

DNR Minimum Submission Guidelines: For First Draft 5-Year Parks and Recreation Master Plans

(FOR LWCF Grant Application Eligibility ONLY: first drafts due Jan. 15)*

Introduction

Local park and recreation planners often ask how complete their first draft Five-Year Parks and Recreation Master Plans should be. DNR 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. DNR has a two-step plan review process: first draft review, and after the plan has been revised by the community, final draft review (and possible approval).

NOTE: Keep in mind that turning in a more complete first draft plan provides DNR-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

*** Due Dates ONLY APPLY** if a community wants to become eligible (or regain eligibility) to apply for Land and Water Conservation Fund (LWCF) grants in a given grant year. Those communities not interested in LWCF may send in park plans for draft or final review year-round.

First Draft DNR Parks and Recreation Master Plan Submission Guideline

Most park and recreation planners take between 6 and 12 months to successfully complete an DNR-acceptable plan. Since the time period between Jan. 15 and April 15 is only three months, the minimum first draft submission is more than 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.

The bullets below are based on the review checklist from the DNR 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
• ADA/ABA Accessibility Sign-Off Sheet:	DUE After DNR Plan Approval
• Public Participation:	PARTIAL
○ ONE (or more) methods complete; second or more method(s) <u>in progress</u> is acceptable	
• Needs Analysis:	DUE April 15
○ Outline potential needs/recreation standards, wait for public participation results before finishing this section	
• New Facilities Location Map:	DUE April 15
• Priorities and Action Schedule:	DUE April 15
○ Outline potential priorities and actions, wait for public participation results and needs analysis before finishing this section	
• Final Public Presentation of Plan:	DUE April 15
○ 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 After DNR Plan Approval

Electronic copies of plan submissions are now Required. Send via email or on CD-ROM. **DO NOT SUBMIT HARD COPY PLANS WITHOUT PRIOR APPROVAL FROM DNR.**

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 15 first draft submission deadline to DNR.

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

(DNR First Draft Submission Guidelines; 2020 version)