

**TOWN OF GREENVILLE  
PARKS, RECREATION AND FORESTRY DEPARTMENT**

**Sports Complex Master Plan Update Process**

**2017**

**INTRODUCTION**

The purpose of this document is to outline and detail the process which will be followed for the review and update of the Master Plan for the Greenville Sports Complex. The following sections of this document set forth guidelines and details for the planning process.

**BACKGROUND**

The Greenville Sports Complex is a 77 acre parcel which was purchased by the Town of Greenville in 2004 for the purpose of developing a future athletic complex. The original Master Plan was completed in 2006 by Jim Beard along with an 11 member committee. In the 10 years since the plan was completed, two areas totally approximately 13 acres have been seeded in turf and are currently being used by the Fox Cities United Soccer Club. The existing farm buildings are in the process of being razed.

**AGENCY**

This plan is being prepared by the Town of Greenville Parks, Recreation and Forestry Department. The plan will be presented for approval to the Town of Greenville Parks Commission.

**CONTACT PERSON**

For questions regarding this document, please contact:

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## PROCESS

### A. PLANNING COMMITTEE

A committee will be formed to review and update the Sports Complex Master Plan. The planning committee consists of the following members:

- 2 – Park Commission Members
- 1 – Town Board Members
- 1 – Fox West YMCA Representative
- 1 – Director of Parks and Forestry
- 2 – Fox Cities United Soccer Club Representatives
- 1 – Civic Club Representative
- 2 – Greenville Youth Sports Representative
- 3 – Greenville Citizens

The purpose of the committee is to review and update the current master plan. The committee will look at changes to the property, current uses, projected uses and community needs to determine what updates need to be made to the plan.

### B. DATA COLLECTION

In order to assure that the plan is drafted according to the needs and interests of the community, the committee must use current data. This data may be collected from the following sources and methods:

Community wide survey: A survey may be used to assess the needs, interests and desires of the community. The purpose of this survey will be to help determine what services and facilities the community is interested in seeing developed with this park.

Public Hearing: A public hearing will be conducted as another means of collecting information from the community. Residents will have the opportunity to voice their ideas, interests and opinions. This meeting will be for the sole purpose of collecting information from the public and will not include a discussion on any specific ideas.

Committee Work Sessions: Several committee meetings will be held for the discussion of ideas and data. Decisions made at these meetings will also be used to update the Master Plan.

User Group Data: Data from user groups will be collected and used to project facility needs.

### C. MEETINGS

#### a. Kick-off Meeting

A project kick-off meeting with the Planning Committee will be conducted with the purpose of discussing the planning process, reviewing site information and data collection. The committee will also identify questions that need to be answered.

- b. Planning Committee Work Session 1  
The purpose of this meeting will be to review user group data and ideas from the committee members. A draft survey will be reviewed and approved for distribution.
- c. Public Hearing 1  
The purpose of the public hearing will be to generate and collect ideas from the community. Specific ideas will not be discussed at this meeting. The information will be collected and discussed at the second work session.
- d. Planning Committee Work Session 2  
The goal of this meeting will be to review the data collected and prioritize the needs and interests of the community. The committee will use this information to determine possible updates to the Master Plan.
- e. Planning Committee Work Session 3  
The purpose of this meeting will be to review and discuss the draft of the Master Plan update. The goal is to approve a Master Plan Update to be sent to public review.
- f. Public Hearing 2  
The draft of the Sports Complex Master Plan Update will be presented to the public for comment.
- g. Final Planning Committee Meeting  
The Committee will review comments from the public hearing to determine if any final changes need to be made to the plan. An approved final draft will be sent to the Park Commission for review and possible approval.
- h. Park Commission Meeting  
Presentation of the final draft of the Sports Complex Master Plan Update for review and possible approval.
- i. Town Board Meeting  
Review and possible approval of Sports Complex Master Plan Update.

D. TENATIVE TIMELINE

January 26<sup>th</sup> – Kick-off meeting

February – Planning Committee Work Session 1

March – Public Hearing 1

April – Public Survey

May – Planning Committee Work Session 2

June – Planning Committee Work Session 3

July – Public Hearing 2

July/August – Final Planning Committee Meeting

August – Park Commission Meeting

September – Town Board Meeting