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Section 1: Overview

1-1 Stoughton Parks & Recreation Department Mission

The City of Stoughton seeks to provide a park and recreation system that future generations; preserve and protect the City's open space, water, and recreation program that is designed to enhance our quality of life.

1-2 Purpose

The purpose of this document is to provide direction to staff, landscape architects, and contractors in the design, construction, and maintenance of public parks, open space, trails, and recreation facilities in Stoughton.

1-3 Other Public Landscapes

Public parks are not the only landscapes which the Parks and Recreation Department may be concerned. Design, construction, and maintenance may be involved with a wide variety of public landscape. These landscapes may include trails, bikeways, greenways, and other open space. The appropriate sections of the guidelines shall be applied as necessary to these projects.

1-4 Applicability

Only improvements where Stoughton Parks and Recreation and Stoughton Public Works will assume operations and maintenance activities, or where maintenance and operation of city public landscape facilities will be provided by others, such as a homeowners association or a real estate management agency, under a maintenance agreement with the City of Stoughton, are subject to this design manual.

1-5 Construction and Planting Documents

The following formats shall be used when drawing public facility plans for the City of Stoughton. Unless otherwise noted below, these requirements apply to the cover sheet and all subsequent sheets.

- All sheets shall be drawn on a 24'' X 36'' (D) format sheet
- Scale of plans shall be 1'' = 20'(Engineer's)
- Include a North arrow and a graphics scale on each sheet
- Plans shall be submitted in a 24'' X 36'' (d) paper format sheet
- Upon final approval, submit As-Built record plans in an e-transmitted DWG, AutoCad drawing format, and PDF file format. Subsequent plan sets may in 11'' X 17'' (B) format. Scales must be consistent and accurate in all plan sizes.
- The Title Block on each sheet shall include the project name, the name of the street or area where the project is located, the name and phone number of project owner and landscape architect, and the name of the contact person for the project.
- Project name, submittal name (e.g. 65% Submittal), and submittal date shall be placed vertically along the upper right column of the project cover sheet (with the intent that all can be read when drawing are rolled up)
- The limits of work shall only include areas within the public right-of-way or public property that are to be maintained by Stoughton Parks and Recreation or Stoughton Public Works.
- The project landscape architect is responsible for verifying that the public facility, back-up, or median island geometries are the correct configuration, including "as-built" conditions as shown on city file drawings.

- A location map that clearly shows the project sire shall be placed on the project cover sheet. Major cross streets should be indicated on the location map. If there is more than one base sheet, include a key map on every sheet that shows the location of the work on that sheet in relation to the whole project.
- All plan sets shall include a base sheet identifying the locations of existing trees to be preserved, existing and proposed above and below ground utilities, easements, right-of-ways, street lights, traffic signals, and other facilities which occur within or adjacent to limits of work. Below ground utilities which may affect installations or plantings shall be "potholes" to determine accurate depth prior to the 65 percent plan submittal. The landscape architect shall determine the need for potholing.
- Project plans shall be prepared by, or under the supervision of, a licensed landscape architect. Final plan sheets must include the landscape architect's seal.

1-6 Design and Review Process for City Parks

The process described below is the typical sequence of reviews conducted with the City of Stoughton Parks and Recreation Department Parks and Recreation Director and the consultant. This process encompasses the majority of projects and will serve as a general framework for providing direction regarding the specifics of the design and construction documents. The outline below is the basic format and can be adapted as needed for special case scenarios. Private sector development, renovation, or special use areas should follow this process to the closest extent possible. Other services and procedures may be required depending on the scope of the project.

Nothing in this document shall be construed as a requirement or endorsement for the consultant to provide services for white they are not qualified or appropriately licensed. The consultant shall exercise their professional judgement regarding design specifics. All projects shall conform to local, state, and federal codes, laws, and ordinances.

1. Scoping/Programming Meeting – This meeting will occur during the scope and fee negotiation phase, and prior to the execution of a consultant's scope of services document. The Parks and Recreation Director will convey the basic program features and scope to the consultant. The City will also provide any available information regarding the sire. This information may include existing conditions, topographic surveys, easements, zoning, record drawings, special-use criteria, neighborhood, historic, and other site specific concerns.

2. Conceptual Plan Review – The consultant will prepare conceptual plans for this meeting with the Parks and Recreation Director. The intent at this time will be to review site conditions, including physical and social characteristics that may affect the design of the park. These conceptual plans will be sketch quality, fairly abstract diagrams that demonstrate the location, arrangement, size and spacing of site amenities and program elements. The intention is to identify the opportunities and constrains of various layouts and identify possible conflicts between the program and existing site conditions. The number of designs presented will be relative to the complexity of the site and program, at least two, but no more than five. (see "APPENDIX 1A: Pre-Design Checklist" on page___)

Commented [DG1]: Concept plan is the outcome of the pre-design meeting. This information is from the ABQ manual

3. Site Master Plan Review – The consultant will prepare schematic design drawings which will setup the preliminary arrangement of programmatic and physical components, including hardscape elements, accessibility, circulation, drainage, grades and slopes, planting scheme, furnishings, and play equipment. This is intended to be a collaborative process and based on the complexity of the project, there may be several iterations of schematic design solutions. The reviews may include sketch quality drawings or hardline drawings.

   Once a schematic design is resolved, the consultant shall prepare a final line drawing. If the project scope includes a public meeting, the consultant will prepare rendered presentation graphics. A budget work sheet with realistic cost estimates for any site improvements must be included with the plan.

4. Design Development/65% Construction Documents – The consultant will prepare a set of drawings that will create the framework for the final drawings and that start filling in the specifics of the design. A meeting will be held to review the progress of the 65% construction drawings, and will ascertain that the schedule and budget of the project is on track and intent of the design is being followed. The typical components of this submittal and the expectation of detail may be found in Section 2 of these guidelines.

   The consultant shall be familiar with the City of Stoughton Standard Specifications for Public Works Construction Latest Update, including Standard Drawings for construction details, and cite appropriate references in the plans as appropriate.

   Commented [DG2]: Do we have something like this?

   The consultant shall be familiar with the City of Stoughton Code of Ordinances.

5. 95% Construction Documents – The consultant will prepare and submit a set of construction drawings to the 95% complete stage. The drawings shall be prepared to a level that is considered biddable and buildable. A meeting will be held to review the submittal to ascertain that all details and specifications required are included in the drawings. This will allow the City to identify any particulars that need clarification or correction.

   A preliminary cost estimate shall also be prepared by the consultant at this stage.

   If the project will be publicly bid, the consultant shall prepare and submit a contract manual and associated bidding documents to the Parks and Recreation Director.

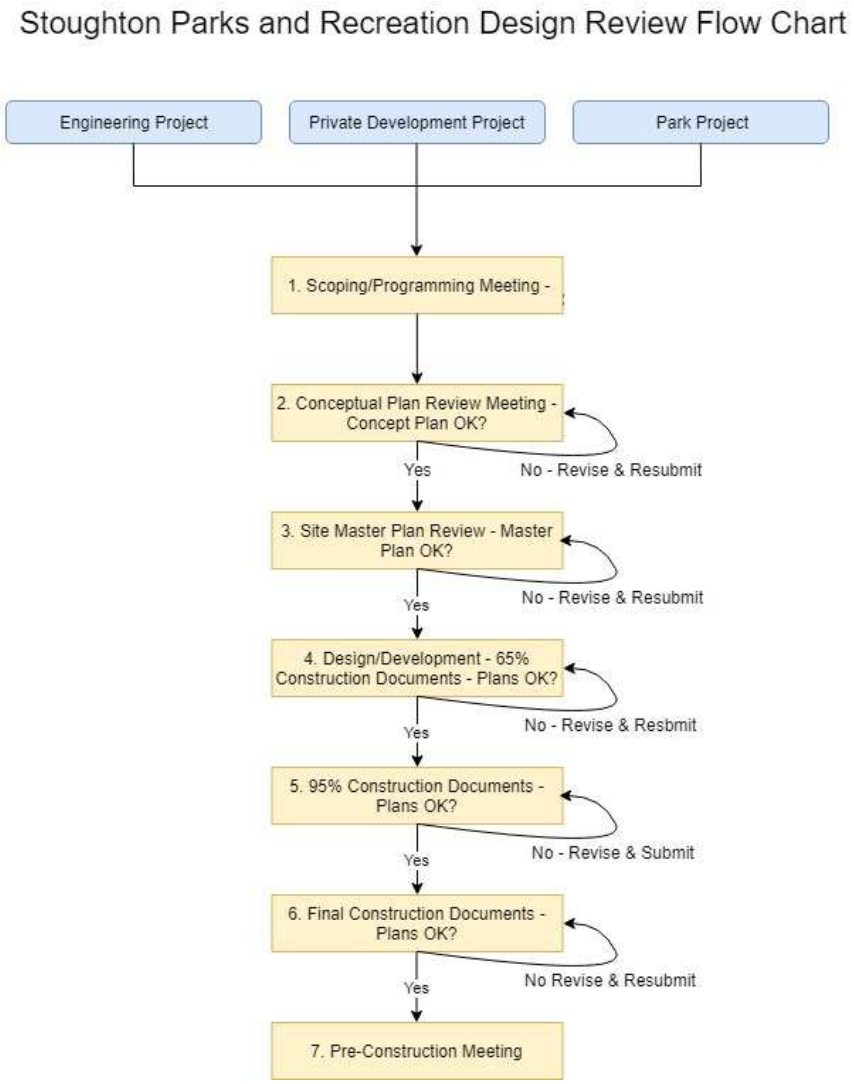
6. Final Documents for Construction Documents and Pricing/Bidding – After approval of the 95% plans, specifications and estimate, the consultant will prepare and submit final construction documents.

   Commented [DG3]:

   The consultant will coordinate the distribution of plan sets, participate in the pre-bid meeting, review the bids, prepare a bid tabulation, and a recommendation of award, and verify the contract and agreement documents.

7. Pre-Construction Meeting – Prior to the start of construction, all parties will meet to review the specifics of the construction process (see ""APPENDIX 1B: PRE-CONSTRUCTION MEETING CHECKLIST" on page ___").

1-7 Design Review Flowchart



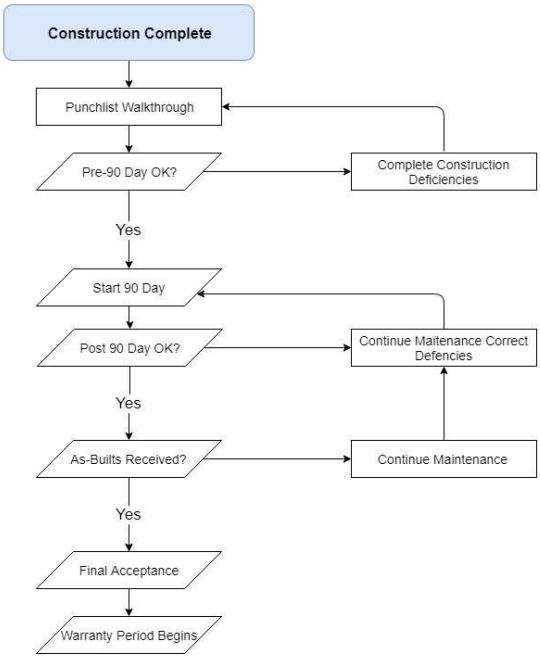
1-8 Project Inspection

The owner's representative will attend the initial pre-construction meeting. At the pre-construction meeting, the owner's representative will determine which inspection and approval processes will be required:

- Submittal review
- Weekly progress meetings
- Plan material delivery
- Initial and final grading
- Hardscape layout
- Plant layout and initial planting
- Final planting inspection
- 90-day maintenance inspection
- Post top day maintenance inspection
    - Warranty inspection
- Final acceptance

1-9 Maintenance Completion Flowchart

Stoughton Parks and Recreation Maintenance Completion Flow Chart



Section 3: General Park Considerations

3-1 Park Classifications

Mini Parks

Mini parks include specialized facilities that serve a concentrated population or specific group such as tots or senior citizens. Typical size is 1 acre or less but parks may be categorized as mini parks simply based on the type and quantity of facilities they offer.

Neighborhood Parks

Neighborhood parks are areas for multiple and sometimes intensive recreational activities. Facilities may include athletic fields, sports courts, playgrounds, skate parks, trails, picnic areas and splash pads. Typical size is between 3 to 10 acres.

Community Parks

Community parks are areas of diverse recreational activity and may include amenities such as athletic complexes, trails and large swimming pools. Community parks are typically 10 acres or larger but may vary depending on facilities offered.

Special-Use Parks

Special use parks are areas for specialized or single purpose recreational activities such as golf courses, campgrounds, nature centers and skate parks. They may also be used to designate areas that are primarily used as event space, gathering areas, expanded trail corridors or plaza space.

Conservancy, Open Space, and Natural Areas

Conservancy parks and natural areas are established for protection and management of the natural or cultural environment with recreational facilities as a secondary objective. Open spaces are areas that currently offer no recreational facilities but have been reserved as future active or passive park lands.

Trail Corridors

A linear park or trail corridor is an area designated for one or more modes of recreational travel such as hiking, biking, snowmobiling, etc.

National Recreation and Park Association Parkland Classification System

Component	Use	Service Area	Desirable Size	Acres/1,000 Population
A. Local/Close-to-Home Space				
Mini Park	Specialized facilities that serve a concentrated or limited population or specific group such as tots or senior citizens	Less than ¼ mile radius	1 acres or less	0.25 to 0.5A
Neighborhood Park	Areas for intense recreational activities, such as field games, court	¼ to ½ miles radius to serve a population up to	3-10 acres	1.0 to 2.0A

	games, crafts, playground areas, skating, picnicking, wading pools, etc.	5,000 (a neighborhood)		
Community Park	Areas of diverse environmental quality. May include areas suited for intense recreational facilities, such as athletic complexes and large swimming pools. May be an area of natural quality for outdoor recreation, such as walking, viewing, sitting, and picnicking. May be any combination of the above.	Several neighborhoods. 1 to 2-mile radius	10+ acres	5.0 to 8.0A
Total Local Space = 6.25 to 10.5 AC/1,000				
Component	**Use**	**Service Area**	**Desirable Size**	**Acres/1,000 Population**
B. Regional Space				
Regional/Metropolitan Park	Areas of natural or ornamental quality for outdoor recreation, such as picnicking, boating, fishing, swimming, camping, and trail uses; may include play areas.	Several communities. 1-hour driving time	200+ acres	5.0 to 10.0A
C. Space that may be Local or Regional and is Unique to Each Community				
Linear Park	Area developed for one or more varying modes of recreational travel, such as hiking, biking, snowmobiling, horseback riding, cross-country skiing, canoeing, and pleasure driving.	No applicable standard	Sufficient width to protect the resource and provide maximum use	Variable
Special Use	Areas for specialized or single purpose recreational activities, such as golf courses, nature centers, skate parks, marinas, zoos, conservatories, arboreta, display gardens, arenas, outdoor theaters, gun ranges, or downhill skill areas, or areas that	No applicable standard	Variable	Variable

	preserve, maintain, and interpret buildings, sites, and objects of archeological significance. Also, plazas or squares in or near commercial centers, boulevards, parkways.			
Conservancy	Protection and management of the natural/cultural environment with recreational use as a secondary objective.	No applicable standard	Sufficient to protect the resource	Variable

3-2 Aesthetics

3-3 Health, Safety, and Welfare

CTPED

3-4 Mental & Physical Benefits

3-5 Accessibility & Inclusion

3-6 Active and Passive Use

3-7 Maintenance

Section 4: Demolition & Preservation

4-1 Review Existing Site Furnishings & Materials

Assess site materials to be removed for possible reuse, recycling, or salvage. Identify any existing materials to be salvaged and the party responsible for delivery and storage.

Rationale: Certain existing items (furnishing, irrigation equipment, paving materials, play equipment, etc.) may be in a condition that allows them to be reused on-site or in other parks.

Review: Pre-design, DD, and 95% CD

Review the condition of existing site materials during the pre-design phase. Review specific recommendations during the design development and 95% construction document phases. Verify items and responsibility for delivery and storage, at the pre-construction meeting.

4-2 Review Existing Trees

Assess existing trees on site and designate trees to be preserved or be removed. Evaluate appropriate pruning for trees designated to remain.