SECTION
2.
Methodology

The methodology used in preparing the master plan included meetings with residents, Parks and Recreation Staff, Parks Commission, and City Staff, while also researching the existing parks and collecting base information. This information included maps, photographs, and existing planning documentation. The data was then analyzed and reviewed against current park standards to identify conceptual improvement recommendations. These recommendations were reviewed with residents and staff, and refined to final master plan recommendations that the City of Overland can implement in phases as smaller projects. The staff, commission and community input in the planning process was pivotal to the creation of the final master plan recommendations.

At each public forum the community was presented several opportunities to provide input. These included discussion during the meeting, maps for notes or drawing thoughts and ideas in workshop sessions, and a take home input form that could be completed at the meeting or returned to the parks department when completed. These forms were also available at the community center for additional input following the meetings. All input received is included in the appendix of this report.

The process to complete the Master Plan included four tasks:

1) Project Initiation / Data Collection
2) Analysis
3) Conceptual Design Recommendations
4) Final Recommendations and Master Plan

TASK 1 - PROJECT INITIATION / DATA COLLECTION

- Base Map Collection: Gathered existing base maps, surveys, and aerial photographs of the park properties.

- Site Visits and Inventories: Conducted several walking tours of the existing parks to view, photograph, and inventory existing conditions and amenities.

- Met with staff, Parks Commission, and the community to obtain input and identify program items for the parks. Input opportunities included one-on-one discussions with the design team, workshop maps, and comment session. These
Data Collection input sessions included:

- Master Plan Kick-Off Meeting : May 5, 2010
- Park Walks with Staff: May 25, 2010
- Parks Commission Kick-Off Meeting - May 27, 2010
- City and Parks Staff Kick-Off Meeting - June 17, 2010
- Public Workshop #1 Data Collection - June 24, 2010

**TASK 2 – ANALYSIS**

- Identified and evaluated recreation opportunities within the parks system based on national standards and review of park use with Parks Staff.
- Identified and evaluated opportunities for acquisition of open space for preservation and/or development of future parks based on national standards and allocation of existing parkland within the city.
- Organized feedback from the Staff, Parks Commission and Community to identify the issues relevant to the City of Overland.

**TASK 3 & 4 - CONCEPTUAL DESIGN RECOMMENDATIONS & FINAL MASTER PLAN UPDATE**

The final tasks involved the development of conceptual design recommendations based upon the needs and program items identified in Tasks 1 and 2. This information was compiled and presented to staff and the community.

Final design recommendations were created based on feedback, and a narrative was developed for the final City of Overland Parks Master Plan document.

- Developed recommendations for future land acquisition, future parks, and improvements to existing parks. Recommendations were based on community and city input and review of parks and recreation standards.
- The conceptual design recommendations were presented to staff and the community for their review and discussion.
These discussion sessions included:

- Parks Walk to Verify Design Ideas: August 25, 2010

- Parks Commission Concepts Review: August 26, 2010

- Public Forum #2 Design Review: September 16, 2010

- Staff Concept Review: October 6, 2010

• The final designs and cost opinions were developed taking into consideration the community input and further review with staff and the Parks Commission. The final presentation was given to the community and City Council on February 7, 2011 at City Hall. Presentations and review meetings for the final design recommendations included:


  - Staff Final Design and Cost Review: January ?, 2011

• The final master plan document was prepared including revisions based on the final plan review with the Council and community.

• The final master plan document was delivered to the City in February 2011.

Please note that the City of Overland Parks Master Plan is a fluid document. Recommendations made within the document speak to the needs and desires at the time it was prepared. As the City of Overland begins the implementation of the recommendations it is important to keep in mind the difficulties of anticipating exact budgets, time lines and opportunities. For this reason, it is recommended that this plan be reviewed and updated periodically to ensure it continues to be based on current data and standards.