Master Plan Portal Contents

March 2022

Introduction: This document outlines the contents of the Master Plan online portal. The portal may be used by anyone to create a Unit Master Plan, but is required for any facility applying for Regional Designation by the Greater Minnesota Regional Parks and Trails Commission. Applications must be completed online at https://www.gmrptcommission.org/applications.html.

Each bullet represents an information item corresponding to a Content Standard from the 2021 GMRPTC Strategic Plan, Section IV. Additional instructions are provided in brackets, which can also be found in the online portal by clicking the "i" button for each item. Note: Should any instruction listed here conflict with a Content Standard from the Strategic Plan, the Content Standard applies foremost. Attachments are encouraged and, in some cases, required. For assistance, contact the System Plan Coordinator at coordinator@gmrptcommission.org.

Proposer/Implementing Agency Tab

This section covers the basic information about the park or trail and the organizations responsible for it. If you have completed or started an application for designation, much of the information in this tab will auto-fill. All fields are required.

- Last Update Date/Time [Automatically updated by the system]
- GMRPTC Park or Trail ID Number [Set by the system]
- Park or Trail Name
- Park or Trail Type [Drop down with choices of City Park, City Trail, County Park, County Trail, Multijurisdictional Park, Multijurisdictional Trail. Lead organization should select the type of park or trail from the menu. Select *Multi-jurisdictional* when a park or trail includes multiple city or county jurisdictions.]
- District
- Regional Designation Status [This section is for administrative use only]
- Evaluation Score [This section is for administrative use only. Represents the score of the park or trail relative to established criteria for regional parks and trails. Highest possible score is 500. Score is subject to change over time as new information is provided and the Master Plan is updated. Score is given by the Commission as part of the evaluation process.]
- Location Description [Includes a general description of its location relative to nearby population centers or other recreation landmarks. For example, how would you tell a visitor to get there from the closest town?]
- Park or Trail Address
- GPS Coordinates of Park or Trail [Filled in by system based on facility address listed]

- GIS Shape File Upload [Upload GIS Shape files (border or parcels only) for use in GMRPTC online mapping tools.]
- Map of Park or Trail
- Export Cover Images [Include representative images for your plan cover page, such as a logo, map, and photo.]
- Facility Website
- Lead Applicant Organization [Must be a city or county in Greater Minnesota]
- Lead Contact Person
- Lead Contact Title
- Mailing Address [Lead applicant]
- Phone
- Email
- Joint Applicants [Resolutions of support using the Commission's resolution form are required for all joint applicants and partners. Park or trail facilities are not eligible for designation until resolutions are attached.]
- Upload Resolution [Resolutions of support using the Commission's resolution form are required for all joint applicants and partners. Park or trail projects are not eligible for funding until resolutions are attached.]
- Other Project Supporters [Please list other project supporters such as advocacy or business groups, individuals, other units of government, etc.]

Regional Significance and Site Information Tab

This section provides an overview of existing and proposed site facilities and general site characteristics. If you have completed or started an application for designation, much of the information in this tab will auto-fill.

- Regional Significance Statement [75 word limit. The Agency's headline description of the facility. This should be concisely written so that an audience of reviewers, legislators, marketers, and users can quickly understand the purpose, highlights, and regional nature of the facility. Think in terms of a short "high-level view" or "elevator speech".]
- Site Map Uploads [Upload site-level maps. Examples include site boundary, aerial image, existing physical inventory and topographic maps. Map enlargements should be provided to illustrate unique features or areas of development. For trails, provide an overall corridor map, plus enlargement maps at manageable scale for key areas. Include label and brief description of map as part of the upload.]
- Classification [Select the appropriate classification for the facility, based on the descriptions from pages 25-31 in the GMRPTC Strategic Plan.]
- Overview/Description of Park or Trail [500 word limit. Expand upon the regional signficance statement to provide broad details on the amenities, targeted users, programming, history, and future growth of the facility. Think in terms of a "ground-level view".]
- Total Acreage or Milage [List the master planned total size or length of the facility at final build-out.]
- Acquisition and Development Status
    - New or Existing Park or Trail
    - Describe Land Acquisition Status
    - Percentage of Land Acquired

- o Current Development Status
- General Site Characteristics [Describe key site characteristics, especially geological characteristics, land forms, and unique features that give the park or trail its sense of place.]
- Site Characteristics Uploads [Provide images (photos or other graphics) of key site characteristics and unique qualities that complement written information provided in the box. Provide enough imagery to help those not familiar with the facility to understand the site's current status and characteristics. Include labels and brief description of each image as part of the upload.]
- Facilities Listing
  - o Existing Facilities [check boxes]
  - o Proposed Facilities [check boxes]

Setting and Regional Context Tab

This section defines the regional context of the park or trail. Criteria responses will auto-fill from the designation application.

- Regional Context [Describe how this facility fits into the outdoor recreation mix in the region, including an analysis of each facility's notable amenities and how the proposed facility would complement or duplicate those amenities.]
- Regional Map Uploads [Include one or more analysis maps of other federal, state, regional, potentially regional and significant local recreation facilities within at least a 30 mile radius (preferably more)]
- Criteria 1: Provides a High-Quality Outdoor Recreation Experience [Places a priority on providing facilities/amenities that are relevant to the core facility's user groups and also serves to broaden the appeal of outdoor recreation to new or expanded populations. The facility is a destination unto itself and contains regionally significant features that attract regional users and potentially draw visitors from a distance outside the region. See full rating scale on pages 34-35 of GMRPTC Strategic Plan.]
- Criteria 1 Images [Include label and brief description of each item as part of the upload.]
- Criteria 2: Provides a Natural and Scenic Setting Offering a Compelling Sense of Place [Places a priority on providing a natural and scenic setting offering a compelling sense of place. Preserves regionally important landscapes with unique land features that have value and character. Access to water and/or historically/culturally significant features is also emphasized. See full rating scale on pages 36-37 of GMRPTC Strategic Plan.]
- Criteria 2 Images [Include label and brief description of each item as part of the upload.]
- Criteria 3: Well-located to Serve a Regional Need and/or Tourism Destination [Places a priority on features and facilities that are readily accessible to a populated, rapidly growing and/or an established regional center or visitor destination. Connections to additional regional or state-level facilities add value. See full rating scale on pages 38-39 of GMRPTC Strategic Plan.]
- Criteria 3 Images [Include label and brief description of each item as part of the upload.]
- Criteria 4: Fills a Gap in Recreational Opportunity Within the Region [Places a priority on regions that are lacking in regional-level facilities, particularly those of a similar nature to this facility. Complements (and does not duplicate) or provides access to recreational opportunities available in the region, especially those provided by associated state or federal facilities. See full rating scale on pages 40-41 of GMRPTC Strategic Plan.]
- Criteria 4 Images [Include label and brief description of each item as part of the upload.]

Vision, Trends and Public Engagement Tab

This section summarizes public input, demographics, recreational trends, public values and economic opportunities that influenced master plan outcomes. 0While most of the rest of the Master Plan describes the "WHAT" will be built, this section details "WHY", including an overarching Vision Statement supported by the public. The Commission expects that all regional facilities will be selected, designed and built based upon solid public involvement and practical research or evidence of demand.

- Vision Statement [This is a clearly defined, concise vision that defines the "why" of the facility based on regional information and public engagement.]
- Regional Demographic Information [Describe the demographic trends pertinent to the region that this park or trail serves. This includes, but is not limited to, population changes over time (historic and projected), along with trend information about age groups, emerging populations, etc. Tell the story of how this facility serves a nearby regional population center and a regionally-based population. The intent is to establish the basis for the demand for this park or trail in this location, along with the basis for the type of amenities being proposed.]
- Demographic Support Material upload [Upload demographic support material, such as charts, tables and graphs that describe a particular aspect of regional demographics. Include label and brief description of each item as part of the upload.]
- Economic Development/Tourism Information [Describe the role of the park in fostering economic development and tourism within the region. Include specific examples of economic development and tourism opportunities. Explain the proximity of the park or trail relative to a regional economic or tourism center, and how it serves a broad tourism-based population.]
- Economic Development/Tourism Support Material upload [Upload support materials that describe an economic development or tourism opportunity. Include label and brief description of each item as part of the upload.]
- Recreational Trends Information [Recreation trends should be supported primarily by data with a reasonable connection to the proposed facility. The Commission supports and encourages local agency data collection efforts; however, it recognizes that those efforts may still be in development. Basic user data such as trail counts, rental information, campsite use statistics, and more may be complemented by documented anecdotal data where those sources complement or support each other.]
- Recreational Trends Support Material upload [Upload supporting material, such as charts, tables and graphs that describe recreational trends and the demand for a particular facility or amenity. Include label and brief description of each item as part of the upload.]
- Public Health Values (Optional) [Select supported Public Health Values specific to this park and region that can be supported by public engagement and other trends.]
- Public Health Values Narrative [PHV are another way to focus the story of a particular facility towards its end user's highest priority (including underserved and non-traditional users). The basic list of values noted here can be prioritized and described through public engagement, with the resulting recreation amenities reflecting that priority. Include specific examples related to Facilities Listing items. Optional but encouraged.]
- Public Health Values Support Material upload [Upload support material, such as charts, tables, graphs and articles that describe the public health values of this park or trail. Include label and brief description of each item as part of the upload.]
- Public Involvement Summary [A summary of the public engagement process and outcomes used in the plan. Processes that are well designed should invite broad participation using a variety of

in-person and virtual methods and share the results with the public for confirmation. The process used should be proactively inclusive of all potential user groups (including ethnic, racial, mobility- and economically-challenged and other underserved communities), listen and respond carefully, and achieve broad and significant response volume.]

- Public Involvement Support Material Upload [Upload standalone reports and findings from the public process and outreach. Documentation should show both the concepts and stories heard, as well as the number and mix of users who participated. Include label and brief description of each item as part of the upload.]

Development and Implementation tab

This section describes the development and acquisition plans for the park or trail and provides detailed information about specific development features.

- Development Plan Overview [Describe the overall development plan. The intent is to establish the big picture of existing and proposed development. Clearly illustrate (text and color-coded graphic images) which facilities are existing and proposed. *Also describe how all proposed features will meet or exceed accessibility standards and the needs of all users, per Commission standards.* Details about each feature will be described in the "Development Feature" item below.]
- Development Plan Items/Images upload [Upload items and images that support the development plan, especially an overall development plan graphic and related detail area enlargements. Include label and brief description of each item as part of the upload. Specify if image is for an existing or proposed facility or feature.]
- Acquisition Plan Overview [Describe the acquisition plan. Clearly illustrate (text and graphic image) which lands are already acquired and which are proposed. Identify specific opportunities (e.g., willing seller) and constraints (e.g., non-willing seller, contamination issues and development constraints) associated with acquiring various land parcels. Describe anticipated costs per parcel and cost estimate methodology.]
- Acquisition Plan Items/Images upload [Upload items and images that support the acquisition plan, especially clearly illustrating which lands are already acquired and which are proposed. Include label and brief description of each item as part of the upload.]
- Development Feature [Describe each specific development feature or trail segment in adequate detail to clearly define the character, physical relationships, size and scale of the facility or amenity. Include the expected cost of the feature and how you determined that cost. Also define key development standards being proposed (i.e. width of trail, square footage of building, size of parking lot, etc.). Only describe one feature per box (add features below as needed.)]
- Development Feature Support Material upload [Upload support material, such as graphic images, photos, and character sketches, that illustrate the specific feature being proposed above. Include label and brief description of each item as part of the upload. Specify if image is for an existing or proposed facility or feature.]
- Implementation Plan [Describe proposed acquisition and development strategy, including general statement about implementation priorities. A variety of realistic alternative funding sources must be identified, as Legacy funding cannot and should not be the only funding source for a particular facility.]

- Summarize Acquisition and Development Costs To-Date [Summarize acquisition and development to-date in narrative form, including dates, costs, and funding sources using best available information.]
- Investments to Date from Various Sources [For each of the funding sources listed below, provide dollar amounts for acquisition, development, and total funding. For older established parks and trails, provide as much information as possible. If no funding was received from a listed source, put a zero in the box.]
  - Parks and Trails Legacy Funding [Provide dollar amounts for acquisition, development and total funding received from the Parks and Trails Legacy Fund since the program started. This includes any funding from this fund prior to the establishment of the Commission. If no funding was received from a listed source, put a zero in the box.]
    - Acquisition
    - Development
    - Total
  - Non-Parks and Trails Legacy Funding [For each of the funding sources listed below, provide dollar amounts for acquisition, development, and total funding. For older established parks and trails, provide as much information as possible. If no funding was received from a listed source, put a zero in the box.]
    - Arts & Cultural Heritage Legacy
    - Clean Water Legacy Funding
    - Outdoor Heritage Legacy Funding
    - Total
  - Local and Other Funding Sources [Provide total dollar amounts for acquisition, development, and total received from local-level sources only. Include all funding from this source and make note of source(s) and year(s) funding was received in the "Summarize Acquisition and Development Costs To-Date" box above.]
  - Grand Total Investments to Date – All sources listed above
- Acquisition and Development Cost Projections [Describe projected costs for acquisition and development in narrative form. Development cost estimates are based on a Master Plan-level professional evaluation, supported by the development details for each particular item. Note that acquisition costs must be based on accepted appraisal practices. The Commission may, at its discretion, reject or not act upon funding requests due to inadequate information or inconsistencies with the information provided here. Future formal funding requests for acquisition must conform to state of Minnesota public property acquisition appraisal practices.]
- Cost Estimate Support Information upload [Upload cost estimate information, including any line-item tables or spreadsheets that detail projected costs for acquisition and development. Include label and brief description of each item as part of the upload.]
- Acquisition and Development Phasing Plan [Summarize phasing plan in narrative form, including rationale for what is included in each phase and why (tied to research or public involvement). Describe how acquisition and development could be phased (either by time or priority) based on what your agency can accomplish at one time, or due to anticipated funding limitations. Also summarize the cost for each phase based on the information provided under *Acquisition and Development Cost Projections* above.]
- Phasing Plan Support Information upload [Upload phasing plan information, including any cost tables and spreadsheets outlining anticipated phases, Include label and brief description of each item as part of the upload.]

- Cost Projections for Implementation Plan [Insert total projected costs for implementing all phases of the plan. Do not include any investments to date (as otherwise accounted for on this page).]
- Acquisition [Provide cost projections for future acquisition using best available land value information. Future funding application will require a qualified appraisal.]
- Development [Provide cost projection for future development based on a master plan-level evaluation.]
- Projected Total [Provide total cost projection for acquisition and development based on a master plan-level evaluation.]
- Repair and Replacement [As structures age, they will require repairs, rehabilitation, or other investments beyond regular maintenance to keep them in use. Examples include seal coating pavement, re-roofing buildings, or replacing campground shower buildings. Identify the expected schedule for this type of long-term repair or replacement across all major amenities (if not already in your development plan), and the agency's plan to implement and pay for it at a Master Plan level.]

Operations and Programming tab

This section describes the operational plan for the park or trail, including responsibilities of joint organizations and annual costs.

- (Joint) Organization Responsibilities [Describe the specific responsibilities of all joint organizations listed under the *Proposer/Implementing Agency* tab. This should include a listing and brief description of all supporting joint powers or other agreements between parties, along with a listing of core responsibilities for managing, operating, programming, policing, etc. the park or trail. Include both functional and fiscal responsibilities for each item. If no joint organizations, item does not apply.]
- (Joint) Organizations Support Material upload [Upload support materials, including all joint powers, memorandum, resolution, or other agreement officially adopted by the relevant parties. Also upload any rules or ordinances affecting the site.]
- Operational Sustainability [Describe the year-to-year plan, revenue sources and cost estimates for maintaining and operating the park or trail, including a listing of routine activities that will occur. Cost items should include routine costs for labor, materials, utilities, equipment, etc. using best available information. The expected increase in operating expenses associated with the implementation of each development phase (or some similar benchmarking) should also be presented.]
- Operational Sustainability Support Material upload [Upload operations and maintenance support materials, including any line-item tables or spreadsheets that detail projected costs. Include label and brief description of each item as part of the upload.]
- Natural Resources Sustainability [Show that the agency understands the unique natural resources in the facility and the challenges for managing them. This section should also describe the approach used to foster environmentally sustainable infrastructure design, construction or operations. Broad strategies for addressing the top priority challenges should be included, with the costs included in either the capital implementation plan or the management/sustainability plan.]

- Natural Resources Sustainability Support Material upload [Upload natural resources support materials, including inventory maps and any technical restoration/stewardship plans or summaries. Include label and brief description of each item as part of the upload.]
- Programming [Provide overview of type of visitor programs to be offered, including list of partners and associated responsibilities. Programming should relate to previous public engagement and the "Connecting People to the Outdoors" pillar of the Minnesota 25-year Parks and Trails Legacy Plan as a means to proactively attract a broad spectrum of users to your facility, including new, non-traditional and historically underserved users. Cost estimates and funding sources must be included.]
- Programming Support Material upload [Upload programming support materials, including any brochures or description of programs. Also include line-item tables or spreadsheets that detail costs and revenues from programs. Provide images (photos or other graphics) of program activities that complement written information. Include label and brief description of each image as part of the upload.]
- Marketing [Outline the various marketing, advertising and outreach strategies and partnerships that will be used to ensure that local and regional users are made aware of the park or trail. Explore both traditional and non-traditional approaches that have the realistic potential to achieve a regional level of use. Cost estimate and funding sources must be included.]
- Marketing Support Material upload [Upload any brochures or other publications used for outreach or marketing of the park or trial, as well as programs. Include label and brief description of each item as part of the upload.]
- Research and User Metrics [Research and user metrics are critical to understanding use patterns (quantitative) and user satisfaction (qualitative). Describe any programs that will be used to track participation and visits to the park or trail. Also describe any research initiatives being undertaken to determine facility success and to inform future planning and programming decisions. Highlight any research activities and programs fostered by the Commission that are being implemented.]
- Research and User Metrics Support Material upload [Upload any material that supports participation tracking and research associated with the park or trail. Examples include survey research tools and methods for annual visitor counts. Include label and brief description of each item as part of the upload.]
- Total Maintenance and Operations Budget [A brief narrative to summarize all of the above components and their combined total revenue and expense.]
- Total Maintenance and Operations Budget Support Material upload [Upload any material, particularly budget worksheets, that shows the combined maintenance and operations budget for the facility. May include both current budget, by phase of build-out, and final anticipated budget. Include label and brief description of each item as part of the upload.]
- Total Maintenance and Operations Expenses [Enter the anticipated, total final expense figure for maintenance and operations for the built-out facility.]
- Total Maintenance and Operations Revenues [Enter the anticipated, total final revenue figure for maintenance and operations for the built-out facility.]