



Town of Shelburne, Vermont

CHARTERED
1763

P.O. BOX 88, 5420 SHELBURNE ROAD SHELBURNE, VT 05482

Clerk/Treasurer
(802) 985-5116

Town Manager
(802) 985-5111

Zoning & Planning
(802) 985-5118

Assessor
(802) 985-5115

Recreation
(802) 985-5110

FAX Number
(802) 985-9550

Memorandum

To: Shelburne Selectboard
Cc: Village Dog Park Committee
From: Joe Colangelo, Town Manager
Date: October 7, 2017
Re: Process for Siting New Dog Park

Town staff proposes the following process for the investigation of a new location for a dog park.

September 26, 2017	Introduce Proposed Process & Siting Criteria/Factors for New Dog Park
October 10, 2017	Selectboard Adopt Process and Siting Criteria/Factors for New Dog Park. Charge the Village Dog Park Committee to make recommendation to the Selectboard for Selectboard Approval
November 2017	Village Dog Park Committee Commences Work per the Direction of Selectboard with Assistance from Staff
July 2018	Village Dog Park Committee Makes Recommendation to the Selectboard Regarding a (new) location for the dog park
August 2018	Selectboard Begins Review of Village Dog Park Committees Recommendation
October 2018	Selectboard Approves a Location for a New Dog Park



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482

Clerk/Treasurer	Town Manager	Zoning & Planning	Assessor	Recreation	FAX Number
(802) 985-5116	(802) 985-5110	(802) 985-5118	(802) 985-5115	(802) 985-9551	(802) 985-9550

MEMORANDUM

TO: SHELBURNE SELECTBOARD
VIA: JOE COLANGELO
RE: **DOG PARK SITE SELECTION CRITERIA AND PROCESS**
FR: DEAN PIERCE
DA: OCTOBER 6, 2017

INTRODUCTION

On September 26, Selectboard members received and briefly discussed a preliminary proposal relating to the siting of a dog park. The board's October 10 agenda is expected to include an action item relating to the same topic. This memorandum transmits a somewhat refined version of the proposal. It is my understanding that the action being contemplated is Board approval of the site selection criteria and process, and implementation of the process under the direction of the Town Manager.

PROCESS

The site selection process recommended by staff will incorporate the following steps:

1. Adoption of selection criteria by Selectboard (see pages 2-3);
2. Creation of site selection advisory committee, which shall include staff;
3. Development of weights for selection criteria;
4. Identification of possible sites and presentation to advisory committee;
5. Evaluation of potential sites (using evaluation criteria and weights) by advisory committee; and
6. Calculation of score for each potential site; and
7. Generation of a prioritized list of sites.

WEIGHTING

As mentioned in an earlier memo, the purpose of weighting is to establish the relative importance of each selection criterion. For this project, weights will be developed using an approach that is objective and structured. Weights will be calculated based on detailed input provided by members of the site selection committee.

IDENTIFICATION OF POSSIBLE SITES

Up to ten potential sites will be identified based on a) input from advisory committee members, b) review of GIS and other data, and c) public solicitation. Sites will be mapped and presented to advisory committee members for preliminary discussion. Appropriate revisions will be incorporated prior to scoring.

EVALUATION OF SITES

Advisory committee members will evaluate each site using the selection criteria adopted by the Selectboard and the measures proposed by staff. Each committee member will assign a numeric value to their evaluations of each site under each criterion, which will be recorded in a spreadsheet.

SCORING AND PRIORITIZATION

Numerical evaluations will be averaged and weighted to produce a preliminary list of scored sites. Sites will be sorted by score to produce a preliminary ranking of sites, which will be discussed by the advisory committee prior to presentation to the Selectboard.

PROPOSED CRITERIA

Staff are requesting that Selectboard members endorse the use of the following list of site selection criteria. We are not at this time requesting endorsement of the primary and secondary measures used to evaluate the criteria, or the specific bases for each evaluation, as we believe it may be necessary to maintain some flexibility until further internal discussion has occurred. We also believe it should be noted that this list is based on two other lists—one created by staff and the other independently developed by Dog Park Committee members (and yet strikingly similar to staff list).

Please feel free to contact me if you have any questions.

Dog Park Site Selection Process Criteria, and Associated Measures and Bases for Scoring

	Criterion	Primary measure(s)	Secondary measure(s)	Basis for scoring, primary	Basis for scoring, secondary	Basis for scoring, secondary cont'd
1	Size	Acres in site	Future acres in site (i.e., Room for growth)	100 % of desired size available	Additional 50 -100 % of desired size available	
2	Parking	On site parking	Shared parking	vehicle parking or room for vehicle parking exists on site	vehicle parking or room for vehicle parking exists on adjacent site	
3	Site quality	Levelness	Shading/cooling, centrality	At least 50% desired size < 5-8% slope and no more than 10% > 25% slope	At least 25% of site shaded or shade-able	Within SSA (surrogate for centrality)
4	Accessibility	Presence of sidewalk or path connection	Sidewalk or path potential, easy vehicle access	Sidewalk or path on site	Sidewalk or path within 200 meters	vehicle LOS A or B
5	Utilities	Trash disposal route	Water on site, Electric power on site,	trash pickup available on site or accessible	Water service on site or water accessible	Electric power on site or accessible
6	Compatibility with area	Absence of neighborhood or commercial conflicts	buffer present or potential	Located 100 or more meters from neighborhood, apartment complex, or		
7	Important Resources	Absence of Wetlands or RTE or floodplain		Presence of state or federal wetland, rare/threatened/ endangered species or communities or floodplain		
8	Ownership	Public ownership vs Private ownership		Public ownership presently or "giftable" to town		
9	Development cost	Cost to acquire	Cost to improve	Total dollars	total dollars	
10	Obstacles	Absence of Contamination	Displaces use	Presence of contamination	presence of use that must be relocated	

