

IDNR Minimum Submission Guidelines: For First Draft 5-Year Parks and Recreation Master Plans (due January 15th)

Introduction

Local park and recreation planners often ask how complete their first draft 5-Year Parks and Recreation Master Plans should be. IDNR has never provided an official minimum submission guideline for these initial master plan drafts until now. This is the new guideline for those first draft submissions.

NOTE: Keep in mind that turning in a more complete draft plan provides IDNR-OR with:

- More information to work from
- A clearer picture of your planning process
- A more accurate basis for our review checklist
- An opportunity to give more detailed feedback and comments about your plan

1st Draft IDNR Parks and Recreation Master Plan Submission Guideline

Most park and recreation planners take between 6 and 12 months to successfully complete an IDNR-acceptable plan. Since the time period between January 15th and April 15th is only three months, the minimum first draft submission is over 1/2 of the plan drafted and in place with new material. This should allow planners a reasonable amount of time to complete the rest of the plan.

This is based on the review checklist from the IDNR Planning Guidelines for Five Year Parks and Recreation Master Plans. These are the minimum specific completion guidelines for first drafts:

<u>Section of the Plan:</u>	<u>Level of Completion</u>
• Definition of Planning Area:	COMPLETE
• Goals of the Plan:	COMPLETE
• Park Board/Department Info:	COMPLETE
• Natural Features and Landscape:	COMPLETE
• Man-Made, Historical and Cultural:	COMPLETE
• Social and Economic Factors:	COMPLETE
• Accessibility and Universal Design:	COMPLETE
• Rehab. Act of 1973 Section 504 Compliance Form: DUE April 15 th	

- Public Participation: PARTIAL
 - ONE (or more) methods complete; second or more method(s) in progress is acceptable
- Needs Analysis: DUE April 15th
 - Outline potential needs/recreation standards, wait for public participation results before finishing this section
- New Facilities Location Map: DUE April 15th
- Priorities and Action Schedule: DUE April 15th
 - Outline potential priorities and actions, wait for public participation results and needs analysis before finishing this section
- Public Presentation of Plan: DUE April 15th
 - This is the last step of the actual planning process; complete this after the priorities and action schedule, this is your final public review of the entire completed plan
- Board Resolution Adopting Plan: DUE April 15th

Electronic copies of plan submissions are ENCOURAGED! Send via e-mail or on CD-ROM. **DO NOT SUBMIT HARD COPY PLANS WITH ANY SORT OF BINDING, OR IN ANY KIND OF NOTEBOOK/BINDER!** If you **MUST** send hard copy, only send loose-leaf, duplex-printed, black and white copies.

LEVEL OF COMPLETION NOTES:

COMPLETE means this section has been drafted to include all pertinent new information and data. Please review electronically cut/pasted plan segments from earlier plans to ensure information is accurate and current. Photocopied segments from prior plans are not acceptable.

PARTIAL means that only part of this section is due on the January 15th 1st draft submission deadline to IDNR.

DUE means this is a 'drop-dead' date; no further time for revisions to the final plan is allowed.

(IDNR First Draft Submission Guidelines; 2012 version)