

PLANNING PROCESS



PLAN DEVELOPMENT PROCESS SUMMARY

Rapid River Township worked with a recreation planning consulting firm to develop a critical path and process to fulfill the requirements of the Michigan Department of Natural Resources and Environment – Parks Recreation, Open Space and Greenway Plan. The Process used is summarized below.

Task 1 – Prepared the Recreation and Demographic Inventory

Per State requirements, a complete inventory of the existing parks, facilities, trails, and descriptions of the purpose and use of each facility. This includes a *Universal Accessibility Assessment* using current barrier-free assessment criteria; population and demographic trends; population projections; and anticipated changes in demographics over the next five years. The community brainstorming sessions that were conducted in 2009 as well as elements of the Township Comprehensive Land Use Plan, were also reviewed to help derive principal Goals and Objectives of the Recreation Plan.

Task 2 – Conducted Public Input Session – June 2, 2010

The Township's consultant and Parks and Recreation Committee conducted a public workshop to validate and refine the 2009 Recreation Survey and Rapid River Township Community Park Concept. The format facilitated discussion on potential new recreation and open space goals, needs, and deficiencies. Possible priority projects for development of a MNRTF grant application or other grant was also identified. Results of this session were used to develop the potential project list and action program. Additional user group and stakeholder input was solicited and gathered by the consultants and the Parks and Recreation Committee.

Task 3 – Developed a List of Potential Projects

Using the recreation inventory, brainstorming summaries and new public input information, a list of potential recreational projects and potential grant funding sources was developed. The task used information from Task 2, previously developed improvement ideas, and input from Township officials, Parks and Recreation Committee, and other interested parties



Task 4 – Assessed Priorities, Developed Action Program, & Capital Improvement Schedule

Using the information from Task 3, an action program was developed as well as a Capital Improvements Program (CIP) schedule for recreation. Some of the initial work for this task was done as part of the public workshop session (Task 2).

Task 5 – Developed Recreation Inventory Maps

A series of inventory maps showing the existing and proposed recreational facilities in the Township were prepared, used and updated with new data during the public input sessions and plan preparation. In addition a Site Master Plan for the Community Park was created.

Task 6 – Prepared the Draft Recreation Plan – July 4, 2010

A draft Recreation Plan was assembled following the current State Community Recreation Plan Guidelines and included the following required components:

- **Community Description** – social and physical characteristics.
- **Administrative Structure** – a description of who is involved in Township park planning, operation and maintenance, and how recreational activities are funded.
- **Recreation Inventory** – descriptions of the Township's and surrounding area's recreation opportunities and facilities and a *Universal Accessibility Assessment* of the Township facilities.
- **Description of the Planning Process**
- **Description of Public Input Process**
- **Goals and Objectives**
- **Action Program** – descriptions of recreation improvements, how they may be funded, and their justification.

Task 7 – Held a Public Hearing – September 21, 2010

A public hearing was held to present the proposed Recreation Plan as required by the State. The Township Board considered a resolution to adopt the Recreation Plan.

Task 8 – Prepare Checklist – September 2010

Upon approval of the recreation plan the consultants and Parks and Recreation Committee will prepare the final plan document and complete the plan checklist for submission to the Michigan Department of Natural Resources and Environment.

RECREATION PLAN AND GRANT DEVELOPMENT SCHEDULE

The following critical schedule was followed to conduct the project and produce the work products.

Table 4.1 – Recreation Plan Development Schedule	
Activity / Work Tasks	Dates
Recreation Survey & Community Brainstorming	Spring 2009
Community Park Concept Plan Development	Spring/Summer 2009
Existing Data Collection / Project Preparation	Spring 2010
Kick-off Meeting with Parks and Recreation Committee	May 18, 2010
Publish Notice for Recreation Plan Public Workshop	May 10, 2010
Complete the recreation inventory	April/May 2010
Public Workshop for Recreation Plan	June 2, 2010
Publish 30-day Notice for Recreation Plan / Public Hearing Dates	July 20, 2010
Complete the draft of Recreation Plan	July 4, 2010
Recreation Plan Public Hearing	September 21, 2010
Township Board approves Recreation Plan	September 21, 2010
Recreation Plan is submitted to State	September 2010

Note: MNRTF grant applications must be in the offices of the MDNR by April 1st and the Recreation Plan must be approved by the State before a grant application will be considered. The Plan is not complete unless a 30-day public notice is published and a public hearing is held about the Plan.