

**PARKS AND RECREATION COMMISSION  
STAFF REPORT**

**MEETING DATE:**

June 7, 2016

**AGENDA ITEM NUMBER:**

3C

**APPLICANT:**

Vern L. Krahn, Senior Park Planner

**REQUEST:**

Discussion only on the Parks and Recreation Department's practices and procedures for reviewing commercial and residential development projects for conformance to the "Carson City Parks and Recreation Master Plan" and "Unified Pathway Master Plan."

**GENERAL DISCUSSION:**

The City's official process to review commercial and residential development begins when an applicant submits a project to Community Development. It is at this time Community Development assigns a project number and routes the project applications/plans to various City departments, including the Parks and Recreation Department for their review comments. Once our department receives this information, senior staff is asked to review the documents and develop comments that will be provided back to Community Development to share with the project applicant.

As indicated on the Plan Review Tracking Matrix (Exhibit A), our department reviews and follows a variety of different Community Development planning processes. Through participating in these processes, it is our department's responsibility to identify any potential private sector or other government agency projects that could impact our parks, trail system, open space properties, and community recreational facilities from any proposed development. In addition, this planning review process provides our department with opportunities to implement the Parks and Recreation Master Plan (Exhibit B) and the Unified Pathways Master Plan (Exhibit C) through the City's planning and development processes.

Staff will provide a detailed presentation on the ten different planning review processes outlined on the Plan Review Tracking Matrix (Exhibit A) and how each process has provided our department opportunities to advance implementation of the Parks and Recreation Master Plan and the Unified Pathway Master Plan.

**RECOMMENDED ACTION:**

This is a discussion only item and no formal action can be taken at this time.

## PLAN REVIEW TRACKING

Review Process	Project Number	Date Received	Date Due to Planning	Meeting Date	Jennifer Budge, Director (Reviewed)	Deputy Director (Reviewed)	Vern Krahn, Senior Park Planner (Reviewed)	Ann Bollinger, Open Space Administrator (Reviewed)	Date Sent Back to Planning	Comments Sent (Yes/No)
Abandonment / Surplus Property ***										
Administrative Permit Review										
Conceptual Map*	Example CSM-16-005	4/20/2016	5/4/2016	4/27/2016	yes	yes	yes	yes	5/2/2016	yes-email
Tentative Subvision Map*										
Final Map*										
Major Project Review*	Example MRP-16-075	3/16/2016	3/30/2016	3/22/2016	yes	yes	yes	yes	3/29/2016	yes-letter
Parcel Map*										
Special Use Permit*	Example SUP-16-135	6/2/2016	6/17/2016	6/13/2016	no	no	yes	yes		
Variance*										
Master Plan Amendment **										
Zoning Map Amendment**										

### Legend

\* Conditions based on findings related to Parks and Recreation Master Plan and Unified Pathways Master Plan

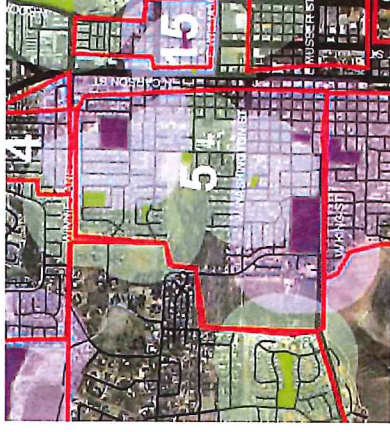
\*\* Comments only

\*\*\* Conditions based on City ownership

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# Exhibit B

<b>PARK:</b>	Carriage Square (3.5 ac) , Monte Vista (.75 ac) and Sunset Park (.75 ac)
<b>TYPE:</b>	Traditional
<b>SIZE:</b>	Carriage Square (3.5 ac) , Monte Vista (.75 ac) and Sunset Park (.75 ac)
<b>NOTES:</b>	71% of population within walking distance of Park
<b>SCHOOL:</b>	Fritch Elementary School / Carson Middle School 70% of population within walking distance of School



<b>OBSERVATIONS:</b>	This neighborhood has three small parks that provide general coverage, augmented by two schools that provide open areas and some recreation facilities.
<b>SURVEY:</b>	Q19: There is moderately strong support (47%) for adding a new Neighborhood park, suggesting that the schools are not meeting local needs completely. Q17: 53% of respondents supported the general need to add Neighborhood parks, with 61% supporting the general need to add Natural parks.
<b>IMPLEMENTATION STRATEGIES:</b>	<ol style="list-style-type: none"> <li>1. Investigate further the neighborhood perceptions of school grounds as parks. If appropriate, explore ways to improve access and usability of school grounds as neighborhood parks.</li> <li>2. Continue to explore acquisition of some or all of the Anderson property as open space. Whether or not development occurs, pursue a natural trail through the property for local use as well as part of the city-wide trail system.</li> <li>3. If the property develops, ensure that a neighborhood park is provided.</li> </ol>

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<b>PARK:</b>	Long Ranch Park
<b>TYPE:</b>	Natural
<b>SIZE:</b>	7 acres
<b>NOTES:</b>	26% of population within walking distance of Park
<b>SCHOOL:</b>	None



<b>OBSERVATIONS:</b>	A relatively small portion of this low-density neighborhood is within ¼ mile of Long Ranch Park but a larger portion is served by the Long Ranch open space and trails that wind through the subdivision.
<b>SURVEY:</b>	Q17: A very low level of support (17%) for additional park facilities in this neighborhood. Q19: Only 28% felt it was important generally to add Neighborhood parks, and the same level (28%) supported generally adding Natural Parks.
<b>IMPLEMENTATION STRATEGIES:</b>	No action is proposed

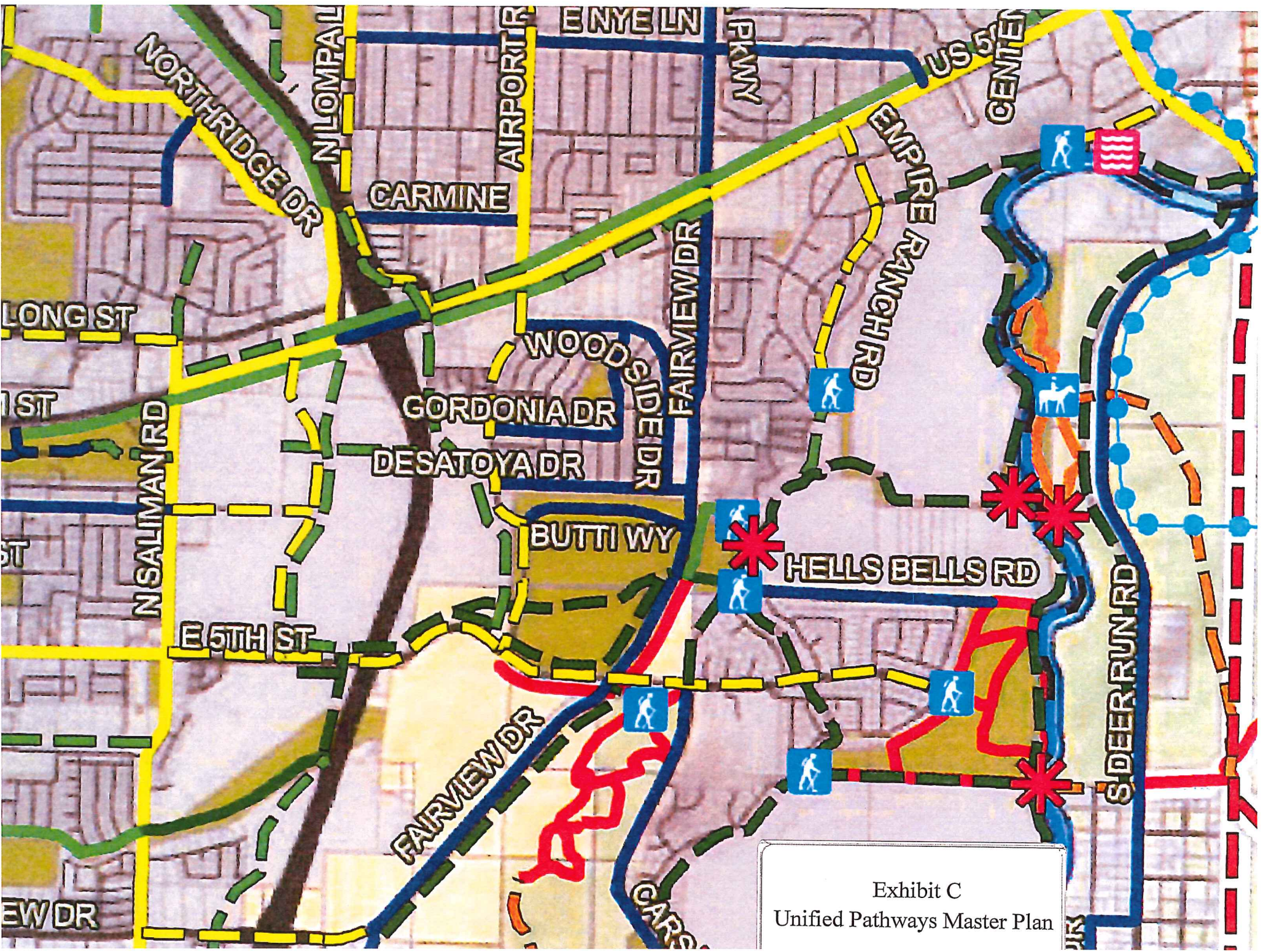


Exhibit C  
 Unified Pathways Master Plan