

Trail Planning Workshop - Toolkit

National Park Service
Rivers, Trails and Conservation Assistance Program

Produced by Russell Clark



About the Author

This Trail Planning Toolkit was developed by Russell Clark, a project manager for the National Park Service – *Rivers, Trails and Conservation Assistance* program. The idea for the toolkit developed when Russell Clark, coordinating three multi-county trail planning projects and 10 workshops in fewer than three months, needed a consistent process for collaborating with multiple partners and gathering large amounts of information from community members and trail user groups.

It's within this context that Russell Clark designed this step-by-step guide for communities, partners and local jurisdictions to use in developing and implementing a trail planning workshop. Included are tools to help workshop participants identify community assets, establish trail priorities and brainstorm ideas for future linkages.

"If the toolkit helps get someone through the process easier, I've done my job. Ultimately, it's intended to get someone through the process of planning consistently and efficiently." – Russell Clark

About the NPS - Rivers, Trails and Conservation Assistance program

The *Rivers, Trails and Conservation Assistance* program is driven by the mission of the National Park Service to conserve natural and cultural resources and promote outdoor recreation in collaboration and partnership with communities.

National Park Service Mission

The National Park Service preserves unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations. The park service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world.

Implementing the NPS Mission

The *Rivers, Trails and Conservation Assistance* program helps carry out the National Park Service's mission by supporting community-led outdoor recreation and conservation projects for the benefit of all Americans.

Trail Planning Workshop – Toolkit

National Park Service – Rivers, Trails and Conservation Assistance program

Toolkit Contents

1. Workshop Preparation Check List
2. GIS Base Map Information Check List
3. Workshop Supplies Check List
4. Workshop Agenda Outline
5. Guidelines for Trail Focus Group Champions
6. Trail Focus Group Sign & Instructions
7. Trail Focus Group Table Setup
8. Workshop Process

Step 1. SWOT Analysis

- Peel-Off Sheet Colored Dots (● Strength, ● Weakness, ● Opportunity, ● Threat)

Step 2. Identify Community Assets

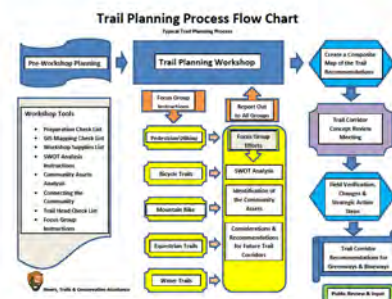
- Peel-Off Symbols Sheet (Custom sheet of icons for each Trail Focus Group)
 - Bicycle Touring
 - Equestrian
 - Hiking
 - Historic Routes
 - Mountain Bike
 - Water/Paddle
 - Off Highway Vehicle

Step 3. Connect the Community

- Marker color for each trail type
- Trailhead Facilities Check List

Step 4. Share Recommendations

9. PowerPoint Presentation Template (Explains the Four Step Planning Process)
10. Collected Information Matrix & Template
11. Composite Map of Trail Recommendations
12. GIS Master Plan & Trail Recommendations Matrix Template
13. Trail Planning Workshop Process Flow Chart
14. Appendix A: Additional Trail Focus Group Signs & Instructions



Trail Planning Workshop - Preparation Check List

The following committees and tasks will help the project partners to plan and prepare for a Community Trail Planning Workshop.

Workshop Planning

- ☐ Identify and select the workshop location
- ☐ Identify and select potential workshop dates (Preferred and alternate dates)
- ☐ Identify the workshop time frame (Start and finish time)
- ☐ Prepare a Draft Workshop Agenda
- ☐ Identify who should present background information on the study area
 - ☐ Planning staff
 - ☐ Regional planning agency
 - ☐ County or City Officials
 - ☐ Trail User Groups, etc.
- ☐ Contact and confirm potential speakers/presenters (Identify time limits for presentations)

Community Outreach

- ☐ List of stakeholders to invite
 - ☐ Create the list with contact information
- ☐ Methods of outreach
 - ☐ Email invitation
 - ☐ Personal phone calls to key stakeholders
- ☐ Workshop advertising
 - ☐ Prepare a News Release
 - ☐ Community Information Resources
 - ☐ Links to existing community websites
 - ☐ Facebook, etc.

Youth Involvement

- ☐ Determine how to outreach to schools or youth organizations in the study area (Grade school to college)
- ☐ Coordinate with other committees
- ☐ Contact youth group leaders once the date, time and location have been determined

Workshop Refreshments & Sponsors

- ☐ Seek potential sponsors for the workshop to cover the cost of refreshments and lunch
- ☐ Create a list for the refreshments and lunch
- ☐ Identify the projected cost per person



Trail Planning Workshop – Toolkit

GIS Base Map Information Check List

Work with the county or regional planning agency to create the GIS Base Map for the Trail Planning Workshop. The recommended scale of the map for a county is 1" = 1 mile or larger if possible. This will depend on the size of the county. Also provide enlarged scales of the cities within the county on the same map sheet or a separate sheet.

GIS Map Information

- Federal Roads
- State Roads
- County Roads
- Creeks, Rivers and Lakes
- Rail Roads (Active and inactive)
- Cities & Crossroads Communities
- All Federal, State and County Ownership (Public Land)
- Wildlife Management Areas
- Schools
- Flood Plains
- Utility Corridors
- Land Conservancy Areas/Preserves
- Existing Trails (Hiking, Biking, Mt. Biking, Equestrian, etc.)
- Share the Road Routes

Note:

Provide one set of maps (Cities and County) for each of the Trail Focus Groups (Hike/Pedestrian, Bicycle Touring, Mt. Biking, Equestrian, Water Trail, Historical Routes, etc., plus one set of maps to save for the Composite Map base.)



Trail Planning Workshop Supplies & Tools Check List

The following lists identify the recommended supplies and equipment for a Trail Planning Workshop.

Workshop Supplies & Tools List

Supplies	Total
Workshop Directional Signs (Guides for meeting participants to find the workshop)	Varies
Sign-In Sheets	5
Name Tags	75
Sharpie Markers	4
Easels	4
Flip Charts	4
Highlight Markers	Box
Tape (Clear and Drafting Tape)	1 each
LCD Projector and Screen for Laptop PowerPoint Presentations	1 each
Tables and Chairs (Focus group tables for up to 10 people)	5 groups min
GIS Maps of the Study Area (May need enlarged city maps of the cities in the study area)	1 each/group
Camera	1
Refreshments table and trash can	1 each
Light food and drinks, ice	Varies

Trail Focus Groups Table Supplies List (For each of the Trail Focus Groups)

Supplies	Per Focus Group	Total
Pencils	5	25
Pens	2	10
Highlighter Markers (Colors vary by Trail Focus Group)	3	15
Thin Markers	6	30
Post-it Note Pads (3x3)	1	5
Small Post-It-Note Pads (1x1)	1	5
Spiral Notebook (8 1/2x11) – Different color notebook for each Focus Group table. To be used to record the ideas and recommendations for each of the workshops by Focus Group	1	5*
Peel-off Map Symbols Sheet (Specific to each Trail Focus Group)	2	10*
Dots for SWOT (Blue, Yellow, Green, Red - ¼" dia.)	½ Sheet	5*
Trailhead Recommendations Check List	4= 2 Sheets	10 Sheets*
Trail Champion Guidelines (One for each Focus Group)	1	5*

* There may be other potential Trail Focus Groups included in a workshop such as: Historical Routes, Off-Highway Vehicles (OHV), Motor Routes (Car and Motorcycle), etc. If additional Focus Groups are included increase the amount of supplies accordingly.



Project Name Trail Planning Workshop - Agenda Outline

Date, Place & Time

(customize this Agenda Outline to your project needs)

I. Welcome, Introductions & Meeting Purpose

II. Share Background Information on the Study Area

- a. Study Area & Trail Planning Considerations
- b. Existing Trails and Planning Efforts
- c. Regional Goals
- d. Trail Town Opportunities

Presenters:

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III. Break

IV. Trail Focus Groups Breakout

- a. Trail Focus Group Champions
- b. Breakout Groups

- i. Hiking/Pedestrian
- ii. Bicycling
- iii. Equestrian
- iv. Mountain Biking
- v. Blueway/Paddling
- vi. Historical Routes

Trail Focus Group Champions

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Hiking

Bicycling

Equestrian

Mt. Biking

Blueway/Paddling

Historical Routes

c. Overview of the process and instructions (4 Steps)

- i. SWOT Analysis
- ii. Identify Community Assets
- iii. Connecting the Community
- iv. Sharing Recommendations

d. Report Back from the Trail Focus Groups

- i. Identify the top three recommendations or priorities
- ii. Present the Trail Focus Group's recommendations to all of the meeting participants

V. What we have Learned

- a. Summarize the Recommendations and Opportunities of the Workshop

VI. Next Steps of the Trail Planning Process

- a. Create a Composite Map of the Greenway & Blueway Trails Recommendations
- b. Review Meeting of the Composite Map Greenway & Blueway Trails Recommendations
 - i. Review Meeting (Date, time and location)

VII. Adjourn



Trail Planning Workshop

Guidelines for the Trail Focus Group Champions

Trail Focus Group Champion

- One champion is needed for each of the trail focus groups (Committee member or volunteer)
 - Hiking/Pedestrian
 - Bicycle
 - Mountain Biking
 - Equestrian
 - Water/Paddle
 - Historical Routes
 - Other
- Prefer to have the same Champion for the same Focus Group at all of the proposed Workshops scheduled for the project, if possible.

Tasks

- Coach the group in the following four steps:
 - SWOT Process
 - Identify Community Assets
 - Connecting the Community
 - Sharing Recommendations
- Encourage everyone In the group to participate
- Capture the shared information/recommendations
 - Post-It Notes
 - Notebook for notes (Color coded by trail type color for each Focus Group)
 - Please record the information shared in the notebook
 - SWOT Analysis
 - Community Assets
 - List of Proposed Trail Recommendations
 - Record the TOP 3 RECOMMENDATIONS of the group
 - Please label all maps, notes, etc. with the title for the Focus Group (Hike, Equestrian, Bicycle Touring, Mt. Bike, etc.)
- Request the group to assign a spokesperson or team to present the recommendations
- Ask the group to identify their top 3 recommendations and include them in your notes
- Make sure that all of the post-it-notes are secured to the base map
- At the end of the workshop turn in the notebooks, notes and maps to the workshop facilitators
- Be prepared to share the information and recommendations after the workshops with the Steering Committee and the National Park Service -Rivers, Trails & Community Assistance Staff so they can prepare a composite map of the trail corridor recommendations and the information matrix from all of the Trail Focus Groups that participated at the Workshops. This is often a separate meeting soon after the Trail Planning Workshops are completed.



Trail Planning Workshop – Toolkit

Trail Focus Group Table Sign & Instructions

- ☐ Use the template provided and change the title (name of focus group) to identify each of the Trail Focus Groups in the workshop.
- ☐ Provide a double sided sign and instructions for each Trail Focus Group table.
- ☐ The sign and instructions identify the Trail Focus Group table location and it will provide a quick reference for the workshop planning process participants.

HIKING TRAIL OPPORTUNITIES

Trail Focus Group Instructions

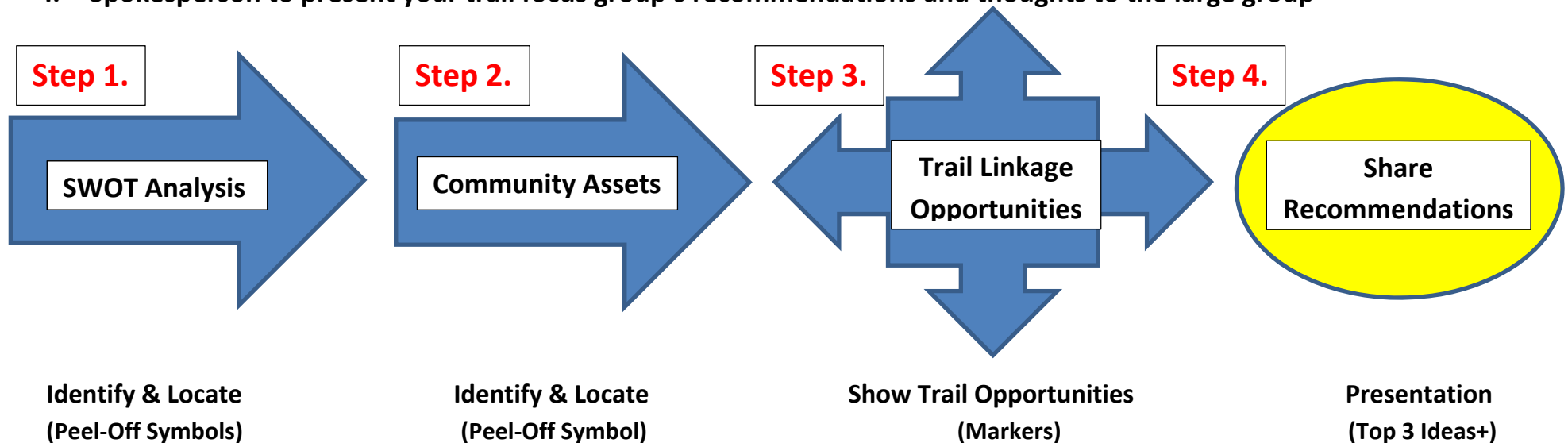
- Apply your creative imagination and local knowledge - Have Fun!
- Identify community assets that should be linked with trails (Parks, natural areas, schools, neighborhoods, businesses, etc.) Use the Peel-Off Symbols, place them on the maps to locate the community assets and label them.
- Identify potential hazards/concerns for your trails by placing a red dot to locate the hazard/concern and label them.
- Discuss and brainstorm ideas for potential trails to link the existing community assets and known existing trails
- Show where proposed trails could be considered with the markers on the maps
- Use the post-it notes to identify additional ideas, opportunities or concerns and place them on the maps
- Please show all of your recommendations on the maps where possible
- Please identify (Note pad) what additional information you would like to know to do a better job of trail planning
- Spokesperson to present your trail focus group's recommendations and thoughts to the large group



(ADD FOCUS GROUP TITLE HERE) TRAIL OPPORTUNITIES

Trail Focus Group Instructions

- A. Apply your creative imagination and local knowledge - Have Fun!
- B. Identify community assets that should be linked with trails (Parks, natural areas, schools, neighborhoods, businesses, etc.) Use the Peel-Off Symbols, place them on the maps to locate the community assets and label them.
- C. Identify potential hazards/concerns for your trails by placing a red dot to locate the hazard/concern and label them.
- D. Discuss and brainstorm ideas for potential trails to link the existing community assets and known existing trails
- E. Show where proposed trails could be considered with the markers on the maps
- F. Use the post-it notes to identify additional ideas, opportunities or concerns and place them on the maps
- G. Please show all of your recommendations on the maps where possible
- H. Please identify (Note pad) what additional information you would like to know to do a better job of trail planning
- I. Spokesperson to present your trail focus group's recommendations and thoughts to the large group

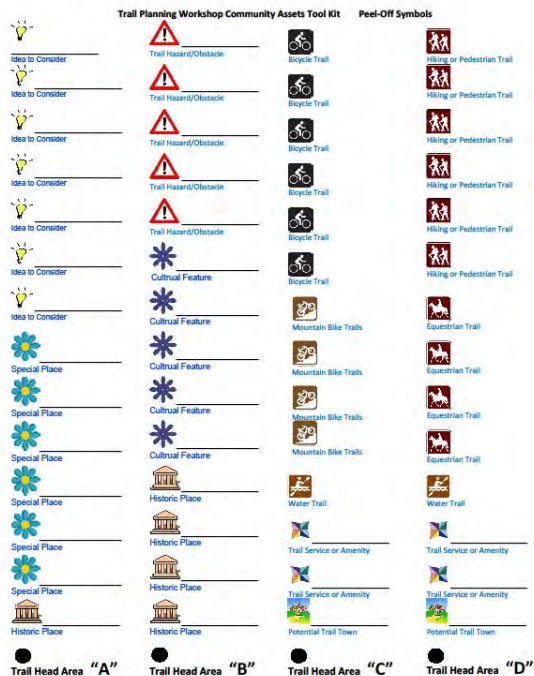


Trail Focus Group Process

Step 2. Identify Community Assets

This is an opportunity to identify what makes your community unique by identifying the existing cultural and natural resources, special places, places of historical significance, and potential ideas to consider for trail planning. Please share and capture your knowledge of the study area by placing and identifying the peel-off symbols provided onto the base maps.

Mapping Peel-Off & Stick Symbols (Community Assets - What is Here and Where?)



Please use the peel-off symbols on the attached sheets to identify the following elements on the Base Map and record the names in the notebook:

- Cultural Features
- Historical Features
- Special Places
- Services/Businesses
- Potential Trail Towns
- Ideas to Consider
- Potential Trail Hazards
- Trailhead Locations

Please use the trail symbols on the attached sheets to identify your recommended trails, amenities and Trail Head Locations in **Step 3. Connect the Community.**

Clear Peel-Off Symbols Sheet

A customized Peel-Off Symbols sheet is provided for each of the Trail Focus Groups Tables.

Note:

Provide one or two sheet of clear peel-off and stick symbols for each of the Trail Focus Groups

(Hike/Pedestrian, Bicycle Touring, Mountain Biking, Equestrian, Water Trail, Historical Routes, OHV, etc.)

Use the master copy provided to make the peel-off symbols on the AVERY No. 5667 - Clear, Easy Peel, Return Address Labels



Bicycle Touring - Peel-Off & Stick Symbols



Idea to Consider



Idea to Consider



Idea to Consider



Idea to Consider



Special Place



Special Place



Special Place



Special Place



Special Place



Special Place



Historic Place



Historic Place



Historic Place



Share the Road



Trail Hazard/Obstacle



Trail Hazard/Obstacle



Trail Hazard/Obstacle



Trail Hazard/Obstacle



Cultural Feature



Cultural Feature



Cultural Feature



Cultural Feature



Cultural Feature



Cultural Feature



Historic Place



Historic Place



Historic Place



Share the Road



Bicycle Trail



Bicycle Trail



Bicycle Trail



Bicycle Trail



Bicycle Trail



Bicycle Trail



Share the Road



Share the Road



Share the Road



Share the Road



Share the Road



Share the Road



Share the Road



Share the Road



Bicycle Trail



Bicycle Trail



Bicycle Trail



Bicycle Trail



Bicycle Trail



Bicycle Trail



Mountain Bike Trails



Equestrian Trail



Hiking or Pedestrian Trail



Water Trail



Trail Service or Amenity



Trail Service or Amenity



Trail Service or Amenity



Trail Service or Amenity



Trail Head "A"



Trail Head "B"



Trail Head "C"



Trail Head "D"

Equestrian - Peel-Off & Stick Symbols

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Idea to Consider	
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Idea to Consider	
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Idea to Consider	
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Idea to Consider	
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Special Place	
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Special Place	
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Historic Place	
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Historic Place	
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Bridge	
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Trail Service or Amenity	
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Potential Trail Town	
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Trail Head "A"	

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Trail Hazard/Obstacle	
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Trail Hazard/Obstacle	
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Trail Service or Amenity	
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Potential Trail Town	
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Trail Head "B"	

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Equestrian Trail	
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Equestrian Trail	
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Equestrian Trail	
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Equestrian Trail (Existing)	
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Equestrian Trail (Existing)	
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Trail Service or Amenity	
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Potential Trail Town	
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Trail Head "C"	

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Equestrian Trail	
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Equestrian Trail	
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Equestrian Trail	
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Equestrian Trail (Existing)	
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Equestrian Trail (Existing)	
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Mountain Bike Trails	
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Bicycle Trail	
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Hiking or Pedestrian Trail	
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Water Trail	
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Trail Service or Amenity	
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Trail Service or Amenity	
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Trail Service or Amenity	
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Trail Service or Amenity	
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Potential Trail Town	
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Potential Trail Town	
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Trail Head "D"	

Hiking - Peel-Off & Stick Symbols

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Idea to Consider	
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Idea to Consider	
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Idea to Consider	
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Idea to Consider	
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Special Place	
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Special Place	
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Historic Place	
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Historic Place	
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Shared Trail	
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Trail Service or Amenity	
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Potential Trail Town	
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Trail Head "A"	

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Trail Hazard/Obstacle	
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Trail Hazard/Obstacle	
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Trail Hazard/Obstacle	
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Trail Hazard/Obstacle	
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Cultural Feature	
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Shared Trail	
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Trail Service or Amenity	
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Potential Trail Town	
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Trail Head "B"	

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Hiking or Pedestrian Trail	
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Hiking or Pedestrian Trail	
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Hiking or Pedestrian Trail	
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Hiking or Pedestrian Trail	
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Hiking or Pedestrian Trail	
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Existing Hiking Trail	
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Shared Trail	
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Trail Service or Amenity	
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Potential Trail Town	
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Trail Head "C"	

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Hiking or Pedestrian Trail	
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Hiking or Pedestrian Trail	
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Hiking or Pedestrian Trail	
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Hiking or Pedestrian Trail	
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Equestrian Trail	
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Mountain Bike Trails	
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Bicycle Trail	
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Hiking or Pedestrian Trail	
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Water Trail	
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Trail Service or Amenity	
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Trail Service or Amenity	
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Trail Service or Amenity	
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Trail Service or Amenity	
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Trail Service or Amenity	
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Trail Service or Amenity	
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Potential Trail Town	
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Trail Head "D"	

Historic Routes - Peel-Off & Stick Symbols

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Idea to Consider	
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Special Place	
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Historic Place	
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Trail Service or Amenity	
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Potential Trail Town	
	Trail Head "A"

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Trail Hazard/Obstacle	
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Trail Hazard/Obstacle	
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Trail Hazard/Obstacle	
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Trail Hazard/Obstacle	
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Cultural Feature	
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Historic Place	
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Trail Service or Amenity	
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Potential Trail Town	
	Trail Head "B"

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Trail Service or Amenity	
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Potential Trail Town	
	Trail Head "C"

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Historic Route	
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Historic Route	
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Mountain Bike Trails	
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Hiking or Pedestrian Trail	
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Equestrian Trail	
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Bicycle Trail	
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Hiking or Pedestrian Trail	
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Water Trail	
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Trail Service or Amenity	
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Trail Service or Amenity	
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Trail Service or Amenity	
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Trail Service or Amenity	
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Potential Trail Town	
	Trail Head "D"

Mt Bike - Peel-Off & Stick Symbols

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Idea to Consider	
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Idea to Consider	
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Trail Service or Amenity	
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Potential Trail Town	
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Trail Head "A"	

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Trail Hazard/Obstacle	
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Trail Hazard/Obstacle	
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Trail Hazard/Obstacle	
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Trail Hazard/Obstacle	
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Cultural Feature	
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Historic Place	
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Shared Trail	
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Shared Trail	
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Trail Service or Amenity	
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Potential Trail Town	
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Trail Head "B"	

	_____
Mountain Bike Trail	
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Mountain Bike Trails	
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Mountain Bike Trails	
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Mountain Bike Trails	
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Mountain Bike Trails	
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Existing Mt. Bike Trails	
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Existing Mt. Bike Trails	
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Existing Mt. Bike Trails	
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Pump Track Park	
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Pump Track Park	
	_____
Pump Track Park	
	_____
Pump Track Park	
	_____
Pump Track Park	
	_____
Trail Service or Amenity	
	_____
Potential Trail Town	
	_____
Trail Head "C"	

	_____
Mountain Bike Trails	
	_____
Mountain Bike Trails	
	_____
Mountain Bike Trails	
	_____
Mountain Bike Trails	
	_____
Mountain Bike Trails	
	_____
Hiking or Pedestrian Trail	
	_____
Equestrian Trail	
	_____
Bicycle Trail	
	_____
Hiking or Pedestrian Trail	
	_____
Water Trail	
	_____
Trail Service or Amenity	
	_____
Trail Service or Amenity	
	_____
Trail Service or Amenity	
	_____
Trail Service or Amenity	
	_____
Trail Service or Amenity	
	_____
Trail Service or Amenity	
	_____
Trail Service or Amenity	
	_____
Trail Service or Amenity	
	_____
Potential Trail Town	
	_____
Trail Head "D"	

Water Trail - Peel-Off & Stick Symbols

	Idea to Consider
	Idea to Consider
	Idea to Consider
	Idea to Consider
	Special Place
	Special Place
	Special Place
	Special Place
	Special Place
	Special Place
	Special Place
	Historic Place
	Historic Place
	Historic Place
	Boat Ramp
	Boat Ramp
	Boat Ramp
	Canoe/Kayak Rentals
	Trail Service or Amenity
	Potential Trail Town
	Trail Head "A"

	Trail Hazard/Obstacle
	Trail Hazard/Obstacle
	Trail Hazard/Obstacle
	Trail Hazard/Obstacle
	Cultural Feature
	Cultural Feature
	Cultural Feature
	Cultural Feature
	Cultural Feature
	Cultural Feature
	Cultural Feature
	Historic Place
	Historic Place
	Historic Place
	Boat Ramp
	Boat Ramp
	Boat Ramp
	Canoe/Kayak Rentals
	Trail Service or Amenity
	Potential Trail Town
	Trail Head "B"

	Water Trail
	Water Trail
	Access Site
	Access Site
	Access Site
	Access Site
	Access Site
	Access Site
	Access Site
	Access Site
	Access Site
	Access Site
	Access Site
	Access Site
	Boat Ramp
	Boat Ramp
	Boat Ramp
	Canoe/Kayak Rentals
	Trail Service or Amenity
	Potential Trail Town
	Trail Head "C"

	Water Trail
	Water Trail
	Access Site
	Access Site
	Access Site
	Access Site
	Mountain Bike Trails
	Equestrian Trail
	Hiking or Pedestrian Trail
	Bicycle Trail
	Trail Service or Amenity
	Trail Service or Amenity
	Trail Service or Amenity
	Trail Service or Amenity
	Trail Service or Amenity
	Trail Service or Amenity
	Trail Service or Amenity
	Trail Service or Amenity
	Trail Service or Amenity
	Potential Trail Town
	Trail Head "D"

Off Highway Vehicle Trails - Peel-Off & Stick Symbols



Idea to Consider



Idea to Consider



Idea to Consider



Idea to Consider



Special Place



Special Place



Special Place



Special Place



Special Place



Special Place



Historic Place



Historic Place



Historic Place



Historic Place



Bridge



Bridge



Bridge



Shared Trail



Trail Service or Amenity



Potential Trail Town



Trail Head "A"



Trail Hazard/Obstacle



Trail Hazard/Obstacle



Trail Hazard/Obstacle



Trail Hazard/Obstacle



Cultural Feature



Cultural Feature



Cultural Feature



Cultural Feature



Cultural Feature



Cultural Feature



Historic Place



Historic Place



Historic Place



Historic Place



Bridge



Bridge



Bridge



Shared Trail



Trail Service or Amenity



Potential Trail Town



Trail Head "B"



Off Highway Vehicle Trail



Off Highway Vehicle Trail



Off Highway Vehicle Trail



Off Highway Vehicle Trail



Existing Off-Road
Vehicle Trail



Existing Off-Road
Vehicle Trail



Existing Off-Road
Vehicle Trail



Existing Off-Road
Vehicle Trail



Existing Off-Road
Vehicle Trail



Existing Off-Road
Vehicle Trail



Existing Off-Road
Vehicle Trail



Existing Off-Road
Vehicle Trail



Existing Off-Road
Vehicle Trail



Existing Off-Road
Vehicle Park



Existing Off-Road
Vehicle Park



Existing Off-Road
Vehicle Park



Existing Off-Road
Vehicle Park



Trail Service or Amenity



Potential Trail Town



Trail Head "C"



Off Highway Vehicle Trail



Off Highway Vehicle Trail



Off Highway Vehicle Trail



Off Highway Vehicle Trail



Mountain Bike Trails



Hiking or Pedestrian Trail



Equestrian Trail



Bicycle Trail



Hiking or Pedestrian Trail



Water Trail



Trail Service or Amenity



Trail Service or Amenity



Trail Service or Amenity



Trail Service or Amenity



Trail Service or Amenity



Trail Service or Amenity



Trail Service or Amenity



Trail Service or Amenity



Potential Trail Town



Trail Head "D"

Trail Focus Group Process

Step 3. Connecting the Community

This is where the fun and the dreams begin. Identify the highest priority items to link with trails and begin connecting these community assets with trails. Please use the markers to identify the recommended trail corridors and identify the trail user groups by placing user group symbols on the route. List and identify your recommendations on the map.

Please use the following trail user group colors to illustrate your recommendations:

Trail Type	Marker Color
• Hiking	 Red
• Bicycle	 Orange
• Mt. Bike	 Purple
• Equestrian	 Green
• Water	 Blue
• Multi-Use	 Black
• OHV	 Brown
• Historic/Byway	 Pink

Identify where potential **Trailhead Facilities** should be considered to access the proposed trail corridors.

- Identify the trailhead locations with the peel-off symbol “A”, “B”, “C”, etc.
- Use the Trailhead Check List to identify what features the trail head should include. Identify each Trailhead Check List with the corresponding location “A”, “B”, “C”, etc. as located on the map.

When this exercise is completed your trail focus group will be asked to present/share your recommendations to the large group.

- Please label all drawings, notes, post-it notes, etc. with your trail user group name (Hiking/Pedestrian, Bicycle Touring, Mt. Biking, Equestrian, Water, etc.)

Note:

Provide Focus Group Instructions sheet, pens, pencils, colored markers, post-it notes and note pad for each of the focus trail groups.

Provide a minimum of two Trail Head Check List sheets per trail focus group (4 Trail Head Check Lists/group)



Trailhead - "A"

Recommended Trailhead Facilities Check List

Please identify with a checkmark which of the following facilities should be provided at this Trailhead location:

- ☐ Auto parking
- ☐ Accessible parking
- ☐ Equestrian truck & trailer parking
- ☐ Overflow parking allowances
- ☐ Bicycle racks
- ☐ Trail Information Kiosk
- ☐ Trail access
- ☐ ADA accessibility
- ☐ Drinking fountain
- ☐ Water trough
- ☐ Toilet building
- ☐ Seating
- ☐ Waste receptacles
- ☐ Lighting
- ☐ Shade (structures & trees)
- ☐ Picnic tables
- ☐ Group fire ring
- ☐ Mounting ramp
- ☐ Manure disposal
- ☐ Highline or corral
- ☐ Hitch Rails
- ☐ Arena or round pen
- ☐ Rustic Equestrian Camping area
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NOTE:

Please use this Trailhead Check List for the proposed **Trailhead "A"** location on the map from the Peel-Off Symbol Sheet.

Trailhead - "B"

Recommended Trailhead Facilities Check List

Please identify with a checkmark which of the following facilities should be provided at this Trailhead location:

- ☐ Auto parking
- ☐ Accessible parking
- ☐ Equestrian truck & trailer parking
- ☐ Overflow parking allowances
- ☐ Bicycle racks
- ☐ Trail Information Kiosk
- ☐ Trail access
- ☐ ADA accessibility
- ☐ Drinking fountain
- ☐ Water trough
- ☐ Toilet building
- ☐ Seating
- ☐ Waste receptacles
- ☐ Lighting
- ☐ Shade (structures & trees)
- ☐ Picnic tables
- ☐ Group fire ring
- ☐ Mounting ramp
- ☐ Manure disposal
- ☐ Highline or corral
- ☐ Hitch Rails
- ☐ Arena or round pen
- ☐ Rustic Equestrian Camping area
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NOTE:

Please use this Trailhead Check List for the proposed **Trailhead "B"** location on the map from the Peel-Off Symbol Sheet.



Trailhead - "C"

Recommended Trailhead Facilities Check List

Please identify with a checkmark which of the following facilities should be provided at this Trailhead location:

- ☐ Auto parking
- ☐ Accessible parking
- ☐ Equestrian truck & trailer parking
- ☐ Overflow parking allowances
- ☐ Bicycle racks
- ☐ Trail Information Kiosk
- ☐ Trail access
- ☐ ADA accessibility
- ☐ Drinking fountain
- ☐ Water trough
- ☐ Toilet building
- ☐ Seating
- ☐ Waste receptacles
- ☐ Lighting
- ☐ Shade (structures & trees)
- ☐ Picnic tables
- ☐ Group fire ring
- ☐ Mounting ramp
- ☐ Manure disposal
- ☐ Highline or corral
- ☐ Hitch Rails
- ☐ Arena or round pen
- ☐ Rustic Equestrian Camping area
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NOTE:

Please use this Trailhead Check List for the proposed **Trailhead "C"** location on the map from the Peel-Off Symbol Sheet.

Trailhead - "D"

Recommended Trailhead Facilities Check List

Please identify with a checkmark which of the following facilities should be provided at this Trailhead location:

- ☐ Auto parking
- ☐ Accessible parking
- ☐ Equestrian truck & trailer parking
- ☐ Overflow parking allowances
- ☐ Bicycle racks
- ☐ Trail Information Kiosk
- ☐ Trail access
- ☐ ADA accessibility
- ☐ Drinking fountain
- ☐ Water trough
- ☐ Toilet building
- ☐ Seating
- ☐ Waste receptacles
- ☐ Lighting
- ☐ Shade (structures & trees)
- ☐ Picnic tables
- ☐ Group fire ring
- ☐ Mounting ramp
- ☐ Manure disposal
- ☐ Highline or corral
- ☐ Hitch Rails
- ☐ Arena or round pen
- ☐ Rustic Equestrian Camping area
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NOTE:

Please use this Trailhead Check List for the proposed **Trailhead "D"** location on the map from the Peel-Off Symbol Sheet.



Trail Focus Group Process

Step 4. Sharing Recommendations

Each Trail Planning Focus Group will be asked to share their recommendations with all of the Workshop participants after the breakout session.

- Select a spokesperson to present your Focus Group's Recommendations
- Identify your group's **Top Three Ideas and/or Recommendations**
- Please label all of the drawings, notes, post-it notes, etc. with your trail user group name (Hiking/Pedestrian, Bicycle Touring, Mt. Biking, Equestrian, Water, etc.)
- Please make sure that all of the information on the map is secured and/or taped down to prevent it from falling off the map



Trail Planning Workshop – Toolkit

Trail Planning Workshop PowerPoint Presentation

- A PowerPoint presentation template has been created to explain the Trail Planning Workshop break-out groups' process. This presentation identifies the four step process for the Focus Groups so they will have an understanding of what they are being asked to do so we can capture their knowledge/input. Customize the PowerPoint presentation to fit the project parameters as needed.



Note:

This is the PowerPoint slide to display during the Trail Focus Group break-out session of the workshop. It will help to provide a quick reference of the process for the meeting participants.



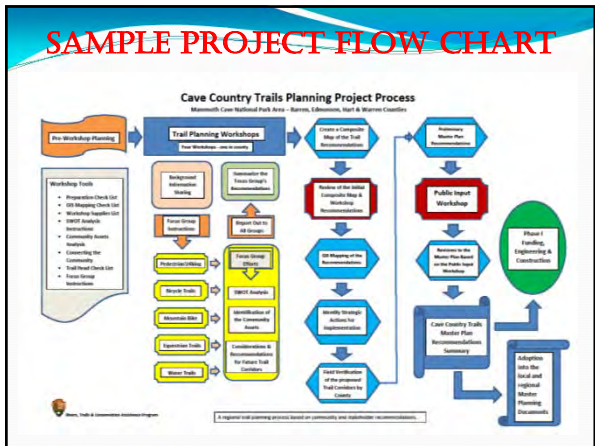
PROJECT NAME

LOCATION

INSERT PROJECT LOGO

INSERT RTCA FACILITATOR





PROJECT NAME

LOCATION

Trail Planning Workshop Process

Workshop Activities

- Study Area Base Maps (Hiking, Bicycle, Equestrian, Mt. Biking & Water Trails)
- Trail Focus Groups
 1. SWOT Analysis
 2. Identify Community Assets
 3. Recommend Community Connections
 4. Present Recommendations
- Summarize Recommendations
- RTCA to create a composite map of the recommendations
- Follow-up Meeting to review the composite map



Trail Planning Workshop

Breakout Groups

- Hiking/Pedestrian Trails
- Bicycle Trails
- Equestrian Trails
- Mountain Bike Trails
- Water Trails



This is an information and brainstorming process of:

- Sharing knowledge
- Learning about opportunities
- Envisioning potential trail considerations.

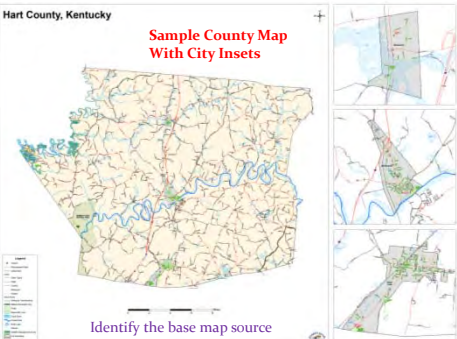


Trail Planning Workshop

PROJECT NAME

Hart County, Kentucky

Sample County Map With City Insets



Identify the base map source



Trail Planning Workshop

PROJECT NAME

1. SWOT Analysis

Strengths	Advantages	● Green
Weakness	Disadvantages	● Yellow
Opportunities	Dreams	● Blue
Threats	Trouble/Challenges	● Red

Identify known Strengths, Weaknesses, Opportunities and Threats in the study area that may impact trail planning.

Please identify or label the items or features.




SWOT Analysis Peel-Off Sheet

Trail Planning Workshop

PROJECT NAME

2. Identify Community Assets

This is an opportunity to identify what makes your community unique by identifying the existing cultural and natural resources, special places, places of historical significance, and potential ideas to consider for trail planning.

Please share and capture your knowledge of the study area by placing and identifying the peel-off symbols provided on the map. Label your items.



Community Assets Peel-Off Sheet





Trail Planning Workshop

PROJECT NAME

3. Connect the Community

- This is where the fun and the dreams begin.
- Identify the highest priority items to link with trails and begin connecting these community assets with trails.
- Please use the markers to identify the recommended trail corridors and identify the trail user groups by placing user group symbols on the route.
- List and identify your recommendations on the map.

Trail Type	Marker Color
Hiking	Red
Bicycle	Orange
Mt. Bike	Purple
Equestrian	Green
Water	Blue
Multi-Use	Black

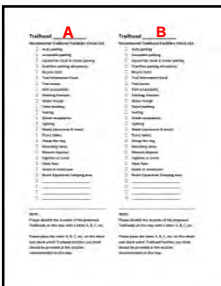




Trail Planning Workshop

PROJECT NAME

3. Connect the Community - Continued



Trailhead Facilities Check List

- Identify where potential Trailhead Facilities should be considered.
- Identify the location with the Peel-Off symbol for trailheads. (A, B, C or D)
- Use the Recommended Trailhead Facilities Check List to select which amenities should be considered at each of the proposed Trail Head locations.
- Please match the trailhead with the letter A, B, etc. on the map with the same letter on the Check List



Trail Planning Workshop

PROJECT NAME

4. Share Your Recommendations

- Appoint a spokesperson to present your recommendations and thoughts back to the large group
- Identify your Focus Group's Top 3 Recommendations
- Please capture the Focus Group's information on the maps and note pads.





Trail Planning Workshop

PROJECT NAME

Focus Group Planning Process

Step 1.

SWOT Analysis

Locate & Label (Colored Dots)

● Strength

● Weakness

● Opportunity

● Threat

Discover

Step 2.

Community Assets

Identify & Locate Community Assets

Learn

Step 3.

Trail Linkage Opportunities

Show Trail Opportunities (Markers)

Trail Type	Marker Color
Hiking	Red
Bicycle	Orange
Mt. Bike	Purple
Equestrian	Green
Water	Blue
Multi-Use	Black

Envision

Step 4.

Share Information

Presentation (Top 3 Priorities +)

Share

Have Fun!



Trail Planning Workshop – Toolkit

Collected Information Matrix

- Capture the information from the post-it-notes and notebooks onto a matrix for each of the Trail Focus Groups by county or region.
- This will provide a quick overview of the information collected for the following categories:
 - Strengths Weaknesses Opportunities Threats
 - Trailheads, Cultural Features, Special Places, Historical Sites
 - Recommendations
- This collected information from the workshops will be the basis for a future project strategic planning process
- The first draft of the Information Matrix should be available for the scheduled Follow-Up Meeting after the Workshops so that it can be reviewed along with the Composite Map of Trail Recommendations by the workshop participants.

Three Corners Trail Planning Workshops Matrix							
Participant's Recommendations from the May 2, 3 & 4, 2016 Workshops							
Trail Group	Strengths	Weaknesses	Opportunities	Threats	Trailheads	Cultural Features	Special Place
Water/Paddle	Aesthetics of the region	No public access	Expand Blueways the entire length of Lee, Claiborne &	Sites isolated - prone to vandalism (may need			Path of Thomas Walker into KY
	Multi-recreational opportunities (fishing, kayaking, paddle boarding, canoeing)	People unwilling to provide access sites (private prop.)	Union counties with access in 5 mile increments	volunteer managers for site management			Cumberland Ford/ Wasioto (First settlement in KY)
	Both waterways are critical ecosystems - pristine (Powell Clinch)	River water quality	Possible linkage in Lee Co. with part of river (Friends of the Cedars)	Shoals on amenable to motorboats, generally these blueways should be ecofriendly activity focused			
	Rivers are conducive to paddling not motor boating	Need safe places to park vehicles	Access to Powell River at 25-E bridge	Money/funding			
	Several agencies are on board with creating a water trail plan (TRWA, TVA, TN Dept. of Cons.	Streams are isolated (safety and vandalism concerns)	Cumberland River potential access sites:	Peoples willingness for ROA access points			
	Fisheries on Norris Lake/ Powell River		Hwy 119 in Harlan at the Dairy Queen	Gaining acceptance by community			
	Powell River Regatta (Annual spring event)		Under the bridge to the proposed Elk Preserve				
			Behind the Bert Cumbs Forestry Building				
			Under 25-E before the KY plant				
Lee County	River is beautiful & fairly clean	Only two public access sites	Potential access sites	Access site isolation potential vandalism and abuse			
	Owners are polite & friendly	Local pushback on access	Harrison Hollow	Landowner unwillingness to provide access			
	Water flow is consistent		Cooney Hollow Tobacco Road	Power Plant on the Cumberland River - KY			
	Length offers user opportunities (fishing)		Fishing in Indian Creek near Wilderness Road State Park				
	Lee County Agencies Support		Fishing not paddling on Martin Forks Creek				
	County Government		Develop access every 5 miles on the Powell				
	VA State Fish & Wildlife Heart of Appalachia		Yellow Creek access from Middlesboro				
	Swinging Bridges are a draw		Historical Float of Thomas Walker				
	Powell and Clinch Rivers are primary assets in the region		Candy Creek in KY - no motor boats				

Note:

Recommend printing the matrix on 11" 17" paper and one sheet per Trail Focus Group (Double sided if necessary). See the attached Excel file for a template and customize it for your project.



Project Name Trail Planning Workshops Matrix
Participant's Recommendations from the **(Insert the Dates)** Workshops

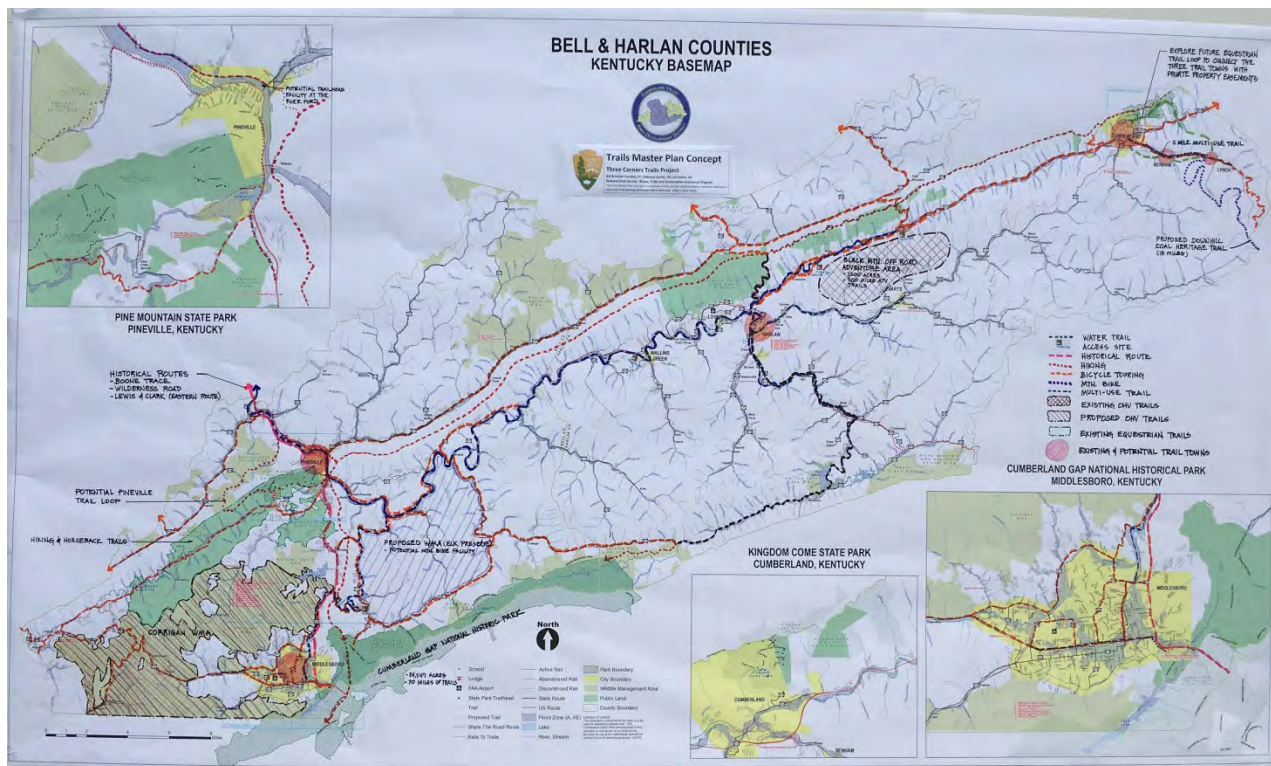
Trail Group	Strengths	Weaknesses	Opportunities	Threats	Trailheads	Cultural Features	Special Place	Recommendations
Equestrian <i>Updated 00/00/00</i>								

DRAFT

Trail Planning Workshop – Toolkit

Composite Map of Trail Recommendations

- Create Composite Map with all of the trail recommendations from the Trail Planning Workshops on a single base map for each of the counties or regions. (Make sure you have an extra set of base maps printed for this effort.)
- Use the same trail color markers for each trail group as recommended for the workshop or a black marker to identify multi-use trails and provide a legend.
- This map is a first draft of what the recommendations are from the workshop participants and it will change based on additional input and field verification. This map with any recommended changes will be provided to the GIS department that will transform the hand drawn trail recommendations map into a GIS map. (Establish who will provide this service at the time the base maps are prepared, so that the GIS files can be shared.)
- The Composite Map of Trail Recommendations and the Collected Information Matrix should be reviewed by the workshop participants at a scheduled Follow-Up Meeting for review, additional input and comments.



Trail Planning Workshop – Toolkit

Proposed Trails Matrix & Field Verification

- Identify each of the proposed new trail segments from the Trail Planning Workshops by a Name, Description, Location, Users, Public or Private Ownership, Approx. Distance, Surface, etc.
- The Proposed Trails Matrix Template provides a way to quickly begin to capture the information related to each of the proposed trail corridors.
- Recommend creating a committee to do a general windshield survey and topographic map review of the recommended new trail routes. This effort is to determine if the proposed trail corridors may work in a general sense.
- The committee's review and summary of the Windshield Survey & Topographic Review should be summarized by county or region.
- The General Windshield Survey & Topographic Map Review should be presented at the Follow-Up Meeting for additional discussion on the proposed trail corridors.

Date: July 2017

Draft #1

Three Corners Regional Trails Matrix

Bell County, KY														
Trail recommendations are based on the May 2016 Trail Planning Workshop														
Trail ID	Route Description & End Points	Via	Road Rte	Public	Private	Existing	Proposed	Distance	Surface	Trailhead	Notes	Actions Required	Challenges	Rank
	Pine Mountain State Scenic Trail (PMSTT) Extension (A) (Harlan to Pineville)	Varies		X	X		X	25	Natural	Harlan	Hiking Trail	Secure easements, funding, sign construction	Private Property	
	Pine Mountain State Scenic Trail (PMSTT) Extension (B) (Pineville to Cumberland Gap NP - East of 25E)	Varies		X	X		X	12	Natural	Pineville	Hiking Trail	Secure easements, funding, sign construction	Private Property	
	Pineville Trail Loop (KY Forest, Boone National Forest, roadways)	Varies		X	X	X	X	14	Asphalt	Pineville	Hiking Trail	Secure easements, funding, sign construction	Government approvals & private property	
	Historical Route - Boone Trace, Wilderness Road, Multiple roads Clark (CUGA NP to Middlesboro, Pineville to Knox Co.)	25E	X				X	18	Asphalt	State Pk	Multi-use, hiking & bicycle trail Existing motor trail	Secure easements, funding, sign construction	Private Property, safety along roads, RPR with trail permission	
	Kentucky Ridge Forest VMA Trails (Hiking & Equestrian Trails potential)			X				??	Natural	State Pk	Hiking and Equestrian Trail	Government agency approvals funding, signage, construction	Approval to create trails and who will maintain the proposed trails	
	Mt. Bike Trails (Elk Preserve VMA)			X			X	??	Natural	Entry	Agency approval and strong local support required	VMA approval, funding, signage construction	VMA agency approval to build Mt. Bike Trails	
	CUGA National Park to Middlesboro Multi-Use Trail (New multi-use trail off of 25E into the city and connections within the city to create a loop trail)			X	X		X	3	Asphalt	City	New trail from visitors center Yellow Creek & downtown to	Property acquisition (city), construction, trail construction, bridge over Yellow Creek, trail construction in the city & NP	Private property acquisition, bridge construction, trail construction, funding, signage, agency approvals	
	Yellow Creek Water Trail (Yellow Creek from Middlesboro to Cumberland River)			X			X	14			Seasonal flow/use, need more access sites	Water Trail Master Plan & security additional access sites	Private property easements or acquisition required for more access	
	Cumberland River Water Trail (East of Harlan to Knox County Line)			X			X	40			More access site needed	Water Trail Master Plan & security additional access sites	Private property easements or acquisition required for more access	
	Corrigan VMA - OHV Trails (Corrigan VMA property)			X			X	??	Gravel	Entry	Create OHV Trails within the VMA, link to Middlesboro and Tackett Creek VMA in TN	VMA approval, funding, signage construction	VMA agency approval to build OHV Trails, link to Middlesboro and to the Tackett Creek VMA in TN	
	Bicycle Touring Routes (Typically multiple existing secondary roadways)			X	X	X		??	Asphalt		Existing roads being used based on the STRAVA Heat Maps	Work with KYDOT to install Safety the Road Signs	Safety & Signage	
The miles listed are approximate and need to be verified with GIS mapping.														

National Park Service - Rivers, Trails Conservation Assistance Program

Page ___ of ___

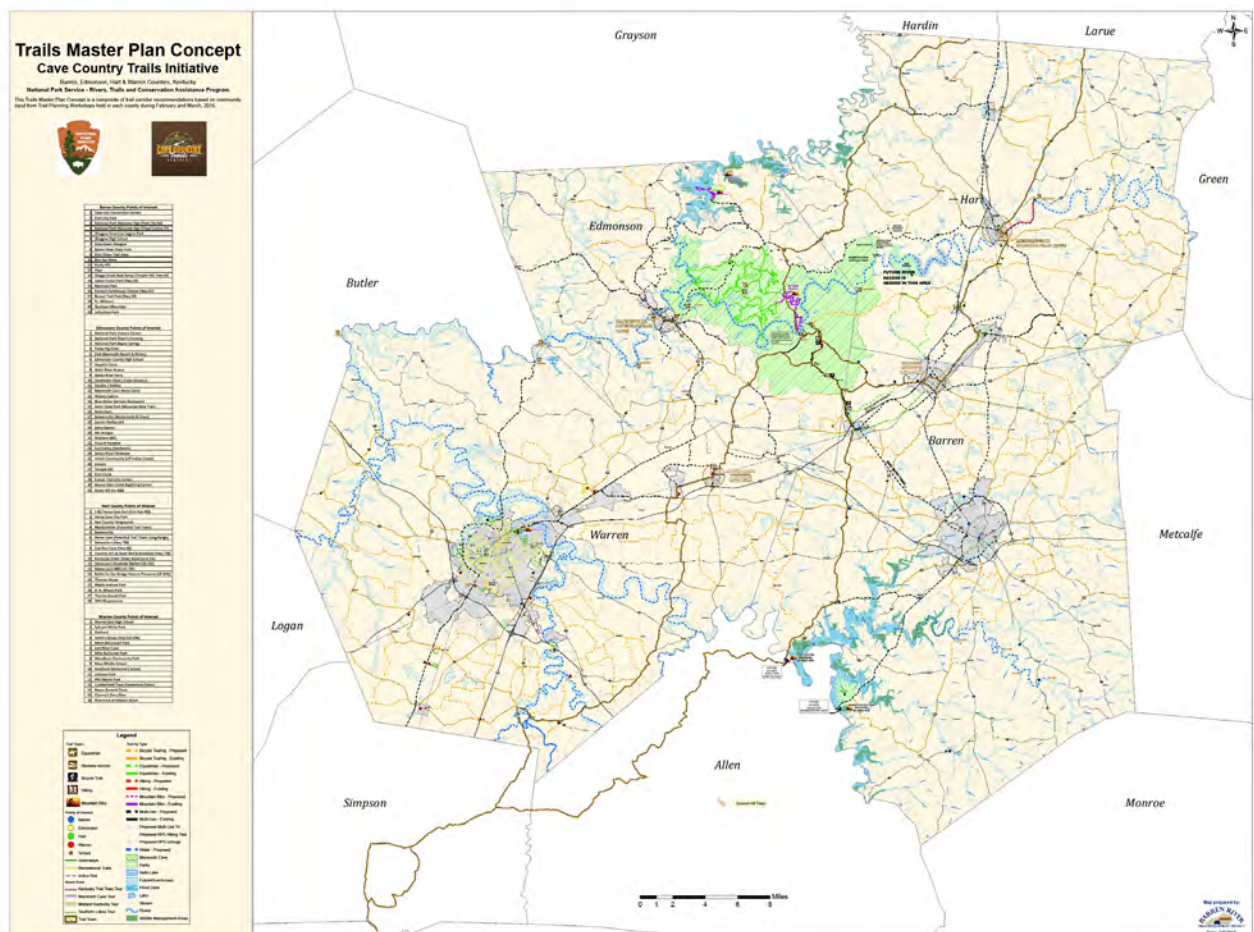
The Trails Matrix will be a working document to identify the characteristics and considerations for each of the proposed trails by county or region throughout the Trail Planning Process.



Trail Planning Workshop – Toolkit

GIS Master Plan Mapping

- Create a GIS Master Plan Map for each of the counties or regions identifying existing and proposed trail systems based on the Composite Map and Follow-Up Meeting Reviews. A regional planning agency may be the best source for the GIS mapping. The agency that creates the GIS Base Maps will be the best source for the GIS Master Plan mapping and this will need to be worked out in the beginning of the project planning process.
- A GIS Master Plan Map should be created for the entire region of the study area to provide the total picture of the recommendations generated from the Trail Planning Workshops.



Cave Country Trails Master Plan map prepared by the Barren River Area Development District for the four counties surrounding Mammoth Cave National Park.



Trail Planning Workshop – Toolkit

Prioritizing Proposed Trails Guidelines

- Enlist the assistance of the Trail Planning Workshop Participants in a facilitated discussion and priority voting exercise to identify their priorities for the proposed trails in each county or region.
- Print large format (24" x 36") copies of the Proposed Trails Matrix for each county and post them on the walls around the room next to the GIS Master Plan map for the same county.
- After summarizing the maps and the lists of the proposed trails provide each meeting participant with a strip of 5 colored dots for each county. Identify that the red colored dot will be their Number 1 Priority for the county and the other colored dots are their other priorities of equal value. This exercise will provide the project partners with an idea of what proposed trails are the most important in the study area to the community participants.

Edmonson County Recommendations - Cave Country Trails										
MCNP	#	Endpoints	Via	Status	Surface	Existing	Proposed	Road RoW	Ownership	
									Public	
E1		Park City to MCNP Visitor Center	MCRR Hike & Bike Trail	existing	gravel	9.0				X
E2		Emichael Entrance Rd to Rock Cabin	Cave City Rd	proposed						X
E3		Rock Cabin Rd to Chaumont	KY70	proposed				X		
E4		Sloans Crossing to Brownsville	KY70	proposed				X		
E5		Turnhole Bend to Rocky Hill	Park Boundary Rd, KY259, Rocky Hill Rd	proposed				X		
E6		MCNP campground to Stockholm	Green River Ferry Rd	proposed			5.9	X		
E7		MCNP Backcountry Trails	north of Green River Ferry	existing	dirt	57.1				X
E8		MCNP Big Hollow Trail	north of Green River Ferry	existing	dirt	9.7				X
E9		MCNP Big Hollow Trail	north of Green River Ferry	existing	gravel	1.2				X
E10		Stockholm to Bee loop	KY1827, Dennison Ferry Rd, Little Jordan Rd, Ugly Creek Rd, KY1352	proposed			7.6	X		
E11		Stockholm to Brier Creek Trail	KY1827	existing	dirt	8.6	6.0	X		X
E12		Brier Creek Mountain Bike Trail at Nolin Lake State Park	internal trails	proposed			10.0			X
E13		Long Fall					8.1	X		
E14		KY728 to Houchin Ferry Rd	Ollie Rd, Houchin Ferry Rd				8.4	X		
E15		Straw to Sweeden	KY 728				4.0	X		
E16		Sweeden to Brownsville	KY259				4.5	X		
E17		Sweeden to Brownsville	Kyrock Rd				9.9	X		
E18		Brownsville to Roundhill	KY70				1.3	X		
E19		Brownsville north to Lock & Dam 6 site	KY259, KY183				3.2	X		
E20		Brownsville west loop	Willie Webb Rd				8.6	X		
E21		Brownsville to Rhoda loop	Oak Grove Church Rd., Mohawk Rd., KY259							
E22		Brownsville east loop	KY259, Arthur Rd, KY70				1.7	X		
E23		Brownsville to Houchin Ferry campground	via utility corridor near Houchin Ferry Rd				0.8	X		X
E24		Brownsville to Smiths Grove	KY101	proposed			12.4	X		
Edmonson County totals						85.6	92.4			
Total touring miles in Edmonson County						103.0				

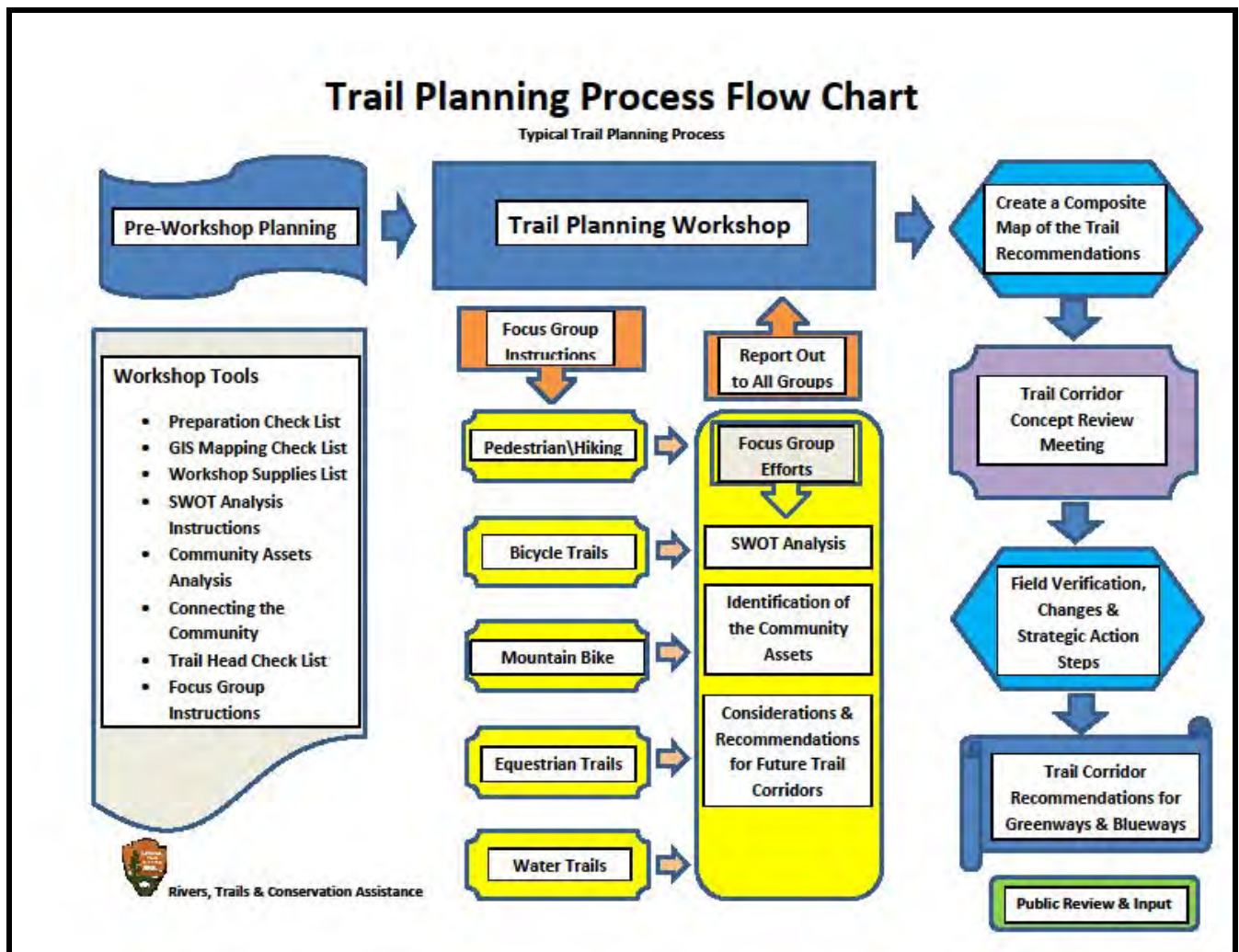
Cave Country Trails Project Propose Trails Priority Voting expample.



Trail Planning Workshop – Toolkit

Trail Planning Process Flow Chart

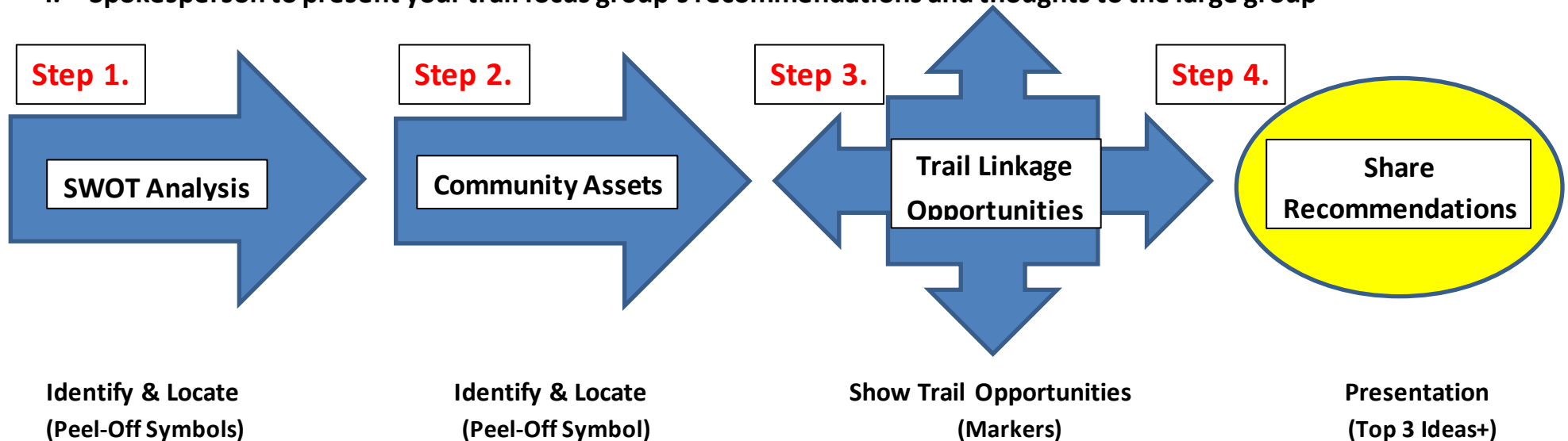
- A Trail Planning Workshop Process Flow Chart has been provided to illustrate the overall planning process. This flow chart should be customized to the needs of the project. There may be several additional steps after the workshop to help verify and review the trail recommendations in the study area.
- This flow chart should be based on the agreed project work plan.



Bicycle Trail Opportunities

Trail Focus Group Instructions

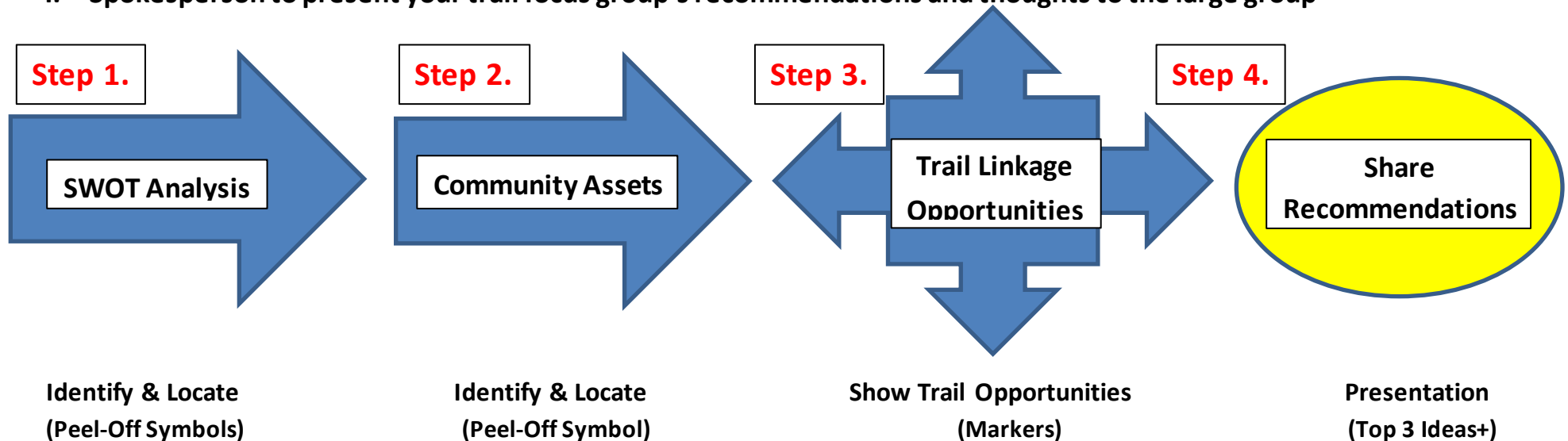
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- B. Identify community assets that should be linked with trails (Parks, natural areas, schools, neighborhoods, businesses, etc.) Use the Peel-Off Symbols, place them on the maps to locate the community assets and label them.
- C. Identify potential hazards/concerns for your trails by placing a red dot to locate the hazard/concern and label them.
- D. Discuss and brainstorm ideas for potential trails to link the existing community assets and known existing trails
- E. Show where proposed trails could be considered with the markers on the maps
- F. Use the post-it notes to identify additional ideas, opportunities or concerns and place them on the maps
- G. Please show all of your recommendations on the maps where possible
- H. Please identify (Note pad) what additional information you would like to know to do a better job of trail planning
- I. Spokesperson to present your trail focus group's recommendations and thoughts to the large group



Hiking Trail Opportunities

Trail Focus Group Instructions

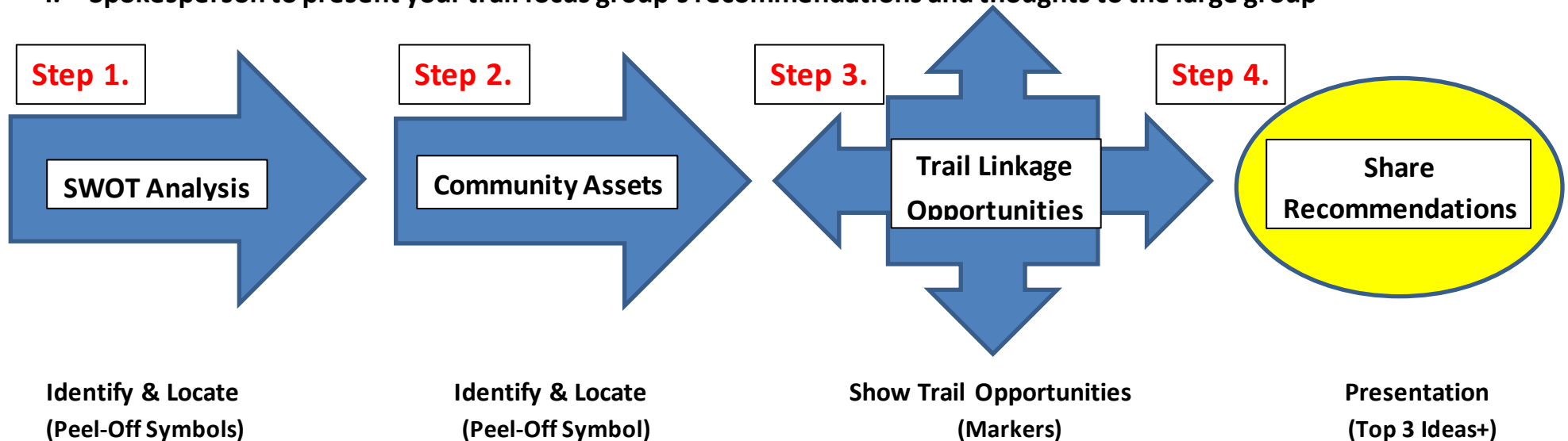
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Equestrian Trail Opportunities

Trail Focus Group Instructions

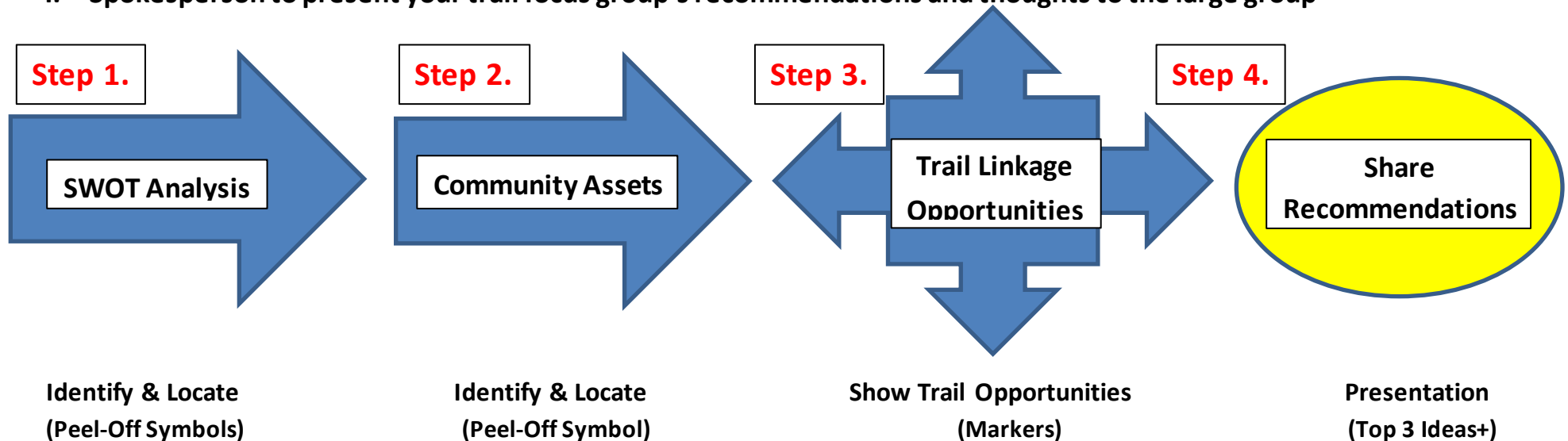
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Mt. Bike Trail Opportunities

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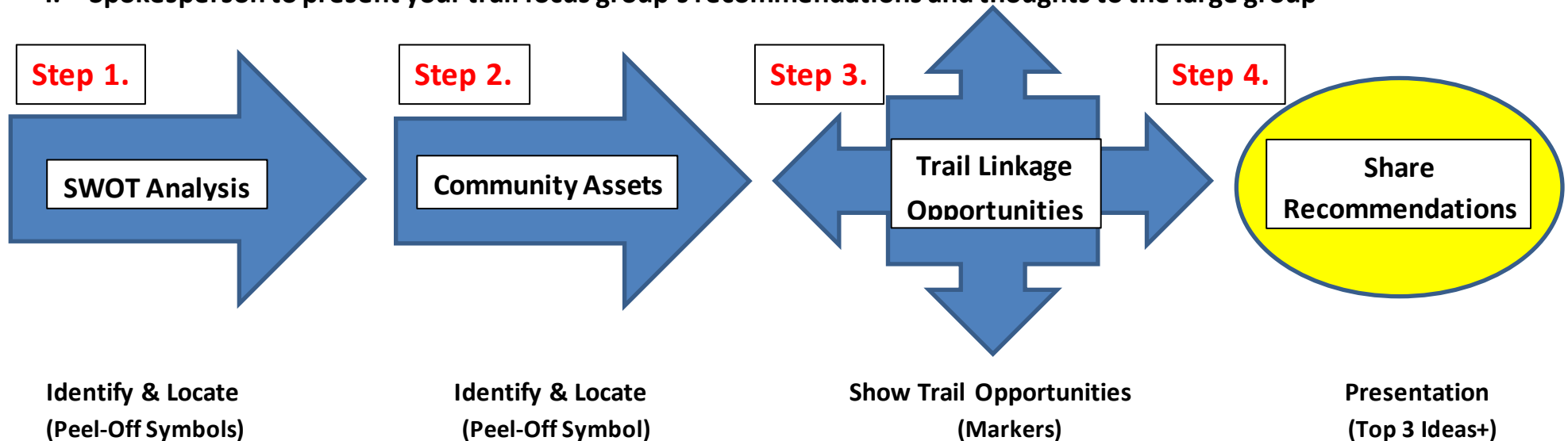
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Water Trail Opportunities

Trail Focus Group Instructions

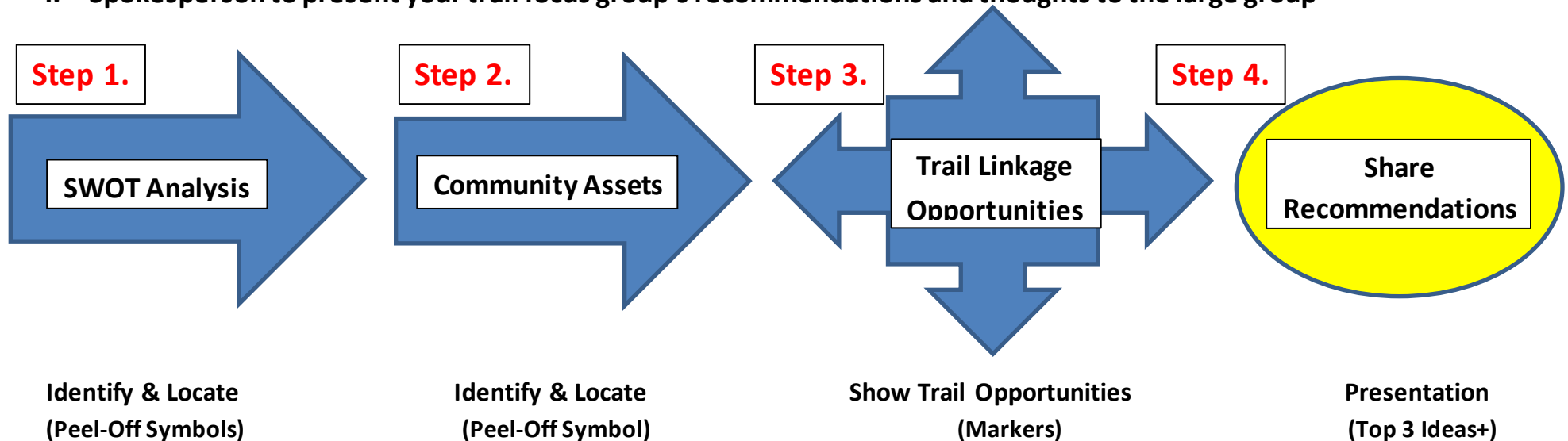
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Historical Routes Opportunities

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ATV Trail Opportunities

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