

# Got a great idea for a park project?

The Park District has a policy to guide staff through the development process of projects proposed by user groups. Please see Capital Project Proposals from Outside Groups policy by clicking [here](#).

## **Capital Project Proposal Process:**

**You have a great idea!**

### **Step 1: Contact us**

- Call staff directly via contact list from website: <https://biparks.org/contact-us/>
- Attend a board meeting and present the initial idea to the Board during the public comment period. Board meeting dates and times can be found at <https://biparks.org/meetings-notice/>

**Gather Intel:**

### **Step 2: Work with staff**

Ideas submitted to the Park District are typically assigned to the appropriate staff member to evaluate the proposal to ensure the project meets some initial criteria. Staff will work with project proponents on the following list and keep Board updated during Director reports on Board agenda:

- Is there a public benefit created or enhanced?
- Is there an identified need in the community?
- Is there a suitable location for the proposal?
- How are current users of the site affected by the proposal? Does the proposal complement or displace any users?
- What are the potential impacts to the environment?
- How will long term operation and maintenance impact Park District resources?
- Is the project consistent with the Park District mission?
- Costs of development and who pays?
- The Park District may not fully fund your project even if it is approved. Early in the review process, contact our non-profit partner Bainbridge Island Parks Foundation to discuss your project to learn about the fundraising process with the Parks Foundation.

**Time to move to more detailed planning.**

### **Step 3: Staff updates the Board at a public meeting**

Staff informs Board and seeks consent to move forward with more planning details, such as:

- Permitting requirements
- More detailed plans
- Safety concerns are identified
- Preliminary budget
- Siting options

**Let us get more formal:**

### **Step 4: Project is put on Board agenda (may be multiple meetings)**

- Present preliminary plan or project to Board
- Seek approval to continue vetting the project
- Board discussed questions/concerns regarding the potential project

**Now we find out if this is a good idea!**

### **Step 5: Notify public and neighbors and provide an opportunity for input (may be multiple meetings)**

Present the project or plan to the Board of Commissioners. Things to be aware of at this step include:

- Public notification will occur as part of proposal review and Board update.
- There may be opposition and other hurdles that need to be discussed in an open forum.
- Neighbors are affected in different ways than the community at large, and it's important to listen to their concerns.
- Potential impacts need to be discussed, such as noise, traffic, and other environmental effects. It may be necessary to adjust the project for mitigation.
- Update and discuss the budget.
- Funding sources and requirements must be resolved. Most user group sponsored projects are expected to meet 50% or more of funding. If the project will not be fully funded by the Park District, seek other funding sources, such as a fundraising project agreement with the Bainbridge Island Parks Foundation & Park District.

**Time to vote!**

### **Step 6: Seek final approval:**

You have a final project plan, complete with a funding plan, a suitable site, and project details all worked out.

- Attend a Board meeting to request approval from the Commissioners.
- Address any outstanding questions or concerns.
- Share final plan.
- Share budget plan.

**Time to form an agreement.**

### **Step 7: Project implementation:**

You made it! Now what?

- Project proponents enter into a written project agreement with the Park District.
- Project construction or implementation is managed by the Park District.
- Permitting, if needed, must be completed prior to initiating the project.
- All funding must be secured before the project can begin.
- Final project becomes property of the Park District for long term management.

### **Some helpful things to know:**

- No two projects are the same, so the process may vary.
- Be patient; the public process takes time. Larger, more expensive projects can take years to gain final approval and implementation.
- Projects seeking fundraising support from outside the Park District, such as the Bainbridge Island Parks Foundation, can take more time and effort to get to completion after final project approval.
- This document is intended as a guide to help the public understand the basic process projects may go through.