PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Park Project Proposal Guidelines

Thank you for your interest in our parks! These guidelines were developed to help you take a great idea and see if, together, we can create a viable project.

I have an Idea!

Step 1 – *Get an Application Form*
Application forms for Park Project Proposals are available online, at community centers, in the Customer Service Center, or can be requested by phone.

Portland Parks & Recreation staff is available to provide assistance with completing the applications. While we can help, you are responsible for filling out the forms. We will work with you to ensure that the forms are complete and accurate.

Step 2 – *Complete Application Part I*
The application form requests information (if you know it) about the project, a rough idea of cost , and identifies how the proposal answers the following questions. Complete as much of the information as you know at this time.

Does the project...
1. Serve the general public?
2. Meet Portland Parks & Recreation standards of design and construction?
3. Reflect the character of the park?
4. Enhance the park without hindering the quality of the open space?
5. Have an identified source of funding?

Based on the answers to the above questions, projects are evaluated by staff for initial completeness and appropriateness. If staff believes your idea merits further consideration, your proposal may be approved or you will be invited to fill out Part II of the application to provide more information.

If the project won't work with the existing park or key information is lacking, staff may deny the application with an explanation – or recommend changes.

Step 3 – *Public Involvement*
Parks staff will help determine the appropriate public involvement process. You and Parks staff will contact the appropriate Neighborhood Coalition Parks Committee (NPNS, NW/NW, NECN, EPNO, SEUL, SWNI, or CNN) for their initial feedback and support. You may be asked to present your idea at a future neighborhood association, Coalition Parks Committee, or Friends Group meeting. Feedback from these conversations will be used by Parks staff in the formal review process.

Step 4 – *Complete Application Part II*
Application Part II asks you to address additional project criteria and considerations. Once all required information is submitted and reviewed by staff, the project will be forwarded to a broader committee for consideration.

Step 5 – *Review by Committee*
Both Part I and II of your proposal will be reviewed by a committee comprised of representatives from Portland Parks & Recreation, other City of Portland staff, Neighborhood Coalition Parks Committee representatives, and members of the community. The composition of each committee is determined by the expertise necessary to evaluate a specific proposal.

If your project is supported by the Review Committee, you will receive a letter that includes staff contact information, conditions of acceptance, and any necessary forms or follow-up information. An approval does not guarantee that funding will be available. Parks staff may provide initial cost estimates of construction and ongoing maintenance/operation costs and information on possible funding options.

A denial of your proposal means that the committee could not support the feasibility of your proposal based on its compatibility with other park uses, the Master Plan for that park (if one has been completed), and other considerations.

Step 6 – *Funding and Priority Analysis*
If PP&R funds or staff time are needed for your project, an analysis will be done as part of the annual budget review process to determine if your proposal is a priority for the Coalition Parks Committee, the Parks Budget Advisory Committee, Bureau, and Parks Commissioner. Cost considerations will include design development, material and installation costs, engineering needs, staff time, and long-term maintenance needs. If you are able to provide full funding (including maintenance costs), your project can move to the next step.

Step 7 – *Project Implementation*
Once funding is secured, we will work together closely to make sure the project meets everyone's needs and is a successful addition to our system of parks. The assigned staff may request more detailed information. PP&R staff can provide you with the following information as your project moves forward:

- General timing of the project
- Estimates of construction cost, as well as ongoing maintenance and operation costs
- List of any criteria and conditions to be met
- Insurance and permit requirements

Review of Denied Proposals
Applicants may request that the Director of Portland Parks & Recreation and the Parks Commissioner review denied proposals.

Further Information
Approval of projects does not guarantee implementation. Projects needing permits, a project manager or a landscape architect, or that increase the requirement for maintenance funding, may be added to the 5-Year Capital Improvement Plan. Note: The 5-year timeline is a general guideline. Some projects may be implemented more quickly; some projects may be on the list for longer than 5 years. The 5-Year Capital Improvement Plan currently includes 10-years-worth of projects.

At any time in this process, new information, community feedback, cost or feasibility information could change the direction of our response. Should further exploration and review by staff show that the proposal is unfeasible, or if conditions of approval are unable to be met, the proposal may be denied. We will communicate all information regarding decisions to you and others involved in the project.

Portland Parks & Recreation staff time and input is limited to project review, minor refinement of designs, assisting with the selection of appropriate materials, and determining the true costs of the project. In most cases, the responsibility for identifying funding sources and raising funds is responsibility of the applicant. Staff does not assist with fundraising.

For more information about the Park Project Proposal process, or to request an application, please contact Maija Spencer at 503-823-7720 or *maija.spencer@portlandoregon.gov*