Town of Dubois
Community Revitalization Plan Final Report
Dubois, Wyoming August 28, 2000

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The Town of Dubois, Wyoming is a very special western community, with a wealth of amenities to offer visitors as well as residents. It is located in one of the most diverse geologic regions in the country with breathtaking views of many natural features such as the Grand Teton Mountains, Rocky Mountains and Painted Badlands. The area is also rich in fossils and artifacts, including some petroglyphs, that can only be seen in this part of the country. Colorful history and folklore connected with ranching and the West can be found around every corner. The region is also host to a plethora of Wildlife and could be deemed a "Sportsmen’s Paradise". However, many people pass through Dubois without realizing what great things it has to offer.

In the fall of 1999 the Planning Commission of Dubois selected Design Studios West, Inc. to assist the Town of Dubois in developing a downtown revitalization concept plan and a community wide trail concept plan. These plans have been integrated with each other to produce the following document. The input from the Planning Commission, Town Board and community at large, during public discussions, was incorporated to arrive at this final product.

These Planning efforts were financed through a series of grants. The major grants dealing with long-term planning were the Transportation Enhancement Activities - Local Planning Grant (T.E.A.L.) from the Wyoming Department of Transportation and the Community Development Block Grant (C.D.B.G.) from the Wyoming Division of Economic & Community Development. Other grants procured were a Wyoming Emergency Management Agency (WEMA) grant for flood mitigation planning and a Rural Revitalization Through Forestry Grant (USFS) to prepare topographic mapping for the Town of Dubois. A description of the scope of the Grants is described next page.
INTRODUCTION

The purpose of the T.E.A.L. Grant (a planning only grant) is described as follows:
- Preparation of base mapping information suitable for planning
- Identification of appropriate pedestrian links within the community
- Analysis of feasibility of various links
- Conceptual design of pedestrian facilities along Ramshorn Street from 1st to 3rd Streets
- Conceptual design of streetscape improvements along Ramshorn Street from 1st to 3rd Streets
- Conceptual design of area along Horse Creek adjacent to Ramshorn Street (River Park)

The purpose of the C.D.B.G. Grant (a planning only grant) is described as follows:
- Planning of the improvement of the streetscape in the Central Business District, defined as the length of Ramshorn Street between 1st and 3rd Streets, and the adjacent areas along Horse Creek that can be implemented to improve this area aesthetically, functionally and economically.
- Planning of a pedestrian circulation system within the extensive flood plain within Dubois to connect various community facilities and define and enhance the Central Business District
INTRODUCTION

The purpose of the W.E.M.A. Grant is described as follows:
- Definition of the 100 year and the 500 year flood plain
- Development of an emergency flood mitigation plan for the community

The purpose of the U.S.F.S. Grant is described as follows:
- Preparation of topographic base mapping for the Town of Dubois suitable for planning purposes.
INVENTORY AND ANALYSIS

1. VISUAL EXPERIENCE AND CHARACTER

A good visual experience is critical to a community whose economy thrives on tourism. It creates a first and lasting impression of the character of a community. The visual quality of Ramshorn Street is a significant determinant in one's perception of the image, character and identity of Dubois. The investment of public dollars will stimulate the private sector business to invest in themselves. This is and will continue to be of paramount importance in order to survive and succeed amid increasing competition from other communities. As the restaurant and motel business are successful in maintaining and increasing their customer base, other business within the community will also do well. Beautification is not icing on the cake. On the contrary, it is a necessary starting point for economic development. Tourists will be attracted to business that are well kept and whose property has been updated and improved. Increased attractiveness of business will lead to increased sales that will stimulate further investment and improvements to the community. Also with financial benefit, there will be tremendous sense of pride and accomplishment by the citizens of Dubois each time they drive down Ramshorn Street.

The development of a concept for a community such as Dubois is a several step process. The first step is to identify the significant, relevant elements affecting visual quality and the functional elements such as land use, circulation, environmental factors, etc. The following is a list of these elements:
2. PROJECT AREA

The project areas, as defined by Grants above, are the Town limits for the trails and linkage system, Ramshorn Street from 1st Street to 3rd Street for the streetscape improvement, and finally the area along Horse Creek adjacent to Ramshorn Street for a Riverwalk (River Park). The area depicted in our drawings shows a slightly larger area, that we feel is the true Central Business District, as defined by Welty Street on the South and Riverton Street on the West.

3. TRAFFIC/PARKING

State Highway 26/287 bisects the Town of Dubois as Ramshorn Street which acts as the “Main Street” for the community. Highway 26/287 is a mostly two lane road until it reaches Dubois, where it becomes four lanes plus. This configuration, combined with a 90 degree turn in the Highway at 1st Street, creates traffic and visual cues that are negative to the Downtown. The current effect is that motorists tend to speed through the community with out stopping, which is detrimental to businesses and causes safety hazards. Parking in the community seems adequate in the off-season with parallel parking on Ramshorn and some off-street parking areas including a recently constructed Lamb Park parking area adjacent to North 1st Street. However the position of this new parking area is a bit remote for people making an impulse stop, based on something they've seen Downtown. If the parallel spaces along Ramshorn are full the motorists will simply keep going.
4. LAND USE

The Downtown and most of the length of Ramshorn Street is zoned commercial with a variety of small stores, restaurants, bars and service stations. Although some lodging units fall within the Downtown, most motels are further West on Ramshorn. In general it's a nice mixture of business uses that compliment each other well. However, there are a number of vacant buildings and undeveloped blighted properties that are situated in areas that could be key to future development. At the West entrance to Town, businesses are setback over 100' from Ramshorn Street and are accessed by a service road with limited entry points, which confuses motorists. Plans for improving the West Business area are currently being considered by WDOT.

5. BUSINESS SIGNAGE/FACADE APPEARANCE

Signage along Ramshorn Street varies in many ways: color, size, setback, height, lighting, location, encroachment and prominence. The signage has a major visual impact to the visual quality along Ramshorn Street. The store fronts in the Downtown have some visual continuity, with the covered boardwalks and similar colors and materials that maybe borrowed when addressing the remainder of the commercial areas in the community.
6. PEDESTRIAN/BICYCLE CIRCULATION

There is limited pedestrian/bicycle traffic along Ramshorn Street at this time outside of the Downtown area. Some business owners ride their bikes or walk to work, however a majority of business owners and patrons drive and park before strolling the boardwalks. Outside of Downtown there are a number of trails that are used by hikers, occasional bikers and other sportsmen. Many of the trails either access or parallel the waterways. A section of pedestrian/bike path is slated to be built at the Headwaters Complex along the Wind River with an associated handicap accessible fishing area.

7. TOPOGRAPHY/VIEWS

The elevation of Dubois is approximately 6,917 feet sitting in a valley with bluffs rising up to 150 feet, on the south side along the Wind River, and a plateau rising nearly 500 feet to the North. From the Town the views to the North and east consist mainly of the Badlands. The views looking South and West are of Whiskey Mountain and the Rocky Mountain Range. If you venture up to the Scenic Overlook you get an awe inspired 360 degree view as far as the eye can see, including the Grand Teton Mountains to the Northwest.
8. HYDROLOGY/DRAINAGE

The confluence of the Wind River and Horse Creek is located just south of the Downtown, with Horse Creek actually bisecting the Central Business District. The Wind River runs the entire length of Town, never straying too far from Highway 26/287. The storm drainage system along Ramshorn was installed when the street was reconstructed in the late 1970’s. Currently a FEMA flood insurance map for the valley is being prepared.

9. VEGETATION

A majority of the natural vegetation in Dubois is in the form of large Cottonwood trees and low willows along the river corridors. There are also some conifers in the valley which have been planted over time. A planting program has been implemented in some parts of Town, including the West Ramshorn and the Sheep Center Complex area. The Downtown area has very little planting as a result of limited available space. Most planting is confined to containers in this area.
10. MAINTENANCE

WDOT maintains the Highway 26/287 corridor, paving only. The rest of the Town is maintained by a combination of the Town and individual property owners.

11. LIGHTING

Lighting in the Downtown consists mainly of WDOT standard “Cobra-heads” which is meant for lighting highways and is not appropriate for pedestrian areas. These lights extend only part of the way through Town as you head West, leaving this end of Town in darkness. There are a few building facades with lighting and some large lit signs along Ramshorn. Many of the lights in the private businesses are turned off early in the evening.

12. UTILITIES

The storm sewer lines, sanitary sewer lines and water lines along Ramshorn Street were built when the highway was rebuilt in the 1970’s.

13. BASE MAPPING

The USFS Grant described above paid for the Town of Dubois to be flown and for a 1’=200’ map with a five foot contour interval to be produced. This is adequate mapping for planning purposes.
This Community Revitalization Plan was prepared to provide the Town of Dubois a vision based on design concepts and alternatives that have been successfully used for revitalization in other communities. The incorporation of these concepts into the Town can provide Dubois the foundation for community pride and future economic growth. The Plan Goals and Objectives are defined below.

A. IMAGE AND THEME

1. Create a positive community image beginning at the Town limits and continuing to the Central Business District, that captures peoples attention and slows them down, and encourages them to stop for awhile.
2. Define the Downtown and other areas of the community through the use of gateways and signage.
3. Draw from the local amenities (wildlife, history, ancient peoples, ranching, etc.) to establish a theme.
4. Establish design standards and themes that are sensitive to the local climate and mountain environment.
5. Upgrade the quality of the built environment while maintaining the character of the Town.
6. Create a beautification treatment that can be applied to the entire community in subsequent phases.
7. Encourage community participation
8. Incorporate sculpture, art and water into the project
9. Carry theme and image concepts along trails (ie. interpretive trails).
10. Develop a comprehensive signage program.
B. VISUAL QUALITY

1. Simplify the clutter of visual elements
2. Use repetition of common elements to visually bind the community. (Covered boardwalks, building colors, plantings, paving, etc.)
3. Mitigate views to un-maintained or unsightly areas on private property. (Weed growth, trash or rubble dumping, deteriorated or blighted conditions.)
4. Accentuate or frame views of significant features (Mine shaft, mountains, etc.)

C. ECONOMIC DEVELOPMENT

1. Recognize the need to revitalize the Town of Dubois in order to compete with neighboring tourist communities.
2. Enhance economic development by improving the visual aesthetics along the entire length of Ramshorn Street, giving visitors a reason to stop for awhile.
3. Provide for cost effective improvements (ones that provide the most impact in the shortest amount of time for the least cost.)
4. Develop funding and financing programs, which make private participation practical, realistic and desirable.
D. PEDESTRIAN/BICYCLE ENVIRONMENT

1. Define a Trails system that links all major community functions. (Sheep Center, Downtown, Schools.)
2. Provide a variety of trail types and loops for different user groups (hikers, bikers, horses etc...)
3. Define an interpretive trail area along the river between the Sheep Center and Downtown with a theme that gives an introduction to the variety of activities and amenities the community has to offer.
4. Provide a River Park in the area along Horse Creek that bisects Downtown, and will stimulate activities, events and pedestrian circulation.
5. Provide restrooms, kiosks and other pedestrian facilities.
6. Provide an opportunity to link the River Park and Downtown to the Sheep Center Complex via interpretive trails.
7. Start with existing paths and streets and bridge the necessary gaps as time and money permits. (Most impact in the shortest amount of time for the least cost)
8. Develop a trail map than can be used by tourists as well as the community. Post temporary directional signs until more permanent ones can be implemented.
9. Provide safe and visible pedestrian and bike crossing areas.
10. Provide adequate pedestrian scale lighting and signage.
11. Maintain Western character/quality of Downtown by preserving boardwalks, where they are covered.
12. Implement alternative paving materials in Downtown areas that are not covered (colored concrete, concrete pavers, stone, etc.)
13. Provide adequate street furniture elements (benches, trash receptacles, etc.)
14. Create small parks with pedestrian facilities where possible (ie... Mining Cave corner)
15. Provide information kiosks with brochures in a variety of places where pedestrians can access easily.
E. VEHICULAR TRANSPORTATION/ACCESS

1. Slow traffic at the edges of Town and again in the Downtown.
2. Create a threshold or gateway into Downtown.
3. Create an optional detour for large vehicles and locals during peak traffic times.
4. Design improvements to capture motorists attention and direct them in a safe and effective manner.
5. Provide safe and adequate lighting.

F. PARKING

1. Provide a variety of parking opportunities for Downtown patrons.
2. Provide adequate pedestrian links and signage to new as well as existing parking areas.
3. Provide designated "off-street" parking for vehicles pulling trailers that is clearly marked and easy to access.
4. Maximize on street parking (angled parking will double the number of spaces available)
5. Provide convenient pull-off areas for semi-trucks with trailers.
6. Maximize the efficiency of parking whether entering Dubois from East or West.
G. ENVIRONMENTAL

1. Use native or adopted plants with low water and maintenance requirements.
2. Use hardy plant species which can withstand the harsh growing conditions adjacent to a major street.
3. Use pines in concert with the covered boardwalks Downtown in areas where they can make a dramatic effect, with out blocking views to store front signage.
4. Provide low plantings and rock as a foundation for planting beds for year round interest.
5. Provide flowers and other accent plants during warm seasons.
6. Provide planter boxes or containers in areas where room is limited (along boardwalk, on bridge, etc.).
7. Provide an irrigation system for plants which is efficient, so as to conserve water but effective for the dry, exposed environment.
8. Preserve native plant concentrations along river corridor.

H. MAINTENANCE

1. Maintain boardwalks and sidewalks
2. Accommodate snow storage areas
3. Establish a program for special interest and civic groups to adopt, install or maintain portions of the project (pick up litter, plant flower beds, etc.)
4. Develop a strategy for financing future maintenance (fountains, planted areas, irrigation, etc.)
CONCEPTUAL DESIGN ALTERNATIVES

Several conceptual ideas are being suggested for the community. Some may be realized during the coming months some may take years. All of the ideas are preliminary in nature and need final refinement and support from the entire community in order to take the first steps.

1. COMMUNITY TRAILS AND LINKAGES

The Community Trail System will link all areas of the Town and give local residents options by providing a variety of trail types and loops for different user groups (hikers, bikers, horses etc...). The trails should be a minimum of 8'-0" in width. The surfaces would vary depending on the type of trail. For example handicap accessible trails would need to be a hard surface trail such as concrete or asphalt, while bike or hiking trails would be a softer material such as crusher fines. An interpretive trail would be defined along the river between the Sheep Center Complex and Downtown with a theme that gives an introduction to the variety of activities and amenities that the community has to offer. Pedestrian rest stops would be provided with benches and placards describing different points of interest in the community along with information on local wildlife, geology or history. A Community Trail System could be started by charting some existing trails, adding some signage and producing a simple trail map that people can follow. As the trails get more use and funds become available, bridges can be added and links can be established culminating in an all inclusive trail system. Connections or even trail heads that are near Downtown and all lodging establishments will be crucial to attract the use by tourists and visitors. Safe and visible pedestrian and bike crossing areas would be necessary in all areas where auto and pedestrian might meet. Creation of small parks and linkage to existing parks with pedestrian facilities would be very important.

The area designated on the trail system as a wildlife viewing area should be considered for open space acquisition. This existing wetland area is in the 100 year flood plain and is very valuable for flood mitigation as well as wildlife habitat. Grants for flood mitigation land acquisition should be explored. Future development of the property must not be allowed. An off-street parking area and signage to identify the location as wildlife habitat will increase the communities image as a wildlife center.

The proposed community wide trail system is shown on the following page.
Community Trails Plan
2. COMMUNITY ENTRIES

Creating an entrance statement at the edge of Dubois is a very important step in establishing community identity/remembrance and slowing traffic. One's impression of a community is usually established by this first exposure. It is crucial to instill images that represent the community and are timeless.

The areas marked on the Community Trails Plan are approximate locations for potential East and West entry signage. The exact locations will need to be determined based on traffic patterns, land use and physical constraints. It is necessary to consider the grand scale of the setting for these two locations before conceptualizing the signage itself. Both areas are flat and wide open to the elements with a grandiose mountain backdrop. In this context, it is easy to under-size signage or monuments. It is not just a matter of making the elements larger, but creating a base for the elements to sit on. For example, a twelve-foot sign will not be successful without other foreground elements to support it.

The signage should be representative of the area borrowing from the local themes of "Ranching", "Wildlife", "Ancient Man" and "Logging" as well as others. Elements should give a feeling of permanence and timelessness. It should appear that we are entering through something that has been there for years and is grounded with a base of rock and trees and not just a billboard.

The concept of having a median in conjunction with these entry features would support the threshold concept and help slow traffic. However, medians or islands in a highway with this design speed may bring up some safety concerns with WDOT. All elements of signage and landscaping will have to comply with WDOT setbacks and regulations for safety.

The concept of sculptural elements or fountains in concert with the entry systems would provide for an eye catching and memorable entry sequence. However, do to vandalism, safety issues, maintenance and expense, we would recommend these items be placed in the Downtown, where pedestrians can experience and enjoy them.

Preliminary concepts for an entry feature are shown on the following pages. The concepts, showing a median with design elements in the center of the road, are represented as requested, however, are not recommended for reasons stated above.
CONCEPTUAL DESIGN ALTERNATIVES

Existing Entry - East

Entry Concept A - East
CONCEPTUAL DESIGN ALTERNATIVES

Entry Concept B - East

Entry Concept C - East
CONCEPTUAL DESIGN ALTERNATIVES

3. DOWNTOWN CONCEPT

The following sections of the Revitalization Plan, Downtown Auto Circulation, Downtown Gateways, Downtown Streetscape and Downtown Parking are interrelated and must be considered together. The underlying concept of the Plan, found in each section, is to reduce the speed of motorists through the Downtown area. This allows tourist traffic to view the retail, lodging and dining opportunities in the Downtown at a speed where a decision can be made to stop. The second concept is to provide an optional route, at peak times, for Commercial and local traffic who’s business does not necessitate stopping in the Downtown.

Dubois has an unusual opportunity in the form of two parallel downtown streets that define its commercial core. Although Welty Street is not currently developed to greet commercial business, in the future it will be necessary for it to be a part of the major pedestrian and vehicular circulation network. For this reason, it is necessary that this couplet (Ramshorn and Welty Streets) be considered as part of downtown streetscape, circulation pattern and major physical improvement areas.

Welty Street will need significant improvements to function as an extension of the downtown area. Curb, gutter and sidewalks are required to demonstrate to the visitor and community at large that this is a future area for redevelopment. These improvements will also encourage the use of Welty Street for parking and secondary circulation.

4. DOWNTOWN AUTO CIRCULATION

Rethinking the way autos circulate through Downtown could have a dramatic impact on the success of the entire community. Currently cars fly through Town at high rates of speed, in four lanes, with out stopping. Some of the speeding traffic is service or commercial traffic with motorists that have no intention of stopping in Dubois. Locals whisk through on their daily journeys. Most tourists coming from the East discover the Downtown after the 90-degree turn at 1st Street and because of the speed, are through Downtown before they consider a stop.

Our goal should be to slow traffic through the Downtown, capturing tourists without hindering the commercial vehicles and locals whom are simply trying to do their jobs. Narrowing the lanes through Downtown, to either two or three lanes would slow traffic allowing people to make a decision whether to stop or not. This, however, would necessitate an optional detour for commercial/service vehicles. An optional detour would also allow locals to bypass, in a safe manner, when the Downtown is congested.

The proposed optional detour would be along Welty Street and Riverton for the least impact to residential areas. A number of other circulation patterns were considered including the following:

- A one-way system with Ramshorn Street going West and Welty Street going East. Not feasible due to lack of development on Welty Street.
CONCEPTUAL DESIGN ALTERNATIVES

- Ramshorn Street as a two-lane street section with diagonal parking along both sides and the use of Welty Street as an optional bypass. This was the configuration of the street before WYDOT reconstructed it in the 1970's.

- Ramshorn Street as a three-lane street with a center turn lane. This concept would also use Welty Street as an optional bypass. This concept maintains parallel parking and necessitates the need for improvements to Welty Street due to additional parking needs.

- A Round-a-bout at the intersection of Ramshorn and First Street was also evaluated. However the physical size of the circle required, would warrant partial removal of the buildings at each corner. The apparent relocation of the fire station East of First Street on Ramshorn should also be considered do to emergency vehicle access.

- A Traffic Signal at Ramshorn and First Streets was considered, however the traffic volume, at this location, does not warrant the use of a signal.

- A four-way stop was considered in place of a signal. This would have a similar affect as a signal with a minimum expense. However, four-way stops are sometimes cumbersome and confusing.

The selection of the circulation pattern directly influences the streetscape improvements, downtown entry statements and parking decisions. The two lane street section allows the most area for streetscape improvements, while retaining the present traffic layout results in no area for streetscape improvements. Therefore the circulation plan becomes critical and defines the direction of the remainder of the plan.

The proposed downtown circulation plan with a designated optional vehicle route on Welty Street is shown below.
5. DOWNTOWN GATEWAYS

Gateway elements demarcating the threshold to the Downtown/Central Business District are very desirable. Currently, the Gateways are being shown at the intersection of Welty Street and 1st Street on the East and the intersection of Ramshorn and Riverton on the West. Whether Ramshorn Street gets narrowed or not, the placement of these gateways will help define the Downtown, slow traffic and help people understand that this is where they need to stop, for information, dining, shopping, etc. Stops in this area will translate to good business for the entire community.

The Gateway signage in the Downtown should relate directly to the entry signage/monuments at the edge of the community. They should be representative of the area borrowing from the local themes of Ranching, Wildlife, Ancient Man, Logging and History as well as others. Elements should give a feeling of permanence and timelessness. It should appear that we are arriving at the destination, no need to go to the next town, yet. The gateway signage in the Downtown should welcome motorists, but should be designed to feel comfortable to pedestrians as well. The gateways would need to be designed to accommodate design standards for underpass clearance, set by WDOT.

Downtown Gateway concepts are shown below and on the following page

View of West Gateway to the Downtown
6. DOWNTOWN STREETSCAPE

The challenge in the Downtown is to take what has become an auto dominated corridor and return it back to a pedestrian oriented environment that's attractive and functional for residents and visitors.

Currently the success of the Downtown relies on the interest of the building facades, covered boardwalks and signage to capture peoples' attention. If more space between parking and the businesses can be created by the reconfiguration of the travel lanes, some streetscape elements could be incorporated. Landscaping, lighting, benches, paving and sculpture could be the kit-of-parts necessary to revitalize the Downtown.

program, defining colors, materials and sizes of business signage, would also help pull the two sides of the street together to form a comfortable pedestrian friendly Downtown. The boardwalks should be preserved and extended as much as possible in areas where they can be covered. In areas where drainage and winter conditions can cause pedestrian safety problems, the use of special pavement sections is proposed.
7. DOWNTOWN PARKING

All formulas for successful Downtown include parking at the front door of businesses. The current parking in the Downtown accomplishes this, although not very efficiently.

On many occasions a large vehicle with a trailer will park in front of a business taking up several spaces and blocking the view to the storefront. Off-street parking with pull-through spaces must be provided. Anyone pulling a trailer will opt for parking with ease, just a little further away, versus the alternative. Providing a variety of off-street parking options can be accomplished by retrofitting the Lamb Park lot, so that it is functional, and providing a new lot at the corner of Welty and Third Street (Bus Barn Location). Oversized vehicle traffic could be directed to this lot or perhaps the High School parking lot.

Angled parking is the most efficient layout for obtaining a maximum number of spaces for the Downtown businesses. The ratio of spaces is nearly two to one, in relation to parallel parking. Angled parking is easier to navigate and provides better visibility and safer access for pedestrians to the businesses. The most important component of developing a parking scheme that works for a town such as Dubois, is flexibility. For example on street parking may be angled during peak summer months with trailers parking off-street. While in the off-season, snowmobile trailer parking might be encouraged along the streets in the Downtown. The greatest need is to provide options that are adaptable and work in a variety of situations.
CONCEPTUAL DESIGN ALTERNATIVES

The concept of allowing the street layout to remain as it presently exists, with four lanes of traffic and parallel parking, is certainly an option. However, we feel this layout does not help achieve the goals and objectives as stated above. Maintaining this layout will continue to promote swift travel through the Downtown and does not allow the physical room needed to provide streetscape improvements. Safe pedestrian movement across Ramshorn Street will be difficult to achieve thus preserving a divided Downtown separated by an auto dominated corridor.

Additional downtown on-street parking can be achieved through the improvement of Third Street and Welty Street. If Third Street were paved it could be striped for either parallel or diagonal parking. Welty Street provides the opportunity for parallel and truck parking. Both streets need curb and gutter and sidewalks to allow for safe pedestrian circulation to the downtown.
8. RIVER PARK

Many towns struggle to try and develop amenities that will set their community apart from others. The Town of Dubois has a great natural amenity bisecting its Downtown. The Horse Creek creates a prime opportunity to develop an activity center in the Downtown that will be a source of enjoyment to locals as well as tourists. Whether walking, fishing or just sitting in the sun, a River Park would be used by all and become a center of pride for the community.

Providing a loop trail along the river corridor and a variety of plazas and seating, the River Park could host a farmers market, summer theater performance, wedding or just cater to daily walkers or lunch time visitors. The goal when creating this type of amenity is to develop spaces with a variety of uses that can occur in harmony. An outdoor dining area where people can observe the river, trails and people walking provides an interesting experience for all whom partake.

The “River Park” would become a destination for tourists, providing a reason to stop and leave their cars for a few minutes while collecting information about what the entire community has to offer. The link from the “River Park” to the interpretive trail and especially to the Sheep Center Complex, would be at the center of importance. The “River Park” shown below is conceptual in nature. The design elements depicted, along with opportunities for access and easement would need to be reviewed and approved by private land owners.

The Actual area of the “River Park” could be extended North to the Glendenning Street Bridge or South to the confluence of Horse Creek and the Wind River, if access could be coordinated with private land owners. Extending the “River Park” to the south can be integrated with 100 year flood mitigation planning and potential flood mitigation funding.
CONCEPTUAL DESIGN ALTERNATIVES

Perspective sketches of a potential "River Park" are shown below. The design is conceptual in nature and any actual development of these areas would need to be designed, planned and coordinated with the adjacent property owners.

View to River Park North of Ramshorn Street

View to River Park South of Ramshorn Street
9. RAMSHORN STREET BRIDGE AT THE “RIVER PARK”

The Bridge where Ramshorn Street crosses the Horse Creek provides many opportunities for revitalization. It can become a link, binding the Downtown from 1st Street to Riverton, by carrying some of the streetscape items from one block to the next. It could also serve as a monument that calls attention to the River Park below.

A number of aesthetic improvements can be made to the bridge, including addition of stone, wood veneer, lighting and signage that would make the bridge more attractive from a pedestrian standpoint. From a motorists perspective the bridge could be another opportunity to slow traffic and capture peoples interest. The concept of providing access under the bridge is feasible, however would be very costly. The walk would have to be lowered to accommodate a minimum pedestrian head clearance of 8’-0”. To accomplish this, the water level would have to be retained. The impact of this of this design to stream capacity would need to be evaluated.

Elevation of bridge with proposed improvements

Walk under bridge concept
10. PEDESTRIAN SURFACES

The Boardwalks in the Downtown are an important component to the character and feel of Dubois. However they are in disrepair in many locations. Most of the sections that are covered are doing well and the new sections built with drainage space below are doing well.

In order for a pedestrian environment to be interesting or exciting, it must have a variety of textures and shapes. The boardwalks convey a historic feeling along the street and should be kept where they can be covered and protected from the elements. In areas not covered, a different system should be establish to provide interest that is more durable. Concrete pavers, are a bit more expensive than standard concrete paving, however when considering the durability, are much more cost effective in the long run. Pavers come in a variety of sizes and colors and can stand up to almost any type of abuse. For areas in the River Park, Sandstone or even Crusher Fines may be a more desirable surface.

Pavestone Concrete Pavers

Existing Covered Boardwalk

11. BUILDING FACADES/SIGNAGE

There are many unique styles to the architecture of Downtown. Most of the buildings have traits that are desirable to the Old West theme. Features that link the different buildings would make the Downtown more successful, as a cohesive pedestrian environment. The covered walkway is a good example. Developing a system of color, materials, lights, etc., would also help make these connections. Signage along the street can be distracting and could be improved by choosing similar materials and construction methods. Signage shouldn’t compete for attention, it should work together to get visitors to stop. (See photo next page).
12. WATER FEATURES

Water features are wonderful attention getters and can activate and invigorate pedestrian environments. However, they are very expensive to build and even more expensive to maintain. To get the best use for the money, water features should be located in pedestrian areas where they can be most appreciated.

The River Park area would be an excellent setting for a water feature. Using native materials, the feature can take on a natural form that fits well with the concept for this space.
13. SCULPTURE

Sculpture and public art can be great attributes when used in conjunction with pedestrian spaces. They can invigorate and diversify an otherwise bland space. The cost of these amenities is very high and unfortunately they are often the target of vandalism. For this reason they should always be located in places where the community can not only enjoy them, but observe and protect them.

There are some areas within the Downtown where a sculpture could be located, that would lend itself to pedestrian activity, while also capturing the imagination of motorists.

Many opportunities for sculpture exist in the River Park. The idea of combining water, planting and sculpture to develop a focal point that pedestrian activities will encircle is a very strong concept.

The theme for sculpture or public art within the Downtown should borrow from the concepts described for the entry and gateway signage. Whether drawing from abundant local wildlife themes or tapping local historic influences, such as “Togwotee” sculpture can capture the imaginations of visitor’s as well as locals.
14. PLANTING

Use hardy, native or adapted species. Emphasize evergreens for year round interest. Conifers have a relatively low initial cost for the effect obtained.

Along the Downtown streetscape, trees must be placed so as not to block business entries or signage. There should also be consideration concerning visibility of motorists with regard to safety. Most of the landscaping should be low, drought tolerant and accent with rock and seasonal wildflowers for interest.

The River Park will allow many opportunities for flower gardens other special planted areas, with a foundation of evergreens and drought tolerant plants.

Wildflowers and drought tolerant plants in Estes Park, Colorado.

15. IRRIGATION SYSTEMS

All planted areas will need to be irrigated. A drip system is the most efficient and water conserving option. However, some areas, with flowers or ground covers, will require a spray system. A few areas with drought tolerant plants may have temporary systems that can be removed after the plants are established.
16. SITE FURNITURE

Site furniture, including benches, trash receptacles and tables, should provide continuity in the Downtown. Whether the style continues to follow the rustic wood feel that is currently in place or adopts a turn of the century style with black iron, continuity is the key. Furniture for the River Park should adopt the style established by the streetscape elements.

17. LIGHTING

Lighting in the Downtown should be pedestrian scale with overhead lighting approximately 10 to 12 feet in height. The lights along Ramshorn may reflect an antique style reminiscent of the turn of the century gas lamp. Lighting on store fronts should have some organization to provide continuity of Downtown businesses at night. Lighting along the River Park should be tucked into the landscape, located in walls, under steps or in bollards. Light fixtures shouldn’t dominate or detract from the River Park experience. This type of lighting would have a dramatic effect at night, while casting light on the walking surfaces for maximum safety.

Up-light for landscaping

Gas Light Look

Wall light for the River Park area.
CONCEPTUAL DESIGN ALTERNATIVES

18. VISITOR'S CENTER/PARK

The need for a centrally located place for tourists to stop, rest and collect information is evident. The location in the vacant lot adjacent to the Welty garage, below the existing mine shaft would be ideal. This high visibility area is currently dormant and leaves much to be desired aesthetically. However, tourists through Dubois seem to notice the rock outcropping, often stopping for photo opportunities. Developing this lot as a park with pedestrian facilities, whether there's a visitor's center or just an information kiosk, would stop motorists and benefit the entire Downtown.

19. PUBLIC RESTROOMS

Public restrooms, information kiosks and other pedestrian facilities should be located adjacent to Public Parking areas in the Downtown. The first location proposed for a restroom will be at Lamb Park, just North of the existing entry into Downtown. Other locations for these facilities may be along the River Park or other pedestrian areas that are logical in relation to pedestrian movement. Restrooms should be incorporated into larger structures such as a pavilions, shelters or other elements so as to appear more permanent. Signage, visible to motorists, directing visitors to the public restrooms are very important.

A diagram of the location for the restroom at Lamb Park is shown on the following page. Potential changes to the layout of the lot are suggested to make the lot more useable. These changes could be incorporated during the construction of the restroom facility.
CONCEPTUAL DESIGN ALTERNATIVES

Exit

Truck/RV pull through

Lamb Park Restroom Facility and Picnic Area

Picnic Area
VISION FOR DUBOIS

We feel Dubois is a very special western community with an abundance of charm and a wealth of interesting natural features and wildlife. We believe that through strong planning efforts and coordination with members of the community, all of the goals and objectives above are attainable. We see a vision for Dubois of a town that is proud of its heritage and promotes itself as one community, from the town limits to the core of Downtown. We see the Downtown as a pedestrian oriented core with a mixture of business types that provide many opportunities for dining, lodging and shopping to locals as well as tourists. We also see a “River Park” that is the “Jewel” of the community and provides for a pedestrian connection and other uses to the entire community. Finally, we see Dubois as a center for outdoor activities with a trail system that links the entire community and provides opportunities as well as access for bikers, hikers and fisherman a like. The vision for the revitalization of Dubois is always subject to the incorporation of new ideas. The plan produced in this document is merely a snap shot of what could happen with the proper funding during the next 20 to 25 years.

The plan below depicts a vision for the Town of Dubois in the future.
CONCLUSION

A series of ideas for revitalization have been presented to the community of Dubois. By selecting the best ideas and prioritizing them, perhaps the ideal solution will come to light. However, in most cases local politics dictates the final design solution regardless of the best ideas at hand. To summarize our suggestions for proceeding, we would start by reiterating the goals that we feel are vital to the success and revitalization of the Town of Dubois.

- Create a positive image for the Town of Dubois (preserve positive existing image).
- Define the "Downtown" area as the core of the community and "the" place to stop.
- Slow traffic through the entire town and get people to stop.
- Create an alternative route for commercial vehicles to get around the Downtown that can be implemented during peak times.
- Define a "River Park" area that gives people a reason to stop in the Downtown and links to the rest of the community.
- Define a trails system for the community as well as tourists.
- Provide adequate and easily accessible parking in the Downtown.

In order to accomplish these goals for revitalization, we would suggest adopting the following conceptual ideas as a direction for future actions.

- We recommend preserving the Downtown image and expanding it where possible with the use of cover boardwalks and other streetscape elements.
- We recommend establishing entry features to the community and gateways to the downtown area in order to define these areas and portray an inviting positive image.
- We recommend narrowing Ramshorn Street through the Downtown, using either the two or three lane concept in order to slow traffic and get people to stop.
- We recommend developing Welty Street as a potential re-route for vehicular traffic during peak times and consider its importance to future for economic development, parking and access to the River Park/trail system.
- We recommend implementing a "River Park" in the Downtown that will provide a variety of uses and link the entire community.
- We recommend developing a trail system for the entire community that links all major uses and helps introduce the existing amenities of the community to tourists.
- We recommend developing an additional parking area for large vehicles west of Downtown and implementing more efficient small vehicle parking in the Downtown.

If these conceptual ideas can be used a guide for the direction of future planning efforts and ultimately final design solutions, overtime, the revitalization of Dubois will be a success.
PROJECT PRIORITY LIST

PROJECT PRIORITIES

The following is a suggested list of priorities for accomplishing the Revitalization of the Town of Dubois, Wyoming.

1. Town entry identification signage on Highway 26 at east and west Town limits.

2. Deceleration lane and signage to the overlook area, indicating that it is part of the Master Trail System.

3. Trail system definition and design along with preparation of a Trail Map.

4. Acquisition of wetlands along the Wind River that serves as wildlife habitat/flood control.

5. Improve Welty Street with paving, sidewalk and curb and gutter

6. Pave the entire length of Second and Third Streets with WDOT help.

7. Acquire the area behind the bus barn for a community parking lot. Provide signage for the lot and encourage oversized vehicle parking there.

8. Construct the first phase of the "River park" improvements to the North of Ramshorn. Coordinate work with flood control methods for Horse Creek.

9. Establish a Ramshorn Street traffic test, within the Downtown, for a two year period. Stripe Ramshorn Street, through the Downtown, as a three-lane section with a four-way stop at the corner of First Street and Ramshorn Street. Paint pedestrian crossings and "neck down" areas. Narrow the Horse Creek Bridge to two lanes with the other lanes painted as future improvements. Sign Welty Street as an optional bypass to Downtown.

10. If the traffic test is successful, then design and implement all streetscape improvements.

The items above represent a 5 - 10 year time frame. These priorities should be re-evaluated on a yearly basis to insure that the community revitalization effort remains on track.
Public Comment
A public presentation of the proposed trail, streetscape and Riverwalk concepts was held on April 26 during two sessions. The first, an “Open House”, lasted all day and the second was held in the evening, at the Town Hall, to encourage widespread participation. A questionnaire prepared by the Planning Commission was circulated to participants and a total of 17 responses were received from the approximately 50 persons who attended the open houses. A detailed tabulation of the responses are detailed on the next few pages. After each question a response by the design team is presented.

Streetscape

1. Where, if at all, do you believe additional parking is needed?
   - Behind bus barn
   - Behind Ramshorn Café
   - Across from high school
   - Present fire station
   - 3rd & Welty St.
   - West Ramshorn northwest of post office
   - Southwest corner of Welty St. and highway 26/287
   - Need more parking but where?
   - Adequate
   - Lamb Park & Town parking lot is only ¼ to ½ full even in the summer needs better signage. More parking in future to North near new library location on First St.
   - Somewhere off Main, west of post office
   - Town parking lot badly designed needs to be fixed so it can be used
   - Across from Welty’s general store
   - Diagonal on Main St.
   - Yes, next to school bus barn, where town fire hall is, also next to post office
   - I like the parallel parking in the main area like your drawing.
   - Trucks need parking to stay at Motels and eat at restaurants. Downtown needs more parking too.
   - None, we have a new parking lot and unless the Town grows considerably, none in the future.

Response: The proposed plan provides additional parking spaces on Ramshorn Street and a new lot behind the Bus Barn building. Additional parking is available along Welty and Third Streets. The High School parking lot can be used during high parking demand times. These parking areas can provide immediate need parking for the community.

2. Where, if at all, should special facilities be considered for handicapped persons?
   - Curbsides at intersections, restrooms, visitor center
   - All sidewalks, restrooms, picnic areas
   - Along Horse Creek walkway, on Headwaters along river
   - Everywhere
   - Bathroom in Lamb Park
   - Parking, sidewalks – restrooms
   - Corners to get on sidewalks (boardwalks)
Nowhere – there are so few people in this Town requiring these facilities that it would be an unnecessary expense.

Response: The proposed Streetscape and Riverwalk design would be handicapped accessible as required by the Americans for Disabilities Act (ADA).

3. What, if any, additional ideas do you have to suggest?
   - Rendezvous back at park
   - Need streetlights from post office to Stalmaker St. to better illuminate Headwaters area.
   - Don’t forget walk between Bookstore & Drug to access Lamb Park
   - Refurbish store fronts i.e. Mini-Mall, old Coast to Coast
   - Visitors center idea is great
   - Restroom at existing parking lot is essential!! First priority.
   - Need rest area- school bus stop on US 278 on North side next to Taylor Creek Exxon on Taylor Creek
   - Start small and move gradually, maybe with the Town entrances. (benefits everyone and gives us some security in our minds.
   - We need a truck route especially for the Big boats that go through Dubois
   - That the owners of the derelict and falling apart buildings be required to bring them up to code and useability before anything else is done. Or tear them down.

Response: The remarks concerning building facades and building improvement are in the domain of the Planning Commission and Town Council. The comment about starting small is very appropriate and is represented in our priority list in the next section of the report.

4. What, if anything, do you suggest should be taken out of the Conceptual Drawing?
   - I think we are trying to tackle too much at once.
   - Park downtown
   - Are we looking at changing too much?
   - Fountains, visitors center on Horse Creek, diagonal parking, pines on Ramshorn St., traffic islands at ends of town.
   - Diagonal parking! Rerouting traffic!
   - Angled parking
   - Round about
   - The angle parking in the Downtown Area and the concept of a truck route through residential areas.
   - Maybe only one arch across street
   - None
   - Any ideas on private property and anything requiring two lanes instead of four and anything that would require a lot of maintenance that the Town can’t afford.

Response: The master plan presented represents the “vision” and redevelopment goals of the community over perhaps the next twenty years. As each phase of the plan is undertaken it will be “tweaked” to meet the budget and the thinking of the community at that time. Parts of the plan may be refined and other concepts will be added to the design as each area is addressed.

5. Should the existing streetlights be changed? ...If yes, what do you suggest?
   - Not necessary. Additions further West are needed
   - Yes, but not sure what
   - No
- No – just more of them
- Yes, use types that is compatible with entranceway theme. Use gas light theme
- No
- No, they are fine
- Yes
- They are fine as is.
- Up to design people – need slow down – yellow light or round-a-bouts
- A.C.C. Banner – Antique
- Yes – any kind that doesn’t sit in the middle of the sidewalk
- Antique, like your drawings
- Yes, turn of the 20th Century type light fixtures
- NO If anything there should be more. This is a health and safety issue not a how cute can we possibly be issue.

Response: The use of pedestrian scale lights within the downtown will provide a higher level of illumination than is currently provided by the existing “cobra head” lights. This is accomplished by having the pedestrian scale lights placed closer together and having the source of illumination closer to the ground.

6. Should boardwalks be used throughout the downtown area?
   - Absolutely, Yes!!
   - We like them – Interested in fakes as well
   - Absolutely!
   - Yes
   - Yes
   - Yes!
   - A must
   - Yes, where possible
   - If properly maintained
   - Only on Ramsborn
   - Only if they can be continuously maintained by the city of DuBois!!!!
   - Yes
   - Yes
   - All or nothing

Response: Boardwalks should be retained however there are areas on the south side of the street where they become a safety problem because of ice and car splash. In those areas the use of special pavements are encouraged for the walking surface because of safety and maintenance concerns.

7. Should this streetscape include fountains?
   - Only near restrooms
   - No, because of cost
   - No
   - No – we have Horse Creek for great water sounds
   - If install water for vegetation – yes depending upon annual cost
   - Yes – but to expensive at this time
   - No, to much expense, landscaping
   - No
   - Yes, but the expense of setting them up is too much
   - Yes or waterfall
Yes
Nice – but expensive. Who will maintain them and pay to maintain them
If there’s enough money
No
No
No, what a maintenance nightmare.

Response: The use of water features were incorporated throughout the “River Park” area because this is a vision and planning document. The inclusion of a concept detail does not necessarily mean that it will be constructed as such. However, it is best to include design elements now then try to add them at a later date. Water features are an important part of the design vision, but may be omitted is determined unfeasible due to cost or maintenance issues.

8. Should there be archways at 1st Street and Welty St., and at W. Ramshorn and 3rd St.?
   - Only if they are tall enough to allow sailboats. Dubois is favorite route for high loads.
   - No
   - Yes
   - Only if there’s money after public restrooms and visitor center – finish development at Lamb Park
   - No! It will add to diverseness of Town.
   - 1st Street only
   - Yes
   - Yes
   - First Street only
   - I, we, like them
   - Yes
   - Possibly, could be a good idea. I like the ones at the town entrances better.
   - Too many
   - No
   - Sure, if your purpose is to restrict and confine and generally clog up the Town.

Response: The purpose of the Downtown identity arches was to define to the visiting motorist that they have arrived in a special area that will provide for their Dining, shopping and information needs. As you enter an area that has been designated as special, there is the tendency to slow down and look.

9. Should Welty and 3rd Streets be included in the streetscape design?
   - Yes
   - No
   - NO!
   - Low priority – finish downtown and trail system first
   - A must
   - Later Maybe
   - Yes
   - NO
   - Not right now. Maybe later
   - Hopefully but much cleaned up and changed
   - Not Necessarily
   - Some sidewalks with curb and gutter and good pavement would be a great start
   - Let’s do the main drag first & then extend it all the way to new clinic & out past condos,
Response: The concept of Welty Street as an optional bypass requires that it should have improvements such as sidewalks, curb and gutter and pavement. This is necessary because people will park along the street and walk to the downtown area. Welty Street will ultimately be redeveloped and will require the same level of improvements because it is an important element to the future of the downtown.

10. Should trucks be routed over and alternative routes, such as Welty St.?
- Yes
- Yes
- NO!
- A truck route could be an option
- Southbound on Welty only
- Later maybe
- Yes, they go through town to fast
- No
- Maybe later, when other early stages are complete
- Helpful but you will find cars will use it also
- Yes, but consider traffic hazards
- Absolutely not. If you want them to slow down, contact our local sheriffs department and place appropriate speed limits
- Yes, Yes
- Yes
- Who is planning to pay for all this? WYDOT? I don’t think so.

Response: There should be an optional route provided, around the Downtown, for Commercial and local traffic during peak times or special events. This route should be paved and signed for safety reasons.

11. Do you own, or have a property interest, within the area shown by the streetscape?
- No
- Yes
- Yes
- Yes
- No
- No
- No
- No
- No
- Interest – but no ownership
- Yes
- Yes
- No
- No
- No
Conceptual Drawings and Gateways

1. What particular event, or historical person or groups of persons, or wildlife, or activity best represents the Upper Wind River Valley area?

- Sheepeater Indians? (9)
- Blackfeet Indians? (2)
- Crow Indians? (2)
- Shoshone Indians? (7)
- Mountain Man (circa 1835)? (9)
- Early Cowboys (circa 1890 – Butch Cassidy)? (8)
- Bears? (6)
- Cow? (7)
- Elk? (10)
- Saddle Horses? (10)
- Moose? (9)
- Trout? (8)
- Tiehackers? (10)
- All Terrain Vehicles? (2)
- Bicycles (2)
- Skiers? (2)
- Snowmobiles? (6)
- Horse Back Riding? (8)

Other:
- Folks come to Wyoming and want to see cows and cowboys. (See Jayce Nacos “Dubois” poster for good ideas)  (5)
- Bighorn Sheep
- Any wildlife
- Rock Drawing
- No all terrain vehicles or snowmobiles
- Cross Country Skiing
- Badlands
- Hiking
- Togwotee & his history
- Dubois has no early Cowboy history. If Butch Cassidy was ever here it was for only a very small (hours) amount of time. The only “Cowboy” history Dubois had are the dudes and wannabe’s from back East who want this Town to look like Frontier Land.

Response: The theme embraced by a majority of the respondents appears to be “Western” in orientation with an emphasis on wildlife. Our entry signage concepts were envisioned to combine ranching, logging, wildlife and ancient people in a theme that identifies many of the Towns assets. The ideas proposed in this planning document are conceptual visions. The final design you eventually fund will have the input of a professional selected to design the actual gateway/signage.

2. Assuming grant fund can be secured for the statuary, which of the above would you use in the kind of Entrance shown in the Conceptual Drawings?

- Concept B. Monte’s are too complex and detailed the middle of a road. Better at parking lot or picnic area.
- Snowmobiles, trout fishing, tiehacks
- None – don’t like traffic island concept -- too dangerous to have artwork on island
- Butch Cassidy and Bighorn Sheep
- No sculptures
- Any wildlife, bears
- Indian, wildlife, sheep
- Wooden signs only – no sculptures – insurance would be too expensive to insure
- Cowboy/horses – sheep
- Sculptures are hokey and over done (everyone tries this)
- Concept A – Arch (color)
- Wildlife, Sheepeater Tribe
- I liked your stretched skin & logo
- I liked the moose/elk
- East = Togowtee West = Bighorn Sheep
- Assuming that grant funds can be secured for any of this, why not the Virgin Mary?

Response: The traffic island concept could possibly be dangerous and expensive to maintain. The important thing is to have signage that is in scale to the backdrop, that relates to a vehicle traveling at 55mph and that is dynamic at that speed. The first impression of Dubois should capture peoples attention, introduce the community and cue people to start slowing down. Statuary should be concentrated in Pedestrian areas.

3. Other comments and suggestions:
   - Maintenance cost?
   - Use simple log signs such as G shown in photos (or 6) Large on sides of roads, nicely landscaped.
   - Get Real

Riverwalk (along Horse Creek between Welty St. and Anita’s Café)

1. What additional ideas, if any, can you suggest?
   - Bathroom
   - None

Response: The Riverwalk area is fairly small and the addition of a restroom to the location would not be the best use of space. Restrooms should be located adjacent to parking areas or visitor centers for ease of access (i.e. Lamb or Bus Barn parking areas)

2. What, if anything, should be taken out of the Conceptual Drawing?
   - Angled parking
   - “Old fire station poor location for downtown restrooms – too far for visitors to walk and park. Lamb Park ideal location – need better signage.
   - Our property (Stagecoach Motel) the sketches are too much. We would never dream of taking that space away from our guests and family and commit it to the whole community.
   - It’s great but we all need access to sit down there
   - All, it is on private property and has been a no go, waste of time and money from the beginning.

Response: In many communities, public improvements are constructed on private property (through easements) because the property owners realize that the community good exceeds their own interest. However, in all these cases the
community assumes the insurance risk and maintenance of the improvements. A “River Park” adjacent to any use in the downtown will increase its property value.

Non Motor Vehicle Trail Systems

1. What streets, if any, should be added to the dotted yellow line trail system?
   - None
   - (filled out with no maps available, so I'm vague as to where trails are projected) Be sure to access headwaters, school library, Sr. Center and new medical Center E. of Town – Link to Badlands and Wilderness study areas.
   - Hays to Sr. Citizen Center a must
   - Senior Citizens would probably like to be included
   - Extended to Warm Springs Dr.
   - Extend all the way to new clinic on E and to condos on H.
   - You are obviously living in la la land. Where is the money??

Response: The suggestions proposed have been incorporated into the proposed design. The trail concepts presented are all viable and can be reasonably constructed because they are located mostly on public land.

2. What streets, or areas, if any should be removed from the dotted yellow line trail system?
   - None
   - None, leave well enough alone.

Response: None Suggested

3. Keeping in mind developed areas, and the private property rights of the owners, are there other areas that should be considered for such a trail?
   - No
   - Cross Wind River along Taylor Creek and connect trail to bridge to headwaters Center
   - Entrance of Dubois to Exit – East to West.
   - Along the southside of the Wind River – Bicycles and Joggers OK!
   - Where?? By the way, a walkway along the sewer lagoon is not only ludicrous it is not legal. Non-personnel aren’t allowed within 200 ft.

Response: Some of these comments are included in the latest trail map.

4. What, if any, locations not shown on the map ideally should have trails connecting to the trails on the map?
   - None
   - Separate bikes from foot traffic, so those folks can walk without fearing for their lives. No motors.
   - Horses - up to Town overlook and over to old motor cross trail; South on third Street to National Forest: Past Town Dump to Nature Trail
   - Horses, joggers, bicycles – Trails side by side – Black top beside bark – worked in California
   - Bicycles
   - No horses, no 4 wheelers, no snowmobiles – for bicycles & walkers (keep all dogs on leash)
   - I can’t even dignify this with an answer.. This entire questionnaire has been an exercise in far too many what ifs and is nothing but pie in the sky.
Response: The Trail Map is for location only. The proposed trail system can incorporate joggers, horses, walkers and bicyclists on a series of intertwining trails that should provide for a variety of experiences. The actual design of the trail (such as width and pavement surface) will be defined by funding availability and community input.

5. Where, if at all, should consideration be given to the expansion of existing recreation (parks), or the establishment of additional parks?
   - East of Town
   - Finish Lamb Park. Look at new Library location, River front near headwaters - move boulders back or build effective barricades to prevent vehicles from driving all over the place
   - On Taylor Creek; Move present sewage plant downstream and make a park
   - How about wildlife and duck and goose habitat
   - Yes - expansion of existing parks
   - Serious consideration should be given to improving/expanding our current park. The play area for the kids - i.e. (grass) it terrible, equipment is also poor. Much could be done to improve the one we have
   - Clean up present park & river bank area. Easier access to fish & more tables/benches
   - Improve what we have!
   - Once again... Get Real.

6. What Blocks of what streets, if any, should be considered to apply for grants for similar Conceptual plans (a Phase Two effort)?
   - Along Ramshorn and 26/287 from city limit to city limit
   - North on 1st Street to new Library
   - East end of town (new Medical Center)
   - N side of Headwaters Complex to Norwest Bank
   - Entrance of Dubois to Exit – East or West
   - Why not the entire Town since we’re obviously coming into some real serious money

Other Planning:

1. What other, if any, facilities, resources, areas, etc. would you recommend for consideration of Securing Planning Grants?
   - Paved Streets
   - Boardwalks
   - Horse Creek and Wind River fishing habitat
   - Existing Town Park – improve it for our kids! Our Future!
   - No more plans. I would like to see the money wasted on conceptual grants used for concrete problems that really can be addressed.

2. News media in recent months report studies showing that the requirements for water will double and perhaps triple within the next 30 years, including downstream Towns and Cities. What suggestions do you have to prepare for this?
   - Obtain water rights and design distribution systems now from Togoutes Pass to the Indian Reservation
   - Upstream water storage
   - Reservoirs
   - Get rich quickly
Flood Control:

1. What comments, if any, do you have regarding the flood control concepts?
   - Haven’t seen any flood control concepts except Horse Creek – Rocks in middle of river exacerbate flood problems
   - Have a diversion pond or lake upstream of town on Horse Creek. Diverting the water during flash flood possibilities and then later released could possibly save serious detriment to homeowners and business along the stream and in the downtown area.
   - This could go hand in hand with beautification!
   - None, except that flood control and planning maps are what should have been considered and taken care of long before any of this nonsense

Response: Flood control concepts will be included in a separate document when the work is completed.

Additional Comments and Suggestions:
   - Where is flood plan for the whole community?
   - Rerouting traffic and bottlenecking Main Street is a bad idea! There is no benefit from either for the downtown businesses that would be affected. Diagonal parking is dangerous and should not be considered.
   - Booklet distribution on funding and maintenance costs
   - Report should ballpark annual maintenance costs
   - Archways at both ends of town are great – “B” concept
   - I love the ideas. The B concept for the gateway I liked and changing the parking back to angle parking would be much better.
   - Love the archways on both ends of town. Start with that concept, then landscape each area, then add other improvements.
   - Love the angle parking – it would allow twice the cars to park
   - We first need permission to demolish ugly buildings along your planned areas – even Weltys
   - I think some of the ideas are great. Some are in need of much more thought. I really like the town entrance ideas, and the thought of the town assuming Weltys old mobile gas station and turning it into a chamber of commerce or information center. The picture is great.
   - Like concept of downtown Riverwalk, but don’t forget/ignore project already begun, esp. downtown Lamb Park
   - Walkway between drugstore and bookstore to town parking lot not on maps
   - We need lights at night from Post Office to Stalmaker and Headwaters building to help existing facilities
   - Don’t like traffic Islands at edge of town – prefer log signs
   - What about information center and public restrooms at the existing Town parking lot? Better signage on Main Street so folks will know FREE parking is easily accessible – and already here!
   - If diagonal parking don’t plant conifers – visually impairs drivers trying to back into highway traffic
   - Factor in the new library on First Street and be sure that bike pedestrian access is assured.
   - I would like to see entire trail done ASAP
   - Good ideas
   - Town entry Median “B” or “C”
   - Downtown “C” Gateway
   - Great ideas – path under bridge not a necessity – opens up too many possibilities for horseplay by youth
• Visitor Center at that location would be great and attractive – especially with the whole corner beautified.
• Slowing down the traffic with a split highway very wise (roundabout, I guess)
• Split highway east and west – Great! Concept C
• Angled parking would be a problem for the winter/snowmobile season and therefore would hurt business. The public parking lot is not made for cars pulling trailers and so "Where are the snowmobilers going to park?"
• Downtown entry sign – great
• Route for highway trucks – great
• Trails are great
• Cost of Maintenance? Problem!
• 3 Lane with parallel parking: very good
• Entrance of Dubois East: Concept “B”
• Thanks for your hard work organizing this project. I like the general idea of a green belt trail and cleaning up the town to be more attractive. I’d like to keep it simple so we can keep Dubois from getting Jacksonized. Efficiently I’d like to see existing trails (badlands and Town Park) incorporated into the plan. Nix the waterfalls and fountains. I’d like a gateway at each end of town but not as an island which is a traffic hazard. Just a simple sign on a mound would suffice. Mostly it would be good to keep the theme of greenways but reduce the expense by not having it so elaborate.
• I like the two round-a-bouts to eliminate stop signs. Locals just need to get used to them.
• Good job! Keep up the good work you’ve started
• If archways are ever put into place at all they should be installed at the east and west entrances of Dubois. I also saw no effort at all to integrate the entire (very small) Town, just the so-called “Downtown” area. I could never support this concept for that reason. We could really use walking and bicycle trails for residents to use all year not just tourists 3 months of each year. Far too much wasteful concentration on a very small area.

We received a few questionnaires by Mail. These were the comments as of May 8, 2000.
Independent of what phase is selected first for construction, a step by step process must occur to realize a built project as follows:

Step One

A. Approval of a final plan by the Town and all other involved parties.
B. Select a Phase One project and establish a construction budget and financing method.
C. Develop an RFP to obtain design and engineering services.
D. Set up review committees for final design and construction documents.
E. Establish design and construction schedule.
F. Obtain easements/license agreements.
G. Contract design and engineering services.
H. Obtain an existing conditions survey of the site.

Step Two

A. Finalize design, cost estimate and review.
B. Detailed site planning and review with landowners.
C. Establish maintenance program and budgets.
D. Construction drawings, specifications and review.

Step Three

A. Advertise for bids from contractors.
B. Bid period, issue addenda, pre-bid walk through, etc.
C. Bids due, contractor selection.
D. Award construction contract to lowest qualified bidder with preference given to local contractor when all things are equal (as the law allows)

Step Four

A. Start construction
B. Site observation, construction administration.
C. Substantial completion walk through, punch list.
INTRODUCTION

The major task prior to commencing construction of the project area is the design development and construction drawing phase. Design development will refine and finalize all proposed Master Plan improvements with respect to the existing conditions on the project site. All details pertaining to construction shall be reviewed and revised to comply with the appropriate agency regulations (i.e., the Town of Dubois and the Wyoming Department of Transportation) prior to the initiation of the actual construction document package. At this time, a final construction cost estimate shall be prepared to ensure that the improvements to be shown in the bid documents will meet the projected budgeted allowances for the particular phase of construction.

In order to initiate final design development, an existing conditions survey of the project area needs to be completed. All final design and construction decisions should be based on accurate survey information. The following sections of this chapter will discuss the documents and related professional services required to implement the Ramshorn Street and River Park Beautification Master Plan.

EXISTING CONDITIONS SURVEY

The purpose of the detailed site improvement survey is to accurately document as-built and existing conditions within the project area. This document provides the base information for the development of all proposed improvements. The accuracy of the construction drawings is dependent on the level of survey information provided. If the survey information lacks a certain amount of detail, this can result in a decrease in accuracy on the drawings, therefore, a higher probability of field adjustments during construction operations.

In order to obtain an accurate set of construction drawings the following information is recommended to be included in the existing survey:

1. Legal boundary of the properties which may be acquired by purchase or lease agreement
2. Flow arrows at all grade breaks
3. Establishment of permanent bench marks at each intersection within the project boundaries at a .01’ accuracy
4. Establishment of permanent base line
5. All improvements as noted below drawn on the survey
   - Streets
   - Curb and gutter
   - Flow lines
   - Sidewalks
   - Alleyways

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APPENDIX A

- All above ground and below ground utilities by size, location and elevations
- Water lines with valve and/or master boxes, domestic service laterals
- Electrical (overhead and buried) by size, depth and height, meters, transformers, poles
- Cable TV cable locations
- Telephone poles and lines (overhead and buried)
- Other overhead lines, wires, poles, freestanding signs, hanging signs from all buildings, canopies, awnings or arcades
- Fire hydrants
- Street lighting (pedestrian and vehicular)
- Fences, walls, retaining walls (including top and bottom spot elevations)
- Vaults, coal chutes, including areas with structural walls showing depth, width and exact location
- Traffic control devices, signal lights, junction boxes, control boxes, including the existing interconnecting system
- All existing street furniture, benches, news boxes, flower boxes, plant materials, etc.
- Spot elevations at all tops and bottoms of curbs, building corners, retaining walls, first floor levels of buildings, tops and thresholds showing a minimum of two (2) spot elevations, ground elevation at the base of trees on site, and all hard surface materials on site, on the properties, which may be acquired
- Elevations shall be taken and shown on all breaks in grade, whether vertical as in walls or sloping. All elevations shall maintain an accuracy level at 0.1 foot on the ground, and 0.01 foot on concrete curb, walls and all other man-made features.
- Elevations on established baseline or centerline shall be at the maximum spacing of 50’-0” on-center.
  Elevations shall be given at 50’-0” intervals for all lane lines, gutter, flow lines, top and back of curb, building and property lines
- All encroachments (whether permitted or not.)

The above work elements should be prepared on reproducible Mylar at a scale of 1” - 10’ or any ASCII format compatible with AutoCAD or other operating system. Multiple data layers might be prepared which are logically divided according to the existing site improvements. Such data layers may include: baselines, underground vaults, utilities, streetscape improvements, and all roadway, sidewalk and building improvements.

A licensed land surveyor in the State of Wyoming shall certify all site improvement survey work for its accuracy and condition.

Preparation of all drawings should be formatted on 24” x 36” size sheets in such a manner that the project area is easily matched to an adjoining area.
CONSTRUCTION DRAWING PACKAGE

The construction drawing package graphically illustrates all technical construction information necessary to build the Master Plan. All drawings should be prepared by a licensed professional with a level of detail commensurate with the complexity of the proposed improvements. The more detail shown on a drawing the greater quality control during construction.

The following outlines the contents of a proposed construction package that would be appropriate for all phases of construction of the Master Plan. Types of drawings and their sequence in a construction package include:

1. Site Preparation and Demolition Plans
2. Curb/Gutter and Storm Drainage Layout and Grading Plans - if required
3. Applicable Civil Engineering Construction Details
4. Pedestrian Area Improvements Layout Plans
5. Pedestrian Area Improvements Grading Plans
6. Applicable Landscape Architectural Construction Details
7. Planting Plans
8. Irrigation Plans
9. Planting and Irrigation Construction Details
10. Streetlight Electrical Plans
11. Streetlight Electrical Construction Details
12. Mechanical Plans (optional)
13. Mechanical Construction Details (optional)

1. Site Preparation and Demolition Plans.
Illustrates all existing survey conditions (ref. existing survey section) and tells the contractor what existing items shall be removed, relocated and items to remain, in preparation for new construction improvements, some typical items include:

- Limits of demolition for existing sidewalks, curb/gutter, asphalt pavement lights, planters, signs, existing vegetation, etc.
- Site furniture removal or relocation
- Storm sewer system modification, inlet removal
- Utility relocations or adjustments including:
  A. Gas and water valves
  B. Manholes
  C. Fire hydrants
  D. Traffic signals
  E. Light poles
  F. Aerial power lines
APPENDIX B

2. Curb/Gutter and Storm Drainage Layout and Grading Plans:
- Plan view illustrating horizontal layout of new curb/gutter, new storm sewer inlet locations and critical spot elevations for top of curb, flowline, rim and inverts
- Plan view of limits of asphalt pavement replacement
- Right and left profiles illustrating vertical alignment of curb/gutter and storm sewer system
- Profiles to include:
  A. Existing finish grades at property lines (building face)
  B. Existing and proposed flow lines
  C. Center line of road
  D. Existing and proposed storm sewer line profiles

3. Civil Engineering Details including but not limited to the following:
- Storm sewer inlets
- Curb and gutter
- Drain pans
- Driveways
- Asphalt pavement
- Structural sidewalks and vaults
- Traffic signals
- Trench grates/roof drain connections
- Applicable utilities locations

4. Pedestrian Area Improvements Layout Plans and Landscape Architectural Construction Details:
Illustrates the location of all site improvements between the face of the building and the back of the curb.
Locations of site improvements should be referenced off a base line with offsets, preferably along the centerline of the road or a property line. Offsets should be stationed for ease of field layout. Items typically included on the layout plans are as follows:
- Paving and paving patterns
- Pedestrian streetlights
- Tree grates
- Benches
- Planters
- Trash receptacles
- Bollards
- Signage
- Walls
- Step/ramp details
- Signage
- Lighting, i.e., pedestrian streetlights and landscape lighting
- Bollards
- Civic sculpture
APPENDIX B

5. Pedestrian Area Improvements Grading Plans: illustrate the proposed finish grades for all payment surfaces between the face of the building and the back of the curb showing the direction of surface drainage. Positive drainage should always be maintained away from the building face. In addition to finish grades, elevations should be defined for steps, ramps, walls and building thresholds.

6. Planting Plans: graphically illustrate the location, type and quantity of proposed plant material. The plans should also summarize in written form a plant material list. The list, in addition to summarizing what is shown graphically, should give further information regarding size of installed plant material, type of plant stock, i.e., "B & B", "field collected" and desired growth habit or form of plant material i.e., branching height, single or multi-stem.

7. Irrigation Plans: graphically illustrate layout, type and quantity of irrigation equipment necessary to provide water to all plant material, include written irrigation summary schedule.

8. Planting and Irrigation Construction Details including but not limited to the following:
   - Trees in tree grates
   - Plant material in raised planters
   - Trees in shrub beds or mulch areas
   - Typical shrub and perennial planting
   - Controller
   - Quick coupler
   - Valves
   - Thrust blocks
   - Type of heads
   - Trenching detail for mains and laterals
   - Slewing detail under pavement
   - Backflow preventer

9. Electrical Plans: illustrate layout of conduit/wire, pull boxes, receptacles, sleeves, light fixtures, meter, etc.

10. Electrical Construction Details including but not limited to the following:
    - Wiring diagrams
    - Panel board
    - Receptacles in tree grates and planters
    - Pull boxes
    - Pedestrian light fixtures and footings
    - Landscape light fixture installations

11. Mechanical Plans: illustrating location of water fountains, water features, drinking fountains, and associated lines, pumps, etc. as required.

12. Mechanical Construction Details: as required for fixtures, pumps, trenching for water lines, etc.
The specification manual is the written document accompanying the construction drawing package. Its purpose is to outline for the contractor all legal, procedural and technical information in addition to the information shown on the drawings.

There are a number of acceptable methods for writing specifications. These will vary depending upon the type of consultant i.e., engineering, architectural and landscape architectural. The method used in this chapter is the Construction Specification Institute (CSI format). This format categorizes similar types of information into divisions. Within these divisions, there are sections that discuss in detail, construction items that are particular to the specific project.

There are 16 divisions in the CSI format. They are listed as follows:
- Division 0 - Bidding and Contract Requirements
- Division 1 - General Requirements
- Division 2 - Site Work
- Division 3 - Concrete
- Division 4 - Masonry
- Division 5 - Metals
- Division 6 - Wood and Plastic
- Division 7 - Thermal and Moisture Protection
- Division 8 - Doors and Windows
- Division 9 - Finishes
- Division 10 - Specialties
- Division 11 - Equipment
- Division 12 - Furnishings
- Division 13 - Special Construction
- Division 14 - Conveying Systems
- Division 15 - Mechanical
- Division 16 - Electrical

Division Zero and Division One contain all legal and procedural documents required by the Owner in order to complete any given project. To a certain degree, these divisions can be standardized independent of the project. Certain forms should be added or modified depending upon the specific requirements of the project. Divisions Two through Sixteen deal with the technical aspects of building the project and should be specifically developed to meet the individual requirements.

The forms should serve as an initial guideline for the consultant in preparation of specifications that will conform to standard Owner requirements. As previously mentioned, the forms should be modified or supplemented as deemed necessary to meet the specific needs of the project.

It is not feasible at this time to develop a full set of technical specifications due to the lack of "project specific" information. Lists of divisions and sections have been prepared in anticipation of general project requirements. The consultant should refer to the Design Guidelines, "Palette of Materials" for product information and for general execution requirements for the implementation of the Master Plan.
MAINTENANCE GUIDELINES

General maintenance concerns the preservation of original design elements in their optimum and original condition. These maintenance guidelines will define and describe general maintenance practices for each design element to be found in the project area.

Maintenance on the project area has three main goals.

1. To preserve the original design. This involves every element included in the area. Maintenance activities should not change the character of the original design by changing paint colors, surface treatments, improper plant pruning or improper irrigation or plant part replacements.

2. To portray and preserve a positive, warm and pleasant image of the Town of Dubois and its businesses. The maintenance activities should keep the design elements clean, unscathed, and in proper working condition. Visually, Ramshorn Street is a visitor's first impression of the Town and should be maintained in the best possible condition.

3. To preserve and protect the health, safety and welfare of the general public. Maintenance activities should be primarily concerned with keeping areas clean and safe to use, without irregularities and uneven surfaces.

These maintenance goals are accomplished through the initiation of the following objectives during maintenance activities.

A. All maintenance activities themselves are to protect the health, safety and welfare of the general public.

B. The maintenance crews themselves are highly visible to the general public and should portray a positive image of the Town of Dubois. The crews should be polite and helpful to users who need directions or other information. The maintenance equipment as well should be well maintained, clean and in proper working condition.

C. Repairs and Replacements should be made in a timely fashion. The following guidelines refer to repairs and replacements being completed within one week of its discovery. This is feasible but is dependent upon receiving the owner's approval of the repair or replacement and the availability of the equipment and parts necessary.

D. It is recommended that most maintenance operations take place before or after business/retail hours (6 pm - 8 am) to avoid the time period of highest usage in the project area. Some activities must be done during daylight and normal business hours due to personnel requirements and the activity itself. Those activities that take place during the day should not be disruptive to businesses, the general public (users) or vehicular traffic.
Maintenance tasks as described in the following guidelines refer to the elements within the project area.

The design elements for which these guidelines are written include:

1. Site Improvements
   A. Bollards
   B. Pedestrian/Bus Shelter
   C. Drinking Fountains
   D. Lighting and Receptacles
   E. Pavement Areas
   F. Signage
   G. Site Furniture
   H. Special Design features such as sculpture
   I. Trash Receptacles
   J. Tree Grates

2. Landscape Elements
   A. Irrigation
   B. Plantings

Two groups can perform maintenance activities described here. Town crews can perform all of these tasks. The addition of several pieces of equipment and personnel will probably be required. Private contractors are the other group. These contractors would be prequalified and bonded. They would have the necessary equipment personnel and expertise to perform all tasks described below.

Regardless of whether Town crews or private contractors are utilized, the most important consideration is that qualified individuals perform the maintenance tasks. Tree and someone knowledgeable should do shrub pruning or irrigation maintenance in those fields with previous working experience. The same goes for repairs and maintenance of the electrical components or even the site furniture.

Maintenance tools include:
1. Daily Journal
2. Repair/Replacement Estimate Form
3. Inspection Form
4. Any additional administrative forms.

Sample forms should be developed to make it easier for both the Town and the maintenance crew to accomplish the tasks set before them.

1. Daily Journal - Description and Use
   The Daily Journal is set up to be a tool of checks and balances for the maintenance crew, maintenance supervisor and the Town. The maintenance crew is to record daily activities completed, repairs and/or replacements completed and new repairs and/or replacements discovered and to be done at a later time. The crew in terms of problems due to changes in user needs or design problems that will need adjustments can also add additional comments.
This journal should be turned in daily to the crew supervisor who in turn will pass along copies to the owner. The supervisor and the Town will know what activities are being performed daily, what problems are coming up and what repairs and/or replacement are needed. This will also allow both supervisor and the Town to anticipate repairs and replacements so they can order parts/equipment in a timely manner.

It is important to keep the journal up to date and have the information recorded accurately since this record establishes deadlines for when repairs are to be made. These guidelines recommend that repairs and/or replacement take place within one week from when the need is recorded in the journal. This time frame is obviously dependent upon the availability of the necessary parts and/or equipment and the approval of the Town. In the event that repairs and/or replacements affect the immediate safety or the area users this process should be streamlined to complete the work as soon as possible. In the meantime, precautions should be made to ensure the safety of users.

The Daily Journal is also an important tool for the maintenance supervisor to record and monitor overhead costs and the actual efficiency of the crews.

2. Repairs/Replacements - Estimate Form
Repair or replace any element or component of each element that has failed in its designed purpose or function. Submit Repair/Replacement Form to the Town for approval. All repairs and replacements should be made according to Town/state codes and should be made within one week of record in Daily Journal.

Specific element considerations are as follows:
A. Concrete Paving Joints
   • Recalk as needed
B. Lighting and Receptacles
   • Keep control boxes secure
   • Replace light bulbs first working day after outage is reported
   • The Town currently contracts with APS to maintain streetlights
C. Pavement Areas
   • Saw cut concrete to be removed - provide smooth clean edge
   • Replace complete modular pavers
D. Site Furniture
   • Remove furniture until repairs are made
D. Site Furniture
   • Remove furniture until repairs are made
d. Landscaping
   • Replacement and removal of dead material
e. Irrigation
   • Use original replacement parts
   • Irrigate manually while system is down

Upon the request of the owner the maintenance supervisor shall submit copies of all Repair/Replacement Forms at the end of a budget period. The owner should find these helpful in determining future budgetary needs and also evaluate the quality of design and maintenance; thus, the maintenance supervisor must keep accurate and up-to-date information of all costs.
3. Inspection Form - Description and Use

The inspection form is to be used as a tool for the maintenance crew and supervisor as well as the owner as a checklist of items to be maintained. The maintenance crew should use it in conjunction with the Daily Journal to keep track of what activities need to be performed daily. They should check off each item daily as being acceptable or in need of some repair.

The maintenance supervisor should use the form for periodic inspections of the crew's work and efficiency. Again, the supervisor should check off items as being acceptable or in need of repair. This inspection should occur monthly.

The Town can use the form in the same manner as the maintenance supervisor. It is recommended that the Town make a minimum of quarterly inspections of the project areas. At the conclusion of the Town's inspection the checklist should be reviewed with the maintenance supervisor to review the condition of the areas. Changes and adjustments in maintenance operations should be made at this time.

The Inspection form does not mean the Town cannot make informal comments, observations, and critiques at other times. The Town is invited and encouraged to contribute input on the maintenance of the project areas. It is recommended however that comments be funneled through the maintenance supervisor then to the maintenance crews to avoid communication problems.

GENERAL MAINTENANCE TASKS

General Maintenance Tasks includes checking, cleaning, washing and sweeping; touch-up; and removing spots and stains from all surfaces of all elements. These maintenance tasks are defined below then specific considerations and timing of maintenance are outlined for elements as applicable.

Clean and wash all surfaces, mountings and other components of each element. Check for proper working condition and any repairs that should be done at a later time. Record these in Daily Journal.

Touch-up surfaces of each element and its components annually unless otherwise noted. Treatments may include paint, sealants, strains, and protectants. Match color and type of original treatment. Consult the manufacturer and specifications for type and method of application.

Remove spots and stains on surfaces of all elements as they occur. Use chemical cleaners as directed by the manufacturer and approved by the owner. Use due caution to protect adjacent design elements, plant materials and general public. Removal to occur within one week of record in Daily Journal.
APPENDIX C

Remove trash and debris from all element surfaces and within each element as applicable. Remove trash daily from all areas and spot check heavy usage areas at least three times a week. Remove and dispose of trash from project area as soon as possible in the day.

1. Bollards, Lighting and Signage
   • Clean once per week or as needed
2. Pedestrian Shelter
   • Clean three times per year (consult manufacturer for method and materials)
   • Touch up paints steel members annually
   • Clean downspouts two times per year
   • Remove spots and stains on building faces as needed
3. Drinking Fountains
   • Clean daily or as needed
4. Pavement Areas
   • Clean, wash and sweep once per week or after each snow melt during winter
5. Site Furniture
   • Clean once per week or as needed
   • Reseal wood portions two times per year
6. Special Design Features (such as sculpture)
   • Clean as needed
7. Trash Receptacles
   • Check daily and empty as needed - at least once per week
   • Clean once per month
8. Tree Grates and Trench Drains
   • Clean three times per week
   • No surface treatment touch-up required

SNOW REMOVAL

All project pavement areas should be free from dangerous snow and ice at all times. Snow removal should be an on-going operation until the total disappearance of all snow and ice. Problem areas of ice build up from water dripping off structures and run-off melting should be treated as necessary.

Snow removal to begin immediately after 1” - 2” of snow has accumulated. To ensure most effective and efficient use of snow removal equipment and personnel; pedestrian circulation priority areas have been established. Snow should be removed from these areas first and should always have less than 1/2” of snow accumulation.

1st Priority - Sidewalk on south side of street.
2nd Priority - One 8 ft. wide path for bicycle and pedestrian circulation along path on north side.
APPENDIX C

Snow removal operations should not disrupt or impede the commercial or retail users of the project area. The priority areas should be done as needed. If possible, the other areas should be done during non-business hours (8 pm - 8 am) especially when great accumulations are present and heavy equipment necessary.

All snow should be removed from all pavement surfaces within 12 hours after the snow has stopped. If this requires snow removal during business hours, then again, do not impede or disrupt the businesses excessively. Use of heavy equipment on pavement surfaces to have prior approval of the Town.

All snow accumulations should be removed and stockpiled. The stockpiles will then be removed during the general snow removal of streets. Care should be taken as to not disrupt the flow of vehicular traffic on Ramshorn Street.

Apply sand and/or an approved de-icer as necessary to maintain a safe pedestrian traffic way. Sweep off sand or cinders immediately after each snow melt to maintain neat appearance and reduce dust.

Specific Maintenance Items

1. DRINKING FOUNTAINS WINTERIZATION
Shut-off the drinking fountains at the valve near the meter within one week after the first frost in the fall. At the owner’s discretion or as weather dictates the date may be extended. Blow out all fixtures, pipes and fittings to drain the entire system of water and moisture to prevent freeze damage. Protect any fitting or valve that will retain water throughout the winter.

Spring start-up should occur when weather permits. The Town may adjust the date according to the weather. Activate the system; check all fittings and connections for leaks and other damage. Make any necessary repairs following owner’s approval.

2. TREE GRATE EXPANSION
When the tree trunk grows within one inch on any side of the tree grate opening, adjustments are necessary. Consult grate manufacturer for methods and materials for expanding grate opening. Submit Repair/Replacement Estimate Form to owner for approval of work.

3. IRRIGATION SYSTEM WINTERIZATION
Winterization - At the owner’s discretion and as weather dictates shut off irrigation system at the valve near the meter. As a general rule this should be within one week after the first frost in the fall. Blow out all heads, connections, valves, fittings, and other components to drain the entire system of water and moisture to prevent freeze damage. It is recommended that compressed air be used. Protect any connection or valve that will retain water throughout the winter.
Spring start-up should occur when the weather permits. The Town may adjust the date in accordance with the weather. Activate the system; check all connections and valves for leaks and other damage. Make any necessary repairs following the owner's approval.

4. Irrigation System Maintenance
Check the entire irrigation system twice weekly for proper operation, coverage and pressure. Record any repairs to be made at a later time in the Daily Journal. Check also for trench settlement in planted, paved and sod areas.

PLANTINGS

The plantings to be described are divided into three sections: 1) trees, 2) shrubs, and 3) groundcovers and perennials. Each category will describe general maintenance activities and when they are to be performed. Again, it is stressed that only qualified individuals should maintain the plantings.

These maintenance tasks to be described are general in nature due to variables in weather, soil type and plant variety that cannot be determined at this time. It is recommended that routine and frequent visits to library and county extension agent occur to obtain the most current, proper and effective treatments. Also use the Arboretum for advice and special expertise.

Some maintenance tasks are the same for all plants and will be discussed under General Maintenance Tasks and are listed per type of planting.

Watering
- Check soils moisture weekly and analyze the efficiency of the irrigation system
- Water all plant materials in the morning hours from 4 am to 6 am if spray is used
- Drip irrigate as needed according to plant
- The irrigation clock should be adjusted three times per year; once at spring startup, summertime, and early fall to prepare plants for winter
- Winter Watering- since the irrigation system is shut down during the winter, hand watering is recommended. Winter watering should take place at least once per winter season, usually in January, and may be needed more than once depending upon weather. Water only when soil is not frozen and on a warm, sunny day. Allow enough time for the water to penetrate into the soil. If runoff occurs, allow enough time for it to dry to avoid icy spots on pavement and sod surfaces.

Trees, Shrubs, Perennials, and Bulbs
- Water to penetrate soil 6" - 8"
APPENDIX C

Weed Control

Rock Mulch Areas
- Weeds should be pulled out at least once a week.
- Mulch beds should be replaced periodically when the voids fill with fines and soil to allow for weed growth.
- Use river rock and wildflower mix to cut maintenance.
- Top dress mulch areas as required to maintain good appearance.

Trees and Shrubs and Perennials and Bulbs
- Weeds should be pulled at least once per month except during the monsoon season when once a week may be appropriate. The extension service should be consulted if chemical measures are being considered.

Fertilizer

Trees and Shrubs
- Fertilize once every three years. Do not fertilize the first year after planting.
- Consult local county extension service and other local experts for types and rates of fertilizer.
- Consult local Arboretum.

Perennials and Bulbs
- Perennials and bulbs should be fertilized annually in the spring. Fertilizers should be incorporated into the soil during spring cleanup.

Disease and Insect Control

All Plantings
- Check areas weekly for signs and symptoms of problems weekly during growing season, monthly during dormancy.
- Consult local county extension service, the Arboretum and other local experts for aid of diagnosis and treatment.

Leaf Removal
- Remove leaves prior to the first snowfall.

Trees and Shrubs

Mulch in Plant Areas
- Mulch layer to be maintained at the three inch level. Check layer once per month, add mulch as needed, and install same mulch type as original installation.
- Mulch layer should remain intact all winter.
- Replace as required.
APPENDIX C

Pruning - General
- Prune trees and shrubs to repair damaged, dead, diseased, or broken limbs and thin out old stems.
- Retain the natural shape of the tree or shrub. Some pruning should take place every year.
- Pruning of flowering trees and shrubs is best after the bloom period is over to avoid removing the next year's flower buds. Consult local extension office, the Arboretum or other local experts for best time to prune.

Pruning - Shrubs
- Prune no more than 1/3 of the plant at any one time.
- Prune old wood stems that are at least three years old to thin and revitalize the plant. Remove these old stems to the ground.
- Remove broken and damaged stems to just above another bud or stem.

Pruning - Trees
- Prune limbs that are damaged or diseased, have weak crotches or are conflicting or rubbing on another surface or limb.
- Prune to retain/improve sight lines at driveways and intersections. Selective thinning of branches on immature trees. Trim branches to 8 to 10 above street grade on mature trees.
- Remove limbs to just above another branch or back to main trunk.
- Remove sucker growth which occurs along the main trunk and at base of trunk. All wounds and pruning cuts be treated with alcohol. Paint new cuts greater than 1 in diameter with an approved tree wound dressing.
- Consult the local county extension agent, the Arboretum and other local experts for other recommendations.

Replacement Planting
- Check for plant availability and also proper planting time. Planting is generally not recommended between November 1 and March 1.
- Replacement planting should be same size and species as original plant.
- Submit Repair/Replacement Estimate Form to owner for approval. Approval should be granted prior to the removal of the dead or dying material. The replacement should be installed within one week of record in Daily Journal during the growing season.

Guys and Wires
- Check tree guys and wires once per week to ensure proper alignment.
- Guys should not be too tight but allow tree to sway as needed.
- Guys should not be a hazard to area users and should be clearly marked and flagged if they extend onto pavement areas.
- Guys should be removed after one complete growing season has past.

Soil in Planters
- The soil level in all planter areas should be maintained at the original design elevation.
- Add soil in 4 lifts per year until the proper level is reestablished.
- Submit Repair/Replacement Estimate Form to owner for approval. Soil type should match the mix originally specified.
Tree Wrapping
- During the first two winters after planting all tree trunks should be wrapped to protect them from sunscald.
- Wrap from base to second branch and secure with one staple.
- Wrap material should be of an approved paper made specifically for tree wrap.
- The wrap should be applied at least from mid-January through March.

PERENNIALS AND BULBS

Mulch
- The specified mulch layer should be maintained. When planting and dividing plants and bulbs, remove mulch layer, then replace it.

Pruning
- Remove dead blooms, twigs, and branches from plants. Foliage of bulbs should not be pruned off until they have browned and begun to dry out.
- In the fall, all dead perennial foliage should be removed to reduce insect and disease infestation. Most material dies after the first heavy frost.
- Bulbs should be replaced every three to five years. The bulbs should be pulled up in the spring when foliage is still present and then the new bulbs planted in the fall.
- Perennials need to be divided every three to five years. Perennials are usually divided in the fall.

MAINTENANCE COSTS

The cost of maintenance may vary greatly depending on weather, labor costs, Town contractor crews, extent of maintenance operations, etc. Examples of general maintenance items are:

1. Administration
   - Liability Insurance
   - Staff and Workman’s Compensation
   - Printing, Copying, Newsletter, Mailings, etc.
   - Permits
   - Office Overhead, Phones, Supplies, etc.
   - Labor
2. Capital Contingency Reserve - for replacement parts
3. Miscellaneous Maintenance - Site Furniture, Public Art
4. Electrical Utilities
5. Electrical Maintenance
6. Irrigation System Maintenance and Water Costs
7. Tree/Landscaping Maintenance
8. Trash Removal
9. Sidewalk Maintenance
10. Snow Removal
11. General Cleaning/Sweeping
12. Security (Optional)

Encourage volunteer adoption and the use of community service workers to do basic cleaning and maintenance.

There are several ways to evaluate the cost of maintenance. Based on an examination of several similar projects, the range of maintenance costs is 1% minimum - 3% per year of initial construction (percentage is for first year of two). Accurate maintenance estimates can be obtained once a detailed maintenance program has been outlined for specific built improvements.