



Master Plan Review Policy



Parks, Recreation & Conservation System Master Plan Review Policy

I. Background

1. The Westchester County Department of Parks, Recreation and Conservation (PRC) conducted a two-phase master planning effort from 1998 to 2003. The purpose of the master planning effort was to prepare a series of reports that will act as a dynamic document to guide decision making regarding the County's parks and recreation system well into the future.
2. The Parks and Recreation System Master Plan is periodically reviewed and amended as needed by PRC to address unplanned needs, incorporate new tools, and respond to changes in circumstances. Allowing for minor revisions to the guidance and background information that the Master plan provides will help to keep it a living and dynamic document in the interim.
3. Periodic reviews of the Master Plan help to inform decision-making pertaining to PRC's five-year capital planning program. In accordance with Section 167 of the County Charter of Westchester County, NY, PRC is required to submit "to the Budget Director, the County Planning Board, and the Capital Projects Committee, detailed estimates of any capital projects which the head of such department, institution, office or agency believes should be undertaken within the next five fiscal years."
4. PRC recently updated its parks and recreation survey. PRC commissioned a Residents Recreation Preferences Survey in 2022, the results of which were recently released in July of 2023 to the public. The survey's goal was to obtain information from local residents regarding their use of County Park facilities.

II. Policy

1. The Westchester County Department of Parks, Recreation and Conservation hereby updates and amends the current Master Plan documents as follows:
 - A. **Definition** - The Parks and Recreation System Master Plan shall be comprised of the following documents:
 1. Master Plan Phase I
 2. Master Plan Phase II (Parts 1& 2)
 3. Five-Year Capital Program (2024-2028)
 4. Agency Mission
 5. Agency Objectives
 6. Resident Recreation Preferences Survey
 7. Community Inventory
 8. Level of Service Standards

- B. **Five-Year Capital Program (2024-2028)** - PRC hereby amends the Parks and Recreation System Master Plan to incorporate the Department's Five-Year Capital Program. PRC's five-year capital program was approved as part of the 2024 Westchester County Budget on December 11, 2023.
- C. **Agency Mission and Objectives** - PRC hereby amends the Parks and Recreation System Master Plan to incorporate the Agency Mission and Agency Objectives which can be located in the Manual of Department Policies.
- D. **Recreation and Leisure Trends Analysis**-PRC hereby adopts and incorporates the 2022 Residents Recreation Preferences Survey into the Parks and Recreation System Master Plan. The survey shall serve as the current Recreation and Leisure Trends Analysis. This document is located in the Manual of Department Policies.

Approved by:

Kathleen M. O'Connor
Commissioner – Parks, Recreation & Conservation

Signature:



Date:



Last Review: December 2023

Last Updated: December 2023