

## **Procedural Guidelines for Discontinuance of a Trail or Trail Network**

*Note: The circumstances for each trail are different; therefore, these steps are a guide.*

1. Discontinuance of a trail or trail network is suggested by a member of the Trails Subcommittee, a member of the Conservation Commission, or a member of the public attending a Trails Subcommittee meeting or Conservation Commission meeting. The suggestion will be discussed at the Trails Subcommittee meeting, but not voted on until a future meeting when all relevant information has been received and considered.
2. Trails Subcommittee and Conservation Commission members are informed of the proposal so they can walk the trail. The City Forester and Planning staff make whatever investigation they feel necessary. If the trail is on private property, the landowner is informed by Planning staff.
3. At a subsequent Trails Subcommittee meeting, after discussing the reasons for discontinuing the trail versus keeping it open, the Trails Subcommittee votes on whether to recommend to the Conservation Commission that the trail be discontinued.
4. Conservation Commission reviews the recommendation at a regular meeting and determines whether or not to move forward and schedule a public hearing.
5. If it is decided to move forward, the Conservation Commission holds a public hearing.
6. The Conservation Commission deliberates and then votes whether or not to approve the discontinuance of the trail or take any other relevant action.
7. If the trail is discontinued, the City Forester or Trails Ranger posts notices at the trailhead informing the public that the trail is no longer maintained, removes any other signage or infrastructure, paints over or remove the blazes if appropriate, and takes any other appropriate actions. Planning staff removes the trail from the Concord Trails website and trail guide.