

TO: David Chanski, City Administrator/Clerk
FROM: Daniel Eick, Assistant City Administrator
RE: Parks Master Plan Update Work Plan
DATE: June 8, 2023



Summary

During the regular Parks & Recreation Committee Meeting held on Thursday, April 13, the Committee directed staff to create an in-house development strategy to revitalize the Parks & Recreation Master Plan. Master Planning, and the associated public comment opportunities, are critical to the operations and functioning of any city department. As such, staff recommends focusing on a workshop/community engagement process as outlined below.

Summary of Current Master Plan

The current Parks & Recreation Master Plan was originally adopted in 2011 and is comprised of the four sections outlined below:

- 1. Plan Elements:** This section focuses on developing the Mission statement, objectives, and ongoing community engagement processes of the committee.
- 2. Parks:** This section focuses on the classification system the City uses for parkland, contains an inventory of all parks, and has a section devoted to future park planning.
- 3. Trails:** This section focuses on cataloguing an inventory of the City's trails and walking paths. This section also defines how the City plans to develop future trails and walkable spaces.
- 4. Open Space/Linear Parks:** This section defines terminology related to "open Spaces" within the City and further outlines the use of those spaces and their developmental goals.

The Parks & Recreation Master Plan also contains sections outlining Maintenance and Operations, Financial Resources, Strategic Planning, and Marketing and Public Relations. Staff are not recommending taking up these sections individually as they are holistic items and will need to be spoken about individually for all four major sections.

Master Plan Development Process

Given the above plan outline, staff recommends the Committee engage with their fellow members and community across several Master Planning Workshops each focused on one section. These workshops will host conversation around the Master Plan with the goal of revitalizing the document by the end of the 2023 calendar year. Exact dates and times for the workshops are to be determined by the committee, but staff recommends

the workshops be held in conjunction with the City's Regular Parks & Recreation Committee Meetings.

Once all recommended updates are finalized, the City Council will be asked to approve the updated Parks & Recreation Master Plan during their Monday, December 4, 2023, Council Meeting. A prospective timeline of this plan is provided below:

- **June 8, 2023:** Approve the plan recommended by staff with any modifications requested by the Committee and begin implementation. The Committee may consider altering the naming conventions of the current plan if it so desires.
- **July 13, 2023:** Regular Parks & Recreation Committee Meeting immediately followed by Master Planning Workshop #1 on the Plan Elements section.
- **August 10, 2023:** Regular Parks & Recreation Committee Meeting approving updates to the Plan Elements section immediately followed by Master Planning Workshop #2 on the Parks section.
- **September 14, 2023:** Regular Parks & Recreation Committee Meeting approving updates to the Parks section immediately followed by Master Planning Workshop #3 on the Trails section.
- **October 12, 2023:** Regular Parks & Recreation Committee Meeting approving updates to the Trails section immediately followed by Master Planning Workshop #4 on the Open Spaces/Linear Parks section.
- **November 9, 2023:** Regular Parks & Recreation Committee Meeting to finalize the Master Plan and bring forward any last-minute additions or changes.
- **December 4, 2023:** Regular City Council Meeting to approve the finalized Parks & Recreation Master Plan ahead of the new year.
- **January 11, 2024:** Regular Parks & Recreation Committee Meeting to begin implementing the new Master Plan and develop a new Parks & Recreation Capital improvement Plan (CIP) to begin implementation in 2024.

Committee Action

Staff is seeking Committee comment and approval of the above outlined planning strategy and requests the committee set any associated planning dates should it wish to adjust them.