



**Parks & Greenways Board
Special Meeting Minutes
June 27, 2025 - 10:00 AM
Laurel Park Town Hall**

Pat La Salle called the meeting to order at 10:20 AM on Friday, June 27, 2025.

In attendance were:

Pat La Salle
Anne Waring

PUBLIC COMMENT

None

APPROVAL OF AGENDA

Approval of the agenda was moved by Pat, seconded by Anne and unanimously approved.

PARKS AND GREENWAYS COMPREHENSIVE PLAN UPDATE WORK SESSION

- **Review of the existing P&G Comprehensive Plan**
 - Do we need input from the Town Council regarding Goals & Objectives?
 - Need more “seasoned” help – potentially George Banta, Don McIntyre and/or Carey O’Cain – perhaps involve after initial draft?
 - Is there a requirement to make this a “standalone” document to be used for grant opportunities as each grant application is unique, there is a case to be made for keeping it specific to P&G and can be responded to by including pieces from this and the Town Plan, as needed?
 - Do we need to do a Needs Assessment/Survey from the LP residents?
 - “Guiding Principles” – can we address them?
 - Maintenance Plan – here or in the Town Plan/Budget process (separate P&G from Public Works)
 - Need to include Helene, IPM and Ecusta Trail in the Plan
 - Historical Markers – here or in FoLP?
- **Areas for Update**
 - Executive Summary – too long; see questions above re “standalone document”. Natural Features – keep high level; move all of the detail to the body of the Plan. Trends in land use – belong in Town Plan
 - Section 1 – change “Introduction” to “Overview”. Remove “standalone”. Remove “policy statement”. Does P&G Management Plan belong in this plan. Costs and maintenance – here or in Budget? Move Vision and Mission statements for LP to an Appendix.
 - Section 2 Goals and Objectives– move all of the history to an appendix. On p. 10, keep at the bullet level; detail in the Inventory. Goals and Objectives should go in Overview.
 - Section 3 Community Demographics – remove. All of this should be in the Town Plan, not the P&G Plan.

- Section 4 Natural Features – summarize and include only points relevant to P&G (e. g., Temperature and Precipitation is far too detailed). Remove Article XVI – Watershed Overlay District entirely but include the last paragraph on p. 17. In Wildlife, include info on LP’s position on pollinators and status as Bee City. Remove section on Historic Resources. Development Constraints is redundant.
- Section 5 Land Use Survey and Analysis – remove or move to Town Comprehensive Plan
- Section 6 Laurel Park Properties & Master Map Features – currently contains property inventory, history, planned activity, recommendations and aspirations. Should be just a list with descriptions of our assets. Move the recommendations that are buried in the prose (pp 37 and 38) to the Recommendations section of the document. All maps need to be upgraded for quality – make them readable and ensure that legends/references are correct. Historical Markers
- Section 7 Community Involvement and Surveys – unless we plan to do a survey, delete – this is a point in time and no longer relevant.
- Section 8 Recommendations – this is the meat of the Plan. Make each Recommendation follow a standard format.
- Section 9 Implementation and Funding Strategy – part of the Town Plan. Strategy may be articulated here, but sources, etc. should be in an Appendix.
- Section 10 Parks Maintenance Plan – here (in Appendix) or in Public Works or in Budget?
- **Review the comments/feedback from the Board’s initial review**
 - Too long, too wordy, redundant
 - Looks like multiple authors
 - Successful as a tool in securing grants in the past
 - Very tough read – need to summarize, use bullets and reorganize
- **Prepare outline for revised Plan – initial draft based on existing Plan. Needs to be reviewed with an eye to “if we were starting from scratch, what would it look like”**
 - Executive Summary
 - P&G Vision and Mission Statements
 - Goals and Objectives
 - Scope of Comprehensive Plan
 - Period Covered
 - TO DO -
 - Review the Goals in the 2016 Plan
 - Review the Goals recently adopted and summarize into overall goals
 - Include IPM and any other overarching statements
 - Natural Features of Laurel Park
 - Topography
 - Geology
 - Temperature and Precipitation – only as it relates to P&G
 - Water and Watershed Areas – only as it relates to P&G
 - Wildlife
 - Protected Ridges and Slopes – may be covered elsewhere
 - Maps
 - Inventory of Parks
 - For each – where it is, what is the theme/goal/intended use, facilities, current state - Jump Off Rock, Crystal Spring, Laurel Green Park including Little Laurel Green

Park, Rhododendron Lake Nature Park, Canal Park, Pocket Parks – Roberts Drive, Laurel Park Highway Island, Ecusta Trail access, Other

- Bench Areas???
- Town Hall site
- LP Entrance Sign area
- Trail System
 - JOR
 - Walking Trails
 - Bicycle Paths
- Plans and Costs
- Recommendations - Standard Format – Description, Justification, Goal, Timeframe, Cost
- APPENDICES
 - Laurel Park Vision and Mission Statements
 - History
 - P&G ByLaws
 - Subcommittees
 - Funding Sources
- REFERENCES
 - Demographics (will these be in the Town Comp Plan?)
 - Land Use Survey and Analysis
 - Budget/Maintenance Plan – part of the Town Comp Plan?
- **Prepare project plan for moving forward – deferred to next meeting due to time constraints**

ADJOURNMENT

There being no further business, Pat moved to adjourn at 12:00 Noon, seconded by Anne and unanimously approved.

NEXT MEETINGS

WORK SESSION:

Friday, July 11, 2025, Town Hall Meeting Room, 10:00 AM