

# 2019 Harlow Park Improvements Project

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*2019 Standard and Small Grant Application*

## ***City of Littleton***

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Mrs. Lucy Lucero

## ***Mrs. Lucy Lucero***

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2255 West Berry Avenue  
Littleton, CO 80120

llucero@littletongov.org  
O: 303-795-3863

# Application Form

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## Application Summary

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### Primary Contact Information\*

Please provide information for the primary contact for this project in the following format.

Agency:

Name:

Title:

Telephone:

Email:

City of Littleton  
Keith Reester  
Public Works Director  
303-795-3863  
kreester@littletongov.org

### Grant Category\*

Select One:

- **Standard Grant:** \$100,001 - \$500,000, requiring a minimum of 25% total project cost cash match
- **Small Grant:** \$1,000 - \$100,000, requiring a minimum of 10% total project cost cash match

Standard Grant

### Project Type\*

Select One:

- **Trail Project:** Trail/trailhead construction or improvement, including stream/road crossings and trailhead amenities (such as parking or shelters)
- **Site Improvement Project:** New construction, improvement, repair, or replacement of outdoor recreation facilities or amenities (such as playgrounds, shelters, sports fields, restrooms, or interior trail connections)
- **Environmental/Cultural Education Project:** Eligible projects include outreach materials (such as printed materials, video, or displays), installations (such as signage), or associated outdoor amenities (such as shelters or native landscaping)
- **Acquisition Project:** Eligible projects include fee simple acquisition of land for public open space, parks, or trails; or acquisition of a trail or conservation easement. *Additional application materials are required.*
- **Other Project:** Other allowable projects include stream/habitat restoration, natural re-vegetation, and water quality improvement

Site Improvement Project

**Project Title\***

2019 Harlow Park Improvements Project

**Project Address\***

5101 South Lowell Boulevard, Littleton, Colorado 80123

**Project Location\***

Select a Jurisdiction or Unincorporated Arapahoe County:

Littleton

**GPS Coordinates (Latitude in Decimal Degrees)\***

Example: Dove Valley Regional Park

Latitude: 39.577303

39.623467

**GPS Coordinates (Longitude in Decimal Degrees)\***

Example: Dove Valley Regional Park

Longitude: -104.828850

105.035339

**Grant Request Amount\***

\$500,000.00

**Cash Match Amount\***

\$380,000.00

**Total Project Amount\***

Total project amount includes grant request and cash match only. Please do not include in-kind match.

\$880,000.00

**Cash Match Percentage\***

Calculate cash match as % of total project cost.

## Project Partners

List partner agencies if applicable.

South Suburban Park and Recreation District and Littleton Public Schools

## Executive Summary\*

Highlight key points of your proposal, such as project description, goals, need, partnerships, deliverables, etc.

Harlow Park is a neighborhood park in Littleton's Goddard neighborhood. Located along S. Lowell Blvd and W. Belleview Ave., the park is 12.37 acres and consists of three parcels. The two southern parcels are owned by Littleton Public Schools and the northern parcel is owned by South Suburban Park and Recreation District (South Suburban), see attached location maps. South Suburban maintains and operates the entire park and has a lease agreement for the two parcels owned by Littleton Public Schools. Park amenities serve the surrounding neighborhood and the ballfields and pool serves the greater community.

By agreement, South Suburban is the park and recreation provider for the City of Littleton. South Suburban manages and maintains the majority of the park located in the city limits. The remaining park parcels not managed by South Suburban are managed by the City's Public Works Department.

Harlow Park was initially developed in the 1960s. The two skinned ballfields at Harlow Park are reserved each year by several youth baseball leagues throughout the late winter into the fall. There is a grassed ballfield to the southwest, two multi-use fields, four tennis courts, playground, pavilion with picnic tables and grills, restroom enclosure, and swimming pool with a slide, bathhouse and parking.

Grant funds are being requested to help leverage funding for construction of the proposed improvements which include: replace the asphalt tennis courts with post-tension concrete surfacing, replace court fencing, new nets, and the addition of cabana benches. The two ballfield renovations include new backstops, covered dugouts, infield mix, bleachers and players benches. The bleachers will be removed from the hillside behind the northern ballfield and retaining walls will be constructed along the steep hillside. Concrete walks will be constructed to meet American's with Disabilities Act (ADA) standards and provide access to the ballfields. The drinking fountain and restroom enclosure will be replaced. A bench will be provided along Lowell Blvd.

Project goals are to replace outdated park amenities, including the asphalt surface tennis courts, two ballfields, and port-o-let enclosure, while providing accessible routes to the ballfields. These goals meet Littleton's 2016 Park, Recreation and Trails Master Plan goals, objectives and actions which recommends adding ADA access and dugout seating to the ballfields and post tensions concrete upgrades to the tennis courts at Harlow Park.

The planning process is complete and construction documents are shovel ready. A public meeting was held in November 2018 at the Buck Recreation Center and the project was well supported by the residents in attendance. In early 2019, South Suburban posted the proposed project on their website and Nextdoor social media seeking additional comments and received no objections.

The project budget is \$880,000 which is necessary to fund the construction of the proposed improvements. Littleton has committed \$190,000 cash match and South Suburban will contribute \$190,000 for a total cash match of \$380,000 (43% of the project total). In addition, Littleton and South Suburban will each hold an additional \$60,000 for construction contingency. Project management for construction will be provided by South Suburban. Project deliverables will be a finished project that replaces the outdated park amenities and provides accessibility to the ballfields.



## ***Minimum Qualifications and Eligibility***

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### **Question 1\***

**Is the applicant in good standing with Arapahoe County Open Spaces? Discuss recent performance (past five years) and list all open Arapahoe County Open Space grants. List any other applications your agency is submitting in this grant cycle.**

The City of Littleton is in good standing with Arapahoe County Open Spaces. The City provides required documentation in a timely manner and does not owe outstanding funds to nor have reporting documentation due to ACOS Grants. Our active ACOS Grant Projects are:

- Phase I River Integration at Hudson Gardens (2016 Standard Grant)
- Bowles Grove (2017 Standard Grant) with a spring 2019 completion
- Field Elementary School playground Improvements (2018 Standard Grant)

City of Littleton is submitting the following ACOS Grant applications in 2019:

- 2019 Reynolds Landing Phase 2 Park Improvements (ACOS Planning Grant)
- 2019 Options Secondary at Whitman School Playground Renovation (ACOS Standard Grant)

### **Question 2\***

**How does this project align with the Arapahoe County Open Space Master Plan, Arapahoe County Bicycle and Pedestrian Master Plan, an agency master plan, or other approved planning documents?**

The proposed improvements for Harlow Park are well aligned with ACOS Master Plan's mission and purpose to maintain and improve neighborhood parks and sports fields.

The improvements meet several of Envision Littleton 2040 Report core values, including a commitment to the outdoors with a health and fitness focus; being a model community through our partnerships with other agencies; and quality of our open space.

Littleton's 2016 Park, Recreation, and Trails Master Plan identified key issues this project addresses, including maintaining the existing quality of level of service and addressing ADA. Goals and objectives include: maintaining existing facilities and working collaboratively with SSPR to evaluate amenities, identify needs, prioritize, and fund SSPR's replacement schedule for park amenities. Harlow Park's high priority items were to add dugout seating and ADA access to ballfields, replace the tennis court with post-tension, and comply with ADA by working collaboratively with SSPR to implement their current ADA transition plan.

SSPR 2017 Master Plan provided guiding principles and top ten opportunities for improvement. The project aligns with the opportunity of Community Park and Multi-Purpose Field Improvements. The project aligns with Quality First Upgrade equipment and venues (i.e. sports fields) to support facilities and programs that can increase participation and Enrich Wellness Emphasize accessible, diverse and engaging parks and programming for all ages.

### Question 3\*

**Describe how this project addresses specific objectives in the Arapahoe County Open Space Resolution #030381/#110637.** *The resolution is available on the Open Space website.*

Arapahoe County Open Spaces resolution #030381/#110637 objectives are to “provide, maintain and improve parks, open space, sports fields, picnic facilities, and biking, walking and multi-use trails” and “to develop and/or improve neighborhood and regional parks and/or sports fields.” The proposed Harlow Park Improvements project meets these objectives by maintaining and improving outdated sport fields, tennis court facilities, and other park amenities that have reached their end of useful life

### Certification and Authorized Signature Form\*

Please attach completed Certification and Authorized Signature Form as a PDF document. Form must be signed by highest authority in agency or authorized individual. *Required forms are available on the Open Space website.*

Please name your file as follows: *Applicant\_SignatureForm.pdf*

Littleton\_SignatureForm.pdf

## Project Timeline

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### Project Timeline Form\*

Please attach completed Project Timeline Form as a PDF document. *Required forms are available on the Open Space website.*

Please name your file as follows: *Applicant\_TimelineForm.pdf*

Littleton\_Timeline Form.pdf

## Project Budget

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### Budget Narrative\*

**Provide a clear and concise budget narrative. Include details about expenses in each budget category, justification for any unusual line items, and an explanation of how you arrived at these estimates. Include amounts and sources of cash/in-kind match.**

The Harlow Park Improvements project construction budget is \$880,000. Littleton and funding partner, South Suburban, have each committed and secured a cash match of \$190,000 for a total cash match of \$380,000 (43% of the project total). In addition, Littleton and South Suburban have set aside an additional \$120,000 for construction contingency.

Project costs were calculated by DHM Design utilizing recent construction costs for similar projects. DHM Design has extensive experience in park and recreation construction cost estimating, and we are confident the estimates shown below reflect current construction costs.

Permit and professional services (\$7,150): permits (Littleton has waived permit fees), bid advertisements, and third party materials testing.

Site Work (\$332,870): includes mobilization, construction survey, construction fencing and tree protection, erosion control, site preparation and demolition, grading, drainage improvements, concrete flatwork, retaining walls, and retaining wall repairs.

Tennis Court Improvements (\$291,230): includes post-tension concrete courts, fencing, nets, scorekeepers with trash cans, windscreens, and cabana benches.

Ballfield Improvements (\$162,450): includes backstops and fencing, covered dugouts, player's benches, and bleachers.

Site Furniture (\$24,250): includes drinking fountain, park bench, and restroom enclosure.

Landscaping (\$62,050): includes sod and irrigation repairs, new irrigation for the shrub bed, shrubs, trees, and mulch.

## Budget Forms\*

Please attach completed Summary Budget Form and Detailed Expense Budget Form as a single PDF document. *Required forms are available on the Open Space website.*

Please name your file as follows: *Applicant\_BudgetForms.pdf*

Littleton\_Budget Forms.pdf

## Project Narrative

### Question 1\*

**Describe the project goals, scope, expected results, and deliverables. Describe project elements, including useful life. Discuss the current condition of the project site and what improvements are proposed. Discuss how this project improves access to the outdoors, connectivity, and/or educational opportunities.**

The Harlow Park Improvement Project will replace outdated park amenities that are at their end of useful life to meet the goals of the City, County and South Suburban Master Plans. Providing ADA access to the ballfields and other park amenities will increase the opportunity for use by the disabled community. The project scope of work includes the following elements:

- Renovate the two skinned ballfields with new backstops, covered dugouts, bleachers, players benches, and new infield mix
- Provide ADA access to the ballfields per current guidelines and replace broken/cracked concrete walks as necessary
- Renovate the four tennis courts by replacing the asphalt surfacing with new post-tension concrete surfacing, new fencing and gates, nets, scorekeepers with trash receptacles, windscreens, new stairway, and repair retaining wall located east of courts at the parking lot
  - Replace restroom enclosure
  - Replace drinking fountain and relocate along accessible trail
  - New park bench

Two tennis courts were originally constructed around 1963 and expanded to four courts in the mid-1970s. The court surfacing is constructed of asphalt. Asphalt court surfacing has an expected life span of approximately 20 years with an annual maintenance commitment. The asphalt surfacing at Harlow Park courts has reached the end of its useful life and replacement is now overdue. Each spring, the courts are repaired by South Suburban's maintenance staff and the surface shows years of crack seal repairs and touch

up paint. The courts are not well used due to the amount of cracks and uneven surfaces which affect how the tennis ball bounces.

Post-tension concrete is more expensive to install than other court surfacing, but in the long term requires far less maintenance and has a longer life expectancy. Post-tension court surfacing resists cracking over a longer period of time and thus significantly reduces maintenance costs over its 30 plus year life span. The concrete retaining wall on the north and west sides of the court will remain. New fencing, gates, wind screens, nets, and scorekeepers with trash receptacles will be installed. Cabana benches will be provided between the courts.

The two ballfields were constructed in the early 1960s. Backstops generally have a life span of over 30 years, depending on amount of use, vandalism and treatment of the chain link fabric by players. New backstops, kickboards, covered dugouts, player's benches, and bleachers will be installed. The infield will be regraded for better drainage and new specially formulated infield mix will be installed. Fenced and covered dugouts with benches will be provided to protect players from sun and rain which will improve their experience.

Harlow Park was constructed several decades prior to ADA standards and there is no question the ballfields require updating to meet today's standards. There is no accessible access route nor seating for players or their families. Cross slopes behind the dugout at the northern ballfield exceed 2% and the soil beneath the bleachers has eroded over the years making the distance from finished grade to the first bench far greater than 18". Retaining walls will be constructed along the hillside at the northern ballfield and bleachers will be added for spectator seating. In order to provide accessible parking, a mid-block ramp and signed accessible parking is proposed along S. Mabre Ct. and will connect to an accessible route pending the City's approval.

The restroom enclosure was constructed in the early 2000s. The typical lifespan is 25 years or more but because the port-o-let structure is located adjacent to turf grass, it receives additional moisture from irrigation overspray, which caused it to rust compromising the structural integrity of the structure. Irrigation will be modified to direct water away from the new enclosure.

The drinking fountain on the west end of the park will be replaced and located along the new walk to the northern ballfield. During the public process, a request was received for a bench along Lowell Blvd for a short rest for dog walkers. A bench will be located under the canopy of a shade tree along Lowell Blvd. and the fountain will include a dog bowl feature.

The sidewalk along the southern end of the pool was replaced around 1999. The life span of concrete varies, but it is typically greater than 20 years. There are several cracked stones and the drainage is in need of improvement. The entire length of walk will be replaced and the drainage under the ramp will be replaced. Small sections of cracked curb will be replaced in the southern end of the parking lot. The concrete block wall along the east end of the tennis courts will remain and the missing or cracked blocks will be replaced.

Harlow Park improvements will improve access to the outdoors by providing updated and improved recreational amenities and creating universally accessible routes to the ballfields for players and spectators alike. The project will deliver newly surfaced and fenced tennis courts, updated ballfields with covered dugouts, and accessible improvements which align with multiple master plans and meet or exceed our community's expectations.

## Question 2\*

**Describe the community/neighborhood and user groups the project will serve. Discuss the type of users (children, families, seniors, sports leagues, etc.), and estimate the number of users that will benefit annually.**

**How did you arrive at this estimate?**

*Include up to five community support letters in the Attachments section.*

As a neighborhood park with many attractive amenities that serve the surrounding neighborhood, Harlow Park offers recreational opportunities enjoyed by the greater community. The proposed ballfield renovations will serve three youth baseball leagues including Dry Creek, Warriors, and Thunder Baseball that reserve the fields from late February to early September. In 2018, the three leagues served 1,153 youth ages 4 to 16. The multi-purpose fields are utilized by South Suburban lacrosse and flag football programs. Littleton Soccer Club plans to use the Harlow Fields in 2019 due to field closures elsewhere in the District.

Tennis is not currently programmed by South Suburban due to the condition of the courts and there is no data on the number of players utilizing the courts at Harlow Park. If the new courts are constructed, South Suburban's Recreation Department plans to repaint the courts for Junior USTA league use, expanding youth tennis programming opportunities within the District.

Harlow Park is bordered by a small commercial strip to the east, two churches to the north, and single family residential surrounding the south and west sides of the park. There are 1,844 households and 4,655 residents that live in Arapahoe County Census Tract 56.19. Of this population, 927 residents, or 19.9%, are 19 years of age or younger and 713 residents, or 15.3%, are 65 years or older. Littleton's population in this western subarea is expected to grow rapidly at a rate of 3.53 percent through 2020 and continue this growth rate through 2040 (2000-2040 Forecast by Esri Business Information Solutions based on 2010 U.S. Census).

**Question 3\***

**Discuss the need and urgency for this project. Was the project prioritized in a master plan or other planning document? Is this part of a multiphased project? What opportunities will be lost if this project is not funded now?**

Based on public input obtained during Littleton's 2016 Park, Recreation and Trail Master Planning process, the age of park amenities, and as identified in South Suburban's 2013 ADA Transition Plan that documented the need for ADA access to the ballfields, Harlow Park improvements are a top priority for both the City and South Suburban Parks and Recreation. The improvements are needed to provide safe, accessible, and improved amenities to meet our City's growing population.

The master planning process found maintaining and improving existing facilities was ranked very high by Littleton's residents. The ballfields are heavily used during the playing season by youth leagues. Providing updated amenities will provide ADA access for players and spectators alike. Covered dugouts will provide shade for UV protection and a break from the heat during play.

As would be expected for their age, the existing tennis courts are in poor condition and need replacement. Surfacing cracking affects the bounce of the tennis ball and can be a tripping hazard during play. The patchwork of repairs make determining boundary lines difficult and do not present the appearance of a quality usable tennis court.

The City of Littleton and South Suburban jointly recognize the proposed Harlow Park improvements as a high priority and have committed funding for construction. The project is 100% shovel ready for construction and grant funding from Arapahoe County Open Spaces will support our partnership funding with South Suburban to commence construction on the proposed improvements. Without the Arapahoe County grant, the project match funding may be used for other projects or the project will need to be significantly reduced in scope minimizing what the neighborhood and athletic user groups are expecting from the public process. This will adversely impact our neighborhood and community that utilizes the ballfields and tennis courts by limiting opportunities for ADA access and having substandard tennis courts and ballfields.

#### Question 4\*

**Summarize any planning completed prior to submitting this grant proposal. Is design and engineering complete? Does the project necessitate a zoning change? List any permits or approvals that need to be obtained (county or city planning, stormwater, federal 404 permit, etc.) and their status.**

*If applicable, include eligible planning costs in the match section of the Detailed Expense Budget Form (costs must be incurred within 90 days of application submission and pre-approved by grants program staff) and include proof of any such expense in the Attachments section.*

The project construction documents for Harlow Park are 100% complete and ready for bidding. The construction documents were completed by DHM Design a professional landscape architect firm retained by the City and South Suburban.

A pre-application meeting was held in September 2018 with South Suburban, the landscape architect, and Littleton planning staff. South Suburban initiated the sketch plan process and at the time of writing this document, the process is nearing completion. Permits required for construction include a grading and erosion control permit, Colorado Department of Public Health and Environment Stormwater Management Plan (SWMP) permit, and a building permit for the fencing. The dugouts at the northern ballfield are located within the 20 foot setback and will require an administrative variance from the City.

No zoning change is required for this project as it is located within an existing park and the City and South Suburban are proposing to renovate existing park amenities.

#### Question 5\*

**Describe how the project will be completed within the required two year timeframe. Discuss the agency's capacity to complete the project, including project management, resources, and experience implementing similar projects.**

Construction documents for Harlow Park are 100% complete and ready for bidding. The final sketch plan review process is anticipated to be complete by June. Pending grant approval, Harlow Park Improvements will be publicly bid by South Suburban in August 2019. The construction contract will be presented for consideration of approval by South Suburban's Board in late September 2019. Permitting would be finalized by early October 2019.

South Suburban anticipates construction to start in the autumn of 2019 and be completed by late June 2020. Demolition of ballfields will begin in October and be completed by spring 2020 for youth league practice. The tennis courts construction would begin in January. This nine month construction window allows for winter weather, the need for the concrete surfacing of the courts to cure for 28 days prior to applying the tennis court painted surfacing, and the need for the overnight low temperature to be greater than 40 degrees prior to applying the painted surfacing. Overnight low temperatures consistently reach 40 degrees around mid-May/mid-June. Arapahoe County Open Spaces recognition signage will be installed in June. A grand re-opening celebration will be scheduled for July 2020.

Construction project management will be provided by South Suburban planning staff. South Suburban staff regularly manage the construction of parks and recreation facilities within Littleton and other municipalities including Bow Mar, Centennial, Columbine Valley, Englewood, Littleton, Lone Tree and Sheridan. Recently completed or under construction Arapahoe County Open Spaces grant projects jointly funded by Littleton and SSPR include Bowles Grove, Charley Emley Park, Progress Park, and Sterne Park.

### Question 6\*

**Summarize any efforts to obtain public input, disseminate information to the public, develop partnerships, and garner community support for this project. Evidence of a transparent public process will be required. List the stakeholders that are involved. Discuss any known or anticipated opposition to this project and how this will be addressed.**

*If applicable, include letters, petitions, or other documents evidencing opposition in the Attachments section.*

The public planning process has been completed for the proposed Harlow Park Improvement project. A Littleton Meet, Greet and Eat was held on July 24, 2018 at Harlow Park and was well attended by residents. City of Littleton and South Suburban staff were in attendance and presented the project on display boards and were available to answer questions. On October 25, 2018, a public input meeting was held at Buck Recreation Center. The renovations didn't create any public controversy and therefore no objections to the proposed park improvements were received at either event. The Littleton Meet, Greet, and Eat was advertised by a road side variable message sign. South Suburban advertised the October public meeting with a sign displayed in the park. Both events were advertised on Littleton's and South Suburban's websites, social media, and in local newspapers. In early 2019, South Suburban posted the proposed renovations on their website and social media and no opposition to the project was received.

Project stakeholders include Littleton Public Schools, and South Suburban.

### Question 7\*

**How much of your planned cash match is secured? If applicable, what are your plans for securing additional funds? Describe cash and in-kind match partnerships established for this project.**

*Include partner support letters in the Attachments section and include cash match from partners on the Budget Forms. Grant recipients are responsible for project cost overruns.*

A cash match of \$380,000 has been appropriated. Littleton is providing \$190,000 which was approved by City Council for the 2019 Budget and adopted by resolution March 5, 2019. South Suburban is matching \$190,000 approved by District's Board in their 2019 Budget. Both the City and South Suburban are financially committed to constructing the proposed Harlow Park Improvements Project. Both the City and South Suburban have each set aside \$60,000 in additional funds for construction contingency.

### Question 8\*

**Describe any scenic, historic, or cultural values associated with the project site. Will they be preserved or restored? Discuss specific natural resources at the site (habitat, water, wildlife, vegetation, etc.) and impacts to these resources as a result of this project. If applicable, discuss environmental sustainability benefits of this project (such as energy or water conservation, water quality improvement, etc.).**

Harlow Park is bounded by a commercial district along S. Lowell Blvd. to the east and public institutions along W. Belleview Ave. to the north. The remainder of the park is surrounded by residential development. Harlow Park was developed in the 1960s and is one of South Suburban's oldest parks. Prior to development the site was used as farmland. The entire site has been developed into parkland and has been maintained with irrigated turf and planted trees and shrubs. Therefore, no natural resources remain on-site. There are no scenic, historic, or cultural resources associated with the project site.

The concrete bleachers constructed on the hillside behind the northern ballfield will be removed and replaced with retaining walls. The hillside between the walls will be planted with xeric shrubs, increasing



vegetative and root coverage, allowing stormwater infiltration and reducing erosion due to the former steep slopes and lack of roots to hold soil in place.

### Question 9\*

**Discuss ownership and legal access at the proposed project site. Detail any third-party rights, easements, or other encumbrances that exist.**

*Provide supporting documentation showing ownership, legal access, and/or permission from landowner in the Attachments section.*

Harlow Park consists of three parcels, two of which are owned by Littleton Public Schools (LPS), 2077-18-1-00-006 (1.42 acres) and 2077-18-1-00-005 (5.825 acres) and one parcel 2077-18-1-00-007 (5.05 acres) is owned by South Suburban, see attached evidence of ownership and site plan. South Suburban manages and maintains all the three (3) park parcels through a lease agreement, please see attached agreement between Littleton Public Schools and South Suburban and ownership information from the Arapahoe County Assessor's office. The lease was renewed in 2019 and expires in 2034, at the time of this writing, the lease is being distributed for final signatures.

There are three easements on the park. A communication easement parallel to Lowell Blvd at the northeast corner of the park and an Xcel Energy electric easement at the northern corner. Neither are within the proposed project area. A third easement for a stormwater line runs through the park from the east to west between the pool and southern ballfield. See attached site plan for locations.

### Question 10\*

**Describe long-term plans for maintaining the project. Who will be responsible for maintenance? Estimate annual costs to maintain the project site, and explain how maintaining the site will affect your agency's budget.**

As the City of Littleton's Park and Recreation provider, South Suburban maintains and operates Harlow Park. South Suburban is committed to provide comprehensive long-term maintenance of the project site including the ballfields, multi-use fields, tennis courts, playground, shelter, pool, parking lot, concrete flatwork, turf and landscaping. Based on historic park maintenance costs and adding estimated annual cost increases, South Suburban spends \$111,757.11 annually to maintain Harlow Park. The proposed improvements will reduce maintenance costs by \$2,500 by eliminating the annual crack seal repairs to the tennis courts. Other renovations in the park are anticipated to have no effect on the annual maintenance costs as the existing amenities are being replaced or renovated with similar amenities.

Long term repair and/or replacement costs of park amenities will be included in South Suburban's on-going operations budget. Park maintenance funds are from annual revenues generated by the District's mill levy. The District is dedicated to provide annual maintenance, as demonstrated by the District over the past 60 years and included in the 2017 Master Plan Opportunities for Improvement 1.2, by providing upgrades to equipment and venues (i.e., sports fields) to support programs that can increase participation.

### Question 11\*

**Describe how this project will address inclusivity per Americans with Disabilities Act guidelines.**

Harlow Park Improvements will address the 2010 ADA Standard for Accessible Design (2010 ADA Standards) including meeting the team or player seating standards and providing an accessible route to each ballfield. One of the City of Littleton's Park, Recreation, and Trails Master Plan objectives is to comply with



ADA accessibility, and Action Item 4.5.b is to work collaboratively with SSPR to implement their current ADA transition plan. South Suburban's 2013 ADA Transition Plan, identifies Harlow Park as non-compliant due to its lack of ADA access to the ballfields and player seating. The scope of work includes constructing 8' wide trails to both skinned ballfields to allow for universal access; accessible space for players will be incorporated to the dugouts, an accessible ramp will be added at S. Mabre Ct. to provide accessible parking and access to the northern ballfield; the northern field will include replacement of a concrete ramp in the parking lot, and cracked/broken concrete trails throughout the park will be replaced.

## Question 12\*

**If successful in obtaining this grant, how will the agency use this project to inform citizens about the value of the Arapahoe County Open Space Sales and Use Tax? Discuss plans for public outreach, signage, celebration, dedication, etc.**

The City of Littleton, South Suburban Parks and Recreation, and Littleton Public Schools will educate residents about the importance of the Arapahoe County Open Space Sales Tax Program through a wide range of outreach opportunities and signage. There will be opportunities to include wording and recognition specific to Arapahoe County Open Space Programs, including general information, sales tax benefits, and grant programs via electronic and web-based communication tools. Additionally, recognition can be given at all special events held at Harlow Park, and celebrations where acknowledgment information about ACOS programs can be shared. The City of Littleton, South Suburban Parks and Recreation, and Littleton Public Schools will place standard signage from ACOS at the entrance of the park. Information will be included in the Littleton Report, which is the city newspaper mailed to residents six times a year, and a ribbon cutting celebration recognizing Arapahoe County Open Space Sales Tax Funds will be hosted soon after completion of the project.

## Attachments

### Attachment 1: Evidence of Support from Highest Authority\*

Please attach evidence of support from the agency's highest authority (official letter or resolution) as a PDF document. At a minimum, this document must include: project title, amount of grant funds requested, statement that matching funds are secured and/or efforts to secure funds are underway (include the amount of matching funds committed), and certification that the project will be open to the public or serve a public purpose upon completion. *A sample resolution is available on the Open Space website.*

Please name your file as follows: *Applicant\_SupportHighestAuthority.pdf*

Littleton\_SupportHighestAuthority.pdf

### Attachment 2: Evidence of Community Support\*

Please attach up to 5 letters of support from users, working groups, community members, volunteers, schools, etc. as a single PDF document. Letters should be specific to the project and dated within the last 6 months.

Please name your file as follows: *Applicant\_CommunitySupport.pdf*

Littleton\_CommunitySupport.pdf

**Attachment 3: Documentation of Opposition\***

Please attach documentation of opposition to the project (such as letters, petitions, articles, etc.) as a single PDF document. If there is no known opposition, please attach a page stating that this section is not applicable.

Please name your file as follows: *Applicant\_Opposition.pdf*

Littleton\_Opposition.pdf

**Attachment 4: Evidence of Commitment from Project Partners\***

Please attach evidence of commitment from project partners (such as partner support letters, commitment to provide cash/in-kind match, or maintenance agreements) as a single PDF document. There is no maximum allowable number of partner support letters. If there are no partners for this project, please attach a page stating that this section is not applicable.

Please name your file as follows: *Applicant\_PartnerCommitments.pdf*

Littleton\_PartnerCommitments.pdf

**Attachment 5: Primary Project Photo\***

Please attach one high resolution photo in JPG format. Please choose the photo that provides the best overall representation of your project. This photo will be used for presentations and/or publications.

Please name your file as follows: *Applicant\_PrimaryPhoto.jpg*

Littleton\_Primary Photo.JPG

**Attachment 6: Photos\***

Please attach photos of existing conditions at the project site (including captions) as a single PDF document. Include conceptual drawings if applicable.

Please name your file as follows: *Applicant\_Photos.pdf*

Littleton\_Photos.pdf

**Attachment 7: Maps\***

Please attach a site map and a vicinity map as a single PDF document.

Please name your file as follows: *Applicant\_Maps.pdf*

Littleton\_Maps.pdf

**Attachment 8: Site Visit Form\***

Please attach a completed site visit form as a PDF document. *Required forms are available on the Open Space website.*

Please name your file as follows: *Applicant\_SiteVisitForm.pdf*

Littleton\_SiteVisitForm.pdf

**Attachment 9: Evidence of Property Ownership/Access\***

Please attach evidence of property ownership/legal access (legal documentation, ArapaMAP, etc.) as a PDF document.

Please name your file as follows: *Applicant\_EvidenceofOwnership.pdf*

Littleton\_EvidenceofOwnership.pdf

**Attachment 10: Other Attachments**

Please attach additional supporting documentation (news articles, cost estimates, etc.) as a single PDF document.

Please name your file as follows: *Applicant\_OtherAttachments.pdf*

Littleton\_OtherAttachments.pdf

**Confirmation**

---

Please click the "I Agree" button below to certify that your application is complete and ready to submit. Once submitted, applications are final and cannot be returned.\*

I agree

## File Attachment Summary

---

### ***Applicant File Uploads***

- Littleton\_SignatureForm.pdf
- Littleton\_Timeline Form.pdf
- Littleton\_Budget Forms.pdf
- Littleton\_SupportHighestAuthority.pdf
- Littleton\_CommunitySupport.pdf
- Littleton\_Opposition.pdf
- Littleton\_PartnerCommitments.pdf
- Littleton\_Primary Photo.JPG
- Littleton\_Photos.pdf
- Littleton\_Maps.pdf
- Littleton\_SiteVisitForm.pdf
- Littleton\_EvidenceofOwnership.pdf
- Littleton\_OtherAttachments.pdf




## Certification and Authorized Signature Form

*Please use this form for the 2019 Arapahoe County Open Spaces grant application.*

By signing this form, I certify that:

- The information included in this application is true to the best of my knowledge.
- If funded, the applicant commits to completing the proposed project.
- If funded, the applicant accepts responsibility for any cost overruns necessary to complete the project.
- If funded, the completed project will be open to the public or will otherwise serve a public purpose.
- If funded, the applicant agrees to maintain the completed project site or to continue its maintenance agreement with a partner agency as outlined in the application.
- I am authorized to sign on behalf of the applicant.

  
\_\_\_\_\_  
Authorized Signature (highest authority in agency or authorized individual)

March 22, 2019  
Date

Mark Relph, City Manager  
\_\_\_\_\_  
Printed Name and Title

2019 Harlow Park Improvement Project  
\_\_\_\_\_  
Grant Project or Joint Project Name

**Project Timeline Form**

Task	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	July 2020
Grant Award Notification												
IGA Executed/Project Start Date												
Solicitation of Vendors												
Project Bid Award(s)												
Permits												
Construction												
Grand Opening												
Final Report												

Summary Budget Form - STANDARD Grants (25% minimum cash match)

Source of Funds	Date Funds Secured	Grant Request	Cash Match	Total Project Funds
Arapahoe County Open Spaces Grant	8/1/2019	\$500,000		\$500,000
Applicant Cash Match	3/5/2019		\$190,000	\$190,000
(SSPRD) Partner Cash Match/Other Funding Source	3/27/2019		\$190,000	\$190,000
Totals		\$500,000	\$380,000	\$880,000

<b>MATCH REQUIREMENTS</b>	Total Project Cost:	\$880,000.00
	Cash Match % Required:	25%
	<b>Required Cash Match Amount</b>	<b>\$220,000.00</b>
	Project Cash Match Budgeted:	\$380,000.00
<i>Minimum Met? Y or N</i>		

**Applicant:** City of Littleton

**Project Title:** Harlow Park Improvements

*\* Please do not include in-kind match on the Budget Forms. Describe in-kind match in the budget narrative and project narrative.*

DETAILED EXPENSE WORKSHEET						
NUMBER	Budget Category	Line Item Detail	ACOS	Grantee	Partner	TOTAL
Code	Description	Description	Grant	Cash Match	Cash Match	
	Professional Services	Permits		\$175.00	\$175.00	\$350.00
		Bid Expenses		\$900.00	\$900.00	\$1,800.00
		Materials Testing		\$2,500.00	\$2,500.00	\$5,000.00
	Site Work	Mobilization		\$43,250.00	\$43,250.00	\$86,500.00
		Site Survey		\$2,000.00	\$2,000.00	\$4,000.00
		Construction and Tree Protection Fencing		\$7,000.00	\$7,000.00	\$14,000.00
		Erosion and Sediment Control		\$5,000.00	\$5,000.00	\$10,000.00
		Site Demolition	\$22,950.00	\$15,025.00	\$15,025.00	\$53,000.00
		Site Prep and Grading	\$5,000.00	\$11,125.00	\$11,125.00	\$27,250.00
		6" Concrete with Fibermesh	\$31,000.00			\$31,000.00
		4" Concrete with Fibermesh	\$4,500.00	\$11,250.00	\$11,250.00	\$27,000.00
		Concrete Curb and Curb and Gutter		\$700.00	\$700.00	\$1,400.00
		ADA Ramp	\$1,800.00			\$1,800.00
		MSE Retaining Wall	\$20,120.00	\$24,400.00	\$24,400.00	\$68,920.00
		Stairs and railing		\$4,000.00	\$4,000.00	\$8,000.00
	Ballfield Improvements	Backstop and Fencing	\$40,150.00	\$5,000.00	\$5,000.00	\$50,150.00
		Covered Dugout	\$40,000.00	\$20,000.00	\$20,000.00	\$80,000.00
		Infield Mix	\$6,000.00	\$6,450.00	\$6,450.00	\$18,900.00
		Bleachers	\$5,400.00			\$5,400.00
		Player's Benches	\$8,000.00			\$8,000.00
	Tennis Courts	Tennis Post-tension Concrete and Fencing	\$283,030.00			\$283,030.00
		Cabana Benches	\$7,800.00			\$7,800.00
		Retaining wall repair		\$200.00	\$200.00	\$400.00
	Site Furnishings	Restroom Enclosure	\$14,000.00			\$14,000.00
		Bench	\$1,250.00			\$1,250.00
		Drinking Fountain	\$9,000.00			\$9,000.00
	Landscaping	Sod		\$13,900.00	\$13,900.00	\$27,800.00
		Irrigation repairs and Irrigation at Shrub Bed		\$15,400.00	\$15,400.00	\$30,800.00
		Shrubs		\$1,350.00	\$1,350.00	\$2,700.00
		Mulch		\$375.00	\$375.00	\$750.00
TOTALS			\$500,000.00	\$190,000.00	\$190,000.00	\$880,000.00
Applicant: <u>City of Littleton</u> Project Title: <u>Harlow Park Improvements</u> Date: <u>March 25, 2019</u>						





**Office of the City Manager**  
2255 West Berry Avenue  
Littleton, Colorado 80120  
303-795-3720

March 22, 2019

Arapahoe County Open Space and Trails Advisory Board  
6934 South Lima Street, Unit A  
Centennial, Colorado 80112

RE: Grant Application for 2019 Harlow Park Improvement Project

Dear Ladies and Gentlemen:

The City of Littleton is pleased to support and partner with South Suburban Park and Recreation District and the Littleton Public School District for the park improvements at Harlow Park. This park serves as a community gathering place as well as offering the availability of ballfields and tennis courts to area residents. This grant will also allow the park to become ADA compliant by improving access to the ballfields and other park amenities.

The City of Littleton has committed up to \$250,000 (\$190,000 cash match and up to \$60,000 for construction contingency) in matching funds for this grant application in the 2019 budget which was approved by Littleton City Council on March 5, 2019. This grant application for \$500,000 serves as the submitting entity on behalf of South Suburban Park and Recreation District and the Littleton Public School District. South Suburban Park and Recreation District has committed to maintaining the improvements at Harlow Park.

We respectfully request your support of this project.

Sincerely,

DocuSigned by:  
A handwritten signature in blue ink, appearing to read 'M. Relph', enclosed in a blue rectangular box.  
1CDF08FFC132401...

Mark Relph  
City Manager

**CITY OF LITTLETON, COLORADO**

**Resolution No. 15**

**Series, 2019**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LITTLETON, COLORADO, ENDORSING AN APPLICATION BY THE  
CITY OF LITTLETON FOR AN ARAPAHOE COUNTY OPEN SPACES  
GRANT FOR IMPROVEMENTS AT HARLOW PARK**

**WHEREAS**, South Suburban Parks and Recreation desires to replace outdated park equipment, improve park amenities, and improve accessible routes to Harlow Park; and

**WHEREAS**, the Harlow Park improvements project is an outdoor park facility open to the public; and

**WHEREAS**, the city has historically cooperated with South Suburban Parks and Recreation and Littleton Public Schools to improve and manage park and recreational facilities for the public. Harlow Park consists of three parcels; two parcels are owned by Littleton Public Schools and one parcel is owned by South Suburban Parks and Recreation; and

**WHEREAS**, the City of Littleton and South Suburban Parks and Recreation have committed to both provide up to \$250,000 each for a total cash contribution of \$500,000 for Harlow Park improvements; and

**WHEREAS**, the City of Littleton has requested \$500,000 for Harlow Park Improvements from Arapahoe County Open Spaces to renovate Harlow Park, including replacing two ballfield backstops with skinned infields, covered dugouts, new infield mix and turf as needed, improving the tennis courts by replacing the asphalt surface courts with new post-tension concrete surfacing, new fencing, new stairway, and repairing the retaining wall located east of the courts, replacing the port-o-let enclosure, and improving accessible routes to the park amenities; and

**WHEREAS**, Arapahoe County provides funding for such projects through the distribution of its Open Spaces Grant monies; and

**WHEREAS**, the city will act as the submitting entity for the application and should the grant be funded, will also act as the pass-through administrator of the grant.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF LITTLETON, COLORADO, THAT:**

1. The City of Littleton approves the grant application and agrees to submit together with South Suburban Parks and Recreation a grant application for

Resolution No. 15  
Series of 2019  
Page 2 of 3

2019 Arapahoe County Open Spaces funds for improvements at Harlow Park.

2. The city, in partnership with South Suburban Parks and Recreation, has appropriated \$500,000 in matching cash funds for said Arapahoe County Open Spaces Grant and authorizes the expenditure of funds necessary to meet the terms and obligations of the awarded grant.
3. The city, in cooperation with South Suburban Parks and Recreation, commits to completing the project, should it be funded.
4. The project site is jointly owned by South Suburban Parks and Recreation and Littleton Public Schools.
5. If the grant is awarded, the city acknowledges its responsibility for the cost of the project including unexpected cost overruns for Harlow Park improvements.
6. Should the project be funded, the city council authorizes the city manager or his designee to sign a grant agreement and grant reports with Arapahoe County.
7. This resolution is in full force and effect from and after its passage and approval.
8. Pursuant to that intergovernmental agreement with the City of Littleton dated the 23<sup>rd</sup> Day of October, 1967, South Suburban Parks and Recreation will continue to maintain the park in a high quality condition, and in accordance with all terms, conditions and obligations contained in that intergovernmental agreement.

INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the

City Council of the City of Littleton, Colorado, on the 5<sup>th</sup> day of March 2019, at 6:30 p.m. at the

Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

ATTEST:

DocuSigned by:

*Wendy Heffner*

Wendy Heffner

CITY CLERK

DocuSigned by:

*Debbie Brinkman*

Debbie Brinkman

MAYOR

Resolution No. 15  
Series of 2019  
Page 3 of 3

89 APPROVED AS TO FORM:

90 

91  
92 CITY ATTORNEY

# Warriors Youth Sports

A Member Club of the Arapahoe Youth League  
Over 50 Years of Providing Youth Sports to the Community  
8160 Blakeland Drive, Unit A  
Littleton, CO 80125

February 22, 2019

Arapahoe County Open Space Department  
6934 S. Lima Street, Unit A  
Centennial, CO 80112

Dear Grant Review Committee:

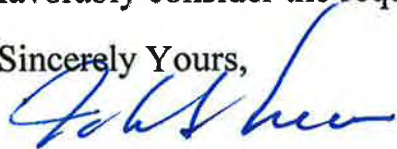
The Board of Directors for Warriors Youth Sports supports the grant application to make improvements to Harlow Park ballfields.

For over 50 years Warriors Youth Sports has provided a wide-range of youth sports to the Highlands Ranch, Littleton and Centennial area. Warriors is a not-for-profit organization used by thousands of families for their children's youth sports interests. At any given time we have hundreds of children registered in each of the seven sports we provide.

The essential element which enables Warriors Youth Sports to provide this valuable service to the communities is the availability of quality athletic fields, gymnasiums and other facilities. Warriors Youth Sports and all of our colleagues who also provide youth sports struggle with the shortage of athletic fields which remain in good shape and are safe for the children. Improvements to Harlow Park ballfields, dugouts and bleachers is essential to maintain the current level of safe and available fields.

We support the grant request for Harlow Park and respectfully ask that you favorably consider the request.

Sincerely Yours,



John S. Gleason, President-Warriors Youth Sports

March 2, 2019

Arapahoe County Open Space Department  
6934 S. Lima Street, Unit A  
Centennial, Colorado 80112

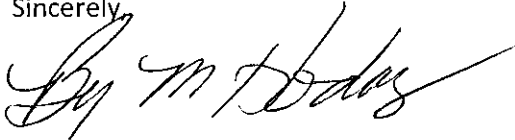
Dear Grant Review Committee,

Please consider this letter a support of South Suburban Parks and Recreation District's proposed plan to renovate the tennis courts at Harlow Park.

United States Tennis Association Intermountain Colorado District have between five and ten adult and youth tennis leagues that utilize South Suburban Park and Recreation District's courts each year. We are excited for the opportunity for additional courts for programming youth tennis.

Please consider the Harlow Park project for an Arapahoe County Open Spaces Grant.

Sincerely,

A handwritten signature in black ink, appearing to read "Becky Hodous", written in a cursive style.

Becky Hodous  
Adult and Junior Programs, USTA Intermountain



Littleton Soccer Club Founded 1960



*"Developing Players for Life"*

March 29, 2019

Arapahoe County Open Space Department  
6934 S. Lima Street, Unit A  
Centennial, Colorado 80112

Dear Grant Review Committee,

The Littleton Soccer Club was founded in 1960 and currently serves over 3,200 children age four through 19. Our organization has worked closely with the South Suburban Parks and Recreation District since 1960 utilizing their facilities throughout the District for the benefit of our members.

We have utilized Harlow Park in the past and are currently scheduling team practices and training at the facility. The majority of the players, along with their brothers and sisters are driven to the park by their parents. While players are engaged during practice, the other children are running the bases on the ball fields, jumping and climbing on the playground equipment. The parents are equally engaged watching practice, supervising the other children and visiting with other parents at the park. It is truly a small community gathering made possible by the park.

Littleton Soccer fully supports the South Suburban Parks and Recreation Harlow Park proposal.

Sincerely,

Lynda Netherton

General Manager



Littleton Soccer Club  
6558 S Acoma Street  
Littleton, Colorado 80120  
(Ph) 303.797.0055 (Fax) 303.797.6536  
[www.littletonsoccer.net](http://www.littletonsoccer.net)



March 1, 2019

Arapahoe County Open Space Department  
6934 S. Lima Street, Unit A  
Centennial, Colorado 80112

Dear Ladies and Gentleman,

Please accept this letter of support for the City of Littleton's grant application for the Harlow Park Improvements project. Arapahoe Youth League Littleton Thunder Club support's the improvements proposed to Harlow Park ballfields. The Littleton Youth Sports (Thunder) Club had 351 youth participants that used the ballfields at Harlow Park last year.

The Littleton Youth Sports (Thunder) support the improvements to the park and the benefit to our players, families and the community. The proposed covered dugouts would provide much needed shade for players to protect them from the afternoon sun. The replacement of the bleachers at ballfield #1 are much needed for the safety and access of our player's family and friends.

Please consider awarding the Arapahoe County Open Spaces Grant to Littleton' for his project.

Sincerely,

Heath M Dorris  
Vice President  
Littleton Youth Sports



March 26, 2019

Arapahoe County Open Space Department  
6934 S. Lima Street, Unit A  
Centennial, Colorado 80112

Dear Ladies and Gentleman,

Please accept this letter of support for the City of Littleton's grant application for the Harlow Park Improvements project. Dry Creek Little League Baseball supports the improvements proposed to Harlow Park ballfields.

Dry Creek Little League Baseball supports the improvements to the park and the benefit to our players, families and the community. The proposed covered dugouts would provide much needed shade for players to protect them from the afternoon sun. The replacement of the bleachers at ballfield #1 are much needed for the safety and access of our player's family and friends.

Please consider awarding the Arapahoe County Open Spaces Grant to Littleton for this project.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kathie Hart". The signature is written in dark ink and is positioned above the printed name.

Kathie Hart  
Dry Creek Baseball  
6882 E. Heritage Place S.  
Centennial, CO 80111

## **Documentation of Opposition**

Documentation of opposition and responses.

**None received.**

6631 S. University Blvd.  
Centennial, CO 80121  
303.798.5131

March 15, 2019

Arapahoe County Open Spaces  
6934 S. Lima Street  
Centennial, Colorado 80112

Dear Grant Review Committee,

South Suburban Park & Recreation District supports the City of Littleton's grant application for the Harlow Park Improvements. As a funding partner, the District is providing \$190,000, or 50% of the cash match, for an Arapahoe County Open Spaces grant for Harlow Park. The proposed project includes renovations to the two skinned ballfields and four tennis courts, adding retaining walls, creating accessible routes to the ballfields and tennis courts, new port-o-let enclosure, park bench and drinking fountain.

As City of Littleton's park and recreation provider, and owner and lease holder of Harlow Park, the District is committed to provide continuing long-term comprehensive maintenance for Harlow Park. The project will benefit both the Goddard neighborhood residents, residents of Littleton, and residents throughout South Suburban, including youth baseball leagues.

The District urges Arapahoe County Open Spaces to fund the proposed Harlow Park Improvements project.

Sincerely,



Rob Hanna  
Executive Director



**Education Services Center**  
5776 South Crocker Street  
Littleton, Colorado 80120-2094  
303-347-3300  
[www.littletonpublicschools.net](http://www.littletonpublicschools.net)

February 15, 2019

Arapahoe County Open Space Department  
6934 S. Lima Street, Unit A  
Centennial, Colorado 80112

RE: Letter of Support for Harlow Park Improvements

To Whom this may Concern,

I am writing a letter of support for the proposed Harlow Park Improvements on the behalf of Littleton Public Schools. As Director of Operations, Maintenance and Construction for Littleton Public Schools, I understand these improvements will address safety concerns, provide accessibility and tend to deferred maintenance needs.

The City of Littleton and South Suburban Parks and Recreation Department are strong partners of Littleton Public Schools. Our students, parents, staff and surrounding community reap the benefits of three civic partners who strive to make Littleton a safe place to learn, play and stay.

This park improvement would enhance the recreation and sport experience of those in our community. Littleton Public Schools supports the City of Littleton and South Suburban Parks and Recreation District in this effort.

Thank you for your time in this matter and for your careful consideration. Please feel free to reach out to me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Terry Davis', with a stylized flourish at the end.

Terry Davis  
Director of Operations, Maintenance and Construction  
P: 303-347-3434 | [tdavis@lps.k12.co.us](mailto:tdavis@lps.k12.co.us)









Image 1 - Northern ballfield - photo shows player's weathered bench and lack of ADA route. Shaded dugouts will greatly improve ball player's experience.

## **HARLOW PARK RENOVATIONS**





Image 2 - Northern ballfield - Steep hillside makes both mowing operations and successfully supporting vegetation difficult.

## HARLOW PARK RENOVATIONS





Image 3 - Northern ballfield - concrete bleachers, photo illustrates steep cross slopes, lack of accessible access and lack of accessible seating.

## **HARLOW PARK RENOVATIONS**





Image 9 - Northern ballfield - photo illustrates several deficiencies including: lack of an accessible route to field, bleachers and dugouts, and lack of accessible seating for players and spectators.

## HARLOW PARK RENOVATIONS





Image 5 - Southern ballfield - photo illustrates lack of an accessible route, lack of ADA seating for players and teams.

## HARLOW PARK RENOVATIONS





Image 6 - Southern ballfield - photo illustrates lack of an accessible route, lack of ADA seating for players and teams.

## HARLOW PARK RENOVATIONS





Image 7 - Rusting of port-o-let enclosure.

## HARLOW PARK RENOVATIONS





Image 8 - Tennis Court Surfacing - examples of cracks forming since previous years repair, previous repairs, and current condition of the existing asphalt surfaced courts.

## **HARLOW PARK RENOVATIONS**



Image 9 - Tennis Court Surfacing - photo illustrates cracks forming in asphalt and crack seal coating since previous repairs.

## HARLOW PARK RENOVATIONS





Image 10 - Condition of stairs to tennis courts. Retaining wall at the right needs replacement stones.

## HARLOW PARK RENOVATIONS

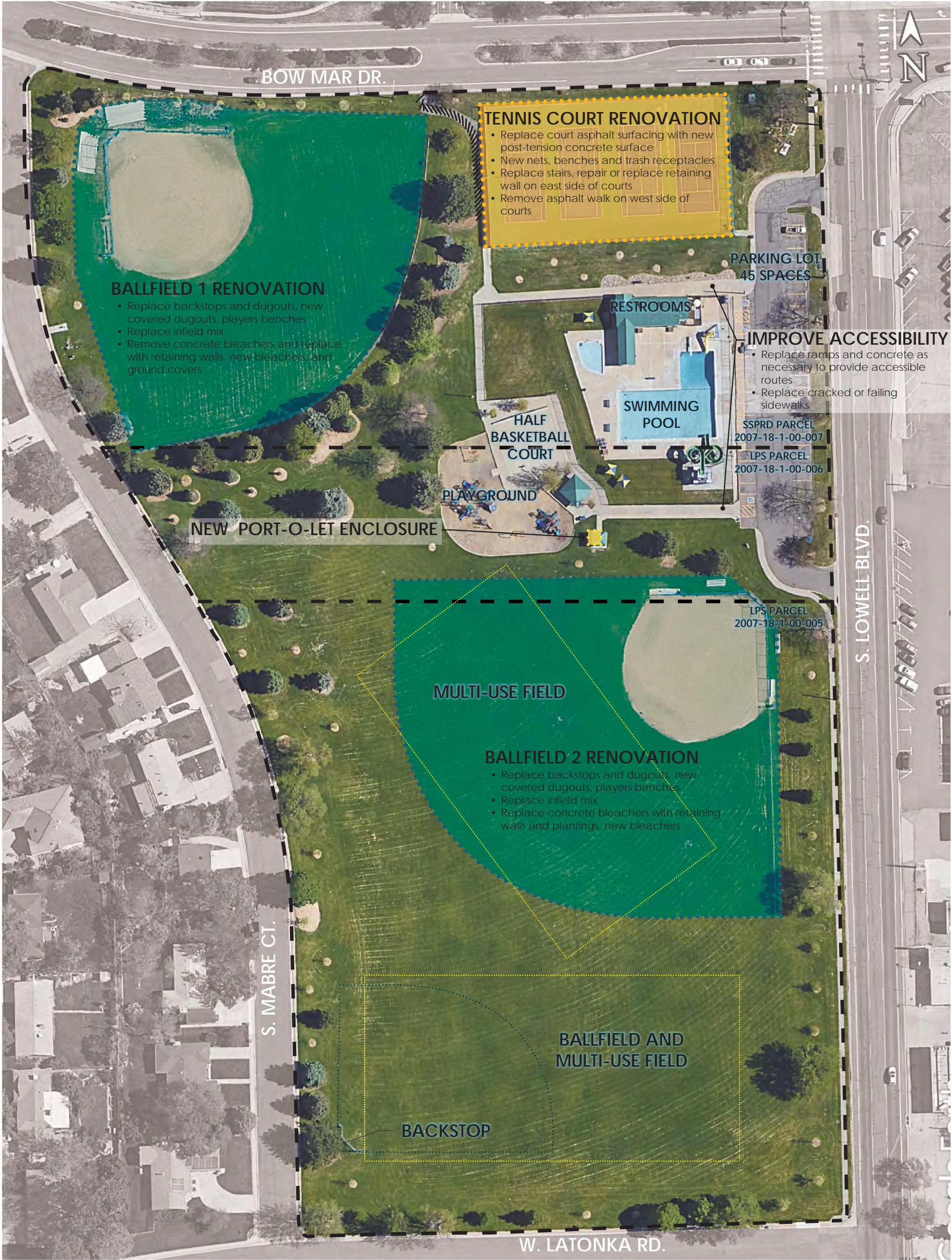




Image 11 - Accessible ramp at parking lot, images illustrates lack of detectable warning strip and cracked concrete.

## HARLOW PARK RENOVATIONS



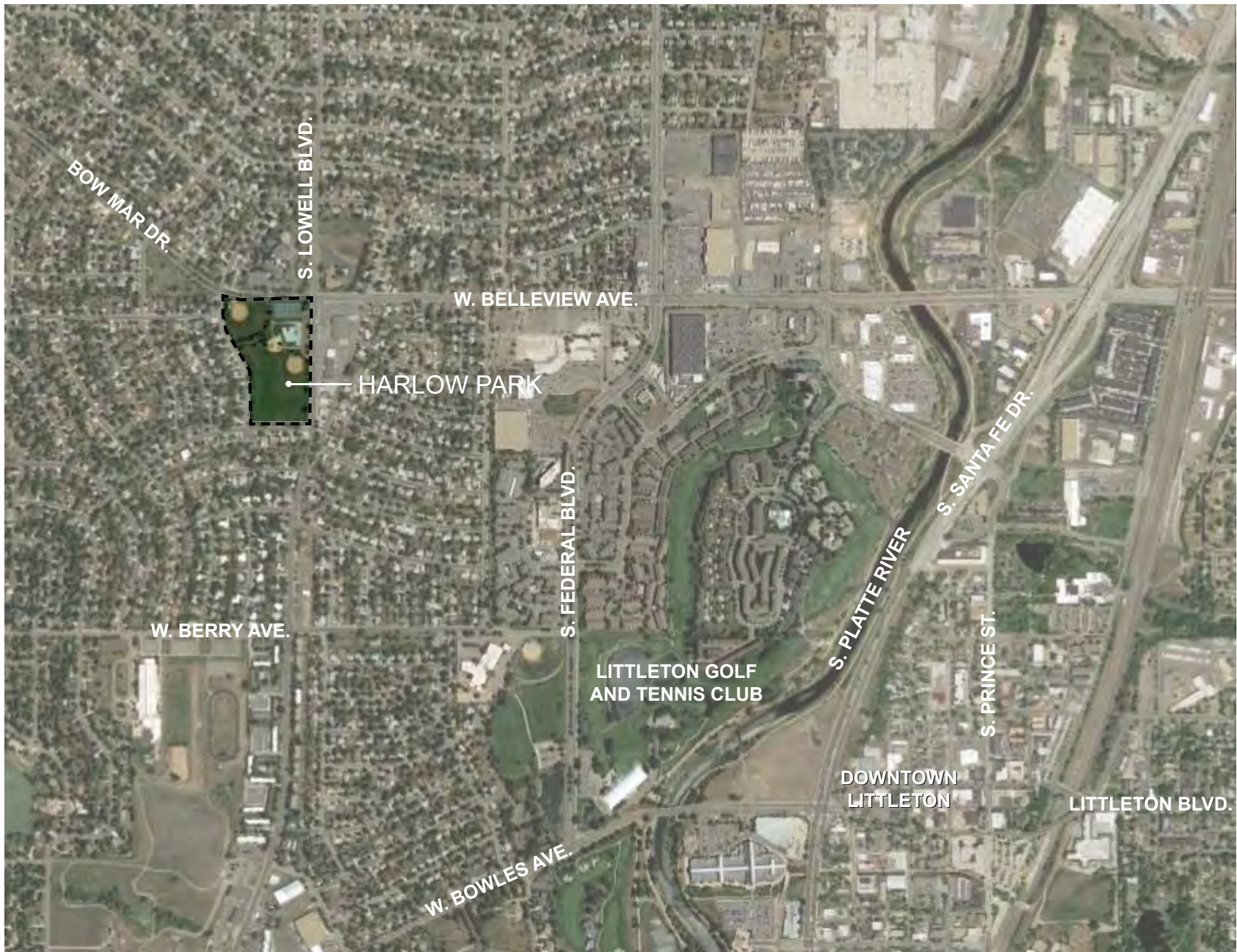


# HARLOW PARK

LITTLETON, COLORADO  
FEBRUARY 2019

## SITE PLAN





# HARLOW PARK IMPROVEMENTS

LITTLETON, COLORADO  
FEBRUARY 2019

VICINITY MAP



## 2019 ACOS Grant Applicant Site Visit Form

City of Littleton	Standard Grant
<b>Applicant</b>	<b>Grant Category</b>
Harlow Park Improvements	
<b>Title of Grant Project</b>	
Keeth Reester	kreester@littleton.gov/303.795.3863
<b>Site Visit Representative Name</b>	<b>Site Visit Representative Email and Cell Phone #</b>

**1. Please provide the project address or the closest major intersection.**

South Lowell Blvd and West Bellevue is the closest major intersection

**2. Specify a meeting location at the project site.**

Meet at the Harlow Park parking lot. The parking lot is located on S. Lowell Blvd, just south of West Bellevue Ave., see attached map. We will start at ballfield on the south end of the parking lot.

**3. Provide other helpful information, for example parking instructions, availability of restrooms on site or nearby, necessary walking from parking to site, or other clarification. *Driving directions from the ACOS office (6934 S. Lima St., Centennial) are not required, but may be included if the site is difficult to find.***

From S. Santa Fe, drive west on W. Bellevue Ave. Turn left on S. Lowell Blvd and the parking lot is on your right.

**PIN:** 032066245  
**AIN:** 2077-18-1-00-005  
**Situs Address:**  
**Situs City:**

**Full Owner List:** Arapahoe County School Dist #6

**Ownership Type:** Fee Simple Ownership

**Owner Address:** 5776 S Crocker St  
**City/State/Zip:** Littleton, CO 80120-2012

**Neighborhood:** Off Broadway (South)

**Neighborhood Code:** 3566.00

**Acreage:** 6.0100

**Land Use:**

**Legal Desc:** Beg 475.2 Ft S & 60 Ft Wly Of Ne Cor Of Ne 1/4 Sec 18, Th S 524.83 Ft, W 396.96 Ft, Th Swly On A Curve 75 Ft, Th N 263.79 Ft, Th Nwly On A Curve 275.59 Ft, Th E 538.92 Ft To Beg 18-5-68

	<b>Total</b>	<b>Building</b>	<b>Land</b>
2018 Appraised Value	2,617,956	0	2,617,956
2018 Assessed Value	759,207	0	759,207

**2017 Mill Levy:** 82.752

<b>Land Line</b>	<b>Units</b>	<b>Land Use</b>
	6.0100 AC	Recreation

*Note: Land Line data above corresponds to the initial appraised value and does not reflect subsequent appeal related adjustments, if any.*

\* Not all parcels have available photos / sketches.

In some cases a sketch may be difficult to read. Please contact the Assessors Office for assistance. Measurements taken from the exterior of the building.

The Arapahoe County Assessors Office does not warranty the accuracy of any sketch, nor assumes any responsibility or liability to any user.

Although some parcels may have multiple buildings and photos, at this time our system is limited to 1 sketch and 1 photo per parcel number. Sorry for any inconvenience.

[New Search](#)

**PIN:** 032066253  
**AIN:** 2077-18-1-00-006  
**Situs Address:**  
**Situs City:**

**Full Owner List:** Arapahoe County School Dist #6

**Ownership Type:** Fee Simple Ownership

**Owner Address:** 5776 S Crocker St  
**City/State/Zip:** Littleton, CO 80120-2012

**Neighborhood:** Off Broadway (South)

**Neighborhood Code:** 3566.00

**Acreage:** 2.0200

**Land Use:**

**Legal Desc:** Beg 40 Ft S & 60 Ft W Of Ne Cor Sec 18, Th S 310 Ft To Beg, Th S 125 Ft M/L, Th W 567.79 Ft, Th Nwly Alg E Line S Mabre Ct To A Pt, Sd Pt Being 638.72 Ft W Of Pt Of Beg Th E 638.72 Ft To Pt Of Beg

	<b>Total</b>	<b>Building</b>	<b>Land</b>
2018 Appraised Value	879,912	0	879,912
2018 Assessed Value	255,174	0	255,174

**2017 Mill Levy:** 82.752

<b>Land Line</b>	<b>Units</b>	<b>Land Use</b>
	2.0200 AC	Recreation

*Note: Land Line data above corresponds to the initial appraised value and does not reflect subsequent appeal related adjustments, if any.*

\* Not all parcels have available photos / sketches.

In some cases a sketch may be difficult to read. Please contact the Assessors Office for assistance. Measurements taken from the exterior of the building.

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Although some parcels may have multiple buildings and photos, at this time our system is limited to 1 sketch and 1 photo per parcel number. Sorry for any inconvenience.

[New Search](#)

**PIN:** 032066261  
**AIN:** 2077-18-1-00-007  
**Situs Address:** 5151 S Lowell Blvd  
**Situs City:** Littleton

**Full Owner List:** South Suburban Metro Rec & Park Dist

**Ownership Type:** Fee Simple Ownership

**Owner Address:** 6631 S University Blvd  
**City/State/Zip:** Centennial, CO 80121-2913

**Neighborhood:** Off Broadway (South)

**Neighborhood Code:** 3566.00

**Acreage:** 5.0500

**Land Use:** Recreation

**Legal Desc:** Beg 40 Ft S & 60 Ft W Of Ne Cor Sec 18, Th S 310 Ft, Th W 638.72 Ft To C/L S Mabre Ct, Th Nwly Alg Sd C/L To S Line W Belleview, Th E Alg S Line Of W Belleview 705 Ft To Pt Of Beg

	<b>Total</b>	<b>Building</b>	<b>Land</b>
2018 Appraised Value	2,420,936	221,156	2,199,780
2018 Assessed Value	702,071	64,135	637,936

**2017 Mill Levy:** 82.752

<i>Building</i>	<b>Building</b> 1	<b>Attributes</b> Quality Grade Improvement Type Architectural Floors Year Built Exterior Wall Construction Type	<b>Recorded</b> Average Recreation Recreational Enclosure 1.00 1963 Masonry Veneer C - Masonry or Concrete Load-Bearing Walls
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<i>Area</i>	<b>Building</b> 1	<b>Description</b> Gross Building Area (Commercial) <b>Bldg Total Area:</b>	<b>SqFt</b> 1680 <b>1680</b>
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<i>Land Line</i>	<b>Units</b> 5.0500 AC	<b>Land Use</b> Recreation
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*Note: Land Line data above corresponds to the initial appraised value and does not reflect subsequent appeal related adjustments, if any.*

\* Not all parcels have available photos / sketches.

In some cases a sketch may be difficult to read. Please contact the Assessors Office for assistance. Measurements taken from the exterior of the building.

The Arapahoe County Assessors Office does not warranty the accuracy of any sketch, nor assumes any responsibility or liability to any user.

Although some parcels may have multiple buildings and photos, at this time our system is limited to 1 sketch and 1 photo per parcel number. Sorry for any inconvenience.

[New Search](#)



INTERGOVERNMENTAL AGREEMENT  
BETWEEN SOUTH SUBURBAN PARK AND  
RECREATION DISTRICT AND THE CITY OF  
LITTLETON

AGREEMENT

THIS AGREEMENT, Made and entered into this 23<sup>rd</sup> day of October, 1967, by and between THE CITY OF LITTLETON, a municipal corporation, hereinafter called the "City", first party, and SOUTH SUBURBAN METROPOLITAN RECREATION AND PARK DISTRICT, a quasi-municipal corporation, hereinafter called the "District", second party,

W I T N E S S E T H,

WHEREAS, the City owns or will soon own the real property listed in Exhibit A hereto, which property is devoted exclusively to park and recreation purposes, and

WHEREAS, both parties desire that the District use the subject property jointly with the City for the purpose of conducting the District's park and recreation programs thereon, and

WHEREAS, the City is or expects to be totally contained within the geographical boundaries of the District,

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

1. The City does hereby grant to the District a permit to use all of the property described in Exhibit A hereto for the purpose of providing park and recreation programs, including the construction of buildings and other improvements thereon as may from time to time be agreed upon between the parties. The District shall further have the right to maintain said property on a regular basis.

2. Should the City acquire by purchase, donation or otherwise, any additional real property to be used for park and recreation purposes, the City shall notify the District of the acquisition of such property, and upon such notification the property shall come under the terms of this Agreement and all provisions hereof.

3. It is the intention of the parties that the District shall provide all park and recreation programs in the City, and that the City shall therefore not have the necessity of levying a tax on its citizens for this purpose, except as may be necessary for land acquisition by the City.

4. The planning officers of the District and of the City shall cooperatively plan future park and recreational facilities within the City, coordinated with out-of-city park and recreational planning. The cooperatively developed plan shall be submitted to the District for consideration at the District budget hearing.

5. The District is undertaking an election proceeding to include a large portion of the City into the District. This Agreement becomes operative and binding only in the event the said inclusion proceeding is completed successfully, and shall commence on the date the said inclusion becomes effective.

6. This Agreement shall supersede and replace all other leases or agreements now existing between the parties with respect to any of the said property described in Exhibit A, provided this Agreement becomes operative as hereinbefore set forth in paragraph numbered five.

7. This Agreement shall continue and remain in force and effect for an indefinite and perpetual period of time. The same may, however, be terminated by either party, by giving written notice thereof to the other party at least one (1) year prior to the effective date of such termination. In the event of termination by the City for any reason, or in the event this Agreement shall be, by order of Court, declared invalid or unenforceable, the City shall prior to the effective date of termination, or within a reasonable period following the date of the said order of Court, pay to the District a sum of money representing the then true market value of all improvements or other items of property placed by the District on or within the said real property, including, but not by way of limitation, all buildings, structures, equipment, furnishings, grass, trees, shrubbery and other items of landscaping, sprinkler or watering devices, and any other property physically present upon or within the said real property. The said market value shall be determined by appraisal, based upon such value existing at the effective date of termination. Each party shall select one independent, qualified and licensed appraiser, and



if the two appraisers cannot agree between themselves, they shall select a third appraiser. Each party hereby agrees to be bound by the majority decision of the said appraisers, and the cost of such appraisal shall be borne by both parties equally. If a majority decision cannot be reached, then and only then shall the parties have the right to apply to an appropriate court of law for the purpose of obtaining a hearing and ruling on the question of valuation. In the event of court proceedings, each party shall be responsible for their own costs incurred. Notwithstanding anything herein contained to the contrary, however, it is specifically understood and agreed that the said amount to be paid by the City to the District shall not, under any circumstances, exceed the District's total and actual cost of such facility, improvement or property. The District shall maintain adequate records in order to establish the actual cost of all improvements made to or on a particular piece of property.

In the event of termination of this Agreement by the District, the City shall not be obligated to pay any sum of money to the District. The District shall instead be granted a reasonable period of time, not to exceed three (3) months from the effective date of termination, within which to remove from all of the subject property any items of personal property located thereon. This personal property shall at all times be and remain the sole and separate property of the District. All property remaining thereafter shall belong solely to the City. In the determination of what constitutes personal property, it is understood that any items which would be effectively destroyed or rendered unusable in the event of removal shall remain with the land. ~~All other property shall be subject to removal.~~ *ASW*  
*MA*

8. This Agreement shall be fully binding upon and shall inure to the benefit of the parties hereto, their successors and assigns.

IN WITNESS WHEREOF, the parties have set their hands and seals

the day and year first above written.

THE CITY OF LITTLETON,  
a municipal corporation,  
First Party

By Thomas R. Katt  
President of City Council  
Pro-Tem

ATTEST:

Quinn D. Harrison  
City Clerk

SOUTH SUBURBAN METROPOLITAN  
RECREATION AND PARK DISTRICT,  
a quasi-municipal corporation,  
Second Party

By David LeVague  
President

ATTEST:

[Signature]  
Secretary

Recorded at 1218 o'clock / APR 15 1974  
Reception No. 1417337 MARJORIE PACE, Recorded

AMENDEMENT TO THE  
INTERGOVERNMENTAL AGREEMENT  
BETWEEN SOUTH SUBURBAN PARK AND  
RECREATION DISTRICT AND THE CITY OF  
LITTLETON

FIRST AMENDMENT TO AGREEMENT

THIS AGREEMENT, made and entered into as of the 19th day of February, 1974, by and between THE CITY OF LITTLETON, a Municipal Corporation ("City") and SOUTH SUBURBAN METROPOLITAN RECREATION AND PARK DISTRICT, a Quasi-Municipal Corporation ("District");

WITNESSETH:

THAT, WHEREAS, the parties entered into an Agreement dated the 23rd day of October, 1967, and

WHEREAS, it is the desire of the parties to amend, change and supplement that Agreement,

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

1. Paragraph (2) of the Agreement of October 23, 1967, is deleted and the following substituted therefor:

"Should the City propose to acquire by purchase, donation, or otherwise any additional real property to be used for park and recreation purposes, or should the City change the use of previously owned property to park or recreational purposes, the City shall notify the District, prior to the acquisition or change of use, for the purpose of obtaining the District's evaluation of the proposed property as it relates to sound park and recreation planning, development, and maintenance. Upon submission of professional evaluation from the District, the City shall consider such data in the acquisition or change of use process and upon notification that the property has been purchased, or in the case of previously owned property, that the use has been changed to park or recreational purposes, the District shall assume the obligation to develop and maintain the property according to the terms of this agreement.

"Should the City annex additional land and as a result of such annexation acquire new property for park and recreational purposes, through the City's subdivision requirements, title to such property shall be placed in the District and shall be considered to be under the terms of this Agreement. The title to any property acquired in this manner pursuant to the terms of this subparagraph shall revert to the City, at no cost to the City, in the event that the District is dissolved, this agreement is declared invalid by a court of competent jurisdiction."

2. Paragraph (4) of the agreement of October 23, 1967, is hereby deleted and the following substituted therefor:

"Park and recreational design and development on City-owned property shall be administered by the following procedures unless prior exception is made by the City and the District in a joint agreement:

(a) The District staff shall design the preliminary plan.

(b) Upon approval by the Board of Directors of the District, the District shall submit the plan to the City for critique and input. Data submitted on the preliminary plan by the City shall be considered by the District and the preliminary design may be modified. Any differences between the District's plan and the City's modification shall be resolved by a joint meeting between the Board of Directors of the District and the City Council.

(c) The final preliminary plan shall be submitted to the Board of Directors of the District and the City Council, either separately or in joint session, for adoption by both bodies.

(d) A public hearing shall be held jointly by the Board of Directors of the District and the City Council, following giving of ten days' advance public notice of the time and place of the meeting and the subject to be discussed. At that time the citizens

shall be given an opportunity to criticize and make suggestions.

The public hearing shall be initiated by the District and the Chairman of the Board of Directors of the District, or in his absence, his designated representative, shall serve as presiding officer.

(e) Based upon the four preceding steps, the District shall design the final plan, which will be presented formally to the Board of Directors of the District and the City Council for adoption.

(f) The District shall develop the proposed park and recreational facilities pursuant to the terms of the adopted plan."

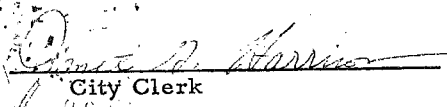
3. All other terms and conditions, paragraphs, and provisions of the Agreement of October 23, 1967, unless specifically changed and modified by this Agreement, shall remain in full force and effect.


4. This Agreement shall be fully binding upon and shall inure to the benefit of the parties hereto, their successors and assigns.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the day and year first above written.

THE CITY OF LITTLETON,  
A Municipal Corporation

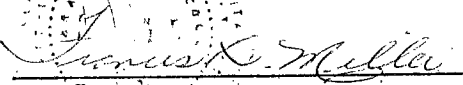
ATTEST:

  
City Clerk

By   
President of City Council

SOUTH SUBURBAN METROPOLITAN  
RECREATION AND PARK DISTRICT

ATTEST:

  
Secretary

By   
President

**HARLOW PARK LEASE WITH SOUTH SUBURBAN PARK AND RECREATION DISTRICT**

THIS INDENTURE, made this      day of      , 2019, commencing on the date of this agreement, between ARAPAHOE COUNTY SCHOOL DISTRICT NO. 6, Littleton, Colorado, d/b/a/ Littleton Public Schools, hereinafter called "Lessor," and the SOUTH SUBURBAN PARK AND RECREATION DISTRICT, a Title 32 special district and a quasi-municipal corporation of the State of Colorado, hereinafter called "Lessee":

WHEREAS, Lessor is the owner of the property hereinafter described, and it is the mutual desire of the parties hereto that the land be put to a beneficial use; and

WHEREAS, the Lessor does not anticipate a need for its use of the said property for its purposes within the term of this Lease, C.R.S. 22-32-110(1)(f);

NOW, THEREFORE, in consideration of the rent set forth herein and of the covenants and provisions hereinafter expressed, the Lessor hereby leases unto the Lessee the following described land, situated in the County of Arapahoe, State of Colorado, known as Harlow Park, more particularly described as follows:

The South 1.42 acres, more or less, tract of land in the Northeast One-Quarter (NE ¼) of Section 18, Township 5 South, Range 68 West of the 6th Principal Meridian, described as follows:

Beginning at a point on the West edge of South Lowell Boulevard 435' South of the South edge of West Bellevue Road, thence West 567.79' to a point thence North 30° West 189.41' to a point of curve, thence Northwest on a curve to the right, with a radius of 317.22' an arc distance of 166.10' to a point of tangent, thence North on said tangent 150' to a point on the North line of said One-Quarter section, thence East along the South line of West Bellevue Road, 705' to the West boundary of South Lowell Boulevard, thence South 435' to the point of beginning, except a strip 25' wide along the West boundary of said tract, being 1.42 acres, more or less, and

A tract of land in the North One-Half of the Northeast One-Quarter (N½ NE¼) of Section 18, Township 5 South, Range 68 West of the 6th Principal Meridian, described as follows:

(For purposes of this description, the East line of NE¼ of said Section 18 is assumed to be a due North and South line.) Beginning at a point on the West line of Lowell Boulevard as said Boulevard is now located and recognized 475.20 feet South (measured along the East line of said N½ NE¼) and 60.00 feet West (measured at right angles to said East line of N½ NE¼) from the Northeast corner of said N½ NE¼; thence South along the West line of Lowell Boulevard 60 feet Westerly from and parallel with the East line of Said N½ NE¼ 524.83 feet to a point; thence South 89°48' West 396.96 feet to a point of curve; thence Southwesterly on a curve to the left with a radius of 1595.00 feet an arc distance of 75.00 feet to a point; thence North 263.79 feet to a point of curve; thence Northwesterly on a curve to the left with a radius of 553.91 feet an arc distance of 275.59 feet to a point; thence East 538.92 feet to the point of beginning. Containing in all 5.825 acres, more or less.

Known by street address as 5151 South Lowell Blvd., Littleton, CO 80123 (the "Property").

TO HAVE AND TO HOLD the Property with all appurtenances, with full power in the Lessee to layout plant, improve and maintain such land for the purpose of being used as a park and

recreational area, including construction of structural improvements on the Property, subject to all restrictions, rights-of-way and other easements affecting the Property, unto the Lessee for a term of (15) years from the date of this agreement and ending on the fifteenth (15) anniversary of the commencement date unless sooner terminated, in whole or in part. Either Lessor or Lessee may terminate this Lease at any time by furnishing written notice of termination to the other party not less than six (6) months prior to the effective date of termination; or by mutual agreement, the Lease may be terminated on an earlier date.

The Lessee agrees to pay the Lessor a nominal rental of One Dollar (\$1.00) per year or a total of Fifteen Dollars (\$15.00) for the term of this Lease for so long as the lands herein demised are used by Lessee for the purposes hereinafter provided. It is agreed that, in the event the Lessee fails to pay the rental when due, such failure shall not constitute a default hereof unless the Lessor shall first notify Lessee, in writing, and Lessee shall thereafter have a period of thirty (30) days within which to pay all rentals due. The Lessee agrees that it will use the demised premises for a park and recreational area for the use and benefit of the taxpaying electors of the Lessee and will maintain the premises for that usage. After the expiration of the term of this Lease, Lessee may remain in possession of the Property as a holdover tenant, subject to all the terms and conditions of this Lease.

Upon the expiration of this Lease, Lessee shall remove at its cost any and all improvements and facilities upon the Property within a reasonable 2 year period of time, provided that Lessee shall leave the premises in good condition after such removal, ordinary wear and tear excepted. Any and all improvements or facilities remaining thereafter upon the Property shall be the sole property of the Lessor, provided that the Lessor chooses to accept the same.

To the extent permitted by law, and subject to all the protections afforded Lessee under the Colorado Governmental Immunity Act § 24-10-101, C.R.S., *et seq.*, Lessee hereby agrees to indemnify and hold Lessor harmless from any and all claims, suits or demands whatsoever made arising from the use of the herein demised land during the term hereof, including any extensions. Lessee agrees to furnish to Lessor certificate evidencing insurance coverage in such amounts and with companies acceptable to Lessor.

This Lease shall be recorded in the real property records of the Arapahoe County Clerk and Recorder.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

ARAPAHOE COUNTY SCHOOL DISTRICT  
NO.6 (Littleton Public Schools), "Lessor"

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary to the Board

SOUTH SUBURBAN PARK AND RECREATION  
DISTRICT, "Lessee"

Attest:

Susan K Pye  
Secretary to the Board

By:

[Signature]  
President

STATE OF COLORADO )

)

) SS.

COUNTY OF ARAPAHOE )

)

Subscribed and sworn to before me this 4 day of APRIL 2019, by

\_\_\_\_\_ as Board of Education President of Arapahoe County School District  
(Littleton Public Schools)

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF COLORADO )

)

) SS.

COUNTY OF ARAPAHOE )

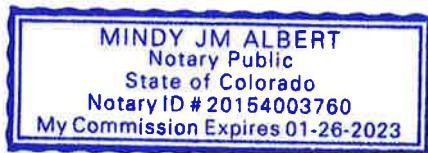
)

Subscribed and sworn to before me this 4 day of APRIL 2019, by SCOTT LABRASH  
of South Suburban Park and Recreation District

Witness my hand and official seal.

My commission expires: 01-26-23

[Signature]  
Notary Public







## HARLOW PARK

5151 S. LOWELL BLVD.  
LITTLETON, COLORADO  
DECEMBER 2018

## EXHIBIT A



**SOUTH  
SUBURBAN**  
PARKS & RECREATION