

October 23, 2018

Park and Recreation Board Members

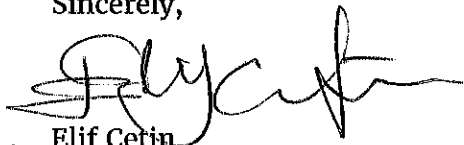
Dear Park and Recreation Board Member:

Public Works Department staff have been working with Parks and Recreation staff on a project to amend the existing General Development Plan to install a new picnic shelter at the existing John F. Kennedy Neighborhood Park. Please see the attached staff report.

The Martin Luther King Recreation Advisory Committee has reviewed the proposed project and recommended approval of the proposed General Development Plan amendment.

Council Policy 600-33 addresses public notification and input for city-wide park development projects (see attached). Staff believes the proposed project meets the criteria of a "Minor Project" as defined in the Council Policy and will be processing the plans accordingly. Per Council Policy, any Board Member may request the Parks and Recreation Director place the item on the next Park and Recreation Board agenda within five (5) working days of receipt of this notice. When making this request, please be mindful of the expense associated with staff and consultant time in preparing for and attending the meeting. If no requests are made within the five working days the Parks and Recreation Director will make the final decision.

Sincerely,



Elif Cetin

Deputy Director
Public Works Department
Architectural Engineering and Parks Division
LM/lm

Attachments: Council Policy 600-33
Staff Report