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GUIDELINES FOR THE DEVELOPMENT OF COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLANS

Michigan Department of Natural Resources
Grants Management

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For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing MI 48909-7925.

This publication is available in alternative formats upon request.

This information is available in alternative formats.

Grants Management staff is available to provide additional guidance to you as you prepare your recreation plan. We can be reached at the following addresses and telephone numbers:

GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING, MI 48909-7925

On the web at:

www.michigan.gov/dnr-grants

MiRecGrants Online Application Website:
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Telephone: 517-284-7268

FAX: 517-373-1164

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GREENWAY PLANS

Prepared by:

Grants Management
Michigan Department of Natural Resources

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INTRODUCTION

The Michigan Department of Natural Resources (DNR) provides financial assistance through its recreation grants program to communities within the State of Michigan to acquire land for parks and open space or to develop recreation facilities. Assistance is currently available from the Michigan Natural Resources Trust Fund (MNRTF), the federal Land and Water Conservation Fund (LWCF) and Recreation Passport (RP). All 3 grant programs can be used for the development of public outdoor recreation facilities including support facilities and nature centers. RP can be used for indoor public recreation facilities. MNRTF is the only program that can be used for the acquisition of land for public recreation and for protection of land for environmental importance or scenic beauty. Information on grant programs is available on the DNR website, www.mi.gov/dnr-grants.

To be eligible to apply for MNRTF and LWCF grants, a community must have an approved, five-year recreation plan on file with Grants Management of the DNR. This booklet describes the information that is required if the plan is to be approved by Grants Management. Information contained in the plan will be used by Grants Management staff in scoring applications.

Hopefully, using this guidance and the resources provided within the booklet will assist you in preparing a recreation plan that is of use for your community, both in determining your recreation and open space needs and in integrating those needs into the larger framework of comprehensive planning. This booklet has been revised from previous versions. We recommend that you read it in its entirety before beginning the process of developing your plan.

The following is a list of terms and their definitions as used in this booklet.

Community is the entity that prepares the recreation plan, recognizing that the community may be, for example, a single local unit of government, a group of units of government that participate in a multi-jurisdictional plan, school district, regional recreation authority or trailway commission.

Recreation Plan is the document that is prepared to assist communities in developing recreation and resource conservation goals and objectives and to establish recreation grant eligibility.

Greenfield is a piece of usually semirural property that is undeveloped except for agricultural use, especially one considered as a site for expanding urban development.

Greenspace is used synonymously with open space.

Greenway is a continuous area of vegetation that may or may not be developed as a trailway for use by people. Greenways often connect open spaces.

Natural area is a type of open space that has been undisturbed or minimally disturbed by humans so that native species of plants and animals are more prevalent than species introduced by people.

Open space is land that is undeveloped or minimally developed and includes farmland, wetlands, riparian lands, rangeland, forests and woodlands, parks, coastal lands, and undeveloped land in urban settings. It is also referred to as greenspace.

PDR stands for purchase of development rights. Some PDR programs include a provision for communities to tax themselves to provide the funding for purchase of development rights on undeveloped land. The goal of PDR programs is to prevent development of land the community wishes to remain in undeveloped or farm production. All PDR programs in Michigan are voluntary on the part of the landowner.

ESTABLISHING ELIGIBILITY TO APPLY FOR RECREATION GRANTS

The Natural Resources Trust Fund Act (Part 19 of 1994 PA 451) states that local units of government are eligible to apply for grant assistance from the Michigan Natural Resources Trust Fund. The statute defines local units of government as, "…a county, city, township, village, school district, the Huron-Clinton Metropolitan Authority, or any authority composed of counties, cities, townships, villages, or school districts, or any combination thereof, which authority is legally constituted to provide public recreation." The enabling legislation for providing public recreation in Michigan is listed in Appendix A.

Under the federal Land and Water Conservation Fund, recreation grants are also available to local units of government and other appropriate public agencies. However, only the state can apply directly to the National Park Service for these grant funds; therefore, all applications from local units of government must be sent to the DNR.

In addition to the above eligibility requirements, all applicants for an MNRTF or LWCF grant must submit a recreation plan to Grants Management. Upon approval of the recreation plan and in accordance with the following terms, the following entities become eligible to apply for recreation grants from the DNR.

Local Units of Government. Local units of government include cities, villages, townships, counties, and, for the LWCF program only, Native American Tribes.

Regional Recreation Authorities. Typically, recreation authorities include a combination of local units of government, but may also include school districts. The recreation authority must be formed under Michigan Enabling Legislation that allows the authority to act as a local unit of government that is legally authorized to provide public recreation. Appendix A provides examples of Michigan Enabling Legislation. Grants Management staff must evaluate the following items to determine whether the authority is an eligible applicant; enabling legislation, articles of incorporation, whether the articles of incorporation allow for the perpetual encumbrance required by MNRTF/LWCF grants and how parks acquired/developed under the authority will be transferred if the authority is dissolved. Unless the recreation authority is clearly limited in its role in providing recreation for the participating communities (see "Trailway Commissions" below) those communities are not eligible to apply for recreation grants separately, and Grants Management will not accept or approve recreation plans from them individually.

Trailway Commissions. As the name implies, trailway commissions are limited to owning and managing a regional trail or trail system. Legally-established trailway commissions may submit recreation plans and establish eligibility to apply for recreation grants. In addition, participating communities that submit separate recreation plans that address their recreation needs exclusive of the trail are eligible to apply for recreation grants on their own.

Multi-Jurisdictional Parks and Recreation Committees or Commissions. In accordance with state law (see Appendix A), some local units of government and, in some cases, school districts may join together to form park and recreation committees or commissions and may be eligible for grant funding. When a multi-jurisdictional committee or commission does not independently own or control parkland, it cannot apply for recreation grants through the DNR. For committee/commissions that are not eligible to apply for funding, in order to be eligible they must follow the Joint Recreation Planning process covered under the Regional Planning, Coordination of Planning.

School Districts. A school district may submit a recreation plan or be included within a multi-jurisdictional plan only when the school district provides recreational services primarily to the general public, not just to the students within the district. School districts may submit a recreation plan to the DNR and establish grant eligibility if at least one of the following conditions applies.

1. The school district is the only provider of public recreation in the community. This means there is no recreation department and no parks owned or managed by the local unit of government. In this situation, any existing parks or recreation facilities would be owned and controlled by the school district. When the school district is the only recreation provider, the school district's plan would be the only plan for the community, i.e., there is

no village, city, or township recreation plan.

2. The school district is the primary provider of a type of public recreation for the community. For example, the school district may be responsible for all softball-related facilities and programs, or may be responsible for the community's nature center. In this case, there may be a local parks and recreation department and there may be park and recreation facilities that are owned and managed by the unit of government.

COORDINATION OF PLANNING

The importance of coordinated planning within a community, at a regional level, and among government agencies, private organizations, businesses, and the public is becoming increasingly clear. The potential benefits include better environmental protection; greater efficiency in providing park and recreation opportunities; increased funding sources; greater potential for tapping into new, creative ways of accomplishing recreation goals; and enhancing public support for parks and their financing through millages and other taxing methods.

INTEGRATED COMMUNITY PLANNING

In contrast to the traditional manner of thinking about the management of parks within cities, the National Recreation and Park Association challenges recreation providers to think in terms of cities existing within parks. [1] People do not congregate, recreate, or simply enjoy the outdoors only in park land designated for recreation purposes. They use streets (preferably complete streets with sidewalks and bike lanes), greenways, town squares, plazas, marketplaces, conservation lands, and numerous other areas, both publicly and privately owned. Numerous indoor facilities, again both publicly and privately owned, also serve the public in their desire for recreation and social contact.

Taking this perspective requires thinking and planning beyond the borders of traditional parks to a park system connected by trails, greenways, and other publicly-used spaces. It may also require increased coordination with other public agencies, private businesses, and/or non-profit organizations.

For those communities that have developed or are in the process of developing a community master plan, the creation of the recreation plan should be an integral part of that plan. The coordination of recreation planning with comprehensive planning allows a better understanding of current park and recreation needs by allowing them to be better understood within the current and future demographic and physical context of the community. For example, when park and trailway planning is integrated into the larger planning framework, it is possible to better plan non-motorized trails to provide alternate access routes to schools, residences, shops, libraries, and other destinations in addition to parks. Understanding how the community is zoned for future growth or redevelopment may assist in predicting what and where future recreation needs will arise. Coordinating park planning with street layout and design may lead to the development of landscaped boulevards leading to park entrances and allow traffic engineers to anticipate the need for traffic calming structures and pedestrian bridges over roads near planned neighborhood parks.

There can also be environmental benefits from coordinated community planning. The location and development of parks and greenways can play an integral role in watershed protection and the development of green infrastructure. These benefits are discussed in more detail below.

Local units of government are not required by state law to develop community master plans. However, for those communities that develop community master plans, it is strongly recommended that the recreation plan be developed as part of the master plan. Organizations that can assist in developing a community master plan are listed in Appendix F.

REGIONAL PLANNING

Coordinating planning at a regional level benefits participating communities and the environment and can have very practical benefits for the communities involved. For example, by planning on a

[1] Mertes, J. D. and J. R. Hall. Park, Recreation, Open Space and Greenway Guidelines. Alexandria, VA: National Recreation and Park Association, 1995.

regional rather than a community basis, parks and recreation staff can avoid duplicating expensive recreation facilities and give all communities involved a greater voice in planning these facilities to best serve the entire region. Planning on a regional basis gives the planners a larger area in which to determine the best location for the facility based on factors such as the ability to access the site by car, public transportation, and non-motorized means; the potential effects of the facility on surrounding land uses—both positive and negative; and the potential environmental effects of the facility—again, both positive and negative.

For example, one community planning alone for a large ice rink meant for regional use may determine that the only available land is greenfield on the outskirts of the developed area. This location will likely require most or all users to drive to the ice rink (possibly contributing to traffic congestion), and may require the extension of utility services, thereby providing the means and possibly the stimulus for increased development surrounding the facility on formerly open space lands. By planning on a regional basis, it may be possible to locate the ice rink in an already-developed area. When a facility is built in a developed area, the environmental effects of redevelopment of land surrounding the facility are decreased, as the infrastructure to support it is already in place. In addition, the facility may contribute to the revitalization of an area by drawing businesses that serve the facility patrons.

Similarly, the creation of parks with natural settings within urban areas (which may need to be accomplished through restoration) may lead to new residential development surrounding the park. Other types of active-recreation facilities may draw businesses into the area to serve park users.

Green Infrastructure. Along with the traditional "gray infrastructure" of roads, water lines, and sewers, a "green infrastructure" also improves the quality of life within a community. Green infrastructure has been defined as, "our nation's natural life support system—an interconnected network of waterways, wetlands, woodlands, wildlife habitats, and other natural areas; greenways, parks, and other conservation lands; working farms, ranches and forests; and wilderness and other open spaces that support native species, maintain natural ecological processes, sustain air and water resources, and contribute to the health and quality of life for America's communities and people." [2] Because the elements of a green infrastructure cross community boundaries, the development of a green infrastructure can only be accomplished effectively through regional planning.

The difference between green infrastructure and traditional conservation is that green infrastructure plans for conservation in relation to land development, growth management, and traditional gray infrastructure. Creating a green infrastructure is primarily accomplished by planning for the connection of natural areas and other open space lands through a network of greenways.

This system of connected greenspaces allows for the movement of wildlife, plants (through seed and vegetative propagation) and people throughout the region. These connections are vital to the survival of many plant and animal species, especially as natural land is increasingly fragmented through the development of land uses that are inhospitable to plant and wildlife movement. The benefits of a green infrastructure to humans, in terms of contributing to sustainable development and quality of life, are immeasurable.

Watershed Management. The protection of water resources can only be accomplished through management at a watershed level. Because watersheds cross jurisdictional boundaries, a regional approach is necessary.

Land use and water resource protection cannot be separated; how land is developed and managed within a watershed is the primary determinant of the health of the waterway. Planning for a green infrastructure contributes to the protection of both land and water resources. It is a common practice to develop trails and greenways alongside rivers and streams, thereby protecting riparian areas through limited streamside development. In fact, riparian woodlands along rivers and streams may provide the best basis for developing a green infrastructure. Other critical components of a healthy watershed—headwater wetlands, flood plains, groundwater recharge

[2] Benedict, M. and E. McMahon. Green Infrastructure: Smart Conservation for the 21st Century. Sprawl Watch Clearinghouse Monograph Series. Washington D.C. Autumn, 2002.

areas, and high quality feeder streams—can be protected through the acquisition and development of parks and other greenspaces.

Controlling Sprawl. In Michigan, land is often developed in an inefficient manner, primarily due to a development pattern known as sprawl.[3] Sprawl can be defined as low density development on the edges of cites that is poorly planned, land consumptive, and designed without regard to its surroundings. One of the most important benefits of comprehensive, regional planning is the enhanced ability to control sprawl.

The development and maintenance of park land can be a vital component to the revitalization of central cities. However, it is not always possible or even desirable to locate all park land within the developed areas of a city. While park land is not usually considered to be a component of sprawl, consumptive land use patterns may be encouraged by the location and development of parks. To prevent the sprawl that may occur as a result of the establishment of parks and protected open spaces outside of city boundaries, the following considerations should be taken into account:

1. Whenever possible, parks and natural areas should be buffered by open space lands (such as farmland, forestland, etc.) that have been protected from more intense development through government or land conservancy ownership, PDR programs, conservation easements, or other means.
2. Similarly, land alongside roads leading to the park should be zoned to prevent dense commercial development.
3. Inholdings within park and forest lands are a form of sprawl. Inholdings fragment natural areas and in doing so may impact the environmental health of the park or forest land, interrupt wildlife movement, and lessen the amount of land available for recreational use out of proportion to their size. For example, due to the required safety zone of at least 450 feet surrounding an occupied dwelling, a house built on land surrounded by public recreation land eliminates hunting on over 15 acres of land. Eliminating inholdings and their impact through acquisition or other means of obtaining rights in land should be a high priority when deciding where to invest funds.
4. When other factors are equal, land accessible by existing roads should be acquired before those that would require the building of roads for public access.
5. Potential park land should be identified in comprehensive, regional planning documents. When land is desired primarily for community-based recreation, potential park land close to land zoned for future high-density residential use should be acquired over land near areas zoned for low-density use. When the land proposed for acquisition is to be kept in a natural state, preference should be given to land adjacent to or surrounded by land zoned for farming or other open space uses.

Means to Accomplish Regional Planning. Regional planning is not a requirement when developing plans but is strongly recommended. There is a number of non-exclusive means by which regional planning may be accomplished:

1. Joint Recreation Plans. Collaborative planning can allow for better coordinated and efficient recreation systems by allowing units of government and school districts to plan together while maintaining separate control of their park lands. Joint Recreation Plans may include any combination of local units of government, recreation authorities, school districts or commissions.

   Each unit of government included in the recreation plan is eligible; provided they are an eligible applicant, can independently own or control parkland, meet the requirements of these guidelines and the plan is adopted by their individual communities. Once the multi-jurisdictional plan is approved by Grants Management, individual recreation plans from any of the participating communities will not be accepted.

2. Incorporating the Recreation Plan into the Municipal Master Plan. The Michigan Planning Enabling Act, PA 33 2008, among other things codifies the laws for local units of

[3] Public Sector Consultants, Inc. Michigan Land Resources Project. Lansing, Michigan, 2001.

government and outlines the requirement for developing a municipal master plan. The master plan must include sections on transportation (including non-motorized), land use and recreation. A community can submit relevant sections of their master plan and if they meet all the requirements of the Recreation Plan Guidelines it may be considered their DNR approved Recreation Plan.

The law also requires planning commissions to consult with commissions of contiguous communities when developing their master plan and to submit proposed plans to each contiguous community for review and comment prior to adoption. This may allow for coordination and avoiding duplication of services with adjacent communities.

3. Joint Planning Commissions. With the passage of the Joint Municipal Planning Act (2003 Act 226), joint planning commissions may be formed by two or more communities (cities, villages, or townships; but not counties) to carry out comprehensive planning, including planning for recreation, on a regional basis.

4. Regional Review. By contacting regional and county planning commissions (or in some areas to the local Chamber of Commerce) during the development of the Recreation Plan the community can ensure better coordinated planning and that their plan does not conflict with regional or county plans. It is required that copy of the final plan be sent to these organizations.

PREPARING THE PLAN AND PLAN CONTENT

The plan ideally forms the road map for the decisions made in the next five years regarding the provision of park and recreation lands and other open space for the community. As with all planning efforts, planners must try to determine not only current, but also future community needs. As discussed above, the coordination of recreation planning with broader community and regional planning allows you to better understand how recreation and open space planning relates to other planning decisions and how better coordination will improve your ability to factor population growth, population demographics, planned transportation systems and land uses, among other variables, into your recreation plans.

This section describes what information you need to prepare your plan, and what your plan must contain to be approved by the DNR and to establish eligibility for applying for recreation grants during the five-year period of the recreation plan. These requirements establish minimum standards, but are not intended to limit what the plan can contain. The following sections of the plan are required and are described below:

- **Community Description**
- **Administrative Structure**
- **Inventory of Existing Parks, Natural Areas and Recreation Facilities**
- **Resource Inventory (optional)**
- **Description of the Planning and Public Input Process**
- **Goals and Objectives**
- **Action Program**

COMMUNITY DESCRIPTION

Describe the jurisdiction of your recreation plan. Was the plan prepared for a single township or village, or does it encompass a larger region? Also describe the extent of the plan focus. For example, recreation plans developed by trailway commissions would address the acquisition and development of the trail only, while plans developed by or for parks and recreation departments would probably include all aspects of recreation. Plans developed by a school district must describe the recreation opportunities they provide in relation to those provided by parks and recreation department or other entity serving the same area.

Unlike in the past, it is not required that the community description include a reporting of the social and physical characteristics of the community. It is preferred that the characteristics that influence your planning be discussed later in the plan, as they relate to the goals and objectives your

community develops.

ADMINISTRATIVE STRUCTURE

Planning for and providing park and recreation services and open space for a community requires staff (or volunteers) and funds to purchase recreation land and open spaces and to develop, operate, and maintain them. In this section, describe how the park and recreation functions are carried out in your community, and include descriptions of the following as they apply to your community:

- The park and recreation commission, committee, board of directors, or advisory board. Include the enabling act under which it was established (see Appendix A). For multi-jurisdictional plans, the working relationship among the participating communities and school districts.
- Your parks and recreation department, staff, or authority. Define who has the authority to commit funds for parks and recreation, accept grants and purchase land on behalf of the community.
- The current year and projected annual budgets for parks operation and maintenance, recreation programming, and capital improvements.
- The sources of funding for the park and recreation budget.
- The volunteers involved in park and recreation programs and what they do. Describe any partnerships you have formed with private organizations to maintain or operate any of your park or recreation programs.
- Relationships with schools districts and other public agencies involved in recreation.
- For regional authorities, describe the relationship between the authority and the recreation departments of the participating communities. Provide the Articles of Incorporation for the authority.

INVENTORY OF EXISTING PARKS, NATURAL AREAS AND RECREATION FACILITIES

A park and natural area inventory describes all parks, natural areas, other public spaces, and recreation facilities within or near your planning area that are used by the residents of your planning area, with an emphasis on land and facilities you own or operate. For those lands and facilities that are owned privately, owned by a non-profit organization, or owned by another governmental unit, you need only provide the name, location, and general information on the types of recreation and/or natural resource conservation provided. Businesses that provide recreation facilities as a means to draw customers for their primary service, such as play areas in fast food restaurants, do not need to be included unless they are a major provider of recreation in your area. References that provide guidance on performing inventories are given in the Bibliography. Organizations that may be of assistance are listed in Appendix B.

The inventory can be as detailed as is useful to you, but must contain the following minimum information for your park system.

- Park name;
- Size in acres or length of linear parks;
- A description of the general purpose or use of each park;
- The park's primary service area (also consider a "walkability" map with ¼ mile walking radius around each park);
- The type and number of recreation and support facilities. You may also want to include an assessment of the size, quality, and amount of wear and tear on each facility;
- An accessibility evaluation at each park site you own or operate. If the community has completed a recent ADA Transition Plan (2012 or newer) a summary of the plan and relevant sections may be included in the Recreation Plan to meet the accessibility evaluation requirement. At a minimum the evaluation should including the following;

- A description of references used and who conducted the evaluation. See Appendix G for sources of information on accessibility.
- Each facility should be compared to the 2010 ADA Standards for Accessible Design and at a minimum given a ranking from 1-5, where 1=none of the site elements meet 2010 ADA Standards for Accessible Design, 2=some, 3=most, 4=all and 5=the facility meets the Principals of Universal Design.
- Although, it is not required for Title II and III communities, the Guidelines for Outdoor Developed Areas may also be a helpful reference.
- Describe how your community intends to address ADA compliance. A brief description is acceptable and may be covered in the goals and action plan.

- A site development plan for each of the parks for which one has been developed;
- Map(s) that show the location of all recreation and natural resource conservation areas you own or operate, as well as facilities owned by others that are available to your community. Where relevant green infrastructure, trail plans or other relevant land use plans that affect the community or region are available consider including them in the inventory as well.
- A brief status of previously grant assisted facilities. Contact DNR Grants Management for the communities grant history. This is part of the recreation inventory which can be evaluated during the Post-Completion Self-Inspection Report process. The Self-Inspection Reports should be submitted as separate documents from the Recreation Plan; therefore the Recreation Plan should include a brief status update within the recreation inventory.
- If the community offers programming or provides facilities for other entities to program provide at least a brief description of programs offered and programming partnerships/collaborations.
- A conversion occurs when rights in land are transferred or the use is converted to non-public outdoor recreation on grant encumbered property. By accepting the grants listed under Post-Completion Self-Inspection Report below, the grantee agrees to encumber the project area identified in the boundary map into perpetuity or 20-40 years for Recreation Passport regardless of whether the grant was for acquisition or development. If a conversion is identified, contact DNR Grants Management for instructions on conversion mitigation requirements. Address how the community will mitigate conversions in the action plan.

Post-Completion Self-Inspection Report

Post-completion, self-inspection reports including photographs are required for all sites that have received grant assistance, regardless of the year of funding, from the following grant programs:

- Land and Water Conservation Fund,
- Michigan Natural Resources Trust Fund,
- Recreation Passport Grant Program
- Clean Michigan Initiative Recreation Bond Fund, and
- 1988 Recreation Bond Fund.

The Post-completion, Self-Inspection Report Form (PR1944) is available on the DNR website, www.mi.gov/dnr-grants. A sample is shown in Appendix L. Contact DNR Grants Management for a list of the communities grant history. To the extent available, maps indicating the boundary of the area encumbered under each grant will be provided. The forms and current site plans (where available) for each grant-assisted park should be completed and returned with your recreation plan. **Submitted recreation plans will not be approved by the DNR until these forms are completed and returned to us**.

Maintenance and other issues identified during the inventory, including those at grant-assisted sites, should be addressed within the community plan if they cannot be readily corrected.

RESOURCE INVENTORY (OPTIONAL)

Resource inventories provide you with a method to identify open space land that may be desirable for future protection and/or public access through acquisition or other means due to the natural features present, as well as an accounting of land that is already protected.

It is important to develop a resource inventory, because it will assist you in identifying the most desirable lands for acquisition in terms of their ecological significance, location, proximity to other natural areas, and other factors. Typically, a resource inventory would be conducted by creating a map of each type of resource or feature considered important for conservation purposes, such as wetlands, soils, surface water, and forests, as well as maps of political boundaries, roads, and parcel maps. These individual maps (or data layers) are usually incorporated into a GIS (geographic information system). They can then be combined with each other to determine the relative conservation value of different lands and the relationship of these lands to each other.

When conducting a resource inventory, the natural features that you may want to map include wetlands, floodplains, groundwater recharge areas, woodlands, farmland, wildlife habitat, rare species, and scenic viewsheds. Land already protected, such as public parks and recreation areas, state or national forests, designated natural rivers, and designated natural areas should also be incorporated into your inventory.

References that provide guidance on performing inventories are given in the Bibliography. Organizations that may be of assistance are listed in Appendices B and G.

DESCRIPTION OF THE PLANNING AND PUBLIC INPUT PROCESS

In this section, planning methods are discussed. These methods are intended to assist you in the assessment of your community park, recreation and open space needs. Additionally, methods which may be used to incorporate public input into your recreation planning process are provided and public input process requirements are discussed in detail.

Planning Methods

Comparison to Recreation Standards. Comparison of existing recreation opportunities to recreation standards can be used to determine deficiencies in your recreation system. However, it is important that you apply your knowledge of your community when determining its recreation needs. Relevant information may include, for example, the age and income distribution, neighborhood structure, and recreation interests of your community, as well as the recreation opportunities in nearby communities. It is highly recommended that standards be used only in conjunction with other methods to determine recreation deficiencies and priorities. The source for any standards used to develop the plan should be cited in the plan. The standards developed by the National Recreation and Park Association are provided in Appendices B and C for your reference.

Systems Approach to Planning. In 1995, the National Recreation and Park Association published, Park, Recreation, Open Space and Greenway Guidelines, by James D. Mertes and James R. Hall. This publication describes a systems approach to planning, "…defined as the process of assessing the park, recreation, and open space needs of a community and translating that information into a framework for meeting the physical, spatial and facility requirements to satisfy those needs." This approach was developed as an alternative to the recreation standards described in Appendices B and C. The approach incorporates information gained from citizen surveys and detailed recreation inventories to determine the recreation needs of a community. Detailed information on the approach is provided in the publication.

Criteria for Open Space/Natural Area Acquisition. No standards exist to determine how much open space a community needs, although community desire can certainly be assessed. Rather, information is available on how to determine the conservation value of different areas. This value is based primarily on the goal of preserving biodiversity—or the variety of ecosystems, species, and

genetic makeup within species—that exists within an area. The justifications for preserving biodiversity and the natural areas in which high levels of biodiversity occur include benefits to humans. These benefits include the increased quality of life many people feel living near natural environments, the recreational and economic value of hunting and wildlife viewing in natural areas, and the health benefits from the discovery of new pharmaceuticals derived from plants. Many people also believe that the protection of biodiversity is an ethical concern; that humans should act as stewards of the environment and protect it from unsustainable use and development.

Professionals in the fields of parks and recreation and community planning are not necessarily trained in the field of natural area conservation. However, most people are aware of the attributes of a site that make it seem worthy of protection. These attributes may include, among others, the naturalness or relative absence of human alteration; the presence of rare plant and animal species; the presence of rare or rapidly disappearing plant communities; and the occurrence of attractive landforms (for example, a valley or waterfall) or other physical features of the site. A site may also be considered for conservation over another because of its proximity to a city or its easy access.

In addition to these site-level attributes, it is also important to consider the landscape-level attributes that affect the site. For example, at the time a specific property is being considered for protection, it may be surrounded by open space areas, such as farm fields. If the land surrounding the protected area is later developed and the property is cut off from other natural areas, the attributes that were the reason for the protection, such as a population of a rare species, are likely to become altered or disappear. This can occur for a number of reasons; in the case of a rare species, one factor may be that the population is cut off from other populations of the same species, and cannot sustain itself without the influx of new individuals.

Some landscape-level factors that should be considered, in addition to current and future use of the surrounding land, include the size of the area to be protected, the connection of the area to other natural areas by means of corridors, the role the area will play in protecting the water quality of the larger region, and the ability to maintain or mimic natural disturbances such as fires or floods.

Some of the references listed in the Bibliography provide additional information on conservation planning. In addition, the organizations listed in Appendices E and F are a useful source of information and guidance.

Public Input Process

In this section, describe the methods used to incorporate public input into your recreation planning process. Citizen opinion on recreation and open space priorities is a key consideration in plan development. It is important to involve the public early in the process, through public meetings, surveys, or other means. It is highly recommended that additional effort be put forth to solicit comments from residents living in the vicinity of future projects and from others who may be negatively impacted by the projects. Special efforts may be required to involve segments of the population whose concerns are often overlooked. If your community has substantial minority, low-income, disabled, or elderly populations, identify and address their needs and concerns.

The benefits of soliciting public input include:

- Increases “ownership” of the community plan by community members.
- Promotes democracy and equality with equal opportunity to share in decisions.
- Empowered citizens tend to be more active and to participate more fully in governance. An active and energetic public can offer much needed support for local governments.
- Creativity is enhanced by many ideas coming from people with diverse backgrounds, skills and abilities. In short, problem solving is enhanced when people work together as a team, not alone.
- When citizens are included in the problem-solving and decision-making process, they share in the ownership of the solutions to their community’s problems and are thus said to “buy in” to these solutions. These citizens are far less likely to oppose your efforts or a solution at the very end of the process, and the solutions you arrive at are likely to be more effective and longer lasting.

- By involving everyone who has a stake in a community issue, you reduce the likelihood of conflict, of “we-they” perspectives, and of coalitions forming in opposition to one another.
- Increases stability and commitment to management that central government cannot duplicate.
- Increases economic and technical efficiency because agencies have more clearly defined responsibilities for their actions.
- Citizens are likely to identify themselves as part of something larger than the sum of their individual relationships.
- Citizens are likely to commit themselves for the long term to their own, one another’s and the group’s well being.
- Empowers citizens to make those decisions that most affect their own lives.
- Encourages support for citizen and grassroots initiatives.

As you are developing your plan, you must solicit public input by at least two means. The first means of soliciting public input should take place within a year of adopting the plan and prior to adoption by the governing body. Public input can be accomplished through your choice of methods, such as those listed in the box below or any additional method of equal effectiveness.

METHODS TO SOLICIT PUBLIC INPUT IN THE RECREATION PLANNING PROCESS	
Citizen Luncheons	Questionnaires
Community Workshops	Community Surveys
Focus Groups	Public Information Resource Groups

During the first input method, a typical public meeting format is discouraged whereas methods such as focus groups, visioning sessions or charrettes are encouraged because they facilitate more public participation. Describe the method(s) you used and justify why you believe the response you received represented the whole community, especially those groups that may not be likely to attend meetings, the potential users for special use areas (for example, skate parks) and those who may be greatly affected (positively or negatively) by the recreation and open space opportunities considered (for example, people living in nearby neighborhoods). This is an ideal time to include input from other recreational providers, private and public partners and regional organizations. Provide a copy of the survey, meeting agenda, etc., and a summary of the amount of response and the information and opinions received.

Once the draft plan has been completed, citizens must be provided with a well-publicized opportunity of adequate length (at least one month) to review and comment on it before it is officially adopted. One convenient place to allow the public to view the draft plan is at your public library or municipal website. Describe the methods you used to notify the citizens of the opportunity to review and comment on the draft plan before it was officially adopted. The notification can be accomplished by a variety of means including methods typically used to make announcement by the governing body; posting at the government office, municipal website, etc. The announcement should include the date of posting. In addition, provide a summary of any comments received and how they were used to modify the plan.

The second means of soliciting public input is an advertised public hearing held as part of the meeting of a planning committee such as a park and recreation commission or a meeting of the governing body. The public hearing must occur prior to passing a resolution for adoption by the highest governing body. The public hearing and resolution for adoption can occur at one meeting of the highest governing body as long as they are conducted as separate agenda items and the public hearing occurs prior to the resolution for adoption. The public must be given the opportunity to provide comments prior to passing a resolution to adopt the plan according to the Open Meetings Act, Pa 267 of 1976. The final resolution to adopt the plan must come from the highest governing body. The notice of the time and place for the public hearing must be published at least one week before the hearing in at least one newspaper with a general circulation within all local units of government included in the plan. Plans will not be accepted if the public

hearing occurs after the plan has been adopted by the local governing body(ies). When submitting the plan to the DNR, include a copy of the published hearing notice and the minutes of the meeting at which the public hearing was conducted and the plan was adopted by the governing body. If the plan was adopted at a separate meeting from the public hearing, provide the minutes of both meetings.

For Joint Recreation Plans, one public hearing can be held by one organization, such as a planning committee, as long as it is advertised for all of the communities contained within the plan and in a newspaper in general circulation within all of those same communities. The plan must be adopted by resolution at a public meeting of each of the individual municipalities covered in the plan.

GOALS AND OBJECTIVES

In this section, describe the goals and objectives you developed during the preparation of your plan. Also describe what information you used to formulate the goals and objectives, including the role public input played in their formulation.

Developing goals and objectives is an important part of the recreation planning process. The overall goal of a park and recreation department (or the entity that provides recreation for your community) is, obviously, to provide recreation opportunities for the community and/or region it serves, and possibly for tourists. More specific goals must be based on the demographic characteristics of the population served and the physical and environmental characteristics of the area.

Demographic characteristics include the size of the population; its geographic, age, gender and ethnic distribution; location of population concentrations of senior citizens; numbers of persons with disabilities; socio-economic levels; employment and unemployment; and social problems, including problems and needs of low-income, disabled, elderly and minority citizens.

The recreation opportunities provided should be determined based on a consideration of the demographic subgroups that make up the population of the community, what recreation opportunities each of these subgroups want, where the subgroups live, how they will get to the parks or other locations that provide recreation opportunities, how much they can afford to pay, and many other factors. Protection of open space will be more dependent on the physical characteristics of the area. Physical characteristics include topography, water resources, soils, vegetation, fish and wildlife resources, presence and location of rare species, etc., as well as the human-created characteristics such as land use patterns, transportation systems, and zoning. You may use standards such as those in Appendices B and C to determine the number of facilities and amount of programming to provide, but recreation objectives should ultimately be based on community need.

Goals may include, for example, providing the means for social interaction and lowering of the rate of obesity in children and adults through active sports opportunities, offering environmental education, providing recreation opportunities for people with disabilities and those who cannot afford to pay for recreation, and protecting biodiversity and water resources within the region.

Once the recreation and open space goals for your community have been determined, they need to be translated into objectives. For example:

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

Objective: Construct additional soccer fields at Memorial Park.

There are currently 50 school-aged kids participating in soccer and the existing fields are schedule to capacity. In the next 5-years, 100 children in the community will be school-aged. During the community visioning session and recreation survey, the community expressed interest in programming for adult soccer leagues.

ACTION PROGRAM

The Action Program is the section of the plan where you identify how you intend to meet, or work towards meeting, your goals and objectives over the next five years. Specific projects that are identified during the planning process should be described and an explanation provided as to how they will meet the goals and objectives. You may also include organizational, staffing,

programming, public information, operation, and maintenance actions, as well as land acquisition and facility development, if applicable. A capital improvement schedule is not required, however may be useful for planning purposes.

Projects proposed for recreation grant funding in the five-year period covered by the recreation plan will not be scored down or considered ineligible if they are not included in the Action Program. Projects included in the recreation plan will be viewed as those identified at the time the plan was being prepared as the best means for fulfilling the goals and objectives. Sometimes the means to accomplish a stated goal does not become apparent within the time period the recreation plan was developed--for example, privately-held land with high conservation value may unexpectedly become available for purchase. At other times a better means to accomplish a goal becomes apparent after the plan has been developed.

Applications for recreation grants will be evaluated on how well the proposed project fulfills the identified goals and objectives of the recreation plan and the rationale given in the application for the community's need for the project, not on whether the specific project is included in the Action Program.

LOCAL ADOPTION AND DNR APPROVAL OF RECREATION PLANS

To be eligible for DNR recreation grant consideration, your recreation plan must be adopted by a resolution of the governing body that has the final authority on recreational expenditures; i.e., a city council, recreational authority's board of directors, school board, etc. (see Appendix K for a sample resolution). If your planning process included the adoption of the plan by a planning commission or park and recreation commission that must seek approval for expenditures by a higher governing body, these resolutions should also be included in the plan.

A complete recreation plan package that is submitted to Grants Management for approval must include a completed, *Community Park, Recreation, Open Space and Greenway Plan Checklist*, which is located in Appendix I.

Upon receipt of the adopted plan and documentation, Grants Management will briefly review the plan for completion and to ensure that all documentation required by the checklist is included in the submittal. If the recreation plan submittal package is complete, Grants Management will notify you of this in writing. Grant eligibility expires on December 31 of the last year covered by the plan, but in no case can the plan cover more than five years.

PLANNING DEADLINE

Communities may prepare recreation plans at any time during the year. However, to be eligible to apply for a recreation grant, the applicant's recreation plan must be approved by and on file with the Grants Management Section (GMS) by the March 1 of the year the community is apply for grants administered by GMS. All plans expire on December 31 of the fifth year or earlier if approved for less than 5-years by the highest governing body. A sample timeframe is provided below.

January 2015	Gather public input, conduct inventory and develop draft plan
	Draft Plan available for 30-day review (advertise availability)
	Advertise public hearing (at least 1-week before the hearing)
	Public Hearing
	Public meeting for adoption of the plan by the highest governing body
Dec. – March 1, 2016	Submit Plan to DNR, County Planning Commission and Regional Planning Commission
December 31, 2020	Plan Expires

PLAN AMENDMENTS

Prior to the expiration date of a plan, a community may want to amend portions of the plan. An approved plan may be amended at any time during the five-year period of eligibility to reflect significant changes in community conditions or goals. An amendment does not extend the five-year life of the plan.

Amendment Adoption and DNR Approval: Plan amendments must be adopted by the same governing body that adopted the original plan, unless the resolution adopting the original plan included specific language delegating that authority to another entity (see Appendix K for a sample resolution). Any amendments to a multi-jurisdictional recreation plan must be adopted by all participating communities to be approved by the DNR.

Once the amendment has been drafted, citizens must be provided with a well-publicized opportunity of adequate length (at least two weeks) to review and comment on it before it is officially adopted. One convenient place to allow the public to view the draft amendment is at your public library or municipal website.

The notice of the time and place for the hearing must be published at least one week before the public hearing and in at least one newspaper with a general circulation within the community(ies) included in the plan.

As with the original recreation plan, you must hold an advertised public hearing at a meeting with the recreation committee or at a meeting of the highest governing body where the amendment may also be presented for adoption. The amendment must be adopted by the same governing body that adopted the original plan. The public hearing and resolution for adoption can occur at one meeting of the highest governing body as long as they are conducted as separate agenda items and the public hearing occurs prior to the resolution for adoption. The public must be given the opportunity to provide comments prior to passing a resolution to adopt the plan according to the Open Meetings Act, Pa 267 of 1976. The final resolution to adopt the plan must come from the highest governing body. Plan amendments will not be accepted if the public hearing occurs after the plan amendment has been adopted by the governing body.

A complete plan amendment package that is submitted to Grants Management for approval must include a completed, *Community Park, Recreation, Open Space and Greenway Plan Amendment Checklist*, which is located in Appendix J.

Amendment Deadline: Communities may prepare recreation plan amendments at any time during the year. However, for amendments to be considered during a grant application preliminary evaluation period, they must be approved by and on file with Grants Management by March 1.

As of April 2014, all Five-Year Recreation Plans and Plan Amendments must be submitted to Grants Management through an online application system, MiRecGrants. A link to MiRecGrants can be found on the Grants home page, www.michigan.gov/grants.

To submit an electronic version of a Five-Year Recreation Plan or Amendment, a community must register their organization in the MiRecGrants system and receive approval as a new applicant from Grants Management. If a community is already a registered organization, log in with the proper user name and password. Once logged in, a community can use the "My Training Tools" link on the top of the home page as a guide on how to upload documents.

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APPENDIX A. MICHIGAN ENABLING LEGISLATION FOR PROVIDING PUBLIC RECREATION AND PARKS

ACT	TITLE	GOVERNMENT UNITS COVERED	GOVERNING BODY ESTABLISHED BY THE ACT	ALLOWS FOR JOINT PROVISION OF RECREATION?
1905 PA 157	Township Parks and Places of Recreation	Townships	Township Park Commission or Board of Commissioners[4]	Yes
1913 PA 90	Parks, Zoological Gardens, and Airports	Counties	County Park Trustees	Yes
1917 PA 156	Recreation and Playgrounds	Cities, villages, townships, counties, and school districts	Recreation Board	Yes
1929 PA 312	Metropolitan District Act	Cities, villages, townships, and parts thereof	Charter Commission	Yes
1965 PA 261	County and Regional Parks	Counties	Parks and Recreation Commission	Yes[5]
1976 PA 451	The Revised School Code	School districts and intermediate school districts	School Board	No
1989 PA 292	Metropolitan Councils Act	Cities, counties, villages, and townships[6]	Metropolitan Area Council	Yes
Part 721 of 1994 PA 451	Michigan Trailways	Federal government, counties, cities, villages, and townships	Michigan Trailway Management Council[7]	Yes
1967 PA 7	Urban Cooperation Act	Cities, villages, townships and counties	Recreation Board	Yes
2000 PA 321	Recreational Authorities Act	Cities, counties, villages, townships, and districts[8]	Board of Directors	Yes

[4] *Formed when two or more townships hold land jointly; it is made up of the supervisor or designee from each township*
[5] *To oversee regional park*
[6] *Within a metropolitan area*
[7] *Councils are formed pursuant to the Urban Cooperation Act (1967 PA 7)*
[8] *A district is defined as a portion of a city, county, village, or township having boundaries coterminous with those of a precinct used for general elections*

APPENDIX B. A RECOMMENDED CLASSIFICATION SYSTEM FOR LOCAL AND REGIONAL RECREATION OPEN SPACE AND TRAILS

Classification	General Description	Location Criteria	Size Criteria	Acres / 1,000 Population
Mini-Park	Used to address limited, isolated or unique recreational needs.	Less than ¼ mile distance in residential setting.	Between 2500 sq. ft. and one acre in size.	0.25 to 0.5 A
Neighborhood Park	Neighborhood park remains the basic unit of the park system and serves as the recreational and social focus of the neighborhood. Focus is on informal active and passive recreation.	¼- to ½-mile distance and uninterrupted by non-residential roads and other physical barriers.	5 acres is considered minimum size. 5 to 10 acres is optimal.	1.0 to 2.0 A
School-Park	Depending on circumstances, combining parks with school sites can fulfill the space requirements for other classes of parks, such as neighborhood, community, sports complex and special use.	Determined by location of school district property.	Variable-depends on function.	Variable
Community Park	Serves broader purpose than neighborhood park. Focus is on meeting community-based recreation needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site. Usually serves two or more neighborhoods and ½ to 3 mile distance.	As needed to accommodate desired uses. Usually between 30 and 50 acres.	5.0 to 8.0 A
Large Urban Park	Large urban parks serve a broader purpose than community parks and are used when community and neighborhood parks are not adequate to serve the needs of the community. Focus is on meeting community-based recreational needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site. Usually serves the entire community.	As needed to accommodate desired uses. Usually a minimum of 50 acres, with 75 or more acres being optimal.	Variable.
Natural Resource Areas	Lands set aside for preservation of significant natural resources, remnant landscapes, open space, and visual aesthetics/buffering.	Resource availability and opportunity.	Variable.	Variable.

APPENDIX B. (continued)				
Classification	**General Description**	**Location Criteria**	**Size Criteria**	**Acres / 1,000 Population**
Regional / Metropolitan Park	Land set aside for preservation of natural beauty or environmental significance, recreation use or historic or cultural interest use.	Located to serve several communities within 1 hour driving time.	Optimal size is 200+ acres, but size varies based on accommodating the desired uses.	5.0 to 10.0 A
Greenways	Effectively tie park system components together to form a continuous park environment.	Resource availability and opportunity.	Variable.	Variable.
Sports Complex	Consolidates heavily programmed athletic fields and associated facilities to larger and fewer sites strategically located throughout the community.	Strategically located community-wide facilities.	Determined by projected demand. Usually a minimum of 25 acres, with 40 to 80 acres being optimal.	Variable.
Special Use	Covers a broad range of parks and recreation facilities oriented toward single-purpose use.	Variable-dependent on specific use.	Variable.	Variable.
Private Park/ Recreation Facility	Parks and recreation facilities that are privately owned yet contribute to the public park and recreation system.	Variable-dependent on specific use.	Variable.	Variable.

APPENDIX B. (continued)			
Classification	**General Description**	**Description of each type**	**Acres / 1,000 Population**
Park Trail	Multipurpose trails located within greenways, parks and natural resource areas. Focus is on recreational value and harmony with natural environment.	• Type I: Separate/single-purpose hard-surfaced trails for pedestrians or bicyclists / in-line skaters. • Type II: Multipurpose hard-surfaced trails for pedestrians and bicyclists/in-line skaters. • Type III: Nature trails for pedestrians. May be hard or soft-surfaced.	Variable.
Connector Trails	Multipurpose trails that emphasize safe travel for pedestrians to and from parks and around the community. Focus is as much on transportation as it is on recreation.	• Type I: Separate/single-purpose hard-surfaced trails for pedestrians or bicyclists / in-line skaters located in independent r.o.w. (e.g., old railroad r.o.w.). • Type II: Separate/single-purpose hard-surfaced trails for pedestrians or bicyclists/in-line skaters. Typically located within road r.o.w.	Variable.
On-Street Bikeways	Paved segments of roadways that serve as a means to safely separate bicyclists from vehicular traffic.	Bike Route: Designated portions of the roadway for the preferential or exclusive use of bicyclists. Bike Lane: Shared portions of the roadway that provide separation between motor vehicles and bicyclists, such as paved shoulders.	Variable.
All-Terrain Bike Trail	Off-road trail for all-terrain (mountain) bikes.	Single-purpose loop trails usually located in larger parks and natural resource areas.	Variable.
Cross-Country Ski Trail	Trails developed for traditional and skate-style cross-country skiing.	Loop trails usually located in larger parks and natural resource areas.	Variable.
Equestrian Trail	Trails developed for horseback riding.	Loop trails usually located in larger parks and natural resource areas. Sometimes developed as multipurpose with hiking and all-terrain biking where conflicts can be controlled.	Variable.

Adapted From:

Lancaster, R. A., Ed. Recreation, Park and Open Space Standards and Guidelines. Alexandria, VA: National Recreation and Park Association, 1983.
Mertes, J. D. and J. R. Hall. Park, Recreation, Open Space and Greenway Guidelines. Alexandria, VA: National Recreation and Park Association, 1995.

APPENDIX C. SUGGESTED FACILITY DEVELOPMENT STANDARDS

ACTIVITY/ FACILITY	RECOMMENDED SPACE REQUIREMENTS	RECOMMENDED SIZE AND DIMENSIONS	RECOMMENDED ORIENTATION	NO. OF UNITS PER POPULATION	SERVICE RADIUS	LOCATION NOTES
BADMINTON	1620 sq. ft.	Singles - 17' x 44' Doubles - 20' x 44' with 5' unobstructed area on all sides.	Long axis north-south.	1 per 5000	¼ - ½ mile	Usually in school, recreation center or church facility. Safe walking or biking access.
BASKETBALL 1. YOUTH 2. HIGH SCHOOL 3. COLLEGIATE	 2400-3036 sq. ft. 5040-7280 sq. ft. 5600-7980 sq. ft.	 46'-50' x 84' 50' x 84' 50' x 94' with 5' unobstructed space an all sides.	Long axis north-south.	1 per 5000	¼ - ½ mile	Same as badminton. Outdoor courts in neighborhood and community parks, plus active recreation areas in other park settings.
HANDBALL (3-4 WALL)	800 sq. ft. for 4-wall. 1000 for 3-wall	20' x 40' - Minimum of 10' to rear of 3-wall court. Minimum 20' overhead clearance.	Long axis north-south. Front wall at north end.	1 per 20,000	15-30 minute travel time	4-wall usually indoor as part of multi-purpose facility. 3-wall usually outdoor in park or school setting.
ICE HOCKEY	22,000 sq. ft. including support area.	Rink 85' x 200' (minimum 85' X 185'. Additional 5000 sq. ft. support area).	Long axis north-south if outdoors.	Indoor- 1 per 100,000. Outdoor- depends on climate	½ - 1 hour travel time	Climate important consideration affecting number of units. Best as part of multi-purpose facility.
TENNIS	Minimum of 7,200 sq. ft. single court. (2 acres for complex.)	36' x 78'. 12' clearance on both sides; 21' clearance on both ends.	Long axis north-south.	1 court per 2000	¼ - ½ mile	Best in batteries of 2-4. Located in neighborhood/ community park or near school site.
VOLLEYBALL	Minimum of 4,000 sq. ft.	30' x 60'. Minimum 6' clearance on all sides.	Long axis north-south.	1 court per 5000	½ - 1 mile	Same as other court activities (e.g., badminton, basketball, etc.).
BASEBALL 1. OFFICIAL 2. LITTLE LEAGUE	 3.0-3.85 A minimum 1.2 A minimum	• Baselines-90' Pitching distance-60.5' Foul lines-min. 320' Center field-400'+ • Baselines-60' Pitching distance-46' Foul lines-200' Center field-200' - 250'	Locate home plate so pitcher throwing across sun and batter not facing it. Line from home plate through pitcher's mound to run east-northeast.	1 per 5000 Lighted- 1 per 30,000	¼ - ½ mile	Part of neighborhood complex. Lighted fields part of community complex.

Activity/ Facility	Recommended Space Requirements	Recommended Size And Dimensions	Recommended Orientation	No. Of Units Per Population	Service Radius	Location Notes
Field Hockey	Minimum 1.5A	180' x 300' with a minimum of 10' clearance on all sides.	Fall season-long axis northwest to southeast. For longer periods, north to south.	1 per 20,000	15-30 minutes travel time	Usually part of baseball, football, or soccer complex in community park or adjacent to high school.
Football	Minimum 1.5A	160' x 360' with a minimum of 6' clearance on all sides.	Same as field hockey.	1 per 20,000	15-30 minutes travel time	Same as field hockey.
Soccer	1.7 to 2.1A	195' to 225' x 330' to 360' with a 10' minimum clearance on all sides.	Same as field hockey.	1 per 10,000	1-2 miles	Number of units depends on popularity. Youth soccer on smaller fields adjacent to schools or neighborhood parks.
Golf-Driving Range	13.5A for minimum of 25 tees	900' x 690' wide. Add 12' width for each additional tee.	Long axis southwest/ northeast with golfer driving toward northeast.	1 per 50,000	30 minutes travel time	Part of golf course complex as a separate unit. May be privately operated.
1/4-Mile Running Track	4.3A	Overall width-276' length-600' Track width for 8 to 4 lanes is 32'.	Long axis in sector from north to south to northwest/southeast with finish line at northerly end.	1 per 20,000	15-30 minutes travel time	Usually part of high school or community park complex in combination with football, soccer, etc.
Softball	1.5 to 2.0A	Baselines-60' Pitching distance-45' (men) - 40' (women). Fast pitch field radius from plate-225' between foul lines. Slow pitch-275' (men) - 250' (women).	Same as baseball.	1 per 5,000 (if also used for youth baseball)	¼- to ½- mile	Slight difference in dimensions for 16" slow pitch. May also be used for youth baseball.
Multiple Recreation Court (Basketball, Volleyball, Tennis)	9,840 sq. ft.	120' x 80'	Long axis of courts with primary use north-south.	1 per 10,000	1-2 miles	In neighborhood or community parks.
Trails	N/A	Well defined head. Capacity- Rural trails 40 hikers/day/ mile. Urban trails-90 hikers/ day/mile.	N/A	1 system per region	N/A	

Activity/ Facility	Recommended Space Requirements	Recommended Size And Dimensions	Recommended Orientation	No. Of Units Per Population	Service Radius	Location Notes
Archery Range	Minimum 0.65A	300' length x minimum 10' between targets. Roped clear space on sides of range. Minimum of 30' clear space behind targets. Minimum of 90' x 45' with bunker.	Archer facing north + or - 45 degrees.	1 per 50,000	30 minutes travel time	Part of a regional/ metro park complex.
Combination Skeet and Trap Field (8 station)	Minimum 30A	All walks and structures occur within an area approximately 130' wide by 115' deep. Minimum cleared area is contained within two superimposed segments with 100-yard radii (4 acres). Shot-fall danger zone is contained within two superimposed segments with 300-yard radii (36 acres).	Center line of length runs northeast/southwest with shooter facing northeast.	1 per 50,000	30 minutes travel time	Part of a regional/ metro park complex.
Golf 1. Par 3 (18-Hole) 2. 9-hole standard 3. 18-hole standard	• 50-60A • Minimum 50A • Minimum 110A	• Average length varies- 600-2700 yards • Average length 2250 yards • Average length 6500 yards	Majority of holes on north-south axis.	• - - • 1/25,000 • 1/50,000	1/2 to 1 hour travel time	9-hole course can accommodate 350 people/day. 18-hole course can accommodate 500-550 people a day. Course may be located in community, district, or regional/metro park.
Swimming Pools	Varies on size of pool and amenities. Usually 1 to 2A site.	Teaching-minimum of 25 yards x 45' even depth of 3 to 4 feet. Competitive-minimum of 25m x 16m. Minimum of 27 square feet of water surface per swimmer. Ratio of 2:1 deck vs. water.	None-although care must be taken in siting of lifeguard stations in relation to afternoon sun	1 per 20,000 Pools should accommodate 3% to 5% of the total population at a time.)	15 to 30 minutes travel time	Pools for general community use should be planned for teaching, competitive, and recreational purposes with enough depth to accommodate 1m and 3m diving boards. Located in community park or school site.
Beach Areas	N/A	Beach area should have 50 sq. ft. of land and 50 sq. ft. of water per user. Turnover rate is 3. There should be 3-4A supporting land per A of beach.	N/A	N/A	½ to 1 hour travel time	Should have sand bottom with slope a maximum of 5% (flat preferable). Boating areas completely segregated from swimming areas. In regional/metro parks.

Adapted From:

Lancaster, R. A., Ed. Recreation, Park and Open Space Standards and Guidelines. Alexandria, VA: National Recreation and Park Association, 1983.

Mertes, J. D. and J. R. Hall. Park, Recreation, Open Space and Greenway Guidelines. Alexandria, VA: National Recreation and Park Association, 1995.

APPENDIX D. BARRIER FREE ACCESSIBILITY REQUIREMENTS FOR PARKS

Recreational areas, facilities, and programs play an important role in the life of the community; therefore it is essential that people with disabilities have an equal opportunity to enjoy these areas and any programs provided. Federal and state laws prohibit discrimination on the basis of disability, and these laws apply to parks and other recreation lands and programs controlled and operated by local units of government. The DNR has a strong commitment to barrier free recreational opportunities in our Department-managed programs and facilities. This commitment extends to those communities that receive recreation grants.

Under the State Utilization of Public Facilities by the Physically Limited Act (1966 PA 1, as amended) all public facilities, including improved areas used for recreation, must meet the barrier free design requirements contained in the state construction code. Under this act, the administration and enforcement related to barrier free design requirements are vested in the local or state government agency responsible for issuing a building permit. If the project does not require a building permit, administration and enforcement of barrier free design requirements are vested in the Department of Licensing and Regulatory Affairs.

Any request for an exception to the barrier free design requirements of the state construction code must be submitted to the Barrier Free Design Board, within the Department of Licensing and Regulatory Affairs (517-241-9328). The Barrier Free Design Board has the responsibility to receive, review, and process requests for exceptions to barrier free design specifications; require appropriate equivalent alternatives when exceptions are granted; and receive, process, and make recommendations for barrier free design rules.

The Department of Justice published revised regulations for Titles II and III of the Americans with Disabilities Act of 1990 “ADA” in the *Federal Register* on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the *2010 ADA Standards for Accessible Design*, “2010 Standards” or Standards”. The 2010 Standards set minimum requirements – both scoping and technical – for newly designed and constructed or altered state and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities. The Federal Standards have precedence over State codes.

Adoption of the 2010 Standards also establishes a revised reference point for Title II entities (public entities – State or local government) that choose to make structural changes to existing facilities to meet their program accessibility requirements and it establishes a similar reference for Title III entities (places of public accommodation) undertaking readily achievable barrier removal.

Because the state construction code and 2010 Standard do not apply to many recreation facilities, it is essential that you also be aware of and understand the existing federal standards covering these types of facilities. On September 26, 2013, the federal Architectural and Transportation Barriers Compliance Board (known as the Access Board) issued updated guidelines, entitled the Accessibility Guidelines for Outdoor Developed Areas. These guidelines are enforceable under the Architectural Barriers Act (ABA) Standards for federal agencies on November 26, 2013. They should eventually be adopted as enforceable standards for Title II and III agencies, but until that occurs, the existing ADA Standards must be followed when the two conflict.

Included in the Outdoor Guidelines are technical provisions for the number and types of recreation facilities including camping facilities, picnic facilities, viewing areas, trails and beach access routes. While none of these guidelines has yet been adopted for Title II and III agencies, they represent the best information available on developing barrier free recreation facilities. Questions regarding 2010 ADA Standards and the Accessibility Guidelines for Outdoor Developed Areas should be directed to the Department of Justice ADA Technical Assistance, 800-514-0301 (voice) or 800-514-0383 (TTY).

A list of public agencies and organizations that can assist you with questions regarding barrier free accessibility and universal design is provided in Appendices F and G.

Michigan Department of Natural Resources, Grants Management

AREA-WIDE RECREATION AND PLANNING CLEARINGHOUSES

PLANNING REGION 1. LIVINGSTON, MACOMB, MONROE, OAKLAND, ST. CLAIR, WASHTENAW, & WAYNE COUNTIES	**SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG)** 535 GRISWOLD ST., SUITE 300 DETROIT, MI 48226-3602	PHONE: (313) 961-4266	FAX: (313) 961-4869
PLANNING REGION 2. HILLSDALE, JACKSON, & LENAWEE COUNTIES	**REGION II PLANNING COMMISSION** JACKSON COUNTY TOWER BLDG., 9TH FLOOR 120 W MICHIGAN AVE. JACKSON, MI 49201	PHONE: (517) 788-4426	FAX: (517) 788-4635
PLANNING REGION 3. BARRY, BRANCH, CALHOUN, KALAMAZOO, & ST. JOSEPH COUNTIES	**SOUTH CENTRAL MICHIGAN PLANNING COUNCIL** PO BOX 2137 PORTAGE, MI 49081-2137	PHONE: (269) 323-0045	FAX: (269) 323-1544
PLANNING REGION 4. BERRIEN, CASS, & VAN BUREN COUNTIES	**SOUTHWESTERN MICHIGAN COMMISSION** 185 E. MAIN ST. , SUITE 701 BENTON HARBOR, MI 49022-4440	PHONE (269) 925-1137	FAX: (269) 925-0288
PLANNING REGION 5. GENESEE, LAPEER, & SHIAWASSEE COUNTIES	**GLS REGION V PLANNING AND DEVELOPMENT COMMISSION** 1101 BEACH ST., ROOM 223 FLINT, MI 48502-1470	PHONE: (810) 257-3010	FAX: (810) 257-3185
PLANNING REGION 6. EATON, INGHAM, & CLINTON COUNTIES	**TRI-COUNTY REGIONAL PLANNING COMMISSION** 913 W. HOLMES RD, SUITE 201 LANSING, MI 48910	PHONE: (517) 393-0342	FAX: (517) 393-4424
PLANNING REGION 7. ARENAC, BAY, CLARE, GLADWIN, GRATIOT, HURON, IOSCO, ISABELLA, MIDLAND, OGEMAW, ROSCOMMON, SAGINAW, SANILAC & TUSCOLA COUNTIES	**EAST CENTRAL MICHIGAN PLANNING AND DEVELOPMENT REGION** 3144 DAVENPORT AVE., SUITE 200 SAGINAW, MI 48602-3494	PHONE: (989) 797-0800	FAX: (989) 797-0896
PLANNING REGION 8. ALLEGAN, IONIA, KENT, MECOSTA, MONTCALM, OSCEOLA, & OTTAWA COUNTIES	**WEST MICHIGAN REGIONAL PLANNING COMMISSION** 820 MONROE, NW , SUITE 214 GRAND RAPIDS, MI 49503	PHONE: (616) 774-8400	FAX: (616) 774-0808
PLANNING REGION 9. ALCONA, ALPENA, CHEBOYGAN, CRAWFORD, MONTMORENCY, OSCODA, OTSEGO, & PRESQUE ISLE COUNTIES	**NORTH EAST MICHIGAN COUNCIL OF GOVERNMENTS** PO BOX 457 GAYLORD, MI 49734	PHONE: (989) 732-3551	FAX: (989) 732-5578
PLANNING REGION 10. ANTRIM, BENZIE, CHARLEVOIX, EMMET, GRAND TRAVERSE, KALKASKA, LEELANAU, MANISTEE, MISSAUKEE, & WEXFORD COUNTIES	**NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS** PO BOX 506 TRAVERSE CITY, MI 49685-0506	PHONE (231) 929-5000	FAX: (231) 929-5012
PLANNING REGION 11. CHIPPEWA, LUCE, & MACKINAC COUNTIES	**EASTERN UPPER PENINSULA REGIONAL PLANNING AND DEVELOPMENT COMMISSION** 524 ASHMUN, BOX 520 SAULT SAINT MARIE, MI 49783	PHONE: (906) 635-1581	FAX: (906) 632-4255
PLANNING REGION 12. ALGER, DELTA, DICKINSON, MARQUETTE, MENOMINEE, & SCHOOLCRAFT COUNTIES	**CENTRAL UPPER PENINSULA PLANNING AND DEVELOPMENT REGION** 2415 14TH AVE S. ESCANABA, MI 49829	PHONE: (906) 786-9234	FAX: (906) 786-4442
PLANNING REGION 13. BARAGA, GOGEBIC, HOUGHTON, IRON, KEWEENAW, & ONTONAGON COUNTIES	**WESTERN UPPER PENINSULA PLANNING AND DEVELOPMENT REGION** 326 SHELDON AVE. PO BOX 365 HOUGHTON, MI 49931	PHONE: (906) 482-7205	FAX: (906) 482-9032
PLANNING REGION 14. LAKE, MASON, MUSKEGON, NEWAYGO, & OCEANA COUNTIES	**WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION** PO BOX 387 MUSKEGON, MI 49443-0387	PHONE: (231) 722-7878	FAX: (231) 722-9362

PR5750-2 (Rev. 11/30/2004)

APPENDIX F. GOVERNMENT AGENCIES AND NON-PROFIT ORGANIZATIONS THAT MAY BE OF ASSISTANCE IN PREPARING A PLAN

(As provided by the agencies/organizations on their websites; this should not be considered a complete list)

GENERAL ASSISTANCE

MICHIGAN RECREATION AND PARK ASSOCIATION 2465 WOODLAKE CIRCLE, SUITE 180 OKEMOS MI 48864	517- 485-9888 www.mrpaonline.org

COMPREHENSIVE PLANNING INFORMATION

MICHIGAN SOCIETY OF PLANNING 219 S. MAIN ST., SUITE 300 ANN ARBOR MICHIGAN 48104	734-913-2000 www.planningmi.org
SMART COMMUNITIES NETWORK U.S. DEPARTMENT OF ENERGY	http://www.smartcommunities.ncat.org/
LAND INFORMATION ACCESS ASSOCIATION 324 MUNSON AVENUE TRAVERSE CITY MI 49686	231-929-3696 www.liaa.org/

RESOURCE INVENTORIES AND CONSERVATION PLANNING

LAND TRUST ALLIANCE 1331 H STREET NW, SUITE 400 WASHINGTON, DC 20005	202-638-4725 www.lta.org/ *(website provides information on the regional land conservancy or land trust in your area)*
MICHIGAN NATURAL FEATURES INVENTORY PO BOX 13036 LANSING MI 48901-3036	517-373-1552 www.mnfi.anr.msu.edu
PLANNING & ZONING CENTER MSU - HUMAN ECOLOGY BUILDING 552 W. CIRCLE DRIVE, ROOM 112 EAST LANSING MI 48824	517-432-2222 www.pzcenter.msu.edu
CENTER FOR GIS AND REMOTE SENSING MSU – GEOGRAPHY BUILDING 673 AUDITORIUM ROAD EAST LANSING MI 48824	517-353-7195 www.rsgis.msu.edu

BARRIER-FREE ACCESSIBILITY

NATIONAL CENTER ON ACCESSIBILITY UNIVERSITY OF INDIANA 2805 E. 10TH STREET, SUITE 190 BLOOMINGTON IN 47408-2698	812-856-4422 www.ncaonline.org
THE ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD (THE ACCESS BOARD) 1331 F STREET NW, SUITE 1000 WASHINGTON DC 2004-1111	800-872-2253 www.acess-board.gov
GREAT LAKES A.D.A. AND ACCESSIBLE I.T. CENTER UNIVERSITY OF ILLINOIS AT CHICAGO INSTITUTE ON DISABILITY AND HUMAN DEVELOPMENT (MC 728) 1640 ROOSEVELT ROAD CHICAGO IL 60608	800-949-4232 www.adagreatlakes.org

UNIVERSAL DESIGN

THE CENTER FOR UNIVERSAL DESIGN COLLEGE OF DESIGN NORTH CAROLINA STATE UNIVERSITY 50 PULLEN ROAD, BROOKS HALL, ROOM 104 CAMPUS BOX 8613 RALEIGH NC. 27695-8613	800-647-6777 www.design.ncsu.edu:8120/cud/
ADAPTIVE ENVIRONMENTS 374 CONGRESS STREET, SUITE 30 BOSTON, MA 02210	617-695-1225 V/TTY www.adaptenv.org

In addition to the agencies and organizations listed above, the AREA-WIDE RECREATION AND PLANNING CLEARINGHOUSES listed in Appendix E may also be of assistance in preparing your plan.

APPENDIX G. SOURCES OF INFORMATION ON ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

GREAT LAKES A.D.A. CENTER
800-949-4232 V/TTY
http://adagreatlakes.org

NATIONAL CENTER ON ACCESSIBILITY
812-856-4422 Voice
812- 856-4421 TTY
www.ncaonline.org

THE U. S. ARCHITECTURAL AND TRANSPORTATION
BARRIERS COMPLIANCE BOARD (THE ACCESS BOARD)
800-872-2253 (Voice)
800-993-2822 (TTY)
www.access-board.gov

U.S. DEPARTMENT OF JUSTICE
ADA Technical Assistance
800-514-0301 (voice)
800-514-0383 (TTY)
www.ada.gov

BARRIER FREE DESIGN BOARD

PLAN REVIEW DIVISION, DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
517-241-9328
www.mi.gov/lara

NEW ENGLAND ADA CENTER
They have developed an ADA Checklist for Readily Achievable Barrier Removal that may be helpful for completing the ADA assessment for the recreation inventory. This link has been provided for reference, others may be available and the community may still need to consult individuals or groups listed in this document with knowledge of the ADA Standards for the ADA Assessment.

www.adachecklist.org

APPENDIX H. RESOURCES FOR PARK DESIGN CONSIDERATIONS

UNIVERSAL DESIGN

The Center for Universal Design
College Of Design
North Carolina State University
(919) 513-0825
www.ncsu.edu/www/ncsu/design/sod5/cud

The Institute for Human Centered Design
617-695-1225 Voice/TTY
www.adaptenv.org

National Center for Accessibility
(812) 856-4422 - Voice
(812) 856-4421 - TTY
www.ncaonline.org

SUSTAINABILITY AND MINIMAL ENVIRONMENTAL IMPACT

Low Impact Development Manual for Michigan: A Design Guide for Implementers and Reviewers.
http://library.semcog.org/InmagicGenie/DocumentFolder/LIDManualWeb.pdf
Low Impact Development (LID) is the cornerstone of stormwater management with the goal of mimicking a site's presettlement hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to its source. Because LID uses a variety of useful techniques for controlling runoff, designs can be customized according to local regulatory and resource protection requirements, as well as site constraints.

The Sustainable Sites Initiative
www.sustainablesites.org
The Sustainable Sites Initiative is an interdisciplinary effort by the American Society of Landscape Architects, the Lady Bird Johnson Wildflower Center and the United States Botanic Garden to create voluntary national guidelines and performance benchmarks for sustainable land design, construction and maintenance practices.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

Wikipedia
http://en.wikipedia.org/wiki/Crime_prevention_through_environmental_design

Safe Cascadia
www.safecascadia.org
Safe Cascadia is a non-profit association that aims to provide a regional forum for the advancement, education, and research in approaches to community livability, sustainable neighborhood safety, and methods of safe urban design, including, but not limited to, crime prevention through environmental design (CPTED).

International CPTED Association
www.cpted.net
The mission of the International CPTED Association is to create safer environments and improve the quality of life through the use of CPTED principles and strategies.

APPENDIX I. COMMUNITY PARK, RECREATION, OPEN SPACE AND GREENWAY PLAN CERTIFICATION CHECKLIST

Michigan Department of Natural Resources - Grants Management

COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* provided by the Michigan Department of Natural Resources (DNR). Plans must be submitted to the DNR **with** a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan. Plans may be submitted at any time of the year, but no later than March 1 of the year the local unit of government is applying for grants.

PLAN INFORMATION

Name of Plan:

List the community names (including school districts) that are covered under the plan and have passed a resolution adopting the plan.	County	Month and year plan adopted by the community's governing body

PLAN CONTENT

INSTRUCTIONS: Please check each box to certify that the listed information is included in the final plan.

☐ **1. COMMUNITY DESCRIPTION**

☐ **2. ADMINISTRATIVE STRUCTURE**

- ☐ Roles of Commission(s) or Advisory Board(s)
- ☐ Department, Authority and/or Staff Description and Organizational Chart
  - ☐ Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming
- ☐ Current Funding Sources
- ☐ Role of Volunteers
- ☐ Relationship(s) with School Districts, Other Public Agencies or Private Organizations

Regional Authorities or Trailway Commissions Only

- ☐ Description of the Relationship between the Authority or Commission and the Recreation Departments of Participating Communities
  - ☐ Articles of Incorporation

☐ **3. RECREATION INVENTORY**

- ☐ Description of Methods Used to Conduct the Inventory
- ☐ Inventory of all Community Owned Parks and Recreation Facilities
- ☐ Location Maps (site development plans recommended but not required)
- ☐ Accessibility Assessment
- ☐ Status Report for all Grant-Assisted Parks and Recreation Facilities

☐ **4. RESOURCE INVENTORY (OPTIONAL)**

☐ **5. DESCRIPTION OF THE PLANNING PROCESS**

☐ **6. DESCRIPTION OF THE PUBLIC INPUT PROCESS**

☐ Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, Including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received

☐ Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment

Date of the Notice _____

Type of Notice _____

Plan Location _____

Duration of Draft Plan Public Review Period (Must be at Least 30 Days) _____

☐ Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)

Date of Notice _____

Name of Newspaper _____

Date of Meeting _____

☐ Copy of the Minutes from the Public Meeting (public hearing and meeting where the plan was adopted)

☐ **7. GOALS AND OBJECTIVES**

☐ **8. ACTION PROGRAM**

☐ **9. POST-COMPLETION SELF-CERTIFICATION REPORT(S)**

PLAN ADOPTION DOCUMENTATION

APPROVAL DOCUMENTATION: For multi-jurisdictional plans, **each** local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

☐ 1. Official resolution of adoption by the governing body dated: _____

☐ 2. Official resolution of the _____ Commission or Board, recommending adoption of the plan by the governing body, dated: _____

☐ 3. Copy of letter transmitting adopted plan to County Planning Agency dated: _____

☐ 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: _____

OVERALL CERTIFICATION

NOTE: For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

I hereby certify that the recreation plan for

_____ *includes the required content, as indicated*
(Local Unit of Government)

above and as set forth by the DNR.

_____ _____
Authorized Official for the Local Unit of Government Date

This completed checklist must be uploaded in MiRecGrants

APPENDIX J. COMMUNITY PARK, RECREATION, OPEN SPACE AND GREENWAY PLAN AMENDMENT CERTIFICATION CHECKLIST

Michigan Department of Natural Resources-Grants Management

COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN CERTIFICATION CHECKLIST

AMENDMENT

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan amendment.

All community recreation plan amendments are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* provided by the Department of Natural Resources (DNR). Plan amendments must be submitted to the DNR **with** a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan. Amendments may be submitted at any time of the year, but no later than March 1 of the year the local unit of government is applying for grants.

PLAN AMENDMENT FORMAT

Plan amendments **must** consist of either option 1 or 2:

1.) A complete, revised plan with a letter of explanation that indicates how and what aspects of the original plan have been revised. The amended plan will not extend the expiration date of the original approved plan.

2.) Revised or additional pages to the approved recreation plan, with an explanation of where the new pages fit within the original plan. If the amendment is to be inserted into the existing plan, it must be similar in format to the approved plan and indicate the location for insertion.

Name of Plan:	Date Current Plan Expires:	
List the community names (including school districts) that are covered under the plan and have passed a resolution adopting the plan amendment.	County	Month and year plan amendment adopted by the community's governing body

PLAN AMENDMENT ELEMENT

INSTRUCTIONS: Please check each box to certify that the listed information is included in the plan amendment submittal.

☐ **DESCRIPTION OF THE PLANNING PROCESS**

☐ **DESCRIPTION OF THE PUBLIC INPUT PROCESS**

- ☐ Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan Amendment, Including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received
- ☐ Copy of the Notice of the Availability of the Draft Plan Amendment for Public Review and Comment
  - Date of the Notice _____
  - Type of Notice _____
  - Plan Location _____
  - Duration of Draft Plan Public Review Period (Must be at Least Two Weeks) _____
- ☐ Copy of the Notice for the Public Meeting Held after the Two-Week Public Review Period and Before the Plan Amendment Adoption by the Governing Body(ies)
  - Date of Notice _____
  - Name of Newspaper _____
  - Date of Meeting _____
- ☐ Copy of the Minutes from the Public Meeting (public hearing and meeting where the plan was adopted)

☐ **AMENDED GOALS AND OBJECTIVES**

☐ **OTHER ELEMENTS:** If the plan amendment includes other updated plan elements, list and briefly describe.

PLAN AMENDMENT ELEMENT

1.

2.

3.

PLAN AMENDMENT ADOPTION DOCUMENTATION

Plans **must** be adopted by the highest level *governing body* (i.e., city council, county commission, township board). If planning is the responsibility of a Planning Commission, Park and Recreation Commission, Recreation Advisory Board or other local Board or Commission, the plan should **also** include a resolution from the Board or Commission recommending adoption of the plan by the governing body. In addition, a resolution from the Emergency Financial Manager (EFM) where the local unit of government has been assigned an EFM by the State.

The local unit of government must submit the final plan amendment to both the County and Regional Planning Agency for their information. Documentation that this was done must be submitted with the plan to the DNR.

Items 1, 3 and 4 below are **required** and must be included in the plan.

APPROVAL DOCUMENTATION: For multi-jurisdictional plans, **each** local unit of government must pass a resolution adopting the plan amendment. Prepare and attach a separate page for each unit of government included in the plan.

☐ 5. Official resolution of adoption by the governing body dated: _____

☐ 6. Official resolution of the _____ Commission or Board, recommending adoption of the plan by the governing body, dated: _____

☐ 7. Copy of letter transmitting adopted plan to County Planning Agency dated: _____

☐ 8. Copy of letter transmitting adopted plan to Regional Planning Agency dated: _____

OVERALL CERTIFICATION

NOTE: For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

I hereby certify that the recreation plan for

_____ *includes the required content, as indicated*
(Local Unit of Government)

above and as set forth by the DNR.

_____ _____
Authorized Official for the Local Unit of Government Date

This completed checklist must be uploaded in MiRecGrants

APPENDIX K. SAMPLE RESOLUTIONS FOR ADOPTING A PLAN AND PLAN AMENDMENT

(NAME OF PLAN / AMENDMENT)

For *(name of governing body of local unit of government* OR *name of recreation authority/commission)*
(county name)

WHEREAS, the *(local unit of government OR recreation authority/commission*) has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 20__ through 20__, and

Joint Plan Only

WHEREAS, the *(local unit of government*) has entered into this planning process in collaboration with (*names of other local units of government*), and

WHEREAS, the combined area of the aforementioned local units of government constitutes the planning area, and

WHEREAS, the *(governing body of local unit of government)* is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of the *(name of recreation and natural resource conservation plan)*, and

OR

WHEREAS, the (*recreation authority/commission)* is made up of representatives from *(names of local units of government)*, and

WHEREAS, the *(local unit of government OR recreation authority/commission*) began the process of developing a *(community recreation and natural resource conservation plan / plan amendment)* in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, residents of the *(local unit of government OR planning area)* were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the *(final draft plan / plan amendment)* for a period of at least *(30 days for plan / two weeks for amendments),* and

WHEREAS, a public hearing was held on *(date)* at *(place)* to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the *(name of recreation and natural resource conservation plan),* and

WHEREAS, the *(local unit of government OR recreation authority/commission*) has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the (*local unit of government OR recreation authority/commission)*, and

WHEREAS, after the public hearing, the *(governing body of local unit of government OR governing body of recreation authority/commission*) voted to adopt said *(name of recreation and natural resource conservation plan)*.

NOW, THEREFORE BE IT RESOLVED the *(governing body of local unit of government OR governing body of recreation authority/commission*) hereby adopts the *(name of recreation and natural resource conservation plan)*.

Yeas: Nays: Absent:

I, *(name), (title),* do hereby certify that the foregoing is a true and original copy of a resolution adopted by the *(name of governing body)* at a Regular/Special Meeting thereof held on the (___ day of _____, 20__.)

<<Seal here, if a seal is available>>

(signature)

APPENDIX L. POST COMPLETION SELF-INSPECTION REPORT

Michigan Department of Natural Resources - Grants Management

PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended; the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: *(Please select one)* ☐ MICHIGAN NATURAL RESOURCES TRUST FUND ☐ CLEAN MICHIGAN INITIATIVE ☐ LAND AND WATER CONSERVATION FUND ☐ RECREATION PASSPORT ☐ BOND FUND

GRANTEE: _____

PROJECT NUMBER: _____ **PROJECT TYPE:** _____

PROJECT TITLE: _____

PROJECT SCOPE: _____

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Name of Agency (Grantee)	Contact Person	Title
Address	Telephone	
City, State, ZIP	Email	

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? ☐Yes ☐No
If yes, please describe change(s).

_____

_____

Please refer to the attached boundary map. Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) ☐Yes ☐No

_____

_____

Are any of the facilities obsolete? If yes, please explain. ☐Yes ☐No

_____

_____

Is the site and all facilities accessible to persons with disabilities? If no, please explain. ☐Yes ☐No

_____

_____

List all additional existing development/facilities at the referenced project site. If the site is undeveloped, please describe the present use and provide a schedule for future development, including a list of proposed facilities.

_____

_____

_____

_____

_____

_____

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POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. ☐Yes ☐No

Are the facilities and the site being properly maintained? If no, please explain. ☐Yes ☐No

Are there any features near the site which would detract from the use and enjoyment of the site or would pose a health or safety problem? If yes, please explain. ☐Yes ☐No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. ☐Yes ☐No

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. ☐Yes ☐No

GENERAL

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) ☐Yes ☐No ☐N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. ☐Yes ☐No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. ☐Yes ☐No

What are the hours and seasons for availability of the site?

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

CERTIFICATION

I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.

Please print	*Grantee Authorized Signature*	Date
Please print	*Witness Signature*	Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS**
GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925