

## Procedural Guidelines for Establishing a New Trail or Trail Network

Note: The circumstances for each trail project are different, therefore these steps are a guide.

1. A new trail or trail network is suggested by a member of the Trails Subcommittee, a member of the Conservation Commission, or a member of the public attending a Trails Subcommittee meeting or Conservation Commission meeting. If the Trails Subcommittee agrees to move forward, a project manager is designated in collaboration with the Conservation Commission.
2. The project manager arranges to walk the proposed trail or property with the person who suggested the trail, property owner (if private land), the City Forester, Planning staff, and any Trails Subcommittee and Conservation Commission members who are available and interested.
3. The Project Manager prepares a preliminary Trail Criteria checklist for presentation and discussion at a subsequent Trails Subcommittee meeting. After discussion, including review of the Trail Criteria, if the Trails Subcommittee feels the proposed trail is worth exploring and the Planning staff and City Forester agree, the Trails Subcommittee votes on whether or not to recommend to the Conservation Commission to proceed with the trail project.
4. Preliminary approval from the Conservation Commission is required to move forward. If the Commission's reaction is negative, either more information is provided or the project is dropped and the person who made the proposal is notified.
5. The Project Manager and Planning staff work with property owners to obtain any trail easements or permissions needed before further work is done.
6. The City Forester and Project Manager layout the proposed trail based on the Trails Criteria checklist.
7. Planning staff and City Forester consider parking (if applicable) or access issues and necessary permits, and prepare a budget for any needed infrastructure.
8. The Project Manager prepares a revised Trail Criteria checklist and presents the checklist and other relevant information at a Trails Subcommittee meeting for discussion. Planning staff and City Forester provide input. Trails Subcommittee votes whether or not to recommend the proposed trail for development to the Conservation Commission.
9. The Project Manager arranges an opportunity for the Conservation Commission to walk the trail.

10. Conservation Commission reviews the recommendation at a regular meeting and determines whether or not to move forward and schedule a public hearing.
11. If it is decided to move forward, the Conservation Commission holds a public hearing.
12. The Conservation Commission deliberates and then votes whether or not to approve the trail or take any other relevant action. The project manager attends to provide information if needed.
13. Prior to completion of the trail, the Trails Subcommittee will work with City staff to develop trail information and a map of the new trail for publication.