

STEPS IN THE PARK PLANNING AND DEVELOPMENT PROCESS

1. System Plan for Parks and Greenways
2. Parkland Search Methodology
3. Land Acquisition (City Council)
4. System Integration Plan
 - a. Parks, Recreation and Greenway Advisory Board
 - b. Citizen Advisory Committee
 - c. City Council
5. Master Plan
 - a. Funding and Consultant Selection (City Council)
 - b. Planning Committee
 - c. PRGAB
 - d. City Council
6. Design
 - a. Funding and Consultant Selection (City Council)
 - b. Schematic Design Review (Planning Committee, CAC, PRGAB)
7. Construction
 - a. Funding and Bid Award (City Council)

TYPES OF PARK PLANNING

System Planning for Parks and Greenways

Long term, system planning provides the vision, goals, objectives and policies that guide staff.

Comprehensive Planning

Timeframe: Every 20 years with annual updates
 Planning Process: 12-24 months
 Implementation: On-going

The *City of Raleigh 2030 Comprehensive Plan* provides policy and recommended actions for the City as a whole. **The comprehensive plan projects local and regional growth patterns and public infrastructure needs including parks, greenways and open space for conservation of natural resources and protection of our quality of life.** The Park, Recreation and Open Space Element of the Comprehensive Plan is a broad guide for all park and greenway facilities. Park and greenway funding, acquisition, classification of new lands acquired and master planning are each guided by the recommendations of the Comprehensive Plan.

Systemwide Planning

Timeframe: Every 10-20 years
 Planning Process: 12-24 months
 Implementation: On-going
 Example: The City of Raleigh Parks and Recreation Department kicked off its System Plan process in September 2012, which will last for 16 months and will shape the direction, development and delivery of the city's parks and recreation services, facilities,

The Raleigh Parks and Recreation System Plan is a supplemental document to the Comprehensive Plan and is the strategic system plan that guides the growth and development of the City's park and greenway system. Future park needs are compared with an existing inventory of park facilities over a 20–30 year horizon. Included within this plan are recommendations for new park development,

requires dedication of land for greenways from residential developments that fall along these corridors or other planned greenway connectors. Developers of non-residential properties may also be required to reserve a portion of their property for greenways. Additionally, planned greenway trail projects may require greenway land to be acquired.

The Design Development Division works with staff from the City's Real Estate Division and City Attorney's office to acquire any additional land needed to complete a greenway trail.

System Integration Planning

A System Integration Plan is an interim management plan for undeveloped park sites that is used by Parks staff to maintain the site until it is master planned and developed.

System Integration Planning

Timeframe: On-going but each plan takes 6 months
 Planning Process: 6 months
 Implementation: Varies
 Funding: Operating Budget
 Example: Kyle Drive System Integration Plan, Barwell Road Community Park System Integration Plan

The purpose of the SIP is to document existing site conditions and constraints; develop and recommend a set of interim management actions; to establish the park's classification consistent with the Comprehensive Plan; and if applicable, any proposed special intent for the park. **SIPs are created for property that the City has acquired for future park development.** Important elements of an SIP include marking property boundaries, identifying safety concerns and hazardous conditions, and conducting a site inventory to identify natural and cultural resources.

The site specific System Integration Plan is developed with input from the Parks, Recreation and Greenway Advisory Board. A draft SIP is presented to the public through notification of adjacent and nearby property owners, Citizen Advisory Councils, registered neighborhood groups, and registered park support groups. The public is encouraged to provide comments at a formal presentation of the SIP to the Parks, Recreation and Greenway Advisory Board. The SIP is then submitted to City Council for final action.

Master Planning

Park master plans are completed at an individual park level, unlike the comprehensive plan.

In partnership with NCSU Cooperative Extension's Natural Resources Leadership Institute, the Parks and Recreation Department created a comprehensive public participation process for park planning. **The comprehensive public participation process guides all master planning processes. At the end of the process, master plans are reviewed by the Parks, Recreation and Greenway Advisory Board who recommends action to City Council. City Council takes final action on the plan.**

Master Planning

Timeframe: Once
 Planning Process: 12-18 months
 Implementation: In phases over 2-30 years

A park master plan is a conceptual design document that, once adopted by City Council, generally describes and guides the future management, design, and development of a park property.

<p>Example: 1971 Chavis Park Master Plan, 2001 Pullen Park Master Plan</p>	<p>The public is heavily involved in the creation of master plans for new parks. A group of committed citizens work in conjunction with staff and consultants to create master plans for new parks. There are also meetings with the general public to provide input at relevant points in the master plan process including visioning at the beginning of the process and feedback at the end of the process.</p> <p>Parks, Recreation and Greenway Advisory Board reviews the Master Plan and recommends it to City Council. City Council reviews the Master Plan and PRGAB recommendation and is the only body with the ability to adopt the Master Plan.</p>
<p>Master Plan Revision Timeframe: As needed Planning Process: 12-18 months Implementation: 2-30 years Example: 1994 Chavis Park Master Plan</p>	<p>If City Council determines a Master Plan is no longer current, effective, or supported by the community as a whole a new Master Plan effort may be instituted.</p> <p>The Parks, Recreation and Greenway Advisory Board reviews the Master Plan Revision and recommends it to City Council. City Council reviews the Revision and PRGAB recommendation and is the only body with the ability to adopt the Revision.</p>
<p>Master Plan Amendment Timeframe: As needed Planning Process: 12-18 months Implementation: 2-30 years Example: Lake Johnson Multi-purpose facility</p>	<p>A new use or arrangement of uses that differs from the adopted master plan can be considered for the park if it complements, contributes to and does not detract from the Program Statement (vision, elements) of the park.</p> <p>The Parks, Recreation and Greenway Advisory Board reviews the Master Plan Amendment and recommends it to City Council. City Council reviews the Amendment and PRGAB recommendation and is the only body with the ability to adopt the Amendment.</p>
<p>Park and Greenway Design</p>	
<p>For large projects, a design consultant is hired to transform the master plan into buildable instructions. For smaller projects, such as playgrounds, this process may be completed by Parks and Recreation Design Development staff. During design, exact locations are solidified for all elements of the site such as buildings, walkways, parking, and playground equipment.</p>	
<p>Schematic Design Example: Chavis Carousel 30% Design Open House</p>	<p>When the design is 30% complete it is presented at a public meeting and at a Parks, Recreation and Greenway Advisory Board meeting. Thirty percent completion is considered Schematic Design. At this time the public is invited to provide verbal and/or written comment on the design.</p>

PARK CLASSIFICATIONS

Park Classification (Total # in System)	Level of Service Standard (acres/1,000 population)	Service Radius	Acreage	Additional Information
Mini (15)	N/A	1/4 mile (5 minute walk)	1/3 - 4	<p>Definition: Located in the downtown core and serve the needs of residents in their immediate area. The City is no longer building mini parks but is committed to maintaining or improving these parks over time.</p> <p>Amenities: Small children's play area or tot lot, open areas for unplanned active or low impact use, basketball courts</p> <p>Programs: None</p> <p>Examples: Lane Street Park, Bragg Street Park</p>
Neighborhood (45)	2.6	1/2 mile (10 minute walk)	5-25	<p>Definition: Center of supervised after-school and summer recreation activity servicing the same population as elementary schools, located adjacent to them when possible.</p> <p>Basic Amenities: Playgrounds, a picnic area, and some open space</p> <p>Additional Elements: Tennis, multipurpose or ball fields, small neighborhood center</p> <p>Programs: None</p> <p>Examples: John P. Top Greene Park, Roberts Park, Sanderford Road Park</p>
Community (24)	3.1	2 miles	30-75	<p>Definition: Designed to contain the costly recreation facilities needed by a community of 10,000-25,000 people with adequate land to buffer it from surrounding residences and should enhance the character of a neighborhood and help stabilize property values.</p> <p>Basic Amenities: Playgrounds, a picnic area, and some open space</p> <p>Additional Elements: Community center, multipurpose or ball fields</p> <p>Programs: Outdoor and indoor active recreation programs</p> <p>Examples: Chavis Park, Lions Park, Worthdale Park</p>
Metro (8)	4.2	Citywide	50-300	<p>Definition: Provide leisure service or recreational opportunity which, either by size or scale or theme, will appeal to all citizens; may have a unique narrow focus or one-of-a-kind opportunity.</p> <p>Amenities: Metro Parks have a regional or thematic purpose. Natural areas, athletic complexes, as well as parks centered on lakes and incorporating greenways and boat rental facilities.</p> <p>Programs: Outdoor and indoor active recreation programs</p> <p>Examples: Pullen Park, Lake Johnson Park</p>

Special (39)	N/A	Citywide	Varies	<p>Definition: Parks with a single or unique aspect, such as significant natural features or athletic or performance venues. Acquisition and/or development of these parks depend on availability of land, funds and opportunities that may arise.</p> <p>Amenities: Varies</p> <p>Programs: Varies</p> <p>Examples: Moore Square, MLK Jr. Memorial Gardens, Fayetteville Street</p>
Nature Preserve (4)	National standards do not exist	Citywide	Varies	<p>Definition: Entire park units that contain examples of high quality plant or animal populations, natural communities, landscapes or ecosystems, documented by subject matter experts through local or state programs that contribute to biodiversity and environmental health. The size of a Nature Preserve should be sufficient to buffer, conserve and protect the target element or area. Efforts should be made to protect and manage significant natural resources in these areas through stewardship and best-practice management that do not degrade the resources present. Opportunities for the public enjoyment of natural resource based recreation and environmental education may be provided that are compatible with the protection and enhancement of the Nature Preserve and the nature experience.</p> <p>Amenities: Trails, interpretation, benches, boardwalks, open space</p> <p>Programs: Environmental education, low impact recreation, research, geocaching</p> <p>Examples: Horseshoe Farm Park, Annie Louise Wilkerson M.D. Nature Preserve Park, southern portion of Lake Johnson Park, Durant Park</p>
Open Space	N/A	Citywide	Varies	<p>Definition: Areas that contribute to the health and well-being of citizens and visitors, the conservation of wildlife and wild land, and the mitigation of environmental impacts from development. These spaces may include transportation rights-of-way and entrance gateways, stream corridors, public areas of downtown, and a variety of park lands specifically managed to provide flexible and diverse opportunities.</p> <p>Amenities: Trails, interpretation, stormwater filtration</p> <p>Examples: Person, Longview Lake, Nobel</p>

PARK FUNDING

HOW ARE PARKS AND GREENWAYS PAID FOR?

Capital Improvement Program (CIP) - The CIP is the city's five-year financial plan that analyzes major facility needs, projects fiscal resources, establishes priorities, and develops schedules for the acquisition and construction of capital facilities. Adoption of the CIP is on an annual, fiscal year basis with funding being approved for projects only in year one. The remaining years, 2-5, are considered capital plans.

The Parks and Recreation Department's CIP primary sources of funding come from Parks and Recreation Bonds, Facility Fees, General Fund (Tax Base), grants and donations.

Parks and Recreation Bonds - The Parks and Recreation Department's primary source of revenue for the development of new facilities comes from voter approved bond referenda. Projects are approved by the Raleigh City Council and put on a ballot for voters to approve.

In 2012, three specific parks and recreation projects were funded through a two-thirds general obligation bond. **Two-thirds bonds** are a long-term financing option available to local governments in North Carolina under state law. The bond total can be up to two-thirds of the amount by which the municipality reduced its outstanding general obligation indebtedness in the preceding fiscal year.

Facility Fees - The City of Raleigh's Facility Fee Program assesses impact fees to residential developers when new homes are being built in Raleigh. The Facility Fees are used for two different purposes in Raleigh, Transportation and Parks and Recreation projects. The fees collected must address projects related to new growth in the City. The City must spend \$1 for every 50¢ collected in the geographic area they were collected in.

General Fund (tax base) - The Parks and Recreation Department receives a nominal annual transfer of revenue from the City's General Fund (Tax Base) in order to develop and maintain its facilities.

Grants - The Parks and Recreation Department actively applies for Federal, State, Local, Private and Non-Profit grant opportunities. In many cases, these grants require a match and allow the Department to leverage its resources. The City of Raleigh has received grant funding from the following sources: Land and Water Conservation Fund (LWCF), Parks and Recreation Trust Fund (PARTF), Clean Water Management Trust Fund (CWMTF), and Ecosystem Enhancement Program (EEP).

Donations - Public and private donations are welcomed by the Parks and Recreation Department and are accepted in the form of money, time (volunteering), and park amenities, such as benches and trees, as well as land donations. The City of Oaks Foundation is a 501(c)(3) private foundation that was formed to accept major donations including land, monetary, and other donations.

HOW ARE PARK AND GREENWAY PROJECTS PRIORITIZED FOR FUNDING?

Major park and recreation projects are funded by public bond referendums. These projects would include new construction or significant renovations of facilities and greenways. The prioritization of bond projects comes from the City Council. Large lists of projects are given to the Raleigh City Council from the Parks and Recreation Department. The City Council then discusses and prioritizes the list of projects. These lists of projects are then voted on by the citizens of Raleigh.

Capital maintenance related projects are paid for by the general fund (tax base). The scope of work for these projects relate to maintenance, repair, and replacement. Examples of these projects may include paving, roofing, painting, fencing, etc. The prioritization of these projects comes from the Parks and Recreation Department's assessment programs. Different capital assets like roofing, paving and HVAC

systems are inspected annually. The repair and/or replacement of these are based on the manufacturer and industry best practice standards.

Lists of projects are submitted annually for funding; however, the requests far exceed available resources. Projects are prioritized based on the most pressing need. This in most cases is reflected in projects that are public health or safety issues, projects that allow the department to continue services, and some projects specifically requested by the City Council.

All projects both major and minor are in the Department's 5-year Capital Improvement Program that the City Council is required to approve annually.

GLOSSARY OF TERMS

Barrier to Access – These are elements that inhibit direct access to park land by foot or bicycle and include items like highways, rivers, and railroads.

Charette - a participatory, design-oriented workshop in which community members play an active role in designing a project or plan.

Level of Service – This is a method to compare the supply of facilities and programs to current and future demand. It takes into consideration population projections, jurisdictional boundaries, and barriers to access. Level of Service helps to predict the need for and location of park land throughout the City.

Service Area – Each park type is expected to provide the recreational needs for a specific portion of the city's population and land area. Service area boundaries are defined by major geographical features as ridges or streams, major thoroughfares, which create barriers and differences in land use. This size can vary depending on the size of the park, population density, barriers to access, and availability of complementary recreation services. The service area is a planning tool for acquisition and development of parks and does not limit access or use of a park or facility. Service areas may overlap depending on level of service.