

**Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan
Template**

Community Information

Community Name:

Community's Home County:

Mailing Address of Park Department (If applicable) or Municipal Building (Please include a PO BOX # if needed):

Phone Number of Park Department (If applicable) or Municipal Building:

Fax number of Park Department (If applicable) or Municipal Building:

Year Plan Created:

Plan Author Information

Name:

Address:

Phone number:

Email (if available):

Park Board Statutory Compliance and Board Contact Information

Under Indiana State Statute (usually I.C. 36-10-3 or 36-10-4), Park Boards have some basic requirements to meet under the law, which includes:

- Staggered terms of service (member terms all expire on different years)
- No member of the local government fiscal body (council, Mayor, etc.) may serve on a Board

**Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan
Template**

- Under Town governments (unless waived by ordinance by the Town), no more than two members of any political party may serve on a board. Third Class Cities (>35,000 population) do not have this requirement

To illustrate that this park board complies with State Statute, choose which one of the three options below applies to YOUR Board.

Has/is the Park Board (Choose whichever is applicable):

1. No more than two members of any Political party OR
2. If a Town municipal government, has the Town “waived” the political party stricture under IC 36-10-3 or 36-10-4? OR
3. In a Third-Class City?

Park Board President’s Name:

Park Board President’s Term Expiration:

Address:

Phone number:

Email (if available):

Park Board Vice-President’s Name:

Park Board Vice-President’s Term Expiration:

Address:

Phone number:

Email (if available):

**Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan
Template**

Park Board Secretary's Name:

Park Board Secretary's Term Expiration:

Address:

Phone number:

Email (if available):

Park Board Member's Name:

Park Board Member's Term Expiration:

Address:

Phone number:

Email (if available):

Park Board Member's Name:

Park Board Member's Term Expiration:

Address:

Phone number:

Email (if available):

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

[Not all park boards will have one of these members; leave it blank if you don't]

Park Board Ex-Officio Member (appointed by either library board or school trustees) Name:

Park Board Ex-Officio Member's Term Expiration:

Address:

Phone number:

Email (if available):

List the paid staff of the Park Department

Job Title: (Park Superintendent, Maintenance, Recreation Staff, etc.):

Name:

Address:

Phone Number:

Email (if available):

Job Title: (Park Superintendent, Maintenance, Recreation Staff, etc.):

Name:

Address:

Phone Number:

Email (if available):

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

Definition of Planning Area (what is the outer limit of the area your parks serve, and where do all your users come from?):

If your community serves a significant number of users from outside your town limits, then also describe how far out this 'service boundary' extends; for example: "Our planning area is our town limits plus XX miles radius"

Natural Features and Landscape (Possible Sources: County Extension Agent, local colleges/universities, high school biology teachers, DNR regional foresters or biologists)

What are some of the natural features and landscapes of your community? [discuss items such as tree species/vegetation; soils; lakes, creeks, rivers, and wetlands; wildlife] (1-2 paragraphs)

Why might these features be important to your park system? Are there positive or negative impacts of these natural features in your community or parks? (For Example: Is your town especially attractive due to many mature trees? Is there an issue in your parks with invasive species like bush honeysuckle or emerald ash borer? Does your town experience flooding, and does it affect your parks too?) (1-3 sentences)

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

Man-Made, Historical, and Cultural (Possible Sources: local historical society, chamber of commerce, festival committees, town clerk, town surveyor)

List some of the man-made features in your community [such as: highways, industrial parks, railroads, airports, business districts, community-wide sidewalk network, trails] (1-2 paragraphs)

Why might these features be important to your park system? (For Example: Can users reach your parks safely from their neighborhoods on foot or by bicycle? Why or why not? Are your parks far away from your neighborhoods? Do lots of third/fourth-shift employees in your town mean that there's a need for "off-hours" recreation options? (1-3 sentences)

List some of the historical/cultural features in your community [such as: local historical societies, re-enactment groups, historical markers or sites, community theatre groups, artist colonies, community bands, festivals, special events, significant or prominent ethnic/cultural groups, etc.] (1-2 paragraphs)

Why might these features be important to your park system? Do any of these groups or events work with your parks in any way? Could or should they? (1-3 sentences)

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

Social and Economic Factors (Possible Sources: US Census, Stats, Indiana, Chamber of Commerce, City-Data.com, etc)

Total community population:

Community member's median age:

Percentage of community living at or below poverty level:

Percentage of community under the age of 5:

Percentage of community over the age of 65:

Percentage of community members with a disability:

Breakdown of community by race/ethnicity:

- % White:
- % Black or African American:
- % American Indian and Alaska Native:
- % Asian:
- % Native Hawaiian and Other Pacific Islander:
- % Some Other Race:
- % Two or more Races:
- % Hispanic or Latino ethnicity (of any Race):

Median household income:

Largest employers in community (list 3-4 businesses or organizations):

Most current unemployment figure (percentage of unemployed people community-wide; use County data if town/city data is unavailable):

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

Discuss how these social and economic factors in the community affect the provision of parks and recreation [For example: sliding fee scales for the poorest park/program users, effect of many 2nd/3rd-shift employees available to use evening programs and facilities, need for senior/youth/teen programs if that demographic is growing, etc.]: (2-3 paragraphs)

Park Department Information and Facility Inventory

List all park properties owned and/or operated by the Community, and for each one, provide the following information:

- Name of park
- Address or nearest street intersection
- Approximate number of acres
- Major facilities/amenities on the site: [Include items such as: playgrounds, accessible playgrounds, sports fields, trails, beaches, restrooms, campgrounds, horseshoe pits, pools or water features, nature centers, etc.]

List the approximate yearly total budget by year for your department for the past several years:

- This year
- Last year
- The year before that

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

- Major sources of budget and/or revenue [such as town/city appropriations (tax-based), TIF, Bonds, fees, rentals, etc.]
- Short discussion of effects that your budget has had on your department [good, bad, or indifferent] (1 paragraph)

Short list or discussion of other sources of recreation lands or facilities in or around your community [such as: YMCAs, Boys and Girls Clubs, Township parks, County parks, other nearby communities, schools and school playgrounds/facilities; [especially if your department has any kind of competitor or partner relationship with these other providers]: (Either in bullet form or 1-2 paragraphs)

Accessibility and Universal Design

NOTE: See the “IDNR Planning Guidelines for 5-Year Parks and Recreation Master Plans” document for an in-depth look at both Federal accessibility law and requirements concerning accessibility in general for your park system. Below are the IDNR basic accessibility documentation requirements for this master plan.

What programs and facilities in your park system are currently accessible? [discuss items like: parking, accessible routes connecting parking and all accessible amenities, pools, restrooms, play areas, trails, sports fields, etc., as well as programs, services, and activities] (2-3 paragraphs or a bulleted list)

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

What programs and facilities in your park system are currently NOT accessible?
[discuss items like parking, lack of accessible routes between accessible park amenities, pools, restrooms, play areas, trails, sports fields, etc., as well as programs, services, and activities] (2-3 paragraphs or a bulleted list)

What methods does your park board or department use to notify the public about ADA's nondiscriminatory requirements, and accessible facilities programs and services in your park system? [discuss items like park board kiosk notices or fliers, information kept available at the park department itself, notices posted online, and/or printed in brochures or other print media] (1-2 paragraphs or a bulleted list)

Who on your board or local government staff would a member of the public contact if they had a question, comment, or issue with accessibility in your park system, programs, or activities?

Name/Job Title:

Address:

Phone number:

Email (if available):

A hard copy with original signatures of the ADA/ABA/Rehabilitation Act of 1973 Section 504 Accessibility Compliance Form should be sent in to the DNR-Outdoor Recreation Local Master Planner when this plan is finalized: Has the

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

Form been signed, dated, and a hard copy sent in to DNR-OR? (Circle/highlight one answer) YES / NO

A PDF of the blank form is available for free download online at:

<https://www.in.gov/dnr/state-parks/recreation/planning/park-planning-information-and-guidelines/>

Public Participation

NOTE: IDNR-OR requires at least one random public input method (such as a survey) and one non-random method (such as stakeholder interviews, public meetings, etc).

To ensure you record input from as many citizen points of view as possible, solicit input from a diverse cross section of local users AND non-users. Include people from:

- A variety of age groups, occupations, races and ethnicities
- Individuals with disabilities
- Other demographic groups who may be unique to your planning area
- Parents
- Park agency staff and volunteers
- Park users and non-users
- Seniors
- Youth

NOTE: One of the best ways to ensure good turnout for public meetings is to issue actual invitations by phone, web and/or mail to potential stakeholders in the community. Groups invited could include churches, scout troops, sports leagues, business associations, chambers of commerce, local park departments/boards, PTA/PTO groups, school boards, historical societies, service organizations (Lions, Optimists, Elks, Masons, Garden Clubs, etc.), senior centers, day care providers, United Way, Community Foundation staff, park program lists, single-

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

parent support groups, fair and festival committees, arts and cultural groups and councils, etc. Getting on your local community calendar on local cable is a good meeting advertising method, as is a newspaper story, an internet page, radio/cable public service announcements, and brightly colored fliers with clear headlines posted in libraries, schools, and businesses downtown in the community. These items are normally free or low-cost; they do take some time, but it tends to be well-invested. Do your advertising and information a couple of weeks out, repeat it a couple of days in advance, and then provide reminders the day of, if necessary. Invite them, let them know that you value their time and input, be persistent in reminding them, and your turnout should increase.

Further details on meeting and survey methods and examples can be found in the following IDNR documents available for free download at:

<https://www.in.gov/dnr/state-parks/recreation/planning/park-planning-information-and-guidelines/>

- “IDNR Planning Guidelines for 5-Year Parks and Recreation Master Plans”
- “Anytown, Indiana Example 5-Year Parks and Recreation Master Plan”
- “IDNR Park and Recreation Master Planning Frequently Asked Questions” (FAQs are under the “Additional Information” heading)

When you document your public input effort in this plan, you must include the following information even if the methods are not successful:

- Types of methods used (questionnaire, public meetings, etc.)
- Date(s) and location(s) of the survey, meeting, or interviews
- Number of surveys sent
- Number of surveys returned
- Number of people/groups interviewed
- Number of members of the **public** attending public meetings (public meetings should **NOT** count members of the park board, government officials, consultants, or their families toward their total attendance figures)
- A synopsis of the comments gathered from each method
- Summary of all the input

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

Public meeting information:

What date and time was the meeting held?

Where was the meeting held?

How did you advertise the meeting? [Could include things such as: direct invitations, newspaper articles, radio or cable TV public service announcements, fliers or posters in conspicuous public locations, internet, etc.] (1-2 paragraphs or a bulleted list)

How many members of the actual public showed up? [This does not count park board members, local government officials, park employees, or consultants]

Create a short list of the comments and issues discussed by the public at the meeting: (2-3 paragraphs or a bulleted list)

Survey/group/individual interview information:

What kind of survey or interview method did you choose, and why? (What date and time was the survey or interviews held?) (1-2 paragraphs or a bulleted list)

If you did a survey: How did you advertise it? [Survey advertising could include things such as: direct invitations, newspaper articles, radio or cable TV public service announcements, fliers or posters in conspicuous public locations, internet, etc.] (1-2 paragraphs or a bulleted list)

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

If you did a series of interviews, how did you choose who/what groups to interview? (1-2 sentences)

How many members of the actual public were invited to the interviews or responded to your survey? [This does not count park board members, local government officials, park employees, or consultants]

- No# of members of the public responding or participating:

Create a short list of the comments and issues discussed by the public at the meeting: (2-3 paragraphs or a bulleted list)

Needs Analysis

Your community's total acres of local parks and recreation land is: _____
acres

Your community's total population by the most recent US Census is: _____
people

The top five most common needs or desires expressed by the public during your public participation methods are: [List top five issues in any order] (A short, bulleted list is fine)

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

The top five most common needs or desires as listed by the park board/park staff

are: [List top five issues in any order] (A short, bulleted list is fine)

If your community could list just one large “dream” amenity or facility (regardless of cost) to create in the next ten years, what would it be?

- “Dream” project’s name and possible location:

- Rough guess cost estimate for the “dream” project:

Community Map showing location of Parks (Possible sources: MapQuest, Google Maps, Yahoo Maps, Local/County GIS Office/Planning Department)

Attach a single-sheet 8-1/2” x 11” map to the final version of this plan, and highlight the locations of your parks, as well as any future potential sites for parks.

Priorities and Action Plan Schedule

Using both your public input and park board top five lists of expressed parks and recreation needs, combine the two lists to create a single top priority list (maximum of 10 priorities) of action items, and list them in rough priority order below (#1 being the highest priority, down to #10 being the lowest priority):

- 1.
- 2.
- 3.
- 4.

**Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan
Template**

- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Once you have written your priority list, use it to fill in the empty table below to create your action plan schedule; spread the Priority List items out over the next five years so that your most expensive projects don't all happen at once:

Year	Site of work	Action taken	Cost Estimate	Potential Source of Funds

Small Town Fill-In-The-Blank 5-Year Parks and Recreation Master Plan Template

Final Public Presentation of the Plan

After the plan has been finished up to this point, it's time to have the public verify that they agree with, or at least understand all the previous public input and the resulting action plan. To do this, simply set aside time during the next regularly scheduled park board meeting for public comment and invite the same participants from your earlier public input methods to return, listen to the final results of the plan, and provide their final comments.

- Time and date of final public presentation of the plan:
- Location:
- Number of members of the public in attendance:

Discuss/List the primary comments made by the public during the meeting here:
(1-2 paragraphs or a bulleted list)

FINAL PAPERWORK:

A hard copy with original signatures of the park board resolution adopting the plan should be sent in to the IDNR-State Parks, Community Grants and Trails (DNR-SP-CGT) Local Park Planning Program contact when this plan is finalized:
Has the document been signed, dated, and a hard copy sent in to IDNR-SP-CGT? (Circle one answer) YES / NO An example of the sign-off document is in the appendices of the "IDNR Planning Guidelines for Five Year Parks and Recreation Master Plans" available for free download online at:

<https://www.in.gov/dnr/state-parks/recreation/planning/park-planning-information-and-guidelines/>

END of PLAN TEMPLATE (see INSTRUCTIONS for submission info)