



Park and Recreation Commission Project Review Process

**Park and Recreation Commission
September 15, 2022**



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

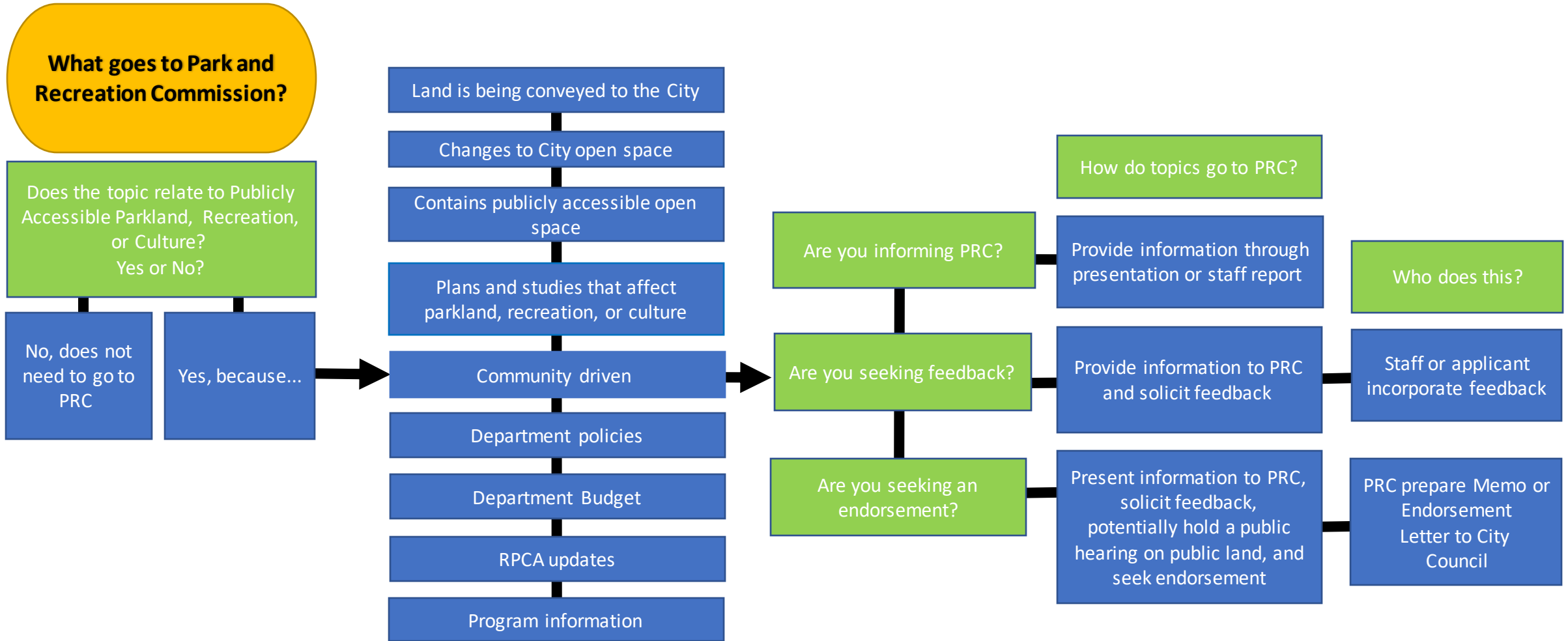
1. Staff team met with staff again to discuss remaining questions
2. Staff input was incorporated into draft process map

5. Presented process for review and input

1. Staff team incorporated feedback

6. Final draft

Park and Recreation Commission's role: The Park and Recreation Commission advises City Council on matters related to parkland, recreation, and culture.



Recommendations from Process

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.



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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