



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Legislation Details (With Board Report)

**File #:** 18-815 **Name:**  
**Type:** General Agenda Item **Status:** Agenda Ready  
**File created:** 8/14/2018 **In control:** Parks Commission  
**On agenda:** 9/6/2018 **Final action:**  
**Title:** Consider draft County Park Project Review Process Guidelines.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Staff Report, 2. Attachment A - Draft Board Report, 3. Attachment B - Board Resolution, 4. Attachment C - Project Review Process Guidelines, 5. Attachment D - Application Form, 6. Attachment E - Fee Waiver Form

Date	Ver.	Action By	Action	Result
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Consider draft County Park Project Review Process Guidelines.

### RECOMMENDATION:

It is recommended that the Monterey County Parks Commission:  
Staff recommends that the Park Commission recommend Board of Supervisors approval of County Park Project Review Process Guidelines for staff to use in the review of project proposals (**Attachments A - Draft Board Report and Attachment B - Draft Board Resolution**).

### SUMMARY:

Staff presented proposed County Park Project Review Process Guidelines at the June 7, 2018 Park Commission meeting. Commissioners reviewed and commented on the process and recommended that staff return with guidelines that can be presented to the Board of Supervisors for their review and consideration.

Draft Guidelines outline a procedure for considering a proposed park development or improvement project brought forward as a gift, contribution or donation to the County, by a project proponent or sponsor (**Attachment C - Park Project Review Process Guidelines**). Staff has prepared Guidelines in the form of a general outline. Implementation will largely depend on the type of proposal submitted, the scope of work involved, and the associated opportunities and constraints. In addition to the Park Project Review process, staff developed an Application and associated Fee Waiver Form to be used by the project sponsor for submitting a proposal (**Attachment D - Application Form and Attachment E - Fee Waiver Form**).

Projects will be reviewed by RMA-Parks and appropriate other County Departments (possibly the

Development Review Committee), Parks Commission, and Planning Commission if required (CEQA, Entitlement). Large-scale proposals would be presented to the Board of Supervisors for consideration and direction. The County Park Project Review is intended to be an open public process, with opportunity for public input and involvement. The Commissions and Board meetings are all public meetings.

#### DISCUSSION:

Section 19.12.010 Monterey County Code requires applications for a subdivision to dedicate land or pay a fee for park and recreational facilities pursuant to the Quimby Act. From time-to-time the department receives offers to voluntarily donate, or develop amenities in a County Park. However, there is no policy or procedure established for processing a voluntary gift or contribution.

State law restricts local agencies from receiving donations. A Parks Foundation was formed in as a non-profit entity separate from the County that is able to accept donations. Monterey County has the ability to request participation from the Foundation for qualifying park projects.

The proposed Park Project Review Guidelines would formally establish various steps to be considered for public proposed development, implementation and inclusion into the County park system. A proposed project would require final review and recommendation by the Parks Commission to the Board of Supervisors. If the Board approves the proposed project, staff would ask for further direction relative to prioritizing the project in the Department's Work Program, and identify associated, available County resources to implement the project. The Board may also deny the proposed project based on the determination that it is not in compliance with existing plans, codes, ordinances or requirements; that there are significant impacts that cannot be mitigated; that it does not fit within the overall character of the park, or if its determined that there is not enough public support for the proposed project.

Costs associated with proposed park improvements, including yet not limited to the planning, design, development, special studies and reports, permitting fees, materials and labor, shall be at the expense of the willing individual, community group, organization, partnering agency, non-profit, or other entity, unless other agreements have been approved by the Board of Supervisors.

#### OTHER AGENCY INVOLVEMENT:

RMA consults with the Office of the County Counsel on Park and land use related matters.

#### FINANCING:

As proposed, staff would not anticipate impact to the General Fund as a result of park projects brought forward as a willing gift, contribution or donation to the County. Costs associated with proposed park project shall be at the expense of the project proponent or sponsor unless the Board of Supervisors has approved other

agreements. RMA-Parks or other County Departments may provide assistance, staff resources or other in-kind contributions as deemed appropriate, and agreed to by the RMA Director and/or Board of Supervisors.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

These Guidelines represent a process for considering voluntary donations or contributions from outside parties to help provide Park improvements without adding cost to the County. Proposed projects might involve infrastructure improvements or renovations to a County Park facility, such as an accessible hiking trail, sports field, playground, Barbeque area or area to be landscaped.

These improvements provide opportunities for healthy activities, for healthy lifestyle options to help reduce heart disease, stroke, diabetes, obesity and other chronic disease risk factors. This project also represents infrastructure improvements at county facilities. New improvements require compliance with ADA, therefore use of these improved facilities will provide opportunities to those with physical challenges. It's also believed that public safety will be enhanced because of well-planned and designed outdoor recreational amenities.

The recommended action supports the following Board of Supervisors' Strategic Initiatives:

- ☐ Economic Development
- ☐ Administration
- ☒ Health & Human Services
- ☒ Infrastructure
- ☒ Public Safety

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Approved by: John Dugan, RMA Land Use and Community Development Deputy Director  
Carl P. Holm, AICP, RMA Director

Approved by:

Dated: August 15, 2018

**Attachments:**

- A - Draft Board Report
- B - Board Resolution
- C - Project Review Process Guidelines
- D - Application Form
- E - Fee Waiver Form