



**TOWN OF MILLIKEN
TOWN BOARD
AGENDA MEMORANDUM**

To: Mayor Tokunaga and Town Board of Trustees		Date: April 27, 2016	
From: Shar Shadowen, Lamp Rynearson, and Kent Brown, Town Administrator			
Agenda Item #	Action:	Discussion: x	Information:
Agenda Title: Town Hall Parking Lot Improvement Project.			
Attachments: Town Hall Parking Lot Conceptual Plan and Plans & Specifications by Lamp Rynearson.			

PURPOSE

To review the plans and layout of the Town Hall Parking Lot Improvement project and give direction to Lamp Rynearson and Staff on alternatives to proceed with project after the minimal response to the bid request was received.

BACKGROUND INFORMATION

In 2013, the Town approved a professional services contract with Britina to develop Downtown Design Guidelines including the portion known as the Town Square which was redevelopment of the Town Hall parking lot. The plans were completed at the end of 2013; but, were not approved because of some concerns regarding the structure of the parking lot and connections to Heritage House parcel. Concerns were also expressed regarding the total number of spaces remaining in the project. With the completion of the Heritage House project in late 2014 into the early months of 2015, the focus returned to the redevelopment of the Town Hall parking lot portion of the "Town Square" concept.

With the acquisition of the Bonnie Wulf lot on the north end of the parking lot and the pending project to put the electric line underground that runs between Town Hall and the Heritage House, the metes and bounds of the project were set. Due to previous conversations with Town Board, staff members and the public, staff set the following priorities for the project.

- 1) The parking lot should only have an entrance/exit to Frances Ave. between the Town Hall property and the Police Station. The mid block entrance/exit to Broad St. should be eliminated.
- 2) The curbing in the middle of the current parking lot should be removed including the landscaped islands within the parking lot.
- 3) There should be a short wall on the south side of the parking lot separating the sidewalk from the parking area.

- 4) The northwest corner of the intersection of Frances/Broad (which is the southeast corner of the parking lot) should be similar to a plaza node – provide a larger entrance to the project and be visually appealing.
- 5) The parking area boundary should be continuous from the side of the Welcome Center building straight north to the north boundary in order to have a more continuous flow of traffic within the parking lot.
- 6) There should be a walkway within the parking lot to better protect pedestrians as they cross the parking lot – especially seniors as they attend functions within Town Hall.
- 7) Fencing on the north side of the project between the Town’s property and the residence immediately north of the Town’s property. Fencing should provide a backdrop to the parking lot and effectively screen the parking lot from the neighboring property. In addition, the fencing should be unique and hearken back to Milliken’s railroad heritage.

Board was in favor of developing plans and specifications for the project. As part of the process, commercial site plan application was submitted in the fall of 2015. The Milliken Planning & Zoning Commission approved the commercial site plan on December 16, 2015 for the Town of Milliken’s Town Hall Parking Lot. The site consists of approximately .89 acres and is addressed as 1101 Broad Street in the Town of Milliken. The approval was conditional with the motion requesting the applicant provide a drainage, lighting and landscape plan that meet the Code’s requirements before beginning construction. On December 23, 2015, staff provided the Town Board an update on the project including the Commission’s conditional approval.

RFP 3-2016 for Parking Lot Improvements was posted in the Johnstown Breeze and on Rocky Mountain Bid systems on Thursday March 24. A pre-bid conference to discuss the plans and specifications was held on Monday April 4. Four contactors attended the pre-bid conference. Bids were due on Thursday April 14. The Town of Milliken did not receive any formal bids by the deadline.

BUDGET IMPLICATONS

The Board of Trustees identified the Town Hall parking lot as one project to be continued in 2016. The 2016 Budget included a project amount of \$200,000 for the repaving of the Town Hall parking lot. In addition, there were additional funds set aside for Downtown streetscape in the 2016 budget as well as the addition from Impact Fees for Public Facilities is possible to enhance project funding.

STAFF RECOMMENDATION/BOARD DISCUSSION

Shar Shadowen, Lamp Rynearson, and town staff will present alternatives of how to proceed with the project.