

Recreation Plans

From the Basics to Joint Regional Plans



Intro

- Who we are:
 - Tamara Jorkasky, Grant Coordinator, MDNR
 - Pam Blough, PM Blough, Inc.
 - Harmony Gmazel, Government & Public Policy Educator, MSUE
 - Kristen Wiltfang, Principal Planner, Oakland County
- Purpose of presentation/learning outcomes:
 - Describe the process and content required to complete a 5-Year Plan that meets DNR guidelines.
 - Discuss how to complete a joint community plan.
 - Recall methods, techniques and tools to increase public participation and community buy-in for local and regional plans.

Format

Overview of 5-Year Plan Requirements



Panel Discussion



Why Develop a 5-Year Plan?

- **INVENTORY** of existing authority, roles, structure, procedures, relationships and partnerships, programming, facilities and natural resources.
- **STRATEGIC PLAN OF ACTION.**
- **GRANT ELIGIBILITY** for recreation grant programs LWCF, MNRTF and RP and Waterways.

Who?

- **STATE OF MICHIGAN – SCORP**
- **NATIVE AMERICAN TRIBES**
- **LOCAL UNIT(s) OF GOVERNMENT**
 - Unit of Government – city, township, village, recreation authority, HCMA, Trail Authority, etc.
 - Joint Recreation Plan – Multi-jurisdictional. Each unit of government maintains the ability to apply for grants separately.
- **SCHOOL DISTRICT** – Must be the sole provider of recreation for a community.

What to Include? The Basics.

Review the 5-Year Plan Guidelines, www.michigan.gov/dnr-grants

- Community Description
- Administrative Structure
- Recreation Inventory (& Post Comp, Waterways)
- Natural Resource Inventory (Optional)
- Planning Process
- Public Input Process
- Goals and Objectives
- Action Plan
- Plan Approval Documentation and Transmittals

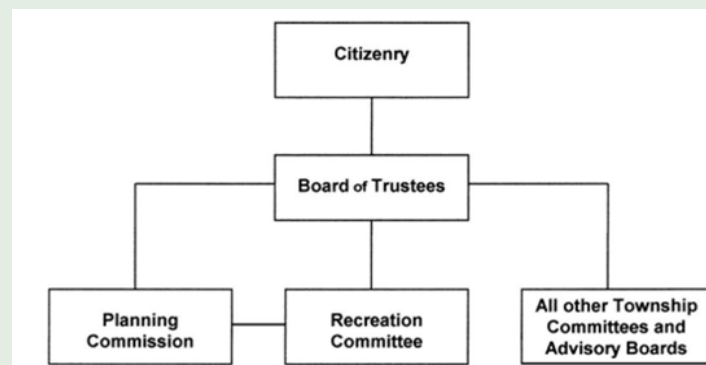
Note: The 5-Year Plan may be a section of a Community Master Plan.

Community Description

- Regional Context
- Who will adopt the plan?
 - Local Unit of Government
 - School District
 - Joint Recreation Plan (multiple units of government)

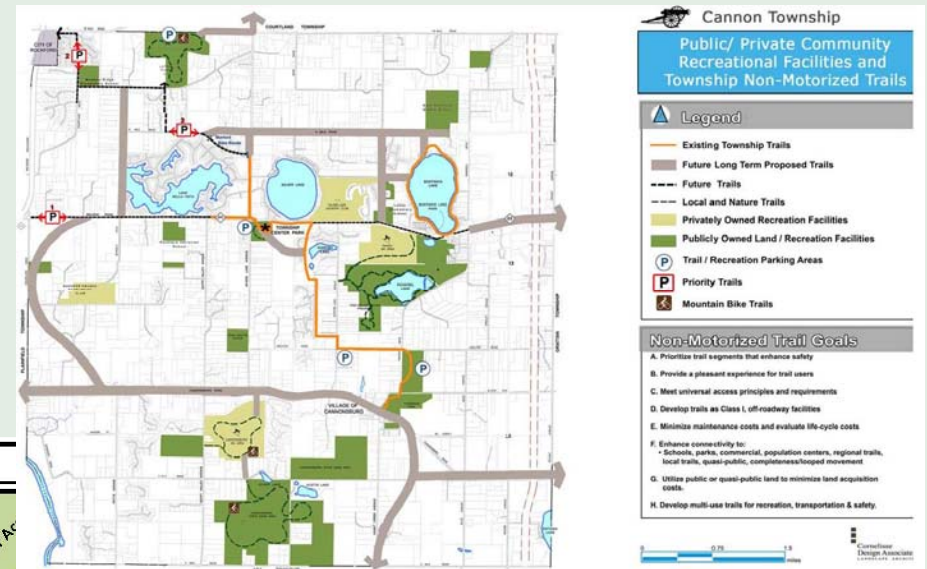
Administrative Structure

- Who has the authority to make parks and recreation decisions
- Organization chart
- Budget and funding
- Relationships, partnerships and volunteers
- Recreation Authorities or Trailway Commissions:
 - Articles of Incorporation – must address recreation grant encumbrance and dissolution of the authority.
 - Contact DNR Grants Management during the planning process.



Recreation Inventory

- How information was collected
- Inventory of Park and Recreation Facilities
- Location Map



Park Facilities Chart

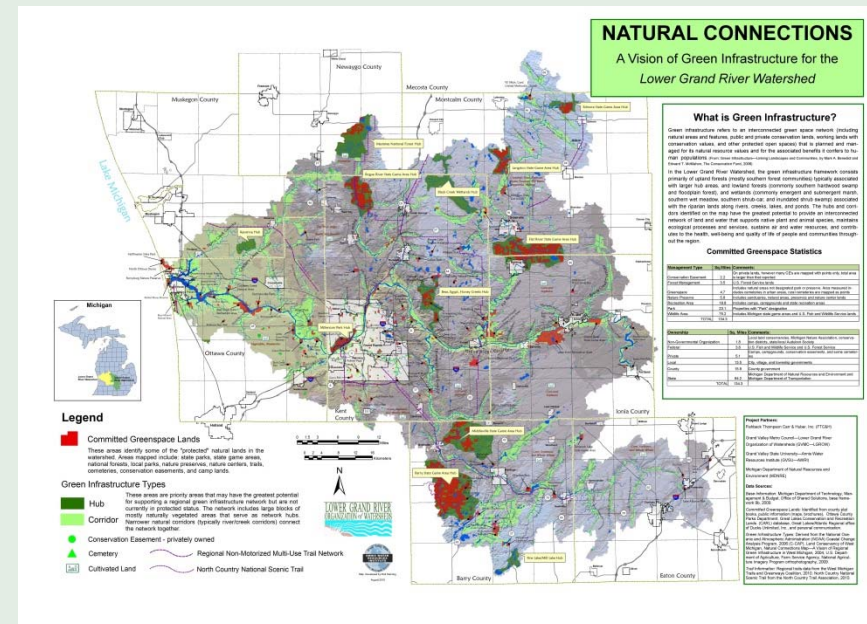
Recreation Inventory Chart	Park Name	Facilities							Water Access	Other Amenities
		Acreage	Restrooms	Playground	Picnic Shelter	Ball Field	Soccer Field	Water Access		
City of Ferrysburg	Coast Guard Park	80	1	1	1	1	1	No	Tennis Courts/Volleyball/Dog Park	
City of Ferrysburg	Ferrysburg Nature Preserve	43	0	0	0	0	0	No	Trails	
City of Ferrysburg	Firebarn Park	5	1	1	0	1	0	No	Tennis/Basketball	
City of Ferrysburg	Kitchel-Lindquist-Hartger Preserve	112	0	0	1	0	0	No	Trails/Outdoor Classroom	
City of Ferrysburg	Mike Herman Park	1.75	1	0	0	1	1	No	Tennis/Basketball	
City of Ferrysburg	Sunnyside Park	0.5	1	1	0	0	0	No		
City of Ferrysburg	William Montague Ferry Park	1.8	1	1	1	0	0	Spring Lake	Boardwalk	

Recreation Inventory

- ADA Assessment
 - Who completed the assessment
 - Minimum 1-5 ranking
 - Plan to address deficiencies in Goals, Objectives and Action Plan
 - Can include sections of your ADA Transition Plan
- Waterways Inventory (New 2016)
 - Marketing, events and partnerships
 - Maintenance and dredging needs and schedule
 - Infrastructure replacement
 - Paul Petersen, Waterways Program Manager, 517-284-6122
- Status report of recently completed grants
- Post Completion Self-Inspection Reports

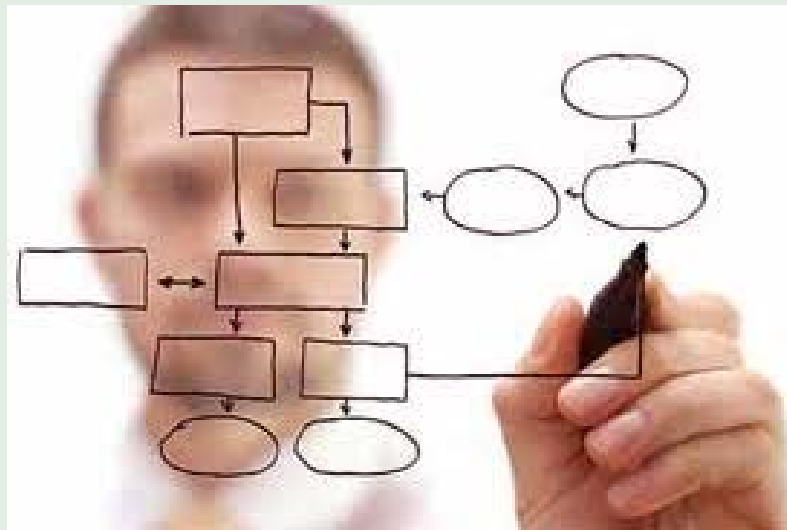
Natural Resource Inventory

- Optional
- Inventory of natural features:
 - Conservation value
 - Potential acquisition
- Relevant sections of ex. plans:
 - Green Infrastructure Plan
 - Greenways Plan



Planning Process

- Description of methods and timeframe.
- 5-Year Plan Guidelines are a minimum.



Public Input Process

Minimum:

1. Before the plan is drafted.
 - Less formal is best: Workshop, interviews, survey, Charette
2. Public Hearing:
 - After 30-day draft review, but prior to adoption
 - Park committee/board or highest governing body
 - Joint Plan – can consolidate public hearings for multiple communities. Contact your Grant Coordinator for prior approval of process.

Public Input Process

Notifications:

- Posting date and certified by the publisher.
- Public Input and 30-day Notice – less formal is OK.
- Public Hearing – Open Meetings Act, PA 267 of 1976.

Goals and Objectives

Based on:

- Input - entity responsible for parks and recreation, community, region, partners
- Need – community wishes, participation data, demographics, environmental, economic, etc.
- Recreation Standards – recommendation, not required

Goals and Objectives

Ex. Goal: To provide recreation facilities to meet the needs of the community.

Ex. Objective: Construct additional soccer fields.

Note - For grant applications, the project must at a minimum meet the goals and objectives of the 5-Year Plan.

Action Plan

- Specific projects that help accomplish the goals and objectives.
 - Typically 5-Year, but can project further into the future.
 - Construction Projects – new projects and updates for compliance to current standards (playground safety, ADA).
 - Organizational – staffing, collaboration process, etc.
 - Programmatic

Ex. Action Item: Construct 2 soccer fields at Memorial Park
- Capital Improvement Schedule – Recommended.

Local Plan Approval

- After 30-day plan review and advertised public hearing.
 - Public hearing can be at the adoption meeting, but must be agenda item occurring prior to adoption.
- Approval by the highest governing body
 - Joint Recreation Plan – adoption by the highest governing body of each unit of government.
- Meeting Minutes
 - Public hearing(s) and meeting(s) where plan was adopted.
 - Must show opportunity for public comment and if comment was/not received.
 - Approved and certified (signed by clerk)

Submitting your Plan

- Due to DNR by March 1 of the year you intend to apply for grants.
- Submit in MiRecGrants, <https://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR>
- Submittal – Each community must upload:
 - 5-Year Plan Document
 - 5-Year Plan Checklist
 - Notifications for public input, draft plan review and public hearing
 - Approved meeting minutes of public hearing and adoption
 - Post-Completion Self-Inspection Reports
 - Transmittal notification to County and Regional Planning Commission
- Joint Recreation Plan – All Above+
 - Only one community uploads the 5-Year Plan. Remaining units of government upload document stating who uploaded the plan.

Submitting your Plan

1. Create MiRecGrants Account.
2. Click My Recreation Plans Tab.
3. Click document name.
4. Click View Forms.
5. Upload documents.
6. SAVE after each upload.
7. Click Submit 5-Year Plan.

The screenshot displays the Michigan Department of Natural Resources website interface. At the top, there is a navigation bar with links for 'My Home', 'My Filtered Applications', 'My Grants', 'My Recreation Plans', 'My PSB', 'My ACQ', and 'My Reimbursements'. Below this, there are links for 'My Reports', 'My Administration', 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'Michigan's Official Website' logo is visible in the top right corner.

The main content area shows a breadcrumb trail: 'You are here: > 5-Year Recreation Plan Menu > Forms Menu'. Below this, there are links for 'Organization Information', 'Organization Members', 'Organization Documents', and '5 Year Plan Information'. The title of the page is '5-YEAR RECREATION PLAN UPLOAD FORM'.

Instructions:

- You must click **Save** to save the upload before submitting the documents.
- Information about 5-Year Recreation Plans is available [here](#) for guidance.

Document Upload
5-Year Recreation Plan: [Text Field] [Browse...]

Supporting Documentation
Title: [Text Field]
Document Upload: [Text Field] [Browse...]

(As files are uploaded and saved, new rows for additional supporting documentation will appear.)

To submit your attached documentation, click the following link: [Submit Attached Documentation](#) and change the status.

DNR ONLY

Is 5-Year Recreation Plan approved by DNR?
 Yes No

Enter date range for approved Recreation Plan: Start [Text Field] End [Text Field]

If the 5-Year Recreation plan is managed or in the possession of another agency, enter related agency(ies) here:
[Text Field]

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Typical Time Frame

2018

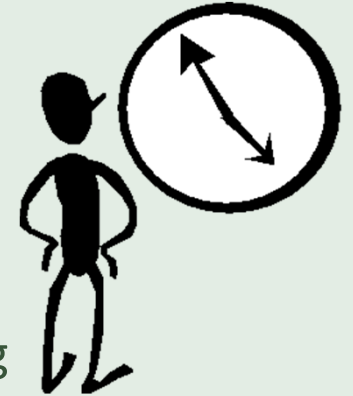
Gather inventory and public input and draft the plan

Noticed 30-day draft plan review

Advertised Public Hearing

Adoption

Send copy/web link of 5-Year Plan to County & Regional Planning



By March 1, 2019

Submit 5-Year Plan in MiRecGrants

If plan meets requirements, DNR approval by April 1, 2019 for grant applicants

December 31, 2023

5-Year Plan Expires

Note: The plan is valid for no more than 5-Years

5-Year Plan Amendment

- Does not extend the expiration date of the plan
- 2-week draft review period prior to public hearing
- Approval of Amendment
 - By highest governing body after the 2-week review period and public hearing.
 - Joint Plans – Only approved by the community which the amendment affects. Send a copy to all other communities in the plan.
- Submittal
 - Contact DNR prior to submitting in MiRecGrants
 - Amendment Checklist
 - Only the pages of the plan that were changed
 - Description of the planning process
 - Notices
 - Approved/certified meeting minutes
 - Transmittal to County and Regional Planning Commissions
 - By March 1 of application year (if applying for grants)

Panel Discussion

Pam Blough, PM Blough, Inc.

Harmony Gmazel, Government & Public Policy Educator, MSUE

Kristen Wiltfang, Principal Planner, Oakland County

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