dept., fire company, churches,

movie theater, safe neighborhoods, good grocery stores, quick access to (79, turnpike, downtown Pgh) and more.

We could use one high-end restaurant and one art movie theater. Other than that, can't think of a thing.



## Summary of recommendations from Town of McCandless Comprehensive Plan of 2005 that should be considered during this planning cycle

1. Relatively few parcels of land remain undeveloped in McCandless, and tend to be areas of steep slope. The Town should encourage the assembly of vacant parcels in these difficult areas, to accommodate new development. The new regulations referenced above (regulations to protect woodlands and wetlands) should provide for a range of housing density alternatives and a mix of housing types in these areas.

Attention should be given to correlating these developments with the topography and environmental conditions. A **Transfer of Development Rights** ordinance should be designed to support these developments, with certain incentives, to maximize preservation of the natural environment (IX-111, section 900.1)

2. Community Development Objectives (XII-150, section 1202.3):
  - Preserving and improving the natural environment
  - Increasing property values, employment opportunities, and the economic base of the Community
  - Providing protection to life and property from fire, acts of crime and for emergency medical service
  - Providing for safe, adequate and attractive housing of all types
  - Protecting life and property from flooding and soil erosion
  - Assuring the availability of all necessary utilities
  - Providing for adequate vehicular transportation arteries and pedestrian walks and trails
  - Providing for adequate recreational and community facilities
  - Providing for ongoing community planning and for long-range growth management programs
  - Providing for safe, adequate and attractive commercial and institutional uses
  - Avoiding incompatible uses
  - Developing adequate watershed management systems, including adequate stormwater drainage systems
3. The removal of trees and excessive grading of these steep slope lands must be avoided. (XIV-173, section 1400.1)
4. Under Housing Challenges (XIV-175, section 1400.3)

- The Town should chart an inventory of vacant lots and abandoned buildings and develop programs for encouraging renovations and maintenance of these older homes to attract new families. The MPC suggests that municipalities develop such a plan for rehabilitation of housing in declining neighborhoods.
- The Town, possibly in conjunction with the North Allegheny School District, must consider strategies and activities to retain and/or attract the youthful families who are looking for good, affordable housing. This is a priority item for future planning. Emphasis on infill development will help to satisfy some of this demand.

#### 5. Action Required (XIV-188, section 1402.2)

- Continue emphasis on developing additional recreation and cultural facilities as proposed in the budget, and as may be requested by recreation organizations
- Promoting conservation of the natural and historical resources and prime agricultural land, forests and woodlands, and providing for good forestry practices

### **Summary of recommendations from Studies done for the Harmony Trail in the Town of McCandless that should be considered during this planning cycle**

Plans exist for developing a walking trail from Wall Park near Rochester Road in the southwestern portion of the Town, northward along a minor tributary to West Ingomar Road. Then the trail continues northward along Harmony Road and Wexford Run to the Town's north boundary with Pine.

Property has been acquired from Wall Park to Glen Allen and some of the trail has been developed.

Consider using the Official Map process to preserve the right to future development of the trail.



# Connectivity & Active Transportation

## MODEL TRAIL EASEMENT AGREEMENT

A model easement agreement from the Pennsylvania Land Trust Association is provided here. To read extensive commentary about executing agreements, please visit [ConservationTools.org](http://ConservationTools.org).

**Prepared by:**

Name:

Address:

Telephone:

**Return to:**

Name:

Address:

**Tax parcel(s):**

### Model Trail Easement Agreement

4<sup>th</sup> edition (v. 2018.01.19)

Published by the Pennsylvania Land Trust Association

This and an alternative model, the *Model Grant of Trail Easement*  
(whose chief advantage is brevity), are available at

[ConservationTools.org](http://ConservationTools.org).

## TRAIL EASEMENT AGREEMENT

THIS TRAIL EASEMENT AGREEMENT dated \_\_\_\_\_ (the “Easement Date”) is by and between  
\_\_\_\_\_ (“the undersigned Owner or Owners”) and \_\_\_\_\_ (the “Holder”).

### Article 1. Background

**1.01 Property**

The undersigned Owner or Owners are the sole owners in fee simple of the property described in exhibit A (the “Property”). The Property is also described as:

Street address:

Municipality:

Parcel identifier:

County:

State: Pennsylvania

**1.02 Easement Area**

The portion of the Property that is subject to this agreement (the “Easement Area”) is shown on the plan attached as exhibit B (the “Easement Plan”).

**1.03 Purpose**

This agreement establishes the easements (collectively, the “Trail Easement”) described in articles 2 and 3, details rules regarding the Trail Easement, and identifies rights and responsibilities of Holder and Owners.

**1.04 Consideration**

The undersigned Owner or Owners acknowledge receipt of the sum of \$1.00 in consideration of the grant of easements to Holder under this agreement.

### Article 2. Grant of Easement for Trail Facilities

**2.01 Grant**

The undersigned Owner or Owners grant and convey to Holder the perpetual right to create the Trail identified below; to enter the Easement Area at any time to construct, install, maintain, and repair the items (collectively, with the Trail, the “Trail Facilities”) described in paragraph (a) below and, subject to the prior written consent of Owners, those described in paragraph (b) below.

**(a) Permitted Trail Facilities**

- (1) A trail not to generally exceed approximately \_\_\_\_ feet in clear tread width (the “Trail”).
- (2) Signs to mark the Trail, to provide information related to the Trail, and for interpretive purposes.
- (3) Fencing, gates, and barriers to control access.

**(b) Trail Facilities Requiring Prior Written Consent of Owners**

Benches, picnic tables, wastebaskets, and bicycle racks.

**2.02 Exercise of Rights**

Construction, installation, maintenance, and repair of the Trail may include trailblazing; grading; building retaining walls, steps, railings, boardwalks, and bridges; cutting vegetation; application of gravel, crushed stone, wood chips, or paving; and identifying the Trail’s path. These activities may include vehicular use.

## Article 3. Grant of Easement for Public Access

### 3.01 Grant

The undersigned Owner or Owners grant and convey to Holder the right to make available to the public a perpetual easement and right-of-way over the Trail and the right to use Trail Facilities for the purposes described in paragraph (a) below and, subject to the prior written consent of Owners, those described in paragraph (b) below:

- (a) **Permitted Trail Uses.** Use of the Trail as a right-of-way for (1) walking, hiking, jogging, bicycling, horseback riding, bird watching, nature study; (2) power-driven mobility devices for use by persons who have mobility impairments; and (3) emergency vehicles in the case of emergency within the Easement Area.
- (b) **Uses Requiring Prior Written Consent of Owners.** Recreational vehicular use such as snowmobiling; events such as charity runs or competitive races; programmatic use by schools, clubs, or other groups; or use of Trail for purposes other than as a right-of-way for passage over the Property such as picnicking or other stationary activities.

### 3.02 No Charge for Access

No Person is permitted to charge a fee for access to the Trail or use of the Trail Facilities.

## Article 4. Rights of Owners

### 4.01 Owner Improvements

Owners must not construct, install, or maintain facilities or improvements within the Easement Area except:

- (a) **Existing Items.** Items existing within the Easement Area as of the Easement Date and listed in the attached schedule (if any) entitled “Existing Improvements.”
- (b) **Potential Items.** Items listed in the attached schedule (if any) entitled “Permitted Other Improvements.”
- (c) **Fencing.** Fencing along the boundary of the Easement Area not impeding access to the Easement Area for the purposes of such access described in articles 2 and 3.
- (d) **Other.** Items to which Holder, without any obligation to do so, gives its consent in writing.

### 4.02 Owner Uses and Activities

Except as limited under this article, Owners have all the rights recognized under applicable law to use the Easement Area for purposes consistent with and not interfering with the easement rights granted to Holder. Owners’ rights include those set forth below:

- (a) **Mitigating Risk.** Cut trees or otherwise disturb resources to the extent reasonably prudent to remove or mitigate against an unreasonable risk of harm to Persons on or about the Easement Area.
- (b) **Grants to Others.** Grant leases, licenses, easements, and rights-of-way affecting the Easement Area to Persons other than Holder but only for those facilities, improvements, activities, and uses permitted to Owners under this article.
- (c) **Enforcement Rights.** Remove or exclude from the Property Persons who are (1) in locations other than the Trail or other Trail Facilities or (2) not engaged in permitted trail uses.

## Article 5. Enforcement; Liability Issues

### 5.01 Enforcement

Holder may, in addition to other remedies available at law or in equity, compel Owners to make the Easement Area available for the purposes set forth in articles 2 and 3 by exercising any one or more of the following remedies, without need to show that a civil action for damages is not available to furnish compensation:

- (a) **Injunctive Relief.** Seek injunctive relief to specifically enforce the terms of this agreement; to restrain present or future violations of this agreement; or to compel restoration of Trail Facilities or other resources destroyed or altered as a result of the violation.

(b) **Self Help.** Enter the Property to remove any barrier to the access provided under this agreement and do such other things as are reasonably necessary to protect and preserve the rights of Holder under this agreement.

#### **5.02 Public Enters at Own Risk**

Use of any portion of the Easement Area by members of the general public is at their own risk. Neither Holder nor Owners by entering into this agreement assume duty to or for the benefit of the general public for defects in the location, design, installation, maintenance, or repair of the Trail Facilities; for unsafe conditions within the Easement Area; or for the failure to inspect for or warn against possibly unsafe conditions; or to close the Trail Facilities to public access when unsafe conditions may be present. Holder will endeavor to repair damaged Trail Facilities but has no duty to do so unless and until Holder receives notice given in accordance with article 6 of the need to repair an unreasonably dangerous condition.

#### **5.03 Costs and Expenses**

All costs and expenses associated with Trail Facilities are to be borne by Holder except for items included in Owner Responsibility Claims (defined below in this article).

#### **5.04 Responsibility for Losses and Litigation Expenses**

(a) **Public Access Claims; Owner Responsibility Claims.** If a claim for any Loss for personal injury or property damage occurring within the Easement Area after the Easement Date (a “Public Access Claim”) is asserted against either Owners or Holder, or both, it is anticipated that they will assert such defenses (including immunity under the Recreational Use of Land and Water Act) as are available to them under applicable law. The phrase “Public Access Claim” excludes all claims (collectively, “Owner Responsibility Claims”) for Losses and Litigation Expenses arising from, relating to or associated with (1) personal injury or property damage occurring prior to the Easement Date; (2) activities or uses engaged in by Owners, their family members, contractors, agents, employees, tenants, and invitees, or anyone else entering the Property by, through, or under the express or implied invitation of any of the foregoing; or (3) structures, facilities, and improvements within the Easement Area (other than improvements installed by Holder).

(b) **Indemnity.** If immunity from a Public Access Claim is for any reason unavailable to Owners, Holder agrees to indemnify, defend, and hold Owners harmless from any Loss or Litigation Expense if and to the extent arising from a Public Access Claim. Owners agree to indemnify, defend, and hold the Holder harmless from any Loss or Litigation Expense if and to the extent arising from an Owner Responsibility Claim.

#### **(c) Loss; Litigation Expense**

- (1) The term “Loss” means any liability, loss, claim, settlement payment, cost and expense, interest, award, judgment, damages (including punitive damages), diminution in value, fines, fees, and penalties or other charge other than a Litigation Expense.
- (2) The term “Litigation Expense” means any court filing fee, court cost, arbitration fee or cost, witness fee, and each other fee and cost of investigating and defending or asserting any claim of violation or for indemnification under this agreement including, in each case, attorneys’ fees, other professionals’ fees, and disbursements.

### **Article 6. Miscellaneous**

#### **6.01 Binding Agreement**

This agreement is a servitude running with the land binding upon the undersigned Owner or Owners, and, upon recordation in the Public Records, all subsequent Owners of the Easement Area or any portion of the Easement Area are bound by its terms whether or not the Owners had actual notice of this agreement and whether or not the deed of transfer specifically referred to the transfer being under and subject to this agreement. This agreement binds and benefits Owners and Holder and their respective personal representatives, successors, and assigns.

#### **6.02 Governing Law**

The laws of the Commonwealth of Pennsylvania govern this agreement.

### **6.03 Definition and Interpretation of Capitalized and Other Terms**

The following terms, whenever used in this agreement, are to be interpreted as follows:

- (1) “Owners” means the undersigned Owner or Owners and all Persons after them who hold an interest in the Easement Area.
- (2) “Person” means an individual, organization, trust, or other entity.
- (3) “Public Records” means the public records of the office for the recording of deeds in and for the county in which the Easement Area is located.
- (4) “Including” means “including, without limitation.”
- (5) “May” is permissive and implies no obligation; “must” is obligatory.

### **6.04 Incorporation by Reference**

Each exhibit or schedule referred to in this agreement is incorporated into this agreement by this reference.

### **6.05 Amendments; Waivers**

No amendment or waiver of any provision of this agreement or consent to any departure by Owners from the terms of this agreement is effective unless the amendment, waiver, or consent is in writing and signed by an authorized signatory for Holder. A waiver or consent is effective only in the specific instance and for the specific purpose given. An amendment must be recorded in the Public Records.

### **6.06 Severability**

If a provision of this agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions of this agreement remain valid, binding, and enforceable. To the extent permitted by applicable law, the parties waive any provision of applicable law that renders any provision of this agreement invalid, illegal, or unenforceable in any respect.

### **6.07 Counterparts**

This agreement may be signed in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement.

### **6.08 Entire Agreement**

This is the entire agreement of Owners and Holder pertaining to the subject matter of this agreement. The terms of this agreement supersede in full all statements and writings between Owners and Holder pertaining to the transaction set forth in this agreement.

### **6.09 Notices**

Notice to Holder under this agreement must be in writing and given by one of the following methods: (1) personal delivery; (2) certified mail, return receipt requested and postage prepaid; or (3) nationally recognized overnight courier, with all fees prepaid. In an emergency, notice may be given by phone (\_\_\_\_\_) or electronic communication (\_\_\_\_\_) followed by one of the methods in the preceding sentence.

### **6.10 Warranty**

The undersigned Owner or Owners warrant to Holder that:

- (a) **Liens and Subordination.** The Easement Area is, as of the Easement Date, free and clear of all liens or, if it is not, that Owners have obtained and attached to this agreement as an exhibit the legally binding subordination of any lien affecting the Easement Area as of the Easement Date.
- (b) **Existing Agreements.** No one has the legally enforceable right (for example, under a lease, easement, or right-of-way agreement) to prevent the installation or public use of Trail Facilities.
- (c) **Hazardous Materials.** To the best of their knowledge, the Easement Area is not contaminated with hazardous or toxic materials, and no such materials have been stored or generated there.

INTENDING TO BE LEGALLY BOUND, the undersigned Owner or Owners and Holder, by their respective duly authorized representatives, have signed and delivered this agreement as of the Easement Date.

Witness/Attest:

\_\_\_\_\_  
Owner's name: \_\_\_\_\_ (SEAL)

\_\_\_\_\_  
Owner's name: \_\_\_\_\_ (SEAL)

[NAME OF HOLDER]

\_\_\_\_\_  
By: \_\_\_\_\_ (SEAL)  
Name of signatory:  
Title of signatory:

This document is based on the  
**Model Trail Easement Agreement**  
(v. 2018.01.19) provided by the  
Pennsylvania Land Trust Association  
and published at [ConservationTools.org](http://ConservationTools.org).

The model on which this document is based should not be construed or relied upon as legal advice or legal opinion on any specific facts or circumstances. It should be revised under the guidance of legal counsel to reflect the specific situation.



COMMONWEALTH OF PENNSYLVANIA:

COUNTY OF \_\_\_\_\_ :

ON THIS DAY \_\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged that he/she/they executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_, Notary Public  
Print Name:

COMMONWEALTH OF PENNSYLVANIA:

SS

COUNTY OF \_\_\_\_\_ :

ON THIS DAY \_\_\_\_\_ before me, the undersigned officer, personally appeared \_\_\_\_\_, who acknowledged him/herself to be the \_\_\_\_\_ of \_\_\_\_\_, a Pennsylvania non-profit corporation, and that he/she as such officer, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by her/himself as such officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_, Notary Public  
Print Name:

# TRAIL MANAGEMENT

Practical information about operations, management and security from “Pennsylvania Trail Design & Development Principles” is provided on the following pages. For the full report, click [here](#).



## Management

A management plan is an important component to ensure a positive user experience and to effectively manage the potential risk associated with a trail. Those responsible for managing a trail should adopt a trail management plan before a trail is opened. If you do not have a management plan for your trail use this as a guide to assist you in preparing one.

We encourage all trail managers to develop a management plan by adopting policies and procedures in a written document. A management plan establishes expectations for the operations, maintenance and security of the trail.

This chapter provides you with the tools necessary to develop a trail management plan specific to your organization and your trails. It contains policies and procedures which may or may not be applicable to your specific trail. If you are unsure whether a specific practice is needed for your trail, consult your DCNR regional adviser for assistance.

In this chapter we discuss:

1. Trail Management Considerations
  - Management Structures
  - Trail Management Objectives
  - User Safety and Security
  - Natural and Cultural Resource Management
  - The Physical Corridor
  - Programming and Environmental Education Activities
  - Conflicting and Competing Uses
  - Use of Volunteers
  - Monitoring Trail Uses
  - Trail Closures
  - Trail Accessibility Policy
2. Trail Maintenance Considerations
  - Frequency of Maintenance
  - Trail Assessments and Inspections
  - Hazard Tree Identification, Inspection, and Corrective Action
  - Revegetation and Restoration
  - Training

Trails should be maintained to be safe and usable at all times. Potential hazards should be clearly identified and marked to alert users until they can be repaired.

Failure to properly manage and maintain a trail may result in an unsafe condition that may become a hazard to the trail users and a liability to those responsible for managing the trail.



**Pennsylvania Equine Council Trail Care Crew**  
**Black Moshannon State Park**  
Centre County

Photo Credit: PA DCNR



## Management Plan

Successful trail management plans have two components. The first component addresses the management aspects, including policies and procedures to ensure trail access, provide a quality experience for the user, and minimize maintenance impacts. The second component addresses the maintenance aspects, including policies and procedures for maintaining the trails to provide for user safety, access, and convenience, protect adjacent resources, and preserve trail investment. In the first half of this chapter we discuss the management considerations and in the second half we discuss maintenance considerations.

## Trail Management Considerations

A trail management plan<sup>1</sup> typically consists of the policies and procedures for:

1. Creating the Management Structure
2. Establishing Trail Management Objectives
3. Providing for User Safety and Security
4. Managing Natural and Cultural Resources
5. Managing the Physical Corridor
6. Providing Programming and Environmental Education Activities
7. Managing Conflicting and Competing Uses
8. Managing Volunteers
9. Collecting Trail Use Counts
10. Establishing Trail Closure Policies
11. Establishing a Use of Wheelchairs and Other Powered-Driven Mobility Devices (OPDMD) Policy

The management plan should be adapted to reflect the requirements of the uses being managed on your trail.

### Risk Management

The identification, assessment, and prioritization of risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities.

### 1. Creating the Management Structure

In many instances an existing agency or organization will be responsible for managing a trail or trail system. However, in instances where there is not a management structure in place, there are many options to consider when exploring the appropriate management structure for a particular trail. If your trail extends through multiple jurisdictions and/or multiple entities are responsible for its management, a well defined management structure is essential and important to the success of the trail.

<sup>1</sup> Adapted from The Yough River Trail Cooperative Management System, Regional Trail Corporation: unpublished



Before assuming that you need to create a new organization or agency to manage your trail, the first step is to determine whether an existing organization or agency is capable and willing to manage your trail. To accomplish this, identify potential partners and discuss with them your trail management needs and expectations.

The capabilities of agencies and organizations can vary greatly depending on the regulatory, agency, and organizational requirements governing a particular management structure. Therefore, it is important to compare the management needs with the capabilities of existing agencies and organizations to determine if they have the ability and capacity to meet your needs. The following is a list of potential management needs to consider.

### *Potential Management Needs*

1. Organizational and financial administration
2. Organizational sustainability
3. Financial sustainability
4. Administration of volunteers and ability to build and retain pools of volunteers
5. Ability to secure federal, state, and/or municipal funding
6. Ability to secure foundation funding
7. Geographic jurisdiction or potential area of jurisdiction
8. Project planning and design
9. Partnership and relationship building
10. Land acquisition, access easement, and rights-of-way
11. Negotiation/equitable ownership
12. Construction funding
13. Project mobilization and implementation
14. Other resources receipt and management (e.g. donated materials or equipment with operator)
15. Maintenance capabilities/needs or arrangements for maintenance
16. Insurance or insurability/risk management
17. Operations/maintenance funding
18. Accountability to public interest/fiduciary responsibility to public trust
19. Public relations and marketing ability

Your particular trail may have additional management needs. It is important that you identify them early in the process and that you discuss all needs with potential partners who may assist in managing the trail.

If an agency or organization cannot be identified that can manage your trail, then you should determine if there is potential to establish an organization to provide your management needs. There are many types of management

2 Managing Mountain Biking, IMBA's Guide to Providing Great Riding, International Mountain Bicycling Association: 2007



**Regional Trail Corporation  
Office, West Newtown Trail  
Station**

Westmoreland County

Photo Credit: Betsy Manderino





structures, each type providing opportunities and limitations regarding their ability to manage trails. Management structures typically fall into one of the following categories:

- Municipality Owned/Operated
- Non-Profit Owned/Operated
- A hybrid of the above

### Technical Assistance

DCNR's Recreation and Parks Technical Assistance Program can provide you resources to evaluate management structures for your trail system. For more information visit [HERE](#).

Should it be necessary for you to develop and evaluate alternatives for a new management structure for your trail, PA DCNR may be able to provide assistance through its Peer Grant Program. Peer grants are awarded to help municipalities improve their park, recreation and conservation services through a collaborative process. Projects are accomplished through contracts with experienced park, recreation, and conservation professionals from nearby communities who will work closely with local leaders. For additional information on the PA DCNR grant program contact your regional DCNR adviser or visit the website [HERE](#).

## 2. Establishing Trail Management Objectives<sup>3</sup>

Effective trail management includes establishing trail management objectives during the trail planning process. The Trail Management Objective (TMO) form developed by the U.S. Forest Service synthesizes the management intention of a proposed or existing trail. The TMO provides a means of recording basic information for future trail planning, management, and reporting. TMOs are a prerequisite for completing an effective trail condition assessment, as well as planning future work required to comply with current standards.

A TMO should be developed during the planning process as it will include trail specifications, level of difficulty, and the number and types of users the trail will serve. In the past, trails were maintained based on their type and level of use and not their intended design use. By establishing TMOs for each trail system, a trail's design and management can better correspond with its intended type and level of use. If you have an existing trail that does not have a TMO, one should be prepared for it based on its existing conditions.

### *Developing Effective TMOs*

Trail sponsors should review and approve TMOs before and after the trail design is completed. This ensures that objectives for the trail are consistent with the location's current and future land management practices. Furthermore it ensures consistent use between trails. TMOs should be updated if the management intent for the trail, special considerations, or other factors change.

<sup>3</sup> U.S. Forest Service Trail Fundamentals, <http://www.fs.fed.us/recreation/programs/trail-management/trail-fundamentals/>



It is essential to establish and document TMOs before you construct a trail to ensure proper management of the trail in the future. The following instructions explain the importance of the information to be documented on the TMO worksheet:

### Overall Trail Information

- **Trail Name:** Specify the official trail name.
- **Trail Location:** Specify the trail location based on the naming protocol of the trail sponsor.
- **Trail Length:** Specify the length of the trail in miles. Mileage accuracy recorded on the TMO should correspond to the method of collection: wheel, GPS, map, or unknown.
- **Trail Beginning and Ending Segment:** Specify the location of the trail's beginning and ending segment using coordinates or mileposts.

### Designed Use Objectives

- **Designed Use:** Specify the prescribed use for the proposed trail. The designed use is necessary to establish the standards for which the trail is designed, constructed, operated, and maintained.
- **Season of Use:** Specify the season(s) the trail will be open for use. Indicate the specific date(s) or frequency of seasonal closure.
- **Level of Difficulty:** Specify the prescribed level of difficulty for a specific trail based on its corresponding level of difficulty standards.
- **System Layout:** Specify the type of layout the trail will conform to.

### Trail Specifications

- **Maximum Grade:** Specify the maximum grade of the trail. Indicate the maximum percent grade for a sustained length of tread, as well as a short length of tread along the proposed trail route.
- **Minimum Clearances:** Specify the minimum clearance of a trail. Indicate the width and height in feet based on a trail's design guidelines.
- **Design Requirements:** Specify the trail's proposed tread width, curve radius, and surface material. This information should be based on the trail's suggested design guidelines.
- **Managed Use:** Specify the mode of travel that is appropriate for a trail, based on its design and management.
- **Prohibited Use:** Specify any use or mode of travel prohibited by an official legal order or the trail sponsor.

### Trail Characteristics

- **Sensitive Areas:** Specify all ecologically or hydrologically sensitive areas within the proposed trail corridor.
- **Destinations:** Specify all destinations accessible to or visible from the proposed trail route.

4 Managing Mountain Biking, IMBA's Guide to Providing Great Riding, International Mountain Bicycling Association: 2007

### International Mountain Bicycle Association's 16 Considerations for Risk Management Planning<sup>4</sup>

1. Create a risk management team and designated leader
2. Write a philosophy statement
3. Establish a trail design and construction policy
4. Establish a trail inspection and maintenance policy
5. Maintain the trail system as specified in the policy
6. Eliminate unreasonable hazards
7. Develop an effective sign program
8. Implement a trail difficulty rating system
9. Institute rules and advise users
10. Develop an emergency action plan
11. Purchase or review an insurance policy
12. Create a record keeping system
13. Develop an incident reporting system
14. Deploy a trail patrol
15. Recruit outside advisors



- Structures: Specify all structures currently located along the trail route or that will need to be constructed.

#### Trailheads and Amenities

- Trailheads and Access Points: Specify the name and location of all trailheads providing access to the proposed trail route.
- Amenities: Specify all current or proposed amenities located within a trailhead or along the proposed trail route.

#### Maintenance Requirements

- Routine Maintenance Schedule: Describe the anticipated frequency for completing routine maintenance tasks within this section. Define which maintenance tasks should occur on a weekly and monthly basis.
- Special Considerations and Notes: Note any additional considerations of which trail managers, design, construction, or maintenance personnel should be aware. Provide details or references for corresponding direction.



## Trail Management Objectives

Trail Name \_\_\_\_\_ Begin Segment \_\_\_\_\_ identified by mileposts ☐  
 Location \_\_\_\_\_ End Segment \_\_\_\_\_ or coordinates ☐  
 Total Trail Length \_\_\_\_\_ Segment Length \_\_\_\_\_

page 1 of 2

**Designed Use** ☐ Hike / Pedestrian ☐ Bike ☐ Mountain Bike ☐ Equestrian  
☐ Cross Country Ski ☐ Snowshoe

**Season of Use** ☐ Year Round ☐ Winter ☐ Spring ☐ Summer ☐ Fall

**Level of Difficulty** ☐ Easiest \_\_\_\_\_% ☐ More Difficult \_\_\_\_\_% ☐ Most Difficult \_\_\_\_\_%

**System Layout** ☐ Linear ☐ Single Loop ☐ Stacked Loop ☐ Multiple Loop  
☐ Spoked Wheel ☐ Primary & Secondary Loop ☐ Maze

### Trail Specifications

**Maximum Grade** Sustained ..... \_\_\_\_\_%  
 Short ..... \_\_\_\_\_%  
**Minimum Clearances** Width ..... \_\_\_\_\_feet  
 Height ..... \_\_\_\_\_feet

### Tread Specifications

Tread Surface ☐ Stable ☐ Firm  
 Tread Material ☐ Native In-Place ☐ Native Borrow  
☐ Manufactured, \_\_\_\_\_ ☐ Stabilized Soil  
☐ Stone ☐ Pavement

**Design Requirements** Tread Width ..... \_\_\_\_\_feet  
 Target Cross Slope ..... \_\_\_\_\_%  
 Minimum Curve Radius .... \_\_\_\_\_feet

### Accessibility

☐ Complies with ADA – Draft final Accessibility  
 Guidelines for Outdoor Developed Areas

**Managed Use** ☐ Shared Use Path / Rail Trail ☐ Multi-Use / Shared Use Trail  
☐ Hike / Pedestrian ☐ Bicycle ☐ Equestrian  
☐ Cross Country Ski ☐ Snowshoe

**Prohibited Use** ☐ All Motorized Use ☐ ATV ☐ Snowmobile  
☐ Hike / Pedestrian ☐ Bike ☐ Mountain Bike ☐ Equestrian  
☐ Cross Country Ski ☐ Snowshoe

**Sensitive Areas** ☐ Wetlands ☐ Seeps ☐ Habitat ☐ Species  
☐ Cultural / Historical ☐ EV / HQ Streams ☐ Adjacent Land Use  
☐ Other, describe: \_\_\_\_\_

**Destinations** ☐ Parks ☐ Connecting Trails ☐ Wildlife Areas ☐ Control Points  
☐ Stream Crossings ☐ Trailheads ☐ Vistas ☐ Scenic Areas  
☐ Others, describe: \_\_\_\_\_

**Structures** ☐ Culverts ☐ Bridges ☐ Rock Walls  
☐ Crib / Gabion Walls ☐ Other Walls  
☐ Other Structures, describe: \_\_\_\_\_

### Notes

Prepared by \_\_\_\_\_ Date \_\_\_\_\_





## Trail Management Objectives

Trail Name \_\_\_\_\_ Begin Segment \_\_\_\_\_ identified by mileposts ☐  
 Location \_\_\_\_\_ End Segment \_\_\_\_\_ or coordinates ☐  
 Total Trail Length \_\_\_\_\_ Segment Length \_\_\_\_\_

page 2 of 2

Trailheads & Access Points Name \_\_\_\_\_ Location \_\_\_\_\_ identified by milepost ☐  
 or coordinates ☐

Amenities ☐ Parking, no. of spaces \_\_\_\_\_ ☐ Restroom ☐ Potable Water  
☐ Trash / Recycling Containers ☐ Picnic Shelter ☐ Kiosk  
☐ Message Board ☐ Primitive Camping ☐ Warming Hut  
☐ Bike Rack ☐ Air Station ☐ High Line  
☐ Hitch Rail ☐ Corral ☐ Horse Stall  
☐ Watering Trough ☐ Fire Ring ☐ Picnic Table  
☐ Others, describe: \_\_\_\_\_

**Maintenance Requirements:** Identify the anticipated frequency for completing routine maintenance tasks

Routine Maintenance Schedule												
Maintenance Activity	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
EXAMPLE- Mowing			•	••••	••••	••••	••••	••••	••••	••••	••••	
Mowing												
Trimming												
Trash												
Pruning												
Weeding												
Invasive Removal												
Brush Hog												
Signs - inspect/repair/replace												
Blazes - inspect/re-paint												
Fence - inspect/repair/replace												
Culverts - inspect/repair/replace												
Storm Drains - inspect/repair/replace												
Gates - inspect/repair/replace												
Bridge - inspect/repair/replace												
Maintain Dips												
Grade Ditches												
Trail Grooming												
Trail Surfacing												
Landscaping												
Storm Damage												
Vandalism												
Repair Washouts												

Special Considerations	Notes

Prepared by \_\_\_\_\_ Date \_\_\_\_\_



### 3. Providing for User Safety and Security

The most important consideration along your trail is the safety of the trail users. Therefore, proactive planning, coordination, and response policies are necessary.

#### Trail Rules

Generally trail rules begin with identifying the permitted uses for the trail. Often the rules also identify uses that are prohibited along the trail. The following rules have been established by the Regional Trail Corporation for the Great Allegheny Passage:

1. No motorized vehicles.
2. Bicyclists and horse riders should wear helmets. Pennsylvania State Law mandates that children under 12 years old wear safety-approved helmets.
3. Keep right, except to pass.
4. Warn before passing. Sound your bell or horn and announce audibly “Passing on your left.”
5. Bicyclists yield to walkers/hikers.
6. Equestrians are allowed on specified sections of the trail. Please keep horses off the improved hiker/biker surface. Stay on the grass.
7. Trail open daily, dawn to dusk. No overnight use, except in authorized areas. Reservations are required for groups of 10 or more.
8. Stay on trail.
9. No fires.
10. Keep pets on a leash six feet or less in length, under control, and collect and dispose of pet waste in a proper receptacle.
11. Do not discharge or carry loaded firearms on or near the trail.
12. Please respect private property and stay on the trail.
13. Dumping and littering are prohibited. If you see litter, please pick it up.
14. Permits are required for any special group event of twenty-five or more.

Trail rules should be presented in a multilingual format where appropriate.

#### Cellular Phones and Cellular Service

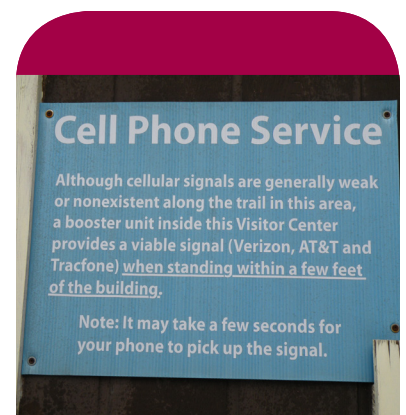
On websites, at trailheads, and on all printed trail maps, identify whether cellular phone service is available along your trail corridor, and provide the telephone numbers for emergency responders. The following is a sample policy:

Cellular phones have become a staple for those traveling. Cell phones provide contact with emergency service personnel during times of need. However, given the remote locations of many trails, one cannot always assume cellular service will be available when needed.



**Dr. J Freeride Trail Rules**  
Allegheny County

Photo Credit: Pashek Associates



**Great Allegheny Passage  
Rockwood Trailhead**  
Somerset County

Photo Credit: Somerset County



Therefore, to promote awareness and eliminate reliance on service that may not be available; place cell service notices at trailheads and access points. Notices should indicate whether cell service is available, and if so what carriers can access it along a particular corridor, further, this notice should indicate where service is ‘spotty’ or where access service is unreliable.

### *Police, Fire, and Ambulance Coordination*

Often a trail will pass through a number of municipalities each having jurisdiction. As a result, this provides potential conflicts for emergency service response. The Pennsylvania Emergency Management Agency (PEMA) facilitates emergency services in a coordinated fashion. PEMA policies and procedures govern emergency response procedures and responsibilities along the trail corridor. Therefore, it is important to have public safety agencies involved in the trail planning and design process to ensure their needs are being met.

Post the phone number(s) for the appropriate first responders at trailheads and trail access locations.

### *Law Enforcement*

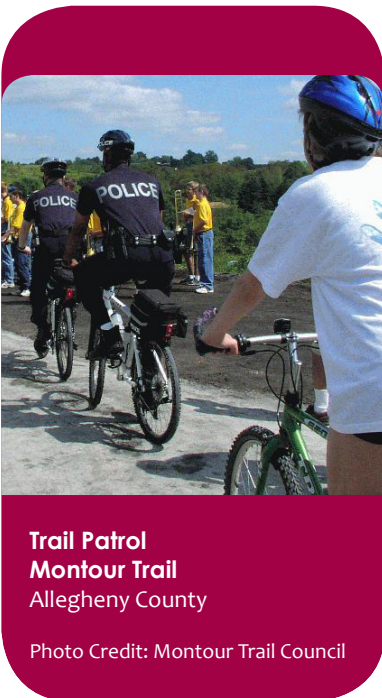
Emergency law enforcement response can typically be activated by dialing 911. On DCNR-owned lands, all responses to emergency and criminal actions are handled by the DCNR Ranger first and then either the State Police or the local law enforcement agency, depending on the location.

Each state agency is empowered to enforce state conservation laws on its lands and, in certain cases, on other lands throughout Pennsylvania. In addition, state conservation agencies can sometimes enforce the state’s criminal and vehicle code on agency-owned conservation lands. State and municipal law enforcement agencies are the primary entities with enforcement powers on all lands.

On non-state owned lands, all responses to criminal actions are handled by either the State Police or by a local law enforcement agency. Where a full-time local law enforcement agency is available, that agency will serve as the primary law enforcement agency and the State Police will function as backup. Where a part-time law enforcement agency exists, that agency will serve as the primary law enforcement agency during its business hours; State Police will fill in during off -hours. Where no local agency is available, the State Police will provide necessary police service on a full-time basis.

### *Emergency Medical Services (EMS)*

Emergency medical service response can typically be activated by dialing 911. Post EMS response contact information at trailheads and trail access points.



**Trail Patrol**  
**Montour Trail**  
Allegheny County

Photo Credit: Montour Trail Council



### Emergency Response Procedures

Trail managers should work with local law enforcement and emergency responders to develop appropriate policies and procedures; often these will vary from place to place. This includes providing the responders with keys to gates so they can access the trail corridor.

### Milepost Signs for Emergency Response

Mile posts should be maintained to allow users to identify their location along the trail. The frequency of the mile posts, i.e. every 1/2 mile, 1/4 mile, etc. depends on the nature of the trail. If a person calling in an emergency, states that the victim is near milepost 8.5, response personnel can easily identify an appropriate vehicular staging area to allow for the quickest access to the victim. This enables response personnel to more easily locate the victim.

Trail managers should create maps of all public and private access points that can be used in an emergency. The maps should show the mileage that corresponds to the mile markers installed on the trail. The maps should be distributed to regional EMS, fire, and police.

### River, Stream, and Pond Related Emergencies

Should a report of a possible drowning be received, a mountain bike emergency response team should be dispatched. If the location of the victim is unknown, the response team will be able to scan the stream's banks faster and more efficiently than can be done on foot or by vehicle. When the victim is located, resuscitation can be initiated, and necessary equipment can be summoned, speeding assistance to the victim while minimizing impact on the environment.

### Winter Emergencies

In the event a skier or hiker should require medical aid, it may be necessary to gain access to the victim by use of snowmobile. Trail conditions may prohibit mountain bikes, ambulances, or other emergency response vehicles on the trail. Local emergency response personnel should identify partners who can provide snowmobiles should the need arise. Snowmobiles should be staffed by EMS personnel and a sled should be available for patient transport. Snowmobile operators must be aware that skiers and hikers may be present on the trail and extreme caution should be used when operating a snowmobile on the trail during the emergency response effort.

### Fire and Wildfire Control

In the event of a fire, or possible fire, on the trail, fire chiefs should verify the nature and extent of the fire before moving equipment onto the trail. Efforts should be taken to limit fire equipment on the trail to the extent possible to limit damage to the trail surface.

Campfires and open burning should be discouraged along the trail through local ordinances. This restriction should be posted on trail maps and brochures, and on signs at trailheads and trail access points.





The DCNR Bureau of Forestry has the legal authority and jurisdiction as the wildfire control agency, and coordinates efforts, regardless of land ownership. Most rural fire companies maintain their own trained volunteers and equipment to fight forest and grass fires and maintain a communication network.

#### 4. Managing Natural and Cultural Resources

The resource is not only the trail itself but also the surrounding environment. Therefore resource protection measures should also be implemented.

##### *Adjacent Land Use – Zoning*

The issue of adjacent land use is central to protection of the trail as a resource. Since the trail is a relatively narrow strip of land, the quality of the trail users' experience is largely a function of how the land adjacent to the trail corridor is developed.

Overall direction and policy should be developed through a broad-based planning process. The resulting development guidelines should be formalized in a model ordinance, which can in turn be used by local municipalities to modify their land use plans and zoning ordinances.

##### *Visual Management and Open Areas*

Open areas and scenic vistas are desirable to maintain at certain points along the trail to ensure variety and an interesting trail experience. Visual management and open area maintenance should be directed primarily by the local municipalities having jurisdiction, and coordinated by the corresponding County Planning Department. The ecological health of the trail corridor should take precedence over aesthetics or providing vistas.

##### *Timber and Vegetation Management*

Timber management is carried out for safety and economic reasons. Since the trail is intended as a scenic recreational corridor, it is unlikely that timber harvesting within the trail proper will be permitted. More likely is the fact adjacent lands could be used for timber harvesting.

Weed control is another issue. All possible steps should be taken to ensure that resulting environmental and aesthetic impacts on the corridor are adequately considered and mitigated. Environmentally friendly alternatives to herbicides and pesticides should be explored and exhausted before resorting to chemical measures to control weeds and pests.

##### *Rare, Threatened and Endangered Species and Other Wildlife*

Threatened and endangered species are protected under state and federal laws. Trail development, use, and interpretation should take into consideration these protections, and work within the state and federal



**Freemansburg Canal  
Education Center**  
Northampton County

Photo Credit: Delaware & Lehigh  
National Heritage Corridor



**Walnutport Heritage  
Attractions Sign**

Photo Credit: Delaware & Lehigh  
National Heritage Corridor



regulations to protect these resources. The protection of rare, threatened and endangered species begins during the trail planning process.

The trail corridor provides narrow but continuous habitat for a wide variety of wildlife. This may benefit both wildlife and trail users alike, since viewing wildlife is one of the many reasons people use trails. Protection of wildlife is the responsibility of the Pennsylvania Game Commission, including game, non-game, endangered and non-endangered wildlife species. Should wildlife disturbance be a concern along your corridor, contact your regional Pennsylvania Game Commission office.

### *Historical and Cultural Resources*

Typically, historical and cultural features are located along trail corridors. These features add to and enrich the trail experience. Strive to protect and enhance historic and archeological resources to the maximum extent possible. When trail development and/or activities might negatively affect or disturb cultural or archeological resources, contact the Pennsylvania Historic and Museum Commission by completing a Cultural Resources Notification as described in The Permitting Process, located in Chapter 1.

## **5. Managing the Physical Corridor**

### *Trailhead Access and Parking*

Policies and procedures should be developed to address issues such as:

1. How to deal with not having enough parking
2. Illegal parking
3. Inappropriate parking lots

### *Signs*

Adopt a standardized sign system consistent throughout the length of the trail during the trail's initial development. An effective sign plan includes:

- Directional signs to nearby trail services
- Mileage markers
- Regulatory signs
- Interpretive signs for historic, cultural, and environmental features

Policy should state who is responsible for maintaining signs. Policies should be in place to avoid sign clutter by balancing information with aesthetics. Consider multilingual text where appropriate. Trail kiosks, maps and brochures should indicate that unless marked, do not drink the water from natural sources along the trail.

### **Visually Speaking**

*Bring your stories to life*

A comprehensive guide to sign development  
within the  
**Delaware & Lehigh  
National Heritage Corridor**



### **Sign Standards**

Photo Credit: Delaware & Lehigh  
National Heritage Corridor



### *Bridges, Stream Crossings, and Drainage Structures*

Routine maintenance of existing structures should be performed by the trail sponsor. If the structure is associated with other uses, i.e. vehicular, rail, etc., then inspection and maintenance of the structures will likely be the responsibility of the entity responsible for those uses. In these cases a written agreement should be in place to establish the responsibilities of each organization utilizing the structures.

### *Landscape Screening*

Often, during the design and development phase of the project landscape screening is considered along portions of a trails to enhance the trail experience and ensure privacy for adjacent landowners. Consider material and maintenance requirements of screening options so they are in harmony with their surroundings and achieve the desired effect. Further, plant any landscaping along a trail with native plant materials. Maintenance and replacement of plantings will be the task of the maintenance groups. Before installing landscape screening assess the capacity to maintain the plantings upon installation and into the future.

### *Connector Trails*

It is important to maintain the continuity of the trail experience throughout a trail's entire length. Therefore, where appropriate, plan and develop a trail with its regional significance in mind. The addition of connector trails may occur in the future to provide access to nearby parks, historic, cultural, and environmental features. Trail sponsors typically maintain side and connecting trails with the formalized written consent of the agency owning the land.

### *Overnight Use/Camping Areas*

The development and management of overnight facilities requires more detailed policies and regulations. Such areas should be considered, when appropriate, during the planning process. Policies and procedures should be in place before opening overnight use/camping areas.

Typical facilities at overnight use areas include access to potable water, picnic tables, and toilets. Youth hostels, bed and breakfast facilities, and groups of commercial campgrounds with a high level of facilities usually are available in or near towns with public sewer and water utilities. Provide wayfinding signs to direct trail users to these facilities.





## 6. Providing Programming and Environmental Education Activities

### *Special Event and Large Group Use*

Trails may be used for special events, such as walk-a-thons, group bicycle rides and environmental education programs. Policies on large group activities need to be established, such as when a trail can be reserved and for what length of time. Also, permit applications and participant releases/waivers should be used. Local municipalities should be involved in developing regulations and providing subsequent enforcement of them for special events and large group use. Special events and large group uses should be permitted through the agency responsible for the day-to-day management of the trail.

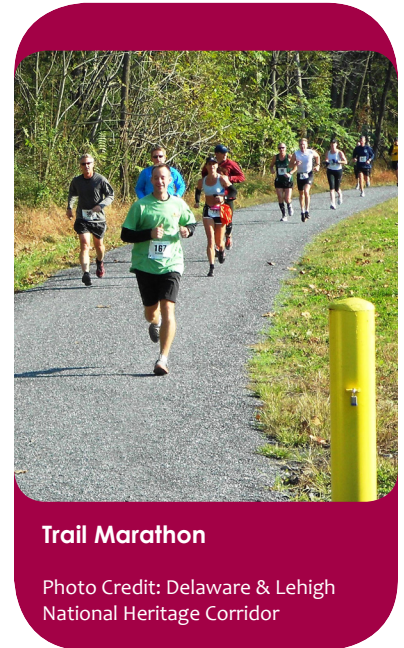
Trail managers may require sponsors to obtain a special use permit when the number of participants will exceed a certain number of registrants, typically in the range of 20 to 25 participants.

Typically the trail's managing agency reviews the application and, barring any conflicts, issues the permit along with the regulations and guidelines letter. Special uses by definition should not occur without appropriate review and control. Sponsors should be required to provide additional facilities, at their cost, as required to meet event needs. This many include: garbage and recyclable collection; providing temporary sanitary facilities; establishing emergency and delivery routes; providing traffic and parking control, etc. All major activities should be centered at a trail access point capable of hosting the special event.

### *Public Information and Education Program Policies*

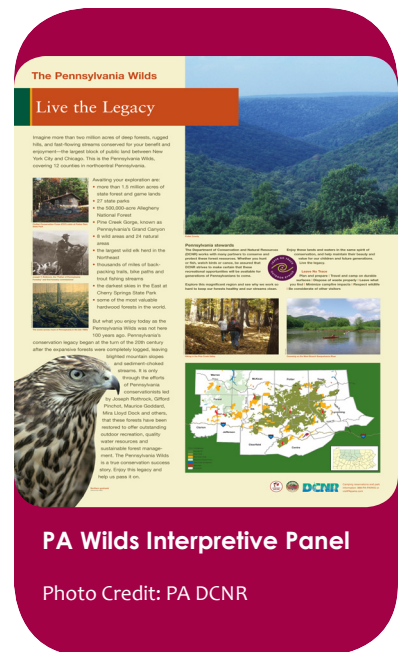
The success of a trail depends on the awareness of its existence by potential users and supporters. Therefore, it is important to ensure that appropriate means are used to inform the public about the trail. This can be accomplished through direct efforts of state, county, and local agencies and through marketing efforts by local municipalities and commercial interest groups.

Public education programs can be developed to illuminate various aspects of the trail and adjacent areas such as history, plant and wildlife biology, ecology, and recreational workshops. The trail could become a valuable educational resource for local elementary and secondary schools, as well as local colleges and universities within the region of the trail. Cell phone tours and smart phone links can be developed and provide a cost effective way to provide a great source of trail information.



**Trail Marathon**

Photo Credit: Delaware & Lehigh National Heritage Corridor



**PA Wilds Interpretive Panel**

Photo Credit: PA DCNR





Trails and corresponding events should be promoted within their region. A coordinated effort for promoting the trail should begin with the respective county's tourist promotion agency (TPA). TPAs receive funding for tourist promotion through a hotel tax. To locate the TPA in your area visit this [WEBSITE](#).

TPAs typically include trail activity and events in their calendars, and can highlight your trails in their publications. Further, TPAs can assist with applying to PennDOT for transit oriented development (TOD) signs and applying for funding to promote and develop tourist opportunities throughout the trail corridor.

## 7. Conflicting and Competing Uses

Many of the following issues typically require the enactment and enforcement of local ordinances by participating municipalities.

### *Motorized Use*

Many non-motorized trails have adopted policies that prohibit motorized use. In these instances, the design of the trail should be completed in a manner to discourage motorized use of the trail. Cooperative enforcement efforts by municipalities, counties, and the State Police are necessary to preserve motorized use restrictions. Adopt local ordinances to prohibit motorized use of the trail corridor and establish an escalating scale of penalties for offenders.

### *Litter and Graffiti*

Enforcement of litter and graffiti ordinances will be the responsibility of the relevant municipality or the State Police. Routine monitoring and patrolling by trail users and local support groups will help to decrease these problems. Littering and vandalism is less likely to occur repeatedly in areas where trail monitoring occurs and problems are dealt with in a timely manner.

### *Hunting*

The trail's managing agency is responsible for establishing a policy regarding hunting along the trail corridor. Hunting policies should be developed in consultation with the respective regional office of the Pennsylvania Game Commission. To locate your regional office visit their website [HERE](#).

### *Horseback Riding*

Where horseback riding is a permitted use, develop guidance and/or signage explaining proper trail etiquette, like who has the right-of-way, should horses, bikers and hikers meet.



### *Utilities and Communications Facilities*

Use of trail corridors by utilities and communications providers is not unusual. The nature of railroad alignments lend themselves to such uses. An example of this is a trail in which a portion of the railway right-of-way was purchased upon abandonment by a local municipal authority. Today, the right-of-way contains a sanitary sewer line and the authority has an agreement with the local municipalities to use the right-of-way for a public trail. Trail managers are encouraged to seek the advice of legal counsel before entering into an agreement with a utility company.

Where the municipalities obtain ownership of the trail corridor, licensing of utility companies for such uses is often a viable means of helping to recoup trail development costs and operational expenses. To the extent that pipelines and cables are buried, the uses generally do not conflict.

Each application for such use should be reviewed carefully, however, with particular attention being paid to expected frequency of maintenance, required access by motorized maintenance vehicles, and the mitigation of any resulting impacts. The local municipality having jurisdiction should take the lead in regulating this policy.

## **8. Managing Use of Volunteers**

In addition to implementing policies to comply with the Pennsylvania Child Labor Law and Pennsylvania Child Protective Services Law, as recommended in Chapter 4, trail organizations should consider adopting liability waivers.

### *Liability Waivers*

Liability waivers should be signed by individuals and groups who desire to perform any form of work associated with a trail. The form on page 195 is a sample waiver of liability. Before adopting such a waiver, your organization should review your proposed waiver with legal counsel to ensure its applicability and durability in a court of law.

### *Trail Patrols*

Trail patrols are critical for many reasons including:

- Security
- Protection from vandalism
- Promoting safe riding
- Handling conflict
- Trail safety inspection
- Emergency aid
- Providing a presence on the trail

Patrolling requires a cooperative effort between the trail sponsor, local municipalities, partner organizations and local trail support groups.



**Armstrong Trail Volunteers**  
Armstrong County

Photo Credit: Allegheny Valley Land Trust



**Trail Patrol**  
Lehigh County

Photo Credit: Delaware & Lehigh National Heritage Corridor

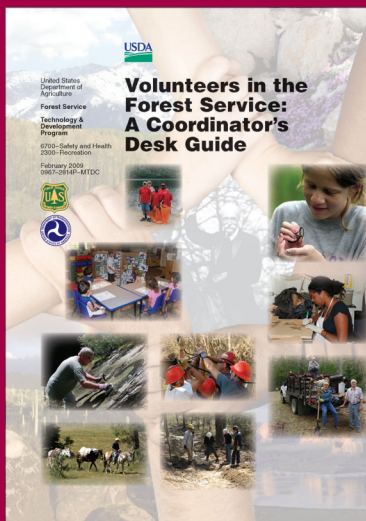


### W&OD Trail Patrol Handbook



April 2009  
Version 1.0

### W&OD Trail Patrol Handbook Friends of the W&OD



### Volunteers in the Forest Services: A Coordinator's Desk Guide U.S. Forest Service

Trail monitoring roles may be assigned to an appropriate group or organization, either for the trail as a whole, or by sections similar to PennDOT's "Adopt a Highway" program. Written agreements should document the roles and responsibilities of the trail sponsor and the monitoring/patrol agency or group.

Monitors should obtain certification by attending a training class conducted by trail partnership organizations. Monitors should wear bright shirts with "Trail Patrol" displayed prominently in large contrasting letters. Persons assigned to monitoring and patrolling the trail should also be trained in trail inspection.

They should keep a record of their time and distance at each outing, as well as document any assistance they may have provided trail users during their outing. They should report their monitoring times and distances to their group's monitoring captain, who in turn should submit regular reports to the trail's managing partner.

They can assist with incidents along the trail, such as helping with bike repairs or administering first aid. Any incident of an urgent nature, such as a wash out or fallen tree should be reported immediately to local authority having jurisdiction. Trail monitors and patrols can also provide non-emergency services, such as information about nearby stores and restaurants, historic and environmental interpretation, and information about the management agency including membership and volunteer opportunities.

### *Washington & Old Dominion Trail Patrol Handbook*

The Friends of the Washington & Old Dominion (W&OD) Trail have prepared the *W&OD Trail Patrol Handbook*<sup>5</sup>. This handbook serves as a good example of a how to establish policies and procedures to train, establish, and manage volunteer trail patrols. Download the the handbook from the Rails-to-Trails Conservancy's website [HERE](#).

### *Volunteers in the Forest Services: A Coordinator's Desk Guide*

Another good resource for developing a volunteer handbook is the U.S. Forest Service's publication *Volunteers in the Forest Services: A Coordinator's Desk Guide*<sup>6</sup>, available from [HERE](#).

Volunteer trail patrols can be trained to address urgent, emergency, and other extraordinary situations that might arise for users along a trail. Patrol members are the "eyes and ears" of the trail. For most of the length of many trails, no other users are there specifically for the well-being of other users; the volunteer patrol is there to help in these situations.

- 5 Washington & Old Dominion Trail Patrol Handbook, Friends of Washington & Old Dominion: 2009
- 6 Volunteers in the Forest Services: A Coordinator's Desk Guide, U.S. Forest Service; 2009





### Sample Trail Volunteer Release Agreement

WHEREAS, the undersigned, \_\_\_\_\_ wishes to volunteer his/her services by participating in \_\_\_\_\_ Adopt-A-Trail Program, in order to inspect and maintain the \_\_\_\_\_ trail; and

WHEREAS, participation in the project will take place at different times over a year; and

WHEREAS, participation in this project will involve using tools and equipment; and

WHEREAS, the \_\_\_\_\_ wish to cooperate in said endeavor;

THEREFORE, in consideration for said cooperation the undersigned agrees to the following:

1. To release and hold harmless the \_\_\_\_\_, and its employees, officers, and agents for any claim or claims which might arise out of any incident connected with or in any way related to participation in the Adopt-A-Trail program. This includes claims for personal injury, property damage, and/or any other type of harm or injury.
2. To release and hold harmless the \_\_\_\_\_, and its employees, officers, and agents for any claim or claims arising out of any incident connected with or in any way related to the undersigned's participation in the Adopt-A-Trail Program, including claims for personal injury, property damage, or any other type of harm or injury, made or asserted by any other person(s) against the \_\_\_\_\_.

I HAVE READ THIS RELEASE AND UNDERSTAND ALL OF ITS TERMS. I SIGN IT VOLUNTARILY, WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, AND WITH THE INTENT TO BE BOUND BY IT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

### Volunteer Waivers of Liability

Additional Volunteer Waivers of Liability can be found on the American Trails website [HERE](#).



**Trail Counter Box**  
York County

Photo Credit: Pashek Associates



**North Country National  
Scenic Trail Register**

Photo Credit: PA DCNR

## 9. Collecting Trail Use Counts

The level of use for the trail will have a direct correlation to the frequency of maintenance required. Monitoring the type and volume of use, and evaluating the effect that level of use has on the trail, provides the trail manager information needed to schedule inspections and routine maintenance. Monitoring the type and volume of use can be done by several methods.

- Mechanical counters
- Sampling of trailhead parking
- Visual counts
- Trail registers

Monitoring trail use is important to determine the impact of use on the trail and to determine the frequency of routine maintenance activities. Continued monitoring alerts the trail manager to a change in the level of use, which will require a change to the maintenance schedule.

The Rails-to-Trails Conservancy's publication *Trail User Survey Workbook*<sup>7</sup> provides a user-friendly methodology for small trail organizations to collect factual information regarding trail users and the economic impacts of trail development. The workbook includes: methods of data collection, data recordation, reporting and analysis, survey templates, Microsoft Excel formatted spreadsheets and sample reports from other completed trail-user surveys. This workbook can be obtained [HERE](#).

## 10. Establishing Trail Closure Policies

Trail users need to be cautious of the construction and periodic maintenance of trails, as well as roads and other facilities they intersect. Forewarn trail users of trail closures and give reasonable detours to bypass closed sections of the trail. If there is no alternative route, close the entire trail until the respective trail segment can be re-opened. Acknowledge trail closures at trailheads and access points with appropriate signage.

Closure of trails generally occurs for the following reasons:

- Seasonal closures like hunting, snowfalls, breeding seasons, etc.
- Construction closures like trail construction, culvert maintenance and/or replacement, bridge construction/replacement, etc.
- Closures due to overuse or any negative resource impact

Best practices for notifying trail users of closures is to publicize trail closure information on your trail organization's website, municipal websites, etc. Trail construction zones should be signed with standard signage at the

<sup>7</sup> Trail User Survey Workbook, Rails-to-Trails Conservancy: 2005



entrance to the affected segment of trail, and indicate the times and dates of closure. Further it is recommended the trail be gated, barricaded or otherwise blocked to prevent access to the closed segment of the trail.

## 11. Establishing a Wheelchairs and Other Power-Driven Mobility Devices (OPDMD) Policy on Trails<sup>8</sup>

In 2010, the U.S. Department of Justice (DOJ) issued an ADA ruling that addresses the use of wheelchairs and other power-driven mobility devices (OPDMD) on trails.

The DOJ rule, which implements the ADA, applies to state and local governments and public entities. The ADA does not apply to federal agencies with the exception of wheelchair use in federally designated wilderness as detailed in ADA, Title V Section 508 (c). The federal agencies are governed by the 1968 Architectural Barriers Act (ABA) and the 1973 Section 504 of the Rehabilitation Act.

Therefore, to avoid challenges to any restrictions you may impose on your trails, your agency should adopt an OPDMD policy for its trails. Otherwise, your trails are considered open to every type of OPDMD, regardless of whether they have been planned, designed, and/or constructed for those uses.

Your OPDMD policy should to be crafted to respond to your specific trail system. If more than one entity is responsible for a trail corridor, it is important that all parties involved collaborate in developing a uniform policy for the entire trail corridor.

The DOJ now categorizes mobility devices for individuals with mobility related disabilities either as wheelchairs or as OPDMD.

The DOJ defines a wheelchair as:

*“a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion.”* This definition does not apply to federal wilderness areas; wheelchairs in such areas are defined in section 508(c)(2) of the ADA, 42 U.S.C. 12207(c)(2).

And, the DOJ defines an OPDMD as:

*“Other power driven mobility device: any mobility device powered by*

<sup>8</sup> Additional information on OPDMDs can be found at:  
<http://www.americantrails.org/resources/accessible/power-mobility-questions-answers.html>



### Other Powered Driven Mobility Devices

Photo Credits:  
Top - Americantrails.org  
Mid - Actiontrackchair.com  
Bottom - Triangleglides.com





*batteries, fuel, or other engines - whether or not designed primarily for use by individuals with mobility disabilities - that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMDs), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this section. This definition does not apply to Federal wilderness areas; wheelchairs in such areas are defined in section 508(c)(2) of the ADA, 42 U.S.C. 12207(c)(2)."*

The DOJ rule requires a public entity to make reasonable modifications in its policies, practices, or procedures to permit the use of OPDMDs by individuals with mobility disabilities unless the public entity can demonstrate that the class of OPDMD cannot be operated following legitimate safety requirements.

This is based on actual risks and not speculation regarding the device or how it will be operated per § 35.130(h), or on any of the other assessment factors DOJ has provided in § 35.137(c) and § 35.137(b)(2) . Public entities can only use these factors in determining whether a particular OPDMD can be allowed in a specific facility as a modification to its policies, practices, or procedures. The focus of the analysis should be on the appropriateness of the use of the device at a specific facility, rather than whether it is necessary for an individual to use it. These assessment factors help public entities to determine whether allowing the use of a particular OPDMD in a specific facility is reasonable.

### *OPDMD Assessment Factors*

1. The type, size, weight, dimensions, and speed of the device;
2. The facility's volume of pedestrian traffic (which may vary at different times of the day, week, month, or year);
3. The facility's design and operational characteristics (e.g. whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user);
4. Whether legitimate safety requirements can be established to permit the safe operation of the OPDMD in the specific facility; and
5. Whether the use of the OPDMD creates a substantial risk of serious harm to the immediate environment, natural, or cultural resources, or poses a conflict with Federal land management laws and regulations."

Under the DOJ rule, all public entities should make reasonable modifications to their policies, practices, or procedures to allow the use of an OPDMD by an individual with a disability. Further, public agencies should develop and



publicly post their policy stating the following:

- The procedure by which claims that the OPDMD device is being used for a mobility disability will be assessed for legitimacy (i.e., a credible assurance that the device is being used for a mobility disability, including a verbal representation by the person with a disability that is not contradicted by observable fact, or the presentation of a disability parking space placard or card, or State-issued proof of disability);
- The type or classes of OPDMDs that are permitted to be used by individuals with mobility disabilities;
- The size, weight, and dimensions of the OPDMDs that are permitted to be used by individuals with mobility disabilities;
- The speed limit for the OPDMDs that are permitted to be used by individuals with mobility disabilities;
- The places, times, or circumstances under which the use of the OPDMD is or will be restricted or prohibited;
- Safety, pedestrian, and other rules concerning the use of the OPDMD;
- Under which circumstances storage for the OPDMD is made available; and how and where individuals with a mobility disability can obtain a copy of the OPDMD policy.

If that class of OPDMD is allowed, a person who has a disability may not be denied the opportunity to use that device. The public entity may ask a person using a power-driven mobility device if the mobility device is necessary. A public entity should not ask a person using a mobility device questions about the nature and extent of the person's disability.

### *Sample OPDMD Policy*

An OPDMD policy should be based on a rationale that addresses the assessment factors specified in the DOJ ADA ruling.

#### *Sample Policy Statement*

This policy was developed to maximize trail accessibility for individuals with mobility disabilities while at the same time maintaining the safety of other hikers, bikers, and horseback riders who use the trails and being responsible stewards of the environment on and around these trails.

#### *Sample Determining Rationale*

- Electric-powered devices only: Internal combustion powered devices are prohibited as they emit exhaust that is detrimental to the health of other trail users. In addition, many trails are parallel to and in close proximity of waterways thus creating potential for significant environmental risk from a spill of fuel or oil used in a gas or similarly powered combustible- fuel device. Finally, the loud sound generated from combustion powered devices is neither consistent with peaceful enjoyment of the outdoors nor appreciation of nature and is thus





inherently contradictory to the functions of the trails.

- Motors producing 300 watts or less: (One of the DOJ assessment parameters for regulating OPDMDs is speed. Because speed cannot be accessed from vehicle specifications, the power of the motor has been used as an equivalent, with higher power translating to higher top speed.) A fit individual using a traditional bicycle can maintain a power output of approximately 300 watts for a period of ten minutes. Allowing mobility devices equivalent to a fit bicyclist produces no safety threat to other trail users. Allowing OPDMDs with motors of 300 watts and above, and thus higher speeds, does present increased danger to other trail users.
- Vehicles are no more than 36 inches wide: Rail trails are typically built to 8 feet wide specifications. With two-way traffic, that gives a four feet width for vehicles to pass. Any OPDMD wider than three feet begins to encroach on the opposite lane and becomes a safety hazard to both the operator and other trail users. In addition, bollards and gates at trail access areas and road crossings have a limited size and thus are significant barriers to wider vehicles.

DCNR has adopted an OPDMD policy for state parks and state forests. You can find this policy [HERE](#).

The screenshot shows the DCNR website's 'Access to DCNR Land for Persons With Disabilities' page. The header includes the Pennsylvania state logo and navigation links for 'PA STATE AGENCIES' and 'ONLINE SERVICES'. A search bar is present. The left sidebar lists various DCNR programs. The main content area features a large photo of a person on a mobility device in a forest. Below the photo is a breadcrumb trail: 'DCNR Home > Forestry > Recreation > ADA Access'. The section title is 'Access to DCNR Land for Persons With Disabilities'. The text explains that the DCNR Bureau of Forestry and Bureau of State Parks permits persons with mobility disabilities to use powered mobility devices for accessing DCNR lands. It provides links to 'Policy', 'Application / Permit', and 'Designated Areas'. The footer contains links for 'DCNR Home', 'Contact DCNR', 'Privacy Policy', 'Security Policy', and 'PA Home'.



### Sample ADA Trail Accessibility Policy

A. \_\_\_\_\_ trails are available to individuals with a mobility disability as follows:

Wheelchairs: Wheelchairs, as defined by 28 CFR § 35.104, are permitted on all \_\_\_\_\_ trails approved for pedestrian access.

Other power-driven mobility devices (OPDMDs)

OPDMDs, as defined by 28 CFR § 35.104, are permitted on \_\_\_\_\_  
\_\_\_\_\_  
trails as follows:

1. The OPDMD must be electric-powered. Internal combustion engines are not permitted.
2. The OPDMD must have an electrical output of no more than 300 watts.
3. The OPDMD must be no more than 36" in width.

Please note that electric bikes (ebikes) meeting the above criteria, and which allow the user to pedal or alternatively run on battery power, are permitted on all \_\_\_\_\_ trails approved for bicycle use. User discretion is advised as some approved bicycle trails may not be suitable for all types of ebikes.

B. Users of a OPDMD or wheelchair must operate the device at a safe speed considering the condition of the trail and the other users traveling on the trail.

C. The adoption of this Policy does not represent an endorsement that the park trails or other park properties are safe for the use of an OPDMD or wheelchair. Users must exercise reasonable caution and care while operating such devices on the \_\_\_\_\_ trail system.

If you have any questions regarding this policy or the accessibility of \_\_\_\_\_ trails, please contact \_\_\_\_\_.

### OPDMD Policy Examples

Additional OPDMD policy examples can be found on the American Trails website [HERE](#).





Good trail maintenance practices are important. They:

1. Provide positive user experiences, thus generating repeat customers.
2. Reinforce that the trail is an important regional recreation and transportation resource.
3. Are effective in deterring vandalism, litter, and dumping in the trail corridor.
4. Promote positive relationships with adjacent landowners.
5. Help to create a sense of community throughout the trail corridor, and encourage a sense of pride.
6. Restore native plant communities disturbed by trail construction and other uses.
7. Reduce liability and provide a defense when an accident does occur.

## Trail Maintenance Considerations

The development of a trail does not end with its construction; rather it is the beginning of a process. Proper planning and design, along with quality materials and workmanship during construction will keep the maintenance costs low. Conversely, trail degradation will occur quickly without an effective maintenance program, no matter how well you plan, design, and construct a trail. Overall, if routine maintenance does not occur, maintenance costs will dramatically increase.

It is important to document trail maintenance practices in writing to ensure you have the work force, materials, and finances to maintain your trail properly. Trail maintenance should be an ongoing activity once a trail is dedicated.

To assure the success of the trail system, local partners, agencies, and municipalities should work together to define the roles and responsibilities to maintain the trail and adopt good maintenance practices are adopted. This does not mean the municipalities perform all of the work. More often, it means coordinating the efforts of volunteer organizations and providing aid when needed. State, local, and county agencies may be available to assist groups in planning trail improvements. Further, they may also be able to provide material, equipment and/or in-kind services for trail maintenance. Volunteer efforts should be coordinated to ensure the necessary services are provided in a timely manner. Document all agreements in writing between the participating parties.

Maintenance components of your trail management plan should consider the following:

1. Frequency of Maintenance
2. Trail Assessments and Inspections
3. Hazard Tree Identification, Inspection, and Corrective Action
4. Revegetation and Restoration
5. Training

The maintenance of trails is ongoing and a necessary activity that will ensure the continued use and the safety of the trail users.



## 1. Frequency of Maintenance

The frequency of trail maintenance varies depending on the type of maintenance activity being undertaken.

- Scheduled Maintenance
- Seasonal Closure and Opening
- Winter Maintenance
- Periodic Grooming
- Corrective Maintenance
- Deferred Maintenance

Trail maintenance tasks should be documented in the trail management plan and should be adopted by the agency/organization responsible for the trail. Maintenance requirements are dependent on the type of trail and amount of visitation it receives.

### *Scheduled Maintenance*

Scheduled maintenance is the normal maintenance needed to restore a trail to its intended standard after prolonged wear and tear of normal use and exposure to the elements.

Develop an annual trail maintenance schedule using historical maintenance and known maintenance requirements from previous inspections or deferred maintenance. This living document should be adapted to the changing conditions of the trail.





Typically, scheduled maintenance tasks are as follows. This list can be altered as needed to meet the needs of the trail, its users, and the communities that a trail passes through:

- Trimming or removing vegetation, dead limbs, or standing dead trees
- Removing debris, deadfalls, or loose impediments
- Cleaning out ditches, swales and culverts
- Repairing and revegetating minor erosion on slopes or embankments
- Grooming the tread surface
- Minor repairs such as replacing missing or broken posts or signs
- Mowing
- Trimming
- Trash removal
- Pruning
- Weeding
- Invasive Removal
- Brush hog
- Signs – inspect / repair / replace
- Fence – inspect / repair / replace
- Culverts – inspect / repair / replace
- Storm Drains – inspect / repair / replace
- Gates - inspect / repair / replace
- Bridge - inspect / repair / replace
- Maintain dips
- Grade ditches
- Trail grooming
- Trail surfacing
- Landscaping
- Storm damage
- Vandalism
- Repair washouts
- Garbage pick-up at trail access points
- Mowing of berms
- Cleaning of restrooms at trailheads
- Sweeping trails with a rotary brush to remove dirt and leaf litter
- Erosion control, repair of drain pipes and cleaning of swales
- Patching, regrading, and compacting of surface
- Inspecting, repairing, replacing signs, traffic markers, bollards, and gates
- Cleaning culverts, catch basins, and other drainage structures
- Maintaining and completing preventative maintenance on support facilities
- Inspecting trail-related structures to ensure they are in a safe condition
- Plowing trailhead parking lots in the winter





The following is a typical calendar for scheduled maintenance:

Frequency of Scheduled Maintenance												
Maint. Activity	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
EXAMPLE- Mowing			•	••••	••••	••••	••••	••••	••••	•••		
Mowing												
Trimming												
Trash												
Pruning												
Weeding												
Invasive Removal												
Brush Hog												
Signs - inspect/repair/ replace												
Fence - inspect/repair/ replace												
Culverts - inspect/repair/ replace												
Storm Drains - inspect/ repair/replace												
Gates - inspect/repair/ replace												
Bridge - inspect/repair/ replace												
Maintain Dips												
Grade Ditches												
Trail Grooming												
Trail Surfacing												
Landscaping												
Storm Damage												
Vandalism												
Repair Washouts												



### *Seasonal Opening and Closure*

If seasonal closures occur along a trail, inspect and maintain portions of the trail that require maintenance. Sometimes this maintenance can be intensive, especially in areas prone to blow downs. For those trails with winter closures the tread surface may need to be graded, compacted, and or groomed in preparation for increased use during wet conditions of the spring season. Fall maintenance should focus on clearing and trimming of vegetation sufficiently to account for the next growing season. Repair and stabilize eroded areas to prevent future erosion.

### *Winter Maintenance*

Collaborating agencies should decide and document what the winter maintenance policy will be for the given trail. Avoid plowing trails that include winter uses such as cross country skiing and snowshoeing. In urban environments, where pedestrian and bicycle use is expected to continue throughout the winter months, consideration may be given to plowing the trail. Regardless of the decision made, it should be communicated to trail users so they know what to expect during inclement weather. This is an important issue and should be posted on a trail kiosk or rules sign.

### *Periodic Grooming*

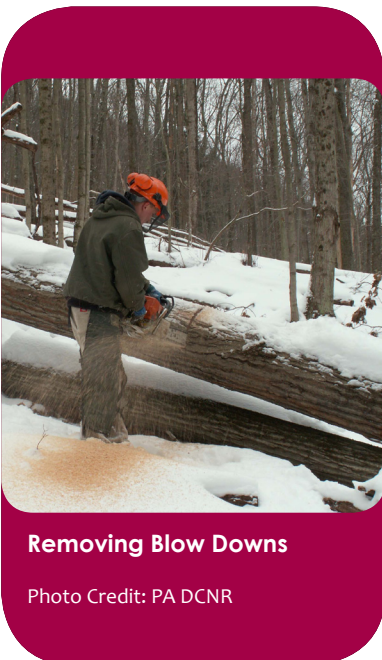
The frequency of periodic grooming of the tread surface is dependent on the level of trail use and the amount of surface displacement. Simple grooming may require re-grading and compaction of the in-place tread surface materials. More intensive grooming may require placement and compaction of additional tread surface materials to address minor rutting or erosion.

### *Corrective Maintenance*

Corrective maintenance is necessary for the restoration of areas or structures severely damaged or destroyed by overuse, inadequate scheduled maintenance, abuse, vandalism, or unexpected natural events. Corrective maintenance is usually unexpected and may require more planning or design than scheduled maintenance. Corrective maintenance includes:

- Reinforcement and replacement of trail subbase and tread surface
- Stabilization of severely eroded or sloughed embankment
- Reconstruction of grade dips, or other water control structures
- Replacement or major repair of culverts, bridges, or retaining walls

Regardless of the level of planning and effectiveness of the scheduled maintenance program, the unexpected will occur. Address unexpected emergencies by establishing a contingency line item in the annual maintenance budget. Ideally, a long-term capital improvement budget should be in-place to repair/replace major structures.



**Removing Blow Downs**

Photo Credit: PA DCNR





### Deferred Maintenance

Deferring maintenance is a deliberate decision to delay maintenance due to a lack of labor, budget considerations, or specific conditions. Deferring routine and scheduled maintenance can make funds, maintenance personnel, or equipment available to perform corrective maintenance. For example, scheduled maintenance for grading and re-compacting may be deferred to make a crew available to perform corrective maintenance to address a liability. Reschedule deferred maintenance when resources become available. Never defer corrective maintenance that is safety-related unless that section of trail can be bypassed or closed.

### Maintenance of Signs

Incorporate a regular maintenance program for signs into your trail management plan. Sign maintenance is important from a safety and liability perspective. Further, signs are highly visible and their maintenance or lack of maintenance leaves the visitor with a positive or negative impression about the trail. Well-maintained signs convey a sense of pride and reduce vandalism while poorly maintained signs may contribute to a diminished visitor experience, including disorientation of trail users.

The following guidelines are recommended:

- Maintain a record of all signage, including location, GPS coordinates, type of sign, and photo.
- Inspect signs regularly, especially after each winter season, for weathering and visibility.
- Repair or replace damaged or missing signs as soon as possible.
- Secure loose or tilting signs in an upright position.
- Clear vegetation from around signs to maintain visibility.
- For signs mounted on living trees, loosen fasteners as necessary to accommodate growth of the tree.
- Review signage content to ensure continued relevance and accuracy.
- Obsolete, damaged, or surplus signs should be reused or recycled whenever possible.
- When signs have been weathered or otherwise damaged or destroyed, consider the reasons for the damage. If the sign was eaten by wildlife, consider less palatable materials. If weather or natural events damaged the sign, consider stronger materials, a different location, or a different system for mounting the signs. If the sign is damaged by water or decay, consider applying a sealer or preservative (assuring compatibility with color, aesthetics, and environmentally sustainable practices) or replacing the sign with a more water-resistant material. When signs are damaged due to vandalism, managers should consider a different location or temporary signage that is not expensive to replace.

### Sign Maintenance

For additional information on sign maintenance refer to the Delaware & Lehigh National Heritage Corridor's *Sign Maintenance: Projecting your image, Protecting your Investment*, **AVAILABLE HERE.**





Priorities for sign maintenance are:

1. Signs required for user safety
2. User restrictions and advisory signs
3. Destination and identification signs, blazes, and trail logos, and
4. Informative and interpretive signs

There is a fine balance between providing good information and diminishing the trail experience with too much signage. An abundance of signage can also be a burden on the trail managers and those responsible for maintaining the signs.

### *Maintenance of Road Crossings*

Best practices for maintaining road crossings include:

- Conduct an annual inspection after the winter season to determine the condition of the trail crossing signs, pavement markings, and associated gates or other trail signs.
- Inspect and repair any damaged gates, bollards, delineators, fencing, or signs used for your trail at the crossing.
- Repaint or reapply trail crossing markings as they fade, in accordance with the approved trail crossing plan. Depending on traffic volume, pavement markings last at least two to seven years before noticeable fading occurs.
- Replace signs at trail crossings if damaged or heavily faded. Straighten the sign post if leaning or reinstall if knocked over. Typically signs are manufactured to last fifteen years or more without losing reflectivity. Stop signs, however, lasts only about seven years before fading, depending on sun exposure.
- Examine the vegetation and foliage at the crossing to ensure sight distance requirements are met and the signs are not blocked from view. Do this once each summer with full foliage present.
- Examine and fill in any portion of the trail that has settled where it meets the roadway. If there are ADA accessible ramps examine them and make sure they are in good repair.
- Contact the agency responsible for the road, either the municipality or PennDOT, if any shoulder washouts or roadway damage occurs and ask them to repair those areas.
- In the end your trail crossing should look like it does on the approved trail crossing plan.



Unless there is major damage or vandalism year to year there really isn't much to do. A quick annual inspection should be all that is needed and maybe minor tweaks. Of course if you defer this maintenance more work would need to be done.

On state roads PennDOT will typically take care of the following maintenance items:

- The entire asphalt road surface and paved or unpaved shoulders
- All traffic signs other than those specifically associated with the trail crossing.
- All pavement markings not specifically associated with the trail such as double yellow lines, edge lines, curve warning, etc.
- Drainage structures associated with the roadway.

## 2: Trail Assessments and Inspections

Trail Assessment and Inspection Forms (TAF) provide a means of recording basic information for current and future trail planning, design, construction, and maintenance. TAFs document current trail conditions and help identify subsequent work required to satisfy current trail standards. A sample TAF is at the end of this section.

After completing a TAF, a trail's intended use, overall condition, and necessary maintenance can be determined. Trail sponsors/managers should be responsible for reviewing TAFs and ensuring that any required maintenance on a trail or trailhead be addressed. A review of completed TAFs will help trail managers identify areas or sections of trails that require maintenance attention. In areas that require more maintenance than expected or are too costly to maintain, trail redesign or improvements may be considered. TAFs should be updated if the management intent for the trail, special considerations, or other factors change.

The instructions below explain the significance of each field on the TAF worksheet:

### *Overall Trail Information*

- **Trail Name:** Specify the official trail name, double-checking for correct spelling.
- **Trail Location and County:** Specify the trail location and county.
- **Trail Length:** Specify the length of the trail in miles. Mileage accuracy recorded on the TMO should correspond to the method of collection: wheel, GPS, map, or unknown.
- **Trail Beginning and Ending Segment:** Specify the location of the trail's beginning and ending trail segment.
- **Name and Date:** Specify the name of the person who conducted the assessment.



### *Designed Use Objectives*

- **Designed Use:** Specify the prescribed use for the proposed trail. The designed use is necessary to establish the standards for which the trail is designed, constructed, operated, and maintained.
- **Season of Use:** Specify the season(s) the trail will be open for use.
- **Level of Difficulty:** Specify the prescribed level of difficulty for a specific trail based on its corresponding level of difficulty standards.

### *Trailhead and Access Points*

- **Name:** Specify the name of all trailheads and/or access points.
- **Location:** Specify the location of each trailhead and/or access point.

### *Trail Tread/Surface*

- **Condition:** Specify the current condition of the trail tread or surface.
- **Materials:** Specify the type of materials used to create the trail tread.
- **Average Width:** Specify the average width of the trail tread. Identify the minimum and maximum width observed along the trail.

### *Drainage*

- **Drainage:** Specify the drainage conditions of a trail. Identify any and all drainage issues that need to be addressed.
- **Bridges and Culverts:** Specify the level of condition of bridges and/or culverts along the trail corridor.
- **Dips:** Specify the level of condition of dips along the trail corridor.

### *Road/Railroad Crossings*

- **Condition:** Specify the level of condition of road and/or railroad crossings intersecting with the trail.
- **Sight Line:** Specify the level of condition of sight lines to and from road and/or railroad crossings intersecting with the trail corridor.
- **Accessible:** Specify if there are accessible road and/or railroad crossings intersecting with the trail corridor.

### *Adjacent Land Uses*

- **Adjacent Land Uses:** Specify all current land uses that are adjacent to the trail corridor.
- **Historical and Other Structures:** Specify the level of condition of all historical and/or other structures along the trail corridor.

### *Signage*

- **Blaze/Marking Color or Style:** Specify the blaze and/or marking color and style at trailheads and along the trail corridor.
- **Overall Condition:** Specify the overall condition of blazes and/or markings at trailheads and along the trail corridor. Identify the condition of specific blazes and/or markings where applicable.
- **Replace Signs:** Specify all areas at trailheads and along the trail corridor where blazes and/or markings need to be replaced.





### Inspection Procedures

A complete inspection of the trail should be a routine scheduled event, performed by trained personnel/volunteers familiar with the trail. Perform trail inspection in conjunction with scheduled maintenance or as a separate action to determine the need for additional work.

Inspectors should review the trail management objectives for a section of trail before inspecting the trail. It is also helpful to review the previous inspection and maintenance records. The inspector should determine the current condition of the physical features of the trail and document deficiencies, change of conditions, and the need for corrective maintenance.

Trail inspectors should carry a trail map, inspection checklists, and tools for minor maintenance relating to safety. Photographing current trail conditions is an excellent way to document and monitor changes in conditions. Inspectors should identify deficiencies that create safety concerns and hazards to the trail users.

Items to look for include:

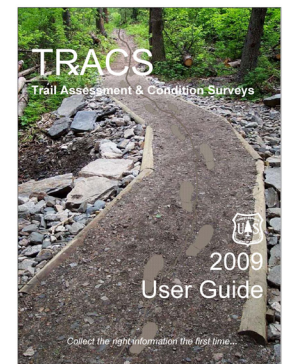
- Erosion
- Failure of water diversion features
- Trail degradation
- Vegetation or materials extending into the horizontal or vertical clear area
- Deadfalls, dead limbs, or standing dead trees that could fall within the clear area
- Loose impediments on the treadway (that exceed the level of difficulty)
- Sloughing or erosion of embankments
- Missing or damaged regulatory or warning signs and other signage
- Vandalism

After identifying and repairing safety hazards, the second highest priority is repairing damage from improperly functioning drainage features. The inspector should inspect the inlets and outlets of all culverts, ditches and swales, to ensure they are free of debris and functioning properly. Evidence of a breakdown of drainage includes erosion, ponding of water, wet areas, and rutting of the trail tread. Correction of improperly functioning drainage may be a matter of maintenance or may require trail improvements or re-routing. Allowing a trail to continue to degrade from poor drainage quickly leads to costly corrective maintenance or trail closure.

The inspector should also be attentive to evidence of heavy use and trail tread condition requiring immediate maintenance. Record the general condition of the tread throughout various sections of the trail.

### Trail Assessment Protocols

For a comprehensive review of trail assessment protocols, refer to the U.S. Forest Service's *Trail Assessment & Condition Surveys (TRACS)* document, available [HERE](#).





The frequency of inspection depends on the maintenance history of the trail, sustained level of use, and special events. Special events include acts of nature, as well as planned events such as organized club events or poker runs. Inspections should be frequent enough to correct potential problems before they become a safety issue or lead to more costly corrective maintenance.

An experienced and licensed professional engineer should be used to inspect structural facilities such as bridges and retaining walls. Schedule the frequency of structural inspections based on the age and condition of the structure.

### *Using Volunteers to Perform Inspections*

The trail management plan should specify who is responsible for conducting trail inspections and the frequency. Either paid staff or trained volunteers can conduct trail inspections.

Regardless of who completes the inspection, results should be documented and retained in case a liability claim is filed by a trail user. By following the policies and procedures documented in the trail management plan, the risk of liability can be reduced. Volunteers should be trained in performing inspections and recording information on the TAFs. TAFs can be adapted to meet your trail's specific needs.



## Trail Assessment Form

**Trail Name** \_\_\_\_\_ **Begin Segment** \_\_\_\_\_ identified by mileposts ☐  
**Location** \_\_\_\_\_ **End Segment** \_\_\_\_\_ or coordinates ☐  
**County** \_\_\_\_\_ **Total Trail Length** \_\_\_\_\_ **Segment Length** \_\_\_\_\_  
**Conducted by** \_\_\_\_\_ **Date** \_\_\_\_\_

page 1 of 3

**Designed Use** ☐ Hike / Pedestrian ☐ Bike ☐ Mountain Bike ☐ Equestrian  
☐ Cross Country Ski ☐ Snowshoe ☐ ATV ☐ Snowmobile  
☐ Others, \_\_\_\_\_

**Level of Difficulty** ☐ Easiest ☐ More Difficult ☐ Most Difficult

**Trailheads & Access Points** **Name** \_\_\_\_\_ **Location** \_\_\_\_\_ identified by milepost ☐  
**Latitude** N \_\_\_\_\_ or coordinates ☐  
**Longitude** W \_\_\_\_\_

**Notes**

**Trail Tread / Surface** **Condition** ☐ Good ☐ Fair ☐ Poor ☐ Needs Improvement

**Materials** \_\_\_\_\_ **Average Width** \_\_\_\_\_, min. \_\_\_\_\_, max. \_\_\_\_\_

**Grade** \_\_\_\_\_% **Cross Slope** \_\_\_\_\_%

**Notes**

**Drainage** ☐ Drains properly ☐ Draining onto or across trail surface  
☐ Water staying on trail ☐ Needs drainage structure

**Bridges and Culverts** ☐ Good ☐ Fair ☐ Poor ☐ Cleanout

**Dips** ☐ Good ☐ Fair ☐ Poor ☐ Cleanout

**Notes**

### Road / Railroad Crossings

**Condition** ☐ Good ☐ Fair ☐ Poor ☐ Needs improvement

**Sight Lines** ☐ Good ☐ Fair ☐ Need to prune ☐ Unsafe

**Accessible (Note Exceptions)** \_\_\_\_\_

**Notes**





## Trail Assessment Form

**Trail Name** \_\_\_\_\_ **Begin Segment** \_\_\_\_\_ identified by mileposts ☐  
**Location** \_\_\_\_\_ **End Segment** \_\_\_\_\_ or coordinates ☐  
**County** \_\_\_\_\_ **Total Trail Length** \_\_\_\_\_ **Segment Length** \_\_\_\_\_  
**Conducted by** \_\_\_\_\_ **Date** \_\_\_\_\_

page 2 of 3

### Adjacent Land Uses (Check all that apply)

☐ Forest ☐ Farm ☐ Residential ☐ Commercial ☐ Industrial ☐ Encroachment

### Notes

### Historical and Other Structures

**Condition** ☐ Good ☐ Fair ☐ Poor ☐ Needs Improvement  
☐ Needs to be replaced ☐ Needs to be cleared out

### Notes

### Signage (includes trailhead and reassurance markings, blazes, etc.)

**Blaze / Marking Color or Style** \_\_\_\_\_

**Overall Condition** ☐ Good ☐ Fair ☐ Lacking ☐ Needs Maintenance

**Regulatory** ☐ Good ☐ Fair ☐ Lacking ☐ Needs Maintenance

**Wayfinding** ☐ Good ☐ Fair ☐ Lacking ☐ Needs Maintenance

**Interpretive** ☐ Good ☐ Fair ☐ Lacking ☐ Needs Maintenance

**Wooden / Routed** ☐ Good ☐ Fair ☐ Lacking ☐ Needs Maintenance

**Reassurance Markings** ☐ Good ☐ Fair ☐ Lacking ☐ Needs Maintenance

**Intersections** ☐ Good ☐ Fair ☐ Lacking ☐ Needs Maintenance

**Pavement Markings** ☐ Good ☐ Fair ☐ Lacking ☐ Needs Maintenance

**Others (fiberglass, etc.)** ☐ Good ☐ Fair ☐ Lacking ☐ Needs Maintenance

**Replace Signs:**

### Notes



## Trail Assessment Form

Trail Name \_\_\_\_\_ Begin Segment \_\_\_\_\_ identified by mileposts ☐  
Location \_\_\_\_\_ End Segment \_\_\_\_\_ or coordinates ☐  
County \_\_\_\_\_ Total Trail Length \_\_\_\_\_ Segment Length \_\_\_\_\_  
Conducted by \_\_\_\_\_ Date \_\_\_\_\_

page 3 of 3

Other Notes and Summary

Please return this form to

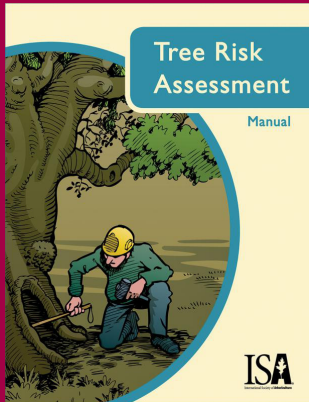
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In their publication *Tree Risk Assessment*, the International Society of Arboriculture provides a tree risk assessment form, available [HERE](#).



### 3 Hazard Tree Identification, Inspection, and Corrective Action

A tree is considered hazardous when structural defects are likely to cause failure of all or part of a tree within striking distance of a target. A target can be a vehicle, building, or an area where people or their equipment are likely to stop and congregate, such as park benches, campgrounds, picnic tables and environmental education areas. Identifying hazard trees is not an exact science. Many times trees will fail though they appear healthy. One cannot always accurately determine the hazard potential of every tree, but following a few basic inspection techniques can identify many hazard trees so corrective action can be taken.

Trees in poor condition should be inspected more closely for structural defects including cracks, cankers, decay, weak branch unions and root problems. Be sure to inspect trees carefully and systematically. Examine all parts of the tree, including the trunk flair, main stem, branches and branch unions. A pair of binoculars or a spotting scope will allow for a more complete examination of the tree canopy.

Close inspection should occur in any public overnight and day use areas, along trails and roadways, and adjacent to buildings. Again, a hazard tree is defined as having a defect and a target. Tree inspections should be conducted using consistent procedures.

A widely accepted method of assessment is the USDA, USFS Risk Assessment Scale, which prioritizes hazard trees based on three criteria. The three assessment criteria are tree condition, failure potential, and probability of target impact. Tree condition considers the amount of deadwood, foliage and trunk decay. Failure potential is rated according to the severity of the defects. Probability of target impact is ranked based on frequency of use. Trees determined to have low probability of failure and target impact should be considered for their value as wildlife habitat.

Tree inspections should occur in the spring before leaf-on, in mid-summer, and after leaf-off in the fall. This inspection schedule allows trees to be observed in various states and provides ample time for corrective action to be taken. Areas more heavily used by the public should be inspected immediately after severe storms that cause blow downs, leaning trees, or large hanging branches.

Tree inspections should be documented. This documentation should include the date(s) of the inspections, the area(s) inspected, the person(s) conducting the inspection, and whether this inspection was a routine inspection or conducted because of a storm event. Using the USFS Risk Assessment Scale allows for easy and consistent documentation over a



multiple year period. If necessary, trail maintainers can provide this document to the landowner as a recommendation for corrective action.

Following the identification and inspection of trees, if a tree is found to have a deficiency, the appropriate corrective action should be taken promptly. Use the USFS Risk Assessment Scale to prioritize hazard trees that require corrective action. These corrective actions could include moving the target, pruning the tree to remove the hazardous portion, or removing the entire tree. Landowners/managers can contact a professional arborist if they do not have sufficient equipment or properly trained people to carry out tree pruning or removal.

Additional information on hazardous trees and the USDA, USFS Risk Assessment scale can be found [HERE](#).

Only properly trained and certified personnel should work with trees, especially when it comes to felling trees and/or working with power equipment, such as chain saws.

#### 4. Revegetation and Restoration

It is important to stabilize and restore vegetation in areas damaged by trail construction. Restoration often leads to better habitat for animals, a richer diversity of species, healthier ecosystems, and cleaner water. Furthermore, this process allows for the establishment of aesthetically pleasing natural areas rather than those marred by overuse and abuse.

Restoration work can vary from simple undertakings to multi-year efforts to revegetate and erase the impacts of human effects on the land. Areas in need of this type of maintenance include: bootleg trails, shortcuts across switchbacks, inappropriate campsites, permanently closed trails, logged-out areas, and barren riparian areas. In some cases, especially in heavily impacted areas no longer subject to erosion, agency personnel may determine that restoration efforts are not necessary. This is because these areas will probably not suffer any further damage regardless of future use.

The decision to restore an area is best made by informed land management personnel. This planning should ensure that the work is appropriate and will be effective, as well as have a realistic understanding of the size, duration, expense, and demands of the undertaking. Restoration projects require careful planning and a commitment to achieve objectives. This work includes activities such as site and soil preparation, seeding, transplanting native vegetation and container-grown plants, as well as on-site plant propagation.

A benefit of proper revegetation and restoration is that it will require less maintenance in the end. This is an important selling point when working with doubtful landowners, officials, and others.

Your trail management plan should provide guidelines on policies and procedures for revegetation and restoration.



## 5. Training

Training is critical to the success of a trail. Management can not assume trail users, volunteers, or staff have the knowledge and skills necessary to properly use the trails, and to perform their duties and functions in the manner required to maintain a safe, inviting, and well-maintained trail environment.

Your trail management plan should incorporate a summary of the various training components to be offered, their intended audience and the intended frequency of the education/training program. The following is a sample summary table:

Component	Audience						Frequency and Location
	Designer	Land Manager	Maint. Staff	Trail Patrol	Volunteers	Trail Users	
Safety Training		•	•		•		
Trail Etiquette						•	
Proper Trail Use					•	•	
Outdoor Ethics					•	•	
Trail Construction	•	•	•		•		
Trail Maintenance			•		•		
Water Crossing Construction			•		•		
Trail Inventory Procedures	•	•		•			

### *Trail Etiquette*

DCNR's pamphlet *Trail Etiquette: Promoting User Compatibility Through Understanding and Cooperation*, available [HERE](#), provides the recommendations for trail etiquette based on the type of trail users one encounters.



### Land Ethics

A responsible trail management plan would be remiss if it did not include policies addressing use of the outdoors in a sustainable manner, so that its resources will continue to be available for future generations to enjoy.

### Leave No Trace

Leave No Trace is a national and international program designed to assist outdoor enthusiasts with their decisions of how to reduce their impacts when they hike, camp, picnic, snowshoe, run, bike, hunt, paddle, ride horses, fish, ski, or climb. The program strives to educate all those who enjoy the outdoors about the nature of their recreational impacts, as well as techniques to prevent and minimize such impacts. Leave No Trace is best understood as an educational and ethical program, not as a set of rules and regulations. The Leave No Trace principles are summarized as follows:

1. Plan Ahead and Prepare
2. Travel and Camp on Durable Surfaces
3. Dispose of Waste Properly
4. Leave What You Find
5. Minimize Campfire Impacts
6. Respect Wildlife
7. Be Considerate of Other Visitors

Additional information on Leave No Trace, is available [HERE](#).

When trails are designed or managed for equestrian use, Leave No Trace guidelines for equestrian trails should be followed. The Pennsylvania Equine Council's Ride Smart brochure, available [HERE](#), is a good example of equine Leave No Trace guidelines.

### Tread Lightly!

Like Leave No Trace, TreadLightly! is an educational program dedicated to increasing the awareness of how to enjoy the outdoors while minimizing impacts. It emphasizes responsible use of non-motorized, and motorized, travel and low impact principles related to outdoor recreational activities. It is summarized as:

- T**ravel & recreate with minimum impact.
- R**espect the environment and the rights of others.
- E**ducate yourself, plan and prepare before you go.
- A**llow for future use by leaving it better than you found it.
- D**iscover the rewards of responsible recreation.

Additional information on the TreadLightly! program can be found [HERE](#).

"A land ethic, then, reflects the existence of an ecological conscience, and this in turn reflects a conviction of individual responsibility for the health of the land. Health is the capacity of the land for self-renewal. Conservation is our effort to understand and preserve this capacity."

*Sand County Almanac*  
Aldo Leopold





# OPINIONS OF PROBABLE CONSTRUCTION COSTS

## Pine Creek Corridor

1-21-2019

Opinion of Probable Construction Costs

Prepared by Pashek + MTR

Item Description	Quantity	Unit	Unit Cost	Total Item Cost
<b>Segment I: Harmony Trail to Perry Highway (SR 19), 3,160 LF</b>				
<i>Removals and Site Preparation</i>				
Clearing and grubbing	0.44	AC	\$ 8,000	\$ 3,489
<i>Subtotal Removals and Site Clearing</i>				\$ 3,489
<i>Site Improvements</i>				
Oak Ridge Drive/Pine Creek Road Parking Area	1	LS	\$ 150,000	\$ 150,000
Oak Ridge Drive Trailhead	1	LS	\$ 125,000	\$ 125,000
Earthwork (10' wide trail)	550	CY	\$ 10	\$ 5,500
Trail Turnpiking	2,200	SY	\$ 25	\$ 55,000
Trail Surfacing	2200	SY	\$ 50	\$ 110,000
Trail Elevated Boardwalk	1000	SF	\$ 25	\$ 25,000
Culvert - Stream Crossing	30	LF	\$ 80	\$ 2,400
Culvert - Stream Crossing	30	LF	\$ 80	\$ 2,400
Culvert - Stream Crossing	30	LF	\$ 80	\$ 2,400
Bench	6	EA	\$ 1,500	\$ 9,000
Vestal Park Access Road Share the Road Signs	5	EA	\$ 250	\$ 1,250
Mile Markers	6	EA	\$ 250	\$ 1,500
Trail through Garden Building Parcel	4,000	LF	\$ 100	\$ 400,000
Perry Highway High Visiblity Crosswalk	1	LS	\$ 3,500	\$ 3,500
Perry Highway Advance Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Perry Highway Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Bridge - Stream Crossing	150	SF	\$ 200	\$ 30,000
Seeding - Trail Shoulder	11,760	SF	0.25	\$ 2,940
				\$ -
<i>Subtotal Site Improvements</i>				\$ 926,890
<i>General Stormwater Management and Erosion Controls</i>				
Stormwater Management	10%	%	\$ 926,890	\$ 92,689
Erosion and Sedimentation Controls	6%	LS	\$ 926,890	\$ 55,613
<i>Subtotal Stormwater Management</i>				\$ 148,302
<b>SUBTOTAL</b>				<b>\$ 1,078,682</b>
<i>Contingency 20%</i>				\$ 215,736
<i>Boundary, Topography &amp; Utility Survey</i>				\$ 50,000
<i>Section 106 Review and Determination</i>				\$ 10,000
<i>Public Easement Acquisition</i>				\$ -
<i>Wetland Delineation</i>				\$ 15,000
<i>Design @ 15%</i>				\$ 161,802
<i>Permitting @ 8%</i>				\$ 86,295
<i>Construction Inspection 10%</i>				\$ 107,868
<b>TOTAL</b>				<b>\$ 1,725,383</b>

### Notes:

Opinion of Probable Construction Costs is made based on the experience and qualifications of Pashek + MTR, Ltd and represents reasonable judgment based on familiarity with the industry. Pashek + MTR, Ltd. has no control over the cost, or availability of labor, materials or equipment, or over market conditions or the provider's method of pricing. Pashek + MTR, Ltd cannot and does not guarantee that the opinion of probable cost provided the Owner will not vary from the actual cost experienced by the Owner.



# Pine Creek Corridor

1-21-2019

Opinion of Probable Construction Costs

Prepared by Pashek + MTR

Item Description	Quantity	Unit	Unit Cost	Total Item Cost
<b>Segment II: Perry Highway (SR 19) Pine Creek Shopping Center/McKnight Road to Kummer Road/North Park, 2700 LF</b>				
<i>Removals and Site Preparation</i>				
Clearing and grubbing	0.00	AC	\$ 8,000	\$ -
<i>Subtotal Removals and Site Clearing</i>				\$ -
<i>Site Improvements</i>				
Earthwork (10' wide trail)	770	CY	\$ 10	\$ 7,700
Trail Surfacing	2305	SY	\$ 50	\$ 115,250
Bridge - Stream Crossing	150	SF	\$ 200	\$ 30,000
Elevated Boardwalk	9250	SF	\$ 25	\$ 231,250
Bridge - Stream Crossing	350	SF	\$ 200	\$ 70,000
Bench	12	EA	\$ 1,500	\$ 18,000
Mile Markers	12	EA	\$ 250	\$ 3,000
Pine Creek Road High Visibility Crosswalk	2	EA	\$ 6,000	\$ 12,000
Pine Creek Road Advance Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Pine Creek Road Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Perry Highway Advance Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Perry Highway Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Trail through slip ramp parcel	2,000	SY	\$ 50	\$ 100,000
Slip Ramp High Visibility Crosswalk	1	EA	\$ 2,500	\$ 2,500
Pine Creek Plaza Shared Use Trail	1,675	LF	\$ 140	\$ 234,500
Pine Creek Plaza Driveway High Visibility Crosswalks	2	EA	\$ 2,500	\$ 5,000
Pine Creek Plaza Driveway Pedestrian Warning Signs	4	EA	\$ 250	\$ 1,000
Seeding - Trail Shoulder	3,600	SF	0.25	\$ 900
				\$ -
<i>Subtotal Site Improvements</i>				\$ 833,100
<i>General Stormwater Management and Erosion Controls</i>				
Stormwater Management	10%	%	\$ 833,100	\$ 83,310
Erosion and Sedimentation Controls	6%	LS	\$ 833,100	\$ 49,986
<i>Subtotal Stormwater Management</i>				\$ 133,296
<b>SUBTOTAL</b>				<b>\$ 966,396</b>
Contingency 20%				\$ 193,279
Boundary, Topography & Utility Survey				\$ 40,000
Section 106 Review and Determination				\$ 7,500
Public Easement Acquisition				\$ -
Wetland Delineation				\$ 10,000
Design @ 15%				\$ 144,959
Permitting @ 8%				\$ 77,312
Construction Inspection 10%				\$ 96,640
<b>TOTAL</b>				<b>\$ 1,536,086</b>

## Notes:

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# Pine Creek Corridor

1-21-2019

Opinion of Probable Construction Costs

Prepared by Pashek + MTR

Item Description	Quantity	Unit	Unit Cost	Total Item Cost
<b>Segment III: Pine Creek Shopping Center/McKnight Road , 8000 LF</b>				
<i>Removals and Site Preparation</i>				
Clearing and grubbing	0.90	AC	\$ 15,000	\$ 13,500
<i>Subtotal Removals and Site Clearing</i>				\$ 13,500
<i>Site Improvements</i>				
McKnight Road High Visibility Crosswalk	1	EA	\$ 8,000	\$ 8,000
McKnight Road Advance Pedestrina Warning Signs	2	EA	\$ 250	\$ 500
McKnight Road Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
McKnight Road Signal Improvements	1	LS	\$ 200,000	\$ 200,000
Earthwork (10' wide trail)	4,350	CY	\$ 10	\$ 43,500
Trail Surfacing	4350	SY	\$ 50	\$ 217,500
Bridge - Stream Crossing	300	SF	\$ 200	\$ 60,000
Elevated Boardwalk	8000	SF	\$ 25	\$ 200,000
Bench	16	EA	\$ 1,500	\$ 24,000
Mile Markers	16	EA	\$ 250	\$ 4,000
Blazier Drive High Visibility Crosswalk	1	EA	\$ 2,500	\$ 2,500
Seeding - Trail Shoulder	23,400	SF	0.25	\$ 5,850
McCandless Drive Trail - Earthwork	350	CY	\$ 10	\$ 3,500
McCandless Drive Trail - Surfacing	1,000	SY	\$ 50	\$ 50,000
Elevated Boardwalk	8000	SF	\$ 25	\$ 200,000
Stream Crossing (Bridge)	600	SF	\$ 200	\$ 120,000
Trail - Earthwork	260	CY	\$ 10	\$ 2,600
Trail - Surfacing	780	SY	\$ 50	\$ 39,000
Trail parallel to Grubbs Road - Earthwork	130	CY	\$ 10	\$ 1,300
Trail parallel to Grubbs Road - Surfacing	390	SY	\$ 50	\$ 19,500
Grubbs Road High Visibility Crosswalk	1	EA	\$ 2,500	\$ 2,500
Grubbs Road Pedestrian Crossing Signs	2	EA	\$ 250	\$ 500
Trail parallel Ingomar Road	580	LF	\$ 140	\$ 81,200
Ingomar Road High Visibility Crosswalk	1	EA	\$ 2,500	\$ 2,500
Ingomar Road Advance Pedestrina Warning Signs	2	EA	\$ 250	\$ 500
Ingomar Road Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Kummer Road High Visibility Crosswalk	1	EA	\$ 2,500	\$ 2,500
Kummer Road Advance Pedestrina Warning Signs	2	EA	\$ 250	\$ 500
Kummer Road Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
				\$ -
<i>Subtotal Site Improvements</i>				\$ 1,293,450
<i>General Stormwater Management and Erosion Controls</i>				
Stormwater Management	10%	%	\$ 1,293,450	\$ 129,345
Erosion and Sedimentation Controls	6%	LS	\$ 1,293,450	\$ 77,607
<i>Subtotal Stormwater Management</i>				\$ 206,952
<b>SUBTOTAL</b>				<b>\$ 1,513,902</b>
Contingency 20%				\$ 302,780
Boundary, Topography & Utility Survey				\$ 25,000
Section 106 Review and Determination				\$ 5,000
Public Easement Acquisition				\$ -
Wetland Delineation				\$ 8,000
Design @ 15%				\$ 227,085
Permitting @ 8%				\$ 121,112
Construction Inspection 10%				\$ 151,390
<b>TOTAL</b>				<b>\$ 2,354,270</b>

## Notes:

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# Babcock Boulevard Loop

1-21-2019

Opinion of Probable Construction Costs

Prepared by Pashek + MTR

Item Description	Quantity	Unit	Unit Cost	Total Item Cost
<b>Segment I: North Park/Babcock Boulevard to Kummer Road, 8200 LF</b>				
<i>Site Improvements</i>				
Babcock Blvd southbound to Hedwig Drive - Climbing Bike Lane - Striping	2,500	LF	\$ 10	\$ 25,000
Babcock Blvd southbound - Climbing Bike Lane - Bike Lane Symbols	10	EA	\$ 750	\$ 7,500
Babcock Blvd southbound - climbing Bike Lane - Bike Lane signage	10	EA	\$ 250	\$ 2,500
Babcock Blvd northbound - Hedwig Drive to North Park - Shared Lane Markings	10	EA	\$ 750	\$ 7,500
Babcock Blvd northbound - Hedwig Drive to North Park - Shared Lane Signage	10	EA	\$ 250	\$ 2,500
Babcock Blvd - Hedwig Lane to Cottingham Dr - Shared Lane Markings	14	EA	\$ 750	\$ 10,500
Babcock Blvd - Hedwig Lane to Cottingham Dr - Shared Lane Signage	14	EA	\$ 250	\$ 3,500
Cottingham Drive to Kummer Road - bike lanes, striping	4,100	LF	\$ 10	\$ 41,000
Cottingham Drive to Kummer Road - bike lanes, Bike Lane Markings	16	EA	\$ 750	\$ 12,000
Cottingham Drive to Kummer Road - bike lanes, Bike Lane Signage	16	EA	\$ 250	\$ 4,000
Babcock/Kummer Road Intersection High Visibility Crosswalks	3	EA	\$ 2,500	\$ 7,500
Whitley Drive High Visibility Crosswalk	1	EA	\$ 8,000	\$ 8,000
Sidewalk - west side of Babcock - Kummer Rd to Cumberland Rd	1,700	LF	\$ 145	\$ 246,500
Bike Lanes - Kummer Rd to Cumberland Road - striping	1,700	LF	\$ 10	\$ 17,000
Bike Lanes - Kummer Rd to Cumberland Road - Bike Lane Markings	14	EA	\$ 750	\$ 10,500
Bike Lanes - Kummer Rd to Cumberland Road - Bike Lane Signage	14	EA	\$ 250	\$ 3,500
Babcock/Cumberland Road Intersection - High Visibility Crosswalks	4	EA	\$ 5,000	\$ 20,000
Babcock/Cumberland Road Intersection - Bike Boxes	2	EA	\$ 4,000	\$ 8,000
				\$ -
<i>Subtotal Site Improvements</i>				\$ 437,000
<i>General Stormwater Management and Erosion Controls</i>				
Stormwater Management	10%	%	\$ 437,000	\$ 43,700
Erosion and Sedimentation Controls	6%	LS	\$ 437,000	\$ 26,220
<i>Subtotal Stormwater Management</i>				\$ 69,920
<b>SUBTOTAL</b>				<b>\$ 506,920</b>
<i>Contingency 20%</i>				<i>\$ 101,384</i>
<i>Boundary, Topography &amp; Utility Survey</i>				<i>\$ 50,000</i>
<i>Section 106 Review and Determination</i>				<i>\$ -</i>
<i>Public Easement Acquisition</i>				<i>\$ -</i>
<i>Wetland Delineation</i>				<i>\$ -</i>
<i>Design @ 15%</i>				<i>\$ 76,038</i>
<i>Permitting @ 8%</i>				<i>\$ 40,554</i>
<i>Construction Inspection 10%</i>				<i>\$ 50,692</i>
<b>TOTAL</b>				<b>\$ 825,588</b>

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# Babcock Boulevard Loop

1-21-2019

Opinion of Probable Construction Costs

Prepared by Pashek + MTR

Item Description	Quantity	Unit	Unit Cost	Total Item Cost
<b>Segment II: North Park/Kummer Road to Babcock Boulevard, 6000 LF</b>				
<i>Site Improvements</i>				
Ingomar Road to Heather Heights Drive - southbound- Bike Lane, Striping	4,100	LF	\$ 10	\$ 41,000
Ingomar Road to Heather Heights Drive - southbound- Bike Lane, Bike Lane Markings	16	EA	\$ 750	\$ 12,000
Ingomar Road to Heather Heights Drive - southbound- Bike Lane, Bike Lane Signage	16	EA	\$ 250	\$ 4,000
Ingomar Road to Heather Heights Drive -northbound- Shared Lane, Shared Lane Markings	16	EA	\$ 750	\$ 12,000
Ingomar Road to Heather Heights Drive - southbound- Shared Lane, Shared Lane Signage	16	EA	\$ 250	\$ 4,000
Heather Heights Drive to Babcock Boulevard - Shared Lane, Shared Lane Markings	16	EA	\$ 750	\$ 12,000
Heather Heights Drive to Babcock Boulevard - Shared Lane, Shared Lane Markings	16	EA	\$ 250	\$ 4,000
				\$ -
<i>Subtotal Site Improvements</i>				\$ 89,000
<i>General Stormwater Management and Erosion Controls</i>				
Stormwater Management	10%	%	\$ 89,000	\$ 8,900
Erosion and Sedimentation Controls	6%	LS	\$ 89,000	\$ 5,340
<i>Subtotal Stormwater Management</i>				\$ 14,240
<b>SUBTOTAL</b>				<b>\$ 103,240</b>
<i>Contingency 20%</i>				<i>\$ 20,648</i>
<i>Boundary, Topography &amp; Utility Survey</i>				<i>\$ 40,000</i>
<i>Section 106 Review and Determination</i>				<i>\$ 7,500</i>
<i>Public Easement Acquisition</i>				<i>\$ -</i>
<i>Wetland Delineation</i>				<i>\$ 10,000</i>
<i>Design @ 15%</i>				<i>\$ 15,486</i>
<i>Permitting @ 8%</i>				<i>\$ 8,259</i>
<i>Construction Inspection 10%</i>				<i>\$ 10,324</i>
<b>TOTAL</b>				<b>\$ 215,457</b>

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# Babcock Boulevard Loop

1-21-2019

Opinion of Probable Construction Costs

Prepared by Pashek + MTR

Item Description	Quantity	Unit	Unit Cost	Total Item Cost
<b>Segment III: Babcock Boulevard - Cumberland Road to Vincentian Villa, 5700 LF</b>				
<i>Site Improvements</i>				
Cumberland Road to Vincentian Villa, Bike Lanes, Striping	4,200	LF	\$ 10	\$ 42,000
Cumberland Road to Vincentian Villa, Bike Lanes, Bike Lane Markings	17	EA	\$ 750	\$ 12,750
Cumberland Road to Vincentian Villa, Bike Lanes, Bike Lane Signage	17	EA	\$ 250	\$ 4,250
Duncan Avenue High Visibility Crosswalks	4	EA	\$ 4,000	\$ 16,000
Duncan Avenue Advance Pedestrian Crossing Signage	2	EA	\$ 250	\$ 500
Duncan Avenue Pedestrian Crossing Signage	2	EA	\$ 250	\$ 500
Winschester Drive High Visibility Crosswalk	1	EA	\$ 2,500	\$ 2,500
Winchester Drive Pedestrian Crossing Signage	1	EA	\$ 250	\$ 250
Fairfield Drive High Visibility Crosswalk	1	EA	\$ 2,500	\$ 2,500
Fairfield Drive Pedestrian Crossing Signage	1	EA	\$ 250	\$ 250
Corporate Drive High Visibility Crosswalk	1	EA	\$ 6,000	\$ 6,000
Corporate Drive Advance Pedestrian Crossing Signage	2	EA	\$ 250	\$ 500
Corporate Drive Pedestrian Crossing Signage	2	EA	\$ 250	\$ 500
Vincent Way High Visibility Crosswalk	1	EA	\$ 5,000	\$ 5,000
Vincent Way Advance Pedestrian Crossing Signage	2	EA	\$ 250	\$ 500
Vincent Way Pedestrian Crossing Signage	2	EA	\$ 250	\$ 500
Vincent Way Shared Lane, Shared Lane Markings	12	EA	\$ 750	\$ 9,000
Vincent Way Shared Lane, Shared Lane Signage	12	EA	\$ 250	\$ 3,000
Cumberland Road to Vincent Drive Sidewalk	2500	LF	\$ 145	\$ 362,500
				\$ -
<i>Subtotal Site Improvements</i>				\$ 469,000
<i>General Stormwater Management and Erosion Controls</i>				
Stormwater Management	10%	%	\$ 469,000	\$ 46,900
Erosion and Sedimentation Controls	6%	LS	\$ 469,000	\$ 28,140
<i>Subtotal Stormwater Management</i>				\$ 75,040
<b>SUBTOTAL</b>				<b>\$ 544,040</b>
Contingency 20%				\$ 108,808
Boundary, Topography & Utility Survey				\$ 40,000
Section 106 Review and Determination				\$ -
Public Easement Acquisition				\$ -
Wetland Delineation				\$ -
Design @ 15%				\$ 81,606
Permitting @ 8%				\$ 43,523
Construction Inspection 10%				\$ 54,404
<b>TOTAL</b>				<b>\$ 872,381</b>

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# Harmony Trail Connector

1-21-2019

Opinion of Probable Construction Costs

Prepared by Pashek + MTR

Item Description	Quantity	Unit	Unit Cost	Total Item Cost
<b>Segment I: Pine Township to Richard Road , 1900 LF</b>				
<i>Removals and Site Preparation</i>				
Clearing and grubbing	0.44	AC	\$ 8,000	\$ 3,489
<i>Subtotal Removals and Site Clearing</i>				\$ 3,489
<i>Site Improvements</i>				
Earthwork (10' wide trail)	704	CY	\$ 10	\$ 7,037
Trail Surfacing	2111	SY	\$ 50	\$ 105,556
Culvert - Stream Crossing	30	LF	\$ 80	\$ 2,400
Culvert - Stream Crossing	30	LF	\$ 80	\$ 2,400
Culvert - Stream Crossing	30	LF	\$ 80	\$ 2,400
Bench	4	EA	\$ 1,500	\$ 6,000
Mile Markers	4	EA	\$ 250	\$ 1,000
Richard Road High Visiblity Crosswalk	1	LS	\$ 3,500	\$ 3,500
Richard Road Advance Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Richard Road Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Bridge - Stream Crossing	150	SF	\$ 200	\$ 30,000
Seeding - Trail Shoulder	11,400	SF	0.25	\$ 2,850
				\$ -
<i>Subtotal Site Improvements</i>				\$ 164,143
<i>General Stormwater Management and Erosion Controls</i>				
Stormwater Management	10%	%	\$ 164,143	\$ 16,414
Erosion and Sedimentation Controls	6%	LS	\$ 164,143	\$ 9,849
<i>Subtotal Stormwater Management</i>				\$ 26,263
<b>SUBTOTAL</b>				<b>\$ 193,895</b>
<i>Contingency 20%</i>				\$ 38,779
<i>Boundary, Topography &amp; Utility Survey</i>				\$ 15,000
<i>Section 106 Review and Determination</i>				\$ 5,000
<i>Public Easement Acquisition</i>				\$ -
<i>Wetland Delineation</i>				\$ 7,500
<i>Design @ 15%</i>				\$ 29,084
<i>Permitting @ 8%</i>				\$ 15,512
<i>Construction Inspection 10%</i>				\$ 19,389
<b>TOTAL</b>				<b>\$ 324,159</b>

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# Harmony Trail Connector

1-21-2019

Opinion of Probable Construction Costs

Prepared by Pashek + MTR

Item Description	Quantity	Unit	Unit Cost	Total Item Cost
<b>Segment II: Richard Road to Pine Creek Road , 1900 LF</b>				
<i>Removals and Site Preparation</i>				
Clearing and grubbing	0.47	AC	\$ 8,000	\$ 3,760
<i>Subtotal Removals and Site Clearing</i>				\$ 3,760
<i>Site Improvements</i>				
Earthwork (10' wide trail)	770	CY	\$ 10	\$ 7,700
Trail Surfacing	2305	SY	\$ 50	\$ 115,250
Bridge - Stream Crossing	150	SF	\$ 200	\$ 30,000
Elevated Boardwalk	9250	SF	\$ 25	\$ 231,250
Bridge - Stream Crossing	350	SF	\$ 200	\$ 70,000
Bench	12	EA	\$ 1,500	\$ 18,000
Mile Markers	12	EA	\$ 250	\$ 3,000
Pine Creek Road High Visiblity Crosswalk	1	LS	\$ 3,500	\$ 3,500
Pine Creek Road Advance Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Pine Creek Road Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Seeding - Trail Shoulder	11,400	SF	0.25	\$ 2,850
<i>Subtotal Site Improvements</i>				\$ 482,550
<i>General Stormwater Management and Erosion Controls</i>				
Stormwater Management	10%	%	\$ 482,550	\$ 48,255
Erosion and Sedimentation Controls	6%	LS	\$ 482,550	\$ 28,953
<i>Subtotal Stormwater Management</i>				\$ 77,208
<b>SUBTOTAL</b>				<b>\$ 563,518</b>
<i>Contingency 20%</i>				\$ 112,704
<i>Boundary, Topography &amp; Utility Survey</i>				\$ 25,000
<i>Section 106 Review and Determination</i>				\$ 10,000
<i>Public Easement Acquisition</i>				\$ -
<i>Wetland Delineation</i>				\$ 15,000
<i>Design @ 15%</i>				\$ 84,528
<i>Permitting @ 8%</i>				\$ 45,081
<i>Construction Inspection 10%</i>				\$ 56,352
<b>TOTAL</b>				<b>\$ 912,183</b>

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# Harmony Trail Connector

1-21-2019

Opinion of Probable Construction Costs

Prepared by Pashek + MTR

Item Description	Quantity	Unit	Unit Cost	Total Item Cost
<b>Segment III: Pine Creek Road to West Ingomar Road, 4000 LF (segment utilizes Harmony Drive)</b>				
<i>Removals and Site Preparation</i>				
Clearing and grubbing	0.00	AC	\$ 8,000	\$ -
<i>Subtotal Removals and Site Clearing</i>				\$ -
<i>Site Improvements</i>				
Earthwork (10' wide trail)	0	CY	\$ 10	\$ -
Trail Surfacing	0	SY	\$ 50	\$ -
Bridge - Stream Crossing	0	SF	\$ 200	\$ -
Elevated Boardwalk	0	SF	\$ 25	\$ -
Bridge - Stream Crossing	0	SF	\$ 200	\$ -
Bench	8	EA	\$ 1,500	\$ 12,000
Mile Markers	8	EA	\$ 250	\$ 2,000
Harmony Drive Share the Road Signs	13	EA	\$ 250	\$ 3,250
Harmony Drive Share the Road Markings	4	EA	\$ 1,250	\$ 5,000
Pine Creek Road Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Seeding - Trail Shoulder	0	SF	0.25	\$ -
<i>Subtotal Site Improvements</i>				\$ 22,750
<i>General Stormwater Management and Erosion Controls</i>				
Stormwater Management	10%	%	\$ 22,750	\$ 2,275
Erosion and Sedimentation Controls	6%	LS	\$ 22,750	\$ 1,365
<i>Subtotal Stormwater Management</i>				\$ 3,640
<b>SUBTOTAL</b>				<b>\$ 26,390</b>
<i>Contingency 20%</i>				\$ 5,278
<i>Boundary, Topography &amp; Utility Survey</i>				\$ -
<i>Section 106 Review and Determination</i>				\$ -
<i>Public Easement Acquisition</i>				\$ -
<i>Design @ 15%</i>				\$ -
<i>Permitting @ 8%</i>				\$ -
<i>Construction Inspection 10%</i>				\$ -
<b>TOTAL</b>				<b>\$ 31,668</b>

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# Harmony Trail Connector

1-21-2019

Opinion of Probable Construction Costs

Prepared by Pashek + MTR

Item Description	Quantity	Unit	Unit Cost	Total Item Cost
<b>Segment IV: West Ingomar Road to Wall Park, 8000 LF</b>				
<i>Removals and Site Preparation</i>				
Clearing and grubbing	1.20	AC	\$ 8,000	\$ 9,600
<i>Subtotal Removals and Site Clearing</i>				\$ 9,600
<i>Site Improvements</i>				
Earthwork (10' wide trail)	1950	CY	\$ 10	\$ 19,500
Trail Surfacing	5850	SY	\$ 50	\$ 292,500
Bridge - Stream Crossing	0	SF	\$ 200	\$ -
Elevated Boardwalk	7500	SF	\$ 25	\$ 187,500
Bridge - Stream Crossing	0	SF	\$ 200	\$ -
Bench	12	EA	\$ 1,500	\$ 18,000
Mile Markers	12	EA	\$ 250	\$ 3,000
Harmony Drive Share the Road Signs	8	EA	\$ 250	\$ 2,000
Harmony Road Share the Road Markings	8	EA	\$ 1,250	\$ 10,000
Glen Manor Share the Road Signs	3	EA	\$ 250	\$ 750
Glen Manor Share the Road Markings	3	EA	\$ 1,250	\$ 3,750
Highland Drive Advance Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Highland Drive Pedestrian Warning Signs	2	EA	\$ 250	\$ 500
Stream Crossing - Bridge	400	SF	\$ 200	\$ 80,000
Stream Crossing - Bridge	600	SF	\$ 200	\$ 120,000
Seeding - Trail Shoulder	52,500	SF	0.25	\$ 13,125
<i>Subtotal Site Improvements</i>				\$ 751,125
<i>General Stormwater Management and Erosion Controls</i>				
Stormwater Management	10%	%	\$ 751,125	\$ 75,113
Erosion and Sedimentation Controls	6%	LS	\$ 751,125	\$ 45,068
<i>Subtotal Stormwater Management</i>				\$ 120,180
<b>SUBTOTAL</b>				<b>\$ 880,905</b>
<i>Contingency 20%</i>				\$ 176,181
<i>Boundary, Topography &amp; Utility Survey</i>				\$ 25,000
<i>Section 106 Review and Determination</i>				\$ 10,000
<i>Public Easement Acquisition</i>				\$ -
<i>Design @ 15%</i>				\$ 132,136
<i>Wetland Delineation</i>				\$ 15,000
<i>Permitting @ 8%</i>				\$ 70,472
<i>Construction Inspection 10%</i>				\$ 88,091
<b>TOTAL</b>				<b>\$ 1,397,785</b>

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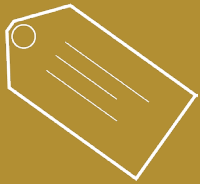


# KEY ISSUE addendum

## COMMUNITY ACTIVITIES

This addendum provides guidance that the Town may consider as part of an ongoing discussion about community activities. The strategies listed here are intended to pick up from content provided in the Community Activities chapter of the main report, as determined by Town Council.

If, at the decision point noted on Pages 57-58 of the main report, it is determined that additional staff is needed, please refer to the following strategies.



### COMMUNITY ACTIVITIES

#### STRATEGY: HIRE STAFF FOR PARKS AND RECREATION



**Q:** What would parks and recreation staff do, and why is it important?

**A:** The vision associated with hiring parks and recreation staff is: To provide Town of McCandless residents with programs, events and activities that nurture a sense of community similar to comparable communities, at the same level or a higher standard.

It is important because:

- Providing high quality parks and recreation encourages residents to remain in the community and new residents to move in, providing economic benefits to the Town.
- Investing in parks and recreation services makes sense because the community hopes to retain and attract families.
- This plan also suggests the potential development of a community center space; it would be prudent to have a staff member on board to oversee such a project.
- A parks and recreation staff member would oversee budget and operations of the Parks and Recreation Department, plan capital expenditures, seek additional funding sources through grants and partnerships, and monitor staff for policy compliance, focusing on safety policies.
- Organizing and running recreation programs will be done by a person hired specifically for that job with a degree in the field or years of experience. A parks and recreation professional would create and manage program offerings to ensure they provide opportunities for people of all ages and abilities, address community needs, attract new participants and keep up with changing demands or opportunities.

- The community's staff members who currently perform some recreation or parks duties will be able to focus on their actual job duties.
- The Town of McCandless currently has a population of 28,457 which is well within the size range of communities that provide recreation services, programs and facilities overseen by a full-time professional.

**Q: What is the overview of this strategy? How will McCandless provide consistent administration of its park facilities and recreation activities?**

**A:** McCandless currently provides some programs or events annually, and partners with allied organizations to offer additional opportunities for a total of 19 in the most recent years. This is a far smaller number than is typical for a community the size of McCandless. The events that are offered now are overseen by various existing staff members, none of whom is professionally trained in the field of community recreation and parks management. This strategy suggests adding the professional position, which will provide staffing to begin to address the need.

**Q: What related costs should be anticipated?**

**A:** In addition to the basic costs of facility operations and management, McCandless should factor in the associated cost of staffing. For planning purposes, so the Town can scale up or down, it could bear in mind that a full-time Parks and Recreation Director annual salary has a regional average of around \$60,000, so the community would figure on an \$90,000 annual investment (loaded).

**Q: Why does McCandless need parks and recreation staff? The community has gotten by without a person or people up till now.**

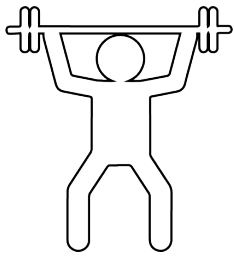
**A:** The hiring of a Parks and Recreation Director would provide the knowledge and guidance necessary to create programs, activities and events. This person also would have the skills needed to create consistent management,, serve as a "face of the community," oversee sustainable practices, and build community relationships for successful community programs and excellent parks.

As noted previously in this chapter, a program and activity gap analysis found that McCandless offers far fewer Town-run events or community programs and activities than do comparable communities. Also, the Town is unusual among others its size in not having this staff position.

McCandless does provide some recreation activities , such as a summer festival and an Easter Egg hunt; existing staff time goes into these endeavors. These tasks would shift to the new position.



## IMPLEMENTATION STEPS



### STRATEGY: Hire park and recreation staff as needed.

**Q:** What are the specific action steps for implementing the strategy, and how hard is it likely to be?

**A:** We give this project a two-weight difficulty because there is modest cost involved. Here is a guide for making it happen:

- ❑ STEP 1: McCandless will begin the process of creating a staff position with hours and responsibilities in deems needed. The municipal Council, manager and finance director will take steps to add a budget line item. Should the Town choose to hire a full-time Parks and Recreation director, it may estimate costs based on an annual salary of \$60,000 (\$90,000 loaded).
- ❑ STEP 2: The manager will develop a job description, emphasizing responsibility for first creating programs, events and activities that fill needs as identified previously in this chapter. (Sample appears in the appendix.)
- ❑ STEP 3: The selection process should specifically state that the successful candidate will begin work in McCandless before any community center space is built, and therefore will be responsible for operating in a creative manner on a space-limited basis. The candidate will help the Town refine and further develop plans for adding community center space.

"The provision of recreational and community facilities shall be pursued by:

(1) The creation of a variety of outdoor and indoor recreational facilities to accommodate the existing and future population. ..."

We have tried to be sensitive to needs and aspirations of residents along with the desire to fiscally responsible. We have tried to obtain as much data as we can reasonably acquire and have developed recommendations based on that data, best practices and our extensive recreation planning experience.

We think the following recommendations strike a balance between these two opposing viewpoints, which probably means no one will be happy. In the end, that maybe an indication of a successful process that included listening, discernment and fair recommendations. Now it is up to the Town Council to decide how to proceed.

# Potential Community Space

## SPACE-NEEDS DATA

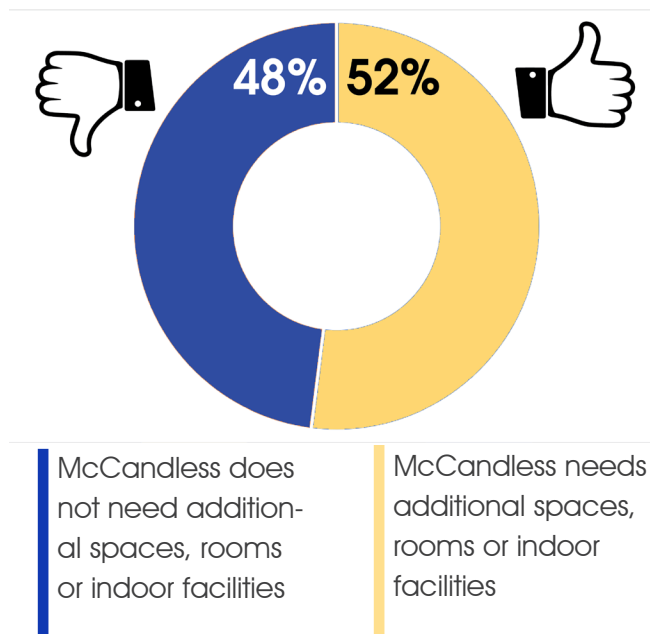
**Q:** What data do we have to assess public opinion about a community space in McCandless?

**A:** As we have engaged in the planning process for a future community space for the Town of McCandless, we have observed the following:

- There are some who see lots of recreation providers in the Town and question the need for a community center;
- There are some that fear an investment of several million dollars in a community center would guarantee a tax increase, something the Town has avoided for years;
- There is a philosophy by some that if you need or want recreation services, go pay for it as you use the services, even if it is costly or requires some travel

Those expressing these views have been successful so far, in setting Town policy.

- There are those who believe the community needs a social center, a place to meet friends and neighbors in a healthy environment; they argue that there is no “there” there in McCandless; that a centralized gathering place could create a stronger sense of community
- There are some who argue that they should not have to drive to Cranberry Township to participate in programs for preschoolers
- There are those that would argue that there will come a time when not having beautiful park facilities, programs and a community center will result in the loss of new, highly educated, high income families to other nearby communities with those facilities; this will impact property values
- There are some that would argue that for profit recreation providers do not provide all the programs needed in the community such as activities for preschoolers, special needs residents and programs that promote diversity
- There are those that believe that a community the size and affluence of McCandless could support an investment in a community center without being a financial burden on residents of the Town



We have found in our meetings and other discussions with residents and other stakeholders a polarization of opinions between these views. We listened to both viewpoints with respect and took them seriously.

We also considered the language from 2005 Community Development Objectives developed with that comprehensive plan:

“The provision of recreational and community facilities shall be pursued by:

(1) The creation of a variety of outdoor and indoor recreational facilities to accommodate the existing

and future population. ...”

We have tried to be sensitive to needs and aspirations of residents along with the desire to fiscally responsible. We have tried to obtain as much data as we can reasonably acquire and have developed

recommendations based on that data, best practices and our extensive recreation planning experience.

We think the following recommendations strike a balance between these two opposing viewpoints, which probably means no one will be happy. In the end, that maybe an indication of a successful process that included listening, discernment and fair recommendations. Now it is up to the Town Council to decide how to proceed.

**Q:** How does McCandless compare with other local or peer communities regarding a community center.

**A:** This chart compares the community center spaces for municipalities in the region.

COMMUNITY FACILITY	SQUARE FOOTAGE	COMMUNITY POPULATION
Upper St. Clair Community & Recreation Center	90,000	19,000
Pine Community Center	55,000	11,497
Collier Township Community Center	40,000	7,080
Lauri Ann West Community Center (O’Hara Twp.)	23,000	13,838 (Fox Chapel + O’Hara)
Ross Township Community Center	12,000	30,750
Hampton Township Community Center	51,000	18,440
Franklin Park Activity Center	3,840	14,515
Ohio Township Nature Center	2,800	6,356
Town of McCandless	--	28,457

**Q: Bearing in mind the data on the previous pages as well as the conclusion of the Recreation program section earlier in**

**the chapter, what analysis can be offered?**

**A:** Here are some useful points of analysis:

- McCandless currently lacks space for programs, events and activities that it could reasonably expected to provide to residents,
- McCandless does not need its own fitness facilities, which already are amply represented by local businesses.
- McCandless is home to many different facilities that provide programming and rental opportunities. However, smaller, affordable rental space for birthday parties and other family celebrations; youth, civic and leadership groups; and other special-occasion events is lacking in the Town.
- Having its own space would enable McCandless to schedule Town-run programs at its location in coordination with community rentals.

**Q:** What could a potential community space look like and cost?

**A:** Below is an example of a 14,000-15,000 square foot community space.

COMMUNITY CENTER SPACE EXAMPLE	
DESIGNATED SPACE TYPE	SQ. FEET
Office & meeting space for staff	900
Storage	500
Small classroom with carpeting (30 x 30)	900
STEM/Creative Arts Classroom	600
Reception/Lobby Space	900
Multipurpose/Large rental space (84 x 50)	4200
Attached catering/teaching kitchen	500
Storage	1000
Small classroom #1 with flooring (30 x 30)	900
Small classroom #2 with flooring (30 x 30) *Classrooms # 1 & #2 are separated by a divider and can be used together as a 30 x 60 space	900
<b>Subtotal</b>	<b>11,300 SF</b>
<b>Common Area (25%)</b> *Includes space for hallways, restrooms, utilities, custodial, elevators, stairways	<b>2,825</b>
<b>TOTAL</b>	<b>14,125 SF</b>

**Using a multiplier of \$250 per square foot, the estimated (order of magnitude) construction cost of a 14,000-15,000 SF building is \$3.5 million to \$4 million. This cost example does not include site acquisition or site development costs.**

# Potential Community Space

## SPACE-NEEDS CONCLUSIONS

1. McCandless may create 14,000-15,000 square feet of community space to provide locations for room rentals and programs, events and activities that are needed in the community.
2. The estimated (order of magnitude) cost of constructing a 14,000-15,000 SF of space is \$3.5 million to \$4 million.

In the next sections, we provide data about land acquisition, operation and maintenance costs, and potential revenue streams. We also provide analysis of potential ways to proceed; conclusions based on the analysis, and recommendations based on the conclusions.

# Potential Community Space

## LAND ACQUISITION DATA

**Q:** In the previous section, land acquisition costs are not included in the construction costs. How much land is needed? What would the land cost?

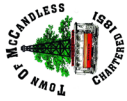
**A:** Acquisition of land venues and costs will vary widely depending on availability and choices made by the Town. Municipal owned lands should be considered as a first option for development.

In addition to the square footage of a building, the land area must be of sufficient size to accommodate parking, sidewalks and stormwater management facilities. A rough calculation would multiply building area times 12 to determine minimum area. ( $14,125 \times 12 = 169,500$  SF) This translates to just under 4 acres for a community center building and basic additional requirements.

**Assuming McCandless wants its community space and parking area to be situated within green space or to accommodate future expansion, it should identify a parcel with at least 4 acres of buildable land.**

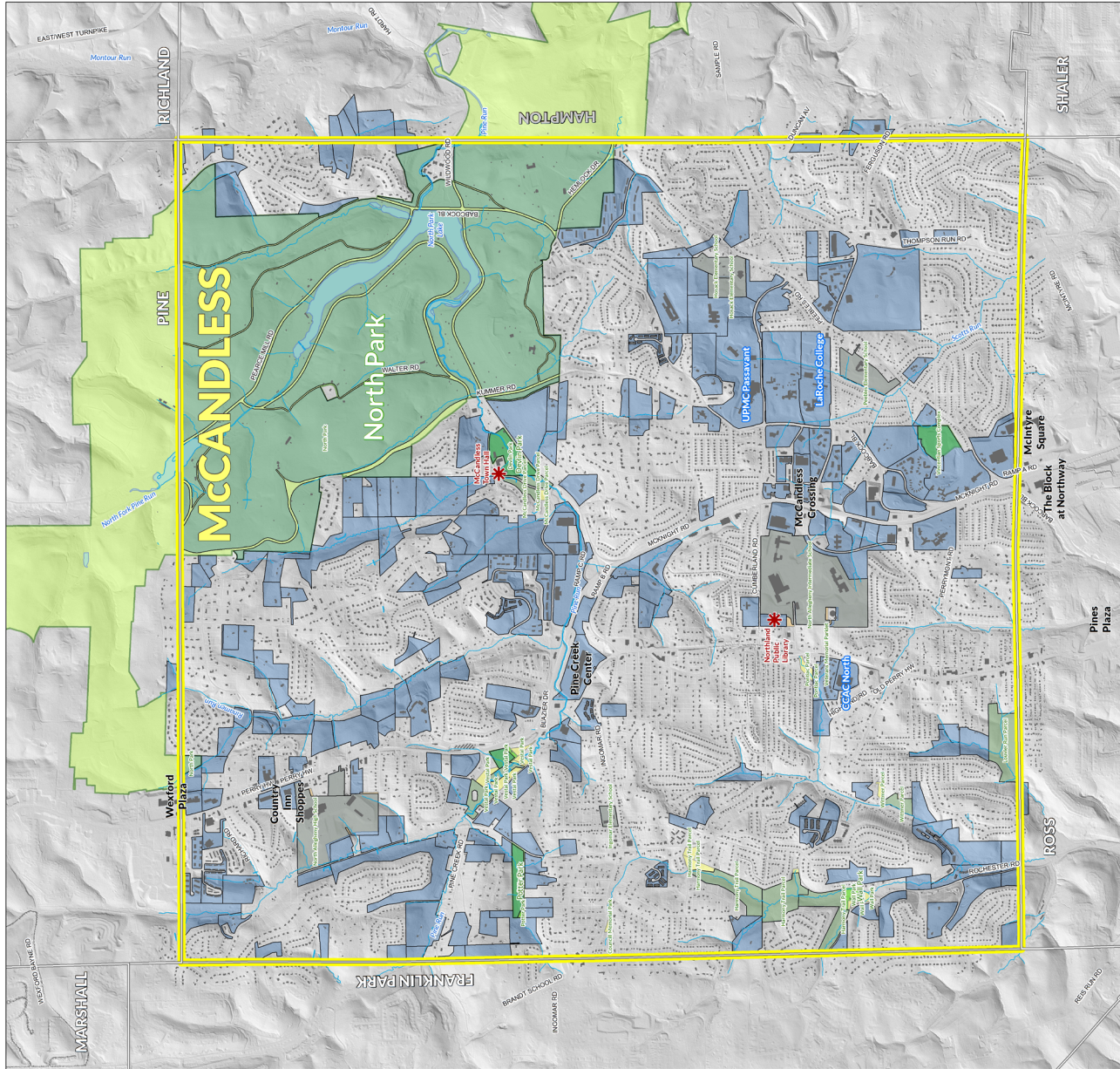
The accompanying map highlights in blue all individual parcels that are over 4 acres. The Town's professional staff would need to evaluate realistic possibilities from among all parcels that meet size requirements, including whether they include terrain suitable for construction, and whether they may be placed on the market in the near future.



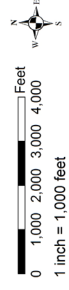


Town of McCandless  
Comprehensive Plan

# Large Parcels Map



- Legend**
- McCandless Boundary
  - Municipal Boundary
  - Parcels larger than 4 acres
  - County Park (North Park)
  - McCandless Parks
  - North Allegheny School District Properties
  - Publicly Accessible Private Lands
  - Property Parcel
  - Lake
  - Stream
  - School
  - Public Building



PASHEK MTR

# Potential Community Space

## OPERATIONS AND MAINTENANCE COST DATA

**Q:** Any new space owned by the Town will have operating and maintenance costs as well as revenue sources such as membership fees, rental fees, program fees and potential sponsorships. How should we estimate these?

**A:** The following charts are examples of operating revenue and expense scenarios for other community facilities.

COMMUNITY CENTER OPERATING REVENUE AND EXPENSE						
Location	Upper St. Clair	Township of Pine	Ross Township	Ohio Township	Collier Township	Laurie Ann West
Size of Facility	90,000 SF	55,000 SF	12,000 SF	2,800 SF	40,000 SF	23,000 SF
Annual Operating Revenue	\$3,792,127	\$642,082	\$200,000	\$250,000	\$143,000	\$2 million
Annual Operating Expense	\$2,932,190	\$552,541	\$600,000	\$312,630	\$250,000	\$2 million

There are also many variables associated with expenses; energy efficient construction (LEED), sound management practices and fiscal responsibility.

**Q:** How does spending on activities and recreation at the Town of McCandless compare with spending levels elsewhere?

**A:** According to NRPA's Agency Performance Review document, the amount of an agency's operating expenditures varies dramatically with the size of the agency, including the number of park and non-park facilities managed, the population served by the agency, the agency's mission and responsibilities and other factors.

The median operating expenditure for agencies serving a jurisdiction with fewer than 20,000 residents is \$1,009,243, while the median for agencies serving more than 250,000 residents expands to \$25 million.

The Town of McCandless has a 2019 budget of \$1,357,785 for culture, parks and recreation, which is within the national range for a population of its size.

NOTE: "The NRPA Agency Performance Review: Park and Recreation Agency Performance Benchmarks" is included in the appendix.

# Potential Community Space

## DATA ON POTENTIAL REVENUE STREAMS

**Q:** Can annual operating revenue be expected to cover annual operating costs if a community center is built?

**A:** Operating and maintenance costs associated with the operation of community space were evaluated. Ideally a community center should be able to self supporting. There are many variables associated with revenue, including membership fees, rental fees, prorated rates and sponsorships.

ANNUAL MEMBERSHIP FEES AT REGIONAL COMMUNITY CENTERS	
Upper Saint Clair Township	\$984/year/family
Township of Pine	\$660/year/family
Collier Township	\$200/year/family
Cranberry Township	\$360/Year (Program membership)
Ross Township	No membership
Hampton Township	\$217/year/family
Lauri Ann West Community Center	\$948/year/family

COMMUNITY	RENTAL RATES
Collier Township	\$25/hour
Ross Township	\$37.50/hour
Hampton Township	\$42-\$100/hour
Ohio Township	\$80/hour
Marshall Township	\$40/hour

**Q:** How much membership revenue could McCandless expect?

**A:** If 10% of the 11,800 households in McCandless were to join the community center, the center would have 1,180 family memberships.  $1,180 \times \text{Avg } \$560/\text{year/family} = \$660,800$  annual membership revenue. Similarly, membership by 5% of the Town's households at the average membership fee would be \$330,400 annual revenue.

# Potential Community Space

## FUNDING MODELS

**Q:** How would McCandless fund construction of a potential community center?

**A:** Several communities have shared the strategies they employed for funding construction of a community center:

- Hampton Township – Refinanced their existing debt, phased out the Township sanitary authority, issued additional bonds, which in the long run added 10 more years to the original debt schedule on a building with a 50-year life span.
- Lauri Ann West Community Center in O'Hara Township – Run by a 501(C3) non-profit organization, which raised \$11 million in private funds to build the facility. It is located on O'Hara Township property, and the organization and Township have a specific partnership agreement covering many aspects of future maintenance and funding. It's a very unique situation
- Ross Township – This single building houses municipal offices and other official functions, the police department and recreation/community center space. It was funded via municipal funds.
- Identify grant opportunities (a lengthy list of grant opportunities is located in the Appendix).
- Identify local businesses and residents who may be interested in sponsorship or naming-rights opportunities (a sample sponsorship form is located in the Appendix).

# Potential Community Space

## Conclusions and Recommendations

1. For a 14,000-15,000-square-foot community center, McCandless needs a parcel of at least 4 acres, assuming parking, green space and stormwater management facilities will be on-site.
2. The community will need to find an appropriate location
3. The community will then need to determine total costs and a funding model
4. After a vision for this project is created, the community should start fundraising.
5. Development of the community center can then commence.

**Q:** What strategies will McCandless pursue to create a community center?

**A:** Here's a list. Details for each are on the following pages.

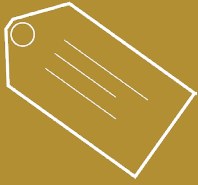
**STRATEGY 1:** Determine which funding and project development model the Town wants to pursue.

**STRATEGY 2:** Select a location for a community center.

**STRATEGY 3:** Raise the necessary funds.

**STRATEGY 4:** If McCandless is not prepared at this time to pursue the recommendations set forth in this chapter, the Town should re-evaluate annually the desirability of adding community center space.





## COMMUNITY SPACE STRATEGY 1: DETERMINE WHICH FUNDING AND PROJECT DEVELOPMENT MODEL THE TOWN WANTS TO PURSUE.



**Q:** Why is it important to explore funding sources and project development models right at the beginning - before McCandless even knows whether it agrees with the recommendation to create community space?

**A:** It appears that a portion of community residents opposes any community center project that would require a tax increase, and that another segment of the population opposes the project outright. If the Town chooses to proceed with construction, as is recommended in this report, the Town should heavily consider options that reduce direct costs to taxpayers, such as a partnership with the school district (though that could perhaps raise school district taxes) or a project development model similar to that of the Lauri Ann West Center in O'Hara Township.

As already stated, this report recommends a 14,000-15,000 square-foot building on a minimum of 4 acres. It envisions the community acquiring land and proceeding with project development according to one of several potential funding mechanisms or models, from which elected officials may choose.

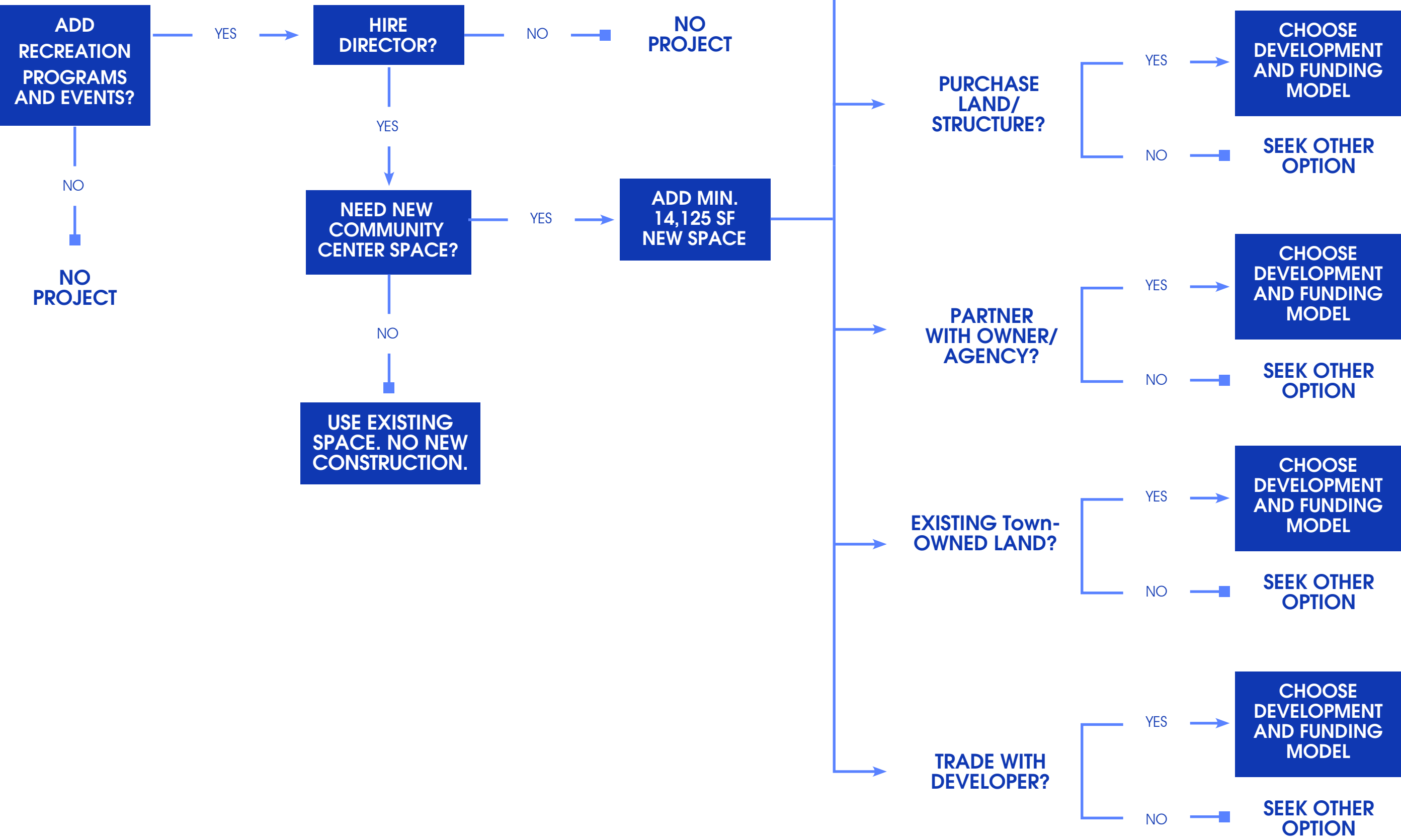
Funding and project development models listed on previous pages provide an overview of the various options for proceeding.

**Q:** But again, why do this up-front?

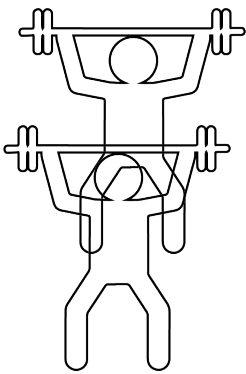
**A:** Funding decisions interlock with decisions about location, facility type and the desirability of various settings or surroundings. Costs and project development models would vary, depending on the Town's choices as depicted in this decision tree:



# Community Space Decision-Making Guide



IMPLEMENTATION STEPS

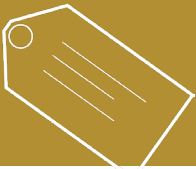


**STRATEGY 1: Determine which funding and project development model the Town wants to pursue.**

**Q:** What are the specific action steps for selecting a funding and project development model, and how hard is this likely to be?

**A:** This should involve volunteer time on the part of the Activities Advisory Committee (or a separate advisory group if that is preferred), and staff time. This task has a two-weight difficulty rating because the community center issue is a controversial one in McCandless, and is likely to require time, effort and attention to political sensitivities.

❑ STEP 1: Create a Community Center working group, or prepare the Parks and Recreation advisory committee for this task.



**COMMUNITY CENTER SPACE**  
**STRATEGY 2: SELECT A LOCATION FOR A COMMUNITY CENTER**

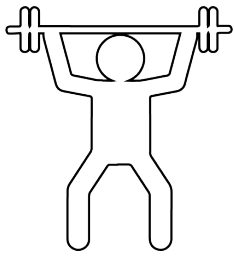
**WHAT IS THE VISION FOR THIS? HERE'S AN OVERVIEW. WHAT ARE THE GOALS?**

**Q:** What would McCandless be looking for if it decides to acquire land for construction or remodel an existing building?

**A:** McCandless' community space should be in a convenient location. The location should provide sufficient area for a building estimated at 14,125 square feet, plus associated parking and other requirements, the possibility of future expansion, and at a cost that is as advantageous to the Town as possible. Alternatively, the community could purchase and remodel an existing building that meets the same requirements.

**Q:** Why is dedicated space important?

**A:** An ongoing conversation in the community has debated solutions to a problem that some have described as "the lack of a center" or "no sense of community." Adding community programs, events and activities that draw people together - creating equitable opportunities and the chance to reduce social isolation and meet your neighbors - is one potential solution to that problem.



## IMPLEMENTATION STEPS

### STRATEGY 2: Select a location for a community center.

**Q:** What are the specific action steps for selecting a community space location, and how hard is this likely to be?

**A:** This should involve volunteer time on the part of the Activities Advisory Committee (or a separate advisory group if that is preferred), and staff time. This task has a three-weight difficulty rating because this could be a hot potato in the community. Identifying properties and recommending acquisition will also involve fundraising of public or private money, and this will not be simple. Here is a guide to selecting a location:

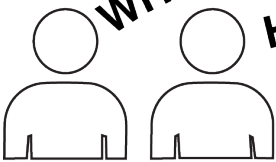
- ☐ STEP 1: Determine size of facility
- ☐ STEP 2: Determine required parking and other necessary amenities
- ☐ STEP 3: Determine entire footprint of the facility
- ☐ STEP 4: Identify available parcels
- ☐ STEP 5: Determine acquisition costs associated with each site considered a viable option
- ☐ STEP 6: Determine funding opportunities associated with each site.



## COMMUNITY SPACE

### STRATEGY 3: CREATE FUND-RAISING MECHANISMS AND BEGIN RAISING MONEY.

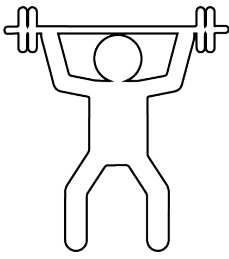
**WHAT IS THE VISION FOR THIS? WHAT ARE THE GOALS?**  
**HERE'S AN OVERVIEW.**



**Q:** What is the vision for fundraising?

**A:** Identify sources of funds to total the amount needed, possibly including Town revenue, donations and other monies.

## IMPLEMENTATION STEPS



### STRATEGY 3: Create fund-raising mechanisms and begin raising money.

**Q:** What steps would McCandless take, and how difficult will these steps be?

**A:** The precise steps will depend on the development model that the Town chooses: Will this be a collaborative effort between the Town and a non-profit organization? Will it depend entirely on Town funding? Most likely, the Town will need a fundraising plan. This has a three-weight difficulty, as it will take time and expertise.

#### ☐ STEP 1: Understand the Big Picture

Goal: To have diverse sources of revenue

- How much money do we need to raise?
- Who do you need to raise the money from?
- What channels of fundraising are best for this project (individuals, corporations, public funds, annual fund, direct mail, online fundraising)?

#### ☐ STEP 2: Know your finances for the project and the cost of fundraising

- Create a budget for fundraising
- Determine who is going to do what and how much time that will take (overall and per week)

#### ☐ STEP 3: Create a process

- Assess your environment (internally and externally)
- Assess your donors (create a donor base)
- Outline your goals
- Identify your objectives
- Identify your tactics
- Identify your budget and resources

#### ☐ STEP 4: Document the Plan

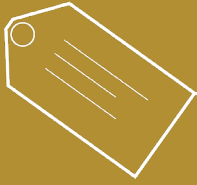
#### ☐ STEP 5: Gather your Prospects (assign a lead fund-raiser for each prospect)

- Internal prospects like board members
- External prospects like wealthy individuals and corporations that support community initiatives
- Others "off the radar" that might be emotionally connected to this project

#### ☐ STEP 6: Keep it Alive

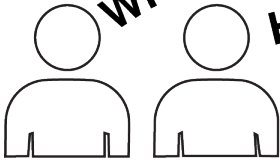
Source: "Nonprofit Fundraising 101" (2016) by Darian Rodriguez Heyman

## COMMUNITY SPACE



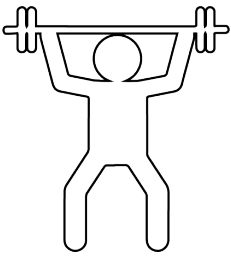
**STRATEGY 4: RE-EVALUATE THE DESIRABILITY OF COMMUNITY SPACE ANNUALLY IF THE PROJECT IS NOT UNDERTAKEN AT THIS TIME.**

WHAT IS THE VISION FOR THIS? WHAT ARE THE GOALS?  
HERE'S AN OVERVIEW.



### IMPLEMENTATION STEPS

**STRATEGY 4: Re-evaluate the desirability of community space annually if the project is not undertaken at this time.**



**Q:** What are the specific action steps for annual re-evaluation, and how difficult is this likely to be?

**A:** This gets a one-weight difficulty rating.

- ☐ STEP 1: Each year the Parks and Recreation Committee should create an agenda item and make a recommendation to Town Council.
- ☐ STEP 2: Town Council should consider any new information and take a new vote on the matter each year.





SNAPSHOT OF PROGRAMS AND EVENTS  
OFFERED BY LOCAL MUNICIPALITIES

<b>Preschool Programs</b>	
CDG Sports Development	Franklin Park Borough
Little Tikes Ultimate Sports	Franklin Park Borough
Little Athletes	Township of Pine
Muck N Mess	Township of Pine
Story Time	Township of Pine
Tot Time	Township of Pine
Yoga	Cranberry Township
Keystone State Music Theater	Cranberry Township
Tae Kwon Do	Cranberry Township
Playtime Pals	Cranberry Township
Terrific Tots	Cranberry Township
Kids Nutrition Kitchen	Cranberry Township
Basketball Dribblers	Cranberry Township
Creative Cuties Art	Cranberry Township
Lingua Stars Spanish	Cranberry Township
Toddler Time	Hampton Township
Pre School Open Gym	Hampton Township
Open Gym	Hampton Township
Mindful Together	Lauri Ann West
Musikgarten Toddlers	Lauri Ann West
Musikgarten Cycles	Lauri Ann West
Soccer Shots Mini	Lauri Ann West
Toddler Sports	Lauri Ann West

Soccer Shots Classic	Lauri Ann West
Hummingbirds Soccer	Ohio Township
T-Birds T-Ball	Ohio Township
Olympic Sports Summer Camp	Ohio Township
Story Time /Sewickley Library	Ohio Township
Kids Nutrition Kitchen	Ohio Township
Splash Into Color	Upper Saint Clair Township
Silly Science	Upper Saint Clair Township
Mommy and Me	Upper Saint Clair Township
Toddler Sports	Upper Saint Clair Township
Pre-K intro to Multi-Sports	Upper Saint Clair Township
Hummingbirds Soccer	Upper Saint Clair Township
Junior Scientists	Upper Saint Clair Township
Wild Stories	Upper Saint Clair Township
<b>Youth and Teen Programs</b>	
Gerry Aufman Summer Rec Program	Town of McCandless
American Red Cross Babysitting Training	Franklin Park Borough
Gerry Aufmann Summer Rec Program Town of McCandless	Franklin Park Borough
Champion Flag Football	Franklin Park Borough
Ultimate Sports and Recreation Camp	Franklin Park Borough
Ultimate Eco-Adventure Camp	Franklin Park Borough
Pioneer Living	Franklin Park Borough
Bakers Dozen Cooking Program	Franklin Park Borough
Wildlife Explorers	Recreation Alliance of North Pittsburgh
Chess For Kids	Cranberry Township

N Zone	Cranberry Township
Snapology	Cranberry Township
Kids Nutrition Kitchen	Cranberry Township
Gerry Aufman Summer Rec Camp	Town of McCandless
American Red Cross Babysitting Training	Marshall Township
Kids Karate Class	Marshall Township
Keystone State Music Theater	Marshall Township
Nature Camp	Marshall Township
Parents/Teen Driving Worshop	Marshall Township
Reptiles and Amphibians	Marshall Township
Ballet/Jazz	Ross Township
Kids Club Before & After school Progra	Hampton Township
Recreational Youth Dance Instruction	Hampton Township
Youth Basketball League	Hampton Township
Developmental Basketball League	Hampton Township
Fall Swim Instruction	Hampton Township
Open Gym	Hampton Township
Youth Athlete Strength and Conditioning	Collier Township
Tyler Kennedy Dek Hocky Clinics	Collier Township
Winter Basketball League	Collier Township
Kids Yoga	Lauri Ann West
Gemini Theater	Lauri Ann West
Mindful World	Lauri Ann West
Traditional Sports	Lauri Ann West
Mumon Shotokan Karate	Lauri Ann West
American Red Cross Babysitting Training	Lauri Ann West

Cake Decorating	Lauri Ann West
Bigfoot Saturdays with Bobbie Cubbage	Lauri Ann West
Beginner Crochet	Lauri Ann West
Recyclable Arts Camp	Ohio Township
Star Wars Adventure Camp	Ohio Township
Lego Mania Camp	Ohio Township
Harry Potter Hogwarts Camp	Ohio Township
Snapology Attack Bots	Ohio Township
Snapology Science of Slime	Ohio Township
Snapology Space Wars Robotics	Ohio Township
Snapology Advanced Minecraft	Ohio Township
Speed, Agility, and Quickness Camp	Ohio Township
Laser Tag at the Park	Ohio Township
Super Hero and Princess Dance	Ohio Township
MLK Day of Service	Upper Saint Clair Township
Cardio Tennis Kids	Upper Saint Clair Township
Medieval Adventures in Art	Upper Saint Clair Township
Space Odyssey	Upper Saint Clair Township
Suzuki Classical Guitar	Upper Saint Clair Township
Dance Exploration 1	Upper Saint Clair Township
Dance Exploration 2	Upper Saint Clair Township
Play Date on Stage	Upper Saint Clair Township
Theater Workshop	Upper Saint Clair Township
Build a Bridge Together Workshop	Upper Saint Clair Township
Bricks 4 Kidz	Upper Saint Clair Township
Space Science	Upper Saint Clair Township

Eco Engineers	Upper Saint Clair Township
Junior Geologists	Upper Saint Clair Township
Manners Make Impressions	Upper Saint Clair Township
Babysitter Basics	Upper Saint Clair Township
Vive La Yoga	Upper Saint Clair Township
Belle Princess Tea Party	Upper Saint Clair Township
Kids in the Kitchen	Upper Saint Clair Township
Kids in the Kitchen Spring Break Camp	Upper Saint Clair Township
Check and Checkmate	Upper Saint Clair Township
Winter Break Camp	Upper Saint Clair Township
Girls on the Run	Upper Saint Clair Township
Sweet Dreams Yoga	Upper Saint Clair Township
Learn to Ride in a Week/Bike Safety	Upper Saint Clair Township
Intro and Intermediate Fencing Classes	Upper Saint Clair Township
Little Hoop Stars Basketball	Upper Saint Clair Township
Recreation Basketball	Upper Saint Clair Township
Stretch it Out	Upper Saint Clair Township
Painting and Pastels	Upper Saint Clair Township
Creating on Canvas	Upper Saint Clair Township
American Mahjongg for Beginners	Upper Saint Clair Township
Crafting with Critters	Upper Saint Clair Township
<b>Adult and Senior Programs</b>	
Senior Jingle Bell Brunch	McCandless Community Association
Aiko	Franklin Park Borough
Perennial Exchange	Franklin Park Borough

Franklin Park Hiking Club	Franklin Park Borough
Blueberry Hill Gang- Senior luncheons	Franklin Park Borough
Rain Barrel/Watershed Awareness	Franklin Park Borough
Backyard Composting Workshop	Franklin Park Borough
Pickleball	Cranberry Township
Learn to Dance	Cranberry Township
Volleyball League	Cranberry Township
Health and Wellness	Cranberry Township
Learn to Play Cards	Cranberry Township
Crafts Programs	Cranberry Township
Computer Programs	Cranberry Township
Zentangle	Cranberry Township
Woman Safety Seminar	Cranberry Township
Yoga/Pilates Fusion	Marshall Township
Koseikan Dojo	Marshall Township
Coed Softball League	Marshall Township
Painting with a Twist	Marshall Township
Adult Horro Movie Night	Marshall Township
Soap Making	Marshall Township
Parent’s Night Out	Marshall Township
Walking for Health	Marshall Township
Yur Back- Fitness without Fear	Ross Township
Yarn Group	Ross Township
Chisels n Chips Wood Carving Group	Ross Township
Steel City Ukulele Meet Up	Ross Township
Adult and Senior Swim	Hampton Township

Adult Recreational Volleyball	Hampton Township
Tuesday Adult Ski Program	Hampton Township
Beginner Line Dancing	Hampton Township
Essentrics Forever Painless	Hampton Township
Hampton’s Hot Spot	Hampton Township
Easy Yoga	Hampton Township
Pilates	Hampton Township
Beginning Tai Chi	Hampton Township
Continuing Tai Chi	Hampton Township
Fit for Life	Hampton Township
Adult Basketball	Hampton Township
Adult/Senior Picklebal	Hampton Township
Oprn Gym	Hampton Township
Aqua Aerobics	Hampton Township
Older Adult Trip to Myrtle Beach	Collier Township
Luncheon and Movie Matinee	Collier Township
Pickleball Open Play	Collier Township
Manager’s Coffee Hour	Collier Township
Mom’s Time Out	Collier Township
Tennis with Coach Diffenbach	Lauri Ann West
Pickle ball	Lauri Ann West
Play and Learn Bridge	Lauri Ann West
Rug hooking	Lauri Ann West
Ball Room Dancing	Ohio Township
Paint Night at the Park	Ohio Township
Lawn Chair Leagues	Ohio Township

Boot Camp Classess	Ohio Township
Walk Live With Amy	Ohio Township
Gentle Yoga and Meditation with Joni	Ohio Township
Mindfulness for Parents Workshop	Ohio Township
Pound	Ohio Township
Zumba	Ohio Township
Zumba	Upper Saint Clair Township
Coming Om for the Holidays	Upper Saint Clair Township
Valentine’s Day Workout	Upper Saint Clair Township
CPR Classes	Upper Saint Clair Township
Paddle Tennis	Upper Saint Clair Township
Adult Cardio Tennis	Upper Saint Clair Township
Private Tennis Lessons	Upper Saint Clair Township
<b>Family Programs</b>	
Concerts in the Park	Most Municipalites
Holiday Craft Show	PRPS Recreation Alliance
Easter Egg Hunt	McCandless Community Association
Hearts and Crafts Valentine Party	McCandless Community Association
Pumpkin Party	McCandless Community Association
Block Party	McCandless Community Association
Creepy Campfire	McCandless Community Association
Movies in the Park	McCandless Community Association
Movies in the Park	Most Municipalites
Going Skiing for the first time	Marshall Township
Pumpkin Carving Contest	Marshall Township
Learn to Fish	Marshall Township
Family Swim	Hampton Township

Open Gym	Hampton Township
Discount Tickets	Most Municipalites
Super Heron & Princess Dance	Ohio Township
Holidays at the C&RC	Upper Saint Clair Township
Annual Egg Hunt	Upper Saint Clair Township
Noctural Animal Family Art Night	Upper Saint Clair Township
Dreamcatcher Family and Friends	Upper Saint Clair Township
Retro Valentine’s Day Decoration	Upper Saint Clair Township
Kite Making	Upper Saint Clair Township
Catch a Leprechaun	Upper Saint Clair Township
Dog Training	Upper Saint Clair Township
Volleyball Nights	Upper Saint Clair Township
Pickleball	Upper Saint Clair Township
Seniors at Leisure -Fridays	Upper Saint Clair Township
United Senior Citizens of USC	Upper Saint Clair Township
Drivers Ed for Older Drivers	Upper Saint Clair Township
Intro to Stretch	Upper Saint Clair Township
Yoga	Upper Saint Clair Township
Meditation	Upper Saint Clair Township
Pilates	Upper Saint Clair Township
Barre- Pilates Fusion	Upper Saint Clair Township
Cycling	Upper Saint Clair Township
Group Exercise- Many Varieties	Upper Saint Clair Township
Dance it Out	Upper Saint Clair Township
Zumba Gold	Upper Saint Clair Township
Boomer Boot Camp	Upper Saint Clair Township

Tai Chi	Upper Saint Clair Township
Chair Yoga	Upper Saint Clair Township
Pole Walking	Upper Saint Clair Township
All about Owls	Upper Saint Clair Township
Migration Nation	Upper Saint Clair Township
Who Run the World? SQUIRRELS!	Upper Saint Clair Township
Wild Love	Upper Saint Clair Township
<b>Special Events</b>	
Easter Egg Hunt	all
Festival in the Park/Community Day	Town of McCandless
Community Day	Town of McCandless
Clean Up Day	Recreation Alliance of North Pittsburgh
Special Needs Family Fun Day	Franklin Park Borough
Franklin Parks Night Out	Hampton Township
Independence Day Celebration	Hampton Township
Halloween Season Greeting Celebration	all
Halloween Party	Cranberry Township
Pet Photos with Santa	all
Brunch with Santa	Cranberry Township
Santas First Stop	Cranberry Township
Bingo	Cranberry Township EMS
Fall Car Seat Check	Cranberry Township EMS
Save a Life	Cranberry Township EMS
Matter of Balance Fall Prevention	Recreation Alliance of North Pittsburgh

Special Needs Dances	all
Touch a Truck	Town of McCandless
Touch a Truck	Collier Township
CollierFests	Collier Township
Collier Cup (Golf Outing)	Collier Township
Collier Light Up Celebration	Collier Township
Jingle Jam Holiday Craft Show	Marshall Township
Haunt on the Hill Disc Golf	Marshall Township
Maple Sugaring	Ohio Township
Ohio Township Fire Co. Carnival	Ohio Township
5K and Kids Run	Ohio Township
Haunted Trail	Upper Saint Clair Township
Blood Drive	Upper Saint Clair Township
Color Crawl- 2 mile walk/run	Upper Saint Clair Township
RADical Day	Upper Saint Clair Township
Fall Fest	Upper Saint Clair Township
Thanksgiving Spin-A-Thon	Upper Saint Clair Township
Winter Wellness Dash	Upper Saint Clair Township
Very Merry Mix	Upper Saint Clair Township
Fit City Challenge	Upper Saint Clair Township
Ghosts and Legends of Western PA	McCandless History Center
Vintage Wedding Gown Exhibit	McCandless History Center

## PROGRAM GUIDES/EVENTS SCHEDULES - BY OTHERS

### CCAC-NORTH FALL 2018 NON-CREDIT CLASSES

[https://ccac.edu/uploadedFiles/Pages/Workforce\\_Solutions/Community\\_Ed/CommEdSpring19\\_final\\_crop.pdf](https://ccac.edu/uploadedFiles/Pages/Workforce_Solutions/Community_Ed/CommEdSpring19_final_crop.pdf)

### NORTHLAND PUBLIC LIBRARY

<http://www.eventkeeper.com/mars/xpages/n/northland/ekmonth.cfm>

### FRANKLIN PARK BOROUGH

<https://www.franklinparkborough.us/196/Upcoming-Programs>



### HAMPTON TOWNSHIP

<https://www.hampton-pa.org/130/Programs>

### ROSS TOWNSHIP

<https://secure.rec1.com/PA/ross-township/catalog>

### MARSHALL TOWNSHIP

<https://secure.rec1.com/PA/marshall-township-pa/catalog>

### PINE TOWNSHIP

<https://www.twp.pine.pa.us/373/Event-and-Program-Guide>

# NRPA SAMPLE BOARD ORDINANCE

## Appendix A

Recreation and Parks Board Handbook

### Sample Board Ordinance

This is a sample ordinance to create an advisory recreation and parks board for a second class township. It should be used for informational purposes only. Every Pennsylvania form of government is governed by municipal codes. The codes permit municipalities to create recreation and parks boards but differ in requirements. For example, the Second Class Township Code permits 5-7 members to be appointed to such boards while the Borough Code permits 5-9 members. Check with your municipal solicitor for applicable code requirements.

Generally, the ordinance creating a board should detail its powers, duties, responsibilities and organization.

#### ORDINANCE NO. 1

AN ORDINANCE CREATING AN ADVISORY RECREATION BOARD; ESTABLISHING THE NUMBER AND TERM OF THE MEMBERS; AND DESIGNATING DUTIES AND POWERS OF THE BOARD.

The Board of Supervisors of Blue Township, White County, hereby ordains as follows:

**Section 1.** Establishment of Board. There is hereby created, pursuant to Section 2204 of the Second Class Township Code (act of May 1, 1933, P.L. 103, No. 69; reenacted July 10, 1947, P.L. 1481; reenacted and amended Nov. 9, 1995, P.L. 350, No. 60) a board to be known as the Blue Township Advisory Recreation and Parks Board ("Board"). The Board shall be composed of seven residents of this township.

**Section 2.** Appointment and Terms of Office. Members of the Board shall be appointed by the Board of Supervisors in accordance with the following procedures:

(1) Board members shall serve for terms of five years, or until their successors are appointed, except that members first appointed shall be appointed so that the terms of not more than two members expire annually. All persons appointed shall serve their full terms unless they voluntarily resign or are removed by the Board of Supervisors for dereliction or neglect of duty. Vacancies occurring otherwise than by expiration of term shall be for the unexpired term and shall be filled in the same manner as original appointments.

(2) Whenever possible, due consideration will be given to representation from various geographic sections within the township, so that all members shall not be from the same general area.

**Section 3.** Service Without Pay. Members of the Board shall receive no compensation for their services, but may be reimbursed by the township for all expenses incurred in performing their duties.

**Section 4.** Advisory Role. The Board is to be advisory and shall coordinate its activities with the elected officials, planning commission, and other such local governmental bodies.



**Section 5. Organization of Board.** The members of the Board shall elect a chairperson and secretary and select all other necessary officers to serve for a period of one year. The Board may adopt rules and regulations for the conduct of all business within its jurisdiction and exercise powers and functions concerning parks and recreation facilities as may be delegated to it by the Board of Supervisors.

**Section 6. Authority of the Board.** The Board shall have the following powers:

1. Identify the open space, recreation, park and trail needs of the township.
2. Plan and supervise recreation programs approved by the Board of Supervisors.
3. Recommend plans, programs, and policies regarding the provision of recreation and park services.
4. Advise the Board of Supervisors in the acquisition and development of parklands.
5. Undertake recreation and park tasks as requested by the Board of Supervisors.

**Section 7. Reporting.** The Board shall keep minutes of its meetings, which it shall submit to the Board of Supervisors. The Board shall submit an annual report to the Board of Supervisors, including an analysis of the adequacy and effectiveness of community recreation areas, facilities and leadership.

**Section 8. Annual Budget.** The Board, at such times as directed by the Board of Supervisors, shall annually submit for approval to the Board of Supervisors a proposed budget for the ensuing year, setting forth all proposed expenditures, salaries, and programs with sufficient justification. The Board shall not in any manner obligate the Board of Supervisors for the payment of any township funds until the same is appropriated by the Board of Supervisors.

ADOPTED this 1st day of XX, 20XX. The ordinance shall become effective five days after adoption.

Board of Supervisors of Blue Township

By \_\_\_\_\_, Chairperson

\_\_\_\_\_, Vice Chair

\_\_\_\_\_, Member



## SUMMARY OF COMMUNITY ASSETS IN THE AREA

ASSET NAME	ASSET TYPE	DESCRIPTION	OWNER	MUNICIPALITY
Avalon Public Library	Library	Library classes and rental facilities	Avalon	AVALON
Avonworth Community Park	Municipal Park	Rental space, playgrounds, Pool	Avonworth	AVONWORTH
The Woodlands	Adaptive Recreation	Adaptive pool, golf course and recreation facilities	Woodlands Foundation	BRADFORD WOODS
Bradford Woods Reserve	Nature Park	Sustainable Nature Park	Allegheny Land Trust	BRADFORD WOODS
Pure Athletex	Fitness Club	Fitness Club and indoor tennis courts	Private	BRADFORD WOODS
Windwood Pool	Pool and Summer Camp	Pool, Basketball, Summer Camp	Private	BRADFORD WOODS
Bradford Woods Borough Building Community Room	Community Room	Meeting Rooms	Bradford Woods Borough	BRADFORD WOODS
Rose E. Schneider Family YMCA	Recreation Leisure	Recreation Facilities and Programs	YMCA	CRANBERRY
Cranberry Township Community Center	Rental rooms/ gymnasium	Programs, walking track, gym, daycare	Cranberry Township	CRANBERRY
Cranbery Township Pool	Pool	Zero entrance pool, splash pad, slides	Cranberry Township	CRANBERRY
Graham Park (Dick's Sporting Goods Sportsplex)	Park	Ballfields, miracle league fields, trails, pond	Cranberry Township	CRANBERRY
Old Economy Village	Park	Outdoor Pool	Economy	ECONOMY
Cooper-Siegel Community Library	Library	Library, Classes, Events	Fox Chapel	FOX CHAPEL
Cooper-Siegel Community Library - Sharpsburgh branch	Public Library	Library, Classes, Events	Fox Chapel	FOX CHAPEL
Blueberry Hill Park Activity Center	Rental Facility	Full kitchen, rental	Franklin Park Borough	FRANKLIN PARK
Blueberry Hill Park	Park	Ball Fields, Playground	Franklin Park Borough	FRANKLIN PARK
Old Orchard Park	87 Acre Park	Ballfields, football fields, playground, pavilions, volleyball, sledding		FRANKLIN PARK
Linbrook Park	80 Acre Park	Ballfield, lacrosse, playground, pavilions	Franklin Park Borough	GLEN OSBORNE
Hampton Community Center	Recreation Leisure Civic	Community-Recreation Center	Hampton Township	HAMPTON
Hartwood Acres	Park	Mansion, Concerts, Trail	Allegheny County	HAMPTON
St Ursula Church	Church	Senior Programs	Church	HAMPTON
RLA Learning & Conference Center	Conference Rooms	Meeting Rooms, Events, Rental Facility	Private	MARSHALL
Marshall Township Municipal Building Recreation Center	Recreation Leisure Civic	Municipal and Community Center	Marshall Township	MARSHALL
Knob Hill Community Park	156 Acre Park	Playground, disc golf, ballfields, barn, pavilions	Marshall Township	MARSHALL
Warrendale Community Park	8 Acres	Playground, tennis, basketball, pavilion, ballfields	Marshall Township	MARSHALL
North Side Sportsmans Club	Sportsmans Club	Shooting, archery,	Private	MARSHALL

## SUMMARY OF COMMUNITY ASSETS IN THE AREA

Psyche Fitness	Cycling Classes	Cycling Classes	Private	MARSHALL
Pittsburgh North Fitness	Fitness Center	Fitness Classes	Private	MARSHALL
British Swim School	Pool	Swimming Lessons	Non-Profit	MARSHALL
Millvale Sportsman's Club	Sportsmans Club	Shooting archery pond	Private	MARSHALL/FRANKLIN
McCandless/North Al+A24:l-58legheny Heritage Center	History	History and Cultural Center	Town of McCandless and North Allegheny School District	MCCANDLESS
McCandless Town Hall	Municipal	Town Administration Building	Town of McCandless	MCCANDLESS
CCAC-North	Education	Public Community College	Community College of Allegheny County	MCCANDLESS
Northland Public Library	Cultural	Library Serving McCandless, Ross, Franklin Park, Marshall, Bradford Woods	Municipal Authority	MCCANDLESS
LaRoche College	Education	Private College	LaRoche College	MCCANDLESS
Baierl Center	Recreation Leisure Education	Community Activity and Recreation Facility for students and community members	North Allegheny Association for the Advancement of Sports and Education	MCCANDLESS
North Allegheny School District Facilities		Gymnasiums, Classrooms, Pools, Fields	North Allegheny School	MCCANDLESS
North Park - activities, rental space, stables, golf course, skating rink, Latodami etc.			Allegheny County	MCCANDLESS
McCandless Swim Club	Pool	Membership	Private	MCCANDLESS
Potter Park	Municipal Park	Pond, trails	MCCANDLESS	MCCANDLESS
Vestal Field	Municipal Park	Ballfields	MCCANDLESS	MCCANDLESS
Vincentian Recreation Complex	Municipal Park	Ballfields	MCCANDLESS	MCCANDLESS
Devlin Memorial Park	Municipal Park	Ballfields	MCCANDLESS	MCCANDLESS
Wall Park	Municipal Park	Ballfields	MCCANDLESS	MCCANDLESS
St. John's Lutheran	Church	Rental rooms, camps, activities	Church	MCCANDLESS
Memorial Park Presbyterian Church	Church	Religious Institution, Place of Worship, Event Space	Church	MCCANDLESS
St. Alexis Church	Church	Religious Institution, Place of Worship, Event Space	Church	MCCANDLESS
St. Paul United Methodist Church	Church	Religious Institution, Before and After School Care	Church	MCCANDLESS
Ingomar United Methodist Church	Church	Religious Institution, Place of Worship, Event Space	Church	MCCANDLESS
North Park Baptist Church	Church	Religious Institution, Place of Worship, Event Space	Church	MCCANDLESS
Ascension Lutheran Church	Church	Religious Institution, Place of Worship, Event Space	Church	MCCANDLESS
Northmont United Presbyterian Church	Church	Religious Institution, Place of Worship, Event Space	Church	MCCANDLESS

# SUMMARY OF COMMUNITY ASSETS IN THE AREA

Pittsburgh Chinese Church	Church	Religious Institution, Place of Worship, Event Space	Church	MCCANDLESS
Holy Trinity Center	Religious Cultural	Religious Institution, Place of Worship, Event Space	Holy Trinity Greek Orthodox Church	MCCANDLESS
LA Fitness	Fitness Center	Full Fitness Center including indoor pool	Private	MCCANDLESS
Fitness 19	Fitness Center	Fitness Classes	Private	MCCANDLESS
School House Yoga	Fitness Center	Yoga	Private	MCCANDLESS
Barre Code	Fitness Center	Strength Training and Fitness	Private	MCCANDLESS
Go Ape	Rope Course in North Park	Ropes Course	Private	MCCANDLESS
Ingomar/Franklin Park Athletic Association	Baseball/Softball	Organization	Club	MCCANDLESS
North Allegheny Little League	Baseball/Softball	Organization	Baseball/Softball	MCCANDLESS
North Allegheny Soccer Club	Soccer	Organization	Soccer	MCCANDLESS
North Allegheny In-Line Hockey Club	Hockey	Organization	Hockey	MCCANDLESS
Tiger Pride	Youth Football	Organization	North Allegheny	MCCANDLESS
North Allegheny Basketball Association	Basketball	Organization	Basketball	MCCANDLESS
Ingomar Gardening Club	Garden	Gardening	Non-Profit	MCCANDLESS
Fitness 19	Fitness Center	Fitness Classes	Private	MCCANDLESS
Fit 4 Mom	Variety of public locations	Mommy and Me Classes	Private	MCCANDLESS/ROSS
Robert Morris University Island Sports Center		Sports Facility	Robert Morris University	NEVILLE
Nature Center - Ohio Township Community Park	Park	Rental facility, soccer, trails, playground	Ohio Township	OHIO
Pine Community Center	Recreation Leisure Civic	Community-Recreation Center	Pine Township	PINE
Oxford Center	Fitness Center	Pool, fitness equipment	Private,in Pine	PINE
Pittsburgh Youth Concert Orchestra (PYCO) School of Music (incl. recital hall)	Recital Hall	Concerts, lessons	Private	PINE
Goldfish Swimming	Pool	Swimming lessons	Private	PINE
You Rock Fitness	Fitness Center	Fitness Classes	Private	PINE
Allegheny County	Nature Center	Nature programs,gardening	Allegheny County	PINE
My Hang Out Spot	Room rental	Rental Facility	Private	PINE
CDG Sports Coach Davve	Fitness and Youth Sports	Rental Facility & programs	Private	PINE
Katies Clay Studio	Art Studio	Art Classes	Private	PINE
Dots and Doodles	Art Studio	Art Classes	Private	PINE

SUMMARY OF COMMUNITY ASSETS IN THE AREA				
Roth Rock Kung Fu	Fitness Center	Kung Fu and Tail Chi	Private	PINE
North Park Cycling Club	Cycling	Mountain Biking, cycling	Club	PINE/MCCANDLESS
Orangetheory Fitness	Fitness Center	Fitness Classes	Private	PINE/MCCANDLESS
Richland Barn	Event Leisure Civic	Event Space	Richland Township	RICHLAND
Northern Tier Library - Conference Center	Library	programs and outreach	Joint	RICHLAND
Ross Community Center	Recreation Leisure Civic	Community-Recreation Center, Gymnasium, senior	Ross Township	ROSS
North Hills Art Center	Art Studio	Art Classes and Event	Private in Ross	ROSS
Evergreen Park	Municipal Park	Fields, Playgrounds	Ross Township	ROSS
Backyard Flag Football	Center/Group	Flag Football	Private	ROSS
Camp Bow Wow	Dog Training	Dog Training	Private	ROSS
North Hills Art Center	Art Studio	Art Classes	Private	ROSS
Baierl Family YMCA	Recreation Leisure	Recreation Facilities and Programs	YMCA of Greater Pittsburgh	SEWICKLEY
Sewickley Public Library	Public Library	Library, Classes, Events	Sewickley	SEWICKLEY
Sewickley Academy Event Center	Room rental & programs	Rental Facility	School	SEWICKLEY
Shaler North Hills Library	Public Library	Library, Classes, Events	Shaler Township	SHALER
Penn State Extension	Master Gardening	Nature programs, gardening	Penn State	VARIES
La Casa Narcisis Winery	Winery	Wine Tasting, Rental Facility	Private	WEST DEER



A STUDY OF AVAILABLE RECREATION FACILITIES IN THE TOWN OF MCCANDLESS

McCandless/North Allegheny Herita	History	History and Cultural Center	Town of McCandless and	MCCANDLESS
McCandless Town Hall	Municipal	Town Administration Building	Town of McCandless	MCCANDLESS
CCAC-North	Education	Public Community College	Community College of Alle	MCCANDLESS
Northland Public Library	Cultural	Library Serving McCandless, Ross, Franklin Park, N	Municipal Authority	MCCANDLESS
LaRoche College	Education	Private College	LaRoche College	MCCANDLESS
Baierl Center	Recreation Leisure Education	Community Activity and Recreation Facility for stude	North Allegheny Associatio	MCCANDLESS
North Allegheny School District Facilities		Gymnasiums, Classrooms, Pools, Fields	North Allegheny School	MCCANDLESS
North Park - activities, rental space, stables, golf course, skating rink, Latodami etc.			Allegheny County	MCCANDLESS
McCandless Swim Club	Pool	Membership	Private	MCCANDLESS
Potter Park	Municipal Park	Pond, trails	MCCANDLESS	MCCANDLESS
Vestal Field	Municipal Park	ballfields	MCCANDLESS	MCCANDLESS
Vincentian Recreation Complex	Municipal Park	ballfilelds	MCCANDLESS	MCCANDLESS
Devlin Memorial Park	Municipal Park	ballfields	MCCANDLESS	MCCANDLESS
Wall Park	Municipal Park	ballfields	MCCANDLESS	MCCANDLESS
St. John's Lutheran	Church	Rental rooms, camps, activities	Church	MCCANDLESS
Memorial Park Presbyterian Church	Church		Church	MCCANDLESS
St. Alexis Church	Church		Church	MCCANDLESS
St. Paul United Methodist Church	Church	Before and After School Care	Church	MCCANDLESS
Ingomar United Methodist Church	Church		Church	MCCANDLESS
North Park Baptist Church	Church		Church	MCCANDLESS
Ascension Lutheran Church	Church		Church	MCCANDLESS
Northmont United Presbyterian Chu	Church		Church	MCCANDLESS
Pittsburgh Chinese Church	Church		Church	MCCANDLESS
Holy Trinity Center	Religious Cultural	Religious Institution, Place of Worship, Event Space	Holy Trinity Greek Orthodc	MCCANDLESS
LA Fitness	Fitness Center	Full Fitness Center including indoor pool	Private	MCCANDLESS
Fitness 19	Fitness Center	Fitness Classes	Private	MCCANDLESS
School House Yoga	Fitness Center	Yoga	Private	MCCANDLESS
Barre Code	Fitness Center	Strength Training and Fitness	Private	MCCANDLESS
Go Ape	Rope Course in North Park		Private	MCCANDLESS
Ingomar/Franklin Park Athletic Assc	Baseball/Softball	Organization	Club	MCCANDLESS
North Allegheny Little League	Baseball/Softball	Organization	Baseball/Softball	MCCANDLESS
North Allegheny Soccer Club	Soccer	Organization	Soccer	MCCANDLESS
North Allegheny In-Line Hockey Clu	Hockey	Organization	Hockey	MCCANDLESS
Tiger Pride	Youth Football	Organization	North Allegheny	MCCANDLESS
North Allegheny Basketball Associa	Basketball	Organization	Basketball	MCCANDLESS

# NORTHLAND PUBLIC LIBRARY OUTREACH & MEETING SPACE

## In 2016 our outreach included:

In the library: 395 programs to 12,444 patrons  
Outreach = 415 visits to 14,689 patrons  
Teens = 99 programs to 694 teens  
Total patrons = 27, 827

## In 2017 our outreach included:

In the library: 415 Programs to 15,850  
Outreach = 336 visits to 11,985 patrons  
Teens = 92 programs to 1086 teens  
Total patrons = 28,921

If you know of a preschool, daycare center or grade school in Bradford Woods, Franklin Park, Marshall, McCandless or Ross that would like a visit please call the Children's/Young Adult Services Department at 412-366-8100 ext. 123.

\*\*\*Outreach is based on staff availability.

## Regular Hours

- Sunday: 1 PM - 5 PM
- Monday-Thursday: 9 AM - 9 PM
- Friday: 9 AM - 6 PM
- Saturday: 9 AM - 5 PM

Not available for weekend evening events.

## Meeting Rooms

The meeting room policy and fees are effective for all reservations requested for dates in 2018.

Meeting rooms for Library meetings, programs, classes and events are located on the lower level of the Library. These rooms are also available for public use by reservation only. Walk-in use is not available. We have a Board Room that will seat 12 and two meeting rooms that accommodate 35 people each and when rented together, both accommodate 70.

Please follow the links below for reservation procedures, statement of use, reservation request and fee scale, if applicable.

To view our calendar of events, visit our events calendar page. \*\*Please note that our calendar is a listing of confirmed events and may not represent event reservations which are pending.

For more information please call Trina Boyd at 412-366-8100, ext. 137 or e-mail: [nplmeetingrooms@einetwork.net](mailto:nplmeetingrooms@einetwork.net)

- Reservation Procedure/Fee Scale
- Meeting Room Policy Statement
- 2018 Meeting Room Request Form
- 2019 Meeting Room Request Form

## TV screens



## Whiteboards



Meeting Room 1  
(21 ft. wide and 22.8 feet long)



Meeting Room 2 - (21 ft. wide and 22.8 feet long)



Board Room (Seats 12)



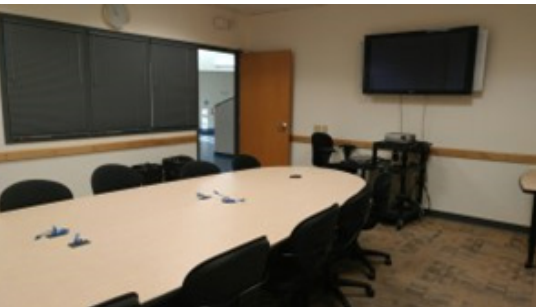
Board Room – White Boards and Screen  
(Seats 12)



Board Room – TV, projector, laptop



Board Room – Looking out to lower lobby



## Meeting Room Fees and Reservation Procedure

### Northland Public Library Meeting Room Fees (per 3 hour period)

Individual/Club/ Organization	Resident	Nonresident
Board Room	\$30.00	\$60.00
Single Room	\$30.00	\$60.00
Double Room	\$60.00	\$120.00

Business/ Government	Resident	Nonresident
Board Room	\$50.00	\$100.00
Single Room	\$50.00	\$100.00
Double Room	\$100.00	\$200.00

#### Non-residents are defined as:

- Individuals who do not reside in one of Northland Public Library's five supporting municipalities.
- Social organizations or clubs if no members reside in one of Northland Public Library's five supporting municipalities.
- Businesses and government organizations whose main office or main headquarters is not located in one of the Library's five supporting municipalities.

#### Residents live within our five supporting municipalities:

Borough of Bradford Woods, Franklin Park Borough, Marshall Township, Ross Township, and the Town of McCandless.

**The Executive Director or designee retains the authority to waive the fee in the interest of the Library.**

**Fees are payable by check or credit card - MasterCard, VISA or Discover**

### Meeting Room Reservation Procedure:

**1. You must submit a Meeting Room Request completed in its entirety.** ([2017 Meeting Room Request Form](#))

*When we receive your Meeting Room Request form, your request will be considered according to room availability. Every effort will be made to accommodate your request. After processing your form:*

**2. We will follow-up with a phone call or email only if there is an issue with dates/times.**

**3. Your request will be formally processed:**

**We will send: Confirmation Record, Confirmation Letter, Invoice and Meeting Room Policy Statement**

**4. Room will be confirmed and held for your use upon receipt of:**

- **Signed acceptance of Meeting Room Policy Statement**
- **Fee payment** *The Library accepts cash, checks payable to Northland Library, MasterCard, VISA and Discover*

**5. Please bring your Confirmation Record to present to library staff at the time of your meeting/program**

**You may direct questions about Library meeting rooms to  
412--366-8100, extension 137 or email: [nplmeetingrooms@einetnetwork.net](mailto:nplmeetingrooms@einetnetwork.net)**

#### **SEND YOUR REQUEST:**

By Mail: Northland Public Library  
Meeting Rooms  
300 Cumberland Rd.  
Pittsburgh, PA 15237

Email: [nplmeetingrooms@einetnetwork.net](mailto:nplmeetingrooms@einetnetwork.net)

FAX: Attn: Meeting Rooms  
412-366-2064

# CCAC FACILITIES INFORMATION



## COMMUNITY COLLEGE OF ALLEGHENY COUNTY FACILITIES USAGE REGULATIONS

(Reference: CCAC Regulations, Article VII Facilities Management)

1. First priority for the use of any College facility will be given to instructional, administrative and support service activities as related to the educational responsibilities of the College.
2. Following the uses outlined above, priority will be given to requests for use of campus facilities by other campuses and the Office of College Services of the Community College of Allegheny County.
3. Individuals and organizations proposing to use CCAC facilities for profit-making activities **will not be granted permission for use**. Such uses are not covered by this policy.
4. Use of college facilities by outside agencies may be permitted when such use does not conflict with college use. Use of facilities by others is at the discretion of the college and must not: conflict with college schedules and operations; compete with college mission or programs; or be used for activities that would endanger the reputation and/or standing of the college.
5. All regulations of the Commonwealth of Pennsylvania and ordinances of the County of Allegheny and the Municipality in which the Campus/ Center resides relating to occupancy, fire, safety regulations, and use of decorations, etc. must be observed.
6. All organizations and groups using College facilities must comply with all applicable College policies, procedures, rules, and regulations as well as those of the Commonwealth of Pennsylvania, County of Allegheny, and the municipality in which the College Campus/ Center resides.
7. User is responsible for restoring room/area to condition noted on arrival with seats returned to their original positions, debris removed, windows closed, lights turned off, and equipment returned to lender.
8. When advertising is used, the College **must** approve the text or planned advertisement. The said advertisement must stipulate the Community College of Allegheny County has provided its facilities as a public service and is not a sponsor nor responsible for views and/or opinions of sponsors or members of the organization/individual.
9. Sales, distribution, or use of alcoholic beverages are **absolutely not permitted** on College premises.



10. The application for Facilities Usage will require furnishing proper insurance certification to the college. The user shall procure, before the Contract Services are commenced hereunder, and maintain at its own cost and expense during the entire period of use of the Community College of Allegheny County's facilities under this Agreement, the types and amounts of insurance listed below with insurance companies having a Best's Rating of not less than A-, VII.
- **Commercial General Liability including third party property damage/Umbrella Liability.** In an amount not less than:
    - \$2,000,000 General Aggregate
    - \$1,000,000 Personal and Advertising Injury
    - \$1,000,000 Each Occurrence
    - \$1,000,000 Product Liability
  - **Business Automobile Liability (Including non-owned and hired liability)** With a Combined Single Limit not less than:
    - \$1,000,000 Each Accident
  - **Worker's Compensation and Employer's Liability.** Workers' Compensation - Statutory Limits - Employer's Liability in an amount not less than:
    - \$1,000,000 Each Accident
    - \$1,000,000 Disease - Policy Limit
    - \$1,000,000 Disease - Each Employee
- Note: Coverage shall be provided in accordance with the laws of the applicable State(s) where such Contract Services are performed.
  - The User agrees to hold Community College of Allegheny, Its Schools, officers, employees, agent, and board members harmless; and to defend and indemnify them from and against any and all claims, damages or liabilities, including attorney fees, that may arise directly or indirectly from the User's breach of any terms or conditions of this agreement or any acts or omissions in connection with the User's use of the College's facilities or services, whether caused by the User's actions or negligence, or the actions or negligence of the Colleges Parties, User's employee's, agents, contractors or any third parties in connection with this Agreement.
  - Furthermore, the User's policies shall provide that Community College of Allegheny County, Its Schools, officers, employees, agent and board members be named as an Additional Insured for User's full limits of coverage on a primary basis, but in no case less than the limits specified. Policies shall be endorsed with a waiver of subrogation clause to the extent the claim is or should have been covered by insurance.
  - If Claims Made coverage is provided, the policy retroactive date shall be effective prior to the date of this Agreement and the extended reporting period or policy renewal must

provide that the policy will respond to claims made for at least 24 months after completion of the Contract Services.

- Users providing required insurance must waive all rights against Community College of Allegheny County, affiliates and subsidiaries, all of their respective officers, directors, employees, and agents for recovery of damages to the extent these damages are covered by the above referenced insurance.
11. Applications for Facilities Usage must be made to the Facility Coordinator at least three weeks prior to the time of requested use.
  12. The College reserves the right to determine the minimum needs and requirements for each activity as to support services and supervision.
  13. The Dean of Administration/Facility Coordinator will assess all fees in accordance with the current fee schedule. Any requests for fee waivers must be made in writing and be turned into the Facility Coordinator with the application. The Dean of Administration and/or Campus President will review the request and the final determination of costs will become part of the "Facilities Usage Agreement".
  14. All fees will be paid by check and made payable to:  
"Community College of Allegheny County"  
All fees shall be in the office of the Dean of Administration/Facility Coordinator no later than one working day prior to the use of facilities. The insurance certificate **must be** in the Office of the Dean of Administration/Facility Coordinator no later than one week prior to the use of the facilities. Failure to do so will result in termination of the application and agreement.
  15. The College shall have the right to revoke or terminate any agreement without liability whenever the College sees it in its best interest to do so.
  16. Failure on the part of the applicant to adhere to the above procedures and guidelines will result in denial of future use.
  17. These rules and regulations are subject to change at any time as deemed necessary when in the College's best interest.
  18. A cancellation fee of 25% of the original Facility Usage Agreement may be assessed if cancellation occurs within 7 days of the event.

Need more information about CCAC?

See our Quick Facts page at <http://www.ccac.edu/default.aspx?id=137345>.





## COMMUNITY COLLEGE OF ALLEGHENY COUNTY APPLICATION FOR FACILITIES USAGE

Date of Application: 10/11/2017 Date(s) & Time of Event: 12/07/2017 1:30 - 3:30 PM

Name of Applicant Organization: Engineering Design Systems, Inc.

Address: 6742 Thirlane Road

City/ State/ Zip: Roanoke, VA, 24019

Contact person: Jacob Bruch / Rex Thaxton

Address (if different): \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Email address: jacob.bruch@edsi.com Phone: 540.345.1410

CCAC Space Being Requested: \_\_\_\_\_

Purpose for Use of CCAC Space (Be Specific): \_\_\_\_\_

Showcase the workflow of infrastructure/civil engineering design software

Estimated Attendance: 25

Will money be transacted? No If Yes, explain: \_\_\_\_\_

Will food/ beverage be served? Yes If Yes, explain: Water, Coffee, Light Snacks

Do you have special requirements? Yes (Maintenance, Audio/Visual, Electrical, Parking, Furniture, etc.)

If Yes, Specify: Will need a projector for presentation, parking for attendees

Everyone requesting Media Services, must complete the “**Media Services Equipment Request Form**” found on the ITS pages at: <http://www.ccac.edu/default.aspx?id=152773>

**NOTE:** The Application for Facilities Usage and the Facilities Usage Fee Schedule must be submitted to the Facility Coordinator at least (3) three weeks prior to the date of requested use.

Applicant's Signature: Jacob Bruch Date: 10/11/2017

Printed Name and Title: Jacob Bruch, Marketing & Business Development Coordinator

The Application for Facilities Usage will require furnishing proper insurance certificates for the College. The College **will require evidence of insurance coverage in the amount of:** Public Liability of \$1,000,000 per occurrence; Property Damage \$1,000,000 per occurrence

## FACILITIES USAGE FEE SCHEDULE

Date(s) of Event: 12/07/2017 Time (Start): 1:30 (End): 3:30 PM

Date(s) of Event: \_\_\_\_\_ Time (Start): \_\_\_\_\_ (End): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time (Start): \_\_\_\_\_ (End): \_\_\_\_\_

Area	Non-Profit Fee	For-Profit Fee	# Of Usages		Total Cost
Classroom (seats: 20-35)	\$70/usage*	\$140/usage*		=	\$
Presentation Classrooms (include PC/ data projector, VCR) <small>**Certain restrictions apply; Technical support required Application for Network ID may be required</small>	\$200/usage*	\$400/usage*	1	=	\$ 400
Computer Labs <small>**Certain restrictions apply; Technical support required Application for Network ID may be required</small>	\$600/usage*	\$600/usage*		=	\$
Standard Conference Room	\$70/usage*	\$140/usage*		=	\$
Special Conference Room	\$140/usage*	\$280/usage*		=	\$
Gymnasium	\$140/usage*	\$280/usage*		=	\$
Allegheny Auditorium (seats 250) Boyce Performance Hall (seats 280) South Theatre (seats 321) <small>**Certain restrictions apply</small>	\$200/usage*	\$400/usage*		=	\$
Special Space:	\$	\$		=	\$
<small>* Rates are based on a (4) four-hour minimum usage. † Proof of Non-Profit Status must be submitted with application</small>		FACILITIES SUBTOTAL			\$ 400

Quoted fee includes routine or non-routine hours. If usage is not during normal operating hours, some, or all of the following charges will apply.

Service	Cost per hour (4 hour minimum)	# of hours		Total Charge
Custodial*	4 hour minimum @ \$31.00/hour		=	\$
Security Guard*	4 hour minimum @ \$18.00/hour		=	\$
Supervision/ Coordinator*	4 hour minimum @ \$35.00/hour		=	\$
Technical Support*	4 hour minimum @ \$33.00/hour		=	\$
<small>*The provision of additional services is dependent on College departmental staffing; if the College is not able to provide the necessary services, facility usage may be denied.</small>		Support Subtotal		\$
GRAND TOTAL				\$

**NOTE:** The above may not represent all of the support services needed or available. The College reserves the right to make final determination of the total facility usage cost and the support services required, which will become the final "Facilities Usage Agreement". All fees are payable to "Community College of Allegheny County" and are due no later than one working day prior to use of facility.

OFFICIAL USE ONLY:	
Room(s) assigned:	Official Signature:

# BAIERL – STUDENT AND COMMUNITY CENTER PROCEDURES

**Notes on Baierl Center\_ Ponce Room is the only room open for public rental. Open from 7:00am to 10:00 p.m. Not open on Sunday**

**Fitness Facility is open from 5:00 am-7:00 am and 6:00 p.m.- 8:00 p.m. and Saturdays from 8:00-2:00. There are no shower facilities.**

**The “gym” activity center is booked solid.**

**Spoke to Patty December 4<sup>th</sup> 8:30 am**

## **Introduction**

The concept of the North Allegheny Center of Excellence began in May 1998, when a group of citizens in our school district formed a committee to design and build a multi-purpose facility. Our purpose in building such a facility was to provide academic, extracurricular, and community groups with a location whereas these groups would continue to expand and enhance their programs. In 1999, the committee became known as the North Allegheny Association for the Advancement of Sports and Education (NAAASE). On Thursday, February 7, 2002, the North Allegheny Association for the Advancement of Sports and Education Committee held its dedication ceremony officially changing the name of the building from the Center of Excellence to the Baierl Center. In addition, the Board of School Directors accepted the keys to the building on behalf of the students and residents of the North Allegheny community.

The Baierl Center is one of the premier educational and recreational facilities among high schools in the nation. The 48,000 square foot Baierl Center is located on the campus of the North Allegheny Senior High School and provides many amenities including:

- A 130 foot by 100 foot indoor multi-purpose activity room.
- Three furnished meeting and conference rooms totaling over 3,500 square feet.
- A 3,500 square foot fitness center equipped with cardiovascular machines and plate loaded strength equipment.
- Five furnished offices.
- An 8,500 square foot mezzanine with a one-tenth mile multi-lane rubberized, cushioned jogging/walking track. Participants may use the large mezzanine area to stretch and warm up as well as cool down after vigorous activity.
- An extensive training room facility equipped with whirlpools, taping tables, treatment tables and a rehabilitation area. (for students only)
- Four spacious locker rooms.
- ADA compliant restroom facilities meeting the needs of the Baierl Center and Newman Stadium.
- Indoor/Outdoor Concession Stand for activity room service as well as Newman Stadium events.

Please contact the North Allegheny Athletic Office at 724-934-7238 to schedule activities, reserve rooms and/or receive tours of the Baierl Center.

\* \* \* \* \*

## **Baierl Center**

### **Community Hours Meeting Rooms**

Fall/Winter/Spring Seasons (First day of school through last regular day of school)

Monday through Friday: 5:00 am to 10:00 pm Saturday: 7:00 am to 3:00 pm Sunday: Closed\*

School Vacations – Special hours will be designated during school vacations. The vacation hours will be posted throughout the facility.

### **Summer Season**

Monday through Friday: 7:00 am to 3:00 pm Saturday: 7:00 am to 1:00 pm Sunday: Closed\*

The Baierl Center facility hours are subject to change and may be limited by school district activities and events

\*Sundays may be scheduled as a special request. Approved facility usage will require custodial overtime and appropriate rental fees.

## **Fitness Center**

## Summer Season

Monday through Friday: 5-7 am; 2-7 pm Saturday: 8 am-Noon Sunday: Closed

## Fall Season (1st Day of School to December 1)

Monday through Friday: 6-9 pm, Saturday: 8am-Noon

## Winter/Spring Seasons (December 2 through last regular day of school)

Monday through Friday: 5-7 am and 6-9 pm Saturday: 8 am-Noon Sunday: Closed\*

## Indoor Track

\*\*\*The Track is available Monday through Friday from 5-7 am when school is in session. School Vacations – Special hours will be designated during school vacations. The vacation hours will be posted throughout the facility.

*The Baierl Center will be closed during home varsity football games, school activities, graduation, etc.*

## Fee Schedule

### Meeting/Activity Rooms

Any group approved for a fee waiver by the North Allegheny Board of School Directors will be able to use any meeting, activity or conference space at no cost. All other organizations please refer to the schedule below.

Indoor Activity Room	\$169/hr
Fitness Weight Room	\$169.50/hr
Ponce Room	\$72/hr
Health South Room	\$72/hr
Combination Meeting and Conference Rooms	\$135.50/hr
Combination Meeting, Conference and Leadership Rooms	\$169.50/hr

## Indoor Track

North Allegheny Residents	Free
All others	\$102/hr

*Indoor track rentals will not be available during student and community hours.*

#### **Fitness Center (One Year Membership)\***

Individual Adult Membership	\$200
Family Membership (Immediate Family)	\$315.25
NA Employees Individual Membership	\$89.25
NA Employee Family Membership	\$175.00
Resident College Student Summer Membership	\$61.25

NASD Students (16 years and older)/

Resident Senior Citizens (62 years of age and older) with Gold Card	Free
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#### **Fitness Center Memberships\***

Any resident of the North Allegheny School District may purchase a Fitness Center membership by contacting the North Allegheny Athletic Office at 724-934-7238.

\*Membership fees are payable on a semi annual basis.

#### **North Allegheny Gold Cards**

Senior Citizens must be residents of the North Allegheny School District and must present a North Allegheny Gold Card. N. A. Gold Cards may be obtained by contacting the Public Relations Department at 412-369-5445.

#### **Payment Options**

Cash and personal checks are accepted.

#### **Refund/Cancellation Policy**

The Baierl Center's Fitness Center will be on a yearly basis. There will be no refunds.



## **Policies**

Any individual or organization that has not been approved for a fee waiver by the North Allegheny Board of School Directors must be charged for the use of our school district's facilities

Custodial overtime is charged to all groups using a facility beyond regular custodial coverage and/or if additional custodial personnel are required for an event. Information provided on the facility use application will determine if the following fees may apply to your use of the Baierl Center:

- Facility rental (per area/per hour)
- Custodial overtime (3 hour minimum)
- Room set up and breakdown
- Equipment use (audio/visual, multi media equipment)
- Snow removal/salting

All charges will be based on your actual use of the facility, plus clean-up. This amount will be included in your invoice.

In addition, insurance coverage is required when an admission fee is being charged for an event. Insurance coverage is required for building use in the North Allegheny School District.

Insurance certificate must include:

1. A policy with a single limit of \$500,000 for each personal injury and property damage.
2. The school district must be named as additional insured under the terms of the policy.
3. The policy must be written in such a manner that it is "Primary Coverage" regardless of any other liability insurance that the school may carry.

A copy of the insurance certificate must be sent to the Athletic Director's office, prior to your facility use of the Baierl Center. Insurance certificates are to be mailed to North Allegheny Senior High School, Director of Athletics, 10375 Perry Highway, Wexford, PA 15090.

## **Parking**

Parking is available on the high school campus of North Allegheny. Parking availability during regular school hours will be limited to the area designated for visitors adjacent to the Baierl Center. Parking areas inside Newman Stadium are prohibited unless directed by school personnel.

## **Lost and Found**

Lost and found items will be kept for one month. Please contact the athletic office at 724-934-7238 for lost items. The North Allegheny School District is not responsible for lost or stolen items.

## Locker and Shower Rooms

The four locker rooms will be reserved for specific programs. Locker rooms and shower facilities will not be available for community use. Community lockers are located in the upper mezzanine area. All locks must be removed daily.

## Baierl Center

### Room Directory

#### Upper level

Room	Room Number	Sponsor
Vestibule . . . . .	104 . . . .	Tri-State Orthopaedic and Sports Medicine Inc.
Meeting Room . . . . .	105 . . . .	The Ponce Family – With gratitude for the caring and compassion of the North Allegheny teachers and administrators.
Conference Room . . . .	106 . . . .	(No Dedication)
Leadership Room . . . .	134 . . . .	Health South Rehabilitation Hospitals and Outpatient Centers
Office – 1 and . . . . .	119 . . . .	Don and Barbara Ferringer and Steve and Polly Ferringer
Office – 2 . . . . .	118 . . . .	In memory of Jeff Ferringer class of 1980
Office – 3 . . . . .	114 . . . .	Dave and Bob Seifert
Office 4 . . . . .	113 . . . .	The Kofmehl Family – In honor of the 1999 Boys Volleyball Team and Coach Miller
Locker Room – 1 . . . . .	131 . . . .	North Allegheny Hall of Fame Association
Locker Room – 2 . . . .	125 . . . .	The Waite Family
Locker Room – 3 . . . . .	123 . . . .	(No Dedication)
Indoor Track . . . .	Mezzanine . . .	Simakas Family

#### Lower Level

Room	Room Number	Sponsor
Fitness Center . . . . .	025 . . . . .	Wright Automotive Group Honoring “Gus” DeAugustino
Training and Rehab Center . . .	016 . . . . .	Dr. Jack Failla and Family
Locker Room – 4 . . . . .	010 . . . . .	The Bob and Jane Baierl Family
Office – 4 . . . . .	106 . . . . .	Dr. Brian Jewell and Family – Debbie, Brian II, Karalee and Nicholas
Multi Purpose Activity Room . . . . .		R. A. Glancy and Sons

## Amenities

**Indoor Multi-Purpose Activity Room** – The surface for the 130 foot by 100 foot indoor activity room is a solid urethane rubber flooring manufactured by Martin Surfacing. The 3/8 inch solid urethane surface will be ideal for sporting events, yoga, martial arts, aerobics, arts and science fairs, and many additional activities. The indoor activity room can accommodate three volleyball courts or two tennis courts simultaneously.

**Meeting and Conference Rooms** – The Baierl Center has three meeting and conference rooms. These rooms are ideal for meetings of academic groups, booster and community organizations. The conference and meeting rooms overlook the athletic complex at Newman Stadium.

**Fitness Center** – Our comprehensive fitness center is equipped with Life Fitness and Stairmaster cardiovascular equipment. The cardiovascular area consists of treadmills, elliptical crosstrainers, stairmasters, recumbent and upright bikes. The second major area of the fitness center is the selectorized strength equipment, and free weights.

The third major area of the fitness center includes the Hammer Strength Plate Loaded Strength Equipment and four York combination racks complete with oak platforms.

**Indoor Track** – The Baierl Center has a one-tenth mile indoor track with a multi-lane, rubberized, cushioned track for jogging and walking purposes. Our adjacent mezzanine area is ideal for stretching and warm-up activity as well as cool down exercises. Our indoor track overlooks the activity room.

**Training and Rehab Center** – The Baierl Center training and rehabilitation room is equipped with a “hydro” area consisting of two stationary whirlpools, and two portable whirlpools, and an ice machine. Other areas within the trainer’s room include taping areas, treatment tables, an injury evaluation area, and a rehabilitation area. This area aids our certified athletic training staff in the

prevention, diagnostic, rehabilitation and treatment of injuries. This area is restricted to our certified trainers and our students.

### **Fitness Center**

1. Participants must be 15 years of age or older to use the weight and fitness equipment. Children under the age of 14 are not permitted to use the fitness equipment unless under the direct supervision of a North Allegheny employee or their parent/guardian.
2. No foods, tobacco of any kind, chewing gum, glass bottles, or cans are allowed. If you wish to carry a beverage with you, it must be water in a plastic container with a lid/cap.
3. Profanity and excessively loud and suggestive language will not be tolerated.
4. All users are required to bring a clean towel to use on the weight equipment, and to wipe down the cardiovascular equipment. (Covering the padded equipment with a towel helps prolong the life of the equipment and keeps everything clean for the next user.)
5. Patrons should use extreme caution in lifting weights to avoid potential injuries to themselves or others.
6. All equipment must remain in the area it was placed. Moving equipment from one location to another is prohibited.
7. All equipment must be used in the manner for which it was designed. Do not attempt to modify the equipment.
8. Outside personal training is prohibited. Personal assistance may be arranged through the athletic office.
9. Do not attempt to use equipment if unfamiliar with the proper use. Please ask the weight and fitness staff for assistance.
10. Appropriate exercise attire is required in the weight and fitness rooms. T-shirts, shorts, warm-up suits, sweat suits, aerobic attire, and athletic shoes are required. Sandals, open toe shoes, hard-soled shoes, string tank tops, cut-off tank tops, mesh tank tops, street clothing, and anything that compromises the safety and professionalism of the weight and fitness equipment is prohibited.
11. Personal belongings such as backpacks, wallets, etc., may not be placed anywhere in the weight and fitness rooms.
12. Please direct all questions, concerns, and maintenance needs to the North Allegheny Athletic Office.

### **Cardiovascular Area**

1. A 30 minute time limit on cardiovascular machines must be observed when someone is waiting. The weight and fitness staff will determine when to enforce time limits.
2. Patrons must wipe down machines after use.

### **Free Weight Area**

1. All weight training should be performed in a controlled, safe manner. Dropping, slamming, or bouncing of weights (both free weights and selectorized weight training equipment) is prohibited.

2. Spotters are mandatory for all lifters.
3. Dumbbell use is limited to one set of dumbbells at a time.
4. All free weights and dumbbells must be returned to appropriate racks when finished.
5. The use of chalk is prohibited.
6. Weight collars (plate restraining devices) are required for the free weight area.
7. All free weight equipment must be kept in the free weight area.
8. Weights and bars of any kind should not lean up against the walls, pillars, equipment, or mirrors.

## Jogging/Walking Track

### Policies

1. The jogging/walking direction will be rotated daily. Please follow the posted direction.
2. The inside lane is for slower walkers/joggers; faster joggers should move to the outside lane.
3. Stretching is allowed in the mezzanine area only.
4. For safety purposes, no loitering is permitted on the track surface.
5. Observation of the multi-purpose activity located on the lower level should take place from the lower level. Please do not stop on the walking/jogging track to observe the activity on the lower level multi-purpose room.

## MULTIMEDIA



Listen »

NEXT BROADCAST - FRI, DEC 7 @ 8:00PM

**Wright Automotive Tip-Off Tournament** - Girls Basketball: NA vs. Penn Hills

[Full Broadcast Schedule »](#)

Any questions or comments should be directed to **Athletic Director Bob Bozzuto** at [bbozzuto@northallegheny.org](mailto:bbozzuto@northallegheny.org)

TEAM PAGES	MULTIMEDIA	FOR ATHLETES	DEPARTMENT
<ul style="list-style-type: none"> <li>7th-8th Grade Girls' Basketball</li> <li>Baseball</li> <li>Bowling</li> <li>Boys' Basketball</li> </ul>	<ul style="list-style-type: none"> <li>Broadcast Schedule</li> <li>NA Athletics Newsletter</li> <li>Videos</li> </ul>	<ul style="list-style-type: none"> <li>College Eligibility Requirements</li> <li>NIAAA Student Athlete Scholarship</li> </ul>	<ul style="list-style-type: none"> <li>Alumni Update</li> <li>Athletic Director</li> <li>Athletic Training</li> <li>Booster Clubs</li> </ul>

TEAM PAGES	MULTIMEDIA	FOR ATHLETES	DEPARTMENT
<ul style="list-style-type: none"> <li>Boys' Golf</li> <li>Boys' Lacrosse</li> <li>Boys' Soccer</li> <li>Boys' Tennis</li> <li>Boys' Volleyball</li> <li>Cheerleading</li> <li>Cross Country</li> <li>Field Hockey</li> <li>Football</li> <li>Girls' Basketball</li> <li>Girls' Golf</li> <li>Girls' Junior High Volleyball</li> <li>Girls' Lacrosse</li> <li>Girls' Soccer</li> <li>Girls' Tennis</li> <li>Girls' Volleyball</li> <li>Gymnastics</li> <li>Ice Hockey</li> <li>Indoor Track &amp; Field</li> <li>Inline Hockey</li> <li>Rowing</li> <li>Slow-Pitch Softball</li> <li>Softball</li> <li>Swimming &amp; Diving</li> <li>Track &amp; Field</li> <li>Water Polo</li> <li>Wrestling</li> </ul>	<ul style="list-style-type: none"> <li>Wright Automotive Player of the Game</li> </ul>	<ul style="list-style-type: none"> <li>Overnight/Out of State Trip Information</li> <li>Scholar Athlete Awards</li> <li>Scholarship Opportunities</li> <li>Weekly &amp; Monthly Schedule</li> </ul>	<ul style="list-style-type: none"> <li>Business Opportunities</li> <li>Coaching Courses</li> <li>Directions to Games</li> <li>Hall of Fame</li> <li>Job Opportunities</li> <li>Links</li> <li>NA Athletics History (2004-2013)</li> <li>Participation Fee</li> <li>Service and Facilities</li> <li></li> </ul>





# BOROUGH OF FRANKLIN PARK

2344 WEST INGOMAR ROAD, PITTSBURGH, PA 15237  
PHONE (412) 364-4115 FAX (412) 366-4406  
E-MAIL ADDRESS: email@franklinparkborough.us

Dear Renter:

Enclosed you will find the **Information and Fee Schedule** and **Rental Policy** for the Blueberry Hill Park Activity Center. Please read the Rental Policy and review the Information and Fee Schedule before filling out the rental permit. After reviewing this information, determine your needs and fill out the applicable parts of the Activity Center Rental Permit. Return the completed Activity Center Rental Permit, Hold Harmless Agreement, Cleaning Acknowledgement and Third Party Vendor Rider, if applicable, along with your reservation deposit to:

Borough of Franklin Park  
Activity Center Rental  
2344 West Ingomar Road  
Pittsburgh, PA 15237  
412-364-4115 Ext. 347

Reservation for the Activity Center will be made on a first come-first serve basis. Reservations will be recorded upon receipt of the completed Activity Center Rental Permit, Hold Harmless Agreement and Cleaning Acknowledgement along with two checks representing the total rental fee and damage/cleaning deposit. Franklin Park Borough residents can begin renting for the next year starting at 9:00AM the first Monday of March of the current year. Non-residents can begin renting for the next year starting at 9:00AM the third Monday of March of the current year. Any Activity Center Rental Permits received by mail for the next year will be considered after those delivered in person.

Any changes made to this permit, within 60 days of the event, will result in a \$25.00 charge each time you make changes i.e. time change, cleaning change, alcohol permit, grill and/or amplifier use. No changes will be made to this permit until the fee is paid. No changes can be made to the permit within ten (10) business days prior to the event date. Arrangements for an alcohol permit or use of the grill or amplifier need to be made in advance through our office. In addition, a separate check must be received for the damage/cleaning deposit. This check must be dated the date of your function.

Please call me at (412) 364-4115 ext. 347 if you have any questions, requests, suggestions or comments. We want to provide you with the best possible facility. I hope you enjoy your function.

Sincerely,

Matthew Cooper  
Recreation Program Director

**FRANKLIN PARK BOROUGH  
BLUEBERRY HILL PARK ACTIVITY CENTER  
INFORMATION AND FEE SCHEDULE**

**MAIN ACTIVITY HALL**

**ACCOMMODATES:**

130 people at tables with serving table, head table and small dance floor

Maximum Capacity: 175 – Plan Accordingly

Chairs available: 150 {if anymore needed they would have to be rented}

Table available: 16 - Round – seats 8 (60” [5’] in diameter)

20 - 8’ tables – seats 8

8 - 6’ tables – seats 6

1 - 4’ table

Main Activity Hall dimensions: 30’ x 64’

**FACILITY RENTAL INCLUDES:**

Interior Amenities - Full use of upper level of activity center, handicapped accessible restrooms, coat closet, tables and chairs, heated/air conditioned and ceiling fans. The kitchen includes: a stove, warming oven, refrigerator, icemaker, serving counter and microwave. Rec Center may be used, but you do not have exclusive rights. It is open to the public.

Exterior Amenities - Large deck, playground, basketball court, tennis court, jogging track, sand volleyball court, horseshoe pit and ball fields. These facilities are available to be used if not in use by other permit holders.

**IMPORTANT INFORMATION:**

The Activity Center Supervisor will have the doors unlocked at the stated Start time – **NO EARLIER**. The Start time is the earliest allowed for set up – plan accordingly. The End time is the latest renters are allowed to occupy the Activity Center, includes clean-up time, if applicable – plan accordingly. Failure to comply with these rules will result in forfeiture of a portion of your damage deposit.

Bar must close one hour before the end of the event, prior to cleanup, if applicable.

Music must end 1/4 hour before the end of the event, prior to cleanup, if applicable.

**IMPORTANT:** Adult supervision of all children in attendance at events in the Activity Hall and Rec Center is required at all times. No children are permitted in the Rec Center without adult supervision.

## ACTIVITY HALL

### ACTIVITY CENTER IS NOT OPEN ON ANY LEGAL HOLIDAY INCLUDING:

New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day,  
Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve.,  
or any days as determined by the Recreation Program Director

The Activity Center is not available for rental Monday – Thursday.

### Hourly Rates

Available for birthday parties, showers, meetings or similar activities. Minimum 2 hours - Maximum 4 hours. Over 4 hours charge full function rate. One-half (1/2) hour set up and clean up times are not included in hours.

**Available Friday, Saturday and Sunday from 9:00 AM to 12:00 AM;**  
**except in June, July and August available from 9:00 AM to 3:00 PM only, at the**  
**Hourly Rate.**

**Resident/Non- Profit:** \$70.00 per hour  
\$325.00 damage deposit

*If claiming resident status the permit and all checks must be in the resident's name.  
If claiming Non-Profit status please provide a copy of your 501c(3) Certification.*

**Non-Resident/Business:** \$80.00 per hour  
\$325.00 damage deposit

### Function Rates

Available for graduation parties, weddings, family reunions, socials, large meetings, etc. Function rate is up to **6 hours** plus 1 hour for set-up and 1 hour for clean up (for up to a total of 8 hours). A 2 hour set up time is allowed for wedding events only. Additional hours may be added to an event at the appropriate hourly rate.

**Available Friday, Saturday and Sunday 9:00 AM to 12:00 AM**

**Resident/Non-Profit:** \$420.00 rental fee  
\$325.00 damage deposit

*If claiming resident status the permit and all checks must be in the resident's name.  
If claiming Non-Profit status please provide a copy of your 501c(3) Certification.*

**Non-Resident/Business:** \$480.00 rental fee  
\$325.00 damage deposit

## Additional Fees

Alcohol Permit	\$25.00 (refer to Section 18 of the Rental Policy)
Amplifier	\$20.00 rental fee (refer to Section 19 of the Rental Policy)
Outside grill	\$10.00 rental fee
Sports Equipment	Available sports equipment: Volleyballs, Soccer Balls, Basketballs, Badminton, Bocce Balls and Horseshoes. Sports equipment is available from the Activity Center Supervisor and must be returned or the replacement value will be deducted from your cleaning/damage deposit.

**RESERVATIONS WILL NOT BE ACCEPTED WITHOUT THE COMPLETED  
PERMIT PACKET AND PAYMENT IN FULL  
ALL TIMES SUBJECT TO AVAILABILITY  
ALL FEES ARE SUBJECT TO CHANGE**

## REC CENTER

**ACCOMMODATES:** Approximately 50 people

**FACILITY RENTAL INCLUDES:**

Interior Amenities - Full use of lower floor Rec Center, handicapped accessible restrooms, tables and chairs, heated.

Exterior Amenities - Playground, basketball court, tennis court, jogging track, sand volleyball court, horseshoe pit and ball fields. These facilities are available to be used if not in use by other permit holders.

\*\*\* Renters do not have exclusive use of the restrooms. \*\*\*

**IMPORTANT:** Adult supervision of all children in attendance at events in the Activity Hall and Rec Center is required at all times. No children are permitted in the Rec Center without adult supervision.

## Rec Center Rates

**Between the hours of 9:00AM - 3:00PM, subject to availability.**

<b>Resident/Non Profit:</b>	\$50.00 per hour
	\$325.00 damage deposit

*If claiming resident status the permit and all checks must be in the resident's name.  
If claiming Non-Profit status please provide a copy of your 501c(3) Certification.*

<b>Non-Resident/Business:</b>	\$60.00 per hour
	\$325.00 damage deposit

**NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE REC CENTER.  
ALL FEES ARE SUBJECT TO CHANGE**

**FRANKLIN PARK BOROUGH**  
**BLUEBERRY HILL PARK ACTIVITY CENTER**  
**RENTAL POLICY**

It is the responsibility of the clients to read all of the information in the following policy and related procedures.

- Section 1      Reservation Date:** The signing of the all forms in the Rental Permit Packet and payment of the required rental fee and damage/cleaning deposit guarantees the reservation of the event date as set forth in the Rental Permit, based on availability. All checks are payable and mailed to: Borough of Franklin Park, Activity Center Rental, 2344 West Ingomar Road, Pittsburgh, PA 15237. **Note:** **The damage/cleaning deposit check must be dated that the date of the event.**
- Section 2      Rental Fees:** See the Information and Fee Schedule included with the Rental Policy. The Borough of Franklin Park reserves the right to adjust fees on an annual basis. If claiming resident status the permit and all checks must be in the resident's name.
- Section 3      Changes to Permit:** Any changes made to this permit, within 60 days of the event, will result in a \$25.00 charge each time you make changes i.e. time change, cleaning change, alcohol permit, grill and/or amplifier use. No changes will be made to this permit until the fee is paid. No changes can be made to the permit within ten (10) business days prior to the event date.
- Section 4      Damage/Cleaning Deposit:** A damage/cleaning deposit check must be submitted at the time the reservation is made and dated the day of the event. This must be a separate check from the rental fee. If the Renter decides not to clean the facility, a cleaning fee will be added to the rental fee (see Cleaning Acknowledgement), the Renter will lose the time allotted at the end of their event for clean-up and a separate damage deposit check for \$200.00, dated the day of the event, must be submitted. This check will not be cashed unless the facility is damaged and/or has not been properly cleaned. The Renter assumes all financial responsibility for any damage or loss to the facility rented. All rental parties are expected to leave the building and grounds clean and free of debris. Upon satisfactory inspection of the facility by the designated representative of the Borough, the total amount will be refunded within one week of the event date. If the facility is found to be in an unsatisfactory condition, or if any damage has occurred, the renter will forfeit the appropriate amount to cover the damages/cleaning.

Whether you choose to clean the facility or not it is the Renter's responsibility to make sure the kitchen is cleaned. This responsibility includes: cleaning all spills and crumbs from on or inside the stove, refrigerator, microwave, sinks and counter tops. The grill must also be thoroughly cleaned. If you choose to use a caterer for your function, it is your responsibility to make sure the kitchen has been cleaned properly. If this procedure is not followed, you will forfeit a portion of your cleaning/damage deposit.

**Section 5**      **NSF Check Return Policy:** Individuals who submit an NSF check will be contacted and requested to make prompt payment in cash. In addition to the payment, a service charge of \$25 will be due and collected at the time of payment. Failure to comply will result in loss of deposit and/or reservation date.

**Section 6**      **Cancellations:**  
Written Cancellation - **MORE THAN 60 DAYS** Before Scheduled Event  
The Borough will refund the renter the total rental fee paid to the Borough, less the following.

Function Rate Refund	\$50.00
Hourly Rate Refund	\$30.00

Written Cancellation - **LESS THAN 60 DAYS** Before Scheduled Event  
No refund will be made unless the Borough is able to rent the facility on the same date AND for the same rental fee.

In the event the Borough is able to rent the facility on the same date AND for the same rental fee, the Borough will refund the renter the total rental fee paid to the Borough, less the following.

Function Rate Refund	\$100.00
Hourly Rate Refund	\$60.00

In the event the Borough is NOT able to rent the facility on the same date AND for the same rental fee, the Renter forfeits the entire rental fee to the Borough. No refund will be issued.

**Section 7**      **Use of Borough's Name and/or Logo:** Use of the Borough's name and/or logo in the promotion of any event, including those events which an entity may hold at the Activity Center, is strictly prohibited without the consent of Borough Council. The borough reserves the right to cancel the reservation of any person, group or organization violating this policy. Any person, group or organization violating this provision will also forfeit their rental fee.

**Section 8**      **Nature of the Event and Activity:** The nature of the event and related activity are limited to the events described in the Information and Fee Schedule section under Rates (pages 2 and 3).

**Section 9**      **Facility Rental:** Refer to the Information and Fee Schedule starting on page 1 regarding rental of this facility.

The Activity Center Supervisor will have the doors unlocked at the stated Start time – **NO EARLIER**. The Start time is the earliest allowed for set up – plan accordingly. The End time is the latest renters are allowed to occupy the Activity Center, includes clean-up time, if applicable – plan accordingly. Failure to comply with these rules will result in forfeiture of a portion of your damage deposit. Bar must close one hour prior to the end of the event\*. Music must end 1/4 hour prior to the end of the event\*.

\*End of the event – denotes the time the event is over prior to clean-up, plan accordingly.



- Section 10**     **Licensee:** Renter and invitees stand as licensees in respect to the Borough.
- Section 11**     **Third Party Vendor Rider:** Any Renter intending to provide activities or services such as caterers, tents, and/or special entertainment such as: bounce houses, petting zoo, pony rides, animal handlers, video game trailers, chain saw carver, etc must use a third party vendor in compliance with this Rider. Franklin Park Borough reserves the right to determine whether or not a third party contractor will need to provide an insurance certificate prior to participation in any event on borough grounds.
- Section 12**     **Conduct of Guests:** Renter agrees to conduct the Event in an orderly manner in full compliance of these policies and rules and regulations of the Borough. The Renter is solely responsible for his/her invitees as well as their compliance with these policies and rules and regulations of the Borough. The Borough reserves the right to expel any Renter from the Park in the event that these policies and rules and regulations of the Borough are violated in connection with the Event (with full forfeiture of any rental fees and damage deposit). *The Renter may also be subject to fines and liability for any such violations.*
- Section 13**     **Number of Guests:** Renter and invitees must adhere to the posted room capacity/maximum occupancy limits of 175 for the Activity Center.
- Section 14**     **No Smoking:** Smoking is **not** permitted in the Activity Center. All cigarettes, cigars and pipe tobacco must be fully extinguished and placed in the safe container designed for that purpose outside of the building.
- Section 15**     **No Pets:** No pets are allowed in the Activity Center unless they are service animals.
- Section 16**     **Parking:** All vehicles **must** park in the upper lot. In compliance with ADA federal regulations, handicapped parking is available in close proximity to the upper and lower level entrances. Wedding vehicles may be driven to the front doors for drop off and pick up reasons only. Extended parking in front of the entryway is not permissible.
- Section 17**     **Deliveries:** Deliveries to the Activity Center will be permitted for purposes of drop off or pick up only, unless written permission be granted by a designated representative of the Borough.
- Section 18**     **Kitchen Facility:** Certain kitchen equipment may be subject to restricted use. Whether you choose to clean the facility or not, it is the Renter's responsibility to make sure the kitchen is cleaned. This responsibility includes: cleaning all spills and crumbs from on or inside the stove, refrigerator, microwave, sinks and counter tops. The grill must also be thoroughly cleaned. If you choose to use a caterer for your function, it is your responsibility to make sure the kitchen has been cleaned properly. If this procedure is not followed, you will forfeit a portion of your cleaning/damage deposit.

- Section 19**     **Alcohol:** The Renter is solely responsible and legally liable for serving alcohol to his/her invitees in connection with the Event, and is subject to the provisions of **Section 12** (see above). **The dispensing of alcoholic beverages is strictly forbidden during the last hour of the event. All alcoholic beverages must be consumed inside the Activity Center or on the attached deck. Alcoholic beverages consumed on any other park grounds in Blueberry Hill Park will subject the Renter and individual violator to fines and penalties as prescribed in the Franklin Park Borough Code or in applicable State Statutes. Violators will be prosecuted to the fullest extent possible.**
- Section 19**     Renters may **NOT** charge or collect fees for service or provisions of alcohol at an Event. All alcoholic beverages must be distributed in non-breakable containers. Any individuals consuming alcohol must be 21 years of age or older. Beer trucks are not permitted on any Park Property. Alcoholic beverages are not permitted in the Rec Center.
- Section 20**     **Amplifier:** The amplifier can be rented for use to utilize the speaker system in the Activity Hall. If you rent the amplifier the Facility Supervisor will make the amplifier available to you for use. If any damage occurs to the equipment, your damage/cleaning deposit will not be returned.
- Section 21**     **Children Attending Events:** Adult supervision of all children in attendance at Events in the Activity Hall and Rec Center is required at all times. No children are permitted in the Rec Center without adult supervision.
- Section 22**     **Decorations and Signage:** No helium balloons (of any kind) are permitted in the Activity Center. No thumbtacks, push pins, adhesive putty or tape, of any kind, can be used to secure decorations. Nothing may be affixed to walls, wall panels or ceiling except on designated hooks installed by the Borough. Tape is only permitted to secure tablecloths and string to secure decorations to designated hooks. Confetti, fog machines, smoke machines and similar devices are not permitted in the building at any time. Use of unusual decorations must be approved by the Borough. Candles must be enclosed.
- In the event that your group's function requires signage, it must be approved by a designated representative of the Borough. All decorations and signage must be removed immediately following the Event. If signs are not removed it will be considered insufficient cleaning and a fee will be imposed. The fee will be taken from the damage/cleaning deposit check and a new check issued to you.
- Section 23**     **Renter Admissions Fees:** The Renter is strictly prohibited from collecting an admission fee for any purpose on the premises. If the Borough comes to find out that you are charging money for your function, you will forfeit your date of rental and your permit will be terminated. Any money we received in rental fees will be returned less a \$50 administrative fee. If you have 501c(3) status, you are permitted to hold fundraisers. A 501c(3) certificate must be presented at the time of booking.

- Section 24     Extra Provisions:** Additional chairs, tables, tents, equipment etc. must be discussed and approved prior to the Event by a designated representative of the Borough.
- Section 25     Litter Provisions:** Litter, including the throwing of confetti, artificial petals, glitter, rice, or releasing helium balloons, is strictly prohibited.
- Section 26     Photography:** Franklin Park Borough reserves the right to photograph events for promotional purposes.
- Section 27     Reservation:** The Borough reserves the right to amend these policies at any time, and Renters shall be bound by the policies in effect at the time of the Event.
- Section 28     Indemnification Form:** Please make reference to the Rental Permit. Sign and return with fee deposit to secure your reservation.

## **DIRECTIONS TO BLUEBERRY HILL PARK**

**FROM THE NORTH** – TAKE I-79 SOUTH TO EXIT 73-WEXFORD/ROUTE 910. TURN RIGHT ONTO ROUTE 910 GO APPROXIMATELY ¼ MILE TO LIGHT, TURN LEFT ONTO NICHOLSON ROAD, FOLLOW 2 MILES TO STOP SIGN, CONTINUE STRAIGHT FOR ½ MILE, TURN LEFT ONTO BLAINE’S WAY (SIGN FOR BLUEBERRY PARK)

**FROM THE SOUTH** – TAKE I-79 TO THE MT. NEBO EXIT, TURN RIGHT ON MT. NEBO ROAD, FOLLOW TO TOP OF HILL AND TURN LEFT ONTO NICHOLSON ROAD, FOLLOW NICHOLSON ROAD APPROXIMATELY 2 MILES, TURN RIGHT ONTO BLAINE’S WAY.

**FROM EAST AND WEST** –FOLLOW BEST ROUTE TO I-79, I-279 OR NICHOLSON ROAD AND FOLLOW ABOVE DIRECTIONS.

**FROM PITTSBURGH** – FOLLOW I-279 NORTH TO THE WEXFORD EXIT AND TURN LEFT ON ROUTE 910 AND FOLLOW ABOVE DIRECTIONS FROM THE NORTH AT ROUTE 910.

**BOROUGH OF FRANKLIN PARK  
USE OF PARKS AND PARK LAND  
RULES AND REGULATIONS**

**THE FOLLOWING RULES AND REGULATIONS GOVERN THE USE OF ALL BOROUGH PARKS AND PARK LAND:**

1. Groups of twenty (20) or more persons shall not use any Recreational Facility for any purpose without first obtaining a permit from the Borough.
2. All parks and park land of the Borough shall be open daily to the public between sunrise and sunset. No person, other than authorized employees of the Borough shall be in any park area from sunset to sunrise unless participating in an approved event.
3. No person shall injure, deface, remove, cut or damage any of the trees, plants, shrubs, turf, buildings, structures or fixtures therein or any other property of the Borough located within a park area.
4. Equipment shall not be left in such a location as to inhibit the use of a playing field or create a safety hazard.
5. No person shall conduct himself within a park so as to annoy other persons using the park for recreational purposes or any other residents of the Borough.
6. No person shall dispose of any litter on park grounds except by disposing of litter in receptacles designated for this purpose. Excess litter shall be removed by the user of the park.
7. No person shall injure, destroy, deface or remove any notice, rule or regulation posted at any place within any park area.
8. No person shall bring any alcoholic beverage into any park area either for his/her own use or for the use of any other persons.
9. Beverages in glass bottles are prohibited in park areas.
10. No motorized vehicles other than Borough equipment shall be permitted in any park other than on designated parking areas.
11. Gambling or games of chance, except those sponsored by the Borough, drunkenness, disorderly or indecent conduct and profane or offensive language is prohibited.
12. No person shall wash, clean, polish, grease, lubricate or otherwise make repairs to any motor vehicle in any park area, except when emergency repairs of a minor nature may be required.
13. Playing fields shall not be used for contact sports such as football, rugby, or soccer when the ground is wet and the turf may be damaged.
14. Horseback riding is permitted only on designated equestrian trails.

**BOROUGH OF FRANKLIN PARK  
USE OF PARKS AND PARK LAND  
RULES AND REGULATIONS  
PAGE 2**

15. Picnics shall be allowed only at locations provided for that purpose. Persons holding picnics shall clean up and place all waste paper and other refuse in receptacles provided for that purpose.
16. Permits for the use of park buildings, shelters, ball fields or areas are hereby required and may be obtained only by persons over twenty-one (21) years of age.
17. Grass areas shall not be used for roadways, parking or for other purposes which may injure or destroy the turf or landscaping except when authorized by the Borough for special events.
18. Buildings, fences, fountains, statuary, benches, signs or other structures shall not be injured or defaced in any way.
19. Pets are permitted only when held in leash on nature trails and similar areas. Pets are not permitted on ball fields or any play areas. Owners shall be responsible for cleaning up after their pets.
20. Fires may not be built or allowed anywhere in the park other than in grilles or stoves provided for that purpose and must be extinguished before leaving. No person shall throw away or discard any lighted match, cigar or cigarette anywhere other than the designated containers
21. Peddlers, picnic parties or any other person whosoever shall not sell or offer for sale any article or service for hire within the limits of any park or set up therein any stand or booth for such purpose or distribute or display handbills, cards or advertisements of any nature whatsoever unless duly authorized to do so by written permission from the Borough.
22. Games, contests or sports are permitted only in areas designated for such use and in no case shall uses be permitted in areas where lawns or planting may be injured or where such games or contests may interfere with park regulations.
23. Moving of picnic tables is permitted in the parks; however, **they must be replaced** before leaving the park.
24. Moving other park equipment is prohibited.
25. Activities of a nature not permitted by these heretofore regulations may be engaged in only by special permit issued by Borough Council or Borough Manager upon written application therefore and under the conditions specified in such special permit.
26. Camping is not permitted in any of the parks, except by authorized permit.
27. Charging a fee for teaching skills and/or giving instructions in any of the Borough parks, play centers or ball fields by individuals and/or groups may be undertaken after obtaining a permit from the Borough for that purpose.

28. Any person, group or organization reserving Borough facilities must use them strictly for their own use. If any other person, group or organization requests the use of the facility from the party having such facility reserved, arrangements can be made upon written agreement of both parties. However, approval and scheduled use of the facility and any fees incurred must go through the Borough.
29. Archery equipment may be used in active recreational areas, but only under adult supervision and only in such a manner as to present no public safety hazard.
30. All posted vehicle parking regulations and restrictions must be observed when using the park. Any activity, which generates parking in excess of that available at the site, must make alternate parking/busing/carpooling arrangements. The Borough reserves the right to preclude the simultaneous use of park facilities when it is felt that such dual use might create parking or other problems. Groups having a valid use permit shall have priority over any group not having a permit.
31. It is prohibited to throw, discharge or otherwise place or cause to be placed in the water of any fountain, pond, lake, stream or other body of water in or adjacent to any Borough park or any tributary, stream, storm sewer or drainage flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution of said water.
32. It is prohibited to bring in or dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse or other trash on any park land.
33. Permits to reserve Borough recreational facilities will be issued on a first-come first-served basis beginning the first Monday in March of the preceding year starting at 9:00 AM. Applications must be made on forms provided by the Borough. The issuance of any such permit is conditioned upon strict adherence to these Rules and Regulations and any violation hereof shall be cause for revoking the permit. The Borough also reserves the right to refuse the issuance of a permit or to revoke a permit without cause.
34. The Parks and Recreation Board and Borough Council must approve changes to the park of any type, including but not limited to: construction, installation, painting or landscaping. A written request and drawing detailing the change must be submitted.
35. The use of all public address systems, radios, stereos and any other sound amplification device shall be used in a manner consistent with Borough Ordinance Chapter 136, Articles I & II entitled Noise except for approved events.
36. Any person, partnership or corporation violating any provision of these Rules and Regulations shall, upon conviction thereof, be sentenced to pay a fine of not more than \$300.00 plus damages and cost of prosecution as set forth under Ordinance #127-73.



## Hampton Township Community Center

### **FACILITY RENTAL PACKAGE RATES (First fee residents / Second fee non-residents)**

#### **AREA 3 Hours 6 Hours 8 Hours**

Great Room A or B \$230/290 \$465/560 \$585/760

Great Room A&B \$465/585 \$700/865 \$815/1,050

Activity Room I \$110/145 \$175/210 \$260/300

Activity Room II \$115/160 \$205/240 \$290/330

Gathering Area (After Hours Only) \$115/160 \$205/240 \$290/330

Heat & Serve Kitchen (Per Use) \$220 \$220 \$220

#### **BIRTHDAY PARTY PACKAGES: 3 Hours**

Activity Room 1 & 1/4 of Gym \$90/\$140

Activity Room 2 & 1/4 of Gym \$135/190

### **FACILITY RENTAL HOURLY RATES (First fee resident / Second fee non-residents)**

#### **AREA FEES**

Great Room A or B ..... \$85/100  
hour

Great Room A&B .....  
\$175/198 hour

Gathering Area (After Hours Only) ..... \$48/60  
hour

Activity Room I ..... \$42/55  
hour

Activity Room II ..... \$48/60  
hour

Gymnasium (Full) ..... \$88/100  
hour

Gymnasium (Half) ..... \$48/60  
hour

Gymnasium (Quarter) / Tot Watch Room..... \$25/40  
hour

Dance / Aerobics Room ..... \$42/55  
hour

Adult Lounge / Youth Lounge .....

## Holy Trinity Center

### The Grand Room

The Grand Room is an elegant 4,600 square foot (91' x 51') banquet and event space with soaring 18 foot coffered ceiling with recessed alabaster lighting and cherry wainscot woodworking fully surrounding the room. (Note that use of certain technology and facility features may incur charges.)

- Seating up to 320 dining guests depending on event configuration.
- Theatre-style seating of up to 500 for presentations.
- Comfortable, padded seating chairs.
- A large, configurable 720 square foot parquet dance floor.
- A combination of long (6' and 8') and round (60" and 72") banquet tables.
- State-of-the-art audio-visual equipment including two 15' HD projector screens.
- High-speed wireless Internet.

### The Gallery

- Spacious, light-filled 2,200 square foot (120' x 18.5') promenade with classic arches and full-length windows overlooking the picturesque view.
- Walk-out access to the Patio and Main Lawn for outdoor events.
- Audio-visual resources: 2 television monitors and sound system.
- High-speed wireless Internet.

### The Conference Room

The Conference Room is a 730 square foot (25' x 21') business meeting space that can be divided into two rooms (17' x 21' each) using a flexible wall.

- Professional meeting environment
- Seating for meetings with conference tables up to 40 people.
- Theatre seating up to 70 people.
- 52" display monitor and in-house sound for professional presentations.
- High-speed wireless Internet.

### The Fireside Room

The Fireside Room is an elegant yet comfortable 680 square foot social spaceSoft, warm colors.

- Seating for meetings with conference tables up to 40 people.
- Dining seating for up to 40 people.
- Theatre seating up to 70 people.
- Rich cherry wainscot paneling
- Beautiful, dimmable lighting
- A gas-powered stone fireplace
- 60" display monitor and in-house sound for professional presentations.
- High-speed wireless Internet.

# GROUP X

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00am-9:00am Group Cycling Instructor Sean	8:15am-8:45am Kettle Bells Instructor Luke	8:15am-8:45am Core & Stability Instructor Luke	9:00am-10:00am Group Cycling Instructor Esther	9:00am-10:00am Group Cycling Instructor Esther	9:00am-10:00am Group Cycling Instructor Cherise	8:15am-9:15 Group Cycling Instructor Kristin
10:00am-10:30am Pilates Instructor Gina	9:00am-9:30am TRX Instructor Luke	9:00am-10:00am Kickboxing Instructor Esther	10:00am-11:15am Sculptor Cardio Instructor Esther	10:15am-11:15am Silver Sneakers Instructor Deborah	10:15am-11:15am Yoga (All Levels) Instructor Leah	10:15am-11:15am Zumba Instructor Karen
10:30am-11:00am Sculpt/Step Instructor Gina	10:15am-11:15am Silver Sneakers Instructor Deborah	10:00am-11:00am Sculpt Instructor Esther	12:00pm-1:00pm Yoga (INTRO) Instructor Leah	5:00pm-5:45pm Intro Yoga Instructor Margie	1:00pm-2:00pm Piyo (INTRO) Instructor Margie	11:30am-12:00pm Group Cycling (INTRO) Instructor Cherise
12:15pm-1:15pm Piyo Instructor Kayla	5:00pm-5:45pm Group Cycling Instructor Kristin	5:00pm-5:45pm Intro To Resistance bands Instructor Luke	6:15pm-7:00pm Group Cycling (INTRO) Instructor Sean	6:00pm-6:30pm Zumba Instructor Connie	12:15pm-12:45pm Group Cycling (INTRO) Instructor Cherise	
	6:00pm-7:00pm Zumba Instructor Connie	6:15pm-7:10pm Zumba Instructor LaShauna	7:15pm-8:15pm Zumba Instructor Karen	7:00pm-8:00pm Group Cycling Instructor Sean		
	7:15pm-8:15pm Pilates Instructor Gina	7:15pm-8:15pm Pilates Instructor Gina		8:15pm-8:45pm Cardio Boxing Instructor Luke		
		8:15pm-8:45pm Kettle Bells (INTRO) Instructor Luke		8:45pm-9:15pm TRX Instructor Luke		

## COLLIER TOWNSHIP Community Room

For more information about renting the Collier Township Community Room, located on the lower level of the Township Building beside the Police Station at:  
2418 Hilltop Road  
Presto, PA 15142

This room holds 70 people comfortable with the tables and chairs set up. There is a small kitchen for warming foods only plus a microwave and refrigerator. There are 70 chairs, 6 round 60-inch tables and 8 rectangular tables 8 feet long.

### Rental Fees

2017 rental fees are:

- Residents \$25 per hour and a \$100 security deposit
- Non-Residents \$35 per hour and a \$100 security deposit

Set up and take down times must be included in your rental hours.

### Alcohol Permits

Alcohol Permits is a flat fee of \$40.

### Call to Rent

Please call 412-279-2525 to rent this room.

For information on renting a room(s) at the new Community Center, please call the Parks and Recreation Department at 724-693-0780.

Community Center  
5 Lobaugh Road  
Oakdale, PA 15071

Agendas & Minutes

ROOM	WEEKDAY HOURLY (until 9 PM)	WEEKEND HOURLY (until closing)	HOURLY FROM Closing- 11 PM	INCLUDES
	Non-Member/ Member***	Non-Member/ Member***	(In addition to rental fee)	
<b>Community (All-Purpose ) Room</b>	\$180/\$90	\$180/\$90	\$20/hour extra	Standard Room Set (up to 8 tables/50 chairs)
<b>Half Gym</b>	\$80/\$40	\$100/\$50	\$20/hour extra	No food, drink, tables or chairs
<b>Full Gym</b>	\$160/\$80	\$180/\$90	\$20/hour extra	No food, drink, tables or chairs
<b>Art Room</b>	\$120/\$60	\$144/\$72	\$20/hour extra	Standard Room Set (2tables/12 chairs)
<b>Room A (w/sink)</b>	\$70/\$35	\$82/\$41	\$20/hour extra	Standard Room Set (2 tables/12 chairs)
<b>Rooms B, C or D</b>	\$60/\$30	\$72/\$36	\$20/hour extra	Standard Room Set (2 tables/12 chairs)
<b>Rooms A&amp;B</b>	\$120/\$60	\$144/\$72	\$20/hour extra	Standard Room Set (4 tables/24 chairs)
<b>Rooms C&amp;D</b>	\$120/\$60	\$144/\$72	\$20/hour extra	Standard Room Set (4 tables/24 chairs)
<b>Dance Studio</b>	\$80/\$40	\$100/\$50	\$20/hour extra	No food, drink, tables, chairs or outside shoes
<b>Room E (Catering Kitchen)</b>	\$50/\$25	\$60/\$30	\$20/hour extra	Refrigerator. One round table with chairs
<b>Room F (sink)</b>	\$30/\$15	\$40/\$20	\$20/hour extra	2 chairs
<b>Room G (sink)</b>	\$30/\$15	\$40/\$20	\$20/hour extra	2 chairs
<b>Patio</b>	\$50/\$25	\$50/\$25	\$20/hour extra	

\*\*\* Must have a program membership or a fitness membership to receive member rental rates. Community

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## Facility Room Description

All rooms include chair and table set up • Food Prep kitchenette available on-site for rent (see description below) • On-site catering available • Wi-Fi capability in all rooms

### Community Room (All-Purpose)

- 3,032 Square Feet
- 152/433\*\* Person Capacity
- Projection Screen
- Carpeted Floor
- Adjacent to Café Court Area
- Adjacent to Food Prep

### Program Room A

- 280 Square Feet\*
- 14/40\*\* Person Capacity
- Tile Floor
- Sink in room

### Program Room B

- 280 Square Feet\*
- 14/40\*\* Person Capacity
- Projection Screen
- Carpeted Floor

### Program Room C

- 275 Square Feet\*
- 14/39\*\* Person Capacity
- Projection Screen
- Carpeted Floor

### Program Room D

- 275 Square Feet\*
- 14/39\*\* Person Capacity
- Carpeted floor

### Art Room

- 490 Square Feet
- 24/70\*\* Person Capacity
- Tile floor
- Sink in room

### Dance/Fitness Room

- 945 Square Feet
- NA/134\*\* Person Capacity
- Wall Mirrors
- Adjustable Ballet Bar
- State of the Art Dance Floor
- Sound System
- NO Outside Footwear Allowed

### Gymnasium 1 or 2 (or Full Gym)

- 3,930 Square Feet\*
- 561 Standing Room Person Capacity (for 1/2 Gym)
- Full, Half and Quarter Courts
- Volleyball Net Available
- 2 Adjustable Basketball Hoops
- Electronic Scoreboard
- Bleachers
- NO Chairs or Tables or Food & Drink
- Only tennis shoes/outside sneakers

### Program Rooms F & G

- Conveniently located behind Community Room
- Perfect for small meetings, individual lessons or as a dressing room
- Mirror, sink and ample counter space

### Outside Patio/Courtyard

- Fully Lit
- Adjacent to Café Court Area
- Coordinator assistance with renting additional party items (e.g., tents & heaters)

### Food Prep Kitchenette

- Full Sinks
- Full Refrigerator
- Table and countertop prep space

\* Program Rooms A&B can be combined and rented for a total of 560 square feet or separately via movable partition.

\*Program Rooms C&D can be combined and rented for a total of 550 square feet or separately via movable partition.

\*Gymnasiums can be combined and rented for a total of 7,860 square feet/1,105 people capacity or separately via movable partition.

\*\*With tables & chairs/without tables & chairs.

Published 10-11-17





## Occupancy Capacity

Room	Area (Sq. Ft.)	Occupant Capacity <i>with</i> Tables & Chairs	Occupant Capacity <i>without</i> Tables & Chairs
Community/All Purpose Room	3,032	152	433
Gymnasiums (each)	3,930	N/A	561
Gymnasium (both/full)	7,860	N/A	1,123
Art Room (sink)	489	24	70
Program Room A (sink)	280	14	40
Program Room B	280	14	40
Program Room AB	560	28	80
Program Room C	275	14	39
Program Room D	275	14	39
Program Room CD	550	28	79
Program Room E (catering kitchen)	182	9	26
Program Room F	102	5	15
Program Room G	102	5	15
Dance/Fitness Studio	940	N/A	134

Published 10-11-17



# ANNUAL REPORT

# 2017

## LAURI ANN WEST COMMUNITY CENTER



LAURI ANN WEST  
COMMUNITY CENTER

AN INVITATION...  
...TO LEARN MORE  
...TO BECOME INVOLVED  
...TO BE AT THE CENTER OF OUR COMMUNITY  
**YOU BELONG HERE!**

# OUR STORY ...TODAY

This fall will mark the four year anniversary when the first shovels hit the ground for the new Lauri Ann West Community Center. Wow, time has flown! Since then, we not only constructed a first-rate facility, we have developed an organization that is a valued asset for our community. It is a place where our neighbors come together and enjoy each other's company while they learn and grow, and it is a place where our children can gather, meet new friends, and learn the value of community.

THANK YOU! None of this would be possible without you and your steadfast commitment to our dreams. You have embraced the vision for a new community center, providing the much-needed financial support to make the dream a reality. You have brought your friends and family through the doors, making the Center a part of your daily lives. You have become patrons and members, helping to ensure the long-term viability and sustainability of our unique resource for generations to come.

As you enjoy this inaugural Annual Report, please know that you are an integral part of our continued triumph. We are excited and proud to share with you the thriving organization that we have built together in just four short years. Each year we are grateful for the funding support we receive from all of our constituents: contributions from O'Hara Township; membership and program revenues; and the ongoing support of our generous donors.

As we look to the future, the Board and Staff of the Lauri Ann West Community Center are committed to building upon our success – pursuing opportunities to better serve our neighbors that will ensure the financial sustainability vital to our long-term growth. We look forward to growing with you!

With deepest gratitude,



Kirsten Powell  
Board President



W. Keith Fenton  
Executive Director



OUR BOARD

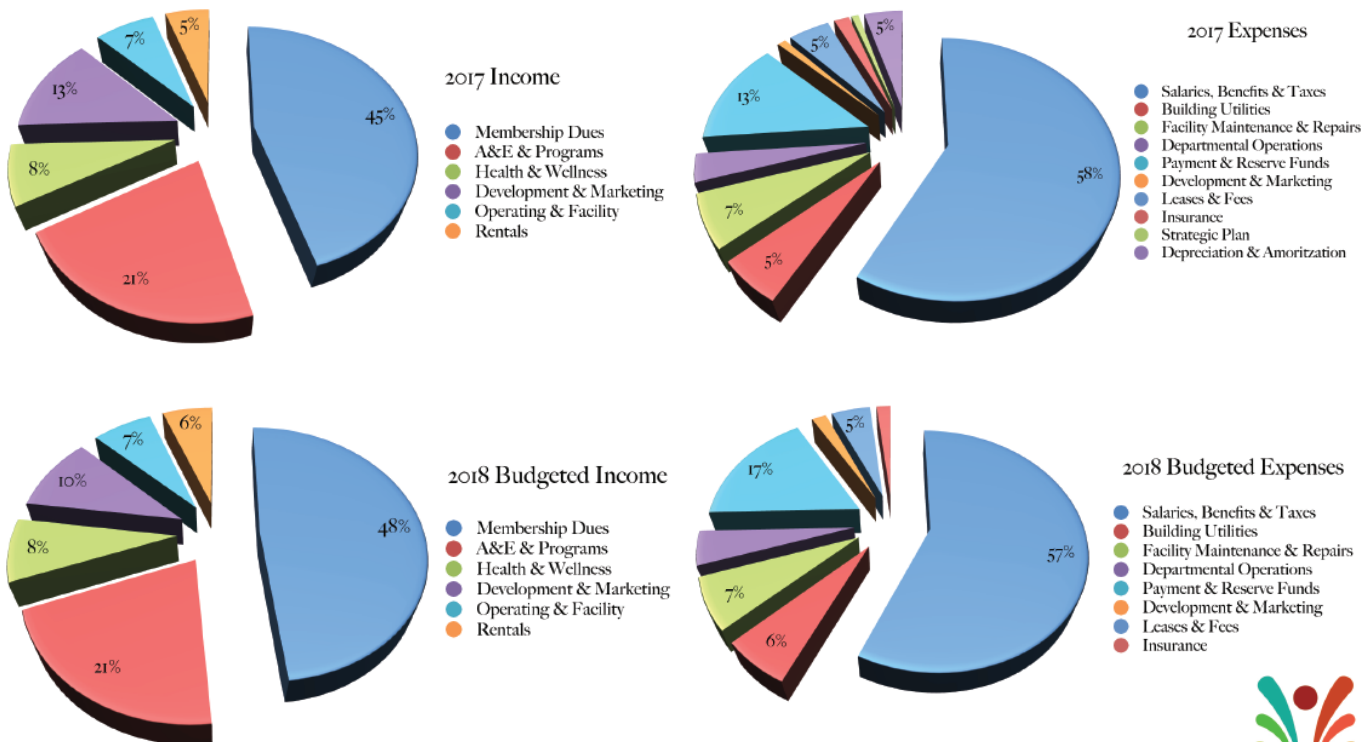


# ...YESTERDAY

The Lauri Ann West Community Center sits upon land that has been in continual use for the community since the early 1800s. Originally purchased from the Seneca leader Chief Goyasuta by settler Thomas Powers, it has been used as a wheat farm, a sheep farm and ultimately a beloved elementary schoolhouse founded by the Boyd Family, who were farmers and educators in the region for generations. The schoolhouse closed in the 1980s, but neighbors of the Fox Chapel Area School District came together with a vision to create a local library and community center in the old building. The Boyd Community Center grew to serve thousands of individuals every year providing arts, sports and cultural programming. Within the walls of the 1950's-era schoolhouse, children were educated, seniors found community and families were enriched. Ultimately, however, the old building outlived its purpose... so a new vision was born!

Once again neighbors of the District banded together with a plan to sustain and grow the library, which moved to Fox Chapel, and to design a new facility for the community center. The doors of the larger, bright and beautiful Lauri Ann West Community Center opened in 2016, featuring dedicated fitness and sports amenities, dance rooms and community rooms. With a design that harkens the farming heritage of the region and the community purpose that has always been central to our land, The Lauri Ann West Community Center will remain 'The Center of Our Community' for many more generations to come!

# ...BY THE NUMBERS



# OUR MISSION

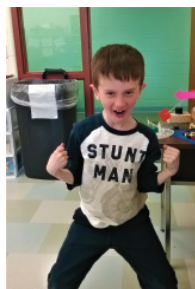
The Lauri Ann West Community Center

builds connections, expands horizons & impacts lives

by providing a safe place for  
all to learn, play and grow.

# OUR VISION

To unite and inspire COMMUNITY.



## IN THE PURSUIT OF OUR MISSION THE CENTER HAS PARTNERED WITH:

### THE FOX CHAPEL AREA SCHOOL DISTRICT

expanding learning opportunities

### VA HOSPITAL

serving as a recreational space for those who proudly served our country

### HEALTH SOUTH

providing fitness opportunities for those with long-term therapeutic needs

### THE BEST BUDDIES

enhancing the social and physical education experiences for students challenged with disabilities

"It is important that students of all abilities have the opportunity to participate in social and recreational activities within our community. We are grateful for the cooperative relationship and opportunities that the Center provides for all students."

- Fox Chapel Area High School Life Skills Support Teacher Anna Hopper.

ANNUAL REPORT

2017



# THANK YOU

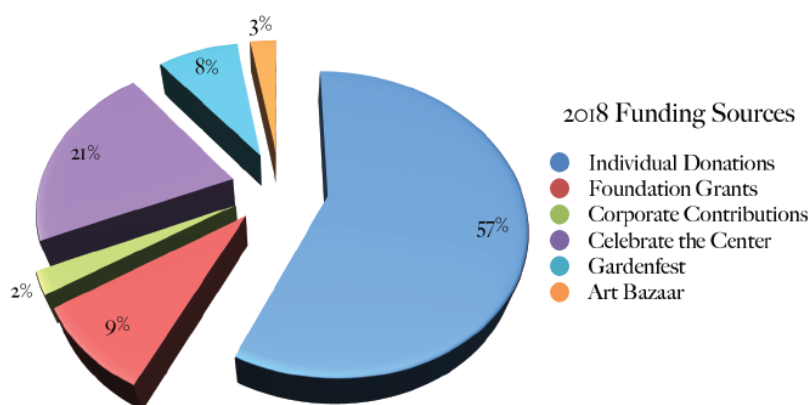
## for your continued support of the LAURI ANN WEST COMMUNITY CENTER



Through the generous financial support of the community, the dream of our Center was turned from vision to reality. A listing of our generous capital campaign donors can be found on the Center's website at [www.LauriAnnWestCC.org](http://www.LauriAnnWestCC.org).

The Board and Staff are committed to ensuring that the Center is a resource for our community for generations to come. To do this, we remain highly focused on maintaining a strong financial operation and continuing to invest in our development and fundraising efforts.

Our development plan provides for balanced funding across multiple sectors at our center. The following pie chart shows the variety of funding sources that will be sought for the 2018 budget.



## THE CENTER'S LEADERSHIP & STAFF

of highly trained fitness instructors worked to bring a first-class fitness facility to the community. We remain committed to featuring the latest equipment, classes and training resources throughout the Center. Membership has grown exponentially throughout our two years of operation and we are excited to serve multiple generations of families.



## EACH WEEK,

there are more than forty group exercise classes offered (included in a fitness membership), giving our fitness friends an opportunity to find the class and instructor that is just right for them. Favorite classes like Pilates, Zumba, Yoga, Cycling, TRX, Spinning, Circuit Training, Essentrics and Cardio Attack are enjoyed week-after-week.



## CHILD WATCH

is another popular program here at the Center. Offered in two weekday shifts (and one Saturday shift), Child Watch is the perfect way for parents to exercise while their kids are having fun in a safe space! Children ages 6 months to 6 years play in a supervised area while their parents are nearby. Child Watch has grown by leaps and bounds since the facility opened, serving 3,579 children in 2017.

# BENEFITS OF MEMBERSHIP INCLUDE:

## FITNESS MEMBERSHIP

- GROUP EXERCISE CLASSES
- CHILD WATCH
- ELEVATED FITNESS TRACK
- CARDIO EQUIPMENT
- FREE WEIGHTS
- STRENGTH TRAINING EQUIPMENT
- MEMBER DISCOUNT ON ALL CLASSES, CAMPS, RENTALS & PROGRAMS
- USE OF DUNLAP GYMNASIUM DURING OPEN GYM TIMES

## PROGRAM MEMBERSHIP

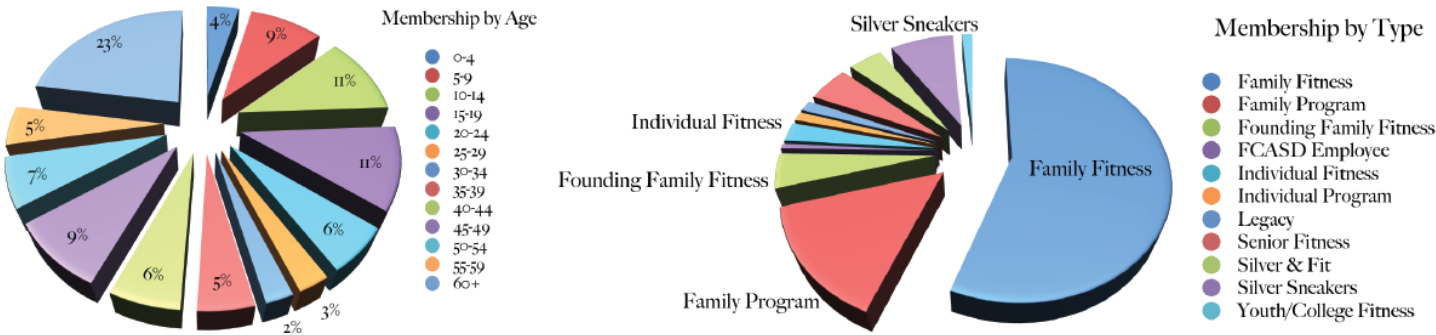
MEMBER DISCOUNT ON ALL CLASSES, CAMPS, RENTALS & PROGRAM

USE OF DUNLAP GYMNASIUM DURING OPEN GYM TIMES



FAMILY MEMBERSHIPS INCLUDE  
ALL PEOPLE RESIDING IN YOUR HOME, INCLUDING DEPENDENT CHILDREN

"When we moved to Fox Chapel in August 2016, the first thing I did was look up fitness centers/personal training near me. I was pleased that the center and equipment were clean, and that it offered a variety of machines, free weights, and cardio equipment. The indoor track and additional equipment upstairs was an unexpected bonus. Those who have seen me training three mornings a week know I rarely miss a day, not because I'm self-motivated but because it offers me the accountability that I need. Out of that came the satisfaction that I was becoming stronger and my cardio endurance was increasing. I started trying various fitness classes, all of which I've enjoyed. The trainers and instructors offer ways to modify exercises as needed, know when to encourage a client to give a little more and know when it's one of those "I'm here, aren't I?" kind of days. Seeing familiar faces of people I've met through training and classes makes exercising less of a chore and more something I've come to look forward to." -Corina Barnett





At the LAURI ANN WEST COMMUNITY CENTER,  
we provide fitness for your BODY AND your MIND.

PROGRAMS, CLASSES & SUMMER CAMPS FOR ALL AGES OFFER  
EDUCATIONAL EXPERIENCES MIXED WITH THE RIGHT AMOUNT OF FUN!  
THE FOLLOWING ARE A SAMPLING OF CLASSES OFFERED IN 2017.

## 2017 CLASSES & CAMPS



### ADULTS

Bridge, Pickleball, Rug Hooking, Karate, Mosaics, and Ballroom Dancing

### SCHOOL AGED CHILDREN

Basketball, Little Medical School, Flag Football, ASSEMBLE Pittsburgh,  
Cooking with Mrs. Cabbage, Yoga, Art with Artissima, Movie Making, Hockey, and Tennis

### PRESCHOOLERS

Dance with Me, Messy Art, Radical Reactions, Dr. Seuss, Soccer and Tae Kwon Do



TOTAL SCHOLARSHIPS  
PROVIDED IN 2017: \$15,267.45

ANNUAL REPORT



## MAKER STUDIO IN THE ROYGBIV ART ROOM

The Lauri Ann West Community Center's Maker Studio in the ROYGBIV Art Room is a space for K-8 students to make, play and design using "real stuff" – the same materials, tools and processes used by professional artists, builders, programmers and creators of all kinds. It is a place where physical materials and digital media resources intersect; where students are encouraged to be curious, creative, experimental and innovative.

By framing creative action as a means of problem-solving, our young makers explore their original ideas using basic crafting skills like woodworking and sewing, as well as tech-based learning such as circuit making, digital imaging and stop-motion animation. Sample projects have included the construction of cardboard houses and furniture, experimentation of Sculpey clay and the creation of personal sculptures, the development of paper circuits, the design of pop-up books and the construction of a hydraulic hand.

The Maker Studio is utilized throughout the Center's programming, including serving as a centerpiece for our Arts and Enrichment After School (A&E) Program. Additional evening and weekend programs and summer camps are designed around the Maker Studio curriculum.

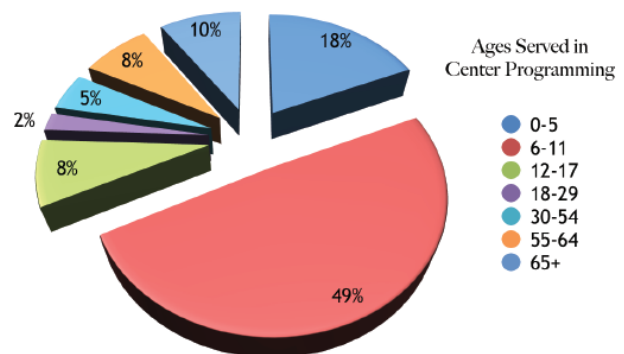
## 2017 PROGRAM PARTNERS

PARTNERSHIPS with  
some of the city's best programs, include:

PITTSBURGH BALLET THEATRE  
ASSEMBLE PITTSBURGH  
PITTSBURGH CENTER FOR THE ARTS  
PITTSBURGH CLO  
SCORING FACTORY  
CENTER FOR YOUNG MUSICIANS  
AMERICAN RED CROSS  
CENTER FOR CREATIVE REUSE  
PENNSYLVANIA RESOURCE COUNCIL

## ARTS & ENRICHMENT AFTER SCHOOL PROGRAM

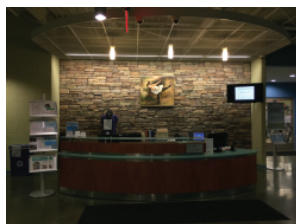
The Arts & Enrichment program is offered daily, according to the FCASD calendar. It is a two hour program for Kindergarten through 5th grade students that provides a unique combination of a relaxed atmosphere and enriching activities that inspire and complement individual interests. The A&E Program has enjoyed incredible growth over the past two years. In 2016, A&E engaged 40 children each week, while 2017 saw that number rise to 75.



2017

# DID YOU KNOW?

The Center is not only a place to learn and grow, it is a place to **CELEBRATE!**

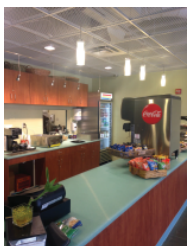


**WEDDINGS, SHOWERS, BIRTHDAY, GRADUATION AND RETIREMENT PARTIES** and **WORK MEETINGS** have all been hosted in the **ALEXANDER COMMUNITY ROOM**.



**MEETINGS** for **COMMUNITY GROUPS, SCHOOL STUDENTS, CHURCH GROUPS** and **GARDEN CLUBS** have all taken place in the individual classrooms.

With **EVERYDAY GOURMET** as an onsite caterer, the Center offers an easy, and affordable, solution to celebrating and meeting with your family and friends.





We truly believe that **YOU BELONG HERE**  
at the **LAURI ANN WEST COMMUNITY CENTER,**

We continue to professionalize our development efforts by providing more opportunities for individuals and businesses to support our growing organization. Focused on stewardship and cultivation, we are excited to learn more about our community members and to engage everyone in our future plans.

Events, such as Celebrate the Center (now a biennial event), Gardenfest and Art Bazaar help us celebrate as a community and ensure that the Center has sustainable funding for generations to come.

and we want everyone to feel like they are coming  
**HOME** when they walk through the doors.



## We Invite You to Continue Your Partnership with the LAURI ANN WEST COMMUNITY CENTER



The **Community Mural** is a pictorial tribute to the history and individuality of our community, offering an opportunity to attach your family's legacy to the Center's.



The **Donor Wall** honors the individuals and legacy families who supported the construction of the new Center and there is space available for you to join.



**Naming Opportunities** are available for rooms like the Fitness Center, the A&E After School Program Room as well as the Individual Changing Rooms. There are also naming opportunities available for capital improvement projects such as the recently donated blinds and water bottle fountains, as well as future projects like new Rohr Café furniture and improved Maker Studio technology.

You can designate your United Way gift to the Lauri Ann West Community Center.  
Simply use your donor designated # 1203 and your gift will help support the Center's programs and activities.



# EVENTS & HAPPENINGS AT THE LAURI ANN WEST COMMUNITY CENTER

MONDAY, JUNE 11

Summer Camps Programs Begin

THURSDAY, AUGUST 23

First Day of School and A&E After School Program

## BOARD MEMBERS:

Kirsten Powell, President  
Terry Dunlap, Vice President  
Elizabeth M. Allen  
Shelley Bitzer  
Keith Fenton  
Joanna Flanagan  
Sandra Garcia-Tunon  
Judy Hannon  
Mark Rothert  
Enzo Santilli  
Maria Smith  
Stephen Susnak  
Beth Wainwright

MONDAY, SEPTEMBER 10

Fall Programs Begin

SATURDAY, SEPTEMBER 15

Celebrate the Center

OCTOBER/NOVEMBER

Member Appreciation Day

NOVEMBER

Annual Appeal Begins

DECEMBER

Art Bazaar



## STAFF MEMBERS:

KEITH FENTON  
Executive Director  
(412-828-8566 x110;  
kfenton@lauriannwestcc.org)

ANTHONY ALLISON  
Member Experience Director  
(412-828-8566 x108;  
aallison@lauriannwestcc.org)

JASON FATE  
Program Manager  
(412-828-8566 x103;  
jfate@lauriannwestcc.org)

MONICA GAY  
Director of Development  
(412-828-8566 x109;  
mgay@lauriannwestcc.org)

GENEVIEVE KIRK  
Member Experience Manager  
(412-828-8566 x107;  
gkirk@lauriannwestcc.org)

SAMANTHA McCLELLAND  
Fitness Coordinator  
(412-828-8566 x111;  
smcclelland@lauriannwestcc.org)

SARAH PERKINS STALLINGS  
Marketing/Development Coordinator  
(412-828-8566;  
sstallings@lauriannwestcc.org)

YOU BELONG HERE!

[www.LauriAnnWestCC.org](http://www.LauriAnnWestCC.org)

ANNUAL REPORT



## Welcome to the North Fayette Township Community Center At Donaldson Park!

The North Fayette Township Community Center located at 580 Donaldson Road in Donaldson Park is a state of the art facility that provides a safe and enjoyable place to play, exercise, and hold events.

The Community Center offers an indoor walking track, a full size gymnasium, small party and large banquet facilities, child's play area, and fitness equipment.

Donaldson Park offers a 1.1 mile paved walking trail, 3 baseball fields, a lighted soccer and football area, tennis and basketball courts, playgrounds, handicapped accessible picnic areas, a designated dog park, indoor restrooms, and an amphitheater.

The North Fayette Township Board of Supervisors and staff are pleased to provide year round recreation opportunities for residents of all ages.

We look forward to making this a true "Community Center" of North Fayette Township.



North Fayette Township  
Community Center  
580 Donaldson Road  
Oakdale, PA 15071

PLACE  
STAMP  
HERE

## *North Fayette Township Community Center*

580 DONALDSON ROAD  
OAKDALE, PA 15071  
724-307-3725



[www.north-fayette.com](http://www.north-fayette.com)

**Facility Rentals**



### Our story

The North Fayette Township Community Center at Donaldson Park opened its doors on June 9, 2016. The vision of having a community based center is to include all generations, where one can learn, grow, and make memories and to become a place where milestones may be celebrated.

The Banquet Room is situated at the top level of the community center. This dramatic space serves the community for special events and gatherings and features 16-foot ceilings and is surrounded by an outdoor terrace.

The Party Room is on the first floor and may be rented as one large room or two smaller rooms for many occasions.

The gymnasium is state of the art and may be rented for pick-up leagues, practices, parties, and more.

**North Fayette Township  
Parks & Recreation  
Phone: 724-307-3725**

**Facility Hours:**

**Monday thru Thursday 7:00 am-9:00 pm  
Friday 7:00 am-7:00 pm  
Saturday 9:00 am-4:00 pm  
Sunday 12:00 pm-4:00 pm**

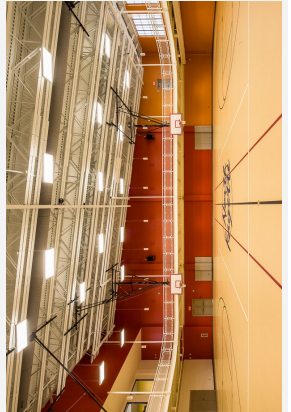
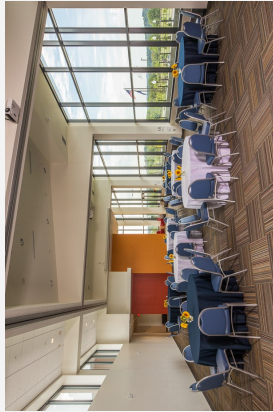
### Banquet Room

#### Full Room (62'x32') - Hourly Rate with kitchen

Member: \$72.00/hour  
Resident: \$80.00/hour  
Non-resident: \$90.00/hour  
**Security deposit for banquet room \$150**

The full banquet room seats 150 people

Banquet and Party Room -  
Reserve online at  
<http://register.north-fayette.com/>



### Party Room

#### 1/2 Room (24'x24') - Hourly Rate

Member: \$31.50/hour  
Resident: \$35 /hour  
Non-resident: \$45/hour

#### Full Room (48'x24') - Hourly Rate

Member: \$45/hour  
Resident: \$50/hour  
Non-resident: \$60/hour

**Security deposit for party room: \$50**

#### Party Package

1/2 Gym and full Party Room

2 Hour Rental

Member: \$125

Resident: \$150

Non-Resident: \$200

**Security deposit for package: \$125**

Party Package rental reservations are not available online

### Gymnasium

#### Half Gym - Hourly Rate

Member: \$45/hour

Resident : \$50 /hour

Non-resident: \$60/hour

#### Full Gym - Hourly Rate

Member: \$90/hour

Resident: \$100/hour

Non-resident: \$110/hour

**Security deposit for gymnasium: \$75**

Gym rental reservations are not available online

[www.north-fayette.com](http://www.north-fayette.com)

(Members-please use email address associated with membership to receive member rates. Contact Community Center to confirm.)



# UPPER ST. CLAIR ROOM RENTAL RATES



## Aquatics Room 1 or 2 – Two Hour Rental

<i>C&amp;RC Member</i>	<i>Resident Non-member</i>	<i>Non-Resident Non-member</i>	<i>Non-profit Organization</i>	<i>For Profit Organization</i>
\$100.00 (Mon/Wed)	\$110.00 (Mon/Wed)	\$160.00 (Mon/Wed)	\$110.00 (Mon/Wed)	\$180.00 (Mon/Wed)
\$210.00 (Fri/Sat/Sun)	\$220.00 (Fri/Sat/Sun)	\$270.00 (Fri/Sat/Sun)	\$220.00 (Fri/Sat/Sun)	\$300.00 (Fri/Sat/Sun)

## Community Room A – Per Hour Rental

<i>C&amp;RC Member</i>	<i>Resident Non-member</i>	<i>Non-Resident Non-member</i>	<i>Non-profit Organization</i>	<i>For Profit Organization</i>
\$35.00 (Mon - Thurs)	\$40.00 (Mon - Thurs)	\$60.00 (Mon - Thurs)	\$40.00 (Mon - Thurs)	\$75.00 (Mon - Thurs)
\$50.00 (Fri/Sat/Sun)	\$55.00 (Fri/Sat/Sun)	\$75.00 (Fri/Sat/Sun)	\$55.00 (Fri/Sat/Sun)	\$90.00 (Fri/Sat/Sun)

## Community Room B – Per Hour Rental

<i>C&amp;RC Member</i>	<i>Resident Non-member</i>	<i>Non-Resident Non-member</i>	<i>Non-profit Organization</i>	<i>For Profit Organization</i>
\$25.00 (Mon - Thurs)	\$30.00 (Mon - Thurs)	\$50.00 (Mon - Thurs)	\$30.00 (Mon - Thurs)	\$70.00 (Mon - Thurs)
\$40.00 (Fri/Sat/Sun)	\$45.00 (Fri/Sat/Sun)	\$65.00 (Fri/Sat/Sun)	\$45.00 (Fri/Sat/Sun)	\$85.00 (Fri/Sat/Sun)

## Community Room C – Per Hour Rental

<i>C&amp;RC Member</i>	<i>Resident Non-member</i>	<i>Non-Resident Non-member</i>	<i>Non-profit Organization</i>	<i>For Profit Organization</i>
\$40.00 (Mon - Thurs)	\$45.00 (Mon - Thurs)	\$65.00 (Mon - Thurs)	\$45.00 (Mon - Thurs)	\$80.00 (Mon - Thurs)
\$55.00 (Fri/Sat/Sun)	\$60.00 (Fri/Sat/Sun)	\$80.00 (Fri/Sat/Sun)	\$60.00 (Fri/Sat/Sun)	\$95.00 (Fri/Sat/Sun)

***\*Please contact the C&RC Facility Rentals Coordinator at 412.221.1099 ext. 613 for additional information and pricing for rental packages, after hour events, gymnasium rentals as well as combination Community Room rentals.***

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www.twpusc.org



**PASHEK  MTR**

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