



# **PEORIA PARK DISTRICT**

## **Implementation Guiding Principles**

**As the Peoria Park District seeks to build a structure for how it will serve and support our community, it is critical that this structure contemplate how its vast inventory of public spaces and places can and must positively contribute to the overall efforts of the District.**

As stated in its strategic commitment documents, the Peoria Park District prioritizes efforts that impact the following commitment areas: Vibrancy, Environmental Sustainability, and Diversity, Equity, Inclusion, and Accessibility

Given the volatility of the modern world that we currently live in, the District’s elected Board of Trustees and its professional staff have worked to build guiding principles for open space stewardship and development that while flexible, also adhere to best practice principles for engagement and benefit of the communities that we serve. The principles offer flexible, consistent guidelines that can be consistently applied across our inventory. They are not specific to individual parcels or amenities, but rather provide a toolkit that can be used universally.

It is our shared goal to build a framework that does not have to be updated on a rigid three to five year schedule, monopolizing staff and elected official resources, but rather that provides tools that allow for personalization to opportunities as they arise and that consistently support the commitment areas that our District has prioritized. Further, by sharing this framework and its various tools with the community, an open, transparent process for evolution of our physical assets has been documented in a manner that will hold us accountable, while also providing a roadmap for those who seek to collaborate with our organization to engage and enhance our community where it makes sense.

On the following pages, the Peoria Park District is pleased to share the Implementation Guiding Principles, which provides a process for park development and changes.

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# PROCESS FOR PARK DEVELOPMENT & CHANGES

To ensure that potential new development on park land will not significantly vary from the park classification guidelines; and that proposed development or changes to parks will have minimal negative impacts to park natural lands, green spaces, and restored green spaces; and that proposed development or changes to parks will support Park District's Commitment to Environmental Sustainability, staff has laid out a process for potential development and changes on park land with numerous steps of data collection and analysis along with several opportunities for public input and the Park Board's action.

## GUIDING PRINCIPLE PROCESS:

1. Verbal communication by staff with interested entity on proposed development or changes to a park
2. If warranted, verbal communication by staff with Board President and District specific trustees or with full Board during strategy session
3. If it is an external request, then staff will provide entity with the Partnership Process Requirement sheet to help guide them through the process on data collection and analysis (Attachment B)
4. From interested entity, staff will get a written letter of interest stating the following:
  - General scope or idea of program and proposed location
  - Impact to park, surrounding area, neighborhood, parking, egress, etc
  - Impact to existing PPD programs/operations either in the park or in general
  - Environmental impacts and mitigations
  - Fulfillment, if any, of a community need
  - Financial Impact to the District (cost vs. revenue)
  - Potential liabilities/risk management issues
  - Duration of program/partnership
  - Business Plan (enough detail to show viability of program/partnership)
  - Long-term maintenance and responsible party
  - Endowment/Security Deposits and removal of improvements after partnership ends
5. Staff will review data provided along with potential positive and negative impacts/relevance to PPD mission
6. If physical improvements/changes are proposed, staff will complete an Environmental Assessment Statement (Attachment C) and a Comprehensive Impact Analysis Form (Attachment D)
7. Staff will take summary of project and data to the Planning Committee for trustee discussion
8. Planning Committee will provide a recommendation to the full Board for discussion and next steps
9. If warranted by size, scope, or Board request, public meetings will be scheduled for public input



# PROCESS FOR PARK DEVELOPMENT & CHANGES

## GUIDING PRINCIPLE PROCESS, CONTINUED:

10. Park Board will take action either approving or not approving the proposed development or changes to the park
11. If approved, staff will negotiate any necessary legal documents for Board consideration and approval to include lease or operating agreements
12. Where applicable, staff will serve as Owner's Representative during construction to ensure project meets approved objectives

## INTERNALLY INITIATED OPPORTUNITIES:

1. Staff maintains and updates an inventory of all spaces and places in the District, including capital needs which are publicly documented in a five year capital improvement plan
2. When funding is made available through grant process or donor designation, staff will work with the Board to review opportunities based upon donor/grant intent, need, opportunity to move key District initiatives forward faster than allowed through the annual bond issue process, and impact on overall financial health of the organization
3. If warranted by size, scope, or Board request, public input will be sought prior to final design and bid document execution
4. For internal projects, staff will then initiate final design and bidding documents. Project will proceed with normal Board approvals on proposed design, construction, or materials contracts per policy.



*Photo Credit: Travis Carlson Photography, Chartwell Park*

# ATTACHMENT A: PARK CLASSIFICATIONS

## PURPOSE STATEMENT

The mission of the Peoria Park District is to contribute to healthy and vibrant communities by responsibly using our resources to offer high quality parks, recreation, and education experiences to those who live, work, or play in our District.

In order to ensure the highest quality of service and experience, there is an inherent need to maintain consistency across spaces and places so that we can embody our organization’s commitment through resource allocation, while also meeting expectations of our community for what should be in a park district-managed space or place.

The National Recreation and Park Association’s (NRPA) Park, Recreation, Open Space and Greenway Guidelines provide definitions for park classifications, but acknowledges that each community is unique in terms of geographical, cultural and socioeconomic make-up. As such, each park district should develop its own standards for recreation, parks and open space, with the NRPA definitions as a guide. With its mission and the NRPA guidance as parameters, the Peoria Park District has worked to develop eight different classifications across our vast inventory.

Because of the variety of audiences that each of our parks serve, every park in our system serves multiple functions. For the purposes of this tool, classifications have been made based on a park’s primary function and its intended service area. Parks may, over time, shift their primary classification based on the changing needs of the community. With this in mind, park classifications will be reviewed at least every 3 years.

Please note that the Peoria Park District also serves the role of Forest Preserve or Conservation District in Peoria County. In Illinois, Forest Preserve Districts are county-wide agencies that live along side park districts in the municipal realm. Peoria County has no such agency, so the Peoria Park District fills that role, which adds the need for conservation and scenic classifications to the inventory.

### PARK TYPES

- Conservation Space
- Golf Course
- Neighborhood Park
- Recreation Center
- Regional Park
- Scenic Park
- Special Use Property/Park
- Urban Plaza

# ATTACHMENT A: PARK CLASSIFICATIONS

**CONSERVATION SPACE:** A conservation park is a large tract of land which is preserved in its natural state either in perpetuity, or until its development is authorized by the Park Board. Its purpose is to preserve an area from encroachment by residential, commercial, industrial, or other development which would result in adverse environmental impact. This type of park should contain enough land to protect environmentally sensitive areas. For this reason, most new conservation parks will necessarily be located in fringe areas or outside current Park District boundaries.

Within conservation parks, specific areas may be set aside and designated through a formal process as Illinois Nature Preserves.

**GOLF COURSE:** A golf course is a park used exclusively for the playing of golf. Other temporary uses may be approved by the Park Board (e.g. running events), but in general public use other than golf is forbidden.

**NEIGHBORHOOD PARK:** A neighborhood park is pedestrian-oriented, located within walking distance of area homes. They are small, with limited facilities designed to serve local recreational needs. For this reason, parking or automobile-centric facilities are limited. Improvements that may attract large numbers of people are discouraged. Neighborhood “ownership” of these parks is critical to prevention of crime and vandalism.

Standard elements within neighborhood parks may include: playgrounds, swings, shelters, walking paths, basketball courts, pick-up baseball/softball fields, pick-up soccer fields, tennis/pickleball courts, grills, and picnic tables.



*Photo Credit:  
Left: CSaul Photography,  
Singing Woods Nature Preserve*

*Right: Luan Railsback,  
Donovan Park*



# ATTACHMENT A: PARK CLASSIFICATIONS

**RECREATION CENTER:** A recreation center is a building for hosting indoor activities, either for specific programs, sports, or “drop-in” recreation. These facilities are staffed during open hours. Recreation Centers can be regional draws or locally community focused.

**REGIONAL PARK:** A regional park provides a pleasant environment for a large number of people who wish to participate in diversified recreational activities. These parks should be able to accommodate multiple interests at the same time, during peak hours. Ideally, these parks should accommodate both active and passive recreation. These parks must be accessible to all District residents, therefore transit, automobile, and alternative transportation must be accommodated. These parks should be able to accommodate users over many hours, thus restrooms and water fountains are essential. Services should be sized to accommodate large numbers of users.

Standard elements within regional parks may include: shelters, restrooms, drinking fountains, adequate parking, playgrounds, basketball courts, tennis/pickleball courts, baseball/softball fields, soccer fields, grills, and picnic tables.

**SCENIC PARK:** A scenic park is a park that has a primary purpose of providing scenic views. Facilities may be involved in making the scenic views accessible to users, such as roadways, trails, or walkways. Scenic views are often located in geographically difficult areas, such as bluffs, so erosion and vegetation control is critical to maintaining these parks.

**SPECIAL USE PROPERTY/PARK:** A special use facility contains types of developments of District-wide interest. These facilities often cater to single, specific uses, and are accessed by automobile or by transit.

A special use park may also be one defined as open land. This type of park would have few or no built amenities, but provide natural areas or open space that can be utilized for passive recreation. These parks may have trails, picnic tables and benches, but are dominated by open areas for the enjoyment of nature, fishing, or other similar activities.

**URBAN PLAZA:** An urban plaza is a small park within a built-up area of the city. Urban plazas are a temporary refuge from urban bustle, but may not actually have any of the traditional park amenities beyond seating. These parks are accessed only by foot or bicycle, and no accommodation is made for automobile parking. These parks are at a much smaller scale and level of detail than other parks. Their use should be limited due to the difficulties of maintenance and high cost per square foot of urban real estate.

# ATTACHMENT A: PARK CLASSIFICATIONS

## PARKS BY CLASSIFICATION

CONSERVATION PARKS	NEIGHBORHOOD PARKS	SPECIAL USE PROPERTY/PARKS
Altorfer	Becker	Bicycle Safety Town
Audobon Wildlife	Bielfeldt	Camp Wokanda
Banks Wildlife	Charter oak	Donovan
Blackmon Wildlife	Chartwell	Galena Marina
Detweiller Riverside	Columbia	Tawny Oaks Visitor Center & House
Forest Park Riverfront	Creighton Woods	Forest Park Nature Center Visitor Center
Forest Park Nature Center	Endres	Lorentz St.
Fraser Woods	Franciscan Rec	Mossville Soccer
Gaylord Wildlife	Giant Oak	Vicary Bottoms
Green Valley	Iris	Central Park Pool
Green Wildlife	Logan	Rock Island Greenway
Grieves	Manning	Rolling River Playground
Heinz Wildlife	Markwoodlands	Sommer Farm
Knollcrest	Martin Luther King	Kinsey Park
Lembeck/Southport	Morton Square	Woodruff Park
Leslie Rutherford	Proctor Rec	Peoria PlayHouse (within GO)
Maloof gift	Schmoeger	Peoria Zoo (within GO)
Margaret Rutherford Woods	Sommer North	Luthy Gardens (within GO)
Messerli	Northtrail	Woodford Farm
Mt. Hawley	Norwood Parks	Betty Ford Farm
Robert Rutherford		Hazelwood Farm
Robinson	<b>RECREATION CENTERS</b>	Fox/Rt. 91 Farm
Rocky Glen	Franciscan Rec Center	
Rose Co. parcel	Heart of Illinois Special Rec	<b>REGIONAL PARKS</b>
Shawl Nature Preserve	Lakeview Rec Center	Bradley
Singing Woods	Logan Rec Center	Detweiller
Young Wildlife	Noble Center	Glen Oak
Young, A. Wildlife	Owens Rec Center	Grand View Drive (also scenic)
	Proctor Rec Center	Gwynn
<b>GOLF COURSES</b>	RiverPlex Rec & Wellness Center	Lakeview
Golf Learning Center		Stadium Park
Kellogg	<b>SCENIC PARKS</b>	Trewyn
Madison	Grand View Drive	
Newman		<b>URBAN PLAZA PARKS</b>
		Gen. Shalikashvili



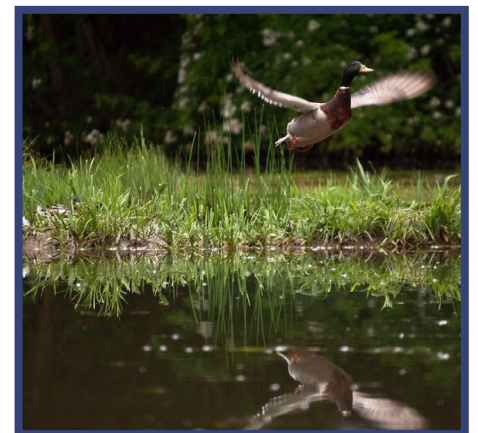
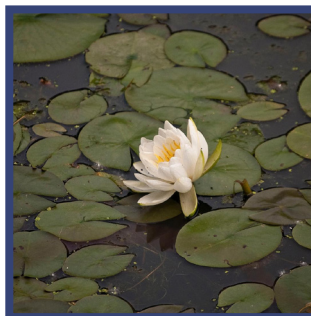
# ATTACHMENT B: POTENTIAL PARTNERSHIP PROCESS

## POTENTIAL PUBLIC/PRIVATE PARTNERSHIP WITH PEORIA PARK DISTRICT GENERAL PROCESS /REQUIREMENTS

1. Staff meet with interested parties and discuss ideas / walk-through of site
2. From interested party, get written letter of interest stating the following:
  - General scope or idea of program and proposed location
  - Impact to park, surrounding area, neighborhood, parking, egress, etc
  - Impact to existing PPD programs/operations either in the park or in general
  - Environmental impacts and mitigations
  - Fulfillment, if any, of a community need
  - Financial Impact to the District (cost vs. revenue)
  - Potential liabilities/risk management issues
  - Duration of program/partnership
  - Business Plan (enough detail to show viability of program/partnership)
  - Long-term maintenance and responsible party
  - Endowment/Security Deposits and removal of improvements after partnership ends
3. Staff to review program/partnership and potential positive and negative impacts/relevance to PPD mission
4. Staff will take it to the Planning Committee or to Strategy Session for Trustee discussion

Other requirements when partnering with the Peoria Park District:

- There will be additional paperwork/forms to be completed if considered a vendor of the Peoria Park District
- If construction occurs, prevailing wages must be paid to workers
- Specified insurance coverage
- Zoning concerns



*Photo Credit:*  
*Both: Svarttrost, Charter Oak Park*

# ATTACHMENT C: ENVIRONMENTAL ASSESSMENT STATEMENT

*This form will allow staff to identify and note potential impacts (positive or negative) to the park due to the proposed project.*

**DEVELOPMENT PROJECT TITLE:** \_\_\_\_\_

## INSTRUCTIONS:

1. Attach to this EAS checklist a concise description of the project.
2. Attach to this EAS checklist a map of the park showing unique physical characteristics and existing improvements on the property and location of proposed project.
3. For each of the following environmental and social factors, check the box to the best of your knowledge whether the proposed project will have a Negative Impact, No Impact, or a Positive Impact.
4. Consider both temporary (during construction) and long-term impacts.
5. For Negative Impacts, explain in the comment section of the EAS the nature of the impact and whether:
  - a. it can be minimized by mitigation measures OR
  - b. is unavoidable and cannot be positively addressed or mitigated.

FACTORS	NEGATIVE IMPACT	NO IMPACT	POSITIVE IMPACT
Adjacent Land Use (describe):			
Disruption to Neighborhoods			
Land Use Changes/Zoning			
Wildlife/Wildlife Habitat			
Fisheries			
Soils (erosion, removal, contamination)			
Air Quality			
Noise			
Energy Consumption (carbon, renewable...)			
Carbon Sequestration			
Lights			
Water Usage			
Tree Removal			
Surface Waters (lakes, streams, drainage ways)			
Groundwater			
Floodplains			
Wetlands			
Threatened and Endangered Species			
Traffic			
Visual Impacts			
Consistency with Local Plans			
<b>COMMENTS:</b>			

# ATTACHMENT D: COMPREHENSIVE IMPACT ANALYSIS

*This form will be completed by staff for the use of the Board of Trustees in the decision-making process concerning proposed developments or changes to parks. This form will help provide an impact analysis of key areas for the District.*

**DEVELOPMENT PROJECT TITLE:** \_\_\_\_\_

**PROPOSED LOCATION/PARK:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

1. Diversity, Equity, Inclusion, & Accessibility Impact:

2. Environmental/Conservation Impact:

3. Financial Impact:

4. Health/Wellness/Vibrancy Impact:

Is Public Input Process Warranted ( Yes / No )? If yes, define below.