

# **City of Scottsbluff, Nebraska**

**Monday, September 20, 2021**

**Regular Meeting**

## **Item Resolut.2**

**Council to discuss and consider action on the Resolution adopting the Outdoor Design Standards Manual and authorize the Mayor to sign the Resolution.**

**Staff Contact: Zachary Glaubius, Planning Administrator**

# Agenda Statement

Item No.

For Meeting of: September 20, 2021

**AGENDA TITLE:** Resolution to adopt the Outdoor Design Standards Manual

**SUBMITTED BY DEPARTMENT/ORGANIZATION:** City of Scottsbluff Parks, Cemetery & Tree Board

**PRESENTATION BY:** Zachary Glaubius, Planning Administrator  
Dan Marshall, PTC Board Chair (Potentially)

**SUMMARY EXPLANATION:** The City of Scottsbluff Park, Tree, and Cemetery Board has sought a uniform design of park amenities throughout the city for both aesthetic and maintenance cost purposes. Over the last six months, staff under the direction of the Parks & Recreation Department and the PTC Board have worked on the Outdoor Design Standards Manual. The Outdoor Design Standards Manual covers park amenities such as benches, tables, and landscaping. In addition to the color scheme of park amenities and park classifications.

**BOARD/COMMISSION RECOMMENDATION:** On August 11, 2021, the PTC Board made a positive recommendation to the City Council for the adoption of the Outdoor Design Standards Manual.

**STAFF RECOMMENDATION:** Staff recommends adoption of the Outdoor Design Standards Plan.

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<b>EXHIBITS</b>				
Resolution <input checked="" type="checkbox"/>	Ordinance <input type="checkbox"/>	Contract <input type="checkbox"/>	Minutes <input type="checkbox"/>	Plan/Map <input type="checkbox"/>
Other (specify)	<u>Outdoor Design Standards Manual</u>			

Rev: 11/15/12 City Clerk

**NOTIFICATION LIST:** Yes  No  Further Instructions   
Please list names and addresses required for notification.

**APPROVAL FOR SUBMITTAL:** \_\_\_\_\_  
City Manager

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Rev: 11/15/12 City Clerk

**City of Scottsbluff**  
**Outdoor Design Standards Manual**  
**August 2021**



**Parks, Tree & Cemetery Board**

Dan Marshall, Chair

Carolyn Escamilla

Larry Cooper

Kasandra Lauder

Megan Hayward

Prepared by City of Scottsbluff Department of Parks & Recreation and  
Department of Development Services

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*Northwood Park*

## Introduction

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This document was prepared with input from the Parks, Tree, & Cemetery Board, Parks & Recreation staff, Public Works staff, and Development Services staff. The principal objective of this document is to create a unique and uniform identify for the entire City of Scottsbluff park system.

The preparation of this document meets the following three objectives:

- The development and utilization of a single standards document by the Department of Parks and Recreation.
- The establishment of a pattern of common elements and an identifiable quality throughout the entire parks system.
- The utilization of consistent, safe, sustainable, and cost-effective materials that are easily maintained and managed throughout the entire parks system.

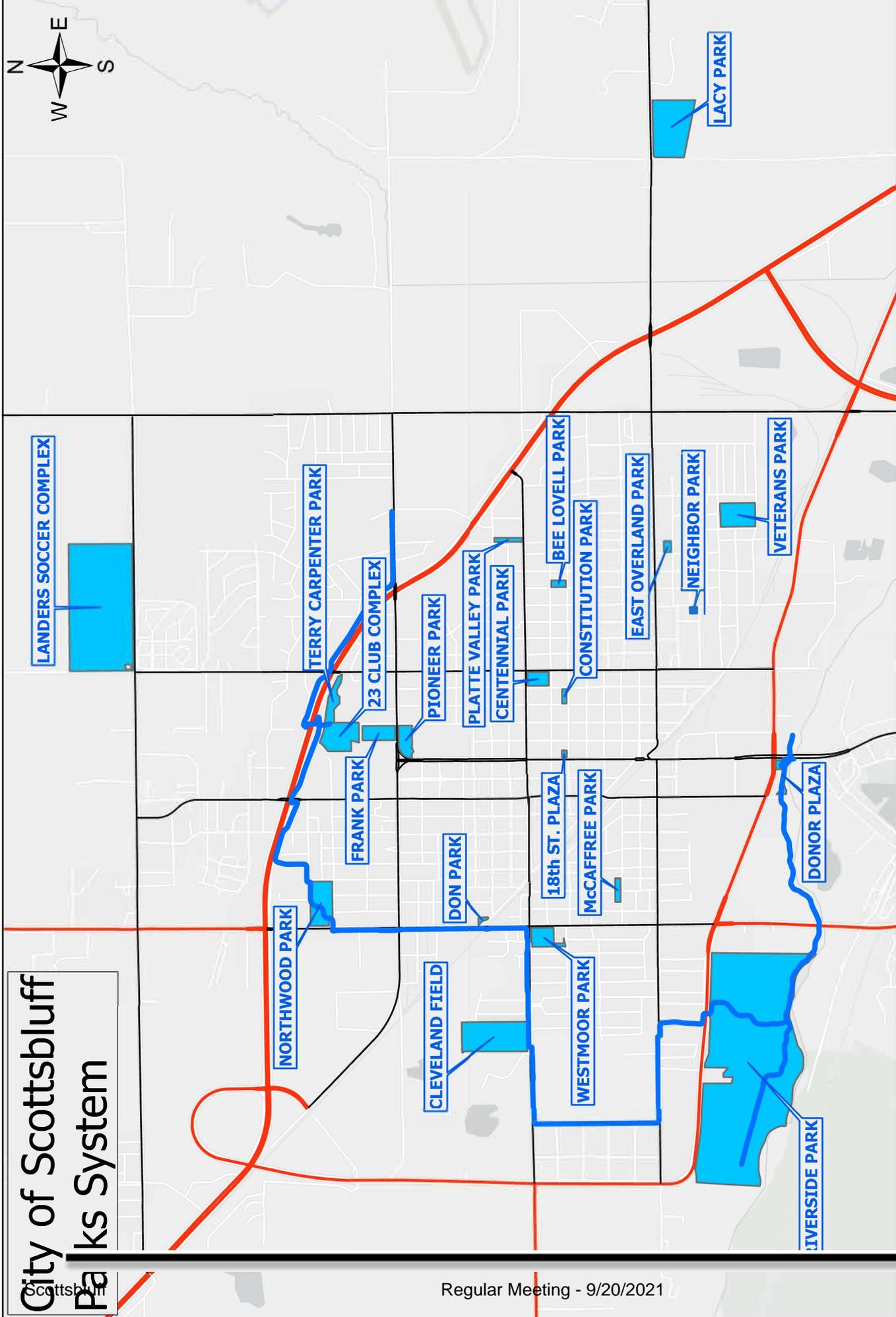
## Key Components:

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The Outdoor Design Standards manual identified standard elements, materials, product information, specifications (as needed), and implementation practices. The main components of the manual are listed below. Each section contains text and images to communicate the City's standards. However, these standards are not to be used for construction, but rather for general guidance for common practices and design elements.

- Park Designations & Park Color Schemes
- Benches
- Tables
- Trash Receptacles
- Pet Waste Stations
- Water Fountains
- Grills
- Fire Rings
- Bicycle Racks
- Bollards
- Signage
- Landscaping
- Trees
- Hardscapes
- Buildings

# City of Scottsbluff Parks System



Monument Valley Pathway  
 Park Area  
 Pathway  
 Main Road  
 Residential

Taylor Stephens  
 City of Scottsbluff GIS  
 Created on August 16th, 2021

OUTDOOR DESIGN STANDARDS MANUAL | City of Scottsbluff

## Park Designation

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This section is to serve as a guide to park development. Amenities include but are not necessarily limited to the listed amenities.

### Destination Park

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**Park(s):** Riverside Park

**Definition:** A municipal outdoor recreational facility that is unique to the Scottsbluff Parks and Recreation system. These parks shall service a variety of ages and attract both local residents and tourists. These parks are typically designed for a full-day experience and are capable of holding large scale special events with supporting amenities.

**Size:** 50+ Acres

**Unique Amenities:** Zoo, campground, substantial riverfront, ponds, dog park

**Typical Amenities:** Athletic fields or areas, multiple playgrounds, trails, benches, multiple restrooms, multiple picnic areas, large shelters, grills, large parking areas, and maintenance buildings.

### Community Park

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**Park(s):** Frank Park, Northwood Park, Pioneer Park, Veterans Park

**Definition:** A municipal outdoor recreational facility that provides a mid-range level of outdoor recreational amenities. These parks shall service a variety of ages with an emphasis on organized sports and recreation. Community parks are built and designed typically for a two-to-three-hour experience.



*Pioneer Park*

**Size:** 4 to 10 acres

**Unique Amenities:** Skatepark, splash pad

**Typical Amenities:** Unlit practice diamonds and rectangular athletic fields, basketball, tennis, and/or volleyball courts, playground equipment, trails, benches, restrooms, picnic shelter, picnic areas, grills, open play areas

## Neighborhood Park

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**Park(s):** Bee Lovell Park, Constitution Park, East Overland Park, Neighbor Park, McCaffree Park, Terry Carpenter Park

**Definition:** A municipal outdoor recreational facility that provides a basic level of outdoor recreational amenities. Limited non-organized group activities are encouraged. These parks shall service a variety of ages with an emphasis on the youth. Neighborhood parks are built and designed typically for a one-to-two-hour experience and should be designed for the demographic groups who use the park.

**Size:** 2 to 10 acres

**Unique Amenities:** Unlit practice diamonds, basketball courts

**Typical Amenities:** Playgrounds, benches, picnic areas, walkways, small picnic shelters, open play areas

## Pocket Park

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**Park(s):** Don Park, Donor Plaza

**Definition:** A municipal outdoor recreational facility that provides a limited level of outdoor recreational amenities. These parks serve as passive places. These parks shall service a variety of ages with emphasis on serving as a social space.

**Size:** Less than 1 acre

**Unique Amenities:** Trailhead

**Typical Amenities:** Green space, picnic area

## Special Use Park

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**Park(s):** 23 Club Complex, Cleveland Field, Lacy Park, Landers Memorial Soccer Complex, Westmoor Park

**Definition:** A municipal outdoor recreational facility serves a specific purpose. Special use parks include athletic complexes and aquatic centers. Each type of site may have specialized design and facility service standards. Special use parks can accommodate large tournaments.

**Size:** Varies

**Unique Amenities:** Lighted baseball/softball fields, stadiums, lighted/unlit soccer fields, swimming pools, water parks, tennis courts, concession stands

**Typical Amenities:** Playgrounds, restrooms, trails/walkways, shelters, picnic areas, benches, parking areas

## Linear Park

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**Park(s):** Monument Valley Pathway, Platte Valley Park

**Definition:** Built connections that link community destinations together. Typically, the linear park is developed for one or more modes of recreation travel such as walking, jogging, biking, or skating.

**Size:** Varies

**Unique Amenities:** Pedestrian Bridge

**Typical Amenities:** Trails, overlooks, trailheads, benches, bike racks, picnic tables, shelters (if appropriate)

## Community Plaza

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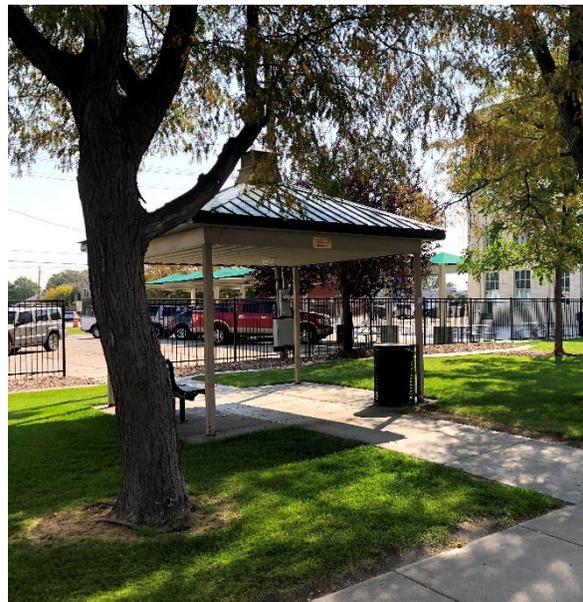
**Park(s):** 18<sup>th</sup> Street Plaza, Centennial Park

**Definition:** A gathering point and gathering area within the community. Community plazas consist of open lawn, landscape areas, and walkways that accommodate informal active and passive recreational activities, small gatherings and events, as well as large scale events.

**Size:** Varies

**Unique Amenities:** Outdoor stage, outdoor art features, fountains, seat walls, decorative pavers/concrete,

**Typical Amenities:** Tree plantings, landscape areas, benches, picnic areas, pedestrian scale lighting



*18th Street Plaza*

## Park/Area Color Scheme

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All amenities located in the City of Scottsbluff parks system shall be green. Green shades include Hex Code #228B22, #008000, #006400, or similar. Different colors may be permitted by Parks, Cemetery, and Tree Board approval in areas where green may not be in character with the surroundings.

## Tables

### Picnic Table

**Location:** Picnic tables are portable or surface mounted to concrete pads. Concrete pads shall extend 4" beyond the table/bench dimensions to accommodate circulation and maintenance. Picnic tables should be placed in areas with some shade and near other park amenities. Some picnic tables should be contiguous to walkways or have walkways leading to them for disabled access. Picnic tables are not to be used permanently in city plazas or linear parks.



**Model:** Picnic tables shall be made of aluminum for ease of maintenance and mobility. Picnic tables shall have a welded frame. SPR accepts Kay Park Recreation 6CJGA or 8CJGA, 6' or 8' length or approved equal.

### Plaza Table

**Location:** Plaza tables shall be located on concrete pads. Pads shall extend 4" beyond the table/bench dimensions to accommodate circulation and maintenance. Tables shall be contiguous to walkways or have walkways leading to them for disabled access.

**Model:** SPR accepts Barco Products 07CL2921 | 07CL2922, Kirbybuilt VCJ1876 | VCJ 1877, Treetop Products 1ZV6247 | 1ZV6248 or approved equal. Plaza Tables shall be powder coated and green in color.



## Park Bench

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**Location:** The rolled slat bench is to be used in all park areas to help visually define City of Scottsbluff parks. Park benches should be placed on a concrete pad when located in a lawn area. Benches along walkways and pathways should provide an area for accessible seating. Benches should not impede circulation.

**Model:** Scottsbluff Parks and Recreation (SPR) accepts any of the specified rolled slat benches: BarcoProducts 02CL1371, Kirbybuilt VCJ1205, Alpine Park Products APP1274, 6' length, surface mount, powder coated benches, or approved equal. Benches shall be green in color (see Table 1). Benches may be backless if necessary.

**Memorial Benches:** Memorial benches can be purchased through SPR. The cost for a memorial bench includes the bench, concrete pad, and commemorative plaque. Coordination of the bench location is made with the donor and the Parks & Recreation Department.



## Trash Receptacle

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**Location:** Trash receptacles shall be located in easily accessible areas for ease of pickup and strategically placed to reduce littering. Trash receptacles near benches shall be a minimum of 8' away from a bench.

**Model:** SPR accepts the following single receptacles: Barco Products 08CL1420, Kirbybuilt KWR-15, Treetop Products TWR-15 or approved equal. Receptacles shall be powder coated and green in color.



SPR accepts the following double receptacles: Barco Products 08CL1708, Kirbybuilt KWR106, Treetop Products TWR-106 or approved equal. Double receptacles shall be powder coated and green in color.

## Pet Waste Station

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**Location:** Pet waste stations shall be located in/near high traffic areas such as at major parks, dog parks, and pathways. Pet waste stations shall be located in accessible locations to facilitate usage and accommodate maintenance.

**Model:** SPR accepts the following models: Barco Products 03CB1765, Kirbybuilt VLF3045, Treetop Products 4YR4431 or approved equal. Dispensers shall dispense headers of bags to reduce unnecessary dispensing.



## Drinking Fountain

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**Location:** All parks should include a minimum of one drinking fountain when utilities permit (pocket parks optional). Drinking fountains shall be operated seasonally from Spring to Fall under the discretion of the Parks Director. Drinking fountains shall be located at minimum of 50 feet from playgrounds to minimize the transfer of mulch and sand to the fountain.

**Model:** SPR accepts the following models: Elkay LK4420 | LK4420DB or approved equal. Drinking fountains shall be green in color. High/low fountains shall be used for disabled access when appropriate. Pet water fountains shall be located near dog parks and where appropriate.



## Grill

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**Location:** Grills or barbeques shall be located outside of circulation routes. Grills shall be conveniently located near picnic tables/shelters, but away from overhands, low branches, eaves, or other overhead obstructions. Grills in lawn areas shall have a concrete pad to serve as a mow strip. The City of Scottsbluff Fire Marshal shall review and make a recommendation on proposed locations.

**Model:** SPR accepts the following grill models: Barco Products PUP630-3U, Kirbybuilt VUP5010, Kay Park Recreation SB 400 or approved equal. Grills shall be on a pedestal, swivel, and black in color. Grills shall have coil handles to prevent burning and handles shall be welded onto the grate on to prevent removal.



## Campfire Ring

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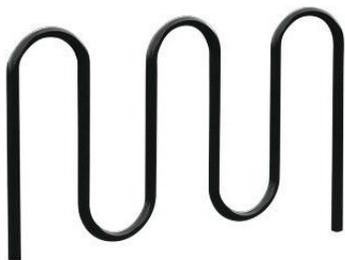
**Location:** Campfire rings shall only be located within Riverside Campground.

**Model:** SPR accepts the following model: Pilot Rock FA-26/7. Fire rings shall have a 26" diameter and black in color. Campfire Rings shall have coil handles to prevent burning and handles shall be welded onto the grate on to prevent removal. The City of Scottsbluff Fire Marshal shall review and make a recommendation on proposed locations.

## Bike Rack

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**Location:** Bike racks shall be located in /near high bike traffic areas such as major parks, swimming pools, and pathways. Bike racks shall be secured.



**Model:** SPR accepts the following bike racks: Barco Products BR-01A, Kirbybuilt KBR-01A, Kay Park Recreation GIG series, or approved equal. Style and color variations may be permitted (excluding the Monument Valley Pathway) with Parks, Tree, & Cemetery Board approval. Bike racks shall be powder coated and green in color.

## Bollards

### Pathway Bollards

**Location:** Bollards should only be installed where unauthorized traffic is a consistent problem. Bollards are not to be routinely used. When possible, bollards shall be located 30 feet in advance of a street intersection to allow the cyclist to fully concentrate on navigation and have adequate time to prepare for said intersection. Bollards shall be used in odd numbers to prevent a central pathway and have a 6' spacing.

**Model:** SPR accepts the model Barco Products 06FG2738 or approved equal. Bollards shall be a minimum of 40" tall. Pathway bollards shall be consistent and yellow in color. Bollards shall be permanently reflectorized and non-collapsible.



### Plaza Bollards



**Location:** Plaza Bollards shall be used in major parks, high visibility areas, and plazas such as the Broadway Corridor, 18<sup>th</sup> Street Plaza, Lied Scottsbluff Public Library, and Centennial Park. See Pathway Bollards for guidelines on bollard placement.

**Model:** SPR accepts the model Post Guard RMB436SS EMBx12 or approved equal. Bollards shall be a minimum of 36" tall, removable, and stainless steel in color.



*Lacy Park*

## Signage

Signage throughout the City of Scottsbluff parks system shall be consistent in design, color, and font to allow users to easily identify city parks.

### Identification Signage

**Location:** A minimum of one Identification sign shall be located at each City of Scottsbluff Park. Signs shall be mounted near and perpendicular to near streets and sidewalks. Identification signs must meet the City of Scottsbluff sign code and setback requirements. Destination parks, community parks, and special use parks should have signs at appropriate major entrances. Neighborhood parks, pocket parks, and city plazas should have one identification sign per park. Linear parks should have one identification sign per trailhead. All identification signs shall be landscaped around the base to prevent damage from mowers, string trimmers, and other equipment.

**Model:** See Appendix II. Identification signs are to be HDPE recycled plastic (Blue/White/Blue). Sign panel color shall be blue (HEX 37499f). Background shall have engraved white letters and graphics and double-sided. The City of Scottsbluff Place of Opportunity logo shall be engraved in white. The bluff and river elements and border shall be engraved in white.

Font shall be Raleway Heavy or approved equal. Dominating text (i.e. park name) shall be 5" or 6". In most small park identification signs will utilize 5" while large park signs shall utilize 6" letters. The ultimate determination of letter height shall be based on the surrounding environment, the signs' placement, and the viewing distance. For long park names, the use of two lines is recommended.

Identification sign faces should be a 3:4 ratio. Identification signs are to be post mounted at the ends with chamfered tops or attached to a monument style base. Posts shall be 6" x 6" and made of recycled plastic. The monument style base shall reflect the character of the site. Monument style base signs shall be subject to SPR review and Parks, Cemetery, and Tree Board approval.



## Directional/Wayfinding Signage

**Location:** Freestanding directional signs shall be located along walkways and pathways to identify trails or to provide direction at intersections.

**Model:** See Appendix II. Directional signs are to be HDPE recycled plastic (Blue/White/Blue). Sign panel color shall be blue (HEX 37499f). Background shall have engraved white letters and graphics and double-sided. The City of Scottsbluff Place of Opportunity logo shall be engraved in white. The bluff and river elements and border shall be engraved in white. Directional arrows shall be consistent throughout parks system.

Font shall be Raleway Heavy or approved equal. Dominating text (i.e. park name) shall be 5". The ultimate determination of letter height shall be based on the surrounding environment, the signs' placement, and the viewing distance.

Directional sign faces should be a 4:3 ratio. Directional signs are to be post mounted in the center. Posts shall be 5" x 5" with chamfered tops.



*Veterans Park*

## Landscaping & Turfgrass

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### Landscape Design

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Landscaping should aesthetically complement and enhance the overall design of a park while serving a functional purpose. Aesthetics' should be weighed against maintenance considerations.

### Plant Layout

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Plants shall be grouped by species water requirements. Park plant plans shall focus on trees and shrubs with limited perennial beds. Annual plants are permitted with Parks, Tree, & Cemetery Board recommendation. Plant spacing shall permit normal development without undue crowding or trimming. Shrubs and evergreen trees shall be spaced a minimum  $\frac{3}{4}$ " mature diameter from all walkways.

### Plant Selection

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Plants shall be species that are relatively disease and pest free and require minimal trimming to be maintained in a safe and attractive condition. SPR retains the right to prohibit any plant material generally known to require excessive maintenance because of factors such as, but not limited to, disease, pest control, troublesome root development, ultimate size, and difficult growth habits. No plants from the Prohibited Plant List may be planted in the parks system or on city owned/leased property.

### Minimum Planting Sizes

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Plant Type	Size
Deciduous Shade Tree	1.5" caliper
Deciduous Ornamental Tree	1.5" caliper
Evergreen Tree	5' height
Multi-Stemmed Ornamental Tree	7' height
Shrub	2 Gallon
Perennial & Ornamental Grass	1 Gallon

### Existing Vegetation

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Existing vegetation should be evaluated to determine its value to a park. Tree size and function, remnant native plant communities and wildlife habitats are examples of criteria to judge plant value. (See 802.6 of City of Scottsbluff Standards and Specifications for the Design & Construction of Public Improvements)

## Turf

Turf should be of a low water and low growing variety. See table for turf guidelines

Seed	Blend of Kentucky Bluegrass and Turf Type Tall Fescue
Sod	Kentucky Bluegrass or Turf Type Tall Fescue
Athletic Field Turf	Kentucky Bluegrass and/or Turf Type Tall Fescue with improved drought resistant varieties and suitable for vigorous athletic field use
Low-Water Turf	Buffalograss or other approved variety
Temporary Seed	Temporary seeding should occur where disturbed areas have a period of exposure of one year. Acceptable grasses include annual ryegrass and six weeks fescue

## Planting Beds

Planting beds shall consist of groupings of shrubs, perennials, and ornamental grasses to achieve a proper massing of vegetation. Planting beds should achieve year-round visual interest. Sight triangles shall not be impeded by planting beds. Planting beds shall be completely mulched with 3” of shredded hardwood mulch.



*Centennial Park*

## Trees

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Dependent on location, a tree is identified as a park tree or street tree.

### Park Trees

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Park trees are trees and shrubs in public parks of the City and other areas in the City which are owned by the City or in which the City owns an interest (not including public streets and alleys), or which are leased to the City. (Code 15-1-22).

**Diversity:** Expansive monocultures of tree species are prohibited in a park\*. Maximum percentage of 25% of one species on a site is permitted. \*23 Club Complex, Terry Carpenter Park, Frank Park, and Pioneer Park should be considered as one park.

**Planting Location:** Trees planted in turf areas shall be spaced to permit the most effective use of mechanized maintenance equipment and operation of an irrigation system. There should be a 15' spacing between trees and other vertical objects in a park. Trees should not be placed close to a concrete walkway as not to cause heaving, and evergreen trees shall be spaced a minimum ¾" mature diameter from all walkways.

**Planting Specifications:** Trees planted in mulch shall have a 48" minimum diameter and 3" deep mulched tree ring. Mulch shall not be mounded up around the trunk of trees. No trees from the Prohibited Plant List may be planted. Trees should be planted between September 1<sup>st</sup> and May 15<sup>th</sup>. All other dates will be considered out of season.

### Street Trees

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Street Trees are all trees and shrubs situated within the right of way of any public street of the City. A tree or shrub shall be deemed to be so situated if the trunk, or any part thereof, is situated within the right of way. Trees and shrubs which in the course of normal growth will become so situated shall be deemed to be so situated at the time of planting. (Code 20-7-7)

**Diversity:** Expansive monocultures of tree species are prohibited in a park or city owned/leased areas. Maximum percentage of 25% of one species on a site is permitted.

**Planting Location:** Planting locations must meet those established in Code 20-7-17.

**Planting Specifications:** Street tree clearance for streets shall not be less than 12' and clearance for sidewalks shall not be less than 10'. Tree pits in sidewalks should be at a minimum 5' wide by 15' long to provide large rooting areas. Tree gates shall have expandable center openings and must meet current ADA requirements. Infill trees should be planted to follow spacing and alignment of the original tree plantings unless the original location is unsuitable for the replacement tree.

## Hardscapes

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### Walkways

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**Walkway Design:** Primary walkways, includes pathways, shall be a minimum width of 10'. Secondary walkways shall be a minimum width of 8', and tertiary walkways shall be a minimum width of 5'. Walkways shall meet ADA guidelines and meet the requirements set forth by the City Engineer. All walkways shall be constructed of concrete unless approved by the City Engineer. Asphalt surface trails shall only be allowed in unique situations approved by the City Engineer. Alternative trail materials such as crushed rock may be used in unique situations in rural areas.

**Walkway Location:** Walkways should be provided from the public walkway or right-of-way to the main entrance of all buildings and active amenity areas. Walkways shall connect to areas of pedestrian activity such as, but not limited to, transit stops, street crossings, buildings, and major site amenities.



*Frank Park*

## Buildings

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Buildings and structures in the SPR parks system should be green and tan in color or complement the character of the surroundings. In addition to required permits, all plans for buildings in the City of Scottsbluff Parks system shall be reviewed by the acting Park Director and Parks, Cemetery, and Tree Board.

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, the City of Scottsbluff (“City”) has created a Park, Cemetery and Tree Board (“Board”) in the Scottsbluff Municipal Code.

WHEREAS, the Board, among other things, has the duty to make recommendations and advise the City Manager in regard to the development, improvement and management of the parks and cemeteries of the City.

WHEREAS the Board met on August 11, 2021 and as part of the meeting passed a motion to make a positive recommendation to have the City Council adopt the Outdoor Design Standards Manual.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Scottsbluff, Nebraska:

Upon the positive recommendation of the Board, the City Council now adopts the Outdoor Design Standards Manual, and future amendments thereto, to identify standards and implement practices to be used for construction and design elements in the City’s parks.

Passed and approved on this \_\_\_\_ day of September, 2021.

\_\_\_\_\_  
Jeanne McKerrigan, Mayor

ATTEST:

\_\_\_\_\_  
Kimberley Wright, City Clerk