

Bureau of Engineering

Special Order

October 4, 2004

Special Order No. 006-1004

To All: Deputy City Engineers
Senior Managers
Group Managers

Subject: **HIGHWAY DEDICATION FOR RECREATION AND PARKS PROJECTS**

The following Special Order is the result of cooperation between the Bureau of Engineering (BOE) and the Department of Recreation and Parks (DRP), for routine building and/or "B" or equivalent permits to be issued when highway dedication is involved, for DRP projects. The Special Order is issued due to the fact that the only authority which can approve the dedication, or assure future dedication, of dedicated park property, is the Board of Recreation and Parks Commissioners.

1. **Dedication With Improvements**

When street improvements are required for access to a new or existing park facility and construction is fully funded, DRP staff will recommend, by a Board Report, that the Board of Recreation and Parks Commissioners dedicate the necessary right-of-way.


2. **Dedication Without Improvements (R3 Ordinance)**

When a dedication without a requirement for street or sidewalk improvements would normally be requested by BOE, the entire park frontage may be identified by BOE on its' maps with appropriate notation that: "A required dedication will be obtained in the future. A building setback requirement of xx feet shall be applied." This means that any development of parks, including required parking, front yard setback and other building code requirements shall be designed and constructed so as not to encroach beyond the setback line. In other words, the facility shall be designed and constructed so as to be in full compliance in the future should a highway dedication be obtained from DRP and street improvements finally be constructed.

3. **Existing Street And Discretionary Actions Without Improvements**

In cases where a street is existing, and the half-street improvements are not required (2 feet or less), BOE will not require additional dedication of park land at this time, but will provide appropriate notation on its maps for a future dedication and setback line as in Item 2 above. In the case of the development of a new or expanded park facility where street improvements currently exist, but have been constructed on park property without the benefit of an actual street dedication, BOE will provide a request for an easement or dedication of the existing street, on park land, from the DRP Board. Such a request must be accompanied by a legal description and a map of the existing improvements.

(NLD WHH CWR BMS)

PPK/BMS/NLD/IJ/bas SO No. 006-1004	Approved By:  Gary Lee Moore, P.E., City Engineer
---	---