**On-Street and Off-Street Bike trails/pathways Template**

The following are plan contents usually included in a comprehensive trails or bikeway plan. Each section listed below contains a title, followed by supporting sections. The sections provide a brief overview on how they relate to a plan, and what can be expected when implementing the plan.

1. **Executive Summary**

A brief overview of the plan, providing the reader a clear and concise snapshot of the plan and its recommendations.

1. **Introduction**
   1. Purpose

State why the plan is being written, and why it is important. Provide an outline to the reader of what is included in the plan, and how it relates to other local plans, policies, and regulations.

* 1. Plan Background

Provide a brief history of previous plans in the city, and how those plans influenced the new plan.

* 1. Stakeholders

Identify the key stakeholders for plan preparation and implementation.

1. **Existing Conditions**

Provide an analysis of the existing conditions of all bikeway and trail facilities. If no existing facilities exist, discuss the barriers in place which may have prevented facilities from being established.

1. **Guiding Principles**
   1. Plan Vision

Express what the community believes are the ideal conditions for the plan. This identifies how the network would look if everything in the plan is executed, as planned. Vision statements typically consist of a few sentences or short phrases which will express the community’s optimism for the future.

* 1. Goals and Objectives

Goals and corresponding objectives are critical for a plan, and are encouraged to be written as SMART goals, with specific objectives meeting each goal.

* + - 1. **S**mart
      2. **M**easurable
      3. **A**ctionable
      4. **R**ealistic
      5. **T**ime-bound

1. **Bikeway/ Trail System Master Plan**
   1. Introduction

Introduce the physical network of the plan. Provide an overview of the type of facilities chosen, the connections that will be made, the trail or bikeway connectivity, traffic conditions, and end-of-trip-facilities.

* 1. Network Overview and Facility Types
     1. Provide an overview and a map of the recommended bikeway/trail plan network. This may include infrastructure and facility improvements which can address the needs for all bicyclists, taking into account the different comfort and skill levels, as well as facility use.
     2. Provide a statistical summary of the network. The summary can include a breakdown of the type of existing and recommended facilities, along with the mileage count for each facility, and the overall mileage count for both on-street bikeways and off-street trails/paths. Include definitions and examples of the different facility types in the plan, including typical cross sections.
  2. Significant and Signature facilities

Recommend facilities that are significant and signature in design. These facilities may represent critical connections, or may serve as important thoroughfares for the network.

1. **Programs and Education**
   1. Bicycle Safety Programs

This section can include areas that have a high concentration of bicycle related incidents and the data collection process that tracks these incidents. Discuss how safety can be improved and what programs can be established to improve safety. Coordinating with law enforcement and a discussion of city ordinances may assist in safety improvements and establishing safety programs.

* 1. Encouragement and benefits of a bike network

Provide an overview of the kind of benefits expected through implementation of the plan, such as: public health, air quality, transportation and commuting, recreation, community, and economic benefits.

1. **Implementation**
   1. Implementation Strategy
      1. The implementation strategy should tie together the goals and objectives and clearly explain specific tasks and responsible parties for implementation.
      2. Recommend policy changes that support the plan, which may include zoning and land development policies.
   2. Implementation Schedule

Create a schedule that prioritizes the implementation plan and phasing, including short-term projects, medium-term projects, and long-term projects. As a guide, short-term is typically within two years, medium-term is typically within three to five years, and long-term may be six years and beyond.

* 1. Funding

Identify the funding requirements needed to execute the plan, including any recommended funding sources and strategies for execution. Also identify any sponsors and their commitments to the plan.

* 1. Performance Measures
     1. Identify how the plan will be measured on performance. This is typically when commitments are showcased.
     2. These performance measures tie into the SMART goals and objectives previously defined. In these performance measures, accountability and ownership is typically assigned for future performance measurements.

1. **Appendix Sections**

Supporting information and data may be included in an appendix such as: tables, charts, and maps, the public involvement process, in-depth funding information, related cross sections, definitions, and any other relevant information.