

Appendix H: Sample Trail Designation Process & Checklist

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The following information is provided as a recommended guide for Delta Trail designation. This document should be adapted for use by the Delta Protection Commission (Commission) to ensure clear and consistent communication to managers of potential Delta Trail segments.

H1. Intended Audience

The final version of this document is intended to be used by:

- **Property owners or managers (particularly public agencies)** interested in designating a trail segment or water launch site as part of the Delta Trail
- **Commission staff** to confirm trail segment eligibility and consistency with the Delta Trail vision
- **Members of the Public** interested in advocating for trail designation in their area

H2. Benefits to Trail Designation

Designation as part of a regional trail gives trail users the reasonable expectation that the trail will meet some minimum criteria or provide a certain type of experience. A designated segment of Delta Trail would be included on Delta Trail maps and websites and official Delta Trail signs would be posted along the trail.

Benefits to designation:

- ✓ Encourages understanding of connection to greater Delta region
- ✓ Increases trail visibility
- ✓ Encourages trail use
- ✓ Benefits nearby businesses
- ✓ Ensures ongoing connectivity to the larger system
- ✓ Potential for additional funding opportunities

As a locally implemented regional trail, it is critical to have a clear and accountable process for trail designation to provide encouragement and transparency for local organizations interested in developing a new segment or having an existing trail designated.

H3. Designation Process

The designation process is led by the Commission as the oversight agency, but all responsibility for trail development, implementation, maintenance, and operation is retained by the owner and manager.

Steps to designation include:

- 1) Trail owner/manager fill out trail project information form and designation checklist
- 2) Commission Delta Trail Coordinator reviews checklist and determines eligibility
- 3) Trail owner/manager and Commission Delta Trail Coordinator work together on any revisions or clarifications before it gets reviewed and approved by the Commission.
- 4) Once trail is complete (or for existing trails):
 - a. Commission adds trail to official maps
 - b. Commission provides appropriate shields for additions to trail posts and signs
 - c. Trail owner/manager installs Commission provided shields and/or includes appropriate trail logo on signs and maps.

H4. Trail Information

PRIMARY CONTACT:

Name: _____

Agency: _____

Address: _____

Phone: _____ Email: _____

- ☐ property owner
- ☐ designated manager
- ☐ other: _____

PROPERTY OWNER CONTACT (IF DIFFERENT):

Name: _____

Agency: _____

Address: _____

Phone: _____ Email: _____

PROJECT INFORMATION:

Property Name: _____

Trail Name: _____

- ☐ Trail is existing
- ☐ Trail is planned
- ☐ other: _____

Trail Length: _____ miles/feet

Trail Designation Type (may be changed by recommendation of Commission staff):

- ☐ Main Trail
- ☐ Local Access Trail
- ☐ Water Launch Site

Describe the trail, including information that will help the Commission understand how the trail may meet the trail designation criteria. Attach a map showing the location and context of the trail.

H5. Trail Designation Checklist

Legislation Consistency Criteria

This group of questions include criteria that are part of the enabling legislation and therefore should be met by all segments. Answering “yes” to any question (ie. indicating that there may be impacts) would make the segment ineligible for designation as part of the Delta Trail. Note that a formal environmental study may be required to determine impacts. The need for formal environmental study and any associated mitigations would immediately make the trail ineligible for designation.

Answers may include: **Y** (yes); **U** (unknown); or **N** (no).

WILL THE TRAIL:

Y U N have negative impacts to sensitive wildlife or habitat?

If the trail is near sensitive wildlife or habitat, what measures will be taken to prevent negative impacts? _____

Y U N have negative impacts to adjacent private uses (including agriculture)?

If the trail is near private property (including agricultural properties), what measures will be taken to prevent negative impacts? _____

Y U N have negative impacts to existing hunting or fishing areas?

If the trail is near hunting or fishing areas, what measures will be taken to prevent negative impacts? _____

Y U N allow motor vehicles (other than motor vehicles used by the managing agency)?

Y U N be considered mitigation for wetlands losses?

If the trail is part of a wetland mitigation project, how is the funding for the trail development kept separate from the wetland mitigation funding? _____

Y U N be located outside of Contra Costa, Sacramento, San Joaquin, Solano, or Yolo Counties?

Trails in any other county are not eligible to be designated as part of the Delta Trail.

STOP: If you answered **Y** (yes) to any of the above questions, the trail is not eligible to be designated as part of the Delta Trail.

Trail Type Criteria

These questions aim to determine if the trail would function as part of the Main Trail or a Local Access Trail. If the trail is potentially eligible for either designation, the Commission Delta Trail Coordinator should determine the best designation. Answers to questions 3, 4, and 5 may assist in making this determination.

Answers may include: ☐ (yes); ☐ (indirectly); or ☐ (no).

FOR MAIN OR LOCAL ACCESS TRAIL SEGMENTS, DOES THE PROPOSED DELTA TRAIL SEGMENT:

☐ ☐ ☐ Connect (or potentially connect) between two or more existing Delta Trail segments?

NOTE: Trails that connect between two or more existing Delta Trail segments should be considered for Main Trail designation.

☐ ☐ ☐ Connect (or potentially connect) to an existing or planned segment of the Delta Trail or the San Francisco Bay Trail (but not between two or more existing Delta Trail segments)?

NOTE: Trails that connect to existing or planned Delta Trail segments should be considered for Local Access Trail designation.

STOP: If the answer is ☐ (no) to both parts of Question 2, the trail is not eligible to be designated as part of the Delta Trail.

Connectivity Criteria (optional, but encouraged)

The following questions help determine the value the segment may have as part of the Delta Trail network. None of these are required criteria, but all are strongly encouraged. These questions will also help determine the appropriate trail type designation.

Answers may include: ☐ (yes); ☐ (indirectly); or ☐ (no).

FOR MAIN OR LOCAL ACCESS TRAIL SEGMENTS, DOES THE PROPOSED DELTA TRAIL SEGMENT:

☐ ☐ ☐ connect (or potentially connect) to an existing San Francisco Bay Water Trail site?

☐ ☐ ☐ connect (or potentially connect) to another regional trail (as identified in Chapter 2 of the Master Plan)? Trail name: _____

☐ ☐ ☐ connect to a historic resource?

☐ ☐ ☐ connect to a recreational facility (park, marina, beach, campground, etc.)?

☐ ☐ ☐ connect to public transportation?

☐ ☐ ☐ connect to a natural area (wildlife viewing, hunting, fishing, etc.)?

☐ ☐ ☐ connect to a community center ("main street")?

☐ ☐ ☐ connect to an underserved community (or disadvantaged community, as defined by SB 535)?

Community and User Benefits Criteria

These questions aim to determine who can use the trail and who benefits from the trail. These questions also help the Commission Trail Manager determine the appropriate trail type designation and highlight any potential concerns for designation.

Trail surface:

- ☐ Paved (concrete, asphalt, etc.): _____
- ☐ Natural surface (crushed stone, compacted earth, etc.): _____
- ☐ Other: _____

Trail width (not including shoulders): _____ feet

Allowed users (select all that apply):

- ☐ Pedestrians
- ☐ Bicycles
- ☐ Horses
- ☐ Other non-motorized wheeled users
- ☐ E-bikes (select type, if appropriate: Type I, Type II, Type III)
- ☐ Other: _____

Answers to questions below may include: **Y** (yes); **U** (unknown, maybe, or partially); or **N** (no).

Y U N Does the trail meet appropriate accessibility requirements for trails? *If not, please explain how the trail will provide access to a wide range of users:* _____

Y U N Meet minimum design guidelines as proposed in the Master Plan or another relevant adopted trail plan? *Which plan?* _____

Y U N Is the proposed Delta Trail segment on or near a shoreline?

Y U N Does the proposed Delta Trail segment have scenic value?

Y U N Is there local support for the proposed Delta Trail segment? *Please explain:* _____

Y U N Is the proposed Delta Trail segment on existing publicly owned land?
Agency: _____

Y U N Does the agency and/or supporting partners have the financial and staff capacity to support the trail on a long-term basis? *Please explain:* _____

Y U N If the proposed Delta Trail segment is on or near a levee, is there initial support from the relevant Levee Maintaining Agency? *Please explain:* _____

Y U N Does the trail allow dogs? *If dogs are allowed, what measures are taken to reduce impacts to wildlife and water?* _____

Water Trail Site Criteria

These questions would apply to potential water trail sites only and aim to determine eligibility for inclusion in a water trail program. Additional criteria should be adapted from the San Francisco Bay Area Water Trail Eligibility Criteria.

Answers may include: **Y** (yes); **U** (unknown, maybe, or partially); or **N** (no).

- Y U N** Is the launch site open to the public?
- Y U N** Are there launch facilities for non-motorized small boats?
- Y U N** Does the launch site present dangerous conditions?
- Y U N** If the launch site is on a project levee, does the site have an encroachment permit from the Central Valley Flood Protection Board?

STOP: If you answered **N** (no) to any of the above questions, the trail is not eligible to be designated as part of the Delta Trail.

- Y U N** Is there connectivity with the Main Trail or Local Access Trails? (optional, but recommended) *If yes, which trail?* _____

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