

1. Agenda 11 10 2020

Documents:

[AGENDA 11 10 2020.PDF](#)

2. Council Packet 11 10 2020

Documents:

[COUNCIL PACKET 11 10 2020.PDF](#)

AGENDA

**CITY OF WESTMINSTER
Special Mayor and Common Council Meeting
Tuesday, November 10, 2020 at 7 pm
<https://www.facebook.com/westminstermd/>**

1. CALL TO ORDER

2. UNFINISHED BUSINESS

3. NEW BUSINESS

- A) Discussion with Pennoni Associates, Inc. regarding Master Plan Development for Wakefield Valley Park – Ms. Gruber

4. CITIZEN COMMENTS

Please submit comments to Shannon Visocsky, City Clerk, at Comments@westgov.com. If you would like your comments to be submitted as part of the record, please provide your full name and address. The Council President will read submitted comments that include the required information during the meeting, and they will be reflected in the meeting minutes.

5. ADJOURNMENT

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5. ADJOURNMENT



To: Mayor and Common Council

From: Abby Gruber, Director of Recreation & Parks

Date: November 4, 2020

Re: Master Plan Development – Wakefield Valley Park

Background

On September 14, 2020, the Mayor and Common Council awarded a contract to Pennoni Associates, Inc. to assist with the development of a master plan for Wakefield Valley Park. The master plan will provide a foundation for the future phased development of the property, so that it can serve as a cornerstone of the City’s park system. It is also intended to lay the groundwork for City grant applications and capital funding requests to finance future park development and improvements.

Input and Plan Development Process

The scope of work to be performed by Pennoni Associates includes gathering input from a variety of sources. Considerable emphasis was placed on obtaining widespread community feedback.

The initial step in the information gathering process was a kickoff meeting with City staff, which was held on October 22, 2020. The City Administrator and representatives from the Recreation and Parks Department and Public Works Department participated in the kickoff meeting. During this meeting, relevant site information was exchanged, and a project timeline/schedule was developed.

The special meeting of the Mayor and Common Council on November 10, 2020 will provide the elected body with the opportunity to share its thoughts about the future use of Wakefield Valley Park, prior to Pennoni Associates undertaking the community outreach portion of its work.

Recommendation

Staff recommends that the Mayor and Common Council discuss their thoughts, vision, and goals for Wakefield Valley Park with representatives of Pennoni Associates, Inc.

Attachment

- Pennoni Associates, Inc. Project Timeline/Schedule

Wakefield Valley Park Master Plan

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	2021													
							Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr				
1	➔	Wakefield Valley Park Master Plan	118.5 days	Wed 9/30/20	Mon 3/15/21															
2	➔	Notice to Proceed	1 day	Wed 9/30/20	Wed 9/30/20															
3	➔	Kickoff Meeting with City	1 day	Thu 10/22/20	Thu 10/22/20															
4	➔	Site inventory/information gathering/Site Visits	49.5 days	Thu 10/1/20	Wed 12/9/20															
5	➔	Develop Base Maps	2 wks	Thu 10/1/20	Wed 10/14/20	2														
6	➔	City Informational Input Meeting	1 day	Tue 11/10/20	Wed 11/11/20	3FS+2.5 w														
7	➔	Site Visits	1 day	Tue 11/3/20	Wed 11/4/20	3FS+1.5 w														
8	➔	Finalize Base Maps and Develop Draft Master Plan	4 wks	Wed 11/4/20	Wed 12/2/20	7														
9	➔	Present Draft Plan to City and Finalize for Initial Meeting	1 wk	Wed 12/2/20	Wed 12/9/20	8														
10	➔	Public Outreach/Master Plan Refinement	58 days	Wed 11/18/20	Mon 2/8/21															
11	➔	Meeting Notification	3 wks	Wed 11/18/20	Wed 12/9/20	8FS-2 wks														
12	➔	Public Meeting #1	1 day	Wed 12/9/20	Thu 12/10/20	11														
13	➔	Master Plan Refinement	4 wks	Thu 12/10/20	Thu 1/7/21	12														
14	➔	Public Meeting #2	1 day	Thu 1/7/21	Fri 1/8/21	13														
15	➔	Master Plan Refinement	4 wks	Fri 1/8/21	Fri 2/5/21	14														
16	➔	Public Meeting #3	1 day	Fri 2/5/21	Mon 2/8/21	15														
17	➔	Final Master Plan Preparation	25 days	Mon 2/8/21	Mon 3/15/21															
18	➔	Finalize Master Plan	2 wks	Mon 2/8/21	Mon 2/22/21	16														
19	➔	Present Final Plans to Mayor and Common Council	1 wk	Mon 2/22/21	Mon 3/1/21	18														
20	➔	Finalize Documents and Final Meeting with City Staff	2 wks	Mon 3/1/21	Mon 3/15/21	19														

