



Memorandum

TO: PARKS AND RECREATION
COMMISSION

FROM: Nicolle Burnham

SUBJECT: PLANNING & DESIGN TOOLKIT

DATE: August 20, 2018

Approved

Date

INFORMATION

The Department of Parks, Recreation and Neighborhood Services will present the newly developed Planning & Design Toolkit. Staff presented an information report to the commission on October 4, 2017 (item VI. D. 2).

The presentation will focus on the following:

- Purpose of Toolkit
- Primary subject matter
- Intended audience
- Anticipated benefits
- Content development process
- Inter-agency coordination and review
- Relationship of Toolkit with local, state and federal guidelines

/s/

NICOLLE BURNHAM
Deputy Director
Department of Parks, Recreation
and Neighborhood Services

For questions, please contact Yves Zsutty, Trail Manager at (408) 793-5561.

Attachment: [Link](#) to Planning & Design Toolkit