



CPA GRANT FUNDING APPLICATION FORM

Project Title: Dog Park Pre-Design Date: 2/19/2019

Project Location / Address: N/A

Applicant Name / Organization: Planning Department

Applicant Address: 50 Payson Ave

Contact Person & Affiliation / Title: Jeff Bagg, City Planner

The contact person listed above must be the official representative for this project as authorized by the organization listed above. All communication between the Committee and the applicant shall be through this contact person.

Telephone: 413-529-1406 Email: jbagg@easthamptonma.gov

Project Funding

Requested CPA Amount: \$ 9,000
 Total Project Cost: \$ _____

CPA Category (mark all that apply):

Open Space Historic Preservation
 Recreation* Community Housing

Please attach answers to the following questions. Include supporting materials as necessary.

1. **Project Description:** Please give a detailed project description/narrative with specific objectives; include maps, diagrams, and photos as relevant.
2. **Project Goals:** What are the goals of this project?
3. **Eligibility:** What makes this project eligible for CPA funds?
4. **CPA Goals:** How does this project fit into the overall goals of the CPA?
5. **Timeline:** Please give a schedule for this project and include significant milestones. What contingencies are in place in case the project starts late or takes longer than expected?
6. **Budget:** Please provide a full budget including the following information, as applicable:
 - a. Total amount of project cost with itemization of major components and basis for costs.
 - b. Itemization of all funding sources – CPA funds requested and additional funding sources (private, state, federal, etc.). Include funds available, committed, or under consideration.
7. **Support:** What level of support is there for this project in the Community? If a City Official, Board, or Committee, has offered their support, please include it. Letters of support are welcome. This is your opportunity to share with us why this project matters to you and the community!

Digital submissions: submit the completed application and all attachments to: planner@easthampton.org

<-- OR -->

Paper submissions: submit ten copies of the completed application and all attachments to:
Easthampton Planning Department
50 Payson Avenue
Easthampton, MA 01027

*Private organizations are precluded by law from pursuing CPA funds for the purpose of improving City property. All CPA fund requests for recreation projects must be initiated and managed by the City entity that owns the property.

1. Project Description: Please give a detailed project description/narrative with specific objectives; include maps, diagrams, and photos as relevant.

The Planning Department, in coordination with the Property Subcommittee, is requesting a \$9,000 CPA request to cover pre-design costs necessary to apply for a Stanton Foundation Design Grant.

Through the efforts of City Councilor Owen Zaret, the City Council Property Subcommittee has begun the process of preparing to apply for funding through the Stanton Foundation. It is providing funding for municipalities to both a) design and b) construct dog parks in Massachusetts. The grant program requires a municipality design first, then seek construction funding second. Design Grants pay for the costs associated with preparing a design and a set of plans suitable for bidding (the maximum award is 10% of the estimated construction costs; up to \$25,000). Construction Grants fund construction costs (the maximum award is \$250,000).

In order for the municipality to make the application for a Design Grant, it must fund the preparation of a schematic design plan suitable to determine a preliminary park design and the preparation of estimated construction costs.

The following is a summary of the project scope. The final scope would be determined prior to signing any contract for work.

Phase One: Site Selection Criteria

Working with the city's representatives, this phase will develop a list of site selection criteria. Typical site selection criteria may include, but not be limited to:

- Existing city owned land and new parcels that the city might be able to obtain
- Preferred area of high density where walkers will account for significant use
- Not within environmentally sensitive areas that would involve excessive impacts to natural resources
- Generally located at least 200' from residential areas
- At least 20,000 (1/2 acre) square feet in size
- Compatible and complementary with other park uses
- Accessible parking area
- Connection to public water
- Good drainage
- Existing vegetation for shade

Using the above criteria, a list of potential sites for a new dog park will be determined with the city. Approximately 4-5 potential dog park sites are anticipated to be evaluated.

Phase Two: Base Sheets & Site Evaluation

Utilizing city-provided topography from LiDAR data, existing property line information from city sources (tax maps, GIS info), and plans from previous projects, the consultant will prepare base sheets detailing each site.

Upon site visits, existing conditions will be verified and make necessary adjustments to the base sheets as needed. A photographic inventory will be done to each site.

The consultant will then evaluate each site to review the following items:

- Access and circulation vehicular & pedestrian
- Relationship to adjacent properties
- Vegetation
- Topography & drainage
- Geographic distribution/location
- Utilities (water and sewer)
- Wetlands, vernal pools and buffer zones
- Usable area

The consultant will evaluate each site using a matrix with a rated scale for each criterion. The result of this matrix is that it will reveal which site is most appropriate for the proposed dog park.

Phase Three: Conceptual Master Plan & Cost Estimate

Once a site is selected, the consultant will develop a conceptual master plan and cost estimate for the proposed dog park. The master plan will include all of the dog park elements that the Stanton Foundation requires for future funding along with a detailed cost estimate. The consultant will present the master plan at a public meeting for additional input.

2. Project Goals: What are the goals of this project?

The primary goal of this CPA funded project is to allow the City to explore various properties that may be suitable for a dog park and determine a preferred location that would be the subject of a Stanton Foundation Design Grant. This funding will allow for the City Council Property Subcommittee in coordination with the Planning Department to work with a qualified consultant on a public process to select a preferred dog park location.

The nature of the Stanton Foundation grant requires a municipality to cover costs associated with preliminary site selection (a primary objective of this request) and then upon identification of a preferred site prepare a schematic design for the park and a construction estimate. These actions will be accomplished with this funding.

3. Eligibility: What makes this project eligible for CPA funds?

General Criteria for All Projects

Serves multiple CPA purposes – This project will serve to support the “development of new parks and recreational facilities” as outlined in the CPA Plan. The evaluation of possible sites for a dog park will allow the city to determine the best location for this new active recreational resource. The dog park will be designed in accordance with ADA requirements and will ultimately be available to residents with mobility impairment which is in line with the CPA Plan goal of “expanding the amount of and access to recreational facilities for people with mobility disabilities”.

Consistent with publicly vetted and approved City plans that address CPA purposes – This project will assist in the design of a new dog park which will meet a goal of the City’s 2013 Open Space and Recreation Plan which seeks to ensure that “recreational facilities and opportunities are expanded to accommodate the needs of residents”. Although a “dog park” is not specifically listed in the OSRP, The National Recreation and Park Association define a dog park as “*a contained public area where dog owners may allow their dogs to run off-leash.*” Dog parks are one of the fastest growing segments of city parks nationally and there are now more households with dogs than with children (43 million and 38 million respectively) (Source: Berkshire Design Group).

Has broad neighborhood and community support – On December 6, 2018, the following City officials met to discuss the concept and next steps: Councilor Owen Zaret, Chief Alberti, Sgt. Scribner, Parks Director John Mason, and City Planner Jeff Bagg. An ad hoc dog park review committee should be established prior to completion of the pre-design plans and be in place for the design and construction grant process. During a January 23, 2019 meeting of the Property Subcommittee, several residents expressed concerns about one of the locations included on the initial list. The purpose of this funding will allow the City to engage a professional consultant to assist in the evaluation of certain properties suitable for a dog park.

Through the use of social media, Councilor Zaret has in just in the short time that we have established the Facebook group “Friends of the Easthampton Dog Park” we have attracted many enthusiastic members, and anecdotally, the community seems to be receiving the concept well.

Leverage additional funding and/or voluntary contributions of goods and services – This project will leverage \$9,000 dollars of CPA funds for up to \$25,000 in potential design grants through the Stanton Foundation.

When a successful site is designed, the CPA Committee may be asked to fund a 10% construction match. Once designed, the Stanton Foundations offers construction grants of up to \$250,000 for construction with a 10% local match. A subsequent step may be to seek \$25,000 in CPA funds to leverage a Stanton Foundation construction grant.

Demonstrates practicality and feasibility, and that it can be implemented within budget and on schedule – This project is formulated based on a scope of services prepared by a consultant with direct experience assisting municipalities apply for design and construction grants through the Stanton Foundation. The design grant applications are accepted on a rolling basis.

Benefits a currently under served population – This project will assist in the evaluation of suitable sites for a dog park. As listed herein, one of the criteria of site selection will include sites that are walkable from more densely populated areas and will ultimately be constructed to be handicapped accessible.

Demonstrates a public benefit – This project will enable the City to explore and identify a site for a dog park in Easthampton. The effort by Councilor Zaret is based on the following elements:

Public Park Need: There is a need for a sanctioned off leash dog park not just in Easthampton, but generally in the Pioneer Valley. Northampton has an area where people walk their dogs, but technically is not an off leash space, despite many people using it as so. There are also plans to establish a members only dog park in the area. I think this is a great business model, however, it also innately restricts access to people who cannot afford a monthly membership fee.

Easthampton has a robust population of dog owners: We have no space to legally exercise dogs off leash. Nonotuck Park is often the default, and there are some ongoing issues both on the part of the dog owners and the non-dog owners with off leash exercise in the park. From a very focal perspective a fenced in off leash park solves that very simple issue.

Goals: The primary goal is to create a sanctioned, legal, clear purpose for the space. It can offer dog owners a place to congregate and socialize. In addition, the City can continue to provide unique outdoor specialized spaces within our city that make our city stand out from surrounding community. A broader goal with this space would be to optimally choose a space where the dog park is part of a large park complex. Part of this process will be determine if a dog park could become part of a larger trail network, or, a potential opportunity to develop other community spaces around the dog park location.

Saves resources that would otherwise be threatened – N/A

5. Timeline: From a vote by the City Council for the funding, the project is anticipated to take approximately 2 months after which an application for a Stanton Foundation grant will be submitted. The following timeline shows progress to date and schedule for completion:

- November 2018
 - Councilor Zaret begins research and outreach
 - Councilor Zaret and City Planner meet
- December 2018
 - John Mason conducts initial research and discussions with other communities with dog parks
 - Parks Commission determines that Nonotuck Park should not be a location for a dog park
 - December 6 - Internal City official discussion (Police, Planning, Parks and Rec, City Council)
- January 2019
 - January 9, 2019 – Initial meeting with Property Subcommittee to review project outline, approach, and preliminary list of potential sites.
 - January 17, 2019 – Meeting with CPA Committee to introduce project concept and future request for funding.
 - January 23, 2019 – Meeting with Property Subcommittee to review project outline, approach, and preliminary list of potential sites.
- February 2019
 - February 26, 2019 - Submit formal application to CPA for \$9,000 towards pre-design consulting work in preparation for Stanton Foundation Grant.

- March 2019
 - March 6 or March 20 presentation to City Council
 - March 13 or March 27 review by Finance Subcommittee
 - April 3 vote by City Council
 - Mid/late April) – Consultant contract preparation and execution
- May - June 2019
 - Project commences and upon conclusion final site is chosen and requisite information prepared.
- July 2019
 - Submit Stanton Foundation Design Grant application

6. Budget: The proposed budget for the project is approximately \$9,000, consisting generally of the following elements:

- Phase One: Site Selection Criteria
- Phase Two: Base Sheets & Site Evaluation
- Phase Three: Conceptual Master Plan & Cost Estimate

7. Support: The project has been initiated by City Councilor Owen Zaret. With the support of Councilor JP Kwiecinski the project concept has been approved by the Property Subcommittee. The Committee unanimously supports the request to CPA to provide the pre-design funding to initiate the consideration of a dog park location in the City.

Through public outreach and social media, the concept of creating a dog park in Easthampton has been well received. To date, many residents have been identified who will be willing to participate in the site location assessments as well as the subsequent steps to create a “friends of the dog park” group who will ultimately manage the park once created.