

## 1355 CITYWIDE PARKS MASTER PLAN, NEEDS ASSESSMENT, AND PARK DEVELOPMENT PLAN PROCESS

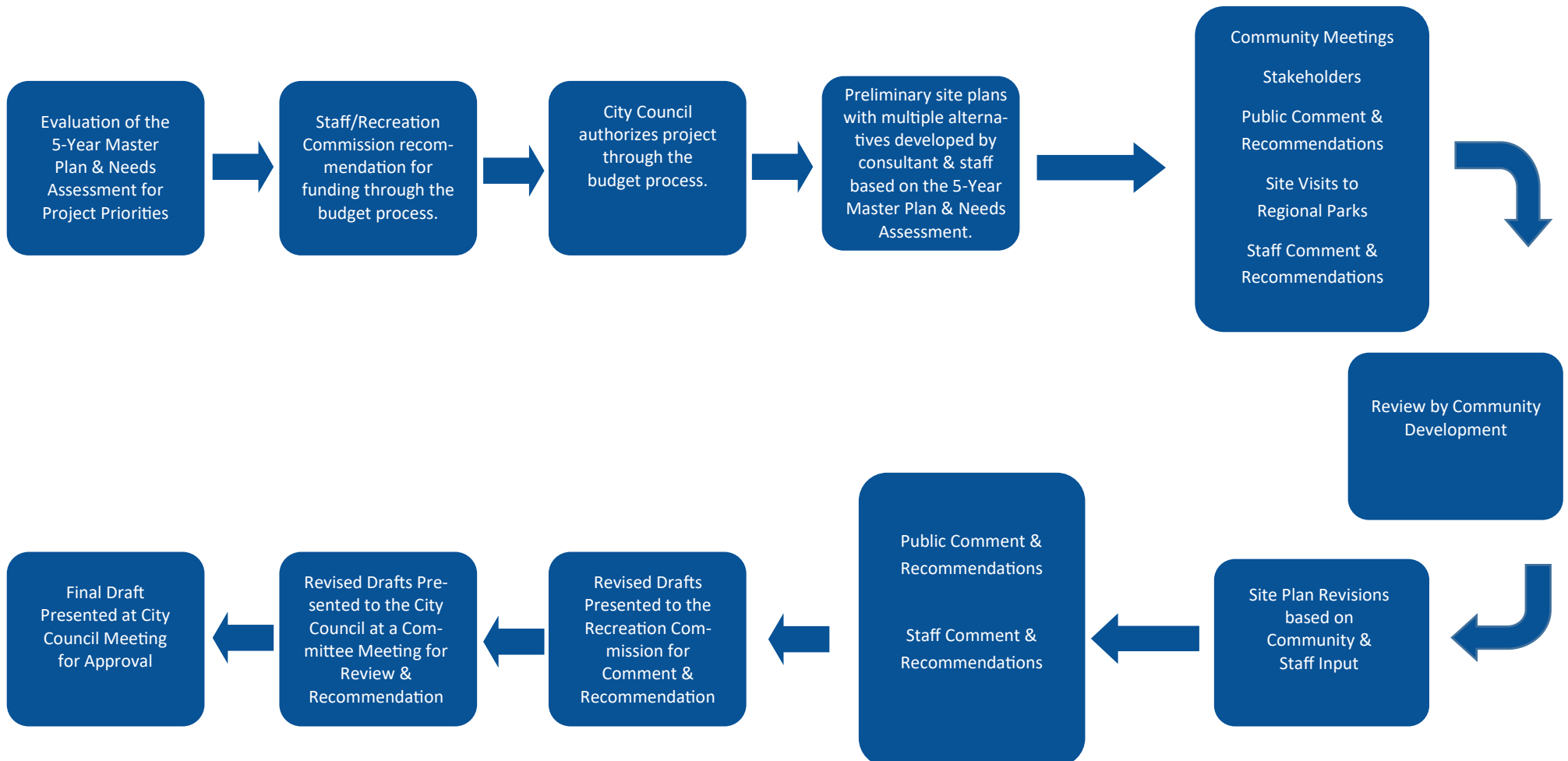
The Department of Recreation, Parks, Historic and Cultural Affairs (Department) desires to meet the recreation and park needs of the community. The Department will address these needs by conducting a Citywide Needs Assessment and creating a Park Master Plan, to be updated at five- year intervals. Utilizing the information collected in the Citywide Park Master Plan, individual Park Development Master Plans will be created to meet the specific recreation and park needs of the community. Goals outlined in the Citywide Park Master Plan process may include property acquisition and identification of specific facility/venue needs such as ball fields, trails, community centers, and/or aquatic centers (which are reflective of the needs and wants of the community).

- A. Process for Citywide Parks Master Plan and Needs Assessment Development and Adoption:  
The Citywide Parks Master Plan and Needs Assessment shall be updated every five years. The Citywide Parks Master Plan shall provide strategic goals for a 20-year planning horizon and specific goals for the 5-year planning cycle. A funding request will be included the Department's budget request on a five-year cycle. If approved in the annual budget, plan development will follow the process outlined in [Master Plan Addendum](#).
- B. Process for Individual Park Development Master Plan Development and Adoption  
Individual Park Development Master Plans shall be developed based on the priorities outlined in the Citywide Parks Master Plan and Needs Assessment. The Department shall include recommendations for the development of various parks in their annual budget requests. If approved in the budget process, the Plan development will follow the process outlined in [Master Plan Addendum](#).
  1. Review of a Park Development Master Plan  
The Recreation Commission shall include an agenda item to review Park Development Master Plans on a five-year schedule at a regularly scheduled or special Commission meeting. The Commission may either reaffirm the Plan's validity based on analysis of the Citywide Parks Master Plan or request staff to revise the plan based on the process outlined in the [Master Plan Addendum](#). The notification of the public meeting for reviewing Park Development Master Plans shall conform to the requirements outlined in section B.2 of this Policy.
    2. Public Notification Process
      - i. Information posted on the City's website,
      - ii. Letters mailed to residents within 500 feet of the park borders, and
      - iii. Letters to registered booster clubs or organizations that operate programs under an approved Memorandum of Understanding at the park site.



# SUPPLEMENTARY INFORMATION: Master Plan Addendum

## Park Development Master Plan





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## 5-Year Master Plan & Needs Assessment

