Park and Recreation Commission
Project Review Process
Commission Actions

The Park and Recreation Commission receive and provide feedback on the Park and Recreation Commission Project Review Process.
Problem

Unclear process for what, how, and why topics are brought to the Park and Recreation Commission
Process Summary

1. **Data collection phase**
   1. Staff team met with Park Planning, Planning and Zoning staff, and previous Park Planning staff to learn about what should and should not go to the Park and Recreation Commission and why

2. **Data review**
   1. Staff team reviewed the various answers received

3. **Develop draft process**
   1. Staff team identified the Park and Recreation Commission’s charge to help guide discussion
   2. Staff team created a draft process map for the Park and Recreation Commission items and identified questions

4. **Refined draft process**
   1. Staff team met with staff again to discuss remaining questions
   2. Staff input was incorporated into draft process map

5. **Presented process for review and input**
   1. Staff team incorporated feedback

6. **Final draft**
What goes to Park and Recreation Commission?

Does the topic relate to Publicly Accessible Parkland, Recreation, or Culture? Yes or No?

- No, does not need to go to PRC
- Yes, because...

Land is being conveyed to the City

Changes to City open space

Contains publicly accessible open space

Plans and studies that affect parkland, recreation, or culture

Community driven

Department policies

Department Budget

RPCA updates

Program information

How do topics go to PRC?

- Are you informing PRC?
- Are you seeking feedback?
- Are you seeking an endorsement?

Provide information through presentation or staff report

Provide information to PRC and solicit feedback

Present information to PRC, solicit feedback, potentially hold a public hearing on public land, and seek endorsement

Who does this?

- Staff or applicant incorporate feedback
- PRC prepare Memo or Endorsement Letter to City Council

Program information
1. Staff recommends that development plan applicants present to the Park and Recreation Commission after submitting their Concept 2 letter to seek feedback from the Commission. This provides ample time for applicants, PRC, and staff to input PRC feedback and make changes.

2. Reintroduce the annual retreat to create a work plan of PRC priorities. This provides both PRC and staff direction for carrying out their charges.

3. Create an onboarding process for new members of the PRC. This creates an opportunity for new members to learn about the process.

Recommendations from Process
Discoveries Throughout the Process

- How and what items go to PRC was internal knowledge
- Learning the “why”, for items that go to PRC
- When items should go to PRC for best results
- Cross-learning about what other sections of our Park Planning team does
- Created a tool for future employees to learn about process, Onboarding, SOPs
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Thank-you!
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