

Frederick County Division of Parks and Recreation Park Master Planning Process

Before any County Park is developed, a Park Master Plan is completed. The Park Master Plan provide the public a way to help determine the best uses for a specific site and to optimize management of the site's resources. Along with Community input and combined with analyses for current trends and future needs indentified in the Countywide Parks and Recreational Needs Assessment, a Park Master Plan helps craft a long-range blueprint for use of a park site. The Park Master Plan process begins by the Frederick County Parks and Recreation Commission (FCPRC) recommending organizations to the Master Plan Advisory Committee. The Advisory Committee shall be composed of a cross-section of individuals and representatives to insure adequate representation of the needs of the community. Membership shall consist of between six (6) to ten (10) individuals so an efficient working unit can be maintained.

The committee shall be composed of the following:

- Division of Parks and Recreation staff representative
- Planning and Permitting Division staff representative
- Consultant and appropriate staff
- Board of Education staff (if park site is adjacent to a BOE school site)
- Representatives from the following types of organizations may be included as applicable: Recreation Councils, Civic Associations, Fire Companies, Recreation/Sports Leagues, Town Councils, Service Clubs and other groups as deemed appropriate
- Adjacent park neighbor (whether private citizen or business owner/representative)
- Parks and Recreation Commission member from the area where the park site is located
- Private individuals may serve on the committee if they have a particular interest or expertise involving the park's development

Following the recommendations of the FCPRC for representatives to the Park Master Advisory Committee, the following takes place:

- Meet with adjacent property owners to the future park site. An adjacent property owner would be a property that adjoins a park site or is directly across the street from the site.
- From that meeting, an adjacent property owner and an alternate are chosen to be a part of the Master Plan Advisory Committee.
- FCPRC recommended organizations are contacted and are requested to provide a representative to be on the Master Plan Advisory Committee.

- Once the Park Master Planning process has begun, the Advisory Committee will provide input to the Division of Parks and Recreation (DPR) staff and their consultant on the development of master plans for the park site.
- The specific functions of the Park Master Plan Advisory Committee will be
 - Represent the area in which the park will serve by bringing to attention the recreational facility needs of the community
 - Provide input into the preparation of a park development program which includes a list of facilities proposed for the park
 - Review alternate development sketch plans and make recommendations to DPR staff for preparation of a preliminary Park Master Plan
 - Review the preliminary Park Master Plan and make recommendation to DPR staff
 - Provide input into the preparation of a park development-phasing plan
 - Support the preliminary Park Master Plan when it is presented for approval at various public meetings
- Once a preliminary Park Master Plan is developed, an “open house” public meeting is scheduled with the surrounding community. The community is provided the opportunity to comment on the preliminary plan.
- Following this meeting, the preliminary Park Master Plan is presented to both the Frederick County Planning Commission (FCPC) and the FCPRC. Both these Commissions are made aware of the comments made at the open house meeting. The FCPC provides a non-binding review of the preliminary plan and determines if the plan is consistent with the County’s Comprehensive Plan. The FCPRC provides any input to the preliminary plan and can recommend that the plan be presented to the County Executive for consideration. Any/all comments made during any of the public meetings are available to both Commissions. The public is also welcome to attend both Commission meetings to provide comments.
- The preliminary Park Master Plan is presented to the County Executive for consideration, along with any/all public comments on the plan. The County Executive can approve the plan as presented or can recommend changes to it. After approval of the Park Master Plan by the County Executive, the Park Master Plan would become final.

Note: The County Executive may refer the preliminary Master Plan to the County Council for comment prior to final approval. After any potential referral of the Park Master Plan, the Park Master Plan would then become final.