



*Parks and Recreation Department*

*901 Texas St. Suite B, Denton, Texas 76209*

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**REVIEW DATE:** As Needed (Last Review February 1, 2023)

**SUBJECT:** Areas and Facilities Development Policies and Procedures

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The City of Denton Parks and Recreation Department (PAR) has guidelines and protocols for planning, design, construction, and maintenance of parks, recreational areas, and facilities. These policies and procedures help ensure that parks and recreation areas are developed and maintained in a consistent and efficient manner.

These policies and procedures are driven by different plans, and objectives that the Denton City Council has adopted and/or department driven such as but not limited to the following:

- Parks, Recreation, and Trails System Master Plan
- Denton Mobility Plan
- Clear Creek Master Plan
- Urban Forest Master Plan
- Denton City Council Initiative and Strategic Vision
- Community Area Plans (Regional, Downtown, Park specific)
- Parks and Recreation Strategic Plan
- 10-minute Walk Campaign
- Denton 2040 Plan
- Parks Design Standards
- CMP/CIP Plans

In coordination and alignment with the above plans and objectives. The following steps shall be followed when looking to update or add new facilities to the parks and recreation system.

- Park Planning staff shall review all adopted plans, objectives and/or conduct a needs assessment to determine suitability of a specific project.
- Park Planning staff shall coordinate with the Parks and Recreation Budget Manager to identify and/or confirm available funding or potential funding mechanisms for the proposed project.
- Park Planning staff will consult with the Assistant Director of Park Planning & Operations and/or Parks and Recreation Director to decide viability and execution of project.
- If deemed as a suitable and appropriate project. It shall be determined if design services will be needed. If so, staff is to seek a vendor through the procurement process and seek recommendation of the design consultant by the Parks, Recreation, and Beautification Board and/or City Council.
- If consultant is approved, the department shall begin the design process with the vendor and determine the project timeline for the proposed project master plan process. The master plan process is a 6-step process that is identified by the Park Planning Staff.
  - Step 1: Assessment & Rendering Process  
Includes the following items to be conducted by the Project team which includes the consultant & city staff:

- Identify community needs
- Site analyses
- Concept creation
- Step 2: Community Engagement & Workshop Meetings

Includes the following items to be conducted by the Project team which includes the consultant & city staff engaging the community

  - Understand wants and needs
  - Introduce Visuals & Ideas
  - Gain & implement Feedback
- Step 3: Boards & Commissions Engagement

Includes the following items to be conducted by the Project team which includes the consultant & city staff engaging the boards & commissions (Parks, Recreation, & Beautification Board, City Council, Etc.)

  - Provide Community Feedback
  - Introduce Visual & Ideas
  - Gain & Implement Feedback
- Step 4: Final Plan Adoption

Includes the following items to be conducted by the Project team which includes the consultant & city staff engaging the boards & commissions (Parks, Recreation, & Beautification Board, City Council, Etc.)

  - Incorporate feedback from prior meetings/direction
  - Council & Boards final approval.
- Step 5: Construction Documents Deliverables & Funding

Includes the following items to be conducted by the Project & Consulting team which complete the creation of the construction documents depending on the initial scope (30% or 100%). Additionally this step held identify the funding sources and if applicable go through an official grant process.

  - Consultant to deliver the final creation of the agreed-upon set of construction documents.
  - Approval of construction plans from the City of Denton Development Services Team.
  - Identify funding mechanisms: park dedication/development funds, grants, operating account, etc.
  - \*If grants are applicable, submit application and await award response.
  - \*If grant is awarded, wait until funding contract is executed and notice to proceed is issued.
- Step 6: Construction & Grand Opening

Includes the following items to be conducted by the Project team and contractor that is selected to construct the project. Once funding is secured, the City will go through an official RFP process and award the contract to start construction of the project. Once construction starts projects may last 10-18 months.

  - Procure/Bid Project
  - Award Project by having City Council Approval
  - Groundbreaking - (Construction has started)
  - Final Construction Inspection
  - Grand Opening