

TO: Parks & Recreation Committee
FROM: David Chanski, City Administrator/Clerk
RE: Parks Master Plan & CIP
DATE: April 10, 2023



At the March Parks & Recreation Committee meeting, the Committee reviewed the current Parks Capital Improvement Plan (CIP), and direction was to further discuss updating the CIP at the Committee's April meeting.

In preparation for the April meeting, however, staff found the Parks & Recreation Master Plan from 2011 (attached). Staff has not been able to find any evidence that this document has been updated since it was adopted by the City Council at the end of 2011. Two members of the current Parks & Recreation Committee (Diane Williams and Deanne Trottier) were members of the Committee that drafted this document.

The Parks & Recreation Master Plan is the Committee's guiding policy document and should be in direct harmony with the goals set forth in the Comprehensive Plan. In fact, you will find the Comprehensive Plan referred to a dozen times as the clear guide for the Master Plan. Unfortunately, this Master Plan was based on the 2010 Comprehensive Plan, which was then updated in 2015 and, most recently, in 2020. Therefore, while this Plan can act as a good historical reference point, it is not an accurate representation of the goals set forth in the current Comprehensive Plan (attached).

When it comes to municipal planning, there is a sequential order to different types of plans. The comprehensive plan is the City's highest-level guiding document. It is designed to look at the community from 30,000 feet, identifying who we are today (at the time of adoption) and where the community wants to be 10, 15, 20 years down the road. From the comprehensive plan comes more specific master plans. These master plans tend to be more departmental or based on specific operational areas. A parks master plan, for example, takes the goals in the comprehensive plan around, usually, parks and open space and turns them into more actionable items that can be accomplished in 3-5 years. The master plan then spawns a capital improvement plan, which dictates when specific projects plan to be accomplished and how much each project is anticipated to cost. These projects are then incorporated each year into the annual budget.

As the Parks Master Plan is over a decade old and, as such, has not been updated to reflect the current Comprehensive Plan, it is staff's recommendation that the Parks & Recreation Committee temporarily pause consideration of the Capital Improvement Plan and first discuss revising the Master Plan.