

CHARTER TOWNSHIP OF ELMWOOD

Park and Recreation Committee

Regular Meeting

August 22, 2024 at 6:00 PM

Location: Elmwood Township Hall (10090 E. Lincoln Road, Traverse City, MI)

Proposed Agenda

- a) Call to Order – 6:00PM
- b) Roll Call
- c) Public Comment
- d) Agenda Modifications/Approval
- e) Minutes
- f) New Business
 - 1. Cherry Bend Park Discussion including Cherry Bend Park Preliminary Concept Plans
 - 2. Staff Updates
- g) Old Business
- h) Comments from Committee Members and/or Staff
- i) Public Comment
- j) **POSSIBLE BREAK, with meeting reconvening for a walk from Township Hall to Cherry Bend Park Playground and then back to Township Hall**
- k) Adjourn

CHARTER TOWNSHIP OF ELMWOOD
Park and Recreation Committee Special Meeting
Elmwood Township Hall (10090 E. Lincoln Road, Traverse City, MI)
April 11, 2024 at 6:00 PM

a) Call to Order. Chair Kopriva called the meeting to order at 6:00 PM at Township Hall.

b) Roll Call: Committee members present were Sara Kopriva, Hannah Preston, Kyle Trevas, and Bryan Currie (quorum met). Not present was Ed Basile. Also present was Sarah Clarren.

c) Public Comment. None.

d) Agenda Modifications/Approval. *Moved by Trevas, second by Preston to approve the agenda as presented-U.*

e) Minutes. *Moved by Kopriva, second by Preston to approve the minutes for the Special Meeting of September 14, 2024-u.*

f) New Business:

1. Welcome new members. Clarren introduced Kyle Trevas as the new Township Board representative member as well as Bryan Currie.

2. Staff update(s). Clarren relayed that the Township has been working with its Engineers, the Road Commission, and Networks Northwest on a trail connection. The trail connection would run from Cherry Bend/M22 up to the TART Trail and then up to the Township Park system. The design hasn't been finalized. She mentioned that as the trail will end at the park, it may be good to have a connection from where the trail ends to the existing sidewalk within the park. The Committee decided that if the weather holds they can go on a walk through the park and discuss possibilities.

3. Cherry Bend Community Park discussion. Clarren relayed that conversations on the listed items will likely blend together.

i. Pickleball. The Committee reviewed the prepared sketch of a possible location for pickleball courts. This led to discussion on the baseball agreement, which the Committee noted is long expired. The Committee made no decision, but agreed that the pitching area proposed for pickleball is undersized for little league and may be best used as a different park amenity.

ii. Trail. The Committee briefly discussed connecting the trail to the existing sidewalk within the park. They agreed further discussion would be best after a walk through.

iii. Playground. Clarren said that she's working on quotes for equipment, including accessible swings and another accessible piece of equipment, as well as a piece for younger users. The Committee discussed options for placement and it was noted that if equipment is placed close to the ball fields, shielding from foul balls may be necessary.

4. Review baseball agreement. Clarren relayed that the Township Clerk received a call from the Traverse City Little League inquiring about the contract. After staff discussion, it was determined that the Committee may want to have a look and provide recommendations, if any, for modification(s) for a future contract. The Committee discussed the contract and suggested that any future contract be for 3-5yrs, include a map of the area that is subject to the license agreement, include parameters of the season, and detail on the season schedule.

5. Election of Chair, Vice-Chair, Clerk. The Committee was unanimously in favor of Kopriva remaining Chair. The Committee decided that a Vice-Chair and Clerk could be appointed at each

meeting, only if necessary.

6. Meeting Schedule. The Committee reviewed the prepared proposed schedule. *Moved by Trevas, second by Preston to approve the draft schedule as modified (clerical correction)-u.*

g) Old Business. None.

h) Comments from Committee Members and/or Staff. None.

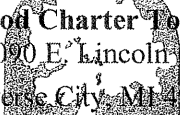
i) Public Comment. None.

j) BREAK, with meeting reconvening for a walk from Township Hall to Cherry Bend Park Playground and then back to Township Hall. The Committee decided that due to the weather, the walk would be postponed until the next meeting.

k) Adjourn. With no further business, Kopriva adjourned the meeting at 6:57pm.

DRAFT

Planning/ Zoning Department
planner@elmwoodmi.gov

**Elmwood Charter Township**
10090 E. Lincoln Rd.
Traverse City, MI 49684

Contact Information
Ph: (231) 946-0921
Fax: (231) 946-9320

To: Parks and Rec Committee
From: Sarah Clarren, Planner/Zoning Administrator
Date: August 15, 2024
RE: Cherry Bend Park Conceptual Plans

As the Committee may recall, the Township Board approved moving forward with a consultant (Beckett & Raeder) to develop a conceptual plan for Cherry Bend Park. The Committee started this work, but there was discussion of getting aid from a professional to examine existing (and additional) parking, possible locations for designated pickle ball court(s), and a trail connection. For reference, I have included the executed proposal.

Within your packet you will also find a PowerPoint of preliminary concept plans. These were developed from discussion with the Township (Zoning Administrator, Chair of the Parks Committee, Township Supervisor, and Facilities Director) and a walkthrough of the park. At our 8/22 meeting Beckett & Raeder will be present to walk the Committee through the preliminary conceptual designs and will be looking for feedback from the Committee to incorporate into the conceptual design.

PROPOSAL

DATE: 06.04.2024

TO: Sarah Clarren, Planning and Zoning Administrator, Elmwood Township

FR: Tim Knutsen, Principal

Purpose: Site Planning
Cherry Bend Park

Professional Involvement: Tim Knutsen, RLA, ASLA, Principal, Landscape Architect
Sophia Bonk, Project Landscape Architect

Professional Roles: Landscape Architecture

Project Understanding:

Elmwood Township is seeking a Site Plan for Cherry Bend Park, located on Cherry Bend Rd. between Lincoln Rd. and Avondale Lane, adjacent to the Township offices. The primary purpose of the exercise is to determine feasibility for two new pickleball courts, and to determine a nonmotorized link between the proposed trail on M-22 and the project site.

The project site currently contains a softball field complex, soccer fields, basketball court, sand volleyball court, tennis courts, a playground area and restroom building. The park is adjacent to and shares parking with Township offices. As a result, identifying additional parking opportunities will be a critical component of this exercise.

The site plan should accomplish the following objectives:

- Identify and propose a trail connection between the proposed non-motorized trail along M-22 to Cherry Bend Park. Include proposed improvements to the circulation system within park.
- Analyze current parking capacity, stall size, aisle width, and accessibility.
- Identify cost and feasibility for location of 1-2 pickleball courts in locations identified in attached reference map.
- Propose additional parking to serve the proposed pickleball courts. Based on additional capacity and analysis of current parking, this objective may include reconfiguration of existing parking facilities.
- Propose landscape enhancements as necessary to complement improvements, increase safety and visibility and improve aesthetics.

- Prepare preliminary opinion of construction cost to identify cost of proposed improvements.

Scope of Work:

1. Conduct a project kickoff meeting with Township representatives. BRI will confirm or adjust the work scope and schedule, identify project stakeholders, receive any past and current planning and engineering documents related to the facility's development; and receive design input.
2. Visit the subject property to perform a physical inventory and analysis. The purpose of the exercise will be to gain a better understanding of the existing condition and use of the park and adjacent public properties and to document information that may inform the site plan, including but not necessarily limited to:
 - Functional Relationships and Existing and Potential Conflicts
 - Physical and Environmental Factors
 - Aesthetic Influences
 - Existing and Anticipated Circulation
 - Safety and Accessibility

BRI will present inventory and analysis findings in a graphic plan to the Township for confirmation or additional input.

3. Prepare a preliminary plan, plans, and/or variations on a plan for Cherry Bend Park, including but not necessarily limited to the following:
 - Proposed accessible trail connection, bike parking and internal pedestrian connections
 - Proposed pickleball court location(s)
 - Relocation of existing park elements as needed to facilitate pickleball court addition
 - Proposed parking and vehicular access improvements
 - Preliminary construction cost estimates

Plans will be loose and diagrammatic in nature but will be based on available aerial imagery and GIS info.

4. Present preliminary plan(s) and accompanying opinion of preliminary construction costs for the improvements to Township representatives during a scheduled meeting.
5. Prepare a final site plan that fulfills the objectives listed in the Project Understanding. Update the opinion of preliminary construction cost for the park. The final plan will be in the form of a 24"x36" or larger color plan prepared to scale, using available aerial imagery and GIS info. Include a precedent images plan to help define the appearance and character of proposed site elements.

The final plan will identify the type, size and location of all proposed improvements, and will be developed to a degree sufficient for application to MDNR recreation grants and for marketing and fundraising purposes. The opinion of preliminary construction cost will be informed by recent or real-time bid pricing as available.

6. Present the final 24" x 36" colored site plan and accompanying opinion of preliminary construction cost for the proposed improvements to Township representatives during a scheduled meeting. Receive input and finalize the plan and estimate accordingly based on input received during the meeting.

Professional Services Fee: \$10,500

Optional Additional Services:

Prepare a color-rendered, elevated perspective drawing of the parking facility improvements proposed in the Schematic Plan. Provide 24" x 36" or larger printed copy mounted on foam-core board. Include digital copy. Rendering is in addition to the colored plan-view rendering included in this proposal.

Optional Additional Services Fee: \$2,500

Not Included In Proposal: Topographic Survey
Geotechnical Inventory
3-D Renderings

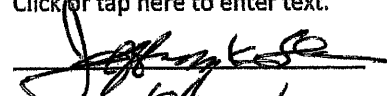
Timeframe: Commencement upon Contract Authorization
Completion within 10 weeks of Contract Authorization

Submitted

Dated: June 4, 2024

Accepted

Click or tap here to enter text.


Dated: 6/20/24

CHERRY BEND PARK PRELIMINARY CONCEPT PLAN

ELMWOOD TOWNSHIP

2024052

AGENDA

1.0 **Welcome & Introductions**

1.1 Site Analysis Review

1.2 Site Photo Review

1.3 Project Goals Synthesis

2.0 **Concept Plan Options**

2.1 Concept Plan 1

2.2 Concept Plan 2

2.3 Concept Plan 3

2.4 Representative Images & Furnishings

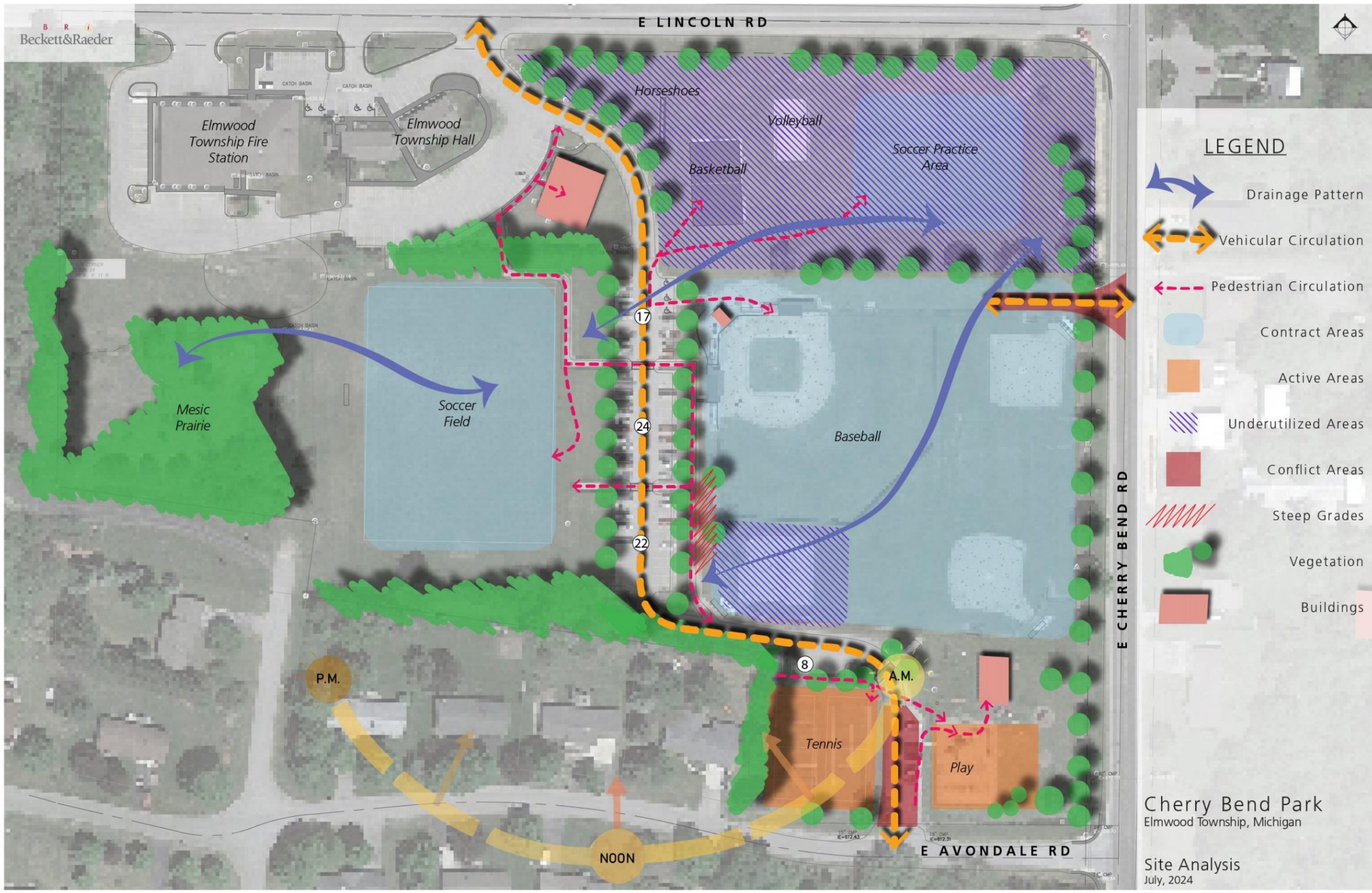
2.5 Preliminary Estimates

3.0 **Open Discussion**

3.1 Project Schedule

3.2 Immediate Next Steps

3.3 Adjourn



LEGEND

- Drainage Pattern
- Vehicular Circulation
- Pedestrian Circulation
- Contract Areas
- Active Areas
- Underutilized Areas
- Conflict Areas
- Steep Grades
- Vegetation
- Buildings

Cherry Bend Park
Elmwood Township, Michigan

Site Analysis
July, 2024

Site Analysis



Above: Curb cut near baseball diamonds.
Left: South existing entrance and parking flanked by tennis courts and playground.

Conflict Areas

Site Photos



Above: Pedestrian crossing near tennis courts and playgrounds terminating in an undefined way
Left: Sidewalk adjacent to primary parking lot looking towards basketball court.

Pedestrian Circulation

Site Photos



Above: Sidewalk terminating into road near southwest baseball diamond, looking towards tennis courts.
Left: Sidewalk adjacent to baseball diamonds, illustrating steep slope and tree cover.



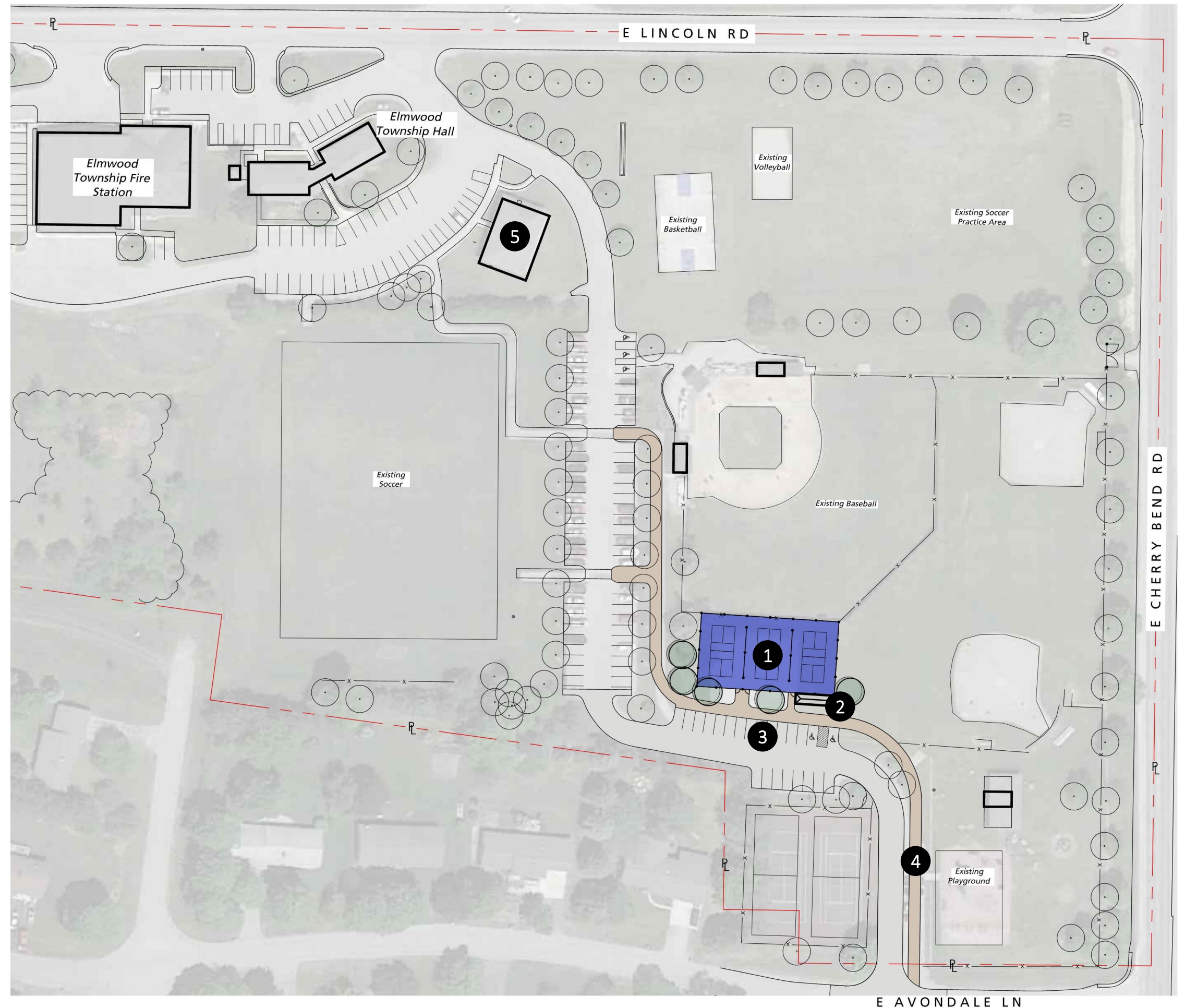
Pedestrian Circulation

Site Photos

Project Goals

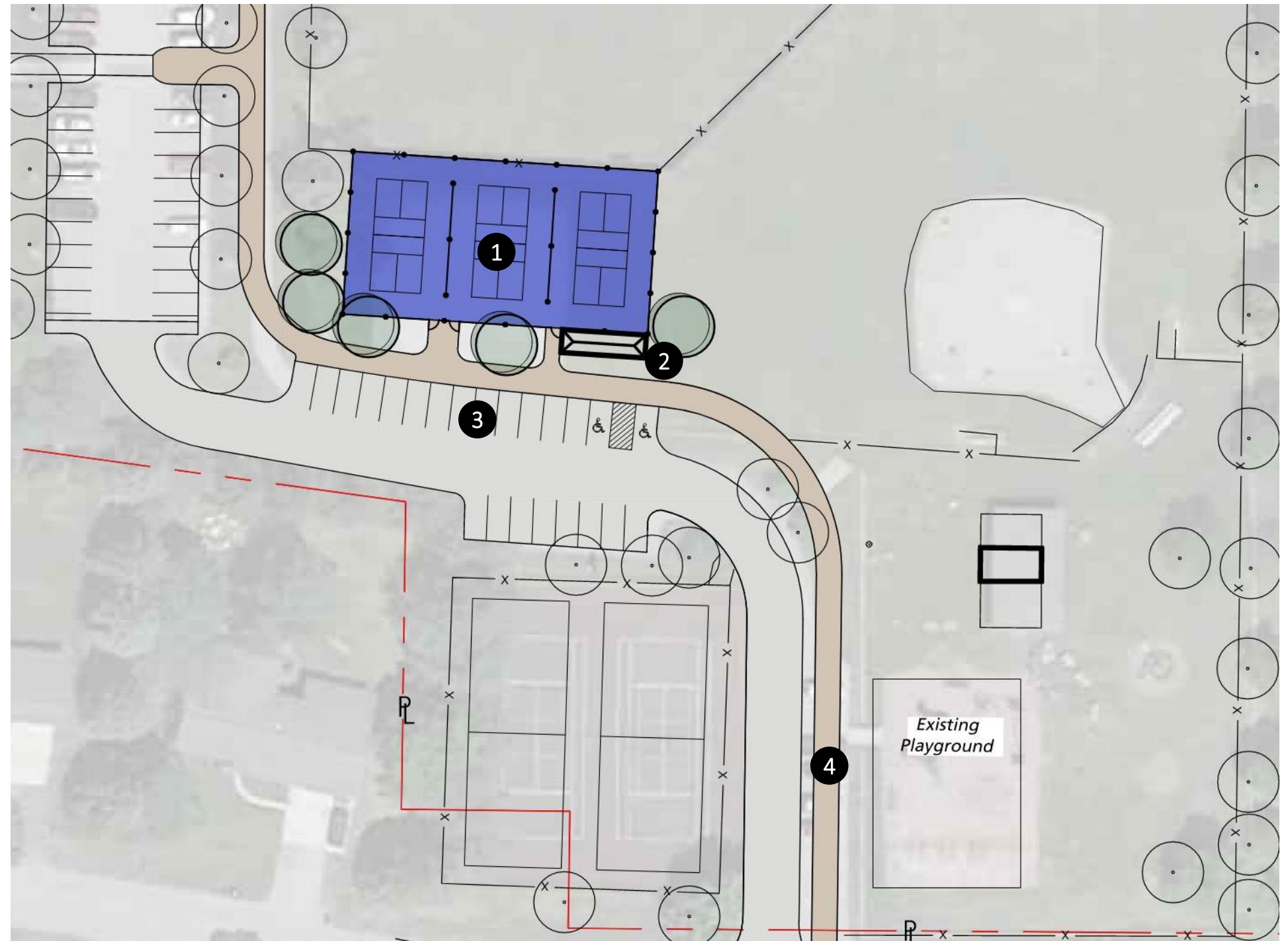
- 1. Pickleball.** Identify potential locations for 1-2 (or more) pickleball courts within Cherry Bend Park, ensuring they align with the park's overall design and user needs.
- 2. Circulation.** Identify and propose a non-motorized trail connection between the proposed M-22 trail and Cherry Bend Park. Propose improvements to the park's internal circulation system to enhance accessibility, safety, and user experience.
- 3. Parking.** Propose additional parking facilities to support new park amenities, particularly the proposed pickleball courts, which may involve reconfiguring existing parking areas.
- 4. Landscape.** Propose landscape improvements that complement new and existing park features, enhance safety, and improve the park's overall aesthetics.

1. Pickleball court with fencing and lighting
2. Shade Structure with picnic tables, benches, and additional amenities
3. Parking (2 Barrier Free, 13 Standard)
4. 10' Wide Trail
5. Trailhead amenities



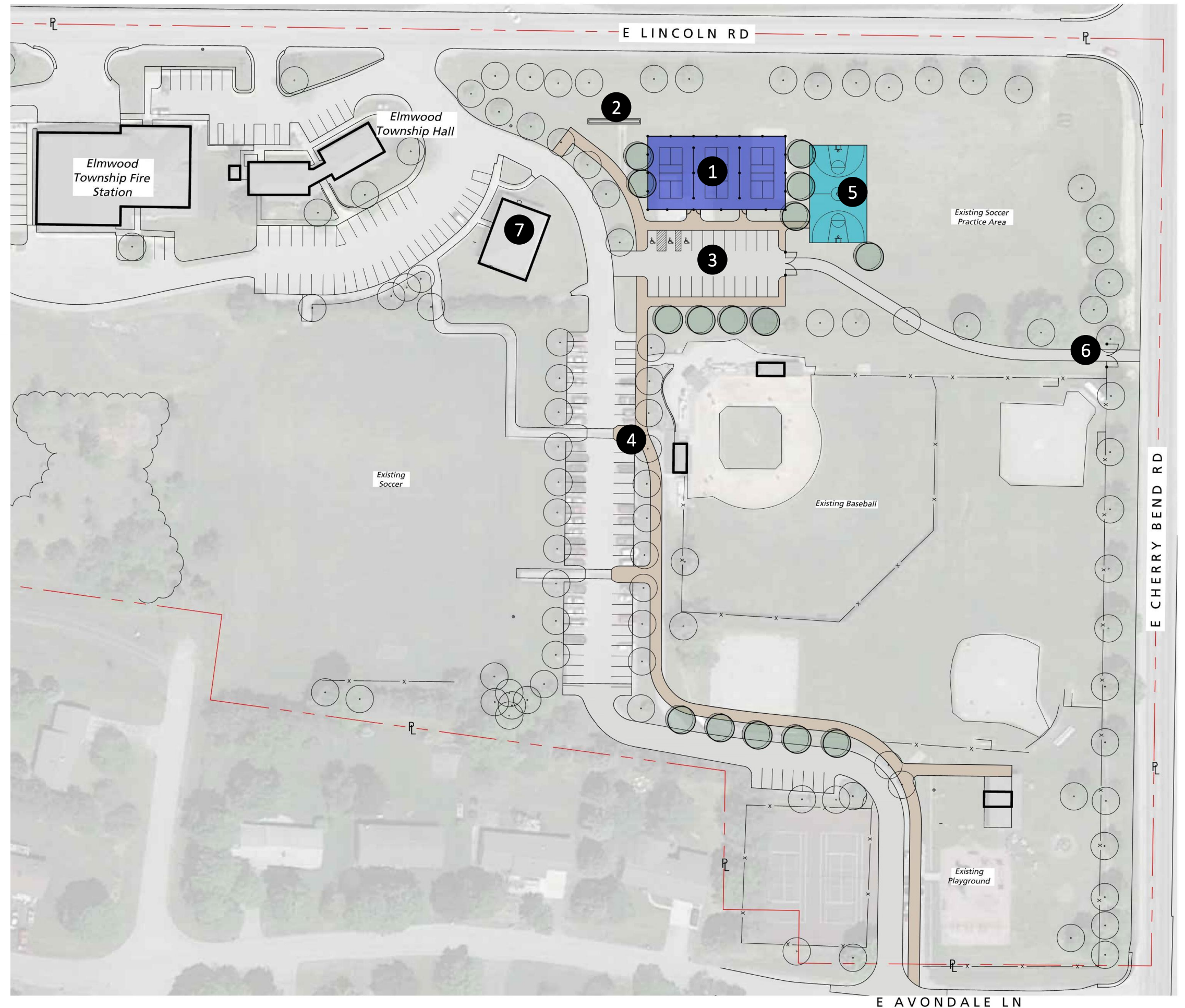
Concept Plan 1

1. Pickleball court with fencing and lighting
2. Shade Structure with picnic tables, benches, and additional amenities
3. Parking (2 Barrier Free, 13 Standard)
4. 10' Wide Trail



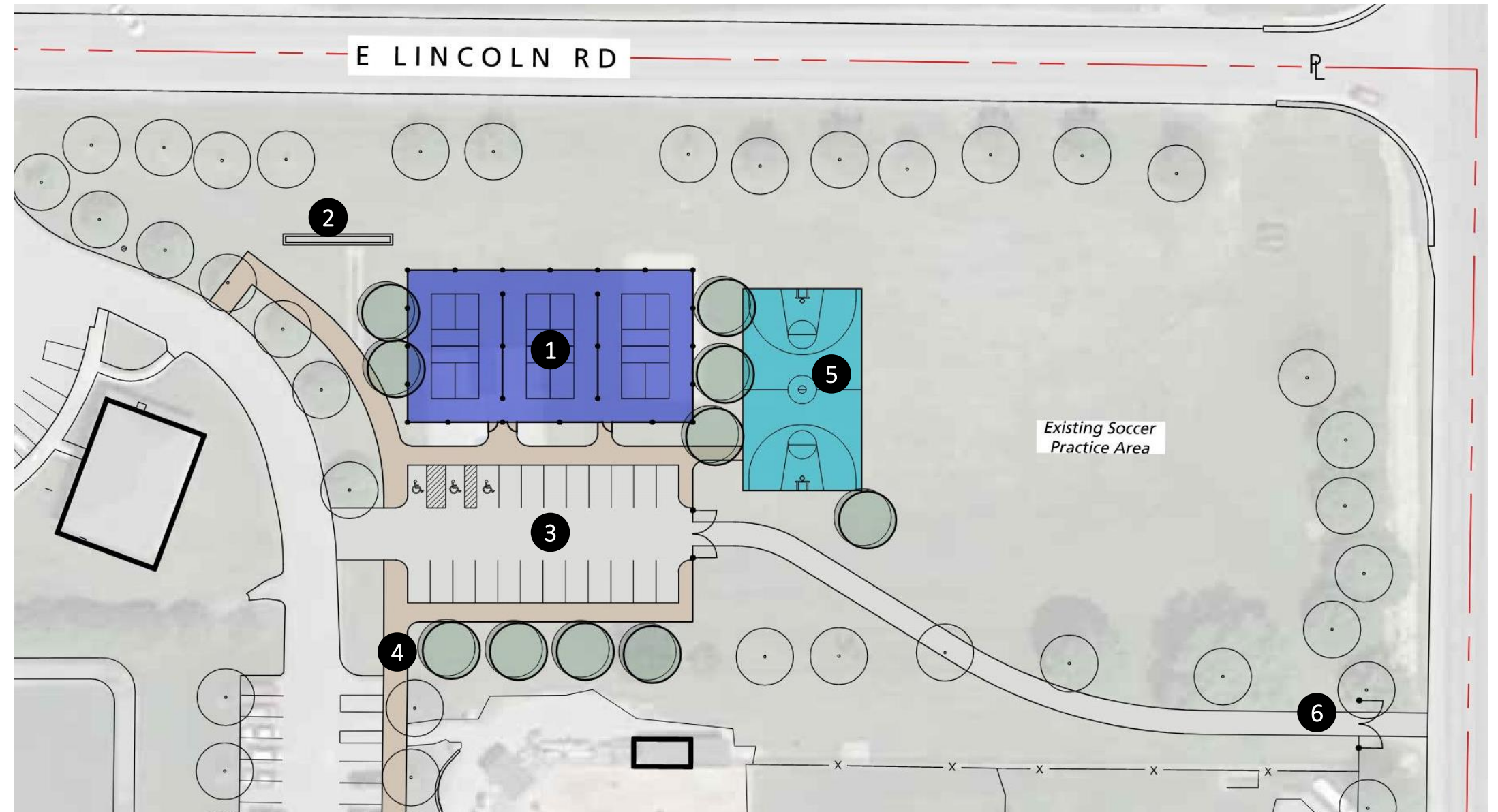
Concept Plan 1 - Enlargement

1. Pickleball court with fencing and lighting
2. Relocated horseshoe pit
3. Parking (3 Barrier Free, 20 Standard)
4. 10' Wide Trail
5. Relocated Basketball Court & lighting
6. Formalized Park Entrance at Existing Curb Cut with Gate
7. Trailhead amenities



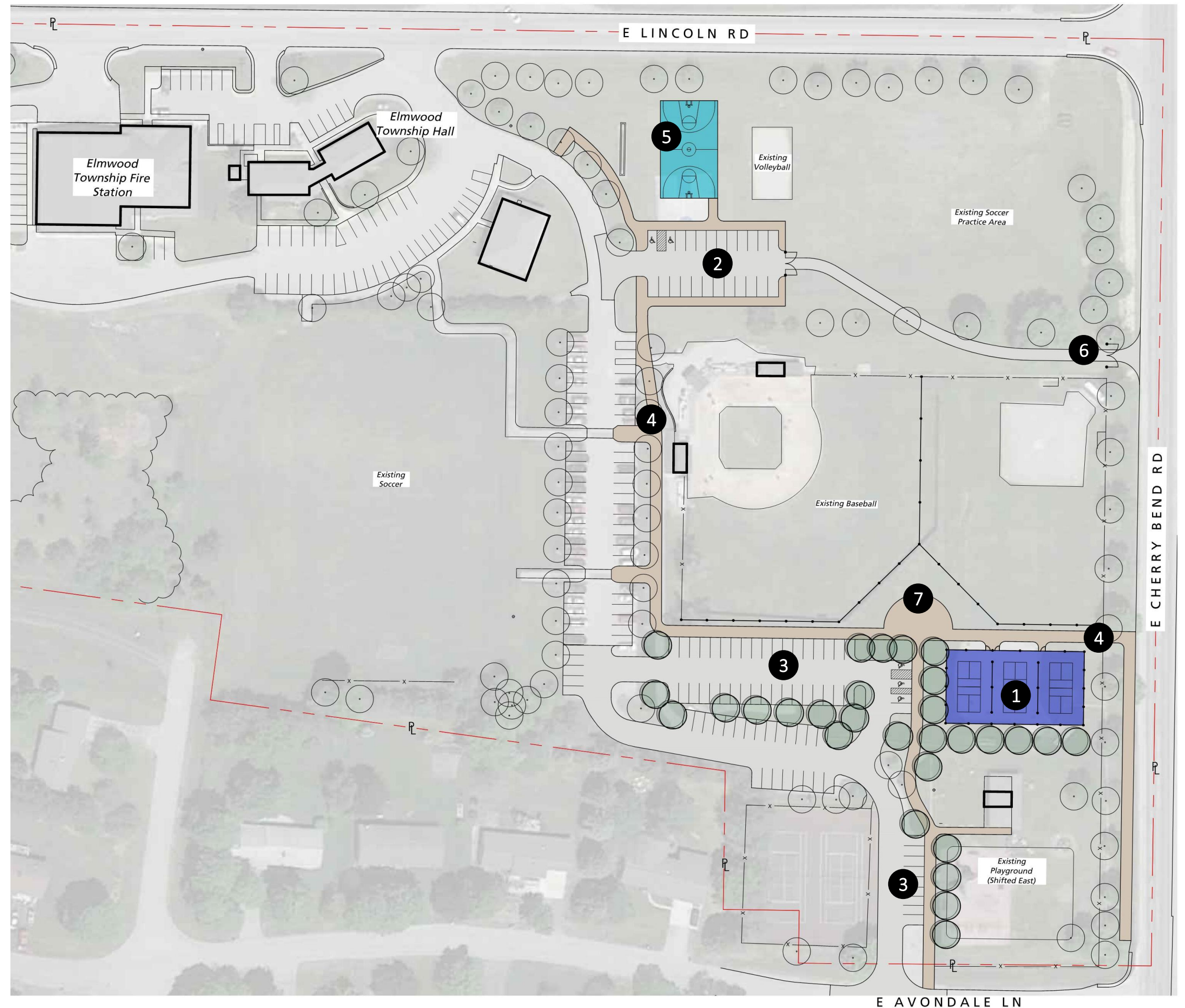
Concept Plan 2

1. Pickleball court with fencing and lighting
2. Relocated horseshoe pit
3. Parking (3 Barrier Free, 20 Standard)
4. 10' Wide Trail
5. Relocated Basketball Court & lighting
6. Formalized Park Entrance at Existing Curb Cut with Gate



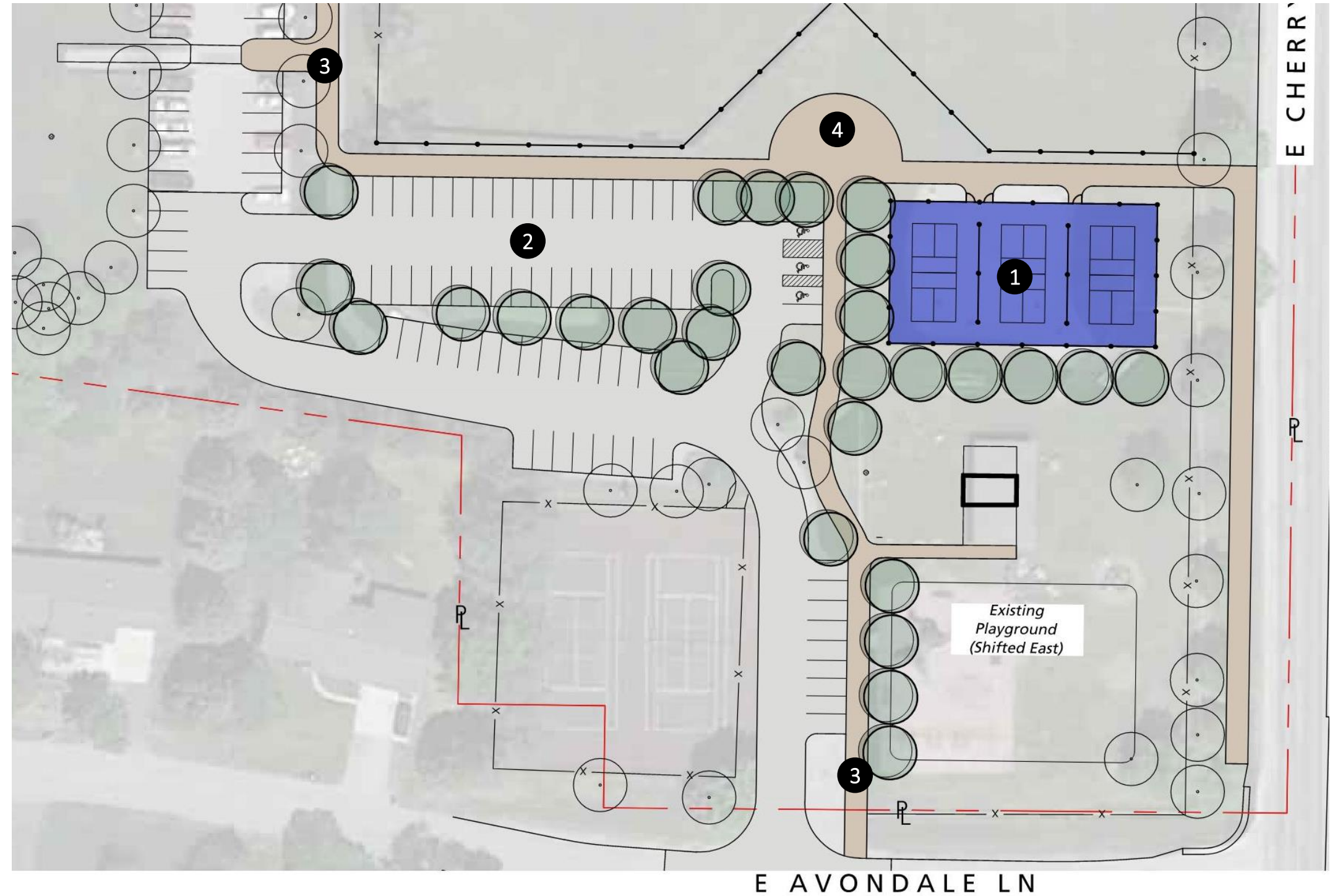
Concept Plan 2 - Enlargement

1. Pickleball court with fencing and lighting
2. North Parking (3 Barrier Free, 20 Standard)
3. South Parking (3 BF, 45 Standard)
4. 10' Wide Trail
5. Relocated Basketball Court & lighting
6. Formalized Park Entrance at Existing Curb Cut with Gate
7. Trailhead Plaza with amenities



Concept Plan 3

1. Pickleball court with fencing and lighting
2. South Parking (3 BF, 45 Standard)
3. 10' Wide Trail
4. Trailhead Plaza with amenities



Concept Plan 3 – Enlargement



Pickleball Courts

Representative Images



Trailhead Amenities

- Bike Repair Unit (Can include pump)
- Water Bottle Filling Station
- Bike Hoops
- Trailhead Signage



Representative Images

Thank you!