

DIVISION OF PARKS AND RECREATION

February 23, 1994

STAFF DIRECTIVE 94-3

TO: Administrative Staff
 Section Chiefs
 District Superintendents
 Park Superintendents
 State Trails Program Staff ____

FROM: Philip K. McKnelly

SUBJECT: Policy for: New Trail Construction, Trail Relocation and Trail use Designation

This staff directive supersedes Staff Directive 93-2 and is effective immediately. It is issued to manage the development of new trail facilities, trail relocation projects and trail use designation within the state parks system. This staff directive insures that all levels of division management have reviewed and approved all trail proposals prior to the initiation of trail work. This staff directive recognizes the division's lack of adequate staff and/or available resources to effectively manage existing trail facilities within individual units of the state park system.

POLICY

Effective July 1, 1993 no new trail facilities shall be built, no trail renovation projects undertaken nor the addition of equestrian and/or mountain bicycle use of trails within the state park system prior to the following:

1. Any new trail projects or trail renovation projects, identified through the general management planning process, must be completed in accordance with the trail recommendations and the corresponding Capital Improvement Project Scopes (DC-25's) included in the final general management plan for the state park unit; and,
2. The division recognized title 15A, Chapter 12, Subchapter 12B, Section .0501 of the North Carolina Parks and Recreation Rules of the N.C. Administrative Code as the authority and requirement for the division to designate non-motorized bicycle (mountain bicycle) trails.
3. The division recognizes Title 15A, Chapter 12, Subchapter 12B, Section .0702 of the North Carolina Parks and Recreation Rules of the N.C. Administrative Code as the authority and requirement for the division to designate bridle trails.

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4. All new trail facilities, trail relocation projects and trail use designation must receive approval from the Chief of Operations, the Chief of the Planning and Development Section, the Chief of the Natural Resources Section, and Division management before construction begins or designation takes effect.

APPROVAL PROCESS

If construction of a new trail facility, a trail relocation project or the designation of a trail for equestrian and/or mountain bicycle use of a trail is proposed by a park superintendent, the following process shall be followed.

1. Any new trail proposal, reconstruction proposal or designation proposal must be identified in the approved general management plan for the park and the superintendent for that park must have consulted with the Park Advisory Committee.
2. Should there not be an approved general management plan for the park, any new trail proposal, reconstruction proposal or designation proposal must be discussed with and understood by the Park Advisory Committee prior to a proposal being submitted through the chain of command.
3. The park superintendent, with the assistance of the regional trails specialists and the Natural Resources' staff, shall develop a trail proposal, reconstruction proposal or designation proposal including the trail routing indicated on a USGS topographic map, permitted uses, width of trail, trail surface option, visitor protection devices, erosion control measures, short and long term natural resource impacts.
4. The trail proposal shall be reviewed and approved by the district superintendent, all section chiefs, the deputy director and the director for final approval. The "New Trail Construction, Trail Relocation and Trail Use Designation Approval Form" will be used to document this approval process (Attachment #1)
5. The signature of the park superintendent on the "New Trail Construction, Trail Relocation and Trail Use Designation Approval Form" certifies that the new trail can be constructed and managed with existing staff and resources.

The completed "New Trail Construction, Trail Relocation and Trail Use Designation Approval Form," shall be retained by the park superintendent in the park files.

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This section of the policy does not affect the use of volunteers, to assist parks and recreation area staff with routine trail maintenance, as stated in Staff Directive 88-7. Volunteer Program Guidelines.

PKM/DLMljms

Attachments

NORTH CAROLINA DEPARTMENT OF PARKS AND RECREATION
NEW TRAIL CONSTRUCTION, TRAIL RELOCATION AND
TRAIL USE DESIGNATION
APPROVAL FORM

Type of Approval Requested:

New Trail Construction

Trail Relocation

Trail Use Designation

Name of State Park Unit

Name of Trail (Staff Directive 86-10),

Length of Trail

Width of Trail

Surface of Trail

Type of Trail Use Proposed

Current Number of Staff

Current Number of Miles of Managed Trail

Hiking
Horse

Mountain Bicycle
Canoe

Current Amount of Dedicated Funds Available for Trail Construction and Management

APPROVAL SECTION

Signature of Park Superintendent

Date

Signature of District Superintendent

Date

Signature of Chief of Operations

Date

Signature of Chief of Planning and Development

Date

Signature of Chief of Natural Resources

Date

Signature of Division Deputy Director

Date

Signature of Division Director

Date