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Chapter 10-100: TVRPD Master Plan

Policy No: 10-100

The District Manager will be responsible for the development of the TVRPD Park and Recreation Master Plan. The Master Plan is designed to provide long-range guidance for organizational operations.

The temporal scope of the plan will be for a minimum of ten years and a maximum of twenty years. Generally, the plan will be constructed to provide direction to the District in the acquisition, reservation and development of an integrated system of parks and specialized facilities designed to serve the recreation needs of the entire area of jurisdiction.

**Planning Areas**

The District will conduct its planning function on the basis of three planning areas as follows:

* Meadowbrook Park
* Brite Lake Recreation Area
* City of Tehachapi parks and facilities

**Content of the Master Plan**

In general, the Master Plan will include considerations such as:

* Demographics
* Socioeconomic
* Financial
* Open Space
* Conservation
* Circulation
* Recreation
* Maintenance
* Safety and Security

The considerations will establish the District’s philosophy and thereby provide a set of long-range principles, goals, objectives and proposed methods for their realization. Standards created will measure the success in meeting goals, objectives and policies of the master plan.

**Use of Master Plan**

Once having completed the plan, it will be reviewed and accepted as operational upon action by the TVRPD Board of Directors. With the Board’s acceptance, the plan will be forwarded to the appropriate agencies for incorporation into their general plan. The Master Plan is the overall developmental guide for the District. Using the standards and projects established in the Master Plan, the Board and staff will use the plan in formulating future priorities and in considering their budget requests for capital outlay expenditures.

**Alterations to the Master Plan**

The Master Plan will be kept as flexible as possible without undermining its utility as a stable planning document. In order to take advantage of the plan’s adaptability to the changing environmental conditions, it will be reviewed and recommended revisions forwarded to the Board of Directors for proper consideration and action.

**Capital Improvement Plan**

Annually, during the budget process, the Board of Directors will approve a Capital Improvement Plan. The Capital Improvement Plan will be developed in accordance with the TVRPD Park and Recreation Master Plan. The Capital Improvement Plan (developed around growth, an extensive inventory of all public and private recreation services, land use patterns, and other pertinent facts) will recommend an annual set of projects that will support the goals of the Master Plan and generate a system of providing facilities according to identified priorities.

**Specific Plans**

The creation and execution of detailed design and construction plans for capital improvements will be initiated, as far as is practical, according to the Capital Improvement Plan.



Chapter 10-200: Land Acquisition

Policy No: 10-200

It is the policy of Tehachapi Valley Recreation and Park District to acquire lands through designated means and in accordance with the open space standards established by the District Master Plan. The standards will be set at a level sufficient to ensure adequate open space for present and future residents based on population, economic, and social trends. All lands are to be acquired in general conformity to the Master Plan and held in perpetuity against non-recreation related uses. Acquisitions should be undertaken well in advance of the anticipated date of development to obtain cost savings, prime locations and other advantageous factors. The TVRPD Board of Directors must approve land acquisitions of any sort.

**Appraisal for Purchase**

Prior to obtaining any piece of land, an appraisal will be obtained and presented to the TVRPD Board of Directors stating whether the land is competitively priced. Sites will be located with the guidance of the District’s Master Plan standards and long-range ability and desire to develop and maintain the site for park purposes.

**Means of Acquiring Land**

Upon confirmation that it meets the District’s needs and is financially competitive and in the public interest to acquire a particular parcel of land, the acquisition may be undertaken by way of purchase at fee, purchase of less than fee rights, purchase-lease back, lease, through a gift by deed or through an in-lieu procedure. A recommendation as to the most appropriate mode of acquisition will be submitted to the Board for direction.

It will be a matter of District policy that the power or eminent domain will not be exercised in the acquisition of land, except in the most dire of circumstances. The acquisition of private residential land will be kept to a minimum.



Chapter 10-300: Facilities Development

Policy No: 10-300

It is the policy of Tehachapi Valley Recreation and Park District to design and construct a park system that provides equal recreational opportunities to all District residents. To effectively realize this policy, two fundamental principles will act as guidelines for development:

* The neighborhood will be the focal point of parks and facilities development which provides recreational opportunities as near to home as possible; and
* Land acquisition sites will be planned to diversify park and facility locations and create a balanced distribution of services and programs.

The District park and facilities system will be developed in general conformity with the TVRPD Park and Recreation Master Plan which takes into consideration such factors as population, trends, existing facilities, public needs, residential growth and economics.

**System and Park Design**

When designing the District’s park system, a number of considerations will be involved.

* When designing an individual facility, consideration will be given to its relationship to the overall park system, which will provide balance and diversity in recreation opportunity.
* In the design and construction phases of each site, emphasis will be placed on striking a compatible relationship between aesthetic appeal and optimal efficiency for future maintenance operations.
* Areas and facilities will be centrally located with service boundaries determined, as far as possible, by natural and man-made barriers.
* All facilities and areas susceptible to multi-purpose utilization will be so designed, constructed and operated.
* Park areas will be designed and constructed to allow phased development, if necessary, without large losses of investment. Fixed structures will be designed with future addition and remodeling efforts in mind.

**Types of Facilities**

**Regional Parks:** It will be the policy of the District that primary responsibility for providing regional recreation facilities will reside with the appropriate county, city, state, and federal agencies.

**Local Parks:** The primary responsibility of the District will be the provision of localized recreation opportunity via the construction of neighborhood parks and community parks. To minimize the duplication of effort and facilities and to optimize land and financial resources, the District will utilize the park/school design wherever feasible.

**Special Activity Areas:** Special activity areas include all special needs such as seniors, teens, and other groups with needs particular to age or limitations, as well as specialty type recreational facilities.

**Design and Construction**

It will be the responsibility of District Manager to oversee preparation of all preliminary site and construction plans and cost analyses of proposed projects. Upon approval from the TVRPD Board of Directors of the proposed project, the District Manager will oversee development of working drawings, including plot plans, landscape design, floor plans and specifications of all incorporated utilities. All drawings and specifications will be prepared in sufficient detail to allow for accurate cost estimation, bidding, and construction.

**Bidding and Construction**

Request for proposals and/or bids will be developed and advertised for construction projects and will be available to qualified construction firms.

It will be the responsibility of Operations Manager to ensure that all structural, plumbing, electrical and mechanical engineering is performed by properly registered firms. The Operations Manager will review all bids as submitted and recommend to the TVRPD Board of Directors for award, meet regularly with contractors to control and guide the work in progress, analyze all proposed modifications and recommend the appropriate course of action, attend all inspections of the work in progress and maintain thorough records on all phases of the project.



Chapter 10-400: Park-in-Lieu Fees (Quimby Fees)

Policy No: 10-400

Within the boundaries of Tehachapi Valley Recreation and Park District (TVRPD), it has been determined that the population growth resulting from *residential development* impacts the District’s ability to meet the park and recreational needs of the community.

The Park In Lieu Fees (Quimby Fees) provide a means of deeding land or collecting fees from residential developers that will mitigate the impact of new residential development by providing fees or land to assist in meeting parkland requirements established by governing planning documents. The current park acreage standard is 3 acres per 1,000-person population.

**Developer Requirements**

Developers are required to mitigate the impact of residential growth on the existing park system by means of one of the following:

* Donate land to provide parkland; or
* Pay a fee to provide parkland; or
* A combination of both of the above.

Tehachapi Valley Recreation and Park District determines the method by which this mitigation is provided.

**Process**

The requirement to mitigate the impact of residential growth on the existing park system is initiated by residential land divisions (tracts, parcel maps, or other land division mechanisms). The mitigation means must be acceptable to the District (dedication of land, payment of fees, or a combination of both).

Developers must initiate contact with TVRPD prior to recording a track, parcel map, or other land division mechanism to satisfy the mitigation requirements.

TVRPD planning staff directs the satisfaction of this requirement.

**Land Dedication**

If land is dedicated in lieu of payment of fees, a specific park site must be identified by TVRPD staff and the developer and accepted by the District’s governing body.

The requirement for land donation is 3 acres per 1,000-person population.

**Payment of Fees in Lieu of Land Dedication**

If fees will be collected in lieu of land dedication, the District Manager will calculate the fee based on the following formula:

Number of Buildable Lots or Housing Units

x Park Acreage Standard

x Fair Market Value

= Fee

The developer is required to provide an appraisal for the tract or parcel map land to establish the Fair Market Value. Fair Market Value may also be determined based on the purchase price of existing parkland that will serve the area.

All in lieu fees, whether paid in incorporated or unincorporated portions of Tehachapi Valley Recreation and Parks District, are paid directly to TVRPD.

Receipts and Certificates of Payment of Fees are given to the developer as proof that mitigation is met. The developer is responsible to provide this information to the County of Kern or City of Tehachapi as evidence that appropriate mitigation is satisfied.

**Combination of Land Dedication and Payment of Fees in Lieu of Land Dedication**

When a combination of fees and land is required, the net result is equivalent with the share of land or fees that would otherwise be received.



Chapter 10-500: Park Development Fees

Policy No: 10-500

Park Development Fees provide funding for new park development/construction.

**Developer Requirements**

A flat development fee is assessed to developers for each residential unit being built. Improvements to parkland may be provided by the developer in exchange for payment of development fees as approved by the District. Development on park sites should be commensurate with fees that would otherwise be required and at standards acceptable to TVRPD.

**Payment of Fees**

The Park Development Fee must be paid to the County of Kern, at the time of obtaining a building permit and before a certificate of occupancy can be received.

**Accounting of Park Development Fees**

The County sets up accounts for the fees from which Tehachapi Valley Recreation and Parks District may draw to finance development of park improvements to serve the residents.

**Adjustment of Fees**

This fee is periodically adjusted, usually annually, to reflect changes in the construction cost index.



Chapter 10-600: Naming TVRPD Parks and Facilities

Policy No: 10-600

The purpose of this policy is to establish a consistent rationale for the naming of parks and facilities owned by the District and to provide a sound basis for the management of information to the public.

**Definitions**

**Park:** A designated neighborhood, community or district park owned and titled to Tehachapi Valley Recreation and Park District.

**Facility:** A building or improvement installed or constructed on a District park for a specified recreation activity.

**Functional:** The action or activity normal to the type of proposed park or facility.

**Locational:** The place or position geographically where a park or facility may be situated in the District. Common reference could be to streets, tract names, community names or geographic features.

**Policy**

A park or facility name has long-range implications for its successful positioning in the minds of the public. Any name must have a rationale that helps the public identify its location in the District as well as the activities in the park and/or facility. The name must imply an easily understood and consistent identity.

* All parks and facilities are to be given names approved by the Board of Directors that have either a functional or locational basis.
* The suggestion of names is to be made by the staff to the Board after consideration of the park’s geographic location and intended dominant pattern of activity.

Within sixty (60) days of a park being deeded and recorded in the District’s name, the staff shall place suggested names as an information item on the Board agenda.

* The Board shall discuss the recommendations and after reaching a consensus, direct staff to place an action item on the next agenda for adoption of the park or facility name.
* Upon successful motion for the new name, all future District publications will carry reference to this park or facility as part of the District operations.
* After approval by the District, requested plaques, monuments, etc., shall be provided and paid for by the requesting party.
* By majority vote of the Board, an exception can be made to this policy based upon contractual obligations associated with land, monetary contributions to the District or other important considerations.