

Planning Process

PLANN DEVELOPMENT PROCESS SUMMARY

The Village of Beulah 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 development Guidelines. 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 February 2008 and 2009, as well as elements of the Village's Master Plan, also were reviewed to help derive principal Goals and Objectives of the Recreation Plan.

Task 2 – Conducted Public Input Session - January 11, 2010

The Village consultants and Parks and Recreation Commission conducted a public workshop to validate and refine the 2008 and 2009 brainstorming session's Goals and Objectives. 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 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 Commission (see Appendix D).

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 Village officials, Beulah Boosters, 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 Village were prepared, used and updated with new data during the public input sessions and plan preparation. In addition a preliminary concept plan for the selected (priority) development grant project was created.

Task 6 – Prepared the Draft Recreation Plan - February 5, 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 Village’s park planning, operation and maintenance, and how recreational activities are funded.
- Description of the Planning Process – the process by which the Plan was developed including the process of public involvement in the Plan’s formulation.
- Recreation Inventory – descriptions of the Village’s and surrounding area’s recreation opportunities and facilities and a *Universal Accessibility Assessment* of the Village’s facilities.
- Action Program – descriptions of recreation improvements, how they may be funded, and their justification.

Task 7 – Attended and Presented at Public Hearings – March 4 and March 18, 2010

Two public hearing to present the proposed Recreation Plan were conducted as required by the State. The Village Council considered a resolution to adopt the Recreation Plan and submit a project development grant application to the MNRTF at the March 18th, 2010– special meeting.

Task 8 – Prepared the Final Plan Amendments and Checklist – March 5, 2010

The consultants and Recreation Commission then prepared the final plan document, and completed the plan checklist for submission to the Michigan Department of Natural Resources and Environment.

As project schedule is outlines on the following page.

RECREATION PLAN AND GRANT DEVELOPMENT SCHEDULE

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

<u>Activity / Work Tasks</u>	<u>Dates</u>
Community Brainstorming Sessions	Spring 2008
Master Planning / Goals and Objectives / Community Survey	Spring/Summer 2009
Existing Data Collection / Project Preparation	December 2009
Kick-off Meeting with Parks and Recreation Commission	January 11, 2010
Publish Notice for Recreation Plan Public Workshop	January 14, 2010
Complete the recreation inventory	January 18, 2010
Public Meeting / Workshop for Recreation Plan & grant application	January 20, 2010
Meet with Stakeholder groups solicit input and support	January 20 - February
Publish 30-day Notice for Recreation Plan / Public Hearing Dates	February 10, 2010
Complete the draft of Recreation Plan	February 10, 2010
Develop a draft grant application	February 26, 2010
Recreation Plan and Grant Application Public Hearing #1	March 4, 2010
Recreation Plan and Grant Application Public Hearing #2	March 18, 2010
Village Council approves Recreation Plan & Grant application	March 18, 2010
Recreation Plan is submitted to State	March 26, 2010
Prepare the grant application including graphics & exhibits	March 4 to 29, 2010
MNRTF Grant application transmitted to the State	March 30, 2010

Note: The grant application 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.