

A Possible Public Process for a Park or Project Master Plan

Project/Park Planning Process **Name of park, trail, area, or project**

Hosted by:
Date/Day/Time
Location

Park Planning Workshop or Charrette

- I. Introductions
- II. Park History and Pertinent documents
 - A. Master Park Plan, Open Space Plan, Trails Plan
 - B. Neighborhood Plans
 - C. Other Plan
- III. The Site
 - A. Maps
 - B. Important features
 - C. Obstacles, questions, issues
- IV. Assumptions
 - A. Economically feasible to construct & maintain
 - B. The Park is a Public Park
 - C. Accessible (ADA, equity, roads/trails, etc)
 - D. Safe (meets Park standards and MMIA (insurance) requirements)
- V. Questions that need to be answered (items still being researched)
 - A. Water rights
 - B. Ditch Options
 - C. Access issues
 - D. Park boundaries (actual, and man-made)
 - E. Soil profiles
 - F. Budget & Timing Issues
- VI. Proposed Process for (date) Workshop
 - A. Introductions
 - B. Goals and Agenda for the workshop

- C. Background Info (history, plans, site specific info such as views, ditch)
 - D. Basic Assumptions (mandates, requirements)
 - E. Guiding Principals (rules for discussion, agreement, discourse)
 - F. Small Group Work
 1. What do you value most about the park (or area)
 2. It is in the interest of _____ to _____.
 3. Words that describe the space include _____
 4. Important question that must be answered include _____
 5. Share info with other groups
 - G. Break
 - H. Small Group Work
 1. Design the park based on the work done earlier
 2. Share your design with others
 3. Comments, clarifying question on designs....
 - H. What's next and closing statements
 - I. Set the next meeting outline agenda
 1. Parks Planner or Landscape Architect (or appropriate professional consultant) will come up with a primary design and design options based on everyone's work and present those at the next public meeting where comments will be accepted.
 2. Considerations to projected costs and possible phasing will be presented for comments.
 - J. Staff or Professional makes changes or addresses comments and we have a final presentation which leads to adoption of the site plan by ED/OH neighborhood leadership team and Park Board.
- VII. Children's Park Planning Workshop (optional)
- A. Introductions
 - B. Goals for the day (park design, decorum and "rules", fun)
 - C. Park info
 1. Info about the area
 2. What is a park? Who uses a park? Why are parks important?
 3. What do you most want to do in "your" park
 - D. Design "your" ideal park
 - E. Share some of the designs