

# Procedures for Park Master Planning Processes

The following procedures describe the steps staff should take for all Park Master Planning processes.

## **Park Master Planning Processes**

### Reference Plans and Documents

Park District staff responsible for leading the Park Master Planning process should ensure that the Board of Commissioners, architects, and other contractors, consultants, or process leaders with planning responsibilities have access to and are aware of current community and Park District planning documents to ensure synergy. These include:

- Village of Oak Park Comprehensive Master Plan
- Park District of Oak Park Comprehensive Master Plan, including Level of Service Standards, equity maps, community needs assessment, and Oak Park demographic projections
- Park District of Oak Park Park Report Card
- Any other current related documents that should be taken into consideration regarding the development of the specific site, its neighborhood, the Oak Park community as a whole, or the region

### Community Involvement

Per the Park Master Planning Policy, all park master planning processes must include at least one public meeting. However, they often also include focus groups and additional meetings and surveys, especially for initial site master plan creation or those that may result in major changes to the original master plan. At the first meeting with the architects leading the process, staff should bring facility available dates for community meetings and focus groups as well as a sample list of focus group participants. Community input should come from a variety of areas and depending on the project may include other governmental agencies, community organizations, private businesses, as well as individual citizens and park and program users.

### Staff Responsibilities

Staff should complete the following tasks for each park master planning process:

- Confirm planning schedule with architect and consultants
- Develop a web page to display progress and important information for the public
- Develop a public relations checklist
- Contact and confirm focus group participants
- Assign Park District Citizen Committee representatives to be part of the entire process
- Assign a Board of Commissioners representative to be part of the entire process
- Prepare a map of the site
- Create sign-in sheets
- Develop flyers
- Send meeting dates to all involved
- Share information (slides, flyers, presentations, etc.) with Park District staff
- Organize a walk-through with the Greening Advisory Committee
- Confirm planning

## **Items to bring to focus groups**

- List of attendees
- Flyers for community meetings
- Sign in sheets
- Snacks, fruit & water
- Flip chart & markers
- Write introduction

## **To bring to community meetings**

- Water for consultants
- Sign in sheets/pens
- Flyers & posters for next meeting
- Screen/LCD/laptop/Extension cords/3 prong plug
- Map & dots
- Easels
- Masking tape
- Write intro