Rivers, Trails and Conservation Assistance Program

National Park Service
U.S. Department of the Interior

Trail Planning Workshop Toolkit

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

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   - 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)
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     - Hiking
     - Historic Routes
     - Mountain Bike
     - Water/Paddle
     - Off Highway Vehicle

   Step 3. Connect the Community
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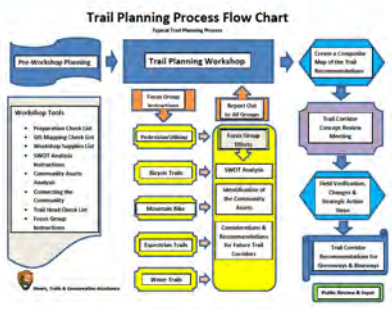
9. PowerPoint Presentation Template (Explains the Four Step Planning Process)
10. Collected Information Matrix & Template
11. Composite Map of Trail Recommendations
12. GIS Master Plan & Trail Recommendations Matrix Template
13. Trail Planning Workshop Process Flow Chart
14. Appendix A: Additional Trail 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
    - o Planning staff
    - o Regional planning agency
    - o County or City Officials
    - o Trail User Groups, etc.
- ☐ Contact and confirm potential speakers/presenters (Identify time limits for presentations)

Community Outreach

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

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	
?	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

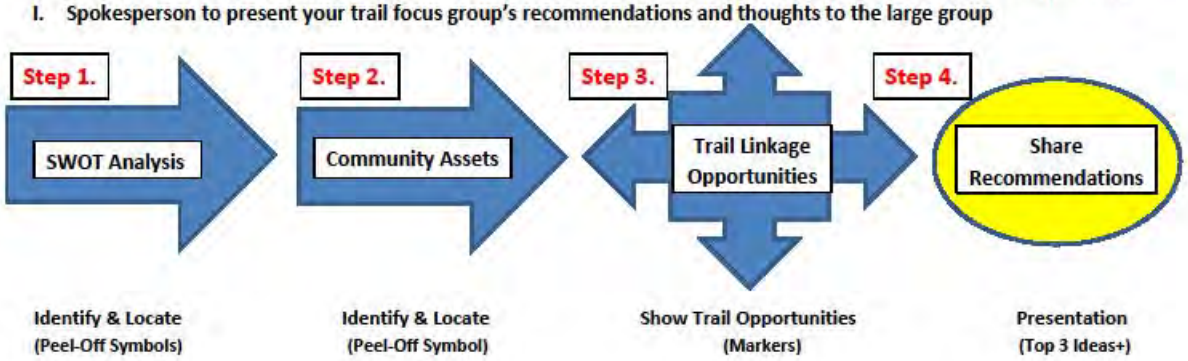
Trail Focus Group Table Sign & Instructions

- 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

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



(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
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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
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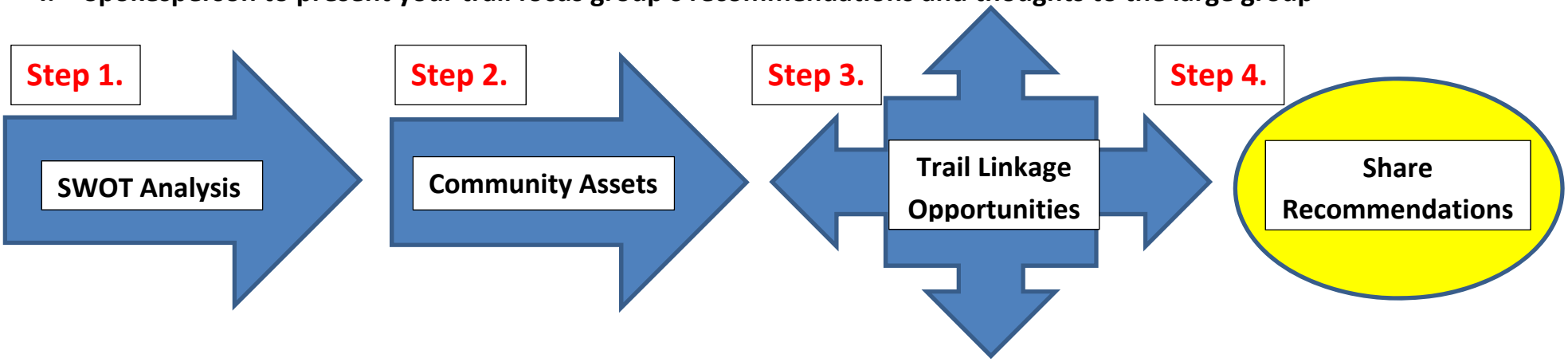


Identify & Locate (Peel-Off Symbols)

Identify & Locate (Peel-Off Symbol)

Show Trail Opportunities (Markers)

Presentation (Top 3 Ideas+)

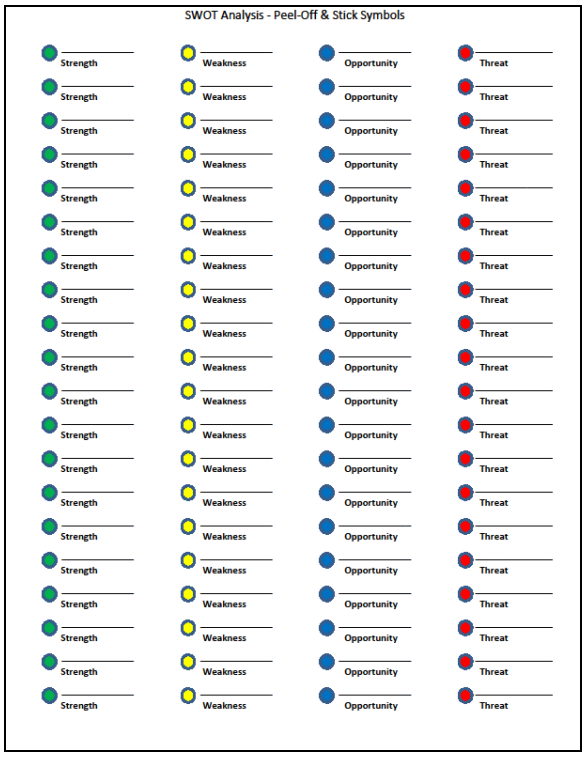
Trail Planning Workshop – Toolkit

SWOT Analysis

This is a warm up exercise to engage the trail focus group and collectively share knowledge of the study area. Place a colored stick-on dot on the map where the following categories are applicable and label the item in the notebook. Please identify the item with the number for each category in the notebook.

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

Note:
Provide one half of a sheet of the small colored dots for each trail focus group from the SWOT Analysis Master photocopied onto an AVERY No. 5667 - Clear, Easy Peel, Return Address Labels (80 per sheet)



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	Trail Hazard/Obstacle	Bicycle Trail	Bicycle Trail
Idea to Consider	Trail Hazard/Obstacle	Bicycle Trail	Bicycle Trail
Idea to Consider	Trail Hazard/Obstacle	Bicycle Trail	Bicycle Trail
Idea to Consider	Trail Hazard/Obstacle	Bicycle Trail	Bicycle Trail
Special Place	Cultural Feature	Bicycle Trail	Bicycle Trail
Special Place	Cultural Feature	Bicycle Trail	Bicycle Trail
Special Place	Cultural Feature	Share the Road	Mountain Bike Trails
Special Place	Cultural Feature	Share the Road	Equestrian Trail
Special Place	Cultural Feature	Share the Road	Hiking or Pedestrian Trail
Special Place	Cultural Feature	Share the Road	Water Trail
Historic Place	Historic Place	Share the Road	Trail Service or Amenity
Historic Place	Historic Place	Share the Road	Trail Service or Amenity
Historic Place	Historic Place	Share the Road	Trail Service or Amenity
Share the Road	Share the Road	Share the Road	Trail Service or Amenity
Shared Trail	Shared Trail	Shared Trail	Trail Service or Amenity
Shared Trail	Shared Trail	Shared Trail	Trail Service or Amenity
Shared Trail	Shared Trail	Shared Trail	Trail Service or Amenity
Trail Service or Amenity	Trail Service or Amenity	Trail Service or Amenity	Trail Service or Amenity
Potential Trail Town	Potential Trail Town	Potential Trail Town	Potential Trail Town
Trail Head "A"	**Trail Head "B"**	**Trail Head "C"**	**Trail Head "D"**

Equestrian - 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

Bridge

Shared Trail

Shared Trail

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

Bridge

Shared Trail

Shared Trail

Shared Trail

Trail Service or Amenity

Potential Trail Town

Trail Head "B"

Equestrian Trail

Equestrian Trail

Equestrian Trail

Equestrian Trail

Equestrian Trail (Existing)

Equestrian Trail (Existing)

Existing Stable

Existing Stable

Existing Stable

Existing Stable

Existing Stable

Bridge

Shared Trail

Shared Trail

Shared Trail

Trail Service or Amenity

Potential Trail Town

Trail Head "C"

Equestrian Trail

Equestrian Trail

Equestrian Trail

Equestrian Trail

Equestrian Trail (Existing)

Equestrian Trail (Existing)

Mountain Bike Trails

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"

Hiking - Peel-Off & Stick Symbols

Idea to Consider	Trail Hazard/Obstacle	Hiking or Pedestrian Trail	Hiking or Pedestrian Trail
Idea to Consider	Trail Hazard/Obstacle	Hiking or Pedestrian Trail	Hiking or Pedestrian Trail
Idea to Consider	Trail Hazard/Obstacle	Hiking or Pedestrian Trail	Hiking or Pedestrian Trail
Idea to Consider	Trail Hazard/Obstacle	Hiking or Pedestrian Trail	Hiking or Pedestrian Trail
Special Place	Cultural Feature	Hiking or Pedestrian Trail	Hiking or Pedestrian Trail
Special Place	Cultural Feature	Existing Hiking Trail	Equestrian Trail
Special Place	Cultural Feature	Existing Hiking Trail	Mountain Bike Trails
Special Place	Cultural Feature	Existing Hiking Trail	Bicycle Trail
Special Place	Cultural Feature	Existing Hiking Trail	Hiking or Pedestrian Trail
Special Place	Cultural Feature	Crossing	Water Trail
Historic Place	Historic Place	Crossing	Trail Service or Amenity
Historic Place	Historic Place	Crossing	Trail Service or Amenity
Historic Place	Historic Place	Crossing	Trail Service or Amenity
Bridge	Bridge	Crossing	Trail Service or Amenity
Shared Trail	Shared Trail	Crossing	Trail Service or Amenity
Shared Trail	Shared Trail	Crossing	Trail Service or Amenity
Shared Trail	Shared Trail	Shared Trail	Trail Service or Amenity
Trail Service or Amenity	Trail Service or Amenity	Trail Service or Amenity	Trail Service or Amenity
Potential Trail Town	Potential Trail Town	Potential Trail Town	Potential Trail Town
Trail Head "A"	**Trail Head "B"**	**Trail Head "C"**	**Trail Head "D"**

Historic Routes - 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

Historic Place

Historic Place

Historic Place

Historic Place

Historic Place

Historic Place

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

Historic Place

Historic Place

Historic Place

Historic Place

Historic Place

Historic Place

Trail Service or Amenity

Potential Trail Town

Trail Head "B"

Historic Route

Historic Route

Historic Route

Historic Route

Historic Route

Historic Route

Historic Marker

Historic Marker

Historic Marker

Historic Marker

Historic Marker

Historic Marker

Historic Marker

Historic Marker

Trail Service or Amenity

Potential Trail Town

Trail Head "C"

Historic Route

Historic Route

Historic Route

Historic Route

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

Potential Trail Town

Trail Head "D"

Mt Bike - 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

Bridge

Shared Trail

Shared Trail

Shared Trail

Trail Service or Amenity

Potential Trail Town

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

Bridge

Shared Trail

Shared Trail

Shared Trail

Trail Service or Amenity

Potential Trail Town

Mountain Bike Trail

Mountain Bike Trails

Mountain Bike Trails

Mountain Bike Trails

Mountain Bike Trails

Existing Mt. Bike Trails

Existing Mt. Bike Trails

Existing Mt. Bike Trails

Existing Mt. Bike Trails

Existing Mt. Bike Trails

Existing Mt. Bike Trails

Existing Mt. Bike Trails

Pump Track Park

Pump Track Park

Pump Track Park

Pump Track Park

Trail Service or Amenity

Potential Trail Town

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

Potential Trail Town

Trail Head "A"

Trail Head "B"

Trail Head "C"

Trail Head "D"

Water Trail - Peel-Off & Stick Symbols

Idea to Consider _____	Trail Hazard/Obstacle _____	Water Trail	Water Trail
Idea to Consider _____	Trail Hazard/Obstacle _____	Water Trail	Water Trail
Idea to Consider _____	Trail Hazard/Obstacle _____	Access Site	Access Site
Idea to Consider _____	Trail Hazard/Obstacle _____	Access Site	Access Site
Special Place _____	Cultural Feature _____	Access Site	Access Site
Special Place _____	Cultural Feature _____	Access Site	Access Site
Special Place _____	Cultural Feature _____	Access Site	Mountain Bike Trails
Special Place _____	Cultural Feature _____	Access Site	Equestrian Trail
Special Place _____	Cultural Feature _____	Access Site	Hiking or Pedestrian Trail
Special Place _____	Cultural Feature _____	Access Site	Bicycle Trail
Historic Place _____	Historic Place _____	Access Site	Trail Service or Amenity _____
Historic Place _____	Historic Place _____	Access Site	Trail Service or Amenity _____
Historic Place _____	Historic Place _____	Access Site	Trail Service or Amenity _____
Boat Ramp	Boat Ramp	Boat Ramp	Trail Service or Amenity _____
Boat Ramp	Boat Ramp	Boat Ramp	Trail Service or Amenity _____
Boat Ramp	Boat Ramp	Boat Ramp	Trail Service or Amenity _____
Canoe/Kayak Rentals	Canoe/Kayak Rentals	Canoe/Kayak Rentals	Trail Service or Amenity _____
Trail Service or Amenity _____	Trail Service or Amenity _____	Trail Service or Amenity _____	Trail Service or Amenity _____
Potential Trail Town _____	Potential Trail Town _____	Potential Trail Town _____	Potential Trail Town _____
● **Trail Head "A"**	● **Trail Head "B"**	● **Trail Head "C"**	● **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

Historic Place

Historic Place

Historic Place

Historic Place

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

Historic Place

Historic Place

Historic Place

Historic Place

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 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

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

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 us 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

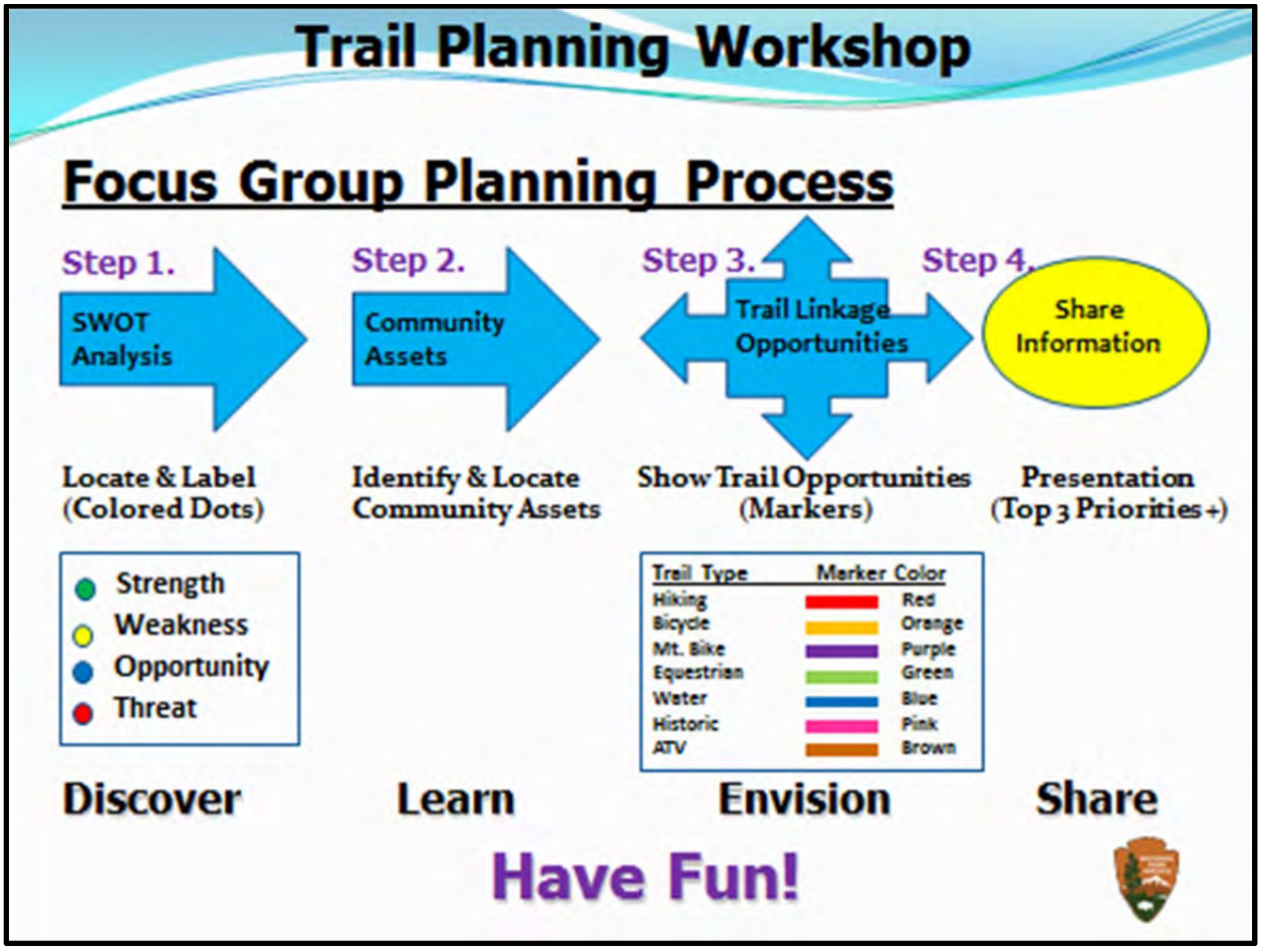
Each Trail Planning Focus Group will be asked to share their recommendations with all of the Workshop participants after the breakout session.

- 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.

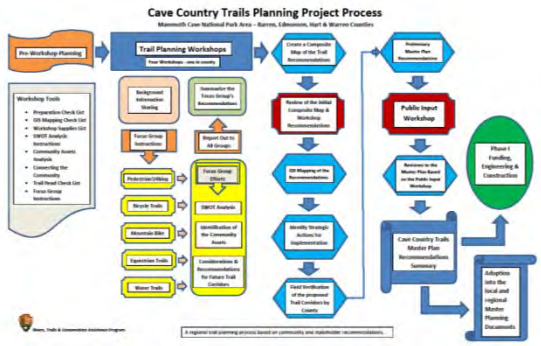
PROJECT NAME

LOCATION

INSERT PROJECT LOGO

INSERT RTCA FACILITATOR

SAMPLE PROJECT FLOW CHART



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

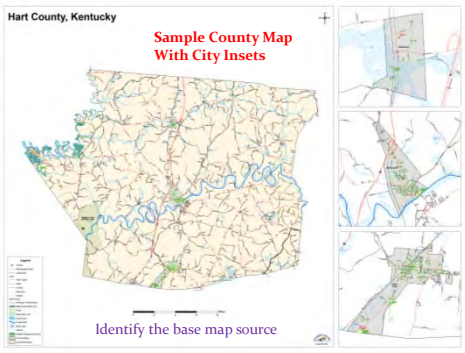
- Hiking/Pedestrian Trails
- Bicycle Trails
- Equestrian Trails
- Mountain Bike Trails
- Water Trails

This is an information and brainstorming process of:

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

Trail Planning Workshop

PROJECT NAME



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

Locate & Label (Colored Dots) | Identify & Locate Community Assets | Show Trail Opportunities (Markers) | Presentation (Top 3 Priorities +)

- Strength
- Weakness
- Opportunity
- Threat

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

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

DRAFT

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

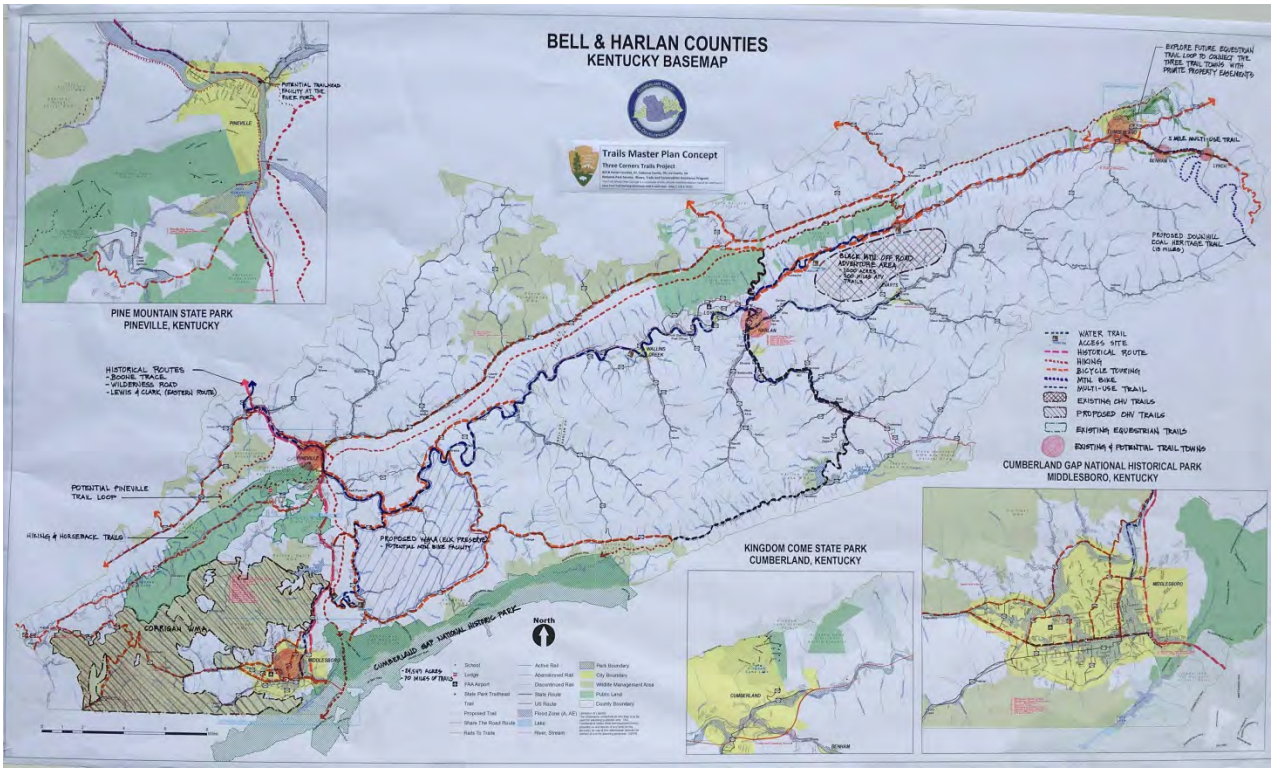
Trail Group	Strengths	Weaknesses	Opportunities	Threats	Trailheads	Cultural Features	Special Place	Recommendations
Equestrian *Updated 00/00/00*								

DRAFT

Trail Planning Workshop – Toolkit

Composite Map of Trail Recommendations

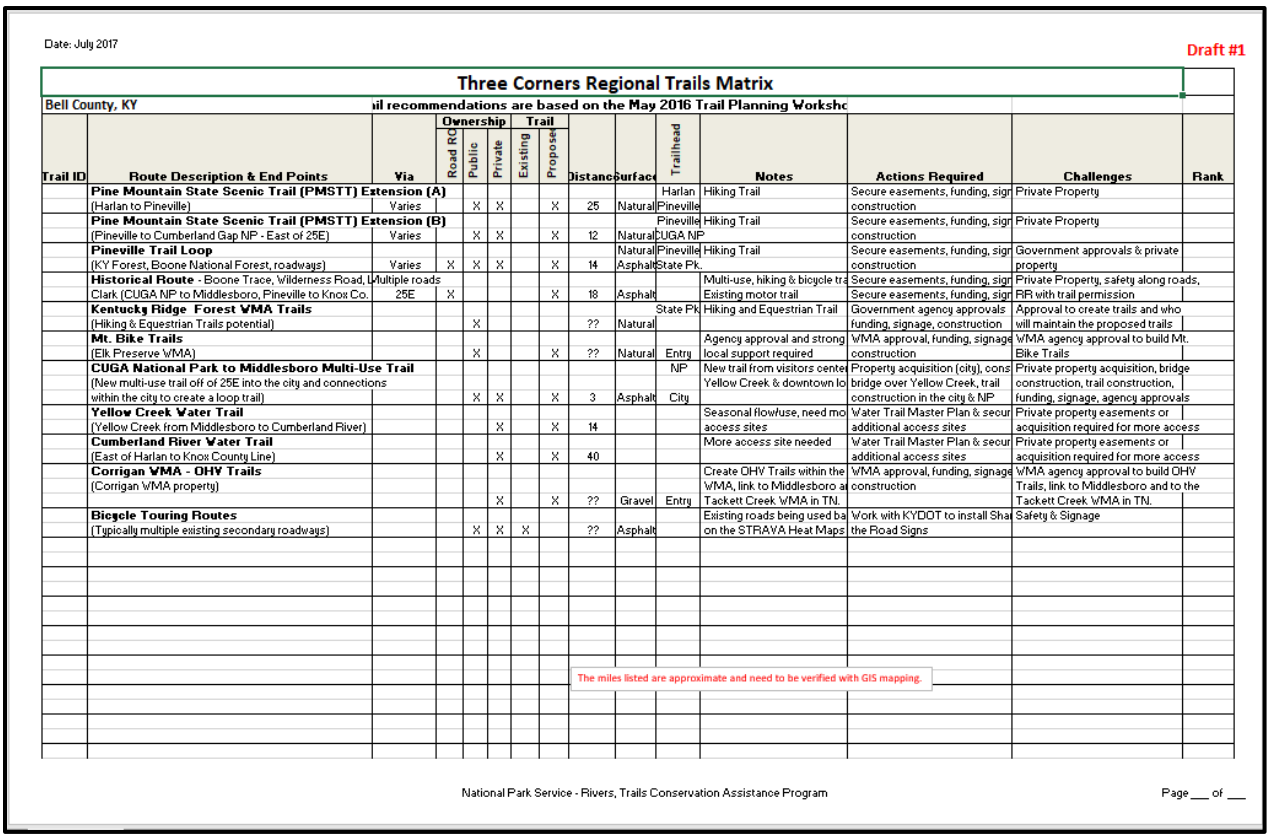
- Create Composite Map with all of the trail recommendations from the Trail Planning Workshops on a single base map for each of the counties or regions. (Make sure you have an extra set of base maps printed for this effort.)
- Use the same trail color markers for each trail group as recommended for the 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 is 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 — ...il recommendations are based on the May 2016 Trail Planning Worksh...

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

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.

Date: 00/00/00

Draft #1

Project Name Trails Matrix

County, State

Trail recommendations are based on the (Insert Dates) Trail Planning Workshops

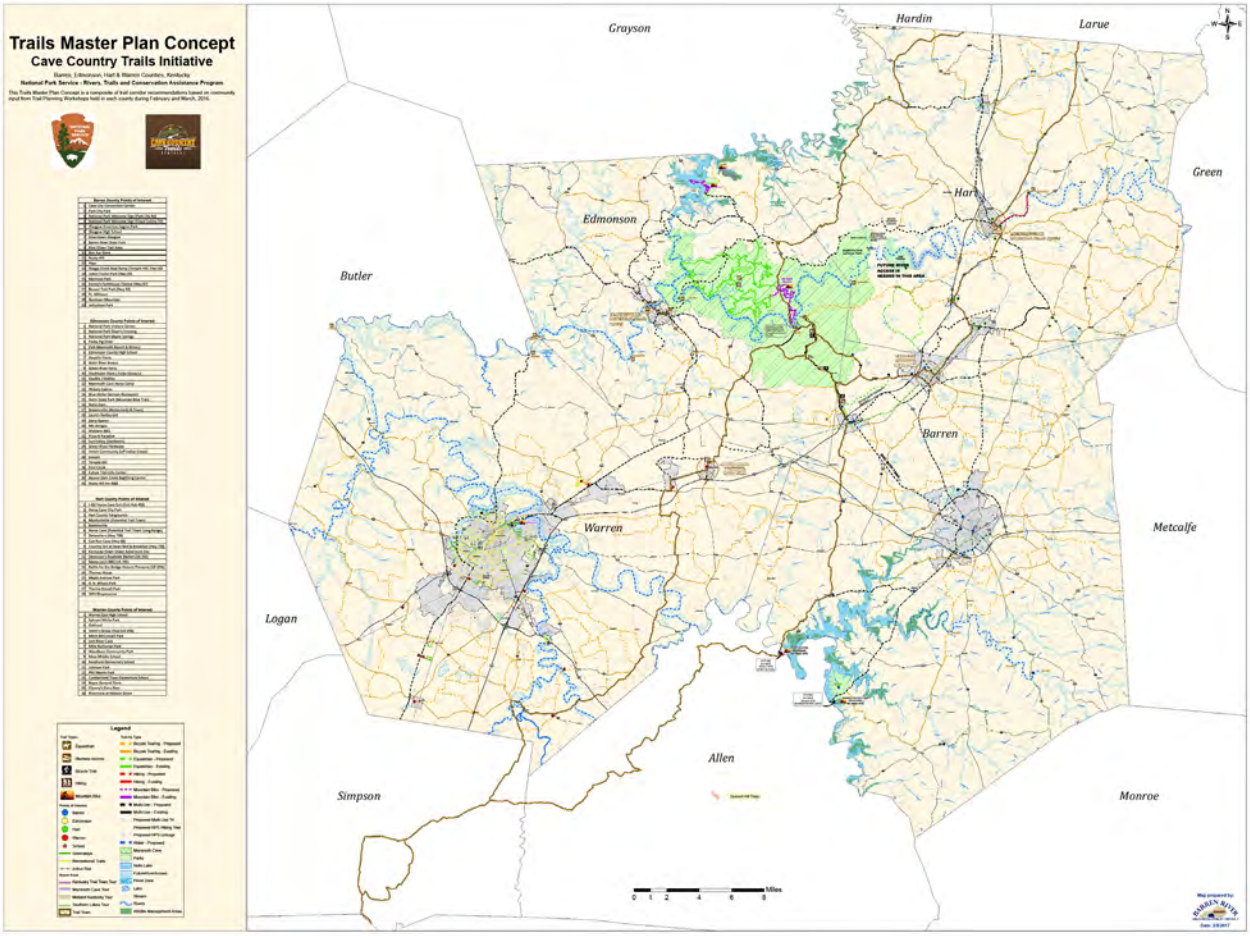
Trail ID.	Route Description & End Points	Via	Ownership			Trail		Distance	Surface	Trailhead	Notes	Actions Required	Challenges	Rank
			Road ROW	Public	Private	Existing	Proposed							

The miles listed are approximate and need to be verified with GIS mapping.

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.

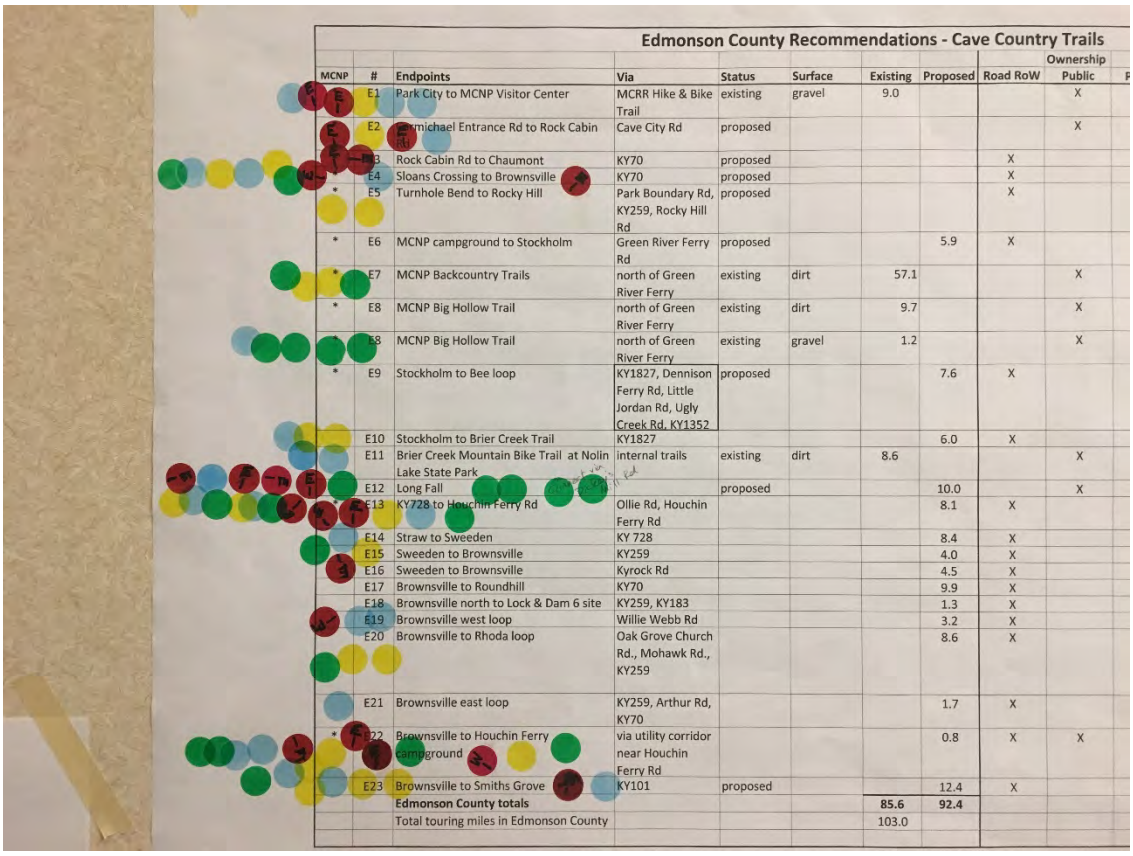


Cave Country Trails Master Plan map prepared by the Barren River Area Development District for the four counties surrounding Mammoth Cave National Park.

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

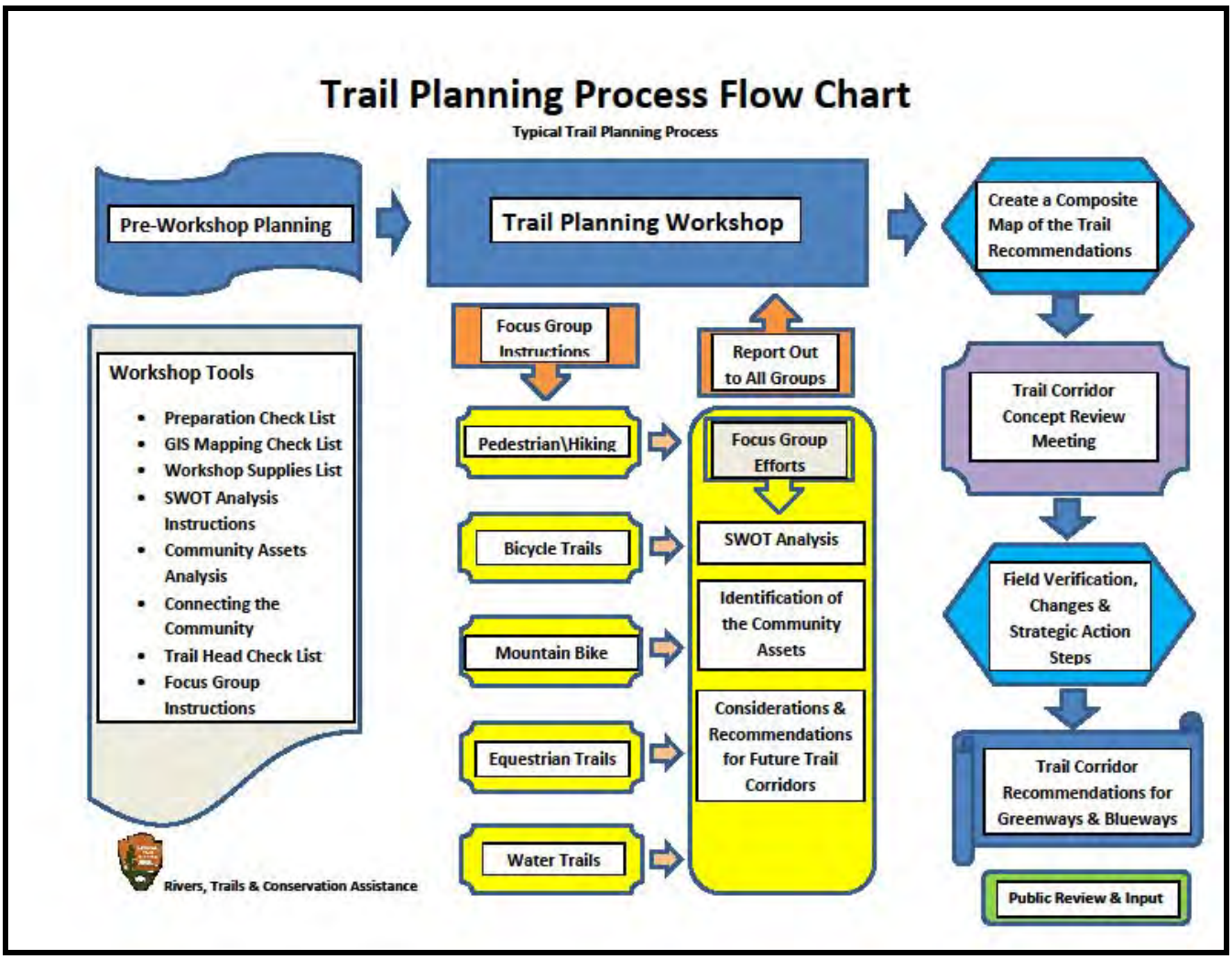
MCNP	#	Endpoints	Via	Status	Surface	Existing	Proposed	Ownership: Road RoW	Ownership: Public
	E1	Park City to MCNP Visitor Center	MCRR Hike & Bike Trail	existing	gravel	9.0			X
	E2	Carmichael Entrance Rd to Rock Cabin	Cave City Rd	proposed					X
	E3	Rock Cabin Rd to Chaumont	KY70	proposed				X	
	E4	Sloans 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
*	E8	MCNP Big Hollow Trail	north of Green River Ferry	existing	gravel	1.2			X
*	E9	Stockholm to Bee loop	KY1827, Dennison Ferry Rd, Little Jordan Rd, Ugly Creek Rd, KY1352	proposed			7.6	X	
	E10	Stockholm to Brier Creek Trail	KY1827				6.0	X	
	E11	Brier Creek Mountain Bike Trail at Nolin Lake State Park	internal trails	existing	dirt	8.6			X
	E12	Long Fall		proposed			10.0		X
*	E13	KY728 to Houchin Ferry Rd	Ollie Rd, Houchin Ferry Rd				8.1	X	
	E14	Straw to Sweeden	KY 728				8.4	X	
	E15	Sweeden to Brownsville	KY259				4.0	X	
	E16	Sweeden to Brownsville	Kyrock Rd				4.5	X	
	E17	Brownsville to Roundhill	KY70				9.9	X	
	E18	Brownsville north to Lock & Dam 6 site	KY259, KY183				1.3	X	
	E19	Brownsville west loop	Willie Webb Rd				3.2	X	
	E20	Brownsville to Rhoda loop	Oak Grove Church Rd., Mohawk Rd., KY259				8.6	X	
	E21	Brownsville east loop	KY259, Arthur Rd, KY70				1.7	X	
*	E22	Brownsville to Houchin Ferry campground	via utility corridor near Houchin Ferry Rd				0.8	X	X
	E23	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

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.
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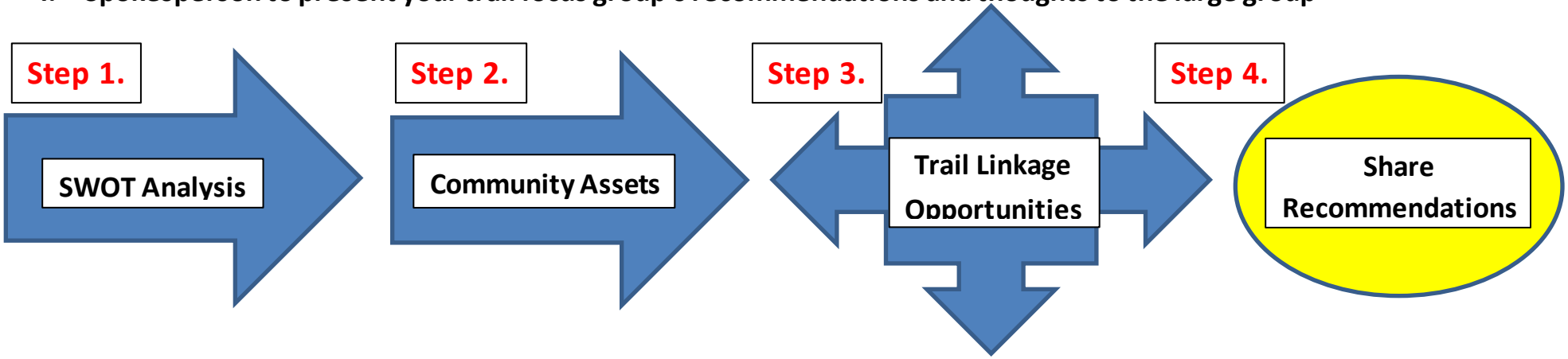

Identify & Locate (Peel-Off Symbols)

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Show Trail Opportunities (Markers)

Presentation (Top 3 Ideas+)

Hiking Trail Opportunities

Trail Focus Group Instructions

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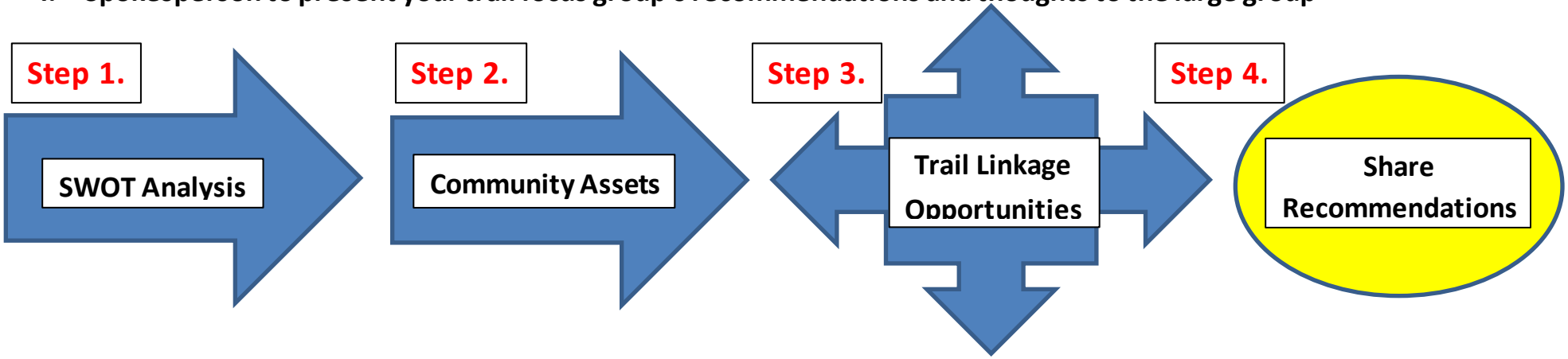

Identify & Locate (Peel-Off Symbols)

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Show Trail Opportunities (Markers)

Presentation (Top 3 Ideas+)

Equestrian Trail Opportunities

Trail Focus Group Instructions

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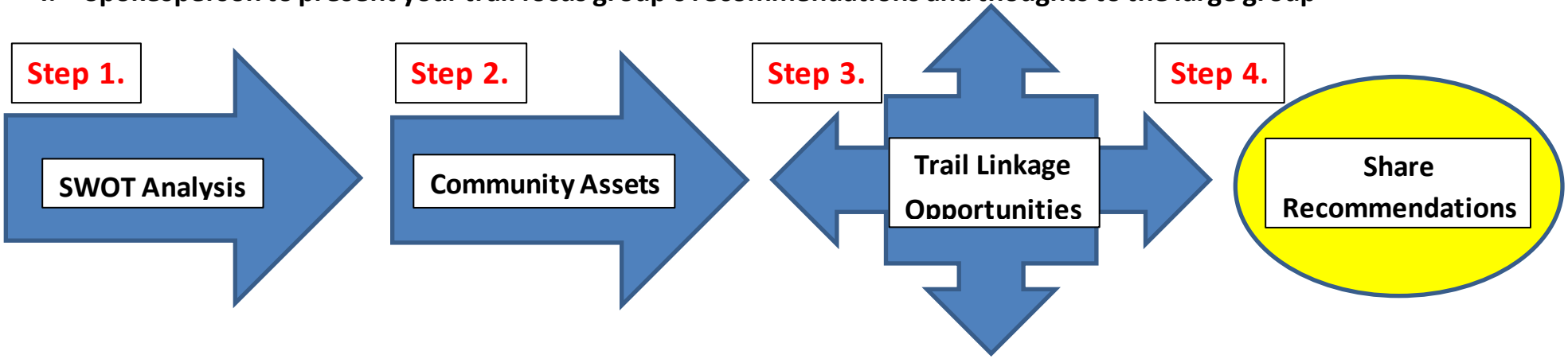

Identify & Locate (Peel-Off Symbols)

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Show Trail Opportunities (Markers)

Presentation (Top 3 Ideas+)

Mt. Bike Trail Opportunities

Trail Focus Group Instructions

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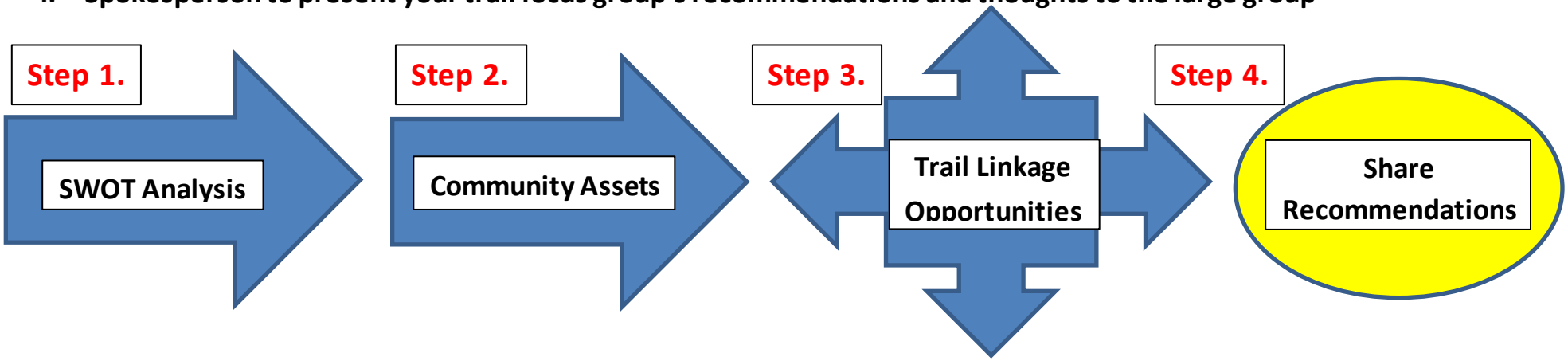

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Presentation (Top 3 Ideas+)

Water Trail Opportunities

Trail Focus Group Instructions

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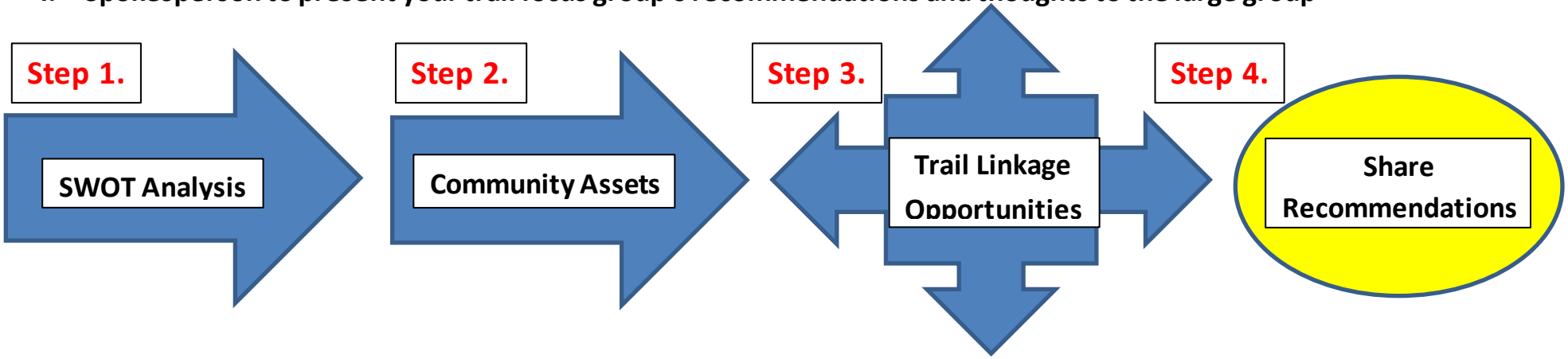

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Show Trail Opportunities (Markers)

Presentation (Top 3 Ideas+)

Historical Routes Opportunities

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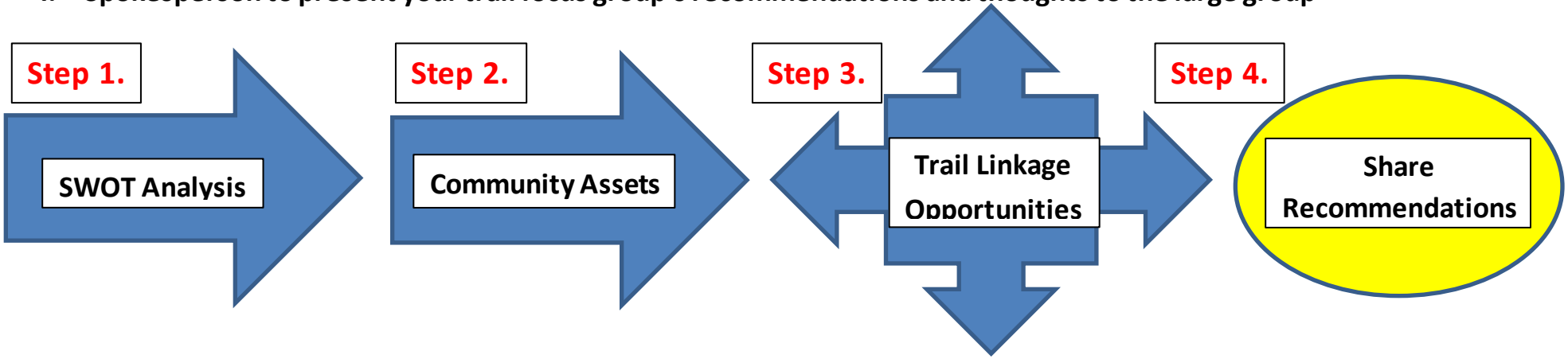

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Show Trail Opportunities (Markers)

Presentation (Top 3 Ideas+)

ATV Trail Opportunities

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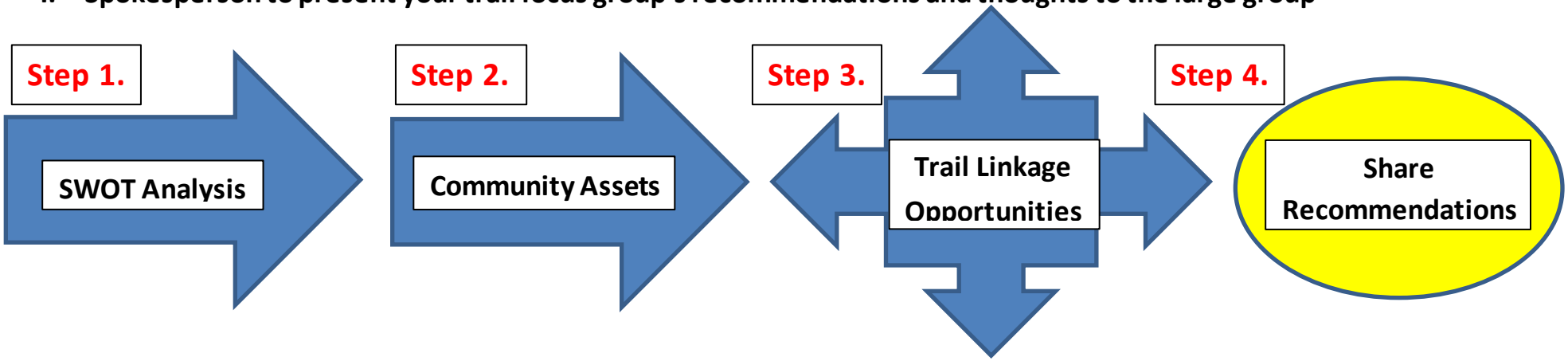

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Show Trail Opportunities (Markers)

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