

PARK AND RECREATION BOARD POLICY

SUBJECT: Graphic Presentations for the Park & Recreation Board and Committees

BACKGROUND: Graphic presentations showing preliminary designs of parks, park improvements, park-related structures and facilities are regularly submitted for review and approval by the Board and its subcommittees. These graphic presentations are often the only occasion on which the Board will review and recommend approval of a project.

PURPOSE: The purpose of this policy is to establish a minimum graphic standard for use by architects, landscape architects, other consultants and staff for presentation to the Park and Recreation Board and Committees.

- POLICY:
1. Presentations shall be as clear and simple as possible while still describing the total scope of the project.
  2. Presentations shall be of sufficient scale and size to be easily viewed from fifteen to twenty feet away.
  3. Presentation visuals shall be mounted on minimum-sized 30" x 40" boards. Loose or rolled drawings are not acceptable.
  4. Electronic format is preferred for greater visibility. The meeting room is equipped with a laptop computer and projector. Contact Staff Representative no less than 24 hours prior to presentation to confirm use of equipment.
  5. Presentation visuals will include but not be limited to the following:
    - A. A location map.
    - B. A topographic or grading plan which clearly indicates existing and proposed contours.

- C. A development plan clearly indicating on-site facilities including buildings, parking areas, play areas, lighting, landscape materials, drainage, and utilities. This plan should be in color. Critical dimensions should be included.
  - D. Building presentations will include floor plan, all elevations to clearly describe the structure. The drawings shall be colored. A perspective drawing may be submitted at the consultant's option.
- 6. Photographs of the site and of the surrounding areas, if required to define unusual topography or features, are recommended.
  - 7. All presentation drawings indicating site or general development plan shall have the NORTH arrow pointing up.
  - 8. Slide presentations will be permitted along with the above items at the consultant's option.
  - 9. A board with samples of actual proposed exterior materials to show true exterior colors and textures is required for building presentations.
  - 10. The basic purpose of the graphics is to describe and support a particular construction or planning project, rather than to sell or impress.

SUBSTANTIATION: Park and Recreation Board Minutes of 12/21/76, Facilities Committee Report.  
Park and Recreation Board Minutes of 11/15/01 (page 4).