



## Master Plan Portal Contents

April 2017

**Introduction:** The following document outlines the contents of the online Master Planning portal. The portal may be used by anyone to create a Unit Master Plan, but is required for any facility wishing to apply for Regional Designation by the GMRPTC. Applications must be completed online at <http://www.gmrptcommission.org/applications.html>. Each bullet is an information item that must be completed in the application, with additional guidance in brackets. Attachments are encouraged and in some cases required. For assistance contact the System Plan Coordinator at [coordinator@gmrptcommission.org](mailto:coordinator@gmrptcommission.org).

### Overview

The REVISED Master Planning Portal is free and available for use by any organization that wants to create a master plan for their local or regional park or trail. Applicants for regional designation in 2017 are required to use the new portal for uploading their master plan.

This version of the GMRPT Commission Master Plan Portal is an updated version based on feedback from users. Please note that as the Portal is further refined, based on the feedback we receive from real time users, changes will be made, but no entered data will be lost. All information entered into the system during testing will be retained as part of your planning work. It is important that to gain valuable insight in ways the system can work better for you, please share any comments or suggestions you have with GMRPTC at [coordinator@gmrptcommission.org](mailto:coordinator@gmrptcommission.org).

### General Tab

This section provides the basic information about the park or trail and the organizations responsible for it. All fields are required.

- Park or Trail Name
- GMRPTC Park or Trail ID # [Set by the system]
- District
- Last Update Date [Automatically updates when information about the park or trail was last updated.]
- 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 county or city jurisdictions.]
- Regional Designation Status [\*Administrator Completion Only\*]
- Evaluation Score [\*Administrator Completion 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
- Park or trail address
- GPS coordinates of park or trail [Filled in by system based on facility address listed.]
- Map of Park or Trail
- 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 [Listing of formal application partners, all must be a city or county in Greater MN]]
- Application 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.]

### **Description Tab**

This section defines the regional context of the park or trail, along with a brief introductory description.

- **Regional Significance Statement** [Provide a short "elevator speech" describing the regional significance of the park or trail. Focus on the core vision, essential qualities and primary public values the park or trail offers. 75 Words Max.]
  - 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**
- **Overview/Description of Park or Trail** [500 word limit. Expand upon the regional significance statement with a summary description of park or trail. Include:
  - General description of the park or trail (setting, overall characteristics and special features)
  - Overview of user groups that would be served
  - Overview of type, size and scale of facilities to be provided
  - Overview of programs to be offered]
- **Total Acreage or Mileage**
- **Acquisition and Development Status**
- **Regional Context** [Describe whether the park or trail is part of a city or county system. Define proximity to, and interface with, other regional and state-level parks and trails, including how the park or trail complements (not duplicates) facilities provided at those sites. Also define key local parks that complement this park or trail. For trails, highlight how the trail interconnects with other local, regional, and state trails in the region.]

- Regional Map Uploads [Upload regional map illustrating the location of the park in relation to other regional and state-level parks and trails as described above. For trails, map should illustrate how the trail interconnects with other local, regional, and state trails and parks in the region.]

### Site Information Tab

This section provides an overview of existing and proposed site facilities and general site characteristics.

- Facilities Listing
  - Existing facilities
  - Proposed facilities
- General Site Characteristics [Describe key site characteristics, especially geological characteristics, landforms and unique features that give the park or trail its sense of place]
  - Site Characteristics Images Upload [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 label and brief description of each image as part of the upload.]

### Trends/Public Values Tab

This section summarizes public input, demographics, recreational trends, public values and economic opportunities that influenced master plan outcomes. While most of the rest of the Master Plan describes “WHAT” will be built, this section details “WHY.” 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.

Refer to the GMRPTC website ([gmrptcommission.org/news](http://gmrptcommission.org/news)) for additional demographic, parks and trails research, and public values information that may be pertinent to this park or trail.

- Public Involvement Summary [Describe the public process and outreach associated with planning this park or trail. Include a list of meetings and outreach efforts, along with attendance information. Summarize key findings from the process, including describing the core public values being sought for the park or trail. Also describe any conflicts that were identified and how they were or will be addressed.]
  - Public Involvement Support Material Upload [Upload standalone reports and findings from the public process and outreach. Include label and brief description of each item as part of the upload.]
- 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 change 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.]
- Public Health Values (Check all that apply) [Refer to GMRPTC's website for more information on public health values and benefits. Provide specific examples of public health values for this park

or trail in the box below.]

- Promotes Physical Activity
- Promotes Healthy Lifestyle
- Connects People to the Outdoors
- Enhances Mental Health
- Encourages Social Interaction
- Public Health Values Additional Information [Describe any specific public health values being addressed by this park or trail, including specific examples related to checklist items.]
  - 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.]
- Economic Development/Tourism Opportunities [Describe the role of the park or trail 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 Opportunities Support Material Upload [Upload support material that describes an economic development or tourism opportunity. Include label and brief description of each item as part of the upload.]
- Recreational Trends Information [Describe the recreational trends being addressed and demand for the facilities and amenities being provided in this park or trail. Complementary with demographic information, the intent is to define the regional demand for the type of facilities and amenities being proposed.]
  - Recreational Trends Support Material Upload [Upload support 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.]

### **Classification Details Tab**

Describe in detail how your proposal aligns with each of the four criteria associated with the selected classification. Refer to Section 3 of the Greater Minnesota Regional Parks and Trails Strategic Plan for detailed information about criteria and rating scales. All applicants are strongly encouraged to attach photos or graphics for each criteria depicting the characteristics or features of the facility described below.

### **Development/Acquisition Plan 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 state that all proposed features will meet regional design and applicable accessibility 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 Tab**

This section describes the implementation plan for the park or trail, including specifics about investments to-date, cost projections and phasing plan.

- Implementation Plan [Describe proposed acquisition and development strategy, including general statement about implementation priorities.]
- 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.]
    - Local Funding
    - Environment & Natural Resources Trust Fund
    - Other Funding
    - Total
  - Grant Total Investments to Date – All Sources Listed Above
- Acquisition and Development Cost Projections [Describe projected costs for acquisition and development in narrative form. (Cost tables or spreadsheets should be uploaded under *cost estimates support information*.) Note that acquisition costs must be based on accepted appraisal practices. Note also that 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 [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. Summarize phasing plan in narrative form, including rationale for what is included in each phase and why (tied to research or public involvement). Also summarize the cost for each phase based on the information provided under *Acquisition and Development Cost Projections* above. Note that the Commission may, at its discretion, reject or not act upon funding requests due to inadequate information or inconsistencies with the information provided here.]
  - 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 projection 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.]

### **Operational Plan Tab**

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

- **Joint Organizations Responsibilities** [Describe the specific responsibilities of all joint organizations listed under 1. General tab. This should include a listing and brief description of all joint powers 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 or similar agreements. Include label and brief description of each item as part of the upload.]
- **Maintenance/Operations Plan** [Describe the year-to-year plan for maintaining and operating the park or trail, including a listing of routine activities that will occur. Provide cost breakdown for maintaining and operating the park or trail on an annual basis, as well as the organizational experience or professional estimate that supports that projected cost. Cost items should include routine costs for labor, materials, utilities, equipment, etc. using best available information. Also include direct costs associated with marketing, law enforcement and undertaking research as related to this park or trail. Include funding sources for operations and maintenance functions.]
  - M/O 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.]
- **Ecological/Land Resources Plan** [Describe how the natural resources of the site will be managed, including any plans to restore and/or provide stewardship of those resources. (Note: *Annual* costs for *routine* natural resource management should be included in the *annual routine* operations and maintenance cost projections. Larger scale restoration and stewardship projects should be included as part of the development cost projections.)
  - Ecological/Land Resources Support Material [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.]
- **Annual Routine Maintenance and Operations Cost Total** [Insert total projected costs for annual operations and maintenance from all sources.]

### **Programming Plan Tab**

This section describes how the public will connect to the park or trail through programming, outreach, marketing and research efforts.

- **Programming Plan** [Provide overview of type of visitor programs to be offered, including list of partners and associated responsibilities. Programming should relate to discovered “Trends and Public Values” as well as tenets of “Connecting People to the Outdoors” from the Minnesota 25-year Parks and Trails Legacy Plan. Include cost projections for providing programs on an annual basis using best available information, along with any revenues received from programming. Also include other revenues from other fees and charge, such as cross-country trail fees, etc.]
  - 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.]
- **Annual Programming Cost** [Insert total current annual costs for all programming.]

- Annual Revenues from Programming and Fees/Charges Total [Insert total annual revenues from all activities associated with the park or trail.]
- Outreach and Marketing Plan [Describe outreach and marketing programs to inform the public of the park or trail offerings and used to draw users. Highlight unique programs that are being tested and/or have proven successful, or provide evidence-based reasons for the particular approaches. Specifically highlight unique programs focused on “connecting people to the outdoors.”]
  - Outreach and Marketing Support Upload [Upload any brochures or other publications used for outreach or marketing of the park or trail, as well as programs. Include label and brief description of each item as part of the upload.]
- User Metrics and Research Plan [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. Also highlight any research activities and programs fostered by the Commission that are being implemented. (Note: The goal is, over time, to improve the body of research available in Greater Minnesota to inform planning decisions at the site and state-wide levels.)]
  - User Metrics and Research Support 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.]