

EXAMPLE: Bayview Park Master Plan Process Defined

Disclaimer: This example is provided solely to illustrate the level of detail expected in the final Bayview Park Master Plan, as well as in the development of the Master Plan process and timeline.

Current

- Two versions of a renovated Bayview Park were presented at the August 2025 Parks & Recreation Advisory Board (PRAB) meeting.
- Turf is being installed on the ballfield with new black fencing and dugouts (Phase 1- cost \$1,000,000)
- \$2,322,126 budgeted in the 25/26 budget towards Bayview Park in addition to the \$329,000 (remaining from the \$390,574) allocated for design services by Bender and Associates.
- Need to finalize the Master Plan so we can efficiently move forward.

Definition of a Completed Master Plan:

- A plan in which each element has a detailed program which includes details of that element, exact sizes, exact locations. (See Appendix A for examples of programs)
- A plan in which ALL phases are included so we can clearly see what is included within each phase.
- A plan that has been presented to the HARC board, Tree Commission Board and PRAB and obtained feedback and approval from all.
- A plan in which full construction plans and designs are prepared for EACH element, not just one part of a phase. This is essential so we can properly plan and budget for each phase.
- City Commission is presented with the plan above that includes all of the above and votes to move forward with said plan in the recommended phases.
- Finally, the approved plan is published with programs and annotated phases on the city website.

EXAMPLE: Process and Timeline Defined

Step 1 – December 2025

1. City Staff Brief Parks and Recreation board the timeline to completing the Master Plan including all elements described below.
2. Parks and Recreation Board give Keith feedback so he can continue to refine the master plan.

Why: Keep the process transparent and moving forward. Give Keith

feedback so he can continue to refine the master plan.

Goals:

1. Clarify how the master plan becomes finalized and the renovation will move forward. 2. PRAB Board members give pointed feedback on the master plan so Keith can develop programs for each element, confirm location, confirm size of each element. For example:

- 1. Request larger Dog Park than pictured in current Master Plan b/c people are used to utilizing the entire ball field as their dog park. Request it be along Truman rather than Virginia to keep it a safer distance from the small children play area.**

Step 2 – January 2026

City staff refine the master plan incorporating board feedback

Step 3 – February, 2026

City staff present updated plan to PRAB that includes confirmed locations, sizes and programs for each element with board feedback.

Why: Staff can produce a plan with incorporated feedback.

Goal: Produce a master plan with agreed upon locations, sizes and programs for each element.

Step 4 – February 2026

City staff present revised plan to HARC Commission (discussion item).

Why: Validate that design aligns with HARC guidelines.

Goal: Secure HARC confidence before moving forward.

Step 5 – February 2026

City staff present revised plan to Tree Commission (discussion item).

Why: Validate alignment with Tree Commission guidelines.

Goal: Secure Tree Commission confidence before moving forward.

Step 6 – March 2026

PRAB passes resolution recommending City Commission approval of the master plan and authorizing use of \$329,000 (already set aside) to Bender and Associates to draft full construction plans for each element.

Why: PRAB must formally recommend advancing the plan.

Goal: Pass Resolution recommending approval of the plan..

Step 7 – April 2026

City Commission passes resolution directing staff to engage Bender & Associates to create full construction plans for each element.

Why: Official authorization to move forward.

Goal: Finalize master plan, budget accurately, and begin planning construction.

Step 8 – June 2026

Complete construction plans for each element.

Why: Professional plans are required to issue RFPs and obtain bids for each element. **Goal:** Professional plans are produced so that accurate estimates can be obtained.

Step 9 – July 2026

Bender & Associates present updated master plan with construction plans + cost estimates + phases to PRAB.

Why: PRAB reviews, provides final feedback, and approves.

Goal: PRAB passes resolution advising City Commission to approve completed master plan.

Step 10 – August 2026

Bender & Associates present final master plan to City Commission.

Why: This is the final, complete plan with phases, costs, and consensus, Commissioners need to give final approval on all aspects of the master plan.

Goal: City Commission passes resolution and Phase 2 construction can begin in 2026 - master plan is published.

By August 2026, Bayview Park will have a final, approved master plan with construction plans and costs—ready for phased implementation.

**CITY OF KEY WEST
FY 25/26 CIP PROJECT DETAIL**

Project No: IS72012001
 Project Name: Bayview Park Renovations
 Location: Bayview Park Renovations
 Department: Engineering
 Account No: 101-7201-572-6300

Date: 04/01/25
 Contact: K. Brigg
 Project Start: 10/01/01
 Project Complete: 09/30/27
 Project Estimate: \$ 3,785,000
 Project Funding to Date: \$ 1,495,303

Project Description/Justification:

Bayview Park is an important historic landmark for Key West and the City would like to see the park brought back to life for visitors and our residents. Improvements include new sodding and landscaping, irrigation system, new sidewalks, move tennis courts to Truman Ave., new restrooms, tennis pro shop, install new basketball court, surf field, expand playground and new water park feature, and renovate bandstand.

Reasons for Funding Modification (if applicable):

Operating Impact:

Related Projects:

Project Phase Summary

Phase	Committed	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30
Design	\$ 390,574					
Tennis Courts	\$ 72,300					
Phase I	\$ 1,000,000					
Phase 2		\$ 2,322,126				
Total	\$ 1,462,874	\$ 2,322,126	\$ -	\$ -	\$ -	\$ -
						\$ 3,785,000

Funding Source Summary

Phase	Committed	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30
Fund 101	\$ 1,495,303	\$ 2,289,697				
Total	\$ 1,495,303	\$ 2,289,697	\$ -	\$ -	\$ -	\$ -
						\$ 3,785,000

Above: The 25/26 budget approved September 11, 2025 regarding Bayview Park.

APPENDIX A: EXAMPLE PROGRAMS

Disclaimer: This example is provided solely to illustrate the level of detail expected in the Bayview Park Master Plan BEFORE construction plans are created for each element.

A. Dog Park Program

- Total Size: 4,500 sq. ft. divided into two sections
 - 1,000 sq. ft. for small dogs
 - 3,500 sq. ft. for large dogs
- Features:
 - 4-ft black fence with double-gated entries for each section
 - One dog waste station per section
 - One hose spigot for fresh water/dog rinse per section
 - Two benches under shaded trees in each section
 - 6-ft high landscape hedge along street side (required by HARC)
- Objective: Provide a safe, shaded, community-oriented space for dogs and owners that reflects current user patterns.

B. Playground Program

- Accessibility: Fully inclusive design for children of all abilities
- Features:
 - Wheelchair swing set
 - Wheelchair-accessible merry-go-round
 - Rubberized safety surfacing
 - ADA-compliant ramp access
- Purpose: Ensure children with disabilities and residents of the MARC House can enjoy an accessible play space within the community.
- Ensure there is sufficient shade over entire structure

C. Basketball Court Lighting Program

- Install directional light shields (“eyebrows”) to prevent glare and light spill into resident homes across the street
- Objective: Enhance recreation while preserving neighborhood quality of life.

D. Open Space Program

- Keep the remainder of the park natural - no artificial grass according to the wishes of an overwhelming amount of residents and tax payers.
- Commitment to stop driving on the grass, as it damages the turf and makes the park look poorly maintained.

E. Splash Pad Program

- Total Size: 3,500 sq. ft.
 - Design Layout:
 - Left Circle: 60-ft diameter (2,827 sq. ft.), matching Truman Waterfront size but with improved system and two slides on main structure
 - Right Circle: 30-ft diameter (707 sq. ft.) toddler zone with one toddler slide under a waterfall mushroom and one 10-ft water trough for boat play
 - Overall Dimensions: 85 ft wide × 60 ft deep
 - Special Features:
 - LED-lit ground sprays for safe nighttime play
 - Located within 200 ft of restroom facilities
 - Four covered picnic tables around exterior fence for birthday parties
 - Eight benches within fenced splash pad area
 - Four-foot black perimeter fence
 - Potential Automated entry kiosk: free for residents, \$10/day for tourists
 - Preserve or re-site large Mahogany tree as feasible
 - HARC-required landscape hedge along Virginia Street to screen playground and splash pad
 - Design Reference: Layout inspired by Truman Waterfront splash pad with updates for improved functionality.
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- ***DECISION Point with Tree Commission: Build around the large Mahogany Tree, or remove tree due to constant leaf mess.***



Image: design with left 60 ft. diameter, similar size to Truman splashpad, Right 30 ft. diameter with baby slide and trough



Image: Truman Splash Pad



LED ground sprays to promote play after dark

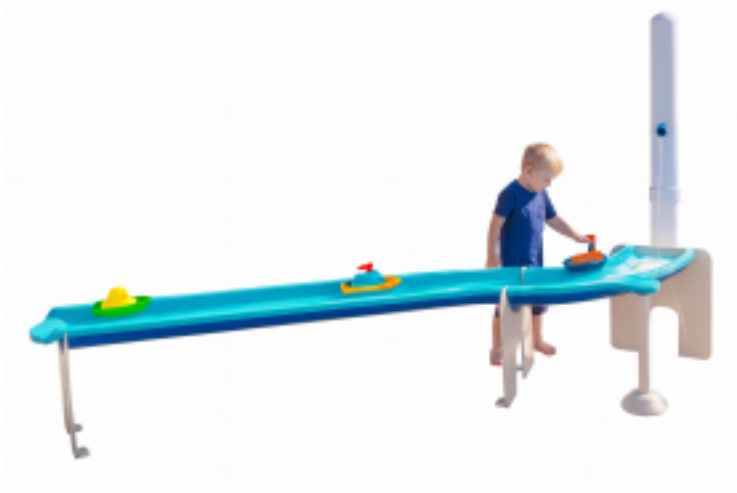


Image: close up - trough



Image-covered picnic table to surround exterior of