



# GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION



## Master Plan Tutorial

---

Online Master Plan Portal

April, 2017

**All Tutorial Instruction is highlighted in RED.**

# Why Master Plan?

## To Prove What, How, and Why!

---

- A master plan is required for a park or trail to receive formal regional designation.
- Having a Master Plan is vital to affirming that a park or trail is well-vetted, regionally significant and merits formal regional designation.
- Ensures that the applicant understands its own obligations and responsibilities, especially for funding, ongoing operations, maintenance and programming.



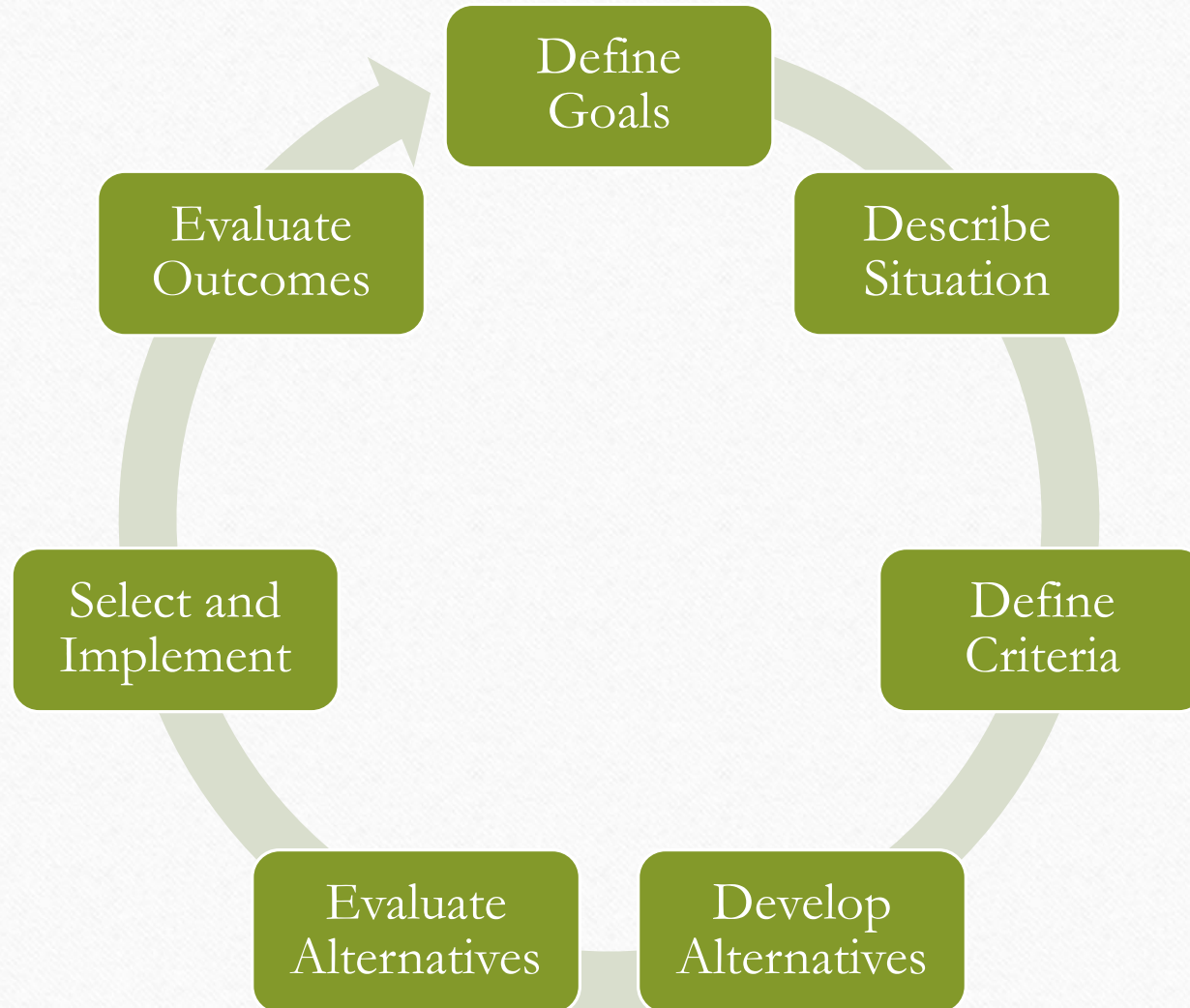
# Main Purpose

---

The main focus of a master plan should be on clearly describing the regional-level purpose and compelling features of the park or trail, along with what makes it a place that people will want to go to time and again.

Specifically describing unique features and how the park or trail will provide a high quality outdoor experience not otherwise available in the area is especially encouraged.

# Typical Planning Process





# GMRPTC Requirements

## Page 61-62, Strategic Plan

The main focus of a master plan should be on clearly describing the *regional-level purpose and compelling features* of the park or trail, along with what makes it a place that people will want to go to time and again. Specifically describing *unique features* and how the park or trail will provide a high quality outdoor experience not otherwise available in the area is especially encouraged.

### Master Plan Minimal Requirements – General

At a minimum, the master plan content must include:

- **Introduction/overview** – general overview of the park or trail, including which classification it falls under
- **Proposer/implementing agency(s)** – clearly defines implementing agency(s), including regional partnerships supporting the project, such as cities, townships, and counties within a given region; where operations, management, maintenance, programming, etc. is a shared responsibility, details of that partnership should be provided; include any joint power or other forms of agreement spelling out relationships
- **Setting/regional context** – describe the location of the site, whether it is part of a city, township, or county system; also define proximity to, and interface with, other regional and state-level parks and trails, including how the park or trail would complement (not duplicate) facilities provided at those sites
- **Site information** – such as boundaries for existing and proposed parcels; natural land forms and other site resources; site limitations; and other conditions affecting acquisition or development
- **Vision, trends, and public values** – including a vision statement and statements related to: 1) demographic information influencing demand, 2) recreational trends information, 3) public health values, and 4) economic development/tourism opportunities

**Master Plan References!**  
The Commission's website  
has a variety of master  
plans available for review.

- **Regional Significance Statement:** define the classification that the park or trail falls under, and describe how it conforms to/addresses the evaluation criteria established for its classification
- **Public input/participation** – local citizen participation in the process is required; provide a summary of findings from general public outreach and interest group input; define any areas of conflict, and how that is resolved
- **Development master plan** – describe proposed features/development program, and support with site maps, site plans (detailed design and construction-levels drawings are not required), aerial images, site photos, graphics, and written text; address accessibility
- **Ecological/land resources plan** – describe the natural and land resources found across the site, and strategy for protecting and managing land and water resource (at master plan level); as available, include mapping and other documentation about key natural, cultural and historic features (e.g., Minnesota Land Cover Classification System, Minnesota County Biological Survey, Natural Heritage Information System)
- **Programming plan** – describe the type of programs that are envisioned, along with responsible agency
- **Research plan** – provide a statement that implementing agencies will participate in Commission research initiatives (visitation counts, use profiles, recreation demands and trends surveys, etc.) as these programs are developed and implemented over time; describe any research initiatives and data management initiatives that the implementing agency is planning to use for its own purposes
- **Implementation, management, and sustainability plan** – describes the implementation strategy and development priorities; include implementation cost projections (acquisition, development, operations, and maintenance) and any phasing being considered; cost estimating should be based on a master plan-level evaluation (detailed construction-level cost estimates are not required); operations and management plan should include rules, regulations or ordinances affecting the site; local sources of funding and revenue to develop, operate and maintain facilities should be outlined

# Master Plan Components

- Facility Inventory/Overview
- Regional Context/Significance
- Public Vision/Values/Trends
- The Future
  - Concept/Development Plan
  - Implementation Plan
  - Ecological Plan
  - Programming Plan
  - Management/Sustainability Plan
  - Research Plan

Identify the overall responsible team leader and each team member who will be leading the development of each component for maximum efficiency.

## Public Engagement



# Public Engagement Process & Techniques

## Process

1. Design process with end in mind
2. Invite broad participation
  1. Transparent
  2. Listen
  3. Ground Rules/Neutral
  4. Solutions
3. Sharing results

## Sample Techniques

- Elected Officials
- Mass Media Stories
- Planning Committees
- Surveys
- Open Houses
- User Group Outreach
- Focus Groups
- Charrettes
- Social Media/Photo Surveys



Begin by  
visiting our  
website.

# GMRPTCommission.org

A screenshot of a web browser displaying the homepage of the Greater Minnesota Regional Parks and Trails Commission (GMRPTC). The browser's address bar shows 'www.gmrptcommission.org'. The page features a large background image of a forested lake. On the left, there is a map of Minnesota divided into six colored regions, each labeled with a number. The main heading reads 'GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION'. Below this is a navigation menu with the following items: HOME, ABOUT THE COMMISSION, MEETINGS AND AGENDAS, OUR WORK, CONTACT US, and APPLICATIONS. The 'APPLICATIONS' tab is highlighted. Below the navigation menu, the page is split into two columns. The left column has a heading 'Greater Minnesota Regional Parks and Trails Commission (GMRPTC)' followed by a paragraph about the commission's establishment in 2013 and its purpose. The right column has a heading 'NEWS' followed by a sub-heading 'GMRPTC Announcing District Application Workshops' and a paragraph about upcoming workshops in May. A red callout box on the right side of the page points to the 'APPLICATIONS' tab in the navigation menu.

Greater Minnesota Regional Parks and Trails Commission

HOME ABOUT THE COMMISSION MEETINGS AND AGENDAS OUR WORK CONTACT US APPLICATIONS

## Greater Minnesota Regional Parks and Trails Commission (GMRPTC)

The Greater Minnesota Regional Parks and Trails Commission was established in 2013 to carry out system planning and provide recommendations to the legislature for grants funded by the Legacy parks and trails fund to counties and cities outside the seven-county metropolitan area for parks and trails of regional significance.

[Minnesota Statute](#)

## NEWS

### GMRPTC Announcing District Application Workshops

The Greater Minnesota Regional Parks and Trails Commission (GMRPTC) will hold Regional Designation application workshops in each of its six districts in May. The workshops will provide information and training on the Commission's new web-based application process. Regional Designation is the required first step for parks and trails to

Click on the “Applications” tab to access the Master Planning portal, tutorials, sample documents, the data management system, and more!



[HOME](#)
[ABOUT THE COMMISSION](#)
[MEETINGS AND AGENDAS](#)
[OUR WORK](#)
[APPLICATIONS](#)
[CONTACT US](#)

## Applications

2016 Application For Designation Deadline Is April 29, 2016

This is an online application for *Request for Designation as a Regional Park or Trail in Greater Minnesota*. The application must be used for a park or trail in Greater Minnesota to be considered for regional designation, which is required by the Commission before any project becomes eligible for funding. This "Designation" application process gives all cities and counties in Greater Minnesota an equal opportunity to request that "a park or trail of regional or statewide significance" (Constitutional language) be formally designated as part of Greater Minnesota Regional Park and Trail System. In submitting the application, it is presumed that all applicants are familiar with the pertinent provisions of the Greater Minnesota Regional Parks and Trails Strategic Plan and related documents.

### 2016 Statewide Application Workshop Announcement

The Greater Minnesota Regional Parks and Trails Commission (GMRPTC) is announcing a series of application workshops to be held in each of the Commission's six districts in mid-March (see attached flyer). These workshops will provide information and training on the Commission's web-based Application Requesting Regional Designation as a Regional Park or Trail. A NEW web-based Master Planning tool will also be introduced at this workshop. [Review the Full Announcement here.](#)

[Application](#)
[Regional Designation Application Tutorial](#)
[Regional Designation Criteria Tutorial](#)
[Application FAQ](#)
[SAMPLE Resolution for Public Agency Applicants](#)

Click on the "Applications" button to access the Master Plan portal, along with all other applications in our data management system.

## Sample Master Plans

[Master Plan Requirements FAQ](#)
[Strategic Plan - Detailed Master Plan Requirements](#)


Delagoon Master Plan Report



Bertram Chain of Lakes Master Plan



Anderson Park Master Plan



Rockville Park Master Plan

Additional tools to help you understand Master Planning, and GMRPTC requirements, can be found here.


# Create Account – one per organization!

MPT - Google Chrome


Not secure | hemdemoserver.com/mpt/index.php?useraction=signin

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

Overview Dashboard Login Logout



## GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION



Home / Sign In

### Login

Email

Password

☐ Remember me

[Login](#)

[Forgot Password](#)

Don't have an account?

[Create a new account](#)

**Red Callout 1:** If you haven't created an account before, you should start here

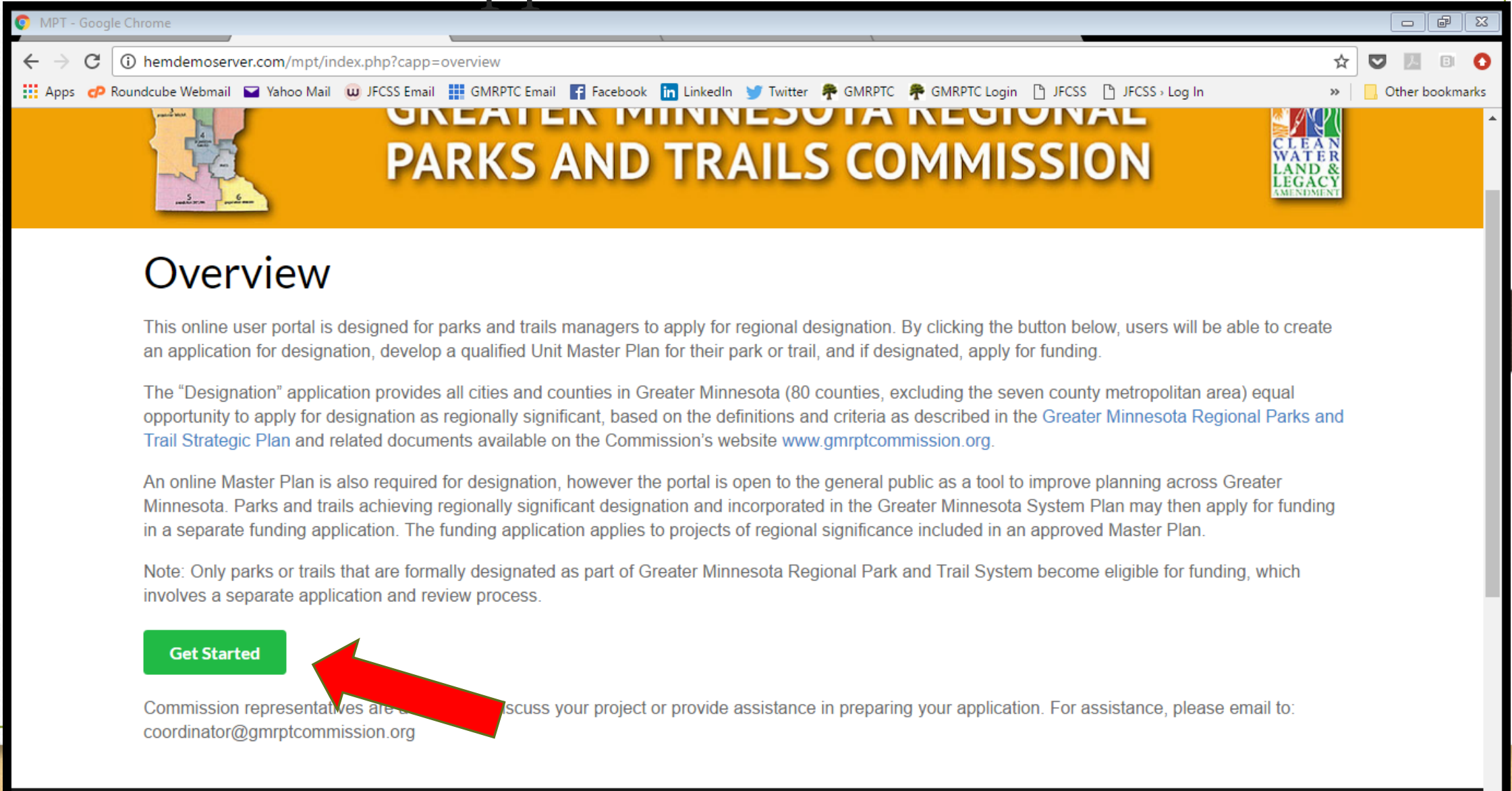
**Red Callout 2:** If you already have a system account, please start here. Users of previous DMS will need to reset password from their email.

**SITE LINKS**

Overview



# Start App or Master Plan Here



The screenshot shows a web browser window with the address bar displaying `hemdemoserver.com/mpt/index.php?capp=overview`. The browser's bookmark bar includes links for Apps, Roundcube Webmail, Yahoo Mail, JFCSS Email, GMRPTC Email, Facebook, LinkedIn, Twitter, GMRPTC, GMRPTC Login, JFCSS, and JFCSS Log In. The website header features a map of Minnesota on the left, the title "GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION" in large white letters on an orange background in the center, and a "CLEAN WATER LAND & LEGACY AMENDMENT" logo on the right. The main content area is titled "Overview" and contains three paragraphs of text. A green "Get Started" button is located at the bottom left of the text area, with a large red arrow pointing to it. Below the button, a note states that commission representatives are available to discuss projects and provide assistance, with an email address provided.

## Overview

This online user portal is designed for parks and trails managers to apply for regional designation. By clicking the button below, users will be able to create an application for designation, develop a qualified Unit Master Plan for their park or trail, and if designated, apply for funding.

The "Designation" application provides all cities and counties in Greater Minnesota (80 counties, excluding the seven county metropolitan area) equal opportunity to apply for designation as regionally significant, based on the definitions and criteria as described in the [Greater Minnesota Regional Parks and Trail Strategic Plan](#) and related documents available on the Commission's website [www.gmrptcommission.org](http://www.gmrptcommission.org).

An online Master Plan is also required for designation, however the portal is open to the general public as a tool to improve planning across Greater Minnesota. Parks and trails achieving regionally significant designation and incorporated in the Greater Minnesota System Plan may then apply for funding in a separate funding application. The funding application applies to projects of regional significance included in an approved Master Plan.

Note: Only parks or trails that are formally designated as part of Greater Minnesota Regional Park and Trail System become eligible for funding, which involves a separate application and review process.

[Get Started](#)

Commission representatives are available to discuss your project or provide assistance in preparing your application. For assistance, please email to: [coordinator@gmrptcommission.org](mailto:coordinator@gmrptcommission.org)



# GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION



## Start a new application or master plan

**\*required fields**

General	Submit
<b>General</b>	
This section provides the basic information about the park or trail and the organizations responsible for its management. Completion of this form will assign an application number to the facility and allow the user to begin both the designation application and a unit master plan.	
<b>Park or Trail Name</b>	<b>District <a href="#">Click for Map of Districts</a></b>
<input type="text" value="Park or Trail Name"/>	<input type="text" value="--Select--"/>
Required field	Required field
<b>Location Description</b>	
<input type="text"/>	

Complete the information on this form to receive an application number and start a Designation Application or Master Plan.



# Basic Park and Staff Information

MPT - Google Chrome  
hemdemoserver.com/mpt/index.php?capp=newapplication#general

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

**Required field**

**Park/Trail Address**

**City**

**Required field**

**Park/Trail State**

**Zip**

**Required field**

**Latitude**

**Longitude**

**GPS Coordinates**

**Required field**

**Map of Park/Trail**  
 No file chosen

**Facility Website**

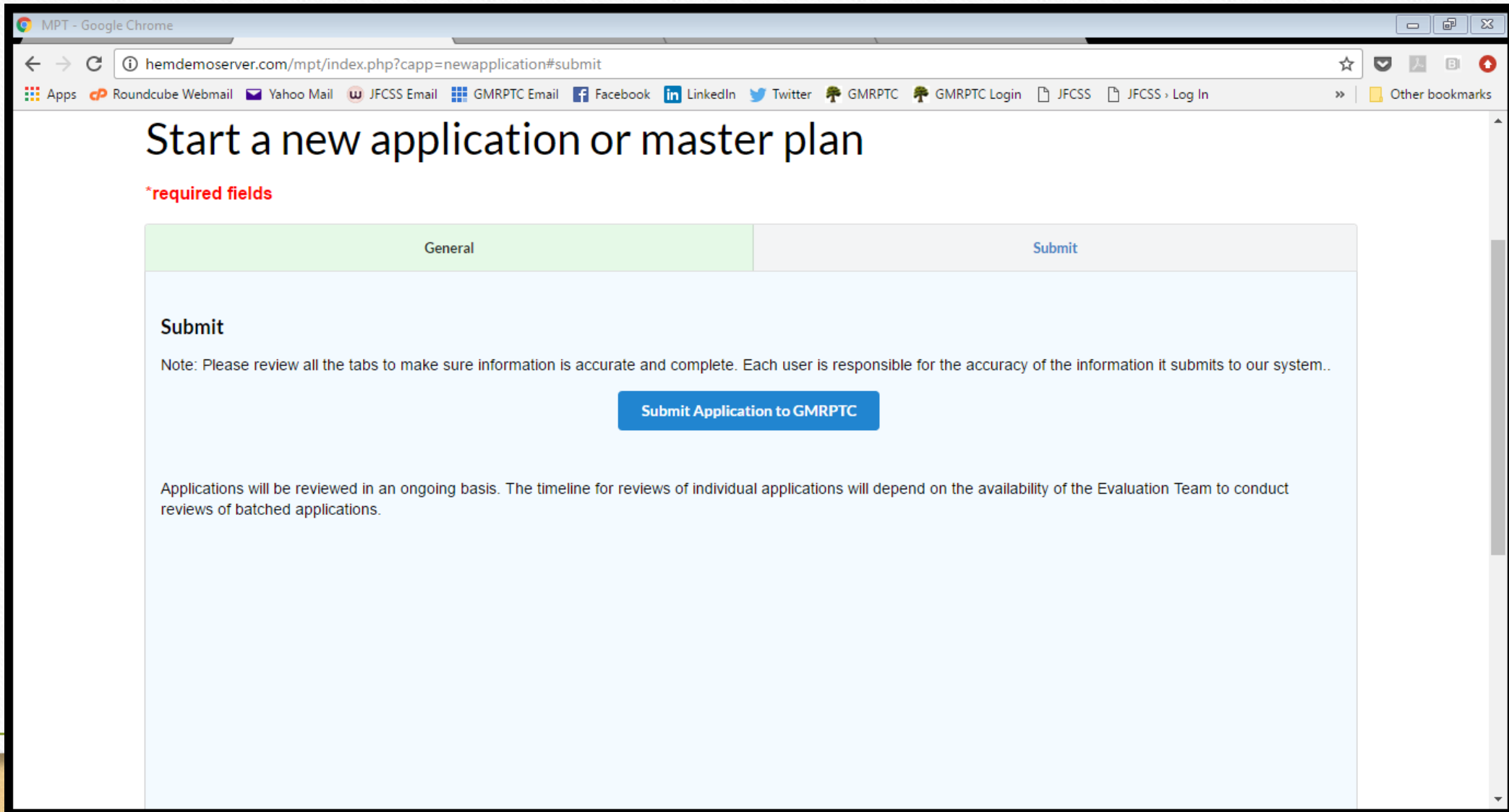
**Required field**

**Lead Applicant Organization ⓘ**

**Required field**

Lead Applicant Organization must be either a City or County in Greater Minnesota.

# Hit “SUBMIT” to begin App or Master Plan



MPT - Google Chrome

hemdemoserver.com/mpt/index.php?capp=newapplication#submit

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS › Log In Other bookmarks

## Start a new application or master plan

**\*required fields**

General

Submit

### Submit

Note: Please review all the tabs to make sure information is accurate and complete. Each user is responsible for the accuracy of the information it submits to our system..

[Submit Application to GMRPTC](#)

Applications will be reviewed in an ongoing basis. The timeline for reviews of individual applications will depend on the availability of the Evaluation Team to conduct reviews of batched applications.



# General Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

## Master Plan Application

**\*Note: All fields required**

General	Description	Site Information	Trends/Public Values	Classification Details	Development/Acquisition	Implementation	Operational	Programming	Submit
---------	-------------	------------------	----------------------	------------------------	-------------------------	----------------	-------------	-------------	--------

### General

This section provides the basic information about the park or trail and the organization. Much of the information in this tab will auto-fill.

Last Update: [i](#) April 12, 2017 00:00:00

GMRPTC Park/Trail ID#: [17-0192-D](#)

Park or Trail Name

Park or Trail Type [i](#)

Required field

This section is for admin use only

Regional Designation Status [i](#)

Evaluation Score [i](#)

Location Description

**Hovering over the blue "i" buttons will give you tips and details of what you should include.**

**Most info on this tab will auto-populate. This section will be completed by the GMRPTC Director after evaluation.**

# Resolutions are required!

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS + Log In Other bookmarks

**Joint Applicants** ⓘ

**Joint Applicant #1** ⓘ

Joint Applicant #1

Required field

Upload Resolution

Choose File

**Joint Applicant #2** ⓘ

Joint Applicant #2

Required field

Upload Resolution

Choose File No file chosen

**Joint Applicant #3** ⓘ

Joint Applicant #3

Required field

Upload Resolution

Choose File No file chosen

**Joint Applicant #4** ⓘ

Joint Applicant #4

Required field

Upload Resolution

Choose File No file chosen

**Other project supporters** ⓘ

Other project supporters

Required field

Previous Next

There can be more than one city or county partnering on a project. Each applicant must pass an official resolution of application.

Other project supporters may include user groups, chamber of commerce, legislators, etc.

All info auto-saves as you complete – no “SAVE” button!



# Master Plan Components

- *Facility Inventory/Overview*
- Regional Context/Significance
- Public Vision/Values/Trends
- The Future
  - Concept/Development Plan
  - Implementation Plan
  - Ecological Plan
  - Programming Plan
  - Management/Sustainability Plan
  - Research Plan



**Public  
Engagement**

# Description Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#description](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#description)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

General **Description** Site Information Trends/Public Values Classification Details Development/Acquisition Implementation Operational Programming Submit

## Description

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

Required field

Site Map Uploads ⓘ

Choose File No file chosen

Classification

- ☒ Natural Resource Based Regional Park ⓘ
- ☐ Special Recreational Feature Park ⓘ
- ☐ Regional Trail (Non Motorized) ⓘ
- ☐ Regional Trail (Motorized) ⓘ
- ☐ Regional Trail (Motorized and Non-motorized) ⓘ

Overview/Description of Park or Trail (500 word limit) ⓘ

Click to upload pictures, drawings, graphs, pdf's, or other external documents/pages to help tell your story!

The "Regional Significance Statement" is your headline description of the facility.

From the GMRPTC Strategic Plan, identify which classification you best fit. Ask if you need help!



# Description Tab

Give us a snapshot of the current development of your park or trail.

- Development status
- ☐ No development
  - ☐ Some development, but more proposed
    - ☐ New facilities proposed
    - ☐ Existing facilities to be upgraded
  - ☐ Fully developed

## Regional Context

Required field

## Regional Map Uploads

No file chosen

[Previous](#)

[Next](#)

# Site Information Tab

The screenshot shows a web browser window with the URL [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#siteinformation](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#siteinformation). The page contains two identical side-by-side forms for site information. Each form has a yellow background and includes the following sections:

- Facilities:** A list of checkboxes for "Zip Lines", "Restrooms/sanitation building", and "Roads and Parking Areas".
- Other:** A large text area for additional information.
- General Site Characteristics:** A section with a blue information icon and a large text area.
- Required field:** A red label indicating a mandatory field.
- Site Characteristics Images Upload:** A section with a blue information icon and a file upload button labeled "Choose File" with the text "No file chosen" next to it.

At the bottom of the page, there are two green buttons: "Previous" and "Next".

Check the types of facilities in your inventory and future plans. Share the general physical characteristics of the facility's location.



# Master Plan Components

- Facility Inventory/Overview
- Regional Context/Significance
- *Public Vision/Values/Trends*
- The Future
  - Concept/Development Plan
  - Implementation Plan
  - Ecological Plan
  - Programming Plan
  - Management/Sustainability Plan
  - Research Plan

*Public  
Engagement*

# Trends/Public Values Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#trends](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#trends)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS > Log In

General	Description	Site Information	<b>Trends/Public Values</b>	Classification Details	Development/Acquisition	Implementation	Operational	Programming	Submit
---------	-------------	------------------	-----------------------------	------------------------	-------------------------	----------------	-------------	-------------	--------

## Trends/Public Values

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 ⓘ

Required field

### Public Involvement Support Material Upload ⓘ

No file chosen

### Regional Demographic Information ⓘ

This is a complex component of the plan. You MUST show hard data to support the demand for the amenities you want to build.

- ❖ Public Involvement Summary
- ❖ Regional Demographic Info
- ❖ Public Health Values
- ❖ Economic Development/Tourism Opportunities
- ❖ Recreational Trends



# Public Engagement Process & Techniques

## Process

1. Design process with end in mind
2. Invite broad participation
  1. Transparent
  2. Listen
  3. Ground Rules/Neutral
  4. Solutions
3. Sharing results

## Sample Techniques

- Elected Officials
- Mass Media Stories
- Planning Committees
- Surveys
- Open Houses
- User Group Outreach
- Focus Groups
- Charrettes
- Social Media/Photo Surveys

# GMRPTC Resource Library

The screenshot shows a web browser window with the address bar displaying [www.gmrptccommission.org/news/state-report-cycling-creates-jobs-and-cuts-health-care-costs](http://www.gmrptccommission.org/news/state-report-cycling-creates-jobs-and-cuts-health-care-costs). The browser's address bar also shows the page title: "State Report: Cycling Creates Jobs and Cuts Health Care Costs - Greater Minnesota Regional Parks and Trails Commission - Google Chrome".

The website's navigation bar is orange and contains the following links: HOME, ABOUT THE COMMISSION, MEETINGS AND AGENDAS, OUR WORK, APPLICATIONS, CONTACT US, and NEWS. The NEWS link is highlighted.

The main content area features a large article titled "State Report: Cycling Creates Jobs and Cuts Health Care Costs" in orange text. Below the title, the date "3/30/2017" and "0 Comments" are displayed. The article text reads: "This Star-Tribune article links to a statewide study on the economic and health impacts of recreation and commuter bicycling. This can be important information for trail developers and community leaders as they consider investments in infrastructure, economic development and community events." Below the text, there are links to "Minnesota Star-Tribune Article" and "U of M Research Report". Social media sharing buttons for "Like 4" and "Tweet" are also present, along with a "0 Comments" link.

To the right of the article is an "Archives" section listing months from April 2017 down to May 2016.

Below the Archives section is a "Categories" section with a list of categories: All, Agency Plans And Reports, Demographics, Emerging Trends & Design, and Ideas.

At the bottom of the article, there is a "Leave a Reply." section with a comment form and a note: "Your comment will be posted after it is approved".

A red speech bubble with white text is overlaid on the bottom right of the article, stating: "Look through the Categories to find articles relating to the type of user or facility you're interested in."



# Public Health Values

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#trends](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#trends)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

Choose File No file chosen

**Public Health Values (Check all that apply)**

- ☐ Promotes physical activity
- ☐ Promotes healthy lifestyle
- ☐ Connects people to the outdoors
- ☐ Enhances mental health
- ☐ Encourages social interaction

**Public Health Values Additional Information** ⓘ

Required field

**Public Health Values Support Material Upload** ⓘ

Choose File No file chosen

**Economic Development/Tourism Opportunities** ⓘ

Physical Activity  
Healthy Lifestyles  
Connect People to  
Outdoors  
Mental Health  
Social Interaction

# Classification Details Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#classification](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#classification)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

General Description Site Information Trends/Public Values **Classification Details** Development/Acquisition Implementation Operational Programming Submit

## Classification Details

Describe in detail how your proposal aligns with the 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.

### Natural Resource Based Regional Park Classification

All text boxes are limited to 300 words.

Provides a High-Quality Outdoor Recreation Experience (300 word limit) ⓘ

Required field

Criteria #1 Images

Choose File No file chosen

Preserves a Regionally-Significant and Diverse Natural or Historic Landscape (300 word limit) ⓘ

Each plan is evaluated for regional potential on four criteria for their classification. This is a very important part of telling your story!



# Detailed Criteria

## Natural Resource-Based Regional Park Classification

*User impression: "It's about time we got a regional park to go to close to home!"*

*User impression: "This is great, now we can go to the regional park one day and the state park the next to do something new."*

*User impression: It's nice to have even more to do in the area."*

### Criteria #4 – Fills a Gap in Recreational Opportunity within the Region

**Overview:** Places a priority on areas in which a high quality outdoor recreational opportunity of a similar nature is not otherwise available within the region and/or within a reasonable distance. Fills a discernible and critical gap in an area with a recreation opportunity shortage. Complements (and does not duplicate) recreational opportunities otherwise available in the region, especially those provided by nearby state parks.

#### Rating Scale:

- 5 • No regional or state-level parks offering regional-type recreational facilities exist near enough to the location of this park to meet the regional need, and a clear gap in service exists
- 3 • Recreational facilities being proposed complement those provided at other regional and state-level parks in the region to more fully address a gap in service
- 1 • Overall access to regional facilities would be enhanced, but there are other regional or state-level options available to help meet regional needs

# Master Plan Components

- Facility Inventory/Overview
- Regional Context/Significance
- Public Vision/Values/Trends
- The Future
  - *Concept/Development Plan*
  - Implementation Plan
  - Ecological Plan
  - Programming Plan
  - Management/Sustainability Plan
  - Research Plan

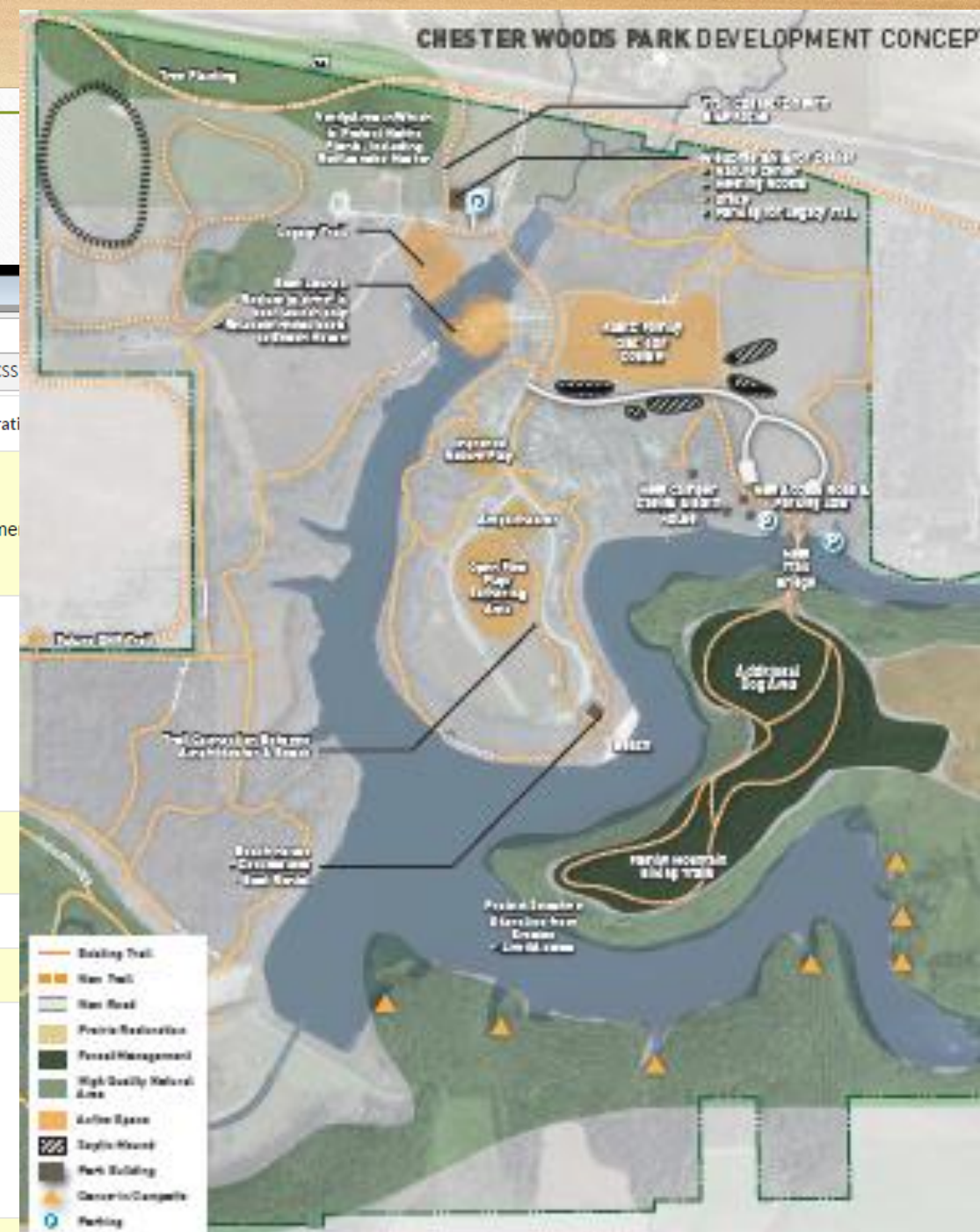


**Public  
Engagement**



## Development Plan Tab

The screenshot shows the GMRPTC Master Plan Portal interface. The top navigation bar includes links for Roundcube Webmail, Yahoo Mail, JFCSS Email, GMRPTC Email, Facebook, LinkedIn, Twitter, GMRPTC, GMRPTC Login, and JFCSS. The main content area has tabs for General, Description, Site Information, Trends/Public Values, Classification Details, Development/Acquisition (selected), Implementation, and Operations. The 'Development/Acquisition Plan' section is highlighted in yellow. It contains a description of the section's purpose and a 'Development Plan Overview' link. Below this is a 'Required field' label and a 'Development Plan Items/Images' section with a 'Choose File' button and 'No file chosen' text. The 'Acquisition Plan Overview' section is also visible. A red callout box with white text is overlaid on the right side, stating: 'Here is where you start to detail the outcomes of your planning process.'



# Development Features Details

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#development](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#development)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

Required field

Acquisition Plan Items/Images ⓘ

Choose File No file chosen

The following item provides details about one particular item or feature listed under the "Development Plan Overview" above.

Development Feature ⓘ

Development Feature Support Material ⓘ

Choose File No file chosen

Describe Upload

Delete Feature

Required field

Add Feature

Previous Next

The top of the tab is where you describe the overall vision for development. Use the lower section to provide details on each feature of the park or trail.



# Master Plan Components

- Facility Inventory/Overview
- Regional Context/Significance
- Public Vision/Values/Trends
- The Future
  - Concept/Development Plan
  - *Implementation Plan*
  - Ecological Plan
  - Programming Plan
  - Management/Sustainability Plan
  - Research Plan



**Public  
Engagement**

# Implementation Plan Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#implementation](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#implementation)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

General	Description	Site Information	Trends/Public Values	Classification Details	Development/Acquisition	Implementation	Operational	Programming	Submit
---------	-------------	------------------	----------------------	------------------------	-------------------------	----------------	-------------	-------------	--------

## Implementation Plan

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

Implementation Plan ⓘ

Required field

Summarize Acquisition and Development Costs To-Date ⓘ

Required field

Investments to Date from Various Sources ⓘ

What is your overall implementation strategy, and why? What are the development phases? What are the cost projections, and how did you arrive at them?



# Funding Details

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#implementation](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#implementation)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

### Investments to Date from Various Sources [i](#)

▼ Parks and Trails Legacy Funding [i](#)

Acquisition	Development	Total
<input type="text" value="\$0.00"/> <small>Required field</small>	<input type="text" value="\$0.00"/> <small>Required field</small>	<input type="text" value="\$0.00"/>

▶ Non-Parks and Trails Legacy Funding [i](#)

▶ Local and Other Funding Sources [i](#)

Grand Total Investments to Date – All Sources Listed

  
Required field

Acquisition and Development Cost Projections [i](#)

  
Required field

Cost Estimate Support Information Upload [i](#)

You will be asked to provide a reasonable history of the investment into the park to date, as well as anticipated local, state and regional funding sources.

# Master Plan Components

- Facility Inventory/Overview
- Regional Context/Significance
- Public Vision/Values/Trends
- The Future
  - Concept/Development Plan
  - Implementation Plan
  - Ecological Plan
  - Programming Plan
  - *Management/Sustainability Plan*
  - Research Plan



**Public  
Engagement**



# Operational Plan Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#operational](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#operational)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

General	Description	Site Information	Trends/Public Values	Classification Details	Development/Acquisition	Implementation	<b>Operational</b>	Programming	Submit
---------	-------------	------------------	----------------------	------------------------	-------------------------	----------------	--------------------	-------------	--------

## Operational Plan

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

Joint Organizations Responsibilities ⓘ

Required field

Joint Organizations Support Material Upload ⓘ

Choose File No file chosen

Maintenance/Operations Plan ⓘ

Required field

Detail how you will maintain and operate the facility, and who will be responsible for what. Should include expected operating costs and the agency's experience running a park or trail.

# Master Plan Components

- Facility Inventory/Overview
- Regional Context/Significance
- Public Vision/Values/Trends
- The Future
  - Concept/Development Plan
  - Implementation Plan
  - *Ecological Plan*
  - Programming Plan
  - Management/Sustainability Plan
  - Research Plan



**Public  
Engagement**



# Ecological/Land Resources Plan

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#operational](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#operational)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

Required field

M/O Support Material Upload ⓘ

Choose File No file chosen

Ecological/Land Resources Plan ⓘ

Required field

Ecological/Land Resources Support Material ⓘ

Choose File No file chosen

Annual Routine Maintenance and Operations Cost Total ⓘ

\$0.00

Required field

Previous Next

Use this section to show that you understand the unique natural resources in your park or trail and the challenges for managing them.

# Master Plan Components

- Facility Inventory/Overview
- Regional Context/Significance
- Public Vision/Values/Trends
- The Future
  - Concept/Development Plan
  - Implementation Plan
  - Ecological Plan
  - *Programming Plan*
  - Management/Sustainability Plan
  - Research Plan



**Public  
Engagement**



# Programming Plan Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#programming](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#programming)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

General	Description	Site Information	Trends/Public Values	Classification Details	Development/Acquisition	Implementation	Operational	Programming	Submit
---------	-------------	------------------	----------------------	------------------------	-------------------------	----------------	-------------	-------------	--------

## Programming Plan

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

Programming Plan ⓘ

Required field

Programming Support Material Upload ⓘ

Choose File No file chosen

Annual Programming Cost ⓘ

\$0.00

Required field

Annual Revenues from Programming and Fees/Charges Total ⓘ

\$0.00

Required field

Outreach and Marketing Plan ⓘ

A strong plan will outline programming activities that will engage park or trail users and keep them coming back. “Connecting People to the Outdoors” is a pillar in the State Legacy Plan and is taken seriously. This shows how you intend to fill your park with users!

You will also need to complete a marketing and outreach strategy separate from programming.

# Master Plan Components

- Facility Inventory/Overview
- Regional Context/Significance
- Public Vision/Values/Trends
- The Future
  - Concept/Development Plan
  - Implementation Plan
  - Ecological Plan
  - Programming Plan
  - Management/Sustainability Plan
  - *Research Plan*



**Public  
Engagement**



# User Metrics and Research Plan

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#programming](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#programming)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC Login JFCSS JFCSS Log In Other bookmarks

Required field

Outreach and Marketing Plan ⓘ

Required field

Outreach and Marketing Support Upload ⓘ

Choose File No file chosen

User Metrics and Research Plan ⓘ

Required field

User Metrics and Research Support Upload ⓘ

Choose File No file chosen

Plan now to gather quantitative and qualitative user data after the park or trail is open. Show how many users, where they are from, and how the quality affects their use and perspective on the facility. At a minimum, facilities must agree to partner with the GMRPTC on future research projects.

# Submit Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | [https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg\\_id=192#submit](https://dms.gmrptcommission.org/index.php?capp=masterplanportal&desg_id=192#submit)

Apps Roundcube Webmail Yahoo Mail JFCSS Email GMRPTC Email Facebook LinkedIn Twitter GMRPTC GMRPTC

General	Description	Site Information	Trends/Public Values	Classification Details	Development/Acquisition	Implement
Invalid data. Please check the above highlighted tabs						
<h3>Submit</h3> <p>Note: Please review all the tabs to ensure the information is accurate and complete. Clicking "submit" will automatically update recorded with the GMRPTC.</p> <p><a href="#">Submit Master Plan to GMRPTC</a></p> <p><a href="#">Generate a Printable Document</a></p> <p>Note: Please review all the tabs to make sure information is accurate and complete. Once the information is submitted, substantial information necessary. Submitting this information provides the GMRPTC with base information necessary for system planning and future planning. The GMRPTC is responsible for the accuracy of the information it submits to our system.</p>						

[Previous](#) [Next](#)



## General

This section provides 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.

### Last Update

12 Apr 2017 12:00:00

### Park or Trail Name

P

### GMRPTC Park/Trail ID #

17-0192-D

### Park or Trail Type

### District

1

### Regional Designation Status

### Evaluation Score

### Location Description

XYZ

### Address

1 United Way

### City

Bemidji

### Park/Trail State

### Zip

56601

### Latitude

89.3

### Longitude

44.5



# Tips

- Any questions, please contact Joe Czapiewski, System Plan Coordinator, at [coordinator@gmprptcommission.org](mailto:coordinator@gmprptcommission.org)
- This tool should produce a great plan for you at a more affordable price. However, don't expect that it will be easy, quick, or can be done by one individual.
- A team approach to plan development may still be needed, as some sections may require more technical development than you may have in-house. The plan must be professionally and technically sound.
- The term “Master Plan” gives off the idea of big, rigid, expensive documents. This new tool will start with the info you already have on hand. You can do a lot of it in-house, improving your cost effectiveness.
- Think of the resources you put into Master Planning as the investment that is going to guide future investments efficiently and attract others to your cause.
- When addressing GMRPTC criteria, be clear and concise. The more we have to try and figure it out, the lower your chances of success.
- Please give us feedback on how it worked for you!