

**2022-2023 COMMUNITY PLANNING
TECHNICAL ASSISTANCE GRANT
APPLICATION
PARKS AND RECREATION ASSESSMENT**

SUBMITTED BY

TOWN OF HOWEY-IN-THE-HILLS, FLORIDA

REQUEST

The Town of Howey-in-the-Hills is requesting a technical assistance planning grant to provide analysis and plans to direct the implementation of the Town's goals, objectives and policies guiding parks, recreation, and open space within the Town. The requested funding will allow the Town to prepare a plan for parks improvements leading to identifications of capital improvements projects, a reassessment of the Town's level of service for parks and recreation and an assessment of funding sources to support parks development.

STATEMENT OF NEED

The Town of Howey-in-the-Hills has adopted a comprehensive plan which includes a Parks and Open Space Element which was reviewed in 2010 and 2017 as part of the regular comprehensive plan assessment. Other than minor revisions to the inventory and data and analysis, no significant revisions were made to the element following either assessment. The Parks and Open Space Element includes a level of service standard (acres of park per 1000 population) and policy guidelines for various recreation facilities. Over the years the Town has made some improvements and additions to two key facilities which are the primary service locations in the Town. The Town is currently experiencing rapid development growth with pending or approved projects proposing almost 1,800 new residences as compared to a current total of about 770 dwelling units. The impact of the planned and proposed new development on the Town's resources will be significant, and this study proposes to analyze recreation and park needs for current and anticipated residents, identify needed improvements, and prepare the comprehensive plan goals, objective and policies and capital improvements programming to meet the anticipated need.

In 2019, the Town completed a plan for bicycle paths and sidewalks using an earlier technical assistance grant. This plan led to revisions of the comprehensive plan policies the identification of preferred routes for bicycle facilities, and the identification

of capital projects for inclusion in the Town's capital improvements program. In addition to the comprehensive plan amendments, the study has led to the inclusion of an annual allocation in the Town budget for sidewalk maintenance and upgrades, the inclusion of programmed sidewalk improvements on SR 19 in cooperation with FDOT, and the inclusion of a major leg of the Town's proposed bicycle path network as a component of a new development linking SR 19 with Number Two Road.

The proposed study will link with the plans from the bicycle and pedestrian plan and provide a critical opportunity for the Town to address parks needs arising from the anticipated rapid development of major residential projects in the Town's approved development inventory. Without the proposed plan, the Town may miss an opportunity to fully capitalize on parks development opportunities offered in the near future. Additionally, the Town has struggled in the past with maintenance needs for Sarah Maude Mason preserve and other elements of its park inventory. The plan will assess options for facility maintenance. Finally, the Town has been receiving inquiries about offering trending recreation opportunities such as pickleball. The study will assess the demand for additional park facility offerings and how they can best be incorporated into the Town's parks and recreation programming.

The proposed parks study design presents a work program which will be overseen by the Town's Parks and Recreation Board in combination with the Planning and Zoning Board. These citizen advisory boards will meet jointly to review work product, advise on the analysis and study recommendations, and manage the public participation process which includes a survey of recreation needs and interests and offers opportunities for general public input. The study will conclude with a submittal to the Town Council for acceptance and inclusion in the Town's provision of parks and recreation services going forward. All Town meetings offer the opportunity for in-person and virtual participation.

PROPOSED PROJECT TASKS

The planning program the Town has designed to respond to the needs identified above consists of six tasks. These tasks are outlined below along with the corresponding deliverable products. These tasks are summarized in Table A and Table B providing a performance time schedule and payment plan.

Task 1: Kick-off Meeting

This task will introduce the study program to the advisory boards, Town Council and general public. The program will identify the work program and schedule and identify opportunities for general public input.

Task 2 Parks and Recreation Inventory

This task will prepare a list of Town facilities including the size, location, access, available facilities and condition of facilities in the current park system. The

inventory will include Lake County facilities that are positioned to support recreation needs for the Town, and it will look at privately available parks and recreation opportunities including the Mission Inn resort and parks approved within various private developments now entering the development phase. The inventory will also examine the Town's funding sources including the parks impact fee. The task will include one joint meeting of the Parks and Recreation Board and the Planning and Zoning Board.

Task 3 Comprehensive Plan Assessment

Task 3 will be a review of the goals, objectives and policies included in the Town's comprehensive plan to determine their continued relevance and identify any potential revisions, additions or deletions. The assessment will also include requirements for park facilities mandated by the Village Mixed Use land use classification. The task will include one joint meeting of the Parks and Recreation Board and the Planning and Zoning Board.

Task 4 Survey of Needs

Task 4 will offer a survey opportunity using available survey technology to identify parks and recreations needs as expressed by Town residents. The task will include design of the survey instrument, administration of the survey, and collation and analysis of the results. The task will include one joint meeting of the Parks and Recreation Board and the Planning and Zoning Board.

Task 5 Plan Evaluation

Task 5 will use the information from the inventory and assessment of current facilities along with the survey of park and recreation desires to develop options for management and improvement of current facilities and the addition of new recreation and park facilities. The task will include one joint meeting of the Parks and Recreation Board and the Planning and Zoning Board.

Task 6 Recommended Plan

This task will select from the alternative action options to prepare a recommended plan including capital improvements projects, amendments to the comprehensive plan, if necessary, and other actions to support park and recreation needs. The recommended plan will include up to four park concept plans as directed by the Town. A final plan report will be prepared for use by the Town. The task will include one joint meeting of the Parks and Recreation Board and the Planning and Zoning Board. A workshop meeting will also be scheduled with the Town Council to present the plan and report.

PROJECT BUDGET BY TASK

Task 1 Kick-off Meeting	\$ 1,300
Task 2 Parks and Recreation Inventory	\$13,000
Task 3 Comprehensive Plan Assessment	\$ 5,800
Task 4 Survey of Needs	\$ 7,400
Task 5 Plan Evaluation	\$12,200
<u>Task 6 Recommended Plan</u>	<u>\$19,700</u>
Total Program	\$59,400

Work will be performed as contracted services for consultants or subcontractors.

TABLE A
SCOPE OF WORK

TASK DESCRIPTION	DELIVERABLES
Task 1 Kick-off Meeting This task will introduce the study program to the advisory boards, Town Council and general public. The program will identify the work program and schedule and identify opportunities for general public input.	Meeting Notice Meeting Minutes
Task 2 Inventory Inventory of existing public and private park facilities including facility type, size, location, and condition.	Inventory Report Meeting Notice Meeting Minutes
Task 3 Comprehensive Plan Assessment. Task 3 will be a review of the goals, objectives and policies included in the Town's comprehensive plan to determine their continued relevance and identify any potential revisions, additions, or deletions. The assessment will also include requirements for park facilities mandated by the Village Mixed Use land use.	Technical Memorandum to advisory board. Meeting Notice Meeting Minutes
Task 4 Survey of Needs Task 4 will offer a survey opportunity using available survey technology to identify parks and recreations needs as expressed by Town residents. The task will include design of the survey instrument, administration of the survey, and collation and analysis of the results.	Technical memorandum summarizing survey results. Meeting Notice Meeting Minutes
Task 5 Plan Evaluation Task 5 will use the information from the inventory and assessment of current facilities along with the survey of park and recreation desires to develop options for management and improvement of current facilities and the addition of new recreation and park facilities.	Technical memorandum presenting alternative actions Meeting Notice Meeting Minutes
Task6 Recommended Plan This task will select from the alternative action options to prepare a recommended plan including capital improvements projects, amendments to the comprehensive plan, if necessary, and other actions to support park and recreation needs. The recommended plan will include up to four park concept plans as directed by the Town. A final plan report will be prepared for use by the Town	Final Plan Report Recommended CIP projects Recommended comprehensive plan amendments, if any Meeting Notice Meeting Minutes (For advisory board and Town Council meetings)

TABLE B
IMPLEMENTATION SCHEDULE AND PAYMENT PLAN

DELIVERABLE	DUE DATE	PAYMENT AMOUNT
Kick-off meeting notice and minutes	November 30, 2022	\$1,300
Technical Report #1, Inventory Meeting notice and minutes	December 31, 2022	\$13,000
Technical Report #2, Comprehensive Plan Assessment Meeting notice and minutes	January 20, 2023	\$5,800
Technical Report #3, User survey results. Meeting notice and minutes	February 3, 2022	\$7,400
Technical Report #4, Plan evaluation and alternatives Meeting notice and minutes	March 17, 2023	\$12,200
Final Report and recommended plan, CIP amendments, Comprehensive Plan Amendments, if any Meeting notice and minutes for advisory board meeting and Town Council meeting	April 30, 2023	\$19,700
Total Program		\$59,400

- Assumes a November 1, 2022, start date.