

Date: February 2026

By: Sam Henry

Re: Dyer County Parks & Rec Study

Preliminary Project Timeline

Month 1 – Project Initiation & Existing Conditions (March)

Goals: Launch project, define scope, gather baseline data

Key Activities:

- Kickoff meeting with staff, elected officials, and advisory board
- Finalize project scope, goals, communication plan
- Conduct site visits to evaluate facility conditions and capacity (Week of 3/9 – 3/13)
- Collect and review:
 - Existing master plans & capital improvement plans
 - Program participation data
 - Demographic trends
- Existing maps of parks, facilities, trails, and service areas
- Develop public engagement strategy
- Draft online survey questions

Deliverables:

- Project Work Plan & Public Engagement Plan
 - Existing Conditions Memo
-

Month 2 – Community Engagement (April)

Goals: Gather broad community input

Key Activities:

- Launch **Online Community Survey** (4 weeks live)
 - Promote via social media, email lists, schools
- Hold **Public Meetings – Community Vision Workshop (4/6 – 4/7)**
 - Format: Open house + facilitated small group discussions
 - Focus: Strengths, challenges, unmet needs
- Possible stakeholder interviews:
 - Parks board members
 - Youth sports organizations
 - Senior groups

Deliverables:

- Public Meeting Summary
 - Mid-Survey Participation Update
-

Month 3 – Data Analysis & Needs Assessment (May)

Goals: Identify gaps and priorities

Key Activities:

- Close survey and analyze results
- Map service gaps (geographic + demographic)
- Identify:
 - Program gaps
 - Facility deficiencies
 - Future growth needs
- Comments from staff to validate findings

Deliverables:

- Community Needs Assessment Report
 - Survey Results Summary
-

Month 4-5 – Alternatives & Recommendations Development (June - July)

Goals: Develop actionable strategies

Key Activities:

- Draft recommendations for:
 - Park improvements
 - New park acquisition
 - Trail expansions
 - Facility upgrades
 - Program enhancements
- Develop 5-year & 10-year implementation framework
- Prepare concept maps (if applicable)

Deliverables:

- Draft Recommendations Framework
-

Month 6 – Final Plan & Adoption (August)

Goals: Finalize and adopt plan

Key Activities:

- Finalize:
 - Executive Summary
 - Implementation Matrix
 - Park Recommendations
- Present final plan to: (Week of 8/10 - 8/14)
 - Parks & Recreation Advisory Board
 - Planning Commission (if applicable)
 - City Council / Governing Body
- Adoption meeting

Deliverables:

- Final Parks & Recreation Study Document