

COUNCIL POLICY**CURRENT**

SUBJECT: COMMUNITY NOTIFICATION AND INPUT FOR CITY-WIDE PARK DEVELOPMENT PROJECTS
POLICY NO.: 600-33
EFFECTIVE DATE: September 29, 2003

BACKGROUND:

The community review process has been generally successful in gathering input on park development projects. However, this process has become very time-consuming, and staff intensive, resulting in unnecessary impacts on project funding and timelines.

PURPOSE:

The purpose for this policy is to assure that community members have adequate advance notification and opportunity to participate in the design phase of park development projects. It is intended that the process be administratively efficient, structurally predictable, and result in timely community input.

POLICY:

Community Notification: This process is designed to achieve early notification of community members to allow for timely input on park development projects.

In preparation for the community input phase of the project, the project manager will develop a project notification bulletin. This bulletin will include the project location, the proposed scope of work, the goals for the upcoming meeting, time and location of meeting, contact information regarding questions, information regarding posting of the staff report at the community recreation center or park kiosk and any available web site information relevant to the project.

The project manager will also prepare a staff report. This will include additional project information regarding the community concerns and issues, funding limitations and any additional relevant information.

The project manager will notice the officially-recognized recreation council or open space citizen's advisory committee prior to the first community meeting through the following steps:

1. Project manager will notice the staff representative and each member of the officially-recognized recreation council or open space citizen's advisory committee with the project bulletin and staff report.
2. Project manager will notice the appropriate City Council office(s) with the project bulletin and staff report.
3. Project manager to notice the officially-recognized recreation council or open space citizen's advisory committee with a project bulletin and staff report which will be posted.

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4. Project manager will notice the staff representative to the City-recognized local community planning board/group and each community planning board/council member with the project bulletin inviting them to attend the community meeting.
5. Prior to the first community meeting, the project manager will contact the appropriate council office(s) staff representative(s) to seek names of community members who have expressed interest in the proposed project or site. Project manager will notice these community members with the project bulletin.
6. Project manager will coordinate the creation and posting of a sign or community notice at the subject park site identifying the upcoming community meeting and contact information.
7. Project manager will notice surrounding park neighbors within a minimum 300' radius of the park or project site for projects that will be significantly increasing the number of users at the site, for example, a new community or neighborhood park, new joint use areas, visitor center or new lights at an existing site.

For additional notification, the project manager will discuss the next steps for the approval for the project at each community meeting and compile a list of community members who have expressed interest in the project. Based on this list the project manager will contact community members regarding additional community meetings during the design approval process.

Community Input Process: Community meetings should efficiently utilize community members', staff and consultants' time. The meetings should be well organized with a clear purpose. The officially-recognized recreation council or open space citizen's advisory committee will be the sponsor for local community input. Park development projects should be presented to the local community two times receiving a recommendation from the officially-recognized recreation council or open space citizen's advisory committee at the second meeting. The input process should include the following steps:

1. In preparation for the first meeting, the project manager will prepare project information that outlines the roles for the design team and community members, the anticipated scope of work, the project budget and funding sources, and projected time schedule. With this information, the officially-recognized recreation council or open space citizen's advisory committee provides input regarding the development of a preferred project program, as well as a community priority ranking of the proposed program elements. This information will give the design team clear direction regarding community desires and will be used to develop conceptual alternatives that maintain community priorities and the project budget.

2. These conceptual alternatives are presented to the officially-recognized recreation council or open space citizen's advisory committee and community at the second meeting. At this second meeting, the community will have an opportunity to review and comment on the proposed alternative plans. Community members will be allowed to: a) recommend individual elements from the conceptual alternatives to be synthesized into a preferred alternative plan, or b) endorse the presented conceptual plan that best meets the outlined project program and priorities identified by the community. Complex projects, such as new community parks or the design for a new recreation center may require an additional meeting with the officially-recognized recreation council or open space citizen's advisory committee. Cost estimates and schedules will be based on the process outlined in this policy. Any additional meeting(s) beyond those outlined will impact the project by increasing the project timeline and reducing the funding available for construction.
3. Following a recommendation from the officially-recognized recreation council or open space citizen's advisory committee, the design team will incorporate the proposed revisions and prepare a preferred project plan for review and recommendation by the appropriate review committees and boards. Each of these committee and board meetings are public meetings and they provide additional opportunities for community input. These additional review committees could include:
 - a. SCRAB- Sub-Committee for the Removal of Access Barriers
 - b. FARB – Facilities Access Review Board
 - c. Park and Recreation Board – Area Committees
 - d. Park and Recreation Board – Design Review Committees
 - e. HRB – Historical Resources Board design assistance sub-committee
 - f. HRB – Historical Resources Board

It is intended that each of these committees and boards will require one meeting, assuming all applicable project information is accurately compiled and presented in accordance with Park and Recreation Board Policy No. 1011 and submittal standards established in the *Consultants Guide to Park Development*. Each of these committees and boards will make a recommendation on the proposed project, with or without conditions, to the subsequent committees or boards. Any conditions of approval will be incorporated into the proposed project, as appropriate, and forwarded to the appropriate decision-making body for approval.

The Park and Recreation Board is a publicly-noticed meeting and is provides an opportunity for additional community input. In most cases, the Park and Recreation Board will make the final decision on park development projects. In some communities, final approval may be required by other decision-makers depending upon jurisdiction, such as the City Council and/or Coastal Commission, etc.

HISTORY:

Adopted by Resolution R-298444 09/29/2003